REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE
TUESDAY, MAY 25, 2004
7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

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5 Hugh Sinnott, Parksville & District Chamber of Commerce, re financial support.

6-9 Jo-ann Chase, re Sumar Lane Subdivision – Area G.

PRESENTATION

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CORPORATE SERVICES

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COMMISSION, ADVISORY & SELECT COMMITTEE

Electoral Area 'A' Parks and Green Spaces Advisory Committee.

137-138 Minutes from the meeting of the Electoral Area 'A' Parks and Green Spaces Advisory Committee meeting held March 18, 2004.

Electoral Area 'B' Parks and Green Spaces Advisory Committee.

139-141 Minutes from the meeting of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held March 8, 2004.

Landfill Site Liaison Committee.

142-143 Minutes from the meeting of the Landfill Site Liaison Committee held March 31, 2004. (for information)

Regional Growth Monitoring Advisory Committee/State of Sustainability Project.

144-146 Minutes from the meeting of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project held May 5, 2004. (for information)

Grants-in-Aid Committee.

147-148 Minutes from the meeting of the Grants-in-Aid Committee held May 6, 2004. (for information)

School District 68:	
Cedar School & Community Enhancement Society	*$880*
School District 69:	
District 69 Family Resource Association	*$2,054*
Lighthouse Country Business Association	*$500*
Pacific Vocal Institute	*$2,100*
Parksville Meeting Place	*$705*

District 69 Recreation Commission.

149-151 Minutes from the meeting of the District 69 Recreation Commission held May 13, 2004. (for information)

Community Grants:	
Arrowsmith Cricket & Sports Association	*$400*
Arrowsmith Search & Rescue Society	*$2,500*
Building Learning Together - Teaching from the Heart	*$280*
Building Learning Together - Words on Wheels Bus	*$1,700*
Mid Vancouver Island Habitat Enhance. Soc. - Jr. Stream Keepers	*$700*
Moorecroft Camp Society	*$1,720*
Nanoose Place Landscaping Project	*$1,750*
Qualicum Beach Family Day	*$750*
Ravensong Aquatic Club	*$1,250*
Youth Grants:	
Ballenas Stunt and Cheer Squad	*$1,000*
Erik Goetzinger BMX Club	*$2,500*
District 69 Family Resource Association - Outreach Program	*$2,000*
Kidfest - Youth Activity	*$1,075*
Nanoose Bay Parent Advisory- Adventure Camp	*$1,000*
Oceanside Arts Council - Children's Theatre	*$700*

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 90(1)(e) and (g) of the Community Charter the Board proceed to an In Camera meeting to consider items relating to property acquisition and legal matters.

PARKSVILLE & DISTRICT CHAMBER OF COMMERCE

BOX 99, PARKSVILLE, B.C. V9P 2G3
TELEPHONE: (250) 248-3613 • FAX: (250) 248-5210
e-mail address: info@chamber.parksville.bc.ca
Web Page: www.chamber.parksville.bc.ca

May 12, 2004

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

Attn: Director J. Stanhope, Chairperson

The Parksville & District Chamber of Commerce would like to make a presentation to the Committee of the Whole on May 25, 2004. The Parksville & District Chamber of Commerce operates the Visitor Info Centre, which is a very high-traffic office at the entrance to Parksville, on Highway 19A. Over 36,000 visitors to the area came into our office last year, with enquiries about business and relocating, as well as tourist attractions and things to do. Many of our local attractions are outside of the City of Parksville, in outlying Regional District Areas, and business people are not only referred to properties within the City, but also Nanoose Bay, Coombs, Errington, etc. Approximately 28% of our 425 members locate their businesses outside of the City of Parksville.

As a result, we think it is important for the RDN to consider some financial support towards its business members through our Chamber of Commerce operations.

Thank you for your consideration of this matter.

Sincerely,

Hugh Sinnott
President

/lt

Jo-ann Chase
627 Johnstone Rd.
Parksville, B.C. V9P 2A5
Tel: (250) 752-1460

May 17, 2004

The Chairperson and Board
R.D.N. Committee of the Whole
6300 Hammond Bay Road
Nanaimo, B.C. V9T 6N2

Dear Sir or Madam,

The accompanying Petition was pursued as it came to our attention that the Developer of the Sumar Lane Development was considering zoning changes to allow for other than single family residential (RS 1).

Information was gained from discussions with:

B.C. Lands and Water (in Victoria)
Regional District of Nanaimo Planning Department
Ministry of Transportation and Highways
French Creek Residents' Association
As well as questions asked of Mr. Hans Heringa at an open meeting of the French Creek Residents' Association on April 28th, 2004.

453 owners and residents in the immediate vicinity were contacted. 437 have signed the petition equaling 96.5%. Comments and suggestions made have been attached for you consideration.

Yours truly,

Jo-ann Chase

Jo-ann Chase
Enclosures:

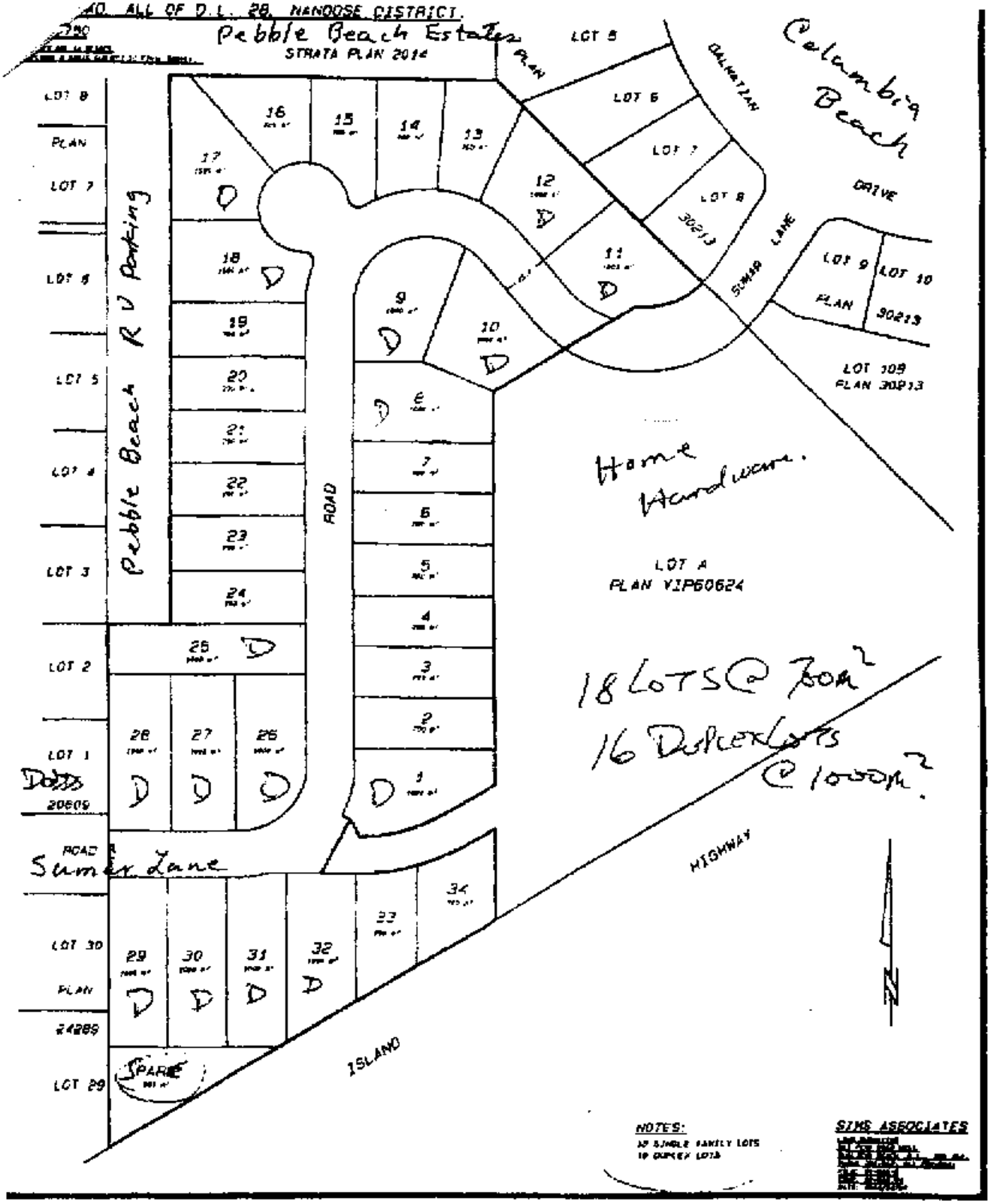
1. Comments and Suggestions
2. Map
3. Pictures
4. Petition

Cc Bob Lapham, General Manager, Development Services, RDN
Cc Nick VanderMolen Ministry of Transportation

Comments and Suggestions Re: Sumar Lane Development

1. People of the greater Johnstone Road, Pebble Beach Estates and Columbia Beach areas have overwhelmingly rejected anything but **single family residences with RS 1 zoning**, as planned in the Regional District of Nanaimo's Offical Community Plans (O.C.P.)
2. Although the Development has zoning for 34 single family residential homes, it has been noted that services for possibly as many as 17 duplexes, appears to have already been installed (pictures).
3. When asked directly at an open public meeting, Mr. Hans Heringa could not guarantee that duplexes would not be built in this development.
4. People repeatedly stated that the area had been carefully researched prior to the purchase of their homes. The semi-rural atmosphere of the area was very important to them and that increasing the population density in this development with anything other than single family residential would have an adverse impact.
5. The people were very concerned about the extra draw on the water system and the extra load on the sewer plant that a higher density development would require.
6. Traffic Load and Safety:
   A. Concerns about the **combination** of:
   - narrowness of the road for the type and amount of traffic
   - a new light post and cement curb creating an obstruction
   - the amount and size of commercial transport trucks (to and from Home Hardware) through this development
   - the volume of local commercial traffic (to and from Home Hardware) through this development
   - the volume of the **future** flow of traffic to and from Columbia Beach through this development, which will be influenced by the eventual intersection light at Johnstone Road and the Old Island Highway
   - added higher than planned population density of this development.

   B. Concerns for safety with regards to:
   - the tightness of the S curve and blind corners near the Columbia Beach entrance
   - **combined** with extra driveways that would be necessary for a higher density development.
7. The Petition has also been discussed at and supported by the French Creek Residents' Association.



Johnstone Road.

The Chairperson
R.D.N. Electoral Area Planning Committee
6300 Hammond Bay Road
Nanaimo, B.C. V9T 6N2

Dear Sir/Madam,

Re: Sumar Lane Subdivision
In French Creek
(Lost Lake Properties Ltd)

We the undersigned, understand that the zoning of this property is designated as Single Family Residential One (RS 1). We object strongly to any change to zoning that would increase the population density of this subdivision!

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON TUESDAY, APRIL 27, 2004, AT 7:00 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
Director D. Haime	Electoral Area D
Director P. Bibby	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director R. Longmuir	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Alternate	
Director B. Dempsey	District of Lantzville
Director L. Sherry	City of Nanaimo
Director R. Cantelon	City of Nanaimo
Director T. Krall	City of Nanaimo
Director B. Holdom	City of Nanaimo

Also in Attendance:

K. Daniels	Chief Administrative Officer
C. Mason	General Manager of Corporate Services
B. Lapham	General Manager of Development Services
N. Connelly	General Manager of Community Services
J. Finnie	General Manager of Environmental Services
N. Tonn	Recording Secretary

DELEGATIONS

Cheryl McDonald and Carolyn Dyment, re Lot 1, Drew Road – Inclusion in the Water, Sewer and Streetlighting Service Areas – Area G.

The delegation was not in attendance.

MOVED Director Westbroek, SECONDED Director D. Haime, that a late delegation be permitted to address the Committee.

CARRIED

Brenda Wilson, Len Walker, James Hooper, re Land and Water BC Application to Amend Electoral Area 'H' OCP.

Ms. Wilson provided the Committee with written and verbal information with respect to the proposed Qualicum Bay/Bowser Golf Resorts. Mr. Walker raised his concerns regarding the amount of water required to maintain a golf course and requested that the Board support the Community Plan. Mr. Hooper noted that no studies have been done to verify that a golf course would be the best use of the property.

Scott Stevens & George Kahle, Northland Power Inc., re Proposed Biomass Fired Power Plant to be Located in Regional District of Nanaimo.

Mr. Stevens and Mr. Kahle provided a visual presentation which included a short description of Northland Power Incorporated, the proposed project for the Nanaimo River area and the benefits to the Regional District such a project would produce.

PRESENTATION

Capt. David Marshall, Mainland Services & Operational Planning, BC Ferries, re "Going Forward With Stability".

Captain Marshall provided a verbal and visual update of British Columbia Ferry Services Incorporated long term plans.

MINUTES

MOVED Director Sherry, SECONDED Director Bartram, that the minutes of the regular Committee of the Whole meeting held March 23, 2004 be adopted.

CARRIED

COMMUNITY SERVICES

RECREATION & PARKS

Regional Parks Plan Review – Terms of Reference.

MOVED Director Holdom, SECONDED Director Bibby,:

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 Proposal 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.

CARRIED

Application to Ministry of Transportation to Develop the El Verano Beach Access – Area B.

MOVED Director Lund, SECONDED Director Hamilton, 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'.

CARRIED

CORPORATE SERVICES

FINANCE

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.

MOVED Director Westbroek, SECONDED Director Sherry,:

1. That "Administration Computer Equipment (2004) Reserve Fund Expenditure Bylaw No. 1377, 2004" be introduced for first three readings.

CARRIED

2. That "Administration Computer Equipment (2004) Reserve Fund Equipment Bylaw No. 1377, 2004" having received three readings be adopted.

CARRIED

3. That "Northern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1379, 2004" be introduced for first three readings.

CARRIED

4. That "Northern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1379, 2004" having received three readings be adopted.

CARRIED

5. That "School District 68 E-911 Reserve Fund Establishment Bylaw No. 1380, 2004" be introduced for first three readings.

CARRIED

6. That "School District 68 E-911 Reserve Fund Establishment Bylaw No. 1380, 2004" having received three readings be adopted.

CARRIED

Operating Results to March 31, 2004.

MOVED Director Krall, SECONDED Director Bartram, that the summary report of financial results from operations to March 31, 2004 be received for information.

CARRIED

Accounting Treatment of Liability Insurance Premiums.

MOVED Director Westbroek, SECONDED Director Biggemann, that the report on accounting treatment of liability insurance premiums be received for information

CARRIED

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

MOVED Director Sherry, SECONDED Director Cantelon, that correspondence in the form attached to the staff report 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.

CARRIED

DEVELOPMENT SERVICES

BYLAW ENFORCEMENT

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

MOVED Director Westbroek, SECONDED Director Bartram, 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 and 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.

CARRIED

ENVIRONMENTAL SERVICES

LIQUID WASTE

Pump and Haul Local Service Area Bylaw No. 975.34 – 653 South Road – Area B.

MOVED Director Sherry, SECONDED Director Lund,:

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 and Haul Local Service Area Amendment Bylaw No. 975.34, 2004" be read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

Waste Management Permit Fee Increase.

MOVED Director Sherry, SECONDED Director Krall,:

1. That the staff 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.

CARRIED

SOLID WASTE

Waste Stream Management Licensing Bylaw.

MOVED Director Sherry, SECONDED Director Longmuir, that the Board direct staff to proceed to public consultation on the final draft of the proposed Waste Stream Management Licensing bylaw.

CARRIED

Solid Waste Management Plan.

Staff were directed to bring forward to the Board meeting, alternate dates for public meetings on the Solid Waste Management Plan, as the current dates noted in the staff report conflict with attendance at FCM.

Director Westbroek requested staff to bring forward appropriate wording to the Board meeting which would reflect the Board's support for a reduction in the amount of packaging currently directed to landfills, and request the Province to encourage manufacturers to investigate more environmentally acceptable packaging practices.

MOVED Director Krall, SECONDED Director Bibby, that the Board direct staff to proceed to public consultation on the final draft of the updated Solid Waste Management Plan.

CARRIED

UTILITIES

San Pareil Water Supply Local Service Area Rates and Regulations Amendment Bylaw No. 1172.03 – Area G.

MOVED Director Westbroek, SECONDED Director Bartram,:

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 m^3 per day respectively (Alternative 1).

2. That "Regional District of Nanaimo San Pareil Water Supply Local Service Area Rates and Regulations Amendment Bylaw No. 1172.03, 2004" be introduced and read three times.

3. That "Regional District of Nanaimo San Pareil Water Supply Local Service Area Rates and Regulations Amendment Bylaw No. 1172.03, 2004" be adopted.

CARRIED

Morningstar Streetlighting Local Service Area Boundary Amendment Bylaw No. 869.05 – Subdivision between Wembley Road and Arrowsmith Way – Area G.

MOVED Director Westbroek, SECONDED Director Sherry,:

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.

CARRIED

West Bay Estates Water LSA Amendment Bylaw No. 929.03 –Nanoose Place – 2925 Northwest Bay Road – Area E.

MOVED Director Bibby, SECONDED Director Hamilton, 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.

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 March 17, 2004 and April 2, 2004 be received for information.

CARRIED

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Biggemann, that the minutes of the District 69 Recreation Commission meeting held April 15, 2004 be received for information.

CARRIED

Transit Business Plan Update Select Committee.

MOVED Director Krall, SECONDED Director Bartram, that the minutes of the Transit Business Plan Update Select Committee meeting held April 15, 2004 be received for information.

CARRIED

MOVED Director Krall, SECONDED Director Holdom, that the Annual Operating Agreement (AOA) with BC Transit be approved.

CARRIED

MOVED Director Krall, SECONDED Director Longmuir, 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.

CARRIED

MOVED Director Krall, SECONDED Director Holdom, that the Hybrid Bus report be received.

CARRIED

MOVED Director Krall, SECONDED Director Cantelon, that the Malaspina University College be approached to discuss an International Student Transit Fee structure.

DEFEATED

Deep Bay Harbour Authority.

Director Bartram reported that the archaeological report is near completion and noted that the pilot wharf and parking projects will go ahead.

Regional Library Board.

Director Bibby announced the opening of a new library in Duncan in early April.

NEW BUSINESS

Descanso Bay Wharf.

The Chairperson noted that the Descanso Bay Wharf officially opened on April 25, 2004 and Director Lund thanked Neil Connelly and Mike Donnelly for all their assistance.

IN CAMERA

MOVED Director Sherry, SECONDED Director Cantelon, 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.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 8:47 PM

_____

CHAIRPERSON

PRIVATE
MANAGED
FOREST LAND
COUNCIL

c/o Agricultural Land Commission – Suite 133 – 4940 Canada Way, Burnaby BC V5G 4K6

April 2, 2004

To: Chief Administrative Officers
Regional Districts & Municipalities

Re: Forest Land Reserve Changes

I am writing to inform you of important changes to the Forest Land Reserve and the Managed Forest program. Note that changes to the Forest Land Reserve will not impact all local governments, as many do not have FLR within their boundaries. The Managed Forest program is province-wide and could include any private forest lands that meet the assessment criteria.

As you may recall, in 2002 the Provincial government decided the Forest Land Reserve did not adequately serve the public interest and should be eliminated. A number of changes were made that year, including the removal of land use restrictions from the *Forest Land Reserve Act*.

In November of 2003 the *Private Managed Forest Land Act* (Bill 88) was passed by the BC Legislature. When fully implemented over the next few months, the *Act* and associated regulations will mean that:

- The Private Land Forest Practices Regulation will be replaced with regulations under the new *Act* that set similar standards;
- The new Private Managed Forest Land Council will assume the role of the Agricultural Land Commission with respect to the Private Land Forest Practices Regulation. The Council will be comprised of representatives from government and Managed Forest landowners;
- The *Forest Land Reserve Act* will be repealed and the Forest Land Reserve will cease to exist;
- The Managed Forest assessment classification will be continued;
- Landowners may voluntarily enter or exit the Managed Forest program, which will offer incentives for the long-term management of land for forestry; and
- The forest management rights and obligations provided for in the past will remain in effect for land assessed as Managed Forest.

...2

I have been appointed Chair of the transition Private Managed Forest Land Council. A full Council will be established within the next six months. It will include two Managed Forest owner representatives nominated and elected by Managed Forest landowners. The Provincial government is providing transition support to aid in the establishment of the new program; however, the Private Managed Forest Land Council will eventually be funded by an annual administration fee shared between all Managed Forest owners.

Impact on Local Governments

- Land use and subdivision restrictions of the Forest Land Reserve were eliminated in November 2002; the responsibility for regulating subdivision and land use returned to local governments, subject to a constraint on their ability to restrict forest management activities. When the FLR is phased out in its entirety this year, properties within the FLR that are not assessed as Managed Forest will be entirely subject to local government land use and subdivision control.

- The Provincial government has committed to maintain the right to practice forest management on private lands within the Managed Forest classification. Local governments will not be permitted to adopt bylaws that would restrict forest management activities relating to timber production and harvesting on Managed Forest lands.

- Local governments may need to review and possibly amend existing Official Community Plans and zoning bylaws to reflect the changes outlined above.

- The Managed Forest program will continue to provide property assessment values that are generally lower than for other classes such as Residential, in exchange for landowners committing to the reforestation of private lands and the protection of key environmental values. The Managed Forest program will not create any new tax-based incentives, and will not impact local governments' ability to set local property tax rates.

For further information, please visit our website at www.alc.gov.bc.ca to view key dates, timelines and a list of "Frequently Asked Questions". If you have additional questions please contact Gary Hall, Policy Planner at 604.660.7013.

Sincerely,

K.B. Miller, Chair
Private Managed Forest Land Council

REGIONAL DISTRICT OF NANAIMO

REGIONAL DISTRICT OF NANAIMO

APR 22 2004

CHAIR		GMCrS	
CAO		GMDS	
GMS		GMES	

MEMORANDUM

TO: C. Mason
General Manager, Corporate Services

DATE: April 21, 2004

FROM: M. Moody
Manager, Information Services

FILE:

SUBJECT: Asset Disposal Policy A2.12 Amendment

PURPOSE:

To consider an amendment to the District's asset disposal policy that will enable the Regional District to provide donations to Literacy Nanaimo and to School Districts 68 & 69 for educational purposes.

BACKGROUND:

The Regional District currently has all desktop computers and related equipment (printers, scanners etc) on a 6 year replacement schedule. After 6 years, computer equipment may be continued to be used by the Regional District for training purposes and it is then taken out of service and disposed of through public auction. This is in accordance with our Asset Disposal Policy A2.12.

The Information Services Department occasionally gets requests from organizations and from local schools looking for used computer equipment to support various school education programs. Literacy Nanaimo is an organization that operates a program for promoting literacy by refurbishing older computer equipment, installing an operating system and basic software and then re-distributing the equipment to schools and non-profit organizations in need. The School Districts have acknowledged that their schools also welcome surplus equipment for educational programs that are offered from time to time.

The District has surplus computer equipment in storage that is being replaced as part of the computer equipment replacement schedule which could be used for this purpose. In recent years the amount recovered from auction sales is very small – having the option to donate equipment for educational purposes would ensure a continued broader community benefit.

ALTERNATIVES:

1. Amend the disposal policy to allow the Regional District to dispose of computer and computer related equipment either by auction or by offering it to Literacy Nanaimo or to School Districts 68 & 69 for educational purposes.

2. Amend the disposal policy to allow the Regional District to dispose of computer and computer related equipment either by auction or by offering it to non-profit organizations for worthwhile community purposes.

3. Do not amend the disposal policy and continue to only send used computer and computer related equipment to public auction.

FINANCIAL IMPLICATIONS:

The computer equipment that has been sold at public auction over the last few years has had minimum re-sale value. Consequently, donating some equipment for educational purposes will not have any financial impact on the Regional District. It would ensure that the equipment is being used for a broader community benefit.

Under alternative one, equipment would only be offered to Literacy Nanaimo or to School Districts 68 and 69 for use in local schools. The administration of this approach would be simple as it would ensure that the equipment is either going directly to local schools for educational purposes, or to Literacy Nanaimo, who will ensure on the District's behalf that the equipment is distributed on this basis.

Alternative two proposes that the donation of computer equipment would be made broadly available to non-profit organizations. This alternative will require the Regional District to advertise and evaluate proposals based on the merits of the proposed use by the community organization.

CONCLUSIONS:

The Information Services Department occasionally gets requests from organizations and local schools looking for used computer equipment to support various programs. Computers and computer related equipment are on a 6 year replacement cycle. The resale value of this equipment at public auction has been minimal. Our current policy requires this equipment to be sent to auction for resale. Staff are recommending that the policy be amended to enable the Regional District the option of donating used computer equipment to organizations where it will provide a worthwhile community benefit. Alternative one is recommended which proposes to donate equipment to Literacy Nanaimo or to School Districts 68 and 69 for educational purposes. Both School Districts and Literacy Nanaimo have indicated their support in this initiative. Equipment that cannot be used by these organizations would continue to be sent to public auction.

RECOMMENDATION:

That Asset Disposal Policy A2.12 be amended to enable the Regional District to donate computer and computer related equipment that has been replaced under our 6 year replacement schedule to Literacy Nanaimo or to School Districts 68 & 69 for educational purposes.

Report Writer

General Manager Concurrence

C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

MEMORANDUM

TO: C. Mason
General Manager, Corporate Services

DATE: May 17, 2004

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: **2003 Financial Information Report**

PURPOSE:

To present the 2003 Financial Information Report required pursuant to the *Financial Information Act*.

BACKGROUND:

In addition to annual audited financial statements, local governments in British Columbia must produce each year on or before June 30th, certain additional financial information in booklet form. The *Financial Information Act* requires the following:

- A management report outlining the roles and responsibilities of the Board, the auditors and management staff.
- Consolidated balance sheet, income statement and notes to the audited financial statements.
- A schedule of long term debt.
- A schedule of sinking fund balances for long term debt.
- A schedule of Director's remuneration and expenses.
- A schedule of Employee remuneration and expenses (over $75,000).
- A schedule of Supplier payments for goods and services (over $25,000).

The Financial Information Report must be received and approved by the Board and be forwarded to the Ministry of Community, Aboriginal and Women's Services.

The attached booklet contains the statutory information necessary to comply with the Act.

ALTERNATIVES:

There are no alternatives to this requirement.

FINANCIAL IMPLICATIONS:

The booklet is available for purchase at a cost of $5.00.

SUMMARY/CONCLUSIONS:

Local governments in British Columbia must produce each year, on or before June 30th, a booklet containing certain statutory financial information. The information includes extracts from the audited financial statements, schedules of Director and employee remuneration, schedules of long term debt and supplier payments for goods and services. The report must be received and approved by the Board and be forwarded to the Ministry of Community, Aboriginal and Women's Services. The 2003 report is submitted herein.

RECOMMENDATION:

That the 2003 Financial Information Act report be received and approved.

Report Writer

General Manager Corporate Services

C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

REPORT UNDER THE

FINANCIAL INFORMATION ACT

FOR THE YEAR ENDED

DECEMBER 31ST, 2003

REGIONAL DISTRICT OF NANAIMO

The information contained in this booklet represents the Regional District of Nanaimo's filing under the *Financial Information Act* for the year ended December 31st, 2003.

The financial summary information included in this report is extracted from the annual audited financial statements prepared by the Regional District. The full text of the financial statements may be obtained from the Regional District offices or through its website at www.rdn.bc.ca – Corporate Services – Finance. A fee is payable for information provided in hard copy.

Additional information included in this booklet includes:

- Schedule of Remuneration and Expenses Paid to Elected Officials and Other Committee Members
- Schedule of Remuneration and Expenses Paid to Employees and Officers exceeding $75,000
- Reconciliation of Remuneration Paid to expenditures reported in the Annual Report
- Statement of Severance Agreements
- Schedule of Payments to Suppliers exceeding $25,000
- Schedule of Grants and Contributions
- Reconciliation of Payments to Suppliers to expenditures reported in the Annual Report

REGIONAL DISTRICT OF NANAIMO
2003 FINANCIAL STATEMENTS
REPORT FROM THE MANAGER FINANCIAL SERVICES

On behalf of the management team and the finance department of the Regional District of Nanaimo I am pleased to submit our 2003 Annual Financial Report. Included in this report are the Financial Statements of the Regional District of Nanaimo for the fiscal year ended December 31, 2003 pursuant to Section 167 of the British Columbia *Community Charter*. These consolidated statements have been prepared in accordance with the Public Sector Accounting and Auditing Board (PSAAB) recommendations for statement presentation. The presentation consolidates transactions and commitments from the General Revenue Fund, the Capital and Loan Fund, and the Reserve Fund. The objective of the statements is to fairly present the financial position of the Regional District. The firm of Meyers, Norris, Penny LLP has audited the Consolidated Financial Statements and provided an unqualified audit opinion.

The purpose of the Annual Financial Report is to present to readers a clear insight into the financial results for the year. The Report is divided into three sections for your convenience:

Financial Section – presents the consolidated financial statements and notes to the financial statements

Supporting Schedules Section – Presents the results of the General Revenue, Capital and Reserve funds as well as schedules showing the revenues and expenditures of each individual function delivered and managed by the Regional District

Financial and Operational Statistics Section – Presents a variety of statistical summaries and pictorial representations of both current and historical operating results

Who Are We

The Regional District of Nanaimo (RDN) is one 27 regional governments in B.C. The RDN provides and coordinates a range of services in both urban and rural areas, depending on local needs. Regional Districts are B.C.'s way of ensuring that all residents have access to commonly needed services, regardless of where they live.

The RDN's responsibilities and services include regional and community planning, public transit, liquid and solid waste management, water, sewer and streetlighting utilities, recreation and parks, building inspection, bylaw enforcement, general government administration and elections, fire protection and emergency planning.

While Regional Districts prepare budgets and finance their operations under legislation that is very similar to municipalities in British Columbia, the reporting of financial results is more complex. Regional District services are paid for by groups of taxpayers. In some cases municipalities and electoral areas will contribute on a combined basis, in other situations only electoral areas will pay for a service, some services are paid for by a single electoral area and finally, some services are paid for at a local neighborhood level. In short there is no single representative taxpayer in a Regional District.

Geographic size and demographics

The Regional District of Nanaimo is one of the fastest growing regions in British Columbia, Canada with a population of more than 131,000 people and some of Vancouver Island's most liveable communities. Located on Vancouver Island, its boundaries stretch from Cassidy, just south of the Nanaimo airport, to Deep Bay in the north, and inland to Mount Arrowsmith. It also includes Gabriola and adjacent islands.

The Regional District of Nanaimo had a population of 127,016 in 2001. In 2001, twenty-eight percent (36,045) of the residents in the region lived in electoral areas and seventy-one percent (90,244) of the residents in the region lived in municipalities, allocated as follows:

Electoral Area	
A	6,423
B	3,522
C	929
D	4,656
E	4,820
F	5,546
G	7,041
H	3,108
Sub-Total	**36,045**

Municipality	
City of Nanaimo	73,000
City of Parksville	10,323
Town of Qualicum Beach	6,921
Sub-Total	**90,244**

Indian Reserves	
Nanaimo 1	238
Nanaimo 2	20
Nanaimo 3	33
Nanaimo 4	158
Nanoose	207
Qualicum	71
Sub-Total	**727**

Total Population	**127,016**
Source: Statistics Canada, www.statscan.ca (2001 Census)	

In 2001 Vancouver Island had a higher percentage of its residents in every age category over 45 years of age. The Town of Qualicum Beach has been recognized as one of the oldest communities by age in Canada. In 2001 16% of the population on Vancouver Island resided in households where the age was 65 years or older, compared to the British Columbia average of 13%. At present the demographics in the Regional District of Nanaimo are very reflective of Vancouver Island as a whole, meaning that more and more residents have fixed incomes. At the same time, 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 on average of approximately 2.8% per year.

The source of income for households on Vancouver Island shows a reliance on government transfers, which can be attributed in part to the concentration of seniors in the population statistics:

Source of Total Income	British Columbia	Vancouver Island
Employment	75.8%	68.9%
Government transfers	11.8%	14.4%

Economic Indicators

- Gross Domestic Product for the Province of BC grew by 2.4% in 2002 (latest date for which statistics are available); this compares to a -.1% decline in 2001 and a 3.3% increase in 2002 for the country as a whole
- British Columbia Consumer Price Index (CPI) increase in 2003 was 2.2% (1.8% excluding Food & Energy); for the Greater Vancouver area CPI increased by 2.0% and for the Greater Victoria area on Vancouver Island the CPI change measured 2.2% compared to increases in 2002 of 2.3%, 2.2% and 2.7% respectively.
- Provincial unemployment was 7.7% (2002 - 8.5%), while the rate across Canada was 7.4% (2002 - 7.7%)
- Construction permit values in the unincorporated electoral areas of the Regional District climbed to $67M from $55M in 2002 an increase of 21%
- Single family dwelling starts totalled 339 compared to 281 in 2002
- Multi-family dwelling units totalled 44 compared to none in 2002

The local economy has enjoyed a mini-boom due to the buoyant housing and development market of the last 15 to 18 months. However, global, national and provincial events were not lost on the local economy. The softwood lumber dispute, falling interest rates, a volatile currency, increases in energy costs and some slowdown in economic activity in the United States have had an impact on businesses in our community.

The economy of the Regional District has changed significantly in the last ten years and reflects the trends on Vancouver Island generally. The following tables show an increasing reliance on retail and service oriented industries and occupations.

Top Industries	British Columbia	Vancouver Island
Retail	11.6%	12.2%
Health Care	10.0%	12.0%
Accommodation and Food Services	8.3%	8.5%
Manufacturing	10.0%	6.6%
Public Administration	6.0%	10.0%
Source: BCStats www.gov.bc.ca		

Organization and Business Planning

The Regional District's operations are divided into four divisions:

Community Services is responsible for:

Parks, recreation and culture
Pubic transportation
Regional Growth Management

Corporate Services is responsible for:

General government administration
Information systems
Human Resources
Financial administration
Electoral Area elections
Fire and Emergency E911 Services

Development Services is responsible for:

Development planning and permits
Building inspection services
Bylaw enforcement services
Emergency planning

Environmental Services is responsible for:

Wastewater treatment
Garbage collection, disposal & recycling
Water, sewer and streetlighting services
Environmental planning

Financial Overview

2003 was a challenging year. The Regional District continues to experience a period of strong development growth as a result of historically low interest rates and competitive land prices. As most of this growth is in the residential property class it has a direct effect on the demand for services. Revenues from Permit Fees, which exceeded both the budget and the comparative 2002 results, reflected this (Page 16). Collection of Development Cost Charges was $1.5M almost double the amount in 2002 and a historical high.

Although the decline in interest rates buoyed development it has had a negative impact on investment and interest earnings as a source of revenue to the General Government Administration function. Even though we have exceeded our estimates for investment yields and exceeded the budget forecast, investment earning has been declining in amount and yield.

The Regional District's service levels were generally maintained despite several years of holding tax increases to the cost of living or less and in the face of increased demands for service, particularly, as mentioned above in the development processing and building inspection services.

Financial Results

The discussion and analysis of financial performance for the Regional District is an overview of the financial activities for the year ended December 31, 2003. This commentary should be read in conjunction with the Consolidated Financial Statements, the Notes to the Consolidated Financial Statements and the supporting statements and schedules.

The 2003 financial statements are prepared on a fund basis. These consist of the Revenue Fund, Capital Fund and Reserve Fund. The Consolidated Financial Statements are intended to report on transactions conducted externally and therefore, eliminate financial transactions between funds and interdepartmental transfers. This is in conformance to the recommendations of the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

Consolidated Statement of Financial Position (Page 3)

The Statement of Financial Position or balance sheet shows the status of assets and liabilities as at December 31st. The Regional District had a net liability position at December 31, 2003 of $9,849,532 (2002 $5,113,810). The increase is in part a result of receiving Development Cost Charges of $1.5M in 2003, which while collected under the authority of a reserve fund bylaw are considered to be held for future capital obligations and are unavailable for general use. The balance of Unfunded Liabilities declined in 2003. This line item accounts for certain contractual retirement benefits and costs recognized as our landfill capacity is used. The contractual retirement benefits are considered to be fully funded at this time, leaving only the amounts necessary to close and maintain the Regional landfill as required by the laws of British Columbia. Closure costs are estimated at $2.2M of which $.7M has been set aside in reserves. Annual maintenance costs are estimated at $3.6M and are expected to be funded annually on a pay as you go basis once the landfill is decommissioned.

The net liability for outstanding Long Term Debt declined by $1.65M to $18.3M. The major capital project in 2003 was the construction of a twin ice arena multiplex in the City of Parksville. Current cash reserves have been used to pay for this project which cost $8.12M. The Town of Qualicum Beach, one of the participants in this service has indicated that it intends to prepay its share of the long term debt, thereby reducing the overall cost not only to itself but to taxpayers in the City of Parksville and Electoral Areas E,F,G and H. Debt financing of approximately $5.3M will appear either in 2004 or 2005.

Total fund balances or the Equity Position declined from $22.4M in 2002 to $15.4M in 2003. This change is entirely a result of the temporary internal financing from cash on hand of the construction costs of Oceanside Place, the new arena multiplex.

Consolidated Statement of Financial Activities (Page 4)

The Statement of Financial Activities provides a summary of the types of services that funds are expended on. In general terms the Regional District is largely a provider of hard services including solid and liquid waste disposal facilities, water and sewer collection and distribution systems, transit buses, recreation facilities and fire protection assets.

This statement also includes estimates for the future expenditures related to using landfill capacity, as if those dollars had been spent today. The line item "Environmental Services" includes a reduction of $ .9M for these costs. The reduction resulted from new capacity, which will be created by building a berm around a portion of the landfill face. The amount of capacity used was estimated at 47% in 2003 compared to 85% in 2002

General Revenue Fund - Schedule of Revenues and Expenditures (Page 15)

The General Revenue Fund is often referred to as the Operating Fund. The Revenue Fund provides for the expenditures to operate the Regional District and generates the revenues associated with the provision of services and the maintenance of assets. The approvals for expenditures and setting of taxation and fee rate structures are a major part of the annual financial planning and business plan review process.

Total Revenues of $44.9M exceeded 2002 by $15.8M or 3.6%. Revenues are primarily derived from Property Taxation, which in 2003 was $21.5M or 47.9% of revenues. Revenue from own sources (transit fares, permit fees, user rates, disposal fees) totalled $24.8M or 33.6% of revenues. Interest and investment income was $.3M or .7%, Provincial Grants accounted for $3M or 6.9% and the remaining 10.9% was a result of Grants in Lieu and Prior Year Surpluses. Regional Districts must bring forward prior year surpluses into the current year unless they have been appropriated through a reserve fund bylaw. This practice differs from municipal accounting, whereby prior year surpluses are often appropriated for unusually cyclical operating costs such as snow removal.

The Revenue Fund operating expenditures totalled $33.9M compared to $31.7M in 2002. This represents an increase of $2.2M or 6.9%. The most significant contributors to the expenditure growth were labour costs ($.9M) and capital costs ($2.1M).

Capital Fund – (Pages18to 20)

The Capital Fund provides for the acquisition, construction or improvement of engineering structures, buildings, office equipment, technology, vehicles, operating equipment and land. The benefits of these expenditures are expected to last for a period beyond one year. Many capital expenditures are not completed in the year they are budgeted for various reasons. It is, therefore, difficult to make a comparative budget analysis from year to year.

In 2003 financing for capital expenditures was primarily from property taxes and user rates, development fees and reserves.

Capital expenditures in 2003 were $3.9M compared to a budget of $5.5M. Major expenditures were:

- $941,000 – Southern Community Wastewater Treatment Plant improvements
- $225,000 – Northern Community Wastewater Treatment Plant improvements
- $1,030,000 – Solid Waste (Regional Landfill) gas collection system construction
- $105,000 – Fairwinds Water system improvements
- $115,000- Nanoose Bay Water system improvements
- $100,000- Information Systems equipment
- $492,000- Administration headquarters building addition and retrofit

Unfunded capital expenditures at December 31, 2003 are $7.5M as a result of the construction of Oceanside Place, a twin ice arena multiplex facility. Long term debt is forecast to be secured in 2005.

Schedule of Reserve Fund Balances (Pages 22 to 23)

This schedule shows the activity which was recorded in each of the separate reserve funds established by the Board. Highlights of 2003 activity include:

	2003	2002
Development contributions	$ 68,647	$ 62,038
Contributions from Revenue Fund	1,628,646	546,275
Interest earned	526,051	473,144
Funds applied to approved expenditures	2,133,816	2,168,584

Reserves are a useful financial management tool for the replacement of infrastructure. The challenge is in determining how many dollars of capital replacement should be paid for by existing property owners and how much should be paid by taxpayers yet to come. Debt financing tends to shift capital costs to future taxpayers who will use the asset. Where populations are mobile it is a great challenge to attribute capital costs to the generation which will place demands on them. Reserves are often considered a pay as you go methodology – it may take longer to generate the full cost of a project but the long term cost is reduced by not having to pay interest while the asset is being used up.

Outlook

The Regional District remains in sound financial health. Cash reserves are highly liquid and sufficient to meet any emergency. Reserve funds are increasing slowly, which reflects our interest in minimizing tax increases. On the bright side, many services will be debt free within the next five years - $13.6M in outstanding debt out of a total of $19.9M will be retired by 2009. Some of this debt will be replaced by about $8M in new borrowing projected in the financial plan, but the general trend at present is for a net reduction in debt servicing for many local services. By 2013 a further $10.2M will be retired. This will provide further budget room to increase the savings rate in reserves or if the economies are right, to borrow for capital improvements.
For a government, its financial health is measured by sustainability, vulnerability and flexibility in the context of overall economic and financial environment. Financial activities accrue benefits to society as a whole and measurement of these benefits is much broader than in financial terms. The Regional District faces the challenge of financing capital infrastructure within the means of a relatively high proportion of fixed income families. This may mean that upgrades occur somewhat more slowly, so that current debt obligations can be retired before new ones are assumed. If population growth continues we expect continued expansion of economic activity and diversification providing the sustainable basis for service delivery in the Regional District.

Conclusion

The annual report and financial statements have been prepared within the framework of the accounting policies applicable to local government entities and present, in all significant respects, the financial position of the Regional District of Nanaimo as at December 31, 2003.

I would like to take this opportunity to thank Mr. Wayne Thexton, CGA, Senior Accountant for his oversight and management of the annual audit and to extend my thanks on behalf of the Finance Department to members of the Board, to the Management team and to all Regional District employees for their support in achieving the 2003 results.

N.Avery, C.G.A
Manager Financial Services

MANAGEMENT RESPONSIBILITY FOR FINANCIAL REPORTING

The information in this Annual Report is the responsibility of management. The consolidated statements have been prepared in accordance with the Public Sector Accounting and Auditing Board (PSAAB) recommendations.

The Regional District maintains a system of internal accounting controls designed to provide reasonable assurance for the safekeeping of assets and the reliability of financial records. The audit firm of Meyers Norris Penny LLP, the Regional District's independent auditors, have audited the accompanying financial statements. Their audit opinion letter is incorporated in the financial statements.

In management's opinion, these statements have been properly prepared within the framework of the accounting policies summarized in Note 1 to the financial statements and fairly present the financial position of the Regional District of Nanaimo as at December 31, 2003.

N. Avery, C.G.A.
Manager of Financial Services

MEYERS NORRIS PENNY LLP

AUDITORS' REPORT

To the Members of the Board
Regional District of Nanaimo

We have audited the consolidated statement of financial position of the Regional District of Nanaimo as at December 31, 2003 and the consolidated statements of financial activities and changes in financial position for the year then ended. These financial statements are the responsibility of the management of the Regional District. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Regional District as at December 31, 2003 and the results of its operations and the changes in its financial position for the year then ended in accordance with Canadian generally accepted accounting principles for British Columbia municipalities. As required by the Local Government Act (British Columbia), we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Our audit was made for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The supplementary information, including schedules presented on pages 15 through 41, is presented for purposes of additional analysis. Such supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the consolidated financial statements taken as a whole.

Meyers Norris Penny LLP

Nanaimo, B.C.

CHARTERED ACCOUNTANTS

February 20, 2004

CHARTERED ACCOUNTANTS & BUSINESS ADVISORS
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REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2003

	2003	2002
Financial Assets		
Cash and short-term deposits (Note 2, Pg. 5)	$ 10,604,715	$ 11,306,294
Accounts receivable (Note 3)	3,902,030	2,591,962
Investments (Note 4)	12,814,714	16,607,045
Other assets (Note 5)	116,236	253,438
	27,437,695	30,758,739
Financial Liabilities		
Short-term loans (Note 6)	666,135	810,940
Accounts payable (Note 7)	3,952,403	1,943,430
Other liabilities (Note 8)	1,697,946	1,499,941
Unfunded Liabilities (Note 9)	5,885,135	6,758,073
Deferred revenue (Note 10)	6,413,919	4,914,914
Obligation under capital lease (Note 13)	377,807	-
Long-term debt (Notes 11, 12, Pg. 41)	34,219,705	36,075,049
Less: Municipal Debt (Note 11)	(15,925,823)	(18,129,798)
	37,287,227	35,872,549
Net Financial Assets (Liabilities)	(9,849,532)	(5,113,810)
Capital Assets		
Tangible capital assets (Pg. 21)	108,967,396	95,187,943
Assets under capital lease (Note13)	429,640	-
	109,397,036	95,187,943
Net Position	$ 99,547,504	$ 90,074,133
Regional District Equity Position		
General Revenue Fund	$ 6,096,468	$ 6,932,543
Capital Fund	(6,610,539)	224,706
Reserves	15,887,498	15,243,205
Fund Balances (Note 15)	15,373,427	22,400,454
Equity in Tangible Capital Assets (Pg. 19)	90,059,212	74,431,752
Unfunded liabilities (Note 9)	(5,885,135)	(6,758,073)
Regional District Equity Position	$ 99,547,504	$ 90,074,133

APPROVED:

See notes to consolidated financial statements

Treasurer

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2003

	Budget	2003	2002
Revenues			
Property taxes	$ 21,500,047	$ 21,500,047	$ 20,469,527
Grants in lieu of taxes	97,275	263,444	168,781
Operating grants	3,702,961	3,076,110	3,806,706
Operating revenues	14,131,756	14,208,803	13,281,611
Developer contributions	165,410	366,898	142,732
Other	259,360	943,281	1,258,717
Interest on investments	806,143	909,880	764,590
Debt recoveries from member municipalities	2,511,030	2,414,913	2,788,807
MFA debt surplus refunds	-	160,965	27,846
	43,173,982	43,844,341	42,709,317
Expenditures			
General government services	3,476,412	1,990,542	1,708,467
Planning and development	2,223,288	1,942,563	1,985,004
Environmental services	20,316,976	14,239,842	17,902,591
Utility services	3,049,170	2,466,849	2,779,292
Transportation services	9,408,829	8,970,067	9,245,025
Protective services	2,306,051	2,072,173	1,756,303
Parks,recreation and culture	14,050,294	14,053,455	7,957,517
Debt payments for member municipalities	2,511,030	2,414,913	2,788,807
	57,342,050	48,150,424	46,123,006
Net Revenues (Expenditures)	(14,168,068)	(4,306,083)	(3,413,689)
Add:			
Financing activities			
Reduction in Obligation under capital lease	-	(51,833)	-
Short-term and long-term debt issued	6,461,000	379,509	898,250
Trade payable repayments	-	-	(8,967)
Debt actuarial adjustments	(500,861)	(517,572)	(449,938)
Debt principal repayments	(1,658,655)	(1,658,110)	(1,476,363)
Increase (Decrease) in long-term financing	6,301,484	(1,848,006)	(1,037,018)
Unfunded expenditures:			
Employee benefits	-	-	(77,275)
Landfill closure and post closure costs	-	(672,938)	4,041,834
	-	(672,938)	3,964,559
Change in Fund Balances (Note 15)	$ (7,866,584)	(7,027,027)	(486,148)
Fund Balances, beginning (Pg 3)		22,400,454	22,886,602
Fund Balances, ending (Pg 3)		$ 15,373,427	$ 22,400,454

APPROVED:

Treasurer

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF CHANGES IN FINANCIAL POSITION
FOR THE YEAR ENDED DECEMBER 31, 2003

	2003	2002
Operations		
Net operating revenue	$ (4,306,083)	$ (3,413,689)
Decrease (increase) in accounts receivable	(1,310,068)	(15,088)
Decrease (increase) in long term investments	3,792,331	(7,599,205)
Decrease (increase) in other assets	137,202	(107,425)
Increase (decrease) in accounts payable	2,008,973	(157,184)
Increase in deferred revenues	1,499,005	915,471
Increase in other liabilities	198,005	124,439
Increase (decrease)in unfunded liabilities	(872,938)	3,964,559
Net increase (decrease) in cash from operations	1,146,427	(6,288,122)
Financing		
Short and long-term debt issued	379,509	898,250
Debt actuarial adjustments	(517,572)	(449,938)
Repayment of capital lease obligation	(51,833)	-
Repayment of short and long-term debt	(1,658,110)	(1,476,363)
Net increase (decrease) in cash from financing	(1,848,006)	(1,028,051)
Net change in cash and cash equivalents	$ (701,579)	$ (7,316,173)
Cash and short-term deposits, Beginning	11,306,294	18,622,467
Cash and short-term deposits, Ending (Note 2, Page 3)	$ 10,604,715	$ 11,306,294

APPROVED:

Treasurer

See notes to consolidated financial statements

The Regional District was incorporated in 1967 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of district wide local government services to the residents of eight unincorporated electoral areas and four municipalities within its boundaries. These services include general government administration, bylaw enforcement, planning and development services, building inspection, fire protection and emergency disaster planning, public transportation, parks and recreation, water distribution and sewer collection, wastewater disposal, solid waste collection and disposal and street lighting.

The financial operations of the Regional District are divided into three funds; capital fund, general revenue fund and reserve fund. For accounting purposes each fund is treated as a separate entity.

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of presentation

The Regional District follows accounting principles generally accepted for British Columbia local governments.

Consolidated financial statements have been prepared in accordance with the recommendations of the Public Sector Accounting and Auditing Board (PSAAB). The consolidated financial statements include the activities related to all funds belonging to the one economic entity of the Regional District.

(b) Short-term investments

Short-term investments are carried at cost which approximates market value.

(c) Long-term investments

Long-term investments are carried at face value as it is the intention of the Regional District to hold these instruments to maturity. Any premium or discount has been amortized on a straight line basis using the earlier of the date of maturity or call date.

(d) Inventories

Inventories are valued at cost.

(e) Tangible capital assets

Tangible capital assets are stated at cost and include assets financed from annual operating budgets, short-term and long-term debt and lease obligations. Tangible capital asset purchases are included in the expenditures section of the consolidated statement of financial activity (Page 4). Depreciation is not charged on tangible capital assets in accordance with generally accepted accounting principles for local governments in British Columbia.

(f) Debt charges

Interest is charged against current operations in the periods in which payment is made. In addition debt interest of $259,921 (2002, $269,804) was accrued in accordance with Public Sector Accounting recommendations published by the CICA.

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Debt charges (continued)

Long-term debt denominated in a foreign currency is recorded in the accounts at par value with the Canadian dollar.

Gains and losses resulting from changes in exchange rates are recorded when they are realized.

(g) Financial Instruments

Financial instruments consist of cash and short-term deposits, accounts receivable, investments, short-term loans, accounts payable, obligations under capital lease, other liabilities, unfunded liabilities and long-term debt. Unless otherwise noted, it is management's opinion that the Regional District is not exposed to significant interest, currency or credit risk arising from these financial instruments

(h) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Significant areas requiring management estimates relate to the determination of employee retirement and landfill closure and post closure liabilities, collectibility of accounts receivable and provisions for contingencies. Actual results may vary from those estimates and adjustments will be reported in operations as they become known.

2. CASH AND SHORT-TERM DEPOSITS

In 2003, all cash and short-term deposits were held by the General Revenue Fund. Interest income has been allocated to the Reserve Fund and the Capital Fund based on the relative equity in each Fund.

3. ACCOUNTS RECEIVABLE

	2003	2002
Province of British Columbia	$1,149,015	$ 558,708
Government of Canada	303,391	155,604
Regional and local governments	801,902	403,904
Accrued investment interest	150,010	276,967
Developer DCC instalment payments	350,450	138,872
Solid Waste commercial accounts	571,662	619,922
Utility services customers	202,098	165,582
Other trade receivables	373,502	272,403
	$3,902,030	$ 2,591,962

4. INVESTMENTS

CIBC fixed floater instrument with a face value of $1,000,000, coupon rate 7.4%, yielding 5.1% annually if held to maturity. Initial maturity January 31, 2006 extendible, if not called by the issuer, to 2011 at a rate equivalent to the 90 day Bankers Acceptance rate plus 100 basis points.

TD Bank fixed floater instrument with a face value of $2,800,000, coupon rate 6.0%, yielding 5.1% annually if held to maturity. Initial maturity July 26, 2006 extendible, if not called by the issuer, to 2011 at a rate equivalent to the 90 day Bankers Acceptance rate plus 100 basis points.

HSBC Bank Series A bond with a face value of $1,931,000. Interest is payable semi-annually at 5.6% maturing June 14, 2012.

Royal Bank bond with a face value of $1,906,000, coupon rate 6%, yielding 3.73% if held to maturity. Interest is payable monthly. Initial maturity is October 12, 2004 extendible, if not called by the issuer, to 2009 at a rate equivalent to the 90 day Bankers Acceptance rate plus 100 basis points.

Export Development Corporation bond with a face value of $2,000,000 and coupon rates of 3.75% to 7.6%. Interest is payable semi-annually with an initial maturity date of November 27, 2003 extendible at the issuer's call to 2009.

Manitoba step-up note with a face value of $3,000,000 and coupon rates of 3.7% to 5.4%. Interest is paid semi-annually with an initial maturity date of October 1, 2004 extendible at the issuer's call to 2008.

	Investment	Unamortized Purchase price	Accrued Interest	Accounting Value	Market Value at December 31, 2003
CIBC	7.4% floater bond	$ 1,045,393	$ 31,019	$ 1,076,412	$ 1,112,919
TD	6.0% floater bond	2,860,621	72,723	2,933,344	3,044,363
HSBC	5.6% bond	1,969,478	5,037	1,974,515	2,029,883
RB	6.0% floater bond	1,939,222	6,267	1,945,489	1,957,776
EDC	3.75% extendible bond	2,000,000	6,986	2,006,986	2,002,986
MAN	3.7% extendible note	3,000,000	27,978	3,027,978	2,979,074
		$ 12,814,714	$ 150,010	$12,964,724	$13,127,001

5. OTHER ASSETS

	2003	2002
Inventories	$ 19,387	$ 18,396
Prepaid expenses	48,224	186,417
Security deposits	48,625	48,625
	$ 116,236	$ 253,438

6. SHORT-TERM LOANS

Demand loan of $5,420 (original value $27,500), payable at $460 per month plus interest at Royal Bank prime rate for radio system improvements for the Handydart custom transit service. The loan will be repaid in full in 2004.

Demand loan of $20,715 (original value $22,600), payable at $377 per month plus interest at Royal Bank prime rate for a regional parks vehicle. The loan will be repaid in 2008.

Non-interest bearing loan with the Coastal Community Credit Union in the amount of $640,000 (original value $800,000), payable at $160,000 per year to 2007. The proceeds were used to purchase land for a community park on Gabriola Island in 2002. The loan is secured by the land.

7. ACCOUNTS PAYABLE

	2003	2002
Payable to Provincial Government	$ 243,538	$ 382,412
Payable to other local governments	145,350	268,811
Trade and other payables	3,563,515	1,292,207
	$3,952,403	$ 1,943,430

8. OTHER LIABILITIES

	2003	2002
Wages and benefits payable	$1,551,782	$ 1,379,869
Permit deposits	146,164	120,072
	$1,697,946	$ 1,499,941

9. UNFUNDED LIABILITIES

Unfunded liabilities are future expenditures which have not been funded by current budget allocations. The expenses are related either to contractual obligations, as in the case of employee retirement benefits or are the result of certain current operations which are governed by Provincial statute. The Regional District has a number of options available to fund these future costs including increasing annual budget appropriations on an as needed basis, establishing future reserves, or borrowing the funds when necessary.

Employee retirement benefits are calculated as the value of a prescribed amount of unused sick leave for employees aged 55 or older. Employee retirement benefits are being funded by an accounting charge on wages paid annually. There is no unfunded employee retirement liability for 2003.

Landfill closure and post closure costs represent liabilities incurred as landfill capacity is filled. Closure costs are the costs to apply a permanent cover to the face of the landfill. Post closure costs include landfill gas monitoring, leachate collection system operation and

UNFUNDED LIABILITIES (CONTINUED)

general site maintenance. Beginning in 2004, a berm will be constructed which will result in an increase in landfill capacity that will extend the anticipated life of the landfill to 2012.

Landfill Closure costs:

Landfill closure costs are recognized based on the remaining unused capacity of the landfill site. At December 31, 2003 there were approximately 10.8 hectares of open area, which is estimated to be 47% filled, based on the expected increased capacity resulting from the berm construction. Closure costs are estimated at $2,221,687 of which $774,579 has been set aside in reserves, with the remainder forecast to be set aside through future annual budget appropriations.

Post Closure costs:

The Regional District has a statutory obligation to maintain and monitor the landfill site for 25 years after the site is closed. Post closure costs are estimated based on a number of factors including the future landfill closure date, the regulated monitoring period, the estimated annual monitoring costs, a discount rate and the percentage of landfill capacity already filled. Total post closure costs are estimated to be $3,663,448 based on 69% of the landfill capacity being filled once the berm is constructed. This compares to the 2002 estimate of $3,727,022 based on a 90% filled capacity without the berm. Post closure costs will be met by annual budget appropriations in the years in which they are incurred.

	2003	2002
Landfill Closure Costs	$2,221,687	$ 3,031,051
Post Closure Maintenance Costs	3,663,448	3,727,022
Unfunded Liability	$5,885,135	$ 6,758,073
Reserves On Hand	$ 774,579	$ 274,579

10. DEFERRED REVENUE

	2003	2002
General Revenue Fund	$ 72,138	$ 57,233
Development Cost Charges	6,341,781	4,857,681
	$ 6,413,919	$ 4,914,914

Development Cost Charges are amounts collected and due from new developments for the purposes of future expansion of wastewater treatment facilities and a bulk water system.

General Revenue Fund deferred revenues are made up of recreation program prepayments and facility deposits, outstanding complimentary recreation program awards and prepaid transit passes.

11. DEBT CHARGES RECOVERABLE - MEMBER MUNICIPALITIES

Pursuant to the Local Government Act, the Regional District acts as the agency through which its member municipalities borrow funds from the Municipal Finance Authority. The annual cost of servicing this municipal debt is recovered entirely from the borrowing municipality. However, the Regional District is contingently liable for municipal debt in the event of default.

	2003	2002
Town of Qualicum Beach	$ 4,370	$ 5,691
City of Parksville	5,169,754	5,516,856
City of Nanaimo	10,751,699	12,607,251
	$15,925,823	$ 18,129,798

12. LONG-TERM DEBT

Debt proceeds issued in U.S. currency are recorded at par with Canadian dollars. This debt is payable in Canadian dollars at a fixed exchange rate of 35%. Had it been converted at December 31, 2003, an additional liability of $63,343 would exist.

	Member Municipalities	R.D.N.	2003	2002
U.S. currency	$ 180,979	$ -	$ 180,979	$ 255,342

Payments of principal on issued debt of the Regional District, not including municipal debt, for the next five years are:

	2003	2002
2003	$ -	$ 1,490,706
2004	1,481,827	1,471,033
2005	1,326,637	1,315,843
2006	1,084,689	1,073,895
2007	1,084,689	1,073,895
2008	1,049,305	-
	$ 6,027,147	$ 6,425,372

13. OPERATING AND CAPITAL LEASES

The District is renting vehicles and equipment under five year operating leases, which expire on various dates. In 2003 the annual operating lease payments were $216,926.

Assets under capital lease totalled $429,640 in 2003 and included a fire truck for the Extension Fire service, a Zamboni ice cleaner for the Oceanside Place arena multiplex and nine office copiers. The obligation under capital lease for these assets in 2003 was $377,807. The 2003 capital lease payments were $37,077.

14. COMMITMENTS

The Regional District has entered into a 99 year lease agreement for parkland property at a total cost of $350,000 with $200,000 paid in 2000 and the remainder to be paid at $50,000 per year over the following three years.

15. EQUITY

Unappropriated financial equity

Unappropriated financial equity represents the accumulated net operating and financing activity of the District that has not been allocated by the Board as reserves for specified purposes.

	2003	2002
General revenue fund	$ 6,096,468	$ 6,932,543
Capital fund	(6,610,539)	224,706
Unappropriated financial equity	$ (514,071)	$ 7,157,249

Appropriated financial equity

Appropriated financial equity represents that portion of the net operating surplus of the District that have been set aside as reserves to fund specified future expenditures authorized by the Board. It includes both statutory reserves created by bylaw under the authority of the *Local Government Act* and reserve accounts, which may be used by the Board without legislative restrictions.

	2003	2002
General revenue fund reserve accounts		
Landfill expansion	$ 200,000	$ 200,000
Landfill closure	774,579	274,579
Insurance deductible-fire departments	21,251	21,251
MIA liability insurance deductible	107,754	107,754
D69 Parks donations	10,766	8,868
Vehicle replacement	32,112	-
	1,146,462	612,452
Statutory reserve funds	$ 14,741,036	$14,630,753
Appropriated financial equity	$ 15,887,498	$15,243,205
Total Financial Equity	$ 15,373,427	$22,400,454

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF GENERAL REVENUE FUND FINANCIAL POSITION
AS AT DECEMBER 31, 2003

	2003	2002
ASSETS		
CASH AND SHORT-TERM DEPOSITS (Note 2)	$ 10,604,715	$ 11,306,294
ACCOUNTS RECEIVABLE	3,519,100	2,420,901
INVENTORIES (Note 5)	19,387	18,396
PREPAID EXPENSES (Note 5)	48,224	186,417
INVESTMENTS (Note 4)	12,814,714	16,607,045
DUE FROM OWN FUNDS		
Capital Funds (Pg. 18)	$6,610,539	-
TRUST AND OTHER DEPOSITS		
M.F.A. Debt Reserve Fund (Note 16)	$3,928,602	3,988,708
Security Deposits (Note 5)	$48,625	48,625
	$ 37,593,906	$ 34,576,386
LIABILITIES AND SURPLUS		
ACCOUNTS PAYABLE	$ 3,952,403	$ 1,943,430
WAGES AND BENEFITS PAYABLE	1,551,782	1,379,869
DUE TO OWN FUNDS		
Capital Funds (Pg. 18)	-	224,706
Reserve Funds and DCCs(Pg. 22/Pg. 24)	20,699,887	19,317,373
RESERVE ACCOUNTS (Note 15)	1,146,462	612,452
PERMIT DEPOSITS (Note 8)	146,164	120,072
DEFERRED REVENUE (Note 10)	72,138	57,233
M.F.A. DEBT RESERVE FUND (Note 16)	3,928,602	3,988,708
SURPLUS (Pg. 3, Note 15)	6,096,468	6,932,543
	$ 37,593,906	$ 34,576,386

APPROVED:

Treasurer

See notes to consolidated financial statement

REGIONAL DISTRICT OF NANAIMO
GENERAL REVENUE FUND
SCHEDULE OF REVENUE AND EXPENDITURES
AS AT DECEMBER 31, 2003

	Corporate Services (Schedule A)	Development Services (Schedule B)	Community Services (Schedule C)	Environment Services (Schedule D)	Actual 2003	Budget 2003	Actual 2002
REVENUES							
Tax requisition	$ 3,510,229	$ 1,087,260	$ 7,671,168	$ 9,231,390	$ 21,500,047	$ 21,500,047	$ 20,469,527
Grants	10,000	10,000	3,055,648	462	3,076,110	3,702,861	3,806,706
Grants In Lieu	53,237	4,419	73,554	132,234	263,444	87,275	168,781
Interest	344,825	-	-	-	344,825	275,000	257,898
Permit fees & other	-	992,267	91,033	-	1,083,320	702,690	907,878
Operating revenues	-	288,976	4,537,637	3,139,163	7,965,776	7,804,066	7,113,422
Disposal fees	-	-	-	6,033,862	6,033,862	5,765,000	5,856,894
Other	4,257,311	-	-	364,087	4,621,398	4,699,480	4,732,084
	8,175,602	2,382,944	15,429,040	18,901,198	44,888,784	44,546,519	43,313,190
EXPENDITURES							
General administration	593,353	275,376	1,825,199	1,037,096	3,731,024	3,943,463	3,508,224
Professional fees	164,461	212,892	25,833	534,697	937,883	1,584,129	964,989
Community grants	44,816	-	80,265	-	125,081	131,012	142,449
Legislative	208,008	-	-	-	208,008	210,515	228,868
Recreation program costs	-	-	164,690	-	164,690	233,395	176,138
Equipment operating	58,958	10,692	48,264	-	117,914	156,844	123,177
Building operating	212,335	47,901	405,597	247,257	913,090	1,092,242	843,767
Vehicle operating	53,776	23,770	2,121,782	829,531	3,028,859	3,157,273	2,883,798
Other operating	15,919	150,566	277,807	6,333,344	6,777,636	6,954,031	7,003,553
Wages & Benefits	1,327,477	1,473,084	7,769,289	3,461,693	14,025,543	14,139,047	13,931,537
Capital purchases	671,049	81,508	723,272	2,437,708	3,913,537	5,464,179	1,853,817
	3,350,152	2,275,789	13,435,998	14,881,326	33,943,265	37,076,130	31,670,317
OPERATING SURPLUS	4,825,450	107,155	1,993,042	4,019,872	10,945,519	7,470,389	11,642,873
Debt retirement							
- interest	1,467,358	-	407,676	1,744,322	3,619,356	3,740,730	3,863,934
- principal	916,304	-	222,441	1,355,669	2,494,414	2,414,960	2,500,999
- foreign exchange	33,176	-	-	-	33,176	30,700	31,846
Reserve contributions	204,606	5,687	6,930	1,941,725	2,159,348	2,410,517	811,275
Transfers to other govts	2,514,979	-	960,320	-	3,475,299	3,476,560	3,392,359
	5,136,523	5,687	1,597,367	5,041,716	11,781,593	12,073,467	10,600,413
CURRENT YEAR SURPLUS (DEFICIT)	(311,173)	101,268	395,675	(1,021,844)	(836,074)	(4,603,078)	1,042,460
Prior year's surplus	1,132,115	1,054,632	680,769	4,065,026	6,932,542	6,845,963	5,890,083
TOTAL SURPLUS	$ 820,942	$ 1,155,900	$ 1,076,444	$ 3,043,182	$ 6,096,468	$ 2,342,885	$ 6,932,543

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Treasurer

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF CAPITAL FUND FINANCIAL POSITION
AS AT DECEMBER 31, 2003

	2003	2002
ASSETS		
TANGIBLE CAPITAL ASSETS (Pg. 21)	$ 108,967,396	$ 95,187,943
DUE FROM GENERAL REVENUE FUND (Pg. 15)	-	224,706
ASSETS UNDER CAPITAL LEASE (Note 13)	429,640	-
DEBT CHARGES RECOVERABLE – (Note 11, Pg. 38)	15,925,823	18,129,798
	$ 125,322,859	$ 113,542,447
LIABILITIES AND FUND BALANCE		
SHORT TERM LOANS	$ 666,135	$ 810,940
DUE TO GENERAL REVENUE FUND (Pg. 15)	6,610,539	-
OBLIGATION UNDER CAPITAL LEASE (Note 13)	377,807	-
	7,654,481	810,940
LONG TERM DEBT		
Regional District	18,293,882	19,945,251
Member Municipalities (Note 11, 12; Pg. 38)	15,925,823	18,129,798
	34,219,705	38,075,049
	41,874,186	38,885,989
FUND BALANCE (Pg. 19)	83,448,673	74,656,458
	$ 125,322,859	$ 113,542,447

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See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF CAPITAL FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31, 2003

	2003	2002
EQUITY (DEFICIT) IN FINANCIAL ASSETS		
BALANCE, BEGINNING	$ 224,706	$ 915,693
NET CHANGE IN FINANCIAL ASSETS (Pg. 20)	(6,835,245)	(690,987)
BALANCE, ENDING (Pg. 3)	(6,610,539)	224,706
EQUITY IN TANGIBLE CAPITAL ASSETS		
BALANCE, BEGINNING	74,431,752	67,173,706
NET CHANGE IN EQUITY IN TANGIBLE CAPITAL ASSETS (Pg. 20)	15,627,460	7,258,046
BALANCE, ENDING (Pg. 3)	90,059,212	74,431,752
FUND BALANCE, ENDING (Pg. 18, 20)	$ 83,448,673	$ 74,656,458

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See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF CAPITAL FUND FINANCIAL ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2003

	2003	2002
SOURCE OF FUNDS		
Proceeds from loans	$ 379,509	$ 898,250
Debt sinking fund surplus refunds	123,292	19,315
Proceeds on disposal of tangible capital assets	8,000	44,714
Other	417,185	29
Donations	-	824,000
Developer contributions & capital prepayments	102,857	46,105
Interest	39,004	33,548
	1,069,847	1,865,961
NET INTERFUND TRANSFERS FOR ASSETS		
Reserve Fund - tangible capital asset purchases	2,081,571	2,168,584
Revenue Fund - tangible capital asset purchases	3,913,537	1,853,819
- other	60,200	-
	7,125,155	5,888,364
APPLICATION OF FUNDS		
Expenditures on tangible capital assets	(13,860,788)	(6,579,351)
Payment of other payables	(98,826)	-
Transfer to Revenue Fund	(786)	-
CHANGE IN EQUITY IN FINANCIAL ASSETS (Pg. 19)	(6,835,245)	(690,987)
ASSET ACQUIRED UNDER CAPITAL LEASE	429,640	-
LEASE OBLIGATION TO ACQUIRE ASSETS	(398,735)	-
CHANGES IN LONG TERM AND SHORT TERM DEBT		
- Decrease (Increase) in trade payables	-	8,967
- Decrease (increase) in long-term loans	(340,198)	(86,889)
- Decrease (increase) in short-term loans	144,805	(794,480)
- Principal payments	1,490,706	1,470,844
- Actuarial adjustments	500,861	445,794
CHANGES IN LEASE OBLIGATIONS		
- Principal lease payments	51,833	-
CHANGES IN TANGIBLE CAPITAL ASSETS		
- Tangible capital assets purchased	13,860,788	6,579,351
- Net cost of tangible capital assets written off	(81,335)	(365,541)
CHANGE IN EQUITY IN TANGIBLE CAPITAL ASSETS (Pg. 19)	15,627,460	7,258,046
NET CHANGE IN FUND	8,792,215	6,567,059
FUND BALANCE, BEGINNING	74,656,458	68,089,399
FUND BALANCE, ENDING (Pg. 19)	$ 83,448,673	$ 74,656,458

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See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO

SCHEDULE OF RESERVE FUND BALANCES

AS AT DECEMBER 31, 2003

	Feasibility	Coombs Fire	Errington Fire	Extension Fire	Nanoose Fire	Dashwood Fire	Landfill Acquisition	Parks Acquisition	Extension Recreation	Admin Computer	Admin Building	SD68 E911
ASSETS:												
DUE FROM REVENUE FUND (Pg 15)	$ (8,164)	$ 25,892	$ 10,427	$ 95,740	$ 390,011	$ 88,095	$ 7,359,785	$ 1,071,592	$ 36,020	$ 240,128	$	$ 80,361
MT ARROWSMITH JOINT VENTURE												
	(8,164)	25,892	10,427	95,740	390,011	88,095	7,359,785	1,071,592	36,020	240,128	-	80,361
LIABILITIES AND FUND BALANCE:												
FUND ACTIVITY												
Balance, beginning	23,754	146,884	17,542	79,833	322,512	53,070	7,100,590	995,824	36,306	235,948	490,083	77,531
Add:												
Contribution by developers & others								68,047				
Contribution from Revenue Fund				12,205	55,000	32,771				100,000		
MFA surplus				618								
Interest earned		1,705	313	3,084	12,499	2,254	259,195	36,383	1,288	8,425	2,615	2,830
Less:												
Feasibility costs	(16,918)											
Parks Purchase												
Contribution to Capital Fund (Pg.20)		(122,697)	(7,428)							(104,243)	(492,698)	
Transfers to Revenue Fund	(15,000)											
Transfers to Other Agencies								(29,242)	(1,574)			
FUND BALANCE Ending (Note 15)	$ (8,164)	$ 25,892	$ 10,427	$ 95,740	$ 390,011	$ 88,095	$ 7,359,785	$ 1,071,592	$ 36,020	$ 240,128	$ -	$ 80,361

APPROVED:

See notes to consolidated financial statements

Treasurer

REGIONAL DISTRICT OF NANAIMO

SCHEDULE OF RESERVE FUND BALANCES

AS AT DECEMBER 31, 2003

	Fairwinds Wastewater Improvement	Southern Wastewater	Surfside Sewer	Pacific Shores Sewer	French Creek Sewer	French Creek Water	Madrona Water	Fairwinds Water	Surfside Water	Arbutus Park Est Water	Nanoose Bulk Water	French Creek Bulk Water	Actual 2003
ASSETS:													
DUE FROM REVENUE FUND (Pg 15)	$ 64,419	$ 4,596,099	$ 966	$ 2,051	$ 379,158	$ 46,514	$ 62,980	$ 129,042	$ 1,976	$ 35,464	$ -	$ -	$ 14,708,556
MT ARROWSMITH JOINT VENTURE											20,880	11,600	32,480
	64,419	4,596,099	966	2,051	379,158	46,514	62,980	129,042	1,976	35,464	20,880	11,600	14,741,036
LIABILITIES AND FUND BALANCE:													
FUND ACTIVITY													
Balance, beginning	42,599	4,447,996	932	1,978	326,701	44,874	43,227	110,382	-	-	20,693	11,496	14,630,753
Add:													66,647
Contribution by developers & others	20,000	1,280,000			40,000		5,000	40,000	1,950	35,000	4,320	2,400	1,828,846
Contribution from Revenue Fund		23,994					13,061						37,673
MFA surplus	1,820	173,053	34	73	12,457	1,640	1,892	4,221	26	464			526,051
Interest earned													
Less:													(16,918)
Feasibility costs													
Parks Purchase								(25,561)					(2,081,571)
Contribution to Capital Fund (Pg.20)		(1,326,944)											(15,000)
Transfers to Revenue Fund											(4,133)	(2,296)	(37,245)
Transfers to Other Agencies													
FUND BALANCE Ending (Note 15)	$ 64,419	$ 4,596,099	$ 966	$ 2,051	$ 379,158	$ 46,514	$ 62,980	$ 129,042	$ 1,976	$ 35,464	$ 20,880	$ 11,600	$ 14,741,036

APPROVED:

See notes to consolidated financial statements

Treasurer

REGIONAL DISTRICT OF NANAIMO
LONG-TERM DEBT SUMMARY BY FUNCTION
DECEMBER 31,2003

REGIONAL DISTRICT	1999	2000	2001	2002	2003
RAVENSONG AQUATIC CENTER	3,631,011	3,470,549	3,302,064	3,125,155	2,939,400
COMMUNITY PARKS	-	-	-	100,000	176,976
SOLID WASTE MANAGEMENT	1,999,585	1,858,836	1,711,050	1,555,875	1,392,941
WASTEWATER TREATMENT					
- Southern Community (Nanaimo)	3,740,926	3,215,080	2,720,520	2,191,234	1,619,553
- Northern Community (French Creek)	11,282,887	10,522,741	9,691,869	8,861,403	7,989,414
FIRE PROTECTION	32,235	20,844	17,072	-	-
WATER SYSTEMS	2,296,401	2,116,027	4,328,604	4,111,584	4,175,598
SEWER COLLECTORS	31,814	18,159	3,821	-	-
TOTAL REGIONAL DISTRICT	23,014,859	21,222,236	21,775,000	19,945,251	18,293,882
MEMBER MUNICIPALITIES	15,660,494	19,601,821	18,819,974	18,129,798	15,925,823
TOTAL LONG TERM DEBT (Pg. 3)	$ 38,675,353	$ 40,824,057	$ 40,594,974	$ 38,075,049	$ 34,219,705

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF LONG-TERM DEBT
DECEMBER 31, 2003

FUNCTION	ISSUER	FUNDS	B/L No.	MATURITY DATE	INT. RATE	ORIGINAL VALUE	2002 DEBT O/S	2003 DEBT O/S
RAVENSONG AQUATIC CENTER								
	MFA 61	CDN	900	Dec 01,2005	7.900	$ 101,365	$ 35,749	$ 24,409
	MFA61	CDN	900A	Dec 01,2015	5.970	4,098,635	3,089,406	2,914,991
	TOTAL RAVENSONG AQUATIC CENTER					4,200,000	3,125,155	2,939,400
COMMUNITY PARKS ELECTORAL AREA B								
	MFA 78	CDN	1298	Dec 03,2022	5.25	100,000	100,000	96,976
	MFA 79	CDN	1308	Jun 03,2023	5.25	80,000	-	80,000
	TOTAL COMMUNITY PARKS					180,000	100,000	176,976
SOLID WASTE MANAGEMENT								
	MFA 46	CDN	819	Oct 24,2010	11.20	3,000,000	1,555,875	1,392,941
	TOTAL SOLID WASTE MANAGEMENT					3,000,000	1,555,875	1,392,941
SOUTHERN COMMUNITY WASTEWATER								
	MFA33	CDN	615	Jun 15,2003	12.350	250,000	30,446	-
	MFA34	CDN	632	Nov 22,2003	7.250	200,000	15,285	-
	MFA35	CDN	655	May 15,2004	11.625	98,000	14,622	-
	MFA41	CDN	729	Jun 30,2007	6.900	600,000	277,926	227,629
	MFA45	CDN	755	Oct 27,2006	6.550	500,000	293,644	173,704
	MFA48	CDN	811	May 15,2010	6.500	1,282,000	554,877	595,250
						3,130,000	1,206,800	996,583
	CMHC952STP8	CDN	217	Jun 01,2005	7.875	2,256,640	520,062	359,912
	CMHC952STP9	CDN	274	Nov 01,2005	8.000	583,607	130,595	90,430
						2,840,247	650,657	450,342
DEBT ASSUMED FROM GREATER NANAIMO SEWERAGE & DRAINAGE DISTRICT	CMHC952STP7	CDN	20	Sep 01,2004	7.000	2,256,753	333,777	172,628
	TOTAL SOUTHERN COMMUNITY WASTEWATER					8,227,000	2,191,234	1,619,553
NORTHERN COMMUNITY WASTEWATER	MFA34	CDN	633	Nov 22,2003	7.250	300,000	22,925	-
	MFA61	CDN	982	Dec 01,2010	5.880	10,615,000	6,609,756	5,917,570
	MFA69	CDN	1101	Sep 24,2013	5.500	2,785,000	2,228,721	2,071,844
	TOTAL NORTHERN COMMUNITY WASTEWATER					$ 13,700,000	$ 8,861,403	$ 7,989,414

See notes to consolidated financial statements
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REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF LONG-TERM DEBT
DECEMBER 31, 2003

FUNCTION	ISSUER	FUNDS	B/L No.	MATURITY DATE	INT. RATE	ORIGINAL VALUE	2002 DEBT O/S	2003 DEBT O/S
WATER - MADRONA								
	MFA34	CDN	623	Nov 22,2003	7.250	55,890	4,346	-
	MFA41	CDN	730	Jun 30,2007	6.900	370,000	128,541	105,278
						425,890	132,889	105,278
WATER - WEST BAY ESTATES								
	MFA35	CDN	643	May 15,2004	11.625	14,000	2,089	-
						14,000	2,089	-
WATER - NANOOSE								
	MFA47	CDN	786	Nov 09,2009	5.630	600,000	232,157	203,843
	MFA48	CDN	812	May 15,2010	6.500	325,000	158,553	150,902
	MFA49	CDN	824	Oct 24,2010	5.490	140,000	72,608	66,004
						965,000	473,318	419,549
WATER - SAN PAREIL								
	MFA74	CDN	1221	Jun 01,2016	5.900	193,979	184,989	175,550
						193,979	184,989	175,550
WATER - DRIFTWOOD								
	MFA80	CDN	1301	Oct 03,2023	4.900	100,614	-	100,614
						100,614	-	100,614
BULK WATER - FRENCH CREEK								
	MFA68	CDN	1127	Sep 24,2018	5.500	503,655	438,004	419,490
						503,655	438,004	419,490
BULK WATER - NANOOSE								
	MFA68	CDN	1127	Sep 24,2018	5.500	864,095	751,461	719,697
	MFA74	CDN	1226	Jun 01,2021	5.900	2,195,223	2,128,834	2,059,126
	MFA80	CDN	1239	Oct 03,2023	4.900	176,295	-	176,295
						3,059,318	2,880,295	2,955,117
	TOTAL WATER UTILITIES					5,263,456	4,111,584	4,175,598
TOTAL LONG TERM DEBT - REG.DIST.						$ 34,570,456	$ 19,945,251	$ 18,293,882

See notes to consolidated financial statements
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REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF LONG-TERM DEBT
DECEMBER 31, 2003

FUNCTION	ISSUER	FUNDS	BYLAW NUMBER	MATURITY DATE	INTEREST RATE	ORIGINAL VALUE	2002 DEBT O/S	2003 DEBT O/S
CITY OF PARKSVILLE	MFA28	US	505	Dec 01,2005	8.000	1,278,864	255,342	180,979
	MFA32	CDN	598	Oct 27,2007	6.550	467,000	143,456	117,494
	MFA33	CDN	607	Jun 15,2003	12.350	265,000	32,273	-
	MFA33	CDN	614	Jun 15,2008	12.375	497,000	264,517	232,229
	MFA68	CDN	1109	Mar 24,2018	5.500	1,200,000	1,043,581	999,469
	MFA69	CDN	1129	Sep 24,2018	5.500	1,970,000	1,718,212	1,640,795
	MFA74	CDN	1227	Jun 01,2021	6.900	290,000	281,230	272,021
	MFA75	CDN	1238	Dec 01,2021	6.690	1,050,000	1,018,245	984,903
	MFA78	CDN	1263	Dec 03,2022	5.250	765,000	765,000	741,864
	TOTAL CITY OF PARKSVILLE					7,782,864	5,516,856	5,169,764
TOWN OF QUALICUM BEACH								
	MFA40	CDN	709	Oct 23,2006	9.750	20,000	5,591	4,370
	TOTAL TOWN OF QUALICUM BEACH					20,000	5,591	4,370
CITY OF NANAIMO								
	MFA35	CDN	654	May 15,2004	11.625	1,740,000	259,515	-
	MFA39	CDN	702	Jun 2,2006	5.370	3,280,000	936,124	-
	MFA53	CDN	848	May 13,2012	9.525	1,436,475	891,296	820,434
	MFA54	CDN	871	Jan 12,2008	6.500	1,000,486	469,241	417,314
	MFA56	CDN	907	Nov 19,2008	5.500	1,292,747	632,158	589,220
	MFA59	CDN	945	Nov 10,2009	5.970	1,150,320	641,272	592,511
	MFA61	CDN	980	Dec 1,2010	8.000	354,209	220,559	197,462
	MFA61	CDN	980	Dec 1,2010	8.000	60,265	37,525	33,596
	MFA64	CDN	1044	Sep 25,2011	7.250	304,105	208,246	189,360
	MFA72	CDN	1197	Jun 1, 2020	6.450	4,500,000	4,221,012	4,070,971
	MFA73	CDN	1219	Dec 1, 2020	6.360	4,100,000	3,845,811	3,709,107
	MFA73	CDN	1220	Dec 1, 2015	6.360	247,947	224,391	211,724
	TOTAL CITY OF NANAIMO					19,478,554	12,607,251	10,751,699
TOTAL LONG TERM DEBT - MEMBER MUNICIPALITIES						$ 27,281,418	$ 18,129,798	$ 15,925,833
TOTAL LONG TERM DEBT						$ 61,851,874	$ 38,075,049	$ 34,219,705

See notes to consolidated financial statements

Regional District of Nanaimo
Schedule of Sinking Fund Balances
As At December 31, 2003

REGIONAL DISTRICT DIRECT DEBT

Issue Number	Bylaw	Maturity	Principal Requested	Sinking Fund Balance
28	460	complete	381,118	360,601
31	486	complete	50,000	49,573
32	460	complete	30,000	28,884
32	421	complete	60,000	57,769
32	484	complete	140,000	134,793
33	594	Jun 15/2003	250,000	250,000
34	362	Nov 22/2003	56,890	56,890
34	594	Nov 22/2003	200,000	200,000
34	610	Nov 22/2003	300,000	300,000
35	484	May 15/2004	14,000	14,000
35	270	May 15/2004	98,000	98,000
37	610	complete	115,000	115,000
38	638	Dec 12/2005	60,000	60,000
41	705	June 20/2007	800,000	698,483
41	713	June 20/2007	370,000	323,048
45	705	Oct 27/2008	500,000	402,776
47	768	Nov 09/2009	500,000	370,462
48	705	May 15/2010	1,282,000	904,806
48	768	May 15/2010	325,000	229,377
49	781	Oct 24/2010	3,000,000	1,873,962
49	768	Oct 24/2010	140,000	87,452
61	900	Dec 01/2005	101,365	83,315
61	900A	Dec 01/2015	4,098,635	1,244,144
61	925	Dec 01/2015	10,615,000	4,946,490
69	925	Sept 24/2018	2,785,000	713,156
69	1052	Sept 24/2018	503,655	84,523
69	1051	Sept 24/2018	864,095	145,012
74	1171	June 01/2021	193,979	18,822
74	1051	June 01/2021	2,195,223	140,619
78	1299	Dec 03/2022	100,000	3,035
			$ 30,128,960	$ 13,994,992

MUNICIPAL DEBT

CITY OF NANAIMO

	RD SI Bylaw			
28	496-498	complete	14,224,669	13,458,878
35	654	May 15/2004	1,740,000	1,740,000
39	702	June 2, 2006	3,290,000	3,290,000
53	871	May 13,2012	1,438,475	820,191
54	871	Jan 12, 2008	1,000,486	576,426
56	907	Nov 19,2008	1,292,747	956,065

Regional District of Nanaimo
Schedule of Sinking Fund Balances
As At December 31, 2003

59	945	Nov 10,2009	1,150,320	703,449
61	980	Dec 1, 2010	414,473	193,140
64	1044	Sept 25,2011	304,105	119,525
66	1093	complete	360,000	364,475
72	1197	Jun 1, 2020	4,500,000	446,303
73	1219-1220	Dec 1,2015-2020	4,347,948	427,407
			$ 34,063,223	$ 23,099,859

CITY OF PARKSVILLE

	RD SI Bylaw			
28	505	Dec 1,2005	1,278,864	1,216,233
32	596	Oct 27,2007	1,453,246	1,306,334
33	607/614	complete	762,000	714,173
68	1109	Mar 24,2018	1,200,000	200,531
69	1129	Sept 24,2018	1,970,000	330,606
74	1227	Jun 1,2021	290,000	18,576
75	1238	Dec 1, 2021	1,050,000	64,954
78	1283	Dec 3, 2022	765,000	23,221
			$ 8,769,110	$ 3,874,628

TOWN OF QUALICUM BEACH

	RD SI Bylaw			
31	568	complete	582,000	577,030
40	596	Oct 23,2006	20,000	19,637
			$ 602,000	$ 596,667

REGIONAL DISTRICT OF NANAIMO
REPORT OF DIRECTORS AND COMMITTEE MEMBERS REMUNERATION & EXPENSES FOR 2003

Area / 2003 Board	Name	Remuneration: Taxable Payroll	Remuneration: Exempt Allowance	Remuneration: Total 2003	Remuneration: Total 2002	Out of Pocket Expenses Reimbursed 2003	Out of Pocket Expenses Reimbursed 2002	Total 2003	Total 2002
G (Board/Chair)	Stanhope, J.	$ 13,437.36	$ 6,718.68	$ 20,156.04	$ 12,590.02	$ 10,812.74	$ 6,983.07	$ 30,968.78	$ 19,573.09
A	Kreiberg, H.	$ 6,023.20	$ 3,011.60	$ 9,034.80	$ 225.00	$ 94.93	$ -	$ 9,129.73	$ 225.00
A	Elliott, L.	$ 1,686.96	$ 843.48	$ 2,530.44	$ 11,365.02	$ -	$ 1,161.85	$ 2,530.44	$ 12,526.87
B	Lund, G.	$ 6,819.97	$ 3,409.99	$ 10,229.96	$ -	$ 1,541.54	$ -	$ 11,771.50	$ -
B	Sperling, Bernie	$ -	$ -	$ -	$ 10,210.02	$ -	$ 1,717.71	$ -	$ 11,927.73
C	Hamilton, E.	$ 8,366.64	$ 4,183.32	$ 12,549.96	$ 13,530.02	$ 3,317.77	$ 2,656.33	$ 15,867.73	$ 16,186.35
D	Haime, D.	$ 7,299.97	$ 3,649.99	$ 10,949.96	$ 11,250.02	$ 2,677.58	$ 2,030.42	$ 13,627.54	$ 13,280.44
E	Bibby, P.	$ 8,233.31	$ 4,116.65	$ 12,349.96	$ -	$ 5,094.33	$ 267.08	$ 17,444.29	$ 267.08
E	Holme, G.	$ -	$ -	$ -	$ 21,641.02	$ -	$ 4,732.83	$ -	$ 26,373.85
F	Biggemann, L.	$ 6,170.44	$ 4,085.22	$ 12,255.66	$ -	$ 5,186.73	$ 354.72	$ 17,442.39	$ 354.72
F	McLean, J.	$ -	$ -	$ -	$ 10,990.02	$ -	$ 5,816.42	$ -	$ 16,806.44
H	Bartram, D.	$ 9,779.97	$ 4,889.99	$ 14,669.96	$ -	$ 6,830.03	$ 365.59	$ 21,499.99	$ 365.59
H	Quittenton, R.	$ -	$ -	$ -	$ 11,770.02	$ -	$ 4,848.84	$ -	$ 16,618.86
Lantzville	Haime, C.	$ 2,443.04	$ 1,221.52	$ 3,664.56	$ -	$ -	$ -	$ 3,664.56	$ -
Nanaimo	Korpan, G.	$ 5,293.25	$ 2,646.63	$ 7,939.88	$ 7,939.88	$ 82.04	$ 26.18	$ 8,021.92	$ 7,966.06
Nanaimo	Sherry, L.	$ 5,613.25	$ 2,806.63	$ 8,419.88	$ 8,219.88	$ 1,923.18	$ 236.92	$ 10,343.06	$ 8,456.80
Nanaimo	McNabb, L.	$ 6,286.59	$ 3,143.29	$ 9,429.88	$ 8,839.88	$ 655.52	$ 272.72	$ 10,085.40	$ 9,112.60
Nanaimo	Krall, T.	$ 5,919.92	$ 2,959.96	$ 8,879.88	$ 8,059.88	$ 434.54	$ 105.74	$ 9,314.42	$ 8,165.62
Nanaimo	Holdom, B.	$ 5,813.25	$ 2,906.63	$ 8,719.88	$ 7,999.88	$ 365.97	$ -	$ 9,085.85	$ 7,999.88
Nanaimo	Cantelon, R.	$ 5,293.25	$ 2,646.63	$ 7,939.88	$ 300.00	$ 77.19	$ -	$ 8,017.07	$ 300.00
Nanaimo	Rispin, D.	$ -	$ -	$ -	$ 7,999.88	$ -	$ -	$ -	$ 7,999.88
Parksville	Longmuir, R.	$ 5,773.25	$ 2,886.63	$ 8,659.88	$ -	$ 1,360.42	$ -	$ 10,020.30	$ -
Parksville	Macdonald, J.	$ -	$ -	$ -	$ 8,959.88	$ -	$ 705.23	$ -	$ 9,865.11
Qualicum Beach	Westbroek, T.	$ 6,293.25	$ 3,146.63	$ 9,439.88	$ 8,599.88	$ 1,407.97	$ 891.37	$ 10,847.85	$ 9,491.25
		$ 118,546.87	$ 59,273.47	$ 177,820.34	$ 170,490.20	$ 41,862.48	$ 33,173.02	$ 219,682.82	$ 203,663.22
Board Alternates									
B	Sperling, B.	$ 200.00	$ 100.00	$ 300.00	$ -	$ -	$ -	$ 300.00	$ -
D	Jepson, R.	$ 150.00	$ 75.00	$ 225.00	$ 60.00	$ -	$ -	$ 225.00	$ 60.00
E	Webster, H.	$ 100.00	$ 50.00	$ 150.00	$ -	$ 24.83	$ -	$ 174.83	$ -
F	Pullen, J.	$ -	$ -	$ -	$ 150.00	$ -	$ 81.97	$ -	$ 231.97
G	Klee, M.	$ 363.33	$ 181.67	$ 545.00	$ 255.00	$ 180.89	$ 79.91	$ 725.89	$ 334.91
H	Heenan, D.	$ -	$ -	$ -	$ -	$ 46.84	$ -	$ 46.84	$ -
H	Pipes, J.	$ -	$ -	$ -	$ 210.00	$ -	$ 933.83	$ -	$ 1,143.83
Lantzville	Dempsey, B.	$ 100.00	$ 50.00	$ 150.00	$ -	$ -	$ -	$ 150.00	$ -
Nanaimo	Tyndall, D.	$ 350.00	$ 175.00	$ 525.00	$ -	$ -	$ -	$ 525.00	$ -
Nanaimo	Manhas, C.	$ 200.00	$ 100.00	$ 300.00	$ -	$ -	$ -	$ 300.00	$ -
Nanaimo	Brennan, D.	$ 300.00	$ 150.00	$ 450.00	$ -	$ -	$ -	$ 450.00	$ -
Nanaimo	Beech, T.	$ -	$ -	$ -	$ 225.00	$ -	$ -	$ -	$ 225.00
Nanaimo	Lance, S.	$ -	$ -	$ -	$ 450.00	$ -	$ -	$ -	$ 450.00
Parksville	Oemmon, F.	$ 100.00	$ 50.00	$ 150.00	$ 75.00	$ 671.91	$ -	$ 821.91	$ 75.00
Qualicum Beach	Kruyt, A.	$ 250.00	$ 125.00	$ 375.00	$ 465.00	$ -	$ 233.66	$ 375.00	$ 698.66
		$ 2,113.33	$ 1,056.67	$ 3,170.00	$ 1,890.00	$ 926.47	$ 1,329.37	$ 4,096.47	$ 3,219.37
Other Committees									
B. of Variance	Lees, D.	$ -	$ -	$ -	$ -	$ -	$ 169.16	$ -	$ 169.16
B. of Variance	Little, John	$ -	$ -	$ -	$ -	$ 158.67	$ -	$ 158.67	$ -
Board Remuneration	Collins, J.	$ -	$ -	$ -	$ -	$ -	$ 100.12	$ -	$ 100.12
Board Remuneration	Loomis, R.	$ -	$ -	$ -	$ -	$ -	$ 166.21	$ -	$ 166.21
EA G Parks Open Space	Young, C.	$ -	$ -	$ -	$ -	$ -	$ 514.03	$ -	$ 514.03
Grants in Aid	Sproule, H	$ -	$ -	$ -	$ -	$ 36.51	$ 39.92	$ 36.51	$ 39.92
		$ -	$ -	$ -	$ -	$ 195.18	$ 989.44	$ 195.18	$ 989.44
TOTAL		$ 120,660.20	$ 60,330.14	$ 180,990.34	$ 172,380.20	$ 42,984.13	$ 35,491.83	$ 223,974.47	$ 207,872.03

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF EARNINGS, TRAVEL AND OTHER EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2003

EMPLOYEE NAME		EARNINGS	EXPENSES	
DANIELS	KELLY D	$ 112,657.36	$ 6,944.17	Chief Administrative Officer
CONNELLY	NEIL M	$ 94,704.73	$ 3,959.94	General Manager, Community Services
LAPHAM	ROBERT K	$ 93,845.56	$ 7,854.37	General Manager, Development Services
MASON	CAROL L	$ 93,845.56	$ 1,951.95	General Manager, Corporate Services
FINNIE	JOHN O	$ 93,408.63	$ 2,999.87	General Manager, Environmental Services
OSBORNE	THOMAS W	$ 78,014.05	$ 3,698.35	Manager, Parks and Recreation
DONNELLY	MICHAEL G	$ 77,188.69	$ 624.75	Manager, Transportation Services
TRUDEAU	DENNIS M	$ 76,725.93	$ 2,537.69	Manager, Liquid Waste
MCIVER	CAREY L	$ 75,930.89	$ 2,151.53	Manager, Solid Waste
AVERY	NANCY J	$ 75,453.69	$ 2,341.21	Manager, Financial Services
MOORMAN	WAYNE F	$ 75,438.14	$ 1,311.14	Manager, Engineering & Utilities
TOTALS OVER $75,000		**$ 947,213.23**	**$ 36,574.97**	
TOTAL UNDER $75,000		**$ 11,072,166.21**	**$ 182,258.56**	
TOTAL		**$ 12,019,379.44**	**$ 218,833.53**	

REGIONAL DISTRICT OF NANAIMO

STATEMENT OF SEVERANCE AGREEMENTS

There were **no** severance agreements made between the Regional District of Nanaimo and its non-unionized employees during fiscal 2003.

Prepared under the Financial Information Regulation, Schedule 1, Subsection 6(8).

REGIONAL DISTRICT OF NANAIMO
RECONCILATION OF WAGES AND BENEFITS
FOR THE YEAR ENDED DECEMBER 31, 2003

Taxable remuneration & taxable benefits	12,019,379.44	
Reconciling Items		
Non taxable remuneration/allowances - Elected Officials	60,330.14	
Non cash employee benefits (automobile standby charges)	(7,712.32)	
Other Employee Benefits - employer share ; non taxable		
Municipal Superannuation Plan	662,902.58	
CPP,EI	681,508.64	
Workers Compensation Board	149,151.24	
Other	497,126.56	
	$14,062,686.28	
Reported in financial statements as Wages & Benefits	$14,025,543.00	
Elected Officials (included under Legislative)	180,946.82	
Program Instructors (included in operating expenses)	67,492.72	
Net adjustment for accrued wages	(42,930.70)	
Net adjustment for accrued vacation pay	(25,161.28)	
Sick leave retirement reserve charges - non-cash	(128,453.28)	
	$14,077,437.28	
Unreconciled difference	($14,751.00)	-0.1%

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF PAYMENTS FOR SUPPLIES AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2003

	AMOUNT
A 1 SEPTIC TANK SERVICE	$ 28,277.66
A C TAXI LTD	$ 31,106.75
ACME SUPPLIES LTD	$ 32,597.61
ACTION TANK & PUMP SERVICE	$ 30,319.53
ALSCO UNIFORM & LINEN SERVICES LTD	$ 32,890.36
AON REED STENHOUSE INC	$ 104,822.00
ARCHIE JOHNSTONE PLUMBING & HEATING LTD	$ 83,394.24
ASSOCIATED ENGINEERING (BC)LTD	$ 680,076.18
B C S P C A	$ 77,837.00
BC BUILDINGS CORPORATION	$ 99,618.39
BC HYDRO	$ 739,544.41
BC TRANSIT	$ 2,849,950.08
BREAKWATER ENTERPRISES LTD	$ 29,072.73
BRENNTAG CANADA INC	$ 68,308.61
CANACCORD CAPITAL	$ 3,000,000.00
CANADA POST CORPORATION	$ 33,959.74
CANADA REVENUE AGENCY	$ 681,508.64
CAPITAL ENVIRONMENTAL RESOURCE INC	$ 1,128,132.41
CBS PARTS LTD	$ 31,576.40
CHEW CONSTRUCTION LTD	$ 457,577.24
CHIKANGAS ENTERPRISES LTD	$ 104,098.32
CIBA SPECIALTY CHEMICALS CANADA INC	$ 48,342.02
COASTAL COMMUNITY CREDIT UNION	$ 160,000.00
COMMERCIAL ELECTRONICS LTD	$ 59,884.52
CONESTOGA-ROVERS & ASSOCIATES	$ 150,786.28
COOMBS HILLIERS VOLUNTEER FIRE DEPARTMENT	$ 81,235.50
COWICHAN VALLEY REGIONAL DISTRICT	$ 92,830.67
DASHWOOD VOLUNTEER FIRE DEPARTMENT	$ 121,302.75
DAYTON & KNIGHT LTD	$ 29,032.92
DELL COMPUTER CORPORATION	$ 138,707.16
DELPHI SOLUTIONS INC	$ 29,409.76
DEN MAR ELECTRIC LTD	$ 33,810.24
ERRINGTON VOLUNTEER FIRE DEPARTMENT	$ 123,150.25
EVANSDALE FARMS LTD	$ 163,773.35
FALCON EQUIPMENT LTD	$ 36,176.27
FINNING INTERNATIONAL INC	$ 176,207.23
FOUR STAR WATERWORKS LTD	$ 38,616.41
GABRIOLA RECREATION COMMISSION	$ 52,000.00
GARTNER LEE	$ 85,216.76
GAWLEY DAVID J	$ 63,685.00
GENERAL CHEMICAL PERFORMANCE PRODUCTS	$ 110,021.01
GRAND & TOY	$ 113,827.54
GREATER VANCOUVER SEWERAGE & DRAINAGE DISTRICT	$ 1,323,032.17
INSURANCE CORPORATION OF BC	$ 148,205.00
ISLAND FREIGHTLINER TRUCK SALES LTD	$ 120,614.79
ITT FLYGT CANADA	$ 96,335.79
J MILNER TRUCKING LTD	$ 118,974.67
JOE CUNNINGHAM FORD LTD	$ 86,285.71
KAL TIRE	$ 46,669.33
KNAPPETT CONSTRUCTION LTD	$ 525,882.86
KOERS & ASSOCIATES ENGINEERING LTD	$ 57,728.43
L & E EXCAVATING LTD	$ 27,500.57
LAND CONSERVANCY OF BC	$ 50,000.00
LONG LAKE AUTO PARTS LTD	$ 40,465.23
MALASPINA UNIVERSITY COLLEGE	$ 144,168.33
MARITIME LIFE ASSURANCE COMPANY	$ 43,546.60
MEADOWLARK TECHNOLOGIES INC	$ 193,919.05
MEDICAL SERVICES PLAN OF BC	$ 200,444.00

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF PAYMENTS FOR SUPPLIES AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2003

	AMOUNT
MID ISLAND CABINETS	$ 29,407.86
MINISTER OF FINANCE	$ 79,244.79
MORROW ENVIRONMENTAL CONSULTANTS INC	$ 102,378.81
MUNICIPAL PENSION PLAN	$ 1,280,726.15
NANAIMO & DISTRICT HARBOURFRONT CENTER	$ 41,635.00
NANAIMO ANIMAL SHELTER LIMITED	$ 49,665.27
NANAIMO CITY OF	$ 820,984.91
NANAIMO DAILY NEWS/HARBOUR CITY STAR	$ 29,452.54
NANOOSE BAY VOLUNTEER FIRE DEPARTMENT	$ 163,063.50
NEALE STANISZKIS DOLL ADAMS ARCHITECTS	$ 69,531.15
NEW FLYER PARTS	$ 70,923.47
NORTH ISLAND 911 CORPORATION	$ 328,112.00
OSTLING & ASSOCIATES COMMUNICATIONS	$ 27,890.99
P/Q NEWS	$ 27,038.05
PACIFIC BLUE CROSS	$ 407,216.41
PACIFIC NORTHWEST RAPTORS	$ 79,489.98
PARKSVILLE CITY OF	$ 389,985.14
PETRO-CANADA	$ 895,440.10
PIPE-EYE VIDEO INSPECTIONS & SERVICES	$ 72,924.32
PORTER WOOD RECYCLING LTD	$ 43,254.75
PROFIRE EMERGENCY EQUIPMENT	$ 26,450.96
QUALICUM BEACH TOWN OF	$ 294,396.53
QUALICUM FARMS LTD	$ 65,801.29
R & G EQUIPMENT RENTALS LTD	$ 36,269.20
RG CONSTRUCTION (PARKSVILLE) LTD	$ 7,558,038.12
ROBINSON D CONTRACTING LTD	$ 47,025.12
SMITH CAMERON INDUSTRIAL	$ 27,920.14
SOFTWARE HOUSE INT'L	$ 25,197.98
SPERLING HANSEN ASSOCIATES	$ 45,564.73
STAPLES MCDANNOLD STEWART	$ 151,653.67
STEEL CONTAINER SYSTEMS INC	$ 34,312.90
SUN LIFE ASSURANCE CO OF CANADA	$ 209,203.80
TELUS COMMUNICATIONS (BC) INC	$ 205,118.09
TERASEN GAS	$ 105,802.09
TRADEWIND ELECTRIC LTD	$ 86,681.22
TREE ISLAND INDUSTRIES LTD	$ 75,667.29
VADIM COMPUTER MGMT GROUP LTD	$ 30,718.11
VANCOUVER ISLAND REGIONAL LIBRARY	$ 1,260,340.00
WALCO INDUSTRIES LTD	$ 40,894.08
WASTE TECH INC	$ 237,288.62
WESTBURNE ELECTRICAL INC	$ 52,958.25
WINDLEY CONTRACTING LTD	$ 1,220,746.67
WL SOLUTIONS LTD	$ 28,380.26
WORKERS COMPENSATION BOARD OF BC	$ 163,396.52
WOODGROVE CHRYSLER	$ 27,639.55
TOTALS OVER $25,000	**$ 32,627,466.87**
TOTAL UNDER $25,000	**$ 3,089,229.21**
TOTAL ALL	**$ 35,716,696.08**

REGIONAL DISTRICT OF NANAIMO
RECONCILIATION OF EXPENDITURES TO SUPPLIER PAYMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

Total of aggregate payments exceeding $25,000 paid to suppliers	$ 32,627,466.87
Consolidated total of payments of $25,000 or less paid to suppliers	3,089,229.21
	$ 35,716,696.08
Add back: Employee expense amounts reported under remuneration schedules	218,833.53
less amounts for Elected Officials exempt remuneration	(60,330.14)
Deduct: Non expenditure items - investments	(3,000,000.00)
Deduct: Cost sharing advances repaid to BC Transit	(2,949,950.08)
Add: BC Transit actual billed charges	1,329,687.00
Deduct: Employee paid benefit plan premiums	(741,020.09)
Deduct: Union Dues collected from employees	(181,841.32)
Deduct: Payments reimbursed under incorporation study grants	(73,644.62)
Deduct: Reserve funds transferred to municipality under agreement	(29,242.00)
	$ 30,229,188.36
Expenditures per Statement of Revenue and Expenditures	$ 33,943,265.00
Add: Transfers to other governments	3,475,299.00
Add: Prior year accrued amounts	466,365.63
Deduct: 2003 accrued amounts payable	(435,782.79)
Add: Expenditures from reserve funds	2,081,571.00
Expenditures from capital fund	6,735,633.00
Less: Interdepartmental cost recoveries - non cash charges	(2,319,430.00)
Less: Wages & benefits included in expenditures	(14,025,543.00)
Elected officials remuneration included in expenditures	(180,946.82)
Program instructor remuneration included in epxenditures	(67,492.72)
Add back: Employer share of CPP & EI reported as supplier payment	681,508.64
Employer share of employee benefits:	
Municipal Superannuation Plan	662,902.58
Workers Compensation Board	149,151.24
Other	742,263.36
	$ 31,908,764.12
Unreconciled difference	$ (1,679,575.76) -5.6%

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF GRANTS
FOR THE YEAR ENDED DECEMBER 31, 2003
(amounts are included in Totals Paid to Suppliers aggregating less than $25,000)

School District 68 General Grants In Aid

Cedar School and Enhancement Society	$ 1,139.00
First Lantzville Scouts, Cub & Beavers	$ 2,250.00
Nanaimo Search & Rescue	$ 2,050.00
Cedar Community Association	$ 2,632.00
The Hope Center	$ 565.00
	$ 8,636.00

School District 69 General Grants In Aid

D69 Historical Society	$ 2,500.00
Forward House Community Society	$ 1,000.00
Oceanside Community Policing Officers	$ 900.00
Parksville Special Olympics	$ 200.00
Vancouver Island Palentology Museum	$ 1,100.00
BC SPCA	$ 500.00
D69 Volunteer Society	$ 2,690.00
D69 Society of Allied Support Groups	$ 500.00
Lighthouse Community Marine Rescue Society	$ 2,500.00
Mt. Arrowsmith Elder Abuse Prevention Committee	$ 310.00
Oceanside Community Arts Council	$ 1,000.00
RCMP Auxiliary Constables	$ 500.00
Timeout for Tots & Moms	$ 450.00
	$ 14,150.00

D69 Recreation Program Grants

Arrowsmith Cricket Club	$ 500.00
Ballenas Secondary School Dry Grad Committee	$ 800.00
Errington Therapeutic Riding Association	$ 2,500.00
Fuzion Youth Center	$ 2,500.00
Mid Island Wildlife Watch Society	$ 1,000.00
Nanoose Bay Elementary School PAC	$ 1,000.00
Vancouver Island Adrenalin Games	$ 1,500.00
Vicious Vacant Productions	$ 825.00
Arrowsmith Search & Rescue	$ 850.00
Ballenas Secondary School Cheer & Stunt Squad	$ 4,615.00
Building Learning together	$ 2,480.00
Errington War Museum	$ 5,500.00
Island Ryders Wakeboard Club	$ 2,500.00
KidFest	$ 1,500.00
Lighthouse Recreation Commission	$ 1,250.00
Lighthouse Floor Curlers	$ 230.00
Mid Vancouver Island Habitat Enhancement Societ	$ 966.00
Oceanside Community Arts Council	$ 800.00
Oceanside Floor Curlers	$ 1,300.00
Oceanside Lyrics Ensemble	$ 2,500.00
Oceanside Track & Field Club	$ 11,260.00
Qualicum Beach Family Day Celebration	$ 1,000.00
Ravensong Aquatic Club	$ 2,700.00
Parksville Royals Baseball Club	$ 700.00
Bow Horn Bay Community Club	$ 4,000.00
Arrowsmith Agricultural Society	$ 8,850.00
Timeout for Tots & Moms	$ 2,410.00
Kondor Rugby Club	$ 1,284.00
D69 Family Resource Association	$ 980.00
Associated Family & Community Support Services	$ 1,600.00
Coomba Halloween Candy Walk	$ 1,000.00
	$ 71,000.00

REGIONAL DISTRICT OF NANAIMO

MEMORANDUM

TO: C.Mason
General Manager, Corporate Services

DATE: May 17, 2004

FROM: N.Avery
Manager, Financial Services

FILE:

SUBJECT: **Coombs-Hilliers Fire Boundary Extension and Capital Bylaws**

PURPOSE:

To introduce for first three readings:

"Coombs-Hilliers Fire Protection Service Area Boundary Amendment Bylaw No. 1022.04, 2004".
"Coombs-Hilliers Fire Protection Service Area Capital Charge Bylaw No. 1387, 2004".

BACKGROUND:

Ten property owners owning or residing adjacent to Cameron Lake are currently without fire protection. One of the property owners operates a sizeable campground/resort. The Coombs-Hilliers Volunteer Fire Department Society has agreed to extend their service area boundaries to include these properties but requires new properties to pay a capital charge in consideration for access to the assets of the service area. A capital charge has been calculated by dividing the reasonable value of the vehicle fleet and buildings by the total assessed values in the service area. The capital charge established under Bylaw 1387, 2004 is a rate of $4.08 per $1,000 of assessed value.

The *Local Government Act* requirements for a valid petition are signatures from 50% of the property owners having 50% of the assessed property values. An information letter and subsequent meeting between staff, the area Director and the owners was held and those in attendance at the meeting, (representing 6 of 10 owners) wish to proceed with the boundary amendment expeditiously.

Staff will shortly send formal petitions and capital charge notices to all of the property owners. Staff are introducing the two bylaws attached for first three readings. In this way, as soon as the capital charge monies have been received the bylaws can be expedited to the Province for approval and returned to the Regional District for adoption.

ALTERNATIVES:

1. Give first three readings to the boundary extension and capital charge bylaws as presented.
2. Amend the capital charge amount and approve an amended bylaw.
3. Do not approve a capital charge.

FINANCIAL IMPLICATIONS:

Alternative 1

The amount to be collected from the ten properties at Cameron Lake will be $5,522. The funds will be used in the current year to support capital improvements at the firehall. All property owners however, must remit their capital charge assessment before the bylaws will be adopted. Given the distance to the properties and their isolated location, the fire department and staff recommend that the boundary extension be offered on an all or nothing basis. There is a small risk that two property owners, whose properties are currently vacant, may be reluctant to pay the capital charge and property taxes because they have no structures to be protected. Although these properties could be brought into the service under the boundary amendment bylaw, there is no legislative mechanism to collect the capital charge if these owners choose not to remit their assessed amount – the capital charge amount would have to be pursued as a small claims debt.

Alternatives 2 and 3

Staff believe that the calculation of the capital charge is reasonable and would not recommend amending it to a lower amount. The capital charge is a mechanism to purchase access to an existing service and is a recognized local government charge – staff does not recommend eliminating the charge.

SUMMARY/CONCLUSIONS:

The Coombs Hilliers Volunteer Fire Department Society has agreed to extend its service area boundaries to include ten properties in the Cameron Lake vicinity, on the condition that the property owners remit a capital charge assessment. The capital charge has been calculated as a rate of $4.08 per $1,000 of assessment. Based on feedback from a meeting with some of the property owners, staff are introducing the boundary extension and capital charge bylaws for first three readings. The bylaws will not be adopted until formal petitions have been returned and the capital charge assessments have been paid. There is a small risk that two vacant properties will not sign the petitions – in which case there is no legislative mechanism for applying the capital charge against the property. While the properties can be included in the boundary and would pay subsequent years' taxes, it may be necessary to pursue collection of the capital charge through standard debt collection channels.

RECOMMENDATION:

1. That "Coombs-Hilliers Fire Protection Service Area Boundary Amendment Bylaw No. 1022.04, 2004" be introduced for first three readings.

2. That "Coombs-Hilliers Fire Protection Service Area Capital Charge Bylaw No. 1387, 2004" be introduced for first three readings.

Report Writer

General Manager Concurrence

CAO Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1022.04

A BYLAW TO AMEND THE BOUNDARIES OF THE COOMBS-HILLIERS FIRE PROTECTION LOCAL SERVICE AREA

WHEREAS the Board of the Regional District of Nanaimo established by "Coombs-Hilliers Fire Protection Local Service Area Establishment Bylaw No. 1022, 1996", a local service area for the provision of fire protection;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned to include within the service area boundaries certain properties in the vicinity of Cameron Lake;

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

1. This bylaw may be cited as "Coombs-Hilliers Fire Protection Local Service Area Boundary Amendment Bylaw No. 1022.04, 2004".

2. The boundaries of the "Coombs-Hilliers Fire Protection Local Service Area" are hereby amended to include the properties shown in heavy outline on Schedule 'A' attached to this bylaw.

3. The amended boundaries of the "Coombs-Hilliers Fire Protection Local Service Area" are shown in heavy black outline on Schedule 'B' attached to this bylaw.

Introduced and read three times this 8th day of June, 2004.

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

Adopted this _____ day of _____, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1387

A BYLAW TO IMPOSE CAPITAL CHARGES WITH RESPECT TO THE COOMBS-HILLIERS FIRE PROTECTION SERVICE AREA

WHEREAS the Board of the Regional District of Nanaimo established by "Coombs-Hilliers Fire Protection Local Service Area Establishment Bylaw No. 1022, 1996", a local service area for the provision of fire protection;

AND WHEREAS Section 363 of the *Local Government Act* authorizes a Board to, by bylaw, impose a fee or charge in respect of all or part of a service of the Regional District;

AND WHEREAS capital improvements have been made to provide the service and therefore the Board desires to impose a capital charge on each parcel added to the local service area under a boundary expansion;

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

1. The owner of any parcel of land to be added to the Coombs-Hilliers Fire Protection Service Area must pay to the Regional District, the applicable charge set out in Schedule 'A' to this bylaw to provide funds to pay a contribution toward the capital value of the system.

2. The charge imposed under Section 1 must be paid to the Regional District prior to the adoption of a bylaw amending the boundaries of the service area.

3. This bylaw may be cited for all purposes as "Coombs-Hilliers Fire Protection Service Area Capital Charge Bylaw No. 1387, 2004".

Introduced and read three times this 8th day of June, 2004.

Adopted this 8th day of June, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Schedule 'A' to accompany " Coombs-Hilliers Fire Protection Service Area Capital Charge Bylaw No. 1387, 2004.

Chairperson

General Manager, Corporate Services

SCHEDULE 'A'

Capital Charges Payable:

$4.08 per $1,000 of assessed value for land and improvements.

The capital charges in this bylaw shall increase by 3% compounded each January 1st.

REGIONAL DISTRICT OF NANAIMO

REGIONAL DISTRICT OF NANAIMO

MAY 11 2004

CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	
		CoW	✓

MEMORANDUM

TO: Dennis Trudeau
Manager of Liquid Waste

DATE: May 5, 2004

FROM: Chris Brown, AScT
Engineering Technologist

FILE: 4520-20-61

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 m^2
- 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 1, DL 80, Plan 49865, Newcastle Land District.
   Cheddar Road
   Area G

Philip and Victoria Wild have petitioned the RDN to include their property into the Regional District of Nanaimo Pump and Haul Local Service Area, Bylaw No. 975. A letter 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 m^2 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 700m^2, 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 Covenant has been prepared for the property.

RECOMMENDATIONS

1. **That** the boundaries of the RDN Pump and Haul Local Service Area Bylaw 975 be amended to include Lot 1, DL 80, Newcastle Land District, Plan 49865. (Cheddar Road Area G)

2. **That** "Regional District of Nanaimo Pump & Haul Local Service Area Amendment Bylaw No. 975.35, 2004" be read three times and forwarded to the Inspector of Municipalities for approval.

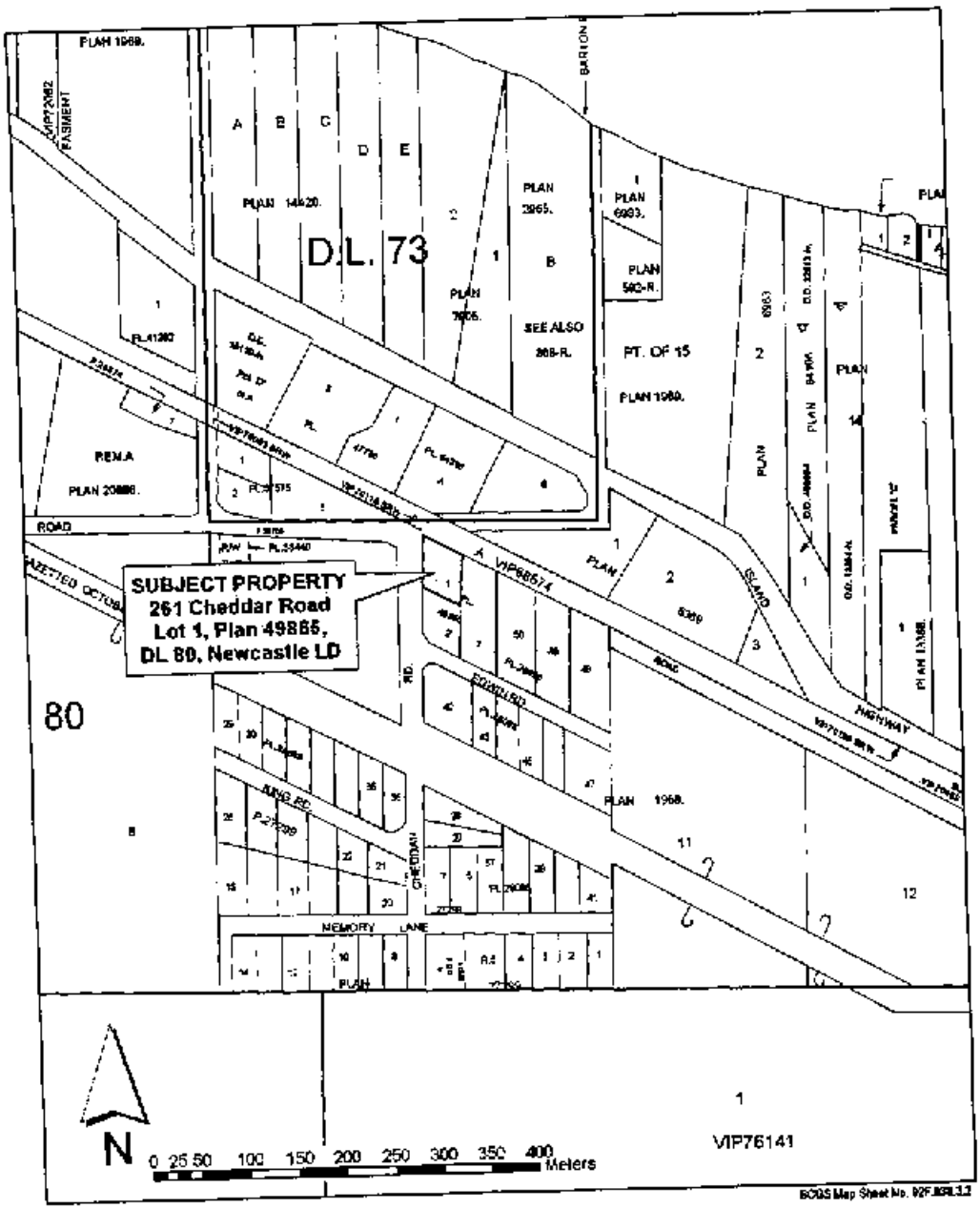
Report Writer

FOR DTRudeau
Manager Concurrence

General Manager Concurrence

CAO Concurrence

COMMENTS


SUBJECT PROPERTY
261 Cheddar Road
Lot 1, Plan 49865,
DL 80, Newcastle LD
D.L. 73
80
PLAN 1968.
PLAN 14620.
PLAN 3965.
PLAN 6993.
PLAN 582-R.
SEE ALSO 868-R.
PT. OF 15
PLAN 1969.
REM.A
PLAN 20886.
ROAD
CHEDDAR RD.
MEMORY LANE
HIGHWAY
VIP76141
N
0 25 50 100 150 200 250 300 350 400 Meters

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 975.35

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. 975.35;

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

Lot 1, District Lot 80, Newcastle Land District, Plan 49865 (Electoral Area G)

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

1. Schedule 'A' of Bylaw No. 975.34 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. 975.35, 2004".

Introduced and read three times this 8th day of June, 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. 975.35, 2004"

_____

Chairperson

_____

General Manager, Corporate Services

BYLAW NO. 975.35

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.
2. Lot 1, District Lot 80, Plan 49865, Newcastle 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

MEMORANDUM

TO: Carey McIver
Manager Solid Waste

May 10, 2004

FROM: Alan Stanley
Solid Waste Program Coordinator

5360-10

SUBJECT: **Landfill and Transfer Station Yard Waste Composting Quote Results**

PURPOSE

To consider quotes for composting yard waste delivered by RDN residents and businesses to the Regional Landfill and Church Road Transfer Station (CRTS).

BACKGROUND

In April, RDN staff issued a Request for Quotations (RFQ) for the composting of yard waste from the Regional Landfill and the CRTS. The quote for the Regional Landfill included transportation to the proponent's facility. For the CRTS, proponent's quotes only included composting costs. The RDN is under contract with the Greater Vancouver Regional District (GVRD) to transport CRTS yard waste. The GVRD calculated transportation costs to each proponent's facility were added to the CRTS quotes to determine the net cost of the CRTS quotes. Proponents were made aware of this additional cost in the RFQ documents and that the lowest net cost including transportation costs to the RDN would be the price that determined the winning bid.

An important requirement of this RFQ was that the proponent has an existing composting facility that is compliant with the provincial Ministry of Water, Land and Air Protection's 'Organic Matter Recycling Regulation, B.C. Reg. 18/2002' (OMRR). This provincial regulation is in place to insure that all composting facilities in BC operate within specified environmental protection parameters. Proponents were also informed that the RDN could award two contracts, based on the lowest quotes received for each site.

The RFQ closed April 30, 2004. The following three quotes were received for composting yard waste from both facilities:

Proponent	Regional Landfill Quote Price $/tonne (including transport)	CRTS Quote Price $/tonne (excluding transport)	CRTS Transportation Prices $/tonne	CRTS Net $/tonne	OMMR Compliant
International Composting Corp.	$39.50	$29.00	$8.54	$37.54	Yes
Meadowlark Construction (dba.West Coast Landfill Diversion)	$38.50	$31.50	$12.72	$44.22	Yes
Qualicum Farms Limited	**$36.50**	$28.50	$6.36	**$34.86**	Yes

ALTERNATIVES

1. Award a contract to transport and compost yard waste from the Regional Landfill to Qualicum Farms Limited and award a contract to compost yard waste delivered from CRTS to Qualicum Farms Limited.

2. Do not award contracts based on the RFQ results.

FINANCIAL IMPLICATIONS

The quote from Qualicum Farms Limited at $36.50/tonne is the lowest quote for the Regional Landfill. The quote from Qualicum Farms Limited, at $28.50/tonne plus $6.36/tonne transportation costs, is the lowest quote for the CRTS.

The term of the contract will be one year. The total cost of the two one-year contracts is projected to be $225,384 based on 6,280 total tonnes of yard waste exported in 2003, 3,941 tonnes from the Regional Landfill and 2,339 tonnes from the CRTS. The estimated value of the Regional Landfill contract is $143,846. The estimated value of the CRTS contract is $81,538.

The 2004 budget for this work, which was based on previous contract costs, is $234,894.

ENVIRONMENTAL IMPLICATIONS

Composting yard waste at private sector facilities will save expensive landfill space. Also, composting provides environmental benefits by creating a useable product from waste materials.

STRATEGIC IMPLICATIONS

Diverting organic material to private sector composting facilities is a key element of the RDN Solid Waste Management Plan and the Waste Stream Management Licensing bylaw contained therein. Using an RDN controlled waste stream as feedstock for industry encourages and supports local business.

SUMMARY/CONCLUSIONS

In April staff released a Request for Quotations to compost yard waste delivered by RDN residents and businesses to the Regional Landfill and Church Road Transfer Station. The quote from Qualicum Farms Limited at $36.50/tonne is the lowest compliant quote for the Regional Landfill. The quote from Qualicum Farms Limited, at $28.50/tonne plus $6.36/tonne transportation costs, is the lowest compliant quote for the CRTS. Qualicum Farms Limited is OMRR compliant.

RECOMMENDATION

1. **That** Qualicum Farms Limited be awarded the contract for composting yard waste from the Regional Landfill and the contract for composting yard waste from Church Road Transfer Station for $36.50 and $28.50 per tonne respectively.

Report Writer

Manager Concurrence

General Manager Concurrence

CAO Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

MAY 11 2004

CHAIR	GMCrS
CAO	GMDS
GMCmS	GMES

MEMORANDUM

TO: Carey McIver
Manager of Solid Waste

DATE: May 3, 2004

FROM: Alan Stanley
Solid Waste Program Coordinator

FILE: 5360-00

SUBJECT: **Non-Profit Organizations – Solid Waste Tipping Fee Waivers**

PURPOSE

To present the Board with a policy that retains the illegal dumping protocol and provides options for existing no-charge accounts.

BACKGROUND

In January 2004 the Board considered a report that dealt with a request from the Salvation Army for a tipping fee waiver for construction waste from their new building. The Board denied the request and directed staff to prepare a policy that retains the illegal dumping clean up protocol and provides options for existing no-charge accounts.

Current No-Charge Accounts

There are currently 3 types of no charge accounts: illegal dumping clean-up, non-profit recycling organizations and non-profit thrift stores.

In 1991, to encourage community involvement, the Board directed that tipping fees be waived for a community group cleaning up an illegal dumping area. In 1992, the Board supported allowing residual waste from a dedicated recycling organization to be accepted at no charge. There are two such accounts, the Nanaimo Recycling Exchange (NRE) and the Gabriola Island Recycling Organization (GIRO).

The introduction of changes to solid waste management practices in 1991 contributed to a temporary increase in illegal deposition of household waste at the Parksville Society of Organized Services (SOS) and the Parksville Salvation Army thrift stores. At that time RDN staff agreed to accept small amounts of this waste at no charge. This arrangement was later extended to include Nanaimo Salvation Army.

Legislative Implications

The *Local Government Act* allows fees to be waived based on the concept that a community benefit must be provided as a result. It is the Board's discretion to define community benefit. Caution must be exercised in defining community benefit because it could be argued that almost any organization provides some community benefit. In the context of solid waste user fees, community benefit criteria could include:

- The request assists the RDN in achieving waste reduction towards the goal of Zero Waste;
- The core function of the organization is related to waste reduction; and
- The organization requesting fee relief is a non-profit organization.

Using the above criteria, only NRE and GIRO would qualify for continued fee relief.

Discussion

The public has learned to adhere to the one can limit and inappropriate materials deposited at non-profit thrift stores has been greatly reduced. Further, the organizations have removed unattended drop boxes, installed locking garbage containers, and in some cases installed video surveillance at the drop off sites. These changes have been far more effective at reducing illegal dumping problems at thrift stores than relief from disposal fees.

Currently, the SOS and Salvation Army accounts are also being used for materials that the organizations are unable to sell. This is of concern because much of the material received for disposal from these accounts, while perhaps not sellable, is recyclable. Staff suggests that the convenience of these no charge accounts contributes to less diligence in seeking alternatives to disposal. A procedure that was established to address a temporary problem has evolved to subsidize regular operating costs. The following table lists the no-charge accounts and the 2003 fees waived.

Organization Name	***2003 Waived Fees***
Salvation Army (thrift stores)	$34,564
Society of Organized Services (thrift store)	$13,829
Nanaimo Recycling Exchange	$2,230
Gabriola Recycling Organization	$1,342
Sub-Total	**$51,965**
Illegal Dumping Clean-Up	$6,818
Total	**$58,783**

No-charge accounts raise claims of unfair practices from private sector recyclers. Evidence suggests that relief from disposal fees has resulted in increased disposal and decreased recycling. The current arrangements have no maximum value ceiling, which is problematic for budgeting and controlling costs.

If thrift stores were to be granted fee relief a detailed policy with evaluation criteria would be required to determine the portion of the operation that could qualify for fee relief.

ALTERNATIVES

1. Grant fee relief for illegal dumping clean-up and to non-profit organizations that have waste reduction as a core function. At present, this alternative would result in only the NRE and GIRO no-charge accounts continuing to be honoured.

2. Grant fee relief for illegal dumping clean-up and to non-profit organizations that have waste reduction as a core function plus non-profit thrift stores, and impose restrictions on the disposal of recyclable material.

3. Continue with the current arrangements.

FINANCIAL IMPLICATIONS

In 2003, the RDN waived $51,965 in fees for non-profit organizations and $6,818 for illegal dumping clean-ups for a total of $58,783. Providing charity to specified users within the solid waste budget means that any revenue lost must be made up by other solid waste customers. This contradicts the RDN user fee policy. A public utility providing free utility services to different interest groups is not common. For example, these organizations typically do not receive relief for other utility rates such as water, sewer, hydro or telephone services.

Alternative 1 would result in an overall reduction of disposal fee subsidies of $48,393 leaving a total subsidy of $10,614 based on 2003 values. Alternative 2, through tighter controls and increased recyclables diversion, may reduce the value of the fees currently being waived. Additional staff time would be required to administer and monitor the thrift store activities. Alternative 3 would result in no cost savings and continuing lack of control over costs.

PUBLIC RELATIONS IMPLICATIONS

The public has strongly supported both illegal dumping clean-ups and the recycling services provided by NRE and GIRO. Not all the public supports the use of public funds to support selected charitable or non-profit organizations.

ENVIRONMENTAL IMPLICATIONS

Illegal dumping clean-up provides ongoing environmental improvement. The services provided by the NRE and GIRO, particularly in the area of product stewardship depots, which handle household hazardous waste provide a definite environmental benefit to the residents of the RDN by keeping toxic materials out of the landfill and other inappropriate places. Also, encouraging the thrift store organizations to recycle more material would mean less material in the landfill. The status quo results in negative environmental implications because much of the material currently received at the landfill and transfer station from thrift stores is recyclable.

SUMMARY/CONCLUSIONS

In January 2004 the Board directed staff to prepare a policy that retains the illegal dumping clean-up protocol and provides options for existing no-charge accounts.

There are currently 3 types of no charge accounts, illegal dumping clean-up, non-profit recycling organizations and non-profit thrift stores.

The *Local Government Act* contains language that would allow disposal fees to be waived based on the concept that a community benefit must be provided as a result. Where community benefit can be demonstrated, the Board has the discretion to give relief from fees and charges. It is the Board's discretion to determine what constitutes community benefit.

In 2003, the RDN waived $51,965 in fees for non-profit organizations and $6,818 for illegal dumping clean-ups for a total of $58,783. Providing charity to specified users within the solid waste budget means that any revenue lost must be made up by other solid waste customers. This contradicts the RDN user fee policy.

The public has strongly supported both illegal dumping clean-ups and the recycling services provided by NRE and GIRO, however, not all the public supports the use of public funds to support charitable organizations.

Illegal dumping clean-up provides ongoing environmental improvement. Tighter controls on the type of material allowed for disposal by thrift stores would result in less material going to landfill. The status quo results in negative environmental implications because much of the material currently received at the landfill and transfer station from thrift stores is recyclable.

RECOMMENDATION

1. **That** the Board support a policy of granting waste disposal fee relief only for illegal dumping clean-up and to non-profit organizations that incorporate waste reduction as a core function. Other organizations, such as thrift store operations, would not qualify for fee relief.

2. **That** the Board direct staff to prepare a bylaw for Board consideration that incorporates a policy of waste disposal fee relief for illegal dumping clean-up and to non-profit organizations that incorporate waste reduction as a core function.

Report Writer

Manager Concurrence

General Manager Concurrence

CAO Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

MAY 11 2004

CHAIR	GMCrS
CAO	GMDS
GMCmS	GMES

MEMORANDUM

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

DATE: May 12, 2004

FROM: Carey McIver
Manager Solid Waste

FILE: 5365-22

SUBJECT: **New and Emerging Residual Waste Management Technologies Update**

PURPOSE

To present an interim update on new and emerging residual solid waste management technologies to the Board for information.

BACKGROUND

The draft Solid Waste Management Plan (SWMP) provides for a review of new and emerging residual waste management technologies that may further reduce the RDN's reliance on landfilling and waste export. In accordance with the Board directives of August 2003, this review is to be completed by December 2006 and be undertaken in cooperation with other Vancouver Island regional districts.

To initiate this exercise, staff from the RDN and Cowichan Valley Regional District engaged consultants to undertake a preliminary review of new and emerging technologies that may be applicable to Vancouver Island regional districts. The primary objective of the study (report attached) was to determine if any of these technologies might have applicability in the foreseeable future and thus help direct resources for future consideration of residual waste disposal options.

A number of the technologies reviewed in the report are considered technically viable for managing residual municipal solid waste (MSW); however, most of them have not been economically proven in a North American context. Technologies reviewed included:

- Material Recovery Facilities – separation of MSW into recyclable & non-recyclable material streams
- Refuse Derived Fuel – separation of MSW into combustible & non-combustible material streams
- Steam Treatment – use of steam pressure to sterilize MSW feedstock
- Aerobic MSW Composting – controlled decomposition of unsorted MSW
- Anaerobic Digestion – biological conversion of organics in the absence of oxygen
- Ethanol Fermentation – conversion of organics to carbon dioxide and ethanol
- Chemical – chemical addition to physical processes to produce energy
- Incineration/Waste-to-Energy – combustion of MSW/heat recovery processes
- Gasification – conversion of the carbon based fraction of MSW to gas for energy recovery
- Pyrolysis – decomposition of MSW by the application of heat in the absence of oxygen

Some details, current status, advantages and disadvantages of these various technologies are contained in the attached report. Although the review was not conclusive regarding the viability of residual waste processing, the research identified that there is a significant amount of local government level analysis of options underway in regions across Canada, including Halifax, Toronto, York, Niagara and Edmonton.

The California Integrated Waste Management Board is also currently involved in a review of conversion technologies for MSW.

Generally, new and emerging approaches for residual MSW management are capital intensive and expensive to operate compared to conventional landfills. Nevertheless the review does indicate that there may be some promise for residual waste processing in the future. Consequently the study recommends that the RDN continue to monitor the development of technologies that have shown technical merit as well as municipal activities in Canada related to residual waste management. As pilot projects and request for proposal processes are completed in other parts of Canada, relevant cost information will become available that can be applied to the RDN and adjacent regional districts. Staff propose to provide progress reports to the Board as this information becomes available.

Prior to the report being finalized, details of the study were presented to a meeting of Vancouver Island regional district solid waste managers to review the report's results and discuss potential cooperative strategies. As discussed in the March 2004 status report to the Board on the SWMP, staff from the RDN and CVRD intend to use this island-wide regional district committee to vet future solicited and unsolicited proposals from alternative technology vendors to ensure that regional solid waste disposal needs are being met with the most environmental, economically and socially sustainable technology.

Staff also intend that this report be provided to the public as background information to assist in their review of the draft SWMP.

SUMMARY

The draft Solid Waste Management Plan (SWMP) provides for a review of new and emerging residual waste management technologies that may further reduce the RDN's reliance on landfilling and waste export. To initiate this exercise, staff from the RDN and Cowichan Valley Regional District engaged consultants to undertake a preliminary review of new and emerging technologies that may be applicable to Vancouver Island regional districts. The primary objective of the study (report attached) was to determine if any of these technologies might have some applicability in the foreseeable future and thus help direct resources for future consideration of residual waste options. The study recommends that the RDN continue to monitor the development of technologies that have shown technical merit as well as municipal activities in Canada related to residual waste management.

RECOMMENDATION

That the Board receive the interim update report on New and Emerging Residual Waste Management Technologies Update for information.

C. McIver
Report Writer

General Manager Concurrence

CAO Concurrence

COMMENTS:

New and Emerging Residual Waste Management Technologies Update

prepared for:
Regional District of Nanaimo
Cowichan Valley Regional District

prepared by:
Gartner Lee Limited

reference:
GLL 40270

date:
May 2004

Table of Contents

Executive Summary

The Regional District of Nanaimo (RDN) and Cowichan Valley Regional District (CVRD) retained Gartner Lee Limited to conduct a preliminary review of new and emerging residual waste management technologies. The primary objective of this review was to determine if any of these technologies might have some applicability to the regional districts in the foreseeable future and thus help direct resources for future consideration of residual waste management options.

It should be noted that this study is only a preliminary review of technologies based on readily available information and not an exhaustive, technical review or feasibility analysis. The research entailed reviewing existing reports, particularly those done for Canadian local governments, web research and phone interviews.

Residual waste processing technologies can be grouped into four major types: physical, biological, chemical and thermal. The review considered the status, costs, advantages and disadvantages of each of these types of technologies. Although residual waste management systems often engage more than one technology such that a system may include a mechanical process to start with, a biological process as the next phase and apply the remaining residuals to a thermal process, each type of technology was reviewed independently. All of the technologies generate some residuals that ultimately require landfilling. The need for landfills is not eliminated by any new and emerging technology.

Most of the technologies reviewed are considered technically viable for managing residual MSW, having been proven at least at a commercial demonstration scale, in Europe, Japan or North America. However, most of these technologies have not been economically proven in a North American context, as commercial scale facilities have not been established on the continent, or, having been established, have generally failed for financial reasons. This means that there is a significant lack of relevant information regarding real costs and benefits of these new and emerging technologies, which in turn increases the risks associated with adoption. Table 1.1 illustrates the technical and economic status of technologies reviewed. The economically proven technologies, material recovery facilities, refuse derived fuel processes, municipal solid waste composting and incineration, generally do not fall into the category of new and emerging technologies, but are of interest due to their capabilities for managing residual wastes.

Table 1-1 Technical and Economic Status

Technology	Technical Viability	Economic Viability in North America
Material Recovery Facilities (MRF)	√	√
Refuse Derived Fuel (RDF)	√	√
Steam	X	X
Aerobic MSW Composting	√	√
Anaerobic Digestion	√	X
Fermentation (Ethanol Production)	X	X
Chemical	X	X
Incineration/Waste-to-Energy	√	√
Gasification	√	X
Pyrolysis	√	X

The availability and quality of relevant cost data varied depending on the type of technology reviewed. Recent Canadian reports on requests for expressions of interest (REOI) provided some insight, as did comments from individuals directly responsible for, or involved in, MSW technology analysis and implementation. Generally, new and emerging approaches for residual MSW management are capital intensive and expensive to operate compared to conventional landfills, with costs ranging from $70 to $217 per tonne. How transferable these costs are to the RDN and CVRD and how comparable they are to direct landfilling is not known since:

- costs are affected by economies of scale;
- cost of landfilling does not typically recognize full cost accounting; and
- cost estimates for technologies are only a component cost of a residual waste management system and not a whole system cost.

The various types of technologies reviewed varied considerably in terms of their advantages and disadvantages. Generally, many of these technologies can provide significant value in terms of the amount of waste diverted from landfill. Some have the added advantage of maximizing the recovery of marketable recyclables, whereas others have the added advantage of maximizing energy recovery and power generation potential. Where intermediate or unconventional primary products are produced, including Class B compost, RDF, steam, syngas and bio-oil, challenges arise regarding marketability. This issue may translate into a disadvantage depending on the context, and if so, will affect economic viability and costs.

Although the review was not conclusive regarding the viability of residual waste processing, the research process unveiled that there is a significant amount of local government level analysis of options underway in regions across Canada, including Halifax, Toronto, York, Niagara and Edmonton. The California Integrated Waste Management Board is also currently involved in a review of conversion technologies for MSW.

The review indicates that there may be some promise for residual waste processing in the future. The feasibility will be based on available waste quantities, the change in composition, and depending on the technology, energy markets. Hence, some continued work in this vein is recommended; specifically:

- Continue to monitor the development of the technologies that have proven to be technically viable, including refuse derived fuel, anaerobic digestion, waste-to-energy, gasification and pyrolysis.
- Keep abreast of municipal activities in Canada related to residual waste management such as those occurring in Edmonton, Niagara, York and Toronto. As pilot projects and RFP processes are completed, relevant cost information will be become available.
- Continue to monitor the work currently underway in California relating to thermal conversion technologies.
- Consider residual waste processing technologies in the context of the RDN and CVRD's whole waste management systems, as a given technology may or may not be beneficial to the current solid waste management planning direction. All of the implications of adopting a residual waste technology should be assessed before adoption.

Pending developments in these residual waste processing technologies, our findings suggest that traditional diversion activities may be the preferred option for the RDN for next few years. A conventional but aggressive waste reduction strategy could aim to divert up to 70% of the solid waste stream through maximizing organics recovery in a source-separation based program, as well as enhancing materials recovery and recycling initiatives.

1. Introduction

The Regional District of Nanaimo (RDN) and Cowichan Valley Regional District (CVRD) retained Gartner Lee Limited to conduct a preliminary review of new and emerging residual waste management technologies. The primary objective of this review was to determine if any of these technologies might have some applicability to them in the foreseeable future.

There have been many articles in North American trade journals about residual waste technologies in recent years indicating that research and progress is underway for further reducing the amount of waste going to landfill. This review was to determine if, in fact, progress has been made, to establish if any specific technology has proved out and is being adopted in other North American jurisdictions, and what technologies have been determined to be non-viable.

It should be noted that this study is only a preliminary review of technologies based on readily available information and not an exhaustive, technical review or feasibility analysis. The research focused on residual waste processing technologies and did not consider enhancements to waste diversion initiatives (e.g., improvements to the recycling collection program) or landfill space maximization opportunities.

Figure 1-1 Residual Waste at the RDN Regional Landfill

The research entailed reviewing existing reports, particularly those done for Canadian local governments, web research, and phone interviews with individuals who have been and are closely involved in the

review of residual waste technologies. Much of the focus of the research was on southern Ontario, as this area of Canada has been avidly searching for solutions for their residual waste volumes. However, experience in other parts of Canada, the US, Europe and Japan was also included in the research process.

2. Background Information

Often, the viability of a certain technology is dependent on the type of waste stream (e.g., municipal, industrial, agricultural, etc.), the quantity of waste available and the composition of the waste stream. This section of the report looks at the potential quantity of residual waste, the current composition of the waste stream and policies/programs that may impact upon both the quantity and the composition.

2.1 Waste Quantities

Many residual waste processing technologies have been developed to address the large waste volumes generated in major urban centres. Because of the large volumes, certain economies of scale can be achieved. On a relative basis, the current quantity of residual waste generated in the RDN (60,000 tonnes per year) and CVRD (26,000 tonnes per year) is not large, making it economically challenging to consider many available waste management technologies. However, combining the volumes may make some technologies more viable. There is also the potential for involving waste from other nearby jurisdictions, such as the Capital Regional District (CRD). By including the CRD's residual waste (144,000 tonnes per year), the quantity of residual waste is increased to over 200,000 tonnes per year, such that the quantities are more in line with the quantity generated by a major urban centre.

Table 2-1 Residual Waste Projections (with current waste diversion rate)

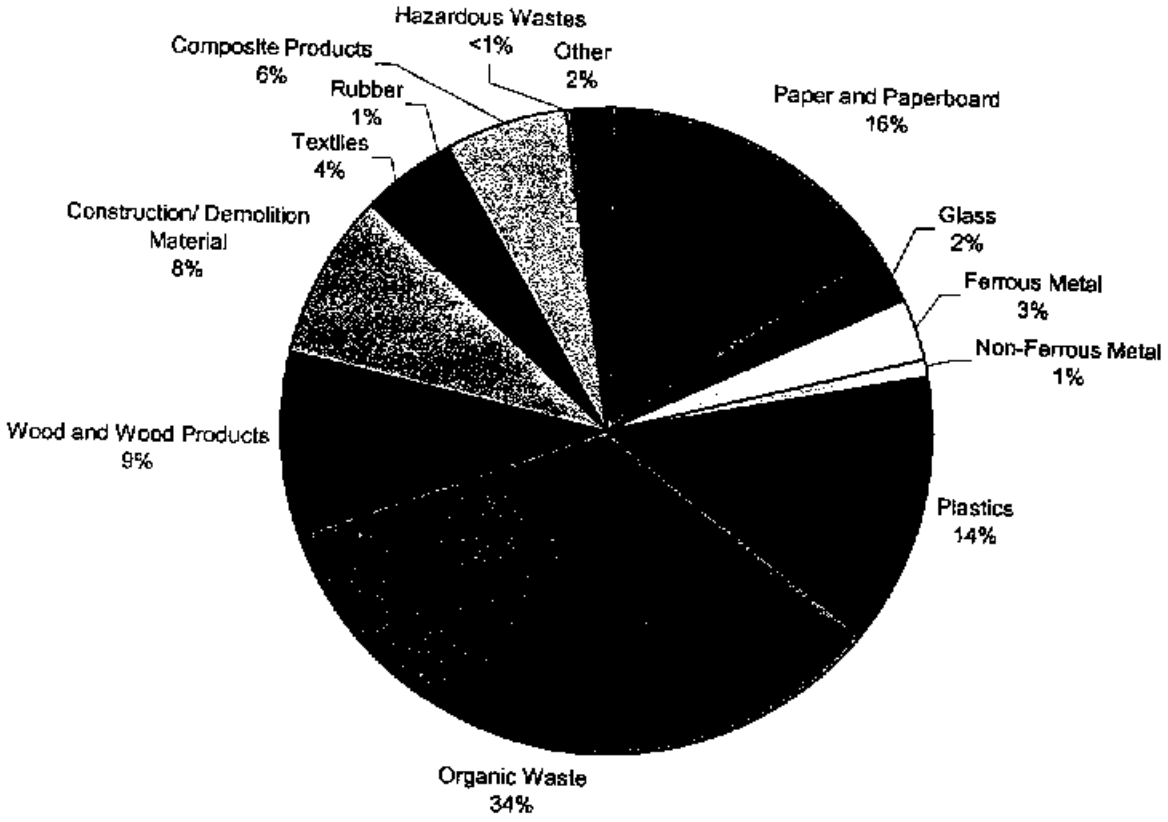
	RDN	CVRD	RDN + CVRD	Tonnes Per Day	CRD	Total	Tonnes Per Day
2003	60,000	26,000	86,000	235	144,000	230,000	630
2013	73,140	31,694	104,834	287	175,535	280,369	768
2023	89,157	38,635	127,791	350	213,976	341,768	936

The quantity of residual waste is expected to increase as the population grows. Table 2-1 provides a very rough projection of the growth of the residual waste if no additional waste diversion is achieved and the population in the area grows by 2% per year for the next 20 years.

2.2 Waste Composition

The composition of the RDN and CVRD waste stream is estimated based upon a 2001 waste composition study conducted in the Capital Regional District.[1] The CRD has similar solid waste management policies and programs, landfill tipping fees and climate to the RDN and CVRD, hence the data from their study provides a good indication of the composition of the waste disposed. The composition, shown in Figure 2-1, 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 2-1 Estimated Waste Composition



The composition is particularly important for those technologies that target a specific segment of the residual waste stream. For example, some technologies such as composting and ethanol production take advantage of the organic portion of the waste stream, and the thermal technologies target the combustible components of the waste, such as plastic, paper and wood.

[1] Sperling Hansen Associates, 2002.

2.3 Policy Initiatives

There are a number of policy initiatives in place in the RDN and the CVRD that are likely to decrease the quantity of residual waste available from those shown in Table 2-1 and affect the composition of the waste stream. These are:

- Disposal bans: Current and anticipated disposal bans on organic waste and construction wood waste will impact on both the volume and composition of waste.
- Tipping fees: With tipping fees in both regional districts approaching $100/tonne, commercial waste generators have a definite incentive to reduce their waste generation. In addition, if tipping fees increase in the future, the potential of some residual waste management technologies becomes more economically attractive.
- Waste stream management licensing: One of the objectives of the upcoming licensing system is to provide a "secure" environment for the recycling and composting industry to invest. If additional diversion activities take place as a result of licensing, both the composition and volumes will be impacted.
- Zero waste: The adoption of the "zero waste" target suggests a continual drive to reduce the volume of residual waste.
- Product stewardship: Future product stewardship programs (at a provincial or national level) could serve to further reduce the volume of waste and will likely reduce its potential toxicity, particularly as electronic waste programs come into effect.

3. Technology Review

The residual waste processing technologies can be grouped into four major categories: physical, biological, chemical and thermal. For each category of technology, the following is provided in this section:

- a brief description of the process;
- status of the technology's development (bench, pilot, full-scale) and where there is experience with the technology;
- costs, based upon experience elsewhere or vendor claims (if available);
- advantages and disadvantages of the technology, including its diversion potential (if known).

Residual waste management systems can engage more than one technology such that a system may include a mechanical process to start with, a biological process as the next phase and apply the remaining residuals to a thermal process. The potential linkages of one technology to another are noted in the

process descriptions. These multi-process systems have significant diversion potential, but the combined costs of these systems is unknown and therefore not provided.

3.1 Physical Processes

For the purposes of this report, physical processes are primarily designed to separate components of the mixed residual waste stream into utilizable and non-utilizable materials streams. The process may also involve additional pre-treatment of a segregated materials stream to make it more suitable for a designated utilization. Some of these types of processes may function as stand alone strategies for further diverting and reducing the amount of waste destined for disposal. They may also comprise part of an integrated technological solution for managing residual MSW, as is the case with some advanced thermal technology processes. Three types of physical processes are reviewed in this section:

- Materials Recovery Facilities;
- Refuse Derived Fuel Production; and
- Steam Processing for Material Recovery.

3.1.1 Materials Recovery Facility ("Dirty MRF") Processes

Process

Materials Recovery Facilities (MRFs) provide an intermediary or pretreatment approach involving the manual and mechanical separation of an MSW feedstock into recyclable and non-recyclable materials streams. "Clean" MRF processes provide this sorting and processing function for clean, dry, commingled recyclable materials (excluding putrescibles and green wastes) derived from source segregated collection programs. "Dirty" MRF processes provide this sorting function for mixed MSW feedstocks (including putrescibles and green wastes). This section will provide further information on MRFs that process residual waste.

Generally, MRFs may be tooled to exclusively recover dry recyclables, with the wet residue and non-recyclables destined for landfill or as feedstock for incinerators/advanced thermal treatment processes. In this type of system, the recovery rates are, at best, 50 per cent. However, the process may also, or primarily, be tooled to recover the organic fraction for subsequent processing. Organics may be recovered for use as a feedstock in aerobic or anaerobic composting systems. If the organic fraction is ultimately suitable for utilization as soil amendment, then the diversion potential of the system may be as high as 70 to 80 per cent.

MRF processes typically involve a number of stages, including removal and processing of large bulky items, manual and automated sorting of recyclables and organics, and organics screening, where

applicable. Bagged waste may be opened manually, or mechanically using trommel screens with knives. Typical MRF equipment used to recover marketable recyclables includes conveyors, screens, magnetic and eddy current separators, shredders, crushers and bailers.

Status

MRFs are not a new and emerging technology. There have been facilities operating at a commercial scale in North America for a number of years.

Costs

No cost information was available[2].

Advantages

- potential for high diversion rate, if both dry recyclables and compostable materials are recovered;
- no changes required to existing MSW residual collection structure; and
- potential displacement of virgin material demand due to recovery of recyclables.

Disadvantages

- high level of contamination of potentially recyclable streams; and
- lower revenue potential from recyclables due to low value and reduced quantities of recyclables recovered.

3.1.2 Refuse Derived Fuel (RDF) Production

Process

This is a type of pre-treatment approach involving the separation of MSW into combustible and non-combustible materials streams. The combustible stream, which includes plastics, wood, paper and organics, is typically shredded, dried and processed into pellets, fibre or fluff suitable for use as a fuel in subsequent processes. Typical applications include cement kilns, coal power plants, paper mills, and biomass power plants. Non-combustible materials include recyclables such as ferrous and non-ferrous metals and glass. A key distinction in terms of the types of RDF production processes available concerns how the particulate waste is dried to make it suitable for utilization as a fuel. Mechanical drying involves the application of an external heat source; biological drying ("bio-mechanical treatment") involves partial aerobic composting. In both cases, the drying process results in a stabilized, dry material suitable for subsequent separation into combustible and non-combustible materials streams.

[2] Cost information specific to MRF systems was not found in the literature reviewed during the course of this study.

Status

RDF technologies are well developed, with plants operating on a commercial scale in Europe and North America for five or more years. In terms of capacity, these types of systems can be scaled from very small (10,000 tonnes per year (tpy)) to very large (200,000 tpy or more).

Costs

No cost information was available.[3]

Advantages

- diversion potential is claimed to be moderate to high (80-90%), depending on the availability of markets for the RDF;
- RDF technologies produce a fuel that has a higher, and more consistent, caloric value than that which can be produced by a dirty MRF, making it more marketable; and
- potential displacement of fossil fuel demand due to recovery of combustibles.

Disadvantages

- uncertainty of finding markets for RDF; and
- existing power generation facilities may require retrofitting to utilize RDF.

3.1.3 Steam Processing for Material Recovery

Process

This is an emerging pre-treatment process involving the use of steam pressure to sterilize a mixed waste feedstock, resulting in the production of clean recyclables as well as biomass suitable for composting, RDF production, or feedstock for paper manufacturing. In essence, this approach is a variation of autoclaving used for sterilizing and reducing biomedical wastes, adapted for application to an MSW feedstock. Typical MRF equipment such as conveyors, screens, magnetic separators and eddy current separators are integrated into the process to facilitate recovery of marketable recyclables. The primary input material, mixed MSW, requires minimal pre-processing, notably the removal of bulky items. The feedstock is fed into a steam pressure vessel that cooks the waste such that it breaks down into organic and inorganic fractions, and is also sterilized. These materials streams are subsequently sorted and separated in the MRF process.

[3] Cost information specific to RDF systems was not found in the literature reviewed during the course of this study.

Status

This type of technology is in the pilot stage in North America and elsewhere, with one commercial scale, demonstration plant, part of an MSW gasification system, being commissioned in Australia. As such, costs and diversion potential are unknown.

Costs

No cost information was available.

Advantages

- proven on non-MSW applications;
- waste is sterilized;
- steam strips labels and glue from containers, enhancing recyclability;
- potential high volume reduction of the biomass fraction; and
- potential displacement of virgin material and fossil fuel demands due to recovery of recyclables and combustibles.

Disadvantages

- no commercially operating facilities at present.

3.2 Biological Technologies

The biological process-based technologies target the organic fraction of the waste stream, which generally forms the largest portion of residual waste stream. In the RDN and CVRD, the organic portion of the waste stream is roughly 55 per cent of the waste stream at present. This percentage is expected to decrease as source-separated composting expands in the area.

There are three types of biological technologies:

- MSW composting;
- anaerobic digestion; and
- ethanol fermentation.

The marketable end product from biological processes is generally compost or fuel. Which process is selected is generally dependent on local market conditions – that is, whether the market outlook is more favourable for energy or compost.

3.2.1 Aerobic Composting (MSW Composting)

Process[4]

MSW (municipal solid waste) composting is the processing and controlled decomposition of largely unsorted residual waste. End products include compost, a recyclable fraction consisting mostly of metals and the non-compostable/non-recyclable portion which must be landfilled or could be feedstock for a refuse-derived fuel process. MSW composting facilities typically have a pre- or post-processing component that is used to recover recyclables, eliminate bulky wastes (e.g., couches, carpets) and to eliminate hazardous materials. This processing component is effectively similar to a dirty MRF.

There is a variety of MSW composting technology vendors, with varying configurations of their processes; however they all operate in an enclosed environment (in-vessel) and use the following steps:

Pre-processing

Incoming solid waste is deposited on a tipping floor for initial screening. Oversized items such as pallets, mattresses and fishing nets are segregated for separate handling. In some systems, the screened MSW is then processed through a system of trommels, magnetic separators and other mechanized and manual sorting equipment. This processing is used to remove contaminants, recover recyclables and provide initial size classification. Large materials can be rejected while smaller materials are passed through as a composting feedstock.

Digestion

"Digestion" is the initial mixing and biological activation of the composting feedstock. Several vendors (e.g., Bedminster) use large rotating tubes with internal baffles. The drums resemble cement kilns and are placed on a slight angle to assist with material migration from one end to the other. Material resides in the digestion tubes for two to three days. During that period, additional liquid and nitrogen can be added to achieve the preferred composting mix. Some facilities omit a separate digestion step in favor of an enhanced feedstock preparation stage in the active composting phase.

[4] This process description is largely taken from a technical memo on MSW composting provided to the RDN by Sound Resource Management in 1999. The process of MSW composting has not changed since that memo was written.

Figure 3-1 Conporec's MSW Composting Facility in Tracy, Quebec

Active Composting

Active composting is the intensive aeration and turning phase, which takes between three and four weeks. Active composting can occur in channelized, open floor or box/drum systems. Channelized facilities typically have multiple 2-3 metre wide concrete channels 50-100 metres long. A mechanized turner is mounted on top of the channel walls. The turner periodically traverses each channel, mixing and aerating materials as it travels down each channel. The Envirowaste facility in Abbotsford is an example of a channelized facility. Open floor systems feature a 1-2 metre thick layer of compost feedstock spread across an aerated floor. An overhead-mounted turner traverses the floor to mix and aerate materials. The Ebara facility in Lunenberg, N.S. is an example of this technology. A box or drum-based system is loaded and then sealed for the entire active composting cycle, with air and liquid added as needed. The West Coast Waste Diversion facility in Cobble Hill is an example of an enclosed box system and the International Composting facility at Duke Point in an example of an enclosed drum system. All systems feature forced aeration with varying degrees of process control as well as an odour control system for treating off-gasses.

Curing

After compost feedstock is removed from the active composting stage, it requires additional curing to produce a mature and stable product. Curing is often done outdoors in either static (unturned) piles or in aerated windrows. The final curing can take two to three months, depending on the efficiency of the active composting process and the degree of attention given to the curing process.

Screening and Marketing

The level of screening to remove remaining bits of plastic and other inert contaminants will depend on the anticipated end use of the compost. Because of the nature of residual waste, the quality of the compost is typically lower than compost made from source-separated organic waste and usually meets "Class B" compost quality standards. In BC, Class B compost requires a land application plan be prepared for every property where the compost will be applied, making the use of the compost onerous and marketing it into the commercial market impossible. Consequently, Class B compost is often used as landfill cover or is landfilled as a "biostabilized" material as is done in Halifax, Nova Scotia.

Status

There are several operating MSW composting facilities in the US and two in Canada (Edmonton, Alberta and Tracy, Quebec). Although these facilities are operating successfully, proposals to build MSW composting facilities in BC have not come to fruition, in part due to the cost and in part due to the challenge of finding an appropriate end-use for the compost product. Halifax, Nova Scotia has a biostabilization facility, which is essentially a MSW composting facility, to meet Nova Scotia's ban on organic waste to landfills.

Cost

In 1999, the RDN received proposals for an MSW composting facility which provided prices between $70 and $99/tonne, however these prices were not rigorously reviewed as the technology was rejected in favour of source-separated composting. The Edmonton facility, which receives 180,000 tonnes of MSW per year, cost $100 million to build and has an operating cost of $65 per tonne.[5] These costs do not include the cost to landfill or further process the waste or end products that cannot be marketed.

Advantages

- MSW composting has significant diversion potential. Since the whole residual waste stream is composted, all organics in the residual waste stream are captured and many recyclables can be recovered in the front-end and back-end screening processes.
  - It is estimated that if the compost can be marketed, 60% of the residual waste stream could be diverted.
  - The City of Edmonton has achieved a 70% diversion rate of their residential waste through a combination of a residential recycling program and composting of the residual waste.[6]
  - If the compost was to be landfilled, a diversion of 30- 40% could be achieved through volume reduction and removal of recyclables.

[5] Telephone conversation with Bud Latta, the Director of Engineering, Processing and Disposal for the City's Waste Management Branch in 2002.
[6] Edmonton's composting facility targets only residential waste. ICI waste is not received at the facility.

- If RDF is produced with the waste screened out of the compost, the diversion rate could surpass 70%.
- The public generally is positive towards technologies that involve composting or some form thereof.

Disadvantages

- Because the whole residual waste stream is composted (with some initial screening to remove large, non-compostable items such as televisions and tires), the quality of the compost is lower than composting facilities that use source-separated organics. Marketing of Class B in BC will be very difficult.
- This type of facility may compete directly with source-separated recycling and composting programs.

3.2.2 Anaerobic Digestion

Process[7]

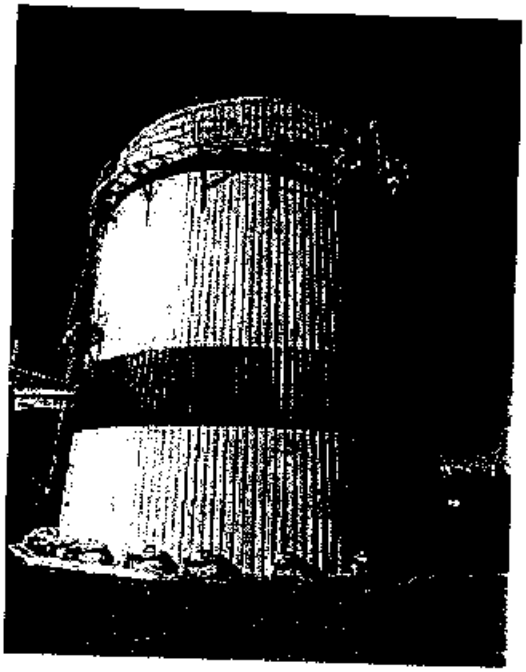
Anaerobic digestion (AD) is the biological conversion of organic materials in the absence of oxygen. The process is carried out in a controlled environment by anaerobic micro-organisms that convert carbon-containing compounds to biogas, which is a gas primarily consisting of methane and carbon dioxide, with trace amounts of other gases. The material remaining is a partially stabilized organic material that can be used as a soil amendment after stabilization through composting.

Key components of an anaerobic digestion process are:

- Initial removal of large and unsuitable items;
- Recyclable materials recovery and removal of contaminants via mechanical preprocessing;
- Anaerobic digestion process;
- Collection and utilization of biogas (the biogas is collected from the tank and directed to energy utilization equipment, where it is burned to produce electricity and/or steam)
- Post-digestion separation of liquids and solids;
- Composting of solid digestate; and
- Treatment and disposal of wastewater.

[7] Process description largely taken from "Technologies Review Reference Manual" done for the Greater Toronto Area Working Group by MacViro and Earth Tech, December 2003.

Figure 3-2 Anaerobic Digester



Following digestion, the digested material may be dewatered and subjected to further separation steps before being composted and cured, or fed to a thermal process. The composting stage is required for pathogen kill, for volume reduction through moisture loss, and for aerobic conversion of organic carbon that was not converted during the anaerobic phase. The composting stage may be followed by screening of the compost, which generates a waste stream of oversized and non-organic particles that is generally landfilled.

Biogas production from facilities in Europe is generally reported in the range of 75-150 m^3 of biogas per tonne of waste digested (this varies with different facilities, composition of the waste, etc.). Biogas has a lower heat value in the range of 20,000 kJ/m^3 and, therefore, at an electrical conversion efficiency of 35%, anaerobic digestion of one tonne of waste could produce approximately 150 to 300 kWh of electricity.

Status

Anaerobic digestion facilities are viable in Europe, where prices for green electricity are up to three times as high as the prices in Ontario, and landfill tip fees are multiples of North American tip fees. European AD facilities are also supported by legislation requiring organic waste to be processed before disposal starting in 2005. The absence of these economic and policy "drivers" in North America make AD less viable here than in Europe.

There is some experience with anaerobic composting in Ontario. An AD facility called Canada Composting Inc. opened north of Toronto but went bankrupt and is no longer operational.[8] Other proposed facilities in southern Ontario such as SUBBOR did not reach start-up phase before closing down. The City of Toronto built a 25,000 tonnes per year pilot facility but chose to operate the facility using source-separated organics. The facility has experienced technical difficulties but is currently operational. The City has been unable to sell the biogas and currently flares it instead. The digestate is brought to a windrow composting facility to be made into compost. The compost produced is Class A due to the feedstocks to the AD being source-separated organics. The City has suggested that the costs of operating this facility do not make AD attractive as a residual waste processing technology.[9]

Cost

The cost of an anaerobic composting facility for residual waste in North America is not known at this time. The City of Toronto is not willing to share cost information on their pilot composting facility at this time due to an on-going competitive process for alternative residual waste management processes. Costs will be largely dependent on the value of the energy (which can likely be sold as "green" energy) and the availability of energy users.

Advantages

- Unlike aerobic composting, anaerobic digestion is a net producer of energy. Biogas produced by anaerobic digestion is burned in a boiler or generator to recover heat and/or electricity. Typically, a portion of the heat and power are used for the process, with the balance being sold to the grid. The net power output to the grid may be in the range of 100 kWh - 200 kWh or less per tonne processed, as energy in the form of biogas can be recovered only from the biodegradable components of the waste. This is lower than the 500 kWh per tonne typical of thermal technologies.
- In addition to biogas, anaerobic composting processes can also generate recyclables and Class B compost.
- Diversion potential ranges from 40% if digestate is landfilled, to 60% if another use can be found for the digestate (e.g., compost, RDF).
- The public generally is positive towards technologies that involve composting or some form thereof.

Disadvantages

- Economic viability questionable under current energy prices.
- The compost produced will likely be Class B and can probably only be used as landfill cover.
- There have been some historic issues with odour generated at AD plants in Ontario which may make siting a facility problematic.

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[8] This facility has been recently purchased by International Paper Industries. However, IPI's plans for the facility are unknown at time of writing.

[9] Telephone conversation with City of Toronto staff involved with the AD pilot and the review of alternative residual waste technologies.

- As the quantity of organics in the waste stream decreases due to source-separated composting operations coming on-line, AD will become less viable.

3.2.3 Ethanol Fermentation

Process[10]

Ethanol fermentation is a process in which organic material is converted by microorganisms to simpler compounds, such as sugars. These compounds are then fermented by yeast to produce ethanol and carbon dioxide. The ethanol is then purified and/or mixed with petroleum to produce vehicle-grade fuel. The process generally includes the following components:

- initial screening of large and unwanted materials;
- mechanical processing to remove recyclables and other contaminants;
- initial hydrolysis process which produces a slurry and results in the conversion to simpler compounds;
- fermentation of organics;
- post-fermentation purification to produce ethanol;
- gasification of solid residuals to provide heat may be done, although landfill of residuals is most likely; and
- treatment and disposal of wastewater.

Status

This technology is well-proven using grain as feedstock. Using MSW to produce ethanol has only been done on a bench and pilot scale.

Cost

No cost information available. There is no experience with this technology on a municipal scale.

Advantages

- End product is fuel grade ethanol which has an established market.
- Diversion may be similar to other biological processing options (MSW composting and AD). If thermal treatment of residuals is conducted, there is the potential for significant diversion.

[10] Process description largely taken from "Technologies Review Reference Manual" done for the Greater Toronto Area Working Group by MacViro and Earth Tech, December 2003.

Disadvantages

- Unproven technology for use as a residual waste management.
- Significant wastewater is generated that will require appropriate treatment and discharge capacity.

3.3 Chemical Technologies

In a 2003 Request for Expressions of Interest for residual waste processing technologies for the City of Toronto, some submissions were received that apply chemical technologies to the challenge of residual waste management.

Process

The "chemical" submissions combine chemical additives to physical processes to produce energy or construction materials. The submissions included:

- hydrogen reforming and catalytic conversion to produce syngas then ethanol; and
- physical process and chemical additives to produce construction panels.

In general, all of these processes included these components:

- screening to remove recyclables and bulky items;
- creation of gas, liquid and/or solid to be processed;
- sterilization or cleaning of output product;
- residue disposal; and
- emissions and wastewater treatment.

Status

All of these technologies are at a bench or pilot scale in their development.

Cost

Because these processes are in the early stages of development, their costs at a municipal scale are unknown.

Advantages

- potentially marketable energy and construction materials.

Disadvantages

- unproven technologies;
- limited information available so that there is a high level of technical risk;
- unproven market; and
- unknown diversion potential.

3.4 Thermal Technologies

For the purposes of this report, thermal technologies include conventional incineration and waste-to-energy technologies and more recent developments typically characterized as advanced thermal treatments (ATT).

3.4.1 Incineration/Waste-to-Energy

Overview

MSW incineration is a technically and commercially well-established approach for managing residual MSW in North America and Europe. Incineration is a process that involves the complete degradation or combustion of carbon-based material in MSW through the application of heat in an oxygen rich environment. Ash residue, including bottom ash and fly ash, inert materials, metals and flue gases are the principal residual waste streams. Excess heat is also produced, and may be recovered if the process is configured as a waste-to-energy facility.

The majority of mass burn and fluidized bed incineration facilities currently operating in North America, Europe and Japan are designed to recover excess heat energy generated during combustion. These waste-to-energy facilities use the excess heat to produce steam, which in turn may be used directly in this form as a heat or energy source (e.g., distributed to municipal heating systems), or converted to electricity by means of steam turbine generators. Steam generated electricity can be utilized in-plant as well as being sold to local electricity grids. Some MSW incinerators, such as the GVRD's waste-to-energy facility in Burnaby, BC, co-generate steam and electricity.

Incineration Processes

Mass burn incineration is the predominant thermal technology in use today for managing residual MSW. This type of process is designed to combust unsegregated MSW feedstock as it is received, with minimal pre-processing.

Large-scale mass burn facilities may range in capacity from 100 to 3,000 tonnes per day[11], and may include two or more, single-stage combustion units. In the typical configuration, the feedstock is continuously fed into a moving grate system that conveys the waste through the combustion chamber. Air is supplied above and below the grate to facilitate combustion. Burned residues, deposited on the bottom of the grate, are recovered for recycling or disposal. Flue gases are passed through a cleaning phase in order to neutralize or removed contaminants that are released or produced during combustion. Contaminants of concern associated with mass burn incineration typically include metals, organics such as dioxins and furans, acid gases, particulate matter, nitrogen oxide, and other substances, such as carbon monoxide. Cleaned flue gas is released to the environment via a stack. The resulting fly ash is typically treated as a hazardous waste unless it has been further processed to stabilize metals.

Modular mass burn systems have also been developed to address smaller scale capacity requirements (e.g., <400 tonnes per day). These types of facilities are often pre-fabricated, and can be assembled on-site in modules scaled to meet the existing capacity requirements. They may vary from large-scale processes in a number of ways. For example, they may employ two or more combustion chambers, have batch feed rather than continuous feed systems, and use different air pollution control technologies, among other things. The smaller scale and modular aspects of this approach typically imply lower costs than single stage, mass burn facilities.

Fluidized bed combustion technologies have emerged as an alternative to mass burn incineration of MSW. Widely used in Japan and increasingly used in Europe, this type of technology replaces the mass burn moving grate system with a bed of inert particles, such as sand or limestone. The bed is heated and air is blown through the particles, causing the bed to partially fluidize, which in turn facilitates consistent temperatures throughout the combustion chamber. The main types of fluidized bed technologies include bubbling and circulating bed processes. These differ primarily in terms of air flow and bed material. These processes significantly increase the efficiency of combustion, which in turn reduces the production of air emissions and residuals. Energy recovery is also increased. Unlike mass burn processes, this type of technology typically requires a pre-processed MSW feedstock, including size reduction, drying and removal of glass and metal. Refuse derived fuel is a typical feedstock for such systems.

Status

MSW incineration utilizing waste-to-energy technologies is economically mature. In terms of air emissions, optimized combustion practices and innovations in air pollution control technologies required by legislation have increased the capability for compliance with existing air emissions standards in North America, and in Europe, where the standards are significantly more stringent. Locally, the GVRD waste-to-energy facility reports ongoing compliance with site-specific air emissions standards, including particulate matter, sulphur dioxide, hydrogen fluoride, hydrogen chloride, total hydrocarbons, metals, mercury, cadmium, lead, nitrogen oxides and carbon monoxide.

[11] At present, the RDN generates 165 tonnes per day, the CVRD generates 70 tonnes per day, and combined the two regional districts generate 235 tonnes per day.

Costs

The most relevant information on costs of incineration technologies is associated with the recently completed Regional Niagara *Long Term Disposal Study* (September 2003) and the City of Edmonton *Study of Gasification/Pyrolysis of MSW Residuals* (January 2004). The Niagara study reported preliminary costs of $115 – $180 per tonne of waste managed, including assumed revenues, for a large-scale (> 400 tonnes/day) mass burn incinerator, based on responses from three proponents. The study also reported preliminary costs of $70-$90 per tonne managed, including assumed revenues, for a smaller-scale modular facility, based on four submissions. The Edmonton study reported preliminary "break even" tipping fees based on information provided by two proponents of fluidized bed technologies. The break even tipping fee includes capital and operating costs after revenue from the sale of power, but excludes profits. In one case, for a facility with a capacity of 72,740 tonnes per year, the break even tipping fee was estimated to be $132/tonne. In the second case, for a facility with a capacity of 110,000 tonnes per year, the break even tipping fee was estimated to be $75/tonne.

Advantages

- most proven of thermal conversion technologies;
- potential for energy recovery and electricity generation; and
- conserves landfill space.

Disadvantages

- capital intensive, with long term payback schedule;
- potential conflict with waste reduction policies and programs;
- high potential for public opposition
- steam must be used on-site or locally
- less efficient than other thermal technologies at energy recovery
- contaminants formed by process, extensive pollution control technologies required; and
- fly ash management required.

3.4.2 Advanced Thermal Treatment

Overview

Conventional incineration processes for residual MSW are designed to result in the complete combustion of carbon-based inputs. Heat energy is a byproduct that may be recovered through the integration of waste-to-energy systems that produce steam and steam generated electricity. In contrast, advanced thermal treatment (ATT) processes are designed to convert, through partial combustion or thermal degradation, the carbon-based solids in MSW into energy-rich primary products, notably hydrocarbon gases (syngas) and hydrocarbon liquids (bio-oils). These primary products have the potential, depending

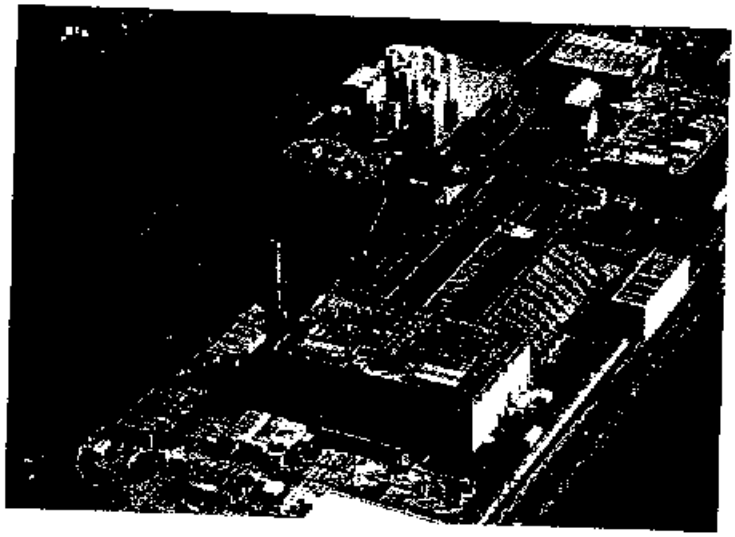
on technical and economic factors, to be further processed into a range of marketable products, such as electricity, hydrogen, fuel alcohol and chemicals.

Gasification Processes

Gasification, invented in the 1800s to convert coal to gas, is not a new technology per se; however, interest in its application to MSW has emerged only in the past two decades in the context of disposal capacity shortages and energy crises.

Gasification is the conversion of the carbon-based, high-energy fraction of MSW from the solid to the gaseous state. In the gaseous state, the energy is more readily available for use in power generation, and the constituents of the gas may be recovered as chemicals. The primary gasification process is characterized by the partial combustion of MSW at a high temperature in a reactor, with combustion facilitated through the application of air, oxygen or steam. The resulting chemical reactions produce synthesis gas (syngas), as well as char, an inert solid byproduct, and possibly some liquids. Gasification processes are typically optimized to produce a syngas product consisting primarily of carbon monoxide and hydrogen gas, with lesser amounts of carbon dioxide, water and nitrogen.

Figure 3-3 Thermoselect high temperature gasification/vitrification facility, Karlsruhe, Germany



As a primary product, syngas is a "dirty gas", containing contaminants of concern with respect to air emissions and gas utilization. Dioxins and furans are considered to be less of a problem in ATT approaches compared to conventional incineration. However, other contaminants, including some heavy metals (mercury, cadmium and arsine[12]), acidic gases and particulates may require mitigation. As a

[12] Arsine is a poisonous hydride of arsenic.

result, emissions control technologies are typically integrated into the system, with the type of control – flue gas scrubbing and/or specialized syngas cleaning – dependent on how the syngas will be utilized.

With respect to utilization, dirty syngas can be combusted in a secondary combustion chamber, producing hot flue gas that, in turn, can be transformed into steam in a boiler and subsequently used to generate heat and electricity. In this case the utilization pathways are typical of conventional waste-to-energy facilities. Cleaned syngas can be used in gas engines and turbines for the production of electricity – a more efficient means of generating electricity than the use of steam turbine engines – and it can be used as an industrial fuel. Cleaned, it has an energy value of 1/3rd that of natural gas.

In terms of specific gasification processes, there are a number of types of gasifiers on the market or under development that are of relevance to MSW management. Notably fixed bed, fluidized bed, high temperature and plasma arc gasification processes have emerged as technologies with real or potential value for residuals management. These types of processes vary in terms of feedstock pre-processing requirements, reactor temperatures, gas clean-up requirements, and byproduct management, among other things. Of note in terms of these differences is that high temperature and plasma arc gasification processes have the added potential of converting glass and metal byproducts to a vitrified slag that can be utilized as construction aggregate.

Pyrolysis Processes

Unlike incineration and gasification, pyrolysis, also known as "thermolysis", does not involve combustion. Instead, the carbon-based fraction of MSW is decomposed into chemical constituents through the application of an external heat source (400 to 800°C, or higher) to an environment characterized by the absence of oxygen. The heat is typically applied to the walls of the reaction chamber into which the MSW is fed. In the primary reaction process, gas, liquid and char are always produced,

Figure 3-4 Wastegen Pyrolysis Plant Kiln, Burgau, Germany

with greater quantities of liquid (bio-oil) or syngas produced depending on process-related factors such as temperature and exposure time. Bio-oil has the potential to be further refined for use as a liquid fuel or

chemical feedstock. However, this strategy has seen little development due to economic factors. Some types of systems combine pyrolysis with gasification, such that the bio-oil produced in the pyrolysis phase is subsequently fed into a gasification chamber to produce syngas. Syngas may be cleaned and utilized following the same types of processes used in gasification systems.

Status

Over 80 types of gasification and pyrolysis processes are currently being marketed in various countries, although only a limited number have been applied to MSW. Generally, while some of these technologies are operating at a commercial scale in Europe and Japan, there are no commercial scale plants operating in North America. As Table 3-1 indicates, there are two pilot scale plants operating in Canada, both located in Quebec.

Table 3-1 Gasification Projects

Technology Type	Status	Examples
Fixed bed gasification	Pre-bench to demonstration scale	55,000 tpy demonstration plant commissioned (Australia)
Fluidized bed gasification	Pre-bench to commercial scale, no commercial scale operations in NA	25,000 – 150,000 tpy facilities (Spain, Japan) 5000 tpy pilot plant in Sherbrooke, Quebec
High temperature gasification	Pre-bench to commercial scale, no commercial scale operations in NA	35,000 – 225,000 tpy plants (Germany, Japan)
Plasma arc gasification	Pre-bench scale to commercial scale, no commercial scale operations in NA	Commercial scale plants (Japan) Pilot scale plant in Montreal, Quebec
Pyrolysis	Pre-bench scale to commercial scale, no commercial scale operations in NA	25,000 – 225,000 tpy plants (Germany, Japan)

Costs

The most relevant information on costs of ATT technologies is associated with the recently completed Regional Niagara *Long Term Disposal Study* (September 2003) and the City of Edmonton *Study of Gasification/Pyrolysis of MSW Residuals* (January 2004). In the Niagara study, proponents of gasification and pyrolysis systems submitted preliminary costs ranging from $143 - $217 per tonne for a 75,000 tpy plant, to $79 - $135 p/t for a 300,000 tpy plant. The Edmonton study reported preliminary "break even" tipping fees based on information provided by four proponents. The tipping fees ranged from $78/tonne for a 120,000 tpy gasification plant to be designed by Canadian owned Enerkem to $157/tonne for a 132,000 tpy pyrolysis and gasification plant to be designed by Swiss owned Thermoselect.

Advantages

- high diversion potential (claims of 70 – 90%), depending on whether char is vitrified and can be utilized as construction aggregate;

- more potential scope and flexibility than conventional incineration/waste-to-energy due to diverse energy recovery pathways;
- potential for high efficiency energy recovery through gas turbines;
- potential reductions in dioxin/furan and NOx emissions compared to incineration;
- lower GHG emissions compared to incineration;
- conserves landfill space;
- reduced potential for public opposition, compared to incineration; and
- better suited to small and medium scale applications.

Disadvantages

- technology is not proven yet in Canada;
- may be viewed as high risk by banks, politicians;
- capital intensive, with long term payback schedule;
- potential conflict with waste reduction policies and programs; and
- extensive pre-processing (e.g., RDF) may be required.

4. Conclusion

The primary objective of this preliminary review was to determine if any new and emerging technologies for managing residual MSW might have some applicability to the RDN and CVRD in the next five to ten years. The review focused on four types of approaches, including physical, biological, chemical and thermal approaches, and considered their status, costs, advantages and disadvantages, to the extent possible based on available information.

Technical and Economic Status

Most of the technologies reviewed are considered technically viable for managing residual MSW, having been proven at least at a commercial demonstration scale, in Europe, Japan or North America. However, most of these technologies have not been economically proven in a North American context, as commercial scale facilities have not been established on the continent, or, having been established, have failed for financial or economic reasons. This means that there is a significant lack of relevant information regarding real costs and benefits of these new and emerging technologies, which in turn increases the risks associated with adoption. Table 4.1 illustrates the technical and economic status of technologies reviewed.

The economically proven technologies, MRFs, RDF processes, MSW composting and incineration, generally do not fall into the category of new and emerging technologies, but are of interest due to their capabilities for managing residual wastes.

Table 4-1 Technical and Economic Status

Technology	Technical Viability	Economic Viability in North America
MRF	√	√
RDF	√	√
Steam	X	X
Aerobic MSW Composting	√	√
Anaerobic Digestion	√	X
Fermentation (Ethanol Production)	X	X
Chemical	X	X
Incineration/Waste-to-Energy	√	√
Gasification	√	X
Pyrolysis	√	X

Costs

The availability and quality of relevant cost data varied depending on the type of technology reviewed. Recent Canadian reports on requests for expressions of interest (REOI) provided some insight, as did comments from individuals directly responsible for, or involved in, MSW technology analysis and implementation. Generally, new and emerging approaches for residual MSW management are capital intensive and expensive to operate compared to conventional landfills. Costs may be affected by economies of scale, as well as by full cost accounting criteria, including whether there remains a need for a landfill to manage residual wastes. In all cases, the need for landfilling was not eliminated by the adoption of a residual waste processing technology. As such, cost estimates for technologies should be regarded as a component cost of a residual waste management system and not considered a whole system cost. Table 4.2 summarizes cost estimates from Canadian reports on requests for expressions of interest (REOI).

Table 4-2 Cost Estimates from Canadian REOI Reports

Technology	Estimates from Canadian REOI Reports
Aerobic MSW Composting	$70-99/tonne
Incineration/Waste-to-Energy	$70-180/tonne
Gasification/Pyrolysis	$78-217/tonne

Advantages and Disadvantages

The various types of technologies reviewed varied considerably in terms of their advantages and disadvantages. Generally, many of these technologies will provide significant value in terms of the amount of waste diverted from landfill. Some have the added advantage of maximizing the recovery of marketable recyclables, whereas others have the added advantage of maximizing energy recovery and power generation potential. Where intermediate or unconventional primary products are produced,

including Class B compost, RDF, steam, syngas and bio-oil, challenges may arise regarding marketability. This issue may translate into a disadvantage depending on the context, and if so, will affect economic viability and costs.

Summary

Although the review was not conclusive regarding the viability of residual waste processing, the research process unveiled that there is a significant amount of local government level analysis of options underway in regions across Canada, including Halifax, Toronto, York, Niagara and Edmonton. The California Integrated Waste Management Board is also currently involved in a review of conversion technologies for MSW. Pending developments in these jurisdictions, our findings suggest that traditional diversion activities may be the preferred option for the RDN and CVRD for next few years. A conventional but aggressive waste reduction strategy could aim to divert up to 70 per cent of the whole waste stream through maximizing organics recovery in a source-separation based program, as well as enhancing materials recovery and recycling initiatives.

4.1 Next Steps

The review indicates that there may be some promise for residual waste processing in the future. The feasibility will be based on available waste quantities, the change in composition, and most likely, energy markets. Hence, some continued work in this vein is recommended:

- Continue to monitor the development of the technologies that have proven to be technically viable, including refuse derived fuel, anaerobic digestion, waste-to-energy, gasification and pyrolysis.
- Keep abreast of municipal activities in Canada related to residual waste management such as those occurring in Edmonton, Niagara, York and Toronto. As pilot projects and RFP processes are completed, relevant cost information will be become available.
- Continue to monitor the work currently underway in California relating to thermal conversion technologies.
- Consider residual waste processing technologies in the context of the RDN and CVRD's whole waste management systems, as a given technology may or may not be beneficial to the current solid waste management planning direction. All of the implications of adopting a residual waste technology should be assessed before adoption.

REGIONAL DISTRICT OF NANAIMO

MEMORANDUM

TO: Wayne Moorman, P.Eng. **DATE:** May 5, 2004
Manager of Engineering and Utilities

FROM: Deb Churko, AScT **FILE:** 5500-22-NB-04-DOL
Engineering Technologist

SUBJECT: Nanoose Bay Water Supply Service Area
Dolphin Drive Watermain Replacement Contract Award

PURPOSE

To consider the tender award for the Dolphin Drive Watermain Replacement contract.

BACKGROUND

Nearly all of the original asbestos-concrete watermains along Dolphin Drive have been replaced by the RDN with new PVC pipe. The purpose of the proposed Dolphin Drive Watermain Replacement project is to upgrade the last remaining sections of old asbestos-concrete pipe (approximately 480 meters) with new PVC pipe (see attached map).

Funds for this project have been allocated in the capital section of the Nanoose Bay Water System budget. The complete budget allocation for this project in 2004 is $145,000 including engineering fees and contingencies.

Tenders were received on April 20, 2004 for the Dolphin Drive Watermain Replacement project. Tenders were received as follows (prices include GST):

Knappett Industries Ltd.	$128,129.94
Fournier Excavating Ltd.	$133,064.02
Hub Excavating Ltd.	$158,300.70
Hazelwood Construction Services (1999) Inc.	$166,603.47

All tenders are complete and considered valid. The engineer's pre-bid estimate for construction was $125,000.00 + GST including contingencies. Knappett Industries Ltd. was the lowest bidder and they met all requirements of the bid documents. Our consultant has evaluated the tenders and recommends award to Knappett Industries Ltd. for $128,129.94.

ALTERNATIVES

1. Not award the contract.
2. Award the contract to Knappett Industries Ltd. for the tendered price of $128,129.94.

FINANCIAL IMPLICATIONS

The tender results are within the engineer's estimate for construction and the funds are available in the 2004 budget to complete this project.

RECOMMENDATION

1. That the Regional District of Nanaimo award the Dolphin Drive Watermain Replacement project to Knappett Industries Ltd. for the tendered amount of $128,129.94.

Report Writer

Manager Concurrence

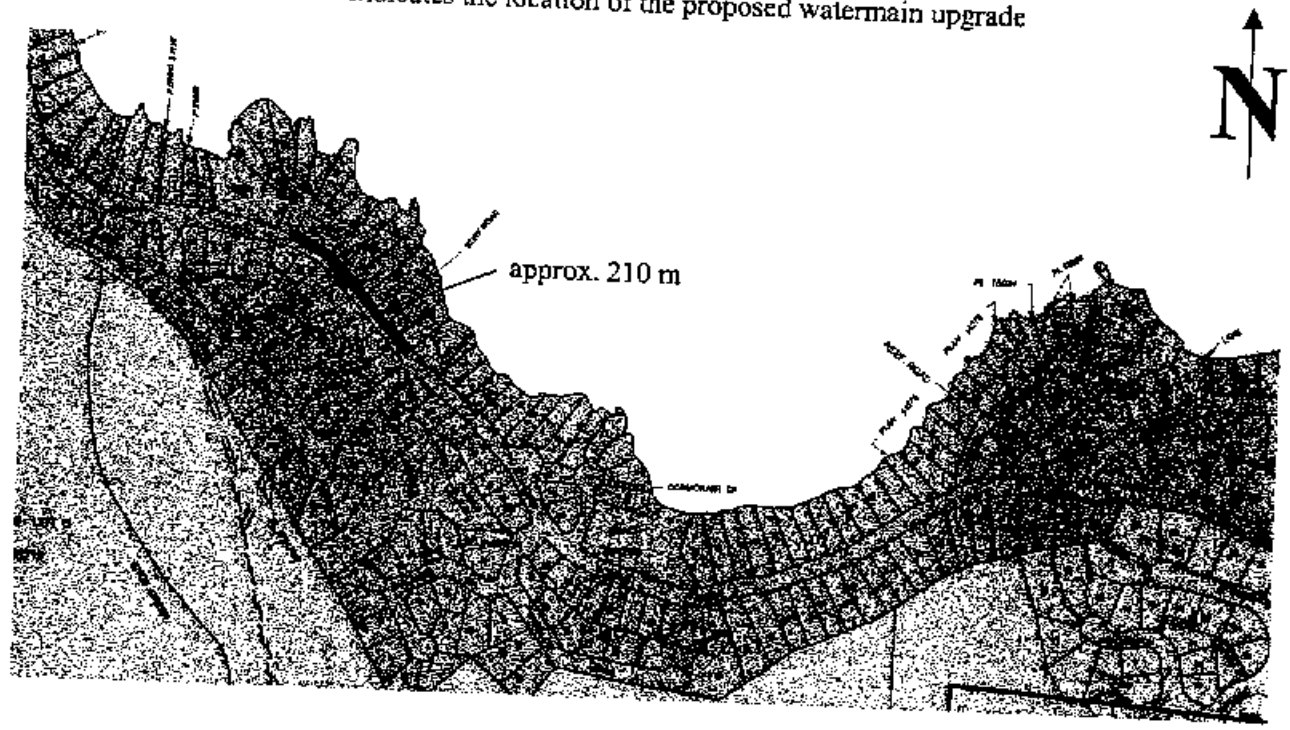
General Manager Concurrence

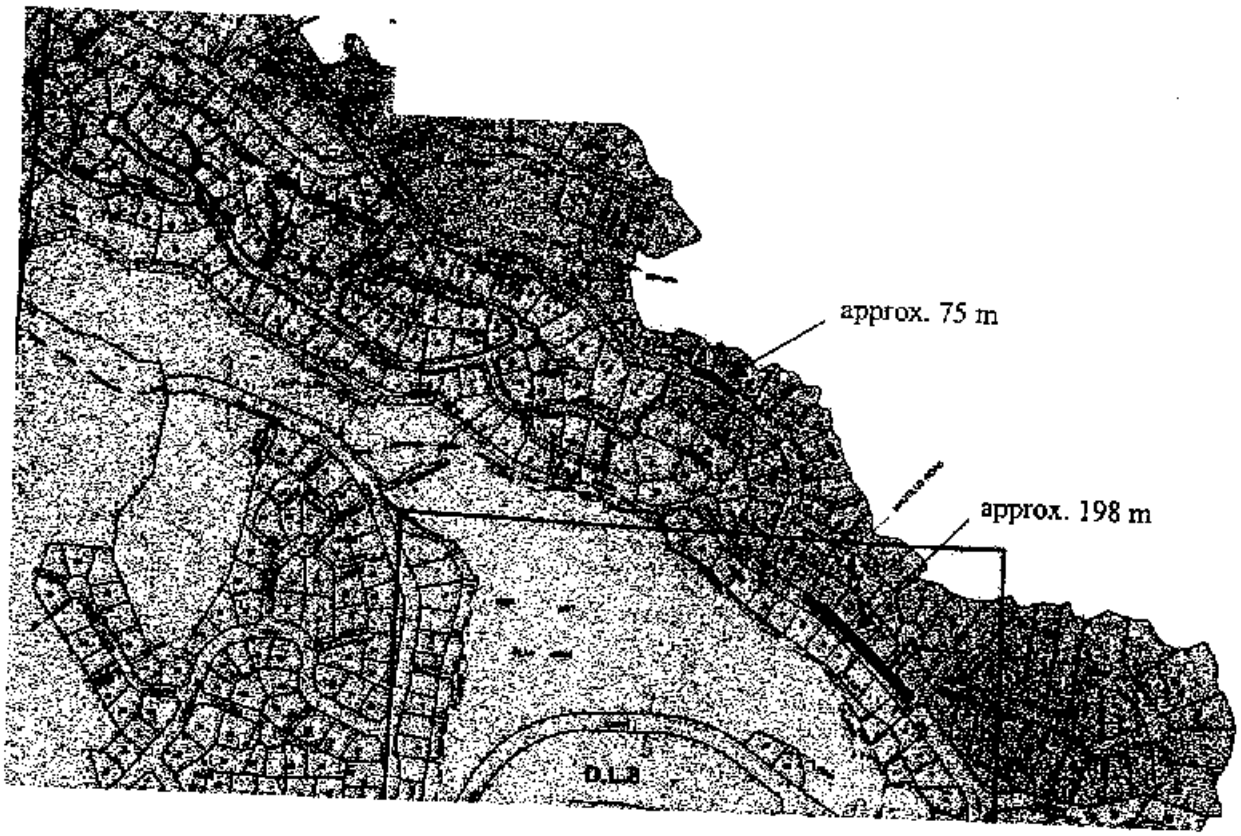
CAO Concurrence

COMMENTS:

Attachment #1

- indicates the location of the proposed watermain upgrade





REGIONAL DISTRICT OF NANAIMO

REGIONAL DISTRICT OF NANAIMO

MAY 17 2004

CHAIR		GMCrS	
CAO		GMDS	
GM/CmS		GMES	

MEMORANDUM

TO: Wayne Moorman, P. Eng.
Manager of Engineering and Utilities

DATE: May 14, 2004

FROM: Deb Churko, AScT
Engineering Technologist

FILE: 5500-22-ER-01

SUBJECT: **Utilities**
Englishman River Community Water Supply Service Area
Bylaws to Establish Water User Rates and Regulations, and Water Uses Restrictions

PURPOSE

To introduce for adoption bylaws which establish the rates, terms and conditions and the water use restrictions for the supply of water for the Englishman River Community Water Supply Service Area.

BACKGROUND

The Regional District of Nanaimo recently established the Englishman River Community Water Supply Service Area. The water system infrastructure was substantially complete as of May 13, 2004, and includes two production wells, a reservoir, chlorination building, and water distribution system.

Rates and regulations under which the water can be sold to the customers must be established. Staff has prepared the necessary bylaw establishing the rate structure and are recommending the rates for this newly established subdivision be higher than rates in other RDN water service areas. The recommended rates recognize that none of the lots in the subdivision are less than 1 hectare (approx. 2.5 acres) in size. Further, many of the lots are on well draining gravel soils which may not retain water adequately during outdoor watering/irrigation and thus impose a higher burden on water supply.

The Englishman River Community Water Supply Service Area rates will be based on a 5 step inclined block rate schedule with higher rates for water use over 3 m^3/day and a minimum daily rate of $0.82 (minimum rate applies to water use of less than or equal to 0.77 m^3/day or 170 igpd).

Watering restrictions are also being proposed to limit water usage during the year (May 15 to September 30) when the well recovery rates are lower. A water use restriction bylaw exists in each of the other RDN water systems.

ALTERNATIVES

1. Adopt the bylaws to establish the water rates and regulations and water use restrictions for the Englishman River Community Water Supply Service Area.
2. Propose amendments to the bylaws and adopt amended bylaws.

FINANCIAL IMPLICATIONS

The rates and regulations bylaw is a user pay bylaw and the users of the system pay all costs. Schedule "A" of Bylaw No. 1383, 2004 (attached) contains the water rates proposed in this bylaw.

SUMMARY/CONCLUSIONS

The RDN has established the Englishman River Community Water Supply Service Area, and the construction of the infrastructure to service the area was substantially complete on May 13, 2004. Means to charge for water supply and usage must now be established. Staff has prepared the necessary bylaw to fix the water rates and regulations. The subdivision is new with the lots being very large and thus may impose considerable demand on the water supply; the proposed rates recognize this and are estimated to regulate heavy water use.

A water use restriction bylaw has also been prepared, and is similar to the ones prepared for other RDN water systems. The proposed bylaw would limit water usage during the year (May 15 to September 15) when the well recovery rates are typically lower.

RECOMMENDATION

1. That "Regional District of Nanaimo Englishman River Community Water Supply Service Area Rates and Regulations Bylaw No. 1383, 2004" be introduced for first three readings.

2. That "Regional District of Nanaimo Englishman River Community Water Supply Service Area Rates and Regulations Bylaw No. 1383, 2004 be adopted.

3. That "Regional District of Nanaimo Englishman River Community Water Supply Service Area Water Use Restrictions Bylaw No. 1384, 2004" be introduced for first three readings.

4. That "Regional District of Nanaimo Englishman River Community Water Supply Service Area Water Use Restrictions Bylaw No. 1384, 2004 be adopted.

Report Writer

Manager Concurrence

General Manager Concurrence

CAO Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1383

A BYLAW TO FIX AND REGULATE THE RATES, TERMS AND CONDITIONS UNDER WHICH WATER MAY BE SUPPLIED AND USED IN THE ENGLISHMAN RIVER COMMUNITY WATER SUPPLY SERVICE AREA

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

1. **Title**

This bylaw may be cited for all purposes as the "Englishman River Community Water Supply Service Area Rates and Regulations Bylaw No. 1383, 2004".

2. **Interpretation**

In this bylaw, unless the context other requires:

"Apartment" means any building which is designed, built, rented, leased, let or hired out to be occupied, or which is occupied, as the home or residence of three or more families living independently of each other in their own unit or suite.

"Applicant" means an owner of property or his or her agent making application for a Service Connection to provide him or her with a supply of water from the System.

"Board" means the Board of the Regional District of Nanaimo.

"Condominium" means any building or combination of buildings registered under the Condominium Act and occupied as a dwelling unit.

"Consumer" means a person to whom water is supplied under this bylaw.

"Consumer Supply Line" means the water supply pipeline and all valves, connections, taps, meters and other appurtenances connecting a curb stop at the property line to a building or structure on the property of a Consumer.

"Curb Stop" means a shut-off valve installed by the Regional District with a protective housing to the surface of the ground.

"Duplex" means any building used or designed to be used by two households living independently of each other in their own unit or suite.

"Dwelling Unit" means one or more rooms for residential occupancy connected together with facilities for living, sleeping, cooking and having a separate entrance.

"Household Use" means the use of water for ordinary domestic activities customarily incidental to the residential use of land including culinary, sanitary and laundry purposes.

"Mobile Home" means any structure, whether ordinarily equipped with wheels or not, that is designed, constructed or manufactured to be moved from one place to another by being towed or carried, and which is used as a dwelling unit.

"Multi-Family Dwelling Unit" means a building or combination of buildings used for residential dwelling unit purposes, but does not include a condominium or an apartment building.

"Parcel of Land" means any lot, block or other area in which land is held or into which it is subdivided, but does not include a highway.

"Premise/Premises" includes land, buildings and structures of a dwelling unit, apartment, condominium, duplex, mobile home, multi-family dwelling unit or any other development servicing more than one dwelling unit.

"Regional District" means the Regional District of Nanaimo.

"Service Area" means the Englishman River Community Water Supply Service Area as established by "Englishman River Community Water Supply Service Area Establishment Bylaw No. 1354, 2003".

"System" means the water distribution system owned and operated by the Regional District.

"Water Main" means the water supply pipeline in a highway or district right-of-way or easement being part of the System.

"Water Service Connection" means a connection to a main supply line and extending to the property line of the consumer for the purpose of conveying water to the said consumer. A service connection shall include a water meter and a shut-off valve and shall be the property of the Regional District.

3. **Conditions of Supply**

It is a term and condition of the supply of water that the Regional District is not liable for any injury, damage or loss, including economic loss, to any person or property:

(a) arising or occurring from the use of water from the System;

(b) resulting from a failure of water supply to any Consumer;

(c) resulting from any impurity, lack of pressure, increased supply pressure, or other condition affecting water supplied by the System.

4. **Illegal Connections**

No person may connect or allow to be connected or allow to remain connected to the System, any Premises without first obtaining written authorization from the Regional District in accordance with this bylaw.

5. **Private Wells**

No person that is connected to the System may connect a private well or other water supply source to the System. Any person with a well or other water supply source connected to the System, shall disconnect that well or source from the System and provide the Regional District with proof of disconnection.

6. **Tampering with the System**

(a) No person may tamper with, operate, remove or make any alteration or connection to any hydrant, standpipe, meter, curb stop, valve, pumping station, reservoir chamber, or other fixture or appurtenance connected with the System without first obtaining authorization from the Regional District in accordance with this bylaw;

(b) A person must not willfully damage, destroy, uncover, deface or otherwise tamper with any part of the System.

(c) No pump, booster or other device shall be employed by a customer without permission in writing from the Regional District, for the purposes of, or having the effect of increasing water pressure in service lines to a higher pressure than the normal water pressure in the said service lines, and the Regional District may, without notice, discontinue service to any customer employing such pump, booster or other device.

(d) Except as otherwise provided in this bylaw, the General Manager of Environmental Services shall prescribe all standards pertaining to connection with or attachment of any mains, pipes or water service to the System, and the repair or alteration of a Water Service Connection.

(e) No work of any kind connected with the System, either for the laying of new or repair of old service pipes shall be done on or under any street or land within the Local Service Area by any persons other than a person authorized by the Regional District.

7. **Domestic Water Rates**

(a) The domestic water rates and charges enumerated in Part I of Schedule 'A' of this bylaw are hereby imposed and levied for water service supplied by the Regional District.

(b) All domestic water rates shall be billed twice yearly for periods ending on or about:

May 16th and September 16th.

The Regional District may vary the billing dates as required to accommodate changes in equipment or processing of charges resulting from technological or other changes.

(c) If a disconnection is made in accordance with Section 8(b) of this bylaw, the domestic water rates shall be billed on the basis of the meter reading or the flat rate at the time of disconnection, or the minimum rate, whichever is greater. Upon reconnection the owner must pay a reconnection fee in accordance with Part III of Schedule 'A' to this bylaw.

(d) When any rates or charges for water services pursuant to Schedule 'A' to this bylaw are overdue for a period of sixty (60) days or more, such water services may be disconnected without notice. Such service shall not be reconnected until the Consumer has paid the following fees and charges to the Regional District:

(i) the domestic water rates, charges and penalties overdue;

(ii) the reconnection fees as enumerated in Part III of Schedule 'A' of this bylaw;

(iii) any additional cost incurred by the District in order to prevent the improper use of water after disconnection.

(e) A domestic water rate or charge imposed or levied under Part I of Schedule 'A' to this bylaw shall be due and payable upon the date set out in the billing, however, provided that the amount of the account is paid on or before the close of business on the date set out on the billing form, and provided the total amount then outstanding including all arrears are paid in full, at the office of the Manager of Financial Services, then the current billing will be subject to a discount of 10%.

(f) No complaint of an error in any charge for domestic water rates or charges shall be considered and no adjustment of any such error shall be made after a period of one year has elapsed since the end of the period for which such domestic water rates or charges were made. After the termination of this period all such domestic water rates or charges shall be deemed to have been properly and correctly made.

(g) All domestic water rates and any other charges pursuant to this bylaw which remain unpaid after the 31st of December in any year shall be deemed to be taxes in arrears in accordance with the *Local Government Act*.

(h) The Manager of Financial Services is authorized to adjust any errors in domestic water rates and charges.

8. **Water Use Restrictions**

(a) An owner or occupier of property must not permit the diversion of water from the System for the benefit of any other parcel of land, premises or purpose other than permitted at the time of approval.

(b) The Regional District may, with seven calendar days notice, disconnect the water service to any Premise for any of the following reasons, and the Regional District shall not be liable for damages by reason of discontinuing water service for such reasons as:

(i) Failure to repair or replace defective pipes, fittings, valves, tanks or appliances which are leaking or are otherwise not in a good state of repair and which are or may become a cause of waste of water.

(ii) Illegal connections.

(c) The Regional District may, whenever in its discretion the public interest so requires, suspend or limit the consumption of water from the System of the Service Area or may regulate the hours of use, or may further prescribe the manner in which such water may be used. The Regional District may disconnect the water supply to any Consumer if it has reason to believe that the condition of the Consumer's supply line poses a reasonable threat of contamination to the water supply of the System.

9. **Meters**

(a) Every water service connection shall be installed with a meter which shall be provided by the Regional District. The General Manager of Environmental Services shall determine the size of meter required and the Regional District shall cause the meter to be installed in a location convenient to system operations and maintenance.

(b) No person shall in any way tamper with, operate or remove a water meter and associated works.

(c) Owners, occupants or tenants shall ensure that landscaping does not interfere with access to the water meter or curb stop.

10. **Service Connections**

(a) A Consumer Supply Line shall be installed in accordance with the requirements of the British Columbia Plumbing Code, and shall be constructed by the owner entirely at his/her own expense, in accordance with the specifications outlined in Schedule 'B' of this bylaw.

(b) All persons shall maintain the Consumer Supply Line in good order and repair, and protect them from frost at their own risk and expense, and when a Premise is vacated the stop cock shall be turned off.

11. **Penalty**

(a) Any person who commits any act or offense or permits any act to be done in contravention of this bylaw commits an offense.

(b) A person who commits an offense under this bylaw is liable on summary conviction to a penalty of not less than $100.00 and not more than $500.00 for a first offense; and for each subsequent offense, to a fine of not less than $500.00 and not more than $2,000.00.

Introduced and read three times this ____ day of _____, 2004.

Adopted this ____ day of _____, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Schedule 'A' to accompany "Englishman River Community Water Supply Service Area Rates and Regulations Bylaw No. 1383, 2004"

Chairperson

General Manager, Corporate Services

SCHEDULE 'A'

WATER RATES

Part I

Domestic Water Rates

(a) Private connections where one connection serves one unit.

i) Up to 1 cubic meter per day, $1.06 per cubic meter.

ii) From 1.01 to 2.0 cubic meters per day, $1.37 per cubic meter.

iii) From 2.01 to 3.0 cubic meters per day, $1.87 per cubic meter.

iv) From 3.01 to 4.0 cubic meters per day, $2.80 per cubic meter.

v) Over 4.01 cubic meters per day, $4.00 per cubic meter.

(b) Apartments, Duplexes, Condominiums, Suites or Strata Title Units where one connection serves more than one unit.

i) Up to 1 cubic meter per day, $1.06 per cubic meter.

ii) From 1.01 to 2.0 cubic meters per day, $1.37 per cubic meter.

iii) From 2.01 to 3.0 cubic meters per day, $1.87 per cubic meter.

iv) From 3.01 to 4.0 cubic meters per day, $2.80 per cubic meter.

v) Over 4.01 cubic meters per day, $4.00 per cubic meter.

(c) Minimum rate is $0.82 per day.

Part II

Englishman River Community Water Service Connection Charges

a)	To existing service connections up to 22 mm diameter	$350.00
b)	All other connections	At cost

Part III

Reconnection of any water service disconnected pursuant to this bylaw	$100.00

Schedule 'B' to accompany " Englishman River Community Water Supply Service Area Rates and Regulations Bylaw No. 1383, 2004"

Chairperson

General Manager, Corporate Services

SCHEDULE 'B'

LOCAL SERVICE AREA SERVICE CONNECTIONS

Installation and maintenance of water service lines inside property lines is the responsibility of the registered property owner.

Work on water service lines must not begin until the proper permits and authority have been obtained from the Regional District.

Quality of workmanship and materials are subject to approval by the Regional District before a service will be activated.

Devices installed by the Regional District (i.e., curb stops, water meters, check valve, service boxes) are the property of the Regional District. Unauthorized connections, operation of valves, etc., may result in service disconnection.

Service Connections – Sequence of Events

1. An applicant for a Water Service Connection must make the application and must not connect any parcel of land to the system except in accordance with the following requirements:

   (a) The applicant must apply to the Regional District for a Water Service Connection in connection with an application for a building permit where applicable or, where no building permit is required, on the application form provided by the Regional District.

   (b) Following the acceptance of the application by the Regional District, the property owner must excavate a trench from the building or structure to be served by the Water Service Connection to the curb stop and must prepare a pipe bedding and lay pipe in the trench, which pipe is to be left uncovered until the inspection by the Regional District under Subsection (d).

   (c) The property owner must contact the Regional District office to arrange for an inspection appointment of the curb stop pipe bedding and pipe installed under Subsection (b) and must not cover the pipe with soil or other cover material until the work has been inspected and approved by the Regional District in accordance with Subsections (d) and (e) and Section 2.

(d) The Regional District Building Inspector is authorized to inspect the trenching, pipe bedding, cover material and pipe.

(e) Following satisfactory inspection, Regional District staff may connect the Consumer Supply Line to the System.

2. Following connection of the Consumer Supply Line to the System and provided that no leaks or problems are found following connection, the property owner may cover the pipe and backfill the trench.

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1384

A BYLAW TO RESTRICT WATER USE IN THE ENGLISHMAN RIVER COMMUNITY WATER SUPPLY SERVICE AREA

WHEREAS pursuant to Regional District of Nanaimo Bylaw No. 1354, the Regional District has established, within Electoral Area G of the Regional District, the Englishman River Community Water Supply Service Area, for the supply, treatment, conveyance, storage and distribution of water;

AND WHEREAS pursuant to Section 796(1) of the *Local Government Act*, the Regional District may regulate in relation to the operation of a service;

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

1. **Definitions**

In this bylaw:

"Appliance" means a device or mechanism, other than that owned and operated by the Regional District of Nanaimo in or through which water is piped or used for a domestic or commercial purpose.

"Board" means the Board of the Regional District of Nanaimo.

"Boulevard" means that portion of any highway other than the paved, improved or main traveled roadway, driveway or sidewalk and includes any landscaped median.

"Bylaw Enforcement Officer" means a person appointed by or contracted by the Regional District of Nanaimo to enforce this bylaw.

"Exempted Person" means an Owner or Occupier of property identified in Schedule 'C' as exempt from one or more of the regulations under this bylaw.

"Fill" means fill more than 15% of the total capacity of a residential swimming pool, wading pool, hot tub, garden pond or decorative fountain with water.

"General Manager" means the General Manager of the Regional District of Nanaimo Environmental Services Department or alternate.

"Manager of Engineering and Utilities" means the Manager of Engineering and Utilities of the Regional District of Nanaimo Environmental Services Department or alternate.

"Micro-irrigation or Drip-irrigation System" means a system using irrigation components which consume less than 90 litres (20 gallons) per hour and operate at less than 17,578 kg/sq. metre (25 psi) to deliver water to the root zone of the plant material being irrigated, and includes spray emitter systems (Micro-Sprays), point source emitters and linear tape systems as defined in the BC Trickle manual prepared and published by the BC Ministry of Agriculture and Food, Resource Management Branch (issue 1999), but does not include weeper or soaker hoses.

"Newspaper" has the same meaning as in the *Local Government Act*.

"Notice" means the Notice given under Section 4 of this bylaw.

"Occupier" has the same meaning as in the *Local Government Act*.

"Owner" has the same meaning as in the *Local Government Act*.

"Permit" means a permit issued under Section 10(a) of this bylaw.

"Public Sector Entity" means federal and provincial government agencies, municipalities, school districts, universities, colleges and other schools.

"RDN" means the Regional District of Nanaimo.

"Restricted Hours" means those time periods during which watering is permitted in Schedule 'A' of the bylaw.

"Sprinkler" means a hose connected or other sprinkler system but excludes a micro-irrigation or drip-irrigation system.

"Stage" means the Stages 1, 2, 3 and 4 of water use restrictions prescribed by Schedule 'A' of this bylaw.

"Vehicle" means a device, except boats and seaplanes in, on or by which a person or thing is or may be transported or drawn, except a device designed to be moved by human power.

"Water" means water supplied by the RDN directly or indirectly to an Owner or Occupier.

"Water System" means a water supply system operated by the RDN within the Englishman River Community water supply service area established under RDN Bylaw No. 1354, 2003.

"Water Use Restrictions" means the restriction prescribed by Schedule 'A' of this bylaw.

"Water Days" means those days during which watering is permitted in Schedule 'A' of this bylaw.

2. **Prohibitions and Inspection**

a) No person shall damage or allow the deterioration of any appliance that will result in a waste of Water.

b) No person, being an Owner or Occupier of property that is connected to or serviced by a Water System, shall use Water or cause Water to be used contrary to the Water Use Restrictions that are in effect at the time of use.

c) An RDN Bylaw Enforcement Officer has the authority to enter at all reasonable times on any property that is subject to this bylaw to ascertain whether the requirements of this bylaw are being met or the regulations in this bylaw are being observed.

d) No person shall waste Water by using more Water than is required to provide a service, produce a product or complete a task, including but not limited to allowing a tap or hose to run Water unnecessarily and over-watering plants or lawns.

3. **Determining Restrictions**

a) Stage 1 restrictions will automatically be in effect from the 15th day of May through to the 30th day of September in any year.

b) Except for the application of Stage 1 restrictions pursuant to Section 3(a) of this bylaw, on the first business day of each month or more often, the Manager of Engineering and Utilities shall determine the applicable Stage.

c) The setting of restrictions beyond Stage 1, as set out in Schedule 'A', will be determined by the RDN and established by decree from the General Manager.

4. **Notice**

The Manager of Engineering shall give notice or cause notice to be given to persons within the service area of the applicable Stage and when it takes effect. Such notice shall be advertised in a Newspaper and posted on the RDN web site.

5. **Effective Date of Restrictions**

Except as provided under Section 3(a), the applicable Stage as determined under Section 3 and the water use restrictions prescribed under Schedule 'A' for that Stage shall take effect on the date of commencement stated in the notice given under Section 4.

6. **Stages**

In making its determination under Section 3, the Manager of Engineering and Utilities shall consider, but shall not be bound by, well levels, pumping hours, system pressures and reservoir levels.

7. **Water Use Restrictions**

For the purpose of this bylaw, the Water Use Restrictions for each Stage are prescribed in Schedule 'A' to this bylaw.

8. **Schedules**

Schedules 'A', 'B' and 'C' of this bylaw form part of and are enforceable in the same manner as this bylaw.

9. **Penalty.**

A person who contravenes this bylaw commits an offence and is subject to a fine of $50 for a first offence, $150 for a second offence and $300 for a third offence, plus costs in accordance with the Offence Act. Penalties will be effective after August 15, 2003.

10. **Permits, Exemption and Special Cases**

a) The RDN may issue permits in the special cases and manner prescribed in Schedule 'B'.

b) Exemptions and special cases to the regulations in this bylaw are prescribed in Schedule 'C'.

c) Exempted Persons and Permit holders are exempted from Section 2(b) to the extent permitted by Schedule 'C' and the conditions of the Permit where applicable.

11. **Effective Date**

This bylaw shall take effect upon the date of its adoption.

12. **Citation**

This bylaw may be cited for all purposes as the "Englishman River Community Water Uses Restrictions Bylaw No. 1384, 2004".

Introduced and read three times this ____ day of _____, 2004.

Adopted this ____ day of _____, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Schedule 'A' to accompany " Englishman River Community Water Uses Restrictions Bylaw No. 1384, 2004"

Chairperson

General Manager, Corporate Services

SCHEDULE 'A'

1. STAGE 1 – (May 15 to September 30) EVERY OTHER DAY WATERING

From May 15 until September 30 of any year, no person shall:

(a) use a sprinkler to water a lawn or garden growing on a property with

i. an even numbered address except on even numbered days between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm;

ii. an odd numbered address except on odd numbered days between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm.

2. STAGE 2 – TWICE PER WEEK WATERING

If the Manager of Engineering gives notice that a reduction in Water use is necessary requiring Stage 2 restrictions, no person shall:

(a) use a sprinkler to water a lawn or garden growing on a property with

i. an even numbered address, except on Wednesday and Saturday between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm: and

ii. an odd numbered address, except on Thursday and Sunday between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm.

3. STAGE 3 – ONCE PER WEEK WATERING

If the Manager of Engineering gives notice that a reduction in Water use is necessary requiring Stage 3 restrictions, no person shall:

(a) Use a sprinkler to water a lawn or garden growing on a property with:

i. an even numbered address, except on Wednesday between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm; and

ii. an odd numbered address, except on Thursday between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm.

(b) Wash sidewalks or driveways at any time using a hose.

(c) Wash a vehicle or boat except by using a hand-held container or hose equipped with a shutoff device.

(d) Operate or cause the operation of decorative fountains which do not use re-circulated Water.

4. STAGE 4 – COMPLETE LAWN WATERING BAN

If the Manager of Engineering gives notice that a reduction in Water use is necessary requiring Stage 4 restrictions, no person shall:

(a) Water lawns or boulevards at any time including newly seeded or sodded lawns.

(b) Use a hose to wash exterior building surfaces including windows, parking lots, driveways or sidewalks.

(c) Operate or cause the operation of decorative fountains which do not use recirculated Water.

(d) Water trees, shrubs, flowers or vegetables except by:

i. Hand using a hose with a shut-off device, by hand-held container.

ii. Micro-irrigation or drip-irrigation system between the hours of 4:00 am to 9:00 am and 7:00 pm to 10:00 pm.

(e) Wash a Vehicle or Boat.

(f) Fill a residential swimming pool, wading pools, garden ponds or decorative fountains.

Schedule 'B' to accompany " Englishman River Community Water Uses Restrictions Bylaw No. 1384, 2004"

Chairperson

General Manager, Corporate Services

SCHEDULE 'B'

PERMITS

1. A person who has installed a new lawn, either newly seeded or new sod, may apply to the Regional District of Nanaimo Utilities Department for a permit which will allow the new lawn to be sprinkled outside of permitted days, but within restricted hours. The permit shall be conspicuously display at the premises for which it was issued.

2. New sod or newly seeded lawn may be sprinkled for 14 days after installation, provided a permit pursuant to Section 1 has been issued for the premises at which the new lawn has been installed.

3. After expiration of a permit issued under Section 1, a person may apply for and may obtain subsequent permits under Section 1.

4. Permits will not be issued or be valid during Stage 2, Stage 3 or Stage 4 restrictions.

5. No permits shall be issued from July 1 through to August 31.

Schedule 'C' to accompany " Englishman River Community Water Uses Restrictions Bylaw No. 1384, 2004"

Chairperson

General Manager, Corporate Services

SCHEDULE 'C'

EXEMPTIONS AND SPECIAL CASES

1. ALL USERS

A person may:

a) Water flowers, shrubs, trees or vegetables on days other than and including their assigned Stage 1, 2 or 3 Watering days, providing Watering is done by hand using a hose with a shut-off nozzle or hand-held container.

b) Water new trees and shrubs during installation and for the following 24 hours. Afterwards watering must comply with Stage 1, 2, 3 or 4 Water Use Restrictions.

c) Use micro-irrigation or drip-irrigation systems during:

Stages 1, 2 and 3 to water trees, shrubs, flowers or vegetables at any time;

Stage 3 to water lawns, boulevards and playing fields on any day at any time but no more than once per week. Watering must take place during applicable restricted hours unless watering during these hours is not otherwise possible.

d) Wash exterior building surfaces including windows, parking lots, driveways or sidewalks prior to the application of a product such as paint, preservative, stucco or preparation of a surface prior to paving or repainting of bricks.

MINUTES

Electoral Area 'A' Parks and Green Spaces Advisory Committee
Thursday, March 18, 2004
Cedar Heritage Center, 1644 MacMillan Road, Cedar

Attendance:	Judy Burgess (Chair)	Gay Cunningham
	Joe Materi	Barbara Metcalf
	Margaret Johnson	Henrik Kreiberg (Area 'A' Director)
Absent:	Frank Garnish	Lynnette Aldcroft
	Kerri-Lynne Wilson	
Staff:	Jeff Ainge, RDN Parks Coordinator	

J. Burgess called the meeting to order at 7:35 pm.

AGENDA

MOVED H. Kreiberg, SECONDED M. Johnson that the agenda be adopted. CARRIED

APPROVAL OF MINUTES

MOVED B. Metcalf, SECONDED H. Kreiberg to approve the minutes of the January 15, 2004 meeting. CARRIED

BUSINESS ARISING FROM MINUTES

a) Morden Colliery Trail tenure report. Staff presented a report outlining the various issues associated with the Morden Colliery Trail and its tenure. Land and Water BC is currently giving out 2-year only leases for Crown Land, and the Provincial government is selling Crown Land in some areas. The Committee felt that Land and Water BC needs to acknowledge the diversity of land use with respect to parks and trails. The RDN will continue to look at overall development of the trail and how it fits in with regional plans and policies. J. Burgess stated the Committee still needs to pursue development options for the undeveloped portion of the Trail, and take a look at trail development on Crown land despite the temporary nature of leases and tenures. Staff advised that although some work has been done on the South Wellington trail proposals there is still more to do. The Committee felt it is possible to explore the possibility of a private/public partnership with groups such as the Land Conservancy and so on in the future for trail initiatives. The Committee thanked staff for the report.

b) Sites of Interest. In response to a motion at the January meeting, staff prepared a list of the various sites of park interest that had been expressed and discussed since 1996. Discussion of the list was tabled until the next meeting.

MOVED H. Kreiberg, SECONDED B. Metcalf to accept the MCT tenure report and to table the Sites of Interest report. CARRIED

REPORTS & NEW BUSINESS

a) Nanaimo River Regional Park. An Open House for the Management Plan was held Thursday February 12, 2004 at the South Wellington Community Hall. About 24 people attended and provided some feedback. RDN staff will be checking the redirected river channel with DFO. Staff will get the *draft* Management Plan to the Committee when it is available.

b) Budget. Director Kreiberg advised there were two changes to the budget for Area 'A' Community Parks. $1000.00 has been allocated for boat ramp repairs and the Electoral Area 'A' Community Parks requisition has been adjusted from $50,000 to $75,000 (its former level). The Board will be voting on the Budget next week.

c) MCT Subcommittee. A MCT work party is set for Sunday, March 21st on the Woobank Road section. There will be a "Sign Unveiling" on April 24th at 1:00 pm near the Mine-site, near the Morden Road entrance, to celebrate the new natural history interpretive sign.

d) Staff Update (J. Ainge).
- There has been some progress on Thelma Griffith Park. The Province wrote to the adjacent landowner regarding encroachments and suggested they deal with the RDN. The RDN and landowner will work together on an encroachment agreement. Director Kreiberg is working with the local MLA to advance the issue. It is in front of Cabinet right now.
- A Cedar skate park proposal report is going before RDN Board.
- A report on park dedication process is going before the Board. Some proposed changes include Public Information Meetings in addition to Park Advisory Committees providing opportunities for input.
- Recent work on the MCT included falling of hazard trees and bobcat work in preparation for the volunteer work party.
- Staff advised of recent work on Regional Park operational plans, the OCP process in Nanoose Bay, and the upcoming Regional Parks System Plan review.

COMMITTEE ROUND TABLE

a) Access to water sites. Neighbours in the Barnes Road and Seaspray area would like to see beach accesses improved there. The Committee will look at the sites and then bring recommendations to the next meeting. RDN might be willing to do improvements although staff stressed this is really a Ministry of Transport issue. Staff cautioned that if the RDN becomes involved, an approved contractor should do any structures that need building.

NEXT MEETING

The next meeting date was set for Thursday, May 20, 2004 at 7:30 pm at the Cedar Heritage Center.

ADJOURNMENT

MOVED B. Metcalf, SECONDED M. Johnson to adjourn at 9:25 pm. CARRIED

Judy Burgess, Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE AREA 'B' PARKS AND OPEN SPACE ADVISORY COMMITTEE REGULAR MEETING HELD ON MONDAY, MARCH 8, 2004 AT 7:00 PM WOMEN'S INSTITUTE HALL, GABRIOLA ISLAND

In Attendance
Don McLaughlin
Jacqueline Cecil Sears
Michael McCrae
Randy Young
Kerry Marcus
Director Gail Lund

Staff
Joan Michel

Absent
Carol Boyce, Ron Holmes

In the absence of Chairman R. Holmes, J. Michel called the meeting to order at 7:00 pm.

ADOPTION OF AGENDA

MOVED R. Young, SECONDED G. Lund, that the Agenda be adopted. CARRIED

DELEGATIONS AND PRESENTATIONS

David Boehm, President, Gabriola Conservancy

D. Boehm provided an update of the status of the Gabriola Conservancy, previously known as the Heartlands Conservancy. Dormant for several years, the Conservancy is being revived, annual reports and taxes completed and charity status reconfirmed. The Conservancy, currently co-managers of the Coats Millstone Park, is working with the Islands Trust on the UREP parcel that the Province may return to the community.

APPROVAL OF MINUTES

MOVED G. Lund, SECONDED D. McLaughlin, that the Minutes of the January 5, 2004 Area 'B' Parks and Open Space Advisory Committee (POSAC) regular meeting be approved as presented. CARRIED

BUSINESS ARISING FROM MINUTES

Name for the New Community Park

Further to community input from the group Gabriolans Affirming Treaty Entitlement (GATE), it was agreed that a more formal effort to solicit Snuneymuxw input on a potential park name would be made before confirming the Committee's recommendation of Cox Community Park at the next Committee meeting. J. Michel noted that the number and variety of parks and open spaces on Gabriola offer many opportunities to work with the First Nations on introducing Snuneymuxw names to community spaces.

Off-leash Dog Area at Rollo McClay Community Park

Staff investigated the possibility of locating an off-leash dog area at Rollo McClay and has recommended against encouraging dog use in this sports field park. The possibility of using other community parks was discussed. It was agreed that this project is not a priority for the Committee and that those community

members interested in pursuing an off-leash area should be encouraged to explore the idea, including the raising of necessary development funds, and then make a proposal to the Committee.

COMMUNICATIONS AND CORRESPONDENCE

None to report.

BUSINESS ARISING FROM DELEGATIONS, COMMUNICATIONS AND CORRESPONDENCE

None to report.

REPORTS

Director's Update

Director Lund spoke to the planning underway for the Spring 2004 improvement of the El Verano boat launch and the community support backing this work.

Descanso Bay Regional Park (DBRP)

J. Michel advised that a request for proposals to operate DBRP for five years will be issued this week, and that the RDN will be undertaking the rezoning of the Park during 2004.

Beach Access Working Group

R. Young advised that an application by a Gabriola landowner to the Islands Trust to close beach access #34 was declined. The beach access inventory is almost complete and volunteers will be sought to help with work on identified priorities, particularly those that require little work. Staff is in the process of engaging contractors to complete Ministry permitted work on accesses # 26 and 87, and in pursuing a Ministry permit for improvement to #38 (El Verano boat launch). Permits and then surveys will be required for work on #27, 43 and 52.

Other Community Parks

Work by staff and R. Young on devising improvements to the steps at Joyce Lockwood Park, as well as the beach access Spring Beach, were noted.

NEW BUSINESS

Snuneymuxw Names Working Group

A working group was proposed to explore the incorporation of Snuneymuxw names and cultural history in parks and open spaces. It was suggested that C. Boyce could lead the group.

Environmental Features Working Group

To assist the Committee and staff on matters environmental, it was proposed that a working group be formed that might tap into the broad range of free as well as contract expertise on the Island. This proposal is to be revisited.

Donated Benches and Other Fixtures

Donations of benches and other improvements were discussed. J. Michel noted that they can be expensive to install and maintain, and that a number of jurisdictions, e.g., the City of Nanaimo, are getting out of the business. The cost of a good quality bench including installation and plaque is about $1,000. A resident by beach access #18 has offered to donate a bench. This matter is to be revisited.

Special Events in Parks

Periodically, members of the community request use of parks for events such as weddings. J. Michel advised that these requests are generally accepted as far as the wedding ceremony is concerned but that residents are requested to hold receptions (involving food, drink, music, and late night revelry) elsewhere. With the advent of Park Bylaws in the Region, expected to be approved in 2004, policies and fees concerning the use of public space for private events will be formalized.

COMMITTEE ROUND TABLE

Deferred.

NEXT MEETING

The next meeting will be held Monday, May 10, 2004 at the Women's Institute Hall.

IN CAMERA

MOVED D. McLaughlin, SECONDED G. Lund, that pursuant to Section 242.2 (I)(e) of *The Local Government Act*, the Committee proceed to an In Camera meeting to consider the acquisition of land.
CARRIED

ADJOURNMENT

MOVED J. Cecil Smith, SECONDED R. Young, that the regular meeting adjourn to allow for an In Camera meeting.
CARRIED

TIME: 8:40 PM

R. Holmes
Chairman

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR MEETING OF THE LANDFILL SITE LIAISON COMMITTEE HELD ON WEDNESDAY, MARCH 31, 2004 AT 4:00 PM AT THE REGIONAL LANDFILL

Present:	Jim Young	Chair
	Shari Young	Adjacent Community Representative
	Ray McGuire	Adjacent Community Representative
	Doug Lum	Mayco Mix
	Gary Franssen	City of Nanaimo
	Carey McIver	Manager of Solid Waste, RDN
	Maggie Warren	Site Coordinator, RDN
	Maura Walker	Gartner Lee Limited
Absent:	Al Leuschen	Ministry of Water/Land/Air Protection
	Bill Hill	Acting Supervisor, Solid Waste, RDN
	John Isfeld	Environmental Technician, RDN
	(To Be Determined)	Snuneymuxw First Nation Representative

CALL TO ORDER

Ms. McIver called the meeting to order at 4:05 p.m.

MINUTES

The minutes of the meeting of March 3, 2004 were adopted.

ELECTION OF COMMITTEE CHAIR

Jim Young was selected by default to be Committee Chair.

COMMUNITY CONSULTATION WORKPLAN AND SCHEDULE FOR POST CLOSURE PLAN

Ms. McIver informed the committee that she and Gary Franssen had met with City of Nanaimo staff members Richard Harding and Ted Swaybe regarding post closure use of the site as a park. Response was positive and it was mentioned that an off dog leash is something that they feel is needed in the south end of Nanaimo; there is a dog off leash park at Beban Park in the city which is considered successful. The City is currently preparing their Master Parks Plan and will be including details on the site in their plan.

The committee reviewed the draft letter to neighbours, the questionnaire and the summary prepared by Maura Walker of Gartner Lee. The Committee felt that the letter needs to be more reader friendly and possibly re-worded with a reference line to catch the attention of the reader; something like "Dump or Park?". The LSLC Committee also felt that there would be a better response from the community than by using terms like Post Closure Options. Committee members also felt that the wording in the summary report indicates that the choice for the site has already been made.

After discussion around the summary, it was decided that Carey McIver will further condense the summary and make edits in an effort to inform the reader that these are consultant recommendations and we are looking for the reader's input on these recommendations. Once the covering letter and the summary are edited they will be emailed to Committee members for final approval.

The time frame was discussed for mailing the information to the local community and Ms. McIver responded that everything should be ready to go in two weeks. Ray McGuire noted the best way to encourage neighbours to read the information was to hand deliver it and he offered to hand deliver 15 of the packages. Jim and Shari Young offered to hand deliver a number of packages as well. It was decided that all packages would be prepared and delivered to the landfill site on April 14th where Committee members will pick up those they wish to deliver and the remainder will be mailed at that time. The neighbours will be invited to a meeting at the landfill on Wednesday April 21st to discuss post closure. It was also noted that the Board would be informed of the meeting.

It was confirmed that there has been no communications to date with the Snuneymeux First Nation regarding a representative to sit on the Committee.

NEXT MEETING

The next meeting of the Landfill Site Liaison Committee is scheduled for Wednesday, June 16, 2004 from 4-6 at the Regional Landfill and it is expected that the meeting will focus on the results of the environmental monitoring program.

ADJOURNMENT

The meeting was adjourned at 5:15 pm.

J YOUNG, Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGIONAL GROWTH MONITORING ADVISORY COMMITTEE / STATE OF SUSTAINABILITY PROJECT MEETING HELD ON WEDNESDAY, MAY 5, 2004 IN THE COMMITTEE ROOM.

Present:

Director Bill Holdom	Chair
Brian Anderson	
Douglas Anderson	
Betty Collins	
Ross Peterson	
Adele McKillop	
Sharon Thomson	

Also in attendance:

Christina Thomas	Senior Planner, Community Services
Neil Connelly	General Manager, Community Services

Absent:

Director Dave Bartram	Deputy Chair
Gordon Buckingham	
Janet Farooq	
Sylvia Neden	

CALL TO ORDER

Director Holdom called the meeting to order at 5:45 PM.

MINUTES

R. Peterson requested that the 'Other Business' section of the minutes for the March 17, 2004 meeting be amended to clarify that he had suggested a slogan be created for the Sustainability Project, not just the Sustainability Workshop.

The Committee concurred and accepted the minutes for the March 17, 2004 meeting as amended.

The Committee accepted the minutes for the April 2, 2004 meeting as presented.

CORRESPONDENCE

a) *Smart Guelph Sustainability Documents*

C. Thomas distributed information about the City of Guelph sustainability monitoring initiative that had been provided to Ross Peterson by R. Stephen Rodd, a member of the City of Guelph's sustainability monitoring initiative committee. R. Peterson indicated that Mr. Rodd had sent him the information as a

result of presentation he had made to a local naturalist group regarding the RDN's Sustainability Workshop.

The Committee received the information and noted that the documents would be useful reference material for the Committee's upcoming work to select and report about sustainability indicators.

b) *Canadian Federation of University Women –Parksville/Qualicum*

C. Thomas distributed copies of a letter to the RDN Board from the Canadian Federation of University Women (Parksville/Qualicum Chapter) regarding the Sustainability Workshop and the chapter's recommendations with respect to the Workshop and water management.

The Committee received the information.

OLD BUSINESS

a) *Public Event #1 – Media Coverage*

C. Thomas provided an update regarding media coverage of the April 3, 2004 Sustainability Workshop. Copies of the Thursday, April 8, 2004 Daily News article about the Workshop titled "Citizens Flood RDN with Sustainability Suggestions" were distributed. It was noted that the NewVI evening news on Saturday, April 3, 2004 included a brief story about the Workshop.

NEW BUSINESS

a) *Public Event #1 – Sustainability Community Wall Chart Information*

The Committee reviewed the April 30, 2004 report, "Sustainability Project: Public Event #1 – Sustainability Continuum Wall Charts". C. Thomas provided an overview of the information contained on the sustainability continuum wall charts which provide information about workshop participant perspectives regarding the economic, social and environmental issues facing the region, what the region would be like if it was sustainable, and what should be measured to determine if the region is becoming more or less sustainable.

The Committee received the April 30, 2004 report "Sustainability Project: Public Event #1 – Sustainability Continuum Wall Charts" for information, and requested that the information contained in the report be incorporated into the Sustainability Workshop Report with some minor adjustments to be undertaken by staff.

b) *Public Event #1 – Open Space Issue Discussion*

The Committee reviewed the April 23, 2004 report, "Sustainability Project: Public Event #1 – Open Space Issue Discussion". It was noted that the "Open Space Issue" component was included in the Workshop to provide an opportunity for participants to talk about areas of specific interest to each participant, and was not intended to provide information to support the development of sustainability indicators.

The Committee received the April 23, 2004 report, "Sustainability Project: Public Event #1 – Open Space Issue Discussion" for information, and requested that the information contained in the report be incorporated into the Sustainability Workshop Report.

c) *Public Event #1 – Participant Evaluation*

The Committee reviewed the April 14, 2004 report, "Sustainability Project: Public Event #1 – Participant Evaluation". C. Thomas indicated that the participant evaluation information indicates a high degree of enthusiasm and support for the event.

The Committee received the April 14, 2004 report, "Sustainability Project: Public Event #1 – Participant Evaluation", requested that the participant evaluation information be considered in the organization of future public events, and requested that summary information about the matter be included in the Sustainability Workshop Report.

OTHER BUSINESS

a) Informal Meeting of Committee

Director Holdom suggested that the Committee have an informal group discussion at the conclusion of the May 5th meeting in response to D. Anderson's suggestion.

b) *Committee Recommendations to Board Regarding Sustainability Workshop*

C. Thomas indicated that correspondence had been received from Director Bartram suggesting that the Committee provide recommendations to the Board regarding actions the Board should take in response to participant feedback received at the April 3, 2004 Sustainability Workshop. C. Thomas noted that this item is scheduled to be on the agenda for the next Committee meeting on May 19, 2004, once the Committee has had an opportunity to review a draft of the Sustainability Workshop Report. Committee members suggested that individual members of the Committee develop recommendations for consideration at the next meeting.

The Committee commended staff for the organization of the Sustainability Workshop and the preparation of materials about the Workshop discussed at the May 5, 2004 meeting.

NEXT MEETING

The next meeting is May 19, 2004, in the evening, at a time to be specified.

ADJOURNMENT

Director Holdom adjourned the meeting at approximately 8:30 PM.

Original Signed By

Chair, Director Bill Holdom

REGIONAL DISTRICT OF NANAIMO

MINUTES OF A MEETING OF THE GRANTS-IN-AID COMMITTEE HELD ON WEDNESDAY, MAY 6, 2004 AT 1:30 PM IN THE REGIONAL DISTRICT OFFICES

Present:

E. Hamilton	Chairperson
F. Van Eynde	Citizen Advisory Group
S. Selfjord	Citizen Advisory Group
D. Bromley-Anvelt	Citizen Advisory Group
L. Burgoyne	Administrative Assistant

SCHOOL DISTRICT 68

Funds available: $ 3,844.80

MOVED F. Van Eynde, SECONDED D. Bromley-Anvelt, that the following grants be awarded:

Name of Organization	Amount Requested	Amount Recommended
Cedar School & Community Enhancement Society	$ 880	$ 880
		$ 880

CARRIED

The Committee agreed that the following comments be conveyed to:

Cedar School & Community Enhancement Society - grant to be used towards the purchase of computer programs and a lawn mower.

SCHOOL DISTRICT 69

Funds available: $11,293.80

MOVED F. Van Eynde, SECONDED S. Selfjord, that the following grants be awarded:

Name of Organization	Amount Requested	Amount Recommended
District 69 Family Resource Association	$ 2,054	$ 2,054
Lighthouse Country Business Association	$ 1,000	$ 500
Pacific Vocal Institute	$ 4,975	$ 2,100
Parksville Meeting Place	$ 705	$ 705
Qualicum Beach Historical Museum Society	$ 5,000	$ Denied
		$ 5,359

CARRIED

The Committee agreed that the following comments be conveyed to:

District 69 Family Resource Association – grant to be used towards the purchase of specialized equipment for the Early Intervention Team's Community Lending Program for families of children with special needs/developmental delays.

Lighthouse Country Business Association – grant to be used towards the purchase of supplies for the children's art classes and marina-based activities for the Electoral Area 'H' Canada Day festival.

Pacific Vocal Institute – grant to be used towards facility rentals at the Qualicum Beach Elementary School, including the gym, music studio and two classrooms, for the institute's week long course of study for vocalists and accompanists.

Parksville Meeting Place Society – grant to be used towards the purchase of furnishings and maintenance supplies, fire extinguisher and vacuum cleaner.

Qualicum Beach Historical Museum Society – request denied. The application did not provide adequate detail regarding the breakdown of costs to develop a historical video of the Town of Qualicum Beach. The Society will be asked to provide this information to the Committee at their fall meeting.

ADJOURNMENT

The meeting adjourned at 2:15 PM.

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CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR MEETING HELD ON THURSDAY, MAY 13, 2004 AT 1:00PM AT OCEANSIDE PLACE

Attendance:

Frank Van Eynde	Eve Flynn	Craig Young
Jack Wilson	Patty Biro	Lou Biggemann
Fred Demmon	Reg Nosworthy	

Staff:

Tom Osborne	Cathy Mackenzie	Marilynn Newsted Recording Secretary

Regrets:

Dave Bartram

Chair Van Eynde called the meeting to order at 1:05 pm.

MINUTES

3.1 MOVED Commissioner Young, SECONDED Commissioner Wilson, that the Minutes of the District 69 Recreation Commission Regular Meeting held on April 15, 2004, be approved.

CARRIED

3.2 MOVED Commissioner Young, SECONDED Commissioner Demmon, that the Minutes of the District 69 Recreation Commission Grants Committee Meeting held on May 11, 2004, be approved. CARRIED

COMMUNICATIONS/CORRESPONDENCE

4.1 MOVED Commissioner Biggemann, SECONDED Commissioner Wilson, that the correspondence received from the Arrowsmith Community Enhancement Society (ACES) 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 (EA 'E' – 'H').

Mr. Osborne reported the General Contractor, D. Robinson Construction, had started the new addition of steam and sauna room at Ravensong Aquatic Centre and that the project was on track to date.

Mr. Osborne reported that in addition to events listed in the Oceanside Place April 2004 Report, the R.G. Properties event, a Home and Garden Show by Evergreen Exhibitions, had been well attended by the general public.

MOVED Commissioner Nosworthy, SECONDED Commissioner Wilson, that the Function Reports be received. CARRIED

NEW BUSINESS

8.1 Mr. Osborne reviewed the RDN Regional Board motion noted in the May 11, 2004, meeting minutes with regard to Oceanside Place acoustics. Mr. Osborne stated that a Request For Proposals for an acoustical plan for the Howie Meeker Arena would be issued shortly.

8.2 MOVED Commissioner Young, SECONDED Commissioner Nosworthy, that the recommendations from the District 69 Recreation Commission Grants Committee be approved as follows:

Community Grants:

Community Group	**Amount**
Arrowsmith Cricket and Sports Association- equipment	$400.
Arrowsmith Search and Rescue Society- Building construction	$2,500.
Building Learning Together- Teaching from the Heart	(Directories only) $280.
Building Learning Together- Words on Wheels Bus	(Vehicle insurance) $1,700.
Mid Vancouver Island Habitat Enhancement Society- Jr. Stream Keepers	$700.
Moorecroft Camp Society-Snorkeling equipment	$1,720.
Nanoose Place Landscaping Project	$1,750.
Qualicum Beach Family Day- entertainment	$750.
Ravensong Aquatic Club- starting system	$1,250.

Youth Grants:

Community Group	**Amount**
Ballenas Stunt and Cheer Squad	(Uniforms) $1,000.
Erik Goetzinger BMX Club- fencing	$2,500.
District 69 Family Resource Association- outreach program	$2,000.
Kidfest- youth activity	(Supplies only) $1,075.
Nanoose Bay Parent Advisory- Adventure Camp	$1,000
Oceanside Arts Council- Children's Theatre	$700

CARRIED

COMMISSIONER ROUNDTABLE

10 Commissioner Demmon reported the City of Parksville has designated the Community Park a no free range for dogs for the months of April and May 2004. A temporary fenced dog run is in place at the rear of the Parksville Curling Rink until a permanent dog run is established.

Commissioner Nosworthy reported that the Arrowsmith Coombs Country Business Association and the Arrowsmith Community Enhancement Society (ACES) have merged. ACES will become a sub committee of the Business Association.

MOVED Commissioner Young, SECONDED Commissioner Nosworthy, that the District 69 Recreation Commission approve in principle the development of a Recreation Resource Inventory Map covering the entire Regional District of Nanaimo to encourage local and tourist recreational use of our natural resources. CARRIED

Commissioner Flynn reported that the School District 69 Board would hold an Open Forum for the public, parents and staff on Thursday, May 13th to discuss the 13-day change to the school calendar. Final approval of the budget will be April 25, 2004.

ADJOURMENT

MOVED Commissioner Biggemann that the meeting be adjourned at 2:15pm.

NEXT MEETING

The next meeting will be held Thursday, June 10, 2004, at 1:00pm at Oceanside Place, in Multipurpose Room 1.

Frank Van Eynde, Chair