

**REGIONAL DISTRICT OF NANAIMO**

**COMMITTEE OF THE WHOLE  
TUESDAY, FEBRUARY 13, 2007  
7:00 PM**

*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

5-31                    **Gavin Reid**, re Qualicum Beach Lawn Bowling Project.

**MINUTES**

32-36                    Minutes of the regular Committee of the Whole meeting held January 9, 2007.

**COMMUNICATIONS/CORRESPONDENCE**

**BUSINESS ARISING FROM THE MINUTES**

***CORPORATE ADMINISTRATION SERVICES***

**ADMINISTRATION**

37-38                    Request for Tree Height Regulation.

***FINANCE & INFORMATION SERVICES***

***DEVELOPMENT SERVICES***

**EMERGENCY PLANNING**

39-40                    2006/2007 Integrated Emergency Planning Funding Program Application.

**PLANNING**

41-48                    Green Buildings Project – Action Plan.

Request for Additional Staff Position – Sustainability Coordinator. (report to be circulated)

## **ENVIRONMENTAL SERVICES**

### **LIQUID WASTE**

- 49-51 French Creek Pollution Control Centre Stage 3 Upgrade Tender Award.
- 52-53 Greater Nanaimo Pollution Control Centre Biosolids Contract.

### **SOLID WASTE**

- 54-57 Garbage and Recycling Collection Contract Extension.
- 58-63 Construction/Demolition Waste Diversion Strategy.
- 64-69 Partners for Climate Protection Program – RDN Corporate Climate Change Plan  
- (Presentation)

### **UTILITIES**

- 70-75 Mid Vancouver Island Habitat Enhancement Society – Request for Letter of Support.
- 76-77 2007 Infrastructure Planning (Study) Grant Applications.
- 78-83 Surfside Sanitary Sewer Service Area, Capital Charge Bylaw No. 1516.
- 84-86 French Creek Sewer Local Service Area Regulation and Rates Amendment Bylaw No. 422.15.
- 87-89 Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.04.

## **RECREATION AND PARKS SERVICES**

- 90-99 Renewal of Revised Boardwalk Agreement with Ministry of Environment.

## **TRANSPORTATION SERVICES**

### **COMMISSION, ADVISORY & SELECT COMMITTEE**

#### **District 69 Recreation Commission.**

- 100-107 Minutes of the District 69 Recreation Commission meeting held January 18, 2007. (for information)

*That the District 69 Rural Recreation Program Service Delivery Report be received.*

#### **Area 'G' Parks and Open Spaces Advisory Committee.**

- 108-109 Minutes of the Area 'G' Parks and Open Spaces Advisory Committee meeting held November 9, 2006. (for information)

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

110-111 Minutes of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meeting held January 10, 2007. (for information)

**Drinking Water Watershed Protection Stewardship Committee.**

112-116 Minutes of the Drinking Water Watershed Protection Stewardship Committee meeting held December 6, 2006. (for information)

**Transit Select Committee.**

117-119 Minutes of the Transit Select Committee meeting held January 25, 2007. (for information)

*That the Terms of Reference for the Transit Business Plan for the Nanaimo Regional Transit System be approved.*

*That staff be directed to amend the District 69 establishing bylaw to implement a formula which allocates net costs as follows:*

- (a) 40% based on population;*
- (b) the remainder allocated as 77% times the number of hours plus 23% times the number of kilometres; and,*
- (c) that the cost apportionment formula be based upon the prior year's actual service received from January 1 to December 31 to be implemented in 2008.*

***Verbal Reports As Available:***

Arrowsmith Water Service Management Committee

Deep Bay Harbour Authority

Island Corridor Foundation

Mt. Arrowsmith Biosphere Foundation

Municipal Finance Authority

Municipal Insurance Association

North Island 911 Corporation

Oceanside Tourism Association

Regional Library Board

Regional Transportation Advisory Committee

Treaty Advisory Committee

Vancouver Island Health Authority – Joint Capital Planning 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.*



**PROJECT**  
**INDOOR LAWN BOWLING GREEN**



**QUALICUM BEACH LAWN  
BOWLING CLUB**

665 Jones Street  
Qualicum Beach, BC. V9K 1E9

January 26<sup>th</sup>, 2007

Ms Carol Mason  
Chief Administrative Officer  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo  
British Columbia. V9T 6N2

Dear Ms Mason:

**Re: Qualicum Beach Lawn Bowling Club – Expansion Project (Indoor Green)**

Please find attached a RDN Grants-In-Aid Application to support the completion of the construction of an indoor lawn bowling green. QBLBC is a non-profit organization for community benefit. The facility will be accessible to the public of Oceanside (Qualicum Beach / Parksville and their neighbouring villages and towns).

We commenced construction in the fall of 2006 and anticipate completing the Indoor Green by late spring. To date, we have raised \$300,000 and to complete the project we are endeavoring to raise an additional \$100,000.

The completion of the project will result in a “show-case” facility that will be admired and used by many of the citizens of Oceanside, Vancouver Island and beyond. Your financial support to assist in the completion of this initiative for the communities within Oceanside will be greatly appreciated.

Yours sincerely,

Gavin Reid  
Construction Manager  
Phone: 250-752-7060  
E-mail: tworeids@shaw.ca

Shirley Bolden  
President  
Qualicum Beach Lawn Bowling Club



# GRANTS-IN-AID APPLICATION

NAME OF ORGANIZATION		AMOUNT REQUESTED
QUALICUM BEACH LAWN BOWLING CLUB		\$ 80,000
MAILING ADDRESS		
665 JONES STREET		
QUALICUM BEACH		POSTAL CODE
		V9K1H1
CONTACT PERSON		TELEPHONE NUMBER
GAVIN REID		752-7060

ATTACH A LIST SHOWING YOUR ORGANIZATION'S STRUCTURE (INCLUDING DIRECTORS AND VOLUNTEERS) ATTACHMENT I

IS YOUR ORGANIZATION REGISTERED AS A NON-PROFIT SOCIETY IN BC? # 14688	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
--	---	-----------------------------

DOES YOUR ORGANIZATION MEET THE CRITERIA OUTLINED ON PAGE 3?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
--	---	-----------------------------

PROVIDE DETAILS ABOUT THE PEOPLE YOU SERVE AND THE TYPES OF PROGRAMS AND SERVICES OFFERED BY YOUR ORGANIZATION TO THE COMMUNITY

PLEASE SEE ATTACHMENT II

WHAT WILL THIS GRANT BE USED FOR?


TO ASSIST IN THE COMPLETION OF THE INDOOR GREEN EXPANSION PROJECT, WHICH IS APPROXIMATELY THREE-QUARTERS COMPLETED.

Grants-in-Aid Application

PLEASE LIST ALL GRANTS RECEIVED AND/OR APPLIED FOR FROM OTHER GOVERNMENTS OR SERVICE ORGANIZATIONS	
BC GAMING COMMISSION	\$ 94,633
OLYMPIC/PARALYMPIC LIVE SITES	\$ 142,500
PLEASE PROVIDE DETAILS OF REVENUE GENERATING ACTIVITIES THAT YOUR ORGANIZATION UTILIZES	
REVENUE GENERATING:	REVENUE SAVING:
- MEMBERSHIP FEES	MEMBER VOLUNTARY SERVICE
- TOURNAMENTS	PROGRAM - (MAINTENANCE OF BOWLING GREEN, CLUBHOUSE AND PROPERTY.
- GARAGE SALE	
- SPECIAL EVENTS - DINNERS, BARBEQUES ETC	
WHAT SPECIFIC EXPENDITURES WILL YOUR ORGANIZATION NOT BE ABLE TO MAKE IF YOUR GRANT IS LESS THAN THE AMOUNT REQUESTED	
INSULATION, DRY WALL, SIDING, VENTING, PLUMBING, EMERGENCY LIGHTING, INTERIOR AND EXTERIOR PAINTING GUTTERS.	

PLEASE ENSURE THAT:

- All questions have been completed in full.
- An organizational structure is attached.
- A copy of financial statements is attached.
- A copy of budget is attached.

DESCRIBE THE USE OF GRANT RECEIVED LAST YEAR	
SIGNATURE	DATE
	JANUARY 26, 2007

Submit to: Administrative Assistant, Regional District of Nanaimo  
 6300 Hammond Bay Road, Nanaimo, BC V9T 6N2  
 Telephone: 390-4111 or toll free 1-877-607-4111, Fax: 390-4163

OFFICE USE ONLY	20__	20__	20__	20__	20__
Previous year(s) grant					
Comments					



**ATTACHMENT I**

**Executive and Directors  
Organizational Chart  
Certificate of Incorporation**

## QUALICUM BEACH LAWN BOWLING CLUB.

665 Jones Street  
Qualicum Beach, B.C., V9K 1H1  
(250) 752-3341

November 2006 – October 2007

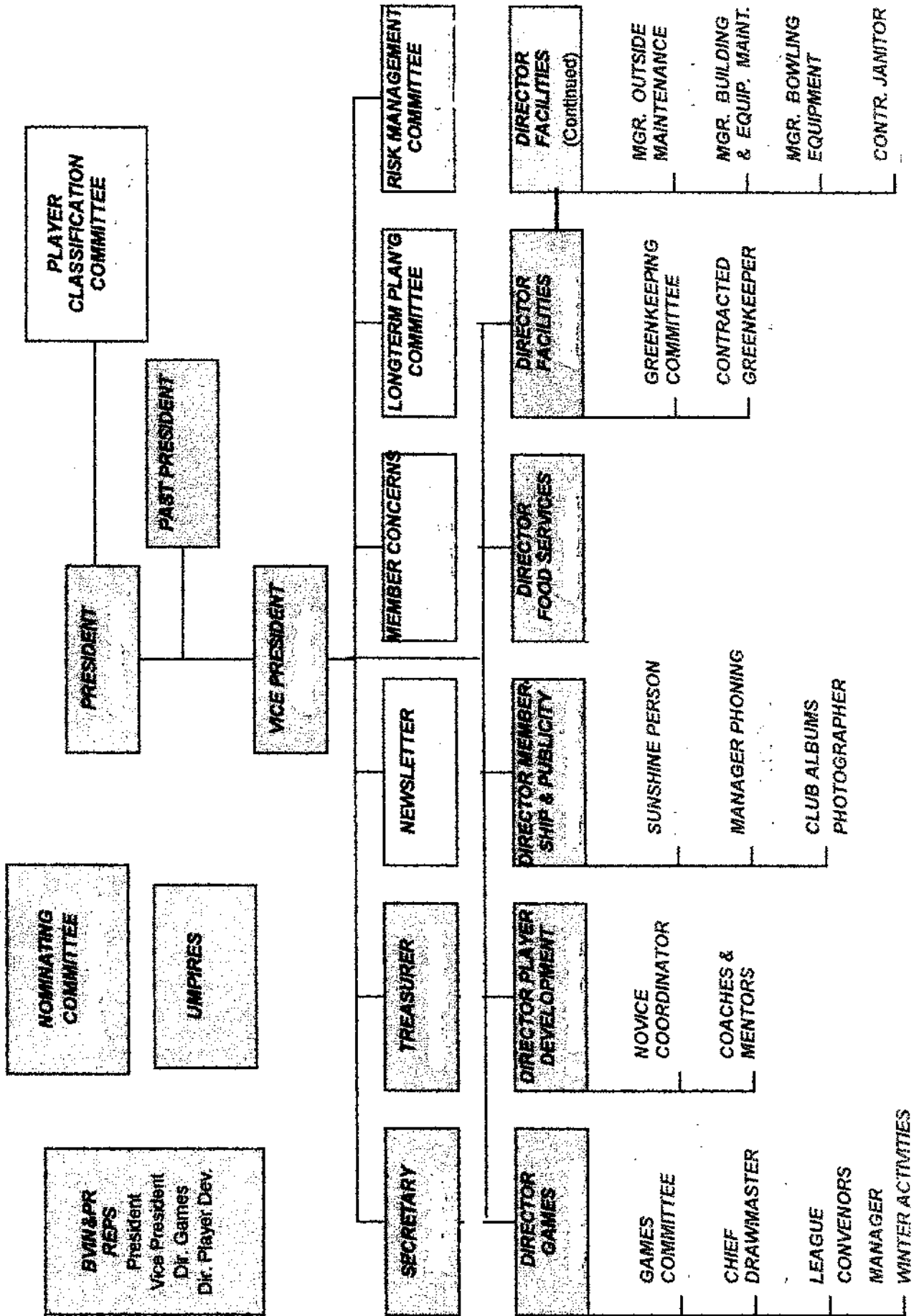
### *EXECUTIVE:*

<b>PRESIDENT:</b>	<b>Shirley Bolden</b>	873 Savary Dr. Q.B. V9K 1R8 waltham@telus.net	752-3227
<b>VICE-PRESIDENT:</b>	<b>Norm Hall</b>	1068 Center Cr. Q.B. V9k 2G6 datacom@manaimo.ark.com	752-0403
<b>SECRETARY:</b>	<b>Thomas Sturge</b>	1169 Sunrise Dr. Q.B. V9K 1C2 tasturge@shaw.ca	752-7424
<b>TREASURER:</b>	<b>Audrey Isbell</b>	5-208 Mill Rd. Q.B. V9K 1H2 amisbell@shaw.ca	752-9134
<b>PAST PRESIDENT:</b>	<b>Gwen Martin</b>	342 Palm Dr. Q.B. V9K 2H3 sam_gwen@telus.net	752-7575

### *DIRECTORS:*

<b>GAMES: (Zone)</b>	<b>Bryan Salmon</b>	863 Berwick Rd. S Q.B. V9K 1R3 valsam@shaw.ca	752-9574
<b>GAMES: (Club)</b>	<b>David Childs</b>	646 Redwood Dr. Q.B. V9K 1A2 dave.paul@telus.net	752-2440
<b>PLAYER DEVELOPMENT:</b>	<b>Margaret Clow</b>	19-810 Chestnut St. Q.B. V9K 1B6 theclovs@shaw.ca	752-3698
<b>MEMBERSHIP/ PUBLICITY:</b>	<b>Jane Nielsen</b>	109-3105 Rinvold Rd. Q.B. V9K 2R7 jnielsen@islandnet	738-0023
<b>FOOD SERVICES:</b>			
<b>FACILITIES:</b>	<b>Dave Bolden</b>	873 Savary Dr. Q.B. V9K 1R8 waltham@telus.net	752-3227

# ORGANIZATION CHART



" SOCIETIES ACT "

CANADA:  
Province of British Columbia. }



No. 14,688

# Certificate of Incorporation

I hereby certify that

Qualicum and District Lawn Bowling Club

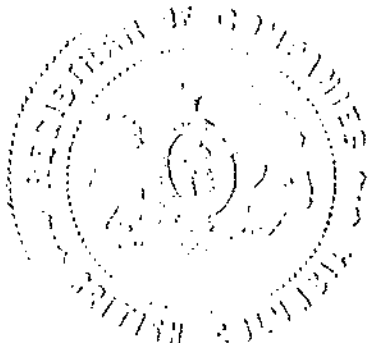
has this day been incorporated as a Society under the " Societies Act."

GIVEN under my hand and Seal of Office at Victoria, Province of

British Columbia, this -27TH- day

of April, one thousand nine hundred

and seventy-nine



Deputy Registrar of Companies.



Form 10  
(Section 66 and 67)

I CERTIFY THIS IS A COPY OF A  
DOCUMENT FILED ON

Certificate of  
Incorporation No. 14,688

AUG 10 2004

SOCIETY ACT

22 *J. Powell*  
JOHN S. POWELL  
REGISTRAR OF COMPANIES  
PROVINCE OF BRITISH COLUMBIA

COPY OF RESOLUTION

The following is a copy of

- a special resolution\* passed
- an ordinary resolution
- a directors' resolution

in accordance with the by-laws of the Society on the 7th day of June, 2004  
(Day) (Month) (Year)

"RESOLVED

1. That the existing Clause 2 in the Constitution of the Society be amended as shown in the Constitution attached as Schedule A.
2. That the existing Clause 4 in the Constitution of the Society be amended as shown in the Constitution attached as Schedule A.
3. That the existing Bylaws of the Society be rescinded and replaced with the new Bylaws attached as Schedule B.

Dated this 5th day of August, 2004  
(Day) (Month) (Year)

Qualicum Beach Lawn Bowling Club

(Name of Society)

by *Sylvia Taylor*  
(Signature)

Secretary

(Relationship to Society)

\* Strike out words which do not apply.

[Note— (a) No special resolution has effect until accepted by the Registrar of Companies.

(b) Send, in duplicate, to the Registrar of Companies. Mailing Address: PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3. Location Address: 2nd Floor—940 Blanshard Street, Victoria BC together with applicable fee. Telephone number: 250 356-8673.]

Additional information and forms are available on the Internet at: [www.fin.gov.bc.ca/registries](http://www.fin.gov.bc.ca/registries)

**ATTACHMENT II**

**The project**  
**The facility**  
**The school program**  
**Our sight impaired program**  
**Accessibility**  
**Letters of Recommendation**

## Attachment 2 – Serving the community

**The project** is to build and equip an indoor green (54 feet x 150 feet) that would enable us to provide recreation to the citizens of Oceanside and beyond. It would be a world class facility that would meet the standards for hosting provincial, national or even international championships.

**The facility** will provide an opportunity for members and the community of Qualicum Beach/Parksville and neighbouring villages and towns in RDN to bowl all year round. We feel that this is an innovative project that would serve the physical fitness and mental health of many citizens in Central Vancouver Island for many decades. Qualicum Beach is perfectly located to house an indoor green as it is located within a 15-45 minute drive from Nanaimo, Parksville, Port Alberni, and Courtenay all of which have active summer lawn bowlers but no indoor green. Their members will also be welcomed to join us for winter indoor bowling. Presently, our club has members who reside in Areas E, F, G and H which encompasses a large population of the RDN.

**The school program** that we have been running for almost a decade would be further developed. This program will not only encourage the young folk to participate in a sport that is popular with youth throughout the Commonwealth but will provide an important opportunity for our members to interact with the children while teaching them the game. This interaction between youth and seniors has great value to both groups.

**Our sight-impaired program** could expand and would continue year round. Our members coach these players and help in their transportation to neighbouring clubs such as Nanaimo and Parksville where similar programs exist.

**Accessibility** to our club is important! Since the opening of our club we have held an Open House in early summer each year. Anyone interested in trying their hand at the game is assisted by club members and encouraged to participate in bowling. Many working people will be able to participate in the sport because evening bowling will be offered when the facility opens.



*Parksville Lawn Bowling Club  
149 Stanford Avenue  
Parksville, B.C.  
V9P 1M4*

March 28, 2006

Mr. Kirk Handrahan, A/Director  
Olympic/Paralympic Live Sites  
7<sup>th</sup> Floor, 1810 Blanshard Street  
VICTORIA, B.C.  
V8W 9N3

Dear Mr. Handrahan:

RE: Qualicum Beach Lawn Bowling Club – Indoor Green – File #OP2005-0150

I am writing this letter to add my support and that of the Parksville Lawn Bowling Club in furtherance of Qualicum Beach Lawn Bowling Club's pursuit of an indoor green.

An indoor green would service the Oceanside area and provide a venue for 12 months of bowling. The facility in our region would provide opportunity for access to the sport to those presently restricted by allowing night and weekend bowling. This would include groups such as the handicapped, School and Junior Programs and all persons still working. Of significant importance an indoor bowling facility would provide a lasting Olympic legacy as a facility that will serve the public of Central Vancouver Island for decades.

Your favorable reply to Qualicum Beach Lawn Bowling Club's proposal would, as indicated, provide a much needed facility for the Oceanside area.

Yours truly,

Gloria Wilcox, President  
Parksville Lawn Bowling Club



408-6601 Applecross Rd.  
Nanaimo, B.C.  
V9V1J2

Mr. Kirk Handrahan, A/Director  
Olympic/Paralympic  
7th Floor, 1810 Blanshard Street  
Victoria, BC V8W 9N3

Dear Mr. Handrahan:

Re: Qualicum Beach Lawn Bowling Club – Indoor Green –  
File #OP2005-0150

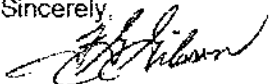
As Director of the North Island and Powell River Zone to Bowls BC, I represent over 600 bowlers. The Zone is very supportive of the construction of the Qualicum Beach Indoor Green Facility. This Facility would be centrally located within our Zone and therefore provide bowlers the opportunity to bowl year round. This would also enable many of our bowlers to become more competitive at the Provincial and National levels.

Since bowls is a sport for all ages, I envision this facility being a way of promoting the game year round through youth initiatives, such as school groups or Junior programs, the disabled and the opportunity for the working public to bowl in the evenings and on weekends.

Bowls BC is striving to attain Sport BC's expectation of increasing our membership by 20% by 2010. With this new facility it would be an asset in enabling us to attain that goal.

The bowlers of the Zone realize this facility will provide a lasting Olympic legacy -- a facility that will serve the public of Central Vancouver Island for decades.

Sincerely,



North Island & Powell River Zone Director (Bowls BC)



## TOWN OF QUALICUM BEACH

INCORPORATED 1942

201 - 660 Primrose St.  
P.O. Box 130  
Qualicum Beach, B.C.  
V9K 1S7

Telephone: (250) 752-6921  
Fax: (250) 752-1243  
E-mail: [qbtown@qualicumbeach.com](mailto:qbtown@qualicumbeach.com)  
Website: [www.qualicumbeach.com](http://www.qualicumbeach.com)

March 2, 2006

Qualicum Beach Lawn Bowling Club  
665 Jones Street  
Qualicum Beach, BC

Attention: Mr. Gavin Reid

Dear Mr. Reid:

**Re: Expansion Project – Indoor Green**

On behalf of the Town of Qualicum Beach I am delighted to express our support for your application to the Olympic/Paralympic Live Sites Program for funding for the indoor green expansion to the Qualicum Beach Lawn Bowling Club.

This project meets a critical need and will be valuable to our community and to those people living in the surrounding region that use our sports facilities.

In closing, I reiterate my support for the project that will leave a lasting Olympic legacy.

Yours truly,

**T. (Teunis) Westbroek**  
**Mayor**  
**Town of Qualicum Beach**

F:\letters\06\Reid.hs  
File: 2240-20-18

3/26/2006

Mr. Kirk Handrahan, A/Director  
Olympic/Paralympic Live Sites  
7th Floor, 1810 Blanshard Street  
Victoria BC V8W 9N3

Dear Mr. Handrahan;  
RE: Qualicum Beach Lawn bowling Club - Indoor Green - File #OP2005-0150

The prospect of an Indoor Bowling facility in the Vancouver Island North/Powell River Zone is very exciting. I have been the Zone representative on the Bowls BC board for 3 years and am now the Vice President of that provincial Board. I know that the approximately 700 bowlers within the Zone will support the facility wholeheartedly, as does the Board of Bowls BC.

This facility will provide year round bowling for the social as well as the competitive bowler. In addition, this facility will be of great assistance in preparing our Vision Impaired bowlers for National and International competitions. This Zone has the largest concentration of Vision Impaired bowlers in the province and the attendant qualified coaches to assist them. The Zone hosts the provincial competitions on a regular basis. The International aspect of these competitions is largely in our "off-season". An indoor facility would be a very welcome training site for these athletes.

A facility of this type would also allow the inclusion of wheelchair and otherwise physically disadvantaged athletes to participate in the sport of lawn bowls, providing an alternate surface to our soft grass greens.

The less sensitive surface would also allow us to offer the facility to school activity so that we have a training ground for young people to learn the game without the worry of damaging the playing field.

The provincial body has an obligation to increase the membership by 20% by the year 2010. This facility would be a great asset in encouraging those still committed to the workforce to get involved as there would be many more hours on evenings and weekends available for training and practice.

The North Island Zone is the third largest within the province and we have very enthusiastic personnel who like to host Provincial and National competitions. These competitions raise the profile of the sport and make a substantial contribution to tourism within our area. Qualicum Beach is ideally located for access from all areas of our Zone and their hospitality to visitors is well appreciated. The outdoor green will be hosting the Provincial Seniors Triples tournament in 2007.

I believe that the Indoor Green will be well used, appreciated and will greatly enhance the opportunities for the growth and participation of the sport of Lawn Bowling within the area.

Sincerely,

Pat Cutt  
Vice President, Bowls BC  
2465 Kilpatrick Avenue  
Courtenay, BC V9N 7Z3

**QBLBC FINANCIAL STATEMENT**

**PROJECT BUDGET**

**QUALICUM BEACH LAWN BOWLING CLUB**  
**STATEMENT OF SOURCE AND APPLICATION OF FUNDS**  
For the year ended September 30 2006  
Fiscal year October 1 2005 to September 30 2006

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SOURCE OF FUNDS	2005	2006
Membership Dues and Fees	26,823.01	24,653.51
Fund Raising		
(A) Garage Sale	1,625.10	2,123.12
(B) Other	1,897.58	2,592.00
Games & Competitions	1,966.18	4,408.65
Interest Earned	187.68	331.27
Special Events	3,216.79	4,481.34
Food Services	1,501.66	2,116.94
Other Income		
Refreshment Sales	2,984.73	4,072.04
50/50	1,007.90	947.25
Misc.	1,253.35	941.25
<b>TOTAL FUNDS</b>	<b>42,463.98</b>	<b>46,667.37</b>
<b>APPLICATION OF FUNDS</b>		
Membership	863.40	485.62
Greens & Ground Maintenance	20,546.73	7,853.44
Games & Competitions	1,245.11	2,306.69
Clubhouse Maintenance	2,998.10	3,719.35
Equipment Purchase & Maintenance	250.00	1,926.06
Association Dues	4,339.00	3,618.00
Utilities	3,204.35	3,857.18
Insurance	1,464.00	1,506.00
Office Expenses	651.53	887.37
Special Events	2,437.64	3,465.41
Food Services	1,391.66	1,817.36
Fund Raising	1,000.00	1,471.84
Sundry Expenses	136.76	217.23
Refreshment Expenses	2,097.72	3,108.48
<b>TOTAL EXPENSES</b>	<b>42,626.07</b>	<b>36,240.03</b>
Increase (decrease) in working capital	-162.09	+ 10,427.34

Approved at the Annual General Meeting held on November 5 2006

Director

Director

**QUALICUM BEACH LAWN BOWLING CLUB  
STATEMENT OF FINANCIAL POSITION  
As at September 30 2006**

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**WORKING CAPITAL**

CURRENT ASSETS	2005	2006
Cash in Bank less outstanding		
Cheques and deposits	2,364.09	7,791.43
Operating funds in G.I.C. Deposits	20,000.00	25,000.00
Inventory	551.25	538.25
	-----	-----
<b>TOTAL WORKING CAPITAL</b>	<b>22,915.34</b>	<b>33,329.68</b>
<b>CURRENT LIABILITIES</b>		
Accounts payable	4.50	119.91

There has been an increase in working capital of \$10,427.34 over 2005. The bulk of this can be attributed to the efforts of the team who during the 2006 bowling season cut the greens three times a week instead of employing a professional. It is a big commitment and vital to maintaining the present annual dues.

It will be necessary to transfer at least \$5000.00 from the G.I.C. balance of 25,000. to the regular bank account to cover the expenses over the winter months until 2007 dues are received. It will also be necessary to set aside at least \$10,000.00 to replace the clubhouse roof. Hopefully we will be able to do this at the same time as the extension roof.

Bearing in mind that the club has just celebrated 25 years in existence major items such as the back boards around the greens will need replacing. We are told by other clubs that this can cost from \$15,000 to \$18,000; however if the present team, and hopefully with extra help from other members, can continue to maintain the greens next season we should be in a position to replace the boards during the 2007/2008 financial year.

**COMMENTS**

MEMBERSHIP is down from 153 to 131. Revenue down \$1,791.72

GARAGE SALE netted \$1,818.42 (takings 2123.12 less float 294.00 and advertising 10.70)

SPECIAL EVENTS profit \$1,015.93 – an increase of \$236.78 over 2005.

FUND RAISING

Fun night profit	597.70	Takings 1620 less float 1,000.00, truck hire 22.30
Criss Cross bowling	282.16	Takings 427.00 less expenses 144.84
Advertising boards	530.00	
Sale of Lawn Bowling books	15.00	

**QUALICUM BEACH LAWN BOWLING CLUB  
STATEMENT OF FINANCIAL POSITION**

As at September 30 2006 (con't)

Page 3/4

FOOD SERVICES profit 299.58. Sunday teas, coffee etc for tournaments and hosting Oak Bay, New Horizons with Nanaimo, Wood Gundy etc.

CLUBHOUSE MAINTENANCE costs \$3,719.35  
Major items - Janitor 1,440.00 Maintenance and cleaning supplies 844.36. Carpet cleaning 459.03  
Security alarm 771.90 Service of toilets 99.11 Florescent light ballast 101.50

EQUIPMENT PURCHASE AND MAINTENANCE Mower and Verti-cutter repairs 790.41  
repairs to other equipment 188.66 Purchase lawn sweeper 160.27 Umbrellas 689.20

GAMES & COMPETITIONS netted 2,101.96 a substantial increase on last year's 721.07

GREENS AND GROUNDS MAINTENANCE 7,853.44 compared to 20,546.73 for 2005  
Major saving of \$8,400 as members volunteered to mow the green

Organic consultations 4,475.91  
Upgrades and maintenance of sprinkler system 896.18  
Turf care supplies 1,214.62

OTHER INCOME

Refreshment sales profit 963.56 on sales of 4,072.04  
50/50 draw 947.25  
Misc. - raffles, Xmas gift draw etc 941.25

GENERAL

New lease agreement with Town - \$318.00 for 2006  
Association fees remained unchanged  
Utilities were 3,857.18 - water 602.50 - telephone 840.00 - Lease 318.00 Hydro 2099.96 (May to September 488.17 October to April 1,611.79)

EXPANSION PROJECT: INDOOR GREEN

At the time of the club's application for funds from the 2010 Olympic/Paralympic Live Sites Program a total of 142,500 had been raised which was matched by the OPLS grant. The club will receive these funds in three installments for which we must send copies of the paid cheques for work already completed. Since the announcement of the OPLS grant we received further donations from members and business and the total follows:

Total donations raised by club members	16,180.25
( This includes 843.00 raised from the quilt raffle)	
Donations from Businesses	38,750.00
( Some of these were specifically for equipment in the new facilities)	
Total amount received from the Gaming Commission	103,453.00
	-----
Total funds before OPLS funds	158,383.25
	142,500.00
	-----
Grand total	300,883.25

This total does not take into account the donation in kind from the Town of \$27,500 for various services they are providing, nor in kind donations from club members.

The above statement reflects the Qualicum Beach Lawn Bowling Club financial status for  
Fiscal year 2006 (Oct 1.2005 to Sept.30.2006)

Audrey Isbell                      Treasurer

Approved at the Annual General Meeting held on November 5.2006

*Approved*

Director

*Ken Chatfield*

Director

*PAT MORROW*





# Cost Breakdown Summary

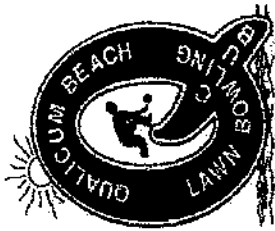
Customers' Names: Lawn Bowling Phone: ADDRESS : QUALICUM BEACH  
 reno/addition Fax Phone:

Total Square Footage

## Estimated Draw Dates

Code	Est. Cost	TOTALS	Cost to date	To Finish
<b>Soft Costs and Consultants</b>				
Plans/Permits	\$			
Construction cost #1	\$ 402,000.00			\$
Electrical Engineering	\$ 3,500.00			
Mechanical Engineering	\$ 3,500.00			
Structural Engineering	\$ 8,000.00		\$21,800.00	5,000.00
Architect	\$ 10,000.00			
Insurance			\$6,700.00	\$
Supervision & Profit	\$ 10,000.00		\$ 9,500.00	\$
Contingency			\$427.00	
Simms				
Subtotal - Project OH	\$ 35,000.00	\$ 402,000.00	\$ 28,927.00	\$ 14,500.80

**ADDITIONAL INFORMATION AND  
PICTURES OF THE FACILITY  
(Somewhat dated)**



### PROJECT

## INDOOR LAWN BOWLING GREEN

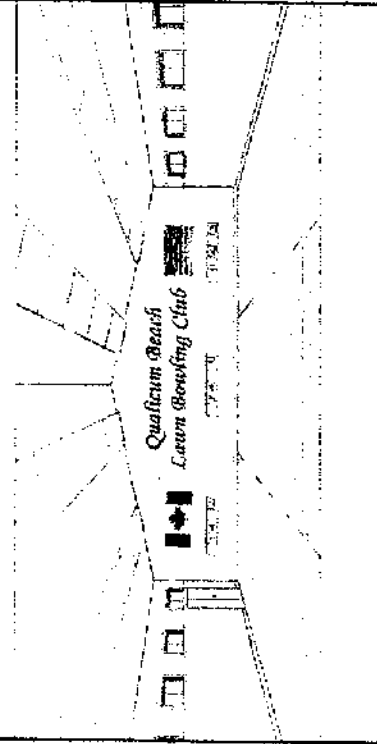
## Organization

- QBLBC: incorporated as a non-profit society in 1979.
- Board: president, vice-president, secretary, treasurer, past president and directors.
- Membership: Approximately 160 including visually impaired and associate members.

## Goal

- To build the first indoor bowling green in Vancouver Mid-Island.
- The facility will be 149 feet x 54 feet in size.
- It will be a 'show-case' facility of which the citizens of Oceanside and Vancouver Island will be proud.

## Scheme of the Indoor Green



## Rationale

- Year round bowling.
- Extended program for visually impaired.
- Junior and school programs.
- Winter bowling for members of the 5 Mid-Island clubs, Oceanside and local high schools.
- Competitive tournaments at club, provincial and national levels.
- Meeting, locker room and storage rooms.

## Finances

- Cost of facility ~\$400,000
- Funds to date ~\$300,000
- Contributions:
  - Membership donations ..... \$17,620  
(plus in kind contributions)
  - Town of Qualicum Beach (in kind contribution)
  - Businesses/Corporations ..... \$59,650
  - B.C. Government (G.C.) ..... \$94,633
  - Olympic/Paralympic Live Site ..... \$142,500

## Request

We require \$100,000 to complete the facility.  
Any financial contribution will be greatly appreciated by our members and the community.

## Benefits to Your Organization

### Publicity:

- Bowlers of all ages, spectators and visitors from Vancouver Island and across Canada will frequent the facility.
- A donors plaque will be clearly visible.
- Acknowledgement in local newspapers.

## **Donation**

**If you wish to make a donation, please send  
a cheque to:**

**Treasurer, QBLBC, 665 Jones Street,  
Qualicum Beach, BC. V9K 1H1**

**Payable: QBLBC (Indoor Green)**

## **Thank you for your attention**

**Shirley Bolden, President**

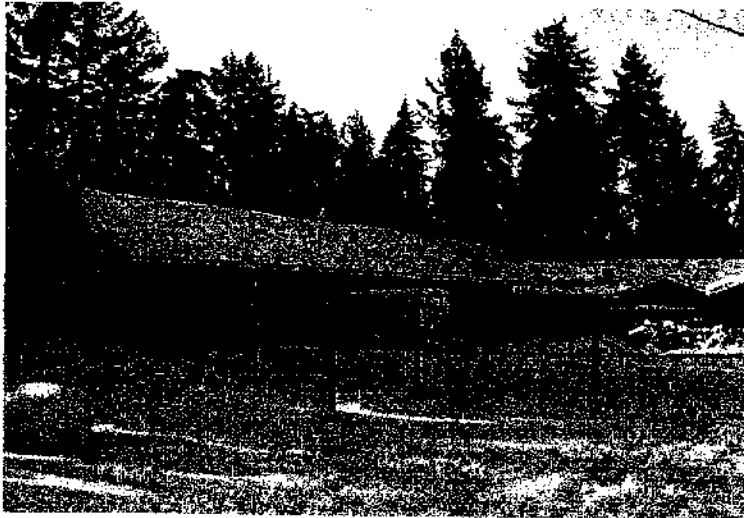
**and**

**Gavin Reid, Construction Manager**

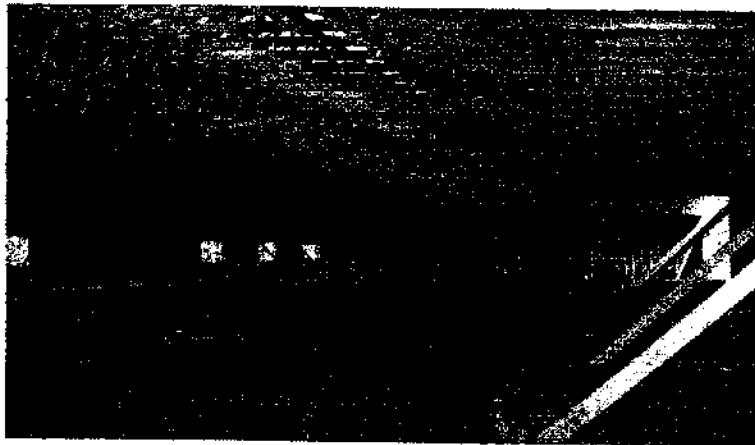
**For further information please contact:**

**Gavin at 752-7060 or [tworeids@shaw.ca](mailto:tworeids@shaw.ca)**

Photograph of the Indoor Green Facility (December, 2006)



Photograph of Indoor Green (November, 2006)



REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING HELD ON TUESDAY, JANUARY 9, 2007 AT 7:00 PM  
IN THE RDN BOARD CHAMBERS

**Present:**

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director B. Sperling	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director S. Herle	City of Parksville
Director T. Westbrook	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director B. Holdom	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director I. McNabb	City of Nanaimo
Director D. Brennan	City of Nanaimo
Director J. Manhas	City of Nanaimo

**Also in Attendance:**

C. Mason	Chief Administrative Officer
M. Pearse	Senior Manager, Corporate Administration
J. Finnie	General Manager of Environmental Services
D. Trudeau	General Manager of Transportation Services
N. Avery	General Manager of Finance & Information Services
P. Thorkelsson	General Manager of Development Services
T. Osborne	General Manager of Recreation & Parks
P. Thompson	Manager of Long Range Planning
G. Garbutt	Manager of Current Planning
M. Donnelly	Manager of Utilities
N. Tomn	Recording Secretary

**DELEGATIONS**

**J. Millbank, re Illegal Dock Structure at 3482 Grilse Road – Area E.**

Ms. Millbank provided additional background information to the Committee with respect to the illegal dock struck at 3482 Grilse Road.

**MINUTES**

MOVED Director McNabb, SECONDED Director Herle, that the minutes of the Committee of the Whole meeting held November 14, 2006 be adopted.

CARRIED



**COMMUNICATIONS**

**Ida Chong, Minister of Community Services, re Barclay Crescent Sewer Project.**

MOVED Director Westbrook, SECONDED Director Herle, that the correspondence from Ida Chong, Minister of Community Services regarding the Barclay Crescent sewer project funding under the Canada-British Columbia Infrastructure Program (CBCIP) be received.

CARRIED

**Laurie Taylor, City of Parksville, re 2007 Council Representative to the Arrowsmith Water Service Management Committee.**

MOVED Director Westbrook, SECONDED Director Herle, that the correspondence from the City of Parksville regarding the City of Parksville's appointment to the Arrowsmith Water Service Management Committee be received.

CARRIED

**Laurie Taylor, City of Parksville, re 2007 Council Representative to the District 69 Recreation Commission.**

MOVED Director Westbrook, SECONDED Director Herle, that the correspondence from the City of Parksville regarding the City of Parksville's appointment to the District 69 Recreation Commission be received.

CARRIED

***FINANCE AND INFORMATION SERVICES***

**FINANCE**

**Updated Financial Plan Review Schedule.**

MOVED Director McNabb, SECONDED Director Holdom, that the proposed budget and financial plan review schedule be received for information.

CARRIED

**Year 2007 Assessment Roll Preparation Bylaw No. 1515.**

MOVED Director Bartram, SECONDED Director McNabb, that "Regional District of Nanaimo Year 2007 Assessment Roll Preparation Bylaw No. 1515, 2007" be introduced for first three readings.

CARRIED

MOVED Director Bartram, SECONDED Director McNabb, that "Regional District of Nanaimo Year 2007 Assessment Roll Preparation Bylaw No. 1515, 2007", having received three readings be adopted.

CARRIED

MOVED Director Bartram, SECONDED Director McNabb, that the Board appoint the Chairperson, the Senior Manager, Corporate Administration and the General Manager, Finance and Information Services to preside as the 2007 parcel tax review panel

CARRIED

**Provincial Policing Costs for Rural Taxpayers.**

MOVED Director Bartram, SECONDED Director Manhas, that the summary of recommendations regarding rural policing taxation be received for information.

CARRIED

**Regional Parks and Trails Service Reserve Fund Bylaw No. 1477.**

MOVED Director McNabb, SECONDED Director Holme, that "Regional Parks and Trails Service Reserve Fund Bylaw No. 1477, 2007" be introduced for first three readings.

CARRIED

MOVED Director McNabb, SECONDED Director Holme, that "Regional Parks and Trails Service Reserve Fund Bylaw No. 1477, 2007" having received three readings be adopted.

CARRIED

***DEVELOPMENT SERVICES***

**BUILDING INSPECTION**

**Regional District of Nanaimo Building Regulations and Fees Bylaw Amendment Bylaw No. 787.05 – Inclusion in a Building Inspection Area – Midora & Extension Road – Area C.**

MOVED Director Young, SECONDED Director Brennan, that "Regional District of Nanaimo Building Inspection Extended Service Establishment Bylaw Amendment Bylaw No. 787.05, 2007" be given three readings.

CARRIED

MOVED Director Young, SECONDED Director Brennan, that "Regional District of Nanaimo Building Inspection Extended Service Establishment Bylaw Amendment Bylaw No. 787.05, 2007" be forwarded to the Ministry of Community Services for approval.

CARRIED

**EMERGENCY PLANNING**

**2007 Emergency Planning Program Funding Application.**

MOVED Director Holdom, SECONDED Director Brennan, that the application for the 2007 Provincial Emergency Planning Program funding be approved.

CARRIED

***ENVIRONMENTAL SERVICES***

**LIQUID WASTE**

**Flamingo Drive/McFeely Drive/Surfside Drive Sanitary Sewer Servicing Options.**

MOVED Director Westbroek, SECONDED Director Bartram, that staff be directed to undertake the preliminary design, cost estimates and public consultation to include the properties identified in the staff report in the Surfside Sanitary Sewer Service Area as part of the 2007 work plan and allow those requests for servicing where the property is adjacent to an existing sanitary sewer main to proceed on the condition that the estimated per lot costs for the proposed sewer service area expansion be included as part of their connection fee.

CARRIED

**SOLID WASTE**

**Regional District of Nanaimo Garbage and Recycling Materials Collection Rates Amendment Bylaw No. 1009.10, 2007.**

MOVED Director Westbrook, SECONDED Director Bartram, that "Regional District of Nanaimo Garbage and Recyclable Materials Rates Amendment Bylaw No. 1009.10, 2007" be introduced and read three times.

CARRIED

MOVED Director Westbrook, SECONDED Director Bartram, that "Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.10, 2007" having received three readings be adopted.

CARRIED

**UTILITIES**

**Water Service Area Regulations and Rates Amendment Bylaws No. 1468.03, 619.14, 1172.08, 1383.04, 700.15, 1434.03 and 1097.10.**

MOVED Director Manhas, SECONDED Director McNabb, that "Regional District of Nanaimo Nanoose Bay Peninsula Water Local Service Area Rates and Regulations Amendment Bylaw No. 1468.03, 2007" be introduced for three readings.

CARRIED

MOVED Director Manhas, SECONDED Director McNabb, that "Regional District of Nanaimo French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.14, 2007" be introduced for three readings.

CARRIED

MOVED Director Manhas, SECONDED Director McNabb, that "Regional District of Nanaimo San Pareil Specified Area Water Regulations and Rates Amendment Bylaw No. 1172.08, 2007" be introduced for three readings.

CARRIED

MOVED Director Manhas, SECONDED Director McNabb, that "Regional District of Nanaimo Englishman River Specified Area Water Regulations and Rates Amendment Bylaw No. 1383.04, 2007" be introduced for three readings.

CARRIED

MOVED Director Manhas, SECONDED Director McNabb, that "Regional District of Nanaimo Surfside Properties Specified Area Water Regulations and Rates Amendment Bylaw No. 700.15, 2007" be introduced for three readings.

CARRIED

MOVED Director Manhas, SECONDED Director McNabb, that "Regional District of Nanaimo Melrose Specified Area Water Regulations and Rates Amendment Bylaw No. 1434.03, 2007" be introduced for three readings.

CARRIED

MOVED Director Manhas, SECONDED Director McNabb, that "Regional District of Nanaimo Decourcey Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1097.10, 2007" be introduced for three readings.

CARRIED

MOVED Director Manhas, SECONDED Director McNabb, that the results of the public input on the amendments to the Water User Rate bylaws be brought forward for the Board's consideration.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**Climate Change Select Committee.**

MOVED Director Bartram, SECONDED Director Biggemann, that the minutes of the Climate Change Select Committee meeting held September 28, 2006 be received for information.

CARRIED

**Drinking Water Watershed Protection Stewardship Committee.**

MOVED Director Bartram, SECONDED Director Holdom, that the minutes of the Drinking Water Watershed Protection Stewardship Committee meeting held November 1, 2006 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 November 22, 2006 be received for information.

CARRIED

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

MOVED Director Sperling, SECONDED Director Young, that the minutes of the Area 'B' Parks and Open Space Advisory Committee meeting held September 11, 2006 be received for information.

CARRIED

**Area 'H' Parks and Open Space Advisory Committee.**

MOVED Director Bartram, SECONDED Director McNabb, that the minutes of the Area 'H' Parks and Open Space Advisory Committee meeting held October 18, 2006 be received for information.

CARRIED

**BOARD INFORMATION**

**Free Crown Grant.**

The General Manager, Finance and Information Services, provided the Committee additional information regarding the application process for a Free Crown Grant as per Director Bartram's request.

**ADJOURNMENT**

MOVED Director Holme, SECONDED Director McNabb, that this meeting terminate.

CARRIED

TIME: 7:29 PM

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CHAIRPERSON



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CHAIR		BOARD	
(COW)			

**MEMORANDUM**

**TO:** Board of Directors **DATE:** February 7, 2007

**FROM:** C. Mason **FILE:**  
Chief Administrative Officer

**SUBJECT:** Request for Tree Height Regulation

**PURPOSE:**

To consider making a formal request to the Province asking that the Regional District of Nanaimo be granted the authority to regulate the height of trees or require the removal of trees where it is deemed necessary in connection with the operation of an airport.

**BACKGROUND:**

In May 2006 the Nanaimo Airport Commission was advised that it must address the height of the trees surrounding the airport if it wished to continue to use the full length of the 5,000-foot runway. In the interim, the Airport was required to reduce the usable runway by 1,000 feet. The Airport has now successfully concluded negotiations with the adjacent property owners and is in the process of either removing or topping trees that have been impeding the flight approach path.

In some cases, property owners have agreed to register covenants on their properties allowing the Airport to have future access to those lands to regulate tree height; however, in other cases, there have only been informal agreements put in place to allow access to maintain the trees.

The Nanaimo Airport has requested that the Regional District consider adopting a bylaw that would allow the regulation of tree height as it relates to airport operations. Under the *Local Government Act*, regional districts have limited powers in relation to the regulation of trees. Staff have been in discussions with Transport Canada to determine the scope of a local government's authority to regulate tree height under the powers which exist in the federal *Aeronautics Act*. We have been advised that while a regional district can be given authority through agreement with the federal government to regulate the height of buildings or use of land adjacent to airports under our zoning regulations, this authority would not extend to the regulation of tree height.

Therefore, in order for a regional district to regulate tree height, it must specifically request this additional power from the Province, along with a clarification that s.176(1)(b)(i) does not stand as an impediment to the ability of a regional district to enter into an agreement under s.5.81 of the *Aeronautics Act*. The following wording is proposed to be included in a Regulation under s.799 of the *Local Government Act*. This regulation is being sought for the Regional District of Nanaimo, but may have applicability for other regional districts as well:

- (1) A regional district may, in the regulation of land use under s.903 of the *Local Government Act*, regulate the height of trees or require the removal of trees on any lands:

- (a) where the regional district has entered into an agreement with Her Majesty the Queen in Right of Canada as represented by the Minister of Transport under s.5.8.1 of the *Aeronautics Act* (Canada); and
  - (b) such regulation or requirement is considered by the Board to be necessary or desirable in connection with the safe use of an airport.
- (2) Despite s.176(1)(b)(i) of the *Local Government Act*, a regional district is authorized to enter into an agreement under s.5.81 of the *Aeronautics Act* (Canada) with Her Majesty the Queen in Right of Canada as represented by the Minister of Transport, or such other Minister having responsibility for the administration of the *Aeronautics Act* (Canada).

**ALTERNATIVES:**

1. That the Board endorse the resolution and forward it to the Province requesting additional powers to regulate the height of trees in relation to airport operations.
2. That the Board take no action.

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with supporting this resolution, other than some minor legal costs incurred in the development and enforcement of a regulatory bylaw.

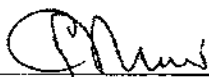
**CONCLUSIONS:**

The Nanaimo Airport has requested that the Regional District Board consider the adoption of a bylaw that would enable the Regional District to regulate the height of trees surrounding the runway to ensure that they do not impede the flight approach path. In discussions with our solicitor and with Transport Canada, staff have been advised that a Provincial Regulation will need to be issued to the Regional District of Nanaimo to give us specific authority to regulate tree height through agreement with Transport Canada under the provisions of the *Aeronautics Act*.

Given the need to ensure that the Nanaimo Airport does not encounter safety issues in the future with respect to tree height, staff are recommending that the Board endorse the following resolution requesting this specific power from the Provincial Government.

**RECOMMENDATION:**

That the Board request the Provincial Government to grant the Regional District with additional powers through a Regulation issued under s.799 of the *Local Government Act*, to regulate the height of trees in connection with airport operations.



Chief Administrative Officer



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SMCA			
CHAIR		BOARD	
<i>Cow</i>			

**MEMORANDUM**

**TO:** Paul Thompson  
Manager of Long Range Planning

**DATE:** January 19, 2007

**FROM:** Jani Thomas  
Emergency Coordinator

**FILE:** 1855-03

**SUBJECT:** 2006/2007 Integrated Emergency Planning Funding Program Application

**PURPOSE**

To consider approving an application to undertake the 2006/2007 Integrated Emergency Planning funding initiative.

**BACKGROUND**

On 18 September 2006, the Province announced a new funding program designed for integrated or cooperative emergency planning programs between local governments and First Nations. Up to \$35,000 is available with this Union of British Columbia Municipalities (UBCM) administered provincial funding program. The objective of the grant is to improve the preparedness of communities to respond to and recover from emergencies. The purpose of this program is to provide access to funding assistance to work cooperatively with other local governments and First Nations to improve and integrate emergency response and recovery capability and to share lessons learned region or province wide.

The first component of the program has been completed. As specified in the application guidelines, a meeting was held 30 October 2006 with representatives from the member municipalities and Qualicum, Nanoose and Snuneymuxw First Nations, and a facilitator designated by UBCM. The Regional District of Nanaimo (RDN) is the project coordinator.

The project proposal focuses on a regional perspective to Emergency Social Services (ESS), in order to reduce duplication, coordinate resources, and standardize emergency communications. The project will have two aspects: establishing emergency reception centers (RCs) and emergency communications in areas currently without coverage, and inventorying/organizing existing facilities. Half the available funds are targeted for operational readiness (reception centers and emergency communications), with the remaining funds being used to hire a consultant who will bring project focus on volunteer recruitment and retention, coordination of volunteer training and arranging supplier consent agreements.

**ALTERNATIVES**

1. To approve the UBCM 2006/2007 Integrated Emergency Planning Grant application.
2. To not approve the UBCM 2006/2007 Integrated Emergency Planning Grant application.

**FINANCIAL IMPLICATIONS**

The amount of the grant is \$35,000, with the project partners cost being \$8,750 (25%). The RDN share of costs is 'in kind' (staff time). No 'hard costs' are anticipated for any project partner.

**SUMMARY/CONCLUSIONS**

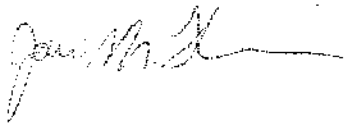
Every day across British Columbia Emergency Social Services (ESS) volunteers train and prepare to assist their local community in a crisis. When an emergency or disaster affects the community, ESS volunteers help provide the essential services necessary to sustain people while they prepare to return to pre-disaster conditions. The RDN and municipalities have had numerous emergency events where ESS volunteers have been critical in assisting those displaced from their homes by emergencies.

Not all areas of the RDN have ESS coverage, emergency communications or emergency reception centers. The project focuses on building capacity and community resilience in areas currently without service, and on improving existing facilities and volunteer groups. Adequate ESS builds a strong foundation for longer term community recovery. All jurisdictions will benefit from an enhanced regional ability to respond to the needs of the public during and after an emergency or disaster.

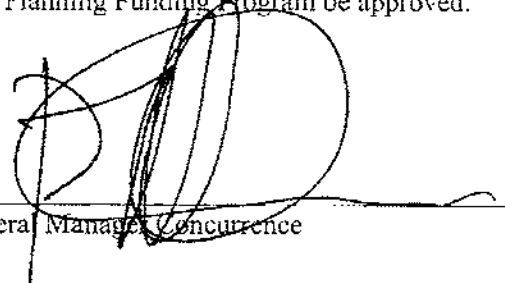
The province has identified the value of coordinated planning amongst local authorities and First Nations. The 2006/2007 Integrated Emergency Planning funding application is due 01 March 2007. Board or Council approvals are required from each project partner. Accessing these funds will improve existing RDN ESS service, a critical component of the Emergency Program. This project has been considered in the Emergency Planning 2007 business plan.

**RECOMMENDATION**

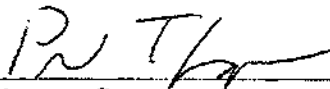
That the application for the 2006/2007 Integrated Emergency Planning Funding Program be approved.



Report Writer



General Manager Concurrence



Manager Concurrence



C.A.O. Concurrence

**COMMENTS:**

*de/svs/reports/2007/ja 1855-03 Integrated Emergency Planning Grant Application*





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CHAIR	BOARD
COW	

**MEMORANDUM**

**TO:** Paul Thorkelsson  
General Manager, Development Services

**DATE:** January 19, 2007

**FROM:** Paul Thompson  
Manager, Long Range Planning

**FILE:** 6780 30 50 GRBU

**SUBJECT: GREEN BUILDINGS PROJECT – ACTION PLAN**

**PURPOSE**

The purpose of this report is to present a Green Buildings Action Plan for the RDN.

**BACKGROUND**

An action plan that identifies future work the RDN could undertake to encourage the construction of green buildings in the region is provided (*see Attachment 1*).

The action plan is the final component of the exploratory phase of the Green Buildings Project approved by the Board in November of 2004. The other two components of the Project, which is intended to provide the RDN with a basic understanding of green buildings and to help inform a decision about future RDN work to promote green building practices in the region are: [1] a three day educational tour of 15 exemplary green buildings in the Vancouver and Victoria areas for select RDN elected officials and staff, which took place in June of 2005; and [2] a research report about other local government programs to encourage the construction of green buildings, which the Board received on October 25, 2005.

Green buildings are buildings that require less energy to operate, contribute fewer emissions to the environment, conserve water, generate less solid waste, and provide more comfortable and productive environments for their inhabitants.

*Action Plan for Green Buildings*

The action plan identifies a series of specific initiatives for the RDN to consider undertaking over the next few years to promote green building practices in the region.

Initiatives include:

- Developing green building policy;
- Building partnerships to advance green building practices by participating in the Leadership in Energy and Environmental Design (LEED) BC Steering Committee and establishing a local technical advisory committee;
- Conducting educational workshops and seminars about green buildings for the local construction and development industry and for residents;
- Publishing educational brochures about green buildings for residents;
- Conducting research to support various aspects of green building construction in the region;
- Providing incentives for green building construction; and

- Participating in projects sponsored by other organizations that are complementary with the goal of increasing the number of green buildings in the region.

This work includes Board consideration of policies to specify that any new buildings it constructs will achieve a particular green building standard and to specify that upgrades to existing buildings will achieve a particular green building standard. It also involves Board consideration of resolutions to encourage other parties (such as the member municipalities, the Provincial government and the private sector) to also adopt green building policies.

Implementing the Green Building Action Plan could start this year by developing an educational brochure and hosting an educational workshop (Action Items 3 and 4). Completing work related to the development of green building policy is not scheduled for this year as it is not part of the Long Range Planning 2007 work plan. However, these and other actions identified in the Green Building Action Plan may be considered as part of the RDN's Corporate Climate Change Plan.

The City of Nanaimo updated its Green Building Construction Methods Council Policy in 2006 and now requires that all new buildings larger than 500 square metres constructed by the city meet the requirements for the Leadership in Energy and Environmental Design (LEED) Silver standard or better.

## **ALTERNATIVES**

1. To receive the report, approve the Green Building Action Plan, and direct staff to undertake Action Plan initiatives related to the development of green building policy as future budgets and staff resources allow.
2. To receive the report, and provide alternative direction.

## **FINANCIAL IMPLICATIONS**

The Regional Growth Management Services 2007 budget only provides for a limited amount of additional work related to green buildings. Funding has been allocated for public education in the form of a brochure and a public meeting.

Additional green building work involving policy development would require either an increase to the requisition for the Regional Growth Management Services budget or an increase in staff resources or both. Previously, RDN staff estimated that it would require up to \$20,000 to complete some of the action items. The costs associated with the action items could be offset by dedicating more staff time. Also, as noted above, there may be opportunities to undertake some of the actions identified in the Green Building Action Plan in conjunction with the measures identified in the RDN's Corporate Climate Change Plan.

The financial implications discussed here are limited to the costs associated with implementing the Green Building Action Plan. The costs associated with adopting a green building policy are not covered here and would be provided in a future report when a draft green building policy is presented to the Committee of the Whole.

## **GROWTH MANAGEMENT IMPLICATIONS**

Increasing the number of green buildings in the region will help make the region more sustainable, the overall purpose of the Regional Growth Strategy. Green buildings are an integrated approach to sustainability because they have economic, environmental and social benefits.

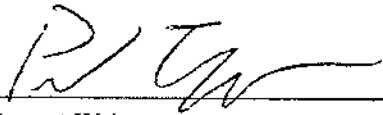
Most notably, increasing the number of green buildings would provide a direct contribution towards the achievement of the Regional Growth Strategy environmental protection goal, which is to protect the environment and minimize ecological damage related to growth and development. It would result in the construction of buildings that are more environmentally compatible because they require less resources to construct, operate and maintain, and because they result in fewer harmful emissions to the environment. Green buildings would result in less solid waste disposal at the regional landfill and contribute towards the achievement of the Regional District's Solid Waste Management Plan objective of 'zero waste' because green buildings typically involve the reuse of existing materials. Green buildings would also result in reduced consumption of potable water and reduced generation of liquid waste because green buildings typically include more efficient appliances, and infrastructure.

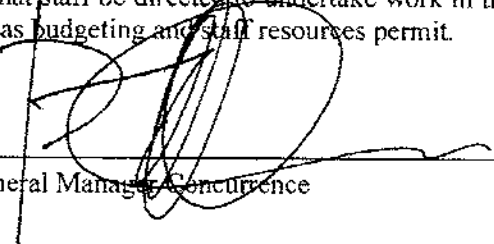
### SUMMARY

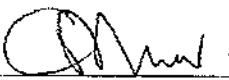
An action plan for future RDN work to encourage green building practices in the region, the final deliverable of the three deliverables for the RDN Green Buildings Project, is provided for Board consideration (*see Attachment 1*).

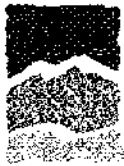
### RECOMMENDATIONS

1. That the report on future work the RDN could undertake to encourage the construction of green buildings in the region be received.
2. That the Green Building Action Plan be approved, and that staff be directed to undertake work in the Plan related to the development of green building policy as budgeting and staff resources permit.

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

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

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



## Background

Green buildings are buildings that require less energy to operate, contribute fewer emissions to the environment, conserve water, generate less solid waste, and provide more comfortable and productive environments for their inhabitants.

The advancement of green building practices was identified at the RDN Saturday, April 3, 2004 Sustainability Workshop<sup>1</sup> as one of the possible ways of making the region a more sustainable place to live.

The RDN Board approved an exploratory Green Buildings Project in 2005 for the purpose of becoming informed about green buildings and making a decision about future work to encourage the construction of green buildings in the region.

The exploratory Project included an educational tour of fifteen exemplary green buildings in the Victoria and Vancouver areas for selected RDN Board members and staff in June of 2005, a report to the Board about other local government green building work in October of 2005, and the development of this action plan for future RDN green building work.

## Goal

***To increase the number of green buildings in the Regional District of Nanaimo.***

## Objectives

The objectives are:

- to maintain and enhance RDN staff and elected official awareness and knowledge about green buildings;
- to establish policy regarding green buildings for the region;
- to influence others to support the construction of green buildings in the region;
- to build partnerships to advance green building practices in the region;
- to inform residents about the benefits of green building practices and ways to incorporate

<sup>1</sup> The Sustainability Workshop was conducted as a part of the Sustainability Project that the Regional District is currently undertaking. The Sustainability Project is being conducted to assess the region's progress towards sustainability, to make residents aware of the region's progress towards sustainability and to provide more and better opportunities to involve residents of the region in that assessment.

*February 1, 2007*

green building technology into existing and new buildings in the region;

- to inform the development and construction industry active in the region about green building theory and practice, the benefits of green building practices and ways to incorporate green building technology into existing and new buildings in the region;
- to identify barriers to the implementation of green building practices in the region, and to identify ways of reducing or eliminating these barriers; and
- to identify and consider incentives to encourage the construction of green buildings;
- to provide research to support green building construction.

## Actions

### 1. Developing Green Building Policy

- a) The RDN will consider approval of a policy to specify that any new buildings it constructs will achieve a specific green building standard (e.g. Leadership in Energy and Environmental Design NC Gold).

RDN Board approval of a green building policy would ensure that the RDN leads by example for other owners and developers of buildings in the region.

- b) The RDN will consider approval of a policy to commit it to evaluating the "green-ness" of existing buildings according to a specific green building standard for existing buildings and to upgrading existing buildings to achieve a specific green building standard for existing buildings (e.g. Leadership in Energy and Environmental Design EB Gold).

Existing RDN buildings that could be considered include:

- The administration building on Hammond Bay Road;
- The transportation services building on Applecross Road;
- The wastewater treatment offices in Nanaimo and French Creek;
- The office facilities at the regional landfill and at transfer stations;
- The swimming pool in Qualicum Beach; and
- The arenas in the City of Parksville.

- c) The RDN will consider approval of a resolution to encourage the four municipalities in the region to pass resolutions or adopt policies to specify that any new buildings they construct will achieve a specific green building standard.
- d) The RDN will consider approval of a resolution to encourage all private sector development and construction companies that do business in the region to become informed about green buildings, to incorporate green building methods and theories into their practices, and to commit to greening their current and future building construction projects.
- e) The RDN will consider approval of a resolution to encourage the Provincial Government of British Columbia to adopt a policy to specify that any buildings it constructs achieve a specific green building standard.
- f) The RDN will consider approval of a resolution to encourage the Federal Government of Canada to maintain its policy for new buildings to achieve a specific green building standard.

*February 1, 2007*

## 2. Building Partnerships

- a) The RDN will consider continued participation as a member of the LEED BC Steering Committee. The purpose of the LEED BC Steering Committee is to pool resources and knowledge to undertake projects that promote and assist green building construction. The LEED BC Steering Committee presently includes representation from the Greater Vancouver Regional District, the City of Vancouver, the Regional District of Nanaimo, Canada Mortgage and Housing Corporation (CMHC), BC Hydro, Terasen, Natural Resources Canada, the Canada Green Building Council, the Cascadia Chapter of the US Green Building Council, and the Sustainable Communities Centre. The LEED BC Steering Committee meets approximately once per month, in Vancouver.
- b) The RDN will consider the establishment of a local Green Buildings Advisory Committee. The purpose of the Advisory Committee would be to identify key goals, strategies and actions to increase the number of green buildings in the RDN. The Advisory Committee could include representatives from the following types of organizations:
  - The development, construction and building management industry (e.g. the Urban Development Institute, the Building Owners and Managers Association of BC, Oceanside Development and Construction Association, etc.);
  - Professional services (e.g. Architects Institute of BC, Association of Professional Engineers of BC, Planning Institute of BC);
  - Local providers of architectural, engineering and building design services;
  - The RDN and member municipality building and planning departments;
  - Relevant provincial government ministries and bodies (e.g. Ministry of Community Services, Ministry of Energy, Mines and Petroleum, BC Hydro) and relevant federal government ministries and bodies (e.g. Natural Resources Canada, Canadian Mortgage and Housing Corporation, Environment Canada);
  - Other related groups (e.g. SmartGrowth BC, Union of BC Municipalities, Federation of Canadian Municipalities, Canada Green Building Council, BC LEED Steering Committee, Sustainable Building Centre).

## 3. Conducting Educational Seminars about Green Buildings

- a) The RDN will consider conducting one or more educational seminars about green buildings for residents. The purpose of the educational seminars to provide general information about:
  - the defining characteristics of a green building;
  - the similarities and differences between green buildings and conventional buildings;
  - how green buildings contribute to the sustainability of the region;
  - tips for constructing a new green home (i.e. methods of reducing operational energy requirements, reducing emissions to the environment, reducing water consumption, reducing solid waste generation, creating a healthier indoor environment);
  - tips for renovating existing homes to make them greener (i.e. methods of reducing operational energy requirements, reducing emissions to the environment, reducing water consumption, reducing solid waste generation, creating a healthier indoor environment).
- b) The RDN will consider conducting one or more educational seminars about green buildings for the local construction industry. The purpose of the educational seminars to provide technical information about:
  - the defining characteristics of a green building;
  - the similarities and differences between green buildings and conventional buildings;
  - how green buildings contribute to the sustainability of the region;
  - the LEED certification system and process;
  - Specific methods of obtaining particular LEED credits or best practices regarding particular LEED credits (i.e. methods of reducing operational energy requirements, reducing emissions to the environment, reducing water consumption, reducing solid waste generation, creating a healthier indoor environment).

February 1, 2007

#### **4. Publishing Educational Brochures about Green Buildings**

- a) The RDN will consider publishing one or more educational brochures about green buildings. The purpose of the brochures is to provide information about:
- the defining characteristics of a green building;
  - the similarities and differences between green buildings and conventional buildings;
  - how green buildings contribute to the sustainability of the region;
  - tips for constructing a new green home (i.e. methods of reducing operational energy requirements, reducing emissions to the environment, reducing water consumption, reducing solid waste generation, creating a healthier indoor environment);
  - tips for renovating existing homes to make them greener (i.e. methods of reducing operational energy requirements, reducing emissions to the environment, reducing water consumption, reducing solid waste generation, creating a healthier indoor environment).

The brochures would be made available to the public on the RDN web site, at the RDN offices, and potentially in other public places, such as the offices of each RDN member municipality and local libraries.

#### **5. Conducting Research about Green Buildings**

- a) The RDN will consider commissioning a report to identify the opportunities for green building construction in the RDN. The report will provide information about the amount of new built space anticipated in the region during the next 20 years, and provide information about the impact of this construction if it is constructed to a specific green building standard versus conventional standards.
- b) The RDN will consider commissioning a report to identify and define the barriers to green building construction in the region, and to provide recommendations regarding possible methods of removing these barriers.
- c) The RDN will consider commissioning a report to identify funding programs available for green building construction in the region.
- d) The RDN will consider commissioning a report to identify ways of renovating the existing predominantly single family housing stock to make it greener, and to identify ways of creating new single family housing stock that is greener.

#### **6. Providing Incentives for Green Buildings**

- a) The RDN will consider commissioning a report to identify incentives the RDN and member municipalities could provide to encourage the construction of new green buildings and the renovation of existing buildings to a green building standard. Incentives could include, but are not limited to, such provisions as an expedited permitting system where green buildings are "fast-tracked", lower development cost charges for green buildings and higher development cost charges for conventional buildings given that green buildings place fewer demands on services, and density bonuses for green building developments.
- b) The RDN will consider providing the above identified incentives for green buildings.

#### **7. Participating in Complementary Initiatives**

- a) The RDN will continue to participate in the Federation of Canadian Municipalities Partners for Climate Protection Program.

*February 1, 2007*

As a part of this program the RDN is presently compiling an inventory of greenhouse gas emissions in the region, developing targets for greenhouse gas emission reductions in the region, and developing a plan to reduce greenhouse gas emissions in the region.

- b) The RDN will participate in the Ministry of Energy, Mines and Petroleum Resources Community Action on Energy Efficiency pilot program.

The program is based on the Provincial strategy document "Energy Efficiency in Buildings: A Plan for BC" which establishes the following energy efficiency targets for the year 2010:

- For new detached, single family and row houses: Achieve an EnerGuide for New Houses rating of 80, reducing the average energy consumption in new homes by 32%;
- For new multi-unit residential buildings: achieve energy performance 25% better than the Model National Energy Code for Buildings, reducing the average energy consumption in new homes by 37%;
- For new commercial, institutional and industrial buildings: achieve energy performance 25% better than the Model National Energy Code for Buildings, reducing average energy consumption in new buildings by 20%;
- For existing, detached, single family and row houses: reduce the energy consumption in 12% of existing homes by an average of 17%;
- For existing multi-unit residential buildings: reduce the energy consumption in 16% of existing homes by an average of 9%;
- For existing commercial, institutional and industrial buildings: reduce the energy consumption in 20% of existing buildings by an average of 14%.

Although the CAEE program has suggested adoption of one or more targets, RDN staff wish to test these targets and consult with member municipalities before asking the Board to commit to target(s) that may not be achievable. Accordingly, the RDN has proposed to undertake the following tasks to determine which CAEE targets can be supported: 1) review existing CAEE policies/tools; 2) estimate CAEE reductions; 3) develop implementation plan with full cost accounting; 4) develop board report; and, 5) hold information session with RDN and City of Nanaimo staff.

- c) The RDN will consider participating in other governmental and non-governmental programs that it becomes aware of that will: reduce the amount of energy required to operate buildings in the region, reduce the amount of emissions to the environment generated by buildings in the region, reduce the amount of water consumed in buildings in the region, make buildings in the region generate less solid waste, and make buildings in the region more comfortable and productive for their occupants.

## Budget

The RDN Board will consider the allocation of funds to implement selected components of the Action Plan as a part of the budget approval process for each year.

The estimated cost of each action item is up to approximately \$20,000.

## Timeline

The RDN Board will consider undertaking one or more action items each year, starting in 2007, as a part of the budgetary process for each year.

*February 1, 2007*



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

**FROM:** Sean De Pol  
Manager of Liquid Waste

**SUBJECT:** Liquid Waste Management  
French Creek Pollution Control Centre (FCPCC)  
Stage 3 Upgrade

**FILE:** 5330-20-FCPC-  
STAGE3/PHASE1A UPGRADE

**DATE:** January 31, 2007

**PURPOSE**

To award the tender for the construction of the French Creek Pollution Control Centre (FCPCC) Stage 3 Upgrade and to consider the release of DCC funds for this project.

**BACKGROUND**

The FCPCC is several years away from its next major expansion (Stage 4), but the facility is near its capacity in terms of secondary clarification, final effluent pumping and its power supply. In addition, some existing assets require replacing. The FCPCC is currently in Stage 3 of its upgrading plan, which consists of projects that prolong the useful life of existing infrastructure.

The FCPCC Stage 3 (Phase 1A) Upgrade project consists of the following components:

1. Solids Contact Expansion: involves the general construction of an addition to an existing building at the FCPCC to house new aeration and sedimentation facilities. Expanding the solids contact capacity is required in order to prolong the useful life of the secondary treatment process, by reducing suspended solids carry over to the secondary clarifiers.
2. Influent Screens Upgrade: involves the removal of the existing wastewater screens and the installation of new, automated, screens. The existing FCPCC's influent screens are aging, are in poor mechanical condition and are inefficient.
3. Final Effluent Pump Upgrade: involves the installation of a new vertical turbine pump along with related piping and electrical work. This project is needed to meet the current pumping requirement for final effluent, and it is the first of three pump upgrades that are required to meet future pumping requirements.
4. Ventilation Upgrade: involves the replacement of deteriorating process ventilation components, including a trickling filter supply fan and portions of ducting.
5. Power Supply Upgrade: involves the supply and installation of a new 750 kVA transformer along with a new concrete pad, primary and secondary cabling, and the installation of new distribution switchgear. The Power Supply Upgrade is required to meet near-term additional power supply requirements plus additional long-term future upgrades.

The following four bids were received for the FCPC Stage 3 (Phase 1A) construction contract:

D. Robinson Contracting Ltd.	\$2,088,263
CMF Construction Ltd.	\$2,121,340
Ledcor Construction Ltd.	\$2,248,318
Knappett Projects Inc.	\$2,310,000

Our consultant has evaluated the tenders and the documentation has been verified. The low bidder for the project is D. Robinson Contracting Ltd. at a cost of \$2,088,263. Our consultants recommend the award of the project to D. Robinson Contracting Ltd.; staff supports this recommendation.

The following is our most recent costing for the completion of the project:

	Original Estimate	Current Cost
Construction Contract	\$ 1,905,250	\$ 2,088,263
Engineering (under contract with Associated Engineering)	\$ 159,700	\$ 159,700
Equipment (tenders awarded and/or purchased)	\$ 452,500	\$ 452,500
<b>Total Project Cost for 2007</b>	<b>\$ 2,517,450</b>	<b>\$ 2,700,463</b>

The total budgeted amount for this project (construction, engineering and purchase of equipment) was \$2,517,450 which has been exceeded as a result of the higher than anticipated construction tender results. The project components have been reviewed with our consultants to determine whether there are components that could be deleted or deferred. This action would result in additional work being scheduled next year at increased costs (due in part to retendering smaller portions of the projects) and is therefore not recommended.

The project is to be financed by a combination of New Deal funds, DCC's and operating funds as follows:

	Original Estimate	Current Cost
New Deal funds	\$ 0	\$ 1,200,000
DCC's	\$ 2,265,705	\$ 1,500,463
Operational Budget	\$ 251,745	\$ 0
	<b>\$ 2,517,450</b>	<b>\$ 2,700,463</b>

## ALTERNATIVES

1. Award the construction contract to D. Robinson Contracting Ltd. for the construction of the FCPC Stage 3 (Phase 1A) Upgrade for the tendered price of \$2,088,263 and approve the release of DCC's (for construction, engineering and equipment) in the amount of \$1,500,463.
2. Retender the project next year.

## FINANCIAL IMPLICATIONS

The additional costs of this construction project can be accommodated by the New Deal Gas Tax Program funds. The 2007 tax requisition will not be effected by these changes. There are sufficient DCC's on hand to cover the portion required from that source.

**SUMMARY/CONCLUSIONS**


Four bids for the construction of the FCPC Stage 3 (Phase 1A) Upgrade project have been evaluated. The low bidder for the project is D. Robinson Contracting Ltd. at a cost of \$ 2,088,263. The total project budget including engineering and separate equipment procurement contracts is revised from \$2,517,450 to \$2,700,465.

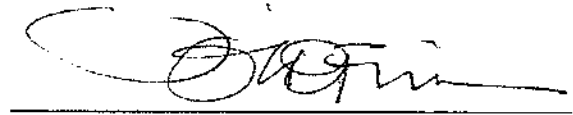
Staff have reviewed the project elements for cost savings and have concluded there are no significant opportunities and recommend proceeding with the project. The work is required to increase treatment capacity to meet regulatory requirements and to replace aging equipment.


This project is likely to be the first recipient of New Deal Gas Tax Program funds in the Regional District, and therefore the project financing is proposed as a combination of New Deal funds and DCC's.

**RECOMMENDATIONS**

1. That the revised project estimate of \$2,700,463 be approved.
2. That D. Robinson Contracting Ltd. be awarded the construction phase of FCPC Stage 3 (Phase 1A) Upgrade project for the tendered amount of \$2,088,263.
3. That Northern Community Development Cost Charge funds in the amount of \$1,500,463 be approved as a source of funds for this project.

  
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Report Writer

  
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General Manager Concurrence

  
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COMMENTS:



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# MEMORANDUM

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

**DATE:** January 17, 2007

**FROM:** Sean De Pol  
Manager of Liquid Waste

**FILE:** 5340-05

**SUBJECT:** Greater Nanaimo Pollution Control Centre Biosolids Contract

## PURPOSE

To consider entering into a contract with Malaspina University-College (MUC) to manage biosolids from the Greater Nanaimo Pollution Control Centre (GNPCC).

## BACKGROUND

At the January 9, 2007, In-Camera Committee of the Whole meeting, staff were directed to negotiate an immediate end to the GNPCC biosolids contract with Fisher Road Holdings Ltd. (FRH). Non-compliant Waste Stream Management License issues at their Cobble Hill composting facility is preventing FRH from accepting GNPCC biosolids under the terms of their existing contract with RDN. On January 17, 2007, FRH voluntarily agreed to terminate the GNPCC biosolids contract with the RDN.

Currently, biosolids from GNPCC are being disposed of at the Regional Landfill. In seeking alternatives to sending biosolids to the Regional Landfill, RDN staff contacted MUC about managing biosolids from the GNPCC. MUC has indicated that they are prepared to enter into a contract for three years with the RDN to beneficially reuse GNPCC biosolids as part of their Forest Fertilization Project.

## ALTERNATIVES

1. Award a contract to Malaspina University-College to manage Greater Nanaimo Pollution Control Centre biosolids.
2. Issue a new Request for Quotations to manage biosolids from Greater Nanaimo Pollution Control Centre.

## FINANCIAL IMPLICATIONS

### Alternative 1

The project cost proposed by MUC to handle GNPCC biosolids is \$77 per tonne. MUC has indicated that they are prepared to enter into a contract for three years and at the RDN's discretion, extend the contract for an additional two years. The total cost for the three year contract is projected to be \$577,500 based on 7,500 tonnes of biosolids (2,500 tonnes per year).

### Alternative 2

The only other immediately available alternative is to continue taking GNPCC biosolids to the Regional Landfill at \$100 per tonne, which would increase the GNPCC biosolids handling costs by approximately \$57,500/year. Proceeding with a new RFQ for an alternate service will incur costs and time to undertake the RFQ process plus costs for interim disposal at the Regional Landfill. Staff have explored other

potential options for biosolids management and have determined that facilities on Vancouver Island that might handle biosolids (SYLVIS, International Composting Corporation, Comox-Strathcona Regional District) do not currently have either the ability or capacity to accept our biosolids. Accordingly, staff believe that except for MUC, there are no other facilities on Vancouver Island that are currently in a position to bid on a new RFQ or accept biosolids under the conditions of an RFQ.

#### ENVIRONMENTAL IMPLICATIONS

MUC Forest Fertilization Project is required to have a detailed operating plan compliant with the provincial Ministry of Environment's Organic Matter Recycling Regulation (OMRR) which governs the production, quality, and land application of certain types of organic matter and must meet all RDN Waste Stream Management License (WSML) requirements.. The OMRR specifies requirements for Leachate management, odour control, vector attraction reduction, pathogen reduction limits, quality criteria, sampling protocol, record keeping setbacks, and application rates. The WSML bylaw ensures compliance with land use requirements, ensures that adequate measures are taken to protect the environment and requires the license holder to submit a security deposit to the RDN, sufficient to clean-up the site in the case of non-compliant activities. These requirements are believed to represent the safest and most responsible way to handle organic matter. The safety of the MUC project has been confirmed by a hydrogeological assessment, conducted in 2003, which concludes that the Malaspina Forest Project will not have any impact on groundwater quality in any of the wells located in the region.

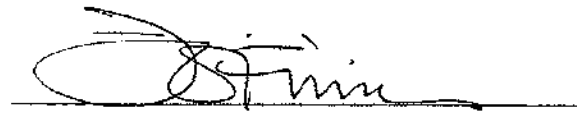
#### SUMMARY/CONCLUSIONS

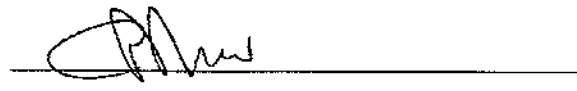
The contract between the Regional District of Nanaimo and Fisher Road Holdings Ltd. to compost biosolids has been terminated due to FRH's inability to currently accept biosolids under the terms of the contract. In order to have biosolids from the RDN beneficially reused, rather than landfilled, RDN staff propose a contract with Malaspina University-College. MUC would beneficially reuse GNPCC biosolids as part of their Forest Fertilization Project. MUC held a previous contract with RDN for this purpose and undertook a successful biosolids management program at their forest management facility from 2003 to 2006. The cost of this project is \$77 per tonne of biosolids. The project term would be three years with the option, at the RDN's discretion, to extend the contract for an additional two years.

#### RECOMMENDATION

That Malaspina University-College be awarded an initial three year contract, with a two year renewal option, for the hauling and beneficial reuse of biosolids from the Greater Nanaimo Pollution Control Centre at \$77 per tonne.

  
Report Writer

  
General Manager Concurrence

  
C.A.O. Concurrence

COMMENTS:



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MEMORANDUM

TO: Carey McIver
Manager of Solid Waste

January 31, 2007

FROM: Alan Stanley
Zero Waste Coordinator

FILE: 5370-01

SUBJECT: Garbage and Recycling Collection Contract Extension

PURPOSE

To acquire Board approval to extend the RDN garbage and recycling collection contract for one year.

BACKGROUND

In 2002 the RDN executed a five year contract with Waste Services Inc. (WSI) to undertake residential garbage and recycling collection services for approximately 23,000 households in the RDN. This contract expires March 31, 2007.

In July 2006, staff advised the Board that the current contract would have to be extended for up to one year in order to complete a residential food waste diversion pilot project.

This pilot program was planned for 2006, pending approval of funding of 50% of the total pilot project costs of \$180,000 through the Federation of Canadian Municipalities Green Municipal Fund (GMF). The original application for GMF funding was submitted in late 2005, and the RDN received approval for the GMF funding in December of 2006, so the pilot is now planned for 2007.

One of the purposes of the pilot program is to provide information for the next garbage and recycling collection contract tender. A one year extension of the collection contract allows the pilot to be completed and reviewed in 2007. If the pilot proves successful, food waste diversion can be included in the next contract tender, to be completed by the fall of 2007.

Staff has negotiated terms of a contract extension with WSI. WSI has agreed to continue the contract under the current terms and conditions with one exception. WSI will not perform the twice yearly special collection for the current price of \$30,000 per year and have given the RDN a price of \$94,500 for this part of the service, a net increase of \$64,500.

The special collection days were established in 1991 when the first RDN garbage and recycling collection contract was awarded. The program is intended to collect large household items, twice yearly from residents.

Special collection days cause problems on many levels. In spite of explicit instructions on what items are and are not acceptable, the program is abused. In some areas, large piles of non-program items are unsightly. The waste collection contractor is under instructions not to pick up non-program items and leave a bright orange sticker indicating that the items will not be picked up. In some cases, residents leave the items out for long periods of time, even after the items have been tagged and it is obvious that they are not going to get picked up. The contractor, RDN staff and Board members receive numerous complaints

about special collection days. On most routes, less than five percent of customers legitimately use the special collection service.

Most garbage collection programs have dropped special collection days. The main reasons include the need to eliminate unsightly piles of garbage on the roads (particularly in tourist oriented areas); increasing costs to service a minority of customers; lack of true user-pay due to the relatively low use of the program for legitimate purposes; and, the increasing availability of alternative solutions to removing large items. For example, most appliance sellers offer a take back service for the old appliances. Also, BC Hydro has reinstated their program to buy back old, inefficient refrigerators. Private businesses offering large item removal services are also readily available at any time at reasonable cost.

In addition to regular household garbage, waste from a household can include household hazardous wastes (paints, solvents, pesticides etc.), construction and demolition wastes, old machinery, furniture and appliances and electronics. It is not possible to have a cost effective collection program to remove any waste that may be generated from a household. The current collection program is well suited to the core program service; one can of garbage per week and traditional recyclable material. It is appropriate to expect residents to take responsibility for waste items outside of the core service.

## **ALTERNATIVES**

1. Extend the garbage and recycling collection contract for one year without special collection days.
2. Extend the garbage and recycling collection contract for one year with special collection days.
3. Do not extend the garbage and recycling collection contract for one year and prepare a new contract tender.

## **FINANCIAL IMPLICATIONS**

### **Alternative 1**

The 2007 Annual Budget for the RDN garbage collection and recycling program is \$2,210,612. Contractor fees account for \$1,199,065 of this budget. The other major program expenditure is tipping fees, budgeted at \$665,000. The 2007 program user fees were calculated based on the current contract costs and, in accordance with the fee adjustment formula in the contract, a 5% increase was approved by the Board in January 2007.

Under Alternative 1, if the garbage and recycling contract is extended without special collection days the 2007 user fees will not require any adjustment. The \$30,000 budgeted for special collection days would be surplus revenue that can help defray any cost increases that may occur under a future contract.

### **Alternative 2**

Under Alternative 2, if the contract is extended with special collections days, the user fees for garbage collection customers need to be amended to include an additional 3% increase (8% over 2006), to accommodate the \$64,500 net increase in the annual budget that would result from the new price for special collection days.

The 8% annual increase would apply to all customers, even though, on most routes, over 90% do not use the large item collection service, therefore, this would create an unfair burden on those not using the special collection service.

### **Alternative 3**

Under Alternative 3, preparation of a new contract tender would mean that the current contractor would need to be retained on a month-to-month basis until the tender could be completed and a new program started. Staff has negotiated a price for the month-to-month option, and WSI will perform the work on a temporary basis for an additional 5% over current contract prices. This would require an additional 2% increase (7% over 2006) user fee increase. The month-to-month option with the continuation of special collection days would require an additional user fee increase of 5% (10% over 2006).

### **INTERGOVERNMENTAL IMPLICATIONS**

Three jurisdictions in the RDN manage their own garbage collection programs; the City of Nanaimo, the District of Lantzville and the Town of Qualicum Beach and none have special collection day programs. Staff from the City of Nanaimo and the District of Lantzville have expressed concerns about the RDN special collection days. This is because the RDN special collection day program often causes confusion and erroneous expectations amongst Nanaimo and Lantzville residents since the jurisdictions are adjacent and there is often spillover of information between program customers.

### **PUBLIC RELATIONS IMPLICATIONS**

The most common complaint in respect to the garbage and recycling collection program is unsightly piles of non-program materials that have been piled up on the edge of the street for special collection days. Eliminating the special collection days would solve this problem.

For legitimate users of the special collection service, communicating the alternative services available for removal of and recycling and reusing the waste that would be collected during special collection days is necessary. Emphasizing the need to take personal responsibility for waste would be an effective way to ensure proper waste management practices.

### **CONCLUSIONS**

The Board was advised in July 2006 that the residential food waste diversion pilot project was delayed because of uncertainty in funding from the Green Municipal Fund (GMF) program and that, pending a positive outcome of the GMF funding request, the current garbage and recycling collection contract would have to be extended by one year to complete the food waste diversion pilot. The RDN received information in December of 2006 that the GMF funding was approved. The food waste diversion pilot can therefore take place in 2007.

Waste Services Inc., the current garbage and recycling collection contractor has agreed to maintain the regular garbage and recycling service at the current contract price, except they will not continue the special collection day program without an additional \$64,500.

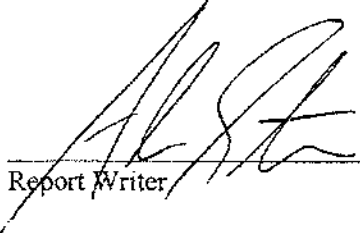
Special collection days are not well utilized, widely abused and are the most problematic aspect of the garbage and recycling collection program. Most other jurisdictions have dropped special collection or clean-up days due to cost, program abuse and contradiction to the user-pay philosophy. There are many options available to residents to remove items that are included in special collection days. To maintain special collection days at the new price the garbage and recycling collection budget must be amended to add an additional 3% to the user fees, in addition to the 5% increase in the current budget, for a total increase of 8%.

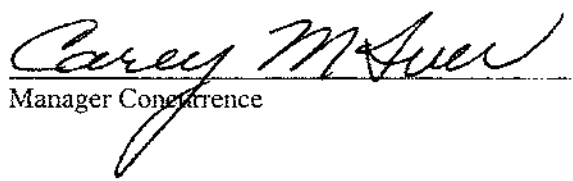
Staff are recommending Alternative 1. If approved residents will be advised of the program changes on the 2007/08 schedules that will be mailed in mid-March, the RDN web site, newspaper advertising and media releases.



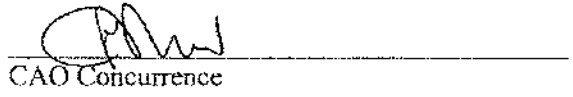
**RECOMMENDATION**

That the Board approve a one-year extension to WSI Inc. for garbage and recycling collection services without special collection days.

  
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Report Writer

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

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

  
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CAO Concurrence

COMMENTS:



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MEMORANDUM

**TO:** Carey McIver  
Manager of Solid Waste

**DATE:** February 1, 2007

**FROM:** Alan Stanley  
Zero Waste Coordinator

**FILE:** 5365-80

**SUBJECT:** Construction/Demolition Waste Diversion Strategy

PURPOSE

To present to the Board a strategy to divert construction/demolition waste (C/D) from the landfill.

BACKGROUND

In July 2004 the Board approved the RDN Solid Waste Management Plan (SWMP). The SWMP addresses both waste diversion and residual management and will serve to guide solid waste management related activities and policy development in the RDN. The SWMP 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 Ministry of Environment approved the SWMP in 2005.

The SWMP included a waste composition study to determine what parts of the waste stream provided the best opportunity for waste diversion. According to the waste composition study, next to organics, construction and demolition waste is the second largest component of solid waste landfilled at the Regional Landfill.

The Zero Waste Plan identified the need to investigate diverting wood waste from the landfill and included a plan to do a C/D market study by 2007. The purpose of the market study was to conduct an analysis of the local market capacity for wood waste to determine the viability of a ban on all or a portion of this waste. In the event that a private sector wood waste processing facility was to be established the C/D market study would not be done. In 2005 a number of operators indicated that they were developing wood waste processing facilities and this information negated the need for the C/D study.

Staff have issued a license to one wood waste processing facility, Porter Wood Products, near Parksville in District 69 and are in the final processes of licensing another site, Nanaimo Wood Products Recycling at Duke Point in Nanaimo. Two additional sites in Nanaimo will submit license applications shortly. There is also a licensed facility in the Cowichan Valley Regional District that accepts asphalt roofing, another significant component of C/D. These facilities will be able to manage the clean wood waste from construction and demolition activities and the asphalt roofing waste generated in the district.

The main initiatives contained in the C/D Waste Diversion Strategy (CDWDS) (attached) are adjusting the tipping fee for C/D at RDN facilities to create financial incentives to use private facilities, a disposal ban on commercial C/D and contracts with private sector waste management facilities to manage C/D received at the landfill and transfer station from small residential loads. The commercial wood waste disposal ban and the tipping fee adjustment require amendments to the RDN Solid Waste Facilities Bylaw.

**ALTERNATIVES**

1. Approve the C/D Waste Diversion Strategy for distribution and posting to the RDN web site.
2. Do not approve the C/D Waste Diversion Strategy.

**FINANCIAL IMPLICATIONS**

The bylaw amendments to ban commercial wood waste from the landfill have no financial implications. The number of commercial wood waste haulers using RDN solid waste facilities is relatively small and they can be informed of the wood waste ban through hand-outs at the scale houses.

The cost to send the wood waste and asphalt received at the landfill and transfer station to private facilities would be paid for by tipping fees.

**ENVIRONMENTAL IMPLICATIONS**

Valuable landfill space is consumed by wood waste and when the organic wood waste decomposes, methane gas is produced. Methane is a potent greenhouse gas, 21 times more destructive than carbon dioxide and is a negative contributor to climate change.

The destination of the processed wood waste from the private facilities is pulp mill boilers and waste-to-energy plants. The facilities using the waste derived fuel are required to adhere to strict emissions and environmental controls and the waste derived fuel usually replaces natural gas, a non-renewable fossil fuel.

**PUBLIC RELATIONS IMPLICATIONS**

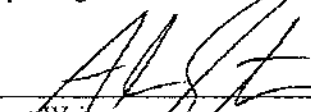
The RDN public has consistently supported waste reduction and recycling initiatives. As long as it can be demonstrated that the waste derived fuel creates no negative environmental impacts, beneficial use of waste will likely be supported.

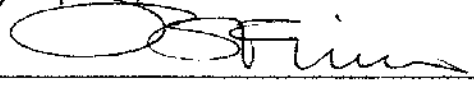
**CONCLUSIONS**

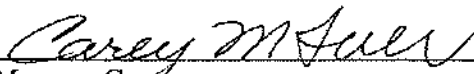
Construction and demolition waste (C/D) is the second largest component of solid waste landfilled at the Regional Landfill. There are private sector facilities in the region that use C/D as feedstock for their operations and the RDN Waste Stream Management Licensing Bylaw ensures that these facilities meet strict environmental protection standards. A multi-level strategy has been developed to divert C/D from disposal to save landfill space and generate economic activity.


**RECOMMENDATION**

That the Board approve the Construction/Demolition Waste Diversion Strategy for general distribution and posting to the RDN web site.

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

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

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

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

COMMENTS:

# Construction/Demolition Waste Diversion Strategy

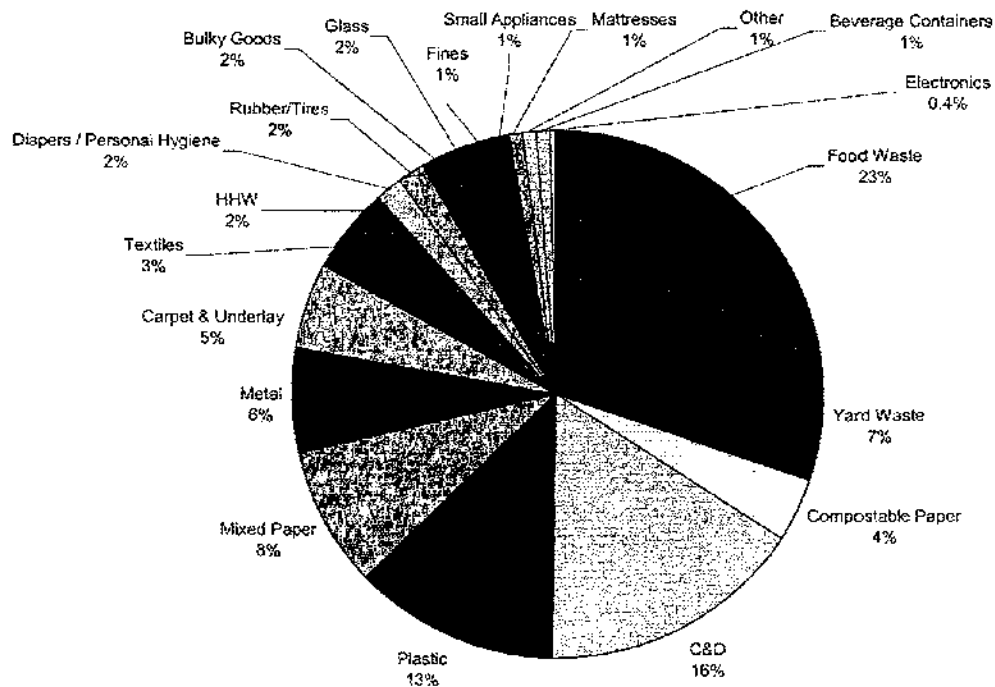
## Why Divert Construction/Demolition Waste From Disposal?

### It's in the Plan!

When we reduce the amount of waste that goes into the landfill or other disposal sites, we save resources, reduce costs and minimize our footprint on the environment. That's why the RDN adopted the Zero Waste diversion target in 2002 as its long-term goal. Zero Waste builds on the significant successes of the earlier 3Rs Plan (Reduce, Reuse, Recycle), under which, by 2003, we were diverting 57 percent of our solid waste from the landfill. That was more than the 50 percent target set in 1989 by the provincial environment ministry for all regional districts, but it's still too much. The updated Solid Waste Management Plan (SWMP) approved by the RDN Board in 2004 aims to increase this diversion rate to 75 percent by 2010 by diverting additional materials away from landfill. Construction/Demolition Waste (C/D) diversion is an important element of the RDN Zero Waste plan.

### C/D is the Second Largest Component of Solid Waste

The following chart shows that C/D comprises 16% of all waste landfilled in the RDN, and next to compostable organics, C/D is the largest component of landfilled waste in the RDN.



## C/D Diversion Leads the Way to Zero Waste

In 2005, the RDN Board approved an organics diversion strategy that, when fully implemented, should divert an additional 15% of the overall waste stream from landfill. That leaves C/D waste as the most significant portion of the overall waste stream in the RDN. In 2006, 11,000 tonnes of C/D was landfilled: about 8,000 tonnes of wood waste and 3,000 tonnes of asphalt shingles. The projected RDN diversion rate of 70% after organics diversion is fully implemented would increase to up to 75% by diverting C/D from disposal.

## Economic and Infrastructure Development

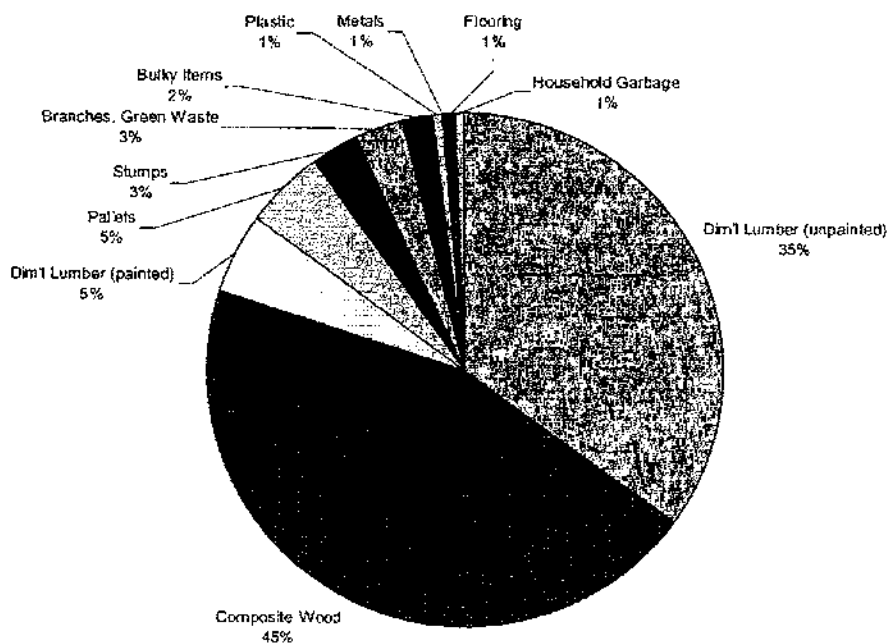
The vision of turning waste into feedstock for a new and beneficial product that creates wealth from waste is a supporting theme of the RDN Zero Waste Plan. That is why the RDN adopted the Waste Stream Management License (WSML) bylaw which not only regulates recycling and waste management facilities but also creates economic activity and jobs.

Diverting C/D to facilities licensed under WSML provides the feedstock to build and maintain sustainable private waste management infrastructure and correctly shifts the financial and physical responsibility for waste away from the public facilities to the generators and receivers of the waste.

## What is Construction/Demolition Waste?

Construction/demolition waste (C/D), is wood and mixed waste from demolition and construction activities. It can contain many different types of materials including clean, treated and painted wood waste, plastics and vinyl, carpet, brick and rubble, glass, metal, asphalt roofing and any other material that may be found in construction and demolition.

In terms of C/D received at RDN solid waste facilities, the chart below shows that it is mainly wood waste. Wood waste can be used for a number of other purposes from providing an alternative fuel for pulp mill boilers to a bulking agent for composting and soil manufacture.



## The Current Situation for Managing C/D

There are currently two facilities in the RDN that can manage the wood waste component of C/D, one in School District 69, near the Church Road Transfer Station and one at Duke Point in Nanaimo. Two additional facilities under development in Nanaimo will be able to manage C/D in the near future. All of the current and planned facilities in the RDN are recycling wood waste into boiler fuel for heat generation in pulp mills. There is a facility in the Cowichan Valley Regional District that is recycling asphalt shingles into a material that can be used as a supplement in traditional asphalt production.

Clean wood waste is also accepted at the Regional Landfill and is ground, at considerable expense to the RDN, and mixed with soil for landfill operations. The wood waste consumes limited space available at the landfill and the grinding presents safety and liability considerations due to the large numbers of commercial and residential customers in relatively close proximity to the grinding operation. There is a need for some ground wood waste at the landfill, however the supply greatly exceeds the demand.

As the prices of natural gas and hog fuel increase, pulp and paper mills are increasingly interested in C/D as fuel. The market for C/D is expected to strengthen as lumber companies close and consolidate sawmills across BC, eliminating the traditional sources of hog fuel. The price of natural gas is not expected to drop for a sustained period, further strengthening the C/D market over time.

## Who Would Divert C/D?

C/D is delivered to the landfill and transfer station from three main sources, commercial haulers hauling for the construction industry, small to medium-sized construction contractors hauling their own waste and residential self-haul customers. Approximately 63% of C/D comes from commercial haulers and 27% from miscellaneous self-haulers, including residential and commercial customers.

The commercial haulers generally deliver larger, homogenous loads of C/D. The construction contractors usually bring pick up loads of C/D while the self-haul customer usually brings a mixed load of waste and recyclables, with C/D comprising a small portion of the load.

## How Will We Divert C/D?

For the purposes of developing an effective C/D diversion strategy, the individual components of the C/D waste stream must be dealt with separately. There are facilities available licensed to receive and process wood waste and asphalt roofing material. No open burning of waste is allowed in the SWMP. Most of the materials in C/D can be recycled. With licensed facilities in place, diversion of C/D from the landfill is simply a matter of banning C/D from disposal. When this occurs, the majority of C/D will be processed for recycling and other beneficial uses such as energy production.

## What is the Plan?

### Tipping Fees

Setting the disposal tipping fees to insure full cost recovery and encourage use of alternate facilities creates a powerful incentive to divert C/D from RDN facilities.

### Disposal Bans

Banning C/D from disposal has two parts. The first is to ban large commercial loads (larger than a pick up truck) and commercial customers that haul waste in pick up trucks that are frequent users of the RDN disposal facilities and cumulatively, dispose of large quantities of C/D. The purpose of the large loads and commercial ban is to divert the largest, continuous C/D waste stream to private licensed facilities.

To allow residential customers with small loads of C/D to continue to enjoy the convenience of using the RDN facilities, C/D will continue to be received from these customers. Some of this C/D can be utilized for operational purposes at the landfill. Contracts with licensed facilities can be established to manage any C/D in excess of operational needs.

There are no facilities in the RDN licensed to recycle asphalt roofing, therefore the RDN would continue to receive asphalt roofing, keep it separated and, pending an acceptable contract price, ship it to the asphalt roofing recycling facility in the CVRD.

## Next Steps and Implementation

### 2007

- Commence information campaign to make C/D waste generators and haulers aware of alternate facilities.
- Amend Solid Waste Facilities Bylaw 1428 to include C/D disposal bans and to adjust the tipping fees to insure full cost recovery and encourage use of alternate facilities.
- Complete a contract tender for C/D in excess of RDN operational requirements.
- Implement bans.

### 2008

- Analyze diversion resulting from strategy, adjust strategy as required.
- Analyze cost recovery for program, adjust fees as required.



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**MEMORANDUM**

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

**DATE:** January 31, 2007

**FROM:** Carey McIver  
Manager of Solid Waste

**FILE:** 5290-05

**SUBJECT:** Partners for Climate Protection Program -- RDN Corporate Climate Change Plan

**PURPOSE**

To present the final draft of the RDN Corporate Climate Change Plan to the Board for approval.

**BACKGROUND**

In 2002 the RDN and the City of Nanaimo (CON) joined the Partners for Climate Protection Program. The Partners for Climate Protection (PCP) framework is intended to be used by municipal governments to undertake initiatives that reduce energy use and hence greenhouse gas (GHG) emissions. As members of the PCP program, both the RDN and the CON have made a voluntary commitment to complete the following five milestones.

- |              |  |
|--------------|--|
| Milestone 1: | Create a greenhouse gas emissions inventory and forecast for both municipal operations and the community as a whole.                                 |
| Milestone 2: | Set an emissions reduction target.   |
| Milestone 3: | Develop a greenhouse gas emissions reduction plan to set out how emissions and energy use in municipal operations and the community will be reduced. |
| Milestone 4: | Implement the greenhouse gas emissions plan through collaboration amongst local government and community partners.                                   |
| Milestone 5: | Monitor progress and report results regarding greenhouse gas emissions.  |

In 2003 the RDN established the Climate Change Select Committee (CCSC) to facilitate the implementation of the PCP milestones and build commitment to reducing greenhouse gas emissions.

In 2005, under the direction of the CCSC, the Climate Change Project Team (RDN Manager of Solid Waste, RDN Senior Regional Planner, City of Nanaimo Environmental Planner) engaged Hyla Environmental Services Inc. (Hyla) to prepare five separate stand-alone plans to reduce corporate energy use and GHG emissions for the RDN, the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach and the District Municipality of Lantzville and one region-wide community plan.

Working with RDN managers, the consultant has now completed the final draft of the RDN Corporate Climate Change Plan (separate attachment). This draft has been reviewed and approved by the CCSC at their meeting on September 28, 2006. CON managers are currently working with the consultant to finalize their draft plan and will be presenting it to their Council for approval within the next two months.



## RDN Corporate Climate Change Plan

### *Milestone 1: Inventory and Forecast*

The Corporate Climate Change Plan (the Plan) is based on a detailed inventory of energy use for buildings, lighting, water & wastewater, vehicle fleet and solid waste. Table 1 below presents a summary of actual energy consumption, costs and emissions for the base year of 2004. The majority of energy consumed, costs for energy, and emissions was generated by the vehicle fleet, primarily buses. A forecast of energy consumption, costs for consumption, and emissions to 2012 has also been calculated for each sector.

Table 1 Summary of RDN Corporate Inventory and Forecasts

Forecasted Parameter	Base Year (2004)	Forecast Year (2012)	Percent Change
Energy Consumption (GJ)	118,604	139,005	17%
Energy Costs (\$)	\$1,655,197	\$5,539,810	235%
Emissions (CO <sub>2</sub> e)	5,597	6,717	20%

While energy consumption and emissions are projected to increase by 17% and 20% respectively, of note is the projection for energy costs - an increase of over 235%, further emphasizing the immediate need to establish best management practices for energy use, especially transit buses. By doing so, the Regional District will be well positioned to manage the rising costs of fuel that are certain in our immediate future.

### *Milestones 2 & 3: Setting an Emission Reduction Target and Developing a Plan*

In consultation with RDN managers, the consultant has identified realistic and effective measures to reduce energy consumption in each sector. A summary of the reductions in each sector is presented below in Table 2 along with the overall reduction quantity expressed as a percentage.

Table 2 Summary of Reductions by Sector (tonnes CO<sub>2</sub>e)

Sector	2004 Base Year Emissions (tonnes CO <sub>2</sub> e)	2012 GHG Projection (tonnes CO <sub>2</sub> e)	GHG Reductions from Emissions after Projected Growth	GHG Emissions after Measures (2012)	Percent Reduction from Projected Emissions (2012)
Buildings	725	912	501	411	-43%
Lighting	10	11	9	2	-77%
Water and Wastewater	233	245	30	216	-7%
Vehicle Fleet	4,559	5,471	769	4,702	3%
Corporate Waste	70	76	18	58	-17%
<b>Total</b>	<b>5,597</b>	<b>6,717</b>	<b>1,326</b>	<b>5,389</b>	<b>-4%</b>

As indicated in Table 2, if implemented the reduction initiatives presented in the Plan have the potential to reduce the 2004 base year emissions quantity of 5,597 tonnes CO<sub>2</sub>e by 1,326 tonnes or 4 percent by 2012. If there is no growth from 2004 to 2012, which is unlikely, the potential reduction of 1,326 tonnes CO<sub>2</sub>e would represent a 24 percent reduction from base year emissions.

Regional District of Nanaimo staff is confident that the reduction quantity is achievable within reasonable program resources and a commitment from the Board and management to undertake the programs proposed in the Plan. Accordingly, an emissions reduction target of 1,326 tonnes CO<sub>2</sub>e, an amount that will reduce emissions to 4% below 2004 levels by 2012 is recommended for adoption as the RDN's corporate operations objective.

### RDN Region-Wide Community Climate Change Plan

Work is underway to complete the region-wide Community Climate Change Plan. As reported to the Board in April 2006, the region-wide community inventory is complete. This community inventory is based on energy consumption data from B.C. Hydro and Terasen Gas as well as data on the number and classes of vehicles fuel sales from Polk Canada. As indicated in Table 3 in 2002 (base year) total community GHG emissions for residential buildings, commercial buildings, industrial buildings, transportation and solid waste were 667,769 tonnes CO<sub>2</sub>e or 4.98 tonnes CO<sub>2</sub>e per capita.

Table 3 RDN Community Inventory (2002)

Sector	Emissions (Tonnes CO <sub>2</sub> e)	Percent of Total
Residential Buildings	73,929	11%
Commercial Buildings	46,515	7%
Industrial Buildings	32,913	5%
Transportation Emissions	422,929	63%
Solid Waste	91,483	14%
<b>Total 2002 Community Emissions</b>	<b>667,769</b>	
<b>Total 2012 Community Emissions Forecast</b>	<b>774,973</b>	
<b>Base year Per Capita Emissions</b>	<b>4.98</b>	

As indicated in Table 3, actions to reduce energy and hence GHG emissions must be targeted at the buildings (23%), transportation (63%) and solid waste (14%) sectors. In order to establish a reduction target the consultant developed a workbook with a long list of possible actions to reduce emissions in these three sectors. Although this workbook was reviewed by RDN managers in 2005, due to staff turnover as well as technological advancements, the short-list of possible reduction measures identified in 2005 will need to be reviewed again by current staff. The Project Team will also collaborate with planning staff from RDN member municipalities to ensure their concurrence with selected reduction measures.

### RDN Strategic Plan Priority - Energy and Climate Change

Energy and climate change is one of the strategic priorities set out in the Board's 2006-2009 Strategic Plan. Under this priority area the plan recommends that the RDN develop a Community Energy and

Climate Change Plan for the region that identifies potential sustainable power supply sources, ways to improve air quality and ways to increase overall energy efficiency and hence reduce GHG emissions. This means that the Community Climate Change Plan as outlined above needs to be expanded to integrate energy supply, air quality and GHG management into one plan.

In accordance with the Strategic Plan directive to look for partnerships and funding to support the development of this integrated plan, in September 2006, the consultant prepared applications on behalf of the RDN to the Ministry of Energy, Mines and Resources (MEMR), the Ministry of Environment (MOE) and the Ministry of Community Services (MCS) for funding to participate in the Community Action on Energy Efficiency Program (CAEE), funded by MEMR, and to produce and integrated community energy, air quality and GHG management plan, funded by MOE and MCS. All funding applications were successful and the majority of funds requested (\$45,120) were approved.

The CAEE Program in particular addresses energy demand in the residential and commercial building sectors and is a component of the RDN Green Building Action Plan. To participate in the program the CAEE suggests that local governments adopt one or more of the Province's energy efficiency targets. The funding received (\$17,620) under CAEE will be used by the consultant to test these targets and consult with member municipalities before asking the Board to adopt target(s) that may not be achievable.

It is anticipated that a draft integrated community energy, air quality and GHG management plan will be complete by August 2007 with public consultation occurring later in the year. Staff intends to incorporate the issue of backyard and open burning of wood waste into this public consultation program.

## **ALTERNATIVES**

1. Approve the RDN Corporate Climate Change Plan which identifies measures to reduce greenhouse gas emissions to 4% below 2004 levels by 2012.
2. Do not approve the RDN Corporate Climate Change Plan.

## **FINANCIAL IMPLICATIONS**

### *Alternative 1*

The RDN Corporate Climate Change Plan identifies a range of reduction measures to be implemented from 2007 to 2012 to meet the reduction target. The order of magnitude costs and energy savings for each initiative are included in the report, however, these costs will be refined once staff undertakes the detailed audits and studies necessary to more accurately determine payback periods on a project by project basis. The business case for each reduction initiative will then be submitted to the Board for consideration during the annual budget cycle. Consequently approval of this Plan means that the Board will be making a commitment to embed energy and emissions management into day to day corporate operations.

To date, staff efforts on this planning initiative have been "corner-of-the-desk", as there is no local function or funding established for the program. Although the intent is to embody climate change thinking into day-to-day activities, staff resources to coordinate, promote and manage the initiative have been diverted from other programs. Grant funds have supported consulting services and some funds have come from the solid waste program, a region-wide function. However, as climate change mitigation and adaptation initiatives evolve, and particularly as the integrated community plan develops, there will be resource impacts to support these initiatives as a Board strategic direction.

### *Alternative 2*

Under Alternative 2 the RDN will not be able to fulfill its commitment to the Partners for Climate Protection Program and may not be as well positioned to manage the rising costs of energy that are forecast in the near future.

### **INTERGOVERNMENTAL/REGIONAL IMPLICATIONS**

The CCSC will be inviting Parksville, Qualicum Beach and Lantzville to all formally join the PCP Program by resolution of their respective councils. The project team is scheduled to deliver presentations to the Parksville and Qualicum Beach Council meetings later in the spring.

The project team will also be meeting with their counterparts in each of these municipalities to confirm the inventory and reduction measures that have been identified by the project consultant. It is expected the consultant will only need to meet once or twice with municipal staff to be able to complete each of their respective Corporate Climate Change Plans so that impact on the municipality's staff and financial resources will be minimal.

### **REGIONAL GROWTH STRATEGY IMPLICATIONS**

Implementing the PCP Program will demonstrate the RDN and its member municipalities' commitment to sustainability by protecting the quality of life, economic activity and ecosystem health in the region.

### **ENVIRONMENTAL IMPLICATIONS**

A global reduction in emissions of greenhouse gases is necessary to protect against climate change and adverse effects on human health, the environment, economy and quality of life.

### **SUMMARY**

In 2002 the RDN and the City of Nanaimo (CON) joined the Partners for Climate Protection Program (PCP). The Partners for Climate Protection framework is intended to be used by municipal governments to undertake initiatives that reduce energy use and hence greenhouse gas (GHG) emissions. To meet PCP commitments, and under the direction of the Climate Change Select Committee (CCSC), staff engaged consultants to prepare five separate stand-alone plans to reduce corporate energy use and GHG emissions for the RDN, the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach and the District Municipality of Lantzville and one region-wide community plan.

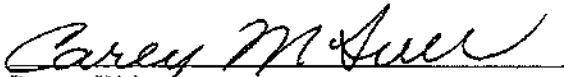
Working with RDN managers, the consultant has now completed the final draft of the RDN Corporate Climate Change Plan (attached). This draft has been reviewed and approved by the CCSC at their meeting on September 28, 2006. CON managers are currently working with the consultant to finalize their draft plan and will be presenting it to their Council for approval within the next two months.

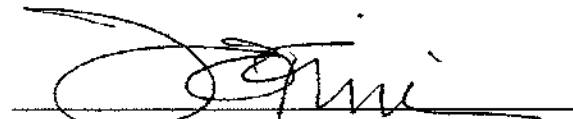
The Corporate Climate Change Plan is based on a detailed inventory of energy use for buildings, lighting, water & wastewater, vehicle fleet and solid waste. In 2004, total energy consumed was 118,603 GigaJoules (GJ), the total cost for consumption was \$1,655,197, and the base year emissions quantity was 5,597 tonnes carbon dioxide equivalent (CO<sub>2</sub>e). The majority of energy consumed, costs for energy, and emissions was generated by the vehicle fleet, primarily buses.

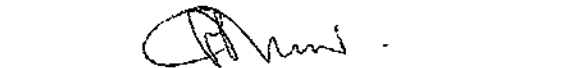
A forecast of energy consumption, costs for consumption, and emissions has been calculated for each sector. In 2012, the forecast of energy consumed is 139,005 GJ, the forecast for costs for consumption is \$5,539,810, and the forecast of emissions is 6,717 tonnes CO<sub>2</sub>e. However, in consultation with RDN managers, the consultant has identified realistic and effective measures to reduce energy consumption in each sector. If implemented, the reduction initiatives presented in the Plan have the potential to reduce the 2004 base year emissions quantity of 5,597 tonnes CO<sub>2</sub>e by 1,326 tonnes or 4 percent by 2012.

**RECOMMENDATION**

That the Board approve the RDN Corporate Climate Change Plan which identifies measures to reduce greenhouse gas emissions to 4 percent below 2004 levels by 2012.

  
Report Writer

  
General Manager Concurrence

  
CAO Concurrence

COMMENTS



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## MEMORANDUM

**TO:** John Finnie, P. Eng.  
General Manager of Environmental Services      **DATE:** February 1, 2007

**FROM:** Mike Donnelly  
Manager of Utilities      **FILE:** 0230-20-MVIHES

**SUBJECT:** Mid Vancouver Island Habitat Enhancement Society  
Request for Letter of Support

### PURPOSE

To present the Mid Vancouver Island Habitat Enhancement Society's request for an RDN letter of support for their planned "Caring for the Englishman River Estuary Project".

### BACKGROUND

The Mid Vancouver Island Habitat Enhancement Society (MVIHES) has requested that the RDN Board provide a letter supporting its funding request for the upcoming Caring for the Englishman River Estuary Project. The letter of support would be included in the funding request being forwarded to the Vancouver Foundation. No funding is being requested from the RDN. (Please see information letter attached as Appendix 1).

MVIHES is the local advisory group for the Pacific Salmon Endowment Fund (PSEF) and works closely with the Englishman River Watershed Recovery Plan. They undertake salmonid conservation, habitat restoration and educational activities in the mid-island region. Staff have met with representatives of the organization in the past and have reviewed literature from previous projects that illustrate similar goals to the RDN with respect to water conservation and protection.

Through its work, the MVIHES has identified in the "Strategy for Protection and Restoration of the Englishman River Mainstem, 2005" the need for a bio-inventory of the Englishman River estuary. The bio-inventory would be carried out by volunteers under the "Volunteer Monitoring and Public Awareness program" for the estuary. This project compliments the RDN's goals with respect to drinking water protection and the sustainability of those sources.

Stewardship groups such as MVIHES, active in a number of areas with respect to water supply, will be valuable partners in educating the public and in encouraging action on issues related to water quantity and quality in the regional district. Liaison with such groups will be increasingly important as the regional district continues to develop programs and initiatives directed at watershed protection and protection and sustainability of drinking water.

**ALTERNATIVES**

1. Provide a letter of support to MVIHES for the "Caring for the Englishman River Estuary Project".
2. Do not provide a letter of support.

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this request.

**CITIZEN IMPLICATIONS**


Support for this initiative would compliment the RDN's intentions with respect to Drinking Water and Water Shed Protection in the region.

**SUMMARY/CONCLUSIONS**


The Mid Vancouver Island Habitat Enhancement Society (MVIHES) has requested that the RDN Board provide a letter supporting its funding request for the upcoming Caring for the Englishman River Estuary Project. The letter of support would be included in the funding request being forwarded to the Vancouver Foundation by the MVIHES.

**RECOMMENDATION**

That the Board direct staff to provide a letter of support for the Mid Vancouver Island Habitat Enhancement Society's "Caring for the Englishman River Estuary Program".



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:



# MVIHES

P.O. Box 935  
Parksville, B.C.  
V9P 2G9  
[www.mvihes.bc.ca](http://www.mvihes.bc.ca)

**Mid-Vancouver Island Habitat Enhancement Society**

Vancouver Foundation Letter of Inquiry

## Caring for the Englishman River Estuary Project

### About Mid Vancouver Island Habitat Enhancement Society (MVIHES)

The mandate of the Mid Vancouver Island Habitat Enhancement Society is to promote community-based salmon stewardship and conservation from Lantzville to Deep Bay on Vancouver Island as well as on Lasqueti Island. The society undertakes assessment, habitat restoration, communication, and education projects. The society also provides resources to promote wise water use, improve land-use practices, and assist landowners in acquiring grants, covenants, or other incentives for watershed protection.

MVIHES plays a central role in the Englishman River Watershed Recovery Plan, acting as the local advisory group for the Steering Committee. It coordinates and disseminates information regarding the Recovery Plan progress and opportunities for participation. The society also raises public awareness of the Recovery Plan through Stewardship and Education projects in the Englishman River watershed. We are in the process of implementing a watershed plan for another local river—the Little Qualicum River.

MVIHES is a registered charity—885 165027 RR0001—and contributions to the MVIHES Fund can be made through the Parksville-Qualicum Community Foundation.

### Need for the Estuary Project

The Englishman River has been at or near the top of the Outdoor Recreation Council of BC's most endangered BC rivers for many years due to pressure from urbanization, water extraction, pollution and the loss of habitat. Parkville's population growth has outpaced that of the region and the province, ranging from 2% to 6% per year. Nowhere is that growth more evident than in the area surrounding the estuary.

The Englishman River estuary is located adjacent to the City of Parksville on the East Coast of Vancouver Island and is approximately 145ha in size (including forested uplands). The estuary is known to support all seven Pacific salmon species, the primary species being chum and coho. Much of it is in a Provincial Wildlife Management Area but development pressures are closing in. In order to capitalize fully on the successful restoration projects that have been going on upstream (side channel development; instream LWD), especially since the inception of the Englishman River Watershed Recovery Plan in 2001, we need to gather information to assess the current health of the Englishman River Estuary and from this to develop an estuary restoration and monitoring plan. The Strategy for Protection and Restoration of the Englishman River Mainstem, 2005, an evaluation of the status of the mainstem restoration, lists an Estuary Management Plan as a one of the top ten priorities for the river. This Strategy





recommends "a biophysical assessment be undertaken to provide direction regarding development and restoration." The City of Parksville's Downtown Waterfront Policy, (2000) also describes a need for an Estuary Management Plan.

The increasing concentration of people in the Englishman River watershed is threatening the integrity of the estuary through stormwater inflows and other nonpoint source pollutants, housing developments, increased recreational use, sedimentation and the introduction of invasive species. The impacts of this burgeoning population can be lessened by getting people involved, letting them take ownership of the estuary and educating them about its value.

We need information that will support an Estuary Management Plan and we need educated, concerned residents who will assure its lasting affect.

### **Project Activities**

We will conduct a **Bio-inventory**, and compare that data to historical data available for the estuary. That information will allow us to set priorities for restoring the health of the estuary. The bio-inventory will include water quality assessments; fish species abundance and habitat utilization; terrestrial vegetation, wildlife, and mapping of intertidal vegetation zones including eelgrass beds. We also plan to survey the area for the potential restoration of a natural side channel to increase water flows to alienated portions of the estuary thereby increasing fish habitat. MVIHES will coordinate the project. We will hire a qualified professional to conduct the inventory and compile the information.

Community involvement is an important facet of this project. We will initiate a **Volunteer Monitoring and Public Awareness Program** for the estuary. As government funding for monitoring and assessment is very limited, volunteers working within a well-designed program could provide the high-quality reliable data that is necessary to restore and maintain the ecosystem. We foresee members of the volunteer team assisting with the inventory, and in the long term measuring, on a set schedule: chemical parameters such as oxygen, nutrients, pH & Alkalinity, temperature, salinity and turbidity; biological parameters such as submerged aquatic vegetation, shellfish, and non-indigenous species; physical parameters such as sediment and garbage. Observations will be made about human behavior in the estuary throughout the project in order to shape public education programming and as a basis for evaluating success of those programs. MVIHES will enlist the volunteers (especially targeting residents in the new developments that border the estuary), provide coordination and education, training and equipment support, as well as program evaluation. Residents will be contacted through the media, public presentations and door-to-door educators providing information on the value of the estuary and how they can help care for it and the rest of the watershed. We will also draw upon existing stewardship groups such as Streamkeepers and Naturalists for the monitoring and education programs.

**Start Date:** July 1, 2007

**End Date:** December 31, 2008

**Requested from Vancouver Foundation:** \$26,000 (Total Project Cost \$102,146)

# MVIHES

Mid-Vancouver Island Habitat Enhancement Society

Joe Stanhope, Chair, and Elected Representatives  
Regional District of Nanaimo

February 2, 2007

## **Subject: Working Towards an Estuary Management Plan for Englishman River**

**Issue:** MVIHES project coordinators request a letter of support, as well as in-kind and/or financial assistance from the Regional District of Nanaimo (RDN), to help secure adequate funding for the Biophysical Assessment and Volunteer Monitoring Program for the Englishman River Estuary. A meeting with staff to discuss potential in-kind scenarios is recommended. The project is proposed for April 2007 to December 2008, and has a total budget of \$102,000 and will address information and management needs of the RDN, and provide significant opportunities for the public to participate in stewardship of the estuary.

### **Background:**

Mid Vancouver Island Habitat Enhancement Society (MVIHES), local advisory group to the Englishman River Watershed Recovery Plan (ERWRP) is embarking on a project to conduct a Bio-inventory, and initiate a Volunteer Monitoring Program as the first stage in the development of a Management Plan for the Englishman River Estuary. This project has been identified as one of the top 10 priorities to be met, in order to complete implementation of the Watershed Recovery Plan.

The increasing concentration of people in the Englishman River watershed is threatening the integrity of the estuary through stormwater inflows and other nonpoint source pollutants, housing developments, increased recreational use, sedimentation and the introduction of invasive species. The impacts of this burgeoning population can be lessened by getting people involved, letting them take ownership of the estuary and educating them about its value.

An estuary plan complements the Regional District of Nanaimo's Strategic Plan for 2006-2009, which recommends various actions pertaining to the use of a watershed model as a basis for planning, maintaining water quality, building the recreation and parks experience, and increasing public understanding and support around climate change and sustainability issues.

According to recommendations in the City of Parksville Downtown Waterfront Policy Update (February 2000), the long term protection of the estuary will require such a Plan. "The protective public ownership of much of the estuary is an important asset to the waterfront and the City as a whole. Unfortunately, at present, there is not an effective

management plan in place to prevent degradation of the area due to overuse or misuse of area resources.” (page 6 of the Update).

We need information that will support an Estuary Management Plan and we need educated, concerned residents who will assure its lasting affect. MVIHES would like to work with the RDN, City of Parksville, The Nature Trust of BC and other partners to identify sensitive areas and assess the many impacts that are prevalent today in the estuary. Our aim is to be able to prioritize restoration projects and assist with a future management plan.

**Benefits:**

The project will provide the information needed to complete an estuary plan, and will strengthen public support for such a plan, so that the RDN, City and others can work to prevent degradation of the area due to overuse or misuse of area resources. In particular the project will provide:

- A bio-inventory of the current situation in the estuary
- A comparison of findings to historical information on the estuary
- A set of priorities for restoring health to the estuary
- Specific assessments of water quality, abundance and habitat use of various fish, and wildlife species
- Mapping of terrestrial and intertidal vegetation
- A survey for a potential restoration of a natural side channel to increase water flows
- Increased public understanding of the issues through participation in a well-designed program for volunteer monitoring of various aspects of estuary health including oxygen, temperature, salinity, invasive species, sediment and garbage.
- Increased care of the estuary by the community, as a result of public education programs including door-to-door contact, media coverage and public presentations

Ongoing support by the Regional District is critical to the long-term success of this initiative. We look forward to working with you and your staff to implement this important project.

Sincerely,

Faye Smith  
Michele Deakin  
Project Coordinators  
Mid-Vancouver Island Habitat Enhancement Society



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# MEMORANDUM

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

**DATE:** January 29, 2007

**FROM:** Mike Donnelly, ASCT  
Manager of Utilities

**FILE:** 1855-03 &  
1025-20-UTILITIES

**SUBJECT:** 2007 Infrastructure Planning (Study) Grant Applications

## PURPOSE

To obtain Board support for Infrastructure Planning (Study) Grant Applications for planned 2007 projects in the Utilities, Liquid Waste and Engineering services departments.

## BACKGROUND

In 2007 there are a number of planning/study projects planned in the Environmental Services area that, while they are fully funded, could be considered for possible funding support through the Ministry of Community Services Planning / Study Grant program.

The Ministry of Community Services makes grants available to local governments to help develop comprehensive plans for community infrastructure projects. The applications must be approved by the Board before they will be considered by the Ministry. Grants usually cover 100% of the first \$5,000 in study costs plus 50% of the next \$10,000 to a maximum grant of \$10,000. Staff propose to make separate grant applications for each of the following initiatives.

### Utilities Department

- 1 Water use bylaws / best management practices review.
- 2 Innovative water supply and re-use study.
- 3 Sanitary Sewer Pre-Design for Surfside Sewer Service expansion.
- 4 Cross Connection Control program.
- 5 Team Water Smart Education Outreach program in partnership with the Town of Qualicum Beach
- 6 Well Redevelopment Planning Study.

### Liquid Waste Department

- 1 GNPCC energy audit, - to identify energy efficiency opportunities at the treatment plant.
- 2 FCPCC energy audit, - to identify energy efficiency opportunities at the treatment plant.
- 3 Pumping station energy audit, - to identify energy efficiency opportunities at our pump stations.
- 4 Liquid Waste Management Plan review.

### Engineering Services Department

- 1 Sanitary Sewer Pre-Design for the Beachcomber area in Nanoose Bay.

*Note: All applications will be submitted progressively through 2007 in accordance with the Project Board schedule.*

**ALTERNATIVES**

1. Approve submission of the Infrastructure Planning (Study) Grant applications.
2. Do not approve submission of the grant applications.

**FINANCIAL IMPLICATIONS**

Each of the projects noted have full funding in place. The grants, if secured, will offset the costs to the local service areas.

**SUMMARY/CONCLUSIONS**

The 2007 budget includes funding for a number of service areas within the Environmental Services Department. Staff recommend applying for Infrastructure Planning Grants as a supplementary source of funding. The applications for these grants require Board support.

**RECOMMENDATION**

That the Board support applications to the Ministry of Community Services for Infrastructure Planning (Study) Grant applications for the following 2007 Environmental Services program initiatives:

**Utilities Department**

- 1 Water use bylaws / best management practices review.
- 2 Innovative water supply and re-use study.
- 3 Sanitary Sewer Pre-Design for Surfside Sewer Service expansion.
- 4 Cross Connection Control program.
- 5 Team Water Smart Education Outreach program in partnership with the Town of Qualicum Beach
- 6 Well Redevelopment Planning Study.


**Liquid Waste Department**


- 1 GNPCC energy audit, - to identify energy efficiency opportunities at the treatment plant.
- 2 FCPCC energy audit, - to identify energy efficiency opportunities at the treatment plant.
- 3 Pumping station energy audit, - to identify energy efficiency opportunities at our pump stations.
- 4 Liquid Waste Management Plan review.

**Engineering Services Department**

- 1 Sanitary Sewer Pre-Design for the Beachcomber area in Nanoose Bay.

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

  
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General Manager Concurrence

  
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C.A.O. Concurrence

COMMENTS:



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MEMORANDUM

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

**DATE:** January 29, 2007

**FROM:** Mike Donnelly, AScT  
Manager of Utilities

**FILE:** 5500-20-SR-01

**SUBJECT:** Capital Charge Bylaw - Surfside Sanitary Sewer Service Area

**PURPOSE**

To introduce for adoption, Surfside Sanitary Sewer Service Area Capital Charge Bylaw No. 1516, 2007.

**BACKGROUND**

The Regional District of Nanaimo operates the Surfside Sanitary Sewer service area for the purposes of sewer collection and conveyance to the French Creek treatment plant. This system was established in 1999 with collection mains along Kinkade Road and McFeely Drive, a pumping station at Kinkade Road and McFeely Drive and a forc main along Flamingo Drive. In 2004 an additional main was installed along McFeely Drive to Surfside Drive.

The system that has been installed has been sized to service a larger area outlined in the 1996 "Little Qualicum River Area Sewers" report by Dayton and Knight. This report estimated a service area that would include 341 lots (see attached plan). Under Section 363 of the *Local Government Act* a Board may by bylaw impose a fee or charge in respect of all or part of a service of the regional district. To recognize that properties that connect in the future should pay for a share of the investment of existing taxpayers in the infrastructure a capital charge is proposed.

**ALTERNATIVES**

1. Proceed with the bylaw as presented.
2. Do not proceed with the bylaw.

**FINANCIAL IMPLICATIONS**

Alternative 1

The Surfside Sanitary Sewer System has an estimated current depreciated value of \$348,843.00. This value was determined using estimated construction costs for the infrastructure which were then converted to a current value. The current value was depreciated based on a 40 year lifespan for the infrastructure.

There are 18 serviced properties in the existing Surfside Sanitary Sewer service area and 323 potentially serviceable properties for a total of 341 properties in the designed service area resulting in a capital charge of \$1,023.00 per property. This capital charge would be collected prior to adopting a bylaw to expand the service area. The funds collected would be added to any existing reserve fund for future capital works.

This charge would not be applicable to the 18 properties currently within the existing sanitary sewer service area.

Alternative 2

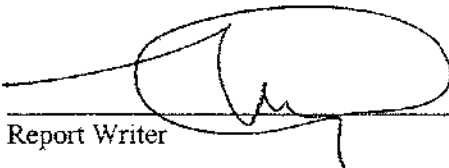
In the absence of a capital charge there is no cost to a property owner for access to an existing system. Capital charges ensure that properties being added to a service area pay a contribution towards the capital value of the system.

**SUMMARY/CONCLUSIONS**


The RDN may impose a charge on properties for providing a service. A capital charge is required to ensure that properties being added to a service area pay a contribution toward the capital value of the system. The proposed capital charge for the Surfside Sanitary Sewer Local Service Area is recommended at a rate of \$1,023.00 per property.

**RECOMMENDATION**

1. That "Surfside Sanitary Sewer Service Area, Capital Charge Bylaw No. 1516, 2007" be introduced for first three readings.
2. That "Surfside Sanitary Sewer Service Area, Capital Charge Bylaw No. 1516, 2007" having received three readings be adopted.

  
Report Writer

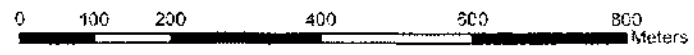
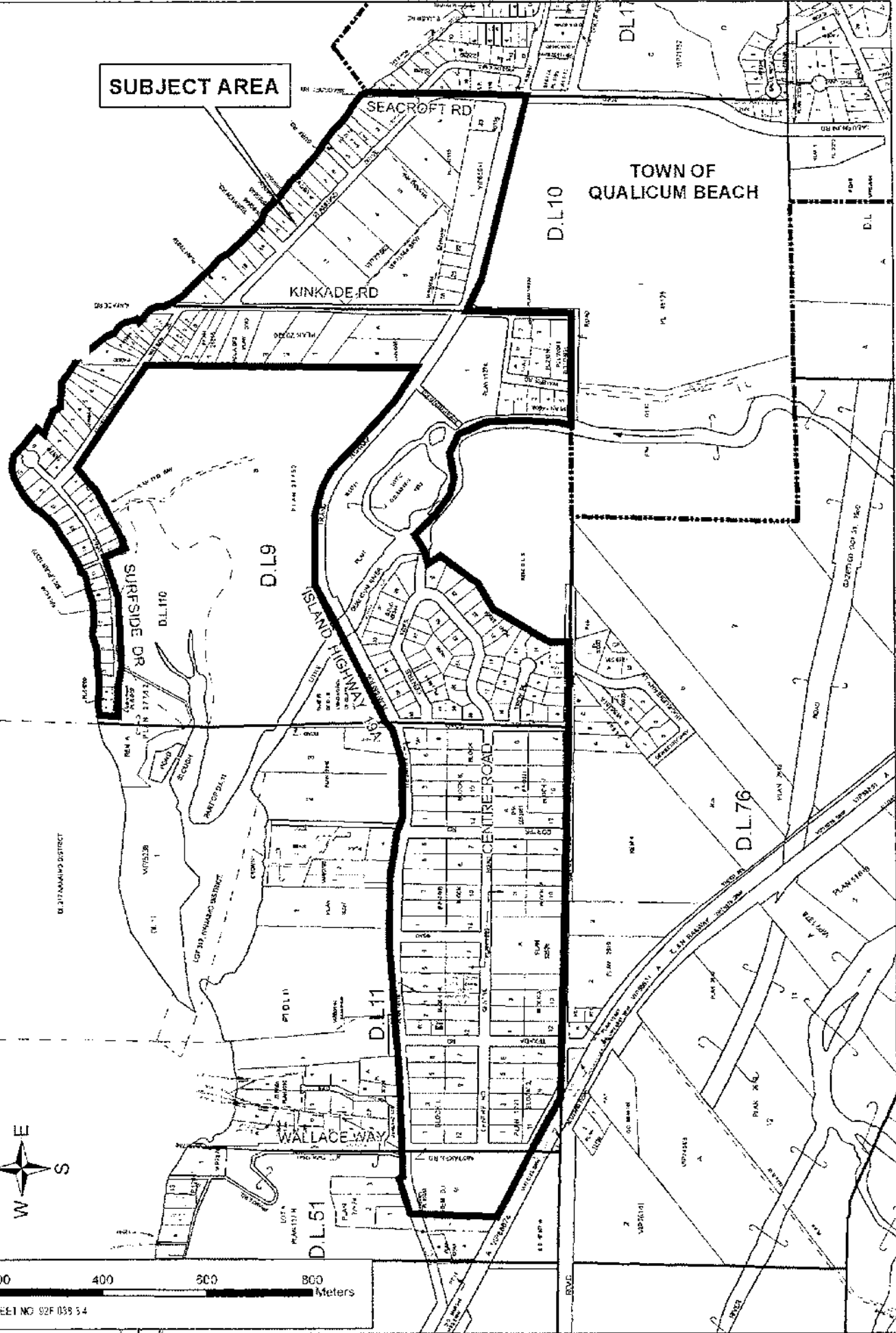
  
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COMMENTS:

SUBJECT AREA

TOWN OF QUALICUM BEACH



ECGS MAPSHEET NO 92F 039 54



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1516**

**A BYLAW TO IMPOSE CAPITAL CHARGES FOR THE  
SURFSIDE SANITARY SEWER LOCAL SERVICE AREA**

WHEREAS by "Surfside Sanitary Sewer Local Service Area Establishment Bylaw No. 1124, 1998" the Regional District established a service for the collection and conveyance of sewage;

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

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

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

1. The owner of any parcel of land to be added to the Surfside Sanitary Sewer Local Service Area (Bylaw 1124) must pay to the Regional District, the applicable charge set out in Schedule 'A' to this bylaw to provide funds to pay a contribution toward the capital value of the system.
2. The charge imposed under Section 1 must be paid to the Regional District prior to the adoption of a bylaw amending the boundaries of the service area.
3. This bylaw may be cited for all purposes as "Surfside Sanitary Sewer Local Service Area Capital Charge Bylaw No. 1516, 2007".

Introduced and read three times this \_\_\_\_ day of \_\_\_\_\_, 2007.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION

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Chairperson

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Senior Manager, Corporate Administration

### SCHEDULE 'A'

1. Capital charges payable

\$1,023.00 per unit/lot based on:

(a) the greater of:

(i) the number of registered lots, or

(ii) the equivalent number of single family residential units or lots permitted under the zoning for the property; or

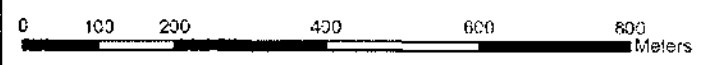
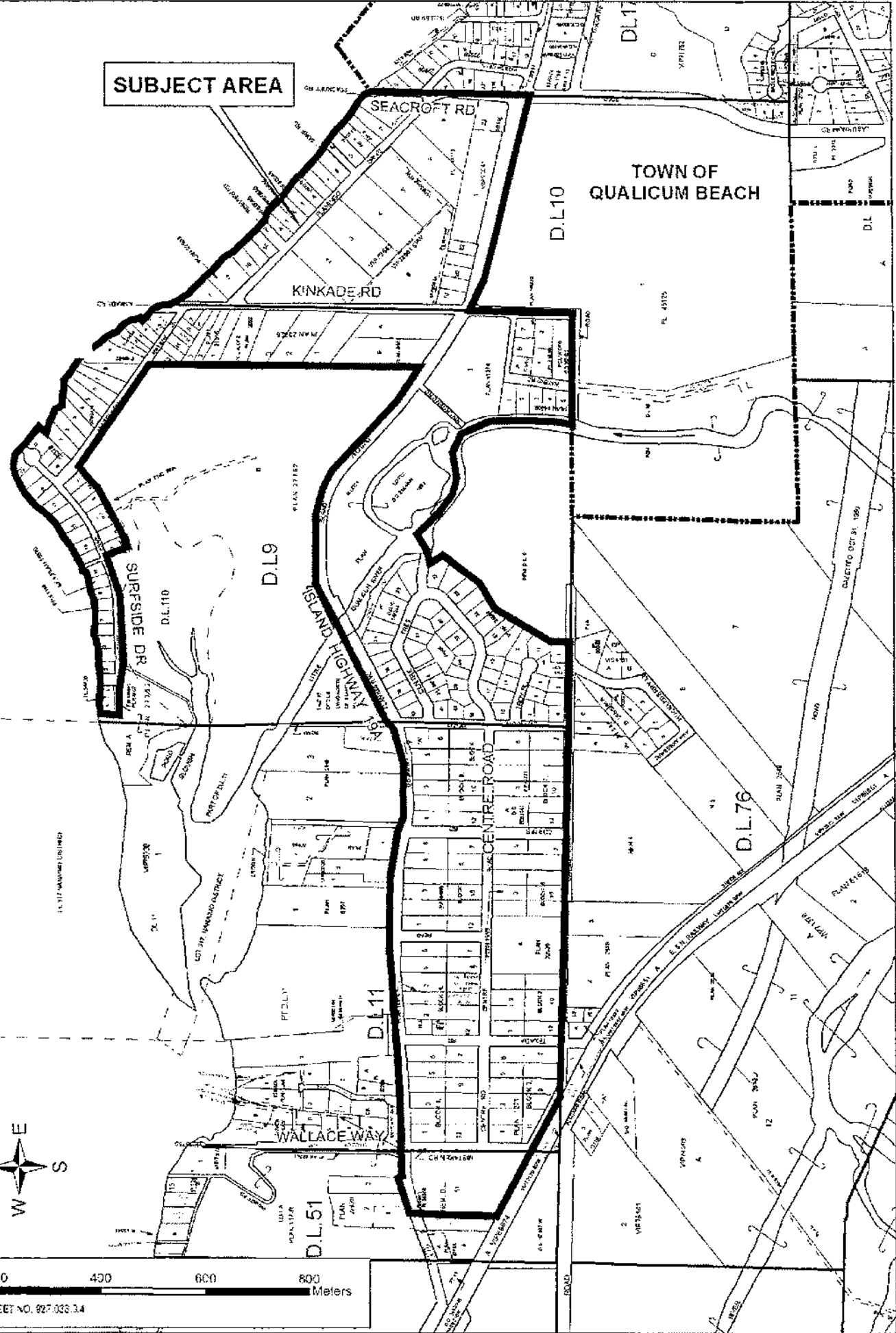
(b) the maximum number of units or lots permitted in a Section 219 *Land Title Act* restrictive covenant granted to the Regional District.

2. The capital charges prescribed in this bylaw shall increase by 3% compounded each January 1<sup>st</sup>, commencing January 1, 2008.

3. Where the restrictive covenant referred to in paragraph 1(b) is subsequently discharged, the owner of the parcel may pay the difference between the calculation based on paragraph 1(b) and the calculation based on 1(a), as calculated at the time of discharge of the covenant.

SUBJECT AREA

TOWN OF QUALICUM BEACH



ECGS MAPSHEET NO. 927-033.3.4



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**MEMORANDUM**

**TO:** J. Finnie  
General Manager of Environmental Services

**DATE:** January 29, 2007

**FROM:** M. Donnelly  
Manager of Utilities

**FILE:** 5500-20-FC-01

**SUBJECT:** 2007 French Creek Sanitary Sewer User Rate Amendment Bylaw

**PURPOSE**

To introduce the French Creek Sanitary Sewer user rate amendment bylaw in accordance with the 2007 annual budget.

**BACKGROUND**

The 2007 budgets for the Regional District's sewer utility systems include revenues raised by way of direct user fees. The French Creek Sewer Service projections include a user fee rate increase of 2.5% to recognize operational cost increases. Attached to this report is the bylaw to implement this increase in the French Creek Sanitary Sewer Service.

**ALTERNATIVES**

1. Introduce the bylaw for three readings and adoption.
2. Amend the budget and adopt an amended bylaw as necessary.

**FINANCIAL IMPLICATIONS**

The user rate will rise from \$151.60 annually to \$155.40 annually, a change of \$3.80 per year. Revenues are also raised by parcel taxes which will also increase in 2007, from about \$185 per year to \$190 per year. Overall therefore, a property owner will pay approximately \$8.80 more for sewer collection and treatment in the French Creek service area.

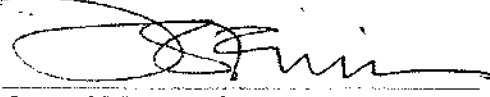
**SUMMARY/CONCLUSIONS**

A user rate revenue increase of 2.5% has been budgeted in 2007 for the French Creek Sewer Service. An amendment to the user rate bylaw is required to bring the increased rates into effect.

**RECOMMENDATIONS**

1. That "Regional District of Nanaimo French Creek Sewer Local Service Area Regulation and Rates Amendment Bylaw No. 422.15, 2007" be introduced and read three times.
2. That "Regional District of Nanaimo French Creek Sewer Local Service Area Regulation and Rates Amendment Bylaw No. 422.15, 2007" having received three readings be adopted.

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

  
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 General Manager Concurrence

**COMMENTS:**

  
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 C.A.O. Concurrence

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Chairperson

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Sr. Mgr., Corporate Administration

### FRENCH CREEK SEWER USER RATES

Classification	Annual Rate
(a) Single Family Residence - up to 12 fixtures	\$ 155.40
- each additional fixture	\$ 12.95
(b) Apartments, Suites or Duplex - Each Unit	\$ 155.40
(c) Cafes and Restaurants - for each group of plumbing fixtures	\$ 155.40
(d) Garage or Service Station	\$ 155.40
(e) Store or Business Premises - for each group of plumbing fixtures	\$ 155.40
(f) Mobile Homes (whether situated in a mobile Home park or not) - per unit	\$ 155.40
(g) Office Buildings - for each group of plumbing fixtures	\$ 155.40
(h) Churches and Public Halls - for each group of plumbing fixtures	\$ 94.10
(i) Licensed Premises - for each group of plumbing fixtures	\$ 155.40
(j) Motels - per unit – including residential manager's or owner's unit	\$ 155.40
(k) Hotels – per room	\$ 155.40
(l) Camping - for each group of plumbing fixtures	\$ 155.40
- for each space with a sewer connection	\$ 40.00
(m)Marinas -- for each group of plumbing fixtures	\$ 155.40
(n) Laundry, Laundromat or Dry Cleaners -- per washer	\$ 81.40
(o) Schools - per connection	\$ 299.00
- plus for each group of plumbing fixtures	\$ 116.55
(p) Swimming Pool	\$ 116.55

.....  
Chairperson

\_\_\_\_\_  
Sr. Mgr., Corporate Administration

**FRENCH CREEK SEWER SERVICE CONNECTION CHARGES**

(a)	4" Connection	\$	300.00
(b)	6" Connection or Larger		At Cost



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**MEMORANDUM**

**TO:** John Finnie  
General Manager of Environmental Services      **DATE:** January 23, 2007

**FROM:** Mike Donnelly  
Manager of Utilities      **FILE:** 5500-22-NBP-01

**SUBJECT:** Nanoose Bay Peninsula Water Service Area  
Bylaw Amendment To Include Capital Program

**PURPOSE**

To amend the purpose of the Nanoose Bay Peninsula Water Service Area Amalgamation Amendment Bylaw, to include capital expenditures.

**BACKGROUND**

In 2005 the amalgamated Nanoose Bay Peninsula Water Services Amalgamation Bylaw No. 867.01, 2005 was approved. This bylaw amalgamated the seven water systems located on the Nanoose Peninsula into a single operating entity.

In the staff report to the Board supporting this amalgamation it was noted that process would be undertaken in two stages. The first stage was to amalgamate all of the water service areas for operational purposes. The second stage will require a further bylaw amendment to allow capital expenditures that benefit the entire amalgamated area.

All reserves accumulated under the previous individual service areas continue to be held separately for future capital projects. The purpose sections of the individual water service area bylaws were amended to acknowledge that there would be no further operating expenses attributed to individual service areas. Once the reserves and debt have been exhausted in the previous individual service areas those establishment bylaws will be rescinded.

The proposed bylaw amendment will allow capital projects that benefit the entire NBPWSA to be executed through the amalgamated service area budget.

**ALTERNATIVES**

1. Approve Bylaw No. 867.04, 2007
2. Do not approve Bylaw No. 867.04, 2007
3. Provide alternate direction.

**FINANCIAL IMPLICATIONS**

Alternative 1

With the approval of this bylaw amendment capital expenditures that benefit all of the properties amalgamated into the Nanoose Bay Peninsula Water Service Area can proceed. There are a number of capital expenditures in the 2007 budget including the purchase of a new dump truck, well redevelopment, and the implementation of a new well source program. The total capital program for the NBPWSA is \$236,000.

Alternative 2

Without the amendment the Board would not have the authority to approve capital items in the 2007 budget.

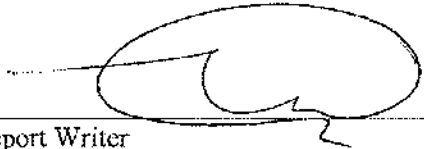
**SUMMARY/CONCLUSIONS**

The seven water service areas that existed in the Nanoose Peninsula were amalgamated for operational purposes in 2005. At that time staff noted that a further amendment would be introduced at a later date to allow for capital expenditures. This proposed bylaw amendment would allow for those capital expenditures to begin in 2007.


Capital expenditures included in the Nanoose Bay Peninsula Water Service Area budget will benefit the larger service area. Capital expenditures (i.e. water main replacements) that are specific to those areas will be funded through the specific reserves until such time as those funds are exhausted. Once those funds have been exhausted all future capital funding and debt will be attributed to the NBPWSA.

**RECOMMENDATION**

That the Nanoose Bay Peninsula Water Amalgamation Amendment Bylaw No.867.04, 2007 be introduced for first three readings and be forwarded to the Ministry of Community Services for approval.

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

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

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

COMMENTS:



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 867.04**

**A BYLAW TO AMEND THE PURPOSE OF THE  
NANOOSE PENINSULA WATER SERVICE AREA**

WHEREAS "Wall Beach Water Supply Local Service Area Establishment Bylaw No. 867, 1992" established the Wall Beach Water Supply Water Service;

AND WHEREAS "Nanoose Bay Peninsula Water Service Area Amalgamation Amendment Bylaw No. 867.01, 2005", amalgamated all water systems located on the Nanoose Peninsula and thereby established the Nanoose Bay Peninsula Water Service;

AND WHEREAS there was an intent to amend the bylaw at a time when capital projects with an overall benefit to the service were forecast and required;

AND WHEREAS, commencing with the 2007 budget there is a defined capital plan which will benefit all properties;

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

1. "Wall Beach Water Supply Local Service Area Establishment Bylaw No. 867, 1992" is hereby amended:
  - (a) by deleting Section 1 and replacing it with the following:

"The Board hereby establishes a service to by all means necessary, acquire, construct, expand, improve or upgrade and operate works and facilities for the supply, storage, distribution and treatment of water to be known as "Nanoose Bay Peninsula Water Service".
2. This bylaw may be cited as "Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.04, 2007".

Introduced and read three times this 27th day of February, 2007

Received the approval of the Inspector of Municipalities this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION



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**MEMORANDUM**

**TO:** Wendy Marshall  
Manager of Parks Services

**DATE:** February 1, 2007

**FROM:** Jeff Ainge  
Parks and Trails Coordinator

**FILE:**

**SUBJECT:** Renewal of Revised Boardwalk Agreement with Ministry of Environment

**PURPOSE**

To seek Board approval for the renewal of a revised management agreement with the Ministry of Environment for the San Pareil Boardwalk located at the Englishman River estuary, Electoral Area 'G'.

**BACKGROUND**

In 2001, the Province approved the design and installation of a pedestrian boardwalk within the riparian Crown lands located on a portion of the Englishman River estuary. A requirement of this approval was the drafting of an agreement between the Province (Ministry of Environment), Regional District of Nanaimo, and SSPORA (the Shorewood/San Pareil Owners and Residents' Association) to cover the construction and ongoing management of the boardwalk.

The five-year agreement was duly signed in 2001, and upon completion of the structure's construction in 2002 the RDN assumed the legal responsibility and ownership of the boardwalk.

With the expiration of the current agreement a revised agreement has been drafted by the Province. Changes to the revised agreement include removing SSPORA from having any formal role, as requested by the Association, and to increase the term from five to ten years.

**ALTERNATIVES**

1. To approve the Regional District entering into a ten-year agreement with the Ministry of Environment for the management and maintenance of the boardwalk located at the Englishman River estuary in San Pareil (Electoral Area 'G').
2. To not approve the Regional District entering into a ten-year agreement with the Ministry of Environment for the management and maintenance of the boardwalk located at the Englishman River estuary in San Pareil (Electoral Area 'G'), and to provide alternate direction.

## **FINANCIAL IMPLICATIONS**

Over the past five years the RDN has spent less than \$1,000 on maintenance and upkeep of the boardwalk. With a new structure such a small amount is to be expected. However, an engineer's report undertaken in late 2006 has indicated that a higher degree of maintenance can be expected in the coming years, with a complete replacement of the structure to be considered within ten years.

During recent weather events this past December, the boardwalk sustained damage to a section approximately forty foot long. A large tree carried by the high water hit the boardwalk causing the section to break away from the footings. The high waters then lifted the section out of place and deposited it a short distance away within the riparian reserve. The repairs have now been done that cost approximately \$3,000 funded through the Electoral Area 'G' Community Parks budget. Future maintenance, along with eventual replacement costs will be charged to the same budget.

In addition, the agreement requires the RDN to maintain liability insurance coverage of not less than \$2,000,000; which the RDN has in place as a matter of course.

## **INTERGOVERNMENTAL IMPLICATIONS**

Aside from being a partner with the Regional District, the agreement requires the Ministry of Environment to consult with the federal Department of Fisheries and Oceans prior to any work being undertaken in relation to fish habitat. Should the two agencies jointly determine the boardwalk is having a negative impact on the natural estuary habitat, the Province shall notify the Regional District in writing requesting removal. The Province also has a role to play in monitoring the maintenance and structural integrity of the structure, and can request the boardwalk's removal if such maintenance as required is not carried out.

## **CITIZEN IMPLICATIONS**

The local residents' association (SSPORA) campaigned for the approvals to construct the boardwalk in the late 1990s. Approval was given by the Province in 2001, with the proviso that the Regional District and the local community (under the auspices of SSPORA) be actively involved in the construction and ongoing management of the boardwalk. Part of that agreement was for SSPORA to maintain liability insurance for the length of the agreement's five-year term.

With the boardwalk successfully constructed and operated over a five year term, the SSPORA executive approached the Regional District requesting to be removed from the agreement when it came time for renewal. As the agreement was a joint document with the Province, RDN staff passed this request on to the appropriate Ministry staff, who in turn have agreed to this request. The revised agreement reflects this change.

The revised agreement does encourage the involvement of local residents in boardwalk specific projects, such as fundraising for upgrades, or providing materials or volunteer labour.

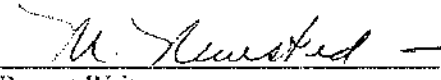
## **CONCLUSION**

In 2001, the Province approved the design and installation of a pedestrian boardwalk within the riparian Crown lands located on a portion of the Englishman River estuary through a tri-party agreement. The agreement between the Province (Ministry of Environment), Regional District of Nanaimo, and SSPORA (the Shorewood/San Pareil Owners and Residents' Association) provided for construction and ongoing management of the boardwalk.

With the expiration of the original agreement, the Province has drawn up a revised ten-year term agreement which removes the local residents' association from having a formal role at the association's request. Both Provincial and Regional District staff support the revised agreement as presented.

**RECOMMENDATION**

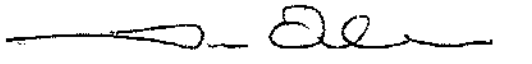
That the Regional District of Nanaimo enter into a ten-year agreement for the management and maintenance of the boardwalk located at the Englishman River estuary in San Pareil (Electoral Area 'G'), with the Province of BC's Ministry of Environment.



*pr* Report Writer



*ac* Manager Concurrence



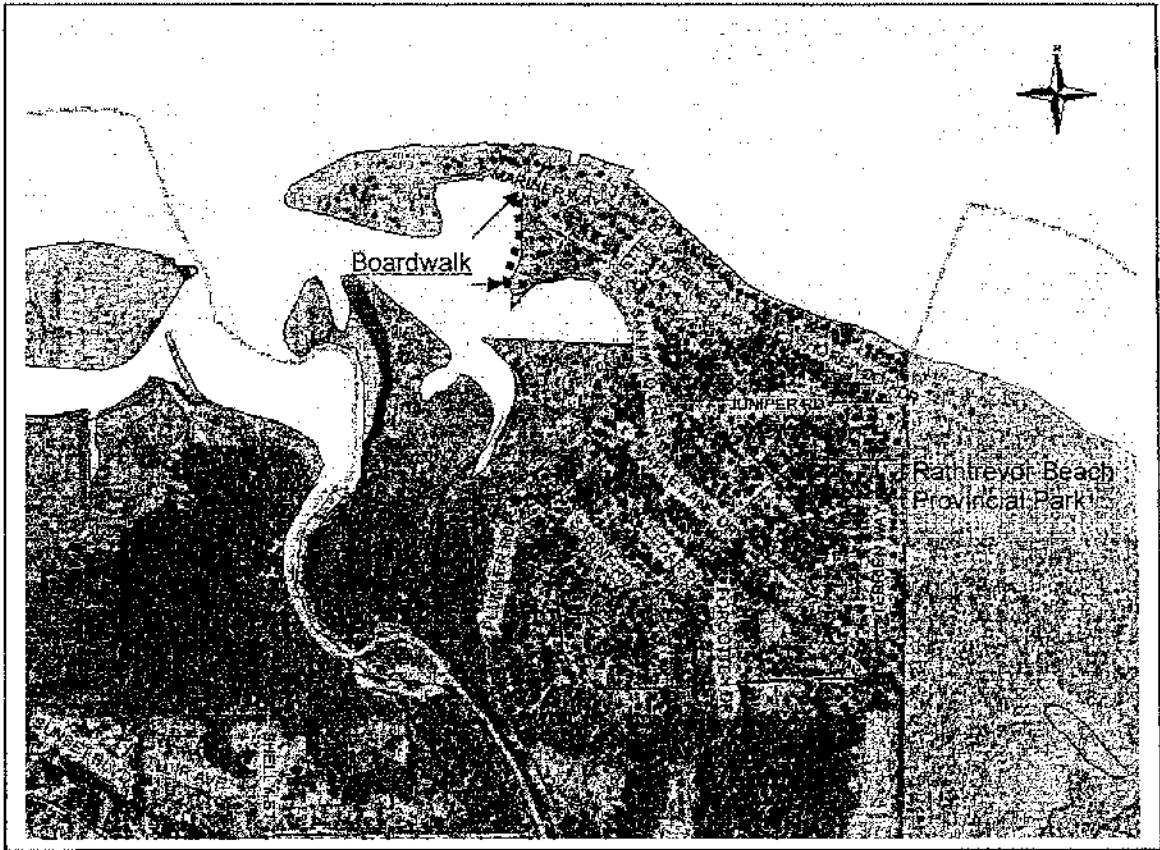
General Manager Concurrence



CAO Concurrence

COMMENTS:

Location map of San Pareil Boardwalk, Electoral Area 'G'



## SAN PAREIL BOARDWALK AGREEMENT

This agreement made *February 1, 2007*

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF  
BRITISH COLUMBIA

As represented by the Minister of Environment

Ministry of Environment  
Environmental Stewardship Division  
2080 Labieux Road  
Nanaimo, BC V9T 6J9

(the "Province")

AND:

THE REGIONAL DISTRICT OF NANAIMO

As represented by the Recreation and Parks Department

830 West Island Highway,  
Parksville, BC V9P 2X4

(the "Regional District")

### BACKGROUND

- A. The Province owns the property located within the Parksville -- Qualicum Beach Wildlife Management Area described as:  
  
The intertidal flat directly west of Lots 1, 2, and 3; Plan 45190, D.L. 181, Nanoose District, along the estuary of the Englishman River. Refer to map included as Schedule 'A'.  
  
(the "Lands")
- B. The parties wish to set out their agreement for the management of and responsibility for the Boardwalk, the design of which was approved by the Ministry of Environment in 2001, and which was constructed on the above referenced Lands under the auspices of the Shorewood and San Pareil owners and Residents Association (SSPORA) in 2002.

## AGREEMENT

For valuable consideration, the parties agree as follows:

### *The Province must*

- i) continue to perform the lead role in administering the Lands;
- ii) inform and guide the Regional District regarding environmentally responsible maintenance of the Boardwalk to enhance fish and wildlife habitat wherever possible;
- iii) prior to working on the boardwalk consult with the Government of Canada, Department of Fisheries and Oceans relating to fish habitat issues as it relates to maintenance of the Boardwalk;
- iv) attempt to allocate funds to help pay for the maintenance of the Boardwalk for habitat enhancement and public viewing of wildlife on the Lands;
- v) permit the Regional District to enter the property to maintain the Boardwalk and complete required maintenance work.

### *The Regional District must*

- i) include the Boardwalk, under its Electoral Area 'G' Community Parks function, including insurance and liability protection for the long-term maintenance and operation of the Boardwalk;
- ii) consider allocating funds from the Electoral Area 'G' Community Parks budget to assist with the maintenance of the Boardwalk, based on equitable expenditure at other Community Park sites in Electoral Area 'G';
- iii) provide signage identifying the boardwalk as a joint initiative of the Province and Regional District;
- iv) perform the lead role in the maintenance of the Boardwalk in consultation with the Ministry of the Environment;
- v) coordinate and supervise maintenance of the Boardwalk at a level that ensures its structural integrity and safety;
- vi) take responsibility for the safety of volunteers and contractors working on the maintenance of the Boardwalk and supervision where necessary;
- vii) remove the Boardwalk and restore the site to its original condition if any of the following occur and within the time required as follows:
  - a. one month prior to the expiry of this Agreement there is no written commitment from the parties to renew it – removal and restoration is required within 3 months of the expiry date;
  - b. maintenance, adequate to ensure the safety and structural integrity of the Boardwalk, as determined by the Province, is not carried out by the Regional District after the Province notifies the Regional District of this determination in writing – removal and restoration required within 3 months of the expiry date;
  - c. the Province and the Government of Canada, Department of Fisheries and Oceans jointly determine that the Boardwalk is having a negative impact on the natural estuary habitat

and the Province notifies the Regional District of this determination in writing -- removal and restoration required within 3 months of the expiry, or;

- d. The Regional District fails to maintain liability insurance coverage as described in this agreement and the Province notifies the Regional District of this fact – removal and restoration required within 3 months of the expiry date.
- viii) indemnify and save harmless the Province from all losses, claims, damages or expense arising from or due to the failure of the Regional District to adequately perform its obligations under this agreement or from the use or presence of the Boardwalk;
- ix) take out and keep in force during the term of this agreement at the expense of the Regional District the following insurance coverage:
- a. Comprehensive general liability insurance, including without limitation non-owned automobile insurance against claims for personal injury, death or property damage or loss upon, in or about the Boardwalk or otherwise arising out of the operations of the Regional District, or any person using the Boardwalk, to the limit of not less than \$2,000,000 dollars in respect to injury or death to a single person and in respect of any one accident concerning property damage, with the Province named as an additional insured.



## GENERAL TERMS

1. Generally, the overall management of the Boardwalk should be based on the premise that the Lands be maintained as a natural estuary habitat and the Boardwalk managed to provide educational and recreational opportunities compatible with this objective.
2. The term of this agreement starts on the date of signing by the last party to sign and continues for ten years, subject to renewal.
3. Each party may advertise its participation with the Boardwalk if full recognition is given to the involvement of the others.
4. Signage must carry the logo of the Ministry of the Environment and the Regional District.
5. The Regional District must share various management responsibilities of the Boardwalk with the Province as resources allow with the intention that good proactive stewardship of the Lands will be consistently achieved.
6. Proposals to secure project funding, labour or to fund raise for the benefit of the Boardwalk should be known and endorsed by all parties as opportunities arise.
7. The parties will encourage the involvement of local residents, including SSPORA in projects specific to the Boardwalk.
8. The Boardwalk structure became the property of the Regional District upon its completion in 2002.

IN WITNESS WHEREOF the parties have executed this Agreement.

For Her Majesty the Queen in right of the  
PROVINCE OF BRITISH COLUMBIA  
By a representative of the Ministry of Environment:

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)  
)  
)

Regional Manager,  
Environmental Stewardship Division  
Ministry of Environment

\_\_\_\_\_  
Date

For the REGIONAL DISTRICT OF NANAIMO:

\_\_\_\_\_  
)  
)  
)

Chairman of the Regional Board

\_\_\_\_\_  
Date

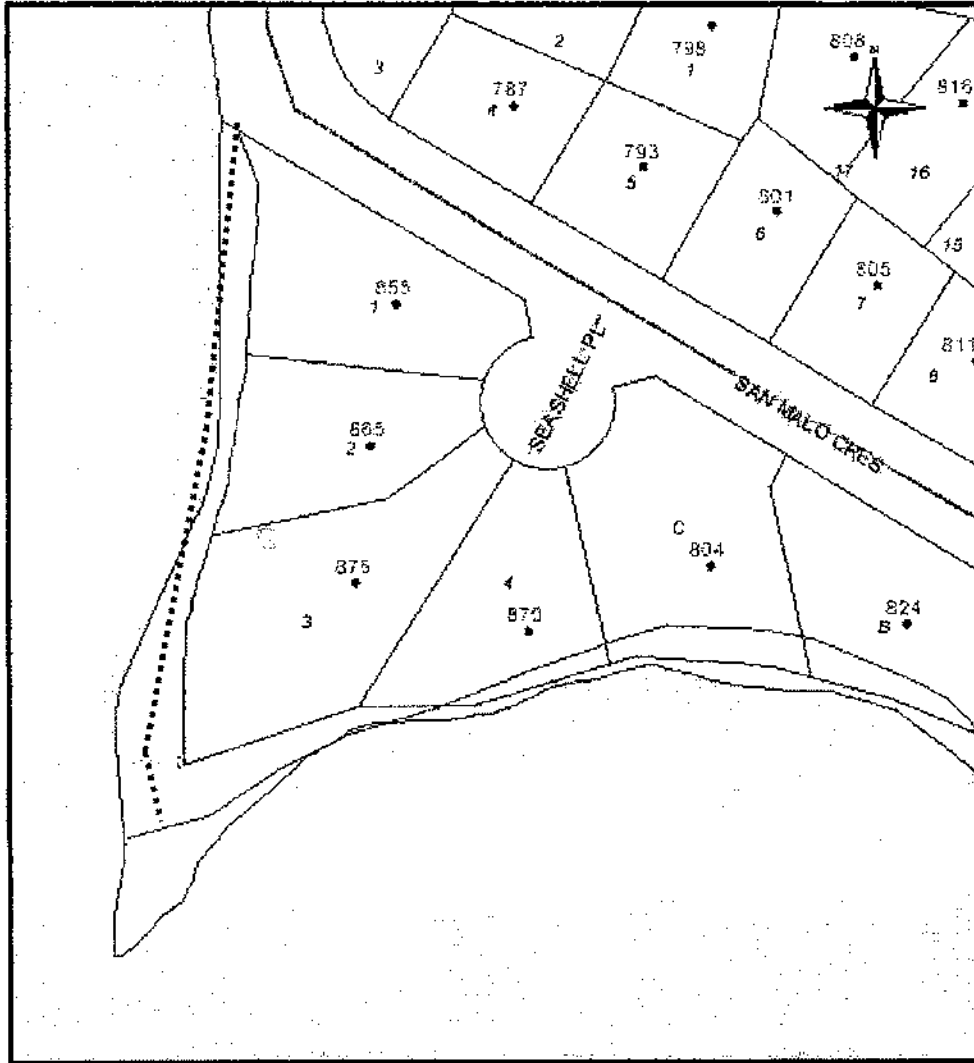
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Senior Manager of Corporate Administration

\_\_\_\_\_  
Date

### Map Appendix A

### San Pareil Boardwalk Location



**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR  
MEETING HELD ON THURSDAY, JANUARY 18, 2007**

**Attendance:**

Frank Van Eynde  
Lou Biggemann

Teresa Patterson  
Jack Wilson

Reg Nosworthy  
Eve Flynn

**Staff:**

Tom Osborne

Marilynn Newsted,  
Recording Secretary

**Regrets:**

Dave Bartram

Jo-ann Chase

**Absent:**

Patty Biro

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**CALL TO ORDER**

1 Mr. Osborne called the meeting to order a 3:02pm.

Mr. Osborne introduced and welcomed Teresa Patterson to the Commission. Commissioner Patterson is the 2007 District 69 Recreation Commission representative for the City of Parksville.

**ELECTION OF CHAIR AND DEPUTY CHAIR**

2.1 Mr. Osborne called for nominations for the position of Chair.

MOVED Commissioner Nosworthy, SECONDED Commissioner Wilson, that Commissioner Van Eynde be nominated for the position of Chair.

CARRIED

As no other nominations were received, Mr. Osborne declared Commissioner Van Eynde as Chair.

2.2 Mr. Osborne called for nominations for the position of Deputy Chair.

MOVED Commissioner Van Eynde, SECONDED Commissioner Wilson, that Commissioner Nosworthy be nominated for the position of Deputy Chair.

CARRIED

As no other nominations were received, Mr. Osborne declared Commissioner Nosworthy as Deputy Chair.

Mr. Osborne handed over the Chair to Commissioner Van Eynde.

## MINUTES

- 3.1 Commissioner Nosworthy noted the minutes of the November, 23, 2006, Commission Meeting should be amended under the heading Commissioner Round Table. The minutes should read Commissioner Nosworthy reported that ACES is proposing that one full time community school coordinator be hired to coordinate community activities for the French Creek Community School and the Errington Elementary Community School in Area F.

MOVED Commissioner Wilson, SECONDED Commissioner Nosworthy, that the Minutes of the District 69 Recreation Commission Regular Meeting held November 23, 2006, be approved as amended.

CARRIED

## COMMUNICATION/CORRESPONDENCE

- 3 MOVED Commissioner Nosworthy, SECONDED Commissioner Wilson, that the correspondence from the District 69 Family Resource Association re: Re Recreation Grant Funding, and the City of Parksville re: District 69 Recreation Commission Appointment, be received.

CARRIED

## FUNCTION REPORTS

- 4 Mr. Osborne reviewed the Function Reports for the Ravensong Aquatic Centre, Occanside Place, Recreation Coordinating and Regional Parks and Trail and Community Parks highlighting the following items:

- Mr. Osborne reported that as a result of the organizational changes that have taken place in the Department, Mike Chestnut had been appointed to the position of Superintendent of Facilities. Tony Torigilia had been provided with the opportunity to explore other job opportunities within the Regional District as per the terms of the Collective Agreement, however, on Monday, January 15, the Department was advised by Mr. Torigilia that he had decided to resign to pursue other interests. Mr. Chestnut will be in charge of the facility operations of both facilities and will be based out of the Ravensong Aquatic Centre.
- The main pool at the aquatic centre was closed twice during the month for a short period of time due to filtration problems. It has been discovered the sand used in the filtration system was too fine. The sand is being replaced with coarser sand which will rectify the problem.
- The outdoor patio is complete and ready for use this summer.

- In November and December pool use was affected by the wind and snow storms, power outages and the difficult driving conditions in the District. However, the pool was well used by residents who were without power for many days to access the shower facilities free of charge.
- Ravensong Aquatic Centre Expansion Report was received by the Board on December 12th. The grant application due January 31, 2007, will reflect the full expansion and dollar amount broken out into phases I and II.
- Oceanside Minor Hockey Midget and Bantam tournaments were held on the weekends of Nov 10 – 13 and Dec 28 – 30 respectively at Oceanside Place.
- Winter Wonderland ran December 18 to January 7 at the arena. Corporate sponsorship for the event has grown allowing for fully accessible free skating for the community.
- Staff are working through the issue of some of the pumps and boilers at Oceanside Place not meeting their anticipated life span. Staff continue to meet with RG Properties in this regard.
- Admissions at Oceanside Place are up over last year. The senior category admissions are up over 2005 and have stabilized.
- Interviews for the Superintendent of Recreation Programs concluded this week. Mr. Osborne will have an update for the Commission at the next meeting.
- E-Connct (On Line Registration Program) has been purchased. This will be an off site hosted program, which will allow customers the ability to register at any time of the day. The program will not be available to the public until the fall as a thorough check of the data and the assignment of customer pin numbers must take place prior to use.
- A few recreation programs were cancelled during November and December due to the extreme weather conditions.
- December 7, 2006, staff met with Patty Biro and the Director for Area 'H' to strategize the role the Department may play to provide more recreation opportunities in the area. Dan Porteous, Manager of Recreation Services, will also meet with ACES representative to discuss similar possibilities in Area 'F' on January 31.
- Numerous parks and trails were affected by fallen trees and flooding during the recent storms. The worst tree damage occurred in Wildwood Park. It is estimated the clean up will cost \$10,000. The boardwalk in San Pareil was also damaged with an estimate of \$3,000 for repair work. Other damage included trail washouts

in Englishman River Regional Park, bridge damage on the Arrowsmith Trail and numerous fallen trees and debris throughout the parks.

- Area 'E' POSAC is working with the Fairwinds Development owners and a biological consultant to prepare a study on parks, trails and green space opportunities for the undeveloped lands within Fairwinds.
- In Area 'H' three new pedestrian bridges have been put on hold until clean up from the storms is complete.
- The Top Bridge Crossing project has been put on hold although go ahead has been received. All the permits to build the bridge are in place. However, the bridge also needs approval under the federal Navigable Waters Protection Act. An application to Transportation Canada has been submitted. Staff have also met with the Nanoose Band Manager and Chief to assure him the petroglyphs on the site will not be damaged during the project. The Chief has requested the Department provide Heritage Conservation Status for the site. In order to do that the Regional District must set up a heritage function. Once the Top Bridge site receives historically significant status the project will proceed. The contractor has agreed not to charge for any of the delays incurred in this regard. Work on the site should begin again in May.
- Staff are now working through the requirements of the Province to designate Mt. Arrowsmith as a regional park.
- Home Lake Regional Park development proposal was accepted by the Economic Development Branch of the Province.

MOVED Commissioner Patterson, SECONDED Commissioner Biggemann, that the Function Reports be received as information.

CARRIED

## NEW BUSINESS

- 8.1 Mr. Osborne provided an overview of the District 69 Rural Recreation Service Delivery Report. During the Recreation Services Master Plan it was identified there was a need to improve rural recreation services to outlying areas. The amount of \$63,275 has been allocated in the 2007 budget as per the recommendation in the master plan for three part time staff. In that regard, staff met with the Lighthouse Recreation Commission, District #69 School Board officials and will be meeting with Arrowsmith Community Enhancement Society representatives to discuss ways the Department could provide support and service to the residents in the outlying areas. Once the consultation process is complete, a report will be presented to the Commission detailing the service delivery.

MOVED Commissioner Flynn, SECONDED Commissioner Nosworthy, that the District 69 Rural Recreation Program Service Delivery Report be received.

CARRIED

- 8.2 Mr. Osborne called for two volunteers to attend the Annual BCRPA Symposium in June of this year at Sun Peaks. Commissioner Nosworthy and Commissioner Flynn both volunteered to attend on confirmation of the date.
- 8.3 Mr. Osborne reminded Commissioners that the volunteer members of the Commission are entitled to receive a three month swim/skate pass in lieu of expenses. Those requesting the pass are to inform Marilynn of their request.

### COMMISSIONER ROUNDTABLE

- 9 Commissioner Wilson reported the Town of Qualicum Beach will begin construction of the new golf club house this year.

Commissioner Flynn reported the new school fees will not impact the school swim/skate programs. The band program has been affected by the school fees and the Commissioner hopes the government will revisit the legislation when they reconvene. To meet budget requirements two extra days have been added to spring break.

Commissioner Nosworthy reported Steve Staley is the new president of ACES. A proposal has been presented with regard to creating a community park at French Creek Community School and replacing the playground equipment in the back of the community school. Commissioner Nosworthy will meet with ACES to suggest the playground project be put on hold until the new POSAC is formed and that all three groups, ACES, PAC and POSAC work together on the playground project.

### ADJOURNMENT

MOVED Commissioner Wilson, SECONDED Commissioner Nosworthy, that the meeting be adjourned at 4:00pm.

### NEXT MEETING

The next meeting will be held Thursday, February, 15, 2007, at Oceanside Place at 3:00pm.

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Frank Van Eynde, Chair





RDN	
CAO	GME&IS
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GMES	GMTS
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SMCA	
CHAIR	SCARO
ReCommission	

JAN 11 2007

**MEMORANDUM**

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

**DATE:** January 8, 2007

**FROM:** Dan Porteous  
Manager of Recreation Services

**FILE:**

**SUBJECT:** District 69 Rural Recreation Program Service Delivery

**PURPOSE**

To provide information regarding increasing recreation program services to Electoral Areas of District 69.

**BACKGROUND**

The Regional District of Nanaimo Recreation and Parks Department recently completed a Recreation Services Master Plan in July of 2006. One of the key issues identified during the study was the challenge of providing an effective program service delivery system to Electoral Area residents who live in rural areas that are away from the centralized programming areas located in or near Parksville and Qualicum Beach.

Within the Plan the consultants firm provided a recommendation that staff explore opportunities with the School District to consider office and community spaces within particular schools and/or community facilities that RDN program staff could operate from within the Electoral Areas. The consultants also recommended that up to three part-time staff be funded through new resources, rather than through a reallocation of existing staff. Additional funds have been allocated in the 2007 Budget to provide for the increased resources. The focus would be to enhance program service delivery through a decentralized approach so that residents in outlying areas can participate in programs that are accessible and affordable.

The Recreation and Parks Department has already initiated discussion with the Lighthouse Recreation Commission in the fall of 2006 regarding ways in which the Department can provide support and service to the Commission and local residents of Electoral Area H. In November senior staff met with School District #69 officials to explore potential partnerships within School District facilities in the rural areas. Staff have also been invited to meet with the Arrowsmith Community Enhancement Society to explore opportunities to work with the Society regarding staffing and services in conjunction with the Community Schools in Electoral Area F.

Throughout the first quarter of 2007, staff will continue to meet with these representatives and others, along with the School District to further explore various options for rural recreation program service delivery including staff resources, program staff reorganization, and/or the transfer of funding to organizations in Electoral Areas to provide the services locally.

A report will be presented to the Regional Board by the end of the second quarter of 2007 outlining an approach to these services.

### **FINANCIAL IMPLICATIONS**

Funding in the amount of \$63,275 has been allocated in the 2007 Budget to provide for the enhanced services based on the resources of three part-time staff as recommended in the Master Plan. After staff have further explored the various options regarding service delivery a recommendation regarding how best to utilize the funding will be included in the report.

### **COMMUNITY IMPLICATIONS**

Many residents living in the rural areas of the District are challenged with a variety of barriers to participation including transportation. Traveling into the municipal areas for recreation program services is not necessarily an option for some; therefore, the Recreation and Parks Department needs to explore other means to provide these services directly to the local communities. The provision of service within the local areas would provide greater accessibility to programs and increase participation levels throughout the whole District leading to improved health and wellness of individuals and families.

Currently, the urban areas of the District that are in or near Parksville and Qualicum Beach are well accommodated in terms of program service delivery, including ease of access to a wide variety of recreation related programs and services; whereas, the outlying rural areas currently are not.

With recreation staff in place to increase service to the rural areas, the Department would be better able to ascertain the local needs in the rural areas and desires for recreation services and be able to act more readily to support the local organizations and individuals regarding participation in recreational activities. Also, with the additional resources to enhance program service delivery, existing recreation services would not be adversely affected.

### **SUMMARY**

The Recreation and Parks Department recently completed a Recreation Services Master Plan in 2006, which includes a key recommendation regarding increasing recreation program service delivery to outlying Electoral Areas in District 69. Based on the recommendation staff will need to meet with key stakeholders including the School District and Electoral Area representatives early in 2007 to explore options for service delivery, and consider hiring part-time staff to provide the program services.

In order to address the financial implications of the recommendation regarding additional part-time staff, funding in the amount of \$63,275 has been allocated in the 2007 Budget. After staff have explored the various options for service delivery a report including funding options, staff reorganization, and if applicable, other organization's involvement in service delivery, will be presented to the Regional Board for consideration and approval.

**RECOMMENDATION**

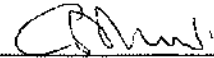
That the report regarding District 69 Rural Recreation Program Service Delivery be received for information.



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



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



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

## REGIONAL DISTRICT OF NANAIMO

Electoral Area 'G' Parks and Open Spaces Advisory Committee  
Thursday, November 9, 2006 – 7.00PM  
Meeting Room, Oceanside Place

Attendance:    Joc Stanhope (Electoral Area G Director)        Jo-ann Chase (G POSAC Chairperson)  
                  Alan Birchard (G POSAC Secretary)         Aileen Fabris  
                  Inger Weber                                     Jacqueline Thompson  
                  Bruce Cownden                                 Brian Coath

Staff:           Jonathan Lobb (RDN Parks Technician)

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Meeting was called to order at 7:05PM by Jo-ann Chase, Chairperson.

### AGENDA

MOVED Joc Stanhope, SECONDED Inger Webber that the agenda for the November 9, 2006 be approved as presented. CARRIED

### DELEGATIONS

A delegation of 21 residents from the Dashwood area were in attendance and were represented by Mrs. Ann Smith. They requested that consideration be given by the Regional District for the construction of beach accesses at Cortez Beach and/or Wallace Road

MOVED Joe Stanhope, SECONDED Jacqueline Thomson, that staff explore options for developing the Cortez Rd beach access and to allocate the necessary funds in the 2007 budget CARRIED

The delegation also requested that no dumping signs be installed at both the proposed Cortez Rd and Wallace Rd beach access locations to which the POSAC members agreed. This land is not under the jurisdiction of the RDN, but is owned and managed by the Province.

### APPROVAL OF MINUTES

MOVED Aileen Fabris, SECONDED Inger Weber to approve the minutes of the meeting held April 20, 2006 including the amendment above. CARRIED

MOVED Aileen Fabris, SECONDED Brian Coath, to approve the minutes of the meeting held September 21, 2006. CARRIED

### CORRESPONDENCE

A request for delegation was received from Mrs. Ann Smith.

### BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes of previous meetings.

## **BUSINESS ARISING FROM DELEGATIONS**

Further discussion took place concerning the viability of creating a beach access at either Wallace Rd. or Cortez Rd. It was agreed that either access would be costly and more information is required before reaching a decision. Inger Weber expressed concern about potential liability as well as ongoing maintenance issues. Based on previous research into this matter, the Recreation and Parks Dept deem both accesses as being too costly to develop at the present time.

## **DIRECTOR'S REPORT**

Director Stanhope reported that the 27 acre drainage pond at River's Edge is being damaged by trail bikes. A letter will be sent shortly to area residents by Recreation and Parks Dept. concerning this matter.

## **STAFF REPORT**

Jonathan Lobb will continue to be the staff representative for the Area G POSAC in 2007, and will also be working with the Area H POSAC in the same capacity. Budget information will be available for the next POSAC meeting. Jonathan then outlined his responsibilities for 2007 which will focus on park maintenance and development operations throughout the district. He then updated the committee on a number of projects currently underway. Also presented with the agenda package: RDN Parks Function Report, October 2006.

## **HAWTHORNE COMMUNITY PARK**

Jo-ann Chase reported about the community's participation in June in improving the existing trails.

## **PARK POLICY REVIEW**

General discussion centred around proposed changes to the existing Park Policy # C1.5 for Subdivision Applications.

MOVED Aileen Fabris SECONDED Jacqueline Thomson that the Area G POSAC support Policy # C1.5 as presented CARRIED

## **ADJOURNMENT**

MOVED Inger Weber SECONDED Brian Coath at 9:05PM CARRIED

## **NEXT MEETING DATE**

Thursday, January 11, 2007 at 7:00PM, Oceanside Place.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE  
REGIONAL GROWTH MONITORING ADVISORY COMMITTEE /  
STATE OF SUSTAINABILITY PROJECT MEETING  
HELD ON WEDNESDAY, JANUARY 10, 2007  
IN THE BOARD ROOM

**Present:**

Director Bill Holdom	Chair
Director Dave Bartram	Deputy Chair
Gordon Buckingham	
Brian Anderson	
Betty Collins	
Ross Peterson	
Sylvia Neden	
Douglas Anderson	

**Also in attendance:**

Paul Thompson	Manager, Long Range Planning
Adrienne Mercer	Communications Coordinator

**Absent:**

Janet Farooq  
Adele McKillop  
Sharon Thomson

**CALL TO ORDER**

Director Holdom called the meeting to order at 5:40 PM.

Paul Thompson outlined the items on the agenda.

**MINUTES**

The minutes from the previous meeting (Nov 10/06) were approved.

**CORRESPONDENCE**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**a) Sustainability Community Builder Checklist**

Director Bartram informed the committee of the Electoral Area Planning Committee's (EAPC) request to staff to include information from the Sustainability Community Builder Checklist, which is to be filled out with each application, in all future staff reports. In particular, if the checklist was filled out, if changes were made to the proposal after the checklist was filled out

and a staff comment on any sustainability measures taken. The committee suggested that the RDN host a workshop to promote the Sustainability Community Builder Checklist.

**b) Stormwater Management**

Douglas Anderson commented that it is very difficult to undertake creative on-site drainage in the regional district as the Ministry of Transportation is not open to considering new approaches. There are issues related to ownership, monitoring and maintenance of on-site drainage works. The committee requested Director Bartram and staff to look into the possibility of the RDN taking more responsibility for stormwater management.

**c) Short Report on Sustainability Indicators**

Copies of the draft text and the committee's written comments was provided. Adrienne and Paul explained the order of the text and the layout process. The committee wanted to encourage readers to respond to the document and offer a means to do this. The committee went over the entire draft from start to finish and identified changes to the text. In general the committee made changes to make the short report more appealing and easy to read. This included answering the question on the first page of what the region would look like if it was sustainable and including the diagram of the 3 tiered egg. Other suggestions were to include a banner or header/footer with the name of the Sustainability Report.

Also, text was added to highlight certain portions of the long report. The committee also chose different indicators to highlight in each section. These are: for Our Economy, average annual income compared to cost of living and educational attainment; for Our Society, residents in core housing need and bus rides per capita; and, in Our Environment, water consumption and energy consumed. Also, include a graph showing waste diverted from the landfill.

The next step is for staff to make the identified changes and provide the new draft to the committee for final approval. The committee agreed that it would review the next draft of the short report by email and, if needed, another meeting would be scheduled. Once the text has been finalized it will be sent to the layout person with a proposed distribution date of early March. The committee expressed a desire to have some say in the order of the text in the final document.

**NEXT MEETINGS**

The next meeting was not scheduled.

**ADJOURNMENT**

Director Holdom adjourned the meeting at 8:45 PM.

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Chair, Director Bill Holdom

REGIONAL DISTRICT OF NANAIMO

MINUTES FROM THE 4th MEETING OF THE  
DRINKING WATER WATERSHED PROTECTION STEWARDSHIP COMMITTEE

HELD ON WEDNESDAY, DECEMBER 6, 2006 AT 12:00 PM  
IN THE RDN COMMITTEE ROOM

<b>Present:</b>	Gary Anderson	Vancouver Island Health Authority
	Mike Donnelly	Manager of Utilities, RDN
	John Finnie	GM of Environmental Services, RDN
	Grace Gunderson	Electoral Area Resident
	Jennifer Ann MacLeod	Electoral Area Resident
	Stuart MacPherson	Private Forest Lands Council
	Pearl Myhres	Water Improvement District Representative
	Sandy Robinson (for T.Wicks)	Arrowsmith Watershed Coalition Society
<b>Society</b>	Faye Smith	Mid Vancouver Island Habitat Enhancement
	J. Stanhope (CHAIR)	RDN Board Chair
	David Vincent	Electoral Area Resident
	Maureen Young	RDN Board Member
	<u>Consulting Team:</u>	
	Allan Dakin	Consulting Hydrogeologist
	David Reid	Lanarc Consultants Ltd.
	Harriet Rueggeberg	Lanarc Consultants Ltd.
	Gilles Wendling	GW Solutions Inc
	<u>Guests:</u>	
	Ed Hoepfner	Aquarian Systems Ltd.
	Bernie Sperling	RDN Board Director, Area B
	Rick Stuckenberg	Manager, Planning and Development, ACRD
<b>Regrets:</b>	Dave Bartram	RDN Board Member
	Brian Epps	Ministry of Environment
	Sheila Malcolmson	Islands Trust

1. Presentations

Bernie Sperling presented a series of questions of particular concern to Electoral Area B (Gabriola Island), but which likely have regional relevance, for the Committee's consideration:

- a) Should cisterns be a requirement in our Building Bylaw, and would they then be a consideration when building permits are issued?
- b) If the RDN were to require cisterns in certain areas, what would be the nature of the requirement – e.g., half or total volume from a roof be captured? It was noted that this would not impact existing homeowners who may or may not have cisterns, but rather be a requirement of new development.
- c) Should the RDN become involved in water systems where the distribution is truck based; e.g., RDN would install, own and operate the water source and contract out the delivery?

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Ed Hoepfner gave a presentation entitled "On-site Water Management Strategies", highlighting the experience on Hornby Island with rainwater collection, organic sewage treatment and greywater reuse. Ed reviewed several projects supported by the Greenhouse Organic Sewage Treatment Society (GHOST). Technologies that he illustrated include:

- Cisterns and roof rainwater collection.
- Planter filtration for greywater treatment – significant removal of BOD, TSS, fecal coliform, nitrates, phosphates, etc.
- Composting toilets – wet and dry, use of vermiculture (red wiggler worms).
- Evapotranspiration wetlands.
- Hydroponic wetlands.
- Hornby Island Recycling Depot construction - use of solid waste (e.g., crushed tins) for building materials and infiltration trench substrate (crushed glass).

Ed summarized the possible benefits of on-site water management, compared to more traditional centralized systems, as:

- Reduced demand on municipal water and sewer systems.
- Consequent reductions in property taxes (less demand on municipal services).
- Soil hydration.
- Recharge local water supplies.
- Maintenance of aquatic systems, habitat and biodiversity.
- Reduced local air temperatures.
- Reduced contribution to greenhouse gases.

Ed raised the issue of medications (particularly antibiotics) and chemicals from cleansers persisting in centralized sewage systems, noting that there appear to be no studies addressing this problem. He suggested that phytoremediation – uptake by plant roots and microorganisms in the rhizosphere – might provide a solution. Ed finished with a challenge to create a 5-10 house development to demonstrate these technologies in a populated area, and to establish a private-public research facility at the RDN liquid waste treatment centre.

In answer to questions, Ed noted that:

- Greywater treatment systems can be valved to overflow to a sanitary system in very wet conditions.
- The greywater pilots on Hornby have worked well in freezing conditions, due to the 6-inch depth of the influent pipe and that the temperature of the holding/septic tank is usually about 50°F.
- Maintenance costs are perhaps about \$200/year for having septic tank checked and lateral lines flushed for sludge buildup, pulling some larger plants from the planters, and pumping out the septic tank about every 10 years.
- Metal roofs are preferred for rainwater collection, particularly if used for drinking water; duroid roofs are all right for non-potable uses.

Ed's PowerPoint presentation will be made available on the DW-WP website.

## **2. Review of Last Meeting Minutes**

Minutes from the November 1 meeting were reviewed and approved. Several members asked to receive instructions and passwords for access to the DW-WP website. Harriet noted that while resources have continued to be added, the website will be updated over the next few weeks with meeting minutes and draft materials.

## **3. Review of Action Table Priorities**

Harriet and Dave reviewed the summary table of the Committee's ratings of draft actions. Harriet summarized how the "score" for each action, out of possible total of 15, was derived from Committee members' ratings of the actions for relative cost (low – high), timeline (short – long) and benefit/effectiveness (lots – little). Harriet noted the significance of Committee members' comments in revising the actions for the next step in developing the DW-WP strategy.

The rating criteria were discussed, with several members noting that the relative order of priority of the actions may have been too greatly influenced by cost and timeline, which are less important than the potential benefit/effectiveness of the action. Harriet will generate another version of the summary table that focuses on the benefit ratings and secondarily on cost.

## **4. Potential DW-WP Programs**

Harriet and Dave presented and facilitated the discussion of a set of "Draft Programs with Actions" (dated 6 Dec 06), based on the objectives and draft actions discussed to date. A sample of Committee members' comments include:

- MOE has abandoned some of its monitoring wells on Gabriola Island; these could be 'picked up' as part of regional monitoring system, with monitoring done by volunteer groups.
- It is difficult for hydrogeologists consulting to developers to ensure that impacts on surface and groundwater resources in the surrounding area are avoided or minimized, because they are mandated to look at only a small part – e.g., a single subdivision – of a much larger system for which there is very little information. In most cases, developers are proposing and managing new development with very poor data about existing uses. It is important for the RDN to improve inventory and monitoring to be able to provide the 'bigger picture'.
- Regarding proof of adequate water supply in new development – it was noted that the Ministry of Transportation, as subdivision approving agency, typically require proof of adequate water to support the proposed development; the quantity is determined by local requirements or the purveyor. For developments where the RDN is the purveyor, Bylaw 500 (Land Use and Subdivision Bylaw) currently requires proof of 770 gal/day/lot. It was suggested that this requirement should be increased to 1000 gal/day/lot for 'design' purposes, knowing that only 500 would likely be used. There was some debate as to whether this discourages water conservation. The 1999 MOE guide "Evaluating Long-term Well Capacity for a Certificate of Public Convenience and Necessity" was suggested as a reference for this action item.
- Program 4 "Water use management and regulation" should perhaps provide more emphasis on examining decentralized water uses, to avoid relying on 'building big pipes'.
- An incentive for developers to promote water conservation and alternative water sources might be to reduce DCCs for sanitary services, which the RDN charges in some parts of the Region. Incentives for practicing low-impact stormwater measures (increase infiltration) should also be pursued.
- There are some errors in identification of agency responsibilities; corrections will be noted in comments from Committee members.

- Allan Dakin noted that the provincial Groundwater Advisory Committee is advising the Minister of Environment to require that private wells be registered and be required to submit a minimum water analysis. This would assist the Province in gaining improved information regarding the state of aquifers.

Harriet will email the Draft Programs document to Committee members for review and comment, and asked that they return their comments by Friday December 15.

**5. (Late item) Trevor Wicks' "Draft Action Plan – General Statement" (emailed to all members 09 November 2006)**

In his email, Trevor expressed concerns raised by residents in his area regarding potential well water shortages and contamination. He noted that the proposed actions in the draft action plan are "logical and necessary", but the "the most important action to consider is the creation of a 'Water Management Function' within the RDN so that some regular funding could be dedicated to implement these actions". Trevor finished with the following:

"I would like to go on record as stating; the risk of serious water related problems such as in Walkerton Ontario, or Tofino is highly likely to occur within the RDN. Actions to prevent such potential incidents should start immediately. Failure to act now will result in severe health problems/risks, and potential significant economic losses."

Discussion of Trevor's statement included the following comments:

- John Finnie noted that most of the draft actions are necessary, but need to be prioritized. Creating a RDN water management 'function' requires taxpayer acceptance, as everyone will be asked to help pay for it. A referendum would probably be needed to gain this acceptance. Even creating a local service area (LSA) requires local support but this is not always forthcoming; e.g., in Whiskey Creek, residents turned down a proposal by the RDN to own, improve and operate their water system, including a senior government grant to support the capital costs, because of marginal increased operating costs and opposition to RDN involvement.
- Need to be cautious when assuming private wells are contaminated – if they are, is it due to household management practices at the source? Or is the entire aquifer contaminated? Firm data are needed in order to respond appropriately.
- Regional districts are restricted, compared to municipalities, in what services they can create by way of user charges, and their ability to use these funds beyond the area being served (e.g., to address 'regional' versus area-specific matters).
- The RDN has to raise awareness of the importance of the region's water resources, the problems that are being faced, that it requires funds to deal with these problems, and that everyone on private wells or electoral area systems would benefit.
- Education and awareness are a necessary step, but many people want to also see direct action. A DW-WP strategy needs to include some "on the ground" actions early in the program.
- Rick Stuckenberg noted that there is a complete gap in provincial legislation to provide a role for regional districts in community watershed management; in particular, RD's have no influence over private forest practices, yet forestry is often the major land use in these watersheds.
- Pearl Myhres noted that the RDN is taking a leadership role in addressing water resources, and hoped that Improvement Districts would see the benefit of this role and be willing to buy into a DW-WP program.

- Faye Smith noted that providing “what’s left over for fish” is not good enough; that the water needs of natural systems must come first, and that what’s left should then be allocated for drinking water, irrigation, industry, etc.

#### 6. Wrap Up – Questions – Next Steps

Allan Dakin noted the brochure on groundwater in BC that was distributed, and the availability of a 30-minute video. It was suggested that the video could be played at an upcoming meeting.

The RDN was invited to a watershed management seminar organized by the City of Campbell River and Comox-Strathcona Regional District.

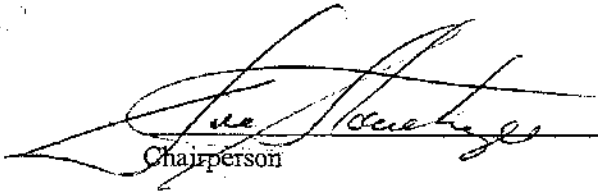
The presentation “What We Need to Know about Oceanside Groundwater” has been rescheduled to Thursday, January 18, 2007 at the Parksville Community and Technology Centre.

Dave noted that the next step in developing the DW-WP Stewardship Strategy is to take the Draft Programs, revised according to the Committee members’ comments, and start to attach timelines and budgets to them. A preliminary version will be reviewed at the next meeting.

The next DW-WP Committee meeting is scheduled for Wednesday, January 10, 2007 at 12:00 noon.

#### 7. Adjournment

The meeting was adjourned at 3:05pm.



Chairperson

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE TRANSIT SELECT COMMITTEE MEETING HELD ON THURSDAY, JANUARY 25, 2007 AT 12:00 NOON IN THE COMMITTEE ROOM

**Present:**

Director L. McNabb	Chairperson
Director J. Burnett	Electoral Area 'A'
Director M. Young	Electoral Area 'C'
Director G. Holme	Electoral Area 'E'
Director J. Stanhope	Electoral Area 'G'
Director J. Manhas	City of Nanaimo
Director C. Haime	District of Lantzville
Director T. Westbrook	Town of Qualicum Beach
Director S. Herle	City of Parksville

**Also in Attendance:**

Carol Mason	Chief Administrative Officer
N. Avery	General Manager, Finance & Information Services
D. Trudeau	General Manager, Transportation Services
L. Kiteley	Manager, Transportation Services
D. Holmes	City of Nanaimo
H. Cook	BC Transit
F. McFarlane	Recording Secretary

#### CALL TO ORDER

The meeting was called to order at 12:08pm.

#### MINUTES

MOVED Director Holme, SECONDED Director Stanhope, that the minutes of the Transit Select Committee meeting held on December 7, 2006 be adopted. CARRIED

#### CORRESPONDENCE

Article re Friday Night Movie Bus from Oceanside to Nanaimo - The News, Jan 9 2007

An article was included in *The News* regarding Transportation Services' three-month pilot project for a Friday night bus to allow residents of District 69 to travel to Nanaimo and back for a movie or shopping. Both Director Herle and Director Westbrook reported they have received positive feedback from members of their communities on this trial project..

Letter from BC Transit dated Jan 9 2007 re Capital Project Plans for Accessing Federal Gas Tax Funding  
BC Transit has hired Bill Lambert, a Senior Consultant with UMA Engineering, to consult with each Tier 1 transit system over the next month to prepare Transit Capital Plans for each. The purpose of this is to align BC Transit's Long Term Capital Plan with municipal capital project priorities and identify projects that qualify for funding under the Federal Gas Tax Agreement.

MOVED Director Stanhope, SECONDED Director Haime, that the above correspondence be received for information. CARRIED

## BC TRANSIT UPDATE

H. Cook provided a verbal report for transit services with the RDN. She noted that Nanaimo is tracking well; ridership is up by 2<sup>1/2</sup> to 3% over the past three years and ridership is on track for the current year. N. Avery provided an overview of the area and population served by the RDN transit.

[12:10pm Director Herle and Director Manhas joined the meeting.]

## ADMINISTRATION

### Transit Business Plan Update

D. Trudeau presented a report regarding the Transit Business Plan (TBP) Update, which included information on a joint project with BC Transit and RDN Transit staff that will result in the creation of a new five-year Transit Business Plan. Terms of Reference were also attached.

MOVED Director Stanhope, SECONDED Director Burnett, that the Terms of Reference for the Transit Business Plan for the Nanaimo Regional Transit System be approved. CARRIED

Director Stanhope noted that there is no mention of the impact of increased cost through taxation to area residents. High assessments and increased expenses for homeowners are a concern for him. D. Trudeau noted that without BC Transit sharing the costs, there would be additional costs to taxpayers since the transit system is a subsidized system. He also noted that any opportunity for grants that would improve the fleet will be taken advantage of, such as reduction of greenhouse gases. C. Mason noted that it would be a good idea to include this information in the Nanaimo Transit Business Plan.

### D69 Transit Funding Formula Presentation

A copy of the D69 Transit Funding Formula report was circulated to those in attendance and D. Trudeau provided a Power Point presentation on the highlights.

MOVED Director Westbroek, SECONDED Director Herle, that staff be directed to amend the District 69 establishing bylaw to implement a formula which allocates net costs as follows:

- a) 40% based on population;
- b) the remainder allocated as 77% times the number of hours plus 23% times the number of kilometres; and,
- c) that the cost apportionment formula be based upon the prior year's actual service received from January 1 to December 31 to be implemented in 2008. CARRIED

## OTHER

Director Burnett commented that Electoral Area 'A' residents would like expansion of transit service to South Wellington and Cedar. D. Trudeau noted that additional service will be considered with the Transit Business Plan Update review.

Director Burnett queried whether there would be a community-wide contest with regard to branding. L. Kiteley noted that there will be a great deal of public consultation in conjunction with this project. There will be a task force comprised of community members. It will take at least a year to go through all steps and stages.

Director Herle noted that she had had a discussion with Director Bartram regarding the possibility of a partnership between Transit and the Vancouver Island Health Authority (VIHA). It was noted that initial talks with BC Transit are ongoing and it is expected that prior to completion of a report, staff will meet with VIHA officials. It is expected that a report will be forthcoming in May.

**IN CAMERA**

MOVED Director McNabb, SECONDED Director Brennan, that pursuant to Section 90(1)(g) of the *Community Charter* the Board proceed to an In Camera meeting to consider items related to legal issues.  
CARRIED

**ADJOURNMENT**

MOVED Director Stanhope SECONDED Director Burnett, that this meeting adjourn to allow for an In Camera meeting.  
CARRIED

TIME: 2:30 PM

**NEXT MEETING**

The next meeting of the Transit Select Committee will be held Thursday, March 22, 2007.

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L. McNabb, Chair