REGIONAL DISTRICT OF NANAIMO

REGIONAL DISTRICT OF NANAIMO
REGULAR BOARD MEETING
AGENDA

Tuesday, September 17, 2019

7:00 P.M.

Board Chambers

This meeting will be recorded

Pages

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

3.1 **Regular Board Meeting - July 23, 2019** 16

(All Directors - One Vote)

That the minutes of the Regular Board meeting held July 23, 2019, be adopted.

4. DELEGATIONS - AGENDA ITEMS

5. CORRESPONDENCE

(All Directors - One Vote)

That the following correspondence be received for information:

5.1 **Carol O'Connor, Chairperson, The Early Learning & Child Care Council for Oceanside, re Appointing an Official RDN Liaison** 31

5.2 **Cynthia and Terry Riglin, re Letter in opposition to DP with Variance Application No. PL2019-057 - Lot 31 Seaview Drive, Electoral Area H (Agenda Item 9.1.1)** 33

5.3 **L. Leskow and M. Piquette, re Letter in opposition to DVP No. PL2019-156 - 1396 Sunrise Drive, Electoral Area G (Agenda Item 9.1.7)** 41

6. COMMITTEE MINUTES

(All Directors - One Vote)

That the following minutes be received for information:

6.1 Electoral Area Services Committee - September 3, 2019 42

6.2 Committee of the Whole - September 3, 2019 48

6.3 Solid Waste Management Select Committee - September 5, 2019 54

6.4 Englishman River Water Service Management Board - September 5, 2019 57

6.5 Arrowsmith Water Service Management Board - September 5, 2019 60

6.6 Oceanside Services Committee - September 12, 2019 62

7. CONSENT AGENDA

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

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

(Voting rule varies as noted - Unanimous vote required)

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

7.1 ELECTORAL AREA SERVICES COMMITTEE RECOMMENDATIONS

7.1.1 Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2018-116 - 6961, 6931, 6973 and 6977 Doumont Road, Electoral Area C 67

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

That the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lots B and H in relation to Subdivision Application No. PL2018-116.

7.1.2 Municipal Insurance Association of British Columbia Society Coverage 74

(All Directors - Weighted Vote)

1. That the Board endorse offering the Municipal Insurance Association of British Columbia Society coverage to the volunteer fire department societies.

2. That the Board endorse contributions of $5,000 to the insurance deductible reserve accounts to increase the reserve balance to a maximum of $100,000.

7.1.3 Bow Horn Bay Fire Protection Boundary Expansion 82

(All Directors - One Vote)

That “Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.10, 2019” be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

7.1.4 Dashwood Fire Hall Alternative Approval Process Results 89

(All Directors - One Vote)

1. That “Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019”, be adopted.

(All Directors - Weighted Vote)

2. That “Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019”, be adopted.

7.2 COMMITTEE OF THE WHOLE RECOMMENDATIONS

7.2.1 2020 Board and Standing Committee Regular Meeting Schedule 99

(All Directors - One Vote)

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

7.2.2 Vancouver Island Agricultural Adaptation Strategy 103

(All Directors - One Vote)

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.

7.2.3 2018 Regional Growth Strategy Annual Report 109

(All Directors, except EA B - One Vote)

That the 2018 Regional Growth Strategy Annual Report be endorsed.

7.2.4 Island Health Request to Administer Funds for the Nanaimo Community Health Network 181
Please note: The original recommendation was varied by the Committee

(All Directors - Weighted Vote)

That the Board approve the Regional District of Nanaimo entering into a service contract with Island Health to accept $50,000 annually to provide a contracted 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.

7.2.5 Nanaimo & Area Land Trust, re 2019 Activities Report and 2020 Funding Request

Please note: Committee recommendation has no accompanying staff report

(All Directors - One Vote)

That the Nanaimo & Area Land Trust funding request be referred to budget deliberations.

7.2.6 Community Works Funds - Extension Recreation Commission Society

Please note: Committee recommendation has no accompanying staff report

(All Directors - One Vote)

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.

7.3 SOLID WASTE MANAGEMENT SELECT COMMITTEE RECOMMENDATIONS

7.3.1 CleanBC - Plastics Action Plan Regional District of Nanaimo Submission

191

(All Directors - One Vote)

That the Board endorse the submission to the Ministry of Environment and Climate Change Strategy regarding the Clean BC, Plastics Action Plan: Policy Consultation Paper.

7.3.2 Brewers Recycled Container Collection Council Plan Draft Consultation Submission

209

(All Directors - One Vote)

That the Board approve the draft letter prepared by staff and submit to the Brewers Recycled Container Collection Council in response to their draft Container Stewardship Plan.

7.3.3 Industrial, Commercial and Institutional Recycling Letter to Minister Heyman

213

(All Directors - One Vote)

That the Board Chair be authorized to sign the joint letter prepared by the Thompson-Nicola Regional District addressed to the Honourable Minister Heyman requesting that waste sourced from the industrial, commercial and institutional sectors be included in the *Recycling Regulation*.

7.4 OCEANSIDE SERVICES COMMITTEE RECOMMENDATIONS

7.4.1 Oceanside Community Safety Grants

224

(Parksville, Qualicum Beach, Electoral Areas E, F, G, H - Weighted Vote)

That the $4,800 grant previously approved for signage for the Shorewood San Pareil Owners and Residents Association be approved for the purchase of First Aid equipment and emergency response supplies subject to the completion of an Emergency Plan outlining locations and procedures for access of supplies.

7.4.2 Recreation Services Agreement Renewal with Arrowsmith Community Recreation Association - 2020-2022

236

(All Directors - Weighted Vote)

That the Recreation Services Delivery Agreement (Attachment 1) with the Arrowsmith Community Recreation Association be renewed for a three-year term from January 1, 2020 through to December 31, 2022.

7.4.3 Oceanside Recreation Services Grant Program – Fall 2019 Applications

261

Please note: The original recommendation was varied by the Committee

(Parksville, Qualicum Beach, Electoral Areas E, F, G, H - Weighted Vote)

1. That grant funding be awarded as follows to the following eligible applicants for the fall 2019 intake of the Oceanside Services Committee Recreation Grant Program - Youth:

- Arrowsmith Community Recreation Association; Youth sports programs - $2,100
- Arrowsmith Community Recreation Association; Youth Week Basketball tournament - $549
- Bard to Broadway; Performing Arts Series - $1,210
- Bard to Broadway; Youth Summer Theatre Workshop - $295
- Bowser Elementary School; Outdoor recreation field trips - $2,500
- Kwalikum Secondary School; Bike Club equipment - $3,500
- Oceanside Community Makerspace; Promotional materials, supplies, waiving program fees - $1,750
- Oceanside Minor Lacrosse Association; Pinnies; light tokens - $2,500
- Oceanside Track and Field Club; Throwing equipment, computer and software - $2,500
- Ravensong Aquatic Club; Training equipment - $2,150

Total Youth Recreation Grants - $19,054

2. That grant funding be awarded as follows to the following eligible applicants for the fall 2019 intake of the Oceanside Services Committee Recreation Grant Program – Community Recreation:

- Arrowsmith Agricultural Association; Coombs Fair Family Day - $1,295
- Arrowsmith Community Recreation Association; Coombs

Candy Walk - $2127

- Arrowsmith Community Recreation Association; Food Skills for Families - $1,200
- Arrowsmith Community Recreation Association; Old-fashioned Country Picnic - $1,081
- Errington Cooperative Preschool; Preschool supplies - $1,500
- Errington War Memorial Hall; Promotion for ongoing events - $2,000
- Forward House Community Society; On the Go program funding - $1,750
- Friends of Dunsmuir Park; Equipment, picnic tables - $2,500
- Lions Club of Parksville; Lions Free Skate ice rental - $500
- Parksville Golden Oldies Sports Association; Van-Isle Walking Soccer tournament - $2,000
- Parksville Lawn Bowling Club; Lawn bowls - $2,560
- Spinal Cord Injury BC; Equipment rental and event supplies - $2,500
- Town of Qualicum Beach; Select Committee on Family Day; free family swim 2019 - $500
- Town of Qualicum Beach; Family Day free swim 2020 - $500
- Ravensong Masters Swim Club; Program costs, rental fees, coaching expenses - $1,200
- Qualicum Community Education and Wellness Society; Universal Access Qualicum Beach fitness equipment - $2,500

Total Community Recreation Grants - $25,713

7.4.4 Oceanside Community Safety Funding Request for Full-Time Executive Director

Please note: Committee recommendation has no accompanying staff report

(All Directors - One Vote)

That the Oceanside Community Safety funding increase request to hire a full-time executive director be referred to 2020 budget deliberations.

7.5 ENGLISHMAN RIVER WATER SERVICE MANAGEMENT BOARD RECOMMENDATIONS

7.5.1 Englishman River Water Service, Contract 1 Project Update and Budget Increase Request 475

(Electoral Areas E and F - Weighted Vote)

That the Regional District of Nanaimo adopt its portion of the additional $380,300 required in the 2019 Englishman River Water Service capital budget for Contract 1.

8. ITEMS REMOVED FROM THE CONSENT AGENDA

9. COMMITTEE RECOMMENDATIONS

9.1 Electoral Area Services Committee

9.1.1 Development Permit with Variance Application No. PL2019-057 - Lot 31 Seaview Drive, Electoral Area H 479

Delegations Wishing to Speak to Development Permit with Variance Application No. PL2019-057 - Lot 31 Seaview Drive, Electoral Area H

Please note: The original recommendation was varied by the Committee

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

1. That Item 6 of conditions of approval of Development Permit with Variance Application No. PL2019-057 listed in Attachment 2, Schedule 1 – Conditions of permit, be removed from the conditions of approval.

2. That the Board approve Development Permit with Variance No. PL2019-057 to permit the development of a dwelling unit, accessory building, and associated yard area subject to the terms and conditions outlined in Attachment 2, as amended to remove Item 6 from the conditions of approval.

3. That the Board exempt Lot 31, District Lot 28, Newcastle District, Plan 22249 from Section 13(b) of Bylaw 1469 to allow the construction of a dwelling unit within 15 metres from the natural boundary of any other watercourse including a lake, marsh or pond.

9.1.2 Development Permit with Variance Application No. PL2019-099 - Lot A, Elm Road, Electoral Area A 494

Delegations Wishing to Speak to Development Permit with Variance Application No. PL2019-099 - Lot A, Elm Road, Electoral Area A

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

That the Board approve Development Permit with Variance No. PL2019-099 to permit the construction of a dwelling unit subject to the terms and conditions outlined in Attachment 2.

9.1.3 **Development Variance Permit Application No. PL2019-145 - 846 Ackerman Road, Electoral Area G** 505

Delegations Wishing to Speak to Development Variance Permit Application No. PL2019-145 - 846 Ackerman Road, Electoral Area G

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

That the Board approve Development Variance Permit No. PL2019-145 to reduce the setback from the exterior side lot line for dwelling units 1 to 5 and 11 to 20 subject to the terms and conditions outlined in Attachment 2.

9.1.4 **Development Variance Permit Application No. PL2018-216 - 3835 Charlton Drive, Electoral Area H** 515

Delegations Wishing to Speak to Development Variance Permit Application No. PL2018-216 - 3835 Charlton Drive, Electoral Area H

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

That the Board approve Development Variance Permit No. PL2018-216 to reduce the front lot line setback from 8.0 metres to 5.0 metres for a proposed dwelling unit subject to the terms and conditions outlined in Attachment 2.

9.1.5 **Development Variance Permit Application No. PL2019-110 - 1640 Stewart Road, Electoral Area E** 529

Delegations Wishing to Speak to Development Variance Permit Application No. PL2019-110 - 1640 Stewart Road, Electoral Area E

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

That the Board approve Development Variance Permit No. PL2019-110 to reduce the setback for an interior side lot line and the natural boundary of the sea to permit the renovation of an existing dwelling unit and to permit a second storey addition subject to the terms and conditions outlined in Attachment 2.

9.1.6 **Development Variance Permit Application No. PL2019-134 and Request for Relaxation of the Minimum 10% Frontage Requirement in Relation to Subdivision Application No. PL2017-072 - 2925 Turnbull Road, Electoral Area H** 537

Delegations Wishing to Speak to Development Variance Permit Application No. PL2019-134 and Request for Relaxation of the Minimum 10% Frontage Requirement in Relation to Subdivision Application No. PL2017-072 - 2925 Turnbull Road, Electoral Area H

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

1. That the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lot 3 in relation to Subdivision Application No. PL2017-072, subject to the terms and conditions outlined in Attachment 2.

2. That the Board approve Development Variance Permit No. PL2019-134 to increase the permitted parcel depth of proposed Lot 2 subject to the terms and conditions outlined in Attachment 2.

9.1.7 **Development Variance Permit No. PL2019-156 for lot depth and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2019-044 - 1396 Sunrise Drive, Electoral Area G** 545

Delegations Wishing to Speak to Development Variance Permit No. PL2019-156 for lot depth and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2019-044 - 1396 Sunrise Drive, Electoral Area G

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

1. That the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lots A and B in relation to Subdivision Application No. PL2019-044, subject to the terms and conditions outlined in Attachments 2 and 3.

2. That the Board approve the request to increase the permitted lot depth for proposed lots A and B for Development Variance Permit No. PL2019-156, subject to the terms and conditions outlined in Attachments 2 and 3.

9.1.8 **Temporary Use Permit Application No. PL2019-090 - Kipp Road, Electoral Area A** 552

Delegations Wishing to Speak to Temporary Use Permit Application No. PL2019-090 - Kipp Road, Electoral Area A

Please note: The original recommendation was varied by the Committee

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

1. That Item 6 of the conditions of approval of Development Permit Application No. PL2019-090 listed in Attachment 3, Schedule 1 - Conditions of Permit, be amended to add the words “to include carcass surveys of birds, bats, and other incidental species following survey recommendations to be provided by a professional biologist” after the words …prepared by a qualified professional.

2. That the Board receive the Summary of the Public Information Meeting held on July 10, 2019.

3. That the Board approve Temporary Use Permit No. PL2019-090 to allow the use of a wind turbine on the subject property subject to the terms and conditions outlined in Attachment 3, as amended.

9.1.9 Emergency Program Bylaws

565

(Electoral Area Directors - One Vote)

1. That “Regional District of Nanaimo Emergency Program Bylaw No. 1790, 2019” be introduced and read three times.

(Electoral Area Directors - One Vote / 2/3)

2. That “Regional District of Nanaimo Emergency Program Bylaw No. 1790, 2019” be adopted.

(All Directors - One Vote)

3. That “Regional District of Nanaimo Emergency Program Extended Service Amendment Bylaw No. 952.01, 2019” be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

9.2 Committee of the Whole

9.2.1 Bylaw No. 1799 – Alberni-Clayoquot Regional District – 2020 Permissive Tax Exemption

575

(All Directors - One Vote / 2/3 - Must be taken separately)

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.

9.2.2 **Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1800, 2019** 579

(Parksville, Qualicum Beach, Electoral Areas E, G - Weighted Vote)

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

(Parksville, Qualicum Beach, Electoral Areas E, G - 2/3 Weighted Vote)

2. That “Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1800, 2019” be adopted.

9.2.3 **Bylaw No. 1655.10, 2019 – Water User Rates Amendments 2019** 583

(Electoral Areas A, E, F, G - Weighted Vote)

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

(Electoral Areas A, E, F, G - 2/3 Weighted Vote)

2. That “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.10, 2019” be adopted.

10. REPORTS

10.1 **OCP and Zoning Amendments for Nanaimo Airport Draft Amendments for Consultation** 588

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

That the Board receive the draft Official Community Plan and zoning bylaw amendments for the Nanaimo Airport lands for the purpose of community and stakeholder consultation.

10.2 **Official Election Results – 2019 Electoral Area G By-election** 616

(All Directors - One Vote)

That the official election results for the 2019 Electoral Area G by-election be received for information.

10.3 **Zoning Amendment Application No. PL2018-121 – Fowler Road, Electoral Area H – Amendment Bylaw 500.424, 2019 – Third Reading** 619

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

1. That the Board receive the report of the Public Hearing held on July 24, 2019 for “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019”.

2. That the Board give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019”.

10.4 **Zoning Amendment Application No. PL2019-037 760, 770, 772 and 780 Horne Lake Road, Electoral Area H – Amendment Bylaw 500.427, 2019 –Third Reading** 631

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

1. That the Board receive the report of the Public Hearing held on July 24, 2019, for “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019”.

2. That the Board give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019”.

11. BYLAWS - WITH NO ACCOMPANYING REPORT

11.1 **Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1754.03, 2019** 639

(All Directors - One Vote)

1. That “Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1754.03, 2019", be introduced and read three times.

(All Directors - One Vote / 2/3)

2. That “Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1754.03, 2019", be adopted.

11.2 **Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.74, 2019** 641

(All Directors - One Vote)

That "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.74, 2019", be adopted.

12. BUSINESS ARISING FROM DELEGATIONS

13. MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

13.1 2019 Zero Waste Conference

Director Geselbracht provided notice of the following motion at the September 5, 2019 Solid Waste Management Select Committee meeting:

(All Directors - One Vote)

That Director Geselbracht attend the 2019 Zero Waste Conference in Vancouver, BC, October 30 & 31, 2019 at a total cost of $475 plus GST.

13.2 Ballenas Track Upgrade Project Steering Committee

Director McLean provided notice of the following motion at the September 12, 2019 Oceanside Services Committee meeting:

(All Directors - One Vote)

1. That the Regional District of Nanaimo Board of Directors request a seat for a representative to sit on the Ballenas Track Upgrade Project Steering Committee that is being formed by School District 69.

(Parksville, Qualicum Beach, Electoral Areas E, F, G, H - Weighted Vote)

2. That Regional District of Nanaimo Recreation staff work in conjunction with School District 69 staff, the steering committee, and any necessary consultants to develop a detailed plan using up to $100,000 of funds that have been set aside in the 2019 budget for this purpose.

13.3 Committee of the Whole Meeting Time

Director Wiese provided notice of the following motion:

(All Directors - One Vote)

That Committee of the Whole meetings be held at 10:00 a.m. instead of 3:00 p.m.

14. NEW BUSINESS

15. IN CAMERA

(All Directors - One Vote)

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

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

16. ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR BOARD MEETING

Tuesday, July 23, 2019
7:00 P.M.
Board Chambers

In Attendance:	Director I. W. Thorpe	Chair
	Director B. Rogers	Vice Chair
	Alternate	
	Director A. McPherson	Electoral Area A
	Director V. Craig	Electoral Area B
	Director M. Young	Electoral Area C
	Director L. Salter	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 T. Brown	City of Nanaimo
	Director B. Geselbracht	City of Nanaimo
	Alternate	
	Director Z. Maartman	City of Nanaimo
	Director J. Turley	City of Nanaimo
	Director E. Mayne	City of Parksville
	Director A. Fras	City of Parksville
	Director M. Swain	District of Lantzville
	Alternate	
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director K. Wilson	Electoral Area A
	Director D. Bonner	City of Nanaimo
	Director E. Hemmens	City of Nanaimo
	Director B. Wiese	Town of Qualicum Beach
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	S. De Pol	A/ Gen. Mgr. Regional & Community Utilities
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	T. Osborne	Gen. Mgr. Recreation & Parks
	D. Wells	Gen. Mgr. Corporate Services
	D. Pearce	Director of Transportation & Emergency Services
	J. Hill	Mgr. Legislative Services
	J. Pisani	Drinking Water & Watershed Protection Coordinator
	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 welcomed Alternate Directors Maartman, McPherson, Stanhope and Westbroek to the meeting.

APPROVAL OF THE AGENDA

19-265

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

5.2 Athol Trickett, President, Parksville Lawn Bowling Club, re Letter of Support

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Regular Board Meeting - June 25, 2019

19-266

It was moved and seconded that the minutes of the Regular Board meeting held June 25, 2019, be adopted.

CARRIED UNANIMOUSLY

CORRESPONDENCE

19-267

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

Mayor Helps, Mayor Osborne, Mayor Staples, re Vancouver Island and Coastal Communities Climate Leadership Plan

Athol Trickett, President, Parksville Lawn Bowling Club, re Letter of Support

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM CORRESPONDENCE

19-268

It was moved and seconded that the Chair appoint a Director as the Regional District of Nanaimo representative to the Vancouver Island and Coastal Communities Climate Leadership Plan steering committee.

CARRIED UNANIMOUSLY

19-269

It was moved and seconded that the Chair provide a letter of support to the Parksville Lawn Bowling Club for inclusion with their grant applications for provincial funding for their Green Conversion Project.

CARRIED UNANIMOUSLY

COMMITTEE MINUTES

19-270

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

Electoral Area Services Committee - July 9, 2019

Committee of the Whole - July 9, 2019

Executive Committee - July 11, 2019

Transit Select Committee - July 11, 2019

CARRIED UNANIMOUSLY

CONSENT AGENDA

At the request of Directors, the following items were removed from the Consent Agenda for consideration under Section 8. Items Removed from the Consent Agenda:

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

7.3.3 January 2020 Service Expansion

19-271

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

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

7.1.2 5-year Project Plan - Electoral Area B Spring 2019

7.1.3 5-year Project Plan - Electoral Area C-EW/PV

7.1.4 5-year Project Plan - Electoral Area E Spring 2019

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

7.1.7 Active Transportation Infrastructure Memorandum of Understanding

7.1.8 Signage for Nanoose Road Community Park

7.2.1 2020 to 2024 Financial Plan Schedule

7.2.2 Community Works Fund Status Report

7.2.3 Mount Arrowsmith Biosphere Region Roundtable Representation

7.2.4 CleanBC Communities Fund Grant Application for Electric Vehicle Charging Stations

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

7.2.6 License to Occupy Agreement Renewal with School District 69 Qualicum

7.2.7 Bylaw 789.05 – A Bylaw to Amend the Fairwinds Streetlighting Local Service

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

7.3.1 South Nanaimo Local Area Transit Plan - Adoption

7.3.2 2019-2020 Conventional and Custom Transit Annual Operating Agreement

7.3.4 3 Year Service Expansion

CARRIED UNANIMOUSLY

The items and recommendations referred to above are as follows:

ELECTORAL AREA SERVICES COMMITTEE RECOMMENDATIONS

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

19-272

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

ADOPTED ON CONSENT

5-year Project Plan - Electoral Area B Spring 2019

19-273

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

ADOPTED ON CONSENT

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

19-274

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

ADOPTED ON CONSENT

5-year Project Plan - Electoral Area E Spring 2019

19-275

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

ADOPTED ON CONSENT

5-year Project Plan - Electoral Area H Spring 2019

19-276

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

ADOPTED ON CONSENT

Active Transportation Infrastructure Memorandum of Understanding

19-277

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

ADOPTED ON CONSENT

Signage for Nanoose Road Community Park

19-278

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

ADOPTED ON CONSENT

COMMITTEE OF THE WHOLE RECOMMENDATIONS

2020 to 2024 Financial Plan Schedule

19-279

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

ADOPTED ON CONSENT

Community Works Fund Status Report

19-280

That the Board receive the 2019 Community Works Funds Projects list.

ADOPTED ON CONSENT

Mount Arrowsmith Biosphere Region Roundtable Representation

19-281

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

ADOPTED ON CONSENT

19-282

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.

ADOPTED ON CONSENT

CleanBC Communities Fund Grant Application for Electric Vehicle Charging Stations

19-283

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

ADOPTED ON CONSENT

19-284

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.

ADOPTED ON CONSENT

19-285

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.

ADOPTED ON CONSENT

19-286

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

ADOPTED ON CONSENT

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

19-287

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.

ADOPTED ON CONSENT

License to Occupy Agreement Renewal with School District 69 Qualicum

19-288

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 1, 2020 through June 30, 2024.

ADOPTED ON CONSENT

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

19-289

That “Fairwinds Streetlighting Local Service Amendment Bylaw No. 789.05, 2019” be introduced and read three times.

ADOPTED ON CONSENT

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

19-290

That "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.74, 2019" be introduced and read three times.

ADOPTED ON CONSENT

19-291

That "Pacific Shores Sewer Local Service Area Amendment Bylaw No. 1021.13, 2019" be introduced and read three times.

ADOPTED ON CONSENT

TRANSIT SELECT COMMITTEE RECOMMENDATIONS

South Nanaimo Local Area Transit Plan - Adoption

19-292

That the South Nanaimo Local Area Transit Plan be adopted and that the improvement priorities identified therein, be added to the Regional District of Nanaimo Transit Service Priorities List for future expansion consideration.

ADOPTED ON CONSENT

2019-2020 Conventional and Custom Transit Annual Operating Agreement

19-293

That the 2019/2020 Conventional and Custom Transit Annual Operating Agreements with BC Transit be approved.

ADOPTED ON CONSENT

3-Year Service Expansion

19-294

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

ADOPTED ON CONSENT

19-295

That $130,000 be added to the 2020 Financial Plan to begin a transit network review.

ADOPTED ON CONSENT

ITEMS REMOVED FROM THE CONSENT AGENDA

OCP and Zoning Amendments for Nanaimo Airport Draft Amendments for Consultation

19-296

It was moved and seconded that the draft Official Community Plan and zoning bylaw amendments for the Nanaimo Airport lands be referred back to staff for consultation with the Cranberry Fire Department and North Cedar Fire Department.

CARRIED UNANIMOUSLY

January 2020 Service Expansion

It was moved and seconded that the 5,900 hour annual conventional transit expansion for January 2020 be approved as amended to not include the allocation of the annual conventional transit hours for Route 11 (Lantzville) in the number of 110 hours.

> It was moved and seconded that the motion be amended by replacing the words following "as amended" with "with 110 annual conventional transit hours being removed from Route 11 (Lantzville) and added to Route 40 (VIU Express)."
>
> Opposed (7): Director Thorpe, Director Rogers, Director McPherson, Director Stanhope, Director Krog, Director Mayne, and Director Swain
>
> CARRIED

19-297

The vote was taken on the main motion as amended:

That the 5,900 hour annual conventional transit expansion for January 2020 be approved as amended with 110 annual conventional transit hours being removed from Route 11 (Lantzville) and added to Route 40 (VIU Express).

CARRIED UNANIMOUSLY

19-298

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

CARRIED UNANIMOUSLY

ITEMS NOT INCLUDED IN CONSENT AGENDA

COMMITTEE RECOMMENDATIONS

Electoral Area Services Committee

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

19-299

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

CARRIED UNANIMOUSLY

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

19-300

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

CARRIED UNANIMOUSLY

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

19-301

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

CARRIED UNANIMOUSLY

Committee of the Whole

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

19-302

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

19-303

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

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

19-304

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

19-305

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

CARRIED UNANIMOUSLY

Bylaw Amendments Related to Enforcement of Development Permit Areas

19-306

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

19-307

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

19-308

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

CARRIED UNANIMOUSLY

19-309

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

19-310

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

CARRIED UNANIMOUSLY

Solid Waste Management Select Committee Terms of Reference

19-311

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

CARRIED UNANIMOUSLY

Transit Select Committee

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

19-312

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

CARRIED UNANIMOUSLY

REPORTS

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

19-313

It was moved and seconded that the Board adopt "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.423, 2019".

CARRIED UNANIMOUSLY

Zoning Amendment Application No. PL2015-084 – Springhill and Angel Roads, Electoral Area F – Amendment Bylaw 1285.32, 2019 – Third Reading

19-314

It was moved and seconded that the Board give third reading to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.32, 2019".

CARRIED UNANIMOUSLY

Freedom of Information and Protection of Privacy Act 2018 Overview

19-315

It was moved and seconded that the *Freedom of Information and Protection of Privacy Act* 2018 Overview report be received for information.

CARRIED UNANIMOUSLY

Update on Regional Economic Development Review

19-316

It was moved and seconded that the report Update on Regional Economic Development Review be received for information.

CARRIED UNANIMOUSLY

19-317

It was moved and seconded that the Board direct staff to proceed with hosting a regional workshop following the completion of the City of Nanaimo workshop.

CARRIED UNANIMOUSLY

Private Managed Forest Land Program Review

19-318

It was moved and seconded that the Regional District of Nanaimo Board endorse the submission (Attachment 1) to the Private Managed Forest Land Program review.

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

CARRIED

Mileage Allowance for Transportation

19-319

It was moved and seconded that "Regional District of Nanaimo Board Remuneration, Expenses and Benefits Amendment Bylaw No. 1770.03, 2019" be introduced and read three times.

Opposed (15): Director Thorpe, Director Rogers, Director McPherson, Director Craig, Director Young, Director Salter, Director Stanhope, Director McLean, Director Armstrong, Director Geselbracht, Director Maartman, Director Turley, Director Mayne, Director Fras, and Director Swain

DEFEATED

MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

Electoral Area G Community Works Funds, re Maple Lane Playground Project

19-320

It was moved and seconded 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 Electoral Area G Community Parks Reserve Funds be added to the 2019 Budget for the project.

CARRIED UNANIMOUSLY

NEW BUSINESS

Mount Arrowsmith Biosphere Region Roundtable Appointment

The Chair announced the appointment of Director Young as the Regional District of Nanaimo representative to the Mount Arrowsmith Biosphere Region Roundtable.

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

19-321

It was moved and seconded that Tricia Mayea be appointed as Chief Election Officer for conducting the 2019 Electoral Area G by-election as per section 59 of the *Local Government Act*.

CARRIED UNANIMOUSLY

19-322

It was moved and seconded that Delcy Wells, Jacquie Hill, Cheryl Golding and Lisa Rowbotham be appointed as Deputy Chief Election Officers for the 2019 Electoral Area G by-election.

CARRIED UNANIMOUSLY

IN CAMERA

19-323

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

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

CARRIED UNANIMOUSLY

TIME: 8:51 PM

RISE AND REPORT

Board Appointment to the Electoral Area H Parks & Open Space Advisory Committee

19-324

It was moved and seconded that Liz Champagne and Guy Jellis be appointed to the Electoral Area H Parks & Open Space Advisory Committee for terms ending December 31, 2020.

CARRIED UNANIMOUSLY

Legal Opinions Regarding Conflict of Interest of Board Members Policy Update

19-325

It was moved and seconded that the Board approve the updated Policy A1.3 Legal Opinions Regarding Conflict of Interest of Board Members.

CARRIED UNANIMOUSLY

ADJOURNMENT

TIME: 9:44 PM

_____ _____

CHAIR CORPORATE OFFICER

August 23, 2019

Regional District of Nanaimo.

300 Hammond Bay Road,

Nanaimo, BC . V9P 2H3

Dear Board Chair Ian Thorpe and Councilors,

The Early Learning & Child Care Council for Oceanside (ELCCO) is writing to ask your support with the ongoing work of the Council, by appointing an official liaison that will represent the RDN districts within Oceanside, at ELCCO meetings. Meetings are held regularly on the first Tuesday of the month either in Parksville or Qualicum Beach.

The ELCCO Council for Oceanside recognizes the framework laid out in the $10aDay Plan, which recommends communities *" create local child care councils that bring together all the key public and community partners. ..... This approach avoids fragmentation, facilities efficient use of all public resources available in the community and consolidates child care development expertise in one place."*

ELCCO would also like to acknowledge the RDN Board of Director's support of the successful application by the communities of Nanaimo, Lantzville and Oceanside for the Child Care Needs Assessment grant ($125,000). The subsequent partnership has been recognized as the largest in the Province. ELCCO has appointed steering committee members, to ensure that the consultant work will represent the unique needs of each of the communities in the Oceanside area.

ELCCO looks forward to the RDN Board ongoing support as the community continues to move toward a strong childcare system.

Yours Sincerely,

Carol O'Connor
ELCCO Chairperson

INFO@QCEWS.COM SEPT. 3, 2019

ELCCO

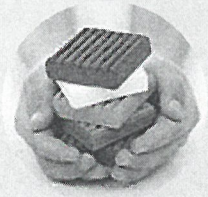
The Early Learning and Child Care Council for Oceanside



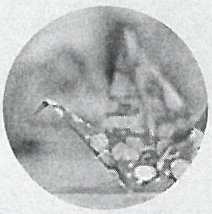
2019 ACT: NEEDS ASSESSMENT UNDERWAY
QUALITY, AFFORDABLE, ACCESSIBLE CHILD CARE
BOWSER TO NANAIMO

NEWS: Parksville and Qualicum Beach, in collaboration with Nanaimo, Lantzville and the RDN, have been awarded a Community Childcare Planning Grant of $125,000 by the Union of BC Municipalities. ELCCO will inform you of upcoming opportunities to share your needs and concerns. ELCCO's goal is to ensure that you, and all of Oceanside, are well-represented. Many thanks to all who are working with ELCCO to carry out the needs assessment locally. INFORMATION: https://www.nanaimobulletin.com/news/nanaimo-lantzville-parksville-qualicum-partner-on-studying-child-care-needs/

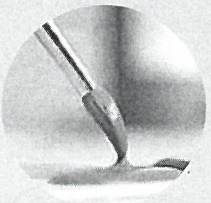
DON'T MISS: On **Monday, Sept. 16, 6:00 PM,** Sharon Gregson (BC Coalition of Childcare Advocates) will meet with Parksville City Council. She will request that City Council sign the $10aDay petition on behalf of the community, committing to building a Public System of Early Care and Learning. I look forward to meeting you at that Council meeting where we will learn more about the $10aDay Initiative and support the City's commitment to children and families. **Carol O'Connor, Chair**



2016 BEGAN
started by the Qualicum Community Education & Wellness Society



2017 CONNECTED
encouraged by Town of Qualicum Beach resolution of support for $10-a-day childcare



2018 GREW
enlarged the circle & identified childcare planning opportunities

QCEWS
Qualicum Community Education & Wellness Society



Mayea, Tricia

Subject: FW: Development permit #PL2019-057
Attachments: 100_1905.jpg; Copy of covenant.pdf

From: CJR [redacted]
Sent: Thursday, September 12, 2019 11:40 AM
To: Planning Email
Subject: Development permit #PL2019-057

The RDN adopted bylaw 1335.07 on Dec 4, 2018. DPA – 1 Freshwater and Fish Habitat Protection. DPA - 2 Eagle and heron Nesting Trees.

This legislation was presented to us as a bylaw that would offer better enforcement of habitat protection. Now there is an application for variance that the RDN choose to contravene their own bylaw that they were so concerned about earlier this year.

There are fish in Domey Creek and the Great Blue Herons periodically feed there in the winter see attached photo January 26, 2009. We informed the biologist that was doing the owner's study that we have seen fish in this creek which there is no mention in your summary. Our RDN director was also made aware.

The frontage on this lot is Domey Creek that has flow of water all year round. This is not a ditch.

The variance for off street parking only justifies the argument that the proposed development is too large for a lot this size. The Kopina estate development was designed with a number of smaller lots to support a 1200 square bungalow building scheme. The size of this build does not suit the charm of our development.
There is a restrictive covenant on file with land titles in Victoria attachment # that applies to this lot that limits the height of buildings to 15 feet.

It would appear the applicants and contractors have not exercised due diligence before applying to build.

We are opposed to the plan as submitted.

Respectful submitted,
Cynthia & Terry Riglin
5094 Seaview Drive
Bowser BC V0R1G0



Dye & Durham Corporation
A Subsidiary Company of The Cartwright Group Ltd.
#10 - 620 Royal Avenue
New Westminster, BC V3M 1J2
Vancouver: (604) 257-1850
New West: (604) 257-1800
Victoria: (250) 953-1700
Facsimile: (604) 257-1888
Toll Free: 1-800-661-1811
www.dyedurhambc.com

INVOICE 4833886

Invoice Date: 09/05/08 15:40

Order Date: 09/05/08 15:14

ORDER 6560685-9

Completed by: KIM VoT
Team : VIC LAND

Client Reference:	Solicitor:
RESTRICTIVE COVENANT	

Account No.: 100001

D&D VICTORIA CASH ONLY

Attention: TERRY RIGLAN

TELEPHONE:
LOCAL:
FAX PHONE: ( ) -

Service	LTO	Qty	Non-Taxble Disb.	Taxable Disb.	Taxable Fees
MICROFILM COPIES	PAGES 5			5.35	
	NUMBER OF DOCUMENTS 1				15.00
PLEASE PROVIDE A COPY OF RC - C56767 SEE DD C56762					
E-MAIL REPLY		1	.00		7.00
PAID BY VISA					
	Sub Totals:		.00	5.35	22.00

GST Registration #: 81426 3745

VISIT OUR NEW WEBSITE: WWW.DYEDURHAMBC.COM
ORDER ONLINE SEARCH & REGISTRATION SERVICES - VISA/MASTERCARD
E-TRAY PORTAL AVAILABLE 24/7

Total Taxable:	27.35
G.S.T.:	1.37
P.S.T.:	.00
Total Non-Taxable:	.00
INVOICE TOTAL:	**28.72**

THANK YOU - WE APPRECIATE YOUR BUSINESS

Form No. 49—Vendor's Assignment of Agreement for Sale — Victoria Book & Stationery Co., Ltd., Victoria, B.C.

GDS 42419

C56762

This Indenture,

C56763

made in duplicate this 24th day of April in the year of our Lord one thousand nine hundred and seventy-four

Between SUBSTITUTE FORM "A"

PARTICULARS

Insert full Value name, address and occupation of parties

$40,945.00

Vendor's Assignment of Agreement for Sale

Registered

Other

12:21

As xxxxAgent of the

KOPINA ESTATE LTD., a body corporate duly incorporated under the laws of the Province of British Columbia, having its registered office at 709-744 West Hastings Street, in the City of Vancouver, Province of British Columbia, Incorporation No. 55555

hereinafter called the "Assignor" of the First Part

AND

hereinafter called the "Purchaser" of the Third Part

Whereas, by Agreement for Sale dated the day of A. D. 19 , and made between the above-named Assignor and the above-named Purchaser, the said Assignor agreed to sell and convey unto the said Purchaser, who therein agreed to purchase from the said Assignor, the lands therein and hereinafter described, for the sum of

Dollars

subject to the conditions and covenants in said Agreement for Sale contained:

And Whereas, there is still owing and unpaid under the said Agreement for Sale the sum of

Dollars

together with interest at the rate of per cent. per annum from the day of A. D. 19 , which moneys and interest are under said Agreement for Sale payable to the Assignor in addition to all sums payable under said Agreement.

And Whereas, the said Assignor has agreed to grant and assign the said Agreement for Sale, and all his interests therein and in the said lands, and all moneys still owing and unpaid under the said Agreement for Sale unto the Assignee herein

Form "C" Land Registry Act (Sec. 50)
MEMORANDUM OF REGISTRATION
the day of
was received at the time
for the registration
of the Victoria
Land Registry Division

With respect to the lands and premises described in the Schedule hereto, the Assignee acknowledges that a Building Scheme has been set out applicable to those lands inter alia, which building restrictions are set out in the Schedule annexed hereto headed Building Restrictions, and it is intended that each owner of Lots 1 - 59 inclusive, Newcastle District, Plan 22249, shall also have the benefit of the covenants contained in said Building Restrictions and that the same shall run with the land.

NOW THEREFORE the Assignee hereby covenants with the Assignor and all persons claiming under them of any lot or lots in the said Plan, to the intent that the burden of these covenants may run with and bind the land hereby conveyed and every part thereof, and to the intent that the benefit thereof may be annexed to and devolve with each and every part of the said plan other than the lots hereby conveyed, to observe those stipulations and building restrictions contained in the Schedule hereto annexed headed Building Restrictions so far as the same relate to the land hereby conveyed.

AND THIS INDENTURE FURTHER WITNESSETH that in consideration of the premises the Assignee for itself, its successor and assigns, covenants with the Assignor and the person or persons deriving title under him will at all times duly perform and observe all and singular the stipulations and building restrictions set out in the Schedule annexed hereto headed Building Restrictions, and the person or persons deriving title under them during the period of their respective ownership of any interest in the land hereby transferred.

With respect to Lot 12, Plan 24584, it is acknowledged that the Assignors interest in said lands is assigned subject to and with the benefit of the restrictions enumerated in the Declaration of Creation of Building Scheme registered under # 427103-G.

Now, therefore, this Indenture Witnesseth, that in consideration of the premises, and of the sum of ----------One---------- Dollars lawful money of Canada now paid by the Assignee to the Assignor (the receipt whereof is hereby by him acknowledged), he, the Assignor, doth hereby grant, assign and set over unto the Assignee the said Agreement for Sale together with all moneys due, owing or payable thereunder, and all the right, title and interest of him the Assignor thereunder and therein.

And this Indenture Further Witnesseth, that for the consideration aforesaid, he, the Assignor, by these presents doth grant, bargain, sell, assign, transfer and set over unto the Assignee forever, all and singular those lands and premises particularly described in the Schedule hereto.

To Have and to Hold the said lands and premises unto and to the use of the Assignee forever, subject to the terms, covenants and conditions contained in the said Agreements for Sale.

And the Assignor hereby covenants with the Assignee that there is now due or accruing due and unpaid under the said Agreement for Sale to the Assignor in addition to all other sums payable thereunder the sums set forth in the schedule hereto, together with interest thereon at the rates per cent. per annum as set forth in said Schedule from the day of A. D. 19 73, and that he has done no act nor permitted any act to encumber the said lands save and except as mentioned in said Agreement for Sale and has not done nor permitted any act, and has been guilty of no omission or laches whereby the said Agreements for Sale or any of them has become in part or entirely in anywise impaired or invalid, and he has not released, assigned, hypothecated or discharged the same, nor has any covenant, condition or proviso contained therein, been discharged or waived, nor any breach or non-performance thereof been waived or condoned, and that he will upon request to, perform and execute every act necessary to enforce the full performance of the covenants and other matters contained in the said Agreement for Sale and for the purpose of enforcing all rights of the Assignor in said Agreement for Sale the Assignor hereby nominates, constitutes and appoints the Assignee his true and lawful attorney irrevocable, to use the name of the Assignor in securing the enforcement of all such rights, and doth hereby authorize the Assignee to convey the said lands or the interest of the Assignor therein named, to the Purchaser or such other person, including the Assignee, as may become entitled to a conveyance thereof.

And the Assignor Doth Further Covenant, of default by the Purchaser in payment of any sum or sums of money which shall become due or owing under the said Agreement for Sale that he will forthwith on demand well and truly pay or cause to be paid, to the Assignee any sum or sums so in default.

And the Assignor Doth Further Covenant and Agree that the giving or extending of time for the payment of any sum or sums of money payable under the said Agreement for Sale or for the performance of any condition or covenant contained therein, by the Assignee to the Purchaser or any

And the Purchaser Doth Hereby Acknowledge having received notice of the assignment herein contained and doth acknowledge and admit that the amount owing by him under the said Agreement for Sale is as hereinbefore set out.

And the Purchaser Doth Further Covenant, Promise and Agree to and with the Assignee, that he will pay or cause to be paid to the Assignee, the said sum of money still owing and unpaid under the said Agreement for Sale on the days and times and in the manner therein set forth, and that he will keep, observe and perform all covenants, provisos and agreements therein contained.

Wherever the singular or masculine are used throughout this Indenture, the same shall be construed as meaning the plural or feminine or the body politic or corporate where the context or the parties hereto so require.

And it is further agreed that the words "Assignor, Assignee, or Purchaser" wherever used in this Indenture shall include and be binding on, and enure to the benefit of not only the said parties hereto, but also on and to their respective heirs. executors, administrators, successors and assigns.

IN WITNESS WHEREOF the Corporate Seal of KOPINA ESTATE LTD. was hereunto affixed in the presence of its proper officers duly authorized in that behalf the day and year first above written.

THE CORPORATE SEAL of)
KOPINA ESTATE LTD. was)
hereunto affixed in the)
presence of:)
)
)
)

IN WITNESS WHEREOF the Corporate Seal of PREMIER FINANCE LIMITED was hereunto affixed in the presence of its proper officers duly authorized in that behalf the day and year first above written.

THE CORPORATE SEAL of)
PREMIER FINANCE LIMITED was)
hereunto affixed in the)
presence of:)
)
)

Attorney-in-fact for
PREMIER FINANCE LIMITED p/a No. B 79474

In Witness Whereof the parties hereto have hereunto set their hands and seals.

Signed, Sealed and Delivered
in the presence of:

Signature of Witness .....

Street Address .....

City .....

Occupation .....

5676

SCHEDULE

BUILDING RESTRICTIONS

1. No dwelling house constructed on the said lands shall be designed and constructed except for single family use and occupation, and shall contain a living area floor plan of not less than 1000 sq. ft., such measurement shall exclude the area of all basements, garages, patios and carports, covered passageways and other construction of a similar nature being outside the normal living area of a dwelling house.

2. No building shall be erected on any lot unless the plans of the exterior design of such dwelling house and the colour of the exterior painting have first been approved by Kopina Estate Ltd. before commencement of construction or painting.

3. No buildings to be erected on Lots 1 to 27 and 29 to 45 of Plan 22249 shall have a height of more than 15 feet.

4. No. buildings to be constructed on Lots 22 to 59 of said Plan 22249 shall be constructed without the consent of Kopina Estate Ltd. on said lots unless they have the following set-backs, viz:

Front Yard 30 feet
Rear Yard 30 feet
Side Yard minimum 5 feet, with
minimum total side yard of 17 feet

5. The exterior of all buildings to be constructed on the said lands shall be completed within 12 months of commencement of construction.

6. It is the intention of the Grantor that the property contained in this Subdivision Plan shall be for residential purposes only and to this end no business, trade or profession shall be carried on upon the lands hereby conveyed, nor shall anything be done or maintained thereon which may be or may become an annoyance or nuisance to the said lands or to any lot or the owners thereof. Furthermore, no commercially licensed vehicle required by law to have the owner/operator's name thereon shall be permitted to operate from any lot in the said Subdivision Plan unless the said vehicle is kept in a closed-in garage whilst on the premises.

7. No sign, billboard or advertising matter of any kind (except the ordinary signs offering the said lands or buildings thereon for sale or rent) shall be placed upon the said lands without the written consent of Kopina Estate Ltd.

8. Trailers or other temporary living accommodation shall not be placed on the said lands at any time except during the course of construction of a dwelling house on the lot on which such trailer or other temporary living accommodation may be situate.

1402 Sunrise Drive
Parkksville, B.C.
V9P 1X5

September 10, 2019

Regional District of Nanaimo
Planning Department
6300 Hammond Bay Road
Nanaimo, B.C.
V9T 6N2

Re: DVP Application No. PL2019-156, Lorraine & Bob Roberts, File No. 61457-2

I am in receipt of notice of the above noted Development Variance Permit Application for the property immediately adjacent to mine at 1402 Sunrise Drive, Parksville.

I wish to express my strongest possible objections to this subdivision. As I am sure you have viewed the property, you will have noted the current disarray in the yard with a boat and trailers, etc. Another residence on this lot would create even more congestion. I have been a resident of this subdivision from almost forty years. It is known for its large lots. Subdivision of lots creates an entirely different feel to the area.

Should this application be approved, it is imperative to my continued enjoyment of my property that you insist on a 6 foot privacy fence along the total border separating my property from theirs.

Yours sincerely

L. Leskow
M. Piquette
(joint owners)

Email to: sboorgaards@rdn.bc.ca, cc: planning@rdn.bc.ca

REGIONAL DISTRICT OF NANAIMO

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA SERVICES COMMITTEE MEETING

Tuesday, September 3, 2019
1:30 P.M.
Board Chambers

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

CALL TO ORDER

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

APPROVAL OF THE AGENDA

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

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Electoral Area Services Committee - July 9, 2019

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting held July 9, 2019, be adopted.

CARRIED UNANIMOUSLY

PLANNING

Development Permit with Variance

Development Permit with Variance Application No. PL2019-057 - Lot 31 Seaview Drive, Electoral Area H

It was moved and seconded that Item 6 of conditions of approval of Development Permit with Variance Application No. PL2019-057 listed in Attachment 2, Schedule 1 – Conditions of permit, be removed from the conditions of approval.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board approve Development Permit with Variance No. PL2019-057 to permit the development of a dwelling unit, accessory building, and associated yard area subject to the terms and conditions outlined in Attachment 2, as amended to remove Item 6 from the conditions of approval.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board exempt Lot 31, District Lot 28, Newcastle District, Plan 22249 from Section 13(b) of Bylaw 1469 to allow the construction of a dwelling unit within 15 metres from the natural boundary of any other watercourse including a lake, marsh or pond.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2019-057.

CARRIED UNANIMOUSLY

Development Permit with Variance Application No. PL2019-099 - Lot A, Elm Road, Electoral Area A

It was moved and seconded that the Board approve Development Permit with Variance No. PL2019-099 to permit the construction of a dwelling unit subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2019-099.

CARRIED UNANIMOUSLY

Development Variance Permit

Development Variance Permit Application No. PL2019-145 - 846 Ackerman Road, Electoral Area G

It was moved and seconded that the Board approve Development Variance Permit No. PL2019-145 to reduce the setback from the exterior side lot line for dwelling units 1 to 5 and 11 to 20 subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2019-145.

CARRIED UNANIMOUSLY

Development Variance Permit Application No. PL2018-216 - 3835 Charlton Drive, Electoral Area H

It was moved and seconded that the Board approve Development Variance Permit No. PL2018-216 to reduce the front lot line setback from 8.0 metres to 5.0 metres for a proposed dwelling unit subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2018-216.

CARRIED UNANIMOUSLY

Development Variance Permit Application No. PL2019-110 - 1640 Stewart Road, Electoral Area E

It was moved and seconded that the Board approve Development Variance Permit No. PL2019-110 to reduce the setback for an interior side lot line and the natural boundary of the sea to permit the renovation of an existing dwelling unit and to permit a second storey addition subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2019-110.

CARRIED UNANIMOUSLY

Development Variance Permit and Request for Frontage Relaxation

Development Variance Permit Application No. PL2019-134 and Request for Relaxation of the Minimum 10% Frontage Requirement in Relation to subdivision Application No. PL2017-072 - 2925 Turnbull Road, Electoral Area H

It was moved and seconded that the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lot 3 in relation to Subdivision Application No. PL2017-072, subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board approve Development Variance Permit No. PL2019-134 to increase the permitted parcel depth of proposed Lot 2 subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2019-134.

CARRIED UNANIMOUSLY

Development Variance Permit No. PL2019-156 for lot depth and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2019-044 - 1396 Sunrise Drive, Electoral Area G

It was moved and seconded that the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lots A and B in relation to Subdivision Application No. PL2019-044, subject to the terms and conditions outlined in Attachments 2 and 3.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board approve the request to increase the permitted lot depth for proposed lots A and B for Development Variance Permit No. PL2019-156, subject to the terms and conditions outline in Attachments 2 and 3.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2019-156.

CARRIED UNANIMOUSLY

Request for Frontage Relaxation in Relation to a Subdivision

Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2018-116 - 6961, 6931, 6973 and 6977 Doumont Road, Electoral Area C

It was moved and seconded that the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lots B and H in relation to Subdivision Application No. PL2018-116.

CARRIED UNANIMOUSLY

Other

Temporary Use Permit Application No. PL2019-090 - Kipp Road, Electoral Area A

It was moved and seconded that Item 6 of the conditions of approval of Development Permit Application No. PL2019-090 listed in Attachment 3, Schedule 1 - Conditions of Permit, be amended to add the words “to include carcass surveys of birds, bats, and other incidental species following survey recommendations to be provided by a professional biologist” after the words …prepared by a qualified professional.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board receive the Summary of the Public Information Meeting held on July 10, 2019.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board approve Temporary Use Permit No. PL2019-090 to allow the use of a wind turbine on the subject property subject to the terms and conditions outlined in Attachment 3, as amended.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Temporary Use Permit No. PL2019-090.

CARRIED UNANIMOUSLY

EMERGENCY PREPAREDNESS

Municipal Insurance Association of British Columbia Society Coverage

It was moved and seconded that the Board endorse offering the Municipal Insurance Association of British Columbia Society coverage to the volunteer fire department societies.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board endorse contributions of $5,000 to the insurance deductible reserve accounts to increase the reserve balance to a maximum of $100,000.

CARRIED UNANIMOUSLY

Emergency Program Bylaws

It was moved and seconded that "Regional District of Nanaimo Emergency Program Bylaw No. 1790, 2019" be introduced and read three times.

CARRIED UNANIMOUSLY

It was moved and seconded that "Regional District of Nanaimo Emergency Program Bylaw No. 1790, 2019" be adopted.

CARRIED UNANIMOUSLY

It was moved and seconded that "Regional District of Nanaimo Emergency Program Extended Service Amendment Bylaw No. 952.01, 2019" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

CARRIED UNANIMOUSLY

FIRE PROTECTION

Bow Horn Bay Fire Protection Boundary Expansion

It was moved and seconded that "Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.10, 2019" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

CARRIED UNANIMOUSLY

Dashwood Fire Hall Alternative Approval Process Results

It was moved and seconded that "Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019", be adopted.

CARRIED UNANIMOUSLY

It was moved and seconded that "Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019", be adopted.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 2:22 PM

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CHAIR

REGIONAL DISTRICT OF NANAIMO

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING

Tuesday, September 3, 2019
3:00 P.M.
Board Chambers

In Attendance:	Director I. W. Thorpe	Chair
	Director B. Rogers	Vice Chair
	Director K. Wilson	Electoral Area A
	Director V. Craig	Electoral Area B
	Director M. Young	Electoral Area C
	Director L. Salter	Electoral Area F
	Director 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 E. Mayne	City of Parksville
	Director A. Fras	City of Parksville
	Director M. Swain	District of Lantzville
	Director B. Wiese	Town of Qualicum Beach
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	T. Osborne	Gen. Mgr. Recreation & Parks
	D. Wells	Gen. Mgr. Corporate Services
	D. Pearce	Director of Transportation & Emergency Services
	T. Mayea	A/Mgr. Legislative Services
	J. Schile	Senior Planner
	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 welcomed Lehann Wallace, Electoral Area G, Director Elect, 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 - July 9, 2019

It was moved and seconded that the minutes of the Regular Committee of the Whole meeting held July 9, 2019, be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS

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

David Drakeford and Paul Chapman provided an overview of Nanaimo & Area Land Trust 2019 activities and requested that the funding the Regional District of Nanaimo provides in 2020 be the same as what was provided in 2019.

CORRESPONDENCE

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

Recycling Council of British Columbia, re Waste Reduction Week in Canada

George Heyman, Minister of Environment, re Opportunity for Improvement: Beverage Container Recovery Rates

CARRIED UNANIMOUSLY

ADMINISTRATION

2020 Board and Standing Committee Regular Meeting Schedule

It was moved and seconded that the 2020 Board and Standing Committee regular meeting schedule be approved as presented

CARRIED UNANIMOUSLY

CORPORATE SERVICES

Bylaw No. 1799 – Alberni-Clayoquot Regional District – 2020 Permissive Tax Exemption

It was moved and seconded that “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1799, 2019” be introduced and read three times.

CARRIED UNANIMOUSLY

It was moved and seconded that "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1799, 2019" be adopted.

CARRIED UNANIMOUSLY

Community Works Fund Policy A2.24

It was moved and seconded that the Board adopt the attached Community Works Fund Policy A2.24.

It was moved and seconded that Community Works Fund Policy A2.24 be referred to the Electoral Area Services Committee.

CARRIED UNANIMOUSLY

Quarterly Financial Report – Second Quarter – 2019

It was moved and seconded that the Financial Report for the period January 1, 2019 to June 30, 2019 be received for information.

CARRIED UNANIMOUSLY

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

It was moved and seconded that "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1800, 2019" be introduced and read three times.

CARRIED UNANIMOUSLY

It was moved and seconded that "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1800, 2019" be adopted.

CARRIED UNANIMOUSLY

STRATEGIC AND COMMUNITY DEVELOPMENT

Vancouver Island Agricultural Adaptation Strategy

It was moved and seconded that the Chair appoint a member of the Board to the Agricultural Adaptation Advisory Committee.

CARRIED UNANIMOUSLY

It was moved and seconded that this report be provided to the Regional District of Nanaimo's Agricultural Advisory Committee for information.

CARRIED UNANIMOUSLY

2018 Regional Growth Strategy Annual Report

Staff provided an overview of the 2018 Regional Growth Strategy Annual Report.

It was moved and seconded that the 2018 Regional Growth Strategy Annual Report be endorsed.

CARRIED UNANIMOUSLY

Island Health Request to Administer Funds for the Nanaimo Community Health Network

It was moved and seconded 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.

It was moved and seconded that the main motion be amended to remove the words "to provide" and replace with the words "to accept" following Island Health.

CARRIED UNANIMOUSLY

It was moved and seconded that the main motion be further amended to remove the words "to hire a Coordinator" and replace with the words "to provide a contracted Coordinator" following the words $50,000 annually.

Opposed (4): Director Bonner, Director Brown, Director Turley, and Director Wiese

CARRIED

The vote was taken on the main motion as amended:

That the Board approve the Regional District of Nanaimo entering into a service contract with Island Health to accept $50,000 annually to provide a contracted 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.

CARRIED UNANIMOUSLY

REGIONAL AND COMMUNITY UTILITIES

Bylaw No. 1655.10, 2019 – Water User Rates Amendments 2019

It was moved and seconded that "Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.10, 2019" be introduced and read three times.

CARRIED UNANIMOUSLY

It was moved and seconded that "Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.10, 2019" be adopted.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM DELEGATIONS

Nanaimo & Area Land Trust, re 2019 Activities Report and 2020 Funding Request

It was moved and seconded that the Nanaimo & Area Land Trust funding request be referred to 2020 budget deliberations.

CARRIED UNANIMOUSLY

MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

Community Works Funds - Extension Recreation Commission Society

It was moved and seconded 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.

CARRIED UNANIMOUSLY

IN CAMERA

It was moved and seconded that pursuant to the following sections of the *Community Charter* the Committee 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.

CARRIED UNANIMOUSLY

TIME: 4:20 PM

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 5:06 PM

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CHAIR

REGIONAL DISTRICT OF NANAIMO

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE SOLID WASTE MANAGEMENT SELECT COMMITTEE MEETING

Thursday, September 5, 2019
1:30 PM
Committee Room

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

CALL TO ORDER

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

APPROVAL OF THE AGENDA

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

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Solid Waste Management Select Committee Meeting - June 18, 2019

It was moved and seconded that the minutes of the Solid Waste Management Select Committee meeting held June 18, 2019 be adopted.

CARRIED UNANIMOUSLY

INVITED PRESENTATIONS

Single-Use Plastic Update

M. Ebueza presented.

Performance Monitoring of New Waste Technology – Sustane Chester

L. Gardner presented.

Solid Waste Management Plan Implementation Update

L. Gardner presented.

COMMITTEE MINUTES AND RECOMMENDATIONS

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

CARRIED UNANIMOUSLY

REPORTS

CleanBC - Plastics Action Plan Regional District of Nanaimo Submission

It was moved and seconded that the Board endorse the submission to the Ministry of Environment and Climate Change Strategy regarding the Clean BC, Plastics Action Plan: Policy Consultation Paper.

CARRIED UNANIMOUSLY

Brewers Recycled Container Collection Council Plan Draft Consultation Submission

It was moved and seconded that the Board approve the draft letter prepared by staff and submit to the Brewers Recycled Container Collection Council in response to their draft Container Stewardship Plan.

CARRIED UNANIMOUSLY

Industrial, Commercial and Institutional Recycling Letter to Minister Heyman

It was moved and seconded that the Board Chair be authorized to sign the joint letter prepared by the Thompson-Nicola Regional District addressed to the Honourable Minister Heyman requesting that waste sourced from the industrial, commercial and institutional sectors be included in the *Recycling Regulation*.

CARRIED UNANIMOUSLY

NEW BUSINESS

Notice of Motion – 2019 Zero Waste Conference.

Director Geselbracht provided notice of the following motion:

That Director Geselbracht attend the 2019 Zero Waste Conference in Vancouver, BC, October 30 & 31, 2019 at a total cost of $475 plus GST.

IN CAMERA

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

- 90 (1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 3:12 PM

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CHAIR

REGIONAL DISTRICT OF NANAIMO

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

Held on Thursday, September 5, 2019
Parksville Community and Conference Centre
(Immediately following the Regular AWS Management Board Meeting)

In Attendance:	E. Mayne, Chair	Mayor, City of Parksville
	B. Rogers	Director, Regional District of Nanaimo
	J. Stanhope	Director, Regional District of Nanaimo
	D. O'Brien	Councillor, City of Parksville
Also in Attendance:	P. Carlyle	Regional District of Nanaimo
	R. Alexander	Regional District of Nanaimo
	S. De Pol	Regional District of Nanaimo
	M. Walters	Regional District of Nanaimo
	S. Churko	City of Parksville
	V. Figeria	City of Parksville
	J. Holmes	City of Parksivlle
	K. Kehler	City of Parksville
	J. McLuskie	City of Parksville
	S. Harrison	Town of Qualicum Beach
	B. Weir	Town of Qualicum Beach
	R. Graves	Recording Secretary

CALL TO ORDER

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

IN CAMERA

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

- 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.

CARRIED UNANIMOUSLY

APPROVAL OF THE AGENDA

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

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Englishman River Water Service Management Board Meeting - February 6, 2019

It was moved and seconded that the minutes of the Englishman River Water Service Management Board meeting held February 6, 2019, be adopted.

CARRIED UNANIMOUSLY

INVITED PRESENTATIONS

Lenora Lee, KPMG, re. Englishman River Water Service Joint Venture Draft Audited Financial Statements Year Ended December 31, 2018

It was moved and seconded that the Englishman River Water Service Draft Audited Financial Statements be received and approved.

CARRIED UNANIMOUSLY

REPORTS

Draft Audit Report from KPMG

L. Lee presented to the Management Board.

Audit Findings Report from KPMG

L. Lee presented to the Management Board.

Englishman River Water Service, Contract 1 and Contract 2 Project Status

V. Figueira presented to the Management Board.

Englishman River Water Service Projects - Cumulative Project Accounting

J. Holmes presented to the Management Board.

Englishman River Water Service, Contract 1 Project Update and Budget Increase Request

It was moved and seconded that the report from the Englishman River Water Service Management Committee, dated September 5, 2019 entitled, "Englishman River Water Service (ERWS), Contract 1 Project Update and Budget Increase Request" be received.

CARRIED UNANIMOUSLY

It was moved and seconded that the Englishman River Water Service Management Board approves an increase of $380,300 in the 2019 Englishman River Water Service capital budget for Contract 1. The funds are required to complete necessary change orders to avoid commissioning delays, project delays and potential delay claims from the contractor and take the construction and commissioning to a conclusion.

CARRIED UNANIMOUSLY

It was moved and seconded that the Englishman River Water Service Management Board recommends the Joint Ventures adopt their portion of the additional required budget.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 10:46 AM

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CHAIR

REGIONAL DISTRICT OF NANAIMO

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ARROWSMITH WATER SERVICE JOINT VENTURE MANAGEMENT BOARD MEETING

Thursday, September 5, 2019
9:30 A.M.
Parksville Community and Conference Centre
131 Jensen Avenue East

In Attendance:	B. Rogers, Chair	Director, Regional District of Nanaimo
	E. Mayne	Mayor, City of Parksville
	S. Harrison	Councillor, Town of Qualicum Beach
Also in Attendance:	J. Stanhope	Director, Regional District of Nanaimo
	D. O'Brien	Councillor, City of Parksville
	R. Alexander	Regional District of Nanaimo
	P. Carlyle	Regional District of Nanaimo
	S. De Pol	Regional District of Nanaimo
	M. Walters	Regional District of Nanaimo
	S. Churko	City of Parksville
	V. Figueira	City of Parksville
	J. Holmes	City of Parksville
	K. Kehler	City of Parksville
	J. McLuskie	City of Parksville
	B. Weir	Town of Qualicum Beach
	R. Graves	Recording Secretary

CALL TO ORDER

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

APPROVAL OF THE AGENDA

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

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Arrowsmith Water Service Management Board Meeting - February 6, 2019

It was moved and seconded that the minutes of the Arrowsmith Water Service Management Board meeting held February 6, 2019, be adopted.

CARRIED UNANIMOUSLY

INVITED PRESENTATIONS

Status of Water Reserves and Outlook for Summer 2019

It was moved and seconded that the Status of Water Reserves and Outlook for Summer 2019 presentation be received.

CARRIED UNANIMOUSLY

DELEGATIONS

Lenora Lee, KPMG, re Arrowsmith Water Service Joint Venture Draft Audited Financial Statements Year Ending December 31, 2018

It was moved and seconded that the Arrowsmith Water Service Draft Audited Financial Statement be received and approved.

CARRIED UNANIMOUSLY

REPORTS

Draft Audit Report from KPMG

Report was presented to the Management Board.

Audit Findings Report from KPMG

Report was presented to the Management Board.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 9:49 AM

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CHAIR

REGIONAL DISTRICT OF NANAIMO

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE OCEANSIDE SERVICES COMMITTEE MEETING

Thursday, September 12, 2019
1:30 P.M.
Town of Qualicum Beach Council Chambers
201 - 660 Primrose Street

In Attendance:	Alternate Director J. Stanhope	Chair
	Director A. Fras	City of Parksville
	Director B. Wiese	Town of Qualicum Beach
	Director E. Mayne	City of Parksville
	Director B. Rogers	Electoral Area E
	Director L. Salter	Electoral Area F
	Director S. McLean	Electoral Area H
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	D. Pearce	Gen. Mgr. Transportation & Emergency Services
	T. Osborne	Gen. Mgr. Recreation & Parks
	T. Mayea	Legislative Coordinator
	A. Harvey	Recording Secretary

CALL TO ORDER

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

The Chair introduced Ms. Leanne Wallace, who will be taking her place as Electoral Area G Director at the next Oceanside Services Committee.

APPROVAL OF THE AGENDA

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

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Oceanside Services Committee Meeting - May 16, 2019

It was moved and seconded that the minutes of the Oceanside Services Committee meeting held May 16, 2019, be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS

M. Garland, Oceanside Community Safety, re: Funding for Full-Time Executive Director

Mr. Garland provided an overview of the Oceanside Community Safety Volunteers initiatives and gave examples of what work goes into the services provided to the community. They are requesting an increase in funding for a full time Executive Director.

CORRESPONDENCE

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

Qualicum Beach Cinema, re Thank You for Funding

ECHO Players Society, Curtain Motorization Project - Summary Report for 2019 Grant

Community Futures Central Island, LEAP! Oceanside - Summary Report for 2018 Grant

Innovation Island Technology Association, Tech Talk QB - Summary Report for 2018 Grant

Parksville & District Chamber of Commerce, VICEDA Tech Attraction Strategy - Summary Report for 2018 Grant

Lighthouse Country Business Association, Lighthouse Country Familiarization Tour 2018 - Summary Report for 2018 Grant

Central Vancouver Island Job Opportunities Building Society, BladeRunners Programs 2018-19 - Summary Report for 2018 Grant

Lighthouse Country Business Association, Deep Bay Information Booth - Project Extension Request - Summary Report for 2018 Grant

Qualicum Beach Streamkeepers Society, Qualicum Beach Interpretive Centre - Summary Report for 2018 Grant

Qualicum Beach Chamber of Commerce, Social Media Ninja - Summary Report for 2018 Grant

Parksville Pool and Fitness Centre Petition

CARRIED UNANIMOUSLY

REPORTS

2018 Northern Community Economic Development Funding Report

It was moved and seconded that the 2018 Northern Community Economic Development Funding report be received as information.

CARRIED UNANIMOUSLY

It was moved and seconded that any remaining Northern Community Economic Development funds from the 2019 grant program be allocated to the 2020 grant program.

Opposed (4): Director Fras, Director Wiese, Director Mayne, and Director Rogers

DEFEATED

Oceanside Community Safety Grants

It was moved and seconded that the $4,800 grant previously approved for signage for the Shorewood San Pareil Owners and Residents Association be approved for the purchase of First Aid equipment and emergency response supplies subject to the completion of an Emergency Plan outlining locations and procedures for access of supplies.

CARRIED UNANIMOUSLY

Recreation Services Agreement Renewal with Arrowsmith Community Recreation Association - 2020-2022

It was moved and seconded that the Recreation Services Delivery Agreement (Attachment 1) with the Arrowsmith Community Recreation Association be renewed for a three-year term from January 1, 2020 through to December 31, 2022.

CARRIED UNANIMOUSLY

Ravensong Aquatic Centre Design Work and Project Planning for Expansion - Update

It was moved and seconded that the Ravensong Aquatic Centre Design Work and Project Planning for Expansion Update be received for information.

CARRIED UNANIMOUSLY

Oceanside Recreation Services Grant Program – Fall 2019 Applications

It was moved and seconded that grant funding be awarded as follows to the following eligible applicants for the fall 2019 intake of the Oceanside Services Committee Recreation Grant Program - Youth:

Applicant	Project	Amount Awarded
Arrowsmith Community Recreation Association	Youth sports programs	$2,100
Arrowsmith Community Recreation Association	Youth Week Basketball tournament	$549
Bard to Broadway	Performing Arts Series	$1,210
Bard to Broadway	Youth Summer Theatre Workshop	$295
Bowser Elementary School	Outdoor recreation field trips	$2,500
Kwalikum Secondary School	Bike Club equipment	$3,500
Oceanside Community Makerspace	Promotional materials, supplies, waiving program fees	$1,750
Oceanside Minor Lacrosse Association	Pinnies; light tokens	$2,500
Oceanside Track and Field Club	Throwing equipment, computer and software	$2,500
Ravensong Aquatic Club	Training equipment	$2,150
Total Youth Recreation Grants		**$19,054**

CARRIED UNANIMOUSLY

It was moved and seconded that grant funding be awarded as follows to the following eligible applicants for the fall 2019 intake of the Oceanside Services Committee Recreation Grant Program – Community Recreation:

Applicant	Project	Amount Awarded
Arrowsmith Agricultural Association	Coombs Fair Family Day	$1,295
Arrowsmith Community Recreation Association	Coombs Candy Walk	$2,127
Arrowsmith Community Recreation Association	Food Skills for Families	$1,200
Arrowsmith Community Recreation Association	Old-fashioned Country Picnic	$1,081
Errington Cooperative Preschool	Preschool supplies	$1,500
Errington War Memorial Hall	Promotion for ongoing events	$2,000
Forward House Community Society	On the Go program funding	$1,750
Friends of Dunsmuir Park	Equipment, picnic tables	$2,500
Lions Club of Parksville	Lions Free Skate ice rental	$500
Parksville Golden Oldies Sports Association	Van-Isle Walking Soccer tournament	$2,000
Parksville Lawn Bowling Club	Lawn bowls	$2,560
Spinal Cord Injury BC	Equipment rental and event supplies	$2,500
Town of Qualicum Beach	Select Committee on Family Day; free family swim 2019	$500
Town of Qualicum Beach	Family Day free swim 2020	$500
Ravensong Masters Swim Club	Program costs, rental fees, coaching expenses	$1,200
Qualicum Community Education and Wellness Society	Universal Access Qualicum Beach fitness equipment	$2,500
Total Community Recreation Grants		**$25,713**

CARRIED UNANIMOUSLY

It was moved and seconded that any remaining funds from the 2019 grant program be allocated to the 2020 grant program.

Opposed (4): Director Fras, Director Wiese, Director Mayne, and Director Rogers

DEFEATED

BUSINESS ARISING FROM DELEGATIONS

M. Garland, Oceanside Community Safety, re: Funding for Full-Time Executive Director

It was moved and seconded that the Oceanside Community Safety funding increase request to hire a full-time executive director be referred to 2020 budget deliberations.

CARRIED UNANIMOUSLY

NEW BUSINESS

Notice of Motion - Ballenas Track Upgrade Project Steering Committee

Director McLean provided notice of the following motion:

1. That the Regional District of Nanaimo Board of Directors request a seat for a representative to sit on the Ballenas Track Upgrade Project Steering Committee that is being formed by School District 69

2. That RDN Recreation staff work in conjunction with School District 69 staff, the steering committee and any necessary consultants to develop a detailed plan using up to $100,000 of funds that have been set aside in the 2019 budget for this purpose.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 2:25 PM

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CHAIR

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Electoral Area Services Committee	**DATE:**	September 3, 2019
FROM:	Angela Buick Planner	**FILE:**	PL2018-116

SUBJECT: Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2018-116
6961, 6931, 6973 and 6977 Doumont Road – Electoral Area C
Lot 1 and Lot 2, District Lot 57, Wellington District, Plan 25008

RECOMMENDATION

That the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lots B and H in relation to Subdivision Application No. PL2018-116.

SUMMARY

The applicant has requested a relaxation of the minimum 10% perimeter frontage requirement for proposed Lots B and H within a proposed 9 lot subdivision of the subject property. All proposed parcels will exceed the minimum parcel size requirements. Despite the reduced frontages, no negative land use implications are anticipated, and Ministry of Transportation and Infrastructure have no concerns with the requested frontage relaxation. Therefore, it is recommended that the requested frontage relaxation be approved.

BACKGROUND

The Regional District of Nanaimo has received an application from Glen Carey of Glencar Consultants Inc. on behalf of 1057703 B.C. Ltd. and Kenneth Krall to relax the minimum 10% perimeter frontage requirement in relation to a proposed 9-lot subdivision, Application No. PL2018-116. The subject properties are approximately 21.5 hectares in area in total and are zoned Rural 1 Zone (RU1), Rural 2 (RU2) and Industrial 3 (IN3) and within Subdivision District 'D', pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The properties are located to the north of Biggs Road, south of Doumont Road, east of an unconstructed road right-of-way (ROW) and west of a Recreation 3 (RC3) zoned lot within the Agriculture Land Reserve and currently utilized as a campground. Lands surrounding the subject properties are generally large acreages and are a mix of resource management, agricultural, rural residential and recreational uses (see Attachment 1 – Subject Property Map). Lot 2 is split zoned where the IN3 portion contains an unutilized shop and an uninhabited mobile home while the RU2 portion is vacant land. Lot 1 is zoned RU1 and contains two dwellings.

Proposed Development

The applicant proposes to subdivide the parent parcel into 9-lots (see Attachment 3 – Proposed Plan of Subdivision). All parcels exceed the minimum parcel size of 2.0 hectares and will be serviced with individual private wells and on-site sewerage systems.

Minimum 10% Perimeter Frontage Requirement

Proposed Lots B and H do not meet the minimum 10% perimeter frontage requirement pursuant to Section 512 of the *Local Government Act*. The applicant has requested approval of the RDN Board to reduce the frontage requirement as follows:

Proposed Lot No.	*Required Frontage (m)*	*Proposed Frontage (m)*	*% of Perimeter*
B	93.7	16.3	2.0
H	62.4	25.8	4.0

Land Use Implications

The proposed development is subject to the following Development Permit Area per the "Regional District of Nanaimo East Wellington – Pleasant Valley Official Community Plan Bylaw No. 1055, 1997"; however, the applicant is requesting a development permit be submitted under a separate application.

The proposed 9-lot subdivision is intended for rural residential use with the exception of one industrial lot. (see Attachment 4 – Zoning Map). The majority of the lots will be accessed off of Doumont Road by the creation of a cul-de-sac. Proposed panhandle Lot B will be utilizing an existing panhandle access and will remain unchanged. This subdivision proposal would create eight large rural lots compatible with the rural character of the surrounding properties and one Industrial zoned lot. (subject property Lot 2). If the subdivision is approved the industrial portion of Lot 2 will become its own lot as Lot E and the remaining lots will include four RU1 and four RU2 zoned lots (See Attachment 3 – Proposed Plan of Subdivision).

The layout of the proposed subdivision is influenced by two watercourses that bisect the subject properties. The applicant has made an attempt to configure the new lots to have property boundaries follow the natural boundaries of the watercourses to meet the DPA guidelines which direct that subdivisions be designed to minimize lot lines within the SPEA. The proposed layout will provide for access to each of the lots without having to cross the watercourses. As a result, the boundary of proposed Lot I and a portion of Lot B are located along the two watercourses. A frontage request cannot be avoided by way of reconfiguration and maintain the proposed maximum density of 9 lots. Based on these points the proposal addresses the evaluation criteria in "Board Policy B1.4 Frontage Requirements for Rural Lots".

If approved, proposed panhandle Lot B will have a road frontage of 2.0% of the perimeter of the lot and Lot H will have a road frontage of 4.0%.

Environmental Implications

As identified above, the subdivision layout is influenced by the location of two watercourses on the subject properties and the specifics of protecting the environmentally sensitive areas will be

addressed through the development permit process. The subdivision application is subject to the Freshwater and Fish Habitat Protection Development Permit Area (DPA) and prior to RDN subdivision compliance, the applicant is required to submit a development permit application. This application will be considered pursuant to "Regional District of Nanaimo Delegation of Authority Bylaw No. 1759, 2017" to ensure that the proposed development will meet the DPA guidelines and will pose no anticipated negative impacts on the environment.

Intergovernmental Implications

MOTI has reviewed the application and has issued a Preliminary Layout Approval (PLA) for the proposed subdivision subject to written confirmation that the RDN has waived the 10 % frontage requirement pursuant to Section 512 of the *Local Government Act*.

ALTERNATIVES

1. To approve the request for relaxation of the minimum 10% perimeter frontage requirement for proposed Lots B and H as shown on Attachment 3 – Proposed Plan of Subdivision.
2. To deny the request for relaxation of the minimum 10% perimeter frontage requirement.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN IMPLICATIONS

The proposed development has no implications for the 2019 – 2022 Board Strategic Plan.



Angela Buick
abuick@rdn.bc.ca
August 15, 2019

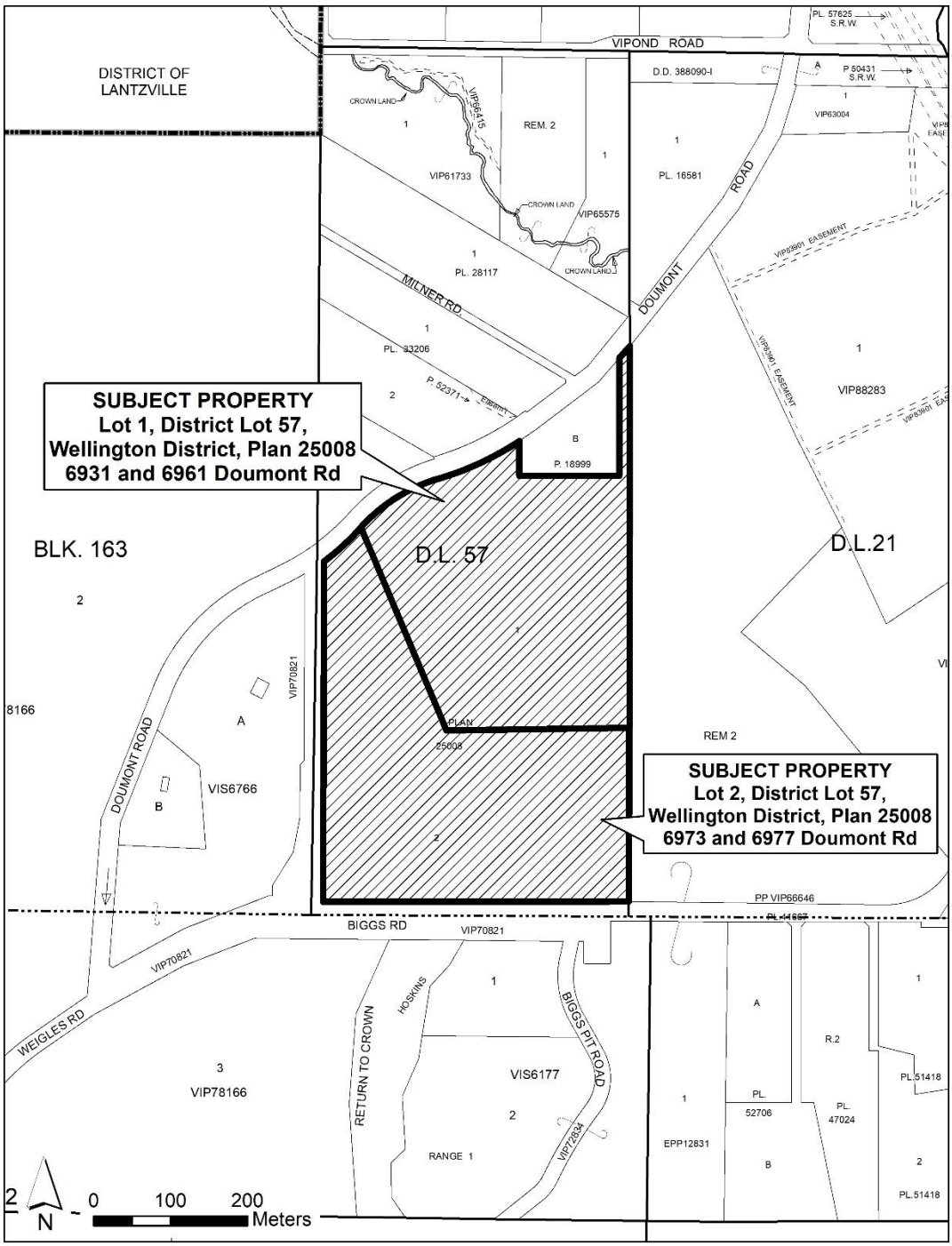
Reviewed by:

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

Attachments

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

Attachment 1
Subject Property Map



Attachment 2
Conditions of Permit

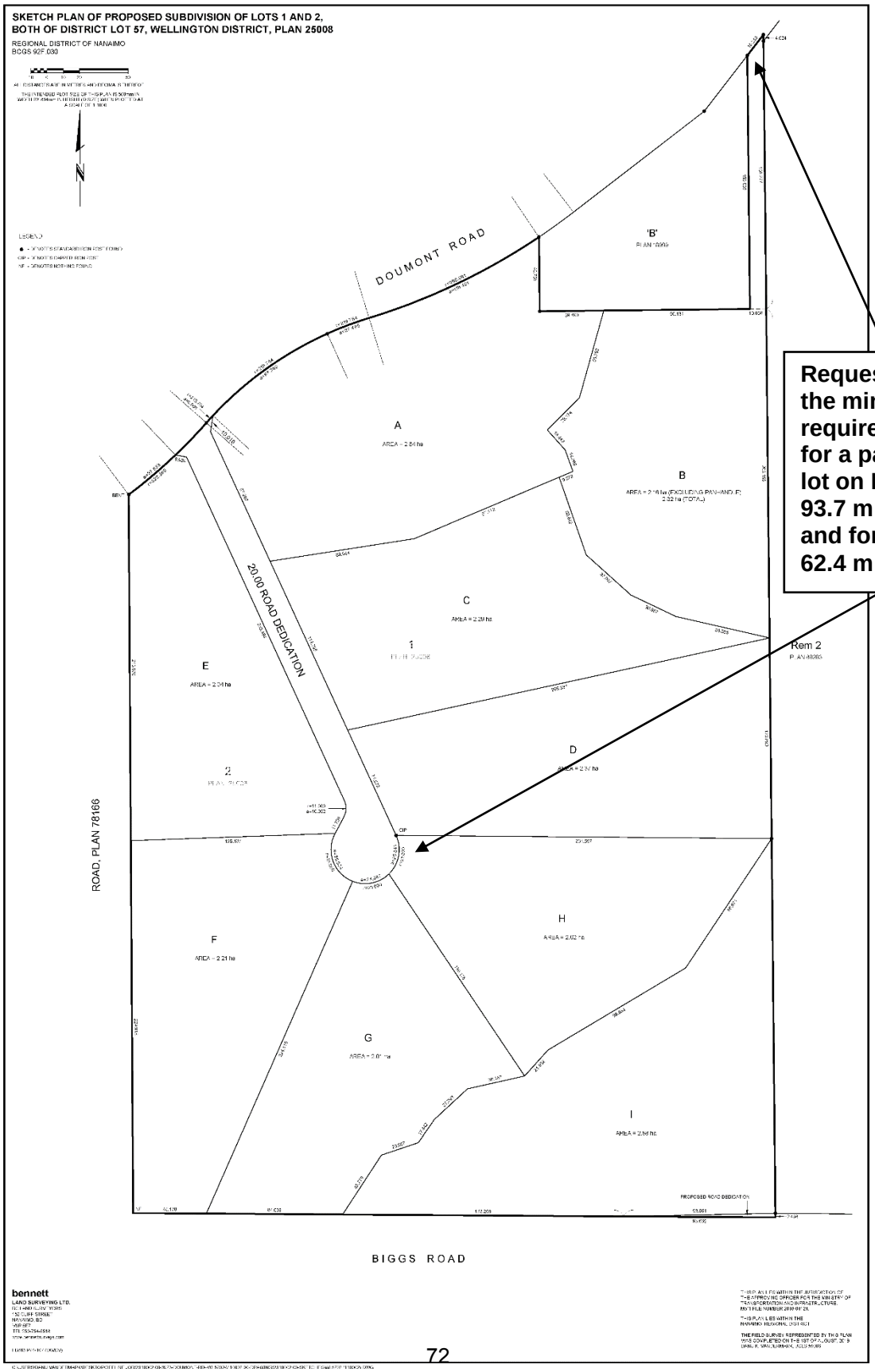
The following sets out the conditions of Development Permit No. PL2018-116:

Conditions of Approval

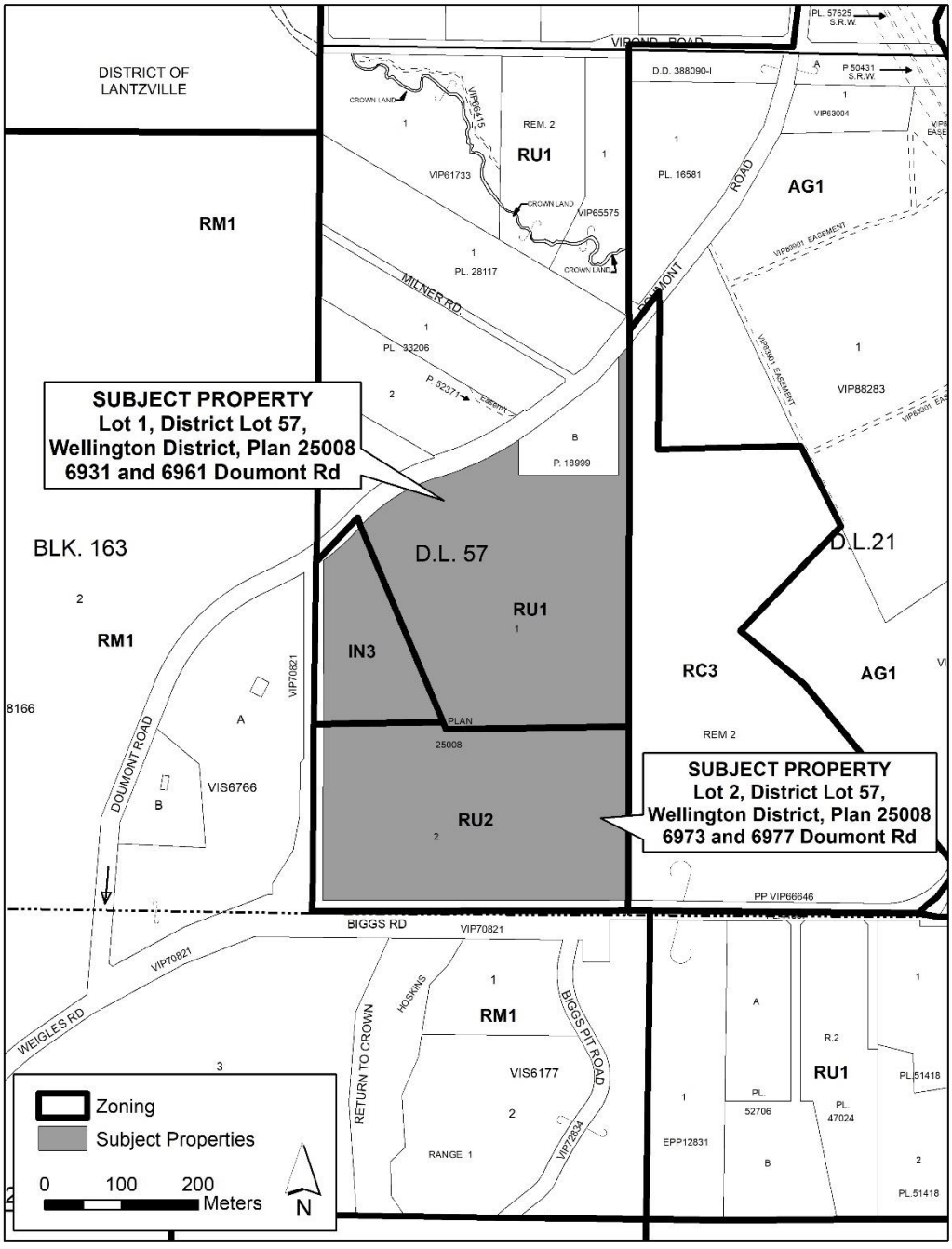
1. The site is developed in accordance with the Sketch Plan of Proposed Subdivision prepared by bennett Land Surveying Ltd. dated August 1, 2019 and attached as Attachment 3.

2. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

Attachment 3
Proposed Plan of Subdivision



Attachment 4
Zoning Map



REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Electoral Area Services Committee	**MEETING:**	September 3, 2019
FROM:	Doug Gardiner Fire Services Coordinator	**FILE:**	7200-01 INS

SUBJECT: Municipal Insurance Association of British Columbia Society Coverage

RECOMMENDATIONS

1. That the Board endorse offering the Municipal Insurance Association of British Columbia Society coverage to the volunteer fire department societies.
2. That the Board endorse contributions of $5,000 to the insurance deductible reserve accounts to increase the reserve balance to a maximum of $100,000.

SUMMARY

In 2015, the Municipal Insurance Association of British Columbia (MIABC) expanded its coverage to provide for an associate members program. An associate member is defined as individuals, groups and associations that provide services for, or on behalf of MIABC members (Attachment 1). This program allows for expansion of Regional District of Nanaimo (RDN) liability/errors & omissions coverage to the board members of the volunteer fire department societies.

The current insurance policy held by the RDN is intended to only apply to the emergency services being provided by the volunteer firefighters and cannot be extended to the society board members. At some point in the past, the societies' Directors and Officers were included in the coverage provided by MIABC. MIABC has advised that they will honour this coverage but that it will need to be corrected when the RDN's policy is renewed. Currently, the society board members are covered under the existing RDN policy until December 31, 2019. Societies would benefit from being offered the ability to participate in the associate members program. To qualify for this coverage, the societies need to be sponsored by a member (the RDN) for the associate member status, must provide services to the community of behalf of the sponsoring member and must have an agreement with the RDN. All six volunteer fire department societies (Extension, Nanoose, Errington, Coombs, Dashwood and Bow Horn Bay) have agreements with the RDN for the provision of services and would qualify under the associate members program.

BACKGROUND

At the January 27, 2015 Board meeting, the following motion was approved:

> *That the Board approve support of the Municipal Insurance Association Associate Member Program for the board members of the volunteer fire societies contracted by the Regional District of Nanaimo and that staff be directed to*

implement this coverage for those volunteer fire societies that choose this coverage.

Upon Board approval, the societies' board members were added to the RDN's current policy under the "additional named insureds" as opposed to the new associate member program.

MIABC has advised that upon renewal of the RDN's policy, there are two options to provide coverage for the societies. The societies can purchase their own policies through an insurance broker. This type of policy would then cover the societies for all their activities. The second option would be to add the societies to the RDN's liability policy with MIABC as associate members. This policy would cover the societies only while they are delivering their services for, or on behalf of the RDN. The RDN's deductible of $100,000 would apply to claims brought against the associate member. The societies would be responsible for the payment of any costs incurred up to the deductible amount and would include any such amounts in their annual budget. In addition, all claims brought against the associate member will form part of the RDN's claims history and experience rating.

This opportunity for coverage would be explored with the various fire society boards before their current coverage expires on December 31, 2019. However, the RDN Board must support the associate member program under MIABC for those volunteer fire department societies that choose to pursue this coverage. The cost to add an associate member to the RDN's liability coverage is $250 per society which provides up to $5 million in liability coverage for society board members versus the approximate $1,000 per department that the societies may pay for alternate private coverage.

Coverage for volunteer firefighters, which falls under the RDN's standard MIABC policy, is unchanged under this plan.

ALTERNATIVES

1. That the Board endorse offering the Municipal Insurance Association of British Columbia Society coverage to the volunteer fire department societies.

2. That the Board endorse contributions of $5,000 to the insurance deductible reserve accounts to increase the reserve balance to a maximum of $100,000.

3. That alternate direction be provided to staff.

FINANCIAL IMPLICATIONS

The cost to add an associate member to the RDN's liability coverage is $250/year and would be added to each fire department's operating budget beginning in 2020. The RDN's liability coverage includes a $100,000 deductible. Should a claim arise, the service area is responsible for the amount of the claim up to a maximum of $100,000, with the insurance covering any amounts above $100,000. While a large claim is unlikely to occur, it is possible. The fire departments have an insurance deductible reserve account with varying balances from $5,100 to $5,400. The current reserve account balances would not cover this deductible; therefore, it is recommended that the reserve accounts be increased to reduce the risk of a claim requiring a significant tax increase in a single year. Attachment 2 outlines tax implications to increase contributions to the insurance reserve accounts over three and five years in order to have the funds available to cover the required deductible. A tax increase will occur in 2020 and will

remain in effect until 2023 or 2025 depending on the three or five year period to build up the insurance reserve account to $100,000. To increase the reserve contributions over three years would require an additional transfer to reserves of $31,667 each year for three years or an additional transfer to reserves of $19,000 per year for five years. This would increase the insurance deductible reserve balance for each fire protection service area from the current approximate $5,000 to $100,000. Tax implications outlined in attachment 2 do not consider any increases required for operating and capital expenditures that have not already been reported and assume that the 2019-2023 Financial Plan will not change. Any changes to operating and capital will be in addition to the estimated amounts shown.

Alternatively, gradual contributions to the insurance deductible reserve accounts of approximately $5,000 can be included in the annual budgets moving forward to increase the balances without significant tax implications and the $100,000 deductible could be recovered from the service area if there is a claim up to this amount. Claims typically occur over several years and it would be unlikely for the full $100,000 to be required in any given year. Annual operating budgets could absorb the legal fees required to respond to claims in that given year by reallocating budgeted expenses and delaying reserve transfers. This would result in tax increases in the following years to recover the funds that were intended for reserves accounts.

STRATEGIC PLAN IMPLICATIONS

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



Doug Gardiner
dgardiner@rdn.bc.ca
August 1, 2019

Reviewed by:
- C. Morrison, Manager, Emergency Services
- J. Bradburne, Director, Finance
- D. Marshall, A/Director, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

Attachments
1. Associate Member Program Brochure
2. Insurance Deductible Implications

MIABC's

ASSOCIATE MEMBER PROGRAM BEGAN IN JANUARY 2015.

Need more

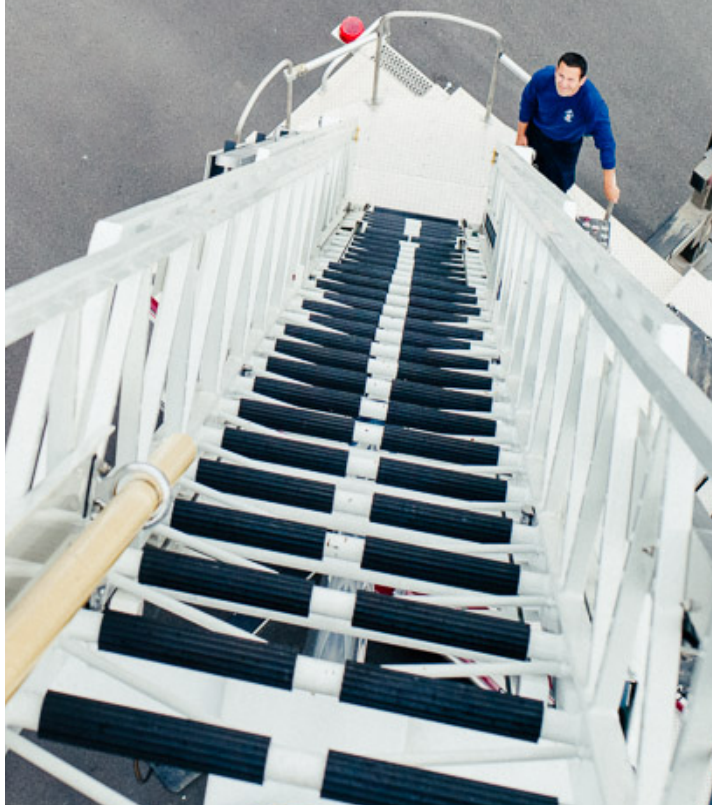
INFORMATION?

If you have any questions about the MIABC's Associate Member Program, please contact the MIABC's Risk Management Advisor, Susan Ackerman, sackerman@miabc.org or (604) 683-6266.

200 - 429 West 2nd Avenue Vancouver, BC V5Y 1E3
Phone 604-683-6266 **Fax** 604-683-6244 **Toll Free** 1-855-683-6266
info@miabc.org

Associate Member Program

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA



MIABC members can now apply for liability coverage for individuals, groups and associations that provide services for, or on behalf of, our members, upon request of an MIABC member, up to a limit of $5,000,000.

These individuals, groups and associations must be individually sponsored by a member in order to qualify for "associate member" status. Once accepted as an associate member, these parties will be entitled to full coverage under the Liability Protection Agreement, but only for services provided for, or on behalf of, the sponsoring member.



..these parties will be entitled to full coverage under the Liability Protection Agreement

MIABC / **ASSOCIATE MEMBERS**

Liability coverage is now available for local government service providers

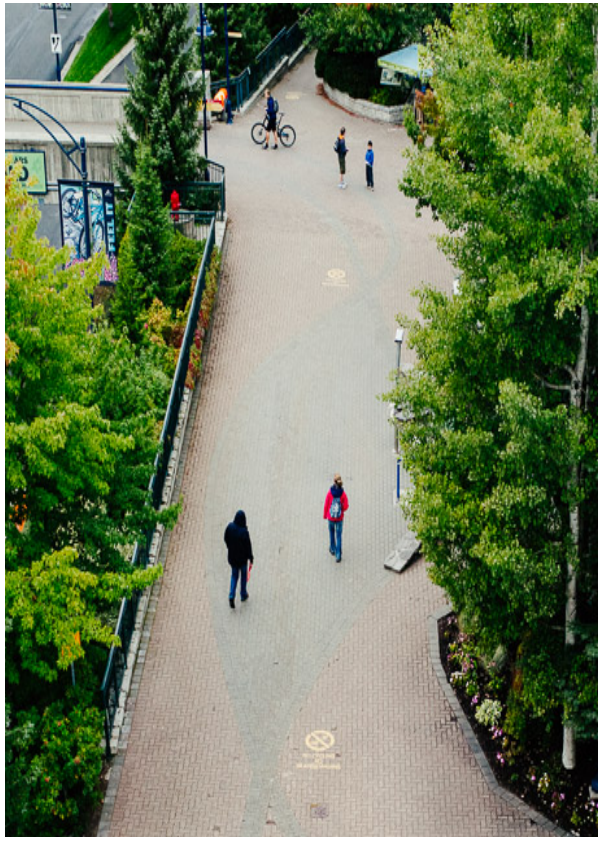
In order to qualify as an associate member:

- The associate member must be sponsored by an existing MIABC member;
- The sponsoring member has a written agreement for the provision of services with the associate member (the "Service Provider Agreement");
- The services provided are services to the community provided for, or on behalf of, the sponsoring member;
- The Service Provider Agreement has been approved by the sponsoring member's council or board by resolution or bylaw; and
- The MIABC has received payment of a premium on behalf of the associate member.

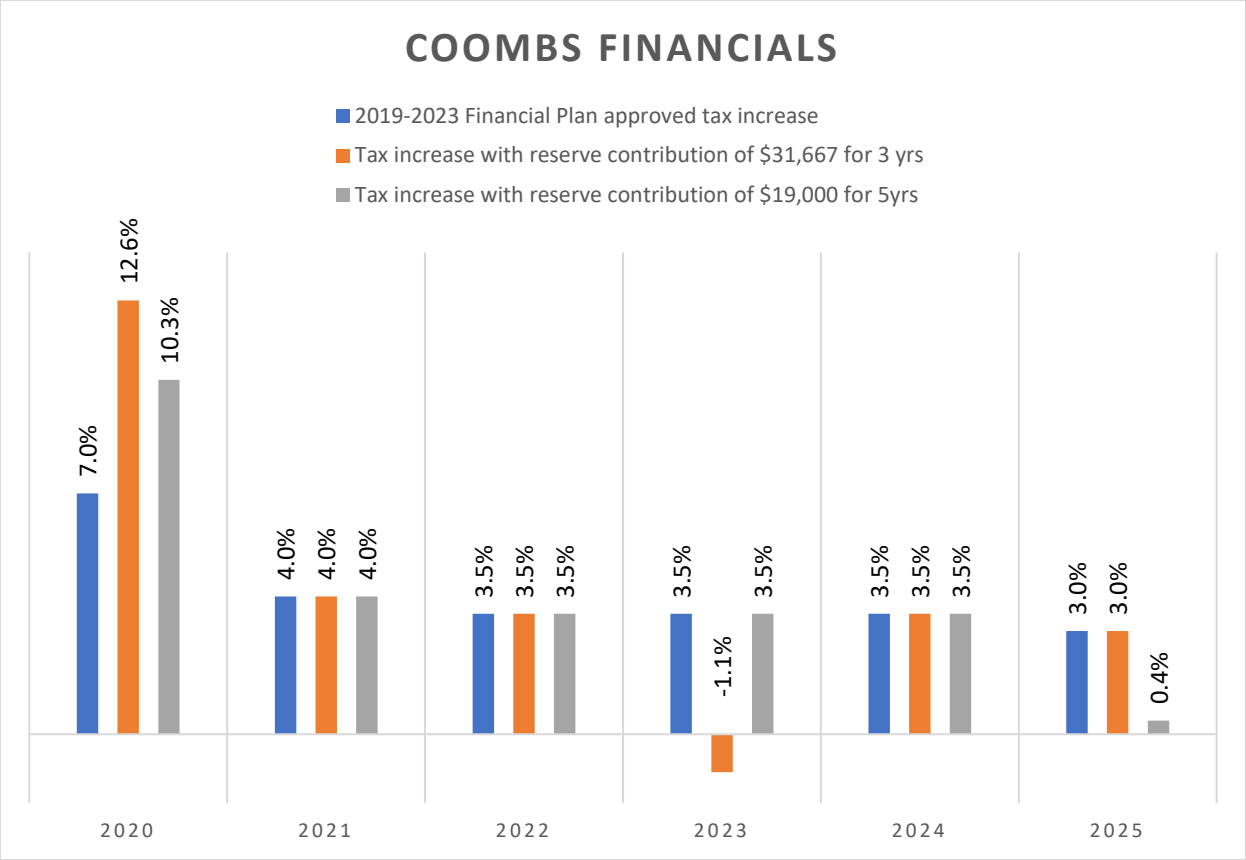
It is important to understand that the sponsoring member's deductible will apply to claims brought against the associate member and the sponsoring member will be responsible for the payment of any costs incurred below the deductible. In addition, all claims brought against the associate member will form part of the sponsoring member's claims history and experience rating.

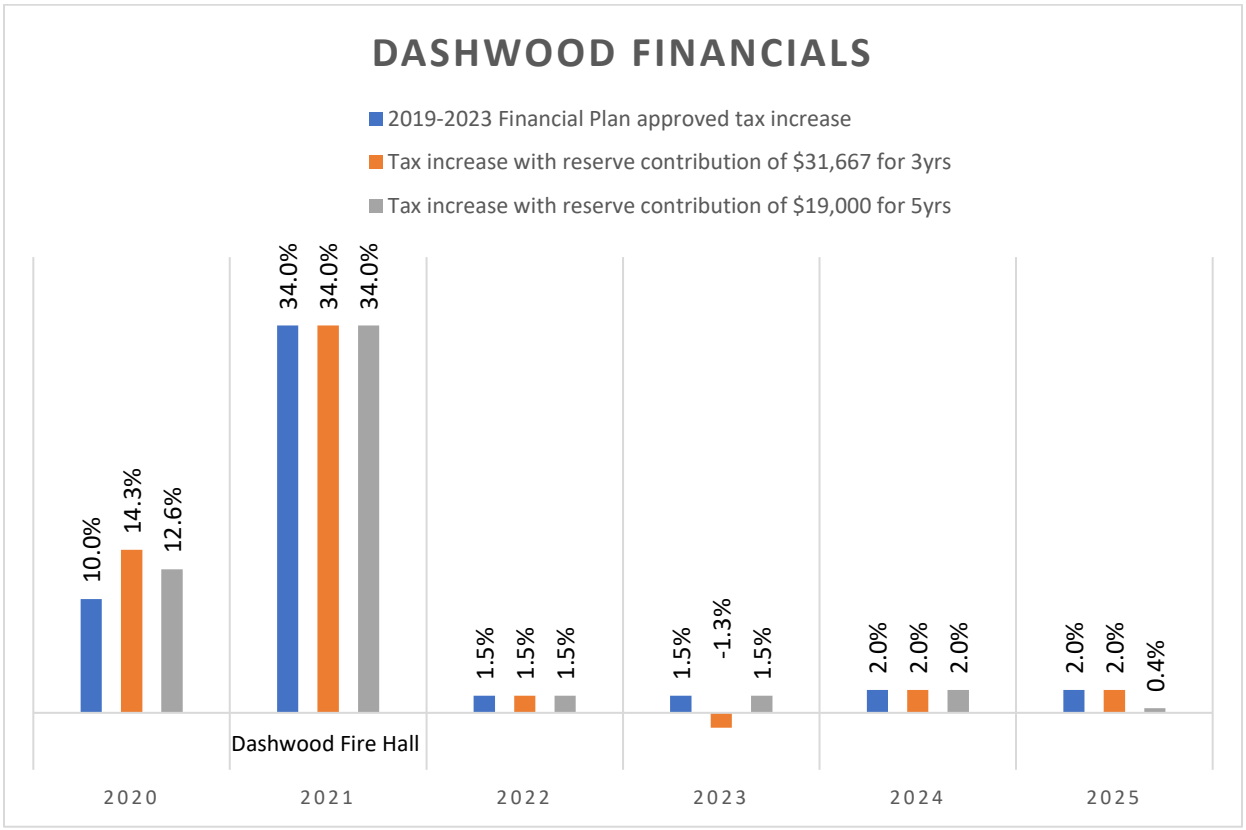
MIABC / **ASSOCIATE MEMBERS**



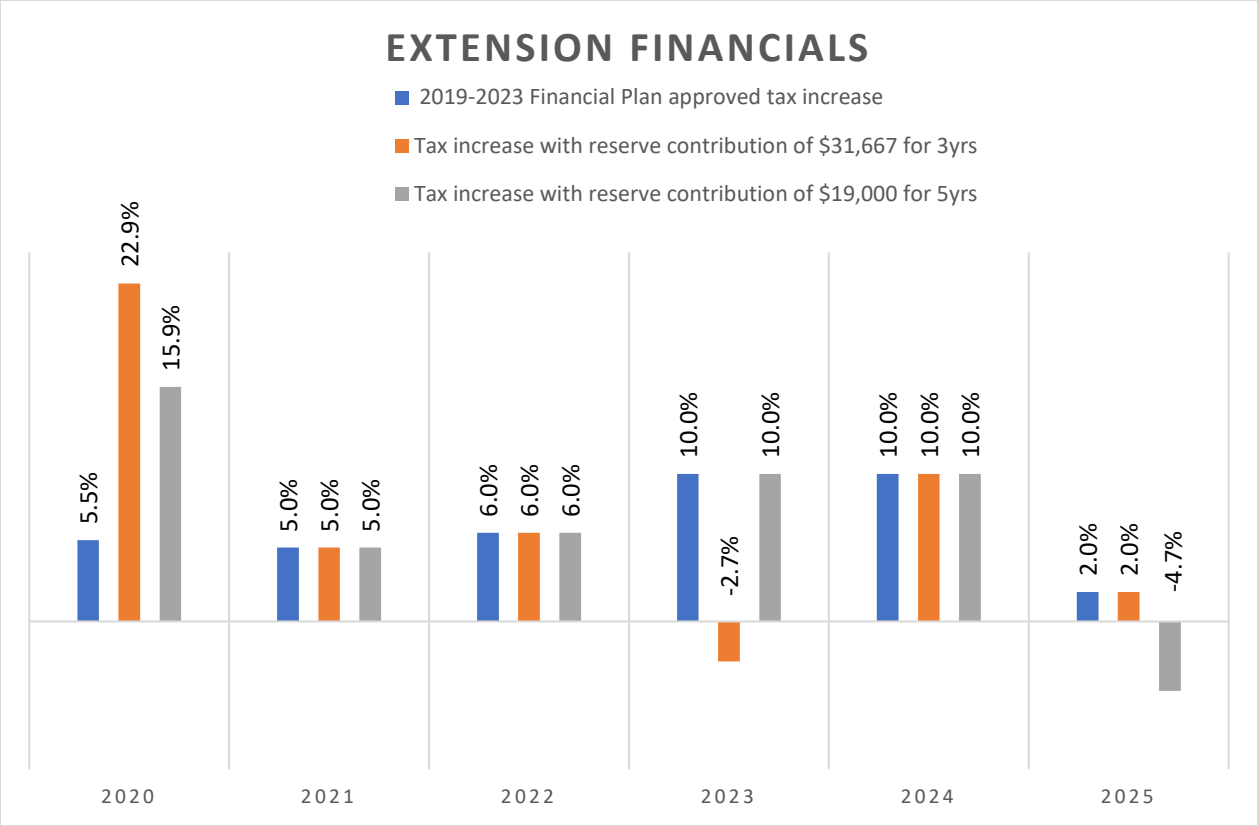


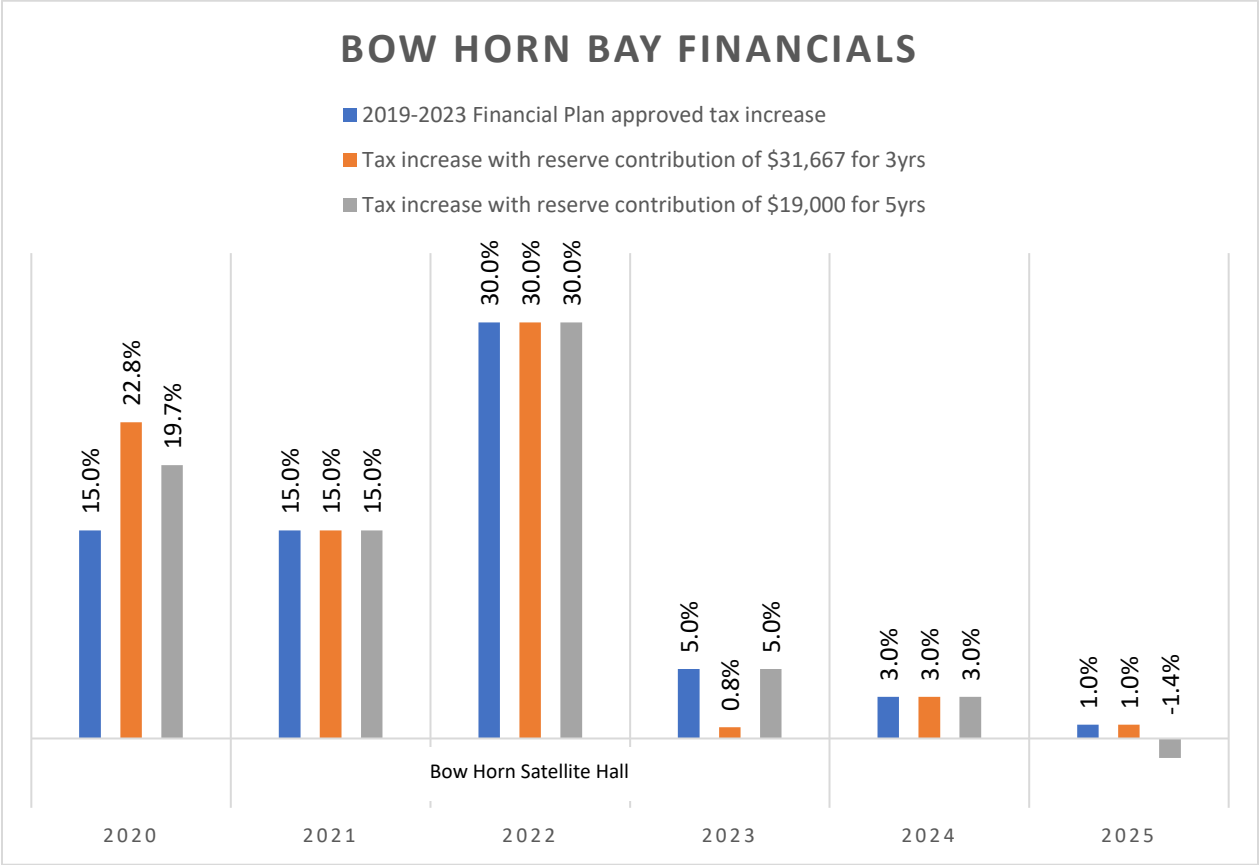
Insurance Deductible Implications



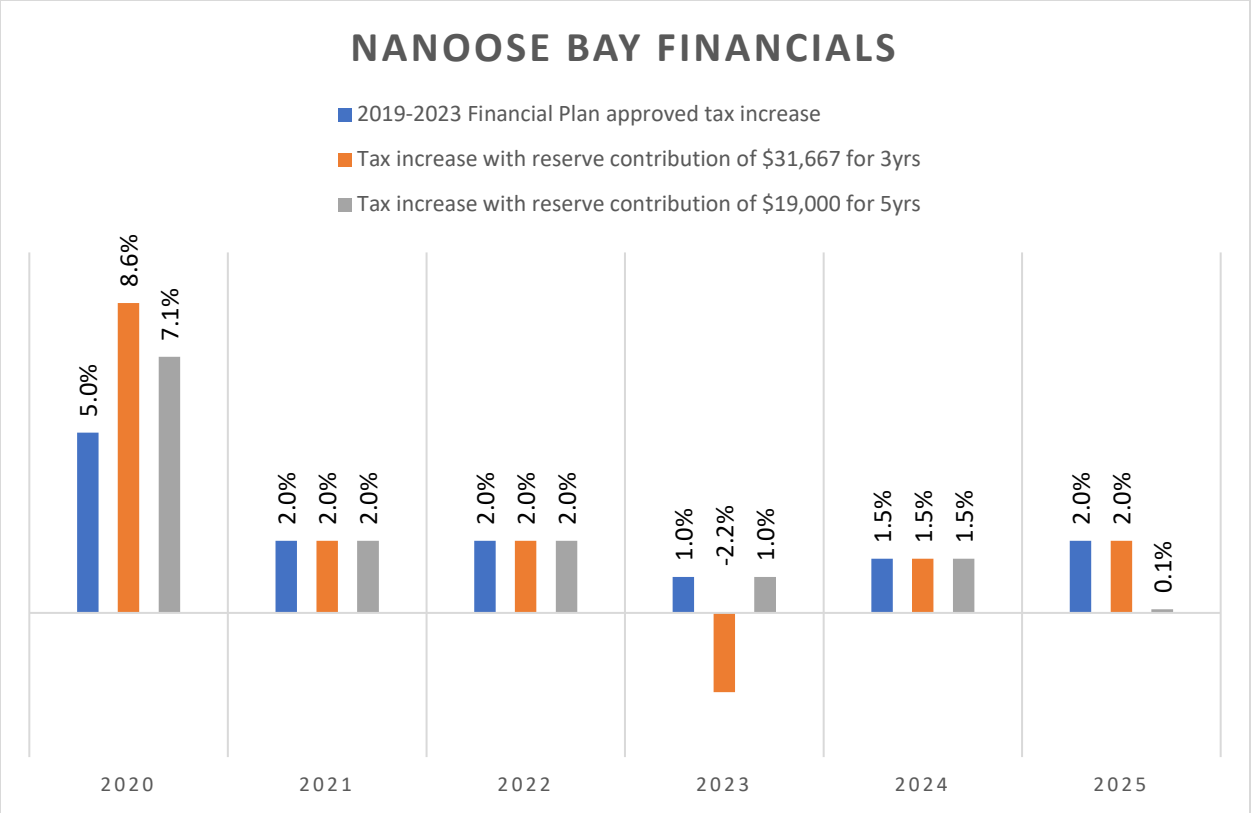


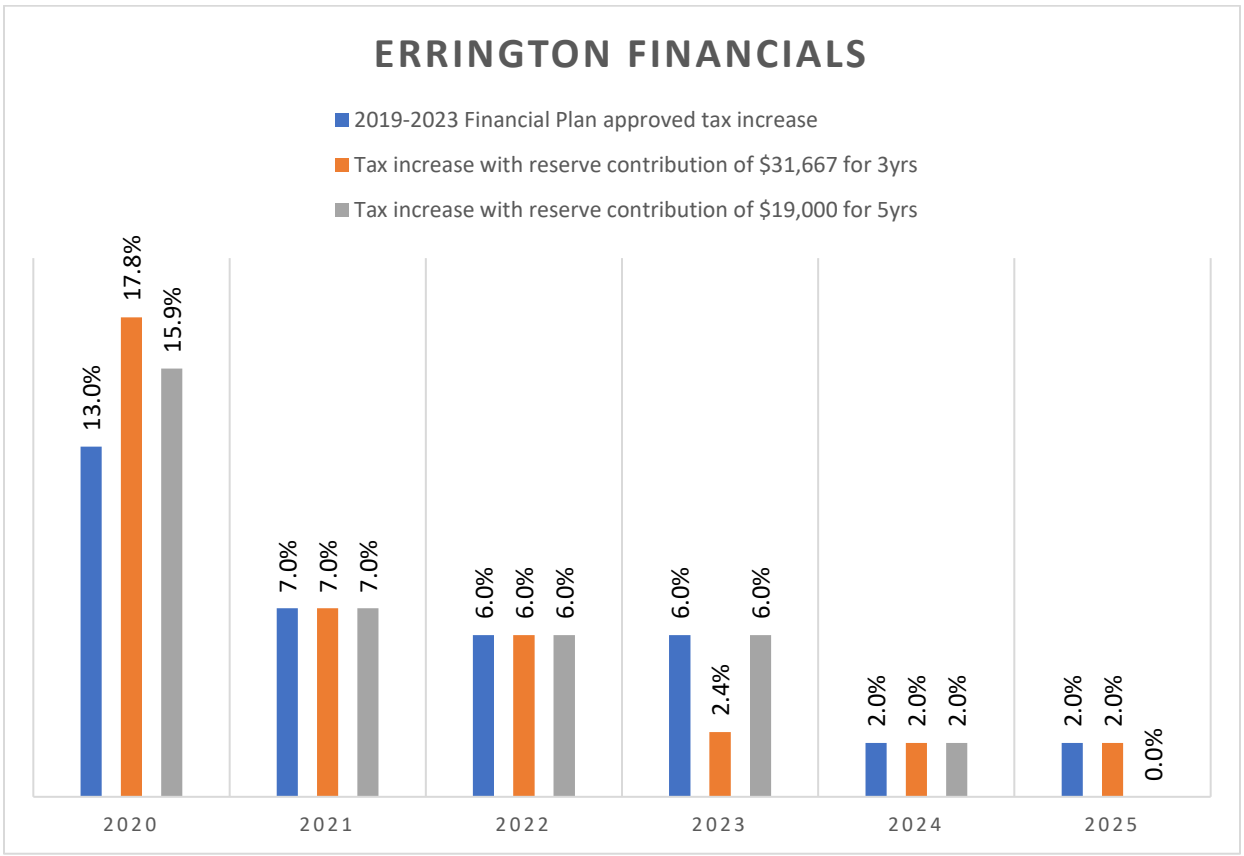
Insurance Deductible Implications





Insurance Deductible Implications





REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Electoral Area Services Committee	**MEETING:**	September 3, 2019
FROM:	Catherine Morrison Manager, Emergency Services	**FILE:**	7200 01 BHB FPA

SUBJECT: Bow Horn Bay Fire Protection Boundary Expansion

RECOMMENDATION

That "Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.10, 2019" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

SUMMARY

The Regional District of Nanaimo (RDN) and Bow Horn Bay Fire Department (BHBFD) received requests from three property owners on Marshland Road in the Spider Lake area of Electoral Areas H and F to have fire protection supplied by the Bow Horn Bay Fire Department. The locations of the properties requesting this service were reviewed by the RDN and it was determined that there are five properties within the Marshland Road subdivision and that all five properties should be petitioned for inclusion in the fire protection boundary expansion. The Bow Horn Bay Fire Chief and the Bow Horn Bay Fire Department Society Board support the expansion to include all properties within the Marshland Road subdivision (Attachment 1). The petition for fire protection received the adequate number of returned petitions to warrant the expansion to include the five properties on Marshland Road.

BACKGROUND

Three property owners on Marshland Road became aware that they did not have fire protection through communication with BHBFD. Three owners of the subject area (Attachment 2) requested that they be included in Bow Horn Bay Fire Protection Area. In 2018, a petition process began to extend the Boundaries of the BHBF Protection Service Area for the inclusion of all five properties in the Marshland Road subdivision into the Bow Horn Bay Fire Protection Area. After receiving majority support for inclusion, a report was brought to the Board to amend the Bow Horn Bay Fire Protection Service Bylaw to expand the boundary to include the properties. Shortly after this inclusion, the Bow Horn Bay Society Board requested that the inclusion be rescinded, as there had not been consultation with the Society regarding the inclusion of all properties within the Marshland Road subdivision and that the Society Board needed time to review the five subject properties. The expansion was rescinded by the RDN Board in September 2018.

In November 2018, the Bow Horn Bay Society Board received requests from the same three property owners to re-evaluate the expansion and inclusion of their properties. Through collaborative efforts and consultation, the Bow Horn Bay Society Board and the RDN reached an agreement for the inclusion of all five properties in the Marshland Road subdivision.

Petitions to extend the Boundaries of the BHBF Protection Service Area were sent out to the owners of the five subject properties on July 3, 2019, with a deadline for response of August 2, 2019. Four properties (80%) submitted their petitions in support of the expansion. The net taxable value of all land and improvements in the proposed service area is $2,265,000 and the net taxable value of the petitions received (lands and improvements) is $1,843,000 (81%) (Attachment 3). The required petition threshold to move forward with the boundary expansion and bylaw amendment (Attachment 4) is 50% of net taxable value.

ALTERNATIVES

1. That "Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.10, 2019" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

2. That alternate direction be provided.

FINANCIAL IMPLICATIONS

The cost of providing the fire protection service is borne by the owners of land within the fire protection service area. There are no financial implication to the RDN.

STRATEGIC PLAN IMPLICATIONS

Social Wellbeing - Make the Region a safe and vibrant place for all, with a focus on children and families in programs and planning.



Catherine Morrison
cmorrison@rdn.bc.ca
August 8, 2019

Reviewed by:
- J. Hill, Manager, Legislative Services
- D. Marshall, A/Director, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

Attachments
1. Bow Horn Bay Society Letter of Support
2. Subject Area Map
3. Corporate Officer's Certificate of Sufficiency
4. Bylaw No. 1385.10, 2019

BOW HORN BAY VOLUNTEER FIRE DEPARTMENT

220 Lions way, Qualicum Beach BC V9K2E2

Serving the communities of Bowser, Qualicum Bay & Spider Lake

Catherine Morrison
Manager, Emergency Services
Regional District of Nanaimo
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2

May 22nd, 2019

Good day Mrs. Morrison

Re: Boards decision on inclusion of two properties in Marshland Road subdivision

First I would like to thank you and Doug Gardiner for coming to our board meeting and putting fourth the RDN's reasons for wanting the two remaining properties brought into our fire protection district. Meetings like this allow for open dialogue and allow all parties to get a better understanding of the situation.

a) As previously mentioned**,** in my email transmittal on November 23rd ; at the November 20th board meeting, after much deliberation, the board discussed and voted in favour of accepting the three Marshland road properties, whom petitioned us, into our fire protection area.

These included:

- 2740 Marshland Road, Mr. & Mrs. Flynn
- 2746 Marshland Road, Mr. & Mrs. Moberg
- 2750 Marshland Road, Mr. & Mrs. Paziuk.

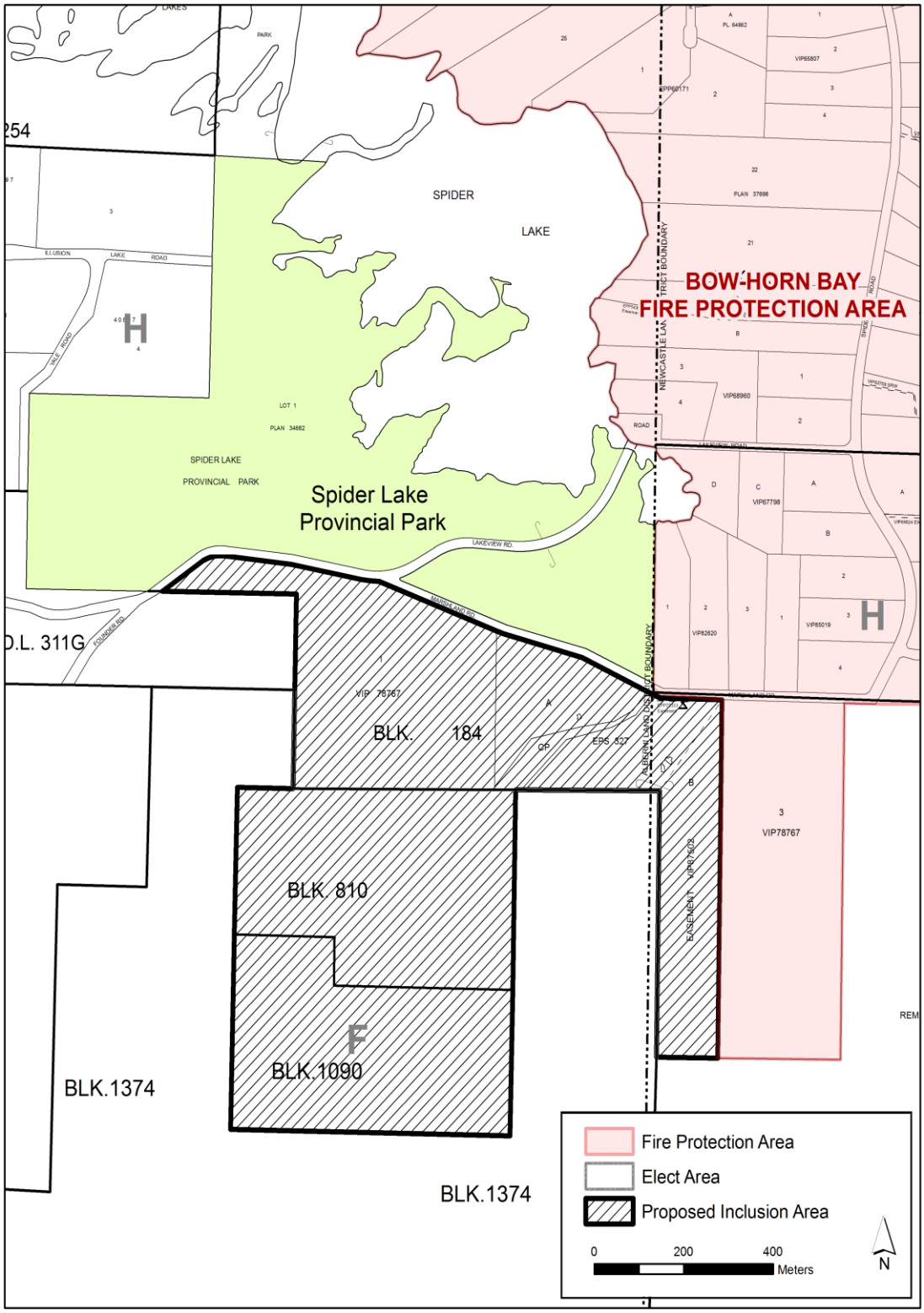
At that time the board decided not to approve the other two properties; 2770 Marshland road (lot 1 BLK 1090) and the Gravel Pit indicated as Lot 5 BLK 184 to be included into our service area.

a) At our May 21st Board meeting **,** and per your request, the board, again reviewed bringing the other two properties; 2770 Marshland road (lot 1 BLK 1090) and the Gravel Pit indicated as Lot 5 BLK 184 into our service area. The board discussed the pros and cons and have voted to agree with your request and accept both properties into our service area**. Thus the board agrees to having all properties in Marshland Road subdivision included in our service area.**

Best regards

Rodney Luck
Chairman

Attachment 2 – Subject Area Map



REGIONAL DISTRICT OF NANAIMO

CERTIFICATE OF SUFFICIENCY

Petition to Extend the Boundaries of the Bow Horn Bay Fire Protection Service Area

I hereby certify that the petition to extend the boundaries of the Bow Horn Bay Fire Protection Service Area is sufficient and valid pursuant to section 337 of the *Local Government Act*.

DATED at Nanaimo, British Columbia)
this 8th day of August, 2019)
)
)
)

J. Mayea
Tricia Mayea, Deputy Corporate Officer

Bow Horn Bay Fire Protection Service Area Boundary Extension

Total Number of Parcels in the Proposed Service Area:	5
Number of Valid Petitions Received:	4 (80%)
Net Taxable Value of All Land and Improvements in the Proposed Service Area:	$2,265,000
Net Taxable Value of Petitions Received (Land and Improvements):	$1,843,000 (81%)

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1385.10

A BYLAW TO AMEND THE BOUNDARIES OF THE BOW HORN BAY FIRE PROTECTION SERVICE

WHEREAS the Regional District of Nanaimo established the Bow Horn Bay Fire Protection Service pursuant to Bylaw No. 1385 cited as "Bow Horn Bay Fire Protection Service Establishment Bylaw No.1385, 2004";

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owners to extend the boundaries of the service area to include the lands shown outlined in black on Schedule 'A' of this bylaw;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 349 of the *Local Government Act;*

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

1. Citation

This bylaw may be cited as the "Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.10, 2019".

2. Amendment

"Bow Horn Bay Fire Protection Service Establishment Bylaw No. 1385, 2004" is amended as follows:

a) By deleting section 3 and replacing it with the following:

"3. The Participating Areas for the Service are Electoral Areas F and H"

b) By amending the boundaries of the Bow Horn Bay Fire Protection Service area to include the properties outlined in black on Schedule 'A' attached to and forming part of this bylaw.

Introduced and read three times this ___ day of _____, 2019.

Received the approval of the Inspector of Municipalities this ___ day of _____, 2019.

Adopted this ___ day of _____, 2019.

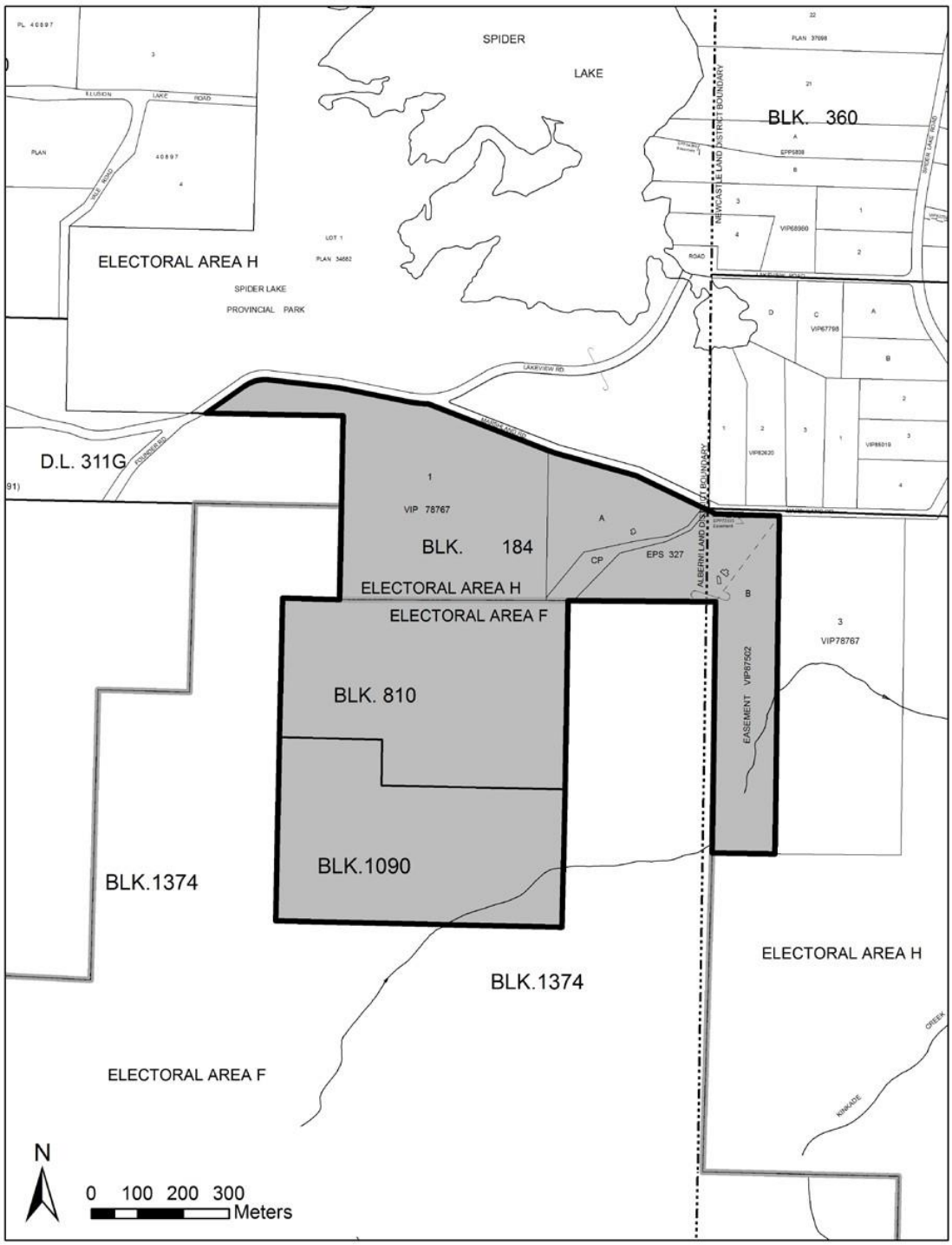
CHAIR

CORPORATE OFFICER

Schedule ‘A’ to accompany “Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.10, 2019”.

Chair

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Electoral Area Services Committee	**MEETING:**	September 3, 2019
FROM:	Catherine Morrison Manager, Emergency Services	**FILE:**	0810 03 DFH

SUBJECT: Dashwood Fire Hall Alternative Approval Process Results

RECOMMENDATIONS

1. That "Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019", be adopted.
2. That "Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019", be adopted.

SUMMARY

To report the results of the Alternative Approval Process for "Dashwood Fire Hall Service Area Establishment Bylaw No.1785, 2019" and "Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019" (Attachments 1 and 2) and to bring forward the Bylaws for consideration of adoption.

BACKGROUND

At the April 23, 2019 Board meeting, the following motions were approved:

> *It was moved and seconded that "Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval*
>
> *It was moved and seconded that "Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.*

These bylaws authorize the Board to establish a service and loan for the replacement of the Dashwood Fire Department main fire hall. As required by the *Local Government Act*, the approval of the Inspector of Municipalities for the initial establishment of both bylaws was received on May 14, 2019 which authorized the RDN to proceed with the next steps for adoption.

In accordance with the *Community Charter*, the Board approved an Alternative Approval Process (AAP) to seek elector approval in the service area. As part of the AAP, electors opposed to the adoption of the Bylaws are required to sign an Elector Response Form and submit it to the Regional District of Nanaimo (RDN) prior to the established deadline of July 26, 2019. Approval of the electors by AAP is obtained, if the number of elector responses received is less than 10% of the number of electors of the service area.

For the purpose of conducting the AAP, the number of electors in the service area was determined to be 1,751. Therefore, if less than 175 elector response forms are received prior to Friday, July 26, 2019, elector approval is deemed to have been obtained and the Board can proceed to adopt Bylaw No. 1785 and Bylaw No. 1789. The results of the AAP are shown on the attached Corporate Officer's Certification (Attachment 3). There were nine valid Elector Response Forms received by the deadline therefore Bylaw No. 1785 and Bylaw No. 1789 have received approval of the electors by the alternative approval process and can be adopted by the Board.

To provide an opportunity for public consultation and information, the RDN created a 'Get Involved' page in early April which was kept updated throughout the project. The 'Get Involved' page was visited 238 times with 149 visitors viewing at least one news feed and 67 visitors viewing more than one news feed. The RDN also participated with social media posts, news articles and two open houses at the Dashwood fire hall.

A detailed overview of the public communications is outlined in Attachment 4.

ALTERNATIVES

1. That "Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019", be adopted
2. That "Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019", be adopted.
3. That alternative direction by provided.

FINANCIAL IMPLICATIONS

The replacement cost for the Dashwood Fire Hall is in the Board approved 2019 – 2024 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

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



Catherine Morrison
cmorrison@rdn.bc.ca
August 12, 2019

Reviewed by:
- J. Hill, Manager, Legislative Services
- D. Marshall, A/Director, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. Bylaw No. 1785, 2019
2. Bylaw No. 1789, 2019
3. Corporate Officer's Certification
4. Overview of Public Communications

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1785

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

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

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

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

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

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

1. Citation

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

2. Service

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

3. Boundaries

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

4. Participating Areas

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

5. Cost Recovery

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

(a) property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;

(b) parcel taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act;*

(c) fees and charges imposed under section 397 of the *Local Government Act*;

(d) revenues raised by other means authorized under the *Local Government Act* or another Act;

(e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

6. Maximum Requisition

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

(a) Two Hundred and Fourth Nine Thousand Seven Hundred and Thirty Six ($249,736) Dollars; or

(b) the amount equal to the amount that could be raised by a property value tax rate of $0.4471 per $1,000 applied to the net taxable value of land and improvements in the Service area.

Introduced and read three times this 23rd day of April, 2019.

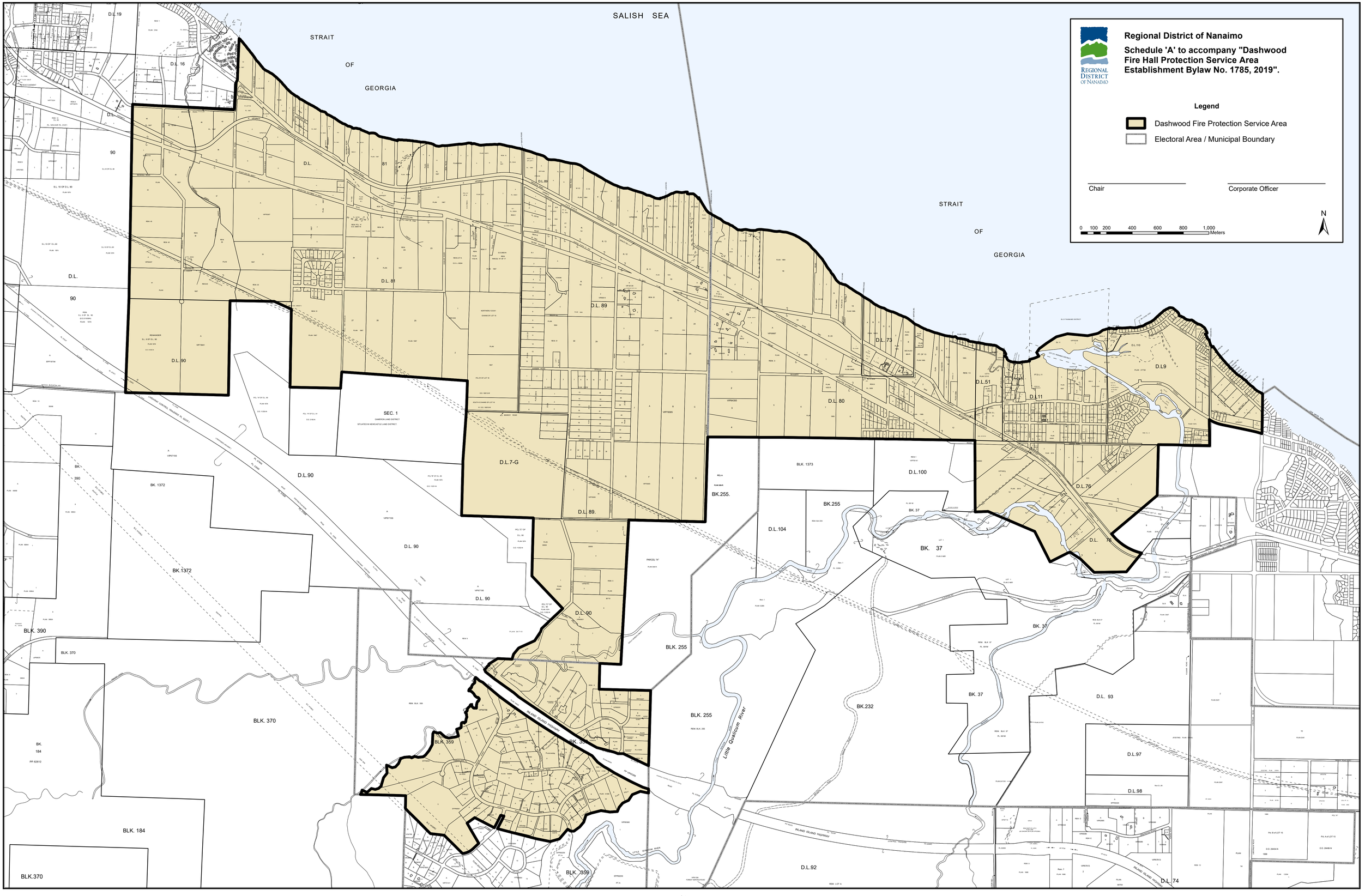
Received the approval of the Inspector of Municipalities this 14th day of May, 2019.

Received the approval of the electors under section 345 of the *Local Government Act* this 26th day of July, 2019.

Adopted this ___ day of _____, 2019.

CHAIR

CORPORATE OFFICER


SALISH SEA
STRAIT OF GEORGIA
STRAIT OF GEORGIA
Regional District of Nanaimo
Schedule 'A' to accompany "Dashwood Fire Hall Protection Service Area Establishment Bylaw No. 1785, 2019".
Legend
Dashwood Fire Protection Service Area
Electoral Area / Municipal Boundary
Chair
Corporate Officer
0 100 200 400 600 800 1,000 Meters
N
D.L. 19
D.L. 16
D.L. 90
D.L. 81
D.L. 89
D.L. 73
D.L. 80
D.L. 51
D.L. 11
D.L. 110
D.L. 9
D.L. 76
D.L. 78
D.L. 7-G
D.L. 89.
D.L. 90
D.L. 90
D.L. 90
D.L. 90
SEC. 1
CAMERON LAND DISTRICT
SITUATED IN NEWCASTLE LAND DISTRICT
BK. 390
BK. 1372
BLK. 390
BLK. 370
BK. 184
BLK. 184
BLK.370
BK.255.
BK.255
BK.255
BLK. 255
BLK. 255
BLK. 1373
D.L.100
D.L.104
BK. 37
BK. 37
BK. 37
BK. 37
BK.232
BLK. 359
BLK. 359
BLK. 359
D.L. 93
D.L.97
D.L.98
D.L.92
D.L. 74
ISLAND ISLAND HIGHWAY
ISLAND ISLAND HIGHWAY
ISLAND ISLAND HIGHWAY
Little Qualicum River
LITTLE QUALICUM RIVER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1789

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

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

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

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

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

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

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

1. This bylaw may be cited for all purposes as the "Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019".

2. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the design and construction of a new fire hall for the purpose of the Works in connection with the Service and to do all things necessary in connection therewith and without limiting the generality of the foregoing:

   (a) to borrow upon the credit of the Regional District a sum not exceeding Four Million ($4,000,000) dollars.

3. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 25 years.

4. The borrowing authorized relates to the Dashwood Fire Hall Service established pursuant to Bylaw No. 1785, cited as "Dashwood Fire Hall Protection Service Area Establishment Bylaw No. 1785, 2019".

Introduced and read three times this 23rd day of April, 2019.

Approved by the Inspector of Municipalities this 14th day of May, 2019.

Received the approval of the electors under section 345 of the Local Government Act this 26th day of July, 2019.

Adopted this ___ day of _____, 2019.

CHAIR

CORPORATE OFFICER

REGIONAL DISTRCIT OF NANAIMO

CORPORATE OFFICER'S CERTIFICATION

I, the undersigned Corporate Officer, as the person assigned responsibility for corporate administration under section 236 of the *Local Government Act*, certify the results of the alternative approval process that was conducted to obtain the approval of the electors for "Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019" and "Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019" as follows:

1,751	Estimated number of electors
10	Number of elector response forms submitted by the deadline
1	Number of elector response forms rejected
9	Number of elector response forms accepted
.005	Percentage of estimated electors who validly submitted elector response forms

and in accordance with section 86 of the *Community Charter*, the approval of the electors was obtained.

DATED this 29th day of July, 2019.

Corporate Officer

Overview of Public Communications

Date	Type	Details
April 5, 2019	Digital	Dashwood Get Involved page is published
April 11, 2019	Email	Dashwood Society forwards email to local residents' group with Get Involved page link
April 18, 2019	Newspaper	Front page news article in PBQ News
April 30, 2019	Digital	Updates to Get involved page regarding the AAP process and expected timelines
May 21, 2019	Digital	• Facebook posts on RDN and DVFD pages with links to Get Involved page and Open Houses. • Updates to Get Involved page with approval to proceed with AAP.
June 8, 2019	Digital	Online DVFD news article in PBQ News with details, link to Get Involved page and Open Houses
June 11, 2019	Newspaper	Ad for June 15, 2019 Open House in PBQ News
June 13, 2019	Newspaper/Digital	• Full page AAP notification in PBQ news • DVFD news article with details, link to Get Involved page and Open House • Updates to the Get Involved page and RDN Website with AAP process including search tools.
June 14, 2019	Digital	Facebook posts on RDN and DVFD pages advertising Open House
June 15, 2019	In Person/Digital	• Dashwood Replacement Fire Hall Open House • Facebook post promoting DVFD Open House
June 16, 2019	Newspaper	News article in PBQ News with Open House, links, and AAP process/details
June 18, 2019	Newspaper	Full page AAP notification in PBQ News
July 2, 2019	Newspaper/Digital	RDN Monthly updates newsletter with Open House details published in PBQ News, Nanaimo News Bulletin, Gabriola Sounder, RDN webpage and Facebook page
July 18, 2019	Digital	Facebook posts on RDN and DVFD pages
July 19, 2019	Digital	Facebook posts on DVFD page
July 20, 2019	In Person	Dashwood Replacement Fire Hall Open House

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Committee of the Whole	**MEETING:**	September 3, 2019
FROM:	Tricia Mayea Legislative Coordinator	**FILE:**	0570

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
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)

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

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[1] (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.

[1] 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
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

Climate Action Initiative
BC AGRICULTURE & FOOD

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, 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

DRAFT

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).

DRAFT

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Committee of the Whole	**MEETING:**	September 3, 2019
FROM:	Nick Redpath Planner	**FILE:**	6780 30 ANN2018

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.

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



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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)[1] 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

[1] 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."*

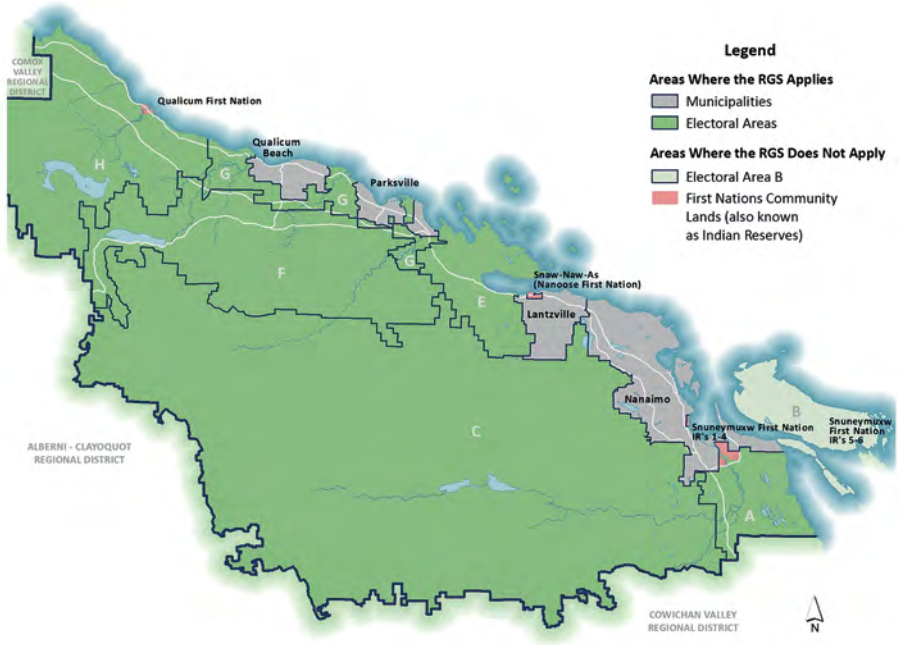
Ultimately, it is a coordinated plan to manage growth in the region in a sustainable manner.

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

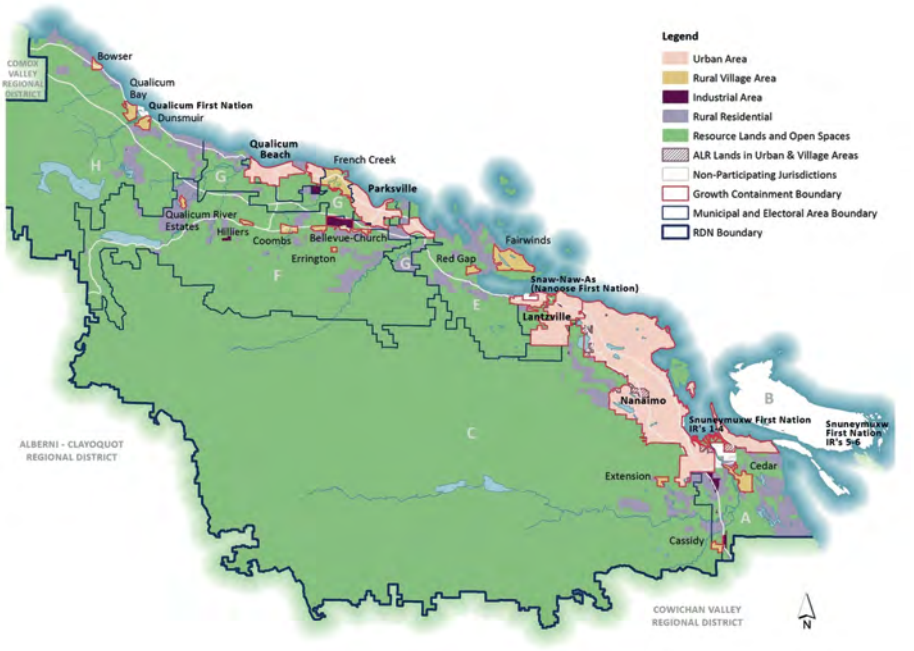


The RGS uses a line on a map called a Growth Containment Boundary (GCB) to separate areas designated for future growth from other areas where environmental protection and resource values are a priority. Lands designated as Urban Area within municipalities are intended to absorb the majority of the region's 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.

Goal 1: Prepare for Climate Change and Reduce Energy Consumption	
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
Goal 2: Protect the Environment	
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
Goal 3: Coordinate Land Use and Mobility	
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
Goal 4: Concentrate Housing and Jobs in Rural Village and Urban Growth Centres	
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 GBC	
#11 Diversity of land use (ratio) inside the GCB	Increase the land use diversity inside the GCB
Goal 5: Enhance Rural Integrity	
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)

Goal 6: Facilitate the Provision of Affordable Housing	
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
Goal 7: Enhance Economic Resiliency	
Indicator	Target
#17 [Unemployment] Employment rate and labour participation rate	Maintain an unemployment rate between 3 – 6% and increase the labour force participation rate
Goal 8: Enhance Food Security	
Indicator	Target
Number of parcels with Farm Status	Same as Goal 5: Indicator #13: Increase the number of parcels with Farm Status
Goal 9: Pride of Place	
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
Goal 10: Provide Services Efficiently	
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
Goal 11: Enhance Cooperation Among Jurisdictions	

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.

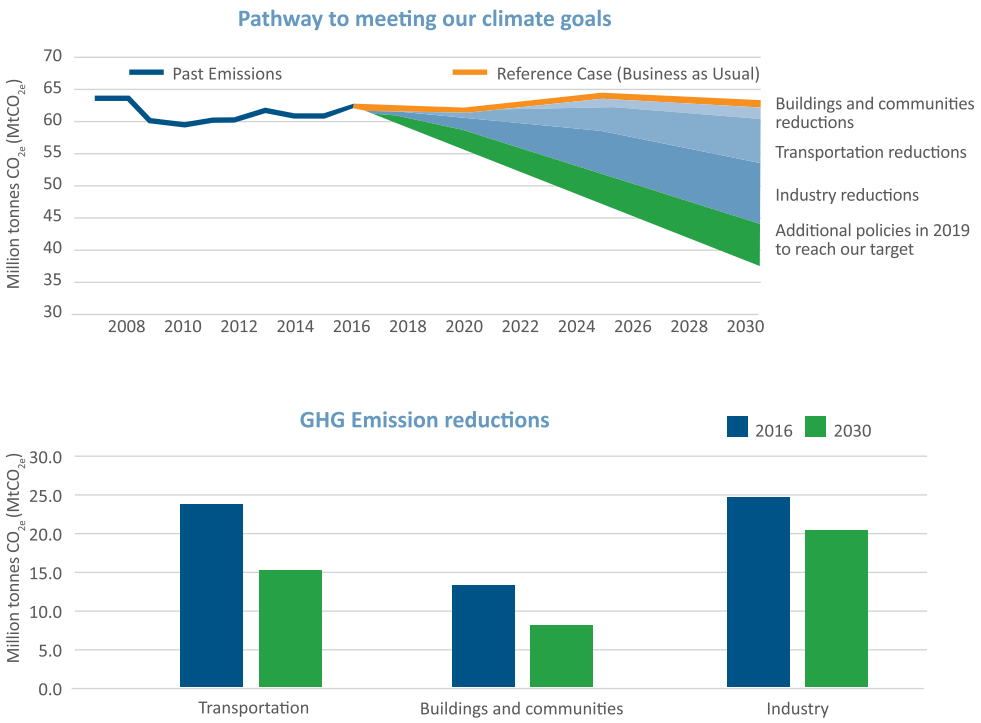


Chart 1: Provincial Emissions Inventory & Targets

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 CO2 equivalent (CO2 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 CO2e. Total net sales to the RDN were $31,637, with a total of 2,171 tonnes of CO2e 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 CO2e 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:[2]

- 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.

[2] 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.[3] 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.

[3] 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)
2017	1936	107	159	4,368	6,570
2018	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.

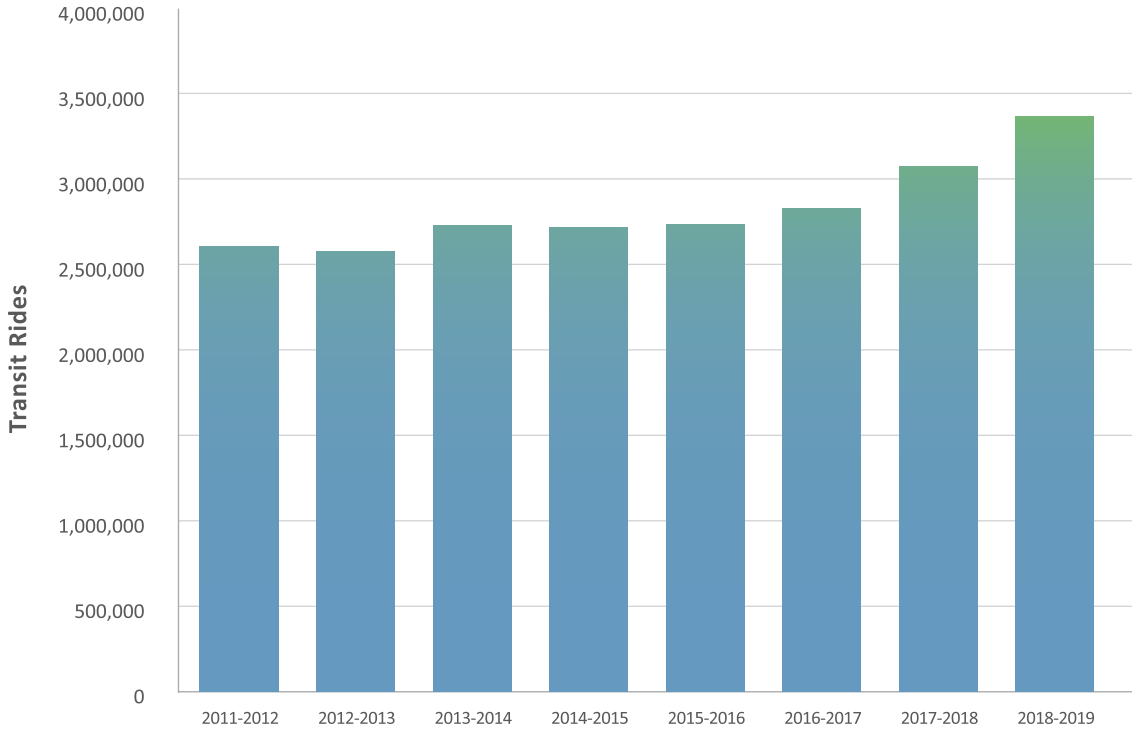


Chart 2: Total Transit Rides Per Year

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.

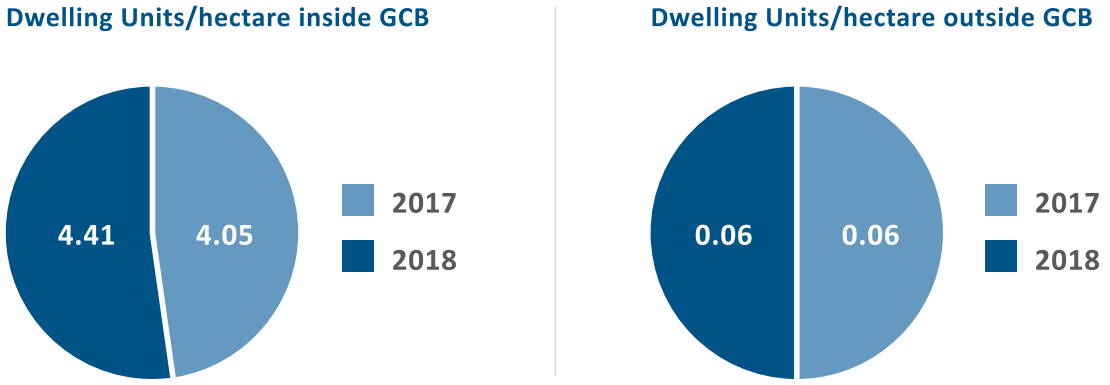


Chart 3: Dwelling Units/Hectare Inside and Outside GCB

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**
2015	4.68	0.01	-	-	-	-	0.85	0.02	2.03	0.06
2017	4.87	0.01	4.44	0.13	6.48	0.3	0.85	0.02	2.31	0.06
2018	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
2012	-	-	-	-	-	-	3	0	38	5
2013	-	-	-	-	-	-	1	0	0	28
2014	-	-	-	-	-	-	0	0	0	8
2015	-	-	-	-	-	-	4	0	38	41
2017	1,193	-	50	-	1	-	2	1	30	37
2018	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
2017	45	-	28	12	628	713
2018	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
2015	160	129	723	129,982	130,994
2017	160	129	723	129,588	130,600
2018	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[4].

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.

[4] 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

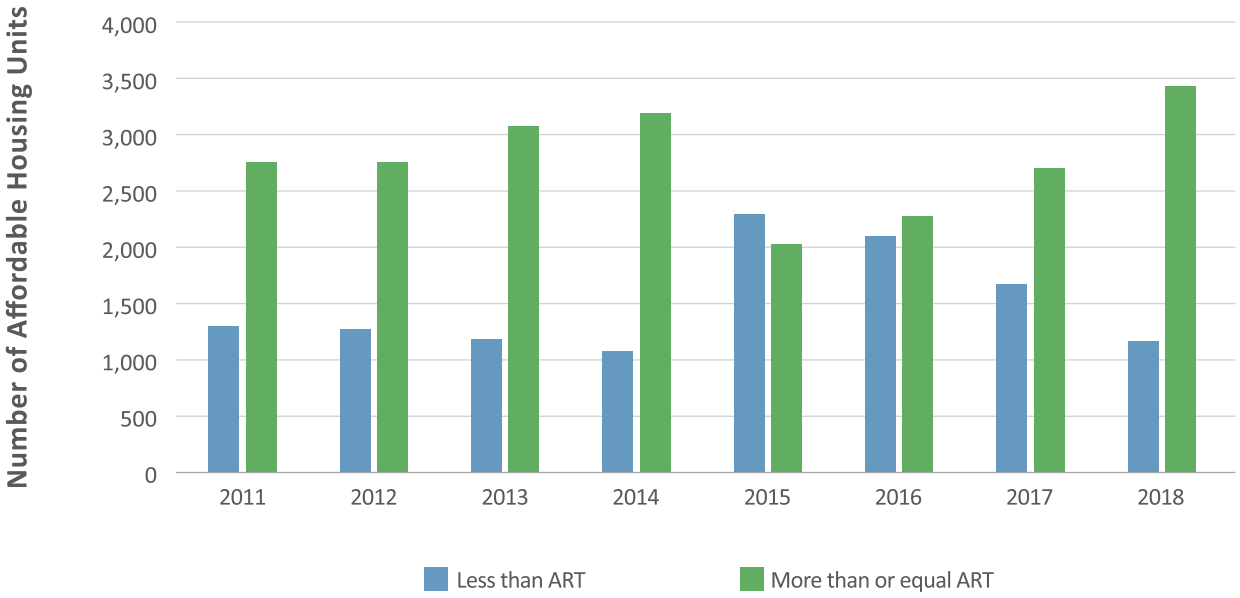


Table 9: Total number of renter households above or equal to the affordable household threshold (2011-2018)

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 (Stl'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
2017	170,000 m	39,419 m	22,730 m	8,600 m	150,660 m
2018	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

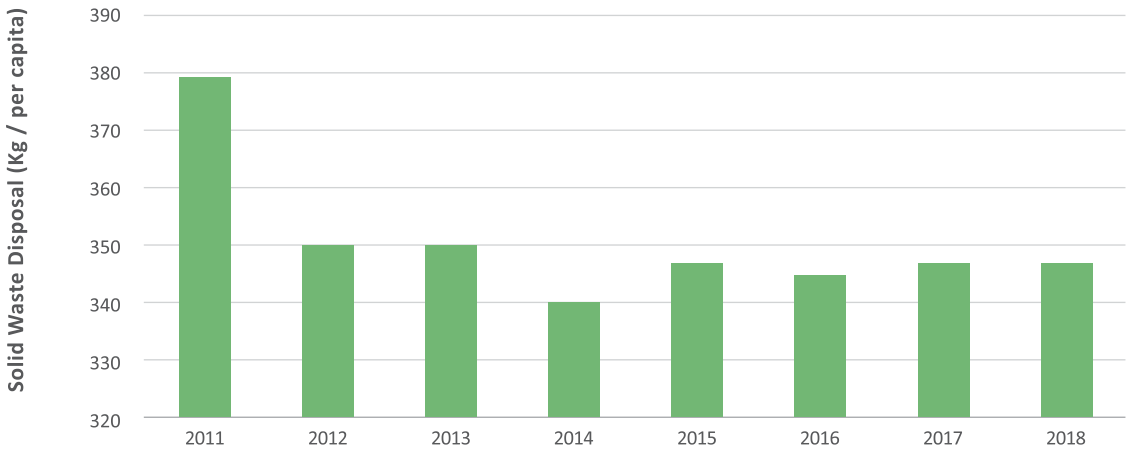


Chart 5: Per Capita Waste Disposal

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. https://www.rdn.bc.ca/regional-growth-strategy
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 *Water Sustainability Act,* licenses for groundwater are now required for larger water users. The RDN will continue to advocate for regulations that come out of the *Act* 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
9. Pride of Place	Ongoing activities through implementation and development of parks plans and official community plans.	Cedar Main Street Plan adopted in 2013. Nanaimo Cultural Plan, adopted in 2014 and now being implemented. RDN Community Parks and Trails Guidelines approved in 2014. RDN Community Parks and Trails Strategy for Electoral Areas E, F, G and H approved in 2014. Qualicum Beach Cultural Plan completed in 2012 with ongoing implementation. Adopted Electoral Area H Official Community Plan in 2017. Commence Electoral Area F Official Community Plan.
10. Efficient Services	Prepare strategy for servicing Rural Village Centres (See Goal 4).	Will be pursued for different Rural Village Centres as funding permits.
11. Cooperation Among Jurisdictions	Continue outreach initiatives to First Nations including signing of protocol agreements.	New cooperation protocol signed between RDN and Qualicum First Nation in 2016. First handyDART servicing agreement signed between Snaw-Naw-As and RDN in 2013. Continued First Nations education and training for RDN staff.



REGIONAL DISTRICT OF NANAIMO

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REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

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

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

That the Board approve the Regional District of Nanaimo entering into a service contract with Island Health to accept $50,000 annually to provide a contracted 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.

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 OWHN 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[1]. 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.

[1] World Health Organization

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.

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.

island health

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 a 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

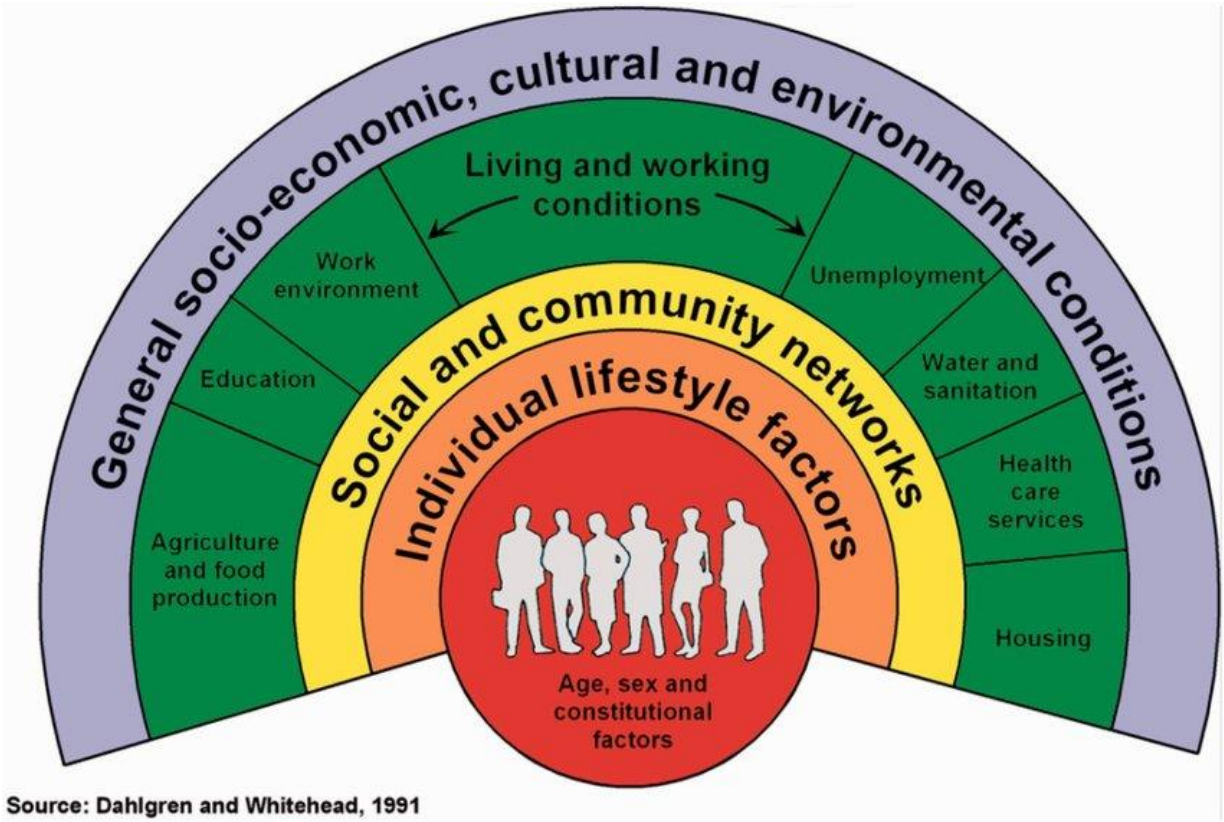
Deb Chaplain
Interim Director for Public Health

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

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 that then 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 OWHN website at 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.

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO: Solid Waste Management Select Committee **MEETING:** September 5, 2019

FROM: Meghan Ebueza **FILE:** 5365-02
Solid Waste Planner

SUBJECT: Clean BC – Plastics Action Plan RDN Submission

RECOMMENDATION

That the Board endorse the submission to the Ministry of Environment and Climate Change Strategy regarding the Clean BC, Plastics Action Plan: Policy Consultation Paper.

SUMMARY

The Regional District of Nanaimo (RDN) 2018 Board approved Solid Waste Management Plan (SWMP) is targeting a waste diversion rate of 90% by 2028. The SWMP relies upon 5% of the waste diversion goal from improvements to existing, or implementation of new, federal and provincial programs such as further advancements with the British Columbia (BC) Extended Producer Responsibility (EPR) program. Clean BC, Ministry of Environment and Climate Change Strategy, is engaging the public to solicit feedback from British Columbians and stakeholders on the path forward to reduce plastics pollution in BC (Attachment 1). The feedback on the Clean BC – Plastics Action Plan will be considered by the Province as part of developing a new regulatory framework for plastic waste in the Fall 2019/Winter 2020.

The proposed submission to the Minister of the Environment and Climate Change Strategy (Attachment 2) recommends bans on single-use packaging that does not have a viable recycling market; expansion of the *Recycling Regulation* to capture all printed paper and packaging regardless of the source; expanding and improving the capture of beverage containers; and reducing the production of new plastics by requiring recyclability and recycled content.

BACKGROUND

The Ministry of Environment and Climate Change Strategy has launched an initiative to reduce plastic pollution in BC and is seeking feedback from stakeholders through the release of the Clean BC – Plastics Action consultation paper with a deadline for written submissions by September 18, 2019, at 4pm. The Ministry is engaging on the development of new policy options and seeking feedback on proposed amendments to improve existing programs. The Consultation Paper poses specific questions related to proposed action in four connected areas as follows:

1. ***Bans on Single-Use Packaging***

   Determining which types of plastic packaging to phase out altogether, as well as any necessary exemptions, such as those for health, safety and accessibility to keep products available for people that need them.

2. ***More recycling options***

   Dramatically reduce single-use plastic in landfills and waterways: requiring producers to take responsibility for more plastic products, ensuring more single-use items like sandwich bags, straws and cutlery get recycled.

3. ***Expanding Plastic Bottle and Beverage Container Returns***

   Improving the deposit-refund system to cover all beverage containers – including milk and milk-substitutes – with a 10-cent refundable deposit, keeping millions more containers out of landfills and waterways.

4. ***Reducing Plastics Overall***

   Supporting effective ways to prevent plastic waste in the first place and ensuring recycled plastic is re-used effectively.

Plastics, particularly single-use plastics, have been a concern for the RDN and many other Regional Districts across BC. Regional Districts in BC do not have authority to ban the use of single-use plastics under the powers delegated to them by the *Local Government Act* and *Community Charter.* A number of local municipalities have already proceeded to introduce bylaws regulating the use of single use plastics including Vancouver, Victoria, Tofino, and Qualicum Beach. The BC Court of Appeal recently struck down the City of Victoria's checkout bag ban bylaw.

Managing plastic waste is a complex issue and each level of government has different authorities to regulate it:

Government of Canada

Role: Has the ability to regulate plastic products. Also, deals with discharge of waste to the oceans within our territorial limits and to work on the international level to stop dumping on the high seas.

Actions:

- On June 9, 2018, Canada, France, Germany, Italy, the United Kingdom, and the European Union adopted the Ocean Plastics Charter to demonstrate their commitment to act to address the problem. The Charter lays the groundwork to ensure plastics are designed for reuse and recycling. By signing the Charter, all signees commit to a more resource-efficient and lifecycle approach to plastics stewardship on land and at sea.
- The Government of Canada is taking the following steps to reduce plastic pollution, working with provinces, territories, businesses, and others. This includes ongoing work

through the Canadian Council of Ministers of the Environment to develop an action plan to implement the Canada-wide Strategy on Zero Plastic Waste[1]:

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

Government of British Columbia

Role*:* Provincial governments are also equipped, from the perspective of regulatory authority, to impose bans on single-use plastics that end up in its environment and in the waste stream.

Actions:

- Clean BC – Plastics Action Plan, this provincial consultation is an important opportunity to determine interest on how plastics might be managed and regulated across BC.
- In BC, EPR is an environmental policy approach in which the producer's responsibility for reducing environmental impact and managing the product is extended across the whole life cycle of the product, from selection of materials and design to its end-of-life. The two existing EPR programs in BC that have the greatest impact on plastic production and recycling are Encorp and Recycle BC:

    - Recycle BC – the stewardship program for residential packaging and paper products currently manages a large percentage of the residential plastic packaging in BC. Recycle BC's national service partner, Canadian Stewardship Services Alliance (CSSA) is among more than 350 organizations worldwide to endorse the New Plastics Economy Global Commitment[2] vision of a circular economy for plastics, where plastics never become waste. In addition to

[1] https://pm.gc.ca/en/news/backgrounders/2019/06/10/government-canada-taking-action-reduceplastic-pollution

[2] https://recyclebc.ca/new-plastics-economy-global-commitment/

supporting CSSA's endorsement, Recycle BC has made following specific commitments with CSSA in support of the Global Commitment:

- Collaborate with businesses and governments in order to help increase reuse/recycling/composting rates for plastics;
- Advocate for a system of harmonized EPR regulations across Canada as a critical mechanism for developing circular supply chains; and
- Advocate for public procurement policies that require increasing amounts of recycled content in packaging and products and 100% recyclable plastic packaging as effective and visible means of promoting circular economy outcomes.

- Encorp – the stewardship program for all ready-to-drink beverage containers sets the rates for deposit-refund rates under approval of their Stewardship Plan from the Province. In 2018, Encorp recovered 77.4% of products sold in BC.

Municipalities

Role: Have one potential regulatory tool through the *Community Charter* allowing the regulation of business. Electoral Areas do not have this authority.

Actions:

- In December 2017, the City of Nanaimo Council passed a motion instructing staff to create a bylaw that would ban the use of plastic bags by retailers in the City of Nanaimo to the extent permitted by law. Earlier this year, City staff gathered feedback from the public and they are anticipated to bring a proposed regulation to Council in the Fall 2019[3].
- Town of Qualicum Beach (TQB) adopted a plastic ban bylaw that as of July 1, 2019 businesses in TQB cannot provide customers with single-use plastic checkout bags, or single use plastic straws. These changes are outlined in the TQB Single-Use Item Regulation Bylaw No. 723, 2018[4].

Regional District of Nanaimo

Role: Implementation of approved Solid Waste Management Plan.

Actions:

- Regional Districts can ban plastics from the waste stream by way of a bylaw adopted under s25(3) EMA *for the purpose of implementing an approved waste management plan*. Such a bylaw (and the plan itself) requires the approval of the Minister of Environment and given past history with the Ministry on these bylaws, approval is extremely unlikely. Even if such consent were given, it would not stop the sale nor the use of plastics; and would create a waste stream without a lawful means of disposal. Regional Districts have no regulatory to regulate the production, use or sale of plastics.

[3] https://www.nanaimo.ca/your-government/projects/projects-detail/single-use-checkout-bags
[4] https://www.qualicumbeach.com/plastic-bags

- Advocate to the Ministry of Environment and Climate Change to encourage guidance and leadership on a provincial level to regulate the use of single use plastics.

The attached proposed submission to the Minister responds to the questions outlined in the Clean BC - Plastics Action Plan Consultation Paper.

ALTERNATIVES

1. The Board endorse the submission to the Ministry of Environment and Climate Change Strategy regarding the Clean BC, Plastics Action Plan: Policy Consultation Paper.
2. That the Board provide amendments to the written submission or alternative direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

STRATEGIC PLAN IMPLICATIONS

Environmental Stewardship - Achieve the 90% waste diversion target as per the Solid Waste Management Plan.

The Plastics Action Plan will assist the RDN in achieving the 90% waste diversion target. Programs and regulations at the provincial and federal level regarding waste diversion and waste reduction are anticipated to increase regional waste diversion by 5%.



Meghan Ebueza
mebueza@rdn.bc.ca
August 13, 2019

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

Attachments
1. Clean BC - Plastics Action Plan Consultation Paper
2. Letter: Feedback on the Clean BC - Plastics Action Plan

BRITISH COLUMBIA

cleanBC
our nature. our power. our future.

Plastics Action Plan

POLICY CONSULTATION PAPER



The ministry is seeking feedback on new policy opportunities and proposed amendments to the Recycling Regulation of the Environmental Management Act by September 18, 2019 to address plastic waste.

Instructions on how to provide comments are provided on the last page of this consultation paper.



Introduction

British Columbians want action on plastic waste. Too often plastic packaging and single use items end up as litter in our communities, waste in landfills or debris in lakes, rivers and oceans. Plastic pollution hurts wildlife and harms ecosystems, and it is increasing year after year. The Ministry of Environment and Climate Change Strategy recognizes that new steps are needed and is proposing action in four connected areas.

1 BANS ON SINGLE-USE PACKAGING



Determining which types of plastic packaging to phase out altogether, as well as any necessary exemptions, such as those for health, safety and accessibility to keep products available for the people that need them.

2 DRAMATICALLY REDUCE SINGLE-USE PLASTIC IN LANDFILLS & WATERWAYS



Requiring producers to take responsibility for more plastic products, ensuring more single-use items like sandwich bags, straws and cutlery get recycled.

3 PLASTIC BOTTLE AND BEVERAGE CONTAINER RETURNS



Expanding the deposit-refund system to cover all beverage containers — including milk and milk-substitutes — with a 10-cent refundable deposit, keeping millions more containers out of landfills and waterways.

4 REDUCING PLASTICS OVERALL



Supporting effective ways to prevent plastic waste in the first place and ensuring recycled plastic is re-used effectively.

Through the release of this consultation paper, B.C. is engaging on the development of new policy options and seeking feedback on proposed amendments to improve existing programs.

B.C. has been actively involved in the development of a Canada-wide Strategy and Action Plan on Zero Plastic Waste (Strategy and Action Plan), and will continue to support and align with longer-term proposed federal initiatives to ban harmful single-use plastics.

Dramatically Reducing Plastic Use

DEVELOPING A PATH FORWARD WITH NEW POLICY OPTIONS

The Ministry of Environment and Climate Change Strategy (the ministry) recognizes that waste prevention is the highest priority. Plastic bans have been adopted in different forms in different jurisdictions to address the growing problem of plastic pollution — for British Columbia, it's critical that we solicit public input on what forms potential bans on plastic packaging could take. For instance, there may be items of interest to British Columbians which are not covered by the proposed federal ban and that are within B.C.'s jurisdictional authority, or that are a priority due to B.C.'s coastal and remote geography.

There are also actions being taken by local governments in B.C. that could be supported by a provincial harmonized approach. B.C. proposes to collaborate with all levels of government both to avoid duplicating regulatory initiatives, and to progress actions that would have an immediate impact and protect B.C.'s environment. In addition, B.C. proposes to work with the federal government to develop national recycled content standards to ensure that in the longer term any new plastics and packaging produced contain recycled plastic.

NEW POLICY OPTIONS

- Consider provincial bans for plastic packaging under the *Environmental Management Act*.
- Support the development of recycled content performance standards being led by the federal government.



More than 40% of plastic is used only once. We can do our part to change this, and we want your thoughts and ideas on how to do it best.

Expanding Recycling and Recovery

AMENDMENTS TO THE RECYCLING REGULATION

By expanding recycling and recovery of plastics that are in use, we can significantly reduce the waste that accumulates in landfills and waterways. By doing this as efficiently as possible, we can improve the supply of clean recycled plastics for re-manufacturing. When this strategy is combined with higher recycled content standards for products, it can reduce the need for new plastics to be created.

Both expanding producer responsibility and expanding B.C.'s beverage container return system can be achieved through changes in existing regulations. B.C. currently regulates Extended Producer Responsibility (EPR) for many products, requiring producers (manufacturers, distributors and retailers) of designated products to take responsibility for the life cycle of their products, including collection and recycling. This shifts the responsibility from taxpayers, local government or Indigenous communities to the producers and consumers of a product.

By requiring producers to be accountable, EPR programs reduce waste by incentivizing producers to design products that are recyclable and durable in order that they can be recovered for future use instead of going to disposal. This further supports a circular economy approach to waste management where resources are continually conserved and reused as raw materials.

B.C. proposes to expand existing EPR by including single-use items and packaging-like products under the Recycling Regulation[1] to ensure that these items are being managed responsibly through EPR programs prior to any potential federal bans coming into force (estimated for 2021 and beyond).

B.C. is able to move quickly in this regard as the North American leader with more than twenty-two EPR programs already in place. Expanding EPR to cover these items enables B.C. to capture any items that are beyond the scope or exempted from any federal ban.

[1] https://bit.ly/2OaqiSn

The proposed amendments also include an update to the beverage container deposit system that would reduce the prevalence of littered single-use bottles in the environment and landfills by an estimated 50 million bottles per year.

As these actions would result in an increase in plastic items to be recycled, the Province would work with the federal government to develop national recycled content standards — ensuring that new single-use plastics and packaging-like products are produced using recycled plastic content.

PROPOSED AMENDMENTS TO THE RECYCLING REGULATION

- Add `packaging-like products' and `single-use items' as obligated products to the Recycling Regulation to be recovered and recycled by producers.
- Add all single-use beverage containers to the deposit-refund system.
- Amend the refundable deposit amount to 10 cents for all beverage containers.
- Allow electronic refund options for beverage containers in addition to cash.

Too often plastic packaging and single use items end up as litter in our communities, waste in landfills or debris in lakes, rivers and oceans. Plastic pollution hurts wildlife and harms ecosystems, and it is increasing year after year.



We Want Your Input

HERE ARE SOME SOLUTIONS WE ARE CONSIDERING

1 BANS ON SINGLE-USE PACKAGING



Determining which types of plastic packaging to phase out altogether, as well as any necessary exemptions, such as those for health, safety and accessibility to keep products available for the people that need them.

The *Environmental Management Act*[2] (EMA) governs the management of waste in British Columbia, to protect public health and the environment. The EMA allows for the banning of packaging by prohibiting, regulating or restricting the use or sale of packaging materials. British Columbia is considering bans as a policy option for plastic packaging and would like input on viable approaches.

Bans can be an effective policy tool to prevent plastic waste from occurring in the first place and help reduce the use of plastics that are commonly found in the environment and littered in our communities. Bans can also be used to divert recyclable plastics away from landfills to recycling facilities. They are also used to stop the use of plastics that are not recyclable or are considered difficult to recycle and manage.

Plastic packaging includes items such as plastic films (e.g., plastic bags, pouches or wraps) and containers (e.g., bottles, cups, tubs, and other hard plastics) that are used to package food and beverage products, consumer goods, cosmetics and personal care items.

Recent studies have shown that plastic packaging accounts for approximately 47% of all plastic waste discarded, and the majority of single-use plastics are used as packaging[3].

[2] https://bit.ly/1FETB2d

[3] https://bit.ly/32OHPTJ

EXAMPLES OF BANS

- The European Union will ban single-use plastic products (plastic cotton swabs, cutlery, plates, straws, drink stirrers and sticks for balloons), as well as cups, food and beverage containers made of polystyrene foam and all products made from oxo-degradable plastics by 2021.
- Many US states such as Maine, Vermont, California, and New York have enacted bans on plastic packaging including plastic bags and polystyrene foam.

B.C. Local Governments:

- The City of Vancouver single-use item reduction strategy includes bans for plastic straws, foam cups and foam take-out containers beginning in 2020.
- More than 23 communities in B.C. have been actively working on developing bans for single-use plastic items such as bags and straws.

Plastic packaging bans are typically implemented through the following approaches:

- **Bans to regulate the sale or use:** regulate the supply of certain plastic packaging into the marketplace or prevent or restrict the use of certain plastic packaging — e.g., a ban on the use of polystyrene foam in packaging and takeout containers and cups, or a ban on an identified type of packaging, such as a ban on plastic bags to contain or transport goods at the point of sale.
- **Disposal bans:** prohibit the disposal of plastics that instead can be readily recycled. These bans are typically implemented at the disposal site located within the jurisdiction applying the ban — e.g., an energy-from-waste facility or landfill — and at transfer facilities where wastes are aggregated for transport to a final disposal facility. Bans on the disposal of materials, such as plastics, are implemented after systems are in place to collect and recycle the banned materials (such as those created under EPR programs).

Globally there are a number of new regulations banning plastics. Bans on the sale of plastic bags have been introduced in 65 countries, as well as many regional and local jurisdictions. The federal government recently announced their intention to ban harmful single-use plastics as early as 2021 to reduce pollution from single-use plastic products and packaging, such as shopping bags, straws, cutlery, plates, and stir sticks.

British Columbia communities have also taken significant steps to implement strategies, including bans, levies or fees on plastic bags. Beyond plastic bags, many B.C. communities are pursuing single-use plastic bans on items including plastic bags and straws, polystyrene foam, disposable cups and takeout food containers.

The City of Victoria was the first municipality in B.C. to ban plastic bags in July 2018 through a business licensing bylaw. Municipalities may regulate in relation to a number of areas under the *Community Charter*. On July 11, 2019 the B.C. Court of Appeal ruled, however, that the intent of the bylaw was for the *protection of the natural environment* and therefore under the *Community Charter*, municipalities wishing to exercise their regulatory authority for protection of the natural environment are required to obtain Provincial approval. The Province is currently reviewing all aspects of the decision and recognizes that local governments need clarity on what their authorities are and the process for acting on those authorities should they so desire. Feedback from this engagement process will inform actions and processes moving forward.

Recent studies have shown that plastic packaging accounts for approximately 47% of all plastic waste discarded, and the majority of single-use plastics are used as packaging.



When policy tools, such as a ban, are evaluated, it is important to consider all impacts and to ensure that viable alternatives are available. For example, research has shown that switching from single-use plastic bags to single-use paper bags results in simply trading one set of environmental costs for another. A single-use paper bag can require up to four times as much energy to manufacture and produces two times the greenhouse gas emissions when compared to a single-use plastic bag; however, they are bio-degradable and do not persist in the environment like plastic bags do. Successful polices have included the use of bans, generally in combination with levies and fees to decrease unnecessary single-use consumption and to encourage the reuse of bags and other sustainable alternatives. It is critical to find the right policy approach that results in the fewest unintended consequences.

In addition, exemptions to the ban are often required where no viable alternative is found, or to ensure that the essential safety, health, and wellness of all individuals is maintained. For the remaining plastic packaging and single-use plastics, EPR programs are necessary to ensure these materials can be collected and recycled back into new packaging and products.

- **Do you think bans on plastic packaging should be implemented in B.C.? What plastic packaging products are a priority for B.C. to ban?**
- **What types of bans should be considered (examples include bans on sale of a certain type of packaging or ban on use of a certain type, or bans on disposal)?**
- **If a ban was applied, how should exemptions be considered?**
- **Bans can be implemented in some form by all levels of government due to the different regulatory powers in place. Are there bans best suited for implementation at the federal, provincial or local government level? Should local governments be given the authority to ban problematic plastic items in their community? What types of bans should be considered?**

2 MORE RECYCLING OPTIONS



Dramatically reduce single-use plastic in landfills and waterways: requiring producers to take responsibility for more plastic products, ensuring more single-use items like sandwich bags, straws and cutlery get recycled.

EXPANDING PRODUCER RESPONSIBILITY FOR PACKAGING-LIKE PRODUCTS AND SINGLE-USE ITEMS

British Columbia is a national leader in recycling with the widest range of regulated items collected — its existing province-wide Extended Producer Responsibility (EPR) program regulates recycling of packaging and paper products. The inclusion of packaging-like products and single-use items in the Recycling Regulation would expand the type of plastic products that producers are required to collect for recycling from sectors that may include, but are not limited to, residential and municipal properties province-wide.

Packaging-like products are materials that are sold as a product but are in turn used as packaging. This includes re-usable plastic containers, freezer/sandwich bags, canning jars, wrapping paper, and moving boxes. Single-use items are materials that are not necessarily packaging but similarly serve a one-time purpose. This includes plastic straws, stir sticks, cutlery and 'disposable' items purchased in multiples, such as plates, bowls, cups, and party supplies that could be easily diverted in a manner similar to packaging and packaging-like products. This change would require an amendment to the Recycling Regulation.

- **Do you have comments or suggestions regarding the ministry's proposal to include packaging-like products in the Recycling Regulation? Are there any packaging-like products you believe should be exempt from the Recycling Regulation?**
- **Do you have comments or suggestions regarding the ministry's proposal to add single-use items to the Recycling Regulation? Are there any single-use items you feel should be exempt from the Recycling Regulation?**

3 EXPANDING PLASTIC BOTTLE AND BEVERAGE CONTAINER RETURNS



Improving the deposit-refund system to cover all beverage containers — including milk and milk-substitutes — with a 10-cent refundable deposit, keeping millions more containers out of landfills and waterways.

EXPANDING RECOVERY AND RECYCLING OF BEVERAGE CONTAINERS

Expanding the EPR deposit-refund system to cover all beverage containers and standardizing the refundable deposit to 10 cents, as well as modernizing the system, would capture and recycle millions more single-use containers, while reducing consumer and retailer confusion over what is and is not covered under a deposit-refund program.

Beverage containers that are currently excluded from the deposit-refund system would now be included, such as milk and milk substitutes (e.g., rice milk, soya milk, flavoured milk, and the array of milk-like products including energy drinks and caffeinated milk beverages). Milk and related products are currently under the residential packaging and paper products schedule of the Recycling Regulation. Obligating these products under the beverage container deposit-refund schedule would provide the needed incentive for greater returns from residents and would capture all containers from commercial generators (e.g., restaurants, schools, offices) that are currently exempted from the Recycling Regulation.

This change would require an amendment to the Recycling Regulation, which currently has a range of deposit-refund amounts from 5 to 20 cents depending on the container type. Creating a uniform 10 cent deposit-refund for all beverage containers translates into an estimated additional 50 million beverage containers diverted from landfills and our environment. Most plastic beverage containers sold today have a 5 cent deposit and are frequently discarded, yet beverage containers with a 10 cent deposit, such as beer cans/bottles, are returned more often by consumers.

The Recycling Regulation currently requires all refunds for returning beverage containers to be paid in cash. Modernizing the Recycling Regulation to also allow refunds to be electronic and paid in an alternative form of cash (e-transfer, cheque, in-store credit, charitable donation, or similar alternatives), would increase ease and efficiency for the consumer. An example includes convenience options such as drop-and-go systems where customers set up an account, tag their mixed bag of containers and drop it in an automated receiving system. Bags are later picked up and sorted, and credit is applied to the customer's account. The existing depot network and cash refunds would still be maintained as an option to ensure those individuals and communities depending on cash refunds continue to have access to this immediate source of income.

Other jurisdictions have seen success with raising deposit-refund rates, expanding to more products and modernizing return systems. Oregon's recovery rate was stagnant at 65% in 2016 until a doubling of deposit-refunds from 5 to 10 cents (for all beverage containers), coupled with enhanced return options such as drop-and-go bags, resulted in an overall return rate of 90% in 2018. In 2008, Alberta increased deposit-refunds to a minimum 10 cents and expanded the program to include milk and related products, resulting in total recovery rates since increasing from 75% to 85%.

In two years' time, B.C would review the impact of the deposit rate changes to determine if further increases to the beverage container deposit rate are required to improve the recovery rate.

- **Do you have comments or suggestions on the ministry's proposal to include milk and milk substitutes in the beverage container deposit-refund schedule?**
- **Do you have comments or suggestions on the ministry's proposal to create a uniform 10 cent deposit-refund for all beverage containers?**
- **Do you have comments or suggestions on the ministry's proposal to allow refunds to be electronic and paid in an alternative form of cash (e-transfer, cheque, in-store credit, charitable donation, or similar alternatives)?**

4 REDUCING PLASTICS OVERALL



Supporting effective ways to prevent plastic waste in the first place and ensuring recycled plastic is re-used effectively.

DEVELOPMENT OF NATIONAL RECYCLED CONTENT PERFORMANCE STANDARDS

Recycled content performance standards (standards) go hand in hand with extended producer responsibility programs. EPR programs collect and recycle the materials, turning them into recycled plastic commodities. Standards create the demand for recycled plastic materials by requiring a minimum content of recycled plastic in new packaging and products.

Standards help producers of plastic products to design products with recyclability in mind, which helps to eliminate products that are hard to recycle. Having a common national standard provides clarity and avoids a patchwork approach across provinces and territories for producers. National standards also incentivize and complement government procurement policies and targets requiring purchased plastic products to contain recycled plastic. Procurement policies at all levels of government can stimulate and support market development in this area.

Increasing the levels of recycled plastic content in products can also result in greenhouse gas emissions reductions to help meet the goals set out in CleanBC[4], the Government's plan to reduce carbon pollution. The production and manufacturing of packaging and products, including the increasing use of plastics, generates greenhouse gas emissions. These emissions can be substantially mitigated by ensuring that packaging and products are reused and, once they reach the end of their life, are collected to be recycled back into new packaging and products. This reduces the need to produce more plastic from virgin materials and fossil fuels.

Recycling plastic beverage containers, for example, has been shown to reduce greenhouse gas emissions by almost 70% compared to producing plastic from virgin resources[5].

As noted earlier, B.C. has been actively involved in developing the Canada-wide Action Plan on Zero Plastic Waste[6] which identifies the federal government as leading the development of national performance requirements and standards for plastics. British Columbia has a significant opportunity to collaborate and influence the development of these standards, in particular with the proposed recycled content standard.

- **What should B.C. consider in the development of a national standard on recycled content and any associated targets?**
- **Do you have comments or suggestions on any related provincial policies or actions?**

Recycling plastic beverage containers, for example, has been shown to reduce greenhouse gas emissions by almost 70% compared to producing plastic from virgin resources.



4 https://cleanbc.gov.bc.ca/

5 https://bit.ly/30UDrkd

6 https://bit.ly/2Q0QVtP *and* https://bit.ly/2XbqmAx

Implementation

The actions proposed in this consultation paper will further advance the reduction, diversion and recyclability of plastics and other single-use items in B.C.

Feedback received will help B.C. determine other potential actions that should be developed or further consulted upon at the provincial level. Your input is welcomed regarding other potential products for inclusion in the Recycling Regulation, or other policy initiatives to minimize plastic waste.

All comments received through webinars, meetings, mail or email by 18 September 2019 will be compiled for review by ministry staff before final drafting of the regulatory amendments. This is expected to be completed in 2019.

By expanding recycling and recovery of plastics that are in use, we can significantly reduce the waste that accumulates in landfills and waterways.



Additional Information Sessions

The ministry will conduct a series of webinars on the proposed revisions. The webinars will review the information contained in this consultation paper and provide an opportunity to ask questions and provide comments.

If you are interested in participating in a webinar, please contact the email below:
Email: Plastics@gov.bc.ca

Providing Feedback

The ministry welcomes comments on the information and proposals outlined in this consultation paper, and has provided the following opportunities for feedback:

1. **Complete the public survey at:** https://cleanbc.gov.bc.ca/plastics
2. **Send a formal submission to:** Plastics@gov.bc.ca
   Read the guidelines for formal submissions at: https://cleanbc.gov.bc.ca/plastics
3. **Email your comments to:** Plastics@gov.bc.ca
4. **Mail your comments to:**
   Ministry of Environment and Climate Change Strategy – Recycling Regulation Amendments
   PO Box 9341 Stn Prov Govt
   Victoria, BC V8W 9M1

All comments received through the public survey, formal submission, webinars, mail or email by September 18, 2019 will be compiled for review by ministry staff before final drafting of the amendments to the Recycling Regulation or other policy changes. This is expected to be completed in 2019.

Please note that each organization's submission with opinions and identifiers could be made public either through a decision by the Ministry or if a Freedom of Information request is made under the *Freedom of Information and Protection of Privacy Act*.

Thank you for your time and comments.

REGIONAL DISTRICT OF NANAIMO

September 17, 2019

The Honourable George Heyman
Ministry of Environment and Climate Change Strategy
Recycling Regulation Amendments
PO Box 9341 Stn Prov Govt
Victoria, BC V8W 9M1

Dear Minister;

Re: Clean BC - Plastics Action Plan

Thank you for the opportunity to provide a written submission on the Clean BC Plastics Action Plan. The Regional District of Nanaimo (RDN) Solid Waste Management Plan (SWMP), which is waiting for Ministry approval, is targeting a waste diversion rate of 90% by 2028. The RDN SWMP identifies a potential 5% of the 90% diversion goal will be the result of improvements to existing or implementation of new federal and provincial programs. The RDN welcomes the provincial and federal interest in plastic waste and looks forward to seeing alignment of longer-term proposed initiatives for plastic waste.

In response to the request for submissions on the Province's Clean BC - Plastics Action Plan Consultation Paper, the RDN is pleased to provide the following responses to questions identified in Paper:

Bans on Single-Use Packaging

Question 1: *Do you think bans on plastic packaging should be implemented in BC? What plastic packaging products are a priority for BC to ban?*

Bans on plastic packaging that do not have a viable recycling market would be beneficial to further support waste reduction and diversion. Bans on plastic packaging align with the RDN Zero Waste Hierarchy by reducing the amount of 'unnecessary' plastic packaging at the production level rather than the consumer level. Plastic packaging products recommended as priority for BC to ban are:

- Foam cups and foam take out containers
- Plastic straws, stir sticks, and plastic cotton swabs
- Single-use plastic utensils and plates
- Biodegradable and Oxo-degradable plastic material
- Multi-laminate packaging

These items are difficult to recycle and have limited viable recycling markets. In addition, the bans should work to phase out materials that cannot be recycled or composted. Instead, initiatives should promote the production of new materials that are readily recycled and are made from recycled content.

Question 2: *What types of bans should be considered (examples include bans on sale of a certain type of packaging or ban on use of certain type, or bans on disposal)?*

Bans on sale and ultimately production of certain types of packaging is the preferred option as this prevents the material from being created in the first place. Disposal bans can be extremely difficult and impractical to implement or enforce at the local level and fines associated with bans are often considered as the *"cost of doing business"* rather than driving the desired behavioral change of waste reduction. Disposal bans can also encourage the export of waste to other jurisdictions which does not have the desired outcome of waste reduction.

Again, eliminating plastic packaging that is difficult to recycle at point of manufacture or sale will be more effective at reducing the amount of plastic that ultimately ends up in landfills or elsewhere in the environment. Material types that should be targeted are multi-laminated packaging (i.e. both plastic and plastic/paper). An alternative to bans on these types of packaging would be to set standards on recyclability, ensuring that the packaging can be readily recycled.

Question 3: *If a ban was applied, how should exemptions be considered?*

Ban exemptions should be considered only when supported by evidence that the ban will be problematic for individuals with accessibility needs or are a health care requirement.

Question 4: *Bans can be implemented in some form by all levels of government due to different regulatory powers in place. Are there bans best suited for implementation at the federal, provincial or local government level? Should local governments be given the authority to ban problematic plastic items in their community? What types of bans should be considered?*

Several BC municipalities are considering or have already introduced bans or restrictions on the use of plastic grocery bags and other single-use plastic items. While the RDN supports these efforts, the Province is best equipped from the perspective of regulatory authority and for the ease of consistency, to impose bans on single use plastics that may end up in the environment and waste stream. Provincial and federal level regulations allow large and small businesses to adapt with less disparity that might result from as bans introduced at a local level. Furthermore, the broader reach of provincial and federal programs allows for consistent messaging, common understanding by those affected and facilitates adoption of new programs.

More recycling options

Question 1: *Do you have comments or suggestions regarding the ministry's proposal to include packaging-like products in the Recycling Regulation?*

The Ministry should include all recyclable plastic products and packaging in the Recycling Regulation. Expanded Extended Producer Responsibility (EPR) programs will ensure that producers are responsible for safely recycling and disposing of their materials. The Recycling Regulation is an effective tool in promoting the production of products and packaging that limit pollution risk to the environment, contain higher levels of recyclable content and can be easily recycled. There is significant opportunity to further utilize the Recycling Regulation in advancing a circular economy

Question 2: *Do you have comments or suggestions regarding the ministry's proposal to add single-use items to the Recycling Regulation? Are there any single-use items you feel should be exempt from the Recycling Regulation?*

Similar to other plastic packaging items, the Recycling Regulation should be more inclusive to materials generated from institutions and commercial businesses as given the current recycling market, recycling options are limited for these generators. Packaging and printed paper should be included in the EPR program regardless of where they are sourced. As well, any single-use items that continue to be produced should be regulated to contain a set percentage of recycled materials and meet a recycling standard.

Expanding Plastic Bottle and Beverage Container Returns

Question 1: *Do you have comments or suggestions on the ministry's proposal to include milk and milk substitutes in the beverage container deposit-refund schedule?*

Gable top containers (i.e. milk, milk alternatives and juice cartons and bottles) are readily accepted under Recycle BC. If recyclable items under the Recycle BC EPR program do not include packaging from institutions and commercial businesses, then the Ministry should consider including these items in the beverage container deposit-refund schedule. Ultimately the goal is to provide convenience to customers to ensure that recyclable items get recycled not disposed of in a landfill.

Question 2: *Do you have comments or suggestions on the ministry's proposal to create a uniform 10 cent deposit-refund for all beverage containers?*

Increasing deposit-refunds will drive higher container recovery and contribute to overall waste diversion. Deposit-refunds are an important source of income for many not-for-profit agencies and vulnerable communities and, therefore, these entities will also benefit from an increase.

Question 3: Do you have comments or suggestions on the ministry's proposal to allow refunds to be electronic and paid in an alternative form of cash (e-transfer, cheque, in-store credit, charitable donation, or similar alternatives)?

Any method that increases convenience to customers and encourages participation and more returns should be promoted with consideration to negative impacts to existing partnering return depots.

Reducing Plastics Overall

Question 1: *What should B.C. consider in the development of a national standard on recycled content and any associated targets?*

Canada's policies should, at a minimum, meet global standards and align with the regulations proposed by the European Strategy for Plastics in a Circular Economy. By aligning with other countries, a much larger market creates a greater incentive for research and development for the recycling industry and the creation of better and easier to recycling products.

Question 2: *Do you have comments or suggestions on any related provincial policies or actions?*

Through the SWMP approval process currently before the Minister, the RDN is requesting that the Province grant the RDN authority to require the commercial, institutional and multi-family residential sector to source separate materials (i.e. refuse, recyclable, organics). *Mandatory Source Separation* would put all waste generators on par with what has been happening with single family residents in the RDN for more than a decade. Such authority, granted to the RDN, would help ensure that recyclables and organics do not end up in the landfill. Regulations such as *Mandatory Source Separation* provide local government the tools to achieve provincial and regional waste diversion targets.

The RDN hopes to participate in any follow-up engagement opportunities with regards to the Clean BC – Plastics Action Plan and looks forward to the innovations and updates that follow from this consultation.

Thank you for the opportunity to comment on this important initiative.

Sincerely,

Ian Thorpe, Board Chair
Regional District of Nanaimo

T: 250-390-6534 | Email: ian.thorpe@nanaimo.ca

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO: Solid Waste Management Select Committee **MEETING:** September 5, 2019

FROM: Meghan Ebueza
Solid Waste Planner **FILE:** 5360-02

SUBJECT: Brewers Recycled Container Collection Council Draft Stewardship Plan 2020-2024

RECOMMENDATION

That the Board approve the draft letter prepared by staff and submit to the Brewers Recycled Container Collection Council in response to their draft Container Stewardship Plan.

SUMMARY

The Brewers Recycled Container Collection Council's (BRCCC) Schedule 1 Stewardship Plan for containers is due for renewal this year. The BRCCC as regulated by the Ministry of Environment and Climate Change Strategy is conducting stakeholder consultation on the draft Container Stewardship Plan[1]. The deadline for submission is September 10, 2019 however, staff have requested an extension of deadline to September 30, 2019.

BACKGROUND

BRCCC, under Schedule 1 of the *Recycling Regulation*, is the stewardship agency for all refillable glass beer and cider bottles, as well as all metal beverage alcohol cans. BRCCC is seeking to renew this product stewardship plan on behalf of its stewards, for collection and processing of these containers for the period of 2020-2024.

RDN staff have reviewed the draft Container Stewardship Plan and participated BRCCC live Q&A webinar on August 22, 2019 along with BC Product Stewardship Association members. Some of the key areas for improvement identified in the Plan are:

- Coordination of education and drop-off locations for all beverage containers with other stewardship agencies (i.e. Encorp, Recycle BC)
- Clearer reporting on recycling and disposal of packaging for alcohol beverage containers (i.e. caps, six pack rings and boxboard)
- Improved reporting on containers processed through other Stewardship agencies for example BRCCC aluminum containers from curbside collection.

[1] https://envirobeerbc.com/wp-content/uploads/2019/07/BRCCC-BC-2020-2024-Schedule-1-Stewardship-Plan-FINAL.pdf

BRCCC should be recognized for its commitment to high performance in overall program and individual container recovery rates at 91% which is well over the regulated requirement of 75% as well as container specific performance which promotes the reuse of containers through refill.

The deadline for submission of feedback to BRCCC's draft plan is September 10, 2019. Staff have requested an extension of the deadline to September 30, 2019 to allow time for the Board to review the draft letter (Attachment 1) prior to submission.

ALTERNATIVES

1. The Board approve the draft letter prepared by staff and submit to the Brewers Recycled Container Collection Council in response to their draft Container Stewardship Plan.
2. The Board provide staff with alternate direction.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN IMPLICATIONS

Environmental Stewardship - Achieve the 90% waste diversion target as per the Solid Waste Management Plan.

Improvements to BC EPR programs assist the RDN in achieving the 90% waste diversion target. Programs and regulations at the provincial and federal level regarding waste diversion and waste reduction are anticipated to increase regional waste diversion by 5%.



Meghan Ebueza
mebueza@rdn.bc.ca
August 13, 2019

Reviewed by:

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

Attachment

1. RDN Feedback on Brewers Recycled Container Collection Council draft Container Stewardship Plan

REGIONAL DISTRICT OF NANAIMO

September 17, 2019

Brewers Recycled Container Collection Council
Email: stewardship@bdl.ca

Re: RDN Response on Brewers Recycled Container Collection Council Draft Container Stewardship Plan

Dear Brewers Recycled Container Collection Council:

Thank you for the opportunity to comment on the Brewers Recycled Container Collection Council (BRCCC) Draft Container Stewardship Plan. The Regional District of Nanaimo (RDN) recognizes that the efforts of the BRCCC have been effective in allowing British Columbia to achieve a 91% recovery rate for beer glass bottles and metal cans. We recognize that BRCCC plans to continue to exceed the regulated requirement of 75% and, it would be beneficial to see the increased target goal in the Plan.

In the recent consultation on the BRCCC Container Stewardship Plan Consultation BC Product Stewardship Council members, including RDN staff, discussed recommendations to advance the EPR program and included the following:

1. Education
    a. There is no indication in the Plan that BRCCC intends to work with Encorp on public engagement strategies. This education partnership should be encouraged to reduce customer confusion.
    b. BRCCC should commit to working with Encorp depots to minimize customers having to go to different locations for beer containers vs. all other beverage containers.
2. Recyclability of BRCCC packaging
    a. While the plan does mention refillable kegs, shrink-wrap, pallets and can bins, there is minimal information provided on recycling of secondary packaging. Considerations for minimizing and recovering secondary packaging should be presented in the plan.
    b. The consultation plan should specifically address caps, six pack rings and boxboard associated with beer containers. There was some indication in the webinar that all BRCCC depots must accept these products.
    c. There should be a level of fairness and clarity between Recycle BC and BRCCC as lids and boxboard are going into the Recycle BC stream and six pack rings are frequently disposed of as garbage.
3. Improved reporting on containers processed through other Stewardship agencies
    a. From the call BRCCC has no formal processing agreement with Recycle BC and the percentage received through Recycle BC is not counted towards BRCCC diversion rate. There should be a commitment that BRCCC work with Recycle BC in terms of

capture of beverage containers and the allocation of deposits collected for containers that do not flow through BRCCC. EPR programs should be responsible for accounting for their product no matter how it is diverted.

The RDN Solid Waste Management Plan, which was submitted to the Ministry in July 2018, targets a 90% waste diversion goal over the 10 year plan period. The Plan outlines that this target can be achieved through the combined efforts of the RDN initiatives and the Province's action on advancing EPR programs. Further advancing EPR programs is in line with the RDN and Provincial interest in waste diversion.

On behalf of the RDN Board, I thank you in advance for your consideration of this matter.

Sincerely,

Ian Thorpe, Board Chair
Regional District of Nanaimo

T: 250-390-6534 | Email: ian.thorpe@nanaimo.ca

cc: Bob McDonald, Director, Extended Producer Responsibility, Bob.McDonald@gov.bc.ca
Meegan Armstrong, Unit Head, Industry Products Stewardship, Meegan.Armstrong@gov.bc.ca

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO: Solid Waste Management Select Committee **MEETING:** September 5, 2019

FROM: Meghan Ebueza, Solid Waste Planner **FILE:** 5365-02

SUBJECT: Industrial, Commercial and Institutional Recycling Letter to Ministry of Environment and Climate Change Strategy

RECOMMENDATION

That the Board Chair be authorized to sign the joint letter prepared by the Thompson-Nicola Regional District addressed to the Honourable Minister Heyman requesting that waste sourced from the industrial, commercial and institutional sectors be included in the *Recycling Regulation*.

SUMMARY

The Thompson-Nicola Regional District (TNRD) is sending a letter to the Honourable George Heyman, Minister of Environment and Climate Change Strategy requesting packaging and printed paper (PPP) from industrial, commercial, and institutional (ICI) sector be added to the *Recycling Regulation*. The TNRD is inviting other Regional Districts to be co-signatories on the letter. Further, the TNRD proposes that the letter be delivered in person to the Minister at a meeting at the Union of British Colombia Municipalities 2019 Convention and that participating Board Chairs attend the meeting.

BACKGROUND

In 2014, the BC *Recycling Regulation* was expanded to include PPP which changed the landscape of recycling in BC and has resulted in improved recycling for the residential sector. However, there is still a gap in service for ICI customers (i.e. schools, small business, restaurants, health care facilities). The exclusion of ICI PPP from the *Recycling Regulation* means ICI customers are dependent on the private sector or local governments for access to recycling and does not hold the producers of ICI PPP accountable for the costs of recycling these materials.

With the recent changes in the global recycling commodity market, particularly in China, local governments and the private sector are facing challenges that include reduced access or lack of access to recycling for the ICI sector.

Without being included in the *Recycling Regulation*, ICI recyclables such as cardboard, paper, metal, plastic and glass containers run the risk of being landfilled. The 2018 RDN Board approved SWMP identifies expanded ICI waste management as a new zero waste program. The RDN encourages recycling by the ICI sector through variable tipping fees and landfill bans which prohibit the landfilling of recyclables. The 2012 RDN waste composition study estimated

that 16% of ICI garbage disposed of contained recyclables consisting primarily of paper and cardboard.

The TNRD has sent a request to BC Regional Districts requesting they support and sign the joint letter to Honourable Minister Heyman. By signing the letter (Attachment 1), it provides a unified message that producers should be responsible for the cost of recycling and disposal for all packaging and products and not limited to residential packaging and products only. The Columbia Shuswap Regional District (Attachment 2) and qathet Regional District (Attachment 3) have already sent letters to the Minister with concerns regarding ICI recycling. The TNRD will be presenting the letter to the Minister at the UBCM conference in September and is asking participating Board Chairs to be present in the meeting.

ALTERNATIVES

1. The Board Chair be authorized to sign the joint letter prepared by the Thompson-Nicola Regional District addressed to the Honourable Minister Heyman requesting that waste sourced from the industrial, commercial and institutional sectors be included in the *Recycling Regulation*.
2. The Board provide alternate direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

STRATEGIC PLAN IMPLICATIONS

Environmental Stewardship - Achieve the 90% waste diversion target as per the Solid Waste Management Plan.

The inclusion of ICI packaging and printed paper in the *Recycling Regulation* will assist the RDN in achieving the 90% waste diversion target. Programs and regulations at the provincial and federal level regarding waste diversion and waste reduction are anticipated to increase regional waste diversion by 5%.

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

By partnering with other local governments to provide feedback to the Ministry of Environment and Climate Change Strategy on the regulations that will assist the Province in reaching the provincial waste disposal target of 350 kg per person by 2020/21.



Meghan Ebueza
mebueza@rdn.bc.ca
August 23, 2019

Reviewed by:

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

Attachments

1. Letter to Minister Heyman re: ICI Recycling
2. Columbia Shuswap Regional District Letter
3. qathet Regional District Letter

July 31, 2019

The Honourable George Heyman
Minister of Environment and Climate Change Strategy
PO Box 9047 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Heyman,

Subject: Request to include Industrial, Commercial, and Institutional (ICI) Recycling in the Recycling Regulation

Throughout North America, BC is recognized as a leader in Extender Producer Responsibility (EPR) programs. In particular, the addition of Packaging and Printed Paper (PPP) to the Recycling Regulation in 2014 has resulted in better access to recycling services province wide. Many small rural communities now have access to recycling, which was not economically viable prior to this change. We believe EPR programs set the framework for stable, long term end markets for recyclable material to be created here in British Columbia.

We are writing to request that the Recycling Regulation be amended to include PPP from the Industrial, Commercial, Institutional (ICI) sector. Presently there is a gap in service to many members of our communities. The ICI sector, including small businesses, schools, hospitals, municipal offices, care homes, and tourism resorts are often left with no viable option for recycling. Because PPP from the ICI sector is not included in the provincial EPR program, many of our regions have seen an increase in recyclable material ending up in landfills.

Furthermore, in many cases fees are paid into the Recycle BC program for products that are not accepted in the Recycle BC system, simply because of where the material is discarded. For example, a paper cup from a coffee shop can be recycled by a resident (either at depot or curbside), but the same paper cup can't be recycled at a school, public library, or senior's home. In our experience, trying to distinguish between ICI and residential PPP is challenging, frustrating, and arbitrary.

We recognize this challenge is heightened by the drastic changes in the global commodity market for recyclables. We also recognize that we are moving into a new reality where countries need to develop more capacity to process recyclable material locally, instead of shipping to overseas markets. As the current Recycle BC system controls a large portion of PPP in the province, there is little opportunity or incentive for competing commercial recycling companies to expand. In some cases, commercial recycling companies have reduced service because there is less material on the open market. We feel that regulating ICI recycling will give industry more confidence to invest in technology to process materials within the province.

At present, most Regional District's are in a dilemma. Do we step in to provide recycling services to the ICI sector at a significant cost to the tax payers, or do we allow recyclable materials to end up in our landfills? Each of the undersigned RD's have unique characteristics and are responding to this challenge in different ways. However, we are united in our view that adding ICI PPP to the Recycling Regulation will accomplish the following:

- Improve the level of service to businesses and institutions in our communities;
- Create framework for processing recycling materials in BC;

DRAFT

- Remove the burden of handling ICI recycling from taxpayers; and
- Reduce recyclables going to landfill.

We, the undersigned, urge you to give serious consideration to adding ICI generated PPP into the Recycling Regulation, enabling appropriate collection and processing of these materials. We see this as a natural and crucial next step for EPR programs, showing that BC will continue to be a leader in waste reduction policy.

Thank you for your time and attention on this matter. We look forward to hearing from you.

Sincerely,

THOMPSON-NICOLA REGIONAL DISTRICT

_____
Chair

****Add more signatures as needed**

DRAFT

COLUMBIA SHUSWAP REGIONAL DISTRICT

PO Box 978, 555 Harbourfront Drive NE, Salmon Arm, BC V1E 4P1
T: 250.832.8194 | F: 250.832.3375 | TF: 1.888.248.2773 | www.csrd.bc.ca

January 22, 2019 5360 01

VIA EMAIL: ENV.Minister@gov.bc.ca

The Honorable George Heyman
Minister of Environment and Climate Change Strategy
PO Box 9047 Stn Prov Govt
VICTORIA , BC V8W 9E2

Dear Minister Heyman:

RE: Commercially Generated Recycling – Update to Recycle BC Stewardship Program

At the Columbia Shuswap Regional District (CSRD) Board meeting held on January 10, 2019, the Board unanimously endorsed the following resolution:

> *THAT: the Board authorize staff to send a letter to the Minister of Environment requesting the Recycle BC Stewardship program be amended to include commercially generated recycling.*

The CSRD has recently renewed its agreement with Recycle BC for the operation of the CSRD's recycling depot network. One of the challenges to administering the program is ensuring that commercially generated recycling materials are not accepted in the residential depot collection program. Small businesses are left with no viable option to recycle the same products that are accepted at depots from residents.

The CSRD has implemented commercial depot collection options to manage commercial printed paper and packaging (PPP) at CSRD landfills. However, given the recent changes in worldwide recycling markets, the cost to manage PPP has increased while the availability of local recycling facilities for PPP has decreased. The Ministry of Environment's current policies do not allow for the inclusion of commercially generated PPP into the Recycle BC stewardship program, which results in increased costs for local governments and decreased recycling options for commercial businesses across the province.

The CSRD understands that the Ministry of Environment is currently reviewing Recycle BC's revised stewardship plan and suggests that this is an opportune time to consider expanding the program to include commercially generated PPP. Changes in market conditions have made recycling extremely challenging and many commercial recycling programs are no longer economically viable. Consequently, an increased amount of commercially generated recyclable materials are being disposed of at landfill sites, rather than being recycled. An expansion of the program to include commercial PPP fully supports the Ministry's goal to divert waste being deposited at landfills wherever possible.

.../2

The CSRD requests the Ministry give serious consideration to the addition of commercially generated PPP into the Recycling Regulation and amend the Recycle BC Stewardship Program to enable the appropriate collection and processing of these materials. The CSRD Board understands that the provision of recycling options for all PPP products regardless of how they are generated is an important next step in the evolution of environmental stewardship and responsibility. The CSRD looks forward to the Ministry advancing solutions on the full capture of PPP under a fully-funded producer responsible stewardship model.

Yours truly,
COLUMBIA SHUSWAP REGIONAL DISTRICT
Per:

Rhona Martin, Chair

qathet
REGIONAL DISTRICT

#202 - 4675 Marine Avenue, Powell River, BC V8A 2L2
Telephone: 604-485-2260 Fax: 604-485-2216
Email: administration@qathet.ca
Website: www.qathet.ca

April 29, 2019

The Honourable George Heyman
Minister of the Environment and Climate Change Strategy
Room 112 Parliament Buildings
Victoria, BC V8V 1X4

Dear Minister:

BC is known across Canada and North America as a leader in Extended Producer Responsibility (EPR).

Most recently, in 2014, the BC Recycling Regulation was expanded to include Packaging and Paper Products (PPP) which changed the landscape of recycling in BC and has resulted in improved recycling for the residential sector.

However, there is a gap in service and the qathet Regional District is writing to ask that the Ministry of Environment and Climate Change Strategy (MOECCS) expand the scope of the Recycling Regulation for PPP to include the Industrial Commercial and Institutional (ICI) sector.

In 2014, many British Columbia local governments signed on to the Multi Materials BC (now Recycle BC) program. The program is only responsible for residential PPP, leaving the ICI sector, including schools, hospitals and entertainment events, dependent on the private sector or local governments for access to recycling and does not hold the producers of the ICI PPP accountable to fund the costs for recycling.

With recent changes in the global commodity market, as a result of the Chinese National Sword, local governments and the private sector are facing challenges that include reduced access or lack of access to recycling for the ICI sector.

Without being included in the Recycling Regulation, ICI recyclables such as cardboard, paper, metal, plastic and glass containers run a huge risk of being landfilled.

Additionally, Regional Districts, through their Solid Waste Management Plans, are required to set waste diversion targets which rely on restricting recyclable material from the garbage from both the residential and ICI sectors. This shortfall in ICI recycling services will delay local government's ability to meet diversion targets and implement key initiatives such as landfill bans. As well, in many cases the current PPP EPR programs have local government taxpayers

subsidizing the ICI sector. The qRD's Solid Waste Management Plan, approved by the MOECCS in 2018, outlines a Zero Waste Strategy for our region. This strategy outlines waste diversion targets, including increasing ICI recycling. Working with ICI to increase recycling is scheduled to start in 2019 and is supported by the qRD waste Bylaw 532 which restricts recyclable material from the garbage.

Being an isolated community (only accessible by ferry or plane), the only ICI materials accepted for free by the one private local recycler, Sunshine Disposal and Recycling, was paper, cardboard and #2 plastics. In response to small businesses expressing frustration by the lack of recycling options available to them in 2016, the qRD worked with Recycle BC and Green By Nature to conduct a 3 month audit at our central recycling depot to determine the percentage of ICI materials being collected. With the percentage of ICI materials weighing in at 8%, the qRD allowed small businesses to bring limited amounts of PPP materials to our central recycling depot at a cost to the qRD of $266 per tonne. The tipping fee for municipal solid waste is currently at $225 per tonne.

With commodity market prices in freefall, Sunshine Disposal is currently losing money requiring them to implement a tipping fee to clients for cardboard and paper. Sunshine Disposal advised that they anticipate 80% of their customers will opt out of this paid service, which, including bin rental, will be a similar fee to garbage. The qRD can only accept a small amount of ICI at our central depot, otherwise we will be over 8%, which will be cost prohibitive.

The qRD and the rest of the province need a solution to avoid valuable resources like cardboard ending up in the landfill.

We are not coming to you in exasperation expecting the province to give us the answer. No, quite the opposite, we want to be a part of the solution and have developed some options for you to consider which would require cooperation and collaboration with the province to make any of them a reality.

Immediate:

- Expand the Recycling Regulation to include PPP from the ICI sector

The Ministry may recall that back in 2014 our Regional District met with the then Minister and Ministerial staff during the annual UBCM Convention. Our meeting included a 'show and tell'. We demonstrated that the products taken from retail shelves by consumers were produced by the very same manufacturers who distribute their products to the various wholesalers, major sporting and entertainment events, restaurants, coffee shops, hotels, schools, universities, hospitals and the like. The irony of it all is that their shipping and consumer packaging enters every market sector, whether you are a residential, institutional, commercial or industrial consumer. This solution will ensure that ICI recyclables are recycled instead of landfilled. It will shift costs to

the producers of the PPP and will help local government jurisdictions province-wide meet waste diversion targets.

Short-term:

- Relax burning permits in places like Paper Excellence Canada - Powell River

Currently, Paper Excellence burns wood hog fuel in a biomass boiler to generate steam for heat and power production. They do this under Permit 3149. With the onslaught of excess cardboard not being able to go to foreign market, relax or modify the burning permits to allow cardboard to be incinerated as a fuel source. In places like ours, we will reduce the carbon footprint of shipping out cardboard by barge or ferry from our remote and isolated community. Other communities may also have compelling factors to minimize shipping costs and transport cardboard to regionally located biomass boilers at other paper mills or industry.

Mid-term:

- Provide seed funding to create an economically efficient re-purposing industry

After markets for expended recyclables must be resilient and insulated from off-shore market economies. This could be achieved with added-value industries. Cardboard for instance, could have alternate uses. If shredded, cardboard could be used in the agriculture industry as bedding. But for safety and protection to animals, contaminants such as staples should first be removed. Capital start-up for sophisticated equipment of this nature is required. If economies of scale could be driven down, eventually strategic locations throughout the province could be established to serve local economies in various regions. This again is an attempt at reducing the carbon footprint for transporting cardboard. Invariably, the product will re-enter the ecosystem as manure and be spread on farming fields. Or it may enter the system directly as a compost feedstock.

Long-term

- Mandate recycling content in finished products

Stabilization is a responsibility of upper tier governments. Market systems are characterized by economies that can create extremes of prosperity and business cycles that produce great decline (University of Alberta/Dalhousie University, 2005). Such is the case with the policy of the Chinese National Sword. This is where upper tier governments need to step in and take measures to correct the market. Upper tier governments have the tools and the resources to do this. “Since capital and labour generally flow freely across governmental jurisdictions within a country, much of the impact of stabilization policies of one government unit will likely spill over into other jurisdictions” (Bird & Slack, 1993, p. 16). The proposed mid-term option above is also an upper tier government intervention for the good of the whole. This long-term option is to

mandate recyclable material as a percentage into feedstock for finished products such as writing paper, toilet paper, facial tissue, paper towels, packaging, etc. Some of these products are proven examples of including recyclable materials in production, but these and more products need to be expanded upon. Eliminating virgin feedstock will reduce the carbon footprint and revitalize the already consumed cardboard and packaging waste. Additionally, eliminating subsidies on virgin materials such as oil will create a more level playing field.

Thank you for your time. We respectfully ask that you move expediently on these solutions to assist in promoting a healthy and sustainable environment.

Yours sincerely,



Patrick Brabazon, Chair

cc Nicholas Simons, MLA - Powell River-Sunshine Coast

References

Local government finance. (Spring 2005). (2005). Edmonton, AB: University of Alberta.

Bird, R.M. & Slack, N.E. (1993). *Urban public finance in Canada*. Toronto, ON: John Wiley & Sons

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Oceanside Services Committee	**MEETING:**	September 12, 2019
FROM:	Catherine Morrison Manager, Emergency Services	**FILE:**	0360 20 COJU
SUBJECT:	Oceanside Community Safety Grants		

RECOMMENDATION

That the $4,800 grant previously approved for signage for the Shorewood San Pareil Owners and Residents Association be approved for the purchase of First Aid equipment and emergency response supplies subject to the completion of an Emergency Plan outlining locations and procedures for access of supplies.

SUMMARY

Oceanside Community Safety Grants support organizations which help to increase the safety of their community. One application was received under this grant with a total funding request of $4,800.

BACKGROUND

The City of Parksville, Town of Qualicum Beach, and Electoral Areas E, F, G and H are committed to support organizations that apply and meet the funding criteria (Attachment 1). For 2020, the Regional District of Nanaimo (RDN) has received one grant application of $4,800 which is detailed below.

Shorewood San Pareil Owners & Residents Association (SSPORA) $4,800

On October 24, 2017, the Board approved the following motion:

> *It was moved and seconded that a grant in the amount of $4,800 for the Shorewood San Pareil Owners Association be approved subject to completion of an agreement with the Regional District of Nanaimo's Emergency Planning Department for the evacuation plan and subject to Shorewood – San Pareil Owners & Residents Association (SSPORA) obtaining required government approvals related to signage.*

SSPORA had requested $4,800 to obtain signage and communications plans to inform residents and visitors of services/restrictions (i.e. fire ban) and emergency evacuation routes. Funds have not been disbursed as the evacuation plan and government approvals related to the signage have not been obtained. SSPORA would like to reallocate the funds to purchase First Aid equipment and emergency response supplies with the plan to create five kits to be placed strategically throughout the neighbourhood and enable the residents to be self-sufficient immediately after a disaster.

ALTERNATIVES

1. That the $4,800 grant previously approved for signage for the Shorewood San Pareil Owners and Residents Association be approved for the purchase of First Aid equipment and emergency response supplies subject to the completion of an Emergency Plan outlining locations and procedures for access of supplies.

2. That alternate direction be provided.

FINANCIAL IMPLICATIONS

The proposed grant is already budgeted in the 2019 Financial Plan and will be carried forward to the 2020 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

Social Wellbeing - Make the Region a safe and vibrant place for all, with a focus on children and families in programs and planning.



Catherine Morrison
cmorrison@rdn.bc.ca
September 3, 2019

Reviewed by:
- D. Pearce, Director of Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

Attachments
1. Grants Criteria
2. SSPORA Grant Application

REGIONAL DISTRICT OF NANAIMO

OCEANSIDE COMMUNITY SAFETY GRANTS CRITERIA

The City of Parksville, Town of Qualicum Beach, and Electoral Areas E, F, G and H raise up to $9,000 to support organizations which help to increase the safety of their community. Grants are provided to non-profit organizations who apply and meet the funding criteria as follows:

1. The Regional District of Nanaimo may provide non-profit community organizations limited financial support to assist in providing programs and services that help increase the safety of their community.

2. Late applications will not be accepted and will be returned to the applicant.

3. Community Safety grants are supported for the following general uses:
    a) Promote volunteer participation and citizen involvement
    b) Use of new approaches and techniques in the solution of community needs
    c) Volunteer training
    d) Reasonable operating costs
    e) Capital costs for equipment

REGIONAL DISTRICT OF NANAIMO

RECEIVED
AUG 30 2019
REGIONAL DISTRICT of NANAIMO

COMMUNITY SAFETY GRANTS APPLICATION

NAME OF ORGANIZATION	AMOUNT REQUESTED
Shorewood/San Pareil Owners & Residents Association	$4,800.00

MAILING ADDRESS		
[redacted]	[redacted]	ELECTORAL AREA G
CONTACT PERSON: Roy Alexander	TELEPHONE NUMBER: [redacted]	FAX NUMBER

ATTACH A LIST SHOWING YOUR ORGANIZATION'S STRUCTURE (INCLUDING DIRECTORS AND VOLUNTEERS) ✓

IS YOUR ORGANIZATION REGISTERED AS A NON-PROFIT SOCIETY IN BC?	YES ☑	NO ☐

IF YOUR ORGANIZATION IS NOT A REGISTERED NOT-FOR-PROFIT SOCIETY, PLEASE EXPLAIN YOUR ORGANIZATIONAL STRUCTURE – ie. how do you operate as a group

WHAT WILL THIS GRANT BE USED FOR?

Shorewood/San Pareil (RDN Area G) is comprised of 330+ homes. The only road in and out runs parallel to the Englishman River. We are also bordered by the Englishman River Estuary, the Strait of Georgia and Rathtrevor Provincial Park. These natural features, while beautiful, represent significant potential threats in the form of flooding, tsunamis (following an earthquake) and forest fires. In January 2019, the Shorewood San Pareil Owners/Residents Association (SSPORA) created an Emergency Preparedness Subcommittee to formulate an action plan to better protect the neighbourhood in the event of a catastrophic event which leaves us "fending for ourselves" for up to two weeks, as we recognize that provincial, regional and municipal emergency resources may not be immediately available to us. If successful, we propose to use the grant funds to purchase a wide-ranging quantity of First Aid equipment and emergency response supplies (see Budget).

PLEASE LIST ALL GRANTS RECEIVED AND/OR APPLIED FOR FROM OTHER GOVERNMENTS OR SERVICE ORGANIZATIONS

None

PLEASE PROVIDE DETAILS OF OTHER FUNDRAISING ACTIVITIES THAT YOUR ORGANIZATION UTILIZES

None

WHAT SPECIFIC EXPENDITURES WILL YOUR ORGANIZATION NOT BE ABLE TO MAKE IF YOUR GRANT IS LESS THAN THE AMOUNT REQUESTED

If the grant is less than the amount requested we will have to reduce the quantity of items purchased. Our plan is to create **five "kits"** to be placed strategically throughout the neighbourhood for maximum coverage. We believe our budget reflects the minimum amount we require for best response in the event of a disaster, enabling us to: 1. Tend to injuries; 2. Potentially save lives; 3. Remain self-sufficient while we await outside help.

DESCRIBE THE USE OF ANY GRANT RECEIVED LAST YEAR

In 2018, SSPORA applied for and received a grant from the Regional District of Nanaimo for $4,800.00 for Emergency signage. These funds have not been spent.

Please ensure that you have answered all questions in full and that you include the following information with this application:

- A list of current members and their positions in your organization.
- A copy of your bank statement showing your organization's name and address.
- A copy of your organization's latest financial statement.
- A copy of your organization's current budget.

SIGNATURE	DATE
JDunn JO DUNN, TREASURER	08/29/19

Please submit your organization's completed application to:

Finance Department
Regional District of Nanaimo
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2
Telephone: 390-4111 or toll free 1-877-607-4111, Fax:
390-4163 Email: inquiries@rdn.bc.ca

OFFICE USE ONLY	*20___*	*20___*	*20___*	*20___*	*20___*
Previous year(s) grant					
Comments:					

Item	Supplier	Unit Price	Amount	Cost	Total
Reflective Blankets	Canadian Red Cross	$2.05	30	$62.00	
Alcohol Wipes	Canadian Red Cross	$0.05	200	$11.00	
Gloves, vinyl, size M/L/XL	Canadian Red Cross	$8.00/100	3 boxes	$24.00	
Protective eye glasses	Canadian Red Cross	$4.48	5	$23.00	
Cotton tip applicators	Canadian Red Cross	$8.50/100	2 boxes	$17.00	
N95 masks	Canadian Red Cross	10.49/10	20	$21.00	
Pen lights	Canadian Red Cross	$5.62	5	$28.00	
Pocket resuscitator masks	Canadian Red Cross	$24.00	6	$144.00	
Gauze sponges	Canadian Red Cross	$7.63/200	200	$8.00	
Abdominal pads	Canadian Red Cross	$1.00	20	$20.00	
Stretch gauze, 3" wide roll	Canadian Red Cross	$13.50/25	100	$54.00	
Tensor bandages	Canadian Red Cross	$42.25/25	50	$85.00	
Wrap dressings	Canadian Red Cross	$78.00/25	25	$78.00	
Assorted Band Aids	Canadian Red Cross	$65.00/25 boxes of 50	25	$65.00	
Surgical tape	Canadian Red Cross	$35.20/20 rolls	20	$35.00	
Splints, wood, 3 sizes	Canadian Red Cross	$3.52	5	$18.00	
Triangular bandages	Canadian Red Cross	$1.04	20	$21.00	
Steri-Strips	Canadian Red Cross	$38.50/25	100	$154.00	
Safety pins	Canadian Red Cross			$6.00	
Bandage scissors	Canadian Red Cross	$2.10	4	$9.00	
Tweezers	Canadian Red Cross	$0.50	5	$3.00	
Blood pressure cuff/stethoscope	Canadian Red Cross	$86.11	2	$172.00	
Wool blankets	Canadian Red Cross	$18.50	10	$185.00	
Industrial drop sheets	Canadian Red Cross	$1.66	25	$42.00	
High visibility vests	Canadian Red Cross	$162.00/20	20	$162.00	
Hard hats	Ono Trading	$40.00	10	$400.00	
Work gloves, 10 med/10 large	Ono Trading	$4.50	20	$90.00	
Walkie Talkie Radios	Radioworld	$124.00	5	$620.00	
Batteries: 9 volt, AA, AAA	Costco			$100.00	
Kneepads	Ono Trading	$16.50	5	$83.00	
Headlamps	Ono Trading	$18.00	5	$90.00	
Surveyors' Tape	Albertsons			$10.00	
Rope	Home Depot	$24.00	5	$120.00	
Whistles	Amazon	set of 12	12	$20.00	
Crowbars	Home Depot	$60.00	5	$300.00	
Waterproof bins	Home Depot	$30.00	7	$210.00	
Contractor weight garbage bags	Home Depot	$21.00/32 bags	10	$210.00	
Water purification tablets	Canadian Red Cross	$12.00	40	$480.00	
Flashlights	Ono Trading	$21.00	5	$105.00	
				Subtotal	$4,285.00
				Tax @ 12%	$514.20
				GRAND TOTAL	**$4,799.20**

Rounded to the nearest dollar

BRITISH COLUMBIA

2019 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

NAME OF SOCIETY: **SHOREWOOD/SAN PAREIL OWNERS & RESIDENTS ASSOCIATION**

Incorporation Number:	S0023593
Business Number:	84957 9289 BC0001
Filed Date and Time:	August 6, 2019 04:43 PM Pacific Time
Annual General Meeting (AGM) Date:	July 25, 2019

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

C/O JO DUNN

[redacted]

Mailing Address:

C/O JO DUNN

[redacted]

DIRECTOR INFORMATION AS OF July 25, 2019

Last Name, First Name Middle Name: CHAIR

ALEXANDER, ROY

Delivery Address:

[redacted]

Last Name, First Name Middle Name:

DECONINCKSMITH, BRUCE E.

Delivery Address:

[redacted]

Last Name, First Name Middle Name:

DONALDSON, DONALD IAIN

Delivery Address:

[redacted]

Last Name, First Name Middle Name: TREASURER

DUNN, JO

Delivery Address:

[redacted]

Last Name, First Name Middle Name:

KERK, DAVID

Delivery Address:

[redacted]

Last Name, First Name Middle Name:

MARCENIUK, ROGER

Delivery Address:

[redacted]

Last Name, First Name Middle Name:

PRICE, BETTY J.P.

Delivery Address:

[redacted]

Last Name, First Name Middle Name:

ROTH VON SZEPESBELA, KATRIN

Delivery Address:

[redacted]

CERTIFICATION

I, Josias Dunn, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.

COASTAL COMMUNITY CREDIT UNION
Administration
1 - 13 Victoria Crescent
Nanaimo, BC V9R 5B9

TOGETHER, LET'S DO GREAT THINGS

STATEMENT OF ACCOUNTS

Date July 31, 2019
Member No. [redacted]

Shorewood San Pareil Owners & Res
887 Shorewood Dr
Parksville BC V9P 1S6

CHEQUING

Community Partner Package

[redacted]2

Date	Description	Withdrawals	Deposits	Balance
01 Jul 19	Opening Balance			1,182.95
31 Jul 19	Credit Interest		0.01	1,182.96
Total Withdrawals and Deposits		**$0.00**	**$0.01**	

Rate (earned): 0.010%

SAVINGS

Community Partner Savings Community Partner Savings

[redacted]

Date	Description	Withdrawals	Deposits	Balance
01 Jul 19	Opening Balance			240.36
31 Jul 19	Credit Interest		0.01	240.37
Total Withdrawals and Deposits		**$0.00**	**$0.01**	

Member Equity Shares

[redacted]3

Date	Description	Withdrawals	Deposits	Balance
01 Jul 19	Opening Balance			0.00
Total Withdrawals and Deposits		**$0.00**	**$0.00**	



Your credit union Business Credit Cards work as hard as you do

From April 30-September 30 we will give you 7500 bonus points for signing up with any of our Business Cards that offer rewards.

Call **1.888.741.1010** or visit any Coastal Community branch for details.

2019 SSPORA ANNUAL MEETING (JULY 25, 2019)

TREASURER'S REPORT FOR THE PERIOD ENDING – June 30,2019

Opening Balance – Chequing Account – June 1, 2018		**$1,107.50**
Expenses / Disbursements:		
- **Meeting room rental – AGM**	**$117.00**	
- **Meeting room rental - Emergency Preparedness**	**117.69**	
- **Statement charges -**	**10.00**	
- **Easter Egg Hunt - 2018**	**65.00**	
- **Easter Egg Hunt – 2019**	**75.00**	
- **Societies Act Annual Fee**	**40.00**	**($424.69)**
		$682.81
Revenue:		
- **Membership Fees**	**$500.00**	
- **Account Interest**	**.14**	**$500.14**
Balance Chequing account – June 30, 2019		**$1,182.95**

Opening Balance – Savings Account – June 1, 2018		**$240.23**
- **Interest**	**.13**	**.13**
Balance Savings Account – June 30, 2019		**$240.36**

SHOREWOOD/SAN PAREIL OWNERS & RESIDENTS ASSOCIATION (SSPORA)

ANNUAL GENERAL MEETING

Thursday July 25, 2019 @7:00pm Knox United Church

AGENDA

1. Approval of Agenda
2. Approval of minutes from 2018 AGM
3. Election of officers 2019-2020
4. Opening remarks/update
5. Highway 19A intersection update
6. Maple Lane Park update
7. Emergency Preparedness Subcommittee report
8. New Business

Welcome & thank you for joining us!

Please note: Membership is required to vote at the SSPORA AGM. Fees are $20 per year, which supports meeting expenses, and community activities such as the Easter Egg Hunt, community picnics and other local initiatives.

SSPORA is run entirely by volunteers. If you have an interest in a project, or would like to be more involved in community plans and projects, please consider volunteering.

jo_dunn@telus.net

From: BCRegistries@gov.bc.ca
Sent: August 6, 2019 4:44 PM
To: jo_dunn@telus.net
Subject: Confirmation of Filing S0023593 SHOREWOOD/SAN PAREIL OWNERS & RESIDENTS ASSOCIATION



Confirmation of Filing

2019 BC Society Annual Report

SHOREWOOD/SAN PAREIL OWNERS & RESIDENTS ASSOCIATION
C/O JO DUNN
887 SHOREWOOD DRIVE
PARKSVILLE BC V9P 1S6

This confirmation letter has been sent to the primary and alternate email addresses.

We welcome your feedback on our service. Take our survey.

Form Filed:	**BC Society Annual Report**
Name of Society:	**SHOREWOOD/SAN PAREIL OWNERS & RESIDENTS ASSOCIATION**
Incorporation Number:	**S0023593**
Business Number:	**84957 9289 BC0001**
Date and Time of Filing:	**August 6, 2019 04:43 PM Pacific Time**

Your Society's receipt is available on the Filing History, where it can be viewed and printed at any time.

Your Certified Documents are available for you on the Filing History tab.

The *Societies Act* requires all Societies and Extraprovincial Non-Share Corporations to file an annual report each calendar year and to promptly notify the registrar of any changes in its information. For information regarding these filings visit www.gov.bc.ca/Societies.

Review your documents carefully to ensure there are no errors or omissions. If errors or omissions are discovered, please contact the Corporate Registry for instructions.

PLEASE DO NOT REPLY TO THIS EMAIL. It was sent from an unmonitored email address and the Corporate Registry is unable to respond to any replies.



REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO: Oceanside Services Committee **MEETING:** September 12, 2019

FROM: Hannah King
Superintendent, Recreation Program Services

SUBJECT: Recreation Services Agreement Renewal with Arrowsmith Community Recreation Association- 2020-2022

RECOMMENDATION

That the Recreation Services Delivery Agreement (Attachment 1) with the Arrowsmith Community Recreation Association be renewed for a three-year term from January 1, 2020 through to December 31, 2022.

SUMMARY

The Arrowsmith Community Recreation Association (ACRA) and the RDN have worked collaboratively since 2008 to provide supplemental recreation services to residents of Electoral Area 'F' through supplemental recreation program service agreements. A renewed three-year agreement (Attachment 1) is recommended to be approved by the RDN Board. Funding in the amounts of $77,510 (Year 1), $79,448 (Year 2) and $81,438 (Year 3) for the Agreement are contained within the 2020 Preliminary Budget and existing Five-Year Financial Plan within the Northern Recreation Services Function.

BACKGROUND

The current Recreation Services Delivery Agreement between the RDN and ACRA for the provision of recreation services expires December 31, 2019. The Association oversees the coordination of supplemental recreation programs for residents of all ages and interests and assists with community events in Electoral Area 'F'.

The Regional District and ACRA have been working in partnership since 2008 under the same agreement model. Based on the Association's satisfactory service to date, staff are recommending renewal of the Agreement for another three-year term (2019-2022) attached as Attachment 1.

The need for supplemental recreation services in Electoral Area 'F' was identified in the 2006 District 69 Recreation Services Master Plan. The method of delivery currently in place was supported in the most recent 2019-2029 Recreation Services Master Plan.

ALTERNATIVES

1. That the Recreation Services Delivery Agreement (Attachment 1) with the Arrowsmith Community Recreation Association be renewed for a three-year term from January 1, 2020 through to December 31, 2022

2. That the RDN Board not approve the renewal Recreation Services Delivery Agreement with the Arrowsmith Community Recreation Association and provide alternative direction.

FINANCIAL IMPLICATIONS

The Recreation Services Delivery Agreement with Arrowsmith Community Recreation Association is financed though the Northern Community Recreation Service function. This function provides recreation services for the City of Parksville, Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G', and 'H'. As such these partners collectively fund the Northern Community Recreation Service and the annual payment to ACRA.

Both the 2020 Preliminary Budget and Five Year Financial Plan include annual payments. In 2020 an amount of $77,510 has been allocated to be transferred to the Association for the purpose of providing supplemental recreation program services. In year two of the Agreement (2021) the transfer amount will be increased to $79,448 (plus CPI if necessary - Victoria). The year three (2022) payment will be $81,434 (plus CPI if necessary - Victoria).

Should the Board not approve the attached agreement ACRA would no longer be able to provide supplemental recreation services as outlined in Schedule 'A' of the Agreement. Electoral Area 'F' recreation services provided by ACRA would be reduced indefinitely until a new service provider is secured or additional recreation services program staff are hired. The annual payment to ACRA identified in the 2020 Preliminary Budget and Five-Year Financial Plan would not be fully expended until a new service provider is secured or additional recreation services program staff are hired.

STRATEGIC PLAN IMPLICATIONS

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



Hannah King
hking@rdn.bc.ca
September 4, 2019

Reviewed by:

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

Attachment

1. ACRA- Recreation Services Agreement - 2020-2022.pdf

RECREATION SERVICES AGREEMENT

THIS AGREEMENT dated for reference the _____ day of _____, 2019 is

BETWEEN:

REGIONAL DISTRICT OF NANAIMO, a regional district incorporated pursuant to the *Local Government Act* (British Columbia) with offices at 6300 Hammond Bay Road, Nanaimo, BC, V9T 6N2

(the "**Regional District**")

AND:

ARROWSMITH COMMUNITY RECREATION ASSOCIATION, a society incorporated pursuant to the *Societies Act* (British Columbia) with a mailing address of PO Box 94, Coombs, BC, V0R 1M0

(the "**Society**")

WHEREAS:

A. The Regional District, by Northern Community Recreation Service Establishment Bylaw No. 861, 1992, as amended, established the Northern Community Recreation Service for the purpose of organizing and conducting recreational programming and to acquire, construct, manage, or otherwise provide property for pleasure, recreation, and similar public uses, including recreation and cultural facilities of all types;

B. The Society was incorporated on November 3, 2003 with an object of enhancing recreational services;

C. Section 332(3) of the *Local Government Act* provides that a regional district service may be operated by another organization; and

D. The Board wishes to engage the Society to provide the Services as set out in this Agreement.

NOW THEREFORE in consideration of the mutual covenants and agreements contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties covenant and agree as follows:

Definitions and Interpretation

1. In this Agreement,

(a) "**Agreement**" means this Agreement as from time to time supplemented or amended by one or more agreements entered into pursuant to the applicable provisions of this Agreement together with all schedules;

(b) "**Annual Report**" has the meaning provided in section 20 of this Agreement;

(c) "**Assistance**" has the same meaning as in the *Community Charter*;

(d) "**Board**" means the regional board of the Regional District of Nanaimo;

(e) "**Claims and Expenses**" means all actions, causes of action, suits, judgments, proceedings, demands and claims, whether at law or in equity, losses, damages, expenses and costs (including legal fees and disbursements on an indemnity basis) of any kind or nature whatsoever, at law or in equity, for any damage, loss, injury or death;

(f) "***Community Charter***" means the *Community Charter*, SBC 2003, c 26, as amended or replaced from time to time;

(g) "**Event of Default**" means an event described in section 32 of this Agreement;

(h) "**Force Majeure**" means an act of God, act of Canada's enemies, sabotage, war, blockades, insurrections, riots, epidemics, lightning, earthquakes, floods, storms, fires, washouts, nuclear and radiation activity or fall out, arrests and distraints of rulers and people, civil disturbances, explosion, expropriation, or any act, omission or event whether of the kind enumerated in this definition or otherwise not within the control of a Party, which by the exercise of reasonable due diligence, the Party could not have prevented;

(i) "***Local Government Act***" means the *Local Government Act*, RSBC 2015, c 1, as amended or replaced from time to time;

(j) "**Service Area**" means Electoral Area 'F' within the Regional District of Nanaimo;

(k) "**Proposed Budget**" has the meaning provided in section 12(a) of this Agreement;

(l) "**Regional District**" means the Regional District of Nanaimo or any employee, contractor, agent, delegate or assignee designated by Board to act on its behalf with respect to this Agreement or any rights or powers granted to the Regional District hereunder, excepting the Society;

(m) "**Regional District Parties**" means the Regional District, its elected officials, officers, employees, representatives, agents, successors, and assigns;

(n) "**Review Engagement Statement**" has the meaning provide in section 21 of this Agreement;

(o) "**Services**" means the recreation services set out in the recreation services plan attached as Schedule "A";

(p) "**Term**" has the meaning provided in section 3 of this Agreement.

2. In this Agreement:

(a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;

(b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;

(c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;

(d) reference to any enactment includes any regulations, orders, or directives made under the authority of that enactment;

(e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted, or replaced, unless otherwise expressly provided;

(f) the provisions of section 25 of the *Interpretation Act*, RSBC 1996, c, 238, with respect to the calculation of time apply;

(g) all provisions are to be interpreted as always speaking;

(h) reference to a "party" is a reference to a party to this Agreement and to that party's respective successors, assigns, trustees, administrators, and receivers. Wherever the context so requires, reference to a "party" also includes agents, officers, and invitees of the party;

(i) reference to a "day", "month", "quarter", or "year" is a reference to a calendar day, calendar month, calendar quarter, or calendar year, as the case may be, unless otherwise expressly provided;

(j) where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including"; and

(k) wherever the singular, masculine, and neuter are used throughout this Agreement, the same is to be construed as meaning the plural, the feminine, and the body corporate or politic as the context so requires.

Term

3. The term of this Agreement is for three (3) years beginning on January 1, 2020 and ending on December 31, 2022, unless terminated earlier in accordance with this Agreement (the "**Term**").

4. The Agreement may be renewed for an additional three (3) year term at the request of the Society, but such request may be refused for any reason by the Regional District.

The Services

5. The Society shall provide the Services to the Service Area in accordance with the terms of this Agreement.

6. The Society covenants and agrees that it shall, at all times during the currency of this Agreement:

   (a) perform promptly and safely all of the Services and its functions and obligations under this Agreement and perform promptly and safely all of its obligations under every other agreement between the Society and any other party in respect of the Services;

   (b) be just and faithful in the performance of its functions and obligations under this Agreement and in its dealings with the Regional District under this Agreement and other agreements entered into between the Society and the Regional District or any other person in respect of the Services. Without limiting the generality of the foregoing, the Society shall make full, frank, and immediate disclosure to the Regional District of all matters coming to the attention of the Society or any of its officers, directors, employees, agents, servants, or consultants in relation to the Services under this Agreement;

   (c) perform its functions and obligations itself or through such reputable and competent agents or independent contractors as it may engage from time to time;

   (d) perform its functions and obligations under this Agreement and exercise all of its rights in respect of the Services, in a lawful and orderly manner in full compliance with all applicable federal, provincial, municipal, and other laws, bylaws (including bylaws of the Regional District), regulations, and statutes;

(e) not assign any of its rights or obligations under this Agreement to any other person or entity or otherwise contract with an independent contractor to performance any of the Services without the prior written consent of the Regional District; and

(f) perform the Services in accordance with any operational guidelines as may be established from time to time by the Regional District.

7. The parties acknowledge and agree that all property listed in Schedule "B", which is all either owned by the Regional District or purchased with Regional District funds pursuant to this Agreement, is and shall remain the property of the Regional District free and clear of any claim by the Society and the Society shall not mortgage, charge, pledge, hypothecate, or otherwise post such property as security for any purposes whatsoever.

8. The Society shall update Schedule "B" by February 15 of each calendar year during the Term, including all additions or replacements of property listed therein, and provided a certified copy of such updated Schedule "B" to the Regional District's Manager, Recreation Services as soon as reasonably possible. The updated Schedule "B" provided under this section 8 shall automatically replace previous versions and shall become a part of this Agreement.

9. The Society shall, to the satisfaction of the Regional District, maintain in good working condition all property paid for or provided by the Regional District, including both not limited to such property listed in Schedule "B", for the purpose of providing the Services. Without limiting the foregoing, the Society shall take all reasonable steps to secure all property listed in Schedule "B" from damage or theft.

10. The Society shall return, at the request of the Regional District, any Regional District-property, including such property limited in Schedule "B", related to the performance of the Services.

11. The Society shall, no later than one week after the occurrence of any such event, notify the Regional District of any injury to person(s) connected in any way to the performance of the Services.

Budgeting and Reporting Obligations

12. The Society shall provide to the Regional District by September 15 of each calendar year of the Term a report containing:

(a) a detailed proposed budget for the following calendar year showing the revenues and expenditures projected for the Services (the "**Proposed Budget**");

(b) a statement of the goals and objectives for the Services for the upcoming calendar year, including a description of program content;

(c) a brief written narrative highlighting any significant Services program changes, deletions, and additions from the current calendar year in relation to specific line items in the budget under section 12(a); and

(d) a description of any other significant issues pertaining to the Services.

13. Without limiting the foregoing, the Proposed Budget shall:

(a) be prepared by the Society in accordance with General Accepted Accounting Principles;

(b) contain details as to the funds anticipated to be required by the Society for the upcoming calendar year for the Services, including those expenses both of a capital and operating nature;

(c) be presented to the Regional District's Director of Finance, who shall review the budget and either approve it or return it for amendment by the Society;

14. If the Proposed Budget is returned for amendments under section 13(c), the Society shall return the Proposed Budget as amended to the Regional District's Manager of Recreation Services for its approval on or before the day specified by the Director of Finance.

15. If the Society incurs a deficit or surplus in any calendar year during the Term, such deficit or surplus shall be carried forward and applied to the following year's budget in accordance with the accounting rules established for Regional Districts in the Province of British Columbia.

16. The Society acknowledges and agrees that the Regional District is under no obligation to fund a deficit incurred in a previous calendar year. Without limiting the foregoing, the Society may include funding for a deficit incurred in the Proposed Budget for consideration for approval in accordance with the terms of this Agreement.

17. The Society shall not expend, contract for, or otherwise commit the Society to any expenditure in any calendar year except one that has first been approved in accordance with sections 13-14 above.

18. The Society shall keep its books of account in such manner and provide such detail as may be required from time to time by the Regional District's Director of Finance or their designate.

19. Without limiting the foregoing, the Society shall:

(a) keep all operating revenues and expenditures related to this Agreement separate from those of other non-recreation service activities that may be undertaken by the Society from time to time; and

(b) account for all funds provided under this Agreement from any other funds of the Society.

20. The Society shall provide to the Regional District by February 15 of each calendar year of the Term a report (the "**Annual Report**") containing:

(a) a preliminary summary of operating results for the Services showing revenues and expenditures between January 1 and December 31 of the previous calendar year;

(b) at the discretion of the Regional District a quote for the Review Engagement Statement required under section 21;

(c) a summary of Services programs held between January 1 and December 31 of the previous calendar year showing registration statistics and number of sessions held;

(d) a brief narrative summary reviewing the goals, objectives, and results achieved for the previous calendar year for the Services; and

(e) a brief narrative summary reviewing the challenges encountered, Services program cancellations, and any other significant issues addressed over the previous calendar year.

21. At the discretion of the Regional District on or before March 31, the Society shall have prepared by a Certified Professional Accountant qualified to practice publicly in the British Columbia, a review engagement statement of its accounts containing particulars of assets and liabilities, and a statement of revenue and expenditures for the year, including the funds provided under this Agreement (the "**Review Engagement Statement**"). All Review Engagement Statements shall be submitted to the Regional District's Manager of Recreation Services upon completion.

22. Without limiting the foregoing, the Regional District's auditors shall have access to and may rely upon the Review Engagement Statements prepared under section 21. The Regional District's auditors shall also have access to the working papers of the Society's accountant for the Regional District's year-end audit.

23. At any time, the Regional District may give to the Society written notice that it desires its representatives to examine the books of account of the Society, and the Society shall produce for examination to such representative within ten days after receipt of such notice, its books of account, and the said representative shall have a right of access to all records, documents, books, accounts, and vouchers of the Society and shall be entitled to require

from the directors and officers of the Society such information and explanations as, in their opinion, may be necessary to enable Regional District staff to report to the Board on the financial position of the Society.

24. The Society shall provide, within one week of filing, a copy of its annual report prepared pursuant to the *Societies Act* to the Regional District's Manager of Recreation Services.

25. The Society acknowledges and agrees it is solely its responsibility to determine whether it is required to be registered for GST purposes. The amount of funding provided in this Agreement includes any GST that may be payable by the Society. Without limiting the foregoing, any liability for GST required in respect of this Agreement shall be the responsibility of the Society.

Payment for Services

26. The Regional District shall pay the Society for performing the Services in accordance with the following (the "**Annual Payment**"):

    (a) for the 2020 calendar year, two equal installments of $38,755.00, paid on or before January 10 and July 10, respectively, equal to the sum of $77,510.00; and

    (b) for the 2021 calendar year, two equal installments of $39,724.00, paid on or before January 10 and July 10, respectively, equal to the sum of $79,448.00. This amount will be adjusted by the change in the Consumer Price Index (CPI) for Vancouver Island (Victoria) as of November 30, 2020.

    (c) for the 2022 calendar year, two equal installments of $40,717.00, paid on or before January 10 and July 10, respectively, equal to the sum of $81,434.00. This amount will be adjusted by the change in the Consumer Price Index (CPI) for Vancouver Island (Victoria) as of November 30, 2021.

27. The Society shall administer the Annual Payment in accordance with the budget approved by the Regional District under section 13-14 of this Agreement.

28. In addition to the Annual Payment, the Regional District shall pay the cost to the Society of having the Review Engagement Statement prepared as required under section 21.

Regional District Liaison

29. During the Term, a Regional District liaison, to be designated by the Regional District, shall be entitled to attend all meetings of the board of directors of the Society as a non-voting participant.

Remedial Action

30. If the Society fails to do anything required of the Society under this Agreement, the Regional District may fulfill or complete such thing at the cost of the Society.

Termination and Default

31. The Regional District may terminate this Agreement upon giving ninety (90) days' written notice to the Society.

32. The occurrence of any of the following events shall be an Event of Default by the Society under this Agreement:

    (a) subject only to Force Majeure, the failure of the Society to perform or observe any of its covenants or agreements in this Agreement, if such failure is not cured within fourteen (14) days of written notice from the Regional District to the Society specifying such failure; or

    (b) the Society:

        (i) fails to notify the Regional District of an injury occurring in relation to the performance of the Services as set out in section 11 of this Agreement;

        (ii) fails to file its annual report or annual audited financial statement pursuant to the requirements of the *Societies Act*;

        (iii) fails to maintain its status as a society in good standing under the *Societies Act*;

        (iv) becomes insolvent;

        (v) commits an act of bankruptcy;

        (vi) makes a general assignment for the benefit of its creditors;

        (vii) acknowledges its insolvency; or

        (viii) a statutory trustee, provincial agent, receiver or receiver-manager is appointed in respect of any property or asset of a Party and is not discharged within fourteen (14) days.

33. Upon the occurrence of an Event of Default, the Regional District may:

(a) pursue any remedy available in law or in equity, the Society acknowledging that specific performance, injunctive relief (mandatory or otherwise). or other equitable relief may be the only adequate remedy for an Event of Default;

(b) take all actions in its own name or in the name of the Society as may reasonably be required by the Regional District to cure the default, and all payments, costs, and expenses incurred by the Regional District shall be payable by the Society to the Regional District on demand; or

(c) waive the default, provided that any waiver of a particular Event of Default shall only be effective if it is in writing, signed by the Regional District, shall not operate as a waiver of any subsequent or continuing Event of Default, and shall not be binding upon, or limit the remedies available to the Regional District if it has not signed such waiver;

provided that the rights and procedures set forth in this section 33 shall be concurrent with and in addition to and without prejudice to any other rights or remedies at law or in equity which a party may have in respect of an Event of Default.

34. The Society may terminate this Agreement upon twelve (12) months' written notice to the Regional District.

Insurance and Indemnification

35. Without limiting the Society's obligations and liabilities under this Agreement, the Society shall obtain, at its own expense, and keep in force a policy of comprehensive general liability insurance, including without limitation non-owned automobile insurance and tenant fire and legal liability insurance, providing coverage against claims for personal injury, death, or property damage or loss arising out of or connected with the activities of the Society under this Agreement providing for the minimum combined single limit of not less than $3,000,000.00 for each occurrence or such amount as the Regional District may require from time to time. This policy shall include a cross-liability clause and a waiver of subrogation in favour of the Regional District.

36. The Society shall purchase property insurance on a replacement cost basis for all property listed in Schedule "B".

37. Without limiting the foregoing, all insurance required by this Agreement shall be placed with reputable insurers upon terms and in amounts, as to deductibles and otherwise, satisfactory to the Regional District acting reasonably from time to time. The cost of premiums and deductibles for each and every such policy shall be paid by the Society. The Society shall obtain from the insurers under such policies, undertakings to notify the Regional District in writing at least thirty (30) days prior to any cancellation or amendment thereof. The Society shall provide the Regional District with copies of all policies, or certificates of such insurance policies in lieu thereof as described herein and each renewal

and replacement thereof and each endorsement thereto. The Society shall deliver to the Regional District notice of the continuation of such policies not less than ten (10) days prior to their respective expiry dates.

38. The Society hereby agrees to release, indemnify, and save harmless the Regional District Parties from and against all Claims and Expenses arising out of or in connection with or related to:

    (a) this Agreement;

    (b) the provision of the Services;

    (c) the Regional District exercising its remedial powers under section 30;

    (d) the breach by the Society of any term of this Agreement; and

    (e) the Society's contravention of any law, enactment, or regulation of a federal, provincial, or local government,

    except to the extent that the Claims and Expenses result from the negligent or wrongful acts of the Regional District Parties.

39. The indemnification contained in section 38 shall survive the expiry or earlier termination of this Agreement.

Dispute Resolution

40. The parties agree that they shall:

    (a) make bona fide efforts to resolve any disputes arising between them by amicable negotiations; and

    (b) provide frank, candid, and timely disclosure of all relevant facts, information, and documents to facilitate the negotiations under section 40(a).

41. If a dispute cannot be settled within sixty (60) days of negotiations beginning under section 39, the parties shall refer the matter to arbitration by a single arbitrator mutually agreed upon by the parties. If the parties cannot agree on an arbitrator, the dispute shall be referred to and finally resolved by arbitration pursuant to the *Commercial Arbitration Act* (British Columbia). The cost of arbitration shall be borne equally by the parties.

Miscellaneous

42. The Regional District and the Society disclaim any intention to create a partnership or joint venture and nothing contained in this Agreement shall be construed to constitute the Regional District or the Society a partner or joint venturer of the other. The parties acknowledge and agree that the Society shall act as an agent of the Regional District with respect to this Agreement and the Services; however, the Society's authority to act as an agent of the Regional District shall be strictly limited to the terms of this Agreement. Subject only to terms of this Agreement, neither the Regional District nor the Society shall have, or represent that it has the authority or power to act for or to undertake or create any obligations or responsibilities, express or implied, on behalf of, or in the name of the other.

43. The Regional District may provide Assistance to the Society as and when it considers it appropriate to do so and subject to a notice of Assistance published as required under the *Local Government Act*, in connection with any activity of the Society under this Agreement or otherwise in connection with the Services, including, without limitation, any one or more of the following:

    (a) grants or other benefits to the Society; or

    (b) any other benefit or advantage that the Regional District considers appropriate.

44. Each party represents and warrants to the other as follows:

    (a) it has the power and capacity to enter into this Agreement;

    (b) it is not in default under the laws of British Columbia or Canada applicable therein;

    (c) this Agreement is valid and binding on it in accordance with its terms; and

    (d) the performance of its obligations under this Agreement does not breach the terms of any other agreement or obligation to which it is a party.

45. Any notice permitted or required by this Agreement to be given to either party must be delivered in writing to that party at the address set out above, or to any other address provided by the party to the other under this section. If a party changes its address or facsimile number, or both, it must immediately give notice of its new address or facsimile number, or both, to the other party as provided in this section. Any notice that is delivered is considered to have been given on the next business day after it is dispatched for delivery if sent by mail and on the day of delivery if delivered by hand. Any notice that is sent by facsimile transmission is considered to have been given on the day it is sent if that day is a business day, and if that day is not a business day it is considered to have been given on the next business day after the date it is sent.

46. Except as expressly set out in this Agreement, nothing in this Agreement shall prejudice or affect the rights and powers of the Regional District in the exercise of its powers, duties, or functions under the *Local Government Act* or any of its bylaws.

47. In the event of a conflict between the terms of this Agreement and the provisions of a Regional District bylaw applicable to the Services, the bylaw shall prevail.

48. Time is to be the essence of this Agreement.

49. This Agreement shall enure to the benefit of and be binding on the parties hereto and their respective heirs, administrators, executors, successors, and permitted assignees.

50. All rights and remedies of either party under this Agreement are cumulative and are in addition to, and do not exclude or limit, any other right or remedy of either party, at law or in equity, against the other. All rights and remedies may be exercised concurrently.

51. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

52. This Agreement may not be modified or amended except by the written agreement of the parties.

53. This Agreement contains the entire agreement and understanding of the parties with respect to the matters contemplated by this Agreement and supersedes all prior and contemporaneous agreements between them with respect to such matters.

54. All representations and warranties set forth in this Agreement and all provisions of this Agreement, the full performance of which is not required prior to a termination of this Agreement, shall survive any such termination and be fully enforceable thereafter.

55. Each party shall promptly notify the other party of any matter which is likely to continue or give rise to a violation of its obligations under this Agreement.

56. Each article of this Agreement shall be severable. If any provision of this Agreement is held to be illegal or invalid by a court of competent jurisdiction, the provision may be severed and the illegality or invalidity shall not affect the validity of the remainder of this Agreement.

57. This Agreement may be executed in counterpart with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

58. Each party shall perform all such other acts and things and execute all such other documents as are necessary or desirable in the reasonable opinion of the other to evidence or carry out the terms or intent of this Agreement.

59. The Society acknowledges and agrees that:

(a) the Regional District is subject to the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c 165 and that this Agreement and the information it contains, and any information supplied by the Society to the Regional District in connection with this Agreement, is not implicitly confidential for the purposes of that enactment; and

(b) this Agreement, and the information it contains, may be the subject of an access to information request made to the Regional District under the *Freedom of Information and Protection of Privacy Act* and that the Regional District may be obliged by that enactment to disclose all or part of this Agreement and the information it contains and all or part of any information of the Society supplied to the Regional District in connection with this Agreement, whether or not the Society has expressly stipulated that the information in question is confidential for the purposes of that enactment.

As evidence of their agreement to be bound by the terms of this Agreement, the parties have executed this Agreement as follows:

Date:

REGIONAL DISTRICT OF NANAIMO, by its authorized signatories:)

_____)
Name:)

_____)
Name:)

Date:

ARROWSMITH COMMUNITY RECREATION ASSOCIATION, by its authorized signatories:)

_____)
Name:)

_____)
Name:)

SCHEDULE "A" – SERVICES

Goals, Objectives and Program Content 2020-2022

1.0 2020-2022 Goals and Objectives

1.1 Goals

The primary goal for the Arrowsmith Community Recreation Association (ACRA) and the Arrowsmith Recreation Coordinators is to deliver recreation services to Arrowsmith (Electoral Area F). The goal of the recreation programs and community events is to connect community members through sports, arts and culture.

1.2 Objectives

1.2.1 To continue to work closely with RDN Recreation to support the three part-time Arrowsmith Recreation Coordinator contracts.

1.2.2 To continue to make recreation program information as accessible as possible for community members. This will be achieved through the Arrowsmith Community Website, ACRA Facebook page, posters, brochures, email correspondence and telephone conversations.

1.2.3 To continue to offer and expand supplemental on successful recreation programs

1.2.4 To strive to offer programs in the community where gaps in recreation are observed.

1.2.5 To continue to support youth in the community by offering free recreation drop-in programs.

1.2.6 To work closely with other District 69 agencies and organizations to be able to invite and welcome vulnerable families to programs and events.

1.2.7 To be inclusive, welcoming and respectful of all participants, regardless of race, socio-economic status, gender, sexual orientation and age.

1.2.8 To continue to make recreation accessible to all community members by offering free or affordable programs.

1.2.9 To continue to manage the Community Lending Cupboard to be able to share resources with non-profit organizations and community members.

1.2.10 To continue to strengthen relationships with all of the non-profit organizations in Arrowsmith, by helping with promotion, events and sharing of resources.

1.2.11 To continue to strengthen current relationships with community businesses.

1.2.12 To strive towards developing new business relationships in the community.

1.2.13 To research new funding opportunities for grants and in-kind donations.

2.0 Program Content for 2020-22

2.1 Existing Programs, Events and Projects to be Carried Forward

Programs

1. Dads' Night Out at Errington School
2. Arrowsmith Community Experience (ACE) at Errington School
3. Adult Beginner Marimba at the Bradley Centre
4. Adult Beyond Beginner Marimba at the Bradley Centre
5. WOW Bus in Errington
6. Youth Ages 11-15 Drop-in Basketball at the Coombs Fairgrounds
7. Youth Ages 16+ Drop-in Basketball at the Coombs Fairgrounds
8. Sole Sisters Walking in various Arrowsmith and Oceanside locations
9. World Youth Music Camp at the Errington Hall
10. Adult World Music Workshops at the Errington Hall
11. Zazu Youth Group Marimba at the Errington Hall
12. Food Skills for Active Seniors at the Coombs Fairgrounds
13. Food Sense: Healthy Cooking on a Budget at the Coombs Fairgrounds
14. Beginner African Hand Drumming at the Errington Hall
15. Beyond Beginner African Hand Drumming at the Errington Hall
16. Breakfast at Munchkinland at Family Place
17. "Growing Wild" Summer Camp at the Coombs Fairgrounds
18. Ballenas and Kwalikum Secondary Musical Mentorship
19. Community Lending Cupboard
20. Cardio Dance Fitness at the Errington Hall
21. Building Learning Together Storybook Village
22. Beginner Dun Drumming at the Errington Hall
23. Mandala Workshops at BoMé Cheese
24. Gentle Soles Gym Fitness at KickStart Fitness and Wellness
25. Recess Leadership Program at Errington School
26. Parent Support Circle at Grace United Church

Events

1. Coombs Family Day Celebration at the Coombs Fairgrounds
2. "Pete the Cat" First Steps to Kindergarten at Oceanside Place
3. RDN Youth Week 3 on 3 Basketball Tournament at the Coombs Fairgrounds
4. Coombs Community Picnic at the Coombs Fairgrounds
5. Coombs Fair
6. Youth World Music Camp Community Performance at the Errington Hall
7. RDN Active Aging Sole Sisters Walk at Little Qualicum Falls Provincial Park
8. BLT Spooktacular at Storybook Village
9. Coombs Halloween Candy Walk at the Coombs Fairgrounds
10. Sole Sisters Christmas Cheer Fundraiser at BoMé Cheese
11. Oceanside Health and Wellness Community Forums
12. RDN Active Aging Cardio Dance at the Errington Hall
13. Errington Hi Neighbour Day
14. Coombs Farmers' Institute Apple Pressing Day

Projects

1. Arrowsmith Recreation website and Facebook page
2. ACRA inventory kept updated in the Community Lending Cupboard
3. ACRA quarterly Recreation Coordinators' Reports
4. Grant Writing

2.2 Continued Community Development

1. **Arrowsmith Agricultural Association (AAA)**
   - Coombs Family Day Celebration
   - Coombs Community Picnic
   - "Growing Wild" Summer Camp
   - Coombs Halloween Candy Walk
   - Youth drop-in programs
   - Storage space clean-up and sorting
   - Assist with grant writing
   - Promote programs and events

2. **Arrowsmith Community Recreation Association (ACRA)**
   - Youth Basketball programs
   - Youth 3 on 3 Basketball Tournament
   - Coombs Community Picnic
   - "Growing Wild" Summer Camp
   - Coombs Halloween Candy Walk
   - Coordinate equipment lending
   - Assist with grant writing
   - Attend planning meetings

- Present regular reports to the ACRA chair and board members
- Arrowsmith Recreation website and Facebook page maintenance
- Graphic design for ACRA programs and events
- Correspondence for all ACRA programs
- Coordinate all registration for ACRA programs

3. Bradley Centre (Mid Island Pensioners and Hobbyists)

- Marimba programs
- Storage of Set 2 marimbas
- Promote programs and events

4. Building Learning Together (BLT)

- Dads' Night Out
- "Pete the Cat" First Steps to Kindergarten
- Breakfast at Munchkinland
- Spooktacular
- Storybook Village
- Family Day
- WOW Bus
- Attend monthly coalition meetings
- ACE Club partnership
- Equipment lending, including Band in a Box
- Promote programs and events
- Write letters of support for grant applications

5. Coombs Hilliers Recreation Community Organization

- Promote programs and events

6. Corcan & Meadowood Community Residents Association

- Promote and provide programs and events

7. Errington Elementary School/School District 69

- Dads' Night Out
- ACE Club planning meetings
- Coordinate and facilitate ACE Club programs
- Ongoing planning and coordinating of the recess leadership program
- Assist with grant writing

8. Errington War Memorial Hall

- Meetings to plan Youth World Music Camps
- Coordinate sharing and moving music equipment for Youth World Music Camp
- Lunch program planning and supervision for the Youth World Music Camp

- Coordinate Adult World Music Camp workshops
- African Hand Drumming programs
- Cardio Dance Fitness programs
- Coordinate and hosted children's activity area for Hi Neighbour Day
- Coordinate lending of marimbas for youth marimba group, Zazu
- Write letters of support for grant applications
- Promote programs and events

9. Grace United Church

- Host ACRA meetings
- Ongoing planning and coordinating the Coombs Parent Support Circle
- Promote events and programs

10. Parksville Qualicum Beach News

- Submit articles and photos on behalf of community organizations
- Connect with reporters to promote community programs and events

11. RDN Recreation and Parks

- Organize and host the Youth 3 on 3 Basketball Tournament for RDN Youth Week
- Organize and host a Sole Sisters walk for RDN Active Aging Week
- Organize and host a Cardio Dance Fitness class for RDN Active Aging Week
- Contribute to Active Living Guide
- Collaborate with RDN youth programmer for programs and Leaders in Training volunteers
- Attend monthly YouthLINK meetings
- Continue use of RDN trails for the Sole Sisters walking program
- Attend Older Adult Recreation networking meetings
- Attend "Play Oceanside" meetings
- Promote RDN events and programs
- Secondary partner for the RDN's "Oceanside Older Adult Recreation and Mapping Project"
- Prepare and submit ACRA quarterly reports
- Prepare and submit yearly Budget Proposal reports
- Prepare and submit Year End reports

2.3 Continued Collaboration with Community Groups/Organizations/Businesses

1. Arrowsmith Search and Rescue
2. Arrowsmith Independent School
3. Association for Community Education in BC (ACEbc)
4. Ballenas and Kwalikum Secondary International Student Program
5. Ballenas and Kwalikum Secondary Leadership Student Program
6. BC Centre for Disease Control
7. BC Fly Fishing

8. BC Conservation Officer Service (COS)
9. BoMé Cheese
10. Bradley Centre Fibre Arts
11. Brant Wildlife Festival
12. Cascadia Martial Arts
13. Cook for Health
14. Coombs Auto Mall
15. Coombs General Store
16. Coombs Farmers' Institute
17. Coombs-Hilliers Volunteer Fire Department
18. Coombs Old Country Market
19. Creekmore's Coffee
20. Dolly's Home Hardware
21. E&N Railway Division "East End Track Gang"
22. Errington Farmers' Market
23. Family Resource Association
24. Forward House
25. Friends of Hamilton Marsh
26. Friends of French Creek
27. Glitter Girlz Hair and Body Bling
28. Grace United Church
29. Hamilton Hobby Farm
30. Heartland Home Learners
31. Highway Four Auto
32. Island Health
33. Island Mountain Ramblers
34. Kickstart Fitness and Wellness
35. Mid Island Co-op
36. Ministry of Child and Youth Services
37. Mount Arrowsmith Biosphere Region's Amazing Places Project
38. Nature Kids BC
39. North Island Wildlife Recovery Centre
40. Oceanside RCMP
41. Oceanside Woodcarvers
42. Pacific Care
43. Parksville and District Rock and Gem Club
44. Parksville-Qualicum 4H Club
45. Parksville and Qualicum Beach Public Libraries (VIRL)
46. Parksville Golden Oldies Sports Association (PGOSA)
47. Parksville-Qualicum Beach & District BC SPCA
48. Parksville Qualicum Beach News
49. Parksville WorkBC Centre
50. Qualicum CrossFit for Kids
51. Rhythm Spirit Drumming

52. Silver Spur Riding Club
53. Society of Organized Services (SOS)
54. SPCA
55. Sylvan Temple
56. The Beach Radio
57. Trees Restaurant
58. Vancouver Island Garden Railway Club
59. Vancouver Island University
60. VIATA- Dog Training Exhibit
61. Wallpepper Design
62. Welkin College School

2.4 Proposed New Programs, Events and Projects

Programs

1. Bucket Drumming at the Errington Hall
2. Gentle Cardio Dance Fitness at the Errington Hall
3. Ballroom dancing at the Bradley Centre
4. Craft workshops at BoMé Cheese
5. Meadowood Community Centre program(s)
6. Coombs Hilliers Recreation Community Organization program(s)
7. Ukulele program
8. Adult basketball
9. Youth rock and gem program
10. WOW bus in Meadowood

Events

1. ACE Club Fundraiser
2. ACRA Fundraiser

Projects

1. ACRA community brochure/pamphlet

Proposed New Community Group/Business Collaboration

1. Keddy's K-9 Camp
2. Shelly Road Quilters
3. The Winery
4. Little Qualicum Cheeseworks
5. Chiron Massage and Holistic Health Services

SCHEDULE "B" – REGIONAL DISTRICT PROPERTY INVENTORY

Asset	Year Purchased	Original Value	Current Value
Laptop Computer	2009	$950	$0
Laptop Computer	2018	$870	$870
Oak Table	2009	$40	$25
Meeting Room Chairs (4)	2009	$80	$40
Meeting Room Arm Chair (1)	2009	$25	$15
Table Tennis Table	2012	$400	$80
Folding Tables (2)	2014	$86	$50
Filing Cabinet	2014	$189	$60
Shredder	2014	$61	$25
Storage Shelves (8)	2014	$268	$75
Total Assets		$2,969	$1,240

*as of December 31, 2018

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO: Oceanside Services Committee **MEETING:** September 12, 2019

FROM: Cathy Mackenzie
Recreation Programmer

SUBJECT: Oceanside Recreation Services Grant Program – Fall 2019 Applications

Please note: The original recommendation was varied by the Committee to award recreation grant funding for the fall intake

RECOMMENDATIONS

1. That the level of grant funding to be awarded to individual eligible applicants for the fall 2019 intake of the Community Recreation Grant program be determined.
2. That any remaining funds from the 2019 grant program be allocated to the 2020 grant program.

SUMMARY

As of the August 30th deadline for the fall 2019 grant intake, ten youth applications have been received requesting $19,054 and sixteen community applications have applied requesting $25,713 The combined value of the requests is $44,767. The eligibility of the applications has been assessed in accordance with the Oceanside Recreation Services Grant Program criteria (Attachment 1).

A total of $82,887 for recreation grant funding was approved within the 2019 Financial Plan. To date $26,752 has been disbursed in the one previous 2019 intake of this grant program. The remaining funds of $56,135 is available for this final intake of 2019. The total funds requested from the fall 2019 applications is $ 44,767.

BACKGROUND

The Oceanside Recreation Grants have been offered to local organizations including schools in the Oceanside area since 1994. Originally, the funding was provided as “Grants-in-Aid” to electoral area groups. Over time, the program has expanded to include all neighborhoods of Oceanside (District 69) and to include youth-specific funding to target citizens age 11-18 years old. Since inception, participation and awareness of the program has grown with a range of support to sport, outdoor, artistic and social activities and events.

Oceanside Recreation Services Grants provide support to local initiatives to create and promote recreational activities in Electoral Areas E, F, G, H, the City of Parksville and the Town of Qualicum Beach.

Attachment 1 provides the criteria for eligible grant funding. Attachment 2 details previous years funding back to 2010. Attachments 3 to 28 are the individual grant applications. Two summary tables (Table 1, Table 2) of Attachments 3 to 28 are provided in the Financial Implications section of this report.

Youth Recreation Applications:

Attachment 3: Arrowsmith Community Recreation Association - youth sports programs ($2,100)

Attachment 4: Arrowsmith Community Recreation Association – Youth Week basketball tournament ($549)

Attachment 5: Bard to Broadway Theatre Society – Performing Arts Education Series ($1,210)

Attachment 6: Bard to Broadway Theatre Society – Summer Youth Theatre Workshop ($295)

Attachment 7: Bowser Elementary School – outdoor recreation field trips ($2,500)

Attachment 8: Kwalikum Secondary School - Bike Club bikes and equipment ($3,500)

Attachment 9: Oceanside Community Makerspace Society- development and promotion of programs ($1,750)

Attachment 10: Oceanside Minor Lacrosse – pinnies and light tokens ($2,500)

Attachment 11: Oceanside Track and Field Club – throwing equipment, computer equipment and software ($2,500)

Attachment 12: Ravensong Aquatic Club – training equipment ($2,150)

Community Recreation Applications:

Attachment 13: Arrowsmith Agricultural Association – Coombs Fair Family Day ($1,295)

Attachment 14: Arrowsmith Community Recreation Association – Coombs Candy Walk ($2,127)

Attachment 15: Arrowsmith Community Recreation Association – Food Skills for Families ($1,200)

Attachment 16: Arrowsmith Community Recreation Association – Old Fashioned Country Picnic ($1,081)

Attachment 17: Errington Cooperative Preschool – preschool supplies ($1,500)

Attachment 18: Errington War Memorial Hall – promotion for ongoing events ($2,000)

Attachment 19: Forward House Community Society- 'On the Go' program ($1,750)

Attachment 20: Friends of Dunsmuir Park – equipment, picnic tables ($2,500)

Attachment 21: Lions Club of Parksville – Lions Free Family Skate ice rental ($500)

Attachment 22: Parksville Golden Oldies Sports Association – Van-Isle Walking Soccer tournament ($2,000)

Attachment 23: Parksville Lawn Bowling Club – lawn bowls ($2,560)

Attachment 24: Spinal Cord Injury BC – equipment rental and event supplies ($2,500)

Attachment 25: Town of Qualicum Beach – Select Committee on Family Day; Ravensong Aquatic Centre free family swim 2019 ($500)

Attachment 26: Town of Qualicum Beach – Select Committee on Family Day; Ravensong Aquatic Centre free family swim 2020 ($500)

Attachment 27: Ravensong Masters Swim Club – Pool rental ($1,200)

Attachment 28: Qualicum Community Education and Wellness Society - Universal Access Qualicum Beach specialized fitness equipment ($2,500)

FINANCIAL IMPLICATIONS

The approved Regional District of Nanaimo (RDN) 2019 budget included funds totaling $82,887 available for disbursement for the Oceanside Recreation Services Grant Program. A total of $26,752 was allocated following the January 2019 intake leaving $56,135 available for disbursement. The total funds requested from the fall 2019 applications is $ 44,767.

Table 1 and Table 2 are summaries of Attachments 3 to 28 and includes one blank column which can be used by the Oceanside Services Committee in discussion and calculations of grant funding amounts.

Table 1: Oceanside Recreation Services Youth Grant Applications (fall 2019)

Applicant	Project	Amount Requested	Previous Approved Funding in 2018/2019	Comments	Amount for Fall 2019 Recommended by OSC
Arrowsmith Community Recreation Association	Youth sports programs	$2,100	$824/$0		
Arrowsmith Community Recreation Association	Youth Week Basketball tournament	$549	$500/$461		
Bard to Broadway	Performing Arts Series	$1,210	$1,180/$1,000		
Bard to Broadway	Youth Summer Theatre Workshop	$295	$410/$590		
Bowser Elementary School	Outdoor recreation field trips	$2,500	$2,500/ $2,500		
Kwalikum Secondary School	Bike Club equipment	$3,500	$0	This request exceeds the usual $2,500 funding limit.	
Oceanside Community Makerspace	Promotional materials, supplies, waiving program fees	$1,750	$2,000/$0	Previously funded as part of Oceanside Building Learning Together. This group is now independent.	
Oceanside Minor Lacrosse Association	Pinnies; light tokens	$2,500	$2,000/$0		
Oceanside Track and Field Club	Throwing equipment, computer and software	$2,500	$2,500/$0		
Ravensong Aquatic Club	Training equipment	$2,150	$1,275/ $1,500		
Total Youth Recreation Grants		**$19,054**			

Table 2: Oceanside Recreation Services Community Grant Applications (fall 2019)

Applicant	Project	Amount Requested	Previous Approved Funding in 2018/2019	Comments	Amount for Fall 2019 Recommended by OSC
Arrowsmith Agricultural Association	Coombs Fair Family Day	$1,295	$1,351/$0	2019 event cancelled due to snow.	
Arrowsmith Community Recreation Association	Coombs Candy Walk	$2,127	$2,243/$0		
Arrowsmith Community Recreation Association	Food Skills for Families	$1,200	$1,000/$0		
Arrowsmith Community Recreation Association	Old-fashioned Country Picnic	$1,081	$764/ $1,250		
Errington Cooperative Preschool	Preschool supplies	$1,500	$1,300/$0		
Errington War Memorial Hall	Promotion for ongoing events	$2,000	$3,090/ $1,000		
Forward House Community Society	On the Go program funding	$1,750	$0/$2,215		
Friends of Dunsmuir Park	Equipment, picnic tables	$2,500	$0	New group-could be funded by Recreation or POSAC	
Lions Club of Parksville	*Lions Free Skate ice rental*	$500	$750/$0		
Parksville Golden Oldies Sports Association	Van-Isle Walking Soccer tournament	$2,000	$0	Funded by $1,000 in 2017 as a new start-up	
Parksville Lawn Bowling Club	Lawn bowls	$2,560	$0		
Spinal Cord Injury BC	Equipment rental and event supplies	$2,500	$0/$1,000	Mid-Island event	
Town of Qualicum Beach	Select Committee on Family Day; free family swim 2019	$500	$500/$0	There are two applications in this package for this event, one is for the already held 2019 Family Day and one for the 2020 Family Day event. This request was submitted prior to intake deadline change.	
Town of Qualicum Beach	Family Day free swim 2020	$500	$500/$0	The application indicated that this was for consideration as a	

				youth grant although the free swim serves all demographics.	
Ravensong Masters Swim Club	Program costs, rental fees, coaching expenses	$1,200	$1,200/$0	Rental fees are eligible per grant criteria but professional costs are not.	
Qualicum Community Education and Wellness Society	Universal Access Qualicum Beach fitness equipment	$2,500	$0	UAQB applied in 2018 and were asked to resubmit this application	
Total Community Recreation Grants		**$25,713**			

STRATEGIC PLAN IMPLICATIONS

Social Wellbeing - Make the Region a safe and vibrant place for all, with a focus on children and families in programs and planning.



Cathy MacKenzie
cmackenzie@rdn.bc.ca
September 4, 2019

Reviewed by:

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

Attachments:

Attachment 1: Oceanside Recreation Services Grant Criteria

Attachment 2: Previous Years funding 2010-2019

Youth Recreation Applications:

Attachment 3: Arrowsmith Community Recreation Association - youth sports programs

Attachment 4: Arrowsmith Community Recreation Association – Youth Week basketball tournament

Attachment 5: Bard to Broadway Theatre Society – Performing Arts Education Series

Attachment 6: Bard to Broadway Theatre Society – Summer Youth Theatre Workshop

Attachment 7: Bowser Elementary School – outdoor recreation field trips

Attachment 8: Kwalikum Secondary School - Bike Club bikes and equipment

Attachment 9: Oceanside Community Makerspace Society- development and promotion of programs

Attachment 10: Oceanside Minor Lacrosse – pinnies and light tokens

Attachment 11: Oceanside Track and Field Club – throwing equipment, computer equipment and software

Attachment 12: Ravensong Aquatic Club – training equipment

Community Recreation Applications:

Attachment 13: Arrowsmith Agricultural Association – Coombs Fair Family Day

Attachment 14: Arrowsmith Community Recreation Association – Coombs Candy Walk

Attachment 15: Arrowsmith Community Recreation Association – Food Skills for Families

Attachment 16: Arrowsmith Community Recreation Association – Old Fashioned Country Picnic

Attachment 17: Errington Cooperative Preschool – preschool supplies

Attachment 18: Errington War Memorial Hall – promotion for ongoing events

Attachment 19: Forward House Community Society - 'On the Go' program

Attachment 20: Friends of Dunsmuir Park – equipment, picnic tables

Attachment 21: Lions Club of Parksville – Lions Free Family Skate ice rental

Attachment 22: Parksville Golden Oldies Sports Association – Van-Isle Walking Soccer tournament

Attachment 23: Parksville Lawn Bowling Club – lawn bowls

Attachment 24: Spinal Cord Injury BC – equipment rental and event supplies

Attachment 25: Town of Qualicum Beach – Select Committee on Family Day; Ravensong Aquatic Centre free family swim 2019

Attachment 26: Town of Qualicum Beach – Select Committee on Family Day; Ravensong Aquatic Centre free family swim 2020

Attachment 27: Ravensong Masters Swim Club – Pool rental

Attachment 28: Qualicum Community Education and Wellness Society - Universal Access Qualicum Beach specialized fitness equipment

RDN OCEANSIDE RECREATION SERVICES GRANTS PROGRAM

NOTE: Please read all of the information provided before completing your application.

PROGRAM OBJECTIVE

To provide funds on a District-wide basis to organizations requesting financial assistance to offer recreation programs, special events or projects, which would benefit specific communities or the District as a whole; either youth specific (11-18 years) or to other populations.

BUDGET

Allocation of funding is reviewed each year by the staff and the Oceanside Services Committee, and approved by the Board of the Regional District of Nanaimo. Funding available is equally shared between two categories of grants, the Community Grants and the Youth Grants. Funding is disbursed at the Committee's discretion upon receipt of a completed Grants Program application to a maximum of $2,500 per application and only after Regional Board approval. Larger disbursements may be considered at the Committee's discretion.

APPLICATION PROCESS

1. Submissions for grant applications are advertised and received twice a year. Deadlines are the last Friday in April and August. Groups applying for grants **must** complete an application form, included with this package. Recreation Grant forms are available on the link below or may be picked up at Oceanside Place or the Ravensong Aquatic Centre.

2. Completed application forms are to be submitted to:

   Attention: Cathy MacKenzie
   Recreation Programmer - Community Development
   RDN Recreation and Parks
   830 West Island Highway
   Parksville, B.C. V9P 2X4

ADMINISTRATION OF PROGRAM

1. The Oceanside Services Committee will review and evaluate grant applications. Recommendations regarding successful grant recipients will be forwarded to the Regional Board for approval.

2. Approximately 1/2 of the grant funding is allocated during each intake, although, if deemed appropriate by the Oceanside Services Committee, based on the nature of the proposal, larger expenditures, per term, may be recommended, as funds are available.

3. All applicants will be notified regarding approval status, and once approved, successful applicants will receive funding within 3 weeks of approval date.

4. The Oceanside Services Committee will ensure that each community is generally, equitably represented throughout the year and that a wide range of grant recipients including recreation/parks, sports, arts and culture are represented in the selection process.

5. Successful grant recipients will be required to provide a Summary Report outlining the outcome of the project and accounting of how grant monies were spent within the overall budget. This Summary Report must be submitted to RDN Recreation and Parks within 30 days of project completion. Failure to provide a Summary Report may result in the applicant or organization to which the applicant reports, being declared ineligible for future grant funding.

6. Late submissions may or may not be considered at the discretion of the sub-committee depending on timing, priorities and available funding.

7. It is preferred that the Regional District of Nanaimo name and logo is recognized in any recognition of the project whether promotions, written or signage.

FUNDING CRITERIA

1. Funding will be considered for groups providing **recreation** services in any of the following:
   - new programs
   - expansion of current programs
   - leadership development
   - new or expanded special events
   - special projects

2. When selecting grants priority will be given to the following applications:
   - representative of District wide opportunities
   - representative of Electoral Area communities
   - offering services to a wide range and number of participants
   - gender equitable – accessible to both females and males

3. Only non-profit groups within District 69 qualify for funding.

4. Funds may not be used for honorariums, wages or other professional fees, personal equipment, or individual membership fees.

5. Must be unique in nature – not duplicating services already provided in the community unless a demand can be demonstrated.

6. It is recommended that groups identify a minimum of one other revenue source within their funding proposal other than the Regional District of Nanaimo.

7. Groups applying for more than one project or program may be considered depending on the availability of funding; however, groups may not apply for funding from both Community Grants and Youth Grants for the same proposal.

8. Projects receiving funding from other Regional District of Nanaimo Grants Programs will not be eligible for additional funding from the Recreation Grants Program. Groups may apply for different projects for their organization but will not receive more than one source of RDN funding for the same project.

9. Groups may apply for funding each term and each year; however, funds are not guaranteed on a regular, on-going basis.

10. The Recreation Grants Program excludes requests for repairs, maintenance or capital improvements to community operated buildings or halls. This type of request should be directed to funding that may be provided by the Electoral Area Community Parks function.

11. Some applications, requiring approval and/or cooperation from land owners, several organizations or funders, may be approved in principle with conditions including:
    - Providing written approval from land owners/, municipalities;
    - Providing written proof /receipt that other funding and partners are in place to sustain the whole project and budget;
    - Others as need arises

    Once the conditions are met then funds will be disbursed. Formal agreements may be required depending on the nature of the application.

12. Recreation Grants must be used by the applicant for the sole purpose as described in the grant application. Successful grant recipients must spend the funds for the approved purposes within twelve months of receiving the funds, or the funds shall be returned to the RDN.

13. Any funding remaining in one category (i.e. Youth or Community) that has not been dispersed during the year may be allocated to the other grant category in the fall.

RDN Recreation Grant Distribution History	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
Arrowsmith Agricultural Association		1351	437	1414	1982	2725	1493	374	2500	
Arrowsmith Community Recreation Association- Music program								743	2077	3361
Arrowsmith Community Recreation Association- Coombs Candy Walk		2243	1000	1000		1500			1500	
Arrowsmith Community Recreation Association- Youth & sport	461	824	2985	4935	5700	2900	3590	3641	1160	2464
Arrowsmith Community Recreation Association- Community Picnic	1250	764	909	877	529					
Arrowsmith Community Recreation Association- Food Skills program		1000	1000	750						
Association of Family and Community Supprt Services										1080
Ballenas Secondary School			2500	2500		500		880		
Ballenas Dry Grad		900	1000	1200	1200	1200	1250		2000	
Ballenas Whalers Football Support Society			2000					2500		
Bard to Broadway		1590	1660	1970	3180	2500	2500	3280	3300	1585
893 Beaufort Squadron Air Cadets		4500		1950	2500		1500	1500		
Bow Horn Bay Community Club	2500	2500	2400	1200	5000	2500	3250			
Bowser Elementary School	2500	2500	1000			1000	700			
Bowser Tennis Club	2253	1399			2484			1000		
Building Learning Together (Oceanside)	650	2000	689	658	1500	242	295	1804	2500	475
C.H.R.C.O.								-2500	2500	
Corcan Meadowood Residents Association		2355	4313	2000	2350	2845	1500	1500	1500	
District 69 (Oceanside) Minor Softball		2000	2500				2851	2000	2000	2000
Errington Co-op Preschool		1300	1000		2500	1000	905	1200	1200	
Errington Elementary School	3894	4300	1000	7500	5000		3765			
Errington Therapeutic Riding Association				1000	1000		1100	1100	1154	2500
Errington War Memorial Hall Association	1000	3090	4689	1050	1100	1000			1183	1650
Family Resource Centre- Preschool & special needs programs		1200	1800	1200	1500	1070	2000		1700	1035
Family Resource Centre- Youth programs		2500	900	5341.83	4395	1,085	2,200	1200	600	3045
French Creek Elementary School PAC							2750			
Forward House Community Society	2215		1500		2328	2230				
Harmony Band						850	1424			
Inclusion Parksville (formerly Parksville/Dist Ass for Community Living)				1000		-500		500	2530	
Kidfest (Oceanside Kidfest Society)			1300	1200		2500		950	1240	1750
Kwalikum Sec. School Dry Grad				1200	1200	1200	1250		2000	1250
Kwalikum Secondary School		1000							1500	
Lighthouse Community Centre Society			500		2200	2500				1424
Lighthouse Community Slo-Pitch					687	1200				
Lighthouse Recreation Commission							3000	2700	2700	2500
Mid-Island Distance Youth Running Club	1054									
Milner Gardens and Woodland									1195	
Mount Arrowsmith Pipe Band									1500	
Nanoose Bay Activities and Recreation Society			-576	3076						
Nanoose Place Children's Playgroup								1200		
Nanoose Place Landscaping Project (Eswyn's Alpine/Rock Garden)		650							1500	
Nanoose Place Seniors				828						
The Nature Trust of BC				700	700					
Navy League of Canada								1500		
North Island Wildlife Recovery Association							450			

RDN Recreation Grant Distribution History	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
Oceanside BMX					2500		2500	1600	1500	2500
Oceanside Elementary School					2500					
Oceanside Minor Baseball Association							1859	1500	1500	2117
Oceanside Community Arts Council	$900	1000	2435	1250	2000		1500	1950		3361
Oceanside Floor Curling Club			1200							
Oceanside Generals Junior B Hockey Club										3,500
Oceanside Minor Hockey Association									1200	
Oceanside Minor Lacrosse Association		2000			2500					
Oceanside Paddlers (Dragon Boat Club)					4243					
Oceanside Tourism Association									1500	
Oceanside Track and Field Club		2500	2500				7174		3500	
Oceanside Women's Hockey Travel Team		1555								
Oceanside Youth Football								2000		
One Five One										2500
Panters Hockey										1650
Parksville & District 69 Team							1300	1500	1500	1400
Parksville and Dist Musical Association										1450
Parksville Badminton Club							793	2500		
Parksville Curling Club	2000	2500	2314	2500	2200		1275			2000
Parksville & District Rock and Gem Club					1500					
Parksville Elementary School PAC								1500		
Parksville Golden Oldies Sports Association	800	1500				1630.3				
Parksville Indoor Slow-Pitch League		1600	1100							
Parksville Lawn Bowling Club						750				
Parksville Lions Club		750	1000					1500	1500	
Parksville Qualicum Foundation								-1500	1500	1850
Parksville Oceanside Pickleball Society			1000	1000						
Parksville Quilt House Quilter's Guild						2500				
Parksville Seniors Athletic Group (Slo-Pitch)		1350							500	2000
Parksville Volleyball Club		2500				1250				
Qualicum Bay Lions										600
Qualicum Community Education and Wellness Society		1500	1250	800						
Qualicum Beach Community Garden Society		3817								
Qualicum Beach Elementary School PAC			5000	1200						
Qualicum Beach Lawn Bowling Club				1000					1400	
Qualicum Beach Historical & Museum Society									750	752
Qualicum and Dist Curling Club			1200		4500				1000	1994.98
Qualicum Weavers and Spinners Guild	2000		1120	1200						
Qualicum Woods Residents Association		-375	375							
Ravensong Aquatic Club	1275	1500	1000	2200	2500	1000		2500	3500	7000
Ravensong Masters Swim Club		1200		1000	1250	1250	1200	500	1000	2500
Ravensong Waterdancers Synchro Club				2100		2780		500		
Rough Diamonds Creative Arts Society										800
School District #69			2000							
Special Olympics BC Oceanside							2000			

RDN Recreation Grant Distribution History	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
Spinal Cord Injury BC	1000									
TOSH -The Old School House Arts Centre								1800		1200
Tri-Athletics Society				1200						
Town of Qualicum Beach - Beach Day	1000	1000	1000	1000	1500	1500	1500	1000		
Town of Qualicum Beach- Family Day		500	500							
Vancouver Island Opera				1500	2000	1200	2150	1210	1220	730
Van-Isle Walking Soccer			1000							
Wildwood Community Church										1000
Winchelsea Elementary School PAC							10,094			
YoungLife Canada (Qualicum Beach)		750							835	
Total Annual Grants Budget	**$75,000**	**$75,000**	**$62,500**	**$62,500**	**$62,500**	**$62,500**	**$62,500**	**$62,500**	**62,500**	**$62,500**
Previous Year's Surplus	**$7,887**	**0**	**0**	**0**	**15,728**	**0**	**8,618**	**0**	**2,444**	**6968**
Total Grants Available per Annum	**$82,887**	**75000**	**62,500**	**62,500**	**78,228**	**62,500**	**71,118**	**62,500**	**64,944**	**$69,468**
Total Annual Grants Distributed to Date	**26,752**	**67,113**	**62,500**	**62,500**	**78,228**	**45,907**	**71,118**	**47,132**	**64,944**	**$67,024**
Remainder to Date	**$56,135**	**$7,887**	**$0**	**$0**	**$0**	**$16,593**	**$0**	**$15,368**	**$0**	**$2,444**

REGIONAL DISTRICT OF NANAIMO
RECREATION AND PARKS

DISTRICT 69 RECREATION GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

[ ] COMMUNITY GRANTS
(Projects for families, young children, adults and seniors) beneficiaries

[x] YOUTH GRANTS
(Projects with the majority of between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization:	Arrowsmith Community Recreation Association
Mailing Address:	PO Box 94, Coombs, BC
Postal Code:	V0R 1M0
Phone Number:	[redacted]
Alternate:	
Contact Name:	Randy Longmuir
Email:	[redacted]

Is your organization or your parent organization registered as a non-profit society in BC?

Yes [X] No [ ]

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project [ ]
2. Expansion/Enhancement of Existing Program / Project [X]
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ❑ Purpose
- ❑ Background
- ❑ Goals and objectives
- ❑ Type of project – activity, program, event, etc.
- ❑ Location of project
- ❑ Approximate number of participants to be served
- ❑ Ages of participants
- ❑ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ 2,100.00

2. Specify, in general, how funds will be utilized:

The funds will be used to pay the facility rental cost for two youth sports programs, the Youth 11-15 Drop-in Basketball and Youth 16+ Drop-in Basketball. Two ten-week sessions, one in fall, 2019 and one in winter, 2020 will be conducted for each of these two programs.

3. Copy of organization's financial statement included? Yes [X] No [ ]
   Give reason if no:

4. What other effort is your organization undertaking to obtain funds for this program / project?

Donation jars are set out at the facility for the duration of the programs. The Arrowsmith Agricultural Association has provided a reduced rate for our Youth Basketball programs, reducing the rate from $50.00 an hour to $30.00 an hour.

5. Were any requests for funding granted or in the process of being considered? Yes [ ] No [X]
   Granted or being considered by:

Description of the Program / project:

Purpose:

The purpose of the programs listed below is to provide a variety of free and accessible programs for youth, ages 11-18, living in the Arrowsmith Community (Area F), while also being welcoming to all District 69 youth who would like to participate.

Goals and Objectives:

To offer free youth programs in a community where many families live on a limited income.
To offer programs which are geographically accessible to as many community youth as possible.
To encourage families who have transportation to carpool to enable more youth to attend.
To involve the community and businesses by asking for volunteer facilitators and in-kind donations.
To introduce youth to activities that they might otherwise not have the opportunity to participate in at a school or community level, due to ability, cost or accessibility.
To provide youth with an opportunity to be active.
To welcome and respect all levels of experience and ability.
To welcome all Oceanside youth, to help break down any perceived community barriers.

Location:
All programs will be offered in the Arrowsmith Activity Building on the Coombs Fairgrounds.

Program One: Youth 11-15 Drop-in Basketball

The Youth 11-15 Drop-in Basketball program continues to be a great success. Community youth are welcomed to a safe and respectful atmosphere to play recreational basketball, and to make new friends. The program is open to ages 11-15, and last season was regularly attended by between 12 and 20 youth. The 2019 fall program and winter 2020 program will run from 6:30-8:00pm, for a ten-week period each session. Many of the youth who attend are not confident to try out for a school team, unsure of their skill level, or thinking that they may not fit in. The youth know that all levels of play are respected at youth night, and that no one gets "cut" from the team.

Program Two: Youth 16+ Drop-in Basketball Program

Players are always eager to return to this popular program offered from 7:00-9:00pm, for youth 16 and older. The spring 2019 program was regularly attended by between 15 - 25 participants. Sportsmanship, skill development, and team camaraderie are all priorities encouraged. Both the fall and winter basketball programs will be offered for ten weeks, with the program culminating in a round robin tournament the last night of each session.

Financial Information:

Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ☐ all revenues associated with the project
- ☐ any fees charged to participants
- ☐ any other financial contributions of any kind (include items awaiting approval)
- ☐ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

Please see attached Budget

REVENUES:	Amount	EXPENDITURES:	Amount

Totals Revenue: $ 1640

Total Expenditure: $ 3740

Amount Requested for funding (Shortfall): $ 2,100.00

Signature: Randy Longmuir

Date: Aug. 14/2019

ACRA Program Budget

Program One - Fall Youth 11-15 Drop-in Basketball Program

REVENUE	Amount
Donation Jar	60
Facility Rental rate reduction in-kind $20.00/hr x 15 hours	300
Total Revenue	**360**

EXPENSES	
Snacks on last day of program	60
Facility Rental $50.00/hr x 15 hours	750
Total Expenses	**810**

Program One Shortfall	**-450**

Program Two - Fall Youth 16+ Drop-in Basketball Program

REVENUE	Amount
Donation Jar	60
Facility Rental rate reduction in-kind $20.00/hr x 20 hours	400
Total Revenue	**460**

EXPENSES	
Snacks on last day of program	60
Facility Rental $50.00/hr x 20 hours	1000
Total Expenses	**1,060.00**

Program Two Shortfall	**-600.00**

Program Three - Winter Youth 11-15 Drop-in Basketball Program

REVENUE	Amount
Donation Jar	60
Facility Rental rate reduction in-kind $20.00/hr x 15 hours	300
Total Revenue	**360**

EXPENSES	
Snacks on last day of program	60
Facility Rental $50.00/hr x 15 hours	750
Total Expenses	**810**

Program Three Shortfall	**-450**

Program Four - Winter Youth 16+ Drop-in Basketball Program

REVENUE	Amount
Donation Jar	60
Facility Rental rate reduction in-kind $20.00/hr x 20 hours	400
Total Revenue	**460**

EXPENSES	
Snacks on last day of program	60
Facility Rental $50.00/hr x 20 hours	1000
Total Expenses	**1,060.00**

Program Four Shortfall	**-600.00**

Total Revenue for All Four Programs	**1,640.00**
Total Expenses for All Four Programs	**3,740.00**
Total Shortfall for All Four Programs	**-2,100.00**

Arrowsmith Community Recreation Association (ACRA) 2018 Operating Statement

INCOME	2018 Proposed Budget	2018 Final Budget	YTD Actual
Recreation Services Agreement			
Carry Forward	0	1,015	1,015
RDN Base Contract Funding	71,290	72,328	75,324
Contract Growth Request	1,426	1,447	
RDN Base Contract Funding Subtotal	72,716	73,775	76,339
RDN CPI Increase	1,059	1,549	included above
Total RSA Funding			
Total RSA Funding including Carry Forward	73,775	76,339	76,339
RSA - ART Program Revenue			
Carry Forward	0	7,728	7,728
ART Program Income	4,650	4,516	3,649
ART Fundraisers	3,000	300	0
Credit Union Interest	1	1	4
RDN Grants for programs	7,331	7,331	7,331
Total Other Revenue	14,982	19,876	18,712
Total RSA/ART Income	**88,757**	**96,214**	**95,051**
ACRA non-RSA Operating Revenue			
Credit Union Interest	2	2	1
Total Other Revenue	2	2	1
Event Revenue			
Fund Raiser	3,000	3,000	0
Total Event Revenue	3,000	3,000	0
Total ACRA non-RSA Income	**3002**	**3002**	**1**
Total RSA/ART/ACRA Income	**91,759**	**99,216**	**95,052**

EXPENSES	2018 Proposed	2018 Final	YTD
Recreation Services Agreement	**Budget**	**Budget**	**Actual**
ARC1 Contract	27,500	28,875	28,738
ARC1 Car Allowance	960	960	960
ARC2 Contract	18,375	20,580	19,654
ARC2 Car Allowance	960	960	960
ARC3 Contract	17,150	18,375	18,907
ARC3 Car Allowance	960	960	960
WorkSafeBC Premiums	600	675	618
Liability Insurance	1,600	1,800	1,534
Credit Union Charges	15	15	0
Community Cupboard	6,400	6,400	5,670
Supplies	830	1,500	1,056
Advertising & Promotions	1,400	1,500	410
Program Facilitators	2,300	2,650	2,601
RSA Contract Program Costs	2,000	2,000	68
Seminars & Meetings	240	300	164
Miscellaneous	136	333	334
RSA Operating Expenses	**81,426**	**87,883**	**82,632**
Capital Costs			
Total Capital Costs	**0**	**1,000**	**1011.53**
Non-RSA ACRA Operating Expenses			
Credit Union Charges	5	5	18
Advertising and Promotions	105	105	0
Office Supplies	25	25	0
Directors' Liability Insurance	550	550	560
Memberships/Licenses	67	67	60
Website/Internet	300	300	233
Administration Costs	50	50	142
Program Expenses	150	150	0
RDN Grants for programs	7,331	7,331	7,272
Total Operating Expenses	**8,583**	**8,583**	**8,284**
Event Expenses			
Fundraiser	1,750	1,750	0
Total Event/Sales Expenses	**1,750**	**1,750**	**0**
Total Non-RSA ACRA Expenses	**10,333**	**10,333**	**8,284**
Total Expenses	**91,759**	**99,216**	**91,928**
Net Balance	**0**	**0**	**3,124**

RDN Grants Received by ACRA in 2018

• RDN Community Grant for the Coombs Candy Walk	$ 2243.00
• RDN Community Grant for Coombs Community Picnic	$ 764.00
• RDN Youth Grant-Facility rental for youth programs	$ 2500.00
• RDN Youth Grant for Youth Week 3-on-3 Basketball Tournament	$ 500.00
• RDN Youth Grant for Growing Wild Summer Camp	$ 324.00
• RDN Community Grant for Food Skills for Families	$ 1000.00
Total Grants Received by ACRA	**$ 7331.00**

REGIONAL DISTRICT OF NANAIMO
RECREATION AND PARKS

DISTRICT 69 RECREATION GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

☐ COMMUNITY GRANTS
(Projects for families, young children, adults and seniors) beneficiaries

☒ YOUTH GRANTS
(Projects with the majority of between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: Arrowsmith Community Recreation Association

Mailing Address: PO Box 94, Coombs, BC

Postal Code: V0R 1M0

Phone Number: [redacted] Alternate:

Contact Name: Randy Longmuir

Email: [redacted]

Is your organization or your parent organization registered as a non-profit society in BC?

Yes ☒ No ☐

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project ☐
2. Expansion/Enhancement of Existing Program / Project ☒
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ❑ Purpose
- ❑ Background
- ❑ Goals and objectives
- ❑ Type of project – activity, program, event, etc.
- ❑ Location of project
- ❑ Approximate number of participants to be served
- ❑ Ages of participants
- ❑ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ $549.58

2. Specify, in general, how funds will be utilized:

The requested funds will be used to pay the facility rental cost, food, and prizes for a 3 on 3 Basketball Tournament as part of the RDN's 2020 Youth Week celebrations. This Youth Week activity has been held for the previous four years, and has grown to full capacity. Teams from Port Alberni and Nanaimo have joined local youth and have enjoyed the inclusive, but competitive format of this tournament.

3. Copy of organization's financial statement included? Yes [x] No [ ]
Give reason if no:

4. What other effort is your organization undertaking to obtain funds for this program / project?

Local businesses will be contacted in the hope that they will contribute food, prizes, and water for the 3 on 3 basketball tournament. The Coombs Old Country Market has been very supportive in their donations the last four years and we anticipate their support again in 2020.

5. Were any requests for funding granted or in the process of being considered? Yes [ ] No [x]
Granted or being considered by:

No funding has been granted at this time, but potential in-kind donations have been listed in the program budget.

Description of the Program / project:

Purpose:
The purpose of the program listed below is to provide a free and accessible Youth Week activity for youth living in Arrowsmith (Electoral Area F), while also being welcoming to all youth who would like to participate. Building on the success of ACRA's previous Youth Week 3 on 3 basketball tournaments, which have hosted up to 16 teams, and ACRA's drop-in basketball programs, the goal is to ensure that the 2020 3 on 3 basketball tournament is as successful as previous years.

Goals and Objectives:
To participate in the RDN's Youth Week celebration by organizing and hosting an activity for youth.
To offer a free Youth Week activity in a community where many families live on a limited income.
To offer a Youth Week activity that is geographically accessible to as many community youth as possible.
To involve the community and businesses by asking for volunteer facilitators and in-kind donations.
To provide youth with an opportunity to be active during Youth Week.
To provide youth with a welcoming and safe environment.
To welcome all youth, to help break down any perceived community barriers.

Type of project-activity, program event etc:
The Youth Week 3 on 3 Basketball Tournament will provide a Youth Week activity for youth 13-16 years of age. The 3 on 3 basketball tournament will provide an opportunity for local youth to celebrate Youth Week at a welcoming and safe event. The success of the Youth Drop-in Basketball program and previous very successful Youth Week 3 on 3 tournaments in Arrowsmith would indicate that this tournament should continue to be well-attended. The tournament has been very fortunate to have had a great team of volunteers organize and referee the tournament.

Location:
The Youth Week 3 on 3 basketball tournament will be offered in the Arrowsmith Activity Building gym on the Coombs Fairground.

Approximate number of participants:
The 2019 Youth Week 3 on 3 basketball tournament hosted over 40 players, as some of the 12 teams participating had more than three members. The event can accommodate a similar number of players in 2020.

Ages of Participants:
The tournament is for players who are 13-16 years of age.

Financial Information:

Please provide the following information regarding the project budget:

(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

***Please see attached budget**

REVENUES:	Amount	EXPENDITURES:	Amount

Totals Revenue: $ 481.42

Total Expenditure: $ 1,031.00

Amount Requested for funding (Shortfall): $ 549.58

Signature: Randy Longmuir

Date: Aug. 14, 2019

Coombs Community Picnic Budget 2020

Revenue/ In-Kind Donations		Amount	Expenses		Amount
Carry-over from 2019		$100.42			
Facilitators (2x$24/hourx4.5 hours)					
In-Kind Facilitator fees		$216.00	Facilitator fees		$216.00
	Total	$216.00		**Total**	$216.00
Facility Rental ($50.00x4.5)			**Facility Rental ($50.00x4.5)**		
AAA (1 Hour In-Kind Facility Rental)		$50.00	Arrowsmith Activity Building		$225.00
	Total	$50.00		**Total**	$225.00
Food and Supplies			**Food and Supplies**		
Coombs Old Country Market - water		$20.00	water		$20.00
Coombs Old Country Market - cookies		$45.00	cookies		$45.00
			napkins		$5.00
			pizza		$200.00
	Total	$65.00		**Total**	$270.00
Miscellaneous			**Miscellaneous**		
Local businesses - prize donation		$50.00	Prizes		$180.00
			Posters		$20.00
			Score-keeper flip scoreboard (2)		$120.00
	Total	$50.00		**Total**	$320.00
Total Revenue/In-kind		$481.42	**Total Expenses**		$1,031.00

Balance/Shortfall **-$549.58**

Arrowsmith Community Recreation Association (ACRA) 2018 Operating Statement

INCOME	2018 Proposed Budget	2018 Final Budget	YTD Actual
Recreation Services Agreement			
Carry Forward	0	1,015	1,015
RDN Base Contract Funding	71,290	72,328	75,324
Contract Growth Request	1,426	1,447	
RDN Base Contract Funding Subtotal	72,716	73,775	76,339
RDN CPI Increase	1,059	1,549	included above
Total RSA Funding			
Total RSA Funding including Carry Forward	73,775	76,339	76,339
RSA - ART Program Revenue			
Carry Forward	0	7,728	7,728
ART Program Income	4,650	4,516	3,649
ART Fundraisers	3,000	300	0
Credit Union Interest	1	1	4
RDN Grants for programs	7,331	7,331	7,331
Total Other Revenue	14,982	19,876	18,712
Total RSA/ART Income	**88,757**	**96,214**	**95,051**
ACRA non-RSA Operating Revenue			
Credit Union Interest	2	2	1
Total Other Revenue	2	2	1
Event Revenue			
Fund Raiser	3,000	3,000	0
Total Event Revenue	3,000	3,000	0
Total ACRA non-RSA Income	**3002**	**3002**	**1**
Total RSA/ART/ACRA Income	**91,759**	**99,216**	**95,052**

EXPENSES	2018 Proposed	2018 Final	YTD
Recreation Services Agreement	**Budget**	**Budget**	**Actual**
ARC1 Contract	27,500	28,875	28,738
ARC1 Car Allowance	960	960	960
ARC2 Contract	18,375	20,580	19,654
ARC2 Car Allowance	960	960	960
ARC3 Contract	17,150	18,375	18,907
ARC3 Car Allowance	960	960	960
WorkSafeBC Premiums	600	675	618
Liability Insurance	1,600	1,800	1,534
Credit Union Charges	15	15	0
Community Cupboard	6,400	6,400	5,670
Supplies	830	1,500	1,056
Advertising & Promotions	1,400	1,500	410
Program Facilitators	2,300	2,650	2,601
RSA Contract Program Costs	2,000	2,000	68
Seminars & Meetings	240	300	164
Miscellaneous	136	333	334
RSA Operating Expenses	**81,426**	**87,883**	**82,632**
Capital Costs			
Total Capital Costs	**0**	**1,000**	**1011.53**
Non-RSA ACRA Operating Expenses			
Credit Union Charges	5	5	18
Advertising and Promotions	105	105	0
Office Supplies	25	25	0
Directors' Liability Insurance	550	550	560
Memberships/Licenses	67	67	60
Website/Internet	300	300	233
Administration Costs	50	50	142
Program Expenses	150	150	0
RDN Grants for programs	7,331	7,331	7,272
Total Operating Expenses	**8,583**	**8,583**	**8,284**
Event Expenses			
Fundraiser	1,750	1,750	0
Total Event/Sales Expenses	**1,750**	**1,750**	**0**
Total Non-RSA ACRA Expenses	**10,333**	**10,333**	**8,284**
Total Expenses	**91,759**	**99,216**	**91,928**
Net Balance	**0**	**0**	**3,124**

RDN Grants Received by ACRA in 2018

• RDN Community Grant for the Coombs Candy Walk	$ 2243.00
• RDN Community Grant for Coombs Community Picnic	$ 764.00
• RDN Youth Grant-Facility rental for youth programs	$ 2500.00
• RDN Youth Grant for Youth Week 3-on-3 Basketball Tournament	$ 500.00
• RDN Youth Grant for Growing Wild Summer Camp	$ 324.00
• RDN Community Grant for Food Skills for Families	$ 1000.00
Total Grants Received by ACRA	**$ 7331.00**

REGIONAL DISTRICT OF NANAIMO
RECREATION AND PARKS

RECREATION GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

[ ] COMMUNITY GRANTS
(Projects for families, young children, adults, and seniors)

[X] YOUTH GRANTS
(Projects with the majority of beneficiaries between the ages of 11 – 18 yrs)

Date of Application: **12 April 2019**

A. ORGANIZATION INFORMATION

Name of Organization: **Bard to Broadway Theatre Society**

Address: **Street: 186 Shelly Road, Parksville, BC**
Mailing: Box 427, Qualicum Beach, BC

Postal Code: **V9K 1S9**

Phone Number: [redacted] Alternate: **n / a**

Contact name: **Eileen Butts**

Email: [redacted]

Is your organization or your parent organization registered as a non-profit society in BC?

Yes [X] No [ ]

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project [X]
2. Expansion / Enhancement of Existing Program / Project [ ]
3. Description / purpose of the program:

Please see Page 3.

C. FINANCIAL INFORMATION

1. Amount requested: **$1210**

2. Specify, in general, how funds will be utilized.

Over a 4-week period, the funds will be used for facility rental.

3. Copy of specific program budget included? Yes [X] No [ ]

Give reason if no: **n / a**

4. Copy of organization's financial statement included? Yes [X] No [ ]

Give reason if no: **n / a**

5. What other effort is your organization undertaking to obtain funds for this program / project?

BC Community Gaming grant application – in process, no word yet.

Sponsors / donors / foundations – in process, no word yet.

6. Were any requests for funding granted? Yes [ ] No [X]

Granted by:

7. Please provide detailed budget information:

Please see Page 4.

REGIONAL DISTRICT OF NANAIMO
RECREATION AND PARKS

RECREATION GRANTS PROGRAM

Bard to Broadway ~

Performing Arts Education Series – 2019

1. **Purpose**:

   The purpose of the program(s) is to provide an opportunity for children and youth to participate in a stimulating, high-calibre, performing arts experience during the summer months. Participants receive instruction / training from superbly-qualified professionals in a friendly, supportive, purposeful environment.

2. **Goals and Objectives**:

   a. Through the program(s), participants will develop and improve their performing arts skills in acting, improvisation, scene-work, dance, rhythm, and vocal music (solo, small ensemble, and choral).

   b. Through the program(s), participants will develop and improve:

   -- their individual realization of artistic capability and self-worth,
   -- their sense of personal and group responsibility,
   -- their interpersonal and teamwork skills, and
   -- their knowledge / understanding of theatre conventions and theatre etiquette.

   c. Through the program(s), participants will develop and improve their awareness of and contribution to community spirit.

3. **Location**:

   The program(s) will take place in Qualicum Beach and Parksville, and will include children and youth from the municipalities as well as the surrounding communities.

4. **JuMP !** ~ Junior Music and Performance:

Dates:	July 22 – 27, 2019.
Ages:	6 – 12 years.
Time:	9:00 am – 3:00 pm daily.
Participants:	unlimited, but probably about 25.
Background	Through a lively, well-planned series of fun, engaging activities, the youngsters demonstrate and strengthen their creative skills. The educational team includes four highly-respected instructors, Miranda Atkinson and Allison Shaw among others. On Saturday 27th *(the 6th day of the program)* a musical showcase recital will be held for families and interested community members.

5. **TMT** ~ Teen Musical Theatre:

Dates	July 29 – August 17, 2019.
Ages:	13 – 18 years.
Time:	10:00 am – 4:00 pm weekdays.
Participants:	unlimited, but probably about 20.
Background	***"Willy Wonka Jr."*** Over the 3-week period, and under the tutelage / direction of experienced professionals, led by Hilary Whelton, participants will undertake to audition, prepare, rehearse and perform this lively teen-adapted musical adventure to everyone's favourite chocolate factory. Performances, open to the public, will take place on Thursday 15th *(evening)*, Friday 15th *(matinee & evening)* and Saturday 17th *(matinee)*.

REGIONAL DISTRICT OF NANAIMO
RECREATION AND PARKS

RECREATION GRANTS PROGRAM

Bard to Broadway ~

Performing Arts Education Series – 2019

July 22 – July 27 *JuMP !* *Junior Music & Performance*
July 29 – Aug. 17 *T.M.T.* *Teen Musical Theatre*

Budget -- 12 April, 2019

REVENUE

Grants	RDN			????	
Fees	JuMP	Registrations	25 @ 170	4,250	
	TMT	Registrations	20 @ 275	5,500	***9,750***
Sales	JuMP	Recital / Showcase Tix	70 @ 5	350	
	TMT	Performance Tix	380 @ 12	4,560	***4,910***
				Total Revenue	***14,660***

EXPENSES

Facilities	Rental		2,500	***2,500***
Staff	JuMP	Teaching / Instruction	2,250	
	JuMP	Tech Support	200	
	TMT	Direction / Choreog. / Vocal Instruc.	5,250	
	TMT	Tech / Production Support	300	***8,000***
Bursaries	for needy students		1,100	***1,100***
Materials	JuMP	Scripts / Music	220	
	TMT	Scripts / Music / Royalties	2,100	***2,320***
Production	Sets / Props / Costumes		1,000	
	Publicity, Promotion, Posters, Programmes		55	***1,055***
Administration	Box Office & Book-keeping		410	
	Supplies, Postage, Duplicating, misc.		485	***895***
			Total Expenses	***15,870***

Amount requested for funding (Shortfall) ***$ 1,210***

BARD TO BROADWAY THEATRE SOCIETY

FINANCIAL STATEMENTS
(Unaudited - See Notice to Reader)

December 31, 2018

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SABO, JANG & CO. LTD.
(A Professional Corporation)
Chartered Professional Accountants

GREG K. SABO, CPA, CGA

MICHAEL JANG, CPA, CGA, CAFM

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Bard To Broadway Theatre Society as at December 31, 2018 and the statements of operations and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Sabo, Jang & Co. Ltd

Sabo, Jang & Co. Ltd.
Chartered Professional Accountants

Parksville, BC
April 25, 2019

BARD TO BROADWAY THEATRE SOCIETY
STATEMENT OF OPERATIONS
(Unaudited - See Notice to Reader)
For the year ended December 31, 2018

	2018	2017
REVENUE		
Mainstage ticket sales	$ 126,581	$ 78,935
Education program revenue	28,533	23,779
Shelly Road revenue and subsidy	20,846	18,408
Sponsorships	10,532	13,100
Grants and donations	16,254	7,011
Other revenue	1,719	5,295
Concession and bar revenue	2,875	3,026
Membership fees	850	1,680
	208,190	151,234
EXPENSES		
Accounting and bookkeeping	6,966	6,025
Amortization of tangible assets	-	493
Bank and credit card charges	8,693	6,823
Box office and front of house	1,623	6,619
Concession costs	1,524	1,310
Education program costs	20,803	15,437
Insurance	3,518	627
Mainstage production costs	73,844	78,699
Office, telephone and other	3,973	2,881
Publicity and promotion	17,399	16,959
Rent	26,509	22,873
Shelly Road costs	21,546	17,644
Volunteers and recognition cost	3,823	2,724
	190,221	179,114
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	**$ 17,969**	**$ (27,880)**

SABO, JANG & CO. LTD.

BARD TO BROADWAY THEATRE SOCIETY
STATEMENT OF CHANGES IN NET ASSETS
(Unaudited - See Notice to Reader)
For the year ended December 31, 2018

NET ASSETS	Invested in capital assets	Restricted	Unrestricted	Total 2018	Total 2017
Balance, beginning of year	$ 1,480	$ 75,000	$ 34,100	$ 110,580	$ 138,460
Excess (deficiency) of revenues over expenses	-	-	17,969	17,969	(27,880)
	1,480	75,000	52,069	128,549	110,580
Balance, end of year	**$ 1,480**	**$ 75,000**	**$ 52,069**	**$ 128,549**	**$ 110,580**

SABO, JANG & CO. LTD.

BARD TO BROADWAY THEATRE SOCIETY
STATEMENT OF FINANCIAL POSITION
(Unaudited - See Notice to Reader)
December 31, 2018

ASSETS

	2018	2017
CURRENT		
Cash	$ 120,015	$ 92,822
Prepaid expenses	22,396	18,791
TOTAL CURRENT ASSETS	142,411	111,613
TANGIBLE CAPITAL ASSETS (Note 2)	1,479	1,479
TOTAL ASSETS	**$ 143,890**	**$ 113,092**

LIABILITIES

CURRENT		
Accounts payable and accrued liabilities	$ 11,047	$ 2,256
Goods and services tax payable	3,719	181
Prepaid rent and security deposits	575	75
TOTAL LIABILITIES	15,341	2,512

NET ASSETS

Net assets invested in capital assets	1,480	1,480
Restricted net assets(Note 3)	75,000	75,000
Unrestricted net assets	52,069	34,100
TOTAL NET ASSETS	128,549	110,580
TOTAL LIABILITIES & NET ASSETS	**$ 143,890**	**$ 113,092**

Approved on behalf of the Board:

_____, Director

_____, Director

SABO, JANG & CO. LTD.

BARD TO BROADWAY
SCHEDULE OF SHELLY ROAD RENTAL INCOME
Year Ended December 31, 2018

	2018	2017
REVENUE		
Rental Revenue	15,038	11,027
City of Parkville	5,808	7,381
	20,846	18,408
EXPENSES		
Repairs and maintenance	6,328	4,090
Bank charges	215	59
Utilities	2,732	2,177
Telephone	1,930	2,522
Office expenses	1,940	396
Management fees	8,400	8,400
	21,545	17,644
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSE	- 699	764

Sabo, Jang & Co. Ltd.

BARD TO BROADWAY THEATRE SOCIETY
NOTES TO FINANCIAL STATEMENTS
(Unaudited - See Notice to Reader)
December 31, 2018

1. PURPOSE OF THE NOT-FOR-PROFIT ORGANIZATION

The purpose of the organization is to operate live theater in Qualicum Beach and surrounding areas.

2. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	Net Book Value 2018	Net Book Value 2017
Furniture and fixtures	$ 60,114	$ 60,114	$ -	$ -
Production assets	18,001	18,001	-	-
Tools and equipment	2,465	986	1,479	1,479
	$ 80,580	$ 79,101	$ 1,479	$ 1,479

3. RESTRICTIONS ON NET ASSETS

The Board has passed a motion internally restricting $75,000 as a reserve for future facility needs.

REGIONAL DISTRICT OF NANAIMO
RECREATION AND PARKS

RECREATION GRANTS PROGRAM
APPLICATION FORM

Please identify which grant category you are applying for:

[ ]	COMMUNITY GRANTS	[X]	YOUTH GRANTS
(Projects for families, young children, adults, and seniors)		(Projects with the majority of beneficiaries between the ages of 11 – 18 yrs)	

Date of Application: **12 April 2019**

A. ORGANIZATION INFORMATION

Name of Organization: **Bard to Broadway Theatre Society**

Address: **Street: 186 Shelly Road, Parksville, BC**
Mailing: Box 427, Qualicum Beach, BC

Postal Code: **V9K 1S9**

Phone Number: [redacted] Alternate: **250-752-9867 (ts)**

Contact name: **Eileen Butts** **Thea Stavroff**

Email: [redacted]

Is your organization or your parent organization registered as a non-profit society in BC?

Yes [X] No [ ]

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project [X]
2. Expansion / Enhancement of Existing Program / Project [ ]
3. Description / purpose of the program:

Please see Pages 3-4.

C. FINANCIAL INFORMATION

1. Amount requested: ***$ 295***

2. Specify, in general, how funds will be utilized.

The funds will be used for facility rental.

3. Copy of specific program budget included? Yes [X] No [ ]

Give reason if no: **n / a**

4. Copy of organization's financial statement included? Yes [X] No [ ]

Give reason if no: **n / a**

5. What other effort is your organization undertaking to obtain funds for this program / project?

Private Donors / Corporate Donors – in process, no confirmations yet.

BC Community Gaming grant application – in process, no confirmation yet.

6. Were any requests for funding granted? Yes [ ] No [X]

Granted by: **n / a**

7. Please provide detailed budget information:

Please see Page 5.

REGIONAL DISTRICT OF NANAIMO
RECREATION AND PARKS

RECREATION GRANTS PROGRAM

SUMMER YOUTH THEATRE WORKSHOP -- 2019

PURPOSE

-- The Summer 2019 Youth Theatre Workshop will provide recreation with an educational and cultural focus to 30+ youth, aged 7 to 16, in the production and performance of ***"Golden Dreams,"*** an engaging, age-appropriate script, featuring upbeat, charming, sing-able music.
-- Students of diverse backgrounds and abilities will be cast in the production and receive training as actors, singers, dancers, and technical and backstage crew; they will be instructed and supervised by a staff of qualified teachers and technicians. The theatre camp will run daily, between 10am and 4pm, July 14 – 20 at the Village Theatre in Qualicum Beach.
-- Participants will enjoy an active day, rehearsing and practising a variety of theatre, voice and movement exercises, games and activities to increase their awareness of and proficiency in the performing arts.
-- The Summer Youth Theatre Workshop provides recreation and theatre training for local and visiting youth. Participants include youth from Parksville, Qualicum Beach, French Creek, Nanoose, Errington, Coombs, Hilliers, Whiskey Creek, Qualicum Bay, and Bowser as well as visitors from other parts of Canada and the U.S.

BACKGROUND

-- The Summer Youth Theatre Workshop is a special and unique project, taking place annually at the Village Theatre in Qualicum Beach, under the direction of Thea Stavroff. Previously, the SYTW was offered under the auspices of the Oceanside Community Arts Council, with support from ECHO Players. Since 2011, Bard to Broadway has been pleased and proud to facilitate this program, to which it will be able to provide office and registration support, as well as networking with various theatre artists. The program offers an original and exciting theatrical production to provide training and a week of fun for over thirty children and youth.
-- Fees for the week-long workshop have been kept very reasonable so that no one is excluded on the basis of need. We are grateful to the Society of Organized Services for sponsoring several students each year.
-- Honorariums are provided to the highly qualified professional staff who train and supervise the students including the Director, Musical Director, Stage Manager/Technician and two (or more) Assistant Directors.
-- Our Assistant Directors are usually studying in a related arts, education, recreation, or childcare field and the workshop also provides a valuable on-site training experience for them.

FACULTY

Producer/Director ~ Thea Stavroff is an award-winning community theatre director/actor/singer who has facilitated workshops, performances, and theatre classes for the RDN, Oceanside Community Arts Council, School Dist. 68 & 69, the Provincial Govt., SOS Family Centre, and has directed and performed in productions for E.C.H.O. Players and Bard to Broadway Theatre. She has loved "putting on a show" all her life!

Musical Director ~ Sher Chycoski returns this year bringing her many years of experience as a music, theatre, and voice teacher. Her credits include Musical Direction for ECHO Players, Bard to Broadway, the Pacific Vocal Institute, and school productions in B.C. and California. Sher currently works for School District 68 and is delighted to once again be spending this special week with us.

Our Assistant Directors and Special Guests are TBA and several alumni of the workshop have been confirmed for props, costuming, backstage & technical support.

HISTORY

Previous Summer Youth Theatre Workshops:

"**The Enchanted Forest**" (1998). Premiere of this musical play which dramatized the Hug-a-Tree message for survival in the woods, with 40 youth.

"**The Ultimate Game**" (1999). Premiere of a "musical African adventure" about global understanding and environmental concerns, based on Thea's Rotary-sponsored Study Tour of West Africa earlier that year; involved 45 youth.

"**From Then On... Our Millennium Story**" (2000). Premiere, supported by a grant from the RDN, which dramatized the history of our Oceanside area from the first inhabitants up to present times with vignettes and original songs; involved over 50 youth.

"**The Enchanted Forest**" (2001). Reprise, with 50 youth.

"**The Secret of Summer Island**" (2002). Premiere of a contemporary musical about community values and overcoming bullying involving 50 youth.

"**Golden Dreams**" (2003). Premiere of a play involving 48 youth, supported by a grant from the RDN, in a story about reaching for your goals with courage, passion, creativity and integrity.

"**The Trial of the Big, Bad Wolf**" (2004). Supported by a grant from the RDN; involved 42 youth in a lively, imaginative musical look at the justice system.

"**The Best Little Theatre In Town**" (2005). Supported by a grant from the RDN; involved 45 youth in an upbeat, contemporary musical production about teamwork, support and pulling together to "save the show."

"**K.I.D.S Radio**" (2006). Supported by a grant from the RDN; involved 47 youth in a fast-paced, contemporary musical using resourcefulness and creativity to produce a show set in a radio station run by kids.

"**Golden Dreams**" (2007). Reprised and completely up-dated; supported by a grant from the RDN; involved 43 youth.

"**The Secret of Summer Island**" (2008). Reprise of this contemporary musical about community values and overcoming bullying; involved 50 youth.

"**From Then On...**" (2009). Reprised and up-dated to celebrate the 2010 Olympic Games, with vignettes and original songs; involved 50 youth; supported by a grant from the RDN.

"**The Enchanted Forest**" (2010). Reprise, with 45 youth; supported by a grant from the RDN.

"**The Best Little Theatre In Town**" (2011). Reprised and updated; supported by a grant from the RDN; involved 45 youth in an upbeat, contemporary musical production about teamwork, support and pulling together to "save the show."

"**The Star Children**" (2012). An original script with music, about communication and reaching-out, understanding uniqueness, and accepting and appreciating diversity.

"**Golden Dreams**" (2013). Reprised and up-dated – a musical story about striving for your goals with courage, passion, creativity, and integrity.

"**K.I.D.S Radio**" (2014). Reprise. Supported by a grant from the RDN; involved 35+ youth in a fast-paced, contemporary musical using resourcefulness and creativity to produce a show set in a radio station run by kids.

"**The Trial of the Big, Bad Wolf**" (2015). Reprise. Involved 40+ youth in a lively, imaginative musical look at the justice system.

"**The Secret of Summer Island**" (2016). Reprise of this contemporary musical about community values and overcoming bullying. Involved ~ 40 youth.

"**Camp Kanata**" (2017). An original musical set in an isolated summer camp for kids. The play featured Canadian stories and favourite songs to celebrate the 150th Anniversary of Confederation and explored some interesting historical happenings, family heritage, ecology, community, and friendship.

"**The Ultimate Game**" (2018). An ecological musical adventure set in the African rain forest. Up-dated for this reprise.

"**Golden Dreams**" (2019). This musical story, up-dated and reprised, is about striving for your goals with courage, passion, creativity, and integrity.

SUMMARY:

This year, our 22nd annual summer program will nurture the creativity of the participants, building self esteem, personal skills, leadership opportunities, and a co-operative, team approach.

REGIONAL DISTRICT OF NANAIMO
RECREATION AND PARKS

RECREATION GRANTS PROGRAM

SUMMER YOUTH THEATRE WORKSHOP -- 2019

July 14 – 20 Village Theatre, Qualicum Beach

BUDGET -- 12 April, 2019

REVENUE

Grants	RDN			????	
	Other Donors			????	
Fees	SYTW	Registrations	30 @ $168	5,040	***5,040***
Sales	SYTW	Performance Tickets	170 @ $8	1,360	***1,360***
			Total Revenue		***$6,400***

EXPENSES

Facility	Rental		1,000	***1,000***
Staff	SYTW	Director / Producer	1,980	
	SYTW	Musical Director	700	
	SYTW	Tech Support	475	
	SYTW	Student Asst. Directors	1,550	***4,705***
Materials	SYTW	Scripts / Music / Royalties	425	***425***
Production	Sets / Props / Costumes		225	
	Publicity, Promotion, Posters, Programmes		90	***315***
Administration	Labour & Materials		250	***250***
		Total Expenses		***$6,695***

AMOUNT REQUESTED for Funding (Shortfall) ***$ 295***

REGIONAL DISTRICT OF NANAIMO

DISTRICT 69 RECREATION GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

☐ COMMUNITY GRANTS
(Projects for families, young children, adults and seniors)

☑ YOUTH GRANTS
(Projects with the majority of beneficiaries between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: Bowser Elementary School

Mailing Address: Box 112 4830 Faye Rd Bowser BC

Postal Code: V0R 1G0

Phone Number: 250 757 8487 Alternate: 250 240 0959

Contact Name: Brian Worthen VP

Email: bworthen@sd69.bc.ca

Is your organization or your parent organization registered as a non-profit society in BC?

Yes ☑ No ☐

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project ☐
2. Expansion/Enhancement of Existing Program / Project ☐
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ❑ Purpose
- ❑ Background
- ❑ Goals and objectives
- ❑ Type of project – activity, program, event, etc.
- ❑ Location of project
- ❑ Approximate number of participants to be served
- ❑ Ages of participants
- ❑ Any other relevant information

C. **FINANCIAL INFORMATION**

1. Amount requested: $ 2500

2. Specify, in general, how funds will be utilized:

Every year we face the challenge of a number of students that cannot bear the costs of field trips. Although we do our best to accomadate, it can frequently drain resources significantly - especially in a smaller rural school whose budget is dependant on enrolment. While most parents that are facing hard times do their best, they will be forced to bear the hardship not only of the stress of trying to pay but also the emberassment to their children of not having the money.
Some field trips do have fundraising in them and students do realize that odd jobs and chores is their responsibility to help out. However, this is not realistic for the younger students.
This problem is compounded when their are more than one (and sometimes 4) siblings attending. We ensure that any bursuries are targeted for recreational trips that could include camping, parks, hiking tours and aquatic centre trips.

3. Copy of organization's financial statement included? Yes ☐ No ☑

Give reason if no:

This trust fund is controlled by school admin only. It does not include the moneys for lunch or clothing of these children. This account is examined by the school board treasury for proper use and ethics.

4. What other effort is your organization undertaking to obtain funds for this program / project?

In some cases the PAC will assist. However, we, as administrators for the province do respect privacy for the parents and children and do not disclose names - particularly in a small community.
There are sometimes some church donations to assist but history has shown that they are fond of targeting any donations to food and clothing.

5. Were any requests for funding granted or in the process of being considered? Yes ☐ No ☑

Granted or being considered by:

Description of the Program / project:

Field trips throughout the year could resemble several of the following choices:

1) Horne Lake Caves - this is usually an intermediate level trip that can include canoeing, climbing and physical games.

2) Parks - several classes of all ages have used Rathtrevor Park as an all day activity centre. This would include several outdoor games (Predator and Prey, Man catcher, Volleyball etc). While no user-fee exists, there is the obstacle of bussing, food as well as other resources that have to be recognized for fees.

3) Tribune Bay Outdoor Education Centre - This is a high level trip for intermediate children that exposes them to a variety of skill challenges in the outdoor ed domain. Located on Hornby Island it is a user fee, District partnered site that can be a hilight for many students. Sadly, many students in this catchment have never been to the islands they see 2 - 3 miles off their beach. As well, they would have never had the chance to participate in these supervised activities. Two nights at Tribune Bay with expenses is roughly $180 dollars. Not outrageous for some standards but for single parents with children in elementary and high school, it can be very stressful financially.

4) Swimming - not to be confused with Grade 3 swimming lessons, several classes will go to Aquatic Centres, Wavepools etc. This is a great outing but once again the travel expenses does add up if you are going to Nanaimo or Comox.

These are just a few of the possibilities for this age group.

Financial Information:
Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

REVENUES:	Amount	EXPENDITURES:	Amount
PAC	$500 - 1000	One class to Hornby	5000+
Donations	$500	Wavepool (25 kids)	$350
		Horne Lake (25 kids)	$1800?

Totals Revenue: $ $2000

Total Expenditure: $ TBD yearly

Amount Requested for funding (Shortfall): $ $2500

Signature: B W. VP

Date: July 2 2019

REGIONAL DISTRICT OF NANAIMO

DISTRICT 69 RECREATION GRANTS PROGRAM

APPLICATION FORM

RECEIVED
JUN 19 2019

Please identify which grant category you are applying for:

☐ COMMUNITY GRANTS
(Projects for families, young children, adults and seniors)

☑ YOUTH GRANTS
(Projects with the majority of beneficiaries between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: KSS Bike Club

Mailing Address: 266 Village Way, Qualicum Beach, BC

Postal Code: V9K 1T3

Phone Number: 250-752-5651 Alternate:

Contact Name: Mark Donkers

Email: mdonkers@sd69.bc.ca

Is your organization or your parent organization registered as a non-profit society in BC?

Yes ☐ No ☑

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project ☑
2. Expansion/Enhancement of Existing Program / Project ☐
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ❑ Purpose
- ❑ Background
- ❑ Goals and objectives
- ❑ Type of project – activity, program, event, etc.
- ❑ Location of project
- ❑ Approximate number of participants to be served
- ❑ Ages of participants
- ❑ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ 3500

2. Specify, in general, how funds will be utilized:

Purchase 2-3 bikes to provide students who do not have access to bikes and where cost may be a barrier to enter the sport. As well, purchase protective gear such as helmets and upkeep the maintenance of the the bikes through buying tools and utilizing local shops in the Oceanside area.

3. Copy of organization's financial statement included? Yes ☐ No ☑

Give reason if no:

We are a new club that has just started up. An account is set up and ready to go at Kwalikum Secondary School in anticipation of funds from different sources in the fall.

4. What other effort is your organization undertaking to obtain funds for this program / project?

The KSS Bike Club is currently in talks with Arrowsmith Cycling Club for a potential grant and are requesting funds from the KSS PAC for next year. KSS is also helping to put on the BC High School Championships in May of 2020 at Hammerfest. Some of the funds from registration will be donated to the Arrowsmith Cycling Club and KSS Bike club for helping to organize the event.

5. Were any requests for funding granted or in the process of being considered? Yes ☑ No ☐

Granted or being considered by:

The Arrowsmith Cycling Club is considering the funding request in September. As of right now, no funding has been granted.

Description of the Program / project:

The goal of the KSS Bike Club is to foster the love of riding and being outdoors for students in Grades 8-12. So far, since starting the club in April of 2019, there has been a consistent group of 8-10 students participating weekly. Having a strong elementary riding program in the Oceanside area, we are looking to fill the gap once those students are in high school. We are reaching out to all students who have an interest in riding from first time riders to those who are riding at a provincial or national level.

The clubs hope is to build a positive group of students who share a passion for riding who are developing positive connections and want to give back to the community. This looks like helping with younger students in bike club or helping to maintain trails in the community alongside the ACC.

The club is a non-competitive club and focuses on building relationships and developing skills not only on bikes but in everyday life such as teamwork. Leadership and ownership is another key element of the club. The hope is to build this program into a long lasting program that serves riders and the community for years to come. Older riders will work as mentors for younger riders coming into the program and then would continue so they could do the same when they are in Grades 11 and 12.

Overall, the club aims to be a positive part of KSS and the greater Oceanside Community.

Financial Information:
Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

REVENUES:	Amount	EXPENDITURES:	Amount
Request from ACC (Under consideration)	$2000	Bike purchases (x3)	$3000
		Safety equipment	$250
		Bike maintenance	$400

Totals Revenue: $ 2000

Total Expenditure: $ 3650

Amount Requested for funding (Shortfall): $ $1650

Signature:

Date: 06/12/19

REGIONAL DISTRICT OF NANAIMO

RDN OCEANSIDE RECREATION SERVICES
GRANTS PROGRAM

APPLICATION FORM

RECEIVED
AUG 27 2019
12:10 pm

Please identify which grant category you are applying for:

☐ COMMUNITY GRANTS
(Projects for families, young children, adults and seniors)

☑ YOUTH GRANTS
(Projects with the majority of beneficiaries between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: Oceanside Community Makerspace Society

Mailing Address: 133 (Lower Floor) McMillan Street
PO Box 485
Parksville, BC

Postal Code: V9P 2G5

Phone Number: [redacted] Alternate:

Contact Name: James Bennett, President

Email: [redacted]

Is your organization or your parent organization registered as a non-profit society in BC?

Yes ☑ No ☐

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project ☑ targeted at new audience
2. Expansion/Enhancement of Existing Program / Project ☐
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ☑ Purpose
- ☑ Background
- ☑ Goals and objectives
- ☑ Type of project – activity, program, event, etc.
- ☑ Location of project
- ☑ Approximate number of participants to be served
- ☑ Ages of participants
- ☐ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ 1,750.00

2. Specify, in general, how funds will be utilized:

☐ Communication material printing to reach target group $275.00
☐ Contribution to preparation of space to appeal to target group $300.00
☐ Additional supplies to be determined $500.00 following discussion with participants
☐ Replacement of "Drop-In Fee" Requirements so program could be offered FREE $675.00

3. Copy of organization's financial statement included? Yes ☑ No ☐

Give reason if no:

NOTE: We are all volunteers — NO salaries — All planning, administration, instruction hours = NO COST!

4. What other effort is your organization undertaking to obtain funds for this program / project?

We are talking with Parksville and District Chamber of Commerce for a different program proposal for facility use by youth, but it is separate outreach.

5. Were any requests for funding granted or in the process of being considered? Yes ☐ No ☑

Granted or being considered by:

NOT for this specific program — We normally obtain revenue from drop-in fees and course fees fees - but seek to waive for this special offering for teens.

Description of the Program / project:

Over the past 12 months Oceanside Community MakerSpace has increased its program offerings for youth with work areas/sessions designed around youth aged 6-12 that have included "Doing your own **3D printer designs",** building **electronic circuits** that use images printed on 3D printer, a battery pack, and LED lights for eyes in the image; learning basic "coding" on micro computers; **using LEGO robotics** and understanding operations; and providing boys and girls an opportunity to make a set of earings for their moms in our **metal arts studio**.

We estimate that over 100 children participated in these offerings with classes from (1) the independent school in Hilliers; (2) a group of 12 home-schooled children from the general Oceanside area; (3) a class of Grade 6 students from Qualicum Beach Elementary; (4) a class of Grade ¾ students from Aeroview Elementary in Qualicum Beach and (5) various drop-in students for our Saturday morning 'FUN WITH ELECTRONIC' sessions.

With new funding support from an RDN Recreation Grant of $1750.00 we would expand our program offerings to attract teens aged 13-17 beginning in mid-October 2019.

We would do this by:

a) Creating a special time slot in our calendar for teens only that would match the calendars of our interested participants;
b) Design just for teens such offerings as
   - Basic programing in animation;
   - Basic to intermediate instruction in general electronics
   - Basic introduction to ham radio operations
   - Opportunity to race slot cars on our MakerSpace track and then design and build their own to keep (additional fee required for parts);
   - Instruction in use of 3D printer and lessons on "How to Design" a custom print or download a pre-designed project from Internet

c) With RDN support this outreach and new time slot in our outreach programming would be offered FREE to this target group and attempts would be made to coordinate programing with local secondary schools so that offerings would be complimentary to educational learning outcomes.

The current society was formed in Fall of 2018 and took over operations and full responsibility for programs on March 1, 2019.

To date our new registered society has received no government support. It could be that we haven't applied for anything other that this year's community grant program offered by City of Parksville that was over-subscribed.

We have operated in the black each month since March 2019 and survive on membership fees, drop-in fees from non-members, corporate sponsorships that amount right now to $458 a month in total, and course and program fees. Our overhead is roughly $2,000.00 per month that includes rent for 2,000 sq. ft. of space for $1,000 per month. We own all our equipment.

We would use this RDN funding to increase our external programing and outreach.

Financial Information:
Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ☑ all revenues associated with the project
- ☑ any fees charged to participants
- ☑ any other financial contributions of any kind (include items awaiting approval)
- ☑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

REVENUES:	Amount	EXPENDITURES:	Amount
Volunteer planning	0	Printing	275.00
Volunteer admin	0	* Space Prep	300.00
Volunteer instruction	0	* Additional Supplies	500.00
Drop-in Fees	None	Replacement "Drop-in Fees"	$675.00
Supply Fees	None		
RDN grant	1750.00		

* NOTES:
"Space Prep" — Area needs paint upgrade to appeal more to teens
"Additional Supplies" — Left vague as we want to obtain supplies based on what they would like to build.

Totals Revenue: $ 1750.00 Total Expenditure: $ 1750.00

Amount Requested for funding (Shortfall): $ 0

Signature: James S. Bennett
Date: August 28, 2019

* See attached financials since March 1, 2019.

Monthly Income/Expenses against Budgeted Amounts

				2019/2020					
	Monthly Budget	Actual Average	5	Mar	Apr	May	Jun	Jul	Total
Revenue	**$2,200.33**	$1,923.53		**$1,977.33**	**$2,148.33**	**$1,733.33**	**$2,060.33**	**$1,698.33**	**$9,617.67**
Sponsor 1 $1250		$208.33		$208.33	$208.33	$208.33	$208.33	$208.33	$1,041.67
Sponsor 2 $750		$125.00		$125.00	$125.00	$125.00	$125.00	$125.00	$625.00
Sponsor 3 $750		$125.00		$125.00	$125.00	$125.00	$125.00	$125.00	$625.00
Sponsorships 4x$125	$500.00								$0.00
Membership 50x$20	$1,000.00	$975.40		$944.00	$990.00	$1,000.00	$1,028.00	$915.00	$4,877.00
Grants $2500/12	$208.33	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Courses	$125.00	$300.80		$0.00	$585.00	$250.00	$544.00	$125.00	$1,504.00
Events	$150.00	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Donations	$117.00	$41.00		$40.00	$30.00	$25.00	$10.00	$100.00	$205.00
Sales	$100.00	$148.00		$535.00	$85.00	$0.00	$20.00	$100.00	$740.00

Expenses	**$2,031.33**	$1,626.43		**$1,624.76**	**$1,425.58**	**$1,313.92**	**$1,730.95**	**$1,843.72**	**$8,132.13**
Security	$60.00	$11.55						$57.75	$57.75
Promotion	$60.00	$42.86						$214.28	$214.28
Consumables	$60.00	$71.99		$107.41				$252.52	$359.93
Equipment	$90.00	$0.00							$0.00
Event	$90.00	$18.35		$91.77					$91.77
Membership	$50.00	$0.00							$0.00
Course Supplies	$50.00	$83.41					$417.03		$417.03
Tenancy	$1,000.00	$1,000.00		$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$5,000.00
Insurance	$150.00	$149.17		$149.17	$149.17	$149.17	$149.17	$149.17	$745.83
BC Hydro	$166.67	$120.47		$186.42	$186.42	$74.76	$74.76	$80.00	$602.34
Utilities	$16.67	$38.64							$193.20
Wages	$0.00	$0.00							$0.00
Honorarium	$83.00	$0.00							$0.00
Refunds	$0.00	$0.00							$0.00
BLT Equipment	$90.00	$90.00		$90.00	$90.00	$90.00	$90.00	$90.00	$450.00
Maintenance	$50.00	$0.00							$0.00
Awards	$15.00	$0.00							$0.00

Oceanside Community Makerspace Society
133 (lower) McMillan Street
PO Box 485, Parksville, BC, V9P 2G5

OCMS - Budget

Budget		1 Mar 2018 To 28 Feb 2019 Under OBLT	1 March 2019 To 28 Feb 2020 OCMS Budget
Income		**$29,771.90**	**$31,080.00**
	Category		
	Grants	$5,500.00	$4,500.00
	Membership	$9,840.00	$13,680.00
	Donations	$1,735.00	$1,400.00
	Sponsorship	$6,320.40	$7,000.00
	Courses/Events	$2,120.00	$2,500.00
	Other Sale Items	$2,240.00	$200.00
	Garage Sale	$2,016.50	$1,800.00
Expenses		**$29,771.90**	**$31,080.00**
	Category		
	Stationary	$50.00	$100.00
	Security	$200.00	$500.00
	Promotion	$60.00	$500.00
	Consumables	$1,894.00	$2,500.00
	Equipment	$2,046.70	$3,500.00
	Events-Food	$52.70	$450.00
	Membership	$40.15	$60.00
	Course	$148.55	$800.00
	Tenancy	$15,346.80	$15,420.00
	Insurance	$1,600.00	$1,800.00
	BC Hydro	$2,170.00	$2,300.00
	Utilities	$0.00	$200.00
	Internet-Phone	$0.00	$1,200.00
	Wages	$5,540.00	$0.00
	Honorarium	$443.00	$1,500.00
	Awards	$180.00	$250.00

OTHER CONTRIBUTORS

SO FAR we are almost ON target @#458.33 per MONTH coming IN From
(1) PARKS WEST
(2) Pixtow Comics
(3) REALTOR Andrea Vallis

Plus another $125.00 per Month expected Oct. 1

REGIONAL DISTRICT OF NANAIMO

RDN OCEANSIDE RECREATION SERVICES
GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

☐ COMMUNITY GRANTS
(Projects for families, young children, adults and seniors)

☑ YOUTH GRANTS
(Projects with the majority of beneficiaries between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: Oceanside Minor Lacrosse Association

Mailing Address:

Postal Code: V9P 2H4

Phone Number: [redacted] Alternate:

Contact Name: Farrah Lewis

Email: [redacted]

Is your organization or your parent organization registered as a non-profit society in BC?

Yes ☑ No ☐

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project ☑
2. Expansion/Enhancement of Existing Program / Project ◆
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ❑ Purpose
- ❑ Background
- ❑ Goals and objectives
- ❑ Type of project – activity, program, event, etc.
- ❑ Location of project
- ❑ Approximate number of participants to be served
- ❑ Ages of participants
- ❑ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ 2500.00

2. Specify, in general, how funds will be utilized:

Our field teams are in need of pinnies.

Field lacrosse teams now wear pinnies instead of jerseys and our jerseys have been used for many years and need to be retired.

We will also use funds to help light the fields during the winter months.

Funds awarded will be used to purchase new reversible pinnies fand tokens to light the fields.
Thank you.

3. Copy of organization's financial statement included? Yes ☑ No ☐

Give reason if no:

Our year end is July 31 but the final quarter financials have not yet been completed. I have included the first 3 quarters of this years financials as well as our 2018 year end financials.

4. What other effort is your organization undertaking to obtain funds for this program / project?

We are planning to fundraise monies through bottle drives and cookie dough sales.

5. Were any requests for funding granted or in the process of being considered? Yes ☐ No ☑

Granted or being considered by:

Description of the Program / project:

The Oceanside Buccaneers are the field division of Oceanside Minor Lacrosse Association. We have struggled in the past to have enough players register to host a team. This season I am happy to say we have enough registrants to host 2 possible 3 teams. Registration numbers are confirmed for a U11/U13 and U15. We are very close to having a U9 team. I

During the seasons when we have not had enough players we've had to send any player wanting to play to another association. So this year many parents put in the time and effort to recruit players for this season. It is a tremendous accomplishment for our community.

This game is played outside on a turf field or soccer field. The game can be played rain or shine and starts in September with provincials being held in January.
With this grant we can continue our efforts to grow field lacrosse in this community and provide the youth of Oceanside the opportunity to play lacrosse in the community they live in.

Thank you for your consideration.

Financial Information:
Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

REVENUES:	Amount	EXPENDITURES:	Amount
Registration Fees	5700.00	Ref Fees	1500.00
Fundraising	1500.00	Tokens for lights	600.00
		BCLA Fees	2100.00
		Player shorts	750.00
		New pinnies	2500.00
		Paint for field	600.00
		VIYFLL Fees	250.00
		Tournament Fees	1400.00

Totals Revenue: $ 7200.00

Total Expenditure: $ 9700.00

Amount Requested for funding (Shortfall): $ 2500.00

Signature:

Date:

Oceanside Minor Lacrosse Association
Comparative Income Statement

	Actual 08/01/2017 to 07/31/2018	Actual 08/01/2016 to 07/31/2017
REVENUE		
Revenue		
Provincials	1,608.49	16,548.14
Midget Tournament	9,732.50	17,442.00
Shark Attack Tournament	14,816.50	0.00
Player Registration- Box	14,375.85	15,371.92
Player Registration- Field	4,505.00	0.00
Fundraising- Box	1,070.00	2,715.25
Fundraising- Field	8,411.30	0.00
Kidsport-Box	625.00	980.00
Refund- Box	0.00	-925.00
Donations	1,731.55	500.00
Gaming Grants	5,700.00	11,400.00
Net Sales	62,576.19	64,032.31
TOTAL REVENUE	62,576.19	64,032.31
EXPENSE		
Equipment-Box		
Jersey's/ Gear Box	1,312.98	10,158.19
Supplies-Box	158.53	1,247.48
Training - Box	358.40	0.00
Equipment Box	13,908.75	1,041.60
Equipment Box- Total	15,738.66	12,447.27
Equipment- Field		
Jersey's/ Gear Field	6,128.16	0.00
Supples- Field	774.31	0.00
Equipment Field Total	6,902.47	0.00
General & Admin Expenses		
Accounting & Legal	0.00	220.00
Advertising	619.64	880.68
Bookkeeper	346.50	288.75
BCLA-Box	4,631.00	5,778.11
BCLA-Field	1,430.00	0.00
VIMLA-Box	0.00	1,260.00
VIYFLL-Field	220.00	0.00
Courier & Postage	315.73	170.10
Convention or Meeting Expense	2,074.74	2,473.06
Association Dues	208.03	0.00
Box Registration Fees	909.51	0.00
Referee Fee- Box	3,110.00	3,525.00

Printed On: 10/18/2018

Oceanside Minor Lacrosse Association
Comparative Income Statement

	Actual 08/01/2017 to 07/31/2018	Actual 08/01/2016 to 07/31/2017
Referee Fee- Field	1,025.00	0.00
Storage	2,463.60	2,171.20
Fundraising expense	5,000.00	0.00
Bank Charges	395.84	212.19
Supplies & Materials	0.00	708.95
Lacrosse Scholarship	0.00	1,000.00
Midget Tournament Expenses	8,486.99	7,996.51
Shark Attack Tournament expe...	7,700.58	0.00
Coaches Fees	845.00	935.00
Tournament Fees- Box	5,621.91	3,550.00
Provincials - expenses	0.00	13,592.40
Tournament Fees- Field	700.00	0.00
Arena Rental	836.78	5,998.25
Lighting Fees- Field	350.00	0.00
Photography- Box	576.43	510.00
Travel & Entertainment	3,060.68	200.28
Total General & Admin Expen...	50,927.96	51,470.48
Gaming Expenses		
Referee Fees - Gaming	0.00	1,345.00
Gaming Total	0.00	1,345.00
TOTAL EXPENSE	73,569.09	65,262.75
NET INCOME	-10,992.90	-1,230.44

Printed On: 10/18/2018

Oceanside Minor Lacrosse Association
Balance Sheet As at 30/04/2019

ASSET		
Current Assets		
CCCU Bank - General 0092	6,386.29	
CCCU Bank - Savings	5.00	
TD Gaming 2678	5,686.31	
TD Chequing 2643 General	16,385.10	
TD Field cheq 8868	2,042.73	
TD cheq 9287 etransfer	114.95	
Total Cash		30,620.38
Total Current Assets		30,620.38
TOTAL ASSET		30,620.38
LIABILITY		
TOTAL LIABILITY		0.00
EQUITY		
Equity		
Retained Earnings		25,937.87
Current Earnings		4,682.51
Total Equity		30,620.38
TOTAL EQUITY		30,620.38
LIABILITIES AND EQUITY		30,620.38

Printed On: 08/07/2019

Oceanside Minor Lacrosse Association
Income Statement 01/02/2019 to 30/04/2019

REVENUE	
Revenue	
Midget Tournament	4,900.00
Shark Attack Tournament	2,800.00
Player Registration- Box	14,502.95
Gaming Grants	2,000.00
Net Sales	24,202.95
TOTAL REVENUE	24,202.95
EXPENSE	
Equipment-Box	
Supplies-Box	262.24
Equipment Box	1,836.80
Equipment Box- Total	2,099.04
General & Admin Expenses	
Advertising	174.83
Bookkeeper	131.25
VIMLA-Box	410.00
Fundraising expense	2,400.00
Bank Charges	108.06
Supplies & Materials	354.24
Coaches Fees	200.00
Team Clothing - Box	-70.00
Tournament Fees- Box	2,950.00
Arena Rental	2,419.32
Travel & Entertainment	435.60
Total General & Admin Expens...	9,513.30
TOTAL EXPENSE	11,612.34
NET INCOME	12,590.61

Printed On: 08/07/2019

Oceanside Minor Lacrosse Association
Income Statement 01/08/2018 to 30/04/2019

REVENUE	
Revenue	
Midget Tournament	4,900.00
Shark Attack Tournament	2,800.00
Player Registration- Box	27,448.85
Player Registration- Field	4,000.00
Donations	300.00
Gaming Grants	2,600.00
Net Sales	42,048.85
Other Revenue	
Miscellaneous Revenue	125.00
Total Other Revenue	125.00
TOTAL REVENUE	42,173.85
EXPENSE	
Equipment-Box	
Supplies-Box	262.24
Equipment Box	1,836.80
Equipment Box- Total	2,099.04
Equipment- Field	
Jersey's/ Gear Field	210.43
Supples- Field	42.27
Equipment Field Total	252.70
General & Admin Expenses	
Advertising	506.99
Bookkeeper	630.00
BCLA-Box	2,001.00
BCLA-Field	816.00
VIMLA-Box	410.00
VIYFLL-Field	160.00
Courier & Postage	177.45
Convention or Meeting Expense	1,664.54
Other Miscellaneous Expense	40.00
Referee Fee- Box	25.00
Referee Fee- Field	860.00
Storage	3,141.40
Fundraising expense	3,400.80
Bank Charges	198.71
Supplies & Materials	354.24
Lacrosse Scholarship	510.50
Coaches Fees	1,250.00
Team Clothing - Box	417.15
Tournament Fees- Box	2,950.00
Tournament Fees- Field	700.00
Miscellaneous-Field	253.60
Arena Rental	8,459.00
Lighting Fees- Field	560.00
Repair & Maintenance	518.88
Team Travel Expense - Box	3,526.52
Travel & Entertainment	566.85
Utilities	67.17
YE Team Social- Box	973.80

Printed On: 08/07/2019

Oceanside Minor Lacrosse Association
Income Statement 01/08/2018 to 30/04/2019

Total General & Admin Expens...	35,139.60
TOTAL EXPENSE	37,491.34
NET INCOME	4,682.51

Oceanside Minor Lacrosse Association
Balance Sheet As at 10/31/2018

ASSET		
Current Assets		
TD Gaming 2678	9,943.93	
TD Chequing 2643	10,085.95	
TD Field cheq 8868	2,814.80	
TD cheq 9287	3,126.16	
Total Cash		25,970.84
Total Current Assets		25,970.84
TOTAL ASSET		25,970.84
LIABILITY		
TOTAL LIABILITY		0.00
EQUITY		
Equity		
Retained Earnings		25,937.87
Current Earnings		32.97
Total Equity		25,970.84
TOTAL EQUITY		25,970.84
LIABILITIES AND EQUITY		25,970.84

Printed On: 12/10/2018

Oceanside Minor Lacrosse Association
Income Statement 08/01/2018 to 10/31/2018

REVENUE	
Revenue	
Player Registration- Box	11,000.26
Player Registration- Field	4,000.00
Donations	300.00
Gaming Grants	600.00
Net Sales	15,900.26
Other Revenue	
Miscellaneous Revenue	125.00
Total Other Revenue	125.00
TOTAL REVENUE	16,025.26
EXPENSE	
Equipment- Field	
Jersey's/ Gear Field	210.43
Equipment Field Total	210.43
General & Admin Expenses	
Advertising	332.16
Bookkeeper	367.50
Convention or Meeting Expense	589.03
Other Miscellaneous Expense	40.00
Referee Fee- Field	710.00
Bank Charges	28.92
Coaches Fees	610.00
Team Clothing - Box	487.15
Tournament Fees- Field	700.00
Miscellaneous-Field	126.80
Arena Rental	6,039.68
Lighting Fees- Field	560.00
Repair & Maintenance	518.88
Team Travel Expense - Box	3,526.52
Travel & Entertainment	131.25
Utilities	40.17
YE Team Social- Box	973.80
Total General & Admin Expen...	15,781.86
TOTAL EXPENSE	15,992.29
NET INCOME	32.97

Printed On: 12/10/2018

Oceanside Minor Lacrosse Association
Balance Sheet As at 01/31/2019

ASSET		
Current Assets		
TD Gaming 2678	9,942.43	
TD Chequing 2643 General	8,039.75	
TD Field cheq 8868	57.58	
TD cheq 9287 etransfer	-9.99	
Total Cash		18,029.77
Total Current Assets		18,029.77
TOTAL ASSET		18,029.77
LIABILITY		
TOTAL LIABILITY		0.00
EQUITY		
Equity		
Retained Earnings		25,937.87
Current Earnings		-7,908.10
Total Equity		18,029.77
TOTAL EQUITY		18,029.77
LIABILITIES AND EQUITY		18,029.77

Printed On: 03/20/2019

Oceanside Minor Lacrosse Association
Income Statement 08/01/2018 to 01/31/2019

REVENUE	
Revenue	
Player Registration- Box	12,945.90
Player Registration- Field	4,000.00
Donations	300.00
Gaming Grants	600.00
Net Sales	17,845.90
Other Revenue	
Miscellaneous Revenue	125.00
Total Other Revenue	125.00
TOTAL REVENUE	17,970.90
EXPENSE	
Equipment- Field	
Jersey's/ Gear Field	210.43
Supples- Field	42.27
Equipment Field Total	252.70
General & Admin Expenses	
Advertising	332.16
Bookkeeper	498.75
BCLA-Box	2,001.00
BCLA-Field	816.00
VIYFLL-Field	160.00
Courier & Postage	177.45
Convention or Meeting Expense	1,664.54
Other Miscellaneous Expense	40.00
Referee Fee- Box	25.00
Referee Fee- Field	860.00
Storage	3,141.40
Fundraising expense	1,000.80
Bank Charges	90.65
Lacrosse Scholarship	510.50
Coaches Fees	1,050.00
Team Clothing - Box	487.15
Tournament Fees- Field	700.00
Miscellaneous-Field	253.60
Arena Rental	6,039.68
Lighting Fees- Field	560.00
Repair & Maintenance	518.88
Team Travel Expense - Box	3,526.52
Travel & Entertainment	131.25
Utilities	67.17
YE Team Social- Box	973.80

Printed On: 03/20/2019

Oceanside Minor Lacrosse Association
Income Statement 08/01/2018 to 01/31/2019

Total General & Admin Expen...	25,626.30
TOTAL EXPENSE	25,879.00
NET INCOME	-7,908.10

Printed On: 03/20/2019

Oceanside Minor Lacrosse Association
Balance Sheet As at 07/31/2018

ASSET		
Current Assets		
Gaming Bank Account	9,343.93	
TD General Bank Account	17,810.27	
Total Cash		27,154.20
Total Current Assets		27,154.20
TOTAL ASSET		27,154.20
LIABILITY		
Current Liabilities		
Accounts Payable		1,216.33
Total Current Liabilities		1,216.33
TOTAL LIABILITY		1,216.33
EQUITY		
Equity		
Retained Earnings		36,930.77
Current Earnings		-10,992.90
Total Equity		25,937.87
TOTAL EQUITY		25,937.87
LIABILITIES AND EQUITY		27,154.20

Printed On: 10/18/2018

RECEIVED
JUL 02 2019
9:38am

REGIONAL DISTRICT OF NANAIMO

DISTRICT 69 RECREATION GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

☐ **COMMUNITY GRANTS**
(Projects for families, young children, adults and seniors)

☑ **YOUTH GRANTS**
(Projects with the majority of beneficiaries between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: Oceanside Track and Field Club

Mailing Address: Box 290, Coombs, BC

Postal Code: V0R1M0

Phone Number: [redacted] **Alternate:**

Contact Name: Sue O'Hare

Email: [redacted]

Is your organization or your parent organization registered as a non-profit society in BC?

Yes ☑ **No** ☐

B. PROGRAM / PROJECT INFORMATION

1. **New Program / Project** ☐
2. **Expansion/Enhancement of Existing Program / Project** ☑
3. **Description/purpose of the program:**

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ☐ Purpose
- ☐ Background
- ☐ Goals and objectives
- ☐ Type of project – activity, program, event, etc.
- ☐ Location of project
- ☐ Approximate number of participants to be served
- ☐ Ages of participants
- ☐ Any other relevant information

C. FINANCIAL INFORMATION

1. **Amount requested:** $ 2500

2. **Specify, in general, how funds will be utilized:**

Funds will be used to purchase a computer , scanner /printer, and additional office items and programs to allow our organization to function well.

Hammer equipment #210
Computer / printer / scanner, ext hard drive, paper #1992.97
Word software
Simply Acctg program. #300

3. **Copy of organization's financial statement included?** Yes ☑ No ☐

Give reason if no:

4. **What other effort is your organization undertaking to obtain funds for this program / project?**

none at this time

5. **Were any requests for funding granted or in the process of being considered?** Yes ☐ No ☑

Granted or being considered by:

Oceanside Track &Field Club

Financial Statement as of June 27,2019 (end of season)

Balance as per bank statement June 18, 2019	$21739.54

Outstanding cheques

#381 - $51.23 - 1st aid kit update
#382 - $353.11 - OTFC clothing order
#383 - $400 Student Coach honorarium
#384 - $400 – Student Coach honorarium
#385 - $400 – Student Coach honorarium
#386 - $250 - gift cards for volunteer coaches
#387 - $61.95 - new first aid kit - high school provincials
#389 - $500 - website update – Free Thought Project
#390 - $9298.91 - high school track fees & accommodation - away meets
#391 - $324.79 tent from Costco for meets

Total outstanding	($12039.99)
Available funds	$9699.55

Description of the Program / project:

see quote attached

PARKS WEST BUSINESS PRODUCTS

P.O. BOX 1630, 114 HIRST AVE E
PARKSVILLE, BC V9P 2H5
TEL # (250) 248-6764

WWW.PARKSWEST.COM

QUOTATION ONLY - NOT A RECEIPT

Sold To	: SUE O'HARE	Station	: 3
COMPANY NAME	: OCEANSIDE TRACK & FIELD CLU	Date/Time	: Jun-14-2019 11:02 AM
Address	:	Invoice #	: Q000001370
	:	Home Phone	: (250) 954-3416
City	: PARKSVILLE, British Columbia	Work Phone	:
Postal Code	:	CASHIER	: JOSH

Stock #	Description	Qty	Price	Sold Ext
10899	LEN LAPTOP V330-15IKB	1	799.99	799.99
	SERIAL:			
1003	EHF - LAPTOP/TABLET	1	1.00	1.00
9854	BRO PRINTER HL-L2390DW	1	239.99	239.99
	SERIAL:			
1007	EHF - PRINTER/MULTIFUNTION	1	3.50	3.50
10261	SAM 860 EVO 500GB SSD	1	199.99	199.99
7663	MICRO SOFTWARE OFFICE H+B 2019	1	319.99	319.99
7815	SEA EXTERNAL HDD 2TB	1	149.99	149.99
3270	PL COPY PAPER CASE	1	64.99	64.99

SUBTOTAL:	1779.44
GST:	88.97
PST:	124.56
TOTAL:	1992.97
CHANGE:	0.00

Total Units : 6
VALID FOR 7 DAYS.
Quotation #: Q000001370

Simply Sage Acctg Software $300.00

Customer Signature:_____

GST: 104080262

Financial Information:
Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

REVENUES:	Amount	EXPENDITURES:	Amount

Totals Revenue: $ 0

Total Expenditure: $ 0

Amount Requested for funding (Shortfall): $ 2500

Signature: [signature]

Date: July 2, 2019

REGIONAL DISTRICT OF NANAIMO

RDN OCEANSIDE RECREATION SERVICES GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

☐ COMMUNITY GRANTS
(Projects for families, young children, adults and seniors)

☑ YOUTH GRANTS
(Projects with the majority of beneficiaries between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: Ravensong Aquatic Club

Mailing Address: Box 557

Postal Code: V9K 1T2

Phone Number: [redacted] Alternate: [redacted]

Contact Name: Elizabeth Nardi

Email: [redacted]

Is your organization or your parent organization registered as a non-profit society in BC?

Yes ☑ No ☐

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project ☐
2. Expansion/Enhancement of Existing Program / Project ◆
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ❑ Purpose
- ❑ Background
- ❑ Goals and objectives
- ❑ Type of project – activity, program, event, etc.
- ❑ Location of project
- ❑ Approximate number of participants to be served
- ❑ Ages of participants
- ❑ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ 2150

2. Specify, in general, how funds will be utilized:

We are looking to purchase some new equipment for our club. Some of the equipment we are looking to purchase are ankle bands (50) $400, stretch cords for the water (50) $1750 All of these items would help the swimmers with their swim training.

3. Copy of organization's financial statement included? Yes ☑ No ☐

   Give reason if no:

4. What other effort is your organization undertaking to obtain funds for this program / project?

The Ravensong Aquatic Club performs several fundraising events throughout the year. These event include mandatory bottle drives, a raffle, chocolate sales, cheese sales, grocery card sales, pizza coupons and a Swim-a-thon.

5. Were any requests for funding granted or in the process of being considered? Yes ☑ No ☐

   Granted or being considered by:

March 2019 received the spring RDN Grant for the amount of $1275

Financial Information:
Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

✓Note: You may submit your budget information on a separate sheet attached.

REVENUES:	Amount	EXPENDITURES:	Amount

Totals Revenue: $ _____ Total Expenditure: $ _____

Amount Requested for funding (Shortfall): $ _____

Signature: _____

Date: August 30 2019

Description of the Program / project:

The Ravensong Aquatic Club is a non profit competitive competitive swim club based in Qualicum Beach BC. Our membership is open to children and youth who wish to train and swim competitively. In the 2018 - 2019 season we had 51 registered athletes ranging from ages 5 to 17. This included our swimbit program which allowed 5 year olds to join our club. The current membership of the club also includes a "para" athlete. He is currently in Lima, Peru participating in the Parapan Games representing Canada. When he is not training with Team Canada he will be training with the Ravensong Aquatics. His success is directly related to the quality of coaching he has received and his dedication to the club and the sport of swimming. Any addition to the club in terms of equipment will be utilized by this athlete as well as any other athlete considering joining the swim club.

We are a very small club but due to the high quality coaching and dedication to our families we are competitive against much larger clubs across Vancouver Island, the province, the country and into the United States.

RETURNING DIRECTORS

- SHAWN BENNETT – PRESIDENT
- CORINNE ROGERS – REGISTRAR
- GREG ROGERS – TREASURER
- TRAMPAS SWANSON - PARENT LIAISON
- REBECCA VOGLER – FUNDRAISING
- KRISTAL CURRIE – DIRECTOR AT LARGE

FINANCIAL INFORMATION

YEAR ENDED AUGUST 31, 2018

	Budget	2018 Operating	2018 Excellence	2018 Total	2017 Total
REVENUE					
Club swim fees	$ 80,410	$ 79,599	$ -	$ 79,599	$ 84,933
Gaming grant	15,300	15,300		15,300	15,300
Club fundraising (Note 5)	15,000	17,449		17,449	18,841
RDN grant	2,000	2,000		2,000	1,000
Donations	1,000	-		-	3,010
Interest	200	5		5	197
Total Revenue	113,910	114,353	-	114,353	123,281

FINANCIAL INFORMATION

YEAR ENDED AUGUST 31, 2018

Fundraising

	2018	2017
Raffle sales	$ 6,100	$ 9,775
Raffle costs	1,578	2,061
	4,522	7,714
Bottle drives	2,084	2,667
Flag Sales	3,000	1,400
Fundraising commitments	2,350	2,910
Swim-a-thon	4,000	3,900
Other	1,494	250
	$ 17,449	$ 18,841

FINANCIAL INFORMATION

YEAR ENDED AUGUST 31, 2018

EXPENSES	Budget	Operation	Excellence	2018 Total	2017 Total
Coach salaries and benefits	68,700	67,250		67,250	55,318
Pool rentals	38,600	32,628		32,628	37,774
Coach Development	5,200	6,566		6,566	2,000
Net swim meet costs (Note 6)	3,000	4,962		4,962	7,864
Banking and credit card fees	3,000	4,051		4,051	3,301
Trophy and awards	1,000	2,072		2,072	2,421
Team travel	-	-	1,642	1,642	1,519
Web site administration fees	1,450	1,437		1,437	1,487
Office expense	1,000	912		912	1,133
Equipment	500	722		722	1,093
Social expenses	1,000	568		568	2,380
Coaches rewards and Activities	1,500	344	-	344	-
Dues and fees	200	300		300	565
Team gear	-	186		186	3,709
Professional fees		-		-	683
Total Expenses	125,150	121,997	1,642	123,639	121,247

FINANCIAL INFORMATION

YEAR ENDED AUGUST 31, 2018

NET SWIM NET COSTS

	2018	2017
Swim meet fees	$ 19,956	$ 15,591
Coach travel costs for swim meets	9,017	12,740
Swim meet fees charged to swimmers	(18,005)	(14,753)
Coach Fees - Swim Meet Recovery	(6,005)	(5,714)
	$ 4,962	$ 7,864

FINANCIAL INFORMATION

YEAR ENDED AUGUST 31, 2018

	Budget	2018 Operating	2018 Excellence	2018 Total	2017 Total
Total Revenue	113,910	114,353	-	114,353	123,281
Total Expenses	125,150	121,997	1,642	123,639	121,247
Surplus (Deficit) for the year	(11,240)	(7,644)	(1,642)	(9,286)	2,034
Surplus at Beginning of Year	41,246	41,246	6,893	48,139	46,105
Surplus at End of Year	$ 30,006	$ 33,602	$ 5,251	$ 38,853	$ 48,139

FINANCIAL INFORMATION

YEAR ENDED AUGUST 31, 2018

ACCUMULATED SURPLUS

	2018	2017
Restricted Surplus		
BC Gaming direct access grant	$ 15,319	$ 15,714
Excellence Fund (Internally restricted)	5,251	6,893
	20,570	22,607
Unrestricted	18,283	25,532
	$ 38,853	$ 48,139

FINANCIAL INFORMATION
BUDGET 2018-19

	2018 Budget	2018 Actual	2017 Actual	2019 DRAFT BUDGET
REVENUE				
Club Swim fees	79,150	78,069	83,396	89,350
Registration fees	1,260	1,530	1,537	1,920
	80,410	79,599	84,933	91,270
Gaming Grant	15,300	15,300	15,300	15,300
Team Fundraising	15,000	17,449	18,841	15,000
Other Grants and donations	3,000	2,000	4,010	3,000
Interest	200	5	197	-
TOTAL REVENUE	**113,910**	**114,353**	**123,281**	**124,570**

FINANCIAL INFORMATION
BUDGET 2018-19

2019	Rate	Est Num	Est Total	Actual (Sept 24)
Swimbits	500	10	5,000	6
Wavemaker	750	10	7,500	5
Breakers	1,200	10	12,000	6
Bronze	1,500	10	15,000	10
Bronze +	1,800	5	9,000	2
Silver	2,000	10	20,000	10
Gold	2,200	6	13,200	7
Platinum	2,550	3	7,650	2
		64	89,350	48

FINANCIAL INFORMATION
BUDGET 2018-19

	2018 Budget	2018 Actual	2017 Actual	2019 DRAFT BUDGET
EXPENSES				
Coaches salaries and benefits	68,700	67,250	55,318	68,700
Pool Fees	38,600	32,628	37,774	34,000
Banking and credit card fees	3,000	4,051	3,301	4,000
Swim meet costs not billed to swimmers	3,000	4,962	7,864	3,500
Office/Bookkeeping	1,000	912	1,813	3,000
Excellence	-	-	5,000	3,000
Coaching fees and development	-	6,566	2,000	2,000
Trophies	1,000	2,072	2,421	1,770
Team Unify fees	1,450	1,437	1,487	1,500
Social - AGM, Xmas, Y/E and parent meets	1,000	568	2,922	1,200
Coaches rewards and activities	1,500	344	-	1,000
Equipment	500	722	948	600
Dues and Swim BC Affiliation Fee	200	300	200	300
Other	-	185	272	-
TOTAL EXPENSES	**119,950**	**121,997**	**121,320**	**124,570**

REGIONAL DISTRICT OF NANAIMO
RECREATION AND PARKS

DISTRICT 69 RECREATION GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

[X] COMMUNITY GRANTS
(Projects for families, young children, adults and seniors) beneficiaries

[ ] YOUTH GRANTS
(Projects with the majority of between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization:	Arrowsmith Agricultural Association
Mailing Address:	PO Box 195, Coombs, BC
Postal Code:	V0R 1M0
Phone Number:	250-248-4458
Alternate:	[redacted]
Contact Name:	Lucille Van Horne/Alternate - Randy Longmuir
Email:	treasurer@coombsfair.org/[redacted]

Is your organization or your parent organization registered as a non-profit society in BC?

Yes [X] No [ ]

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project [ ]
2. Expansion/Enhancement of Existing Program / Project [X]
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ❑ Purpose
- ❑ Background
- ❑ Goals and objectives
- ❑ Type of project – activity, program, event, etc.
- ❑ Location of project
- ❑ Approximate number of participants to be served
- ❑ Ages of participants
- ❑ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ 1295.00

2. Specify, in general, how funds will be utilized:

The RDN grant will be used to pay for supplies for crafts and games, signage, and food for the Coombs Fair Family Day event, celebrating the eighth annual BC Family Day, February 17th, 2020. Funding will allow the Coombs Family Day event to continue to provide a day of shared family activities at no cost to those in attendance.

3. Copy of organization's financial statement included? X No ____ Yes Give reason if no:

4. What other effort is your organization undertaking to obtain funds for this program / project?

The Coombs Fair Family Day committee will be approaching local businesses for donations and other local non-profit organizations for assistance with organizing the event. The Arrowsmith Recreation Association (ACRA) will be partnering with the Arrowsmith Agricultural Association (AAA) to host Family Day.

5. Were any requests for funding granted or in the process of being considered? Yes ____ No X
   Granted or being considered by:

Description of the Program / project:

The purpose of this event is to offer people of all ages and abilities the opportunity to join the Arrowsmith Agricultural Association's celebration of BC's eighth annual Family Day, February 17th, 2020. Taking place on the Coombs Fairgrounds, this "Free, Family, Fun" celebration features heritage-era games, crafts and demonstrations. In 2020, the Coombs Fair Family Day will highlight the "Year of the Chicken".

Background:
The Arrowsmith Agricultural Association (AAA) has offered families a heritage celebration including free food, games, crafts and demonstrations on BC Family Day since its inception. Previous Coombs BC Family Day celebrations (with the exception of the 2017 and 2019 events that were cancelled due to dangerous snow conditions) were an overwhelming success. The organizing committee is confident that this year's event will be successful, and will continue to bring families together to build memories, while sharing an "unplugged" day.

Goals and Objectives:
To offer a free, safe celebration welcoming families of all ages.
To welcome people with physical limitations.
To involve the community by inviting residents to demonstrate activities.
To have senior community members share their skills with a younger generation.
To introduce simple games, crafts and demonstrations from a past era that parents and children can share.
To have the children/youth from the 4H clubs share their passion for animals and expertise by demonstrating the care of their animals.
To welcome International students in the community to participate as volunteers.

Type of Project-activity, Program, Event etc:
The Coombs Fair Family Day will be a one-day, free, family-friendly celebration including demonstrations, crafts, face-painting, games, food and fun.

Location:
The event will take place at the Coombs Fairgrounds and will include the use of the grounds, the Arrowsmith Activity Building, the barns and the Arrowsmith Hall.

Approximate number of participants to be served:
In 2018 approximately 1800 people attended Family Day at the Coombs Fairgrounds. The AAA anticipates a similar number of participants in 2020.

Ages of Participants:
Participants will be all ages.

Other Relevant Information:
Every year the AAA Coombs Fair Family Day event honours a different animal and 2020 is the "Year of the Chicken", so many of the games, crafts and food items will feature the chicken. Families attending the celebration will be offered hot dogs and hot chocolate/tea/coffee. Families will also have the opportunity to decorate chicken cookies and play chicken-themed games including pin the tail on the chicken and other activities created by AAA/ACRA and other volunteers to be used both during this event and at future Fairs.

In addition to the crafts and games, participants have an opportunity to learn spinning, weaving, quilting, spool knitting, view artifacts and memorabilia from the past and view numerous other interesting skills and activities. The many volunteers required to offer such an interesting and exciting day are a combination of youth, adults and seniors.

Financial Information:

Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

Please see attached budget

REVENUES:	Amount	EXPENDITURES:	Amount

Totals Revenue: $ 755.00

Total Expenditure: $ 2050.00

Amount Requested for funding (Shortfall): $ 1295.00

Signature: Randy Longmuir

Date: Aug. 30, 2019

Coombs Family Day Budget 2019

Year of the Chicken

Revenue/ In-kind		Expenses	
Crafts and Games		**Crafts and Games**	
ACRA in-kind craft supplies	$50.00	Face paint	$50.00
		Chicken puzzles and games	$100.00
AAA in-kind button maker and supplies	$50.00	Button maker and supplies	$100.00
		Craft table supplies	$50.00
		Pin the tail on the chicken supplies	$35.00
		Small bags for gems	$10.00
Total	$100.00	**Total**	$345.00
Food and Supplies		**Food and Supplies**	
AAA in-kind popcorn machine	$30.00	Popcorn machine/popcorn/oil	$80.00
ACRA will bake cookies and host concession		Supplies to make chicken cookies	$100.00
		Icing cups/sticks	$30.00
		Wieners (1000)	$250.00
		Hot dog buns (1000)	$250.00
		Cream for butter making	$20.00
		Tea, cream, sugar, stir sticks	$25.00
Creekmore's Coffee to donate	$75.00	Coffee	$75.00
		Hot chocolate	$80.00
		Condiments	$50.00
		Coffee cups and dixie cups	$25.00
Total	$105.00	**Total**	$985.00
Facility Rental		**Facility Rental**	
AAA in-kind	$500.00	Coombs Fairgrounds and buildings	$500.00
Total	$500.00	**Total**	$500.00
Miscellaneous		**Miscellaneous**	
ACRA in-kind	$50.00	Poster graphic design	$50.00
		Photocopying posters etc.	$20.00
		Family Day signage for Highway 4	$100.00
		Indoor event signage	$50.00
Total	$50.00		
Carry over from 2018 Family Day	$0.00	**Total**	$220.00
Total Revenue/Donations	$755.00	**Total Expenses**	$2,050.00
	Shortfall	**$1,295.00**	

ARROWSMITH AGRICULTURAL ASSOCIATION

Balance Sheet - as at December 31, 2018* Preliminary figures

	General Account	Gaming Account	Total
Current Assets			
Petty Cash on Hand	115.00		115.00
Cash in Bank	43,293.43	27,286.42	70,579.85
Credit Union Equity shares	5.00	5.00	10.00
Other Grants Account	3,585.85		3,585.85
Short Term Investments			
	46,999.28	27,291.42	74,290.70
Capital Assets			
Land	245,200.00		245,200.00
Buildings	1,209,802.00		1,209,802.00
Equipment	165,706.08		165,706.08
	1,620,708.08		1,620,708.08
Total Assets	1,667,707.36	27,291.42	1,694,998.78
Current Liabilities			
Loan-Farm Credit Canada	141,971.00		141,971.00
Accounts Payable & accrual	3,287.50	1,058.30	4,345.80
	145,258.50	1,058.30	146,316.80
	1,522,448.86	26,233.12	1,548,681.98
Association Equity			
Net Equity in Capital Assets	$1,478,737.08		
Equity -Unrestricted	$43,711.78		
Equity - Restricted Gaming fund		$26,233.12	
Net Equity	$1,522,448.86	$26,233.12	$1,548,681.98

REGIONAL DISTRICT OF NANAIMO
RECREATION AND PARKS

DISTRICT 69 RECREATION GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

[X] COMMUNITY GRANTS
(Projects for families, young children, adults and seniors) beneficiaries

[ ] YOUTH GRANTS
(Projects with the majority of between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization:	ACRA – Coombs Candy Walk Sub-committee
Mailing Address:	PO Box 94, Coombs, BC
Postal Code:	V0R 1M0
Phone Number:	250-752-9867
Alternate:	[redacted]
Contact Name:	Jennah Stavroff – Alternate Randy Longmuir
Email:	[redacted]

Is your organization or your parent organization registered as a non-profit society in BC?

Yes [X] No [ ]

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project [ ]
2. Expansion/Enhancement of Existing Program / Project [X]
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ❑ Purpose
- ❑ Background
- ❑ Goals and objectives
- ❑ Type of project – activity, program, event, etc.
- ❑ Location of project
- ❑ Approximate number of participants to be served
- ❑ Ages of participants
- ❑ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ 2127.00

2. Specify, in general, how funds will be utilized:

The grant funding being requested would be used to help cover the cost of supplies that are not being donated. The primary expenses are candy and fireworks ($4,000.00).

3. Copy of organization's financial statement included? Yes [X] No [ ]
   Give reason if no:

4. What other effort is your organization undertaking to obtain funds for this program / project?

Other planned fundraising efforts this year include community donation jars, small to medium cash donations from the local business community, and in-kind donations from area stores and relevant businesses. Revenue to help cover costs is also expected from participant donations, hotdog and hot chocolate sales.

5. Were any requests for funding granted or in the process of being considered? Yes [X] No [ ]
   Granted or being considered by:

ACRA has made a funding allocation of $3273.13, carried over from the 2018 event. The Arrowsmith Agricultural Association has also provided an in-kind donation for the use of the Fairgrounds, a value of $700.00.

Description of the Program / project:

Purpose:
To provide a safe, family friendly, Halloween activity to Electoral Area F children and the larger communities of Parksville and Qualicum Beach.

Background:
The original Coombs Candy Walk was started by local parents after concerns were raised about the safety of trick or treating in rural areas where Halloween activities are made impractical due to poor lighting, no sidewalks, spread out houses and predator animals. This year's 51st Candy Walk continues the tradition of community Halloween celebrations which began as a small community bonfire, hosted by the Coombs Fire Department.

The event has maintained its objective of being a Free By Donation event in order to ensure that all are able to attend.

Goals and Objectives:
The goal/objective is to provide rural and regional residents with a unique, accessible and safe activity that has become representative of the Arrowsmith area's culture and character. It is also an objective that the event should be a unifying activity year round, as preparation and fundraising brings together families, businesses, and community groups.

Location:
The Coombs Halloween Candy Walk will be held on the Coombs Fairgrounds, 1014 Ford Road, Coombs.

Type of Program:
The event includes a themed "Trick or Treat walk" for younger children (Ages 2-12) decorated and staffed by community volunteers, a cake walk (Ages 6-14), a concession serving hot chocolate and hotdogs, and fireworks (All ages).

Approximate number of participants to be served:
The 2018 event was attended by roughly 750 participants during its two hours of operation.

Ages of participants:
Attendees are usually young families with children aged 2-14. The many volunteers supporting the event range in age from 7-70. A goal for 2019 is to encourage more seniors and adults without children to come and enjoy the festivities.

Other Relevant Information:
A haunted house (Ages 13+) is being hosted by the Ballenas Secondary School Dry Grad Committee, as a fund raiser for grad 2020. The Candy Walk provides free space, prop use, and participants, while the partner provides design, set up and volunteers. Entry will be by donation.

Financial Information:

Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

Please see attached budget

REVENUES:	Amount	EXPENDITURES:	Amount

Totals Revenue: $ 7973.13

Total Expenditure: $ 10,100.00

Amount Requested for funding (Shortfall): $ 2126.87

Signature: Randy Longmuir

Date: Aug. 14, 2019

Coombs Candy Walk Budget 2019

REVENUE / EXPENSES	Notes:	Value:
REVENUE:		
*Cash on hand	ACRA contribution/donations from 2018 event	3273.13
Anticipated in-kind donations	See attached page	1400.00
Fireworks subsidy	Wholesale/At cost value	1500.00
Concession sales		200.00
Community donation jars		100.00
Onsite donation jars		400.00
Anticipated corporate cash contributions		400.00
Approved In-kind donation: Arrowsmith Agricultural Association	Fairground rental donation	700.00
REVENUE TOTAL		7973.13

Coombs Candy Walk Budget 2019

REVENUE / EXPENSES	Notes:	Value:
EXPENSES:	NOTES:	VALUE:
In-Kind Costs	See attached page- donations awaiting approval	1400.00
Fireworks	Retail value	3000.00
Candy/Treats		2500.00
"Cake Walk" cake ingredients	Eggs, flour etc	150.00
Decorations and costumes	Including lumber, specialty lighting, construction paper rolls, etc	900.00
Concession supplies	Napkins, stir sticks etc	200.00
General clean-up costs	Includes entire fairgrounds inside and out, general supplies (industrial garbage bags)	300.00
Clean-up labour costs	Honorarium for non-profit volunteers if finances from fundraising allow	400.00
Miscellaneous	Donation jar supplies, glow sticks, poster printing costs, fuel, tipping fees etc	550.00
Approved in-kind donation: Arrowsmith Agricultural Association	Fairgrounds rental	700.00
EXPENSES TOTAL:		10,100.00
SHORTFALL:		2126.87

Coombs Candy Walk Budget 2019

NOTES:
Fees: The event is run as a "Free/By Donation" activity.

The haunted house is organized and hosted by the Ballenas Secondary School Dry Grad Committee as a separate fundraiser. Traditionally the suggested donation for the Haunted House has been $1.00 - $2.00.
Due to the timing of the event (late October), and the application deadline for grant applications (August) many requests to the community for donations have not yet been extended however the anticipated in-kind donations are based on previous support.

Coombs Candy Walk In Kind Donations 2019

In-Kind Donations awaiting approval**	Item/Description	Value
Old Country Market	200 Pumpkins and Concession Food items 2 large - Ketchup 1 large - Mustard 2 large - Relish 2 large - Tins of Coffee 2 x 1L- Creamo 4 boxes - Sugar cubes 300 servings- Hotdog buns 300 servings- Wieners/veggie dogs 5 X 12 Juice boxes 400 Servings hot chocolate	600.00
Tree's Restaurant	Labour for bake/decorate/wrap 30 small cakes.	150.00
Coombs Fire Department	Government certified fireworks display personnel	150.00
Clean-up/Waste disposal	Fuel/trucking of waste to garbage/recycling depot and associated fees	300.00
Salvation Army Thrift Store	Costume/Decoration Donation	100.00
S.O.S.	Costume/Decoration Donation	100.00
Total:		1,400.00

Arrowsmith Community Recreation Association (ACRA) 2018 Operating Statement

INCOME	2018 Proposed Budget	2018 Final Budget	YTD Actual
Recreation Services Agreement			
Carry Forward	0	1,015	1,015
RDN Base Contract Funding	71,290	72,328	75,324
Contract Growth Request	1,426	1,447	
RDN Base Contract Funding Subtotal	72,716	73,775	76,339
RDN CPI Increase	1,059	1,549	included above
Total RSA Funding			
Total RSA Funding including Carry Forward	73,775	76,339	76,339
RSA - ART Program Revenue			
Carry Forward	0	7,728	7,728
ART Program Income	4,650	4,516	3,649
ART Fundraisers	3,000	300	0
Credit Union Interest	1	1	4
RDN Grants for programs	7,331	7,331	7,331
Total Other Revenue	14,982	19,876	18,712
Total RSA/ART Income	**88,757**	**96,214**	**95,051**
ACRA non-RSA Operating Revenue			
Credit Union Interest	2	2	1
Total Other Revenue	2	2	1
Event Revenue			
Fund Raiser	3,000	3,000	0
Total Event Revenue	3,000	3,000	0
Total ACRA non-RSA Income	**3002**	**3002**	**1**
Total RSA/ART/ACRA Income	**91,759**	**99,216**	**95,052**

EXPENSES	2018 Proposed	2018 Final	YTD
Recreation Services Agreement	**Budget**	**Budget**	**Actual**
ARC1 Contract	27,500	28,875	28,738
ARC1 Car Allowance	960	960	960
ARC2 Contract	18,375	20,580	19,654
ARC2 Car Allowance	960	960	960
ARC3 Contract	17,150	18,375	18,907
ARC3 Car Allowance	960	960	960
WorkSafeBC Premiums	600	675	618
Liability Insurance	1,600	1,800	1,534
Credit Union Charges	15	15	0
Community Cupboard	6,400	6,400	5,670
Supplies	830	1,500	1,056
Advertising & Promotions	1,400	1,500	410
Program Facilitators	2,300	2,650	2,601
RSA Contract Program Costs	2,000	2,000	68
Seminars & Meetings	240	300	164
Miscellaneous	136	333	334
RSA Operating Expenses	**81,426**	**87,883**	**82,632**
Capital Costs			
Total Capital Costs	**0**	**1,000**	**1011.53**
Non-RSA ACRA Operating Expenses			
Credit Union Charges	5	5	18
Advertising and Promotions	105	105	0
Office Supplies	25	25	0
Directors' Liability Insurance	550	550	560
Memberships/Licenses	67	67	60
Website/Internet	300	300	233
Administration Costs	50	50	142
Program Expenses	150	150	0
RDN Grants for programs	7,331	7,331	7,272
Total Operating Expenses	**8,583**	**8,583**	**8,284**
Event Expenses			
Fundraiser	1,750	1,750	0
Total Event/Sales Expenses	**1,750**	**1,750**	**0**
Total Non-RSA ACRA Expenses	**10,333**	**10,333**	**8,284**
Total Expenses	**91,759**	**99,216**	**91,928**
Net Balance	**0**	**0**	**3,124**

RDN Grants Received by ACRA in 2018

• RDN Community Grant for the Coombs Candy Walk	$ 2243.00
• RDN Community Grant for Coombs Community Picnic	$ 764.00
• RDN Youth Grant-Facility rental for youth programs	$ 2500.00
• RDN Youth Grant for Youth Week 3-on-3 Basketball Tournament	$ 500.00
• RDN Youth Grant for Growing Wild Summer Camp	$ 324.00
• RDN Community Grant for Food Skills for Families	$ 1000.00
Total Grants Received by ACRA	**$ 7331.00**

REGIONAL DISTRICT OF NANAIMO
RECREATION AND PARKS

DISTRICT 69 RECREATION GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

[X] COMMUNITY GRANTS
(Projects for families, young children, adults and seniors) beneficiaries

[ ] YOUTH GRANTS
(Projects with the majority of between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: Arrowsmith Community Recreation Association

Mailing Address: PO Box 94, Coombs, BC

Postal Code: V0R 1M0

Phone Number: [redacted] Alternate:

Contact Name: Randy Longmuir

Email: [redacted]

Is your organization or your parent organization registered as a non-profit society in BC?

Yes [X] No [ ]

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project [ ]
2. Expansion/Enhancement of Existing Program / Project [X]
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ❑ Purpose
- ❑ Background
- ❑ Goals and objectives
- ❑ Type of project – activity, program, event, etc.
- ❑ Location of project
- ❑ Approximate number of participants to be served
- ❑ Ages of participants
- ❑ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ 1200.00

2. Specify, in general, how funds will be utilized:

Funds will be used to pay the facility rental for the Arrowsmith Hall and commercial kitchen to be able to offer two sessions of the six week Food Skills for Families program, one in the fall of 2019, and one in the spring of 2020. The program is offered for six weeks, but only requires the facility for five weeks, as one week's session is held at a local grocery store. The cost is $600.00 for the facility rental for each program.

3. Copy of organization's financial statement included? Yes [X] No [ ]
   Give reason if no:

4. What other effort is your organization undertaking to obtain funds for this program / project?

The Arrowsmith Agricultural Association has offered to provide the program with a subsidized rate for these two sessions.

5. Were any requests for funding granted or in the process of being considered? Yes [ ] No [X]
   Granted or being considered by:

The program is completely funded by the BC Ministry of Health except for the Commercial kitchen rental fee. Previously managed by Diabetes Canada, the program is now managed by the BC Centre of Disease Control which provides funds for facilitator fees, grocery costs and program materials. The local program is hosted by ACRA.

Description of the Program / project:

Purpose:

ACRA is pleased to be able to continue to host the Food Skills for Families program. The program strengthens the participants' cooking confidence while providing the food knowledge necessary for making healthy and affordable meal, snack, and beverage choices. Each participant receives a handbook full of cooking tips and delicious recipes. The participants are given the opportunity to prepare a fresh home cooked meal during class and then enjoy the meal together at a family style table.

Background:

The Arrowsmith Community Recreation Association has successfully hosted the Food Skills for Families programs since 2014, and is proud that the BC Centre for Disease Control continues to support ACRA's work first begun in collaboration with Diabetes Canada. The organization continues a series of new Food Skills for Families programs and recipes, and ACRA will be hosting Food Sense – Healthy Cooking on a Budget and Food Skills for Active Seniors. The BC Ministry of Health continues to fund the program, but it is managed by the BC Centre of Disease Control, which funds the facilitator's wage, grocery costs, and program materials.

Goals and objectives:

To work closely with Errington Elementary School, Grace United Church, and other community resources to identify families and seniors who would benefit from these programs.
To demonstrate that preparing healthy meals from "scratch" can be quick and affordable.
To have participants work together to plan, prepare, cook and share a nutritious meal.
To educate the participants about healthy and budget shopping.
To have participants try new healthy choice recipes in their homes.
To provide an opportunity for discussion and socializing during the family style meal time.

Type of project-activity, program event etc:

Food Skills for Families is a free six-session program, funded by the Ministry of Health, managed by the BC Centre for Disease Control, and hosted by ACRA. Programs will be offered in the fall of 2019 and the spring of 2020. Each three-hour session addresses a new topic, including basic nutrition education, safe food handling and storage, as well as healthy snack and meal planning and preparation. Food Skills for Active Seniors will be offered in the fall and Food Sense: Healthy Cooking on a Budget will be offered in the spring. Program space is limited to twelve participants each session to ensure that each participant receives individual attention and support.

Location:

The Food Skills for Families programs will be held in the Arrowsmith Hall kitchen on the Coombs Fairgrounds for three hours once a week for five weeks, with one session being held at a local grocery store.

Financial Information:

Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ☐ all revenues associated with the project
- ☐ any fees charged to participants
- ☐ any other financial contributions of any kind (include items awaiting approval)
- ☐ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

Please see attached Budget

REVENUES:	Amount	EXPENDITURES:	Amount
Funded by BC Ministry			
Of Health except for the			
Commercial kitchen			
Facility rental subsidy	$600.00	Facility rental - AAA	$1200.00
Facility rental subsidy	$600.00	Facility rental - AAA	$1200.00

Totals Revenue: $ 1200.00

Total Expenditure: $ 2400.00

Amount Requested for funding (Shortfall): $ 1200.00

Signature: Randy Longmuir

Date: Aug. 14/2019

Arrowsmith Community Recreation Association (ACRA) 2018 Operating Statement

INCOME	2018 Proposed Budget	2018 Final Budget	YTD Actual
Recreation Services Agreement			
Carry Forward	0	1,015	1,015
RDN Base Contract Funding	71,290	72,328	75,324
Contract Growth Request	1,426	1,447	
RDN Base Contract Funding Subtotal	72,716	73,775	76,339
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Event Revenue			
Fund Raiser	3,000	3,000	0
Total Event Revenue	3,000	3,000	0
Total ACRA non-RSA Income	**3002**	**3002**	**1**
Total RSA/ART/ACRA Income	**91,759**	**99,216**	**95,052**

EXPENSES	2018 Proposed	2018 Final	YTD
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Office Supplies	25	25	0
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Website/Internet	300	300	233
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Program Expenses	150	150	0
RDN Grants for programs	7,331	7,331	7,272
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Event Expenses			
Fundraiser	1,750	1,750	0
Total Event/Sales Expenses	**1,750**	**1,750**	**0**
Total Non-RSA ACRA Expenses	**10,333**	**10,333**	**8,284**
Total Expenses	**91,759**	**99,216**	**91,928**
Net Balance	**0**	**0**	**3,124**

RDN Grants Received by ACRA in 2018

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• RDN Youth Grant for Growing Wild Summer Camp	$ 324.00
• RDN Community Grant for Food Skills for Families	$ 1000.00
Total Grants Received by ACRA	**$ 7331.00**

REGIONAL DISTRICT OF NANAIMO
RECREATION AND PARKS

DISTRICT 69 RECREATION GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

[x] COMMUNITY GRANTS
(Projects for families, young children, adults and seniors) beneficiaries

[ ] YOUTH GRANTS
(Projects with the majority of between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: Arrowsmith Community Recreation Association

Mailing Address: PO Box 94, Coombs, BC

Postal Code: V0R 1M0

Phone Number: [redacted] Alternate:

Contact Name: Randy Longmuir

Email: [redacted]

Is your organization or your parent organization registered as a non-profit society in BC?

Yes [x] No [ ]

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project [ ]
2. Expansion/Enhancement of Existing Program / Project [x]
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ❑ Purpose
- ❑ Background
- ❑ Goals and objectives
- ❑ Type of project – activity, program, event, etc.
- ❑ Location of project
- ❑ Approximate number of participants to be served
- ❑ Ages of participants
- ❑ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ $1081.97

2. Specify, in general, how funds will be utilized:

Funds will be used to pay for posters, food, pony rides, music, and miscellaneous items such as napkins, and items necessary for an "Old-Fashioned Country Picnic", children's games and activities. The purchase of two plastic corrugated signs to be placed on the highway frontage is hoped to further advertise the picnic by improving its visibility in the community.

3. Copy of organization's financial statement included? Yes [x] No [ ]
Give reason if no:

4. What other effort is your organization undertaking to obtain funds for this program / project?

The picnic committee will be asking other non-profit organizations and businesses in the community for donations and assistance with this event.

5. Were any requests for funding granted or in the process of being considered? Yes [ ] No [x]
Granted or being considered by:

No other funding has been granted as yet, but potential in-kind donations have been listed in our program budget. The Coombs Country Market has been very supportive in the past, providing hot dogs, hamburgers, buns, ice cream, and condiments, and we are hopeful that they will continue to be supportive this year.

Description of the Program / project:

Purpose:
The purpose of this event is to offer community people, of all ages and financial means, the opportunity to come together to share an evening of food, entertainment, old-fashioned games, and friendship.

Background:
Community members have hosted a community picnic at either the former French Creek Community School or the Coombs Fairgrounds for 30 years. The 2019 picnic, at the Coombs Fairgrounds, was attended by approximately 350 people. Food is prepared on-site and served by volunteers with Food Safe certification. For many community families on limited budgets this food is a welcome meal to enjoy.

Goals and objectives:
To offer a free community event for community members of all ages and financial means.
To strengthen family and community ties.
To involve community members and non-profit groups in organizing and hosting this event.
To bring families together to share food, play, and have fun in a safe environment.
To offer an event where people can be physically active at an "unplugged" event.
To give long-time Coombs residents the opportunity to share memorabilia and family history.

Type of project-activity, program event etc:
The 2020 Community Picnic will be held on Friday, June 5th from 5:30-7:30pm. The picnic will be held at the Coombs Fairgrounds where there is access to a commercial kitchen, washrooms, stage, and picnic tables.

Location:
As mentioned above, the event will take place at the Coombs Fairgrounds and will take place outdoors, utilizing the Fairground's expansive space, including the horse ring, outdoor stage and barns.

Approximate number of participants to be served:
ACRA anticipates 300-350 people will attend the picnic, based on historical attendance numbers.

Ages of Participants:
Participants will be all ages, from toddlers to elderly residents.

Other relevant information:
Community volunteers and local businesses and organizations have been the key to the success of the Coombs Community Picnic. This "old-fashioned" picnic provides an opportunity for community residents of all ages to share in food, fun, and community spirit.

Financial Information:

Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

***Please see attached budget sheet**

REVENUES:	Amount	EXPENDITURES:	Amount

Totals Revenue: $ 2063.03

Total Expenditure: $ 3145.00

Amount Requested for funding (Shortfall): $ 1081.97

Signature: Randy Longmuir

Date: Aug. 14, 2019

Coombs Community Picnic 2019

Revenue	Revenue/ In-kind		Expenses	
		Amount		
ACRA Carry over for Picnic	Carry-over from 2019	$ 93.03		
	In-Kind Donations			
	Donated by:			
Wieners, hamburgers, buns, ice cream, cones	Coombs Country Market	$ 600.00	Wieners, hamburgers, buns, ice cream, cones	$ 600.00
Mustard, relish, ketchup	Coombs Country Market	$ 30.00	Mustard, relish, ketchup	$ 30.00
Coffee	Creekmore's	$ 50.00	Coffee	$ 50.00
Tea, sugar, cream	Coombs General Store	$ 25.00	Tea, sugar, cream	$ 25.00
Celebration cake	Candace DeWolf	$ 175.00	Celebration cake	$ 150.00
Popcorn machine rental	AAA	$ 50.00	Popcorn machine rental	$ 50.00
Gloves	ACRA	$ 10.00	Gloves	$ 10.00
Garbage bags	ACRA	$ 10.00	Garbage bags	$ 10.00
Barbecue rental	ACRA	$ 40.00	Barbecue rental	$ 40.00
Banner update	Wallpepper	$ 30.00	Banner update	$ 30.00
Children's Garden Railway	Angus Coulter	$ 100.00	Children's Garden Railway	$ 100.00
Steam engine	Ken Fyfe	$ 100.00	Steam engine	$ 100.00
Petting farm	Arrowsmith 4-H Club	$ 50.00	Petting farm	$ 50.00
Outdoor games	ACRA	$ 50.00	Outdoor games	$ 50.00
Poster design	ACRA	$ 50.00	Poster design	$ 50.00
Traffic barricades, vests, signs	ACRA	$ 200.00	Traffic barricades, vests, signs	$ 200.00
Fire trucks and volunteers	Coombs Hilliers Fire Department	$ 100.00	Fire trucks and volunteers	$ 100.00
Coombs Fairground rental/set up costs	AAA Fairgrounds Rental In-kind	$ 300.00	Coombs Fairground rental/set up costs	$ 700.00
			Tableclothes and napkins	$ 30.00
			Cups for coffee/tea	$ 10.00
			Popcorn, cooking oil, bags	$ 75.00
			Face paint/glitter supplies	$ 50.00
			Entertainment/Local Youth Group	$ 200.00
			Pony rides	$ 200.00
			Zap straps	$ 10.00
			Poster photocopying	$ 20.00
			Propane	$ 20.00
			Plastic corrugated signs (2)	$ 100.00
			Hotdog sleeves	$ 15.00
			Hamburger foil bags	$ 70.00
	Total Revenue/Donations	$2,063.03	**Total Expenses**	$ 3,145.00
			Balance/Shortfall	-$ 1,081.97

Arrowsmith Community Recreation Association (ACRA) 2018 Operating Statement

INCOME	2018 Proposed Budget	2018 Final Budget	YTD Actual
Recreation Services Agreement			
Carry Forward	0	1,015	1,015
RDN Base Contract Funding	71,290	72,328	75,324
Contract Growth Request	1,426	1,447	
RDN Base Contract Funding Subtotal	72,716	73,775	76,339
RDN CPI Increase	1,059	1,549	included above
Total RSA Funding			
Total RSA Funding including Carry Forward	73,775	76,339	76,339
RSA - ART Program Revenue			
Carry Forward	0	7,728	7,728
ART Program Income	4,650	4,516	3,649
ART Fundraisers	3,000	300	0
Credit Union Interest	1	1	4
RDN Grants for programs	7,331	7,331	7,331
Total Other Revenue	14,982	19,876	18,712
Total RSA/ART Income	**88,757**	**96,214**	**95,051**
ACRA non-RSA Operating Revenue			
Credit Union Interest	2	2	1
Total Other Revenue	2	2	1
Event Revenue			
Fund Raiser	3,000	3,000	0
Total Event Revenue	3,000	3,000	0
Total ACRA non-RSA Income	**3002**	**3002**	**1**
Total RSA/ART/ACRA Income	**91,759**	**99,216**	**95,052**

EXPENSES	2018 Proposed	2018 Final	YTD
Recreation Services Agreement	**Budget**	**Budget**	**Actual**
ARC1 Contract	27,500	28,875	28,738
ARC1 Car Allowance	960	960	960
ARC2 Contract	18,375	20,580	19,654
ARC2 Car Allowance	960	960	960
ARC3 Contract	17,150	18,375	18,907
ARC3 Car Allowance	960	960	960
WorkSafeBC Premiums	600	675	618
Liability Insurance	1,600	1,800	1,534
Credit Union Charges	15	15	0
Community Cupboard	6,400	6,400	5,670
Supplies	830	1,500	1,056
Advertising & Promotions	1,400	1,500	410
Program Facilitators	2,300	2,650	2,601
RSA Contract Program Costs	2,000	2,000	68
Seminars & Meetings	240	300	164
Miscellaneous	136	333	334
RSA Operating Expenses	**81,426**	**87,883**	**82,632**
Capital Costs			
Total Capital Costs	**0**	**1,000**	**1011.53**
Non-RSA ACRA Operating Expenses			
Credit Union Charges	5	5	18
Advertising and Promotions	105	105	0
Office Supplies	25	25	0
Directors' Liability Insurance	550	550	560
Memberships/Licenses	67	67	60
Website/Internet	300	300	233
Administration Costs	50	50	142
Program Expenses	150	150	0
RDN Grants for programs	7,331	7,331	7,272
Total Operating Expenses	**8,583**	**8,583**	**8,284**
Event Expenses			
Fundraiser	1,750	1,750	0
Total Event/Sales Expenses	**1,750**	**1,750**	**0**
Total Non-RSA ACRA Expenses	**10,333**	**10,333**	**8,284**
Total Expenses	**91,759**	**99,216**	**91,928**
Net Balance	**0**	**0**	**3,124**

RDN Grants Received by ACRA in 2018

• RDN Community Grant for the Coombs Candy Walk	$ 2243.00
• RDN Community Grant for Coombs Community Picnic	$ 764.00
• RDN Youth Grant-Facility rental for youth programs	$ 2500.00
• RDN Youth Grant for Youth Week 3-on-3 Basketball Tournament	$ 500.00
• RDN Youth Grant for Growing Wild Summer Camp	$ 324.00
• RDN Community Grant for Food Skills for Families	$ 1000.00
Total Grants Received by ACRA	**$ 7331.00**

REGIONAL DISTRICT OF NANAIMO
RECREATION AND PARKS

DISTRICT 69 RECREATION GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

☑ COMMUNITY GRANTS
(Projects for families, young children, adults and seniors)

☐ YOUTH GRANTS
(Projects with the majority of beneficiaries between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: Errington Cooperative Preschool

Mailing Address: Box 596, Errington BC

Postal Code: V0r 1V0

Phone Number: [redacted] Alternate:

Contact Name: Laura James

Email: [redacted]

Is your organization or your parent organization registered as a non-profit society in BC?

Yes ☑ No ☐

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project ☐
2. Expansion/Enhancement of Existing Program / Project ☐
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ❑ Purpose
- ❑ Background
- ❑ Goals and objectives
- ❑ Type of project – activity, program, event, etc.
- ❑ Location of project
- ❑ Approximate number of participants to be served
- ❑ Ages of participants
- ❑ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ 1,500

2. Specify, in general, how funds will be utilized:

The funds will be utilzed to purchase new art suplies,games, for the childern to continue to offer active play actives .

3. Copy of organization's financial statement included? Yes ☑ No ☐

   Give reason if no:

4. What other effort is your organization undertaking to obtain funds for this program / project?

various fundraisers such as bottle drives, walk a thon and raffles

5. Were any requests for funding granted or in the process of being considered? Yes ☐ No ☑

   Granted or being considered by:

Description of the Program / project:

Purpose:

The preschool has a "learn though play" motto and offers a variety of gross motor play activites for the childern who attend. Types of play at the preschool includ, outdoor play, table toys, cutting, pasting, puzzles, reading and singing.

Program Background:
The Errington Cooperative Preschool is a non-profit organization that was formed in the 1970's by several concered residents to provide rural kids with the opportunity to interact with others, specifically other children in the same age group.

Goals & Objectives"
Our goal is to provide a safe and fun learning environment for the children in our community. We want to provide them with creative matrials to develop their dexterity, satisfy their curiosity of "cause and effect" and to encourage their imagination.

Type of Project:

The supplies outlined in the appilaction will be used in the preschool classroom so it can contiune to provide a well rounded program.

Financial Information:
Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

REVENUES:	Amount	EXPENDITURES:	Amount
		Art Supplies	1,285.89
		Puzzles	150
		Listening Games/Games	75.90
Totals Revenue:	$	Total Expenditure:	$ 1,511.79

Amount Requested for funding (Shortfall): $ 1,511.79

Signature: J Jamie

Date: April 24 2019

ERRINGTON PRESCHOOL PARENTS SOCIETY

STATEMENT OF FINANCIAL POSITION
(Unaudited)

AS AT MARCH 31, 2019

	2019	2018
ASSETS		
CURRENT		
Cash	$ 23,864	$ 19,053
Cash – Restricted gaming – Note 2	5,105	4,114
Accounts receivable	275	275
Other current assets	1,860	1,860
	31,104	25,302
LONG TERM		
Capital assets – Net of amortization – Note 3	3,953	5,745
	$ 35,057	$ 31,047
LIABILITIES & SHAREHOLDER'S EQUITY		
CURRENT		
Accounts payable and accrued liabilities	$ 1,725	$ 1,725
GST Taxes payable (recoverable)	(187)	(243)
Employee deductions payable	961	961
	2,499	2,443
NET ASSETS		
GENERAL FUND	27,453	24,490
RESTRICTED FUND	5,105	4,114
	32,558	$ 28,604
	$ 35,057	$ 31,047

APPROVED ON BEHALF OF THE BOARD:

_____ Director

_____ Director

Prepared Without Audit - See Notice to Reader

ERRINGTON PRESCHOOL PARENTS SOCIETY

STATEMENT OF SOURCES AND USES OF FUNDS
(Unaudited)

FOR THE YEAR ENDED MARCH 31, 2019

	2019	2018
SOURCES OF FUNDS		
Tuition	$ 38,051	$ 45,159
Fundraising	12,587	5,002
Grants	1,300	1,225
Gaming Grant	5,600	5,600
TOTAL SOURCES OF FUNDS	57,538	56,610
Operating expenses		
Advertising and promotion	81	295
Amortization of tangible assets	1,792	1,919
Insurance	896	1,755
Interest and bank charges	2	43
Office expenses	572	-
Professional fees	974	1,533
Rental	6,960	6,174
Repairs and maintenance	-	1,524
Salaries and wages	35,978	36,980
Sub-contracts	408	-
Supplies	3,737	2,315
Computer-related expenses	1,843	677
Travel expenses	-	240
Other operating expenses	340	2,656
	53,583	56,111
INCREASE (DECREASE) IN SOURCES OF FUNDS	3,955	499
NET ASSETS, BEGINNING OF YEAR	28,604	27,729
NET ASSETS, END OF YEAR	$ 32,558	$ 28,604

Prepared Without Audit - See Notice to Reader

1. PURPOSE OF THE SOCIETY

Errington Preschool Parents Society (the "society") is incorporated under the Societies Act of B.C. as a not-for-profit organization and is a registered charity under the Income Tax Act.

2. RESTRICTED CASH

The society receives annual payment from BC Gaming. This cash is exclusively restricted to the payment of rent.

3. TANGIBLE ASSETS

	Cost	Accumulated Amortization	2019 Net book Value	2018 Net book Value
Equipment	$ 4,380	$ 2,361	$ 2,019	$ 3,154
Leasehold Improvements	6,443	4,509	1,934	3,222
	$ 10,823	$ 6,870	$ 3,953	$ 5,745

REGIONAL DISTRICT OF NANAIMO

RDN OCEANSIDE RECREATION SERVICES
GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

☑ COMMUNITY GRANTS
(Projects for families, young children, adults and seniors)

☐ YOUTH GRANTS
(Projects with the majority of beneficiaries between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: Errington War Memorial Hall Association

Mailing Address: Box 15, Errington, BC

Postal Code: V9P 1K3

Phone Number: [redacted] Alternate: [redacted]

Contact Name: Denise Schmidt

Email: [redacted]

Is your organization or your parent organization registered as a non-profit society in BC?

Yes ☑ No ☐

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project ☐
2. Expansion/Enhancement of Existing Program / Project ◆
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ❑ Purpose
- ❑ Background
- ❑ Goals and objectives
- ❑ Type of project – activity, program, event, etc.
- ❑ Location of project
- ❑ Approximate number of participants to be served
- ❑ Ages of participants
- ❑ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ 2000

2. Specify, in general, how funds will be utilized:

The grant will pay the cost of online promotion of Errington Hall's 2019-2020 performance season.

3. Copy of organization's financial statement included? Yes ✓ No

   Give reason if no:

4. What other effort is your organization undertaking to obtain funds for this program / project?

We are waiting for the result in October of a Strategic Opportunities Project grant application to the BC Arts Council.

5. Were any requests for funding granted or in the process of being considered? Yes ✓ No

   Granted or being considered by:

BC Arts Council
Errington War Memorial Hall Association

Description of the Program / project:

The objective of this grant request is to inform a greater number of District 69 residents more effectively about performances at the Errington Hall. Ticket sales for shows provide revenue for the upkeep and operation of the hall, Old Fire Hall, and the Errington Community Park.

In 2012 the Errington War Memorial Hall was named community presenter for District 69 by the BC Touring Council. Since then, BCTC has provided an annual grant that subsidizes the performance fees for touring artists who otherwise would be unlikely to perform in such a small venue. The grant enables us to feature artists that we otherwise couldn't afford to present without charging a much higher ticket price. Our performance season typically includes 14 or more concerts and events. 12 outstanding artists and bands have been booked for this season. A Celtic Festival and Island Pole Dance Fitness Showcase are two additional local events that take place at the hall in the spring. Getting the word out effectively about these shows is crucial because the amount of advertising done by other presenters is drowning out our current messaging through posters and newsletters.

Having an interactive and friendly social media presence is necessary to augment our traditional advertising methods. We are focusing on developing online promotion including an updated website, enhanced Facebook page, and postings on the Harbour Living entertainment website. We've committed $5000 for website development, which is underway. We have also applied for the $23,000 Strategic Opportunities Project grant from the BC Arts Council to hire a publicist for a year starting in January 2020.

Purchasing advertising on Harbour Living will more than double the number of mid-Island residents that we reach at present. We know this because we have purchased "feature event" status at $187 for selected shows in the past. It is this expense that we ask the RDN to subsidize to the tune of $2000.

Financial Information:
Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

REVENUES:	Amount	EXPENDITURES:	Amount
EWMH	5000	Web Site Development	5000
BC Arts Council	23,000	Publicist	23,000
		Harbour Living	2000

Totals Revenue: $ 28,000

Total Expenditure: $ 30,000

Amount Requested for funding (Shortfall): $ 2000

Signature:

Date: Aug 28, 2019

REGIONAL DISTRICT OF NANAIMO

DISTRICT 69 RECREATION GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

☑ COMMUNITY GRANTS
(Projects for families, young children, adults and seniors)

☐ YOUTH GRANTS
(Projects with the majority of beneficiaries between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: Forward House Community Society

Mailing Address: PO Box 752, 136 E. Hirst Ave., Parksville, BC

Postal Code: V9P 2T9

Phone Number: 250-954-0785 Alternate: 250-668-8612

Contact Name: Sharon Welch, Executive Director

Email: execdir@forwardhouse.com

Is your organization or your parent organization registered as a non-profit society in BC?

Yes ☑ No ☐

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project ☐
2. Expansion/Enhancement of Existing Program / Project ☑
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ❑ Purpose
- ❑ Background
- ❑ Goals and objectives
- ❑ Type of project – activity, program, event, etc.
- ❑ Location of project
- ❑ Approximate number of participants to be served
- ❑ Ages of participants
- ❑ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ 1,750.86

2. Specify, in general, how funds will be utilized:

Forward House provides day programs for 100+ clients experiencing mental health/addiction issues in District 69. We provide education, recreation, and expressive therapies groups, along with meals, laundry facilities, and 1:1 supports. Island Health provides core funding which we supplement with grants and donations.

'Forward House on the Go' project: we will utilize the funding for 23 special recreational outings to promote socialization and better physical and mental health, and to 'treat' our adult clients to special activities that they (and we) would otherwise not be able to afford.

These grant activities involve exercise, culture and education. A variety of activities is important to appeal to a wide range of clients who have different interests. Clients tend to isolate themselves, so this type of engagement is critical for health, social skills and life skills.

3. Copy of organization's financial statement included? Yes ✓ No ☐

Give reason if no:

n/a

4. What other effort is your organization undertaking to obtain funds for this program / project?

We have secured group discounts and/or special rates from some of the businesses we are planning to visit. All staffing/administrative costs are covered by our Island Health funding. We will be using our van to provide most transportation, and will cover local mileage costs. We are applying for a grant from the Chemainus Theatre for the theatre trip and we will also apply $500 of community donations towards this project. Note: we hold a $5 million Commercial General Liability policy.

5. Were any requests for funding granted or in the process of being considered? Yes ✓ No ☐

Granted or being considered by:

$397.39 of discounts have been promised by participating businesses. We are also using $500.00 of community donations collected through fundraising efforts. We are applying for a 'Golden Neighbour' Grant (Chemainus Theatre) that will cover 12 free tickets to a play in 2020 (valued at $500).

Description of the Program / project:

This project is designed to promote better physical and mental health through movement and engagement in fun activities. These outings provide a unique opportunity for small groups of individuals to build relationships, to integrate with the larger community, to attend events they would otherwise not be able to afford, and to avoid social isolation.

This project will include: a trip to Chemainus Theatre to see a play and have dinner (10 clients); a Nanaimo day trip with 10-pin bowling, along with a harbourfront walk and dinner (10 clients); 2 Nanaimo movie nights (16 clients total); 2 visits to the Petting Zoo at Tiger Lily Farm (12 clients total); 1 visit to the Therapeutic Equine Labyrinth (6 clients total); 4 bowling sessions (24 clients total); 2 tours at Milner Gardens (16 clients total); 4 mini-golfing outings (32 clients total); 4 visits to the Driving Range in Qualicum Beach (24 clients total); a hike on Newcastle Island (8 clients total); and a visit to the Butterfly World in Coombs (6 clients total). See Appendix A for the detailed budget.

Note: all local mileage, staffing costs, and administrative costs are being covered by Forward House through Island Health funding.

These activities will take place over a total of 23 outings and will accommodate 164 participants (some of whom will be repeats).

We will acknowledge your contribution on our website, on social media, at public presentations, at Forward House celebrations, and during the project activities.

Financial Information:
Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

REVENUES:	Amount	EXPENDITURES:	Amount
Donations	500.00	Chemainus Theatre	792.50
Special Discounts	397.39	Nanaimo Day Trip	379.79
Chemainus 'Golden Neighbour' Grant	500.00	Nanaimo Movie Nights	384.47
		Tiger Lily Farm	196.56
		Horse Labyrinth	100.00
		Bowling	181.98
		Milner Gardens	311.05
		Mini-Golf	332.00
		Driving Range	140.00
		Newcastle Island Hike	192.00
		Butterfly World	137.90

Totals Revenue: $ 1,397.39

Total Expenditure: $ 3,148.25

Amount Requested for funding (Shortfall): $ 1,750.86

Signature: L. Weld, Executive Director

Date: Aug. 26/19.

Appendix A

RDN Grant Application Expenses (2020) – "Forward House on the Go!" Project

Chemainus Theatre Play

- Tickets for 10 clients + 2 staff = $500.00 *$500 grant through pending 'Golden Neighbour Grant' from Chemainus Theatre
- Mileage – 75 kms x 2 vehicles x $0.35/km = $52.50
- Dinner – 10 clients + 2 staff x $20 = $240.00
- Staffing – 8 hours x 2 staff x $22/hr.= $352.00

  Total staffing costs = $352.00

  Cost of trip for 12 people = 792.50 'Golden Neighbour' grant - $500.00

  Total cost of trip for 12 people after 'Golden Neighbour' grant = $292.50

Nanaimo Day Trip:

- 10-pin Bowling – 2 lanes for 2 hours @ $19.95/lane + GST = $83.79
- Harbour front walk – no cost
- Dinner – 10 clients + 2 staff x $20 = $240.00
- Mileage – 80 kms x 2 vehicles x $0.35 = $56.00
- Staffing – 6 hours x 2 staff = $264.00

  Total staffing costs = $264.00

  Total cost of trip for 12 people = $379.79

Nanaimo Movie Nights:

- Movie Pass – $29.95 x 5 (for 8 clients and 2 staff) x 2 visits + GST = $314.47 Discount = $10 each for 10 people x 2 visits = $200
- Note: one pass includes admission, popcorn and drinks for 2 people
- Mileage – 50 kms x $0.35 x 2 vehicles x 2 trips = $70.00
- Staffing – 3.5 hours x 2 staff x 2 visits = $308.00

  Total staffing costs = $308.00

  Cost of trip without discount = $584.47 Total discounts = $200

  Total cost of 2 trips with discount for 10 people = $384.47

Tiger Lily Farm:

- Petting Zoo - $9.25 x 8 people x 2 visits + GST = $155.40. Staff admission is free. Discount of $19.42 incl GST x 2 visits = $38.84
- Refreshments - $5.00 x 8 people x 2 visits = $80.00
- Staffing – 2 hours x 1 staff x 2 visits = $88.00
- 2 hours x 1 volunteer @ $15/hr x 2 visits = $60.00
- **Total Staffing = $148.00**

  Basic cost for 8 people before discount = $235.40 Total discounts = $38.84

  Total cost of 2 trips with discount = $196.56

Therapeutic Equine Labyrinth

- Horse leading for up to 6 people – suggested donation of: $100
  Staffing – 2 hours x 1 staff x 1 visit = $44.00
  Total staffing = $44.00
  Total cost of trip = $100

Bowling:

- Sunset Lanes – $31.90/lane for 6 people x 4 visits + GST = $133.98
- Beverages – $2.00 x 24 = $48.00
- Staffing – 2 hours x 1 staff x 4 visits = $176.00
- 2 hours x 1 volunteer @ $15/hr x 4 visits = $120.00
- **Total Staffing = $296.00**
  Total cost for 4 trips = $181.98

Milner Gardens:

- Summer Season – $12.00 x 8 clients and 2 staff x 1 visit + GST = $126.00
- 10% discount for groups of 10+ people, discount = $12.60
- Shoulder season – $9.00 x 8 clients and 2 staff x 1 visits + GST = $94.50
- 10% discount for groups of 10+ people, discount = $9.45
- Beverages – $3.25 x 8 clients & 2 staff x 2 visits = $32.50 x 2 = $65.00
- Mileage – 34 kms x $0.35 x 2 vehicles x 2 trips = $47.60
- Staffing – 2 hours x 1 staff x 2 visits = $88.00
- 2 hours x 1 volunteer x 2 visits @ $15/hr = $60.00
- **Total Staffing = $148.00**
  Cost for 10 people for 2 trips before discount = $333.10 Total discounts = $22.05
  Total cost for 2 trips with discount = $311.05

Mini-Golf:

- Paradise Mini-Golf - $9.25 x 8 clients and 2 staff x 4 trips = $370 + GST = $388.50
- Discount of $3.25 discount per person = $136.50
- Beverages - $2.00 x 10 people x 4 trips = $80.00
- Staffing – 2 hours x 1 staff x 4 visits = $176.00
- 2 hours x 1 volunteer @ $15/hr x 4 visits = $120.00
- **Total Staffing = $296.00**
- Cost of trip before discount = $468.50 Total discounts = $136.50
  Total cost for 4 trips with discount = $332.00

Qualicum Beach Memorial Golf Club Driving Range:

- $20.00 for bucket of balls for 6 clients and 1 staff x 4 visits + GST = $84
- Beverages - $2.00 x 7 people x 4 visits = $56.00
  Basic cost for 4 trips = $140.00
- Staffing – 2 hours x 1 staff x 6 visits = $264.00
- **Total Staffing costs = $264.00**
  Total cost for 4 trips = $140.00

Newcastle Island Hike:

- Ferry – $8 per person, return trip for 8 clients and 2 staff = $80
- Mileage – 80 kms x $0.35 x 2 vehicles = $56.00
- Refreshments – $5.00 x 10 people = $50.00
- Parking costs – $3 per vehicle for 6 hours ($1 per hour after) = $6
- Staffing – 6 hours x 2 staff = $264.00

  Total staffing costs = $264.00

  Total cost of trip = $192.00

Butterfly World:

- Admission: $14 for adults; for 6 clients & 1 staff = $98 + $4.90 GST = $102.90
- Refreshments - $5.00 x 7 people = $35

  Staffing – 2 hours x 1 staff x 1 visit = $44.00

  Total staffing = $44.00

  Total cost of trip = $137.90

Total Cost = $3,148.25

Total # of outings: 23

Total # of client participants: 164

Total discounts/special rates: $397.39

S. Weld.

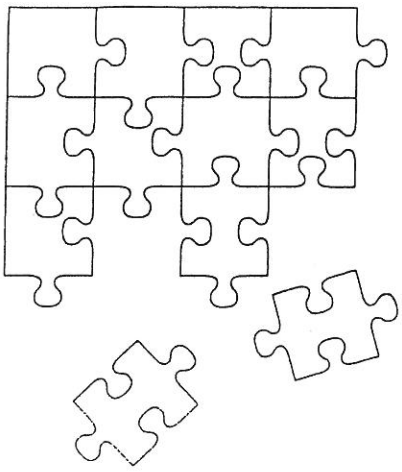
FORWARD HOUSE COMMUNITY SOCIETY

FINANCIAL STATEMENTS
(Unaudited - See Notice to Reader)

March 31, 2019

INDEX

Notice to Reader
Statement of Financial Position
Statement of Operations
Statement of Changes in Net Assets



Robbins & Company
Chartered Professional Accountants

PO Box 1539
124 Middleton Ave
Parksville, BC
V9P 2H4
250.248.3142
250.586.3142
robbinsandco.ca

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Forward House Community Society as at March 31, 2019 and the statements of operations and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Robbins & Company
Chartered Professional Accountants

Parksville, BC
June 13, 2019

FORWARD HOUSE COMMUNITY SOCIETY
STATEMENT OF FINANCIAL POSITION
(Unaudited - See Notice to Reader)
March 31, 2019

	2019	2018
ASSETS		
CURRENT		
Cash	$ 74,674	$ 15,477
Accounts receivable	4,694	627
Prepaid expenses	200	450
Goods and Services Tax recoverable	434	592
TOTAL CURRENT ASSETS	80,002	17,146
TANGIBLE CAPITAL ASSETS - *net of amortization*	354,095	353,357
TOTAL ASSETS	**$ 434,097**	**$ 370,503**
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	$ 4,519	$ 6,318
Payroll liabilities	7,514	6,717
Deferred revenue	22,071	2,270
Scheduled repayments of long-term debt	4,012	3,826
TOTAL CURRENT LIABILITIES	38,116	19,131
LONG-TERM DEBT	165,583	133,595
TOTAL LIABILITIES	203,699	152,726
NET ASSETS		
Net assets invested in capital assets	213,206	208,641
Unrestricted net assets	17,192	9,136
TOTAL NET ASSETS	230,398	217,777
TOTAL LIABILITIES & NET ASSETS	**$ 434,097**	**$ 370,503**

Approved by the Board Members:

M. O'Brien, Board Member _____, Board Member

Robbins & Company
Chartered Professional Accountants

FORWARD HOUSE COMMUNITY SOCIETY
STATEMENT OF OPERATIONS
(Unaudited - See Notice to Reader)
For the year ended March 31, 2019

	2019	2018
REVENUE		
Client fees - meals	$ 9,421	$ 9,939
Donations	74,029	33,248
Grants	249,071	245,864
Grants - other	51,857	10,300
Interest & other income	10,496	10,571
Lawn services	26,295	22,330
Special events	7,263	6,770
	428,432	339,022
DIRECT EXPENSES		
CAI project expenses	16,731	-
Client ACE wages & stipends	23,363	21,748
Client direct services	15,642	5,030
Client food supplies	23,110	20,895
IH Grant Expenses	11,361	-
Lawn program costs	7,407	9,934
PQF Grant Expense	-	3,118
Special events	5,636	4,234
Wages and benefits	224,192	217,931
	327,442	282,890
GROSS PROFIT	100,990	56,132
EXPENSES		
Accounting & bookkeeping	8,000	6,900
Advertising and promotion	2,700	2,419
Amortization of tangible assets	7,474	7,754
Computer expenses	1,505	1,338
GST net of rebates	2,398	1,229
Insurance	7,843	6,707
Occupancy - interest	6,446	6,623
Occupancy - maintenance	39,271	3,006
Occupancy - utilities & taxes	6,507	6,894
Office and general	6,162	4,979
Travel	63	198
	88,369	48,047
EXCESS OF REVENUE OVER EXPENSES	**$ 12,621**	**$ 8,085**

Robbins & Company
Chartered Professional Accountants

FORWARD HOUSE COMMUNITY SOCIETY
STATEMENT OF CHANGES IN NET ASSETS
(Unaudited - See Notice to Reader)
For the year ended March 31, 2019

NET ASSETS	Invested in capital assets	Restricted	Unrestricted	Total 2019	Total 2018
Balance, beginning of year	$ 208,641	$ -	$ 9,136	$ 217,777	$ 209,692
Excess of revenues over expenses	(7,474)	-	20,095	12,621	8,085
Investment in capital assets	12,039	-	(12,039)	-	-
	213,206	-	17,192	230,398	217,777
Balance, end of year	**$ 213,206**	**$ -**	**$ 17,192**	**$ 230,398**	**$ 217,777**

Robbins & Company
Chartered Professional Accountants

DISTRICT OF NANAIMO

GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

☑ COMMUNITY GRANTS
(Projects for families, young children, adults and seniors)

☐ YOUTH GRANTS
(Projects with the majority of beneficiaries between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: ~~Users of the Dunsmuir Park / FRIENDS~~ Friends of Dunsmuir Park

Mailing Address: 2530 South Lake Rd., Qualicum Beach, BC

Postal Code: V9K 2L7

Phone Number: [redacted] Alternate: [redacted]

Contact Name: Marcia Wright

Email: [redacted]

Is your organization or your parent organization registered as a non-profit society in BC?

Yes ☐ No ☑

B. PROGRAM / PROJECT INFORMATION

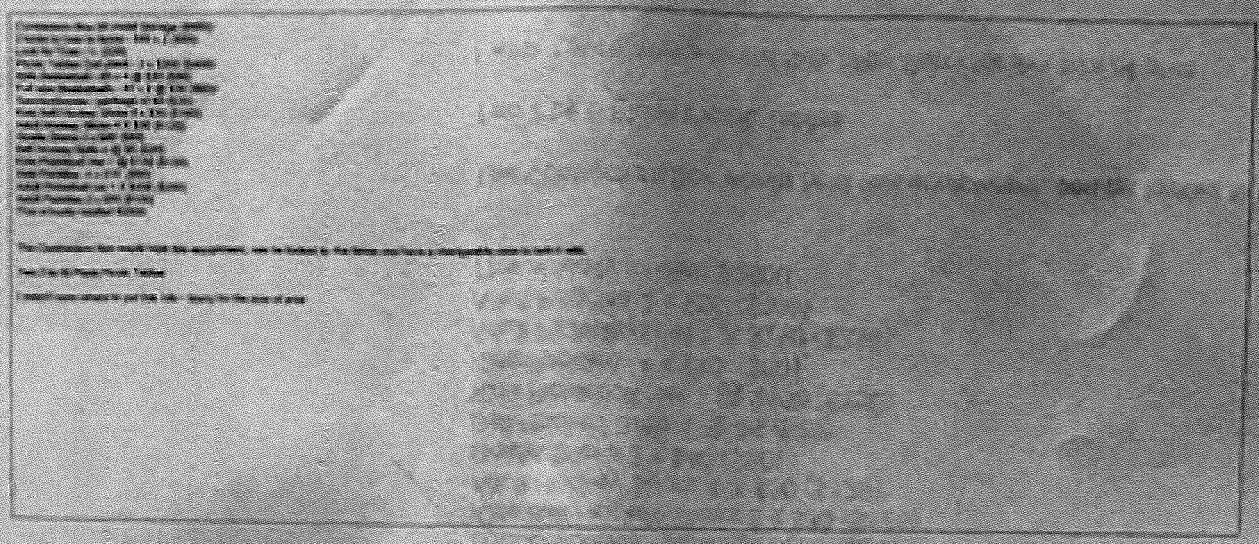
1. New Program / Project ☑
2. Expansion/Enhancement of Existing Program / Project ☐
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (if more space is needed please attach a separate sheet of information).

- ☐ Purpose
- ☐ Background
- ☐ Goals and objectives
- ☐ Type of project – activity, program, event, etc.

1. Amount requested: $ 2500.00

2. Specify, in general, how funds will be utilized:



3. Copy of organization's financial statement included? Yes ☐ No ☑

Give reason if no:

not an organization

4. What other effort is your organization undertaking to obtain funds for this program / project?

none at this time

5. Were any requests for funding granted or in the process of being considered? Yes ☐ No ☑

Granted or being considered by:

2. Specify, in general, how fund

Contractors Box 5ft metal Storage ($880)
2 locks to tote to fence - $40 x 2 ($80)
Lock for Tote - 1- ($20)
Picnic Tables 2x8 plank - 2 x $200 ($400)
Kids Basketball - #5 x 4 @ $20 ($80)
Full size Basketballs - #7 x 2 @ $30 ($60)
Saucers/cones - package of 50 ($30)
Kids Ball Hockey Sticks 6 x $30 ($180)
Adult Hockey Sticks 4 X $30 ($120)
Goalie Sticks 2 x $40 ($80)
Ball Hockey Balls 4 @ $5 ($20)
Kids Pickleball Net 1 @ $150 ($150)
Kids Paddles 4 x $10 ($50)
Adult Pickelball net 1 X $250 ($250)
Adult Paddles 2 x $50 ($100)
This actually totalled $2500

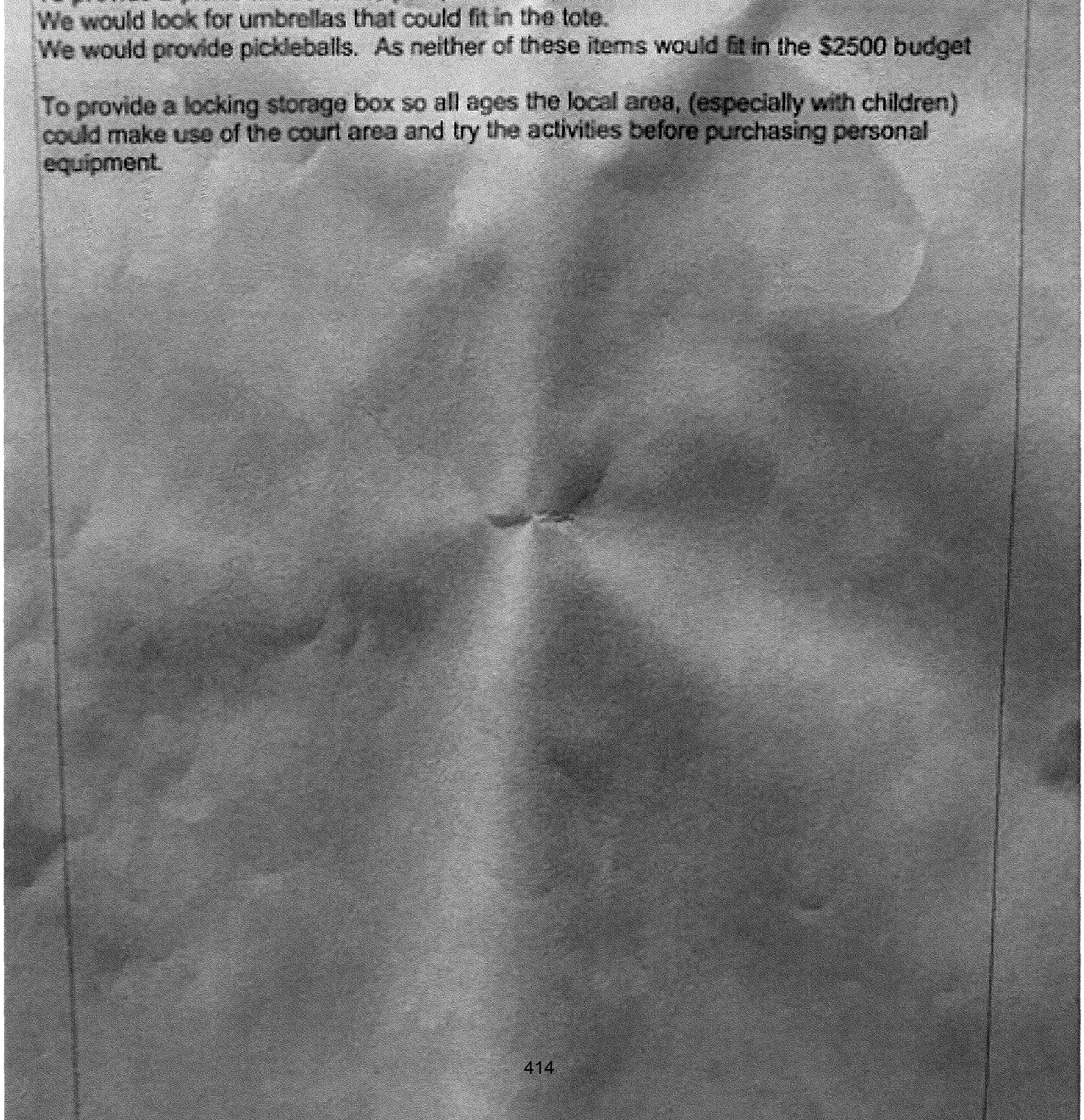
The Contractors Box would hold this equipment, can be locked to the fence and he

Two 2 by 6 Plank Picnic Tables

I wasn't sure where to put this info - Sorry for the size of print

We would look for umbrellas that could fit in the tote.
We would provide pickleballs. As neither of these items would fit in the $2500 budget

To provide a locking storage box so all ages the local area, (especially with children) could make use of the court area and try the activities before purchasing personal equipment.



Financial Information:

Please provide the following information regarding the project budget:

(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

REVENUES:	Amount	EXPENDITURES:	Amount

Totals Revenue: $ Total Expenditure: $

Amount Requested for funding (Shortfall): $

Signature: Marcie Wright

REGIONAL DISTRICT OF NANAIMO

RDN OCEANSIDE RECREATION SERVICES
GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

☑ COMMUNITY GRANTS
(Projects for families, young children, adults and seniors)

☐ YOUTH GRANTS
(Projects with the majority of beneficiaries between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: Lions Club of Parksville

Mailing Address: 241A Moilliet Street
Parksville, BC

Postal Code: V9P 1M8

Phone Number: [redacted] Alternate: [redacted]

Contact Name: Michael (Mike) Garland

Email: [redacted]

Is your organization or your parent organization registered as a non-profit society in BC?

Yes ☑ No ☐

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project ☐
2. Expansion/Enhancement of Existing Program / Project ◆
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ❑ Purpose
- ❑ Background
- ❑ Goals and objectives
- ❑ Type of project – activity, program, event, etc.
- ❑ Location of project
- ❑ Approximate number of participants to be served
- ❑ Ages of participants
- ❑ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ 500

2. Specify, in general, how funds will be utilized:

Funds will be utilized to cover rental cost of either 21 or 22 skate sessions.

3. Copy of organization's financial statement included? Yes ☐ No ☑

Give reason if no:

Year end statement, 2018-2019 will not approved until September 3rd, 2019 for fiscal year ending June 30th, 2019.

4. What other effort is your organization undertaking to obtain funds for this program / project?

We solicit sponsors to cover the $4,675 total cost for ice rental.

5. Were any requests for funding granted or in the process of being considered? Yes ☐ No ☑

Granted or being considered by:

Description of the Program / project:

01. Lions FREE Family Skate
02. Provides Oceanside residents an opportunity to go for a free family skate
03. Sessions run on Sundays from 12:15 AM to 1:45 PM
04. Encourages physical fitness
05. Event occurs at Oceanside Place Arena
06. Attendance in 2018-2019 averaged 150 skaters per event for a total of 3000 guests
07. Participants were young children to grandparents.

Financial Information:
Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

REVENUES:	Amount	EXPENDITURES:	Amount
Sponsors	$4125	Ice rental	$4675

Totals Revenue: $ 4125

Total Expenditure: $ 4675

Amount Requested for funding (Shortfall): $ 500

Signature:
Michael (Mike) Garland

Date:
2019-08-30

REGIONAL DISTRICT OF NANAIMO

DISTRICT 69 RECREATION GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

☑ COMMUNITY GRANTS
(Projects for families, young children, adults and seniors)

☐ YOUTH GRANTS
(Projects with the majority of beneficiaries between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: PGOSA-VanIsle Walking Soccer

Mailing Address: #304-363 Morison Ave.
Parksville B.C.

Postal Code: V9P 1P4

Phone Number: [redacted] Alternate:

Contact Name: Rob Jonas

Email: [redacted]

Is your organization or your parent organization registered as a non-profit society in BC?

Yes ☑ No ☐

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project ☑
2. Expansion/Enhancement of Existing Program / Project ☑
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ❑ Purpose
- ❑ Background
- ❑ Goals and objectives
- ❑ Type of project – activity, program, event, etc.
- ❑ Location of project
- ❑ Approximate number of participants to be served
- ❑ Ages of participants
- ❑ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ 2000.00

2. Specify, in general, how funds will be utilized:

New Soccer Nets, new indoor soccer balls, netting, field cones, a Trophy, one day rental of Arbutus Meadows Arena, Nanoose, B.C.

3. Copy of organization's financial statement included? Yes ☐ No ☑

Give reason if no:

We don't file stmts as we are a member funded not-for-profit. PGOSA has annual membership income of approx $15k and has run deficits for the past 4 years but has Term Deposit savings from 25 years of operation in the localCommunity Credit Union

4. What other effort is your organization undertaking to obtain funds for this program / project?

PGOSA will grant the special event maximum under its Policy of $150.00.

Only other option would be to charge teams who are already paying costs to commute, stay at local hotels, ferries, gas etc.

5. Were any requests for funding granted or in the process of being considered? Yes ☐ No ☑

Granted or being considered by:

Description of the Program / project:

I began the first WS Group in Canada in March 2016. The lovely co-ed, non-contact non-running hybrid of soccer is rapidly taking off in Canada now with groups from all over the country forming teams and Leagues. It is MASSIVELY popular in Britai; so much so that the FA has set up a separate Association just to administer WS Leagues.

Chris Price--Zone 2 coordinator for BC Senior Games and I have had many discussions about gaining recognition for WS for Seniors. He has put me in touch with:
Mr. Harry Hubball, Ph.D.,Professor & Chair: International Super Masters 5-a-side World Cup Football Tournament; Director: Inter UBC Masters Soccer,Faculty of Education, The University of British Columbia,Vancouver, B.C. Canada V6T 1Z4
EMAIL: harry.hubball@ubc.ca WEB: http://edcp.educ.ubc.ca/faculty-staff/harry-hubball

Harry and I are now able to designate 7 teams for the 2020 FIRST CANADIAN WS Tournament at Arbutus Meadows facility in Nanoose, B.C.

Teams will come from PV-QB (3), Nanaimo (2) and Lower Mainland (balance). Tourney will be capped at 7 teams of 5 aside...6 games guaranteed for every team.

Re the Grant Application stipulations, this is a Unique, New Program, a new special event and in the long term a very special project as once we can establish the actual growth of the sport into various BC Zones, we can be placed on the BC Senior Games roster as a Demonstration Sport in Victoria Games of 2021.

WS is gender-equitable but the female aspect is still very small.

Financial Information:
Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

REVENUES:	Amount	EXPENDITURES:	Amount
	0.00		

Totals Revenue: $ _____ Total Expenditure: $ _____

Amount Requested for funding (Shortfall): $ _____

Signature:

_____

Date:

Financial Information:
Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

REVENUES:	Amount	EXPENDITURES:	Amount
	0.00	Indoor Soccer Balls	400.00
PGOSA	150.00	Indoor Soccer Nets	400.00
		Heavy Soccer Netting	300.00
		Arbutus Meadows rent	500.00
		~~Refs cost-4~~ Insurance Rider	400.00
		Trophies-6	300.00

Totals Revenue: $ 150.00

Total Expenditure: $ 2300.00

Amount Requested for funding (~~Shortfall~~): $ 2000.00

Signature: _____ PGOSA President

Date: August 9, 2019

PGOSA 55+ INVITATIONAL 1-DAY BC INDOOR TURF WALKING SOCCER TOURNAMENT

WHERE: XXXXXXXXX: (weblink here for your indoor turf facility)

WHEN: Sunday March 1st, 2020

WHO: Invited 55+ Walking Soccer Teams (7 Teams Maximum: *Vancouver, Vancouver Island, BC Islands*)

TEAM AGE CATEGORY: **55+** (1965 D.O.B. Minimum – Strictly Enforced, no maximum age!). Each team requires a minimum of 6 or maximum of 9 players to register a team

55+ GAME FORMAT: 1-day 5-a-side Walking Soccer (guarantee of 6 games per team minimum. Each game duration 15-minutes)

> Note: Rules for this invitational tournament are based on the format for PGOSA Walking Soccer in collaboration with the annual *International Super Masters 5-a-side World Cup Football Tournament* (2006-2022).

COST: $XXX per 55+ team (includes all officiated team games, team penalty-shoot out competition, and team trophies). Minimal team registration fees are based on 'not-for-profit' grassroots 55+ soccer and intended to facilitate BC teams participation.

FORMAL TEAM REGISTRATION & PAYMENT DEADLINE: November 30th, 2019. Bank transfer / Cheques payable to XXXXXXXX

FOR FURTHER INFORMATION CONTACT: **Rob. Jonas, President PGOSA, *email:* jonas13@hotmail.com *(WEB:* https://www.pgosa.org/index.php/activities-by-pgosa/walking-soccer.**
In collaboration with *Harry Hubball, Chairperson: International Super Masters 5-a-side World Cup Football Tournament* (2006-2022), WEB: https://edcp.educ.ubc.ca/faculty-staff/harry-hubball/

- Examples of International Walking Soccer/Football Websites:

65+ & 55+ International Masters 5-a-side World Cup Football Tournament (including Walking Football)
https://www.theiwff.com/

- Examples of Walking Soccer/Football Research:

Reddy, P., Dias, I., Holland, C., Krustrup, P., Campbell, N., Nagar, I., Connolly, L. & Hubball, H.T. (2017). Walking Football as sustainable exercise for older adults. *European Journal of Sports Science*, 5, 638-645.

Hubball, H.T., & Reddy, P. (2015). Impact of walking football: Effective team strategies for high performance veteran players. *The International Journal of Sport and Society*, 6(1), 13-27.

Hubball, H.T., & Reddy, P. (2015). Walking football: Effective team strategies for veteran players. *World Congress on Science and Football*, Copenhagen, Denmark.

PGOSA 55+ INVITATIONAL 1-DAY BC INDOOR TURF WALKING SOCCER TOURNAMENT

ROUND-ROBIN FORMAT/SCHEDULE (March 1st, 2020)

Sunday, March 1st, 2020

TEAMS Meet 11am (Introduction, team draw, team captains meet with referees, warm-up); K/O 12:00 noon.

Specific team game schedule will determined at 11am on the morning of the tournament by drawing team names (*ABCDEFG*) from the "hat" as shown below

DAY 1: ROUND-ROBIN GAMES

Time/Field	*1*	*2*	*3*	*TEAM OFF*
1200	AB	CD	EF	G
1220	DE	FG	AC	B
1240	BC	AD	GE	F
1300	AE	BF	GD	C
1320	BD	CG	AF	E
1340	CE	DF	BG	A
1400	EB	GA	CF	D
1430	55+ TEAMS PENALTY SHOOT-OUT			
1450	*55+ TEAMS SOCIAL*			

WALKING SOCCER FORMAT/RULES

(1) 5-a-side (4 out players and a goalie, multiple flying subs). Age group = Over-55 year old players (1965 D.O.B Minimum – Strictly enforced).

(2) 3 mini-pitches. Each pitch size is 90 feet length, 80 feet wide. Goals 16 feet wide, 5 feet high

(3) Games = 15-minute duration each. Flying subs any time. Quick turn-around between game periods as indicated in above schedule. Each 55+ team will play on different pitches and play against all teams on Day .

(4) No running allowed (strictly walking speeds ONLY on-or-off the ball) - i.e., defined by one foot on the ground at all times and strictly enforced by referee Exceptions: one–step **only** is allowed off the ground before shooting.

(5) Centre kick-off is only taken to begin games. Goalkeeper will begin play when any goals are scored and when there is a goal-kick (using a dead-ball kick from the goalkeeper area and which cannot be arial). Goalkeeper cannot pick-up the ball from a pass-back, goalkeeper cannot kick from hands, goalkeeper cannot execute over-arm throws. Goal-keeper is permitted outfield though ball handling, obviously, can only take place in the 6-metre lined GK zone. All players can enter the 6-metre GK zone at will.

(6) Regular corner kicks apply, dead-ball kicks are taken from the sideline and must be executed on the ground (not arial throw-ins). There is no off-side. Normal infringement rules apply - fouls, handball etc. Indirect free-kicks only - 3 metre distance (unless penalty kick).

(7) Cumulative points (Day 1): 2 for win, 1 for tie, 0 for loss

(8) For the team penalty shoot-out, each team has a total of 5 penalty kicks (different shooters). Tie breaker scores result in sudden death penalty shoot-out between respective teams.

(9) **RULE #1: Absolutely no dangerous challenges or tackles (ball and player).** It is imperative to play with safety toward other players (and self) at all times.

- **Team Scores A-G**

Teams	A	B	C	D	E	F	G
A	------						
B		------					
C			------				
D				------			
E					------		
F						------	
G							------

* Team trophies: winners, runners-up, team fair play award
* Team penalty shoot-out trophies: winners, runners-up

	PARKSVILLE GOLDEN OLDIES SPORTS ASSOCIATION								
	ANNUAL FINANCIAL REPORT 2018								
CHEQUING ACCOUNT CCCU									
	OPENING BALANCE			26-Jan-18					$12,897.70
	INCOME								
	MEMBERSHIPS							$12,527.43	
		2018			$3,679.93				
		2019			$8,847.50				
	PANCAKE BREAKFASTS							$286.70	
	BANK INTEREST							$1,770.95	
				TOTAL INCOME					$14,585.08
	EXPENSES								
	ADMINISTRATIVE							$4,147.67	
	ADMIN GENERAL				$1,992.71				
	PANTER RETURN				$1,000.00				
	PHOTOCOPYING				$242.93				
	MEETING ROOMS & RENTAL SPACE				$574.73				
	NAME TAGS				$82.88				
	ADMIN EQUIPMENT				$254.42				
	COMMUNICATIONS AND PUBLIC RELATIONS							$1,317.50	
	WEB PAGE				$854.49				
	ADVERTIZING				$163.01				
	GIFTS				$300.00				
	ISLAND LIVING BOOK SALES							**$35.00**	
	SPORTS SUPPORT							$4,162.27	
	ACTIVITY SUBSIDIES				$108.27				
	INSURANCE				**$4,054.00**				
	SOCIAL FUNCTION SUPPORT							$6,731.87	
	25 TH ANNIVERSARY CELEBRATIONS				$4,525.61				
	CHRISTMAS PARTY				$1,524.68				
	LADIES LUNCHEON				$268.43				
	90S LUNCHEON				$413.15				
			TOTAL EXPENSES						-$16,394.31

	CLOSING BALANCE		21-Jan-19					$11,088.47
	CHECKING ACCOUNT 21 JAN 2019							$11,613.47
	UNCASHED CHEQUE #4284 SD69							-$525.00

								$11,088.47
GICS								
	5 YR RATE CLIMBER		$20,000.00					
	1 TO 5 YR REDEEMABLE		$5,000.00					

REGIONAL DISTRICT OF NANAIMO

RDN OCEANSIDE RECREATION SERVICES
GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

☑ COMMUNITY GRANTS
(Projects for families, young children, adults and seniors)

☐ YOUTH GRANTS
(Projects with the majority of beneficiaries between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: Parksville Lawn Bowling Club

Mailing Address: 149 Stanford Ave E, Parksville
BC

Postal Code: V9P 1M4

Phone Number: [redacted] Alternate: [redacted]

Contact Name: Athol Trickett, President

Email: [redacted]

Is your organization or your parent organization registered as a non-profit society in BC?

Yes ☑ No ☐

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project ☑
2. Expansion/Enhancement of Existing Program / Project ☐
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ☐ Purpose
- ☐ Background
- ☐ Goals and objectives
- ☐ Type of project – activity, program, event, etc.
- ☐ Location of project
- ☐ Approximate number of participants to be served
- ☐ Ages of participants
- ☐ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ 2,560

2. Specify, in general, how funds will be utilized:

The funds will be utilized to purchase 5 sets of new lawn bowls to be used by participants in this program. In the interim, the remainder of the participants will use either bowls loaned by members or Club bowls.

3. Copy of organization's financial statement included? Yes ✓ No ☐

   Give reason if no:

4. What other effort is your organization undertaking to obtain funds for this program / project?

Parksville's bowling green, built 1993/ 94, suffers from over-use. PLBC plans to install an artificial surface (PQB News August 13). The Club's finances and fundraising efforts are focussed on this.

5. Were any requests for funding granted or in the process of being considered? Yes ☐ No ✓

   Granted or being considered by:

Not at this stage. An Island Health Wellness Grant is being considered for January 2020.

Description of the Program / project:

Purpose – To expand the reach of PLBC by establishing a program open to members of the community, enabling them to experience lawn bowling without becoming a club member.

Background – The Parksville Lawn Bowling Club is a non-profit volunteer-run organization, incorporated in October 1991 under the Society Act (S-28148). This is the only lawn bowling green in Parksville.
The Club holds an open house in April each year to attract new members. This has been the only opportunity the community has to experience lawn bowling. In order to continue their participation, they have to become club members. An initiative, started in 2019, to open the facilities to members of the community for an evening session of social bowling. The first event, held August 7, 2019, resulted in 12 community members participating. Coaching was provided before the participants engaged in a game. Feedback was positive and a second event is planned for September 11, 2019.

Goals & Objectives – The goal of this new program is to establish a social league in 2020 that is open to all members of the community that will start in early-June and continue for 8 weeks.

Type of Project – The project will introduce a new program, and make the PLBC facility more accessible to the community. This program will be purely social and will enable individuals to have fun in a non-competitive environment and meet/engage with other members of their community.

Location of Project – The project will be located at the PLBC facility on Stanford Avenue, Parksville.

Approximate number of participants served - Maximum number of bowlers on the green is 48, 16 teams/3 persons. In this first year the target is to attract 24 participants.

Ages of participants – Lawn Bowling is a sport that can be enjoyed well into the senior years. There will be no age restrictions for this program, however, the ability to deliver a lawn bowl weighing around 4-5 lbs. will mean exclusion of younger children.

Financial Information:
Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ☐ all revenues associated with the project
- ☐ any fees charged to participants
- ☐ any other financial contributions of any kind (include items awaiting approval)
- ☐ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

REVENUES:	Amount	EXPENDITURES:	Amount
Participant Fees	1,344	Coaches	1,800
		Greens	240
		Kitchen	640
		Co-ordinator	600
		Food (Pizza)	520
		Advertising	104

Totals Revenue: $ 1,344

Total Expenditure: $ 3,904

Amount Requested for funding (Shortfall): $ 2,560

Signature:

Date: August 29, 2019

RDN District 69 Recreation Grant

Budget Worksheet

Notes:

- Green Capacity is 48 participants
- Target for the first season is 24 participants
- Season will comprise 8 x 8-end games over a 2-month period
- Fee per participant will be $7 per game
- Fee will include pizza provided by the Club

Total Revenues:

24 players x 8 weeks x $7/week = $1,344

Expenses:

Food cost - $65/week x 8 weeks = $520

Advertising - $104 (one-time cost)

In-kind contribution (Volunteers):

- Coaches - 3 people x 3 hours x $25/hour x 8 weeks = $1,800
- Greens - 1 person x 2 hours x $15/hour x 8 weeks = $240
- Kitchen - 2 people x 2 hours x $20/hour x 8 weeks = $640
- Coordinator – 1 person x 3 hours x $25/hour x 8 weeks = $600

Total Expenses - $3,904

Funding Shortfall - $2,560

Parksville L B C

Balance Sheet As at 2018-09-30

ASSET	
Current Assets	
Petty Cash	200.00
Bank Operating Account	3,185.14
Bank Gaming Account	0.00
RBC Dominion Savings Account	16,827.40
GIC - 6/6/2019	16,756.88
GIC -6/8/2020	27,408.07
GIC - 6/6/2021	18,465.65
GIC - 6/6/2022	19,546.93
GIC - 6/6/2023	30,302.79
Total Current Assets	132,692.86
TOTAL ASSET	132,692.86
LIABILITY	
Current Liabilities	
Accounts Payable	1,115.49
Total Current Liabilities	1,115.49
TOTAL LIABILITY	1,115.49
EQUITY	
Members Equity	
Depreciating Asset Replacement Fund	96,964.75
Project Fund	28,380.74
Operating Stabilization Reserve	4,810.22
Current Earnings	1,421.66
Total Members Equity	131,577.37
TOTAL EQUITY	131,577.37
LIABILITIES AND EQUITY	132,692.86

Generated On: 2018-10-05

Parksville L B C

Comparative Income Statement

	Actual 2017-10-01 to 2018-09-30	Budget 2017-10-01 to 2018-09-30	Difference
REVENUE			
General Revenue			
Memberships	27,087.00	27,750.00	-663.00
Associate Memberships	303.00	0.00	303.00
Junior Membership	0.00	0.00	0.00
Initiation Fees	2,300.00	2,500.00	-200.00
Social Memberships	440.00	350.00	90.00
Fundraising	11,023.59	12,000.00	-976.41
Donations & Sponsors	2,630.00	2,250.00	380.00
Club Clothing Sales	1,160.00	1,700.00	-540.00
Competitions	1,584.95	3,000.00	-1,415.05
Coaching Fees	640.00	600.00	40.00
Winter Activities	4,022.70	5,000.00	-977.30
Kitchen Revenue	16,321.01	19,500.00	-3,178.99
Locker Rentals	840.00	810.00	30.00
Transfer from Project Fund	0.00	2,000.00	-2,000.00
Transfer from DARF	543.84	0.00	543.84
Transfer from Operating Stabilizati	0.00	1,417.00	-1,417.00
Miscellaneous	1,608.65	1,000.00	608.65
Interest Income	2,657.49	2,300.00	357.49
Total Revenue	73,162.23	82,177.00	-9,014.77
TOTAL REVENUE	73,162.23	82,177.00	-9,014.77
EXPENSE			
Expenses			
Greens Maintenance	3,032.43	5,400.00	-2,367.57
Grounds Maintenance	2,043.26	3,000.00	-956.74
Building Maintenance	1,440.94	1,000.00	440.94
Competitions	2,839.80	3,000.00	-160.20
Equipment	543.84	1,400.00	-856.16
Project Expenses	852.85	4,000.00	-3,147.15
Advertising and Promotion	319.60	400.00	-80.40
Bowls B.C. Fees	5,824.00	5,920.00	-96.00
VIN&PR Zone Fees	915.00	925.00	-10.00
Coaching Clinic	103.39	0.00	103.39
Cleaning and Garbage	5,176.57	5,500.00	-323.43
Janitorial Supplies	383.35	700.00	-316.65
Equipment Repairs	2,206.74	2,000.00	206.74
Furnishings	56.00	0.00	56.00
Donations	3,768.40	5,000.00	-1,231.60
Kitchen Expenses	9,059.54	12,000.00	-2,940.46
Kitchen Equipment	536.23	200.00	336.23
Insurance	4,241.00	4,200.00	41.00
Office Expense	1,245.36	1,000.00	245.36
Club Clothing	986.51	1,700.00	-713.49
Miscellaneous Supplies	1,116.24	1,000.00	116.24
Training and Seminars	355.25	300.00	55.25
Security	428.27	400.00	28.27
Trophies and Awards	871.94	1,000.00	-128.06
Umpires	-50.00	100.00	-150.00
Utilities	8,716.16	8,000.00	716.16
Winter Activities Expenses	579.90	600.00	-20.10
Transfer to Project Fund	2,300.00	2,500.00	-200.00
Transfer to DARF	10,146.00	9,219.00	927.00
Interest Transferred to DARF	1,702.00	1,713.00	-11.00
Total Expenses	71,740.57	82,177.00	-10,436.43
TOTAL EXPENSE	71,740.57	82,177.00	-10,436.43
NET INCOME	1,421.66	0.00	1,421.66

Generated On: 2018-10-05

REGIONAL DISTRICT OF NANAIMO

RDN OCEANSIDE RECREATION SERVICES
GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

☑ COMMUNITY GRANTS
(Projects for families, young children, adults and seniors)

☐ YOUTH GRANTS
(Projects with the majority of beneficiaries between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: Spinal Cord Injury BC (Canadian Paraplegic Associat

Mailing Address: 780 SW Marine Dr, Vancouver, BC

Postal Code: V6P 5Y7

Phone Number: 604-326-1212 Alternate: 604-324-3611

Contact Name: Terry Chen

Email: tchen@sci-bc.ca

Is your organization or your parent organization registered as a non-profit society in BC?

Yes ☑ No ☐

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project ☐
2. Expansion/Enhancement of Existing Program / Project ◆
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ❑ Purpose
- ❑ Background
- ❑ Goals and objectives
- ❑ Type of project – activity, program, event, etc.
- ❑ Location of project
- ❑ Approximate number of participants to be served
- ❑ Ages of participants
- ❑ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ 2,500

2. Specify, in general, how funds will be utilized:

This past summer, with the Regional District of Nanaimo's support, Spinal Cord Injury BC hosted a Handcycle Demo Day where participants got to try out handcycles and adaptive mountain bikes. With an amazing turnout and results, we are looking at continuing and enhancing the program. All funds from the Regional District of Nanaimo will be used towards hosting two events for SCI BC's adaptive cycling project in Nanaimo. Specificly the funds will be used towards: equipment rental, instructor and staff compensation, supplies, travel expenses, park rentals and refreshments.

3. Copy of organization's financial statement included? Yes ✓ No ☐

Give reason if no:

4. What other effort is your organization undertaking to obtain funds for this program / project?

We have been actively sourcing funding for this program in Nanaimo through applying for grants and sponsorships. We have also been working with local bike clubs to obtain in-kind support.

5. Were any requests for funding granted or in the process of being considered? Yes ✓ No ☐

Granted or being considered by:

Yes, we have funding granted from the following: Walmart, United Way and BC Gaming. We do not have any funding in the process of being considered outside of the Regional District of Nanaimo.

Description of the Program / project:

A spinal cord injury is devastating, not only for the person whose life is suddenly turned u pside down, but also for their family and friends. Adjusting to life in a wheelchair and the o ngoing challenges it presents as one ages is extremely difficult. It often leads to social iso lation, inactivity, depression and a sense of despair from not seeing what opportunities ac tually exist.

In July of this year, we hosted one Handcycle Demo Day pilot project and brought out a t otal of 70 participants. We had a total of 8 handcycles at the event and the support of two local bike shops (Varna Handcycles and BC EBikes). After the initial pilot project, three p articipants were motivated to purchase their own handcycles. With great success, an ama zing turnout and demand for adaptive cycling, we would like to enhance the project. We a re looking at hosting 2 events in the upcoming year to build support and interest in hand c ycling and adapted cycling in the Regional District of Nanaimo area with the goal of supp orting healthy outdoor recreation, physical activity and access to RDN parks and trails. O ur goal is to enable people with disabilities to enjoy local parks and trails by handcycle an d to work with local trail and mountain bike organizations to map accessible mountain bik e trails. By assessing enough of the local trails, the adapted cycling project could move to the next phase and allow us to host an adapted mountain biking camp with Kootenay Ad aptive Sport Association and/or Whistler Adaptive Sports Program on Vancouver Island n ext summer.

The two events include:
1) One adapted cycling event
2) One mountain bike trail assessment event, this will be done ideally with the Nanaimo Mountain Bike Club and other local bike clubs. Adapted riders will be paired up with able-bodied mountain bike enthusiasts.

Financial Information:
Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

REVENUES:	Amount	EXPENDITURES:	Amount
Regional District of Nan	2,500	Park Rentals/Permits ($	100
Walmart	1,000	Outdoor Equipment Rep	2,500
United Way	750	Adaptive cycling instruct	1,200
BC Gaming	1,500	Honorarium for adaptive	500
SCI BC General Fund	3,175	Food + Refreshments (h	300
		Event Supplies ($50) + L	325
		Trail mapping expenses	100
		Travel subsidy for partici	150
		Staff Mileage ($100 x 2	200
		Staffing Cost: Nanaimo F	1,500
		SCI BC Support Staff C	500
		Marking/Communication	400
Totals Revenue: $	8925	Total Expenditure: $	8925

Amount Requested for funding (Shortfall): $ 2,500

Signature: Terry Glen

Date:

SPINAL CORD INJURY ORGANIZATION OF B.C.

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

MARCH 31, 2018

MANNING ELLIOTT
ACCOUNTANTS & BUSINESS ADVISORS

11th floor, 1050 West Pender Street, Vancouver, BC, Canada V6E 3S7

Tel: 604. 714. 3600 Fax: 604. 714. 3669 Web: manningelliott.com

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of:
Spinal Cord Injury Organization of B.C.

Report on the Financial Statements

We have audited the accompanying financial statements of Spinal Cord Injury Organization of B.C. which comprise the statement of financial position as at March 31, 2018, and the statements of operations, changes in net assets and cash flows for the year then ended, and the related notes comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.

MANNING ELLIOTT
ACCOUNTANTS & BUSINESS ADVISORS

11th floor, 1050 West Pender Street, Vancouver, BC, Canada V6E 3S7

Tel: 604. 714. 3600 Fax: 604. 714. 3669 Web: manningelliott.com

INDEPENDENT AUDITORS' REPORT

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Spinal Cord Injury Organization of B.C. as at March 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Report on Other Legal and Regulatory Requirements

As required by the British Columbia Societies Act, transitioned to the British Columbia Societies Act, we report that, in our opinion, the Organization's financial statements have been prepared following Canadian accounting standards for not-for-profit organizations applied on a consistent basis.

Manning Elliott LLP

Chartered Professional Accountants

Vancouver, British Columbia

June 12, 2018

SPINAL CORD INJURY ORGANIZATION OF B.C.

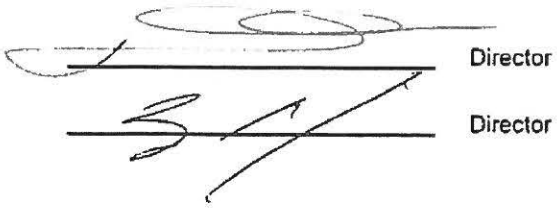
STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2018

	2018	2017
ASSETS		
CURRENT ASSETS		
Cash	$ 948,264	$ 757,768
Restricted cash (Note 3)	250,000	250,000
Accounts receivable	152,837	150,200
Prepaid expenses	37,505	26,656
	1,388,606	1,184,624
CAPITAL ASSETS (Note 4)	37,251	52,864
	$ 1,425,857	$ 1,237,488
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities (Note 5)	$ 119,250	$ 167,742
Current portion of deferred contributions (Note 6)	483,351	304,837
	602,601	472,579
DEFERRED CONTRIBUTIONS (Note 6)	119,583	68,920
DEFERRED CAPITAL CONTRIBUTIONS (Note 7)	18,179	23,379
	740,363	564,878
NET ASSETS		
INVESTED IN CAPITAL ASSETS	19,072	29,485
INTERNALLY RESTRICTED	350,000	350,000
UNRESTRICTED	316,422	293,125
	685,494	672,610
	$ 1,425,857	$ 1,237,488

COMMITMENTS (Note 8)

Approved on behalf of the Board:



Director

Director

SPINAL CORD INJURY ORGANIZATION OF B.C.

STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED MARCH 31, 2018

	Invested in capital assets	Internally restricted	Unrestricted	2018 Total	2017 Total
Balance, beginning of year	$ 29,485	$ 350,000	$ 293,125	$ 672,610	$ 707,746
Excess (deficiency) of revenue over expenses for the year	(10,413)	-	23,297	12,884	(35,136)
Balance, end of year	$ 19,072	$ 350,000	$ 316,422	$ 685,494	$ 672,610

SPINAL CORD INJURY ORGANIZATION OF B.C.

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED MARCH 31, 2018

	2018	2017
REVENUE		
Government grants	$ 525,101	$ 473,390
Projects and sponsorships	384,945	364,705
Donations from British Columbia Paraplegic Foundation (Note 9)	346,637	347,273
Gaming grants	250,000	250,000
General donations	212,251	170,595
Fees for services	122,162	137,646
Community groups	83,911	176,212
Facility recovery	59,561	55,892
United Way grants and other	21,081	32,911
Membership fees	785	880
Bequests	-	91,339
	2,006,434	2,100,843
PROGRAMS		
Salaries and benefits (Note 12)	930,325	873,302
Service delivery and other member services	191,634	271,202
Facilities and office	130,459	269,106
	1,252,418	1,413,610
FUNDRAISING		
Salaries and benefits (Note 12)	108,953	87,802
Direct mail, events and other	64,301	55,105
	173,254	142,907
ADMINISTRATIVE AND SUPPORT SERVICES		
Salaries and benefits (Note 12)	339,335	362,379
Facilities and office	191,890	155,916
Amortization of capital assets	15,613	15,983
Professional services	10,558	10,250
Contract services and other	10,482	34,934
	567,878	579,462
	1,993,550	2,135,979
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FOR THE YEAR	$ 12,884	$ (35,136)

SPINAL CORD INJURY ORGANIZATION OF B.C.

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED MARCH 31, 2018

	2018	2017
CASH FROM (USED IN):		
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenses for the year	$ 12,884	$ (35,136)
Items not involving cash:		
Amortization of capital assets	15,613	15,983
Amortization of deferred capital contributions	(5,200)	(4,582)
	23,297	(23,735)
Change in non-cash working capital items:		
Accounts receivable	(2,637)	(113,210)
Prepaid expenses	(10,849)	(3,556)
Accounts payable and accrued liabilities	(48,492)	7,147
Deferred contributions	229,177	15,140
	190,496	(118,214)
INVESTING ACTIVITIES		
Purchase of capital assets	-	(24,244)
INCREASE (DECREASE) IN CASH AND EQUIVALENTS DURING THE YEAR	190,496	(142,458)
CASH AND EQUIVALENTS, BEGINNING OF YEAR	757,768	900,226
CASH AND EQUIVALENTS, END OF YEAR	$ 948,264	$ 757,768

NATURE OF OPERATIONS

On May 1, 2012, Spinal Cord Injury Organization of B.C. (the "Organization") became the operating name for the legal entity Canadian Paraplegic Association (BC). The Canadian Paraplegic Association (BC) was incorporated under the Society Act of British Columbia and during 2018 transitioned to the British Columbia Societies Act.

The Organization is a not-for-profit charitable organization founded for the purposes of providing counselling, rehabilitation and other related services to persons with spinal cord injuries and other physical disabilities. The Organization is a registered charity under the Income Tax Act (the "Act") and accordingly is exempt from income taxes, provided certain requirements of the Act are met.

The Organization's programs consist of two primary service delivery programs, available to British Columbians with spinal cord injury (SCI and related physical disabilities) and those who support them:

(i) Provincial Peer Support Program

- Support for the newly injured and their families
- Education sessions and services
- Peer mentorship and group sessions (community experiences and social interactions)

(ii) SCI BC Resource Centres and Information Services

- Infoline (phone and email based information and support services)
- Physical resource centres (information and support services)
- Online information and support services (includes SCI BC websites - main website, SCI information database, accessible housing and employment websites, classified ads, sexual health information resource - and social media channels)
- The Spin (quarterly magazine for people with SCI, related disabilities, and those who support them)

1. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") under Part III of the CPA Handbook - Accounting. Financial statements prepared in accordance with ASNPO are also in accordance with Canadian generally accepted accounting principles ("GAAP").

These financial statements have, in management's opinion, been prepared within reasonable limits of materiality using the significant accounting policies noted below:

a) Cash and cash equivalents

Cash and cash equivalents is defined as cash on hand, cash on deposit, and short-term deposits readily convertible to cash.

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

b) Capital assets

Capital assets include furniture and fixtures, information technology equipment and website costs, which are recorded at cost. Furniture and fixtures are amortized on a straight-line basis over ten years. Information technology equipment and website costs are amortized on a straight-line basis over three years.

c) Accumulated sick leave

Employees hired prior to January 1, 2001, with 10 or more years of service and accumulated sick leave credits, are entitled to receive a payout of these credits upon termination for any reason other than cause. The payment is based on one-half of the employee's banked sick days at the employee's salary at the time of termination. Sick days can be accumulated to a maximum of 250 banked days. These credits are recorded as entitlement as earned.

d) Revenue recognition

The Organization follows the deferral method of accounting for contributions, which include donations, government grants and other sources of funding. Government grants and other restricted program funding are recorded when the related expenses are incurred. Where a portion of such grants relates to a future period, it is deferred and recognized in the period in which the related expenses are incurred.

Unrestricted contributions and fundraising activities are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Contributions restricted for the purchase of capital assets are recognized as revenue on a straight-line basis, at a rate corresponding with the amortization rate for the related capital assets.

Revenue from fees for service and other contracts are recognized when the services are provided.

e) Donated materials and services

The Organization benefits greatly from donated services in the form of volunteer time, the value of which is not determinable. Donated services are consequently not recognized in these financial statements.

The Organization records contributed materials at their fair value when fair value is readily determinable and when the materials and services are used in the normal course of operations and would otherwise have been purchased.

f) Internally restricted net assets

Certain net assets have been internally restricted for operating reserves.

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

g) Pension plan

The Organization provides a pension plan for employees. The plan's current service costs are charged to operations in the year incurred. Pension benefits are based on accumulated contributions by both the Organization and the employee. The plan is a defined contribution plan which specifies the amount of the contribution based on employee compensation. The assets and liabilities of the plan are not included in the Organization's financial statements.

h) Use of accounting estimates

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions about future events that affect the reported amounts of assets, liabilities, revenues and expenses as at the end of or during the reporting period. Management believes that the estimates used are reasonable and prudent, however, actual results could differ from those estimates.

i) Financial instruments

Measurement

The Organization's financial instruments consist of cash, restricted cash, accounts receivable and accounts payable.

The Organization initially measures all of its financial assets and liabilities at fair value, except for certain related party transactions. The Organization subsequently measures all of its financial assets and liabilities at amortized cost.

Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of any write-down that is determined is recognized in the statement of operations. A previously recognized impairment loss may be reversed to the extent of any improvement, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of operations in the period in which it is determined.

j) Allocation of expenses

The Organization allocates certain of its administrative and support services expenses by identifying the appropriate basis of allocating each expense. Administrative and support service expenses are allocated on the following basis:

(i) Salaries and benefits expenses are allocated proportionately on the basis of time incurred by the employees within a program.

(ii) Facilities and office expenses are allocated proportionately on the basis of the salary of individuals employed within a program.

2. FINANCIAL INSTRUMENT RISKS

The Organization's financial instruments are described in Note 1(i). In management's opinion the Organization is not exposed to significant credit, currency, liquidity, interest rate or other market risk arising from these financial instruments, other than as described below. In addition, the Organization is not exposed to any material concentrations of risk and there has been no change in risk exposures from the prior year.

a) Credit risk

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Organization is exposed to credit risk with respect to accounts receivable. The Organization assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance of doubtful accounts.

b) Liquidity risk

Liquidity risk is the risk that the Organization will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Organization manages its liquidity risk by monitoring its operating requirements. The Organization prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations.

3. RESTRICTED CASH

Restricted cash consists of $250,000 (2017 - $250,000) externally restricted for expenditures based on the Organization's application for funding, which requires approval by the British Columbia Gaming Commission.

4. CAPITAL ASSETS

	Cost	Accumulated Amortization	2018 Net Book Value	2017 Net Book Value
Furniture and fixtures	$ 148,447	$ 119,278	$ 29,169	$ 35,490
Information technology equipment	359,731	351,649	8,082	17,374
Website costs	23,169	23,169	-	-
	$ 531,347	$ 494,096	$ 37,251	$ 52,864

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2018	2017
Accounts payable and accrued liabilities	$ 101,182	$ 95,254
Accumulated sick leave	14,936	67,860
Government remittances payable	3,132	4,628
	$ 119,250	$ 167,742

6. DEFERRED CONTRIBUTIONS

Deferred contributions represent externally restricted grants and donations for future activities.

	2018	2017
Balance, beginning of year	$ 373,757	$ 358,617
Amount received in the year	691,822	291,733
Amount recognized as revenue in the year	(462,645)	(276,593)
	602,934	373,757
Less: Current portion	483,351	304,837
	$ 119,583	$ 68,920

7. DEFERRED CAPITAL CONTRIBUTIONS

Deferred capital contributions represent the unamortized amount of funding received for the purchase of capital assets. The amortization of deferred capital contributions is recorded as revenue in the statement of operations.

	2018	2017
Balance, beginning of year	$ 23,379	$ 27,961
Amount amortized to revenue	(5,200)	(4,582)
	$ 18,179	$ 23,379

8. COMMITMENTS

The Organization leases its premises (see Note 9b) and certain office equipment. The minimum anticipated fiscal payments under these leases are as follows:

2019	$ 69,561
2020	$ 57,420
2021	$ 57,420
2022	$ 57,420
2023	$ 50,000

9. RELATED ENTITIES

a) The Organization exercises significant influence over the Lions Paraplegic Lodge Society of British Columbia (the "Society") by virtue of its ability to appoint three of the six Society's board of directors. The Society is incorporated under the Society Act (British Columbia) to promote and improve housing options for people with disabilities in British Columbia. The Organization has no financial interest in the Society and the net assets and results from operations of the Society have not been included in these financial statements.

b) The Organization has an economic interest in the British Columbia Paraplegic Foundation (the "Foundation"). The constitution and bylaws of the Foundation state that its net assets on dissolution would be transferred to the Organization. The net assets and results from operations of the Foundation have not been included in these financial statements.

In March 2017, the Province of British Columbia provided the BC Spinal Cord Injury Community Services Network (BC SCI Network) with $5 million to enhance their services for British Columbians with a physical disability over a five year period. Through an agreement with the Province, the funds are held in trust within the Foundation for the five partner organizations of the network, of which the Organization is one. Through a memorandum of understanding with the Foundation, each of the five network partner organizations receives an equal annual share of $200,000 to support services relevant to the purposes of the funding provided by the Province through March 31, 2022. During the year $200,000 was received.

Included in expenses is $50,000 (2017 - $50,000) paid to the Foundation for use of the Foundation's building. Included in fees for services revenue is $40,000 (2017 - $40,000) for administrative services provided by the Organization to the Foundation.

During the year, the Organization received contributions of $346,000 (2017 - $346,000) from the Foundation.

As at March 31, 2018, the Organization has $2,688 (2017 - $140) receivable from the Foundation and has $4,167 (2017 - $4,167) payable to the Foundation.

10. DONATIONS IN KIND

During the year, the Organization received donated materials for which a fair market value of $28,894 (2017 - $9,322) was reasonably determinable. This amount is included in general donations revenue.

11. PENSION PLAN

The Organization provides a pension plan for its employees. The plan is a defined contribution plan which specifies the amount of the contribution based on employee compensation. The Organization's contributions for the year ended March 31, 2018 were $28,975 (2017 - $30,082).

12. SALARIES AND RELATED BENEFITS

Salaries and benefits expense for the year includes four employees that each earned over $75,000, for a total of $376,981 (2017 - two employees that each earned over $75,000, for a total of $205,300).



REGIONAL DISTRICT OF NANAIMO
RECREATION AND PARKS

DISTRICT 69 RECREATION GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

☐ COMMUNITY GRANTS
(Projects for families, young children, adults and seniors)

☑ YOUTH GRANTS
(Projects with the majority of beneficiaries between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: Select Committee on Family Day Celebration

Mailing Address: C/O Town of Qualicum Beach
PO Box 130, Qualicum Beach, BC

Postal Code: V9K 1S7

Phone Number: 250-738-2190 Alternate:

Contact Name: Haylee Gould

Email: hgould@qualicumbeach.com

Is your organization or your parent organization registered as a non-profit society in BC?

Yes ☐ No ☐

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project ☐
2. Expansion/Enhancement of Existing Program / Project ☑
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ☐ Purpose
- ☐ Background
- ☐ Goals and objectives
- ☐ Type of project – activity, program, event, etc.
- ☐ Location of project
- ☐ Approximate number of participants to be served
- ☐ Ages of participants
- ☐ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ 500

2. Specify, in general, how funds will be utilized:

Funds will be directed to the Ravensong Aquatic Centre to provide a free swim to the public for May 26, 2019 Qualicum Beach Family Day.

3. Copy of organization's financial statement included? Yes ☑ No ☐

   Give reason if no:

4. What other effort is your organization undertaking to obtain funds for this program / project?

We are supported by hard working volunteers and attempt to secure as many local attractions on a volunteer basis. The Committee is actively searching for additional funding opportunities to expand the Family Day festivities each year.

5. Were any requests for funding granted or in the process of being considered? Yes ☑ No ☐

   Granted or being considered by:

Town of Qualicum Beach is providing funds & staff time for implementing Family Day activities and entertainment.

Description of the Program / project:

Purpose
To provide a free family swim at the Ravensong Aquatic Centre, as part of the annual Qualicum Beach Family Day Celebration on May 26, 2019.

Background
In 1976 the Town Council declared the month of May "Family Month" and that the last Sunday in May would be a day dedicated to families. The day was designed to be a day for families to spend together with the opportunity to participate in activities for all ages. The event was to be run by volunteers and all activities were to be free. The event started at the old Middle School and moved to the Civic Centre and Community Park in 1993.

Currently, the event is sponsored completely by the Town of Qualicum Beach and organized in conjunction with the Select Committee of Family Day Celebration. The committee is made up of a group of volunteers who organize the majority of the event with assistance and guidance from Town staff. The committee members seek participants for the field and parade, invite not-for-profit food vendors to run concessions and handle all questions on the day of the event. Ravensong Aquatic Centre has previously supported the event by providing a free swim.

Each year the event has entertained over 3,000 people and continues to grow and improve every year. After 43 years the annual Qualicum Beach Family Day is still one of the biggest community events that Qualicum Beach hosts throughout the year and will continue to be an annual highlight out of the many events that the Town hosts.

Goals and Objectives
1. To continue to maintain and provide free activities, such as the free family swim at the Ravensong Aquatic Centre, at the annual Qualicum Beach Family Day
2. To continue to grow the festival and seek new sponsors for the event
3. To continue to work with youth and young families to implement a successful Family Day event

Type of project - activity, program, event, etc.
This funding is requested to provide the free family swim program at the annual Qualicum Beach Family Day celebration event.

Location of project
Ravensong Aquatic Centre for the free swim. Qualicum Beach Community Park for all other activities.

Approximate number of participants to be served
The annual Family Day event attracts over 3,000 participants and the free family swim attracts approximately 100.

Ages of participants
The Family Day event is open to people of all ages. The Family Day swim attracts young families (1-65yrs.).

Any other relevant information
For the past few years, Ravensong Aquatic Centre has participated in the event by supporting a 'free family swim' for local families. The purpose of this request is to ensure that there are resources in place to continue with this valuable tradition so that local families can enjoy a full day of activities that are free, fun, interactive and that celebrate our community.

Financial Information:
Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

SEE ATTACHED

REVENUES:	Amount	EXPENDITURES:	Amount

Totals Revenue: $ _____ Total Expenditure: $ _____

Amount Requested for funding (Shortfall): $ _____

Signature: _____

Date:

Family Day Budget Progress Report

DESCRIPTION	BUSINESS NAME	2019 PROJECTED	2019 ACTUAL
MATERIALS			
MISC FOOD/BEVERAGES/SUPPLIES	TBD	$ 600.00	
SIGNAGE	TBD	$ 250.00	
FAMILY DAY RIBBONS	BASTION TROPHIES	$ 100.00	
FAMILY DAY T-SHIRTS	TBD	$ 250.00	
CHAIR & TABLE RENTALS	TBD	$ 500.00	
	SUBTOTAL MATERIALS:	$ 1,700.00	
ACTIVITIES			
PONY RIDES	TBD	$ 850.00	
ROCK CLIMBING	TBD	$ 700.00	
DUNK TANK	TBD	$ 350.00	
BOUNCY CASTLES	TBD	$ 1,750.00	
FAMILY DAY FREE SWIM	RDN	$ 500.00	
	SUBTOTAL ACTIVITIES:	$ 4,150.00	
PERFORMERS			
FAMILY DAY HONOURARIUM	[Magician TBD]	$ 500.00	
FAMILY DAY HONOURARIUM	[Live Music Entertainer]	$ 500.00	
FAMILY DAY HONOURARIUM	[Live Music Entertainer]	$ 500.00	
FAMILY DAY HONOURARIUM	[Clown/Balloons/etc]	$ 500.00	
	SUBTOTAL PERFORMERS:	$ 2,000.00	
CONTRACTED SERVICES			
TRAFFIC CONTROL (PARADE)	TBD	$ 600.00	
FIRST AID SERVICES	TBD	$ 300.00	
FAMILY DAY PORTABLE TOILETS	TBD	$ 300.00	
GOLF CART RENTAL	TBD	$ 400.00	
	SUBTOTAL CONTRACTED SERVICES:	$ 1,600.00	
ADVERTISING			
WHAT'S ON DIGEST	DO STUFF MEDIA	$ 250.00	
FAMILY DAY WEBSITE UPDATE	TRINEX INTERNET SOLUTIONS	$ 100.00	
	SUBTOTAL ADVERTISING:	$ 350.00	
FUNDS RECEIVED			
GRANTS	TBD		
	SUBTOTAL FUNDS RECEIVED:	$ -	
	TOTAL COST:	$ 9,800.00	

RECEIVED
MAR 19 2019

TOWN OF QUALICUM BEACH

201 - 660 Primrose St.
P.O. Box 130
Qualicum Beach, BC
V9K 1S7

INCORPORATED 1942

Telephone: (250) 752-6921
Fax: (250) 752-1243
E-mail: qbtown@qualicumbeach.com
Website: www.qualicumbeach.com

March 15, 2019

Cathy MacKenzie
Recreation Programmer - Community Development
RDN Recreation and Parks
830 West Island Highway
Parksville, B.C. V9P 2X4

District 69 Youth Recreation Grant Application - Family Day, 2019

Please see the attached application from the Town of Qualicum Beach for a youth grant to host the 2019 Family Day Celebration.

The Town has been celebrating Family Day since 1976, when the Town Council declared May to be "Family Month". Currently, the event is sponsored by the Town of Qualicum Beach and organized with the assistance of dedicated volunteers on the Select Committee of Family Day Celebration. The event continues to grow year after year, with over 3,000 people attending annually.

The Regional District of Nanaimo has graciously supported the event through recreation grants to provide a free swim on the day of the event. We respectfully submit this application to continue this tradition so that local families can celebrate our community and enjoy a full day of activities that are free, fun, and interactive.

Sincerely,

Haylee Gould
Deputy Corporate Administrator

/hg

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REGIONAL DISTRICT OF NANAIMO

RDN OCEANSIDE RECREATION SERVICES
GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

☑ COMMUNITY GRANTS
(Projects for families, young children, adults and seniors)

☐ YOUTH GRANTS
(Projects with the majority of beneficiaries between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: Select Committee on Family Day Celebration

Mailing Address: C/O Town of Qualicum Beach
PO Box 130, Qualicum Beach, BC

Postal Code: V9K 1S7

Phone Number: 250.738.2190 Alternate:

Contact Name: Haylee Gould

Email: hgould@qualicumbeach.com

Is your organization or your parent organization registered as a non-profit society in BC?

Yes ☐ No ☑

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project ☐
2. Expansion/Enhancement of Existing Program / Project ◆
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ❑ Purpose
- ❑ Background
- ❑ Goals and objectives
- ❑ Type of project – activity, program, event, etc.
- ❑ Location of project
- ❑ Approximate number of participants to be served
- ❑ Ages of participants
- ❑ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ 500

2. Specify, in general, how funds will be utilized:

Funds will be directed to the Ravensong Aquatic Centre to provide a free swim to the public for May 31, 2020 for Qualicum Beach Family Day

3. Copy of organization's financial statement included? Yes ☑ No ☐

Give reason if no:

4. What other effort is your organization undertaking to obtain funds for this program / project?

We are supported by hard working volunteers and attempt to secure free/low cost local attractions. We continue to seek additional funding opportunities to expand the Family Day festivities each year.

5. Were any requests for funding granted or in the process of being considered? Yes ☑ No ☐

Granted or being considered by:

The Town of Qualicum Beach is providing funds and staff time for implementing Family Day activities and entertainment.

Description of the Program / project:

PURPOSE
To provide a free family swim at the Ravensong Aquatic Centre, as part of the annual Qualicum Beach Family Day Celebration on May 31, 2020.

BACKGROUND
In 1976, the Town Council declared the month of May "Family Month", and that the last Sunday in May would be a day dedicated to families. The day was designed to be a day for families to spend together with the opportunity to participate in activities for all ages. The event was to be run by volunteers and all activities were to be free. The event started at the old Middle School and moved to the Civic Centre and Community Park in 1993.

Currently, the event is sponsored completely by the Town of Qualicum Beach and organized in conjunction with the Select Committee on Family Day Celebration. The Committee is made up of a group of volunteers who organize the majority of the event with assistance and guidance from Town staff. The Committee members seek participants for the field and parade, invite not-for-profit food vendors to run concessions where possible, and handle all questions on the day of the event. Ravensong Aquatic Centre has previously supported the event by providing a free swim.

Each year the event has entertained over 3,000 people and continues to grow and improve every year. After 44 years the annual Qualicum Beach Family Day is still one of the biggest community events that Qualicum Beach hosts throughout the year, and will continue to be an annual highlight out of the many events that the Town hosts.

GOALS AND OBJECTIVES
1. To continue to maintain and provide free activities, such as the free family swim at the Ravensong Aquatic Centre, at the annual Qualicum Beach Family Day.
2. To continue to grow the festival and seek new sponsors for the event.
3. To continue to work with youth and young families to implement a successful Family Day event.

TYPE OF PROJECT
This funding is requested to provide the free family swim program at the annual Qualicum Beach Family Day celebration event.

LOCATION OF PROJECT
Ravensong Aquatic Centre for the free swim. Qualicum Beach Community Park for all other activities.

APPROXIMATE NUMBER OF PARTICIPANTS
The annual Family Day event attracts over 3,000 participants and the free family swim attracts approximately 100.

AGES OF PARTICIPANTS
The event is open to people of all ages. The swim attracts young families (1-65 yrs).

ANY OTHER RELEVANT INFORMATION
For the past few years, the Ravensong Aquatic Centre has participated in the event by supporting a 'free family swim' for local families. The purpose of this request is to ensure that there are resources in place to continue with this valuable tradition so that local families can enjoy a full day of activities that are free, fun, interactive, and that celebrate our community.

Financial Information:
Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

REVENUES:	Amount	EXPENDITURES:	Amount

Totals Revenue: $ _____ Total Expenditure: $ _____

Amount Requested for funding (Shortfall): $ _____

Signature: _____

Date:

SEE ATTACHED

Family Day Budget Progress Report

DESCRIPTION	BUSINESS NAME	2019 PROJECTED	2019 ACTUAL
MATERIALS			
MISC FOOD/BEVERAGES/SUPPLIES	Angie Wiersma	$ 600.00	$ 191.92
CHAIR & TABLE RENTALS	Black and White Party	$ 500.00	$ 464.33
	SUBTOTAL MATERIALS:	$ 1,100.00	$ 656.25
ACTIVITIES			
PONY RIDES	Tiger Lily Farms	$ 850.00	$ 750.00
ROCK CLIMBING	Romper Room	$ 700.00	$ 701.00
DUNK TANK & BOUNCY CASTLES	Bounce A Rama Rentals	$ 350.00	$ 1,200.00
BOUNCY CASTLES	Jumparound Promotions	$ 1,750.00	$ 1,367.00
FAMILY DAY FREE SWIM	RDN	$ 500.00	$ 476.19
MISC SUNDRIES	Misc	$ 100.00	$ 134.38
	SUBTOTAL ACTIVITIES:	$ 4,250.00	$ 4,628.57
PERFORMERS			
FAMILY DAY HONOURARIUM	Jordan Blaikie	$ 500.00	$ 380.95
FAMILY DAY HONOURARIUM	Jim Lynch	$ 200.00	$ 100.00
FAMILY DAY HONOURARIUM	--	$ 500.00	$ -
	SUBTOTAL PERFORMERS:	$ 1,200.00	$ 480.95
CONTRACTED SERVICES			
TRAFFIC CONTROL (PARADE)	JSK Traffic	$ 600.00	$ 642.08
FIRST AID SERVICES	TBD	$ 300.00	$ -
FAMILY DAY PORTABLE TOILETS	TBD	$ 300.00	$ 276.30
GENERATOR RENTAL	Island Equipment Rentals	$ 500.00	$ 205.98
ELECTRICIAN	Collins Electric	$ 1,000.00	$ 977.50
GOLF CART RENTAL	Isle Golf Cars	$ 400.00	$ 331.70
	SUBTOTAL CONTRACTED SERVICES:	$ 3,100.00	$ 2,433.56
ADVERTISING			
NEWSPAPER AD	PQB News	$ 250.00	$ 104.25
FAMILY DAY ADVERTISING	Misc	$ 100.00	$ 107.77
	SUBTOTAL ADVERTISING:	$ 350.00	$ 212.02
FUNDS RECEIVED			
GRANTS	TBD		
	SUBTOTAL FUNDS RECEIVED:	$ -	
	TOTAL COST:	$ 10,000.00	$ 8,411.35

TOWN OF QUALICUM BEACH

201 - 660 Primrose St.
P.O. Box 130
Qualicum Beach, BC
V9K 1S7

INCORPORATED 1942

Telephone: (250) 752-6921
Fax: (250) 752-1243
E-mail: qbtown@qualicumbeach.com
Website: www.qualicumbeach.com

August 28, 2019

Cathy MacKenzie
Recreation Programmer - Community Development
RDN Recreation and Parks
830 West Island Highway
Parksville, B.C. V9P 2X4

RDN Oceanside Recreation Services Community Grant Application
Family Day, 2020

Please see the attached application from the Town of Qualicum Beach for a community grant to host the 2020 Family Day Celebration.

The Town has been celebrating Family Day since 1976, when the Town Council declared May to be "Family Month". Currently, the event is sponsored by the Town of Qualicum Beach and organized with the assistance of dedicated volunteers on the Select Committee of Family Day Celebration. The event continues to grow year after year, with over 3,000 people attending annually.

The Regional District of Nanaimo has graciously supported the event through recreation grants to provide a free swim on the day of the event. We respectfully submit this application to continue this tradition so that local families can celebrate our community and enjoy a full day of activities that are free, fun, and interactive.

Sincerely,

H Gould

Haylee Gould
Deputy Corporate Administrator

/hg

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2 - 1 for 2019
1 for 2020.

REGIONAL DISTRICT OF NANAIMO

RDN OCEANSIDE RECREATION SERVICES
GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

☑ COMMUNITY GRANTS
(Projects for families, young children, adults and seniors)

☐ YOUTH GRANTS
(Projects with the majority of beneficiaries between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: Ravensong Masters Swim Club

Mailing Address: 2310 Bonnington Drive, Nanoose Bay, BC

Postal Code: V9P9L9

Phone Number: [redacted] Alternate: [redacted]

Contact Name: Tony Sweet

Email: [redacted]

Is your organization or your parent organization registered as a non-profit society in BC?

Yes ☑ No ☐

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project ☐
2. Expansion/Enhancement of Existing Program / Project ◆
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ❑ Purpose
- ❑ Background
- ❑ Goals and objectives
- ❑ Type of project – activity, program, event, etc.
- ❑ Location of project
- ❑ Approximate number of participants to be served
- ❑ Ages of participants
- ❑ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ 1200

2. Specify, in general, how funds will be utilized:

Grant funds continue to help us cover our program costs - pool rental fees and coaching expenses. Although pool fees have remained stable this year, we have extended the length of our yearly program because of swimmer demand and this will place additional demand on our financial situation.

We continue to canvas new swimmers to the program and have gained a small number through advertising and word of mouth in the past year. However, numbers continue to be somewhat below what the club requires to break even, in part because of injury to and attrition of current members.

The club increased its fees substantially last year and we are committed to maintaining that level for at least the current season.

3. Copy of organization's financial statement included? Yes ☐ No ☑

Give reason if no:

Projected income and expenditures for 2019/20 are detailed in Section 4.

4. What other effort is your organization undertaking to obtain funds for this program / project?

The club sells team clothing - last years sales totalled around $750. However, the margin on such sales is deliberately kept low. As a result revenue from this source is small.

5. Were any requests for funding granted or in the process of being considered? Yes ☑ No ☐

Granted or being considered by:

The club received a Recreation Grant of $1200 last year. This grant enabled the club to more or less break even over the course of the season.

Description of the Program / project:

Membership: The Club registers swimmers aged 20 to 80+ from across the Regional District from Nanaimo to Qualicum Beach. members are almost equally divided between women and men. There is no other masters swim club in the Qualicum/Parksville area.

Purpose: provide swimming instruction, fitness training and social interaction for a variety of adults and competitive training for members who wish to attend Masters Swim provincial and national meets. The club trains a number of triathletes, one of whom will be competing in the 2020 World Championships. Some of our swimmers typically compete in the BC senior games.

Background: Ravensong Masters Swim Club is part of BC and National Masters organizations and was first started when the Ravensong pool was opened.

Goals/Objective: provide swim stroke improvements, swim meet training and preparations, stroke efficiency and fitness training for swimmers and triathletes. Also, great environment for overall fitness and social interaction for a variety of people in our community not interested in competing but looking for an organized instructional workout.

Type of project: we currently have 3 - 1 hour swims per week (Mon and Wed 8-9 p.m. and Sat 7-8 a.m.). Our coaches provide technical instruction and workout routines customized to various swimmers spread across the 4 swim lanes based on their swimming abilities.

Approximate Number of Swimmers: We registered 38 swimmers for 2018/19 and hope to increase that number somewhat in the upcoming season. Our the numbers continue to vary throughout the year, due to injuries, vacations, other commitments. Of the 38 swimmers, approximately 20% swim 3 times per week, 40% twice a week and the remainder swim once a week We typically have 12-20 swimmers per swim session.

Ages: As mentioned, our swimmers vary from 20 to 80+ years of age. Members across all the age groups are involved in competition.

Coaching: The club employs a professional coach. Sergey Konov competed in the 1976 Olym

Financial Information:
Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

REVENUES:	Amount	EXPENDITURES:	Amount
Projected Club fees	15500	Pool rental	10728
BC Masters Registration	1400	Coaching	6000
Clothing sales	150	BC Masters Dues	1400

Totals Revenue: $ 17050

Total Expenditure: $ 18128

Amount Requested for funding (Shortfall): $ 1200

Signature: [signature]

Date: Aug 27 / 2019

REGIONAL DISTRICT OF NANAIMO

DISTRICT 69 RECREATION GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

☑ COMMUNITY GRANTS
(Projects for families, young children, adults and seniors)

☐ YOUTH GRANTS
(Projects with the majority of beneficiaries between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization: Universal Access Qualicum Beach (UAQB)

Mailing Address: 1163 Blind Bogey Drive, Qualicum Beach

Postal Code: V9K 1E6

Phone Number: [redacted] Alternate: [redacted]

Contact Name: Darwin Fraser

Email: [redacted]

Is your organization or your parent organization registered as a non-profit society in BC?

Yes ☑ No ☐

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project ☑
2. Expansion/Enhancement of Existing Program / Project ☐
3. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- ❑ Purpose
- ❑ Background
- ❑ Goals and objectives
- ❑ Type of project – activity, program, event, etc.
- ❑ Location of project
- ❑ Approximate number of participants to be served
- ❑ Ages of participants
- ❑ Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: $ 2,500.00

2. Specify, in general, how funds will be utilized:

The funds requested are to provide financial support for an important initiative to provide "Fitness for All" in the Oceanside area through the purchase of specialized fitness equipment. This equipment will provide recreational and fitness opportunities for any person living with a disability or are unable to access traditional recreational fitness opportunities.

3. Copy of organization's financial statement included? Yes ☐ No ☑

Give reason if no:

UAQB is a project based volunteer committee working under our non-profit parent organization, Qualicum Community, Education and Wellness Society. (QCEWS)

4. What other effort is your organization undertaking to obtain funds for this program / project?

We have approached a number of local service clubs, the municipality of Qualicum Beach and Parksville, SPARC, the Nanaimo Regional Hospital Foundation and launched a "Fitness For All" Fundraising Campaign Kick-off to solicit donations from individuals.

We have also found a venue partner in Jim and Kitt Miller at Jim's Gym, Parksville, who has offered an inclusive accessible environment, equipment storage and staff assistance.

5. Were any requests for funding granted or in the process of being considered? Yes ☑ No ☐

Granted or being considered by:

Nanaimo Regional General Hospital Foundation $10,000; SPARC - $1,000 confirmed; Lion's Club of QB - $500 - confirmed; Fundraising from Individuals - $7,000 - confirmed; Qualicum Beach Sunrise Rotary - $5,000 pending; Qualicum Beach Sunset Rotary - $5,000 pending.

Description of the Program / project:

PURPOSE: Under the umbrella of QCEWS, UAQB aims to provide in the Oceanside area, access to opportunities for recreation and fitness with specialized fitness and recreation equipment specifically designed for our community members who are living with mobility challenges, disabilities, illness and chronic pain, in support of overall health and wellness.

A major challenge to individuals living with a disability is safe access to accessible spaces and equipment where they can engage in physical activity and recreation to maintain gains from rehabilitation, prevent secondary disability and improve quality of life.

BACKGROUND: A small committee was formed by members of QCEWS in November 2016. The group grew very quickly to include: 1) individuals that face accessibility barriers in living, learning, working, social and recreational environments;
2) caregivers; 3) health care professionals; 4) members representing other impacted organizations such as MS support, stroke recovery, Parkinson's support, etc. UAQB started to raise awareness in Oceanside making presentations to service clubs, participating in QB Family Days and Canada Day Parades, 2018/19, visiting "move adapted fitness" in Victoria as a learning field trip, had a table at Oceanside Health and Wellness Fair 2019 and presented to RDN Recreation Commission
advocating for an accessible fitness and wellness centre. Facilitated Accessibility Week in QB this year and coordinated with AOA Parksville in 2017/18/19.

Description of the Program/project: - continued from Page 3

GOALS AND OBJECTIVES: The goals of the UAQB are:

a) Establish a variety of portable and stationary specialized equipment opportunities, both in the community and in a multipurpose facility for the mobility challenged residents of our community
b) Build an inventory of accessible fitness and recreation equipment including a lift and transfer system specifically designed for convenient, effective and safe use by disabled individuals of all ages.

LOCATION: The stationary equipment will be housed at Jim's Gym, 1222 Industrial Avenue in Parksville until such time as a permanent public fitness and wellness centre can be established in the Oceanside area. Jim and Kitt Miller reached out to the committee offering to partner with our organization to provide a welcoming and inclusive space within their current facility , storage as well as staff and insurance coverage to our members. There is currently only one piece of stationary equipment with the intention to add to the inventory asap. The mobile equipment which currently consists of two cycles are housed in various schools throughout the school year and at a personal residence during the summer months.

TYPE OF PROJECT: Purchasing and providing access to specialized fitness and recreation equipment for individuals of all ages in our community who have mobility challenges. We intend to purchase at least six pieces of equipment both mobile and stationary, in order to create an effective fitness experience. To date we have purchased to types of cycles, the Duet Wheelchair Electric Cycle and the Orion Twin Tandem Cycle. We also recently purchased a Bungee Mobility Trainer which is a stationary piece of equipment and is currently housed at Jim's Gym. We are currently working towards the purchase of the NuStep T5XR Reclining Cycle which is also a stationary piece of equipment. If we are successful in our applications to the two Qualicum Beach Rotary Clubs and successful with this application we will be financially able to purchase that next piece of equipment.

AGES AND NUMBERS OF PARTICIPANTS: All ages will be able to access the program and although we do know there are many residents in the Oceanside community that have mobility issues, we conducted a brief survey at some of the events we participated in and have received signatures from more than 150 individuals stating they would make use of such a service.

Financial Information:
Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- ❑ all revenues associated with the project
- ❑ any fees charged to participants
- ❑ any other financial contributions of any kind (include items awaiting approval)
- ❑ all expenditures associated with the project

Note: You may submit your budget information on a separate sheet attached.

REVENUES:	Amount		EXPENDITURES:	Amount
Nanaimo Regional Hosp	22,000	C	Duet Wheelchair Electri	12,000
SPARC	1,000	C	Orion Twin Tandem Cyc	10,000
Lions Club of Qualicum	500	C	Bungee Mobility Trainer	8,300
Fundraising confirmed	7,000	C	NuStep T5XR Reclining	12,000
To Apply – Rick Hansen Foundatio	12,000		Sit to Stand Trainer	6,300
Qualicum Beach Sunris	5,000	P	Stand to Lift Raising Aid	7,500
Qualicum Beach Sunse	5,000	P		
To Apply – Kiwanis Club	5,000			
			Shipping and Taxes	3,900

Totals Revenue: $ 57,500

Total Expenditure: $ 60,000

Amount Requested for funding (Shortfall): $ 2,500

Signature: [signature] CO-CHAIR. UAPB

Date: AUGUST 28, 2019

englishman river
WATER SERVICE

DATE: September 05, 2019

REPORT TO: **ENGLISHMAN RIVER WATER SERVICE MANAGEMENT BOARD**

FROM: **ENGLISHMAN RIVER WATER SERVICE MANAGEMENT COMMITTEE**

SUBJECT: **ENGLISHMAN RIVER WATER SERVICE (ERWS), CONTRACT 1 PROJECT UPDATE and BUDGET INCREASE REQUEST**

PURPOSE: **APPROVAL OF ADDITIONAL FUNDS TO COMPLETE CONTRACT 1 - INTAKE, TREATMENT PLANT, AND SUPPLY MAINS TO TOP BRIDGE RESERVOIR.**

EXECUTIVE SUMMARY:

The purpose of this report is to seek ERWS Board approval for an additional **$380,300** in project funding for Contract 1. The funds are required to complete necessary change orders to not delay commissioning, avoid project delays and potential delay claims from the contractor, and take the construction and commissioning to a conclusion.

RECOMMENDATION(S):

1. THAT the report from the Englishman River Water Service Management Committee, dated September 05, 2019 entitled, **"ENGLISHMAN RIVER WATER SERVICE (ERWS), CONTRACT 1 PROJECT UPDATE and BUDGET INCREASE REQUEST"** be received.

2. THAT the Englishman River Water Service Management Board approves an increase of **$380,300** in the 2019 ERWS capital budget for Contract 1. The Funds are required to complete necessary change orders to avoid commissioning delays, project delays and potential delay claims from the contractor and take the construction and commissioning to a conclusion.

3. THAT the Englishman River Water Service Management Board recommends the Joint Ventures adopt their portion of the additional required budget.

BACKGROUND:

This report focuses on the 2019 financial status of the ERWS Contract 1 - Intake, Treatment Plant, and supply mains to Top Bridge Reservoir as it is the only ERWS contract that is forecasted to be in a deficit position requiring additional funding. The earlier presentation of the Cumulative Project

Accounting provided the Board with the full 2017 - 2019 financial review. As shown in that analysis, all accounts had been reconciled as of the end of 2018. The total 2019 budget approved by the ERWS Board on Feb 06, 2019, was as follows:

Table 1.

2019, ERWS Contract 1 Approved Budget	
Description	**Amount**
Total Contracts (Consulting plus Construction)	7,370,200
Subtotal 1	**7,370,200**
ATS Consulting	20,000
Plant Integration	4,000
Safety Audit	30,000
Small Tools & Equipment & Furniture	30,000
ATS Construction	200,000
Additional Capital Items Subtotal 2	**284,000**
Total	**$7,654,200**

For this analysis we will focus on the original approved total contracts budget ($7,370,200) shown in Table 1. The additional capital items amount approved totaling $284,000 is currently not expected to be exceeded.

As of the beginning of 2019, the total contracts outstanding per purchase order or invoice for Contract1 to take the project to completion amounted to $6,865,700. Therefore, the surplus (or Contingency) at the beginning of 2019 was:

Table 2.

Expected Surplus at Beginning of 2019	
Description	**Amount**
Total Contracts (Consulting plus Construction)	7,370,200
Total Purchase Orders	-6,865,700
Total Surplus(Contingency)	**504,500**

During the course of the 2019 construction and commissioning, additional change orders and contemplated (forecasted) change orders for consulting services and construction contracts occurred. As of the date of this report, the cost of the total 2019 change orders plus contemplated change orders equals $756,000. Other costs associated with wages for City staff to oversee the Contract 1 works, attend meetings, provide input etc.... that were not specifically budgeted for amount to $78,800. Therefore, the current financial status of the Contracts budget is as follows:

Table 3.

Contract 1 - Summary of Current Financial Status (Contracts)	
Description	**Amount**
Total Surplus at beginning of 2019	504,500
Total Change Orders + Contemplated Change Orders	-756,000
City Wages	-78,800
Total Deficit	**-330,300**

There are two major factors that have significantly contributed to pushing Contract 1 over budget. One factor resulted from incorrect forecasting information provided by the Consultant. Prior to approving change orders, the ERWS Program Manager, working with the City Finance staff, evaluates the overall approved budget against the total existing and forecasted change orders to ensure that enough funds are available and to indicate if and when the Program Manager will need to come to the Board to identify a potential change to the budget. Unfortunately, the information provided by the consultant was not correct and understated the projected Consultant costs to Contract 1 by approximately $400,000.

The second factor was related to PST charges. Normally PST amounts are identified on the Purchase order to ensure that they are accounted for and many suppliers include PST on their invoices. However, it was discovered in March 2019 that the PST was not properly identified on the Purchase order and the project is responsible for an additional $250,000 in PST costs. The contract for this equipment was awarded to an out-of-province company, so the City must self-assess and remit PST on any invoices from that supplier that do not explicitly include PST. Part of this PST was remitted for 2018 supplier costs in March 2019 and approximately $150,000 remains to be paid after receipt of the supplier's final invoice.

Prior to these recently identified unexpected costs totaling $650,000 (400,000+250,000), the project was being managed within the approved project budget. As of the beginning of 2019 significant surplus ($504,000) was thought to be available. During the course of 2019 several change orders and contemplated change orders were evaluated by the ERWS Program Manager. Although the confirmed list of change orders are valid and critical to the successful completion of the project, knowledge of the projects actual deficit position was only recently identified.

In the interest of completing Contract 1, the ERWS Management Committee recommends that the ERWS Board approve the following 2019 budget increase:

Table 4.

Contract 1 - 2019 Budget Increase Request	
Description	**Amount**
Total Current Project Deficit	330,300
Proposed Contingency	50,000
Total 2019 Budget Increase Request	**380,300**

OPTIONS:

1. Approve an additional **$380,300.00** in project funding for Contract 1.

2. Provide the ERWS Management Committee with other direction.

ANALYSIS:

Option 1

This would allow the Contractor to complete necessary change orders to avoid commissioning delays, project completion delay and potential delay claims from the contractor and take the construction and commissioning to a conclusion.

Option 2

The Management Committee feels that not approving or delaying approval of the requested funding would result in project delays and potential claims.

FINANCIAL IMPACT:

The updated financial position is summarized below:

Table 5.

2019, ERWS Contract 1 Updated Financial Position	
Description	**Amount**
Total Previously Approved 2019 Budget	7,654,200
2019 Budget Increase Request	380,300
Total Revised 2019 Budget	**$8,034,500**

(NOTE: the above revised position includes a $50,000 contingency to complete Contract 1)

REFERENCES:

Minutes of the Englishman River Water Service Joint Venture Meeting of the Management Board Meeting dated Wednesday February 6, 2019.

Respectfully submitted,

VAUGHN FIGUEIRA, P.ENG.
ERWS Program Manager

VF:fm

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Electoral Area Services Committee	**DATE:**	September 3, 2019
FROM:	Sarah Martin Planning Technician	**FILE:**	**PL2019-057**

SUBJECT: **Development Permit with Variance Application No. PL2019-057**
Lot 31, Seaview Drive – Electoral Area H
Lot 31, District Lot 28, Newcastle District, Plan 22249

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

1. **That Item 6 of conditions of approval of Development Permit with Variance Application No. PL2019-057 listed in Attachment 2, Schedule 1 – Conditions of permit, be removed from the conditions of approval.**
2. **That the Board approve Development Permit with Variance No. PL2019-057 to permit the development of a dwelling unit, accessory building, and associated yard area subject to the terms and conditions outlined in Attachment 2, as amended to remove Item 6 from the conditions of approval.**
3. **That the Board exempt Lot 31, District Lot 28, Newcastle District, Plan 22249 from Section 13(b) of Bylaw 1469 to allow the construction of a dwelling unit within 15 metres from the natural boundary of any other watercourse including a lake, marsh or pond.**
4. **That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2019-057.**

RECOMMENDATIONS

1. That the Board approve Development Permit with Variance No. PL2019-057 to permit the development of a dwelling unit, accessory building, and associated yard area subject to the terms and conditions outlined in Attachment 2.
2. That the Board exempt Lot 31, District Lot 28, Newcastle District, Plan 22249 from Section 13(b) of Bylaw 1469 to allow the construction of a dwelling unit within 15 metres from the natural boundary of any other watercourse including a lake, marsh or pond.
3. That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2019-057.

SUMMARY

The applicant has applied for a development permit with variance and a site specific floodplain bylaw exemption to allow for the siting of a dwelling unit, accessory building, parking and yard area within 60 metres of a heron colony. Due to the small size of the subject property, development is constrained by zoning regulations and the floodplain setback established by "Regional District of Nanaimo Floodplain Management Bylaw No. 1469, 2006". The applicant proposes variances to the watercourse setback for a ditch flowing along the property's frontage, and to the off-street parking regulations to allow for parking within the front lot line setback. The

applicant has provided professional assessments stating that in the professionals' opinions, the proposed development will result in no negative impacts to the heron colony or the proposed dwelling, provided the professionals' recommendations are followed. Given that the development permit area guidelines have been met and no negative impacts are anticipated as a result of the proposed variance, it is recommended that the Board approve the development permit with variance pending the outcome of public notification and subject to the terms and conditions outlined in Schedules 1 to 3 of the draft development permit with variance included as Attachment 2.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Smitty Construction Ltd on behalf of Elisabeth and Tom Chisholm to permit the development of a dwelling unit, accessory building, parking and associated yard area. The subject property is approximately 0.07 hectares (700 square metres) in area and is zoned Residential 2, Subdivision District 'M' (RS2, M), pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The property is located east of Gainsberg Road in a rural residential land use area (see Attachment 1 – Subject Property Map).

The property is currently undeveloped and is characterized by turf grass and ornamental tree species. A year round, modified watercourse, known as Domey Creek, flows through the property along the front lot line, partially ditched along Seaview Drive. It is serviced by an existing on-site sewerage system and the Deep Bay Improvement District community water service.

The proposed development is subject to the Eagle and Heron Nesting Tree Development Permit Area (DPA) per the "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Bylaw No. 1335, 2017".

Proposed Development and Variance

The applicant proposes to develop a dwelling unit within the 18 metre watercourse setback and parking within the front lot line setback, made applicable by the off-street parking and loading regulations of the zoning bylaw. The subject property is located entirely within the 60 metre great blue heron nesting trees development permit area due to the proximity of an active heron colony on an adjacent property. Development within the DPA cannot be avoided. The applicant proposes to vary the following regulations from the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987":

- **Section 3.8 – Setbacks – Watercourses, excluding the sea** to reduce the minimum setback from 18.0 metres from the centerline to 5.2 metres from the natural boundary, as shown in Schedule 2 of the draft permit included as Attachment 2.
- **Schedule 3B 1.1 b) – Off-street Parking and Loading Spaces** that the requirement that all off-street parking be located subject to the setback requirements of the zone be varied such that the front lot line setback does not apply.

Land Use Implications

The applicants land use justification for the variance is due to significant site constraints, chief among them the small parcel size. The applicant has worked with their clients to propose a dwelling unit of moderate footprint, to make the most efficient use of the parcel. In addition to the small parcel size, the location of the existing sewerage system impacts the buildable area

on the rear of the subject property. To make efficient use of the site and not further impact the heron colony, the proposal is to move the dwelling unit away from the colony, towards the front of the parcel.

It is noted that two off-street parking spaces must be provided for and are subject to the setback requirements of the zone. Watercourse setbacks do not apply to parking spaces. Moving development forward on the subject property to further increase the distance from the heron colony would also require the parking to be located in the setback from the front lot line. The result is to locate the dwelling unit within the watercourse setback.

In support of the variance and site specific floodplain bylaw exemption request, the applicant has submitted a technical memo assessing the proposal. At the shallowest point, water flow was estimated to be 0.7 metres below natural grade. In the event that the watercourse overflows, existing topography around the watercourse would direct flow away from the dwelling unit, down Seaview Drive. The engineer states that from a geotechnical point of view, the location of the proposed residence with respect to the natural boundary will not pose a hazard to the dwelling provided their recommendations are implemented. The following recommendations were made: waterproof the foundation; place a layer of non-woven geotextile (filter fabric) over the drain rock of the foundation perimeter drainage; meet the minimum flood construction level elevation prescribed by the RDN floodplain bylaw (1.5 metres); and equip the stormwater drainage outlet with a backflow preventer valve. Additional recommendations relate to footings and bearing soils for the foundation. Finally, the engineer recommends registration of the memo on title due to the maintenance requirements of the backflow preventer valve.

Given that the applicant has provided sufficient rationale and the geotechnical engineer confirms that the proposed variance and exemption does not pose a hazard to the dwelling unit where recommendations are followed, the applicants have made reasonable efforts in consideration of "Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation". As a condition of the development permit with variance and site specific exemption, the memo and any addendums will be registered on the property title as a covenant, saving the RDN harmless from all losses or damages to life or property as a result of the hazardous condition, per the Terms and Conditions of Permit included in Attachment 2.

Environmental Implications

In support of the proposed development permit with variance, the applicant has submitted a heron nest assessment and a watercourse assessment, prepared by Toth and Associates Environmental Associates, dated May 22, and May 30, 2019 respectively. A total of ~19 great blue heron nests are located, at the closest, ~20 metres from the south side of the subject property. The nests closest to the subject property are located at 160 Kopina Drive, as well as 5076 Seaview Drive and Lot 29 Seaview Drive. The subject property is located entirely within the 60 metre DPA. In addition to the nesting trees, the property is impacted by a ditched portion of Domey Creek, which runs within the front lot line, parallel to Seaview Drive. The watercourse is not mapped.

Heron Nesting Trees

The assessment notes that the herons of this colony are accustomed to human caused noise disturbances, documenting fairly constant and significant disturbances such as leaf blowers, lawn mowing, hedge trimming, construction, and vehicle traffic. Also noted is that the breeding season listed by Develop with Care (and the DPA guidelines) is January 15 to September 15 for

the entirety of BC. However, another (older) source indicates that coastal areas have a breeding season of approximately March 1 to September 1. The biologist recommends that site development up to lock up stage occur outside the breeding season, and that at least four trees be planted to provide a visual buffer between the subject property and the nest sites.

The applicant proposes to retain the existing trees at the rear of the site (Honey Locust and Mountain Ash) and perform manual invasive species control (exempt activity). There are upwards of four young trees of significant size, existing in the rear yard area (staff site visit July 26, 2019). Given the constraints of the site, it is recommended that one tree, along the south interior lot line, be planted in addition to the existing trees as a buffer to the nests closest to the subject property. It is also recommended that the applicant seek the advice of a horticultural professional as to a suitable tree species that is appropriate for the constraints of the site and capable of providing the required screening. Site constraints include the existing septic field, drainage systems and foundations for the proposed and adjacent dwelling units, and limited yard area to accommodate a tree of appropriate canopy width for screening purposes.

Watercourse

The watercourse assessment indicated that Domey Creek flows under Seaview Drive and between 5097 and 5093 Seaview Drive via a culvert, where it drops in a flume to Shoreline drive, at the rear of these two properties. RDN records indicate that a *Water Act* approval was issued in 1999 for the culvert work, in support of the development of these lots. While the Water Act applies to this watercourse, the assessment indicates that the *Riparian Areas Regulation* (RAR) does not, due to the steep, flumed drop to Shoreline Drive and its relatively direct access to the sea. Based on the impassable barriers (to fish) and lack of freshwater habitat within the lower reach of the drainage, the biologist concluded that the drainage does not represent an assessable watercourse under the RAR. A freshwater and fish habitat development permit is not required. In consideration of the close proximity of the subject property to the heron colony the biologist stated that it is preferable that the dwelling unit be sited closer to the watercourse to reduce intrusion into the DPA.

It is anticipated that where recommendations are followed that there will be no negative impacts on the heron colony or the proposed development. It is recommended that the proposed development permit with variance be approved, subject to the terms and conditions of Attachment 2.

Intergovernmental Implications

The application was referred to the Ministry of Transportation and Infrastructure (MOTI) and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNR). MOTI expressed no concern with the proposed variance and advised that no additional drainage is to be directed to the Ministry's drainage system. This information has been passed on to the applicant.

FLNR indicated that with environmental monitoring by a suitably experienced biologist, construction to lock up could continue into January, as long as the herons have not returned to the colony. Coastal herons in general breed earlier than interior populations by up to one month. However, many colonies on the island are not active until February. According to Develop with Care (DWC), herons usually lay eggs between February and April. The Province advised that the nest initiation/courtship phase of breeding is one of the most sensitive times for disturbance, which precludes egg laying. Unusual events, such as mechanical chippers, chainsaws, and large trucks may cause the herons to abandon their nests (DWC). Construction may also

reasonably restart in August, where a suitably experienced biologist has confirmed that the herons have fledged and are not using the colony. Extreme caution is advised, as any disturbances can be detrimental to breeding. It is recommended that the development permit with variance be approved per the conditions of permit included in Attachment 2.

Public Consultation Implications

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

ALTERNATIVES

1. To approve Development Permit with Variance No. PL2019-057 subject to the terms and conditions outlined in Schedule 1 to 3 of Attachment 2.
2. To approve the requested site-specific exemption of Lot 31, District Lot 28, Newcastle District, Plan 22249 from Section 13(b) of Bylaw 1469.
3. To deny Development Permit with Variance No. PL2019-057 and the site-specific exemption of Lot 31, District Lot 28, Newcastle District, Plan 22249 from Section 13(b) of Bylaw 1469.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN IMPLICATIONS

The proposed development has been reviewed and the proposal is in keeping with the 2019 – 2022 Board Strategic Plan. The Plan's "Environmental Stewardship" key strategic area states that the Board will focus on protecting and enhancing the natural environment, including land, water and air, for future generations. The proposed variance will reduce the impact of development on the heron colony, allowing for the reduction of development impacts on an environmentally sensitive feature.

Sarah Martin
smartin@rdn.bc.ca
August 14, 2019

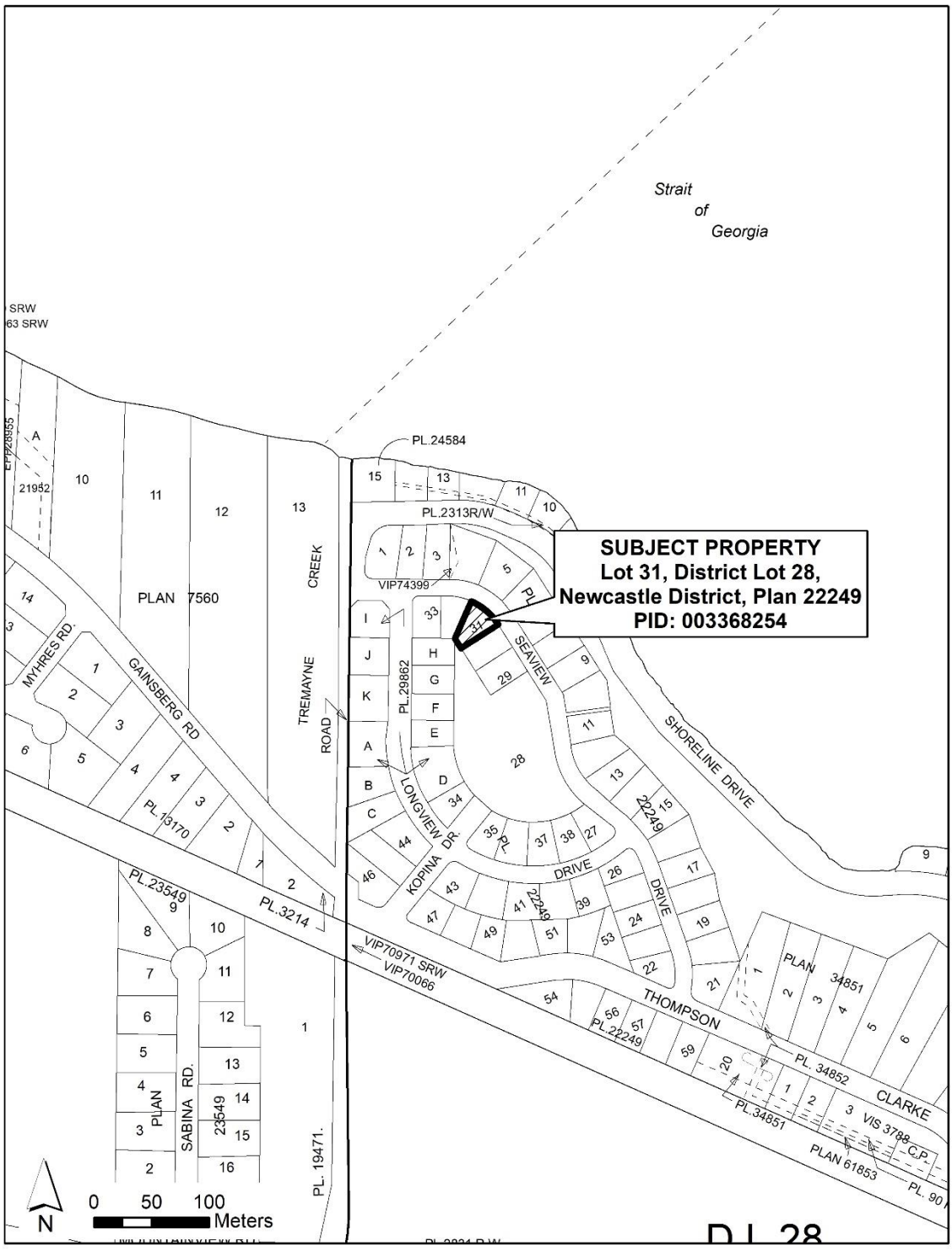
Reviewed by:

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

Attachments:

1. Subject Property Map
2. Draft Development Permit with Variance

Attachment 1
Subject Property Map



Attachment 2
Draft Development Permit

REGIONAL DISTRICT OF NANAIMO	**STRATEGIC & COMMUNITY DEVELOPMENT** **6300 Hammond Bay Road, Nanaimo, BC V9T 6N2** **250-390-6510 or 1-877-607-4111** **www.rdn.bc.ca** **DEVELOPMENT PERMIT WITH VARIANCE NO. PL2019-057**

To: ("Permittee") Thomas Avon Chisholm and Elisabeth Camille Chisholm

Mailing Address: c/o Smitty Construction Ltd, 1485 Stone Lake Drive, Nanoose Bay, BC V9P 9M4

1. Except as varied or supplemented by this permit, the development permit is issued subject to compliance with all applicable bylaws and provincial and federal statutes and regulations.
2. This development permit applies only to those lands within the Regional District of Nanaimo described below, and all buildings, structures and other development thereon:

   Legal Description: Lot 31, District Lot 28, Newcastle District, Plan 22249 ("the Lands")

   Civic Address: Lot 31, Seaview Drive P.I.D.: 003-368-254

3. The Lands shall be developed strictly in accordance with the terms and conditions of this permit.
4. The Permittee as a condition of issuance of this permit agrees to comply with the conditions of Schedule 1, which is attached to and forms part of this permit.
5. The Permittee as a condition of issuance of this permit agrees to develop the Lands, in substantial compliance with the plans and specifications included in Schedules 2 and 3, which are attached to and form part of this permit.
6. With respect to the Lands, "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" is varied as outlined in Schedules 1 to 3, which are attached to and form part of this permit.
7. Subject to the terms of the permit, if the holder of the permit does not substantially start construction with respect to which the permit was issued within two years after the date it is issued, the permit shall lapse in accordance with Section 504 of the *Local Government Act*.
8. This permit prevails over the provisions of the bylaw in the event of conflict.
9. Notice of this permit shall be filed in the Land Title Office at Victoria under Section 503 of the *Local Government Act*, and upon such filing, the terms of this permit or any amendment hereto shall be binding upon all persons who acquire an interest in the Lands affected by this permit.
10. This permit is not a building permit.

Authorizing Resolution to issue passed by the Board this XXth day of September, 2019.

Schedule 1
Conditions of Permit

The following sets out the terms and conditions of Development Permit with Variance No. PL2019-057:

Bylaw No. 500, 1987 Variances

With respect to the lands, "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" is varied as follows:

- **Section 3.8 – Setbacks – Watercourses, excluding the sea** to reduce the minimum setback from 18.0 metres from the centerline to 5.2 metres from the natural boundary, as shown in Schedule 2.
- **Schedule 3B 1.1 b) – Off-street Parking and Loading Spaces** that the requirement that all off-street parking be located subject to the setback requirements of the zone be varied such that the front lot line setback does not apply.

Conditions of Approval

1. The site is developed in accordance with the Survey Plan prepared by Pacific Rim Land Surveying LTD, dated June 4, 2019 and attached as Schedule 2.

2. The proposed development is in general compliance with the plans and elevations submitted by the applicant and attached as Schedule 3.

3. The subject property shall be developed and maintained in accordance with the recommendations of the Technical Memo prepared by Lewkowich Engineering Associates Ltd dated June 11, 2019, as well as any subsequent addendums.

4. The subject property shall be developed in accordance with the Heron Nest Assessment prepared by Toth and Associates Environmental Services dated May 22, 2019.

5. Site development and construction shall occur entirely outside of the nesting season which is from January 15 to September 15 for Pacific Great Blue Herons. Where construction of the dwelling unit and accessory building have achieved lock up stage (exterior doors and windows have been installed), interior construction activity may continue.

6. Notwithstanding Condition of Approval 4, where a registered professional biologist of sufficient experience with Pacific Great Blue Herons is monitoring development, activity may occur up to the end of January, where no herons are present at the colony (for clarity, the herons have not returned to the colony site). Development activity may re-commence as early as August, where the RDN is in receipt of written confirmation from the aforementioned biologist, that the herons have fledged and the colony has been vacated, to the satisfaction of the General Manager of Strategic and Community Development.

7. Notwithstanding Condition of Approval 3, a single tree, of a species and pot/root ball size recommended by a horticultural professional, is to be planted in the rear yard area, sited to screen the south interior lot line, for the purpose of screening the heron colony from the subject property. The recommended species is to be suitable for the site conditions and of a height and crown width sufficient to screen the heron colony. Invasive species are to be

avoided. For clarity, the existing Honey Locust and Mountain Ash trees in the rear yard area are to be retained as screening in lieu of the additional three trees recommended by Toth and Associates Environmental Services.

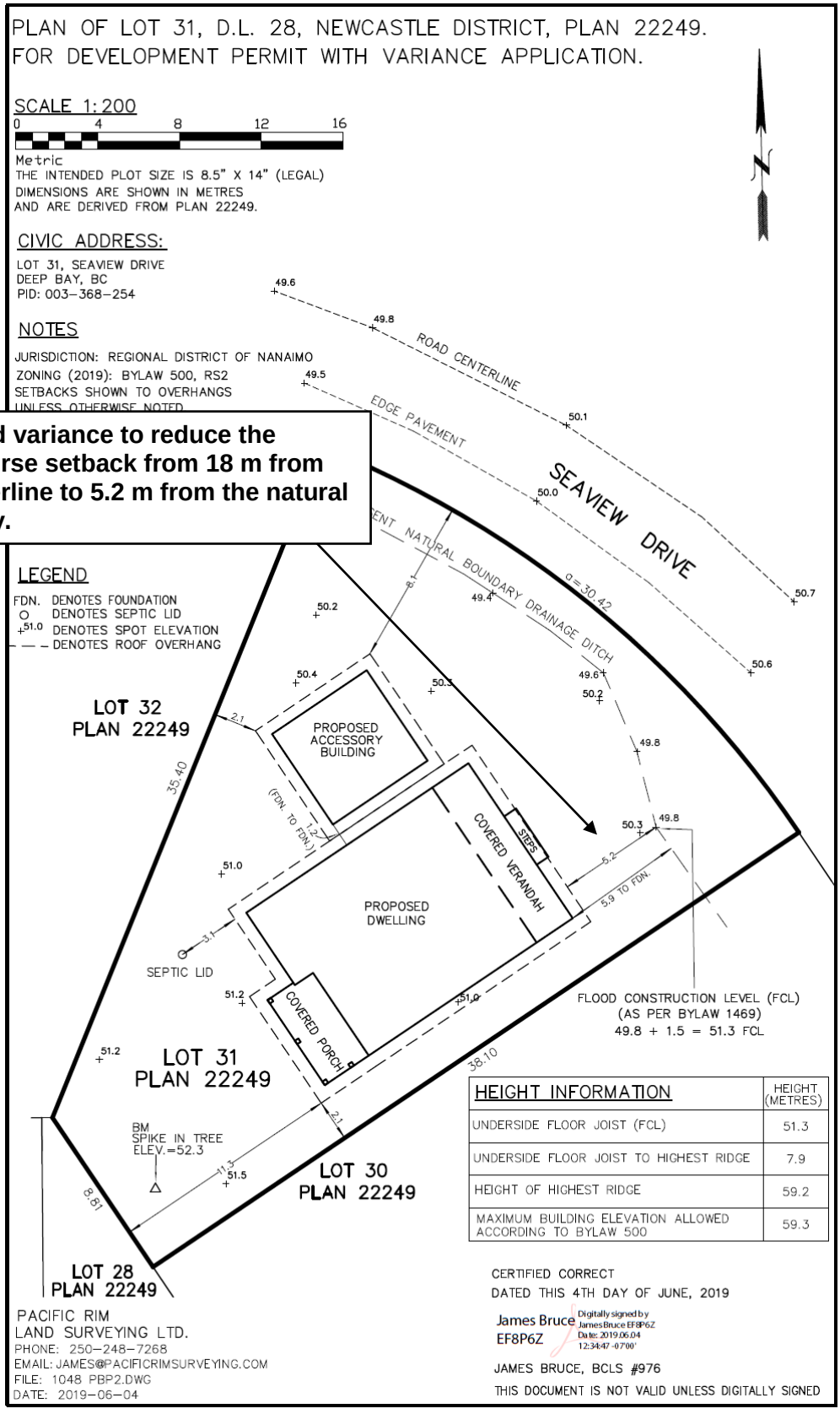
8. The property owner shall provide confirmation in writing, to the satisfaction of the General Manager of Strategic and Community Development, that development of the subject property has occurred in accordance with this permit, prior to occupancy being granted. Where development continues in accordance with Condition of Approval 6 and/or 7, a confirmation report prepared by a registered professional biologist of sufficient experience with Pacific Great Blue Herons, to the satisfaction of the General Manager shall be required prior to occupancy being granted.

9. The subject property shall be developed in accordance with the recommendations contained in the Technical Memo prepared by Lewkowich Engineering Associates Ltd, dated June 11, 2019 and any addendums. It is noted that no additional drainage is to be directed to the Ministry of Transportation's drainage system (ie. post development drainage flow is not to exceed pre-development flows).

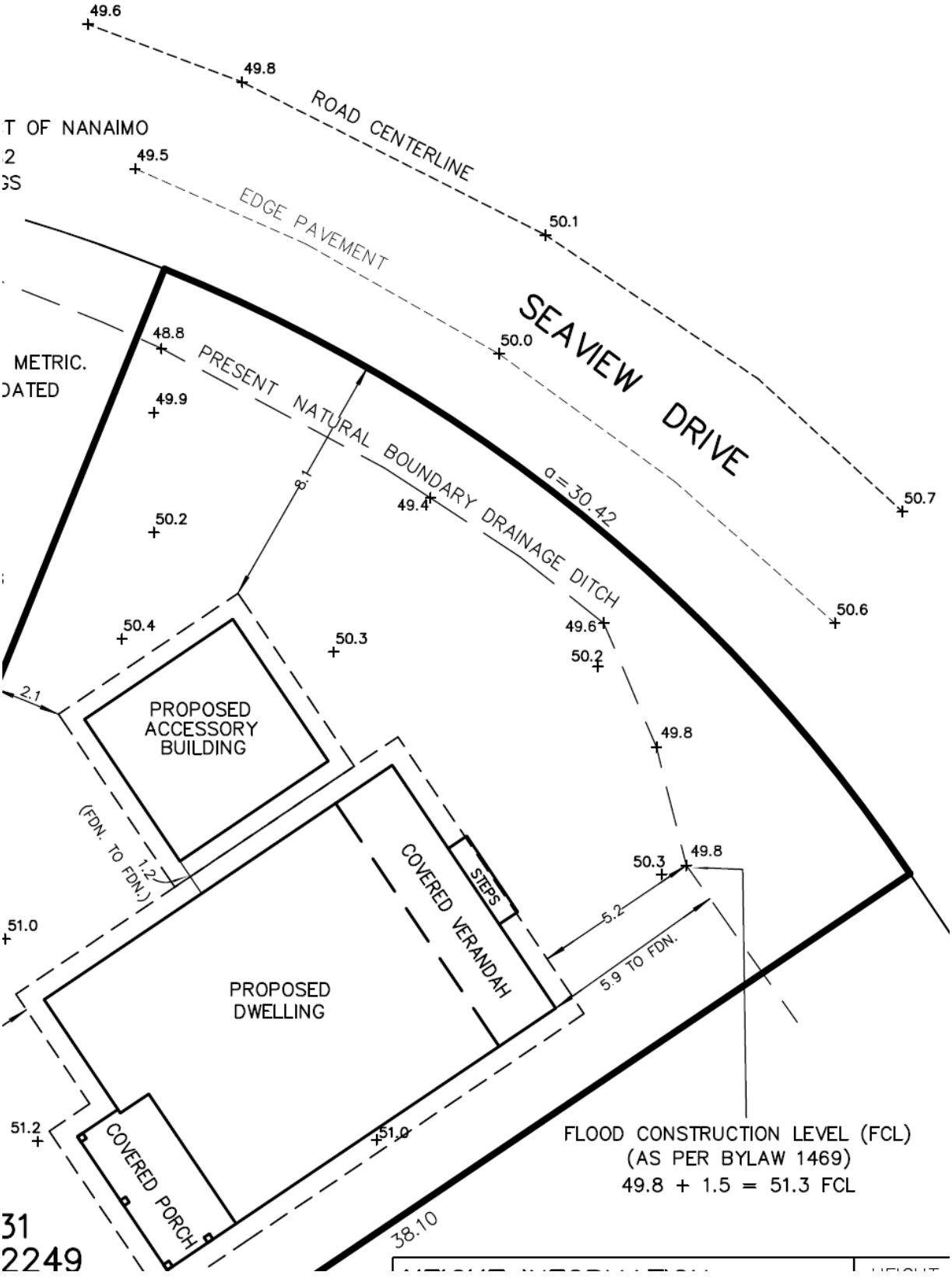
10. The issuance of this Permit shall be withheld until the applicant, at the applicant's expense, registers a Section 219 Covenant on the property title containing the Technical Memo prepared by Lewkowich Engineering Associates Ltd, dated June 11, 2019, and any addendums. The covenant shall include a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard.

11. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

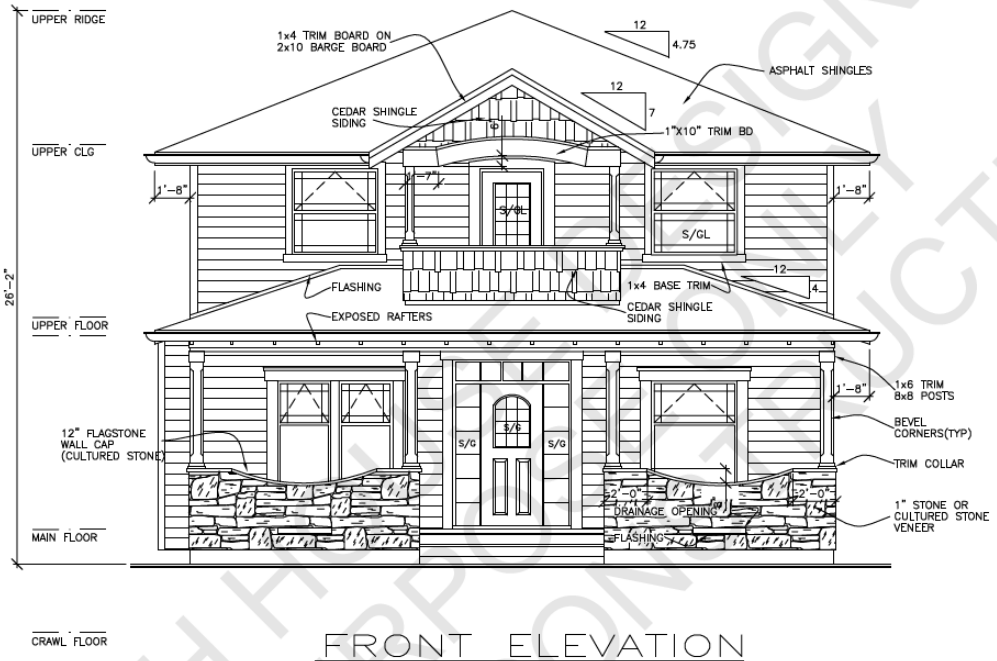
Schedule 2
Survey Plan and Variances (1 of 2)



Schedule 2
Survey Plan and Variances (2 of 2) – enlarged for convenience



Schedule 3
Building Plans and Elevations (1 of 6) – enlarged for convenience



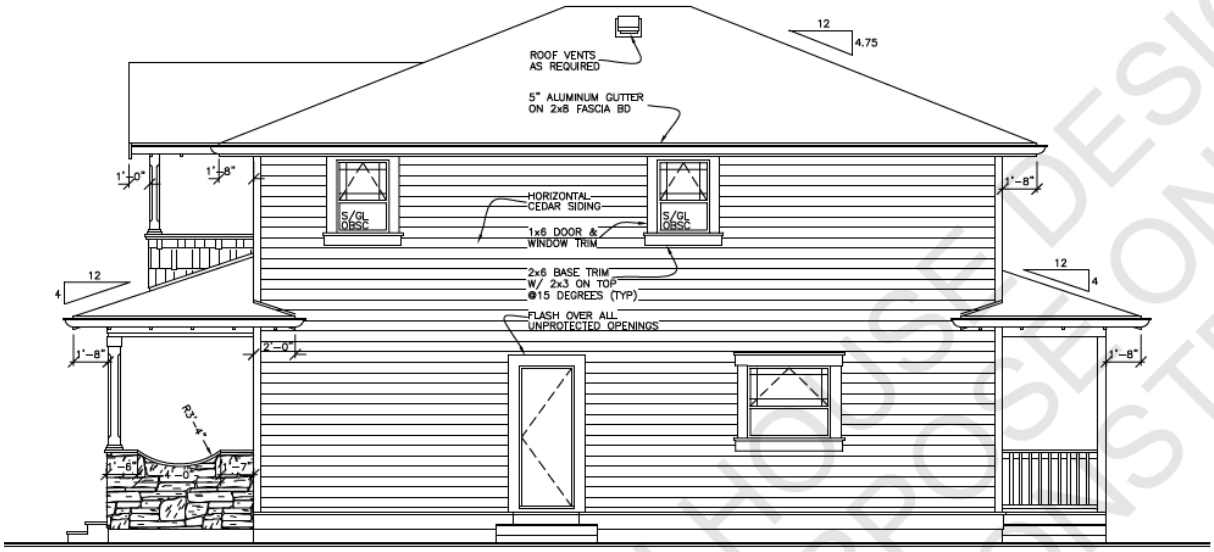
FRONT ELEVATION



REAR ELEVATION

FINISH HOME DESIGN
PERMITTING PURPOSES ONLY
NOT FOR CONSTRUCTION

Schedule 3
Building Plans and Elevations (2 of 6) – enlarged for convenience



RIGHT ELEVATION

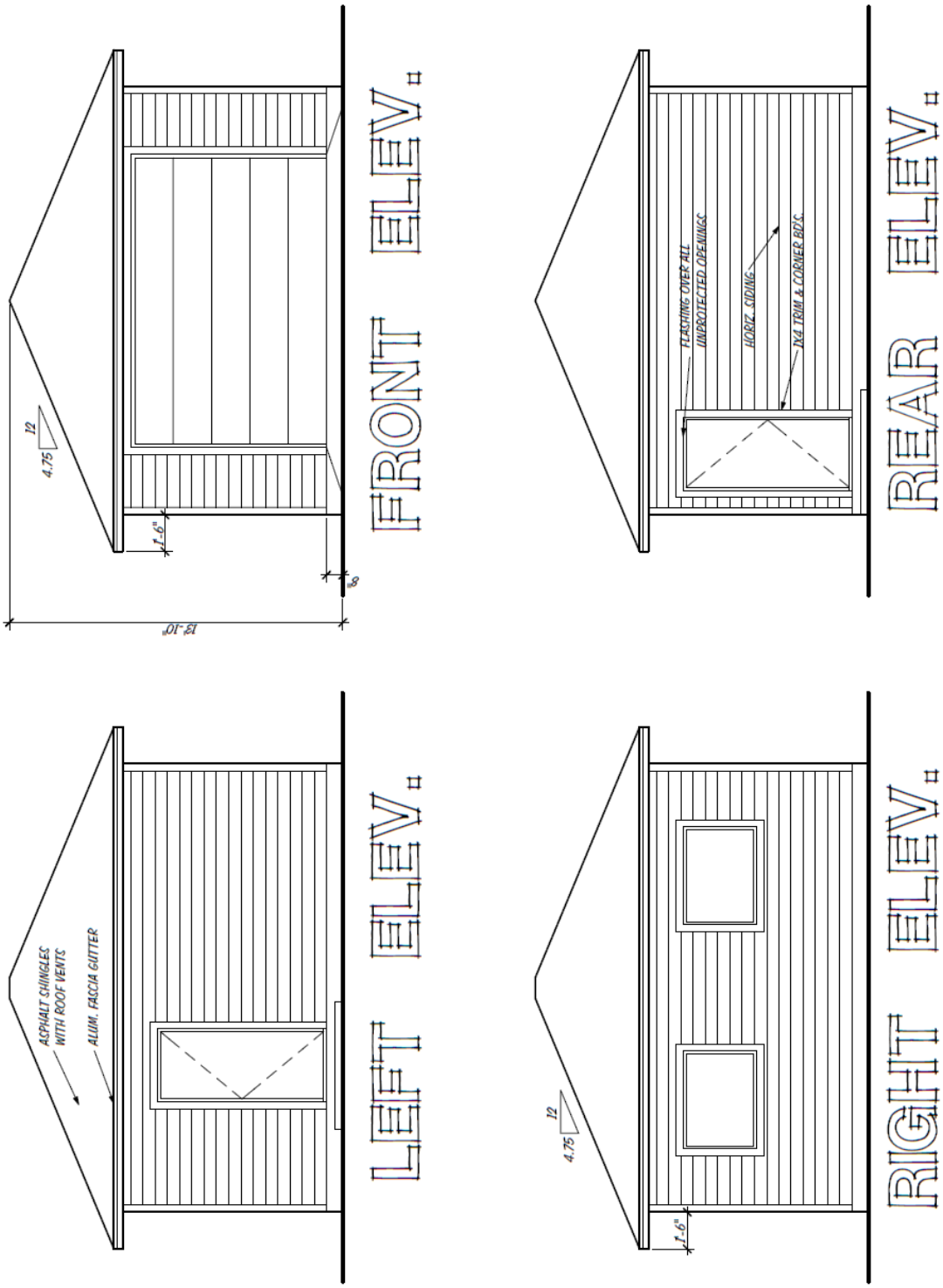


EMENT #85516

LEFT ELEVATION

ERTY OF JENISH HOUSE DESIG
FOR PRICING PUR
NOT FOR PERMIT OR CONSTR

Schedule 3
Building Plans and Elevations (3 of 6) – enlarged for convenience



REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Electoral Area Services Committee	**DATE:**	September 3, 2019
FROM:	Angela Buick Planner	**FILE:**	**PL2019-099**

SUBJECT: Development Permit with Variance Application No. PL2019-099
Elm Road – Electoral Area A
Lot A Section 16 Range 8 Cranberry District Plan EPP88175

RECOMMENDATIONS

1. That the Board approve Development Permit with Variance No. PL2019-099 to permit the construction of a dwelling unit subject to the terms and conditions outlined in Attachment 2.
2. That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2019-099.

SUMMARY

The applicant requests to vary the setback for two "Other Lot Lines" for the construction of a residential dwelling unit adjacent to a wetland. The applicant has demonstrated that the lot is constrained by the existing wetland and property line setbacks. The applicant made efforts to reduce the footprint of the dwelling unit to reduce the requested setback variances and remain outside of the environmentally sensitive area and has submitted professional reports in support of this application. Given the site constraints and that the variance is not expected to result in negative environmental implications, it is recommended that the Board approve the development permit with variance, pending the outcome of public notification and subject to the terms and conditions outlined in Schedules 1 to 4 of the Draft Development Permit with Variance included as Attachment 2.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Matt Schnurch of Turner & Associates Land Surveying Inc. on behalf of Garrick Cuyler Sebastian Wilhelm, Norman Frederick Wilhelm and Marjorie Margareta Rigarda Wilhelm to permit the construction of a dwelling unit on a lot containing a wetland. The subject property is approximately 0.95 hectares in area and is zoned Residential 2 Zone (RS2) Subdivision District 'M', pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The lot is bound by Elm Road to the northwest, an unmaintained road right-of-way to the southwest, unconstructed road right-of-way and unnamed wetland associated with York Creek to the northeast, and an undeveloped residential lot to the north. The lot is surrounded by RS2 zoned lots (see Attachment 1 – Subject Property Map).

The property is currently vacant and will be serviced by a rainwater harvesting system and an on-site sewerage system.

The proposed development is subject to the Freshwater and Fish Habitat DPA as per the "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Bylaw No. 1620, 2011" (OCP).

Proposed Development and Variance

The proposed development includes the construction of a new dwelling unit. The applicant proposes to vary the following regulations from the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" as follows:

- **Section 3.4.62 – Minimum Setback Requirements** to reduce the minimum setback from 5.0 metres to 2.0 metres for the northwest Other Lot Line.

- **Section 3.4.62 – Minimum Setback Requirements** to reduce the minimum setback from 5.0 metres to 1.9 metres for the southwest Other Lot Line.

Land Use Implications

The applicant is requesting a variance from the northwest and southwest lot lines to accommodate the construction of a 71.0 m^2 dwelling unit on the subject property. (see Schedule 2 - Site Plan and Proposed Variances). "Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation" requires that variance applications must provide adequate demonstration of a land use justification prior to the Board's consideration. With respect to this requirement, the applicant submitted a Riparian Areas Regulations Assessment Report (RAR) by Aquaparian Environmental Consulting Ltd. dated May 21, 2019, a Site Plan prepared by by Turner & Associates Land Surveying Inc. dated July 24, 2019, Building Plans and Elevations prepared by Julene Lypkie of Open Interiors and dated July 23, 2019, a sewerage filing accepted by Island Health. The applicant's submissions provide justification that demonstrates that the subject property has a limited building envelope given the location of the Streamside Protection and Enhancement Area (SPEA) for the wetland (as determined in the RAR report), the RS2 zoning setbacks of 5.0 metres along two highway right-of-way's and the approved location of the septic disposal field adjacent to the south east lot line (see Schedule 2 Site Plan and Proposed Variances of Attachment 2 Draft Development Permit with Variance)

In an effort to work within the constraints of the site, the applicant has made extensive efforts to reduce the floor area of the proposed dwelling unit to 71.0 m^2. Given that the site is considerably constrained, that the applicant has provided sufficient land use justification, and the variance will not result in negative view implications for adjacent properties, the applicant has made reasonable efforts to address Policy B1.5 guidelines.

Environmental Implications

In support of the application, the applicant has submitted a RAR, has retained a Registered On-site Wastewater Practitioner (ROWP) and submitted a filing to Island Health confirming a septic location and system type. As the proposal will meet the Freshwater and Fish Habitat DPA

guidelines, the applicant has provided confirmation that a sewerage system can be installed on the property and development is not anticipated to have a negative environmental impact.

The RAR outlines several items to adhere to during and post construction. These include snow fencing to be installed prior to any tree removal along the slope. No development is to occur within the Streamside Protection and Enhancement Area (SPEA), as such, prior to construction commencing, the installation of temporary fencing or flagged stakes marking the protected area is required to avoid encroachment within the areas to be protected through to the completion of the development. Any land alteration shall be conducted within the dry season if possible and if not possible, the applicant shall install silt fencing or leave a soil berm along the toe of the slope on the low side of the building site.

In accordance with the DPA guidelines and the RAR report, the applicant is required to install four permeant sign posts to mark the SPEA boundary to prevent future encroachment (see Schedule 4 of Attachment 2).

The applicant is proposing to service the dwelling unit by installing a rainwater harvesting system and meet the exemption provisions as outlined in the Yellow Point Aquifer Protection DPA. As a condition of the permit, the applicant shall provide proof that the dwelling unit can be entirely serviced by stored and treated rainwater which meets or exceeds Canadian Drinking Water Standards prior to attaining a building permit.

Intergovernmental Implications

The dwelling unit is proposed to be sited within the Ministry of Transportation and Infrastructure (MOTI) 4.5 metres setback of two highway right-of-ways. The proposal was referred to the MOTI and as a condition of approval, the applicant shall obtain a valid encroachment permit from MOTI.

Public Consultation Implications

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

ALTERNATIVES

1. To approve Development Permit with Variance No. PL2019-099 subject to the terms and conditions outlined in Schedules 1 to 4 of Attachment 2.
2. To deny Development Permit with Variance No. PL2019-099.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN IMPLICATIONS

The proposed development has been reviewed and the proposal is consistent with the RDN Strategic Plan key area 2.0 - Environmental Stewardship. The DPA guideline requirement for a biological assessment for the protection of environmentally sensitive features and sensitive habitat, to ensure that the impacts of development are minimized and/or to restore the natural ecosystem components and process which are important to maintain ecosystem function and health meets the key areas goal to protect and enhance the natural environment including land, water, and air for future generations.



Angela Buick
abuick@rdn.bc.ca
August 14, 2019

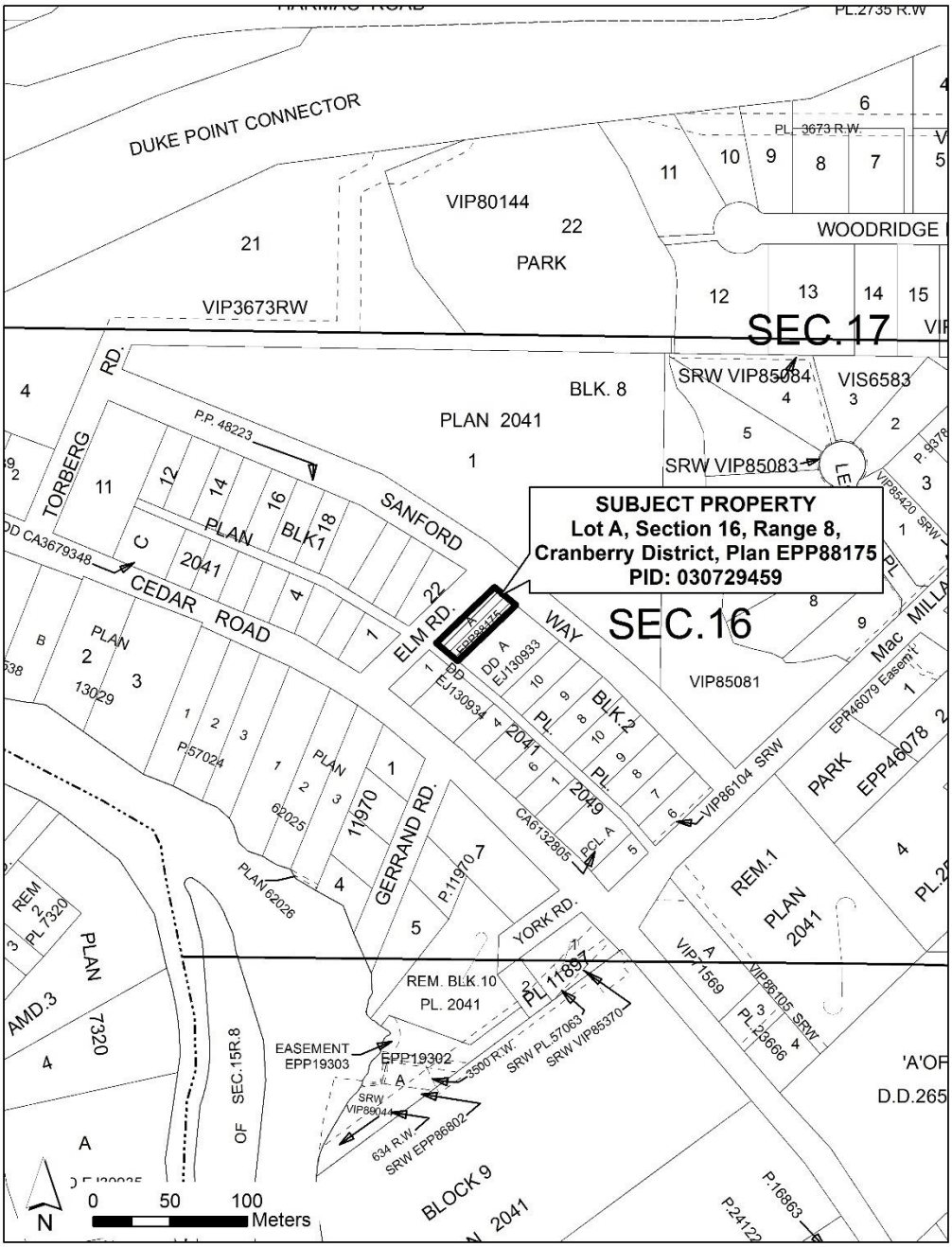
Reviewed by:

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

Attachments:

1. Subject Property Map
2. Draft Development Permit with Variance

Attachment 1
Subject Property Map



Attachment 2
Draft Development Permit

REGIONAL DISTRICT OF NANAIMO	**STRATEGIC & COMMUNITY DEVELOPMENT** **6300 Hammond Bay Road, Nanaimo, BC V9T 6N2** **250-390-6510 or 1-877-607-4111** **www.rdn.bc.ca** **DEVELOPMENT PERMIT NO. PL2019-099**

To: ("Permittee") Garrick Cuyler Sebastian Wilhelm, Norman Frederick Wilhelm and Marjorie Margareta Rigarda Wilhelm

Mailing Address: Turner & Associates Land Surveying Inc.
Matt Schnurch, BCLS
435 Terminal Ave N
Nanaimo, BC V9S 4J8

1. Except as varied or supplemented by this permit, the development permit is issued subject to compliance with all applicable bylaws and provincial and federal statutes and regulations.
2. This development permit applies only to those lands within the Regional District of Nanaimo described below, and all buildings, structures and other development thereon:

   Legal Description: Lot A Section 16 Range 8 Cranberry District Plan EPP88175 ("the Lands")

   Civic Address: Elm Road P.I.D.: 030-729-459

3. The Lands shall be developed strictly in accordance with the terms and conditions of this permit.
4. The Permittee as a condition of issuance of this permit agrees to comply with the conditions of Schedule 1, which is attached to and forms part of this permit.
5. The Permittee as a condition of issuance of this permit agrees to develop the Lands in substantial compliance with the plans and specifications included in Schedules 2, 3 and 4, which are attached to and form part of this permit.
6. With respect to the Lands, "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" is varied as outlined in Schedules 1 and 2, which are attached to and form part of this permit.
7. Subject to the terms of the permit, if the holder of the permit does not substantially start construction with respect to which the permit was issued within two years after the date it is issued, the permit shall lapse in accordance with Section 504 of the *Local Government Act*.
8. This permit prevails over the provisions of the bylaw in the event of conflict.
9. Notice of this permit shall be filed in the Land Title Office at Victoria under Section 503 of the *Local Government Act*, and upon such filing, the terms of this permit or any amendment hereto shall be binding upon all persons who acquire an interest in the Lands affected by this permit.
10. This permit is not a building permit.

Authorizing Resolution to issue passed by the Board this XXth day of XXX, 20XX.

Schedule 1
Terms and Conditions of Permit

The following sets out the terms and conditions of Development Permit with Variance No. PL2019-099:

Bylaw No. 500, 1987 Variances

With respect to the lands, "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" is varied as follows:

- **Section 3.4.62 – Minimum Setback Requirements** to reduce the minimum Other Lot Line setback from 5.0 metres to 2.0 metres for the north west side of the dwelling unit.

- **Section 3.4.62 – Minimum Setback Requirements** to reduce the minimum Other Lot Line setback from 5.0 metres to 1.9 metres for the south west side of the dwelling unit.

Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by Turner & Associates Land Surveying Inc. dated July 24, 2019 and attached as Schedule 2.

2. The proposed development is in general compliance with the plans and elevations prepared by Julene Lypkie of Open Interiors, dated July 23, 2019 and attached as Schedule 3.

3. The subject property shall be developed in accordance with the recommendations contained in the Riparian Areas Assessment prepared by Aquaparian Environmental Consulting Ltd., dated May 21, 2019.

4. The property owner shall provide confirmation in the form of a post construction report prepared by a Qualified Environmental Professional (QEP), to the satisfaction of the General Manager of Strategic and Community Development, that development of the subject property has occurred in accordance with the QEP's recommendations, prior to final occupancy of the dwelling unit.

5. The property owner is to obtain a valid Encroachment Permit from MOTI prior to the issuance of a this Permit.

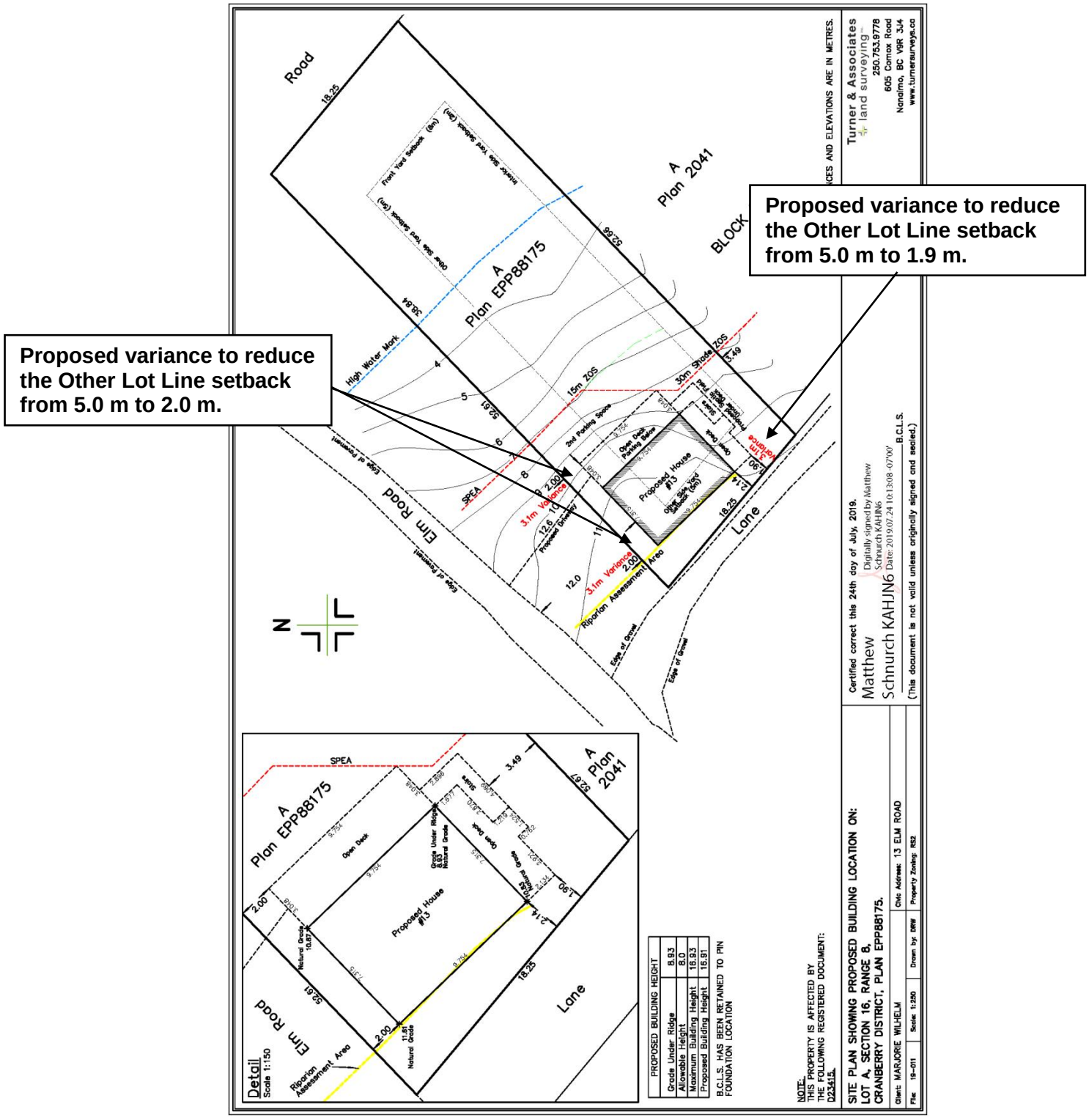
6. Four signs are to be installed identifying the 'Sensitive Ecosystem Vegetated Buffer Area' along the SPEA boundary. The signs shall be permanently installed in a clearly visible location on posts. The sign must be prepared according to the specifications outlined on the sign standard attached as Schedule 4. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

7. The property owner shall provide proof that the dwelling unit can be entirely serviced by stored and treated rainwater which meets or exceeds Canadian Drinking Water Standards meeting exemption no. 10 of the Yellow Point Aquifer Protection DPA to the satisfaction of

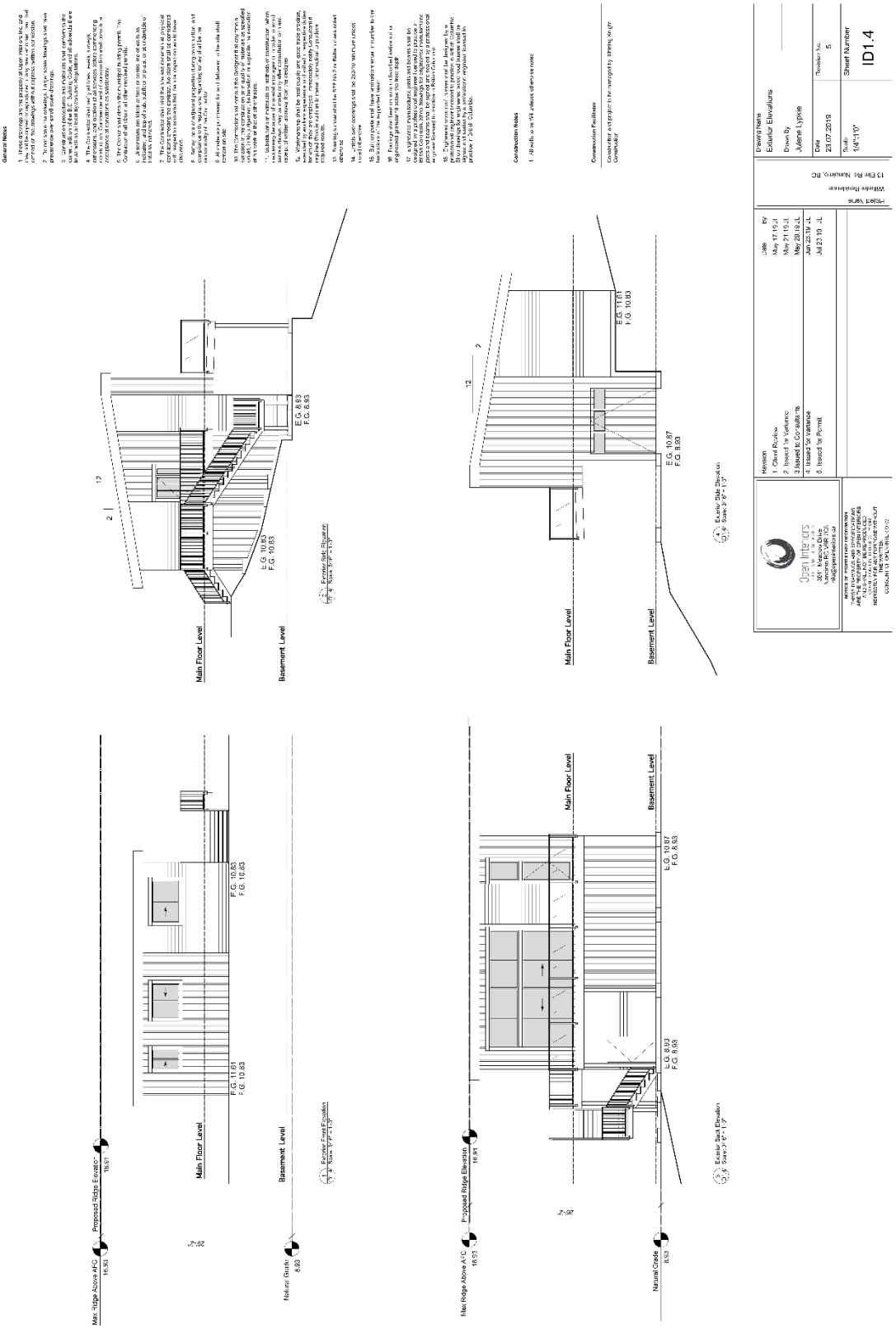
the General Manager of Strategic and Community Development prior to the issuance of a building permit.

8. The issuance of this Permit shall be withheld until the applicant, at the applicant's expense, registers a Section 219 Covenant on the property title containing the report prepared by the qualified proefssional confirming the rainwater service system and includes a save harmless clause that releases the Regional District of Nanaimo from responsibility for the water supply.

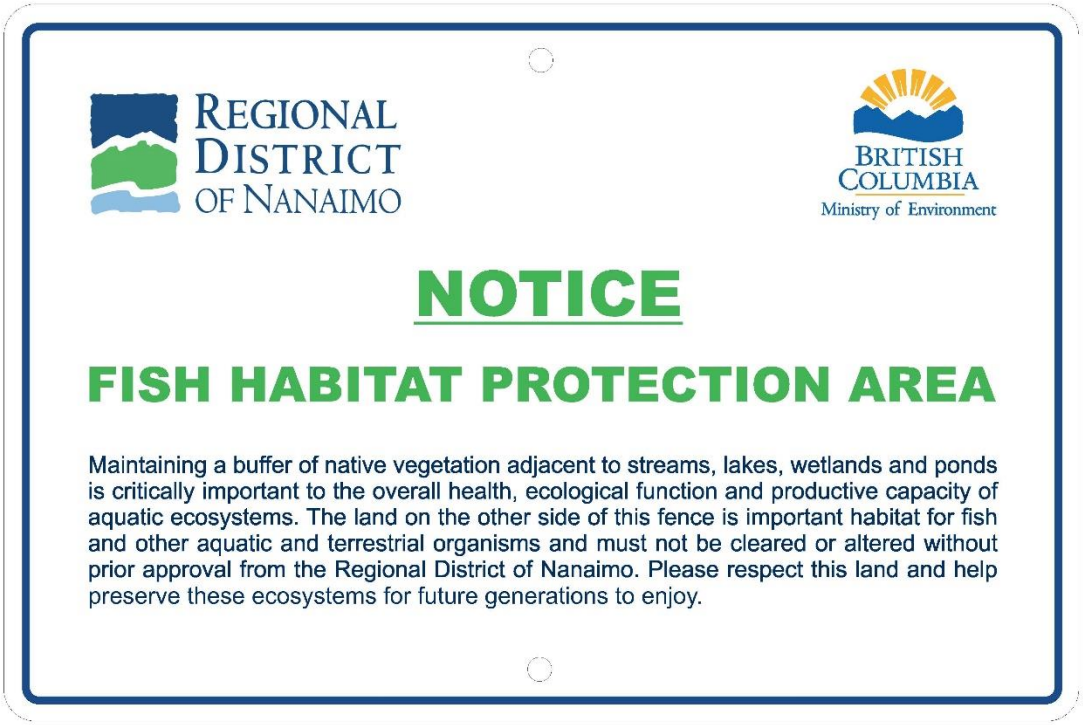
Schedule 2
Site Plan and Proposed Variances



Schedule 3
Building Plans and Elevations



Schedule 4
Fish Habitat Protection Area



Aluminum or Dibond 12"x18" Radius corners
Inline border .14"
RDN logo: 2"x5.17"
Ministry of Environment logo: 2.5"x2.92"
Notice: Arial black type .90"
Fish Habitat Protection Area: Arial black type .60"
All other text: Arial bold type .27"

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Electoral Area Services Committee	**DATE:**	September 3, 2019
FROM:	Kristy Marks Planner	**FILE:**	PL2019-145

SUBJECT: Development Variance Permit Application No. PL2019-145
846 Ackerman Road – Electoral Area G
Lot A, District Lot 87, Nanoose District, Plan EPP82634

RECOMMENDATIONS

1. That the Board approve Development Variance Permit No. PL2019-145 to reduce the setback from the exterior side lot line for dwelling units 1 to 5 and 11 to 20 subject to the terms and conditions outlined in Attachment 2.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2019-145.

SUMMARY

The applicant is requesting a variance to the setback from the exterior side lot line to accommodate the eaves of 15 proposed dwelling units on the subject property. Given that a justification has been provided in accordance with Board Policy and no negative impacts are anticipated as a result of the proposed variance, it is recommended that the Board approve the development variance permit pending the outcome of public notification and subject to the terms and conditions outlined in Schedules 1 to 3 of the draft Development Variance Permit (DVP) included as Attachment 2.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Fern Road Consulting Ltd. on behalf of Gebhard Investments Ltd., Inc. No. BC0762775 to permit the construction of 20 patio homes with a variance to the setbacks from the exterior side lots lines. The variance is required to permit the eaves of 15 of the 20 proposed dwelling units to encroach 0.6 metres into the exterior side lot line setback. The subject property is 1.24 hectares in area and is zoned Comprehensive Development Zone 51 (CD51), pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The property is triangular shaped and is bordered by the City of Parksville on two sides including the unconstructed Stanhope Road right-of-way and Wembley shopping centre to the south and Island Highway 19A to the east. Lands to the west include Ackerman Road and existing residential parcels within Electoral Area G of the RDN (see Attachment 1 – Subject Property Map). The proposed development will be serviced by community water and sewer.

The property was recently re-zoned under application PL2015-172 and Development Permit PL2017-028 was issued to permit the construction of a 20-unit, patio home development on the subject property. The CD51 Zone requires a setback of 6.0 metres from front and exterior lot lines. The applicant recently applied for a building permit for the first unit (Unit #20). During the plan check review it was discovered that the proposed site plan showed building setbacks to foundation walls rather than to the outermost portion of buildings, in this case eaves or overhang. The same site plan was submitted as part of the zoning amendment and development permit applications and while the buildings are shown at a setback of 6.0 metres, the plan also includes a notation that up to 0.6 metres of the overhang/eave would project into the setback.

The intention for the zone was to include an allowance for projections into the setbacks, similar to other residential zones, but was left out of the CD51 zone when it was drafted. As a result of this technicality the siting of dwellings doesn't have the same siting provisions of other residential zones and 15 of the units may project into the 6.0 metres front and exterior side lot line setbacks unless an allowance for the roof overhang is permitted. Given the nature of the proposed development and the previous public consultation and consideration of the location of buildings and form and character of the multi residential project, the minor variances now required to address the development of the property are not significant and will not impact adjacent areas.

Proposed Development and Variance

The proposed development includes the construction of a 20-unit patio home development. The applicant proposes to vary the following regulations from the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987":

- **3.4.151.3 - Minimum Setback Requirements** to reduce the minimum setback from the exterior side lots lines from 6.0 metres to 5.4 metres to accommodate eaves for dwelling units 1 to 5 and 11 to 20.

Land Use Implications

The applicant has provided a proposed site plan and typical building elevation plans in support of the application. "Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation" for evaluation of Development Variance Permit Applications requires that there is an adequate demonstration of an acceptable land use justification prior to the Board's consideration.

The applicant has provided the following justification for the requested variance:

- The triangular shape of the subject property and fact that it is bound by road on all sides results in a difficult shape and more limited building site to develop;
- All services have been installed and the proposed dwelling units need to maintain an adequate setback from underground services;
- Each unit was designed with a 0.6 metre overhang and removing the overhang to meet the setbacks is not best practice in this wet climate;
- Each unit has just enough room to park a vehicle on the driveway so moving the units to meet the setbacks would result in shortened driveways and vehicles may encroach into the interior road;
- The site plan was provided at the time of re-zoning and development permit application and through the public consultation process there were no concerns raised that related to the siting of the proposed dwelling units;

- The 6.0 metre setback from front and exterior lots lines exceeds the typical setback for residential development from exterior side lot lines of 5.0 metres;

- The variance is requested from front and exterior side lot lines only and the 10.0 metre setback from the Island Highway is not being varied.

The RDN Board Policies are intended to ensure that the character of development is consistent with the surrounding residential properties and that there are no aesthetic, functional or environmental impacts as a result of the requested variance. In this case, the proposed development is consistent with the character of the surrounding neighbourhood. In addition, the proposed setback of 5.4 meters to building eaves would still exceed similar setbacks for adjacent residential development. The proposed projection of 0.6 metres is also less than the 1.75 metres that eaves are permitted to project into exterior lot line setbacks in similar residential zones. The variance will allow more functional development of the site and there are no aesthetic, view, or environmental impacts anticipated as a result of the variance. Given that the applicant has provided sufficient rationale and the variance will not result in negative view implications for adjacent properties, the applicants have made reasonable efforts to address Policy B1.5 guidelines.

Public Consultation Implications

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

ALTERNATIVES

1. To approve Development Variance Permit No. PL2019-145 subject to the conditions outlined in Schedules 1 to 3 of Attachment 2.
2. To deny Development Variance Permit No. PL2019-145.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN IMPLICATIONS

The proposed development has been reviewed and has no implications for the 2019 – 2023 Board Strategic Plan.



Kristy Marks
kmarks@rdn.bc.ca
August 12 2019

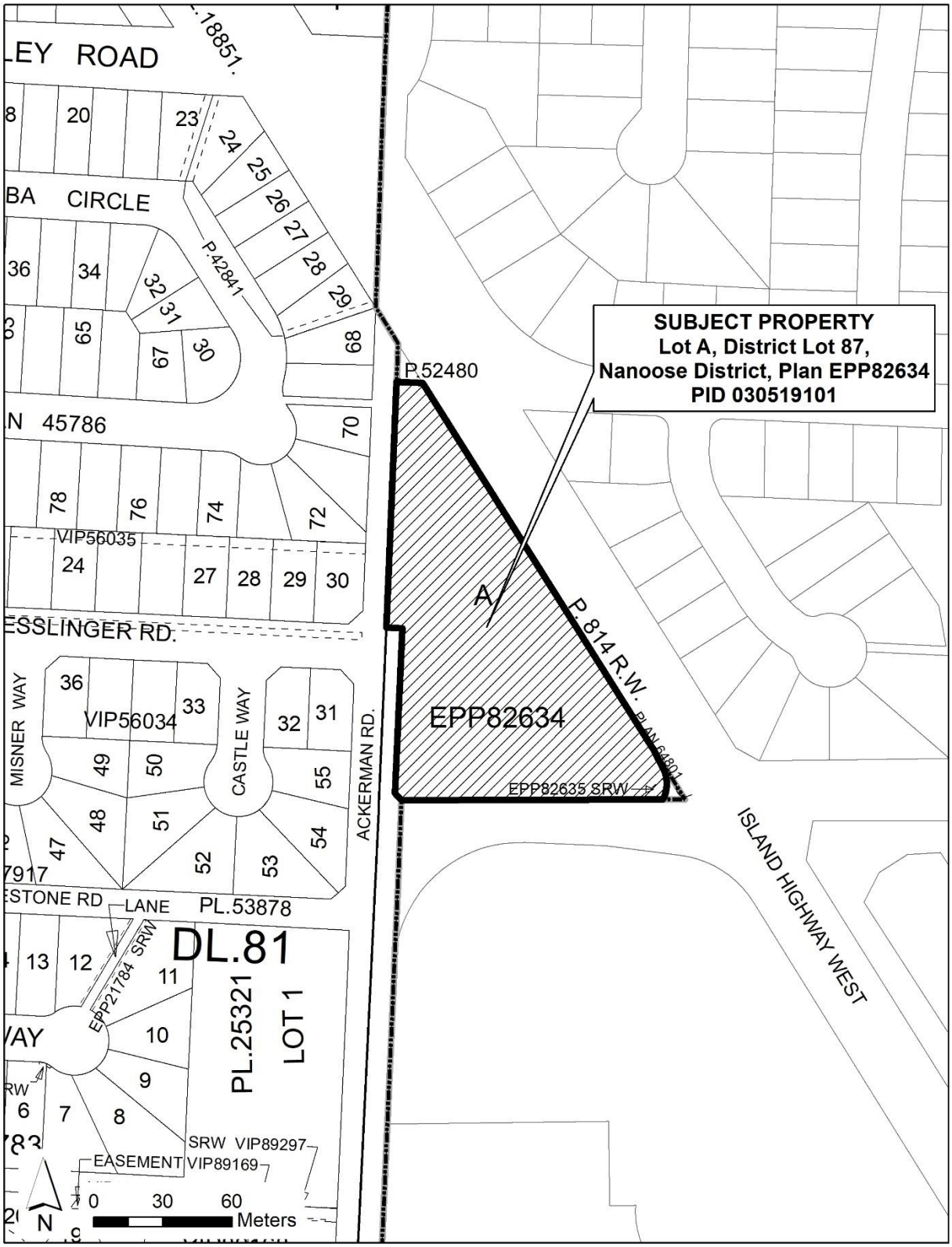
Reviewed by:

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

Attachments

1. Subject Property Map
2. Draft Development Variance Permit PL2019-145

Attachment 1
Subject Property Map



Attachment 2
Draft Development Permit

REGIONAL DISTRICT OF NANAIMO	**STRATEGIC & COMMUNITY DEVELOPMENT** **6300 Hammond Bay Road, Nanaimo, BC V9T 6N2** **250-390-6510 or 1-877-607-4111** **www.rdn.bc.ca** **DEVELOPMENT VARIANCE PERMIT NO. PL2019-145**

To: ("Permittee") Gebhard Investments Ltd., Inc. No. BC0762775

Mailing Address: Fern Road Consulting Ltd., P.O Box 405, Qualicum Beach, BC, V9K 1S0

1. Except as varied or supplemented by this permit, the development variance permit is issued subject to compliance with all applicable bylaws and provincial and federal statutes and regulations.
2. This development variance permit applies only to those lands within the Regional District of Nanaimo described below, and all buildings, structures and other development thereon:

   Legal Description: Lot A, District Lot 87, Nanoose District, Plan EPP82634 ("the Lands")

   Civic Addresses: 846 Ackerman Road P.I.D.: 030-519-101

3. The Lands shall be developed strictly in accordance with the terms and conditions of this permit.
4. The Permittee as a condition of issuance of this permit agrees to comply with the conditions of Schedule 1, which is attached to and forms part of this permit.
5. The Permittee as a condition of issuance of this permit agrees to develop the Lands, in substantial compliance with the plans and specifications included in Schedules 2 and 3, which are attached to and form part of this permit.
6. With respect to the Lands, "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" is varied as outlined in Schedules 1, 2 and 3, which are attached to and form/s part of this permit.
7. Subject to the terms of the permit, if the holder of the permit does not substantially start construction with respect to that which the permit was issued within two years after the date it is issued, the permit shall lapse in accordance with Section 504 of the *Local Government Act*.
8. This permit prevails over the provisions of the bylaw in the event of conflict.
9. Notice of this permit shall be filed in the Land Title Office at Victoria under Section 503 of the *Local Government Act*, and upon such filing, the terms of this permit or any amendment hereto shall be binding upon all persons who acquire an interest in the Lands affected by this permit.
10. This permit is not a building permit.

Authorizing Resolution to issue passed by the Board this XXth day of Month, 20XX.

Schedule 1
Conditions of Permit

The following sets out the terms and conditions of Development Variance Permit No. PL2019-145:

Bylaw No. 500, 1987 Variance

With respect to the lands, "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" is varied as follows:

- **3.4.151.3 - Minimum Setback Requirements** to reduce the minimum setback from the exterior side lots lines from 6.0 metres to 5.4 metres to accommodate eaves up to 0.6 metres for dwelling units 1 to 5 and 11 to 20.

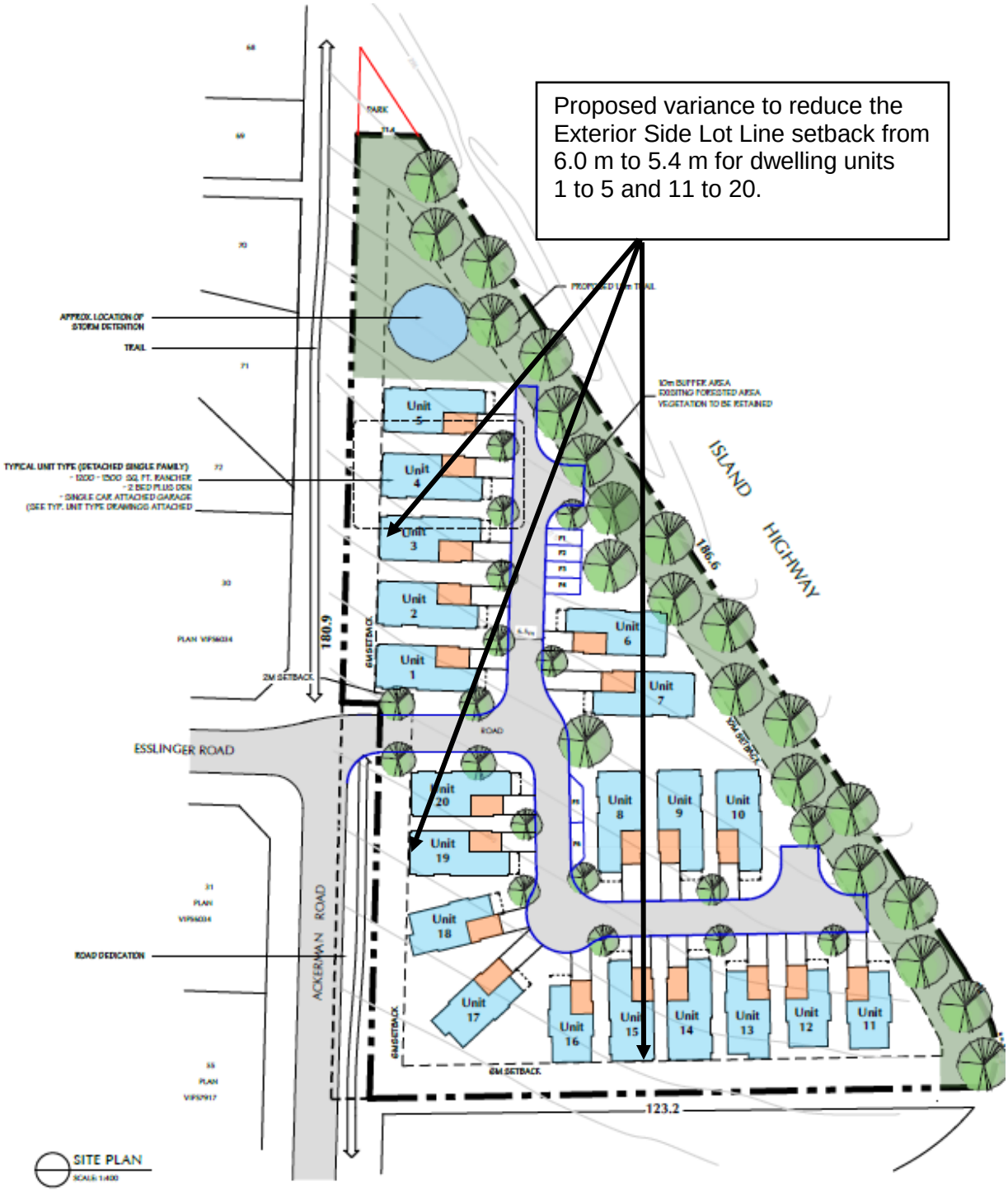
Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by C.A. Design, dated October 16, 2015 and attached as Schedule 2.

2. The proposed development is in general compliance with the plans and elevations prepared by C.A. Design, dated October 9, 2015 and attached as Schedule 3.

3. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

Schedule 2
Proposed Site Plan and Variances



Schedule 3
Building Elevations
(Page 1 of 2)



Schedule 3
Building Elevations
(Page 2 of 2)



REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Electoral Area Services Committee	**DATE:**	Meeting Date
FROM:	Sarah Martin Planning Technician	**FILE:**	PL2018-216

SUBJECT: Development Variance Permit Application No. PL2018-216
3835 Charlton Drive – Electoral Area H
Lot 14, District Lot 22, Newcastle District, Plan 30558

RECOMMENDATIONS

1. That the Board approve Development Variance Permit No. PL2018-216 to reduce the front lot line setback from 8.0 metres to 5.0 metres for a proposed dwelling unit subject to the terms and conditions outlined in Attachment 2.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2018-216.

SUMMARY

The applicant proposes to develop a dwelling unit, accessory building, associated servicing and yard area within the subject property. A variance to the front lot line setback is requested to allow siting of a dwelling unit outside of the environmentally sensitive area associated with Nile Creek. The applicant has worked with their building designer to reduce the extent of the dwelling unit's intrusion into the setback, as well as worked with their registered onsite wastewater practitioner to relocate the proposed septic field, to allow for more efficient site planning. Given that an acceptable land use justification has been provided in accordance with Board Policy B1.5 and no negative impacts are anticipated as a result of the proposed variance, it is recommended that the Board approve the development variance permit pending the outcome of public notification and subject to the terms and conditions outlined in Schedules 1 to 4 of the draft permit included as Attachment 2.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Smitty Construction Ltd on behalf of Gary Sneddon and Jennifer Kobe to permit the development of a dwelling unit, accessory building, associated servicing and yard area. The subject property is approximately 0.25 hectares in area and is zoned Residential 2, Subdivision District 'M', pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The property is located to the west of Island Highway West in a rural residential area, on the south side of Nile Creek (see Attachment 1 – Subject Property Map).

The property previously hosted a seasonally occupied park model trailer (CSA Z241) and currently contains a shed within 30 metres of Nile Creek. The subject property is proposed to be serviced by community water and an onsite sewerage system.

Proposed Development and Variance

The proposed development includes construction of a dwelling unit, accessory building, associated septic servicing and yard area. A variance to the front lot line setback is requested to allow siting of a dwelling unit outside of the environmentally sensitive area associated with Nile Creek. This accommodation results in the requirement to site the dwelling unit closer to Charlton Drive. The 1.5 story, 241.27 square metre dwelling unit is proposed to have a board and batten style façade with shake type gable ends and a covered front porch facing the road frontage. The applicant has worked with their building designer to reduce the extent of the dwelling unit's intrusion into the setback, as well as worked with their registered onsite wastewater practitioner to relocate the proposed septic field, to allow for more efficient use of the property exclusive of the 30.0 metre Streamside Protection and Enhancement Area (SPEA).

The applicant proposes to vary the following regulation from the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987":

- **Section 3.4.62 – Minimum Setback Requirements** to reduce the minimum front lot line setback from 8.0 metres to 5.0 metres for the proposed dwelling unit as shown on Attachment 2, Schedule 2.

Land Use Implications

The applicant has submitted a survey plan, prepared by Oceanside Geomatics Land Surveying Ltd, building plans prepared by Lindberg CAD Services, and a draft site plan prepared by Smitty Construction Ltd, showing the proposed location of the septic field. Aside from the requested variance, the proposal is otherwise consistent with the zoning bylaw, floodplain bylaw, and Freshwater and Fish Habitat Development Permit Area (DPA) guidelines.

"Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation" for evaluation of Development Variance Permit Applications requires that there is an adequate demonstration of an acceptable land use justification prior to the Board's consideration. In this case the applicant has provided an acceptable land use justification consistent with the examples provided by the Policy, and has demonstrated a reasonable effort to minimize any potential impacts associated with the variance. It is not anticipated that the proposed variance will have negative aesthetic, functional, or environmental implications. Please refer to Environmental Implications for a discussion of environmental impacts and Intergovernmental Implications for a discussion of functional impacts.

Given the significant constraint posed by Nile Creek on the subject property, the applicant has provided sufficient rationale in support of the proposed variance. It is anticipated that the variance will have positive implications for the long term sustainability of the natural environment and the riparian area of Nile Creek. It is recommended that the requested variance be approved subject to the conditions outlined in Schedule 1 of Attachment 2 – Terms and Conditions of Permit.

Environmental Implications

In support of the application, the applicant has submitted a Riparian Area Assessment (RAA) prepared by Toth and Associates Environmental Services, dated March 8, 2019. A 30 metre

SPEA applies to Nile Creek within the subject property (FLNRO assessment review comments, RAA No. 5562). Nile Creek is a salmon producing stream with returns of pink, coho, and chum salmon, as well as steelhead and cutthroat trout. It has been the focus of significant enhancement efforts; stocking/colonization, fish inventories, and bank stabilization projects. The biologist reports that moderate densities of salmonid fry were observed during the site visit.

The riparian vegetation on the subject property is characterized by mixed mature forest cover, and a floodplain shrub and herb layer. The SPEA has been previously disturbed, with a park model mobile previously sited within the protected area, and some removal of vegetation. The disturbed area has naturalized with a native herb layer to some extent, though turf grasses prevail in areas (staff site visit July 26, 2019). However, the SPEA is relatively intact with significant canopy cover. The assessment recommends that the riparian vegetation of the SPEA be protected from development by a low (~1.0 metre) wooden two rail fence with a gap or gate of sufficient width to permit foot access to the SPEA, but prevent wheelbarrow access (ie. < 0.5 metres). During construction, it is recommended that sections of silt fencing be installed in front of the SPEA fencing at low points that could potentially receive overland run-off, as a precaution against sediment and erosion. All stormwater treatment features must be situated outside the SPEA boundary.

It is noted that previously developed areas within the SPEA may be maintained as they are where they predate the Riparian Areas Regulation (RAR), however the applicant proposes to enhance this area within the SPEA at a future date. They have been advised that such enhancement under the guidance of a registered professional biologist, where adequately demonstrated (ie. a memo providing a list of suitable plant species, guidance on planting, and appropriate care to establish drought hardiness), can meet the DPA exemption criteria. A development permit would not be required, however, the RDN must be satisfied that the DPA exemption criteria is being met.

It is also noted that covenant F32777 (circa 1977) requires a 9.14 metre (30 foot) vegetation protection area associated with Nile Creek. The existing vegetated passage to the bank of Nile Creek and an existing bench sited within this area would not meet grandfathering criteria under the RAR, as the covenant was registered in support of the subdivision that created the parcel (circa 1977). The RAR was enacted under the *Fish Protection Act* in 2004. This development within 9.14 metres of the watercourse is in contravention of said covenant without prior consent from the Province.

As the proposed development is located entirely outside the assessment area and the applicant has sited the proposed buildings such as to provide space to construct and maintain the buildings without encroaching on the SPEA, a development permit for Freshwater and Fish Habitat Protection is not required. It is not anticipated that the proposed development will have any detrimental impacts on the environmentally sensitive feature that is Nile Creek, where the conditions outlined in Attachment 2 are met.

Intergovernmental Implications

The application was referred to the Ministry of Transportation and Infrastructure (MOTI). MOTI did not express any concerns with the proposed development as the proposed variance exceeds their legislated setback of 4.5 metres.

Public Consultation Implications

Pending the Electoral Area Services Committee's recommendation and pursuant to the *Local Government Act* and the "Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018", property owners and tenants of parcels located within a 50.0

metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board's consideration of the application.

ALTERNATIVES

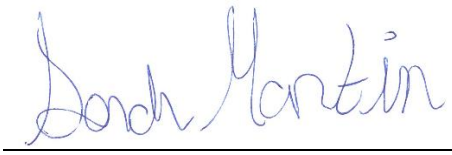
1. To approve Development Variance Permit No. PL2018-216 subject to the conditions outlined in Schedules 1 to 4 of Attachment 2.
2. To deny Development Variance Permit No. PL2018-216.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN IMPLICATIONS

The proposed development has been reviewed and the proposal is in keeping with the 2019 – 2022 Board Strategic Plan. The Plan's "Environmental Stewardship" key strategic area states that the Board will focus on protecting and enhancing the natural environment, including land, water and air, for future generations. The proposed variance will reduce the impact of development on Nile Creek, allowing for the protection of an environmentally sensitive area.



Sarah Martin
smartin@rdn.bc.ca
August 14, 2019

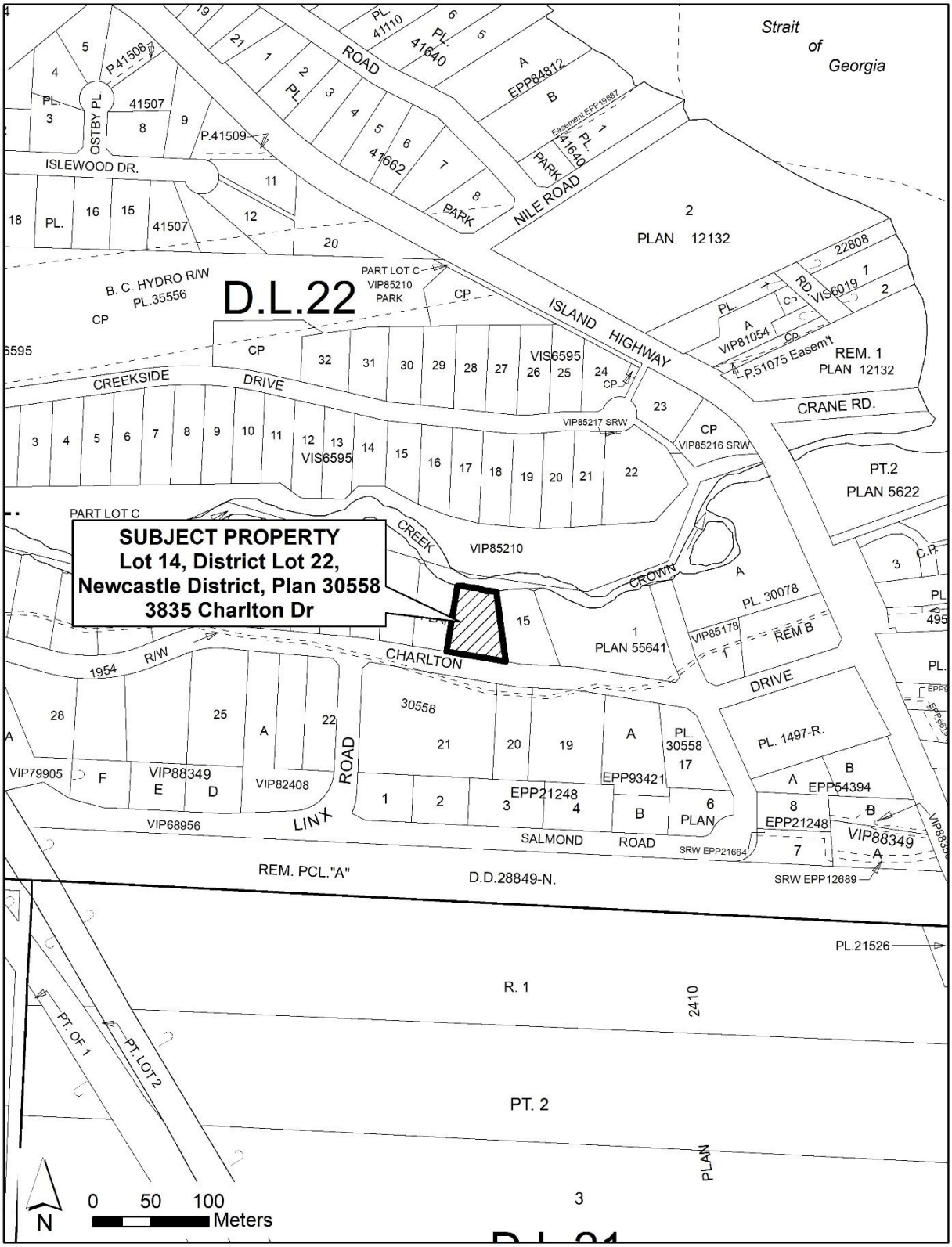
Reviewed by:

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

Attachments

1. Subject Property Map
2. Draft Development Variance Permit

Attachment 1
Subject Property Map



Attachment 2
Draft Development Variance Permit

REGIONAL DISTRICT OF NANAIMO	**STRATEGIC & COMMUNITY DEVELOPMENT** **6300 Hammond Bay Road, Nanaimo, BC V9T 6N2** **250-390-6510 or 1-877-607-4111** **www.rdn.bc.ca** **DEVELOPMENT VARIANCE PERMIT NO. PL2018-216**

To: ("Permittee") Gary Wayne Sneddon and Jennifer Dawn Kobe

Mailing Address: c/o Smitty Construction Ltd, 1485 Stone Lake Drive, Nanoose Bay, BC V9P 9M4

1. Except as varied or supplemented by this permit, the development variance permit is issued subject to compliance with all applicable bylaws and provincial and federal statutes and regulations.
2. This development variance permit applies only to those lands within the Regional District of Nanaimo described below, and all buildings, structures and other development thereon:

   Legal Description: Lot 14, District Lot 22, Newcastle District, Plan 30558 ("the Lands")

   Civic Address: 3835 Charlton Drive P.I.D.: 000-611-719

3. The Lands shall be developed strictly in accordance with the terms and conditions of this permit.
4. The Permittee as a condition of issuance of this permit agrees to comply with the conditions of Schedule 1, which is attached to and forms part of this permit.
5. The Permittee as a condition of issuance of this permit agrees to develop the Lands, in substantial compliance with the plans and specifications included in Schedules 2, 3, and 4 which are attached to and form part of this permit.
6. With respect to the Lands, "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" is varied as outlined in Schedules 1, 2, 3, and 4 which are attached to and form part of this permit.
7. Subject to the terms of the permit, if the holder of the permit does not substantially start construction with respect to that which the permit was issued within two years after the date it is issued, the permit shall lapse in accordance with Section 504 of the *Local Government Act*.
8. This permit prevails over the provisions of the bylaw in the event of conflict.
9. Notice of this permit shall be filed in the Land Title Office at Victoria under Section 503 of the *Local Government Act*, and upon such filing, the terms of this permit or any amendment hereto shall be binding upon all persons who acquire an interest in the Lands affected by this permit.
10. This permit is not a building permit.

Authorizing Resolution to issue passed by the Board this XXth day of September, 2019.

Schedule 1
Terms and Conditions of Permit

The following sets out the terms and conditions of Development Variance Permit No. PL2018-216:

Bylaw No. 500, 1987 Variance

With respect to the lands, "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" is varied as follows:

- **Section 3.4.62 – Minimum Setback Requirements** to reduce the minimum front lot line setback from 8.0 metres to 5.0 metres for the proposed dwelling unit as shown on Schedule 2.

Conditions of Approval

1. The site is developed in accordance with the Survey Plan prepared by Oceanside Geomatics Land Surveying Ltd, dated June 12, 2019 and attached as Schedule 2.

2. The proposed development is in general compliance with the plans and elevations prepared by Lindberg CAD Services attached as Schedule 3.

3. Prior to construction commencing, the installation of temporary fencing (ie. orange construction fencing) marking the 30 metre Streamside Enhancement and Protection Area (SPEA) is required to avoid encroachment within the area through to completion of the development (DPA Guideline 5.1.1.6.b). During construction, silt fencing is to be installed along the temporary fencing at low points that could potentially receive overland run-off.

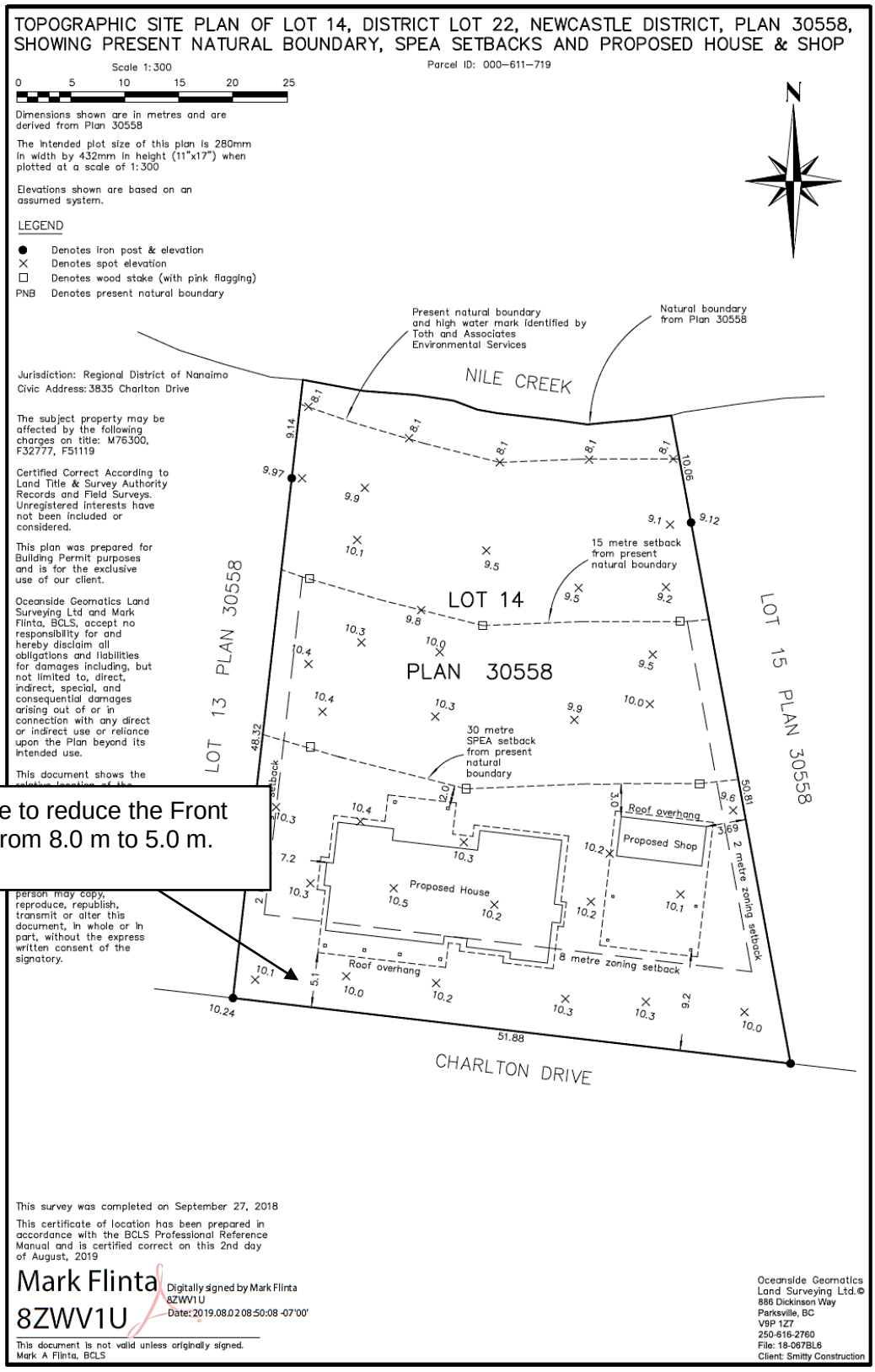
4. Directing drainage of stormwater into the SPEA shall be avoided. Rainwater is to be managed on site, outside the SPEA, with an emphasis on infiltration approaches to management. If impacts cannot be avoided through onsite infiltration, a sediment and erosion control plan is required. A grading plan may be required where fill is placed near the SPEA (DPA Guideline 5.1.1.9).

5. Notwithstanding condition of permit No. 4, approved instream works as defined by Section 11 of the *Water Sustainability Act* are exempt, where a copy of said approval has been provided to the RDN for review and confirmed to meet this condition of permit (DPA Exemption 5.1.1.9). Drainage into the SPEA should be justified by the recommendations of a Professional Engineer.

6. The SPEA shall be permanently demarcated by a fence permeable to wildlife, to the satisfaction of the General Manager of Strategic and Community Development, confirmation of which to be received prior to the issuance of occupancy. Where a gap or gate (< 0.5 m in width) to allow passage into the SPEA is provided, a sign in accordance with Schedule 4 must be permanently affixed to the gate or immediately adjacent to the gap, identifying the Fish Habitat Protection Area. Fencing must be maintained in good order.

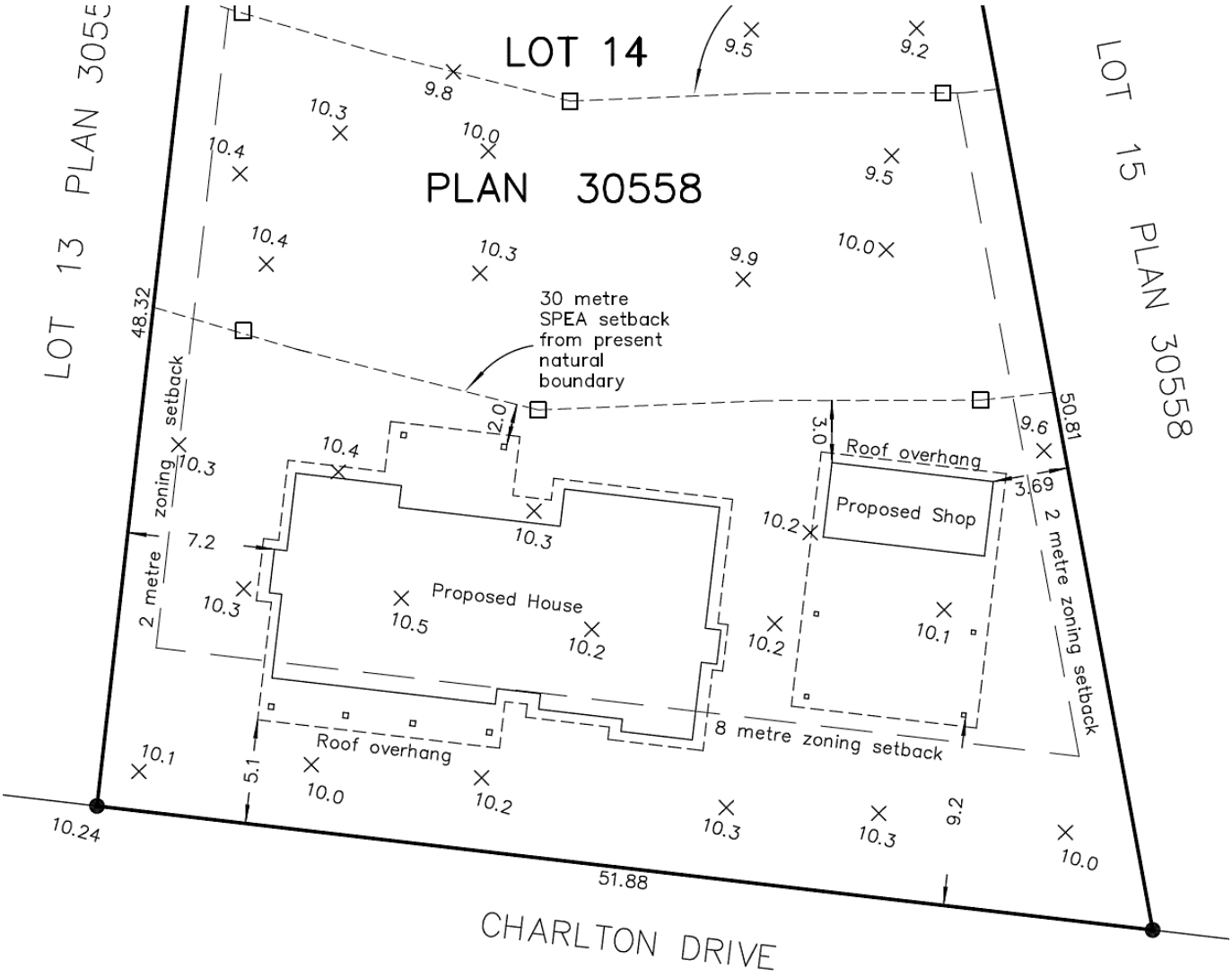
7. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

Schedule 2
Survey Plan and Variances (1 of 2)

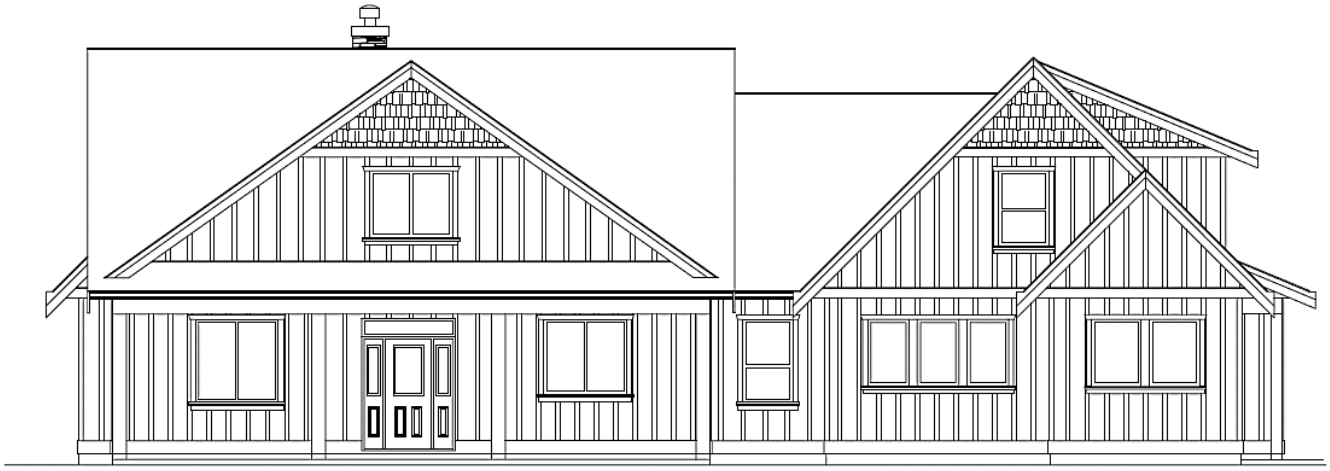


Proposed variance to reduce the Front Lot Line setback from 8.0 m to 5.0 m.

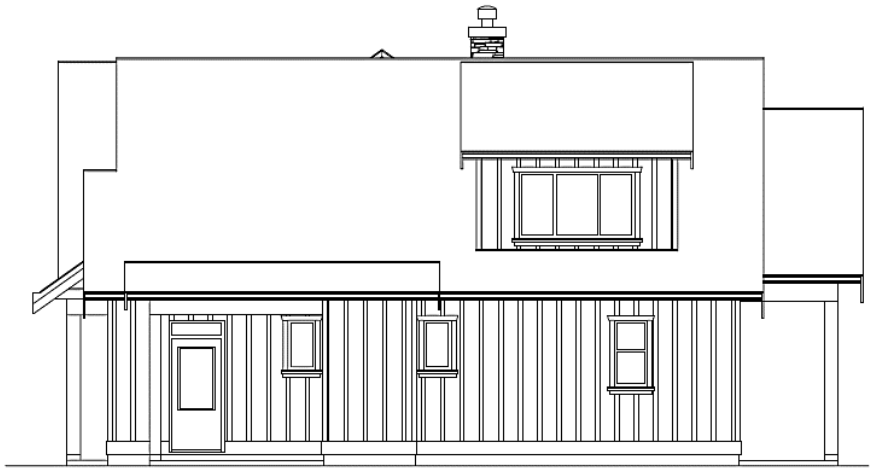
Schedule 2
Survey Plan and Variances (2 of 2) – enlarged for convenience



Schedule 3
Building Plans and Elevations (1 of 4) – enlarged for convenience

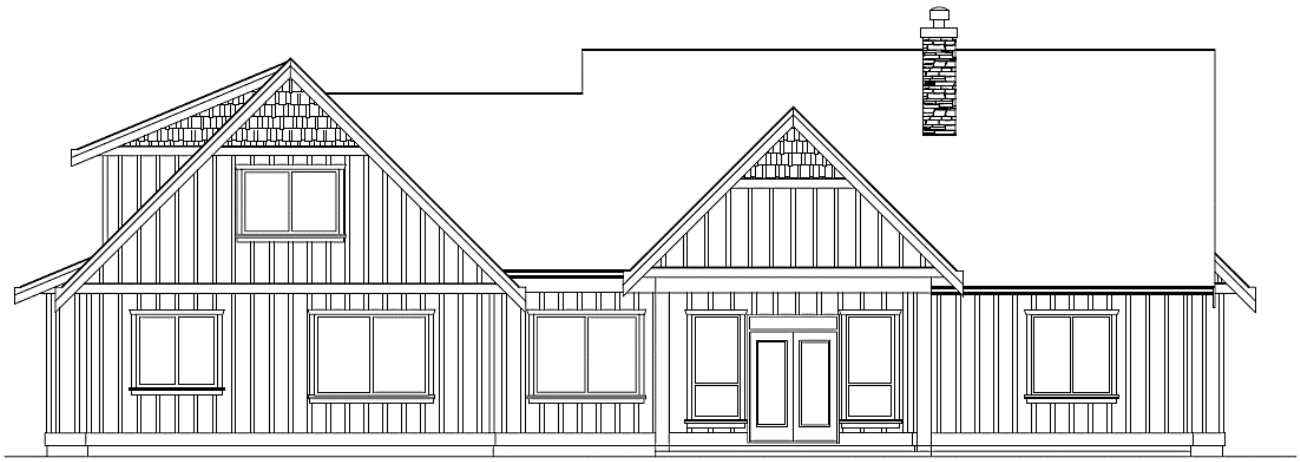


FRONT ELEVATION

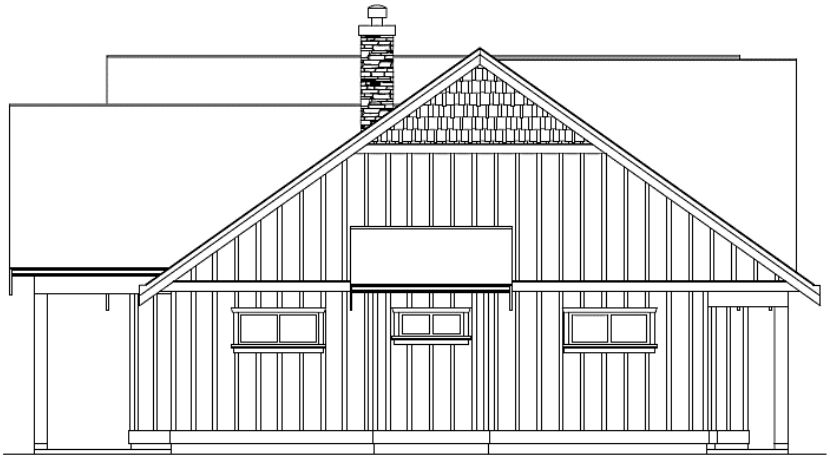


RIGHT ELEVATION

Schedule 3
Building Plans and Elevations (2 of 4) – enlarged for convenience

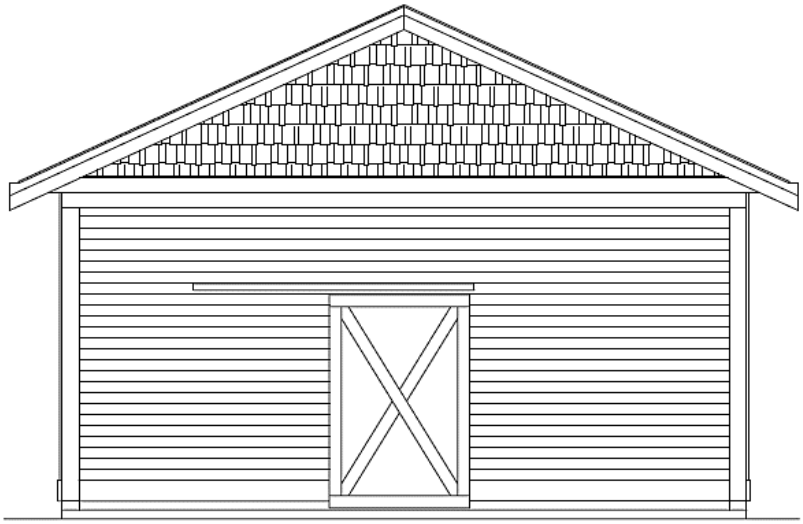


REAR ELEVATION

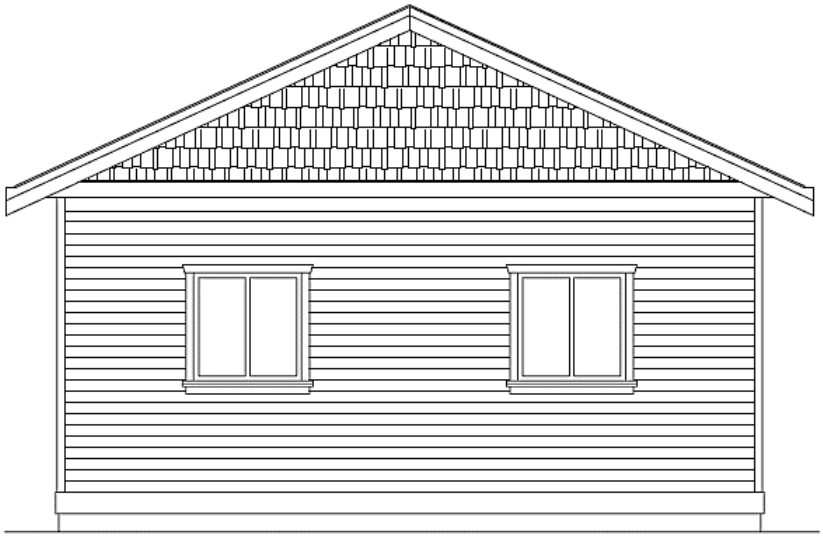


LEFT ELEVATION

Schedule 3
Building Plans and Elevations (3 of 4) – enlarged for convenience

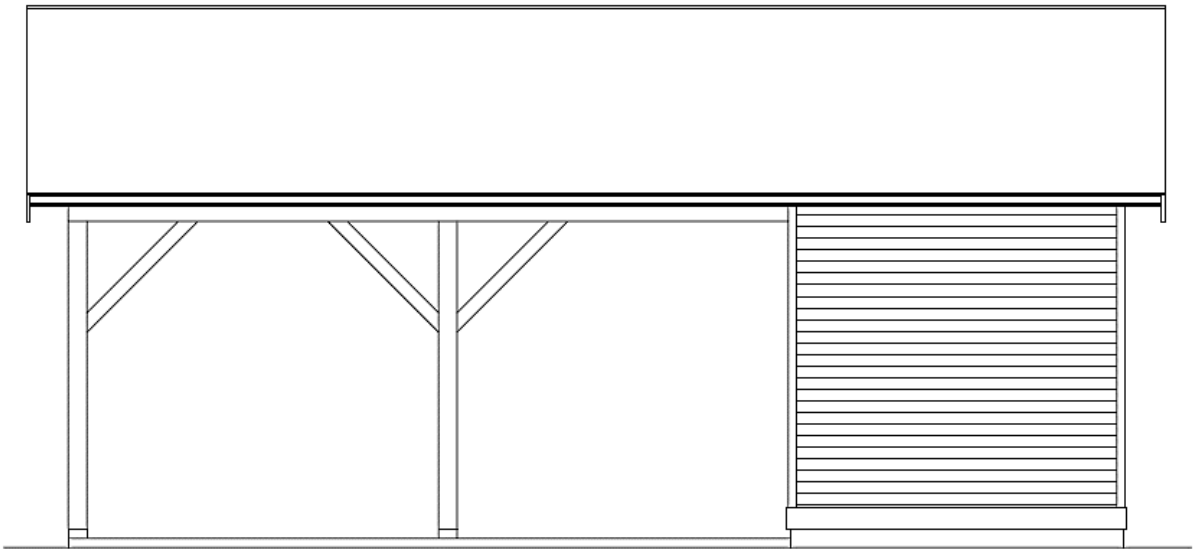


FRONT ELEVATION

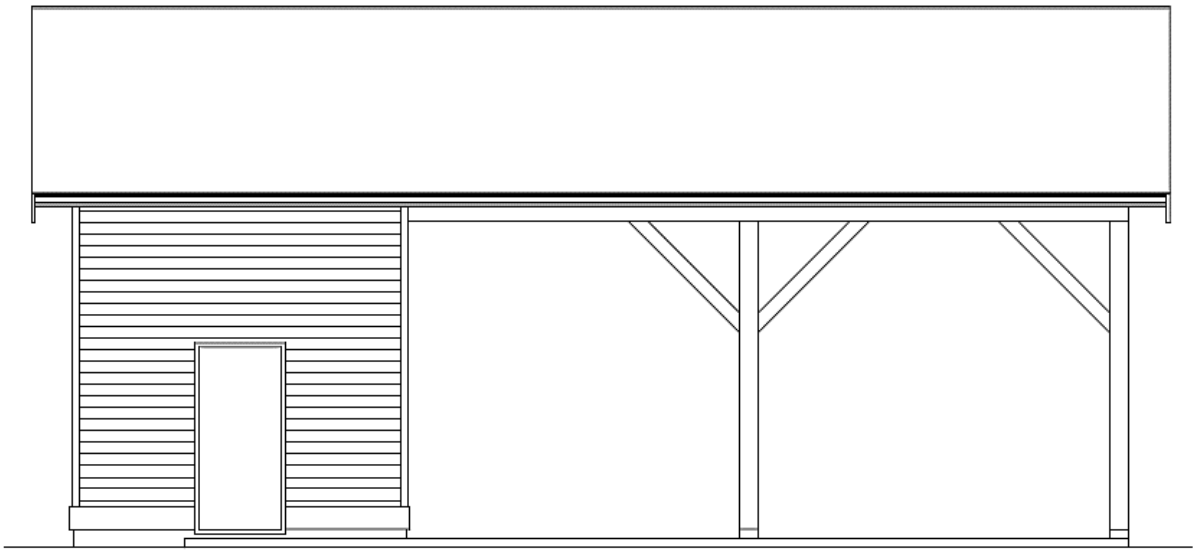


REAR ELEVATION

Schedule 3
Building Plans and Elevations (4 of 4) – enlarged for convenience

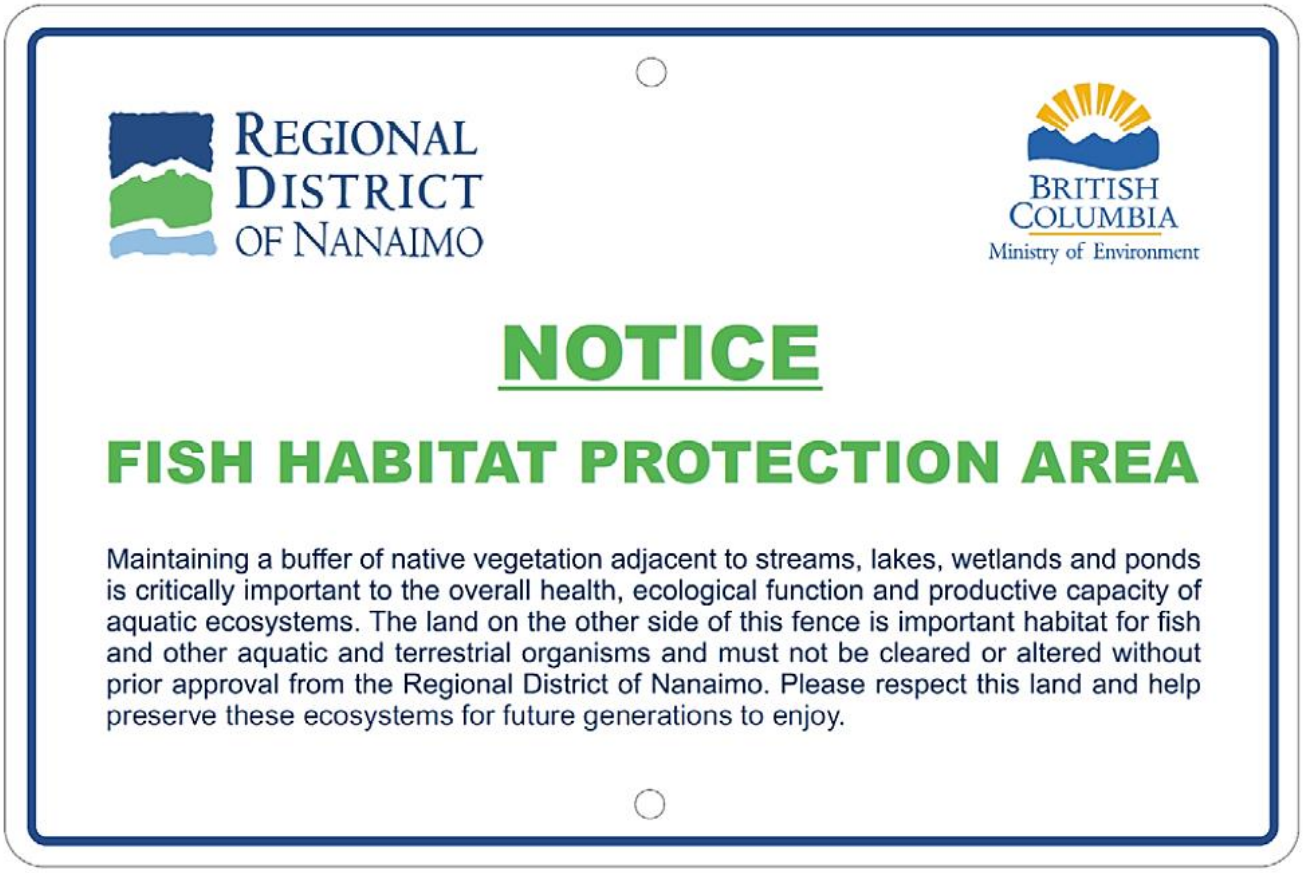


RIGHT ELEVATION



LEFT ELEVATION

Schedule 4
Fish Habitat Sign



Aluminum or Dibond 12”x18” Radius corners
Inline border .14”
RDN logo: 2”x5.17”
Ministry of Environment logo: 2.5”x2.92”
Notice: Arial black type .90”
Fish Habitat Protection Area: Arial black type .60”
All other text: Arial bold type .27”

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Electoral Area Services Committee	**DATE:**	September 3, 2019
FROM:	Angela Buick Planner	**FILE:**	PL2019-110

Development Variance Permit Application No. PL2019-110
1640 Stewart Road – Electoral Area E
Lot 2, District Lot 131, Nanoose District, Plan 12690

RECOMMENDATIONS

1. That the Board approve Development Variance Permit No. PL2019-110 to reduce the setback for an interior side lot line and the natural boundary of the sea to permit the renovation of an existing dwelling unit and to permit a second storey addition subject to the terms and conditions outlined in Attachment 2.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2019-110.

SUMMARY

This is an application to vary the setback from the interior side lot line and to the natural boundary of the sea to permit the renovation of an existing dwelling unit and to permit a second storey addition over a portion of the existing dwelling unit. Given that the existing dwelling unit was constructed prior to zoning bylaws, that the lot configuration, location of watercourses, steep topography, and existing driveway constrains the dwelling unit to its current location and that no negative impacts are anticipated as a result of the proposed variance, staff recommend that the Board approve the development variance permit pending the outcome of public notification and subject to the terms and conditions outlined in Schedules 1 to 3 of the draft Development Variance Permit included as Attachment 2.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Tim Rann of Vectis Ventures Ltd. on behalf of Carol Ann Laws and Peter Truax Laws to permit the renovation of an existing dwelling unit and additional second storey where a portion of the dwelling unit is within the 8.0 metre northern side yard lot line and within the 15.0 metre setback from the natural boundary of the sea. The subject property is approximately 5.0 hectares in area and is zoned Rural 5 (RU5), Subdivision District 'D', pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The property is located on the waterfront of the Salish Sea on Stewart Road and is surrounded by other RU5 zoned lots and Moorecroft Regional Park to the west. (see Attachment 1 – Subject Property Map).

The property contains a dwelling unit and two accessory buildings and is serviced by RDN community water and an on-site sewerage system.

Proposed Development and Variances

The applicant requests two variances for portions of a dwelling unit within the interior side lot line setback and the setback from the sea. The proposed renovation of the existing dwelling unit includes a second storey over the northern portion of the dwelling unit within the setback (see Schedule 2 - Proposed Site Plan and Variances). The applicant has requested to vary the following regulations from the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987":

- **Section 3.3.9 b) iv) – Setbacks – Sea** to reduce the setback from the natural boundary of the sea from 15.0 metres to 10.9 metres to permit the renovation of an existing dwelling unit and permit a second storey within the existing footprint.

- **Section 3.4.85 Minimum Setback – Lot Line** to reduce the lot line setback from 8.0 metres to 1.1 metres to permit the renovation of a dwelling unit and permit a second storey within the existing footprint.

Land Use Implications

Given that the subject property is within 100 metres of the sea, the applicant has provided a Geotechnical Hazard Assessment (GHA) by Lewkowich Engineering Associates dated May 2, 2019 to satisfy the "Regional District of Nanaimo Floodplain Management Bylaw No. 1469, 2006" (RDN floodplain bylaw). The assessment calculates the Flood Construction Level (FCL) to be 5.28 metres GSC (Geodetic Survey of Canada datum), based on a minimum allowance for future sea level rise to the year 2100, and confirms the land is safe for the use in its location. The assessment has been prepared in accordance with the "Provincial Flood Hazard Area Land Use Management Guidelines" and the Engineers and Geoscientists of BC's "Professional Practice Guidelines", as required by the RDN floodplain bylaw. Height calculations confirm that the underside of the floor joists will meet the determined FCL and will not exceed the 9.0 metre maximum height regulation in the RU5 zone (see Schedule 2 – Proposed Site Plan and Variances and Schedule 3 – Building Plans and Elevations).

As required by "Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation" for evaluation of development variance permit applications there must be an adequate demonstration of an acceptable land use justification prior to the Board's consideration. In this case, the existing dwelling unit was constructed prior to "Regional District of Nanaimo Zoning By-law No. 53, 1973", and at that time it was not regulated by zoning setbacks. The applicants are proposing to renovate the existing dwelling unit on the existing foundation with the addition of a second storey over a portion of the dwelling unit that does not meet the current setbacks from the northern lot line and from the natural boundary of the sea. The applicants are limited to the existing site due to the presence of a watercourse to the south, a steeply sloped driveway to the west and the natural boundary of the sea to the east. As such, the applicants are requesting to legalize the non-conforming siting of the existing dwelling unit and to permit a second storey. Given the siting of the neighbouring dwelling units, the proposal is not anticipated to have negative view implications for the adjacent property owners.

Given that the applicants have provided justification for the variance in that they are not expanding the beyond the existing footprint, demonstrated the property is safe for the intended

use and do not anticipate visual impacts to surrounding properties, the applicants have made reasonable efforts to address Policy B1.5 guidelines. The applicants are required to obtain the necessary building permits prior to construction (see Schedule 1 – Conditions of Permit).

Public Consultation Implications

Pending the Electoral Area Services Committee recommendation and pursuant to the *Local Government Act* and the "Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018", property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board's consideration of the application. Prior to the official notice being sent, the two nearest neighbours have provided letters of support for the variance.

ALTERNATIVES

1. To approve Development Variance Permit No. PL2019-110 subject to the conditions outlined in Schedules 1 to 3 of Attachment 2.
2. To deny Development Variance Permit No. PL2019-110.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN IMPLICATIONS

The proposed development has been reviewed and has no implications for the 2019 – 2022 Board Strategic Plan.



Angela Buick
abuick@rdn.bc.ca
August 15, 2019

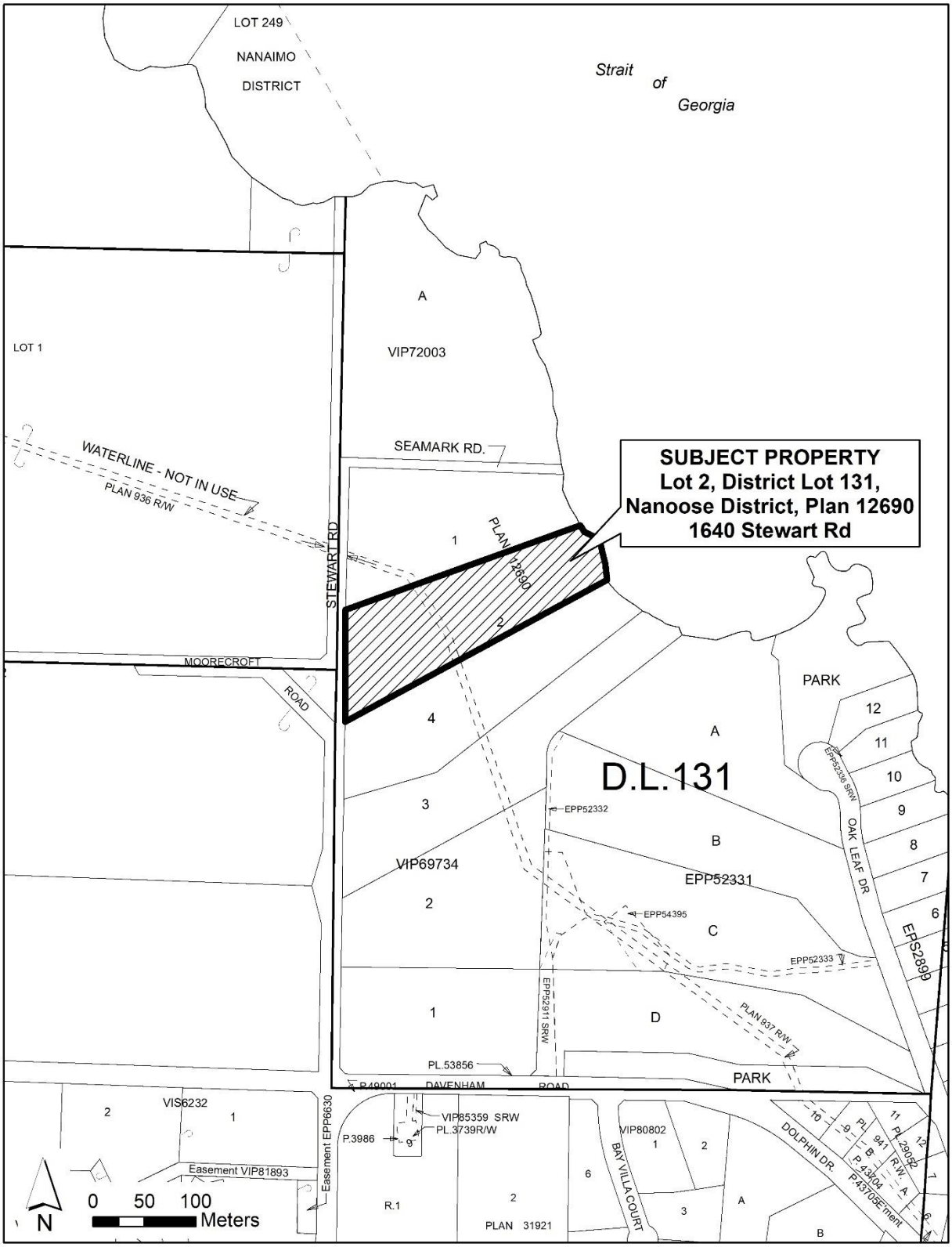
Reviewed by:

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

Attachments:

1. Subject Property Map
2. Draft Development Variance Permit

Attachment 1
Subject Property Map



Attachment 2
Draft Development Variance Permit

REGIONAL DISTRICT OF NANAIMO	**STRATEGIC & COMMUNITY DEVELOPMENT** **6300 Hammond Bay Road, Nanaimo, BC V9T 6N2** **250-390-6510 or 1-877-607-4111** **www.rdn.bc.ca** **DEVELOPMENT VARIANCE PERMIT NO. PL2019-110**

To: ("Permittee") Carol Ann Laws and Peter Truax Laws

Mailing Address: c/o Vectis Ventures Ltd.
3387 Blueback Drive
Nanoose, BC V9P 9H9

1. Except as varied or supplemented by this permit, the development variance permit is issued subject to compliance with all applicable bylaws and provincial and federal statutes and regulations.
2. This development variance permit applies only to those lands within the Regional District of Nanaimo described below and all buildings, structures and other development thereon:

   Legal Description: Lot 2, District Lot 131, Nanoose District, Plan 12690 ("the Lands")

   Civic Address: 1640 Stewart Road P.I.D.: 004-798-465

3. The Lands shall be developed strictly in accordance with the terms and conditions of this permit.
4. The Permittee as a condition of issuance of this permit agrees to comply with the conditions of Schedule 1, which is attached to and forms part of this permit.
5. The Permittee as a condition of issuance of this permit agrees to develop the Lands in substantial compliance with the plans and specifications included in Schedules 2 and 3, which are attached to and form part of this permit.
6. With respect to the Lands, "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" is varied as outlined in Schedules 1 and 2, which are attached to and form part of this permit.
7. Subject to the terms of the permit, if the holder of the permit does not substantially start construction with respect to which the permit was issued within two years after the date it is issued, the permit shall lapse in accordance with Section 504 of the *Local Government Act*.
8. This permit prevails over the provisions of the bylaw in the event of conflict.
9. Notice of this permit shall be filed in the Land Title Office in Victoria under Section 503 of the *Local Government Act*, and upon such filing, the terms of this permit or any amendment hereto shall be binding upon all persons who acquire an interest in the Lands affected by this permit.
10. This permit is not a building permit.

Authorizing resolution to issue passed by the Board this XXth day of Month, 20XX.

Schedule 1
Conditions of Permit

The following sets out the terms and conditions of Development Variance Permit No. PL2019-110:

Bylaw No. 500, 1987 Variances

With respect to the lands, "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" is varied as follows:

- **Section 3.3.9 b) iv) – Setbacks – Sea** reduce the setback from the natural boundary of the sea from 15.0 metres to 10.9 metres to permit the renovation of an existing dwelling unit and permit a second storey within the existing footprint.

- **Section 3.4.85 Minimum Setback Requirements – All Lot Lines** to reduce the lot line setback from 8.0 metres to 1.1 metres to permit the renovation of a dwelling unit and permit a second storey within the existing footprint.

Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by Sims Associates Land Surveying Ltd., dated August 1, 2019 and attached as Schedule 2.

2. The proposed development is in general compliance with the Building Plans and Elevations prepared by Hoffman Design, dated August 3, 2019 and attached as Schedule 3.

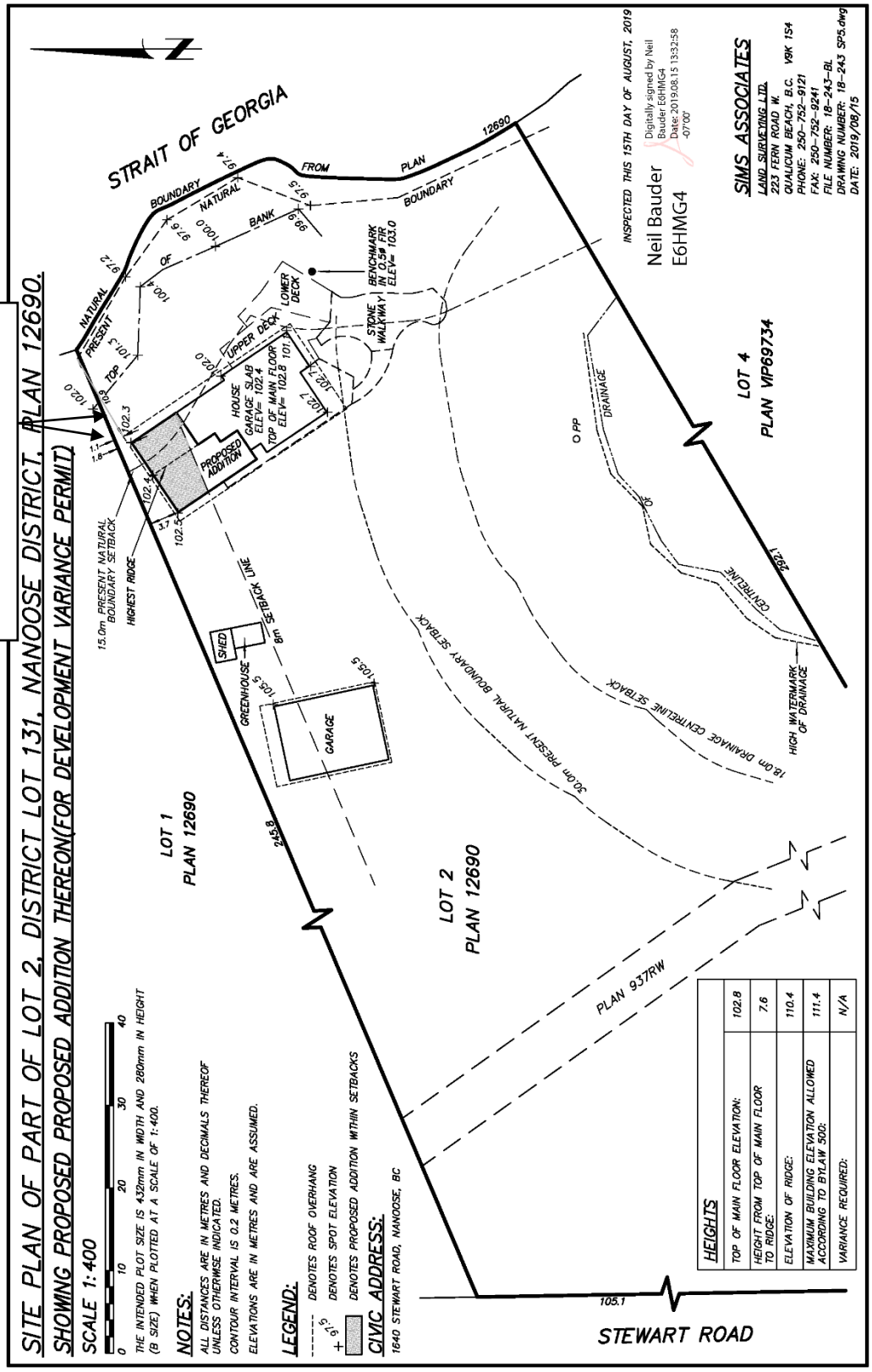
3. The subject property shall be developed in accordance with the recommendations contained in the Geotechnical Hazard Assessment prepared by Lewkowich Engineering Associates Ltd. dated May 2, 2019.

4. The issuance of this Permit shall be withheld until the applicant, at the applicant's expense, registers a Section 219 Covenant on the property title containing the Geotechnical Hazard Assessment prepared by Lewkowich Engineering Associates Ltd., dated May 2, 2019, and includes a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard.

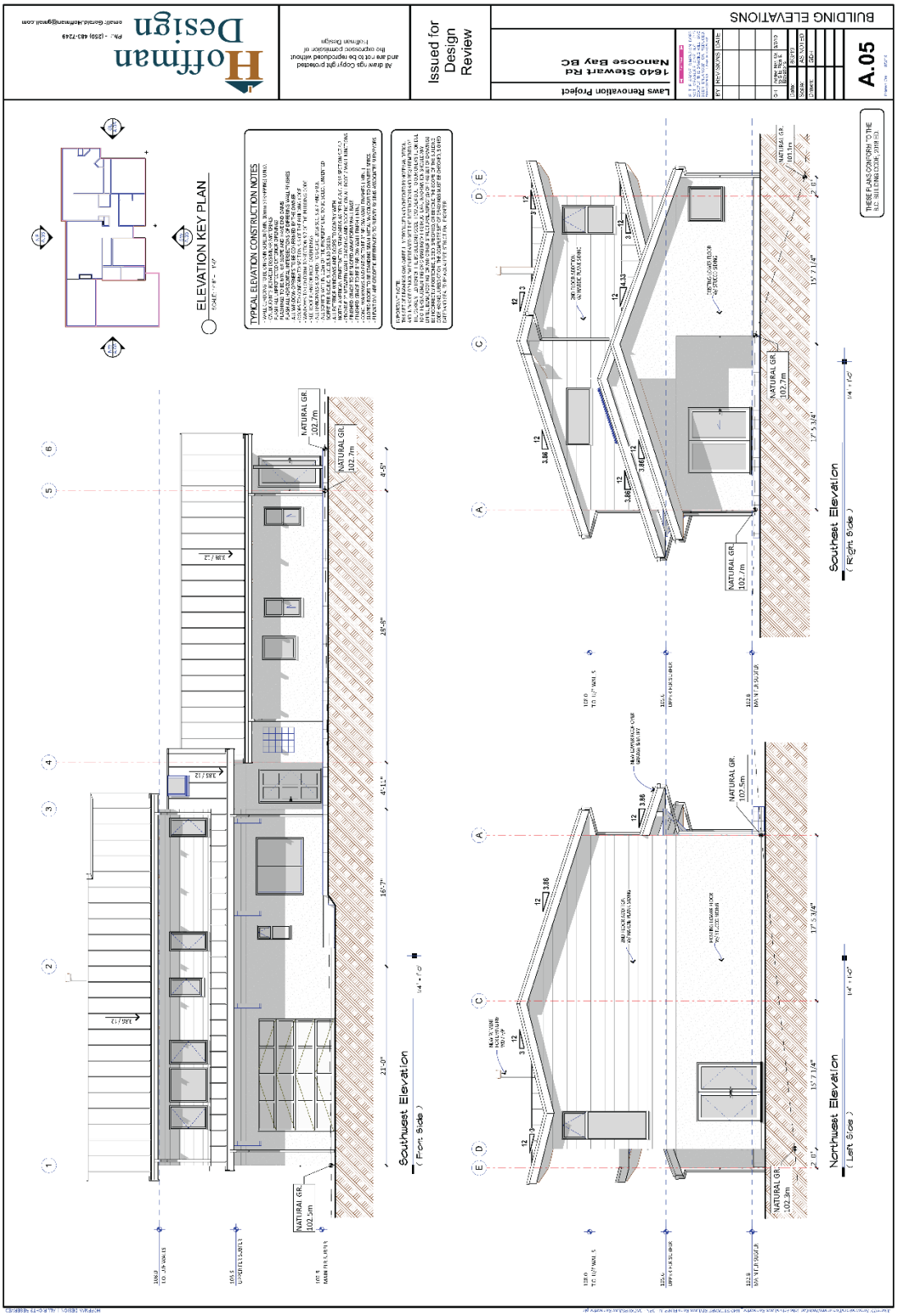
5. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo building regulations.

Schedule 2
Proposed Site Plan and Variances

Proposed variance to reduce the northern side lot line setback from 8.0 m to 1.1 m and the setback from the natural boundary of the sea from 15.0 m to 10.9 m



Schedule 3
Building Plans and Elevations



REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Electoral Area Services Committee	**DATE:**	September 3, 2019
FROM:	Kristy Marks Planner	**FILE:**	PL2019-134 and PL2017-072

SUBJECT: Development Variance Permit Application No. PL2019-134 and Request for Relaxation of the Minimum 10% Frontage Requirement in Relation to Subdivision Application No. PL2017-072
2925 Turnbull Road – Electoral Area H
Lot 2, Block 360, Alberni District, Plan 35096

RECOMMENDATIONS

1. That the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lot 3 in relation to Subdivision Application No. PL2017-072, subject to the terms and conditions outlined in Attachment 2.
2. That the Board approve Development Variance Permit No. PL2019-134 to increase the permitted parcel depth of proposed Lot 2 subject to the terms and conditions outlined in Attachment 2.
3. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2019-134.

SUMMARY

The applicant requests a parcel depth variance and a relaxation of the minimum 10% perimeter frontage requirement to allow for a 3-lot subdivision at the corner of Turnbull Road and Horne Lake Road in Electoral Area H. To address "Board Policy B1.5 Development Variance Permit Application Evaluation", the applicant has provided a justification that the proposed lots will be consistent with the character of the neighbouring lots and will accommodate uses permitted by zoning. Given the applicant's justification, as well as the existing deep lot configuration, the variance is determined to be consistent with Board Policy B1.5 and no negative impacts are anticipated as a result of the proposed variance, it is recommended that the Board approve the development variance permit pending the outcome of public notification and subject to the terms and conditions outlined in Schedules 1 and 2 of the Draft Development Variance Permit (DVP) included as Attachment 2.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from J.E. Anderson & Associates on behalf of Jacqueline Pipes for a 3-lot subdivision. The subject property is approximately 8.1 hectares in area and is split zoned Rural 1 Zone (RU1), Subdivision District 'CC' and Rural 6 (RU6), Subdivision District 'D' pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The property is surrounded by Turnbull Road and

Horne Lake Road to the west and by developed rural parcels to the north, south, and east (see Attachment 1 – Subject Property Map).

The property contains a dwelling unit, cabin, and accessory buildings that would be retained on proposed Lot 3. The parcels are proposed to be serviced with individual wells and on-site wastewater disposal.

Proposed Development and Variance

The proposed subdivision will require a variance to the subdivision regulations to allow a parcel depth greater than 40% to 46.03% of the length of the perimeter of the parcel for proposed Lot 2. The applicant proposes to vary the following regulations from the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987":

- **Section 4.5.1 – Parcel Shape and Dimensions** to increase the permitted parcel depth for Lot 2 from 40% to 46.03% of the length of the perimeter of the parcel.

The applicant has requested the parcel depth variance as follows:

Proposed Lot No.	Perimeter	Maximum Parcel Depth (40%)	Proposed Parcel Depth	Proposed Parcel Depth as a % of the Parcel Perimeter
2	925.560 m	370.224 m	425.997 m	46.03%

Minimum 10% Perimeter Frontage Requirement

Proposed Lot 3, as shown on the submitted plan of subdivision, does not meet the minimum 10% parcel frontage requirement pursuant to Section 512 of the *Local Government Act*. The applicant has requested approval of the RDN Board to reduce the frontage requirement as follows:

Proposed Lot No.	Perimeter	Required Frontage (m)	Proposed Frontage (m)	% of Perimeter
3	1279.243 m	127.924 m	81.125 m	6.65%

Land Use Implications

The applicant's proposal will not comply with the maximum parcel depth requirements in Bylaw 500 and road frontage requirements of the *Local Government Act*. The purpose of these requirements is to ensure that each lot created has sufficient access, buildable area, servicing and space for the permitted uses. "Board Policy B1.5 Development Variance Permit Application Evaluation" requires a demonstration of a land use justification or rationale to address why the proposal cannot comply with the regulations and how the proposal can provide for efficient land use. Further, "Board Policy B1.4 Frontage Requirements for Rural Lots" establishes criteria for reviewing frontage relaxation proposals, including site constraints, consistency with the character of surrounding properties, and ability to accommodate the permitted uses.

The applicant has indicated that the proposal is consistent with the character of neighbouring parcels and the properties do not contain constraints that would limit the permitted uses under the RU1 and RU6 zones, including setbacks and parcel coverage. The existing dwelling unit, cabin

and accessory buildings will remain on Lot 3 and Lots 1 and 2 will be vacant. The subject property was recently rezoned to allow the proposed 3-lot subdivision. The proposed plan of subdivision is consistent with the plan provided at the time of re-zoning and is also consistent with relevant policies of the Electoral Area H Official Community Plan that applied at the time of the zoning amendment.

The RDN Board policies are intended to ensure that the character of development is consistent with the surrounding residential properties, and that the impacts from future development of the lot is minimized. In addition, the existing deep lot configuration would also limit the ability to subdivide the parcel in a manner consistent with the required parcel depth and minimum frontage. Given the consistency of the subdivision with the surrounding community, ability to accommodate the permitted uses and existing configuration, the applicant has made reasonable efforts to address Policy B1.4 and B1.5 guidelines.

Intergovernmental Implications

The Ministry of Transportation and Infrastructure reviewed the subdivision application and has issued the Preliminary Layout Approval.

Public Consultation Implications

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

ALTERNATIVES

1. To approve Development Variance Permit No. PL2019-134, and the request to relax the minimum 10% frontage requirement, subject to the conditions outlined in Schedules 1 and 2 of Attachment 2.
2. To deny Development Variance Permit No. PL2019-134, and the request to relax the minimum 10% frontage requirement.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN IMPLICATIONS

The proposed development has been reviewed and has no implications for the 2019 – 2023 Board Strategic Plan.



Kristy Marks
kmarks@rdn.bc.ca
August 13, 2019

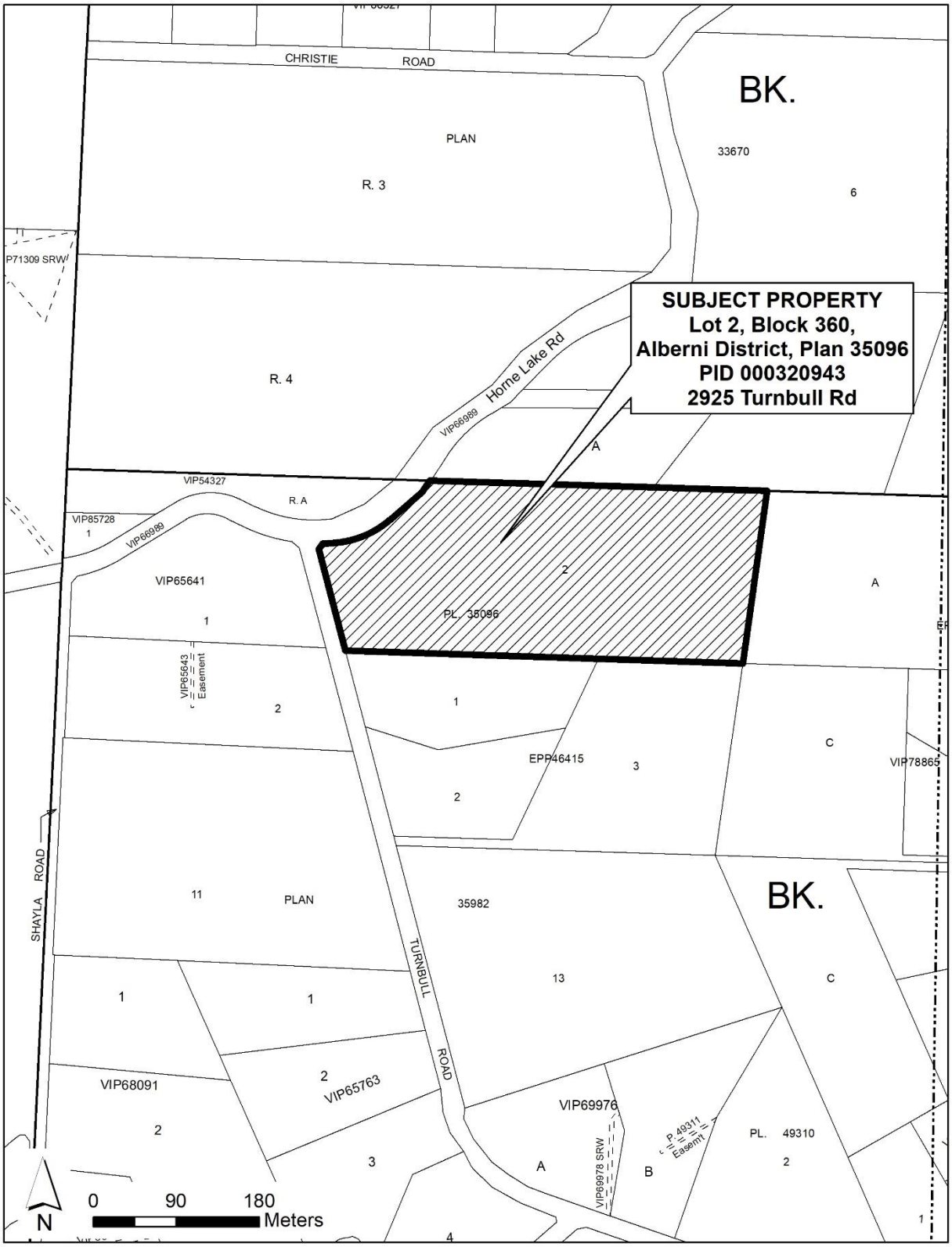
Reviewed by:

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

Attachments

1. Subject Property Map
2. Draft Development Variance Permit PL2019-134

Attachment 1
Subject Property Map



Attachment 2
Draft Development Variance Permit

REGIONAL DISTRICT OF NANAIMO	**STRATEGIC & COMMUNITY DEVELOPMENT** **6300 Hammond Bay Road, Nanaimo, BC V9T 6N2** **250-390-6510 or 1-877-607-4111** **www.rdn.bc.ca** **DEVELOPMENT VARIANCE PERMIT NO. PL2019-134**

To: ("Permittee") Jacqueline Alice Pipes

Mailing Address: J.E. Anderson & Associates, PO Box 247, Parksville BC, V9P 2G4

1. Except as varied or supplemented by this permit, the development variance permit is issued subject to compliance with all applicable bylaws and provincial and federal statutes and regulations.
2. This development variance permit applies only to those lands within the Regional District of Nanaimo described below, and all buildings, structures and other development thereon:

   Legal Description: Lot 2, Block 360, Alberni District, Plan 35096 ("the Lands")

   Civic Address: 2925 Turnbull Road P.I.D.: 000-320-943

3. The Lands shall be developed strictly in accordance with the terms and conditions of this permit.
4. The Permittee as a condition of issuance of this permit agrees to comply with the conditions of Schedule 1, which is attached to and forms part of this permit.
5. The Permittee as a condition of issuance of this permit agrees to develop the Lands, in substantial compliance with the plans and specifications included in Schedules 1 and 2, which are attached to and form part of this permit.
6. With respect to the Lands, "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" is varied as outlined in Schedules 1 and 2, which are attached to and form part of this permit.
7. Subject to the terms of the permit, if the holder of the permit does not substantially start construction with respect to that which the permit was issued within two years after the date it is issued, the permit shall lapse in accordance with Section 504 of the *Local Government Act*.
8. This permit prevails over the provisions of the bylaw in the event of conflict.
9. Notice of this permit shall be filed in the Land Title Office at Victoria under Section 503 of the *Local Government Act*, and upon such filing, the terms of this permit or any amendment hereto shall be binding upon all persons who acquire an interest in the Lands affected by this permit.
10. This permit is not a building permit.

Authorizing Resolution to issue passed by the Board this XXth day of Month, 20XX.

Schedule 1
Terms and Conditions of Permit

The following sets out the terms and conditions of Development Variance Permit No. PL2019-134:

Bylaw No. 500, 1987 Variance

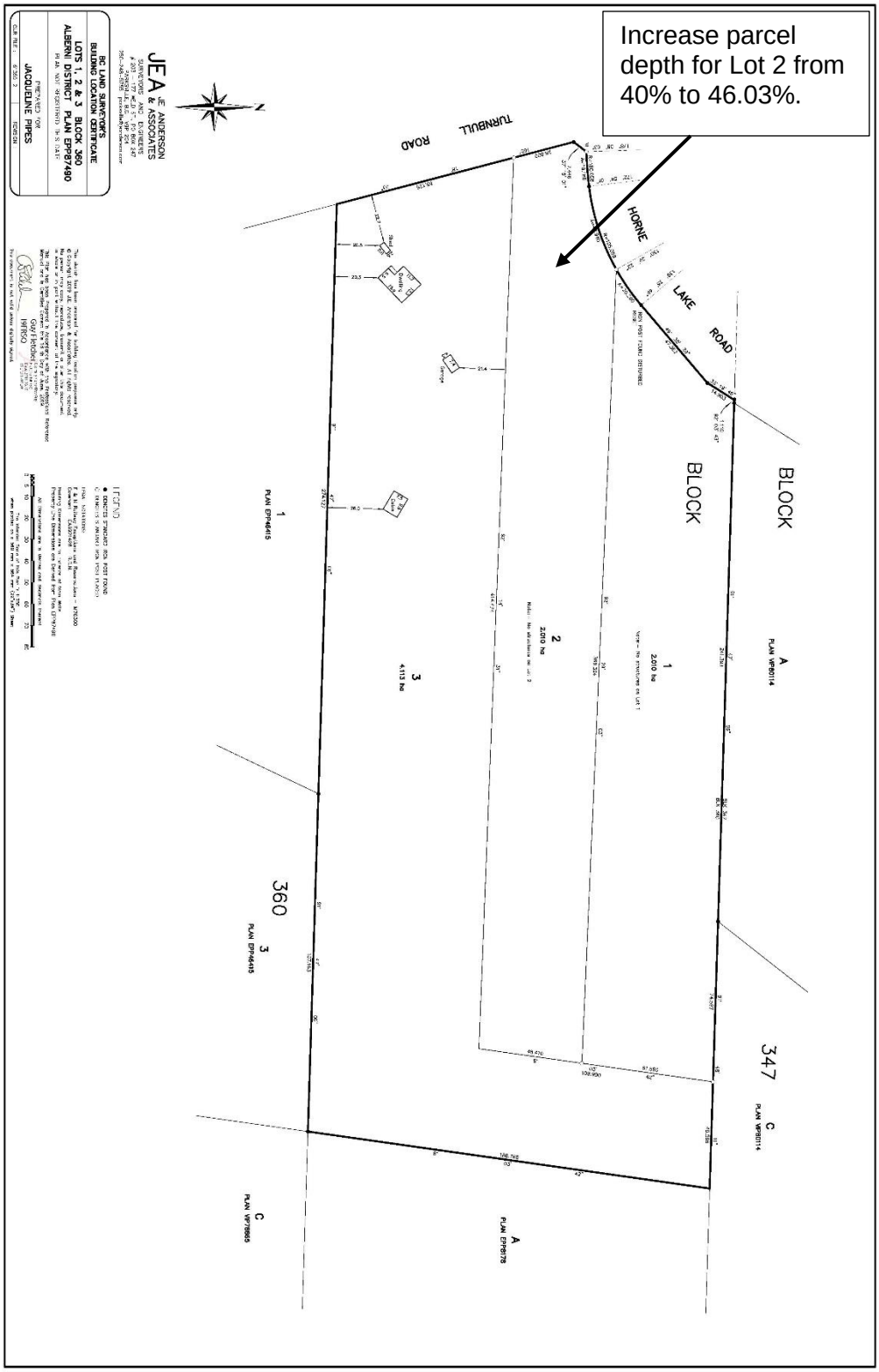
With respect to the lands, "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" is varied as follows:

- **Section 4.5.1 – Parcel Shape and Dimensions** to increase the permitted parcel depth for proposed Lot 2 from 40% to 46.03% of the length of the perimeter of the parcel.

Conditions of Approval

- The site is developed in accordance with the Site Plan prepared by J.E. Anderson & Associates, dated June 18, 2019 and attached as Schedule 2.

Schedule 2
Site Plan



REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Electoral Area Services Committee	**DATE:**	September 3, 2019
FROM:	Stephen Boogaards Planner	**FILE:**	PL2019-156 & PL2019-044

SUBJECT: Development Variance Permit No. PL2019-156 for lot depth and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2019-044
1396 Sunrise Drive – Electoral Area G
Lot 50, District Lot 49, Nanoose District, Plan 29438

RECOMMENDATIONS

1. That the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lots A and B in relation to Subdivision Application No. PL2019-044, subject to the terms and conditions outlined in Attachments 2 and 3.
2. That the Board approve the request to increase the permitted lot depth for proposed lots A and B for Development Variance Permit No. PL2019-156, subject to the terms and conditions outline in Attachments 2 and 3.
3. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2019-156.

SUMMARY/CONCLUSIONS

The applicant proposes a two lot subdivision and requests a relaxation of the 10% frontage requirement of the *Local Government Act* with a variance to increase the permitted lot depth requirements of the zoning bylaw. Each lot will have adequate access and buildable area for the permitted residential uses on the lot without the need for any additional variances. Also, the variance and relaxation will enable the proposed subdivision of lands that are located within the French Creek Rural Village Centre, an area designated for growth. It is recommended that the Board approve the development variance permit pending the outcome of public notification and subject to the terms and conditions outlined in Attachments 2 and 3.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from JE Anderson and Associates on behalf of Lorraine Edna Roberts to relax the minimum 10% perimeter frontage requirement in relation to a proposed two lot subdivision (Application No. PL2019-044). In conjunction with the subdivision, the applicant has also applied to vary the parcel depth of Lots A and B to be greater than 40% of the perimeter of the parcel. The subject property is approximately 1,726 m^2 in area and is zoned Residential 1 Zone (RS1), Subdivision District 'Q',

pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The property is located within the Sandpiper area of French Creek and is adjacent to other detached residential properties (see Attachment 1 – Subject Property Map).

The property contains an existing dwelling unit and detached garage and is serviced by RDN community water and sewer. The detached garage will need to be removed prior to the completion of the subdivision of the property, as the zoning bylaw does not allow accessory buildings on a property without an established principal use.

Proposed Development and Variance

The applicant proposes to subdivide the parent parcel into two lots and will retain the existing dwelling on proposed Lot A (Attachment 3). All parcels exceed the minimum parcel size (700 m^2) and will be serviced with RDN community water and sewer. The subdivision will require a variance to the subdivision regulations to allow for a parcel depth greater than 40% of the perimeter of the parcel for both Lots A and B. The applicant proposes to vary the following regulations from the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987":

- **Section 4.5.1 – Parcel Shape and Dimensions –** to increase the permitted parcel depth for Lot A from 40% to 41.8% of the length of the perimeter of the parcel and Lot B from 40% to 40.5% of the length of the perimeter of the parcel.

The applicant has requested the parcel depth variance as follows:

Proposed Lot No.	Perimeter	Maximum Parcel Depth (40%)	Proposed Parcel Depth	Proposed Parcel Depth as a % of the Parcel Perimeter
A	148.9 m	59.6 m	62.4 m	41.8%
B	138.8 m	55.5 m	56.3 m	40.5%

Minimum 10% Perimeter Frontage Requirement

Proposed Lots A and B, as shown on the submitted plan of subdivision, do not meet the minimum 10% parcel frontage requirement pursuant to Section 512 of the *Local Government Act*. The applicant has requested approval of the RDN Board to reduce the frontage requirement as follows:

Proposed Lot No.	Perimeter	Required Frontage	Proposed Frontage	% Perimeter
A	148.9 m	14.9 m	12.5 m	8.4%
B	138.8 m	13.8 m	12.5 m	9.0%

Land Use Implications

The applicant proposes a two lot subdivision that does not meet the road frontage requirements in the *Local Government Act* and the parcel depth requirements of Bylaw 500. The applicant identifies that the relaxation and variance are necessary to facilitate the subdivision of the property. The purpose of both requirements is to ensure that each lot created has sufficient access and buildable area for the permitted residential uses. While the frontage will be narrow, the lots incrementally increase in width to the rear property line providing adequate building envelopes and yard areas. An alternate configuration would be for the subdivision to use a panhandle lot, however this form of subdivision has implications for safe vehicle access to the road and privacy between neighbours as a dwelling will be located behind the rear yard of one lot. The lot shape and dimensions as proposed will allow for the subdivision of the property within an area designated for growth, the French Creek Rural Village Centre, while still complying with the intent of frontage and lot depth requirements to ensure adequate building envelope and preferred pattern of development.

Intergovernmental Implications

The Ministry of Transportation and Infrastructure reviewed the subdivision application and issued Preliminary Layout Approval.

Public Consultation Implications

Pending the Committee's recommendation and pursuant to the *Local Government Act* and the "Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018", property owners and tenants of parcels located within a 50 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board's consideration of the application.

ALTERNATIVES

1. To approve Development Variance Permit No. PL2019-156 and the request for relaxation of the minimum 10% perimeter frontage requirement for proposed Lots A and B as shown on Attachment 2.
2. To deny the request for relaxation of the minimum 10% perimeter frontage requirement.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN IMPLICATIONS

The proposed development has been reviewed and the proposal will be in keeping with the growth management key strategic area of the 2019 – 2022 Board Strategic Plan by increasing density on land within the Growth Containment Boundary.



Stephen Boogaards
sboogaards@rdn.bc.ca
August 2, 2019

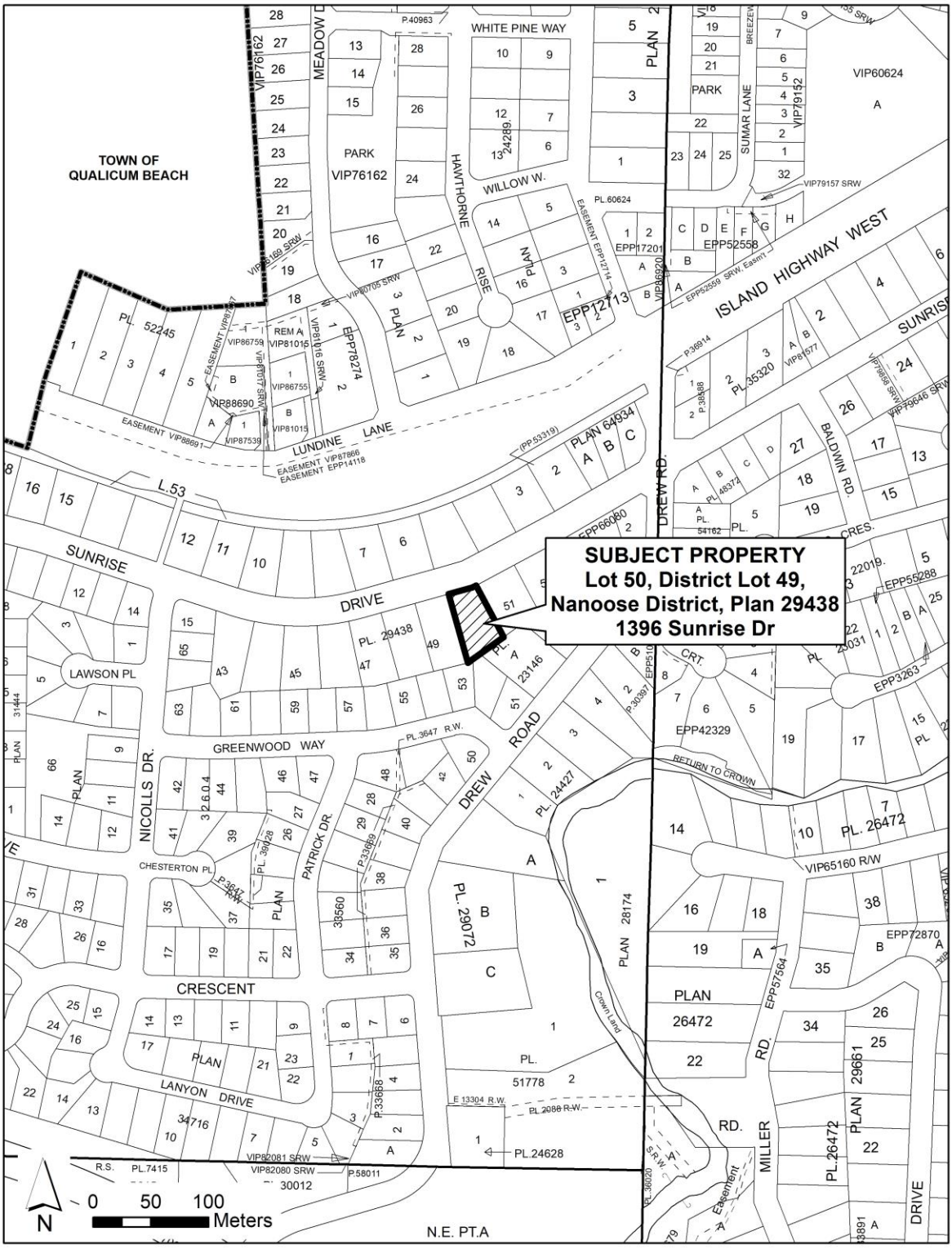
Reviewed by:

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

Attachments

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

Attachment 1
Subject Property Map



Attachment 2
Conditions of Permit

The following sets out the conditions of Development Permit No. PL2019-156:

Bylaw No. 500, 1987 Variances:

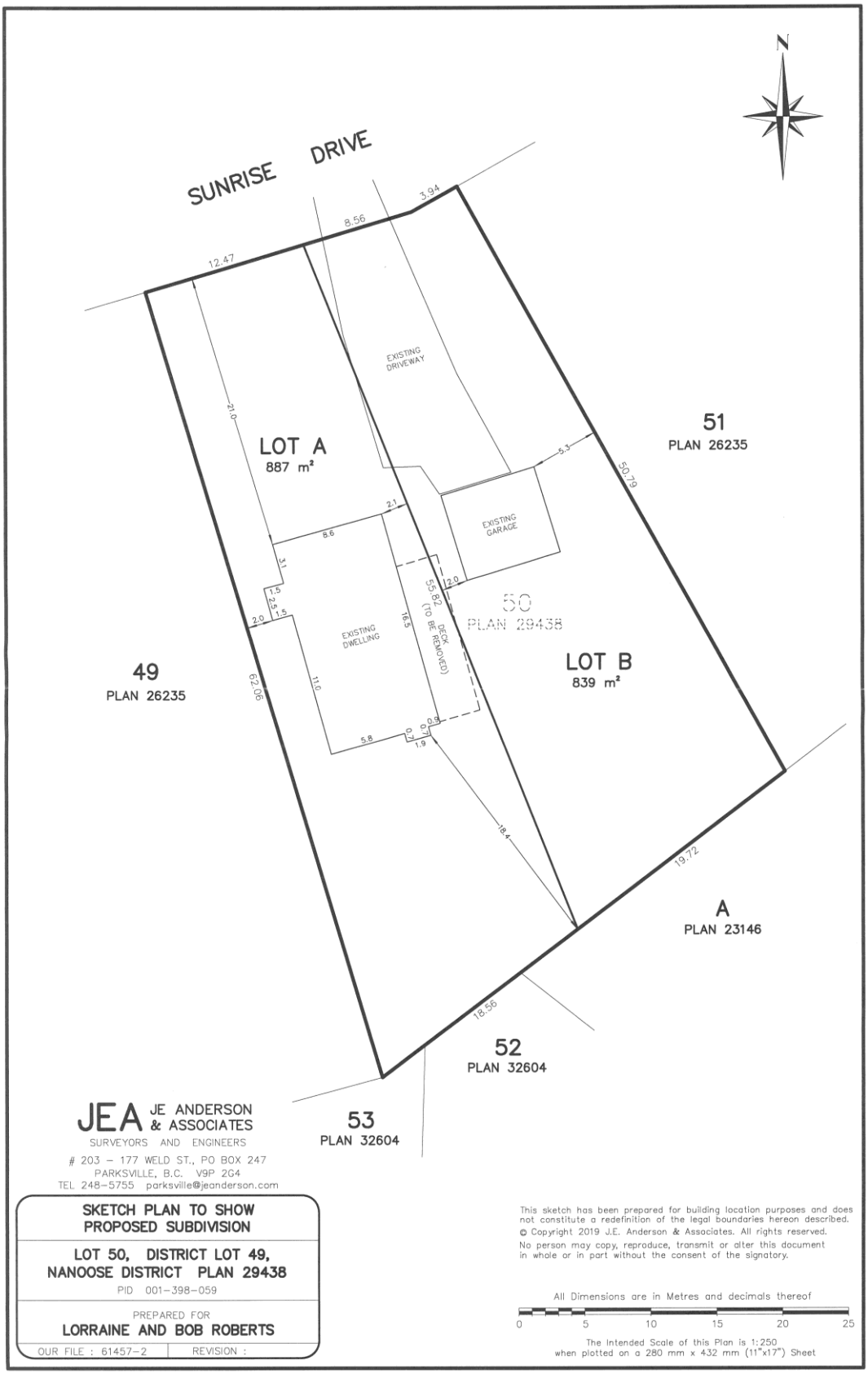
With respect to the lands, "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" is varied as follows:

> **Section 4.5.1 – Parcel Shape and Dimensions** to increase the permitted parcel depth for Lot A from 40% to 41.8% of the length of the perimeter of the parcel and Lot B from 40% to 40.5% of the length of the perimeter of the parcel.

Conditions of Approval

The property is subdivided in accordance with the Subdivision Plan prepared by JE Anderson & Associates attached as Attachment 3.

Attachment 3
Proposed Plan of Subdivision



REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Electoral Area Services Committee	**DATE:**	September 3, 2019
FROM:	Angela Buick Planner	**FILE:**	PL2019-090

SUBJECT: **Temporary Use Permit Application No. PL2019-090**
Kipp Road – Electoral Area A
Lot 1, Sections 14 and 15, Range 6, Cranberry District, Plan VIP78539

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

1. **That Item 6 of the conditions of approval of Development Permit Application No. PL2019-090 listed in Attachment 3, Schedule 1 - Conditions of Permit, be amended to add the words "to include carcass surveys of birds, bats, and other incidental species following survey recommendations to be provided by a professional biologist" after the words …prepared by a qualified professional.**
2. **That the Board receive the Summary of the Public Information Meeting held on July 10, 2019.**
3. **That the Board approve Temporary Use Permit No. PL2019-090 to allow the use of a wind turbine on the subject property subject to the terms and conditions outlined in Attachment 3, as amended.**
4. **That the Board direct staff to complete the required notification for Temporary Use Permit No. PL2019-090.**

RECOMMENDATIONS

1. That the Board receive the Summary of the Public Information Meeting held on July 10, 2019.

2. That the Board approve Temporary Use Permit No. PL2019-090 to allow the use of a wind turbine on the subject property subject to the terms and conditions outlined in Attachment 3.

3. That the Board direct staff to complete the required notification for Temporary Use Permit No. PL2019-090.

SUMMARY

The applicant is requesting a Temporary Use Permit (TUP) to allow for a wind turbine on the subject property. A Public Information Meeting (PIM) was held on July 10, 2019. Given that the proposed use is consistent with the Official Community Plan (OCP) and Board policies, is compatible with adjacent land uses and is not anticipated to have any significant negative impacts on adjacent properties or the environment, it is recommended that the Board approve the TUP pending the outcome of public notification and subject to the terms and conditions outlined in Schedules 1 to 4 of the Draft Temporary Use Permit included as Attachment 3.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Colleen Rohde on behalf of Kipp Road Holdings Inc. to permit the temporary installation of an experimental wind turbine. The subject property is approximately 4.016 hectares in area and is zoned Residential 2 Zone (RS2), Subdivision District 'F', pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" (Bylaw 500). The property is located to the north of Kipp Road, east of Comprehensive Development Zone 15 (CD15), which is the home-site of Vehicle Mounted Air Compressors (VMAC) manufacturing facility, and west of the Trans-Canada Highway. The surrounding land consists of industrial lands to the east and south, residential and vacant lands to the south, and a large park to the north and west containing a well-established network of trails (see Attachment 1 – Subject Property Map).

The property is currently vacant and un-serviced. At this time the provision of water and wastewater services are not required.

Proposed Development

The applicant proposes to erect a wind turbine prototype, with a height of 26.5 metres, for a testing period of approximately two years on the subject property. The wind turbine is an innovative design by Jim Hogan, President of Kipp Road Holdings Inc., and VMAC, the adjacent manufacturing facility to the west. The product nameplate will read "Experimental Low Wind Resource Vertical Axis Wind Turbine" (WTX1) Rated Power: 0.95 kW, Rating Wind Speed: 12.5 MPH (20 KPH), which is consistent with the RDN definition of "Micro Wind Turbine". The WTX1 is a vertical axis wind turbine (VAWT) rather than the more traditional horizontal axis wind turbines (HAWT); (see Schedule 3 - Structural Design and Elevation Plan).

Official Community Plan and Environmental Implications

The subject property is designated within the Rural Residential Land Use designation pursuant to "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Bylaw No. 1620, 2011" (OCP). Lands within this designation include lands located outside the Growth Containment Boundary (GCB) which typically share some of the same characteristics of larger rural acreages. As well, the subject property has been designated as having potential for future industrial. The OCP supports green developments under Policy 4.6 - Encouraging Sustainable Development and more specifically, Policy 4.6.8 that encourages the use of renewable energy systems such as wind.

Temporary Use Permits (TUP's) may be considered on lands where the use is not permitted in the zoning bylaw provided that the applicant can satisfy the conditions in Section 3.3 (17) - Temporary Use Permits. Therefore, as the zoning and OCP do not recognize a micro wind turbine specifically, the applicant has provided a number of documents in support of their application to meet the TUP conditions. These include an information and consultation letter by Colleen Rohde, the agent, a site plan by Matthew Schnurch, BCLS of Turner & Associates Land Surveying Inc. dated March 13, 2019, an Elevation View with Metric Dimensions by Jim Hogan dated May 9, 2019, and a Bird Nest Survey and Visual Impact Report (the report) by Terrawest Environmental Inc. dated, May 24, 2019, that includes a Bird and Fauna Survey for on-going monitoring for the duration of the TUP.

The Bird Nest Survey and Visual Impact Report conclude that there was no evidence of active stick nests or breeding detected in the area during the survey. The site indicated poor nesting habitat for Bald Eagles and Great Blue Herons (focal species) such as a lack of cover, exposed tree line, lack of old forest, and a lack of trees with large supporting limbs. Additionally, no sensitive ecosystems and rare or endangered species were identified during the study. Based on this, there is a low

likelihood of impacting the focal species or species managed under the applicable environmental legislation and species under Section 34 of the *BC Wildlife Act*. The report concludes that impacts on birds for both the HAWT and VAWT wind technologies designs are not fully understood. However, is it anticipated that the VAWT technology will have a lesser impact on birds and wildlife based on the different design features of the blade systems. With the HAWT system, birds are typically injured from the downward or vertical strike of the turbine blades. The VAWT are thought not only to improve wind energy harvested per square metre but also to reduce bird deaths by reducing the spacial impact of the turbine on bird habitats.

The blades on a VAWT rotate horizontally and based on this design, the birds are able to more easily see the blades and thereby potentially improving avian turbine visual awareness and collision avoidance. The report recommends that any project clearing must take place outside of the general bird breeding window including the Bald Eagle and Great Blue Heron. The report confirms that visual surveys of the immediate site and surrounding area will be conducted at periodic intervals to document bird and fauna strikes associated with the project during the TUP.

The report addresses a number of potential impacts of the wind turbine including the potential noise generated by sound pressure levels. These levels are anticipated to produce between 52 to 55 decibels, equivalent to the noise generated by an average refrigerator. Environmental monitoring for long-term and short-term effects on humans and wildlife shall be addressed in the post monitoring report required as a condition of the permit at the termination of this TUP.

The report also concludes that the use of a wind turbine is expected to pose a low impact on aesthetic values based on the following elements. The subject property is surrounded by a variety of industrial uses and is not directly adjacent to residential dwelling units. Conifer trees provide a visual buffer from the Trans Canada Highway (see Schedule 4 – Mock-up View Island Highway). The wind turbine is not expected to be audible from neighbouring properties and the use will not increase traffic. Surrounding landowners that have a line of sight to the proposed location of the turbine were contacted and are in support. The applicant is working with Navigation Canada in order to meet their regulations. The applicant's rational for requesting a TUP for this site, is that this site, and the adjacent CD15 zoned lot where the VMAC manufacturing facility is, are both conveniently owned by the applicant.

This wind turbine is an unmanned structure and therefore will not require onsite parking or servicing for the proposed use.

Land Use Implications

The existing RS2 zoning permits a dwelling unit and accessory residential uses. In 2014, Bylaw 500 was amended to support green building features, systems and technologies on properties as an accessory use within the RDN under Bylaw No. 500.396. This amendment adopted the use and definition: Micro Wind Turbine System; a wind energy conversion system consisting of a wind turbine, associated structures and mechanical devices with a name plate rated capacity of not more than 1 kW. The bylaw also included a provision to allow wind turbines to be constructed up to double the height permitted in the zoning without a variance. The proposed wind turbine will meet the definition of micro wind turbine. However, with no other use on the property it is not an accessory use and it will exceed the height allowance. This proposal to site a wind turbine temporarily for experimental reasons is not a permanent amendment to the RS2 zoning, and as such the use and height will be permitted as part of the TUP and will not require a variance to locate the use (see Schedule 3 - Structural Design and Elevation).

Given that the proposed use is consistent with the OCP policies, is compatible with adjacent land uses and is not anticipated to have any significant impacts on adjacent properties or the environment, it is recommend to issue the TUP for the proposed micro wind turbine.

Intergovernmental Implications

The Temporary Use Permit application was referred to the RDN parks and building staff and the City of Nanaimo planning staff. No concerns have been expressed with the proposed development.

Public Consultation Implications

A Public Information Meeting (PIM) was held on July 10, 2019. Four members of the public attended, and two written submissions were received prior to the PIM (see Attachment 2 – Summary of the Public Information Meeting).

Pending the Electoral Area Services Committee's recommendation and pursuant to the *Local Government Act* and the "Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018", property owners and tenants of parcels located within a 200 metre radius of the subject property will receive a direct notice of the proposal and an advertisement notifying of the proposal will be placed in one edition of the local newspaper. All persons who believe their interests in property are affected by the proposed permit will have an opportunity to comment on the proposed TUP prior to the Board's consideration of the application.

ALTERNATIVES

1. To approve Temporary Use Permit Application No. PL2019-090 to allow the use of a wind turbine on the subject property in accordance with the conditions outlined in Schedules 1 to 4 of Attachment 2 and to direct staff to complete the required public notification.
2. To deny Temporary Use Permit Application No. PL2019-090.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN IMPLICATIONS

The proposed development has been reviewed and the proposal is consistent with the Board Strategic Plan 2019 – 2022. Two key strategic areas identified in this application are 1.0 - Climate Change and 6.0 - Economic Coordination. These key areas direct the RDN to be leaders in climate change adaptation and mitigation, to become net zero by 2032 and to enable diverse economic opportunities across the region. The proposed TUP could offer the local region an affordable form of wind energy for rural properties while providing local job opportunities in an emerging sector and promoting economic health through the diversification of our regional economy.



Angela Buick
abuick@rdn.bc.ca
August 14, 2019

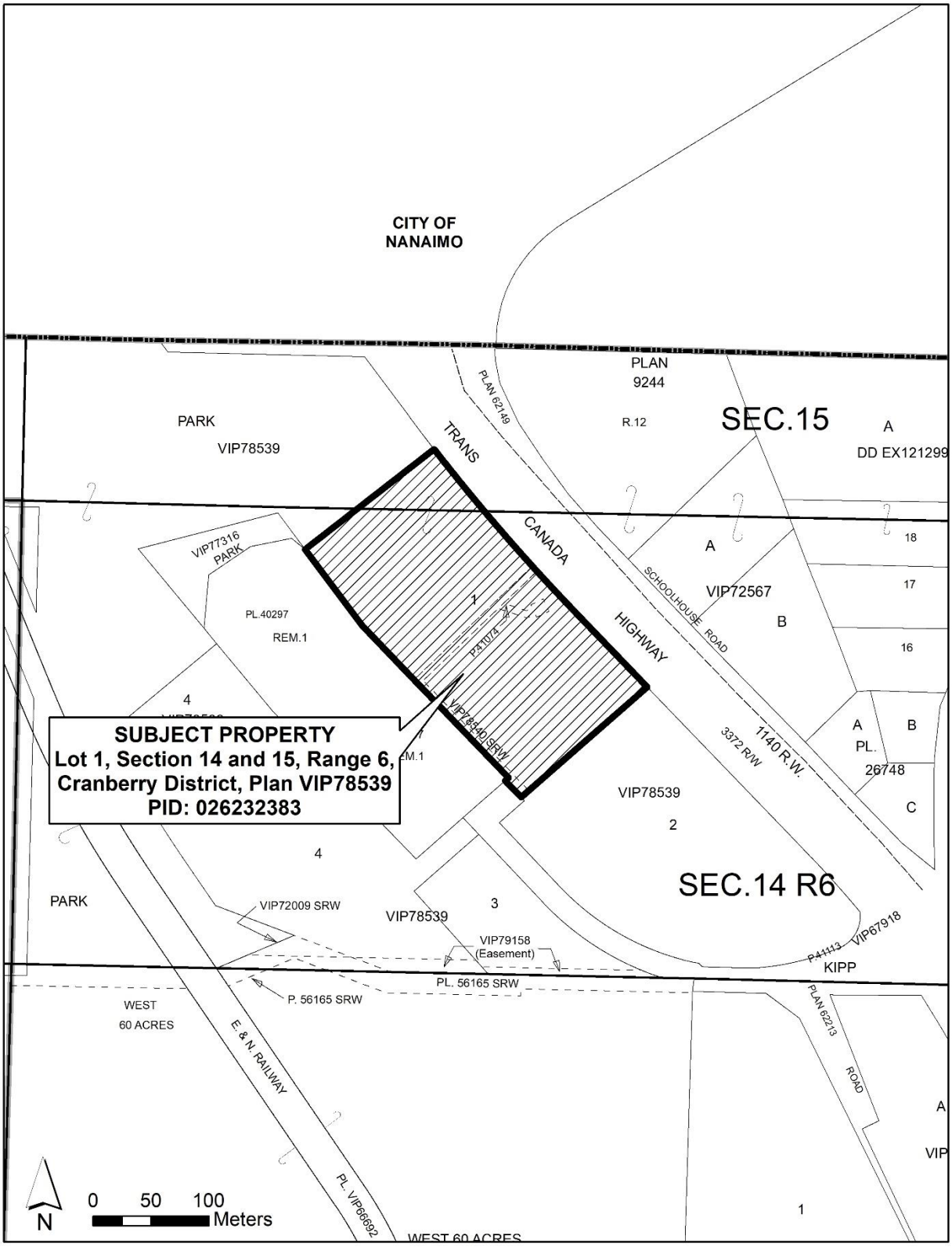
Reviewed by:

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

Attachments:

1. Subject Property Map
2. Summary of Public Information Meeting
3. Draft Temporary Use Permit

Attachment 1
Subject Property Map



Attachment 2
Summary of the Public Information Meeting
(Page 1 of 2)

Summary of the Public Information Meeting
Held at Cedar Community Hall
2388 Cedar Road
Wednesday, July 10, 2019, at 6:30 p.m.
RDN Application PL2019-090

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

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

Present for the Regional District of Nanaimo:

Director Keith Wilson, Electoral Area A (the Chair)
Angela Buick, Planner
Kristy Marks, Planner

Present for the Applicant:

Colleen Rohde, Agent
Jim Hogan, Subject Property Owner

The Chair opened the meeting at 6:46 pm, outlined the evening's agenda, and introduced the RDN staff and the applicant in attendance. The Chair then stated the purpose of the Public Information Meeting and asked RDN staff to provide background information concerning the development application.

Angela Buick provided a brief summary of the proposed Temporary Use Permit application, supporting documents provided by the applicant, and the application process.

The Chair invited the applicant to present the development proposal.

Colleen Rohde and Jim Hogan of Hogan Wind Turbine presented an overview of the proposal.

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

Lynn Raffle of 2045 Plecas Road noted concerns about noise as she lives on a rock bluff/ridge. Following the applicants' explanation of the proposal she noted that her concerns were addressed because it sounded like noise would be minor and the wind turbine would not have any visual impact. She was also happy that she would be able to contact the applicant to let him know if she did have concerns with noise once the turbine was installed.

Catherine McLellen of Caledonia Avenue asked how loud the turbine is expected to be and why the length of the TUP would need to be extended.

Attachment 2
Summary of the Public Information Meeting
(Page 2 of 2)

Colleen and Jim replied that the noise would be similar to a household refrigerator and that the Turbine is expected to be in place temporarily for two to three years for testing purposes.

Jim Hogan noted that they would not likely need to extend the testing period beyond two to three years. They would likely have enough data within that time period as they only require a good wind once or twice a month to collect enough data.

Kate Gilbert of 1398 Leask Road asked if vandalism or safety were a consideration.

Jim Hogan replied that it was a big concern as there have been recent break-ins on the adjacent property. He noted that a caretaker on the adjacent property would keep an eye on things and that they would also install a system on the turbine to notify him of activity near the turbine.

Keith Wilson, Chair, asked if the site is fenced.

Jim indicated that the site is not fenced.

Catherine McLellan of Caledonia Avenue asked if there is a website where she could send any additional questions to.

Colleen Rohde and Angela Buick confirmed they could provide her with contact information in the event she has additional questions.

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

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

The meeting was concluded at 7:21 p.m.

_____
Kristy Marks
Recording Secretary

Attachment 3
Draft Temporary Use Permit

REGIONAL DISTRICT OF NANAIMO	**STRATEGIC & COMMUNITY DEVELOPMENT** **6300 Hammond Bay Road, Nanaimo, BC V9T 6N2** **250-390-6510 or 1-877-607-4111** **www.rdn.bc.ca** **TEMPORARY USE PERMIT NO. PL2019-090**

To: ("Permittee") Kipp Road Holdings Inc.

Mailing Address: c/o Colleen Rohde
1430 Spruston Road
Nanaimo, BC V9X 1S7

1. Except as varied or supplemented by this permit, the Temporary Use Permit is issued subject to compliance with all applicable bylaws and provincial and federal statutes and regulations.
2. This Temporary Use Permit applies only to those lands within the Regional District of Nanaimo described below and all buildings, structures and other development thereon:

   Legal Description: Lot 1, Sections 14 and 15, Range 6, Cranberry District, Plan VIP78539 ("the Lands")

   Civic Address: Kipp Road P.I.D.: 026-232-383

3. The Lands shall be developed strictly in accordance with the terms and conditions of this permit.
4. The Permittee, as a condition of issuance of this permit, agrees to comply with the conditions of Schedule 1, which is attached to and forms part of this permit.
5. The Permittee, as a condition of issuance of this permit agrees to develop the Lands in substantial compliance with the plans and specifications included in Schedules 2, 3 and 4 which are attached to and form part of this permit.
6. With respect to the Lands, there are no variances to the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" associated with this permit.
7. Subject to the terms of the permit, if the holder of the permit does not substantially start the construction with respect to which the permit was issued within two years after the date it is issued, the permit shall lapse in accordance with Section 504 of the *Local Government Act*.
8. This permit prevails over the provisions of the bylaw in the event of conflict.
9. Notice of this permit shall be filed in the Land Title Office in Victoria under Section 503 of the *Local Government Act*, and upon such filing, the terms of this permit or any amendment hereto shall be binding upon all persons who acquire an interest in the Lands affected by this permit.
10. This permit is not a building permit.

Authorizing Resolution to issue passed by the Board this XXth day of September, 2019.

Schedule 1
Conditions of Permit

The following sets out the conditions of Temporary Use Permit No. PL2019-090:

Conditions of Approval

1. The Temporary Use Permit is valid for a period of three years commencing upon the completion of all conditions.

2. The proposed development is in general accordance with the Site Plan prepared by Turner & Associates Land Surveying dated March 13, 2019 and attached as Schedule 2.

3. The proposed development is in general compliance with the Structural and Elevation Plan prepared by Jim Hogan, dated May 9, 2019 and attached as Schedule 3.

4. The proposed development shall comply with the Bird Nest Survey and Visual Impact Report completed by Terrawest Environmental Inc. and dated May 24, 2019.

5. The site development for the project shall be undertaken outside of the general bird breeding window including the Bald Eagle and Great Blue Heron breeding window.

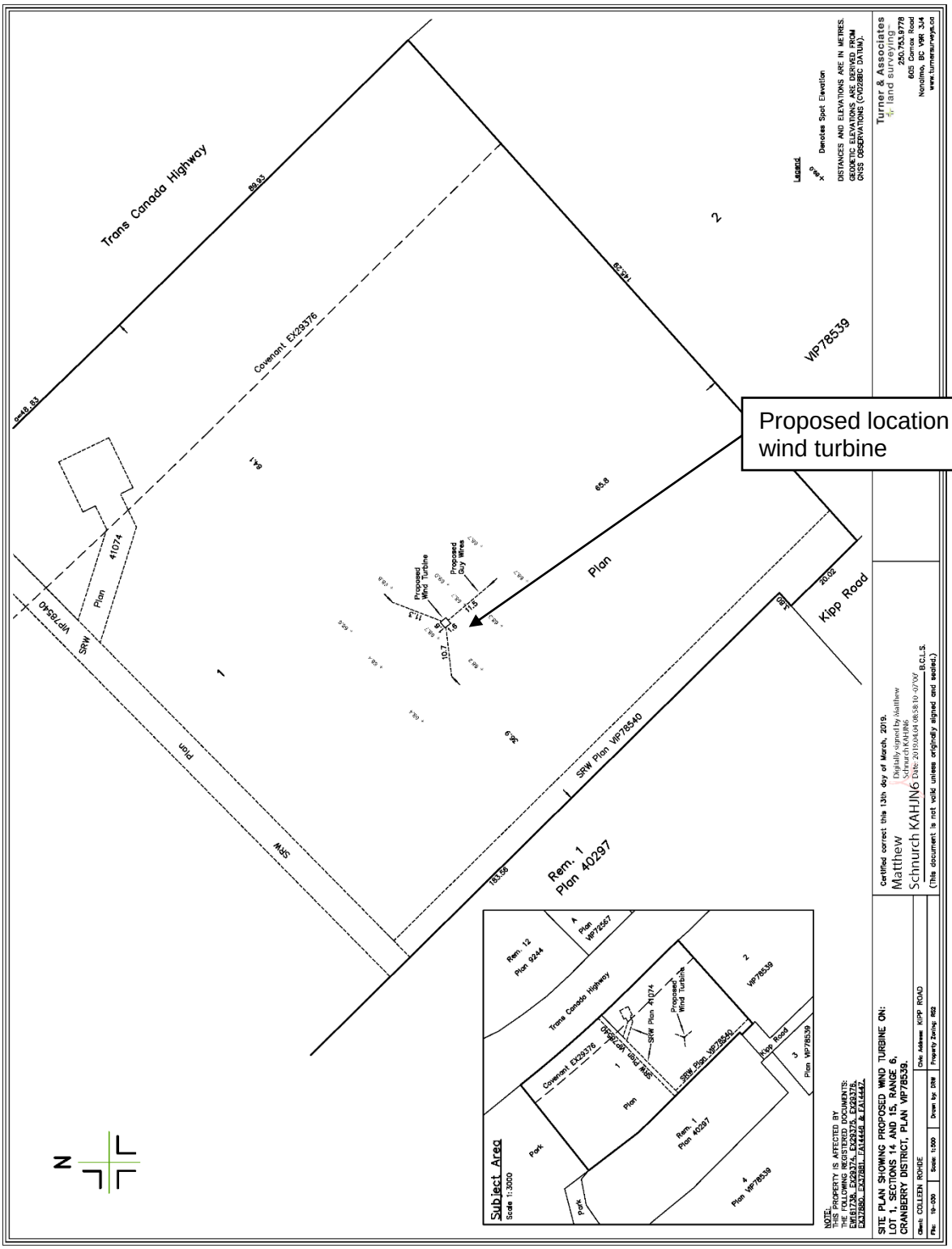
6. The applicant shall provide a copy of the post-development environmental monitoring results report prepared by a qualified professional to the satisfaction of the General Manager of Strategic and Community Development that development of the subject property has occurred in accordance with the recommendations contained in the Bird Nest Survey and Visual Impact Report completed by Terrawest Environmental Inc. and dated May 24, 2019.

7. The applicant shall meet all Canadian Aviation Regulations (CAR) – Part VI – Standard 621 – Obstruction Marking and Lighting – Section 12.2 – Wind Turbines of Total Height Equal to or Less than 150 metres and Lighting Requirements - Twilight and Night Protection (effective 2016/03/01).

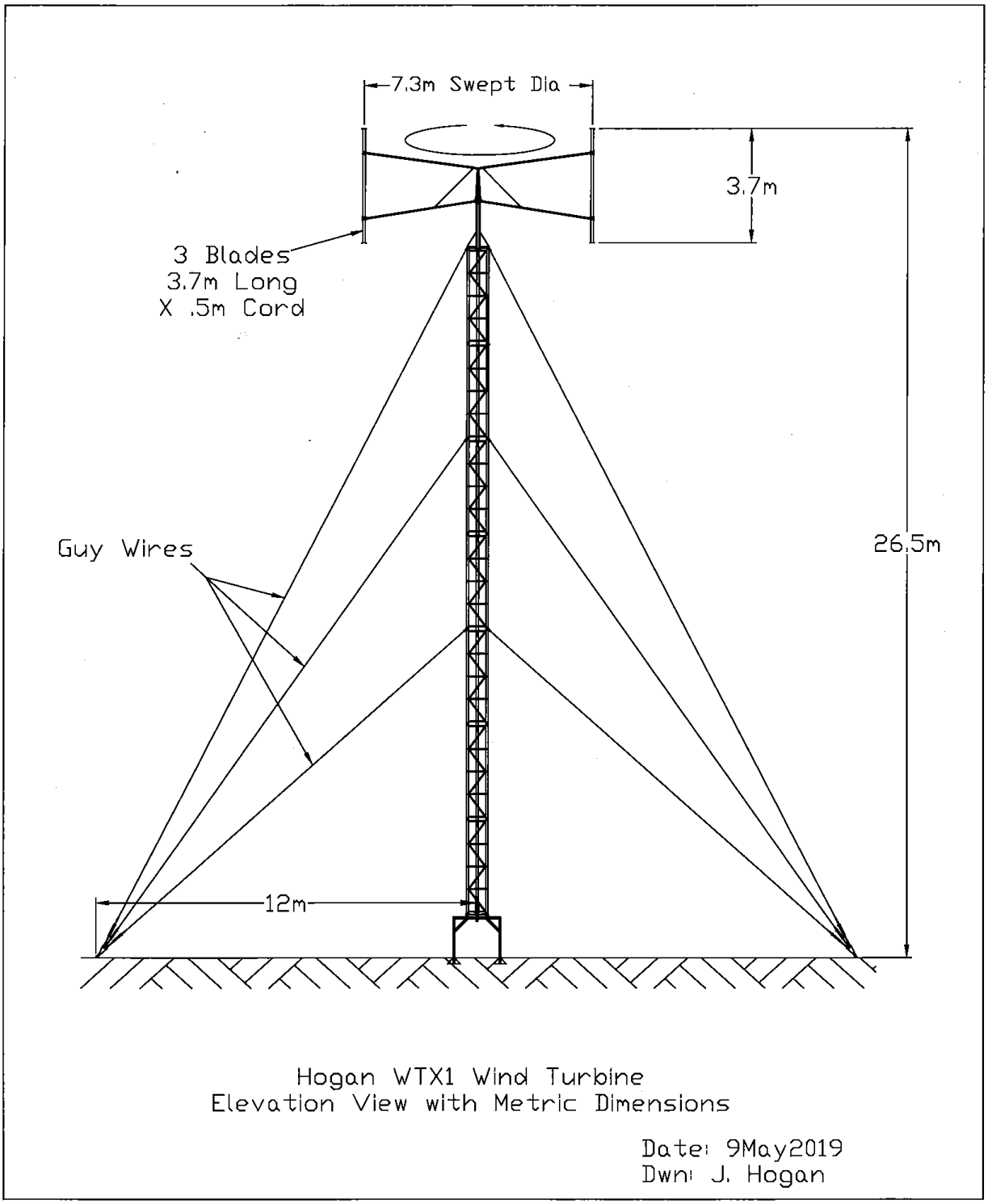
8. The proposed use shall be decommissioned at the end of the three-year period, to the satisfaction of the General Manager of Strategic and Community Development, unless otherwise approved and permitted through an additional temporary use permit application process.

9. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

Schedule 2
Site Plan



Schedule 3
Structural Design and Elevation Plan



Schedule 4
Mock-up View Island Highway 19



REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Electoral Area Services Committee	**MEETING:**	September 3, 2019
FROM:	Catherine Morrison Manager, Emergency Services	**FILE:**	7130-03 EPB

Subject: Emergency Program Bylaws

RECOMMENDATIONS

1. That "Regional District of Nanaimo Emergency Program Bylaw No. 1790, 2019" be introduced and read three times.
2. That "Regional District of Nanaimo Emergency Program Bylaw No. 1790, 2019" be adopted.
3. That "Regional District of Nanaimo Emergency Program Extended Service Amendment Bylaw No. 952.01, 2019" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

SUMMARY

The proposed Regional District of Nanaimo (RDN) Emergency Program Bylaw No. 1790, 2019 is intended to update the program to reflect current emergency programs best practices.

Bylaw No. 952 established the extended service of emergency programs under the *Emergency Program Act* (EPA) for the electoral areas of the RDN. This Bylaw is still current and only a minor amendment is proposed to remove Electoral Area D which was incorporated as the District of Lantzville in 2002 and is under its own governance structure.

BACKGROUND

Bylaw No. 1416 (2005) was based on the then standard system for emergency response known as the British Columbia Emergency Management Response System (BCERMS). BCERMS has since evolved into a four-phase emergency management system – Prevention and Mitigation, Preparedness, Response and Recovery, rather than focusing exclusively on emergency response, and is now known as the British Columbia Emergency Management System (BCEMS). BCEMS establishes the standards and guiding principles for all four levels of the emergency management system mandated for use within the Province and recommended to local authorities.

As part of continuous improvement of the RDN's emergency management program a regular review and update of Emergency Program Bylaws is conducted to ensure the bylaw meets changing needs and statutory requirements. The proposed Bylaw No. 1790, 2019 has been updated to reflect the change in the RDN's committees and the addition of the BCEMS four-

phase approach. The Bylaw is modelled after the sample service bylaw for Regional Districts provided by Emergency Management BC (EMBC). Bylaw No. 1790, 2019 identifies the Emergency Management Organization as required under the *Emergency Program Act* and persons responsible for the Emergency Program established under Bylaw No. 952 known as the Emergency Program Service.

The Bylaw provides the framework for a comprehensive emergency management program. Powers, duties and responsibilities of the Board, the Chair, CAO, and appointed persons are set out. The responsibilities of the EASC and RDN staff are further defined to outline how the requirements and responsibilities of the local authority under the *Emergency Program Act* and *Local Authority Emergency Management Regulation* will be met. The adoption of Bylaw No. 1790, 2019, is an important component of the program's goal of ensuring that all documents, bylaws, mutual aid and emergency management agreements are reviewed and updated as necessary.

The RDN staff will be required under the bylaw to develop, implement and facilitate emergency plans, business continuity plans and other prevention, mitigation, preparedness, response and recovery measures for emergencies and disasters as required under the *Emergency Program Act.*

ALTERNATIVES

1. That the "Regional District of Nanaimo Emergency Program Bylaw No. 1790, 2019" be adopted.
2. That "Regional District of Nanaimo Emergency Program Extended Service Amendment Bylaw No. 952.01, 2019" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval
3. That alternate direction be provided.

FINANCIAL IMPLICATIONS

There are no financial implications to the RDN resulting from the updates to the bylaws as the RDN Emergency Program has already moved towards the BCEMS principles.

STRATEGIC PLAN IMPLICATIONS

Social Wellbeing - Make the Region a safe and vibrant place for all, with a focus on children and families in programs and planning.

The proposed Bylaw will support the activities of the Emergency Program in the region and will improve social wellbeing through emergency prevention, mitigation, preparedness, response and recovery activities.



Catherine Morrison
cmorrison@rdn.bc.ca
August 21, 2019

Reviewed by:

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

Attachments

1. Bylaw No. 1790, 2019
2. Bylaw No. 952.01, 2019

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1790

A BYLAW TO ESTABLISH THE OPERATION AND ADMINISTRATION OF THE REGIONAL DISTRICT OF NANAIMO EMERGENCY PROGRAM EXTENDED SERVICE

WHEREAS the Board of the Regional District of Nanaimo has adopted "Regional District of Nanaimo Emergency Program Extended Service Establishing Bylaw No. 952, 1995", which established an extended service for emergency programs under the ***Emergency Program Act*** within the Electoral Areas (the "***Plan Area***");

AND WHEREAS the Board of the Regional District of Nanaimo wishes to provide a comprehensive management program to prevent and mitigate, to prepare for, respond to and recover from emergencies and disasters;

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

1. Citation

This bylaw may be cited as the "Regional District of Nanaimo Emergency Program Bylaw No. 1790, 2019".

2. Interpretation

a) This bylaw shall be construed in accordance with the ***Emergency Program Act***, RSBC 1996 Chapter 111 and all Regulations made thereunder;

b) In this bylaw:

i. "***Act***" means the "***Emergency Program Act***" (British Columbia);

ii. "***Board***" means the Board of Directors of the Regional District of Nanaimo;

iii. "***Chair"*** means that member of the Regional District of Nanaimo Board from time to time, elected Chair under the ***Local Government Act*** and includes the Vice Chair or authorized designate(s);

iv. **"*Declaration of a state of local emergency*"** means a declaration of the Board or the Chair that an emergency exists or is imminent in the Regional District of Nanaimo;

v. **"*Disaster*"** means a calamity that:

a) is caused by accident, fire, explosion or technical failure or by the forces of nature, and

b) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property or animals;

vi. "***Emergency*"** means a present or imminent event that:

a) is caused by accident, fire, explosion or technical failure or by the forces of nature, and

b) requires prompt coordination of action or special regulation of persons or property, to protect the health, safety or welfare of people to limit damage to property or animals;

vii. ***"Plan Area***" means those lands that lie within Regional District of Nanaimo Electoral Area boundaries;

viii. ***"Emergency Operations Centre"*** means the Board Room at 6300 Hammond Bay Road, Nanaimo or alternate site as designated by the Director of EOC from which employees monitor, coordinate and support the emergency response and recovery activities during an emergency or disaster;

ix. ***"Electoral Area Services Committee"*** means the committee established under Bylaw 1754, 2017 that will consider matters pertaining to the prevention and mitigation, preparation, response and recovery from emergencies, disasters or both;

x. ***"Director of EOC"*** means the Chief Administrative Officer or designate who provides overall direction as identified in the Incident Command System in regard to the operations of the Emergency Operations Centre;

xi. ***"Regional District of Nanaimo Emergency Management Organization"*** means the Chief Administrative Officer, Department Heads, Emergency Services staff and such other persons appointed, and functional groups established, which are charged with the development and implementation of measures for the business continuity of essential services, the prevention and mitigation of, the preparedness for, the response to and recovery from emergencies, disasters or both for the Plan Area

3. Emergency Program

a) In accordance with the provisions of the **Act**, an Emergency Program, comprising:

i. the Board

ii. the Electoral Area Services Committee

iii. the Chief Administrative Officer

iv. the Department Heads

v. the Emergency Services Staff

is hereby established.

4. Powers, Duties and Responsibilities of the Board

a) The Board is at all times responsible for the general direction and control of the response of the Regional District to an emergency or disaster;

b) The Board, may enter into agreements with Canada, the Province, First Nations, regional districts or municipalities for the purpose of emergency assistance or the formulation of coordinated emergency prevention and mitigation, preparedness, response or recovery;

c) The Board, the Chair, the Chief Administrative Officer, or authorized designate(s), may, whether or not a state of local emergency has been declared, cause the Plan to be implemented where it is of the opinion that an emergency exists or appears imminent or a disaster has occurred or threatens in the Plan Area or any other municipality or electoral area if the local authority having responsibility for that other jurisdictional area has requested assistance;

d) The Board, in accordance with section 8 of the ***Act***, by Bylaw or resolution, or the Chair may, by order, declare a state of local emergency in accordance with Section 12 of the ***Act*** where:

   i. the Board or the Chair considers that an emergency exists or is imminent in the Plan Area; and

   ii. the Chair has complied with section 12(3) of the ***Act*** by using best efforts to obtain the consent of other members of the Regional Board.

e) Upon a *'declaration of a state of local emergency'* being made, the Board or the Chair must, in accordance with section 12(4) of the ***Act***:

   i. forward a copy of the declaration to the Minister who is designated by the Executive Council as being responsible for the ***Act***, and

   ii. cause the details of the declaration to be published by a means of communication that the Board or the Chair considers most likely to make the contents of the declaration known to the majority of the population of the affected area.

f) The Board or the Chair may with the approval of the minister or the Lieutenant Governor in Council, extend the duration of a declaration of a state of local emergency for periods of not more than 7 days each.

   i. subsection c) and d) apply to each extension of the duration of a declaration of a state of local emergency

g) After a declaration of a state of emergency is made under the ***Act*** in respect of all or any part of the Plan Area, and for the duration of the state of emergency in accordance with section 13(1) of the ***Act***, the Board may do any or all acts considered necessary and implement procedures that the Board, the Chair, and the Director of EOC considers necessary to prevent, respond to or alleviate the effects of an emergency or disaster.

h) The Board delegates to the Chair the power and duty and function of the Board as a local authority under section 13(1) of the ***Act*** and, in the absence or incapacity of the Chair, to such other designate(s):

i) Under the ***Act*** in the case of a declaration of local authority the powers of the Board or the delegate under paragraph h) as a local authority include the following:

i. Acquire or use any real or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster;

ii. Authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster;

iii. Control or prohibit travel to or from any part of the Plan Area;

iv. Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in the Plan Area;

v. Cause the evacuation of persons and the removal of livestock, animals and personal property from any part of the Plan Area that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property;

vi. Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the Board or Chair to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster;

vii. Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the Board or Chair to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster;

viii. Construct works considered by the Board or Chair to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster;

ix. Procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of the Plan Area for the duration of the local state of emergency; and

x. Delegate those specific powers enabled in Section 4 and assumed by the Board or Chair as required, and to monitor the use of such powers;

j) In accordance with section 14 of the ***Act*** the Board or Chair must, when of the opinion that an emergency no longer exists in the Plan Area to which a declaration of local state of emergency was made:

i. cancel the declaration of a state of local emergency in relation to that part;

a) by bylaw or resolution, if cancellation is effected by the Board, or

b) by order, if the cancellation is effected by the Chair; and

ii. promptly notify the Minister responsible for the ***Act*** of the cancellation of the declaration of a state of local emergency.

5. Administration

a) The Electoral Area Services Committee which meets throughout the year, will provide direction to the Regional District of Nanaimo Emergency Management Organization by reviewing reports presented at its meetings, which include;

i. reports on all matters pertaining to plans and activities respecting the business continuity of essential services, the prevention and mitigation of, preparation for, response to and recovery from emergencies, disasters, or both;

ii. the emergency plan, which will include;

a) a procedure for a periodic review and updating of the plan;

b) a program of emergency response training and exercise;

c) procedures by which physical and financial emergency resources or assistance may be obtained;

d) procedures by which the emergency plan is to be implemented;

e) notification procedures to those persons who may be harmed or suffer loss in an emergency or disaster;

f) procedures to coordinate the provision of food, clothing, shelter, transportation and medical assistance or service to victims of emergencies and disasters, whether that provision is made from within or outside of the Regional District of Nanaimo; and

g) procedures to establish the priorities for restoring essential services provided by the Regional District of Nanaimo, or recommend priorities to other service providers, that are interrupted during an emergency or disaster.

b) The Regional District of Nanaimo Emergency Management Organization is appointed to facilitate business continuity, emergency prevention and mitigation, preparedness, response and recovery measures and are delegated the authority to:

i. advise the Electoral Area Services Committee on all matters relating to the Emergency Program including reporting on the progress and needs of the program, which include;

ii. prepare, and publish an Emergency Plan and coordinate the development and involvement of emergency response organizations in the Plan;

iii. establish and maintain in accordance with the Plan, an organization capable of implementing the Plan;

iv. establish and maintain an Emergency Operations Centre;

v. establish, coordinate and support volunteer programs;

vi. establish and maintain training and exercise programs;

vii. develop, implement and maintain plans, procedures and activities for the prevention, mitigation, preparedness, response and recovery from emergencies and disasters;

viii. make minor amendments to the Emergency Plan as are necessary to ensure that the information contained in such Plan remains current at all times, including, without limitation, updating telephone numbers, addresses, locations of equipment and response teams;

ix. collaborate with Regional District departments for the development and maintenance of business continuity plans that are consistent with and support the Emergency Program;

x. perform such other duties as may be assigned by the Electoral Area Services Committee;

xi. use any land or equipment or chattels belonging to the Regional District to further the Plan;

xii. establish working groups as it deems necessary to carry out its duties and obligations;

xiii. enter into agreements with individuals, bodies, corporations or other non-government agencies for the provision of goods or services pursuant to the Board purchasing policy.

6. In the case of a conflict between the ***Act*** and this bylaw, the ***Act*** prevails.

7. Liability

a) The liability of persons acting under the authority of the ***Act*** pursuant to this bylaw is governed by section 18 of the ***Act*** and sections 1 through 3 of the *Good Samaritan Act* (British Columbia).

8. Repeal

a) "Regional District of Nanaimo Emergency Measures Regulatory Bylaw No. 1416, 2005", as amended, is repealed.

Introduced and read three times this __ day of _____, 20XX.

Adopted this this __ day of _____, 20XX.

CHAIR

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 952.01

A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO EMERGENCY PROGRAM EXTENDED SERVICE ESTABLISHING BYLAW NO. 952, 1995

WHEREAS the Regional District of Nanaimo Board wishes to amend "Regional District of Nanaimo Emergency Program Extended Service Establishing Bylaw No. 952, 1995";

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

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

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

1. Citation

This bylaw may be cited for all purposes as "Regional District of Nanaimo Emergency Program Extended Service Amendment Bylaw No. 952.01, 2019".

2. Amendment

"Regional District of Nanaimo Emergency Program Extended Service Amendment Bylaw No. 952, 1995" is amended as follows:

(a) by amending Section 2 to delete Electoral Area 'D'

(b) by amending Section 3 to delete Electoral Area 'D'

(c) by amending Section 4 to delete Electoral Area 'D'

Introduced and read three times this __ day of _____, 20XX.

Received the approval of the Inspector of Municipalities this ___ day of _____, 20XX.

Adopted this __ day of _____, 20XX.

_____ _____

CHAIR CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

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
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.

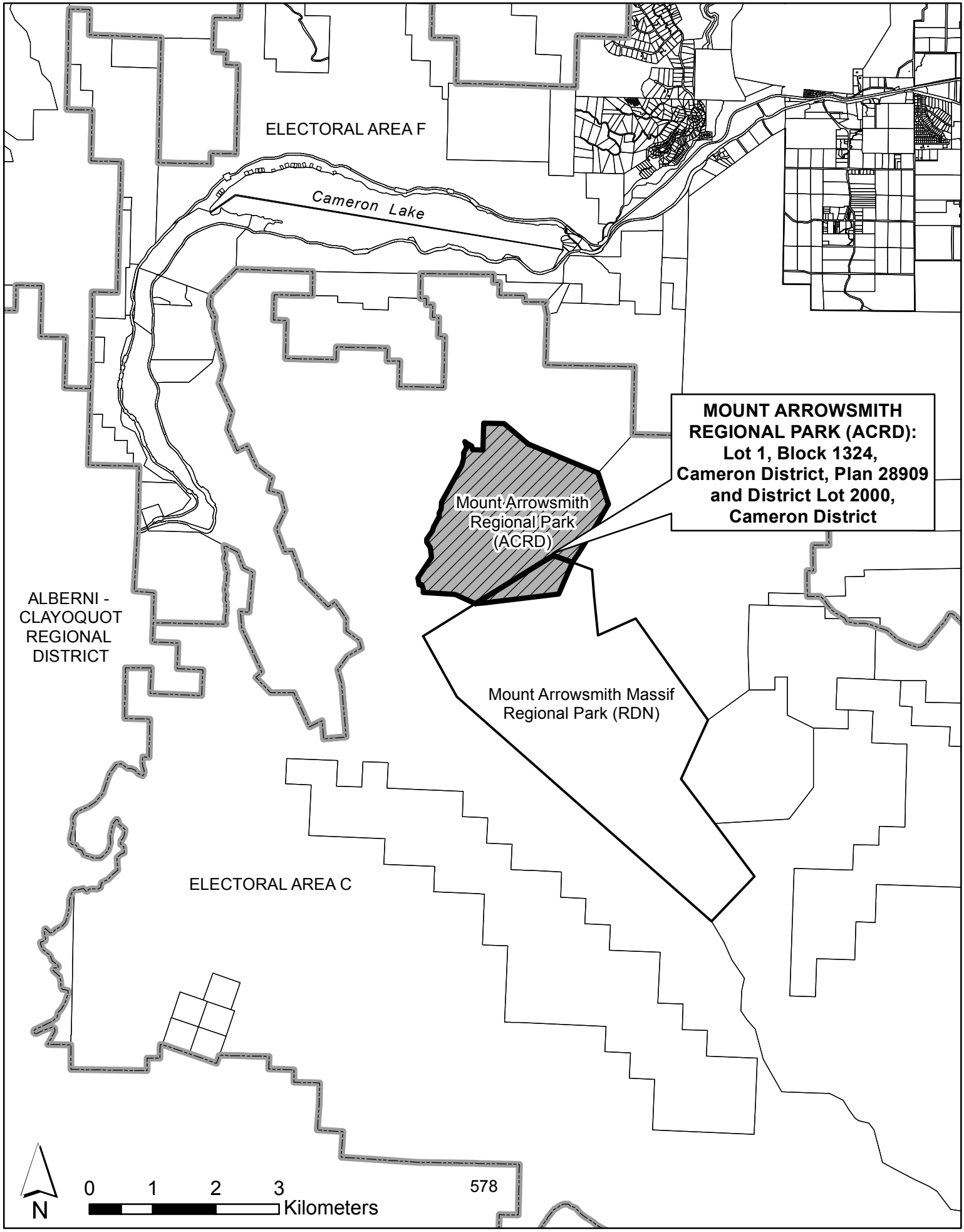
2. This bylaw may be cited as the "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1799, 2019".

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)
ALBERNI - CLAYOQUOT REGIONAL DISTRICT
Mount Arrowsmith Massif Regional Park (RDN)
ELECTORAL AREA C
N
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578

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Committee of the Whole	**MEETING:**	September 3, 2019
FROM:	Manvir Manhas Manager, Capital Accounting & Financial Reporting	**FILE:**	Not applicable

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

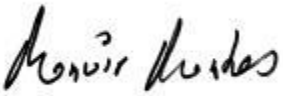
1. That "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1800, 2019" be approved as presented.
2. That the Board provide alternative direction.

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
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

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

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

		Average Daily Consumption in Cubic Metres					
	Minimum Daily Rate	**Up to 0.7 m³**	**0.71 to 1.4 m³**	**1.41 to 2.1 m³**	**2.11 to 2.8 m³**	**2.81 to 3.5 m³**	**over 3.50 m³**
2019 Rate	$0.35	$1.06	$1.20	$1.55	$1.83	$2.45	$3.67
Proposed 2020 Rate (2019 Rate +2%)	**$0.35**	**$1.08**	**$1.23**	**$1.58**	**$1.86**	**$2.50**	**$3.75**

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.

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Regional District of Nanaimo Board	**DATE:**	September 17, 2019
FROM:	Courtney Simpson Senior Planner, Long Range Planning	**FILE:**	6520-20 (Nanaimo Airport)

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

RECOMMENDATION

That the Board receive the draft Official Community Plan and zoning bylaw amendments for the Nanaimo Airport lands for the purpose of community and stakeholder consultation.

SUMMARY

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

BACKGROUND

At the July 9, 2019 meeting, the Electoral Area Services Committee (EASC) referred this report back to staff for consultation with the Cranberry and North Cedar Fire Departments. This report is contains the following revisions/additions:

- additional information related to Fire Protection in the Land Use Implications section of this report;
- amended project timeline in the Terms of Reference to address the EASC's referral from July 9, 2019; (Attachment 8 – Project Terms of Reference); and
- correspondence from the Nanaimo Airport Commission Chair (Attachment 9 – Letter from Nanaimo Airport Commission Chair dated August 13, 2019).

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

The Nanaimo Airport is comprised of three parcels of land on 211 hectares owned by the Nanaimo Airport Commission (NAC), a federal not-for-profit corporation. A fourth, 33 hectare

parcel north of Haslam Road is also owned by the NAC but is not within the federally designated Airport. An approximate 15 hectare area at the eastern boundary of the airport is located within the Cowichan Valley Regional District (Attachment 1 – Subject Property Map).

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

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

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

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

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

Proposed Development

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

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

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

- ***Regional Growth Strategy*** – extend the Growth Containment Boundary to include the portion of the Nanaimo Airport lands proposed for groundside commercial uses.

- ***Official Community Plan*** – Amend the text in Section 8.8 – Nanaimo Airport to reflect current and proposed uses of the airport as shown in their Land Use Plan, and add objectives and policies (Attachment 6 – Draft OCP Nanaimo Airport Designation). An amendment to the OCP designation map is not required as it already designates the NAC – owned parcels as 'Nanaimo Airport'.

- ***Zoning Bylaw*** – For the three parcels south of Haslam Road, change the current zoning from RU4 and AG1 to a new zone called 'Nanaimo Airport 1' and include two sub-areas based on the Nanaimo Airport Land Use Plan. Development Area A would include the area identified in the NAC Land Development Site Masterplan map as Airside, Airside Commercial, and Air Terminal Reserve. Development Area B is adjacent to the Trans-Canada Highway and would include the area identified in the NAC Land Development Site Masterplan as Groundside Commercial, but excluding parking areas (Attachment 7 – Draft Nanaimo Airport Zone).

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

Regional Growth Strategy Implications

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

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

Official Community Plan Implications

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

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

Land Use Implications

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

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

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

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

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

height of ‘15.0 metres or four storeys anticipating a potential future need. Any maximum heights in the zone for the subject property could be further restricted by flight path requirements.

Fire Protection: The subject properties are within the Cassidy Fire Protection District where the Cranberry Fire Department is contracted by the RDN to provide firefighting services. Correspondence with the Cranberry Volunteer Fire Department Chief in June 2019, confirmed that while the Cranberry Fire Department does not have a ladder truck, the 10.0 metre building height is within their firefighting capabilities. A building of 15.0 metres may require a ladder truck for firefighting, which is accessible through automatic aid with the North Cedar Fire Department. To ensure sufficient water is available for firefighting, on site water storage may be required.

Further communication with the North Cedar Fire Department Chief in August 2019 confirmed the above information. Additional information was provided regarding the age and classification of their 15.0 metre ladder truck that may have implications for a property owner obtaining fire insurance. Although the North Cedar Fire Department ladder truck can be used as an elevated waterway, it is not tall enough to perform a rescue for a building of 15.0 metres.

It is noted that fire protection does not rely exclusively on fire department response. Fire protection measures installed within and on the exterior of a building may be used to comply with the British Columbia Fire Code or the National Building Code.

Given there are various options to achieve fire protection, staff recommends that the draft zoning bylaw retain a 15.0 metre maximum building height for a hotel, and options to ensure adequate fire protection be further explored through the consultation phase of the project.

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

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

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

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

Environmental Implications

Environmental sensitivities identified on the subject property include the underlying aquifer and habitat of the Coastal Vesper Sparrow. A Memorandum of Agreement between the NAC and

RDN should be developed to address aquifer protection. Protection of the Coastal Vesper Sparrow nesting habitat should be addressed with the Canadian Wildlife Service.

Intergovernmental Implications

The Terms of Reference, including a consultation plan for the project, was adopted by the Board on January 22, 2019. The consultation plan includes working with NAC, referrals to the adjacent regional district and municipality, First Nations, and relevant provincial and federal agencies, including the NAC. With respect to First Nations engagement, as outlined in the attachment, we will be in direct contact with First Nations, specifically Snuneymuxw and Stz'uminus, who have previously indicated an interest. The goal of this engagement will be to ask how the Nations would like to be involved in the process.(Attachment 8 – Project Terms of Reference)

Public Consultation Implications

The Terms of Reference (Attachment 8) for the project outlines steps in the consultation process, including both in person and on-line methods of obtaining feedback, as well as both broad consultation such as a public open house, and targeted key stakeholder engagement. Communication with the NAC will continue throughout the project. Due to the time taken to seek further input from the NAC before finalizing this report, the launch of public engagement is four months behind the schedule in the Terms of Reference. An updated schedule is provided in within Attachment 8 – Project Terms of Reference.

ALTERNATIVES

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

FINANCIAL IMPLICATIONS

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

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

STRATEGIC PLAN IMPLICATIONS

The Board's 2019-2022 Strategic Plan recognizes "economic coordination" and this project will advance the goal to "set the table to enable diverse economic opportunities across the region." The process balances the local matter of land use with the regional provision of air

transportation. Goals of other focus areas of the Strategic Plan for “environmental stewardship” and “people and partnerships” will also be advanced through this project.



Courtney Simpson
csimpson@rdn.bc.ca
August 20, 2019

Reviewed by:

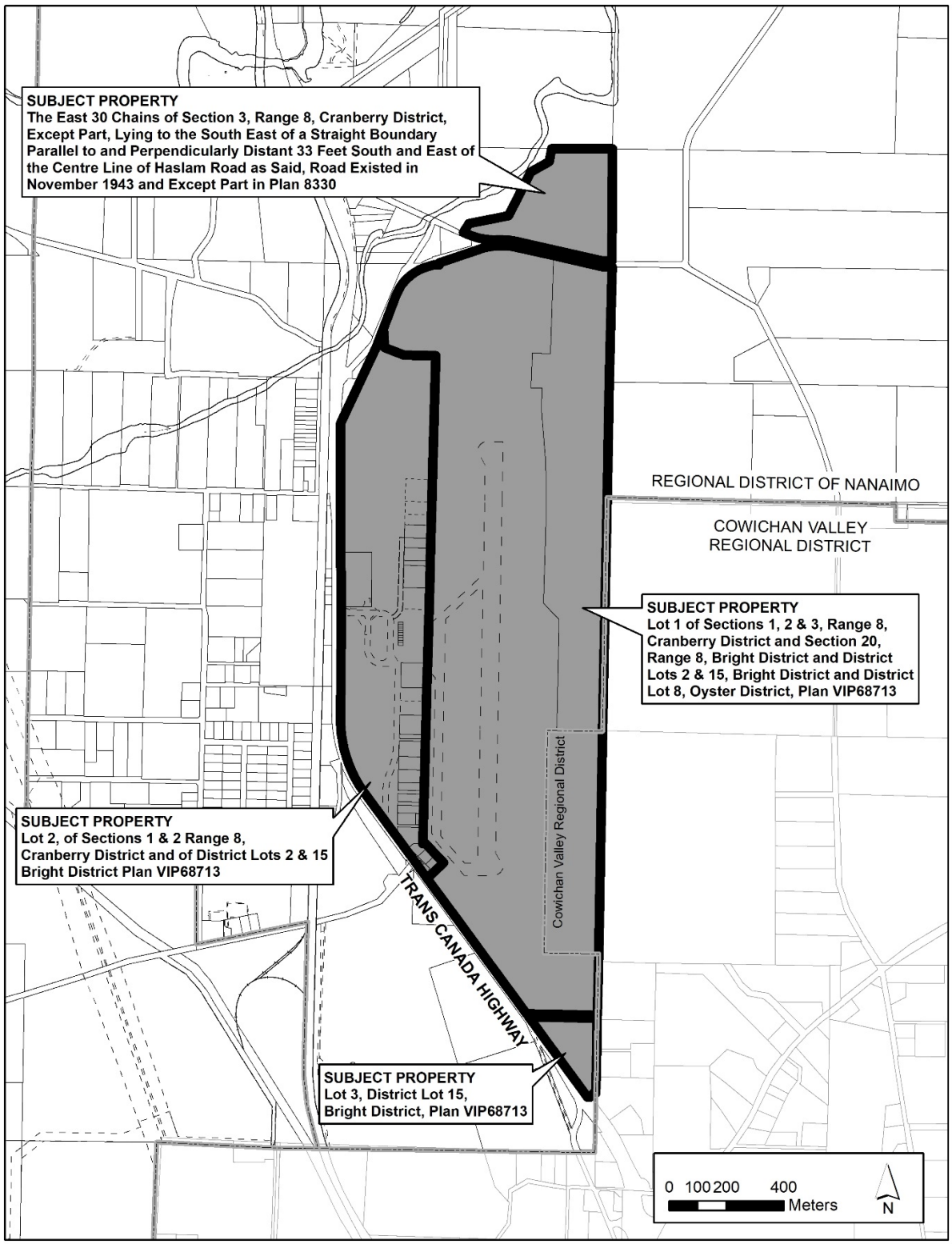
- K. Fowler, Manager, Long Range Planning and Energy & Sustainability
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments:

1. Subject Property Map
2. Map of Current RGS Land Use Designation
3. Current OCP Section 8.8 Nanaimo Airport
4. Map of Current OCP Land Use Designation
5. Map of Current Zoning
6. Draft OCP Nanaimo Airport Designation
7. Draft Nanaimo Airport Zone
8. Project Terms of Reference
9. Letter from Nanaimo Airport Commission Chair dated August 13, 2019

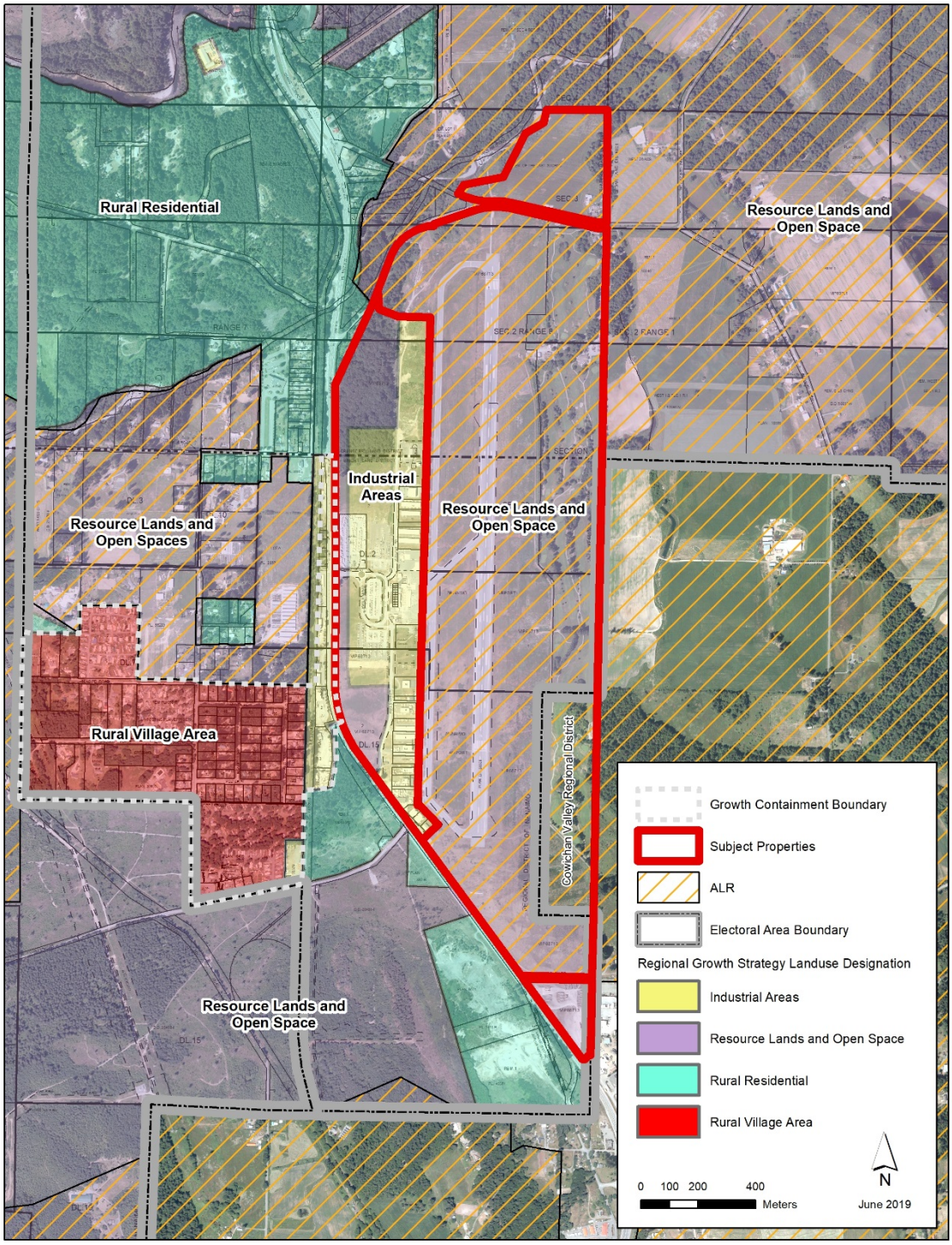
ATTACHMENT 1

SUBJECT PROPERTY MAP



ATTACHMENT 2

MAP OF CURRENT RGS LAND USE DESIGNATION



8.8 Nanaimo Airport



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

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

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

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

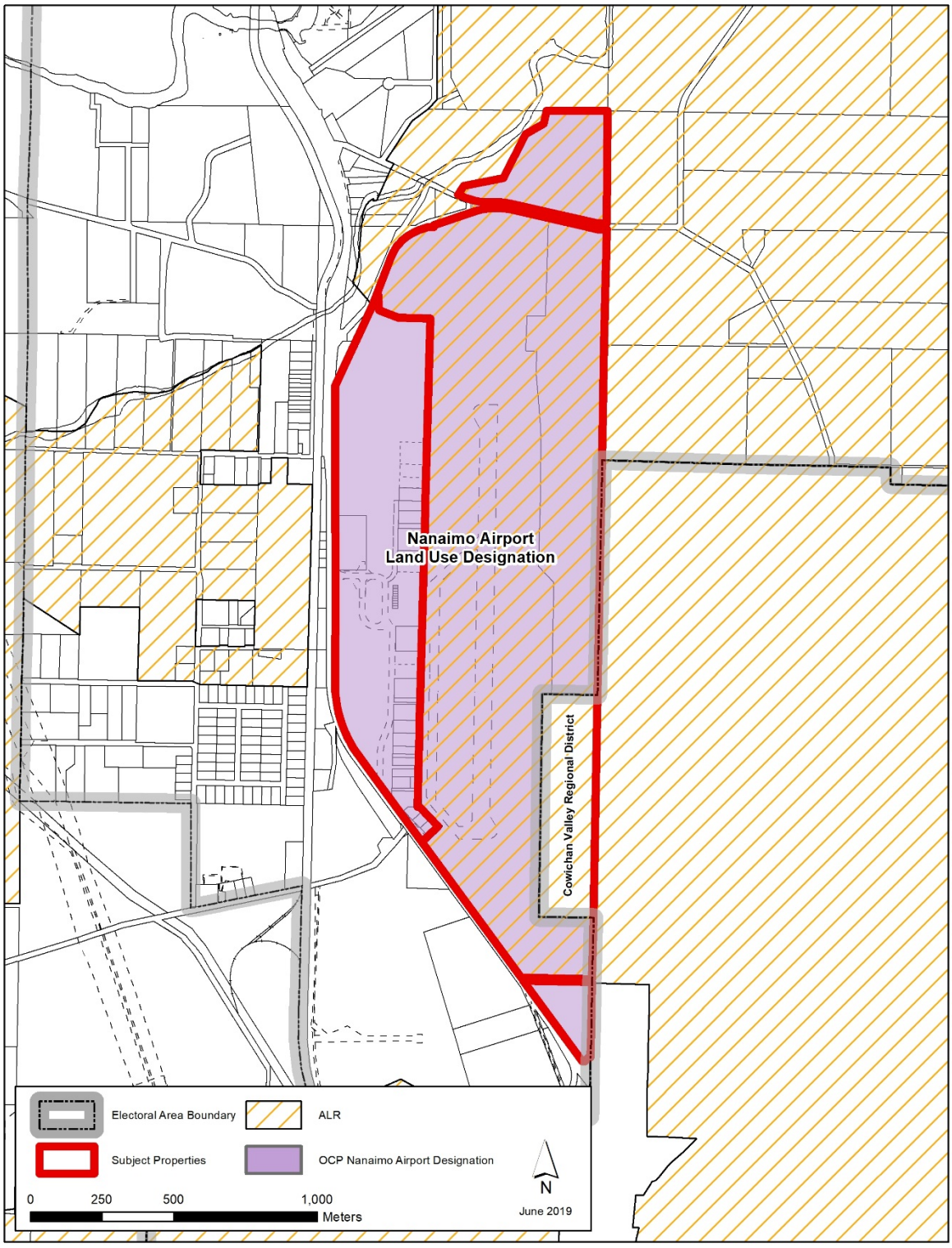
Throughout the OCP review process there were numerous discussions regarding how this plan should address the Nanaimo Airport Lands. This plan recognizes there are unresolved issues surrounding the Nanaimo Airport that are of regional significance which go beyond the scope of this plan and require input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

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

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

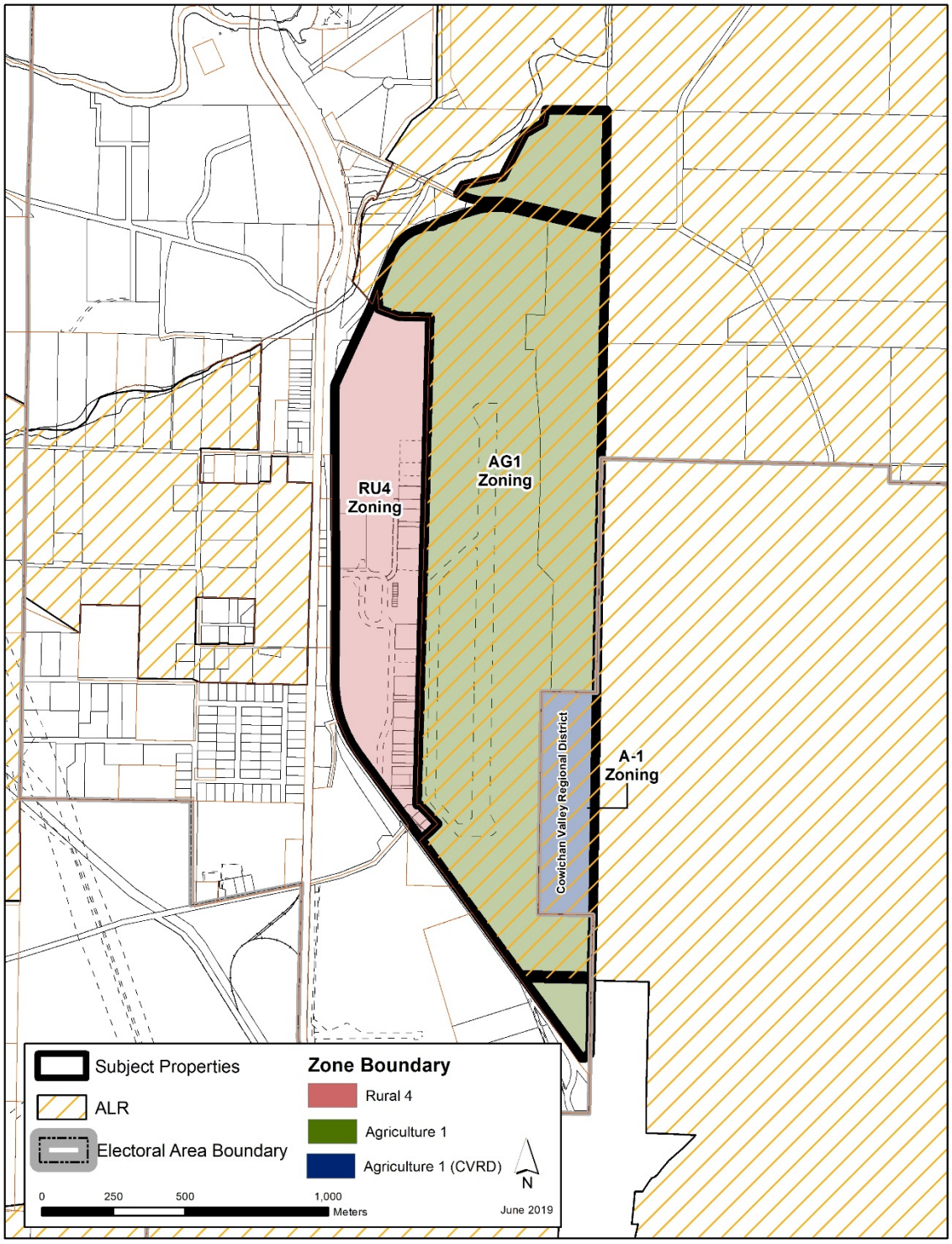
ATTACHMENT 4

MAP OF CURRENT OCP LAND USE DESIGNATION



ATTACHMENT 5

MAP OF CURRENT ZONING



ATTACHMENT 6

DRAFT OCP NANAIMO AIRPORT DESIGNATION

8.8 Nanaimo Airport



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

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

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

Objectives and Policies

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

Section 8.8	Policy/Objective
Policy 8.8.4	The RDN encourages the NAC to consult with the community and the RDN to address specific issues related to airport expansion and development of light industrial and commercial uses including the following: a. establishing and regulating flight paths and hours of usage to minimize disturbance to nearby residents; b. communication process for addressing noise complaints; c. mitigating impact of development on groundwater, surface water and storm water management. d. traffic impacts; and e. visual character.
Policy 8.8.5	Continued operation of the Cottonwood Golf Course within the ALR in this designation is supported.

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

ATTACHMENT 7

DRAFT NANAIMO AIRPORT ZONE

3.4.xxx.xx NANAIMO AIRPORT AR1

Permitted Principal Uses

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

Development Area A - Airport

a) airport
b) agriculture

Development Area B - Airport Commercial

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

Maximum Height of Buildings and Structures

Height:

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

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

Maximum Parcel Coverage

Parcel coverage: 60% including impervious surfaces.

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

Minimum Setback Requirements

Front lot lines	10 metres
All other lot lines	5 metres

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

Off Street Parking Requirements

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

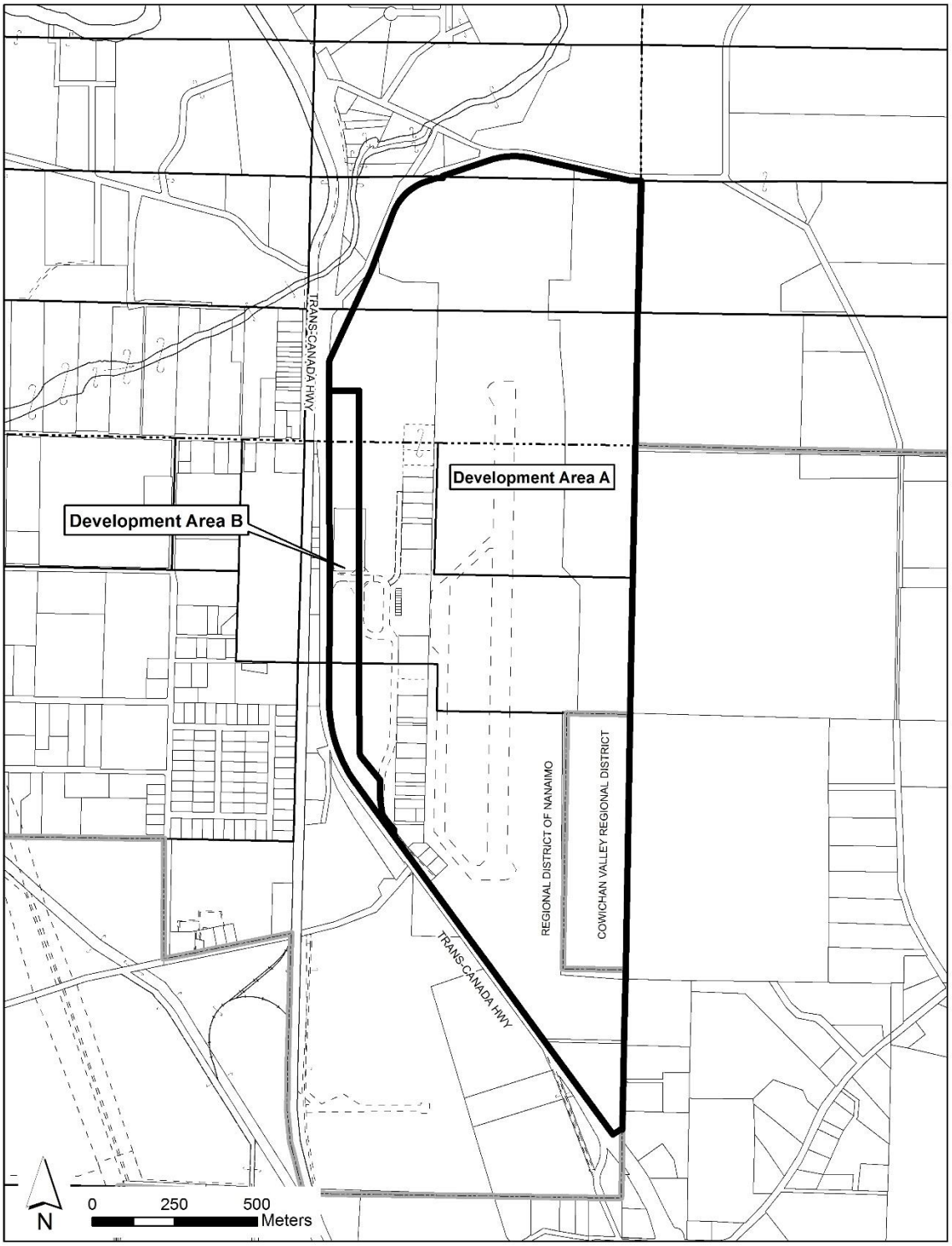
In addition to the requirements of Schedule '3B' Off-Street Parking & Loading Spaces, the following bicycle parking is required:

a) 1 space per 475 m^2 commercial floor area adjacent to primary building entrances.

Other

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

Nanaimo Airport 1 Zone
Schedule 1 Development Areas A and B



Nanaimo Airport Planning Bylaw Updates

REGIONAL DISTRICT OF NANAIMO

Terms of Reference

December 6, 2018
Endorsed by RDN Board January 22, 2019
Timeline dates updated August 13, 2019

Introduction

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

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

1. Background

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

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

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

Regional Growth Strategy, OCP and Zoning

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

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

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

Past work on OCP and Zoning Bylaw Amendments

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

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

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

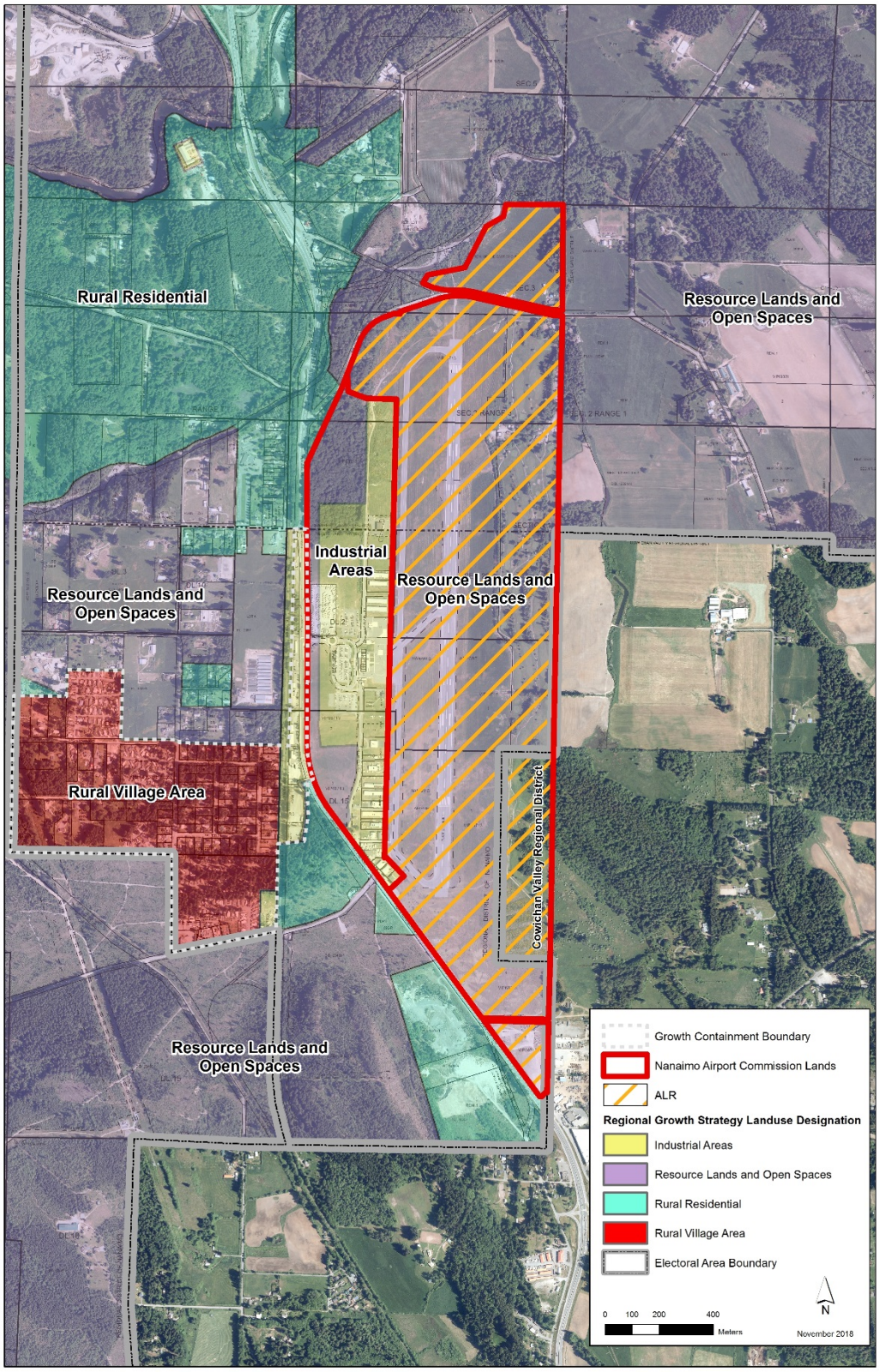


Figure 1 Nanaimo Airport Commission Lands and Current Regional Growth Strategy Designations

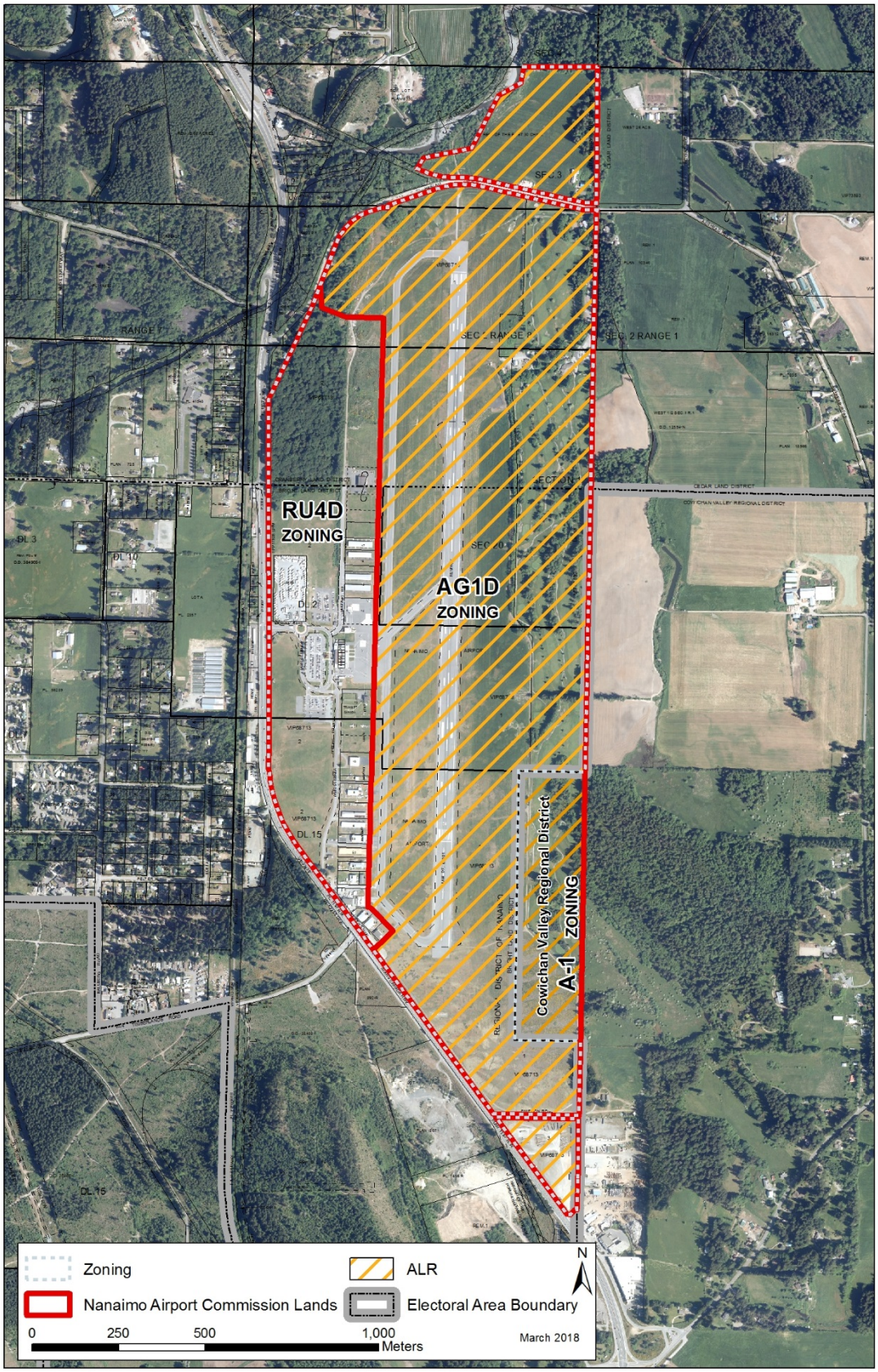


Figure 2 Nanaimo Airport Commission Lands and Current Zoning

1.1. Goal

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

1.2. Objectives

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

2. Scope of Work

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

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

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

3. Tasks and Timeline

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

Project Timeline

Updated August 13, 2019

	MILESTONE	TARGET DATE
INITIATE (3 months)	**Terms of Reference and Engagement Plan to EASC**	January 8 EASC
	Terms of Reference and Engagement Plan endorsed by Board	January 22 Board
	Liaison with Nanaimo Airport and NAC Board	Ongoing
	Draft for consultation reviewed by EASC	July 9 EASC
	Draft for consultation endorsed by Board	September 17 Board
	News Release and other communications	Sept – Oct
	First Nations and stakeholder outreach	Sept – Oct
CONSULT (3 months)	**Office Hours in Cassidy (3 days)**	Oct – Dec
	Stakeholder meetings	Oct – Dec
	Online survey	Oct – Dec
	Public open houses / meetings	Oct – Dec
ADOPT (4-5 montsh)	**Report to EASC for OCP and zoning 1st and 2nd reading**	January 2020 EASC
	Report to Board for OCP and zoning 1st and 2nd reading	January 2020 Board
	Bylaw referral to agencies and First Nations	January 2020
	Public Hearing	February 2020
	Report to COW for RGS 1st reading	March 2020 COW
	OCP and zoning 3rd Reading and Adoption	April 2020 Board
	Updates to website and follow up public communication	April 2020
	Adoption of RGS amendment	June 2020

4. Roles and Responsibilities

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

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

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

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

Member Municipalities: to consider proposed RGS amendments.

5. Stakeholders and Public Engagement

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

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

Inclusiveness – engage the widest possible audience through multiple consultation opportunities

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

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

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

Flexibility – adapt as required to meet the needs of participants

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

5.1 Approach, Methods and Tools

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

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

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

Live Events – The following live events are planned:

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

[1] Regional District of Nanaimo, 2008. *A Coordinated Public Consultation/Community Framework*.

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

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

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

5.2 Outcomes and Products

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

5.3 Referral Agencies, and Community Stakeholders

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

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

Local	**Provincial**
• Nanaimo Airport Commission • North Cedar Improvement District • Past members of the Electoral Area 'A' OCP Committee • Nanaimo Flying Club • Nanaimo Area Land Trust • South Wellington and Area Community Association	• School District No. 68 • Island Health • Agricultural Land Commission • Ministry of Municipal Affairs & Housing • Ministry of Environment • Ministry of Transportation & Infrastructure • Ministry of Forests, Lands, Natural Resource Operations & Rural Development

Local Governments	Federal
• Cowichan Valley Regional District • City of Nanaimo • Town of Ladysmith	• Canadian Wildlife Service • Transport Canada

5.4 First Nations Engagement

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

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

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

6. Budget and Resources

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

7. Monitoring and Evaluation

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

ATTACHMENT 9

NANAIMO AIRPORT YCD

Nanaimo Airport
P.O. Box 149 3350 Spitfire Rd
Cassidy, BC Canada V0R 1H0
Ph (250) 245-2157 Fax (250) 245-4308

RECEIVED
AUG 16 2019
REGIONAL DISTRICT
of NANAIMO

August 13, 2019

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

Attention: Ian Thorpe, Chair

Dear Mr Thorpe

Re: Nanaimo Airport Land Use Planning and RDN Staff Report

The Nanaimo Airport Commission ("NAC") wishes to make its position clear with respect to the RDN Staff Report (the "Report") concerning the Nanaimo Airport lands and the recent article in the Nanaimo News Bulletin. While NAC appreciates the incorporation of its Land Use Plan and Land Use and Development Principles into the Report, NAC firmly rejects the notion that the RDN has any zoning or land use jurisdiction over Nanaimo Airport lands.

Where a provincial or municipal law impairs the exercise of the core of a federal power such as aviation, the provincial or municipal law cannot apply to the federally regulated undertaking. This is the doctrine of interjurisdictional immunity, and it applies to Nanaimo Airport lands. In Quebec v. COPA, the Supreme Court of Canada ruled that any attempt by a province or municipality to impose zoning or construction bylaws on an aerodrome is invalid. Closer to home, in Regional District of Comox-Strathcona v. Hansen 2005 BCSC 220 the British Columbia Supreme Court rejected an attempt by the regional district to regulate a private aerodrome. More recently, the Supreme Court of Canada rejected the City of Burnaby's attempt to impose bylaws on Trans Mountain Pipeline ULC as the pipeline is considered a federal undertaking. Under the law, the proposed OCP designation and zoning bylaws proposed by the RDN have no effect upon Nanaimo Airport lands.

NAC holds an Airport Certificate issued by the Minister of Transport. As such, it has the statutory authority to manage, operate, and maintain the airport in the public interest and in a manner that permits it to achieve its public interest and economic development objectives: Sutherland et al. v. Vancouver International Airport Authority et al. 2002 B.C.C.A. 416. We have worked diligently to hold our own public consultations and, consistent with Canadian aeronautical law and practice, to create and adopt our own Land Use Plan which includes zoning. NAC supports the proposed zoning of the parcel north of Haslam Road because that parcel falls outside of federal jurisdiction. However, all other Nanaimo Airport lands, including the area along the Trans-Canada Highway corridor, fall outside the jurisdiction of the RDN.

We look forward to working with the RDN on many projects of shared interest and mutual concern. Fire prevention and protection of the aquifer are good examples of areas where we can support one another, but land use planning and zoning on Nanaimo Airport lands is and must remain a matter of federal rather than municipal jurisdiction.

The NAC board respectfully asks that you bring this letter to the attention of the RDN board so that there can be awareness and discussion on the subject matter of the inapplicability of municipal zoning and development bylaws to the Airport lands.

We would be very pleased to attend before the RDN board to further elaborate on our position and to explain the comprehensive steps we are taking as the legally responsible stewards of Nanaimo Airport and the Nanaimo Airport lands. Furthermore, we would welcome the opportunity to share our vision and to discuss all of the ways in which the interests of the RDN and the NAC are and will continue to be aligned.

Sincerely

Wendy M. Clifford
Chair, Nanaimo Airport Commission

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Regional District of Nanaimo Board	**MEETING:**	September 17, 2019
FROM:	Tricia Mayea Legislative Coordinator	**FILE:**	4200-20-2019 By-election

SUBJECT: Official Election Results – 2019 Electoral Area G By-election

RECOMMENDATION

That the official election results for the 2019 Electoral Area G by-election be received for information.

SUMMARY

The official election results for the 2019 Electoral Area G by-election are provided as required under section 158 of the *Local Government Act.* The Electoral Area Director elected by acclamation to the Board of the Regional District of Nanaimo to complete the 2018-2022 term is as follows:

Lehann Wallace, Director, Electoral Area G

BACKGROUND

A by-election was scheduled for Saturday, October 5, 2019 to fill the vacancy for the office of Director for Electoral Area G. One candidate submitted a nomination package by the close of the nomination period and on September 9, 2019 Lehann Wallace was declared elected by acclamation to the Board of the Regional District of Nanaimo (Attachment 1) to complete the 2018-2022 term as Director for Electoral Area G.

ALTERNATIVES

There are no alternatives as this report is provided for information.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

STRATEGIC PLAN IMPLICATIONS

There are no Strategic Plan implications; this report is provided for information purposes only as required under the *Local Government Act.*



Tricia Mayea
tmayea@rdn.bc.ca
September 10, 2019

Reviewed by:

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

Attachments

1. Declaration of Election by Acclamation

Attachment 1

REGIONAL DISTRICT OF NANAIMO

Form No. 4-1.1
LGA s.98

DECLARATION OF ELECTION BY ACCLAMATION

I, Tricia Mayea, Chief Election Officer for the Regional District of Nanaimo, do hereby declare, pursuant to section 98 of the *Local Government Act*, the following candidate elected by acclamation:

Office of Director of Electoral Area G:

WALLACE, Lehann 2024 Kaye Road, Nanoose Bay

Given under my hand at Nanaimo, British Columbia, this 9th day of September, 2019.

T. Mayea

Tricia Mayea
Chief Election Officer

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Regional District of Nanaimo Board	**DATE**:	September 17, 2019
FROM:	Greg Keller Senior Planner	**FILE:**	PL2018-121

SUBJECT: Zoning Amendment Application No. PL2018-121
Fowler Road - Electoral Area H
Amendment Bylaw 500.424, 2019 – Third Reading
Lot 23, District Lot 81, Newcastle District, Plan 1967

RECOMMENDATIONS

1. That the Board receive the report of the Public Hearing held on July 24, 2019 for "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019".
2. That the Board give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019".

SUMMARY

The applicant proposes to rezone the subject property to permit a proposed seven-lot bare land strata subdivision in accordance with the Alternative Forms of Rural Development (AFRD) policies contained in the Electoral Area H Official Community Plan (OCP). The amendment bylaw was introduced and given first and second reading on June 25, 2019, and proceeded to Public Hearing on July 24, 2019. The requirements set out in the Conditions of Approval are to be completed by the applicant prior to the Board's consideration of the Bylaw for adoption (see Attachment 2). It is recommended that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019" be considered for third reading.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Essex Properties Ltd. to rezone the subject property in order to permit a proposed seven-lot bare land strata subdivision in accordance with the AFRD policies. Amendment Bylaw No. 500.424 was introduced and given first and second reading on June 25, 2019 (see Attachment 3). This was followed by a Public Hearing held on July 24, 2019. The summary of the minutes and submissions is attached for the Board's consideration (see Attachment 1).

Following the close of the Public Hearing no further submissions or comments from the public or interested persons can be accepted by members of the Board, as established by legal precedent. Having received the minutes of the Public Hearing, eligible Board members may vote on the Bylaw.

ALTERNATIVES

1. To receive the report of the Public Hearing and give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019".
2. To receive the report of the Public Hearing and to not give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019".

Greg Keller
gkeller@rdn.bc.ca
August 7, 2019

Reviewed by:

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

Attachments

1. Summary of the Public Hearing
2. Conditions of Approval
3. Proposed Amendment Bylaw No. 500.424, 2019

Attachment 1

Summary of the Public Hearing
Held at Lighthouse Community Hall
240 Lions Way
July 24, 2019 at 6:30 pm
To Consider Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019 and Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019

Note: This report is not a verbatim recording of the proceedings but a summary of the comments of those in attendance at the Public Hearing.

PRESENT:

Stuart McLean, RDN	Chair, Electoral Area H Director
Greg Keller, RDN	Senior Planner
Stephen Boogaards, RDN	Planner
Kim Jiggins,	Agent
Patrick Jiggins	Agent
Helen Sims	Agent

Ten members of the public attended the meeting.

The Chair called the hearing to order at 6:30 pm, introduced those present representing the Regional District, and outlined the procedures to be followed during the hearing. The Chair explained that the public hearing was being held for both zoning amendment bylaw No. 500.427 and 500.424.

The planner provided an explanation of the proposed "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427".

The Chair called for formal submissions with respect to Bylaw 500.427, 2019.

No written submissions or comments were received at the hearing.

The Chair called for further submissions for the second time.

The Chair called for further submissions a third and final time.

There being no further submissions, the Chair closed the portion of the Public Hearing for "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427".

The Chair called for formal submissions with respect to Bylaw 500.424, 2019.

The senior planner provided an explanation of the proposed "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424".

Jayne Lapper, 4950 Island Highway West, expressed concerns with the impact of high-density development of servicing, aquifer, habitat and farmland.

Barry Kurland, 4858 Island Highway West, expressed concerns with the impact of development on habitat and food security. He identified that riparian areas must be protected.

Melvyn Scott, 4810 Island Highway West, expressed concern with water servicing as wells in the area have been going dry. Also identified that traffic should come from Fowler Road.

Zweitse DeWitt, Qualicum Beach, requested clarification on size of the lots.

Jayne Lapper, 4950 Island Highway West, expressed concern with sewage disposal.

Barry Kurland, 4858 Island Highway West, requested clarification on the number of dwelling units in the Agricultural Land Reserve.

Melvyn Scott, 4810 Island Highway West, asked for clarification if the well is shared.

Barry Kurland, 4858 Island Highway West, stated he was opposed to the application in its present form because it will degrade the environment and the land.

The Chair called for further submissions for the second time.

The Chair called for further submissions a third and final time.

There being no further submissions, the Chair adjourned the Public Hearing at 7:05 pm.

Certified fair and accurate this 24th day of July, 2019.

_____	_____
Staff name Recording Secretary	Electoral Area H Director Stuart McLean Public Hearing Chair

Attachment 2
Conditions of Approval

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

1. The applicant is required to register, at the applicant's expense and to the satisfaction of the RDN, a Section 219 Covenant on the property title requiring that the property owner agrees:

    a. not to make application to the RDN for an Official Community Plan or Zoning Bylaw Amendment in order to subdivide, or add additional dwelling units;

    b. not to make application to the Agricultural Land Commission (ALC) for a non-adhering residential use, for a non-farm use, to subdivide, or to remove the portion of the subject property within the Agricultural Land Reserve (ALR); and,

    c. that the number of dwelling units located on the portion of the subject property within the ALR shall be limited to one.

2. The applicant is required to register, at the applicant's expense and to the satisfaction of the RDN, a Section 219 Covenant on the property title identifying a 15.0 metre no disturbance riparian buffer adjacent to all watercourses and wetlands identified in the Bio-inventory, to establish a 15.0 metre buffer strip around the perimeter of the non-ALR portion of the subject property, and to require the applicant to submit and implement a Drainage Management Plan to the satisfaction of the RDN prior to the RDN issuing a subdivision compliance letter.

3. The applicant is required to register, at the applicant's expense and to the satisfaction of the RDN, a Section 219 Covenant on the property title which requires that all wells be constructed and tested, and a report from a Professional Engineer (registered in BC) be submitted to the RDN prior to final approval of subdivision. No subdivision shall occur until such time that a report from a Professional Engineer (registered in BC) has been completed to the satisfaction of the Regional District of Nanaimo confirming that the wells have been pump tested and certified including well head protection, and that the water meets Canadian Drinking Water Guidelines.

4. The applicant is required to register, at the applicant's expense and to the satisfaction of the RDN, a statutory right-of-way to accommodate the construction of a water storage tank and related improvements and to provide access for firefighting apparatus. If approval from the ALC cannot be obtained, the applicant must work with the RDN to explore the possibility of locating the water storage tank in the road right-of-way subject to Ministry of Transportation and Infrastructure approval or in another location to the satisfaction of the RDN.

5. The applicant is required to prepare, at the expense of the applicant and to the satisfaction of the RDN and the Dashwood Fire Chief, an agreement to allow use of the existing well for firefighting purposes.

6. The applicant shall provide a voluntary community amenity contribution in the amount of $4,500 for trail improvements in Electoral Area H.

Attachment 3
Proposed Amendment Bylaw No. 500.424, 2019

REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.424

A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
LAND USE AND SUBDIVISION BYLAW NO. 500, 1987

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

A. This Bylaw may be cited as "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019".

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

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

   Alternative Forms of Rural Development 1 (AF1)

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

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

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

   i. from Agriculture 1 to Alternative Forms of Rural Development 1, and

   ii. by changing the Subdivision District from D to Z.

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

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

   i. In Section 3.3.14(a)(iii) by replacing it with the following: "bed and breakfast provided the activity is contained wholly within the dwelling unit to a maximum of 2 bedrooms in Residential 1 and 3 zones, a maximum of 2 bedrooms in the Alternative Forms of Rural Development 1 zone, and to a maximum of 4 bedrooms in all other zones where permitted by this Bylaw;"

   ii. In Section 3.3.14(g)(i) by replacing it with the following: "For Residential 1 (RS1) and Alternative Forms of Rural Development 1 (AF1) parcels less than 2000 m^2 in area, all Residential 3 (RS3) parcels, and all Rural 5 (RU5) parcels, a home based business must be contained within the dwelling unit or attached garage, with the exception of outdoor play areas for child care facilities."

   iii. In Section 3.3.14(h)(i) by replacing it with the following: "On Residential 1 (RS1) and Alternative Forms of Rural Development 1 (AF1) parcels less than 2000 m^2, all Residential 3 (RS3) parcels, and Rural 5 (RU5) parcels, the home based business floor area must not exceed

49% of the combined total floor area of the dwelling unit and attached garage to a maximum of 100 m^2."

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

Introduced and read two times this 25th day of June, 2019.

Public Hearing held this 24th day of July, 2019.

Read a third time this ___ day of _____ 2019.

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

Adopted this___ day of _____ 20XX.

CHAIR

CORPORATE OFFICER

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019".

_____

Chair

_____

Corporate Officer

Schedule '1'

Section 3.4.95

Alternative Forms of Rural Development 1 **AF1**

3.4.95.1 Permitted Uses and Minimum Site Area

Permitted Principal Uses

a) Residential Use

Permitted Accessory Uses

a) Home Based Business

b) Secondary Suite

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

3.4.95.3 Minimum Setback Requirements	
a) Front	8.0 m

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

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

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

Schedule '2' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019".

_____

Chair

_____

Corporate Officer

Schedule '2' (Page 1 of 2)



Schedule '2' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019".

_____

Chair

_____

Corporate Officer

Schedule '2' (Page 2 of 2)



REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Regional District of Nanaimo Board	**DATE**:	September 17, 2019
FROM:	Stephen Boogaards Planner	**FILE:**	PL2019-037

SUBJECT: Zoning Amendment Application No. PL2019-037
760, 770, 772 and 780 Horne Lake Road - Electoral Area H
Amendment Bylaw 500.427, 2019 –Third Reading
Lot 1, Block 347, Newcastle and Alberni Districts, Plan 33670 Except Part in Plan VIP61037

RECOMMENDATIONS

1. That the Board receive the report of the Public Hearing held on July 24, 2019, for "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019".
2. That the Board give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019".

SUMMARY

The applicant proposes to amend the zoning for the subject property from Rural 1 (RU1), Subdivision District 'B' to Rural 1 zone, Subdivision District 'CC', to allow a four lot subdivision. The amendment bylaw was introduced and given first and second reading on June 25, 2019, and proceeded to Public Hearing on July 24, 2019. The requirements set out in the Conditions of Approval are to be completed by the applicant prior to the Board's consideration of the Bylaw for adoption (see Attachment 2). It is recommended that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019" be considered for third reading.

BACKGROUND

The Regional District of Nanaimo has received an application from Fern Road Consulting Ltd., on behalf of Clifford and April Gilchrist, Gordon Price and J&B Enterprises Ltd., to rezone the subject property from RU1, Subdivision District 'B' to RU1 zone, Subdivision District 'CC', to allow a four lot subdivision. Each lot will be 4.0 hectares in size. Bylaw 500.427, 2019, was introduced and given first and second reading on June 25, 2019 (see Attachment 2). This was followed by a Public Hearing held on July 24, 2019. The summary of the minutes and submissions is attached for the Board's consideration (see Attachment 1).

Following the close of the Public Hearing no further submissions or comments from the public or interested persons can be accepted by members of the Board, as established by legal precedent. Having received the minutes of the Public Hearing eligible Board members may vote on the Bylaw.

ALTERNATIVES

1. To receive the report of the Public Hearing and give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019".
2. To receive the report of the Public Hearing and not give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019".



Stephen Boogaards
sboogaards@rdn.bc.ca
August 27, 2019

Reviewed by:

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

Attachments

1. Summary of the Public Hearing
2. Conditions of Approval
3. Proposed Amendment Bylaw No. 500.427, 2019

Attachment 1

Summary of the Public Hearing
Held at Lighthouse Community Hall
240 Lions Way
July 24, 2019, at 6:30 pm
To Consider Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019, and Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019

Note: This report is not a verbatim recording of the proceedings but a summary of the comments of those in attendance at the Public Hearing.

PRESENT:

Stuart McLean, RDN	Chair, Electoral Area 'H' Director
Greg Keller, RDN	Senior Planner
Stephen Boogaards, RDN	Planner
Kim Jiggins,	Agent
Patrick Jiggins	Agent
Helen Sims	Agent

Ten members of the public attended the meeting.

The Chair called the hearing to order at 6:30 pm, introduced those present representing the Regional District, and outlined the procedures to be followed during the hearing. The Chair explained that the Public Hearing was being held for both zoning amendment bylaw No. 500.427 and 500.424.

The planner provided an explanation of the proposed "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427".

The Chair called for formal submissions with respect to Bylaw 500.427, 2019.

No written submissions or comments were received at the hearing.

The Chair called for further submissions for the second time.

The Chair called for further submissions a third and final time.

There being no further submissions, the Chair closed the portion of the Public Hearing for "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427".

The Chair called for formal submissions with respect to Bylaw 500.424, 2019.

The senior planner provided an explanation of the proposed "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424".

Jayne Lapper, 4950 Island Highway West, expressed concerns with the impact of high density development of servicing, aquifer, habitat and farmland.

Barry Kurland, 4858 Island Highway West, expressed concerns with the impact of development on habitat and food security. He identified that riparian areas must be protected.

Melvyn Scott, 4810 Island Highway West, expressed concern with water servicing as wells in the area have been going dry. Also identified that traffic should come from Fowler Road.

Zweitse DeWitt, Qualicum Beach, requested clarification on size of the lots.

Jayne Lapper, 4950 Island Highway West, expressed concern with sewage disposal.

Barry Kurland, 4858 Island Highway West, requested clarification on the number of dwelling units in the Agricultural Land Reserve.

Melvyn Scott, 4810 Island Highway West, asked for clarification if the well is shared.

Barry Kurland, 4858 Island Highway West, stated he was opposed to the application in its present form because it will degrade the environment and the land.

The Chair called for further submissions for the second time.

The Chair called for further submissions a third and final time.

There being no further submissions, the Chair adjourned the Public Hearing at 7:05 pm.

Certified fair and accurate this 24th day of July, 2019.

_____	_____
Staff name Recording Secretary	Electoral Area 'H' Director Stuart McLean Public Hearing Chair

Attachment 2
Conditions of Approval

The following is required prior to the "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019" being considered for adoption:

Conditions of Approval

1. The applicant shall provide a voluntary community amenity contribution in the amount of $4,000 for phase 2 of the Dunsmuir Community Park.

2. The applicant is required to register, at the applicant's expense, a Section 219 Covenant on the property title with the Environmental Assessment by Toth and Associates Environmental Services, dated February 5, 2019, restricting development within the wetland area.

3. The applicant shall register, at the applicant's expense, a Section 219 Covenant on the property title requiring the development of the land occur in a manner consistent with the Preliminary Hydrological Assessment report prepared by Lewkowich Engineering Associates Ltd., dated January 3, 2019.

4. The applicant is required to register, at the applicant's expense, a Section 219 Covenant on the property title stating that the wells be constructed and tested, and a report from a Professional Engineer (registered in BC) be submitted to the Regional District of Nanaimo prior to final approval of subdivision in accordance with "Board Policy B1.21 – Groundwater – Application requirements for rezoning of un-serviced lands". No subdivision shall occur until such time that a report from a Professional Engineer (registered in BC) has been completed to the satisfaction of the Regional District of Nanaimo confirming that the wells have been pump tested and certified including well head protection, and that the water meets *Canadian Drinking Water Standards*.

5. The applicant shall register a Section 219 covenant on the subject property to prohibit buildings and vegetation removal within 15.0 metres of the Agricultural Land Reserve boundary. The covenant is also to include a nuisance easement to advise property owners of the presence of the Agricultural Land Reserve and the potential for odour, noise, dust or other disturbance resulting from farm operations.

Attachment 3
Proposed Amendment Bylaw No. 500.427, 2019

REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.427

A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
LAND USE AND SUBDIVISION BYLAW NO. 500, 1987

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

A. This Bylaw may be cited as "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019".

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

1. By rezoning the lands shown on the attached Schedule '1' and legally described as

Lot 1, Block 347, Newcastle and Alberni Districts, Plan 33670 Except Part in Plan VIP61037

from Rural 1 Subdivision District 'B' to Rural 1 Subdivision District 'CC'

Introduced and read two times this 25th day of June, 2019.

Public Hearing held this 24th day of July, 2019.

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

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

Adopted this___ day of _____ 20XX.

CHAIR

CORPORATE OFFICER

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019".

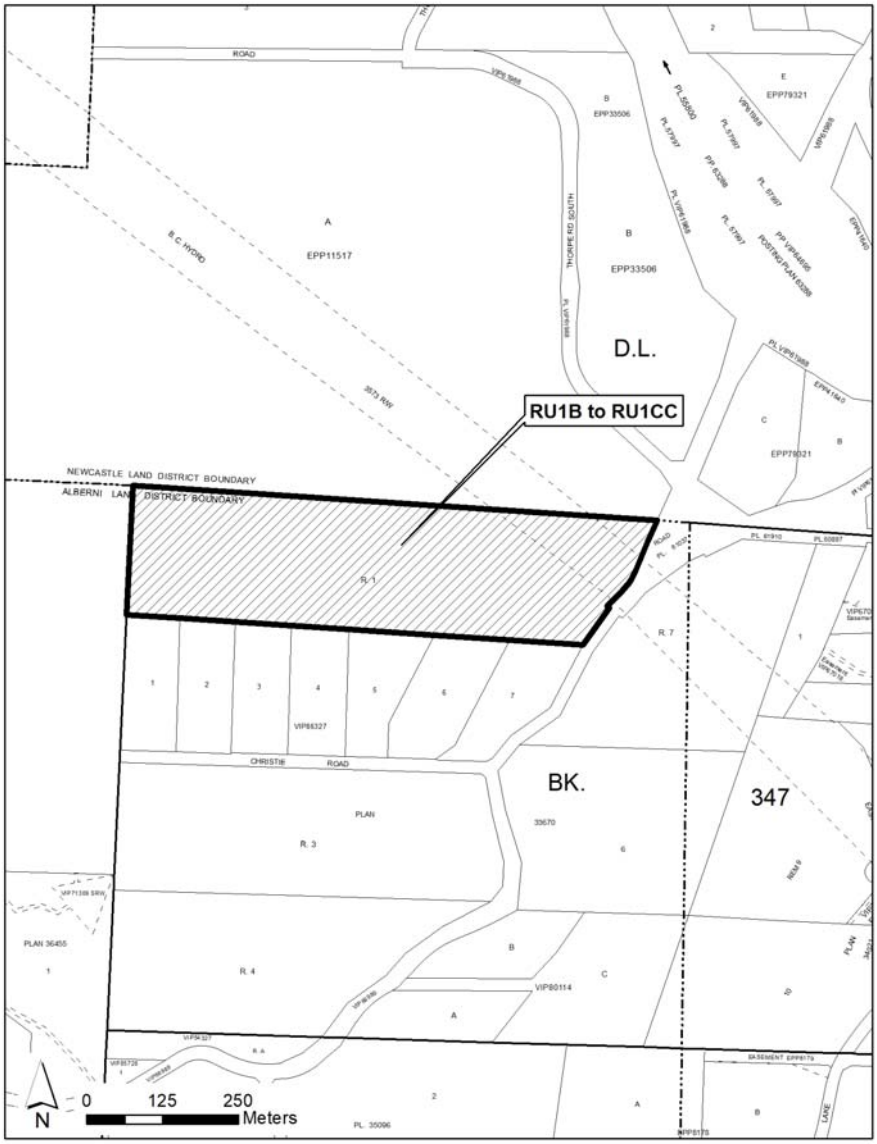
_____

Chair

_____

Corporate Officer

Schedule '1'



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1754.03

A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO BOARD PROCEDURE BYLAW NO. 1754, 2017

WHEREAS the Regional District of Nanaimo Board wishes to amend "Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017";

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 "Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1754.03, 2019".

2. **Amendment**

   "Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017" is amended as follows:

   (a) By deleting Schedule 'B' and replacing it with Schedule 'B' attached to and forming part of this bylaw.

Introduced and read three times this ___ day of _____, 2019.

Adopted this ___ day of _____, 2019.

_____ _____

CHAIR CORPORATE OFFICER

Schedule `B' to accompany "Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1754.03, 2019"

_____
Chair

_____
Corporate Officer

SCHEDULE B

1. EXTERNAL APPOINTMENTS

Arrowsmith Water Service Management Committee

AVICC Special Committee on Solid Waste

Central South RAC for Island Coastal Economic Trust

Englishman River Water Service Management Board

Island Corridor Foundation

Mount Arrowsmith Biosphere Region Roundtable

Municipal Finance Authority

Municipal Insurance Association

Nanaimo Parks, Recreation and Wellness Committee

North Island 911 Corporation

Oceanside Homelessness Task Force

Parksville Qualicum Beach Tourism Association

Snuneymuxw First Nations / Regional District of Nanaimo Protocol Agreement Working Group

Te'Mexw Treaty Negotiations Committee

Vancouver Island Regional Library Board

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.74

A BYLAW TO AMEND THE BOUNDARIES OF THE NORTHERN COMMUNITY SEWER SERVICE

WHEREAS the Regional District of Nanaimo established the Northern Community Sewer Service pursuant to Bylaw No. 889, cited as "Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993";

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owners to extend the boundaries of the benefitting area of the service area to include the land shown outlined in black on Schedule 'A' of this bylaw and legally described as:

- Lot 1, District Lot 122, Nanoose District, Plan 26956;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with the *Local Government Act*;

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

1. Amendment

"Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993" is amended as follows:

a) By amending Schedule 'A' to include the property shown outlined on Schedule 'A' attached to and forming part of this bylaw.

2. Citation

This bylaw may be cited for all purposes as "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.74, 2019".

Introduced and read three times this 23rd day of July, 2019.

Adopted this _____ day of _____, 2019.

CHAIR

CORPORATE OFFICER

Schedule `A' to accompany "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.74, 2019"

_____
Chair

_____
Corporate Officer

