

REGIONAL DISTRICT OF NANAIMO

**REGULAR BOARD MEETING
TUESDAY, APRIL 24, 2012**

7:00 PM

(RDN Board Chambers)

A D D E N D U M

PAGES

CORRESPONDENCE

- 2 **Luke Sales, Town of Qualicum Beach**, re Funding Request – District Energy (Jones St. Qualicum Beach).

SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEES

Sustainability Select Committee

- 3 - 16 Minutes of the Sustainability Select Committee meeting held Wednesday, April 18, 2012 (for information).

(All Directors – One Vote)

That the proposed 2012 Green Building Incentive Program be approved, with flexibility for staff to distribute funds as necessary across the different incentives, and to report back to the Committee quarterly with program updates.



TOWN OF QUALICUM BEACH
INCORPORATED 1942

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April 18, 2012

Chris Midgley, Manager
Energy and Sustainability
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC, V9T 6N2
email: cmidgley@rdn.bc.ca

Dear Mr. Midgley

Funding Request - District Energy (Jones St., Qualicum Beach)

The Qualicum Beach Civic Centre and Ravensong Aquatic Centre are located close to a redundant water main along Jones Street that has been identified as a potential source of ground temperature water for heating using heat pump technology. This water main could be used to circulate water from the nearby water distribution reservoir, through an isolating heat exchanger and back into the water distribution mains.

The Town has applied for a grant to evaluate the feasibility of this project from the FCM Green Municipal Fund. If awarded, the grant would fund up to \$15,125 of the project which is expected to cost a maximum of \$30,250. The application has passed the first round of review with the FCM and the feedback has been positive.

If implemented, the proposed Jones Street District Energy system could offer significant benefits for the Ravensong Aquatic Centre through GHG reduction and cost savings. Recognizing the mutual benefit of the proposed project, the Town requests that the Regional District of Nanaimo fund 50% of the cash contribution, to a maximum of \$6,025.

Should you wish to discuss this matter further, I can be reached at Town Hall at 250.752.6921 or email lsales@qualicumbeach.com. Thank you.

Yours truly

Luke Sales
Director of Planning

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REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SUSTAINABILITY SELECT COMMITTEE
MEETING HELD ON WEDNESDAY, APRIL 18, 2012
IN THE RDN COMMITTEE ROOM**

Present:

Director D. Brennan	Acting Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Veenhof	Electoral Area H
Director B. Dempsey	District of Lantzville
Director J. Kipp	City of Nanaimo
Director C. Burger	City of Parksville Alternate

Also in Attendance:

Director J. Fell	Electoral Area F
P. Thorkelsson	General Manager of Development Services
C. Midgley	Manager, Energy & Sustainability
J. Frumento	Sustainability Coordinator
M. Donnelly	Manager, Water Services
K. Sanders	Recording Secretary

Regrets:

Director J. Stanhope	Chairperson
Director M. Lefevre	City of Parksville
Director D. Willie	Town of Qualicum Beach

CALL TO ORDER

The meeting was called to order at 2:02 pm by the Chair.

BUSINESS ARISING FROM THE MINUTES

Director Houle requested copies of the attachments of the DWWPTA minutes. Copies will be forwarded to all the SSC members.

Director Veenhof inquired about the status of the Raven Coal project, and whether the RDN will have an opportunity to provide comment on proposals to transport the coal. Mr. Thorkelsson indicated that the period for public comment had closed, and that no new information was available at present. Information on the status of the Raven Coal project is available on the Canada Environmental Assessment Agency website: <http://www.ceaa.gc.ca/050/documents-eng.cfm?evaluation=55529>

MINUTES

MOVED Director Houle, SECONDED Director Veenhof, that the minutes of the Drinking Water and Watershed Protection Technical Advisory Committee meeting held on February 14, 2012 be adopted.
CARRIED

MOVED Director Houle, SECONDED Director Veenhof, that the minutes of the Sustainability Select Committee meeting held on February 15, 2012, be adopted.
CARRIED

REPORTS

2012 Green Building Incentive Program

MOVED Director Kipp, SECONDED Director Houle, that the proposed 2012 Green Building Incentive Program be approved, with flexibility for staff to distribute funds as necessary across the different incentives, and to report back to the Committee quarterly with program updates.
CARRIED

Climate Smart Small Business Engagement Program

MOVED Director Veenhof, SECONDED Director Houle, that the RDN become a host community for the Climate Smart Business Engagement Program.
DEFEATED

ADJOURNMENT

MOVED Director Houle, SECONDED Director Burger, that this meeting be adjourned.
CARRIED

Time: 3:30 pm

CHAIRPERSON



RDN REPORT		10/5
CAO APPROVAL		
EAP		
COW		
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RHD		
BOARD		

MEMORANDUM

TO: Chris Midgley
 Manager, Energy and Sustainability

DATE: April 11, 2012

FROM: Jennifer Frumento
 Sustainability Coordinator

FILE: 6780-50

SUBJECT: Green Building Incentive Program 2012

PURPOSE

The purpose of this report is to propose a Green Building Incentive program for 2012.

BACKGROUND

In 2011 the RDN Board established a \$30,000 green building incentive pilot program for residents in the Electoral Areas and the District of Lantzville. The program intended to strengthen the usefulness of a revised Sustainable Development checklist and assist residents invest in renewable household energy systems. The program was launched April 1, 2011, with half of the incentive funds allocated to the Sustainable Development Checklist, and the remaining \$15,000 allocated to Action Specific Incentives.

Of the four Action Specific Incentive types, two were extremely popular with residents (the Home Energy Assessment and Woodstove Exchange rebates), while the remaining two received minimal interest. Table 1 summarizes how incentives were distributed in 2011. A more detailed overview of the 2011 Program is presented in Appendix 1.

Table 1: 2011 Green Building Incentive Program Summary – Checklist Incentives

Incentive Type	Total Available	Incentives Allocated	Incentives Disbursed	Amount Disbursed	Total Remaining
Sustainable Development Checklist	\$15,000	15-30	0	\$0	\$15,000
TOTAL (Sustainable Development Checklist)	\$15,000	15-30	0	\$0	\$15,000

Table 1 (con't): 2011 Green Building Incentive Program Summary – Action Specific Incentives

Incentive Type	Total Available	Incentives Allocated	Incentives Disbursed	Amount Disbursed	Total Remaining
Woodstove Exchange	\$11,500	46	46	\$11,500	\$0
Graded Site-Cut Timber Incentive	\$1,000	4	0	\$0	\$1,000
Solar Hot Water System Installation	\$1,000	4	0	\$0	\$1,000
Home Energy Assessment	\$1,500	25	34	\$2,040	-\$540*
TOTAL (Action Specific Incentives)	\$15,000	79	80	\$13,540	\$1,460

*The Home Energy Assessment Rebate was more popular than anticipated, and more rebates were provided than initially allocated. Funding for these additional rebates was shifted from rebates for solar hot water system installations, which had no uptake in 2011.

It is proposed that the 2012 incentive program continue to support the Checklist as well as Action Specific incentives. The unused \$15,000 allocated for the Sustainable Development Checklist will be carried over to 2012; with \$20,000 allocated for Action Specific measures. The proposed 2012 Green Building Incentive Program will consist of:

- Continued incentives for residents to upgrade old wood stoves (\$250), install domestic solar hot water systems(\$250), use graded site-cut timber in construction (up to \$250), and conduct initial home energy assessments (\$60);
- New incentives are available for residents who conduct follow-up home energy assessments (\$10 per additional EnerGuide point, up to \$200) or install a residential electric vehicle charging station (up to \$250);
- A new incentive for residents who review the Sustainable Development Checklist with the Sustainability Coordinator, and submit their completed checklist with their Building or Development Permit application (\$50);
- Revised requirements for the solar hot water system incentive to better align with provincial incentive requirements, and;
- Adjusted scoring on the Sustainable Development Checklist to make the first level of incentives (\$500) easier to reach. The scoring levels to achieve the next two levels of incentives (\$750 and \$1000) will remain the same.

A complete summary of proposed changes for the 2012 Program is presented in Appendix 2.

If approved, the Green Building Incentive Program will be activated May 1, 2012.

Increased advertising and other forms of promotion, such as the use of social media and directed promotion towards retailers and other key stakeholders are recommended for all of the incentives. Appendix 4 summarizes the proposed communication plan for the incentive program.

ALTERNATIVES

1. That the proposed 2012 Green Building Incentive Program be approved.
2. That the proposed 2012 Green Building Incentive Program not be approved, and alternate direction be given to staff.

FINANCIAL IMPLICATIONS

If approved, the Green Building Incentive Program will be funded with \$20,000 in revenues generated through the Building Inspection service and \$16,460 carried over from the program in 2011, for a total of \$36,460. The \$16,460 carried over from 2011 includes the entire \$15,000 originally allocated for Checklist incentives, which remains reserved for that purpose.

In order to increase interest and uptake of the Green Building Incentive Program, the proposed Communication Strategy in Appendix 4 will require an additional \$3,200 for advertising and print materials. This money will be from the Energy and Sustainability budget, and will remain separate from the budget allocated for incentives.

For staff resources, the Sustainability Coordinator will continue to dedicate the time necessary to administer and promote the program. Presently, administering the Green Building Incentive program occupies approximately 20% of the Sustainability Coordinator's time. This is expected to increase to 30% as the Sustainability Coordinator books time with residents to review the Sustainable Development Checklist. A summary of the proposed 2012 Green Building Incentive budget is presented in Appendix 3.

SUSTAINABILITY IMPLICATIONS

Incentives are an effective tool that the Regional District can use to encourage the uptake of more efficient and sustainable household purchases, providing multiple benefits both to the resident as well as to the community as a whole. The Green Building Incentive Program advances each of the Strategic Priorities described in the Board Strategic Plan 2010-2012: *Integrated Solutions for a Sustainable Future*.

Climate and Energy: The program supports energy efficiency measures that reduce consumption as well as emissions in the community at large, and represents regional investment in clean and renewable energy supplies throughout the region.

Watershed Health: By rewarding sustainable site design and project location in the checklist, the incentive program establishes a coordinated approach between land-use planning and development and the health of the region's ecosystems and watersheds.

Economic Resilience: By assisting home owners invest in high performance homes, renewable energy systems and other green building features, the RDN is supporting the development of local expertise in green building and renewable energy technologies, materials and processes.

Monitoring and Adaptation: By administering a Green Building Incentive Program that includes a diversity of incentive types, the RDN will be able to gauge the level of public interest in different approaches to reducing emissions and improving home energy efficiency. This will enable an increasingly targeted approach as similar programs are considered in the future. In addition, the RDN will be able to monitor approximate emission reductions that are taking place as a result of the program.

DEVELOPMENT IMPLICATIONS

Financial incentives are instrumental in encouraging home owners to include green building features and technologies in development projects. This has been borne out in provincial and federal incentive programs, as well as green building programs in local government jurisdictions. Continuing to dedicate resources to encourage high performance homes, renewable home energy systems, the use of site-cut timber, and home energy assessments will result in more green building, local materials, and renewable energy in homes built in the RDN, and greater awareness of green building among the public.

SUMMARY/ CONCLUSIONS

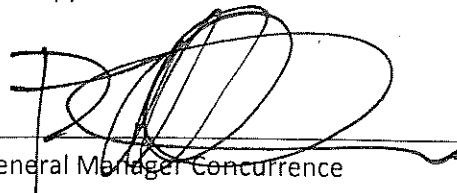
The Green Building Incentive Program comes highly recommended through various research projects into green building and emissions reductions that the RDN has undertaken in recent years, and has also proved popular with residents interested in pursuing actions that will result in more sustainable and efficient buildings in the region. Continuing to implement the program follows through on recommendations made in these research projects and reports, while providing multiple benefits to individual residents and the community at large.

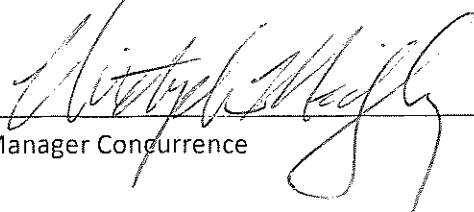
The incentive program will continue to support two distinct types of incentives: the \$15,000 allocated to the Sustainable Development Checklist in 2011 will carry over to 2012; and \$21,460 is budgeted for Action Specific measures including upgrading old wood stoves, installing domestic solar hot water systems, grading site-cut timber for use in construction, conducting home energy assessments, and installing a residential electric vehicle charging station. Proposed changes are intended to increase residents' awareness and uptake of existing incentives. A new incentive for residential electric vehicle charging station is proposed for 2012, with refinements made to several of the existing incentives to increase interest and uptake. The program will continue to be administered by the Sustainability Coordinator. Residents will be notified when the program is fully subscribed.


RECOMMENDATION

That the proposed 2012 Green Building Incentive Program be approved.


Report Writer


General Manager Concurrence


Manager Concurrence


CAO Concurrence

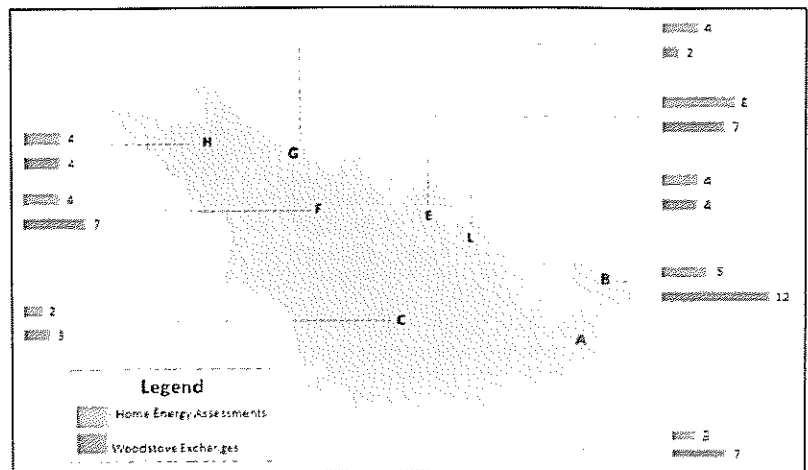
**Appendix 1:
 2011 Green Building Incentive Program Results**

Incentive	Uptake	Impact
Sustainable Development Checklist	3 consultations. No incentives disbursed	N/A
Woodstove Exchange	All 46 rebates disbursed	Reduction of approximately 1848 kg/year of particulate matter (pm _{2.5})
Graded Site-Cut Timber Incentive	Several inquiries received. No incentives disbursed	N/A
Solar Hot Water System Installation	One inquiry. No incentives disbursed	N/A
Home Energy Assessment	34 rebates disbursed, nine more than the amount originally allocated. The cost for these rebates was covered by transferring funds from the solar hot water program.	Assessments identified the potential for a reduction in annual residential energy usage of 168,210 kWh of electricity and 913 GJ of natural gas.

Figure 1 highlights where in the Regional District of Nanaimo incentives were accessed.

In order to increase interest and uptake of less popular incentives, a strategy focussed on engaging key stakeholders, increasing promotion, and closer alignment with provincial and federal incentive programs is planned for 2012. Details on this strategy are presented in Appendix 4.

Figure 1: 2011 Green Building Incentive Program by Electoral Area



Appendix 2:
 Summary of Proposed Changes to the 2012 Green Building Incentive Program¹

Incentive	Incentive Amount		Number of Incentives		Eligibility	
	2011	2012	2011	2012	2011	2012
Checklist	\$500 - \$1000	\$500 - \$1000	15-30	10-20	Residents who complete the checklist are eligible to receive financial incentives depending on their score. Disbursement occurs once the claims made in the checklist are verified through a review of the site plan, provision of photos, receipts and/or other supporting materials as necessary.	Proposed: Adjust scoring for the first level of incentive (\$500) downwards by five points to be easier to reach; make clarifications to the Checklist based on feedback from residents; increase advertising and promotion
Checklist (meeting with Sustainability Coordinator)	N/A	\$50	N/A	100	N/A	Proposed: Allocate funding for residents who meet with the Sustainability Coordinator to review the Sustainability Checklist and submit a completed checklist with Development or Building Permit application.

¹ The actual number established at the outset of the program is subject to change in order to accommodate popularity of different incentives. The total amount of incentives to be dispersed will remain below \$21,460.

Incentive	Incentive Amount		Number of Incentives		Eligibility	
	2011	2012	2011	2012	2011	2012
Woodstove Exchange	\$250	\$250	46	84 <i>(includes 48 Provincially funded rebates already disbursed in 2012)</i>	Residents replace an existing wood burning appliance that does not conform to CSA standards with an EPA certified wood burning-, pellet -or gas stove or insert. Participants must show proof of disposal of the original appliance, as well as proof of purchase of a qualifying appliance.	Proposed: 36 rebates for EAs and the District of Lantzville residents. (This is additional to the 48 provincially funded rebates for EAs and the District of Lantzville already disbursed in 2012.)
Graded Site-Cut Timber Incentive	Up to \$250	Up to \$250	4	5	To encourage site-cut timber for structural use in renovations and new construction, this rebate will be provided to homeowners upon provision of a letter written by an accredited grader or grading agency confirming the suitability of site-cut timber for structural use.	Completed: Link to list of accredited graders added to RDN website Proposed: Add one additional rebate; increase advertising and promotion
Solar Hot Water System Installation	\$250	\$250	4	5	To assist with the purchase of domestic solar hot water systems, the RDN will provide a rebate upon system inspection or sign-off by an appropriately qualified professional.	Proposed: Add one additional rebate; Align rebate more closely with Provincial LiveSmart program. Increase number of rebates; increase advertising and promotion
Home Energy Assessment (initial)	\$60	\$60 for first assessment	34	60	A homeowner will receive \$60 for completing a home energy assessment, regardless of EnerGuide rating. A home energy assessment report completed by a certified energy advisor, along with a receipt for the assessment is required.	Proposed: Increase the number of incentives available for initial Home Energy Assessments

Incentive	Incentive Amount		Number of Incentives		Eligibility	
	2011	2012	2011	2012	2011	2012
Home Energy Assessment (follow-up)	N/A	\$10 for each point increase (up to \$200max/residence)	N/A	25-50	N/A	Proposed: Provide additional rebate based on each EnerGuide point increase from the original EnerGuide rating; increase advertising and promotion
NEW: Level 2 Electric car charging station for residents	N/A	Up to \$250	N/A	5	N/A	Proposed: New incentive. Charging Station must be on the list of eligible Residential Level 2 charging stations for the Provincial LiveSmart incentive

**Appendix 3:
Proposed Budget for the 2012 Green Building Incentive Program**

Incentive Type	Rebate Value	Incentives Allocated	Total Available
Sustainable Development Checklist	\$500-\$1000	10 to 20	\$10,000
Sustainable Development Checklist (Review meeting with Sustainability Coordinator)	\$50	100	\$5,000
TOTAL (Sustainable Development Checklist)		110-120	\$15,000

Woodstove Exchange	\$250	36 (+ 48 Provincially funded rebates)	\$9,000
Graded Site-Cut Timber Incentive	\$250	5	\$1,250
Solar Hot Water System Installation	\$250	5	\$1,250
Home Energy Assessment (initial)	\$60 for first assessment	60	\$3,600
Home Energy Assessment (follow-up)	\$10 for each point increase (up to \$200 max per residence)	25-50	\$5,000
NEW Incentive: Electric car charging station for residents	\$250	5	\$1,250
TOTAL (Action Specific Incentives)		131 (179 including Provincially funded wood stove rebates)	\$21,350

Appendix 4:
Proposed Communication Plan for the 2012 Green Building Incentive Program²

Type of Communication	Description	Estimated Financial Implications
Website	Update 'Green Building and Incentives' webpage	- Web administrator's time \$200 - Sustainability Coordinator's time
News Release or Notice	Launch the revised program;	- Sustainability Dept's time and Communication Dept's time to write the release and provide follow-up to newspapers and residents
Print Materials	Rack cards to summarize all available incentives	- Printing costs for rack cards est. \$500
Email Information Package to key stakeholders	Target home energy assessment companies, solar hot water system installers, etc. Include electronic version of rack card, with link to RDN website for more info	- Sustainability Coordinator's time
Social Media	Use the RDN Facebook page and Twitter feed to promote the incentives	- Sustainability Coordinator's time
Paid Advertising in local newspapers	Advertise when the program is launched, and throughout the program advertise specific incentives if uptake is low	- 10 ad placements in local newspapers \$2,500
TOTAL		\$3,200; plus staff time

² Money for advertising and print materials will be from the Energy and Sustainability budget, and not taken from the budget allocated for incentives



RDN REPORT	
CAO APPROVAL <i>(Signature)</i>	
EAP	
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APR 13 2012	
RHD	
BOARD	
DATE:	

MEMORANDUM

TO: Chris Midgley
 Manager, Energy and Sustainability

DATE: April 11, 2012

FROM: Jennifer Frumento
 Sustainability Coordinator

FILE: 6780-50

SUBJECT: Climate Smart Small Business Engagement Program

PURPOSE

To propose that the RDN become a host community for Climate Smart’s Small Business Engagement Program.

BACKGROUND

Climate Smart, a Vancouver-based provider of carbon management training and tools, is currently coordinating a Small Business Engagement Fund in communities across BC to partially cover the cost of hosting a greenhouse gas (GHG) training program for local businesses. Participating small and medium sized businesses learn about measuring and reducing greenhouse gas emissions while improving operational efficiencies during the three-day training workshop.

To cover the costs of the program, \$8,000 is available from the Climate Smart Small Business Engagement Fund, with the host local government contributing an additional \$5,000. Participating businesses pay between \$250 and \$1,000, depending on the size of their organization. Each three-day workshop has space for up to 12 participating businesses.

To recruit local business participants, Climate Smart leverages their existing relationships with industry associations and past Climate Smart participants, as well as developing new relationships with local organizations, such as Chambers of Commerce, where Climate Smart would be a value-add to their members.

Acting as a Climate Smart host community provides outreach that was identified as a key action to achieve the Energy and Sustainability department’s performance objectives in the 2012 Business Plan. By assisting the business community access information and tools to support emissions reductions, the Climate Smart Business Engagement Program helps satisfy this objective, ensuring the public continues to be engaged in initiatives to support a resilient region in the face of climate change.

ALTERNATIVES

1. That the RDN become a host community for the Climate Smart Business Engagement Program.
2. That the RDN not become a host community for the Climate Smart Business Engagement Program.

FINANCIAL IMPLICATIONS

If Alternative 1 is approved, as a host community sponsor the RDN will contribute \$5,000 for one three-day regional training workshop. Funding to support this Program is available in the 2012 Energy and Sustainability Departmental Budget, which includes resources to undertake community outreach, engagement and action on climate change and adaptation. Depending on the success of the initial workshop, an opportunity to host a second workshop series will be considered.

The delivery of this program through Climate Smart allows the RDN's \$5,000 financial contribution to leverage an additional \$8,000 from the Small Business Engagement Fund, for a total of \$13,000, with a further \$250 to \$1,000 provided by each participating business. As well, because Climate Smart coordinates and delivers the training series, RDN staff time required is expected to be minimal.

SUSTAINABILITY IMPLICATIONS

The commercial business sector represents 8% of the total emissions in the RDN and member municipalities, with an estimated 73,619 tonnes of GHG emissions released annually¹. By engaging the business community through Climate Smart, the RDN will be encouraging a reduction in regional GHGs, encouraging resilience in local businesses by linking economic development to emissions reductions, boosting innovation in the local green economy, supporting the development of green skills in the region, helping to develop new partnerships for ongoing collaboration between local government and the private sector, and demonstrating the RDN's leadership and commitment to reducing community emissions.

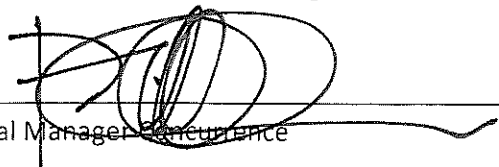
SUMMARY/ CONCLUSIONS

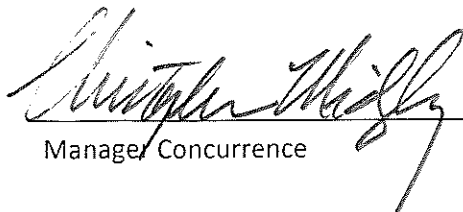
The Climate Smart Business Engagement Program is expected to provide multiple benefits to local businesses, the RDN, as well as the community at large by engaging and strengthening local businesses while reducing community-wide emissions. Contributing \$5,000 toward the program will leverage \$8,000 from Climate Smart's Small Business Engagement Fund significantly increasing the value of the contribution to the local business community.

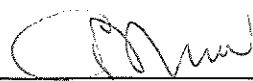
RECOMMENDATION

That the RDN become a host community for the Climate Smart Business Engagement Program.


Report Writer


General Manager, Concurrence


Manager, Concurrence


CAO Concurrence

¹ Ministry of Environment. Nanaimo Regional District's Updated 2007 Community Energy and Emissions Inventory. June 30, 2010