

# AGENDA

Regional District of Nanaimo  
Electoral Area 'A' Official Community Plan Review Citizen's Committee

Monday June 14, 2010 @ 6:30 pm  
(*North Cedar Improvement District – 2100 Yellow Point Road*)

1. **Minutes**  
Adoption of the May 10, 2010 meeting notes - Page 2
2. **Nanaimo Airport Update**
  - Report outlining issues and potential options - Page 5
  - Discussion, questions, comments
3. **Official Community Plan implementation update**
4. **Sustainability Checklist Update** - Page 13
5. **Official Community Plan process**
6. **Other**

**Regional District of Nanaimo  
Summary of the Electoral Area 'A' Official Community Plan Review  
Citizen's Committee Meeting Held on Monday, May 10, 2010 at 6:30pm  
At the North Cedar Improvement District Hall  
2100 Yellow Point Road**

Joe Burnett	Committee Chair
Mike Hooper	Committee Member
Ray Digby	Committee Member
Jill Maibach	Committee Member
Brian Collen	Committee Member
Jack Anderson	Committee Member
Garry Laird	Committee Member
Donna Sweeney	Committee Member
Joanne McLeod	Committee Member
Henrik Kriebert	Committee Member
Paul Thorkelsson	General Manager of Development Services
Greg Keller	Senior Planner
Stephen Boogaards	Recording Secretary

**CALL TO ORDER**

The meeting was called to order at 6:30 pm by the Chair. There were approximately 25 people in attendance.

**MINUTES**

The Chair asked the Committee for a motion to adopt the summary of the April 14, 2010 meeting.

MOVED Joanne McLeod, SECONDED Donna Sweeney, that the summary of the Area 'A' Citizen's Committee meeting held on April 14, 2010 be adopted.

CARRIED

**NANAIMO AIRPORT DISCUSSION**

Paul Thorkelsson provided an overview of the RDN position in relation to the airport lands. The legal opinion provided to the RDN clarifies that local government do not have control over land use on airport lands. The approach to the Official Community Plan is to be realistic in what the RDN can and cannot do. The Official Community Plan includes some general terms on the airport, and the accord would establish more specific parameters.

Greg Keller reviewed the report that went to the Committee of the Whole which presented two options to deal with the airport lands in the draft OCP. Mr. Keller provided a summary of the Board's actions which indicate that the Regional Board supports the Nanaimo Airport. The Board Strategic Plan also includes policies that support the expansion of travel options in the RDN including air travel. Mr. Keller explained the options from the report:

1. General land use policies in support of the airport with an emphasis on the creation of an accord between the RDN and airport. This option includes an extra process for the community to be involved with the airport.
2. The Official Community Plan may include a land use designation but no policies and emphasize the creation of an accord between the RDN and the airport.

Staff had recommended the first option that was endorsed by the Committee of the Whole. The Committee also provided direction that the Official Community Plan must be consistent the RDN position on the airport.

The group discussed what the accord development process would look like. Mr. Thorkelsson explained that the RDN has never done this type of process before but they would continue with public meetings. But he did emphasize that the accord would be a regional issue, much broader than Area 'A'. Some of the committee members expressed concerns that the Committee of the Whole did not see the third option in the report, in which the airport land use designation would have been developed by the community.

One of the participants questioned if the RDN does have influence over the airport lands since it does control community water, sewer and the urban containment boundary. The RDN seems to be using tax money to support the airport with these services. Mr. Keller explained that the airport has complete control over the land despite any RDN services and any land use controls in the Official Community Plan would be unrealistic. Instead the RDN could work cooperatively with the airport to identify opportunities that benefit the adjacent community. Mr. Thorkelsson also clarified that all infrastructure costs would be borne by the developer.

The Citizen's Committee discussed the accountability of the Nanaimo Airport Commission Board. Mike Hooper explained that the airport is accountable to meet the expectations of regulatory bodies such as Transport Canada. Some of the members questioned the RDN for supporting the airport with services and changes to the growth containment boundary. Mr. Thorkelsson explained that the Board is concerned about development but the accord is the only method to address expectations of all parties.

The group discussed the legal opinion received by the RDN and why it may not be disclosing the information to the Committee. Mr. Thorkelsson explained that it was not disclosed because of solicitor-client privilege. Some of the Committee members had suggested that the content of the legal opinion depended on the phrasing of the question that was asked and that tax money was being used for the industrial lands on the airport. The Chair clarified that federal money had not gone into non-aeronautical land uses, only the airport proper.

The group discussed several options to either address the airport section immediately in the Official Community Plan, include the accord as an appendix to the Official Community Plan, or not include the airport in the Official Community Plan. Many Committee members agreed that the Plan should not go to the public before the issue is resolved. A representative from the Mid Island Sustainable Stewardship Initiative announced that they had received a legal opinion from West Coast Environmental Law confirming that the RDN does have the ability to regulate non-aviation related lands on the airport. The organisation is requesting that the accord be set aside and not be negotiated further. West Coast Environmental Law has offered to assist with legal matters if the RDN proceeds with the Nanaimo Airport Commission.

The group discussed the timing for the Official Community Plan to go for public consultation. Mr. Keller suggested by June if possible, though the RDN would not pursue consultation during the summer.

MOVED Ray Digby, SECONDED Jack Anderson that the Official Community Plan not go to the public until we have a response back for the issue raised today.

CARRIED

## **OFFICIAL COMMUNITY PLAN IMPLEMENTATION**

Greg Keller provided an overview of the implementation options following the adoption of the Plan. He explained that the Official Community Plan is a policy document that provides direction to the Regional

Board. The Plan alone cannot achieve the community vision. He provided a map that showed the inconsistencies between the Official Community Plan designation and the current zoning. He explained that it would be very difficult to protect rural integrity, wildlife corridors, watersheds, and reduce greenhouse gases without making changes to the zoning.

Mr. Keller continued to explain that changing the zoning will affect property values. In Canada there is no right to profit from land and there will be some property owners who would be negatively affected by zoning changes. The *Local Government Act* does offer some protection to local governments for downzoning (Section 914) so that it cannot be sued. It also offers protection to property owners (Section 943) offering them a 12 month grace period to complete a subdivision if they get their application in before the bylaw passes.

The RDN GIS department has prepared a handout on three different scenarios for development build-out in Area 'A'. The three scenarios are broken into development potential based on existing zoning, if the minimum parcel sizes were increased to that supported by the draft Official Community Plan, and if the minimum parcel sizes were increased to an intermediate step. If the zoning was not changed there could be an additional 1056 lots created outside of the Growth Containment Boundary. In the intermediate step there could be an estimated 500 additional lots outside of the Growth Containment Boundary. And full implementation there could be about 300 additional lots outside the Growth Containment Boundary.

The group discussed the growth rate in Area 'A'. Mr. Keller explained that traditionally Area 'A' has been below the RDN average, but the maps provided are only meant to show development potential based on zoning and are not tied to growth rate. The benefit of the intermediate step would be that only 500 new lots could be created but would affect fewer properties, whereas full implementation would only create 300 new lots but would affect twice as many properties. Mr. Keller clarified that for the purpose of this analysis, an affected property is one which would no longer be subdividable. It was noted that there would be other properties that may lose some subdivision potential under options 2 and/or 3.

The group discussed the Official Community Plan implementation experience in Area 'G'. Mr. Thorkelsson explained that Area 'G' did not have the intermediate option. It was either full implementation or nothing. The group also discussed trying to get the most benefit while affecting the fewest people. Mr. Keller had suggested that the RDN is beginning to use new software that shows the implications of various development scenarios.

Some of the committee members expressed the need to notify affected property owners directly if implementation was to happen. Mr. Keller advised that the RDN meets all legal requirements for notification. The committee members discussed if some property owners can be unfairly exempted from the zoning change.

## **ADJOURNMENT**

The meeting was adjourned at 9:35 pm.

Certified correct by:

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Director Joe Burnett, Committee Chairperson

**Electoral Area 'A' Official Community Plan Review Committee Meeting  
Nanaimo Airport Discussion and Options  
June 14, 2010**

**Purpose**

- To identify and discuss the core issues surrounding the Nanaimo Airport in the draft Official Community Plan (OCP)
- To consider options for how to advance the draft OCP and progress towards common goals with respect to the Nanaimo Airport

**Background**

Over the last two years the Electoral Area 'A' OCP Review Citizen's Committee (EAAORC) and other community members have been actively involved in the creation of a new OCP for Electoral Area 'A'. Throughout the process there have been numerous discussions regarding the Nanaimo Airport.

The EAAORC is an advisory group with the task of providing non-binding recommendations to the Regional Board on matters related to the Electoral Area 'A' OCP Review

Recently, in response to concerns over the airport section of the draft OCP, staff prepared a report for the April 13, 2010 Committee of the Whole (COW). The report identified the communities concerns and potential options for how to proceed with the draft OCP.

The COW endorsed a simplified version of the draft airport section attached as Appendix 1. The amended airport section was presented to the EAAORC at its May 10<sup>th</sup> meeting. The draft was not well received and there were extensive discussions regarding the Nanaimo Airport, the RDN's jurisdiction on airport lands, the process used to draft the airport section, and the lack of direct Committee input. It was felt that the hard work put in to the draft OCP could be jeopardized by the issues surrounding the airport.

This report is being provided in response the following motion passed by the EAAORC at its May 10<sup>th</sup> meeting:

*"MOVED Ray Digby, SECONDED Jack Anderson that the Official Community Plan not go to the public until we have a response back for the issue raised today.*

*CARRIED"*

**Core Issues**

Following the May 10th EAAORC meeting it became clear that there were issues related to the airport that needed to be addressed before moving forward with public consultation on the draft OCP as summarized below. The following is by no means an exhaustive list, but represents the core issues identified by the Committee.

*Issue 1: Jurisdiction on airport lands*

There is great interest amongst some EAAORC members and other community members with respect to jurisdiction over airport lands. Many Committee members and meeting attendees disagree on who has jurisdiction over land use on airport lands. Some disagree with the RDN's current understanding and position that it has no authority over airport lands. Some were also

concerned with jurisdictional issues between the NAC and the Agricultural Land Commission (ALC).

#### *Issue 2: Transparency*

There appears to be a feeling of mistrust and disagreement based on the fact that the RDN has not disclosed the contents of its legal opinion that form the basis for its position on airport lands.

#### *Issue 3: Scope of the OCP review process*

Although Area 'A' residents are in closest proximity to the Airport and likely the most affected, the issues surrounding the airport go beyond Electoral Area 'A' and can not be affectively dealt with in an appropriate manner within the Electoral Area 'A' OCP. The Nanaimo Airport is a regional facility and therefore any discussion or deliberation requires input from stakeholders who represent a cross section of regional interests.

#### *Issue 4: Lack of direct community involvement in the creation of the draft airport section*

Unlike other sections of the draft OCP where the community had ample opportunity to provide direct input towards its creation, the drafting of the airport section did not provide for the same level of community input. Some EAAORC members indicated that they want an opportunity to provide direct input towards what is included in the airport section of the draft OCP. The RDN's approach, in recognition of its jurisdictional limitations and inability to impose conditions on the NAC in the draft OCP, was to develop a draft that would be acceptable to the NAC and the RDN and then present it to the EAAORC for comment and review.

### **Discussion of Options**

In recognition of the complexity and scope of the issues surrounding the airport lands it is neither feasible nor practical to expect that these issues would be resolved neither in the Electoral Area 'A' OCP nor during the timeframe of its review. Notwithstanding the above, the Committee identified two options at its last meeting which are described below. In addition an overview of how each option would help address the core issues identified above is provided. It should be noted that both options require additional staff time and resources which have not been allocated in this years budget and work plan.

As an advisory group, the EAAORC's role is to provide a recommendation on which, if any, of the options are acceptable within the context of the Electoral Area 'A' OCP review. The EAAORC's recommendation will be presented to the Regional Board who is responsible for making the final decision and providing staff with direction on how to proceed.

***Option 1: Remove the Airport Section and potential Growth Containment Boundary expansion on Airport lands from the draft OCP with the understanding that there are issues surrounding the airport lands that are unresolved and that the OCP may be amended at a later date in response to the outcome of a separate process.***

In this option, the draft airport section and potential expansion of the Growth Containment Boundary would be removed from the draft OCP. In its place, a notation would be included indicating:

- i. there are unresolved issues surrounding the Nanaimo Airport that are of regional significance which require input from stakeholders representing a cross section of regional views;

- ii. that the OCP support a separate process to identify and respond to the community's concerns which includes opportunities for public input; and,
- iii. that the OCP may be amended at a later date in response to the outcome of the external process.

Option 1 is not consistent with the previous direction provided by the COW. Therefore, a staff report would be presented to the COW outlining the rationale for why the previous approach was not acceptable and providing new recommendations.

This option supports the draft OCP proceeding for further public consultation and includes a separate process for discussion and debate on issues related to the airport. Please refer to the diagram attached as Appendix 2 as an example of what such a process may look like.

In response to the Committee's concerns over jurisdiction on airport lands, the RDN would seek an updated legal opinion on its role in regulating groundside uses. As shown on the attached diagram the external process supported by this option would allow for a broad range of outcomes depending on what issues have been identified and any new information received by the RDN.

### **Option 1 Implications**

This option would help address the four core issue as follows:

#### *Issue 1: Jurisdiction on Airport Lands:*

The additional process supported by this option would include the RDN obtaining an updated legal opinion with respect to jurisdiction on airport lands. Depending on the outcome of the external process, there could be a number of different actions and outcomes as shown in the diagram in Appendix 2.

#### *Issue 2: Transparency*

The community interest in local government jurisdiction over airport lands is significant. In light of this interest, this option would provide an opportunity for community input and sharing of information. This could include (subject to RDN Board approval) a summary of the legal aspects of local government jurisdiction as presently established by the courts.

#### *Issue 3: Scope of the OCP review process*

This option recognizes that there are issues surrounding the Nanaimo Airport that go beyond the scope of the Electoral Area 'A' OCP. This would be recognized in the OCP as well as support for the RDN to undertake a separate process to address and discuss these issues.

#### *Issue 4: Lack of direct community involvement in the creation of the draft airport section*

Although this option would not provide opportunities for direct input in towards the creation of an airport section for the draft OCP at this time, the proposed external process would provide ample opportunity at a later date.

### **Option 2: Proceed to public consultation with the draft airport section of the OCP as is.**

In this option, the Regional District of Nanaimo would seek an updated legal opinion clarifying its jurisdiction on airport lands. Since this option was developed on the premise that the RDN has no jurisdiction on land use on airport lands, if it is found otherwise, this option may become less

desirable than option 1 as there may be more effective means of managing land use on airport lands.

This option supports proceeding with the draft OCP as is with the simplified version of the airport section attached as Appendix 1. The focus in the draft OCP would be to support the creation of an accord between the RDN and the NAC through a process outside of the OCP review. The purpose of the Accord would be to develop a common understanding and agreement on what should happen on airport lands in the future and, among other things, a framework for public consultation and dispute resolution.

This option is consistent with the direction provided by the COW, but does not address the issues raised by the EAAORC at its last meeting.



**Appendix 1  
Draft Airport Section**

**8.8 Nanaimo Airport**

The Nanaimo Airport is located on approximately 211 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 RDN has no jurisdiction over uses which occur on Airport Lands, nor with respect to the regulation of flight paths or other federally regulated aspects of aviation. This section is intended to establish a framework for coordination and cooperation between the RDN and the NAC to help define their relationship and address the needs and concerns of the community.

This section is consistent with the RDN Board's position on the Nanaimo Airport which is to support the expansion of air travel options in the region.

**Objectives and Policies**

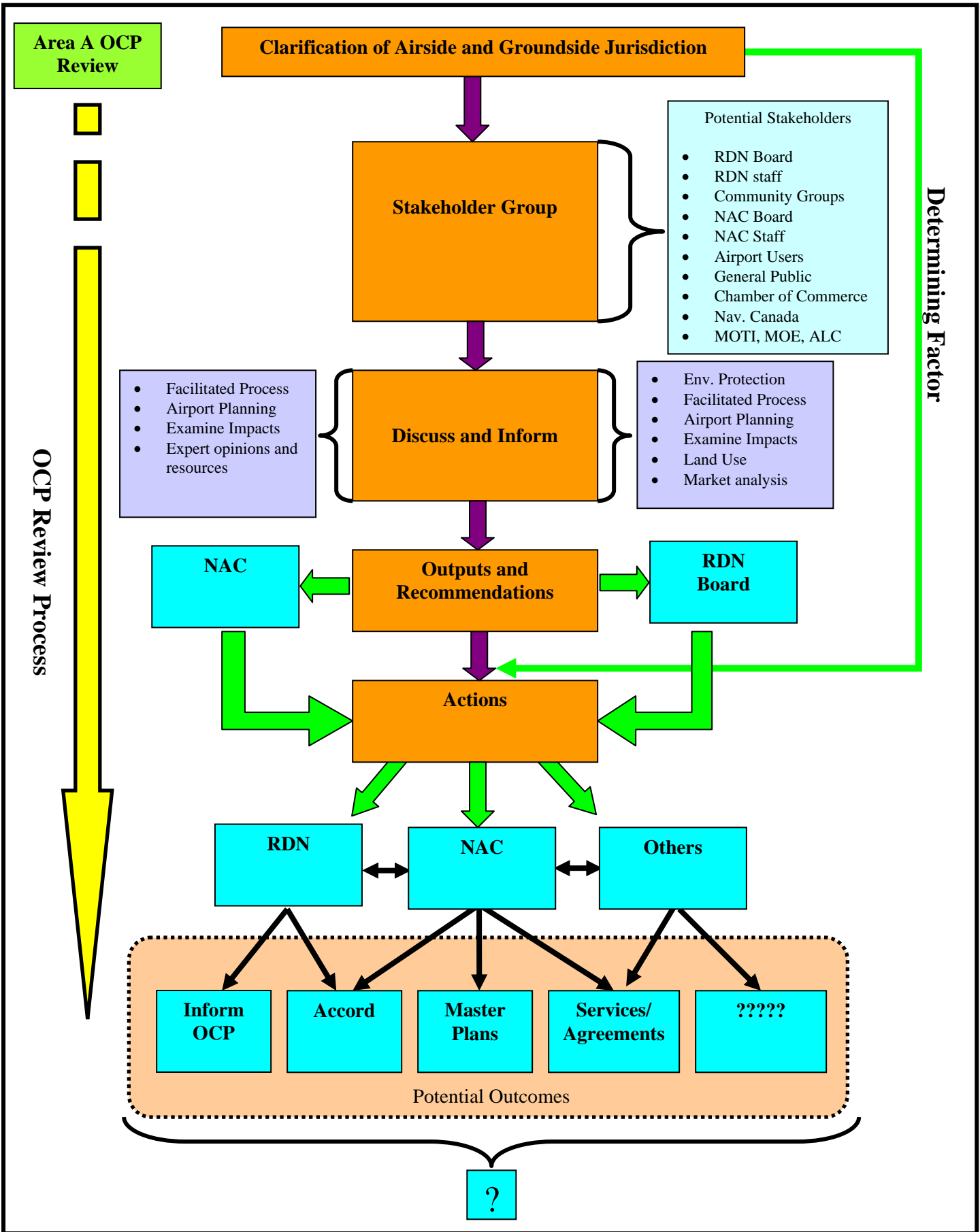
<b>Section 8.8</b>	<b>Policy/Objective</b>
<b>Objective 8.8.1</b>	<b>Support the Expansion of Air Travel Options in the Region</b>
Policy 8.8.1	The Regional District of Nanaimo shall support the use of the airport lands for airport and airport-related uses.
Policy 8.8.2	The RDN shall encourage the NAC to ensure that all future development activities comply with all provisions of the appropriate Provincial and/or Federal Agency.
Policy 8.8.3	This Plan supports the provision of transit services to the Nanaimo Airport.

<b>Section 8.8</b>	<b>Policy/Objective</b>
<b>Objective 8.8.2</b>	<b>Encourage Cooperation and Communication</b>
Policy 8.8.4	<p>The RDN supports and encourages the creation of an Accord, or similar agreement between the RDN and the NAC, developed in consultation with the community, which should at minimum address the following:</p> <ul style="list-style-type: none"> <li>i. principles for land use planning and development on airport lands;</li> <li>ii. the general location and type of uses which could be established on airport lands;</li> <li>iii. a mechanism whereby the RDN may engage in timely and meaningful consultations with the NAC with respect to land use planning matters affecting airport lands;</li> <li>iv. a mechanism for timely and meaningful public consultation;</li> <li>v. development referral process;</li> <li>vi. community servicing opportunities;</li> <li>vii. dispute resolution framework;</li> <li>viii. development cost charges;</li> </ul>

<b>Section 8.8</b>	<b>Policy/Objective</b>
	<ul style="list-style-type: none"> <li>ix. provincial building code application and administration;</li> <li>x. role of Regional District bylaws on airport lands;</li> <li>xi. emergency response;</li> <li>xii. use of airport lands for community purposes;</li> <li>xiii. transportation and public transit;</li> <li>xiv. flight path protection;</li> <li>xv. implementation of the agreement; and,</li> <li>xvi. environmental management (including aquifer protection) and response.</li> </ul>
Policy 8.8.5	The RDN may support a partnership with the NAC in providing community sewer and water service to both the Nanaimo Airport and lands within the Cassidy GCB.

<b>Implementation Actions</b>	<b>Timing (Immediate, Short Term, Long Term, Ongoing)</b>
Approach the NAC to discuss the development of an Accord, or similar agreement.	Short Term
Explore servicing options with the NAC which look at building additional capacity for community water and community sewer in conjunction with future development on Airport lands for the benefit of the NAC and the community of Cassidy.	Immediate/Ongoing

**Appendix 2:**  
**Example of Airport Issue Identification and Resolution Process**





CAO APPROVAL	
EAP	
COW	
MAY 11 2010	
RHD	
BOARD	

# MEMORANDUM

*Sustainability Select - May 19/10*

**TO:** Chris Midgley  
Manager, Energy and Sustainability

**DATE:** May 9, 2010

**FROM:** Lisa Bhopalsingh  
Senior Planner

**FILE:** 6630 00 SUST

**SUBJECT:** Sustainability Checklist and Green Building Incentive Program

## PURPOSE

To provide the Sustainability Select Committee (SCC) with a rationale for revising the Sustainable Community Builder Checklist and tying it to incentives; to outline options regarding approaches to implementing a sustainability checklist and green building incentive program; and to propose a phased approach for implementing a revised sustainability checklist and green building incentive program.

## BACKGROUND

On October 31st 2006, the RDN Board adopted Policy B1.14 “to establish the process, guidelines and criteria” for the use of the “Sustainable Community Builder Checklist” (the Checklist). At that time the Board also supported the Regional Growth Monitoring Advisory Committee (RGMAC) recommendation to “evaluate the Checklist after it has been used for a period of time to determine its effectiveness and identify areas that should be revisited”.

Since its adoption, the Checklist (Attachment 1) has been applied to approximately 130 development applications over four years. This has provided RDN staff with sufficient opportunity to evaluate the use of the Checklist in a variety of contexts. Based on staff experience, as well as the amount of time that has passed, significant advances in green building research, and the priority of establishing region-wide building inspections, the timing is very appropriate to follow through with the RGMAC’s recommendation to evaluate the checklist. Additional factors that support a review of the checklist include:

- Feedback from applicants and staff concerning the use, content and format of the Checklist (please refer to **Attachment 2** for a more detailed analysis).
- An opportunity to ensure consistency between the Checklist and updated RDN strategic planning documents (including the RDN *Board Strategic Plan* and *Regional Growth Strategy*).
- Specific recommendations from RDN research on *Overcoming Barriers to Green Buildings* to revise the Checklist and tie it directly to a Green Building Incentive Program.
- Interest expressed by the Electoral Area ‘A’ Official Community Plan (OCP) Review Committee to use a checklist and incentives to implement OCP goals. (please see **Attachment 3**).
- New information on similar programs in other jurisdictions.
- Expanded authorities provided through Bill 27 - The Local Government (*Green Communities*) *Statutes Amendment Act* (2008) allowing for the creation of Development Permit Areas (DPAs) to address emission reductions and energy and water conservation.
- Recent updates to the BC Building Code and Clean Energy Act emphasizing energy conservation in new and existing buildings.

## REVISED CHECKLIST AND INCENTIVE FOCUS

It is recommended that the content of a revised checklist and the focus for incentives be directly linked to the priorities of the Board Strategic Plan, Regional Growth Strategy (RGS) goals and recent research on higher performance (green) buildings and development as highlighted below.

The 2010 RDN Board Strategic Plan is grounded in sustainability principles and contains the following strategic priorities:

- Climate and Energy
- Watershed Health
- Economic Resilience
- Monitoring and Adaptation

The following RGS goals provide more detailed guidance for achieving strategic priorities and give direction for implementing a range of operational plans:

1. Prepare for Climate Change and Reduce Energy Consumption
2. Protect the Environment
3. Coordinate land use and mobility
4. Concentrate housing and jobs in rural village and urban growth centres
5. Enhance Rural Integrity
6. Facilitate the Provision of Affordable Housing
7. Enhance Economic Resiliency
8. Enhance Food Security
9. Celebrate Pride of Place
10. Provide Services Efficiently
11. Enhance Cooperation Among Jurisdictions

In order to advance these strategic priorities and goals, the RDN has been researching the impact of compact development patterns and higher performance (green) buildings and development. Findings show that compact development patterns (building location and type) play a crucial role in conserving energy and reducing emissions generated from transportation and building operation. Other benefits of compact development include protecting the integrity of sensitive ecosystems and preserving land for agriculture and other resource uses. Using a checklist with incentives to promote concentration of future development within designated village centres is central to achieving the goals of the RGS

The energy conservation and emissions reductions benefits of compact development are further increased when combined with improving the performance of new and existing buildings. Recommendations stemming from the report *Overcoming Barriers to Green Building in the RDN* indicates that targeting the following hierarchy of building strategies is an effective way of achieving higher levels of building performance:

- Passive Design – Energy Conservation
- Efficient Systems – Energy, Water Efficiency
- Alternative Sources – Renewable Technology

For the purposes of this report, references to achieving higher levels of ‘sustainability’ include more compact development patterns as well as higher performance buildings.

## **CHECKLIST ROLE**

The content and applicability of a revised checklist will be determined by its overall purpose. The primary purpose of the current checklist is educational. It is recommended that the revised checklist move beyond solely educating to:

- Ensure minimum requirements are met;
- Incent going 'well beyond' minimum requirements;
- Encourage innovation;
- Streamline application processes;
- Evaluate how well proposed developments meet Community goals; and
- Collect information for monitoring progress towards achieving RDN sustainability goals

## **POTENTIAL CHECKLIST APPROACHES**

In general, there are three approaches to consider in developing a checklist to promote high performance buildings and more compact communities: Educational, Incentive Based and/or Regulatory.

### **Educational Approach**

An educational approach uses a sustainability checklist as part of a program designed to inform applicants on options to enhance their project. A checklist that takes a purely educational approach allows for great flexibility in the application of innovative techniques to improve sustainability, and is conducive to building a collaborative approach between staff and applicants. However, an exclusively educational approach means that there is no way of ensuring or verifying that applicants undertake voluntary actions to improve sustainability. Educational tools need to be combined with other incentive or regulatory tools to be effective.

The current RDN checklist is based on this educational approach, and evidence to date suggests that this approach has had limited impact on raising the sustainability of developments beyond minimum requirements. Applicants that do construct higher performance buildings are typically well informed about how to improve their project prior to approaching the RDN, suggesting that the existing checklist plays little role in encouraging actions beyond what is already intended.

### **Incentive Based Approach**

The additional time and cost often associated with constructing high performance buildings are significant obstacles for most applicants. Incentives that reward applicants with reduced application times and/ or fees could motivate applicants to achieve higher levels of performance.

For a financial incentive approach to be effective, it is necessary to include verifiable criteria, and a process to ensure that actions to enhance building performance have been completed prior to awarding the incentive. Financial incentives could include reduced fees or actual rebates provided upon completion, inspection and verification of performance.

This approach is recognized as a way of overcoming the barrier of additional costs of reaching higher performance levels including third party certification, however, it is a challenge for Regional Districts to find suitable means of raising the funds to provide substantial financial incentives.

Options to refund all or part of application fees can be funded by creating a local service area tax so that everyone in an area pays to support a rebate fund for those who develop to higher sustainability standards.

Alternately, applicants who develop to minimum standards can be required to pay higher fees that are then used to provide rebates for those who develop to higher standards. The former option is not likely to be popular given that everyone in an area would be required to 'pay' to provide rebates to new developers compared to the latter option that uses application fees from developers meeting minimum standards. Ideally such a program would be self-sustaining, generating sufficient funds from applicants who develop to minimum standards to subsidize rebates for those who go beyond minimum standards. Without initial seed financing, both these options could require a significant amount of time to collect sufficient funds to implement a rebate program.

Reducing the amount of time associated with the application process is a second type of incentive that the RDN could implement. This approach has a low capital cost to the Regional District, but requires the delegation of permit approval to staff for applications that exceed a specified threshold on a checklist. This has the opportunity to reduce processing time at the RDN by up to six weeks. One limitation to incentives based on expedited processes is that incentives cannot be based on verification. Instead, they rely on a commitment or intent to achieve higher levels of sustainability, and trust on the part of the RDN that the applicant fulfills their commitment.

Other incentive models could involve pursuing third party grants to fund incentives or partnering with other agencies to provide funding. Still more options include density bonuses, alternative project financing, technical support, or public recognition for those who reach higher levels of performance. While these options may avoid having to either raise fees or taxes, their effectiveness in the Regional District of Nanaimo context is difficult to assess, they are likely to be short term and they may not necessarily be consistent with RDN priorities.

### **Regulatory**

A regulatory approach involves the use of legislated authorities that enables the RDN to enforce Provincial/Federal legislation or create its own bylaws. Increased regulation places staff firmly in the role of enforcers making a collaborative relationship with applicants more difficult. Regulations that are too specific may also restrict creative approaches to the unique context of each application.

Importantly, for a sustainability checklist to require or enforce certain actions, it must reflect criteria established by other regulations. By itself, a sustainability checklist cannot 'require' achieving a certain building standard unless those 'requirements' are already embedded in other regulations that Regional Districts have the authority to create and enforce. This is where the role of OCP's, Development Permit Areas (DPA's), Zoning and Subdivision Bylaws are especially important regardless of whether a sustainability checklist is in place or not.

It should be noted that local governments do not currently have the authority to require that developers exceed standards established under Federal or Provincial legislation (for example, going beyond BC Building Code minimum energy performance requirements) whether through a checklist or otherwise. The RDN can however, use a variety of creative approaches including the use of regulations in a way that allows a flexibility of approaches and that involve incentives to 'encourage' going beyond minimum requirements.

### **PROPOSED APPROACH**

The use of a phased approach that involves a blend of educational, incentive-based and regulatory approaches is proposed. Two options are presented for consideration with the first (Option A) recommended by staff.



### **Option A: Revised Checklist with Incentives – Three Phases**

Option A involves addressing the limitations of the existing checklist (as outlined in Attachment 2) and tying the checklist to an incentive program. Proposed incentives for this option include expediting the development process (fast tracking) through the use of ‘delegated permitting’ and reduced application/permitting fees. Delegated permitting would mean providing the General Manager of Development Services with the authority to approve applications that meet specified criteria. This could potentially save as much as six weeks in processing time. Financial incentives for this option could be funded through a ‘feebate’ system with increased fees for those meeting minimum standards used to subsidize reduced fees for those who exceed standards.

The Checklist would continue to be required for:

- Subdivision Applications
- Zoning Amendments
- Development Permit Applications
- Land Use Contract Amendments

Participation in the incentive program would be voluntary, however receipt of financial incentives would be dependent upon verification that specified criteria for receiving incentives have been met. Verification would be tied to the Building Permitting Process and as such participation in the incentive program would apply only to RDN Building Inspection Areas. Option A would be implemented in three phases:

- Phase 1: Application of a revised checklist and incentives to Subdivision and Development Permit applications and, Rezoning and Land Use Contracts amendments.
- Phase 2: Designation of new DPA’s and associated guidelines for the purposes of addressing Climate Change by reducing GHG emissions, and addressing energy and water conservation. This could be done for each RDN OCP or as a blanket DPA for the whole RDN (through the Zoning Bylaw). DPA guidelines would be developed to reflect the revised checklist.
- Phase 3: Developments that receive incentives through meeting checklist criteria through Phase 1 and 2 could automatically qualify for incentives when they proceed to the Building Permitting stage. This could give a ‘double acceleration’ by fast-tracking projects as well as further financial incentives.

A flow chart outlining a proposed procedure for applying the checklist and receiving incentives is show in **Attachment 4**.

#### **Advantages to Option A:**

- Implementation through the three phases allows for a more immediate implementation of improvements, with a gradual approach to strengthening the use of the checklist and incentives. This phased approach is consistent with the incremental approach that the Province is currently taking to improve building performance.
- As Phase 1 applies to existing development permit areas and applies to the same development applications as the existing checklist, it would require relatively minor changes to two bylaws (*Building Regulations and Fees Bylaw No. 1250, 2001* and *Delegation of Authority Bylaw No. 1166, 1999*) and Policy B1.14. Further changes to other bylaws including zoning, subdivision and Official Community Plan bylaws would be involved in Phase 2 which requires a lengthier and more complex process to amend or develop new DPA’s and guidelines. Phase 3 would further reinforce achieving higher levels of sustainability through use of incentives at the building permitting stage.

- Use of ‘Delegated Authority’ to fast track applications is low cost incentive for the RDN to implement. The proposed use of a ‘feebate’ system to fund financial incentives is intended to be self-sustaining and require no increase in taxes although initial start-up funding may be required in order to speed up implementation.
- Voluntary participation in reaching higher levels of performance in order to receive incentives should encourage the development of more collaborative relationships between applicants and RDN staff, ideally leading to better project outcomes.
- Voluntary use of the checklist and eligibility for incentives could be encouraged for renovators and others who are not required to complete the checklist through the application processes outlined in Phase 1.
- The Building Permitting process enables a fair and effective method of verifying that criteria for incentives have been met.

**Disadvantages to Option A:**

- The checklist would only apply to development in development permit areas covered by building inspection. In the absence of expanded building permit areas, this could result in limited impact.
- By prioritizing fee reduction as the incentive, the actual financial sum will be relatively small (less than \$200.00 for most residential development). Expanding incentives to include building permit fees could significantly increase this amount based on the scale of development.

**Option B: Revised Checklist with Incentives – 2 Phases**

Option B is the same as Option A with the key exception that it would omit Phase 1 and proceed directly to Phase 2. This would result in a longer period of time to implement a revised checklist due to the time required to develop new DPA’s and associated guidelines. Starting at Phase 2 also provides less time for testing the revised checklist and incentives through existing development processes that require completion of a sustainability checklist.

**PUBLIC CONSULTATION IMPLICATIONS**

The review process for the Checklist and suitable incentives will involve the Sustainability Select Committee (SSC), RDN staff, representatives of the development community and other stakeholders. Public consultation will follow RDN Board Policy A1.23 (Public Consultation/Communication Framework 2008). It is hoped that consultation at key stages in the process will facilitate higher levels of innovation, ideally resulting in a more effective approach to achieving RDN objectives. The table below outlines a proposed review process.

**PROPOSED PROCESS**

1. Meet with Sustainability Select Committee (SSC) to get feedback on the recommended approach and proposed process	SCC Staff
2. Gather feedback from internal and external stakeholders	Stakeholders Staff
3. Use feedback and staff research to develop a draft checklist and incentives for Phase 1	Staff

4. Meet with SSC to review draft checklist and incentives	SCC Staff
5. Test/ pilot draft checklist and incentive program for six months	Staff
6. Assess effectiveness and report to SSC with recommendations for changes	SCC Staff
7. Make changes as needed, and proceed with formal RDN adoption	Staff
8. Monitor outcomes and as necessary propose amendments	Staff
9. Proceed with Phases 2 and 3	Staff

A suggested timeline for the process is shown in **Attachment 5**.

#### ALTERNATIVE

1. Receive this report and recommend the RDN Board to direct staff to revise the *Sustainable Community Builder Checklist* and proceed with the proposed phased approach for implementing the revised checklist and green building incentive program.
2. Receive this report and provide staff with alternate direction.

#### FINANCIAL IMPLICATIONS

The financial implications for proceeding with revising the Checklist, establishing viable incentives and implementing Phase 1 of Option A is limited to staff time to draft documents and facilitate meetings. At this time it is anticipated that Phases 2 and 3 will involve greater staff resources and a lengthier process to implement. Following Phase 1, further research will be undertaken and presented to the SSC evaluating the potential costs of implementing Phases 2 and 3.

#### SUSTAINABILITY IMPLICATIONS

The overall aim of revising the Sustainable Community Builder Checklist and tying it to incentives is to promote development that meets RDN sustainability goals for new and existing development. Consultation with stakeholders together with piloting and monitoring the use of a revised checklist and incentive program is intended to ensure that the most effective approach is used to achieve sustainability goals.

#### POLICY IMPLICATIONS

The recommended approach (Option A) is considered to be the most efficient way of quickly increasing the effectiveness of the Checklist. Initial changes would be required to RDN Policy B1.14 Sustainable Community Builder Checklist and, Building Regulations and Fees Bylaw No. 1250, 2001 and Delegation of Authority Bylaw No. 1166, 1999. Further changes to other bylaws including zoning, subdivision and Official Community Plan bylaws will be necessary at later phases.


**SUMMARY**

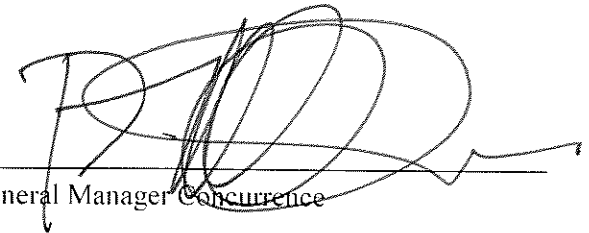
RDN staff, developers and citizens have expressed a desire to see the current sustainability checklist improved and the use of incentives considered. The Checklist is currently considered to be confusing and has had limited demonstrated impact upon improving RDN sustainability goals including the quality and performance of new development. Recent recommendations from RDN research together with changes in senior government legislation, and strategies employed by other local governments show the potential for alternative approaches to meet RDN sustainability goals.

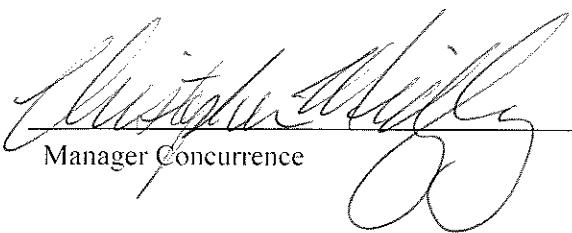
This report recommends a phased approach (Option A), that would enable faster implementation of an improved checklist tied to the use of cost-effective incentives and a gradual strengthening of tools used to achieve higher levels of sustainability through development processes. The proposed process for developing Option A involves engaging internal and external stakeholders to provide guidance and feedback.

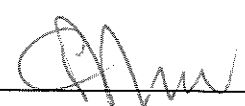
**RECOMMENDATION:**

That the Board direct staff to revise the Sustainable Community Builder Checklist and proceed with the proposed phased approach for implementing the revised checklist and green building incentive program.

  
FOR LISA BHOPAL SINGH  
Report Writer

  
General Manager Concurrence

  
Manager Concurrence

  
CAO Concurrence

# REGIONAL DISTRICT OF NANAIMO

## P O L I C Y

SUBJECT: <i>Sustainable Community Builder Checklist</i>	POLICY NO:    B1.14
	CROSS REF.:
EFFECTIVE DATE:    October 31, 2006	APPROVED BY:    Board
REVISION DATE:	PAGE:    1 of 6

**PURPOSE:**

To establish the process, guidelines, and criteria for the Sustainable Community Builder Checklist.

**POLICY:**

*1. Purpose of the Sustainable Community Builder Checklist*

The purpose of the Sustainable Community Builder Checklist (Checklist) is to get people thinking about how to develop in a more sustainable manner. The Checklist includes a series of questions designed to encourage applicants to think about new design options and concepts that may not be commonly known to the development community. It is hoped that requiring applicants to consider these design issues and options during the initial design stage of their development(s), and while seeking RDN approvals, will result in a greater incorporation of sustainable design elements into the project. This will also facilitate staff working with the applicants to encourage new ideas and to incorporate sustainable design features into their development proposal.

It is important to note that the questions in the Sustainable Community Builder Checklist are designed primarily to educate the community about sustainable development practices, and to initiate the incorporation of those practices into the development proposal. The Checklist is not designed to be used to evaluate the appropriateness of the land use for the property; the compliance of the land use to the applicable Official Community Plan and the Regional Growth Strategy; or, whether the proposed development complies with the applicable development permit area guidelines. Evaluation of this nature forms part of the standard planning review process.

***Process***

Development applications including: subdivision, land use bylaw amendment, land use contract, and development permit applications shall be required to complete the Sustainable Community Builder Checklist, as follows:

- a) **Self-Scoring** – Please read and answer each question in the Checklist with a “Yes” or “No” answer, to achieve the score at the end of the Checklist:

Total the number of “Yes” responses;  
 Divide by 45 (the total number of questions); and  
 Multiply by 100 to achieve a percentage.

**Example:**

$$\frac{\text{Total Number of “Yes” Responses}}{45} \times 100 = \text{Score } \_\_%$$

- b) **Supplementary Information** - Provide any additional description, or information regarding how the proposed development incorporates sustainable development practices.

Please read the information provided that explain the Triple Bottom Line approach and Leadership in Energy and Environment Design (LEED) certification.

- c) **Submit Application** – Submit the completed Sustainable Community Builder Checklist, and any supplementary information along with the development application.
- d) **Cooperative Consultation** – Staff will review the submission, and may consult with the applicant to discuss ways to include sustainable practices into the development.

There is no pass or fail score associated with the checklist.

## **2. Fees**

There shall be no fees associated with this service.

## **3. The Sustainable Community Builder Checklist**

Please see the following pages to review the Sustainable Community Builder Checklist guidelines and criteria.



## The Sustainable Community Builder Checklist

	Yes	No	Explanation
<b>Environmental Protection and Enhancement</b>			
<p><i>Please explain how the development protects and/or enhances the natural environment. For example does your development:</i></p> <ul style="list-style-type: none"> <li>• conserve, restore, or improve native habitat?</li> <li>• remove invasive species?</li> <li>• involve innovative ways to reduce waste, and protect the air quality?</li> <li>• use innovative ways to reduce construction waste directed to the landfill</li> <li>• include an ecological inventory?</li> </ul>			
<p><i>Please explain how the development contributes to the more efficient use of energy. For example does your development:</i></p> <ul style="list-style-type: none"> <li>• use climate sensitive design features (passive solar, minimize the impact of wind, and rain, etc)?</li> <li>• provide onsite renewable energy generation such as solar energy or geo-thermal heating?</li> <li>• propose buildings constructed in accordance with LEED, and the accepted green building standards?</li> </ul>			
<p><i>Please explain how the development facilitates good environmentally friendly practices. For example does your development:</i></p> <ul style="list-style-type: none"> <li>• provide onsite composting facilities?</li> <li>• provide an area for a community garden?</li> <li>• include a car free zone?</li> <li>• include a car share program?</li> </ul>			

	Yes	No	Explanation
<p><i>Please explain how the development contributes to the more efficient use of water. For example does your development:</i></p> <ul style="list-style-type: none"> <li>• use drought tolerant plants?</li> <li>• use rocks and other materials in the landscaping design that are not water dependant?</li> <li>• recycle water and wastewater?</li> <li>• provide for zero stormwater run-off?</li> <li>• utilize natural systems for sewage disposal and storm water?</li> <li>• use low flush toilets?</li> </ul>			
<p><i>Please explain how the development protects, enhances, or minimizes its impact on the local natural environment. For example does your development:</i></p> <ul style="list-style-type: none"> <li>• provide conservation measures for sensitive lands beyond those mandated by legislation?</li> <li>• cluster the housing to save remaining land from development and disturbance?</li> <li>• protect groundwater from contamination?</li> </ul>			
<b>Community Character and Design</b>			
<p><i>Does the development proposal provide for a more "complete community" within a designated Village Centre? For example does your development:</i></p> <ul style="list-style-type: none"> <li>• improve the mix of compatible uses within an area?</li> <li>• provide services, or an amenity in close proximity to a residential area?</li> <li>• provide a variety of housing in close proximity to a public amenity, transit, or commercial area?</li> </ul>			
<p><i>Please explain how the development increases the mix of housing types and options in the community. For example does your development:</i></p> <ul style="list-style-type: none"> <li>• provide a housing type other than single family dwellings?</li> <li>• include rental housing?</li> <li>• include seniors housing?</li> <li>• include cooperative housing?</li> </ul>			



	Yes	No	Explanation
<p><i>Please explain how the development makes for a safe place to live. For example does your development:</i></p> <ul style="list-style-type: none"> <li>• have fire protection, or include fire prevention measures such as removal of dead fall, onsite pumps, etc?</li> <li>• help prevent crime through the site design?</li> <li>• slow traffic through the design of the road?</li> </ul>			
<p><i>Please explain how the development facilitates and promotes pedestrian movement. For example does your development:</i></p> <ul style="list-style-type: none"> <li>• create greenspaces, or strong connections to adjacent natural features, parks, and open spaces?</li> <li>• promote, or improve trails and pedestrian amenities?</li> <li>• link to amenities such as school, beach &amp; trails, grocery store, public transit, etc? (provide distance &amp; type)</li> </ul>			
<p><i>Please explain how the development facilitates community social interaction and promotes community values. For example does your development:</i></p> <ul style="list-style-type: none"> <li>• incorporate community social gathering places? (village square, halls, youth and senior facilities, bulletin board, wharf, or pier)</li> <li>• use colour and public art to add vibrancy and promote community values?</li> <li>• preserve heritage features?</li> </ul>			
<b>Economic Development</b>			
<p><i>Does the development proposal infill an existing developed area, as opposed to opening up a new area to development? For example does your development:</i></p> <ul style="list-style-type: none"> <li>• fill in pre-existing vacant parcels of land?</li> <li>• utilize pre-existing roads and services?</li> <li>• revitalize a previously contaminated area?</li> </ul>			

	Yes	No	Explanation
<p><i>Please explain how the development strengthens the local economy. For example does your development:</i></p> <ul style="list-style-type: none"> <li>• create permanent employment opportunities?</li> <li>• promote diversification of the local economy via business type and size appropriate for the area?</li> <li>• increase community opportunities for training, education, entertainment, or recreation?</li> <li>• use local materials and labour?</li> <li>• improve opportunities for new and existing businesses?</li> </ul>			
<p><i>Please explain if there is something unique or innovative about your project that has not been addressed?</i></p>			
<p><b>Total Number of “Yes”</b></p>	/45		
<p><b>TRIPLE BOTTOM LINE SCORE</b></p>	%		

**Disclaimer:** Please note that staff rely on the information provided by the applicant to complete the sustainability checklist analysis. The Regional District of Nanaimo does not guarantee that development will occur in this manner.

**NEED MORE INFORMATION?**  
**Come visit the Development Services Department!**  
**We are located at the RDN Main Office at 6300 Hammond Bay Road, Nanaimo, BC.**  
**Call us at: (250) 390-6510 or 954-3798 (District 69)**  
**or toll free in BC: 1-877-607-4111**  
**Fax: (250) 390 7511**  
**Visit our website at: [www.rdn.bc.ca](http://www.rdn.bc.ca)**

## Attachment 2

### Evaluation of the Sustainable Community Builder Checklist

The following evaluation of the *Sustainable Community Builder Checklist* (The Checklist) has been conducted in relation to how well it is meeting its original objectives as outlined below:

#### **Objectives**

1. To increase knowledge of sustainable development practices resulting in greater incorporation of these into developments.
2. To facilitate cooperative relationships between developers and RDN staff that allow for the development of ‘new ideas’ and lead to increasing the level of sustainable development practices incorporated into developments.

#### **Format & Content**

The Checklist follows a ‘Triple Bottom Line’ approach with questions divided into three sections reflecting the ‘*three pillars*’ approach to sustainability (environmental, social and economic). The Applicants self-score by answering 45 equally weighted questions (1 point each). While the scoring process is simple, weighting each question equally does not give applicants any indication of the level of impact or priority that one action has over another.

The Checklist addresses a broad range of issues that relate to RDN Goals as expressed in the RGS and reflects indicators that the RDN would like to see improved. At just under four pages with a dozen open ended questions, the checklist is not lengthy. Examples are provided to show how each question can be addressed. While these examples are solid, using them as 45 closed questions with a yes/no response worth one point each causes confusion.

The Checklist allows for great flexibility in the approaches used to improve sustainability because there is no requirement to complete any specific action. The Checklist can provide staff with information that can be used in Staff reports on development applications.

#### **Application**

Completions of the Checklist is required as part of four development processes in RDN Electoral Areas:

- Subdivision Applications
- Zoning Amendments
- Development Permit Applications
- Land Use Contract Amendments

The Checklist is applied to all scales of development within this context, resulting in confusion and frustration for smaller projects to which many of the questions do not apply. Additionally, there are questions that duplicate information required on the *Community & Site Impact Review* form. This form may be required for certain development applications where an OCP designates a Development Approval Information Area or specifies the circumstances in which development approval information is required.

The Checklist is not required for Official Community Plan amendments, Development Variance Permit or Building Permit Applications thereby missing opportunities to influence development at these stages.

### *Impact / Effectiveness*

There is no mechanism to record and measure the impact of the Checklist, making it difficult to assess its effect on raising awareness about sustainable development practices. Additionally, it is impossible to establish the impact of the checklist on development as there is no verification that applicants follow through on actions. It is anticipated that only relatively easy, low cost actions such as installing low flow toilets are undertaken. It should be noted that applicants might likely undertake these 'easier' actions irrespective of using the Checklist.

While it could be argued that the process of completing the Checklist is inherently educational (by requiring applicants to read through and respond to a series of questions), staff indicate that the Checklist is typically given 'cursory' attention and is of limited value in helping facilitate discussion to increase the application of sustainable practices in developments. Reasons for this include:

- Checklist scores and responses have no bearing on the approval of applications, nor are they tied to any other meaningful penalties or incentives. Undertaking any actions indicated on the Checklist or taking measures to improve scores is voluntary and there is no verification that actions are taken. These factors give staff limited ability to persuade applicants to 'voluntarily' go well beyond meeting minimum requirements.
- Limited staff resources to educate developers on the potential benefits and methods for achieving higher levels of sustainability.
- Staff focus efforts on ensuring applicants meet 'required' criteria as outlined in RDN policy documents including OCPs and DPAs.



- recommendations to the RDN, April 2010

*Just as we talk about having green developers get the "green light" (and incentives) for flexible and innovative projects that use sustainability principles in order to build, let's have farmers and small holders get incentives and support for innovative "green" development of their farms; they are business people.*

- RDN Regional Growth Strategy Review 2007-2008,  
(Nanaimo Workshop Report, June 7/08)

The Nanaimo Regional District can draw upon the work and experience gained from nearby Island and BC communities who have already integrated sustainability checklists within their planning and development requirements.

In British Columbia there have been many innovative, and thorough, approaches to institute sustainable development and triple bottom line standards for community and regional growth. Port Moody, Kamloops and Port Coquitlam on the mainland to name a few; Saanich, Ucluelet, Saltspring Island, and Parksville-Qualicum on Vancouver Island.

Below, the Sustainability Checklist of the Comox Valley Regional Growth Strategy - a region with very similar socio/geo/demographics, offers 'Eight Pillars of a Sustainable Community'. Comox Valley residents and – pillars that it maintains are "fundamental to future prosperity, quality of life and reducing our ecological footprint":

1. Complete, Compact, Liveable Neighbourhood Centres
2. Efficient, Innovative Transportation
3. Advancing Green Buildings & Site Design
4. Open Space and Local Food Systems
5. Efficient, Integrated Infrastructure
6. Building a Strong, Healthy Community
7. Sustainable Economic Development
8. Progressive and Integrated Management

In this draft of the 'Green Lands & Green Lights' Sustainability Checklist the Mid Island Sustainability & Stewardship Initiative hopes to offer a number of potential considerations, with thoughts of later separating points into building and other categories as more information becomes available. The end result should benefit the RDN and residents in furthering sustainable community development throughout the region.

- Laurie Gourlay & Jack Anderson, MISSI

Mid Island Sustainability & Stewardship Initiative  
P.O. Box 333, Cedar, B.C., V9X 1W1 <[www.missimidisland.com](http://www.missimidisland.com)>

	Points	Wght	Total	Social	Env't	Econ
<b>Green Lands - Rural/Regional Sustainability &amp; Stewardship</b>						
<b>Criteria &amp; Scoring Checklist</b> <b>...for Rezoning &amp; Development Permit Applications</b>	None: 0 Poor: 1 Good: 2-3 Excellent: 4-5	1	/5	(50%)		(50%)
<b>1. Land Use:</b>						
Complements neighbouring land use, contiguous features & adjacent jurisdictions.						
Adhere to best management practices vis-à-vis drought-resistant landscaping, avoidance of pesticides, etc. that pose a risk to the aquifer and health						
Identified environmental and archaeological values, including habitat for threatened or endangered species and First Nations sites, before planning access, site clearing and design						
Entire subject parcel remains within the Agricultural Land Reserve.						
Preserves and supports land within the Agricultural Land Reserve for agricultural purposes.						
Low-impact development (eg. minimizing storm water, sewage & water infrastructure needs, and road use.)						
Residential strata lots developed on land with least agricultural potential.						
Majority of the land with the most agricultural potential held in common by the strata corporation.						
The agricultural plan has been developed in cooperation with the District Agriculturalist and will be reviewed annually.						
Contributes to urban agriculture options. (eg. supports a viable agricultural economy and the protection of agricultural lands.)						
The farm plan emphasizes intensive farming by local standards.						
The farm plan emphasizes organic farming.						
Identification of what's good to grow on / what can be considered for other uses (density transfer).						
A restrictive covenant has been placed on the land preventing the common land from being used for anything other than farm purposes, and restricting any further development.						

<b>Green Lands - Rural/Regional Sustainability &amp; Stewardship</b>						
<b>Criteria &amp; Scoring Checklist ...for Rezoning &amp; Development Permit Applications</b>	<i>None: 0 Poor: 1 Good: 2-3 Excellent: 4-5</i>	<b>1</b>	<b>/5</b>	<b>(50%)</b>		<b>(50%)</b>
<b>2. Housing:</b>						
Residential strata lots are developed in clusters.						
Housing projects introduce innovative and creative design and streetscapes.						
Use of least fertile areas for housing/building/development						
Locate for optimal solar gain.						
<b>3. Community Character &amp; Design:</b>						
<b>a) Design:</b>						
Subdivision is a strata subdivision.						
High level of aesthetic design.						
Subdivision matches region's socio-economic spectrum.						
Human-scale proportion and attributes.						
Encourages social interaction within the street-scape.						
<b>b) Public Space:</b>						
Viewscapes are maintained, enhanced.						
Development includes the provision of amenities including buffer areas along major roads, neighbourhood parks, sidewalks and trails, and public facilities.						
Supports expanded parks, natural areas and greenways systems.						
Creates a greater sense of place (e.g. bicycle and pedestrian ways, wider sidewalks and landscaping).						
Stimulates community gatherings of all ages.						
<b>c) Density &amp; Infill:</b>						
Contributes to nodal development of cultural & medical						

<b>Green Lands - Rural/Regional Sustainability &amp; Stewardship</b>						
<b>Criteria &amp; Scoring Checklist</b> <b>...for Rezoning &amp; Development Permit Applications</b>	<i>None: 0</i> <i>Poor: 1</i> <i>Good: 2-3</i> <i>Excellent: 4-5</i>	<b>1</b>	<b>/5</b>	<b>(50%)</b>		<b>(50%)</b>
facilities, basic needs & services, or public transportation.						
Contributes to intensification and revitalization of existing neighbourhoods and the District Core.						
<b>d) Transportation:</b>						
Block pattern reflects the local topography; w large tracks of land serviced by a hierarchy of transportation modes. eg; a built form pattern, w one road access to a small number of buildings, consistent with the agricultural or land use.						
One road servicing the area is used by large commercial/logging trucks, vehicles and cyclists.						
Walk-able neighbourhoods.						
Reduction of parking, and encouragement of car-sharing, cycling and transit use.						
Green streets integration, w permeable surfacing.						
<b>4. Environmental Protection &amp; Enhancement:</b>						
<b>a) Lands:</b>						
Environmental Farm Plan accredited, or equivalent designation.						
Climate change accommodations incorporated.						
Interpretation & implementation, at the site level, of policy objectives and targets for climate change action that relate to land use and urban design, which are articulated in the OCP and/or Neighbourhood Plans.						
Reduction of GHG emissions, energy efficiency and water conservation.						
Natural features are protected, or rehabilitated.						
Development, the driveway, septic system, house and outbuildings — located away from areas with high environmental values like shorelines, streams, rare plants, and wildlife trees.						
Natural buffers placed between the development and						



<b>Green Lands - Rural/Regional Sustainability &amp; Stewardship</b>						
<b>Criteria &amp; Scoring Checklist ...for Rezoning &amp; Development Permit Applications</b>	<i>None: 0 Poor: 1 Good: 2-3 Excellent: 4-5</i>	<b>1</b>	<b>/5</b>	<b>(50%)</b>		<b>(50%)</b>
sensitive features.						
<b>b) Ecosystem, biodiversity &amp; water:</b>						
Water protection & reduced-use measures integrated. Eg: minimize the risk of groundwater & aquifer depletion or reduction through over-use.						
Indigenous flora, fauna, habitat & biodiversity protection. Eg: buffer around trees containing eagle, osprey, heron nests, & sensitive ecological systems.						
Project designed to minimize risks to water supplies. Eg: If property within community water system's well capture zone, or the watershed of drinking water lakes and streams - need to ensure drinking water supply is not contaminated by malfunctioning septic systems, phosphorus release from soil disturbance, runoff and erosion, and fuel and chemical spills.						
Avoids use of synthetic pesticides & fertilizers.						
Control of invasives growing on the property.						
<b>c) Servicing:</b>						
Clustered development in one area of the property to minimize site disturbance.						
<b>d) Construction/Design:</b>						
Best practices for sediment and erosion control, in construction or other uses impacting the land. Eg: minimized tree cutting and soil disturbance?						
Buildings and structures setback minimum of 15m from all water bodies.						
Rainwater storage via on-site construction of cistern, pond or wetland.						
Water flows over property mapped, with landscaping and development design accommodation.						
Permits obtained to construct oceanfront docks, boat						

<b>Green Lands - Rural/Regional Sustainability &amp; Stewardship</b>						
<b>Criteria &amp; Scoring Checklist ...for Rezoning &amp; Development Permit Applications</b>	<i>None: 0 Poor: 1 Good: 2-3 Excellent: 4-5</i>	1	/5	(50%)		(50%)
ramps and breakwaters; or to place fill, or remove larger trees within 30m of shoreline.						
Buildings sited well back from the high water mark, retaining trees & vegetation within 10 m of the ocean.						
Landscaping with native, drought-hardy vegetation.						
Minimizing impervious surfaces, using permeable paving.						
Avoidance of outdoor burning of slash and wood debris through berming and/or chipping or trucking.						
Compact and resource-efficient design to reduce the building's ecological footprint.						
Incorporated passive solar design principles for space heating and cooling; and natural daylighting and natural ventilation. Eg; optimized design for energy performance, such as net zero energy house.						
Set performance objectives for house/building? e.g. annual consumption targets for water, electricity, firewood and/or propane, or a third party industry standard such as BuiltGreen Platinum or EGH 85 rating						
Foundation options that provide good thermal performance and water resistance, and efficient resource use.						
Resource efficient framing and wall options that optimise structural and thermal performance and reduce environmental impact.						
Using more insulation, insulation with recycled content, and windows with a higher energy rating than required in this area by the BC Building Code.						
Heat pump technologies for space heating such as ground, water, or air source heat pumps, including air source ductless systems.						
Installation of a central heat recovery ventilator system.						
Installation of a high efficiency wood burning appliance, pellet stove, or efficient propane gas fireplace.						
Use of dual flush toilets, low-flow shower heads and faucet aerators.						
Use of greywater separation using greywater separation and treatment for irrigation or reuse and treatment for irrigation or reuse.						
Use of low maintenance exterior cladding and trim to reduce the need for paint and stain.						
Use of environmentally-friendly, water soluble low-VOC						

<b>Green Lands - Rural/Regional Sustainability &amp; Stewardship</b>						
<b>Criteria &amp; Scoring Checklist ...for Rezoning &amp; Development Permit Applications</b>	<i>None: 0 Poor: 1 Good: 2-3 Excellent: 4-5</i>	1	/5	(50%)		(50%)
paints and finishes.						
Use of materials with recycled content.						
Installation of a solar water heating system; and/or roof-mounted photovoltaic panels.						
Green building elements and life cycle costing.						
<b>5. Social Equity:</b>						
Reflects community interests.						
Allows a number of family members to live on and work a family farm while living in separate residences						
Contributes to food production & food security.						
<b>6. Economic Development:</b>						
<b>a) Employment:</b>						
Makes it possible for young farmers to buy land with agricultural potential and become farmers themselves.						
Increases the intensity of farming within our community by increasing the number of farmers on agricultural land.						
<b>b) Diversification &amp; Enhancement:</b>						
The farm plan emphasizes the production of agricultural products which will be sold locally in the community.						
The farm plan includes secondary processing in the community.						
<b>c) Regulatory:</b>						
Farm gate sales, from the agricultural land farmed in common, will meet the requirements of District Taxation Office for farm status.						

<b>Triple Bottom-Line Summary</b>	<i>Social/Environmental/Economic:</i>	/35 ( %)	/35 ( %)	/35 ( %)
	<i>Total Score for Application:</i>	/105 ( %)		

*\* general table & 'triple bottom line' design adapted from Port Coquitlam Sustainability Checklist. And many points adopted from Saltspring Is. Sustainability Checklist.*

**Additional Sustainability Checklists and files reviewed for this shortlist are available on request.**

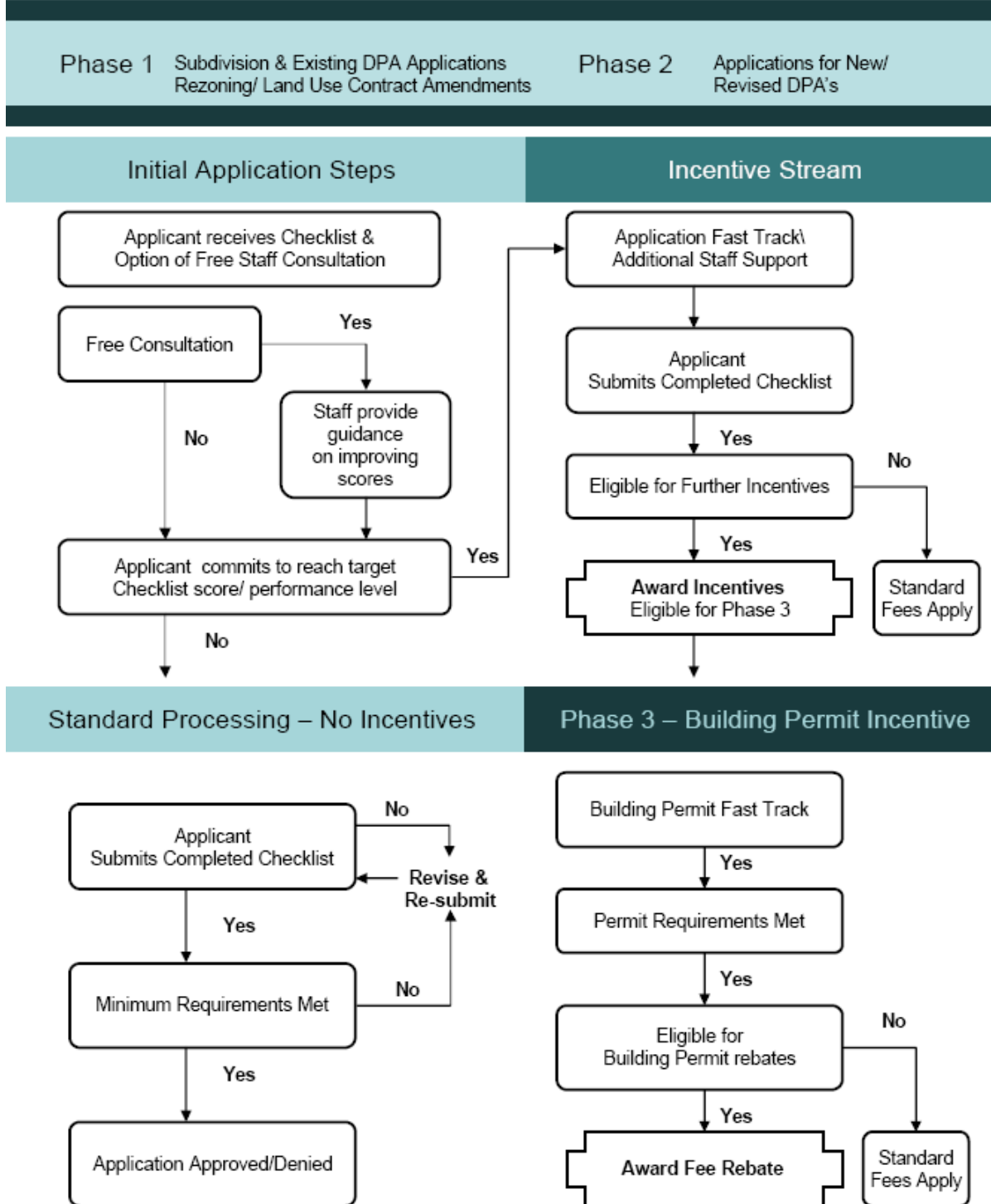
For further information please contact:

Mid Island Sustainability & Stewardship Initiative  
 P.O. Box 333, Cedar, B.C., V9X 1W1 <[www.missimidisland.com](http://www.missimidisland.com)>

## Attachment 4

### Proposed Flow Chart

#### OPTION A - Proposed Sustainability Checklist Application Process



Attachment 5

## Checklist and Incentives Review Process Proposed Timeline



**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE SUSTAINABILITY SELECT COMMITTEE  
MEETING HELD ON WEDNESDAY, MAY 19, 2010  
IN THE RDN COMMITTEE ROOM**

**Present:**

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director M. Young	Electoral Area C
Director D. Bartram	Electoral Area H
Director E. Mayne	City of Parksville
Director C. Haime	District of Lantzville
Director B. Holdom	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director T. Westbroek	Town of Qualicum Beach

**Also in Attendance:**

C. Mason	Chief Administrative Officer
P. Thorkelsson	General Manager of Development Services
Chris Midgley	Sustainability Coordinator
Dale Lindsay	Manager of Current Planning
Lisa Bhopalsingh	Senior Planner
Karen Sanders	Recording Secretary

**CALL TO ORDER**

The meeting was called to order at 2:05 pm by the Chair.

**MINUTES**

MOVED Director Westbroek, SECONDED Director Bartram that the minutes of the Sustainability Select Committee meeting held on September 19, 2009, be adopted.

CARRIED

**REPORTS**

**Climate Action Team**

MOVED Director Westbroek, SECONDED Director Kipp, that the Board direct staff to give a more detailed consideration to establishing a Climate Action Team upon conclusion of the public consultation planned for the Community Energy and Emission Plan.

CARRIED

**Yellow Cedar Project**

MOVED Director Westbroek, SECONDED Director Mayne, that the Board receive this report and direct staff to maintain dialogue with the Yellow Cedar Project proponents.

CARRIED

MOVED Director Burnett, SECONDED Director Stanhope, that staff send a letter to Mid-Island Sustainability Stewardship Initiative president Mr. Laurie Gourlay summarizing the motions concerning the Climate Action Team and the Yellow Cedar Project.

CARRIED

### **Energy Manager Quarterly Update**

MOVED Director Westbroek, SECONDED Director Kipp, that this report be received for information purposes.

CARRIED

### **LEED Policy Package**

MOVED Director Westbroek, SECONDED Director Kipp, that the Board adopt the *Plug-in Hybrid Electric Vehicle Policy* and the *Green Housekeeping Policy* proposed for LEED certified RDN facilities.

CARRIED

MOVED Director Westbroek, SECONDED Director Kipp, that staff investigate the implications of including all RDN facilities in the *Green Housekeeping Policy*.

CARRIED

MOVED Director Stanhope, SECONDED Director Mayne, that staff revise portions of *Plug-in Hybrid Electric Vehicle Policy* to ensure consistency with present conditions for RDN staff.

CARRIED

### **Overcoming Barriers to Green Building in the RDN – Research Results**

MOVED Director Westbroek, SECONDED Director Bartram, that the Board direct staff to update the Green Building Action Plan to incorporate suggested actions contained in the final report: *Overcoming Barriers to Green Building in the RDN*.

CARRIED

### **Sustainability Checklist and Green Building Incentive Program**

MOVED Director Bartram, SECONDED Director Mayne, that the Board direct staff to revise the Sustainable Community Builder Checklist and proceed with the proposed phased approach for implementing the revised checklist and green building incentive program.

CARRIED

### **ADJOURNMENT**

MOVED Director Westbroek, SECONDED Director Bartram, that this meeting be adjourned.

CARRIED

Time: 4:25 pm

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CHAIRPERSON