

**REGIONAL DISTRICT OF NANAIMO**

**COMMITTEE OF THE WHOLE**

**TUESDAY, JULY 27, 2004**

**7:00 PM**

*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

- 4-13                    **Todd Zaborniak**, re Mark Zaborniak - Section 57 of the Community Charter --  
Contravention of Bylaw – 1570 Seacrest Road – Area E.

**MINUTES**

- 14-21                    Minutes of the Committee of the Whole meeting held Tuesday, June 22, 2004.

**BUSINESS ARISING FROM THE MINUTES**

***COMMUNITY SERVICES***

**RECREATION**

- 22-23                    Name for Community Park on Taylor Bay Road, Gabriola Island – Area B.
- 24-26                    Renewal of Trail Use Licence for Trans Canada Trail.
- 27-29                    Application to the Ministry of Transportation for Permits to Develop Water  
Accesses Nos. 27, 43 and 52 -- Area B.

**TRANSIT**

- 30-32                    Nanaimo Safer City Alliance Program -- Information Update.

***CORPORATE SERVICES***

**ADMINISTRATION**

- 33-36                    Corporate Communications Policy.
- 37-38                    Update on Aggregate Issues -- Meetings with Fraser Valley Regional District.

**FINANCE**

- 39-54                    Operating Results to June 30, 2004.
- 55-81                    Amendment to Purchasing Policy A2.9 to Permit the Use of Purchasing Cards &  
Introduction of Purchasing Card Policy A2.16.

82-65 Financial Plan (2004-2009) Amendment Bylaw No. 1373.02 – Installation of Acoustical Baffles at Oceanside Place.

66-70 Fees and Charges Amendment Bylaw No. 944.04 – Financial Information.

#### **FIRE PROTECTION**

71-74 Bow Horn Fire Protection Service Area Boundary Extension Amendment Bylaw No. 1385.01.

#### ***DEVELOPMENT SERVICES***

75-78 Riparian Area Regulation.

79-83 New FM Radio Programming Undertaking – Westwave Broadcasting Inc., Mount Benson – Area C.

#### **BUILDING INSPECTION**

84-85 Section 57 of the Community Charter – Contravention of Bylaw – Infractions.

#### **EMERGENCY PLANNING**

86-108 Wildland/Urban Interface Fire Update Report.

#### ***ENVIRONMENTAL SERVICES***

#### **LIQUID WASTE**

109-115 Pump and Haul Local Service Area Amendment Bylaw No. 975.37 – 2944 Hillview Road – Area E.

116-117 Greater Nanaimo Pollution Control Centre Dewatering Upgrade – Tender Award.

#### **SOLID WASTE**

118-183 Solid Waste Management Plan – Final Approval.

184-213 Waste Stream Management Licensing Bylaw No. 1386.

#### **UTILITIES**

214-215 Drought Planning Assistance Program – Land & Water British Columbia Inc.

216-218 West Bay Estates Water Service Reserve Fund Bylaw No. 1394 – Area E.

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**Regional Waste Advisory Committee.**

219-220 Minutes from the Regional Waste Advisory Committee meeting held April 15, 2004. (for information)

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

221-223 Minutes from the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meeting held June 24, 2004. (for information)

**Grants-in-Aid Committee:**

224 Minutes from the Grants-in-Aid Committee meeting held July 16, 2004. (for information)

*School District 69:*

*That the following grant be awarded:*

*Qualicum Beach Historical Museum Society                      \$ 4,000*

***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) (g) of the Community Charter the Board proceed to an In Camera meeting to consider items relating to legal matters.*

July 19, 2004

Attention: Linda Burgoyne, Administrative Assisstant, RDN

I wish to make a presentation at the July 27, 2004 Committee of the Whole meeting on behalf of my Brother, Mark Zaborniak, regarding the secondary suite at 1570 Seacrest, Nanoose Bay, B.C.

Please find enclosed a four page letter and appendix A,B, and C.

Thank you,

Todd Zaborniak

*Contact:*

468-5919

Dear Mr. Chairman and Committee Members:

First, I would like to thank you for providing us with some additional time to make our presentation. On May 3, 2004, I sent an email to Regional District staff (see Appendix A) asking for advance notice of the Board meeting and a copy of the staff report. Unfortunately, my request was ignored; we received notice the day before the June 22 meeting and we were never sent the report.

Although my wife and I do not live in Nanoose at this time, I grew up in Nanoose Bay. My parents, brother and I lived in one of the first houses in the Garry Oaks subdivision. My wife and I purchased the house at 1570 Seacrest in 1995 in hopes of one day moving back to Nanoose, and my family still lives in Nanoose Bay. So, although we live out of town, we still feel that we have a stake in the community.

I would like to clear up some of the misrepresentations and state the facts about our property:

1. The June 14, 2004 RDN report states "BC Assessment Authority confirms house upgraded to duplex on 1999 assessment." This statement is false. The correct information from BCAA is as follows: "The house has a basement suite, which was picked up in the real estate listing description from 1995." Furthermore, there is only one front door to the house; it is certainly not a duplex.
2. The basement suite was in place in 1995 when we purchased the property. The basement suite was also in place when the prior owner, Mr. Neinhaus, purchased the property in 1986 (see Appendix B). According to the RDN report "the suite was likely constructed after 1974..." In summary, neither we nor the RDN know when the suite was installed. We know that it was prior to 1986, but it may have been installed more than 30 years ago as part of the initial house construction that happened in the early 1970's.

I would also like to make a note of a number of intimidating and inconsistent messages from the RDN:

1. Approximately one year ago the Regional District communicated with us that they were aware that we had a secondary suite and asked that we pay for an additional garbage can at our house. We complied with this request, and were confident that since the suite had been in the house for many, many years there would be no further issue. We were wrong!
2. On October 20, 2003, the Regional District sent us a letter that asked us to "resolve the land use contravention," as it is described in Bylaw 500, 1987. We were assured that there had not been any complaints from neighbours but it had come to the RDN's attention because we had paid for additional garbage collection.

3. A number of weeks prior to this letter, Mr. T. W. Armet, a Bylaw Officer with RDN, spoke to Deborah Lang, one of our tenants. He noted to Ms. Lang that if the improvements were made prior to Bylaw 500, the suite would be 'grandfathered.' This would not turn out to be the case. The RDN were about to adjust their position many times, over the next few months.
4. In March 2004, after much discussion with the RDN, we asked for the appropriate parts of Bylaw 500 to be sent to us. The excerpts took many weeks to arrive.
5. Also in March, I sent an email to Mr. Armet noting that, although we were not sure precisely when the suite was installed, it likely occurred prior to Bylaw 500, 1987, and that the RDN should consider 'grandfathering'.
6. But, on March 24, Mr. Armet replied to us as follows:

The subdivision was created in 1963  
Zoning regulations came in the early 1970's  
For our house to be grandfathered, we would need to prove the suite was in place prior to the early 1970's.  
The RDN feels that we have been using our property for a commercial purpose (i.e., rental income) which is a non-permitted use under the zoning regulations. The Regional District will be taking the necessary steps to ensure compliance with the regulations by legal means if voluntary compliance is not forthcoming.  
Note: 'compliance' includes removing the stove, removing the wire that connects the stove, and evicting the tenants in the suite.

I can assure the Committee that I found the March 24 email to be intimidating. For one thing, if renting my house is "not permitted" it would not be possible to pay the mortgage and my wife and I would be forced to sell the house.

However, when I asked point blank in an email on March 25 "will the RDN attempt to prevent us from renting out our house?", The RDN retreated, but only on this one point.

In a March 25 email it was reiterated to us that if the Board directs legal action to be taken, it would be seeking a court order preventing the use of and forcing the removal of the "illegal" dwelling. We were told that the RDN would generally seek to recover its costs of taking such action, from the property owner.

We do not understand why the RDN has communicated with us in this manner, particularly considering the following:

There have been no complaints from neighbours.

Only four tenants (two couples) live in the 2700 square foot home. All four work and contribute to the community. They are also good neighbours, by all accounts. The premises are neat and tidy.

The water supply is metered, the septic system is well maintained and operates without problems, we pay for an extra garbage can, and our property taxes reflect that a suite is in place.

The June 14 Committee report states: "Where required, the Manager and/or Senior Building Inspector have been involved with proposed resolution". This did not occur. Neither the Manager nor the Senior Building Inspector has ever contacted us. Instead the RDN discussed our house in-camera on June 8, 2004.

We do not understand why senior staff chose to meet in private with the Board rather than attempting to resolve the issue with us.

I have attempted to understand the RDN's policy regarding suites. However, I have not been able to find any policies that deal specifically with suites. The June 14 report to Committee states that our house is in contravention with the Building Bylaw #1250. After purchasing and reviewing this bylaw it is clear that it deals with building and not with suites.

And, since the many communications with us have referred to this as a land-use issue, it is unclear why a building bylaw would be used to address a land use issue. Our suite in our house was built many years ago, so the connection between our suite and the Building Bylaw is weak. If the RDN were to take legal action with each house in the District where work was "likely done without a permit after 1974" it would be a daunting task and involve thousands of homes.

Also, I have reviewed all Committee of the Whole agendas from Jan 2003 to present (see Appendix C) and ours is the only suite that has been discussed during this period.

Clearly, we are not the only house in the area that has a suite. The current real estate listings prove this point, and the listings only include a small sample of the total number of suites that exist in the District.

Therefore, I can only conclude that the RDN has not developed an explicit policy on suites, and the reason why our house at 1570 Seacrest has been such a focus is not clear. So I must ask "why has our house been targeted, and why now after so many years?"

I know that many other areas have dealt with suites in a much more comprehensive way. A nearby example is the City of Nanaimo, which is working on a well-thought-out policy to deal with the hundreds of suites it has.

In Conclusion, I respectfully suggest to the Board that the RDN follow the example of Nanaimo and many other communities and develop an explicit policy on suites, potentially as part of its current review of its Official Community Plans. I also request that the RDN cease its current action against us and our tenants.

Thank you.

Yours truly,

*Mark Zaborniak per Karen Zaborniak*

Mark Zaborniak

Owner, 1570 Seacrest.



# Appendix A.

Zaborniak, Mark

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**Subject:** FW: [BULK] FW: 1570 Seacrest, Nanoose Bay

-----Original Message-----

**From:** Zaborniak, Mark

**Sent:** May 3, 2004 10:45 AM

**To:** 'TArmet@rdn.bc.ca'

**Cc:** 'Arlene Nakatsuka'

**Subject:** RE: [BULK] FW: 1570 Seacrest, Nanoose Bay

Dear Mr Armet:

From your various emails it appears likely that you will be taking this issue to a meeting of the Regional District Board of Directors in the near future.

Please provide me with the deadline for written submissions and the deadline for being placed on the list of speakers. We intend to submit evidence and appear at the meeting. We would also like a copy of any report that is submitted to the Board regarding this issue.

Yours truly,

Mark Zaborniak.

28/06/2004

**PROPERTY CONDITION  
 DISCLOSURE STATEMENT**

Date of disclosure: Sept 28, 94

The following is a statement made by the vendors concerning the condition of the property located at:

1530 Seacrest Road, Naubase Bay, Bc.

THE VENDORS ARE RESPONSIBLE FOR THE ACCURACY OF THE ANSWERS ON THIS DISCLOSURE STATEMENT AND WHERE UNCERTAIN SHOULD REPLY "DO NOT KNOW". THIS DISCLOSURE STATEMENT WILL FORM PART OF THE CONTRACT OF PURCHASE AND SALE IF SO AGREED IN WRITING BY THE VENDORS AND PURCHASERS.

THE VENDORS SHOULD SELECT THE APPROPRIATE RESPONSE

1. GENERAL:	YES	NO	DO NOT KNOW	DOES NOT APPLY
	A. Are the improvements connected to public sewer system?		<input checked="" type="checkbox"/>	
B. Are the improvements connected to public water system?	<input checked="" type="checkbox"/>			
C. Are the improvements connected to a private or a community water system?		<input checked="" type="checkbox"/>		
D. Is the present use a non-conforming use?		<input checked="" type="checkbox"/>		
E. Does the property contain unauthorized accommodation?		<input checked="" type="checkbox"/>		
F. Are you aware of any encroachments, unregistered easements or unregistered rights of way?		<input checked="" type="checkbox"/>		
Are you aware of, or have you been charged any local improvement levies or taxes?		<input checked="" type="checkbox"/>		
Have you received any other notice or claim affecting the property from any person or public body?		<input checked="" type="checkbox"/>		
G. Are you aware of any problems re: quantity or quality of well water? (Gal. per minute if known: _____)				<input checked="" type="checkbox"/>
H. Are you aware of any problems with the septic system? (Date of last service: _____)				<input checked="" type="checkbox"/>
2. STRUCTURAL:	YES	NO	DO NOT KNOW	DOES NOT APPLY
A. To the best of your knowledge, are the exterior walls insulated?	<input checked="" type="checkbox"/>			
B. To the best of your knowledge, is the ceiling insulated?	<input checked="" type="checkbox"/>			
C. To the best of your knowledge, have the improvements ever contained asbestos?		<input checked="" type="checkbox"/>		
D. To the best of your knowledge, have the improvements ever contained urea formaldehyde insulation?		<input checked="" type="checkbox"/>		
E. Has a final building inspection been approved or a final occupancy permit been obtained?			<input checked="" type="checkbox"/>	
F. Has the wood stove/fireplace insert been inspected and approved by local authorities?			<input checked="" type="checkbox"/>	
G. Are you aware of any additions or alterations made without a required permit?	<input checked="" type="checkbox"/>			
H. Are you aware of any structural problems with the improvements?		<input checked="" type="checkbox"/>		
I. Are you aware of any problems with the heating and/or central air conditioning system?		<input checked="" type="checkbox"/>		
J. Are you aware of any moisture and/or water problems in the basement or crawl space?		<input checked="" type="checkbox"/>		
K. Are you aware of any damage due to wind, fire, water, insects or rodents?		<input checked="" type="checkbox"/>		
L. Are you aware of any roof leakage or unrepaired damage? (Age of roof if known: _____ years)		<input checked="" type="checkbox"/>		
M. Are you aware of any problems with the electrical system?		<input checked="" type="checkbox"/>		
N. Are you aware of any problems with the plumbing system?		<input checked="" type="checkbox"/>		
O. Are you aware of any problems with the swimming pool and/or hot tub?				<input checked="" type="checkbox"/>
3. STRATA PROPERTY:	YES	NO	DO NOT KNOW	DOES NOT APPLY
A. Are there any special assessments voted on or proposed?				<input checked="" type="checkbox"/>
B. Are there any pending rules or strata by-law amendments which may alter the uses of the property?				<input checked="" type="checkbox"/>
C. Are there any restrictions on pets, children or rentals?				<input checked="" type="checkbox"/>
4. ADDITIONAL COMMENTS AND/OR EXPLANATIONS: (Use additional pages if necessary)				

This information is true, based on the vendors' current actual knowledge as of the above date. Any important information should be disclosed to purchasers prior to closing. The vendors acknowledge

The following is a statement made by the vendors concerning the condition of the property located at:

1530 Seacrest Road Nanoose Bay BC

THE VENDORS ARE RESPONSIBLE FOR THE ACCURACY OF THE ANSWERS ON THIS DISCLOSURE STATEMENT AND WHERE UNCERTAIN SHOULD REPLY "DO NOT KNOW". THIS DISCLOSURE STATEMENT WILL FORM PART OF THE CONTRACT OF PURCHASE AND SALE IF SO AGREED IN WRITING BY THE VENDORS AND PURCHASERS.

THE VENDORS SHOULD SELECT THE APPROPRIATE REFERENCE

1. GENERAL:	THE VENDORS SHOULD SELECT THE APPROPRIATE REFERENCE			
	YES	NO	DO NOT KNOW	DOES NOT APPLY
A. Are the improvements connected to public sewer system?				
B. Are the improvements connected to public water system?				
C. Are the improvements connected to a private or a community water system?				
D. Is the present use a non-conforming use?				
E. Does the property contain unauthorized accommodation?				
F. Are you aware of any encroachments, unregistered easements or unregistered rights of way?				
G. Are you aware of, or have you been charged any local improvement levies or taxes?				
H. Have you received any other notice or claim affecting the property from any person or public body?				
I. Are you aware of any problems re. quantity or quality of well water? (Gal. per minute if known: _____)				
J. Are you aware of any problems with the septic system? (Date of last service: _____)				
<b>2. STRUCTURAL:</b>	YES	NO	DO NOT KNOW	DOES NOT APPLY
A. To the best of your knowledge, are the exterior walls insulated?				
B. To the best of your knowledge, is the ceiling insulated?				
C. To the best of your knowledge, have the improvements ever contained asbestos?				
D. To the best of your knowledge, have the improvements ever contained urea formaldehyde insulation?				
E. Has a final building inspection been approved or a final occupancy permit been obtained?				
F. Has the wood stove/fireplace insert been inspected and approved by local authorities?				
G. Are you aware of any additions or alterations made without a required permit?				
H. Are you aware of any structural problems with the improvements?				
I. Are you aware of any problems with the heating and/or central air conditioning system?				
J. Are you aware of any moisture and/or water problems in the basement or crawl space?				
K. Are you aware of any damage due to wind, fire, water, insects or rodents?				
L. Are you aware of any roof leakage or unrepaired damage? (Age of roof if known: _____ years)				
M. Are you aware of any problems with the electrical system?				
N. Are you aware of any problems with the plumbing system?				
O. Are you aware of any problems with the swimming pool and/or hot tub?				
<b>3. STRATA PROPERTY:</b>	YES	NO	DO NOT KNOW	DOES NOT APPLY
A. Are there any special assessments voted on or proposed?				
B. Are there any pending rules or strata by-law amendments which may alter the uses of the property?				
C. Are there any restrictions on pets, children or rentals?				

**4. ADDITIONAL COMMENTS AND/OR EXPLANATIONS:** (Use additional pages if necessary)

The vendors state that the above information is true, based on the vendors' current actual knowledge as of the above date. Any material changes to the information made known to the vendors will be disclosed by vendors to purchasers prior to closing. The vendors acknowledge receipt of a copy of this disclosure statement and agree that a copy may be given to prospective purchasers.

*[Signature]*

X  
Vendor


Re: Property Disclosure Statement  
1570 Seacrest Road - Nov. 14/94

Further explanation, at Purchaser's request Jan. 14/95, for insurance purposes of Item "2-G":

The "Yes" refers to minor repairs and renovations since 1988 - i.e.: kitchen cupboard and lighting changes; patio and sidewalk extensions; outside doors replacement; balcony railing replacement and balcony sections enclosures; sidewalk cover and double pane glass installation.

A "No" response would apply to major additions, made prior to 1988 by previous owners, i.e.: garage, sheds, connecting driveways, retaining walls, sidewalks and outside stairs, and renovations to the basement level of the house.

The Vendor believes such items were covered under Building Permit 10904, May 21, 1985 as per Inspection Notice posted in garage and to be given to the Purchaser on Jan. 22/95.

J. Niemi's Jan. 15/95 

Notice + Disclosure Explanation rec'd: \*  
Also rec'd - all keys except 1 Master Set rec'd  
\* Mr. Blomster Jun 22, 1995 document

⊗ To be delivered before noon Tuesday,

Appendix C – Summary of Committee of the Whole Meetings since January, 2003

- Jan 28, 2003 – 5<sup>th</sup> wheel on property with no SFD permit. NO ISSUES RELATED TO SUITES
- Feb 28, 2003 - NO ISSUES RELATED TO SUITES
- March 25, 2003 - NO ISSUES RELATED TO SUITES
- April 22, 2003- NO ISSUES RELATED TO SUITES
- May 27, 2003- NO ISSUES RELATED TO SUITES
- June 24, 2003- NO ISSUES RELATED TO SUITES
- July 22, 2003- NO ISSUES RELATED TO SUITES
- August 26, 2003- NO ISSUES RELATED TO SUITES
- September 30, 2003- NO ISSUES RELATED TO SUITES
- October 28, 2003- NO ISSUES RELATED TO SUITES
- November 25, 2003- NO ISSUES RELATED TO SUITES
- December 23, 2003- NO ISSUES RELATED TO SUITES
- January 27, 2004- NO ISSUES RELATED TO SUITES
- February 24, 2004- NO ISSUES RELATED TO SUITES
- March 23, 2004- NO ISSUES RELATED TO SUITES
- April 27, 2004- NO ISSUES RELATED TO SUITES
- May 25, 2004- NO ISSUES RELATED TO SUITES
- June 22, 2004            1570 Seacrest

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING HELD ON TUESDAY, JUNE 22, 2004, AT 7:15 PM  
IN THE RDN BOARD CHAMBERS**

**Present:**

Director J. Stanhope	Chairperson
Director H. Kreiberg	Electoral Area A
Director E. Hamilton	Electoral Area C
Director D. Haime	Electoral Area D
Director P. Bibby	Electoral Area E
Alternate	
Director I. Neden	Electoral Area F
Director D. Bartram	Electoral Area H
Director R. Longmuir	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director L. Sherry	City of Nanaimo
Director R. Cantelon	City of Nanaimo
Alternate	
Director D. Tyndall	City of Nanaimo
Director T. Krall	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director L. McNabb	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
M. Pearse	Manager of Administrative Services

**CALL TO ORDER**

The Chairperson welcomed Alternate Directors Neden and Tyndall to the meeting.

**DELEGATIONS**

**Dan Brady, Coalition to Save Mt. Benson, re Support for Preservation.**

Raif Hutchinson, speaking on behalf of Mr. Brady, requested the Board's support for the Coalition's campaign to Save Mt. Benson.

**Dr. Laurence Winkler, re Logging on Mt. Benson.**

MOVED Director Krall, SECONDED Director McNabb, that Dr. Winkler be permitted to address the Committee as a late delegation.

**CARRIED**

Dr. Winkler spoke of the environmental attributes of Mt. Benson and supported the Coalition's campaign.

MOVED Director Westbrook, SECONDED Director Cantelon, that the request for support from the Coalition be dealt with at this time.

CARRIED

MOVED Director McNabb, SECONDED Director Cantelon, that the Nanaimo Regional District support the Coalition to Save Mt. Benson in their campaign to work with all government levels and with the owners of all properties on the north and east sides of Mt. Benson for the following purposes:

1. to find an alternative solution to further logging on the front face of the mountain, and
2. to develop a long-term plan to protect the front face of the mountain for recreational, ecological and aesthetic values.

and that the local M.L.A.'s be advised of this initiative.

CARRIED

#### MINUTES

MOVED Director Sherry, SECONDED Director Holdom, that the minutes of the regular Committee of the Whole meeting held May 25, 2004 be adopted.

CARRIED

#### COMMUNICATION/CORRESPONDENCE

Mark Zaborniak, re Section 57 of the Community Charter – Contravention of Bylaw – 1570 Seacrest Road - Area E.

MOVED Director Bibby, SECONDED Director Cantelon, that the correspondence from Mr. Zaborniak requesting a deferral be received.

CARRIED

#### COMMUNITY SERVICES

#### RECREATION

Recreation Facilities & Sportsfields Usage Survey.

MOVED Director Sherry, SECONDED Director Hamilton, that the 2004 Recreation Facilities and Sportsfields Usage Survey report be received as information.

CARRIED

#### REGIONAL GROWTH MANAGEMENT

Presentation – Sustainability Workshop Report & Regional Growth Monitoring Advisory Committee Recommendation.

MOVED Director Bartram, SECONDED Director Hamilton,:

1. That the Workshop Report for the Saturday, April 3, 2004 Sustainability Workshop be received.
2. That the recommendation of the Regional Growth Monitoring Advisory Committee regarding the most immediate actions the Board should consider as a result of the Sustainability Workshop be received.
3. That the Committee approve the RGMAC's resolution in principle subject to the Board's approval of the recommendations from staff reports on establishing green building guidelines in the RDN and establishing development and land use guidelines that will ensure the conservation of water and protection of watersheds and aquifers in the RDN.

It was requested that the items be dealt with *seriatim*.

The question was called on items no. 1 and 2.

The motion CARRIED.

The question was called on item no. 3.

MOVED Director McNabb, SECONDED Director Cantelon, that the motion be amended to read: "that the RGMAC's resolution be received and that staff prepare reports for the Board's consideration on establishing green building guidelines in the RDN and establishing development and land use guidelines that will ensure the conservation of water and protection of watersheds and aquifers in the RDN."

CARRIED

#### **Drinking Water Protection Initiative Workshop.**

MOVED Director Cantelon, SECONDED Director Longmuir,:

1. That the Workshop Report for the May 8, 2004 Drinking Water Quality Workshop be received.
2. That the Feedback Report for the April 30, 2004 Drinking Water Quality Discussion Paper be received.
3. That an 'action plan' that identifies actions to be taken to address drinking water quality in the region be prepared for the Board's consideration.

MOVED Director Krall, SECONDED Director McNabb, that item no. 3 be amended to add the words "excluding the City of Nanaimo's watershed" between the words in the region and be prepared for the Board's consideration and that a no. 4 be added that reads:

4. That the RDN Board recognize that, in as much as the taxpayers of the City of Nanaimo are already funding their own comprehensive drinking water program, the City of Nanaimo will not participate in the action plan as a funding partner.

CARRIED

The question was called on the main motion, as amended.

The motion CARRIED.

#### **Invasive Plant Strategy for British Columbia.**

MOVED Director Sherry, SECONDED Director Longmuir,:

1. That the report, "Invasive Plant Strategy for British Columbia" be received.
2. That the Regional District of Nanaimo endorse the "Invasive Plant Strategy for British Columbia" and sign the "Invasive Plant Strategy for British Columbia Memorandum of Support".

CARRIED

#### **TRANSIT**

##### **Transit Special Event Application – Ocean Idlers Car Club – Parksville.**

MOVED Director Krall, SECONDED Director Tyndall, that the Transit Special Events request by the Ocean Idlers Car Club for shuttle service to be provided on Sunday, August 1, 2004 be approved.

CARRIED

##### **Nanaimo Safer City Alliance Program.**

MOVED Director Cantelon, SECONDED Director McNabb, that the involvement of the Regional District of Nanaimo in the Nanaimo Safer City Alliance program be approved.



MOVED Director Bartram, SECONDED Director Hamilton, that this item be referred back to staff for further information.

CARRIED

***CORPORATE SERVICES***

**ADMINISTRATION**

**Procedure Bylaw No. 1393.**

MOVED Director McNabb, SECONDED Director Sherry,:

That the implementation of Board meetings on the fourth Tuesday of each month be implemented commencing September 2004.

That "Procedure Bylaw No. 1393, 2004" be introduced and read three times.

That "Procedure Bylaw No. 1393, 2004" be adopted.

CARRIED

**FIRE PROTECTION**

**Yellowpoint Waterloo Fire Protection Service Area Establishing Bylaw No. 1388 – Rondalyn Resort – Area C.**

MOVED Director Hamilton, SECONDED Director Bartram, that "Yellowpoint Waterloo Fire Protection Service Area Establishing Bylaw No. 1388, 2004" be introduced for first three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

**Regulatory Bylaw – Dashwood Fire Service Area.**

MOVED Director Bartram, SECONDED Director Westbrook,:

That "Regional District of Nanaimo (Dashwood) Fire Services Regulatory Bylaw No. 1390, 2004" be introduced for first three readings.

That "Regional District of Nanaimo (Dashwood) Fire Services Regulatory Bylaw No. 1390, 2004" having received three readings be adopted.

CARRIED

***DEVELOPMENT SERVICES***

**BUILDING INSPECTION**

**Section 57 of the Community Charter – Contravention of Bylaw – Infractions.**

The Chairperson advised that the filing for the following property has been resolved:

Lot 1, Section 19 & 20, Plan 33019, Nanaimo Land District, Gabriola Island, 481 Spruce Avenue, Electoral Area 'B', owned by I. Pacey and W. Barrett.

MOVED Director Bibby, SECONDED Director McNabb, that the following filing be deferred:

Lot 8, District Lot 52, Plan 15921, Nanoose Land District, 1570 Seacrest Road, Electoral Area 'E', owned by M. Zaborniak and A. Nakatsuka.

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

**J. White, re 1874 Mayhutt Place.**

Mr. White explained the status of the renovations taking place at the above noted residence and requested a deferral of the filing.

MOVED Director Kreiberg, SECONDED Director Bartram, that the filing at Lot 24, Section 14, Range 2, Plan VIP59885, Cedar Land District, 1874 Mayhutt Place, Electoral Area 'A', owned by J. White be deferred for one month.

CARRIED

MOVED Director Hamilton, SECONDED Director Bartram, that a notice be filed against the title of the property listed, pursuant to Section 57 of the *Community Charter*.

- (a) Lot 3, Block 1, District Lot 9, Plan 15370, Newcastle Land District, 1081 Surfside Drive, Electoral Area 'G', owned by H. and K. Kaltenbach.

CARRIED

**EMERGENCY PLANNING**

**Interface Fire Hazards.**

MOVED Director Krall, SECONDED Director Westbrook,:

1. That the report on the forest fire interface be received for information.
2. That staff be directed to proceed with implementation actions as outlined in Schedule No. '1' of the staff report.

MOVED Director Bartram, SECONDED Director Westbrook, that the motion be amended to add and that schedule 1 be referred back to staff for an interim report in 1 months time.

CARRIED

The question was called on the main motion, as amended.

The motion CARRIED.

**ENVIRONMENTAL SERVICES**

**LIQUID WASTE**

**Pump and Haul Local Service Area Bylaw No. 975.36 –Dolphin Drive – Area E.**

MOVED Director McNabb, SECONDED Director Bibby,:

1. That the boundaries of the RDN Pump and Haul Local Service Area Bylaw 975 be amended to include Lot 53, District Lot 78, Nanoose Land District, Plan 14275. (Dolphin Drive, Area E)
2. That "Regional District of Nanaimo Pump and Haul Local Service Area Amendment Bylaw No. 975.36, 2004" be read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

**Trucked Liquid Waste Disposal Amendment Bylaw No. 988.05 – Liquid Waste Septage Fees.**

MOVED Director McNabb, SECONDED Director Sherry,:

1. That "Regional District of Nanaimo Trucked Liquid Waste Disposal Amendment Bylaw No. 988.05, 2004" be introduced and read three times.
2. That "Regional District of Nanaimo Trucked Liquid Waste Disposal Amendment Bylaw No. 988.05, 2004" having received three readings be adopted.

CARRIED

**Renewal of Agreement – Supply of Ferrous Chloride.**

MOVED Director Sherry, SECONDED Director McNabb, that the agreement between the RDN and Tree Island Industries Ltd. for the supply of ferrous chloride be renewed for an additional five year term.

CARRIED

**SOLID WASTE**

**Solid Waste Disposal LSA Reserve Fund Expenditure Bylaw No. 1389 – Regional Landfill Geogrid Toe Berm – Release of Reserve Funds.**

MOVED Director Westbrook, SECONDED Director Sherry,:

That "Solid Waste Disposal Local Service Area Reserve Fund Expenditure Bylaw No. 1389, 2004" be introduced for three readings.

That "Solid Waste Disposal Local Service Area Reserve Fund Expenditure Bylaw No. 1389, 2004" having received three readings be adopted.

CARRIED

**UTILITIES**

**Pacific Shores Sewer Local Service Area Amendment Bylaw No. 1021.05 and Northern Community Sewer LSA Bylaw No. 889.26 – 1520 Terrien Road – Area E.**

MOVED Director Bibby, SECONDED Director McNabb,:

That "Pacific Shores Sewer Local Service Area Amendment Bylaw No. 1021.05, 2004" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

That "Regional District of Nanaimo Northern Community Sewer Local Service Area Amendment Bylaw No. 889.26 2004" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEE**

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

MOVED Director Kreiberg, SECONDED Director Hamilton, that the minutes of the Electoral Area 'A' Parks and Green Spaces Advisory Committee meeting held May 20, 2004 be received for information.

CARRIED

**Electoral Area 'B' Parks and Open Space Advisory Committee.**

MOVED Director D. Haime, SECONDED Director Sherry, that the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held May 4, 2004 be received for information.

CARRIED

**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 meeting held May 19, 2004 be received for information.

CARRIED

**District 69 Recreation Commission.**

MOVED Director Bartram, SECONDED Director Bibby, that the minutes of the District 69 Recreation Commission meeting held June 10, 2004 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook,;

That the adoption of rates be implemented each calendar year for Recreation Coordinating, January 1<sup>st</sup>; Ravensong Aquatic Centre, January 1<sup>st</sup>; and Oceanside Place, September 1<sup>st</sup>.

That a common rate for Oceanside Place and Ravensong Aquatic Centre not be pursued.

That the revised Fees and Charges Policy C2.1 be approved.

That the 2005 Recreation Program Coordinating Function revenues be increased by 1.5% for 2005.

That the Recreation Coordinating Function program recovery rates be maintained to include Preschool, Children, Youth and Community Cooperative at 100%, Adults at 125%, Summer Camps and Family at 75% and Volunteer and Leadership Development programs at 50%, along with the Administration fee of 15% and a 75-25% split guideline for Term Instructors (Companies).

That the non-service-area surcharge at Ravensong Aquatic Centre be removed as of January 1, 2005.

That the rentals and admission fees for 2005 at Ravensong Aquatic Centre be approved as detailed in Appendix II of the report and that the attached five year forecast chart in the report be used as a guideline.

That the rentals and admission fees for 2004/2005 at Oceanside Place be approved as detailed in Appendix I of the report and that the attached five year forecast chart in the report be used as a guideline.

CARRIED

Director Westbrook requested that the District 69 Recreation Commission consider moving the age limit from 55 to 60 for seniors.

**Regional Transportation Advisory Committee.**

Director Krall announced that he has been reappointed to the Regional Transportation Advisory Committee.

**Municipal Finance Authority.**

Director Stanhope reported on the recent MFA meeting he had attended.

**IN CAMERA**

MOVED Director Sherry, SECONDED Director Krall, 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.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 8:40 PM

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CHAIRPERSON



REGIONAL DISTRICT OF NANAIMO	
JUL 13 2004	
CHAIR	GMCS
CAC	GMDS
GMCS	GMES
Coco ✓	

MEMORANDUM

**TO:** Neil Connelly  
General Manager Community Services

**DATE:** July 13, 2004

**FROM:** Joan Michel  
Parks and Trails Coordinator

**File:** 6240-20-COCO

**SUBJECT:** Name for Community Park on Taylor Bay Road, Gabriola Island  
(Electoral Area 'B')

**PURPOSE**

To request that the Board authorize the adoption of the name 'Cox Community Park' for the large community park located across from Descanso Bay Regional Park on Gabriola Island.

**BACKGROUND**

In a 2002 referendum, Electoral Area 'B' residents voted to purchase a 45.7 ha property straddling Taylor Bay Road for the purpose of a Community Park. At the same time, the RDN purchased 15.8 ha of adjacent oceanfront property as a Regional Park. Both properties were owned by the Coastal Community Credit Union. The Regional Park property was named in July 2002 after the large bay in which the park is located, also the name of the nearby BC Ferries terminal.

In June 2003, the Electoral Area 'B' Parks and Open Space Advisory Committee (POSAC) held its Inaugural Meeting. One of its first tasks was to identify a name for the new Community Park. Regional District Policy No. C1.3, *Parks Naming Policy*, directs that:

*The [community] park site being named should relate to a "constant" feature either nearby or within that park. This could be a geographical feature or a bordering street name. When no such "constant" feature is present or when it is desired to honour a person posthumously, who was important to the community, a park may be named for that person. That person must be proven to have contributed substantially to the community either through service or through the donation of land for parks. The group requesting the naming must demonstrate that a substantial portion of the community is in agreement either through a petition or similar process.*

Over the fall and winter, members of EA 'B' POSAC examined possible names for the park and consulted within the community. The Committee determined that the new Community Park is not remarkable for its geography, nor would it be appropriate to call the park after Taylor Bay Road because Taylor Bay is more closely associated with Gabriola Sands Provincial Park to the north. Consultation with the Snuneymuxw First Nation revealed that no First Nation name exists for what is now park property. Historical research showed that past owners of the property itself made use of it for logging and not much else.

In May 2004, members of the POSAC concluded that the new Park should be named 'Cox Community Park' after one of the pioneering families on Gabriola who were long-time past owners of the large property next door to what is now a Community Park. John and Lottie Mae Cox set up residence on this neighbouring parcel around 1921. John's maternal grandfather Alexander Hoggan obtained the original land grant for the property around 1880. Alexander was patriarch of a notable Gabriola settler family and a lake on the Island is named after the family. Coxes originally homesteaded on Mudge Island around 1900. Over the years, the Cox family has become known for its positive efforts to build the Gabriola community. Elizabeth Cox, grandmother to present day Gabriola residents Hazel Cox Windecker and William Cox, was instrumental in getting the first primary school established on the Island. The Cox family is very pleased to have the Community Park named after them. A park opening and official naming ceremony is planned for the fall to coincide with the completion of a 75-foot boardwalk entrance on the east side of the Community Park.

Other names considered and rejected by the POSAC included Upper Descanso Bay Community Park, YOGI Community Park and McConvey Woods Community Park.

**ALTERNATIVES**

1. To authorize the adoption of the name 'Cox Community Park' for the large Community Park located across from Descanso Bay Regional Park on Gabriola Island.
2. To direct the Electoral Area 'B' Parks and Open Space Advisory Committee to review other possible names for the community park.

**FINANCIAL IMPLICATIONS**

None. Park signage has not yet been installed.

**SUMMARY**


The Electoral Area 'B' Parks and Open Space Advisory Committee (POSAC) has researched, consulted and deliberated about a name for the new community park across from Descanso Bay Regional Park, in keeping with Regional District Policy No. C1.3, *Parks Naming Policy*. At the May 4, 2004 POSAC meeting, the Committee unanimously agreed to recommend the name 'Cox Community Park' in honour of a local pioneering family still residing in the area.


**RECOMMENDATION**

That the Board authorize the adoption of the name 'Cox Community Park' for the large Community Park located across from Descanso Bay Regional Park on Gabriola Island.

*for*  \_\_\_\_\_  
Report Writer

*for*  \_\_\_\_\_  
Manager Concurrence

 (AKN)  
\_\_\_\_\_

General Manager Concurrence  
  
\_\_\_\_\_

CAO Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO	
JUL 12 2004	
CHAIR	GMCRS
CAO	GMDS
GMMS	GMES
	<i>Coel</i> ✓

**MEMORANDUM**

**TO:** Tom Osborne  
Manager Recreation and Parks

**DATE:** July 7, 2004

**FROM:** Jeff Ainge  
Parks Coordinator

**FILE:** 6040-20-TCT

**SUBJECT:** Renewal of Trail Use Licence for Trans Canada Trail

**PURPOSE**

To request Regional Board approval for entering into a Trail Use Licence with Weyerhaeuser Company Limited.

**BACKGROUND**

A renewable five-year Non-Exclusive Licence is being offered by Weyerhaeuser Company Limited (WeyCo) covering portions of their private forest lands for use as the Trans Canada Trail (TCT) route. The offer has come about with the expiration of previous Licences issued by WeyCo to the local Trails BC group who negotiated original access permits.

The Trans-Canada Trail (TCT) is a shared use recreation trail that crosses the entire country and includes every province and territory. The length upon completion will be approximately 16,000 kilometres. On Vancouver Island several jurisdictions are working on trail projects to link the Departure Bay ferry terminal at Nanaimo with the City of Victoria, a distance of approximately 150 kilometres.

It is currently possible to follow the TCT through the City of Nanaimo utilizing many of the City's existing trails and parks, a portion of the Parkway Trail, and by way of some new trails constructed for this project. The route then enters the Regional District of Nanaimo (RDN) and makes use of WeyCo property and roadside trail through Extension to link to the Nanaimo River, a popular mountain biking and hiking route. There is no bridge crossing of the Nanaimo River, however from Spruston Road on the South side of the river a trail route is being completed to the Haslam Creek Suspension Bridge, a construction project coordinated and partially funded by the RDN. To the immediate south of the bridge, the Cowichan Valley Regional District and the Town of Ladysmith have incorporated the TCT into their respective regional and municipal trail system developments.

With little publicly owned Crown land available for such an ambitious undertaking in the Regional District, agreements with the forest companies have been required. In past years staff assisted the local Trails group wherever possible. Negotiations with Weyerhaeuser resulted in several portions of the TCT proposed through their private forest holdings being included in trail licenses signed by the provincial TCT body - Trails BC.

In previous reports to the Regional Board in March 2000 and August 2001, staff advised that it is possible the Regional District will have to assume responsibility for these sections of trail in the long term and to negotiate agreements for sections not yet finalized. The Board resolved that *"staff be directed to work with the Trail partners...and be directed to negotiate trail partnership agreements with the TCT committee, [and] negotiate bridge tenure agreements with Weyerhaeuser"*.



Staff have been contacted by the Property Administrator for WeyCo, who has requested the Regional District enter into the five-year renewable licence. The documents have been received, and the language is similar to that contained in the licence entered into by both parties for portions of the Arrowsmith Trail located on WeyCo land. For example, the agreement provides for temporary closures due to fire hazard and operational safety concerns, temporary or permanent relocations of the portions of the trail to allow for harvesting, and use of the trail for non-profit recreational purposes. The term of the licence is August 1, 2004 to July 31, 2009.

#### ALTERNATIVES

1. To direct staff to proceed with entering into a five-year renewable non-exclusive licence for the Trans Canada Trail located on Weyerhaeuser private land.
2. To provide alternative direction to staff.

#### FINANCIAL IMPLICATIONS

A licence fee of \$350.00 plus GST is required for the term of the licence. The 2004 Regional Parks budget has allocated \$5,500 for maintenance and minor development projects of the Trail.

#### CITIZEN IMPLICATIONS

Much of the work in scoping out the potential routes for the TCT has been done by volunteers and members of various outdoor groups. With the assistance of the Trails BC group, who has had a major role with the TCT throughout the Province, volunteers have opened up the Trail, flagged the routes, and worked hard to keep the project advancing. With the assistance of the Regional District, agreements such as this one have been entered into to secure public trail access over private land. Over 150 people attended the opening of the Haslam Creek Suspension Bridge last year. Since that event, staff have received many calls from the public congratulating the Region for its involvement and requesting ongoing TCT development to complete the Trail through to the City of Nanaimo and Ladysmith.


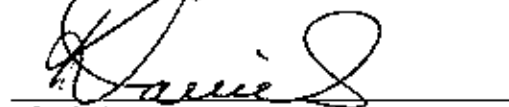
#### SUMMARY

The Regional District has been requested by Weyerhaeuser to enter into a five-year renewable licence for portions of the Trans Canada Trail located on their private land. The document language is similar to that contained in the licence entered into by both parties for portions of the Arrowsmith Trail located on WeyCo land. The term of the licence is August 1, 2004 to July 31, 2009.

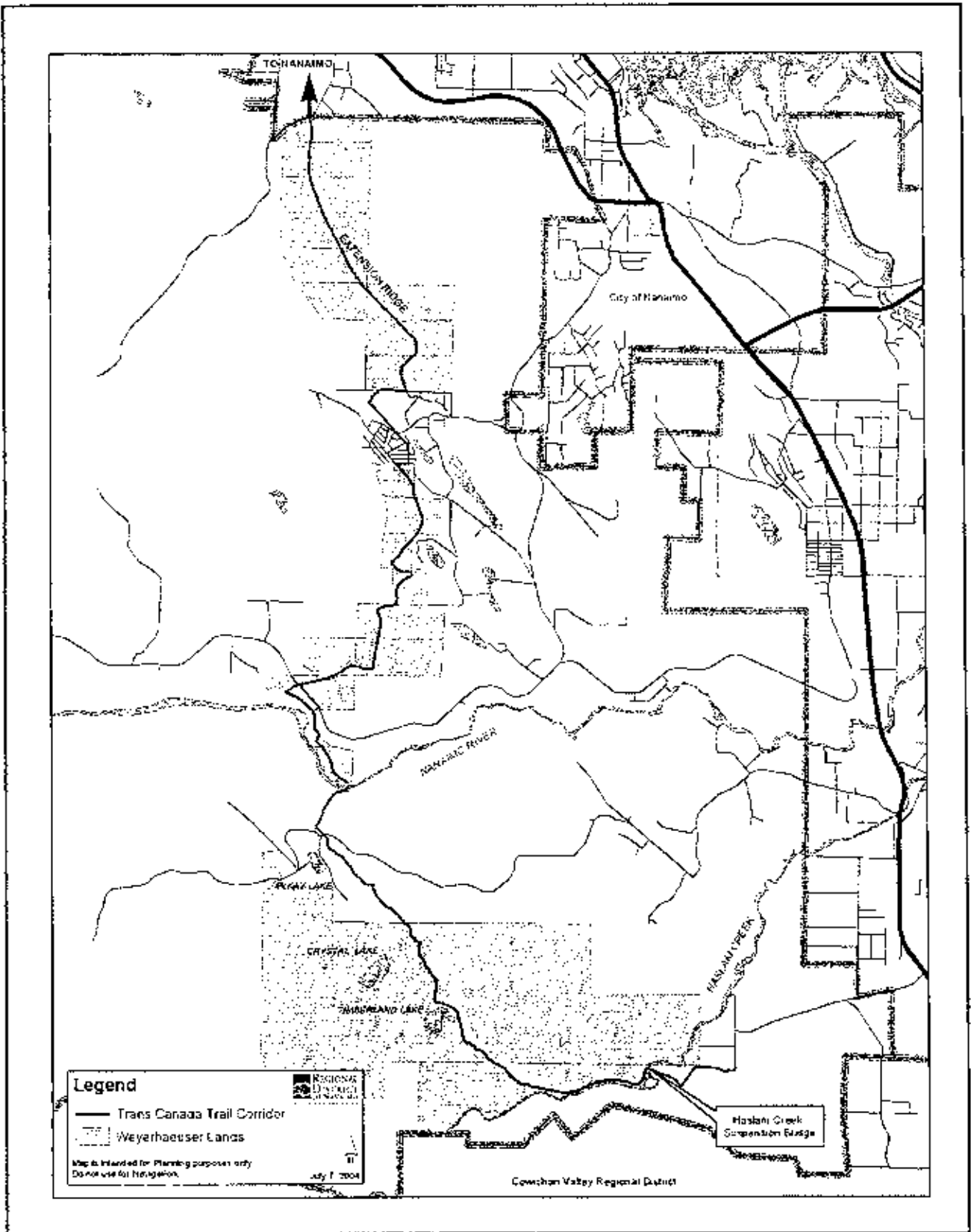
#### RECOMMENDATION

That the Regional District enter into a five-year renewable non-exclusive licence for the Trans Canada Trail located on Weyerhaeuser private land.

  
Report Writer    Manager

  
General Manager Concurrence  
  
CAO Concurrence

#### COMMENTS:





REGIONAL DISTRICT OF NANAIMO			
JUL 14 2004			
CHAIR		GMCS	
CAO		GMDS	
GMCS		GMES	

**MEMORANDUM**

**TO:** Neil Connelly  
General Manager Community Services

**DATE:** 14 July 2004

**FROM:** Joan Michel  
Parks and Trails Coordinator

**FILE:** 6340-20-EAB

**SUBJECT:** Application to the Ministry of Transportation for Permits to Develop Water Accesses Nos. 27, 43 and 52 in Electoral Area 'B'

**PURPOSE**

To obtain Regional Board authorization to apply to the Ministry of Transportation for permits to use and develop Gabriola Island (Electoral Area 'B') water or beach accesses Nos. 27 (Easthom Rd.), 43 (Shaw Rd.) and 52 (Rowan Way).

**BACKGROUND**

There are over 100 legal beach accesses or road allowances leading to the water around Gabriola Island. A number of the accesses have been improved and are well used, but many yet are obscured from view or impossible to distinguish from neighbouring private property. In some cases, encroachment by adjacent neighbours has contributed to the confusion between public and private space. In other cases, adjacent landowners have deliberately attempted to bar the public from beach accesses.

There is strong demand being expressed on Gabriola for access to public rights-of-way like the beach accesses. The Electoral Area 'B' Parks and Open Space Advisory Committee (POSAC) has an active and popular Beach Access Working Group that is leading community volunteers in the marking and improvement of beach accesses. However, where there is confusion about the location of an access, where an adjacent landowner is clearly barring an access, or where development of an access would be complex or costly, the community volunteers require assistance. Further to an August 2003 meeting of RDN staff, the Director for Electoral Area 'B' and Ministry of Transportation staff at a number of Gabriola beach accesses, it was confirmed that the Ministry will not survey or improve the road allowances for non-vehicular use, nor will it engage in a program of dealing with encroaching landowners. The Ministry will however support the RDN in doing so via use and development permits.

At its January 5, 2004 Regular Meeting, the Electoral Area 'B' POSAC confirmed the six 2004 priority beach accesses requiring RDN improvement and Ministry permits: Numbers 26 (Descanso Road), 27 (Easthom Road), 38 (El Verano), 43 (Shaw Road), 52 (Rowan Way) and 87 (The Strand). Board authorization to obtain Ministry permits was provided in June 2003 for accesses 26 and 87, and in May 2004 for access 38. Improvement needs for the remaining three beach accesses are as follows:

- 27 (Easthom Road) - a survey is required to confirm the boundaries of the road allowance and what of the neighbour's landscaping should be removed. Planned improvements include the

installation of a viewpoint with bench and beach access marker. This location overlooks Descanso Bay and is ideal for ferry viewing. Area residents, many of whom do not have waterfront properties, will work on a trail down the hillside.

43 (Shaw Road) – a survey is required to confirm the location of the road allowance, which has been barred by a neighbour's fence line. The neighbour is concerned about his farm animals and has opposed the public's use of the road allowance. Staff will work with the Ministry of Transportation to impress upon the neighbour that road access cannot be barred and that the fence is on public property. As a compromise, staff is proposing the installation of a 'kissing gate' in the fence (at the neighbour's expense) that will permit pedestrian passage but ensure no livestock can get through. Beach access markers will be placed at each end of the access.

52 (Rowan Way) – a survey is required to confirm the road allowance boundaries and the location of the permitted driveway situated within the road allowance. Planned improvements include a cleared and surfaced trail to the water. Volunteers should be able to carry out most of the trail development work including placement of beach access markers.

#### **ALTERNATIVES**

1. To authorize staff to apply to the Ministry of Transportation for permission to use and develop water accesses 27, 43 and 52 in Electoral Area 'B'.
2. To provide alternative direction to staff regarding the water accesses.

#### **FINANCIAL IMPLICATIONS**

While survey data is required for all three beach accesses, it should be possible to get by with centre-line only surveys since the Ministry of Transportation has confirmed that the road allowances are of uniform width. Further, it should not be necessary in all cases to survey the full depth of the road allowance. Total survey and development costs for the three sites are estimated at \$3,500. The 2004 Electoral Area 'B' Community Parks budget, featuring a sizeable surplus of \$104,750, can accommodate this projected expenditure. Community volunteers will assist with simple clearing work, installation of yellow beach access markers, and annual maintenance.

#### **INTERGOVERNMENTAL IMPLICATIONS**

No work is to be carried out below the high water mark and therefore no permits are required from Fisheries and Oceans Canada. The Ministry of Transportation will be relied upon to help enforce public rights-of-ways.

#### **CITIZINS IMPLICATIONS**

The Shaw Road neighbour who has fenced over the beach access road allowance will likely continue to attempt to oppose the opening up of public access. There is no legal underpinning to the neighbour's protest. The community strongly supports use of this beach access as evidenced by calls to the RDN Director and attempted usage by local trail groups. The POSAC Beach Access Working Group has confirmed the value of this beach access. The RDN is prepared to work with the neighbour on a compromise gate (at his expense).

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## SUMMARY

There is clear support on Gabriola Island for upholding the public right to use beach accesses. Where the location of public accesses is obscure, adjacent landowners have barred or otherwise attempted to inhibit public use or proposed development is complex, the RDN has been asked to assist the community by taking out permits from the Ministry of Transportation and improving the beach accesses. The Electoral Area 'B' Parks and Open Space Advisory Committee has undertaken a review of all island beach accesses and identified priority work for 2004. To date, the Board has authorized pursuit of Ministry permits for accesses 26, 38 and 87. Outstanding work for the year relates to beach accesses 27 (Easthom Road), 43 (Shaw Road) and 52 (Rowan Way). The \$3,500 estimated development cost for the three accesses, is within the 2004 Budget for Electoral Area 'B'.

## RECOMMENDATION

That the Regional Board authorize staff to apply to the Ministry of Transportation for permission to use and develop Electoral Area 'B' beach accesses 27, 43 and 52.

*[Signature]*  
Report Writer

*[Signature]*  
Manager Concurrence

*[Signature]* (A Co)  
General Manager Concurrence

*[Signature]*  
CAO Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO			
JUL 19 2004			
CHAIR		GMCrS	
CAO		GMOS	
GMCms		GMES	
		LOW	✓

## MEMORANDUM

**TO:** Neil Connelly  
General Manager - Community Services

**DATE:** July 13, 2004

**FROM:** Mike Donnelly  
Manager of Utilities

**FILE:** 0230-20-NASA

**SUBJECT:** Nanaimo Safer City Alliance Program – Information Update

### PURPOSE

To provide additional information regarding the Nanaimo Safer City Alliance Program.

### BACKGROUND

At the June 8, 2004 RDN Board meeting the following recommendation was discussed.

“The involvement of the Regional District of Nanaimo in the Nanaimo Safer City Program be approved.”

The discussion centered on possible costs that could be attributed to the RDN through involvement in this program. The Board requested further information with respect to this initiative prior to final consideration.

Further information was requested from the Safer City Coordinator with respect to costs. The Coordinator has confirmed that there are no costs attributable to the RDN under this Program (Attachment 1). She also noted that the Safer City Alliance Program is being developed for the City of Nanaimo and there are no plans to expand the Program into other areas within the RDN.

### ALTERNATIVES

1. Receive this report for information.
2. Do not receive this report for information.

### FINANCIAL IMPLICATIONS

There are no financial implications for the RDN with respect to participation in the Safer City Alliance Program.

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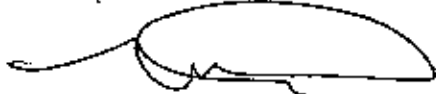
**SUMMARY/CONCLUSIONS**

At the June 8, 2004 meeting of the Board a request for approval allowing the RDN to join in the Safer Cities Alliance Program was brought forward. The Board had questions with respect to possible costs and the intent of initiating the Program in areas outside of the City of Nanaimo and requested clarification of the Regional District's commitment.

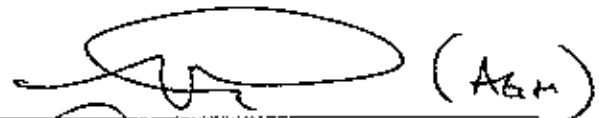
The Coordinator for the Program was contacted and the concerns discussed. The Coordinator has confirmed that there are no financial implications for the RDN with respect to its involvement in this Program. As well, she noted that the Program is intended for the City of Nanaimo only with no intention of initiating this Program in other areas of the RDN.

**RECOMMENDATION**

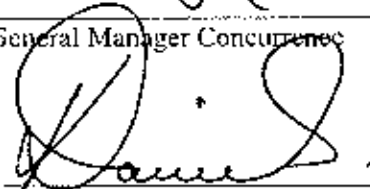
That this report be received for information.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS:



Mike Donnelly  
Manager of Transportation Services  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC, V9T 6N2

June 30, 2004

Dear Mike;

I am providing this letter in response to your request for clarification of the Regional District's commitment by signing the Nanaimo Safer City Alliance.

The Nanaimo Safer City Alliance is an agreement in principle to cooperate in and contribute to the promotion of road safety as a priority issue in Nanaimo. By working together, the signatory organizations are aiming to establish a higher level of road safety throughout the community.

The Expectations and Contributing roles, as described in the document, are defined by each signatory organization. They can be as broad or narrowly defined as each organization desires.

The current draft of the Regional District of Nanaimo's page in the Alliance document does not include a reference to making specific financial contributions to the Safer City program. Through sharing information and cooperating with the other Alliance partners, it is hoped that there will be new opportunities to work together on mutually agreed projects.

On behalf of the Safer City Working Group, we sincerely hope that the Regional District will commit to the Alliance and making road safety in Nanaimo a high priority.

Please let me know if you require any additional information.

Regards,

A handwritten signature in cursive script that reads "Sophia Sorensen".

Sophia Sorensen  
Nanaimo Safer City Coordinator  
(250) 755-4409 (local 384)





REGIONAL DISTRICT OF NANAIMO			
JUN 14 2004			
CHAIR		GMCRS	
CAO		GMDS	
GMCS		GMES	
<i>J. Daniels &amp; Updates</i>		DATE:	
<i>COU</i>		FILE:	

MEMORANDUM

TO: K. Daniels  
Chief Administrative Officer

FROM: C. Mason  
General Manager, Corporate Services

SUBJECT: Corporate Communications Policy

June 11, 2004

PURPOSE:

To consider the adoption of a Corporate Communications Policy to establish criteria that will provide direction in the preparation of Regional District publications.

BACKGROUND:

Since 1998 the Regional District has been publishing a newsletter entitled "Regional Perspectives" which is circulated to all households throughout the Regional District three times per year. The newsletter is funded by all Regional District members through the Public Consultation Budget. In the Spring of 2003, the Regional District also started publishing newsletters for individual Electoral Areas, which are distributed three times per year and are funded through the Electoral Area Administration Budgets. All Electoral Areas participate in the preparation and distribution of these newsletters. The Regional District mails out a variety of other publications on specific topics such as elections and referendums, sprinkling regulations, zero waste initiatives, etc. These documents are typically prepared by staff or by a communications consultant, and are often sent to a graphics designer prior to publication and distribution.

With the large volume of publications now being produced by the Regional District, a policy providing guidelines for their preparation will assist in simplifying this process. Electoral Area Directors have an interest in providing comment on Area Newsletters prior to distribution to ensure that topics are accurately addressed. A policy has been developed that clarifies the role of staff and elected officials in newsletter preparation.

ALTERNATIVES:

1. To approve the Corporate Communications Policy as presented or amended.
2. To continue with the current practice.

FINANCIAL IMPLICATIONS:

There are no direct financial implications related to the adoption of a Corporate Communications Policy.

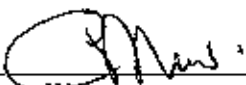
It should be noted that the higher service level required to produce these Regional District publications has had a direct impact on staff resources. The communications coordinator position approved by the Board in March 2004 will be a key position to assist in the development of RDN publications.

**CONCLUSIONS:**

The Regional District has had a significant increase in the number of publications, primarily in response to the higher expectations of the public for more information and consultation. The Regional District has responded to this in several ways, through the production of the Regional Perspectives Newsletters to all residents, through Electoral Area Newsletters to individual areas, through a variety of other publications on specific topics, and through additional enhancements to the RDN Website. With the large volume of newsletters being distributed to the public, it would be beneficial for the Board to approve a policy which defines the role of elected officials and staff in the production of newsletters and other communications. The attached policy has been drafted for the Board's consideration.

**RECOMMENDATION:**

That the Corporate Communications Policy A1.26 be approved.

  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
C.A.O. Concurrence

**COMMENTS:**

# REGIONAL DISTRICT OF NANAIMO

## P O L I C Y

SUBJECT:	<i>Corporate Communications Policy</i>	POLICY NO:	A1.26
		CROSS REF.:	
EFFECTIVE DATE:		APPROVED BY:	Board
REVISION DATE:		PAGE	1 OF 2

### PURPOSE

To establish guidelines for the preparation of Regional District publications and corporate communications.

### POLICY

In order to ensure broad public consultation and communication, the Board produces a variety of publications. These publications include:

- Regional Perspectives
- Electoral Area Newsletters
- Specific Topic Newsletters and Flyers
- Newspaper Advertising
- RDN Website
- News Releases

The responsibility for the preparation of these documents shall be as outlined below.

#### **Regional Perspectives**

The Communications Committee shall be responsible for overseeing the preparation of the Regional Perspectives Newsletter, which shall be written by the communications coordinator. The newsletter is intended to cover a broad range of regional topics and is circulated by bulk mail to every household within the Regional District twice per year. Additional Regional Perspectives Newsletters may be produced on specific news items as determined by the Communications Committee.

The Committee shall be made up of staff representatives from various departments who shall work closely with the communications coordinator to assist in determining topics for the newsletter, provide layout and formatting advice and provide content editing. The Communications Committee shall have the final 'sign off' on the newsletter. A copy of the final proof of the newsletter shall be emailed to all Board members prior to distribution by Canada Post and posting on the Regional District website.

#### **Electoral Area Newsletters**

The communications coordinator shall be responsible for preparing the Electoral Area Newsletters. The newsletters are intended to cover a specific range of topics relevant to electoral area residents and are circulated by bulk mail to every household within the Electoral Area two to three times per year.

The communications coordinator shall work closely with the Electoral Area Director and regional staff in the preparation of the newsletter. The role of the Electoral Area Director shall be to provide advice on topics for the newsletters. The Corporate Planning Committee may also suggest topics and shall review the newsletter to ensure that the information is accurate. A copy of the final proof of the newsletter shall be emailed to the Area Director prior to distribution by Canada Post and posting on the Regional District website.

#### **Specific Topic Newsletters & Flyers**

The department publishing a specific topic newsletter or flyer shall be responsible for its preparation and distribution. The newsletter may be written by a department's staff member or by the communications coordinator. Unless otherwise determined, the publication shall be circulated by bulk mail to every household within the defined area.

#### **Newspaper Advertising**

The department publishing a newspaper advertisement shall be responsible for its preparation and publishing. The advertisement shall be written by a department's staff or by the communications coordinator. Subject to publication deadlines, the advertisement shall be published in local newspapers which are determined to have the most effective circulation for the intended audience.

#### **RDN Website**

The Corporate Services Department is responsible for the overall management of the RDN Website. All content posted on the RDN Website shall be prepared by the applicable department and shall be reviewed by the Manager of Administrative Services prior to posting. The communications coordinator shall have responsibility for monitoring the website and shall update graphics and content as required.

#### **News Releases**

News releases and communications with the Media shall be undertaken in accordance with RDN Policy A1.9 - Media Contacts/Press Releases. All news releases shall be reviewed by the communications coordinator and shall be circulated to all Board members prior to distribution to the media and posting on the RDN website.

#### **Individual Director Communications**

Individual Directors are solely responsible for personal newsletters, publications, and websites. At the request of a Director, staff may review these documents to ensure the accuracy of the content. Individual director communications shall not be posted on the RDN website; however, the Regional District website shall provide links to individual Electoral Area Director personal websites. It is recommended that a disclaimer be included on personal newsletters to identify that the views of an individual director may not necessarily represent the views of the Regional Board.

#### **Regional District Communications Content**

The purpose of Regional District communications is to ensure that accurate and meaningful information is being distributed to the public in accordance with the Board Strategic Plan. Newsletters, media releases and related communications shall avoid containing commentary on individual perspectives which may conflict with the position of the Regional Board. Information shall not be released in newsletters or in related communications prior to its intended circulation to the Board.



REGIONAL DISTRICT OF NANAIMO			
JUL 21 2004			
CHAIR		GMCS	
CAO		GMDS	
SGCS		SMES	

**MEMORANDUM**

**TO:** Board of Directors

**FROM:** Kelly Daniels  
Administrator

**DATE:** July 20, 2004

**SUBJECT: UPDATE ON AGGREGATE ISSUES -  
MEETINGS WITH FRASER VALLEY REGIONAL DISTRICT**

**Purpose:**

To report on recent meetings held between the Fraser Valley Regional District (FVRD) and the Regional District of Nanaimo (RDN) in relation to the legal actions both Regional District's have initiated with aggregate companies.

**Background:**

Conflicts between aggregate producers, local governments, and provincial legislation, i.e. the Mines Act, have been ongoing for many years. Currently the RDN and the FVRD have initiated lawsuits against aggregate producers in their respective jurisdictions. While there are some differences in the two lawsuits the primary similarities are that both jurisdictions contend that regardless of the Mines Inspectors authority to grant a permit the permit holder has a legal responsibility to also meet the zoning regulations of the local government having jurisdiction.

Because of the joint interests the two jurisdictions have in these cases and the fact that they are proceeding at relatively the same time, a meeting was held to discuss the possibility of one or the other jurisdiction adjoining as interveners on whichever suit made it to court first. This idea was generally supported by all those at the meeting with the proviso that a final decision would have to be made by the affected Board at the time a commitment was required. At that time a more comprehensive report would be provided to the affected Board by their legal council indicating all potential costs, liabilities, and advantages of such an action.

It was also agreed by both parties that legal action with the industry was not the favoured approach to resolve these land use disputes. Discussions took place surrounding the work that has been completed by the RDN four years ago to establish a collaborative approach to resolving the issue while ensuring that the industry could continue to operate in the region. This work was condensed into a proposal for a pilot project (*Attachment A*) that has been forwarded to the Minister for consideration.

At this point the Minister has authorized a pilot project for the FVRD which has commenced earlier this summer. He has also agreed to a pilot project for the RDN, based on our proposal, which would commence later this fall. The Chair has written a letter to the Minister requesting an immediate start to the project so the two pilot projects can operate concurrently. (*Attachment B*)

**Alternatives:**

1. To support the concept of joint intervener status with the Fraser Valley Regional District, in principle, subject to a final report from our legal council.
2. To receive the report for information.

**Financial Implications:**


1. It is unclear at this time what the financial implications of being an intervener in these lawsuits would be. This information would be brought forward in a comprehensive report prior to any final decision of the Board to become an intervener.
2. There are no financial implications in receiving the report for information.

**Summary/Conclusion:**

A court ruling on either one of the two lawsuits would likely have significant precedent setting implications on the other jurisdictions case. Therefore, the idea of either regional district acting as intervener in whichever case proceeds to court first has considerable merit. The full implications of such action will need to be conveyed to the Board by our legal council prior to any Board decision to proceed.

**Recommendation:**

To support, in principle, the concept of joint intervener status with the Fraser Valley Regional District subject to a final report from our legal council.



K. Daniels, CAO



REGIONAL DISTRICT OF NANAIMO			
JUL 19 2004			
CHAIR		GMCrs	
CAO		GMDS	
		SMES	

MEMORANDUM

TO: N.Avery  
 Manager, Financial Services

DATE: July 15, 2004

FROM: W.Thexton  
 Senior Accountant

FILE:

SUBJECT: Operating Results to June 30, 2004

PURPOSE

To present a summary of the operating results for the period ending June 30, 2004.

BACKGROUND

The quarterly operating statements for the period January 1 to June 30, 2004 for the Regional District are attached as appendices to this report. The schedules attached include:

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

The statements reflect primarily actual cash transactions with the exception of property taxes and debt payments, which are recorded monthly, and prior year surpluses (deficits), which are recorded in full at the beginning of the year. Assuming an even distribution of revenues and expenses throughout the year, the proportion of revenues and expenditures to date (the 'benchmark') would be approximately 50% of the budgeted amounts for the year, with the exception of wages. Due to the timing of wage payments throughout the year, the benchmark for this expense category is 54%.

Overall revenues in the first half of the year are generally above the benchmark. Operating revenues in particular are above the benchmark due to increased development activity in the District and to annual sewer and garbage collection user fee revenues being recorded in June. As is typical at this time of the year, overall expenditures are below the benchmark because reserve fund transfers, other agency transfers and capital expenditures tend to be incurred and recorded in the latter half of the year.

Overall Summary by Service Area (Appendix 1)

This summary provides a starting point at an organizational level for the year to date results. Under the Revenue section, property tax revenues are at the expected 50% benchmark. Grants/Operating Other revenues are at 53% overall, varying between from a low in Corporate Services of 47% (see Appendix 4) to a high in Development Services of 81% (see Appendix 5).

Overall Expenditures are at 40%. The largest contributor to this lower than benchmark result remains the Capital Expenditure category. The total budget for this line item is \$3.8 million dollars with only \$456,110 expended to date. Similarly, Professional Fees (\$1.7 million budget vs. \$455,907 actual) can be expected to be expended later in the year.

### *Community Services (Appendices 3 and 3A)*

The Regional Parks function operating revenues (30%, Page 1 of Appendix 3) are expected to increase in the summer camping season.

Grants/Operating Revenues for the District 69 Recreation (59%), Oceanside Place (56%) and the Ravensong Aquatic Center (60%) functions are well above the semi annual benchmark (Page 2). Operating expenditures for these three recreation functions remain below benchmark due to the timing issues mentioned earlier. For example, Debt Financing-Interest for Oceanside Place does not yet fully reflect debt interest. These will be recorded later in the year.

Grants/Operating Revenues for the Southern Community and Northern Community Transit services are at the 50% benchmark (Appendix 3A). Actual fare box revenue for the Southern Community Conventional Transit service is at 52% of budget, slightly above the benchmark. Expenditures (52%) are slightly above the benchmark due to wage costs (54%). As noted above, wage costs should be at 54% of budget due to the timing of payments. Despite the current overall tracking of revenues there is some weakness being observed in a couple of ticket revenue categories. Wage costs may also be slightly higher than budgeted. Staff's current projections suggest a year end budget shortfall of \$80,000 a variance of Nil when compared to overall expenditures.

Expenditures for the Gabriola Island Emergency Wharf function are at 91% of budget as the construction of the wharf was completed early in the year.

### *Corporate Services (Appendix 4)*

Grants/Operating Revenues in Corporate Services are within expectations. Within the Fire Department group, \$100,000 budgeted by the Errington Fire Department for gaming grants and the sale of a fire support vehicle has not yet been finalized.

Overall expenditures for Corporate Services are at 43% of budget, due mainly to transfers to reserve accounts and to other agencies, which will occur later in the year.

### *Development Services (Appendix 5)*

Strong construction activity throughout the District continues and is reflected in increased operating revenues for Planning (65%) (Page 1 of Appendix 5) and Building Inspection (96%) (Page 2 of Appendix 5) with the result that overall Development Services operating revenues (81%) are well above the benchmark.

Overall expenditures for Development Services are at 46% of budget due to capital expenditures (15%) being less than the benchmark.

### *Environmental Services (Appendix 6)*

Overall Grants/Operating Revenues for Environmental Services (53%) are above the benchmark because most user fee billing revenues for the year are reflected in the accounts. Operating revenues for water supply services (44%) (Page 2 of Appendix 6) are slightly below the benchmark as the higher consumption summer period will be billed in October. Operating revenues for Liquid Waste Management (25%) are below benchmark as \$565,000 budgeted as a transfer from Development Cost Charge funds for various capital projects at the French Creek Pollution Control Center are not yet required.



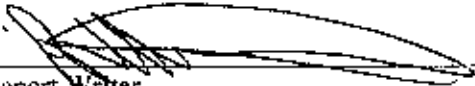
Overall expenditures for Environmental Services (35%) are below the benchmark as budgeted capital expenditures (7%) have yet to be incurred and transfers to reserve accounts (2%) will be recorded later in the year.

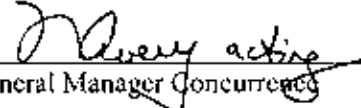
### SUMMARY/CONCLUSIONS

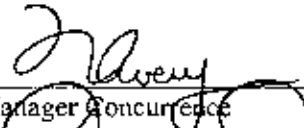
The attached appendices reflect the operating activities of the Regional District recorded up to June 30, 2004. Appendix 1 summarizes the overall results across all functions and reflects that 57% of total budgeted revenues and 40% of budgeted expenditures have been recorded. Grants/Operating/Other Revenues are higher than the benchmark in recreation, sewer collection, garbage collection and building inspection, are at the benchmark in transit services and are lower than the benchmark in the water, liquid waste management functions for the reasons outlined above. The lower year to date expenditures (40%) are due to the timing of reserve fund transfers and projects that impact both professional fees and capital expenditures. The overall surplus to the end of June was \$10,283,657, which is reasonably comparable to the \$10,238,258 surplus achieved for the same period in 2003.

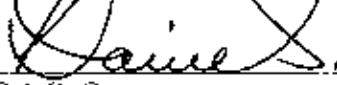
### RECOMMENDATION

That the summary report of financial results from operations to June 30, 2004 be received for information.


  
Report Writer

  
General Manager Concurring

  
Manager Concurring

  
C.A.O. Concurring

COMMENTS:



**REGIONAL  
DISTRICT  
OF NANAIMO**  
GENERAL REVENUE FUND  
JUNE 30, 2004

	COMMUNITY SERVICES			CORPORATE SERVICES			DEVELOPMENT SERVICES			ENVIRONMENTAL SERVICES			TOTAL REVENUE FUND		
	ACTUAL 2004 (see Appendix 3)	BUDGET 2004	% VAR	ACTUAL 2004 (see Appendix 4)	BUDGET 2004	% VAR	ACTUAL 2004 (see Appendix 5)	BUDGET 2004	% VAR	ACTUAL 2004 (see Appendix 6)	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
<b>REVENUES</b>															
TAX REQUISITION	\$4,062,570	\$8,125,116	50%	\$1,793,718	\$3,587,417	50%	\$614,340	\$1,228,685	50%	\$4,823,832	\$9,647,643	50%	\$11,294,460	\$22,588,861	50%
GRANTS/OPERATING/OTHER	\$4,064,886	\$7,962,950	51%	1,094,444	2,340,965	47%	927,955	1,142,385	81%	5,602,824	10,495,262	53%	\$11,690,109	\$21,941,542	53%
RETAINED EARNINGS	\$1,076,441	\$1,076,432	100%	812,556	812,551	100%	1,164,279	1,164,280	100%	3,043,193	3,043,190	100%	\$6,098,469	\$6,096,453	100%
<b>TOTAL REVENUES</b>	<b>9,203,897</b>	<b>17,164,498</b>	<b>54%</b>	<b>3,700,718</b>	<b>6,740,933</b>	<b>55%</b>	<b>2,706,574</b>	<b>3,535,330</b>	<b>77%</b>	<b>13,469,849</b>	<b>23,186,085</b>	<b>58%</b>	<b>29,081,038</b>	<b>50,626,856</b>	<b>57%</b>
<b>EXPENSES</b>															
OFFICE OPERATING	\$999,186	\$1,969,625	51%	\$384,310	\$660,393	58%	\$175,573	\$369,050	48%	\$609,360	\$1,123,426	54%	\$2,168,429	\$4,122,494	53%
COMMUNITY GRANTS	49,258	73,500	67%	6,239	46,698	13%	0	0		0	0		\$55,497	\$120,196	46%
LEGISLATIVE	0	0		106,165	214,285	50%	0	0		0	0		\$106,165	\$214,285	50%
PROFFSSIONAL FEES	34,762	145,510	24%	97,990	305,580	32%	104,052	395,185	26%	219,103	887,404	25%	\$455,907	\$1,733,679	26%
BUILDING OPS & MAINT	264,945	594,809	45%	87,376	235,715	37%	18,065	45,200	40%	100,229	289,449	35%	\$470,615	\$1,165,173	40%
VEHICLE OPS & MAINT	1,040,416	2,096,525	50%	47,991	159,075	30%	21,883	29,935	73%	419,061	958,497	44%	\$1,529,351	\$3,244,032	47%
OTHER EQUIPMENT OPS & MAINT	17,172	65,960	26%	22,146	77,943	28%	8,064	16,260	50%	0	0		\$47,382	\$160,153	30%
OTHER OPERATING	102,876	281,525	36%	5,466	16,430	33%	92,532	203,295	46%	2,483,770	6,775,403	37%	\$2,684,444	\$7,276,653	37%
WAGES & BENEFITS	4,320,479	8,141,427	53%	738,698	1,419,781	52%	806,281	1,547,210	52%	1,907,659	3,793,705	50%	\$7,773,117	\$14,902,123	52%
RECREATION PROGRAMS	51,940	250,910	21%	0	0		0	0		0	0		\$51,940	\$250,910	21%
CAPITAL EXPENDITURES	130,668	371,695	35%	94,240	274,715	34%	16,610	114,000	15%	214,592	3,069,840	7%	\$456,110	\$3,830,250	12%
DEBT FINANCING-INTEREST	192,719	1,035,480	19%	0	5,575		0	0		843,852	1,691,615	50%	\$1,036,571	\$2,732,670	38%
DEBT FINANCING-PRINCIPAL	153,752	227,980	67%	0	0		0	0		672,180	1,344,380	50%	\$825,932	\$1,572,360	53%
DEBT FINANCING-EXCHANGE	0	0		0	0		0	0		0	0		\$0	\$0	
CONTINGENCY	0	(20,000)		0	0		0	0		0	0		\$0	(\$20,000)	
TRANSFER TO RESERVE FUND	14,000	53,595	26%	31,193	329,525	9%	9,420	9,420	100%	31,160	1,370,110	2%	\$85,773	\$1,762,650	5%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0		\$0	\$0	
<b>TFR TO OTHER GOVT/AGENCIES</b>	<b>83,000</b>	<b>1,248,875</b>	<b>7%</b>	<b>967,148</b>	<b>2,504,367</b>	<b>39%</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>\$1,050,148</b>	<b>\$3,753,242</b>	<b>28%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$7,454,973</b>	<b>\$16,537,406</b>	<b>45%</b>	<b>\$2,588,962</b>	<b>\$6,250,080</b>	<b>41%</b>	<b>\$1,252,480</b>	<b>\$2,729,555</b>	<b>46%</b>	<b>\$7,500,966</b>	<b>\$21,303,829</b>	<b>35%</b>	<b>\$18,797,381</b>	<b>\$46,820,870</b>	<b>40%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$1,748,924</b>	<b>\$627,092</b>		<b>\$1,111,756</b>	<b>\$490,853</b>		<b>\$1,454,094</b>	<b>\$805,775</b>		<b>\$5,968,883</b>	<b>\$1,882,266</b>		<b>\$10,283,657</b>	<b>\$3,805,986</b>	

**REGIONAL DISTRICT OF NANAIMO  
SUMMARY OF OPERATING RESULTS  
JANUARY 1 TO JUNE 30, 2004**

	Revenues			Expenditures			Surplus	
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget
<b>COMMUNITY SERVICES</b>								
District 69 Recreation	580,386	1,082,095	54%	406,753	1,050,617	39%	173,633	31,478
Oceanside Place	1,029,575	1,822,590	56%	585,178	1,796,122	33%	444,397	26,468
Ravensong Aquatic Center	1,099,773	1,880,518	59%	851,285	1,831,475	46%	248,488	29,043
Gabriola Island Recreation	37,405	72,130	52%	46,639	67,056	70%	(9,234)	5,074
Southern Community Recreation	342,403	686,420	50%	7,041	686,420	1%	335,362	0
Port Theater	20,820	41,635	50%	0	41,635		20,820	0
Gabriola Island Emergency Wharf	22,932	58,190	39%	52,696	58,190	91%	(29,764)	0
Southern Community Transportation	4,258,233	8,805,380	48%	4,596,214	8,804,016	52%	(337,981)	1,364
D69 Conventional Transit	436,360	852,375	51%	433,987	850,570	51%	2,373	1,805
D69 Custom Transit	784	2,960	26%	264	2,200	12%	520	760
Regional Parks	534,263	775,105	69%	251,663	773,395	33%	282,600	1,710
Community Parks								
A	196,225	226,845	87%	13,436	57,168	24%	182,789	169,677
B	149,747	194,745	77%	32,088	81,528	39%	117,659	113,217
C	15,094	20,045	75%	5,136	11,369	45%	9,958	8,676
D	31,691	33,940	93%	3,368	6,392	53%	28,323	27,548
E	120,347	145,345	83%	11,578	66,584	17%	108,769	78,761
F	78,351	86,850	90%	5,708	19,057	30%	72,643	67,793
G	30,104	45,325	66%	12,639	36,044	35%	17,465	9,281
H	52,838	70,335	75%	31,221	51,299	61%	21,617	19,036
Regional Growth Management Service	166,566	281,670	59%	108,079	246,269	44%	58,487	35,401
	<u>9,203,897</u>	<u>17,164,498</u>	<u>54%</u>	<u>7,454,973</u>	<u>16,537,406</u>	<u>45%</u>	<u>1,748,924</u>	<u>627,092</u>
<b>CORPORATE SERVICES</b>								
General Administration	1,995,313	3,426,186	58%	1,420,944	3,032,210	47%	574,369	393,976
Electoral Areas Only	85,761	147,088	58%	63,972	135,757	47%	21,789	11,328
D68 E911	35,397	57,220	62%	6,326	44,321	14%	29,071	12,899
D69 E911	256,605	421,750	61%	2,562	358,505	1%	254,043	63,245
Fire Protection								
Volunteer Departments								
Coombs-Hilliers	89,979	172,615	52%	77,996	172,615	45%	11,983	0
Dashwood	76,730	152,790	50%	81,261	152,790	53%	(4,531)	0
Errington	139,361	340,245	41%	146,877	340,245	43%	(7,518)	0
Extension	48,575	86,315	56%	42,925	86,315	50%	5,650	0
Nanoose Bay	135,184	262,895	51%	140,056	260,500	54%	(4,872)	2,195
Service Contracts								
Wellington Fire (Area D)	20,254	40,960	49%	1,035	40,960	3%	19,219	0
Yellowpoint Fire (Area A)	46,971	94,660	50%	679	94,660	1%	46,292	0
Parksville Local (Area G)	29,298	58,595	50%	60	58,430	0%	29,238	165
French Creek Fire (Area G)	132,146	260,360	51%	60	253,315	0%	132,086	7,045
Regional Library	595,432	1,185,522	50%	592,761	1,185,522	50%	2,671	0
Feasibility Studies								
Area B (Sewer)	(224)	5,000	-4%	0	5,000		(224)	0
Area E (Sewer)	8,938	18,935	47%	11,448	18,935	60%	(2,510)	0
Electoral Areas	4,998	10,000	50%	0	10,000		4,998	0
	<u>3,700,718</u>	<u>6,740,933</u>	<u>55%</u>	<u>2,588,962</u>	<u>6,250,080</u>	<u>41%</u>	<u>1,111,756</u>	<u>490,853</u>

**REGIONAL DISTRICT OF NANAIMO  
SUMMARY OF OPERATING RESULTS  
JANUARY 1 TO JUNE 30, 2004**

	Revenues			Expenditures			Surplus	
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget
<b>DEVELOPMENT SERVICES</b>								
Building Inspection	1,421,728	1,522,170	93%	489,346	899,120	54%	932,382	623,050
Bylaw Enforcement								
Animal Control A,B,C,D	59,602	86,955	69%	23,178	64,625	36%	36,424	22,330
Animal Control E,G,H	50,113	85,050	59%	38,882	78,380	50%	11,231	6,670
Animal Control F	20,336	25,945	78%	4,224	16,445	26%	16,112	9,500
Noise Control A	9,562	12,690	75%	1,895	6,895	27%	7,667	5,795
Noise Control B	6,471	8,210	79%	1,968	5,860	34%	4,503	2,350
Noise Control C	7,031	8,780	80%	1,877	5,860	32%	5,154	2,920
Noise Control D	7,406	9,655	77%	1,877	5,035	37%	5,528	4,620
Noise Control E	11,191	14,550	77%	1,895	6,500	27%	9,296	7,650
Noise Control G	8,220	10,470	79%	1,877	5,860	32%	6,343	4,610
Noise Control H	0	4,500		1,865	4,500	41%	(1,865)	0
Unightly Premises	24,490	33,355	73%	6,897	22,435	31%	17,593	10,920
Hazardous Properties	4,359	8,480	51%	1,835	6,280	29%	2,524	2,200
General Enforcement	102,283	196,735	52%	90,284	210,325	43%	11,999	(13,590)
Emergency Planning	84,761	127,265	67%	19,187	87,515	22%	65,574	39,750
Development Planning	878,270	1,359,020	65%	554,841	1,282,020	43%	323,629	77,000
House Numbering	10,752	21,500	50%	10,752	21,500	50%	0	0
	<u>2,706,574</u>	<u>3,535,330</u>	<u>77%</u>	<u>1,252,480</u>	<u>2,729,555</u>	<u>46%</u>	<u>1,454,094</u>	<u>806,775</u>
<b>ENVIRONMENTAL SERVICES</b>								
Southern Community Wastewater	3,860,446	6,031,680	64%	1,472,918	5,679,400	26%	2,387,528	352,280
Northern Community Wastewater	1,759,030	3,986,800	44%	1,577,377	3,981,760	40%	181,653	4,840
Duke Point Wastewater	204,618	226,457	90%	49,426	126,303	39%	155,192	100,154
Solid Waste Disposal Facilities	3,531,078	7,430,825	48%	2,480,298	6,467,158	38%	1,050,780	963,667
Solid Waste Collection & Recycling	1,642,938	1,766,971	93%	750,893	1,753,686	43%	892,045	13,285
Water Utilities								
Madrona	97,391	185,835	52%	57,698	165,487	35%	39,693	20,348
Fairwinds	242,528	364,150	67%	76,478	295,191	26%	166,050	68,959
Nanoose Bay	398,056	629,045	63%	184,676	569,540	32%	213,380	59,505
Arbutus Park Estates	72,482	121,630	60%	27,307	103,040	27%	45,175	18,590
West Bay Estates	83,218	128,199	65%	27,551	103,265	27%	55,667	24,934
Driftwood	12,623	22,066	57%	5,350	20,718	26%	7,273	1,348
San Pareil	160,043	231,730	69%	55,805	211,800	26%	104,238	19,930
French Creek	133,449	257,630	52%	96,643	228,967	42%	36,806	28,663
Surfside	16,847	28,274	60%	7,100	23,685	30%	9,747	4,589
Decourcey	3,441	6,497	53%	1,786	5,497	32%	1,655	1,000
Morningstar Creek	4,082	4,585	89%	86	4,451	2%	3,996	134
Wall Beach	1,830	4,037	45%	0	4,037		1,830	0
Englishman River	7,944	8,946	89%	1,576	8,946	18%	6,368	0
Nanoose Bay Bulk Water	189,878	372,965	51%	170,908	372,884	46%	18,770	81
French Creek Bulk Water	57,309	99,740	57%	37,744	99,739	38%	19,565	1
Sewer Utilities								
Fairwinds/Nanoose Coll & Treat	283,517	371,350	76%	101,216	297,712	34%	182,301	73,638
French Creek	616,274	765,403	81%	274,233	653,860	42%	342,041	111,543
Pacific Shores	18,162	31,135	58%	11,433	27,945	41%	6,729	3,190
Surfside Sewer	17,568	23,160	76%	4,852	18,854	29%	12,816	6,306
MacMillan R. Sewer	3,144	3,425	92%	1,710	3,425	50%	1,434	0
Englishman River Stormwater	0	5,000		60	5,000	1%	(60)	0
Pump & Haul	12,419	11,950	104%	1,241	11,950	10%	11,178	0
Streetlighting	39,534	65,810	59%	24,601	61,529	40%	15,033	5,281
	<u>13,469,849</u>	<u>23,185,095</u>	<u>58%</u>	<u>7,500,965</u>	<u>21,303,829</u>	<u>36%</u>	<u>5,968,883</u>	<u>1,882,266</u>
<b>TOTAL - ALL SERVICES</b>	<u><b>29,081,038</b></u>	<u><b>50,626,656</b></u>	<u><b>57%</b></u>	<u><b>18,797,381</b></u>	<u><b>46,820,870</b></u>	<u><b>40%</b></u>	<u><b>10,283,657</b></u>	<u><b>3,805,986</b></u>

**REGIONAL DISTRICT OF NANAIMO  
COMMUNITY SERVICES  
JUNE 30, 2004**

	REGIONAL GROWTH MANAGEMENT SERVICE			REGIONAL PARKS			COMMUNITY PARKS		
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
<b>REVENUES</b>									
TAX REQUISITION	101,982	203,965	50%	232,998	466,000	50%	149,058	298,093	50%
GRANTS/OPERATING/OTHER	875	14,000	6%	3,408	11,250	30%	0	0	
RETAINED EARNINGS	63,709	63,705	100%	297,857	297,855	100%	525,339	525,337	100%
<b>TOTAL REVENUES</b>	<b>166,566</b>	<b>281,670</b>	<b>59%</b>	<b>534,263</b>	<b>775,105</b>	<b>69%</b>	<b>674,397</b>	<b>823,430</b>	<b>82%</b>
<b>EXPENSES</b>									
OFFICE OPERATING	\$20,353	\$45,635	45%	\$19,171	\$41,145	47%	\$8,366	\$17,190	49%
PROFESSIONAL FEES	10,190	22,500	45%	18,697	87,500	21%	4,282	19,250	22%
BUILDING OP & MAINTENANCE	7,867	13,000	61%	10,591	21,204	50%	1,807	4,345	42%
VEHICLE OP & MAINTENANCE	350	350	100%	4,016	6,955	58%	0	1,000	
OTHER OPERATING COSTS	8,934	49,530	18%	8,887	19,255	46%	713	4,790	15%
WAGES & BENEFITS	59,294	114,054	52%	76,357	155,566	49%	56,941	114,621	50%
EQUIP OP & MAINTENANCE	0	0		1,016	900	113%	0	0	
COMMUNITY GRANTS	0	0		0	0		0	0	
RECREATION PROGRAMS	0	0		7,139	32,000	22%	14,057	113,750	12%
CAPITAL EXPENDITURES	391	500	78%	2,759	2,720	101%	0	15,000	
DEBT FINANCING - INTEREST	0	0		463	1,000	46%	6,284	14,050	45%
DEBT FINANCING - PRINCIPAL	0	0		82,262	85,000	97%	2,724	5,445	50%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	700	700	100%	305	34,159	1%	0	0	
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		20,000	286,000	7%	20,000	20,000	100%
<b>TOTAL EXPENDITURES</b>	<b>\$108,079</b>	<b>\$246,269</b>	<b>44%</b>	<b>\$251,663</b>	<b>\$773,395</b>	<b>33%</b>	<b>\$115,174</b>	<b>\$329,441</b>	<b>35%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$58,487</b>	<b>\$35,401</b>		<b>\$282,600</b>	<b>\$1,710</b>		<b>\$559,223</b>	<b>\$493,989</b>	

**REGIONAL DISTRICT OF NANAIMO  
COMMUNITY SERVICES  
JUNE 30, 2004**

	DISTRICT 69 RECREATION			OCEANSIDE PLACE			RAVENSONG AQUATIC CENTER		
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
<b>REVENUES</b>									
TAX REQUISITION	427,806	855,605	50%	604,368	1,208,740	50%	587,496	1,174,988	50%
GRANTS/OPERATING/OTHER	106,895	180,805	59%	238,756	427,400	56%	255,782	429,035	60%
RETAINED EARNINGS	45,685	45,685	100%	186,451	186,450	100%	256,495	256,495	100%
<b>TOTAL REVENUES</b>	<b>580,386</b>	<b>1,082,095</b>	<b>54%</b>	<b>1,029,575</b>	<b>1,822,590</b>	<b>56%</b>	<b>1,099,773</b>	<b>1,860,518</b>	<b>59%</b>
<b>EXPENSES</b>									
OFFICE OPERATING	\$51,728	\$91,580	56%	\$64,833	\$97,315	67%	\$63,015	\$121,365	52%
PROFESSIONAL FEES	673	3,100	22%	0	660		0	500	
BUILDING OP & MAINTENANCE	5,569	10,500	53%	115,828	238,175	49%	65,539	178,135	37%
VEHICLE OP & MAINTENANCE	5,769	20,230	29%	7,498	21,055	36%	200	2,875	7%
OTHER OPERATING COSTS	8,710	19,025	46%	5,846	10,780	54%	9,021	19,750	46%
WAGES & BENEFITS	270,878	581,562	47%	352,672	619,827	57%	401,373	759,985	53%
EQUIP OP & MAINTENANCE	1,302	2,875	45%	8,493	35,650	24%	5,148	23,525	22%
COMMUNITY GRANTS	44,922	67,000	67%	625	500	125%	3,711	6,000	62%
RECREATION PROGRAMS	13,121	54,980	24%	3,173	16,780	19%	14,450	33,400	43%
CAPITAL EXPENDITURES	3,776	3,970	95%	7,973	71,095	11%	54,565	217,720	25%
DEBT FINANCING - INTEREST	0	0		17,932	683,980	3%	167,952	335,900	50%
DEBT FINANCING - PRINCIPAL	0	0		0	0		66,006	132,015	50%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	305	305	100%	305	305	100%	305	305	100%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	195,490		0	0		0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$406,753</b>	<b>\$1,050,617</b>	<b>39%</b>	<b>\$585,178</b>	<b>\$1,796,122</b>	<b>33%</b>	<b>\$851,285</b>	<b>\$1,831,475</b>	<b>46%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$173,633</b>	<b>\$31,478</b>		<b>\$444,397</b>	<b>\$26,468</b>		<b>\$248,488</b>	<b>\$29,043</b>	

**REGIONAL DISTRICT OF NANAIMO  
COMMUNITY SERVICES  
JUNE 30, 2004**

	GABRIOLA ISL RECREATION			SOUTHERN COMMUNITY RECREATION & CULTURE			TRANSPORTATION SERVICES			TOTAL COMMUNITY SERVICES		
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
<b>REVENUES</b>												
TAX REQUISITION	34,896	69,795	50%	364,842	729,675	50%	1,559,124	3,118,255	50%	4,082,570	8,125,116	50%
GRANTS/OPERATING/OTHER	175	0		0	0		3,458,995	6,900,460	50%	4,064,886	7,962,950	51%
RETAINED EARNINGS	2,334	2,335	100%	(1,519)	(1,620)	100%	(299,810)	(299,810)	100%	1,076,441	1,076,432	100%
<b>TOTAL REVENUES</b>	<b>37,405</b>	<b>72,130</b>	<b>52%</b>	<b>363,223</b>	<b>728,055</b>	<b>50%</b>	<b>4,718,309</b>	<b>9,718,905</b>	<b>49%</b>	<b>9,203,897</b>	<b>17,164,498</b>	<b>54%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	\$418	\$770	54%	\$0	\$0		\$771,302	\$1,554,625	50%	\$989,186	\$1,969,625	51%
PROFESSIONAL FEES	0	0		0	12,000		920	0		34,762	145,510	24%
BUILDING OP & MAINTENANCE	0	0		7,041	28,670	25%	50,703	100,780	50%	264,945	594,809	45%
VEHICLE OP & MAINTENANCE	0	75		0	0		1,022,583	2,043,985	50%	1,040,416	2,096,525	50%
OTHER OPERATING COSTS	23	50	46%	0	0		60,542	158,345	38%	102,676	281,525	36%
WAGES & BENEFITS	3,198	6,161	52%	0	0		3,099,766	5,789,651	54%	4,320,479	8,141,427	53%
EQUIP OP & MAINTENANCE	0	0		0	0		1,213	3,000	40%	17,172	65,950	26%
COMMUNITY GRANTS	0	0		0	0		0	0		49,258	73,500	67%
RECREATION PROGRAMS	0	0		0	0		0	0		51,940	250,910	21%
CAPITAL EXPENDITURES	0	0		0	0		61,204	60,690	101%	130,658	371,695	35%
DEBT FINANCING - INTEREST	0	0		0	0		88	550	16%	192,719	1,035,480	19%
DEBT FINANCING - PRINCIPAL	0	0		0	0		2,760	5,520	50%	153,752	227,980	67%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	(20,000)		0	(20,000)	
TRANSFER TO RESERVE FUND	0	0		0	0		12,080	17,830	68%	14,000	53,595	26%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	43,000	60,000	72%	0	687,385		0	0		83,000	1,248,875	7%
<b>TOTAL EXPENDITURES</b>	<b>\$46,639</b>	<b>\$67,056</b>	<b>70%</b>	<b>\$7,041</b>	<b>\$728,055</b>	<b>1%</b>	<b>\$5,083,161</b>	<b>\$9,714,976</b>	<b>52%</b>	<b>\$7,454,973</b>	<b>\$16,537,406</b>	<b>45%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(\$9,234)</b>	<b>\$5,074</b>		<b>\$356,182</b>	<b>\$0</b>		<b>(\$364,852)</b>	<b>\$3,929</b>		<b>\$1,748,924</b>	<b>\$627,092</b>	

**REGIONAL DISTRICT OF NANAIMO  
TRANSPORTATION SERVICES  
JUNE 30, 2004**

	GABRIOLA ISLAND EMERGENCY WHARF			SOUTHERN COMMUNITY TRANSPORTATION SERVICES			NORTHERN COMMUNITY D69 CONVENTIONAL			NORTHERN COMMUNITY D69 HandyDART			TOTAL		
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
<b>REVENUES</b>															
TAX REQUISITION	\$35,256	\$70,515	50%	\$1,317,150	\$2,634,305	50%	\$205,974	\$411,945	50%	\$744	\$1,490	50%	\$1,559,124	\$3,118,255	50%
GRANTS/OPERATING/OTHER	0	0		3,234,097	6,464,090	50%	224,898	434,940	52%	0	1,430		3,458,995	6,900,460	50%
RETAINED EARNINGS	(12,324)	(12,325)	100%	(293,014)	(293,015)	100%	5,488	5,490	100%	40	40	100%	(299,810)	(299,810)	100%
<b>TOTAL REVENUES</b>	<b>\$22,932</b>	<b>\$58,190</b>	<b>39%</b>	<b>\$4,258,233</b>	<b>\$8,805,380</b>	<b>48%</b>	<b>\$436,360</b>	<b>\$852,375</b>	<b>51%</b>	<b>\$784</b>	<b>\$2,960</b>	<b>26%</b>	<b>\$4,718,309</b>	<b>\$9,718,905</b>	<b>49%</b>
<b>EXPENSES</b>															
OFFICE OPERATING	\$69	\$125	55%	\$530,279	\$1,072,595	49%	\$240,852	\$481,705	50%	\$102	\$200	51%	\$771,302	\$1,554,625	50%
PROFESSIONAL FEES	476	0		444	0		0	0		0	0		920	0	
BUILDING OP. & MAINT.	0	0		50,703	100,780	50%	0	0		0	0		50,703	100,780	50%
VEHICLE OP. & MAINT.	0	0		1,022,583	2,043,985	50%	0	0		0	0		1,022,583	2,043,985	50%
OTHER OPERATING COSTS	258	0		60,122	158,345	38%	0	0		162	0		60,542	158,345	38%
WAGES & BENEFITS	0	0		2,905,631	5,418,786	54%	193,135	366,865	52%	0	2,000		3,099,766	5,789,651	54%
EQUIP. OP & MAINT	0	0		1,213	3,000	40%	0	0		0	0		1,213	3,000	40%
COMMUNITY GRANTS	0	0		0	0		0	0		0	0		0	0	
RECREATION PROGRAMS	0	0		0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	51,893	52,315	99%	9,311	8,375	111%	0	0		0	0		61,204	60,690	101%
DEBT FINANCING - INT.	0	0		88	550	16%	0	0		0	0		88	550	16%
-PRINCIPAL	0	0		2,760	5,520	50%	0	0		0	0		2,760	5,520	50%
-EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	(20,000)		0	0		0	0		0	(20,000)	
TRANSFER TO RESERVE FUND	0	5,750		12,080	12,080	100%	0	0		0	0		12,080	17,830	68%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0		0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$52,696</b>	<b>\$58,190</b>	<b>91%</b>	<b>\$4,596,214</b>	<b>\$8,804,016</b>	<b>52%</b>	<b>\$433,987</b>	<b>\$850,570</b>	<b>51%</b>	<b>\$264</b>	<b>\$2,200</b>	<b>12%</b>	<b>\$5,083,161</b>	<b>\$9,714,976</b>	<b>52%</b>
<b>NET SURPLUS</b>	<b>(\$29,764)</b>	<b>\$0</b>		<b>(\$337,981)</b>	<b>\$1,364</b>		<b>\$2,373</b>	<b>\$1,805</b>		<b>\$520</b>	<b>\$760</b>		<b>(\$364,852)</b>	<b>\$3,929</b>	



**REGIONAL DISTRICT OF NANAIMO  
CORPORATE SERVICES  
JUNE 30, 2004**

	ADMINISTRATION			ELECTORAL AREAS			PUBLIC SAFETY			FIRE DEPTS			REGIONAL LIBRARY		
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
<b>REVENUES</b>															
TAX REQUISITION	\$294,816	\$589,625	50%	\$51,824	\$123,650	50%	\$186,978	\$373,945	50%	\$654,786	\$1,309,565	50%	\$590,094	\$1,180,187	50%
GRANTS/OPERATING/OTHER	1,084,396	2,220,465	49%	501	0		0	0		9,547	105,500	9%	0	0	
RETAINED EARNINGS	616,101	616,096	100%	23,436	23,435	100%	105,024	105,025	100%	54,165	54,170	100%	5,338	5,335	100%
<b>TOTAL REVENUES</b>	<b>1,995,313</b>	<b>3,426,186</b>	<b>58%</b>	<b>85,761</b>	<b>147,085</b>	<b>58%</b>	<b>292,002</b>	<b>478,970</b>	<b>61%</b>	<b>718,498</b>	<b>1,469,235</b>	<b>49%</b>	<b>595,432</b>	<b>1,185,522</b>	<b>50%</b>
<b>EXPENSES</b>															
OFFICE OPERATING	\$334,136	\$550,146	61%	\$28,797	\$59,972	48%	\$6,115	\$11,940	51%	\$15,262	\$38,335	40%	\$0	\$0	
COMMUNITY GRANTS	6,239	46,696	13%	0	0		0	0		0	0		0	0	
LEGISLATIVE	97,765	189,450	52%	8,399	24,835	34%	0	0		0	0		0	0	
PROFESSIONAL FEES	80,159	240,955	33%	6,323	30,690	21%	60	0		0	0		0	0	
BUILDING OPS & MAINT	73,752	219,279	34%	92	800	12%	343	781	44%	13,189	14,855	89%	0	0	
VEHICLE OPS & MAINT	4,825	4,825	100%	0	0		0	0		43,165	154,250	28%	0	0	
EQUIP OPS & MAINT	16,622	64,323	26%	98	400	25%	2,370	4,720	50%	3,056	8,500	36%	0	0	
OTHER OPERATING COSTS	3,946	10,430	38%	0	0		0	0		1,520	6,000	25%	0	0	
WAGES & BENEFITS	738,661	1,419,481	52%	0	0		0	0		37	300	12%	0	0	
CAPITAL EXPENDITURES	33,645	83,330	40%	20,263	19,060	106%	0	0		40,332	172,325	23%	0	0	
DEBT FINANCING-INTEREST	0	0		0	0		0	0		0	5,575		0	0	
DEBT FINANCING-PRINCIPAL	0	0		0	0		0	0		0	0		0	0	
DEBT FINANCING-EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	31,193	203,295	15%	0	0		0	0		0	126,230		0	0	
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	385,385		374,387	933,460	40%	592,761	1,185,522	50%
<b>TOTAL EXPENDITURES</b>	<b>\$1,420,944</b>	<b>\$3,032,210</b>	<b>47%</b>	<b>\$63,972</b>	<b>\$135,757</b>	<b>47%</b>	<b>\$8,888</b>	<b>\$402,826</b>	<b>2%</b>	<b>\$490,949</b>	<b>\$1,459,830</b>	<b>34%</b>	<b>\$592,761</b>	<b>\$1,185,522</b>	<b>50%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$574,369</b>	<b>\$393,976</b>		<b>\$21,789</b>	<b>\$11,328</b>		<b>\$283,114</b>	<b>\$76,144</b>		<b>\$227,549</b>	<b>\$9,405</b>		<b>\$2,671</b>	<b>\$0</b>	

**REGIONAL DISTRICT OF NANAIMO  
CORPORATE SERVICES  
JUNE 30, 2004**

	ELECT AREA REFERENDUMS			FEASIBILITY STUDIES			MUNICIPAL DEBT TRANSFERS			TOTAL CORPORATE SERVICES		
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
<b>REVENUES</b>												
TAX REQUISITION	\$0	\$0		\$5,220	\$10,445	50%	\$0	\$0		\$1,793,718	\$3,587,417	50%
GRANTS/OPERATING/OTHER	0	0		0	15,000		999,962	2,127,320	47%	2,094,406	4,468,285	47%
RETAINED EARNINGS	0	0		8,492	8,490	100%	0	0		812,556	812,551	100%
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>		<b>13,712</b>	<b>33,935</b>	<b>40%</b>	<b>999,962</b>	<b>2,127,320</b>	<b>47%</b>	<b>4,700,680</b>	<b>8,868,253</b>	<b>53%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	\$0	\$0		\$0	\$0		\$0	\$0		\$384,310	\$660,393	58%
COMMUNITY GRANTS	0	0		0	0		0	0		6,239	46,666	13%
LEGISLATIVE	0	0		0	0		0	0		106,165	214,285	50%
PROFESSIONAL FEES	0	0		11,448	33,935	34%	0	0		97,990	305,580	32%
BUILDING OPS & MAINT	0	0		0	0		0	0		87,376	235,715	37%
VEHICLE OPS & MAINT	0	0		0	0		0	0		47,991	159,075	30%
EQUIP OPS & MAINT	0	0		0	0		0	0		22,146	77,943	28%
OTHER OPERATING COSTS	0	0		0	0		0	0		5,466	16,430	33%
WAGES & BENEFITS	0	0		0	0		0	0		738,698	1,419,781	52%
CAPITAL EXPENDITURES	0	0		0	0		0	0		94,240	274,715	34%
DEBT FINANCING-INTEREST	0	0		0	0		662,863	1,295,340	51%	662,863	1,300,915	51%
DEBT FINANCING-PRINCIPAL	0	0		0	0		307,305	798,805	38%	307,305	798,805	38%
DEBT FINANCING-EXCHANGE	0	0		0	0		2,534	33,175	8%	2,534	33,175	8%
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	0		0	0		0	0		31,193	329,525	9%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		967,148	2,504,367	39%
<b>TOTAL EXPENSES</b>	<b>\$0</b>	<b>\$0</b>		<b>\$11,448</b>	<b>\$33,935</b>	<b>34%</b>	<b>\$972,702</b>	<b>\$2,127,320</b>	<b>46%</b>	<b>\$3,561,664</b>	<b>\$8,377,400</b>	<b>43%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$0</b>	<b>\$0</b>		<b>\$2,264</b>	<b>\$0</b>		<b>\$27,260</b>	<b>\$0</b>		<b>\$1,139,016</b>	<b>\$490,853</b>	

**REGIONAL DISTRICT OF NANAIMO  
DEVELOPMENT SERVICES  
JUNE 30, 2004**

	PLANNING			HOUSE NUMBERING			EMERGENCY PLANNING		
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
<b>REVENUES</b>									
TAX REQUISITION	418,938	837,875	50%	10,752	21,500	50%	27,498	55,000	50%
GRANTS/OPERATING/OTHER	116,187	178,000	65%	0	0		0	15,000	
RETAINED EARNINGS	343,145	343,145	100%	0	0		57,263	57,265	100%
<b>TOTAL REVENUES</b>	<b>878,270</b>	<b>1,359,020</b>	<b>65%</b>	<b>10,752</b>	<b>21,500</b>	<b>50%</b>	<b>84,761</b>	<b>127,265</b>	<b>67%</b>
<b>EXPENSES</b>									
OFFICE OPERATING	\$93,356	\$186,110	50%	\$10,752	\$21,500	50%	\$2,392	\$16,350	15%
PROFESSIONAL FEES	30,332	165,000	18%	0	0		0	2,000	
BUILDING OP & MAINTENANCE	11,263	24,900	45%	0	0		0	800	
VEHICLE OP & MAINTENANCE	5,235	5,235	100%	0	0		1,081	2,400	46%
OTHER OPERATING COSTS	34,811	86,875	40%	0	0		0	1,700	
WAGES & BENEFITS	364,025	781,065	47%	0	0		15,714	32,765	48%
EQUIP OP & MAINTENANCE	2,808	7,600	37%	0	0		0	1,500	
COMMUNITY GRANTS	0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0	
CAPITAL EXPENDITURES	7,576	20,000	38%	0	0		0	30,000	
DEBT FINANCING - INTEREST	0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	5,235	5,235	100%	0	0		0	0	
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$554,641</b>	<b>\$1,282,020</b>	<b>43%</b>	<b>\$10,752</b>	<b>\$21,500</b>	<b>50%</b>	<b>\$19,187</b>	<b>\$87,515</b>	<b>22%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$323,629</b>	<b>\$77,000</b>		<b>\$0</b>	<b>\$0</b>		<b>\$65,574</b>	<b>\$39,750</b>	

**REGIONAL DISTRICT OF NANAIMO  
DEVELOPMENT SERVICES  
JUNE 30, 2004**

	BUILDING INSPECTION			BYLAW ENFORCEMENT			TOTAL DEVELOPMENT SERVICES		
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
<b>REVENUES</b>									
TAX REQUISITION	67,500	135,000	50%	89,652	179,310	50%	614,340	1,228,685	50%
GRANTS/OPERATING/OTHER	715,190	748,130	96%	96,578	201,235	48%	927,955	1,142,365	81%
RETAINED EARNINGS	639,038	639,040	100%	124,833	124,830	100%	1,164,279	1,164,280	100%
<b>TOTAL REVENUES</b>	<b>1,421,728</b>	<b>1,522,170</b>	<b>93%</b>	<b>311,063</b>	<b>505,375</b>	<b>62%</b>	<b>2,708,574</b>	<b>3,535,330</b>	<b>77%</b>
<b>EXPENSES</b>									
OFFICE OPERATING	\$61,082	\$128,330	48%	\$7,991	\$16,760	48%	\$175,573	\$369,050	48%
PROFESSIONAL FEES	13,616	61,750	22%	60,104	166,435	36%	104,052	395,185	26%
BUILDING OP & MAINTENANCE	6,802	15,500	44%	0	4,000		18,065	45,200	40%
VEHICLE OP & MAINTENANCE	10,209	13,700	75%	5,358	8,800	62%	21,883	29,935	73%
OTHER OPERATING COSTS	32,160	62,720	51%	25,561	52,000	49%	92,532	203,295	46%
WAGES & BENEFITS	348,957	580,275	60%	77,585	153,105	51%	806,281	1,547,210	52%
EQUIP OP & MAINTENANCE	5,256	7,160	73%	0	0		8,064	16,260	50%
COMMUNITY GRANTS	0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0	
CAPITAL EXPENDITURES	7,079	25,500	28%	1,955	38,500	5%	16,610	114,000	15%
DEBT FINANCING - INTEREST	0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	4,185	4,185	100%	0	0		9,420	9,420	100%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$489,346</b>	<b>\$899,120</b>	<b>54%</b>	<b>\$178,554</b>	<b>\$439,400</b>	<b>41%</b>	<b>\$1,252,480</b>	<b>\$2,729,555</b>	<b>46%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$932,382</b>	<b>\$623,050</b>		<b>\$132,509</b>	<b>\$65,975</b>		<b>\$1,454,094</b>	<b>\$805,775</b>	

**REGIONAL DISTRICT OF NANAIMO  
ENVIRONMENTAL SERVICES  
JUNE 30, 2004**

	LIQUID WASTE MANAGEMENT			SOLID WASTE MANAGEMENT			GARBAGE COLLECTION/RECYCLING		
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
<b>REVENUES</b>									
TAX REQUISITION	\$3,676,380	\$7,352,757	50%	\$201,150	\$402,305	50%	\$0	\$0	
GRANTS/OPERATING/OTHER	246,936	991,200	25%	3,060,219	6,758,815	45%	1,639,108	1,763,141	93%
RETAINED EARNINGS	1,900,778	1,900,780	100%	269,709	269,705	100%	3,830	3,830	100%
<b>TOTAL REVENUES</b>	<b>5,824,094</b>	<b>10,244,737</b>	<b>57%</b>	<b>3,531,078</b>	<b>7,430,825</b>	<b>48%</b>	<b>1,642,938</b>	<b>1,766,971</b>	<b>93%</b>
<b>EXPENSES</b>									
OFFICE OPERATING	\$232,646	\$389,575	60%	\$246,460	\$462,175	53%	\$61,985	\$127,190	49%
PROFESSIONAL FEES	117,355	434,100	27%	76,283	329,300	23%	0	2,500	
BUILDING OP & MAINTENANCE	54,267	97,800	55%	21,286	56,000	38%	1,074	2,245	48%
VEHICLE OP & MAINTENANCE	190,518	353,785	54%	185,535	505,130	37%	957	1,785	54%
WAGES & BENEFITS	729,120	1,427,285	51%	826,945	1,530,030	54%	17,521	31,875	55%
OPERATIONAL COSTS	500,570	1,377,743	36%	915,396	2,804,248	33%	668,706	1,587,441	42%
CAPITAL EXPENDITURES	118,581	2,326,900	5%	71,332	415,500	17%	0	0	
DEBT FINANCING - INT	604,500	1,209,010	50%	82,350	164,700	50%	0	0	
DEBT FINANCING - PRINCIPAL	544,074	1,088,155	50%	45,368	90,730	50%	0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	8,110	1,083,110	1%	9,345	109,345	9%	650	650	100%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TSFR TO OTHER GOVT/AGENCIES	0	0		0	0		0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$3,099,721</b>	<b>\$9,787,463</b>	<b>32%</b>	<b>\$2,480,298</b>	<b>\$6,467,158</b>	<b>38%</b>	<b>\$750,893</b>	<b>\$1,753,686</b>	<b>43%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$2,724,373</b>	<b>\$457,274</b>		<b>\$1,050,780</b>	<b>\$963,667</b>		<b>\$892,045</b>	<b>\$13,285</b>	

**REGIONAL DISTRICT OF NANAIMO  
ENVIRONMENTAL SERVICES  
JUNE 30, 2004**

	WATER SUPPLY			SEWAGE COLLECTION			STREET LIGHTING			TOTAL ENVIRONMENTAL SERVICES		
	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR	ACTUAL 2004	BUDGET 2004	% VAR
<b>REVENUES</b>												
TAX REQUISITION	\$612,792	\$1,225,586	50%	\$306,660	\$613,310	50%	\$26,850	\$53,685	50%	\$4,823,832	\$9,647,643	50%
GRANTS/OPERATING/OTHER	287,822	659,438	44%	368,624	322,213	114%	115	455	25%	5,602,824	10,495,262	53%
RETAINED EARNINGS	580,307	580,305	100%	275,900	275,900	100%	12,669	12,670	100%	3,043,193	3,043,190	100%
<b>TOTAL REVENUES</b>	<b>1,480,921</b>	<b>2,465,329</b>	<b>60%</b>	<b>951,184</b>	<b>1,211,423</b>	<b>79%</b>	<b>39,634</b>	<b>66,810</b>	<b>59%</b>	<b>13,469,849</b>	<b>23,186,095</b>	<b>58%</b>
<b>EXPENSES</b>												
ADMINISTRATION	\$52,637	\$112,036	47%	\$15,152	\$30,850	49%	\$460	\$1,600	30%	\$609,360	\$1,123,426	54%
PROFESSIONAL FEES	21,923	100,604	22%	3,542	20,900	17%	0	0		219,103	887,404	25%
BUILDING OP & MAINTENANCE	14,281	110,744	13%	6,463	9,920	65%	2,858	12,740	22%	100,229	289,449	35%
VEHICLE OP & MAINTENANCE	31,322	66,302	47%	10,729	31,495	34%	0	0		419,061	958,497	44%
WAGES & BENEFITS	249,455	603,645	41%	84,618	200,870	42%	0	0		1,907,659	3,793,705	50%
OPERATIONAL COSTS	105,132	348,491	30%	272,703	610,291	45%	21,263	47,189	45%	2,483,770	6,775,403	37%
CAPITAL COST	24,306	321,165	8%	393	6,275	6%	0	0		214,592	3,069,840	7%
DEBT FINANCING - INT	157,002	317,905	49%	0	0		0	0		843,852	1,691,615	50%
DEBT FINANCING - PRINCIPAL	82,740	165,495	50%	0	0		0	0		672,180	1,344,380	50%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
CONTRIBUTION TO OTHER FUNDS	11,910	70,860	17%	1,145	106,145	1%	0	0		31,160	1,370,110	2%
CONTRIBUTION FROM OTHER FND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0	
<b>TOTAL EXPENSES</b>	<b>\$750,708</b>	<b>\$2,217,247</b>	<b>34%</b>	<b>\$394,745</b>	<b>\$1,016,746</b>	<b>39%</b>	<b>\$24,601</b>	<b>\$61,629</b>	<b>40%</b>	<b>\$7,500,966</b>	<b>\$21,303,829</b>	<b>35%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$730,213</b>	<b>\$248,082</b>		<b>\$556,439</b>	<b>\$194,677</b>		<b>\$15,033</b>	<b>\$5,281</b>		<b>\$5,968,883</b>	<b>\$1,882,266</b>	



REGIONAL DISTRICT OF NANAIMO			
JUL 13 2004			
CHAIR		GMCrs	
CAG		GMDS	
GMS		GMS	

MEMORANDUM

TO: Kelly Daniels  
Chief Administrative Officer

DATE: July 9, 2004

FROM: N. Avery  
Manager, Financial Services

FILE:

SUBJECT: Amendment to Purchasing Policy A2.9 to Permit the Use of Purchasing Cards and Introduction of Purchasing Card Policy A2.16.

PURPOSE:

To amend the current purchasing policy to recognize the use of purchasing cards and to introduce a new policy A2.16 which contains the purchasing card program terms and conditions of use.

BACKGROUND:

The Regional District is a signatory to the purchasing card program offered by the Canadian Imperial Bank of Commerce. We are jointly participating with the Town of Ladysmith and the Regional District of Comox-Strathcona. The program was chosen for its low cost and a software platform that was readily customizable in conjunction with our current financial software. Purchasing cards are credit cards issued to employees to help manage low cost, high volume, non-strategic purchases in a cost effective manner. Purchasing cards help lower the transaction costs for our organization by reducing purchase orders for small items and eliminating numerous small cheques to multiple suppliers. Vendors gain from the program by receiving funds for their sales within 48 hours and by not having to attend to monthly invoicing.

Cards have recently been issued to a number of employees. It is now in order to amend our current purchasing policy to recognize the use of purchasing cards and to establish a new policy outlining the roles and responsibilities within the program.

Policy A2.9 attached is our existing purchasing policy. Most cardholders have a \$500 monthly transaction limit; some Managers and Supervisors have \$1,000 monthly transaction limits. New Section 3.2 (highlighted in bold on Page 3 of the policy) has been added to permit purchases on a purchasing card up to the transaction limit assigned for the card. As a housekeeping measure staff have added Sections 3.4 and 3.5 to assist employees to distinguish between the use of a Standing Purchase Order and the use of a purchasing card.

Policy A2.16 attached is a new policy. It sets forth the basic hierarchy of roles and responsibilities -- a Purchasing Program Manual attached to and integral with the policy contains an in-depth description of roles, responsibilities and expectations of employees who have been issued a purchasing card.

**ALTERNATIVES:**

1. Approve the policy changes which incorporate procedures for the use of purchasing cards.
2. Amend the policy and adopt an amended policy.

**FINANCIAL IMPLICATIONS:**


There are no out of pocket costs for the cards. Some modest program start up costs have been accounted for within the 2003 and 2004 operating budgets of the finance department.

**SUMMARY/CONCLUSIONS:**

The Regional District is participating jointly with the Town of Ladysmith and the Regional District of Comox-Strathcona in the purchasing card program sponsored by the Canadian Imperial Bank of Commerce. Purchasing cards are credit cards issued to employees to help manage low cost, high volume, non-strategic purchases in a cost effective manner. Staff have recently received training and have been issued purchasing cards and it is in order to amend our existing purchasing policy to recognize the place purchasing cards have as a method of payment. Additionally, new Policy A2.16 is introduced – this policy contains the full program outline and a description of the roles, responsibilities and expectations of employees who have been issued purchasing cards.

**RECOMMENDATION:**

1. That Policy A2.9 be approved as amended to permit the use of purchasing cards.
2. That Policy A2.16 – Purchasing Cards be approved.

  
Report Writer

  
C.A.O. Concurrence

**COMMENTS:**



- 1.6 An officer or employee who makes an unauthorized expenditure may be held personally liable to reimburse the Regional District in accordance with the Municipal Act

### **Section (2)-Special Authorizations**

- 2.1 Transfer payments to other organizations or government entities may be made with the sole approval of the Manager, Financial Services or the CAO as required under the terms of an agreement or as approved in the annual budget.
- 2.2 All capital project/purchase progress payments must be approved by the departmental General Manager and the Manager, Financial Services or the CAO. A progress certificate in the form of Appendix E shall be completed by the department and be attached to each progress payment. A copy of the progress certificate shall be forwarded to the CAO after approval by the Manager, Financial Services.
- 2.3 Consulting/service projects greater than \$25,000 cumulative value: Progress payments must be approved by the departmental General Manager and the Manager, Financial Services or the CAO. A progress certificate in the form of Appendix E-1 shall be completed by the department for each progress payment and shall be attached to the progress payment invoice. A copy of the progress certificate shall be forwarded to the CAO after approval by the Manager, Financial Services.
- 2.4 Expenditures pursuant to property insurance claims shall be authorized by the departmental General Manager and the Manager, Financial Services or the CAO.
- 2.5 Expenditures which fit the following classifications must be approved for payment by the General Manager:
- (i) Legal and professional/consulting fees.
  - (ii) Membership dues in professional associations exceeding \$250 per person.
- 2.6 The CAO must approve expenses submitted by the General Managers.
- 2.7 The Manager, Financial Services must approve expenses submitted from the Chief Administrative Officer.
- 2.8 Staff travel outside the province must be approved in writing by the CAO prior to the trip being taken. A copy of the authorization shall be attached to the travel claim which shall be submitted to the departmental General Manager for approval for payment.

### **Section (3) –General Procedures**

- 3.0 A purchase order shall be issued for all purchases, including approved consulting services or tender awards unless an exemption is authorized under this section.
- 3.1 Purchases up to \$3,000 may be made without obtaining quotations and/or a choice among alternative suppliers may be made without a formal competitive process.
- 3.2 Purchases made using a purchasing card or credit card may be made without issuing a purchase order up to the authorized limit of the card. With the exception of payment for travel arrangements, purchases using a purchasing or credit card shall be made following the standards for obtaining price quotations outlined in this policy.
- 3.4 Purchase orders are not required for the following items:

**In all cases, purchases less than \$500  
Purchasing card or credit card purchases  
Utilities ( hydro, telephone, natural gas, cable or satellite feed services etc)**

Magazine subscriptions  
 Groceries  
 Association dues  
 Equipment lease payments  
 Car rentals less than one month  
 Vehicle and property insurance  
 Purchases of land or buildings authorized by the Board  
 Licenses and permit fees  
 Payment of airfares , hotel accommodations or other travel related expenses  
 to external providers

**3.5 Standing Purchase Orders may be issued for the following circumstances:**

- a) to authorize frequent purchases of an operational nature that either are of limited value or are of high value but low volume (ie. bulk chemicals) where a purchasing card would not be a practical payment method

Examples of acceptable operational circumstances include but are not limited to:

Automotive parts and supplies  
 Routine small equipment repairs costing less than \$500 per occurrence  
 Regular or on call landscaping services  
 Building supply centers where purchases generally do not exceed \$500 per occurrence  
 Garbage collection/septic tank cleaning/propane cylinder rental and filling  
 Building rentals (ie. recreation programs in school based facilities)  
 Laundry/uniform cleaning services

- 3.6 Purchases greater than \$3,000 and up to \$10,000 before taxes shall be by quotation. A minimum of three (3) quotations shall be solicited. Quotations must be summarized on the back of the purchase order form. Any written quotation responses shall be attached to the white copy of the purchase order. (See Appendix B)
- 3.7 Appendix C shall be used as the covering letter to all solicitations greater than \$10,000.
- 3.8 Where the budget estimate for a purchase is greater than \$10,000 and less than \$50,000, solicitation may be by a request for proposal, invitational or published solicitation (i.e. public tender/advertised request for proposal). The Departmental Manager in consultation with their Departmental General Manager shall determine the appropriate solicitation method. At least three (3) suppliers shall be sought when using invitational solicitations. Quotations must be summarized on the back of the purchase order form. A copy of a written quotation response shall be attached to the white copy of the purchase order. (See Appendix B)
- 3.9 Where the budget estimate for a purchase is greater than \$50,000 solicitation shall be by way of a published tender/request for proposal. Quotations must be summarized on the back of the purchase order form. A copy of a written quotation response unless part of a formal tender package shall be attached to the white copy of the purchase order. (See Appendix B)
- 3.10 The results of a solicitation must be approved in accordance with the limits outlined under Section (1). Purchases exceeding a cumulative value of \$100,000 must be approved by the Board.
- 3.11 Where purchases result in the replacement and/or require the disposal of assets an Asset Disposal Approval Form shall be completed and forwarded to the Manager, Financial Services in accordance with the Disposal of Assets Policy A2.12.

**Section (4) -Capital Projects/Capital Purchases**

- 4.1 A purchase order shall be issued for the value of approved capital projects/purchases.

# REGIONAL DISTRICT OF NANAIMO

## POLICY

<b>SUBJECT:</b> <i>Purchasing Cards</i>	<b>POLICY NO:</b> A2.16 <b>CROSS REF.:</b> <i>Purchasing Policy</i> <i>Capital/Operating</i> <i>Expenditures Policy</i> <i>Disposal of Assets</i> <i>Policy</i>
<b>EFFECTIVE DATE:</b> July 1, 2004	<b>APPROVED BY:</b> Board
<b>REVISION DATE:</b>	<b>PAGE</b> 1    OF    16

### PURPOSE

To establish control over the administration and use of purchasing credit cards for making purchases.

### DEFINITION

**Purchasing Card** – a purchasing card is a credit card issued in the name of the Regional District of Nanaimo and a named employee which may be used for making operational purchases commensurate with the employee’s job duties.

### POLICY

#### Section (1) – Purchasing Card Responsibilities

- 1.1 Purchasing Policy A2.9 is the guiding document for all employees who make purchases for the Regional District in the course of their employment.
- 1.2 The Manager of Financial Services or their designate from time to time, shall administer the purchasing card program including managing the application process, card distribution, MCC code restrictions and train staff in the proper use of a purchasing card.
- 1.3 Departmental Managers are responsible for recommending which employees should be issued a purchasing card and in consultation with the Manager of Financial Services shall recommend a purchasing card credit limit for each employee.
- 1.4 Cardholders are responsible for safeguarding the purchasing card, using it for approved purchases only, retaining the receipts necessary to reconcile their monthly statement and may enter monthly purchasing data into the software provided from time to time.
- 1.5 Site Coordinators may be designated by the department at their option. The Site Coordinator will be responsible for ensuring that all cardholder accounts are reconciled monthly and the data entered into the software provided from time to time.

**Section (2)- Authorizations**

- 2.1 Purchases made using a purchasing card or credit card may be made without issuing a purchase order up to the authorized limit of the card. With the exception of payment for travel arrangements, purchases using a purchasing or credit card shall be made following the standards for obtaining price quotations outlined in Purchasing Policy A2.9.

**Section (3) – Application for a card**

- 3.1 An employee must sign an Agreement to Accept a Purchasing Card and a Cardholder Application form in order to initiate receiving a purchasing card.
- 3.2 The Agreement to Accept a Purchasing Card must be authorized by the employee's Departmental Manager, General Manager and Chief Administrative Officer as required.
- 3.3 All employees authorized to use a purchasing card for travel purposes must be approved by the Chief Administrative Officer.
- 3.4 Purchasing cards will be forwarded to the Manager Financial Services, who will distribute them to employees – employees shall sign the Agreement to Accept a Purchasing card where applicable when they are issued their card and shall sign the card in the presence of the Manager Financial Services.
- 3.5 Where it is impractical for an employee to attend at the Administration office to receive their purchasing card, the Manager Financial Services may designate an alternative departmental Supervisor or Manager to distribute the card and to witness the employee's signature.

**Section (4) – Program Manual**

- 4.1 Employees shall be issued a copy of the Purchasing Card Program Manual as attached to this policy and are responsible for making themselves conversant with its contents.

**REGIONAL DISTRICT OF NANAIMO**  
**Purchasing Card Program Manual**

**Manuals**

- **Purchasing Card Manual**
- **Cardholder/Site Coordinators Month End Procedures**

**Forms - printable from a web browser**

- **Individual Cardholder Application Form**
- **Transaction Log form**
- **Cardholder Dispute Form**
- **Agreement to Accept Purchasing Card**



REGIONAL DISTRICT OF NANAIMO		
JUL 13 2004		
CHAIR	GMCrS	
CAO	GMDS	
GMCrS	GMES	
	<i>CAO</i>	<input checked="" type="checkbox"/>

**MEMORANDUM**

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**TO:** K. Daniels  
Chief Administrative Officer

**DATE:** July 9, 2004

**FROM:** N. Avery

**FILE:**

**SUBJECT:** Bylaw 1373.02 – An Amendment to the 2004 to 2009 Financial Plan with Regard to the Installation of Acoustical Baffles at Oceanside Place

---

**PURPOSE:**

To introduce for three readings and adoption "Regional District of Nanaimo Financial Plan (2004 to 2009) Amendment Bylaw No. 1373.02, 2004".

**BACKGROUND:**

At an earlier meeting the Board gave approval to proceed to tender for the installation of acoustical baffles in a portion of Oceanside Place. The financial plan does not currently provide for this capital project and accordingly, Bylaw 1373.02 is attached to authorize an amendment to the plan.

**ALTERNATIVES:**

There are no alternatives to this amendment – the project has been tendered and awarded within the budget amount proposed by staff.

**FINANCIAL IMPLICATIONS:**

This capital project is being financed by drawing on the projected surplus forecast to the end of 2004.

**SUMMARY/CONCLUSIONS:**

The Board gave approval to proceed to install acoustical baffles in a portion of Oceanside Place in 2004. The financial plan did not initially include this capital project and must be amended to provide for it. Bylaw 1373.02 is introduced for that purpose.

**RECOMMENDATION:**

1. That "Regional District of Nanaimo Financial Plan (2004 to 2009) Amendment Bylaw No. 1373.02, 2004" be introduced for first three readings.
2. That "Regional District of Nanaimo Financial Plan (2004 to 2009) Amendment Bylaw No. 1373.02, 2004" having received three readings be adopted and forwarded to the Ministry of Community, Aboriginal and Women's Affairs.

Report Writer

CAB Concurrence

**COMMENTS:**

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1373.02**

**A BYLAW TO AMEND REGIONAL DISTRICT  
OF NANAIMO FINANCIAL PLAN (2004 TO 2009)  
BYLAW NO. 1373**

WHEREAS the "Regional District of Nanaimo Financial Plan (2004 to 2009) Bylaw No. 1373, 2004" did not provide for expenditures related to the addition of acoustical baffle panels in Occanside Place ;

AND WHEREAS the Board wishes to amend the financial plan for the years 2004 to 2009 to permit this project to proceed using the available budget surplus in this service;

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

1. Schedule 'A' of Bylaw No. 1373.01 is hereby repealed and replaced with Schedule 'A' attached to this bylaw.
2. This bylaw may be cited as "Regional District of Nanaimo Financial Plan (2004 to 2009) Amendment Bylaw No. 1373.02, 2004".

Introduced and read three times this 10th day of August, 2004.

Adopted this 10th day of August, 2004.

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CHAIRPERSON

---

GENERAL MANAGER, CORPORATE SERVICES



Chairperson

Gen Mgr Corporate Services

**Regional District of Nanaimo Overall Financial Plan  
Summary**

	2004	2005	2006	2007	2008	2009
<b>Revenues</b>						
Property taxes	\$(20,481,630)	\$(21,058,133)	\$(21,412,321)	\$(21,977,628)	\$(22,310,553)	\$(22,731,590)
Parcel taxes	(1,838,806)	(1,949,538)	(2,098,513)	(2,270,075)	(2,481,700)	(2,764,650)
Municipal agreements	(268,335)	(268,335)	(233,335)	(238,002)	(242,762)	(247,617)
	<u>(22,588,661)</u>	<u>(23,285,006)</u>	<u>(23,744,169)</u>	<u>(24,385,705)</u>	<u>(25,035,115)</u>	<u>(25,743,857)</u>
	5.1%	3.4%	2.0%	2.7%	2.7%	2.8%
Operating revenues	(1,473,422)	(1,469,474)	(1,450,445)	(1,402,148)	(1,405,455)	(1,409,528)
Interest income	(285,000)	(290,700)	(295,514)	(302,444)	(308,483)	(314,563)
Transit fares	(3,061,820)	(3,143,454)	(3,206,347)	(3,270,477)	(3,587,503)	(3,669,450)
Landfill tipping fees	(8,000,000)	(5,300,000)	(5,405,000)	(5,514,120)	(5,624,402)	(5,736,890)
Recreation fees	(354,500)	(360,761)	(367,027)	(373,403)	(379,893)	(386,498)
Recreation facility rentals	(370,250)	(417,310)	(433,539)	(450,465)	(468,119)	(486,533)
Recreation vending sales	(22,150)	(22,150)	(22,150)	(22,150)	(22,150)	(22,150)
Recreation concession	(8,220)	(8,220)	(8,220)	(8,220)	(8,220)	(8,220)
Recreation - other	(235,013)	(240,921)	(242,202)	(243,509)	(248,042)	(249,465)
Utility user fees	(2,690,257)	(2,762,145)	(2,846,188)	(2,929,359)	(3,012,240)	(3,097,818)
Operating grants	(3,112,885)	(3,136,870)	(3,136,870)	(3,136,870)	(3,136,870)	(3,136,870)
Planning grants	(29,000)	0	0	0	0	0
Grants in lieu of taxes	(95,600)	(95,600)	(95,600)	(95,600)	(95,800)	(95,600)
Interdepartmental recoveries	(2,547,095)	(2,631,289)	(2,680,457)	(2,730,563)	(2,781,525)	(2,833,663)
Transfer from reserves	(565,000)	0	0	(42,000)	(60,000)	0
Miscellaneous	(2,498,650)	(2,654,592)	(2,606,292)	(2,415,551)	(2,348,168)	(2,045,798)
Prior year (surplus)/deficit	(6,086,453)	(4,038,343)	(3,490,215)	(3,952,421)	(3,936,631)	(6,418,728)
<b>Total Revenues</b>	<u>\$(52,754,176)</u>	<u>\$(49,855,835)</u>	<u>\$(50,032,235)</u>	<u>\$(51,274,999)</u>	<u>\$(52,468,747)</u>	<u>\$(55,655,722)</u>
<b>Expenditures</b>						
Administration	\$ 2,038,682	\$ 2,041,298	\$ 2,035,923	\$ 2,038,627	\$ 2,041,341	\$ 2,044,072
Community grants	48,895	42,380	42,380	42,380	42,380	42,380
Legislative	261,482	321,482	261,482	261,482	321,482	261,482
Professional fees	1,563,899	1,093,299	1,025,762	1,030,299	1,037,412	1,030,602
Building Ops	1,756,751	1,763,875	1,775,703	1,706,350	1,811,887	1,827,702
Veh & Equip ops	3,554,533	3,545,902	3,601,400	3,667,680	3,799,584	3,788,082
Operating Costs	8,947,799	8,915,406	8,081,532	9,437,192	9,565,999	10,062,592
Program Costs	262,630	262,814	282,999	283,185	283,372	263,560
Wages & Benefits	14,803,914	15,153,993	15,437,078	15,707,166	16,047,614	16,368,564
Transfer to other gov't/org	3,753,242	3,658,227	3,577,185	3,747,450	3,784,319	3,857,407
Debt financing	6,360,350	6,418,520	4,988,865	5,449,654	5,377,749	5,102,547
Contributions to reserve funds	1,788,150	747,569	733,635	1,717,903	1,141,745	1,375,129
Capital	3,830,250	2,544,565	2,636,010	2,365,425	1,090,946	4,775,566
<b>SubTotal</b>	<u>\$ 48,948,178</u>	<u>\$ 48,507,068</u>	<u>\$ 46,573,854</u>	<u>\$ 47,524,843</u>	<u>\$ 46,325,900</u>	<u>\$ 50,803,805</u>
<b>New debt</b>		29,897	681,805	77,175	70,570	497,425
<b>Total expenditures</b>	<u>\$ 48,948,178</u>	<u>\$ 48,536,965</u>	<u>\$ 46,255,859</u>	<u>\$ 47,602,018</u>	<u>\$ 46,396,470</u>	<u>\$ 51,301,030</u>
<b>(Surplus)/deficit</b>	<u>\$ (3,805,898)</u>	<u>\$ (3,318,870)</u>	<u>\$ (3,776,376)</u>	<u>\$ (3,672,981)</u>	<u>\$ (6,072,677)</u>	<u>\$ (4,354,692)</u>
<b>Source and Application of Funds</b>						
<b>Capital Fund</b>						
<b>Source of Funds</b>						
Transfers from Operating	\$ (3,830,250)	\$(2,544,565)	\$(2,636,010)	\$(2,365,425)	(1,090,946)	(4,775,505)
Transfers from Reserve Funds	(7,607,359)	(2,135,380)	(1,636,781)	(2,328,687)	(2,596,765)	(892,000)
Borrowed Funds	(425,211)	(7,205,610)	(889,619)	(698,183)	(5,206,635)	(577,000)
Unexpended bylaw funds	(87,150)	0	0	0	0	0
Other sources	(168,000)	0	0	0	(840,000)	0
<b>Total Sources of Funds</b>	<u>\$(12,117,970)</u>	<u>\$(11,885,565)</u>	<u>\$(5,162,410)</u>	<u>\$(5,390,275)</u>	<u>\$(9,734,346)</u>	<u>(6,244,505)</u>
<b>Funds Applied</b>						
Operating capital	\$ 11,805,609	\$ 4,679,945	\$ 4,272,791	\$ 4,694,112	4,577,711	5,667,505
Unexpended capital funds	87,150	0	0	0	0	0
Loan authorizations	425,211	7,205,610	889,619	698,183	5,206,635	654,300
<b>Total Funds Applied</b>	<u>\$ 12,117,970</u>	<u>\$ 11,885,565</u>	<u>\$ 5,162,410</u>	<u>\$ 5,390,275</u>	<u>\$ 9,734,346</u>	<u>\$ 6,321,805</u>
<b>Reserve Funds</b>						
Transfers from Operating Fund	\$ (1,788,150)	\$(747,569)	\$(733,635)	\$(1,717,903)	(1,141,745)	(1,379,129)
Other Sources (DOC's etc)	(683,000)	(800,000)	(450,000)	(550,000)	290,000	(550,000)
Transfers to Capital Fund	7,807,359	2,135,380	1,636,781	2,328,687	2,595,765	892,000
Transfers to Operating Fund	0	0	0	(42,000)	0	0
<b>Reserve Fund Transactions</b>	<u>\$ 5,156,209</u>	<u>\$ 587,811</u>	<u>\$ 353,146</u>	<u>\$ 60,784</u>	<u>\$ 1,745,020</u>	<u>\$(1,037,129)</u>



REGIONAL DISTRICT OF NANAIMO	
JUL 16 2004	
CHAIR	GMCrs
CAO	GMDS
CMCS	GMES
	<i>[Signature]</i>
	DATE: July 15, 2004
	FILE:

# MEMORANDUM

**TO:** C.Mason  
General Manager, Corporate Services

**FROM:** N.Avery  
Manager, Financial Services

**SUBJECT:** Bylaw 944.04 - An Amendment to Fees and Charges for Copies of Financial Information

## PURPOSE:

To obtain approval of "Regional District of Nanaimo Fees and Charges Amendment Bylaw No. 944.04, 2004".

## BACKGROUND:

Bylaw 944 sets out charges for the supply of a variety of documents which require photocopying or are produced in booklet form by the Regional District. Examples include list of electors, minutes, bylaws, agendas and statements of utility user fees.

The Regional District will shortly implement an addition to its website which will permit professionals who convey property titles to access statements of utility user rates electronically. The current fee structure offers three different rates depending on the type of response process. With most, if not all, future transactions being processed through a single platform, a new single fee structure is proposed effective October 1<sup>st</sup>, 2004.

Other kinds of information in regular demand which are not identified in the current schedule of fees include annual audited financial statements (Annual Financial Report), Board Remuneration reports, Financial Information Reports (known more commonly as Public Bodies report) and budget information. The fees recommended essentially reflect a per page rate of 25 cents for photocopying and are based on the average size of the document. One page reports are shown at a minimum rate of \$1.00 to cover the cost of staff time and processing costs.

## ALTERNATIVES:

1. Approve the amended schedule as proposed.
2. Amend the rates and adopt an amended bylaw and schedule.

## FINANCIAL IMPLICATIONS:

The fees are comparable to other jurisdictions providing similar services.

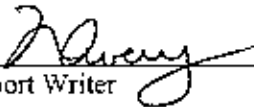
**SUMMARY/CONCLUSIONS:**

A new electronic access platform will be implemented about the middle of August, which will allow professionals who convey property titles to obtain user rate information electronically. Fees charged for user rate information currently differ depending on whether the response is verbal, faxed/mailed or emailed. Staff propose a single fee structure effective October 1<sup>st</sup>, to reflect the new single access process.

Certain other financial information which is also provided regularly is not currently identified in the fee structure. New fees are proposed which basically reflect an average cost of 25 cents per page for a typical report.

**RECOMMENDATION:**

1. That "Regional District of Nanaimo Fees and Charges Amendment Bylaw No. 944.04, 2004" be introduced for first three readings.
2. That "Regional District of Nanaimo Fees and Charges Amendment Bylaw No. 944.04, 2004" having received three readings be adopted.

  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
C.A.O. Concurrence

**COMMENTS:**

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 944.04**

**A BYLAW TO AMEND REGIONAL DISTRICT  
OF NANAIMO FEES AND CHARGES  
BYLAW NO. 944**

WHEREAS "Regional District of Nanaimo Fees and Charges Bylaw No. 944, 1994" established fees and charges for the provision of information;

AND WHEREAS fees with respect to the provision of certain property related information are recommended to be changed as a result of implementing electronic access, and fees for other financial reports are to be added;

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

1. Schedule 'A' is hereby repealed and replaced by the attached.
2. This bylaw may be cited as "Regional District of Nanaimo Fees and Charges Amendment Bylaw No. 944.04, 2004".

Introduced and read three times this 10th day of August, 2004.

Adopted this 10th day of August, 2004.

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CHAIRPERSON

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GENERAL MANAGER, CORPORATE SERVICES

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
General Manager, Corporate Services

SCHEDULE 'A'

ADMINISTRATION

Local Government Act Section	Description	Fee	
62 (8)	List of Electors (Provided only to persons nominated in accordance with Section 73 of the <i>Local Government Act</i> for additional copies over and above one copy provided free of charge pursuant to Section 62 (8) of the <i>Local Government Act</i> .)	\$ .50	per page to maximum of \$25.00 per copy.
797.2	Minutes	\$ .25	per page.
797.2	Bylaws - General	\$ .25	per page.
797.2	Bylaws - Land Use and Subdivision Bylaw No. 500 - Text Only.	\$ 25.00 \$ 12.50	Bound Version. Photocopied Version.
	Other:		
	Miscellaneous Photocopying	\$ .25	per page.
	Full Copy of Agendas:	\$100.00 \$ 5.00	Annual Charge per Agenda
	Statement of Utility User Fees	Until September 30 <sup>th</sup> , 2004 \$ 8.00 \$ 10.00 \$ 12.00	Counter pickup E-mail Fax/mail
		Effective October 1 <sup>st</sup> , 2004 \$ 12.00	

Annual Financial Report (audited financial statements)	\$ 8.00
Board Remuneration Report	\$ 1.00
Financial Information Report (SOFI ~ Public Bodies report)	\$ 5.00
Budget Reports, Summaries etc – up to 20 pages double sided	\$ 5.00 each additional page .25 cents



REGIONAL DISTRICT OF NANAIMO	
JUL 19 2004	
CHAIR	GMCrs
CAO	GMDS
GmCms	GMES
C.M. ✓	
DATE:	
FILE:	

MEMORANDUM

TO: C.Mason  
General Manager, Corporate Services

FROM: N.Avery  
Manager, Financial Services

SUBJECT: Bylaw No. 1385.01 – a Bylaw to Extend the Boundaries of the Bow Horn Bay Fire Protection Service Area

July 14, 2004

PURPOSE:

To introduce for first three readings "Bow Horn Bay Fire Protection Service Area Boundary Extension Amendment Bylaw No. 1385.01, 2004".

BACKGROUND:

The Bow Horn Bay Fire Protection District was dissolved as an Improvement District on June 17, 2004 and the Regional District subsequently adopted Bylaw 1385 on July 13, 2004 to establish the Bow Horn Bay Fire Protection Service Area. We recently received correspondence from the Provincial Improvement District management office, advising us that applications to extend fire protection services to 16 properties in the Spider Lake area had been held by them but were now forwarded to us in anticipation of the transfer of responsibility. As an Improvement District, the fire department had already recommended that the service boundaries be extended – the attached bylaw completes this amendment transaction.

ALTERNATIVES:

1. Approve the boundary extension.
2. Do not approve the boundary extension.

FINANCIAL IMPLICATIONS:

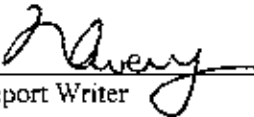
There are no significant financial or operational implications and staff recommend proceeding with the boundary extension.

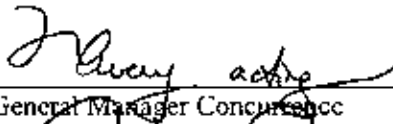
SUMMARY/CONCLUSIONS:

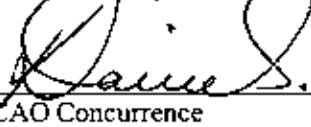
Prior to dissolving as an Improvement District, the Bow Horn Bay Fire Protection District recommended that 16 properties which had petitioned the Improvement District, be included within the service area boundaries. The applications were held by the Provincial Improvement District office pending the resolution of Bow Horn Bay's liability insurance difficulties. On June 17<sup>th</sup>, the Bow Horn Bay Fire Protection District was dissolved and on July 13<sup>th</sup>, the Regional District Board adopted Bylaw 1385 which created the Bow Horn Bay Fire Protection Service Area. Bylaw 1385.01 is presented to proceed with the boundary extension previously requested and approved by the Improvement District.

**RECOMMENDATION:**

That "Bow Horn Bay Fire Protection Service Area Boundary Extension Amendment Bylaw No. 1385.01, 2004" be introduced for first three readings and forwarded to the Ministry of Community, Aboriginal and Women's Services for approval.

  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
General Manager Concurrence

  
\_\_\_\_\_  
CAO Concurrence

**COMMENTS:**



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1385.01**

**A BYLAW TO EXTEND THE BOUNDARIES OF THE  
BOW HORN BAY FIRE PROTECTION SERVICE AREA**

WHEREAS The Board of the Regional District of Nanaimo established the Bow Horn Bay Fire Protection Service Area by Bylaw No. 1385, 2004 upon the dissolution of the Bow Horn Bay Fire Protection District;

AND WHEREAS petitions to extend the boundaries of the Fire Protection District had been received prior to the dissolution of the Fire Protection District and the Board of the Fire Protection District had undertaken to request the Lieutenant Governor in Council to extend the service area boundaries;

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

1. The boundaries of the service are extended to include 15 properties as shown outlined in bold on Schedule 'B' attached to and forming a part of this bylaw.
2. Schedule 'A' attached to Bylaw 1385 is hereby repealed and replaced with Schedule 'A' attached to this bylaw.
3. The name of the service area is amended to read "Bow Horn Bay Fire Protection Service Area".
4. This bylaw may be cited for all purposes as "Bow Horn Bay Fire Protection Service Area Boundary Extension Amendment Bylaw No. 1385.01, 2004".

Introduced and read three times this 10th day of August, 2004.

Received the approval of the Inspector of Municipalities this \_\_\_\_ day of \_\_\_\_\_, 2004.

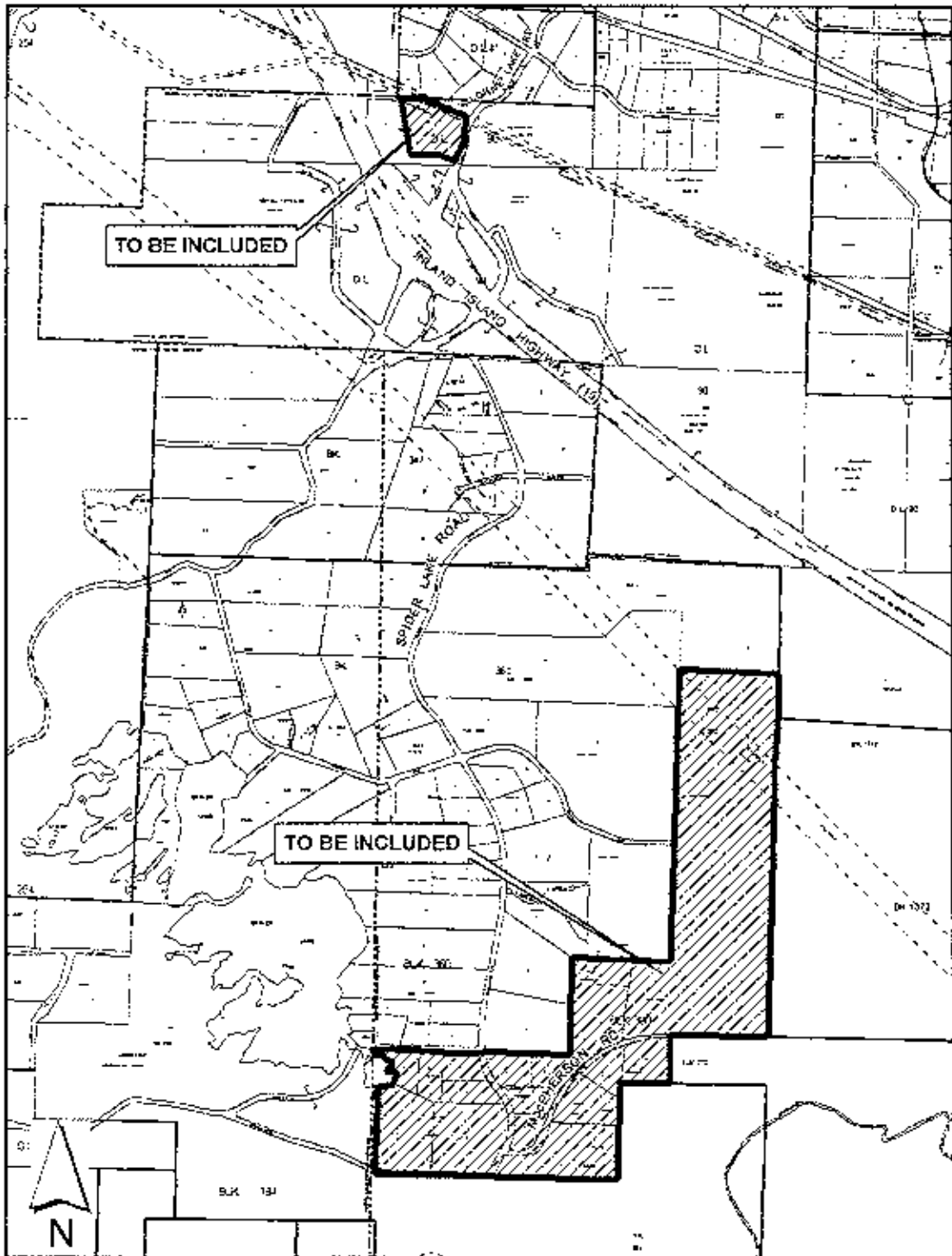
Adopted this \_\_\_\_ day of \_\_\_\_\_, 2004.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
GENERAL MANAGER, CORPORATE SERVICES

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
General Manager, Corporate Services





REGIONAL DISTRICT OF NANAIMO		
JUL 19 2004		
CHAIR		GMCrS
CAO		GMDS
		GMES

## MEMORANDUM

**TO:** Robert Lapham  
General Manager, Development Services

**DATE:** July 16, 2004

**FROM:** Brigid Reynolds  
Senior Planner

**FILE:** 0135 00 RAR

**SUBJECT:** Riparian Area Regulation

### PURPOSE

To consider endorsing a resolution regarding the Riparian Area Regulation and to forward it to UBCM for consideration at their September 2004 Annual General Meeting.

### BACKGROUND

On January 19, 2001, the Provincial Government enacted the Streamside Protection Regulation (SPR) to support the *Fish Protection Act* that was enacted in 1997. Local governments affected by the SPR were given five years to implement the regulation. The purpose of the SPR was to bring clarity and transparency for protection of streamside vegetation through the development process.

Prior to enacting the SPR, the Province undertook extensive consultation with local governments. UBCM reviewed the final draft of the Regulation in the fall of 2000 and supported it, subject to adequate provisions of funding for implementation and liability protection to local governments.

Following the enactment of the SPR, the Regional District of Nanaimo invested resources to accurately map watercourses in the Regional District. Together with the Memorandum of Understanding, the majority of the RDN's bylaws meet the provisions of the SPR.

In 2001, the Provincial government revisited the Regulation and struck a task group to seek consensus on whether to abandon or amend the regulation. The task group consisted of representation from a wide range of stakeholders, however, this group and the regulatory review were disbanded in 2002. As a replacement to the task group, the Province established an internal working group that included staff from Federal Fisheries and Oceans (DFO), and the Ministry of Water, Land and Air Protection (MWLAP). Comments were provided by UBCM under a confidentiality agreement.

Other local government staff and representatives from UBCM have reviewed available briefing materials related to the proposed RAR and have sought to ensure that it continues to meet the spirit and intent of the formally approved Streamside Protection Regulation. However, the Province required that any individual review of the draft RAR sign a confidentiality agreement preventing them from disseminating the information to other parties. As a result, there has been virtually no review of the Regulation by local government staff through UBCM.

A one-day briefing session was held in Richmond on May 12, 2004 regarding the proposed Riparian Area Regulation (RAR). It was hosted by MWLAP, DFO, and UBCM and approximately 40 local

governments were represented. The purpose of the meeting was to review a general outline of the RAR and was not intended for consultative purpose. Attendees were informed that the regulation could not be reviewed unless everyone reviewing it signed a confidentiality agreement.

Based on the information presented at the May 12, 2004 session and related correspondence from the province and UBCM, municipal environmental managers, primarily from the lower mainland, met to discuss the implications of the new regulations and drafted the enclosed resolution (*see Attachment No. 1*) for their Councils and Boards to consider. From staff's understating a minimum of 7 municipal councils have endorsed the resolution to date.

In addition, the concerns expressed in the resolution remain unclear with respect to how local governments will be required to implement this new regulation given existing bylaws.

## ALTERNATIVES

1. To endorse the proposed resolution and forward it to the 2004 UBCM Annual General Meeting.
2. To not endorse the proposed resolution.

## POLICY IMPLICATIONS

Should the Provincial Government adopt the RAR it remains unclear how local governments will be able to implement the regulation. Currently, the RDN utilizes section 919.1 of the *Local Government Act* to establish development permit areas. The proposed regulation requires an assessment by a qualified professional should development be proposed within 30 metres of a watercourse. As a result, RDN's current bylaws would have to be amended as in most of the OCPs, the development permit area is measured 15.0 metres. It remains unclear whether the province is proposing to provide local governments with resources that would be necessary to implement the proposed regulation by amending, at a minimum, nine bylaws.

Additionally, development permit area designation allows local governments to establish exemption criteria whereby under certain circumstances a development permit is not required. It appears that these exemptions would no longer be applicable.

## ENVIRONMENTAL IMPLICATIONS

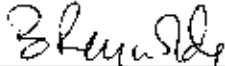
The implementation of the proposed regulation remains unclear. However, as discussed above, it appears that local governments will be required to provide for a 30-metre assessment zone in their bylaws. In addition, local governments may have to accept any report recommendations prepared by a Qualified Environmental Professional that determines the acceptable distance a development may occur from a watercourse. The objective of the proposed regulation and 30-metre setback assessment procedure has been determined to be the minimum setbacks for protection of fish habitat to ensure compliance with the Federal *Fisheries Act*. Local governments may have other environmental features to consider when making land use decisions including: soil stability, hazard lands, stormwater, wildlife habitat, and sensitive ecosystems. As the proposed RAR does not consider other issues beyond impacts to fish habitat, it remains unclear how local governments will be able to balance these other issues.

## SUMMARY/CONCLUSIONS

The Province adopted the Streamside Protection Regulation in 2001, which required local governments to establish watercourse protection within a five-year implementation period. The Province has since amended the Regulation and developed the Riparian Area Regulation with little consultation with local governments. Local governments have expressed concerns regarding the development of this regulation: how local governments will be required to implement it, the associated liability, and roles and responsibilities. As a result, municipal environmental managers, primarily from the lower mainland, met to discuss the implications of the new regulations and drafted the resolution in *Attachment No. 1* for their Councils and Boards to endorse. As the concerns remain unresolved, staff recommends that the Board endorse the attached resolution and forward it to the UBCM.

## RECOMMENDATIONS

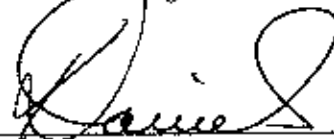
1. That the Board endorse the resolution in Attachment No. 1 and forward it to the 2004 UBCM Annual General Meeting.



Report Writer



General Manager Concurrence



CAO Concurrence

## COMMENTS:

*devsst/reporis/2004/0135 00 RAR ju policy R:R*

**Attachment No. 1  
Resolution to UBCM**

WHEREAS the Regional District of Nanaimo is supportive of and vitally interested in harmonizing streamside protection measures;

AND WHEREAS the provincial government is drafting the Riparian Assessment Regulation for enactment in late 2004 or early 2005, and has been proceeding without extensive nor open consultation with local governments;

AND WHEREAS the UBCM membership resolved, in the 2002 Environment Action Plan, that any new riparian assessment regulation should:

- Provide liability protection for local government when making land use decisions based on a report by a Qualified Environment Professional on fish habitat;
- Ensure that no new responsibilities are downloaded on local government and that all training costs and management costs required to implement the new regulation are paid for by either the federal or provincial government;
- Ensure the process is timely and cost effective, from the community perspective;
- Ensure an integrated approach is implemented to avoid conflicts between the different levels of government;
- Ensure that a balance is maintained between development and protection of the environment;

AND WHEREAS the proposed regulation will not include institutional land uses, including federal and provincially administered lands, promoting a fragmentation of riparian protection which may compromise the effectiveness of the regulation:

THEREFORE BE IT RESOLVED that the UBCM membership not endorse a tripartite agreement for implementing a Riparian Area Regulation unless the following measures have been satisfied:

- A comprehensive legal and logistical review of the regulation by an objective party to identify and assess the implications of the regulation to local governments; and
- Assurance of open involvement of local governments in the development of the compliance, enforcement, and implementation strategies; and
- Assurance of open involvement of local governments in development of the guidebook for implementation for the regulation.

AND BE IT FURTHER RESOLVED that the RAR be extended to apply to institutional land uses, including federal and provincial Crown lands.



REGIONAL DISTRICT OF NANAIMO			
JUL 20 2004			
CHAIR		GMCrS	
GAO		GMDS	
GMCrS		GMES	

*Call*

## MEMORANDUM

**TO:** Robert Lapham  
General Manager of Development Services

**DATE:** July 16, 2004

**FROM:** Brigid Reynolds  
Senior Planner

**FILE:** 3010 01 FMRA

**SUBJECT:** New FM Radio Programming Undertaking – Westwave Broadcasting Inc.  
Electoral Area 'C' – Mount Benson

### PURPOSE

To consider a proposal for a new FM Radio Programming tower submitted by Westwave Broadcasting Inc., to be located on an existing communications site on Mount Benson.

### BACKGROUND

Radio broadcasting facilities fall within the jurisdiction of the federal agency, Industry Canada, and are governed by the *Radiocommunications Act*. Industry Canada encourages all proponents of radiocommunication facilities to comply with local zoning by-laws where they exist. However, local by-laws cannot prevent a radiocommunication facility from being built as Industry Canada has the final authority over radiocommunication towers and facilities under the legislation.

Industry Canada recognizes that the local community may have concerns about the location of a radiocommunication tower. As a result, the Department requires proponents of significant antenna structures to consult with local government land-use authorities. Industry Canada encourages radio station applicants to locate a proposed antenna on an already existing structure whenever possible. However, technical and other considerations may make it impossible for two stations to share the same structure.

#### *Proposed Development*

The applicant is proposing to locate a new FM tower, antenna, and transmitter building on the top of Mt. Benson, which is an existing communications site owned by Cercomm Electronics Ltd. of Nanaimo. The FM tower is proposed to be constructed of guyed, triangular, steel lattice structure of 1.2 m face width and approximately 45 metres in height. The antenna is proposed to be installed on the side of the tower and consists of six antenna panels, which are mounted on one face of the tower. The proposed transmitter building (approximately 12 m<sup>2</sup> and 4 metres in height) will be constructed at the base of the tower.

The subject property is legally described at Lot A, Block 787, Mountain District, Plan VIP75642 is located at the top of Mount Benson. The subject property is zoned Resource Management 9 (RM9) pursuant to the Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987 and radio communication facilities is not a permitted use. However, as the authority to grant approvals for this use is held by Industry Canada and the CRTC, local government land use regulations cannot prevent such a use from locating within its jurisdiction.

The applicant has submitted information that details the area of the 115 dBu contour for the proposed radiocommunication tower (see Attachment No. 2). They have also provided information from Industry

Canada that details the responsibilities of the applicant should interference to radio frequency devices occur within the 115 dBu contour (see Attachment No. 3).

#### ALTERNATIVES

1. To receive this report for information and direct staff to provide a letter indicating that the Regional District has no objections to the proposed license application.
2. To receive this report and provide comments as directed by the Board.

#### PUBLIC CONSULTATION IMPLICATIONS

There are no regulations associated requiring public notification (advertising, signs posted on the subject property, or notification for adjacent land owners) where this use is being established. Staff will therefore forward any public comments to the FM broadcaster and Industry Canada.

#### VOTING

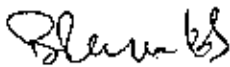
All Directors-- one vote.

#### SUMMARY/CONCLUSIONS

Westwave Broadcasting Inc. has provided the Regional District with information regarding a proposal for a new FM tower, antenna, and transmitter building on the top of Mt. Benson, which is an existing communications site owned by Cercomm Electronics Ltd. of Nanaimo. As the proposed works are governed by the *Radiocommunications Act*, Industry Canada has the final authority over related uses and local by-laws and cannot prevent a radiocommunication facility from being built. The applicant has supplied guidelines from Industry Canada indicating that should interference to radio frequency devices occur within the 115 dBu contour, they are responsible to remedy them.

#### RECOMMENDATION

That Westwave Broadcasting Inc., be advised that the Regional District has no objections to the proposed license application, and installation of a new FM tower, antenna, and transmitter building on the property legally described as Lot A, Block 787, Mountain District, Plan VIP75642.



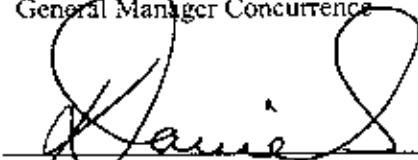
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Report Writer



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General Manager Concurrence



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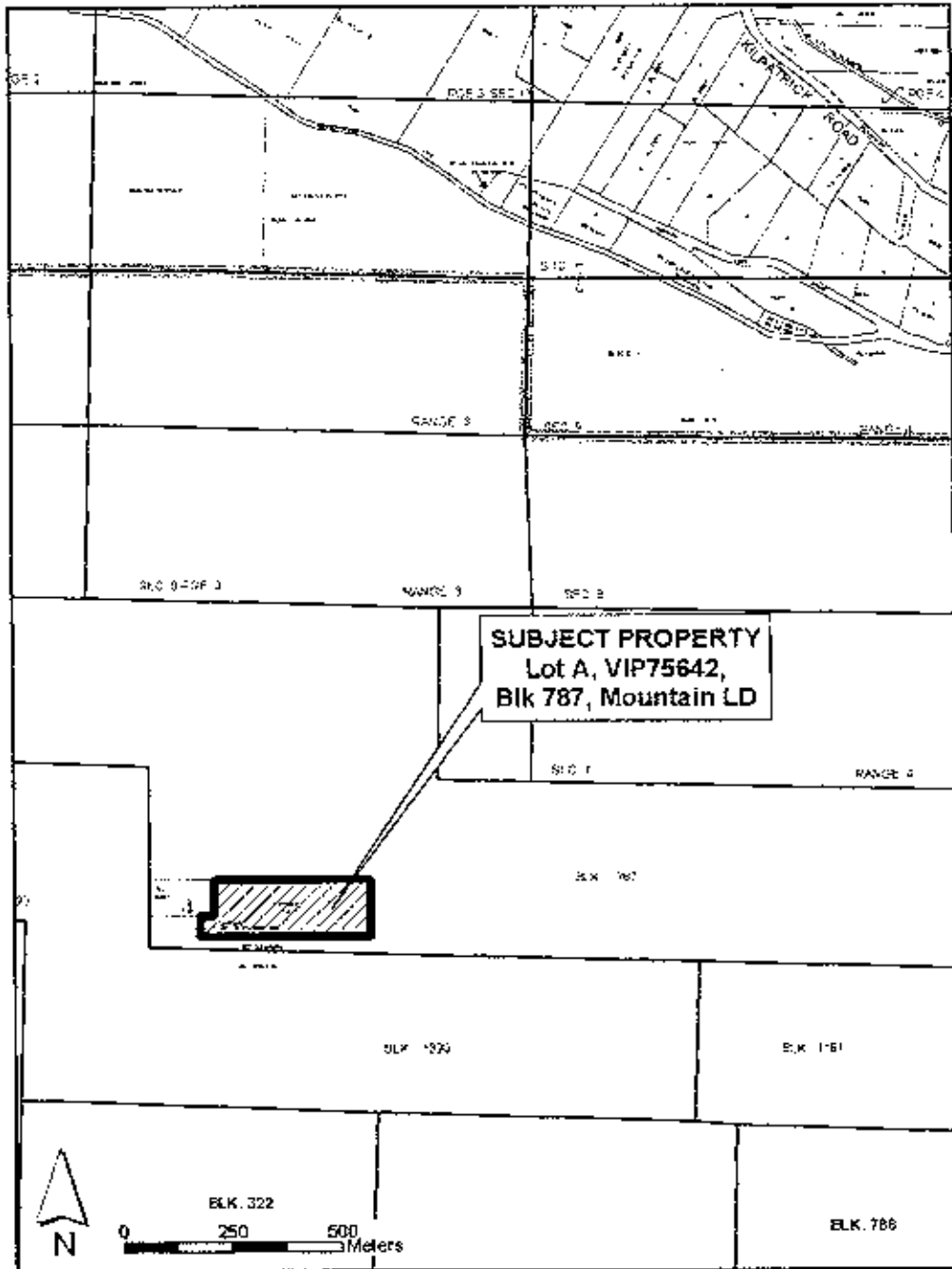
CAO Concurrence

#### COMMENTS:

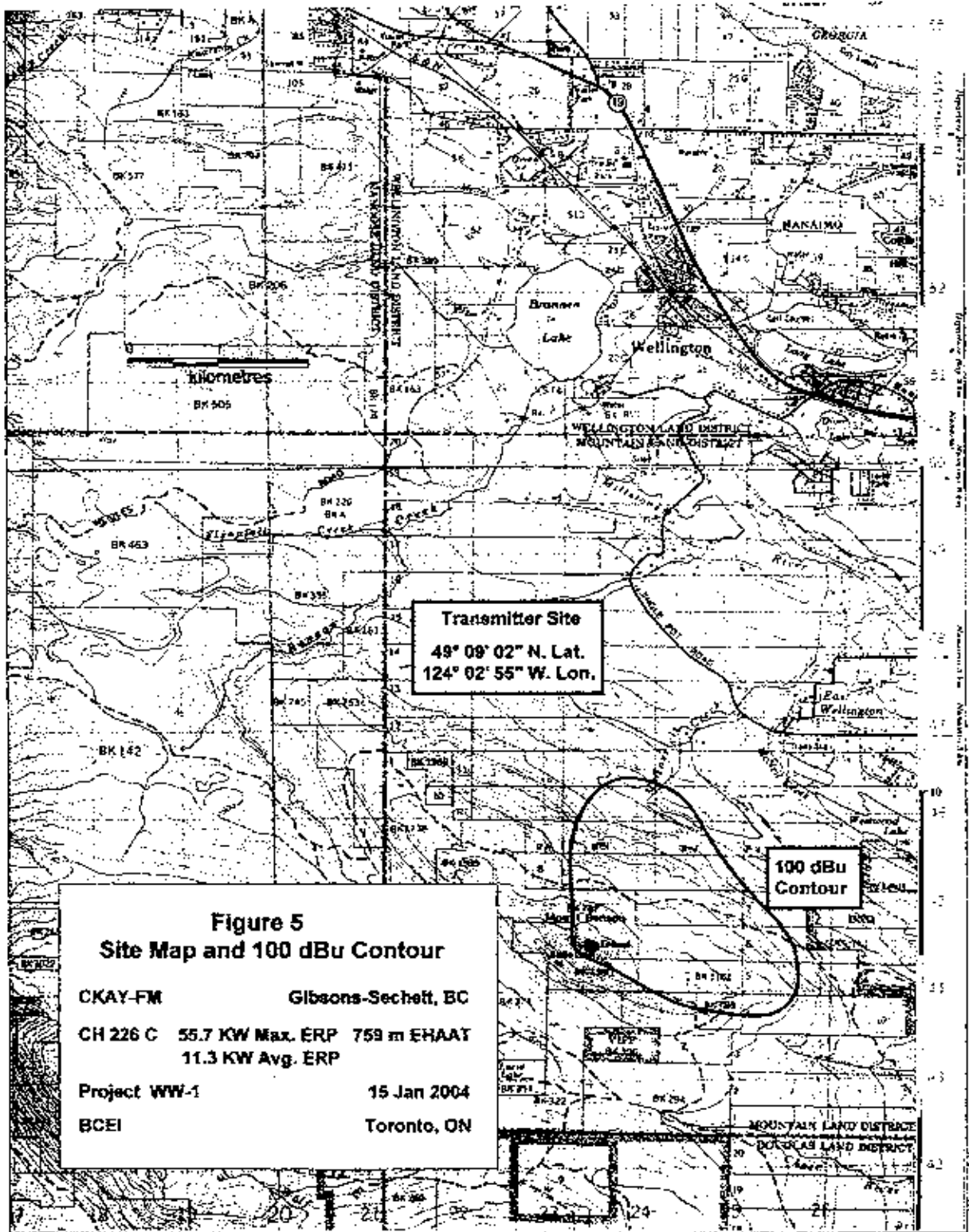
deuss:reports/2004/3010 01 FMRA ju referral Westwave Broadcasting Inc.



Attachment No. 1  
Subject Property



Attachment No. 2  
 Location of the 110 dBu



Attachment No. 3  
Broadcast Procedures and Rules, Part III

Pursuant to Broadcast Procedures and Rules, Part III, we hereby notify the Regional District of Nanaimo of the following, in order that the municipal authorities may consider the implications of the proposed facility:

- a) The operation of the proposed broadcasting facility, if approved, will be subject to Federal regulations for which a broadcasting licence from the CRTC and a broadcasting certificate from IC are required.
- b) Attached is a map showing the location of the tower. The 115 dB $\mu$ V/m contour, as stated above, extends to approximately 150 m, depending on the direction, from the tower.
- c) The operation of radio frequency devices inside the 115 dB $\mu$ V/m contour may be subject to interference, and should such interference occur, to the extent that portions of the 115 dB $\mu$ V/m contour may extend beyond the property limits of the Cercomm site, the applicant would take remedial action to resolve the complaints arising therefrom, unless the complaint is considered not valid by IC. The list of complaints considered not valid by IC is as follows:

***C-5.6 List of Complaints Judged Not Valid by the Department***

*The following list identifies the types of complaints judged not valid by the Department and for which the broadcaster is not responsible for remedial action:*

- (a) where the complaint is attributed to the use of a malfunctioning or mistuned receiver or an improperly installed or defective antenna system;*
- (b) where the complaint involves non-radio frequency devices such as computers, microprocessors, calculators, audio or video tape recorders, record or disc players, electronic organs, hi-fi amplifiers, etc.;*
- (c) where the complaint is attributed to the desired signal being received at a location outside the coverage area of the station;*
- (d) where the complaint is attributed to the desired signal not being favourably received because of adverse local propagation conditions or building penetration losses;*
- (e) where the complaint involves the reception of signals originating from outside of Canada;*
- (f) where the complaint involves the malfunction of radio frequency devices that are located inside the 115 dB $\mu$ V/m contour, if the devices were introduced within the contour after the station started operating with the new facilities;*
- (g) where the complaint involves a high gain receiving antenna and/or an antenna booster amplifier intended for reception of distant stations which, as a consequence, overloads the receiver or creates intermodulation in the amplifier output;*
- (h) where the complaint is attributed to overload interference in radio receivers that are located outside the 115 dB $\mu$ V/m contour (except for requirements under Section C-1.6);*
- (i) any other complaint which, in the judgement of the Department, is considered not valid.*

As well, the applicant will provide advice by suggesting appropriate remedial action to resolve valid complaints of interference caused by the station to radio frequency devices when such complaints originate from an area located between the 115 dB $\mu$ V/m contour and the station's service contours.

- d) Should subsequent development occur inside the 115 dB $\mu$ V/m contour which could give rise to interference complaints, or if new or existing devices are added or relocated inside the contour, IC would not expect the applicant to assume responsibility for corrective action for such new entrants.
- e) The performance of some radio frequency, as well as some non-radio frequency devices may be degraded by high signal strengths from the proposed station due to design limitations such as inadequate or improper shielding of these devices.

As provided in Broadcast Procedures and Rules, Part III, after reviewing the above, you may file your comments regarding the proposed station with Industry Canada at the following address:



REGIONAL DISTRICT OF NANAIMO	
JUL 19 2004	
CHAIR	GM CrS
CAO	GM DS
GM CrS	GM ES

MEMORANDUM

TO: Stan Schopp  
Manager, Building Inspection Services

DATE: July 16, 2004

FROM: Allan Diek  
Senior Building Inspector

FILE: 3810-20

SUBJECT: Section 57 of the Community Charter - Contravention of Bylaw Meeting Date - July 27, 2004

PURPOSE

To provide for the Committee's review, proposed Section 57 filings on properties which have outstanding occupancy or safety issues that contravene Building Bylaw No. 1250.

BACKGROUND

The individual area inspectors have worked closely with the property owners to resolve outstanding issues prior to the sending of letters. A minimum of two letters addressing deficiencies has been sent to the registered property owners. Where required, the Manager and/or the Senior Building Inspector have been involved with proposed resolutions. At this time we are unable to approve construction at the indicated addresses.

SUMMARY OF INDIVIDUAL INFRACTIONS

Electoral Area E

- Owners Name: Mark Zaborniak and Arlene Nakatsuka  
 Legal Description: Lot 8, Plan 15921, District Lot 52, Nanoose Land District  
 Street Address: 1570 Seacrest Road



**Summary of Infraction:**  
 August 20, 2003 - building identified with suite in basement.  
 October 10, 2003 - BCAA confirms house upgraded to duplex on 1999 assessment; letter sent to registered owners who do not reside on the property.  
 May 31, 2004 - much discussion with owners by bylaw enforcement officer has confirmed property only zoned for one dwelling since lot creation in 1960s. We are unable to confirm the suite was constructed after 1974 when building permits were required.  
 June 1, 2004 - owner unwilling to remove suite. File forwarded for filing on title.  
 June 8, 2004 - legal implications discussed In-camera. Current direction to pursue legal action if not resolved.  
 June 14, 2004 - filing deferred to July meeting due to insufficient notice to owner.
- Owners Name: Robert and Linda Maurice  
 Legal Description: Lot 127, District Lot 68, Nanoose District, Plan 26680  
 Street Address: 1491 Madrona Drive

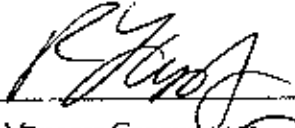
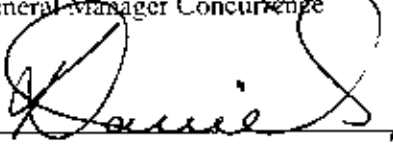
**Summary of Infraction:**  
 December 20, 2001 - letter sent; call for inspections.  
 January 16, 2002 - 2nd letter sent via courier; call for inspections.

January 26, 2004 - letter sent; pending enforcement action as no inspections had been call and permit expired.  
March 22, 2004 - forward file to Senior Inspector for filing.  
June 9, 2004 - status inspection to update file; stucco not completed.  
July 14, 2004 - message left with daughter for owner to contact Senior Inspector regarding filing process.  
July 14, 2004 - file forwarded to Manager for Section 57 filing process to begin.

**RECOMMENDATION**

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

  
\_\_\_\_\_  
Report Writer  
  
\_\_\_\_\_  
Manager Concurrence

  
\_\_\_\_\_  
General Manager Concurrence  
  
\_\_\_\_\_  
CAO Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO	
JUL 20 2004	
CHAIR	GMCrS
CAO	GMDS
GMCrS	GMES

**MEMORANDUM**

**TO:** Bob Lapham  
General Manager Development Services

**DATE:** July 16, 2004

**FROM:** Jani M. Thomas  
Protective Services Coordinator

**FILE:** 7200-00

**SUBJECT:** Wildland/Urban Interface Fire Update Report

**PURPOSE**

To receive an update on the overall Emergency Preparedness Program and to authorize staff to submit grant applications to allow for upgraded training in support of the program.

**BACKGROUND**

This report is in response to the recommendations arising from the 22 June 2004 Committee of the Whole that directed staff to arrange a meeting of the Emergency Planning Committee and provide an interim report to the Board within one month. The Board also directed staff to proceed with the implementation of the actions outlined in Schedule 1 of the initial report (*Interface Fire Hazards, All Electoral Areas*) including the preparation of contingency plans and preparedness for fire response in interface areas, along with the examination land use practices and policies to assist in the prevention and awareness of interface fire risk.

A revised Emergency Plan and revitalized 5 year program vision was presented to the Emergency Preparedness Committee, chaired by Director Lou Biggemann on 27 May 2004. A summary of the Policy Group (Elected Officials) roles and responsibilities is attached. (*see Attachment No. 1*). Members of this Committee include senior representatives from first responding agencies, emergency preparedness coordinators and fire chiefs from Mutual Aid partners, related Provincial representatives. The minutes of the meeting are attached to this report. (*see Attachment No. 2*)

The RDN Emergency Preparedness program requires that RDN staff involved be regularly apprised of their roles and responsibilities, and be given the necessary training and direction to perform their duties. Emergency Coordination Center (ECC) supplies have been stocked in both the primary and secondary (ECC) sites. A generator for the primary RDN (ECC) is projected to be installed fall 2004. To enhance the current state of emergency planning and readiness, the province has recently allocated additional grant funds, through a UBCM grant program, that are available to Regional Districts and high risk municipalities. This money will assist local governments in keeping current on required Emergency Management courses for staff and senior officials. Regional Districts are eligible to be funded at 75% of the total eligible planning program costs up to a maximum of \$25,000.00. Capital expenditures not eligible in the program.

A training matrix has been completed for all persons involved in the Policy, Management, Planning, Logistics, Operations and Finance/Administration Sections and due to varying levels of training among staff and new staff the follow courses are proposed as part of the grant application:

1. Training for elected officials (*Policy Section*) and senior staff: "Elected Officials, Leadership in an Emergency or Disaster" (RDN on site course proposed for fall 2004)
2. ECC Section staff (chiefs and key positions):
  - a. "Emergency Operations Center 2", EM700 (classroom)
  - b. "Table Top Exercise Workshop 721" (classroom)
  - c. "Incident Command/ICS-100 EM510" (self study)
  - d. "Introduction to EOC EM700" (self study)

These courses would be taught locally via contract by a Justice Institute qualified instructor.

#### ALTERNATIVES

1. To receive the report for information and endorse the grant request for additional training under provincial grant program.
2. To receive the report and provide additional direction to staff.

#### FINANCIAL IMPLICATIONS

The provincial grants require a 25% contribution to funding and the 2004 Emergency Planning budget currently includes \$2,500 for training. This amount is adequate to proceed with an initial grant application as proposed. Additional resources are available in the electoral areas budget if other eligible training or emergency planning program requirements are identified prior to the end to the grant program.

#### EMERGENCY PLANNING IMPLICATIONS

In order to maximize the effectiveness of preparedness and response, relationships have been developed and maintained with various first responding and related agencies. A comparison of emergency/contingency plans, efforts to improve standardization, the exchanging of current contact information and the sharing of training opportunities has improved the readiness of the RDN Emergency Program.

While all aspects of emergency preparedness are being given attention, as directed by the Board, specific efforts have been made to respond to the elevated concerns about interface fire risks. Several measures have been undertaken to address this issue. Discussions regarding prevention and preparedness for the fire season have been conducted as follows:

- **District 69 Fire Chiefs Association** – A protocol "*Communication, Jurisdiction and Levels of Response to Fires within the RDN*" was provided in order to standardize department response. This same protocol will be tailored for District 68 by end July 2004.

- **District 68 Fire Chiefs Association** - This group commenced in March 2004. Since that time the RDN has assisted by arranging speakers from Fire Dispatch, RCMP 911 Dispatch, Min. of Water, Land and Air Protection (Hazardous Materials issues), and Ministry of Forests and volunteer organizations providing first responder support.
- **Ministry of Forests, Coastal Fire Division** - issues of jurisdiction, financial reclamation, and point of contact with the RDN has been established. Fire debriefing sessions have been highly productive in streamlining interagency communications and expectations, paving the way to the ultimate goal of interoperability.
- **Office of the Fire Commissioner** - FireSmart pamphlets were ordered for dissemination to the public in areas deemed to be 'extreme' or 'high' risk, as identified with their fire hazard mapping. These hazard maps were printed out and provided to all RDN Volunteer Fire Departments (VFD) and RCMP detachments. Copies of the FireSmart "*Protecting Your Community From Wildfire*" have been made available to Community Services, for staff reference in regional parks.
- **Nanaimo and Oceanside RCMP** - Communication strategies and a review of their new emergency plan for compatibility with RDN points of interface has taken place.
- **PEP** - A meeting was arranged with the regional manager, and jurisdiction, levels of response and interaction with local authorities was discussed. Clarification was received on their stance regarding MAA's between local governments.
- **Emergency Social Services (Min. of Human Resources)** - Meetings have taken place with both the Oceanside and Nanaimo groups. Oceanside ESS recently conducted a PEP sponsored reception center set up drill; practicing their skills in receiving and assisting evacuees should a fire or other disaster occur. RDN participation in this drill was important in linking the preparedness, response and recovery phases of an emergency. ESS service on Gabriola Island has been reactivated; more volunteers are being recruited in RDN electoral areas, and there is commitment to staffing the RDN Cranberry reception center in an emergency.
- **Volunteer Agencies** - Speakers were arranged to attend District 68 Fire Chief's meetings to advise them of the services they make available to first responders and the public. The Salvation Army will be dispatched to provide mobile food support for fire fighters or SAR in an event exceeding three hours. Red Cross (Min. of Human Resources) and their Personal Disaster Assistance program were presented to the group, and information made available to keep on the fire trucks. The RDN has provided relevant contact information to Fire Dispatch to implement these support services.
- **Pending Mutual Aid Agreements:**

Inclusion of the District of Lantzville into the existing *Emergency Management Agreement*, ratified in 2001. Lantzville Council passed a motion for inclusion, and formal requests will be made of the other parties (RDN, Cities of Nanaimo and Parksville and the Town of Qualicum Beach).

District 68 Fire Chiefs are in the process of developing a Mutual Aid Agreement (MAA) similar to the one in place in District 69 since 1997, which includes RDN Volunteer Fire Departments,



Parksville and the Town of Qualicum Beach. The District 68 proposed MAA has been presented to the various Fire Department Boards/Trustees/Administrators, for their input and acceptance. North Oyster has an existing MAA with North Cedar, and Extension with Nanaimo. The proposed MAA will encompass all the related parties, upon approval by municipal partners and the RDN. This measure reflects the strongly made recommendations in the Firestorm 2003 report to have such agreements in place in order to defray jurisdictional confusion, and to support the Incident Command System (ICS) operational guidelines of Unified Command.

- **Wildland/Urban Interface Fire Hazard Contingency Plan**

Personal Preparedness Guidebooks that include a Wildfire Section have been made available to the general public and groups on request. Interface fire information and associated links have been included on the RDN Emergency Preparedness web site. A master equipment inventory list for Fire Departments is underway in both District 68 and 69 and meetings with both Fire Dispatch Centers to maximize standardization in call out and response procedures have been held. Information has also been dispensed to Fire Chiefs regarding Min. of Forests Operational Guidelines for reimbursement, mutual aid, and jurisdiction.

## **PLANNING AND DEVELOPMENT IMPLICATIONS**

As part of the recommended Action Plan for the Emergency Preparedness Program addition work is intended to be completed by other departments within RDN Development Services:

### *Fire Mapping / GIS*

By the end of July the RDN Map Web feature will include a fire hazard layer. Citizens will be able to click on this specific tab, type in their address and learn their fire hazard rating, according to the FireSmart Hazard rating scale. The inquiry will then be referred via link to the Emergency Preparedness site, which has specific information regarding ratings and further information. Hard copies of maps can be made available for those who do not have access to a computer, or wish a large copy. GIS also plays an integral role in evacuation mapping, as evacuations are another important contingency that must be considered along with fire hazard.

### *Building Code*

The Building Policy Branch in Victoria has been contacted regarding current or potential changes to the BC Building Code regarding the use of fire resistant or fire safe construction materials, specifically 1) wood stoves, 2) spark arresting screening and 3) non combustibile building materials. Building Inspection has available "*FireSmart Construction*" information sheets, and encourages the practices mentioned therein, much as the same way low flush toilets were encouraged.

### *Official Community Plans*

The Electoral Area 'H' Official Community Plan is the first of the RDN's OCPs to contain references to forest fire interface issues. Currently, as part of the Nanoose Bay Official Community Plan process, staff is investigating means of implementing interface planning; possibly through development permit areas and/or public education.

### *Subdivisions*

Staff has discussed the issue of subdivision within interface areas with Ministry of Transportation staff. In the future, RDN recommendations on subdivisions will include comments from an interface and/or wildlands protection perspective.

### *Emergency Preparedness*

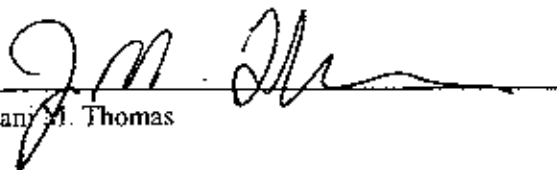
A Wildland/Urban Interface Fire Hazard Level 2 or 3 Response Contingency Plan has been prepared that is similar to the plans prepared by other local authorities and the Province. Personal Prepared Guidebooks have been made available for the public and interface fire information and associated links are provided on the RDN web site. A master equipment inventory list is being prepared for the entire region and meetings have been held with both Fire Dispatch Centres to maximize standardization in call out and response procedures.

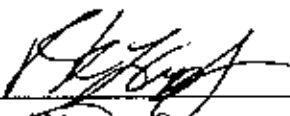
## **SUMMARY/CONCLUSIONS**

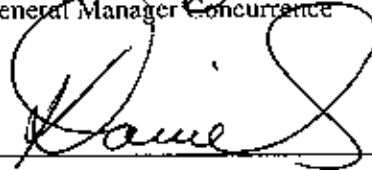
The RDN has undertaken reasonable precautions for the immediate fire season regarding first responder and RDN ECC staff readiness. Public awareness has been a primary focus, as preparedness is the most effective method of prevention. Formal MAAs are in process, and will enhance a clear understanding of jurisdictional and interagency relationships. In addition, implementation actions noted in the previous staff report focus on public education and the discussion of this issue as part of ongoing official community plan public consultation processes. The preparation of web-ready forest fire risk mapping and graphic materials will greatly assist in bringing information to the RDN public.

## **RECOMMENDATIONS**

1. That Wildland/Urban Interface Fire Update be received for information.
2. That a grant application for emergency planning training be submitted as outlined in the staff report.

  
\_\_\_\_\_  
Jani M. Thomas

  
\_\_\_\_\_  
General Manager Concurrence

  
\_\_\_\_\_  
CAO Concurrence

COMMENTS:

**Attachment No. 1**



**EMERGENCY PLAN**

**Policy Group  
Guide**

February 2004

## **Table of Contents**

### **Section Numbers**

1. **Background**
2. **How it Works (BCERMS)**
3. **RDN and Mutual Aid Partner Emergency Response Levels**
4. **RDN ECC Organizational Structure**
5. **Section Personnel Contact Information – Call Out Matrix**
6. **Before you Leave Home**
7. **When you Arrive at the ECC**
8. **Section Chief Roles and checklist procedures**
9. **Forms**

## 1. BACKGROUND

### Objectives:

The purpose of the Emergency Plan is to identify, prepare for and respond to potential emergencies that may occur within the RDN, and our neighboring Emergency Management Mutual Aid partners – the Cities of Parksville, Nanaimo and Qualicum Beach. The below background information on the BCERMS and ICS models assists in understanding the operational functioning of each Section and Unit. The RDN Emergency Plan in entire is the founding document for all Sections and Agencies should questions arise.

## 2. HOW IT WORKS

### BC EMERGENCY RESPONSE MANAGEMENT SYSTEM (BCERMS)

BCERMS is used:

- At the Regional or Zone/Sector Emergency Coordination Centre (ECC)
- Within each Department Operations Centre
- On-scene by fire, police, and ambulance services

In an emergency within the region BCERMS will be used by all organizations involved in emergency operations. This common approach improves communication, allocation of resources and speed of information dissemination.

### BCERMS Provisions

Under the BC Emergency Response Management System, the site support level uses the principles of the Incident Command System (ICS) and provides for:

1. **Common terminology** for titles, organization functions, resources, and facilities with ICS.
2. **Modular organization** that expands or contracts based on the type and size of an incident. The staff is built from the top down with responsibility and performance placed initially with the Incident Commander. As the need exists, operations, planning, logistics, and finance/administration may be organized as separate branches, each with several units.

3. **Incident Action Plans** identify objectives and strategies made by the Incident Commander based on the requirements of the jurisdiction. In the case of unified command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The Incident Action Plan covers the tactical and support activities required for a given operational period. Manageable span-of-control within ICS is a limitation on the number of emergency response personnel who can effectively be supervised or directed by an individual supervisor. The kind of incident, the nature of the response, distance and safety will influence the span of control range. The ordinary span-of-control range is between three and seven personnel.
4. **Pre-designated emergency facilities** are identified within ICS. The determination of the kinds and locations of facilities is based on the requirements of the incident.
5. **Comprehensive resource management** is the identification, grouping, assignment and tracking of resources.
6. **Integrated communications** are managed through the use of a common communications plan and an incident-based communications centre.

### **Functions**

There are five essential functions:

1. **Management Section**
  - a. Direct, order, and / or control resources through legal agency or delegated authority.
  - b. Management shall assess problems, determine priorities, develop an action plan, and assign tasks.
2. **Operations Section**
  - a. Coordinate tactical response of all field operations in accordance with the Incident Action Plan.
3. **Planning Section**
  - a. Collect, evaluate, document, and use information about the incident and the status of resources
  - b. Provide status information to the Management, Operations and Logistics and forecast resource needs during the emergency.
4. **Logistics Section**
  - a. Provide facilities, services, personnel, equipment, and materials in support of the emergency.
5. **Finance/Administration Section**
  - a. Manage all financial and cost analysis aspects of the emergency.
  - b. Document costs and assist in the management of cost reimbursement applications.

### **3. LEVELS OF RESPONSE**

The following are to be used as a guide when determining the level of response required for an incident. They include a description of the event, area affected, extent of the coordination and assistance needed.

**Level 1** -- Site Response (**Readiness and Routine**) all ongoing routine response activities by Emergency Services Personnel (First Responders) on a daily basis.

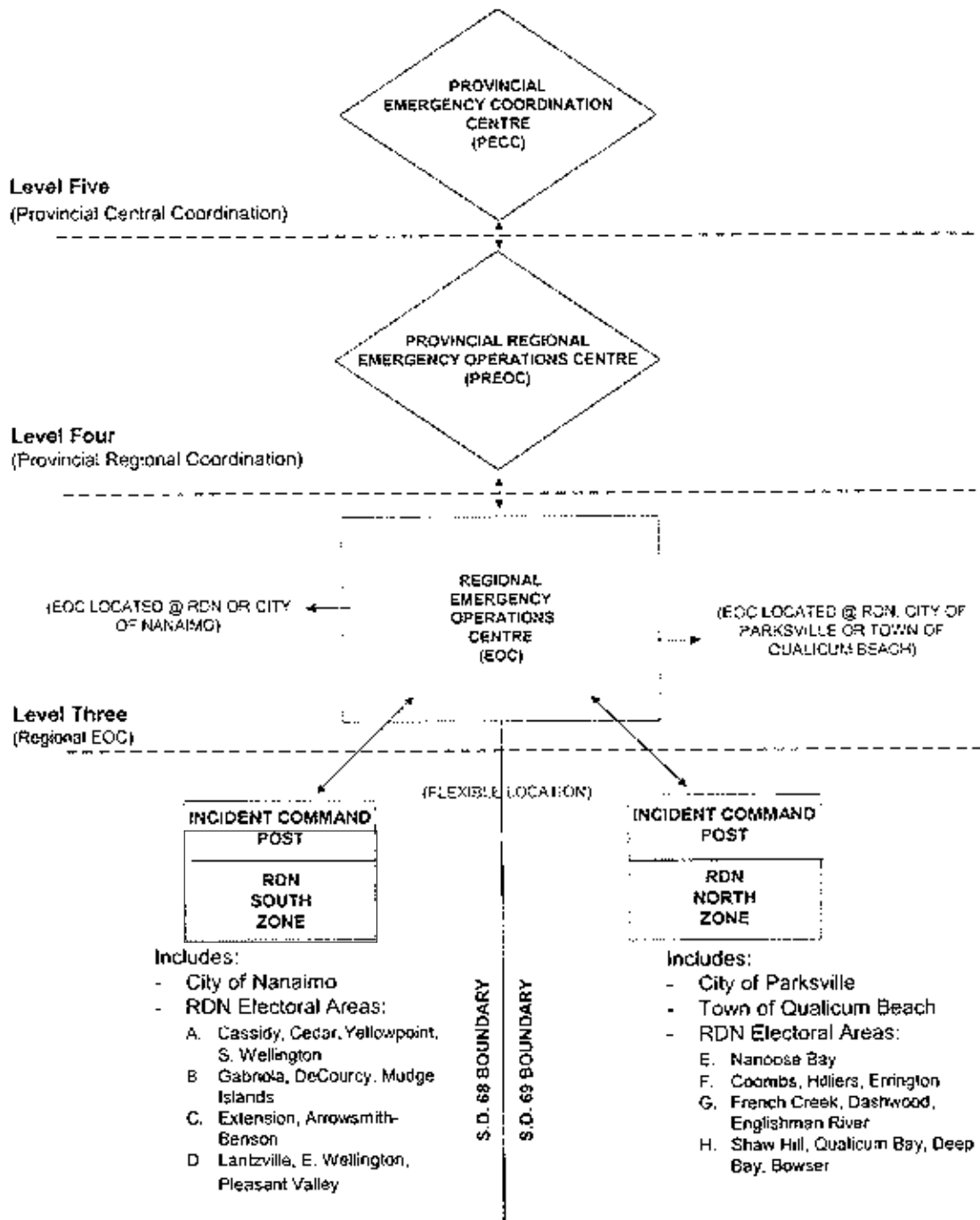
**Level 2** -- Zone ECC Response (**Local Emergency**) a situation confined to one location/jurisdiction that does not affect zone-wide services, population or traffic.

**Level 3** -- Regional ECC Response (**Regional Emergency**) A situation affecting multiple-jurisdiction services, populations and geographic areas.

**Level 4** -- PROC Response, Regional ECC (**Major Disaster**) a region wide disaster that involves widespread damages in addition to the disruption of services. Requires a coordinated response of all-local governments, departments and outside agencies. A Regional ECC will be activated to support on scene activities. Local governments may declare a "Local State of Emergency".

**Level 5** -- POC Response (**Major Disaster**) a region-wide disaster that involves widespread damages in addition to disruption of services, requiring additional support and resources from Federal Government and/or other Provinces. A 'Provincial Operations Centre' will be activated and the Attorney General may declare a "State of Emergency".

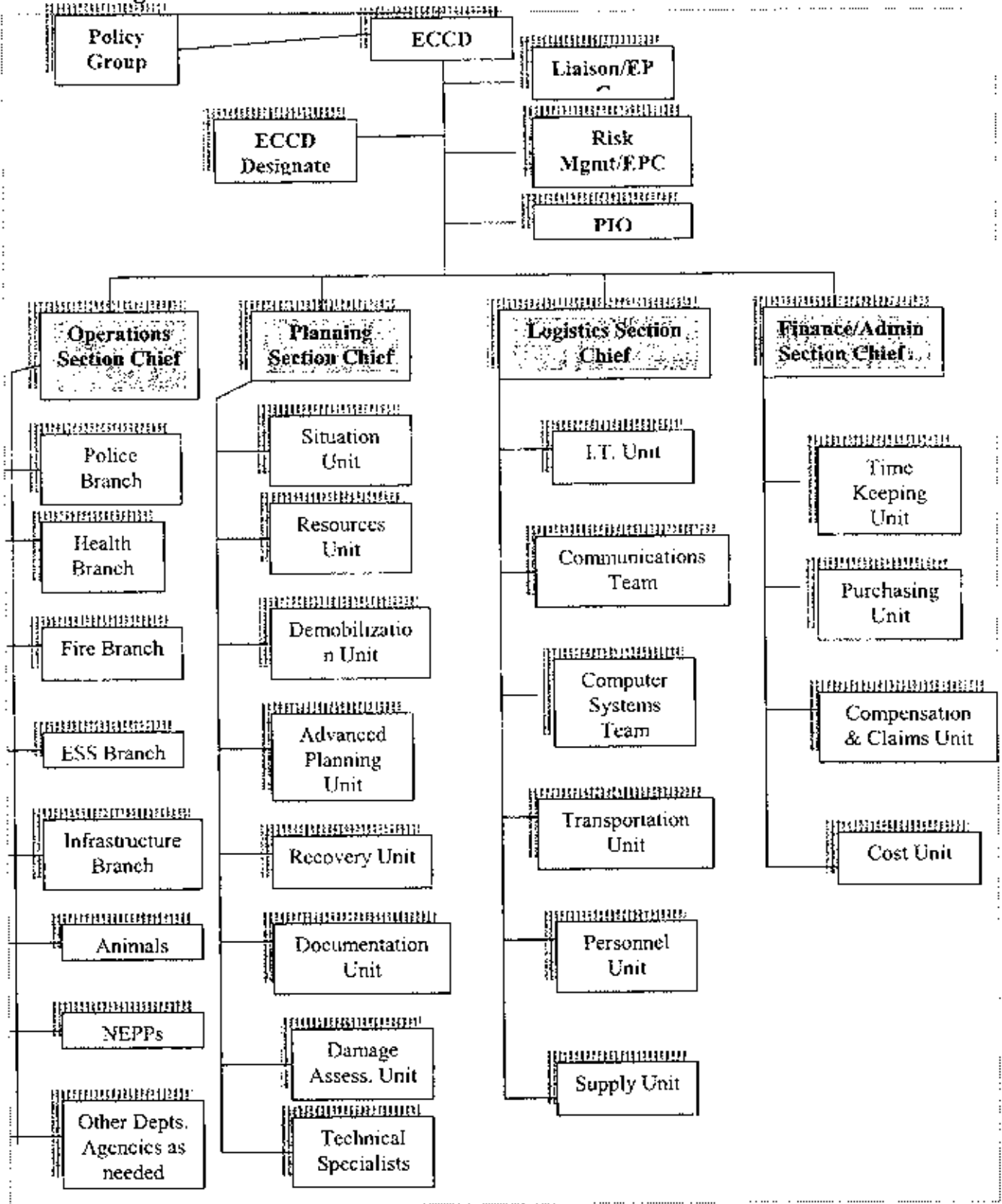
**REGIONAL OPERATIONS CENTRE STRUCTURE**



\*Note above chart uses 'EOC' instead of the updated 'ECC' acronym.



#### 4. ECC Organizational Structure



## 5. Department Personnel Contact Information – Call Out Matrix

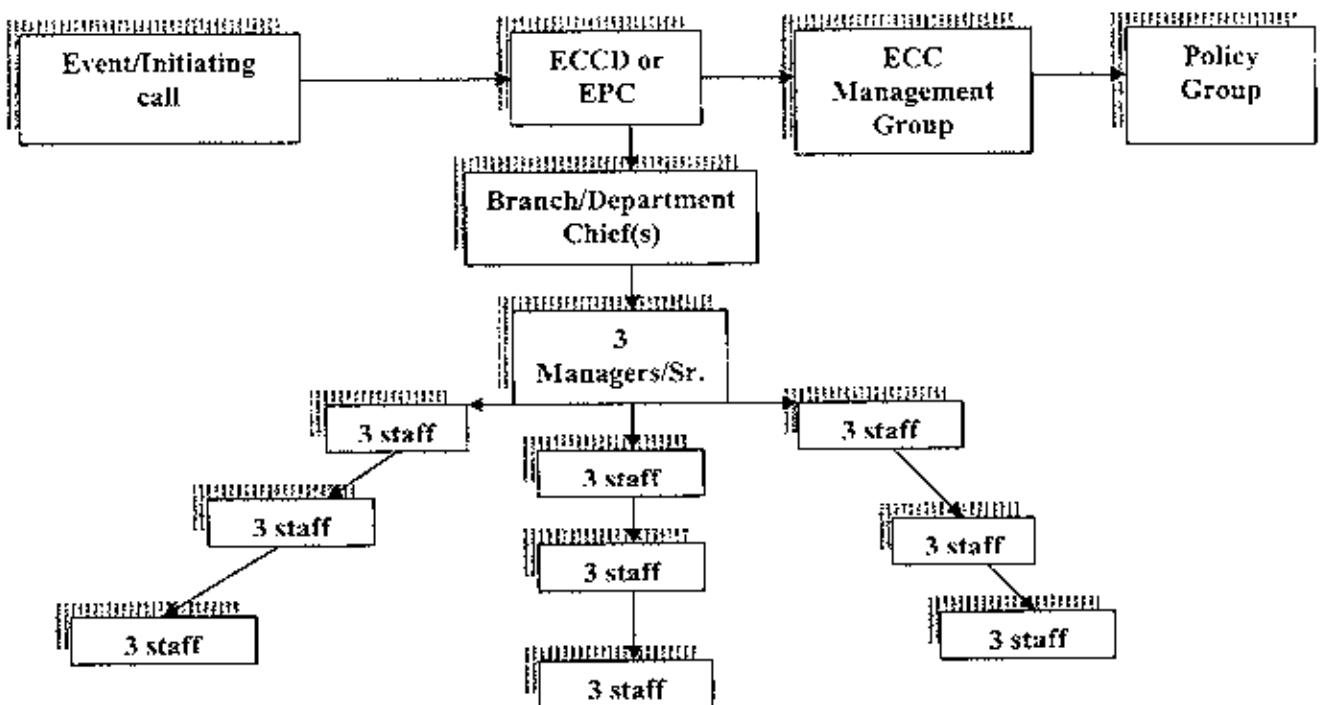
In the case of a *small scale emergency* that can be dealt with locally (i.e. minor flood), the ECCD or EPC will contact the appropriate Section Chief immediately. The Section will then activate the departmental call out matrix. The EPC communicates with the Section Chief and additionally keeps the ECCD apprised of current events and RDN resource deployments.

In the event of a *large scale emergency*, once the ECCD or designate is contacted and becomes aware of an emergency, he/she will commence the Management Team call out. As the situation requires, Section Chiefs are notified, and will commence their own section call out matrix.

The Management Section Call Out is listed in Part One, Section 1.41 of the RDN Emergency Plan.

Below is the Section Call Out Matrix format:

1. Section Chief calls necessary Manager(s) and/or Senior Staff (3 in total).
2. Each Manager/Senior Staff are responsible for calling 3 staff members
3. Each contacted staff member calls 3 more staff members.
4. Should some employees be unavailable, continue down the list until as many persons needed can be mustered.
5. This process is repeated until all necessary personnel are en route to the established ECC



## **6. . Before You Leave**

### **Suggested Grab n' Go Bag**

As an Emergency Coordination Centre (ECC) Responder your personal comfort & well being is essential during a disaster. Compiling a Grab n' Go bag will bring peace of mind and assist you. After receiving the call to attend the ECC, you must first ensure your family is safe - a worried ECC member is not functioning at full capacity. It is recommended that you explain your ECC role to your family, and review the RDN Personal Preparedness Guide Book with them.

### **Suggested items are:**

1. Battery flashlight/radio
2. Walking shoes
3. Personal medication
4. First aid kit
5. Book/game
6. Family photos
7. Personal papers - (photocopies of insurance papers, ID)
8. Change of clothing
9. Water bottle
10. Personal items (eye glasses etc.)
11. Snack (tea/coffee)
12. Whistle and map
13. Toiletries (toothbrush etc.)

## 7. When You Arrive

- a) There will be a security/registration desk at the RDN main entrance to control access to the building for the duration of the ECC activation period.
- b) Check in and register your name, associated Section Chief, time of arrival.
- c) *If* you are the first to arrive:
  - i) Unlock the door, turn the lights on, or alternate power source if needed
  - ii) Put the free standing table located in the rear of the Building Inspection office horizontally 2 meters away from the main lobby entrance.
  - iii) Put the 2 public use chairs from the lobby at the table.
  - iv) Get Registration Sign In forms from the ECC rubber supply box located in the closet in the Committee Room (ECC)
  - v) Take the roll of yellow "Do Not Enter" tape from the ECC supply box and cordon off the exterior of the main entrance
  - vi) Put on the Security jackets found in the ECC supply closet
- d) There will be designated Security Officers who assume this role should you happen to arrive first.
- e) Policy Group members meet in the RDN Boardroom or other designated area as determined by scale of event and location of ECC.

## 8. Policy Group Checklist and Procedures

### Part 2, Section 2.2.7

### Policy Group

Composition could include:

- Chairperson or Mayor
- Chair and Board and/or Mayor (s) and Council(s)
- (Determined by Level of Response)*

#### Responsibilities:

1. Provides overall emergency policy and direction to the ECCD.
2. Sets expenditure limits.
3. Formally requests outside support/resources (e.g. Provincial and Federal support).
4. Authorizes declaration and termination of "State of Local Emergency."
5. Provides direction for emergency public information activities.
6. Act as a spokesperson(s) for the jurisdiction.

#### Activation Phase:

	Time	Init.
Convene as the ECC Policy Group a designated site as recommended by the ECCD.		
Obtain current situation status and a briefing on priority actions taken and outstanding, from the ECCD.		
Follow the Generic ECC checklist (2.2.1).		
Date:	Time:	
Signature:	Position:	

#### Operational Phase:

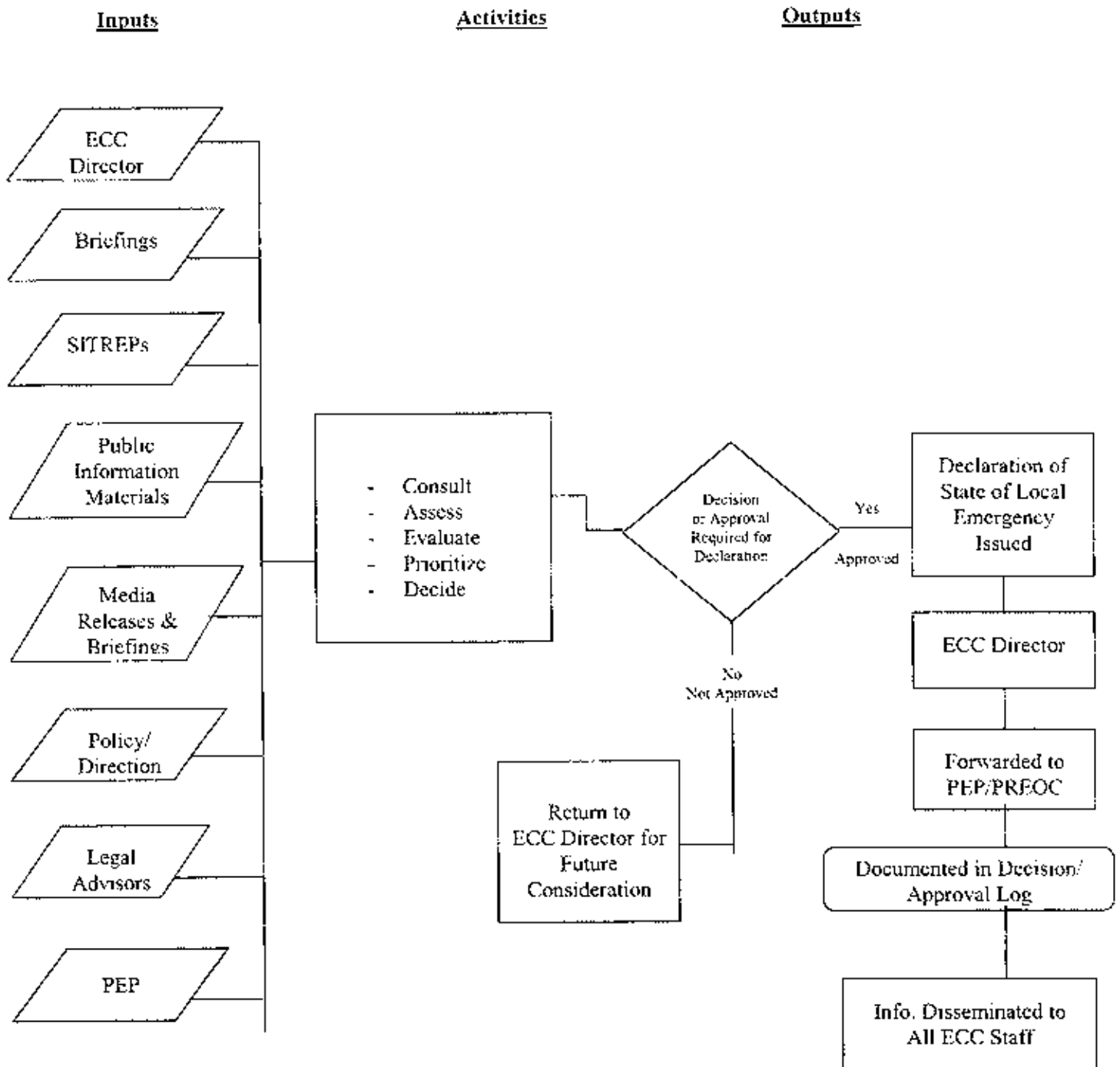
	Time	Init.
Examine need for new or temporary policies, as required to support response operations.		
Consult with ECCD to determine appropriate expenditure limits.		
As requested prepare for and participate in any media briefings.		
Consult with ECCD and/or Legal Advisors regarding any potential legal issues and recommended courses of action.		

	Time	Init.
Consult with ECCD to determine need for extra-ordinary resources and/or outside assistance.		
Consult with ECCD to determine need for Declaration and Termination of "State of Local Emergency."		
Keep appraised as to the status of the emergency event by reviewing ECC Situation Reports.		
<b>Date:</b>	<b>Time:</b>	
<b>Signature:</b>	<b>Position:</b>	

**Demobilization Phase:**

	Time	Init.
Proclaim termination of the emergency response and have ECC proceed with recovery efforts.		
Provide input to the after action report.		
Participate in formal post-operational debriefs.		
Recognize ECC staff members and response personnel for their efforts.		
Follow the Generic ECC checklist (2.2.1).		
<b>Date:</b>	<b>Time:</b>	
<b>Signature:</b>	<b>Position:</b>	

**POLICY GROUP**



## 9. Forms

**ECC 400** Declaration of a State of Local Emergency

### DECLARATION OF A STATE OF LOCAL EMERGENCY

WHEREAS the area herein described is or may soon be encountering an emergency that requires prompt action to prevent harm or damage to the safety, health or welfare of persons or to prevent damage to property;

**Emergency Area:**

(a) Regional District of Nanaimo, Electoral Area(s):

**Nature of the Emergency:** *(include specifics re: location)*

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**AND WHEREAS** the undersigned is satisfied that an emergency as defined in Part 3, Section 3 of the British Columbia Provincial Emergency Program Act, exists or may exist in the Municipality/Regional District noted above;

**AND WHEREAS** the Council/Board of the Municipality/Regional District is unable to act;

**AND WHEREAS** the undersigned has *(check appropriate box)*:

- (a) Consulted with a majority of the members of the Local Authority  
and/or members of the Emergency Program Committee Yes (  ) No (  )
- (b) Found it impractical to consult with a majority of the Local Authority  
and/or members of the Emergency Program Committee Yes (  ) No (  )

**THE UNDERSIGNED HEREBY DECLARES** pursuant to Part 3 Section 12 of the British Columbia Emergency Program Act, a State of Local Emergency in the City/Town/Municipality/Regional District noted above as of and from \_\_\_\_\_  
o'clock in the forenoon of the \_\_\_\_\_ day of \_\_\_\_\_, AD, 200\_\_.

**THIS DECLARATION OF A STATE OF LOCAL EMERGENCY** shall exist until \_\_\_\_\_ o'clock  
in the forenoon of the \_\_ day of \_\_\_\_\_, AD, 200\_\_ or for a maximum of 7 days from the date  
and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the  
Emergency Program Act.



DATED at \_\_\_\_\_, Province of British Columbia this \_\_\_\_\_ day of \_\_\_\_\_ AD,  
200\_\_.

---

Chairperson Signature  
Regional District of Nanaimo

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Chief Administrative Officer Signature  
Regional District of Nanaimo

**Cancellation Of A Declaration Of A State Of Local Emergency**

**ORDER**

WHEREAS a \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

AND WHEREAS special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property is not now required;

IT IS HEREBY ORDERED pursuant to Section 11(1) of the Emergency Program Act (RS, 1996, Chap. 111) that the Declaration of a State of Emergency ordered the \_\_\_\_\_ day of \_\_\_\_\_, for \_\_\_\_\_, is cancelled.

ORDERED by the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Regional Chairperson Signature

Regional District of Nanaimo \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer Signature

ECC 400A

**ATTACHMENT No. 2**

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE EMERGENCY PREPAREDNESS MEETING  
HELD ON THURSDAY, MAY 27, 2004, AT 7:05 PM  
IN THE RDN BOARD CHAMBERS**

**Present:**

Lou Biggemann, Committee Chair & Electoral Area Director  
Henrik Kreiberg, Alternate Committee Chair & Electoral Area Director  
Elaine Hamilton, Electoral Area Director  
Robert Lapham, RDN General Manager, Development Services (ECC Director Alternate)  
Jan M. Thomas, RDN Emergency Preparedness Coordinator (EPC)  
Oceanside RCMP Sgt. Bruce Wright  
Nanaimo RCMP Sgt. Randy Churchill  
Nanaimo RCMP Inspector of Operations Lou Racz  
Nanaimo EPC Jim Kipp  
Nanaimo Deputy Fire Chief of Operations Dean Monterey  
North Cedar VFD Chief Brian Morgan  
Cranberry VFD Chief Ron Gueulette  
Gabriola Island VFD Chief Rick Jackson  
Extension VFD Chief Bruce DeinStadt  
North Oyster, Chief Jason De Jong  
Nanoose Bay VFD, Gary Dorland  
Coombs/Hilliers VFD Chief Don Brittain  
Deep Bay VFD Chief Pat Murray  
Nanaimo SAR Managers Brenda and Carol Wright and Allen Tom  
Arrowsmith SAR, Earl Morton  
Min. of Transportation, Vancouver Island District Manager, Maintenance and Rehabilitation,  
Martin Madelung  
Min. of Forests, Coastal Fire Division, Tim Ewart

**Regrets:**

RDN EPC Alternate Maureen Pearse  
Parksville Fire Chief Doug Banks (also EPC)  
Town of Qualicum Beach EPC Stewart Moore  
Town of Qualicum Beach Fire Chief Chris Jancowski  
BCAS North, Rob Boorman  
BCAS South, Bil Austin  
East Wellington VFD Chief Steve Ellis  
Errington VFD Chief Colin Catton

Dashwood VFD Chief Len Jensen  
Bow Horn Bay VFD Chief Steve Anderosov  
Lantzville VFD Chief Tom Whipps  
Nanaimo ESS Co-Director Audrey Martin  
Oceanside ESS Director

An introduction was given by the Committee Chair, Electoral Area Director Lou Biggemann.

J. M. Thomas provided a PowerPoint presentation and update of the Emergency Program to date including:

- Description and readiness of primary and secondary ECC's and Cranberry reception center
- Agency liaisons, courses and workshops attended to assist in the application of the Program
- Role of first responder, levels of RDN, regional, and PEP emergency response.
- Mutual Aid Agreements and those pending (i.e.: inclusion of Lantzville into the Emergency Management Agreement, and an 'umbrella' MAA for District 68 VFD's).

B. Lapham described the proposed five-year plan for the program with expansion based on approved budgets. Installation of a generator for the RDN primary ECC was a priority 2004 goal. He explained how the ECC Directors for the Regional District and Municipalities would consult to determine where the primary ECC would be located and managed in a Regional Emergency according to the Emergency Management Agreement. He also invited committee members to provide feedback on the Program.

Director Biggemann stated that he had been working with D. Brittain (District 69 Coombs/Hilliers) to expand their fire protection area, and was working towards encouraging the new development constructed uphill near Little Qualicum Falls to commence their own fire protection.

D. Monterey, discussed provincial protective training that he could share with local VFD's, and that his department had retrained to provincial standards, including helicopter orientation. He expressed some concern that areas in the vicinity of Green Lake were a current concern as a fire hazard due to logging and North/West winds. D. Monterey also expressed an interest in a 'super' MAA for fire departments and emergency services that could encompass Regional Districts south and north of Nanaimo.

I. Ewart, Ministry of Forests, Coastal Fire, discussed the FireSmart program, and stated that he was pleased that there was ongoing communication between Fire Departments, Volunteer Fire Departments, Ministry of Forests, and local government. His biggest fire concern was the amount of fire fuel lying throughout the area, and was requesting a fire history for the region, as there has been scientific study about 'fire return' patterns.

Discussion ensued regarding the frequency of meetings, and it was agreed that the next meeting would occur approximately mid September, and would take place every two months thereafter until the Committee determined otherwise.

The meeting adjourned at 9:15 PM.



REGIONAL DISTRICT OF NANAIMO			
JUL 15 2004			
CHAIR		GMCrs	
CAO		GMDS	
GACms		GMES	
<i>CAW</i>			
			DATE: June 15, 2004

**MEMORANDUM**

**TO:** Dennis Trudeau  
Manager of Liquid Waste

**FROM:** Chris Brown, AScT  
Engineering Technologist

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

**FILE:** 4520-20-13

**PURPOSE**

To consider a request to cancel a pump and haul service

**BACKGROUND**

A request has been received to remove the following property from the Pump and Haul function:

1. Lot 2, DL 117, Plan 18343, Nanoose Land District  
2944 Hillview Road  
Area E

Mr. and Mrs. Wes Hutton have written to the RDN requesting that the pump and haul function on their property at 2944 Hillview Road be cancelled.

The original application for pump and haul was filed in August 1996 for a mobile home that was situated on the property. The mobile has been moved from the property some time ago and the land is vacant. The new owners are not planning on occupying the property and wish to cancel the pump and haul service.

**ALTERNATIVES**

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

**FINANCIAL IMPLICATIONS**

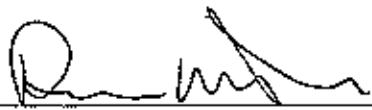
There are no financial implications. The applicant pays an annual user fee. The Pump and Haul program is a user pay service.

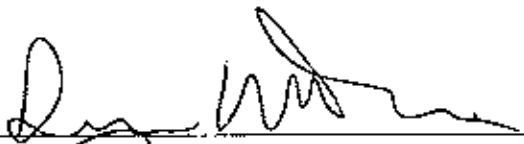
**SUMMARY/CONCLUSION**

Staff has no reason to deny the request to cancel the pump and haul function.

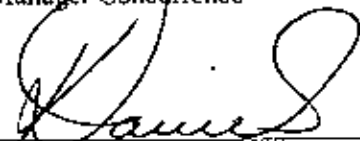
**RECOMMENDATIONS**

1. That the boundaries of the RDN Pump and Haul Local Service Area Bylaw 975 be amended to remove Lot 2, DL 117, Plan 18343, Nanoose Land District (Hillview Road Area E).
2. That "Regional District of Nanaimo Pump & Haul Local Service Area Amendment Bylaw No. 975.37, 2004" be read three times and forwarded to the Inspector of Municipalities for approval.

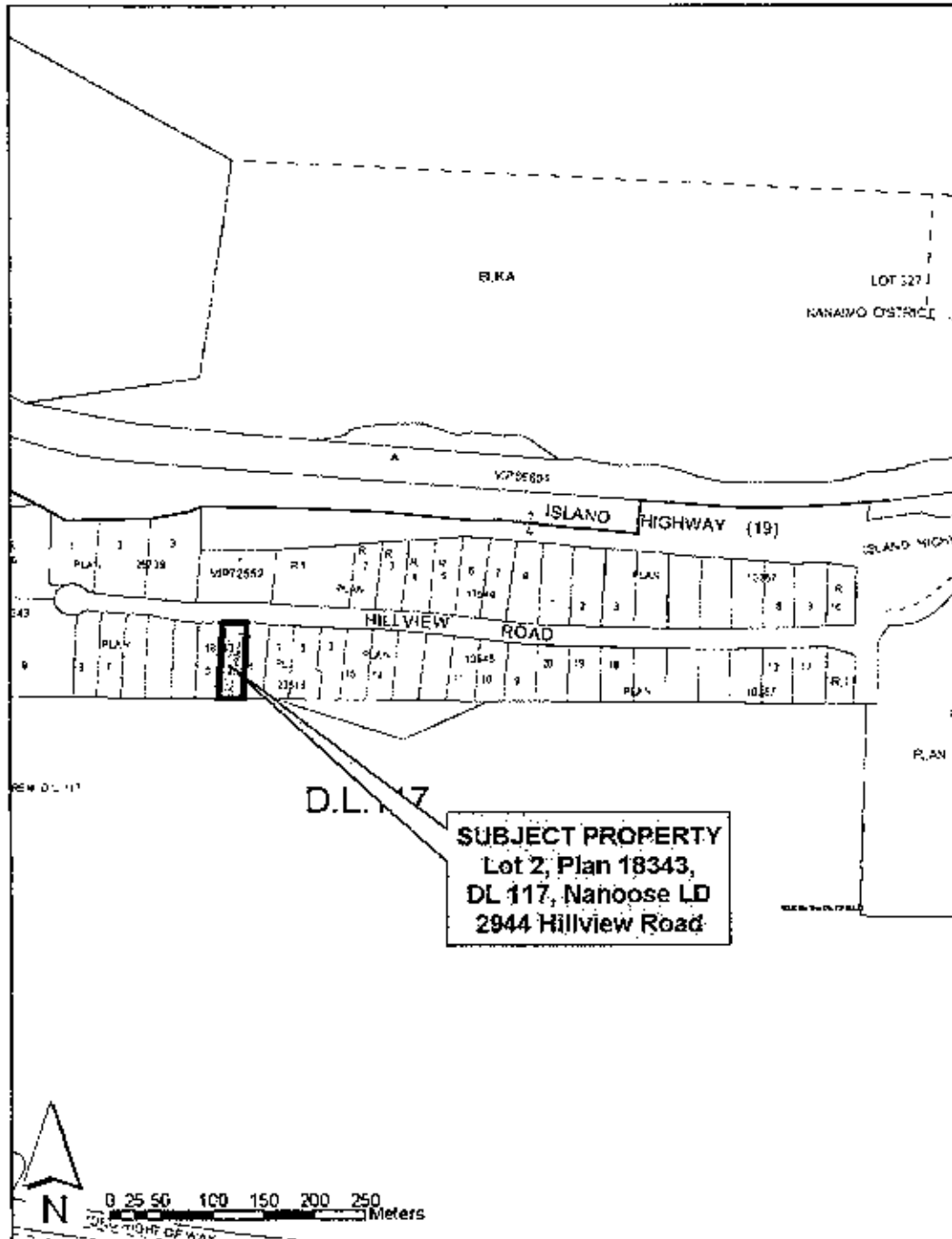
  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
Manager Concurrence

  
\_\_\_\_\_  
General Manager Concurrence

  
\_\_\_\_\_  
CAO Concurrence

**COMMENTS**



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 975.37**

**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. 975.36;

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

Lot 2, District Lot 117, Nanoose Land District, Plan 18343 (Electoral Area E)

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

1. Schedule 'A' of Bylaw No. 975.36 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. 975.37, 2004".

Introduced and read three times this 10th day of August, 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 Heat Local Service Area Amendment Bylaw No. 975.37, 2004"

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Chairperson

---

General Manager, Corporate Services

**BYLAW NO. 975.37**

**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 17, District Lot 78, Plan 14212, Nanoose Land District.
4. Lot 32, District Lot 68, Plan 26680, Nanoose Land District.
5. Lot 13, Block E, District Lot 38, Plan 13054, Nanoose Land District.
6. Lot 5, District Lot 78, Plan 25366, Nanoose Land District.
7. Lot 24, District Lot 68, Plan 30341, Nanoose Land District.
8. Lot 13, District Lot 78, Plan 25828, Nanoose Land District.
9. Lot 58, District Lot 78, Plan 14275, Nanoose Land District.
10. Lot 28, District Lot 78, Plan 15983, Nanoose Land District.
11. Lot 23, District Lot 78, Plan 14212, Nanoose Land District.
12. Lot 23, District Lot 78, Plan 28595, Nanoose Land District.
13. Lot 53, District Lot 78, Plan 14275, 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	
JUL 21 2004	
CHAIR	GMCrs
CAO	GMDS
GCms	GMES
DATE	

MEMORANDUM

TO: John Finnie  
General Manager of Environmental Services

FROM: Dennis Trudeau,  
Manager of Liquid Waste

SUBJECT: Liquid Waste Management  
Greater Nanaimo Pollution Control Centre Dewatering Upgrade

DATE: July 21, 2004

FILE: 5330-20-GNPC-DU

PURPOSE

To consider the tenders for the installation of the Greater Nanaimo Pollution Control Centre Centrifuge.

BACKGROUND

On July 20, 2004 the RDN received three bids for installing previously purchased centrifuge equipment at the Greater Nanaimo Pollution Control Centre (GNPCC). The work involves removing a beltfilter press and then installing a new centrifuge. The centrifuge is a newer technology that will improve working conditions for staff, provide better dewatering and improve odour management at the GNPCC.

The following three bids were received and evaluated by staff and our consultant (No GST):

D. Robinson Contracting Ltd.	\$251,579
Knappett Construction	\$285,000
R. Steel Mechanical Ltd.	\$205,988

Upon review of the bids it was determined that the R. Steel Mechanical bid was non-compliant since it did not include proof of insurance, a list of sub-contractors or contain a complete set of signed addendums. After receiving legal advice from RDN lawyers, staff have decided that R. Steel Mechanical's bid be rejected. D. Robinson has the next lowest bid. Their bid is compliant with the tender instructions and our consultant has recommended that we award the contract to D. Robinson. D. Robinson's bid was \$251,579 (No GST).

Our year 2003/4 line item budget for this project is \$800,000. Engineering costs are expected to be \$99,700. The previously purchased centrifuge cost \$322,070 which means there are sufficient funds to install the centrifuge and complete the project.

Staff has considered the bids and recommends that we proceed with the project. The installation of the centrifuge will improve the operation of the GNPCC.

**ALTERNATIVES**

1. Not award the contract.
2. Award the contract to D. Robinson to install a centrifuge for the tendered price of \$251,579.

**FINANCIAL IMPLICATIONS**

The 2003 RDN budget is \$800,000 for this project of which \$400,000 is available for the installation of a centrifuge. The lowest compliant tendered price for the supply of a centrifuge is \$251,579. There is adequate money in the budget for completing this project.

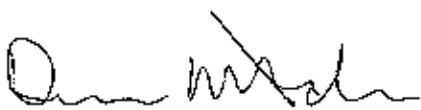
**SUMMARY/CONCLUSIONS**

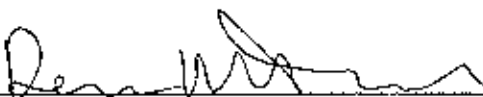
Three bids for installing a centrifuge for the GNPC have been evaluated. The low compliant tender was submitted by D. Robinson for the amount of \$251,579. The work involves the replacing a beltfilter press with a centrifuge which will improve odours, dewater biosolids more efficiently and improve operator working conditions.

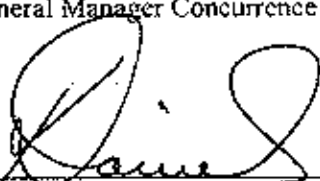
Our consultants recommend the award of the project to D. Robinson. Staff supports this recommendation. There is adequate money in the 2004 budget for this project.

**RECOMMENDATION**

That the Regional District of Nanaimo award the installation of a centrifuge for the GNPC Dewatering upgrade for the tendered amount of \$251,579 to D. Robinson.

  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
For General Manager Concurrence

  
\_\_\_\_\_  
CAO Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO			
JUL 20 2004			
CHAIR		GMCrs	
CAO		GMDS	
EMCS		GMS	
DATE:			
FILE:			

MEMORANDUM

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

FROM: Carey McIver  
Manager Solid Waste

SUBJECT: Solid Waste Management Plan – Final Approval

DATE: July 15, 2004

FILE: 5365-00

PURPOSE

To present the updated Solid Waste Management Plan to the Board for final approval.

BACKGROUND

In May 2004, the Board directed staff to proceed to public consultation on the final draft of the updated Solid Waste Management Plan (SWMP). The April 2004 Committee of the Whole report outlining the components of the updated plan is attached for information (Attachment 1). An extensive public consultation program was undertaken in May and June and based on input received, staff feel that the public is supportive of the plan update.

The current RDN Solid Waste Management Plan (SWMP) was approved by the province in 1988 and was amended in 1996 to include the 3R's Plan for waste diversion activities. The updated SWMP (Attachment 2) addresses both waste diversion and residual management and will serve to guide solid waste management related activities and policy development in the RDN over the coming years. This updated plan has three main components: an update of the 3Rs Plan, evolving it into a Zero Waste Plan; the Stage Three Residual Waste Management Plan; and, a Waste Stream Management Licensing Bylaw.

Revisions to the April Draft

In response to comments from the Ministry of Water, Land and Air Protection (MWLAP), sections of the plan dealing with permitted disposal sites (Section 5.8) and closed landfills (Section 5.9) have been revised since the final draft was presented to the Committee of the Whole in April. In addition to the RDN landfill, there are three private waste disposal sites permitted by the MWLAP in the RDN: the Doumont Road wood burn site (MWLAP file AR-11311 issued 1992), the J. Milner Trucking Ltd. landfill (Permit PR-06009 issued 1981) and the Lussier and Son Contracting Ltd. landfill (Permit PR-07604 issued 1987).

The Doumont Road site operates under a temporary permit issued by the provincial government in cooperation with the RDN, as this facility was intended to be the sole burn facility for land clearing waste in the RDN. The site is an inactive quarry, and its use as a burn site is permitted under its current land use zoning. The final draft of the plan stated that use of this site would be discontinued once a waste stream management license is issued for processing land clearing waste at a site that does not entail burning. The final plan now states that such a facility will likely be in place no later than December 31, 2005, at which time the RDN will request that the MWLAP cancel the burn permit for the Doumont Road site.

The other two permitted disposal sites are currently inactive and do not meet the provincial landfill criteria or have the proper land use zoning designation to allow for waste disposal facilities. As outlined in the April draft of the plan, the owners of these permits were informed of the technical and zoning requirements and were given a deadline (May 31, 2004) to submit an engineering report and a rezoning application if these permits were to be maintained. These conditions have not been met by either of the permit holders. Consequently they have both been advised that the updated SWMP will include a request that the MWLAP cancel their permits since they are in conflict with the objectives of the plan.

The final change deals with post-closure monitoring costs at the closed Parksville and Qualicum Beach landfills (Section 5.9) and states that the RDN will contribute to monitoring costs at the Parksville site as well as Qualicum Beach which is currently the case.

## ALTERNATIVES

1. Approve the updated Solid Waste Management Plan.
2. Amend, and then approve the updated Solid Waste Management Plan as amended.
3. Do not approve the updated Solid Waste Management Plan.

## FINANCIAL IMPLICATIONS

The cost to implement the Zero Waste Plan is \$2.4 million in 2004 for existing programs including compost education, school education, zero waste promotion and education, illegal dumping surveillance and enforcement, yard waste composting at RDN disposal facilities, recycling at RDN disposal facilities, RDN residential curbside garbage collection and recycling, expanded disposal bans, a waste composition study, a curbside organics collection study and WSML technical assistance. (See Attachment 1)

This cost could increase to \$2.9 million in 2009 if the Board approves the addition of a curbside organics collection program in 2007. This approval would be dependent on the results of the curbside organics collection study (2004), a curbside organics collection pilot program (2005) and a full tender process (2006). The details and costs of the potential pilot program as well as the decision to include organics in the 2006 tender for garbage collection and recycling services will require review and approval by the Board during the 2005 and 2006 budget deliberations on the Financial Plan.

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

## INTERGOVERNMENTAL IMPLICATIONS

The Ministry of Water, Land and Air Protection have provided advice and direction to the RDN in regard to the planning process and the plan's options. Staff from RDN member municipalities has also participated on the Regional Waste Advisory Committee (RWAC) as well as attended the public meetings held to discuss the plan. In particular, staff from the City of Nanaimo has played an active role in the RWAC as well as the Landfill Site Liaison Committee.

## CITIZENS/PUBLIC RELATIONS IMPLICATIONS

To ensure that the public was given adequate and meaningful opportunity to comment on the plan, the following public consultation activities were completed:

- A media release was distributed to 15 media outlets including print, television and radio. A media briefing was attended by print media and stories were published indicating the outline of the plan and dates and times of public meetings.
- A newsletter, entitled "Rethinking Solid Waste" was distributed by direct mail to every household in the RDN. Included in the newsletter were the dates, times and locations of a landfill tour and 4 public meetings on the SWMP.
- The SWMP and the Waste Stream Management (WSML) Bylaw were posted to the RDN web site. By the end of June there were 86 downloads of the SWMP and 43 downloads of the WSML bylaw.
- Three cable television ads were produced, with information reflecting the three basic components of the plan, Zero Waste, WSML and Residuals Management. The ads included contact information and the RDN web site address. The ads aired 402 times in the three-week (May 25<sup>th</sup> to June 13<sup>th</sup>) period immediately preceding the public meetings.
- Newspaper ads were published twice in each of the Nanaimo Daily News, Harbour City Star, Gabriola Sounder, Nanaimo Bulletin and the PQ News indicating the dates, times and locations of the public meetings.
- Four public meetings were held, two in Nanaimo and two in Parksville. Attendees (23) at these meetings were supportive of the plan amendment and asked a number of questions to clarify their understanding of the plan. There were no attendees at any of the meetings that disagreed with any aspect of the plan.
- A tour of the Regional Landfill was attended by 6 RDN residents who were all supportive to the SWMP.
- Staff received a number of phone calls regarding the plan and all were supportive of the plan.

## ENVIRONMENTAL IMPLICATIONS

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



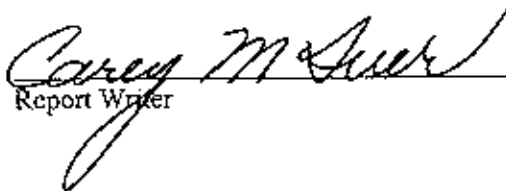
## SUMMARY

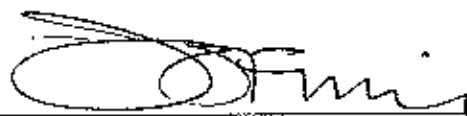
In May 2004, the Board directed staff to proceed to public consultation on the final draft of the updated Solid Waste Management Plan (SWMP). An extensive public consultation program was undertaken in May and June and staff feel that the public is supportive of the plan update. The current RDN Solid Waste Management Plan was approved by the province in 1988 and was amended in 1996 to include the 3R's Plan for waste diversion activities. The updated SWMP addresses both waste diversion and residual management and will serve to guide solid waste management related activities and policy development in the RDN over the coming years. This updated plan has three main components: an update of the 3Rs Plan, evolving it into a Zero Waste Plan; the Stage Three Residual Waste Management Plan; and, a Waste Stream Management Licensing Bylaw.


The cost to implement the Zero Waste Plan is estimated to range from \$2.4 million in 2004 (primarily for existing programs – see Attachment 1) to \$2.9 million in 2009. The cost increase can be contributed chiefly to the addition of a curbside organics collection program if approved by the Board in 2006. All of the elements of the Residual Waste Management Plan, with the exception of the geogrid toe berm at the Regional Landfill, will be funded within the existing annual solid waste management budget. Upon full implementation of the Zero Waste Plan, the RDN could achieve an overall diversion rate of 76%. This is similar to the goal set by the original 3Rs Plan and will be achieved primarily through the diversion of organics and construction demolition waste.

## RECOMMENDATION

That the updated Solid Waste Management Plan be approved by the Board and submitted to the Minister of Water Land and Air Protection.

  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
General Manager Concurrence

  
\_\_\_\_\_  
CAO Concurrence

COMMENTS:



## MEMORANDUM

---

**TO:** John Finnic, P. Eng.  
General Manager Environmental Services

**DATE:** April 16, 2004

**FROM:** Carey McIver  
Manager Solid Waste

**FILE:** 5365-00

**SUBJECT:** Solid Waste Management Plan – Final Draft

---

**PURPOSE**

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

**BACKGROUND**

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

This updated plan has three main components:

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

***Zero Waste Plan***

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

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

### ***Residual Waste Management Plan***

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

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

### ***Waste Stream Management Licensing Bylaw***

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

### **ALTERNATIVES**

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

## **FINANCIAL IMPLICATIONS**

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

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

## **INTERGOVERNMENTAL IMPLICATIONS**

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

## **CITIZENS/PUBLIC RELATIONS IMPLICATIONS**

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

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

## **ENVIRONMENTAL IMPLICATIONS**

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

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

## SUMMARY

The current RDN Solid Waste Management Plan (SWMP) was approved by the province in 1988 and was amended in 1996 to include the 3R's Plan for waste diversion activities. The final draft of the updated SWMP (attached) addresses both waste diversion and residual management and will serve to guide solid waste management related activities and policy development in the RDN over the coming years. This updated plan has three main components: an update of the 3Rs Plan, evolving it into a Zero Waste Plan; the Stage Three Residual Waste Management Plan; and, a Waste Stream Management Licensing Bylaw.

The cost to implement the Zero Waste Plan is estimated to range from \$2.4 million in 2004 (primarily for existing programs) to \$2.9 million in 2009. The cost increase can be contributed chiefly to the addition of a curbside organics collection program if approved by the Board in 2006. All of the elements of the Residual Waste Management Plan, with the exception of the geogrid toe berm at the Regional Landfill, will be funded within the existing annual solid waste management budget. Upon full implementation of the Zero Waste Plan, the RDN could achieve an overall diversion rate of 76%. This is similar to the goal set by the original 3Rs Plan and will be achieved primarily through the diversion of organics and construction demolition waste.

## RECOMMENDATION

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

C. McIver  
Report Writer

J. Finnie  
General Manager Concurrence

K. Daniels  
CAO Concurrence

COMMENTS:

# Regional District of Nanaimo

## **Solid Waste Management Plan**

prepared by: Gartner Lee Limited  
RDN Solid Waste Department

July 2004

# Table of Contents

## Executive Summary

	Page
<b>1. Background .....</b>	<b>1-1</b>
1.1 Guiding Principles.....	1-1
<b>2. Plan History.....</b>	<b>2-1</b>
2.1 Plan Amendments .....	2-1
2.1.1 Stage One .....	2-1
2.1.2 Stage Two .....	2-2
2.1.3 Stage Three.....	2-5
2.2 Participants in the Planning Process.....	2-5
<b>3. Plan Area .....</b>	<b>3-1</b>
<b>4. Waste Stream Characterization .....</b>	<b>4-1</b>
4.1 Composition.....	4-1
4.2 Quantities .....	4-2
4.3 Generators .....	4-3
4.4 Diversion.....	4-3
<b>5. Existing Solid Waste Management System.....</b>	<b>5-1</b>
5.1 Waste Collection, Transfer and Disposal.....	5-1
5.2 Reduction and Reuse Programs.....	5-2
5.3 Residential Recycling.....	5-3
5.4 Industrial, Commercial and Institutional (ICI) Recycling.....	5-3
5.5 Composting .....	5-4
5.6 Landclearing Waste.....	5-4
5.7 Construction and Demolition Waste .....	5-5
5.8 Permitted Waste Disposal Sites.....	5-5
5.9 Closed Landfills .....	5-6
5.10 Waste Management Facilities on First Nations' Land .....	5-6
5.11 Promotion and Education .....	5-7
5.12 Policies and Regulations .....	5-7
<b>6. Zero Waste Plan.....</b>	<b>6-1</b>
6.1 On-Going Programs 2004 .....	6-2
6.2 New Programs 2005 - 2007.....	6-5
6.3 Zero Waste Plan Summary.....	6-6
6.3.1 Diversion Potential.....	6-6
6.3.2 Costs.....	6-7
6.3.3 Staffing.....	6-7
<b>7. Residual Waste Management Plan.....</b>	<b>7-1</b>
7.1 Collection .....	7-2
7.2 Disposal.....	7-2
7.2.1 Church Road Transfer Station.....	7-3
7.2.2 Waste Export.....	7-3

7.2.3	Regional Landfill .....	7-3
7.3	Household Hazardous Waste .....	7-5
7.4	Landclearing Waste.....	7-5
7.5	Long Term Residual Waste Management.....	7-6
7.5.1	Aquisition of a Transfer Station Site.....	7-6
7.5.2	Phase Two Toe Berm Construction .....	7-6
7.5.3	Emerging Technologies .....	7-6
7.5.4	Cooperative Strategies .....	7-6
7.6	Residual Waste Management Plan Summary .....	7-7
7.6.1	Budget Implications .....	7-7
7.6.2	Staffing Implications.....	7-7
<b>8.</b>	<b>Waste Stream Management Licensing.....</b>	<b>8-1</b>
<b>9.</b>	<b>Solid Waste Management Plan Implementation.....</b>	<b>9-1</b>
9.1	Implementation Schedule.....	9-1
9.2	Plan Financing and Staffing .....	9-1
9.3	Plan Monitoring And Evaluation .....	9-2
9.3.1	Regional Waste Advisory Committee.....	9-2
9.3.2	Landfill Site Liaison Committee.....	9-4
9.3.3	Waste Stream Management Licensing Working Group.....	9-4
9.4	Plan Flexibility.....	9-5
9.5	Plan Amendments .....	9-5
<b>10.</b>	<b>Approvals.....</b>	<b>10-1</b>

**List of Figures**

Figure 2-1	Stages One and Two of the Residual Waste Management Planning Process.....	2-4
Figure 3-1	Map of the RDN .....	3-2
Figure 4-1	Waste Composition Pie Chart.....	4-1
Figure 4-2	Quantity of Waste Disposed and Recycled.....	4-2
Figure 7-1	Projection of Residual Waste.....	7-7

**List of Tables**

Table 3-1	Population by Area.....	3-3
Table 4-1	RDN Waste Diversion 1999-2003.....	4-4
Table 6-1	Zero Waste Plan New Diversion Potential .....	6-6
Table 6-2	Zero Waste Plan Costs.....	6-7
Table 8-1	Facilities Excluded from Licensing Requirements.....	8-1

**Appendices**

- A. Operational Certificate for RDN Landfill
- B. Waste Stream Management Licensing Bylaw No. 1386, 2004



## Executive Summary

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

This updated plan has three main components:

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

### Zero Waste Plan

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

#### Ongoing Programs

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

#### Included in 2004 Budget

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

#### New Programs (Implementation 2005-2007)

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

## **Solid Waste Management Plan**

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

### **Residual Waste Management Plan**

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

- The existing residual waste collection system will be maintained in its current configuration;
- Continued use of the Church Road Transfer Station (CRTS) to service the northern portion of the Regional District;
- Export of the waste received at CRTS to the Wastech landfill in Cache Creek. As the current waste export contract with the Greater Vancouver Regional District (GVRD) expires at the end of 2007, a review of alternative waste export options will be completed by 2006;
- Continued use of the Regional Landfill to service the southern portion of the regional district and receive waste that cannot be exported to the Wastech landfill. The capacity of the landfill will be optimized through the construction of a geogrid toe berm on the south side of the landfill, thereby extending the life of the landfill by 7 to 10 years (roughly 2012);
- The RDN will continue to promote the use of existing Provincial and private stewardship programs for the disposal of household hazardous wastes. Additionally, the RDN will encourage new stewardship programs for other hazardous components of the municipal solid waste stream, such as electronic goods, dry cell batteries and rechargeable batteries;
- Discontinuation of the stump burn site located in the north end of Nanaimo once a Waste Stream Management License is issued for processing land clearing waste, likely no later than December 31, 2005;
- The acquisition of a site for a transfer station to support full waste export or an alternative disposal technology;
- Researching new and emerging residual waste management technologies that could reduce the RDN's reliance on landfilling and waste export; and
- Continued dialogue with other Vancouver Island regional districts to establish cooperative strategies for the management of solid waste. It is anticipated that if any emerging residual waste management technology has merit for the RDN, it would likely be implemented in conjunction with other Vancouver Island regional districts.

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

## **Solid Waste Management Plan**

expenditures associated with construction of the toe berm will be funded from the solid waste reserve. No additional staff will be required to implement the Residual Waste Management Plan. As required, consultants and contractors will be hired to undertake research, studies and construction projects.

### **Waste Stream Management and Recycler Licensing Regulatory Bylaw**

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

### **Plan Implementation and Approvals**

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

A draft of this plan was subject to public to public consultation in May and June of 2004. Input from this consultation has been incorporated in this final version of the plan which was presented to the Regional Board for their approval in August 2004.

## 1. Background

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

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

### 1.1 Guiding Principles

The guiding principles for the Solid Waste Management Plan are:

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

## 2. Plan History

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

### 2.1 Plan Amendments

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

#### 2.1.1 Stage One

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

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

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

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

### 2.1.2 Stage Two

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

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

#### 3Rs Plan

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

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

The *3Rs Plan* contained programs and policy initiatives to reduce the RDN's solid waste requiring disposal by approximately 70%. Implementation of the plan has been on-going. However, two major elements of the plan, a privately built and operated composting facility for source-separated organics only became operational in June 2004 and a privately built and operated construction and demolition waste recycling facility has not been built. As a result, the RDN's waste diversion rate in 2002 was 56%. The impact of the new composting facility will not be measurable until 2005.

#### Stage Two Residual Waste Management Plan

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

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

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

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

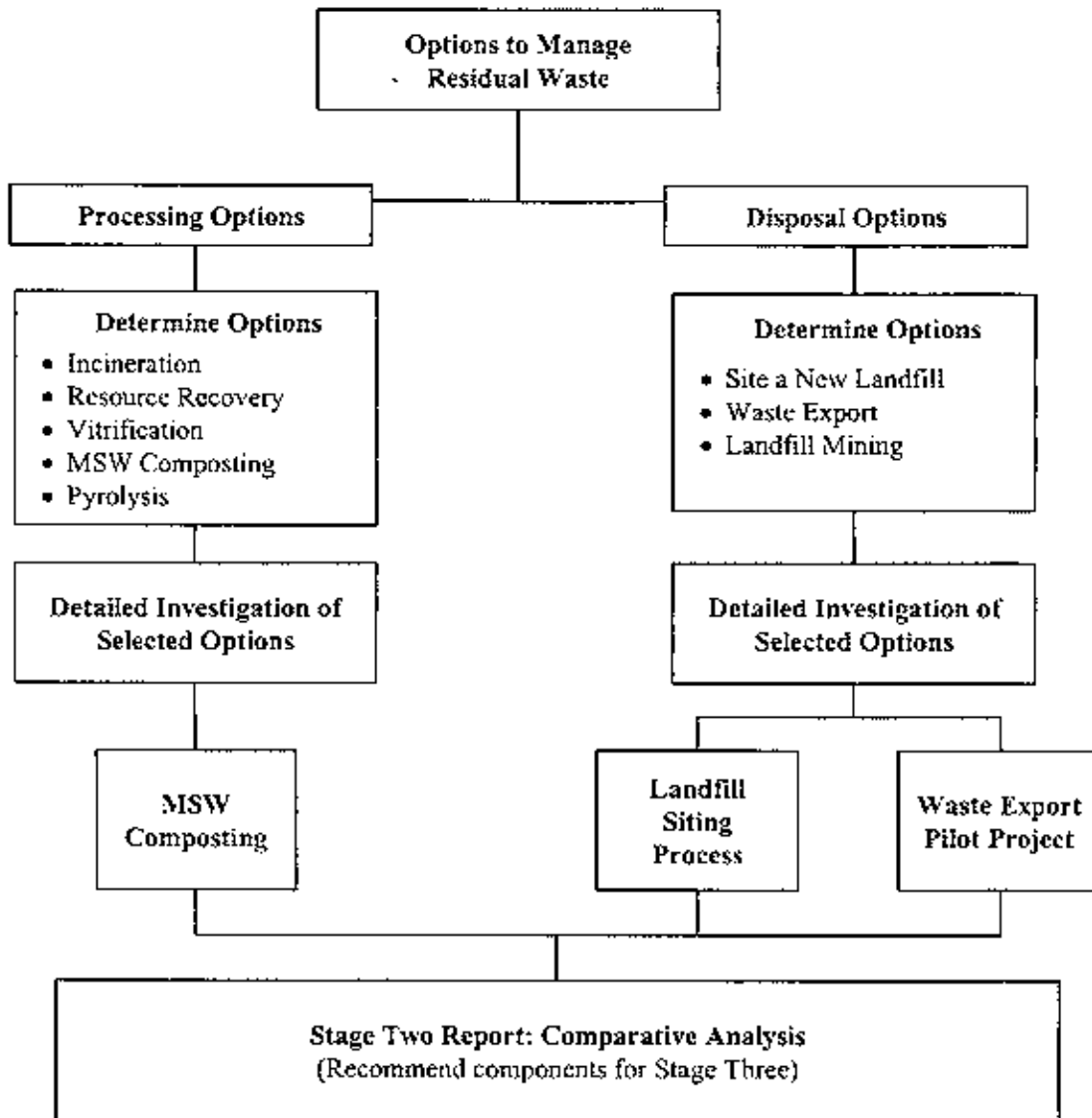
The review of disposal options considered siting a new landfill, mining the existing landfill and waste export. Of these options, siting a new landfill and waste export were determined to be worthy of further consideration.

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

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

**Solid Waste Management Plan**

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





## **Solid Waste Management Plan**

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

### **2.1.3 Stage Three**

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

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

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

## **2.2 Participants in the Planning Process**

Many groups participated in the planning process; these were:

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

## **Solid Waste Management Plan**

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

### 3. Plan Area

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

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

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

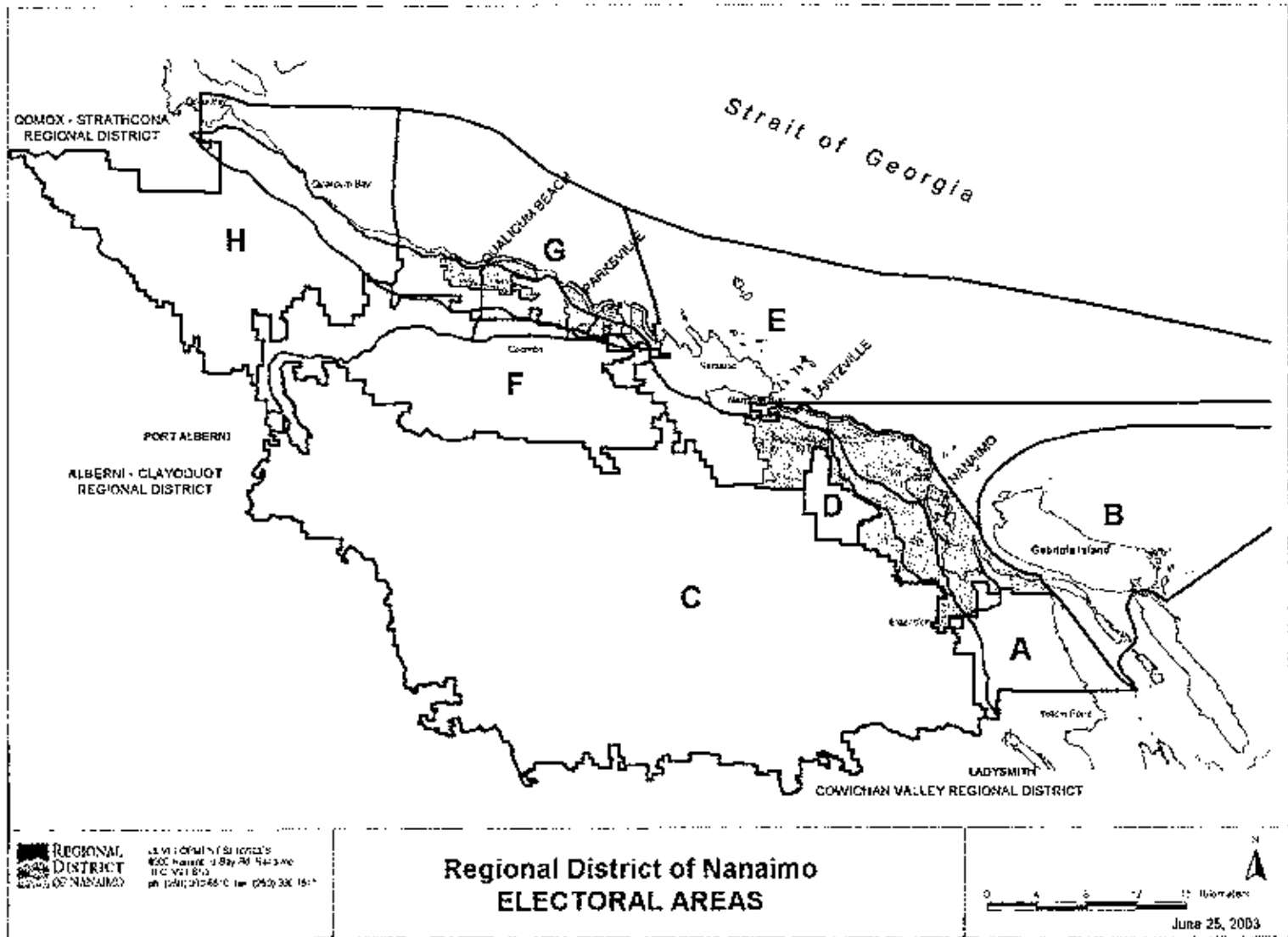
Six Indian Reserves are also located within the region:

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

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

Solid Waste Management Plan

Figure 3-1 Map of the RDN



**REGIONAL DISTRICT OF NANAIMO**

4500 Highway 100, Nanaimo, BC V9T 8G3  
 Tel: (250) 252-6610 Fax: (250) 338-1511

**Regional District of Nanaimo  
 ELECTORAL AREAS**

0 4 8 12 Kilometers  
 June 25, 2003

## Solid Waste Management Plan

**Table 3-1 Population by Area**

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

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

### Population Growth

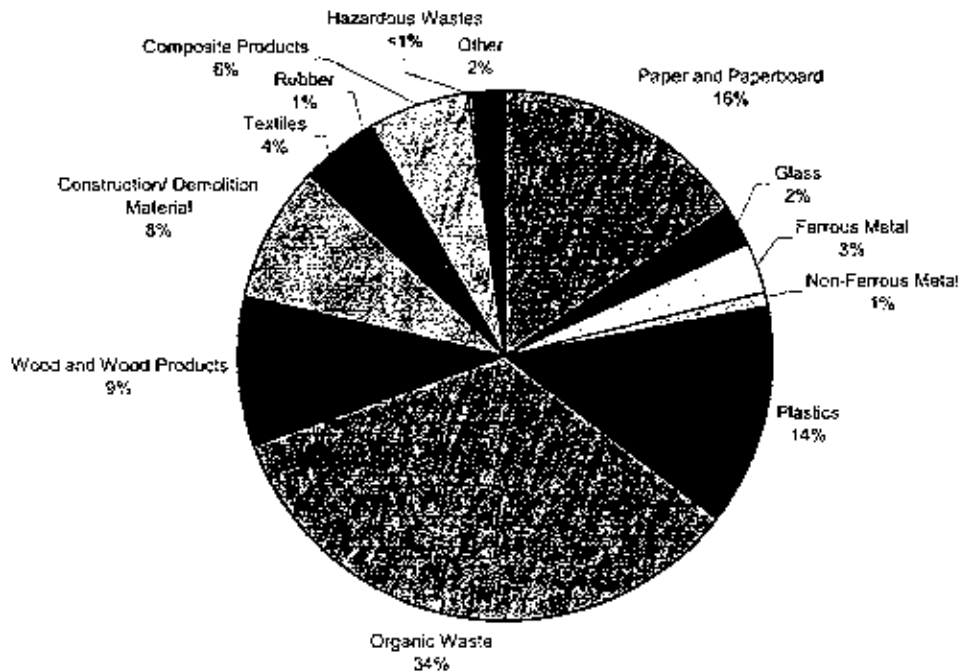
The population of the region increased from 77,624 residents in 1981 to 127,016 residents in 2001. This means the population in the region increased 64% during that time, at a rate of approximately 3% per year, on average. The population of the region is projected to increase to 215,241 by 2026 (BC Statistics,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

## 4. Waste Stream Characterization

### 4.1 Composition

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

Figure 4-1 Waste Composition Pie Chart



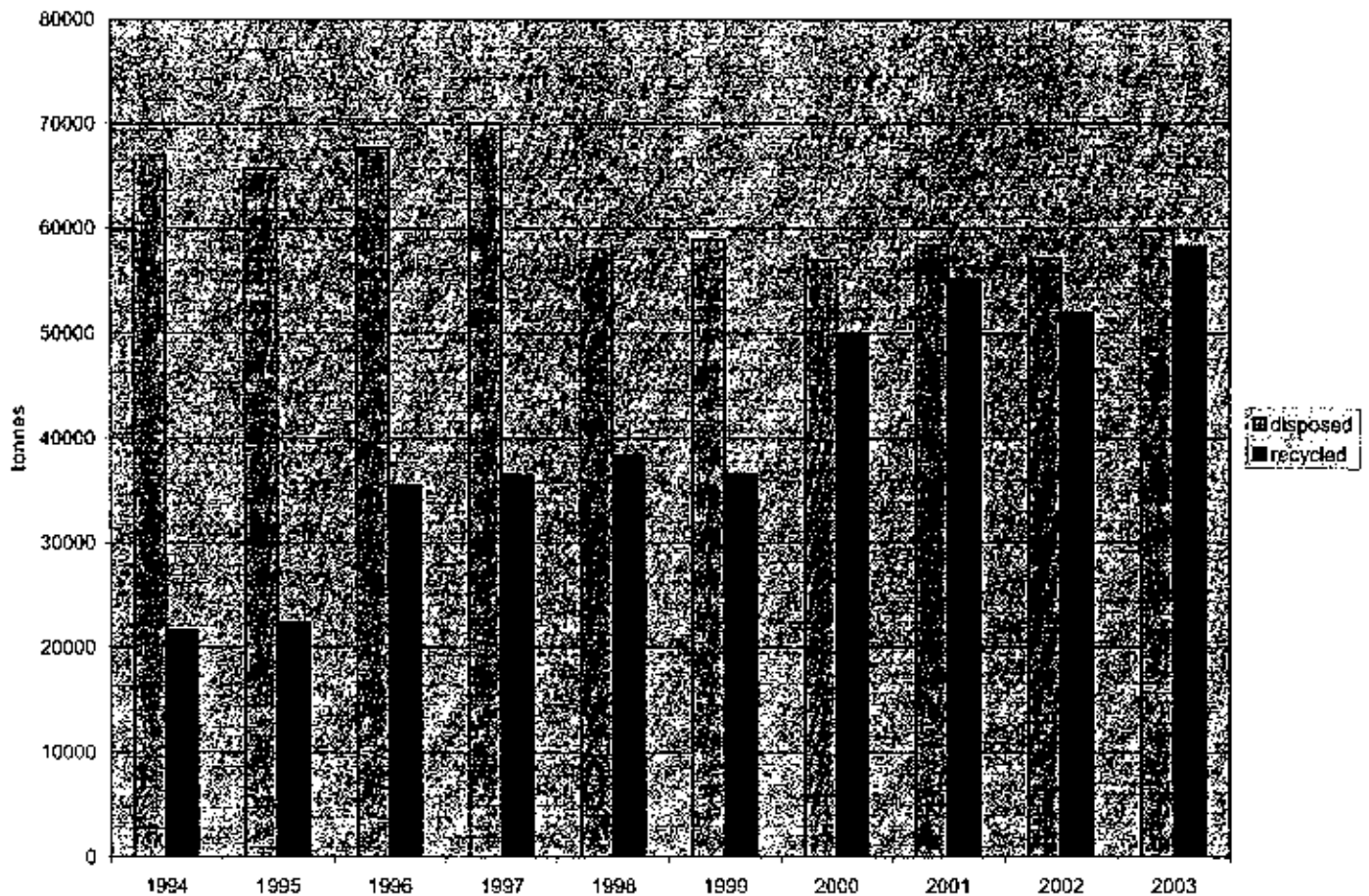
<sup>1</sup> Sperling Hansen Associates, 2002.

## 4.2 Quantities

In 2003, the RDN disposed of 59,750 tonnes of waste, recycled 58,300 tonnes of waste materials and diverted an additional 9,100 tonnes of materials through reduction and reuse programs, thereby achieving a diversion rate of 57%<sup>2</sup>.

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

Figure 4-2. Quantity of Waste Disposed and Recycled



<sup>2</sup> Diversion rate refers to the amount of materials diverted from landfill through recycling, reuse and reduction activities. Recycling rate refers to the amount of materials diverted from landfill through recycling and centralized composting.

### 4.3 Generators

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

### 4.4 Diversion

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



**Solid Waste Management Plan**

**Table 4-1 RDN Waste Diversion 1998-2003**

<i>Disposal</i>	<i>1998 Tonnes</i>	<i>1999 Tonnes</i>	<i>2000 Tonnes</i>	<i>2001 Tonnes</i>	<i>2002 Tonnes</i>	<i>2003 Tonnes</i>
Municipal Solid Waste	51,041	50,382	48,995	52,154	51,778	54,901
Construction/Demo Waste	6,815	8,237	6,552	5,258	4,853	4,545
Controlled Waste	201	266	1,213	902	449	299
<b>Total Disposed (in landfill)</b>	<b>58,057</b>	<b>58,885</b>	<b>56,895</b>	<b>58,314</b>	<b>57,080</b>	<b>59,745</b>
<b>Diversion</b>						
Public Sector Recycling	9,932	9,459	9,160	9,078	11,120	9,595
Private Sector Recycling	23,221	22,748	30,054	33,866	29,079	37,682
Non-Profit Recycling	115	285	107	115	297	463
Yard Waste Composting	5,094	4,034	6,483	7,728	7,276	6,295
Biosolids Composting			4,191	4,478	4,200	4,283
<b>Subtotal of Recycling</b>	<b>38,362</b>	<b>36,526</b>	<b>49,995</b>	<b>55,265</b>	<b>51,972</b>	<b>58,318</b>
Reduction and Reuse Programs	5,376	7,718	7,390	8,129	8,709	9,186
<b>Total Diverted (Recycling + Reduction + Reuse)</b>	<b>43,738</b>	<b>44,244</b>	<b>57,385</b>	<b>63,394</b>	<b>60,681</b>	<b>67,504</b>
<b>Generation</b>						
Total Disposed (in landfill)	58,057	58,885	56,895	58,314	57,080	59,745
Total Recycled	38,362	36,526	49,995	55,265	51,972	58,318
Total Generated (Disposed + Recycled)	96,419	95,411	106,890	113,579	109,052	118,063
<b>Recycling Rate (Total Recycled/Total Generated)</b>	<b>40%</b>	<b>38%</b>	<b>47%</b>	<b>49%</b>	<b>48%</b>	<b>49%</b>
Total Diverted	43,738	44,244	57,385	63,394	60,681	67,504
<b>Diversion Rate (Total Diversion/Total Generated )</b>	<b>45%</b>	<b>43%</b>	<b>54%</b>	<b>56%</b>	<b>56%</b>	<b>57%</b>
<b>Per Capita Disposal Rate (kg/day)</b>	<b>1.22 kg/day</b>	<b>1.23 kg/day</b>	<b>1.19 kg/day</b>	<b>1.21 kg/day</b>	<b>1.17 kg/day</b>	<b>1.21kg/day</b>

## 5. Existing Solid Waste Management System

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

### 5.1 Waste Collection, Transfer and Disposal

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

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

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

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

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

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

## 5.2 Reduction and Reuse Programs

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

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

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

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

### 5.3 Residential Recycling

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

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

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

### 5.4 Industrial, Commercial and Institutional (ICI) Recycling

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

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

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

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

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

## 5.5 Composting

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

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

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

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

## 5.6 Landclearing Waste

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

## 5.7 Construction and Demolition Waste

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

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

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

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

## 5.8 Permitted Waste Disposal Sites

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

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

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

For environmental and human health reasons, the RDN will eliminate the burning of all wood waste that is in the municipal solid waste stream. However, at present, there are no other viable options or facilities to manage large stumps in the RDN. Consequently, the Doumont Road site will be retained as a landclearing waste burn facility, but the permit status will be maintained as temporary. It is the intention of the RDN to encourage, through Waste Stream Management Licensing and other mechanisms, the implementation of better methods to manage landclearing waste. Potential investors will be informed that once a viable alternative to manage landclearing waste is in place, licensed and operational, this site will be decommissioned and the RDN will request cancellation of the provincial permit, likely no later than December 31, 2005.

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

These permits allow the disposal of wood waste by private operators. Although these sites are currently inactive, they do not meet the provincial landfill criteria and do not have the proper land use zoning designation to allow waste disposal activities. Consequently, these sites would need to be brought up to provincial standards and be rezoned if the permits were to be maintained by the Province and a waste stream management license granted by the RDN.

To achieve a rezoning, each permit would require an amendment to the applicable RDN Official Community Plan, creation of a zoning designation that would allow disposal activities and a rezoning of the specific parcel on which the disposal activity is to take place. Currently, there are no zoning designations in the RDN land use planning area (the electoral areas) that allow waste disposal.

The owners of these permits were informed of these technical and zoning requirements and were given a deadline (May 31, 2004) by which an engineering report had to be submitted and a rezoning application commenced if these permits were to be maintained in the plan. As these conditions were not met by either permit holder, this plan requests that the MWLAP cancel these permits as they are in conflict with the objectives of the plan.

## 5.9 Closed Landfills

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

## 5.10 Waste Management Facilities on First Nations' Land

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

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

## 5.11 Promotion and Education

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

The objectives of the RDN program are to:

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

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

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

## 5.12 Policies and Regulations

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

### User Pay

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



### Variable Tipping Fees

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

### Material Disposal Bans

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

### Burning Bans

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

### Provincial Initiatives

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

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

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

## 6. Zero Waste Plan

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

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

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

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

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

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

All costs are presented in 2004 dollars.

## 6.1 On-Going Programs 2004

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

**Solid Waste Management Plan**

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

**Solid Waste Management Plan**

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

## 6.2 New Programs 2005 - 2007

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

## Solid Waste Management Plan

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

### 6.3 Zero Waste Plan Summary

#### 6.3.1 Diversion Potential

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

**Table 6-1 Zero Waste Plan New Diversion Potential**

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

## Solid Waste Management Plan

### 6.3.2 Costs

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

**Table 6-2. Zero Waste Plan Costs**

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

\* based on 2% estimated annual contract cost increase

### 6.3.3 Staffing

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



## 7. Residual Waste Management Plan

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

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

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

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

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

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

## Solid Waste Management Plan

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

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

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

### 7.1 Collection

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

### 7.2 Disposal

The disposal system involves:

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

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

### **7.2.1 Church Road Transfer Station**

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

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

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

### **7.2.2 Waste Export**

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

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

### **7.2.3 Regional Landfill**

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

## **Solid Waste Management Plan**

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

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

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

### **Increasing the Landfill's Capacity**

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

### **Closure and Maintenance**

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

### **Post-Closure Planning**

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

### 7.3 Household Hazardous Waste

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

### 7.4 Landclearing Waste

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

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

For environmental and human health reasons, the RDN will eliminate the burning of all wood waste that is in the municipal solid waste stream. However, at present, there are no other viable options or facilities to manage large stumps in the RDN. Consequently, the Doumont Road site will be retained as a landclearing waste burn facility, but the permit status will be maintained as temporary. It is the intention of the RDN to encourage, through Waste Stream Management Licensing and other mechanisms, the implementation of better methods to manage landclearing waste. Potential investors will be informed that once a viable alternative to manage landclearing waste is in place, licensed and operational, this site will be decommissioned and the RDN will request cancellation of the provincial permit, likely no later than December 31, 2005. A six-month notice of the permit cancellation will be provided to the operator, landowner and other stakeholders, such as landclearing waste generators and haulers.

## **7.5 Long Term Residual Waste Management**

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

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

### **7.5.1 Aquisition of a Transfer Station Site**

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

### **7.5.2 Phase Two Toe Berm Construction**

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

### **7.5.3 Emerging Technologies**

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

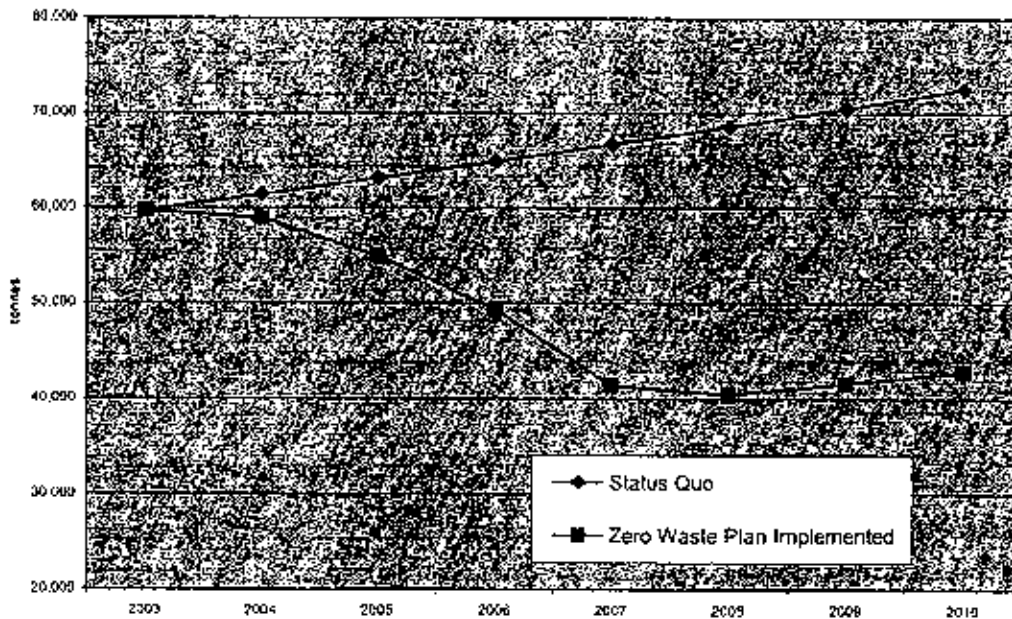
### **7.5.4 Cooperative Strategies**

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

## 7.6 Residual Waste Management Plan Summary

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

Figure 7-1 Projection of Residual Waste



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

### 7.6.1 Budget Implications

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

### 7.6.2 Staffing Implications

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

## 8. Waste Stream Management Licensing

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

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

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

**Table 8-1      Facilities Excluded from Licensing Requirements**

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



## Solid Waste Management Plan

- Municipally owned facilities including the Church Road Transfer Station

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

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

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

## 9. Solid Waste Management Plan Implementation

### 9.1 Implementation Schedule

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

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

### 9.2 Plan Financing and Staffing

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

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

## Solid Waste Management Plan

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

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

### 9.3 Plan Monitoring And Evaluation

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

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

#### 9.3.1 Regional Waste Advisory Committee

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

As an *advisory* committee, RWAC:

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

As a *monitoring* committee, RWAC:

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

## Solid Waste Management Plan

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

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

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

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

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

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

### 9.3.2 Landfill Site Liaison Committee

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

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

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

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

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

### 9.3.3 Waste Stream Management Licensing Working Group

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

## 9.4 Plan Flexibility

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

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

## 9.5 Plan Amendments

Any amendments to this plan, including major and minor amendments, will be in accordance with the Ministry of Water, Land and Air Protection Guidelines including criteria for determining whether an amendment is major or minor. All MWLAP guidelines regarding public and stakeholder consultation on major and minor amendments will be followed if an amendment is proposed.

## 10. Approvals

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

# Appendices



# **Appendix A**

## **Operational Certificate for RDN Landfill**



MINISTRY OF WATER, LAND  
AND AIR PROTECTION

Vancouver Island Region  
Environmental Protection  
2080-A Lableux Road  
Nanaimo, British Columbia  
V9T 6J9  
Telephone: (250) 751-3100  
Fax: (250) 751-3103

**OPERATIONAL CERTIFICATE**  
MR-01714

*Under the Provisions of the Waste Management Act*

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

is authorised to manage recyclable material and waste from the Regional District of Nanaimo and environs at the regional landfill located on Cedar Road in Nanaimo, British Columbia, subject to the conditions listed below. Contravention of any of these conditions is a violation of the *Waste Management Act* and may result in prosecution.

**1. MANAGEMENT OF WASTE AND RECYCLABLE MATERIAL.**

**1.1. Sanitary Landfill**

- 1.1.1. This subsection applies to the discharge of waste to a sanitary landfill.
- 1.1.2. Waste may be discharged to the operating engineered landfill approximately located as shown on attached Site Plan A. The discharge or storage of waste on the closed landfill is prohibited.
- 1.1.3. The characteristics of the discharge must be municipal solid waste as defined under the *Waste Management Act* and other wastes as approved in writing by the Regional Waste Manager.
- 1.1.4. The authorised works are an operating engineered landfill, a closed landfill, and related appurtenances approximately located as shown on attached Site Plan A.
- 1.1.5. The authorised works must be complete and in operation on and from the date of this operational certificate.

Date Issued: **APR 06 2004**  
Date Amended:  
(most recent)  
Page: 1 of 4

B. W. Medlar  
Assistant Regional Waste Manager

OPERATIONAL CERTIFICATE: MR-01714

## 1.2. Leachate

- 1.2.1. This subsection applies to the management of leachate from the landfill.
- 1.2.2. The characteristics of the surface water and groundwater at the property boundary must not exceed concentrations set in the *British Columbia Approved Water Quality Guidelines (Criteria)* and *A Compendium of Working Water Quality Guidelines for British Columbia*. Where natural background water quality concentrations exceed the aforementioned guidelines, characteristics of the surface water and groundwater at the property boundary must not exceed background concentrations.
- 1.2.3. The authorized works are leachate collection works, lift stations and related appurtenances.
- 1.2.4. Leachate must be collected and conveyed to the municipal sewage treatment system.
- 1.2.5. The authorized works must be complete and in operation on and from the date of this operational certificate.

## 1.3. Landfill Gas

- 1.3.1. This subsection applies to the management of landfill gas from the landfill.
- 1.3.2. Landfill gas must be managed in accordance with sections 4.2 and 6.4 of the *Landfill Criteria for Municipal Solid Waste*.

## 1.4. Location of authorised facilities

The location of the facilities for the management of recyclable material and waste to which this operational certificate is applicable is Lot A, Plan 49841 and Lot I, Plan 48020, Nanaimo Land District, approximately located as shown on attached Site Plan A.

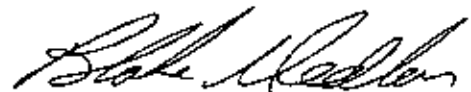
## 2. GENERAL REQUIREMENTS

### 2.1. Entrance facilities

- 2.1.1. The authorised facilities are signs, weigh scales, recyclable material and waste drop-off and storage facilities and related appurtenances.
- 2.1.2. The authorised facilities must be complete and in operation on and from the date of this operational certificate.

Date Issued:  
Date Amended:  
(most recent)  
Page: 2 of 4

APR 06 2004



B. W. Medlar,  
Assistant Regional Waste Manager

OPERATIONAL CERTIFICATE: MR-01714

## **2.2. Qualified Professionals**

All facilities and information, including works, plans, assessments, investigations, surveys, programs and reports, must be certified by qualified professionals.

## **2.3. Plans**

- 2.3.1. Site development (fill), operating, and leachate management plans must be submitted to the Regional Waste Manager by April 30, 2004. A closure and post-closure plan, and a stormwater management plan, must be submitted to the Regional Waste Manager by December 31, 2004.
- 2.3.2. The plans must address, but not be limited to, each of the subsections in the *Landfill Criteria for Municipal Solid Waste* including performance, siting, design, operational and closure and post-closure criteria.
- 2.3.3. The facilities must be developed, operated and closed in accordance with the plans.
- 2.3.4. The plans must be kept up to date. Updated plans must be immediately submitted to the Regional Waste Manager.

## **2.4. Additional Facilities or Works**

The Regional Waste Manager may require investigations, surveys, and the construction of additional facilities or works including, but not limited to, additional leachate and wildlife management facilities. The Regional Waste Manager may also amend the requirements of any of the information required by this operational certificate including plans, programs, assessments and reports.

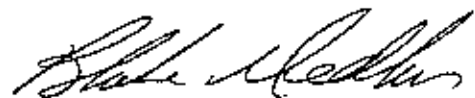
## **3. MONITORING AND REPORTING**

### **3.1. Monitoring Program**

- 3.1.1. A monitoring program must be developed to identify any impacts to the environment and public health from the landfill.
- 3.1.2. The monitoring program must address, but not be limited to, subsections 4.1, 4.2 and 7.15 of the *Landfill Criteria for Municipal Solid Waste* and the *Guidelines for Environmental Monitoring at Municipal Solid Waste Landfills*.
- 3.1.3. Monitoring must be conducted in accordance with the monitoring program.

Date Issued:  
Date Amended:  
(most recent)  
Page: 3 of 4

**APR 06 2004**



B. W. Medlar  
Assistant Regional Waste Manager

OPERATIONAL CERTIFICATE: MR-01714

### 3.2. Annual Operating and Monitoring Report

3.2.1. An annual operating and monitoring report for the preceding 12 month period from January 1 to December 31 must be submitted to the Regional Waste Manager by March 31 of each year.

3.2.2. The report must include:

- An executive summary;
- Tonnage of each type of waste discharged to the landfill for the year;
- Remaining site life and capacity;
- Review of the preceding year of operation, plans for the next year and any new information or proposed changes relating to the facilities and plans;
- Comparison of the monitoring data with the performance criteria in section 4 of the *Landfill Criteria for Municipal Solid Waste* and the *Guidelines for Environmental Monitoring at Municipal Solid Waste Landfills*, interpretation of the monitoring data, identification and interpretation of irregularities and trends, recommendations, and any proposed changes to the monitoring program.

## 4. SITE CLOSURE

### 4.1. Closure and Post-Closure Fund

A closure and post-closure financial security trust fund must be built up over time. The closure and post-closure fund must ultimately meet or exceed the estimated closure and post-closure costs plus a reasonable contingency for any remediation that may be required.

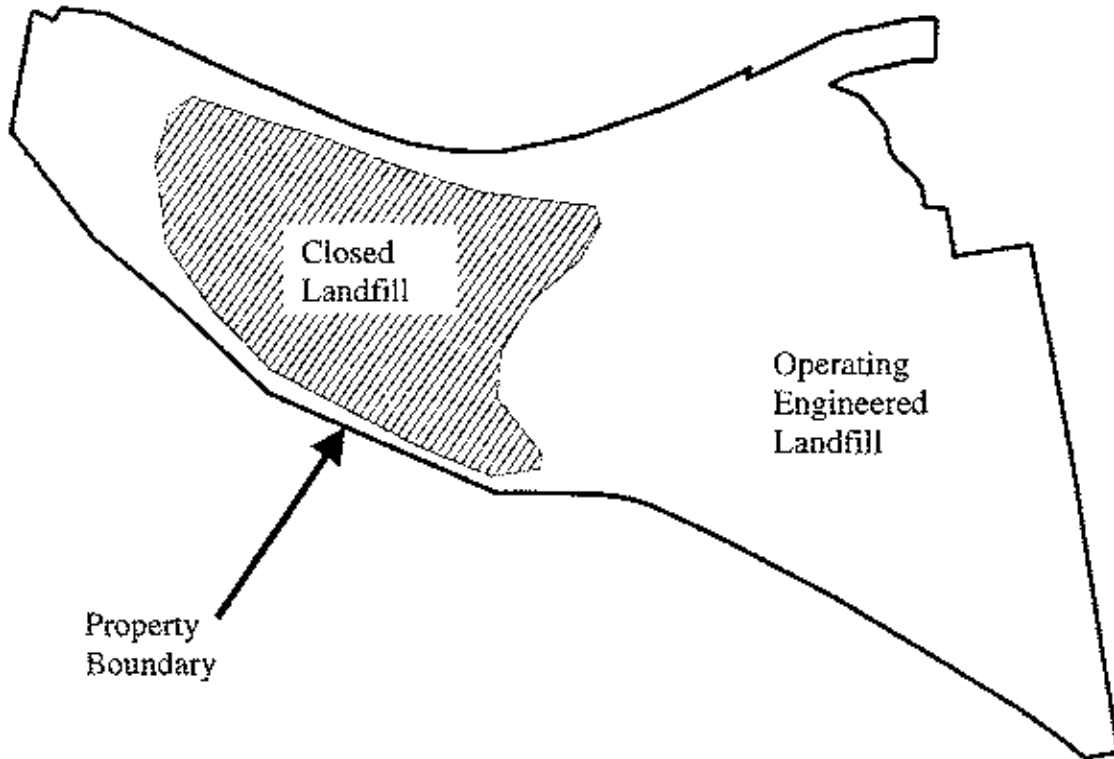
Date Issued: **APR 06 2004**  
Date Amended:  
(most recent)  
Page: 4 of 4



B. W. Medlar,  
Assistant Regional Waste Manager

OPERATIONAL CERTIFICATE: MR-01714

SITE PLAN A

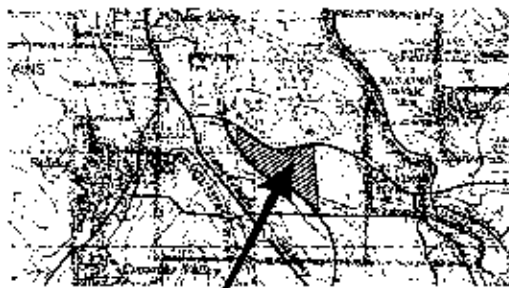


Property  
Boundary

Operating  
Engineered  
Landfill

Closed  
Landfill

Location Map



Regional Landfill on Cedar Road

Scale: Not to Scale

Operational Certificate: MR-01714

Date: APR 06 2004

B.W. Medlar  
Assistant Regional Waste Manager  
Vancouver Island Region

## **Appendix B**

**Waste Stream Management Licensing Bylaw 1386**

**Provided Separately**



REGIONAL DISTRICT OF NANAIMO	
JUL 20 2004	
CHAIR	GMCrS
CAO	GMDS
GMCrS	GMES
DATE: _____	

MEMORANDUM

TO: Carey McIver  
Manager of Solid Waste

FROM: Alan Stanley  
Solid Waste Program Coordinator

SUBJECT: Waste Stream Management Licensing Bylaw No. 1386 – First Three Readings

FILE: 5365-65

DATE: July 16, 2004

PURPOSE

To present the "Regional District of Nanaimo Waste Stream Management Licensing Bylaw No. 1386, 2004" to the Board for first three readings.

BACKGROUND

In May 2004, the Board directed staff to proceed to public consultation on the final draft of the proposed Waste Stream Management Licensing (WSML) Bylaw.

The WSML bylaw, which has been prepared in partnership with the Cowichan Valley Regional District (CVRD), regulates the management of all privately operated municipal solid waste and recyclable material facilities in the RDN. This program involves licensing private and non-government municipal solid waste and recycling facilities within the district and imposing penalties for contraventions to the bylaw, including illegal dumping.

The intent of this bylaw is to reduce the risk and costs to the taxpayers for clean-up of poorly operated facilities, abandoned facilities and abandoned municipal solid waste and recyclable material (illegal dumping) and to create a level playing field for operators within the district so as to further support good practices within this industry.

Results of Public Consultation

Public consultations, in addition to a final round of stakeholder consultation, were held in June resulting in no changes to the WSML bylaw.

Results of Final Legal Review

A subsequent final legal review was performed and the WSML bylaw was amended to limit RDN liability exposure, increase clarity in delegation of staff roles and increase clarity in the right of appeal.

These activities conclude extensive stakeholder consultation, legal reviews and Regional Waste Advisory Committee reviews of the WSML bylaw.



### *Approval Process*

To be approved by the Ministry of Water Land and Air Protection, the WSML bylaw must be included in the RDN Solid Waste Management Plan (SWMP). The amended RDN SWMP includes the WSML bylaw. The RDN Board then gives first three readings to the WSML bylaw. Subsequent to three readings, the bylaw is submitted with the SWMP to the province for approval. Upon approval, the bylaw is presented to the RDN Board for final adoption.

### **ALTERNATIVES**

1. Introduce the "RDN Waste Stream Management Licensing Bylaw No. 1386, 2004" for three readings.
2. Do not introduce the "RDN Waste Stream Management Licensing Bylaw No. 1386, 2004" for three readings.

### **FINANCIAL IMPLICATIONS**

Staff has designed the WSML program to be primarily self-financing. It is expected that licensing and inspection fees will pay for the program. The total initial revenue will be approximately \$12,000 based on an initial application fee of \$1,000 per facility as well as a \$500 annual administration fee. Based on the current number of facilities that will require licenses this work can be undertaken within the existing staff establishment.

### **INTERGOVERNMENTAL IMPLICATIONS**

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

### **ENVIRONMENTAL IMPLICATIONS**

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

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

### **PUBLIC RELATIONS IMPLICATIONS**

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

**SUMMARY/CONCLUSIONS**

In May 2004, the Board directed staff to consult the public on the final draft of the proposed Waste Stream Management Licensing Bylaw. Public consultations, in addition to a final round of stakeholder consultation, were held resulting in no changes to the WSML bylaw. A subsequent final legal review was performed and the WSML bylaw was amended to limit RDN liability exposure, increase clarity in delegation of staff roles and increase clarity in the right of appeal. These activities conclude extensive stakeholder consultation, legal reviews and Regional Waste Advisory Committee reviews of the bylaw.

**RECOMMENDATION**

1. That the Board give first three readings to "RDN Waste Stream Management Licensing Bylaw No. 1386, 2004" and direct staff to submit the bylaw to the Ministry of Water, Land and Air Protection for approval prior to final adoption.

*B. Jankas*  
\_\_\_\_\_  
Report Writer  
*for*  
*[Signature]*  
\_\_\_\_\_  
General Manager Concurrence

*Carey M. Suer*  
\_\_\_\_\_  
Manager Concurrence  
*[Signature]*  
\_\_\_\_\_  
CAO Concurrence

**COMMENTS:**

INDEX  
 BYLAW NO. 1386

1.	INTERPRETATION.....	1
2	FACILITIES REQUIRING FACILITY LICENSES.....	4
3	FACILITY LICENSE APPLICATION.....	5
4	FACILITY OPERATING REQUIREMENTS.....	6
5	CODES OF PRACTICE.....	9
6	ILLEGAL DUMPING.....	9
7	AMENDMENTS.....	10
8	SECURITY AND RISK INSURANCE.....	11
9	OPERATING PLANS.....	14
10	FEES AND MONTHLY STATEMENTS.....	15
11	DUTY TO REPORT.....	17
12	INVESTIGATION, INSPECTION AND RECORDS.....	18
13	SUSPENSION AND CANCELLATION.....	19
14	OFFENCES AND PENALTIES.....	20
15	APPEALS.....	20
16	GENERAL.....	21
17	TITLE.....	22

SCHEDULE "A"  
 SCHEDULE "B"  
 SCHEDULE "C"  
 SCHEDULE "D"

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

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1386

A BYLAW OF THE REGIONAL DISTRICT OF NANAIMO TO REGULATE THE  
MANAGEMENT OF MUNICIPAL SOLID WASTE AND  
RECYCLABLE MATERIAL

WHEREAS:

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

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

ARTICLE 1

1. INTERPRETATION

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

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

“**board**” means the Regional board of the Regional District of Nanaimo.

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

“**composting facility**” means a facility that processes organic matter that may include biosolids to produce compost.

“**depot**” means an operation, facility or retail premises, or an association of operations, facilities

or retail premises, identified by or operating under or in fulfillment of a *Environmental Management Act* Stewardship Program.

“**district**” means the Regional District of Nanaimo.

“*Environmental Management Act*” means the Province of BC *Environmental Management Act*, SBC 2004 c.30, as amended or replaced and any successor legislation and any regulations thereunder.

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

“**General Manager**” means the person appointed to the position of General Manager of Environmental Services from time to time by the district and includes any person appointed or designated to act in his or her place.

“**leachate**” means:

- a) effluent originating from municipal solid waste and/or recyclable material being received, processed, composted, cured or stored at a facility,
- b) effluent originating from municipal solid waste and/or recyclable material being stored, or
- c) precipitation, storm water, equipment wash water or other water which has come into contact with, or mixed with, municipal solid waste and/or recyclable material being received, processed, composted, cured or stored.

“**licensee**” means the owner or operator to whom a valid and subsisting facility license has been issued.

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

“**non-profit organization**” is an organization as defined in the *Income Tax Act* (Canada) as a non-profit organization.

“**odour**” means smells which are ill-smelling, unpleasant, disgusting, offensive, nauseous or obnoxious as reported to and considered as such by the General Manager.

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

“**qualified professional**” means a person who:

- a) is registered in British Columbia with his or her appropriate professional association, acts under that professional association's code of ethics, and is subject to disciplinary action by that professional association, and

b) through suitable education, experience, accreditation and knowledge may be reasonably relied on to provide advice within his or her area of expertise as it relates to this bylaw.

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

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

**“resale”** refers to selling of a material that has been purchased but not processed.

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

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

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

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

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

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

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

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

Schedule “A” - Exemptions from Licensing Requirements

Schedule “B” - Plan Facilities (Public)

Schedule “C” - Fees – Facilities

Schedule “D” - Publishing and Billboard Posting Requirements

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

**1.4 Compliance with Other Laws.** Nothing in this bylaw, including, *inter alia*, a license, excuses

any person from complying with all other applicable enactments.

**1.5 Purpose of Bylaw.** This bylaw is enacted for the purposes of regulating waste management facilities within the regional district in the general public interest. It is not contemplated nor intended, nor does the purpose of this bylaw extend:

- (1) to the protection of any person from economic loss;
- (2) to the assumption by the regional district or any employee of any responsibility for ensuring the compliance by a facility operator, his or her representatives or any employees, retained by him or her, with the requirements of this bylaw or any other applicable codes, enactments or standards;
- (3) to providing to any person a warranty with respect to any facility for which a License is issued under this bylaw;
- (4) to providing to any person a warranty that a facility operation is in compliance with this bylaw or any other applicable enactment.

**1.6 Licensees to Comply.** Neither the issuance of a license under this bylaw nor the acceptance or review of plans or specifications or supporting documents, nor any inspections made by or on behalf of the district shall in any way relieve the owner, operator or licensee from full and sole responsibility to operate in accordance with this bylaw and all other applicable enactments, codes and standards.

## ARTICLE 2

### 2 FACILITIES REQUIRING FACILITY LICENSES

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

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

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

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

### ARTICLE 3

#### 3 FACILITY LICENSE APPLICATION

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

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

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

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



- e) The General Manager may take into consideration any information received after the 45-day period prescribed by Subsection 3.2(d) if the General Manager has not made a decision on the facility license within that time period.
- 3.3 Adequate Notice.** Despite Subsection 3.2, if, in the opinion of the General Manager, any method of giving notice set out in Subsection 3.2 is not adequate or practical, the General Manager may, within 30 days of receipt of the application, require an applicant to give notice of the application by another method that is, in the opinion of the General Manager, more effective.
- 3.4 Evaluation of a Facility License Application.** The General Manager will consider the following matters with respect to the facility proposed in the application:
- a) the potential risk posed to the environment and/or public health,
  - b) the protection of the environment,
  - c) comments from the host municipality relating to compliance with the local zoning or other bylaws that may affect a facility design and/or operating plan,
  - d) comments from persons who consider themselves adversely affected,
  - e) information received as a result of the fulfillment of the requirements set out in Sections 3.2 and 3.3,
  - f) compliance with the Solid Waste Management Plan,
  - g) any operating plan submitted to the General Manager under Article 9, and
  - h) compliance by the applicant with the requirements to pay fees and report as required under this bylaw.
- 3.5 Issuance of a Facility License.** After receipt of a facility license application and completion of requirements in this Article 3 to the satisfaction of the General Manager, the General Manager may issue a facility license on such terms and conditions set out in Section 4.1 and 4.2 as the General Manager considers necessary to protect the environment and to achieve the objectives of this bylaw and the Solid Waste Management Plan.

#### ARTICLE 4

#### 4 FACILITY OPERATING REQUIREMENTS

- 4.1 Operating Conditions for Facilities.** All owners and operators of facilities that are required under this bylaw to obtain a facility license must comply with the following operating conditions:
- a) install and maintain locking gates on all access roads into the facility to prevent unauthorized access and ensure that the gates are locked at all times when the facility is unattended,
  - b) construct access roads to and through the facility from suitable material satisfactory to the

General Manager and capable of providing all weather access for all emergency vehicles,

- c) install and maintain, as required by the General Manager, barriers to limit access to the facility except by the access roads (in the form of fencing, trees, shrubbery, natural features or other barriers),
- d) ensure that at all times the facility has telephone service or other functioning communication equipment with which to immediately summon fire, police or other emergency service personnel in the event of an emergency,
- e) prevent the escape of litter, mud or debris from the facility site to adjoining roads or adjacent lands,
- f) prevent the escape of any leachate from the facility to a surface not covered by an impermeable barrier and not equipped with a leachate containment system,
- g) ensure that an employee is present at all times that the facility is open for business or accepting municipal solid waste or recyclable material,
- h) inspect every load received before mixing with any other loads,
- i) maintain a record of all rejected loads including date, time, type of material, hauler's name, generator's name and vehicle license number,
- j) ensure that any municipal solid waste or recyclable material that is removed from the facility is taken to a site or facility that complies with all applicable provincial, state or federal regulations and with zoning and any other applicable enactments and hold any license, permit or approval required by the local government(s) of the jurisdiction in which the facility is located and be able to produce documentary evidence confirming the above,
- k) ensure that there is no burning of municipal solid waste or recyclable material at the facility, and take all precautionary measures possible required by the General Manager to reduce the potential risk of ignition of such materials,
- l) produce and comply with an operating plan acceptable to the General Manager under Article 9,
- m) require the licensee to provide and maintain security in such amount and in a form satisfactory to the General Manager under Section 8.1,
- n) ensure access to, and provide and maintain necessary related works associated with an adequate water supply or other suitable fire suppressant on site for extinguishing fires on site, and
- o) if there is a fire, immediately notify the local fire department and the General Manager and take all measures necessary to extinguish the fire.

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

- a) specify, prohibit, or restrict the type, quality, or quantity of municipal solid waste or recyclable material that may be brought onto or removed from a facility,
- b) require the licensee to contain the municipal solid waste or recyclable material within a height or heights and spatial area or areas specified by the General Manager,
- c) require the licensee, at its sole cost, to submit to the General Manager a quantity survey or a land survey of the municipal solid waste or recyclable material at the facility, prepared by a British Columbia Land Surveyor,
- d) require the licensee to recover, for the purpose of recycling, any recyclable materials which are subject to material bans imposed by bylaw or by resolution of the district,
- e) require the licensee to construct, install, repair, alter, remove, or maintain works, and provide plans and specifications prepared by a registered professional engineer (or any other qualified professional as appropriate and recognized as such by the General Manager) prior to the commencement of any construction, installation, repair, alteration, removal or maintenance of such works,
- f) require the licensee to submit plans, procedures, and specifications prepared by a registered professional engineer (or any other qualified professional as appropriate and recognized as such by the General Manager), for or relating to the handling of spills, fires, floods, earthquakes, and other emergencies at the facility,
- g) require the licensee to provide and maintain risk insurance in such amount and in a form satisfactory to the General Manager under Section 8.12,
- h) require the licensee, at such times and in such manner as is acceptable to the General Manager, to measure, record, and submit information to the General Manager relating to:
  - (i) the type, quality, and quantity of municipal solid waste and recyclable material brought onto and removed from the facility,
  - (ii) the handling of municipal solid waste and recyclable material at the facility,
  - (iii) the quantity and characteristics of leachate, runoff, and odour generated by the facility,
  - (iv) the characteristics of the surface water, groundwater and soil at the facility to assess for existing degradation or contamination,
  - (v) the characteristics of surface water and groundwater in the surrounding area which may be affected by leachate or other runoff from the facility,
  - (vi) the condition of roads and public utilities located at or adjacent to the facility insofar as the condition of the roads and public utilities affects or are affected by the operation of the facility,
  - (vii) slope stability, settlement, and erosion at the facility, and

- (viii) the operation and maintenance of equipment and works at the facility, including leachate collection and treatment systems, runoff, water management systems, and air quality and air quality control systems,
- i) require that any or all of the information required in Subsection 4.2 (h) be prepared by a registered professional engineer (or any other qualified professional as appropriate and recognized as such by the General Manager), and
- j) provide for implementing terms and conditions of a facility license in phases or provide for varying dates for compliance with the terms and conditions of a facility license.

## ARTICLE 5

### 5 CODES OF PRACTICE

- 5.1 Establishment of Codes of Practice.** The board may, from time to time, establish codes of practice setting out different prohibitions, regulations, conditions, requirements, exemptions, and rates or levels of fees for different classes of persons, facilities, operations, activities, trades, businesses, municipal solid waste, or recyclable material for the purpose of prohibiting, regulating, or controlling the handling of municipal solid waste and recyclable material. Codes of practice will be established by way of adoption of a code of practice as an amendment to this bylaw.
- 5.2 Conditions of a Code of Practice.** A code of practice may set such terms and conditions and specify such requirements as the district considers advisable and, without limiting in any way the generality of the foregoing, the district may in a code of practice:
- a) require that facilities or operations, to be as specified by the district, register with the district in order to qualify under a code of practice,
  - b) include any of the requirements set out in Article 4, and
  - c) require security in an amount and form and subject to conditions set out in Article 8, or as defined in the code of practice itself.
- 5.3 Registration Fee.** An application to register under a code of practice under this bylaw must be filed at the district's office in the prescribed form accompanied by the applicable registration fee set out in column 2 of Schedule "C" to this bylaw.

## ARTICLE 6

### 6 ILLEGAL DUMPING

**6.1 Definitions.** In this article:

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

- a) a person who generated municipal solid waste or recyclable material that has been delivered, deposited, stored, or abandoned, and/or
  - b) a person who hauled municipal solid waste or recyclable material that has been delivered, deposited, stored, or abandoned, and/or
  - c) a person who had or has charge or control of the land or buildings on which municipal solid waste or recyclable material has been deposited, stored, or abandoned or to which municipal solid waste or recyclable material has been delivered.
- 6.2 Prohibition.** No responsible person shall deliver, deposit, store, or abandon, cause or allow to be delivered, deposited, stored or abandoned, municipal solid waste or recyclable material on or within any lands or improvements except a facility that holds a valid and subsisting facility license within the area of the Regional District of Nanaimo unless the municipal solid waste or recyclable material:
- a) is placed in a receptacle for scheduled curbside collection by a hauler or a local government, or
  - b) is taken to a facility outside the boundaries of the Regional District of Nanaimo that complies with all applicable enactments, including without limitation, land use bylaws.
- 6.3 Liability for Illegal Dumping.** In addition to any other penalty imposed under this bylaw, the General Manager may require, by written notice, a responsible person to remove to a licensed facility any municipal solid waste or recyclable material that has been deposited in contravention of Section 6.2. Such removal shall be at the responsible person's cost. If a responsible person fails to remove the municipal solid waste or recyclable material within the time period specified in the notice, the General Manager may cause the municipal solid waste or recyclable material to be disposed at a licensed facility, and the responsible person shall pay all of the costs associated with the disposal.
- 6.4 Proof of Compliance** The General Manager may require a responsible person who wishes to manage municipal solid waste or recyclable material in accordance with paragraph 6.2 b) to provide to the district documents evidencing that the facility complies with the enactments referred to in that paragraph.

## ARTICLE 7

### 7 AMENDMENTS

- 7.1 Amendment of a Facility License.** The General Manager may amend the terms and conditions of a facility license either in whole or in part:
- a) on its own initiative where it considers necessary due to changes in the facility's practices, or
  - b) on application in writing by a licensee,
  - c) on its own initiative where it considers necessary due to changes external to the operations of

the facility

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

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

**7.3 Procedure on Amendment Application.**

- a) For all applications for major amendments, the provisions set out in Sections 3.1 to 3.5 shall apply subject to necessary modification as deemed appropriate by the General Manager.
- b) For all applications for minor amendments, the General Manager may, at his discretion, require that any of the provisions set out in Sections 3.1 to 3.5 also apply, subject to necessary modification as considered appropriate by the General Manager.

**ARTICLE 8**

**8 SECURITY AND RISK INSURANCE**

- 8.1 **Requirement for Security.** The General Manager, as a precondition to issuing a facility license, or as a term or condition of a facility license or by written notice at any time prior to or after the issuance of the facility license, requires an owner, operator or licensee of a facility to provide and

maintain security in an amount and form satisfactory to the General Manager and for such period as may be required, to ensure:

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

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

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

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

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

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

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

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

- a) the handling of municipal solid waste, recyclable material, or any other materials at the facility,
- b) the carrying out of operations and maintenance activities at the facility in compliance with an operating plan accepted by the General Manager under Section 9.3,
- c) the control, abatement or prevention of leachate or contaminants escaping from the facility,
- d) the expenses incurred by the district, including legal expenses, in
  - (i) carrying out or causing to be carried out any of the activities described in this section, and
  - (ii) complying with any laws or enactments of the federal, provincial or any local government, including the district.

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

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

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

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

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



- 8.9 Return of Security.** Provided the owner, operator or licensee of a facility is in full compliance with this bylaw and a facility license, the district may return to the owner, operator or licensee of a facility the security held by it:
- (a) upon completion, to the reasonable satisfaction of the General Manager, of all activities required for the closure or post-closure of the facility,
  - (b) upon receipt by the district of substitute or replacement security satisfactory to the General Manager, or
  - (c) where the General Manager otherwise deems expedient.
- 8.10 Unclaimed Security.** If after making reasonable efforts the district is unable to effect return of the security under Section 8.9, title of the security shall vest absolutely in the district after the fifth anniversary of the initial attempt to return the security.
- 8.11 Interest on Cash Security.** If the security or any portion thereof provided under Section 8.1 is in the form of cash, the interest earned thereon at the rate referred to below will be added to and form part of the principle amount of the security, and may be used under Section 8.4. Any portion of the principle amount of the security and accrued interest not utilized will be returned pursuant to Section 8.9. The interest rate for the security will be the prime rate charged by the Canadian Imperial Bank of Commerce for Canadian dollar loans, from time to time, less two percentage points.
- 8.12 Security in the Form of Insurance.** Notwithstanding Section 8.2, the General Manager may require that an owner, operator, or licensee obtain environmental risk insurance from an insurance broker approved by the General Manager, that covers risks associated with such events as floods, earthquakes, toxic spills, fires, leachate breakouts, and water, sewer, and gas pipe breaks.

## ARTICLE 9

### 9 OPERATING PLANS

- 9.1 Operating Plan Requirements.** Every person who submits an application for a facility license under Section 3.1 must include with the application a proposed operating plan for the facility described in the application. Proposed operating plans must provide full and complete details on all of the following:
- a) the site and location of all works within the facility,
  - b) the types, quantity, and quality of municipal solid waste and recyclable material that will be managed within the facility,
  - c) the methods for handling municipal solid waste and recyclable material within the facility,
  - d) the measures that will be taken to protect the environment, the site, and the lands adjacent to the facility,

- e) a monitoring program to assess the measures in paragraph (d) above,
  - f) the methods for complying with regional disposal bans and recycling requirements,
  - g) the methods for dust, odour, vector, mud, and litter control and prevention,
  - h) the methods for handling any waste delivered to the facility which is not authorized by the license,
  - i) the procedures for weigh scale operation at the facility, or other site where municipal solid waste and recyclable material is weighed for acceptance at the facility or removal from the facility,
  - j) the frequency and method of facility inspection to be carried out by facility staff,
  - k) measures to protect the site and adjacent lands in case of fire, seismic disturbance, or flood,
  - l) the methods for containment and treatment of runoff at the facility and the prevention of runoff from the facility to adjacent lands,
  - m) the actions that will be taken if ground or surface water becomes contaminated as a result of operations at the facility, and
  - n) any other matter specified by the General Manager regarding the management of municipal solid waste and recyclable material at the facility.
- 9.2 Professional Engineering Involvement.** The General Manager, at his sole discretion may require any or all of the information required in Subsections 9.1 (a) through (n) inclusive to be prepared by a registered professional engineer (or any other qualified professional as appropriate and recognized as such by the district).
- 9.3 Review and Acceptance of Operating Plans.** The General Manager will review all proposed operating plans submitted under Section 9.1, and may require amendments.
- 9.4 Further Amendments to Operating Plans.** Following the acceptance of an operating plan under Section 9.3, the General Manager may require the terms, conditions or other aspects of the operating plan to be amended:
- a) on the General Manager's own initiative where the General Manager considers it necessary and after consultation with the licensee, or
  - b) on request in writing by the licensee, subject to approval by the General Manager.

## ARTICLE 10

### 10 FEES AND MONTHLY STATEMENTS

- 10.1 Application Fees.** Every person who requires an amendment as described in Section 7.1 (a) or

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

- 10.2 Payment of Security.** Applications for a facility license for facilities not established prior to enactment of the bylaw must provide the amount of security required under Section 8.2 with the submission of the application. For a facility license for facilities existing at the time of enactment of the bylaw, up to 50% of the amount of security may be deferred for a period of one year from the date of submission of the application.
- 10.3 Annual Administration Fee.** Every licensee shall pay to the district upon the date of issuance of a facility license and thereafter annually on the anniversary date of the issuance of the license, the annual administration fee set out in column 5 of Schedule "C". The district will provide to all licensees annual invoices setting out the annual administration fee due and payable in accordance with Schedule "C".
- 10.4 Monthly Statement.** Unless requested at greater frequency by the General Manager, every licensee shall deliver to the district, a monthly (twelve times per year) written statement signed by an officer or a principal of the owner or operator of the facility setting out either the amount or quantity in metric tonnes of all municipal solid waste and recyclable materials received, shipped from, and the maximum net tonnage on site at any one time during the month at the facility as measured in the delivery vehicle. The statement shall be delivered monthly to the district within 21 days after the last day of the previous month.
- 10.5 District Invoices.** All invoices rendered by the district shall be due and payable 30 days from the date of the invoice. Late payments will accrue interest computed at the rate of one and one quarter percent (1.25%) per month on the outstanding balance, calculated and compounded monthly, from the date such amounts become due and payable until the date they are paid in full.
- 10.6 Records.** Every licensee must make and maintain for a period of seven years from the date when they were made, accurate records, books of account, copies of the monthly statements referred to in Section 10.4, and copies of all electronic and hard copy information and data upon which those statements were prepared (for the purposes of this article called "records"). The records must identify either:
- a) the amount or quantity in metric tonnes (or cubic metres) of municipal solid waste and recyclable materials received, shipped from, and the maximum net tonnage on site at any one time during the month at the facility, or
  - b) the number of container and vehicle loads and the size or capacity of the containers and vehicles carrying municipal solid waste received, shipped from, and the maximum net tonnage on site at any one time during the month at the facility.
- 10.7 Inspection and Copying of Records.** The General Manager may inspect, make copies and take away such copies of any records referred to in Section 10.6 maintained by and for any person who is required to provide a monthly statement under Section 10.4 during normal hours of business, at

any business premises where the records are maintained. The General Manager may take with them to the business premises such other persons and equipment as may be necessary.

- 10.8 Proof of Identity.** An employee or agent of the district inspecting records under Section 10.7 must, when requested, provide proof of identity to any person present at the location where the records are maintained.
- 10.9 Audit.** A person who is required to provide a monthly statement under Section 10.4, if requested in writing by the General Manager, shall at that person's expense provide to the General Manager within 45 days of such request, an audited statement of the total amount of fees payable under Sections 10.1, 10.2, and 10.3, for a specified period of time. This statement must be prepared by a Chartered Accountant or Certified General Accountant in accordance with Generally Accepted Auditing Principles.

## ARTICLE 11

### 11 DUTY TO REPORT

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

- (a) owns the waste or has the charge, management or control of the waste, or
- (b) causes or contributes to the discharge or danger of discharge

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

- 11.2 Deviation from Normal Operating Practices.** Where, during the normal course of operations, there occurs at a facility a situation or combination of events that is a deviation from the approved operating practices as set out by the terms and conditions set out in the license, operating plan, code of practice, or this bylaw, the facility operator shall verbally report such occurrence to the General Manager as soon as practicably possible and shall report such occurrence to the General Manager in writing within 48 hours.
- 11.3 Duty to take all Reasonable Measures.** A person who is referred to in Section 11.1 shall, as soon as possible in the circumstances, take all reasonable measures consistent with safety, protection of the environment, and compliance with the terms and conditions of the license, operating plan, code of practice, or this bylaw, and thereby counteract, mitigate or remedy any adverse effects that result or may reasonably be expected to result from the occurrences referred to in Section 11.1 or 11.2.
- 11.4 Compliance.** Compliance with Article 11 and Article 12 of this bylaw does not signify compliance with any other requirements found within the bylaw. The district retains the right to pursue any actions available to remedy non-compliance with any other section of this bylaw,

notwithstanding compliance with Article 11 and Article 12.

## ARTICLE 12

### 12 INVESTIGATION, INSPECTION AND RECORDS

- 12.1 Powers of the District.** The powers of the district under this article may be exercised in relation to any site, facility, or premises which is, or which the General Manager upon reasonable grounds believes to be, among those described in Article 2.1 of this bylaw, and any site, facility, or premises associated therewith.
- 12.2 Residential Structures.** Nothing in this section authorizes the entry of any structure used primarily as a residence, or any residential accommodation in any other structure.
- 12.3 Investigation.** A bylaw enforcement officer or other employee or agent of the regional district may at any reasonable time enter any facility, site or premises and investigate any works, process or activity that is related to, used for or capable of being used for the production or handling of municipal solid waste or recyclable material.
- 12.4 Additional Powers.** The powers of a district under Section 12.3 include the following powers:
- a) to examine, take away and make copies of records relating to:
    - (i) the causing or the potential to cause pollution by municipal solid waste or recyclable material,
    - (ii) the production and managing of municipal solid waste or recyclable material,
    - (iii) the characteristics of the municipal solid waste or recyclable material produced or managed, and
    - (iv) a potential contravention,
  - b) to carry out inspections, observations, measurements, tests and sampling and to otherwise ascertain whether the terms of this bylaw or a facility license have been or are being complied with and take away samples of leachate, runoff, groundwater, soil, articles, substances, municipal solid waste or recyclable material as they consider appropriate.
- 12.5 Return of Documents.** Where the district has taken away original records from a facility, site or premises under Subsection 12.4(a), the district, upon written request from the owner or operator of the facility, will return copies of the records to the owner or operator within 24 hours of the inspection or if that is not possible, as soon thereafter as is practicable.
- 12.6 Assistance.** The employee or representative of the district may take with him or her onto any facility, site, or premises such other persons and equipment as may be necessary to carry out the actions authorized in Section 12.4.
- 12.7 Identification.** The employee or representative of the district shall, forthwith upon arrival at a

facility, site, or premises, provide proof of identity to a person present at the facility, site, or premises.

- 12.8 Records.** Notwithstanding Sections 2.2, 4.1, and 10.4, the General Manager may require the owner or operator of a facility, site, or premises at which municipal solid waste or recyclable material is managed to keep records of volumes, weights, types, amounts, quantities, and composition of municipal solid waste or recyclable material originating from within the Regional District of Nanaimo that is brought onto or removed from the facility, site, or premises and to submit, on request annually, the records to the district.

### ARTICLE 13

#### 13 SUSPENSION AND CANCELLATION

- 13.1 Suspension and Cancellation of Facility Licenses.** Without limiting any other provision of this bylaw, the General Manager, after giving notice to a licensee, may suspend for any period or cancel a facility license in whole or in part where the following has occurred or is occurring:
- a) the licensee fails to comply with any term, condition, or requirement of the facility license or any provision of this bylaw,
  - b) the licensee has made a material misstatement or material misrepresentation in the application for the facility license,
  - c) the licensee has failed to:
    - (i) provide the monthly statement of quantities in accordance with Section 10.4, or
    - (ii) make payment of fees in accordance with Article 10,
  - d) the licensee does not exercise any rights under the facility license for a period of 3 years,
  - e) the facility license is no longer necessary by reason of a code of practice under this bylaw,
  - f) the licensee is an individual who has died,
  - g) the licensee is a corporation that is struck off the register or is dissolved under its incorporating enactment,
  - h) the licensee is a partnership that is dissolved,
  - i) the licensee requests that the facility license be cancelled, or
  - j) the land and related improvements or buildings and related improvements licensed under this bylaw are no longer a facility.
- 13.2 Notice.** A notice served under Section 13.1 must state the time at and the date on which the suspension or cancellation is to take effect.

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

#### ARTICLE 14

#### 14 OFFENCES AND PENALTIES

- 14.1 **Offence.** Any person who contravenes a provision of this bylaw, a facility license, an order, a code of practice, or a requirement made or imposed under this bylaw commits an offence and is liable to a fine not exceeding \$200,000.
- 14.2 **Separate Offences.** Where there is contravention that continues for more than one day, each day or part of a day on which the contravention occurs is a separate offence.
- 14.3 **Offences by Employees, Officers, Directors or Agents.** If a corporation commits an offence under this bylaw, an employee, officer, director, or agent of the corporation who authorized, permitted or acquiesces in the offence commits the offence even though the corporation is convicted.
- 14.4 **Remedies Cumulative.** The rights and remedies available to the district under this bylaw shall be cumulative and not alternative and shall be in addition to and not a limitation of any other rights and remedies that would otherwise be available to the district at law.

#### ARTICLE 15

#### 15 APPEALS

- 15.1 **Appeals to Board.** An applicant or licensee affected by a decision of the General Manager under Section 3.5, 4.2, 7.1, 8.1, 8.3 or 8.12 to this bylaw may appeal the decision to the board by advising the board in writing of the order or requirement being appealed from and setting out the reason for the appeal and attaching any relevant documents.
- 15.2 **Time Limit for Commencing Appeal.** The written notice of appeal under Section 15.1 must be delivered to the board within 30 days of the decision from which the appeal is made.
- 15.3 **Review by the Board.** The matter will be reviewed by the board pursuant to Section 15.4.
- 15.4 **Power of the Board.** Upon considering the matter under appeal, the board may:
- a) confirm, reverse or vary the decision under appeal, and
  - b) make any decision that the board considers appropriate.
- 15.5 **Appeal Does Not Operate as Stay.** An appeal under this section does not operate as a stay or suspend the operation of the decision being reviewed unless the board orders otherwise.

## ARTICLE 16

### 16 GENERAL

- 16.1 Notification of Change in Control.** A licensee shall notify the district in writing of a change in ownership or control of the license within 10 days after such a change.
- 16.2 Delivery of Notices.** Any notice required to be given to an owner or operator of a facility or a licensee shall be deemed to have been delivered if such notice is delivered personally to an owner or operator of a facility or a licensee or is mailed by double registered mail to the registered or records office of an owner or operator of a facility or a licensee or to the address for service set out in a license. If delivery of a notice is unable to be effected by double registered mail then delivery may be affected by any of the following:
- a) personal delivery to the registered or records office of an owner or operator of a facility or a licensee,
  - b) personal delivery to a director, officer, liquidator, trustee in bankruptcy or receiver manager of an owner or operator of a facility or a licensee,
  - c) personal delivery to an adult individual at the facility who appears to be an employee of an owner or operator of a facility or a licensee or appears to be in control of the facility, and
  - d) posting on the door or gate of the facility, when no one is present at the facility or the facility appears to be abandoned.
- 16.3 No Transfer or Assignment.** A transfer or assignment of a facility license is without effect without the prior written approval of the General Manager. Approval will be given if all license requirements are being fulfilled and no license or license amendment fees are owed to the district.
- 16.4 Headings.** The headings in this bylaw are for convenience only and shall not limit, enlarge or affect the scope of any of the provisions in this bylaw.
- 16.5 Severability.** If any portion of this bylaw is deemed *ultra vires*, illegal, invalid or unenforceable in any way in whole or in part by any court of competent jurisdiction, such decision shall not invalidate or void the remainder of this bylaw. The parts so held to be *ultra vires*, illegal, invalid or unenforceable shall be deemed to have been stricken from this bylaw with the same force and effect as if such parts had never been included in this bylaw or revised and reduced in scope so as to be valid and enforceable.

## ARTICLE 17

### 17 TITLE

This bylaw may be cited for all purposes as the "Regional District of Nanaimo Waste Stream Management Licensing Bylaw No. 1386, 2004".



Read three times the 10<sup>th</sup> day of August 2004.

Finally adopted by the board this \_\_\_\_ day of \_\_\_\_\_, 2004.

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Chairperson

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General Manager, Corporate Services

## SCHEDULE "A"

### EXEMPTIONS FROM LICENSING REQUIREMENTS

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

1. any facility which accepts exclusively asphalt and concrete for the purposes of reprocessing, resale and reuse;
2. any retail food, grocery, beverage or drug establishment that accepts recyclable products on a return-to-retail basis;
3. any depot operating under or in fulfillment of the *Environmental Management Act* Beverage Container Stewardship Program Regulation, 1997; and
4. any facility operating under or in fulfillment of a *Environmental Management Act* Stewardship Program.

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

**SCHEDULE "B"**

**PLAN FACILITIES (PUBLIC)**

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

**SCHEDULE "C"****FEES - FACILITIES**

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

1. **Application, Amendment, Annual Administration and Other Fees**

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

**SCHEDULE "D"**

**PUBLISHING AND BILLBOARD POSTING REQUIREMENTS**

**1. Publishing Notice Details for all Applications**

A published notice in a newspaper must:

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



REGIONAL DISTRICT OF NANAIMO			
JUL 14 2004			
CHAIR		GM CrS	
CAO		GMDS	
GM CrS		GMES	
		<i>Call</i>	

**MEMORANDUM**

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**TO:** John Finnic  
General Manager of Environmental Services

**DATE:** July 12, 2004

**FROM:** Mike Donnelly  
Manager of Utilities

**FILE:** 5500-22-27

**SUBJECT:** Drought Planning Assistance Program – Land & Water British Columbia Inc.

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**PURPOSE**

To present information to the Board regarding the recently announced Drought Planning Assistance Program initiated by Land & Water British Columbia Inc. (L&WBC).

**BACKGROUND**

The Drought Planning Assistance Program has been developed by L&WBC to provide assistance to local water suppliers in assessing, mitigating and responding to drought conditions through the development and implementation of drought management and water conservation plans and bylaws. This program has been developed in response to the severe drought of 2003 and subsequent impacts on water systems throughout the province due to continued dry conditions.

L&WBC will provide \$2,000,000 in funding to assist in the completion of these activities. The funding can be applied for by individual community water purveyors with the amount available being tied to \$0.75 per capita in the water service areas with a minimum of \$8,000 per successful application.

An application for funding under this new program is being developed. Key components included in the funding request will include the development of a water management plan and the development and printing of educational material related to water conservation. As well, funding will be directed to the enhancement of the departmental web site to increase awareness and provide information to support the need to increase water conservation activities by all users.

**ALTERNATIVES**

1. Receive this report for information.
2. Receive the report for information and support an application for funding under the Drought Planning Assistance Program.

## FINANCIAL IMPLICATIONS

L&WBC provides the funding under this program. There are no matching funds required from the RDN.

Based on the per capita funding calculation provided by L&WBC the RDN would, on approval, be eligible for a minimum of \$8,000 and a maximum of \$29,634.75. The actual funding amount will be based on proposals submitted by the RDN and on the number of applications for funding received under the program. Not all applications will necessarily be approved.

## CITIZEN IMPLICATIONS

This program will allow the RDN to strengthen its water management capabilities in response to the ongoing drought in the region. A key component of this initiative will be the messaging that will go to the public with respect to water use and conservation to ensure a continual and safe supply of fresh drinking water.

## SUMMARY/CONCLUSIONS

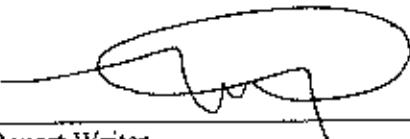
Land & Water British Columbia has recently announced a Drought Planning Assistance Program for the province. This program is in response to the drought conditions encountered in 2003 which have continued into 2004.

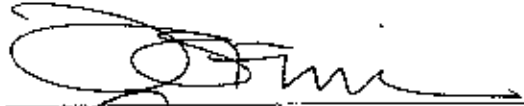
Funding in the amount of \$2,000,000 has been made available that community water purveyors can apply for. The funds are to be used in 2004 and are aimed at projects that will work towards mitigating and responding to these drought conditions. The RDN would be able to apply for funds ranging from a minimum of \$8,000 to \$29,634.75 based on a calculation of \$0.75 per capita.


An application for funding is currently being developed. The funding would be focused on the development of a water management plan, increased emphasis on public awareness and improvements to the departmental web site to focus on water conservation issues.

## RECOMMENDATION

1. That this report be received for information.
2. That the Board support an application for funding under the Drought Planning Assistance Program.

  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
General Manager Concurrence

  
\_\_\_\_\_  
C.A.O. Concurrence

COMMENTS:



<b>REGIONAL DISTRICT OF NANAIMO</b>			
JUL 19 2004			
CHAIR		GMCrS	
CAO		GMDS	
GWCms		GMES	

**MEMORANDUM**

<b>TO:</b>	John Finnie General Manager of Environmental Services	<b>DATE:</b>	July 14, 2004
<b>FROM:</b>	Mike Donnelly Manager of Utilities	<b>FILE:</b>	5500-22-WB-01
<b>SUBJECT:</b>	<b>Reserve Fund Establishing Bylaw for West Bay Estates Water</b>		

**PURPOSE**

To seek adoption of a reserve fund establishing bylaw for the West Bay Estates water service.

**BACKGROUND**

The 2004 budget provides for a contribution of \$20,000 to establish a reserve fund for the West Bay Estates water service. The current five year capital does not forecast any significant capital expenditures, however, staff have indicated in their planning documents that commencing in 2010 approximately \$30,000 per year would be spent upgrading watermains. The five year operating budget includes a continuing reserve fund contribution of \$20,000 per year for this purpose.

**ALTERNATIVES**

1. Establish a capital reserve fund for the West Bay Estates water service.
2. Do not establish the reserve fund at this time.

**FINANCIAL IMPLICATIONS**

Alternative 1

The West Bay Estates service is a small system containing 168 parcels. There is a low likelihood that the system will be expanded or densified thereby creating future growth to assist in the costs of system improvements. A reserve fund is an appropriate mechanism in this circumstance to provide funds for these future capital costs.

Alternative 2

There are no negative financial implications by not establishing a reserve fund. Surplus operating funds are carried forward to the next year within the service area budget and can be used for the same ultimate purpose. The practice of charging an operating budget with a reserve fund contribution is a clearer statement of intent for readers of the annual budget.


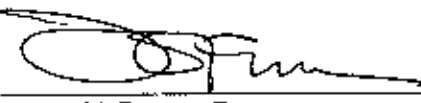
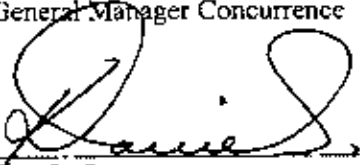


**SUMMARY/CONCLUSIONS**

The 2004 annual budget and five year financial plan for the West Bay Estates water service includes a contribution to a new reserve fund. Capital improvements of about \$30,000 per year are projected commencing in 2010. Given the small size of this service area, reserving some operating funds for this future purpose will allow the capital improvements to be carried out in a methodical manner.

**RECOMMENDATION**

1. That "West Bay Estates Water Service Reserve Fund Bylaw No.1394 , 2004" be introduced for first three readings.
2. That "West Bay Estates Water Service Reserve Fund Bylaw No.1394, 2004" having received three readings be adopted.

  
\_\_\_\_\_  
Report Writer  
\_\_\_\_\_  
General Manager Concurrence  
  
\_\_\_\_\_  
C.A.O. Concurrence

COMMENTS:

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1394**

**A BYLAW TO ESTABLISH A RESERVE FUND FOR  
THE PURPOSE OF ACQUIRING AND MAKING  
CAPITAL IMPROVEMENTS TO THE WEST BAY ESTATES  
WATER SERVICE COLLECTION AND DISTRIBUTION SYSTEM**

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

1. There is hereby established a reserve fund, pursuant to Section 814(3) of the *Local Government Act*, to be known as the "West Bay Estates Water Service Reserve Fund".
2. Money from the current revenue of the West Bay Estates Water Service function, to the extent to which it is available, or as otherwise provided in the *Local Government Act*, may from time to time be paid into the reserve fund.
3. The money set aside may be deposited in a separate bank account or invested in the manner provided by the *Local Government Act* until its use is required.
4. Money in the reserve fund shall be used for the acquisition, expansion and improvement of the water collection, distribution and related infrastructure systems.
5. This bylaw may be cited as the "West Bay Estates Water Service Area Reserve Fund Bylaw No. 1394, 2004".

Introduced and read three times this 10th day of August, 2004.

Adopted this 10th day of August, 2004.

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CHAIRPERSON

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GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR MEETING OF THE  
REGIONAL WASTE ADVISORY COMMITTEE HELD ON  
THURSDAY, APRIL 15, 2004, AT 4:00 PM IN THE  
RDN BOARD CHAMBERS

Present:

Lou Biggemann	Chairperson
Denise Haimé	Director, RDN
Randy Longmuir	Director, RDN
Tom Krall	Director, RDN
Al Leuschen	Ministry of Water, Land & Air Protection
Gary Franssen	City of Nanaimo
David Coombe	Central Vancouver Island Health Unit
John Beute	Waste Management
Norman Abbey	Environment Community
Mike Gallo	
Mike Schellinick	Waste Management
Gordon Proctor	General Public (South)

Also in Attendance:

John Finnie	GM, Environmental Services, RDN
Carey McIver	Manager of Solid Waste, RDN
Alan Stanley	Solid Waste Program Coordinator, RDN
Maura Walker	Gartner Lee Limited

CALL TO ORDER

The Chairperson called the meeting to order at 4:00 pm.

MINUTES

Minutes of the Regional Waste Advisory Committee meeting of December 4, 2003 were adopted.

INCLUSION OF LANDFILL SITE LIAISON COMMITTEE REPRESENTATIVE

Carey McIver gave a brief outline of the newly formed Landfill Site Liaison Committee and announced that Jim Young had accepted the position of committee Chair. As Mr. Young is not available to attend Thursday RWAC meetings, a representative from the committee will be selected to represent LWAC at future RWAC meetings. It was noted that Gary Franssen and Al Leuschen, both members of RWAC, also sit on the LSLC committee.

DRAFT SOLID WASTE MANAGEMENT PLAN

Ms. McIver presented information (presentation attached to minutes) regarding the Draft Solid Waste Management Plan and included a timeline which anticipates submission to the Ministry in June with final approval expected shortly thereafter. (This was delayed until July). Questions and comments were as follows.

Gordon Proctor referred to table 6.2 and asked that if there were a 5% reduction in landfill materials due to a single family organics collection program, should not the cost go down for single family collection? Maura Walker responded that there would absolutely be a reduction, but at this stage costs are not known. Ms. McIver added that the costs will not be offset as organic collection will cost more than garbage collection. Mr. Proctor's response was that if there is no cost benefit why go there.

Following discussion about the burning of stumps at the Doumont Road site, Director Krall questioned why all stumps are not being chipped. Ms. McIver stated that it is her understanding that they are too difficult to chip, causing machine breakdowns. Alan Stanley has been surveying private sector operators who said they would be willing to handle the material if the Doumont Road site were not in operation. If these private operators could get a license to chip through the Waste Stream Management Licensing bylaw, the RDN would recommend that the burning permit at Doumont Road be cancelled. In response to Director Krall's question of a timeline, Ms. McIver stated that staff is actively pursuing this issue.

Ms. Walker asked for clarification regarding the issue of burning. Ms. McIver clarified that the Solid Waste Management Plan deals with the eventual elimination of landclearing burning at the Doumont Road site as opposed to burning in general which is an ongoing process.

Director Krall asked if the landfill site has been considered for a transfer station for District 68. Ms. McIver stated that it has been considered for some time and the RDN remains in discussions with the property owners.

Al Leuschen requested a timeline on the SWMP. Ms. McIver stated that the plan goes out in May and there will be a three week window allowed for public comment and the Ministry may respond until June 8<sup>th</sup> when the plan goes forward to the Board. Ms. McIver noted that she would be meeting with Mr. Leuschen regarding issues in the plan.

#### NEW AND EMERGING TECHNOLOGIES

Ms. Walker presented a review of new and emerging technologies to the members (presentation attached to minutes) which was followed by general discussion. Ms. McIver suggested that even if no conclusions are drawn at this point regarding new and emerging technologies, it is important to keep open about things that are happening and ready ourselves for a decision in several years to come. Ms. Walker added that opportunities may arise for funding. Ms. McIver concluded by noting that Ms. Walker will be presenting the information on new and emerging technologies to a meeting of all Vancouver Island regional district Solid Waste Managers on April 21.

#### WASTE STREAM MANAGEMENT LICENSING

Alan Stanley presented an update on the status of the WSML bylaw (presentation attached to minutes). Questions and comments were as follows.

Mr. Stanley noted that the legal review of the bylaw shows that even in situations where the regional district has no jurisdiction over an illegal dump site, both the generator and hauler of the material may be held responsible.

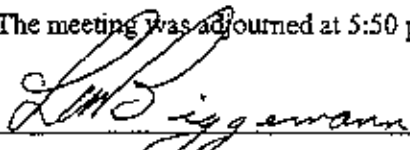
As soon as the bylaw is adopted it will be implemented. The RDN will be extremely pro-active and will prepare ahead by approaching facilities to submit applications and will prepare in advance for licenses where possible; it may take up to two months to complete the licensing process. Once the bylaw has been adopted there will be a six month window for compliance after which time a facility will be considered in contravention of the bylaw.

#### OTHER

Ms. McIver updated the members on the possibility of chickens from the lower mainland being sent to Cache Creek for landfilling. Ms. McIver said that it appears as if this will not be happening but noted that the RDN has the option of landfilling District 69 garbage temporarily if the need arises. This is also the case should the possibility of a strike with Seaspan, the company who barges District 69 garbage from the island, become a reality.

#### ADJOURNMENT

The meeting was adjourned at 5:50 pm.



CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE  
REGIONAL GROWTH MONITORING ADVISORY COMMITTEE /  
STATE OF SUSTAINABILITY PROJECT  
HELD ON THURSDAY, JUNE 24, 2004  
IN THE COMMITTEE ROOM

Present:

Director Bill Holdom	Chair
Director Dave Bartram	Deputy Chair
Brian Anderson	
Gordon Buckingham	
Betty Collins	
Ross Peterson	
Adele McKillop	
Sylvia Neden	

Also in attendance:

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

Absent:

Douglas Anderson  
Janet Farooq  
Sharon Thomson

**CALL TO ORDER**

**MINUTES**

The minutes from the previous meeting (May 19/04) were received as presented.

**OLD BUSINESS**

None.

**NEW BUSINESS**

- a) *Public Event #1 – June 22, 2004 Committee of the Whole Consideration of Workshop Report & RGMAC Recommendations to Board Regarding Immediate Actions to take as a Result of Sustainability Workshop Feedback*

Directors Holdom and Bartram provided an update about the Committee of the Whole consideration of the Workshop Report for the Sustainability Workshop and the Regional Growth Monitoring Advisory Committee's (RGMAC) recommendations regarding immediate actions to take as a result of Sustainability Workshop feedback.

Director Holdom stated that he delivered a PowerPoint presentation about the Sustainability Workshop to the Committee, as requested by the RGMAC.

Directors Holdom and Bartram stated that the Committee of the Whole received the Workshop Report for the Sustainability Workshop, received the RGMAC recommendation, and requested staff to provide staff reports for the Board's consideration about green building guidelines and development/land use guidelines to ensure conservation of water and protection of watersheds and aquifers (the two items identified for immediate action by the RGMAC).

RGMAC members shared their perspectives about the Committee of the Whole's consideration of the Sustainability Workshop and the RGMAC recommendation. The potential benefits of providing more information about sustainability to decision makers was identified and discussed.

b) *Sustainability Project – Next Steps Prior to Indicator Selection Work*

C. Thomas provided an overview of the staff report dated June 18, 2004 titled, "Sustainability Project Next Steps Prior to Sustainability Indicator Selection". It was noted that the report provides a framework, as requested by the RGMAC, to structure RGMAC discussion about the next steps to taken in the Sustainability Project prior to the selection of sustainability indicators.

The RGMAC concurred that the framework would meet its needs in terms of structuring the discussion it wanted to have about steps to be taken before initiating the indicator selection work, and requested staff to facilitate RGMAC discussion using the framework.

C. Thomas facilitated RGMAC discussion using the approved framework and recorded RGMAC discussion on flipcharts.

The RGMAC identified the following items for discussion prior to the sustainability indicator selection work:

- the goals and priorities of the RGMAC,
- the parameters of the monitoring initiative (Cadillac versus Pontiac model),
- lessons learned from the Regional District's previous monitoring initiative,
- other sustainability monitoring initiatives and reports.

The RGMAC requested that opportunity be provided to discuss the topics identified above at upcoming meetings and indicated that discussion could begin about the indicator selection work at the same meetings.

The RGMAC 'flagged' the following topics for discussion as a part of the sustainability indicator selection work:

- the development of a systematic approach/framework for indicator selection (e.g. a framework with columns of information about principles, characteristics, implementation strategies and indicators as outlined in Ross Peterson's proposal),
- the need to ensure adequate attention of the social aspects of sustainability,
- criteria for indicators.

The RGMAC also requested that opportunity be provided on an ongoing basis at RGMAC meetings for regular Committee self reflection about its work.

c) *Sustainability Project – A Path Forward & A Framework for Indicator Selection*

C. Thomas distributed a draft document titled "Sustainability Monitoring: A Path Forward", that outlines a possible sequence of steps to take to select sustainability indicators and develop a report about the sustainability of the region.

C. Thomas distributed a draft document titled "Sustainability Monitoring: A Framework for Indicator Selection", that includes a chart that could be used as a framework for identifying and selecting sustainability indicators. The chart includes four columns: [1] components of the 'sustainability stool' (i.e. social capital, economic capital, environmental capital and institutional leadership/management); [2] key elements of the components; [3] things that could be measured to assess the key elements; and [4] indicators of the things that could be measured to assess the key elements. It was noted that the chart is incomplete, but provides a few examples of the type of information that could be recorded in each column. It was noted that the chart, or some amended version of the chart with differently labeled columns, could be used as a 'worksheet' and filled in through review of Sustainability Workshop findings and other literature, and Committee discussion.

S. Neden expressed concern that social issues are not being given adequate consideration in the Sustainability Project, citing that social issues are not adequately covered in official community plans and

other long range planning strategies. S. Neden suggested that an indicator selection framework based on Maslow's hierarchy would give better consideration to social issues because it would be organized around the key requirements of the life support system (i.e. food, air, water, health and safety, sense of community, culture).

RGMAC members discussed how other models or frameworks of sustainability provided for comprehensive/equal consideration of all three components of sustainability (e.g. by serving as a check list to ensure coverage of each component). References were made to sustainability models that include circles for environmental capital, economic capital, and social capital that are either hierarchical or overlapping. No decision was made regarding which model to use to structure the indicator selection work.

#### **NEXT MEETING**

The RGMAC set the next meeting for Wednesday, July 21, 2004 at 7:00 PM.

The purposes of the next meeting are:

- to begin discussion about the items identified for discussion prior to the indicator selection work; and
- to begin discussion about some of the items related to establishing the foundation of the monitoring program identified in the document titled, "Sustainability Monitoring A Path Forward".

#### **ADJOURNMENT**

Director Holdom adjourned the meeting at 9:15 PM.

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Chair, Director Bill Holdom

REGIONAL DISTRICT OF NANAIMO

MINUTES OF A MEETING OF THE GRANTS-IN-AID COMMITTEE  
HELD ON FRIDAY, JULY 16, 2004  
AT 12:00 NOON IN THE REGIONAL DISTRICT OFFICES

Present:

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

SCHOOL DISTRICT 69:

Funds available: \$5,834.80

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

Name of Organization	Amount Requested	Amount Recommended
Qualicum Beach Historical Museum Society	\$ 5,000	\$ <u>4,000</u>
		\$ <u>4,000</u>

CARRIED

The Committee agreed that the following comments be conveyed to:

Qualicum Beach Historical Museum Society -- grant to be used towards the creation of a video about the history of Qualicum Beach and the surrounding area using the museum's historical exhibit currently on display.

ADJOURNMENT

The meeting adjourned at 12:30 PM.

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CHAIRPERSON