

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, APRIL 14, 2009

7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 5-7 **Blain Sepos, Oceanside Tourism**, re Oceanside Tourism Annual Report.
- 8-15 **Russell Tibbles, Fairwinds Community & Resort**, re A Sidewalk Function at Fairwinds - Aligning the Nanoose OCP and Existing Infrastructure with RDN Services.
- Meyers' Norris Penny**, re Auditor's Reports.

MINUTES

- 16-25 Minutes of the regular Committee of the Whole meeting held March 10, 2009.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

- 26 **Brian Hunter, Royal Canadian Mounted Police**, re 2009 Funding for Victim Services and Restorative Justice.

UNFINISHED BUSINESS

FINANCE AND INFORMATION SERVICES

FINANCE

- 27-38 Nanaimo Regional Hospital District - 2008 Audited Financial Statements.
- 39-63 Regional District of Nanaimo - 2008 Annual Report (Audited Financial Statements).
- 64-66 Directors' & Committee Members' Remuneration & Expenses - 2008 Report.
- 67-69 Use of Reserve Funds for Expansion of Transit & Administration Buildings.

70-80 New Model for Fire Services Delivery.

81-89 Seismic Review of Rural Firehalls.

DEVELOPMENT SERVICES

BUILDING & BYLAW

90-93 Amendment Bylaw 787.10 – Building Inspection Service Boundary Extension to include Area 'H' Property.

94-97 Amendment Bylaw 787.11 – Building Inspection Service Boundary Extension to include Area 'H' Property.

EMERGENCY PLANNING

98-99 2008 Farmed Animal Mass Carcass Disposal Plan.

100-102 Hazard Vulnerability Risk Analysis – 2009 Update.

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

103-115 Solid Waste Disposal Service - Regional Landfill Design & Operations Plan Approval.

116-118 Assessment of New Waste Treatment Technologies - Final Report.

119-121 Illegal Dumping Enforcement Program - 2008 Report.

122-127 Residential Food Waste Collection - Field Test Final Report.

WATER AND WASTEWATER SERVICES

WATER

128-130 Innovative Options & Opportunities for Sustainable Water Use Study.

131-138 Vancouver Island Health Authority Regional Drinking Water Team Annual Report.

139-146 Convening for Action on Vancouver Island Leadership in Water Sustainability - 2008 Activities Summary.

147-165 Nanoose Bay Peninsula Water Service – Capital Planning Report

WASTEWATER

166-167 Southern Community Sewer Treatment Service - Grant Application for Third Digester at Greater Nanaimo Pollution Control Centre.

168-170 Southern Community Sewer Treatment Service – Award of Tenders for Cogeneration Equipment at Greater Nanaimo Pollution Control Centre.

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

171-198 Minutes of the District 69 Recreation Commission meeting held March 19, 2009. (for information)

- 1. That the Memorandum of Cooperation between the Regional District of Nanaimo and Lighthouse Recreation Commission be approved.*
- 2. That the revisions to the District 69 Recreation Grants program be approved as detailed in Appendix 1 of the staff report "District 69 Recreation Grants Program Review".*
- 3. That the current District 69 Recreation Grants funding allocation of 50% to Youth Grants and 50% to Community Grants be maintained.*

Electoral Area 'A' Parks, Recreation and Culture Commission.

199-204 Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held March 11, 2009. (for information)

Nanoose Bay Parks and Open Space Advisory Committee.

205-206 Minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held February 2, 2009. (for information)

Regional Liquid Waste Advisory Committee.

207-209 Minutes of the Regional Liquid Waste Advisory Committee meeting held March 12, 2009. (for information)

Regional Solid Waste Advisory Committee.

210-211 Minutes of the Regional Solid Waste Advisory Committee meeting held March 19, 2009. (for information)

That the committee supports the Regional Landfill Design and Operations Plan and that it be submitted to the Ministry of Environment.

Sustainability Select Committee.

212-229 Minutes of the Sustainability Select Committee meeting held March 18, 2009. (for information)

- 1. That the report titled "2009 Progress Report on Implementation of the Regional Growth Strategy" be received.*

2. *That the report "Housing Need Overview", Phase 1 of the Regional Housing Affordability Study be received.*
3. *That the staff report "Community Emissions Reduction Measures" be received for information.*
4. *That staff prepare a report on what is needed to undertake a communications strategy for public awareness and education on green house gas (GHG) emission reductions (Greensmart).*

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA



Message From The Acting-Chair

It is with regret that Al Tully, Chair of Oceanside Tourism Association for the past three years, has resigned his position from the Board to concentrate on recent health issues. Al has been involved with OTA for many years and has played an integral role in what it is today and the many accomplishments of the association in bringing business to our wonderful area. Thank you Al for all of the great years of uncompromising sacrifice and your many, many contributions to Oceanside!

It was in last year's message that we spoke about continued positive revenue growth from the AHRT and that we felt we had, to that date, dodged the downturn in the economic times that were looming. Since the summer months of 2008, the still spiraling plunge of both the US and Canadian economies has been felt in our area. OTA's income has seen a steep decline over the last five months of 2008. While our annual revenues grew by 1% over 2007, it was 6.5% lower from August through December than in 2007. From discussions with others in the hotel, resort and tourism sectors, this business trend is continuing through the first quarter of this year. More than ever, it is critical that we focus on OTA's mandate and vision to concentrate on 'external marketing' to ensure OTA is doing all it can to bring leisure and business groups into our area, and do so with less dollars.

In February, we received positive confirmation on OTA's application for Eligible Entities Status. Thank you to all of the AHRT collectors, the City of Parksville, Town of Qualicum Beach and Regional District of Nanaimo for your support in this process. Many other DMO's around the province have used Oceanside Tourism Association as an extremely successful model to gauge their own successes by and this reputation aided in the limited time it took the Ministry to approve our application. This streamlines OTA receiving the Hotel Tax by allowing direct payment from the Province alleviating the communities from the responsibility of being the 'middle man' and perceived accountability for OTA's spending.

Accolades must be given to Blain, Janice and Luba for the outstanding job they have done over the past year in terms of marketing, communicating and media exposure. During a recent review of the Community Tourism Foundations study that was finalized two years ago, we have acted on the majority of the findings and suggestions outlined in the study through Blain and the staff's initiatives.

We are in a terrific position moving forward with new enthusiasm from our members to join the OTA Board. We look forward to the challenge of the year ahead and the positive prospects of exposing Oceanside to the world with the 2010 Winter Olympics less than a year away.

Yours in hospitality,

Paul Drummond

Acting-Chair, Oceanside Tourism Association

Accommodation Revenue Remains Strong

*2008
Best Year
On Record,
Again*

For the third year in a row, combined accommodation revenue from Parksville, Qualicum Beach, and the RDN broke all time records. Room revenue increased 1% in 2008 to \$20,713,897.

OTA's forecast for 2009 is a very conservative 6% decrease in accommodation revenue. Although OTA remains cautiously optimistic on how 2009 revenues will shape-up, it needs to ensure that it does not over-extend itself based on inflated revenue forecasts.

Membership Grows to All-Time High

OTA membership topped 300 members in 2008 for the first time ever!

*OTA
Membership
Tops 300*

OTA's "Weekly Insider" e-newsletter kept members current. Now referred to as the "Insider", this e-newsletter is distributed on a regular basis. Another valuable info source is OTA's new Members website that features timely information, marketing calendars, resources, newsletter archives, and much more to keep our members informed about the organization and the opportunities it offers.

There was a great networking mixer held at Milner Gardens in May. This was in part a 'send-off' for Dorothy Mansell who was OTA's Manager of Membership and Administration for six years. Dorothy moved to Toronto with her husband and the position was filled by Janice Holden.

OTA hosted a very successful "Tourism Speed Dating" event that saw 10 exhibitors visited by 20 front-line staff people from various service industries. Overall review was that it was a worthwhile event that will only get better as we get more exhibitors and attendees and a larger venue in May 2009.

This fall OTA launched a new campaign, known internally as "mini-seasons" to attract more visitors to our region in the shoulder and off-seasons. OTA held three packaging workshops that were facilitated by Sandra Petryk of Marketing Tactics and covered all the basics and take-away materials needed to make the most of OTA's package promotions. Sandra then followed up with every workshop participant to provide personal, hands-on support to help build packages and special offers.

Media Relations Team Breaks Hosting Record

The most notable media relations success of 2008 was the 33 media visitors that were hosted – up 10 from 2007.

Over 80 printed articles featured our region in 2008.

Television coverage included numerous features on CHEK, A Channel, and GlobalBC. The region was also featured at the Beijing Olympics through the BC Pavilion. The value of this exposure is in the millions.

*Media
Hosting Up
By 43%*

OTA's media relations team is always pitching story ideas and receiving requests from writers looking for what is new. OTA encourages members to capitalize on this and the rest of our media work by providing news and updates no matter how big or small.

The media relations challenges that lie ahead include fluctuations within media networks as editors and publishers are vanishing from their positions. OTA views the community papers as important and to date they remain more stable.

Luba thanks OTA members for supporting media visits. OTA's media relations efforts would not be as successful without this generous support.

Hotel Tax Eligible Entity Status

*Hotel Tax
Flows to OTA
Directly*

In 2008 OTA embarked on an application process to be recognized as an "Eligible Entity" under the Hotel Room Tax Act. Eligible Entity status allows the Additional Hotel Room Tax (AHRT) proceeds to be forwarded directly to the OTA. On March 9, 2009, OTA was informed that its application was successful.

OTA and its municipal and regional district partners believed this to be more efficient than having the proceeds flow through them and then on to OTA. Efficiencies will also be realized as it allows for a single application / re-application rather than three separate applications for the RDN, City of Parksville, and Town of Qualicum Beach. OTA will also be responsible for AHRT reporting only to the Ministry rather than three sets of reports to our municipal/regional district partners.

OTA thanks its accommodation members and municipal/regional district partners for supporting this process. AHRT funds will flow directly to OTA beginning in May and must be re-applied for in 2014.

Community Tourism Opportunities Opens Doors

Launched in 2008, Tourism British Columbia's Community Tourism Opportunities (CTO) program provides co-operative funding for eligible tourism activities in communities throughout BC. Province-wide more than \$1 million in support funding will be available through the CTO program annually, and distribution among regions will vary according to specific community needs.

With the support of Tourism Vancouver Island, OTA accessed over \$20,000 from this program to market our shoulder / off-season "mini-seasons" program. Activities included creation of online virtual guides, video and audio podcasts, and photography along with development of campaign content, package development, web articlesyndication, and web advertising.

*Tourism BC
Supports*

The following are some results of OTA's '08 CTO program:

OTA Marketing

- OTA's online specials grew from a handful to nearly 80. This section of OTA's website received 40,000 page views from the beginning September to the end of December.
- Google Adwords received nearly 700,000 impressions resulting in 6,000 click-throughs to OTA's specials section.

Website Presence Grows

Website visitation increased by 34% in 2008. The new design implemented in 2007 and ongoing content improvements encouraged visitors to drastically increase the page views and time they spent per visit to our site. Top pages are consistently our "Travel Directory" and "Events", followed by the upwardly mobile "Specials" sections of our website. The Parksville Beach and Qualicum Beach webcams and the new "Blogs" section make-up the website's top content.

Other internet-related initiatives include extensive search engine optimization work, online PR through syndicated press releases, Google Adwords campaigns, and a Parksville/Qualicum Beach YouTube channel.

*Web visits
increased
34%*

Meetings and Conferences On A Roll

The OTA began development of our meetings and conferences marketing strategy in 2005 as a result of increasing the AHRT from 1% to 2%.

2008 was the second year of OTA's partnership with Braidwood Hospitality Management, our Vancouver-based group sales team. Through direct sales, advertising, and exhibiting at trade shows, Braidwood has developed 76 leads from primarily the association market. These leads have generated nearly \$300,000 in sales for OTA members. This is a strong number when one considers that most group business can be booked years in advance and OTA is only two years into proactive selling.

2008 was also the second year the "Meeting and Event Planners' Guide" was published as the primary information and lure piece for this market. OTA prints 3,000 copies of this guide that are distributed through a targeted direct mail campaign and in response to inquiries. The guide is also available for download from our website.

*OTA
sales team
generates over
\$300,000*

OTA launched the new "Group Travel Assistance Fund" (GTAF) in 2008 to capitalize on the opening of the new Vancouver Island Conference Centre. The GTAF offers meeting planners financial support to offset transportation costs between Nanaimo and accommodations in the Oceanside region. Although the GTAF has not yet been accessed by any groups, it has been very well received and proves Oceanside's commitment to growing the meetings/conferences business in the mid-Island region.

Armstrong, Jane

From: Tibbles, Russell [RTibbles@Bentall.com]
Sent: March 27, 2009 10:50 AM
To: Armstrong, Jane
Cc: Finnie, John; Garbutt, Geoff
Subject: RE: Regional District of Nanaimo - Appearing as a Delegate (Apr 14th CoW Delegate)
Attachments: RE: Fairwinds Sidewalk Function

Thank you Jane.

We would like to appear before the Committee of the Whole as a delegate on April 14 2009 in connection with our request that the RDN Board consider establishing a sidewalks function, as outlined in our petition letter dated March 3 2009 (a copy of which is attached). The title of our brief presentation will be "A Sidewalks Function at Fairwinds - Aligning the Nanoose OCP and existing infrastructure with RDN Services". I will speak on behalf of the petitioner and my name, address and phone coordinates are per below.

I trust this satisfies your needs but please do not hesitate to ask should you require anything further.

Russell

Russell Tibbles

Vice President, Development & Operations - Fairwinds
Bentall LP
Fairwinds Centre
3455 Fairwinds Drive
Nanoose Bay BC V9P 9K6
Direct: 250.329.1777 | Mobile: 250.896.4301 | Email: rtibbles@bentall.com

RDN			
CAO	✓	GMF&S	
GMDS		GMR&PS	
GMES		GMIS	
MAR 12 2009			
SMCA			
CHAIR		BOARD	✓
			COUNCIL



Fairwinds Community & Resort
 3455 Fairwinds Drive
 Nanoose Bay, BC V9P 5N6

www.bentall.com

March 3, 2009

The Board of Directors
 Regional District of Nanaimo
 6300 Hammond Bay Road
 Nanaimo BC V9T 6N2

RE: Request for RDN to Establish a Sidewalk Function at Fairwinds Community & Resort

Further to our discussions with John Finnie, we write to request that the RDN Board consider establishing a Sidewalks Function at Fairwinds Community & Resort in Electoral Area "E".

Background

1. Sidewalks, trails networks and the liveable, walkable neighbourhoods they help to create are reflected in the current RDN Official Community Plan. To date, over 9km of sidewalks have been constructed at Fairwinds. The OCP establishes the context for the comprehensive neighbourhood planning process currently underway for the Lakes District and Schooner Cove neighborhoods, where up to 2,000 additional homes, as well as commercial amenities, will be built.
2. While it is in the public interest for sidewalks be maintained and repaired by an appropriate government body, none has assumed responsibility for sidewalks. While the function of sidewalks is not within MoT's mandate, this is central to the RDN's vision for Fairwinds as an Urban Containment Area.
3. The resultant lack of maintenance over the years is considered to be a growing problem by local residents and Fairwinds' developer.
4. We believe that the RDN should adopt this function in order that this "legacy" issue be resolved and the foundation laid for a sustainable future at Fairwinds.
5. As a regional district, the RDN does not have the same legal and administrative tools as a municipality to manage the sidewalk function. In 2005, the RDN was unsuccessful in its attempt to change this through having its letters patent amended by the Province. It seems highly unlikely that a second attempt would be successful, particularly given that MoT remains opposed to this approach.
6. In November 2008, Fairwinds sponsored an exploratory discussion with RDN staff, MoT staff and an independent expert in this area of the law as facilitator (Brian Taylor of Bull, Housser & Tupper). It was established that it should be possible for RDN to structure its legal agreements, administrative policies and insurance coverage in such a way (albeit more complex) as to reasonably and prudently manage the sidewalk function and associated risks.
7. Funding for this function would require the creation of a Local Service Area for sidewalks. Insofar as this relates to existing sidewalks, current property owners would accordingly need to support the inclusion of their property within a Local Service Area and the attendant tax increase. We have consulted with local residents (particularly the Fairwinds Community Association) and believe that, with appropriate communication on the implications of not maintaining existing sidewalks (poor mobility, deteriorating condition and possible removal by MoT), local residents would be supportive.

8. Many of the existing sidewalks are between ten and twenty years old and, notwithstanding their generally good condition, certain repairs would be required to bring these existing sidewalks up to a reasonable state of repair prior to dedication to the RDN. In no event would the RDN be asked to pay for the capital costs associated with these repairs, although Fairwinds would seek a contribution to such from MoT.

Request

Fairwinds requests that the RDN Board authorize staff to explore the potential for the RDN to adopt the sidewalks function, as follows:

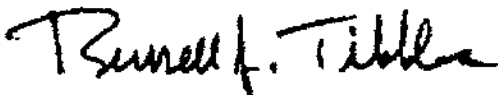
1. Participate in a working group with Fairwinds and MoT, utilizing the services of a third-party engineer to be retained at Fairwinds' cost, to:
 - a. evaluate the condition of existing sidewalks and estimate the repairs and associated cost required to address deferred maintenance issues;
 - b. estimate ongoing annual maintenance costs (perhaps using \$/ft statistics from nearby municipalities);
 - c. objectively explore the legal and administrative arrangements that have been used by other unincorporated areas to accomplish the sidewalk function, e.g. Cowichan Valley RD, Alberni-Clayquot RD, East Kootenay RD (Panorama Mountain Village), Tofonio, Uclulet and Saltspring Island; and
 - d. undertake a risk assessment to understand the practical magnitude and likelihood of exposure relating to snow removal and other perceived risks (consider utilizing the MIA database).
2. Prepare a list of appropriate regulatory powers that are reasonably required for the purpose of sidewalk maintenance and, in consultation with legal counsel, if/how such could be procured.
3. Report back to the Board to advise on the above with supporting financial analysis, timelines and a plan of action which could be followed subject to direction from the Board.

For reference and more detailed information, attached are copies of the terms of reference and meeting notes from the November meeting referenced above as well as a plan showing the location of existing sidewalks.

I trust this provides sufficient information but please do not hesitate to call if you require additional information. We would appreciate the opportunity to present this request as a delegation and, accordingly would be grateful if you could advise as to the appropriate Board Meeting date.

Sincerely,

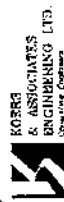
Bentall LP



Russell Tibbles

Vice President, Development & Operations - Fairwinds

Direct: 250.339.1777 | Mobile: 250.898.4301 | Email: rtibbles@bentall.com



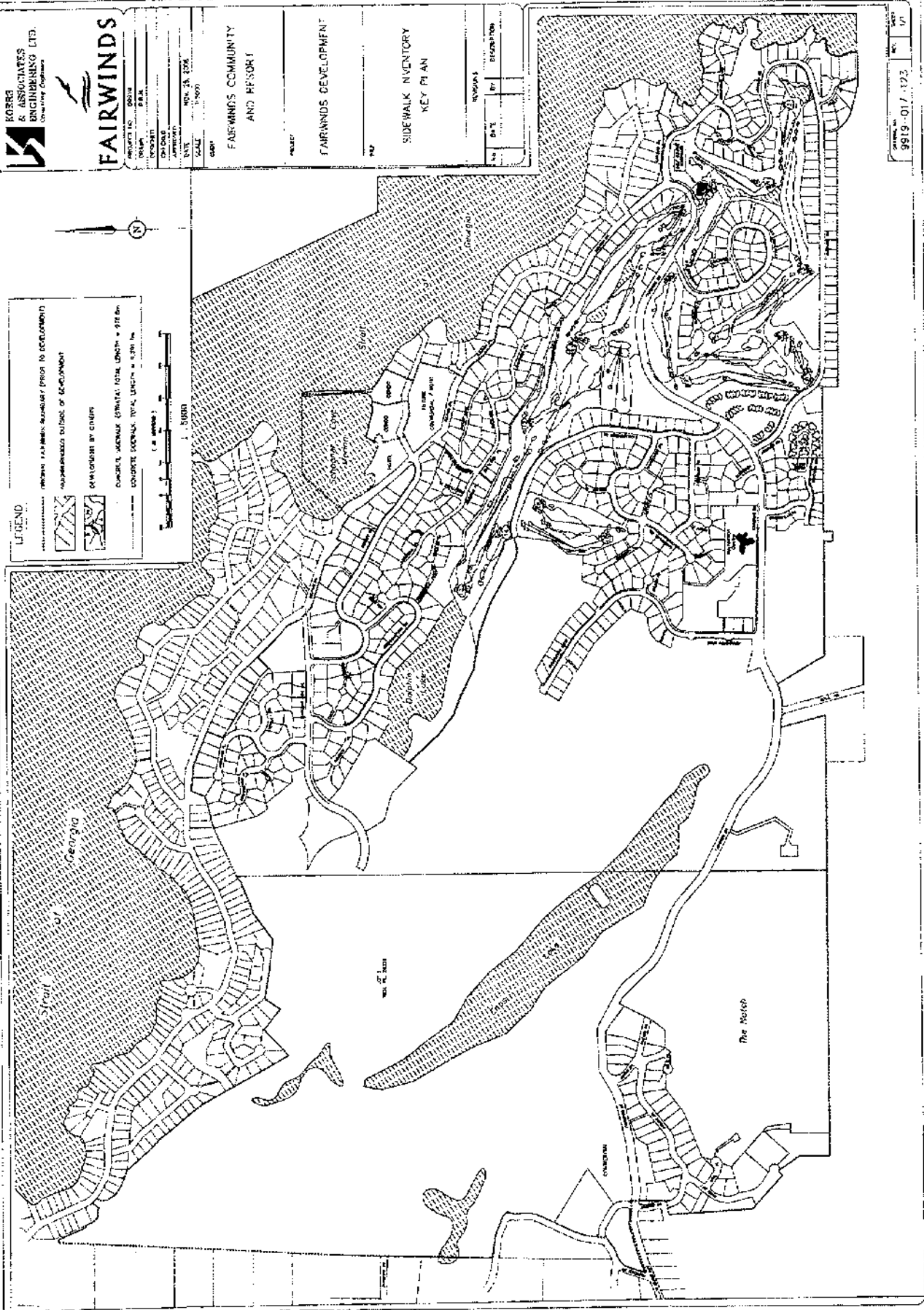
FAIRWINDS
 FAIRWINDS DEVELOPMENT

PROJECT NO.	DATE		
ISSUED	BY		
DESIGNED	DATE		
DATE	SCALE		
NO.	NO.		
FAIRWINDS COMMUNITY AND RESORT			
FAIRWINDS DEVELOPMENT			
SIDEWALK INVENTORY KEY PLAN			
NOVEMBER 1993			
NO.	DATE	BY	DESCRIPTION

LEGEND

- EXISTING SIDEWALK BOUNDARY PRIOR TO DEVELOPMENT
- PROPOSED SIDEWALK BOUNDARY
- CONCRETE SIDEWALK TOTAL LENGTH = 4,291.76'
- ASPHALT SIDEWALK TOTAL LENGTH = 9,528.00'
- CONCRETE SIDEWALK TOTAL LENGTH = 4,291.76'

SCALE: 1" = 500'



9919-017-122

Fairwinds Community & Resort
"Sidewalks Summit" – November 17, 2008
Meeting Notes prepared by Russell Tibbles, Fairwinds
REVISED DECEMBER 11, 2008

In Attendance

Ministry of Transportation (MoT):

Barbara Thomas, District Manager	BT
Bob Wylie, Provincial Approving Officer	BW
Kevin Gillese - Ministry of the Attorney General, MoT Legal Counsel	KG

Regional District of Nanaimo (RDN):

Pauli Thorklesson, General Manager, Development Services	PT
John Finnie, General Manager, Environmental Services	JF
Geoff Garbutt, Manager, Current Planning	GG
Wayne Moorman, Engineering Manager	WM

Fairwinds:

Russell Tibbles – Bentall, Owners Representative	RT
Rachel Hutton - Stikeman Elliott, Fairwinds Legal Counsel (via phone)	RH

Facilitator:

Brian Taylor, Bull Housser & Tupper (via phone)	BT
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Notes

1. Sidewalks and the liveable, walkable neighbourhoods they help to create remain integral to the vision for Fairwinds and are reflected in the RDN Official Community Plan. This principle supported the development of sidewalks to date and is very much the planning context for the comprehensive neighbourhood planning process currently underway.
2. All current sidewalks and most proposed sidewalks serve adjacent fee simple residential properties, as opposed to bare land strata or strata properties (for which sidewalks would either be within the strata lot or on common property and therefore the responsibility of the strata corporation).
3. All parties agreed that it is in the public interest that sidewalks be maintained and repaired.
4. It was considered who could assume responsibility for sidewalk maintenance, as follows:
 - MoT: Not within MoT's mandate, however MoT is prepared to allow a third party to maintain sidewalks.
 - Fairwinds: Not appropriate or feasible as a long-term solution. Fairwinds, as a merchant developer, will cease to exist (at least in its current form) following the development and sale of lots/units.
 - Adjacent Property Owners: Not practically feasible on an individual basis and no body to oversee, coordinate and manage any such individual efforts.

- RDN: Practically, the most viable entity for such role as the current provider of "urban" type services such as sewer, water, etc.
5. It was acknowledged that the 2005 attempt to amend RDN's Letters Patent failed and that MoT declining to support (at its 'policy shop' level) at least contributed to such. It seems unlikely that a second attempt would be successful as MoT does not support relinquishing control over sidewalks within highways.
 6. The discussion turned to exploring what exactly would RDN require in order to assume responsibility for sidewalk maintenance:
 - Funding
 - Permission to enter onto the sidewalks (or portion of the highway comprising such) to the extent required for inspection, repair and maintenance.
 - Risk management: This aspect of RDN's needs occupied most of the meeting's discussion, particularly the differentiation between (a) the powers that a municipality might typically have over sidewalks and (b) those specific powers that RDN needs in order to carry out maintenance and alleviate risk of lawsuits for failure to maintain and other, general liability matters.

Each of these requirements are considered below.

7. Funding: RDN has the ability to establish a Local Service Area for sidewalks and associated operational policies. Property owners will, accordingly, have to support an increase in taxes.
8. Permission to Enter:
 - For existing sidewalks located within MoT's road allowance, MoT may be willing to provide a permit in favour of RDN and also to be as flexible as possible in crafting terms to address RDN's needs. However, MoT is limited by statute from granting certain rights (such as any rights conferring exclusive jurisdiction).
 - For future sidewalks, the consensus was that it would be best to explore having such located within separate sidewalk statutory rights of way over private lands in favour of RDN situated immediately adjacent to the road allowance provided that:
 - MoT road right of way widths could be reduced so as not to add combined overall width (Fairwinds and MoT are exploring this as part of a separate ongoing discussion regarding road standards); and
 - a practical arrangement for the proposed boulevards between curb edge sidewalks could be established (the design, resulting maintenance requirements and associated ownership/obligations requires further exploration and consideration by the parties).
9. Risk Management:
 - RDN would be liable only to the extent of the stated scope of services it undertakes to provide under its policy. The courts respect governments' entitlement to establish policies that limit the scope of the services they provide as a reasonable way to allocate their resources and would not infer a broader or higher standard. A plaintiff would have to prove negligence in RDN's exercise of its obligations as set forth under its policy, which could be limited to mitigate risk. This was seen as a very important point.
 - As a result, RDN could explicitly exclude snow and ice removal from the scope of their sidewalk services (practically speaking, MoT and most municipalities wouldn't even provide

this service for local residential roads). Questions then arose as to the liability for damage to persons or property for reasons other than failure to maintain. This 'residual' liability would rest with the underlying landowner. In the case of existing sidewalks, residual general liability risks would remain with MoT (as would be the case in any event – note this is similar to the residual risk to MoT with road maintenance contractors). In the case of future sidewalks, the adjacent fee simple land owner would bear such liability as the sidewalk would lie on their land.

- RDN policy could similarly state that they will inspect sidewalks once per year and, based upon such commitment, maintain sidewalks to a defined standard.
 - RDN indemnification of MoT under the permit granted by MoT for existing sidewalks would extend only as far as required by the scope of the permit, e.g. if snow and ice removal were excluded from the scope of the permit, perils relating to such would also be excluded from the scope of the indemnity provision.
 - For enforcement of infractions (e.g. parked cars obstructing sidewalks), the permit could provide RDN with the ability to give notice to the person committing the infraction and, where legal action by MoT was required to address an infraction, the permit could also set forth the protocol for RDN to advise MoT and maximum times for MoT to act in fulfillment of its obligations (in order to give RDN assurance of a timely response). MoT does not have the ability to assign such powers directly to RDN.
 - Residual liability to the RDN should be insurable through the Municipal Insurance Agency (MIA).
10. Public education (as to the nature and extent of RDN's sidewalks service obligations) would be very important so that the public understand which services are (and are not) provided. MoT (possibly including its public affairs division) and Fairwinds would cooperate with RDN on this. It is quite possible also that the Fairwinds Community Association (FCA) could play a helpful role. Steps could include an initial outreach program and ongoing signage and coordinated website presence.
11. Local Service Area Referendum Vote – Existing residents would superficially want the service of sidewalks but not the obligation to pay the associated costs through taxes. It was pointed out that:
- The FCA has lobbied hard and is motivated to see the 'legacy issue' of existing sidewalks fixed so they would likely be willing to assist in generating support.
 - If sidewalks are not maintained, they will ultimately become a hazard and MoT would then remove them. It is important to make the point that doing nothing will not in fact maintain the status quo.
 - Residents will ultimately be concerned with preserving the value and marketability of their homes.
12. Deferred maintenance of existing sidewalks - With their typical age now between ten and twenty years and no maintenance having ever been done, certain repairs would be required to bring the sidewalks up to a reasonable state of repair prior to RDN dedication. Fairwinds' civil engineer (Koers) will provide construction drawings and specifications to RDN for consideration and also arrange for a tour to inspect. Fairwinds indicated that, if necessary, it may consider making a contribution to such cost.

13. Accessibility - RDN indicated that it would wish to consider to what extent the sidewalks are currently (or could be made) accessible for persons with physical disabilities and what upgrades would be required in order to accomplish such.
14. Stormwater - It was pointed out that stormwater ponds may present an analogous situation to existing sidewalks (in terms of long-term maintenance obligations) and should be explored further.
15. At the end of the day, a perfect, riskless solution for sidewalks isn't available to RDN. It appears however that there may be an alternative strategy that is both reasonable and prudent and which has previously been accomplished by other regional districts.

Working Group

To proceed, it was identified that a working group would be formed as follows:

- MoT – Kevin Gillese
- RDN – TBD (Paul Thorklesson to advise RT)
- Fairwinds – Russell Tibbles

Next Steps

1. RDN to confirm that MIA can provide general liability insurance to RDN for sidewalks.
2. RDN, MoT and Fairwinds to jointly review condition of existing sidewalks.:
 - a) RT arranging for Koers to send plans to WM.
 - b) RT to arrange for tour with WM, KG (with Debbie O'Brien) and RT.
3. RDN to estimate maintenance costs (perhaps using \$/ft statistics from nearby municipalities).
4. RDN to undertake risk assessment to understand the real magnitude and likelihood of exposure relating to snow removal and other perceived risks. MIA should have a good database. It may also be helpful for RDN to look into Cowichan Valley RD, Alberni-Clayquot RD, East Kootenay RD (Panorama Mountain Village), Tofono, Uclulet and Saltspring Island examples. MoT indicated that it would assist if required.
5. RDN to review the list of regulatory power previously suggested in Colin Stewart's letter to the RDN of March 9, 2006 and consider the extent to which such powers are truly required solely for the purpose of sidewalk maintenance. It is important to separate the (a) concept of control from (b) the ability to repair, without taking on unreasonable levels of risk for which RDN cannot be insured.
6. Ultimately, the key requirement for advancement of this issue (and the possible solutions identified) is for RDN to advise if it is prepared to proceed. If yes, all parties would proceed to agreements and action plans.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, MARCH 10, 2009 AT 7:00 PM
IN THE RDN BOARD CHAMBERS**

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director G. Rudischer	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 E. Mayne	City of Parksville
Director T. Westbrook	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director L. Sherry	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Alternate	
Director M. Unger	City of Nanaimo
Director J. Kipp	City of Nanaimo

Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearce	Senior Manager, Corporate Administration
N. Avery	Gen. Manager of Finance & Information Services
D. Trudeau	Gen. Mgr. of Transportation & Solid Waste Services
J. Finnie	General Manager of Environmental Services
P. Thorkelsson	General Manager of Development Services
T. Osborne	General Manager of Recreation & Parks
N. Tonn	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Director Unger to the meeting.

DELEGATIONS

MOVED Director Westbrook, SECONDED Director McNabb, that a late delegation be permitted to address the Committee.

CARRIED

Ceri Peacey, Friends of French Creek Conservation Society, re Island Timberlands' Land Use Proposal for Hamilton Marsh.

Ms. Peacey raised concerns held by herself and the Friends of French Creek Conservation Society with respect to Island Timberlands' land use proposal for Hamilton Marsh.

MINUTES

MOVED Director McNabb, SECONDED Director Johnstone, that the minutes of the regular Committee of the Whole meeting held February 10, 2009 and the special Committee of the Whole meeting held February 3, 2009 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Phil Marchant and Cleone Ratcliffe, re Outdoor Burning, Area 'B'.

MOVED Director Holme, SECONDED Director Westbrook, that the correspondence from Phil Marchant and Cleone Ratcliffe regarding outdoor burning in Electoral Area 'B' be received.

CARRIED

Tom Campbell, Royal Canadian Legion, re Request for Remembrance Project Support.

MOVED Director Holme, SECONDED Director Westbrook, that the correspondence from the Royal Canadian Legion requesting the Regional District's support for the Legion's Remembrance Project, be received.

CARRIED

Blaine Sepos, Oceanside Tourism Association, re 2008 Fourth Quarter Progress Report.

MOVED Director Holme, SECONDED Director Westbrook, that the correspondence from the Oceanside Tourism Association including their 2008 fourth quarter progress report, be received.

CARRIED

CORPORATE ADMINISTRATION SERVICES

Renewal of Property Management Services Contract – DTZ Barnicke.

MOVED Director Westbrook, SECONDED Director Sherry, that the Board renew its property management services contract with DTZ Barnicke for a further two year term expiring in March 2011.

CARRIED

Grants-in-Aid Advisory Committee.

MOVED Director Young, SECONDED Director Bartram, that the Grants-in-Aid Policy No. A1.28 be approved with the amendments as presented.

CARRIED

MOVED Director Young, SECONDED Director Bartram, that the Grants-in-Aid Advisory Committee Terms of Reference be approved as presented.

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

Operating Results to December 31, 2008.

MOVED Director Unger, SECONDED Director McNabb, that the summary report of financial results from operations to December 31, 2008 be received for information.

CARRIED

Bylaw No. 1570 – 2009 to 2013 Financial Plan.

MOVED Director Westbrook, SECONDED Director Bartram, that “2009 to 2013 Financial Plan Bylaw No. 1570, 2009” be introduced and read three times.

CARRIED

MOVED Director Westbrook, SECONDED Director Bartram, that “2009 to 2013 Financial Plan Bylaw No. 1570, 2009” be adopted.

CARRIED

2009 Parcel Tax Rate Bylaws.

Bylaw No. 1567.

MOVED Director McNabb, SECONDED Director Bartram, that “Water Services Parcel Tax Rates Bylaw No. 1567, 2009” be introduced and read three times.

CARRIED

MOVED Director McNabb, SECONDED Director Bartram, that “Water Services Parcel Tax Rates Bylaw No. 1567, 2009” be adopted.

CARRIED

Bylaw No. 1568.

MOVED Director McNabb, SECONDED Director Bartram, that “Sewer Services Parcel Tax Rates Bylaw No. 1568, 2009” be introduced and read three times.

CARRIED

MOVED Director McNabb, SECONDED Director Bartram, that “Sewer Services Parcel Tax Rates Bylaw No. 1568, 2009” be adopted.

CARRIED

Bylaw No. 1569.

MOVED Director McNabb, SECONDED Director Bartram, that “Fire Protection Services Parcel Tax Rates Bylaw No. 1569, 2009” be introduced and read three times.

CARRIED

MOVED Director McNabb, SECONDED Director Bartram, that “Fire Protection Services Parcel Tax Rates Bylaw No. 1569, 2009” be adopted.

CARRIED

Bylaw No. 1336.06.

MOVED Director McNabb, SECONDED Director Bartram, that “Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.06, 2009” be introduced and read three times.

CARRIED

MOVED Director McNabb, SECONDED Director Bartram, that "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.06, 2009" be adopted.

CARRIED

Bylaw No. 1483.03.

MOVED Director McNabb, SECONDED Director Bartram, that "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.03, 2009" be introduced and read three times.

CARRIED

MOVED Director McNabb, SECONDED Director Bartram, that "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.03, 2009" be adopted.

CARRIED

Bylaw No. 1525.01.

MOVED Director McNabb, SECONDED Director Bartram, that "Crime Prevention and Community Justice Support Service Parcel Tax Rate Amendment Bylaw No. 1525.01, 2009" be introduced and read three times.

CARRIED

MOVED Director McNabb, SECONDED Director Bartram, that "Crime Prevention and Community Justice Support Service Parcel Tax Rate Amendment Bylaw No. 1525.01, 2009" be adopted.

CARRIED

HOSPITAL

Bylaw No. 147 – Nanaimo Regional Hospital District Annual Budget.

MOVED Director McNabb, SECONDED Director Mayne, that the 2009 Regional Hospital District annual budget be approved with the following components:

Property tax requisition	\$ 6,023,865
Capital grant allowance (from property taxes)	\$ 3,060,000

CARRIED

MOVED Director McNabb, SECONDED Director Mayne, that "Nanaimo Regional Hospital District Annual Budget Bylaw No. 147, 2009" be introduced and read three times.

CARRIED

MOVED Director McNabb, SECONDED Director Mayne, that "Nanaimo Regional Hospital District Annual Budget Bylaw No. 147, 2009" be adopted.

CARRIED

DEVELOPMENT SERVICES

BUILDING & BYLAW

Contravention of Unsightly Premises Regulatory Bylaw No. 1073 – 2128 Minto Avenue – Area 'A'.

MOVED Director Burnett, SECONDED Director Ruttan, that should this matter not be rectified by March 24, 2009, pursuant to "Regional District of Nanaimo Unsightly Premises Regulatory Bylaw No. 1073, 1996", the Board directs the owner to remove from the premises those items as set out in the attached Resolution within fourteen (14) days, or the work will be undertaken by the Regional District of Nanaimo's agents at the owner's cost.

CARRIED

EMERGENCY PLANNING

Use of RDN Transit Buses During an Emergency or Disaster.

MOVED Director McNabb, SECONDED Director Biggemann, that the Use of Transit Buses During an Emergency or Disaster Policy be approved.

CARRIED

MOVED Director McNabb, SECONDED Director Biggemann, that the updated Policy be included in the RDN Emergency Plan and distributed to stakeholder groups.

CARRIED

TRANSPORTATION AND SOLID WASTE SERVICES

TRANSPORTATION

2009 Transit Expansion Update.

MOVED Director McNabb, SECONDED Director Burnett, that the report on the 2009 Transit expansion be received for information and that staff reduce the Transit budget by \$48,000.

CARRIED

SOLID WASTE

Amendment Bylaw No. 1531.01 – Solid Waste Management Regulation.

MOVED Director McNabb, SECONDED Director Holme, that “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.01, 2009” be introduced and read three times.

CARRIED

MOVED Director McNabb, SECONDED Director Holme, that “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.01, 2009” having received three readings be adopted.

CARRIED

Amendment Bylaw No. 1009.12 – Garbage and Recyclable Materials Collection Rates.

MOVED Director Holme, SECONDED Director Burnett, that “Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.12, 2009” be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Burnett, that “Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.12, 2009” having received three readings be adopted.

CARRIED

WATER AND WASTEWATER SERVICES

WATER

Nanoose Bulk Water Pump Station – Use of Development Cost Charge Funds.

MOVED Director Holme, SECONDED Director McNabb, that Nanoose Bay Bulk Water Development Cost Charge funds in the amount to \$345,000 be allocated to the Nanoose Bay Bulk Water Pump Station Project.

CARRIED

Water User Rate Amendments – Bylaws No. 1468.04, 619.15, 1172.09, 1383.05, 700.16, 1434.04 and 1097.11.

Bylaw No. 1468.04.

MOVED Director Ruttan, SECONDED Director Bartram, that “Regional District of Nanaimo Nanoose Bay Peninsula Water Supply Service Area Regulations and Rates Amendment Bylaw No. 1468.04, 2009” be introduced for three readings.

CARRIED

MOVED Director Ruttan, SECONDED Director Bartram, that “Regional District of Nanaimo Nanoose Bay Peninsula Water Supply Service Area Regulations and Rates Amendment Bylaw No. 1468.04, 2009” be adopted.

CARRIED

Bylaw No. 619.15.

MOVED Director Ruttan, SECONDED Director Bartram, that “Regional District of Nanaimo French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.15, 2009” be introduced for three readings.

CARRIED

MOVED Director Ruttan, SECONDED Director Bartram, that “Regional District of Nanaimo French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.15, 2009” be adopted.

CARRIED

Bylaw No. 1172.09.

MOVED Director Ruttan, SECONDED Director Bartram, that “Regional District of Nanaimo San Pareil Specified Area Water Regulations and Rates Amendment Bylaw No. 1172.09, 2009” be introduced for three readings.

CARRIED

MOVED Director Ruttan, SECONDED Director Bartram, that “Regional District of Nanaimo San Pareil Specified Area Water Regulations and Rates Amendment Bylaw No. 1172.09, 2009” be adopted.

CARRIED

Bylaw No. 1383.05.

MOVED Director Ruttan, SECONDED Director Bartram, that “Regional District of Nanaimo Englishman River Specified Area Water Regulations and Rates Amendment Bylaw No. 1383.05, 2009” be introduced for three readings.

CARRIED

MOVED Director Ruttan, SECONDED Director Bartram, that "Regional District of Nanaimo, Englishman River Specified Area Water Regulations and Rates Amendment Bylaw No. 1383.05, 2009" be adopted.

CARRIED

Bylaw No. 700.16.

MOVED Director Ruttan, SECONDED Director Bartram, that "Regional District of Nanaimo Surfside Properties Specified Area Water Regulations and Rates Amendment Bylaw No. 700.16, 2009" be introduced for three readings.

CARRIED

MOVED Director Ruttan, SECONDED Director Bartram, that "Regional District of Nanaimo Surfside Properties Specified Area Water Regulations and Rates Amendment Bylaw No. 700.16, 2009" be adopted.

CARRIED

Bylaw No. 1434.04.

MOVED Director Ruttan, SECONDED Director Bartram, that "Regional District of Nanaimo Melrose Specified Area Water Regulations and Rates Amendment Bylaw No. 1434.04, 2009" be introduced for three readings.

CARRIED

MOVED Director Ruttan, SECONDED Director Bartram, that "Regional District of Nanaimo Melrose Specified Area Water Regulations and Rates Amendment Bylaw No. 1434.04, 2009" be adopted.

CARRIED

Bylaw No. 1097.11.

MOVED Director Ruttan, SECONDED Director Bartram, that "Regional District of Nanaimo Decourcey Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1097.11, 2009" be introduced for three readings.

CARRIED

MOVED Director Ruttan, SECONDED Director Bartram, that "Regional District of Nanaimo Decourcey Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1097.11, 2009" be adopted.

CARRIED

Sanitary Sewer User Rate Amendments – Bylaws No. 1241.05, 765.13, 422.16 and 1472.04.

Bylaw No. 1241.05.

MOVED Director McNabb, SECONDED Director Rudischer, that "Regional District of Nanaimo Surfside Sewer User Rates and Regulations Amendment Bylaw No. 1241.05, 2009" be introduced for three readings.

CARRIED

MOVED Director McNabb, SECONDED Director Rudischer, that "Regional District of Nanaimo Surfside Sewer User Rates and Regulations Amendment Bylaw No. 1241.05, 2009" be adopted.

CARRIED

Bylaw No. 765.13.

MOVED Director McNabb, SECONDED Director Rudischer, that "Regional District of Nanaimo Fairwinds Sewerage Facilities Specified Area Rates Amendment Bylaw No. 765.13, 2009" be introduced for three readings.

CARRIED

MOVED Director McNabb, SECONDED Director Rudischer, that "Regional District of Nanaimo Fairwinds Sewerage Facilities Specified Area Rates Amendment Bylaw No. 765.13, 2009" be adopted.

CARRIED

Bylaw No. 422.16.

MOVED Director McNabb, SECONDED Director Rudischer, that "Regional District of Nanaimo French Creek Sewer Rates and Regulation Amendment Bylaw No. 422.16, 2009" be introduced for three readings.

CARRIED

MOVED Director McNabb, SECONDED Director Rudischer, that "Regional District of Nanaimo French Creek Sewer Rates and Regulation Amendment Bylaw No. 422.16, 2009" be adopted.

CARRIED

Bylaw No. 1472.04.

MOVED Director McNabb, SECONDED Director Rudischer, that "Regional District of Nanaimo Barclay Crescent Rates and Regulation Amendment Bylaw No. 1472.04, 2009" be introduced for three readings.

CARRIED

MOVED Director McNabb, SECONDED Director Rudischer, that "Regional District of Nanaimo Barclay Crescent Rates and Regulation Amendment Bylaw No. 1472.04, 2009" be adopted.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Westbrook, that the minutes of the District 69 Recreation Commission meeting held February 19, 2009 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that the Board approve the following Youth Grants:

Ballenas Secondary School Dry Grad Committee – entertainment & rental costs	\$ 1,250
Kwalikum Secondary School Dry Grad Committee – event expenses	1,250
Oceanside Community Arts Council – World Music Program	1,300
Oceanside Minor Hockey Association – female hockey program	2,950
Qualicum Beach Fire Department – Youth Fire Camp	1,500
Ravensong Aquatic Club – pool rental	2,500

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that the Board approve the following Community Grants:

Errington Therapeutic Riding Assoc. – program expenses & equipment	\$ 1,500
Lighthouse Recreation Commission – program costs	2,500
Oceanside Track & Field Club – facility improvements & equipment	1,000
Parksville Pirates Senior Ball Team – uniforms & equipment	600
Parksville Seniors Activity & Drop-in Centre	269
Parksville Seniors Athletic Group – softball equipment	2,500
	CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that staff be requested to investigate the cost of the preparation and the staff implications involved in the development of a District 69 Parks and Trail Guide, including parks and trails in the City of Parksville, the Town of Qualicum and Electoral Areas 'E', 'F', 'G' and 'H'.

CARRIED

East Wellington/Pleasant Valley Parks and Open Space Advisory Committee.

MOVED Director Young, SECONDED Director Burnett, that the minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held January 26, 2009 be received for information.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that the following recommendation be received by the Board for consideration as part of the 2009 Budget and Five Year Financial Plan deliberation process:

That the Electoral Area 'C' (Defined 'D') Community Parks Function Budget be approved as amended with the addition of \$5,000 for development costs for Meadow Drive Community Park.

CARRIED

Electoral Area 'G' Parks and Open Space Advisory Committee.

MOVED Director Burnett, SECONDED Director Westbrook, that the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held January 15, 2009 be received for information.

CARRIED

MOVED Director Westbrook, SECONDED Director Bartram, that inappropriate use and operation of ATV's in public parks and trails which is a public safety concern and causing damage to public lands be referred to the Union of BC Municipalities for consideration and action.

CARRIED

Sustainability Select Committee.

MOVED Director Bartram, SECONDED Director Kipp, that the minutes of the Sustainability Select Committee meeting held February 18, 2009 be received for information.

CARRIED

Regional Benefits of Green Buildings.

MOVED Director Bartram, SECONDED Director Kipp, that the report be received, and that staff be directed to continue with the research projects outlined in the Green Building Action Plan and that staff investigate the development of a communications strategy to effectively explain the benefits of building green and to foster an understanding and acceptance with the community for achieving green building targets.

CARRIED

Proposed Hamilton Marsh Park and Development Proposal by Island Timberlands.

MOVED Director Bartram, SECONDED Director Kipp, that the staff report entitled "Hamilton Marsh & French Creek Proposal, Island Timberlands" be received for information.

CARRIED

Carbon Neutral Operations and the Climate Action Revenue Incentive Program.

MOVED Director Bartram, SECONDED Director Kipp, that this report be received for information and that the RDN Sustainability Coordinator make a presentation on Carbon Neutral Operations at the upcoming Board Seminar for Strategic Planning.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Request for Remembrance Project – Royal Canadian Legion.

MOVED Director Bartram, SECONDED Director Westbrook, that the Board consider the purchase of a ½ page full colour advertisement space in the "Military Service Recognition Book" in support of the Royal Canadian Legion's remembrance project.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 7:37 PM

CHAIRPERSON



Royal Gendarmerie
 Canadian royale
 Mounted du
 Police Canada

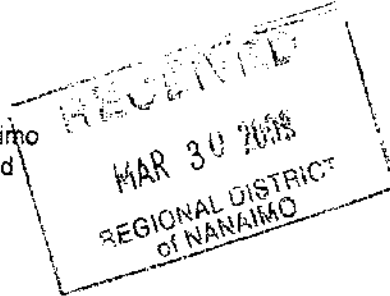
Security Classification/Designation
 Classification/désignation sécuritaire

Unclassified

NCO i/c Oceanside RCMP Detachment
 727 West Island Highway
 Parksville, BC
 V9P 1B9

Your File Votre référence

Regional District of Nanaimo
 6300 Hammond Bay Road
 Nanaimo, BC
 V9T 6N2
 Attn: Nancy AVERY



Our File Notre référence

2009-03-27

Dear Ms. AVERY

RE: 2009 Funding for Victim Services and Restorative Justice

Reference your letter dated February 21, 2009 outlining the 2009 funding amount for Victim Services and Restorative Justice.

I would like the \$55,000 disbursed as follows;

Victim Services: \$30,000
 Restorative Justice: \$25,000

Thank you very much for the 2009 contributions to these valued programs and I look forward to meeting with the Justice Select Committee in the fall of 2009.

Sincerely,

Brian HUNTER, S/Sgt.
 Detachment Commander
 Oceanside RCMP Detachment



CAO APPROVAL	
EAP	
COM	✓ 04/14/09
APR 14 2009	
RHD	
BOARD	

**NANAIMO REGIONAL
HOSPITAL DISTRICT
MEMORANDUM**

TO: C. Mason
Chief Administrative Officer

DATE: April 4, 2009

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

FILE:

SUBJECT: 2008 Audited Financial Statements

PURPOSE

To present the 2008 audited financial results for the Nanaimo Regional Hospital District.

BACKGROUND

The *Hospital District Act* requires a Regional Hospital District to prepare audited financial statements. This report will comment briefly on highlights of the 2008 financial report.

Auditor Opinion Letter (Page 2)

The Regional Hospital District, in the same manner as the Regional District maintains a system of internal accounting controls designed to provide reasonable assurance of the safekeeping of assets, the propriety of expenditures and revenues, and the accuracy of the financial records. The audit firm of Meyers Norris Penny LLP is responsible for reporting to the Board the results of their audit. As in prior years, the auditor's report is unqualified, assuring readers that based on the audit procedures conducted; the financial statements are considered to be free of material errors and are prepared in accordance with generally accepted accounting standards.

Consolidated Statement of Financial Position (Page 3)

This statement identifies the asset and liability balances as at December 31, 2008.

Cash balances and outstanding long term debt amounts are self explanatory.

Short term debt arises from amounts that have been reimbursed to the Health Authority for capital projects or purchases and which are financed with the Municipal Finance Authority on a short term basis. Short term debt is converted to long term debenture debt periodically as the project or equipment expenditures reach a conclusion. The current balance of short term debt is made up of \$1.4 million advanced to date for the design of the renal care center and capital equipment/projects exceeding \$100,000.

The Consolidated Equity position of the Regional Hospital District includes the surplus from the current year of \$1.6 million (see also pg.9). The surplus is in line with budget projections and is being managed to account for future major capital projects including the renal care center, emergency department redevelopment and boiler plant replacement which have already been approved for cost sharing by the Board.

The Reserve Fund (see also pg. 10) represents amounts funded by current years' taxes, which have not been reimbursed to the Health Authority. Funds are only disbursed when the Health Authority submits

detailed accounts of expenditures related to a particular years' approval. The 2008 budget approval for capital grants was a total of \$2,800,000 – made up of \$2,400,000 from current year taxes and borrowing authority up to \$400,000.

Capital Fund equity includes the balance of all outstanding debt at the date of the statements. Outstanding long term debt totals \$17,539,765, with retirement dates ranging from 2009 to 2023. In 2008 approximately \$325,000 in short term debt was converted to long term debt and approximately \$125,200 in existing debt was fully repaid. The Capital Fund balance remains relatively unchanged from 2007.

Consolidated Statement of Financial Activities (Page 4)

This statement includes all of the transactions associated with the approved annual budget (Revenue Fund), capital financing (Capital Fund) and equipment grants (Reserve Fund).

Interest revenues (interest on cash balances) were better than budgeted and reflect the time lag between authorizing capital grants and the actual payover of the grants.

Interest on long term debt was also less than budgeted because short term financing was used for a longer period than anticipated.

Schedule of Revenue Fund Activities (Page 9)

The Hospital District provides a share of the funding for capital projects and equipment to the Vancouver Island Health Authority. About 34% of the annual budget is current year grants and the balance covers financing costs for short term and long term debt.

An accumulated Revenue Fund surplus of \$1,603,296 (2007, \$1,332,103) is on hand at the end of 2008. As noted earlier, the financial plan includes regular increases in property taxes to account for the eventual repayment of debt for major capital projects. Accordingly the 2008 surplus is projected to be sufficient to provide room for both current year capital grants and increasing debt repayment amounts.

Schedule of Reserve Fund Activities (Page 10)

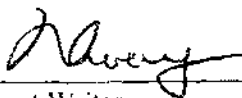
This schedule provides a summary of the amounts raised for capital grants approved as part of the annual tax requisition and the expenditure of those funds during the year. At December 31, 2008, \$4.1 million remains committed but not fully expended.

SUMMARY

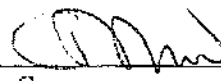
The Regional Hospital District is required to prepare annual audited financial statements. This report summarizes the results of the audited statements for the year ended December 31, 2008.

RECOMMENDATION

That the report on the 2008 audited financial statements of the Nanaimo Regional Hospital District be received.



Report Writer



C.A.O. Concurrence

COMMENTS:

To the Members of the Board of the Nanaimo Regional Hospital District

We have audited the consolidated statement of financial position of Nanaimo Regional Hospital District as at December 31, 2008 and the consolidated statements of financial activities and changes in financial position for the year then ended. These consolidated financial statements are the responsibility of the Hospital District's management. Our responsibility is to express an opinion on these consolidated financial statements based on our audit.

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

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Hospital District as at December 31, 2008 and the results of its financial activities and changes in financial positions for the year then ended in accordance with Canadian generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The supplementary information, including schedules presented on pages 9 through 12, is presented for purposes of additional analysis. This supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated statements and, in our opinion, is fairly stated, in all material respects, in relation to the consolidated financial statements taken as a whole.

Meyer Norris Penny LLP

Nanaimo, British Columbia
March 20, 2009

Chartered Accountants



To the Members of the Board of the Nanaimo Regional Hospital District.

This statement is provided to clarify and outline the roles and responsibilities of the management team, the elected Board of Directors and the independent auditors in relation to the preparation and review of the Nanaimo Regional Hospital District's annual financial results.

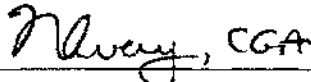
Management is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgements and estimates in accordance with Canadian generally accepted accounting principles. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgement is required.

In discharging its responsibilities for the integrity and fairness of the consolidated financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Regional Hospital Board of Directors is composed entirely of Directors who are neither management nor employees of the Regional Hospital District. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the consolidated financial statements. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management. The Board is also responsible for the appointment of the Regional Hospital District's external auditors. The external auditors have full and free access to the Board and management to discuss their audit findings.

Meyers Norris Penny LLP, an independent firm of Chartered Accountants, has been appointed by the Regional Hospital District Board of Directors to audit the consolidated financial statements and report to them; their report follows.

March 20, 2009

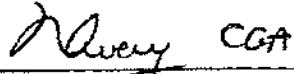
 CGA

Gen. Mgr., Finance & Information Services

**NANAIMO REGIONAL HOSPITAL DISTRICT
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2008**

	<u>2008</u>	<u>2007</u> <u>Restated</u>
Financial Assets		
Cash	\$ 5,722,835	\$ 5,173,872
Accounts receivable	9,946	19,076
Health Authority capital advances	-	-
	<u>5,732,781</u>	<u>5,192,948</u>
Financial Liabilities		
Short term debt (Note 2)	2,820,645	1,541,804
Accounts payable	5,028	134,234
Accrued liabilities	128,529	171,126
Long term debt (Schedule D, Note 3)	17,539,765	18,939,576
	<u>20,493,967</u>	<u>20,786,740</u>
Net Financial Liabilities	<u>\$ (14,761,186)</u>	<u>\$ (15,593,792)</u>
Consolidated Equity Position		
Revenue fund (Schedule A)	\$ 1,603,296	\$ 1,332,103
Reserve fund (Schedule B)	4,109,263	3,728,723
Consolidated Financial Equity (Page 4)	<u>5,712,559</u>	<u>5,060,826</u>
Capital fund (Schedule C)	(20,345,216)	(20,483,490)
	<u>(14,632,657)</u>	<u>(15,422,664)</u>
Unfunded liabilities(Note 4)	(128,529)	(171,126)
	<u>(14,761,186)</u>	<u>(15,593,790)</u>
Net Equity	<u>\$ (14,761,186)</u>	<u>\$ (15,593,790)</u>

Approved:

 CGA
 General Manager Finance & Information Services

See notes to consolidated financial statements

**NANAIMO REGIONAL HOSPITAL DISTRICT
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>Budget</u>	<u>2008</u>	<u>2007</u> <u>Restated</u>
Revenues			
Property tax revenues	\$ 5,848,410	\$ 5,848,410	\$ 5,389,907
Grants-in-lieu of taxes	27,000	27,958	27,613
Interest on investments	100,000	161,911	189,468
Other revenue	-	138,181	417,563
	<u>5,975,410</u>	<u>6,176,460</u>	<u>6,024,551</u>
Expenditures			
Administration	10,000	14,500	8,665
Debenture issue costs	46,000	5,686	141,750
Grants to Health Authority	2,400,000	3,600,252	4,051,191
Short term loan interest and bank charges	122,865	64,440	355,319
Interest on long-term debt	2,244,860	1,658,977	1,461,801
Health Authority advances converted to long term debt	-	-	-
	<u>4,823,725</u>	<u>5,343,855</u>	<u>6,018,726</u>
Net Revenues (Expenditures)	<u>1,151,685</u>	<u>832,605</u>	<u>5,825</u>
Financing activities:			
Short term debt issued (repaid)		1,261,535	(5,332,248)
Long term debt issued	-	324,943	8,100,000
Debt principal repayments	(1,144,885)	(1,144,877)	(963,682)
Debt actuarial adjustments	-	(579,876)	(642,201)
Increase (decrease) in financing obligations	<u>(1,144,885)</u>	<u>(138,275)</u>	<u>1,161,869</u>
Unfunded expenditures:			
Long-term debt interest (Note 4)	-	(42,597)	47,168
Change in Financial Equity	6,800	651,733	1,214,862
Consolidated Financial Equity, beginning(Page 3)	<u>5,060,826</u>	<u>5,060,826</u>	<u>3,845,964</u>
Consolidated Financial Equity, ending(Page 3)	<u>\$ 5,067,626</u>	<u>\$ 5,712,559</u>	<u>\$ 5,060,826</u>

Approved:


 General Manager Finance & Information Services

See notes to consolidated financial statements

**NANAIMO REGIONAL HOSPITAL DISTRICT
SCHEDULE OF REVENUE FUND ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2008**

SCHEDULE A

	<u>Budget</u>	<u>2008</u>	<u>2007</u>
Revenues			
Property tax revenues	\$ 5,848,410	\$ 5,848,410	\$ 5,389,907
Grants-in-lieu of taxes	27,000	27,956	27,613
Interest on investments	100,000	161,911	189,468
Other revenue	-	138,181	417,563
	<u>5,975,410</u>	<u>6,176,460</u>	<u>6,024,551</u>
Expenditures			
Administration	10,000	14,500	8,665
Short term loan interest and bank charges	168,865	64,440	497,069
Long term debt interest	2,244,860	2,281,450	2,056,834
	<u>2,423,725</u>	<u>2,360,390</u>	<u>2,562,568</u>
Operating Surplus	<u>3,551,685</u>	<u>3,816,070</u>	<u>3,461,983</u>
Transfer to Reserve Fund(Page 9)	2,400,000	2,400,000	2,400,000
Debt principal repayment	1,144,885	1,144,877	963,682
	<u>3,544,885</u>	<u>3,544,877</u>	<u>3,363,682</u>
Current Year Surplus (Deficit)	6,800	271,193	98,301
Prior years' surplus	<u>1,332,103</u>	<u>1,332,103</u>	<u>1,233,802</u>
Total Operating Surplus	<u>\$ 1,338,903</u>	<u>\$ 1,603,296</u>	<u>\$ 1,332,103</u>

See notes to consolidated financial statements

NANAIMO REGIONAL HOSPITAL DISTRICT
 SCHEDULE OF RESERVE FUND ACTIVITIES
 FOR THE YEAR ENDED DECEMBER 31, 2008

SCHEDULE B

	<u>2008</u>	<u>2007</u>
FUND BALANCE, BEGINNING	\$ 3,728,723	\$ 2,612,162
Add:		
Transfer from Revenue Fund (Page 8)	2,400,000	2,400,000
Less:		
Grants to Health Authority	(2,019,460)	(1,283,439)
	\$ 4,109,263	\$ 3,728,723
FUND BALANCE, ENDING (Note 5)	\$ 4,109,263	\$ 3,728,723

See notes to consolidated financial statements

**NANAIMO REGIONAL HOSPITAL DISTRICT
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2008**

	<u>2008</u>	<u>2007</u> <u>Restated</u>
Financial Assets		
Cash	\$ 5,722,835	\$ 5,173,872
Accounts receivable	9,946	19,076
Health Authority capital advances		
	<u>5,732,781</u>	<u>5,192,948</u>
Financial Liabilities		
Short term debt (Note 2)	2,820,645	1,541,804
Accounts payable	5,028	134,234
Accrued liabilities	128,529	171,126
Long term debt (Schedule D, Note 3)	17,539,765	18,939,575
	<u>20,493,967</u>	<u>20,786,739</u>
Net Financial Liabilities	<u>\$ (14,761,186)</u>	<u>\$ (15,593,791)</u>
Consolidated Equity Position		
Revenue fund (Schedule A)	\$ 1,603,296	\$ 1,332,103
Reserve fund (Schedule B)	4,109,263	3,728,723
Consolidated Financial Equity (Page 4)	<u>5,712,559</u>	<u>5,060,826</u>
Capital fund (Schedule C)	(20,345,216)	(20,483,491)
	<u>(14,632,657)</u>	<u>(15,422,665)</u>
Unfunded liabilities(Note 4)	(128,529)	(171,126)
	<u>(14,761,186)</u>	<u>(15,593,791)</u>
Net Equity	<u>\$ (14,761,186)</u>	<u>\$ (15,593,791)</u>

Approved:



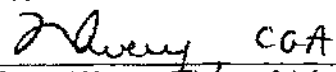
General Manager - Finance & Information Services

See notes to consolidated financial statements

**NANAIMO REGIONAL HOSPITAL DISTRICT
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>Budget</u>	<u>2008</u>	<u>2007</u> <u>Restated</u>
Revenues			
Property tax revenues	\$ 5,848,410	\$ 5,848,410	\$ 5,389,907
Grants-in-lieu of taxes	27,000	27,958	27,613
Interest on investments	100,000	161,911	189,468
Other revenue	-	138,181	417,563
	<u>5,975,410</u>	<u>6,176,460</u>	<u>6,024,551</u>
Expenditures			
Administration	10,000	14,500	8,665
Debenture issue costs	46,000	5,686	141,750
Grants to Health Authority	2,400,000	3,600,252	4,051,191
Short term loan interest and bank charges	122,865	64,440	355,319
Interest on long-term debt	2,244,860	1,658,977	1,461,801
Health Authority advances converted to long term debt	-	-	-
	<u>4,823,725</u>	<u>5,343,855</u>	<u>6,018,726</u>
Net Revenues (Expenditures)	<u>1,151,685</u>	<u>832,605</u>	<u>5,825</u>
Financing activities:			
Short term debt issued (repaid)		1,261,535	(5,332,248)
Long term debt issued	-	324,943	8,100,000
Debt principal repayments	(1,144,885)	(1,144,877)	(963,682)
Debt actuarial adjustments	-	(579,876)	(642,201)
Increase (decrease) in financing obligations	<u>(1,144,885)</u>	<u>(138,275)</u>	<u>1,161,869</u>
Unfunded expenditures:			
Long-term debt interest (Note 4)	-	(42,597)	47,168
Change in Financial Equity	6,800	651,733	1,214,862
Consolidated Financial Equity, beginning(Page 3)	<u>5,060,826</u>	<u>5,060,826</u>	<u>3,845,964</u>
Consolidated Financial Equity, ending(Page 3)	<u>\$ 5,067,626</u>	<u>\$ 5,712,559</u>	<u>\$ 5,060,826</u>

Approved:


General Manager Finance & Information Services

See notes to consolidated financial statements

NANAIMO REGIONAL HOSPITAL DISTRICT
SCHEDULE OF REVENUE FUND ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2008

SCHEDULE A

	<u>Budget</u>	<u>2008</u>	<u>2007</u>
Revenues			
Property tax revenues	\$ 5,848,410	\$ 5,848,410	\$ 5,389,907
Grants-in-lieu of taxes	27,000	27,958	27,613
Interest on investments	100,000	161,911	189,468
Other revenue	-	138,181	417,563
	<u>5,975,410</u>	<u>6,176,460</u>	<u>6,024,551</u>
Expenditures			
Administration	10,000	14,500	8,665
Short term loan interest and bank charges	168,865	64,440	497,069
Long term debt interest	2,244,860	2,281,450	2,056,834
	<u>2,423,725</u>	<u>2,360,390</u>	<u>2,562,568</u>
Operating Surplus	<u>3,551,685</u>	<u>3,816,070</u>	<u>3,461,983</u>
Transfer to Reserve Fund(Page 9)	2,400,000	2,400,000	2,400,000
Debt principal repayment	1,144,885	1,144,877	963,682
	<u>3,544,885</u>	<u>3,544,877</u>	<u>3,363,682</u>
Current Year Surplus (Deficit)	6,800	271,193	98,301
Prior years' surplus	<u>1,332,103</u>	<u>1,332,103</u>	<u>1,233,802</u>
Total Operating Surplus	<u>\$ 1,338,903</u>	<u>\$ 1,603,296</u>	<u>\$ 1,332,103</u>

See notes to consolidated financial statements

NANAIMO REGIONAL HOSPITAL DISTRICT
 SCHEDULE OF RESERVE FUND ACTIVITIES
 FOR THE YEAR ENDED DECEMBER 31, 2008

SCHEDULE B

	<u>2008</u>	<u>2007</u>
FUND BALANCE, BEGINNING	\$ 3,728,723	\$ 2,612,162
Add:		
Transfer from Revenue Fund (Page 8)	2,400,000	2,400,000
Less:		
Grants to Health Authority	(2,019,460)	(1,283,439)
 FUND BALANCE, ENDING (Note 5)	 <u>\$ 4,109,263</u>	 <u>\$ 3,728,723</u>

See notes to consolidated financial statements



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BOARD	

MEMORANDUM

TO: N. Avery
General Manager of Finance and Information Services

DATE: April 2, 2009

FROM: Wendy Idema
Manager, Accounting Services

FILE:

SUBJECT: 2008 Regional District Annual Report (Audited Financial Statements)

PURPOSE

To provide comments on the financial performance of the Regional District of Nanaimo for the fiscal year ending December 31, 2008.

BACKGROUND

Regional Districts are required by Section 814.1 of the *Local Government Act* to present at a public meeting of the Board the results of the annual audit. This report and the attachments are intended to identify highlights and explain the results of the fiscal year ending on December 31, 2008.

The Regional District accounts for its activities in three funds: the General Revenue (or Operating) Fund, the Capital Fund and the Reserve Fund. The annual report consists of a set of consolidated financial statements and supplementary information for each service provided by the Regional District. The consolidated statements allow us to assess the overall results of all of our activities. The objective of our annual statements is to fairly present the financial position of the Regional District as a whole. The attachments to this report include excerpts from the financial statements as well as the Auditors' Report to the Chief Administrative Officer summarizing key elements of their audit procedures and discussion of their conclusion on the information included in the financial statements.

CONSOLIDATED FINANCIAL STATEMENTS

Auditor Opinion Letter (Page 2 of the annual report)

The Regional District maintains a system of accounting controls designed to provide reasonable assurance for the safekeeping of assets, that revenues and expenditures are fully and properly recorded and that the financial records are accurate. The firm of Meyers Norris Penny LLP is responsible for reporting to the Board the results of their audit of the controls and transaction accounting. As in prior years, the auditor's report is unqualified, assuring readers that based on the audit procedures conducted; the financial statements are considered to be free of material errors and are prepared in accordance with generally accepted accounting standards.

Consolidated Statement of Financial Position (Page 3 of the annual report)

The Statement of Financial Position shows the net equity position at the end of December, 2008. Two measures reflect the Regional District's current financial position – Net Financial Assets (Liabilities) and Capital Assets. The "Net Financial Assets (Liabilities)" amount indicates at a point in time, whether the Regional District has made commitments which will require future financial resources. Our net financial assets position improved from a positive \$7.7 million in 2007 to a positive \$11.3 million asset position at December 31, 2008. Three main items contributed to the increase in our net asset position in 2008 – an increase in 'Cash and short-term deposits' to \$35,092,505 (2007, \$27,240,434), an increase in 'Investments' to \$24,878,552 (2007, \$22,855,000) and a reduction in 'Short-term loans' to \$79,478 (2007, \$509,598).

Long Term Debt

The decrease in long-term debt to \$61,305,162 (2007: 66,305,849) reflects the ongoing pay down of existing debt as well as the fact that no new debt was issued in 2008 by the Regional District or its municipalities.

Deferred Revenues – (Note 10 – page 10)

Deferred revenues include advances from the Federal Gas Tax Transfer Program - Community Works Fund of \$3,064,086 (2007, \$950,370), Development Cost Charges collected to date (DCCs) - \$16,635,770 (2007, \$15,440,735) and parkland cash-in-lieu contributions - \$1,241,922 (2007, \$1,156,520). During 2008, a total of \$2,304,377 (2007, \$46,073) was spent from the Gas Tax Transfer Program advances on Board approved projects. This includes \$55,303 for water management and watershed protection studies prior to the November 15, 2008 referendum; \$161,147 for Area H village center planning and green building and affordable housing studies; \$51,411 for transportation services projects; \$97,517 with respect to design work on the solid waste transfer station upgrade; and \$1,938,999 for the gravity thickener project at the Greater Nanaimo Pollution Control Centre.

Unfunded Liabilities – (Note 9 – page 9/10)

Accounting rules require local governments to calculate the full value of certain types of liabilities, in particular liabilities associated with using up landfill space and liabilities for the future payment of certain employee benefits. The intent of calculating these estimates is to signal that at some future point tax or other revenues will be needed to cover those costs. Where reserves or other sources of cash have not been accumulated as at the statement date to meet the liability, the difference is shown on the statements as unfunded.

Employee Retirement Benefits

The total estimate for employee retirement benefits is \$1,206,420 (a maximum of 60 days unused sick leave upon retirement). The Regional District funds this retirement benefit on a pay as you go basis by a charge on wages paid in each department. Adequate reserves to fully fund this retirement benefit have been set aside at December 31, 2007, resulting in a nil amount for the unfunded portion in 2008 (2007, nil).

Landfill Capacity Liability:

The portion of costs to close and maintain the landfill site for a 25 year period which have not been accumulated in reserves is a total of \$8,574,144 (2007, \$7,339,677). Our financial plan projections include appropriations to reserves to assist in phased landfill closure costs, while it is expected that annual tax requisitions will cover the post closure monitoring and maintenance activities. The estimated remaining lifespan of the landfill remains at four years at the end of December 2008. The Board is monitoring alternative waste disposal options including the possibility of expanding an existing berm to provide more space without increasing the footprint of the landfill. Staff estimate that the berm expansion could increase the life of the landfill to 2025 and would consequently reduce the current liability calculations.

The Regional District's overall Consolidated Financial Equity remains in a positive year-end balance at \$36,894,524 (2007 \$34,838,272). The consolidated surplus from operations (General Revenue Fund) was \$11,211,684 (2007 \$11,911,965). The surplus from operations is not a single value available to the Regional District as a whole – rather it is the accumulated value of surpluses from each of the individually funded services provided by the Regional District.

Statement of Financial Activities (Page 4 of the annual report)

The Statement of Financial Activities is a form of 'profit and loss' statement summarizing the operating and financing activities that have occurred during the year. The Regional District increased its overall financial equity by \$2,056,252 in 2008 (2007, \$6,743,992). Expenditures are grouped on the Statement of

Financial Activities by activity and to provide comparability with prior years and other local governments. For financial statement purposes, all expenditures including those which will be funded by debt or reserves are reported under the consolidated Budget column.

Wastewater & solid waste management services (\$20,808,211) are below budget (\$31,273,151). This is not an unusual occurrence because this service area undertakes the greatest number of large, complex capital projects which are often started in one year and carried over to completion in the following year. Examples include the partial completion of an operations building expansion (total \$1.6 million, \$800,000 from operations - \$320,000 spent by December 31, 2008) and cogeneration project (total \$2.65 million, \$270,000 from operations, nil spent at December 31, 2008) both at the Southern Community wastewater treatment plant. Secondly the planned upgrade and expansion of the Church Rd solid waste transfer station (\$5.5 million; 50% grant, 50% from reserves) was approved late in December and only some initial final design work had been completed.

Water, sewer & streetlighting services (\$4,693,863) are below budget (\$7,676,331). In the utilities service area, \$180,000 for a new well source on the Nanoose Peninsula was not spent in 2008 pending a revised approach which involves well sequencing. Well sequencing is a measure being undertaken in part to improve water quality, and the work plan focus in the next several years will be on redeveloping existing wells to improve supply. The capital budget for this functional area also included an estimate of \$1.3 million to be borrowed as a contribution to the construction of a sewer collector system in the Cedar village area. This project is underway, but the borrowing has not yet been drawn on.

Expenditures for Parks, Recreation and Culture (\$8,368,453) are below budget (\$10,037,906) for a variety of reasons including lower operating costs in Recreation, the carryover to 2009 of Community Tourism Grant funded projects and a regional park acquisition budgeted at \$400,000 which did not occur (Hamilton Marsh). Finally, as a result of not receiving a grant, projects to construct bridges at Nash and Ridgewil Creek (\$250,000) were deferred.

Notes to Financial Statements

Included as excerpts attached to this report are notes which provide further details with respect to Unfunded Liabilities, Deferred Revenue, Long Term Debt repayments and leases.

General Revenue Fund - Schedule of Revenues and Expenditures (Page 16 of the annual report)

The General Revenue Fund reflects cash expenditures during the year. This schedule presents the results of operations at an organizational level compared to budget and the prior year. The detailed operating results of individual services are contained in the published report at Pages 26 to 39.

Overall actual revenues were below budget (\$65,892,034 actual vs. \$76,349,400 budgeted). The difference is mainly the result of actual transfers being less than budgeted for Gas Tax Transfer Program grants and Development Cost Charge reserve funds for approved projects which were not completed at December 31st. Solid waste disposal fees at \$8,552,243 were 89% of budget (\$9,635,000), and building permit fees were at 90% of budget (\$802,825 vs: \$892,890 budget) as a result of the general slowdown in the economy.

Overall operating expenditures were lower than budget (\$48,770,676 actual vs. \$65,495,055 budgeted). As noted earlier, the most significant component difference is capital projects which are completed over two years. It is important to note the correlation between Capital expenditures and Grant and Other revenues. Development Cost charges and Reserve funds are included in Other revenue and Gas Tax Program grants are included in Grant revenue. These categories will be lower when the capital projects they fund are only partially completed at year end. Where a project is fully funded by one or more of these sources of revenue, there is no net affect on the overall operating results.

Schedule of Change in Equity in Tangible Capital Assets (Page 20 in the annual report)

This schedule shows how our investment in tangible capital assets changed over the year. The Regional District invested \$9.4 million in new capital assets in 2008 (2007, \$7.1 million). Assets purchased by way

of capital leases increased by a total of \$128,161 in 2008. Long term debt financing decreased by a total of \$2,827,129.

Schedule of Statutory Reserve Fund Balances (Pages 22, 23 and 24 in the annual report)

This schedule shows the activity that occurred in each of the separate reserve funds established by the Board. Highlights of total activity for the year include:

	<u>2008</u>	<u>2007</u>
Contributions in the year	\$ 3,758,186	\$ 5,808,716
Interest earned	859,574	664,742
Funds applied to approved expenditures	726,486	129,674

Reserve funds were utilized in 2008 to purchase new property system management software (\$301,939); a vehicle purchase for the Coombs Hilliers Volunteer Fire Department (\$79,400); Church Road transfer station design work (\$97,517); French Creek Water system main replacement (\$41,499); Fairwinds water system water main looping (\$56,632); Ravensong Aquatic Centre building upgrades (\$62,984) and Regional Growth Management Strategy five year review (\$52,000).

Significant reserve fund contributions made in 2008 include \$333,512 - administration building; \$66,400 - information technology; a combined total of \$153,165 for various fire department building and vehicle reserve funds; \$1,000,000 - landfill acquisition/upgrades; a combined total of \$529,344 for future community and regional parks and recreation facilities; a combined total of \$109,860 for various water systems; and \$1,500,000 for future expansion of the Southern Community wastewater treatment plant.

AUDITORS' REPORT TO THE CHIEF ADMINISTRATIVE OFFICER

This report provided by the accounting firm of Meyers Norris Penny LLP provides the Chief Administrative Officer with an overview of the audit process and a summary of their findings. Pages 2 and 3 discuss the areas of audit emphasis and the auditors' conclusions with respect to accounting estimates and recording of transactions.

Pages 4 and 5 of the report summarize the key matters reviewed with management during the audit and indicate that no areas of concern were found.


The Regional District of Nanaimo received an unqualified opinion on the consolidated financial statements for 2008 and the auditors' report concludes there are no areas of significant concern on their part.

SUMMARY

The 2008 Consolidated Financial Statements have been prepared and audited within the framework of the accounting policies applicable to local governments in B.C. These statements present, in all significant respects, the financial position of the Regional District of Nanaimo as at December 31, 2008. This is supplemented and confirmed by the Auditors' Report to the Chief Administrative Officer dated March 14, 2009.

RECOMMENDATION


That the 2008 Consolidated Financial Statements, associated financial schedules and Auditors' Report to the Chief Administrative Officer be received.



 Report Writer



 General Manager Concurrence

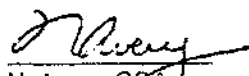


 C.A.O. Concurrence

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2008**

	<u>2008</u>	<u>2007</u>
Financial Assets		
Cash and short-term deposits (Note 2 & Pg. 5)	\$ 35,092,505	\$ 27,240,434
Accounts receivable (Note 3)	4,681,174	7,763,491
Investments (Note 4)	24,878,552	22,855,000
Municipal debt receivable (Note 11)	45,486,177	48,089,804
Other assets (Note 5)	48,150	3,000
	<u>110,186,558</u>	<u>105,951,729</u>
Financial Liabilities		
Short-term loans (Note 6)	79,478	509,598
Accounts payable (Note 7)	3,630,894	2,826,198
Other liabilities (Note 8)	2,900,341	2,350,317
Unfunded liabilities (Note 9)	8,662,337	7,490,810
Deferred revenue (Note 10)	21,274,622	17,847,138
Obligation under capital lease (Note 13)	1,016,506	888,345
Long-term debt (Notes 11, 12 & Pg. 40-43)	61,305,162	66,305,849
	<u>98,869,340</u>	<u>98,218,255</u>
Net Financial Assets (Liabilities)	<u>11,317,218</u>	<u>7,733,474</u>
Capital Assets		
Tangible capital assets (Note 20 & Pg. 21)	146,032,268	136,826,237
Assets under capital lease (Note 13)	1,349,126	1,128,857
	<u>147,381,394</u>	<u>137,955,094</u>
Net Equity	<u>\$ 158,698,612</u>	<u>\$ 145,688,568</u>
Consolidated Equity Position		
General Revenue Fund (Note 14)	\$ 11,211,684	\$ 11,911,965
Capital Fund (Pg. 19)	(1,832,965)	1,014,213
Reserves (Note 15)	27,515,805	21,912,094
Consolidated Financial Equity (Note 15)	<u>36,894,524</u>	<u>34,838,272</u>
Equity in Tangible Capital Assets (Pg. 20)	130,466,424	118,341,106
Unfunded liabilities (Note 9)	<u>(8,662,336)</u>	<u>(7,490,810)</u>
Net Equity	<u>\$ 158,698,612</u>	<u>\$ 145,688,568</u>

APPROVED:


N. Avery, CGA

See notes to consolidated financial statements

- 3 -

General Manager, Finance and Information Services

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>Budget</u>	<u>2008</u>	<u>2007</u>
Revenues			
Property taxes	\$ 29,024,915	\$ 29,024,827	\$ 26,882,882
Grants in lieu of taxes	89,230	186,594	186,287
Operating grants	13,058,990	7,020,069	6,963,091
Operating revenues	19,240,884	18,243,954	17,488,538
Developer contributions	5,080,520	1,277,066	1,912,659
Other	708,296	820,570	1,051,324
Interest on investments	1,162,822	1,511,668	1,439,751
MFA debt surplus refunds	-	237,709	155,992
	<u>68,365,657</u>	<u>58,322,457</u>	<u>56,080,524</u>
Expenditures			
General government services	2,749,719	1,871,789	504,290
Planning and development	3,491,726	2,843,054	2,501,318
Wastewater & solid waste management services	31,273,151	20,808,211	18,487,797
Water, sewer & streetlighting services	7,676,331	4,693,863	3,309,940
Transportation services	14,561,264	12,641,262	11,006,591
Protective services	5,293,996	3,512,081	2,659,579
Parks, recreation and culture	10,037,906	8,368,453	8,049,349
	<u>75,084,093</u>	<u>54,738,713</u>	<u>46,518,864</u>
Net Revenues (Expenditures)	<u>(6,718,436)</u>	<u>3,583,744</u>	<u>9,561,660</u>
Add:			
Financing activities			
Increase (decrease) in Obligation under capital lease	(184,199)	128,161	545,364
Short-term and long-term debt issued	3,046,880	14,349	975,781
Debt actuarial adjustments	(812,148)	(1,051,918)	(896,848)
Debt principal repayments	(1,813,815)	(1,789,611)	(3,086,699)
Increase (Decrease) in financing obligations	<u>236,718</u>	<u>(2,699,019)</u>	<u>(2,462,402)</u>
Unfunded expenditures:			
Employee benefits	-	(62,941)	(65,410)
Landfill closure and post closure costs	-	1,234,468	(289,856)
	<u>-</u>	<u>1,171,527</u>	<u>(355,266)</u>
Change in Consolidated Financial Equity	(6,481,718)	2,056,252	6,743,992
Consolidated Financial Equity, beginning	<u>34,838,272</u>	<u>34,838,272</u>	<u>28,094,280</u>
Consolidated Financial Equity, ending (Note 15 & Pg. 3)	<u>\$ 28,356,554</u>	<u>\$ 36,894,524</u>	<u>\$ 34,838,272</u>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF CHANGES IN FINANCIAL POSITION
FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>2008</u>	<u>2007</u>
Operating Activities		
Net Revenues (Expenditures)	\$ 3,583,744	\$ 9,561,660
Decrease (increase) in accounts receivable	3,082,317	(3,832,359)
Decrease (increase) in other assets	(45,150)	-
Increase (decrease) in accounts payable	804,696	519,756
Increase (decrease) in deferred revenues	3,427,484	2,848,133
Increase (decrease) in other liabilities	550,024	269,328
Increase (decrease) in unfunded liabilities	<u>1,171,527</u>	<u>(355,266)</u>
Net increase (decrease) in cash from operating activities	<u>12,574,642</u>	<u>9,011,252</u>
Investing Activities		
(Increase) decrease in investments	<u>(2,023,552)</u>	<u>(3,907,396)</u>
Financing Activities		
Short and long-term debt issued	14,349	975,781
Debt actuarial adjustments	(1,051,918)	(896,848)
Increase in capital lease obligation	128,161	545,364
Repayment of short and long-term debt	<u>(1,789,611)</u>	<u>(3,086,699)</u>
Net increase (decrease) in cash from financing activities	<u>(2,699,019)</u>	<u>(2,462,402)</u>
Net change in cash and short term deposits	\$ 7,852,071	\$ 2,641,454
Cash and short-term deposits, Beginning	<u>27,240,434</u>	<u>24,598,980</u>
Cash and short-term deposits, Ending (Note 2 & Pg. 3)	<u>\$ 35,092,505</u>	<u>\$ 27,240,434</u>

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2008

(b) Demand loan of nil (2007, \$2,619); original value \$22,600, for a Regional Parks vehicle, payable at \$377 per month plus interest at Royal Bank prime rate.

7. ACCOUNTS PAYABLE

	<u>2008</u>	<u>2007</u>
Payable to Provincial Government	\$ 488,376	\$ 355,385
Payable to other local governments	25,737	34,193
Trade and other payables	<u>3,116,781</u>	<u>2,436,620</u>
	\$ <u>3,630,894</u>	\$ <u>2,826,198</u>

8. OTHER LIABILITIES

	<u>2008</u>	<u>2007</u>
Wages and benefits payable	\$ 1,149,549	\$ 870,165
Retirement benefits payable	1,206,420	985,914
Permit deposits	<u>544,372</u>	<u>494,238</u>
	\$ <u>2,900,341</u>	\$ <u>2,350,317</u>

9. UNFUNDED LIABILITIES

Unfunded liabilities represent the amount of cumulative future expenditures estimated to meet obligations which result from current operations. These liabilities are related to contractual employment obligations, and landfill operations which are governed by Provincial statute. Special reserves which have been set aside to meet those obligations are described below.

(a) Employee Benefits

- i. *Retirement Benefits* - Employees who retire qualify for a one time payout of up to 60 days of their accumulated unused sick leave bank. The Regional District calculates the value of this liability for employees aged 40 or older based on a statistical analysis of the age and length of service of its workforce. The reported liability reflects the likelihood that employees 55 or older will retire and become eligible for this benefit. The unfunded portion of the estimated employee retirement benefit liability at December 31, 2008 is nil (2007, nil), and the total estimated employee retirement benefit liability at December 31, 2008 is \$1,206,420 (2007, \$985,914). Employee retirement benefit payments are being funded by an accounting charge on wages paid in the year.
- ii. *Other* - Includes vacation pay adjustments and statutory and other benefits provided for in the collective agreement and which are paid in the normal course of business in the following year. The vacation pay liability at December 31, 2008 is \$82,310 (2007, \$72,057). The statutory benefits liability at December 31, 2008 is \$77,401 (2007, \$79,076).

(b) Landfill Closure and Post Closure Maintenance Costs

In accordance with PS 3270 liabilities with respect to permanently closing and monitoring a landfill are incurred as landfill capacity is used. Landfill Closure costs include placing a permanent cover over the face of the landfill. Post Closure Maintenance costs include landfill gas monitoring, leachate collection system operation and general site maintenance which must be managed for a period of 25 years after the landfill is permanently closed.

Landfill Closure costs:

Landfill Closure costs are estimated based on the open area of the remaining unused capacity of the landfill site. In 2004 a berm was constructed that resulted in an increase in landfill capacity, initially extending the life of the landfill to 2017. At the end of 2005 additional waste was diverted to the landfill rather than being exported out of the Regional District. This reduced the expected life of the landfill from 2017 to 2014. In the most recent year, increased fill rates due to population growth have further

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2008

9. UNFUNDED LIABILITIES (CONTINUED)

reduced the expected life to 2012, with final closure to occur in 2013. The Regional District will be considering a proposed Phase 2 expansion of the berm which would increase landfill life by an estimated 12 years to 2024.

At December 31, 2008, there were approximately 937,862 cubic meters of uncovered refuse in the landfill. Landfill Closure costs are estimated at \$2,216,750 (2007, \$1,785,753) for which \$1,282,197 (2007, \$1,233,997) has been set aside in reserves. The balance of Landfill Closure costs are expected to be funded by a combination of future reserve account contributions and borrowing.

Post Closure Maintenance costs:

The Regional District has a statutory obligation to manage the environmental state of the landfill site for 25 years after the site is closed. Post Closure Maintenance costs are estimated using a number of factors including the percentage of landfill capacity already filled, the probable closure date, the regulated monitoring period, the estimated annual management costs and a present value discount rate which is the difference between the long-term MFA borrowing rate and the current Consumer Price Index. The current estimate for annual Post Closure Maintenance costs is \$425,000 (2007, \$425,000). Total Post Closure Maintenance costs are estimated to be \$6,357,394 (2007, \$5,553,924) based on 91% of the total landfill capacity being filled at this date, a 5 year lifespan to 2012, final closure in 2013, and a discount rate of 2.6%. Post Closure Maintenance costs are expected to be funded by annual budget appropriations in the years in which they are incurred.

Unfunded Liability Balances	<u>2008</u>	<u>2007</u>
Employee Retirement Benefits	\$ -	\$ -
Employee Other Benefits	88,192	151,133
Landfill Closure Costs	2,216,750	1,785,753
Post Closure Maintenance Costs	<u>6,357,394</u>	<u>5,553,924</u>
Unfunded Liability	<u>\$ 8,662,336</u>	<u>\$ 7,490,810</u>
Reserves On Hand	<u>\$ 1,282,197</u>	<u>\$ 1,233,997</u>

10. DEFERRED REVENUE

	<u>2008</u>	<u>2007</u>
Parkland Cash-in-Lieu Contributions	\$ 1,241,922	\$ 1,156,520
Development Cost Charges	<u>16,635,770</u>	<u>15,440,735</u>
Subtotal (Pg. 25)	17,877,692	16,597,255
Gas tax transfer program – Community Works Fund	3,064,086	950,370
Community Tourism Program funding	115,342	100,369
General Revenue Fund	<u>217,502</u>	<u>199,144</u>
	<u>\$ 21,274,622</u>	<u>\$ 17,847,138</u>

Parkland Cash-in-Lieu Contributions - are amounts collected from developers under the authority of Section 941 of the *Local Government Act*, where the Board has determined that cash rather than land for parkland purposes may be accepted as a condition of subdivision. These funds are held for the purpose of purchasing parkland.

Development Cost Charges - are amounts collected or payable as a result of new subdivision or building developments under the authority of Section 933 of the *Local Government Act*. The purpose of Section 933 is to collect funds for infrastructure which will be built as a result of capital burdens from new growth. Development Cost Charge bylaws have been enacted for the purposes of future expansion of wastewater treatment facilities and a bulk water system.

**REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2008**

10. DEFERRED REVENUE (CONTINUED)

Community Works Fund - is a program component of the federal government's "New Deal for Cities and Communities" which was established to transfer a portion of gas tax revenues to local governments to address infrastructure deficits. Additional information on the Regional District of Nanaimo's use of the Community Works Fund grants is included in the schedule on Pg 44.

Community Tourism Program - is a provincial program to increase tourism activity, build local economies and support the Province's Spirit of 2010 Tourism Strategy.

The General Revenue Fund - consists of payments in advance for recreation programs, unredeemed recreation program awards, facility rental deposits and miscellaneous deferred revenue.

11. MUNICIPAL DEBT RECEIVABLE

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

	<u>2008</u>	<u>2007</u>
City of Parksville	\$ 4,285,964	\$ 4,609,155
City of Nanaimo	<u>41,200,213</u>	<u>43,480,649</u>
	<u>\$ 45,486,177</u>	<u>\$ 48,089,804</u>

12. LONG-TERM DEBT

Debt is recorded and payable in Canadian dollars. It is the current policy of the Municipal Finance Authority to secure debt repayable only in Canadian dollars.

Details of long-term debt, including debt issue numbers, maturity dates, interest rates and outstanding amounts, are summarized in the Schedule of Long-Term Debt on pages 41 to 43.

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

<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>TOTAL</u>
\$ 1,312,170	\$ 1,312,255	\$ 725,458	\$ 725,548	\$ 725,641	<u>\$ 4,801,072</u>

13. OPERATING AND CAPITAL LEASES

The Regional District has entered into five year operating leases for certain vehicles and equipment which expire on various dates. In 2008 the operating lease payments totalled \$91,394 (2007, \$102,223).

The Regional District financed assets under capital leases in the amount of \$1,349,126 (2007, \$1,128,857), including two Zamboni ice cleaners, one van and four trucks for recreation and parks services; a wheeled loader and a refuse compactor for the landfill and several photocopiers. The 2008 capital lease principal payments totalled \$228,663 (2007, \$124,500). The outstanding obligation balance for leased capital assets as at December 31, 2008 was \$1,016,506 (2007, \$888,345).

All capital leases are held by the MFA Leasing Corporation. While payments are fixed for the term of the lease, interest rates are variable daily based upon the Canadian prime rate minus 1.0%. A final interest adjustment is made at the time of the final payment. In 2008, interest expenditures related to lease liabilities were \$40,987 (2007, \$22,485).

**REGIONAL DISTRICT OF NANAIMO
GENERAL REVENUE FUND
SCHEDULE OF REVENUE AND EXPENDITURES
as at Dec 31, 2008**

	Corporate Services (Schedule A)	Development Services (Schedule B)	Water and Wastewater Services (Schedule C)	Recreation & Parks Services (Schedule D)	Transportation & Solid Waste Services (Schedule E)	Actual 2008	Budget 2008	Actual 2007
REVENUES								
Tax requisition	\$ 4,940,082	\$ 1,859,950	\$ 10,789,825	\$ 6,456,185	\$ 4,968,765	\$ 29,024,827	\$ 29,024,916	\$ 26,882,882
Grants	138,641	286,917	2,036,948	238,180	4,319,383	7,020,069	13,058,990	6,732,863
Grants in Lieu	47,916	6,835	74,789	6,347	53,707	186,594	89,230	186,287
Interest	564,887	-	-	-	-	564,887	460,000	649,920
Permit fees & other	-	1,081,465	-	392,626	233,504	1,707,595	2,028,995	1,542,550
Operating revenues	-	70,713	1,491,848	1,372,711	6,833,762	9,769,034	9,684,369	9,006,163
Disposal fees	-	-	-	-	8,552,243	8,552,243	9,635,000	8,272,715
Other	7,859,458	-	1,207,327	-	-	9,066,785	12,367,900	8,394,312
	<u>13,550,984</u>	<u>3,305,860</u>	<u>15,600,737</u>	<u>8,476,049</u>	<u>24,958,384</u>	<u>65,892,034</u>	<u>76,349,400</u>	<u>61,667,692</u>
EXPENDITURES								
General administration	894,354	626,552	643,826	520,006	2,852,840	5,537,578	5,909,091	5,070,069
Professional fees	202,308	412,430	585,709	139,172	271,914	1,611,533	2,734,148	1,546,606
Community grants	47,529	-	-	76,125	-	123,654	135,654	105,725
Legislative	263,659	-	-	-	-	263,659	298,640	232,263
Recreation program costs	-	-	-	140,140	-	140,140	132,480	105,479
Equipment operating	126,452	2,768	-	99,642	2,768	231,630	209,181	169,328
Building operating	155,901	41,746	238,485	613,970	277,494	1,327,596	1,400,528	1,166,990
Vehicle operating	46,721	47,375	771,326	110,880	4,088,719	5,065,021	4,783,858	4,087,937
Other operating	174,067	188,098	2,863,301	385,008	4,643,607	8,254,081	8,992,542	8,100,620
Wages & benefits	2,181,182	2,084,340	2,536,694	2,960,010	9,657,750	19,419,976	20,398,526	17,395,113
Capital expenditures	347,264	25,748	4,086,776	184,676	2,151,324	6,795,808	20,500,407	5,883,590
	<u>4,439,457</u>	<u>3,429,057</u>	<u>11,726,117</u>	<u>5,229,629</u>	<u>23,946,416</u>	<u>48,770,676</u>	<u>65,495,055</u>	<u>43,863,720</u>
OPERATING SURPLUS								
	<u>9,111,527</u>	<u>(123,177)</u>	<u>3,874,620</u>	<u>3,246,420</u>	<u>1,011,968</u>	<u>17,121,358</u>	<u>10,854,345</u>	<u>17,803,972</u>
Debt retirement								
- interest	3,047,136	-	1,101,756	608,675	164,700	4,922,267	4,870,215	4,226,253
- principal	2,052,479	-	835,165	843,053	90,728	3,821,425	3,720,280	3,588,339
- foreign exchange	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	146,005	-
Reserve contributions	569,292	42,905	1,769,575	530,064	1,014,445	3,926,281	3,411,425	5,862,716
Transfers to other govts	3,201,353	3,000	218,400	1,275,478	-	4,698,231	4,552,421	4,166,578
	<u>8,870,260</u>	<u>45,905</u>	<u>3,924,896</u>	<u>3,257,270</u>	<u>1,269,873</u>	<u>17,368,204</u>	<u>16,700,346</u>	<u>17,643,886</u>
CURRENT YEAR SURPLUS (DEFICIT)								
	<u>241,267</u>	<u>(169,082)</u>	<u>(50,276)</u>	<u>(10,850)</u>	<u>(257,905)</u>	<u>(246,846)</u>	<u>(5,846,001)</u>	<u>(39,914)</u>
Prior year's surplus applied	1,116,750	1,744,118	4,381,164	1,244,139	3,383,942	11,870,113	11,869,004	11,910,027
NET OPERATING SURPLUS								
	<u>\$ 1,358,017</u>	<u>\$ 1,575,036</u>	<u>\$ 4,330,888</u>	<u>\$ 1,233,289</u>	<u>\$ 3,126,037</u>	<u>\$ 11,621,358</u>	<u>\$ 6,023,003</u>	<u>\$ 11,870,113</u>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF CHANGE IN EQUITY IN TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>2008</u>	<u>2007</u>
Changes in Capital Lease Obligations		
Lease obligations incurred to acquire assets	\$ (312,360)	\$ (669,864)
Lease obligations reduced (incurred) by refinancing	(44,464)	-
Capital lease principal payments	<u>228,663</u>	<u>124,500</u>
	<u>(128,161)</u>	<u>(545,364)</u>
Changes in Debt		
Decrease (increase) in long-term loans	(14,349)	(975,781)
Decrease (increase) in short-term loans	430,119	1,744,936
Principal payments for long-term debt	1,359,491	1,341,762
Actuarial adjustments for long-term debt	<u>1,051,918</u>	<u>896,848</u>
	<u>2,827,179</u>	<u>3,007,765</u>
Changes in Tangible Capital Assets		
Tangible capital assets acquired under lease	312,360	669,864
Tangible capital leased assets released	(92,090)	(252,030)
Tangible capital assets purchased	9,321,402	6,850,663
Net cost of tangible capital assets written off	<u>(115,372)</u>	<u>(192,032)</u>
	<u>9,426,300</u>	<u>7,076,465</u>
Change in Equity in Tangible Capital Assets	12,125,318	9,538,866
Equity in Tangible Capital Assets, Beginning	<u>118,341,106</u>	<u>108,802,240</u>
Equity in Tangible Capital Assets, Ending (Pg. 18)	\$ <u><u>130,466,424</u></u>	\$ <u><u>118,341,106</u></u>

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF STATUTORY RESERVE FUND ACTIVITY AND FUND BALANCES
AS AT DECEMBER 31, 2008

	Feasibility	Coombs Fire	Errington Fire	Extension Fire	Nanoose Fire	Dashwood Fire	Bow Horn Bay Fire	Landfill Acquisition	Extension Recreation	Parks & Recreation	Descanso Bay Emergency Wharf	Admin Bldg & Computer
ASSETS:												
Due from Revenue Fund (Pg 15)	\$ 45,361	\$ 54,493	\$ 117,084	\$ 75,303	\$ 685,792	\$ 328,753	\$ 307,713	\$ 6,860,463	\$ 35,908	\$ 1,674,004	\$ 14,699	\$2,224,004
Arrowsmith Water Service												
	<u>45,361</u>	<u>54,493</u>	<u>117,084</u>	<u>75,303</u>	<u>685,792</u>	<u>328,753</u>	<u>307,713</u>	<u>6,860,463</u>	<u>35,908</u>	<u>1,674,004</u>	<u>14,699</u>	<u>2,224,004</u>
LIABILITIES AND FUND BALANCE:												
FUND ACTIVITY												
Balance, beginning	48,966	129,887	73,656	72,472	593,859	327,923	263,779	5,720,873	37,023	1,156,869	13,171	2,049,278
Add:												
Contribution by developers & others												
Contribution from Revenue Fund			40,000		80,000		33,165	1,000,000		529,344	1,000	399,912
MFA surplus												
Interest earned		4,006	3,428	2,831	24,064	12,533	10,769	237,107	1,387	50,775	528	76,753
Less:												
Feasibility, legal & other costs					(12,131)							
Contribution to Capital Fund (Pg.19)		(79,400)				(11,703)				(62,984)		(301,939)
Transfers to Revenue Fund	(3,605)							(97,517)				
Transfers to Other Agencies									(2,502)			
FUND BALANCE Ending (Note 15)	<u>\$ 45,361</u>	<u>\$ 54,493</u>	<u>\$ 117,084</u>	<u>\$ 75,303</u>	<u>\$ 685,792</u>	<u>\$ 328,753</u>	<u>\$ 307,713</u>	<u>\$ 6,860,463</u>	<u>\$ 35,908</u>	<u>\$ 1,674,004</u>	<u>\$ 14,699</u>	<u>\$2,224,004</u>

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF STATUTORY RESERVE FUND ACTIVITY AND FUND BALANCES
AS AT DECEMBER 31, 2008

	Local Govt Elections	Regional Growth Management Plan	Bylaw Enforcement	SD68 E911	Nanoose Wastewater	Northern Wastewater	Southern Wastewater	Duke Pt Wastewater	Surfside Sewer	Pacific Shores Sewer	French Creek Sewer
ASSETS:											
Due from Revenue Fund (Pg 15)	\$ 43,159	\$ 22,994	\$ 37,805	\$ 101,913	\$ 228,507	\$ 406,122	\$ 10,688,666	\$ 3,087	\$ 1,966	\$ 2,051	\$ 396,334
Arrowsmith Water Service											
	<u>43,159</u>	<u>22,994</u>	<u>37,805</u>	<u>101,913</u>	<u>228,507</u>	<u>406,122</u>	<u>10,688,666</u>	<u>3,087</u>	<u>1,966</u>	<u>2,051</u>	<u>396,334</u>
LIABILITIES AND FUND BALANCE:											
FUND ACTIVITY											
Balance, beginning	41,537	53,182	37,442	91,448	195,590	239,792	7,703,707	3,034	966	2,051	354,442
Add:											
Contribution by developers & others					16,500	6,980	136,864				2,504
Contribution from Revenue Fund		20,000	2,500	6,800	8,535	920	1,500,000		1,000		25,150
MFA surplus							188,290				
Interest earned	1,622	1,812	1,439	3,665	7,882	14,132	352,175	53			14,238
Less:											
Feasibility, legal & other costs											
Contribution to Capital Fund (Pg.19)						144,298	807,630				
Transfers to Revenue Fund		(52,000)	(3,576)								
Transfers to Other Agencies											
FUND BALANCE Ending (Note 15)	<u>\$ 43,159</u>	<u>\$ 22,994</u>	<u>\$ 37,805</u>	<u>\$ 101,913</u>	<u>\$ 228,507</u>	<u>\$ 406,122</u>	<u>\$ 10,688,666</u>	<u>\$ 3,087</u>	<u>\$ 1,966</u>	<u>\$ 2,051</u>	<u>\$ 396,334</u>

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF STATUTORY RESERVE FUND ACTIVITY AND FUND BALANCES
AS AT DECEMBER 31, 2008

	French Creek Water	Madrona Water	Fairwinds Water	Surfside Water	Arbutus Park Est Water	West Bay Est Water	Decourcey Water	Nanoose Bay Peninsula Water	Nanoose Bay Water	Englishman River Water	Nanoose Bulk Water	French Creek Bulk Water	Actual 2008	Actual 2007
ASSETS:														
Due from Revenue Fund (Pg 15)	\$86,611	\$209,528	\$264,864	\$13,030	\$90,391	\$148,345	\$1,797	\$3,192	\$266,678	\$31,797	\$-	\$-	\$25,472,414	\$20,006,746
Arrowsmith Water Service											15,940	8,856	24,796	18,076
	<u>86,611</u>	<u>209,528</u>	<u>264,864</u>	<u>13,030</u>	<u>90,391</u>	<u>148,345</u>	<u>1,797</u>	<u>3,192</u>	<u>266,678</u>	<u>31,797</u>	<u>15,940</u>	<u>8,856</u>	<u>25,497,210</u>	<u>20,024,822</u>
LIABILITIES AND FUND BALANCE:														
FUND ACTIVITY														
Balance, beginning	85,247	195,121	310,209	10,638	87,982	78,385	1,797	912	5,248	20,260	11,620	6,456	20,024,822	13,331,668
Add:														
Contribution by developers & others													162,848	319,214
Contribution from Revenue Fund	40,000			1,950				2,280	48,310	10,600	4,320	2,400	3,758,186	5,808,716
MFA surplus		6,647							42,772				237,709	30,941
Interest earned	2,863	7,760	11,287	442	3,407	5,137			6,542	937			859,574	664,742
Less:														
Feasibility, legal & other costs													(12,131)	(62,729)
Contribution to Capital Fund (Pg.19)	(41,499)		(56,632)		(998)	64,823			163,806				625,402	(66,945)
Transfers to Revenue Fund													(166,698)	(2)
Transfers to Other Agencies													(2,502)	(783)
FUND BALANCE Ending (Note 15)	<u>\$86,611</u>	<u>\$209,528</u>	<u>\$264,864</u>	<u>\$13,030</u>	<u>\$90,391</u>	<u>\$148,345</u>	<u>\$1,797</u>	<u>\$3,192</u>	<u>\$266,678</u>	<u>\$31,797</u>	<u>\$15,940</u>	<u>\$8,856</u>	<u>\$25,497,210</u>	<u>\$20,024,822</u>

See notes to consolidated financial statements

Regional District of Nanaimo
Report to the Chief Administrative Officer
December 31, 2008





MEYERS NORRIS PENNY LLP

March 14, 2009

Chief Administrative Officer of the
Regional District of Nanaimo

Dear Ms. Mason:

We are pleased to submit to you this report for discussion of our audit of the consolidated financial statements of the Regional District of Nanaimo for the year ended December 31, 2008. In this report we cover those significant matters which, in our opinion, you should be aware of as the Chief Administrative Officer.

We have completed our audit of the consolidated financial statements of the Regional District of Nanaimo and have signed our Auditors' Report. Our report provides an unqualified opinion to the members of the Board of the Regional District of Nanaimo.

We would like to express our appreciation for the excellent cooperation we have received from management and employees with whom we worked.

We also appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Yours truly,

MeYers Norris Penny LLP

MEYERS NORRIS PENNY LLP

MC/II

Regional District of Nanaimo
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For the year ended December 31, 2008

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Appendices:

- A Auditor Independence Letter
- B Summary of Differences

The matters raised in this and other reports that will flow from the audit are only those which have come to our attention arising from or relevant to our audit that we believe need to be brought to your attention. They are not a comprehensive record of all the matters arising, and in particular we cannot be held responsible for reporting all risks in your business or all control weaknesses. This report has been prepared solely for your use and should not be quoted in whole or in part without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared for, and is not intended for any other purpose.



1. Auditor Responsibilities

As auditors of the Regional District of Nanaimo (the "Regional District"), we report to the members of the Board on the results of our examination of the Regional District's annual consolidated financial statements. This report addresses our audit of the Regional District of Nanaimo and, accordingly, discusses issues that are of relevance to the Chief Administrative Officer of the Regional District of Nanaimo.

- Our audit procedures included a review of all significant accounting and management reporting systems. Where possible, reliance was placed on the controls within these systems to reduce the extent of our testing of transactions and year-end balances. All transactions and year-end balances considered individually significant were examined separately.
- The audit process focused and placed reliance on certain of the controls utilized by the Regional District of Nanaimo's management. It involved an identification of overall and specific risks related to the operations of the Regional District and its management reporting systems. This risk assessment enabled us to concentrate our audit procedures on the areas where the differences were most likely to arise.
- During the course of this audit, we have:
 - Examined on a test basis, evidence supporting the amounts and disclosures in the financial statements;
 - Assessed the accounting principles used;
 - Assessed the significant estimates made by management;
 - Obtained an understanding of the entity and its environment, including management's internal controls deemed relevant to the audit, sufficient to identify and assess the risks of material misstatement of the consolidated financial statements and to design and perform audit procedures. We have not determined whether relevant controls are operating effectively as this is not a "Section 9110" engagement for agreed upon procedures regarding internal control over financial reporting.
 - Reviewed and assessed those management controls and accounting systems deemed necessary to support our audit opinion;
 - Evaluated the overall financial statement presentation;
 - Performed a subsequent events review with management;
 - Reviewed and assessed the status of contingencies, commitments and guarantees;
 - Reviewed and assessed exposure to environmental liabilities; and
 - Obtained written representation from management regarding the audited consolidated financial statements.

2. Engagement Status

We have completed our audit of the consolidated financial statements of the Regional District of Nanaimo and have signed our Auditors' Report. Our report provides an unqualified opinion to the members of the Board.

- Final materiality calculated and used to assess the significance of misstatements or omissions identified during the audit and determine the level of audit testing performed was \$425,000.
- There were no limitations placed on the scope of our audit, which was carried out in accordance with Canadian generally accepted auditing standards.
- We have satisfactorily completed our audit test procedures for each of the major account balances and transaction streams. A combined approach was used in auditing the Regional District of Nanaimo's financial statements, thus, the Regional District's controls were relied upon.
- No irregularities came to our attention that would have materially affected the results for the year or the presentation of the consolidated financial statements.
- We have described all non-trivial differences, whether adjusted or not, and any non-trivial presentation and disclosure differences or omissions, at Appendix B. The cumulative net effect of unadjusted differences and disclosure differences or omissions identified during our audit has not resulted in material misstatement, and therefore does not affect our audit report.
- Nothing has come to our attention that would suggest the existence of any conflicts of interest, unusual related party transactions, or illegal or questionable payments.
- During the planning and initial phases of our audit, we had discussions with management to obtain their perspective on the business risks and challenges facing the Regional District of Nanaimo.
- During the course of our audit, we reviewed the results of various departments and functions with their respective departmental managers and general managers.

3. Areas of Audit Emphasis

- Landfill Closure and Post-Closure Liabilities
- Employee Retirement Benefits
- Revenues and Expenditures for the Functions in the General Revenue Fund

4. Significant Audit and Financial Reporting Matters

4.1 Landfill Closure and Post-Closure Liabilities

- The unfunded liabilities for landfill closure costs and post-closure monitoring costs represent one of the largest items in the Regional District's financial statements. For 2008 the estimate for landfill closure costs was \$2,216,750 and for post closure maintenance costs was \$6,357,394 for a total landfill liability of \$8,574,144 (2007 - \$7,339,677). These costs are an estimate, based on factors such as landfill capacity, remaining unused capacity, projected future costs to close and to monitor the site, and an appropriate discount rate used to determine a present value of these future costs. It is also important to note that the landfill remaining unused capacity amount used in the calculations is based on the impact of board-approved capital projects as at the reporting date. Projects not yet approved that may further increase capacity and useful life are not factored into the calculation.
- Changes to the underlying assumptions and estimates or legislative changes in the new term could have a material impact on the provision recognized. For example, if the assumption of the estimated annual monitoring costs of \$425,000 were to change by \$10,000, the estimated landfill liability would change by approximately \$150,000 which is well below the current materiality level of \$425,000. Based on the methodology used, actual monitoring costs would have to vary by \$30,000 to create a material difference.

Audit Procedures:

As in prior years, our audit work in this area included a detailed review of management's methodology used in the calculation of the estimate of these liabilities and a check of the mathematical accuracy. We also assessed the various factors for reasonability by reviewing the external engineer's report and by discussing the factors and results with the Manager of Solid Waste. We also contacted the external engineers to inform them that we would be using their data in our audit work.

We have concluded that the accounting related to the Landfill Closure and Post-Closure Liabilities was appropriate.

4.2 Employee Retirement Benefits

- Employee retirement benefits include payouts of accumulated, unused sick leave upon an employee's retirement. As at December 31, 2008, estimated sick leave reserve and management severance reserve was \$1,134,900 (2007 - \$970,173). An expense and corresponding liability is recorded now for the estimate of the future costs of these payouts, related to current service by current employees. This liability is an estimate, based on factors such as number of current employees in various age groups, number of recent employees over age 40 who have been employed with the Regional District until retirement, and an appropriate discount rate used to determine a present value of these future costs.
- Changes to the underlying assumptions and estimates or union contract changes in the new term could have a material impact on the reserve recorded. For example, a change in the discount rate assumption of 1% (2.5% used for 2008) would mean a change in the reserve of approximately \$79,000. The estimate also includes assumptions regarding retirement dates, hours worked and sick time. Given that the District employs approximately 300 employees, it is unlikely an unexpected change in any one employee's assumptions could have a material impact on the reserve.

Audit Procedures:

As in prior years, our audit work in this area included a detailed review of management's methodology in calculating these liabilities and a check of the mathematical accuracy. We also evaluated the various factors for reasonability by reviewing the payroll data with the payroll clerk and by discussing the assumptions used with the Manager of Accounting Services.

We have concluded that the accounting related to Employee Retirement Benefits was appropriate.

4.3 Revenues and Expenditures for the Functions in the General Revenue Fund

- There are 88 separate functions reported in the General Revenue Fund's schedules of revenues and expenditures. These functions varied in size of dollar amounts and complexity.

Audit Procedures:

As in prior years, our audit work in this area focused on functions with significant revenues and smaller functions based on their significance within the department. Based on predetermined audit selection criteria, we investigated revenue and expenditure budget variances for 21 functions. We reviewed detailed general ledger reports for those functions to identify significant variances on an account by account basis, obtained explanations for those variances with the respective department managers, and corroborated the various comments from the managers with other District personnel.

For 2008, we investigated variances from actual to budget and from 2008 to 2007 where the variance was greater than 10% and greater than \$25,000.

We have concluded that the revenue and expenditure amounts for 2008 for the General Revenue fund functions were fairly stated.

5. Significant Management Estimates

The following is a summary of significant management estimates and provisions at December 31, 2008:

- Allowance for doubtful accounts - provision for uncollectible solid waste commercial accounts - balance at December 31, 2008 \$69,000.
- Provision for legal contingencies - no provision deemed necessary. Corroborated by legal opinions obtained.
- Landfill closure and post-closure costs - estimated at present value of future costs related to actual landfill usage to date and to estimated future capacity based on approved capital expansion projects. Amount is reasonable per work performed as stated above.
- Employee retirement benefits - estimated at present value of future costs related to actual employee service to date.

All significant estimates made by management were reviewed for the current period and no material differences were noted. The methodologies and processes used by management were consistent with those used in the prior fiscal year.

6. Management's Representations

At the conclusion of our audit, we raised, among other questions, the following key questions with management of the Regional District of Nanaimo. The significant questions were as follows:

- Are there any potential major losses due to the permanent impairment in the value of assets for which no provision has been made in the accounts (i.e., are asset values appropriate)?
- Are there any significant outstanding liabilities for which no accrual has been made in the accounts?
- Are there any significant contingent liabilities, which would require disclosure in the 2008 financial statements?
- Have there been any unusual related party transactions during the year and have all significant related party transactions been disclosed?
- Have there been any significant non-monetary transactions during the year, as well as non-monetary transactions with related parties, and have all non-monetary transactions been disclosed?
- Does management know of any situations of conflicts of interest, or illegal or other questionable payments?
- Does management know of any situations of non-compliance with statutory or regulatory requirements, including financial reporting requirements?
- Has management appropriately disclosed all subsequent events?
- Is management satisfied that estimates used in the preparation of the financial statements are sufficiently and adequately supported?
- Is management satisfied that revenues and expenditures are not materially misstated?
- Does management understand that they are responsible for the implementation and operation of controls that are designed to prevent and detect fraud? Has there been any fraud or possible irregularities involving management or employees who have a significant role in the system of controls, or that could have a material effect on the financial statements? What is management's assessment of the risk that the financial statements may be materially misstated as a result of fraud?

7. Other Matters Important to the Chief Administrative Officer

Summary of key matters noted or arising during the course of our audit:

SUBJECTS	2008	2007
Significant doubt concerning entity's ability to continue as a going concern	None	None
Illegal or fraudulent acts	None	None
Fraud by employees/management with key roles in control activities	None	None
Differences that may: - Cause future statements to be materially misstated - Indicate significant weaknesses in controls	None None	None None
Irregularities having a material financial statement effect	None	None
Limitations placed on the scope of our audit	None	None
Significant transactions not in the ordinary course of business, or other unusual related party transactions	None	None
Unusual significant transactions given the entity and its environment	None	None
Non-monetary transactions	None	None
Transactions that increase risk	None	None
Breaches of corporate code of conduct or other sources of concern	None	None
Conflicts of interest	None	None
Disagreements with management	None	None
Matters influencing audit appointment	None	None
Difficulties encountered during the audit	None	None
Disagreements with management's accounting estimates	None	None



Report to the Chief Administrative Officer

Disagreements with management's adoption of accounting policies or emphasis on the need for a particular accounting treatment	None	None
Significant weaknesses in the entity's risk assessment process within the design and/or implementation of controls	None	None
Material weaknesses in controls resulting from inappropriate response by management regarding implementing controls over significant risks	None	None
Matters giving rise to questions regarding the honesty and integrity of management	None	None

Next year's audited financial statements will include the effects of two significant changes in accounting principles. These changes are intended to have the Local Government's annual financial statements better report its actual financial condition in terms of the focus of the annual financial statements. The Public Sector Accounting Board (PSAB) has stated that *"a considerable change in mindset is needed if this new model is to be a success."* PSAB noted that *"Governments will now be asked to focus on costs, rather than spending and there can be enormous operational implications of this change in focus. And, even more importantly, readers of financial statements, legislators and government managers will have to move beyond the one-dimensional focus on the annual surplus/deficit and recognize that government is too complex for its annual success or failure to be assessed on the basis of just one number."* The two significant changes are as follows:

The new policy for recording and amortizing tangible capital assets will be in effect for 2009. The implementation of this new policy has been an ongoing project for your finance department and this work will continue into 2009. It is anticipated that amortization will be a material amount on the financial statements and will have a significant impact on the reporting of the District in its financial statements.

The new policy for the format of financial statements will be in effect for the December 31, 2009 financial statements. The key change is that costs will now be measured and recorded based on their consumption during the year. Previously, costs were measured and recorded based on their purchase date regardless of when the item was actually consumed. It is not anticipated that this will have a significant impact on the District given the low levels of inventory and prepaid items the District has historically owned at yearend.

8. Auditor Independence

We confirm to the Chief Administrative Officer that we are independent of the Regional District of Nanaimo.

Our letter to the Chief Administrative Officer discussing our independence is included as Appendix A to this report.

Appendix A - Auditor Independence Letter

March 14, 2009

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

Dear Ms. Mason:

We have been engaged to audit the consolidated financial statements of Regional District of Nanaimo ("the Regional District") for the year ending December 31, 2008.

CICA Handbook 5751, *Communications With Those Having Oversight Responsibility for the Financial Reporting Process* ("the Standard"), requires that we communicate at least annually with you regarding all relationships between the Regional District and Meyers Norris Penny LLP that, in our professional judgment, may reasonably be thought to bear on our independence. In determining which relationships to report, the Standard requires us to consider relevant rules and related interpretations prescribed by the appropriate provincial institute and applicable legislation, covering such matters as:

- (a) Holding a financial interest, either directly or indirectly, in a client;
- (b) Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) Economic dependence on a client; and
- (e) Provision of services in addition to the audit engagement.

We are not aware of any relationship between the Regional District and Meyers Norris Penny LLP that, in our professional judgment, may reasonably be thought to bear on our independence, which have occurred from January 1, 2008 to March 14, 2009.


Generally Accepted Auditing Standards require that we confirm our independence to the Audit Committee. Accordingly, we hereby confirm that Meyers Norris Penny LLP is independent with respect to the Regional District within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of B.C. as of March 14, 2009.

The total fees invoiced to the Regional District for audit services for the 2007 audit were \$30,000. Our estimated fee for the 2008 audit is \$30,000.

This report is intended solely for the use of the Chief Administrative Officer, management and others within the Regional District and should not be used for any other purposes.

We are available to discuss with you the matters addressed in this letter as well as other matters that may be of interest to you. We will be prepared to answer any questions you may have regarding our independence as well as other matters.

Yours truly,



MEYERS NORRIS PENNY LLP

MC/II

Appendix B - Summary of Differences

Adjusted Differences

Differences Noted	Financial Statement Item Affected	Financial Position Increase (decrease)	Financial Activities Increase (decrease)
Calculation difference in employee retirement benefits liability due to excel spreadsheet formula errors	Unfunded liabilities overstated and expenditures overstated	115,220	115,220
Outstanding cheques recorded as accounts payable	Cash and Accounts payable both overstated by \$1,086,071 - classification error only	-	-
Total Adjusted Differences (Income Effect)			115,220

Unadjusted Differences

Differences Noted	Financial Statement Item Affected	Financial Position Increase (decrease)	Financial Activities Increase (decrease)
Allowance for bad debts recorded for a customer's full year-end balance, but part of that balance was received in a payment made subsequent to year-end by the customer. Therefore, possible excessive allowance.	Accounts receivable understated and net revenues(expenditures) understated.	30,268	30,268
Audit items carried forward from December 31, 2007 cutoff, which impact the 2008 year's results.(unrecorded lechate monitoring costs re: Qualicum Beach)	Net revenues (expenditures) understated, opening fund balances overstated.	-	(14,000)
Total Unadjusted Differences (Income Effect)			16,268



RDN REPORT	
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MEMORANDUM

TO: N. Avery
General Manager of Finance and Information Services

DATE: April 2, 2009

FROM: Wendy Idema
Manager, Accounting Services

FILE:

SUBJECT: 2008 Report on Directors' and Committee Members' Remuneration and Expenses

PURPOSE

To report on the remuneration and expenses paid on behalf of Board Directors, alternate Directors and Committee members in 2008.

BACKGROUND

Section 814.1 of the *Local Government Act* requires that annually, a report listing the amount of remuneration and expenses paid to a Board or Committee member be prepared and considered by the Board. Copies of the listing must be available to the public from the date of consideration for a period of one year. The attached report has been prepared from the 2007 audited records of the Regional District.

Following Board practice, remuneration rates are reviewed and established by an independent committee, for the three year period between elections. Remuneration rates for other comparable jurisdictions are surveyed as part of the review process. The 2008 remuneration rates were effective December 2007 as recommended by the Board Remuneration Committee (2005) and adopted Bylaws 1078.05 and 1317.01 (Electoral Area Allowances). An elected Director's remuneration includes a base amount for attendance at regular Board and Standing Committee meetings, plus per meeting stipends for attending additional select committee, advisory committee, public hearing or information meetings. The Regional District also reimburses members for mileage, ferry fares, business meals, communication costs and attendance at the annual UBCM, AVICC and FCM conventions.

The Regional District's remuneration bylaw provides that one third of all remuneration amounts paid to Board members or their alternates are a tax-exempt allowance for the purpose of carrying out their duties as an elected member. The basic annual remuneration rates for 2008 were as follows:

Member	Base Remuneration (2007)	Allowance (2007)	Total
Municipal Director	\$9,371		\$9,371
Electoral Area Director	\$9,371	\$5,206	\$14,577
Chairperson	\$9,371	\$12,177	\$21,548
Other Public/Advisory Committee Meetings	\$65 per meeting attended		\$65 per meeting attended

The amount expended for Board meeting attendances and expenses in 2008 was \$280,213 (2007 - \$250,402). The total remuneration and expenses paid for all Directors and/or Committee members was higher in 2008 (\$286,736) than in 2007 (\$254,603) due both to the revised remuneration rates which came into effect in December 2007 and an increase in travel expenses for attendance at events such as FCM and UBCM.

ALTERNATIVES

There are no alternatives to this provision of the Act.

FINANCIAL IMPLICATIONS


The amounts above have been audited and are included in the Regional District's 2008 annual report accounts.

SUMMARY/CONCLUSIONS


The attached remuneration and expense report is submitted in compliance with Section 814.1 of the *Local Government Act*.

RECOMMENDATION


That the 2008 report on remuneration and expenses for Board and Committee members be received.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

**REGIONAL DISTRICT OF NANAIMO
REPORT OF DIRECTORS AND COMMITTEE MEMBERS REMUNERATION & EXPENSES FOR 2008**

Area 2008 Board	Name	Remuneration				Out of Pocket		Total 2008	Total 2007
		Taxable Payroll	Exempt Allowance	Total 2008	Total 2007	Expenses Reimbursed			
						2008	2007		
G (Chairperson)	Starhope, J.	\$ 16,774.13	\$ 8,281.01	\$ 25,055.14	\$ 26,919.85	\$ 13,779.96	\$ 10,418.17	\$ 38,835.10	\$ 37,338.02
A	Burnett, J.	\$ 11,919.17	\$ 5,958.97	\$ 17,878.14	\$ 16,635.27	\$ 7,918.26	\$ 4,748.08	\$ 25,796.40	\$ 21,383.35
B	Sperling, B.	\$ 9,761.27	\$ 4,880.63	\$ 14,641.90	\$ 14,285.27	\$ 326.53	\$ 2,045.13	\$ 14,968.43	\$ 16,330.40
B	Rudischer, G.	\$ 373.77	\$ 186.88	\$ 560.65	\$ -	\$ -	\$ -	\$ 560.65	\$ -
C	Young, M.	\$ 10,914.60	\$ 5,457.30	\$ 16,371.90	\$ 15,915.27	\$ 8,934.33	\$ 4,289.90	\$ 25,306.23	\$ 20,205.17
E	Holme, G.	\$ 12,247.93	\$ 6,123.97	\$ 18,371.90	\$ 16,465.27	\$ 5,424.81	\$ 1,555.74	\$ 23,796.71	\$ 18,021.01
F	Biggemann, L.	\$ 10,547.93	\$ 5,273.97	\$ 15,821.90	\$ 15,880.27	\$ 6,677.69	\$ 4,710.01	\$ 22,499.59	\$ 20,590.28
H	Bartram, D.	\$ 12,573.99	\$ 6,250.63	\$ 18,824.62	\$ 19,105.27	\$ 6,687.26	\$ 5,748.13	\$ 25,511.88	\$ 24,853.40
Lantzville	Haime, C.	\$ 6,247.28	\$ 3,123.64	\$ 9,370.92	\$ 9,313.43	\$ 25.00	\$ 152.97	\$ 9,395.92	\$ 9,466.40
Nanaimo	Korpan, G.	\$ 6,247.28	\$ 3,123.64	\$ 9,370.92	\$ 9,183.43	\$ -	\$ -	\$ 9,370.92	\$ 9,183.43
Nanaimo	McNabb, L.	\$ 7,343.95	\$ 3,671.97	\$ 11,015.92	\$ 10,973.43	\$ 716.33	\$ 637.29	\$ 11,732.25	\$ 11,610.72
Nanaimo	Brennan, D.	\$ 6,550.61	\$ 3,275.31	\$ 9,825.92	\$ 9,898.43	\$ 120.01	\$ 173.35	\$ 9,945.93	\$ 10,071.78
Nanaimo	Holdom, W.	\$ 6,507.28	\$ 3,253.64	\$ 9,760.92	\$ 10,338.43	\$ 202.20	\$ 324.34	\$ 9,963.12	\$ 10,662.77
Nanaimo	Bestwick, B.	\$ 6,247.28	\$ 3,123.64	\$ 9,370.92	\$ 9,183.43	\$ 85.71	\$ -	\$ 9,456.63	\$ 9,183.43
Nanaimo	Manhas, C.	\$ 6,247.28	\$ 3,123.64	\$ 9,370.92	\$ 9,638.43	\$ -	\$ 106.41	\$ 9,370.92	\$ 9,744.84
Nanaimo	Unger, M.	\$ 6,840.89	\$ 3,420.45	\$ 10,261.34	\$ 675.00	\$ 59.52	\$ -	\$ 10,320.86	\$ 675.00
Nanaimo	Johnstone, D.	\$ 240.28	\$ 120.14	\$ 360.42	\$ -	\$ -	\$ -	\$ 360.42	\$ -
Nanaimo	Kipp, J.	\$ 240.28	\$ 120.14	\$ 360.42	\$ -	\$ -	\$ -	\$ 360.42	\$ -
Nanaimo	Ruttan, J.	\$ 240.28	\$ 120.14	\$ 360.42	\$ -	\$ -	\$ -	\$ 360.42	\$ -
Parksville	Herle, S.	\$ 7,157.28	\$ 3,578.64	\$ 10,735.92	\$ 9,768.43	\$ 932.39	\$ 487.74	\$ 11,668.31	\$ 10,256.17
Qualicum Beach	Westbroek, T.	\$ 6,487.28	\$ 3,243.64	\$ 9,730.92	\$ 9,908.43	\$ 901.19	\$ 917.05	\$ 10,632.11	\$ 10,825.48
		\$ 151,710.04	\$ 75,711.99	\$ 227,422.03	\$ 214,087.34	\$ 52,791.19	\$ 36,314.31	\$ 280,213.22	\$ 250,401.65
Board Alternates									
E	Van Eynde, F.	\$ 250.00	\$ 125.00	\$ 375.00	\$ 430.00	\$ 1,385.73	\$ 85.13	\$ 1,760.73	\$ 515.13
F	Niwa, D.	\$ 50.00	\$ 25.00	\$ 75.00	\$ -	\$ 33.33	\$ -	\$ 108.33	\$ -
G	Derkach, L.	\$ 150.00	\$ 75.00	\$ 225.00	\$ -	\$ 80.95	\$ -	\$ 305.95	\$ -
G	Chase, J.	\$ -	\$ -	\$ -	\$ 225.00	\$ -	\$ 102.51	\$ -	\$ 327.51
H	Heenan, D.	\$ 150.00	\$ 75.00	\$ 225.00	\$ 375.00	\$ 168.57	\$ 261.60	\$ 393.57	\$ 636.60
Lantzville	Dempsey, B.	\$ 200.00	\$ 100.00	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ 300.00
Nanaimo	Sherry, L.	\$ 590.28	\$ 295.14	\$ 885.42	\$ 75.00	\$ -	\$ -	\$ 885.42	\$ 75.00
Nanaimo	Cameron, J.	\$ 600.00	\$ 300.00	\$ 900.00	\$ 525.00	\$ -	\$ -	\$ 900.00	\$ 525.00
Parksville	Burger, C.	\$ 100.00	\$ 50.00	\$ 150.00	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ 150.00
Parksville	Mayne, E.	\$ 240.28	\$ 120.14	\$ 360.42	\$ -	\$ -	\$ -	\$ 360.42	\$ -
Qualicum Beach	Maurer, W.	\$ 100.00	\$ 50.00	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	\$ -
Qualicum Beach	Wansink, M.	\$ 200.00	\$ 100.00	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	\$ -
Qualicum Beach	Wilson, J.	\$ -	\$ -	\$ -	\$ 280.00	\$ 43.81	\$ 127.70	\$ 43.81	\$ 407.70
		\$ 2,630.56	\$ 1,315.28	\$ 3,945.84	\$ 2,360.00	\$ 1,712.39	\$ 576.94	\$ 5,658.23	\$ 2,936.94
Other Committees									
D69 Recreation	Nosworthy, R.	\$ -	\$ -	\$ -	\$ -	\$ 63.00	\$ -	\$ 63.00	\$ -
D69 Recreation	Little, J.	\$ -	\$ -	\$ -	\$ -	\$ 46.00	\$ -	\$ 46.00	\$ -
BOV/EA A Parks Greenspace	Flynn, J.	\$ -	\$ -	\$ -	\$ -	\$ 502.50	\$ 533.84	\$ 502.50	\$ 533.84
BOV/EA H Parks Open Space	Procter, M.	\$ -	\$ -	\$ -	\$ -	\$ 253.00	\$ 440.70	\$ 253.00	\$ 440.70
BOV/EA G Parks Open Space	Coath, B.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 289.57	\$ -	\$ 289.57
		\$ -	\$ -	\$ -	\$ -	\$ 864.50	\$ 1,264.11	\$ 864.50	\$ 1,264.11
TOTAL		\$ 154,340.60	\$ 77,027.27	\$ 231,367.87	\$ 216,447.34	\$ 55,368.08	\$ 38,155.36	\$ 286,735.95	\$ 254,602.70



CAO APPROVAL		UN
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MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: March 7, 2009

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

FILE:

SUBJECT: Use of Reserve Funds for Building Expansion Projects

PURPOSE:

To confirm the use of reserve funds for the Transit and Administration building projects.

BACKGROUND:

On January 24, 2009 the Board approved proceeding with construction of new Transit administration offices and an expansion of the Administration building. Funding for both projects involves the use of reserve funds. A portion of both projects propose the use of funds not currently required by the Solid Waste Management Service. Funds will also be drawn from the Administration Building Reserve Fund. This report summarizes the final amounts based on the approved construction tender.

The tender response for the projects was a combined response and as staff advised at the time the tenders were approved, an analysis of the split between the two projects has now been completed. The table below summarizes the final allocation of costs and the sources of funding.

	Administration	Transit	Total
Estimated allocation (Jan 24, 2009)	2,742,322	2,674,911	5,417,233
Funding sources (Jan 24, 2009)			
Operating Budget	330,000	84,911	414,911
Administration Reserve fund	1,610,000		1,610,000
Solid Waste Management reserve funds	802,322	730,000	1,532,322
D69 Transit Service		580,000	580,000
BC Transit cost sharing		1,248,000	1,248,000
	2,742,322	2,674,911	5,417,233
Final allocation	2,610,940	2,798,630	5,409,570
Final Funding sources			
Operating Budget	326,270	45,000	371,270
Administration Reserve fund	1,670,000		1,670,000
Solid Waste Management reserve funds	614,670	876,950	1,491,620
D69 Transit Service		580,000	580,000
BC Transit cost sharing		1,291,680	1,291,680
	2,610,940	2,798,630	5,409,570

The final allocation of costs is slightly different as a result of a final analysis of the value of site works for both projects. A greater proportion of site works is considered to benefit the Transit service.

Following completion of the accounting results of the 2008 fiscal year, the funding sources are adjusted slightly as follows:

Administration Building reserve funds	increase of \$60,000
Solid Waste Management reserve funds	decrease of (\$40,702)
BC Transit cost sharing	increase of \$43,680

ALTERNATIVES:

1. Approve the transfer of \$1,491,620 from the Solid Waste Management reserve funds and the use of \$1,670,000 from the Administration Building reserve fund for the Transit and Administration building projects.
2. Do not approve the use of reserve funds for these projects.

FINANCIAL IMPLICATIONS:

Alternative 1

Under this alternative the amounts to be drawn from the Solid Waste and Administration Building Reserve fund would be \$1,491,620 and \$1,670,000 respectively. The final amounts differ slightly from the original estimates. With respect to the Solid Waste Reserve, the final amount is somewhat less than originally estimated (about \$40,000) and the amount drawn from the Administration Building reserve is slightly more (about \$60,000). This is positive for the Solid Waste Reserve since its funds will be less impacted than originally estimated.

Alternative 2

The alternative to using reserve funds is to consider formally borrowing the amounts required. There appears to be no net advantage to this approach for two reasons. Firstly, funds are readily available in reserve funds on hand and secondly some savings can be obtained by charging interest at a rate slightly below the standard Municipal Finance Authority rate. Staff have recommended that the funds be repaid with interest calculated at a rate equivalent to the rate earned on all of the Regional District's invested cash balances.


SUMMARY/CONCLUSIONS:

Staff have completed an analysis and allocation of costs under the recently approved building tender. The results are shown in the table above.


The purpose of this report is to identify the amounts to be drawn from reserve funds. A total of \$1,670,000 will be drawn from the Administration Building reserve fund and \$1,491,620 will be drawn from the Solid Waste Management reserves. The amount drawn from the Solid Waste reserve fund will be repaid over a ten year period with interest charged on a simple reducing balance. The rate of interest will be the rate the Regional District currently earns on its consolidated cash balances.

RECOMMENDATIONS:

1. That an amount of \$1,670,000 be drawn from the Administration Building Reserve Fund for the Administration building project.
2. That \$614,670 be transferred from the Solid Waste Management reserve funds to the Administration Building reserve fund for the purposes of the Administration building project.
3. That \$876,950 be transferred from the Solid Waste Management reserve funds to the Southern Community Transportation capital reserve fund for the purposes of the Transit building project.
4. That the amounts transferred from the Solid Waste reserve funds be repaid over a ten year period with interest charged monthly on a simple declining balance at a rate equivalent to the rate earned on the Regional District's consolidated cash balances.



Report Writer



C.A.O. Concurrence

COMMENTS:



CAO APPROVAL	
EAP	
COW	✓ Apr 14 '09
APR 08 2009	
RHD	
BOARD	

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: April 5, 2009

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

FILE:

SUBJECT: Report on New Model for Delivery of Fire Services

PURPOSE:

To summarize the recommendations of a draft report titled Proposed Fire/Rescue System Model.

BACKGROUND:

In 2007 a proposal was presented at UBCM for a review of fire delivery services in the Province. The impetus for the study was concern over gaps in fire protection services in rural areas of the Province, the increasing difficulty for very small departments to obtain and maintain training and equipment levels, changes in the role of fire departments to medical aid responders without cost sharing by the Province, changes in technology and the increasing costs of operating fire/rescue departments in some areas of the Province.

A working group consisting of representative of the various fire related professional associations has developed a series of recommendations that if adopted by the Province would result in significant changes in the way fire/rescue services are coordinated and provided. As part of the consultation undertaken to develop these recommendations a Local Government Management Association representative was invited by the Fire Commissioners Office to provide input. That representative was David Stuart, CAO, District of North Vancouver. The UBCM also forwarded a copy of the report to all local governments seeking their comments. The report is some 132 pages in length and consists of 36 recommendations. A summary extracted by the UBCM is attached to this report.

At a recent Regional District/CAO forum in Victoria, Mr. Stuart gave a brief presentation on the report, encouraging local governments to provide their comments. The report is expected to be sent to the Province sometime in May but the Fire Services Liaison Group is continuing work on two other related studies and wants to ensure there is sufficient consultation among service providers and local governments. Points that will be of interest to local governments include:

- The existence of service gaps and reducing them wherever possible – this reference is to both fire protection and rescue services (for example rural highways and areas without ambulance services)
- Equipment standardization and joint purchasing – in theory to provide cost savings but additionally providing increased inter-operability in mutual aid situations

- Significant emphasis is placed on the need to improve compliance with competency standards, especially in the volunteer sector. A province wide strategy should be developed to systematically improve competencies where needed.
- The model recommends improvements in leadership, management training and communication with local government and the general public regarding the level of service provided – the discussion paper recommends that local governments provide a specific annual report on the level of service and standards provided and achieved
- The model recognizes that fire and rescue services are public services and therefore should fall under the authority of local or regional government wherever possible
- Recommendation that feasibility studies be undertaken for province-wide improvements in communications systems including linked records management services and other information technology improvements. The intent is to create within the Fire Commissioners Office a database of incident reports which it can use to understand the performance of fire/rescue services within the Province. The database would also provide information to departments about their own performance.
- Recommendation that the “Fire Services Advisory Board” be re-established with a mandate to provide advice to the Fire Commissioners Office. It is contemplated that UBCM and LGMA would have representation on the Board.

Many of the recommendations are relatively straightforward and involve organizational and operational changes at the Provincial level. Issues of service provision, training, annual performance reporting, equipment standardization, interoperability, local government oversight and technology improvements have cost and operational implications for local governments.

ALTERNATIVES:

1. Strike a working committee comprised of staff, fire department representatives and Board members to review the recommendations and provide feedback.
2. Receive the report for information and respond the UBCM and LGMA that the Regional District is not in a position to comment at this time.

FINANCIAL IMPLICATIONS:

Alternative 1

As far as staff are aware the Fire Commissioner’s Office and likely the Fire Chiefs Association have corresponded directly with individual fire departments for feedback. Under this alternative, staff recommend a working committee made up of the Board Chairs (or other selected Society Board member) and Fire Chiefs from each volunteer department for which the Regional District is responsible (Extension, Nanoose Bay, Coombs Hilliers, Errington, Dashwood, Bow Horn Bay), the Directors for Electoral Areas ‘C’, ‘E’, ‘F’, ‘G’ and ‘IP’ and one or two staff to examine the report in more detail. This would be a good opportunity to understand our fire department’s perspective on the recommendations, particularly with respect to training and inter-operability.

The report would be distributed to committee members to be read in advance and it is expected that one meeting would be sufficient to gather feedback which can be reported back to the Regional Board.

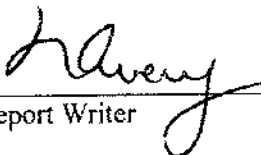
SUMMARY/CONCLUSIONS:

Since 2007 a group of representatives from fire related professional associations, with some local government representatives in the protective services discipline, have been carrying out a study on the delivery of fire services in the Province of BC. The draft report has some 36 recommendations. The report was forwarded to local governments by both the UBCM and the Local Government Management Association for feedback. The initial feedback deadline was January 31, 2009 – however at the recent Regional District Chair/CAO Forum in Victoria, we were assured that feedback is still being solicited.

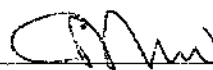
Staff are aware that the report has been circulated to fire departments but recommend a working committee comprised of fire protection Society Board members, Fire Chiefs, staff and the Directors for Electoral Areas C,E,F, G and H to do a combined review of the report with feedback to the Regional Board. This would be a good opportunity to understand our fire departments perspectives on the recommendations, particularly with respect to training and inter-operability.

RECOMMENDATION:

That staff arrange a working committee comprised of fire department representatives and the Directors for Electoral Areas 'C', 'E', 'F', 'G' and 'H' to review the recommendations from the report titled "Proposed Fire/Rescue System Model" and provide feedback which the Regional Board can forward to the UBCM and LGMA.

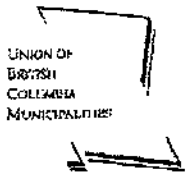


Report Writer



C.A.O. Concurrence

COMMENTS:



MEMBER NOTICE

RDN			
CAO	<input checked="" type="checkbox"/>	GMF&IS	<input checked="" type="checkbox"/>
GMDS	<input type="checkbox"/>	GMR&PS	<input type="checkbox"/>
GMES	<input type="checkbox"/>	GMTS	<input type="checkbox"/>
JAN - 7 2009			
SMCA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHAIR	<input type="checkbox"/>	BOARD	<input type="checkbox"/>

**TO: Mayor and Council
Chair and Regional Board
Administrator**

FROM: Gary MacIsaac, Executive Director

DATE: December 18, 2008

**RE: REPORT ON NEW MODEL FOR DELIVERY
OF FIRE SERVICES**

This memorandum is being forwarded to UBCM member local governments for your input. We would appreciate any comments or suggestions you may have concerning the report.

The Fire Services Liaison Group (FSLG – Fire Services Model Project) has released a draft report on its new model for the delivery of fire services. The FSLG is looking to obtain input on the report by January 31, 2009, so that it consider potential changes and fine tune the report.

Attached is a list of the 36 recommendations made in the report. A copy of the draft report prepared by the Fire Services Liaison Group entitled “Proposed Fire/Rescue Service Model” can be found on the UBCM web page; www.civicnet.bc.ca.

If you or your local government has any comments or input related to the information, please forward your comments to Ken Vance at the UBCM office in Richmond at 604-270-8226 (ext. 114) or at kvance@civicnet.bc.ca.

RECOMMENDATIONS – PROPOSED FIRE / RESCUE SYSTEM MODEL*ELEMENT 1: ESTABLISH COMMON VISION***RECOMMENDATION**

The following vision statement should be adopted by the Fire / Rescue System in British Columbia:

"To have a competent level of fire and emergency services that is supported by sustainable resources for all residents of and visitors to the province of British Columbia"

*Element 2: Fire Service is the "Fire / Rescue System"***RECOMMENDATION**

The "Fire Service" should be recognized as the "Fire / Rescue System".

BACKGROUND

Traditional "fire services" included structural fire suppression, fire investigation, fire inspections, and public education about fire safety. Many departments have added a range of rescue and emergency services, including:

Medical first responder

Road rescue

Hazardous material response

Technical rescue services, including high angle rescue, enclosed space rescue, swift water rescue, etc.

*Element 3: Local Government Autonomy***RECOMMENDATION**

The new Model recognizes that the existing policy that provision of fire / rescue services are "permissive" for local governments (i.e., are not mandatory) should be continued.

That is, local governments (i.e., municipalities and regional districts) may determine:

If they wish to establish or maintain a fire / rescue department

The form and nature of any fire / rescue department they may decide to establish, e.g., career or volunteer, internal department or contracted services

The range of fire and rescue services that the department will provide

The service areas where fire and other services are to be provided

The response time targets for providing fire and rescue services

Funding and funding mechanisms

BACKGROUND

Local governments retain their autonomy about decisions regarding whether and where fire and rescue services will be delivered within their jurisdictions and how such services

will be funded. In particular, local governments are free to decide not to provide such services.

The Fire Services Liaison group strongly recommends that local governments ensure all incorporated communities have, at a minimum, a fire / rescue department capable of mounting an exterior attack on structure fires.

Local government autonomy does not extend to mandated standards for firefighter safety and training. This restriction on local autonomy is a continuation of the present situation.

Element 4: Local Government Responsibility for Fire / Rescue Departments

RECOMMENDATION

Municipalities should be responsible for all fire / rescue departments within their jurisdictions, other than industrial, federal government, and First Nations departments. Regional districts should be responsible for all other fire / rescue departments (except industrial, federal, and First Nations departments).

The Fire Services Liaison Group recognizes this element of the proposed Model will require a long time to achieve. It is important that local governments have the time needed to effect this change in an orderly manner. However, the principle that fire / rescue services are provided by government is an important one that should guide the ongoing evolution of the Fire / Rescue System.

RESPONSIBILITY

Local governments are responsible for local fire / rescue departments

Provincial government should amend the *Fire Services Act* and other enactments as necessary to provide statutory support for this element

ELEMENT 5: TRANSPARENCY AND ACCOUNTABILITY

RECOMMENDATION

Local government (i.e., municipalities and regional districts) should, for each fire / rescue department in their jurisdiction (other than industrial, federal, and First Nations departments), annually publish service plans that document the fire and rescue services to be provided, the zone or zones where the services will be delivered, and the response time targets for each service. Fire / rescue department service plans should be public documents.

RESPONSIBILITY

The provincial government is responsible for mandating local government responsibility for fire / rescue departments

Local governments are accountable for service provision decisions

ELEMENT 6: AMEND THE FIRE SERVICES ACT

RECOMMENDATION

As part of its existing plans to revise and update the *Fire Services Act*, the provincial government should include amending the Act to enable implementation of the proposed Fire / Rescue System Model.

*Element 7: Establish a Fire Services Advisory Board***RECOMMENDATION**

A Fire Services Advisory Board ("FSAB") should be appointed to provide province-wide policy leadership and coordination for the Fire / Rescue System. The board should consist of representatives of stakeholders with operating or governance roles in the Fire / Rescue System. The Fire Services Advisory Board should be chaired by the Fire Commissioner. The Board should be permanent, meet regularly and be appropriately funded.

*Element 8: Fire Commissioner Mandate to Include Rescue Services***RECOMMENDATION**

The Fire Commissioner's advisory/coordination mandate should be expanded to include the full range of rescue services in addition to fire services.

*Element 9: Education of Stewards***RECOMMENDATION**

The Office of the Fire Commissioner and the Fire Services Advisory Board should develop educational material for local government officials on fire and rescue related issues.

RESPONSIBILITY

The Fire Services Advisory Board should create a working group from the Fire / Rescue System and local governments to develop educational materials

The Union of British Columbia Municipalities should make the educational materials available to local government elected officials and managers

*Element 10: OFC Research Role***RECOMMENDATION**

The Office of the Fire Commissioner should research fire, rescue and emergency services trends and issues to develop a fact base for effective Fire / Rescue System decision-making.

*Element 11: Gaps in Service Coverage***RECOMMENDATION**

Decisions about where services are provided and where they are not should be documented by the Office of the Fire Commissioner and made available to the emergency services and public safety community and to the public.

*Element 12: Services Provided to Provincial Agencies***RECOMMENDATION**

The provincial government and the Fire Services Advisory Board should undertake a joint study to examine the impact on fire / rescue departments of services provided to provincial government agencies and areas under provincial government jurisdiction along with the compensation paid for these services.

The results of the joint study should form the basis for ensuring the relationships are appropriately beneficial to both parties for each service.

*Element 13: Improved Liability Protection***RECOMMENDATION**

Fire / rescue departments, their personnel, their local municipal and regional district administrators and elected officials should be protected against liability claims or actions arising from the good faith performance of their functions, duties or powers. This is particularly important to smaller departments when providing out-of-boundary service.

*Element 14: Work with BC Ambulance Service to Reduce Gaps***RECOMMENDATION**

The Fire / Rescue System and the B.C. Ambulance Service should develop a joint strategy to reduce performance gaps in emergency medical first responder service, especially in northern B.C. and rural areas. This project should consider both risks to public safety (as a result of gaps in coverage) and efficiency considerations (i.e., which agencies can most cost effectively reduce risks to public safety).

*Element 15: Local Fire Bylaws***RECOMMENDATION**

The provincial government should support local governments in enactment of bylaws covering fire prevention, fire detection, fire mitigation, and building codes, including sprinkler systems and other mitigation strategies.

*Element 16: Improve Fire Investigation***RECOMMENDATION**

The fire investigation system should be reengineered to ensure that investigations in all communities are timely and appropriate.

*Element 17: Improve Fire Inspection***RECOMMENDATION**

The fire inspection system should be reengineered to ensure that inspections are appropriately undertaken in all communities, are efficiently delivered, and to address liability concerns. In particular, an improved fire inspection system should ensure that all schools, hospitals, and other public buildings in the province are inspected.

*Element 18: Improve Public Education***RECOMMENDATION**

A province-wide fire safety public education strategy should be implemented.

*Element 19: Trusted Service Providers***RECOMMENDATION**

Registered and certified fire / rescue departments should be "trusted providers" under the Provincial Emergency Program.

*Element 20: First Nations & Other Emergency Services Providers***RECOMMENDATION**

The Fire / Rescue System should seek opportunities to cooperate with First Nations fire / rescue organizations and other emergency services providers.

*Element 21: Improving Adherence to Competency Standards***RECOMMENDATION**

The Fire Services Advisory Board and the Fire Commissioner should take immediate action to clarify and specify training standards for fire and rescue services, specifically regarding identification of mandatory requirements. In the longer term, mandatory competency standards should be established for core fire / rescue services.

In particular, the Fire Services Advisory Board and the Fire Commissioner should immediately address the standards that apply to interior firefighting. This standard must consider both the competencies required for interior attack and the current capabilities of the many small fire / rescue departments in the province.

The Fire Services Advisory Board and the Fire Commissioner should also develop a strategy that allows fire / rescue departments, where needed, to improve competencies to adhere to standards.

RESPONSIBILITY

Local governments are responsible for ensuring fire / rescue departments upgrade their capabilities to meet mandated standards

The Fire Services Advisory Board is responsible for recommending competency standards to the Fire Commissioner

Caveat: Mandatory standards, especially for interior firefighting, should only be implemented once the training system and funding for volunteers is improved to required levels and departments have had a reasonable opportunity to improve competencies (see Element 32)

*Element 22: Fire / Rescue Department Registration & Certification***RECOMMENDATION**

All fire / rescue departments (other than federal and First Nations departments) should be registered with and certified by the standards enforcement authority.

*Element 23: Improve Training Delivery***RECOMMENDATION**

The system to deliver training to firefighters should be improved in order to ensure all firefighters and fire / rescue departments are able to meet provincially-mandated standards.

*Element 24: Leadership and Management Training***RECOMMENDATION**

A leadership and management training program for fire / rescue departments should be implemented.

*Element 25: Best Practices Guidelines***RECOMMENDATION**

The Office of the Fire Commissioner and the Fire Services Advisory Board should develop, publish, and promote "best practices" guidelines for fire and rescue services. A best practices guideline for risk assessment / risk management should be an early priority.

*Element 26: Improve Fire / Rescue Information***RECOMMENDATION**

The currency, completeness, and accuracy of information about the Fire / Rescue System and the delivery of its services should be improved.

*Element 27: Improve Interoperability***RECOMMENDATION**

The Fire / Rescue System and local governments should undertake initiatives to improve interoperability. The Fire Services Advisory Board and the Office of the Fire Commissioner should provide leadership to assist departments and local governments in this.

*Element 28: Efficiency Initiatives***RECOMMENDATION**

Fire / rescue departments and local governments should encourage efficiency improvement initiatives in the three different circumstances created by population/development patterns within the province:

The metropolitan Vancouver and Victoria areas

The regional urban / suburban situation (outside of Vancouver and Victoria)

The rural / small communities situation

RESPONSIBILITY

Fire / rescue departments and local governments are responsible for finding and implementing efficiency improvements

The Fire Services Advisory Board should work with representatives of local government and the Fire / Rescue System to identify potential efficiency improvement projects

Responsibility for specific projects will depend on the specific projects identified

*Element 29: Communications and Information Management***RECOMMENDATION**

The Office of the Fire Commissioner and the Fire Services Advisory Board should establish a working group to develop specific recommendations for improving communications and information management systems in the Fire / Rescue System.

Three phases of work are required to develop a detailed plan are (i) baseline analysis, (ii) gap analysis, and (iii) project definition.

*Element 30: Linked Regional Records Management Systems***RECOMMENDATION**

The provincial government should fund a project to evaluate the feasibility of linked regional records management systems.

*Element 31: Equipment Standardization & Joint Purchasing***RECOMMENDATION**

A purchasing cooperative (or other appropriate legal vehicle) should be established to purchase trucks, equipment, apparatus, etc. on behalf of participating fire / rescue departments.

RESPONSIBILITY

Local government is responsible for the equipment standardization

The Fire Services Advisory Board is responsible for developing recommended practices for equipment with the support of the Office of the Fire Commissioner. The Fire Services Advisory Board is also responsible for facilitating the establishment of a purchasing cooperative vehicle

*Element 32: Province to Fund Volunteer Training***RECOMMENDATION**

The provincial government should fund mandated training of volunteer firefighters. The provincial trades training system provides a model that could be applied to volunteer training.

*Element 33: Recruitment / Retention Programs***RECOMMENDATION**

The Fire Services Advisory Board with the support of the Office of the Fire Commissioner should develop volunteer recruitment and retention programs that local governments and fire / rescue departments may adopt.

Local governments should assist departments recruit and retain volunteer firefighters.

*Element 34: Recruitment / Retention Incentives***RECOMMENDATION**

The provincial government should provide tax or other incentives to encourage volunteer firefighter recruitment and retention. Incentives for both volunteers and employers (to release employees to respond to calls) need to be considered. Additionally, incentives should be structured to recruit volunteers from non-traditional groups.

Local governments should also consider providing incentives to volunteer firefighters and their employers.

*Element 35: Local Government Administration and Management Support***RECOMMENDATION**

Local governments should ensure that volunteer fire / departments within their jurisdiction have necessary administrative and management support.

*Element 36: OFC Focus on Small Departments***RECOMMENDATION**

The Office of the Fire Commissioner should create a specific unit to assist small departments address the trends, issues, and challenges within that sector of the Fire / Rescue System.



CAG APPROVAL <i>CW</i>	
EAP	
COV	<i>✓</i> <i>Apr 14 '09</i>
APR 14 2009	
RHD	
BOARD	

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: April 5, 2009

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

FILE:

SUBJECT: Seismic Review of Rural Firehalls

PURPOSE:

To summarize the findings of a review of the seismic stability of Regional District firehalls.

BACKGROUND:

In December 2007 the Board approved conducting a seismic review of the Regional District’s rural firehalls (that report is attached). The recommendation followed an analysis of the Nanoose Bay firehall, which outlined weaknesses in that structure and legal advice that have an obligation to be able to marshal resources in the even of a disaster – fire departments play a key role in our response. In August 2008 the consulting team of Johnston Davidson Architecture and Herold Engineering conducted on site inspections of six Regional District firehalls. These included:

- | | |
|-----------------|----------------------|
| Bow Horn Bay | Area H |
| Dashwood | Area G and H |
| Errington | Area F (2 locations) |
| Coombs Hilliers | Area F |
| Extension | Area C |

The consultants were asked to do a non-destructive review of the structures and to provide comments on the continued suitability of the buildings both from a building code and structural point of view as well as from a general operational perspective. Part of the context for the study is the Board’s desire to have the firehalls meet a post disaster construction standard, in order to ensure optimal operating conditions in an emergency.

Seismic Conclusions:

The firehalls are a mixture of wood frame and cement block construction. Cement block construction is considered to be the weakest type of construction in a seismic event because it is inflexible – therefore it suffers relatively more from shaking than wood frame construction. Three firehalls, Bow Horn Bay, Dashwood and Extension are cement block buildings. As noted earlier, this was a non-destructive review based on the lengthy construction/structural experience of the architect and Herold Engineering, who has done extensive seismic work for the Province of BC. The budget for the review did not cover using infra-red equipment to determine whether some of the cement block buildings were rod reinforced – however, based on the construction techniques and building code of the day, it is likely that even if there is reinforcing it would not meet today’s post disaster construction standards. In order of probable risk these three firehalls would be examined in order of Bow Horn Bay, Dashwood and Extension.

The three remaining firehalls are located in Electoral Area 'F' and are rated from a risk point of view as Coombs Hilliers, Errington #2 and Errington #1.

Some of the elements common to all of the buildings which would be addressed for post disaster upgrades include:

- 1) 1.5 hour fire separation between apparatus bays and the remainder of the building
- 2) All stairwells enclosed with a fire resistance rating of 1 hour (including most doors)
- 3) Additional exits within apparatus bays (person doors) and where applicable second floor exits must lead directly to the exterior
- 4) Updated mechanical, electrical, plumbing and heating systems – these aspects are both building code driven as well as environmental considerations to improve energy efficiency (i.e. windows, insulation, heating sources)
- 5) Wood roof and floor diaphragms and connection to shear walls – extensive re-fastening
- 6) Vehicle bay door openings – extensive reconstruction and reinforcement
- 7) Hose towers (where applicable) require additional sheathing and nailing
- 8) Some wall areas may need to be filled in to provide sufficient length of shear walls to resist shaking
- 9) Foundations – no investigation of foundations was done at this time but in all cases these are likely to require considerable upgrading

Operational Observations:

With one exception, all of the firehalls were constructed in the late 1970's to the mid 1980's (the Coombs Hilliers firehall was originally constructed in 1960). Almost all have additions to the structures dating between 1980 and 2004. Internally, many adjustments have been made to accommodate storage of new equipment and administrative tasks such as fire reporting records and bookkeeping. One of the primary observations from the study is the need to fully review a more modern standard of operating spaces before committing significant time, effort and money into further additions or improvements.

Fire department operations must comply with WorkSafe BC regulations – for the most part this means adequate ventilation of vehicle exhausts from vehicle bays to avoid inhalation and contamination of firefighting gear. Some of the Regional District's departments have installed vehicle exhaust systems, however, these have not all been adequately seismically fastened to the buildings. All departments must also provide and maintain portable breathing apparatus. Without exception this equipment is stored within vehicle bay spaces (which are the primary storage spaces for each department), exposing them on a regular basis to the general dust and contaminants of those locations. Finally, there is considerable medical evidence that firefighters are heavily exposed to cancer causing contamination – much of which ends up on their firefighting gear. None of the departments have adequate gear washing/drying equipment or spaces where firefighters can remove their gear and move to a clean locker space before leaving the building.

A further operational aspect to be considered is that firefighting vehicles are bigger and wider than 20 years ago when departments began operating. All of the halls suffer from the encroaching size of these vehicles – many are parked within inches of the overhead doors and the end of the vehicle bays. Firefighting gear has been traditionally stored on hooks running the length of vehicle bays – again, with wider vehicles and more equipment acquired and needing space, these areas are very restricted and that has an affect on firefighters trying to get into gear and onto the vehicles.

The need for separate storage and work bench space and spaces arranged so that firefighters are exposed for the least amount of time to their soiled gear will be significant challenges with respect to future upgrades to these buildings.

Site Considerations:

For the most part all of the current sites are adequate for the existing buildings and/or larger buildings if that was considered appropriate. In each case the consultants have identified a scale of additional spaces which would improve the long term operations of the department.

ALTERNATIVES:

1. Receive the reports and approve them as the basis for further upgrades to Regional District firehalls. Direct staff to proceed to arrange a meeting(s) with the fire departments to discuss the report conclusions.
2. Receive the reports for information only and direct staff to arrange a meeting(s) with the fire departments to discuss the report conclusions.

FINANCIAL IMPLICATIONS:

Alternative 1

Under this alternative the reports would form the basis for considering future building improvements for Regional District firehalls. The intent would be to move forward by addressing the building deemed at most risk as early as possible and then moving to each building in the order presented. Approving this approach effectively establishes the Board's policy with respect to the seismic stability of its emergency services buildings.

There is some urgency to concluding an approach to these facilities. The buildings are all at mid-life and within recent weeks staff have been contacted by three departments, seeking advice on whether to proceed with ventilation upgrades, roof repairs and in one case a complete re-design of the overhead doorways to provide better vehicle parking arrangements. The latter request is from the Coombs Hilliers fire department whose building is ranked 4th from a risk perspective. However, one salient observation by the consultants is that this building is poorly oriented to its road access and rebuilding would correct that weakness. Staff can also advise that the Dashwood fire department has already been investigating a building addition. This department, since it amalgamated the Meadowood subdivision, has a volunteer roster of over 40 members. Their current meeting facilities are simply no longer adequate to accommodate all of their table based training needs.

With respect to presenting the reports to the fire department representatives, staff expect that there will be considerable discussion on the need for full post disaster seismic upgrades. While the Regional District is the owner of the buildings, the individual communities and fire department members have constructed and maintained them relatively independently for over 25 years. Convincing individual departments to work with the Regional District will be a change in direction for the both parties that will take time and effort.

Executing a strategy of upgrading and/or rebuilding these firehalls will also be subject to borrowing approval from the electors in the service area. Accordingly, should the Board adopt this approach it is acknowledged that the timeline is dependant on electorate approval.

Attached to this report is a summary of probable costs for upgrading and or constructing new facilities. Within the individual reports an order of magnitude cost estimate is provided for the observed architectural, structural, mechanical and electrical upgrades – however, the report does not include costs for work to re-design spaces as part of an upgrade, permits, geo-technical investigations and other civil design work (i.e. foundations). The schedule attached to this report includes allowances for those costs.

At this time no funds are provided in the 2009 budget to engage consultants for further assistance with this project. Most departments have building reserve funds which could provide support for additional professional fees if these are found to be necessary in 2009, but for the most part staff expect that any further design work would be considered as part of the 2010 budget.

Alternative 2

Under this alternative the reports would be received for information only, however with the same direction to consult with the fire departments on the reports. The process would be relatively the same but would lack at this time a conclusive policy statement with respect to the standard for improvements or a recommendation on which order to approach the buildings. However, this approach does show that the Board is continuing its due diligence on how to resolve the seismic stability of these buildings.

The disadvantage of this approach is it does not provide a framework for evaluating work which departments wish to undertake on a fairly time sensitive basis – this has been outlined under Alternative 1. At this time it appears that the most urgent project to consider is the re-design of the Coombs Hilliers firehall entry. Staff recommend engaging the firm of Johnston Davidson Architects to provide comments on the proposed design.

PUBLIC CONSULTATION IMPLICATIONS:

Once the individual fire department representatives have been consulted it may be appropriate to introduce the seismic results to each community at large. This would offer an opportunity to discuss the long term viability of these buildings in terms of encouraging continued volunteerism – that is, up to date facilities allow volunteers to focus on the technical aspects of emergency response rather than increased building maintenance – as well as the specifics of their role in the community during a disaster. Both aspects are important as each community grows and becomes more sophisticated in its expectations regarding the level of fire protection and emergency response service.

SUSTAINABILITY IMPLICATIONS:

Regardless of this seismic report it would be appropriate to work toward better energy efficiency in all of these locations. These buildings represent a weak link in the Regional District's carbon footprint and its' commitment to carbon neutrality by 2012. Given the number of buildings and the costs involved, the Regional District is unlikely to make significant improvements within that timeframe.

SUMMARY/CONCLUSIONS:

This report summarizes the observations of a seismic review of rural firehalls conducted in August 2008. The review was undertaken to respond to identified concerns that these buildings would be seriously compromised in a significant seismic event. It is no surprise that all of the buildings will need extensive upgrades to meet the current BC Building Code post disaster standard. There is no building code requirement to undertake any action on existing buildings – however, the Board has stated its objective to have these facilities meet a post disaster construction standard so that the departments can perform safely during an emergency.

The review also outlined several important operational changes that should be considered due to changing health and safety standards. All of the buildings need more separate organized storage space for breathing apparatus and firefighting gear, more robust gear washing and drying equipment and clean locker space for firefighters returning from a fire.

The Board can receive the report and approve it as a basis for evaluating future improvements and proceed to address the buildings in the order in the report. This is the preferred policy approach as it commits the Regional District to a long term plan to upgrade its rural firehalls to a consistent standard. This benefits each community in terms of attracting and retaining volunteers and potentially improves the overall operations of each department.


Alternatively, the Board can receive the report for information only. This approach does not fundamentally change the Board's stated objectives although it provides less guidance to staff and the departments about which direction we intend to go and will likely result in staff requesting specific direction on a case by case basis. As an example, the Coombs Hilliers fire department wishes to re-design the vehicle entrance wall at its firehall and has had some engineering work completed for that purpose and the Dashwood fire department has put on hold the design of an addition to its main firehall north of Qualicum Beach.

Under either alternative the reports would be presented first to fire department representatives and as deemed appropriate to each community at large. In all cases the community must ultimately approve the borrowing which will be required to finance the upgrades. This will in large part determine the timeframe for bringing these buildings to an improved seismic standard.


Staff recommend that the report form the basis for evaluating firehall construction projects and as much as possible, that work be focused in the order outlined in the report.

RECOMMENDATIONS:

1. That the Board receive the rural firehall seismic reports and approve them as the basis for evaluating further upgrades to Regional District firehalls.
2. That where possible upgrades proceed in the order outlined in the report.
3. That staff arrange a meeting(s) with fire department representatives to discuss the report conclusions.



Report Writer



C.A.O. Concurrence

COMMENTS:

**SUMMARY OF PROJECTED COSTS FOR SEISMIC UPGRADES/REPLACEMENT
OF RURAL FIREHALLS
Feb-08**

Year Built Age	1 Bow Horn Bay Sq Ft		2 Dashwood Sq Ft		3 Extension Sq Ft		4 Coomb & Hilliers Sq Ft		6 Errington #2 Sq Ft		5 Errington #1 Sq Ft	
	1978/1980 31/29		1984/1985 25/14		1983 1983 25		1960/1990 48/18		1974/2004 35/8		1983/2003 25/5	
Retrofit & Repairs												
Structural	504,000	5040	320,000	3200	176,000	1760	239,400	3420	281,610	3129	521,000	6900
Architectural	302,400	5040	192,000	3200	105,600	1760	205,200	3420	187,740	3129	414,000	6900
Mechanical	287,280	5040	182,400	3200	100,320	1760	194,940	3420	178,353	3129	393,300	6900
Electrical	211,680	5040	134,400	3200	73,920	1760	143,640	3420	131,418	3129	289,800	6900
General Requirements	155,000		103,600		56,990		97,800		57,390		214,762	
Construction Contingency	214,000		139,860		76,923		152,147		131,476		290,000	
	1,674,360		1,072,260		589,743		1,013,127		1,007,987		2,222,862	
Soft costs - design, building permit, civil/geotechnical/site survey/testing	418,590		268,065		147,436		253,282		251,997		555,716	
	2,092,950		1,340,325		737,179		1,266,409		1,259,984		2,778,578	
Additions to space	810,000	2700	885,000	2950	1,170,000	3900	598,500	1995	150,000	500	810,000	2700
Soft costs	202,500		177,000		234,000		119,700		30,000		162,000	
Cost to retrofit/additions	3,105,450	7740	2,402,325	6150	2,141,179	5660	1,984,609	5415	1,439,984	3629	3,750,578	9600
Replace existing + additions with new	2,322,000		1,845,000		1,800,000		1,800,000		1,350,000		2,469,000	
Construction Contingency	464,400		369,000		360,000		360,000		270,000		493,800	
Soft costs - design, building permit, civil/geotechnical/site survey/testing	696,600	7740	553,500	6150	540,000	6000	540,000	6000	405,000	4500	740,700	8230
	3,483,000	7740	2,767,500	6150	2,700,000	6000	2,700,000	6000	2,025,000	4500	3,703,500	8230
Replace with new larger	2,469,000		2,469,000		2,239,500		2,469,000		1,650,000		2,469,000	
Construction Contingency	493,800		493,800		447,900		493,800		330,000		493,800	
Soft costs - design, building permit, civil/geotechnical/site survey/testing	740,700	8230	740,700	8230	671,850	7465	740,700	8230	495,000	5500	740,700	8230
	3,703,500	8230	3,703,500	8230	3,359,250	7465	3,703,500	8230	2,475,000	5500	3,703,500	8230
Original retrofit vs New larger	57%		36%		22%		34%		51%		75%	
Original retrofit vs New existing + new space	89%		87%		79%		74%		71%		101%	
Original retrofit vs Replace existing with new larger	84%		65%		64%		54%		58%		101%	

87

TO: C. Mason
Chief Administrative Officer

DATE: December 21, 2007

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

FILE:

SUBJECT: Regional District Fire Halls Seismic Review

PURPOSE:

To obtain approval to adjust 2008 fire department budgets to carry out a seismic review of all fire hall buildings.

BACKGROUND:

As noted in an earlier report, local governments are increasingly required to consider the implications of seismic capability in relation to their emergency response plans. The Regional District's Emergency Plan assumes that fire departments will play a vital role in responding during disasters. Most of the fire halls in the Regional District were built over 20 years ago and likely do not meet current post disaster standards. The main concerns are that firefighters and vehicles can safely enter and leave the building.

Attached to this report is a schedule showing the size, age, construction and probable budget to reconstruct these fire halls. With the knowledge that many of our fire halls could suffer serious damage and be inoperable for long periods of time after an earthquake there is an identified liability that needs to be addressed.

Three issues need to be examined before the Board can determine how to improve fire hall safety. Not only do we need a seismic review of existing buildings, but we need a strategy describing which structures should be dealt with in what order and how that can be done while remaining operational. If reconstruction proceeds, borrowing authority will be required from each area. Finally, we may need to hire a project manager to oversee the work.

ALTERNATIVES:

1. Adjust the 2008 fire department budgets to carry out a seismic review and develop a strategy to improve fire hall safety.
2. Defer this item to 2009.

FINANCIAL IMPLICATIONS:

Alternative 1

A seismic review of each building will cost between \$4,500 to \$6,500 depending on the size and complexity of the building. The development of a facility improvement strategy will be in the range of \$10,000. Using these estimates the following table indicates the affect of adjusting 2008 fire department budgets:

	2008 tax cost per \$100,000 as proposed	2008 adjusted for seismic study/improvement strategy
Extension	\$95.40	\$100.70 (adds \$5.30)
Coombs Hilliers	\$66.20	\$69.20 (adds \$3.00)
Errington	\$52.00	\$54.90 (adds \$2.90)
Nanoose Bay	\$18.70	\$18.70 (not required)
Dashwood	\$57.80	\$59.95 (adds \$2.15)
Bow Horn Bay	\$45.50	\$47.30 (adds \$1.80)

Alternative 2

The Board can take into consideration the level of risk and the cost in determining whether to proceed with these studies. The costs outlined above are reasonable and will provide the Board with much needed information on the future requirements for these buildings. Based on the costs above , staff recommend proceeding with the studies in 2008.

SUMMARY/CONCLUSIONS:

The result of a seismic study of the Nanoose Bay fire hall has highlighted an unacceptable level of risk that the remaining fire halls in the Regional District could become non-operational in the event of a serious earthquake. This seriously jeopardizes our role in Regional emergency response and preparedness. As a local government we have a legal obligation to be able to marshall resources in the event of a disaster and fire departments play a key role. Staff estimate the cost to do this work in 2008 will add between \$2.00 to \$5.30 per \$100,000 to taxpayers in fire department service areas. With this modest cost staff recommend adjusting fire department budgets so that the work can proceed in 2008.

RECOMMENDATION:

1. That 2008 fire department budgets be amended as outlined in this report for the purpose of undertaking seismic reviews and developing an overall building improvement strategy.

 Report Writer

 C.A.O. Concurrence

COMMENTS:



REGIONAL
DISTRICT
OF NANAIMO

EAP	CAO APPROVAL	XV
CCW	✓	Apr 14 '09
RFD		
BOARD		

APR 15 2009 MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: March 26, 2009

FROM: Tom Armet
Manager, Building and Bylaw Services

FILE: 3900-20-787.10

SUBJECT: Amendment Bylaw No 787.10 – Inclusion in a Building Inspection Area
Electoral Area ‘H’ – 5093 Seaview Drive

PURPOSE

To consider an amendment bylaw for inclusion of a parcel located in Electoral Area ‘H’ into a Building Inspection Service Area.

BACKGROUND

The purpose of this report is to seek Board approval of an amendment bylaw for inclusion of the parcel legally described as Lot 4, District Lot 28, Plan 22249, Newcastle District, located at 5093 Seaview Drive, Electoral Area ‘H’ into a Building Inspection Service Area. *(see Attachment No. 1 for location).*

At the regular meeting held September 30, 2008, the Board approved Development Variance Permit No. 90812 to facilitate the construction of a single family dwelling on the property. As a condition of approval, the Board directed that the subject property be included in a Building Inspection Service area.

ALTERNATIVES

1. To consider “Regional District of Nanaimo Building Inspection Service Bylaw Amendment Bylaw No. 787.10, 2009,” for adoption.
2. To not consider “Regional District of Nanaimo Building Inspection Service Bylaw Amendment Bylaw No. 787.10, 2009.”

FINANCIAL IMPLICATIONS

This property is located several kilometres outside the present Building Inspection Service Area boundary. Current staff levels are adequate to provide building inspection service to this development with minimal budget implications. Permit fee revenues will largely offset the inspection activity portion of providing this service.

VOTING

All Directors – one vote.

CONCLUSION

At the direction of the Board, the required bylaw changes necessary to implement building inspection service to a residential development located at 5093 Seaview Drive, Electoral Area 'H' have been prepared for consideration. Inclusion of this property in a Building Inspection Service Area is in keeping with the Board's Strategic Plan (Sustainable Communities) which seeks to implement building inspection services across all electoral areas. Once the service is established on this parcel, an amendment to Schedule 'A' of "Regional District of Nanaimo Building Regulation and Fees Bylaw No. 1250, 2001," will be required to reflect this inclusion.

RECOMMENDATION

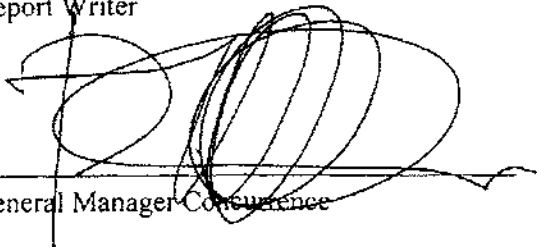
That "Regional District of Nanaimo Building Inspection Service Bylaw Amendment Bylaw No. 787.10, 2009," be introduced and read three times.



Report Writer



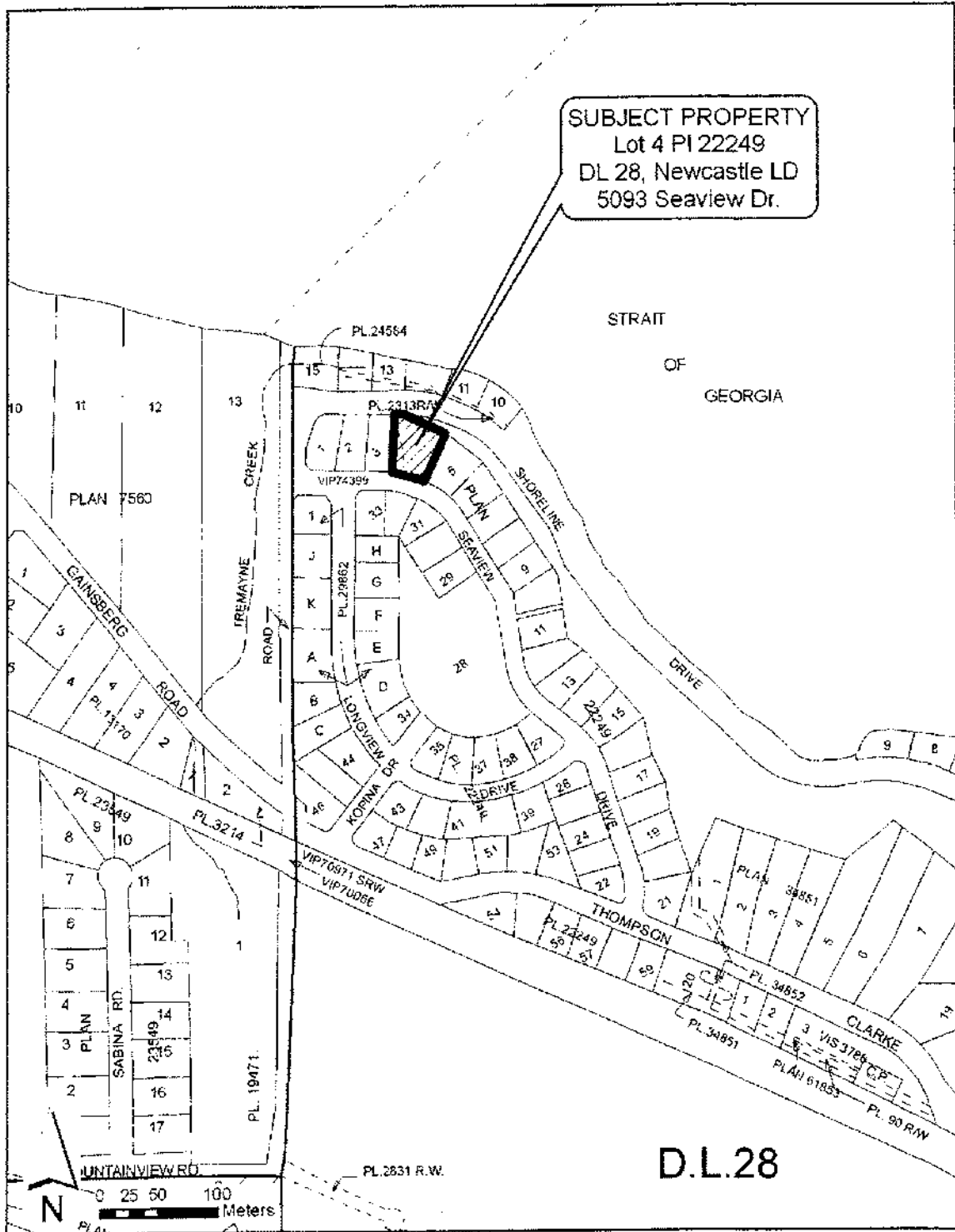
CAO Concurrence



General Manager Concurrence

COMMENTS:

ATTACHMENT NO. 1
SUBJECT PROPERTY MAP



BCGS MAPSHEET NO. 92F.047.2.2

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 787.10

**A Bylaw to Amend “Regional District of Nanaimo
Building Inspection Extended Service Establishment Bylaw No. 787, 1989”**

WHEREAS the Board has enacted “Regional District of Nanaimo Building Inspection Extended Service Establishment Bylaw No. 787, 1989”;

AND WHEREAS the Board wishes to amend the boundaries of the Service Area to include Lot 4, District Lot 28, Plan 22249, Newcastle District, within Electoral Area ‘H’;

AND WHEREAS the Board has been petitioned to expand the local service area;

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

1. “Regional District of Nanaimo Building Inspection Extended Service Establishment Bylaw No. 787, 1989,” is amended as follows:

Deleting Section 2 and replacing it with the following:

~2. **Service Area.**

Electoral Areas ‘A’, ‘B’, ‘C’, ‘E’, ‘F’, ‘G’, and ‘H’ include participating areas for this service.

The service shall consist of Electoral Area ‘G’ and those parts of Electoral Areas ‘A’, ‘B’, ‘C’, ‘E’, ‘F’, and ‘H’ as outlined on Schedules A, B, C, D, E, and F which are attached hereto and form part of this bylaw.”

2. This bylaw may be cited as “Regional District of Nanaimo Building Inspection Service Bylaw Amendment Bylaw No. 787.10, 2009.”

Introduced and read three times this 28th day of April 2009.

Received approval from the Inspector of Municipalities this day of 2009.

Adopted this day of , 2009.



**REGIONAL
DISTRICT
OF NANAIMO**

DAO APPROVAL	10/1
EAP	
COV	Apr 14 '09
APR 14 2009	
BOARD	

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: March 26, 2009

FROM: Tom Armet
Manager, Building and Bylaw Services

FILE: 3900-20-787.11

SUBJECT: Amendment Bylaw No 787.11 – Inclusion in a Building Inspection Area
Electoral Area ‘H’ – 1170 Spider Lake Road

PURPOSE

To consider an amendment bylaw for inclusion of a parcel located in Electoral Area ‘H’ into a Building Inspection Service Area.

BACKGROUND

The purpose of this report is to seek Board approval of an amendment bylaw for inclusion of the parcel legally described as Lot 20, Block 360, Plan 37698, Newcastle and Alberni Districts, located at 1170 Spider Lake Road, Electoral Area ‘H’ into a Building Inspection Service Area. (*see Attachment No. 1 for location*).

At the regular meeting held March 24, 2009, the Board gave third reading to “Regional District of Nanaimo Land Use & Subdivision Bylaw No. 500.347, 2009” to facilitate the re-zoning and two lot subdivision of the parent parcel for rural residential development. Additionally the Board directed staff to prepare the required amendments to “Regional District of Nanaimo Building Inspection Extended Service Establishment Bylaw No. 787, 1989” to include the parent parcel within a Building Inspection Service area.

ALTERNATIVES

1. To consider “Regional District of Nanaimo Building Inspection Service Bylaw Amendment Bylaw No. 787.11, 2009,” for adoption.
2. To not consider “Regional District of Nanaimo Building Inspection Service Bylaw Amendment Bylaw No. 787.11, 2009.”

FINANCIAL IMPLICATIONS

This property is located several kilometres outside the present Building Inspection Service Area boundary. Current staff levels are adequate to provide building inspection service to this development with minimal budget implications. Permit fee revenues will largely offset the inspection activity portion of providing this service.

VOTING

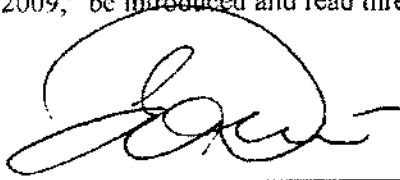
All Directors – one vote.

CONCLUSION

At the direction of the Board, the required bylaw changes necessary to implement building inspection service to a residential development located at 1170 Spider Lake Road, Electoral Area 'H' have been prepared for consideration. Inclusion of this property in a Building Inspection Service Area is in keeping with the Board's Strategic Plan (Sustainable Communities) which seeks to implement building inspection services across all electoral areas. Once the service is established on this parcel, an amendment to Schedule 'A' of "Regional District of Nanaimo Building Regulation and Fees Bylaw No. 1250, 2001," will be required to reflect this inclusion.

RECOMMENDATION

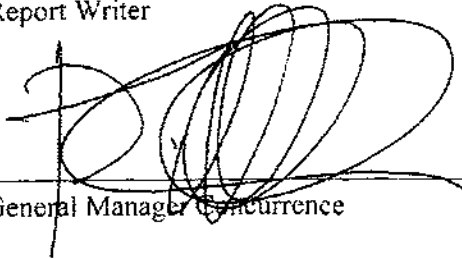
That "Regional District of Nanaimo Building Inspection Service Bylaw Amendment Bylaw No. 787.11, 2009," be introduced and read three times.



Report Writer



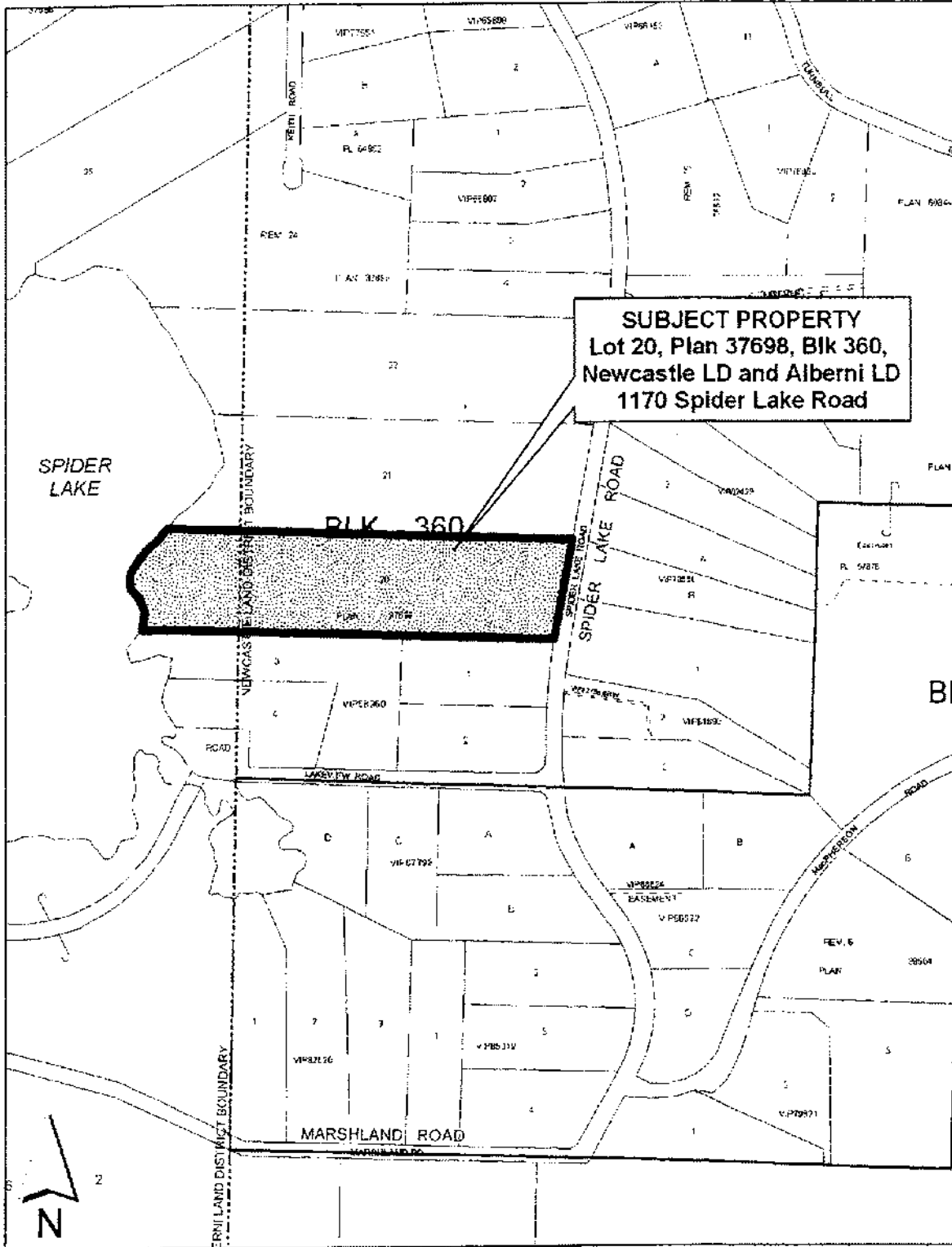
CAO Concurrence



General Manager Concurrence

COMMENTS:

ATTACHMENT NO. 1
SUBJECT PROPERTY MAP



BOGS MAPSHEET 92F.037.2.4

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 787.11

**A Bylaw to Amend “Regional District of Nanaimo
Building Inspection Extended Service Establishment Bylaw No. 787, 1989”**

WHEREAS the Board has enacted “Regional District of Nanaimo Building Inspection Extended Service Establishment Bylaw No. 787, 1989”;

AND WHEREAS the Board wishes to amend the boundaries of the Service Area to Lot 20, Block 360, Plan 37698, Newcastle and Alberni Districts, within Electoral Area ‘H’;

AND WHEREAS the Board has been petitioned to expand the local service area;

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

1. “Regional District of Nanaimo Building Inspection Extended Service Establishment Bylaw No. 787, 1989,” is amended as follows:

Deleting Section 2 and replacing it with the following:

“2. Service Area.

Electoral Areas ‘A’, ‘B’, ‘C’, ‘E’, ‘F’, ‘G’, and ‘H’ include participating areas for this service.

The service shall consist of Electoral Area ‘G’ and those parts of Electoral Areas ‘A’, ‘B’, ‘C’, ‘E’, ‘F’, and ‘H’ as outlined on Schedules A, B, C, D, E, and F which are attached hereto and form part of this bylaw.”

2. This bylaw may be cited as “Regional District of Nanaimo Building Inspection Service Bylaw Amendment Bylaw No. 787.11, 2009.”

Introduced and read three times this 28th day of April 2009.

Received approval from the Inspector of Municipalities this day of 2009.

Adopted this day of , 2009.



EAP	COM APPROVAL	UW
COM	✓	APR 14 '09
MAY 1 2009		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thorkelsson
General Manager of Development Services. **DATE:** March 25, 2009

FROM: Jani Thomas
Emergency Coordinator **FILE:** 1855-03 EMPL

SUBJECT: 2008 UBCM Grant Project – Farmed Animal Mass Carcass Disposal Plan

PURPOSE

To inform the Board of the newly completed 2008 Farmed Animal Mass Carcass Disposal Plan.

BACKGROUND

In May 2008, UBCM announced the Farmed Animal Mass Carcass Disposal Emergency Planning Program funded by the Ministry of Agriculture and Lands through the Investment Agriculture Foundation. The objective of the Grant is to improve the preparedness of local governments to handle mass carcass disposal generated by an emergency event. The purpose of the program provides funding to local governments to amend emergency plans to deal with situations such as the Avian Flu outbreaks and address dead stock resulting from natural disasters.

Section 2(10) of the *BC Local Authority Emergency Management Regulation-1995* requires local governments to prepare emergency plans that reflect the local government’s assessment of the relative risk of occurrence and the potential impact on people and property of the emergency. The *Ministry of Agriculture and Lands Emergency Response Plan 2006* states that local plans should allow for timely and efficient disposal of dead stock to minimize impacts on human, environmental and livestock health.

The primary purpose of the plan is to guide response within the Regional District of Nanaimo (RDN) for dealing with mass animal carcasses generated in an emergency. The plan is designed to enhance the RDN’s capacity to recover quickly from a mass animal carcass emergency and reduce the impact on the local agriculture industry. The primary objectives of a carcass disposal operation are to prevent the dissemination of infection and to protect the environment.

A corollary purpose of the Plan is to provide a source of local information related to a carcass disposal emergency which may be used by federal, provincial and local agencies that participate in an expanded response to a carcass disposal emergency. This information includes a profile of animal farming sites and activities in the RDN, and a list of resources and capabilities which may be utilized in an emergency response.

The scope of the plan includes:

- a) a description of the agriculture in the RDN with emphasis on local farmed animal populations;
- b) identification of hazards and vulnerabilities that could result in a mass carcass disposal emergency situation in the district area;
- c) a concept of operations for disposal operations;
- d) approved methodologies for mass carcass disposal;
- e) identification of disposal resources and key personnel required to respond to an emergency situation;
- f) activities that must be performed in the event of a mass carcass disposal emergency;
- g) identification of resources required and available;
- h) identification of resource shortfalls; and
- i) a framework for post-emergency recovery.

ALTERNATIVES

1. To receive this report for information.
2. To receive the report for information and provide additional direction.

EMERGENCY PLAN IMPLICATIONS

The RDN's *Hazard Vulnerability Risk Analysis (2009)* indicates that 'epidemics' (either human or animal) are ranked as moderate risk, with occasional frequency and severe impact. Future development includes meeting with regional stakeholders to discuss the plan and its potential implementation in an actual emergency.

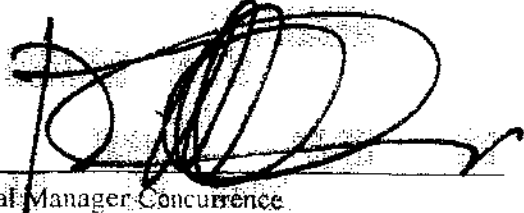
SUMMARY/CONCLUSIONS

Funds were made available to local governments to prepare a Farmed Animal Mass Carcass Disposal Plan in response to several significant poultry outbreaks in the Lower Mainland in recent years. The RDN utilized the Grant to produce a Plan that takes into account farmed animal-related threats to human health and the environment; identifies resources and key personnel; identifies methods of utilizing resources and outlines activities that must be performed in the event of an emergency. Copies of the Plan can be obtained by contacting the RDN Emergency Coordinator.

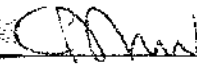
RECOMMENDATION

That the report and the 2008 Farmed Animal Mass Carcass Disposal Plan be received for information.

Report Writer



General Manager Concurrence



CAO Concurrence



GAO APPROVAL	✓
EAP	
CCW	✓ Jan 14 '09
APPROVED	
RHD	
BOARD	

MEMORANDUM

TO: Paul Thorkelsson
General Manager of Development Services **DATE:** March 18, 2009

FROM: Jani Thomas
Emergency Coordinator **FILE:** 1855-03 EMPL

SUBJECT: 2008 UBCM Grant Project – Hazard Vulnerability Risk Analysis (HVRA) Update

PURPOSE:

To inform the Board of the newly completed 2009 Hazard Vulnerability Risk Analysis (HVRA).

BACKGROUND

In August 2008, UBCM advised the Regional District of Nanaimo that the 2008 Emergency Management BC, Emergency Planning funding of \$5,000.00 was approved. The objective of the funding initiative was to improve the preparedness of communities to respond to and recover from emergencies. The purpose of the grant was to provide local governments with financial assistance to update emergency plans, conduct exercises, training and to conduct Hazard Vulnerability Risk Analyses (HVRA). The Emergency Program has applied for and received grants from this program since 2004. Funds have been used for training and for an HVRA in 2006.

An HVRA is a critical part of every emergency program and is a requirement mandated by the *Local Authority Emergency Management Regulation* of the *BC Emergency Program Act* Section 6(2). The purpose of an HVRA is to assist in making risk-based choices to address vulnerabilities, mitigate hazards and prepare for response to and recovery from hazard events. The objective of an HVRA is to investigate prominent natural and human-caused events and to identify any threats that may require a timely and coordinated response to protect lives, property and to reduce economic losses.

ALTERNATIVES

1. To receive this report for information.
2. To receive the report for information and provide additional direction to staff.

FINANCIAL IMPLICATIONS

The HVRA document provides guidance to the Emergency Planning Program and annual budgeting for the service. There are no direct financial implications of the Board's receipt of the HVRA document.

EMERGENCY PLAN IMPLICATIONS

The Regional District of Nanaimo's HVRA has been instrumental in updating the emergency plan, enhancing community preparedness and on going emergency planning. The HVRA indicates interface


fire and flooding are the Regional District of Nanaimo's number one threat (*see attachment A*). Specific mitigation planning in the form of Community Wildfire Protection Plans (CWPP) is underway. Funding for CWPPs is made available from the Ministry of Forests and Range and is administered by UBCM. The RDN currently has seven CWPPs and two more in process. As well, public education (flood risk awareness and preparedness) is conducted in flood plain areas annually. The HVRA was key in determining which hazard would be used in the recent RDN regional interface fire exercise "Operation Dry Timber". Both the 2006 HVRA and the 2009 update are posted on the RDN website to promote public awareness.

SUMMARY/CONCLUSIONS


The RDN conducted an HVRA in June 2006, and the HVRA was updated in February 2009. An HVRA is a critical tool in emergency planning and public awareness. The HVRA provides a focus for emergency planning activities, training, and aids in grant application priorities. Staff, directors and residents are encouraged to read it to learn more about hazards in their area and what they can do to mitigate risk. Both HVRA's are available online at www.rdn.bc.ca, under 'Emergency Planning' or copies can be requested from the Regional District of Nanaimo, Emergency Coordinator.

RECOMMENDATION


That the report and the 2009 Hazard Vulnerability Risk Analysis update be received for information.



Report Writer



General Manager Concurrence




CAO Concurrence

Attachment "A"

HRVA – Regional District of Nanaimo – February 2009

HAZARD RISK MATRIX – REGIONAL DISTRICT OF NANAIMO

		Low	Moderate	High	Very High		
Frequency 	6	TRANSPORT ACCIDENT – ROAD, EROSION	DANGEROUS GOODS SPILL, FIRE - INDUSTRIAL			Frequent	
	5		SEVERE WEATHER	FIRE - INTERFACE & WILDFIRE, FLOOD		Moderate	
	4		EPIDEMIC - ANIMAL, LANDSLIDE, DEBRIS FLOW or SUBSIDENCE, STORM SURGE, ACCIDENT - MARINE, ACCIDENT - RAIL	EPIDEMIC - HUMAN	EARTHQUAKE	Occasional	
	3	TSUNAMI	INFRASTRUCTURE FAILURE			Unlikely	
	2		EXPLOSION OR EMISSIONS, TRANSPORT ACCIDENT – AIR, WATER SHORTAGE			Rare	
	1		DAM FAILURE, VOLCANO ERUPTIONS			Very rare	
		1	2	3	4	Severity	



CAO APPROVAL	
EAP	
COW	Apr 14 2009
APR 13 2009	
R-D	
BOARD	

MEMORANDUM

TO: Dennis Trudeau
General Manager of Transportation and Solid Waste Services

DATE: April 2, 2009

FROM: Carey McIver
Manager of Solid Waste

FILE: 5360-52

SUBJECT: Regional Landfill Design & Operations Plan

PURPOSE

To present the Regional Landfill Design & Operations Plan to the Board for consideration.

BACKGROUND

The RDN Regional Landfill is located on Cedar Road in Nanaimo. The landfill consists of two distinct areas: Cell One, the unlined landfill which was developed circa 1946 and closed in 1996 and Cell Two, the lined engineered landfill which began receiving waste in 1991. Engineering controls were established in Cell One with the installation of a leachate interceptor system along the northern and southern limit of waste in 1991 and 1992. Cell One was progressively closed with a 1-metre clay cap between 1992 and 1996. Construction of Cell Two took place between 1991 and 2004 and was carried out in a phased approach.

The landfill is currently approved to operate under Operational Certificate (OC) No. MR-01714 issued by the BC Ministry of Environment in April 2004. The OC authorizes the operation of the landfill and specifies the operating requirements for the site. Under the OC waste may be discharged to the engineered landfill (Cell Two). The discharge or storage of waste on the closed landfill (Cell One) is prohibited. The OC also requires the preparation of plans for site development, operating, closure and post-closure as well as leachate and stormwater management.

Post – Closure Nature Park

In 2004, as a condition of the OC, the Board approved a post-closure implementation plan for the landfill. This plan was based on an assessment of options for post-closure use that would allow the site to be a future community resource. After consultation with the community in the vicinity of the landfill and staff from the City of Nanaimo regarding a range of potential options for the site, a nature park was identified as the preferred post-closure use. The cost estimate to construct the nature park on Cell One was approximately \$2 million with construction scheduled to begin in 2007 once leachate issues identified in Cell One were remediated.

Hydrogeological Study

In 2006, in support of the development of the nature park a hydrogeological study was conducted to determine the performance of Cell One as a natural attenuation landfill and to identify any concerns with respect to compliance with the OC and long-term public access to the site once it is developed as a nature park.

The hydrogeological study, completed in 2007, indicated that excessive leachate is being generated due to significant settlement of the refuse in Cell One. The study also identified three bedrock troughs which could potentially act as windows and/or conduits for leachate migration. To address these issues the study recommended that Cell One be re-graded and re-contoured to improve surface water runoff and reduce leachate generation.

Design and Operations Plan

In 2007, staff engaged XCG Consultants Ltd. (XCG) to prepare a comprehensive Design & Operations (D&O) Plan for the Regional Landfill. The D&O Plan is now complete and a summary brief is attached for information. (Attachment 1).

This document addresses the concerns identified in the hydrogeological study, while optimizing future airspace at the site. In order to achieve these two complimentary objectives, an integrated development strategy was adopted which incorporates surface water, leachate and landfill gas management controls into the long-term landfill development plan and progressive closure strategy to mitigate landfill derived impacts.

The resultant plan is a comprehensive and integrated design document which addresses all environmental concerns, while providing additional airspace. Based upon current population growth projections and fill rate assumptions, it is estimated that the site will reach design capacity in 2027.

Key elements of the development strategy which directly address the concerns highlighted in the hydrogeological study are as follows:

- Cell One remediation to address concerns with respect to updated stormwater infrastructure, and increasing the collection efficiency of the Cell One leachate interceptor system;
- Filling in Cell One to provide adequate grading to both promote surface water runoff (thereby reducing leachate generation) and to support the development of the nature park;
- Southwest berm extension to address surface water management issues in the southwest quadrant of the site and promote runoff towards an engineered wetland in the west corner of the site;
- North berm development to address geotechnical stability concerns in the 1991/1995 lined regions of Cell Two;
- Southeast berm extension to provide substantial and cost-effective airspace to increase the estimated site life from approximately 2021 to 2027;
- Aggressive management of landfill gas to further reduce fugitive greenhouse gas emissions while providing a stable long-term feedstock to the existing landfill gas utilization facility; and,
- Progressive closure of the site to facilitate the staged development of the nature park concept.

ALTERNATIVES

1. Approve the Regional Landfill Design & Operations Plan.
2. Do not approve the Regional Landfill Design & Operations Plan and provide alternative direction.

FINANCIAL IMPLICATIONS

Under Alternative 1 the costs for each of the landfilling stages and infrastructure projects over a twenty year lifespan is estimated to be \$36,119,600. The approved 2009-2013 Financial Plan includes 10.9 million dollars for capital projects identified in the plan including the construction of the nature park on Cell One. These projects will be funded through reserves and tipping fees. At this time staff fully expect that the implementation of the D&O Plan will not require any increase in tipping fees beyond inflation. The following Table 1 provides a detailed development cost summary and tentative timeline.

Table 1: Development Cost Summary

Stage	Cost	Timeline
Interim Fill Plan	\$448,828	2008 - 2009
Cell One Remediation - Phase 1	\$1,290,400	2008
Cell One Remediation - Phase 2	\$372,290	2009
North Berm Construction - Phase 1	\$657,639	2009
Stage One Filling	\$152,378	2010
Southwest Berm Extension	\$1,944,933	2009
Stage Two Filling	\$4,068,287	2010 - 2012
North Berm Construction Phase - 2	\$4,847,681	2012
North Fill Area Haul Road	\$68,310	2014
Stage Three Filling Area	\$3,673,603	2013 - 2014
Southeast Berm Extension	\$4,936,795	2017 - 2018
Stage Four Filling	\$5,107,347	2019 - 2020
Stage Five Filling	\$989,331	2021 - 2022
Stage Six Filling	\$1,283,529	2026 - 2027
Final Closure	\$6,278,310	2028
Total (excluding GST)	\$36,119,661	

INTERGOVERNMENTAL IMPLICATIONS

Staff from the Ministry of Environment have reviewed the D&O Plan in detail and have not expressed any negative concerns with the development and remediation strategy. However, due to the fact that Operational Certificate prohibits the discharge or storage of waste on Cell One, the Cell One remediation strategy contained within the D&O Plan necessitates an amendment to the Solid Waste Management Plan.

This is because correcting excessive settlement in Cell One involves adding new material to increase the landfill's slope to prevent surface water ponding and to promote stormwater run-off. Adding soil to Cell One to increase its slope will not work because the weight of the soil would compress existing waste causing further settlement. Due to its lower weight and density, using new waste as fill material is the best solution.

Although a bottom liner will be installed in the majority of areas where new waste will be placed, due to concerns with tearing the liner, in the summer of 2010 waste will be added directly to the top level of Cell One over three to four months. Once re-grading is complete Cell One will be closed with a geo-composite cap.

CITIZENS/PUBLIC RELATIONS IMPLICATIONS

The D&O Plan was presented to the Regional Solid Waste Advisory Committee at their January 15, 2009 meeting. The Landfill Site Liaison Committee met on March 4, 2009 to review the plan and provide input to the communications strategy prepared to inform the affected public of the plan. Following review by the Landfill Site Liaison Committee, a newsletter (Attachment 2) was hand-delivered to over 50 households adjacent to the landfill. Neighbours were invited to an open house on March 18, 2009. Nine residents attended the open house. Based on the positive response to the plan, on March 19, 2009 the Regional Solid Waste Advisory Committee approved a motion to support the plan for submission to the Minister of Environment.

SUSTAINABILITY IMPLICATIONS

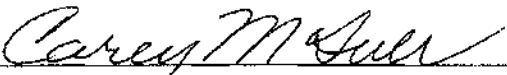
The D&O Plan contributes to the sustainability of the RDN by providing a cost-effective strategy to manage the region's residual solid waste that protects the environment while creating a community amenity.

SUMMARY/CONCLUSIONS

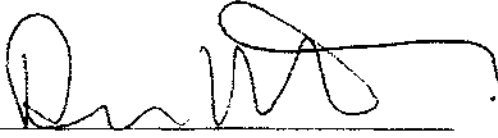
In 2007, staff engaged XCG Consultants Ltd. (XCG) to prepare a comprehensive Design & Operations (D&O) Plan for the Regional Landfill. The D&O Plan is now complete and a summary brief is attached for information. (Attachment 1). This document was developed based upon an integrated development strategy which incorporates surface water, leachate, and landfill gas management controls into the landfill development plan to mitigate landfill derived impacts. The costs for the infrastructure projects identified in the plan over a twenty year lifespan is estimated to be \$36,119,600 or \$21.46 per tonne in 2008 dollars. These projects will be funded through reserves and tipping fees. The plan has been reviewed and supported by the Landfill Site Liaison Committee and the Regional Solid Waste Advisory Committee.

RECOMMENDATION


That the Board approve the Regional Landfill Design & Operations Plan for submission to the Ministry of Environment as an amendment to the Solid Waste Management Plan.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS:



EXCELLENCE IN
ENVIRONMENTAL
CONSULTING
SERVICES

April 3, 2009

XCG File No. 4-2200-01-23

Ms. Carey McIver
Solid Waste Manager
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, B.C., V9T 6N2

Re: Design and Operations Plan Summary Brief

Dear Ms. McIver:

XCG Consultant's (XCG) is pleased to present the following summary of the Design and Operations Plan, developed for the Nanaimo Regional Landfill (site), in accordance with the design, performance, and operational requirements of the Operational Certificate for the site, and in general accordance with relevant British Columbia Ministry of the Environment acts, regulations, and guidance documents.

In support of the development of the post-closure nature park concept, the Regional District of Nanaimo (RDN) retained a consultant to undertake a hydrogeological study of the site to determine the performance of Cell One as a natural attenuation landfill and to identify any concerns with respect to compliance with the Operational Certificate and long-term public access to the site once it is developed as a nature park. Based on the conclusions of this hydrogeological study, the following concerns were identified:

- Two main groundwater aquifers have been identified at the site: an overburden/shallow bedrock aquifer and a confined deep bedrock aquifer;
 - The shallow bedrock aquifer mounds within Cell One and flows radially outward.
 - The deep bedrock aquifer has a gradient (flow direction) to the east, with no evidence of leachate impacts.
- Three bedrock troughs were identified which could potentially act as windows and/or conduits for leachate migration, associated with the shallow bedrock aquifer; and
- Surface water management issues exist in the Cell One region resulting in poorly drained low lying wet areas due to significant settlement of the refuse.

Based on the above noted conclusions, the following recommendations were presented in the aforementioned hydrogeological study:

- Regrading and recontouring of the landfill cover in the Cell One region to improve surface water runoff and reduce leachate generation;

XCG Consultants Ltd.
10410-81st Avenue
Suite 108
Edmonton, AB
Canada
T6E 1X5
Tel: (780) 432-5770
Fax: (780) 437-0122

4-2200-01-23/L422000123002

- Improve the collection efficiency of the perimeter leachate interceptor toe drain; and
- Update the environmental monitoring program with respect to groundwater monitoring in the areas of the identified bedrock troughs.

Based on the results and conclusions of the hydrogeological study, the Design and Operations Plan was developed. This document address the concerns identified in the hydrogeological study, while optimizing future available airspace at the site. In order to achieve these two complimentary objectives, an integrated development strategy was adopted which incorporates surface water, leachate, and landfill gas management controls into the long-term landfill development plan and progressive closure strategy to mitigate landfill derived impacts.

This plan was generated to meet the long-term development, final closure, and post-closure end-use objectives of the RDN. In addition to acting as a landfill development plan, this document has been developed to serve as a remedial action plan which addresses the issues and concerns outlined in the hydrogeological study.

The key objectives of the Design and Operations Plan are as follows:

- Updated fill plan which addresses the need to reduce leachate generation and optimize surface water controls;
- Reduce long-term environmental impacts associated with Cell One (unlined landfill);
- Address differential settlement in Cell One;
- Address surface water issues along the south perimeter of Cell One;
- Address impacts to the groundwater in the Cell One region;
- Address potential geotechnical issues in the 1995 liner area;
- Address impacts to off-site surface water courses associated with sediment loading;
- Address the long-term performance and maintenance of the existing upper leachate lift station by re-routing leachate from the lift station, directly to the sanitary sewer system;
- Remediate the south sanitary sewer system to eliminate groundwater infiltration into the system;
- Remediate surface water controls in Cell Two to mitigate the risk of leachate releases;
- Augmentation of the collection efficiency of the landfill gas collection system and reduction of fugitive greenhouse gas emissions;
- Update and revise the environmental monitoring program to fill the remaining knowledgebase gaps identified in the hydrogeological study, and monitor the performance of the prescribed remedial measures; and
- Progressive closure of the site in support of the post-closure nature park concept.

The resultant Design and Operations Plan is a comprehensive and integrated design document which addresses all of the aforementioned objectives, while providing approximately 1.2 million cubic metres of additional airspace, thereby increasing the remaining available airspace to 2.4 million cubic metres. Based upon population growth

projections and fill rate assumptions, it is estimated that the site will reach design capacity in 2027.

Key elements of the development strategy which directly address the concerns highlighted in the hydrogeological study are as follows:

- Cell One remediation strategy addresses concerns with respect to updated stormwater infrastructure, and increasing the collection efficiency of the Cell One leachate interceptor system;
- Stage One filling in Cell One to provide adequate grading to both promote surface water runoff (thereby reducing leachate generation) and to support the development of the nature park concept by ensuring that ongoing settlement does not adversely impact the proposed landscaping plan associated with the nature park;
- Southwest berm extension to address surface water management issues in the southwest quadrant of the site and promote runoff towards an engineered wetland in the west corner of the site;
- North berm development to address geotechnical stability concerns in the 1991/1995 lined regions of Cell Two, as well as to facilitate the development of a north stormwater pond to reduce sediment loading to Fielding Creek;
- Southeast berm extension to provide substantial and cost-effective additional airspace to increase the estimated site life from approximately 2021 to 2027;
- Aggressive management of landfill gas to further reduce fugitive greenhouse gas emissions while providing a stable long-term fuel feedstock to the existing landfill gas utilization facility; and
- Progressive closure of the site to facilitate the staged development of the nature concept.

The final proposed site contours and locations of the aforementioned key infrastructure projects is presented in Figure 1.

Based on the Design & Operations Plan, a long-term capital plan was developed for the purpose estimating the total capital cost associated with the development and progressive closure (including nature park construction) of the landfill through to final closure. For the purpose of the developing this long-term capital plan, the landfill development sequence is represented by the following landfiling stages:

- Interim Fill Plan;
- Cell One;
- Stage Two (SW Berm);
- Stage Three (North Berm);
- Stage Four (SE Berm);
- Stage Five (SE Berm); and
- Stage Six (SE Berm).

And, the following infrastructure projects:

- Cell One Remediation – Phase 1;
- Cell One Remediation – Phase 2;
- North Berm Construction – Phase 1
- Southwest Berm Extension;
- North Berm Construction – Phase 2;
- North Berm Filling Area Haul Road;
- Southeast Berm Extension; and
- Final Closure.

A summary of the details for the above-noted landfilling stages is provided on Table 1, including air space, cumulative air space, waste tonnage landfilled, cumulative waste tonnage landfilled, estimated life, and commencement date. The information presented in Table 1 indicates that the development sequence will provide a total air space of 2,403,500 cubic metres providing disposal for 1,683,000 tonnes of waste at 0.7 tonnes per cubic metre, over a site life of 20 years from January 2008.

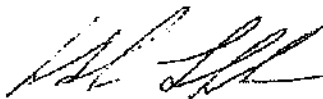
Table 2 provides a summary of the costs for each of the landfilling stages and infrastructure projects. The information provided on Tables 1 and 2 can be used to calculate the capital cost per tonne over the remaining life of the site, which is \$36,119,661 divided by 1,683,000 tonnes which provides \$21.46 per tonne in 2008 dollars.

It is noted that the capital cost associated with the nature park concept (\$2.2 million) was included as a component of the progressive closure of the site. The total cost of the nature park is based upon the \$1.9 million cost estimate presented in the Post Closure Implementation Plan, generated by Gartner Lee Limited in 2004, adjusted to 2008 dollars at an average inflation rate of 3 percent.

If you have any questions or require additional information, please do not hesitate to contact the undersigned.

Yours very truly,

XCG CONSULTANTS LTD.



Michel Lefebvre, M.Sc., P. Eng.
Senior Project Manager

cc: Helmut Blanken, P.Eng.

Attachments: Tables 1 and 2

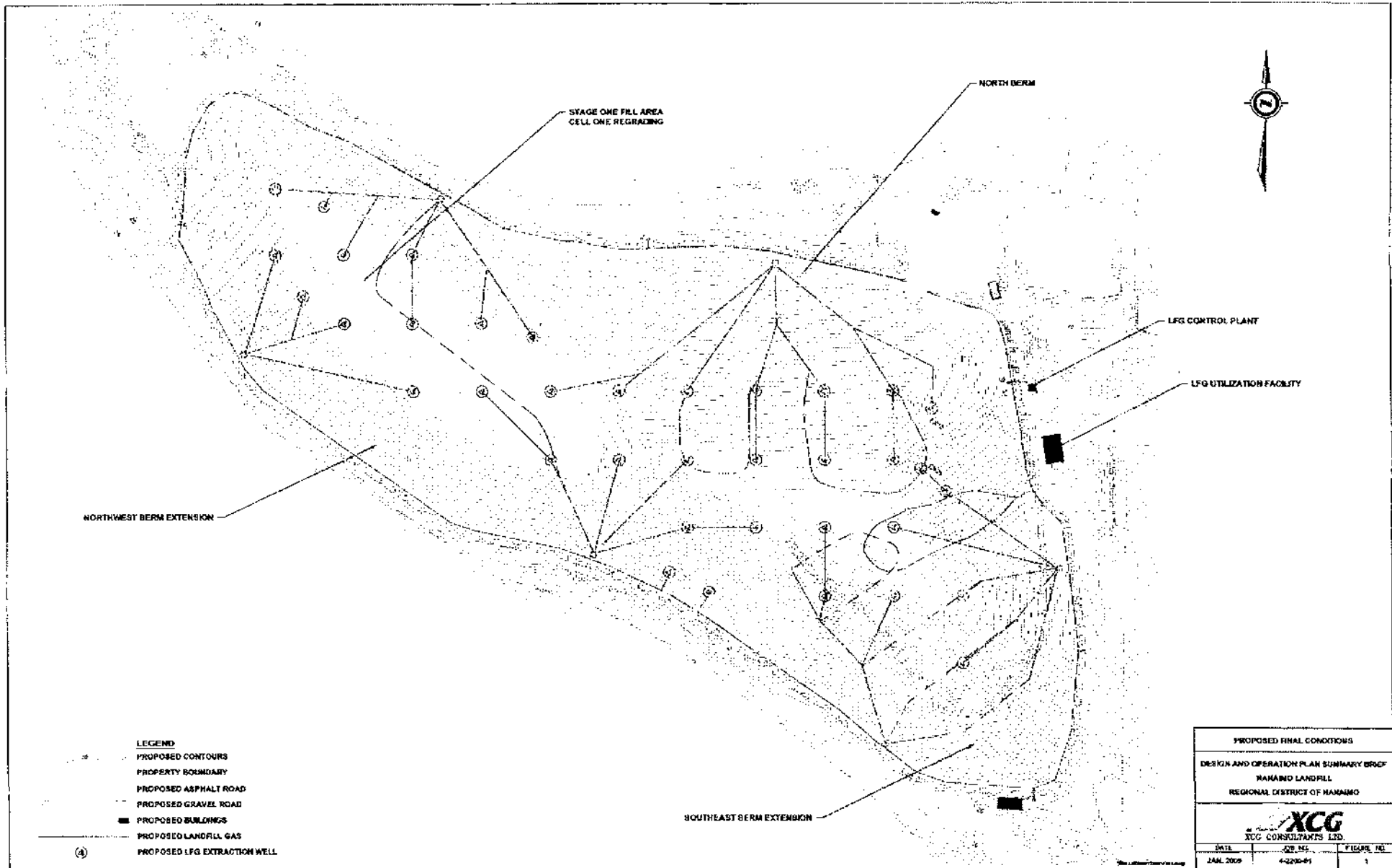
Figure 1

Table 1 Landfill Development Summary

Development Stage	Air Space (m ³)	Cumulative Air Space (m ³)	Cumulative Waste Capacity (tonnes)	Cumulative Life (years)
Interim Fill Plan	250,000	250,000	175,000	2
Stage One	30,000	280,000	196,000	2.5
Stage Two (SW Berm)	325,000	605,000	423,500	6
Stage Three (North Berm)	600,000	1,205,000	843,500	11.5
Stage Four (SE Berm)	300,000	1,505,000	1,053,500	13.5
Stage Five (SE Berm)	565,000	2,070,000	1,449,000	18
Stage Six (SE Berm)	335,000	2,405,000	1,683,500	20

Table 2 Development Cost Summary

Stage	Cost
Interim Fill Plan	\$ 448,828
Cell One Remediation - Phase 1	\$ 1,290,400
Cell One Remediation - Phase 2	\$ 372,290
North Berm Construction - Phase 1	\$ 657,639
Stage One Filling	\$ 152,378
Southwest Berm Extension	\$ 1,944,933
Stage Two Filling	\$ 4,068,287
North Berm Construction - Phase 2	\$ 4,847,681
North Fill Area Haul Road	\$ 68,310
Stage Three Filling Area	\$ 3,673,603
Southeast Berm Extension	\$ 4,936,795
Stage Four Filling	\$ 5,107,347
Stage Five Filling	\$ 989,331
Stage Six Filling	\$ 1,283,529
Final Closure	\$ 6,278,310
Total (Excluding GST)	\$ 36,119,661



RDN SOLID WASTE SERVICES - SPECIAL BULLETIN

For Neighbours of the Regional Landfill in South Nanaimo

MARCH 11, 2009

Updating you on plans for the Community Nature Park at the Regional Landfill

In June 2004, we consulted with you on long range planning for the Regional Landfill and eventual closure options for the facility.



You identified a two-phase recreational Nature Park as the preferred post-closure use of the landfill site. This bulletin provides an update on the timetable for the Nature Park and the new Landfill Design and Operations Plan.

The first phase of the Nature Park would be created on the closed portion of the landfill.

Development is to begin once

environmental and public safety issues affecting the site are addressed.

In 2006, ground and surface water studies were conducted in support of development of the Nature Park. These studies indicated that excessive leachate (water coming in contact with waste) is being generated due to settling of the old landfill. Although no landfill-caused impacts have been found at local wells during regular monitoring, potential conduits for leachate were detected. These issues need to be addressed prior to development of the Nature Park.

Invitation to an Open House

Nature Park Plans and Landfill Improvements

Date: Wednesday, March 18, 2009

Times: 2 pm – 4 pm & 7 pm – 9 pm

Location: Country Grocer
2nd Floor Meeting Room
South Nanaimo Parkway Plaza
82 12th St., Nanaimo

The Open House will feature displays of landfill improvements, the proposed Nature Park design and opportunities for questions and answers.

If you can't attend, want more information or to make comments, please call Carey McIver, RDN Manager, Solid Waste at 250-390-6539 or email cmciver@rdn.bc.ca

Questions and Answers About Development and Closure of the Landfill

What are the next steps to develop the Nature Park?

Studies have identified the need to address problems with leachate collection, storm water management and landfill gas collection affecting the closed section of the landfill. The best solution is to fix these problems to ensure safe public use of the park, mitigate any environmental impacts for neighbours of the landfill, and protect the investment in the facility.

What work is being done on the closed landfill?

Problems with leachate collection, storm water management, and landfill gas collection are being addressed. Neighbours should begin to notice a significant reduction in odours with the progressive closure of the site and implementation of remedial measures.

Next we will address settling of the old landfill by increasing its slope and covering it with a geo-composite cap to shed rainwater and further improve landfill gas capture systems.

How will the old landfill be regraded to develop the Nature Park?

Excessive settling of the old landfill will be corrected by increasing its slope and replacing the landfill cap. This involves adding new material to increase the landfill's slope to prevent surface water ponding and to promote storm water run-off.

Adding soil to the old landfill to increase its slope will not work because the weight of the soil would compress existing waste causing further settlement. Because of its lower weight and density, using new waste as fill material is the best solution.

In summer 2010, 30,000 cubic metres of waste will be added to the top level of the old landfill over three to four months as part of a long term solution to permanently close the site.

When will construction of the Nature Park begin?

After capping and regrading of the old landfill is complete, the next step is landscaping and allowing vegetative cover to take root. The first section of the Nature Park will be completed in about two years.

How will development of the Nature Park and closed and active landfilling areas be managed?

A Design and Operations (D&O) Plan has been developed that addresses concerns identified in recent studies and its future development.

The plan presents an integrated approach to improving the landfill's environmental protection and monitoring measures, expanding the landfill laterally and vertically to optimize disposal capacity, staging the closure of the facility, and projecting capital costs.

Questions and Answers About Development and Closure of the Landfill

How will the D&O Plan benefit me?

The D&O Plan will help ensure that the Regional Landfill becomes a long-term asset for the adjacent residents and the region. Its improvements to the site include:

- Planting trees and shrubs along Cedar Road to reduce noise and screen active landfill operations;
- Incorporating the latest best practices in landfill engineering to ensure environmental protection and monitoring and minimizing leachate and landfill gas escapement into the surrounding environment;
- Minimizing odours associated with landfill operations;
- Addressing earthquake stability of the landfill mass;
- Realizing efficient landfill gas capture to reduce greenhouse gas emissions and provide green energy source that will be generated on-site;
- Ensuring optimal disposal capacity of planned active landfill areas as a safe, secure site for waste that cannot otherwise be diverted to recycling or recovery facilities; and
- Providing the revenue to fund the capital costs to pay for on-going environmental protection and monitoring measures, which will complement and support development of the Nature Park.

How will landfill improvements be funded?

The Nature Park and new landfill infrastructure will be funded through tipping or disposal charges. There will be no taxpayer contribution required.

Who has been involved in reviewing the D&O Plan and the changes planned for the Regional Landfill?

A Landfill Community Liaison Committee, composed of the following representatives, has been involved in reviewing the D&O Plan and changes for the Regional Landfill:

Jim Young— Local resident

Shari Young—Local resident

Ray McGuire—Local resident

Igor Silgailis—Sandstone: a joint development between Northwest Properties and the Snuneymuxw First Nation

Doug Lum—Mayco Mix

Al Leuschen—BC Ministry of Environment

Dean Mousseau—City of Nanaimo, Development and Planning

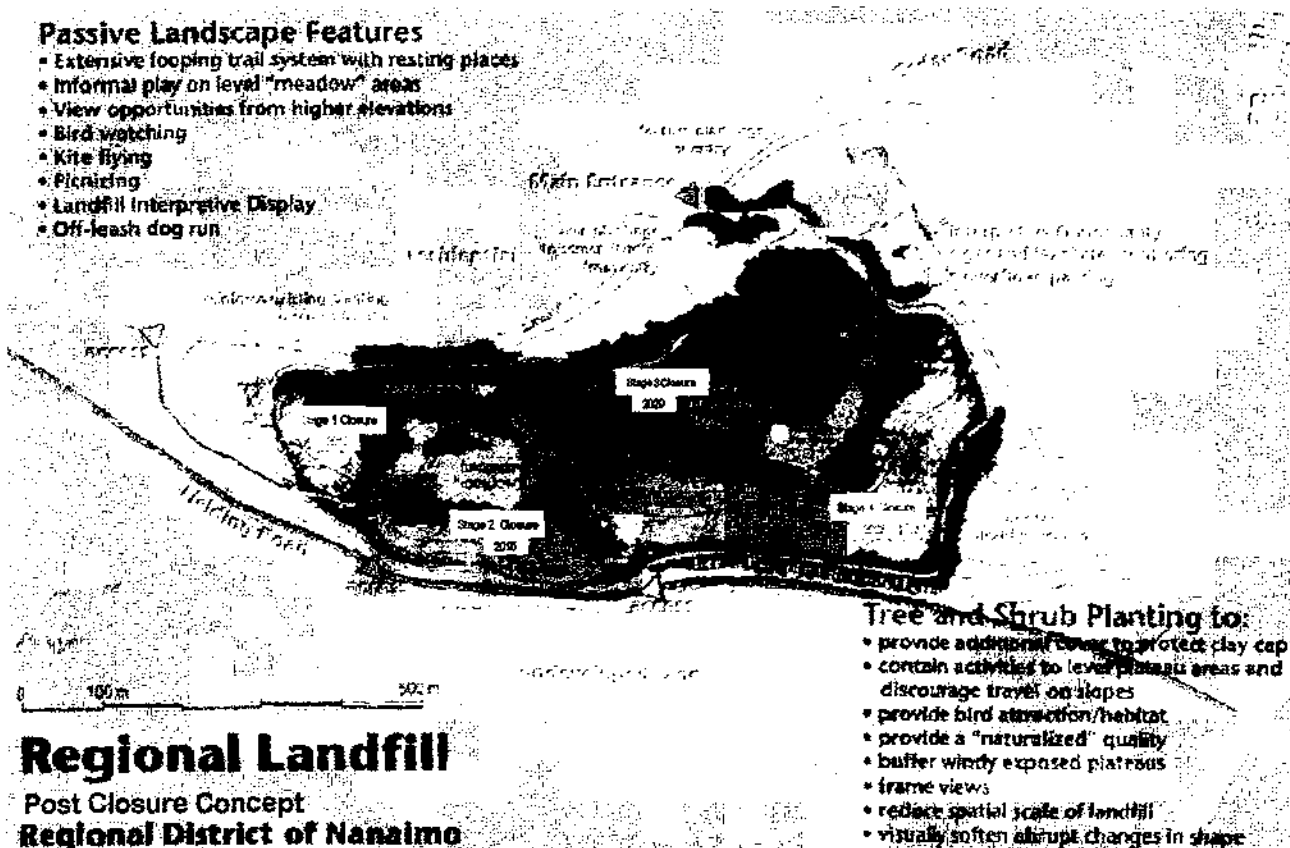
Carey McIver —RDN Manager of Solid Waste

Helmut Blanken—RDN Superintendent, Engineering & Disposal Operations

Maggie Warren—RDN Superintendent, Scale & Transfer Services

Passive Landscape Features

- Extensive looping trail system with resting places
- Informal play on level "meadow" areas
- View opportunities from higher elevations
- Bird watching
- Kite flying
- Picnicing
- Landfill Interpretive Display
- Off-leash dog run



Tree and Shrub Planting to:

- provide additional cover to protect clay cap
- contain activities to level plateau areas and discourage travel on slopes
- provide bird attraction/habitat
- provide a "naturalized" quality
- buffer windy exposed plateaus
- frame views
- reduce spatial scale of landfill
- visually soften abrupt changes in shape

Regional Landfill

Post Closure Concept
Regional District of Nanaimo





CAO APPROVAL <i>(initials)</i>	
EAP	
COV	<i>Apr 14 '09</i>
APR 07 2009	
RHD	
BOARD	

MEMORANDUM

TO: Dennis Trudeau
General Manager of Transportation and Solid Waste Services

DATE: April 3, 2009

FROM: Carey McIver
Manager of Solid Waste

FILE: 5365-22

SUBJECT: Solid Waste Management Plan – Assessment of New Treatment Technologies

PURPOSE

To present the Assessment of New Treatment Technologies report to the Board for information.

BACKGROUND

In 2004 the Board approved the RDN Solid Waste Management Plan (SWMP). The SWMP addresses both waste diversion and residual management and serves to guide solid waste management related activities and policy development in the RDN. The SWMP has three main components: the Zero Waste Plan; the Residual Waste Management Plan; and the Waste Stream Management Licensing Bylaw. The Ministry of Environment approved the SWMP in 2005.

One of the projects identified in the SWMP is a review of new and emerging residual waste management technologies that could further reduce the RDN’s reliance on landfilling. In 2004 staff from the RDN and the Cowichan Valley Regional District (CVRD) engaged Gartner Lee Limited to undertake a preliminary review of new and emerging technologies that may be applicable to Vancouver Island regional districts.

The primary objective of the study was to determine if any of these technologies might have some applicability in the foreseeable future and thus help direct resources for future consideration of residual waste options. The study, received by the Board in May 2004, recommended that the RDN continue to monitor the development of technologies that have shown technical merit as well as municipal activities in Canada related to residual waste management.

In 2008, Gartner Lee (now AECOM) undertook a second, more detailed review to determine if additional waste treatment in the form of thermal processing would be feasible for recovering energy from the residual waste stream (waste-to-energy). This would only occur after recycling and composting have been fully implemented and would serve to further reduce the amount of waste going to landfill, moving the RDN and CVRD towards the goal of zero waste. Conventional and advanced treatment technologies were reviewed, as well as refuse derived fuel.

The study, available upon request, found that the combined residual waste streams of the two regional districts provided sufficient feedstock to enable various commercially available and mature technologies, such as gasification and pyrolysis, to be considered. However, economics are not in an acceptable range at this time. For the RDN, the best case thermal scenario resulted in costs that would be 80% above current landfill disposal costs.

For the CVRD, which has very high disposal costs and no landfill, the costs of thermal treatment were competitive with long haul disposal (waste export). However, the residual waste quantities of the CVRD by themselves are not likely sufficient for a thermal process without bringing in waste from other regions.

Consequently the report recommends that the RDN should consider continued use of the Regional Landfill while monitoring developments in waste-to-energy from a cost and technology perspective. Once the economics are cost-effective waste-to-energy could extend the lifespan of the landfill from 2027 to 2046. The report also recommends that the CVRD should consider out-of-region waste-to-energy providers as options for long term waste management. These providers offer economies of scale that cannot be achieved within the region or both regions combined.

The Regional Solid Waste Advisory Committee (RSWAC) received a presentation from the consultants on this report at their January 15, 2009 meeting. Although there was considerable discussion, the committee did not make any recommendations.

Based on the results of this study as well as input from the RSWAC, staff will focus their efforts over the next three on years on implementing the organics and wood waste diversion strategies to save landfill space and reduce greenhouse gas emissions. Once these important programs are fully underway, staff will re-evaluate waste-to-energy opportunities and report back to the Board.

ALTERNATIVES

This report is presented for Board information only.

FINANCIAL IMPLICATIONS

There are no financial implications to receiving the report. At this time waste-to-energy (WTE) technologies are significantly more expensive than the cost of in-region landfill disposal. For the RDN the best case thermal scenario resulted in costs that would be 80% above current landfill disposal costs.

SUSTAINABILITY IMPLICATIONS

New waste treatment technologies that recover energy from waste after recycling and composting have been fully implemented have the potential to not only save valuable landfill space but to also reduce greenhouse gas emissions. Staff will continue to monitor developments in new treatment technologies from a cost and technology perspective.

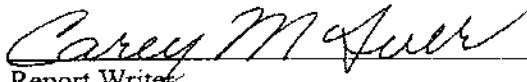
SUMMARY/CONCLUSIONS

The Solid Waste Management Plan provides for a review of new and emerging residual waste management technologies that could further reduce the RDN's reliance on landfilling. In 2004 staff from the RDN and the Cowichan Valley Regional District (CVRD) engaged Gartner Lee Limited to undertake a preliminary review of new and emerging technologies that may be applicable to Vancouver Island regional districts. The study, received by the Board in May 2004, recommended that the RDN continue to monitor the development of technologies that have shown technical merit as well as municipal activities in Canada related to residual waste management.


In 2008, Gartner Lee (now AECOM) undertook a second, more detailed review to determine if additional waste treatment in the form of thermal processing would be feasible for recovering energy from the residual waste stream (waste-to-energy). The study, available upon request, found that for the RDN, the best case thermal scenario resulted in costs that would be 80% above current landfill disposal costs. Consequently the report recommends that the RDN should consider continued use of the Regional Landfill while monitoring developments in waste-to-energy from a cost and technology perspective.

RECOMMENDATION

That the Board receive the Assessment of New Treatment Technologies Report for information and continue to monitor developments in new treatment technologies from a cost and technology perspective.

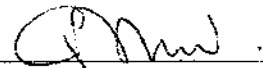


Report Writer



General Manager Concurrence

COMMENTS:



CAO Concurrence



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CO#	<u>Apr 14 '09</u>
ATTN: <u> </u>	
RHD	
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MEMORANDUM

TO: Carey McIver
Manager of Solid Waste

DATE: April 2, 2009

FROM: Maude Mackey
Zero Waste Compliance Officer

FILE: 5380-10

SUBJECT: 2008 Illegal Dumping Enforcement and Site Clean-up Report

PURPOSE

To provide the Board with a summary of the illegal dumping, enforcement and site clean-up activities undertaken in 2008.

BACKGROUND

Illegal dumping has been a long-standing concern in the RDN. The RDN has been active in dealing with this problem since 1991. Beginning in 1992, funds were transferred from solid waste to bylaw services to address this issue from the enforcement perspective. In 2000 the RDN contracted with Malaspina University-College (MUC) to provide surveillance and evidence gathering services for RDN back roads in response to local dumping and littering activities. In 2007, the Board approved the creation of a Zero Waste Compliance Officer staff position to carry out illegal dumping prevention and Waste Stream Management License bylaw enforcement and education duties. The Zero Waste Compliance Officer subsequently commenced work in March 2008.

The following activities were completed in 2008:

- Established a response/communication protocol including a complaint taking process and an associated Records Management system to ensure concerns are handled appropriately and in a timely manner.
- Contact with other municipal and provincial counterparts to guarantee a collaborate approach to the issue. Each agency is then aware of the other's responsibilities and assists where possible.
- Media contacts established to periodically report on areas restored and to educate the public on how they can assist in observing, recording and reporting occurrences. Three press releases were subsequently issued and a radio interview granted.
- New illegal dumping signage was created.
- Periodic inspection of known historical illegal dump sites was conducted. Signage was erected at 14 such locations and additional signage will be placed as required.
- Clean-ups and illegal dumping reporting by non-profit groups such as the ATV Club and the Mountain Bike Club was encouraged by supplying tipping waivers and investigative follow up.

- Steps were initiated to include the illegal dumping provisions of “RDN Waste Stream Management Licensing Bylaw No. 1386, 2004” into “RDN Ticket Utilization Bylaw No. 1418, 2005”. The applicable bylaw amendment is now underway and will provide a further enforcement tool.
- The illegal dumping section of the RDN Solid Waste Services website was updated to include adding an electronic reporting form.
- The Spring addition of the Solid Waste Services newsletter included an illegal dumping article to inform residents on the current status of such activity within the RDN.
- The subject was also presented to the Coast Waste Management Association annual conference in October and to the inaugural meeting of the Regional Solid Waste Advisory Committee in December.

The following table provides a summary of complaints received and resolved as well as signage erected and the site clean-ups by Electoral Area:

Electoral Areas	Files Opened	Signage Placed	Site Clean-up		
			By RDN	By Originator	By Community
A	11	1	1	2	3
B	1	0	0	0	0
C	24	3	10	5	1
E	9	2	3	2	1
F	10	3	8	2	0
G	11	1	3	4	2
H	10	4	4	3	2

In total, 87 tonnes of illegally dumped material was recovered and disposed of appropriately. This amount also includes the efforts of non-profit groups. Notably, illegally dumped material is primarily household in nature. While illegal dumping is of serious concern, the quantity of illegally dumped material recovered, actually represents only 0.001% of the total solid waste disposed of in the RDN in 2008.

ALTERNATIVES

This report is presented for Board information only.

FINANCIAL IMPLICATIONS

There are no financial implications to receiving this report. The approved budget for the 2009 illegal dumping enforcement and site clean up is \$55,000.

SUSTAINABILITY IMPLICATIONS

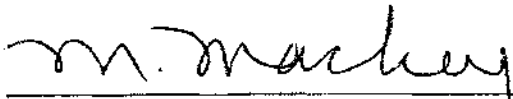
The illegal dumping prevention and enforcement program contributes to the sustainability of the RDN by reducing the effects of such activity on the environment, wildlife habitat and the ability of others to use and enjoy outdoor recreational areas. The visual blight is lessened as well as the unseen impacts affecting ground and surface water including fish habitat.

SUMMARY

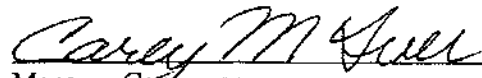
There has been an illegal dumping prevention program in place in the RDN since 1992. The current program is an evolution of the last 17 years dealing with this issue and is seen as providing the best and most cost effective means of addressing the activity.

RECOMMENDATION


That the Board receive the 2008 Illegal Dumping Prevention Program report for information.




Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

COMMENTS:



CAO APPROVAL (U.V.V.)	
EAP	
COW	✓ Apr 14 '09
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BOARD	

MEMORANDUM

TO: Carey McIver
Manager of Solid Waste

DATE: April 2, 2009

FROM: Jeff Ainge
Zero Waste Coordinator

FILE: 5365-72

SUBJECT: Residential Food Waste Collection Field Test Final Report

PURPOSE

To provide the Board with final results of the residential food waste collection field test.

BACKGROUND

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 averaged 285 tonnes to 345 tonnes per month.

The second phase of the ODS is a residential food waste diversion program. To assess the practicalities of such a program, a residential field test was implemented 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 ran between November 2007 and October 2008. The test was co-funded by a grant from the Federation of Canadian Municipalities (FCM) through the Green Municipal Fund program. Final expenditures have been tallied and the project came in as per the 2007 revised budget which itself was significantly less than the initial application budget.

A variety of data was collected during the test period, and costs were closely tracked so as to be able to report to the Board and to FCM. Staff have completed compiling the information and a final project report has been submitted to FCM in order to fulfill the grant requirements. Table 1 (below) shows a breakdown of the final expenses incurred during the twelve month field test.

The report submitted to FCM includes a great deal of detail, such as the various planning and implementation phases as well as participant survey responses which the Board has been privy to through update reports over the past eighteen months. For the Board's information a summary of the various project components, along with the final collection and diversion statistics are included herein.

The following provides the results of the various components examined during the project.

Food Waste Collection Project Components

Collection Containers

The 47 litre “green bins” proved to be of suitable capacity for the amount of food waste collected. The collection staff did not identify any major issues with the containers however some residents found the handle height and wheel size to be a source of frustration. Feedback from participants indicates the smaller “kitchen catcher” pails performed well.

Promotion and Education Material

Residents of the three participating routes were informed of the project initially by a letter from their respective Mayor or Board Chair. An information package was included with each container when it was delivered to the house. Over the course of the 12 months each home on the project routes received three newsletters containing answers to frequently asked questions, updates on collection and diversion weights, survey results and so on. When the 12 month period was coming to an end participants were advised by letter from their Mayor or Board Chair that food waste collection would continue. The newsletters were well received with the format and eye-catching appeal commented on by many participants.

Drop In Sessions

Drop in open houses were hosted for each route at the start of the project. Attendance varied with approximately 50 people attending the Cedar sessions, 60 attending the Chartwell sessions and over 100 attending at the City of Nanaimo sessions. Staff and representatives from the municipalities also attended, along with a composting facility representative and the RDN’s collection contractor.

Website

A dedicated website was set up and is still averaging over 60 visits per week (www.rdnfoodwaste.ca). Because the project crossed jurisdictional borders, the site was not set up within the existing RDN or municipal websites but can be accessed from them. When it was launched a password protection system was put in place to limit access to participants only. The password was provided to participants as part of the start up information. This restriction was lifted after six months. The website contains the newsletters, diversion updates, answers to frequently asked questions, helpful hints, and scheduling information and updates.

Collection Truck

A vertical split packer truck was leased for the twelve month project. Split packer trucks are capable of collecting two separated waste streams concurrently and provide efficiencies of collection. In terms of utilization and scheduling, the truck was used by all three collection partners with the City of Nanaimo coordinating servicing. This worked well although the Town of Qualicum Beach reverted to using a separate Town vehicle for food waste collection after six months. The leased vehicle was an older model that required some minor modifications but on the whole provided an opportunity to see the efficiencies that can be gained.

Container Liners

A supply of compostable liner bags was provided free of charge to each participating home. The use of a liner in the kitchen catcher reduces the “yuck factor” and makes transfer of material from kitchen to green bin a no-mess process. Although liner bags are not mandatory, if a bag is used it must be certified compostable or be a paper bag. As the supplied liner bags were used up, residents were faced with purchasing replacements if they chose to continue using a liner. The number of stores stocking compostable liners increased over the 12 month period with retail prices ranging from \$3.87 to \$7.99 for various brands of the small kitchen catcher sized liner. The majority of comments received by way of

phone calls, emails, and survey responses were from residents expressing displeasure at the cost. Staff will be approaching the larger grocery retailers to discuss options for sourcing and supplying compostable carry out bags that can be used as liners.

Processing the Food Waste

The food waste is being received at the International Composting Corporation (ICC) facility at Duke Point. There have been no issues or concerns expressed by ICC or collection staff regarding the material being received at ICC, although as the free supply of compostable bags ran out some residents chose to use regular plastic bags for their food waste. This results in contamination of the compost and requires extra work of the ICC staff to remove it. Overall the ICC staff report a very low degree of contamination from the residential food waste stream.

Diversion Statistics

According to a Gartner Lee Ltd. consultants' report prepared in 2005, an estimated 53% of the residential waste stream is food waste and non-recyclable paper. In planning for this project staff assumed a reasonable diversion rate of 50% of that material, targeting 160,000 kgs for the year. That equated to approximately 1.7 kg of acceptable material per household per week (or 6.8 kg per household per month) diverted from the landfill.

In actuality over 237,000 kgs of food waste was collected and diverted from the landfill. This is a capture rate closer to 77% of available material from households. Table 1 illustrates the volume collected over the 12 months for each of the three routes.

Table 1: Volume of Food Waste Collected on Each Route

Route	Number of Homes	Total FW Collected (kg)	Average route weight per week (kg)	Average per household per week (kg)
Qualicum Beach Chartwell	500	64,710	1,244	2.49
Nanaimo Route E-3 Cilaire	720	94,706	1,821	2.58
RDN Route 52 Cedar	765	80,430	1,547	2.02

The figures shown in Table 2 indicate that diversion rates for household waste doubled on the two routes that we had historical data for. Diversion can be defined as recycling materials and food waste collected at the curb but not sent to the landfill. Chartwell and the City of Nanaimo routes are achieving a diversion rate of close to 70%. The Cedar route is achieving 56% diversion. Part of this lower rate can be attributed to fewer free community newspapers being delivered to the door, hence a lighter recycling weight, as well as a higher number of home composters in use reducing the food waste collection weights. What can be inferred is that residential food waste collection can have an impact to diversion rates on rural as well as the more urban collection routes.

When implemented across the region, this increase in diversion from landfill bodes well for reducing greenhouse gas emissions and extending landfill life.

Table 2: Diversion Comparison with Previous 12 Months

Route	12 months prior to food waste collection study (Weights in kg)			Over course of Field Test period (Weights in kg)			
	Average MSW / household weekly	Average Recycling / household weekly	Diversion rate % (curbside recycling)	Average MSW / household weekly	Average Recycling / household weekly	Average FW / household weekly	Diversion rate % (FW + Recycling)
Qualicum Beach Chartwell	N/A	N/A	N/A	2.79	3.0	2.49	66%
Nanaimo Route E-3 Claire	6.32	3.02	32%	2.56	3.15	2.58	69%
RDN Route 52 Cedar	6.68	2.27	25%	3.48	2.35	2.02	56%

Note: No earlier data is available for Chartwell because it was not collected as a separate route prior to this study.

Monitoring and Evaluation

Monitoring and evaluation was undertaken to provide the information required to design and implement a region-wide program to serve roughly 50,000 households.

Set-out counts

Over a four week period in November and December 2007, a series of set-out counts were performed to gauge the early acceptance of the program. Results of those early counts indicated that anywhere between 40% and 63% of households placed a green bin at the curb for collection on any one scheduled collection day. Participation during those first few weeks was highest in the urban/suburban routes and least on the rural route.

Although no further formal counts were performed, staff visited each route a number of times over the course of the study period and estimated that participation improved over the course of the twelve months. Participation on the rural route (Route 52 in Cedar) continued to be less than the other two routes, but seemed to be consistently above 60%.

A survey sent out after five months was completed by 23% of participants. Almost 80% of respondents indicated they were putting food waste at the curb every week, and a further 15% indicated a set-out every two weeks.

As the study period drew to a close, the collection drivers were asked for their estimation of average participation. In all cases the numbers exceeded those obtained from the early set-out counts.

Participant calls

Over the course of the 12 month project a number of householders contacted the municipalities or RDN offices with questions and concerns or to express satisfaction regarding the project. Phone calls and emails received at the RDN were logged and responses noted. The collection of one container of garbage every two weeks was a concern expressed by some residents throughout the project. The dedicated email address was put to good use at the start of the project; it has been used less as time passed.

Participant Surveys

Two participant surveys were mailed out to homes on the three field test routes. Responses could be submitted on-line, or completed by hand.

The first survey in March 2008 focused on the start of the field test, asking questions about the information provided, the containers, ease of getting started, and impact to the household garbage. The second survey, in October 2008, asked about liner bags, challenges and frustrations, and support for expanding the program to other regional residents. Overall response rates for the two surveys were very encouraging with 23% for the first and 20% for the second.

Table 3 provides an overview of the response rates.

Table 3: Survey Responses

Route	Number of Homes	Survey 1 responses received	Set-out Green bin weekly or every second week	Noticeable difference in garbage	Survey 2 responses received	YES Food Waste Collection should go region-wide
Qualicum Beach Chartwell	500	26% responded 130 responses	97% of respondents	89% of respondents	25.4% responded 127 responses	98% of respondents
Nanaimo Route E-3 Cilaire	720	21.25% responded 153 responses	95% of respondents	78% of respondents	18.75% responded 135 responses	99% of respondents
RDN Route 52 Cedar	765	22.6% responded 173 responses	88% of respondents	76% of respondents	17.4% responded 133 responses	96% of respondents

Next Steps

In September 2008 the Board approved the addition of food waste to the upcoming Request for Proposals (RFP) for the RDN Garbage Collection & Recycling Service and approved continued collection of food waste on Route 52 in Electoral Area A. The collection of food waste has continued on Route 52 as well as the two municipally collected routes.

Preparation of the RFP is underway, with an implementation timeframe shown in Table 4.

Table 4: Food Waste Collection Program Implementation Schedule

Task	Schedule
1. Pre-Qualification of proponents ♦ WSI, IPI, WM	Complete
2. RFP or Tender process ♦ Carbon Neutral Operations ♦ Collection Options	RFP chosen as preferred process
3. RFP Documentation prepared ♦ Municipal partners consulted	Underway
4. RFP Issued	April 2009
5. RFP Closes	June 2009
6. Contract Awarded	July 2009
7. New Collection System Implemented	April 2010

ALTERNATIVES

1. No alternatives are presented in this report as it is being submitted for information only.

FINANCIAL IMPLICATIONS

There are no financial implications to receiving this report however for the Board's information the field test was completed within the set budget. The original grant application in 2006 was based on a cost of \$180,000 to carry out a six-month test. That figure was revised in 2007 to \$161,000 for a 12 month test. The final expenditures totaled \$161,370, of which \$80,685 will be covered by the Green Municipal Fund.

INTERGOVERNMENTAL IMPLICATIONS

The collaboration between Regional District, City of Nanaimo and Town of Qualicum Beach staff in the planning and implementation of the field test has been excellent. Issues were addressed promptly, and information sharing enabled each of the partners to respond to complaints and participant concerns in a unified way.

SUSTAINABILITY IMPLICATIONS

Collection of residential food waste contributes to the region's sustainability by encouraging residents to reduce the amount of waste they send to the landfill thereby saving expensive landfill capacity as well as reducing greenhouse gas emissions. The implementation of region-wide residential curbside food waste collection is strongly supported by many residents currently on the pilot routes and stands to reduce additional landfill GHG emissions as well as support local industry.


SUMMARY/CONCLUSIONS

The Residential Food Waste Collection Field Test final report has been submitted to the Federation of Canadian Municipalities in order to fulfill the grant agreement requirements. The final tally of expenses for the twelve month field test came in on budget. Food waste collected averaged 2.3 kg per household per week which as a result boosted diversion rates considerably to close to 70% for the two more urban routes. The Cedar route achieved 56% diversion, up from the previous 25%.

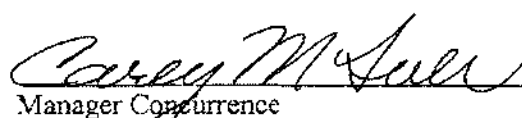
The Board has directed staff to include food waste collection in the new residential garbage and recycling collection contract. The current contract for those served by the RDN contractor has been extended an additional year while staff prepare a Request for Proposals. Three experienced collection firms have been pre-qualified to participate in the process, which targets a new contract being awarded in July 2009 for April 2010 startup.

RECOMMENDATION

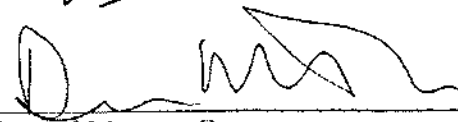
That the Board receive the Residential Food Waste Collection Field Test Final Report for information.



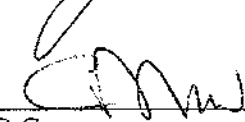
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

COMMENTS



CAO APPROVAL	
EAP	
COW	✓ Apr 14 '09
APPROVED	
RHD	
BOARD	

MEMORANDUM

TO: John Finnie, General Manager
Water and Wastewater Services

DATE: March 25, 2009

FROM: Mike Donnelly
Manager of Water Services

FILE: 5500-22-23

SUBJECT: Innovative Options and Opportunities for Sustainable Water Use Study

PURPOSE

To present the “Innovative Options and Opportunities for Sustainable Water Use” study for the Board’s information.

BACKGROUND

The Regional District’s 2006 to 2009 Strategic Plan, under Regional Utility Systems, identifies the need to consider innovative options for water supply, including recycling and re-use where appropriate. This approach supports the goal of ensuring water is used in the most efficient manner possible in homes and businesses in the region.

The Innovative Options and Opportunities for Sustainable Water Use study was commissioned to provide an in-depth review of options for the supply, recycling and re-use of water in the region’s water and wastewater service areas. Funding for the study was provided by the Regional District water service areas with the support of grant funding from the Ministry of Community Development. The scope of the study included the following tasks:

- Carry out research and compile options and approaches to reduce the dependency on RDN operated water supply and wastewater treatment systems through innovative water supply, recycling and re-use strategies.
- Review North American and international approaches to these issues and identify key actions that are workable in the regional district.
- In consultation with the Water Services, Engineering Services, Wastewater Services and Development Services departments, identify amendments to RDN or Provincial regulations, operational practices, bylaws and/or development guidelines that may assist with advancing the recommended strategies.

In the spring of 2007 HB Lanarc was retained to carry out the necessary research and develop approaches to assist the region in working towards water sustainability. The resulting study “Innovative Options and Opportunities for Sustainable Water Use” provides recommendations to achieve that goal using a phased approach focusing on educational outreach, incentive programs, improved standards and through regulations targeted at high water use activities.

The study incorporates both the Regional District’s water service areas and the Regional District as a whole, including the municipalities. Impacts to water quality and quantity are not restricted to areas within political boundaries. Water sustainability as a broader, regional community goal needs to be supported.

Prior to finalizing the study, concepts in the draft report were discussed at a workshop on sustainable water use hosted by the RDN. Attendees at the workshop included members of the real estate community, civil engineers, municipal water utility managers, developers, planners, wastewater management consultants, politicians and representatives from local stewardship groups. A survey was completed by attendees rating the suggested recommendations and providing additional feedback. HB Lanarc was able to use this valuable exercise to shape their final recommendations in the completed study.

The strategies outlined in the study are consistent with both the Drinking Water and Watershed Protection service area goals and the Province's direction on water security as outlined in their "Living Water Smart" document. The outcomes defined in the study will therefore be aligned with the work carried out under Drinking Water and Watershed Protection and with the Province's goals for water consumption levels, water re-use and the long term protection of the resource.

ALTERNATIVES

- 1) Receive the study "Innovative Options and Opportunities for Sustainable Water Use" for information and direct staff to develop an implementation strategy with budget implications for the proposed initiatives in the report.
- 2) Receive the study for information and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The study outlines a number of initiatives with varying financial impacts. Full assessments of those impacts will need to be determined before any initiatives contained in this study are presented to the Board for consideration.

SUSTAINABILITY IMPLICATIONS

The Regional Growth Monitoring Advisory Committee identified the characteristics of a sustainable region which includes;

- A safe, sufficient supply of water for all living beings and uses in the RDN.
- All natural resources are conserved, and renewable resources are available in perpetuity.

The Innovative Options & Opportunities for Sustainable Water Use study provides recommended approaches for reducing demand on the region's existing water sources while still supporting regional population growth. Reductions in water consumption are necessary to ensure water availability in perpetuity for all uses in the region.

There is an incomplete understanding with respect to the impacts associated with current water withdrawals from the regional water resources. Further study is required to fully understand the regional water budget and at what level withdrawals are sustainable.

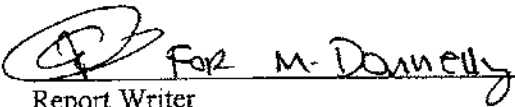
CONCLUSIONS

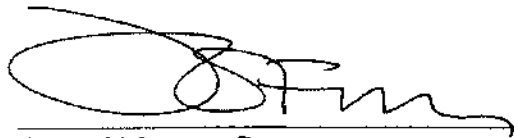
The "Innovative Options and Opportunities for Sustainable Water Use" study outlines a number of actions designed to reduce demands on the region's existing water resources while still meeting the requirements for growth over the next two decades.

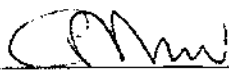
Staff are recommending that an implementation and budget strategy be developed for the proposed initiatives in the report. Staff anticipate that some of the initiatives will form part of a multi-year implementation strategy. Recommendations in this study will be brought forward for the Board's consideration and approval once budgetary implications of the various opportunities have been fully assessed.

RECOMMENDATIONS

1. That the Board receive the "Innovative Options and Opportunities for Sustainable Water Use" study for information, and
2. That the Board direct staff to develop an implementation strategy with budget implications for the proposed initiatives for the Board's consideration.


Report Writer


General Manager Concurrence


C.A.O. Concurrence

COMMENTS:



CAO APPROVAL <i>CW</i>	
EAP	
COW	✓ <i>Apr 14 '09</i>
RND	
BOARD	

MEMORANDUM

TO: John Finnie, General Manager
Water and Wastewater Services

DATE: March 31, 2009

FROM: Mike Donnelly
Manager of Water Services

FILE: 0360-20-VIWP

SUBJECT: **Vancouver Island Health Authority
Regional Drinking Water Team 2008 Annual Report**

PURPOSE

To present the Vancouver Island Health Authority – Regional Drinking Water Team 2008 Annual Report to the Board for information.

BACKGROUND

In 2005 the Provincial Regional Drinking Water Coordinator, with the support of the Vancouver Island Health Authority (VIHA), formed a Vancouver Island-wide Watershed Protection Steering Committee (subsequently renamed as the Regional Drinking Water Team). The Regional District of Nanaimo has been a partner on the team since its inception.

The intent of this initiative is to facilitate regional and provincial activities related to watershed management and drinking water protection on Vancouver Island and to provide a venue for a coordinated, multi-agency approach.

The Drinking Water Team is represented by staff of the six Regional Districts on Vancouver Island that work in partnership with VIHA, the Ministry of Environment and other provincial ministries and industry as required. The Drinking Water Team’s role is to provide a consistent integrated approach to watershed management issues and to provide support to the regional Technical Watershed Protection Committees that are being developed in each region to ensure that local development and industry activity occurs using best practices management. The Regional District of Nanaimo’s Technical Watershed Protection Committee will exist under the umbrella of the Drinking Water Protection Advisory Committee. The Drinking Water Team also formulates and proposes recommendations to forward to the Province with respect to Drinking Water Protection issues.

Key outcomes discussed in the 2008 Annual Report (attached as Appendix A) include the Vulnerability Mapping project for the Cowichan Valley and Nanaimo Regional Districts, the development of the water system inventory database for Vancouver Island, the development of water quality objectives, discussions regarding Health Canada’s delivery of water services to First Nations communities and the role of the Private Managed Forest Lands Council.

ALTERNATIVES

- 1) Receive the "Vancouver Island Health Authority Regional Drinking Water Team 2008 Annual Report" for information.
- 2) Receive the report for information and support continued RDN participation on the Vancouver Island Health Authority Regional Drinking Water Team.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the options, although some Water Services staff time is associated with participation on the Drinking Water Team.

SUSTAINABILITY IMPLICATIONS

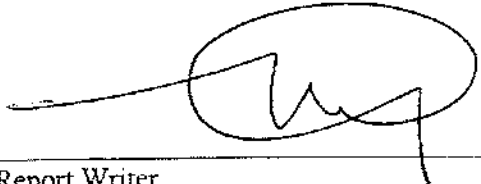
Working with the Vancouver Island Health Authority and partner Provincial ministries on drinking water protection reflects the Regional District's strategic direction on water supply sustainability. Partnering with senior levels of government and other regional districts on the Drinking Water Team enhances the efforts of all parties and increases the opportunities for successful drinking water protection.

CONCLUSIONS

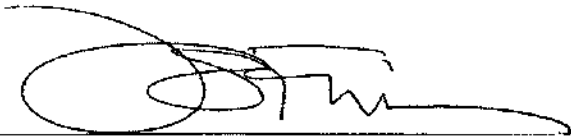
The Vancouver Island Health Authority Regional Drinking Water Team 2008 Annual Report is attached for the Board's information. The report identifies some key 2008 activities, one of which is the Vulnerability Mapping project for the Cowichan Valley and Nanaimo Regional Districts. RDN participation on the committee is providing benefits to the regional district and staff recommend continuing with this partnership.

RECOMMENDATIONS


1. That the Vancouver Island Health Authority Regional Drinking Water Team 2008 Annual Report be received for information.
2. That the Board support the Regional District's continued participation on the Vancouver Island Health Authority Regional Drinking Water Team.



Report Writer



General Manager Concurrence



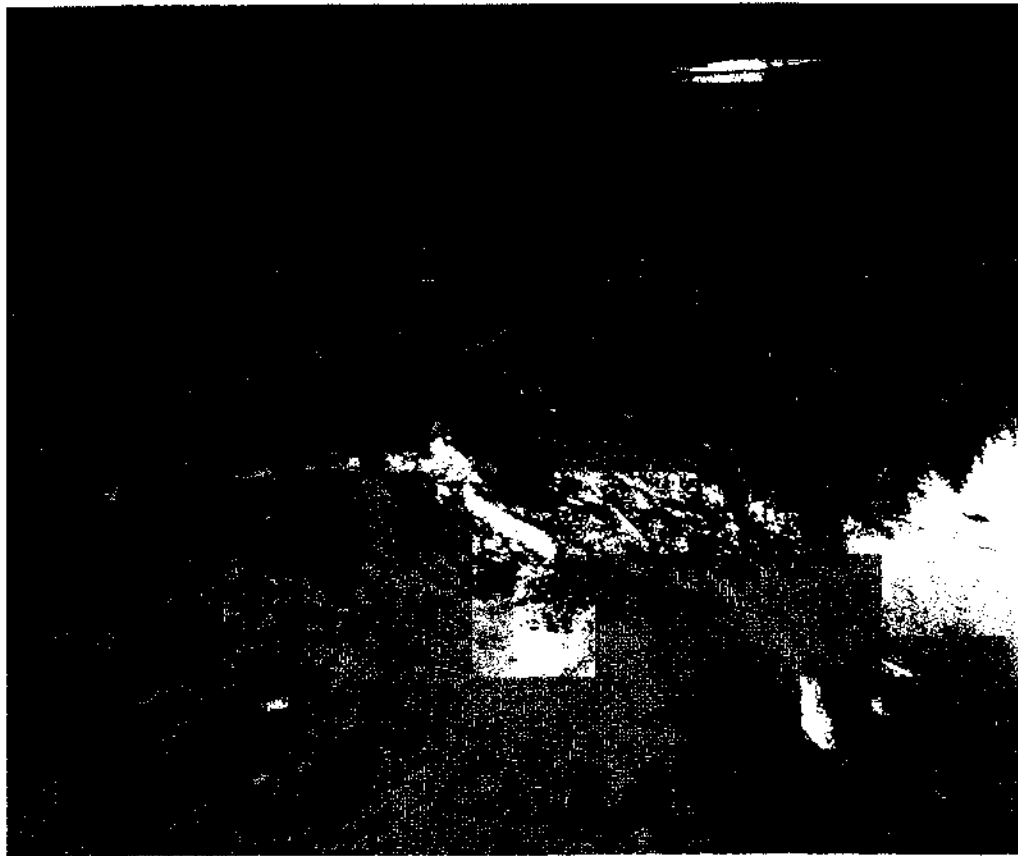
C.A.O. Concurrence

COMMENTS:



Vancouver Island Health Authority Regional Drinking Water Team

2008 ANNUAL REPORT



Blue Green Algae Bloom, Cusheon Lake, Salt Spring Island
Photo Courtesy of Deb Epps

2008 ANNUAL REPORT

Vancouver Island Health Authority Regional Drinking Water Team

Introduction

This report has been produced in collaboration with the Vancouver Island Health Authority (VIHA) and contains information obtained through ongoing discussions with the numerous government agencies that are signatory to the Memorandum of Understanding (MOU) regarding Inter-Agency Accountability and Coordination on Drinking Water Protection, Appendix 3. The report is submitted in accordance with Section 6.1 of the MOU, which outlines the requirements to report out on the activities and achievements of the Vancouver Island Drinking Water Team (VIDWT) in 2008. This report is submitted in recognition of Robin Gear, Vancouver Island Drinking Water Coordinator, Vancouver Island Health Authority and Chair of the VIDWT who's passing in October 2007, was a tremendous loss to the health community. While Robin's passing was extremely unfortunate, much of the committee's success was the result of Robin's passion and commitment to drinking water protection issues in BC.

This report follows similar Drinking Water Team reporting formats and the reader is referred to appendices for further information on discussion topics, which can be opened for viewing. This report includes activities that occurred from a period of January 2007 to June 2008, which includes the first 6 months of 2008. This was done in order to provide the most up to date report of drinking water issues within the region.

The VIDWT includes representation from each provincial government agency that is signatory to the MOU and also includes additional membership from local government, Health Canada, Islands Trust and the Private Managed Forest Land Council. The additional membership recognizes the essential role that other agencies have in delivering a drinking water protection mandate in this region, and in the case of local government participation, allow participation to those that have land use decision making authority at a more regional level. Each agency representative has been asked to provide an overview of their agencies responsibilities and mandate to the other committee members to help clarify their role and involvement in drinking water protection issues. The VIDWT is promoting the concept of establishing more regionally based Technical Drinking Water Protection Committees (TDWT) within each Regional District on Vancouver Island.

Local government participation has been extremely helpful in guiding discussion and in helping to build partnerships amongst the committee membership. I would like to thank all committee members who have participated. In particular I wish to acknowledge Mr. John Finnie, Regional District of Nanaimo, for volunteering to Co-Chair the VIDWT in partnership with the Ministry of Environment, Nanaimo, during a time of adversity and for providing a much needed balance from a municipal perspective.

Brian Epps, MOE
Co-Chair VIDWT

Discussion

Membership on the VIDWT has been established with attendees from all of the parties that are signatory to the MOU including identification of alternate members from each agency, Appendix 1. The VIDWT has maintained communication with the Directors' Inter-Ministry Committee on Drinking Water, the ADM's Committee on Water and the South Coast Inter-agency Management Committee (Appendix 2) in attempt to raise awareness and to elevate water resource issues to those with decision-making authority. The VIDWT is promoting regionally based Technical Drinking Water Committees in each of the seven Regional Districts on Vancouver Island. These committees will serve as an operational level committee where agency specialists and decision makers can work together to discuss, evaluate and resolve drinking water protection issues and develop long-range plans within their jurisdictions. To date, the Regional District of Nanaimo (RDN) and the Capital Regional District (CRD) have established Technical Drinking Water Team (TDWT) under the direction of the VIDWT. Two additional Regional Districts have established less formal committees to address the need for inter-agency consultation and do not operate under the direction of the VIDWT but are in communication with this group on an as needed basis.

The RDN TDWT is nearing its first year of operation and has developed a Drinking Water – Watershed Protection Action Plan, Appendix 5. This report represents the culmination of over a year of work on the part of the RDN, TDWT. This action plan may very well represent a model for other jurisdictions in BC and is organized around seven programs:

1. Public awareness and involvement
2. Water resources inventory and monitoring
3. Management of land use and development
4. Watershed management planning
5. Management of water use
6. Management of water quality
7. Adapting to climate change.

For a detailed review of our activities since January, 2007, it will be necessary to open and view all of the minutes provided in Appendices 6 to 8. Subject matter including the Vancouver Island Aquifer Vulnerability Mapping Project; Drinking Water Inventory Management Project; Water Quality Objectives Development, TDWT progress; Health Canada's challenges of delivering health services to first Nations; and the role of the Private Managed Forest Land Council Canada, with regards to timber harvesting on private managed forest lands, in addition to those items listed by separate appendix numbers.

Discussion topics have primarily focused on private managed forest lands and the lack of mechanisms that allow local government to provide input into provincially approved land use decisions. It is also generally accepted that population growth associated with urban and rural land development is likely the single biggest pressure on both our surface and ground water resources, especially within that area between Campbell River and Victoria on the east coast of Vancouver Island. Local government has expressed a desire to develop a closer partnership with the Ministry of Transportation and Infrastructure due to their responsibilities as approving officers for subdivisions within regional districts areas of responsibility.

The structure of the VIDWT helped to facilitate an investigation into a high turbidity event that affected the Beaver Creek Water Improvement District in the Port Alberni Valley in early 2007. The investigation included participation by several provincial ministries including the Private Managed Forest Land Council (PMFLC) and the Vancouver Island Health Authority (VIHA). More importantly, the investigation helped to support the realization that improvements to the Private Managed Forest Land Regulation would go a long way to help protect the health of our aquatic ecosystems and drinking water supplies. In

consultation with the VIDWT and other stakeholders the PMFLC completed some minor amendments to their regulation, which came into effect in September, 2007.

The VIDWT was involved in initiating development of the Vancouver Island Aquifer Vulnerability Mapping Project. This project aims to develop scientifically-based GIS tool, which will identify areas in which the groundwater resource may be more vulnerable to contamination from land surface activities. The project is being carried out primarily by the Vancouver Island University and the Geological Survey of Canada (GSC) with funding and in-kind support from the Ministries of Health and Environment, the Regional District of Nanaimo (RDN), Cowichan Valley Regional District (CVRD) and Vancouver Island Health Authority. To date, the study has focused on characterizing a pilot area encompassing the CVRD and RDN. Depending on funding, the inter-agency group hopes to extend the tool to the remainder of the region and integrate the mapping with the Gulf Islands maps already completed by the GSC.

The VIDWT serves as a support group to help the Vancouver Island Drinking Water Inventory and Cross Referencing Management Project (DWIMP) achieve its expected deliverables and outcomes, Appendix 9. The purpose of DWIMP is to conduct an inventory of all drinking water systems and their features on Vancouver Island, to cross reference the data collected in the field inventory to data in provincial databases (WELLS, WLIS, EMS), and to update provincial databases with current and correct information. The VIDWT provided assistance in the delivery of DWIMP including training, education, and determining agency roles and responsibilities and in building inter-agency partnerships.

Recommendations

The VIDWT has not had an opportunity to discuss and provide input to the following recommendations as yet. We will add this activity to the Committee protocols to allow for a more formal forum for contributions in the future. The following items were provided solely from the co-chair's perspective:










- In order to maintain the inter-agency commitment to Drinking Water Protection and bolster committee attendance, ideally the ADM's Committee on Water, needs to ensure that each of their respective agencies are represented at the DWT meetings. The VIDWT would clearly support a renewed Drinking Water Action Plan with an updated provincial strategy to ensure safe, reliable and accessible drinking water for all British Columbians. An updated plan could better define agency roles and responsibilities and should consider dedicated staff from each agency that is signatory Memorandum of Understanding (MOU) regarding Inter-Agency Accountability and Coordination on Drinking Water Protection. A renewed plan should also recognize local governments as important partners in drinking water protection and would further emphasize the provincial government's commitment to drinking water protection.
- Committee protocols require further discussion in order to develop a process for conducting multi-agency investigations and to ensure that issues are investigated in a collaborative and consistent manner. The VIHA may wish to develop protocols that include referrals to other DWT agencies when situations involve orders to water purveyors or private land owners under the *Drinking Water Protection Act*. The Ministry of Environment is nearing completion of six Water Quality Objective Reports for water sources on Vancouver Island and the DWT representatives including VIHA should consider additional protocols for initiating an investigation when objectives have been exceeded. Consideration of a compliance strategy utilizing compliance staff from agencies represented on the DWT needs to be defined to ensure that there is an adequate response to complaints.

- There is a need for executive direction on assessing requests for Drinking Water Protection Plans and/or Water Management Plans under their respective acts. Discussions to date clearly illustrate that there is a need for a mutually acceptable process for accepting proposals, assessing risk and supporting requests for Drinking Water Protection Plans and Water Management Plans.
- As mentioned in discussions with other health authorities, we are also mindful of the limitations related to the financial viability of small systems and recommend consideration be given to exploring support models to ensure that these systems are afforded the same level of protection as larger drinking water systems in BC.
- The role of promoting green infrastructure, water centric planning and water use conservation are primarily a responsibility of local government. Provincial DWT's need to determine its role in supporting these activities outside of funding supplied by the Ministry of Community development.

Vancouver Island Health Authority
Regional Drinking Water Team

2008 ANNUAL REPORT

APPENDICES 1-8

Appendix 1	Contact Lists	 I:\ WaterStewardship_SI
Appendix 2	VIDWT Reporting Structure	 I:\ WaterStewardship_SI
Appendix 3	Inter-Agency MOU	 I:\ WaterStewardship_SI
Appendix 4	VIDWT Draft Protocols	 I:\ WaterStewardship_SI
Appendix 5	Regional District of Nanaimo, Drinking Water – Watershed Protection Action Plan	 I:\ WaterStewardship_S
Appendix 6	Aquifer Vulnerability Project Charter	 I:\ WaterStewardship_SI
Appendix 7	Minutes Oct 2006 VIDWT	 I:\ WaterStewardship_S
Appendix 8	Minutes April 22nd 2008	 I:\ WaterStewardship_SI
Appendix 9	TOR, Vancouver Island Drinking Water System Inventory and Cross Referencing Partnership Project (DWIMP)	 I:\ WaterStewardship_SI



CAO APPROVAL (LJY)	
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MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: March 25, 2009

FROM: John Finnie, P. Eng.
General Manager
Water & Wastewater Services

FILE: 0360-20-CAVI

SUBJECT: Convening for Action on Vancouver Island: 2008 Activities

PURPOSE

To provide the Board a summary of the 2008 Learning Lunch series activities facilitated by the *Convening for Action on Vancouver Island – Leadership in Water Sustainability* (CAVI) initiative.

BACKGROUND

In August, 2007, the RDN Board received a staff report on *Convening for Action on Vancouver Island* and passed a motion to support the CAVI initiative and staff participation in CAVI activities.

CAVI is a program under the partnership umbrella provided by the Water Sustainability Action Plan for British Columbia. CAVI's activities 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, standards and practices. CAVI provides leadership, coordination and education for practitioners to plan and implement sustainable water resource management strategies in the context of increasing settlement activity.

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 Development comprise the CAVI partnership and provide support for CAVI activities.

Formally launched in September 2006, CAVI is guided by a team of professionals that represent government, private and academic sectors. Currently chaired by the RDN General Manager of Water & Wastewater Services, the CAVI Leadership Team consists of representatives from the province, local governments on Vancouver Island, BCWWA, REFBC, the development and academic communities and the consulting sector. The team meets periodically to organize and facilitate activities and initiatives on Vancouver Island that support CAVI's goals.

One of CAVI's focal initiatives is the Learning Lunch Seminar Series, a program that brings various sector representatives together to share ideas about water sustainability initiatives and practices and learn from example. An Executive Summary of the 2008 Learning Lunch Seminar Series, including a seminar series curriculum, is attached as Appendix A.

ALTERNATIVES

1. Receive the report on CAVI's 2008 Learning Lunch Seminar Series activities for information, and continue to support staff participation in CAVI and at CAVI learning activities associated with promoting water sustainability thinking and action.
2. Do not support CAVI activities.

FINANCIAL IMPLICATIONS

Limited direct financial support for CAVI's activities has been provided by the REFBC with indirect support (coordinator funding, etc.) provided by the Ministries of Environment and Community Development. Learning Lunch seminar series events are supported by REFBC and also by funds from host local governments (for example, CVRD and City of Courtenay funded series events in 2008) and/or partially by registration fees collected from participants. The costs for these events are related to venue rental, tour bus arrangements, printed materials and lunch expenses.

RDN Water Services and Wastewater Services departments have included a nominal allocation in their 2009 budgets (total of \$2500) to assist with staff training at events that CAVI may facilitate locally.

INTERDEPARTMENTAL IMPLICATIONS

CAVI activities are of interest to staff involved in development reviews and approval, development and infrastructure construction and provision of utility services. A Learning Lunch Seminar Series is proposed for the Comox Valley Regional District area for spring 2009 and although not yet confirmed, a series is being considered for the Regional District of Nanaimo area in fall 2009 or spring 2010. Development Services and Water & Wastewater Services staff benefit from participating in these CAVI learning events.

INTERGOVERNMENTAL IMPLICATIONS

CAVI is supported by the Ministries of Environment and Community Development, both of whom provide logistical and funding assistance for selected CAVI activities. Local governments on Vancouver Island jointly organize and participate in CAVI learning opportunities and events thereby providing opportunities for cross-jurisdictional exchange and cooperation.

SUSTAINABILITY IMPLICATIONS

CAVI initiatives support water sustainability and compliment the RDN's strategic goals, particularly those related to collaboration, working relationships, sustainability and some of the goals and objectives of the RDN Drinking Water Watershed Protection program.

SUMMARY/CONCLUSIONS

Convening for Action on Vancouver Island (CAVI) has been involved in various water sustainability activities since 2006. One of CAVI's precedent setting initiatives is the Learning Lunch Seminar Series, a forum that brings together local government planners, engineers, building inspectors and bylaw officers, and consulting and developer sector representatives, to focus on common strategies for rainwater management and green infrastructure. In 2008, a number of events were organized by CAVI, including two Learning Lunch Seminar Series in the Cowichan and Comox Valleys. A summary of and curriculum for the 2008 Learning Lunch seminar series is attached as Appendix A.


CAVI activities compliment the RDN's strategic goals and the objectives of the Drinking Water Watershed Protection program. Staff are recommending continued Board support for staff participation in CAVI learning events.

RECOMMENDATIONS

1. That the Board receive the report on the summary of CAVI's (Convening for Action on Vancouver Island) 2008 activities for information.
2. That the Board continue to support staff participation in CAVI and attendance at CAVI learning activities associated with promoting water sustainability.



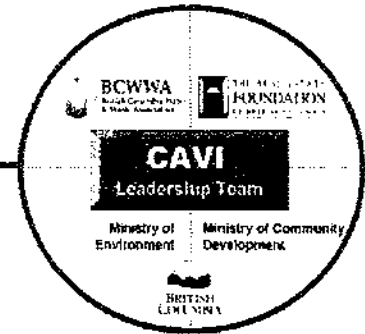
Report Writer



CAO Concurrence

COMMENTS:

Convening for Action on Vancouver Island
Leadership in Water Sustainability



CAVI: 2008 Vancouver Island Learning Lunch Seminar Series - Executive Summary

Preface

The 2008 Vancouver Island Learning Lunch Seminar Series is an initiative of **Convening for Action on Vancouver Island (CAVI)**. Funding support was provided by the Ministry of Community Development, the Real Estate Foundation of British Columbia, and the Ministry of Environment.

The 2008 Learning Lunch series is precedent-setting. It has been successful because of the commitment of our local government partners in three regional districts – Cowichan, Comox and Nanaimo.

CAVI has endeavoured to show how the Learning Lunch series fits into a bigger picture; and how the program elements that comprise **Convening for Action on Vancouver Island** are linked. CAVI's philosophy is that actions begin with conversations and we can learn through example. Each success builds on the last, and paves the way for the next.

The success of the pilot Vancouver Island Learning Lunch Seminar Series has exceeded expectations and provides a road map for adding depth to Living Water Smart, BC's Water Plan. Future Learning Lunch events are planned for Nanaimo region, the Lower Mainland and the Okanagan, and build on the 2006-2008 CAVI programs:

- 2006 Water in the City Conference: Convening for Action Consultation Workshop
- 2007 Gaining Ground Summit: Creating Our Future Consultation Workshop
- 2007 Showcasing Green Infrastructure Innovation Series: Nanaimo, Cowichan & Comox Regions
- 2007 Green Infrastructure Leadership Forum
- 2008 Gaining Ground Summit: Green Developers Roundtable
- 2008 Showcasing Green Infrastructure Innovation Series: Capital Region
- 2008 Cowichan Valley Learning Lunch Seminar Series
- 2008 Comox Valley Learning Lunch Seminar Series
- 2008 Cowichan Valley Water Balance Model Forum

Greening the Built Environment

CAVI's activities focus on Vancouver Island as a pilot region for making green choices that create liveable communities and protect stream health. Precedent-setting in scope and approach, this water-centric and grassroots initiative is designed to inform and educate local government and private sector practitioners:

1. The regional pilot is being delivered through **CAVI - Convening for Action on Vancouver Island**.
2. CAVI is bringing together:
 - ✓ **Local government** - those who plan and regulate land use;
 - ✓ **Developers** - those who build;
 - ✓ **The Province** - those who provide the legislative framework;
 - ✓ **Universities and colleges** - those who provide research; and
 - ✓ **The stewardship sector** – those who advocate conservation of resources.
3. Designed and refined through an inclusive and participatory process that draws on the experience of planning and engineering managers in local government, CAVI program elements are outcome-oriented.
4. The challenge posed by CAVI is this: *Visualize what we want Vancouver Island to look like in 50 years.*
5. The CAVI vision is to move toward water sustainability and **A Positive Settlement Strategy for Vancouver Island** by implementing green infrastructure policies and practices.
6. CAVI defines *green infrastructure* in terms of a **Design with Nature** approach to climate change adaptation.
7. Program elements to get there include the **Showcasing Green Infrastructure Innovation Series** and the **Vancouver Island Learning Lunch Seminar Series**.
8. These activities are providing local government and the development community with the tools and experience to do business differently.
9. The program advances a team approach that aligns local actions with provincial goals and objectives.
10. The program establishes consistent local government expectations for implementing rainwater management and green infrastructure: *This is what we want to achieve, and this is how we will get there.*

The CAVI Network

The CAVI network continues to expand and involve new stakeholders. Participation includes senior and local governments, First Nations, the Development Community, Academic Institutions, the Consulting Community, Non Government Organizations, the public, and others. CAVI is co-funded by the Province and the Real Estate Foundation of British Columbia.

Genesis of the Learning Lunch Seminar Series

In 2008, CAVI initiated the **Vancouver Island Learning Lunch Seminar Series**. The objectives and expectations were quite modest. CAVI wanted to explore a collaborative approach that would help local governments make informed land development decisions that meet multiple objectives. The idea was an outcome of the **Green Infrastructure Leadership Forum** that CAVI and the Association of Vancouver Island Coastal Communities co-hosted in December 2007.

Initially, CAVI considered a series of small group learning sessions of people drawn from the various departments within a willing local government. The goal was to bring together engineers, planners, building inspectors and bylaw officers to focus on aligning efforts to implement effective green infrastructure. The idea caught on and the original inter-departmental concept expanded into an inter-governmental initiative. The Cowichan Valley Regional District and City of Courtenay volunteered to host regional seminar series in 2008.

CAVI and Living Water Smart - BC's Water Plan

Living Water Smart is the provincial government's vision to keep British Columbia's water healthy and secure for the future. An over-arching goal is to encourage land and water managers and users to do business differently.

CAVI designed the Learning Lunch curriculum to help local governments determine how they will achieve the over-arching policy statement in Living Water Smart:

- *By 2012, all land and water managers will know what makes a stream healthy, and therefore be able to help land and water users factor in new approaches to securing stream health and the full range of stream benefits.*

This policy is the key component of Living Water Smart and it aligns with CAVI's Design with Nature framework for climate adaptation.

A 'Design with Nature' approach and re-use of resources are key to climate change adaptation

- Develop compact, complete communities
- Increase transportation options
- Re-use and recycle water, energy and nutrients from liquid wastes
- Protect and restore urban green space
- Strive for a lighter hydrologic footprint
- Achieve higher levels of stream, wetland and receiving water protection



Learning Lunch Curriculum

The Learning Lunch Seminar Series references and utilizes several currently available guidance documents and tools including **Beyond the Guidebook: Context for Rainwater Management and Green Infrastructure in British Columbia**. Beyond the Guidebook builds on the science-based foundation provided by **Stormwater Planning: A Guidebook for British Columbia**, published in 2002, and incorporates lessons learned over the past six years in moving from planning to action.

The 2008 Vancouver Island Learning Lunch Seminar Series was the first step in building a regional team approach to support consistent messaging regarding on-the-ground expectations for rainwater management and green infrastructure. The 2008 pilot program comprised two events of three seminars each:

- The **Cowichan Valley** series was hosted by the Cowichan Valley Regional District in June - July 2008.
- The **Comox Valley** series was hosted by the City of Courtenay in September - November 2008.

Political endorsement of the Learning Lunch concept followed the earlier success of the **Showcasing Green Infrastructure Innovation Series** in 2007. The showcasing focus is on design with nature outcomes. The 2007 Showcasing Innovation program was a collaborative effort involving three regional districts (Nanaimo, Cowichan Valley and Comox-Strathcona) and their member municipalities. The Showcasing Innovation Series enables local governments to tell their stories and share their experiences in a way that no other forum currently provides.

The jump in scope from inter-departmental to inter-governmental had major implications for the Learning Lunch series curriculum design. Initially CAVI had been planning small events for groups of 15 people maximum. Now a program is being delivered to groups of 50-plus over an extended period of time.

In terms of the actual curriculum design, five provincial resources ultimately formed the curriculum backbone: the Stormwater Guidebook, Beyond the Guidebook, the Green Infrastructure Guide, Develop with Care, and A Guide to Green Choices. An overview of the curriculum is attached.

Water Balance Model

Because of the emphasis on practical tools, the series also provided the opportunity to familiarize Vancouver Island municipalities with the latest version of the web-based **Water Balance Model**. The Water Balance Model calculates annual runoff volumes under different conditions of building coverage, rainfall, soil type and depth, source controls and tree canopy coverage. The Model enables local governments to establish science-based watershed targets for rainwater runoff capture.

Learning Lunch Seminar Curriculum

CONTEXT: Vancouver Island is the pilot region for rollout of *Beyond the Guidebook: The New Business As Usual* through an innovative and precedent-setting approach to practitioner continuing education, namely the Learning Lunch Seminar Series. This provincial initiative builds on the foundation provided by *Stormwater Planning: A Guidebook for British Columbia*, published in 2002, and incorporates lessons learned over the past six years.

Beyond the Guidebook advances a performance target methodology for correlating green infrastructure effectiveness in protecting stream health. To support Beyond the Guidebook, the Province has funded integration of the *Water Balance Model* with a hydrologic engine known as *QUALHYMO*. The web-based *Water Balance Model powered by QUALHYMO* is unique, bridges engineering and planning, links the site to the stream and watershed, and enables local governments to establish watershed targets.

Session	Theme	Scope
1	Today's Expectation are Tomorrow's Standards EVOLUTION	<p>Session #1 traces the evolution of rainwater/stormwater management policies and practices over the past two decades. This provides a frame-of-reference and a common understanding for subsequent sessions.</p> <p>The <i>2002 Stormwater Guidebook</i> and the <i>Water Balance Model</i> is introduced so that participants have an understanding of the purpose and application of performance targets.</p> <p>A desired outcome is that participants will understand why drainage practice comprises a continuum of paradigms, and communities progress at different rates along the continuum.</p>
2	Legal and Policy Strategies to Support Green Infrastructure TOOLS	<p>Session #2 introduces the extensive and very specific tools available under the Local Government Act so that they can proactively manage the complete spectrum of rainfall events: from light showers to heavy rain to extreme storms.</p> <p>The <i>Green Infrastructure Guide</i> is explained so that participants will know how to use it effectively as a resource.</p> <p>A desired outcome is that participants will understand what bylaw and policy tools enable incorporation and retrofitting of engineered green infrastructure into development plans.</p>
3	Nature Knows No Boundaries TARGETS	<p>Session #3 elaborates on a performance target approach to land development that makes sense, meets multiple objectives, is affordable, and results in net environmental benefits at a watershed and/or regional scale.</p> <p>A framework for 'bringing it all together' is introduced so that participants can explore a regional team approach that ensures a common understanding and consistency at the front counter.</p> <p>A desired outcome is that participants will understand how a Design with Nature approach to rainwater management (i.e. using infiltration and trees) will influence the greening of the built environment and protect stream health.</p>

Learning Lunch Seminar Curriculum

Themes:	<ul style="list-style-type: none"> ▪ "What happens on the land matters". ▪ "To get to the big picture, start with the smallest pieces".
Purposes:	<ul style="list-style-type: none"> ▪ Provide an inter-departmental learning opportunity for collaborative exploration. ▪ Enable local government practitioners to obtain professional development credits. ▪ Rollout <i>Beyond the Guidebook: The New Business As Usual</i>.
Structure:	<ul style="list-style-type: none"> ▪ Organize three 3½ -hour teaching sessions held at three to four week intervals. ▪ Conduct the series as a cumulative process, from philosophy to tools. ▪ Provide information in an interactive way that triggers reflection, strategizing and action. ▪ Incorporate roundtable segments and provide a challenge for subsequent sessions.
Context:	<ul style="list-style-type: none"> ▪ The Vancouver Island landscape is being transformed by settlement and economic growth. ▪ While the island has been experiencing a development boom, mitigation of environmental impacts has provided a driver for a 'Design with Nature' movement that is founded on a natural systems approach to rainwater management and green infrastructure. ▪ The desired outcome is human settlement in balance with ecology.
Guidebook Vision:	<ul style="list-style-type: none"> ▪ Create Liveable Communities and Protect Stream Health. ▪ A "Design with Nature" approach to community design means... <ul style="list-style-type: none"> ○ Develop compact, complete communities ○ Increase transportation options ○ Reduce the loads on water, waste and energy systems ○ Protect and restore urban 'green' space ○ Strive for a lighter 'hydrologic footprint' ○ Achieve higher levels of stream, wetland and lake protection
Goal:	<ul style="list-style-type: none"> ▪ Help practitioners make informed land development decisions that meet multiple objectives, result in Green Value, and add up to <i>A Positive Settlement Strategy for VI</i>.
Objectives:	<ul style="list-style-type: none"> ▪ Local government practitioners will have a common and consistent understanding of: <ul style="list-style-type: none"> ○ watershed performance targets and how they can establish them; ○ how they can integrate good planning and innovative engineering designs; ○ the importance and maintenance of green infrastructure watershed performance targets (as they relate to land use and rainwater/stormwater management).
Resources:	<ul style="list-style-type: none"> ▪ <i>Stormwater Planning: A Guidebook for British Columbia</i>, published by the Province in 2002 ▪ <i>Develop with Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia</i>, published by the Ministry of Environment in March 2006 ▪ <i>The Green Infrastructure Guide: Issues, Implementation Strategies and Success Stories</i>, published by West Coast Environmental Law in 2007 ▪ <i>Beyond the Guidebook: Context for Rainwater Management and Green Infrastructure in British Columbia</i>, jointly released by the Green Infrastructure Partnership and Inter- Governmental Partnership in June 2007
Tools:	<ul style="list-style-type: none"> ▪ <i>Water Balance Model powered by QUALHYMO</i>, an online decision tool at www.waterbalance.ca



CAPITAL PLANNING	
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APPROVED	
NHD	
BOARD	

MEMORANDUM

TO: John Finnie, P.Eng.
General Manager
Water and Wastewater Services

DATE: March 31, 2009

FROM: Mike Donnelly
Manager of Water Services

FILE: 5500-22-NBP-01

SUBJECT: Nanoose Bay Peninsula Water Service Area Capital Planning Study

PURPOSE

To present the "Nanoose Peninsula Water System Capital Planning Study" for the Board's information.

BACKGROUND

The Nanoose Peninsula Water System Capital Planning Study (attached as Appendix A) was carried out in 2008 by Koers and Associates Engineering to identify required water system improvements in the Nanoose Bay Peninsula Water Service Area and to establish the timing and priority of each project for the next ten years. The scope of the work included the review of existing engineering reports, listing current infrastructure components and life cycles, and determining replacement dates and costs.

The report identifies the capital works required from 2009 to 2018. The associated total cost impact over that period is estimated at \$3,296,130 in 2009 dollars. Identified works include the redevelopment of groundwater wells, developing new wells, pipe replacement, reservoir maintenance/replacement, distribution system looping and works associated with the provision of bulk water as part of the Nanoose Bay Peninsula Bulk Water Service.

The report assisted in the development of capital plans for the Nanoose Bay Peninsula Water Service Area. Information in the report has been reviewed and where appropriate included in the 5 year financial plan.

Conclusions & Recommendations of Capital Planning Study

Following is a summary of the conclusions and recommendations presented in the study. Where necessary, staff have qualified the conclusions and recommendations based on current status and activity since the report was prepared in 2008.

Conclusions

The conclusions in the study are summarized as follows:

- Improvements and upgrades are consistent with previous planning work done for the Nanoose Peninsula Water Service Area.
- The location of the Bulk Water System intake will be determined as part of the Arrowsmith Water Service Capital Plan review commencing in 2009.
- Bulk Water capital costs will be funded primarily using Development Cost Charge revenue.

Recommendations

The recommendations for the 10 year capital plan total \$3,296,130 and include the following works:

- Improvements and replacements to existing water distribution and planned Bulk Water infrastructure.
- Redevelopment of the groundwater well inventory and the establishment of new groundwater wells.
- Installation of remote data collection and operation hardware and software.

ALTERNATIVES

1. Receive the "Nanosee Peninsula Water System Capital Study" report for information.
2. Receive the report for information and direct staff to consider the recommendations of the report when developing capital plans for the Nanosee Bay Peninsula Water Service Area.

FINANCIAL IMPLICATIONS

Staff have reviewed the capital plan and incorporated the costs into the 5 year financial plan using a combination of parcel taxes, reserve funds and future borrowing. This approach will be reviewed annually as part of the budgeting process.

SUSTAINABILITY IMPLICATIONS

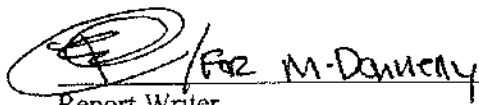
Properly funded and maintained community water systems provide for a safe and sufficient supply of water to the end user. The Nanosee Peninsula Water System Capital Study provides useful recommendations that can be considered for infrastructure improvements and capital planning for the Nanosee Bay Peninsula Water Service Area.

CONCLUSIONS

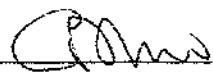
The Nanosee Peninsula Water System Capital Planning report has been received and included in the 2009 Operational budget and 5 year financial plan. Staff are recommending that the Board receive the report for information and that the report be utilized to develop capital plans for infrastructure improvements in the Nanosee Bay Peninsula Water Service Area..

RECOMMENDATIONS

1. That the Nanosee Peninsula Water System Capital Planning report be received for information.
2. That the Board direct staff to consider the report recommendations when developing capital plans for future infrastructure improvements in the Nanosee Bay Peninsula Water Service Area.


Report Writer


General Manager Concurrence


C.A.O. Concurrence

COMMENTS:

September 24, 2008



**KOERS
& ASSOCIATES
ENGINEERING LTD.**
Consulting Engineers

PO BOX 790
194 MEMORIAL AVENUE
PARKSVILLE, B.C. V9P 2G8
Phone (250) 248-3151
Fax (250) 248-5362
kael@koers-eng.com

September 24, 2008
File: 0829-02

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

**Attention: Mr. Mike Donnelly, ASCT.,
Manager of Utilities**


Dear Sirs:

**Re: Nanoose Peninsula Water System Capital Planning Study - Final
Report**

We are pleased to enclose six copies of the Nanoose Peninsula Water System Capital Planning Study – Final Report. The final report incorporates minor revisions carried out following your review of the draft version.

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.

Chris Downey, P.Eng.
Project Manager

Dave Shillabeer, P.Eng.
Project Reviewer

**REGIONAL DISTRICT OF NANAIMO
NANOOSE PENINSULA WATER SYSTEM
CAPITAL PLANNING STUDY**

FINAL REPORT

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1 INTRODUCTION

1.1 AUTHORIZATION

The Regional District of Nanaimo (RDN) authorized Koers & Associates Engineering Ltd. (Koers) to commence work on the capital planning study for the Nanoose Peninsula Water System.

1.2 OBJECTIVE

The study objective is to identify water system improvements required in the Nanoose Peninsula Water System and establish the timing and priority of each project, for the next ten years.

1.3 SCOPE OF WORK

To carry out the study objective the following scope of work was developed:

1. Review the February 2007 Nanoose Peninsula Water Distribution Study, and the March 2008 compilation of information relating to Arrowsmith Water Service Bulk Water Supply System, 2005 Capital Plan (Final Draft Report).
2. Obtain information on the Regional District SCADA project, Well Redevelopment and Development Program, and proposed Delanice Way watermain works from the RDN.
3. Based on our present detailed knowledge of the Nanoose Peninsula Water System (NPWS), a listing of existing watermains would be prepared. For each item, a life cycle will be estimated, with anticipated remaining period to replacement. Average replacement cost estimates will be provided in a tabular summary, at a preliminary order of magnitude level, and listing projected year of replacement expenditure, resulting in a total cost estimate on a year to year basis over the next ten-year period.
4. Prepare a total listing of required projects, and priority matrix. Establish a recommended annual plan of piping improvements, to suit an annual budget of approximately \$180,000 in present-day costs. Add other RDN planned works, at additional budget costs.
5. A summary report will be prepared. This will cover findings of the study, detail categories considered, provide the logic for priority calculation, and conclude with a final recommended capital plan.
6. Meetings will be held with regional district utilities staff as the study progresses.

2.1 FEBRUARY 2007 NANOOSE PENINSULA WATER DISTRIBUTION STUDY

2.1.1 Study Summary

This study reported on supply system capacity and projected population with associated peak water demands to Build-out in accordance with land use provisions laid down in the current Official Community Plan (OCP) for Nanoose. It also addressed the amount of water to be supplied from Arrowsmith Water Service (AWS) bulk water via the City of Parksville intake and Craig Bay supply main, to be negotiated with the City through an extension of the existing water use agreement between the City and Regional District. As well, it discusses the potential benefit to Nanoose from the proposed new reservoir at Top Bridge Park, to be built during 2007, to determine potential RDN cost sharing in that facility.

The report updates the water distribution computer model for present and OCP build-out conditions. This is to identify improvements required to allow bulk water to reach all systems on the Nanoose Peninsula, and to distribute it and the Nanoose groundwater sources throughout the service area. The improvements are to provide adequate pressure and flows under peak hour and maximum day plus fire demand conditions at present, and for projected OCP) build-out. The report further reviews disinfection provisions, maintenance of adequate chlorine residual throughout the system, system retention time, and the results of RDN well capacity improvements from redevelopment of several wells. A section was included dealing with the issue of adding new wells to the Nanoose supply system.

As part of the earlier study, a listing of immediate improvements was included as Table 12. These projects were recommended to be completed over the next approximately eight years.

2.1.2 Project List Update

Since the completion of the study, the project listed in its Table 12 under Bulk Water Supply, RDN share of Top Bridge Reservoir has been completed. Similarly, a project listed in that table under Nanoose Area, the Dolphin Drive Main, is also now complete and in operation. A portion of the Delanice Way main has also been completed, by private development. All other recommended projects from that Table 12 are shown on the following updated Table 1, which has been prepared for this 2008 capital planning study.

Table 1. Cost Estimates of Improvements

Project Reference	Description of Improvement	Length (m)	Diameter (mm)	Unit Cost	Extension
B1	Bulk Water Supply Booster Pump Station, c/w Genset (100 lps @ 75 m TDH)			608,000	\$608,000
B2	Change Out 4 Well Pumps for Nanoose Wells, c/w VFDs			144,000	\$144,000
Arbutus Area					
A1	Arbutus Crescent Main	230	200	480	\$110,400
A2	Marine Drive Main	235	200	480	\$135,360
A3	Gary Oak Drive Main	430	200	480	\$247,680
A4	Gary Oak Drive PRV		150	42,000	\$42,000
A5	Hemlock Drive Main	140	200	480	\$80,640
West Bay/Fairwinds Area					
WB1	Armstrong McDivitt Loop	360	200	480	\$172,800
WB2	Chlorination at West Bay Pumphouse and Related Piping			120,000	\$120,000
Nanoose Area					
N1	Change over Controls to Eagle Hts			54,000	\$54,000
N2	Dolphin Reservoir Altitude Valve		200	66,000	\$66,000
N3	Outrigger Road Main	220	200	480	\$105,600
N4	Harlequin/Sea Lion Loop	190	150	390	\$74,100
N5	Harlequin/Sea Lion Footbridge for pipe support			126,000	\$126,000
N6	Dorcas Point Road Main	1100	200	480	\$528,000
N7	Delanice Way Main	130	200	435	\$56,550
N8	Delanice Way PRV		150	30,000	\$30,000
N9	Upgrade Outrigger Road PRV		150	30,000	\$30,000
Madrona Area					
M1	Wall Beach Road Main	350	200	480	\$168,000

2.1.3 Costing

The cost estimates prepared for the 2007 study are based on mid-2006 costs, as described on Page 30 of that report. For this Capital Planning Study, costs shown in Table 1 (above) have been updated to September 2008, based on the ratio of the published Engineering News Record, Construction Cost Index. This has shown an 11% increase, from 7722 to 8557. As the initial works will commence in year 2009, it is considered prudent to add a further 9% as an allowance for cost increases from this time to commencement of construction. This produces a total 20% increase from mid-2006 to proposed 2009 construction costs, which is considered

appropriate with the sustained steady increase in fuel, paving, and general construction materials, equipment and labour charges.

Table 1 cost estimates have been inserted on this basis, to estimated mid-2009 pre-design level of accuracy. For reference purposes, and cross-referencing to Table 2 which shows the suggested annual schedule for the works, required improvements have been given new project reference letter and numbering, such as B1, B2, A1, A2, A3, etc. in both of the new Tables 1 and 2.

2.2 MARCH 2008 ARROWSMITH WATER SERVICE BULK WATER SUPPLY SYSTEM, 2005 CAPITAL PLAN (Final Draft Report)

2.2.1 Study Summary

On June 30, 2005 Koers & Associates submitted a DRAFT Capital Plan for the ultimate development of the Arrowsmith Water Service (AWS) bulk water supply system. The draft plan was based on a review and updating of the original KRC Consultants 1995 bulk water proposal, downsized to reflect the reduced bulk water requirement, and updated in costs using the Engineering News Record (ENR) Index for construction costs in North America to account for inflation over the ensuing 10 years.

The draft report was the result of a progression of related activities over a five year period, the timing of which was controlled and authorized by AWS. The additional activities included an upper intake location study, review of lower cost options, and a water quality monitoring program at the upper intake sites.

The original updated plan and two lower cost options of providing bulk water to all AWS member service areas were presented. Option 1 looked at maintaining the same upstream bulk water intake as was originally proposed, but a lower cost transmission main to Qualicum Beach, using the E&N Railway grade, which was expected to come under municipal control.

Option 2 looked at locating the bulk water intake downstream near the existing City of Parksville intake and a dedicated bulk water transmission main system. The main would use a shorter internal alignment following City of Parksville roads and the E&N Railway grade. This option was attractive in that it presented substantial cost savings over the options incorporating an upstream intake. It also provided substantial fisheries benefits for the Englishman River, due to extending the low flow enhancement from summer releases at Arrowsmith Dam further downstream to near the mouth of the river. This benefit has become more significant as climate change could be adversely affecting the low flow regime of the river as time progresses.

The report received conditional support, subject to receiving more information about potential intake and treatment sites at the downstream location, and about the suitability of transmission main corridors between Parksville, French Creek and Qualicum Beach. A review was made of eight potential downstream intake/treatment sites, and a preferred site was identified. Vancouver Island Health Authority (VIHA) is willing to consider a downstream site, provided a risk assessment carried out by AWS could show that risks can be adequately managed.

The March 2008 issue of the DRAFT capital plan is the conclusion of many years of initial intake planning work. AWS is presently calling for statements of qualifications, to initiate selection of consulting engineers for completion of pre-design work. This will be followed by detailed design and construction of the new intake and transmission mains.

As shown in Table 8 of that report, in year 2005 costs, the Nanoose portion of project costs at year 2015 is \$3,202,400 for Option 1 and \$1,917,850 for Option 2. Additional expansion costs at year 2025 are \$2,763,450 or \$2,562,450 for Options 1 or 2 respectively.

2.2.2 Project Cost Update

For the purpose of this capital plan, it is assumed that the AWS bulk supply will proceed on the basis of Option 2. Based on the earlier work, costs have been updated on the basis of the Engineering News Record, Construction Cost Index, from mid 2005 to September 2008 (7500 to 8557, a factor of 1.14), and an additional 6% allowance to 2009, for 20% total. This produces Nanoose portion costs of \$2.3 million in 2015, and \$3.1 million in 2025.

It should be noted that the AWS project scope and cost estimates will change with further pre-design work. This capital plan should be updated as the new information is available.

2.2.3 Project Funding

It is assumed that bulk water supply works will be funded by Development Cost Charges (DCCs), separate from other projects of the capital works plan. This covers both Option 2 of the AWS bulk supply, and project B1 and B2 of Table 1 (Booster pump station and change out of 4 well pumps).

It should be noted that DCC funding requires a minimum 1% assist factor from existing users. For project B1, this amounts to \$6,000 in 2009, for project B2 \$1,440 in 2010, and for project W1 \$2,000 in 2009 and \$2,000 in year 2010. The bulk water intake and mains cost will need to be budgeted for in the capital plan for

approximate years 2012 to 2015, when the majority of design and construction expenditures will occur. This would be in the \$25,000 range.

2.3 OTHER RDN IDENTIFIED PROJECTS

The Camelot Homes private developer will be extending the 200 dia watermain along Delanice Way from above (Northwest Bay Road end of the existing main). This is the missing piping link between the upper portion of water main being extended and the existing watermain on the lower portion of Delanice (once Camelot extends the portion it is responsible for). This extension will be approximately 130 m, additional to the 105 m extension which Camelot Homes is installing.

In order to connect the two lines the RDN will need a further extension of approximately 130 m along with a pressure reducing valve (PRV) station, line valves, and possibly two fire hydrants. This is shown as projects N7 and N8 in Table 1.

Critical scheduling requires this looping to occur in 2009. This looping will give RDN operations another means of getting water to Driftwood and Cottam/Dorcas Points and Davenham/Dolphin Roads if any problems are experienced with the water line from Northwest Bay Road to the Claudet Road Reservoir.

2.4 WELL REDEVELOPMENT AND NEW WELL DEVELOPMENT

2.4.1 Well Redevelopment

The Regional District is implementing a program for maintenance of its system wells, to provide sustained operational capacities, as possible. This involves pump removal and reinstallation, video camera inspection of the screen assembly, chemical treatment, redevelopment of the well to remove build-up of fines from the aquifer area adjacent to the screen, and final flow pump testing.

The program budget is \$40,000 per well, with a planned two wells per year, for an annual budget of \$80,000. Assuming 10 wells to be redeveloped, this program would be applicable to years 2009 to 2013 inclusive. Following this, it is suggested that an average of one well every two years be budgeted, for \$20,000 per annum.

2.4.2 New Well Development

Additional well development is planned, to recover diminished capacity experienced in existing wells, and to provide surplus, standby capacity for emergency and pump

breakdown possibility. The well capacity would also assist in bridging the period until a new AWS bulk water intake is implemented. Two additional wells are to be budgeted for, at a cost of \$200,000 per well. The cost of this work is to be budgeted in years 2009 and 2010. As the wells are primarily required due to a significantly delayed AWS bulk supply completion, costs are applicable to the bulk water budget.

2.4.3 Well Improvements

With operational changes to the integrated system, the well pumps in the four Nanoose wells require upgrading. This is to provide the high output pressure to the main on Northwest Bay Road (approximately 140 m HGL). An average budget estimate of \$36,000 per well should be allowed. This work is shown in Table 1 as project B2, and should be scheduled for early 2010. As the pump change out is required due to a significantly delayed AWS bulk supply completion from a high head control reservoir, costs are applicable to the bulk water budget.

The presently unused Dorcas Point area Tolmie #1 well should have a datalogger installed in 2009 and be used as a monitoring well in perpetuity. The Tolmie #2 well, also in Dorcas Point and only used in the winter, should be formally abandoned as a production well and sealed in accordance with groundwater regulations, once its relatively low capacity is no longer needed for overall system supply. This can occur following completion of works for the new AWS bulk intake. It is suggested that year 2018 be scheduled for this task, to be updated in future capital works planning. A budget of \$20,000 is suggested for the Tolmie #2 well abandonment, and \$2,000 for the Tolmie #1 datalogger installation.

2.5 INFREQUENT MAINTENANCE ITEMS

2.5.1 Reservoirs

Poured-in place concrete reservoirs within the water system require minimal maintenance, such as occasional pressure washing, internal cleaning, re-caulking, and maintenance of ladders, vents, ancilliary metalwork and connections, and piping. It is assumed that this is included in the annual operation and maintenance budget. This applies to the Madrona, Eagle Heights, Dolphin Beach, and two Fairwinds Reservoirs.

The Beachcomber Reservoir is of bolted steel construction, and in addition to the normal annual maintenance items listed above, requires interior and exterior repainting on an infrequent basis. This was last undertaken in about 1990, when some interior support work was replaced, and the exterior recoated. This reservoir is likely to need cleaning and repainting in the next three to four years. It is recommended that a budget of \$10,000 be established for year 2010 to have a

specialist coating inspection company, such as H.J. Wilke Consultants of Nanaimo carry out a full coating inspection and report including repair cost estimates, in conjunction with the normal annual tank draining and cleaning. It is also suggested that a preliminary budget of \$100,000 be established for cleaning and repair work in 2012. This would be updated following receipt of the inspection report.

The Arbutus Reservoir is a pre-cast panel system reservoir, with panels grouted into place, an internal liner to avoid leakage, and a treated-timber style roof structure. To our knowledge, two other similar reservoirs were built at around the same time period, the Aulds Road Reservoir in the District of Lantzville, and at the Parksville Lafarge Concrete plant (which has since been demolished). It is anticipated that the structure would not meet basic seismic requirements for this zone, and has a limited life, due to the roof structure and liner. A plan for rebuilding of this reservoir within the next ten years is suggested, using a design such as that of the Fairwinds Reservoirs. A preliminary budget of \$250,000 is recommended.

2.5.2 Pump Stations

No infrequent maintenance is anticipated for the recently constructed temporary Nanoose Road pump station. The bulk water supply pump station to be built in 2009 should not require anything other than normal maintenance during the 10-year period of this capital plan.

The kiosk-installed Arbutus booster pump at the Fairwinds Drive 4-way stop at Anchor Way maintains the level of Arbutus Reservoir by pumping from the Fairwinds 125 m pressure zone. It is of approximately 18 year old construction, and likely due for upgrading in the near future. This could likely involve a small (well-head style) block building, pump replacement, and piping and pumping improvements by adding a duplicate, standby pump. A budget of \$100,000 is suggested, with timing in the 2012 to 2015 range..

2.5.3 Pressure Reducing Valves

The most significant control valve building in the system is the Claudet Road station, for which no special maintenance is anticipated. Upgraded PRVs at the Dolphin Drive/Redden Road area are included in the 2007 study list of improvement projects, and budgeted as part of those works. The Redden Road PRV has been replaced by a pipe spool by RDN operations following recent Dolphin Drive/Redden pipe installation and zone boundary adjustment works. At some time the obsolete chamber should be removed, and the road reinstated, at a budget allowance of \$10,000.

The twin PRVs at Andover Road do not require any special works, other than normal maintenance. The West Bay backup PRV, is installed within the Nanoose Road, West Bay and Fairwinds well control building. A nominal budget of \$10,000 for building maintenance improvements is suggested.

2.6 RDN SCADA PROJECT

Commencement of control components which could be integrated into a full Supervisory Control and Data Acquisition (SCADA) system for the water utility started around 20 years ago. This involved Remote Transmission Units (RTUs), which are micro-computer based units, which are used in this system to control well and booster pump operations based on signals from pressure transducers which monitor water levels at the system reservoirs. These units provide local display of selected control equipment status, for the information of the system operators. An historical record of data is collected and stored at the RTUs. Alarms from the RTUs are presently sent via telephone lease lines to the RDN operations and standby alarm monitoring and call-out service.

In a full system, data and information from the RTUs is sent to the central control location, where it is displayed on a computer and monitor system, with schematic system drawings. Data is displayed on the screen, and changing reservoir levels and operating pumps can be seen in real time. Changes to control settings and pump operations can be easily made from this location, with security password coding.

The Nanoose Peninsula Water System has Bristol Babcock RTUs at the Ballenas PRV station controlling the Madrona Wells off the Madrona Reservoir, in the West Bay Pumphouse controlling the Fairwinds and West Bay wells off the Fairwinds Reservoir, and at the Nanoose Well Building No. 2. The control system has not expanded to full central control, as other more critical system upgrade works over the years have taken priority. Due to the changing high-tech marketplace, other more modern and readily available products, with common use in other local systems, and local support from experienced control equipment suppliers and installers/programmers is available.

The RDN SCADA project would replace the aging RTUs, add additional units as needed, complete the central control station, and follow with full programming of the control station for data display and remote control. The RDN is planning and costing the SCADA project separately from this study. Approximate, very preliminary and to be replaced when the better information has been completed, budget cost estimates for this project are \$80,000 for remote unit supply and installation, \$30,000 for the central station equipment and set-up for basic monitoring, and \$40,000 for full programming of the central station for visual

monitoring and control. Phasing of the installation is suggested, with new RTU installation during 2010 and 2011 at \$40,000 per annum, followed by completion over the following two fiscal years.

2.7 WATER SUPPLY AND QUALITY LETTER REPORT

A letter report was completed by Koers & Associates Engineering Ltd., on July 7, 2008. This report reviewed combined water quality in the Nanoose Peninsula Water System, particularly in respect to iron and manganese levels, which give rise to adverse aesthetic concerns. Computer modeling of flow routings from the varied system wells of differing capacities and water quality, was used to consider ways to improve the quality of water delivered to customers throughout the system.

The review shows that by modifying the call sequence of the wells from the system reservoirs, to call on the better quality wells first, will reduce the iron and manganese levels in the system. A significant improvement over present iron and manganese levels for all service areas, to levels comparable or better than are presently experienced in the original Nanoose Water Local Service Area. Water quality in this latter area is generally considered by customers to be fully acceptable.

The system was not modeled for summer conditions, when AWS bulk water is available to the system. As the quantity of bulk water represents in the order of 40% of the total summer demand, with its very low iron and manganese levels, this would further reduce the adverse mineral levels throughout the Nanoose distribution system. The analysis also did not include the four new wells that have been drilled in the Craig Creek area. The addition of these good quality wells will further improve the iron and manganese levels in the system.

Recommended modifications to the control system, and to install full SCADA control at its sources, reservoirs and pump stations, contained in the letter report, are all included in this capital planning study.

2.8 INFRASTRUCTURE RENEWAL

Replacement of aging infrastructure works will be required, as they approach the end of their anticipated or assessed life cycle. This is shown in Table 3. The estimated present value is based upon average pricing, in 2008 dollars.

For various infrastructure components, different nominal life cycles are assumed, based on that anticipated from experience, component type, and operational wear and tear. For watermains, ductile iron has an 80-year assumed life; steel, PVC and concrete pressure pipe 60-year, and asbestos-cement 40-year. Although not included in the table, it is suggested that welded steel and reinforced concrete

reservoirs have an estimated 80-year life, bolted-steel reservoirs 50-year life, and pre-cast systems reservoirs have a 40-year life, provided coatings and internal components are maintained. Pump station life is averaged at 50-years, and pressure reducing valve and meter stations at 40-years.

Capital planning should budget for the cost of aging infrastructure replacement as the need arises. As components approach the end of their nominal life expectancy, they should be carefully assessed to allow firm planning for their renewal, or to avoid costly and unnecessary early replacement, as found to be appropriate.

The City of Vancouver reports that it budgets for 1% annual replacement of watermains, based on a 100 year service life. As shown on Table 3, a total system value of \$20 million is indicated. Using the approximate 1% annual replacement suggested to achieve total system upgrading over a 100-year period, results in a budget of \$200,000. Assessment of the first aging mains is suggested to commence in year 2012, with replacement commencing in 2013. A budget of \$50,000 per year is suggested for the initial years, then increasing to \$200,000 per year.

For any years where expenditure is not needed, the budgeted amount should be added to a reserve fund, which can build until such time as upgrading works are required.

Table 3 should be reviewed by operations staff to update year of installation, based on best available knowledge. This table should be updated as works are undertaken, and as new mains are added to the Nanoose system.

3 CAPITAL WORKS SCHEDULING

The annual budget for piping improvement works based on a nominal value of \$180,000 per year starting in 2009. This budget is assumed to rise with the rate of system growth, estimated at 2.5% per annum, compounding. To phase in the program, the RDN suggests reduced budgets of \$90,000 and \$150,000 in the first two years. This produces piping improvements works budgets increasing to \$225,000 by year 2018 (\$90,000, \$150,000, \$189,000, \$194,000, \$199,000, \$204,000, \$209,000, \$214,000, \$219,000, and \$225,000, annually).

All costs are based on estimated 2009 construction. It is assumed that budgets will also rise annually to pace inflation levels, so no inflation factor is allowed in this capital planning study.

From information and data provided in the previous sections, a summary of the items and costs to be covered by the capital works plan is prepared.

The capital plan summary tables should be updated as appropriate, and increased by inflation on an annual basis. The overall capital planning study should also be updated on an approximately 5-year basis, to allow re-assessment of required projects, priorities, and costs.

Table 2 contains the capital works plan decision matrix. In this, watermain projects from the 2007 Nanoose Peninsula study and existing users' contribution to AWS bulk supply are listed in the upper section. This lists the project cost estimate, and approximate year planned. Projects are then shown under annual columns for the next ten years, selected to best match the year required with the available annual budget. This matches fairly closely, as seen by comparing the annual subtotal and the annual budget, as well as the total of each over the ten-year period. Project A5 is spread over two budget years, to best match available funding. All works from the studies are completed within the ten-year period, except for project N6, the Dorcas Point Road main, which requires upgrading for fire flow improvement. This main can be extended gradually, as funds are available, with completion in two or three years beyond the time horizon for the current plan.

Other identified projects, detailed in the various sections of this report, are shown in the lower part of the spreadsheet. Infrastructure renewal has been budgeted with a nominal annual allowance of \$50,000, starting in year 2013.

All projects related to the AWS bulk water supply are shown with a shaded background in Table 2, for clarity of identification.

4 CONCLUSIONS AND RECOMMENDATIONS

4.1 CONCLUSIONS

The following conclusions can be drawn from the work presented in this report:

1. The February 2007 Nanoose Peninsula Water Distribution Study listed immediate improvements, recommended to be completed over the next approximately eight years.
2. Since the 2007 study, the RDN share of the Top Bridge Reservoir, the Dolphin Drive main, and a portion of the Delanice Way main, all included in the project list, have been completed.
3. Project cost estimate inflationary increases of 20% are required to obtain year 2009 estimates.
4. Based on the Arrowsmith Water Service Bulk Water Supply System, 2005 Capital Plan, a new bulk water downstream intake, near the existing City of Parksville intake, is the preferred site.
5. The Nanoose portion of the AWS bulk supply is presently estimated at \$2.3 million in 2015, plus \$3.1 million in 2025, based on anticipated year 2009 construction costs. This work would mostly be funded by Development Cost Charges (DCCs).
6. The Capital Works Plan should be initially set up based on estimated year 2009 costs.

4.2 RECOMMENDATIONS

Based on the conclusions reached in this report, it is recommended that:

1. Capital works planning be as shown in Table 2. This shows improvement works identified in earlier studies completed within the 10-year planning horizon, from 2009 to 2018. The annual budget increases from \$90,000 to \$225,000 over this period, discounted in the first two year phase-in period from a nominal \$180,000 budget, and then increasing at the anticipated 2.5% annual customer growth. The only project that is shown as partly completed within this time period is the lower priority Dorcas Point Road main, a fire flow improvement project, which should be completed by year 2020.
2. \$36,440 should be budgeted for the existing users' contribution to the AWS bulk water supply project.

3. Well redevelopment be planned to maintain operation capability. \$80,000 should be budgeted for the first five years, followed by an average of \$20,000 per annum for the following five years.
4. \$200,000 per year be budgeted for new well development over the next two years, to recover diminished system capacity, and to bridge the period until new AWS bulk supply is available. Costs of this work are applicable to the AWS bulk water supply.
5. Miscellaneous infrequent maintenance items as detailed in this study, as shown in the lower section of Table 2, should be planned and budgeted for.
6. The RDN SCADA project should be planned for at a total estimated cost of \$150,000.
7. Aging watermain infrastructure assessments should start in year 2012, with an annual replacement and upgrading allowance of \$50,000 commencing in the following year. The annual replacement allowance should be increased after the initial years, to 1% of the system value, and then continued indefinitely.



CAO APPROVAL	
EAP	
COV	✓ Apr 14 '09
APR 16 2009	
RHD	
BOARD	

MEMORANDUM

TO: Sean De Pol
Manager, Wastewater Services

DATE: March 31, 2009

FROM: Lindsay Dalton
Wastewater Program Coordinator

FILE: 1855-04

SUBJECT: Wastewater Services Grant Funding Application
Greater Nanaimo Pollution Control Centre - Third Digester

PURPOSE

To obtain Board support for an application made to the Canada-British Columbia Building Canada Fund, Communities Component, for a third digester at the Greater Nanaimo Pollution Control Centre (GNPCC).

BACKGROUND

The Canada-British Columbia Building Canada Fund recently announced a new intake for the Communities Component of its infrastructure grant program, with an application deadline of March 16th, 2009. The program allows the supporting Board resolution to be submitted at a later date. This program supports projects in smaller communities that work to meet infrastructure needs, stimulate local economies, and support continued economic growth. The wastewater category includes projects that improve wastewater collection and treatment infrastructure, as well as wastewater management systems. Awarded through the Ministry of Community Development, this initiative will fund up to two-thirds of eligible project costs.

Staff from Wastewater Services have identified projects that would be successful in meeting the program's objectives. An application for a third digester at GNPCC was submitted on March 16th, 2009. The two existing digesters were constructed in 1974 and are now approaching their design capacity. As the treatment plant moves to a secondary level of treatment, additional solids will be produced with the third digester providing the capacity required for the advanced level of sewage treatment. The third digester will also increase biogas production, the by-product of the digestion of organics (sewage sludge). Currently, the biogas recapture process reuses roughly 60% of produced biogas and the remaining 40% is flared into the environment. The addition of a third digester, along with a cogeneration plant scheduled for completion in 2010, will enable the conversion of biogas into heat and electricity to meet the heating and electrical demands of GNPCC while also providing surplus energy to the BC Hydro electrical distribution grid until the secondary treatment plant comes online.

ALTERNATIVES

1. Approve submission of the Canada-British Columbia Building Canada Fund, Communities Component grant application.
2. Do not approve submission of the grant application.

FINANCIAL IMPLICATIONS

Total project cost is \$8.8 million and if approved by the Ministry of Community Development, the third digester project could receive funding for approximately \$5.8 million; the remaining \$3 million would be paid for through Southern Community Sewer DCC reserves. There are sufficient funds in the DCC reserves to cover the entire project costs if the grant application is unsuccessful.

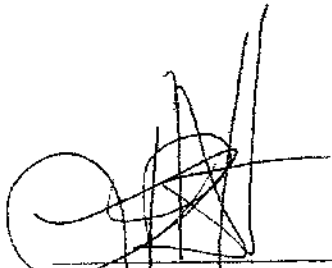
SUMMARY/CONCLUSIONS

The Canada-British Columbia Building Canada Fund recently announced a new intake for the Communities Component of its infrastructure grant program, with an application deadline of March 16th, 2009. The program allows the supporting Board resolution to be submitted at a later date. The wastewater category includes projects that improve wastewater collection and treatment infrastructure, as well as wastewater management systems. Awarded through the Ministry of Community Development, this initiative will fund up to two-thirds of eligible project costs.

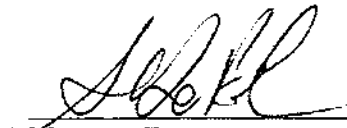
An application for a third digester at the GNPCC was submitted on March 16th, 2009. The two existing digesters were constructed in 1974 and are now approaching their design capacity. As the treatment plant moves to a secondary level of treatment, additional solids will be produced with the third digester providing the capacity required for the advanced level of sewage treatment. If approved by the Ministry of Community Development, the third digester project will receive approximately \$5.8 million in grant funding, but the Regional District of Nanaimo will need to secure the remaining \$3 million through Southern Community Sewer DCC reserves.

RECOMMENDATION

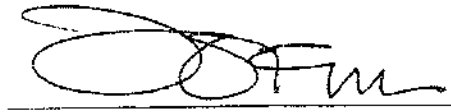
That the Board support the grant application made to the Canada-British Columbia Building Canada Fund, Communities Component for a third digester at the Greater Nanaimo Pollution Control Centre.




Report Writer



Manager Concurrence



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:



CAO APPROVAL (11/11/09)	
EAP	
COW	✓ April 14 '09
APR 16 2009	
RHD	
BOARD	

MEMORANDUM

TO: John Finnie, P. Eng
General Manager
Water and Wastewater Services

DATE: April 1, 2009

FROM: Sean De Pol
Manager of Wastewater Services

FILE: 5330-20-GNPC-COGEN

SUBJECT: Liquid Waste Management
Greater Nanaimo Pollution Control Centre
Cogeneration Project

PURPOSE

To consider awarding tenders for the Greater Nanaimo Pollution Control Centre (GNPCC) biogas conditioning system and cogeneration system.

BACKGROUND

The Greater Nanaimo Pollution Control Centre (GNPCC) is a primary treatment plant which handles wastewater collected in the greater Nanaimo service area. The plant has been upgraded to a chemically-enhanced primary treatment process to remove sufficient solids (sludge) to meet the current Ministry of Environment effluent criteria.

Sludge generated from the wastewater treatment process is currently stabilized and reduced in volume through a two-stage digestion system. The digesters produce biogas, which consists of approximately 60% methane and 40% carbon dioxide, plus trace compounds. Currently, GNPCC utilizes biogas to fuel boilers that maintain the required process temperatures in the digesters and to heat buildings. Excess biogas is flared in a waste gas burner.

To eliminate the flaring of biogas, the RDN will construct a cogeneration facility at GNPCC that will use all biogas to fuel a reciprocation engine generator set that will generate electricity and usable heat. Prior to combustion in the generator set, raw biogas contains particulates and compounds, such as moisture, hydrogen sulphide, and siloxanes that are detrimental to the continuous operation of the cogeneration engine if not first removed. Therefore, the success of this project will require the installation of a biogas conditioning system, followed by an internal combustion cogeneration engine.

The cogeneration project has a total budget of \$2.95 million. Funding of \$350,000 was approved in August 2006 by the Federation of Canadian Municipalities. In July 2007, the Union of British Columbia Municipalities, under the Gas Tax Program, provided \$2.3 million in funding towards the cogeneration project.

Biogas Conditioning System

On February 24, 2009 the RDN received two bids for the supply of the biogas conditioning system:

Esc Corporation	\$624,411
AFT Inc.	\$1,048,665

Our consultants evaluated the tenders and verified for proper documentation. The low bidder for the supply of the cogeneration system is Esc Corporation at a cost of \$ 624,411. Our consultants recommend awarding the work to Esc Corporation; staff support this recommendation.

Cogeneration System

On February 26, 2009 the RDN received two bids for the supply of the cogeneration system:

Waterous Power Systems	
One 335 kWe System	\$950,400
Surepoint Services Inc.	
One 360 kWe System	\$1,449,429
One 200 and One 110 kWe Cogeneration System	\$1,583,992

Our consultants evaluated the tenders and verified for proper documentation. The low bidder for the supply of the cogeneration system is Waterous Power Systems at a cost of \$950,400. Our consultants recommend the award of the work to Waterous Power Systems; staff support this recommendation.

Manufacturing and delivery of the biogas conditioning system and internal combustion engine is scheduled for March 2010; the system will be fully commissioned in May 2010. The GNPCC will be one of the first wastewater treatment plants of its size in Canada to implement cogeneration.

ALTERNATIVES

1. Award tenders to Esc Corporation to provide a biogas conditioning system for the tendered price of \$624,411 and to Waterous Power Systems to provide a cogeneration system for the tendered price of \$950,400.
2. Do not award the tenders.

FINANCIAL IMPLICATIONS

Alternative 1

The total cost for the cogeneration project is \$2.95 million. Federation of Canadian Municipalities is providing \$350,000, Union of British Columbia Municipalities Gas Tax funding is providing \$2.3 million, and the remaining \$300,000 is covered by the RDN's 2009 Capital Budget.

The costs for the completion of this project are as follows:

General Construction	\$ 890,000
Equipment Procurement (Tender results as reported)	\$ 1,575,000
Detailed Design Services (Started, PO issued)	\$ 217,000
Construction Services and SCADA Programming	\$ 195,000
Technology selection and BC Hydro program application (Completed)	<u>\$ 73,000</u>
Total Project Cost	\$ 2,950,000

Based on the combined equipment procurement price in the tender awards of \$1,574,811, there are sufficient funds to purchase the cogeneration system and complete the project.

Alternative 2

If the contracts for the supply of the biogas conditioning system and the cogeneration system are not awarded at this time the project will be delayed resulting in a potential default from our funding agreements with Federation of Canadian Municipalities and the Union of British Columbia Municipalities. Staff do not recommend this alternative.

SUSTAINABILITY IMPLICATIONS

This project will assist the GNPCC in meeting increasing electrical demands and will off-set regional electrical demand by using a sustainable fuel source (biogas). Also, the exhaust gas from the cogeneration units will be cleaner than that from the existing waste gas burner thereby reducing the emission of contaminants.

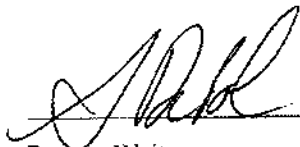
SUMMARY/CONCLUSIONS

The RDN will construct a new cogeneration system at the GNPCC that will use biogas from the process of sludge digestion to generate electricity and heat for use. Because the raw digester biogas contains undesirable particulates and compounds, it is essential that biogas conditioning is part of the process or costly damage can occur to the future cogeneration engines. Therefore, the success of this project will require the installation of a biogas conditioning system, followed by an internal combustion cogeneration engine.

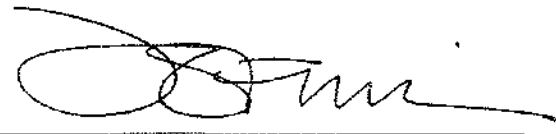
Staff are recommending that the equipment procurement contracts be awarded to Esc Corporation to provide a biogas conditioning system for the tendered price of \$624,411 and to Waterous Power Systems to provide a cogeneration system for the tendered price of \$950,400 respectively.

RECOMMENDATIONS

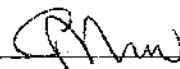
1. That an equipment procurement contract be awarded to Esc Corporation to provide a biogas conditioning system for the tendered price of \$624,411.
2. That an equipment procurement contract be awarded to Waterous Power Systems to provide a cogeneration system for the tendered price of \$950,400.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR
MEETING HELD ON THURSDAY, MARCH 19, 2009
AT OCEANSIDE PLACE**

Attendance: Frank Van Eynde, Electoral Area 'E', Chairperson
Dave Bartram, Director, RDN Board
Reg Nosworthy, Electoral Area 'F'
Patty Biro, Electoral Area 'H'
Eve Flynn, Trustee, School District #69

Staff: Tom Osborne, General Manager of Recreation and Parks Services
Dan Porteous, Superintendent of Areas and Southern Recreation Services
Sandra Pearson, Superintendent of Aquatics and Northern Recreation Services
Marilynn Newsted, Recording Secretary

Regrets: Jack Wilson, Councilor, Town of Qualicum Beach

Absent: Teresa Patterson, Councilor, City of Parksville

CALL TO ORDER

Chair Van Eynde called the meeting to order at 2:00pm.

MINUTES

MOVED Commissioner Nosworthy, SECONDED Commissioner Bartram, that the Minutes of the District 69 Recreation Commission meeting held February 19, 2009, be approved.

CARRIED

COMMUNICATION/CORRESPONDENCE

MOVED Commissioner Biro, SECONDED Commissioner Flynn, that the following Correspondence be received:

- D. Haggard email, Re: U-17 World Hockey Challenge Final Ticket Sales/Attendance
- S. Power and R. Life, Re: Support Letter Ravensong Aquatic Centre Staff

CARRIED

FUNCTION REPORTS

Oceanside Place

Mr. Porteous reviewed the Oceanside Place Function Report highlighting the following items:

- The U-17 ticket sales for the World Hockey Challenge were quite good in comparison to other co-host communities as outlined in the correspondence received. Ms. Pearson noted that a meeting regarding the U-17 Legacy Fund will be held next week with the Organizing Committee. Both Hockey Canada and the U-17 Organizing Committee are

contributing to a legacy fund which will be proportionately divided between the participating Communities.

- Seventy-five youth attended the Teen Glow Skate held February 14.
- The Spirit of BC Skate held February 7 was also well received with approximately one hundred people attending the Olympic themed event.
- The Sandy Shores Skating Club presentation of Mary Poppins was exceptional. The skating, the set design and the entire production was a credit to the Skating Club, the skaters and their many volunteers.
- The Oceanside Hockey Program established in 2006, is again being offered and has been well received by the schools.
- The Oceanside Generals are now in the third round of playoffs.
- The new security system for the second floor of Oceanside Place has been installed. The glass broken during a recent break-in has been replaced, and the new office doors and locks will be installed shortly.
- Arena staff and the new Project Manager for R.G. Properties have been working through the deficiencies list and seem to be making good progress on the outstanding items.
- Attendance figures continue to increase at Oceanside Place.

Ravensong Aquatic Centre / Recreation Coordinating

Ms. Pearson presented the Ravensong Aquatic Centre and Recreation Coordinating Function Report highlighting the following items:

- One hundred thirty-six swimmers participated in the Spirit of BC Swim February 14.
- An aquatic staff in-service was held February 16 providing staff valuable time to practice and review techniques.
- Ravensong Aquatic Centre attendance figures are still very good.
- A review of the 2000 Youth Recreation Services Study is currently under way. A final report will be presented to the Commission in June.
- Ms. Browett has been working on the new Youth Supplement in the PQ News, as part of a Youth Link Project.
- A \$4,000 Active Adults Public Awareness Grant was just received, which will be used to develop and market the active adult's campaign. The program is aimed at adults of 35 to 54 years of age to encourage healthy lifestyles.
- Springfoot Camp registration numbers were slow to begin with but have climbed with many of the camps now full.
- The Spring/Summer Active Living Guide was delivered to the Community as unaddressed ad mail. The decision to increase the delivery of the guide was an effort to contact residents who may not have used or have been aware of the programs available, which may result in increased registration numbers.
- Planning is underway for the fourth session of the Oceanside Walking Challenge.

Regional Parks and Trail and Community Parks (EA 'E' – 'H')

Mr. Osborne presented the Regional Parks and Trail and Community Parks (EA 'E' – 'H') Function Report highlighting the following items:

- Schooner Ridge Community Park in Area 'E' – staff will be working with the strata group to revamp their signs and also provide direct public access to the park.
- The work at Timberstone Estates has been completed.

- Reconnaissance work is in progress around the Deep Bay Community Park regarding the development of a boardwalk and bridging, and the materials required for the project.
- The E & N Rail Trail Feasibility Study first draft has been received and is in review by staff. A meeting will be held with the four municipalities for their input regarding the draft which will also be forwarded to the Regional Parks and Trails Advisory Committee for their comments.
- A very large Arrowsmith Search and Rescue exercise will be held at Englishman River Regional Park and Top Bridge area June 20, 2009.

MOVED Commissioner Bartram, SECONDED Flynn, that the Reports be received.

CARRIED

NEW BUSINESS

Memorandum of Cooperation Lighthouse Recreation Commission

Ms. Pearson stated that in November 2007, a Regional District Recreation Programmer was hired to provide and enhance rural recreation services in Electoral Area 'H'. A meeting was held in January 2009 with the Lighthouse Recreation Commission, the Area 'H' Director and staff, in which all parties acknowledged the purpose and outlined the working relationship between the two organizations. The parties developed a Memorandum of Cooperation (MoC) which would ensure the relationship and parameters for service delivery in Area 'H' and would be captured in a non-binding legal document. The MoC outlines the purpose, communications and program delivery between the Regional District and Lighthouse Recreation Commission and will be reviewed annually to include the previous year's activities and to discuss activities for the following year.

MOVED Commissioner Bartram, SECONDED Commissioner Nosworthy, that the Memorandum of Cooperation between the Regional District of Nanaimo and Lighthouse Recreation Commission be approved.

CARRIED

2009 Recreation Grants Program Review

Ms. Pearson stated at the January Commission meeting, staff were directed to review the Recreation Grants program with regard to the classifications of "Youth" and "Community", the age parameters for youth, the number of Youth Grant applications and whether the full amount of funding needed to be applied to youth or the category be expanded to children as well.

As part of the review, the past nine years of the Grants Program were studied. Over that period of time the community grants did outnumber the youth grants, however, any money which was not disbursed to youth was most of the time allocated to the Community Grant funding. Ms. Pearson noted the two funding categories were reviewed and it was recommended the categories remain in their current form, noting that any funds remaining from either category would be available for commission's consideration and disbursement in the fall application process for the other category as applicable.

Ms. Pearson also noted some minor changes were made to the administration procedure including a summary report from the recipient once the grant monies were spent, a fully completed application prior to the receipt of funds, applications for personal equipment or memberships fees

would not be considered and a request that the Regional District receives some form of recognition of their contribution to the event or program.

MOVED Commissioner Bartram, SECONDED Commissioner Biro, that the revisions to the District 69 Recreation Grants program be approved as detailed in *Appendix I*.

CARRIED

MOVED Commissioner Bartram, SECONDED Commissioner Flynn, that the current District 69 Recreation Grants funding allocation of 50% to Youth Grants and 50% to Community Grants be maintained.

CARRIED

Canada-BC Building Canada Fund – Ravensong Aquatic Centre Project

Mr. Osborne stated work is proceeding on a report with regard to the repairs and/or expansion at Ravensong Aquatic Centre, which will be presented to the Commission. As part of the process, Venture Pacific Construction Management have been retained to assemble a team who will review all associated costs and provide recommendations on quantifying the approach for the repairs and/or the expansion at the Ravensong Aquatic Centre. The request for proposals for the team closes March 24, 2009. This same team, should the Board approve the project, would then be retained under construction management method.

March 10, 2009, the Canada-BC Building Canada Fund was announced. This is a new grant opportunity; however, there is a very tight deadline of March 16 or a final deadline April 24. It is a very comprehensive application, which requires a referendum within six months, Board resolutions and a business plan. Therefore, due to the very tight timeline and the work involved to gather the information required, Mr. Osborne stated he will present the report to a Special Board meeting on April 14, which would still meet the April 24 deadline for the grant and referendum requirements should the Board pass the resolution.

FCM Resolution – Use of Bottled Water at Municipal Facilities

Mr. Osborne reviewed the Federation of Canadian Municipalities push to encourage local governments to try to reduce the sale and use of bottled water in their facilities where other options are available. Mr. Osborne stated he would like direction from the Commission regarding the provision of bottled water in the facilities, as the vending and the concession contracts at both facilities are up for renewal and this initiative would be considered as part of the request for the proposal process.

Healthy Food Initiative

Ms. Pearson noted grant monies are available to assist those organizations who may want to incorporate healthy foods choices in their facilities, as part of the Healthy Food Initiative. The grant can provide will up to \$7,500 in funding. New participants are teamed up with others who have already gone through the process, who then mentor the Department through the change including sharing their contract RFP's, information on how they worked with their concessionaires, staff and patrons to promote the successful introduction of the initiative.

Some minor changes have already been made at both Ravensong Aquatic Centre and Oceanside Place. The small vending machines in both facilities now carry a selection of toys/trinkets rather than candy. As the beverage rights contract, as well as, the vending machine contract at the facilities are both coming up for renewal, work to prepare the grant application will begin immediately to meet the May 1, 2009, deadline.

The Healthy Foods Initiative will not only be considered with regard to the vending machines and the concession service, but also with birthday parties and programs with respect to the food choices offered. Ms. Pearson noted the approach may very well be similar to the one taken by the School District in their Healthy Food Initiative.

Commissioner Flynn noted the Healthy Food Initiative made a very large financial impact for the schools, especially the high schools which relied on the monies from the vending machines for extra curricular activities.

Commissioner Bartram noted the cost concern of bottled water, as all water in the Regional District, in Canada for that matter, is drinkable, and the significant cost of plastic bottles in the land fill are a concern for the Regional District.

Commissioners agreed staff should apply for grant monies to assist with the conversion to the Healthy Foods Initiative at both the Ravensong Aquatic Centre and Oceanside Place in the vending machines, concession services and programming, and as part of the RFP process for the beverage rights, vending and concession contracts both the Healthy Foods Initiative and the reduction or removal of bottled water be considered.

District 69 Fees and Charges Review Sub-Committee

Commissioners Van Eynde, Flynn and Nosworthy volunteered to sit on the District 69 Fees and Charges Review Sub-Committee.

2009 BCRPA Symposium

Each year two Commissioners are invited to attend the British Columbia Recreation and Parks Association's annual Symposium. Commissioner Flynn volunteered to attend the BCRPA Symposium, May 27 to 29, 2009 in Whistler. The Commission requested that Mr. Porteous contact Commissioners Wilson and Patterson to see if one of them would like to also attend. If not, Commissioner Van Eynde will attend.

2010 Torch Relay

Mr. Porteous stated the 2010 Torch Relay will be coming through District 69 from Victoria in the first few days of the relay. A meeting recently took place to hear about the event through the 2010 Event Coordinator Sarah Mulhall. Five key contacts were designated, one for each of the following, the Town of Qualicum Beach, the City of Parksville, Lantzville, the Regional District, and the School District. The City of Nanaimo also have staff working on the event.

Mr. Porteous stated he will meet with the key people to discuss plans for coordinating the event throughout the District. He noted there will be some RDN staff resources who may assist various

communities along with other local volunteer representatives from the various communities who would likely be involved in local community organizing committees. These may include organizations such as the Arrowsmith Community Enhancement Society in Area 'F', the Lighthouse Recreation Commission in Area 'H', and Nanoose Place in Area 'E'. The Town of Qualicum Beach and the City of Parksville will have planning committees as well. Promotion of the event and encouraging as many community members as possible to come out on the day of the run to support and cheer on the Torch Bearers in each of the areas will be key to the success of the event.

Mr. Porteous noted there is also an opportunity for different communities to promote themselves as Games Towns. Games Town is a contest, through Spirit of BC, where communities may highlight the benefit of their communities and, if successful, may win prizes, which could provide some significant cash awards for the winning communities. Currently both Bowser and Qualicum Beach have been recognized as winners in the early draws.

COMMISSIONER ROUNDTABLE

Commissioner Nosworthy reported the Community Activities Coordinator in Area 'F' will not be renewing her contract, so ACES is currently searching for a replacement.

Commissioner Nosworthy stated the ACES grant request to BC Access was denied which is a concern to the organization with regard to their ability to continue to function or offer activities as they have in the past.

Commissioner Flynn reported schools are closed for Spring Break.

Commissioner Flynn noted public budget meetings are scheduled through out April prior to the final approval of the budget at the end of April.

Commissioner Flynn reported the School Board must sign up for the new Climate Action Charter by the end of March. The Charter requires a report, which will be due annually, outlining current initiatives and future initiatives by the Board.

Commissioner Van Eynde reported the Fairwinds Development Community Advisory Committee will be holding an Open House for community input regarding the development around the Enos and Dolphin Lakes, the hotel, the boat ramp and the possible construction of a new community centre in Area 'E'.

ADJOURNMENT

MOVED Commissioner Biro that the meeting be adjourned at 3:48pm.

Frank Van Eynde, Chair



RDN REPORT		
CAO APPROVAL		
EAP		
COW	✓	14-APR-09
FEB 24 2009		
RHD		
BOARD		
• Recreation Commission		

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: February 24, 2009

FROM: Sandra Pearson
Superintendent of Aquatics & Northern
Recreation Services

FILE:

SUBJECT: Memorandum of Cooperation with the Lighthouse Recreation Commission

PURPOSE

To enter into a Memorandum of Cooperation with the Lighthouse Recreation Commission Society regarding the collaborative working relationship between both organizations in the provision of recreation services in Electoral Area H.

BACKGROUND

As recommended through the 2006 Recreation Services Master Plan for the Oceanside area, a Permanent Part Time Recreation Programmer was retained in November 2007 to provide and enhance rural recreation services in Electoral Area 'H'. Office space was then secured on a part-time basis at the EyesOnBC business office in which the Programmer is now primarily based.

In December of 2007 the Superintendent of Recreation Services and Recreation Programmer for Area H met with Lighthouse Recreation Commission Society Chair and a relationship was formed. Since then, the Programmer has worked closely with the Chair to develop an understanding of the services provided by Lighthouse Recreation Commission. Similarly the Programmer also met with the local elementary school, community groups and individuals to develop an understanding of the community and what was needed for recreation services.

At the June 24, 2008 Regional Board Meeting the following resolution was approved:

"That staff prepare a Memorandum of Understanding with the Lighthouse Recreation Commission on the provision of Recreation Services in Electoral Area 'H'."

In January 2009, staff members of the RDN met with Area H Electoral Director David Bartram and Lighthouse Recreation Commission Chair Patty Biro to discuss the details of how the two organizations work together and outline the intent and components to be included in a Memorandum of Understanding.

Since this time, the draft memorandum was sent to RDN administration and it was recommended that the proper format would be a Memorandum of Cooperation, as there was no exchange of services or goods between the two organizations. The RDN consulted the Lighthouse Recreation Commission and it was agreed that a Memorandum of Cooperation would adequately describe the purpose, communications, program delivery, annual review process and working relationship between the two organizations.

As provided in detail in *Appendix I*, the Memorandum of Cooperation provides the following framework for both parties:

Purpose

- To maintain a cooperative and collaborative relationship to providing recreation services in Electoral Area H.

Communications

- The primary day to day contacts for coordinating recreation program delivery between the parties will be the RDN Recreation Programmer reporting to the RDN Superintendent of Aquatics and Northern Recreation Services and communicating with the Lighthouse Recreation Commission Chairperson.
- The RDN Recreation Programmer and the Lighthouse Recreation Commission intend on meeting annually to plan and schedule services/programs between the two organizations.

Program Delivery

- The Lighthouse Recreation Commission may plan and implement community special events, with the RDN assisting in promotions and support as available. Support for Lighthouse Recreation Commission programs may include equipment and supplies. Examples of special events may include, but are not limited to: Easter Egg Hunt, Poker Path Run, Halloween Party, and the Polar Bear Swim.
- To cooperate to avoid duplication and to promote each others programs.
- As assistance to the Lighthouse Recreation Commission, the RDN will permit the Recreation Commission to distribute program information and the RDN will accept Lighthouse Recreation Commission registration forms at the RDN Recreation Programmer H office.
- As assistance to the RDN, the Lighthouse Recreation Commission may approve funding for RDN recreation programs where they deem appropriate.
- The RDN is currently providing up to a 1/6 display ad for the Lighthouse Recreation Commission in each seasonal Active Living Guide, at no cost to the Lighthouse Recreation Commission.
- To work together to develop a recreation guide/pamphlet for Electoral Area H.

ALTERNATIVES

1. To approve the Memorandum of Cooperation between the Regional District of Nanaimo and Lighthouse Recreation Commission.
2. That the Memorandum of Cooperation between the Regional District of Nanaimo and Lighthouse Recreation Commission not be approved at this time and alternative direction be provided.

FINANCIAL IMPLICATIONS

There are no direct financial implications in regard to the RDN signing the Memorandum of Cooperation which is a non binding legal document. For the present time, the RDN provides the Lighthouse Recreation Commission with free display ad space in the Active Living Guide, as it does with other community not-for-profit organizations providing recreation services in District 69.

SUSTAINABILITY IMPLICATIONS

By entering into a MoC with the Lighthouse Recreation Commission for the delivery of recreation services, this provides a sustainable relationship between the organizations, regardless of the individuals and staff members involved. This will set the path for a long-term cooperative relationship without duplication and competitive programs and events, thus providing a wider variety of recreation opportunities for area residents.

CONCLUSION

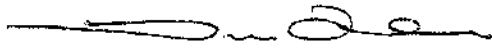
Since December 2007, RDN staff worked to establish a new recreation service and direct programming in Area H by working cooperatively with the Lighthouse Recreation Commission and other local organizations. To date this has been a positive and successful new venture receiving commendations from Lighthouse Recreation Commission, Area H Director and area residents. Looking ahead and realizing that RDN staff and Lighthouse Recreation Commission society members will change over the years, it was recommended that a Memorandum of Cooperation would outline how the two organizations will work collaboratively to provide recreation services within the community well into the future.

A meeting was held in January 2009 with the Lighthouse Recreation Commission and Area H Director in which both parties acknowledged the purpose and outlined the working relationship between the organizations. The parties developed a Memorandum of Cooperation that would ensure the relationship and parameters for service delivery would be captured in the non binding legal document.

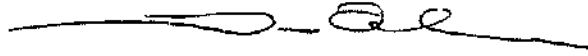
It is recommended that the Memorandum of Cooperation be approved between the Regional District of Nanaimo and Lighthouse Recreation Commission for the proposed relationship in providing recreation services in Electoral Area H.

RECOMMENDATION


That the proposed Memorandum of Cooperation between the Regional District of Nanaimo and Lighthouse Recreation Commission be approved.



12/1/ Report Writer



General Manager Concurrence



C.A.O. Concurrence

Appendix 1

MEMORANDUM OF COOPERATION

THIS MEMORANDUM OF COOPERATION dated the _____ day of _____, 2009,

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

(hereinafter called the "RDN")

AND:

LIGHTHOUSE RECREATION COMMISSION
P.O. BOX 116
Bowser, BC
V0R 1G0
Society Act Number S-12106

(hereinafter called the "LRC")

WHEREAS:

- A. The LRC is a not for profit society with the purpose of providing recreation services to residents in Area H. The LRC constitution states the society is to plan, develop, activate and promote community recreation, and assist already established groups and programs. Funding for the LRC is provided from charges for its recreation programs and, as approved by the District 69 Recreation Commission from time to time, in grants in aid from the RDN.
- B. The RDN provides recreation services in Electoral Areas E, F, G and H and the municipalities of Parksville and Qualicum Beach through the authority of its "Joint Civic Properties and Recreation Commission Local Service Area Bylaw No. 861". Funding for recreation programs are provided by general taxation and recreation program fees.
- C. As part of its goal of providing programming resources within the District 69 Electoral Areas the RDN currently provides a part time Recreation Programmer to coordinate recreation services in Electoral Area H.
- D. The Parties wish to describe a cooperative relationship for recreation service delivery in Electoral Area H.

NOW THEREFORE the parties state their mutual understanding and intentions to be as follows:

Purpose

1. The LRC and the RDN acknowledge and agree that each is an independent party and neither represents the other with respect to recreation programming.

2. The LRC acknowledges and agrees that the RDN has a legislative requirement to provide recreation programming and must do so in a manner deemed appropriate to the local area and within its financial and personnel resources.
3. The LRC and the RDN wish to maintain a cooperative and collaborative relationship to providing recreation services in Electoral Area H.

Communications

4. For the purposes of this memorandum, the RDN Manager, Recreation Services and the LRC Chairperson shall be the corporate contacts for discussing recreation programs for Electoral Area H.
5. The primary day to day contacts for coordinating recreation program delivery between the parties will be the RDN Recreation Programmer reporting to the RDN Superintendent of Aquatics and Northern Recreation Services and communicating with the LRC Chairperson.
6. The RDN Recreation Programmer will endeavour to maintain regular communication with the LRC by attending meetings when practical.
7. The RDN Recreation Programmer and the LRC intend on meeting annually to plan and schedule services/programs between the two organizations.

Program Delivery

8. The LRC may plan and implement community special events, with the RDN assisting in promotions and support as available. Support for LRC programs may include equipment and supplies. Examples of special events may include, but are not limited to: Easter Egg Hunt, Poker Path Run, Halloween Party, and the Polar Bear Swim.
9. Wherever possible the RDN and the LRC will cooperate to avoid duplication and to promote each others programs.
10. As assistance to the LRC, the RDN will permit the LRC to distribute LRC program information and the RDN will accept LRC registration forms at the RDN Recreation Programmer H office.
11. As assistance to the RDN, the LRC may approve funding for RDN recreation programs where they deem appropriate.
12. The RDN is currently providing up to a 1/6 display ad for the LRC in each seasonal Active Living Guide, at no cost to the LRC. The provision of no cost advertising may be discontinued if the LRC ceases to operate or due to financial reasons.
13. The RDN and LRC intend on working together to develop a recreation guide/pamphlet for Electoral Area H.

Annual Review

14. The LRC Board and the Superintendent of Aquatics and Northern Recreation Services will meet annually, on or before December 15 to review the activities of the previous year and to discuss in a spirit of continuing cooperation, activities for the following year.

Patty Biro, Chairperson
Lighthouse Recreation Commission

Tom Osborne, General Manager
Recreation & Parks Services
Regional District of Nanaimo



RDN REPORT	
CAO APPROVAL <i>(Signature)</i>	
EAP	
COV	✓ Apr 14 '09
MAR 22 2009	
R-D	
BOARD	
Dist 69 - revised	

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: March 11, 2009

FROM: Sandra Pearson
Superintendent of Aquatics &
Northern Recreation Services

FILE:

SUBJECT: District 69 Recreation Grants Program Review

PURPOSE

To seek Board approval regarding revisions to the District 69 Recreation Grants Program.

BACKGROUND

At the January 22, 2009 meeting of the District 69 Recreation Commission, issues regarding the District 69 Recreation Grants Program were discussed including the classifications of "Youth" and "Community", the age parameters for Youth, the number of Youth Grant applications, and whether the full amount of funding needs to be applied to Youth. In addition the Commission questioned if Youth Grants could be expanded to include children, currently covered under the "Community" section. It was agreed that a review of the Grant Program was needed.

As recommended by the District 69 Recreation Commission, the Regional Board approved the following resolution at the February 17, 2009 regional board Meeting:

"That staff be directed to undertake a review of the District 69 Recreation Commission Grant In Aid Program to be presented at the March 2009 Commission meeting."

District 69 Recreation Grants have been provided for and funded through the District 69 Recreation Coordinating Service Function since its inception in 1986. Grant applications have been reviewed and recommendations have been made by the District 69 Recreation Commission to the Regional Board. Initially, "Grants-in-Aid" were provided for electoral area projects as well as District projects for all ages, totaling \$7,500 annually.

In 2000, the Grants-in-Aid funding (\$7,500) was combined with the new "Youth Grants" funding (\$35,000) as part of the Youth Services Plan for a total Grant Program of \$42,500. The Youth Services Plan defined "youth" as anyone between the ages of 11-18 years of age. Since 2000 the funding envelope for grants has risen to a high of \$82,500 (2002) and was subsequently reduced to \$62,500, half of which is targeted as "Youth Grants" and the balance supports "Community Grants".

The District 69 Recreation Grants criteria are broad to capture the greatest range of possible projects and programs. The District 69 Recreation Commission prioritizes projects depending on the number of applications and the available funding and makes recommendations to the Regional Board. The

Recreation Grants Program has been well received throughout the community and has served to provide enhanced opportunities for recreation services for residents throughout the Oceanside area.

Major projects that have been funded in recent history include:

- Laser boats for the Deep Bay Yacht Club youth sailing program (2000-2004: \$14,200);
- Erik Goetzinger BMX race track development (2002-2004: \$13,410);
- Ballenas Secondary School oval field improvement (2000-2001: \$17,000);
- Arrowsmith Agricultural Association building improvement (2003: \$8,850);
- Errington War Memorial Hall Association building improvement (2002-2005: \$22,000);
- Arrowview Elementary School PAC playground development (2002-2005: \$8,660);
- Bard to Broadway Theatre Society (2005-2008: \$15,265); and,
- District 69 Family Resource Association (2004-2008: \$32,509).

In 2006 the Regional Board amended the program to exclude capital improvement requests to facilities operated by non-profit community organizations and undertook the process to amend the Electoral Area Community Park Function Bylaws to handle and fund these kinds of requests.

Community Grant applications generally outnumber Youth Grant applications. In a given year, any youth funding that has not been dispersed during the year may be allocated to Community Grant projects during the Fall review of applications. In this way, youth projects continue to receive priority for funding but do not exclude the dispersal to other recreation proposals. The amount of available Youth Grant funding has been utilized from 60-100% over the last nine years, with Community Grants accessing the extra funds available from 85-147% in the same period.

Staff recommend that this distribution of funds continue to be evenly split, particularly as the bulk of Recreation Grants funding originally came from the Youth Services budget to support Youth initiatives. Applications for Children's projects are recommended be considered within the Community Grants allocation.

Year	Youth Grants	% of Allotment	Community Grants	% of Allotment	Total Used	% of Funding
2008	\$ 28,050	90%	\$ 34,450	110%	\$ 62,500	100%
2007	\$ 37,683	121%	\$ 37,682	121%	\$ 75,365	121%
2006	\$ 20,963	67%	\$ 33,929	109%	\$ 54,892	88%
2005	\$ 20,403	65%	\$ 37,342	119%	\$ 57,745	92%
2004	\$ 25,380	81%	\$ 38,620	124%	\$ 64,000	102%
2003	\$ 32,450	104%	\$ 38,550	123%	\$ 71,000	114%
2002	\$ 44,081	107%	\$ 35,101	85%	\$ 79,182	96%
2001	\$ 27,754	79%	\$ 7,500	100%	\$ 35,254	83%
2000	\$ 34,825	100%	\$ 7,675	102%	\$ 42,500	100%

A copy of the Recreation Grant Program disbursements (2000-2008) is attached as *Appendix II*

Upon review, the application process should be amended to explain that any funding remaining in one category (i.e. Youth or Community) that has not been dispersed during the year may be allocated to the other grant category in the Fall, and that any unallocated grant funding will be carried over to the next the budget year under the recreation grants general ledger.

Definition of Youth and Community Grants:

It is recommended that the District 69 Recreation Grant Program include the following definitions:

- Youth Grants (11-18 yrs of age with the majority of beneficiaries within this age category).
- Community Grants (Family, Children, Adult and Seniors)

Administration of Program:

Upon review, there are administration and criteria changes which would assist the administration, accountability and sustainability of the grant funding. These are as follows:

Create a simple reporting procedure whereby the grant recipient submits a report on completion of the project, within one year of receiving the funding.

1. Successful grant recipients must spend the funds for the approved purposes within twelve months of receiving the funds, or the funds shall be returned to the RDN.
2. Successful grant recipients will be required to provide a Summary Report outlining the intent and final outcome of the project and accounting of how grant monies were spent within the overall budget. This Summary Report must be submitted to the Commission within 60 days of project completion. Failure to provide a written report may result in future applications being denied.

Create project sustainability, whereby the applicant provides assurance that the necessary funds, partners and approvals are in place, prior to receiving funding.

3. Some applications, requiring approval and/or cooperation from land owners, several organizations or funders, may be approved in principle with conditions including:
 - Providing written approval from land owners/, municipalities;
 - Providing written proof /receipt that other funding and partners are in place to sustain the whole project and budget;
 - Other as need arises

Once the conditions are met then funds will be disbursed. Formal agreements may be required depending on the nature of the application.

Ensure suitable recognition of the RDN by grant recipients in promotion of the project. As the RDN is funded by taxpayers who are interested in how funds are dispersed, this allows residents to know where RDN funding is applied.

4. It is preferred that the Regional District of Nanaimo name and logo is recognized in any recognition of the project whether promotions, written or signage.

Funding Criteria

With review of recent applications from sports groups, it is suggested that the following change is made regarding the funding criteria.

5. "Funds may not be used for honorariums, wages or other professional fees, **personal equipment, or individual membership fees.**"
6. "Projects receiving funding from the RDN Grants-In-Aid Program will not be eligible for additional funding from the Recreation Grants Program. **Groups may apply for different projects for their organization but will not receive more than one source of RDN funding for the same project.**"

Attached as *Appendix II* is the District 69 Recreation Grant Program which includes the recommended changes that have been underlined.

ALTERNATIVES

1. To approve revisions to the District 69 Recreation Grants Program.
2. To not approve revisions to the District 69 Recreation Grant in Aid Program and provide alternative direction.

FINANCIAL IMPLICATIONS

There are no budget implications to amending the Recreation Grant Program criteria.

SUSTAINABILITY IMPLICATIONS

By accepting these recommendations, the Commission will continue to provide a sustainable grant program, which clarifies how and when money is to be spent, reported and recognized. It will continue to promote the provision of recreation opportunities for youth, which is a higher risk population, within the community while still having other funding options available to the greater population.

CONCLUSION


Since 1986, the District 69 Recreation Grants have been provided through the Commission and the Regional Board. A huge variety of organizations and projects have been funded, with a very positive impact on the community and benefits to many. With recent concerns mentioned by the Commission, a review and report was requested. It was found that overall, Commission and staff have worked hard to promote the program and assess applications and utilize the funds available.

The two funding categories and allocations have been reviewed and it is recommended they continue in the current form, in order to provide access to all categories of the community, with an emphasis on youth. Any remaining funds remaining from either category will be available for Commission's consideration and disbursement in the Fall application process for the other category as applicable.

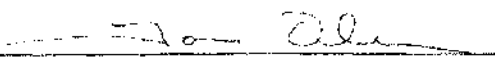
Some minor changes in program administration, funding criteria and application process have been also been recommended in order to improve accountability, consistency and process, ensuring the program is effectively used and monitored. Given the Grant Program has been well received in the community, and for the most part, effective in terms of its administration and beneficial in terms of its value, staff are considering only the minor revisions outlined and maintaining the funding balance between the two categories.

RECOMMENDATIONS

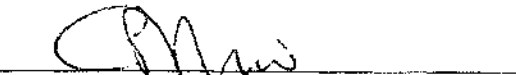
1. That the revisions to the District 69 Recreation Grants Program be approved as detailed in *Appendix I*.
2. That an equal balance of funding allocated for District 69 Recreation Youth Grants (50%) and District 69 Recreation Community Grants (50%) remain as currently provided.



per/ Report Writer



General Manager Concurrence



CAO Concurrence



APPENDIX I

RECREATION GRANTS PROGRAM

Proposed Changes Underlined>

NOTE: Please ensure you read all of the information provided before completing your application.

PROGRAM OBJECTIVE

To provide funds on a District-wide basis to organizations requesting financial assistance to offer recreation programs, special events or projects, which would benefit specific communities or the District as a whole; either youth specific (11-18 years) or to other populations.

BUDGET

Allocation of funding is reviewed each year by the staff and the District 69 Recreation Commission, and approved by the Board of the Regional District of Nanaimo. Funding available is equally shared between two categories of grants, the Community Grants and the Youth Grants. Funding is disbursed at the Commission's discretion upon receipt of a completed Grants Program application to a maximum of \$2,500 per application and only after Regional Board approval. Larger disbursements may be considered at the Commission's discretion.

APPLICATION PROCESS

1. Submissions for grant applications are advertised and received on a tri-annual, seasonal basis. Deadlines are the last Friday in January, April and September of each year. Groups applying for grants **must** complete an application form, included with this package or may be picked up at **Oceanside Place** or the **Ravensong Aquatic Centre**.
2. Completed application forms clearly marked "**Recreation Grants Program**" and delivered in a sealed envelope are to be submitted to:

Attention: **Cathy MacKenzie**
Recreation Programmer - Community Development
RDN Recreation and Parks
830 West Island Highway
Parksville, B.C. V9P 2X4

ADMINISTRATION OF PROGRAM

1. A sub-committee of the District 69 Recreation Commission and Recreation and Parks staff will review and evaluate grant applications. Recommendations regarding successful grant recipients will be forwarded to the District 69 Recreation Commission and to the Regional Board for approval.
2. The sub-committee may disburse, each term, approximately 1/3 of the grant funding available; although, if deemed appropriate by the sub-committee, based on the nature of the proposal, larger expenditures, per term, may be recommended, as funds are available.
3. All applicants will be notified regarding approval status, and once approved, successful applicants will receive funding within 3 weeks of approval date.

4. The District 69 Recreation Commission will ensure that each community is generally, equitably represented throughout the year and that a wide range of grant recipients including recreation/parks, sports, arts and culture are represented in the selection process.
5. Successful grant recipients will be required to provide a Summary Report outlining the intent and final outcome of the project and accounting of how grant monies were spent within the overall budget. This Summary Report must be submitted to the Commission within 60 days of project completion. Failure to provide a written report may result in future applications being denied.
~~A follow-up process and evaluation procedure may be implemented depending on the nature of the project and as the Commission deems necessary. This process may require a report regarding the success of the project along with funding revenues and expenditures to be submitted within 60 days of project completion. Formal agreements may also be necessary depending on the nature of the application and if the Commission deems necessary.~~
6. Late submissions may or may not be considered at the discretion of the sub-committee depending on timing, priorities and available funding.
7. It is preferred that the Regional District of Nanaimo name and logo is recognized in any recognition of the project whether promotions, written or signage.

FUNDING CRITERIA

1. Funding will be considered for groups providing **recreation** services in any of the following:
 - new programs
 - expansion of current programs
 - leadership development
 - new or expanded special events
 - special projects
2. When selecting grants priority will be given to the following applications:
 - representative of District wide opportunities
 - representative of Electoral Area communities
 - offering services to a wide range and number of participants
 - gender equitable – accessible to both females and males
3. Only non-profit groups within District 69 qualify for funding.
4. Funds may not be used for honorariums, wages or other professional fees, personal equipment, or membership fees.
5. Must be unique in nature – not duplicating services already provided in the community unless a demand can be demonstrated.
6. It is recommended that groups identify a minimum of one other revenue source within their funding proposal other than the Regional District of Nanaimo.
7. Groups applying for more than one project or program may be considered depending on the availability of funding; however, groups may not apply for funding from both Community Grants and Youth Grants for the same proposal.
8. Projects receiving funding from the Regional District of Nanaimo Grants-In-Aid Program will not be eligible for additional funding from the Recreation ~~and Parks~~ Grants Program. Groups may apply for

different projects for their organization but will not receive more than one source of RDN funding for the same project.

9. Groups may apply for funding each term and each year; however, funds are not guaranteed on a regular, on-going basis.
10. The Recreation Grant Program excludes requests for repairs, maintenance or capital improvements to community operated buildings or halls. This type of request should be directed to funding that may be provided by the Electoral Area Community Parks function.
11. Some applications, requiring approval and/or cooperation from land owners, several organizations or funders, may be approved in principle with conditions including:
 - Providing written approval from land owners/, municipalities;
 - Providing written proof /receipt that other funding and partners are in place to sustain the whole project and budget;
 - Other as need arises

Once the conditions are met then funds will be disbursed. Formal agreements may be required depending on the nature of the application.

12. Recreation Grants must be used by the applicant for the sole purpose as described in the grant application. Successful grant recipients must spend the funds for the approved purposes within twelve months of receiving the funds, or the funds shall be returned to the RDN.

RECREATION GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

COMMUNITY GRANTS
(Family, Children, Adult and Seniors)

YOUTH GRANTS
(11-18 yrs of age with the majority of beneficiaries within this age category)

Date of Application: (m/d/y) ___/___/___

Date Received: ___/___/___

A. ORGANIZATION INFORMATION

1. Name of Organization: _____
Address: _____

Postal Code: _____ Fax Number: _____

Phone Number(s): _____ Alternate: _____

2. Contact Name: _____
Address: _____

Postal Code: _____ Fax Number: _____

Phone Number(s): _____ Alternate: _____

3. Is your organization or your parent organization registered as a non-profit society in BC?
Yes _____ No _____

4. Is your organization capable of issuing a deductible receipt? Yes _____ No _____

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project _____

Expansion/Enhancement of Existing Program / Project _____

2. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- Purpose
- Background
- Goals and objectives
- Type of project – activity, program, event, etc.
- Location of project
- Approximate number of participants to be served
- Ages of participants
- Any other relevant information

C. FINANCIAL INFORMATION

1. Amount requested: \$ _____

2. Specify, in general, how funds will be utilized:

3. Copy of specific program budget included? Yes _____ No _____

Give reason if no: _____

4. Copy of organization's financial statement included? Yes _____ No _____

Give reason if no: _____

5. What other effort is your organization undertaking to obtain other funds for this program / project?

6. Were any requests for funding granted? Yes _____ No _____

Granted by: _____

Please provide detailed budget information on page 4 of this application including the following information:

- all costs associated with the project
- all revenues associated with the project
- any fees charged to participants
- any other financial contributions of any kind (include items awaiting approval)

Description of the Program / project:

_____ (more space provided) _____

Financial Information:

1. Please provide the following information regarding the project budget:
 (You may wish to submit your own budget information on a separate sheet attached.)

- all costs associated with the project
- all revenues associated with the project
- any fees charged to participants
- any other financial contributions of any kind (include items awaiting approval)

REVENUES:	Amount	EXPENDITURES:	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Totals:	\$ _____	\$ _____	_____

Amount Requested for funding (Shortfall): \$ _____

APPENDIX II

District 69 Recreation Commission Grant Distribution History

Community Group	2008	2007	2006	2005	2004	2003	2002	2001	2000
Adrenalin Games, Vancouver Island					1,300	1,500	1,500	990	
Arbutus Jumpers			2,000						
Area G Recreation, Parks and Greenspaces Advisory								1,250	1,250
Arrowsmith Agricultural Association						8,850			
Arrowsmith Community Enhancement Society		1,510	533	3,172	900				
Arrowsmith Mountain Bike Club		2,500					7,710		9,300
Arrowsmith Lodge									400
Arrowsmith Cricket Club and Sports Association					400	500	690		400
Arrowview Elementary School PAC				2,000			6,660		
Arrowsmith Search and Rescue					2,500	850			
Ass. Family and Community Support Services	2,000					1,600			
Ballenas Dry Grid	1,250		2,000	1,200	400	800	1,250		
Ballenas Cheer Team				1,500	1,000	4,615			
Ballenas Whalers Football	2,500								
Bard to Broadway	3,300	5,000	4,500	2,465					
Beacon Christian School							2,500	867	950
Boulbee Park									6,500
Bow Horn Bay Community Club						4,000			
Bowser Tennis Club					2,500				
Bradley Centre								416	
Building Learning Together	800				1,980	2,480			
C.H.R.C.O.							6,500	416	225
Coombs Halloween Candy Walk	1,500			2,500	1,000	1,000	1,000	250	500
Dashwood Recreation Commission		4,000							
Deep Bay Celebration Committee		2,000	2,000						
Deep Bay Yacht Club					2,500		2,700	3,000	6,000
District 69 Society of Allied Support Groups				125					
District 69 Dance Committee								1,173	
District 69 Minor Softball	2,500	2,625	410				2,000		
District 69 Volunteer Centre Association								500	
District 69 Youth Floor Hockey League									500
Eagle Park Health Care Auxiliary			2,000						

105

Echo Players Theatre	2000			1,100						
Erik Goetzinger BMX		3,500				2,500		3,200		
Errington Therapeutic Riding Association	1000	3,500	1,265	1,300		2,500		1,500		
Errington War Memorial Hall Association				7,250	9,250	5,500		5,100	416	625
Errington Co-op Preschool									400	200
D69 Mixed Orthodox League	1,000									
Family Resource Centre, District 69	7,250	8817	8,074	3,678	4,690	980		500	300	
Forward House Community Society		1800								
Fuzion Youth Centre							2,500			
Island Ryders Wakeboard Club							2,600			
Kidfest	1,000	1000	1,500	1,500	1,075	1,500		1,500	250	1,000
Kwalikum Kondors Rugby								1,284		
Kwalikum Kondors - cross country	400									
Kwalikum Sec. School Music Program						1,400				
Kwalikum Sec. School Dry Grad		1250		1,260						
Lighthouse Recreation Commission	2260	3,145		1,850	2,000	1,250		1,250	1,250	1,250
Lighthouse Community Centre Society									400	
Lighthouse Country Trail Group	656									
Lighthouse Floor Curlers							230			
Mid-Island Habitat Enhancement Society					700	966				
Mid-Island Wildlife Watch Society			1,000	1,000	1,000	1,000				
Mid-Island Wheelchair Sports Club								8,112	470	400
Moorecroft Camp Society						1,720				
Nanoose Bay Activities and Recreation Society								3,600	1,250	1,850
Nanoose Bay Elementary PAC	3870	1,500	1,000	1,000	1,000	1,000				
Nanoose Place Landscaping Project			3,000	1,500	1,750					
Neighbours of the Little Qualicum River										150
Nichols Park Revitalization Project	-1,002		1,000	0						500
Nights Alive										
Oceanside Baseball Association	4,500	2500		2,500	1,350					
Oceanside Community Arts Council	3,200	850	750	2,225	1,400	800				500
Oceanside Ebblide Slo-Pitch Seniors Rep	1,000		1,100	1,800						
Oceanside Eagles Senior Ball (formerly Parksville Grandpappies)	1800		2,400							
Oceanside Floor Curlers	1000	2,000		500		1,300				
Oceanside Junior Cheer & Stunt Squad								2,000		

Oceanside Minor Hockey Association						2,500	
Oceanside Radio Communications Association							300
Oceanside Track and Field Club	1,023		4,360	2,500		11,260	750
Oceanside Youth Football	2,500						300
One Five One	1,500	1,381					
Panthers Hockey	550	2,140					
Parksville Badminton Club						1,000	
Parksville Basketball Committee							2,256
Parksville Beach Festival							300
Parksville Curling Club	3,645	2,000					
Parksville and Dist Assn for Community Living		2,550	1,500	2,500	870		
Parksville and District Historical Society				500			
Parksville Elementary Trust Fund							500
Parksville Lawn Bowling Club	2,000	2,000					
Parksville Lions Club		1,200					
Parksville Pirates (70+ softball)	2,000						
Parksville/Qualicum 4H Club						500	1,500
Parksville Qualicum Foundation	2,500						
Parksville/Qualicum Pony Club							350
Parksville Royals Baseball Club			4,500		700	4,400	
Parksville Seniors Athletic Group (Slo-Pitch)	1,000	932		230	600	3,700	
Parksville Seniors Drop-in and Activities Centre				200			
Parksville Special Olympics					700		
Parksville Streamkeepers Society							2,000
Parksville Tennis Club							1,710
Participaddle Society				750	750	1,000	
Qualicum Beach Family Day			3,100				
Qualicum Beach Lawn Bowling Club							
Qualicum Beach Museum	950						
Qualicum Beach Seedy Saturday Association	1,000			900			
Qualicum Beach Volunteer Fire Department		2,500		2,500	2,500		
Qualicum First Nation	1,300						
Qualicum Skateboard Park Committee							5,400
Ravensong Aquatic Club	1,800	1,800	2,500	1,250	1,250	2,700	
Ravensong Masters Swim Club			1,900		1,300		
Rotary Club of Qualicum Beach	4,052	5,875					

San Pieri Owners and Residents Association					2,200			1,500	
Safe Schools, Safe Communities								650	
School District #69- Ballenas field upgrade								12,500	4,500
Silver Spurs Riding Club									200
Snowhounds Youth Ski and Snowboard Club								1,500	
Society of Organized Services						2,500			
The Old School House Arts Centre				2090					
Time Out for Tots and Moms								2,410	
Vancouver Island BMX Club									1,500
Vancouver Island Opera (formerly O.I.E)	1000	900	2,500	2,200	1,300	2,500			
Vicious Vacant Productions								1,715	825
Woodwinds Community Support Society									1,750
Women and Girls in Sport						1,350		1,250	1,250
Young Life Oceanside				2,500					
Youth Breakdance Project								1,200	
Youth Link- Linking Out Loud						1,450			
Total Annual Grants Distributed to Date	\$62,500	\$75,365	\$54,892	\$57,745	\$64,000	\$71,000	\$79,182	\$35,254	\$42,500
Total Annual Grants Budget	\$62,500	\$62,500	\$62,500	\$62,500	\$62,500	\$62,500	\$82,500	\$42,500	\$42,500
Previous Year's Surplus	0	\$12,865	\$5,255	\$500	\$2,000	\$10,500	\$7,240		
Total Grants Available per Annum	\$62,500	\$75,365	\$67,755	\$63,000	\$64,500	\$73,000	\$89,740	\$42,500	\$42,500
Remainder to Date	\$0	\$0	\$12,863	\$5,255	\$500	\$2,000			

Revised October 10, 2008

* As of 2000, Youth Grants are included in the totals

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE
COMMISSION INAUGURAL MEETING
HELD WEDNESDAY, MARCH 11, 2009 AT
CEDAR HERITAGE CENTRE
7:00PM**

Attendance: Joe Burnett, Director, RDN Board
Dawn Burnett
David Flynn
Shelagh Gourlay
Ryan Rango
Shannon Wilson
Kerri-Lynn Wilson
Lynnette Aldcroft

Staff: Tom Osborne, General Manager of Recreation and Parks
Dan Porteous, Superintendent of Arenas and Southern Recreation Services
Elaine McCulloch, Park Planner
Marilynn Newsted, Recording Secretary

Regrets: Krista Seggie

CALL TO ORDER

Mr. Osborne called the meeting to order at 7:05pm.

Mr. Osborne welcomed the new Commission members to the table. He noted some members were previously members of either the Electoral Area 'A' Parks and Green Space Advisory Committee or the Electoral Area 'A' Recreation and Culture Commission which were both dissolved and combined into the new Parks, Recreation and Culture Commission.

REVIEW ORIENTATION MATERIAL

Mr. Osborne reviewed the orientation material provided to the Commission members noting the Terms of Reference, Electoral Area 'A' Recreation and Culture Services Master Plan, Electoral Area 'A' Community Trails Study, the Regional Parks & Trails Plan 2005 – 2015 and the roles and the responsibilities of the Commission.

Mr. Porteous provided a summary of the Electoral Area 'A' Recreation and Culture Service Delivery Options report, which included a recommendation for a preferred service delivery option approved by the Regional Board in January 2009. The previous Commission had been working with staff, throughout 2009, to establish a service delivery model either through an agreement with the School District to provide services on behalf of the Regional District by utilizing the existing Community School Coordinator positions, or through the Regional District retaining a program coordinator. Staff were unsuccessful in achieving an agreement with the School Board by the January 2008 deadline. As the Commission was dissolved in January, the

staff report, recommending staff retain a program coordinator, was presented through the Electoral Area 'A' Director to the Regional Board for approval.

Once the budget is approved, the process to fill the program coordinator position will take place. Staff will work through issues such as an office location, administrative details regarding equipment and supplies, introduction of the program coordinator to the community and vice versa, a review of the Master Plan, and details of service provision in relation to community needs and desires.

ELECTION OF OFFICERS

Nominations and Election of Chair

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

MOVED Commissioner Gourlay, SECONDED Commissioner Flynn, that Commissioner J. Burnett be nominated for the position of Chair.

CARRIED

As no other nominations were received, Mr. Osborne declared Commissioner J. Burnett as Chair.

Nominations and Election of Deputy Chair

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

MOVED Commissioner D. Burnett, SECONDED Commissioner Gourlay, that Commissioner S. Wilson be nominated for the position of Deputy Chair.

CARRIED

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

Mr. Osborne turned the meeting over to Chair J. Burnett.

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner S. Wilson, SECONDED Commissioner K. Wilson, that the following Correspondence be received:

- J. Burnett to Cedar Community Association, Re: Grant-In-Aid Funding Application
- J. Burnett to Cedar Seniors Drop In, Re: Grant-In-Aid Funding
- J. Burnett to Cedar Community Secondary School Travel Club, Re: Grant-In-Aid Funding
- J. Burnett to South Wellington and Area Community Association, Re: Grant-In-Aid Funding
- J. Burnett to South Wellington Elementary School Parent Advisory Committee, Re: Grant-In-Aid Funding Application
- T. Osborne Email, Re: Recreation and Parks Management Team

- W. Marshall to Ministry of Forest and Range Protection Branch, Re: Fire Control Cost Sharing Agreement
- E. McCulloch to New Line Skateparks Inc., Re: Agreement Concept Plan Cedar Skatepark

CARRIED

BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE

Commissioner D. Burnett requested that future correspondence regarding the denial of a Grant-In-aid application include the reason for denial.

REPORTS

Regional Parks and Trails and Community Parks Update

Ms. McCulloch reviewed the Regional Parks and Trails and Community Parks Update Report highlighting the following items:

- Morden Colliery Regional Trail – as part of the Cedar Estates subdivision approval there was an agreement that the developer would improve the trailhead adjacent to the Wheatsheaf Pub. A meeting was held with the developer and also a site visit was done to confirm with the developer, what the site might look like. Currently the developer is in the process of hiring a landscape architect to prepare drawings. Ms. McCulloch noted she will work with the developer to ensure the bridge structure will support pedestrian and equestrian traffic.
- The development of a Mt. Benson Regional Park Management Plan is in process. An Open House will be held April 16, 2009, from 4:00 to 8:00pm, at Beban Park for public review and input on the management plan.

MOVED Commissioner D. Burnett, SECONDED Commissioner Aldcroft, that the Reports be received.

CARRIED

NEW BUSINESS

Grant-In-Aid

Mr. Porteous presented a brief history of the Grant-In-Aid process. The previous Commission established a Grant-In-Aid Program with approval from the Regional Board. Currently, there is \$10,000 in the budget, which may be provided to the community for various projects, programs and events. The current Grant-In-Aid procedure allows for two grant opportunities, one in the late fall for spring/summer of each year and one in the spring for the fall/winter. To date two formal application processes have been completed through 2008.

Previously, the Grant-In-Aid applications have been presented to the entire Commission for approval. Mr. Porteous pointed out that a Grant-In-Aid Sub-Committee needs to be formed. The Grant-In-Aid applications would then be vetted through the Sub-Committee, which would include

a staff person as a resource, for consideration and recommendation through to the Commission. Once endorsed by the Commission the recommendations would then be forwarded through to the Regional Board for final approval.

Mr. Porteous stated the Grant-In-Aid criteria will be reviewed at the next Commission meeting noting the following items will be considered as part of the review:

- Wages/Honorariums
- Capital
- PAC and Other Government Organization Grants
- Travel Grants

Mr. Porteous pointed out as the Regional District has other Grant-In-Aid opportunities the web site has been improved to clearly show the link to the Electoral Area 'A' Parks, Recreation and Culture Commission Grant-In-Aid information and application forms.

As there is some residual funding remaining from 2008, the Grant-In-Aid Sub-Committee will have approximately \$14,000 in funding available for applicants in 2009.

Mr. Porteous noted a copy of the current Grant-In-Aid Program information will be forwarded to all Commissioners for review prior to the next meeting.

Commission Appointment to Grant-In-Aid Sub Committee

MOVED Commissioner D. Burnett, SECONDED Commissioner S. Wilson, that Commissioners Flynn, Gourlay and Aldcroft be appointed to the Grant-In-Aid Sub-Committee.

CARRIED

Commissioner Aldcroft noted she will be away for the month of April and will not be able to attend the first meeting of the Grant-In-Aid Sub-Committee.

The Commission requested that Mr. Porteous approach Commissioner Seggie to see if she would be interested to sit as an alternate member on the Grant-In-Aid Sub-Committee.

Cedar Skate Park

Ms. McCulloch reported the site for the Cedar Skate Park has been confirmed and the proposed skate park would be constructed on the grounds of the Cedar Secondary School. The current agreement in principle with School District 68 states that once the funds are in place for the skate park, a lease agreement will be put in place with the Regional District to ensure the RDN takes on the liability and management of the site. An application to the Agriculture Land Commission for Non-Farm Use and a Riparian Areas Regulation assessment, have both been completed.

Consultant, New Line Skateparks Inc. and Van der Zalm and Associates, have been hired to prepare a concept plan for the skate park. Possible grant applications or funding sources require a concept plan which also includes a costing and an estimated budget for the project. In order to develop the concept plan there will be three points of contact with the Community to get public input. The first public session will be held March 12, 2009, at the high school, as a workshop with interested youth and will be facilitated by the consultant. A rough concept will be prepared

from the feedback received, which will then be presented at a second workshop to the youth and other members of the public. After review, a third meeting, a public open house with the consultant and staff attending, will be held for community review and input. The entire project should be completed by the end of May. A presentation of the rough concept plan will be presented at the next Commission meeting.

Vancouver 2010 Olympic Torch Relay

Mr. Porteous reported he, along with Mr. Osborne and Commissioner J. Burnett, attended the Vancouver 2010 Olympic Torch Relay meeting in Nanaimo. He explained the scope of the Torch Relay event and how Electoral Area 'A' would be involved with respect to the route. Mr. Porteous noted that he will be the Regional District staff liaison for EA 'A' regarding the relay until a program coordinator is hired and connections are made with various organizations in the community who can play a role in assisting with the event. Commissioner J. Burnett is also a key contact for EA 'A'.

The relay will begin in Victoria on October 30, 2009, and pass through the Cedar area on day two, October 31, 2009. Regional District staff will also be involved in promoting and assisting with the relay during its travels through other various communities of the Regional District from EA 'A' in the south through Nanaimo, Lantzville, Parksville, EA 'F' (Coombs) on to Port Alberni, Ucluelet and Tofino; then on day three, starting in Qualicum Beach through to EA 'H' (Bowser) from where it moves on to the northern regions of Vancouver Island.

Duncan, Nanaimo, Port Alberni, Tofino, Courtenay and Campbell River have been designated as celebration communities for the mid island region. There will be three modes of transportation involved for the torch - by Torch Bearers running, by vehicle and by plane. Specific details of routes and timeframes will be provided at a later date.

The key to the success of the event will be mainly promotions and to encourage as many people as possible to be out along the route to celebrate the event and show support to all the Torch Bearers on their travels through the Cedar area and further points north in the Regional District.

A 2010 Olympic Torch Relay Committee will be established shortly to assist with the coordination of the event. Mr. Porteous stated he will be organizing a key stake holder committee group and also sub-committee groups to cover promotions and other issues for the event. Sarah Mulhall, Torch Relays Regional Route Coordinator – BC, is the key contact for the Regional District communities with respect to the overall coordination of the event.

Future Meeting Dates

The next meeting date will be Wednesday, April 15, 2009, at the South Wellington Cranberry Hall, at 7:00pm. Tentatively the meetings will be held on the second Wednesday of the month and are currently set for April, May, September, November, January, March and May, with no meetings during the summer months.

Commissioner Aldcroft noted the first or third Wednesday would best suit her schedule. The meeting dates will be discussed and confirmed at the next meeting.

ADJOURNMENT

MOVED Commissioner Flynn that the meeting be adjourned at 8:50pm.

Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'E' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD MONDAY, FEBRUARY 2, 2009
AT NANOOSE PLACE
7:00PM

Attendance: George Holme, Director, RDN Board
Frank Van Eynde
Gabrielle Cartlidge
Stephen Watson
Scott Wroe
Bonnie Whipple

Staff: Elaine McCulloch, Parks Planner

CALL TO ORDER

Ms. McCulloch called the meeting to order at 7:05pm.

ELECTION OF CHAIR AND SECRETARY

Ms. McCulloch called for nominations for the position of Chair.

MOVED S. Wroe, SECONDED S. Watson, that Mr. Van Eynde be nominated for the position of Chair.

As no other nominations were received, Ms. McCulloch declared Mr. Van Eynde as Chair.

Committee members will take turns covering the position of Secretary.

Ms. McCulloch handed the Chair over to Mr. Van Eynde.

MINUTES

MOVED S. Watson, SECONDED S. Wroe, that the Minutes of the Electoral Area "E" Parks and Open Space Advisory Committee meeting held December 1, 2008, be received.

CARRIED

REPORTS

Fairwinds Public Consultation

Ms. Cartlidge reported over one hundred people attended the Fairwinds Open House. A PDF of the open house may be viewed on the Fairwinds website. Mr. Van Eynde and Ms. Cartlidge will both attend the next workshop to be held February 24 and 25 to discuss the concepts proposed.

Nanoose Bay Elementary School K-Play

Donations are still being collected for the K-Play project. Funds raised to date do not meet the projected costs. Financial assistance has been requested from the Regional District, which will be reviewed through the 2009 Budget process and a request has been forwarded to the School Board for assistance with the installation costs.

Monthly Update of Community Parks and Regional Parks and Trails Projects October to December 2008

Ms. McCulloch highlighted the following items:

- The Andover beach access stairs are being repaired.
- Two new regional parks have been approved by the Board, Mt. Arrowsmith Massif and Coates Marsh on Gabriola Island.
- A load of top soil was delivered to assist local volunteers with planting a bed/box development at Henley Place Community Park.
- Staff are working with the Prawn Road/Claudette Road rezoning applicant regarding a parkland dedication/trail development proposal that would link to the undeveloped portion of Davenham Road.
- Timberstone has completed the required park upgrades.

NEW BUSINESS

Committee members requested staff prepare an Area E Trail Priority Report for review.

Committee members requested staff investigate a sign which is posted at Fairwinds, hole #13, which indicates the trail in the area is private, while it is actually a public trail.

COMMITTEE ROUND TABLE

Ms. Whipple provided the Committee with information on the Provincial Trail Strategy which recognizes the key benefits of recreation trails as economic (tourism), community (neighbourhoods), health, environment and transportation. Feedback from local government was requested by January 31, 2009. The strategy may be found at:

http://www.tea.gov.bc.ca/sites_trails/Initiatives/Prov_Trails_Strategy/recreation_trails_strategy.htm

Mr. Watson brought to the Committee's attention signs which have recently been posted at the Schooner Ridge Trail accesses at Sherbrooke Road and Rockhampton Road. The signs say "Private Road. Residents and Guests only.". This effectively eliminates public access to the trail. Mr. Watson requested staff investigate the placement of the signs.

ADJOURNMENT

MOVED F. Van Eynde that the meeting be adjourned at 7:57pm.

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE
LIQUID WASTE ADVISORY COMMITTEE
LIQUID WASTE MANAGEMENT PLAN REVIEW
HELD ON THURSDAY, MARCH 12, 2009
AT RDN BOARD CHAMBERS**

Present:	George Holme	Meeting Chair, Director Electoral Area 'E'
	Joe Burnett	Director Electoral Area 'A'
	Bob Weir	Town of Qualicum Beach
	John Elliot	City of Nanaimo
	Fred Spears	District of Lantzville
	Julia Brydon	Environment Canada
	Kirsten White	Ministry of Environment
	Blake Medlar	Ministry of Environment
	Gary Tuyls	Public Representative (North)
	Blair Nicholson	Business Representative (South)
	Christianne Wilhelmson	Environment Representative

Also in attendance:

John Finnie	General Manager, Water and Wastewater Services, RDN
Sean De Pol	Manager of Wastewater Services, RDN
Lindsay Dalton	Wastewater Coordinator, RDN
Ellen Hausman	Environmental Technician, RDN
Sara Ellis	Special Projects Assistant, RDN
Mike Donnelly	Manager of Water Services, RDN
Bev Farkas	Recording Secretary, RDN
Paul Lucas	Vancouver Island University
Marise Wickman	Vancouver Island University

Absent:

Teunis Westbroek	Director, RDN
Bill Holdom	Director, RDN
Gary Anderson	Vancouver Island Health Authority
Frank Van Eynde	Public Representative (North)
Douglas Anderson	Public Representative (South)
Michelle Jones	Business Representative (North)
James Wesley	Snuneymuxw First Nation

Note: Action items in minutes are *italicized*.

CALL TO ORDER

Chairman Holme called the meeting to order at 12:35 p.m.

APPROVAL OF AGENDA

MOVED F. Spears, SECONDED J. Burnett, that the agenda be approved.

CARRIED

MINUTES

MOVED B. Weir, SECONDED J. Burnett, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of December 4, 2008 be approved. CARRIED

RDN WATER SERVICES

L. Dalton introduced M. Donnelly, Manager of Water Services for the RDN. Mr. Donnelly discussed the connection between the water and wastewater departments and the common challenges of both departments (*presentation attached*). In the past Water and Wastewater worked without the development of unified goals; Senior government pressures along with increased environmental awareness and climate change will require that those goals be developed jointly in the future. A requirement of the province's Living Water Smart program "purple pipes" (grey water) will be required in all new construction by 2010. L. Dalton noted that is increasingly important for grant applications to draw a link between water use / planning and wastewater production and treatment. It was noted that irrigation has a huge impact on water use and may even double in summer months. Obtaining certification for installation of irrigation systems is important as is education on water conservation.

BIOSOLIDS

S. DePol introduced P. Lucas and M. Wickman from Vancouver Island University. P. Lucas presented the committee with information regarding the history of the biosolids application project located at Vancouver Island University's 1,000 ha. woodlot. Mr. Lucas described the process involving transporting, storing and applying the biosolids to the woodlot. The program complies with the Ministry of Environment's Organic Matter Recycling Regulations (OMRR). The untreated soil samples and the biosolids are tested for heavy metals and the results are far below the maximum limits for heavy metals as set out in OMRR. P. Lucas encouraged continuation of the project by noting the following points:

- Trees in the area need assistance (biosolids are 3% nitrogen and 97% cellulose) and benefit from biosolids application
- Each section is refertilized every four years
- Everything that is harvested is replanted
- No accidents or incidents at site
- Ministry of Environment audit successful – 2004
- Growing public acceptance of program
- Complaints have dropped from several per year to nil
- Two Registered Provincial Foresters involved in program
- Local economic boost
- Beneficial re-use of biosolids

P. Lucas added that the quality of the wood is not negatively affected – wood below the live green crown is good quality wood. C. Wilhelmson asked if testing was performed for additional substances such as pharmaceuticals. P. Lucas responded that the soil and biosolids are tested for heavy metals and that OMRR does not currently require testing of pharmaceuticals. C. Wilhelmson stated that spreading biosolids is not a long term option as it is too risky as those chemicals will eventually get into the soil. S. DePol added that the risk to on-site septic systems would be comparable. P. Lucas stated that "volatilization" occurs as a portion of the nitrogen evaporates into the air for up to one year. In responding to questions about the inventory of trees on-site, P. Lucas noted that the area is approximately 95% douglas fir, with some western red cedar, offsite hemlock, lodgepole pine and cedar, on a site that has been previously replanted.

S. DePol stated that the Environmental Protection Agency supports biosolid application on forests or farmlands and that the Vancouver Island University site may become a pilot site for Canadian Council of Ministers of the Environment standards on how to manage biosolids

ANNUAL MONITORING REPORTS

E. Hausman provided the committee with a report entitled "Wastewater Services Annual Wastewater Treatment Plant Reports" for their review. It was noted that RDN facilities are generally well within permit levels. GNPCC is affected by wet weather and there is more I&I in wet years. J. Elliot stated that The City of Nanaimo has made progress in line replacements over the past couple years and has installed temporary flow monitors in problematic areas to address this issue.

NEXT MEETING

The Discussion Paper on Integrated Resource Management will be presented at the next meeting and following the meeting, there will be a workshop organizing session. The intent is to develop a format that allows RLWAC members in attendance to freely explore issues of interest to them. The next meeting will be held Thursday May 7, 2009 from 12:30-2:30 at Oliver Woods Community Centre.

ADJOURNMENT

Chairman Holme adjourned the meeting at 1:50 pm.

**REGIONAL DISTRICT OF NANAIMO
REGIONAL SOLID WASTE ADVISORY COMMITTEE
REGULAR MEETING
HELD ON THURSDAY, MARCH 19, 2009
OLIVER WOODS COMMUNITY CENTRE**

Present:

Lou Biggemann	Acting Chair, Director, RDN
Al Leuschen	Ministry of Environment
Gary Franssen	City of Nanaimo
Loyd Sherry	Director, RDN
Glen Tulloch	Waste Management – Private Sector
Michael Schellinck	Waste Management – Non Profit Sector
Wally Wells	General Public - South
Janet Sawatsky	General Public - North
John Cheek	Business Community – South
Al Cameron	Town of Qualicum Beach
Fred Spears	District of Lantzville
David Hammond	International Composting Corp.
Kirs Obrigewitsch	International Composting Corp.
Dr. Bryan Imber	International Composting Corp.

Also in Attendance:

Dennis Trudeau	GM Transportation & Solid Waste Services, RDN
Carey McIver	Manager of Solid Waste, RDN
Jeff Ainge	Zero Waste Program Coordinator, RDN
Helmut Blanken	Superintendent Engineering and Disposal Operations, RDN
Sharon Horsburgh	Senior Zero Waste Coordinator, RDN
Maggie Warren	Superintendent of Scale & Transfer Services
Rebecca Graves	Recording Secretary, RDN

CALL TO ORDER

The Chairperson called the meeting to order at 4:05 pm. Introductions were made.

MINUTES

Mike Schellinck was not in agreement with the minutes of the January 15 meeting with respect to the Assessment of New Treatment Technologies Draft Report. In his opinion, the minutes as presented are too vague and one sided in support of waste-to-energy.

MOVED Wally Wells, SECONDED Maggie Warren that the minutes be amended as follows;

The Assessment of New Treatment Technologies Draft Report was discussed however, the Committee did not come to any conclusions.

CARRIED

That the minutes of the Regional Solid Waste Advisory Committee meeting of January 15, 2009 be adopted as amended.

CARRIED

REPORTS

2008 SOLID WASTE DIVERSION AND DISPOSAL

Sharon Horsburgh gave a verbal presentation updating the committee on the 2008 diversion and disposal statistics. (Slide presentation attached).

RESIDENTIAL FOOD WASTE COLLECTION STATUS REPORT

Jeff Ainge gave a verbal presentation on the continuation of the food waste collection field test project. (Slide presentation attached).

CRTS RETROFIT, REDEVELOPMENT and EXPANSION

Carey McIver gave a presentation on the design and operations plan and how solid waste represents 10-15% of communities' greenhouse gas emissions. (Slide presentation attached).

ORGANICS COMPOSTING – INTERNATIONAL COMPOSTING CORP.

Kris Obrigewitsch gave a verbal presentation and introduced ICC as a business to the Committee. (Slide presentation attached).

REGIONAL LANDFILL DESIGN AND OPERATIONS PLAN

Carey McIver provided an update on the public consultation process associated with the Design and Operations Plan. There are 45 households within 500 metres of the Landfill and a brochure was hand-delivered to these households and residents were invited to attend an Open House. Residents who attended the Open House supported the plan. (Slide presentation attached to minutes).

MOVED Wally Wells, SECONDED M. Schellinck that the committee supports the Design and Operations Plan and that it be submitted to the Ministry of Environment.

CARRIED

ADJOURNMENT

The meeting was adjourned at 5:55 pm. The next meeting of the Regional Solid Waste Advisory Committee is tentatively scheduled on June 18, 2009 from 4:00 – 6:00 pm.

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SUSTAINABILITY SELECT COMMITTEE
MEETING HELD ON WEDNESDAY, MARCH 18, 2009 AT 2:00 PM
IN THE RDN COMMITTEE ROOM**

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director M. Young	Electoral Area C
Director D. Bartram	Electoral Area H
Director B. Holdom	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director T. Westbrook	Town of Qualicum Beach

Also in Attendance:

C. Mason	Chief Administrative Officer
P. Thorkeisson	General Manager of Development Services
P. Thompson	Manager of Long Range Planning
C. Midgley	Sustainability Coordinator
K. Sanders	Recording Secretary

CALL TO ORDER

The meeting was called to order at 2:03 pm by the Chair.

MINUTES

MOVED Director Bartram, SECONDED Director Burnett, that the minutes of the Sustainability Select Committee meeting held on February 18, 2009 be adopted. CARRIED

BUSINESS ARISING FROM THE MINUTES

Proposed Hamilton Marsh Park and Development Proposal By Island Timberlands

The Committee discussed the impacts associated with the conversion of private managed forest lands to other uses.

COMMUNICATIONS/CORRESPONDENCE

Oceanside Development & Construction Association – request for involvement in Affordable Housing initiatives

MOVED Director Westbrook, SECONDED Director Holdom, that the correspondence be received. CARRIED

MOVED Director Westbrook, SECONDED Director Holdom, that staff respond to the request.

REPORTS

Regional Housing Affordability Study – Phase 1 Report Housing Needs Overview

The Sustainability Coordinator provided an overview of the Regional Housing Affordability Study.

MOVED Director Burnett, SECONDED Director Bartram, that the report entitled "Regional Housing Affordability Study – Phase 1 Report Housing Needs Overview" be received.

CARRIED

Community Emissions Reduction Measures

The Sustainability Coordinator provided an overview of the Community Emissions Reduction Measures.

MOVED Director Holdom, SECONDED Director Bartram, that the staff report entitled "Community Emissions Reduction Measures" be received for information.

CARRIED

MOVED Director Westbrook, SECONDED Director Bartram that staff prepare a report on what is needed to undertake a communications strategy for public awareness and education on GHG emission reductions (Greensmart).

CARRIED

2009 Progress Report on the Implementation of the Regional Growth Strategy

The Manager of Long Range Planning provided an overview of the 2009 Progress Report on the Implementation of the Regional Growth Strategy.

MOVED Director Holdom, SECONDED Director Burnett, that this report be received for information and that this item be presented to the Strategic Planning Session for discussion.

CARRIED

ADJOURNMENT

MOVED Director Kipp, SECONDED Director Holdom, that this meeting be adjourned.

CARRIED

TIME: 4:23 PM

CHAIRPERSON



CAO APPROVAL	✓
EAP	
COW	✓ 2/14/09
MAY 15 2009	
RHD	
BOARD	
Sustainability - Mar 18 '09	

MEMORANDUM

TO: Paul Thompson
Manager of Long Range Planning

DATE: March 4, 2009

FROM: Stephen Boogaards
Planner

FILE: 6780 30

SUBJECT: Regional Growth Strategy – Implementation Assessment Report 2009

PURPOSE

To receive the draft report titled *2009 Progress Report on Implementation of the Regional Growth Strategy* and provide comments prior to its completion.

BACKGROUND

The initial phases of the RGS review were completed following community engagement that included an online public survey and two public workshops held in Parksville and Nanaimo. The comments received from participants at the workshops suggested that the RDN has not done enough to implement the policies of the RGS. The feedback received reflected a need to review policies related to the goals of the RGS to determine if they have been implemented by the RDN. The RDN is also required by provincial legislation to complete an annual program to monitor the progress of the RGS. *Attachment 1* is intended to serve as a monitoring report and provide a comprehensive assessment of the implementation of the RGS.

The attached report provides an assessment of the implementation of policies in key RDN documents that are given direction by the RGS. All Official Community Plans (OCP) and sustainability documents are considered as part of the assessment. Within these documents, policies were assessed based on the relevance to the RGS and whether the RDN was directed to take a specific action. Other policies excluded from the assessment were those that respond to a situation, such as guiding the Regional Board's consideration of a development application, instead of stating an action that the RDN must implement. The attached assessment does not consider whether the policies in the OCPs and other documents are appropriate for meeting the goals of the RGS.

The findings of the report are that while some progress has been made, many policies intended to achieve the goals of the RGS have not been implemented. On several occasions the Regional Board has shown 'political will' to implement the policies that will achieve the RDN's vision for a sustainable region. The most important policies adopted by the Regional Board as they relate to the RGS are to maintain rural and resource lands as large land holdings. The policies adopted by the Regional Board include:

- Increasing the minimum parcel size of forestry lands (outside of the ALR) to 50 hectares;
- Increasing the minimum parcel size in the ALR in select Electoral Areas; and
- Decreasing the number of dwellings on Rural properties in select Electoral Areas.

These policies were implemented through zoning amendments for the Electoral Area 'C' or 'E' OCPs, the adoption of the Area 'F' zoning bylaw or as a bylaw to downzone properties designated for forestry in all Electoral Areas.

Key policies for the RGS that were not implemented from successive RDN plans also relate to zoning and subdivision in rural areas. In particular, the minimum parcel size for the Rural designation in all OCPs, except for Area 'F', has not been implemented in the zoning bylaw. The zoning for all Rural Residential designated properties has also not been changed to reflect the OCP, with the exception of Area 'E' and 'F'. These policies, as they relate to growth management and the protection of rural areas, are the foundation of the RGS. The policies that have been implemented and those that have not been implemented are listed in *Table 1*.

OCP	Implemented	Partially	Ongoing	Not Implemented	N/A
Area 'A'	3 Policies	1 Policy	-	16 Policies	8 Policies
Area 'C'	6 Policies	3 Policies	-	15 Policies	2 Policies
Area 'D'	-	2 Policies	1 Policy	8 Policies	8 Policy
Area 'E'	3 Policies	4 Policies	1 Policy	16 Policies	2 Policies
Area 'F'	8 Policies	2 Policies	-	10 Policies	-
Area 'G'	-	-	10 Policies	-	-
Area 'H'	1 Policy	3 Policies	1 Policy	20 Policies	3 Policies

RGS Studies	Implemented	Partially	Ongoing	Not Implemented	N/A
Transportation	-	-	-	-	2 Policies
Aggregates	-	-	-	4 Policies	-
Economic	-	1 Policy	-	21 Policies	-
Large Land Holdings	5 Policies	1 Policy	-	7 Policies	3 Policies

Sustainability	Implemented	Partially Implemented	Ongoing	Not Implemented	N/A
Green Buildings	3 Policies	1 Policy	1 Policy	15 Policies	-
Drinking Water	4 Policies	2 Policies	1 Policy	4 Policies	1 Policy
Corporate Climate	7 Policies	1 Policy	1 Policy	22 Policies	-

Table 1 : RGS directed policies that have been implemented

Despite the relative success of Area 'C' and 'F' in OCP policy implementation, densities continue to grow in the rural areas of each electoral area. Table 2 depicts population density estimates by electoral area for each inside and outside of the UCB. Though an OCP may have a relatively high number of policies implemented, land use policies regulating minimum lot size may not have been implemented. This is particularly the case for implementation of parcel size policies in many Rural or Rural Residential OCP land use designations. Despite the land use policies that have been implemented for some OCPs, significant development has continued outside of the UCB in all electoral areas¹. The table shows that the density outside the UCB has increased in all electoral areas while the density inside the UCB has only increased in two electoral areas. This movement away from the RGS goal for strong urban containment can be attributed at least in part to a lack of implementation of policies to discourage growth in the rural areas.

¹ Area 'C' and 'D' for 2006 have been adjusted to the OCP boundaries.

OCP Area	2001 Population Density (persons per hectare)			2006 Population Density (persons per hectare)					
	Electoral Area	Inside UCB	Outside UCB	Electoral Area		Inside UCB		Outside UCB	
				Density	Change	Density	Change	Density	Change
Electoral Area 'A'	1.1	10.5	0.78	1.2	9%	10.5	0%	0.84	8%
Electoral Area 'C'	0.02	5.33	0.006	0.02	0%	3.0	-43%	0.007	17%
Electoral Area 'D'	0.9	1.84	0.9	0.4	-56%	-	-	0.4	-56%
Electoral Area 'E'	0.7	2.18	0.56	0.8	14%	2.81	29%	0.61	9%
Electoral Area 'F'	0.2	2.25	0.18	0.3	50%	2.25	0%	0.23	28%
Electoral Area 'G'	1.3	10.4	0.6	1.5	15%	11.63	12%	0.67	12%
Electoral Area 'H'	0.1	1.75	0.09	0.1	0	1.75	0%	0.11	22%

Table 2: Density of Electoral Areas

Other policies that are important for realising the goals of the RGS are for providing adequate services to village centres. Crucial to realising the density goals of the RGS for village centres is the need for appropriate servicing with community sewer. OCPs for each Area 'C' and 'H' state that the RDN will undertake a technical study for the feasibility of providing community sewer services to the village centres. A study for Area 'C' has not been initiated and a study for Area 'H' was completed but no further action was taken. Some policies also identify the need for an assessment of the susceptibility of groundwater sources to contamination, specifically in Area 'A', 'E' and 'H'. An assessment was completed for Area 'E' and one is underway in Area 'A'. Groundwater assessments are part of the work program for the new Drinking Water and Watershed Protection Service.

Although not part of this assessment, the progress of the region towards sustainability also depends on the effectiveness of the policies in the OCPs. Many policies to limit growth in rural areas include recommendations for minimum parcel size. However, many OCPs provide an exception for existing zoning which in many cases allows for a significant amount of development outside of the designated growth areas. As a result, in the assessment, many of the policies related to parcel size have been classified with a not applicable (N/A) as no action is required to change the existing zoning. As part of the RGS review and subsequent OCP reviews, the current practice of maintaining existing zoning in rural areas should be assessed in terms of its contribution to meeting the goals for urban containment, rural integrity and GHG emission reductions.

ALTERNATIVES

1. That the report titled "2009 Progress Report on Implementation of the Regional Growth Strategy" be received and updated based on comments from the Sustainability Select Committee and forwarded to the RDN Board.
2. That the report titled "2009 Progress Report on Implementation of the Regional Growth Strategy" be received and further direction be provided for staff.

FINANCIAL IMPLICATIONS

There are no direct financial implications for the report.

GROWTH MANAGEMENT IMPLICATION

The conclusions of the Implementation Report for 2009 are that many of the policies intended to support the goals of the RGS have not been implemented nor have they produced the desired outcome. These are policies that are essential to achieving RGS goals related to urban containment, rural integrity and environmental protection. One of the primary ways of implementing these policies is through changes to zoning and using incentives and disincentives to direct growth to where it is wanted. While the RDN has taken steps to discourage the conversion of forest lands to other uses most density policies as they relate to Rural, Rural Resource or ALR lands have not been implemented through zoning changes. As a result, growth continues in the rural areas at a higher rate than in the designated growth areas.

SUSTAINABILITY IMPLICATION

The RGS is intended to provide direction to OCPs and sustainability documents in establishing policies that the RDN will follow to create a sustainable region. A review of these successive documents suggests that the RDN has not effectively implemented the policies related to growth management and zoning. Other policies as they relate to sustainability initiatives will also require implementation.

PUBLIC CONSULTATION IMPLICATIONS

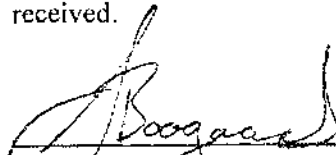
The *2009 Progress Report on Implementation of the Regional Growth Strategy* has been prepared in response to public feedback received as part of the RGS Review.

SUMMARY

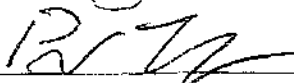
One of the main messages coming out of the community engagement for the RGS Review in 2008 was that the RGS was not being implemented. In response, the Development Services Department initiated a review of policies in official community plans and other documents related to the RGS to provide an assessment of the amount of implementation that has occurred. The RDN is also required by provincial legislation to prepare an annual assessment report to monitor the progress of the RGS. The findings of the report are that many of the policies have not been implemented. As well, based on population density figures, it appears that the primary aim of the RGS for strong urban containment is not being realised as densities in rural areas are increasing while those in most of the urban areas are staying the same. This would indicate that the majority of new growth in the electoral areas is occurring outside of the urban areas. For all of the RGS goals, in particular urban containment and rural integrity, to be achieved, more implementation of policies to encourage growth in urban areas and discourage growth in rural areas is needed.

RECOMMENDATION

That the report titled *2009 Progress Report on Implementation of the Regional Growth Strategy* be received.




Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence



RDN REPORT	
CAD APPROVAL <input checked="" type="checkbox"/>	
EAP	
COW	✓ Apr 14 '09
RHD	
BOARD	

MEMORANDUM

TO: Paul Thompson
Manager, Long Range Planning

DATE: March 9, 2009

FROM: Chris Midgley
Sustainability Coordinator

FILE: 6780 30

SUBJECT: Regional Housing Affordability Study – Phase 1

PURPOSE

The purpose of this report is to provide a summary of the research report entitled “*Housing Needs Overview*”, the first of two reports that will comprise the RDN Housing Affordability Study. The “*Housing Needs Overview*” is attached under separate cover.

BACKGROUND

The final report of the Regional Growth Management Advisory Committee¹ noted that while a great deal of good work has occurred or is currently underway in the Region, addressing the social dimension of sustainability has progressed more slowly.

In response to this, and in keeping with the Board’s strategic direction to build sustainable communities, the RDN has undertaken a Regional Housing Affordability Study. The objectives of the study are to gain a better understanding of local housing-related challenges and opportunities, and to explore options for the form and location of housing that best accommodates the needs of present and future residents of the Region. This study could provide the foundation for the development of a more detailed Regional Housing Strategy² should one be deemed necessary.

To complete the Regional Housing Affordability Study, the RDN hired CitySpaces Consulting Ltd. to conduct a four-part research project consisting of the following tasks:

1. Develop demographic profiles for those residents in the region least able to afford adequate housing at market rates for rental or ownership;
2. Identify the housing forms and tenure types (rental versus ownership) that are most appropriate for each of the demographic profiles;
3. Focussing on the designated Urban Areas located in the Region District’s electoral areas, recommend where the identified housing forms would best be located; and
4. Provide recommendations on policies and financial tools that offer the best opportunities to facilitate the development of affordable housing units in the RDN.

These four tasks were divided into two phases. The attached *Housing Needs Overview* represents the culmination of the first phase of work, highlighting the demographic character and geographic distribution of housing need across the region. This reveals the scope of housing need in the RDN and puts a human face to that need. The second phase will look more toward solutions, exploring the housing

¹ “*Prospering Today, Protecting Tomorrow: Recommendations for a Sustainable Future*”

² *The 2006-2009 Strategic Plan*, “Strategic Goals and Actions for 2006-2009” 4(a), p. 18.

types, tenures and locations that will best accommodate those most in need in the Region as well as the policy options that could encourage the development of more affordable housing units.³

The initial intention of the study was to look at the region as a whole, including all member municipalities, however funding for the project came from Community Works Fund, which required that all money used for the project apply only to areas under direct RDN jurisdiction, namely RDN Electoral Areas. While this presented a unique opportunity to shift focus toward housing affordability in rural settings (a relatively uncommon avenue for housing research), it was also clear that a coherent picture of housing need in the Region must include the member municipalities.

Recognizing the critical role that municipalities will play in addressing housing affordability, staff requested CitySpaces to consider incorporating each of the municipalities into the project. Given the nature of the research, CitySpaces indicated that it would only be possible to include the municipalities in the first phase of work. The City of Nanaimo, the City of Parksville and the Town of Qualicum Beach were able to contribute funding to the project so these municipalities were included in the assessment that was carried out as part of Phase 1 of the project.⁴

DISCUSSION

The *Housing Needs Overview* prepared by CitySpaces provides a descriptive analysis of the current housing needs of residents of the RDN whose income is at or below the annual median income for the Province of BC.

The quantitative information that underlies this analysis is derived from Statistics Canada 2006 Census data, which was used to assess over 20 factors affecting housing need. Appendix 'B' of the *Overview* provides a graphic presentation of the factors affecting housing need for each participating jurisdiction. Complementing this statistical approach is a comprehensive series of interviews with key informants, local people connected to the issue capable of offering insights into the on-the-ground reality about housing affordability in the RDN. (Appendix 'A' of the report identifies the key informants and interviewees who assisted CitySpaces in their research).

The results of the research are interesting. While considerably more detail is provided in the report, below are some unique or noteworthy characteristics for the nine jurisdictions:

- **Electoral Area 'A'**: Highest proportion of dwellings in need of major repair (10.2%); highest proportion of dwellings built before 1986 (64.8%);
- **Electoral Area 'C'**: Smallest population (2,500 in 2006); fastest rate of growth⁵ (30% between 2001 and 2006); youngest median age in the RDN (42.7 years); largest household size (2.7); and highest median income for couple families (over \$71,411);
- **Electoral Area 'E'**: Lowest percentage of buildings requiring major repair (4.5%); second highest median income for couple families (\$70,454);
- **Electoral Area 'F'**: 20% growth rate between 2001 and 2006; third youngest median age (43.9);
- **Electoral Area 'G'**: Lowest incidence of low income (7.1%);

³ Phase 2 is due to conclude at the end of March, 2009. A subsequent report will be provided to the Sustainability Committee when the project is complete.

⁴ The District of Lantzville did not participate in the study. Electoral Area B was not included in the study as planning on Gabriola, DeCourcy and Mudge Islands is the responsibility of the Islands Trust.

⁵ In order to facilitate comparison, the 2001 Census counts are adjusted to take into account boundary changes between the 2001 and 2006 Censuses. Thus, this rate of growth accounts for the incorporation of Lantzville and the dissolution of Area 'D'.

- **City of Nanaimo:** Highest incidence of low income (17.8%); highest percent of rented dwellings (29.5%);
- **Parksville:** Second oldest median age (55); highest percentage of residents age 80 or more;
- **Qualicum Beach:** Oldest median age (60.9); lowest labour force participation rate (37%); lowest percent of dwellings in need of major repair (4.5% - tied with EA 'E').

In identifying those segments of the population who find it difficult to secure and maintain adequate, affordable housing, the *Housing Needs Overview* also puts a human face to the residents of the RDN least able to afford adequate housing. Four broad groups that are particularly challenged to find suitable housing are identified:

1. Income Assistance Recipients
2. Low Income Workers
3. Retirees on Fixed Income; and
4. Moderate Income Families

In addition to these four broad groups, the report also identifies numerous sub-groups that experience exceptional challenges in finding adequate, affordable housing:

- Low Income Families with Children
- Mental Health Clients
- Working People with Substance Abuse Problems
- Elderly Seniors
- Low-Income Seniors
- Moderate Income Seniors
- Aboriginal Seniors
- At-Risk of Homelessness –Youth (Age 16-25)
- At-Risk of Homelessness –Men (Age 25-45)
- Women in Vulnerable Situations
- Temporary Foreign Workers

Each of these groups possesses unique attributes that make housing difficult to find or maintain. The *Overview* elaborates on each of these groups, which coupled with the regional statistical information that highlights factors affecting housing need offers a glimpse into the demographic characteristics and geographic distribution of RDN residents most in need of assistance in securing adequate housing.

ALTERNATIVES

1. That the report "*Housing Needs Overview*", Phase 1 of the Regional Housing Affordability Study be received for information.
2. That the report "*Housing Needs Overview*", Phase 1 of the Regional Housing Affordability Study be received and additional direction be provided to staff.

FINANCIAL IMPLICATIONS

The RDN allocated \$30,000 to undertake the Regional Housing Affordability Study. This money was provided through the Community Works Fund. To bolster the study, and in recognition of the importance of the member municipalities in addressing housing affordability, an additional \$10,060 was provided by the municipalities that agreed to participate.

DEVELOPMENT IMPLICATIONS

Currently, the real estate market is not delivering housing options that are affordable to individuals and families with earnings at or below the annual median income. Over the past several years, housing prices in the region rose while incomes remained relatively flat, at levels below the provincial average. Exacerbating this is the fact that little development of purpose-built rental housing stock is taking place. The result is a community that is becoming less affordable to live in over time.

Various policy options are available to ease this trend, each of which will present distinct implications for development. Phase 2 of the Regional Housing Affordability Study will explore these policy options, including incentives and/or regulations designed to meet the housing needs of residents of the region without generating requirements that risk future development.

SUSTAINABILITY IMPLICATIONS

In the year 2030, the Regional District of Nanaimo is envisioned as a socially, economically and environmentally healthy region where residents meet their needs without compromising the ability of future generations to do the same. Essential to this vision is the view that in our society housing is affordable, and a variety of different types and sizes of housing are available to accommodate the current and future needs of residents of all income levels and family sizes.⁵

The *Housing Needs Overview* reveals the widening gap between this future vision and the current reality. With the well researched, accurate information provided here, it is possible to approach the problem of regional housing affordability with focus and direction, greatly enhancing the ability of the RDN to develop and implement informed policies and make significant progress in improving housing affordability, a critical aspect to the social dimension of sustainability.

GROWTH MANAGEMENT IMPLICATION

The Regional Growth Strategy suggests that community nodes in the Region should be designed to accommodate people from a variety of cultural, economic and employment backgrounds, providing for the housing needs of many groups – families, singles, retired, working, the aged, the disadvantaged, and those of lavish or modest means.

Based on the information provided in the *Housing Needs Overview*, the housing that is most affordable is not integrated into mixed communities, and is scattered across the Region. As a consequence, lower income earners lack the opportunity to choose to live near where they work, adding the burden of high transportation costs to those least able to afford it.

Knowing this allows for a more targeted approach to accommodating people from diverse backgrounds in urban areas, adding value to the Regional Growth Strategy review process. Integrating this information into an updated RGS is ultimately intended to contribute to the development of more vibrant community nodes, furthering one aspect of effective growth management.

PUBLIC CONSULTATION IMPLICATIONS

The effort to undertake a Regional Housing Affordability Study represents action on previous public consultation. In the 2008 review of the Regional Growth Strategy, 9.2% of survey respondents identified access to affordable housing as a top issue for the Region, with anecdotal evidence suggesting that a majority of respondents see evidence of poor quality housing in the region; have friends who cannot

⁵ See *Leadership in Creating Sustainable Communities, The 2006-2009 Strategic Plan*, p. 11, p. 18.

afford housing; and are seeing more and more homeless people in the region. This compares with less than 20% of respondents who do not see evidence of a housing problem in the Region.

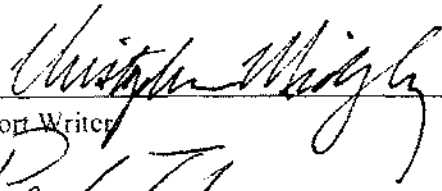
In addition, the *Housing Needs Overview* will also serve a consultative function, enabling staff to present objective information to residents engaged in public processes for Official Community Plan reviews, the ongoing RGS review and any other person particularly interested in becoming more informed about housing issues in the Regional District of Nanaimo.

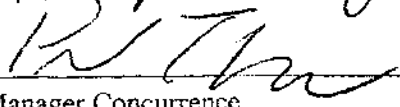
CONCLUSION

The *Housing Needs Overview* is the information-gathering component of the Regional Housing Affordability Study, and provides a sense of who is in need in the Region, and where. With this research the RDN now has a much clearer picture of regional housing need. Once Phase 2 is complete, the study as a whole will provide the basis for the informed policy development and decision making that is necessary to confront the issue of housing affordability in the RDN, making genuine progress in the journey toward a more sustainable region.

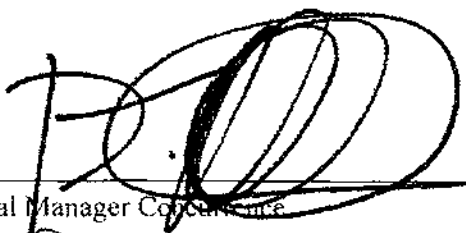
RECOMMENDATION

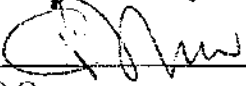
That the report "*Housing Needs Overview*", Phase 1 of the Regional Housing Affordability Study be received.



Report Writer


Manager Concurrence



General Manager Concurrence


CAO Concurrence



EAP		
CCW	✓	Apr 14 '09
RHD		
BOARD		
Sustainability - Mar 18 '09		

MEMORANDUM

TO: Paul Thompson
Manager, Long Range Planning

DATE: March 11, 2009

FROM: Chris Midgley
Sustainability Coordinator

FILE: 6780 30

SUBJECT: Community Emissions Reduction Measures

PURPOSE

The purpose of this report is to provide a summary of the different types of emission reduction measures that could be taken to reduce community-wide GHG emissions in the RDN.

BACKGROUND

Well before signing the Climate Action Charter, the RDN was aware of the potential severity of a climate crisis induced by the emissions associated with energy consumption by people. Consequently, the Board took a proactive role in taking action to understand the local causes, as well as the options to mitigate the most severe effects of climate change. As part of this work, the RDN began developing an integrated Community Energy and Emissions Plan (the Community Plan).¹

To develop the Community Plan, RDN staff was presented with an inventory of emissions for the year 2002, and an extensive list of pre-selected 'measures' – actions that the RDN could take to reduce emissions community wide. Each measure included a potential reduction amount measured in tonnes of CO₂e. From this list, staff selected those measures that had the greatest chance of being implemented. The result was a reduction target based on the implementation of all selected measures.

Given projections for population increase, the selected reduction measures could not keep pace with growth, and thus do not lead to absolute reductions in emissions. Instead, if all the selected measures were implemented, emissions would increase to 14% above 2002 levels by 2012.² When this target was established in 2007, it was considered neither good nor bad, it simply was what was achievable. Since then, major developments in climate research have changed the situation dramatically. With the "*Stern Review on the Economics of Climate Change*"³ and the IPCC's (Intergovernmental Panel on Climate Change) fourth assessment report entitled "*Climate Change 2007*"⁴, new evidence has pointed to the fact that climate change is taking place at a rate much faster than any model predicted. Massive reductions in emissions (on the order of 80% below 2000 levels in developed countries) are necessary to stabilize the climate and maintain an environment that is consistent with that to which human civilization has adapted.

Given this new information, it is prudent to re-examine the measures RDN staff thought were achievable with an eye to taking more aggressive action and especially emphasizing those measures that are under direct control of the RDN (or member municipalities) and that result in tangible, absolute reductions.

¹ Due to setbacks in acquiring reliable data, the final version of the Community Plan has yet to be completed. The latest iteration was expected March 2, 2009, but has not been provided. A final draft of the Community Plan is anticipated imminently.

² This contrasts with a 42% increase in emissions over 2002 levels by 2012 if nothing is done.

³ Available at http://www.hm-treasury.gov.uk/stern_review_report.htm

⁴ Available at <http://www.ipcc.ch/ipccreports/assessments-reports.htm>

DISCUSSION

At the outset of the community climate action planning process, a number of preselected community reduction measures were provided for staff consideration. These measures represented a wide range of activities that the RDN or local municipal governments could take to directly or indirectly reduce emissions. In addition, several measures that are outside of local government jurisdiction are also presented. A list of the possible measures is provided in Appendix A.

The first important distinction to make in understanding emissions reduction measures is between those that are within local government control, and those that are outside local government control. Broadly speaking, measures outside local government control are those that are the responsibility of senior levels of government. The most prevalent examples of measures outside local government control revolve around suggestions to improve the energy efficiency of new development. Aside from the City of Vancouver (under the authority provided in the *Vancouver Charter*), local governments cannot create specific requirements for construction materials or methods for new buildings, i.e. more insulation, low emissivity glass, high fly-ash concrete, etc. That is the role of the Provincial Building Code (the Code). Thus, the pre-selected measures that recommend the RDN achieve an EnerGuide rating beyond that which is required by the Code, are not in fact legally implementable.

Another good example of measures that are beyond the control of the RDN (though this is not necessarily the case for member municipalities) are those that recommend street narrowing, multi-modal street design (design for cars, buses, bikes and pedestrians), or other physical interventions that could induce a shift from cars to more efficient modes of transportation. In the RDN, the responsibility for this sort of work is with the Provincial Ministry of Transportation and Infrastructure. Other transportation related emission reduction measures beyond the control of local government are those that recommend transitions to new technologies (electric vehicles, compressed natural gas vehicles, etc) and low carbon fuels (e.g. ethanol, biodiesel). Allowing new technology on the roads requires approval from the federal Ministry of Transport, while more stringent tailpipe emission standards will come from collaboration between the Province of BC and the Government of Canada. Spending energy and resources on measures that are outside the control of the RDN is not productive if the immediate goal is to achieve reductions in GHG emission across the Region.

The second important distinction to make is between measures that result in indirect emission reductions, and those that result in direct emission reductions. Measures that result in indirect reductions can be grouped into three categories:

- Education Related Measures;
- Facilitation Related Measures; and
- Communication Related Measures

Education Related Measures. Educational measures are those that provide information to the public in an attempt to shift behaviour toward energy conservation, or shift market demand toward more efficient homes, vehicles, and appliances. Examples of educational measures include disseminating information to residents in the form of brochures or on websites that explain how to save energy at home, or encouraging residents to purchase EnerGuide rated appliances. Educational measures are extremely important for a government to undertake, and the result should be eventual reductions in emissions, but any reductions are indirect and only result from active residents implementing ideas on their own. A specific example from the preselected measures is the recommendation that the RDN “produce an energy efficiency guide in collaboration with key stakeholders.” Clearly, the act of producing a guide will not reduce emissions. Only after people act on the information contained in the guide will reductions be realized.

Facilitation Related Measures. Similarly, facilitation related measures that the RDN can undertake are those that offer residents the opportunity to make low emissions choices in everyday life. These include such actions as encouraging more green buildings by offering priority processing for new development that meets a specified green building standard, or any of a number of transportation demand management measures such as improving transit and transit shelters. In these examples, the measures that are implemented create choice for residents, but there is no ability for the RDN to force one choice over another. Like educational measures, measures that facilitate reductions are important to pursue, but direct quantitative reductions in emissions are not a result.

Communication Related Measures. The last type of measures that result in indirect reductions are communication related measures. This refers to the opportunities available to the RDN to take an active role in communicating with senior levels of government or other outside organizations to encourage the changes that are outside local government control, e.g. by expressing support for greater stringency in the Building Code, improved tailpipe emissions standards, or encouraging EnerGuide ratings for homes to be included in MLS listings. Again, the communication does not itself reduce emissions, but creates conditions that contribute to overall reductions.

This leaves the measures that result in direct emissions reductions. While these measures are most effective at reducing GHG emissions, they are also the most difficult to implement from a political and financial standpoint. Generally, measures that result in direct emissions can be grouped into three categories:

- Measures that Reduce Emissions from New Development;
- Measures that Reduce Emissions from Existing Development; and
- Measures that Reduce Emissions from Infrastructure.

Measures that Reduce Emissions from New Development. Measures that are available for the RDN to implement, and that directly reduce emissions from new development include requirements for high density, mixed-use developments; regulations that limit dwelling size; requirements for passive solar orientation of new development; and changing land-use designations to prevent ongoing encroachment of residential and commercial development into outlying agricultural and forested lands. It is important to note that these measures only constitute reductions when compared against a less efficient alternative. New development will always produce new emissions, and it is essential to ensure that emissions associated with new development and the transportation it generates are as low as possible. Recent research conducted for the RDN suggests that more compact, mixed-use communities located within growth concentration areas that have a mix of housing types and that are well served by transit offer the potential to reduce emissions by 48% when compared to more conventional, lower density single family detached development.⁵

Measures that Reduce Emissions from Existing Development. Measures that reduce emissions from existing development offer a great opportunity for the RDN to effect significant, absolute reductions in GHG emissions. This includes retrofitting and renovating existing homes, particularly those that are very inefficient (often best determined by the age of the home); as well as permitting the redevelopment of existing single family homes into duplexes, garages into coach houses, or other alterations that increase density in existing neighbourhoods. Measures such as these greatly improve the energy efficiency of buildings. There are, however, several challenges to implementing these sorts of measures. Most importantly, the tools available to local governments to mobilize the financial resources needed to facilitate these renovations are the subject of much current discussion, but remain unknown. Dawson Creek is leading the way in this area, exploring how Local Improvement Charges might be a useful tool in

⁵ See "Benefits of Green Building in the RDN", prepared by the Sheltair Group, and presented to the Sustainability Committee at the meeting held February 18, 2009.

financing retrofits and renovations, and many local governments are awaiting the results of their efforts before following with similar measures.

Measures that Reduce Emissions from Infrastructure. Finally, the RDN can implement measures that reduce emissions from infrastructure. This includes emissions from solid waste facilities, liquid waste facilities, and by developing community energy systems that shift reliance away from the existing grid toward renewable energy. The RDN is already doing a great deal of work in managing solid waste effectively. With respect to liquid waste, much recent discussion has focussed on Integrated Resource Management. This is an approach to liquid waste management that reclaims heat, recycles water and nutrients, and ultimately conserves resources and reduces emissions. It is an approach that has gained considerable momentum in the City of Victoria, where sewage has historically discharged directly into the city's harbour. In the RDN, where liquid waste infrastructure has been developed much more recently than in Victoria, and where fewer people are spread over a larger area, the immediate prospect for Integrated Resource Management is questionable. However, it is certainly worth exploring the idea further and laying the groundwork so that when the time is opportune, transition to this way of managing liquid waste is smooth and quick.

Lastly, it is possible for the RDN to develop community energy systems based on renewable resources. Whether biomass, geothermal, wind or other, it is possible for the RDN to explore and eventually develop community energy systems for new and existing communities. Considerable research must still be done to assess the most feasible options for community energy systems, but in the event that such systems could replace natural gas and electricity for heating, community emissions would drop dramatically in the RDN. Furthermore, it is worth noting that if the RDN does elect to pursue the development of renewable community energy systems, the RDN can require residents to use those systems.

ALTERNATIVES

1. That this report be received for information.
2. That this report be received and additional direction be provided to staff.

FINANCIAL IMPLICATIONS

Financial implications vary significantly depending on which measures to reduce GHG emissions are considered. That being the case, measures that result in indirect reductions in emissions tend to be much less costly than measures that result in direct reductions.

DEVELOPMENT IMPLICATIONS

Many of the measures to reduce community-wide GHGs that have implications for development are consistent with policies integral to Official Community Plans and the RGS (compact, mixed-use communities, nodal structure, etc.). The development implication that has proven to be the most difficult to address is the need to redirect development from outlying areas to areas that are already well developed.

SUSTAINABILITY IMPLICATIONS

Given the increasingly dramatic emissions reductions that climate scientists are calling for in order to maintain a future world that is comparable to the world that exists today, it is overwhelmingly clear that there is a direct connection between sustainability and GHG reductions. Acting on those measures that will result in direct, immediate reductions, as well as educating the public on the importance of reducing energy consumption and emissions will move the RDN forward in its journey toward a more sustainable region.

GROWTH MANAGEMENT IMPLICATION

As mentioned above, there is a very strong correlation between the measures that the RDN can take to reduce community wide emissions and the policies already expressed in the RGS. A significant step in implementing the measures to reduce emissions in the RDN will occur with implementation of the RGS.

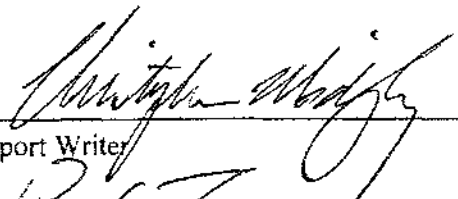
SUMMARY/CONCLUSIONS

Emission reduction measures are those RDN activities that will result in decreasing amounts of GHGs entering the atmosphere over time. There is a wide range of types of measures, from educational and facilitative, to direct involvement in residential retrofits or the development of community energy systems, some of which have direct impacts, some of which do not. Given the need to begin making reductions immediately, it is important to take a balanced approach where education and communication are used effectively to inform the public about the magnitude of this challenge, but specific actions that directly reduce emissions are also explored, planned and implemented.

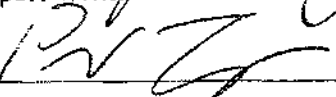
To inform this balanced approach, the forthcoming Community Energy and Emissions Plan will provide estimates for the actual quantitative reductions associated with a comprehensive list of measures. This will assist the Board in setting priorities based on those measures that most effectively raise awareness, facilitate residents making more sustainable choices, and yield measurable reductions in CO₂e. To ensure that the Board builds consensus around priority measures for the RDN, climate action can be further discussed at the upcoming Board strategic session. With an outcome of strong agreement to take specific action on climate change, the RDN will maintain its position of leadership in the province in building sustainable communities through taking major strides to mitigate climate change.

RECOMMENDATION


That this report be received for information.



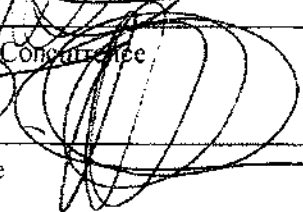
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

APPENDIX A: SUMMARY OF EMISSION REDUCTION MEASURES

The RDN can undertake a number of different measures to reduce community wide emissions. Appendix A organizes these measures into the various categories and subcategories that are outlined in the report.

Measures Outside RDN Control:

- Achieve an EnerGuide rating of 80 for new detached single family and row houses.
- Achieve energy performance 25% better than the Model National Energy Code for new multi-unit residential buildings.
- Achieve energy performance 25% better than the Model National Energy Code for new commercial, institutional and industrial buildings.
- Take advantage of incentives within NRCan's Commercial Building Incentive Program for new commercial and industrial buildings.
- Consider multi-modal street design.
- Narrow the road at intersections to reduce the length of crosswalks and encourage active transportation.
- Emphasize new vehicle technologies and low carbon fuels.

Measures Within RDN Control:

Measures that Result in Indirect Emissions Reductions:

Education Based Measures (Measures that provide information to residents):

- Encourage and suggest increased efficiency of lighting and appliances.
- Produce an Energy Efficiency Guide in collaboration with key stakeholders.
- Encourage developers to incorporate showers, lockers and secured bike storage facilities in new buildings.
- Set the objective of preventing vehicle kilometres travelled (VKT) from exceeding population growth rate.
- Support school programs that encourage children to walk to school.

Facilitation Based Measures (Measures that offer residents alternative choices):

- Take advantage of incentives within NRCan's Renewable Energy Deployment Initiative program for increased use of technologies in the area of biomass, active solar hot water and air heating systems, and ground source heating.
- Provide density bonuses in conjunction with energy efficiency retrofits in town centres and growth concentration areas.
- Encourage high-density, mixed-use building developments within the UCB, energy aware landscaping methods, buildings for passive solar gain, etc.
- Encourage zoning applications that support community energy systems.
- Create a policy that encourages developers to employ energy efficient construction.
- Reduce building permit fees and/or process permits in priority sequence if high priority reduction actions are proposed.
- Provide incentives for vehicles with two or more passengers, that do not use fossil fuel or meet a high standard of emission reduction.

- Encourage trip reduction measures
- Designate reserved parking spots for co-operative auto networks

Communication Based Measures (Measures that involve engagement with senior levels of government or other outside organizations):

- Encourage EnerGuide ratings in MLS property listings;
- Encourage senior levels of government to work with local government's private sector to implement wide-scale production and distribution of biodiesel, ethanol blended fuels, or other fuels that reduce GHG emissions.

Measures that Result in Direct Emissions Reductions:

New Development (Measures that make new development more energy efficient):

- Do not allow, or reduce haphazard sprawl to a minimum when development potential exists in defined growth areas.
- Require that new buildings be oriented for passive solar gain and that existing buildings preserve their solar access.
- Establish development cost charges with incentives for higher density developments and/or green buildings.
- Increase densities to conserve land for future developments and increase future liveability.
- Approve additional density if high priority reduction actions are proposed
- Reduce minimum parking requirement to one space in new developments.
- Locate projects in the near vicinity of transit.
- Create car-free areas and street patterns that support walking, cycling and transit access for all new development.

Existing Development (Measures that make existing development more energy efficient):

- Reduce the energy consumption (electricity and natural gas) in existing detached homes, multi unit residential buildings, row houses, apartments and other residential buildings (eg mobile homes)
- Reduce the energy consumption in commercial, institutional and industrial buildings.

New Infrastructure (Measures that transition the RDN to reliance on local, efficient, and/ or renewable energy sources):

- Implement community energy systems for large and small developments.
- Provide on-site renewable energy to new developments. Lease access to the source.
- Pre-service industrial areas for waste heat recovery and district heating systems.