

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, SEPTEMBER 11, 2007
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

MINUTES

3-7 Minutes of the regular Committee of the Whole meeting held July 10, 2007.

COMMUNICATIONS/CORRESPONDENCE

8 **J. Macdonald, VIBC Steering Committee**, re Vancouver Island Biosphere Centre.

9-11 **M. Hooper, Nanaimo Airport Commission**, re Nanaimo Airport Runway Extension
– Public Information Sessions.

BUSINESS ARISING FROM THE MINUTES

CORPORATE ADMINISTRATION SERVICES

ADMINISTRATION

12-13 Special Occasion License/Special Event Permit - Status Report.

FINANCE & INFORMATION SERVICES

FINANCE

Electoral Area 'G' Fire Protection – Service Contracts with Municipalities. (to be circulated)

14-25 Cedar Sewer Service Rates and Regulations Bylaw No. 1532.

26-27 Award of Tender – Pumper Engine for Dashwood Fire Hall No. 2 (Meadowood).

DEVELOPMENT SERVICES

PLANNING

- 28-43 Regional Growth Strategy Review – Consultation Plan.
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SOLID WASTE

- 69-70 Award of Tender – Tandem Axle Truck for Regional Landfill.
71-75 Residential Food Waste Collection Field Test – Progress Report.

UTILITIES

- 76-81 Convening for Action on Vancouver Island (CAVI).

RECREATION AND PARKS SERVICES

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COMMISSION, ADVISORY & SELECT COMMITTEE

Regional Growth Monitoring Advisory Committee.

- 82-83 Minutes of the Regional Growth Monitoring Advisory Committee/State of
Sustainability Project meeting held June 27, 2007. (for information)

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, JULY 10, 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. Westbroek	Town of Qualicum Beach
Director L. McNabb	City of Nanaimo
Alternate	
Director M. Unger	City of Nanaimo
Director J. Manhas	City of Nanaimo
Director D. Brennan	City of Nanaimo
Director B. Holdom	City of Nanaimo

Also in Attendance:

D. Trudeau	A/Chief Administrative Officer
M. Pearse	Senior Manager, Corporate Administration
J. Finnie	General Manager of Environmental Services
N. Avery	Gen. Manager of Finance & Information Services
P. Thorkelsson	General Manager of Development Services
T. Osborne	General Manager of Recreation & Parks
N. Tonn	Recording Secretary

MINUTES

MOVED Director McNabb, SECONDED Director Manhas, that the minutes of the Committee of the Whole meeting held June 12, 2007 be adopted.

CARRIED

CORPORATE ADMINISTRATION SERVICES

ADMINISTRATION

Special Occasion License/Special Event Permit – Status Report.

MOVED Director Holme, SECONDED Director Holdom, that the Special Occasion License/Special Event Permit Status Report be received for information.

CARRIED

FINANCE & INFORMATION SERVICES

Resolutions to Lock in Rates for Long Term Debt.

MOVED Director Westbrook, SECONDED Director Holdom, that the following resolutions be endorsed:

Regional District of Nanaimo

That the officer responsible for the Financial Administration of the Regional District of Nanaimo be authorized to lock in interest rates with the Municipal Finance Authority on loan authorization Bylaw No. 1392 (Barclay Crescent Sewer) for the full term of the bylaw.

Regional Hospital District

That the officer responsible for the Financial Administration of the Nanaimo Regional Hospital District be authorized to lock in interest rates with the Municipal Finance Authority for loan authorization Bylaw No. 127 and subsequent amendments (Phase II expansion of Nanaimo Regional General Hospital) for the full term of the bylaw.

CARRIED

Administration Computer Equipment Reserve Fund Expenditure.

MOVED Director Westbrook, SECONDED Director Biggemann, that \$39,430 to purchase Storage Area Network (SAN) hardware and related software be approved as an expenditure from the "Administration Computer Equipment Reserve Fund Establishment Bylaw No. 924, 1994".

CARRIED

Planning Services Fees & Charges Bylaw Amendment Bylaw No. 1259.05.

MOVED Director Herle, SECONDED Director Holdom, that "Regional District of Nanaimo Planning Services Fees and Charges Amendment Bylaw No. 1259.05, 2007" be introduced and read three times.

CARRIED

MOVED Director Herle, SECONDED Director Holdom, that "Regional District of Nanaimo Planning Services Fees and Charges Amendment Bylaw No. 1259.05, 2007" having been read three times, be adopted.

CARRIED

Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.01 and Fairwinds (Nanoose) Wastewater Treatment Development Cost Charges Amendment Bylaw No. 1443.01.

MOVED Director Holme, SECONDED Director Bartram, that "Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.01, 2007" be read three times and forwarded to the Ministry of Community Services for approval.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that "Fairwinds (Nanoose) Wastewater Treatment Development Cost Charges Amendment Bylaw No. 1443.01, 2007" be read three times and forwarded to the Ministry of Community Services for approval.

CARRIED

DEVELOPMENT SERVICES

BYLAW ENFORCEMENT

Animal Control Contracts – Districts 68 and 69.

MOVED Director Manhas, SECONDED Director Brennan, that the contracts for animal control services with the Parksville-Qualicum SPCA and the Nanaimo Animal Shelter Ltd. be renewed for the term of March 1, 2007 to February 28, 2010.

CARRIED

MOVED Director Manhas, SECONDED Director Brennan, that the renewed contracts include an increase in contract service fees of 2 percent per annum.

CARRIED

ENVIRONMENTAL SERVICES

SOLID WASTE

Solid Waste Management Regulation Amendment Bylaw No. 1428.02.

MOVED Director Bartram, SECONDED Director Holme, that this item be referred back to staff.

CARRIED

UTILITIES

French Creek Sewer Local Service Area Amendment Bylaw No. 813.41 and Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.47 – Inclusion of Property into Local Service Area (864 Reid Road) – Area G.

MOVED Director Holme, SECONDED Director Bartram, that “French Creek Sewer Local Service Area Amendment Bylaw No. 813.41, 2007” be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that “Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.47, 2007” be introduced and read three times.

CARRIED

Nanoose Bay Peninsula Water Service Area – Release of Reserve Funds – Well Drilling Program.

MOVED Director Holme, SECONDED Director Bartram, that the Board approve the release of up to \$23,000 from the Nanoose Bay Peninsula Water Service Area reserve fund for the construction of a test water supply well on RDN property at Claudet Road and Northwest Bay Road.

CARRIED

Request for Sewer Servicing – 3312 Dolphin Drive – Area E.

MOVED Director Holme, SECONDED Director Bartram, that the Board support sanitary sewer servicing to 3312 Dolphin Drive through the community park to Highland Road and instruct staff to refer the request to the Parks & Open Space Advisory Committee for comment and to initiate the petitioning process for the inclusion of this property into the Fairwinds Sanitary Sewer Service Area.

CARRIED

Storm Water – Rainwater Management Practices Review.

MOVED Director Herle, SECONDED Director Bartram, that the Board approve funding up to \$20,000 from the Community Works Fund for the Rainwater Management Practices Review.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Electoral Area ‘E’ Parks and Open Space Advisory Committee.

MOVED Director Holme, SECONDED Director Brennan, that the minutes of the Electoral Area ‘E’ Parks and Open Space Advisory Committee meeting held June 4, 2007 be received for information.

CARRIED

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Biggemann, that the minutes of the District 69 Recreation Commission meeting held June 21, 2007 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that staff provide a full review of fees and charges in the spring of 2008 to include the Fees and Charges policy; past, current and future Regional District rates in relation to mid Island fees and charges; Vancouver Island Fees and Charges survey information provided by Port Alberni; implementation dates for rate changes; and operational budget comparisons associated with cost recovery rates for the mid Island region.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the recommendations in the Fees and Charges report be approved as follows:

- a) That the program, admission and rental fees for Oceanside Place in 2007/08 be approved as outlined in Appendix A.
- b) That the program, admission and rental fees for Ravensong Aquatic Centre in 2008 be approved as outlined in Appendix B.
- c) That Recreation Coordinating program fees and recovery rates, administration fee and revenue-sharing percentage ratio for Term Instructor (Companies) agreements in 2008 be approved as outlined in Appendix C.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that staff make it a priority to initiate discussions with the School District regarding the development of a Partnership Agreement that addresses joint use, potential joint developments and program partnerships as stated in the RDN Recreation Services Master Plan for Oceanside, July 2006.

CARRIED

Area ‘G’ Parks and Open Space Advisory Committee.

The Chairperson noted that the minutes should be amended within the Director’s Report to replace the words “190 square miles” with the words “140 square miles”.

MOVED Director Bartram, SECONDED Director Young, that the minutes of the Area ‘G’ Parks and Open Space Advisory Committee meeting held May 10, 2007 be received for information as amended.

CARRIED

Drinking Water – Watershed Protection Stewardship Committee.

MOVED Director Bartram, SECONDED Director Biggemann, that the minutes of the Drinking Water – Watershed Protection Stewardship Committee meeting held June 6, 2007 be received for information.

CARRIED

IN CAMERA

MOVED Director Holme, SECONDED Director Bartram, 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 issues.

CARRIED

ADJOURNMENT

MOVED Director Holme, SECONDED Director Bartram, that this meeting adjourn to allow for an In Camera meeting.

CARRIED

TIME: 7:30 PM

CHAIRPERSON

RSN			
CAO	<input checked="" type="checkbox"/>	GMF&IS	
GMDS		GMR&FS	<input checked="" type="checkbox"/>
GMES		GMTS	
AUG 27 2007			
S.M.C. (VIBC) CHAIR	<input checked="" type="checkbox"/>	BOARD	<input checked="" type="checkbox"/>
<i>Board Correspondence</i>			

To: the Board of the Regional District of Nanaimo.

Given the interest about the potential location of the Vancouver Island Biosphere Centre in Rath Trevor Provincial Park, the VIBC Steering Committee by this letter would like to clarify some points.

The overall objectives of the Centre are to 1) raise funds both for improved management of existing protected areas within the Mount Arrowsmith Biosphere Reserve and to support the acquisition of new land for protection, and 2) to increase local awareness about the environmental, social and economic benefits that protected areas provide to our community. We want to make it a year-round world-class experience to maximize interest to visitors to our community, and so need a location with positive features to get visitors to help us in this endeavour. To maximize visitor interest, the proposed Centre will likely also address selected environmental issues around protected areas in the Gulf Islands and other areas of Vancouver Island.

The present study is to complete an environmental impact assessment/business plan to evaluate options for Centre design at its potential location in Rath Trevor Provincial Park. It should be noted that if we or BC Parks determine during the current environmental impact assessment that costs of locating the Centre in Rath Trevor Park are too high or the Centre will significantly impact the Park's ecology, then the Committee will likely decide not to proceed with the centre at this location. Design features and size of a potential Centre have yet to be determined, and while the earlier feasibility study suggested that attendance by about 120,000 people would make a world-class Centre financially viable, this should not be interpreted as meaning 120,000 additional people would visit Rath Trevor Park. This number includes local residents and existing visitors to Rath Trevor Provincial Park, which together represent a majority of potential Centre attendees.

The current analysis is considering potential Centre design and landscape options, themes, displays, building size and layout, and other possible features that should be considered to achieve the Centre's objectives. To minimise the proposed Centre's overall footprint, we will be investigating how the potential Centre's impact can be mitigated, and perhaps even allow a net habitat gain for the park. Also, recognizing that a world-class interpretative centre will likely bring more people into the Park than currently visit it, we want to make sure that the Park's existing ecological attributes are not harmed. We are not therefore suggesting that new trails be developed in the Park for self-guided tours, but will instead consider developing appropriate ones in nearby satellite areas, such as the Englishman River floodplain and estuary and at other locations.

Finally, it should be notes that a viable Centre should confer significant economic benefits to local communities, and increase public awareness about features and elements that give quality to our lives. Humans are part of the ecosystem too, and there is nothing wrong with having our needs met by sustainable and appropriate renewable resource management.

The current study will be completed in late fall, and at that time, community input will be solicited.

Yours sincerely,

Julia Macdonald
Chair, VIBC Steering Committee



RDN			
CAO	<input checked="" type="checkbox"/>	GMF&IS	
GMDS		GMR&PS	
GMES		GMTS	
SEP - 5 2007			
SMCA			
CHAIR		BOARD	
<i>Correspondence</i>			

Nanaimo Airport
P.O. Box 149 3350 Spitfire Rd
Cassidy, B.C. Canada, V0R 1H0
Tel: (250) 245-2157 Fax: (250) 245-4308

August 22, 2007

Regional District of Nanaimo,
6300 Hammond Bay Rd,
Nanaimo, B.C., V9T 6J9

Phone: (250) 390-4111

Attention: Joe Stanhope, Board Chair

Subject: Nanaimo Airport Runway Extension – Public Information Sessions

Dear Mr. Stanhope,

The following document reflects the public information process the Nanaimo Airport Commission (NAC) has completed to date and the venues we are planning in the near future. As part of this communication I would also like to offer an overview of the structure of the Nanaimo Airport Commission.

The NAC was incorporated in August 1990 as a not-for-profit authority under the Canada Corporations Act - Part II. In April 1992 the commission assumed management and operation of the Nanaimo Airport under a 30-year lease from the Federal Ministry of Transport. In December 1996 the Commission was granted fee-simple title to the Nanaimo Airport lands through the National Airports Policy transfer initiative.

The commission includes four airport staff members and a board of directors with eight members drawn from the community. Our nominating entities are: the City of Nanaimo, the Regional District of Nanaimo, the Cowichan Valley Regional District, the Town of Ladysmith, and the Greater Nanaimo Chamber of Commerce.

The NAC has developed the following Mission and Vision statements and is committed to successful implementation of these.

Mission: To provide a safe, efficient and financially viable airport that offers excellent value and service to all users and in partnership with others, contributes significantly to the economic well being of the community.

Vision: The Nanaimo Airport will maximize its potential to be a dynamic, customer-focused, air services gateway to western North America.

Our communication with the public is a fundamental and overriding principle to development. We have paid close attention to comments by the public regarding concerns over issues such as runway length and air routes when reviewing plans for future growth. We're planning regular public information sessions throughout the region to continue to answer questions and listen to suggestions.

We are committed to addressing issues that arise as we move forward to provide a safe, reliable airport service that meets the needs of our regional community.

Public Information Process

Historical

- Public Input Process (including Open House) into the 2004 Master Plan created by EBA Engineering, which identified the need for a 1,600 foot extension.
- Media coverage and NAC newsletters describing the Master Plan and potential growth, from 2004 to 2006.
- Yearly published Strategic Plans, that described the plan of developing an extended runway.
- Yearly public meeting (Coast Bastion Inn) presenting ongoing projects to the public.
- In excess of 70 presentations completed to local government and community organizations within the past 10 months, reviewing the need for increased services at the Nanaimo Airport.
- New website launched (June 2007) to allow for continuous updating of project data www.nanaimoairport.com
- An Open House process was initiated in April 2007 to meet with residents from our service area, June 14 (Cedar Community Hall).
- Double booth rented at the Vancouver Island Exhibition, staffed by the NAC management team and Board members on August 17, 18 & 19th, 2007.
- Numerous ads and articles have been submitted in local newspapers during 2007.
- Numerous summaries, publications and handouts created for public review.
- Ongoing process of inviting residents to the airport for full project overview.
- Letters of support have been provided by the regional districts, cities, towns and municipalities within the core of the market area.

Future

- Further Open House venues will be held during September (Parksville), November (Nanaimo), and will continue on in 2008, every 2-3 months.
- Numerous ads and articles will be submitted in local newspapers during the remainder of 2007.
- Ongoing process of inviting residents to the airport for full project overview.
- Feedback forms are available online, at the airport and during the public venues.
- Market Area Poll to further research travel demand.

The NAC management team is completing due diligence steps during 2007, in order to prepare preliminary designs for the engineering aspects. To this end, site work is ongoing for Geotechnical analysis, Environmental Screening, Noise Contours, Regulatory Requirements, Flight Path Protection, Instrumentation Approach, Fire Protection Services and other site specific items. The new information will be added to the following historical studies;

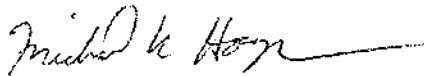
- o Nanaimo Airport Land Use Plan, NAC, 1992.
- o Nanaimo Airport Land Use Plan, Wright Focus Land Surveyors and Consulting Engineers, 1998.
- o Nanaimo Airport Master Plan, InterVISTAS Consulting Inc, 2002.
- o Nanaimo Airport Master Plan, EBA Engineering Consultants Ltd, 2004.
- o Coastal Vesper Sparrow Inventory, Stewardship and Management, Western Wildlife Research, 2003, 2004, 2006.
- o NAC Strategic Plans, 2005, 2006, 2007.
- o Economic Impact Study, Inside Canadian Airports, 2002, 2005 & 2007.
- o Environmental Assessments, Madrone Environmental Services Ltd., 2006.
- o Nanaimo Airport Aviation Activity and Forecast, Jacobs Consultancy, 2007.
- o Nanaimo Airport Terminal and Groundside Infrastructure Demand and Capacity Analysis, Jacobs Consultancy, 2007.
- o Nanaimo Airport, Business Plan, Jacobs Consultancy, 2007.
- o Numerous small reports and letters describing environmental issues.

The outcome of the 2007 studies will be included in a Public Information session planned for November, at the Coast Bastion Inn, Nanaimo.

After receiving feedback from the general public and using the numerous studies completed on site, we will develop detailed plans during the first quarter of 2008.

If you have questions or concerns, please call me at (250) 245-4191.

Sincerely,



Michael K. Hooper BGS, MBA
President, CEO
Nanaimo Airport Commission
"Gateway to Vancouver Island"

Telephone: (250) 245-4191
Cell: (250) 716-6625
Fax: (250) 245-4308

Cc: Jerry Pink (Board Chair), John Howarth, NAC Directors

**SPECIAL OCCASIONS - 2007
STATUS REPORT**

SPECIAL OCCASION LICENSES APPROVED:

Electoral Area	Name of Organization	Name of Event	Date of Event	Director Approval	Days Requested	Approval Date	Total Approved
A	Dragon Custom Cycle	Show & Shine	May 27	✓	1	May 7	1
B	Gabriola Island Community Hall Association	Annual Salmon Barbecue	August 11	✓	1	July 20	1
C	Nanaimo Motocross Association	Canadian National Motocross Championships	July 14,15	✓	1	July 13	1
E							
F	VI Association for Injured Motorcyclists	Pig 'n' Fin	August 17, 18	✓	2	April 27	11
	Errington War Memorial Association	Hi Neighbour Day	August 18	✓	1	May 24	
	Coombs Hilliers Recreation & Community Organization	Bull-a-Rama	June 1,2,3	✓	3	May 24	
	Coombs Hilliers Recreation & Community Organization	Coombs Rodeo	July 20,21,22	✓	3	May 24	
	Coombs Hilliers Recreation & Community Organization	Whiskey Creek Music Festival	July 14,15	✓	2	July 9	
G							
H							

STATUS REPORT

SPECIAL EVENT PERMIT APPLICATIONS:

Electoral Area	Name of Organization	Name of Event	Date of Event	Health Approval	Fire Dept Approval	RCMP Approval	Security Deposit	Director Approval	Approval Date	Permit Issued
A										
B	Gabriola Island Community Hall Association	Annual Salmon Barbecue	August 11	✓	✓	✓	n/a	✓	July 20	July 20
C	Scouts Canada	Camp Skeeter	May 18,19,20,21	✓	n/a	✓	n/a	✓	May 15	May 15
	Nanaimo Motocross Association	Canadian National Motocross Championships	July 14,15	✓	n/a	✓	n/a	✓	July 13	July 13
E	Girl Guides of Canada	Spirit of Adventure Rendezvous	Jul 18-28	✓	✓	✓	n/a	✓	Feb 27	✓
	Rocking Horse Pub	Farmers Market	May 13-Sept 30	n/a	✓	✓	n/a	✓	May 25	May 25
F	VI Association for Injured Motorcyclists	Pig 'n' Fin	Aug 17, 18, 19	✓	✓	✓	n/a	✓	April 24	April 24
	Coombs Hilliers Recreation & Community Organization	Bull-a-Rama	June 2,3	✓	✓	✓	n/a	✓	May 28	May 28
	Coombs Hilliers Recreation & Community Organization	Coombs Country Bluegrass	August 3,4,5	✓	✓	✓	n/a	✓	May 28	May 28
	Coombs Hilliers Recreation & Community Organization	Coombs Rodeo	July 21,22		✓	✓	n/a	✓	May 28	May 28
	Arrowsmith Agricultural Association	Coombs Fall Fair	August 10,11,12	✓	✓	✓	n/a	✓	June 26	June 26
	Whiskey Creek Music Festival Group	Whiskey Creek Music Festival	July 14,15	✓	✓	✓	n/a	✓	July 9	July 9
G										
H										



RDN	
CAO	GMR&IS
GMS	GMR&IS
GMS	GMS
AUG 09 2007	
SMCA	
CHAIR	BOARD
Sept 10/07	

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: August 4, 2007

FROM: N. Avery
General Manager, Finance & Information Services

FILE:

SUBJECT: A Bylaw to Establish User Rates for the Cedar Sewer Service

PURPOSE:

To introduce "Cedar Sewer Service User Rates and Regulations Bylaw No. 1532, 2007" for three readings.

BACKGROUND:

In anticipation of the connection of properties in the Cedar Sewer Service Area, staff are presenting a user rates and regulations bylaw.

The charges were developed using an estimate of water usage as the basis of sewage flow. This is a method used by many municipalities. The Canadian average of 0.7 cubic meters per day of water usage is reasonably applicable to all of the properties in the established area. Staff also obtained actual information regarding the Cedar High School – its usage is an average of 1.6 cu meters per day.

The results were then converted to a daily rate for ease of administration. The Regional District does not operate a water system in the Cedar Sewer Service area and obtaining actual water usage records would have involved administrative efforts on the part of both the North Cedar Improvement District and the Regional District. For the present, the user rates outlined in Bylaw No. 1532 are estimated to be sufficient to recover the operating costs of the Cedar Sewer Service including charges allocated from the Duke Point wastewater treatment plant.

ALTERNATIVES:

1. Approve the bylaw as presented.
2. Recommend changes and adopt an amended bylaw.

FINANCIAL IMPLICATIONS:Alternative 1

The objectives of setting user rates is primarily to ensure that annual revenues are predictable and secondarily to attempt to allocate the benefits in a reasonable way among different types of properties. Staff's preliminary estimates for annual costs in the service area (from early 2006) were \$600 per year. At that time the estimates were based on a simple model of estimated budget divided by number of properties. The user rates outlined below are somewhat more refined. The daily rate is generally \$1.50 per day with a base annual charge ranging from \$245 for residential type premises to \$1,150 for commercial premises. The daily rate is 50% less for seasonal or low use facilities such as individual seasonal camping spaces with a sewer connection, churches, church halls, community centers and sportsfields.

The following is a representative sample of annual user rates (shown after the 10% prompt payment discount) which would be levied under Bylaw No. 1532:

Private residential premises	\$	713	
Commercial premises	\$	1,110	
School (Cedar High School)	\$	2,840	(2006 charge \$2,829)

Alternative 2

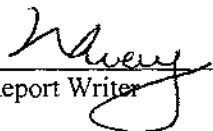
The challenge in setting user rates for Regional District services is that they are geographically and often cost wise unique, and while there are some methodologies which assist in approaching a rate schedule, the primary consideration is to ensure the correct level of revenue. The rates arising from Bylaw No. 1532 are within reason of the original estimates and ensure that the revenue requirements will be achieved.

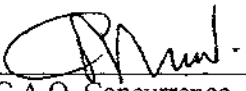
SUMMARY/CONCLUSIONS:

Staff are presenting Bylaw No. 1532, which sets out a schedule of user rates for properties within the Cedar Sewer Service area. At this time the only connected property is the Cedar High School – its annual billing is projected to be stable under this bylaw. Staff consider the distribution of user rates among property types as well as the individual property type results to be reasonable and recommend giving the bylaw first three readings. The bylaw would be adopted along with the remaining Cedar Sewer Service bylaws once agreement on the installation of the collector system is finalized.

RECOMMENDATION:

That "Cedar Sewer Service Rates and Regulations Bylaw No. 1532, 2007" be introduced for first three readings and be held for adoption with the remaining Cedar Sewer Service bylaws.


Report Writer


C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1532

A BYLAW TO REGULATE THE PROVISION, OPERATION AND ADMINISTRATION OF THE CEDAR SEWER SERVICE AND TO PROVIDE FOR THE IMPOSITION AND COLLECTION OF FEES AND CHARGES

WHEREAS the Board of the Regional District of Nanaimo has adopted "Cedar Sewer Service Establishment Bylaw No. 1445, 2005";

AND WHEREAS the Regional Board may regulate in relation to a service;

AND WHEREAS the Regional Board may, by bylaw, regulate the design and installation of sewerage works provided by persons other than the Regional District;

AND WHEREAS the Regional Board may require owners of real property to connect their buildings and structures to the appropriate sewer in the manner specified in the bylaw;

AND WHEREAS the Regional Board may, by bylaw, impose fees and charges in relation to the connection to and use of the sewer system;

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

INTERPRETATION

1.0 Citation

This bylaw may be cited as the "Cedar Sewer Rates and Regulations Bylaw No. 1532, 2007".

2.0 Definitions

2.1 In this Bylaw, unless the context otherwise requires:

"**Applicant**" means an owner or his agent making application for a Sewer Connection.

"**Building Inspector**" means the Chief Building Inspector of the Regional District and includes any person appointed or designated by the Board to act on his behalf or to carry out the function of the Building Inspector under this bylaw.

"**Building Sewer**" means a sewer and all attachments installed, owned and maintained by the Owner connecting a Service Connection at the property line to the plumbing system of a building or structure on the Premises.

"Capable of Connection" means that the Parcel of Land abuts the highway, Regional District right of way or easement, upon or in which there is a Collector Sewer with excess capacity and that the Service Connection will have adequate cover at the property line and drain towards the sewer, allowing the building or structure on the Parcel of Land to be connected to the Service Connection by either a gravity Building Sewer, or a pump and force main.

"Collector Sewer" means a sewer used to collect sewage from Premises in the Service Area.

"Manager" means the Manager of Utilities or any position which replaces or acts in a similar capacity of the Regional District and includes any person appointed or designated by the Board to act on his behalf or to carry out the function of the Manager under this bylaw.

"Owner" means any person who in respect of real property is the owner or agent in writing for the Owner of any Premises or a Parcel of Land that is capable of connection to the Sewer System.

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

"Premises" means the Parcel of Land, including buildings and structures that have a Service Connection.

"Regional District" means the Regional District of Nanaimo.

"Sanitary Sewer" means a sewer owned and operated by the Regional District that carries sanitary sewage and permitted industrial waste, and to which storm waters are not intentionally admitted.

"Service Area" means those properties within the boundaries established by "Cedar Sewer Service Establishment Bylaw No. 1445, 2005" as well as subsequent amendments.

"Service Connection" means a pipe, which may include a valve, an inspection chamber or clean-out and all necessary appurtenances connecting a Sewer Connection to a Building Sewer at the property line.

"Sewage" means liquid wastes that contain animal, mineral, or vegetable matter originating in a building or through an industrial process.

"Sewer Connection" is a sewer pipe extending from a Sanitary Sewer to the property line of the Premises and includes a Service Connection.

"Sewer Extension" means any installation requiring the construction of a Sanitary Sewer on a highway or Regional District Right of Way.

"Sewer System" means all of the system of sanitary sewers, treatment and disposal facilities owned and operated by the Regional District for the benefit of the Service Area.

SERVICE CONNECTIONS

3.0 Individual Connection

- 3.1 Each parcel of land within the “Cedar Sewer Small Residential Properties Service Area Establishment Bylaw No. 1521, 2007” and subsequent amendments, the “Cedar Sewer Sportsfield Capital Financing Service Establishment Bylaw No. 1519, 2007” and subsequent amendments, and “Cedar Sewer Commercial Properties Capital Financing Service Establishment Bylaw No. 1513, 2007” and subsequent amendments which is capable of connection to the Sewer System shall have one Sewer Connection.
- 3.2 Parcels of land within the “Cedar Sewer Large Residential Properties Capital Financing Service Establishing Bylaw No. 1517, 2007” and subsequent amendments and which are capable of connection to the Sewer System may be approved for more than one connection. Additional connections are subject to approval by the Regional Board and shall not be granted unless the property can meet all the terms and conditions required for a building permit, the policies and objectives of the Electoral Area ‘A’ Official Community Plan and the Regional Growth Strategy in effect from time to time. Property owners will be required to register a covenant on the property restricting the number of connections to those approved. Approval under this section is at the discretion of the Regional Board.

4.0 Application

- 4.1 A person wishing to connect to the Sewer System shall make application to the Regional District in writing in the form of a Building Permit Application in effect from time to time, which application shall be signed by the Owner of the Parcel of Land for which the application is made.
- 4.2 The application shall be accompanied by drawings showing the dimensions of all buildings and sewers and their location in relation to the property line and shall include locations of clean-outs, ground cover over pipe, type of pipe proposed to be used and, where applicable, location, size and depth of any existing septic tank.
- 4.3 Each application for a Sewer Connection shall be completed in all details prior to approval.
- 4.4 No application shall be considered to have been approved by the Regional District until a building permit for the Sewer Connection has been issued by the Regional District.

5.0 Connection Locations

- 5.1 Where possible, a Sewer Connection will be located where requested by the applicant, however if the applicant's preferred location is not practicable due to unsuitable ground conditions or the existence of installed surface improvements or underground utilities, the Manager may designate the location of the Sewer Connection.

6.0 Mandatory Connection to Sanitary Sewer System

6.1 The Manager may issue a Notice to Connect to the owner of any parcel of land capable of connection which will require the owner to carry out the connection within the time period specified in that notice.

7.0 Delivery of the Notice

7.1 A Notice to Connect will be sent by registered mail or may be delivered by personal service to an Owner of a Parcel of Land capable of connection. The Notice will require the Owner to connect or cause to be connected the buildings or structures on the Parcel of Land to the Sewer Connection within the period specified in the Notice to Connect. The period specified will not be less than two months and not more than six months. The Notice will be deemed to have been received three days after mailing.

8.0 Failure to Comply

8.1 If, after the expiration of the time period specified in the Notice to Connect, an Owner has failed or neglected to construct or install a Building Sewer and Service Connection and has failed or neglected to connect his buildings or structures to the Sewer Connection as required, the Regional District, by its employees or contractors, may enter upon the property and cause the connection to be made.

8.2 Where a Building Sewer and Service Connection is made under section 8.1, it will be done at the expense of the Owner in default and the expense may be recovered from the Owner under Section 797.2 of the *Local Government Act* in the same manner as taxes.

CONDITIONS OF SERVICE**9.0 Responsibility of Owner**

9.1 A Building Sewer must be maintained by the Owner at his or her sole expense.

10.0 Blockages

10.1 Where any Sewer Connection or Service Connection becomes stopped up or otherwise fails to function, the Owner or occupier of the Premises served must first determine the location of the blockage.

10.2 The Owner or occupier of the Premises must at his or her own expense unblock any blockage in the Building Sewer.

10.3 Where any stoppage or failure is found to exist in a Sewer Connection or Service Connection, the Owner or occupier must immediately notify the Manager.

10.4 All costs incurred by the Regional District in restoring service and unstopping the Sewer Connection or Service Connection must be paid by the Owner or occupier of the Premises upon demand unless the stoppage or failure was caused by the Regional District.

10.5 If the costs imposed under section 10.4 remain unpaid on the 31st day of December in the year in which the work is done, the costs will be recovered in accordance with Section 797.2 of the *Local Government Act* (by being deemed to be taxes in arrears).

11.0 Abandonment

11.1 When any Building Sewer is abandoned, the Owner of the Premises must notify the Manager and the Owner must effectively block up the Building Sewer at the Service Connection with an approved watertight seal.

12.0 Septic Tanks

12.1 Upon connection to the Service Connection an Owner of Premises must abandon and remove or fill any existing septic tank on the Premises in accordance with all applicable regulations.

13.0 Connection to Service Connection

13.1 An Owner must install a Sewer Connection prior to installation of the Building Sewer and connection of the Building Sewer to the Service Connection.

13.2 Where the Owner installs a Building Sewer prior to installation of the Sewer Connection contrary to section 13.1, the Regional District is not responsible for meeting the elevation of the Building Sewer or connecting the Sanitary Sewer to the Building Sewer.

14.0 Depth

14.1 The depth of the Building Sewer will be determined by the Manager.

14.2 An Owner must install the Building Sewer with sufficient depth to provide natural drainage from the lowest floor of any building or structure except where natural drainage is made impractical by the relative elevation of the sewer and the lowest floor of the building or structure or by any other cause.

15.0 Prohibitions

15.1 A person must not discharge, or cause or permit to be discharged, into the Sewer System or into any manhole or inspection drain or other part of the Sewer System or into any plumbing fixture connection to the Sewer System, any substance of any kind that:

- (a) obstructs or tends to obstruct or damage the Sewer System;
- (b) which causes or tends to cause any nuisance;

- (c) which interferes or tends to interfere in any manner with the proper functioning, maintenance or repair of the Sewer System;
- (d) without limiting the generality of the foregoing, is a prohibited waste set out in "Regional District of Nanaimo Sewer Use Regulatory Bylaw No. 1225, 2002".

15.2 A person must not:

- (a) damage, destroy, uncover, deface, or otherwise tamper with any part of the Sewer System;
- (b) make any alteration or connection to the Sewer System without obtaining the required permits or written authorization from the Manager.

15.3 A person must not connect any roof drain or other storm water drains to the Sewer System.

ILLEGAL CONNECTIONS

16.0 Illegal Connections

16.1 A person must not connect or allow to be connected, or allow to remain connected to the Sewer System, any Parcel of Land:

- (a) without the required permits or written authorization from the Manager; or
- (b) contrary to the provisions of this bylaw.

17.0 Disconnection of Illegal Connections

17.1 The Manager may, on thirty (30) days written notice sent to the Owner by registered mail, order the disconnection, stopping up and closing of a Service Connection at the expense of the Owner for:

- (a) violation of any provision of this bylaw;
- (b) failure to maintain to the standard of the B.C. Plumbing Code, the Building Sewer and other plumbing on the Owner's Premises that is connected to the Sewer System.

17.2 A notice to an Owner under section 17.1 shall be deemed to have been received three (3) days after mailing.

17.3 The Manager may order the immediate disconnection, stopping up and closing of a Sewer Connection connected to the Sewer System which discharges into the Sewer System contrary to this bylaw.

SEWER RATES AND CHARGES

18.0 Service Connection Fee

18.1 An Applicant must pay the Service Connection fee as prescribed in Schedule 'B' of this bylaw at the time of application for a sewer connection.

19.0 User Charge

19.1 The Owner or occupier of Premises must pay the user charges in Schedule 'C' to this bylaw for the use of the Sewer System.

ENFORCEMENT

20.0 Right of Entry for Inspection

20.1 The Manager or a Bylaw Enforcement Officer of the Regional District may enter, at all reasonable times, on any property subject to this Bylaw to ascertain whether the regulations of this Bylaw or the directions of the Manager or Regional District pursuant to this bylaw are being observed.

21.0 Offence

21.1 Any person who does any act or thing or who suffers or permits any act or thing to be done in contravention of this bylaw commits an offence.

21.2 Where this bylaw requires that a person perform any act or do any thing pursuant to this bylaw, and the person fails to take the required action, the matter or thing may be done at the expense of the person in default together with costs and interest at the rate prescribed in section 11(3) of the *Taxation (Rural Area) Act* in the same manner as municipal taxes.

22.0 Penalty

- 22.1 A person who commits an offence contrary to this bylaw is liable on summary conviction to a penalty of not less than \$300.00 and for each subsequent offence to a penalty of not less than \$400.00.
- 22.2 The penalties imposed under Subsection 22.1 are in addition to and not in substitution for any other penalty or remedy imposed under this bylaw or any other statute, law or regulation.

Introduced and read three times this 2nd day of October, 2007.

Adopted this ____ day of _____, 2007

CHAIRPERSON

SR.MGR, CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'B'

[Section 18.1]

SERVICE CONNECTION FEE

In addition to any fees for a Building Permit application the following Service Connection fees to defray the cost of laying a Sewer Connection shall be paid in accordance with section 18.1 of the Bylaw:

(a) Connection Fee \$ 300.00

NOTES:

These connection fees are for work within the road right-of-way. Further costs to physically connect the public sewer from the property line to a building are at the expense of the property owner.

(b) The Connection Fee in (a) above is reduced to \$70.00 for any Building Sewers completed under this bylaw and approved by the Regional District up to July 31, 2008.

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'C'
[Section 19.1]

USER CHARGES
[if applicable]

1. Billing and Payment:

- (a) Annual user charges invoiced by the Regional District are due and payable on presentation. A ten percent (10%) discount will be applied if payment of all outstanding charges in effect from time to time is received on or before the discount date shown on the invoice.
- (b) Amounts unpaid on the 31st of December in any year shall be deemed to be taxes in arrears and will be transferred to property taxes as prescribed under Section 797.2 of the *Local Government Act*.
- (c) All payments received will be applied firstly against arrears and then to current balances.
- (d) A group of plumbing fixtures is equivalent to three fixtures rounded to the next highest integer (example 4 sinks, plus 2 toilets, plus one shower in a building = 2.3 groups : rounded to the next highest integer = 3)

2. User Charges:

Classification	Base Annual Charge	Daily Rate
Private Residence (includes mobile homes in mobile home parks or on any parcel of land)	\$245	\$1.50
Apartments, Condominiums or multi family dwellings	\$245 per unit	\$1.40 per unit per day
Assisted living premises	\$1,150	\$73.00
Churches and Halls	\$245 per building	\$.75
Halls, community centers and similar facilities	\$245 per building	\$.75
Schools	\$1,150	\$5.50
Commercial premises	\$685	\$1.50
Motels and Hotels – including residential managers' or owners' units	\$1,150	\$4.40 per unit per day
Camping - for each group of plumbing fixtures within a building	\$245	\$1.50
Camping - for each space with a sewer connection	\$245	\$0.75
Laundry, Laundromat or Dry Cleaners	\$660	\$1.50 per washer per day
Sani Dump	\$685 per connection	
Sportsfields	\$685	\$.75



RDN	
CAO	GMF&IS
GMDS	GMR&PS
GMES	GMTS
SEP - 5 2007	
SMCA	
CHAIR	BOARD
Sgt Cow	
DATE:	

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

September 4, 2007

FROM: N. Avery
General Manager, Finance & Information Services

FILE:

SUBJECT: Award of Fire Tanker Vehicle – Dashwood Fire Department/Meadowood Fire Hall

PURPOSE:

To obtain approval to purchase a fire tanker vehicle for the Dashwood Fire Department – Meadowood Fire Hall.

BACKGROUND:

In May the Dashwood Fire Department solicited tenders for the supply of a tanker vehicle with a budget estimate of \$150,000 plus taxes. Two respondents – Hub Fire Engines and Rocky Mountain Phoenix responded, however, both vehicles exceeded the budget target. That tender process was terminated and each vendor was approached on a request for quotation basis to offer a vehicle within the budget target of \$150,000. The results are as follows:

Hub Fire Engines	\$149,853
Rocky Mountain Phoenix	\$148,161

The department is recommending the vehicle described by Hub Fire Engines for the following operational reasons:

- 1) Vehicle axle weights are as originally specified

The Rocky Mountain Phoenix vehicle has lighter vehicle axle weights and a slightly larger water tank. The Department is concerned that when fully loaded the vehicle will be operating at and potentially beyond its ideal gross vehicle weight.

- 2) Observed quality of construction

The Department has viewed two vehicles built by Rocky Mountain Phoenix, one about three months old and a demonstration tanker vehicle. The quality of construction in both vehicles was observed to be of a lower caliber when compared to similar Hub Fire Engine vehicles.

ALTERNATIVES:

- 1. Approve the purchase of a fire tanker vehicle from Hub Fire Engine.
- 2. Approve the purchase of a fire tanker vehicle from Rocky Mountain Phoenix.

FINANCIAL IMPLICATIONS:

Alternative 1

The difference in price between the two vehicles is \$1,690 as shown above. There is a pump on the Rocky Mountain Phoenix vehicle which would allow that vehicle to operate as a back up pumper engine. The pump has a value between \$4,000 to \$5,000. Including this product difference, the variance in price is about 4%. The Department did not specify a pump on this vehicle and does not require one and recommends the Hub Fire Engine vehicle as more suitable for its purposes.

Alternative 2

The Dashwood Fire Department Society does not support this alternative as they have concerns with the ability of the vehicle to deal with the steep terrain in which it will operate and the overall quality of construction and long term maintenance.

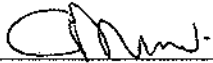
SUMMARY/CONCLUSIONS:

The Dashwood Fire Department has advised staff that on the basis of a request for proposals from two vendors for tanker vehicles, they recommend a purchase from Hub Fire Engines. The Hub Fire Engine vehicle is slightly more expensive but better meets the desired specifications. The vehicle will be located at the new Meadowood Fire Hall and will service some very steep terrain – the heavier axle weights offered with the Hub vehicle are considered more suitable for this purpose. Staff recommend approving the purchase from Hub Fire Engines.

RECOMMENDATION:

That Hub Fire Engines be awarded the supply of a 2008 Freightliner M2 fire tanker vehicle at a cost of \$149,853 plus taxes for the Dashwood Fire Department – Meadowood Firehall.


Report Writer


C.A.O. Concurrence

COMMENTS:



RDN	
CAO	CMF&IS
GMDS	GMR&PS
GMES	GMFS
SEP 04 2007	
SMCA	
CHAIR	BOARD
Sept 04	

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: August 28, 2007

FROM: Paul Thompson
Manager, Long Range Planning

FILE: 6780 30 RGS

SUBJECT: Consultation Plan for the Regional Growth Strategy Review

PURPOSE

This report presents a proposed consultation plan for the Regional Growth Strategy Review and requests approval for the plan from the RDN Board.

BACKGROUND

As outlined in the report to the Committee of the Whole at its March 13, 2007 meeting, a consultant was hired to assist staff in developing a consultation plan for the Regional Growth Strategy Review.

In accordance with the Work Plan that was approved by the Board on March 27, 2007, the consultation plan has two main goals of maximizing opportunities for public involvement and facilitating discussion on growth strategy improvements. The consultant was requested to develop a consultation plan that meets the requirements of the *Local Government Act* and the RDN policy on public consultation as well as meet the following objectives:

- Advance understanding and participation in progressing towards a more sustainable region;
- Reinvigorate interest among citizens, the private and voluntary sector and governments in long range regional growth management; and,
- Raise awareness about the Regional Growth Strategy as a tool for advancing sustainability.

A draft consultation plan has been developed for the RGS Review and now staff are requesting approval from the Board.

PROPOSED CONSULTATION PLAN

The consultation plan stresses engagement and effective communications and includes innovative ways to raise awareness of the RGS review and to encourage broad public participation in the review process. A key concept of the consultation plan is that you can't expect the people you wish to communicate with to come to you; you have to go to them.

The consultation plan includes details on who, when and how to consult such that the following core objectives are met:

1. Raise the profile of the process (mainly through communications activities connected with Education and Awareness activities)
2. Get more and different people involved so that ideas and energy in the process increase (refers specifically to engaging people who wouldn't usually participate)

A third and complementary objective is to give those who wish to take a stronger interest and give more meaningful input the opportunity to do so. Charting the future of the region is something that can and

should engage the energy and ideas of many of the RDN's residents and stakeholders, and the consultation plan allows for this to happen.

The consultation plan also takes into account the studies and analyses underway that will heavily influence the review process. Some participants will dig deep into these and will want to comment on the findings and data, while most others will stay at a more shallow level of understanding and comment. Critically, the RDN can learn and benefit from both types of input to the review so the plan allows for both breadth and depth of engagement.

With respect to activities, the consultation plan includes both broad activities to raise awareness and general participation, and deep activities to allow for more meaningful input from those who wish to provide it. These two overall strategies are complementary, will help achieve the three main objectives, will combine to make the consultation meaningful for citizens, and useful to the review as it is completed.

Broad strategies include creating a brand for the consultation, web strategy, paid and/or earned media, posters and post cards that raise awareness of the studies to date and the questions that remain, youth outreach, peer-to-peer outreach, etc.

Deep strategies focus first on the creation of a web log (blog) where RDN staff can interact with concerned members of the public as awareness of the RGS review builds. This requires staff time but can be an excellent way to identify themes and issues that are contentious or need further review.

A second "deep strategy" relies on the holding of two focused workshops that follow the initial consultations. These will be dialogue style workshops where issues that are "hot" or difficult to resolve can be discussed in depth by people with different view points such that directions for these issues emerge.

ALTERNATIVES

1. That the RDN approve the attached Consultation Plan for the Regional Growth Strategy Review.
2. That the RDN not approve the attached Consultation Plan for the Regional Growth Strategy Review and provide further direction for staff.

FINANCIAL IMPLICATIONS

For 2007, the Regional Growth Management Service budget includes funds to cover expenses for anticipated activities related to consultation for the Regional Growth Strategy Review. These monies will cover the costs of consultants, printing, advertising, and public events. The costs of consultation related activities to take place in 2008 will need to be approved in the 2008 Regional Growth Management Service budget.

GROWTH MANAGEMENT IMPLICATIONS

The consultation plan will result in a stronger Regional Growth Strategy, and ultimately, a RGS that better provides for the achievement of the vision for a sustainable region.

PUBLIC CONSULTATION IMPLICATIONS

The proposed consultation plan meets the requirements of the *Local Government Act* and the Board policy on *A Coordinated Public Consultation/Communication Framework*.

The *Local Government Act* requires the Board to adopt a consultation plan outlining how it intends to consult with citizens, affected local governments, first nations, school district boards, the Province and

federal governments and agencies. Section 855 of the *Local Government Act* outlines the process for consultation during the development of a regional growth strategy:

- (1) During the development of a regional growth strategy,
 - a) the proposing board must provide an opportunity for consultation with persons, organizations and authorities who the Board considers will be affected by the regional growth strategy, and
 - b) the board and the affected local governments must make all reasonable efforts to reach agreement on a proposed strategy.

- (2) For purposes of subsection (1) (a), as soon as possible after the initiation of a regional growth strategy, the Board must adopt a consultation plan that, in the opinion of the Board, provides for early and ongoing consultation with, at a minimum,
 - a) its citizens,
 - b) affected local governments,
 - c) first nations,
 - d) school district boards, greater boards and improvement district boards, and
 - e) the Provincial and federal governments and their agencies.

As well, the consultation plan is consistent with the Board Policy on *A Coordinated Public Consultation/Communication Framework*. This policy requires that the Regional District develop new and innovative approaches to keep the community involved and informed.

CONCLUSION/SUMMARY

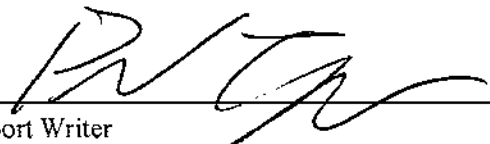
The traditional public consultation methods are not working so a new approach is needed. A key concept of the consultation plan is that you can't expect the people you wish to communicate with to come to you, you have to go to them.

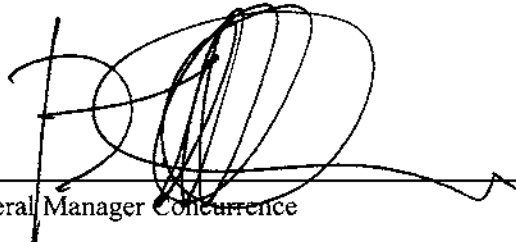
Staff are proposing a consultation plan for the Regional Growth Strategy Review that is aimed at increasing awareness of the Regional Growth Strategy and encouraging public participation in the review process. The consultation plan has three objectives: raise the profile of the process; get more and different people involved; and, provide opportunities for greater involvement.


RECOMMENDATION

That the Regional District of Nanaimo:

1. Approve the proposed consultation plan as outlined in Attachment 1 titled A Consultation Plan for the Regional Growth Strategy Review.


Report Writer


General Manager Concurrence


CAO Concurrence

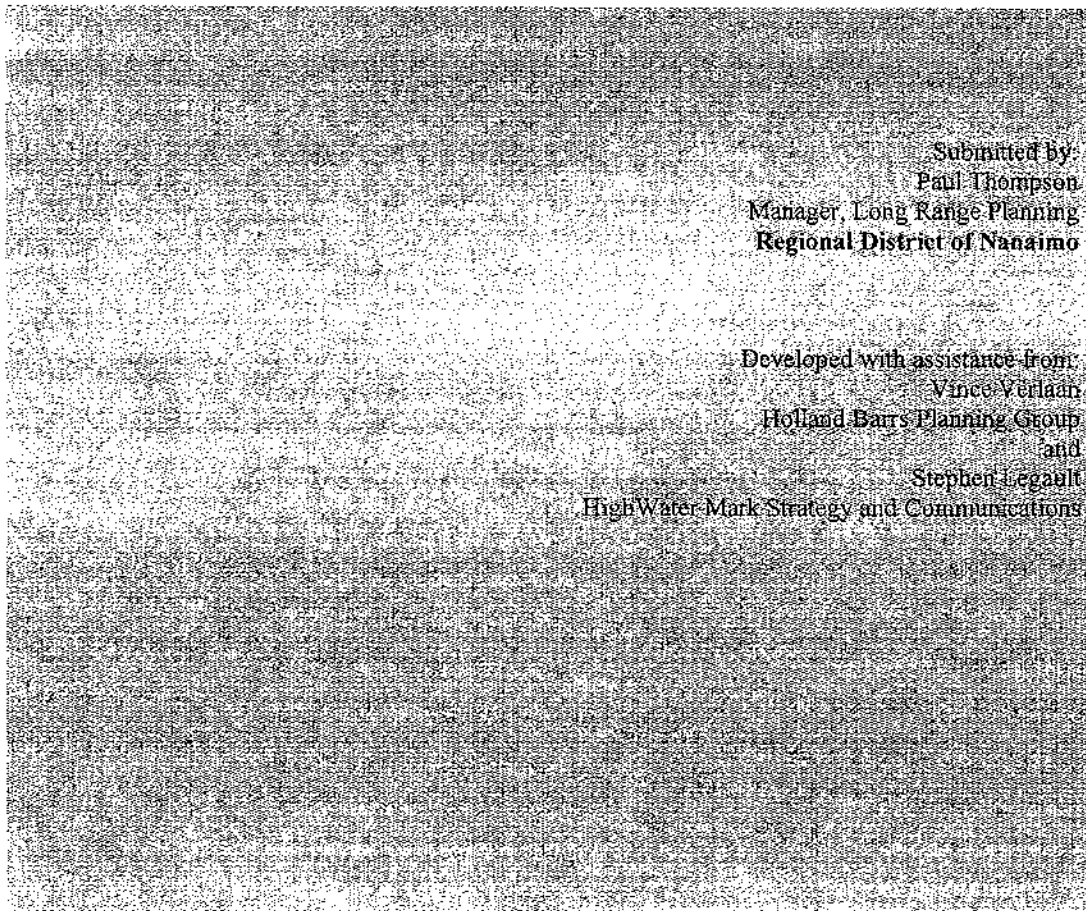
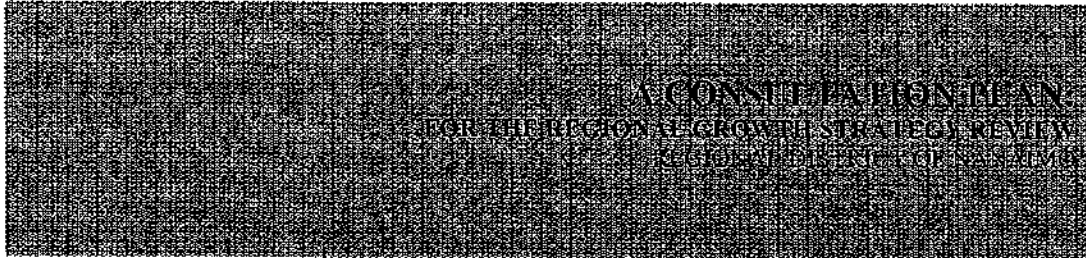


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Framing The Strategic Challenge

The Regional District of Nanaimo has recently completed a strategic plan for 2006-2009 that sets out a vision for the region:

In the year 2030, the Regional District of Nanaimo is a socially, economically and environmentally healthy region, where residents meet their needs without compromising the ability of future generations to do the same.

This strategic plan specifically references the Regional Growth Strategy (RGS) and recognizes that growth management is one of the most important aspects of building more sustainable communities. The RDN has also undertaken a State of Sustainability Project that will include recommendations specific to the RGS.

In a time of growing concern about all aspects of sustainability and liveability, and with various pressures coming from demographic shifts and economic growth, the RDN is undertaking a review of one of its key policy levers, the Regional Growth Strategy.

The purpose of the review is to answer this question:

What, if any, changes should be made to the RGS to better support the Regional District's goals, policies and actions regarding its vision for a sustainable region?

The RDN recognizes that it cannot and should not attempt to answer this question on its own, and that it needs extensive public and stakeholder input to help answer it.

A consultation plan is required (stressing **engagement** and effective **communications**) that includes innovative ways to raise awareness of the RGS review and to encourage broad public participation in the review process. This is critical because in the past only a narrow segment of the population has participated and some groups and individuals felt their input was not wanted or well-used.

The consultation plan should creatively address these concerns, such that the governance function of the RDN is strengthened, as is public perception of how the RDN carries out its governance responsibilities. As well, the quality and credibility of the revised RGS and public support for it will be greatly improved by a high-quality consultation process that reaches and meaningfully engages diverse audiences.

The consultation plan should include details on who, when and how to consult such that the following core objectives are met:

1. Raise the profile of the process (mainly through **communications** activities connected with Education and Awareness activities)
2. Get more and different people involved so that ideas and energy in the process increase (refers specifically to **engaging** people who wouldn't usually participate)

A third and complementary objective would be to give those who wish to take a stronger interest and give more meaningful input the opportunity to do so. Charting the future of the region is something that can and should **engage** the energy and ideas of many of the RDN's residents and stakeholders, and the consultation plan must allow for this to happen.

A final factor to consider is that the issues the RGS review will address are not simple, and there are several studies and analyses underway that will heavily influence the review process.

Some participants will dig deep into these and will want to comment on the findings and data, while most others will stay at a more shallow level of understanding and comment. Critically, the RDN can learn and benefit from both types of input to the review so the consultation must allow for both breadth and depth of engagement.

This consultation plan is designed to meet these objectives.

Principles of the Engagement Plan

The key to planning an effective consultation process that suits the RDN's needs and the regional situation is to develop a **container** for the desired discussion and for the overall process.

A container provides a clear boundary for the discussions that will occur, gives the RDN and participants confidence that the process has integrity both in scope and timing, and holds a defined space open for the mixing of various "ingredients" (ideas, information, energy) that will emerge.

In this case, the overall container for consultation has been outlined in the Regional Growth Strategy Review Work Plan which lays out the overall review process in four phases (preparation, assessment, consultation, amendment). The consultation plan described below integrates with other elements of the RGS review and ensures that people understand when they can comment and participate, and how their input is being used to advance the review process.

Early involvement is key to the credibility of this process and our consultation activities must engage people fairly early. That is why an early launch of the brand for this consultation and early awareness raising is recommended.

Diversity of participation is also key to the strategy. Non-traditional consultation activities (e.g. peer-to-peer outreach, youth outreach, web blog, earned media, etc.) focused on youth as well as a wide variety of other community groups with strong networks and interests in growth issues will ensure cost-effective and wide ranging participation.

The next critical point is the use of **questions** to invite participation and engagement. The topics identified in the "Challenges and Opportunities" background report will be used as a basis for questions to be used in consultation activities such as the discussion paper, surveys, outreach sessions or "hot-topic" workshops.

Emergence is another critical term. We do not know exactly what is going to come from the various groups and individuals who respond to the communications (branding) elements and activities that are combined with engaging questions and rich information. That is where the energy, excitement and creativity come from in such a process. We have to be prepared to learn from and respond thoughtfully to the input received. The consultation plan allows for a thoughtful response to what emerges from outreach and engagement (especially through the blog, the hot-topic workshops, and the revisions to discussion papers).

With respect to activities, the consultation should go **broad** to raise awareness and general participation, and also go **deep** to allow for more meaningful input from those who wish to provide it. These two overall strategies are complementary, will help achieve the three main objectives, will combine to make the consultation meaningful for citizens, and useful to the review as it is completed.

Broad strategies include creating a brand for the consultation, web strategy, paid and/or earned media, posters and post cards that raise awareness of the studies to date and the questions that remain, youth outreach, peer-to-peer outreach, etc.

Deep strategies focus first on the creation of a web log (blog) where RDN staff can interact with concerned members of the public as awareness of the RGS review builds. This requires

staff time but can be an excellent way to identify themes and issues that are contentious or need further review.

A second “deep strategy” relies on the holding of two focused workshops that follow the initial consultations. These will be dialogue style workshops where issues that are “hot” or difficult to resolve can be discussed in depth by people with different view points such that directions for these issues emerge.

The workshops will allow for time to review what’s been learned and resolved to date, a challenging focus question that invites thoughtful comment, and a process/format like Open Space which allows all in attendance to contribute to some new ideas for moving forward. The workshops will also raise the profile of the consultation.

Proposed Activities

Communications Activities

As referenced previously in Section 1, the consultation plan should aim to enhance the RDN's communications with its constituents in two key ways:

- 1) reach a new demographic with news that a review of the regional growth strategy is about to take place; and,
- 2) increase the level of meaningful engagement that the citizenry undertakes in the review of the RGS.

To address the first challenge, the following is proposed to address the strategic questions:

1) Which demographics does the RDN wish to reach?

The RDN wants to reach both a broad, and a message specific audience within the region. It is recommended that:

The RDN set measurable, realistic goals for the number of members of the public who participate in the upcoming review of the growth management strategy. For the RGS review, a participation goal of 250 members from the general public, in addition to those members of the public who self identify with well known public interest, business or community organizations is recommended.

To reach segments of the community that do not normally get involved in high level planning processes, there should be a focus on the following four demographic groups:

- Young families
- Visible Minorities¹ and Immigrants²
- Small Business Owner/Operators
- Students – both high school and College/University

These four demographic groups have been selected because they are typically underrepresented in public consultation settings, can have diverse political viewpoints, and can easily be approached with simple communications tools.

2) What are the barriers to reaching them?

The perceived barriers³ to reaching each demographic subgroup are:

¹ According to the 2001 NRD Census Profile, the RDN has a higher than average number of Southeast Asian, Japanese and Black persons, and average numbers of South Asian and Latin American persons and lower than average numbers of Chinese persons in the region. On total, however, only 5% of the RDN population are visible minorities, compared to the provincial average of 22%.

Source data: <http://www.bcstats.gov.bc.ca/data/cen01/profiles/59021000.pdf>

² The English speaking countries of the United Kingdom, the United States, Germany and the Netherlands make up the majority of the RDN's immigrant population. This will ease the facilitation of outreach to these groups.

³ The barriers are perceived because with detailed research, including focus group testing and statistically valid survey work, it is impossible to say with 100% certainty what barriers actually exist when trying to communicate with, or create a desired behaviour in any population or demographic.

- 1) Lifestyle issues – young families and small business owner/operators frequently describe themselves as too busy to take part in evening meetings, weekend planning sessions, or are working during day-time opportunities.
- 2) Language barriers – immigrants often have language barriers that prevent them from participating. Cultural barriers may sometimes exist.
- 3) In addition to these demographically specific barriers, general barriers also exist:
 - a) Some people are unclear as to the relevance of the RDN in their day-to-day lives.
 - b) Some people believe that decisions made at the Regional District level will be ignored by individual municipalities.
 - c) There is a systemic barrier that exists in the planning process where citizens do not believe that their concerns and points of view will be valued, or that decisions have already been made.
 - d) There is also a common challenge in recruiting citizens to planning forums and reviews: people respond to crisis, not forward looking opportunities for input.

3) What tools does the RDN need to develop/adopt to reach them? What media (all forms, paid and/or earned) are best for each target demographic?

A fundamental shift is needed to both broaden and deepen the level of participation in the RGS review: rather than holding one large town hall meeting, develop teams and materials that can be used to reach target demographics where they work, live and recreate.

The proposed approach is based on the premise that you can't expect the people you wish to communicate with to come to you, you have to go to them.

To reach the desired targets for public participation in the upcoming review of the Regional Growth Strategy, the following methods will be used:

- 1) A paid media strategy that delivers repeat messages to large audiences for low cost:
 - a) Production and placement of quarter page ads in daily and weekly newspaper (three are included in the budget). These ads should be simple, uncluttered and pithy. The ads should be run weekly for 6 weeks, leading up to and during the Regional Growth Strategy review. Their principle purpose would be to direct views to the online information and survey for the RGS.
 - b) Production and delivery of postcards to the 57,000 households (using Canada Post) in the RDN who accept unaddressed letter mail. These cards would use the same brand and look as the ads, and would direct views to the web site and survey.
- 2) A web strategy that includes:
 - i) An online source for all Regional Growth Strategy related news, input and community outreach that is easier to find than the current RDN web site. This would include an updating of the information on the RGS section of the site, and

the addition of a comment section and online survey⁴ that allows visitors to provide feedback on the RGS. This source should have separate branding, an a unique URL such as www.futureRDN.ca.

- ii) The development of an online community BLOG (an interactive web log) where members of the Board of Directors are invited to submit their opinions and ideas on the review process, and the community is encouraged to comment.
 - iii) Opportunities for earned media – investigate and take advantage of newsworthiness of trying new ways to consult with community.
 - iv) Use of peer networking tools such as Facebook⁵ to reach young members of the community. The key activity would be the creation of a “group” that focuses on the RGS, and the collection of “members” who can be notified about activities and opportunities at the www.futureRDN.ca website.
 - v) Email blasts to names/emails collected through the RDN web site.
- 3) A small group and peer-to-peer strategy that includes:
- i) Directing RDN staff, Board members and others to approach known community organizations, the Chamber of Commerce, schools, clubs, churches, seniors centres, downtown business associations etc to reach target demographics where they spend their time, rather than relying on them to attend public meetings. A 15 slide power point presentation will be created to be used by RDN staff or Board members, and a feedback form will be developed to solicit meaningful responses from the community. Simple cards (same as those delivered in to households) will be printed directing people to the RDN RGS web site, rather than the production of large booklets and brochures.
 - ii) The cards will be used as peer-to-peer social marketing tools, where members of the community who are reached through the above strategy are asked / challenged to invite their families, friends and business associates to visit the web site, read the BLOG and provide input.
- 4) A youth outreach strategy that includes:
- i) Creation of a small (2-3 person) youth (ages 13-25) outreach team who can do outreach to other youth in the RDN over a 2-3 month period.
 - ii) Development of a similar presentation to the one used in the peer-to-peer strategy that is geared towards youth, and includes a strong interactive component.
 - iii) Development of a plan that targets youth where they learn, and recreate. In the former, developing the program in a way that it synchronizes with key educational criteria and curriculum, such as high school classes such as Career and Social Studies, Grade 10 Planning classes, or Grade 9 Social Studies, and

⁴ There are numerous online survey tools. Survey Monkey is among the most versatile and cost effective. <http://www.surveymonkey.com>.

⁵ Facebook is a social networking tool that reaches millions of people around the world, and is wildly popular with high school and college aged persons. A Facebook group focused on the RDN Growth Management Strategy could be created, and people in the community could be encouraged to join the group. Information on RDN RGS public participation opportunities could be pushed out to this group.

students at Malaspina University Collage. In the latter, it means linking in with other outreach opportunities such as youth fares, boys and girls clubs, and the Nanaimo Youth Centre.

- 5) Once contact has been made, what behaviour/action does the RDN want the individuals reached to take? What are the steps a citizen might take in order to engage more meaningfully in the Growth Management Strategy review?

The Ladder of Engagement for the RDN RGS Review

Citizens become increasingly involved in the review by taking the following steps:

- 3) Tell their friends and encourage them to get involved
- 2) Provide input into the strategy through one of the following means:
 - At a public meeting
 - At a small group session and/or on a feedback form
 - On the RDN web site
- 1) Become aware of the RDN Growth Management Strategy Review, as measured by number of visits to the RDN web site



1. Your point of view counts. Now is the time to have your say in the future of your region.
2. We share a region: we share an opportunity. Make your voice heard.

Dialogue Activities

Beside the opportunities for discussion at outreach events (peer-to peer, and youth oriented) and through the blog, the major opportunity for meaningful dialogue with concerned citizens will come through 2 “hot-topic” workshops near the end of the consultation.

This timing makes sense because it shows the RDN has been listening to what people have been saying matters, because the topics remaining at that point of the consultation will indeed be the ones that need further discussion, and because the events themselves will raise the profile of the consultation.

Finally, using a “generative dialogue” format tweaked to the local community issues, this will be a responsive event that will generate new ideas for the RGS review and will contribute substantially to the quality of the recommendations in the final report, as well as to public support for it.

Details of the workshop formats will be finalized during the fall as issues and answers emerge.

⁶ These message sets should be tested with a cross-section of the community (5-8 people) before use in any media.

4. Proposed Workplan

<u>Item</u>	<u>Purpose</u>	<u>Timing</u>	<u>Lead</u>	<u>Second</u>	<u>Costs</u>
Clarify outreach messages, strategies, tools, timing - Develop questions for Survey Monkey - coordinate with Education and Awareness campaign	Integrate team and new information - discussion paper prep continues	Sep	RDN	Consultant	\$2,500
Develop paid advertising creative (campaign brand)	For print media, postcards, poster	Sep	Consultant	RDN	\$1,000
Mock up paid advertising creative/prep for newspapers	Will also support postal walk	Sep	Designer	Consultant	\$1,850
Develop content for branded website (secure the URL)	Sharing of info/papers, calendar	Sep	RDN	Consultant	\$1,550
Contractor for expanded web page design - Include Survey Monkey feature	Design invites variety of participation	Sep	Designer	RDN	\$2,500
Develop 15 slide ppt on "hot issues" in RGS Review	For delivery in peer-to-peer sessions	Sep	RDN	Consultant	\$750
Identify, recruit and train 2-4 youth (under 25)	To lead the youth outreach strategy	Oct	RDN	Consultant	\$660
Incorporate BLOG - secure 3 writers from RDN	Will post during outreach phase	Oct	Designer	RDN	\$660
Identify 12-15 groups for targeted peer-to-peer consult	RDN staff/directors will do outreach	Nov	RDN	Consultant	\$330
Youth outreach team preps presentation; books dates	Youth outreach team gets underway	Nov	YOT	RDN	\$1,000
Test media messages w/ target audiences (5-8 people)	Informal way of testing messages	Nov	RDN	Consultant	\$800

Finalize discussion papers, list of questions, ppt	Core of the engagement strategy	Dec	RDN	Consultant	\$2,500
Online strategy fully implemented; e-mail blasts	Website live w/ brand; start outreach	Dec	RDN		
Run paid media for 5-6 consecutive weeks	Builds awareness; earned media	J-F	RDN		\$5,500
Drop post cards in mail; do targeted postering	Drive traffic to website, blog, events	Jan	RDN		\$5,000
Youth team executes outreach strategy	Drive traffic to website, blog, events	J-F	YOT		\$3,000
Peer-to-peer outreach team executes strategy	Drive traffic to website, blog, events	J-F	RDN		\$1,500
Advertise, design, and hold two hot-topic workshops	Allow hot issues to be dialogued	Mar	Consultant	RDN	\$6,000
Incorporate feedback from all sources	Allows papers to be revised, posted	Apr	RDN, YOT	Consultant	\$2,500
Communications out to all who have been involved	Profiles changes made and direction	Apr	RDN	Consultant	\$400
Final call for comments from all involved	Closes the loop of engagement	Apr	RDN		
				Total	\$40,000
Draft Amendments to the RGS	New RGS document is drafted	Apr	RDN	Consultant	
Review with Board		Apr	RDN		
1 st and 2 nd reading of bylaw		May	RDN		
Public Information Meetings		June	RDN	Consultant	
Public Hearing		June	RDN		
Referral of Bylaw		July	RDN		
3 rd Reading and Adoption		Aug-Sept	RDN		

Project Participants

The Growth Management Plan Review is a multi-disciplinary, multi-jurisdictional project. Consequently many different agencies may be asked to participate and contribute their expertise, as outlined below:

Category	Member
The Public	<ul style="list-style-type: none"> ▪ City of Nanaimo residents and property owners ▪ City of Parksville residents and property owners ▪ Town of Qualicum Beach residents and property owners ▪ District of Lantzville residents and property owners ▪ Electoral Area residents and property owners
Regional District of Nanaimo	<ul style="list-style-type: none"> ▪ Corporate Administration Services ▪ Transportation Services ▪ Parks and Recreation Services ▪ Finance and Administration Services ▪ Development Services ▪ Environmental Services
Local Government	<ul style="list-style-type: none"> ▪ City of Nanaimo ▪ City of Parksville ▪ Town of Qualicum Beach ▪ District of Lantzville
Adjacent Local Government	<ul style="list-style-type: none"> ▪ Alberni-Clayquot Regional District ▪ Comox Strathcona Regional District ▪ Cowichan Valley Regional District
Category (cont.)	Member (cont.)
Provincial Government	<ul style="list-style-type: none"> ▪ Ministry of Community Services ▪ Ministry of Environment ▪ Ministry of Energy and Mines ▪ Ministry of Agriculture ▪ Ministry of Transportation ▪ Ministry of Forests and Range ▪ Agricultural Land Commission
Federal Government	<ul style="list-style-type: none"> ▪ Fisheries and Oceans Canada ▪ Environment Canada

Consultation with the Intergovernmental Advisory Committee (IAC) will occur throughout the project. Informal Committee meetings will be scheduled on a monthly basis throughout the lifetime of the project. Regional District Development Services Department staff will be available to report on the status of the project components, to answer questions, and to discuss potential concerns before issues arise. The IAC membership includes staff from the Regional District and its member municipalities. It also includes staff from a range of provincial ministries that have mandates related to the Growth Management Plan.



RDN	
CAO	GMF&IS
GMDS	GMR&PS
GMES	GMTS
AUG 28 2007	
SMCA	
CHAIR	BOARD
Sept 10 2007	

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: August 31, 2007

FROM: Paul Thompson
Manager of Long Range Planning

FILE: 6780 30 SOS

SUBJECT: Sustainability Project – Workshop Report for Creating our Sustainable Future Workshop

PURPOSE

The purpose of this report is to present the Workshop Report from the Saturday, May 5th, 2007, Creating Our Sustainable Future Workshop.

BACKGROUND

The Workshop Report for the Saturday, May 5th, 2007, Creating Our Sustainable Future Workshop is provided for consideration (see Appendix 1). The Regional Growth Monitoring Advisory Committee (RGMAC) guided the development of the Workshop Report through discussion during its June 27th, 2007 meeting and subsequent follow-up review via email.

On Saturday, May 5th, 2007, approximately 100 residents participated in a Sustainability Workshop hosted by the Regional District of Nanaimo (RDN). The main purpose of the workshop was to ascertain the views of workshop participants on what we as a region we should be doing to make our region more sustainable. The aim of the workshop was to identify the priorities for action for individuals, governments, businesses and community groups.

The workshop was divided into two parts. The first part in the morning consisted of a series of presentations that set the context for the discussions on sustainability that were to follow in the afternoon. The second part provided the opportunity for workshop participants to express their views on the actions needed to improve sustainability in the region.

Participant feedback was solicited using three different methods. The first was through small group discussions about different aspects of sustainability. The second opportunity to provide feedback had participants identify the types of political actions that they would support. The third opportunity for feedback had participants make a personal commitment to undertake actions to make the region more sustainable.

The Sustainability Workshop is the fourth of seven components of the State of Sustainability Project approved by the Board on January 13th, 2003. 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. The seven key components of the project are: [1] a public event to discuss what sustainability means in the context of the Nanaimo region; [2] review, refinement and confirmation of a set of indicators or measures of sustainability; [3] a report that documents the sustainability of the Nanaimo region, based

on the chosen sustainability indicators; [4] a public event to discuss the results of that report; [5] a report that provides ideas about how the sustainability of the region can be improved [6] the development and implementation of a regional sustainability awards program and [7] citizen committee involvement in the first six deliverables.

The workshop report provides a summary of the results of the small group discussions and the commitments to sustainability made by workshop participants. The Regional Growth Monitoring Advisory Committee will use the report as a source of information in its work to identify how sustainability of the region can be improved.

ALTERNATIVES

1. Receive the Workshop Report for the Saturday, May 5th, 2007 Sustainability Workshop.
2. Receive the Workshop Report for the Saturday, May 5th, 2007 Sustainability Workshop and request additional information about a specific topic related to the Workshop or the State of Sustainability Project.

FINANCIAL IMPLICATIONS

Receipt of the Workshop Report for the Saturday, May 5th, 2007 Sustainability Workshop has no financial implications.

The Regional Growth Management Services 2007 budget provides for the components of the State of Sustainability Project that are to be undertaken in 2007. The allocation of resources to act on the recommendations in the final report must be considered as a part of the approval of budgets in future years.

GROWTH MANAGEMENT IMPLICATIONS

Participant feedback received at the Sustainability Workshop indicates that there is a high degree of enthusiasm and support for initiatives designed to enhance the sustainability of the region, such as the Regional Growth Strategy.

The Workshop Report for the Saturday, May 5th, 2007 Sustainability Workshop provides information that will be useful in the development of a report on how to make the region more sustainable. The RGMAC will be using the comments recorded at the workshop and the results of the State of Sustainability Report to develop a report that includes recommendations on how to advance sustainability in the region. This report will provide information that will have implications for the Regional Growth Strategy Review.

PUBLIC CONSULTATION IMPLICATIONS

Participant evaluation form feedback for the Sustainability Workshop indicates that the event was successful in achieving its objectives of raising public awareness about sustainability and providing an opportunity for the public to share their perspectives about the sustainability of the region. Participants indicated that they found the workshop to be useful with respect to its content, format and opportunity for interaction.

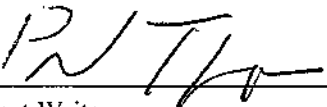
It would appear that workshops are a successful method of raising public awareness and providing an opportunity for residents to discuss their perspectives about a particular topic.

SUMMARY


The Workshop Report for the Saturday, May 5th, 2007 Sustainability Workshop is provided for consideration (*see separate enclosure*). It documents the fifth of seven deliverables of the State of Sustainability Project approved by the Board on January 13th, 2003. The RGMAC will use the results of the workshop as a source of information for its work on developing a set of recommendations on how sustainability of the region can be improved.

RECOMMENDATIONS

1. That the Workshop Report for the Saturday, May 5th, 2007 Sustainability Workshop be received.



Report Writer



General Manager Concurrence



CAO Concurrence

Appendix I. Workshop Report for Saturday, May 5th, 2007 Creating Our Sustainable Future Workshop



**REGIONAL
DISTRICT
OF NANAIMO**

Workshop Report

for Saturday, May 5th, 2007

**CREATING OUR SUSTAINABLE
FUTURE**

WORKSHOP

August 31st, 2007

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Executive Summary

On Saturday, May 5th, 2007, approximately 100 residents participated in a Sustainability Workshop hosted by the Regional District of Nanaimo (RDN). The main purpose of the workshop was to ascertain the views of workshop participants on what we as a region should be doing to make our region more sustainable. The aim of the workshop was to identify the priorities for action for individuals, governments, businesses and community groups.

The workshop was divided into two parts. The first part in the morning consisted of a series of presentations that set the context for the discussions on sustainability that were to follow in the afternoon. The second part provided the opportunity for workshop participants to express their views on the actions needed to improve sustainability in the region.

Participant feedback was solicited using three different methods. The first was through small group discussions about different aspects of sustainability. The second opportunity to provide feedback had participants identify the types of political actions that they would support. The third opportunity for feedback had participants make a personal commitment to undertake actions to make the region more sustainable.

Numerous comments and suggestions came out of the small group discussions. Some of the comments that were heard in all of the small group discussions related to a need for more education and awareness on improving sustainability in the region. Also, all of the tools available should be used to become more sustainable including incentives, disincentives, regulations, education and marketing. Workshop participants generally supported the need to contain urban sprawl, create complete communities, protect resource lands and develop new energy systems from renewable/sustainable sources. Much of the discussion on the economy focused on food security and the need to preserve farmland and support local producers. As well, there is a need to provide more and better training and further diversification of the economy to make it more sustainable.

The following is a list of the ten most frequently mentioned supportable political actions as stated by workshop participants:

1. Adopt Green Building Code practices.
2. Develop a better transit system that has reliable routes and responds to the community's needs.
3. Keep Agricultural Land Reserve (ALR) land for farms.
4. Preserve the Urban Containment Boundary.
5. Support local food production.
6. Increase densities in urban areas.
7. Reduce water consumption - set targets.
8. Increase user charges for those who consume more fuel, sewer, energy, garbage.
9. Increase water use charges
10. Community Plans that include downzoning of rural lands to encourage development in the nodes.

The following is a list of the personal actions that workshop participants mentioned most frequently.

1. Drive less. Commit to not driving the car 1 day per month or week.
2. Use less water.
3. Grow own vegetables/food.
4. Ride bike and walk more.
5. Use Public Transit.
6. Buy locally grown food (e.g. 100 mile diet).
7. Buy local and support local businesses.
8. Educate others about sustainability.
9. Use less electricity and energy.
10. Compost.

The Regional Growth Monitoring Advisory Committee will use the information received at the Sustainability Workshop to develop a report on how sustainability of the region can be improved.

Introduction

On Saturday, May 5th, 2007, approximately 100 residents participated in a sustainability workshop hosted by the Regional District of Nanaimo. The title of the workshop was Creating Our Sustainable Future. The workshop was the fourth of six components of the State of Sustainability Project. The 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. The six Project components are: [1] a public event to discuss what sustainability means in the context of the Nanaimo region¹; [2] selection of a set of indicators or measures of sustainability²; [3] a report that documents the sustainability of the Nanaimo region, based on the chosen sustainability indicators³; [4] a public event to discuss the results of that report; [5] a report that provides ideas about how the sustainability of the region can be improved; and [6] the development and implementation of a regional sustainability awards program.

The State of Sustainability Project is being guided by an advisory committee appointed by the Regional District of Nanaimo Board. The Regional Growth Monitoring Advisory Committee (RGMAC), has been invaluable in providing advice and comments on all aspects of the Project including the Creating Our Sustainable Future workshop.

Anita Wolfe (Environment for Change) and Mark Holland (Holland Barrs Planning Group) co-facilitated the workshop for the Regional District. Regional District staff and RGMAC members assisted with organizing the workshop and served as small group facilitators for discussions that took place in the afternoon.

Approximately 100 residents from throughout the region (*see Appendix 2*) participated in the Workshop. Any resident in the region was welcome to attend the event. Residents were informed about the event through six newspaper advertisements, advertisements on Shaw Cable, information posted on the RDN web site, the Regional Perspectives newsletter, and letters sent to over 250 different individuals and organizations with roles, responsibilities and interests related to sustainability.

This report provides a summary of the results of the small group discussions and the commitments to sustainability made by workshop participants. The Regional Growth Monitoring Advisory Committee will use the report as a source of information in its work to identify how sustainability of the region can be improved.

¹ The first Sustainability Workshop was held on Saturday, April 3rd, 2004. A report that documents the results of this workshop was prepared and published in May 2004.

² The RDN Board approved a set of sustainability indicators for use in the Sustainability Report in January of 2005.

³ *Prospering Today, Protecting Tomorrow: The State of Sustainability of the Regional District of Nanaimo* was accepted by the RDN Board of Directors in November 2006. Twenty-two characteristics of a sustainable RDN are described in this report. The report outlines where we are doing well, where we are on the right (or wrong) track, and where we need improvement.

Purpose

The main purpose of the workshop was to ascertain the views of workshop participants on what we as a region should be doing to make our region more sustainable. The aim of the workshop was to identify the priorities for action for individuals, governments, businesses and community groups. The results of the workshop will be used by the RGMAC to develop component number five of the State of Sustainability Project which is a report on how to improve sustainability in the region.

Workshop Agenda

The workshop was divided into two parts. The first part in the morning consisted of a series of presentations that set the context for the discussions on sustainability that were to follow in the afternoon. The second part provided the opportunity for workshop participants to express their views on the actions needed to improve sustainability in the region.

The day started with Director Joe Stanhope (Chair, Regional District of Nanaimo Board) delivering a welcoming address. This was followed by Anita Wolfe providing an overview of the agenda for the workshop and describing the ground rules for the day. Mark Holland then led the group in a visioning exercise to get people focused on thinking about sustainability.

The first presentation was on the sustainability initiatives in which the RDN was currently involved. Joe Stanhope and Carol Mason (Chief Administrative Officer, RDN) spoke about the RDN Board's 2006-2009 Strategic Plan. The Plan is titled *Leadership In Creating Sustainable Communities* and focuses on how RDN programs and projects can contribute to creating a more sustainable region.

Next, Director Bill Holdom (Chair of the Regional Growth Monitoring Advisory Committee) provided an update on the State of Sustainability Project focusing on the recently completed sustainability indicators report. He provided a summary of the results of the report highlighting where the region was doing well and where improvements are needed. Workshop participants were provided with copies of the Executive Summary of the State of Sustainability Report and with the progress reports for the social, economic and environmental sustainability characteristics.

After Bill Holdom's presentation, workshop participants were given an opportunity to reflect on what they had heard so far and to think about the sustainability of the region from a personal perspective. Participants were also asked to give some thought to the sustainability topic that they wanted to talk about later on.

The final presentation was made by Mark Holland of the Holland Barrs Planning Group on Sustainability Solutions and Locally Relevant Practices. Mr. Holland's presentation covered the key challenges facing our communities from a sustainability perspective and then provided examples of sustainability best practices in the following areas: regional growth and development, housing, transportation, water, economic development/job structure, energy and climate change, recreation, and environmental protection.

In the afternoon, each workshop participant took part in two small group discussions on two different sustainability topics. They were also asked to make a personal commitment and indicate the types of political actions that they would support. Members of the Regional Growth Monitoring Advisory Committee, supplemented by RDN staff, served as small group facilitators (*see Appendix 1*) for the small group discussions about sustainability.

A summary of the results of these discussions and the citizenship and personal commitments are provided below.⁴

Results

The primary purpose of the workshop was to get feedback from participants on how to make the region more sustainable. Participant feedback was solicited using three different methods. The first was through small group discussions about different aspects of sustainability. The second opportunity to provide feedback had participants identify the types of political actions that they would support. The third opportunity for feedback had participants make a personal commitment to undertake actions to make the region more sustainable.

Small Group Discussions

The first opportunity to provide feedback was through small group discussions modeled on the World Café conversational process. Basically, the World Café is a method for hosting conversations about questions that matter.

A total of 16 World Café discussions were held covering eleven different topics: energy, regional growth and development, transportation, water, environmental protection, housing, recreation, economics – job structure, economics – farming, economics – focus on food, and other.

The following five questions were asked in each café:

1. What are two or three core principles or values that guide our work in this area?
2. What are best practices and successes to build on?
3. What are some creative solutions and what are priorities for action?
4. Who benefits and how?
5. Key Messages

The following provides the most frequently mentioned response to each question for each of the eleven different café topics.

⁴ Complete listings of all the comments recorded at the workshop were compiled and are available upon request.

Energy

Core Principles

- Education and awareness is key
- New energy from sustainable sources
- Need to be more energy efficient

Best Practices

- Use visual to show progress or lack thereof
- Regulations
- Incentives and other methods to make shift easier

Priorities for Action

- Identify a sustainable self-sufficient energy source
- Each person must do their part

Who Benefits and How

- Community and environment

Key Messages

- Need to raise awareness and to act now

Regional Growth and Development

Core Principles

- Prevent sprawl
- Complete communities that allow aging in place
- Growth that is sustainable

Best Practices

- Implement Official Community Plans (OCP's) to ensure you get desired development

Priorities for Action

- Implement Regional Growth Strategy
- Implement policies/regulations/incentives to encourage growth inside Urban Containment Boundary (UCB) and discourage growth outside UCB
- Establish/maintain greenways networks

Who Benefits and How

- Everyone

Key Messages

- Community must be informed about the implications of not acting
- Need to ensure we get desired development

Transportation

Core Principles

- Compact complete communities to enable transportation alternatives
- An efficient public transport system

Best Practices

- Trains, light rail
- Free bus passes
- Complete compact communities

Priorities for Action

- Implement incentives, disincentives to get people out of cars
- Invest in public transit
- Implement land use plans that support walking, cycling and transit

Who Benefits and How

- Everyone but especially those who do not drive their own vehicle like children

Key Messages

- Support alternatives to the automobile

Water

Core Principles

- Should have public control of watersheds
- Need to manage sustainably
- Protect quality and quantity

Best Practices

- Use incentives
- Match quality to use

Priorities for Action

- Set goals/targets then implement through education, incentives, regulations

Who Benefits and How

- everyone

Key Messages

- water is a finite resource
- use available tools for conservation

Environmental Protection

Core Principles

- Acknowledge we are part of natural environment

Best Practices

- Education, incentives, regulations

Priorities for Action

- Set standards, educate, regulate and enforce

Who Benefits and How

- Future generations
- Quality of life, health

Key Messages

- Stop urban sprawl, maintain existing natural areas

Housing

Core Principles

- Need to provide a range of housing
- Need requirements to establish affordable housing

Best Practices

- Qualicum senior's project

Priorities for Action

- Provide affordable housing near transit and amenities

Who Benefits and How

- Elderly, homeless, whole community

Key Messages

- Maintain existing and create more affordable housing

Recreation

Core Principles

- Accessibility and proximity
- Protect and expand park system

Best Practices

- Mount Benson

Priorities for Action

- Add DL 56 to Linley Valley Park

Who Benefits and How

- Good for economy, quality of life and personal health

Key Messages

- No user fees for public parks

Economics – Job Structure

Core Principles

- Everyone deserves a dignified job
- Need to keep our youth here
- Employment practices must be fair to labour entrants
- Labour market conditions reflect our economic structure which is currently dominated by the retail service sector and the tourist industry. This encourages many low paid, often part time service jobs with no real career possibilities and has resulted in a dearth of skilled tradespersons.

Best Practices

- Apprenticeships (when they have existed)
- Trade programs at Malaspina University-College

Priorities for Action

- Retraining for entry level jobs, especially those in retail service sector earning minimum wage and with no career prospects
- Improved counseling in schools on jobs/careers
- Improve the perceived status of trades jobs including apprenticeship programs.
- Rethink trade programs to reflect current labour market conditions

Who Benefits and How

- Youth, especially those growing up here, with more rewarding work experiences
- Businesses with better trained and motivated employees
- Consumers with better service
- The community, with a better balance of unskilled, skilled and professional workers.

Key Messages

- Trades are great jobs and offer good career possibilities
- Need to attract labour to local product areas like food, wood products
- Most retail or tourism related service sector jobs are limited in scope and earning power and so cannot be the basis for a sustainable regional labour market

Economics – Farming

Core Principles

- Need to preserve farmland
- Need to support local producers

Priorities for Action

- Provide opportunities and promote buying local produce
- Provide information on how to support local farmers

Economics – Focus on Food

Core Principles

- Support local economy
- Food and water are critical for regional sustainability

Best Practices

- Maintain land base for food production

Priorities for Action

- Education and information on buying locally and growing your own food
- Provide more opportunities for people to grow their own food
- Support for green industries

Who Benefits and How

- Everyone benefits

Key Messages

- Food is essential
- Need a diverse economy with good paying jobs

Other

Core Principles

- Need to provide environment for change to happen

Priorities for Action

- Target education of youth
- Change tax system to award sustainability

Who Benefits and How

- Everyone

Support for Elected Officials

Workshop participants were asked to fill out a postcard that completed the following statement:

Dear Elected Official,

Building a sustainable community takes leadership in addressing hard decisions. I, a citizen of the region, am prepared to support you on the following hard decision(s):

The following is a list of the ten most frequently mentioned supportable political actions as stated by workshop participants:

1. Adopt Green Building Code practices.
2. Develop a better transit system that has reliable routes and responds to the community's needs.
3. Keep ALR land for farms.
4. Preserve the Urban Containment Boundary.
5. Support local food production.
6. Increase densities in urban areas.
7. Reduce water consumption - set targets.
8. Increase user charges for those who consume more fuel, sewer, energy, garbage.
9. Increase water use charges
10. Community Plans that include downzoning of rural lands to encourage development in the nodes.

Personal Sustainability Commitments

Workshop participants were asked to fill out a post card to complete the following statement:

Dear Self,

As a responsible citizen of my community I am committing to the following things in order to help my community become more sustainable:

The following is a list of the personal actions that workshop participants mentioned most frequently.

1. Drive less. Commit to not driving the car 1 day per month or week.
2. Use less water.
3. Grow own vegetables/food.
4. Ride bike and walk more.
5. Use Public Transit.
6. Buy locally grown food (e.g. 100 mile diet).
7. Buy local and support local businesses.
8. Educate others about sustainability.
9. Use less electricity and energy.
10. Compost.

Next Steps

As stated above, the results of the workshop will be used by the Regional Growth Monitoring Advisory Committee as a source of information for its work on developing a set of recommendations on how sustainability of the region can be improved. These recommendations will be included in a report that will be presented to the Board of the Regional District of Nanaimo.

Appendix I. Small Group Facilitators

The small group facilitators (World Café waiters) at the Sustainability Workshop included Regional Growth Monitoring Advisory Committee (RGMAC) members and Regional District of Nanaimo staff. The following is a list of the small group facilitators.

Deb Churko	Regional District of Nanaimo
John Finnie	Regional District of Nanaimo
Geoff Garbutt	Regional District of Nanaimo
Greg Keller	Regional District of Nanaimo
Carey McIver	Regional District of Nanaimo
Kristy Marks	Regional District of Nanaimo
Carol Mason	Regional District of Nanaimo
Angela Mays	Regional District of Nanaimo
Tom Osborne	Regional District of Nanaimo
Maureen Pearse	Regional District of Nanaimo
Nadine Schwager	Regional District of Nanaimo
Joe Stanhope, Chairperson	Regional District of Nanaimo
Norma Stumborg	Regional District of Nanaimo
Paul Thompson	Regional District of Nanaimo
Paul Thorkelsson	Regional District of Nanaimo
Douglas Anderson	Regional Growth Monitoring Advisory Committee
Director David Bartram	Regional Growth Monitoring Advisory Committee
Janet Farooq	Regional Growth Monitoring Advisory Committee
Bill Holdom, Chairperson	Regional Growth Monitoring Advisory Committee
Adele McKillop	Regional Growth Monitoring Advisory Committee
Sylvia Neden	Regional Growth Monitoring Advisory Committee
Ross Peterson	Regional Growth Monitoring Advisory Committee
Sharon Thomson	Regional Growth Monitoring Advisory Committee
Mark Holland	Holland Barrs Planning Group
Anita Wolfe	Environment for Change

Appendix 2. List of Participants

ADRIAN, Gail	Nanaimo and Area Land Trust
AVIS, Barry	Town of Qualicum Beach
BIANIC, Janit	
BERRY, Jerry	City of Nanaimo
BLAKEMAN, Andrew	Malaspina University College, International Education
BOLIN, Ron	Independent
BOLIN, Inge Dr.	Independent
BURNETT, Joe	RDN Area Director
CARPENTER, Michael	120 Pirates Lane
CARTLIDGE, Gabrielle	Independent
CATLEY, Doug	Green Party
CATLEY, Michelle	Green Party
CHRISTENSEN, Gerda	
CLARK, Ryan	
CLARK, John	
CHOONE, Yeo	
CLERMONT, Holly	
CLEMSON, Sheridan	Board of Governors – Malaspina
DEAN, Richard	Director, French Creek Residents Assoc.
DEBELLEFEVILLE, Mary	
DEVOS, Ria	Independent
DIETRICH, Brian	Independent- Representing families residing in the RDN & City of Nanaimo
EICHORST, Gudrun	Independent
REV. ELLIS, Jordan	Independent
GOURLAY, Laurie	Independent
GESELBRACHT, Michael	
FULLER, Gordon	Independent

HALFYARD, Sherry	Independent
HENDERSON	Independent
HERLE, Sandy	Mayor, City of Parksville
HOURSTON, Barb	
HUMPHRIES, Amelia	Independent
JESSEN, Michael	French Creek Residents Association & Parksville/Qualicum KAIROS
JOUBERT, Kenn	
JONES, Walt	Indp. Energy Solutions for Vancouver Is.
KAWANARA, Jacoba	
KENNY, Sylvia	
KNIGHTON, Christina	Independent & Member of Green Party
KOFOED, Sharon	Independent
LAWRENCE, Rob	City of Nanaimo
LEFEBVRE, Councilor	City of Parksville
LETTIC, Jim	President Nanoose Property Owners and Residents Association Electoral Area E
LYSENG, Barry	Independent
MCCORD, John	Independent
MCPHERSON, Barbara	Independent
MANSON, Fred	City of Parksville, Administrator
MAURER, Wendy	Town of Qualicum Beach
MENZIES, Emily	Sierra Club
MERCER, Robert	Independent
NORTHWOOD, Roger	Independent
OSTLING, Roy	Independent
PATTJE, Fred	Independent
POLYDOROU, Paris	Malaspina College University
PATERSON, Daphne	Ind.
POTTER, Wendy	Independent
REID, David	Independent

ROBINSON, Sandy	Friends of French Creek Conservation Society
ROBINSON, Robin	Friends of French Creek Conservation Society
ROY, Anita	Independent
RUSSELL, Blaine	City of Parksville, Mgr. Current Planning
SAMBORSKI, Suzanne	Independent
SEREBRIN, Shelley	NALT
SCHELLINCK, Michael	Nanaimo Recycling Exchange
SCHIEBER, Reinhold	Independent
STANLEY, David	Independent
STERN, Cindy	Stern Sustainable Strategies Ltd.
STUBB, Dick	
STUCKENBERG, Rick, B.E.S, MCIP	Alberni Clayoquot Regional District
TRIEU, Ton	City of Parksville
TUCKER, Andrew	City of Nanaimo, Director of Planning
VAN DER HORST, Don	Consultant working with Beachcomber Marina
VAN EYNDE, Frank	Alternate Director, Area E, RDN
WHITE, Vern	Office of Jean Crowder MP (volunteer)
WICKS, Trevor	AWCS
YOUNG, Craig	Qualicum Beach Seedy Saturday Assoc.
Zarowny, Yvonne	Qualicum Beach Environment Committee



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**MEMORANDUM
Committee of the Whole**

TO: Geoff Garbutt
Manager of Current Planning

DATE: September 4, 2007

FROM: Odete Pinho
Planner, Development Services

FILE: 0230 20 SAR

SUBJECT: Request for the Use of Regional District Property
Meadow Drive/ Jingle Pot Road Parkland – Area C
Lot 11, Section 14, Range 4, Mountain Land District, Plan VIP 80079

PURPOSE

The purpose of this report is to receive the Board’s direction for the desired use of the Regional District of Nanaimo’s parkland located at Lot 11, Meadow Drive.

BACKGROUND/ HISTORY

In 2005, during the creation of the Benson Meadows subdivision, a 0.41 hectare property located at the corner of Meadow Drive and Jingle Pot Road (Lot 12) was donated by the property owner/developer to the Mountain Fire Protection Improvement District for the purpose of building a fire hall. The property was re-zoned from Rural 1 to Public 4 in 2006 to permit the use of the site for a fire hall. This parcel has since been cleared and is intended to be developed in the near future.

Neighboring Lot 11, fronting on Meadow Drive and located to the west of Lot 12, was donated by the property owner/developer to the Regional District of Nanaimo for parkland dedication in 2005 (see subject property map, Attachment 1). The parcel is 2.02 hectares in size and has an unnamed creek in the southern portion. The property is currently zoned Rural 1, which permits agricultural and residential uses. A map of the subject properties is attached.

In a letter to the Board, dated March 5th, 2007 (and received at the March 27th, 2007 meeting), from the Mountain Fire Protection Improvement District, a request has been made for the use of a portion of Regional District’s Lot 11 for the purpose of on-site training, special community events, and the option for future site expansion, at a future date. The Improvement District is responsible for fire protection and street lighting within the district’s boundaries.

In addition, a letter to the Board was received on March 27th, 2007, requesting the use of Lot 11 for the construction of a building for the Nanaimo Search and Rescue (SAR) Society operations. SAR provides rescue/recovery operational services to the area (District 68) under the Provincial Emergency Preparedness Program. SAR is currently sharing space at the RCMP offices with the City of Nanaimo and is looking for an alternate space to house their operations. SAR is a volunteer organization that is funded exclusively through community donations, fundraising and support by benefactors. SAR’s request for Lot 11 includes a site to construct a two story building that would serve as an operation base. The building would include 3 vehicle bays, approximately 691m², (345 m² on each floor) and include training areas, vehicle storage, office space, gear storage, and gear drying area. Approximately 1 hectare of land is requested for use by SAR.

RDN staff met on-site with the Mountain Fire Protection Improvement District on August 31st, 2007, and their fire department indicated that they supported the SAR use of the site, in addition to their use and parks usage. The fire department indicated that they require additional land for fire department purposes as the existing site (Lot 12 alone) is not adequate.

ALTERNATIVES

- 1) Retain the Parcel Exclusively for Parkland Use
- 2) Negotiate a Long-term Lease Agreement with Mountain Fire Protection Improvement District
- 3) Negotiate a Long-term Lease with Nanaimo Search and Rescue
- 4) Negotiate Lease Agreements to Accommodate Shared Parks, Fire Protection, Search and Rescue Uses

DISCUSSION OF ALTERNATIVES

- 1) **Retain the Parcel Exclusively for Parkland Use** – The Regional Board may decline the requests for use of the RDN property and retain the land's use principally for parkland. The Regional District of Nanaimo could still use a licensing process to permit special events and activities on this property, on an as-requested basis. This land is the only parkland dedication in the area.
- 2) **Negotiate a Long-term Lease Agreement with Mountain Fire Protection Improvement District** - The Regional District can enter into a long-term lease agreement with the Mountain Fire Protection Improvement District to provide for the use of a portion of Lot 11 for training purposes, special community events and future uses, as necessary.
- 3) **Negotiate a Long-term Lease with Search and Rescue** - The Regional District can enter into a long-term lease agreement with the Nanaimo Search and Rescue Society to provide for the use of a portion of Lot 11, for the development of a 691m² rescue/ recovery operations centre building.
- 4) **Negotiate Lease Agreements to Accommodate Shared Parks, Fire Protection, Search and Rescue Uses** - The Regional District can accommodate the requested uses by both parties under long-term lease agreements. The attached diagram illustrates a draft site plan with a proposed SAR building footprint, shared parking area, shared area for training purposes /community events and a large recreational use area example. This diagram is for illustrative purposes to show how shared uses could conceptually be accommodated by all parties (see Schedule 1).

LAND USE IMPLICATONS

The alternatives presented above pose several land use implications. Development on the property would require the following considerations:

- Any site development would require rezoning, from the current Rural One (rural residential) zone to accommodate the desired uses for the property (Public Use);
- Proposed uses must not compromise the ability of the property to be used for parkland purposes;
- Site development, would require building and site servicing plans, installation of an on-site sewage system and storm water management, potable water hook up (a well is located on the site), development of a parking area, landscaping plan, landscape installation and maintenance, hydro connection, fencing for security (requested by SAR), compliance with the Benson Meadows architectural design guidelines, architecture design costs, survey costs (to define the lease area), and legal costs (to register lease agreements on title). All site

development costs would be borne solely by the proponents and no costs would be borne by the Regional District of Nanaimo;

- The RDN has a policy to run parkland use decisions in this area by the East Wellington /Pleasant Valley Parks and Open Space Advisory Committee (POSAC). To date initial reviews (via email only) have generally been supportive of community uses on Lot 11, however the next meeting of POSAC is scheduled for September 2007 (after summer holidays).

FINANCIAL IMPLICATIONS

Arrangements to permit the use of Regional District property to external organizations generate legal costs in the form of lease area surveys and agreements registered on title. The Regional District of Nanaimo has standard lease agreements which could be utilized to accommodate the requests of both the Mountain Fire Protection Improvement District and the Nanaimo Search and Rescue. The parties to the lease agreements would be responsible for any legal review, surveying and site referencing costs associated with the preparation of lease agreements. The Regional District of Nanaimo does not currently have a budget for the development of this site and as such, the costs of site development would necessarily be borne solely by the proponents.

CONCLUSIONS


This staff report summarizes the requests for the use of Regional District of Nanaimo parkland property, located on Lot 11, Meadow Drive. The requests have been made to the Regional Board by the Mountain Fire Protection Improvement District and the Nanaimo Search and Rescue Society for the purposes of providing regional emergency response services by the two respective organizations.

It is not uncommon for the RDN to enter into long-term lease agreements for the use of RDN properties and parklands. The attached illustration, shows how the proposed footprint of a SAR building, shared SAR and fire hall parking lot, shared training space and parkland recreational uses could be collectively accommodated on this 2.02 hectare site (see Schedule 1).


RECOMMENDATION

THAT the Board of the Regional District of Nanaimo, directs staff to negotiate with the Nanaimo Search and Rescue Society for the long-term lease of a portion of Lot 11, Section 14, Range 4, Mountain Land District, Plan VIP 80079, to accommodate an operations building and parking lot.

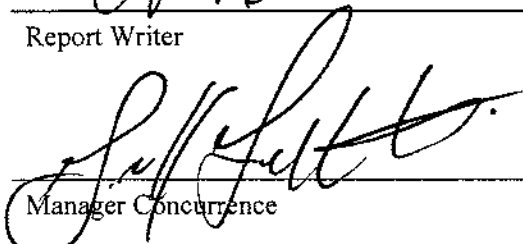
THAT the Board of the Regional District of Nanaimo, directs staff to negotiate with the Mountain Fire Protection Improvement District for the long-term lease of a portion of Lot 11, Section 14, Range 4, Mountain Land District, Plan VIP 80079, to accommodate fire department use.



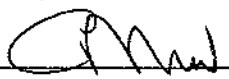
Report Writer



General Manager Concurrence



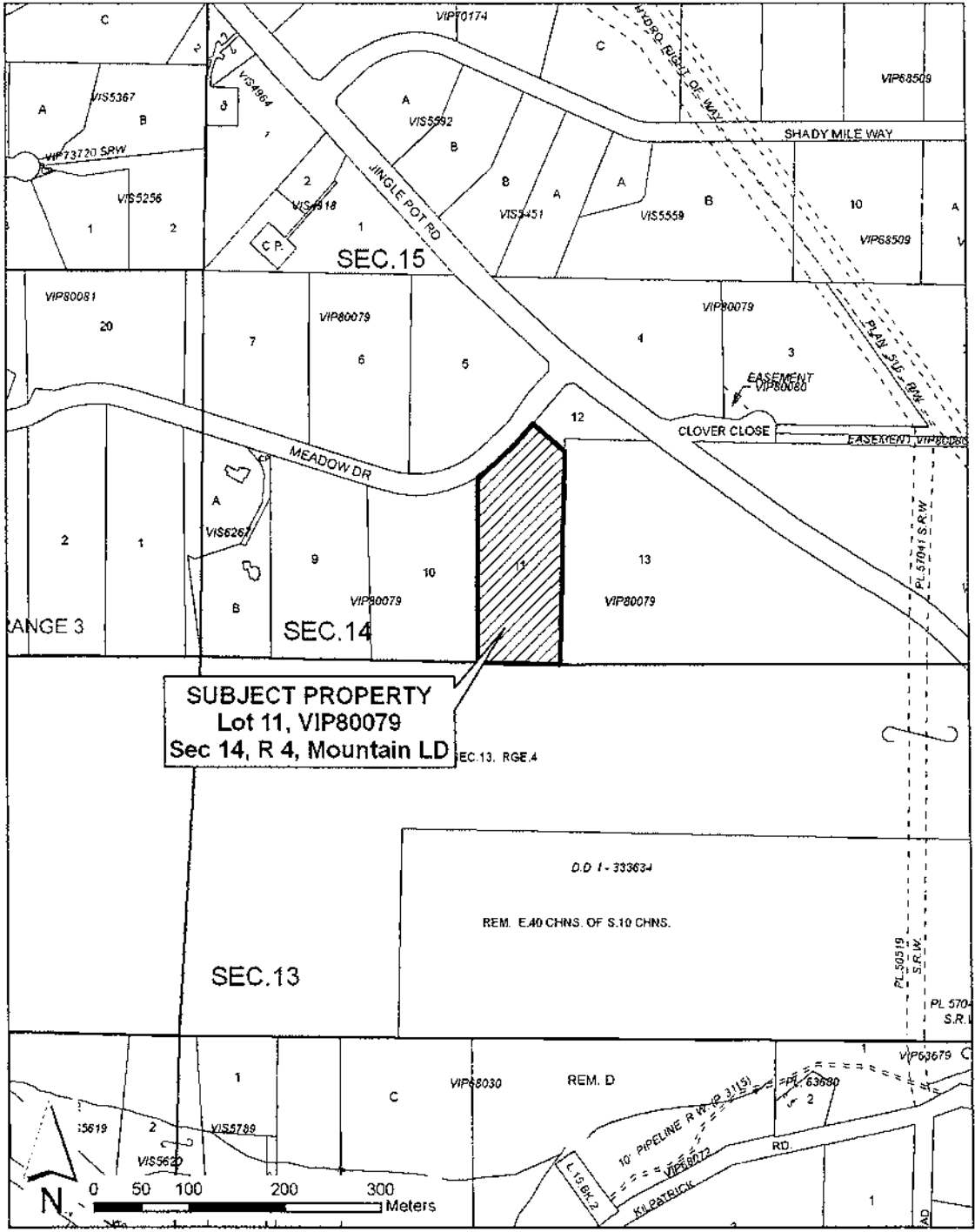
Manager Concurrence



CAO Concurrence

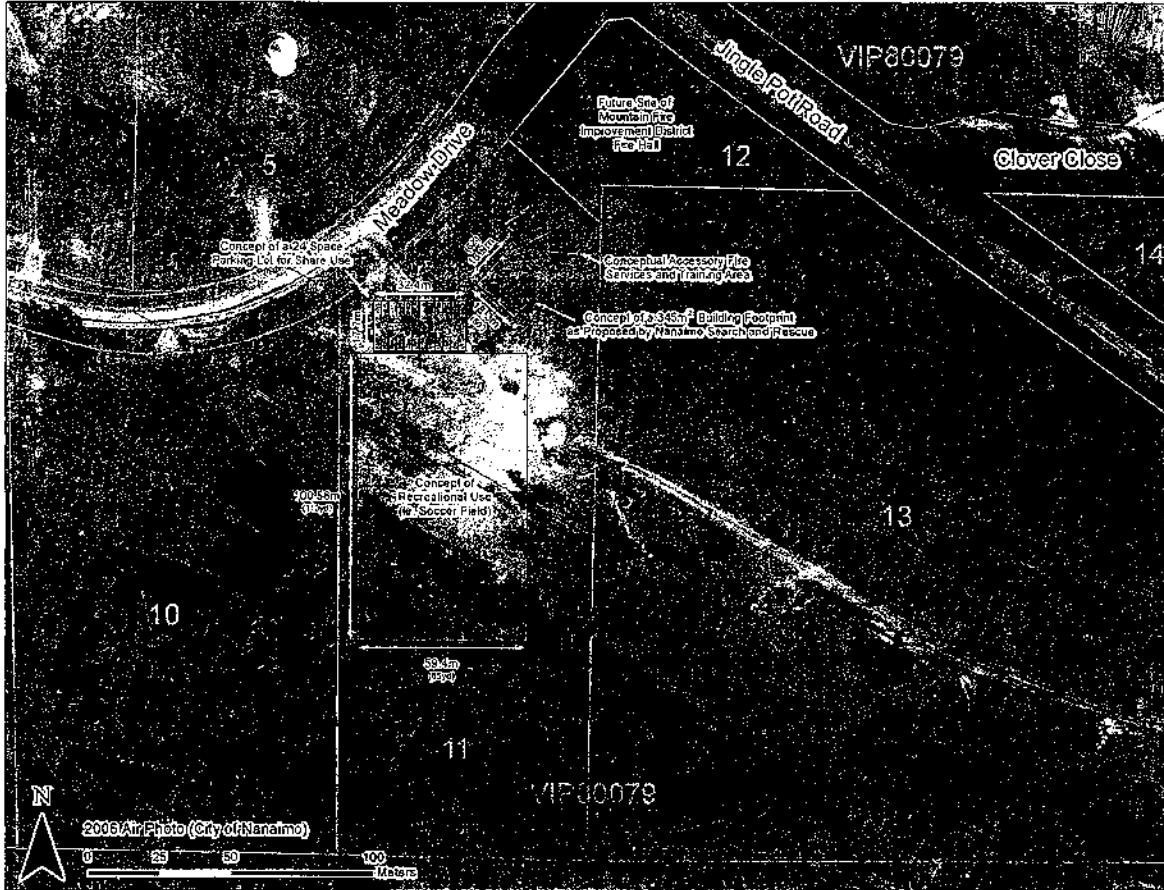
COMMENTS:

Attachment No. 1
Location of Subject Property – Lot 11, Meadow Drive
Lot 11, Section 14, Range 4, Mountain Land District, Plan VIP 80079



Mapsheet 92F.020.4.4

Schedule No. 1
Land Use Concept on Lot 11, Meadow Drive





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MEMORANDUM

TO: John Finnie
General Manager Environmental Services

DATE: August 30, 2007

FROM: Carey McIver
Manager Solid Waste

FILE: 1240-20-Truck

SUBJECT: Tandem Axle Truck for Regional Landfill

PURPOSE

To award the acquisition of a tandem axle truck with hook lift system (bin truck) for use at the Regional Landfill.

BACKGROUND

A tandem axle truck with hook lift system is used at the Regional Landfill to transfer bins of garbage, yard waste and construction/demolition waste from the self-haul drop-off area to the active face for disposal or grinding and subsequent transfer to third party recycling facilities. The current bin truck in use at the site, purchased in 1997, has acquired 14,000 operating hours and needs to be replaced.

A tender was issued in July to replace the current tandem axle bin truck. Of six submitted tenders five were complete and are as follows:

Vendor	Equipment	Purchase Price
Berks Intertruck	Volvo VHD64B (2007)	\$141,295
Mack Sales & Service of Nanaimo Ltd.	Mack Granite GU813	\$137,995
Berks Intertruck	Volvo VHD64B (2008)	\$132,475
Island Freightliner Truck Sales Ltd.	Freightliner M2 112	\$129,500
Co-Van International Trucks Inc.	International 7500 SBA 6x4	\$115,020

The lowest purchase price was submitted by Co-Van International Trucks Inc. for a purchase price of \$115,020.

ALTERNATIVES

1. Award the tender for the acquisition of an International 7500 SBA 6x4 Tandem Axle Truck to Co-Van International Trucks Inc for a purchase price of \$115,020.
2. Do not award the tender and re-tender the purchase.

FINANCIAL IMPLICATIONS

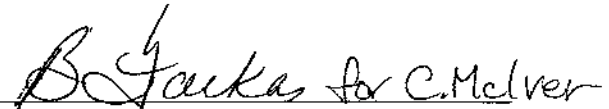
The purchase price for the new tandem axle bin truck is \$115,020. The 2007 budget allocated \$150,000 for purchasing a new bin truck for use at the Regional Landfill.


SUMMARY/CONCLUSIONS


A tandem axle truck with hook lift system is used at the Regional Landfill to transfer bins of garbage, yard waste and construction/demolition waste from the self-haul drop-off area to the active face for disposal or grinding and subsequent transfer to third party recycling facilities. The current bin truck in use at the site, purchased in 1997, has acquired 14,000 operating hours and needs to be replaced. A tender was issued in July to replace the current tandem axle bin truck. Co-Van International Trucks Inc. submitted the lowest qualified bid for the purchase of a new tandem axle bin truck.

RECOMMENDATION

That Co-Van International Trucks Inc. is awarded the supply of an International 7500 SBA 6x4 Tandem Axle Truck with hook lift system for use at the Regional Landfill for a cost of \$115,020.


Report Writer


General Manager Concurrence


CAO Concurrence

COMMENTS:



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MEMORANDUM

TO: Carey McIver
Manager of Solid Waste

DATE: August 31, 2007

FROM: Jeff Ainge
Zero Waste Coordinator

FILE: 5365-72

SUBJECT: Residential Food Waste Collection Field Test – Progress Report

PURPOSE

To update the Board on the proposed Residential Food Waste Collection Field Test.

BACKGROUND

Organics Diversion Strategy

In February 2005, the Board approved the Organics Diversion Strategy (ODS), a plan to provide the Board, the general public, and the business community with information on how organic waste will be diverted from disposal. This Strategy was developed in accordance with the RDN Solid Waste Management Plan which identifies organics diversion as an important measure to reach the goal of 75% diversion from landfill by 2010. The Strategy has two main components; commercial and residential food waste diversion.

This report updates information provided to the Board in June 2006 on the implementation of the Organics Diversion Strategy and in particular the planning process underway to launch a field test of a residential food waste collection program.

Commercial Food Waste Diversion

In April 2005, the Board approved a ban on the disposal of commercial food waste at solid waste facilities. The ban was effective June 1, 2005 with a six month phase-in period. By December 1, 2005, all generators of commercial food waste were required to have food waste diversion systems in place. Commercial food waste diverted from the landfill is received at the International Composting Corporation (ICC) facility at Duke Point.

Since the inception of the disposal ban in 2005, the diversion of commercial food waste has climbed steadily from approximately 50 tonnes per month (June 2005) to 477 tonnes diverted in the month of January 2007. Over the course of 2006, 4,178 tonnes of commercial food waste was diverted from the landfill; meeting 83.5% of the 5,000 tonne annual diversion target for the program. Already this year, 2,449 tonnes of commercial food waste has been diverted; a 98% diversion rate. This diversion resulted in a 0.014 tonnes (14kg) per person/per year reduction of Municipal Solid Waste entering the landfill.

Residential Food Waste Collection Pilot Program

The second phase of the ODS is a residential food waste diversion program and in June 2005, the Board directed staff to implement a pilot project to collect food waste from the residential sector. A residential field test has been designed using three collection routes – an urban route in the City of Nanaimo, a suburban route in Qualicum Beach (Chartwell) and a rural route in the Regional District (Cedar).

The field test was originally scheduled to take place over six months in 2006, pending funding approval. An application to the Federation of Canadian Municipalities (FCM) Green Municipal Fund (GMF) to cover 50% of the costs was submitted in 2005 however the funding agreement was not received until March 2007. Also, the specialized split packer truck that the RDN's collection contractor, Waste Services Inc. (WSI), the City of Nanaimo, and Town of Qualicum Beach will each be using to collect food waste and garbage, will not be available for this program until late-September 2007. For these reasons, the field test start date is now October, 2007.

Pilot Implementation Key Components

Routes

The three routes selected for the field test include two urban/suburban municipal routes, and a rural/suburban route for a total household count of approximately 1,985. These routes provide a broad range of housing types ranging from rural acreage properties to reasonably dense subdivision homes. The typical waste generated by residents of these routes ranges from 6.8 to 9.2kg/week per household.

Target Materials

Target materials will include food waste and non-recyclable paper. The specific list of acceptable and unacceptable materials will be fine tuned in advance in consultation with ICC. Acceptable materials will include vegetables and fruits, meat and bones, fish, breads and grains, dairy products, tissues, paper toweling, waxed cardboard, and food contaminated paper such as paper plates and pizza boxes.

Collection Service

City of Nanaimo staff will collect for the City route, and Waste Services Inc. will continue to collect for the Cedar route. The Town of Qualicum Beach will collect in Chartwell, which is currently collected as part of the RDN (WSI contract) despite it now being within the Town's boundaries.

The field test collection program will collect the food waste weekly to address any concerns about odour. Garbage and recycling would be collected on alternating weeks. Over a two week period, the schedule would likely look like this:

- ◆ Week 1 = food waste and garbage collection
- ◆ Week 2 = food waste and recycling collection

Collection Truck

Split packer trucks capable of collecting two separated waste streams concurrently provide efficiencies of collection. For the field test, a vertical split packer truck will be leased. There have been no "spare" split packers on Vancouver Island so the program start date is contingent upon Oak Bay (Victoria) taking delivery of a new truck and relinquishing the current leased truck by the end of September.

Two separate containers will be provided to each residence participating in the field test:

- ◆ A lidded "*kitchen catcher*" that can be stored on the counter, under the sink, or wall-mounted inside a cupboard can be used as the primary in-home collection container. Once full, this "*kitchen catcher*" can be emptied into the "*green bin*".
- ◆ The "*green bin*" will be the curbside container. The 50 litre bins are wheeled, rodent resistant, and have a strong, convenient hinged lid latching system (reducing odours escaping and reducing attracting scavenging animals).

Container Liners

Liners are available for the kitchen catcher and the green bin. The use of a liner in the kitchen catcher will reduce the “yuck factor” and make transfer of material from kitchen to green bin a no-mess process. Using regular plastic bags however creates challenges for the compost end of the process because non-compostable material, such as plastic, must be removed. Certain biodegradable and compostable bags are available and acceptable to ICC.

Staff are investigating supply sources and costs for liner bags with the view to providing households on all three routes with compostable bags for the first three to six months of the test period. Given that liners will not be provided when the program is expanded to all households, after the initial free supply is exhausted, participants will be able to either purchase new compostable bags at various retail outlets or be able to “re-use” their grocery store bags which staff anticipate will soon be made from compostable plastic materials.

Processing the Food Waste

The food waste will be received at the International Composting Corporation (ICC) facility at Duke Point. The tipping fee at ICC is currently \$76/tonne, which is \$19/tonne less than the current fee at the landfill. The end product, which can be used in a variety of gardening, landscaping or horticulture activities, is sold by ICC.

Infrastructure Requirements

A factor limiting the expansion to a region-wide residential food waste collection program is the need for transfer facilities at Church Road Transfer Station, and at Cedar Landfill. The field test affords staff the ability to identify and review infrastructure requirements and opportunities, and to plan for upgrades.

Field Test Duration

The funding agreement with FCM is for a six month pilot program; however the revised field test design with fewer participating households (and reduced operating costs) will enable the project to be extended to a full twelve months with no budget adjustments required. An extension provides the opportunity to review the collection process through all seasons of the year.

Promotion and Education

Effective promotion and education targeted at the participants is required in the lead-up to the program commencing, and needs to be ongoing throughout the field test’s duration. Because this is a limited trial project, media use and the extent of the promotion will be limited as opposed to a region-wide campaign required for a broader scope of program.

Promotion and education tools being developed include a letter going to field trial households ahead of time advising of the project, an information kit to accompany the delivery of the containers, compliance stickers, website information, a project hotline, and displays at community locations central to the field test routes.

Monitoring and Evaluation

Monitoring and evaluation of the program is vital. In addition to tracking compliance, volume and weight of collected material will be tracked and can be made available to participants, staff and Board members as a means of showing the impact participants are making. This information will also be used by staff for the design and implementation of a full-region-wide program serving roughly 50,000 households.

Diversion Estimates

According to the 2005 Gartner Lee Ltd. consultants' report, an estimated 53% of the residential waste stream is food waste and non-recyclable paper. By assuming a reasonable diversion rate of 50% of that material, approximately 6.8kg of acceptable material per household per month can be diverted from the landfill. A twelve month trial period involving 1,985 homes could result in over 160 tonnes of material being composted rather than land filled.

FINANCIAL IMPLICATIONS

The 2007 Annual Solid Waste Budget allocates \$170,000 to this project. However, \$85,000 of this budget expenditure will be offset by the FCM grant which is for 50% of the program costs, excluding staff time.

Many of the project's components have been altered since the initial 2005 project design and funding application. Despite the reduction in total number of participating households, three diverse routes can still be sampled and for twelve months instead of the original six. Some factors not anticipated in the initial budget (such as distribution of the containers and costs to supply compostable bags) are offset by reduced collection costs.

Item Description	2005 Pre-design Estimate (6 months)	2007 Detailed-Design Estimate (6 months)	2007 Detailed Design Estimate (12 months)
Truck lease & insurance	\$24,000	\$18,000	\$38,500
Waste Services Inc collection fee	\$36,288	-	-
Food waste containers	\$70,509	\$66,600	\$66,600
Distribution to households	-	\$10,000	\$10,000
Supply of liner bags (<i>estimate for 6 month supply</i>)	\$3,525	\$25,000	\$25,000
Revenue of selling liner bags	(\$3,375)	-	-
Tipping fees at ICC (\$76/tonne)	\$8,938	-	-
Communications & Education	\$14,405	\$11,500	\$15,000
Monitoring & Evaluation	\$10,000	\$5,000	\$7,500
Avoided disposal costs	(\$2,232)	(\$750)	(\$1500)
Total	\$162,058	\$135,350	\$161,100

STRATEGIC PLAN IMPLICATIONS

The 2006-2009 Strategic Plan identifies an important environmental trend which is directly related to this project: the increasing need to reduce the amount of solid waste disposed as well as the need to reduce greenhouse gas emissions. This field test meets these the Strategic Plan goals by diverting household generated compostable organic material from the landfill to be processed into compost, which saves valuable landfill space as well as reducing greenhouse gas emissions.

INTERGOVERNMENTAL IMPLICATIONS

Staff are collaborating with City of Nanaimo and Town of Qualicum Beach staff in the planning for this field test. Efficiencies in obtaining a collection vehicle, and in sourcing the bins and containers are able to be made with the City, the Town, the RDN, and the RDN contractor working closely together.

SUMMARY/CONCLUSIONS

In February 2005, the Board approved the Organics Diversion Strategy (ODS), a plan to provide the Board, the general public, and the business community with information on how organic waste will be diverted from disposal. This Strategy was developed in accordance with the RDN Solid Waste Management Plan which identifies organics diversion as an important measure to reach the goal of 75% diversion from landfill by 2010. The Strategy has two main components; commercial and residential food waste diversion.

In April 2005, the Board approved a ban on the disposal of commercial food waste at solid waste facilities. Since the inception of the disposal ban in 2005, the diversion of commercial food waste has climbed steadily from approximately 50 tonnes per month (June 2005) to an average 400 tonnes per month in 2007.

The second phase of the ODS is a residential food waste diversion program. A 12 month residential field test has been designed using three collection routes – an urban route in the City of Nanaimo, a suburban route in Qualicum Beach (Chartwell) and a rural route in the Regional District (Cedar). The 2007 Annual Solid Waste Budget allocates \$170,000 to this project. However, \$85,000 of this budget expenditure will be offset by the FCM grant which is for 50% of the program costs, excluding staff time.

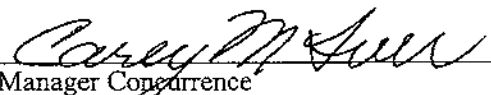
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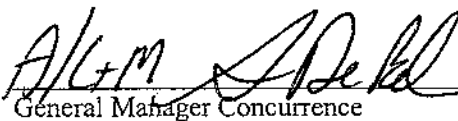
A variety of promotion and education tools are being developed. Monitoring and evaluation is also vital to provide the information that staff require to design and implement a region-wide program to serve roughly 50,000 households.


RECOMMENDATION

That the Board receive the progress report on the Residential Food Waste Collection Field Test Program for information.


Report Writer


Manager Concurrence


General Manager Concurrence


CAO Concurrence

COMMENTS:



RDN			
CAO	GMF&IS		
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CHAIR	BOARD		
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MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: August 24, 2007

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

FILE: 0360-20-CAVI

SUBJECT: Convening for Action on Vancouver Island

PURPOSE

To brief the Board on and obtain the Board’s support for the Convening for Action on Vancouver Island (CAVI) initiative.

BACKGROUND

CAVI is an acronym for *Convening for Action on Vancouver Island – Leadership in Water Sustainability*. CAVI is a regional pilot program under the partnership umbrella provided by the Water Sustainability Action Plan for British Columbia. Refer to Appendix 1, *CAVI Explained*, for a synopsis.

CAVI aims to bring together those who plan and regulate land use (local government), those who build (developers) and those who provide legislative framework and system support (the Province). CAVI’s vision is that water sustainability will be achieved through implementation of green infrastructure policies, practices and standards. CAVI’s goal is that land development and water management decisions by local and other governments will be guided by *A Positive Settlement Strategy for Vancouver Island*. The CAVI focus is on how to achieve water sustainability in the context of continued growth and a potential doubling of the population on Vancouver Island, through long term strategies that balance settlement, ecology and environmental interests.

The British Columbia Water & Waste Association (BCWWA), The Real Estate Foundation of British Columbia (REFBC), BC Ministry of Environment (BCMOE) and the BC Ministry of Community Services (BCMCS) comprise the CAVI partnership.

CAVI is led by a team of professionals that represent government and private sectors. Currently chaired by the RDN General Manager of Environmental Services, the CAVI Leadership Team consists of representatives from the province, local governments on Vancouver Island, BCWWA, REFBC, the development community and development consultants. The team meets periodically to promote activities and initiatives on Vancouver Island that support the goals and vision of the CAVI movement.

Initially organized in and active since 2005, CAVI was formally launched in September 2006 as an adjunct to the Water in the City Conference in Victoria. The current CAVI program is for three years. CAVI is co-funded by the Province and the Real Estate Foundation of BC. BCWWA is the managing partner and provides program delivery.

ALTERNATIVES

1. Support and participate in the CAVI initiative.
2. Do not support CAVI activities.

FINANCIAL IMPLICATIONS

The budget for the first year (2007) of the CAVI program is \$150,000. BCMOE and REFBC provided core funding of \$50,000 each to get the program underway. BCMCS will be providing \$50,000 for the RDN and Cowichan Valley Regional District (CVRD) Smart Development Partnerships in order to undertake specific projects in those areas that will promote understanding and capacity-building. In addition to its share of the CAVI budget, REFBC is underwriting the cost of CAVI events such as workshops, case study reviews, etc., that compliment the CAVI program.

Because the BCMCS is constrained from awarding a Smart Development Partnership grant directly to CAVI or to BCWWA, the \$50,000 in support funding from BCMCS must be routed through local government partners. Based on a protocol followed in the Capital Regional District, CAVI wishes to establish similar arrangements with RDN and CVRD.

RDN is requesting \$40,000 funding on behalf of CAVI for a Smart Development Partnership to sponsor two projects:

- *Showcasing Green Infrastructure Innovation on Vancouver Island – the 2007 Series:* One day workshops in each of three regional districts (Nanaimo, Cowichan Valley and Comox-Strathcona) will feature on-the-ground successes that are changing how land is being developed and water is being managed in communities along the east coast of Vancouver Island. The workshops and site visits will enable participants to network and share approaches, tools, experiences and lessons learned. Appendix B provides further details on the Showcasing Innovation events.
- *Green Infrastructure Leadership Forum:* This one-day event will enable local government leaders to focus on how they can turn their regional growth strategies and official community plans into A Positive Settlement Strategy for Vancouver Island. The forum is intended to set the stage for a broader discussion at the Association of Vancouver Island Coastal Communities (AVICC) 2008 annual conference.

The CVRD is requesting \$10,000 funding on behalf of CAVI for a Smart Development Partnership to sponsor:

- *Water Balance Model Training Workshop:* The web-based modeling tool simulates the rainfall runoff process. It promotes 'green' subdivision design to change the pipe and pump approach to getting rainwater into the ground. Workshop participants will be shown how to quantify the effectiveness of site designs that incorporate absorbent landscaping, infiltration facilities and other water-centric design practices.

Pursuant to the Smart Development Partnerships with RDN and CVRD, the Ministry will grant funds to the regional districts who in turn will transfer the funds to BCWWA who will provide the financial administration services for CAVI. From the RDN and CVRD perspectives, it's a money-in, money-out arrangement. There are no direct costs to RDN for facilitating this initiative other than in-kind staff commitments and costs to participate in the events.

INTERDEPARTMENTAL IMPLICATIONS

The CAVI initiative is of interest and benefit to staff involved in various aspects of development review, approval and construction and in the provision of utility services.

ENVIRONMENTAL IMPLICATIONS

The CAVI vision and goal support water sustainability and compliment the RDN's strategic goals, particularly those related to collaboration, working relationships, and sustainability, with particular emphasis on water conservation and watershed protection.

SUMMARY/CONCLUSIONS

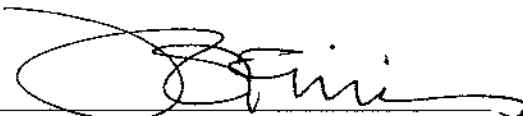
CAVI's vision is water sustainability for Vancouver Island. CAVI provides leadership, coordination, research and education for local governments and the development community on Vancouver Island to assist in planning for sustainable water resources in the context of increasing settlement activity and water demands. Over the next few year, the CAVI mission is, among other things, to provide leadership on water sustainability, bring together local government and the development community and encourage introduction of a *design with nature* way of thinking.


In support of CAVI's activities, the BC Ministry of Community Services is providing \$50,000 in funding for smart development events in RDN and CVRD. Since BCMCS is constrained from providing grants directly to CAVI, the funds must be routed through local government.

Staff are seeking Board support for the CAVI initiative and staff participation in CAVI events, and support for RDN to enter into a Smart Development Partnership with BCMCS to enable MCS to advance funds for a *Showcasing Green Infrastructure Workshop* and a *Green Infrastructure Leadership Forum* in 2007.

RECOMMENDATION

1. **That** the Board receive the report on Convening for Action on Vancouver Island – Leadership for Water sustainability, for information.
2. **That** the Board support staff participation in CAVI and the efforts and activities of CAVI in promoting water sustainability and water-centric thinking and actions.
3. **That** the Board support staff entering into a Smart Development Partnership with the Ministry of Community Services and a Memorandum of Understanding with the BC Water & Waste Association to facilitate the transfer of provincial funds to support CAVI's *Showcasing Green Infrastructure Innovation on Vancouver Island* and *Green Infrastructure Leadership* initiatives.


Report Writer


CAO Concurrence

COMMENTS:

Convening for Action on Vancouver Island Leadership in Water Sustainability



CAVI Explained

Roundtable of partnerships provides leadership in water sustainability

CAVI is the acronym for Convening for Action on Vancouver Island. CAVI is a regional pilot program that is being implemented under the umbrella of the **Water Sustainability Action Plan for British Columbia**. By 2010, the CAVI vision is that Vancouver Island will be well on its way to achieving water sustainability. CAVI was formally launched in September 2006 by means of a consultation workshop held as an adjunct to the Water in the City Conference.

What could Vancouver Island look like in 50 years with a new way-of-thinking?

Where and how land is developed determines how water is used => *sustainability of supply*,

and how water runs off the land
=> *sustainability of terrestrial & aquatic habitat*

Who is CAVI?

The CAVI Partnership comprises these five organizations:

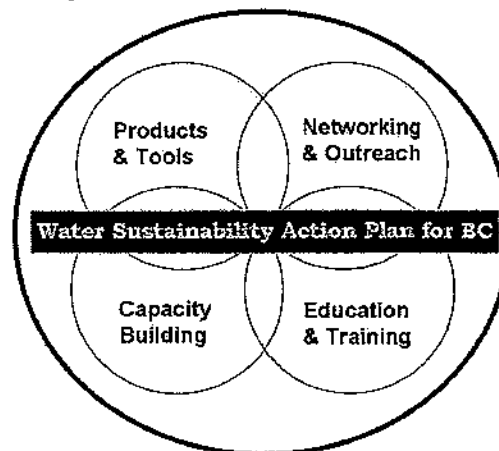
- British Columbia Water & Waste Association (BCWWA)
- Real Estate Foundation of British Columbia
- Ministry of Environment
- Ministry of Community Services
- Green Infrastructure Partnership

CAVI is co-funded by the Province and the Real Estate Foundation of British Columbia. The Water Sustainability Committee of the BCWWA is the managing partner and is providing program delivery.

CAVI is an inclusive partnership. CAVI is reaching out to groups that share a vision for Vancouver Island, with the goal of creating a roundtable of partnerships.

What does CAVI do?

The purpose of CAVI is to provide leadership, coordination, research and education for practitioners (primarily local government administrators, engineers, planners and elected officials) so that they can plan for sustainable water resources in the context of burgeoning settlement activity.



Convening for Action on Vancouver Island Leadership in Water Sustainability



What does CAVI want to do?

Between now and 2010, the CAVI mission is to:

1. Provide leadership on water sustainability
2. Integrate with other groups
3. Bring together local government and the development community
4. Provide access to expertise
5. Encourage introduction of a 'design with nature' way-of-thinking in local government decision processes
6. Celebrate examples of green infrastructure that achieve 'design with nature' outcomes
7. Evolve a framework for water-centric planning that is keyed to accepting and managing risk, learning by doing, and rewarding innovation

What is the role or involvement of local government with CAVI?

To learn from the experience of others in implementing green infrastructure, local government elected representatives and/or staff can:

- **Showcasing Green Infrastructure Innovation on Vancouver Island: The 2007 Series** – Attend the three seminar/field tour events that will be held in Nanaimo (September 14), Cowichan Valley (September 28), and Courtenay (October 12). These events are designed to promote networking and sharing of on-the-ground experience.
- **Green Infrastructure Leadership Forum** – Attend a 'learning event' for elected officials and senior managers that CAVI is planning in collaboration with AVICC (Association of Vancouver Island Coastal Communities) for December 2007. This event would build on the *Creating Our Future Workshop* that was held as a shoulder event to the Gaining Ground Summit Conference in June.
- **Water Balance Model Training Workshop** – Attend a hands-on training session that will be held in a computer lab at the Cowichan Valley campus of Malaspina College in early 2008. The Water Balance Model is a web-based tool for 'green design'. The main focus is on source controls for reduction of rainwater runoff volume.

How do I learn more about CAVI?

For more information, contact Kim Stephens at sustainabilitycoordinator@shaw.ca or go to the Convening for Action community-of-interest on the WaterBucket Website at: www.conveningforaction.ca

Convening for Action on Vancouver Island: Leadership in Water Sustainability

Synopsis of Each Showcasing Green Infrastructure Innovation Event

Showcasing Innovation in the Nanaimo Region: 'Designing with Nature'

The Regional District of Nanaimo and City of Nanaimo will showcase their over-arching 'green development' policies and how they are being implemented on the ground. The combination of presentations in the morning and a tour of project sites in the afternoon will provide some insight into strengths and limitations in trying to develop in a more sustainable manner.

Three policies each address public concerns on different scales: a regional Climate Change policy (which led to *Community Action Plans for Greenhouse Gas Reduction*); a Steep Slope subdivision development policy, and two site-specific approaches: a Green 'Sustainable' building construction policy for City buildings and an alternative rainwater treatment approach taken at a commercial industrial site. Each policy and application represents a 'first' for either the region or the City of Nanaimo.

In the City, the site tour will feature Cottle Creek Estates (Steep Slope Development), the Oliver Road Community Centre (LEED Silver Green Building), and the 'Island Kenworth' site on Northfield Road. In the Regional District, the tour will feature the Fairwinds Green Solutions Demonstration Home, a rain garden at the RDN offices, and creek channel daylighting at the Greater Nanaimo treatment plant.

Showcasing Innovation in the Cowichan Basin: 'Partnerships and Collaboration – Moving from Concept to Reality'

The Cowichan Valley Regional District, District of North Cowichan and City of Duncan will showcase the role of partnerships – first, in developing a shared vision of what the 'valley future' can look like; and next, in implementing actions that will bring the vision to fruition. The unifying theme is: *to make things happen, local governments need to partner and pool resources.*

The *Cowichan Basin Water Management Plan* has been developed through a uniquely inclusive consultation process; and provides the umbrella for aligning community development policies with emerging best practices. Featured projects will cascade down in scale from the basin...to a neighbourhood and subdivision... to an industrial park...and to the site/house.

The setting for an interactive experience will be *O.U.R. Ecovillage*, located near Shawnigan Lake. The theme is *blending urban with rural to achieve quality of life*. Participants will be challenged to brainstorm what aspects of the Ecovillage experience can local governments transfer to an urban development setting?

Showcasing Innovation in the Comox Valley: 'Connecting to Sustainability'

The Regional District of Comox-Strathcona and the City of Courtenay will showcase on-the-ground benefits that result when local governments collaborate to integrate their efforts, and are guided by an holistic way-of-thinking and acting. Case studies will demonstrate how to 'connect the dots' to achieve integrated and sustainable outcomes.

Featured projects will range from the *Comox Lake Watershed Assessment*, the first to be completed pursuant to the Province's new 'Comprehensive Drinking Water Source to Tap Assessment Guideline'...to servicing of the Home Depot site and surrounding commercial development area. Home Depot is the first application of deep-well injection in BC for returning rainwater runoff to the ground. Also, the innovative design of the water supply system serving the surrounding area is saving everyone money while reducing greenhouse gas emissions.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE
REGIONAL GROWTH MONITORING ADVISORY COMMITTEE /
STATE OF SUSTAINABILITY PROJECT MEETING
HELD ON WEDNESDAY, JUNE 27, 2007
IN THE COMMITTEE ROOM**

Present:

Director Bill Holdom	Chair
Director Dave Bartram	Deputy Chair
Gordon Buckingham	
Betty Collins	
Adele McKillop	
Ross Peterson	

Also in attendance:

Paul Thompson	Manager, Long Range Planning
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Absent:

Douglas Anderson
Brian Anderson
Janet Farooq
Sylvia Neden
Sharon Thomson

CALL TO ORDER

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

MINUTES

The minutes from the previous meeting (March 15/07) were approved.

CORRESPONDENCE

None.

OLD BUSINESS

None.

NEW BUSINESS

a) Draft Report on Sustainability Workshop #2

The committee discussed whether the report needed approval by the RDN Board. The workshop report will be presented to the Committee of the Whole so that it can be received by the Board.

The committee discussed the format of the report including the inclusion of all the statements that were recorded at the workshop. There were some concerns that the report includes statements that either are not related to sustainability are not clear in their meaning. The Committee discussed whether to edit the document or to somehow make it clear that all

comments were recorded including those where it was not clear how they related to sustainability. The committee agreed to break the report into two separate documents. The first document, which would be the main report, would provide a summary of the comments made by workshop participants. The second document would be a complete list of all the comments that were recorded in writing at the workshop.

The Committee then discussed the summary report and whether it was a true reflection of workshop participants' comments. The Committee agreed that they would review the comments to make sure they agree with how the comments were summarized. As well, RDN staff who facilitated discussions at the workshop will be asked to review the summary report.

b) Final Report on Ideas to Improve Sustainability

The Committee discussed some potential recommendations to include in the final report including the need for more education and awareness, information on how to be agents of change, and support for creation of community/neighbourhood associations. The Committee agreed that the final report should be organized around the 22 sustainability characteristics similar to the State of Sustainability Report. The Committee will meet and develop a set of recommendations for each characteristic. The Committee will cover four or five characteristics at each RGMAC meeting to be held on the 2nd and 4th Wednesday of the month starting August 29th.

NEXT MEETINGS

The next meetings are scheduled for the following dates: August 29, September 12, September 26, October 10, October 24, and November 14.

ADJOURNMENT

Director Holdom adjourned the meeting at 7:00 PM.

Chair, Director Bill Holdom