

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, APRIL 27, 2004

7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 4 **Cheryl McDonald & Carolyn Dymont**, re Lot 1, Drew Road – Inclusion in the Water, Sewer and Streetlighting Service Areas – Area G.
- 5-7 **Scott Stevens & George Kahle, Northland Power Inc.**, re Proposed Biomass Fired Power Plant to be located in Regional District of Nanaimo.

PRESENTATION

- 8 **Capt. David Marshall, Mainland Services & Operational Planning, BC Ferries**, re “Going Forward with Stability”.

MINUTES

- 9-15 Minutes of the Committee of the Whole meeting held Tuesday, March 23, 2004.

BUSINESS ARISING FROM THE MINUTES

COMMUNITY SERVICES

RECREATION & PARKS

- 16-29 Regional Parks Plan Review – Terms of Reference.
- 30-32 Application to Ministry of Transportation to Develop the El Verano Beach Access Area B.

CORPORATE SERVICES

FINANCE

- 33-37 Reserve Fund Bylaw Approvals:
- Administration Computer Equipment Reserve Fund Expenditure Bylaw.
 - Northern Community Sewer LSA Development Cost Charge Reserve Fund Expenditure Bylaw.
 - School District 68 E-911 Reserve Fund Establishment Bylaw No. 1380.
- 38-53 Operating Results to March 31, 2004.

- 54-56 Accounting Treatment of Liability Insurance Premiums.
- 57-59 Initiative to Request Wireless Telephone Providers to Collect 911 Levy for Local Government Call Answer Center.

DEVELOPMENT SERVICES

BYLAW ENFORCEMENT

- 60-63 Request to Amend Liquor - Primary License for Morningstar Golf Club 525
Lowry's Road - Area G.

ENVIRONMENTAL SERVICES

LIQUID WASTE

- 64-70 Pump & Haul Local Service Area Bylaw No. 975.34 - 653 South Road - Area B.
- 71-77 Waste Management Permit Fee Increase.

SOLID WASTE

- 78-109 Waste Stream Management Licensing Bylaw.
- 110-170 Solid Waste Management Plan.

UTILITIES

- 171-177 San Pareil Water Supply Local Service Area Rates & Regulations Amendment
Bylaw No. 1172.03 - Area G.
- 178-181 Morningstar Streetlighting Local Service Area Boundary Amendment Bylaw No.
869.05 - Subdivision between Wembley Road & Arrowsmith Way - Area G.
- 182-186 West Bay Estates Water LSA Amendment Bylaw No. 929.03 - Nanoose Place -
2925 Northwest Bay Road - Area F.
- Boundary Amendment - Remainder of Lot 1, Plan 30012, DL 27 - Area G.
(Report to be circulated)

COMMISSION, ADVISORY & SELECT COMMITTEE

**Regional Growth Monitoring Advisory Committee/State of Sustainability
Project.**

- 187-190 Minutes from the meetings of the Regional Growth Monitoring Advisory
Committee/State of Sustainability Project held March 17, 2004 and April 2,
2004. (for information)

District 69 Recreation Commission.

- 191-193 Minutes from the meetings of the District 69 Recreation Commission held April
15, 2004. (for information)

Transit Business Plan Update Select Committee.

194-214

Minutes from the meeting of the Transit Business Plan Update Select Committee held April 15, 2004. (for information)

That the Annual Operating Agreement (AOA) with BC Transit be approved.

That BC Transit be requested to review the administration fee for the Regional District of Nanaimo in context with its review of the service delivery model in member communities.

That the Hybrid Bus Report be received.

That the Malaspina University College be approached to discuss an International Student Transit Fee structure.

Verbal Reports As Available:

Municipal Finance Authority

Deep Bay Harbour Authority

Regional Library Board

Treaty Advisory Committee

North Island 911 Corporation

Municipal Insurance Association

Mt. Arrowsmith Biosphere Foundation

Vancouver Island Generation Project Committee

Vancouver Island Health Authority – Project Building Committee

Vancouver Island Health Authority – Joint Capital Planning Committee

Vancouver Island Regional Transportation Advisory Committee

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA

That pursuant to Section 242.2(1)(e) and (h) of the Local Government Act the Board proceed to an In Camera meeting to consider a property acquisition proposal and several legal matters.

Burgoyne, Linda

From: Carolyn Dymert [cdymert@shaw.ca]
Sent: Friday, April 16, 2004 4:21 PM
To: Burgoyne, Linda
Cc: Finnie, John
Subject: Agenda for April 27th, 2004

Hello Linda,

I spoke briefly to John Finnie today who advised me to send this message along to you. We request the opportunity to appear before the whole council at the April 27th, 2004, meeting to discuss the proposed inclusion of Lot 1 of Drew Road in French Creek in the water, sewer and street light service areas. My clients (Cheryl McDonald) have had an offer in place to purchase this lot since January 7th, 2004, and would like to speak to their intended use of this property and respectfully request your approval of the vendors' application to use this property for residential purposes.

Please confirm the time of the meeting and approximately what time we could say a few words in this regard.

Cordially,

Carolyn Dymert
Sutton Whitecap Realty Ltd.
P.O. Box 596
135 Alberni Hwy.
Parksville, B.C.

Phone: (250) 248-8801
Fax: (250) 248-8084
Toll Free: 1-800-533-4153
Website: www.VancouverIslandParadise.com

I look forward to working with you!

4/20/2004



To: Mr. Robert Lapham
General Manager Development Services
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC, V9T 6N2

Re: Northland Power – Proposed Biomass Fired Power Plant to be Located in Regional District of Nanaimo

April 19, 2004

Sir,

During your meeting with George Kahle on 14th April 2004 it was agreed that Northland would provide you with a detailed description of the project, a description of economic benefits to the District, a description of BC Hydro's role in the project, and a description of the environmental impact and measures to be taken to mitigate those impacts. This information is attached in the form of a project brief that you can use to explain the project to your colleagues.

We have much more information and would be pleased to meet with the RDN and present the project to you. This is one of a number of power projects submitted to BC Hydro in response to their Vancouver Island Power Generation RFP Process. Consequently, Northland would like to obtain a letter of support in principle for the project, to enable us to commence the permitting process.

Please feel free to call me if you have any questions concerning the attached, or if you require additional information.

Sincerely

Scott Stevens
Director Business Development
Northland Power Inc.
30 St. Clair Avenue West
- Toronto, Ontario
M4V 3A1
Tel: 416-962-6262, fax: 416-962-6266
E-mail: scottstevens@northlandpower.ca

Project Brief
Northland Power Proposed Biomass Fired Power Plant
To be Located in the Regional District of Nanaimo

Background

Northland Power is a Canadian owned independent power producer. The company's core business is the development, design, financing, construction and operation of biomass and natural gas fired and renewable energy projects from 20 MW to 250 MW. Northland has developed and currently operates three power projects located in Ontario, and one district energy plant in Kiev, Ukraine.

Last year, Northland commissioned a 400 TPD softwood chipping plant in Beaver Cove on Vancouver Island. That facility generates large quantities of wood residue that the company wants to consume in an environmentally acceptable way. The most appropriate use of this resource is to use it as a fuel for a biomass fired power plant. Using state of the art emission technology, wood refuse can be burned in a power boiler with far lower air emissions than using the old teepee burners.

Project Description and Outline

The power plant proposed by Northland Power consists of a 200 tonnes/hour high pressure boiler for biomass and supplemental fuel (coal) combustion, a 49 MWe condensing steam turbine, water cooling tower, fuel storage and handling system, ash handling system, emissions control system, effluent treatment system and a water treatment plant.

"Green" Aspects of the Project

Northland has identified sufficient wood residue to supply approximately 75% of the total fuel requirements. A portion of this wood waste is presently generated in the Nanaimo District. Wood residue on Vancouver Island has a moisture content as high as 65 % and consequently has poor combustion properties. To improve the combustion characteristics of this wet fuel, a high quality coal fuel will be co-fired in the boiler. This coal "back up" fuel also provides fuel supply security required to make the project financeable. The portion of biomass fuel will be maintained at the highest level so that the project is eligible for the federal government's Class 43 capital cost allowance. This tax classification is designed to encourage power generation projects that use renewable energy fuels such as wood residues and/or achieve a high level of combustion efficiency.

An additional environmental benefit is that plant will clean up and utilize approximately 2.5 million tonnes of waste coal from a number of abandoned coal piles in the Nanaimo area.

Long-Term Advantages to the Nanaimo District

The long-term economic advantages to the Nanaimo District are significant. The project is estimated to cost over \$100 million and will generate 200 person years of employment during construction. The coal for the plant will be obtained from the now abandoned Wolf Mountain Mine. The coal mining and supply will generate another \$60 million in economic value based on a 20 year project life. The power plant will generate at least 70 full time jobs and the mining operation another 20 full time jobs. Fuel transportation will generate additional 10 full time jobs.

Role of BC Hydro

All the electric power from the plant will be sold to BC Hydro under a long-term power purchase agreement. Consequently, the project will not result in any power price increase to power consumers in the Nanaimo District. The project will contribute to the long-term security of power supply for Vancouver Island and fits into BC Hydro's long-term electricity supply strategy. Based on the timing of BC Hydro's request for proposals for new capacity on Vancouver Island, construction on the Wolf Mountain Power Project could start as early as early 2005 and be completed early in 2007.

Water Requirements

The plant will impose a minimal demand on local water supply. Power generating process will utilize a full steam condensing arrangement that will keep the steam/water flows in a closed loop. Only a small amount of make-up water would be required to compensate for the process losses.

Plant turbo-generator steam's cooling system will use a cooling tower, either a natural draft or forced draft type. This arrangement has a minimal demand on water usage since the cooling media is recirculated in the system and only the evaporative losses have to be replaced. Such cooling system doesn't impact the environment by dumping large quantities of warm water into the river and thus affecting the fish habitat. Note that the evaporative losses are minimal throughout the year and typically peak only during really hot summer days.

Effluent Flows

All plant effluents will be treated in an effluent treatment system. The effluents will consist of two types: process and yard runoffs.

Process effluents will be virtually insignificant since the plant's water treatment plant would only use a minimal amount of chemicals needed to treat boiler's feed water. Modern water treatment processes rely on reverse osmosis treatments requiring a very minimal use of chemicals.

Storage yard water runoffs may contain fuel particles. These runoffs will be collected in a settling pond and treated to assure that no amount of harmful effluent is allowed to enter the watershed. As a result these measures, and the fact that there are no chemicals used in production, the proposed power plant is far cleaner than facilities using chemicals such as pulp and paper mills.

Modern power plants use processes that are sophisticated and allow compliance with the strict environmental requirements. It is worth noting that there are a number of North American or Western European power plants that were built in urban locations due to the very low pollution levels in air and water emissions.

Flue Gas Emissions

Power plant will be designed to comply with strict Canadian federal and BC provincial emission limits. The plume from stack of a modern power plant such as the one proposed, will have virtually no visible opacity or discoloration.

In contrast, most of the existing BC pulp and paper mills fall under a grandfathered clause that allows them to operate under the Level A emission requirements. For the particulate emissions this represents a limit of 230 mg/Nm³. In comparison, the proposed power plant will have to comply with the BC provincial limit of 38 mg/Nm³. The other flue gas emissions limits are equally stringent.

Burgoyne, Linda

From: Mason, Carol
Sent: Thursday, March 04, 2004 3:16 PM
To: Burgoyne, Linda
Cc: Daniels, Kelly; Pearse, Maureen; Stanhope, Joe
Subject: FW: BC Ferries Presentation to RD Board 27 April

Carol: as per my voice mail to you, this is to confirm an appearance at the NRD Board meeting on April 27. Capt. David Marshall, Vice president, Mainland Services & Operational Planning and I will represent BC Ferries. The topic of our presentation will be "Going forward with Stability." Capt. Marshall will talk about BC Ferries first year as a new commercial company and our plans for the next year and more. The objective of the presentation is to emphasize that while there will be many changes at BC Ferries aimed at improving customer service these changes will take place in a context of stability in the overall service, predictable tariff levels, a financially stable foundation for the company, and customer and community protection afforded by the Act and the independent regulator, the Commissioner of BC Ferries.

Can you please confirm the time of this meeting. Thank you for your help.

Regards

Manager

Stakeholder Relations & Consultation

Communications

British Columbia Ferry Services Inc.

250 978-1186

250 920-8798 (mobile)

250 978-1119 (fax)

email: gary.leitch@bcferries.com

www.bcferries.com

3/4/2004

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON TUESDAY, MARCH 23, 2004, AT 7:11 PM IN THE RDN BOARD CHAMBERS

Present:

Director J. Stanhope	Chairperson
Director H. Kreiberg	Electoral Area A
Director G. Lund	Electoral Area B
Director E. Hamilton	Electoral Area C
Alternate	
Director B. Jepson	Electoral Area D
Director P. Bibby	Electoral Area E
Alternate	
Director I. Neden	Electoral Area F
Director D. Bartram	Electoral Area H
Director R. Longmuir	City of Parksville
Alternate	
Director A. Kruyt	Town of Qualicum Beach
Alternate	
Director B. Dempsey	District of Lantzville
Director L. Sherry	City of Nanaimo
Director R. Cantelon	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director G. Korpan	City of Nanaimo
Alternate	
Director J. Manhas	City of Nanaimo
Director B. Holdom	City of Nanaimo

Also in Attendance:

K. Daniels	Chief Administrative Officer
B. Lapham	General Manager of Development Services
N. Conneily	General Manager of Community Services
J. Finnie	General Manager of Environmental Services
N. Avery	Manager of Financial Services
N. Tonn	Recording Secretary

DELEGATIONS

John Olsen, re Electoral Area 'F' Zoning & Subdivision Bylaw No. 1285 – 'Finetuning Project'.

Mr. Olsen expressed his concern with aspects of the Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285 Finetuning Project and asked the Board to extend the existing RDN deadline and that the Board direct staff to do a full investigation into the financial impact to residents of proposed changes and the number of properties with existing multiple dwellings on their property which would be affected by these changes.

MOVED Director McNabb, SECONDED Director Kruyt that the delegation be received.

CARRIED

MOVED Director Cantelon, SECONDED Director Holdom, that Mr. Haskell be permitted to address the Committee.

CARRIED

Syd Haskell, Carmanah Forestry Society, re Cathedral Grove.

Mr. Haskell addressed the need for public process which would allow an opportunity for public to comment on the Provincial Government's proposed plans for modifications to McMillan Park and Cathedral Grove.

PRESENTATION

Capt. David Marshall & Gary Leitch, BC Ferries, re Going Forward With Stability.

Mr. Marshall and Mr. Leitch were not in attendance.

MINUTES

MOVED Director Sherry, SECONDED Director Hamilton, that the minutes of the special Committee of the Whole meeting held February 17, 2004 and the minutes of the regular Committee of the Whole meeting held February 24, 2004 be adopted.

CARRIED

COMMUNITY SERVICES

Community Water & Sewer Service Provision: Environmental or Public Health Reasons.

MOVED Director McNabb, SECONDED Director Sherry,:

1. That the March 10, 2004 report "Community Water and Community Sewer Service Provision: Environmental or Public Health Threats" be received.
2. That the approach for decision making about the provision of community water service and or community sewer service to land designated by the Regional Growth Strategy as Resource Lands and Open Space and Rural Residential for environmental or public health reasons under Policy 7B of the Regional Growth Strategy be approved as presented in Attachment 1 to the report.

CARRIED

RECREATION & PARKS

Skateboard Park Proposal – Area A.

MOVED Director Kreiberg, SECONDED Director Bartram, that School District No. 68 be requested to provide an area of the Cedar Community Secondary School grounds through a long-term lease or other form of agreement with the Regional District for the development of a skate park facility by the Cedar Skate Park Association.

CARRIED

CORPORATE SERVICES

ADMINISTRATION

Committee & Board Meeting Schedule.

MOVED Director McNabb, SECONDED Director Longmuir, that "Board Procedure Bylaw No. 1268, 2002" be amended to incorporate the fourth Tuesday of each month (for the months from January to November) as the regular meeting date for Board meetings, and that the second Tuesday in December be defined as the regular Board meeting date for the month of December.

CARRIED

Yellowpoint-Waterloo Fire Protection Specified Area – Control of Fires During Fire Season Bylaw No. 1381.

MOVED Director Kreiberg, SECONDED Director Hamilton, that "Yellowpoint-Waterloo Fire Protection Specified Area – Control of Fires During Fire Season Bylaw No. 1381, 2004" be introduced for three readings and proceed to be advertised as outlined in the staff report.

CARRIED

FINANCE

Annual Report of Directors' & Committee Members' Remuneration and Expenses.

MOVED Director Bartram, SECONDED Director Longmuir, that the 2003 report on remuneration and expenses for Board and Committee members be received.

CARRIED

2003 Audited Financial Statements.

MOVED Director Sherry, SECONDED Director Kruyt, that the report on the audited financial statements for the year ended December 31, 2003 be received.

CARRIED

Reserve Fund Bylaws – Administration Computer Equipment Reserve Fund Expenditure Bylaw No. 1376 and Fairwinds Water LSA Reserve Fund Expenditure (Well #3) Bylaw No. 1378.

MOVED Director Hamilton, SECONDED Director Holdorn:

1. That "Administration Computer Equipment (2003) Reserve Fund Expenditure Bylaw No. 1376, 2004" be introduced for first three readings.
2. That "Administration Computer Equipment (2003) Reserve Fund Expenditure Bylaw No. 1376, 2004" having received three readings be adopted.
3. That "Fairwinds Water Local Service Area Reserve Fund Expenditure (Well #3) Bylaw No. 1378, 2004" be introduced for first three readings.
4. That "Fairwinds Water Local Service Area Reserve Fund Expenditure (Well #3) Bylaw No. 1378, 2004" having received three readings be adopted.

CARRIED

HOSPITAL

2003 Audited Financial Statements.

MOVED Director Sherry, SECONDED Director Longmuir, that the report on the 2003 audited financial statements of the Nanaimo Regional Hospital District be received.

CARRIED

DEVELOPMENT SERVICES

BUILDING INSPECTION

Section 57 – Community Charter – Contravention of Building Bylaw Report.

The Chairperson listed each filing and asked that any property owner in the audience wishing to address the Committee come forward when their name was called.

MOVED Director Hamilton, SECONDED Director Kreiberg, that a notice be filed against the titles of the properties listed, pursuant to Section 57 of the *Community Charter* and that if the infractions are not rectified within ninety (90) days, legal action will be pursued:

- (a) Lot 2, Section 16, Range 3, Plan VIS5292 together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form V, Mountain Land District, 3103 West Road, Electoral Area 'D', owned by C. and D. Saywell;
- (b) Lot 2, Section 15, Range 3, Plan VIP73721, Mountain Land District, 3311 Westview Acres Road, Electoral Area 'D', owned by R. and T. Milner;
- (c) Lot 13, District Lot 6, Plan 23588, Nanoose Land District, 2360 McDivitt Drive, Electoral Area 'E', owned by S. Rowe;
- (d) Lot 21, District Lot 78, Plan VIP68559, Nanoose Land District, 2480 Andover Road, Electoral Area 'E', owned by L. and R. Yip;
- (e) Lot 33, District Lot 116, Plan 27229, Nanoose Land District, 1060 Symons Crescent, Electoral Area 'G', owned by E. Williamson and B. Olson.

CARRIED

BYLAW ENFORCEMENT

Structure Removal Repeal Bylaw No. 1382 – Illegal Construction – Scott Kilner Littlewood – 2406 Nanoose Beach Road – Area E.

MOVED Director Bibby, SECONDED Director Hamilton,:

1. That "Regional District of Nanaimo Structure Removal Repeal Bylaw No. 1382, 2004" be introduced for first three readings.
2. That "Regional District of Nanaimo Structure Removal Repeal Bylaw No. 1382, 2004" having received three readings, be adopted.

CARRIED

Designation of Animal Control Officer – District 68.

MOVED Director Hamilton, SECONDED Director Longmuir, that the Board designate, by resolution, Dale Rusch, Nanaimo Animal Shelter, as a Bylaw Enforcement Officer for the specific purpose of enforcing Regional District of Nanaimo Animal Control and Licensing Bylaws.

CARRIED

Animal Control Contracts – District 68 & 69.

MOVED Director Hamilton, SECONDED Director Sherry, that the contracts for animal control services with Parksville-Qualicum SPCA and Nanaimo Animal Shelter Ltd. be renewed for the term of March 1, 2004 to February 28, 2007 with an increase in contract service fees of 2% per annum.

CARRIED

Noise Control Establishing Bylaw No. 1374 and Regulatory Bylaw No. 1375 – Portion of Electoral Area H.

The General Manager of Development Services noted the following amendments to the staff report:

1. The number of electors for purposes of the alternative elector approval process, is established at 1,547.
2. For this proposed noise bylaw, given that the service area is a portion of Electoral Area 'H', 10% of the electors is established at 153.
3. The property tax rate has been established at 0.0202 cents per 1,000 of assessed value when applied to the net taxable value of land and improvements to raise the funds required for the establishment of the proposed noise bylaws.

MOVED Director Bartram, SECONDED Director Holdom,:

1. That "Regional District of Nanaimo Electoral Area 'H' Noise Control Service Establishment Bylaw No. 1266, 2002" and "Regional District of Nanaimo Noise Control Regulatory Bylaw No. 1267, 2002" be abandoned.
2. That the number of electors for the purpose of the alternative approval process be established at 1,547 and that the electoral response form attached to the staff report be approved.
3. That "Regional District of Nanaimo Portion of Electoral Area 'H' Noise Control Service Establishment Bylaw No. 1374, 2004" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
4. That "Regional District of Nanaimo Portion of Electoral Area 'H' Noise Control Regulatory Bylaw No. 1375, 2004" be introduced, read three times and advertised to provide notice of the Board's intent to adopt this bylaw.

CARRIED

PLANNING

Implications of Changes to Land Title Act & Water Act.

As follow-up to the November 10, 2003 UBCB circular, clarification on the following amendments to the Land Title Act and Water Act were provided for Board information.

Land Title Act Amendments

Section 10 is being amended to clarify that applications for Crown Land disposition can be refused if the application is not complete, the area is under reserve, or if the land is withdrawn from disposition by the Minister.

Section 75 is being amended to clarify that as part of a subdivision the Approving Officer can require off site works where adjoining lands are impacted.

Water Act Amendments

The Water Act is being amended to clarify the rights and obligations a license holder may have (possibly through a charge on title or other disclosure) prior to the disposition of affected crown land.

The Water Act is being amended to allow the Province to require a license applicant (possibly by agreement or with other security) to use care and provide compensation if required for any damage the applicant may cause when working in or around a stream.

The Water Act is also being amended to allow regulations to be established by the Province that would require other planning processes (presumably Provincial) to either consider or be consist with a Water Management Plan. These regulations could also make the Water Management Plan prevail over other planning processes except: the Drinking Water Protection Plan Act.

MOVED Director Sherry, SECONDED Director Longmuir, that the report be received for information.

CARRIED

Animal Control, Planning & Land Use Management Contract Services Agreement – District of Lantzville.

MOVED Director Dempsey, SECONDED Director Jepson, that the proposed Service Agreements between the Regional District of Nanaimo and the District of Lantzville for Animal Control Services and Planning and Land Use Management Services be approved.

CARRIED

ENVIRONMENTAL SERVICES

LIQUID WASTE

French Creek Pollution Control Centre Biosolids Contract Extension.

MOVED Director Sherry, SECONDED Director Longmuir, that the Meadowlark Construction contract for composting and hauling biosolids from the French Creek Pollution Control Centre for \$48.00 per tonne be extended for an additional year.

CARRIED

SOLID WASTE

Residual Solid Waste Disposal Options Status Report.

MOVED Director Sherry, SECONDED Director McNabb, that the status report on residual solid waste disposal be received for information.

CARRIED

UTILITIES

Arrowsmith Water Service Joint Venture Agreement.

MOVED Director Kruyt, SECONDED Director Bibby, that the Regional District of Nanaimo enter into an amended Joint Venture Agreement to continue the Arrowsmith Water Service Joint Venture established on July 10, 1996 on the terms and conditions set out in the Agreement dated for reference as April 1, 2004 (as attached to the staff report).

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Regional Growth Monitoring Advisory Committee/State of Sustainability Project.

MOVED Director Holdom, SECONDED Director Bartram, that the minutes of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meetings held February 19, 2004 and February 26, 2004 be received for information.

CARRIED

Intergovernmental Advisory Committee.

MOVED Director Sherry, SECONDED Director Bibby, that the minutes of the Intergovernmental Advisory Committee meetings held February 17, 2004 and March 9, 2004 be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285 – 'Finetuning Project'.

MOVED Director McNabb, SECONDED Director Bartram, that staff be directed to bring forward a report on the proposed ALC application requirement for properties in the ALR in Area 'F' which presently have two dwellings on their property and that any actions be held in abeyance until the report has been reviewed by the Board.

CARRIED

Cathedral Grove.

MOVED Director Holdom, SECONDED Director Cantelon, that a letter be sent to Bill Barisoff, Minister of Water, Lands and Air Protection, requesting a full and meaningful public presentation and process on the Cathedral Grove Plan and to provide the District with a copy of the proposed visitor parking plan as well as any other changes for the park.

CARRIED

NEW BUSINESS

Water and Wastewater Technologies.

MOVED Director Bartram, SECONDED Director Holdom, that staff prepare a report and recommendation for the Board on innovative water and wastewater technologies and techniques that have been, or may be in use to include rainwater cistern system, water conservation to reduce demands on water systems or distribution systems, and water reuse and recycling in residential, commercial and industrial applications that may have application in future development in the Regional District of Nanaimo.

CARRIED

Liability Insurance.

MOVED Director Korpan, SECONDED Director Jepson, that staff provide a report with respect to liability insurance needs regarding specific functions, including the process and cost breakdown which would identify whether the Regional District as a whole or the specific area member would be responsible for the function insurance costs.

CARRIED

IN CAMERA

MOVED Director Sherry, SECONDED Director Neden, that pursuant to Section 242.2(1)(c) and (h) of the *Local Government Act* the Board proceed to an In Camera meeting to consider a personnel matter and a legal matter.

CARRIED

ADJOURNMENT

MOVED Director Sherry, SECONDED Director Neden, that this meeting adjourn to allow for an In Camera meeting.

CARRIED

TIME: 8:10 PM

RISE & REPORT (from the In Camera Meeting)

Landfill Site Liaison Committee Appointments.

MOVED Director Korpan, SECONDED Director Bibby, that the Board appoint Jim Young, Sheri Young, Ray McGuire, Doug Lum, Gary Franssen, Al Leuschen and a to be determined representative from the Snuneymuxw First Nation to the Landfill Site Liaison Committee.

CARRIED

ADJOURNMENT

MOVED Director Sherry, SECONDED Director Neden, that this meeting terminate.

CARRIED

TIME: 8:38 PM

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO			
APR 19 2004			
CHAIR		GMCrs	
CAO		GMDS	
GFOms		GMS	
		<i>Ed J</i>	
		<input checked="" type="checkbox"/>	
		DATE:	

MEMORANDUM

TO: Tom Osborne
Manager of Recreation and Parks

April 15, 2004

FROM: Jeff Ainge
Parks Supervisor

FILE: 6150-01

SUBJECT: Regional Parks Plan Review – Terms of Reference

PURPOSE

To consider approval of the Terms of Reference for undertaking a review and rewrite of the Regional Parks System Plan.

BACKGROUND

In November 1995, the Board adopted Bylaw No. 921, which for purposes of the *Park (Regional) Act* approved the Parks System Plan as the “Official Regional Park Plan of the Regional District of Nanaimo.” The Plan had been developed after two years of study and public consultation and formal approval by the then Minister of Environment, Lands and Parks. Plan implementation has been advanced with the Board’s approval of a seven-year Regional Park Acquisition Program in 1998 and with program updates provided to the Board in February and June 2003.

The 1995 Plan continues to be the sole Park System Plan for the RDN and has been a key tool in guiding the growth of the Regional Parks function. As the function grows, with pressure shifting to operations, the usefulness and efficacy of the 1995 Plan has become limited. The *Park (Regional) Act* under which the 1995 Plan was prepared was repealed in 2003 and many of the powers amalgamated into the *Local Government Act*.

With the increase in the number of regional parks from two to eight over recent years, coupled with the changes in legislation and the introduction of municipal contributions to the function by way of the Regional Services review, there is a definite need for a new and updated Regional Park Plan. This need has been acknowledged in the 2004 Regional Parks Business Plan as the number one key action, as well as being listed in the 2003 – 2005 Regional Board Strategic Plan under Environmental Protection.

Proposed Terms of Reference

The attached Terms of Reference were developed based on the needs acknowledged by staff and from examining Regional Parks Plans developed in recent years by other regional park departments. The Terms of Reference in effect calls for a complete revision and rewrite of the existing Plan, to provide a document capable of guiding the operations, development, management and acquisition of regional parks and trails over a 10-year period (2005-2015).

Implementation Process

It is proposed that the Regional District retain a consultant to undertake the revision and rewrite of a new Regional Parks Plan. The Terms of Reference outline a number of objectives to be addressed during the process, and requires the consultant to undertake a significant consultation program.

In addition, the Terms of Reference speak to the appointment of a Select Committee of the Regional Board to be appointed by the Chairperson. The Select Committee will be comprised of two electoral area Directors, and one municipal Director. This Committee will:

- review proposals
- retain a consultant
- review preliminary data
- review draft reports
- respond to recommendations and key actions providing direction for staff to report to the Board.

Administrative assistance, technical support, liaison and communication will be coordinated by RDN Community Services Recreation and Parks staff, and involve other staff as required.

Timeframe for the Plan's Completion

Staff anticipate the project work can be completed within 2004 with the following timeframe:

- | | |
|--------------------|---|
| • April 2004 | Terms of Reference received by Regional Board Committee of Whole |
| • May | Terms of Reference approved by Board, Appointment of Select Committee |
| • May-June | RFP issued and Project Consultant hired |
| • June-August | Project work commences, regular updates received by Select Committee |
| • September | Regional Open House to review project work and draft Plan |
| • October-November | Finalization of Draft Regional Park Plan |
| • November | Open houses and referral of Regional Parks Plan |
| • December | Completion of Regional Park Plan |
| • January 2005 | Regional Parks Plan received by Regional Board Committee of Whole |
| • February | Regional Parks Plan approved by Regional Board |

ALTERNATIVES

1. That the Terms of Reference be approved as presented.
2. That the Terms of Reference not be approved and amendments made as directed.

FINANCIAL IMPLICATIONS

\$35,000 has been allocated in the 2004 Annual Budget for the Regional Parks Plan review.

INTERGOVERNMENTAL IMPLICATIONS

With the repeal of the *Park (Regional) Act* there is no legislative requirement for a Ministerial approved Official Regional Parks Plan. The requirement for the revised Plan is based on the needs of the Regional District. The consultation requirements being requested of the successful consultant will include research and discussions with other government agencies, such as Ministry of Water, Land & Air Protection.

CITIZEN IMPLICATIONS

The Terms of Reference to revise and rewrite the 1995 Regional Parks Plan calls on the consultant to undertake a comprehensive public consultation process. There is the expectation that this will include seeking input from a variety of park user groups, hosting a minimum of four public Open Houses, and commissioning a survey to gather a range of input.

Staff currently receive enquiries and comments pertaining to regional parks and trails from the public on an ad hoc basis. The Terms of Reference proposes a consultation process that will allow for residents,

organizations and government agencies to be involved in the Plan's preparation, which will in turn assist the Regional Board in determining priorities for the Regional Parks Function for the next 10 years.

SUMMARY

In November 1995, the Board adopted Bylaw No. 921, which for purposes of the *Park (Regional) Act* approved the Parks System Plan as the "Official Regional Park Plan of the Regional District of Nanaimo." With the increase in the number of regional parks over recent years, coupled with the changes in legislation and the introduction of municipal contributions to the function by way of the Regional Services review, there is a definite need for a new and updated Regional Park Plan. This need has been acknowledged in the 2004 Regional Parks Business Plan as the number one key action. A Terms of Reference has been prepared to guide the preparation of a revised and updated Regional Parks Plan.

RECOMMENDATIONS

1. That the Terms of Reference for the Regional Parks Plan Review be approved; and
2. That staff be directed to issue a Request for Proposals for a Project Consultant for the Review; and
3. That two Electoral Area Directors and one Municipal Director be appointed by the Chairperson to participate as members of the Regional Parks Plan Review Select Committee.

J. for
_____ *J. M. Parkes*
Report Writer

J. for
_____ *J. M. Parkes*
Manager Concurrence

_____ *H. Hamdy*
General Manager Concurrence

_____ *D. Dams*
CAO Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO REGIONAL PARKS PLAN



TERMS OF REFERENCE
April 2004



REGIONAL DISTRICT OF NANAIMO
REGIONAL PARKS PLAN – TERMS OF REFERENCE

APRIL 2004

1.0 PURPOSE

To prepare a Regional Parks Plan (RPP) that will define the future direction, policies, priorities, and actions for the Regional District of Nanaimo in the short and long term. The Regional Parks Plan is a strategic plan that will provide the basic framework that will shape and guide RDN Parks for the next 10 years (2005-2015).

2.0 BACKGROUND

The Regional Parks System Plan was approved by the Board and by the province in 1995 as the Official Regional Park Plan for the region under the *Park (Regional) Act*. Through a process of consultation with the public, major landowners and interest groups it identified a number of sites and concepts that were recognized as significant to the region's parks, outdoor recreation and open space mosaic.

In October 1998 the Board approved a Regional Parks Acquisition Program in principle for the 1999 - 2005 period. It was undertaken following the provision of an expanded budget in March 1998 with an emphasis on trail development for Regional Parks. There was also the recognition of the need for an acquisition program to move the Regional Parks function forward in future years. The Regional Parks System Plan has been a key resource in the planning for park acquisition work undertaken to date.

2.1 Regional Parks Acquisition Program 1999 – 2005

Sites

The seven-year acquisition program provided for the Regional Parks Program to actively work to acquire seven sites as Regional Parks, in addition to the two existing sites of Beachcomber and Benson Creek Falls Regional Parks. The seven sites were Gainsburg Swamp, Hamilton Marsh, French Creek, Lantzville Foothills, Nanaimo River, Sandwell / Locke Bay and an Historic Railway Trail. Nanoose Islands and Mount Arrowsmith were also listed as an additional two sites where the Regional District could play a partnership role with the community in assisting with the acquisition and/or management.

The sites at that time were selected based on recommendations from the Regional Parks System Plan and opportunities that were evident based on discussions with Board Directors, electoral area community members and with landowners. As part of the review process, as many as twenty other regionally significant sites were considered but not included in the acquisition program. The sites that were chosen provided for each of the eight electoral areas to have a significant regional park within the system by 2005.

Acquisition Funding

The acquisition program emphasized that funds from the Regional Parks function would largely be used as seed funds to put the Regional District in a leadership role to achieve the acquisition of the nine regionally significant sites as part of the regional park system. A number of other funding and ownership partnerships were to be developed and other creative financing strategies explored to support the program.

The acquisition program was set up on the basis that over the seven-year period there would be a minimal operational and development program in Regional Parks. Instead operational funds would be available for use in regional trail system development. Once the nine sites were acquired by 2005 the program's resources would be reallocated to Regional Park development and operation.

In 1999 and 2000 annual funding for Regional Parks acquisition increased from a base of \$100,000 to \$200,000. For the years 2001 and 2002 it was reduced to \$100,000 by the Board and in the 2003 and 2004 Annual Budgets, \$150,000 was allocated. With the acquisition of Horne Lake and Descanso Bay Regional Parks in 2002 with their campground operations, more pressure has been placed on the operational side of the total Regional Parks budget. In addition, trail bridges and development projects have had operational cost implications, and there are ongoing issues associated with park maintenance and development to address insurance liability issues as the parks become better known to the public.

Operations Funding

With the emphasis on acquisition, the operational focus switched to trails development in 1999. A limited development program for Regional Parks is in place to keep park sites safe and in good repair with little spending on major infrastructure projects. With the acquisition of the two campground parks, additional pressure has been placed on the operational budget. In addition, trail and bridge projects add to the profile of the Park system leading to ongoing operational requirements. Trail development to date has been accomplished with a combination of small contracts, volunteers and staff resources.

In 1997 the entire Regional Parks tax requisition was \$96,000. This doubled to \$200,000 for 1998 and doubled again to \$400,000 in 1999, of which \$200,000 was operations funds. This level was maintained for 2001, dropped to \$131,250 in 2001, was reinstated at \$200,000 in 2002, climbed to \$250,000 in 2003, and sits at \$316,000 for 2004. Factoring in funds from prior years surplus, campground revenues and the 2004 tax requisition, operational expenditures exceed \$372,000.

2.2 Regional Parks and Trails 1999 – 2003

Over the last four years, the Regional Parks Program has been guided by both the 1995 Regional Parks System Plan as well as the 1998 parks acquisition strategy. Major advances have been made in both regional trail development and in park acquisitions. The Regional Parks and Trails map illustrates the extent and scope of the system.

Trails

Trail development under the Regional Parks Program has occurred in five of the eight electoral areas. They are the Trans Canada Trail, the Top Bridge Trail, the Fern Road Trail, the Parksville Qualicum Links, the historic Arrowsmith Trail, the Big Qualicum Trail and the Lighthouse Country Trail. The Morden Colliery Trail has been developed as an Electoral Area 'A' community trail project not funded from Regional Parks budget.

Significant bridge projects that link sections of trail have also been undertaken over the last several years. They cross Haslam Creek, McBey Creek, Hunts Creek, and French Creek at Barclay Crescent. Two bridges over Thatcher Creek are part of the Morden Colliery Trail.

Parks

There are currently eight Regional Parks in the system. Each electoral area except for Area 'C' has a Regional Park, although the Area 'E' Beachcomber Regional Park represents more of a community park asset.

- **Beachcomber Regional Park**
This smaller but picturesque waterfront park is located near the end of Beachcomber Peninsula in Electoral Area 'E' (Nanoose Bay).
- **Benson Creek Falls Regional Park**
A 22-hectare (~55 acres) forested park located on the lower western slopes of Mt. Benson above Brannen Lake in Electoral Area 'D'.
- **Little Qualicum River Regional Park**
A 44-hectare (~110 acre) river corridor located downstream of the popular Little Qualicum Falls Provincial Park in Electoral Area 'F'.
- **Little Qualicum River Estuary Regional Conservation Area**
A 4.6-hectare (~11.4 acre) waterfront property at the mouth of the Little Qualicum River in Electoral Area 'G', which was purchased in partnership with Ducks Unlimited Canada (DUC) as a Regional Park.
- **Nanaimo River Regional Park**
A 56-hectare (~140 acre) park located on the Nanaimo River, just downstream from the highway bridge and Salmon Enhancement Project in Electoral Area 'A'. The RDN contributed to the park's acquisition along with The Land Conservancy, Fisheries and Oceans Canada, the Habitat Conservation Trust Fund, and many smaller donors.
- **Descanso Bay Regional Park - Gabriola Island**
Formerly known as the Gabriola Campground, Descanso Bay Regional Park offers 32 camping sites on a 16-hectare (40-acre) oceanfront property in Electoral Area 'B'.
- **Horne Lake Regional Park**
The 105-hectare (260-acre) Regional Park in Electoral Area 'H' includes about 3 kilometres of lakefront and another 2 kilometres of riverfront along the Qualicum River that bisects the Park property. The Park offers camping along with boating, day-use picnicking and swimming.
- **Englishman River Regional Parks (Electoral Area 'G')**
South side: 21.4 hectares (~ 53 acres) of regional parkland was acquired through parkland dedication at the time of rezoning and subdivision of the new River's Edge residential property development. The park comprises several parcels located within the larger development, and they offer protection for upper portions of Craig Creek (a small stream undergoing habitat enhancement in its lower reaches), provide greenway and riparian corridors for environmental protection and potential trail linkages, and include roadside forested buffers. In addition, as part of the rezoning and subdivision the Nature Trust of BC acquired over 90 hectares of land along the Englishman River for protection of the riparian habitat and sensitive river valley ecosystems.

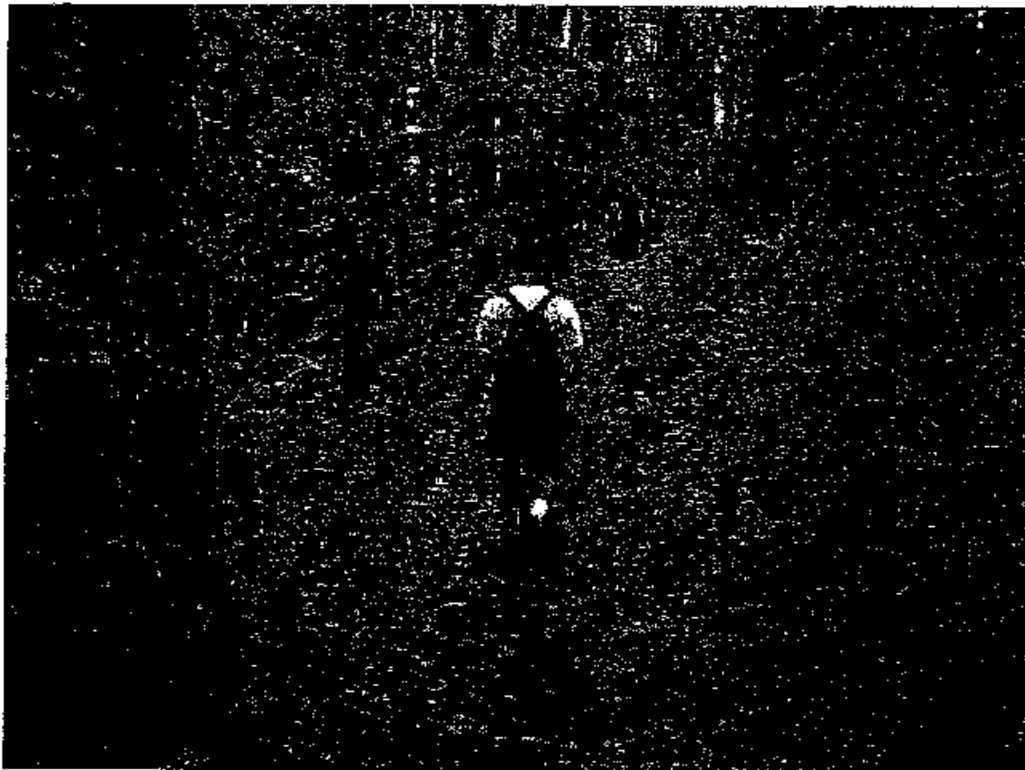
North side: The Regional District was a key partner in the acquisition of 177 hectares (~439 acres) of land along the Englishman River. The Nature Trust of BC has acquired the land through funding support of the Regional District and many other partners including TimberWest Forest Ltd, the Provincial Government, City of Parksville, Pacific Estuary Conservation Program, Ducks Unlimited Canada, and several environmental agencies. The Regional District has entered into a 99-year lease to manage the land as Regional Park. The large property contains a community operated salmon hatchery, a network of informal recreational trails, and wildlife habitat for a range of terrestrial, avian, and aquatic species.

2.3 Regional Parks Service Agreement

The March 2001 Agreement between the RDN and the City of Nanaimo, City of Parksville and Town of Qualicum Beach provides for the municipalities to contribute to the cost of the operation and maintenance of Regional Parks. Most recently, the District of Lantzville, a new municipality, has joined these three.

Annual funding payments are set in accordance with the share of population between the municipalities and the electoral areas. It recognizes that municipal residents have access to Regional Park services.

No municipal funding is provided for the acquisition of new Regional Parks. The Agreement provides for the Regional District to consult with the municipalities in the planning and coordination of future Regional Parks and Trails acquisition and development.



3.0 REGIONAL PARKS PLAN - CONTENT

The Regional Parks Plan (RPP) is a strategic plan that will define the future direction, policies, priorities, and actions for the Regional District of Nanaimo in the short and long term with a 10-year focus (2005-2015).

The RPP will need to review the philosophy relative to outdoor recreation, public access and natural area protection and conservation; funding for acquisitions and operations given increasing operational demands on park operations; planning and capital improvements for campgrounds and trail bridge projects, and further definition of the relationship between Community and Regional Parks and the municipalities and electoral areas in park activities.

In particular, the RPP will address the following issues:

3.1 Role of Regional Parks in relation to:

- Provision of outdoor recreation opportunities;
- Protection of environmental features and regionally significant areas, species and habitats;
- Population growth and the Regional Growth Management Plan;
- Economic generation and tourism;
- Watershed and oceanfront protection; and,
- Municipal and Electoral Area Community Parks.

3.2 Objectives the Regional Park Plan will meet include:

Review and Inventory

- A review of the RDN's involvement with Regional Parks and Trails to date, including a review of the current level of services.
- A review of the current inventory of Regional Parks and Trails, along with regionally significant parcels managed by member municipalities, the Crown (including Provincial Parks), land and nature trusts and conservancies, and private land owners.
- Identification and evaluation of emerging trends in park and protected area management, and relate those trends to the Regional District of Nanaimo parks system.

Vision & Philosophy

- Definition of the mandate for RDN Parks which attempts to balance being a provider of outdoor recreation, public access, natural area protection, and ecosystem, species-at-risk conservation, and water protection.
- Identification of issues and trends that will affect RDN Parks in the future and define actions to address these issues.
- Provision of a clear and concise vision statement for RDN Parks.
- Based on the vision, mandate, and emerging trends, develop a Regional Parks Plan that meets existing and future needs of the RDN, and includes setting out recommendations for future service levels.

Land Management & Relationships

- A review of existing Park classifications and recommendations for revised classifications.
- A review of the repeal of the *Park (Regional) Act* in 2004 and the inclusion of Regional Parks in the *Local Government Act*.

- An examination of the relationship between Electoral Area Community Park & Trail Systems and Regional Parks, and between the municipalities and Regional District systems, and explore opportunities for integration, or inclusion.
- A review of the Regional Parks Function as contained within the Regional Service Agreements with the four municipalities.
- Recognition of the current work by RDN staff to develop Park Bylaws.
- Discussion and recommendations on a process for creating a special management zoning for Regional Parks.

Acquisition

- A review of the current inventory of Parks and Trails in the RDN, those of member municipalities, the Crown, land and nature trusts and conservancies, private land, and with reference to the proposed Mandate and Vision, identify "gaps" in the system.
- Provide priority acquisition criteria to be used when considering regional park acquisitions.

Development & Operations

- Prioritization of the development opportunities available within the existing regional parks and trails system.
- Based on the vision, emerging trends, and recommended service levels, outline potential development and operational requirements including capital improvements and operational resources that meet the recommended service levels.
- Outline the role volunteers and community stewardship partnerships can play in park management. Provide guidelines for effective volunteer management practices, and resource levels to achieve this.
- A review and recommendation on promotion, education and information in and about Regional Parks.

Funding

- Based on the acknowledged development opportunities available within the regional parks and trails system, recommend resources required to achieve this level of development.
- Based on the proposed Mandate and Vision, outline recommended funding levels for acquisitions, capital improvements, staffing, and operations to meet the recommended service levels.
- Outline opportunities for alternative revenue generation for land acquisition, provision of facilities and services, and for development and operations.

Implementation

- In chart format, detail the recommended service levels and actions noted within the body of the Plan.
- In chart format, provide a time line for implementation of the recommended service levels, and development actions.

4.0 PROJECT MANAGEMENT

Through a Request for Proposal (RFP) process, a Project Consultant will be procured to develop the RPP. The process of developing the RPP will include a Select Committee of three Regional Board members, to be appointed by the Regional Board Chairperson. This Committee will:

- review proposals
- retain the Project Consultant
- review preliminary data
- review draft reports
- respond to recommendations and key actions providing direction for staff to report to the Board

Administrative assistance, technical support, liaison and communication will be coordinated by RDN Community Services Recreation and Parks staff, and involve other staff as required.

5.0 LEVEL OF EFFORT AND BUDGET

The RDN has allocated \$35,000 for completion of the Regional Parks Plan, to include all fees, expenses, sub-contractors, consultation, and applicable taxes. Expenditure of resources should reflect the following priorities of the RDN:

- | | |
|--|-----|
| • Public consultation, information gathering and referrals, synthesis of input | 35% |
| • Analysis of the Role of Regional Parks function | 10% |
| • Objectives as laid out in Section 3.2 of the Terms-of-Reference | 40% |
| • Recommendations and key actions incorporated into the body of the final Plan | 15% |

6.0 PUBLIC CONSULTATION PROGRAM

The Regional District of Nanaimo's Public Consultation policy measures a successful project as one that provides for meaningful and on-going public involvement. The success of the public process component of the Regional Park Plan will be achieved through meeting the following goals:

- Ensuring that the style of consultation is inclusive.
- Providing meaningful opportunities for public input and participation.
- Making all relevant information about the planning process readily available to the public.
- Presenting information to the public in a clear, understandable and concise form.
- Making available for review all public input gained during the planning process.
- Accurately and objectively recording and assessing public input.

A key role of the Consultant in compiling the RPP is to develop, lead and interpret a region-wide community input process that contributes to the project's objectives.

The public input process must use a varied approach to obtaining input in order to maximize participation and must include but is not limited to:

- Consultation with the Select Committee and staff of the RDN Recreation and Parks Department.
- Interviews with community organizations, staff at the four member municipalities, other government and corporate organisations.
- A public survey.
- A minimum of four region-wide Open Houses to solicit views, comments and opinions on the Regional Parks & Trails System, and to present the draft RPP and receive comments prior to the preparation of the final document. RDN staff may take the opportunity at these public gatherings to generate interest and responses to related management issues such as Park Use Bylaws and Regional Park Zoning.

7.0 REFERRALS

In addition to ongoing opportunities for persons, organizations and authorities to attend public meetings, referrals will be sent to the following organizations and local governments for input and comments on the draft plan.

Member Municipalities

- Town of Qualicum Beach
- City of Parksville
- District of Lantzville
- City of Nanaimo

Provincial Agencies

- Ministry of Transportation
- Ministry of Water, Land and Air Protection
- Ministry of Forests
- Ministry of Sustainable Resource Management
- Land and Water BC
- Agricultural Land Commission

Federal Agencies

- Department of Fisheries and Oceans

Neighbouring Regional Districts

- Cowichan Valley Regional District
- Comox-Strathcona Regional District
- Alberni-Clayoquot Regional District

Partnering Land Trust Agencies

- The Nature Trust of British Columbia
- Ducks Unlimited Canada
- The Land Conservancy of British Columbia
- Nanaimo and Area Land Trust

Partnering Private Corporations (trail use agreements)

- TimberWest Forests Ltd.
- Weyerhaeuser Ltd.

8.0 PROJECT CONSULTANT REQUEST FOR PROPOSAL (RFP)

8.1 Through the RFP process, Project Consultant proposals must outline a consultation process that:

- Will not direct or control the scope of the project.
- Will facilitate a broad range of input through a continuum of questioning from very general matters to very detailed issues.
- Will account for different stakeholder knowledge levels in regards to Regional Park policies and goals.
- Will utilize a varied approach to obtain input from a wide range of Regional District residents.
- Will obtain detailed and accurate input that will yield data that can be analyzed.

8.2 The Consultant's proposal is to include:

- Proposed methodology and table of contents for the Regional Parks Plan. The methodology will include a description of both how they will gather information regarding public and land requirements and needs balanced with funding and resource levels.
- A work program detailing stages, deliverables and timing. This work program will detail all phases, including research, public involvement and plan development.
- Information as to the qualifications, ability and past experience of the company with similar projects, including references of other Park Plan projects the consultant has completed, preferably in a Regional District setting.
- A list of the personnel who will work on the project, their individual experience specifically related to Park Planning and what their role will be.
- A list of sub-consultants, including their company and staff experience specifically related to their role.
- A schedule that includes the fee structure and the upper limits of the project cost. This fee structure must include an outline of fees for at least the following:
 - a) Sub-consultants
 - b) Draft Plan
 - c) All Disbursements
 - d) Hourly rate schedule of personnel assigned to the project and man-hour requirements for each
 - e) Federal Goods and Services Tax
 - f) All other fees associated with the project

8.3 The Expected Outcome of the Regional Park Plan Report:

The Project Consultant is expected to provide an updated Regional Park Plan that links to and builds upon the current plan. The updated Plan must deliver a prioritized set of recommendations based on input from regional residents and stakeholder groups, governments and agencies and research that will provide the Regional District with guidelines for planning, decision-making, and management of Park land and resources over the next 10 years (2005 – 2015).

The Consultant will provide a complete electronic copy of the Regional Parks Plan, including any maps and appended materials, in Microsoft Word Version 97 or higher format as well as 25 presentation quality copies. The Regional Parks Plan and any supporting reports or materials provided will become the property of, and for the sole use of, the Regional District of Nanaimo.

9.0 SCHEDULE

The following is the proposed schedule for the development of the RPP:

2004	
April	RPP Terms of Reference Received by Regional Board Committee of the Whole.
May	RPP Terms of Reference Approved by Regional Board and Appointment of Select Committee.
May / June	RPP Issued and Project Consultant Retained.
June – August	Review of resources and inventory work commences; Consultant's project work underway.
September	Regional Open House to review Parks Plan findings and recommend development of Parks Plan.
October – November	Finalization of RPP.
November	Open houses and referral of RPP.
December	Completion of RPP.
2005	
January	RPP received by Regional Board Committee of the Whole.
February	RPP Approved by Regional Board.

Note: The schedule may be revised based on timelines proposed by selected Project Consultant in consultation with the Select Committee.

10.0 RESOURCES

The Regional District will have available to the Project Consultant and Technical Advisory Group the following supporting policy and resource information including:

- Current Regional Parks System Plan (1995)
- Staff reports detailing amendments & updates to the 1995 Plan
- Regional Growth Management Plan
- Current Official Community Plans for each Electoral Area
- Board approved Park Management Plans for BCFRP, DBRP, HLRP
- Regional Trails project Studies and Implementation Plans
- Morden Collicry Trail Management Plan (1998)
- Electoral Area 'A' Community Trails Study (2002)
- Nanoose Bay Parks and Open Space Plan (2000)
- Lantzville Parks and Open Space Plan (Foothills to the Foreshore, 2000)
- The current 5 Year Financial Plan (2004-2008)
- Regional Services Agreement(s)
- City of Nanaimo Trail Implementation Plan (2001)
- Community contact information



REGIONAL DISTRICT OF NANAIMO		
APR 21 2004		
CHAIR		GMCrs
CAD		GMDS
		GMES

Call ✓

MEMORANDUM

TO Tom Osborne
Manager of Recreation and Parks

DATE:

April 19, 2004

FROM Joan Michel
Parks and Trails Coordinator

FILE:

SUBJECT Application to the Ministry of Transportation to Develop the El Verano Beach Access in Electoral Area 'B'

PURPOSE

To obtain Board approval to apply to the Ministry of Transportation for a permit to use and develop the El Verano beach access on Gabriola Island.

BACKGROUND

Commonly referred to as the El Verano beach access, the Narrows Road beach access off El Verano Drive has been used for decades by boaters exploring False Narrows and travelling between Gabriola and Mudge Islands; a location map is attached. The grade to the beach on this one-block long, doublewide and well-cleared road allowance is sufficiently gentle to permit the launching of motorboats without the need for a concrete ramp. Demand for parking at the boat launch far outstrips available space during the height of summer. Typically, cars and boat trailers jam the road allowance with overflow occurring along the steep shoulders of El Verano Drive. In 2003, a vehicle parked along the side of El Verano rolled over into the ditch.

Over the years, the Regional District, Islands Trust and Electoral Area 'B' citizens have made numerous requests of the Ministry of Transportation to improve the El Verano beach access and resolve a significant traffic and parking headache. The Ministry continues to refuse to improve the beach access or take any responsibility for the activities that take place on their road allowance. In August 2003, RDN staff and Director Lund met with Ministry staff at the site to discuss how it might be improved by the RDN; the Ministry supports the RDN's involvement. Subsequently, the Electoral Area 'B' Parks and Open Space Advisory Committee reviewed the approximately 100 beach accesses on Gabriola and confirmed that improvement of the El Verano beach access is top priority for 2004 works.

The primary objective in improving the El Verano beach access is to make better use of the 70-metres deep, 40-metres wide road allowance for vehicular and trailer parking. The entire width of the doublewide road allowance will be developed, and an orderly traffic flow and parking pattern created. An engineering contractor has been hired to provide survey and design services. Because of the grade change coming down from El Verano Drive, some fill will be required. It should be possible to retain the existing paved strip within the centre of the road allowance. The remaining developed surface will likely be crush gravel, with concrete pieces used to demarcate one end of the stalls. The entire parking lot will be paved if an agreement can be worked out with EMCOM, the Ministry contractor on Gabriola. RDN signage will be erected to inform users about the boat launch, parking lot, coastline as well as a brief history of the area.

ALTERNATIVES

1. To direct staff to apply to the Ministry of Transportation for permission to develop the El Verano beach access in Electoral Area 'B'.
2. To provide alternative direction to staff regarding the El Verano beach access.

FINANCIAL IMPLICATIONS

It is estimated that the El Verano beach access improvements will cost approximately \$15,000. The 2004 Electoral Area 'B' Community Parks budget includes a surplus and reflects this projected expenditure. Community partners will be sought to help with development and signage.

INTERGOVERNMENTAL IMPLICATIONS

While no development will take place along the shore below high water, it will be important to ensure that construction of the beach access parking lot does not impair the coastline, be that during construction or after in the form of uncontrolled drainage. The Department of Fisheries and Oceans and the Ministry of Water, Land and Air Protection will be consulted. The Ministry of Transportation has provided preliminary design advice.

CITIZEN IMPLICATIONS


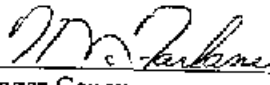
The neighbours immediately adjacent to the boat launch have been contacted and support improving the El Verano beach access. Community reaction to the proposed improvement of the El Verano beach access, including from the Gabriola Ratepayers Association and Mudge Islanders, has been very positive. As the initiative proceeds, property owners near the road allowance will continue to be consulted and updated on the progress of the project.

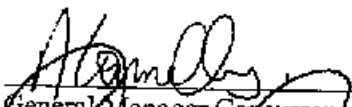
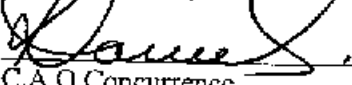
SUMMARY

RDN led improvement of the El Verano beach access on Gabriola is strongly supported by the community. The Ministry of Transportation supports the RDN's involvement in the project and no difficulty is expected in obtaining a permit to develop and use the beach access. The Area 'B' 2004 Community Parks budget also supports planned development at the site.

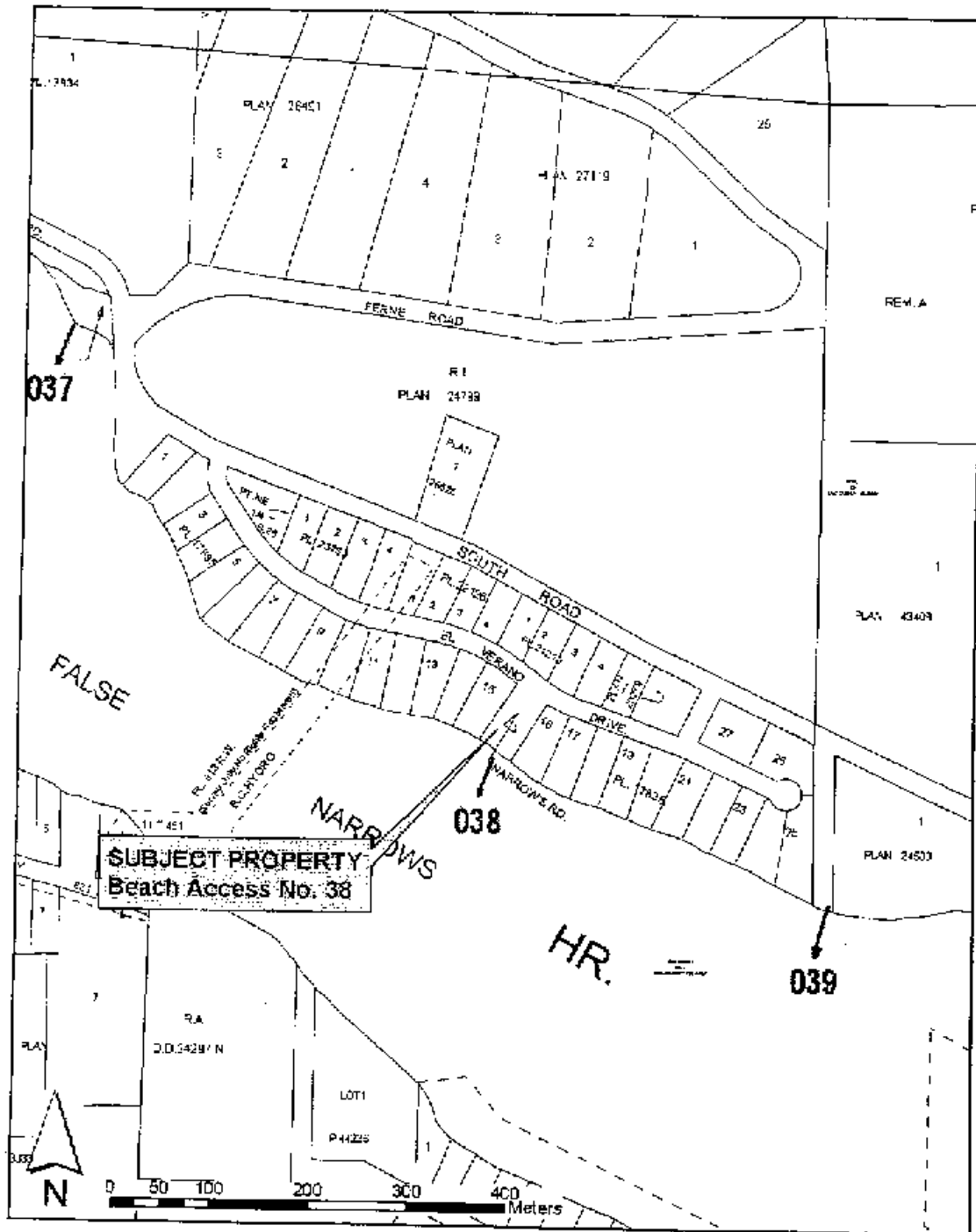
RECOMMENDATION

That the Regional District apply to the Ministry of Transportation for a permit to develop and use the El Verano beach access in Electoral Area 'B'.

for 
Report Writer
for 
Manager Concurrence


General Manager Concurrence

C.A.O Concurrence

COMMENTS:





REGIONAL DISTRICT OF NANAIMO		
MAR 29 2004		
CHAIR		GMCrs
CAO		GMDS
GMCrs		GMEs
		<i>Call</i> ✓

MEMORANDUM

TO: C. Mason
General Manager, Corporate Services

DATE: March 8, 2004

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: Reserve Fund Bylaw Approvals for 2004

PURPOSE:

To introduce for three readings and adoption the following reserve fund appropriation bylaws:

- Administration Computer Equipment (2004) Reserve Fund Expenditure Bylaw No. 1377, 2004
- Northern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1379, 2004
- School District 68 E-911 Reserve Fund Establishment Bylaw No. 1380, 2004

BACKGROUND:

Expenditures from reserve funds must be authorized by bylaw. In anticipation of expenditures for certain capital projects in this budget year, staff are presenting Bylaws No. 1377, 1379 and 1380.

Bylaw No. 1377 authorizes the expenditure of up to \$87,500 for a number of computer equipment items for the Administration building. \$32,500 will be used for regularly scheduled server replacements and \$55,000 will be used for the purchase of a data replication server and storage drives. The latter project is part of our efforts to ensure the security of Regional District's data in the event of a disaster.

Bylaw No. 1379 will authorize up to \$565,000 for upgrades to the belt filter press building and settling ponds at the French Creek Treatment Plant. These projects form part of the expansion works eligible for funding from development cost charges.

Finally, Bylaw No. 1380 will provide \$13,500 for the Regional District's share of capital expenditures related to the consolidation of fire dispatch facilities for E-911 services in School District 68.

ALTERNATIVES:

1. Approve the bylaws as presented.
2. Make amendments and adopt amended bylaws.

FINANCIAL IMPLICATIONS:

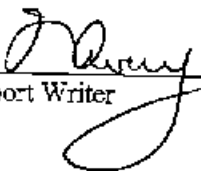
It would not be possible to finance these 2004 items from current year operating budgets without an increase in tax revenues or borrowing. The five year financial plan reflects the use of reserves for these purposes and is recommended as the most cost effective alternative.

SUMMARY/CONCLUSIONS:

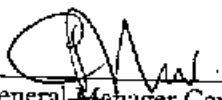
Certain 2004 projects need to proceed shortly and staff are requesting authorization to release reserve funds for those projects at this time. Computer equipment for data security and normal server replacements are budgeted at \$87,500 (Bylaw 1377). Improvements to components at the French Creek treatment plant which are eligible to be funded from development cost charges are budgeted at \$565,000 (Bylaw 1379). Capital improvements at the new consolidated District 68 E-911 dispatch center require \$13,500 (Bylaw 1380). Staff recommend adopting the bylaws as presented.

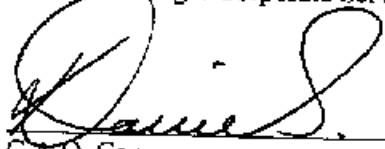
RECOMMENDATION:

1. That "Administration Computer Equipment (2004) Reserve Fund Expenditure Bylaw No. 1377, 2004" be introduced for first three readings.
2. That "Administration Computer Equipment (2004) Reserve Fund Expenditure Bylaw No. 1377, 2004" having received three readings be adopted.
3. That "Northern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1379, 2004" be introduced for first three readings.
4. That "Northern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1379, 2004" having received three readings be adopted.
5. That "School District 68 E-911 Reserve Fund Establishment Bylaw No. 1380, 2004" be introduced for first three readings.
6. That "School District 68 E-911 Reserve Fund Establishment Bylaw No. 1380, 2004" having received three readings be adopted.



Report Writer



General Manager Corporate Services


C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1377

**A BYLAW TO AUTHORIZE AN EXPENDITURE
OF FUNDS FROM THE ADMINISTRATION
COMPUTER EQUIPMENT RESERVE FUND**

WHEREAS the Administration Computer Equipment Reserve Fund was established under Bylaw No. 924, 1994;

AND WHEREAS the 2004 capital plan identifies expenditures for server replacements and equipment to ensure the security of the data storage system;

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

1. That the amount of Eighty Seven Thousand, Five Hundred Dollars (\$87,500) is hereby appropriated from the Administration Computer Equipment Reserve Fund to be expended for equipment upgrading.
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 "Administration Computer Equipment (2004) Reserve Fund Expenditure Bylaw No. 1377, 2004".

Introduced and read three times this 11th day of May, 2004.

Adopted this 11th day of May, 2004.

CHAIRPERSON

GENERAL MANAGER CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1379

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

WHEREAS the Northern Community Sewer Local Service Area Development Cost Charge Reserve Fund was established under Bylaw No. 934;

AND WHEREAS the 2004 capital plan identifies an amount of \$565,000 for various development cost charge eligible projects;

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

1. The sum of Five Hundred and Sixty Five Thousand Dollars (\$565,000) is hereby appropriated for certain eligible projects identified in the 2004 annual budget.
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 Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1379, 2004".

Introduced and read three times this 11th day of May, 2004.

Adopted this 11th day of May, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1380

**A BYLAW TO AUTHORIZE AN
EXPENDITURE OF FUNDS FROM THE
SCHOOL DISTRICT 68 E911 RESERVE FUND**

WHEREAS the School District 68 E-911 Reserve Fund was established under Bylaw No. 1069;

AND WHEREAS the Board has approved the consolidation of dispatch facilities at a location within the City of Nanaimo;

AND WHEREAS the parties to the E-911 agreement agree to share costs for equipment, facilities and operations and the consolidation initiative requires capital expenditures;

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

1. The sum of Thirteen Thousand Five Hundred Dollars (\$13,500) is hereby appropriated from the School District 68 E-911 Reserve Fund to be expended on capital improvements for the purposes of consolidating E-911 dispatch facilities.
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 "School District 68 E-911 Reserve Fund Establishment Bylaw No. 1380, 2004".

Introduced and read three times this 11th day of May, 2004

Adopted this 11th day of May, 2004

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES



REGIONAL DISTRICT OF NANAIMO	
APR 7 0 2004	
CHAIR	GMC'S
CAO	GMD'S
GMC'S	GMS

MEMORANDUM

TO: N.Avery
Manager, Financial Services

DATE: April 19, 2004

FROM: W.Thexton
Senior Accountant

FILE:

SUBJECT: Operating Results to March 31, 2004

PURPOSE

To present a summary of the operating results for the period ending March 31, 2004.

BACKGROUND

The quarterly operating statements for the period January 1 to March 31, 2004 for the Regional District are attached as appendices to this report. The schedules attached include:

- Appendix 1 Overall Regional District Quarterly Summary by Service Area
- Appendix 2 Summary of Operating Results (total revenues and expenditures by function)
- Appendices 3-6 Actual to Budget Summaries by Function (presented in service area order)

The statements reflect primarily actual cash transactions with the exception of property taxes and debt payments, which are recorded monthly, and prior year surpluses(deficits) which are recorded in full at the beginning of the year. Assuming an even distribution of revenues and expenses throughout the year, the proportion of revenues and expenditures to date (the 'benchmark') would be approximately 25% of the budgeted amounts for the year, with the exception of wages. Due to the timing of wage payments throughout the year, the benchmark for this expense category is 27%.

A comparison of the financial results to the benchmark at this early point in the year is generally not as indicative of the overall annual trend as statements at the half way mark or later in the year. Overall revenues in the first quarter are generally above the benchmark because prior year surpluses are recorded in full in January. Overall expenditures are generally below the benchmark because reserve fund transfers, other agency transfers and capital expenditures tend to be incurred and recorded in the latter half of the year.

It should be noted that the recently announced additional federal GST rebate is not reflected in these results, as the associated legislation has not yet been tabled in the House of Commons. Adjustments to reflect these GST recoveries from February 1st will be recorded as soon as fiscal prudence permits.

Overall Summary by Service Area (Appendix 1)

This summary provides a starting point at an organizational level for the year to date results. Under the Revenue section, property tax revenues which are recorded monthly are at the expected 25% benchmark. Grants/Operating Other revenues are at 22% overall, varying between from a low in Environmental Services of 17% to a high in Development Services of 35%. The low benchmark in Environmental Services reflects that annual user fees billings have not yet been recorded – the first bills are sent in June.

The higher quarterly result in Development Services reflects continued strength in the construction industry and associated building permit revenues.

Overall Expenditures are at 19%. The largest contributor to this lower than benchmark result is the Capital Expenditure category. The total budget for this line item is \$3.7 million dollars – only \$227,371 has been expended to date.

Summary of Operating Results (total revenues and expenditures) By Function (Appendix 2)

This schedule is helpful in identifying quickly whether overall revenues and overall expenditures by individual function are within a reasonable variance of the benchmark. However, for the reasons noted above, it is less indicative in the first quarter than in subsequent quarters.

Community Services (Appendices 3 and 3A)

Seasonal factors explain the lower than benchmark operating revenue results for the Regional Parks (13%) function (Page 1).

Grants/Operating Revenues for the District 69 Recreation (30%), Oceanside Place (41%) and the Ravensong Aquatic Center (32%) functions are well above the first quarter benchmark (Page 2). Ice rental revenues for Oceanside Place are a healthy 49% of budget. Operating expenditures for these three recreation functions are below benchmark due to the timing issues mentioned earlier. For example, Debt Financing-Interest for Oceanside Place does not yet reflect debt interest nor the transfer for prepaying capital costs. These will be recorded later in the year. Under the Ravensong Aquatic Center, Capital Expenditures do not reflect the Steam Room project tender, which was only recently approved.

Grants/Operating Revenues for the Southern Community and Northern Community Transit services are at the 25% benchmark (Appendix 3A). Actual farebox revenue for the Southern Community Conventional Transit service is also at 25% of budget. Expenditures are slightly above the benchmark due in part to vehicle insurance, which is paid at the beginning of the year and wage costs which, as noted above, should be at 27% of budget.

Expenditures for the Gabriola Island Emergency Wharf function are at 90% of budget as the construction of the wharf was completed early in the year. The final overall cost to construct and install the wharf is approximately \$10,000 higher than initially estimated during the referendum. The result is that, instead of repaying the feasibility fund \$12,000 for referendum and engineering study costs in 2004, this amount will be recovered in stages from future annual operating budgets at approximately \$5,000 per year. The 2004 budget reflects the final project costs as amended. Therefore, actual results are in line with budget.

Corporate Services (Appendix 4)

Grants/Operating Revenues in Corporate Services are within expectations.

Expenditures for Public Safety are at 1% of budget. Cost sharing transfers for participation in Emergency 911 services will be incurred in August.

Grants/Operating Revenues for Fire Services is below the benchmark (6%). This is because equipment disposal and gaming proceeds projected in the Errington Fire Department budget will be realized later in the year.

Development Services (Appendix 5)

Strong construction activity throughout the District continues to drive building permit revenues (41%) (Page 2 of Appendix 5) with the result that overall Development Services operating revenues (35%) are above the benchmark.

Environmental Services (Appendix 6)


Overall Grants/Operating Revenues for Environmental Services (17%) are below the benchmark because the annual user fee billing revenues for water, sewer, garbage collection and recycling services will not be reflected in the accounts until June. Solid Waste Management tipping fee revenue is slightly below the benchmark at 23% of budget.

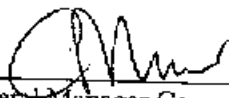
SUMMARY/CONCLUSIONS

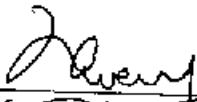
The attached appendices reflect the operating activities of the Regional District recorded up to March 31, 2004. Appendix 1 summarizes the overall results across all functions and reflects that 33% of total budgeted revenues and 19% of budgeted expenditures have been recorded. Grants/Operating/Other Revenues are higher than the benchmark in recreation services and building inspection and lower than the benchmark in the water, sewer and garbage collection programs for the reasons outlined above. The lower overall expenditures (19%) are due to the timing of reserve fund transfers and projects that impact both professional fees and capital expenditures.

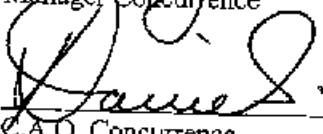
RECOMMENDATION

That the summary report of financial results from operations to March 31, 2004 be received for information.


Report Writer


General Manager Concurrence


Manager Concurrence


C.A.O. Concurrence

COMMENTS:



	COMMUNITY SERVICES			CORPORATE SERVICES			DEVELOPMENT SERVICES			ENVIRONMENTAL SERVICES			TOTAL REVENUE FUND		
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
REVENUES															
TAX REQUISITION	\$2,031,285	\$8,125,116	25%	\$896,859	\$3,587,417	25%	\$307,170	\$1,228,055	25%	\$7,411,916	\$9,847,643	25%	\$5,047,230	\$22,588,861	24%
GRANTS/OPERATING/OTHER	\$2,082,850	\$7,962,950	26%	552,308	2,340,965	24%	397,882	1,142,365	35%	1,736,442	10,495,252	17%	\$4,769,482	\$21,941,542	22%
RETAINED EARNINGS	\$1,076,441	\$1,076,432	100%	812,556	812,551	100%	1,154,279	1,154,280	100%	3,043,193	3,043,190	100%	\$6,096,469	\$6,096,453	100%
TOTAL REVENUES	5,190,576	17,164,498	30%	2,261,723	6,740,933	34%	1,869,331	3,535,330	53%	7,191,551	23,186,085	31%	16,513,181	50,626,856	33%
EXPENSES															
OFFICE OPERATING	\$487,591	\$1,969,625	25%	\$251,913	\$860,393	38%	\$74,658	\$369,050	30%	\$288,052	\$1,123,425	24%	\$1,082,214	\$4,122,494	26%
COMMUNITY GRANTS	27,063	73,500	37%	0	46,696	0	0	0	0	0	0	0	\$27,063	\$120,186	23%
LEGISLATIVE	0	0	0	52,328	214,285	24%	0	0	0	0	0	0	\$52,328	\$214,285	24%
PROFESSIONAL FEES	5,321	145,510	4%	18,598	305,500	6%	33,599	395,185	9%	76,297	887,404	9%	\$133,816	\$1,733,679	8%
BUILDING OPS & MAINT	130,640	536,734	22%	34,014	735,715	14%	9,205	45,200	20%	40,863	259,419	14%	\$214,722	\$1,169,098	18%
VEHICLE OPS & MAINT	587,103	2,096,525	28%	38,620	159,075	23%	16,221	29,035	61%	208,126	558,437	22%	\$651,070	\$3,744,032	26%
OTHER EQUIPMENT OPS & MAINT	8,191	65,950	12%	10,016	77,943	13%	1,740	18,250	11%	0	0	0	\$19,947	\$160,153	12%
OTHER OPERATING	55,324	281,525	20%	2,302	16,430	14%	31,187	203,296	15%	988,082	6,761,363	15%	\$1,076,895	\$7,282,633	15%
WAGES & BENEFITS	2,173,024	8,141,427	27%	366,135	1,419,781	28%	395,429	1,547,210	26%	915,275	3,793,705	24%	\$3,850,863	\$14,902,123	26%
RECREATION PROGRAMS	17,888	250,910	7%	0	0	0	0	0	0	0	0	0	\$17,888	\$250,910	7%
CAPITAL EXPENDITURES	59,190	307,770	19%	43,644	274,715	18%	5,980	114,000	5%	118,557	3,003,800	4%	\$227,371	\$3,760,345	6%
DEBT FINANCING-INTEREST	86,721	1,035,480	8%	0	5,575	0	0	0	0	421,143	1,691,615	25%	\$607,864	\$2,732,670	18%
DEBT FINANCING-PRINCIPAL	38,876	227,980	18%	0	0	0	0	0	0	336,080	1,344,380	25%	\$372,956	\$1,572,360	24%
DEBT FINANCING-EXCHANGE	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	0
CONTINGENCY	0	(20,000)	0	0	0	0	0	0	0	0	0	0	\$0	(\$20,000)	0
TRANSFER TO RESERVE FUND	14,000	53,595	26%	13,295	329,575	4%	9,420	9,420	100%	24,440	1,370,110	2%	\$61,155	\$1,762,050	3%
TRANSFER FROM RESERVE FUND	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	0
IFR TO OTHER GOVTS/AGENCIES	13,000	1,248,875	1%	644,087	2,504,367	22%	0	0	0	0	0	0	\$557,087	\$3,753,242	15%
TOTAL EXPENDITURES	\$3,702,712	\$16,477,406	22%	\$1,972,952	\$6,250,080	22%	\$579,439	\$2,729,555	21%	\$3,387,925	\$21,303,829	16%	\$9,053,028	\$46,760,870	19%
OPERATING SURPLUS (DEFICIT)	\$1,487,864	\$887,092		\$888,771	\$490,853		\$1,289,892	\$805,775		\$3,793,626	\$1,882,266		\$7,460,153	\$3,865,986	

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
JANUARY 1 TO MARCH 31, 2004**

	Revenues			Expenditures			Surplus	
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget
COMMUNITY SERVICES								
District 69 Recreation	314,673	1,062,095	29%	201,140	1,050,617	19%	113,533	31,478
Oceanside Place	662,032	1,622,590	36%	308,706	1,736,122	18%	353,326	86,458
Ravensong Aquatic Center	687,967	1,860,518	37%	387,579	1,831,475	21%	300,388	29,043
Gabriola Island Recreation	19,367	72,130	28%	14,843	67,056	22%	5,524	5,074
Southern Community Recreation	170,362	686,420	25%	823	686,420	0%	169,565	0
Port Theater	10,410	41,635	25%	0	41,635		10,410	0
Gabriola Island Emergency Wharf	5,304	58,190	9%	52,144	58,190	90%	(46,840)	0
Southern Community Transportation	1,935,064	9,805,380	22%	2,365,969	8,804,016	27%	(400,905)	1,364
D69 Conventional Transit	223,129	852,375	26%	214,976	850,570	25%	8,153	1,805
D69 Custom Transit	372	2,960	13%	(175)	2,200	-8%	547	760
Regional Parks	415,833	775,105	54%	69,096	773,395	9%	349,737	1,710
Community Parks								
A	180,913	226,545	80%	6,034	57,168	11%	174,879	169,677
B	127,247	194,745	65%	9,608	81,528	12%	117,639	113,217
C	12,619	20,045	63%	2,604	11,369	23%	10,015	8,676
D	30,568	33,940	90%	1,779	6,392	28%	28,787	27,548
E	107,846	145,345	74%	5,391	66,584	8%	102,455	78,751
F	74,100	86,850	85%	2,658	19,057	14%	71,432	67,793
G	22,490	45,325	50%	5,320	36,044	15%	17,170	9,281
H	44,087	70,335	63%	9,860	51,299	19%	34,227	19,036
Regional Growth Management Service	115,575	281,670	41%	47,444	246,269	19%	68,131	35,401
	<u>5,190,576</u>	<u>17,164,498</u>	<u>30%</u>	<u>3,702,712</u>	<u>16,477,406</u>	<u>22%</u>	<u>1,487,864</u>	<u>687,092</u>
CORPORATE SERVICES								
General Administration	1,309,591	3,426,186	38%	725,864	3,032,210	24%	583,727	393,976
Electoral Areas Only	54,348	147,085	37%	37,747	135,757	28%	16,601	11,328
D66 E911	24,483	57,220	43%	3,885	44,321	9%	20,597	12,899
D69 E911	174,030	421,750	41%	1,281	358,505	0%	172,749	63,245
Fire Protection								
Volunteer Departments								
Coombs-Hilliers	43,559	172,615	25%	48,301	172,615	28%	(4,642)	0
Dashwood	38,657	152,790	25%	56,827	152,790	37%	(18,170)	0
Errington	88,883	340,245	28%	84,133	340,245	25%	4,750	0
Extension	29,705	86,315	34%	18,596	86,315	22%	11,109	0
Nanoose Bay	71,308	262,695	27%	92,260	260,500	35%	(20,952)	2,195
Service Contracts								
Wellington Fire (Area D)	9,901	40,960	24%	519	40,960	1%	9,382	0
Yellowpoint Fire (Area A)	23,127	94,660	24%	500	94,660	1%	22,627	0
Parksville Local (Area G)	14,649	58,595	25%	30	58,430	0%	14,619	165
French Creek Fire (Area G)	67,895	260,360	26%	30	263,315	0%	67,865	7,045
Regional Library	300,385	1,185,522	25%	298,381	1,185,522	25%	4,004	0
Feasibility Studies								
Area B (Sewer)	(335)	5,000	-7%	0	5,000		(335)	0
Area E (Sewer)	8,938	18,935	47%	6,597	18,935	35%	2,341	0
Electoral Areas	2,499	10,000	25%	0	10,000		2,499	0
	<u>2,261,723</u>	<u>6,740,933</u>	<u>34%</u>	<u>1,372,952</u>	<u>6,260,080</u>	<u>22%</u>	<u>888,771</u>	<u>490,853</u>

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
JANUARY 1 TO MARCH 31, 2004**

	Revenues			Expenditures			Surplus	
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget
DEVELOPMENT SERVICES								
Building Inspection	983,923	1,522,170	65%	226,247	869,120	25%	757,676	623,050
Bylaw Enforcement								
Animal Control A,B,C,D	45,703	86,955	53%	5,368	64,625	9%	40,035	22,330
Animal Control E,G,H	31,936	85,050	38%	13,236	78,380	17%	18,700	6,370
Animal Control F	17,531	25,945	68%	2,139	13,445	13%	15,392	9,500
Noise Control A	7,999	12,690	63%	703	8,895	10%	7,295	5,795
Noise Control B	5,595	8,210	68%	727	5,860	12%	4,858	2,350
Noise Control C	5,155	8,780	70%	694	5,880	12%	5,461	2,920
Noise Control D	5,280	9,655	65%	694	5,035	14%	5,586	4,620
Noise Control E	9,511	14,550	65%	703	6,900	10%	8,808	7,650
Noise Control G	7,095	10,470	68%	694	5,860	12%	6,401	4,610
Noise Control H	0	4,500		688	4,500	15%	(688)	0
Uninsighty Premises	21,196	33,355	64%	2,541	22,435	11%	18,655	10,920
Hazardous Properties	3,546	8,480	42%	673	8,280	11%	2,873	2,200
General Enforcement	44,277	195,735	23%	46,310	210,325	22%	(2,033)	(13,590)
Emergency Planning	71,012	127,265	56%	10,327	87,515	12%	60,685	39,750
Development Planning	602,196	1,359,020	44%	262,019	1,282,020	20%	340,177	77,000
House Numbering	5,376	21,500	25%	5,376	21,500	25%	0	0
	<u>1,839,331</u>	<u>3,535,330</u>	<u>53%</u>	<u>579,439</u>	<u>2,729,555</u>	<u>21%</u>	<u>1,289,892</u>	<u>805,775</u>
ENVIRONMENTAL SERVICES								
Southern Community Wastewater	2,810,163	6,031,380	47%	704,329	5,679,400	12%	2,105,834	352,290
Northern Community Wastewater	926,898	3,986,600	23%	735,687	3,981,760	18%	191,211	4,840
Duke Point Wastewater	137,994	226,457	61%	23,897	126,303	19%	114,107	100,154
Solid Waste Disposal Facilities	1,801,166	7,430,825	24%	1,036,396	6,467,158	16%	764,780	963,667
Solid Waste Collection & Recycling	132,967	1,765,971	8%	351,301	1,753,686	20%	(218,334)	13,285
Water Utilities								
Madrona	53,300	185,835	29%	26,573	165,487	15%	26,727	20,348
Fairwinds	179,491	364,150	49%	37,649	295,191	13%	141,842	68,959
Nanoose Bay	272,661	629,045	43%	81,337	569,540	14%	191,324	59,505
Arbutus Park Estates	46,742	121,630	38%	12,225	103,040	12%	34,517	18,590
West Bay Estates	60,894	128,199	47%	13,227	103,265	13%	47,667	24,934
Driftwood	4,861	22,056	22%	2,281	20,718	11%	2,580	1,348
San Pareil	82,446	231,730	36%	26,325	211,800	12%	56,121	19,930
French Creek	63,777	257,630	25%	44,558	228,957	20%	19,119	28,663
Surfside	11,007	28,274	39%	3,109	23,885	13%	7,899	4,569
Decourcey	2,105	6,497	32%	881	5,497	16%	1,225	1,000
Morningstar Creek	3,833	4,585	84%	55	4,451	1%	3,778	134
Wall Beach	0	4,037		0	4,037		0	0
Englishman River	4,691	8,946	52%	43	8,946	0%	4,648	0
Nanoose Bay Bulk Water	97,893	372,965	26%	77,498	372,884	21%	20,395	81
French Creek Bulk Water	36,093	99,740	36%	14,129	99,739	14%	21,864	1
Sewer Utilities								
Fairwinds/Nanoose Coll & Treat	182,161	371,350	49%	45,909	297,712	15%	136,252	73,638
French Creek	229,785	765,403	30%	138,008	653,860	21%	91,776	111,543
Pacific Shores	11,435	31,135	37%	5,751	27,945	21%	5,684	3,190
Surfside Sewer	12,728	23,160	55%	2,442	18,854	14%	10,286	6,306
MacMillan R. Sewer	0	3,425		855	3,425	25%	(855)	0
Englishman River Stormwater	0	5,000		30	5,000	1%	(30)	0
Pump & Haul	365	11,950	3%	501	11,950	4%	(136)	0
Streetlighting	26,094	66,810	39%	12,848	61,529	21%	13,246	5,281
	<u>7,191,551</u>	<u>23,186,095</u>	<u>31%</u>	<u>3,397,925</u>	<u>21,303,829</u>	<u>16%</u>	<u>3,793,626</u>	<u>1,882,266</u>
TOTAL - ALL SERVICES	<u>16,513,181</u>	<u>50,626,856</u>	<u>33%</u>	<u>9,053,028</u>	<u>46,760,870</u>	<u>19%</u>	<u>7,460,153</u>	<u>3,865,986</u>

**REGIONAL DISTRICT OF NANAIMO
COMMUNITY SERVICES
MARCH 31, 2004**

	REGIONAL GROWTH MANAGEMENT SERVICE			REGIONAL PARKS			COMMUNITY PARKS		
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
REVENUES									
TAX REQUISITION	50,991	203,965	25%	118,499	486,000	25%	74,529	298,093	25%
GRANTS/OPERATING/OTHER	875	14,000	6%	1,477	11,260	13%	0	0	0
RETAINED EARNINGS	63,709	63,705	100%	297,857	297,855	100%	525,339	525,337	100%
TOTAL REVENUES	115,575	281,670	41%	415,833	775,105	54%	599,868	823,430	73%
EXPENSES									
OFFICE OPERATING	\$10,201	\$45,935	22%	\$11,178	\$41,145	27%	\$4,158	\$17,190	24%
PROFESSIONAL FEES	0	22,500		1,146	87,500	1%	0	19,250	
BUILDING OP & MAINTENANCE	0	13,000		2,877	21,204	14%	995	4,345	23%
VEHICLE OP & MAINTENANCE	350	350	100%	2,787	6,955	40%	0	1,000	
OTHER OPERATING COSTS	6,209	49,530	13%	5,285	19,255	27%	215	4,790	4%
WAGES & BENEFITS	29,984	114,054	26%	37,400	155,566	24%	27,459	114,621	24%
EQUIP OP & MAINTENANCE	0	0		880	900	98%	0	0	
COMMUNITY GRANTS	0	0		0	0		0	0	
RECREATION PROGRAMS	0	0		270	32,000	1%	6,043	113,750	5%
CAPITAL EXPENDITURES	0	500		2,588	2,720	95%	0	15,000	
DEBT FINANCING - INTEREST	0	0		249	1,000	25%	2,442	14,050	17%
DEBT FINANCING - PRINCIPAL	0	0		1,131	85,000	1%	1,362	5,445	25%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	700	700	100%	305	34,150	1%	0	0	
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	286,000		0	20,000	
TOTAL EXPENDITURES	\$47,444	\$246,269	19%	\$66,096	\$773,395	9%	\$43,264	\$329,441	13%
OPERATING SURPLUS (DEFICIT)	\$68,131	\$35,401		\$349,737	\$1,710		\$556,604	\$493,989	

REGIONAL DISTRICT OF NANAIMO
COMMUNITY SERVICES
MARCH 31, 2004

	DISTRICT 69 RECREATION			OCEANSIDE PLACE			RAVENSONG AQUATIC CENTER		
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
REVENUES									
TAX REQUISITION	213,903	855,605	25%	302,184	1,208,740	25%	293,748	1,174,988	25%
GRANTS/OPERATING/OTHER	55,085	180,805	30%	173,397	427,400	41%	137,724	429,035	32%
RETAINED EARNINGS	45,685	45,685	100%	186,451	186,450	100%	256,495	256,495	100%
TOTAL REVENUES	\$14,673	1,082,095	29%	662,032	1,822,590	36%	667,967	1,860,518	37%
EXPENSES									
OFFICE OPERATING	\$25,233	\$91,580	28%	\$29,986	\$97,315	31%	\$28,696	\$121,365	24%
PROFESSIONAL FEES	534	3,100	17%	3,016	650	457%	0	500	
BUILDING OP & MAINTENANCE	2,625	10,500	25%	62,528	242,100	26%	29,276	178,135	16%
VEHICLE OP & MAINTENANCE	2,542	20,230	13%	3,908	21,055	19%	200	2,875	7%
OTHER OPERATING COSTS	5,497	19,025	29%	3,152	10,780	29%	4,861	19,750	24%
WAGES & BENEFITS	133,311	581,562	23%	187,829	619,827	32%	197,090	759,985	26%
EQUIP OP & MAINTENANCE	664	2,875	23%	5,165	35,650	14%	871	23,525	4%
COMMUNITY GRANTS	24,383	67,000	36%	524	500	105%	2,156	6,000	36%
RECREATION PROGRAMS	3,418	54,980	6%	2,293	16,780	14%	5,244	33,400	16%
CAPITAL EXPENDITURES	2,628	3,970	66%	0	7,170		2,081	217,720	1%
DEBT FINANCING - INTEREST	0	0		0	683,980		83,976	335,000	25%
DEBT FINANCING - PRINCIPAL	0	0		0	0		33,003	132,015	25%
DFBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	305	305	100%	305	305	100%	305	305	100%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	195,490		0	0		0	0	
TOTAL EXPENDITURES	\$201,140	\$1,050,617	19%	\$308,708	\$1,736,122	18%	\$387,579	\$1,831,475	21%
OPERATING SURPLUS (DEFICIT)	\$113,533	\$31,478		\$353,328	\$86,468		\$300,388	\$29,043	

REGIONAL DISTRICT OF NANAIMO
COMMUNITY SERVICES
MARCH 31, 2004

	GABRIOLA ISL RECREATION			SOUTHERN COMMUNITY RECREATION & CULTURE			TRANSPORTATION SERVICES			TOTAL COMMUNITY SERVICES		
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
REVENUES												
TAX REQUISITION	17,448	69,795	25%	182,421	729,675	25%	779,562	3,118,255	25%	2,031,285	8,125,118	25%
GRANTS/OPERATING/OTHER	175	0		0	0		1,714,117	6,900,460	25%	2,082,850	7,962,850	26%
RETAINED EARNINGS	2,334	2,335	100%	(1,619)	(1,620)	100%	(299,810)	(299,810)	100%	1,076,441	1,076,432	100%
TOTAL REVENUES	19,957	72,130	28%	180,802	728,055	25%	2,199,869	9,718,905	23%	5,190,576	17,164,498	30%
EXPENSES												
OFFICE OPERATING	\$217	\$770	28%	\$0	\$0		\$377,922	\$1,554,825	24%	\$487,591	\$1,989,625	25%
PROFESSIONAL FEES	0	0		0	12,000		625	0		5,321	145,510	4%
BUILDING OP & MAINTENANCE	0	0		826	28,670	3%	31,523	100,780	31%	130,640	588,734	22%
VEHICLE OP & MAINTENANCE	0	75		0	0		577,316	2,043,985	28%	507,103	2,050,525	20%
OTHER OPERATING COSTS	14	50	28%	0	0		30,271	158,345	19%	55,324	281,525	20%
WAGES & BENEFITS	1,612	6,161	26%	0	0		1,549,139	5,789,651	27%	2,173,824	8,141,427	27%
EQUIP OP & MAINTENANCE	0	0		0	0		611	3,000	20%	8,191	55,950	12%
COMMUNITY GRANTS	0	0		0	0		0	0		27,063	73,500	37%
RECREATION PROGRAMS	0	0		0	0		0	0		17,868	250,910	7%
CAPITAL EXPENDITURES	0	0		0	0		51,893	60,880	85%	59,190	307,770	19%
DEBT FINANCING - INTEREST	0	0		0	0		54	550	10%	86,721	1,035,480	8%
DEBT FINANCING - PRINCIPAL	0	0		0	0		1,380	5,520	25%	36,878	227,980	16%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	0		0	0		0	(20,000)		0	(20,000)	
TRANSFER FROM RESERVE FUND	0	0		0	0		12,080	17,830	68%	14,000	53,595	26%
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0	
TOTAL EXPENDITURES	13,000	50,000	22%	0	687,385		0	0		13,000	1,248,875	1%
	\$14,843	\$57,056	22%	\$826	\$728,055	0%	\$2,632,814	\$9,714,976	27%	\$3,707,712	\$16,477,405	22%
OPERATING SURPLUS (DEFICIT)	\$5,114	\$5,074		\$179,976	\$0		(\$438,945)	\$3,929		\$1,487,864	\$687,092	

REGIONAL DISTRICT OF NANAIMO
TRANSPORTATION SERVICES
MARCH 31, 2004

	GABRIOLA ISLAND EMERGENCY WHARF			SOUTHERN COMMUNITY TRANSPORTATION SERVICES			NORTHERN COMMUNITY D69 CONVENTIONAL			D69 HandyDART			TOTAL																																																																																																																																																																																																																																																																																																																																																																																																		
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR																																																																																																																																																																																																																																																																																																																																																																																																
REVENUES																TAX REQUISITION	\$17,628	\$70,515	25%	\$658,575	\$2,634,305	25%	\$102,987	\$411,945	25%	\$372	\$1,490	25%	\$779,562	\$3,118,256	25%	GRANTS/OPERATING/OTHER	0	0		1,599,503	6,464,030	25%	114,614	434,940	26%	0	1,430		1,714,117	6,900,480	25%	RETAINED EARNINGS	(12,324)	(12,325)	100%	(293,014)	(293,015)	100%	5,523	5,490	101%	0	40		(289,810)	(299,810)	100%	TOTAL REVENUES	\$5,304	\$58,190	9%	\$1,965,064	\$8,805,360	22%	\$223,129	\$852,375	26%	\$372	\$2,960	13%	\$2,193,869	\$9,718,905	23%	EXPENSES																OFFICE OPERATING	\$30	\$125	24%	\$257,415	\$1,072,595	24%	\$120,426	\$481,705	25%	\$51	\$200	26%	\$377,922	\$1,554,825	24%	PROFESSIONAL FEES	221	0		404	0		0	0		0	0		625	0		BUILDING OP. & MAINT.	0	0		31,523	100,780	31%	0	0		0	0		31,573	100,780	31%	VEHICLE OP. & MAINT.	0	0		577,318	2,043,985	28%	0	0		0	0		577,316	2,043,985	28%	OTHER OPERATING COSTS	0	0		30,271	158,345	19%	0	0		0	0		30,271	158,345	19%	WAGES & BENEFITS	0	0		1,454,815	5,418,788	27%	94,550	388,965	26%	(226)	2,000	-11%	1,549,139	5,789,651	27%	EQUIP. OP & MAINT	0	0		811	3,000	20%	0	0		0	0		611	3,000	20%	COMMUNITY GRANTS	0	0		0	0		0	0		0	0		0	0		RECREATION PROGRAMS	0	0		0	0		0	0		0	0		0	0		CAPITAL EXPENDITURES	51,993	52,315	99%	0	8,375	10%	0	0		0	0		51,893	60,590	86%	DEBT FINANCING - INT.	0	0		54	550	25%	0	0		0	0		54	550	10%	-PRINCIPAL	0	0		1,380	5,520	100%	0	0		0	0		1,380	5,520	25%	-EXCHANGE	0	0		0	0		0	0		0	0		0	0		CONTINGENCY	0	0		0	(20,000)		0	0		0	0		0	(20,000)		TRANSFER TO RESERVE FUND	0	0		12,080	12,080	100%	0	0		0	0		12,080	12,080	100%	TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0		0	0		TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0		0	0		TOTAL EXPENDITURES	\$52,144	\$58,190	90%	\$2,365,869	\$8,804,015	27%	\$214,976	\$850,570	25%	(\$175)	\$2,200	-8%	\$2,632,814	\$9,714,976	27%	NET SURPLUS	(\$46,840)	\$0		(\$400,805)	\$1,364		\$8,153	\$1,805		\$547	\$760		(\$438,945)	\$3,929	
TAX REQUISITION	\$17,628	\$70,515	25%	\$658,575	\$2,634,305	25%	\$102,987	\$411,945	25%	\$372	\$1,490	25%	\$779,562	\$3,118,256	25%																																																																																																																																																																																																																																																																																																																																																																																																
GRANTS/OPERATING/OTHER	0	0		1,599,503	6,464,030	25%	114,614	434,940	26%	0	1,430		1,714,117	6,900,480	25%																																																																																																																																																																																																																																																																																																																																																																																																
RETAINED EARNINGS	(12,324)	(12,325)	100%	(293,014)	(293,015)	100%	5,523	5,490	101%	0	40		(289,810)	(299,810)	100%																																																																																																																																																																																																																																																																																																																																																																																																
TOTAL REVENUES	\$5,304	\$58,190	9%	\$1,965,064	\$8,805,360	22%	\$223,129	\$852,375	26%	\$372	\$2,960	13%	\$2,193,869	\$9,718,905	23%																																																																																																																																																																																																																																																																																																																																																																																																
EXPENSES																OFFICE OPERATING	\$30	\$125	24%	\$257,415	\$1,072,595	24%	\$120,426	\$481,705	25%	\$51	\$200	26%	\$377,922	\$1,554,825	24%	PROFESSIONAL FEES	221	0		404	0		0	0		0	0		625	0		BUILDING OP. & MAINT.	0	0		31,523	100,780	31%	0	0		0	0		31,573	100,780	31%	VEHICLE OP. & MAINT.	0	0		577,318	2,043,985	28%	0	0		0	0		577,316	2,043,985	28%	OTHER OPERATING COSTS	0	0		30,271	158,345	19%	0	0		0	0		30,271	158,345	19%	WAGES & BENEFITS	0	0		1,454,815	5,418,788	27%	94,550	388,965	26%	(226)	2,000	-11%	1,549,139	5,789,651	27%	EQUIP. OP & MAINT	0	0		811	3,000	20%	0	0		0	0		611	3,000	20%	COMMUNITY GRANTS	0	0		0	0		0	0		0	0		0	0		RECREATION PROGRAMS	0	0		0	0		0	0		0	0		0	0		CAPITAL EXPENDITURES	51,993	52,315	99%	0	8,375	10%	0	0		0	0		51,893	60,590	86%	DEBT FINANCING - INT.	0	0		54	550	25%	0	0		0	0		54	550	10%	-PRINCIPAL	0	0		1,380	5,520	100%	0	0		0	0		1,380	5,520	25%	-EXCHANGE	0	0		0	0		0	0		0	0		0	0		CONTINGENCY	0	0		0	(20,000)		0	0		0	0		0	(20,000)		TRANSFER TO RESERVE FUND	0	0		12,080	12,080	100%	0	0		0	0		12,080	12,080	100%	TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0		0	0		TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0		0	0		TOTAL EXPENDITURES	\$52,144	\$58,190	90%	\$2,365,869	\$8,804,015	27%	\$214,976	\$850,570	25%	(\$175)	\$2,200	-8%	\$2,632,814	\$9,714,976	27%	NET SURPLUS	(\$46,840)	\$0		(\$400,805)	\$1,364		\$8,153	\$1,805		\$547	\$760		(\$438,945)	\$3,929																																																																																	
OFFICE OPERATING	\$30	\$125	24%	\$257,415	\$1,072,595	24%	\$120,426	\$481,705	25%	\$51	\$200	26%	\$377,922	\$1,554,825	24%																																																																																																																																																																																																																																																																																																																																																																																																
PROFESSIONAL FEES	221	0		404	0		0	0		0	0		625	0																																																																																																																																																																																																																																																																																																																																																																																																	
BUILDING OP. & MAINT.	0	0		31,523	100,780	31%	0	0		0	0		31,573	100,780	31%																																																																																																																																																																																																																																																																																																																																																																																																
VEHICLE OP. & MAINT.	0	0		577,318	2,043,985	28%	0	0		0	0		577,316	2,043,985	28%																																																																																																																																																																																																																																																																																																																																																																																																
OTHER OPERATING COSTS	0	0		30,271	158,345	19%	0	0		0	0		30,271	158,345	19%																																																																																																																																																																																																																																																																																																																																																																																																
WAGES & BENEFITS	0	0		1,454,815	5,418,788	27%	94,550	388,965	26%	(226)	2,000	-11%	1,549,139	5,789,651	27%																																																																																																																																																																																																																																																																																																																																																																																																
EQUIP. OP & MAINT	0	0		811	3,000	20%	0	0		0	0		611	3,000	20%																																																																																																																																																																																																																																																																																																																																																																																																
COMMUNITY GRANTS	0	0		0	0		0	0		0	0		0	0																																																																																																																																																																																																																																																																																																																																																																																																	
RECREATION PROGRAMS	0	0		0	0		0	0		0	0		0	0																																																																																																																																																																																																																																																																																																																																																																																																	
CAPITAL EXPENDITURES	51,993	52,315	99%	0	8,375	10%	0	0		0	0		51,893	60,590	86%																																																																																																																																																																																																																																																																																																																																																																																																
DEBT FINANCING - INT.	0	0		54	550	25%	0	0		0	0		54	550	10%																																																																																																																																																																																																																																																																																																																																																																																																
-PRINCIPAL	0	0		1,380	5,520	100%	0	0		0	0		1,380	5,520	25%																																																																																																																																																																																																																																																																																																																																																																																																
-EXCHANGE	0	0		0	0		0	0		0	0		0	0																																																																																																																																																																																																																																																																																																																																																																																																	
CONTINGENCY	0	0		0	(20,000)		0	0		0	0		0	(20,000)																																																																																																																																																																																																																																																																																																																																																																																																	
TRANSFER TO RESERVE FUND	0	0		12,080	12,080	100%	0	0		0	0		12,080	12,080	100%																																																																																																																																																																																																																																																																																																																																																																																																
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0		0	0																																																																																																																																																																																																																																																																																																																																																																																																	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0		0	0																																																																																																																																																																																																																																																																																																																																																																																																	
TOTAL EXPENDITURES	\$52,144	\$58,190	90%	\$2,365,869	\$8,804,015	27%	\$214,976	\$850,570	25%	(\$175)	\$2,200	-8%	\$2,632,814	\$9,714,976	27%																																																																																																																																																																																																																																																																																																																																																																																																
NET SURPLUS	(\$46,840)	\$0		(\$400,805)	\$1,364		\$8,153	\$1,805		\$547	\$760		(\$438,945)	\$3,929																																																																																																																																																																																																																																																																																																																																																																																																	

REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
MARCH 31, 2004

	ADMINISTRATION			ELECTORAL AREAS			PUBLIC SAFETY			FIRE DEPTS			REGIONAL LIBRARY		
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
REVENUES															
TAX REQUISITION	\$147,408	\$589,625	25%	\$30,912	\$123,650	25%	\$93,489	\$373,945	25%	\$327,393	\$1,309,565	25%	\$295,347	\$1,180,187	25%
GRANTS/OPERATING/OTHER	546,082	2,220,465	25%	0	0	0%	0	0	0%	6,226	105,500	8%	0	0	0%
RETAINED EARNINGS	816,101	616,096	100%	23,436	23,435	100%	105,024	105,025	100%	54,165	54,170	100%	5,338	5,335	100%
TOTAL REVENUES	1,309,591	3,426,186	38%	54,348	147,085	37%	198,513	478,970	41%	387,784	1,469,235	26%	300,385	1,185,522	25%
EXPENSES															
OFFICE OPERATING	\$225,588	\$550,146	41%	\$17,920	\$59,972	30%	\$3,177	\$11,940	27%	\$5,228	\$38,335	14%	\$0	\$0	0%
COMMUNITY GRANTS	0	46,686	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
LEGISLATIVE	52,347	169,450	28%	(19)	24,835	0%	0	0	0%	0	0	0%	0	0	0%
PROFESSIONAL FEES	7,748	240,955	3%	4,253	30,690	14%	0	0	0%	0	0	0%	0	0	0%
BUILDING OPS & MAINT	30,132	219,279	14%	36	800	5%	111	781	14%	3,735	14,855	25%	0	0	0%
VEHICLE OPS & MAINT	4,825	4,825	100%	0	0	0%	0	0	0%	31,795	154,250	21%	0	0	0%
EQUIP OPS & MAINT	7,380	64,323	11%	98	400	25%	1,879	4,730	40%	858	8,500	8%	0	0	0%
OTHER OPERATING COSTS	2,302	10,430	23%	0	0	0%	0	0	0%	0	6,000	0%	0	0	0%
WAGES & BENEFITS	366,098	1,419,481	26%	0	0	0%	0	0	0%	37	300	12%	0	0	0%
CAPITAL EXPENDITURES	16,149	83,330	19%	15,459	19,060	81%	0	0	0%	12,036	172,325	7%	0	0	0%
DEBT FINANCING-INTEREST	0	0	0%	0	0	0%	0	0	0%	0	5,575	0%	0	0	0%
DEBT FINANCING-PRINCIPAL	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
DEBT FINANCING-EXCHANGE	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
CONTINGENCY	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
TRANSFER TO RESERVE FUND	13,295	203,285	7%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
TRSF TO OTHER GOVT/AGENCIES	0	0	0%	0	0	0%	0	0	0%	247,708	933,460	27%	296,381	1,185,522	25%
TOTAL EXPENDITURES	\$725,664	\$3,032,210	24%	\$37,747	\$135,757	28%	\$5,167	\$402,828	1%	\$301,196	\$1,459,830	21%	\$296,381	\$1,185,522	25%
OPERATING SURPLUS (DEFICIT)	\$583,727	\$393,976		\$16,601	\$11,328		\$193,346	\$75,144		\$86,588	\$9,405		\$4,004	\$0	

REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
MARCH 31, 2004

	ELECT AREA REFERENDUMS			FEASIBILITY STUDIES			MUNICIPAL DEBT TRANSFERS			TOTAL CORPORATE SERVICES		
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
REVENUES												
TAX REQUISITION	\$0	\$0		\$2,610	\$10,445	25%	\$0	\$0		\$896,859	\$3,587,417	25%
GRANTS/OPERATING/OTHER	0	0		0	15,000		227,107	2,127,320	11%	779,415	1,468,285	17%
RETAINED EARNINGS	0	0		6,492	6,490	100%	0	0		812,556	812,551	100%
TOTAL REVENUES	0	0		11,102	33,935	33%	227,107	2,127,320	11%	2,488,830	8,868,253	28%
EXPENSES												
OFFICE OPERATING	\$0	\$0		\$0	\$0		\$0	\$0		\$251,913	\$660,303	38%
COMMUNITY GRANTS	0	0		0	0		0	0		0	46,606	
LEGISLATIVE	0	0		0	0		0	0		52,328	214,285	24%
PROFESSIONAL FEES	0	0		6,597	33,935	18%	0	0		16,598	305,580	6%
BUILDING OPS & MAINT	0	0		0	0		0	0		34,014	235,715	14%
VEHICLE OPS & MAINT	0	0		0	0		0	0		36,620	169,075	23%
EQUIP OPS & MAINT	0	0		0	0		0	0		10,016	77,943	13%
OTHER OPERATING COSTS	0	0		0	0		0	0		2,302	16,430	14%
WAGES & BENEFITS	0	0		0	0		0	0		366,135	1,419,781	26%
CAPITAL EXPENDITURES	0	0		0	0		0	0		43,644	274,715	16%
DEBT FINANCING-INTEREST	0	0		0	0		143,476	1,285,340	11%	143,476	1,300,915	11%
DEBT FINANCING-PRINCIPAL	0	0		0	0		82,656	798,805	10%	82,656	798,805	10%
DEBT FINANCING-EXCHANGE	0	0		0	0		0	33,175		0	33,175	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	0		0	0		0	0		13,295	329,525	4%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		544,687	2,504,367	22%
TOTAL EXPENSES	\$0	\$0		\$6,597	\$33,935	10%	\$226,132	\$2,127,320	11%	\$1,589,084	\$8,377,400	19%
OPERATING SURPLUS (DEFICIT)	\$0	\$0		\$4,505	\$0		\$875	\$0		\$689,746	\$490,853	

REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
MARCH 31, 2004

	PLANNING			HOUSE NUMBERING			EMERGENCY PLANNING		
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
REVENUES									
TAX REQUISITION	209,469	837,875	25%	5,376	21,500	25%	13,749	55,000	25%
GRANTS/OPERATING/OTHER	49,582	178,000	28%	0	0		0	15,000	
RETAINED EARNINGS	343,145	343,145	100%	0	0		57,263	57,265	100%
TOTAL REVENUES	602,196	1,359,020	44%	5,376	21,500	25%	71,012	127,265	56%
EXPENSES									
OFFICE OPERATING	\$38,872	\$186,110	20%	\$5,376	\$21,500	25%	\$816	\$16,350	6%
PROFESSIONAL FEES	9,834	165,000	6%	0	0		0	2,000	
BUILDING OP & MAINTENANCE	5,679	24,900	23%	0	0		0	800	
VEHICLE OP & MAINTENANCE	5,235	5,235	100%	0	0		972	2,400	41%
OTHER OPERATING COSTS	11,061	86,875	13%	0	0		0	1,700	
WAGES & BENEFITS	186,974	781,065	24%	0	0		8,439	32,705	26%
EQUIP OP & MAINTENANCE	1,129	7,600	15%	0	0		0	1,500	
COMMUNITY GRANTS	0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0	
CAPITAL EXPENDITURES	0	20,000		0	0		0	30,000	
DEBT FINANCING - INTEREST	0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	5,235	5,235	100%	0	0		0	0	
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0	
TOTAL EXPENDITURES	\$262,019	\$1,282,020	20%	\$5,376	\$21,500	25%	\$10,327	\$87,515	12%
OPERATING SURPLUS (DEFICIT)	\$340,177	\$77,000		\$0	\$0		\$60,685	\$39,750	

REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
MARCH 31, 2004

	BUILDING INSPECTION			BYLAW ENFORCEMENT			TOTAL DEVELOPMENT SERVICES		
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
REVENUES									
TAX REQUISITION	33,750	135,000	25%	44,826	179,310	25%	307,170	1,228,685	25%
GRANTS/OPERATING/OTHER	311,135	748,130	42%	37,165	201,235	18%	397,882	1,142,365	35%
RETAINED EARNINGS	639,038	639,040	100%	124,803	124,830	100%	1,164,279	1,164,280	100%
TOTAL REVENUES	983,923	1,522,170	65%	206,824	505,375	41%	1,869,331	3,535,330	53%
EXPENSES									
OFFICE OPERATING	\$27,349	\$128,330	21%	\$4,145	\$116,760	25%	\$74,658	\$369,050	20%
PROFESSIONAL FEES	5,966	61,750	9%	18,199	166,435	11%	33,599	395,185	9%
BUILDING OP & MAINTENANCE	3,526	15,500	23%	0	4,000	0%	9,205	45,200	20%
VEHICLE OP & MAINTENANCE	7,518	13,700	55%	4,498	8,600	52%	10,221	29,935	61%
OTHER OPERATING COSTS	10,958	52,720	17%	9,168	52,000	18%	31,187	203,295	15%
WAGES & BENEFITS	150,554	580,275	28%	39,482	153,105	26%	395,429	1,547,210	26%
EQUIP OP & MAINTENANCE	611	7,160	9%	0	0	0%	1,740	19,290	11%
COMMUNITY GRANTS	0	0	0%	0	0	0%	0	0	0%
PROGRAM COSTS	0	0	0%	0	0	0%	0	0	0%
CAPITAL EXPENDITURES	5,980	25,500	23%	0	38,500	0%	5,900	114,000	5%
DEBT FINANCING - INTEREST	0	0	0%	0	0	0%	0	0	0%
DEBT FINANCING - PRINCIPAL	0	0	0%	0	0	0%	0	0	0%
DEBT FINANCING - EXCHANGE	0	0	0%	0	0	0%	0	0	0%
CONTINGENCY	0	0	0%	0	0	0%	0	0	0%
TRANSFER TO RESERVE FUND	4,185	4,185	100%	0	0	0%	0	0	0%
TRANSFER FROM RESERVE FUND	0	0	0%	0	0	0%	0	0	0%
TRANSFER TO OTHER GOVTS	0	0	0%	0	0	0%	0	0	0%
TOTAL EXPENDITURES	\$226,247	\$899,120	25%	\$75,470	\$439,400	17%	\$579,439	\$2,729,565	21%
OPERATING SURPLUS (DEFICIT)	\$757,676	\$623,050		\$131,354	\$65,975		\$1,289,892	\$805,775	

REGIONAL DISTRICT OF NANAIMO
ENVIRONMENTAL SERVICES
MARCH 31, 2004

	LIQUID WASTE MANAGEMENT		SOLID WASTE MANAGEMENT		GARBAGE COLLECTION/RECYCLING				
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
REVENUES									
TAX REQUISITION	\$1,838,190	\$7,352,757	25%	\$100,575	\$402,305	25%	\$0	\$0	
GRANTS/OPERATING/OTHER	136,087	931,200	14%	1,430,882	6,759,815	21%	129,137	1,763,141	7%
RETAINED EARNINGS	1,900,778	1,900,780	100%	269,709	269,705	100%	3,930	3,830	100%
TOTAL REVENUES	3,875,055	10,244,737	38%	1,801,166	7,430,925	24%	132,967	1,766,971	9%
EXPENSES									
OFFICE OPERATING	\$91,773	\$309,575	24%	\$117,632	\$462,175	25%	\$31,017	\$127,190	24%
PROFESSIONAL FEES	39,867	434,100	9%	27,568	329,300	8%	0	2,500	
BUILDING OP & MAINTENANCE	22,931	97,800	23%	7,708	56,000	14%	537	2,245	24%
VEHICLE OP & MAINTENANCE	92,171	353,765	26%	90,717	505,130	18%	927	1,785	52%
WAGES & BENEFITS	345,546	1,427,285	24%	397,992	1,530,030	26%	8,050	31,875	25%
OPERATIONAL COSTS	208,937	1,377,743	15%	283,915	2,804,248	10%	310,120	1,587,441	20%
CAPITAL EXPENDITURES	80,281	2,326,900	3%	37,661	415,500	9%	0	0	
DEBT FINANCING - INT	302,250	1,209,010	25%	41,175	164,700	25%	0	0	
DEBT FINANCING - PRINCIPAL	272,037	1,088,155	25%	22,683	90,730	25%	0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	6,110	1,083,110	1%	9,345	109,345	9%	659	650	100%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TSFR TO OTHER GOVT/AGENCIES	0	0		0	0		0	0	
TOTAL EXPENDITURES	\$1,483,903	\$9,787,463	15%	\$1,036,386	\$6,467,158	16%	\$351,301	\$1,753,686	20%
OPERATING SURPLUS (DEFICIT)	\$2,411,152	\$457,274		\$764,780	\$963,667		(\$218,334)	\$13,285	

REGIONAL DISTRICT OF NANAIMO
ENVIRONMENTAL SERVICES
MARCH 31, 2004

	WATER SUPPLY			SEWAGE COLLECTION			STREET LIGHTING			TOTAL ENVIRONMENTAL SERVICES		
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
REVENUES												
TAX REQUISITION	\$306,396	\$1,225,586	25%	\$153,330	\$613,310	25%	\$13,425	\$53,685	25%	\$2,411,916	\$9,647,643	25%
GRANTS/OPERATING/OTHER	33,092	659,438	5%	7,244	322,213	2%	0	455		1,736,442	10,485,262	17%
RETAINED EARNINGS	580,307	580,305	100%	275,900	275,900	100%	12,669	12,670	100%	3,043,193	3,043,190	100%
TOTAL REVENUES	919,795	2,465,329	37%	436,474	1,211,423	36%	26,094	66,810	39%	7,191,551	23,186,095	31%
EXPENSES												
ADMINISTRATION	\$21,174	\$112,036	19%	\$6,216	\$30,850	20%	\$240	\$1,800	15%	\$288,052	\$1,120,426	24%
PROFESSIONAL FEES	6,062	100,604	6%	2,810	20,900	13%	0	0		76,297	887,404	9%
BUILDING OP & MAINTENANCE	6,005	110,744	5%	1,677	9,920	17%	2,004	12,740	16%	40,963	289,449	14%
VEHICLE OP & MAINTENANCE	17,384	66,302	26%	7,927	31,495	25%	0	0		209,126	958,497	22%
WAGES & BENEFITS	122,992	603,645	20%	40,695	200,870	20%	0	0		915,275	3,733,705	24%
OPERATIONAL COSTS	41,479	354,471	12%	133,027	610,291	22%	10,604	47,199	22%	988,082	6,781,383	15%
CAPITAL COST	815	315,185	0%	0	6,275		0	0		118,557	3,063,860	4%
DEBT FINANCING - INT	77,718	317,905	24%	0	0		0	0		421,143	1,691,015	25%
DEBT FINANCING - PRINCIPAL	41,370	165,495	25%	0	0		0	0		336,090	1,344,300	25%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
CONTRIBUTION TO OTHER FUNDS	5,190	70,860	7%	1,145	106,145	1%	0	0		0	0	
CONTRIBUTION FROM OTHER FND	0	0		0	0		0	0		24,440	1,370,110	2%
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0	
TOTAL EXPENSES	\$339,990	\$2,217,247	15%	\$193,497	\$1,016,746	19%	\$12,848	\$61,529	21%	\$3,397,926	\$21,303,829	10%
OPERATING SURPLUS (DEFICIT)	\$579,805	\$248,082		\$242,977	\$194,677		\$13,246	\$5,281		\$3,793,626	\$1,882,266	



REGIONAL DISTRICT OF NANAIMO			
APR 20 2004			
CHAIR		GMCrS	
CAO		GMDS	
GMCS		GMES	

MEMORANDUM

TO: C. Mason
General Manager, Corporate Services

DATE: April 14, 2004

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: Accounting Treatment of Liability Insurance Premiums

PURPOSE:

To outline the accounting treatment of liability insurance premiums in departmental budgets.

BACKGROUND:

At the April 13th Board meeting, staff were requested to provide a report with respect to liability insurance needs regarding specific functions, including the process and cost breakdown which would identify whether the Regional District as a whole or the specific area member would be responsible for the function insurance costs.

Independent Contractors/Organizations

The Regional District requires independent contractors or organizations with whom we enter into service contracts, to provide a minimum of \$2,000,000 general commercial liability. All contracts contain standard insurance and indemnification clauses which have been reviewed by our legal counsel. The Regional District has a number of agreements of this nature including recreation services on Gabriola Island, park management agreements and agreements allowing persons to place structures on land owned by the Regional District.

Regional District Functions

Liability insurance premiums for Regional District functions are accounted for within the General Government Administration budget. The insurance deductible is \$100,000 and the premium paid in 2003 was \$131,907. A reserve for the insurance deductible has been established in the amount of \$100,000. Claim defenses take time to defend and resolve. The Regional District is billed by the Municipal Insurance Association periodically as costs are incurred. These defense costs are charged directly to the department as they occur. The reserve would be used as emergency funding if claims defense costs looked likely to reach \$100,000 in a single year. If the reserve is drawn down, the department would replenish it as quickly as reasonable through their regular operating budget. The reserve has not been drawn down since it was established.

Individual functions are charged an interdepartmental fee to account for support services from the General Government Administration group. In 2003 staff estimated that about 80% of the services managed by the General Government Administration budget (CAO, Secretary, Human Resources, Finance, Information Systems, Board expenses, office and building operations) involved time spent supporting all of the functions in the Regional District. Approximately 20% of administrative services are directly related to supporting the Board. With this in mind staff have tried to ensure that the revenues for General Government Administration are derived 20% or less from general taxation and 80% from other sources including interdepartmental recoveries. Appendix A attached to this report illustrates that in the 2004 to 2009 financial plan, staff forecast property tax support for the General Government Administration budget at between 15% to 17.5% of total revenues. Interdepartmental cost recoveries will account for between 50% and 60% of revenues over the next five years with other sources accounting for the balance. Interdepartmental recoveries offset the cost of support services including a portion of the liability insurance premiums.

ALTERNATIVES:

1. Receive this report for information.
2. Provide further direction to staff.

FINANCIAL IMPLICATIONS:

- The financial implications of changing the method of distributing costs to another approach recommended by the Board, from that currently established in the financial plan would require further analysis.

SUMMARY/CONCLUSIONS:

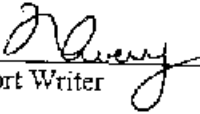
This report outlines the accounting treatment of liability insurance costs by the Regional District. Independent contractors or organizations are required to provide a minimum of \$2,000,000 in general commercial coverage and any agreement includes standard indemnity and insurance coverage clauses.

The overall premium for liability insurance for the Regional District and its various functions is budgeted for in the General Government Administration function. However, where a claim is filed and defended by the Municipal Insurance Association, any periodic invoices for costs are charged directly to the function involved in the claim. An insurance deductible reserve of \$100,000 has been established as an emergency fund but it has not been drawn down to date.


Approximately 80% of general administration expenditures are directly related to supporting individual functions and 20% of those expenditures are related to Board support. Funds to provide support services to other departments are largely recovered through interdepartmental fees. Interdepartmental fees include a contribution towards the liability insurance premiums budgeted for in the General Government Administration budget. The tax requisition for the General Government function makes up 15% (2004) of total revenues for this budget and effectively represents the costs of Regional Board activities.

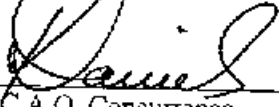
RECOMMENDATION:

That this report be received for information.



Report Writer



General Manager Concurrence


C.A.O. Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO			
APR 15 2004			
CHAIR		GMCrs	
CAO		GMDS	
GMCrs		GMES	

MEMORANDUM

TO: C. Mason
General Manager, Corporate Services

FROM: N. Avery
Manager, Financial Services

SUBJECT: Initiative to Request Wireless Telephone Providers to Collect 911 Levy for Local Government Call Answer Center

DATE: April 13, 2004

FILE:

PURPOSE:

To obtain Board approval to request that the three current wireless telephone service providers in the Central Island area collect the local government call answer levy on their cell phone subscriber invoices.

BACKGROUND:

Several years ago the Canadian Radio and Television Council authorized Telus to act as a collection agency for a fee, which covered the costs of a local government's RCMP E911 call answer center. The City of Nanaimo and Regional District of Nanaimo adopted the subscriber fee approach for their portion of costs in the Central Island E911 partnership. Since 1999 subscribers in School District 68 have paid a fee of .47 cents per landline through their telephone bills, rather than through property taxes.

Statistically speaking, 50% or more of 911 calls now originate from cell phones – however, the cell phone providers have not participated in the same levy collection protocol. In theory, expanding the base from which the levy is collected would allow our local governments to lower the levy charge – offsetting somewhat the additional fees payable where a person has both a cell phone and a regular landline telephone.

A working group of 911 providers – called the BC 911 Service Providers Association (BC911SPA) – has initiated the first formal correspondence to the three wireless service providers, Telus Mobility, Bell Mobility and Rogers, seeking their cooperation in acting as collection agents in the same way as Telus Communications Inc. does for landlines. Each of the individual participating local governments has been asked to send similar correspondence as a means of reinforcing the initial message. A draft copy of the letter is attached.

There is no legislation in place which requires the wireless service providers to participate in collecting the call answer levy (CAL). If a voluntary agreement cannot be achieved it may be necessary to seek a legislative solution, although it is uncertain what form that might take in terms of local government authority.

ALTERNATIVES:

1. Approve the correspondence as presented.
2. Amend the correspondence and approve as amended.
3. Accept this report for information.

FINANCIAL IMPLICATIONS:

If the Wireless Service Providers (WSP) agree to act as collection agents for the call answer levy, then the fee could be reduced from its current level.

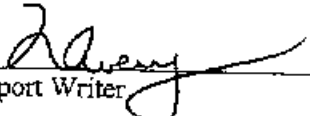
Of more interest over the long term is that the purpose of the call answer levy will be expanded to include all costs associated with local government 911 services. The existing CAL is only permitted to cover the costs of the RCMP call answer center – fire dispatch centers are not included in the "purpose". However, there is no technical reason why the fee cannot cover the total call answer function costs and the BC911SPA is working towards this goal.

SUMMARY/CONCLUSIONS:


A working group of 911 service providers is seeking support to have wireless service providers voluntarily act as collection agents of the call answer levy, which is used to cover the costs of RCMP 911 call answer centers. At present, only Telus, the primary landline telephone provider in this area, acts as a collection agent under a regulation approved by the CRTC. Wireless service providers are not regulated by the CRTC and therefore they are free to agree or not to agree to collect the call answer levy. Given that 50% or more of calls to E911 now originate with wireless phones, it makes sense to broaden the collection base and if possible, reduce the per unit fee. Over the longer term it would be ideal to have both the RCMP and fire dispatch call answer center costs recovered by way of the subscriber fee – reducing or eliminating the existing property tax charge for fire dispatch. The BC911SPA has provided draft letters for the wireless service providers, seeking their cooperation to collect a call answer levy. Staff recommend supporting the initiative.

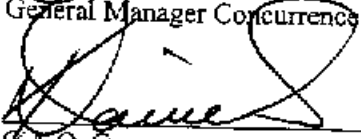
RECOMMENDATION:

That correspondence in the form attached be forwarded to the three wireless service providers, Telus Mobility, Bell Mobility and Rogers Wireless, seeking their cooperation in acting as a collection agent for the 911 call answer levy in a manner consistent with the collection agreement in place with Telus as a landline service provider.



Report Writer



General Manager Concurrence


C.A.O. Concurrence

COMMENTS:



REGIONAL
DISTRICT
OF NANAIMO

April 13, 2004

George Cope, President & CEO
Telus Mobility
1600-200 Conshium Place
Scarborough, ON M1H 3J3

Dear Mr. Cope:

The Regional District of Nanaimo, as a partner in the Central Island 911 Service, would like to request implementation of a Call Answer Levy (CAL) fee on cell phones. The proceeds of this fee would be used to provide funding for the 911 service in the Regional District.

The Central Island 911 jurisdiction partially funds this important public service through a Call Answer Levy on landline telephones. At the present time, the three major wireless providers do not participate in the CAL collection process. With almost 50% of the calls originating from the three major wireless networks, we believe it would be equitable for wireless service providers to assist in collecting a Call Answer Levy for the Central Island 911 Service.

We invite you to participate as a collection agent under the same terms and conditions as our agreement signed with Telus Communications Inc. Under our agreement with Telus, the Central Island 911 Service is charged a per line fee that is retained by Telus to cover administration of collecting and remitting the CAL to the Central Island 911 Service. We anticipate that the wireless CAL fee would apply only to cell phones registered (home base) in our 911 service area.

The BC 911 Service Providers Association supports this initiative and has recently sent a letter outlining their support. The association would like to facilitate a meeting with all interested parties to discuss implementing a collection process.

Thank you in advance for your anticipated support and endorsement of this initiative.

Sincerely

Joseph Stanhope
Chairperson

cc: Darren Entwistle, Telus Communications, 555 Robson St., Vancouver BC V6C 3B6
CRTC, 580 Hornby Street, Suite 530, Vancouver BC V6C 3B6
Frank E. Leonard, President UBCM, Suite 60 10551 Shellbridge Way, Richmond BC V6X 2W9

5300 Hammond Eby Rd.
Nanaimo, B.C.
V9T 6N2

Ph: (250)390-4111
Toll Free: 1-877-607-4111
Fax: (250)390-4133

RDN Website: www.rdn.bc.ca

911 letter to wireless service providers - Apr 2004.doc



REGIONAL DISTRICT OF NANAIMO		
APR 20 2004		
CHAIR		GM CrS
CAO		GMDS
GM CrS		GMES
[Signature]		

MEMORANDUM

TO: Robert Lapham
General Manager, Development Services

DATE: April 20, 2004

FROM: Stan Schopp
Manager of Inspection/Enforcement

FILE: 4320-50 - 525 Lowry's

SUBJECT: Request to Amend Liquor-Primary License for Morningstar Golf Club Electoral Area 'G' - 525 Lowry's Road

PURPOSE

To consider a Liquor Control and Licensing Branch (LCLB) application for a structural change to the liquor-primary license for the Morningstar Golf Club.

BACKGROUND

This is a request to amend the current liquor-primary license for the property located at 525 Lowry's Road in French Creek and legally described as Lot A, District Lots 81 & 126, Nanoose District, Plan 49145, With Exceptions (Morningstar Golf Club). The applicant is requesting a change in their current license to relocate a portion of their liquor-primary license to the recently constructed outdoor deck.

The Liquor Control and Licensing Branch (LCLB), pursuant to the *Liquor Control and Licensing Act*, has regulations and procedures to address changes to an existing liquor license. Amendments to an existing liquor license require a Board resolution supporting the requested amendment, specifically, with respect to compliance with local bylaws.

The subject property is currently zoned Recreation 1 (RC1) pursuant to the RDN Land Use and Subdivision Bylaw No. 500, 1987. Under this zone, a golf course and related uses are permitted. The subject property is also designated within the Provincial Agricultural Land Reserve.

ALTERNATIVES

1. To approve the application for a structural change to the current liquor-primary license to allow a redistribution of the seating to permit liquor-primary seating on the outdoor deck as set out in the corresponding application.
2. To not approve the request for a structural change.

DEVELOPMENT IMPLICATIONS

The Provincial Agricultural Land Commission has approved the golf course and related uses and has no objections to this request.

A building permit was issued for the outside deck and the requested occupancy can be met. As there is no increase in the total number of seats for the Clubhouse, other bylaw related requirements such as off-street parking is not affected.

PUBLIC CONSULTATION IMPLICATIONS

As a referral application, there is no legal requirement for local government to notify adjacent residents of the application for a structural change. Given the location of the clubhouse, no public information meeting was held to discuss the referral.

SUMMARY


The applicant, Morningstar Golf Club, has requested support for an application for a structural change to their current Liquor-Primary License. A review of the applicable land use and development regulations for the Morningstar Golf Club property indicates the proposal is not in conflict with any Regional District bylaws or land use policies. As a result, staff recommends the application be supported.

VOTING


All Directors - one vote.

RECOMMENDATION

That the application for a structural change to the current liquor-primary license for the Morningstar Golf Club located at 525 Lowry's Road and legally described as Lot A, District Lots 81 & 126, Nanoose District, Plan 49145, With Exceptions, to allow the reallocation of seating to permit liquor-primary license on the recently constructed outdoor deck, be supported.



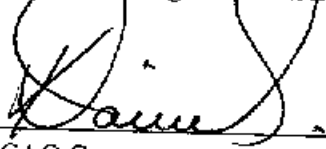
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

COMMENTS:



525 Lowry's Road
Parksville, British Columbia V9P 2R8

- Open Year Round
- 7,018 Yards Par 72, 74 Rating
- Cart and Club Rentals
- Grass Fee Driving Range
- 2 Putting Greens
- Paved Cart Paths
- Chip and Sand Play
- Pro Shop Souvenirs
- CPGA Lessons
- Limited Memberships Available
- Tournament Packages
- Three-day Golf School
- Afresco Pavilion
- Morningstar Lodge Restaurant

April 15, 2004

To: Stan Schopp
c.o Nansanto Regional District

Dear Sir,

As per our conversation earlier in the week please find attached the information I believe you need re my request for the re-configuration of my current in-house food/liquor licenses at Morningstar International Golf Course. Currently my clubhouse "liquor primary" license provides for 72 persons; my "food primary" license provides for 82 persons. As you are aware we have constructed a new outside deck to the clubhouse. It is our intention to expand our food primary license to this newly constructed deck. In addition to the deck we have also renovated the inside of the building. It is our intention in this application to not only expand our food primary license to the deck but also to diminish our liquor primary seats. In essence we are reorganizing our building so as to accommodate more food related business.

In our reorganization we are requesting lowering our clubhouse "liquor primary" seats to 30 from 72, and increasing our "food primary" seats from 82 in the clubhouse to 102. We believe the direction we are taking is very consistent with where the industry is going.

It is our understanding the LCB is streamlining their licensing practices so as to create more "food primary" operations; the major reason we still require a liquor primary license is that it is mandatory for us to attach our on course beverage cart to the liquor primary license.

In addition to our clubhouse we have a "food primary" license for our pavilion complex. (Total seats 160.) This area is used for tournament groups. It is seldom used during the season and it is our intention this space will be totally renovated this fall.

If I can provide any further information please do not hesitate to contact the undersigned.

Best regards,

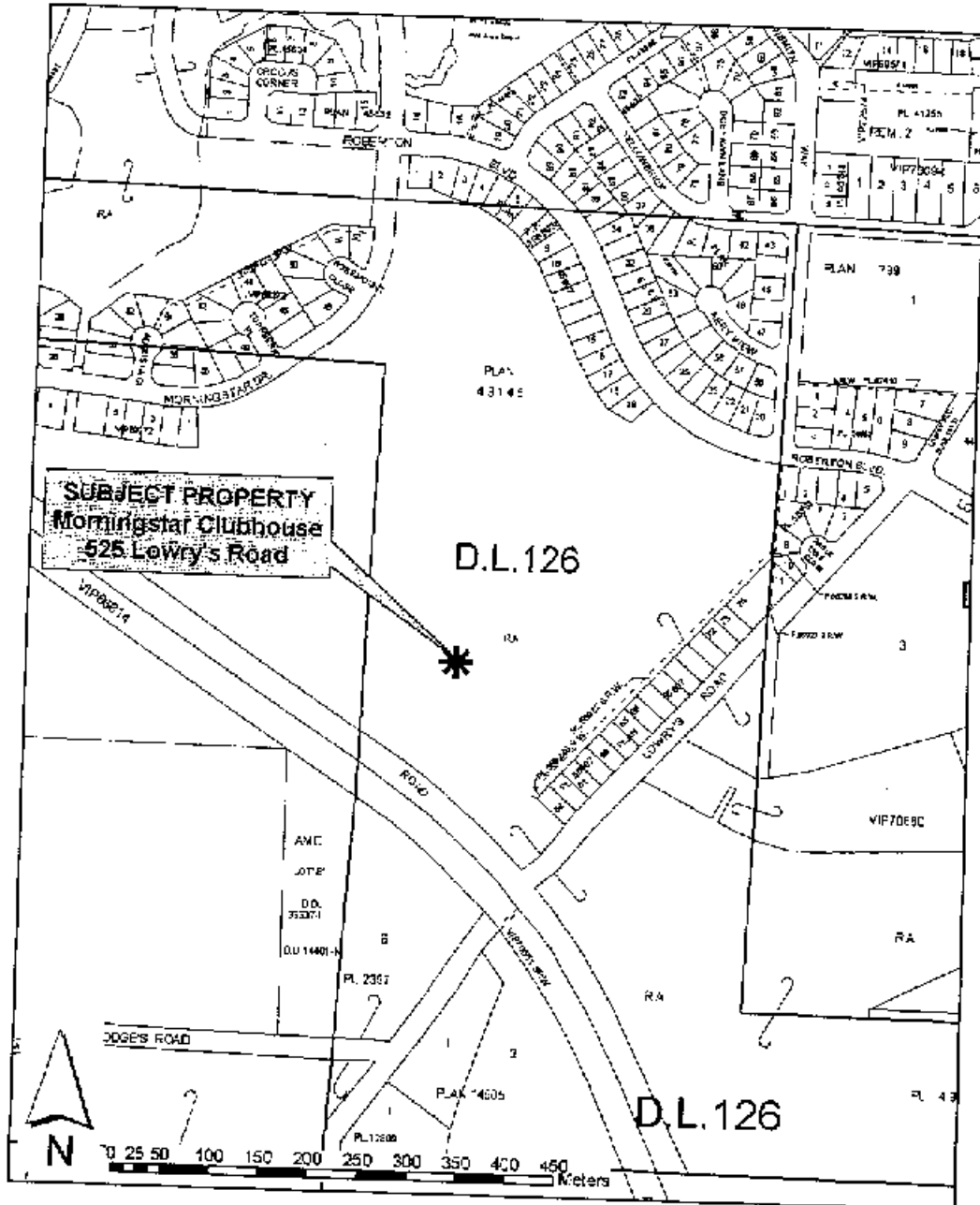
Scott Keenlyside
General Manager

P.S. Morningstar Golf Course - Restaurant, License No. 148270

Office: (250) 248-2244
Fax: (250) 248-8188
Restaurant: (250) 248-6334

Pro Shop: (250) 248-8161
1-800-567-1320
E-mail: info@morningstar.bc.ca
www.morningstar.bc.ca

Attachment No. 1
Location of 525 Lowry's Road



BCGS Map Sheet No. 62F.008.1.3



REGIONAL DISTRICT OF NANAIMO			
APR 16 2004			
CHAIR		GMCrS	
CAO		GMDS	
GMCS		GMFS	
<i>Coll</i>			

MEMORANDUM

TO: Dennis Trudeau
Manager of Liquid Waste

DATE: April 16, 2004

FROM: Sean De Pol
Engineering Technologist

FILE: 4520-20-60

SUBJECT: Liquid Waste
Northern and Southern Communities
Pump and Haul Bylaw Amendment

PURPOSE

To consider an amendment to Bylaw 975 which established the Regional District of Nanaimo's Pump and Haul program.

BACKGROUND

The pump and haul service was established to provide a solution for those properties unable to obtain a permit for an on site septic disposal system. In order to apply for a permit under this bylaw the following conditions must be met:

- the applicant must have been formally rejected by the Ministry of Health for an on site system
- the parcel must be greater than 700 m²
- the parcel is for existing uses and the disposal system has failed, or the parcel is currently vacant and will only be used for the construction of a single family residence
- the parcel cannot be further subdivided or stratified according to existing zoning or a restrictive covenant
- a community sewer system is not available
- including the parcel will not facilitate development of any additional units on the property
- the development conforms to zoning bylaws.

A person wishing to incorporate a property (or properties) into the Pump and Haul Service Area must first apply to the Regional District of Nanaimo to amend the Pump and Haul Bylaw No. 975. A Restrictive Covenant shall be registered against the title of the land in question in accordance with section 219 of the Land Title Act. The Restrictive Covenant shall require that the owner of the lot maintain a contract with a pump out company with a copy of the current contract always deposited with the Regional District of Nanaimo; the owner of the lot connect to sewers when they become available and the owner shall not subdivide or construct any additional units on the property.

A request has been received to include the following property into the Pump and Haul function:

1. Lot 75, Section 13, Gabriola Island, Nanaimo District, Plan 21531
653 South Road, Gabriola Island
Area B

Ms. Isabelle Ma has petitioned the RDN to include her property into the Regional District of Nanaimo Pump and Haul Local Service Area, Bylaw No. 975. A rejection report from the Environmental Health officer at the Central Vancouver Island Health Region indicates the property could not be approved for a sewage disposal permit. The property is greater than 700 m² and conforms to the existing zoning bylaws.

A Restrictive Covenant will be registered on the property requiring that a continuous contract with a pump out company be on file with the Regional District of Nanaimo that the owner will connect to sewers when they become available and that the owner shall not subdivide or construct any additional units on the property.

ALTERNATIVES

1. Do not accept the application.
2. Accept the application.

FINANCIAL IMPLICATIONS

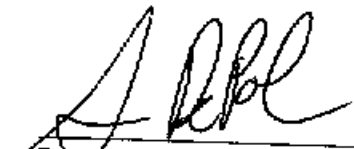
There are no financial implications. The applicant pays an application fee and an annual user fee. The Pump and Haul program is a user pay service.

SUMMARY/CONCLUSION


The application meets all requirements for inclusion into the Pump and Haul function, specifically the parcel size is greater than 700m², a community sewer is not available, sewage disposal permits could not be obtained under the Provincial Sewage Disposal Regulation and the property conforms to zoning bylaws. An appropriate Restrictive Covenants has been prepared for the property and has been approved by Planning and Environmental Services staff.

RECOMMENDATIONS

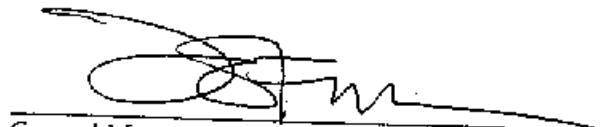
1. That the boundaries of the RDN Pump and Haul Local Service Area Bylaw 975 be amended to include Lot 75, Section 13, Gabriola Island, Nanaimo District, Plan 21531, 653 South Road, Gabriola Island, Area B.
2. That "Regional District of Nanaimo Pump & Haul Local Service Area Amendment Bylaw No. 975.34, 2004" be read three times and forwarded to the Inspector of Municipalities for approval.



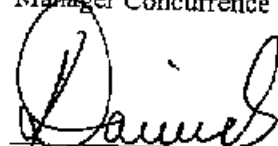
Report Writer



Manager Concurrence

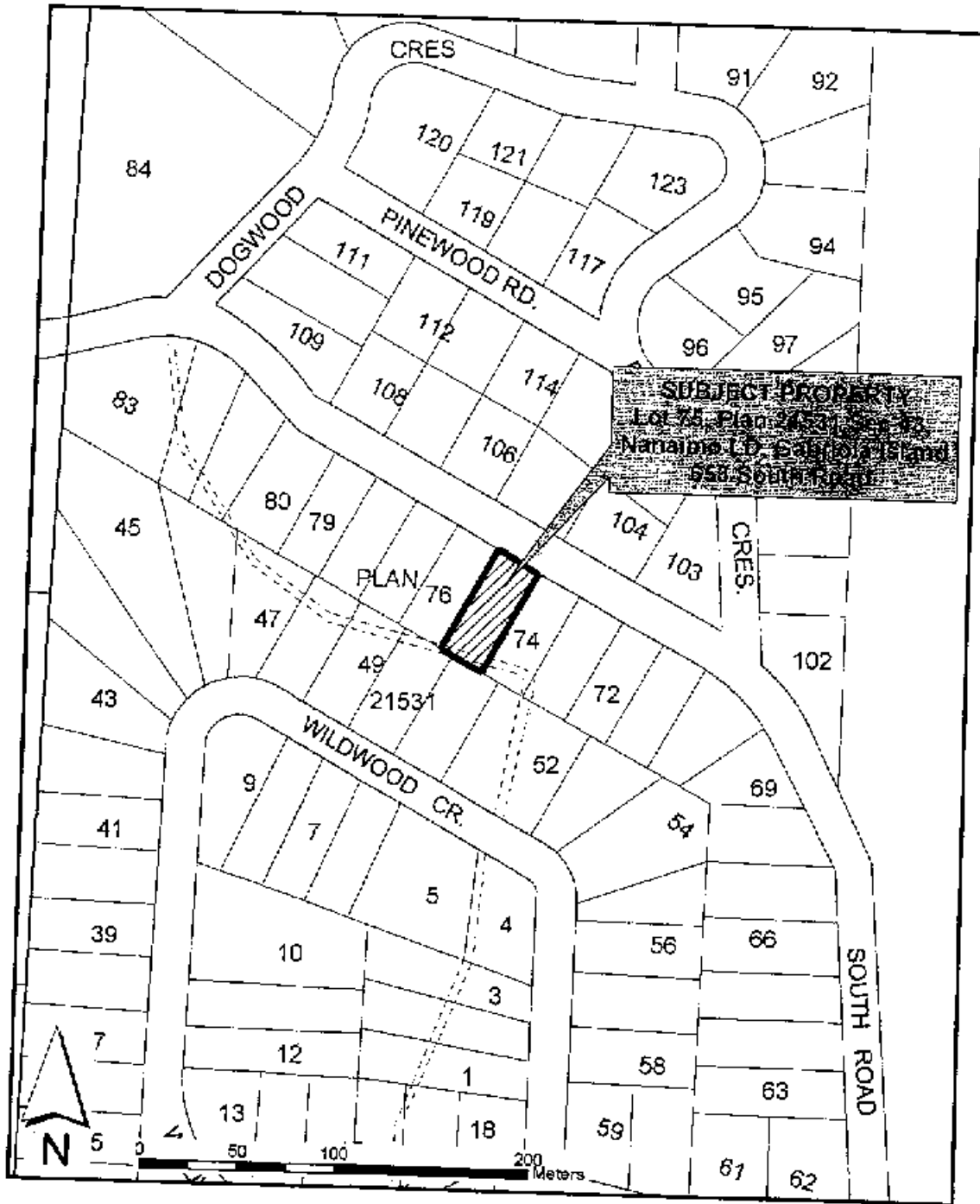


General Manager Concurrence



CAO Concurrence

COMMENTS



BCSS MAPSHEET NO 920 0114.2

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 975.34

**A BYLAW TO AMEND THE REGIONAL
DISTRICT OF NANAIMO PUMP AND
HAUL LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 975**

WHEREAS Regional District of Nanaimo Pump and Haul Local Service Area Establishment Bylaw No. 975, as amended, established the pump and haul local service area;

AND WHEREAS the Directors of Electoral Areas 'B', 'D', 'E', 'F', 'G' and 'H' have consented, in writing, to the adoption of this bylaw;

AND WHEREAS the Councils of the City of Nanaimo and the District of Lantzville have consented, by resolution, to the adoption of Bylaw No. 975.34;

AND WHEREAS the Board has been requested to amend the boundaries of the local service area to include the following property:

Lot 75, Section 13, Gabriola Island, Nanaimo Land District, Plan 21531 (Electoral Area B)

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

1. Schedule 'A' of Bylaw No. 975.33 is hereby repealed and replaced with Schedule 'A' attached hereto and forming part of this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Nanaimo Pump and Haul Local Service Area Amendment Bylaw No. 975.34, 2004".

Introduced and read three times this 13th day of April, 2004.

Received the approval of the Inspector of Municipalities this _____ day of _____, 2004.

Adopted this _____ day of _____, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Schedule 'A' to accompany "Regional District of Nanaimo Pump and Haul Local Service Area Amendment: Bylaw No. 975.34, 2004"

Chairperson

General Manager, Corporate Services

BYLAW NO. 975.34

SCHEDULE 'A'

Electoral Area 'B'

1. Lot 108, Section 31, Plan 17658, Nanaimo Land District.
2. Lot 6, Section 18, Plan 17698, Nanaimo Land District.
3. Lot 73, Section 31, Plan 17658, Nanaimo Land District.
4. Lot 24, Section 5, Plan 19972, Nanaimo Land District.
5. Lot 26, Section 12, Plan 23619, Nanaimo Land District.
6. Lot 185, Section 31, Plan 17658, Nanaimo Land District.
7. Lot 177, Section 31, Plan 17658, Nanaimo Land District.
8. Lot 120, Section 31, Plan 17658, Nanaimo Land District.
9. Lot 7, Section 18, Plan 17698, Nanaimo Land District.
10. Lot 108, Section 12, Plan 23435, Nanaimo Land District.
11. Lot 75, Section 13, Plan 21531, Nanaimo Land District.

Electoral Area 'D'

Electoral Area 'E'

1. Lot 69, District Lot 68, Plan 30341, Nanoose Land District.
2. Lot 1, District Lot 72, Plan 17681, Nanoose Land District.
3. Lot 2, District Lot 117, Plan 18343, Nanoose Land District.
4. Lot 17, District Lot 78, Plan 14212, Nanoose Land District.
5. Lot 32, District Lot 68, Plan 26680, Nanoose Land District.
6. Lot 13, Block E, District Lot 38, Plan 13054, Nanoose Land District.
7. Lot 5, District Lot 78, Plan 25366, Nanoose Land District.
8. Lot 24, District Lot 68, Plan 30341, Nanoose Land District.
9. Lot 13, District Lot 78, Plan 25828, Nanoose Land District.
10. Lot 58, District Lot 78, Plan 14275, Nanoose Land District.
11. Lot 28, District Lot 78, Plan 15983, Nanoose Land District.
12. Lot 23, District Lot 78, Plan 14212, Nanoose Land District.
13. Lot 23, District Lot 78, Plan 28595, Nanoose Land District.

Electoral Area 'F'

1. Lot 22, District Lot 74, Plan 29012, Cameron Land District.
2. Lot 2, District Lot 74, Plan 36425, Cameron Land District.
3. Lot A, Salvation Army Lots, Plan 1115, Except part in Plan 734 RW, Nanoose Land District.
4. Strata Lot 179, Block 526, Strata Plan VIS4673, Cameron Land District.
5. Strata Lot 180, Block 526, Strata Plan VIS4673, Cameron Land District.
6. Strata Lot 181, Block 526, Strata Plan VIS4673, Cameron Land District.
7. Strata Lot 182, Block 526, Strata Plan VIS4673, Cameron Land District.
8. Strata Lot 183, Block 526, Strata Plan VIS4673, Cameron Land District.

Electoral Area 'G'

1. Lot 28, District Lot 28, Plan 26472, Nanoose Land District.

Electoral Area 'H'

1. Lot 22, District Lot 16, Plan 13312, Newcastle Land District.
2. Lot 29, District Lot 81, Plan 27238, Newcastle Land District.
3. Lot 46, District Lot 81, Plan 27238, Newcastle Land District.
4. Lot 9, District Lot 28, Plan 24584, Newcastle Land District.
5. Lot 41, District Lot 81, Plan 27238, Newcastle Land District.
6. Lot 20, District Lot 16, Plan 13312, Newcastle Land District.
7. Lot 2, District Lot 9, Plan 21610, Newcastle Land District.
8. Lot 1, District Lot 2001, Plan 227, Newcastle Land District.

City of Nanaimo

1. Lot 43, Section 8, Plan 24916, Wellington Land District.

District of Lantzville

1. Lot 24, District Lot 44, Plan 27557, Wellington Land District.
2. Lot A, District Lot 27G, Plan 29942, Wellington Land District.



REGIONAL DISTRICT OF NANAIMO			
APR 16 2004			
CHAIR		GMCRS	
CAO		GMDS	
GMCS		GMES	

MEMORANDUM

TO: John Finnie, P. Eng.
General Manager, Environmental Services

DATE: Apr. 16, 2004

FROM: Dennis Trudeau
Manager Liquid Waste

FILE: 4520-00

SUBJECT: Permit Fees Increase

PROBLEM/ISSUE

The Ministry of Water, Land & Air Protection (WLAP) has approved a 48.5 percent increase in annual fees under the Waste Management Permit Fee Regulation (B.C. Reg 299/92).

BACKGROUND

Waste discharge fees for permits, operating certificates and approvals under the Waste Management Act are governed by the Waste Management Permit Fee Regulation (B.C. Reg 299/92). WLAP has advised the Regional District in a letter (Appendix A) received March 10, 2004 that the government has approved a 48.5 percent increase in annual fees.

The Regional District of Nanaimo currently pays approximately \$50,000 in fees per year for the four permits we hold which authorize the discharges from our sewage treatment facilities. The solid waste landfill is currently exempt from paying permit fees. The fee increase will cost the RDN an additional \$25,000 per year.

The fee increases were discussed with stakeholders but did not include the RDN. The stakeholders that the ministry did contact indicated that while they supported the user-pay principal a 48.5 percent increase in waste discharge fees would impose an undue financial burden on those affected. As a result the fees are to be phased in over three years starting April 1, 2004. The first annual increase will be 30 percent and then an additional increase of 9.25 percent of the permit fees in each of the following two years.

It has been evident that WLAP has been aggressive in their attempt to controlling their costs. They have greatly reduced their staffing and service levels which has affected RDN operations. For example WLAP has yet to issue Operating Certificates as per our LWMP which was approved in 1998 which has limited our use of some facilities.

In addition we have been advised that WLAP does not regularly inspect permitted sites as they have done in the past. This has raised some concerns since the RDN uses other regulated or permitted businesses to handle some of our waste. In the past we had a higher level of assurance that these companies would be in compliance since they were under the jurisdiction of WLAP.

The cutbacks in service raise the question of how the WLAP can support a 48.5 percent increase in fees and what they plan to use the increased revenue for.

The RDN uses the user pay approach and any increase in fees would be accompanied with an explanation to the affected service area on why those increases were necessary. The information staff have received to date from WLAP does not address this issue.

Staff propose that a letter be sent to the Minister of WLAP expressing concerns regarding the following:

- Why was the RDN not included in the stakeholder consultation process?
- There was no notice and no opportunity to comment on the very large increase to our permit fees.
- What benefits will the RDN receive for the large increase in fees?

ALTERNATIVES

1. Receive this report for information.
2. Receive this report for information and forward a letter to the Minister of Water, Land and Air Protection (copy to UBCM) that expresses the RDN's concern with the Waste Management Permit Fee Regulation amendments consultation process and requesting explanation as to what value the RDN will receive for the large increase in fees.

FINANCIAL IMPLICATIONS

The increase in fees will increase operating costs for RDN liquid Waste facilities by \$25,000 annually which is approximately a .25 percent increase of our overall budget.

SUMMARY/CONCLUSIONS

Waste discharge fees for permits, operating certificates and approvals under the Waste Management Act are governed by the Waste Management Permit Fee Regulation (B.C. Reg 299/92). WLAP has advised the Regional District in a letter (Appendix A) received March 10, 2004 that the government has approved a 48.5 percent increase in annual fees.

The Regional District of Nanaimo currently pays approximately 50,000 dollars in fees per year for the four permits we hold which authorize the discharges from our sewage treatment facilities. The solid waste landfill is currently exempt from paying permit fees. The fee increase will cost the RDN an additional \$25,000 per year.

RECOMMENDATION

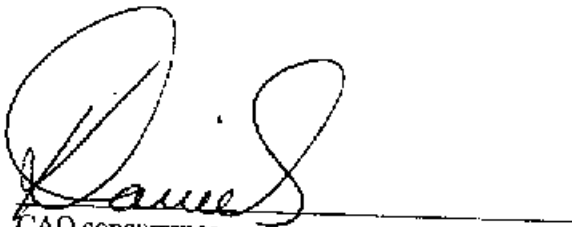
1. That this report be received for information.
2. That Board direct staff to forward a letter to the Minister of Water, Land and Air Protection (copy to UBCM) that expresses the RDN's concern with the Waste Management Permit Fee Regulation amendments consultation process and requesting explanation as to what value the RDN will receive for the large increase in fees.



Report Writer



General Manager Concurrence



CAO concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO
6300 HAMMOND BAY RD
NANAIMO BC V0R 2H0

Dear Stakeholder:

This letter will confirm that government has approved increases in fees governed by the *Waste Management Act*. Before these increases were approved, we met with various stakeholders and discussed the proposed fee increases, the reasons for the increases and the benefits gained. We heard that while the user-pay principle made sense, a 48.5 percent increase in waste permit fees, would pose an undue financial burden on those affected. We have listened to that concern and as a result the increase will be phased in over three years starting April 1, 2004. We hope that this will alleviate some financial pressure and allow for budgetary planning to take place. We are also responding to comments that beehive burners should be treated differently, especially since Tier 1 burners are due to be phased out in 2005. In addition, we are looking at better ways to manifest hazardous waste.

This letter will confirm that government has approved the following fee increases:

- 48.5 percent for annual fees under the *Waste Management Permit Fee Regulation (B.C. Reg 299/92)*. This increase will be phased in over the next three years. The first annual increase will be 30 percent, and then an additional increase of 9.25 percent of the present fees in each of the following two years.
- 48.5 percent for beehive burners effective July 1, 2005 under the *Wood Residue Burner and Incinerator Regulation (B.C. Reg 519/95)*.
- Hazardous (special) waste manifest fees will increase from \$2.00 per manifest to \$14.00 per manifest effective April 1, 2004.
- Fees under the *Contaminated Site Regulation (B.C. Reg 375/96)* were amended effective December 1, 2003, to enhance cost recovery and to simplify the overall fee regime. Fees will continue to be calculated on a case-by-case basis using the new simplified structure.

Please refer to the summary attachment for more details on each of the changes.

REGIONAL DISTRICT OF NANAIMO VANCOUVER MAR 10 2004			
CHAIR		GMCrs	
CAO		GMDS	
GMCms		SMES	
John Short			
replied on request			
for Committee			

Ministry of
Water, Land and
Air Protection

Environmental Protection Division
Environmental Management Branch

Mailing Address:
PO Box 9342 Str Prov Govt
Victoria BC V8W 9M1

Location:
3rd Floor, 2975 Jutland Road
Victoria BC



Thank you for your efforts in protecting the environment of British Columbia.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bill Barisoff', written in a cursive style.

Bill Barisoff
Minister

Attachment

Waste Management and Integrated Pest Management Acts

Fee Increase Summary

Waste Management Act

Waste Discharge Fees

Waste discharge fees for authorizations under the *Waste Management Act* are governed by the *Waste Management Permit Fee Regulation (B.C. Reg 299/92)*. This regulation will be amended in the spring of 2004 to reflect an increase in annual fees of 48.5 percent after three years. The increases will be phased in over three years starting April 1, 2004. Holders of authorizations and those governed by regulations subject to the fee regulation will see the first annual increase of 30 percent reflected on their first fee invoice following April 01, 2004, and then an additional increase of 9.25 percent of the present fees in each of the following two years.

The *Waste Management Permit Fee Regulation (B.C. Reg 299/92)* will also form the basis for fees charged for codes of practice under development.

The *Wood Residue Burner and Incinerator Regulation (B.C. Reg 519/95)* will be amended in 2004 to reflect an increase in annual fees of 48.5 percent starting on July 1, 2005. From January 1, 2004, until the mandatory shut down date of June 30, 2005, for Tier one burners, the fee will continue at the current rate of \$140.00 and \$16.30 per tonne of particulate matter for Tier one and Tier two burners respectively. On and after July 1, 2005, the fee for all burners not phased out will increase by 48.5 percent.

Contaminated Site Fees

Fees under the *Contaminated Site Regulation (B.C. Reg 375/96)* were amended effective December 1, 2003, to enhance cost recovery and to simplify the overall fee regime. Fees will continue to be calculated on a case-by-case basis using the new simplified structure.

Hazardous Waste Manifest Fees

Hazardous (special) waste manifest fees will increase from \$2.00 per manifest to \$14.00 per manifest effective April 1, 2004. Persons ordering manifest forms prior to April 1, 2004, will be restricted to purchasing a limited number of forms based on their historical levels of use.

The ministry will also work with industry to improve the use of an existing provision in the Special Waste Regulation whereby the Director can authorize the use of only a single manifest for multiple shipments from one location to another of a same special waste type. This would thus result in only a single manifest fee being charged for such shipments.

Integrated Pest Management Act

Pesticide Fees

Fee increases for pesticide licences, permits and certificates and new fees for pesticide use notifications will be introduced with the enactment of regulations, targeted for summer, 2004, under the new *Integrated Pest Management Act* passed in November, 2003.

Pesticide licence fees will increase from \$125/year to \$250, \$500 and \$1,000/year respectively for small, medium and large pest control service companies, to \$250 for pesticide vendors selling domestic pesticides, and to \$1000 for pesticide vendors selling commercial pesticides. Licences that are renewed this coming spring for April 2004 to March 2005 will not be affected. The increase will take effect for new licences after the regulations are passed and for renewals in 2005.

Under the new *Integrated Pest Management Act* and regulations, targeted for implementation in the summer of 2004, most requirements for permits on public land and private land used for forestry, public utilities and transportation will be replaced by a pesticide use notification system. Permits will be required only for unique pesticide uses of high concern. Where permits are required, the fee will increase from \$125 to \$1,000. The new fees for pesticide use notices will be \$500 for small treatments, \$1000 for medium size treatments and \$2000 for large treatments.

Fees for pesticide study kits and exams will increase in summer, 2004 from a total of \$75 to \$190 to obtain pesticide applicator or dispenser certification valid for 5 years. This increase is required to cover the cost of developing the training materials and administering the examinations

Comments and recommendations have been solicited from businesses to help define small medium and large pest control service companies and small medium and large treatments for the pesticide use notification system. A discussion document is posted on the ministry web site at <http://wlapwww.gov.bc.ca/epd/epdpa/ipmp/pestact/index.html>. A draft of the regulation on fees will be available for further comment this spring.



REGIONAL DISTRICT OF NANAIMO		
APR 16 2004		
CHAIR		GMCrs
CAO		GMDS
GMOMS		GMES
	CoW	✓
	DATE:	
	FILE:	

MEMORANDUM

TO: Carey McIver
 Manager of Solid Waste

FROM: Alan Stanley
 Solid Waste Program Coordinator

April 16, 2004

5365-65

SUBJECT: Waste Stream Management Licensing Bylaw- Final Draft

PURPOSE

To present the final draft of the Waste Stream Management Licensing (WSML) Bylaw to the Board for review and approval to proceed to public consultation.

BACKGROUND

In November 2003, staff presented a progress report to the Committee of the Whole on the establishment of a WSML bylaw. In 1999 the Board supported the development of a WSML bylaw for composting facilities and in 2000 for construction/demolition recycling facilities. The Board also directed that a common regulatory framework be developed amongst regional districts. The proposed licensing bylaw intends to set a high standard of operation for waste management facilities in the Regional District of Nanaimo and Cowichan Valley Regional District (CVRD).

To be adopted, a WSML bylaw must be included in the RDN Solid Waste Management Plan (SWMP). The final draft of the updated SWMP incorporates the Zero Waste philosophy and has set the waste diversion goal at 75%. While the RDN has achieved success in achieving a diversion rate of 57% in 2003, this higher goal will only be reached with more private sector investment in waste management facilities.

The proposed WSML bylaw (attached) is a critical element to encourage this investment since it will ensure that all competitors comply with a set of strict, yet consistent operating parameters. Based on the intention of the RDN to implement a WSML, International Composting Corporation has constructed a large in-vessel composting facility at Duke Point in Nanaimo, the most significant private sector waste management investment ever to occur in the RDN.

Bylaw Objectives

The licensing of waste management facilities in the RDN and CVRD is intended to fulfill the following objectives:

1. Create a high standard of operation for waste management facilities located in the RDN and CVRD by establishing some level of control over the types and quantities of waste materials managed at a site, the operation of a site and the recording and submission of information to the regional districts.
2. Encourage and protect legitimate waste management operations within the RDN and CVRD.

3. Establish a reporting system for the flow of waste materials within the RDN and CVRD to assist in tracking our waste reduction rate.
4. Protect and enhance the waste reduction rate achieved in both regional districts.
5. Provide a level playing field in the two regional districts.

Bylaw Development Progress

In December 2003, regional district staff completed the third draft of the proposed licensing bylaw. A comprehensive legal review of the bylaw was completed by RDN legal counsel in January 2004, and a fourth draft of the bylaw was completed in response. Issues raised in the legal review were primarily based on insuring that the bylaw was consistent with the provincial Waste Management Act, the enabling statute. Specifically, these included definitions and delegation of authority.

Another area of the bylaw that was amended with the assistance of legal counsel was the illegal dumping section. The language in the fourth draft of the bylaw allows the RDN to prosecute illegal dumpers even if the dumping occurs on land outside of RDN jurisdiction if the dump site is not authorized by the jurisdiction in which it is located. This will apply to unauthorized dump sites on first nations lands or other regional districts.

Future Steps

Intention to adopt a WSML bylaw must be included in the district's SWMP. The current RDN SWMP does not include this element; therefore the RDN must submit a SWMP amendment that will include the intention to adopt a WSML bylaw. The schedule to complete the public consultation and obtain final approval of the bylaw is presented below.

Proposed WSML Bylaw Schedule

<i>Task</i>	<i>Completed By</i>
Present final draft bylaw and SWMP to Regional Waste Advisory Committee	April 15, 2004
Review bylaw with staff from RDN municipalities	April 2004
Present final draft bylaw and SWMP to RDN Board	May 11, 2004
Public and stakeholder consultation on SWMP including WSML bylaw	May 2004
Board approval of SWMP and 1 st , 2 nd and 3 rd readings of WSML bylaw	June 8, 2004
Submission of SWMP including WSML bylaw to MWLAP for approval	June 2004
MWLAP review and approval of SWMP and WSML bylaw	Sept. 2004 (estimated)
RDN Board final adoption of WSML bylaw	Sept. 2004
Bylaw implementation	Oct. 2004

FINANCIAL IMPLICATIONS

Staff has designed the Waste Stream Management Licensing program to be primarily self-financing. It is expected that licensing and inspection fees will pay for the program. The total initial revenue will be approximately \$12,000. The Greater Vancouver Regional District has been licensing sites since 1996 and they estimate approximately 20 hours to complete a site license and a further 10 hours per year for annual and spot inspections per site license. Based on the current number of facilities that will require licenses this work can be undertaken within the existing staff establishment.

INTERGOVERNMENTAL IMPLICATIONS

In meetings and discussions with staff from all RDN member municipalities, all participants have agreed with the intent of the bylaw. The Regional Waste Advisory Committee has supported a WSML bylaw since the concept was first discussed in 2001 and also supported the inclusion of a WSML bylaw in the RDN draft SWMP. MWLAP staff has attended all stakeholder and municipal consultation meetings and MWLAP strongly supports implementation of a WSML bylaw.

Adoption of a WSML bylaw by the RDN and CVRD may create repercussions in neighbouring districts. The Capital Regional District is adopting elements of WSML for specific types of facilities and is a relatively highly regulated district so that there should be little or no impact. The Comox Strathcona Regional District (CSR) is not pursuing a regulatory role at this time. If adoption of a WSML bylaw in the RDN and CVRD results in an increase of problem sites in the CSR, it is likely that a WSML bylaw would be implemented in the CSR.

ENVIRONMENTAL IMPLICATIONS

The requirement of the WSML bylaw to adhere to a strict operating plan that has environmental protection as a primary responsibility, plus the effectiveness of the security mechanism to insure self-policing by operators, will reduce the environmental risk profile of the RDN's private sector operations.

Enhanced language restricting illegal dumping will give the RDN the ability to take enforcement action against generators and haulers of waste if the waste is disposed of at an unauthorized site even if the site is outside of RDN regulatory authority, such as an illegal dump site on first nations land.

PUBLIC RELATIONS IMPLICATIONS

A well regulated private sector waste management industry will give the private sector confidence to invest in waste management infrastructure. Within this model is the potential to have most if not all of the waste and recyclable material in the district diverted to private sector facilities. The RDN public will benefit from a greater number of waste management options and the pricing that will result from competition.

The WSML bylaw was presented and discussed at the Regional Waste Advisory Committee at the April 15, 2004 meeting and the committee raised no concerns.

SUMMARY/CONCLUSIONS

In November 2003, staff presented a progress report to the Committee of the Whole on the establishment of a WSML bylaw. In 1999 the Board supported the development of a WSML bylaw for composting facilities and in 2000 for construction/demolition recycling facilities. The Board also directed that a common regulatory framework be developed amongst regional districts. The proposed licensing bylaw intends to set a high standard of operation for waste management facilities in the Regional District of Nanaimo and Cowichan Valley Regional District.

To be adopted, a WSML bylaw must be included in the RDN Solid Waste Management Plan (SWMP). The final draft of the updated SWMP incorporates the Zero Waste philosophy and has set the waste diversion goal at 75%. While the RDN has achieved success in achieving a diversion rate of 57% in 2003, this higher goal will only be reached with more private sector investment in waste management facilities.

The proposed WSML bylaw (attached) is a critical element to encourage this investment since it will ensure that all competitors comply with a set of strict, yet consistent operating parameters, thus leveling the playing field by eliminating fly-by-night operators. Based on the intention of the RDN to implement a WSML, International Composting Corporation has constructed a large in-vessel composting facility at Duke Point in Nanaimo, the most significant private sector waste management investment ever to occur in the RDN.

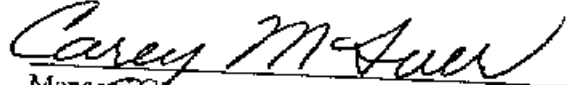
The WSML bylaw was presented and discussed at the Regional Waste Advisory Committee at the April 15, 2004 meeting and the committee raised no concerns.

RECOMMENDATION


That the Board direct staff to proceed to public consultation on the final draft of the proposed Waste Stream Management Licensing Bylaw.



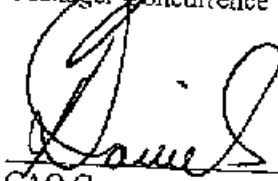
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

COMMENTS:

FINAL DRAFT

March 11, 2004

**REGIONAL DISTRICT OF NANAIMO
WASTE STREAM MANAGEMENT LICENSING
AND RECYCLER LICENSING REGULATORY
BYLAW**

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SCHEDULE "A"
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EXEMPTIONS FROM LICENSING REQUIREMENTS
PLAN FACILITIES (PUBLIC)
FEES - FACILITIES
PUBLISHING AND BILLBOARD POSTING REQUIREMENTS

EXPLANATORY NOTE

The Regional District of Nanaimo ("district") provides solid waste management services in accordance with the Solid Waste Management Plan ("the plan") approved by the Minister of Water, Land and Air Protection. The plan is a commitment by the district to manage municipal solid waste and recyclable material in a cost effective and environmentally sound manner and to achieve the provincially mandated 3R's goal.

For the purpose of implementing parts of the plan, the district has been given authority under the *Waste Management Act* to make bylaws to regulate municipal solid waste and recyclable materials. A regulatory program for the management of all privately operated municipal solid waste and recyclable material facilities will be executed under the plan. This program involves licensing private and non-government municipal solid waste and recycling facilities within the district and penalties for contraventions to the bylaw, including illegal dumping. The intent is to minimize risk and costs to the taxpayers for clean-up of poorly operated facilities, abandoned facilities and abandoned municipal solid waste and recyclable material (illegal dumping) and to create a level playing field for operators within the district so as to further support good practices within this industry.

This bylaw has been developed based on a similar bylaw currently in place within the Greater Vancouver Regional District, including proposed amendments as well as existing and proposed bylaws for the Capital Regional District. Extensive input was obtained from a variety of stakeholders during the finalization of the bylaw.

Regional District of Nanaimo Waste Stream Management Licensing and Recycler Licensing Regulatory Bylaw No. ____, 2003 sets out the terms and conditions for the regulatory program.

Regional District of Nanaimo

Waste Stream Management Licensing and Recycler Licensing Regulatory Bylaw No. ____

WHEREAS:

- A. The Regional District of Nanaimo and the Province of British Columbia are jointly committed to the regulation and management of municipal solid waste and recyclable material within the district so as to encourage waste reduction and recycling and ensure that residual materials are disposed of in a manner consistent with the Solid Waste Management Plan approved by the Minister of Water, Land and Air Protection;
- B. The Regional District of Nanaimo is authorized pursuant to the *Waste Management Act* to regulate with respect to municipal solid waste and recyclable material;
- C. The Regional District of Nanaimo is operating under a Solid Waste Management Plan which defines a regulatory system for the management of all privately operated municipal solid waste and recyclable material operations. The goal of the regulatory system is to ensure proper management of privately operated facilities by specifying operating requirements so as to protect the environment, to ensure that regional and municipal facilities and private facilities operate to equivalent standards, and to achieve the objectives of the Solid Waste Management Plan.

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

ARTICLE 1

1 INTERPRETATION

1.1 **Definitions.** In this bylaw terms defined in the *Waste Management Act* shall have the meaning set out therein for the purpose of this bylaw unless otherwise defined in this bylaw. In this bylaw:

“**biosolids**” means stabilized municipal sewage sludge resulting from a municipal waste water treatment process or septage treatment process which has been sufficiently treated to reduce pathogen densities and vector attraction to allow the sludge to be beneficially recycled in accordance with the requirements of the Province of BC Organic Matter Recycling Regulation.

“**board**” means the Regional Board of the regional district.

“**charitable organization**” is an organization as defined in the *Income Tax Act* (Canada) as a registered charity.

“**code of practice**” means a code established by the district under article 5 which applies to a class of persons, facilities, operations, activities, trades, businesses, municipal solid waste, or recyclable material.

“commercial sale” means a transaction that involves money or other compensation being exchanged for materials or for services rendered.

“composting facility” means a facility that processes organic matter to produce compost.

“depot” means an operation, facility or retail premises, or an association of operations, facilities or retail premises, identified by or operating under or in fulfillment of a *Waste Management Act* Stewardship Program.

“district” means the Regional District of Nanaimo.

“domestic septic tank sludge” means sludge removed from a septic tank used for receiving, treating and settling domestic sewage.

“facility” includes any land or building, and any machinery, equipment, device, tank, system or other works.

“facility license” means a waste stream management license or a recycler license issued by the district.

“hauler” means a person who, on a commercial basis, picks up, delivers, hauls or transports municipal solid waste or recyclable material.

“leachate” means:

- a) effluent originating from organic matter being received, processed, composted, cured or stored at a composting facility,
- b) effluent originating from managed organic matter being stored or applied to land, or
- c) precipitation, storm water, equipment wash water or other water which has come into contact with, or mixed with, organic matter or managed organic matter being received, processed, composted, cured or stored.

“licensee” means the person to whom a valid and subsisting facility license has been issued.

“litter and garbage” means loose refuse deposited, discarded or stored in an open place other than in a container.

“manage” or **“management”** includes the collection, transportation, handling, processing, storage, treatment, utilization and disposal of any substance.

“manager” means the person or entity that collects, transports, handles, processes, stores, treats, utilizes or disposes of any substance.

“material recovery facility” means any land and related improvement, or buildings and related improvements, used for receiving municipal solid waste or recyclable material and at which materials are separated manually or mechanically for the purpose of recycling, where the residue after separation does not exceed 50% by weight or volume of the material received.

"non-profit organization" means a not-for-profit club, society, or association that is organized and operated solely for:

- a) social welfare,
- b) civic improvement,
- c) pleasure or recreation, or
- d) any other purpose except profit.

"odour" means smells which are ill-smelling unpleasant, disgusting, offensive, nauseous or obnoxious as reported to and considered as such by the district.

"plan facility" means a facility in respect of which a facility license has been issued under this bylaw or a facility set out in section 2.1.

"process" or **"processing"** means sorting, baling, repackaging, grinding, crushing or any other management activity that requires hauled recyclable material or municipal solid waste to be unloaded from the delivery vehicle.

"qualified professional" means a person who:

- a) is registered in British Columbia with his or her appropriate professional association, acts under that professional association's code of ethics, and is subject to disciplinary action by that professional association, and
- b) through suitable education, experience, accreditation and knowledge may be reasonably relied on to provide advice within his or her area of expertise as it relates to this bylaw.

"recycle" or any variation thereof, means any process by which municipal solid waste or recyclable material is transformed into new products or a feedstock to manufacture or process products that meet internationally or other approved specifications and standards using current available technology.

"recycler licence" means a licence issued by the district under this bylaw.

"reprocessing" means conversion of recyclable materials or municipal solid waste into a form suitable for transportation or manufacture into new products.

"resale" refers to selling of a material that has been purchased but not processed.

"residue" or **"residual"** means the portion of municipal solid waste or recyclable material that remains unusable after the manager of the municipal solid waste or recyclable material has no further use for it.

"runoff" means any rainwater, leachate, or other liquid which drains over land from any part of a facility.

"site" means any site, works or facility, including those identified specifically or by class in a

plan, that is used for the management of municipal solid waste or recyclable material.

“**sludge**” means an unstabilized, semi-solid byproduct of wastewater treatment.

“**Solid Waste Management Plan**” means the district’s Solid Waste Management Plan, as amended from time to time.

“**store**” and “**storage**” means to keep on land or water, whether or not open to the air, covered or in a structure or container.

“**storage facility**” means any land and related improvements or buildings and related improvements where municipal solid waste or recyclable material is accumulated and held and in respect of which there is no clear and convincing evidence that all the municipal solid waste or recyclable material will be recycled in the near future.

“**transfer station**” means any land and related improvements or buildings and related improvements at which municipal solid waste from collection vehicles is received, compacted, or rearranged for subsequent transport.

“**vector**” means a carrier organism that is capable of transmitting a pathogen from one facility, waste source, product or organism to another facility, waste source, product or organism.

“**Waste Management Act**” means the *Waste Management Act* R.S.B.C. 1996, c.482, as amended or replaced and any successor legislation and any regulations thereunder.

“**waste stream management licence**” means a licence issued by the district under this bylaw.

1.2 Citation. This bylaw may be cited for all purposes as “Regional District of Nanaimo Waste Stream Management Licensing and Recycler Licensing Regulatory Bylaw No. ___”.

1.3 Schedules. The schedules listed below and annexed hereto shall be deemed to be an integral part of this bylaw,

- Schedule “A” - Exemptions from Licensing Requirements
- Schedule “B” - Plan Facilities (Public)
- Schedule “C” - Fees – Facilities
- Schedule “D” - Publishing and Billboard Posting Requirements

1.4 No Conflict with Municipal Requirements. The requirements under this bylaw are distinct and separate from the requirements of a municipality. For greater clarity, municipalities may impose further restrictions or require further conditions than those imposed under this bylaw by the district.

1.5 Compliance with Other Laws. Nothing in this bylaw, including, *inter alia*, a license, excuses any person from complying with all other applicable enactments.

ARTICLE 2

2 FACILITIES REQUIRING FACILITY LICENSES

2.1 **Prohibition.** Subject to section 2.2, no person or organization shall own or operate within the area of the Regional District of Nanaimo a facility that manages municipal solid waste or recyclable material unless that person holds with respect thereto and strictly complies with a valid and subsisting facility license.

2.2 **Exclusions.** Notwithstanding section 2.1, no facility license is required for:

- a) facilities owned and operated by the district or its member municipalities,
- b) those facilities set out in Schedules "A" and "B" to this bylaw,
- c) a facility or operation that is registered under and that is fully in compliance with a code of practice under article 5,
- d) a facility that manages less than 5 tonnes of material per month, or
- e) those facilities otherwise exempted under this bylaw.

2.3 **Type of Facility License.** Type I facility licenses are required for all facilities except any facility which is owned or operated by a charitable organization, which requires a Type II facility license.

ARTICLE 3

3 FACILITY LICENSE APPLICATION

3.1 **Form of Application.** A facility license application under this bylaw shall be filed at the district's offices in the form prescribed by the district. Applications must be accompanied by:

- a) the application fee specified in Schedule "C",
- b) a written statement from the owner (if other than the applicant) of the property on which the facility is located or is to be located acknowledging and approving of the proposed use of the property,
- c) a written statement from the senior manager of the land use planning department of the municipality or electoral area in which the facility is located or is to be located stating that the applied for use is a permitted use under the municipality's or district's zoning bylaws or under section 911 of the *Local Government Act*, and
- d) a proposed operating plan for the facility as provided in section 9.1.

3.2 **Procedure on Application for all Facilities.** The following application requirements must be met by all operations requiring a facility license:

- a) The applicant must publish, not more than 30 days from the date of submission of the application, at the applicant's expense, a notice that has been reviewed and approved by the district, in a local newspaper that is distributed at least weekly in the area where the facility is located or proposed to be located, in accordance with section 1 of Schedule "D", and within 30 days after the date of publication provide to the district a copy of the full page tear sheet as proof of publication.
- b) The applicant must post a clearly legible copy of the details of application as described in Schedule "D", protected from the weather, to the satisfaction of the district, in a conspicuous place at all entrances to the land fronting on a public road on which the facility is located or proposed to be located within 15 days after the date of the application and keep the copy posted for a period of not less than 30 days.
- c) The district may give written notice of an application to any person that the district considers may be affected by the application or full details of the application to any authority the district deems necessary to assist with regulatory requirements.
- d) Persons who consider themselves adversely affected by the granting of a facility license, may within 45 days of the date of the first posting, publishing, service or display required by this bylaw, notify the district in writing setting out the reasons why they consider themselves adversely affected, and the district will provide a copy of the written reasons submitted by the persons who consider themselves adversely affected to the applicant and allow the applicant to respond.
- e) The district may take into consideration any information received after the 45 day period prescribed by subsection 3.2(d) if the district has not made a decision on the facility license within that time period.

3.3 Adequate Notice. Despite subsection 3.2 if, in the opinion of the district, any method of giving notice set out in subsection 3.2 is not adequate or practical, the district may, within 30 days of receipt of the application, require an applicant to give notice of the application by another method that is, in the opinion of the district, more effective.

3.4 Evaluation of a Facility License Application. The district will consider the following matters with respect to the facility proposed in the application:

- a) the potential risk posed to the environment and public health,
- b) the protection of the environment,
- c) comments from the host municipality relating to compliance with the local zoning or other bylaws that may affect a facility design and/or operating plan,
- d) comments from persons who consider themselves adversely affected,
- e) information received as a result of the fulfillment of the requirements set out in sections 3.2 and 3.3,
- f) compliance with the Solid Waste Management Plan,

- g) any operating plan submitted to the district under article 9, and
- h) compliance by the applicant with the requirements to pay fees and report as required under this bylaw.

3.5 Issuance of a Facility License. After receipt of a facility license application and completion of requirements in this article 3 to the satisfaction of the district, the district may issue a facility license on such terms and conditions set out in section 4.2 as the district considers necessary to protect the environment and to achieve the objectives of this bylaw and the Solid Waste Management Plan.

ARTICLE 4

4 FACILITY OPERATING REQUIREMENTS

4.1 Operating Conditions for Facilities. All owners and operators of facilities that are required under this bylaw to obtain a facility license must comply with the following operating conditions:

- a) install and maintain locking gates on all access roads into the facility to prevent unauthorized access and ensure that the gates are locked at all times the facility is unattended,
- b) construct access roads to and through the facility from suitable material satisfactory to the district and capable of providing all weather access for all emergency vehicles,
- c) install and maintain, as required by the district, barriers to limit access to the facility except by the access roads (in the form of fencing, trees, shrubbery, natural features or other barriers),
- d) ensure that at all times the facility has telephone service or other functioning communication equipment with which to immediately summon fire, police or other emergency service personnel in the event of an emergency,
- e) prevent the escape of litter, mud or debris from the facility site to adjoining roads or adjacent lands,
- f) prevent the escape of any leachate from the facility to a surface not covered by an impermeable barrier and not equipped with a leachate containment system,
- g) ensure that an employee is present at all times that the facility is open for business or accepting municipal solid waste or recyclable material,
- h) inspect every load received before mixing with any other loads,
- i) maintain a record of all rejected loads including date, time, type of material, hauler's name, generator's name and vehicle license number,
- j) ensure that any municipal solid waste or recyclable material that is removed from the facility is taken to a site or facility that complies with all applicable provincial, state or federal regulations and with zoning and any other applicable enactments and hold any license, permit or approval required by the local government(s) of the jurisdiction in which the facility is located and be able to produce documentary evidence confirming the above,

- k) ensure that there is no burning of municipal solid waste or recyclable material at the facility, and take all precautionary measures possible required by the district to reduce the potential risk of ignition of such materials,
- l) require the licensee to produce and comply with an operating plan acceptable to the district under section 9.2,
- m) require the licensee to provide and maintain security in such amount and in a form satisfactory to the district under section 8.1,
- n) ensure access to, and provide and maintain necessary related works associated with an adequate water supply or other suitable fire suppressant on site for extinguishing fires on site, and
- o) if there is a fire, immediately notify the local fire department and the district and take all measures necessary to extinguish the fire.

4.2 Terms and Conditions for Facility Licenses. In addition to and without limiting the requirements set out in section 4.1 or otherwise, where sufficient cause exists, as determined by the General Manager of Environmental Services, the district may do the following in a facility license:

- a) specify, prohibit, or restrict the type, quality, or quantity of municipal solid waste or recyclable material that may be brought onto or removed from a facility,
- b) require the licensee to contain the municipal solid waste or recyclable material within a height or heights and spatial area or areas specified by the district,
- c) require the licensee, at its sole cost, to submit to the district a quantity survey or a land survey of the municipal solid waste or recyclable material at the facility, prepared by a British Columbia Land Surveyor,
- d) require the licensee to recover, for the purpose of recycling, any recyclable materials which are subject to material bans imposed by bylaw or by resolution of the district,
- e) require the licensee to construct, install, repair, alter, remove, or maintain works and provide plans and specifications therefore prepared by a registered professional engineer (or any other qualified professional as appropriate and recognized as such by the district) prior to the commencement of any construction, installation, repair, alteration, removal or maintenance of such works,
- f) require the licensee to submit plans, procedures, and specifications prepared by a registered professional engineer (or any other qualified professional as appropriate and recognized as such by the district), for or relating to the handling of spills, fires, floods, earthquakes, and other emergencies at the facility,
- g) require the licensee to provide and maintain risk insurance in such amount and in a form satisfactory to the district under section 8.12,
- h) require the licensee, at such times and in such manner as is acceptable to the district, to measure, record, and submit information to the district relating to:

- (i) the type, quality, and quantity of municipal solid waste and recyclable material brought onto and removed from the facility,
 - (ii) the handling of municipal solid waste and recyclable material at the facility,
 - (iii) the quantity and characteristics of leachate, runoff, and odour generated by the facility,
 - (iv) the characteristics of the surface water, groundwater and soil at the facility to assess for existing degradation or contamination,
 - (v) the characteristics of surface water and groundwater in the surrounding area which may be affected by leachate or other runoff from the facility,
 - (vi) the condition of roads and public utilities located at or adjacent to the facility insofar as the condition of the roads and public utilities affects or are affected by the operation of the facility,
 - (vii) slope stability, settlement, and erosion at the facility, and
 - (viii) the operation and maintenance of equipment and works at the facility, including leachate collection and treatment systems, runoff, water management systems, and air quality and air quality control systems,
- i) require that any or all of the information required in subsection 4.2 (h) be prepared by a registered professional engineer (or any other qualified professional as appropriate and recognized as such by the district), and
 - j) provide for implementing terms and conditions of a facility license in phases or provide for varying dates for compliance with the terms and conditions of a facility license.

ARTICLE 5

5 CODES OF PRACTICE

5.1 Establishment of Codes of Practice. The district may, from time to time, establish codes of practice setting out different prohibitions, regulations, conditions, requirements, exemptions, and rates or levels of fees for different classes of persons, facilities, operations, activities, trades, businesses, municipal solid waste, or recyclable material for the purpose of prohibiting, regulating, or controlling the handling of municipal solid waste and recyclable material. Codes of Practice will be established by way of adoption of a Code of Practice as an amendment to this bylaw.

5.2 Conditions of a Code of Practice. A code of practice may set such terms and conditions and specify such requirements as the district considers advisable and, without limiting in any way the generality of the foregoing, the district may in a code of practice:

- a) require that facilities or operations, to be as specified by the district, register with the district in order to qualify under a code of practice,
- b) include any of the requirements set out in article 4, and

- c) require security in an amount and form and subject to conditions set out in article 8, or as defined in the code of practice itself.

5.3 Registration Fee. An application to register under a code of practice under this bylaw must be filed at the district's offices in the prescribed form accompanied by the applicable registration fee set out in column 2 of Schedule "C" to this bylaw.

ARTICLE 6

6 ILLEGAL DUMPING

6.1 Definitions. In this article:

"responsible person" means one or more of the following:

- a) a person who generated municipal solid waste or recyclable material that has been delivered, deposited, stored, or abandoned, and/or
- b) a person who hauled municipal solid waste or recyclable material that has been delivered, deposited, stored, or abandoned, and/or
- c) a person who had or has charge or control of the land or buildings on which municipal solid waste or recyclable material has been deposited, stored, or abandoned or to which municipal solid waste or recyclable material has been delivered.

6.2 Prohibition. No responsible person shall deliver, deposit, store, or abandon, cause or allow to be delivered, deposited, stored or abandoned, municipal solid waste or recyclable material on or within any lands or improvements except a plan facility within the area of the Regional District of Nanaimo unless the municipal solid waste or recyclable material

- a) is placed in a receptacle for scheduled curbside collection by a hauler or a local government, or
- b) is taken to a facility outside the boundaries of the Regional District of Nanaimo that complies with all applicable enactments, including without limitation land use bylaws.

6.3 Liability for Illegal Dumping. In addition to any other penalty imposed under this bylaw, the district may require, by written notice, a responsible person who is the owner of the municipal solid waste or recyclable material to remove to a plan facility any municipal solid waste or recyclable material that has been deposited in contravention of section 6.2. Such removal shall be at the responsible person's cost. If a responsible person fails to remove the municipal solid waste or recyclable material within the time period specified in the notice, the district may cause the municipal solid waste or recyclable material

6.4 Proof of Compliance The district may require a responsible person who wishes to manage municipal solid waste or recyclable material in accordance with paragraph 6.2 b) to provide to the district documents evidencing that the facility complies with the enactments referred to in that paragraph.

ARTICLE 7

7 AMENDMENTS

7.1 **Amendment of a Facility License.** The district may amend a license:

- a) on its own initiative where it considers necessary due to changes in the facility's practices, or
- b) on application in writing by a licensee, amend the terms and conditions of a facility license either in whole or in part.

7.2 **Major and Minor Amendment.** For the purposes of this article:

- a) "**major amendment**" to a facility license means any amendment which is not a minor amendment, and
- b) "**minor amendment**" to a facility license means:
 - (i) a change of ownership, control, or name,
 - (ii) a change of legal address or mailing address,
 - (iii) a change to the hours of operation,
 - (iv) a decrease in the authorized quantity of municipal solid waste or recyclable material, accepted or stored,
 - (v) an increase in the authorized quantity of municipal solid waste or recyclable material accepted or stored that does not exceed 10% of the authorized quantity specified in the license first received by the facility,
 - (vi) a change in the authorized quantity of municipal solid waste or recyclable material accepted or stored such that, in the opinion of the district, the change has or will have less impact on the environment,
 - (vii) a change in a requirement to record and submit information, or
 - (viii) a change to the works, method of treatment, or any other condition in a facility license such that, in the opinion of the district, the change has or will have less impact on the environment.

7.3 **Procedure on Amendment Application.**

- a) For all applications for major amendments, the provisions set out in sections 3.1 to 3.5 shall apply subject to necessary modification as deemed applicable by the district.
- b) For all applications for minor amendments, the district may, at its discretion, require that any of the provisions set out in sections 3.1 to 3.5 also apply, subject to necessary modification.

ARTICLE 8

8 SECURITY AND RISK INSURANCE

8.1 Requirement for Security. The district, as a precondition to issuing a facility license, or as a term or condition of a facility license or by written notice at any time prior to or after the issuance of fire facility license, requires an owner, operator or licensee of a facility to provide and maintain security in an amount and form satisfactory to the district and for such period as may be required, to ensure:

- a) compliance with this bylaw or a facility license, and
- b) that sufficient funding is available for facility operations and maintenance, remediation of the facility, facility closure, and post-closure monitoring of the facility.

8.2 Form of Security. The security held by the district under section 8.1 may be in the following form, provided that the particular form of security is satisfactory to the district, acting reasonably:

- a) cash,
- b) certified cheque,
- c) an irrevocable standby letter of credit issued by a Canadian Schedule I chartered bank.

8.3 Amount of Security. The security held by the district under section 8.1 in respect of a facility shall be in such amounts as may be reasonably satisfactory to the district and be based primarily on the maximum tonnage of pre-processed material allowed at the facility at one time, multiplied by the current per tonne cost to haul and dispose of the material. This shall be done for each material type allowed at the facility. Calculations for material types that may result in a positive value shall also be shown when determining the amount of security required, but these values cannot be used to offset the total security required. In addition, the security may, without limitation, vary depending on any or all of the following:

- a) the type of facility,
- b) the type of operations and maintenance activities performed or to be performed at the facility,
- c) the anticipated or actual activities required for closure and post-closure monitoring of the facility,
- d) the types of discharges that could have the potential to result from the operation, remediation, closure, and post-closure monitoring of the facility, including, without limitation, leachate, storm water, odours, dust, litter, and erosion, and the cost of installing, operating, repairing, and maintaining works that may be required to control such discharges at the facility,
- e) the geotechnical and other physical characteristics of the facility site,
- f) possible administrative or contingency fees for site clean-up activities coordinated by the district, and
- g) such other factors as the district may reasonably determine.

Without limiting the generality of the foregoing, the district may, in an amendment to a facility license under section 7.1, amend the amount of security required under section 8.1 for the facility.

8.4 Conditions for Drawing on Security. Where a licensee, owner or operator defaults under this bylaw or a facility license, the district may, by written notice to the licensee, require the default to be remedied within a period specified by the district and if the default is not remedied within the specified time, the district may draw down in whole or in part on the security for purposes as described in section 8.5.

8.5 Use of Security. The security drawn down by the district under section 8.4 may be used to ensure compliance with the provisions of this bylaw and the facility license, including without limitation funding for the following:

- a) the handling of municipal solid waste, recyclable material, or any other materials at the facility,
- b) the carrying out of operations and maintenance activities at the facility in compliance with an operating plan accepted by the district under section 9.2,
- c) the control, abatement or prevention of leachate or contaminants escaping from the facility,
- d) the expenses incurred by the district, including legal expenses, in
 - (i) carrying out or causing to be carried out any of the activities described in this section, and
 - (ii) complying with any laws or enactments of the federal, provincial or any local government, including the district.

8.6 Additional Conditions for Drawing on Security. Notwithstanding section 8.4, the district shall be entitled to draw down, in whole or in part, on any security it holds under section 8.1, where:

- a) such security is not renewed, replaced, or extended at least 30 days in advance of its scheduled expiry date, or
- b) the district is satisfied on reasonable grounds that the value and utility of the security may otherwise be compromised.

In this event the district shall hold and deal with the proceeds thereof as security in the same manner as the district is entitled to hold and deal with the original security.

8.7 Replenishment of Security. If the district draws down in whole or in part on the security under this article, the owner, operator or licensee of a facility must replenish the security drawn down within 30 days if required to do so in writing by the district and the provisions of this article, with the necessary changes, shall apply to such replenished security.

8.8 Survival. Notwithstanding any suspension, cancellation, expiration, or other termination of a facility license, all owners, operators, or licensees of a facility shall continue to be bound by the requirements in a facility license to provide and maintain security, which requirements shall survive any such suspension, cancellation, expiration, or other termination until otherwise notified by the district.

8.9 Return of Security. Provided the owner, operator or licensee of a facility is in full compliance with this bylaw and a facility license, the district may return to the owner, operator or licensee of a facility the security held by it:

- (a) upon completion, to the reasonable satisfaction of the district, of all activities required for the closure or post-closure of the facility,
- (b) upon receipt by the district of substitute or replacement security satisfactory to the district, or
- (c) where the district otherwise deems expedient.

8.10 Unclaimed Security. If after making reasonable efforts the district is unable to effect return of the security under section 8.9, title of the security shall vest absolutely in the district after the fifth anniversary of the initial attempt to return the security.

8.11 Interest on Cash Security. If the security or any portion thereof provided under section 8.1 is in the form of cash, the interest earned thereon at the rate referred to below will be added to and form part of the principle amount of the security, and may be used under section 8.4. Any portion of the principle amount of the security and accrued interest not utilized will be returned pursuant to section 8.9. The interest rate for the security will be the prime rate charged by the Canadian Imperial Bank of Commerce for Canadian dollar loans, from time to time, less two percentage points.

8.12 Security in the Form of Insurance. Notwithstanding section 8.2, the district may require that an owner, operator, or licensee obtain environmental risk insurance from an insurance broker approved by the district, that covers risks associated with such events as floods, earthquakes, toxic spills, fires, leachate breakouts, and water, sewer, and gas pipe breaks.

ARTICLE 9

9 OPERATING PLANS

9.1 Operating Plan Requirements. Every person who submits an application for a facility license under section 3.1 must include with the application a proposed operating plan for the facility described in the application. Proposed operating plans must provide full and complete details on all of the following:

- a) the site and location of all works within the facility,
- b) the types, quantity, and quality of municipal solid waste and recyclable material that will be managed within the facility,
- c) the methods for handling municipal solid waste and recyclable material within the facility,
- d) the measures that will be taken to protect the environment, the site, and the lands adjacent to the facility,
- e) a monitoring program to assess the measures in paragraph (d) above,
- f) the methods for complying with regional disposal bans and recycling requirements,

- g) the methods for dust, odour, vector, mud, and litter control and prevention,
- h) the methods for handling any waste delivered to the facility which is not authorized by the license,
- i) the procedures for weigh scale operation at the facility, or other site where municipal solid waste and recyclable material is weighed for acceptance at the facility or removal from the facility,
- j) the frequency and method of facility inspection to be carried out by facility staff,
- k) measures to protect the site and adjacent lands in case of fire, seismic disturbance, or flood,
- l) the methods for containment and treatment of runoff at the facility and the prevention of runoff from the facility to adjacent lands,
- m) the actions that will be taken if ground or surface water becomes contaminated as a result of operations at the facility, and
- n) any other matter specified by the district regarding the management of municipal solid waste and recyclable material at the facility.

9.2 Professional Engineering Involvement. The district, at its sole discretion may require any or all of the information required in subsections 9.1 (a) through (n) inclusive be prepared by a registered professional engineer (or any other qualified professional as appropriate and recognized as such by the district).

9.3 Review and Acceptance of Operating Plans. The district will review all proposed operating plans submitted under section 9.1, and may require amendments.

9.4 Further Amendments to Operating Plans. Following the acceptance of an operating plan under section 9.3 the district may require the terms, conditions or other aspects of the operating plan to be amended:

- a) on the district's own initiative where the district considers it necessary and after consultation with the licensee, or
- b) on request in writing by the licensee, subject to approval by the district.

ARTICLE 10

10 FEES AND MONTHLY STATEMENTS

10.1 Application Fees. Every person who applies for a facility license or any amendment or requires an amendment as described in section 7.1 (a) shall pay to the district, on application or commencement of amendment process, for a facility set out in column 1 of Schedule "C" to this bylaw, the corresponding license application fee or amendment application fee as set out in columns 2, 3 or 4, respectively, as applicable. An application fee will not be refunded if a license is not issued or amended.

10.2 Payment of Security. Applications for a facility license for facilities not established prior to enactment of the bylaw must provide the amount of security required under section 8.2 with the submission of the application. For a facility license for facilities existing at the time of enactment of the bylaw, up to 50% of the amount of security may be deferred for a period of one year from the date of submission of the application.

10.3 Annual Administration Fee. Every licensee shall pay to the district upon the date of issuance of a facility license and thereafter annually on the anniversary date of the issuance of the license, the annual administration fee set out in column 5 of Schedule "C". The district will provide to all licensees annual invoices setting out the annual administration fee due and payable in accordance with Schedule "C".

10.4 Monthly Statement. Unless requested at greater frequency by the district, every licensee shall deliver to the district, a monthly (twelve times per year) written statement signed by an officer or a principal of the owner or operator of the facility setting out either the amount or quantity in metric tonnes of all municipal solid waste and recyclable materials received at the facility as measured in the delivery vehicle. The statement shall be delivered monthly to the district within 21 days after the last day of the previous quarter.

10.5 District Invoices. All invoices rendered by the district shall be due and payable 30 days from the date of the invoice. Late payments will accrue interest computed at the rate of one and one quarter percent (1.25%) per month on the outstanding balance, calculated and compounded monthly, from the date such amounts become due and payable until the date they are paid in full.

10.6 Records. Every licensee must make and maintain for a period of seven years from the date when they were made, accurate records, books of account, copies of the monthly statements referred to in section 10.4, and copies of all electronic and hard copy information and data upon which those statements were prepared (for the purposes of this article called "records"). The records must identify either:

- a) the amount or quantity in metric tonnes (or cubic metres) of municipal solid waste and recyclable materials received at the facility, or
- b) the number of container and vehicle loads and the size or capacity of the containers and vehicles carrying municipal solid waste received at the facility.

10.7 Inspection and Copying of Records. The district may inspect, make copies and take away such copies of any records referred to in section 10.6 maintained by and for any person who is required to provide a monthly statement under section 10.4 during normal hours of business, at any business premises where the records are maintained. The district may take with them to the business premises such other persons and equipment as may be necessary.

10.8 Proof of Identity. An employee or agent of the district inspecting records under section 10.7 must, when requested, provide proof of identity to any person present at the location where the records are maintained.

10.9 Audit. A person who is required to provide a monthly statement under section 10.4, if requested in writing by the district, shall at that person's expense provide to the district within 45 days of such request, an audited statement of the total amount of fees payable under sections 10.1, 10.2, and 10.3, for a specified period of time. This statement must be prepared by a Chartered Accountant or Certified General Accountant in accordance with Generally Accepted Auditing Principles.

ARTICLE 11

11 DUTY TO REPORT

11.1 Discharge of Waste at Facility. Where, out of the normal course of events, there occurs at a facility a discharge of waste to the environment or a serious and imminent danger thereof by reason of any condition, and where any damage or danger to land, water or air may reasonably be expected to result therefrom, any person who at any material time:

(a) owns the waste or has the charge, management or control of the waste, or

(b) causes or contributes to the discharge or danger of discharge

shall verbally report such occurrence to the General Manager of Environmental Services as soon as practicably possible and shall report such occurrence to the General Manager of Environmental Services in writing within 48 hours.

11.2 Deviation from Normal Operating Practices. Where, during the normal course of operations, there occurs at a facility a situation or combination of events that is a deviation from the approved operating practices as set out by the terms and conditions set out in the license, operating plan, code of practice, or this bylaw, the facility operator shall verbally report such occurrence to the General Manager of Environmental Services as soon as practicably possible and shall report such occurrence to the General Manager of Environmental Services in writing within 48 hours.

11.3 Duty to take all Reasonable Measures. A person who is referred to in section 11.1 shall, as soon as possible in the circumstances, take all reasonable measures consistent with safety, protection of the environment, and compliance with the terms and conditions of the license, operating plan, code of practice, or this bylaw, and thereby counteract, mitigate or remedy any adverse effects that result or may reasonably be expected to result from the occurrences referred to in section 11.1 or 11.2.

11.4 Compliance. With this article 11 and article 12.

Compliance with article 11 and article 12 of this bylaw does not signify compliance with any other requirements found within the bylaw. The district retains the right to pursue any actions available to remedy non-compliance with any other section of this bylaw, notwithstanding compliance with article 11 and article 12.

ARTICLE 12

12 INVESTIGATION, INSPECTION AND RECORDS

12.1 Affected Areas. The powers of district under this article may be exercised in relation to any site, facility, or premises which is, or which the district upon reasonable grounds believes to be, among those described in article 2.1 of this Bylaw, and any site, facility, or premises associated thereto.

12.2 Residential Structures. Nothing in the section authorizes the entry of any structure used primarily as a residence, or any residential accommodation in any other structure.

12.3 Investigation. The district may at any reasonable time enter any facility, site or premises and investigate any works, process or activity that is related to, used for or capable of being used for the production or handling of municipal solid waste or recyclable material.

12.4 Additional Powers. The powers of a district under section 12.3 include the following powers:

- a) to examine, take away and make copies of records relating to:
 - (i) the causing or the potential to cause pollution by municipal solid waste or recyclable material,
 - (ii) the production and handling of municipal solid waste or recyclable material,
 - (iii) the characteristics of the municipal solid waste or recyclable material produced or managed, and
 - (iv) a potential contravention,
- b) to carry out inspections, observations, measurements, tests and sampling and to otherwise ascertain whether the terms of this bylaw or a facility license have been or are being complied with and take away samples of leachate, runoff, groundwater, soil, articles, substances, municipal solid waste or recyclable material as they consider appropriate.

12.5 Return of Documents Where the district has taken away original records from a facility, site or premises under subsection 12.4(a), the district, upon written request from the owner or operator of the facility, will return copies of the records to the owner or operator within 24 hours of the inspection or if that is not possible, as soon thereafter as is practicable.

12.6 Assistance The employee or representative of the district may take with him or her on to any facility, site, or premises such other persons and equipment as may be necessary to carry out the actions authorized in section.

12.7 Identification The employee or representative of the district shall, forthwith upon arrival at a facility, site, or premises, provide proof of identity to a person present at the facility, site, or premises.

12.8 Records. Notwithstanding sections 2.2 and 4.1, the district may require the owner or operator of a facility, site, or premises at which municipal solid waste or recyclable material is managed to keep records of volumes, weights, types, amounts, quantities, and composition of municipal solid waste or recyclable material originating from within the Regional District of Nanaimo / Cowichan Valley Regional District that is brought onto or removed from the facility, site, or premises and to submit, on request annually, the records to the district.

ARTICLE 13

13 SUSPENSION AND CANCELLATION

13.1 Suspension and Cancellation of Facility Licenses. Without limiting any other provision of this bylaw, the district, after giving notice to a licensee, may suspend for any period or cancel a facility license in whole or in part where the following has occurred or is occurring:

- a) the licensee fails to comply with any term, condition, or requirement of the facility license or any provision of this bylaw,
- b) the licensee has made a material misstatement or material misrepresentation in the application for the facility license,
- c) the licensee has failed to:
 - (i) provide the monthly statement of quantities in accordance with section 10.4, or
 - (ii) make payment of fees in accordance with article 10,
- d) the licensee does not exercise any rights under the facility license for a period of 3 years,
- e) the facility license is no longer necessary by reason of a code of practice under this bylaw,
- f) the licensee is an individual who has died,
- g) the licensee is a corporation that is struck off the register or is dissolved under its incorporating enactment,
- h) the licensee is a partnership that is dissolved,
- i) the licensee requests that the facility license be cancelled, or
- j) the land and related improvements or buildings and related improvements licensed under this bylaw are no longer a facility.

13.2 Notice. A notice served under section 13.1 must state the time at and the date on which the suspension or cancellation is to take effect.

13.3 Suspended or Cancelled License Not Valid. A facility license that is suspended or cancelled is not a valid and subsisting license. Notwithstanding the foregoing, the provisions in a facility license relating to security continue to survive as set out in section 8.5.

ARTICLE 14

14 OFFENCES AND PENALTIES

14.1 Offence. Any person who contravenes a provision of this bylaw, a facility license, an order, a code of practice, or a requirement made or imposed under this bylaw commits an offence and is liable to a fine not exceeding \$200,000.

14.2 Separate Offences. Where there is contravention that continues for more than one day, each day or part of a day on which the contravention occurs is a separate offence.

14.3 Offences by Employees, Officers, Directors or Agents. If a corporation commits an offence under this bylaw, an employee, officer, director, or agent of the corporation who authorized, permitted or acquiesces in the offence commits the offence even though the corporation is convicted.

14.4 Remedies Cumulative. The rights and remedies available to the district under this bylaw shall be cumulative and not alternative and shall be in addition to and not a limitation of any other rights and remedies that would otherwise be available to the district at law.

ARTICLE 15

15 APPEALS

15.1 Appeals to Board. A person affected by a decision of the district under section to this Bylaw may appeal the decision to the Board of the Regional District by advising the board in writing of the order or requirement being appealed from and setting out the reason for the appeal and attaching any relevant documents.

15.2 Time Limit for Commencing Appeal. The written notice of appeal under section 15.1 must be delivered to the board within 30 days of the decision from which the appeal is made.

15.3 Review by the Board. The matter will be reviewed by the board pursuant to section 15.4.

15.4 Power of the Board. Upon considering the matter under appeal, the board may:

- a) confirm, reverse or vary the decision under appeal, and
- b) make any decision that the board considers appropriate.

15.5 Appeal Does Not Operate as Stay. An appeal under this section does not operate as a stay or suspend the operation of the decision being reviewed unless the board orders otherwise.

ARTICLE 16

16 GENERAL

16.1 Notification of Change in Control. A licensee shall notify the district in writing of a change in ownership or control of the license within 10 days after such a change.

16.2 Delivery of Notices. Any notice required to be given to an owner or operator of a facility or a licensee shall be deemed to have been delivered if such notice is delivered personally to an owner or operator of a facility or a licensee or is mailed by double registered mail to the registered or records office of an owner or operator of a facility or a licensee or to the address for service set out in a license. If delivery of a notice is unable to be effected by double registered mail then delivery may be effected by any of the following:

- a) personal delivery to the registered or records office of an owner or operator of a facility or a licensee,
- b) personal delivery to a director, officer, liquidator, trustee in bankruptcy or receiver manager of an owner or operator of a facility or a licensee,
- c) personal delivery to an adult individual at the facility who appears to be an employee of an owner or operator of a facility or a licensee or appears to be in control of the facility, and

d) posting on the door or gate of the facility, where no one is present at the facility or the facility appears to be abandoned.

16.3 No Transfer or Assignment. A transfer or assignment of a facility license is without effect without the prior written approval of the district. Approval will be given if all license requirements are being fulfilled and no license or license amendment fees are owed to the district.

16.4 Headings. The headings in this bylaw are for convenience only and shall not limit, enlarge or affect the scope of any of the provisions in this bylaw.

16.5 Severability. If any portion of this bylaw is deemed *ultra vires*, illegal, invalid or unenforceable in any way in whole or in part by any court of competent jurisdiction, such decision shall not invalidate or void the remainder of this bylaw. The parts so held to be *ultra vires*, illegal, invalid or unenforceable shall be deemed to have been stricken from this bylaw with the same force and effect as if such parts had never been included in this bylaw or revised and reduced in scope so as to be valid and enforceable.

Read a first time this ____ day of _____, 2004.

Read a second time this ____ day of _____, 2004.

Read a third time this ____ day of _____, 2004.

Finally adopted by the Board this ____ day of _____, 2004.

Chair

Secretary

SCHEDULE "A"

EXEMPTIONS FROM LICENSING REQUIREMENTS

For greater certainty and without limiting the generality of section 2.1 of the bylaw, the following facilities, or any portion of a facility managing recyclable material or municipal solid waste in accordance with the following specifications, shall be exempt from the licensing requirements under section 2.1:

1. any facility which accepts exclusively asphalt and concrete for the purposes of reprocessing, resale and reuse;
2. any drop-off depot which is owned or operated by a charitable organization, as defined in the *Income Tax Act* (Canada), or a non-profit organization, as referred to in section 139 of the *Income Tax Act* (Canada);
3. any retail food, grocery, beverage or drug establishment that accepts recyclable products on a return-to-retail basis;
4. any depot operating under or in fulfillment of the *Waste Management Act* Beverage Container Stewardship Program Regulation, 1997; and
5. any facility operating under or in fulfillment of a *Waste Management Act* Stewardship Program.

A facility that manages recyclable material or municipal solid waste in accordance with the above and also manages recyclable material or municipal solid waste in a manner not specified above will be required to be licensed within the provisions of this bylaw for the portion(s) of the operation not specified as exemptions in this Schedule A.

SCHEDULE "B"

PLAN FACILITIES (PUBLIC)

FACILITY	LOCATION
Regional District of Nanaimo Landfill	1105 Cedar Rd, Nanaimo
RDN Church Road Transfer Station	860 Church Rd, Parksville

FACILITY	LOCATION
Bings Creek Solid Waste Management Complex	3900 Drinkwater Rd, Duncan
Meade Creek Recycling Drop-off Depot	8855 Youbou Rd, Lake Cowichan
Peerless Road Recycling Drop-off Depot	10830 Peerless Rd, Ladysmith

SCHEDULE "C"

FEES - FACILITIES

The fees payable to the district by owners or operators of facilities under this bylaw shall be as follows:

1. Application, Amendment, Annual Administration and Other Fees

Column 1	Column 2 License Application Fee	Column 3 Major Amendment Application Fee	Column 4 Minor Amendment Application Fee	Column 5 Annual Administration Fee
Facility license Type I	\$1,000	\$500	\$100	\$500
Facility license Type II	\$100	\$100	\$50	\$100
Code of Practice Registration	\$100	-	-	\$100

SCHEDULE "D"

PUBLISHING AND BILLBOARD POSTING REQUIREMENTS

1. Publishing Notice Details for all Applications

A published notice in a newspaper must:

- (i) be at least 8 centimetres in width,
- (ii) be at least 100 square centimetres in area,
- (iii) be entitled "FACILITY LICENSE APPLICATION NOTICE" in a minimum type size of 12 points,
- (iv) have the text of the license application in a minimum type size of 8 points,
- (v) include the civic address of the proposed facility,
- (vi) include the name of the owner of the land on which the facility is proposed to be located,
- (vii) include the full name and address of the operator of the proposed facility,
- (viii) include a complete description of the activity to be carried out and the types and quantities of municipal solid waste or recyclable material to be managed at the facility, and
- (ix) include such other information as the district considers necessary.



REGIONAL DISTRICT OF NANAIMO	
APR 16 2004	
CHAIR	GMCrs
CAO	GMDS
GRCMS	GMES

MEMORANDUM

TO: John Finnie, P. Eng.
General Manager Environmental Services

DATE: April 16, 2004

FROM: Carcy McIver
Manager Solid Waste

FILE: 5365-00

SUBJECT: Solid Waste Management Plan – Final Draft

PURPOSE

To present the final draft of the updated Solid Waste Management Plan to the Board for review and for approval to proceed to public consultation.

BACKGROUND

The current RDN Solid Waste Management Plan (SWMP) was approved by the province in 1988 and was amended in 1996 to include the 3R's Plan for waste diversion activities. The final draft of the updated SWMP (attached) addresses both waste diversion and residual management and will serve to guide solid waste management related activities and policy development in the RDN over the coming years.

This updated plan has three main components:

1. An update of the 3Rs Plan, evolving it into a Zero Waste Plan
2. The Stage Three Residual Waste Management Plan; and,
3. A Waste Stream Management Licensing Bylaw.

Zero Waste Plan

The following table provides a list of programs included in the Zero Waste Plan. The first column lists on-going and new programs that are already included in the 2004 Annual Budget and 5 Year Financial Plan. The second column lists new programs proposed for 2005 to 2007.

2004	2005-2007
Ongoing Programs Compost Education Program School Education Program Zero Waste Promotion & Education Illegal Dumping Program Yard Waste Composting at RDN Disposal Facilities Recycling at RDN Disposal Facilities Residential Curbside Garbage Collection and Recycling	New Programs Single Family Organics Collection Pilot Construction/Demolition Waste Market Study User Pay Review RDN Internal Zero Waste Policy Single Family Organics Collection
New Programs Expanded Disposal Bans Waste Composition Study Curbside Organics Collection Study WSML Technical Assistance	

Residual Waste Management Plan

The waste that cannot be eliminated or diverted through composting or recycling is referred to as "residual waste," and ultimately requires disposal. The Residual Waste Management Plan addresses the long-term disposal needs of the region and aims to minimize social, environmental and financial impacts and risks. The Residual Waste Management Plan contains the following major features:

- The existing residual waste collection system will be maintained in its current configuration;
- Continued use of the Church Road Transfer Station (CRTS) to service the northern portion of the Regional District;
- Export of the waste received at CRTS to the Wastech landfill in Cache Creek. As the current waste export contract with the Greater Vancouver Regional District (GVRD) expires at the end of 2007, a review of alternative waste export options will be completed by 2006;
- Continued use of the Regional Landfill to service the southern portion of the regional district and receive waste that cannot be exported to the Wastech landfill. The capacity of the landfill will be optimized through the construction of a geogrid toe berm on the south side of the landfill, thereby extending the life of the landfill by 7 to 10 years (roughly 2012);
- The RDN will continue to promote the use of existing Provincial and private stewardship programs for the disposal of household hazardous wastes. Additionally, the RDN will encourage new stewardship programs for other hazardous components of the municipal solid waste stream, such as electronic goods, dry cell batteries and rechargeable batteries;
- Discontinuation of the stump burn site located in the north end of Nanaimo once a Waste Stream Management License is issued for processing land clearing waste;
- The acquisition of a site for a transfer station to support full waste export or an alternative disposal technology;
- Researching new and emerging residual waste management technologies that could reduce the RDN's reliance on landfilling and waste export; and
- Continued dialogue with other Vancouver Island regional districts to establish cooperative strategies for the management of solid waste. It is anticipated that if any emerging residual waste management technology has merit for the RDN, it would likely be implemented in conjunction with other Vancouver Island regional districts.

Waste Stream Management Licensing Bylaw

The final component of the updated Solid Waste Management Plan is the Waste Stream Management Licensing Bylaw. This bylaw involves licensing private and non-government municipal solid waste management and recycling facilities within the district and penalties for contraventions to the bylaw. All facilities (operations or properties) that handle municipal solid waste such as transfer stations, recycling depots, composting facilities, and material recovery facilities are to be included in the licensing system.

ALTERNATIVES

1. Proceed to public consultation on the final draft of the updated SWMP.
2. Do not proceed to public consultation on the final draft of the updated SWMP.

FINANCIAL IMPLICATIONS

The cost to implement the Zero Waste Plan is estimated to range from \$2.4 million in 2004 (primarily for existing programs) to \$2.9 million in 2009. The cost increase can be contributed chiefly to the addition of the curbside organics collection program if approved by the Board in 2006. The Zero Waste Plan is to be implemented with the RDN's existing solid waste staff complement. As needed, research, studies and some services will be contracted out. The Corporate Planning Committee and the Board will further review programs, policies or projects identified for 2005 to 2007 during each year's budget review.

All of the elements of the Residual Waste Management Plan, with the exception of the geogrid toe berm at the Regional Landfill, will be funded within the existing annual solid waste management budget. The expenditures associated with construction of the toe berm will be funded from the solid waste reserve. As required, consultants and contractors will be hired to undertake research, studies and construction projects. The Corporate Planning Committee and the Board will further review projects that have not already been identified in the 2004 annual budget during each year's budget review.

INTERGOVERNMENTAL IMPLICATIONS

The Ministry of Water, Land and Air Protection have provided advice and direction to the RDN in regard to the planning process and the plan's options. Staff from RDN member municipalities has also participated on the Regional Waste Advisory Committee.

CITIZENS/PUBLIC RELATIONS IMPLICATIONS

The Regional Waste Advisory Committee reviewed the updated SWMP on April 15, 2004. There were no concerns. Pending Board approval to proceed to public consultation, a newsletter describing the updated SWMP will be mailed to all residents in mid-May. The plan will also be available on the RDN web site. Public meetings have been scheduled for May 26 (S.D. 68) and May 27 (S.D. 69) to obtain input. A landfill open house is also scheduled for May 29th. These events will be advertised in the newsletter, the RDN web site, Shaw Cable as well as in the print media.

Based on the results of public input, the revised SWMP and WSML bylaw will be presented to the Board for final approval in June prior to submission to the Minister of Water, Land and Air Protection.

ENVIRONMENTAL IMPLICATIONS

Upon full implementation of the Zero Waste Plan, the RDN could achieve an overall diversion rate of 76%. This is similar to the goal set by the original 3Rs Plan and will be achieved primarily through the diversion of organics and construction demolition waste. Diversion programs for these materials include landfill disposal bans, curbside collection of residential organic waste (yard waste and/or food waste) as well as support for private sector investment in waste diversion facilities through the adoption of a WSML bylaw.

International Composting Corporation's recently constructed in-vessel composting facility at Duke Point is an example of private sector investment based on the RDN's intent to implement a WSML bylaw. The updated SWMP anticipates that the new regulatory framework will encourage the private sector to establish facilities for demolition, land clearing and construction waste as well.

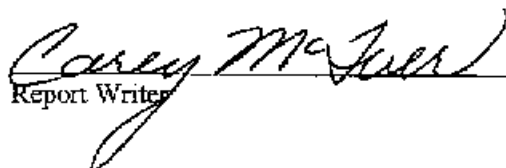
SUMMARY

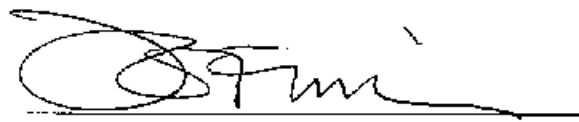
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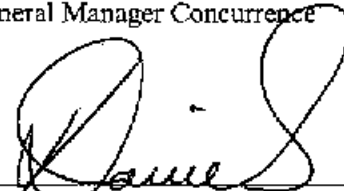
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RECOMMENDATION

That the Board direct staff to proceed to public consultation on the final draft of the updated Solid Waste Management Plan.


Report Writer


General Manager Concurrence


CAO Concurrence

COMMENTS:

final draft

Solid Waste Management Plan

prepared for:

Regional District of Nanaimo

prepared by:

Gartner Lee Limited

reference:

GLL 23-102

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distribution:

#2 Regional District of Nanaimo

#2 Gartner Lee Limited



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Executive Summary

In British Columbia, regional districts are mandated by the Provincial *Waste Management Act* to develop Solid Waste Management Plans that are long term visions of how each regional district would like to manage their solid wastes, including waste diversion and disposal activities. The Regional District of Nanaimo (RDN) prepared their first Solid Waste Management Plan in 1988 and amended that plan in 1996 to include a "3Rs Plan". This Solid Waste Management Plan update addresses both waste diversion and residual waste management and will serve to guide solid waste management related activities and policy development in the RDN over the coming years.

This updated plan has three main components:

1. An update of the 3Rs Plan, evolving it into a Zero Waste Plan;
2. The Stage Three Residual Waste Management Plan; and
3. A Waste Stream Management Licensing Bylaw.

Zero Waste Plan

In 2002 the RDN adopted "zero" as their waste diversion target, meaning that the RDN will continuously strive to reduce the amount of waste requiring disposal. The following is a list of the programs included in the Zero Waste Plan:

Ongoing Programs

- Compost Education Program
- School Education Program
- Zero Waste Promotion and Education
- Illegal Dumping Program
- Yard Waste Composting
- Recycling at RDN Disposal Facilities
- Residential Curbside Garbage and Recycling

Included in 2004 Budget

- Expanded Disposal Bans
- Waste Composition Study
- Curbside Organics Collection Study
- WSML Technical Assistance

New Programs (Implementation 2005-2007)

- Single Family Organics Collection Pilot
- Construction/Demolition Waste Market Study
- User Pay Review
- RDN Internal Zero Waste Policy
- Single Family Organics Collection

Solid Waste Management Plan

The cost to implement the Zero Waste Plan is estimated to range from \$2.4 million in 2004 (primarily for existing programs) to \$2.9 million in 2009. The cost increase can be contributed chiefly to the addition of the curbside organics collection program. The Zero Waste Plan is to be implemented with the RDN's existing solid waste staff complement. As needed, research, studies and some services will be contracted out. Fully implemented, the Zero Waste Plan will increase the waste diversion rate to roughly 75%.

Residual Waste Management Plan

The waste that cannot be eliminated or diverted through composting or recycling is referred to as "residual waste," and ultimately requires disposal. The Residual Waste Management Plan addresses the long-term disposal needs of the region and aims to minimize social, environmental and financial impacts and risks. The Residual Waste Management Plan contains the following major features:

- The existing residual waste collection system will be maintained in its current configuration;
- Continued use of the Church Road Transfer Station (CRTS) to service the northern portion of the Regional District;
- Export of the waste received at CRTS to the Wastech landfill in Cache Creek. As the current waste export contract with the Greater Vancouver Regional District (GVRD) expires at the end of 2007, a review of alternative waste export options will be completed by 2006;
- Continued use of the Regional Landfill to service the southern portion of the regional district and receive waste that cannot be exported to the Wastech landfill. The capacity of the landfill will be optimized through the construction of a geogrid toe berm on the south side of the landfill, thereby extending the life of the landfill by 7 to 10 years (roughly 2012);
- The RDN will continue to promote the use of existing Provincial and private stewardship programs for the disposal of household hazardous wastes. Additionally, the RDN will encourage new stewardship programs for other hazardous components of the municipal solid waste stream, such as electronic goods, dry cell batteries and rechargeable batteries;
- Discontinuation of the stump burn site located in the north end of Nanaimo once a Waste Stream Management License is issued for processing land clearing waste;
- The acquisition of a site for a transfer station to support full waste export or an alternative disposal technology;
- Researching new and emerging residual waste management technologies that could reduce the RDN's reliance on landfilling and waste export; and
- Continued dialogue with other Vancouver Island regional districts to establish cooperative strategies for the management of solid waste. It is anticipated that if any emerging residual waste management technology has merit for the RDN, it would likely be implemented in conjunction with other Vancouver Island regional districts.

All of the elements of the Residual Waste Management Plan, with the exception of the geogrid toe berm at the Regional Landfill, will be funded within the existing annual solid waste management budget. The expenditures associated with construction of the toe berm will be funded from the solid waste reserve. No

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additional staff will be required to implement the Residual Waste Management Plan. As required, consultants and contractors will be hired to undertake research, studies and construction projects.

Waste Stream Management Licensing Bylaw

The final component of the updated Solid Waste Management Plan is the Waste Stream Management Licensing Bylaw. This bylaw involves licensing private and non-government municipal solid waste management and recycling facilities within the district and penalties for contraventions to the bylaw. All facilities (operations or properties) that handle municipal solid waste such as transfer stations, recycling depots, composting facilities, and material recovery facilities are to be included in the licensing system.

Plan Implementation and Approvals

The implementation of the updated Plan will begin in 2004, with all elements of the Plan anticipated to be in place by 2007. Cost recovery mechanisms to fund the Plan's implementation include user rates, tipping fees, taxation, sponsorship and grants.

A draft of this plan will be subject to public consultation in May 2004. Input from the consultation process will be incorporated into the final version of the plan which will be presented to the Regional Board for their approval. Once approved by the Board, it will be submitted to the BC Minister of Water, Land and Air Protection for final approval.

1. Background

In British Columbia, Regional Districts are mandated by the Provincial *Waste Management Act* to develop Solid Waste Management Plans that are long term visions of how each regional district would like to manage their solid wastes, including waste diversion and disposal activities. These Plans are updated on a regular basis to ensure that the Plan reflects the current needs of the regional district, as well as current market conditions, technologies and regulations.

The Regional District of Nanaimo (RDN) has prepared their first Solid Waste Management Plan in 1988 and amended that plan in 1996. The history of the planning process is discussed further in Section 2.0, "Plan History". This draft document represents the most recent amendment of the RDN's Solid Waste Management Plan and once approved by the Province, it will become the RDN's new plan and serve to guide solid waste management related activities and policy development in the RDN.

1.1 Guiding Principles

The guiding principles for the Solid Waste Management Plan are:

1. The consumption of material and energy resources is set at a level that is ecologically sustainable.
2. The regional solid waste stream is reduced to the greatest extent possible, in accordance with the hierarchy of reduce, reuse, and recycle, and consistent with local resources and the nature of the regional solid waste stream.
3. The goal of environmental policy is to not exceed the capacity of the environment to accept waste and the strategies for achieving that goal cautiously anticipate the environment's capacity.
4. Individuals and firms are enabled to make environmentally sound choices about consumption of resources and generation of waste through provision of appropriate information, including user-pay and market-based incentives, wherever possible.
5. Reduction policies and strategies are developed through public consultation in a cooperative manner between government, private enterprise and community stakeholders. This may entail more flexibility in existing procedures and the setting precedents. The cost effectiveness of any strategy will be based on full accounting of costs and benefits, both monetary and non-monetary.
6. The strategies and policies promote community development whenever possible.
7. All parties must have equal access to relevant information and the opportunity to participate effectively throughout the process.
8. Openness and trust between stakeholders are the keys to a successful process.

2. Plan History

The Province approved the RDN's original Solid Waste Management Plan (SWMP) in 1988. The main elements of this plan were a transfer station, a resource recovery facility and a sanitary landfill to manage the residuals from the facility (estimated to be 20% of the waste stream). The resource recovery plant was never built due to the inability of the facility's proponent to secure financing. Consequently, the RDN's new landfill was receiving 100% of the waste stream and was filling up much faster than anticipated at its inception. As a result, the RDN began to amend their solid waste management plan in 1992. This section describes the evolution of the RDN's solid waste management plan since 1992.

2.1 Plan Amendments

The Provincial Guidelines for Solid Waste Management Plans recommends that the planning process occur in three stages. The RDN has attempted to follow the guidelines to the greatest extent possible to ensure that the intent of the guidelines – a thorough, integrated solid waste plan that has been developed with stakeholder and public input – is realized.

2.1.1 Stage One

In 1992, the RDN Board began to amend the existing plan to:

- recognize "reduction" in the creation of waste as the priority in solid waste management;
- reflect the Region's growth in population;
- identify disposal options to handle residual waste not diverted through reduction, reuse and recycling programs; and
- recognize the Province's goal of 50% waste reduction.

The Stage One report was developed in 1992 as part of a technical review of the 1988 plan. The Stage One document, entitled "Technical Report: Solid Waste Management Plan Review", reviewed the existing solid waste management system, identified a number of waste reduction, recycling and composting options, recommended options to reduce solid waste generation, and identified a pressing need to develop solid waste disposal alternatives.

From 1992 to 1996, a number of this report's recommendations were implemented including user pay garbage collection, curbside collection of recyclable materials and a backyard composter distribution program. As a result, waste diversion increased in the RDN from roughly 7% in 1991 to 39% in 1996.

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2.1.2 Stage Two

Stage Two began in 1994 and involved the formation of a solid waste advisory committee (comprised of local stakeholders and technical experts), the hiring of consultants to assist with the technical studies and a public outreach process to ensure that the public was informed of the planning process and had the opportunity to provide input.

Early in Stage Two, it was decided to split the plan amendment process into two components: a waste diversion planning exercise to determine the best approach for meeting the 50% waste diversion objectives; and a residual management plan for managing the waste remaining after waste reduction efforts.

3Rs Plan

The Stage Two waste diversion planning exercise was completed in June 1996. From that exercise the RDN's *3Rs Plan* was developed and subject to an extensive public consultation process. This plan amendment was completed in August 1996 and approved by the Minister of Environment, Lands and Parks in April 1997. Included in the package sent to the Minister for approval were:

- Stage One Report (*Technical Report: Solid Waste Management Plan Review*) that represents the Stage One of both the waste diversion and the residual waste management planning exercise;
- Stage Two Technical Memoranda of the Waste Diversion Planning Exercise:
 - Solid Waste Quantities and Composition;
 - Existing Solid Waste Management System;
 - 3Rs Alternatives (Long List); and
 - Shortlisted Alternatives/Scenarios.
- Stage Two Report: 3Rs Plan; and
- 3Rs Plan Public Consultation Report.

The *3Rs Plan* contained programs and policy initiatives to reduce the RDN's solid waste requiring disposal by approximately 70%. Implementation of the plan has been on-going. However, two major elements of the plan, a privately built and operated composting facility for source-separated organics and a privately built and operated construction and demolition waste recycling facility have not been built.¹ As a result, the RDN's waste diversion rate in 2002 was 56%.

Stage Two Residual Waste Management Plan

The waste that cannot be eliminated or diverted through composting or recycling is referred to as "residual waste," and ultimately requires disposal through landfilling. The RDN focused on developing

¹ A privately built and operated composting facility is expected to be operational in Nanaimo in 2004. The impact of this facility on waste diversion will not be measurable until 2005.

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the Residual Waste Management Plan to address the long-term disposal needs of the region upon completion of the 3Rs Plan.

The objectives of the residual waste management plan are to develop a system that maximizes waste diversion and minimizes social, environmental and financial impacts and risks. The residual waste planning exercise had two major components: a review of *processing technologies* that can further reduce the volume of residual waste requiring disposal and a review of *disposal options* for any remaining waste.

Figure 2-1 provides a schematic diagram of the process showing the evolution of the two components. Processing technologies that were considered during the planning process were incineration, energy-from-waste, pyrolysis, vitrification, and municipal solid waste composting. Of these options, only MSW composting was determined to be worthy of further consideration.

The review of disposal options considered siting a new landfill, mining the existing landfill and waste export. Of these options, siting a new landfill and waste export were determined to be worthy of further consideration.

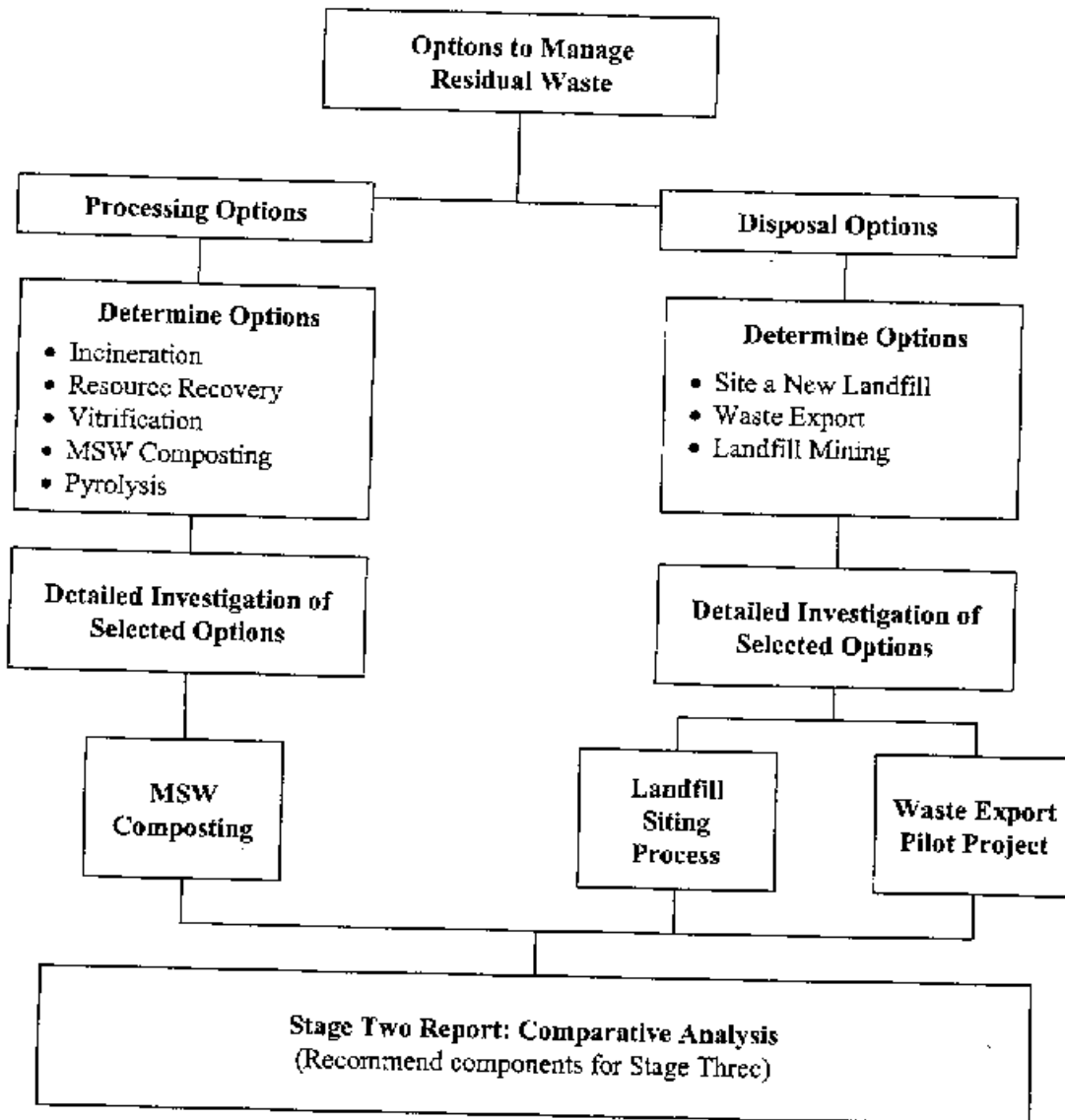
MSW composting, landfill siting and waste export underwent an extensive technical and public review. At the RDN Board meeting on September 14, 1999, the following recommendations were approved as part of the residual waste management planning exercise. These recommendations concluded the Stage Two plan amendment process:

1. That, barring exceptional circumstances, a landfill not be further considered as a residual waste management option at this time;
2. That MSW composting not be further considered as a residual waste management option at this time;
3. That waste export be considered as the only viable residual waste management option at this time and that discussion be initiated with the GVRD and other out-of-region landfill operators to obtain a long-term contract to export the region's waste stream;

Solid Waste Management Plan

Figure 2-1 Stages One and Two of the Residual Waste Management Planning Process

1.



Solid Waste Management Plan

4. That the region enter into discussions with the short-listed source separated composting vendors for the development of a privately owned and operated facility;
5. That inter-regional solid waste management initiatives be further explored;
6. That a common framework amongst regional districts regulating the operation of composting facilities be adopted;
7. That commercial organics be banned from disposal once appropriate composting facilities are in place; and
8. That the RDN undertake a pilot residential organic waste collection program to assess the viability and applicability of source-separated organics collection.

2.1.3 Stage Three

The third and final stage of the planning process brings the waste diversion and the residuals management planning processes together into one Solid Waste Management Plan for the RDN. This plan has three main components:

1. An update of the 3Rs Plan, evolving it into a Zero Waste Plan;
2. The Stage Three Residual Waste Management Plan; and
3. Waste Stream Management Licensing, which will influence both the diversion and residual management activities in the RDN.

Each of these components is described in detail in the remainder of this document.

2.2 Participants in the Planning Process

Many groups participated in the planning process; these were:

- Ministry of Water, Land and Air Protection provided advice and direction to the RDN in regard to the planning process and the plan's options.
- Regional Board reviewed, commented and approved documents that resulted from the planning process, and provided direction to staff and consultants.

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- RDN staff coordinated the planning process, participated directly in the development of technical reports and conducted the stakeholder and public consultation processes.
- Consultants undertook technical studies, advised RDN staff and participated in the consultation processes.
- Regional Waste Advisory Committee (RWAC), formerly the Solid Waste Advisory Committee, comprised of stakeholders from as broad a range of interests as possible (including environmental groups, citizen advocacy groups, local businesses and waste management companies) was responsible for reviewing information associated with solid waste management and the planning process, and provided input to staff and the Board. RWAC also assisted by informing their constituents about the planning process and the implications of decisions made during the process.
- The general public became informed of solid waste management issues and the planning process, and provided input to the Board and the project team.

3. Plan Area

The Regional District of Nanaimo covers an area of approximately 207,000 hectares on the southeast coast of Vancouver Island. The Regional District of Nanaimo includes four incorporated municipalities and eight unincorporated electoral areas. A map of the RDN is provided as Figure 3-1.

The four municipalities in the region are the City of Nanaimo, the District of Lantzville, the City of Parksville, and the Town of Qualicum Beach. The eight electoral areas in the region are:

- A: Cedar, South Wellington and Cassidy;
- B: Gabriola, Decourcy and Mudge Islands;
- C: Extension, Nanaimo Lakes;
- D: East Wellington, Pleasant Valley;
- E: Nanoose Bay;
- F: Coombs, Hilliers, Errington;
- G: French Creek, San Pareil; and
- H: Bowser, Qualicum Bay.

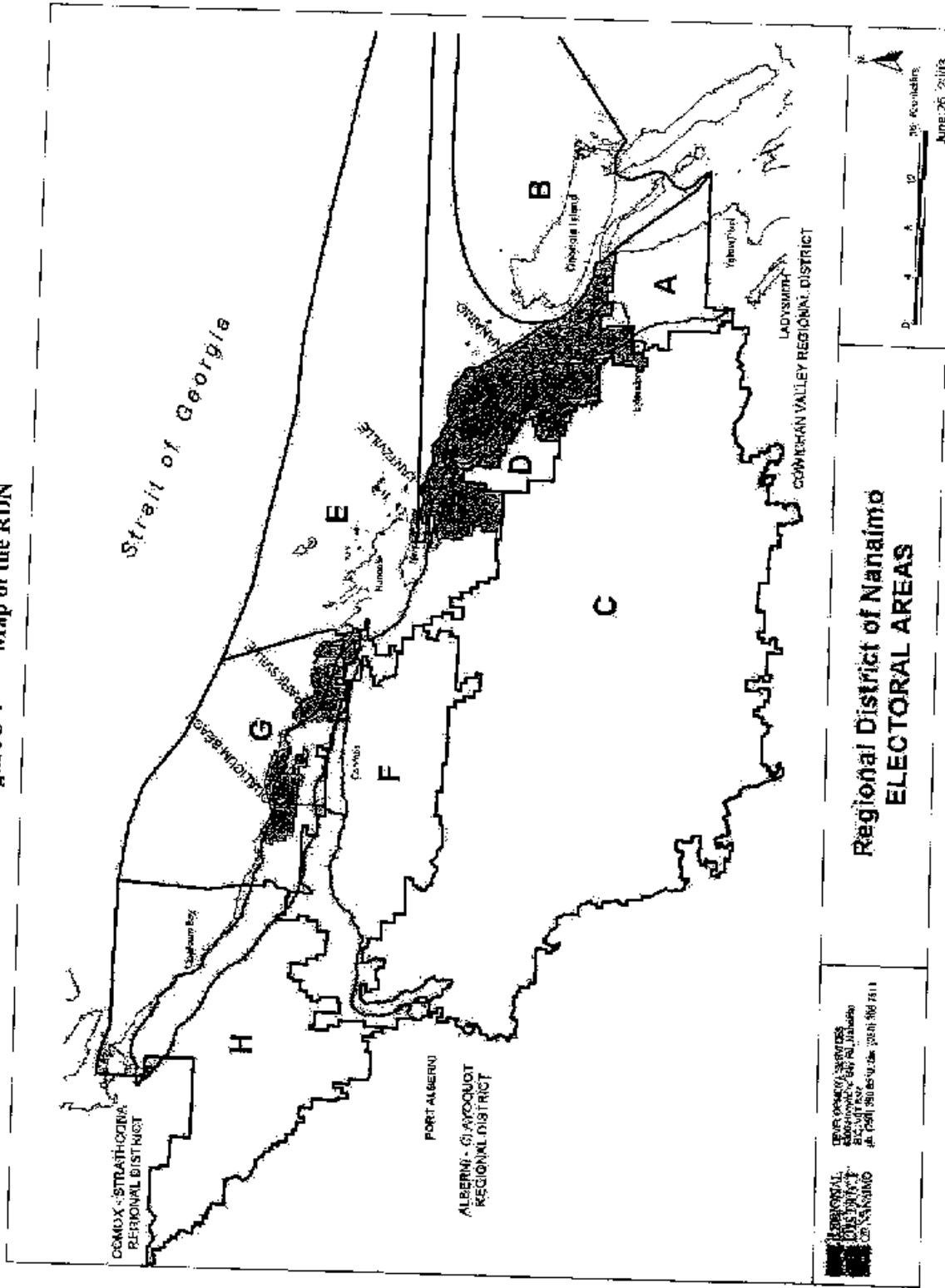
Six Indian Reserves are also located within the region:

- Nanaimo 1, 2, 3 & 4 (Snuneymuxw First Nation);
- Nanoose (Nanoose First Nation); and
- Qualicum (Qualicum First Nation).

As shown in Table 3-1, approximately, thirty percent of the residents in the RDN live in electoral areas and seventy percent of the residents live in municipalities.

Solid Waste Management Plan

Figure 3-1 Map of the RDN



Regional District of Nanaimo
ELECTORAL AREAS

REGIONAL DISTRICT OF NANAIMO
ADMINISTRATIVE SERVICES
200 WATERLOO STREET
NANAIMO, B.C. V9R 1A1
TEL: 250-754-2111 FAX: 250-754-2112

(SWMP April R/WAC doc)

Solid Waste Management Plan

Table 3-1 Population by Area

Area Population, 2001	
Electoral Area A	6,423
Electoral Area B	3,522
Electoral Area C	929
Electoral Area D	1,118
Electoral Area E	4,820
Electoral Area F	5,546
Electoral Area G	7,041
Electoral Area H	3,108
Sub-Total	32,507
City of Nanaimo	73,000
District of Lantzville	3,538
City of Parksville	10,323
Town of Qualicum Beach	6,921
Sub-Total	93,782
Nanaimo Indian Reserve 1	238
Nanaimo Indian Reserve 2	20
Nanaimo Indian Reserve 3	33
Nanaimo Indian Reserve 4	158
Nanoose Indian Reserve	207
Qualicum Indian Reserve	71
Sub-Total	727
Total Population (RDN)	127,016

Source: Statistics Canada, www.statcan.ca (2001 Census).

Population Growth

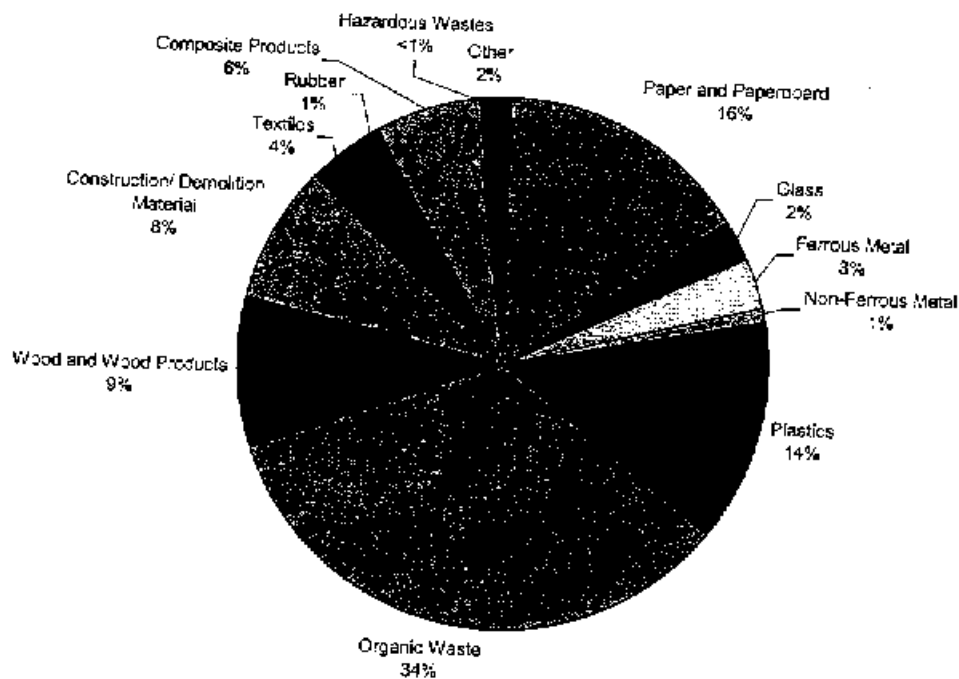
The population of the region increased from 77,624 residents in 1981 to 127,016 residents in 2001. This means the population in the region increased 64% during that time, at a rate of approximately 3% per year, on average. The population of the region is projected to increase to 215,241 by 2026 (BC Statistics, www.bcstats.gov.bc.ca). This represents a 69% increase in population in the region between 2001 and 2026, at a rate of approximately 2.8% per year, on average. BC Statistics estimates that the 2003 population of the RDN was 134,475.

4. Waste Stream Characterization

4.1 Composition

The composition of the RDN waste stream is estimated based upon a 2001 waste composition study conducted in the Capital Regional District.² The CRD has similar solid waste management policies and programs, landfill tipping fees and climate to the RDN, hence the data from their study provides a good indication of the composition of the waste disposed in the RDN. The composition, shown in Figure 4-1, indicates that the largest components disposed, by weight, are organic waste (34%), paper products (16%), plastic (14%), construction/demolition waste (8%) and wood (9%).

Figure 4-1 Waste Composition Pie Chart



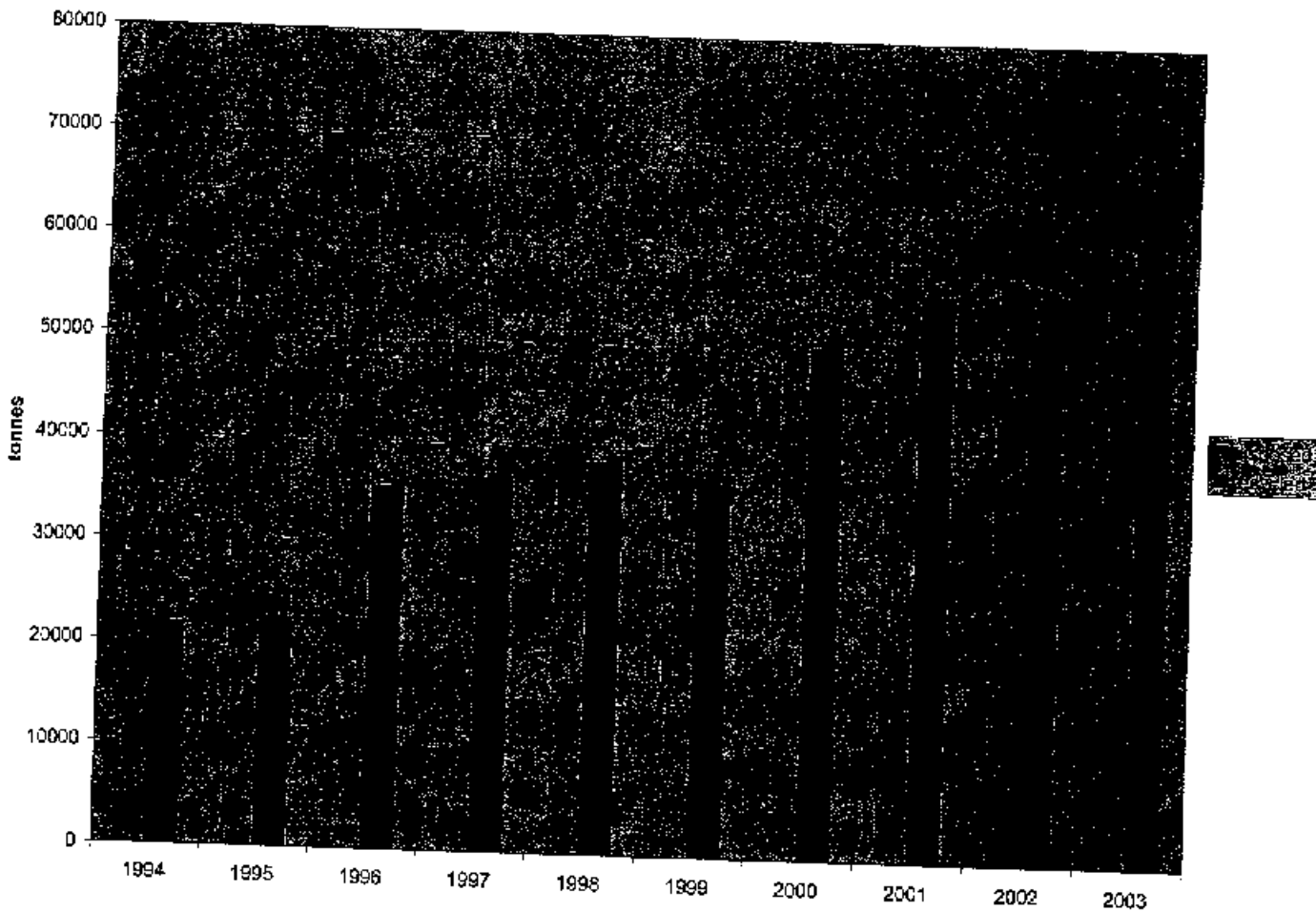
² Sperling Hansen Associates, 2002.

4.2 Quantities

In 2003, the RDN disposed of 59,750 tonnes of waste, recycled 58,300 tonnes of waste materials and diverted an additional 9,100 tonnes of materials through reduction and reuse programs, thereby achieving a diversion rate of 57%³.

Figure 4-2 shows the quantity of waste disposed and recycled in the RDN from 1994 to 2003.

Figure 4-2. Quantity of Waste Disposed and Recycled



³ Diversion rate refers to the amount of materials diverted from landfill through recycling, reuse and reduction activities. Recycling rate refers to the amount of materials diverted from landfill through recycling and centralized composting.

4.3 Generators

Of the 59,750 tonnes of waste disposed in 2003, approximately 44% was from the residential sector (primarily single family homes), 47% was from the commercial sector (including multi-family residential buildings) and 9% was from the construction and demolition sector.

4.4 Diversion

Table 4-1 provides detail on how recycling and composting contributed to the diversion rate from 1999 to 2003. The diversion rate reflects the reported amount of materials recycled and composted and an estimate of the waste reduction achieved through the backyard composting program and the user-pay (one can limit) residential garage collection program.

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Table 4-1 RDN Waste Diversion 1998-2003

Municipal Solid Waste	51,041	50,382	48,995	52,154	51,778	54,901
Construction/Demo Waste	6,815	8,237	6,552	5,258	4,853	4,545
Controlled Waste	201	266	1,213	902	449	299
Total Disposed (in landfill)	58,057	58,885	56,895	58,314	57,080	59,745
Public Sector Recycling	9,932	9,459	9,160	9,078	11,120	9,595
Private Sector Recycling	23,221	22,748	30,054	33,866	29,079	37,682
Non-Profit Recycling	115	285	107	115	297	463
Yard Waste Composting	5,094	4,034	6,483	7,728	7,276	6,295
Biosolids Composting			4,191	4,478	4,200	4,283
Subtotal of Recycling	38,362	36,526	49,995	55,265	51,972	58,318
Reduction and Reuse Programs	5,376	7,718	7,390	8,129	8,709	9,186
Total Diverted (Recycling + Reduction + Reuse)	43,738	44,244	57,385	63,394	60,681	67,504
Total Disposed (in landfill)	58,057	58,885	56,895	58,314	57,080	59,745
Total Recycled	38,362	36,526	49,995	55,265	51,972	58,318
Total Generated (Disposed + Recycled)	96,419	95,411	106,890	113,579	109,052	118,063
Recycling Rate (Total Recycled/Total Generated)	40%	38%	47%	49%	48%	49%
Total Diverted	43,738	44,244	57,385	63,394	60,681	67,504
Diversion Rate (Total Diversion/Total Generated)	45%	43%	54%	56%	56%	57%
Per Capita Disposal Rate (kg/day)	1.22 kg/day	1.23 kg/day	1.19 kg/day	1.21 kg/day	1.17 kg/day	1.21kg/day

5. Existing Solid Waste Management System

This section describes the RDN's existing solid waste management system, including: collection, transfer and disposal; reduction and reuse programs; residential recycling; ICI recycling; composting; DLC waste management; promotion and education; and policies and regulations.

5.1 Waste Collection, Transfer and Disposal

Single family residential waste collection within the RDN is either controlled through jurisdictional contracts with haulers or provided by municipal crews. The RDN (including the City of Parksville) currently contracts out their single family garbage collection service. The City of Nanaimo, the Town of Qualicum Beach and the District of Lantzville provide municipal collection for their residences. Yard waste is not allowed in the residential waste collection program.

ICI and multifamily garbage collection within the RDN is unregulated, with multiple haulers providing service throughout much of the Regional District. A full range of garbage collection services are offered, including can, cart, container and drop-box collection. The City of Nanaimo and Town of Qualicum Beach provide municipally-operated garbage collection to some small ICI generators under its single family collection program.

Collected waste is delivered to one of the RDN disposal facilities: the Church Road Transfer Station or the Regional Landfill. The Church Road Transfer Station services the northern portion of the Regional District, including Parksville and Qualicum Beach (also referred to as School District 69). Waste delivered to the Church Road Transfer Station is dumped on a covered tipping floor, packed into transfer trailers and exported to the Cache Creek landfill under contract with the GVRD. In 2003, 15,825 tonnes of MSW were received at the transfer station in addition to 4,282 tonnes of recyclables and yard waste, and 1,409 tonnes of C/D waste. The MSW was exported to Cache Creek via a contract with the Greater Vancouver Regional District. The CD waste was transferred to the RDN's Regional Landfill. The recyclables were picked up by local recycling companies.

The Regional Landfill is located east of Highway 1 in the southern part of the City of Nanaimo. The Regional Landfill is the only solid waste landfill within the RDN. Waste is delivered directly by haulers, municipal trucks and self-haulers servicing the southern portion of the regional district (also referred to as School District 68). In 2003, 40,111 tonnes of MSW were landfilled at the Regional Landfill. The landfill also received:

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- 4,543 tonnes of CD waste which was chipped and used on-site (for road building, etc.) or landfilled (including CD waste transferred from CRTS);
- 134 tonnes of "special wastes" such as asbestos which was landfilled;
- 165 tonnes of contaminated soil that was landfilled;
- 2,841 tonnes of recyclables that were picked up by various recycling companies; and
- 3,941 tonnes of yard waste which was sent to a composting facility.

The Regional Landfill is a fully engineered facility with a liner system, leachate collection, gas collection, storm water management, bird control and daily cover. The Regional Landfill includes a drop-box transfer area to divert small self-haul vehicles away from the working face of the landfill and a recycling drop-off area. This facility is described further in the Residual Waste Management section of this document.

5.2 Reduction and Reuse Programs

Reduction and reuse programs are activities that remove materials before they enter the formal recycling and disposal systems. In this sense, materials managed through reduction and reuse activities are never "generated" and are not directly recorded by solid waste tracking systems. The level of reduction and reuse activity is directly reflected through decreased per-capita waste generation (disposal - recycling quantities). A number of reduction and reuse programs are in effect within the RDN.

The RDN distributed 16,500 composters for distribution to the public between 1993 and 2002. Distribution of backyard composters was discontinued in 2003 since most local hardware stores and garden centres were also selling composters. The RDN continues to provide seminars and educational materials (brochures and web-based information) related to reducing yard and organic waste generation.

The RDN has a zero waste school education program that is delivered to local primary schools through contract.

The two waste management non-profit organizations in the RDN, Gabriola Island Recycling Organization (GIRO) and the Nanaimo Recycling Exchange (NRE), provide a significant level of reuse and reduction education and activity. There are also many reuse operations include thrift and reuse stores operated by private businesses and charities in the RDN. These operations provide a large degree of waste diversion and serve to decrease the per-capita waste generation within the RDN.

5.3 Residential Recycling

There are two types of residential recycling programs in the RDN: curbside collection and depot-based. All single family residences (e.g. residences with can-based garbage collection) within the RDN have access to curbside collection through the City of Nanaimo's two-bag collection program and the RDN's blue box, two bag collection program. Both of these programs contract out the collection and processing of recyclables. Some multifamily buildings have on-site recycling services provided by private contractors. Multifamily recycling is not part of either the City of Nanaimo or the RDN curbside collection programs.

Several recycling depots accepting a variety of materials are also available to the public. Depots are operated by the RDN at their waste management facilities, by the City of Nanaimo at their works yard, GIRO, NRE and several private operators (mainly at bottle depots).

Curbside collection and drop-off programs within the RDN collected a total of 10,000 tonnes of recyclables in 2003. Most of this material was collected curbside, with a lesser amount collected through depots.

5.4 Industrial, Commercial and Institutional (ICI) Recycling

Most of the haulers providing ICI garbage collection also offer a parallel cardboard or multi-material recycling collection service to assist their customers to comply with the RDN's disposal bans. Private recyclers also offer the collection of a number of recyclables, including cardboard, paper, tires and metals. There are also collection services provided for commercial volumes of recyclable special wastes including motor oil, oil filters and antifreeze; however these materials are not considered solid waste and are not accounted for in the RDN's solid waste tracking system or planning exercise.

Of the estimated 58,000 total tonnes of recyclables were handled in 2002, 38,000 tonnes (65%) are considered to be ICI in origin.

The amount of material independently recycled by generators within the RDN is unknown. Major ICI generators often have sufficient quantities of recyclable materials to bypass commercial collection services and ship directly to out-of-region markets. In addition, some retail distribution systems incorporate a back haul system for recycling certain materials.

For example, many chain retail stores bale cardboard and ship bales back to distribution centers in returning trucks. Truckload quantities are then consolidated at the distribution center and brokered to markets. Other large industrial operators (e.g. mills, heavy equipment manufacturers) generate large quantities of specialty metals and may grade and ship scrap directly to markets. Materials managed in

this way by generators are not included in the waste flow quantities described above, since these materials would not otherwise enter the waste stream and are not handled by the local collection and processing infrastructure. Nevertheless, the quantity of materials directly shipped by generators may be substantial.

5.5 Composting

The RDN operates yard waste drop-off sites at the Regional Landfill and the Church Road Transfer Station. In 2003, approximately 6,300 tonnes of yard waste were received by RDN facilities. The tipping fee charged for yard waste dropped off at the RDN's solid waste facilities is half the rate charged for municipal solid waste. The collected material is shipped to private composting operations under contract to the RDN.

The City of Parksville and the Town of Qualicum Beach provide curbside chipping and removal of branches twice a year for residents. One privately operated but RDN funded depot for yard waste is located in Nanaimo.

Yard waste can also be burned in most areas of the RDN, with the exception of the City of Nanaimo and the Town of Qualicum Beach. In the City of Parksville and Electoral Area G (French Creek), burning of yard waste is limited to specific dates in the spring and fall.

Since 1998, the RDN has been composting biosolids that were previously buried at the Regional Landfill. At present, the composting of biosolids is done at private facilities under contract to the RDN.

5.6 Landclearing Waste

With the exception of the incorporated areas and Electoral Area G (French Creek), burning of landclearing waste is allowed, subject to the requirements of the Provincial *Open Burning Smoke Control Regulation*. In areas where burning is not allowed, landclearing waste is usually chipped on site, with chips either spread on-site or shipped directly to markets. Large stumps, however, are not generally chipped, so they must be removed for disposal. There is one private burn site in the RDN for the burning of stumps located in an old quarry near the north end of Nanaimo which is discussed in the Residual Waste Management Plan (Section 7.4). There is at least one location in the RDN where stumps are stockpiled on private property.

5.7 Construction and Demolition Waste

Construction and demolition (CD) waste is received by several facilities in the RDN.

It is received at the RDN's transfer station, where it is stockpiled and regularly shipped to the RDN's landfill (it is not exported). CD waste is also received directly at the landfill. All of the CD waste at the landfill is chipped and used on site. In 2003, 4,545 tonnes of CD waste were received at the RDN's solid waste facilities.

CD wood waste is also received by a number of private operators that chip the material for use as hog fuel by Vancouver Island pulp mills, or store the material with the intention of making hog fuel. Gypsum is received by a private operator in Nanaimo who transports the material to New West Gypsum for recycling. Gypsum is also received at the RDN transfer station and then transferred to the private operator in Nanaimo. There are also private operations that receive and recycle asphalt and concrete. The tonnage of CD waste managed by these private operations is unknown.

There are also a number of private and non-profit operations specializing in CD waste re-use. Reusable structural lumber, windows, doors and other fixtures are sold on a retail basis.

5.8 Permitted Waste Disposal Sites

All disposal permits in the RDN are under the jurisdiction of the BC Ministry of Water, Land and Air Protection. In addition to the RDN landfill, there are three private waste disposal permits in the RDN:

- *Doumont Road wood burn site (MWLAP file AR-11311 issued 1992)*

This facility operates under a temporary permit issued by the provincial government in cooperation with the RDN, as this facility was intended to be the sole burn facility for land clearing waste in the RDN. The site is an inactive quarry, and its use as a burn site is permitted under its current land use zoning.

For environmental and human health reasons, the RDN will eliminate the burning of all wood waste that is in the municipal solid waste stream. However, at present, there are no other viable options or facilities to manage large stumps in the RDN. Consequently, the Doumont Rd. site will be retained as a landclearing waste burn facility, but the permit status will be maintained as temporary. It is the intention of the RDN to encourage, through Waste Stream Management Licensing and other mechanisms, the implementation of better methods to manage landclearing waste. Potential investors will be informed that once a viable alternative to manage landclearing waste is in place, licensed and operational, this site will be decommissioned and the RDN will recommend cancellation of the provincial permit.

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- *J. Milner Trucking Ltd. Landfill (Permit PR-06009 issued 1981) and Lussier and Son Contracting Ltd. landfill (Permit PR-07604 issued 1987)*

These permits allow the disposal of wood waste by private operators. Although these sites are currently inactive, they do not meet the provincial landfill criteria and do not have the proper land use zoning designation to allow waste disposal activities. The sites will need to be brought up to provincial standards and be rezoned if the permits are to be maintained. Currently, there are no zoning designations in the RDN land use planning area (the electoral areas) that allow waste disposal. To achieve a rezoning, each owner of the permits would require an amendment to the applicable RDN Official Community Plan, creation of a zoning designation that would allow disposal activities and a rezoning of the specific parcel on which the disposal activity is to take place. The owner of these permits have been informed of the technical and zoning requirements and have been given a deadline (May 31, 2004) by which an engineering report must be submitted and a rezoning application commenced if these permits are to be maintained. Endorsement of these permits by the RDN is conditional on successful completion of rezoning and compliance with all current technical requirements for landfills as regulated by the Province of BC. If all requirements have not been met within one year of implementation of this plan the RDN will recommend to the MWLAP that these permits be cancelled.

5.9 Closed Landfills

There are two closed landfills in the RDN: the Parksville Landfill and the Qualicum Beach Landfill. These sites are the responsibility of their respective municipality, however the RDN contributes to the monitoring costs of the Qualicum Beach site.

5.10 Waste Management Facilities on First Nations' Land

Waste disposal facilities on First Nations' land are regulated by the federal Indian Reserve Waste Disposal Regulations. Currently, there are no federally authorized waste management facilities on First Nations land within the RDN.

While facilities on First Nations' land cannot be regulated by the RDN the Waste Stream Management Licensing bylaw will regulate any municipal solid waste material that may be deposited on First Nations' land. Generators and haulers of waste that is deposited on First Nations' land will be subject to the illegal dumping provisions of the Waste Stream Management Licensing bylaw.

5.11 Promotion and Education

The RDN and the City of Nanaimo produce most of the solid waste management promotion and education materials provided in the Regional District.

The objectives of the RDN program are to:

- educate all generators about the solid waste management priorities of the Regional District;
- promote participation in waste diversion programs;
- promote the “Zero Waste” concept;
- encourage proper participation in garbage and recycling collection programs; and
- encourage compliance with Regional District materials bans.

Education activities include: staffing at public events and speaking engagements; mall displays; articles in the Regional newsletter “Regional Perspectives”; the region-wide “Zero Waste” newsletter; a zero waste school education program; garbage and recycling program newsletter; a zero waste directory; a garbage and recycling program brochure (for RDN contract areas); brochures for various waste diversion programs (backyard composting, grasscycling, disposal bans, etc.); and a web site featuring a recycling database, zero waste tool kit and program information.

The non-profit recycling societies (GIRO and NRE) also expend a fair amount of their resources on public education. Waste haulers also provide a baseline level of information for their customers, but this information is specific to the services being offered by the hauler and generally addresses container placement requirements, compliance with disposal bans and preparation of recyclable materials for collection.

5.12 Policies and Regulations

Four main policies influence the RDN solid waste management system: the user-pay system; variable tipping fees; disposal and collection bans; and open burning restrictions. In addition, there are provincial product stewardship programs that significantly influence the management of specific waste materials generated in the RDN. Each of these local and provincial policies is discussed below:

User Pay

Both the RDN and the City of Nanaimo have user pay curbside garbage collection programs. All households have a one can per week limit on waste volume. Separate tags that presently cost \$2.00 each are required to set out additional cans. The vast majority of homes set out one can of waste or less per week.

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Variable Tipping Fees

The RDN has differential tipping fees for various classifications of materials. The base tipping fee for municipal solid waste is currently \$95.00 per tonne. Loads containing banned materials are charged a rate double the regular fee. To encourage source-separation, yard waste and recyclable materials are charged half of the regular tipping fee.

Material Disposal Bans

In 1991, the RDN established a landfill ban for gypsum (drywall). A ban on the disposal of uncontaminated cardboard followed in 1993. In 1997, recyclable paper, metal and tires were banned. The disposal bans are enforced at the Regional Landfill and at the Church Road Transfer Station. Vehicles that dump banned materials at RDN disposal facilities are assessed a 100 percent surcharge on the entire load. Disposal site staff monitor the tipping floor (at the transfer station) and working face (at the landfill) to provide enforcement for the disposal bans. Collection staff monitor waste collected at curbside to ensure compliance with collection bans. Yard waste is banned from curbside collection.

Burning Bans

Most developed areas of the RDN have burning restrictions for landclearing waste, construction/demolition debris and yard waste. In most developed areas, burning of these wastes is prohibited year-round, but in some areas yard waste can be burned only during a limited time frame annually (usually a small window of time is given in the spring and fall). In undeveloped areas, burning of landclearing waste and yard waste is generally allowed, provided any local fire restrictions and the BC Open Burning Smoke Control regulation are being met. With restrictions in place, generators of these materials must find alternative disposal options and are encouraged to select options such as composting, re-use (of construction/demolition materials) or recycling.

Provincial Initiatives

BC has implemented several product stewardship programs over the past decade. Product stewardship is defined as a management system based on industry and consumers taking life-cycle responsibility for the products they produce and use. As a result, the materials covered under a stewardship program are less likely to enter the RDN's waste management system. There are province-wide stewardship programs currently in place for:

- Lead-acid batteries
- Used motor oil
- Paint
- Pesticides
- Solvents
- Passenger and light truck tires
- Medications
- Fuel
- Beverage containers (with the exception of containers for milk and milk substitutes)

The RDN has actively encouraged the Province and product manufacturers to undertake stewardship initiatives and continues to promote the expansion of stewardship initiatives.

6. Zero Waste Plan

In April 2003, the RDN reviewed the implementation status of their 1996 *3Rs Plan* as a first step in updating this component of the Solid Waste Management Plan. Most of the programs and policies in the 3Rs Plan were implemented and the diversion rate in the RDN increased from 45% in 1998 to 57% in 2003. This increased diversion came about despite the fact that two major elements of the plan, an in-vessel composting facility and a construction/demolition waste recycling facility were not constructed.

In 2002 the RDN adopted “zero” as their waste diversion target, meaning that the RDN will continuously strive to reduce the amount of waste requiring disposal. In addition, Policy 4H of the RDN’s Regional Growth Strategy (adopted June 2003) states: *The RDN agrees to pursue a solid waste management approach that concentrates on creating less waste, with the ultimate long term goal of eliminating the need for waste disposal (i.e. a “Zero Waste” approach).* To reflect this new goal, the updated 3Rs Plan is called the *Zero Waste Plan*. The Zero Waste Plan outlines how the RDN plans to continue reducing the quantity of waste disposed.

The Zero Waste Plan was developed by undertaking the following steps:

- (I) review the existing 3Rs Plan to identify what elements of that plan should be retained and carried forward to become part of the Zero Waste Plan;
- (II) identify new waste reduction opportunities by:
 - reviewing waste diversion initiatives undertaken in other North American jurisdictions that are considered “leading edge”;
 - interviewing waste management coordinators in BC and across Canada; and
 - brainstorming RDN-unique ideas;
- (III) develop a menu of components for possible inclusion in the Zero Waste Plan using the initiatives identified in the first two steps;
- (IV) present the menu of possible components to the Regional Waste Advisory Committee (RWAC) to obtain their feedback; and
- (V) develop a draft Zero Waste Plan based upon RWAC’s and staff input.

This section briefly describes each component of the Zero Waste Plan. The components are organized into two sections:

1. **Ongoing Programs** – programs that were part of the 1996 3Rs plan, were implemented and continue to operate, including programs identified in the annual budget for 2004;
2. **New Programs** – programs that have new diversion potential that will be implemented in 2005 to 2007 upon adoption of this Solid Waste Management Plan.

All costs are presented in 2004 dollars.

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6.1 On-Going Programs 2004

Program	Budget
<p>Compost Education Program</p> <p>The Zero Waste compost education program has several components, including:</p> <ul style="list-style-type: none"> • enhance, maintain and promote demonstration gardens; • promote usage of the yard waste management educational materials available on the RDN's website; • conduct spring and fall seminars on composting, grasscycling, zero waste landscaping, natural garden and lawn care, etc. Partnering with local garden centres that sell backyard composters and native plants will be explored. 	<p>\$5,000</p>
<p>School Education Program</p> <p>Continue contracting out design and delivery of a primary school program that focuses on the concept of zero waste.</p>	<p>\$15,000</p>
<p>Zero Waste Promotion and Education</p> <p>The Zero Waste Promotion and Education program contains the following elements:</p> <ul style="list-style-type: none"> • Continue and enhance current zero waste information initiatives including the web site, newsletters and participation in community events. • Maintain funding to the Recycling Council of BC for operation of the hotline. Promote the hotline to RDN residents and businesses. • Continue annual financial support to Recycling Council of BC for their ICI waste exchange service. Promote this service to RDN businesses and institutions. • Maintain and print the Zero Waste (recycling) directory and the online directory on the RDN web site and ensure data is up to date through annual reviews of the listings. Promote directory and reuse awareness, particularly with customers that bring reusable goods to RDN disposal. • Continue television advertising on Shaw Cable. • Promote to all sectors the availability of Zero Waste tools, particularly those available on the web such as the Recycling Directory, Zero Waste Business Tool Kit, Zero Waste Landscaping Tips, and Composting Information. Additional tools will be accessed from other jurisdictions and, with permission, modified for use in the RDN. 	<p>\$58,500</p>

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Program	Budget
<p>Illegal Dumping Program</p> <p>The Illegal Dumping Program includes surveillance and enforcements activities as well as on-going clean-up of illegal dumping sites and free disposal (tipping fees are waived) for community clean-up events. To encourage community clean-ups, groups that undertake these activities will be recognized in the RDN newsletter or other media.</p>	<p>\$63,000</p>
<p>Expanded Disposal Bans</p> <p>International Composting Corporation (ICC) opened their private composting facility in Nanaimo in April 2004. Consequently, in accordance with RDN Board policy, organic waste from commercial generators (e.g. grocery stores, institutions, and restaurants) will be banned at the Regional Landfill and Church Road Transfer Station in the fall of 2004.</p> <p>Implementation of the ban would involve a "ramp up" period of increasing enforcement starting with advanced notice of upcoming ban, then notices (rather than financial penalties) for the first months of the bans implementation, and eventually implementing financial penalties that are double the tipping fees for loads containing banned materials.</p> <p>In addition, yard waste and products covered under province-wide stewardship programs will also be banned, as opportunities to divert these materials are readily available in the RDN.</p>	<p>\$24,000</p>
<p>Waste Composition Study</p> <p>Conduct a waste composition study to estimate the quantity of recyclable materials remaining in the waste stream and the source of those materials (residential, ICI or DLC). This study will assist in focusing waste diversion programs and policies where they will have the greatest impact.</p>	<p>\$25,000</p>
<p>Waste Stream Management Licensing Technical Assistance</p> <p>To support the implementation of the Waste Stream Management Licensing Bylaw (which is ultimately intended to enhance diversion in the RDN), technical assistance will be required on an annual basis to prepare site specific operating plans and requirements</p>	<p>\$15,000</p>

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Program	Budget
<p>Curbside Food and Yard Waste Collection Study</p> <p>Organic waste collection could divert food waste, non-recyclable paper products and other organic waste materials in addition to providing yard waste removal service to residents in the RDN curbside collection service area. Based on a 2002 CRD waste composition study, approximately 45% of the residential waste stream is compostable. In the RDN, if only half of the residential-based organic waste is diverted through an organics collection program, 5,600 tonnes of waste would be diverted from the landfill annually. This study will research collection methods and successes in other North American jurisdictions</p>	<p>\$10,000</p>
<p>Yard Waste Composting at RDN Disposal Facilities</p> <p>To ensure an on-going opportunity to dispose of yard waste, the RDN will continue to accept source-separated yard waste at the landfill and transfer station. The drop-offs are for self-haul customers (small loads). Yard waste is transferred to private composting facilities. The tipping fee at the RDN facilities is based on the market cost of composting. Drop-off opportunities are promoted by RDN and municipalities. (Note: The cost associated with this program is directly related to volumes received at the RDN's facilities.)</p>	<p>\$268,000</p>
<p>Recycling at RDN Disposal Facilities</p> <p>The RDN provides the opportunity for self-haul customers at the disposal facilities to recycle batteries, appliances, propane tanks, fluorescent light tubes, scrap metal, tires, gypsum (at CRTS), cardboard, paper, glass, and metal and plastic food and beverage containers.</p>	<p>\$161,500</p>
<p>Residential Curbside Garbage and Recycling Collection</p> <p>Continue with residential garbage and recycling collection programs including strict can limits and comprehensive range of recyclable materials including rigid plastic containers. Provide service to approximately 23,000 households.</p>	<p>\$1,766,970</p>

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6.2 New Programs 2005 - 2007

2005	
	Budget
<p>Single Family Organics Collection Pilot</p> <p>Design and conduct a pilot organics collection program. Conduct pre and post surveys with participants and measure actual diversion. This pilot would address the feasibility of organics collection for some or all of the residents on the curbside collection program and help to refine the final program design.</p>	\$82,000
<p>C/D Market Study</p> <p>Conduct an analysis of the local market capacity for wood waste and construction/demolition wastes to determine the viability of a ban on all or a portion of this waste.</p> <p>In the event that a private sector C/D processing facility is established, licensed and operational by 2005 the C/D market study will not be done.</p>	\$10,000
2006	
	Budget
<p>User Pay Review</p> <p>Before tendering next curbside contract, re-assess feasibility of going to full user pay or a subscription-based system for garbage collection. A full user pay program would provide users with a financial incentive to further reduce waste and reward those households that already have achieved significant waste reduction. If viable, a "pay-as-you-throw" request for proposal or tender would be designed for the new curbside waste collection contract (scheduled to begin in 2007).</p>	\$20,000
<p>RDN Internal Zero Waste Policy</p> <p>Using existing municipal models, develop an internal Zero Waste Policy to ensure that the environmental impact of RDN purchasing and operations of the RDN is minimized. Environmental purchasing policies developed by other municipalities, such as the City of Richmond, will be used as a template.</p>	\$4,000

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2007	Budget
<p>Single Family Organics Collection Program</p> <p>Based on the results of the curbside yard and food waste collection study undertaken in 2004 as well as the pilot collection project undertaken in 2005, a full single family curbside collection program could be implemented in 2007 based on the results of the tender process undertaken in 2006.</p> <p>The costs presented for full program implementation are rough estimates of a household organic waste collection program (food waste and soiled paper). Yard waste collection is not included at this time since not all households may require this service. The types of organic wastes collected, collection method and frequency, and composting facility tipping fees have not yet been defined. This cost estimate includes only the households serviced by the RDN although it is assumed that the City of Nanaimo will also consider implementing a similar program if it is found to be cost-effective.</p>	<p>Start-up costs (one-time): \$97,000</p> <p>On-going annual costs: \$460,000</p>

6.3 Zero Waste Plan Summary

6.3.1 Diversion Potential

The diversion potential of the Zero Waste Plan ranges from an *additional* diversion of 4% in 2004 to an additional 41% in 2009, as shown in Table 6-1. Although many of the programs listed in the plan do not contribute directly to diversion, they are believed to be essential to supporting existing and planned zero waste initiatives and without them the diversion potential of the other programs could not be realized. Upon full implementation, the RDN could achieve an *overall* diversion rate of 76%.

Table 6-1 Zero Waste Plan New Diversion Potential

Year	2004 (%)	2005 (%)	2006 (%)	2007 (%)	2008 (%)	2009 (%)
New Programs						
Expanded Disposal Bans	4	13	24	31	34	34
Waste Composition Study						
Construction/Demo Waste Market Study						
Single Family Organics Collection				5	5	5
User Pay Review						
RDN Internal Zero Waste Policy						
New Diversion (based on 2003 baseline)	4	13	24	38	39	39
Total Cumulative Diversion (based on 2003 baseline of 57%)	59	63	68	75	76	76

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6.3.2 Costs

Table 6-2 shows the annual cost for the Zero Waste Plan from 2004 to 2009.

Table 6-2. Zero Waste Plan Costs

Year	2004	2005	2006	2007	2008	2009
Ongoing Programs						
Residential Curbside Garbage and Recycling Collection*	\$ 1,766,970	\$ 1,802,309	\$ 1,838,356	\$ 1,875,123	\$ 1,912,625	\$ 1,950,878
Illegal Dumping Program	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000
Recycling at RDN Disposal Facilities	\$ 161,500	\$ 161,500	\$ 161,500	\$ 161,500	\$ 161,500	\$ 161,500
Yard Waste Composting	\$ 268,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000
Zero Waste Promotion and Education	\$ 58,500	\$ 58,500	\$ 58,500	\$ 58,500	\$ 58,500	\$ 58,500
School Education Program	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Compost Education Program	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
New Programs						
Expanded Disposal Bans	\$ 24,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Centralized Composting Facility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Waste Composition Study	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
Curbside Organics Collection Study	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
Single Family Organics Collection Pilot	\$ -	\$ 82,000	\$ -	\$ -	\$ -	\$ -
Single Family Organics Collection	\$ -	\$ -	\$ -	\$ 557,000	\$ 460,000	\$ 460,000
WSML Technical Assistance	\$ 15,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000
CD Waste Market Study	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -
User Pay Review	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -
RDN Internal Zero Waste Policy	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -
Total Cost per Year	\$ 2,411,970	\$ 2,372,809	\$ 2,330,856	\$ 2,905,623	\$ 2,846,125	\$ 2,884,378

* based on 2% estimated annual contract cost increase

6.3.3 Staffing

The Zero Waste Plan is to be implemented with the RDN's existing solid waste staff complement. As needed, research, studies and some services will be contracted out.

7. Residual Waste Management Plan

The waste that cannot be eliminated or diverted through composting or recycling is referred to as "residual waste," and ultimately requires disposal. The Residual Waste Management Plan addresses the long-term disposal needs of the region and aims to minimize social, environmental and financial impacts and risks.

The Stage One and Two history of the residual waste management planning process is presented in Section 2, "Plan History," of this report. At the completion of Stage Two of the residual waste planning process in 1999, the Board chose waste export as the best option at that time to provide long-term disposal capacity. This option required the construction of a new transfer station and identification of a site for emergency back-up and for disposal of waste that was not accepted at export sites. In 2000, the Board decided to reserve this back-up capacity at the existing landfill. Allowing for this reserve, a new transfer station would need to be operational in 2007.

A transfer station siting study was undertaken in 2000 to identify sites that were suitable for a new south-end transfer station. This proved a difficult task given the shortage of industrially zoned land in the area. Three sites were identified and the estimated cost to purchase the land and construct the transfer station was between \$4.4 million and \$5.6 million. Direction was received from the Board in December 2000 to purchase one of identified properties once the site was re-zoned for industrial use.

The identified site was eventually rezoned in 2002. However, at the April 2002 Board meeting, staff raised concerns over the financial sustainability of waste export. From 1999 to 2002, projected waste export system costs had increased from \$115 to \$140 per tonne, which would require a significant increase in taxes and/or tipping fees. As a result the Board directed staff to investigate (1) methods to reduce waste export costs such as privatizing all or a portion of the solid waste function; and, (2) the costs and benefits of optimizing the capacity of the existing landfill.

This investigation concluded that a full waste export system would be cost constraining and that other alternatives should be investigated. Consequently, in August 2003, the Board passed the following motions:

1. *That as a short term measure the Board support the option to optimize the capacity of the existing landfill by constructing a geogrid toe berm on the south and southeast sides of the landfill and continuing the current arrangement for partial export;*
2. *That the Board direct staff to regularly review waste export options prior to future export contract renewals;*

Solid Waste Management Plan

3. *That the Board direct staff to include capacity optimization at the existing landfill in the public consultation for the Stage 3 SWMP amendment process;*
4. *That the Board direct staff to prepare a strategy to secure a suitable transfer station site;*
5. *That the Board direct staff to continue to review emerging residual waste management technologies and discuss potential cooperative strategies with adjacent regional districts, and that the Board reconsider regional solid waste disposal options no later than December 31, 2006.*

With this direction from the Board, the Residual Waste Management Plan was prepared. The Plan contains the following major features:

- Maintaining the current system of residual waste collection;
- Maintaining the current system of residual waste disposal which involves both waste export and landfilling at the Regional Landfill;
- Household hazardous waste management;
- Landclearing waste disposal; and
- Long-term residual waste management planning.

7.1 Collection

The existing residual waste collection system will be maintained in its current configuration as described in Section 5.1

7.2 Disposal

The disposal system involves:

- Continued use of the Church Road Transfer Station (CRTS) to service the northern portion of the regional district;
- Export of the waste received at CRTS to the Wastech landfill in Cache Creek under contract with the GVRD; and
- Continued use of the Regional Landfill to service the southern portion of the regional district and receive waste that cannot be exported to the Wastech landfill.

This system includes all of the necessary elements to effectively manage the RDN's municipal solid waste for the next 10 years. Additional municipal solid waste disposal facilities are not required with the exception of a landclearing waste disposal facility as described in Section 7.4.

7.2.1 Church Road Transfer Station

CRTS will continue to receive municipal solid waste generated in the northern municipalities of Parksville, Qualicum Beach and Lantzville, and Electoral Areas E, F, G and H. Special wastes such as contaminated soil and asbestos cannot be delivered to CRTS and must be delivered directly to the Regional Landfill.

All waste received at the facility, with the exception of CD waste, recyclables and yard waste, will be transferred out of the RDN to the Wastech Landfill in Cache Creek under contract with the GVRD until the contract expires in December 2007. The CD waste will continue to be transferred to the RDN's Regional Landfill. Recyclables and yard waste will be picked up and recycled/composted by local contractors.

CRTS charges variable tipping fees based on a regional charge rate and enforces regional disposal bans.

7.2.2 Waste Export

Waste export from CRTS will be continued. The current contract is with the Greater Vancouver Sewerage and Drainage District (GVS&DD) to export up to 17,000 tonnes of RDN municipal solid waste to the Wastech Landfill in Cache Creek annually. This contract expires December 31, 2007. By 2006, a review of alternative waste export options will be complete. In particular, export sites on Vancouver Island will be sought with the intention of minimizing transportation requirements.

Waste export is the preferred disposal option once the Regional Landfill's capacity is exhausted. Under a full-export system, a contingency plan must be in place in case the export option becomes temporarily unavailable. This "back up capacity" will be reserved at the Regional Landfill once the RDN has gone fully to waste export for its disposal needs.

7.2.3 Regional Landfill

Municipal solid waste generated in the City of Nanaimo and Electoral Areas A, B, C and D will be delivered directly to the Regional Landfill. The landfill will also receive recyclable materials, yard waste, CD waste, and some types of "special" wastes that require specific handling procedures (contaminated soil, asbestos, animal carcasses, etc.). The landfill will continue to receive waste from CRTS that cannot be exported, such as CD waste. The operating details of the landfill are included in the Landfill

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Operational Certificate which is issued to the RDN by the Provincial government (Ministry of Water, Land and Air Protection). A copy of the Landfill Operational Certificate can be found in Appendix A.

Recyclables and yard waste will be picked up and recycled/composted by local contractors. CD waste will be ground and reused on site or landfilled.

The landfill charges variable tipping fees based on a regional charge rate and enforces regional disposal bans.

Increasing the Landfill's Capacity

The capacity of the landfill will be optimized through the construction of a geogrid toe berm on the south side of the landfill. The Phase One toe berm will be constructed in 2004, extending the life of the landfill by 7 to 10 years, depending on population growth rates and the effectiveness of the Zero Waste Plan (roughly 2012). This projection includes continuation of export of waste from the Church Road Transfer Station.

Closure and Maintenance

The RDN is responsible for operating and maintaining the environmental control infrastructure at the landfill site for a minimum post-closure period of 25 years. This is because the landfill does not stop producing leachate and landfill gas once the site is closed. Staff have begun a closure plan to address the long-term operation and maintenance of the leachate and landfill gas collection systems and the on-going monitoring of groundwater, surface water, landfill gas, erosion, slope stability and settlement. This plan will be completed by December 2004 and reviewed regularly as part of the updating the Solid Waste Management Plan.

Post-Closure Planning

In 2002, the RDN contracted a study to consider suitable end-uses for the landfill site after closure. Based on the technical limitations of the site, the desire to create a community amenity and the recreation needs of the City of Nanaimo and the RDN, the consultants recommended an urban or wilderness park or combination thereof as the best post-closure option for this site. The RDN will undertake community and technical consultation to determine community acceptability of this option, design considerations and appropriate timing for implementing post-closure use.

7.3 Household Hazardous Waste

The RDN will continue to promote the use of existing Provincial and private stewardship programs for the disposal of household hazardous wastes. Additionally, the RDN will encourage new stewardship programs for other hazardous components of the municipal solid waste stream, such as electronic goods, dry cell batteries and rechargeable batteries.

7.4 Landclearing Waste

Landclearing waste refers to tree trunks, branches and stumps generated from the clearing of land. Where this waste cannot be burned on-site, a disposal option is required. In general, tree trunks are sold for their wood value and branches are chipped and spread on-site. The stumps, however, cannot be chipped on-site and must be transported to a disposal or processing facility.

At present, there are no processing facilities for stumps in the RDN and only one disposal option. The disposal facility is a burn site located in the north end of Nanaimo. Although the RDN does not want to encourage burning of stumps, this facility is well-situated in an old quarry away from dense populations. This facility operates under a temporary permit issued by the provincial government in cooperation with the RDN.

For environmental and human health reasons, the RDN will eliminate the burning of all wood waste that is in the municipal solid waste stream. However, at present, there are no other viable options or facilities to manage large stumps in the RDN. Consequently, the Doumont Rd. site will be retained as a landclearing waste burn facility, but the permit status will be maintained as temporary. It is the intention of the RDN to encourage, through Waste Stream Management Licensing and other mechanisms, the implementation of better methods to manage landclearing waste. Potential investors will be informed that once a viable alternative to manage landclearing waste is in place, licensed and operational, this site will be decommissioned and the RDN will recommend cancellation of the provincial permit. A six-month notice of the permit cancellation will be provided to the operator, landowner and other stakeholders, such as landclearing waste generators and haulers.

7.5 Long Term Residual Waste Management

Although this plan specifically addresses the programs, policies and infrastructure requirements for the next five years, there is an on-going planning process for managing solid waste in the long-term that affects the selection of short-term options today. For the RDN, long-term planning includes:

- Siting a new transfer station (to support full waste export);
- Researching new and emerging technologies;
- Phase Two toe berm construction; and
- Cooperative strategies with other Vancouver Island regional districts.

7.5.1 Acquisition of a Transfer Station Site

Once the capacity of the Regional Landfill is exhausted, waste export is the preferred disposal option for the RDN's residual solid waste. This option will require that a transfer station be built to service the southern portion of the Regional District. A siting process was initiated in 2000 and three preferred sites have been identified. Acquisition of a site is on-going.

7.5.2 Phase Two Toe Berm Construction

A second phase of toe berm construction at the Regional Landfill to gain additional capacity (estimated to be an additional ten years) is possible if an alternative residual waste disposal option is not identified. This toe berm would be constructed on the southeast side of the landfill.

7.5.3 Emerging Technologies

During the time frame of this Solid Waste Management Plan, technologies will be advanced and the economic viability of residual waste processing and disposal may change. A review of emerging waste management technologies that may further reduce waste disposal needs and/or provide an alternative to landfilling all of the residual waste will be completed by 2006. Should a technology be identified for the RDN, it may impact upon the need or location for a new transfer station or the need for the Phase Two toe berm construction.

7.5.4 Cooperative Strategies

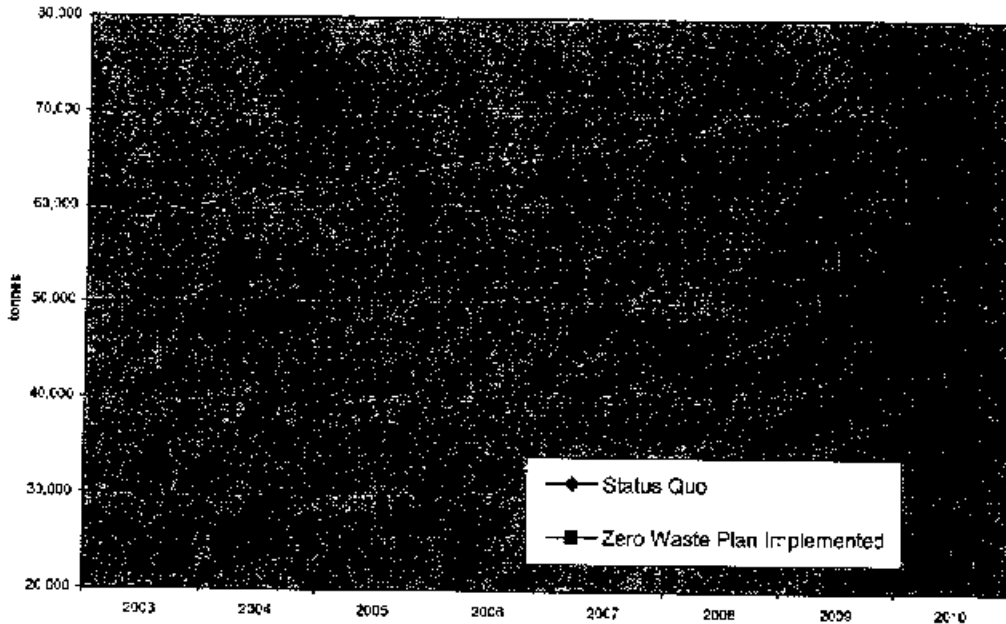
Discussions with adjacent regional districts to identify potential cooperative strategies for waste management system improvements have been on-going for a number of years and will continue. It is anticipated that if any emerging residual waste management technology has merit for the RDN, it would likely be implemented in conjunction with other Vancouver Island regional districts.

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7.6 Residual Waste Management Plan Summary

The quantity of residual waste generated over the life of the Solid Waste Management Plan is primarily dependent on the growth of the population and the success of Zero Waste Plan's implementation. Figure 7-1 shows the difference in residual waste quantities if there is no additional waste diversion (status quo) and if the Zero Waste Plan is fully implemented.

Figure 7-1 Projection of Residual Waste



The future quantities of residual waste are also influenced by economic growth in the Region, new product stewardship programs, and the unanticipated development of private waste management facilities in the area. Therefore the residual waste projections should be considered rough estimates.

7.6.1 Budget Implications

All of the elements of the Residual Waste Management Plan, with the exception of the geogrid toe berm at the Regional Landfill, will be funded within the existing annual solid waste management budget. The expenditures associated with construction of the toe berm will be funded through solid waste reserves.

Staffing Implications

No additional staff will be required to implement the Residual Waste Management Plan. As required, consultants and contractors will be hired to undertake research, studies and construction projects.

8. Waste Stream Management Licensing

The RDN has experienced difficulty in trying to expand the level and range of recycling opportunities in the RDN due to concerns by the waste management industry that their investment into new areas of recycling (e.g. construction wood waste recycling, organic waste recycling) may be undercut by "businesses" that operate with less than ideal standards but for which there is minimal authority to prevent their operation. Establishing and enforcing appropriate standards of operation would allow waste managers who have a genuine interest in establishing a reputable business within the RDN borders to proceed with a greater degree of certainty than exists at present. The RDN has developed a Waste Stream Management Licensing bylaw that will:

- set a high standard of operation for the local waste management industry;
- create a level playing field for industry (to protect the good operators from low standard, "fly by night" operators);
- minimize risk and costs to the taxpayers for clean-up of poorly operated facilities, abandoned facilities and abandoned municipal solid waste and recyclable material (illegal dumping);
- assist in waste tracking and progress of the Solid Waste Management Plan and waste diversion;
- protect and enhance the existing waste diversion rate; and
- set a consistent level of environmental and community protection throughout the RDN to reduce the incentive to move to less regulated areas of the RDN and outside the RDN.

This bylaw involves licensing private and non-government municipal solid waste management and recycling facilities within the district and penalties for contraventions to the bylaw, including illegal dumping. All facilities (operations or properties) that handle municipal solid waste in whole or part are to be included in the licensing system with the exception of those listed in Table 8-1. This means that transfer stations, recycling depots, composting facilities and material recovery facilities will be subject to the licensing system.

Table 8-1 Facilities Excluded from Licensing Requirements

- Disposal facilities such as landfill and incinerators (these facilities will remain under the regulatory jurisdiction of the Province)
- Soil manufacturing facilities (unless they are composting MSW-based materials on-site)
- private on-site depots (such as the centralized recycling areas used by office buildings and mall tenants)
- Stewardship program depots
- Reuse businesses
- Concrete and asphalt recycling operations and auto wreckers since the material handled by these operations has not traditionally been handled as MSW

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- Municipally owned facilities including the Church Road Transfer Station

There are license application and annual administration fees associated with the licensing system. These fees are intended to cover most of the staff costs associated with maintaining the licensing system. In addition, a licensee must provide the regional district with a performance security that can be utilized in the case of default of the licensee's requirements or abandonment of facility and materials. The amount of security to be posted by the licensee is dependent of the type and quantity of material to be handled at the facility.

This bylaw was developed in conjunction with the Cowichan Valley Regional District to develop a consistent approach to waste facility licensing in the Central Vancouver Island area. A copy of the draft bylaw is included as Appendix B. It is based on a similar bylaw currently in place within the Greater Vancouver Regional District (including proposed amendments to the GVRD bylaw), as well as existing and proposed bylaws for the Capital Regional District. Extensive input was obtained from a variety of stakeholders during the development of the bylaw and it will be included in the public consultation process associated with this Solid Waste Management Plan.

This bylaw requires approval of the BC Minister of Water, Land and Air Protection before it can be implemented. It is anticipated that implementation will occur in 2004 or 2005.

9. Solid Waste Management Plan Implementation

9.1 Implementation Schedule

The implementation of the Plan will begin in 2004, with all elements of the Plan anticipated to be in place by 2007. The implementation schedule is as follows:

2004	<ul style="list-style-type: none"> • On-going programs • Expand disposal bans to include commercial organic waste, yard waste and materials covered under stewardship programs • Waste composition study • Compost education program • Implement Waste Stream Management Licensing Bylaw • Curbside food and yard waste collection study • Construct Phase 1 of geogrid toe berm at Regional Landfill
2005	<ul style="list-style-type: none"> • On-going programs • Wood waste and construction/demolition waste market analysis • Curbside food and yard waste collection pilot project
2006	<ul style="list-style-type: none"> • On-going programs • Review user pay options for curbside garbage collection program • RDN Internal Zero Waste Policy
2007	<ul style="list-style-type: none"> • On-going programs • Begin single family organics collection program
2008	<ul style="list-style-type: none"> • On-going programs
2009	<ul style="list-style-type: none"> • On-going programs

9.2 Plan Financing and Staffing

Cost recovery mechanisms that will be utilized to fund the Plan's implementation include user rates, tipping fees, taxation, sponsorship and grants.

The RDN generally funds waste management programs on a user pay basis to the greatest extent possible. In this manner, the users of the service are responsible for paying for the true costs of the service and costs are typically recovered through a fee-for-service. For many programs listed in this Plan, the whole of the RDN benefits and there is no identifiable user – this includes programs such as the Illegal Dumping Program. For programs of universal benefit, costs may be covered through a more general mechanism such as a tax requisition.

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Where appropriate, opportunities for sponsorship and grants will be utilized to assist in the funding of programs.

No new staff will be required to implement the Plan. Some components of the plan will continue to be contracted out, such as the curbside garbage and recycling and the school education program. Most research components of the Plan will be undertaken by consultants, such as the waste composition study and the wood waste market analysis. Additionally, consultative assistance will be brought in for design and engineering components such as the construction of the geogrid toe berm.

9.3 Plan Monitoring And Evaluation

There are two committees and one working group associated with the Solid Waste Management Plan and its components:

- The Regional Waste Advisory Committee;
- The Landfill Site Liaison Committee; and
- The Waste Stream Management Licensing Working Group.

9.3.1 Regional Waste Advisory Committee

The Regional Waste Advisory Committee (RWAC) will be both an advisory committee and a monitoring committee.

As an *advisory* committee, RWAC:

- provides recommendations to the Board regarding programs and policies relating to solid and liquid waste management;
- liaises between their constituents and the RDN; providing feedback to the RDN and increasing awareness of environmental services issues amongst their constituency;
- participates on smaller ad-hoc committees dealing with specific issues or tasks;
- provides advice and feedback on consultation activities with the general public;
- provides input and feedback on technical reports and other documents prepared for the committee's information;
- strives to keep abreast of solid and liquid waste management issues both locally and in a broader context.

As a *monitoring* committee, RWAC:

- reviews and becomes familiar with the RDN's SWMP and LWMP;

Solid Waste Management Plan

- reviews and becomes familiar with the existing solid and liquid waste management system in the RDN;
- identifies tools and techniques to be employed in the monitoring and evaluation of the SWMP and LWMP and their implementation;
- monitors the implementation of the SWMP and LWMP;
- annually reports on the effectiveness of the SWMP/LWMP at achieving objective;
- makes recommendations to increase the effectiveness of the SWMP/LWMP;
- review and makes recommendations on RWAC's advisory and monitoring role.

The RWAC functions as both a technical committee and community committee. Its broad-based membership consists of 18 representatives:

2 members	Business Community
2 members	Environment Community
2 members	General Public (1 north, 1 south)
1 member	Waste Management – private sector
1 member	Waste Management – non-profit
4 members	RDN Board
3 members	Municipal staff (Nanaimo, Parksville and Qualicum)
1 member	Ministry of Water, Land and Air Protection
1 member	Environment Canada
1 member	Central Vancouver Island Health Unit
1 member	Landfill Site Liaison Committee Chair (proposed)

Members are selected by the Board through an application process and serve on the committee for a 3-year term. In general there are 4-6 meetings per year of the committee with the provision for workshops or other presentations at the committee's discretion

Committee recommendations to the RDN Board will be made by consensus whenever possible. If necessary, votes may be taken and minority reports may be submitted to the Board in addition to the majority opinion. The meetings will be open to the public, however non-REAC members will not have speaking or voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request. Acceptance of a delegate's request to speak to the committee will be at the discretion of the committee.

The chair is one of the RDN Board members appointed to the Committee in order to provide a direct link between the advisory committee and the Board.

Solid Waste Management Plan

9.3.2 Landfill Site Liaison Committee

A landfill site liaison committee was set up in October 2003 to provide regular and effective communication between the RDN and the adjacent community on the operation of the Regional Landfill. The mandate of the committee is to:

- provide input to RDN staff on landfill impacts and operational modifications to minimize the impact of landfill operations on local residents;
- provide input to the annual operating and monitoring report required under the Operational Certificate issued by the Ministry of Water Land and Air Protection;
- provide input to annual budget and long-term capital plans to help establish priorities;
- provide input into the development and on-going implementation of the closure/post-closure plan; and
- suggest additional strategies for minimizing the landfill stigma on local residents.

The committee consists of six members. Members are appointed by the Board. Membership representation is as follows:

- 3 members Residents that live near or adjacent to the Regional Landfill
- 1 member Mayco Mix (Industrial Property Owner adjacent to landfill)
- 1 member Nanaimo First Nation
- 1 member City of Nanaimo (Planning and/or Parks and Recreation Department)
- 1 member Ministry of Water Land and Air Protection

The liaison committee meets approximately four times per year at the Regional Landfill. Additional meetings may be scheduled to address special issues as requested by the committee.

9.3.3 Waste Stream Management Licensing Working Group

A Working Group will be set up to assist in the implementation of the Waste Stream Management Licensing Bylaw and provide feedback on its effectiveness for two years after its implementation. This committee, made up of 3-5 solid waste management stakeholders, will provide on-going feedback to the RDN on implementation and operational issues associated with this new bylaw. The intent of the working group is to identify and resolve bylaw-related concerns and issues early and promptly, in addition to monitoring the effectiveness of the bylaw in achieving its stated objectives. The working group will work closely with RDN solid waste and bylaw enforcement staff. This will not be a formal committee of the Board, but a temporary working group set up for the initiation of the bylaw. If possible, this working group will also include representatives of the Cowichan Valley Regional District stakeholders and staff.

9.4 Plan Flexibility

Due to changing circumstances and priorities, all major components of the Plan will be reviewed for appropriateness before implementation. This will generally occur on an annual basis when the RDN's 5-year budget for Solid Waste Management Services is reviewed. The Plan's implementation schedule will be flexible enough to reflect the variability in:

- Availability of technology
- Financial priorities and available funding; and
- Availability of staff and contractors.

10. Approvals

This Plan will be subject to public consultation in advance of its approval by the Regional Board. Upon receiving Board approval, it will be submitted to the BC Minister of Water, Land and Air Protection for approval.

Appendices

Appendix A

Operational Certificate for RDN Landfill



OPERATIONAL CERTIFICATE
MR-01714

Under the Provisions of the Waste Management Act

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, British Columbia
V9T 6N2

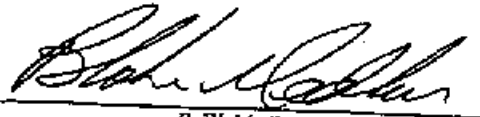
is authorised to manage recyclable material and waste from the Regional District of Nanaimo and environs at the regional landfill located on Cedar Road in Nanaimo, British Columbia, subject to the conditions listed below. Contravention of any of these conditions is a violation of the *Waste Management Act* and may result in prosecution.

1. MANAGEMENT OF WASTE AND RECYCLABLE MATERIAL

1.1. Sanitary Landfill

- 1.1.1. This subsection applies to the discharge of waste to a sanitary landfill.
- 1.1.2. Waste may be discharged to the operating engineered landfill approximately located as shown on attached Site Plan A. The discharge or storage of waste on the closed landfill is prohibited.
- 1.1.3. The characteristics of the discharge must be municipal solid waste as defined under the *Waste Management Act* and other wastes as approved in writing by the Regional Waste Manager.
- 1.1.4. The authorised works are an operating engineered landfill, a closed landfill, and related appurtenances approximately located as shown on attached Site Plan A.
- 1.1.5. The authorised works must be complete and in operation on and from the date of this operational certificate.

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B. W. Medlar
Assistant Regional Waste Manager

OPERATIONAL CERTIFICATE: MR-01714

1.2. Leachate

- 1.2.1. This subsection applies to the management of leachate from the landfill.
- 1.2.2. The characteristics of the surface water and groundwater at the property boundary must not exceed concentrations set in the *British Columbia Approved Water Quality Guidelines (Criteria)* and *A Compendium of Working Water Quality Guidelines for British Columbia*. Where natural background water quality concentrations exceed the aforementioned guidelines, characteristics of the surface water and groundwater at the property boundary must not exceed background concentrations.
- 1.2.3. The authorized works are leachate collection works, lift stations and related appurtenances.
- 1.2.4. Leachate must be collected and conveyed to the municipal sewage treatment system.
- 1.2.5. The authorized works must be complete and in operation on and from the date of this operational certificate.

1.3. Landfill Gas

- 1.3.1. This subsection applies to the management of landfill gas from the landfill.
- 1.3.2. Landfill gas must be managed in accordance with sections 4.2 and 6.4 of the *Landfill Criteria for Municipal Solid Waste*.

1.4. Location of authorized facilities

The location of the facilities for the management of recyclable material and waste to which this operational certificate is applicable is Lot A, Plan 49841 and Lot 1, Plan 48020, Nanaimo Land District, approximately located as shown on attached Site Plan A.

2. GENERAL REQUIREMENTS

2.1. Entrance facilities

- 2.1.1. The authorised facilities are signs, weigh scales, recyclable material and waste drop-off and storage facilities and related appurtenances.
- 2.1.2. The authorised facilities must be complete and in operation on and from the date of this operational certificate.

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B. W. Medlar,
Assistant Regional Waste Manager

OPERATIONAL CERTIFICATE: MR-01714

2.2. Qualified Professionals

All facilities and information, including works, plans, assessments, investigations, surveys, programs and reports, must be certified by qualified professionals.

2.3. Plans

- 2.3.1. Site development (fill), operating, and leachate management plans must be submitted to the Regional Waste Manager by April 30, 2004. A closure and post-closure plan, and a stormwater management plan, must be submitted to the Regional Waste Manager by December 31, 2004.
- 2.3.2. The plans must address, but not be limited to, each of the subsections in the *Landfill Criteria for Municipal Solid Waste* including performance, siting, design, operational and closure and post-closure criteria.
- 2.3.3. The facilities must be developed, operated and closed in accordance with the plans.
- 2.3.4. The plans must be kept up to date. Updated plans must be immediately submitted to the Regional Waste Manager.

2.4. Additional Facilities or Works

The Regional Waste Manager may require investigations, surveys, and the construction of additional facilities or works including, but not limited to, additional leachate and wildlife management facilities. The Regional Waste Manager may also amend the requirements of any of the information required by this operational certificate including plans, programs, assessments and reports.


3. MONITORING AND REPORTING

3.1. Monitoring Program

- 3.1.1. A monitoring program must be developed to identify any impacts to the environment and public health from the landfill.
- 3.1.2. The monitoring program must address, but not be limited to, subsections 4.1, 4.2 and 7.15 of the *Landfill Criteria for Municipal Solid Waste* and the *Guidelines for Environmental Monitoring at Municipal Solid Waste Landfills*.
- 3.1.3. Monitoring must be conducted in accordance with the monitoring program.

Date Issued:
Date Amended:
(most recent)
Page: 3 of 4

APR 06 2004



B. W. Medlar
Assistant Regional Waste Manager

OPERATIONAL CERTIFICATE: MR-01714

3.2. Annual Operating and Monitoring Report

3.2.1. An annual operating and monitoring report for the preceding 12 month period from January 1 to December 31 must be submitted to the Regional Waste Manager by March 31 of each year.

3.2.2. The report must include:

- An executive summary;
- Tonnage of each type of waste discharged to the landfill for the year;
- Remaining site life and capacity;
- Review of the preceding year of operation, plans for the next year and any new information or proposed changes relating to the facilities and plans;
- Comparison of the monitoring data with the performance criteria in section 4 of the *Landfill Criteria for Municipal Solid Waste* and the *Guidelines for Environmental Monitoring at Municipal Solid Waste Landfills*, interpretation of the monitoring data, identification and interpretation of irregularities and trends, recommendations, and any proposed changes to the monitoring program.

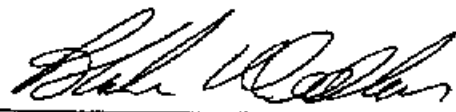
4. SITE CLOSURE

4.1. Closure and Post-Closure Fund

A closure and post-closure financial security trust fund must be built up over time. The closure and post-closure fund must ultimately meet or exceed the estimated closure and post-closure costs plus a reasonable contingency for any remediation that may be required.

Date Issued:
Date Amended:
(most recent)
Page: 4 of 4

APR 06 2004



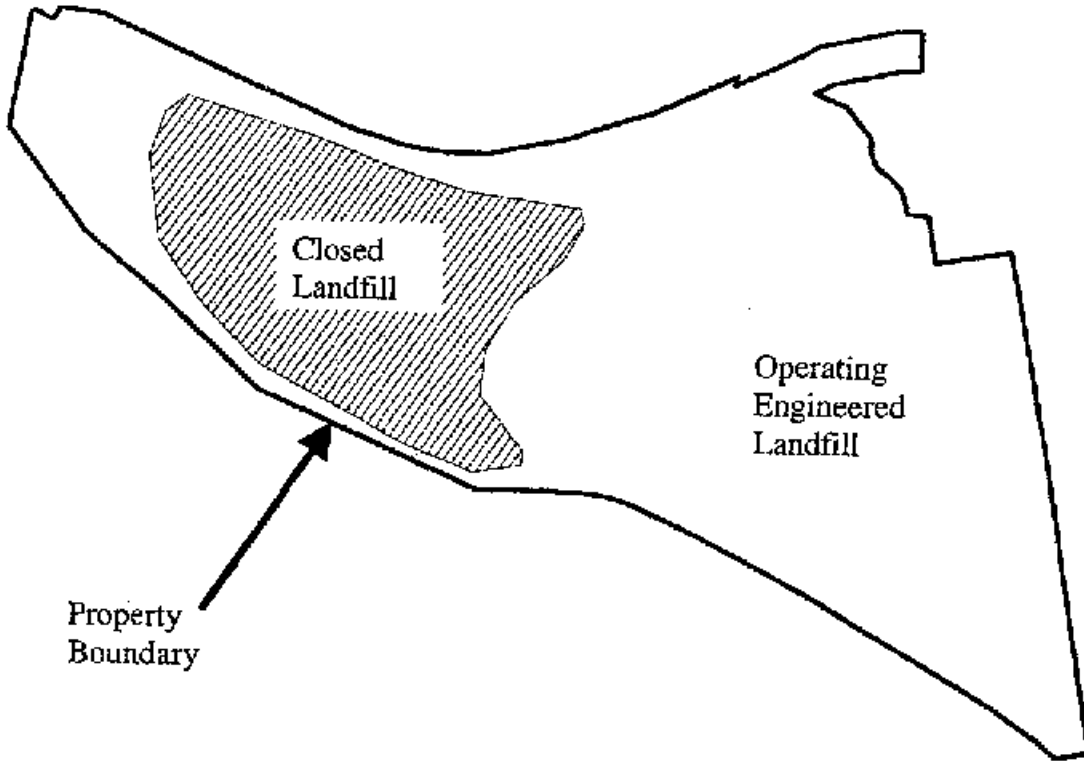
B. W. Medlar,
Assistant Regional Waste Manager

OPERATIONAL CERTIFICATE: MR-01714

SITE PLAN A



N



Property
Boundary

Closed
Landfill

Operating
Engineered
Landfill

Location Map



Regional Landfill on Cedar Road

Scale: Not to Scale

Operational Certificate: MR-01714

Date: **APR 06 2004**

B.W. Medlar
Assistant Regional Waste Manager
Vancouver Island Region

Appendix B

Draft Waste Stream Management Licensing Bylaw

TO: J.Finnie, P.Eng. **DATE:** April 14, 2004
 General Manager of Environmental Services

FROM: W.Moorman, P. Eng. **FILE:** 5500-22-SP-01
 Manager of Engineering & Utilities

SUBJECT: San Pareil Water – amendments to 2004 user rates

PURPOSE:

To discuss alternatives for recovering the annual costs of the San Pareil Water Supply Local Service Area.

BACKGROUND:

In 2002, the first full year of metered water usage in the San Pareil service area, the revenue from user rates was 20% less than projected in the budget. User rates had been established based on consumption patterns observed in the two previous years, however, due to watering restrictions and general concern among property owners about water conservation and the potential cost of paying on the basis of actual consumption, residents curtailed water usage considerably more than anticipated in the user rate structure. In order to balance the budget in 2003, parcel tax rates were increased from \$136 to \$250 per property and the minimum water user rate was set to ensure at least \$336 per user. The total minimum cost per property for 2003 was \$586. While this total amount is similar to that historically paid by property owners when the service was in private hands, the rate structure no longer focuses on consumption patterns.

This report considers two alternative rate structures with intent to reduce the minimum user rate and to re-establish consumption based pricing structure. Staff considered other rate structure alternatives that involved adjusting parcel taxes to cover capital costs and user rates to cover operating costs but concluded that, given the current budget and time frame, the most effective alternative at this time was to adjust user rates. Staff will review the revenue and user rate pricing structure again in the next financial plan year.

ALTERNATIVES:

1. Amend the user rate structure to provide an incentive to manage consumption. Under this alternative the minimum user rate would be reduced and the balance of the pricing structure would be amended to meet the budgeted revenue target.
2. Reduce the minimum user rate by 10% and adjust the balance of the pricing structure by 2%.
3. Do not amend the current parcel tax and user rate structure or provide alternative direction to recover revenue.

FINANCIAL IMPLICATIONS:

Alternative 1

Table 1 compares the current and proposed pricing structure:

Table 1

Consumption	Current rates	Recommended rates
Up to 1.0 m ³	\$0.55 per m ³	\$1.06 per m ³
Next 1.0 m ³	\$1.10 per m ³	\$1.37 per m ³
Next 1.0 m ³	\$1.65 per m ³	\$1.68 per m ³
Next 1.0 m ³	\$2.20 per m ³	\$2.27 per m ³
Over 4.01 m ³	\$2.75 per m ³	\$2.86 per m ³
Minimum rate	\$0.92 per day	\$0.82 per day

Under the current rate structure the minimum rate per day is higher than the first pricing level. In fact a property would need to consume more than 1.35 m³ per day, before the pricing structure above would apply. A review of the consumption records for the winter period September 2002 to May 2003 shows that 257 out of 267 customers used less than 1.35 m³ per day and 243 customers used less than 1.0 m³ per day. This means that most of the winter revenues came from the minimum rate, rather than consumption based rates. For the summer period, May 2003 to September 2003 the results are less dramatic - 152 customers (57%) used less than 1.35 m³ per day and only 47 users consumed less than 1.0 m³ per day. In the summer period 57% of the users paid the minimum even though their consumption was well below the first pricing level. The high minimum rate currently in effect penalizes low water users rather than high water users, the opposite intent of a conservation based structure.

Table 2 compares the estimated costs of the proposed user rate pricing structure (Recommended Rates in Table 1) with the existing pricing structure over the course of a one year period (billing periods run from September to September):

Table 2

Consumption Period (summer May 15 to Sept 15, winter Sept 15 to May 15)	Minimum User (less than .3 m ³ per day)	Low User (up to .5 m ³ per day)	Average User (1.0 m ³ per day)	High User (1.35 m ³ per day)
Summer - new rates	\$107	\$107	\$138	\$201
Summer - old rates	\$112	\$112	\$112	\$122
Winter - new rates	\$192	\$192	\$249	\$361
Winter - old rates	\$224	\$224	\$224	\$224
Total - new rates	\$299	\$299	\$387	\$562
Total - old rates	\$336	\$336	\$336	\$346
Increase(decrease)	(\$ 37)	(\$ 37)	\$ 51	\$216

Staff estimate that minimum and low water users will pay less, average users will pay somewhat more and higher water users will pay considerably more under this altered rate structure. As noted above 57% of users in the summer paid the minimum rate under the current rate structure, even though their consumption was well below the water usage attributed to the minimum user rate. Under the proposed rate structure the minimum rate will apply for water use below 0.77m³/day (169 Igpd) as compared to the previous use below 1.35m³/day (297 Igpd).

Parcel taxes would remain at \$250 per property. A minimum user would therefore pay a total of about \$1.50 per day for water.

Introducing the proposed rate structure effective after the May 2004 billing would result in the following estimated cost for water users for 2004:

Table 3

Consumption Period (summer May 15 to Sept 15, winter Sep: 15 to May 15)	Minimum User (less than .3 m ³ per day)	Low User (up to .5 m ³ per day)	Average User (1.0 m ³ per day)	High User (1.35 m ³ per day)
Summer – new rates	\$107	\$107	\$138	\$201
Winter – old rates	\$224	\$224	\$224	\$224
Total – new rates	\$331	\$331	\$362	\$425
Total – old rates	\$336	\$336	\$336	\$346
Increase(decrease)	(\$ 5)	(\$ 5)	\$ 26	\$ 79

This pricing structure is estimated to generate the budgeted revenue for 2004.

Alternative 2

Under this alternative as an example the minimum user rate would be reduced by 10% and the balance of the pricing structure would be increased by 2%. Table 4 compares the current rate structure with this alternative rate structure:

Table 4

Consumption	Current rates	Alternative rates
Up to 1.0 m ³	\$0.55 per m ³	\$0.56 per m ³
Next 1.0 m ³	\$1.10 per m ³	\$1.12 per m ³
Next 1.0 m ³	\$1.65 per m ³	\$1.68 per m ³
Next 1.0 m ³	\$2.20 per m ³	\$2.25 per m ³
Over 4.01 m ³	\$2.75 per m ³	\$2.80 per m ³
Minimum rate	\$0.92 per day	\$0.83 per m ³

Table 5 compares the estimated costs of the proposed user rate pricing structure with the existing pricing structure over the course of a one year period (billing periods run from September to September):

Table 5

Consumption Period (summer May 15 to Sept 15, winter Sept 15 to May 15)	Minimum User (less than .3 m ³ per day)	Low User (up to .5 m ³ per day)	Average User (1.0 m ³ per day)	High User (above 1.35 m ³ per day)
Summer – new rates	\$101	\$101	\$101	\$120
Summer – old rates	\$112	\$112	\$112	\$112
Winter – new rates	\$202	\$202	\$202	\$202
Winter – old rates	\$224	\$224	\$224	\$224
Total – new rates	\$303	\$303	\$303	\$322
Total – old rates	\$336	\$336	\$336	\$336
Increase(decrease)	(\$ 33)	(\$ 33)	(\$ 33)	(\$ 14)

All customers would see a small reduction in their bills, only because the minimum rate is reduced. This rate structure will not return the amount projected in the budget, again, due to the fact that the bulk of the revenues are generated at the minimum level. Staff estimate that this pricing structure could result in a revenue shortfall of about \$17,000 in 2004.

Staff also tested projections which included offsetting the 10% minimum user rate decrease by an increase in the stepped rates by an equal amount or alternatively, an increase in stepped rates of 20%. Finally, staff applied a 5% reduction to the minimum rate along with a 10% increase in stepped rates. None of these alternatives can reliably generate the revenues necessary to maintain a balanced budget.

It appears that unless the reduction in the minimum rate is very small – 2% or less - it is not possible to provide any significant relief to low water consumers and still meet the budget revenue requirements.

CITIZEN IMPLICATIONS:

Staff recommend that the rate structure outlined in Table 1 be adopted and propose introducing the new rates effective with the billing period that commences in May 2004. This will allow time to advise the resident's association and/or to send a fact sheet to all properties before the summer watering period begins.

SUMMARY/CONCLUSIONS:

The revenue structure in the San Parcel water system was amended in 2003 after water rate revenues were lower than required to maintain a balanced budget. The amount recovered from parcel taxes was increased and a high minimum user rate was established in order to ensure the annual revenues necessary to operate the system. The amended pricing structure results in most users paying the minimum rate rather than consumption based rates. In fact the current minimum rate is considerably higher than the first pricing level in the rate structure (\$0.92 per day vs \$0.55 per day). A property would have to consume about 1.35 m³ per day versus 1.0 m³ per day, before the pricing structure overtook the minimum rate level.

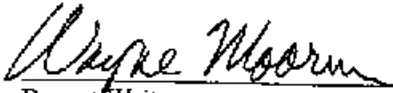
Two alternatives are presented in this report. Alternative 1 resets the pricing structure. Table 2 shows the effect of the new rate structure over the course of one billing cycle – minimum to low users would see overall reductions, while average and high water users would have increases. This would be the expected and desirable result from a conservation based rate structure.

Under Alternative 2, the minimum user rate would be reduced by 10% and the stepped rates would be increased by 2%. All users would see decreases under this option (Table 5) but it does not seriously address the lack of conservation incentive in the rate structure. More importantly however this alternative is not able to reliably return the level of revenue required to balance the budget, because of the reliance on fixed rates. Staff considered other reductions in parcel taxes and other stepped rate increases building on the existing rate structure and conclude that they may not reliably generate the required operating revenue.


Staff will review the revenue and user rate pricing structure again in the next financial plan year

RECOMMENDATION:


1. That the user rate structure for San Pareil be amended commencing May 15, 2004 to reflect a decrease in the minimum water rate to \$0.82/day and the water rates for the five steps be increased to \$1.06, \$1.37, \$1.68, \$2.27 and \$2.86 per m³ per day respectively (Alternative 1).
2. That "San Pareil Water Supply Local Service Area Rates and Regulations Amendment Bylaw No. 1172.03, 2004" be introduced and read three times.
3. That "San Pareil Water Supply Local Service Area Rates and Regulations Amendment Bylaw No. 1172.03, 2004" be adopted.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1172.03

**A BYLAW TO AMEND REGIONAL DISTRICT
OF NANAIMO SAN PAREIL WATER SUPPLY
LOCAL SERVICE AREA RATES AND
REGULATIONS BYLAW NO. 1172, 1999**

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

1. Schedule 'A' of Bylaw No. 1172.02, 2003 is hereby repealed effective May 15, 2004 and Schedule 'A' attached hereto and forming part of this bylaw is substituted therefore.
2. This bylaw may be cited for all purposes as "Regional District of Nanaimo San Pareil Water Supply Local Service Area Rates and Regulations Amendment Bylaw No. 1172.03, 2004".

Introduced and read three times this 11th day of May, 2004.

Adopted this 11th day of May, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Chairperson

General Manager, Corporate Services

SAN PAREIL WATER USER RATES

Part I

Domestic Water Rates

- (a) Where a Consumer Supply Line serves a single dwelling unit:
 - For the first 1.00 cubic meters per day, \$1.06 per cubic meter or imperial gallon equivalent.
 - From 1.01 to 2.0 cubic meters per day, \$1.37 per cubic meter or imperial gallon equivalent.
 - From 2.01 to 3.00 cubic meters per day, \$1.68 per cubic meter or imperial gallon equivalent.
 - From 3.01 to 4.00 cubic meters per day, \$2.27 per cubic meter or imperial gallon equivalent.
 - Over 4.01 cubic meters per day, \$2.86 per cubic meter or imperial gallon equivalent.
- (b) Apartments, Condominiums, Suites or Strata Title Units where one connection serves more than one unit:
 - For the first 1.00 cubic meters per day, \$1.06 per cubic meter or imperial gallon equivalent.
 - From 1.01 to 2.0 cubic meters per day, \$1.37 per cubic meter or imperial gallon equivalent.
 - From 2.01 to 3.00 cubic meters per day, \$1.68 per cubic meter or imperial gallon equivalent.
 - From 3.01 to 4.00 cubic meters per day, \$2.27 per cubic meter or imperial gallon equivalent.
 - Over 4.01 cubic meters per day, \$2.86 per cubic meter or imperial gallon equivalent.
- (c) Minimum rate per single dwelling unit shall be \$0.82 per day.

Part II

Connection Charges

- (a) To existing service connections \$ 250.00
- (b) To new service connections \$ 750.00

Part III

Reconnection to Any Water Service

- Disconnected pursuant to this bylaw \$ 100.00



REGIONAL DISTRICT OF NANAIMO			
APR 21 2004			
CHAIR		GMCrs	
CAO		GMDS	
GMCms		GMES	
			<i>Can</i>

MEMORANDUM

TO: Wayne Moorman, P.Eng
 Manager of Engineering and Utilities

FROM: Deb Churko, AScT
 Engineering Technologist

SUBJECT: Utilities
 Morningstar Streetlighting Local Service Area, Boundary Amendment

DATE: April 21, 2004

FILE: 5500-21-MS

PURPOSE

To consider the inclusion of Rem. Lot 2, Plan 41955, District Lot 29, Nanoose Land District and Lot A, Plan VIP72574, District Lot 29, Nanoose I and District, into the Morningstar Streetlighting Local Service Area (LSA) (see attached plan).

BACKGROUND

The owner of Rem. Lot 2, Plan 41955 has returned a signed petition to the RDN to be included in the Morningstar Streetlighting LSA. This is a 3.5 acre (approx.) property undergoing a proposed 14-lot subdivision between Wembley Road and Arrowsmith Way.

The second property, Lot A, Plan VIP72574 (796 Arrowsmith Way), is a small (0.5 acre) lot occupied by one single family dwelling. Staff propose to bring this property into the Morningstar Streetlighting LSA as a housekeeping measure, and because they are currently benefiting from the streetlighting service but are not paying for it. The property owners have been notified of the proposed boundary amendment and tax rate by way of a letter and telephone messages, but no response was obtained.

In order to tax the properties for the operation of the streetlights, these properties must be included in the Morningstar Streetlighting LSA. Both of the subject properties are located adjacent to the existing streetlighting service area boundary.

ALTERNATIVES

1. Amend the boundaries of Morningstar Streetlighting Local Service Area Bylaw No. 869 to include Rem. Lot 2, Plan 41955, DL 29, Nanoose LD, but not Lot A, Plan VIP72574, DL 29, Nanoose LD.
2. Amend the boundaries of Morningstar Streetlighting Local Service Area Bylaw No. 869 to include both Rem. Lot 2, Plan 41955, DL 29, Nanoose LD and Lot A, Plan VIP72574, DL 29, Nanoose LD.

FINANCIAL IMPLICATIONS

There are no financial implications to the RDN. The operating costs of the streetlights are charged to the benefiting properties through taxation. In 2004, the property tax rate for this service is estimated at \$14.60 per \$100,000 of assessment.

RECOMMENDATION

1. That Rem. Lot 2, Plan 41955, DL 29, Nanoose LD and Lot A, Plan VIP72574, DL 29, Nanoose LD be brought into the Morningstar Streetlighting Local Service Area.
2. That "Morningstar Streetlighting Local Service Area Boundary Amendment Bylaw No. 869.05, 2004" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

Deb Churko
Report Writer

[Signature]

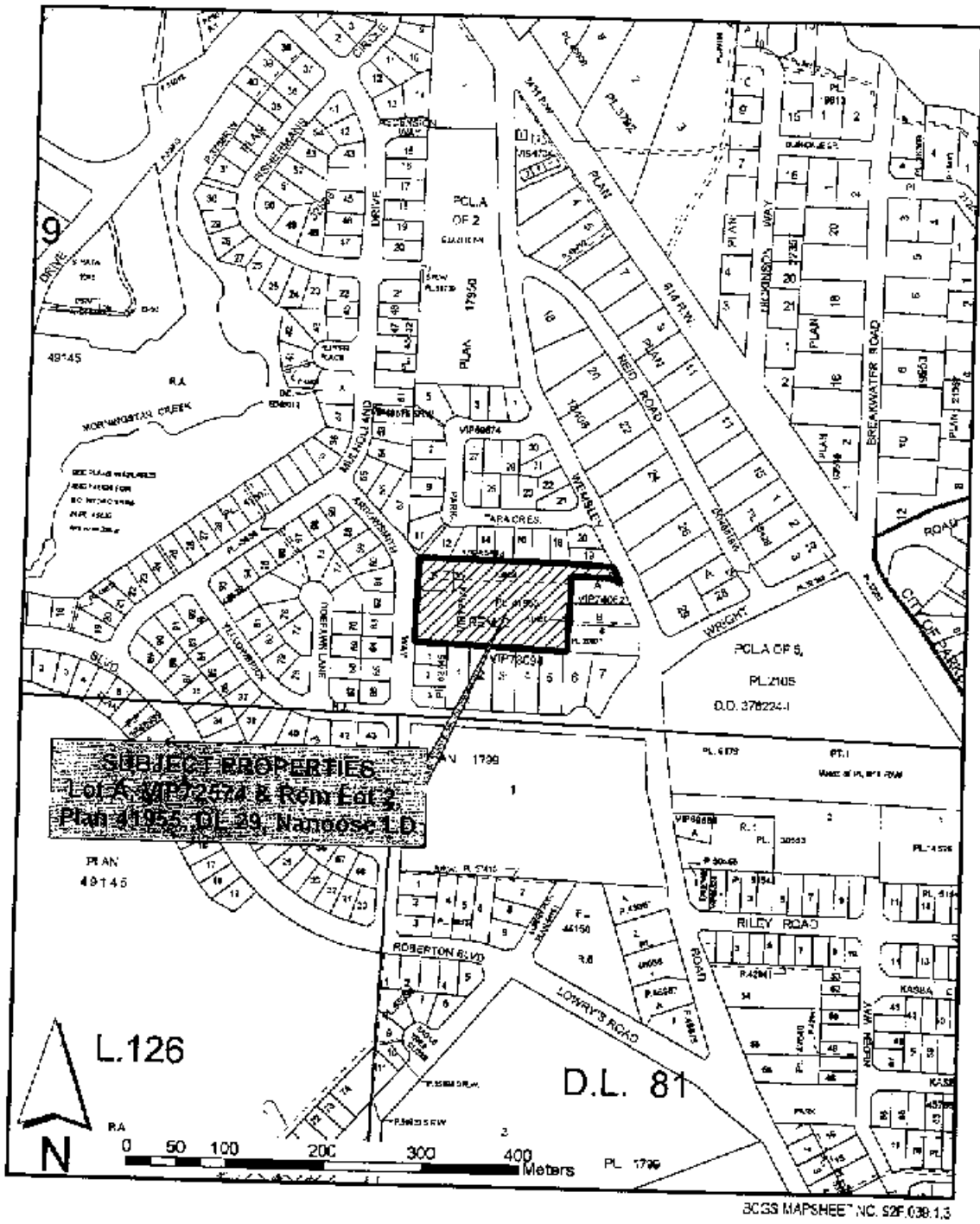
General Manager Concurrence

Wayne Moorman
Manager Concurrence

[Signature]
CAO Concurrence

COMMENTS:

Figure 1



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 869.05

**A BYLAW TO AMEND THE BOUNDARIES
OF THE MORNINGSTAR STREETLIGHTING
LOCAL SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo created a service of streetlighting by Bylaw 869 and wishes to extend the boundaries of the Morningstar Streetlighting Local Service Area;

AND WHEREAS pursuant to Section 802(1)(b), consent of the Electoral Area Director has been obtained;

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

1. The boundaries of the local service area are hereby amended to include those properties outlined in heavy black on Schedule 'A' attached to and forming a part of this bylaw.
2. The amended boundaries of the local service area are hereby shown as outlined on Schedule 'B' attached to and forming a part of this bylaw.
3. This bylaw may be cited as the "Morningstar Streetlighting Local Service Area Boundary Amendment Bylaw No. 869.05, 2004".

Introduced and read three times this 11th day of May, 2004.

Received the approval of the Inspector of Municipalities this ____ day of _____, 2004.

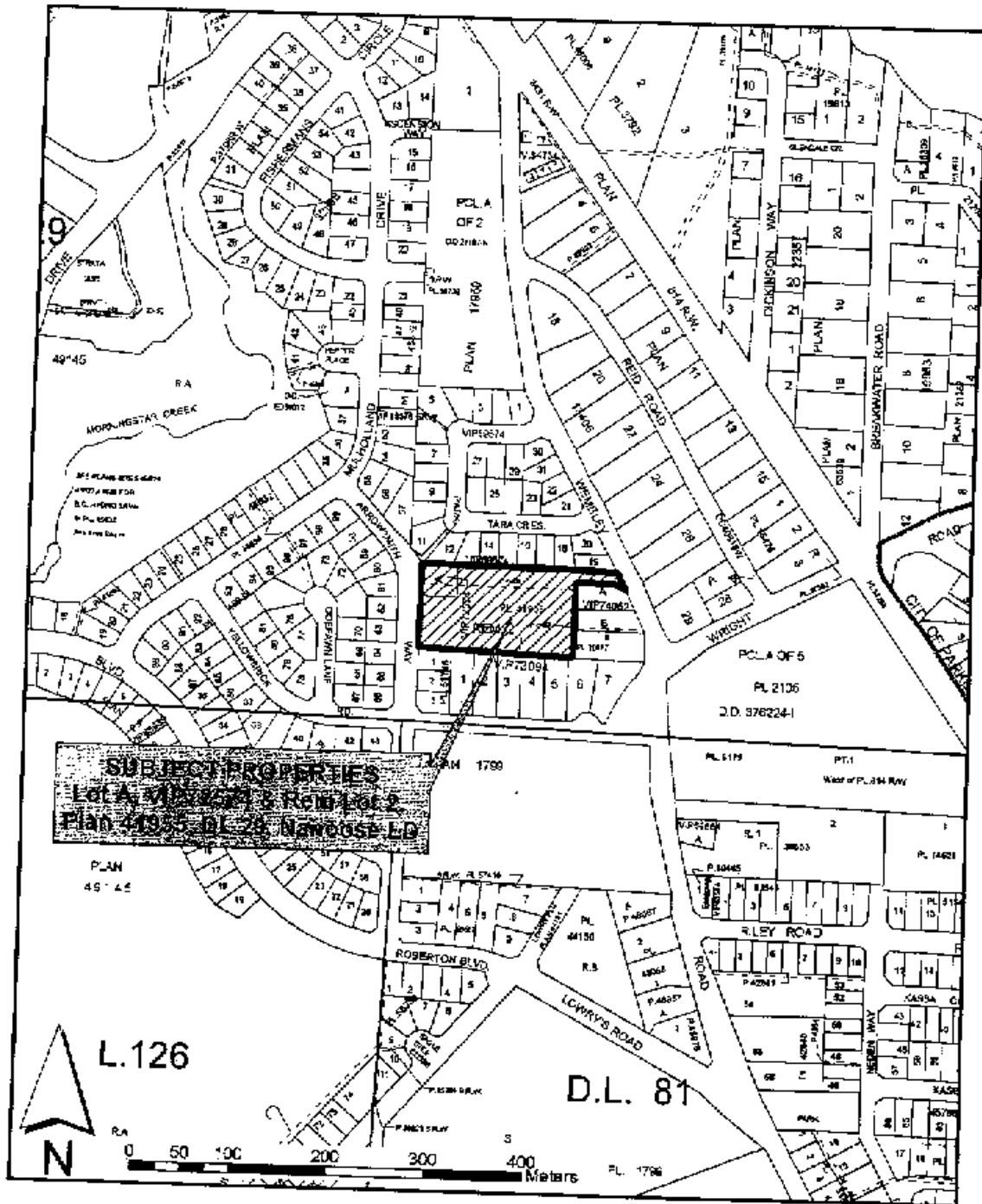
Adopted this ____ day of _____, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Chairperson

General Manager, Corporate Services



BOGS MAPSHEET NO. 82F.039.15



REGIONAL DISTRICT OF NANAIMO			
APR - 8 2004			
CHAIR		GMCrs	
CAO		GMDS	
GMCms		GMEs	
		<i>Chris Brown</i>	
		DATE:	
Utilities			
		FILE:	

MEMORANDUM

TO: Wayne Moorman, P.Eng.
 Manager of Engineering and Utilities

FROM: Chris Brown, AScT
 Engineering Technologist

SUBJECT: Utilities
 Nanoose Place inclusion into the West Bay Estates Water Local Service Area
 (amendment to Bylaw No. 929)

April 6, 2004

5500-22-WB-01

PURPOSE

To consider a request to include Lot 2, District Lot 6, Nanoose Land District, VIP50996 (2925 Northwest Bay Road) into the West Bay Estates Water Local Service Area Bylaw 929 (see attached plan).

BACKGROUND

The Nanoose Bay Activities and Recreation Centre has requested the subject property be included in the West Bay Estates Water Local Service Area (see letter attached). The subject property is currently serviced with a well operated by School District #69. The school district uses the well for irrigating the nearby playing fields and on two occasions last summer the well ran dry. Water for the centre will be supplied from wells currently shared by the West Bay, Arbutus and Fairwinds Water Local Service Areas and there is adequate water for this new service. Irrigation to the site will still be provided by the School District #69 well.

The property is not in the West Bay Estates Water Local Service Area but is included in the Community Water Service Area. The property is owned by the Regional District of Nanaimo. Staff are advised by legal counsel that a petition is not necessary to include the property into the water service area but that the Area Director must consent to the inclusion. The Area Director agrees with inclusion of the property into the service area.

The "West Bay Estates Water Local Service Area Bylaw No. 929, 1995", requires amendment in order to service this property with water.

ALTERNATIVES

1. Include the Nanoose Bay Activities and Recreation Centre into the West Bay Estates Water Local Service Area and amend Bylaw 929 to reflect the inclusion.
2. Do not include the Nanoose Bay Activities and Recreation Centre into the West Bay Estates Water Local Service Area or amend Bylaw 929.

FINANCIAL IMPLICATIONS

There are no financial implications to the RDN. If accepted into the West Bay Estates Water Local Service Area, all costs associated with the connection would be at the expense of the applicant.

DEVELOPMENT IMPLICATIONS

The subject property is located inside the Urban Containment Boundary. The Regional Growth Strategy (RGS) Bylaw No. 1309 (2002) states that this property is designated as an Urban Area Village Centre and can accommodate growth.

The property is zoned Public 1 (PU1Q) pursuant to Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987. The "Q" subdivision district provides a minimum parcel size of 1.0 hectares where the property is serviced with community water. The existing parcel size is approximately 1.2 hectares (2.96 acres).

INTERDEPARTMENTAL IMPLICATIONS

The property is designated as "Public 1" in the Nanoose Bay Official Community Plan (OCP) Bylaw No. 1118, 1998, and amendments thereto. The Nanoose Bay OCP includes the property in the Community Water Service Area and allows for the provision of a water service to the property. The facility on the property provides Public Assembly Use and a daycare and conforms to current zoning. From a land use planning perspective, Development Services has no objection to the boundary amendment required for this application.

SUMMARY/CONCLUSIONS

A request has been made to amend the boundaries of the West Bay Estates Water Local Service Area.

The subject property is located inside the Urban Containment Boundary, and is designated as an Urban Area Village Centre that can accommodate growth. The current size of the parcel is 1.2 hectares, and conforms to all zoning. All costs associated with connection to the RDN water system would be at the expense of the property owner. The Area Director has consented to inclusion of the property into the service area. There is adequate water from wells shared by West Bay, Arbutus and Fairwinds Water Local Service Areas for this service; irrigation water will still be provided by the School District #69 well.

RECOMMENDATIONS

1. That "West Bay Estates Water Local Service Area Amendment Bylaw No. 929.03 2004" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

Wayne Moo

Report Writer
[Signature]

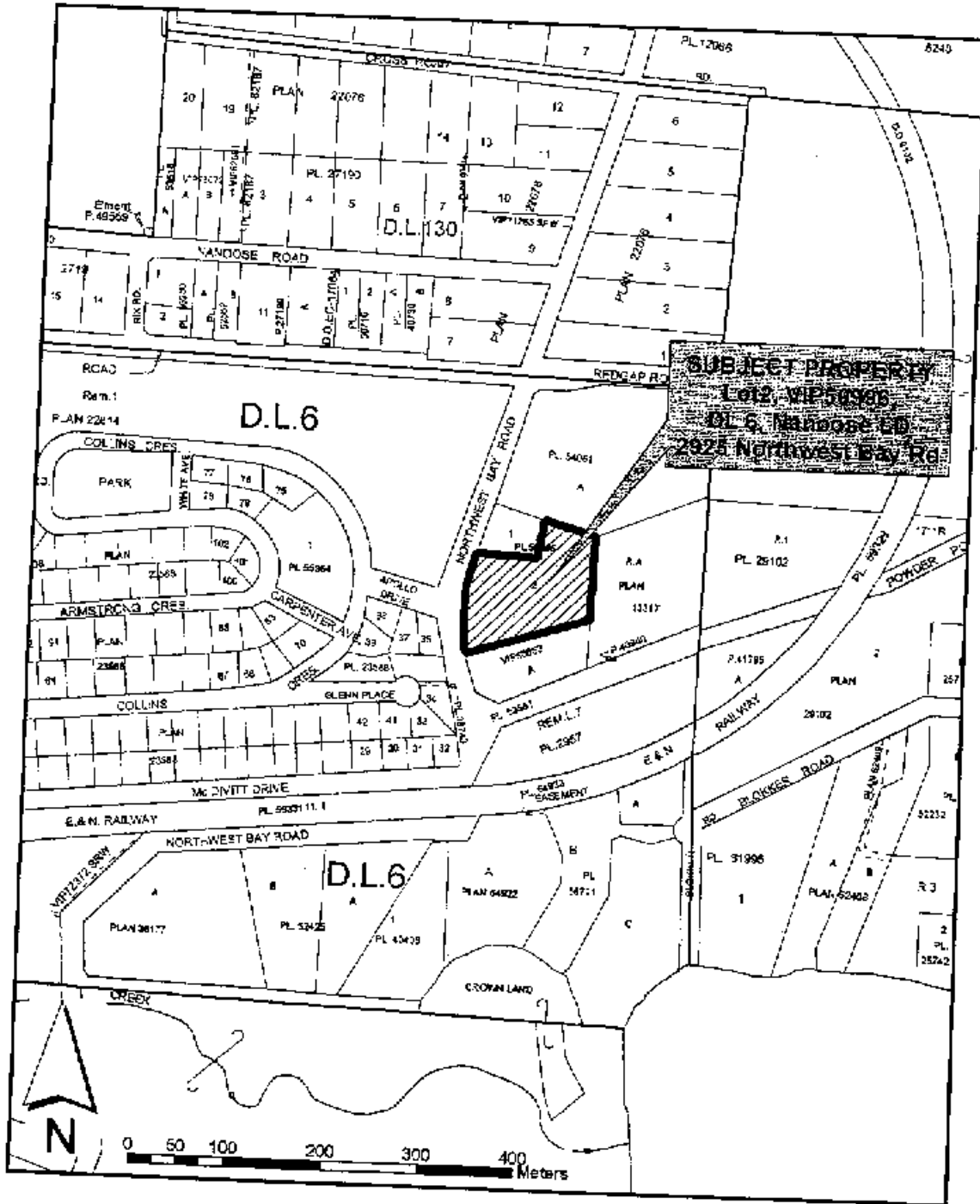
General Manager Concurrence

Wayne Moo

Manager Concurrence
[Signature]

CAO Concurrence

COMMENTS:



BCGS MAPSHEET NO. 92F.030.3.1

Figure 1

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 929.03

A BYLAW TO AMEND THE WEST BAY ESTATES
WATER LOCAL CONVERSION BYLAW NO. 929

WHEREAS "West Bay Estates Water Local Service Conversion Bylaw No. 929, 1994", established the "West Bay Estates Water Local Service Area";

AND WHEREAS the Board has agreed to expand the local service area;

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

1. The boundaries of the "West Bay Estates Water Local Service Area", established by "West Bay Estates Water Local Service Conversion Bylaw No. 929, 1994", are hereby amended to include the property shown outlined on Schedule 'A' attached hereto and forming part of this bylaw.
2. The amended boundary of the "West Bay Estates Water Local Service Area" shall be as shown outlined on Schedule 'B' attached hereto and forming part of this bylaw.
3. Schedule 'A' of "West Bay Estates Water Local Service Conversion Bylaw No. 929, 1994" is hereby repealed.
4. The local service area established by this bylaw may be merged with any other local service area or areas for the same purpose, whether contiguous or not, in the manner provided in the *Local Government Act*.
5. This bylaw may be cited as "West Bay Estates Water Local Service Area Amendment Bylaw No. 929.03, 2004".

Introduced and read three times this 11th day of May, 2004.

Received the approval of the Inspector of Municipalities this _____ day of _____, 2004.

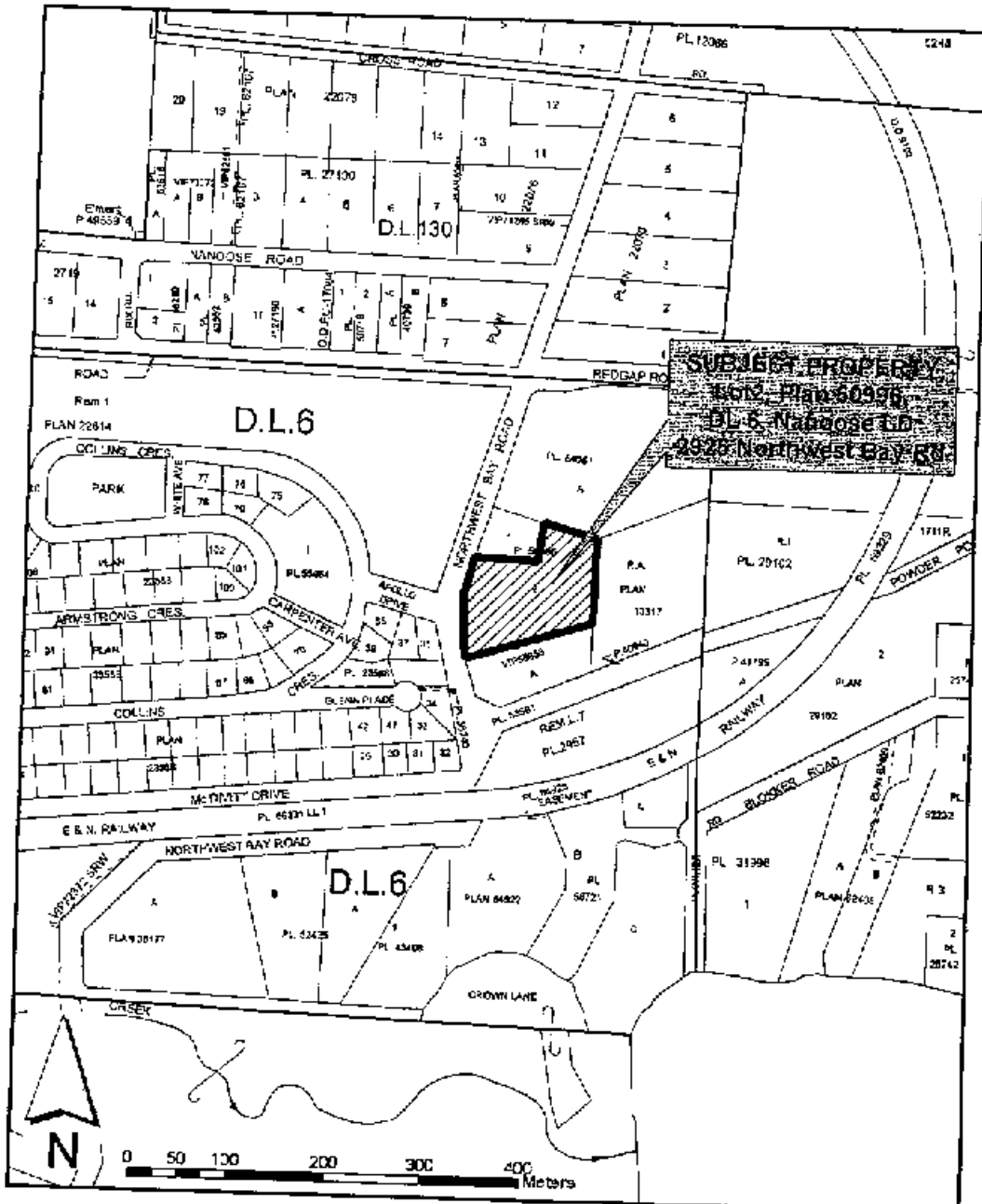
Adopted this _____ day of _____, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Chairperson

General Manager, Corporate Services



BCGS MAPSHEET NO. 92F.030 1.1

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGIONAL GROWTH MONITORING ADVISORY COMMITTEE / STATE OF SUSTAINABILITY PROJECT MEETING HELD ON WEDNESDAY, MARCH 17, 2004 IN THE RDN COMMITTEE ROOM

Present:

Director Bill Holdom	Chair
Director Dave Bartram	Deputy Chair
Brian Anderson	
Betty Collins	
Ross Peterson	
Adele McKillop	
Janet Farooq	

Also in attendance:

Christina Thomas	Senior Planner, Community Services
Neil Cornelly	General Manager, Community Services

Absent:

Gordon Buckingham
Douglas Anderson
Sylvia Neden
Sharon Thomson

CALL TO ORDER

Director Holdom called the meeting to order at approximately 7:10 PM.

MINUTES

- R. Peterson suggested that the minutes from the previous meeting (Feb.26/04) be amended as follows:
- In the "Presentation" section of the minutes, the following sentence should be added after the last sentence in the section: "Mr. Dawe agreed to provide a copy of his presentation to C. Thomas, for subsequent distribution to Committee members".
 - In the "Old Business" section of the minutes, in the sub-section "Public Event #1 - Involvement of School Districts #68 & #69 Children" the minutes should be changed to reflect that Ross Peterson's discussion was with the Director of Communications, not the Superintendent.

The Committee concurred, and the minutes for the previous meeting (Feb.26/04) were accepted as amended.

OLD BUSINESS

a) *Public Event #1 - Video Recording*

C. Thomas provided an update about discussions with Shaw Cable regarding video recording the Workshop. It was noted that Shaw Cable has committed to developing a brief advertisement for the Workshop, to be aired during its newsmagazine program 'The Daily'. It was noted that it was uncertain if Shaw Cable would produce a story about the Workshop for broadcast as a part of its newsmagazine program after the Workshop.

R. Peterson provided an update about discussions with Malaspina University College regarding video recording the Workshop. It was noted that Malaspina does not provide video recording services either as a community service, or as a part of a class project.

C. Thomas provided an update about discussions with the New VI regarding video recording the Workshop. It was noted that the New VI might record a portion of a Workshop presentation for broadcast as a part of a story about the event for one of its news programs.

C. Thomas asked if any of the Committee members know anyone that has a video camera and would be willing to volunteer to tape the Workshop presentations.

Director Holdom and Director Bartram suggested that David Grierson of CBC Radio (Victoria) be requested to broadcast a story about the Workshop. The Committee concurred.

b) *Public Event #1 – Involvement of School Districts #68 & #69 Children*

R. Peterson provided an update about discussions with School District #68 personnel regarding the involvement of children in the Workshop. It was noted that the School District has not responded regarding its interest in school children participation in the Workshop despite several requests.

No report was available regarding discussions with School District #69 personnel regarding the involvement of children in the Workshop.

c) *Public Event #1 – Registrations*

C. Thomas provided an update about Workshop registration. It was noted that registrations have been received from 70 residents and 7 electoral area directors or municipal councilors.

d) *Public Event #1 – Agenda*

C. Thomas distributed a draft of the agenda for the Workshop and invited Committee members to share their comments about it. Committee members provided comments, and C. Thomas committed to discussing the comments with the Workshop facilitators.

NEW BUSINESS

a) *What is Sustainability?*

Committee members were provided an opportunity to share their ideas regarding sustainability. Questions raised, and items covered as a part of this discussion included:

- What provisions are necessary in regional growth strategies, official community plans, and zoning bylaws to make development sustainable?
- The assessment of the sustainability of a development in a regional context, in addition to a site-specific context.
- The concepts 'Regional Environmental Assessment' and 'Sustainability Assessment'.
- The ability to enforce the provisions of covenants required as a part of approvals for particular developments.
- The concepts of 'controlled growth' versus 'managed growth'.
- The balance between the consideration of the environmental, economic and social components of sustainability (e.g. is the environmental component the most important component of sustainability?).
- Resource limits /constraints on development.

OTHER BUSINESS

R. Peterson suggested that a slogan be created for the Sustainability Workshop, citing examples such as "Sustainable Seattle" and the "Sustainable Region Initiative". Committee members were receptive to this idea. Given the proximity of the Workshop and the fact that the Workshop has already been advertised, no concrete steps were taken to select a slogan for the Workshop.

C. Thomas asked the Committee if they would like to provide input regarding a participant evaluation form for the Workshop. The Committee concurred that staff could develop the evaluation form without Committee input.

NEXT MEETING

The next meeting was set for Friday, April 2, 2004, for a two hour period sometime in the evening between 5 PM and 9 PM. The Workshop facilitators will lead a Workshop training session for small group facilitators (which includes the Committee members and other individuals identified by staff).

ADJOURNMENT

Director Holdom adjourned the meeting at approximately 9:00 PM.

Chair, Director Bill Holdom

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE
REGIONAL GROWTH MONITORING ADVISORY COMMITTEE /
STATE OF SUSTAINABILITY PROJECT MEETING
HELD ON FRIDAY, APRIL 2, 2004
AT THE COAST BASTION INN

Present:

Director Bill Holdom	Chair
Director Dave Bartram	Deputy Chair
Brian Anderson	
Douglas Anderson	
Gordon Buckingham	
Betty Collins	
Janet Farooq	
Ross Peterson	
Adele McKillop	
Sharon Thomson	

Also in attendance:

Christina Thomas	Senior Planner, Community Services
Neil Connelly	General Manager, Community Services
Bob Lapham	General Manager, Development Services
Carol Mason	General Manager, Corporate Services
Carey McIver	Manager, Solid Waste
Anita Wolfe	Consultant, Environment for Change
Mark Holland	Consultant, Holland Barrs Planning Group Inc.

Absent:

Sylvia Neden

CALL TO ORDER

The meeting was called to order at approximately 7:00 PM.

NEW BUSINESS

Anita Wolfe and Mark Holland facilitated a training session for the April 3rd Sustainability Workshop small group facilitators.

ADJOURNMENT

The meeting was adjourned at approximately 9:00 PM.

Chair, Bill Holdom

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR
MEETING HELD ON THURSDAY, APRIL 15, 2004, AT 1:00PM
AT OCEANSIDE PLACE

Attendance:

Frank Van Eynde
Jack Wilson

Eve Flynn
Patti Biro

Craig Young
Lou Biggemann

Staff:

Tom Osborne

Marilynn Newsted, Recording Secretary

Regrets:

Dave Bartram

Fred Demmon

Absent:

Reg Nosworthy

Chair Van Eynde called the meeting to order at 1:00 pm.

MINUTES

- 3 MOVED Commissioner Biggemann, SECONDED Commissioner Biro, that the Minutes of the District 69 Recreation Commission Regular Meeting held on February 12, 2004, be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

- 4 MOVED Commissioner Wilson, SECONDED Commissioner Young, that correspondence received from BC Seniors Games Society, 2006 BC Seniors Games; Parksville Curling Club schedule for off-season activities, T. Osborn to Tom Boag re 2004 off-season activities, T. Osborn to Doug Hope re Trade and Consumer Shows at District 69 Arena (Parksville Curling Club) and Oceanside Place; Ballenas Cheer & Stunt Squad; Kwalikum Secondary School Kondors; T.O.T.A.M.S; and Society of Organized Services, be received.

CARRIED

FUNCTION REPORTS

- 5 Mr. Osborne presented the Function Reports from the Ravensong Aquatic Centre, Oceanside Place, Recreation Coordinating and the Regional Parks and Trail and Community Parks (BA 'E' - 'H').

MOVED Commissioner Flynn, SECONDED Commissioner Biro, that the Function Reports be received.

CARRIED

NEW BUSINESS

- 8.1 Mr. Osborne reported staff had met with R.G. Properties' representatives to discuss the sound system and acoustical treatment in the Oceanside Place Arenas. Staff will prepare a report to be forwarded to the April Regional District Board Committee of the Whole meeting.
- 8.2 Mr. Osborne called for four Commissioners to sit on the Recreation Services Fees and Charges Committee. Commissioners Bartram (RDN Board Representative), Young, Flynn and Demmon were named to sit on the Fees and Charges Committee. The Chair will confirm with Commissioner Demmon his appointment to the Committee. Commissioner Van Eynde volunteered to sit as the alternate member. The first meeting for the Committee has been scheduled for May 12th at 1:30 p.m. at the Oceanside Place Meeting Room.
- 8.3 Mr. Osborne reported that D. Robinson Construction had been awarded the tender for Ravensong Aquatic Centre Steam Room/Dry Sauna Addition for a contract price of \$194,776.00. Three other companies submitted tenders ranging from \$223,448.00, \$231,550.00 to \$245,475.00. The contract price approved by the Regional Board on April 13th was higher than the \$160,000 originally allocated for the project in the Annual Budget, however the project was able to proceed using funds from prior year surplus.

COMMISSIONER ROUNDTABLE

Commissioner Biggemann reported that he is working with RDN staff and Land and Water BC to convert the land adjacent to the Errington War Memorial Hall back to Community Parkland. Amenities on the land include a ball diamond, the farmers market and trails. The land also contains the septic field for the Memorial Hall. Commissioner Biggemann also noted they are working with the Province to have Crown Land adjacent to the old Errington School acquired as a community park.

Commissioner Flynn report the 1.5 million shortfall in the District 69 School Board Budget may be resolved with 13 school closure days. Possible days of closure to be discussed at the budget meeting would be an extended Christmas and Spring break and a late school start in September.

Commissioner Wilson noted that the lower sports field in Qualicum would be closed to allow staff to install drainage and irrigation on the playing field. The length of time for the closure is still to be set but could be for up to two years.

Commissioner Van Eynde reported that a key member involved in beach access work of the Nanoose Parks and Open Space Advisory Committee resigned for personal reasons. Mr. Van Eynde and Parks staff have collected all of his material and will look to finding other members on the Committee to take on the task.

ADJOURNMENT

MOVED Commissioner Wilson that the meeting be adjourned at 2:05 pm.

NEXT MEETING

The next meeting will be held Thursday, May 13, 2004, at 1:00pm at Oceanside Place, in Multipurpose Room 1.

Frank Van Eynde, Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE TRANSIT BUSINESS PLAN UPDATE SELECT COMMITTEE
MEETING HELD ON THURSDAY, APRIL 15, 2004, AT 12 NOON
IN THE RDN COMMITTEE ROOM

Present:

Director T. Krall	Chairperson
Director J. Stanhope	Electoral Area 'G'
Director D. Haimé	Electoral Area 'D'
Director R. Cantelon	City of Nanaimo
Director T. Westbrook	Town of Qualicum Beach

Also In Attendance:

B. Clemens	City of Nanaimo
M. Donnelly	Manager, Transportation Services
N. Connelly	General Manager, Community Services

Regrets:

Director B. Holdom	City of Nanaimo
Director T. Westbrook	Town of Qualicum Beach

CALL TO ORDER

The meeting was called to order at 12:10 pm.

MINUTES

MOVED B. Holdom, SECONDED T. Westbrook that the Minutes of the Transit Business Plan Update Select Committee meeting held February 12, 2004 be adopted. CARRIED

ADMINISTRATION

Annual Operating Agreement

N. Connelly reviewed the report and answered questions related to the Annual Operating Agreement. Concerns were noted with respect to the increasing costs of service provision and the frozen cost share status from BC Transit.

MOVED D. Haimé, SECONDED R. Cantelon, that the Annual Operating Agreement (AOA) with BC Transit be approved. CARRIED

It was noted that BC Transit is reviewing its service delivery model to member communities. Discussion ensued with respect to the BC Transit administration fee, past efforts to have that fee reduced, and the possibility of service model changes at BC Transit.

MOVED R. Cantelon, SECONDED J. Stanhope, that BC Transit be requested to review the administration fee for the Regional District of Nanaimo in context with its review of the service delivery model to member communities. CARRIED

Hybrid Bus Report

M. Donnelly presented the report and answered related questions.

General discussions ensued regarding possible costs attached with carrying out a pilot project in the RDN. There was general emphasis on the need to ensure any such project would not incur costs to the RDN.

MOVED R. Cantelon, SECONDED J. Stanhope, that the Hybrid Bus Report be received. CARRIED

Nanoose/Lantzville Review (verbal report)

M. Donnelly outlined the schedule to review the service in both areas. Staff will be meeting with BC Transit planning staff on April 22nd to begin discussions on service options. Those options will be developed and brought forward to the TBPS in June.

MOVED D. Haima, SECONDED J. Stanhope, that the Nanoose/Lantzville verbal report be received for information. CARRIED

First Quarter Operating Results (verbal report)

M. Donnelly provided an overview of operating results to date. While the budget is performing well there have been some variations in revenue, fuel use and repairs. Revenue is 2.5% under the budgeted amount to date. The second quarter will see an improvement when compared to previous second quarter results and should result in the revenue budget coming back into line. Fuel use is up slightly. Staff training on efficient operating practices is being instituted to reduce fuel use where possible. The repair budget has been affected by the unexpected loss of one engine. Maintenance operations will be monitored and modified to ensure the budget is met.

MOVED R. Cantelon, SECONDED D. Haima, that the First Quarter Operating Results verbal report be accepted. CARRIED

Discussions regarding costs and revenue ensued. The discussion focused on activities to date with respect to the establishment of the Universal Bus Pass at Malaspina University College (MUC). Staff noted that a schedule has been developed and that they will be requesting a meeting with the Student Union Council to present the program.

There was further discussion regarding international students' use of the Transit System. Comparisons were made with the elevated fees charged by MUC for international students and transit service provided to those students on campus. Some members of the Committee felt that international students should pay a premium for the use of the Transit system.

MOVED R. Cantelon, SECONDED J. Stanhope that the Malaspina University College be approached to discuss an International Student Transit Fee structure. CARRIED

ADJOURNMENT

The meeting was adjourned at 1:00 pm.

T. Krall
Chair

TO: Neil Connelly
General Manager of Community Services

DATE: April 5, 2004

FROM: Mike Donnelly
Manager of Transportation Services

FILE: 2240-20

SUBJECT: 2004/2005 Annual Operating Agreement
BC Transit / Regional District of Nanaimo

PURPOSE

To bring forward the 2004/2005 BC Transit Annual Operating Agreement for the Board's consideration and approval.

BACKGROUND

The Annual Operating Agreement (AOA) (attached) between the Regional District of Nanaimo (RDN) and BC Transit is renewed annually. It sets out the cost sharing agreements for Custom (handyDART) and Conventional Transit services for the period of April 1, 2004 to March 31, 2005.

The AOA is primarily structured to provide agreement around such items as service specifications, payment schedules and fares. It outlines the days on which service is provided and the hours of service that are to be provided for cost sharing purposes. There are costs that are not shared under this agreement. They include such items as RDN interdepartmental administration, commissions paid to vendors, building rentals, bus stop maintenance, janitorial services and professional fees.

The official Provincial funding level for both Custom and Conventional service is 66% and 46.7% respectively. The remaining cost recoveries to operate the system are achieved through fares, advertising revenue and local taxation. Cost sharing by BC Transit has been frozen since 2002 and as such there continues to be an erosion of actual Province's cost sharing as costs to provide the Transit and HandyDART services continue to increase.

There has been a one time lump sum amount of \$210,000 included in this AOA to allow for additional repairs to the fleet including engine, transmission and other specified repairs to take place. This additional funding will be available up to the end of the first quarter in 2005.

ALTERNATIVES

1. Approve the 2004/2005 Annual Operating Agreement.
2. Do not approve the 2004/2005 Annual Operating Agreement.

FINANCIAL IMPLICATIONS

Approve the Annual Operating Agreement

The total amount of cost sharing available from BC Transit for the 2004-05 operating period is \$3,440,349. This includes both Conventional and Custom Transit services for the region. The 2004 Annual Budget for Transit includes the cost share amounts from BC Transit provided for in the AOA.

Do Not Approve the Annual Operating Agreement

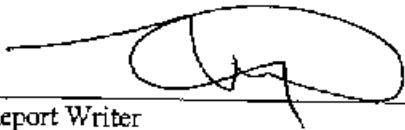
Not approving the AOA will eliminate BC Transit's obligation to cost share in the service.

SUMMARY

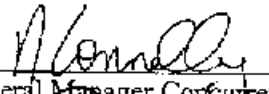
BC Transit has forwarded the Annual Operating Agreement covering the period from April 1, 2004 to March 31st, 2005 for the RDN Conventional and Custom Transit systems. Staff has worked with BC Transit on the development of this AOA in conjunction with the Regional Board's approval of the three 2004 annual transit budgets.

RECOMMENDATION

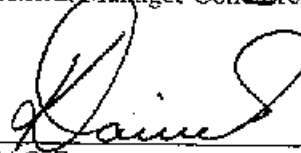
That the 2004/2005 Annual Operating Agreement (AOA) with BC Transit be approved.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS:

ANNUAL OPERATING AGREEMENT

Between

THE REGIONAL DISTRICT OF NANAIMO

And

BRITISH COLUMBIA TRANSIT

APRIL 1, 2004 TO APRIL 1, 2005

ALL INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO THE FREEDOM OF INFORMATION ACT AND PROTECTION OF PRIVACY ACT. BRITISH COLUMBIA TRANSIT DOES NOT COLLECT, DISSEMINATE, OR DISCLOSE INFORMATION TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE AUTHORIZED TO ACCESS THIS AGREEMENT.

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ANNUAL OPERATING AGREEMENT

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SCHEDULES

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ANNUAL OPERATING AGREEMENT

BETWEEN: THE REGIONAL DISTRICT OF NANAIMO
(the "Municipality" and the "Operating Company")

AND: BRITISH COLUMBIA TRANSIT
(the "Authority")

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

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

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

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

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

SECTION 1 – DEFINITION OF TERMS

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

SECTION 2 – INCORPORATION OF MASTER AGREEMENT

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

SECTION 3 – TERM AND RENEWAL

- 3.1 **Term and Renewal:** The term of this Annual Operating Agreement shall be for the period April 1, 2004 until and including March 31, 2005, except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Master Operating Agreement shall likewise be so terminated or not renewed, as the case may be.

SECTION 4 – SCHEDULES

4.1 Schedules: The schedules attached hereto shall form part of the Annual Operating Agreement and be binding upon the parties hereto as though they were incorporated into the body of this Agreement.

- a) Schedule "A" – Transit Service Area
- b) Schedule "B" - Service Specifications
- c) Schedule "C" - Budget
- d) Schedule "D" – Payment Schedule
- e) Schedule "E" – Tariff-Fares

SECTION 5 – MISCELLANEOUS PROVISIONS

- 5.1 Amendment: This Annual Operating Agreement and the Schedules attached hereto may be amended only with the prior written consent of all parties.
- 5.2 Assignment: This Annual Operating Agreement shall not be assignable without the prior written consent of the other parties.
- 5.3 Enurement: The Annual Operating Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- 5.5 Pets on Buses: Notwithstanding the provisions of Section 9.7 of the Master Joint Operating Agreement, pets on buses are permitted under guidelines agreed to by the parties to this agreement.

SECTION 6 - Notices and Communication

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

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

and to

BC Transit
520 Gorge Road East
Victoria, BC V8W 2P3
Attention: President & CEO

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

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

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

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

PRESIDENT AND CEO

CORPORATE SECRETARY

SCHEDULE "A" - Transit Service Area Boundaries

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

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

SCHEDULE "B" – Service Specifications

Nanaimo Regional Base Budget Official AOA 2004/2005

Schedule 'B'
Effective April 01, 2004

Scheduled Revenue Service

S436 NAN Spring (Apr 01, 2004 to Jun 30, 2004)								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Per Day	295.42	295.42	295.42	295.42	295.42	295.42	295.42	2,067.98
Per Week	2,068.93	2,068.93	2,068.93	2,068.93	2,068.93	2,068.93	2,068.93	14,482.51

S436 NAN Summer (Jun 27, 2004 to Sep 06, 2004)								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Per Day	297.52	297.52	297.52	297.52	297.52	297.52	297.52	2,082.64
Per Week	2,083.43	2,083.43	2,083.43	2,083.43	2,083.43	2,083.43	2,083.43	14,584.01

S436 NAN Fall (Sep 07, 2004 to Dec 17, 2004)								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Per Day	295.42	295.42	295.42	295.42	295.42	295.42	295.42	2,067.98
Per Week	2,068.93	2,068.93	2,068.93	2,068.93	2,068.93	2,068.93	2,068.93	14,482.51

S436 NAN Christmas (Dec 13, 2004 to Jan 03, 2005)								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Per Day	245.00	245.00	245.00	245.00	245.00	245.00	245.00	1,715.00
Per Week	1,715.00	1,715.00	1,715.00	1,715.00	1,715.00	1,715.00	1,715.00	11,995.00

S436 NAN Winter (Jan 04, 2005 to Mar 31, 2005)								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Per Day	295.42	295.42	295.42	295.42	295.42	295.42	295.42	2,067.98
Per Week	2,068.93	2,068.93	2,068.93	2,068.93	2,068.93	2,068.93	2,068.93	14,482.51

Extra Revenue Service

	Apr 2004	May 2004	Jun 2004	Jul 2004	Aug 2004	Sep 2004	Oct 2004	Nov 2004	Dec 2004	Jan 2005	Feb 2005	Mar 2005
Extra School Service Hours	58.13	66.89	76.84	81.82	0.00	51.13	80.80	52.13	76.80	60.80	50.80	49.00
Extra School Service Kilometer	75.17	718.40	780.84	848.84	0.00	731.17	715.87	751.17	1,286.17	715.87	715.87	808.79

Adjusted Revenue Service

	Apr 2004	May 2004	Jun 2004	Jul 2004	Aug 2004	Sep 2004	Oct 2004	Nov 2004	Dec 2004	Jan 2005	Feb 2005	Mar 2005
Adjusted Revenue	1,715.00	1,715.00	1,715.00	1,715.00	1,715.00	1,715.00	1,715.00	1,715.00	1,715.00	1,715.00	1,715.00	1,715.00

2004/2005 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2004 to Apr 30, 2004	4	4	4	4	4	4	4	0	28	
May 01, 2004 to May 31, 2004	5	5	5	5	5	5	5	1	31	May 24, 2004 Victoria Day 2004 (Mon)
Jun 01, 2004 to Jun 30, 2004	5	5	5	5	5	5	5	0	30	
Jul 01, 2004 to Jul 31, 2004	5	5	5	5	5	5	5	0	31	
Aug 01, 2004 to Aug 31, 2004	4	4	4	4	4	4	4	1	31	Aug 02, 2004 BC Day 2004 (Mon)
Sep 01, 2004 to Sep 30, 2004	5	5	5	5	5	5	5	0	30	
Oct 01, 2004 to Oct 31, 2004	5	5	5	5	5	5	5	1	31	Oct 11, 2004 Labour Day 2004 (Mon)
Nov 01, 2004 to Nov 30, 2004	5	5	5	5	5	5	5	0	30	
Dec 01, 2004 to Dec 31, 2004	5	5	5	5	5	5	5	3	31	Dec 25, 2004 Christmas Day 2004 (Sat) Dec 26, 2004 Boxing Day 2004 (Sun)
Jan 01, 2005 to Jan 31, 2005	5	5	5	5	5	5	5	0	31	
Feb 01, 2005 to Feb 28, 2005	4	4	4	4	4	4	4	0	28	
Mar 01, 2005 to Mar 31, 2005	5	5	5	5	5	5	5	0	31	Mar 25, 2005 Good Friday 2005 (Fri)
Total	48	52	53	51	50	50	51	5	308	13 Exceptions

Monthly Summary

Month	Revenue Hours		Commissions Total		Revenue (Gross)		Total
	Scheduled	Extra	Sched	Adm	Sched	Adjusted	
April 2004	7,114.86	52.3	7,117.18	177,728.63	751.17	178,479.80	178,479.80
May 2004	7,108.85	50.60	7,159.45	178,887.28	715.40	179,602.68	179,602.68
June 2004	7,771.34	65.6	7,836.94	184,187.68	751.54	184,939.22	184,939.22
July 2004	7,836.3	21.12	7,857.42	185,523.54	751.24	186,274.78	186,274.78
August 2004	7,479.20	0.00	7,479.20	178,834.88	816.24	179,651.12	179,651.12
September 2004	7,487.27	28.13	7,515.40	177,258.52	731.17	177,989.69	177,989.69
October 2004	7,537.25	82.80	7,620.05	178,897.35	716.80	179,614.15	179,614.15
November 2004	7,484.85	52.3	7,537.15	177,228.03	715.17	177,943.20	177,943.20
December 2004	7,598.08	78.80	7,676.88	171,114.84	1,286.17	172,401.01	172,401.01
January 2005	7,598.25	80.80	7,679.05	178,887.28	715.20	179,602.48	179,602.48
February 2005	7,180.23	26.80	7,207.03	176,876.40	715.00	177,591.40	177,591.40
March 2005	7,783.15	40.81	7,823.96	184,778.88	715.00	185,493.88	185,493.88
Total	90,372.04	158.87	90,530.91	2,130,780.51	8,342.75	2,139,123.26	2,139,123.26

Nanaimo Custom Base Budget Official AOA 2004/2005

Schedule 'B'
Effective Apr 01, 2004

Scheduled Revenue Service

2004 Full Year (Apr 01, 2004 to Mar 31, 2005)								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Other
Per Day	71.99	71.99	71.99	71.99	71.99	239.97	239.97	239.97
Per Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Flexible Hours

	Apr. 2004	May 2004	Jun. 2004	Jul. 2004	Aug. 2004	Sep. 2004	Oct. 2004	Nov. 2004	Dec. 2004	Jan. 2005	Feb. 2005	Mar. 2005
	38.00	34.00	38.00	35.00	38.00	38.00	38.00	35.00	35.00	38.00	38.00	38.00

Extra Revenue Service

	Apr. 2004	May 2004	Jun. 2004	Jul. 2004	Aug. 2004	Sep. 2004	Oct. 2004	Nov. 2004	Dec. 2004	Jan. 2005	Feb. 2005	Mar. 2005

Adjusted Revenue Service

	Apr. 2004	May 2004	Jun. 2004	Jul. 2004	Aug. 2004	Sep. 2004	Oct. 2004	Nov. 2004	Dec. 2004	Jan. 2005	Feb. 2005	Mar. 2005

2004/2005 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exc.	Exempt	Total	Exception Days
Apr 01, 2004 to Apr 30, 2004	4	4	4	4	4	4	4	4	4	32	Apr 09, 2004 Good Friday 2004 (Fri)
May 01, 2004 to May 31, 2004	4	4	4	4	4	4	4	4	4	31	May 24, 2004 Victoria Day 2004 (Mon)
Jun 01, 2004 to Jun 30, 2004	5	5	5	5	5	5	5	5	5	30	Jun 04, 2004 Canada Day 2004 (Thu)
Jul 01, 2004 to Jul 31, 2004	4	4	4	4	4	4	4	4	4	31	Aug 02, 2004 BC Day 2004 (Mon)
Aug 01, 2004 to Aug 31, 2004	5	5	5	5	5	5	5	5	5	31	Sep 06, 2004 Labour Day 2004 (Mon)
Sep 01, 2004 to Sep 30, 2004	4	4	4	4	4	4	4	4	4	30	Oct 11, 2004 Thanksgiving Day 2004 (Mon)
Oct 01, 2004 to Oct 31, 2004	5	5	5	5	5	5	5	5	5	31	Nov 01, 2004 Remembrance Day 2004 (Thu)
Nov 01, 2004 to Nov 30, 2004	4	4	4	4	4	4	4	4	4	30	Dec 25, 2004 Christmas Day 2004 (Sat)
Dec 01, 2004 to Dec 31, 2004	5	5	5	5	5	5	5	5	5	31	Dec 26, 2004 Boxing Day 2004 (Sun)
Jan 01, 2005 to Jan 31, 2005	4	4	4	4	4	4	4	4	4	31	Jan 01, 2005 New Year's Day 2005 (Sat)
Feb 01, 2005 to Feb 29, 2005	5	5	5	5	5	5	5	5	5	29	Mar 25, 2005 Good Friday 2005 (Fri)
Mar 01, 2005 to Mar 31, 2005	4	4	4	4	4	4	4	4	4	31	
Total	60	62	57	51	50	51	51	51	51	505	Excptions

Monthly Summary

Month	Revenue Hours				Custom Thruout		
	Scheduled	Extra	Flexible	Adjusted	Total	Scheduled	Revenue Generated
April, 2004	1,852.23		38.00		1,720.23		0.00
May, 2004	1,559.25		34.00		1,451.25		0.00
June, 2004	1,757.14		38.00		1,755.14		0.00
July, 2004	1,700.00		38.00		1,747.14		0.00
August, 2004	1,725.25		38.00		1,743.25		0.00
September, 2004	1,559.25		38.00		1,725.25		0.00
October, 2004	1,585.25		35.00		1,725.25		0.00
November, 2004	1,705.25		38.00		1,623.14		0.00
December, 2004	1,705.25		38.00		1,743.25		0.00
January, 2005	1,727.14		38.00		1,651.39		0.00
February, 2005	1,727.14		38.00		1,725.14		0.00
March, 2005	1,727.14		38.00		1,725.14		0.00
Total	20,402.67	0.00	458.00	0.00	20,555.67	0.00	0.00

**Schedule C
Nanaimo Regional Conventional**

**Official AOA
Base Budget
2004/2005**

TRANSIT REVENUE	
Farebox Cash	\$1,139,056
Tickets & Passes	\$1,199,868
BC Bus Pass	\$423,576
Advertising	\$50,171
TOTAL REVENUE	\$2,812,671
EXPENDITURES	
Fixed Costs	\$752,985
Variable Hourly Costs - Scheduled Service	\$2,989,438
Variable Hourly Costs - Extra Service	\$18,542
Variable Distance Costs - Scheduled Service	\$657,939
Variable Distance Costs - Extra Service	\$2,565
Maintenance - Running Repairs	\$646,935
Maintenance - Major Repairs	\$266,000
Contingency	\$28,100
ICBC Insurance	\$85,000
Fleet Insurance	\$26,910
Information Systems	\$8,000
TOTAL DIRECT OPERATING COSTS	\$5,482,415
Marketing	\$58,296
Municipal Administration	\$109,648
BCT Administration	\$318,014
TOTAL OPERATING COSTS	\$5,968,373
Debt Service - Vehicles (Local Share)	\$616,489
Debt Service - Equipment (Local Share)	\$28,130
TOTAL DEBT SERVICE - LOCAL SHARE	\$644,618
TOTAL COSTS	\$6,612,991
COST SHARING	
Municipal Share of Costs	\$3,826,358
Less: Total Revenue	\$2,812,671
Less: Municipal Administration	\$109,648
Net Municipal Share of Costs	\$904,038
Authority Share of Costs	\$2,786,633
STATISTICS	
Scheduled Revenue Hours	90,072.09
Extra Revenue Hours	558.67
Scheduled Revenue Kilometres	2,139,763.61
Extra Revenue Kilometres	8,342.15
Total Passengers	2,125,000
Conventional Passengers	2,125,000

**Schedule C
Nanaimo Custom**

**Official AOA
Base Budget
2004/2005**

TRANSIT REVENUE	
Farebox Cash	\$146,200
TOTAL REVENUE	\$146,200
EXPENDITURES	
Fixed Costs	\$161,938
Variable Hourly Costs - Scheduled Service	\$546,868
Variable Distance Costs - Scheduled Service	\$57,772
Maintenance - Running Repairs	\$66,439
Maintenance - Major Repairs	\$5,000
Taxi Supplement	\$20,000
Taxi Saver Program	\$30,000
Taxi Saver Recoveries	-\$33,985
ICBC Insurance	\$10,100
Fleet Insurance	\$8,028
Information Systems	\$7,500
TOTAL DIRECT OPERATING COSTS	\$879,660
Marketing	\$3,810
Municipal Administration	\$17,593
BCT Administration	\$52,177
TOTAL OPERATING COSTS	\$953,240
Debt Service - Vehicles (Local Share)	\$47,940
Debt Service - Equipment (Local Share)	\$1,291
TOTAL DEBT SERVICE - LOCAL SHARE	\$49,231
TOTAL COSTS	\$1,002,471
COST SHARING	
Municipal Share of Costs	\$366,755
Less: Total Revenue	\$146,200
Less: Municipal Administration	\$17,593
Net Municipal Share of Costs	\$202,962
Authority Share of Costs	\$635,716
STATISTICS	
Scheduled Revenue Hours	20,858.67
Total Passengers	71,500
Custom/Para Passengers - Vans	65,000
Custom/Para Passengers - Taxi Supplement	3,000
Taxi Saver Passengers	3,500

Schedule "D" - Payment Schedule**Nanaimo Regional Conventional Transit and Custom Transit
2004/2005 AOA BUDGET****1) Payment Schedule**

The Authority agrees to pay the Operating Company a monthly payment on the following basis.

- a) for Specified Service In Schedule "B":
- i) \$76,243.55 for Fixed Monthly Payment; plus
 - ii) \$33.19 per Revenue Hour for conventional transit service; plus
 - iii) \$26.22 per Revenue Hour for custom transit service; plus
 - iv) \$0.3075 per Revenue Kilometre for conventional transit service.
- b) for Deleted Fixed Costs as outlined in Section 6 (2), an amount equal to 1/365 of the Fixed Monthly Costs amount contained in Schedule "C" shall be deducted for each day or part day.
- c) for Added Service or Deleted Service within the regular hours of system operation specified in Schedule "B":
- i) \$33.19 per Revenue Hour for conventional transit service; plus
 - ii) \$26.22 per Revenue hour for custom transit service; plus
 - iii) \$0.3075 per Revenue Kilometre for conventional transit service
- with allowance for wage premium payments (up to 1.5 times the regular Revenue Hour payment), if applicable, when service is added beyond the regular hours of operation.
- d) for Maintenance:
- i) \$36.60 per hour for labour by a licensed mechanic for the maintenance of transit vehicles.
- e) for fuel costs, in the event diesel fuel costs should exceed \$0.5100 / litre a payment will be made in accordance with Section 6 (3) of this agreement to compensate the Operating Company for the actual cost of all diesel fuel consumed to a maximum of 1,213,918.00 litres for Scheduled Revenue Kilometres in Schedule "B". This maximum number of litres will be adjusted in proportion to Extra or Deleted Revenue Service Kilometres.
- f) Special Group Trips cost recovery shall be credited to the Authority on the monthly contractors invoice.



Schedule "E" – Tariff-Fares

3) Fare Zones:

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

Zone 1 - *Regional District of Nanaimo*

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

4) Fares:

Conventional Transit Service:

- | | | |
|---|--|------------------------------------|
| a) Single Cash Fares: | | |
| i) Adult | | \$2.00 |
| ii) Senior | | \$1.75 |
| iii) Student | | \$1.75 |
| iv) College Student | | \$1.75 |
| v) Child under 5 years; | | Free when accompanied by an adult. |
| vi) Accessible Transit Attendant, | | Free |
| b) Tickets: | | |
| i) 10 x \$2.00 fares, sold for \$18.00 | | |
| ii) 10 x \$1.75 fares, sold for \$15.75 | | |
| c) BC Bus Pass valid for the current calendar year. | | |
| d) CNIB Pass available from the local office of the CNIB. | | |
| e) One-Day Pass: | | |
| i) Adult - | | \$5.00 |
| ii) College Student - | | \$4.00 |
| iii) Senior/Student - | | \$4.00 |
| f) Monthly Pass | | |
| i) Adult - | | \$58.00 |
| ii) College Student - | | \$47.00 |
| iii) Senior/Student - | | \$35.00 |
| g) Semester Pass | | |
| i) College Student - | | \$150.00 |

Custom Transit Service:

- | | | |
|---------------------------------------|--|--------|
| a) Registered Users and Escorts | | \$2.50 |
| Attendants Accompany Registered Users | | Free |
| b) Tickets: | | |
| i) 5 x \$2.50 fares, sold for \$11.25 | | |

Note: Visitors (elsewhere in B.C. and outside B.C.) are eligible for temporary handyDART service.

TO: Neil Connelly
General Manager, Community Services

DATE: April 2, 2004

FROM: Mike Donnelly
Manager, Transportation Services

FILE: 8500-00

SUBJECT: Hybrid Drive Technology for Transit Buses

PURPOSE

To provide background information related to the use of Hybrid Drive technology for Transit buses in the Regional Transit System.

BACKGROUND

At the March 9, 2004 RDN Board meeting the following resolution was passed and then sent to BC Transit for their information:

"That the Board express clear interest in obtaining Hybrid buses for use in a test project"

This resolution followed the resolutions brought forward by the Transit Business Plan Select Committee at its February 12th, 2004 meeting:

"That staff provide a report on the financial implications of replacing or converting the existing conventional Transit fleet to the Hybrid technology, and,

That staff approach BC Transit with respect to the possibility of entering into a pilot project for the Hybrid technology in order to determine benefits, life-cycle costs and funding impacts the Hybrid technology would bring to the conventional Transit fleet."

BC Transit is responsible for Provincial transit fleet upgrades for all systems in the province. They are tasked with providing vehicles that are appropriate for the varied operational needs considering customer loads, serviceability, environmental impacts, reliability and operational costs. As part of this responsibility BC Transit is planning for a significant fleet purchase program of approximately 130 buses from 2006-2008 and consequently is reviewing possible replacement options.

Power plants utilized in buses purchased by BC Transit have conventionally been diesel with various approaches to reducing the fuel consumption levels and related emissions. There have been improvements in fuel types used by these buses and in power train configurations that have led to improved fuel efficiency and reduced emissions. These changes, however, while largely leading to positive impacts, do not result in any new long-term directions in the provision of fleet vehicles for the Province.

A system that has shown potential for positive change in this respect has been Fuel Cell Technology. Commonly referred to as hydrogen power, the fuel cell technology has had a long history of development that has yet to produce results that would lead to significant investment by Transit fleets in North America. Current estimates suggest that this technology is 10 to 15 years away from being commercially available and therefore cannot be considered for the upcoming fleet purchases.

On January 19, 2004 BC Transit showcased the new Hybrid Drive Technology for buses at the Regional District office. The bus was equipped with the Allison Transmission drive system, which incorporates both a small diesel and electrically powered engines.

A hybrid drive is a combination of an internal combustion engine and electric power. DC motors power the vehicle at low speeds. The engine charges the battery pack and provides supplemental power at higher speeds. Power is blended between the engine and the hybrid drive transmission to supply the optimum fuel-to-power ratio through a series of internal clutches and gearing in the hybrid drive. When the accelerator is not depressed the engine is disengaged and the electric motors provide battery regeneration while slowing down the bus.

The two major advantages of hybrid technology are the significant reduction in fuel consumption and the lowering of tail pipe emissions. Preliminary investigations in Victoria demonstrated a fuel savings of 58%. Tests performed at other transit operations have revealed reductions in NOx of 50%, hydrocarbons of 90% and particulate matter of 90%.

The King County Transit Authority in Washington State has carried out extensive testing in Seattle. Over 18 months the units were tested with data being collected on operational impacts and costs. Based on that information BC Transit anticipates that there will be \$16,000 in savings on annual operating and maintenance costs for each hybrid drive unit. One time costs are higher for the hybrid drive mostly due to the replacement costs for energy storage units however, when net present value for life cycle costs over 20 years are taken into account, there is a net savings over a conventional vehicle of \$365,000 (see attached information provided by BC Transit).

The BC Transit Board recently approved the purchase of 6 New Flyer Buses equipped with the Allison hybrid drive. These buses have been earmarked for Victoria for testing and assessment. Discussions with BC Transit management indicate that there may be an opportunity to assess one or more of these buses in Nanaimo in order to garner broader input into the effectiveness and operational benefits of these vehicles. The buses will be delivered to Victoria in late 2004 or early 2005.

Information gathered from this test program will assist BC Transit in determining if this technology will be suitable for Transit services in British Columbia. It will also provide information allowing a full assessment of the options with respect to replacing or converting the existing fleet and the development lease costs for the new units.

ALTERNATIVES

1. To receive this report for information.
2. That this report not be received for information.
3. That the Board provides alternate direction to staff.

FINANCIAL IMPLICATIONS

Should BC Transit agree to the inclusion of one or more units in the Nanaimo Regional Transit fleet there may be associated costs. Lease fees for the new units would be approximately 60% higher than currently paid for a New Flyer. This would result in an additional annual cost per unit of \$20,500. This would be reduced by the annual projected operating cost savings of \$16,000 for a net cost to the RDN of \$4,500 per unit.

Discussions would be held with BC Transit to determine what costs, if any, would be attributed to the RDN as part of a pilot project. The results of those discussions would be brought forward to the Board prior to any agreement to participation in a pilot project is finalized.

CITIZEN IMPLICATIONS

The hybrid drive buses being ordered by BC Transit are the same models currently in use in the Regional System (New Flyer low floor units) but would be supplied with the Hybrid Drive power system. Users will not notice a physical difference in the buses. There will be a difference noticed in the operation of the buses due to the regenerative braking feature used to recharge the system battery and in the acceleration from a full stop up to operating speeds. Acceleration is significant in hybrid drive units due to the high torque provided by the electric drive system.

SUMMARY/CONCLUSION

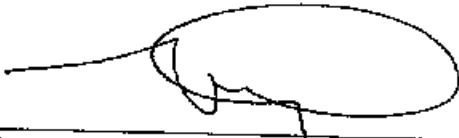
BC Transit, as part of the planning for future fleet vehicle replacements is purchasing 6 hybrid drive buses for the Victoria fleet. These buses are being purchased to operate under a hybrid drive Pilot Program that will provide the information required to assess the costs and operational implications associated with this technology.

A hybrid drive bus was demonstrated at the Regional District of Nanaimo in January 2004. The demonstration generated interest in the technology with the RDN Board expressing interest in Nanaimo Regional Transit participating in the pilot project.

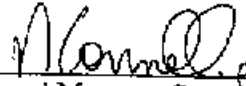
BC Transit has indicated that the buses will be delivered in late 2004 or early 2005 and that for the first months the units will be utilized in Victoria only. They are currently discussing the possibility of carrying out a portion of the pilot program in other communities including Nanaimo.

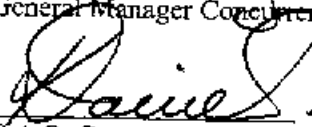
RECOMMENDATION

That the Hybrid Drive Technology for Transit buses report be received for information.



Report Writer



General Manager Concurrence


C.A.O. Concurrence

COMMENTS:

Information provided by BC Transit Fleet Services:

Cost Comparison between a Traditional 40' Diesel New Flyer and a 40' Hybrid Drive New Flyer

Capital Cost:

Printed March 26, 2004

	<u>Traditional 40' Diesel New Flyer</u>	<u>40' Hybrid Drive New Flyer</u>
Purchase Cost	\$482,000.00	\$769,000.00
Purchase cost including taxes, commissioning, farebox, radio, destination sign, transport of the vehicles from Winnipeg, and project management fees.		
<u>One Time Costs</u>		
Midlife tune up on Series 50 engine in year 10	\$8,000.00	
Overhaul of a Voith .3 transmission in year 8	\$12,000.00	
Overhaul of a Voith .3 transmission in year 17	\$12,000.00	
Energy storage unit purchase in year 6, new battery expected to last 8 years		\$33,000.00
Energy storage unit purchase in year 14, new battery expected to last 10 years		\$25,000.00
Total One Time Costs	\$32,000.00	\$58,000.00
<u>Applicable Annual Operating & Maintenance Cost:</u>		
Fuel	\$22,000.00	\$9,000.00
Oil	\$100.00	\$100.00
Brake System	\$2,000.00	\$1,000.00
Battery	\$1,000.00	\$40.00
Starter	\$1,000.00	\$0.00
Total Annual Costs	\$26,000.00	\$10,000.00
Net Present Value for Life Cycle Costs over 20 Years	-\$1,654,000.00	-\$1,289,000.00
Net Benefit of Hybrid Drive New Flyer		\$365,000.00