

REGIONAL DISTRICT OF NANAIMO

REGULAR BOARD MEETING

TUESDAY, JUNE 24, 2014

7:00 PM

(RDN Board Chambers)

A G E N D A

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 - 17 **Michael Jessen, Representative of Arrowsmith Parks and Land-Use Council**, re Town of Qualicum Beach RGS amendment application.
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- 3. BOARD MINUTES**
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- 4. BUSINESS ARISING FROM THE MINUTES**
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(All Directors – One Vote)

 - 34 **Coralee Oakes, Minister of Community, Sport and Cultural Development**, re Minister’s Meetings at UBCM Convention.
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43-56 **Petition**, re Qualicum Beach Growth Containment Boundary Amendment

6. UNFINISHED BUSINESS

7. STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS

7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

57-58 Minutes of the Electoral Area Planning Committee meeting held Tuesday, June 10, 2014 (for information) (All Directors – One Vote).

DEVELOPMENT PERMIT

Development Permit Application No. PL2014-038 – 0871870 BC Ltd. Inc. – 2369 Island Highway East, Electoral Area ‘E’ (Electoral Area Directors, Except EA ‘B’ – One Vote).

That Development Permit Application No. PL2014-038 to permit restoration works within the Watercourse Development Permit Area be approved subject to the conditions outlined in Attachment 2.

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variance Application No. PL2014-036 – Harris – 2960 Leon Road, Electoral Area ‘H’ (Electoral Area Directors, Except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Permit with Variance Application No. PL2014-036.

That Development Permit with Variance Application No. PL2014-036 to permit the subdivision of the subject parcel and reduce the setback from a watercourse for the proposed building envelope be approved subject to the conditions outlined in Attachments 2 to 4.

Development Permit with Variance Application No. PL2014-047 – Pronger – 6173 Island Highway West, Electoral Area ‘H’ (Electoral Area Directors, Except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Permit with Variance Application No. PL2014-047.

That Development Permit with Variance Application No. PL2014-047 to permit the demolition of an existing cabin and accessory buildings and construction of a new dwelling unit be approved subject to the conditions outlined in Attachments 2 to 4.

DEVELOPMENT VARIANCE PERMIT APPLICATION

Development Variance Permit Application No. PL2014-042 – Terry Green – 1559 Sunrise Drive, Electoral Area ‘G’ (Electoral Area Directors, Except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Variance Permit Application No. PL2014-042.

That Development Variance Permit Application No. PL2014-042 to reduce the front lot line setback from 8.0 metres to 2.0 metres to permit the construction of a garage be approved.

7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

59-66 Minutes of the Committee of the Whole meeting held Tuesday, June 10, 2014 (for information) (All Directors – One Vote).

COMMUNICATION/CORRESPONDENCE

(All Directors – One Vote)

Judith Roux, Gabriola Commons Foundation, re Request for Funding Under the Community Works Program.

That the correspondence from Judith Roux, Gabriola Commons Foundation, regarding the request for funding under the Community Works Program, be received.

Premier Christy Clark, re Preparation for 2014 UBCM Convention.

That the correspondence from Premier Christy Clark regarding preparations for the 2014 Union of BC Municipalities Convention be received.

Elizabeth Beale and Thomas Harding, re 1955 Stokes Road — Electoral Area 'B' - Building Bylaw Contravention.

That the correspondence received from Elizabeth Beale and Thomas Harding regarding 1955 Stokes Road – Electoral Area ‘B’ – Building Bylaw Contravention, be received.

John K. Marsh, Town of Qualicum Beach, re Appointment - Alternate to the Regional District of Nanaimo Board.

That the correspondence received from John K. Marsh, Town of Qualicum Beach, regarding the appointment of an Alternate to the Regional District of Nanaimo Board, be received.

CAO

2014 Service Area Work Plan Project Update (All Directors – One Vote).

That the Board receive the progress report on the 2014 Service Area Work Plan Project Update for the reporting period of January to May, 2014, for information.

FINANCE

2013 Annual Financial Report (Audited Financial Statements), Board and Committee Member Remuneration/Expenses and Statement of Financial Information (All Directors – One Vote).

That the 2013 Annual Financial Report, Statement of Board and Committee Members Expenses and Remuneration and the Statement of Financial Information be received and approved as presented.

2014 Gas Tax Transfer and Community Works Fund Program Update (All Directors – One Vote).

- 1. That the report on the renewed Gas Tax Funding Program be received for information.*
- 2. That the 2014 Community Works Funds program attached as Schedules A and B be approved and that staff be authorized to continue work on the projects as needed.*
- 3. That the report on the use of Community Works Funds in 2013 be received for information.*

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Capacity Building to End Homelessness Reserve Fund – People for a Healthy Community – Homelessness Survey (All Directors – Weighted Vote).

That the Regional District of Nanaimo Board allocate \$5,000 from the reserve fund to the People for a Healthy Community (PHC) to conduct a homelessness survey that will be used to ensure that PHC programs are designed to meet the needs of those at risk of or experiencing homelessness on Gabriola Island.

Options to Influence Seaweed Harvesting in Electoral Area 'H' (All Directors – One Vote).

1. *That the Board receive the staff report for information.*
2. *That staff arrange a meeting with all agencies that are involved in the process of approving Seaweed Harvesting licences. Additionally and concurrently, staff is to pursue further action on a notation of interest on the foreshore from Deep Bay Spit to Qualicum Bay and a Crown Lease application.*

BUILDING, BYLAW & EMERGENCY PLANNING SERVICES

2220 Quail Grove Place – Electoral Area 'A' – Unsightly Premises (All Directors – One Vote).

Property owners wishing to speak to 2220 Quail Grove Place – Electoral Area 'A' – Unsightly Premises.

That the Board, pursuant to Unsightly Premises Regulatory Bylaw No. 1073, 1996, directs the owner of Lot H Section 15 Range 1 Cedar District Plan VIP66841, Except Part In Plan VIP71318 (2220 Quail Grove Place) to remove the accumulation of derelict vehicles, temporary structures, tires, vehicle parts and assorted discarded and disused material from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo's agents at the Owner's cost.

1955 Stokes Rd – Electoral Area 'B' – Building Bylaw Contravention (All Directors – One Vote).

Property owners wishing to speak to 1955 Stokes Rd – Electoral Area 'B' – Building Bylaw Contravention.

That staff be directed to register a Notice of Bylaw Contravention on the title of Lot 24, Section 3, Gabriola Island, Nanaimo District, Plan 23476 (1955 Stokes Road) pursuant to Section 57 of the Community Charter and take further enforcement action as may be necessary to ensure the property is in compliance with Regional District of Nanaimo regulations.

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER SERVICES

Nanaimo Community Gardens Society Agreement – Greater Nanaimo Pollution Control Centre Greenhouses (All Directors – Weighted Vote).

That the Board approve the amendment to the current agreement with the Nanaimo Community Gardens Society for the use of the greenhouses at Greater Nanaimo Pollution Control Centre for an additional 1 year, from September 1, 2014 to August 31, 2015.

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE SERVICES

The RDN's Solid Waste Management Plan – Stage 2 & 3 Committee Structure (All Directors – One Vote).

- 1. That the Board amend the current Regional Solid Waste Advisory Committee terms of reference to provide more community representation and adopt the Terms of Reference set out in Appendix 1.*
- 2. That the Board approve a Select Committee be formed to be a liaison between the Regional Solid Waste Advisory Committee and the Regional Board on Solid Waste Management Plan update and adopt the Terms of Reference set out in Appendix 2.*
- 3. That the Board advise staff to request approval from the Ministry of Environment Manager for a single public and technical advisory committee.*
- 4. That the Board direct staff to advertise for membership in the Regional Solid Waste Advisory Committee.*

ADVISORY AND SELECT COMMITTEE AND COMMISSION

Electoral Area 'F' Parks and Open Space Advisory Committee

Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Monday, March 17, 2014. (All Directors – One Vote).

That the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Monday, March 17, 2014, be received for information.

Errington Trails (All Directors – One Vote).

That the Regional District support the Silver Spur Riding Club and Central Island Back Country Horsemen in their application under Section 57 of the Forest and Range Practices Act to maintain the unmanaged trail system on the Crown Land adjacent to Little Mountain, Errington.

District 69 Recreation Commission.

Minutes of the District 69 Recreation Commission Meeting held Thursday, May 15, 2014 (All Directors – One Vote).

That the minutes of the District 69 Recreation Commission meeting held Thursday, May 15, 2014, be received for information.

Grant Approvals (Parksville, Qualicum Beach, EAs E, F, G, H – Weighted Vote).

That the following District 69 Youth Recreation Grant applications be approved:

Arrowsmith Community Recreation Association – sports programs	\$800
Bard to Broadway Theatre Society – summer youth theatre workshop	\$1,000
Bard to Broadway Theatre Society – performing arts education series	\$1,500
Errington War Memorial Hall Association – youth engagement music program	\$1,000
Ravensong Aquatic Club – visual aids and pace clock repair	\$1,000

That the following District 69 Community Recreation Grant applications be approved:

Arrowsmith Agricultural Association - electrical service to outdoor stage	\$2,000
Arrowsmith Community Recreation Association -Coombs Candy Walk	\$1,500
Bow Horne Bay Community Club - Lighthouse Country Fair	\$2,500
Corcan Meadowood Residents Association - Canada and Park Opening and Halloween events	\$1,500
Harmony Band (formerly Jugmentals Jug Band)	\$850
Parksville Golden Oldies Sports Association - Active Aging Week	\$2,495
Parksville Lawn Bowling Club - National Championships	\$750
Vancouver Island Opera	\$1,200

Corporate and Group Recreation Facility Pass Program Report (Parksville, Qualicum Beach, EAs E, F, G, H – Weighted Vote).

1. *That a Corporate and Group Recreation Facility Pass be established for Oceanside Place and Ravensong Aquatic Centre in which a 15% discount is made available to nonprofit organizations and business within District 69 of the Regional District of Nanaimo when purchasing at one time ten or more annual adult membership passes.*
2. *That the Corporate and Group Recreation Facility Pass Program be offered as a trial program for a two year period.*

Grade Five Active Pass and Grade Six Activity Card Programs Report (Parksville, Qualicum Beach, EAs E, F, G, H – Weighted Vote).

1. *That staff implement a Grade Five Active Pass program which provides free unlimited access to youth in grade five who reside or attend school in District 69 of the Regional District of Nanaimo, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.*
2. *That staff implement a Grade Six Activity Card program which provides a free 10 visit pass to youth in grade six who reside or attend school in District 69 of the Regional District of Nanaimo, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.*

School District 69 Closures - Programming Use (All Directors – One Vote).

That staff proceed to meet and review facility use partnership opportunities with School District 69 (Qualicum) for the schools that are slated for closure in September 2014 and report back to the District 69 Recreation Commission and Board.

Agricultural Advisory Committee.

Minutes of the Agricultural Advisory Committee Meeting held Friday, May 23, 2014 (All Directors – One Vote).

That the minutes of the Agricultural Advisory Committee meeting held Friday, May 23, 2014, be received for information.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Gabriola Commons Foundation (All Directors – One Vote).

That staff be directed to review the application for project and recipient eligibility under the Community Works Fund program of the Gas Tax Transfer Agreement and that staff be directed to prepare an agreement with the Gabriola Commons Foundation to transfer Community Works funds if the applicant and project meet eligibility criteria under the Gas Tax Transfer Agreement.

NEW BUSINESS

RDN Strategic Planning Process (All Directors – One Vote).

That staff be directed to re-evaluate Regional District of Nanaimo strategic planning processes so as to create a plan that is updated annually, is a living document (lives beyond the election), is adaptable to change and responds to the needs of Regional District of Nanaimo constituents.

Referendum – District 69 Service Area (All Directors – One Vote).

That staff be directed to prepare a report for the Board that examines holding a referendum during the next election to create a District 69 service area that supports minor funding for serious social issues.

7.5 SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES

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

67-68 **Minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, May 12, 2014 (All Directors – One Vote).**

Regional Parks and Trails Select Committee.

69-71 **Minutes of the Regional Parks and Trails Select Committee meeting held Wednesday, June 11, 2014 (All Directors – One Vote).**

72-79 **Nanaimo Region Trail Partnership Funding Agreement Report (All Directors – Weighted Vote).**

That the Funding Agreement with the Nanaimo Region Rail Trail Partnership be approved as presented in Appendix I.

- 80 **Application for E&N Rail Trail Reserve Funding – City of Nanaimo** (All Directors – Weighted Vote).

That the Regional District of Nanaimo partner on the City of Nanaimo's Downtown to Seventh Street E&N Rail Trail Project by allocating in 2014 \$150,000 from the Regional Parks and Trails Acquisition and Capital Budget - E & N Municipal Rail Trail Reserve as a contribution for detailed design costs and \$150,000 in 2015 as a contribution for construction costs.

- 81-82 **Sustainability Select Committee.**

Minutes of the Sustainability Select Committee meeting held Thursday, June 12, 2014 (All Directors – One Vote).

- 83-98 **Carbon Neutral Operations – 2013** (All Directors – One Vote).

That the report be received for information purposes only.

- 99-102 **Additional Funding for RDN Woodstove Exchange Program** (All Directors – Weighted Vote).

That the Sustainability Select Committee recommend the Board release up to \$20,000 from the Regional Sustainability Initiatives Reserve Fund to support the RDN Woodstove Exchange Program in 2014.

- 103-114 **Green Building Outreach Strategy and Implementation Plan** (All Directors— One Vote).

That the Sustainability Select Committee endorse the 2014 – 2015 Green Building Outreach Strategy and Implementation Plan.

- 115-116 **2014 Green Building Series** (All Directors – One Vote).

That the report be received for information purposes only.

- 117-141 **Update on Overcoming Barriers to Green Buildings** (All Directors — One Vote).

That the report be received for information purposes only.

8. ADMINISTRATOR'S REPORTS

- 142-143 **Appointment of Animal Control Officer – Tamara Hannah Jacobs.** (All Directors – One Vote).

- 144-152 **Bylaws 889.67 and 1021.10 – Inclusion of Lot 5, DL22, Nanoose Land District, Plan 10012 into the Pacific Shores Service, Electoral Area 'E' (1544 Terrien Road, J. Hunter)** (All Directors – One Vote).

153-163 **Yellow Point Aquifer Protection DPA Amendment – Bylaw 1620.02, 2014 Adoption**
(Electoral Area Directors, Except EA 'B' – One Vote).

164-175 **Request to Amend the Regional Growth Strategy by the Town of Qualicum Beach**
Recommendation 1 - (All Directors – One Vote / 2/3)
Recommendation 2 - (All Directors – One Vote)

9. ADDENDUM

10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

11. NEW BUSINESS

13. IN CAMERA

That pursuant to Sections 90 (1)(e) of the Community Charter the Board proceed to an In Camera meeting for discussions related to the acquisition of land.

14. ADJOURNMENT

Re: 2014 Program Activities

From: ERIN POLLOCK
Sent: Thursday, May 29, 2014 11:17 AM
Subject: RE: Victim Services RDN Presentation

Tuesday June 24th would work wonderful for our office. Cheryl ZAPOTICHNY Program Manager, Sgt. Sheryl ARMSTRONG Chair of our Board as well as myself will be presenting.

Thanks,
Erin

From: ERIN POLLOCK
Sent: Tuesday, May 27, 2014 10:36 AM
To: O'Halloran, Matt
Subject: Victim Services RDN Presentation

The Nanaimo RCMP Victim Services program receives annual funding from the RDN, a condition of this funding is to give a brief presentation to the RDN Council. We were curious if there was an RDN meeting coming up that we could present at?

Thank you kindly,
Erin

Kind Regards,

Erin Pollock
Nanaimo RCMP Victim Services,
Assistant Program Manager
303 Prideaux Street
Nanaimo, BC V9R 2N3
Ph:(250) 755-3146
Fax: (250) 755-3140
erin.pollock@rcmp-grc.gc.ca

Re: Town of Qualicum Beach RGS amendment application

From: Lance & Esther

Sent: Tuesday, June 10, 2014 1:10 PM

Subject: Delegation - June 24, 2014 RDN Board Meeting

Please accept this request for me to appear as a delegation at the June 24, 2014 RDN Board Meeting. The subject will be the Town of Qualicum Beach "minor" amendment application.

Thank you, Lance Nater

Re: Qualicum Beach Regional Growth Strategy Amendment Request

From: Riches, Graham

Sent: 16 June 2014 14:21

To: MOhalloran@rdn.bc.ca

Subject: delegation request

Hi Matt,

I would like to register as a delegation for the RDN Board meeting, June 24th. My topic is in relation to the QB RGS Minor Amendment request. My topic is The Significance of the RDN and its Regional Growth Strategy.

many thanks

Graham Riches
171 First Ave West
Qualicum Beach

Re: Qualicum Beach Regional Growth Strategy Minor Amendment

From: Deb McKinley

Sent: Tuesday, June 17, 2014 6:43 AM

To: matt o'halloran

Subject: Delegation for Tuesday June 24 RDN Meeting, from Deb McKinley

Hello Matt – Please put me down as a Delegation to address the RDN Board on Tuesday June 24th.

My subject will be: A Minor versus Regular Amendment - a Decision of Monumental Significance.

Sincerely,

Deborah McKinley

(346 Nenzel Road, Qualicum Beach BC V9K 1M5, tel. 250-752-7186, email = debmckinley@shaw.ca)

Re: Qualicum Beach Regional Growth Strategy Minor Amendment

From: Charna Macfie

Sent: Tuesday, June 17, 2014 10:34 AM

To: Hill, Jacquie

Subject: RDN Board Meeting June 24 - request

Jacquie Hill,

I am requesting to be a delegate at the next RDN Board Meeting on the 24th June. I shall be commenting on the RGS amendment request from the Town of Qualicum Beach.

Charna Macfie
578 Maple St.
Qualicum Beach
594 5991

Re: Qualicum Beach Regional Growth Strategy Minor Amendment

Subject: Request to be Delegation to RDN Board June 24

Date: Tue, 17 Jun 2014 11:02:54 -0700

From: M Jessen

To: mohalloran@rdn.bc.ca

Attention Mr. O'Halloran
RDN Legislative Coordinator

I wish to apply as a delegation to make a statement to the RDN Board of Directors on behalf of Arrowsmith Parks and Land-Use Council (APLUC).

The topic that I wish to address is:

The Town of Qualicum Beach submission to Regional District of Nanaimo to amend the Regional Growth Strategy (RGS) by means of the minor amendment process. By the Town not meeting the letter and spirit of the requirements for a minor amendment the regional district risks further weakening the ability of the RGS to establish and support good planning practices throughout the entire district. The Town's approach could be based on balkanization that seems to be arising.

Please confirm my acceptance in this regard.
Your consideration of this request is appreciated.

Michael Jessen, P.Eng.
Representative to APLUC
1266 Jukes Place
Parksville, B.C.
V9P 1W5
Ph. 250-752-4579

Re: Qualicum Beach Regional Growth Strategy Minor Amendment

From: Bruce Fleming-Smith

Subject: request to appear as delegation at Board meeting June 24

Date: June 17, 2014 at 12:22:13 PM PDT

To: mohalloran@rdn.bc.ca

Reply-To: Bruce Fleming-Smith <brucefs@shaw.ca>

Bruce Fleming-Smith
564 Berwick Rd.North
Qualicum Beach
B.C. V9K-1L1
250-752-2909

Attention Mr. O'Halloran

I would like to request that you register me as a delegation for the Board meeting of the RDN Board on June 24,2014.

I would like to address the subject of the Town of Qualicum's 2014 OCP Review-Request for Growth Containment Boundary Amendment application as it relates to the RDN's RGS Bylaw 1615, 2011, and as it relates to the inclusion of ALR lands.

Kindly confirm my acceptance in this regard. Could you also advise as to the time of the meeting. Thank you.

Have a pleasant day...

Bruce Fleming-Smith

Re: Qualicum Beach Regional Growth Strategy Minor Amendment

From: fox mckinley

Date: Tue, Jun 17, 2014 at 6:45 AM

Subject: delegation

To: mohalloran@rdn.bc.ca

Hi Matt;

I am requesting to be a delegation for the RDN board meeting on June 24th to address the minor amendment submission from the town of Qualicum Beach. I would also appreciate it if I could be listed as the last delegation to speak as you were good enough to accommodate me at the last board meeting.

Thank you;

Fox McKinley

346 Nenzel Road

Qualicum Beach, B.C. v9k1m5

250-752-7186

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR BOARD MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, MAY 27, 2014 AT 7:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director D. Brennan	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Alternate	
Director C. Pinker	Electoral Area C
Director G. Holme	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director J. de Jong	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Regrets:

Director M. Young	Electoral Area C
Director G. Anderson	City of Nanaimo

Also in Attendance:

D. Trudeau	A/Chief Administrative Officer
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
R. Alexander	Gen. Mgr. Regional & Community Services
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order and welcomed Alternate Director Pinker to the meeting.

DELEGATIONS

Lance Nater, re Town of Qualicum Beach request to amend the Regional Growth Strategy.

Lance Nater expressed his concerns that a full Official Community Review has not been completed and that the requirements for a minor amendment to the Regional Growth Strategy have not been met.

Senyo Agbedra, Sunyani Municipal Assembly, Ghana re Partnership Project Update.

Senyo Agbedra presented a slide show updating the Board on the humanitarian projects completed in Sunyani with the support of the Rotary Club of Nanaimo, and expressed thanks to the Board for the partnership with the Regional District of Nanaimo.

Charna Macfie, re Qualicum Beach's Amendment to the Growth Containment Boundary.

Charna Macfie voiced her concerns regarding the proposed amendment to the Growth Containment Boundary and urged the Board to slow down the process and not proceed as minor amendment.

Kevin Monahan, re Proposed expansion of the Growth Containment Boundary in Qualicum Beach.

Kevin Monahan presented his concerns to the Board regarding the process of the proposed amendment to the Regional Growth Strategy and provided his interpretation of the bylaw stating that it is not a minor amendment.

Graham Riches, re Responses from the People of Qualicum Beach regarding Town Council Request for a Growth Containment Boundary Amendment.

Graham Riches expressed his concerns regarding the request for a Growth Containment Boundary Amendment and asked the Board not to process this request as a minor amendment.

Bruce Fleming-Smith, re Qualicum Beach 2014 OCP Review - Request for Growth Containment Amendment.

Bruce Fleming-Smith presented a slide show and outlined the large area of Agricultural Land Reserve lands that are proposed to be brought into the town's urban area stating that it is not a minor amendment as set out in the Regional Growth Strategy bylaw.

Deb McKinley, re The Impact of the proposed Amendment on the Community of Qualicum Beach.

Deb McKinley provided a visual presentation and voiced her concerns that the proposed amendment to the Growth Containment Boundary does not meet the requirements of a minor amendment as it includes Agricultural Land Reserve lands and urged the Board not to proceed at this time.

Fox McKinley, re Town of Qualicum Beach Application to Amend the Regional Growth Strategy.

Fox McKinley voiced his opposition that the application to amend the Regional Growth Strategy proceed as a minor amendment as it would be contrary to the bylaw and a fair democratic process.

LATE DELEGATIONS

14-352 MOVED Director McPherson, SECONDED Director Brennan, that late delegations be permitted to address the Board.

CARRIED

Luke Sales, Director of Planning, Town of Qualicum Beach, re RGS Amendment Request.

Luke Sales provided a slide show and overview of the Town's process and timeline of events to amend the Regional Growth Strategy through a full Official Community Plan review.

Scott Tanner, Councillor, Town of Qualicum Beach, re RGS Amendment Request.

Scott Tanner provided a brief history of the 20 year process to develop the Regional Growth Strategy and stated that Agricultural Land Reserve (ALR) lands must not be considered to be inside either a Growth Containment Boundary or an Urban Containment Boundary, and requested that the Board send the application back to Qualicum Beach to redraw the boundaries to keep the ALR lands outside of the Growth Containment Boundary.

BOARD MINUTES

Minutes of the Regular Board meeting held Tuesday, April 22, 2014.

- 14-353 MOVED Director Holme, SECONDED Director McPherson, that the minutes of the Regular Board meeting held Tuesday, April 22, 2014, be adopted.

CARRIED.

Minutes of the Special Board meeting held Tuesday, May 13, 2014.

- 14-354 MOVED Director Holme, SECONDED Director Fell, that the minutes of the Special Board meeting held Tuesday, May 13, 2014, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Guy Fletcher, re Resignation from the Board of Variance.

- 14-355 MOVED Director Veenhof, SECONDED Director Lefebvre, that the correspondence from Guy Fletcher regarding his resignation from the Board of Variance, be received.

CARRIED

Byron Montgomery, Lamar Transit Advertising Canada Ltd., re Bus Advertising.

- 14-356 MOVED Director Veenhof, SECONDED Director Lefebvre, that the correspondence from Byron Montgomery, Lamar Transit Advertising Canada Ltd., regarding bus advertising, be received.

CARRIED

Jeff Lott, Nanaimo 2014 BC Summer Games, re Let's Green the Games Together.

- 14-357 MOVED Director Veenhof, SECONDED Director Lefebvre, that the correspondence from Jeff Lott, Nanaimo 2014 BC Summer Games, regarding Let's Green the Games Together, be received.

CARRIED

Lynette Kershaw, School District 69, re Rubberized Track Upgrade Project – Ballenas Secondary School.

- 14-358 MOVED Director Veenhof, SECONDED Director Lefebvre, that the correspondence from Lynette Kershaw, School District 69, regarding the Rubberized Track Upgrade Project – Ballenas Secondary School, be received.

CARRIED

Michael Scott, re Development Permit with Variance Application No. PL2013-126 – Mohan – Admiral Tryon Boulevard, Electoral Area 'G'.

14-359 MOVED Director Veenhof, SECONDED Director Lefebvre, that the correspondence from Michael Scott regarding Development Permit with Variance Application No. PL2013-126 – Mohan – Admiral Tryon Boulevard, Electoral Area 'G', be received.

CARRIED

J.F. Boshier, re Town of Qualicum Beach - Growth Containment Boundary.

14-360 MOVED Director Veenhof, SECONDED Director Lefebvre, that the correspondence from J.F. Boshier regarding the Town of Qualicum Beach - Growth Containment Boundary, be received.

CARRIED

Arthur N. Skipsey, re Town of Qualicum Beach - Growth Containment Boundary.

14-361 MOVED Director Veenhof, SECONDED Director Lefebvre, that the correspondence from Arthur N. Skipsey regarding the Town of Qualicum Beach - Growth Containment Boundary, be received.

CARRIED

Janet Raines, re Town of Qualicum Beach - Growth Containment Boundary.

14-362 MOVED Director Veenhof, SECONDED Director Lefebvre, that the correspondence from Janet Raines regarding the Town of Qualicum Beach - Growth Containment Boundary, be received.

CARRIED

Margaret Porter, re Town of Qualicum Beach - Growth Containment Boundary.

14-363 MOVED Director Veenhof, SECONDED Director Lefebvre, that the correspondence from Margaret Porter regarding the Town of Qualicum Beach - Growth Containment Boundary, be received.

CARRIED

Ian Lindsay, re Urban Containment Boundary, Qualicum Beach.

14-364 MOVED Director Veenhof, SECONDED Director Lefebvre, that the correspondence from Ian Lindsay regarding the Urban Containment Boundary, Qualicum Beach, be received.

CARRIED

**STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES & RECOMMENDATIONS
ELECTORAL AREA PLANNING STANDING COMMITTEE**

Minutes of the Electoral Area Planning Committee meeting held Tuesday, May 13, 2014.

14-365 MOVED Director Veenhof, SECONDED Director Holme, that the minutes of the Electoral Area Planning Committee meeting held Tuesday, May 13, 2014, be received for information.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE APPLICATION

Development Permit with Variance Application No. PL2013-126 – Mohan – Admiral Tryon Boulevard, Electoral Area ‘G’.

Michael Scott spoke in favor.

Ms. Sims spoke in favor.

- 14-366 MOVED Director Holme, SECONDED Director Johnstone, that Development Permit with Variance Application No. PL2013-126 to allow the construction of a dwelling unit and marine retaining wall on the subject property be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. PL2013-053 – Morpak/Sheremeta – 3068 Hillview Road, Electoral Area ‘E’.

- 14-367 MOVED Director Holme, SECONDED Director Fell, that Development Variance Permit Application No. PL2013-053, be approved subject to the conditions outlined in Attachment 2.

CARRIED

Development Variance Permit Application No. PL2014-012 – Pasioka – 3097 Landmark Crescent, Electoral Area ‘C’.

- 14-368 MOVED Director Pinker, SECONDED Director McPherson, that Development Variance Permit Application No. PL2014-012 to reduce the minimum setback requirement from the interior lot line from 8.0 metres to 2.5 metres, be approved subject to the conditions outlined in Attachment 1.

CARRIED

Development Variance Permit Application No. PL2014-023 – Meadows – 1963 Seahaven Road, Electoral Area ‘E’.

- 14-369 MOVED Director Holme, SECONDED Director Veenhof, that Development Variance Permit Application No. PL2014-023 to allow the construction of a dwelling unit on the subject property be approved subject to the conditions outlined in Attachments 1 to 3.

CARRIED

COMMITTEE OF THE WHOLE STANDING COMMITTEE

Minutes of the Committee of the Whole meeting held Tuesday, May 13, 2014.

- 14-370 MOVED Director Bestwick, SECONDED Director Brennan, that the minutes of the Committee of the Whole meeting held Tuesday, May 13, 2014, be received for information.

CARRIED

COMMUNICATION/CORRESPONDENCE

Ken P. Gurr, Gabriola Island Chamber of Commerce, re Follow-up to March 11 Delegation Request for Action – Descanso Bay Wharf Usage Conditions.

- 14-371 MOVED Director Veenhof, SECONDED Director Houle, that the correspondence from Ken P. Gurr, Gabriola Island Chamber of Commerce, regarding follow-up to his March 11, 2014 delegation request for action regarding the Descanso Bay Wharf usage conditions, be received.

CARRIED

Darin Guenette, BC Ferry Services Inc., re Descanso Bay.

- 14-372 MOVED Director Veenhof, SECONDED Director Houle, that the correspondence from Darin Guenette, BC Ferry Services Inc., regarding Descanso Bay, be received.

CARRIED

M. Robertson, re Potential Major Change to the OCP of Qualicum Beach involving the UCB/RGS.

- 14-373 MOVED Director Veenhof, SECONDED Director Houle, that the correspondence from M. Robertson regarding potential major change to the Official Community Plan of Qualicum Beach involving the Urban Containment Boundary / Regional Growth Strategy, be received.

CARRIED

Eoin Finn, re Follow-up to April 22 Presentation – Support for Ban on LNG Tanker Traffic.

- 14-374 MOVED Director Veenhof, SECONDED Director Houle, that the correspondence from Eoin Finn regarding follow-up to the April 22, 2014 presentation – Support for Ban on Liquid National Gas Tanker Traffic, be received.

CARRIED

Gabriola Community Bus Committee, re Request for Community Works Funding Submitted to Howard Houle, Area 'B' Director.

- 14-375 MOVED Director Veenhof, SECONDED Director Houle, that the correspondence from the Gabriola Community Bus Committee regarding the request for Community Works funding submitted to Howard Houle, Area 'B' Director, be received.

CARRIED

Correspondence, April 2014, re Proposed Incinerator at Duke Point.

- 14-376 MOVED Director Veenhof, SECONDED Director Houle, that the correspondence from April 2014, regarding the proposed incinerator at Duke Point, be received.

CARRIED

Correspondence, April 2014, re Island Corridor Foundation.

- 14-377 MOVED Director Veenhof, SECONDED Director Houle, that the correspondence from April 2014, regarding the Island Corridor Foundation, be received.

CARRIED

Patrick B. Quealey, Ministry of Justice, re Province-Wide Earthquake Preparedness Consultation.

- 14-378 MOVED Director Veenhof, SECONDED Director Houle, that the correspondence from Patrick B. Quealey, Ministry of Justice, regarding province-wide earthquake preparedness consultation, be received.

CARRIED

Phil Turin, School District 68, re Proposal to Reduce Board of Education from 9 to 7 Trustees.

- 14-379 MOVED Director Veenhof, SECONDED Director Houle, that the correspondence from Phil Turin, School District 68, regarding the proposal to reduce the Board of Education from nine (9) to seven (7) Trustees, be received.

CARRIED

FINANCE

2013 Financial Statements and Audit Findings Report.

14-380 MOVED Director Veenhof, SECONDED Director Houle, that the Audit Findings Report and the financial statements of the Regional District of Nanaimo for the year ended December 31, 2013, be received.

CARRIED

14-381 MOVED Director Veenhof, SECONDED Director Houle, that the consolidated financial statements of the Regional District of Nanaimo for the year ended December 31, 2013, be approved as presented.

CARRIED

Operating Results for the Period Ending March 31, 2014.

14-382 MOVED Director Veenhof, SECONDED Director Lefebvre, that the summary report of financial results from operations to March 31, 2014, be received for information.

CARRIED

Amendments to Policy No. A2.16 Purchasing Card Policy.

14-383 MOVED Director Veenhof, SECONDED Director de Jong, that the Board approve the amendments to "Policy No. A2.16 Purchasing Card Policy" as presented.

CARRIED

Bylaw 1623.02 – Authorize the Use of Development Cost Charge Funds.

14-384 MOVED Director Bestwick, SECONDED Director Brennan, that "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Amendment Bylaw No. 1623.02, 2014", be introduced and read three times.

CARRIED

14-385 MOVED Director Bestwick, SECONDED Director Ruttan, that "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Amendment Bylaw No. 1623.02, 2014", be adopted.

CARRIED

CORPORATE SERVICES

ADMINISTRATIVE SERVICES

2014 Local Government Elections – Appointment of Chief Election Officer and Deputy Chief Election Officer.

14-386 MOVED Director Ruttan, SECONDED Director Johnstone, that Jacquie Hill, Manager of Administrative Services, be appointed as the Chief Election Officer and Matt O'Halloran, Legislative Coordinator, be appointed as the Deputy Chief Election Officer for the purpose of conducting the November 15, 2014 local government elections and referendums.

CARRIED

HUMAN RESOURCES

Regional District of Nanaimo Employee Benefits Plan.

- 14-387 MOVED Director Brennan, SECONDED Director Johnstone, that the Board authorize staff to consolidate insurance coverage (excluding Accidental Death & Dismemberment) under Pacific Blue Cross by changing insurance carriers for life insurance and long term disability coverage to Pacific Blue Cross, effective July 1, 2014.

CARRIED

TRANSPORTATION AND SOLID WASTE

SOLID WASTE

Regional Landfill Environmental Monitoring Services Contract.

- 14-388 MOVED Director Holme, SECONDED Director Lefebvre, that the Board award the contract for environmental monitoring program services at the Regional Landfill for June 2014 to March 2017 to SNC Lavalin at a cost of \$244,981.

CARRIED

Review of Draft Landfill Criteria.

- 14-389 MOVED Director Holme, SECONDED Director Johnstone, that the Regional District of Nanaimo Board direct staff to respond to the Ministry of Environment by May 31, 2014 asking that the draft Landfill Criteria provide clarity on application of Contaminated Sites Regulation to closed or partially closed landfills.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

Reduction of Sewer Development Cost Charges for the Proposed Nanaimo Affordable Housing Society Development at 1597 Boundary Crescent in Nanaimo.

- 14-390 MOVED Director Brennan, SECONDED Director Ruttan, that the Board approves the 50% rate reduction for the proposed Nanaimo Affordable Housing Society development at 1597 Boundary Crescent in Nanaimo.

CARRIED

WATER AND UTILITY

Memorandum of Understanding – Regional District of Nanaimo / City of Parksville Water Supply Agreement – Nanoose Water Connection.

- 14-391 MOVED Director Lefebvre, SECONDED Director Holme, that the Board direct staff to execute the City of Parksville / Regional District of Nanaimo Water Supply Agreement Memorandum of Understanding with the City of Parksville commencing May 1, 2014, and remaining in effect until April 30, 2017 or until the Englishman River Water Service infrastructure is in place and operational.

CARRIED

Community Works Funds – Hawthorne Rise Sanitary Sewer.

- 14-392 MOVED Director Holme, SECONDED Director Fell, that the Board approve a total of \$4,500 in Community Works Funds from Electoral Area 'G' in support of the Hawthorne Rise Sanitary Sewer installation project.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE, AND COMMISSION MINUTES & RECOMMENDATIONS

Liquid Waste Advisory Committee.

Minutes of the Liquid Waste Advisory Committee meeting held Friday, January 10, 2014.

- 14-393 MOVED Director Holme, SECONDED Director Ruttan, that the minutes of the Liquid Waste Advisory Committee meeting held Friday, January 10, 2014, be received for information.

CARRIED

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

Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held Wednesday, April 2, 2014.

- 14-394 MOVED Director Veenhof, SECONDED Director Lefebvre, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held Wednesday, April 2, 2014, be received for information.

CARRIED

Lighthouse Community Centre Society – Funding for Maintenance Project.

- 14-395 MOVED Director Veenhof, SECONDED Director Lefebvre, that staff be directed to review potential funding sources to accommodate capital and maintenance project requests for the Lighthouse Community Centre.

CARRIED

- 14-396 MOVED Director Veenhof, SECONDED Director Lefebvre, that staff review and make recommendations to reallocate funding in the 2014 Electoral Area 'H' Community Parks budget and Five Year Financial Plan to provide funding assistance to Lighthouse Community Centre Society for capital and maintenance projects at the Lighthouse Community Centre.

CARRIED

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

Minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, April 16, 2014.

- 14-397 MOVED Director McPherson, SECONDED Director Fell, that the minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, April 16, 2014, be received for information.

CARRIED

Grant Approvals.

- 14-398 MOVED Director McPherson, SECONDED Director Johnstone, that the Electoral Area 'A' Grant-In-Aid application from the Cedar 4H Club be approved for a total of \$1,500 towards the club's expenses for materials.

CARRIED

Skate Park Official Opening Update.

- 14-399 MOVED Director McPherson, SECONDED Director Fell, that \$500 be allocated from the Electoral Area 'A' Community Parks Budget for the Cedar Skate Park Opening event.

CARRIED

Morden Colliery Tipple Funding.

- 14-400 MOVED Director McPherson, SECONDED Director Fell, that funding from the Electoral Area 'A' Community Parks Budget be approved of up to \$6,500 to the Friends of Morden Mine Society for the engineering study of the Morden Colliery Tipple if the Province of BC declines to participate in providing funding to the project.

CARRIED

BUSINESS ARISING FROM DELEGATION OR CORRESPONDENCE

Gabriola Community Bus Committee.

- 14-401 MOVED Director Houle, SECONDED Director Veenhof, that \$8,500 from the Electoral Area 'B' Community Works Fund be allocated to Island Futures for capital cost upgrades to the two buses in the Gabriola community bus fleet.

CARRIED

NEW BUSINESS

Board Remuneration Review Committee.

- 14-402 MOVED Director Veenhof, SECONDED Director Lefebvre, that this matter be referred to the Board Remuneration Review Committee:

That Regional District of Nanaimo Directors be fully compensated for reasonable child care costs while attending or travelling to and from all meetings necessary in the conduct of their Regional District of Nanaimo duties.

CARRIED

- 14-403 MOVED Director Veenhof, SECONDED Director Lefebvre, that the Remuneration Committee be requested to review Director compensation for all reasonable expenses.

CARRIED

SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES

Grants-In-Aid Committee.

Minutes of the Grants-In-Aid Committee meeting held Monday, May 5, 2014.

- 14-404 MOVED Director Johnstone, SECONDED Director Ruttan, that the minutes of the Grants-In-Aid Committee meeting held Monday, May 5, 2014, be received for information.

CARRIED

- 14-405 MOVED Director Pinker, SECONDED Director Houle, that the Gabriola Arts Council be awarded \$2,248.00 to be used towards the upgrade to the electrical system (\$1,748.00) and the upgrade and repairs to the septic system (\$500.00).

CARRIED

- 14-406 MOVED Director Pinker, SECONDED Director Houle, that the Gabriola Athletic Movement Society be awarded \$650.00 to be used for crafts and building materials for mile markers, first aid supplies, and runner kits.
CARRIED
- 14-407 MOVED Director Pinker, SECONDED Director Houle, that the Jonanco Hobby Workshop be awarded \$1,000.00 to be used for lighting fixture upgrades in the quilting workshop.
CARRIED
- 14-408 MOVED Director Veenhof, SECONDED Director Lefebvre, that Arrowsmith Search & Rescue be awarded \$5,000.00 to be used towards the equipment truck replacement project.
CARRIED
- 14-409 MOVED Director Veenhof, SECONDED Director Lefebvre, that Eswyn's Alpine & Rock Garden (Nanoose Bay Activities and Recreation Society) be awarded \$1,097.00 for the purchase of supplies to create numbered metal tags for plant markers, and a weather proof stand at the garden site.
CARRIED
- 14-410 MOVED Director Veenhof, SECONDED Director Lefebvre, that the Lighthouse Community Centre be awarded \$4,625.00 to be used towards metal and wood transitions and the lighting upgrades for the hall.
CARRIED
- 14-411 MOVED Director Veenhof, SECONDED Director Lefebvre, that the Oceanside Community Arts Council be awarded \$2,439.20 to be used for the purchase of a new glass display cabinet.
CARRIED
- 14-412 MOVED Director Veenhof, SECONDED Director Lefebvre, that the Oceanside Hospice Society be awarded \$2,500.00 to be used towards the End-of-Life Tool Kit supplies.
CARRIED

Sustainability Select Committee.

Minutes of the Sustainability Select Committee meeting held Tuesday, May 20, 2014.

- 14-413 MOVED Director Kipp, SECONDED Director Veenhof, that the minutes of the Sustainability Select Committee meeting held Tuesday, May 20, 2014, be received for information.
CARRIED

Transit Select Committee.

Minutes of the Transit Select Committee meeting held Thursday, May 22, 2014.

- 14-414 MOVED Director Brennan, SECONDED Director Ruttan, that the minutes of the Transit Select Committee held Thursday, May 22, 2014, be received for information.
CARRIED

2014/2015 Conventional and Custom Annual Operating Agreement - Regional District of Nanaimo / BC Transit.

- 14-415 MOVED Director Brennan, SECONDED Director Ruttan, that the 2014/2015 Conventional and Custom Annual Operating Agreement (AOA) with BC Transit be approved.
CARRIED

CNG Bus Exterior Advertising Cost Benefit Analysis.

- 14-416 MOVED Director Brennan, SECONDED Director Greves, that the Board authorize staff to advise BC Transit that the Regional District of Nanaimo will not be allowing exterior bus advertisements on the 25 Compressed Natural Gas buses but will continue to allow exterior bus advertising on the 21 diesel buses in the Regional District of Nanaimo Transit fleet.

A recorded vote was requested.

The motion was CARRIED with Directors Brennan, de Jong, Greves, Holme, Johnstone, Lefebvre, McPherson, Pinker, Ruttan, Stanhope, Veenhof, and Willie voting in the affirmative, and Directors Bestwick and Kipp voting in the negative.

Recorded Vote, Weighted: In Favour – 43 , Opposed - 10

Director Brennan left the meeting at 9:10 pm citing a possible conflict of interest with the next agenda item.

Preliminary Transit Discussions with School District 68.

- 14-417 MOVED Director Holme, SECONDED Director Ruttan, that staff be directed to work with School District 68, Vancouver Island University, the Town of Ladysmith and BC Transit to work toward options for providing transit service to students travelling between Nanaimo and Ladysmith Secondary schools.

CARRIED

Director Brennan returned to the meeting at 9:12 pm.

NEW BUSINESS

Jeff Lott, Nanaimo 2014 BC Summer Games Society.

- 14-418 MOVED Director Johnstone, SECONDED Director Ruttan, that staff be directed to provide transportation service for the BC Summer Games on July 17, 18 and 20 and to encourage the Nanaimo Summer Games Society to forward a request for sponsorship to BC Transit to cover a portion of the costs.

CARRIED

Electoral Area 'E' – Transit Expansion Options.

- 14-419 MOVED Director Holme, SECONDED Director Veenhof, that staff be directed to bring forward Conventional and Custom transit expansion options and associated costs for Electoral Area 'E'.

CARRIED

Taxi Saver Program.

- 14-420 MOVED Director Brennan, SECONDED Director Bestwick, that the Board direct staff to complete a cost analysis to implement a Taxi Saver and Taxi Supplement Program in Parksville and Qualicum Beach.

CARRIED

ADMINISTRATOR'S REPORTS

Request to Amend the Regional Growth Strategy by the Town of Qualicum Beach.

- 14-421 MOVED Director Brennan, SECONDED Director McPherson, that this item be referred to staff to obtain a legal opinion on the Regional District of Nanaimo's position:

That the request from the Town of Qualicum Beach to amend the Regional Growth Strategy proceed through the process for approving minor amendments.

CARRIED

Secondary Suites Zoning Amendments – Bylaws No. 500.389, 2014 and 1285.19, 2014 – Adoption Report.

- 14-422 MOVED Director Fell, SECONDED Director Holme, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.389, 2014", be adopted.

CARRIED

- 14-423 MOVED Director Veenhof, SECONDED Director Fell, that "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.19, 2014", be adopted.

CARRIED

Zoning Amendment Application No. PL2013-064 – Bylaw 1285.21 – Fern Road Consulting on behalf of Daniel Nedokus of Dokey Resources Ltd – Electoral Area 'F'.

- 14-424 MOVED Director Fell, SECONDED Director McPherson, that "Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.21, 2014", be adopted.

CARRIED

Zoning Amendment Applications No. PL2012-096 & PL2012-097 – 3536696 Canada Inc. and bcIMC Realty Corporation – Lakes District & Schooner Cove, Electoral Area 'E' – Phased Development Agreement Authorization Bylaw No. 1692; and Amendment Bylaws No. 500.384, 500.385, and 500.388 – Third Reading.

- 14-425 MOVED Director Holme, SECONDED Director McPherson, that the report of the Public Hearing held on May 12, 2014 for "Regional District of Nanaimo Phased Development Agreement (Lakes District and Schooner Cove) Authorization Bylaw No. 1692, 2013"; "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.384, 2013"; "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.385, 2013"; and, "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.388, 2013", be received.

CARRIED

- 14-426 MOVED Director Holme, SECONDED Director Fell, that "Regional District of Nanaimo Phased Development Agreement (Lakes District and Schooner Cove) Authorization Bylaw No. 1692, 2013" be read a third time and forwarded to the Inspector of Municipalities for approval of the term of the agreement.

CARRIED

- 14-427 MOVED Director Holme, SECONDED Director McPherson, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.384, 2013" be read a third time.

CARRIED

14-428 MOVED Director Holme, SECONDED Director Fell, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.385, 2013" be read a third time.

CARRIED

14-429 MOVED Director Holme, SECONDED Director Fell, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.388, 2013" be read a third time.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NANAIMO 2014 BC SUMMER GAMES

14-430 MOVED Director Johnstone, SECONDED Director Brennan, that the Board direct staff to provide in-kind support in the waste management cycle through covering the costs of tipping fees for the 2014 BC Summer Games inorganic and organic waste.

CARRIED

Resignation from the Board of Variance.

14-431 MOVED Director Brennan, SECONDED Director Holme, that staff advertise for applications for the vacancy on the Board of Variance.

CARRIED

IN CAMERA

14-432 MOVED Director Holme, SECONDED Director Veenhof, that pursuant to Sections 90 (1)(c) and (k) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to labour relations, and the provision of a service.

CARRIED

TIME: 9:53 PM

ADJOURNMENT

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

CARRIED

TIME: 10:25 PM

CHAIRPERSON

CORPORATE OFFICER



June 11, 2014

Dear Mayors and Chairs:

I am pleased to inform you of opportunities to schedule appointments with me at the upcoming annual UBCM Convention taking place in Whistler, September 22 to 26, 2014.

You will have recently received a letter from Honourable Christy Clark, Premier, containing information about the online process for requesting a meeting with Premier Clark and other Cabinet Ministers. I am pleased to provide you with information regarding the process for requesting a meeting with me, as well as with provincial government, agency, commission and corporation staff.

If you would like to meet with me at the Convention, please complete the online form available from **June 16** at: [CSCD Minister's Meeting](#) and submit it to the Ministry of Community, Sport and Cultural Development before **August 15, 2014**. Meeting arrangements will be confirmed by early September. I will do my best to accommodate as many meeting requests as possible. In the event I am unable to meet with you, arrangements may be made for a meeting post-Convention.

Ministry staff will email the provincial appointment book. This lists all government, agency, commission and corporation staff available to meet with delegates at the Convention, as well as details on how to request a meeting online.

I look forward to another productive Convention and working with you in the year ahead.

Sincerely,

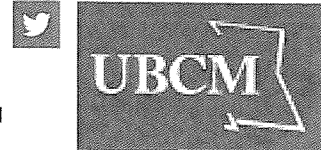
Coralee Oakes
Minister

pc: Honourable Christy Clark, Premier
Ms. Rhona Martin, President, Union of British Columbia Municipalities

Attention Councils and Boards: Response Sought to Building Code & Community Charter Changes

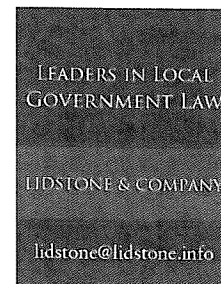
June 11, 2014

The Province of B.C. has informed UBCM that it intends to implement a uniform building code and amend the Community Charter to eliminate local government concurrent authority in this area. The Province has invited UBCM to join an advisory group to review the proposed legislative changes on the condition that UBCM signs a confidentiality agreement prior to any discussions. UBCM is seeking membership response on the course of action proposed by the Province. [Read More](#)

[Follow us on Twitter](#)

Call for Nominations to UBCM's Executive

UBCM's Nominating Committee inviting [nominations](#) for local elected officials wishing to serve on the 2014-2015 Executive. The Call for Nominations provides information about the positions open, procedures, responsibilities, and a nomination form. The deadline for advance nominations is Thursday July 31, 2014. For further information please contact [Mayor Mary Sjostrom](#), Nominating Committee Chair.



Environmental Assessment Process Webinar

The Environmental Assessment Office (EAO) is offering a free webinar to address the increase in environmental assessments that local governments are facing and to inform on changes within the EAO. The webinar will address issues relevant to elected officials, local government staff and other professionals working through the environmental assessment process in BC. [Read More](#)

Community Amenity Contributions & Affordable Housing

The Province of B.C., in partnership with UBCM and other community partners, is presenting "Finding the Right Balance: Community Amenity Contributions and Affordable Housing." The [webinar](#) will present how local governments can implement community amenity contributions in a legally sound, balanced way to support good planning and housing affordability. [Read More](#)

Healthy Community Workshops

Local governments across BC are invited to submit an Expression of Interest (EOI) for hosting a PlanH [workshop](#) in their community. The workshops are presented by PlanH, (BC Healthy Communities Society) and LIRN-BC, and focus on enhancing the capacity of local governments to work with community partners to build healthier communities. [Read More](#)



MAR 27 2014

Ref: 17377

Ms. Rhona Martin
President
Union of British Columbia Municipalities
Suite 60 – 10551 Shellbridge Way
Richmond BC V6X 2W9

Dear Ms. Martin:

I am writing to inform you of the Province's intention to implement a modern building regulatory system and qualification requirements for building officials. Our goal is a more robust building regulatory system that fosters increased efficiency, productivity and innovation. I am certain this initiative will have a positive impact on local governments, reducing liability exposure and offering enhanced provincial support for administration and enforcement of the Building Code.

The initiatives will:

- achieve a uniform Building Code by establishing sole Provincial authority for building codes and regulations and eliminating local government technical building requirements that are inconsistent with the Code;
- clarify the Minister's authority to determine whether new building products and technologies should be acceptable across the province and whether innovative design proposals provide adequate levels of safety;
- increase consistency of Code interpretation and support Code compliance by establishing minimum qualifications for local government building officials; and
- obtain reliable data on levels of Code compliance by enabling targeted assessments of a sample of complex buildings under construction.

A uniform Building Code will result in consistent, predictable building requirements for industry, reducing construction costs, increasing productivity and job creation, and improving housing affordability. A two-year transition period will give local governments time to amend their bylaws to eliminate technical requirements that are inconsistent with the Code. My staff is committed to working closely with local governments during this period.

.../2

RECEIVED MAR 31 2014

Ministry of Natural Gas Development
Minister Responsible for Housing
and Deputy Premier

Office of the Minister

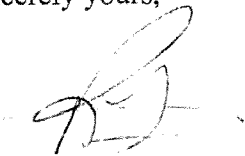
Mailing Address:
PO Box 9052, Stn Prov Govt
Victoria, BC V8W 9E2
Phone: 250 953-0900
Fax: 250 953-0927

The Province consulted extensively in 2011 and 2012 with the Union of British Columbia Municipalities, local governments and construction sector stakeholders regarding these initiatives. As a result of these consultations, some proposals, such as mandatory qualifications for building officials, have been amended to address some of the concerns.

Staff from the Building and Safety Standards Branch will be contacting UBCM staff to establish a consultation process.

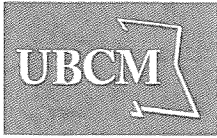
Please do not hesitate to contact me if you require additional information or UBCM staff can contact Mr. Jeff Vasey, ADM for Office of Housing and Construction Standards at Jeff.Vasey@gov.bc.ca directly. I look forward to a productive partnership as we move forward.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Rich Coleman', with a stylized flourish at the end.

Rich Coleman
Minister Responsible for Housing
and Deputy Premier

cc: Honourable Coralee Oakes
Minister of Community, Sport and Cultural Development



Union of BC Municipalities

Suite 60 10551 Shellbridge Way
Richmond, BC, Canada V6X 2W9

Phone: 604.270.8226

Email: ubcm@ubcm.ca

June 5, 2014

Honourable Rich Coleman
Minister Responsible for Housing and Deputy Premier
PO Box 9052, Stn Prov Govt
Victoria BC
V8W 9E2

Dear Minister Coleman:

We are in receipt of your letter advising of the Province's intent to implement a uniform building code and to amend the Community Charter to eliminate local government concurrent authority in this area.

The UBCM Presidents Committee has reviewed your letter and instructed that we inform local governments of your intention to proceed in this manner. We will be seeking membership input on the course of action proposed by the Province.

In the interim the Presidents Committee has also instructed UBCM staff to enter into a consultative process with the Province on the proposed uniform building code. We have done so on the basis that we believe there is further work required to understand the full implications of these proposed legislative amendments. On the one hand, we are supportive of a system that creates a workable and efficient environment for the development community. On the other hand, we feel this needs to be balanced with enhanced public safety.

Public safety is a major issue at the local level. Local government plays a unique role in this process by ensuring that the needs of the construction industry are addressed, the public is protected from unsafe building practices, and the community is protected from liability. The current legislative framework, for example, enables local government to implement bylaws that increase public safety measures that are viewed as important by the community. It is our understanding that local governments will no longer be able to do so under the proposed uniform building code. We feel it will be important to understand how the proposed new legislation will ensure that the ability to address public safety measures is not lost in a uniform building code.

Local government is also concerned about the uncertainty that changes to the Building Code might create for the construction industry as they are an important player in local economic development. Any changes that create uncertainty in the future management of the building process could increase the costs of construction and have a negative impact on communities. We need to engage in an open discussion about what is meant

by a uniform Building Code and the proposed boundaries of established “technical building standards” to ensure that process is understood and problems are addressed before it is implemented.

UBCM is entering into this process with the understanding that there will be an opportunity to have a meaningful dialogue with the Province on behalf of our membership and that we will have the ability to influence the development of the legislation. We hope to have constructive discussions with your staff to resolve any problems that might be identified. We see these discussions as an opportunity to strengthen the partnership between local government and the Province.

Yours truly,

A handwritten signature in black ink, appearing to read "Rhona Martin". The signature is fluid and cursive, with a large initial "R" and "M".

Director Rhona Martin
UBCM President

From: Riches, Graham
Sent: Wednesday, June 18, 2014 4:59 PM
To: jstanhope@shaw.ca
Subject: Stewardship of the RDN and RGS

TO RDN Chair: Joe Stanhope

Request re: Qualicum Beach RGS Minor Amendment Boundary Change Application

I am writing to request that when you consider the Town of Qualicum Beach's request to extend its Growth Containment Boundary to match its Town Boundary as a change to Regional Growth Strategy Bylaw No. 1615 (2011) at the RDN Board meeting (June 24th), you not approve this as a 'Minor' amendment.

Leaving aside the question of the legality of the Town's application, it is clear that if it were to be approved, the RDN's central coordinating role in monitoring and ensuring the future of the Regional Growth Strategy itself would be significantly undermined and adversely impacted. Would it not result in weakening the capacity of RDN to fulfill its provincially constituted mandate and responsibilities?

Given that the Town of Qualicum Beach's request is for 'stand-alone' governance and control of all land use within its boundaries, what need would there be for a Regional Growth Strategy and the RDN, other than as a service provider? How would the work of the RGS be effectively managed minus one of its three municipalities? In short is there not a real danger that the RGS planning process will be undermined resulting in ad hoc municipal and electoral area planning and in uncontrollable growth and fast tracked urban sprawl?

Surely what is important is to protect the intent and integrity of the RGS and to safeguard the Regional District of Nanaimo's pioneering and immensely significant role within British Columbia in advancing a planned and collaborative approach to development within our Mid-Island regional environment so as to ensure its long term sustainability for our children and grandchildren.

The stewardship of the RDN, in partnership with all its current member municipalities and electoral areas, has a solid record of achievement in this regard. This must not be weakened, nor set aside.

I would appreciate it if you would take these considerations into account at the Board Meeting on June 24th, 2014. Please do not approve this application as a 'Minor amendment'.

sincerely

Graham Riches

171, First Ave West

Qualicum Beach

V9K 1G9

250 594 4205

From: Lance & Esther
Sent: Tuesday, June 17, 2014 1:45 PM
To: jstanhope@shaw.ca
Subject: Qualicum Beach Amendment Application

Dear Director Stanhope,

The subject amendment application was considered and deferred pending further clarification on approving this request as a “minor” amendment. You have already heard numerous delegations highlighting the many aspects of the Town’s application that fail to meet the Regional District’s minor amendment criteria.

The delegations you have heard have not touched on perhaps the most important aspect of the Town’s proposal to move the Growth Containment Boundary to the municipal border. That aspect is the Regional District’s involvement in future planning within the District.

The whole idea of regional districts adopting regional growth strategies was to plan. Plan for population growth, plan for infrastructure demands, plan for economic development, and plan for shared community services and amenities. Since the GCB is the land use device that defines the Regional Growth Strategy, it is reasonable to consider how the Regional District can maintain a Regional Growth Strategy without Growth Containment Boundaries.

Yes, there are Official Community Plans and within those plans are Urban Containment Boundaries. However, if each member municipality and electoral district followed the Qualicum Beach proposal there could no longer be a regional growth strategy.

What would remain are seven electoral areas and four municipalities making independent, uncoordinated, land use decisions. Perhaps more disturbing, local jurisdictions plan to a 5 or 6-year cycle. Some argue that is too long. Meanwhile, the Regional Growth Strategy is intended to have a 25 to 30-year planning cycle, updated every 5 years to reflect Official Community Plan changes.

Sound and meaningful long range planning cannot be done on the back of an envelope as development opportunities present themselves. Responsible long range land use planning cannot be done within a 5 or 6 year, or less, planning cycle. Of course there is a need to respond to opportunities. But those opportunities should be measured against a broader plan. That is why Official Community Plans must be in compliance with the Regional Growth Strategy via the Regional Context Statement.

Regional Districts were encouraged to develop Regional Growth Strategies not to block development and not to oversee local land use decisions. Regional Growth Strategies were, and are, encouraged to mitigate the negative effects of urban sprawl and the long-term impacts on infrastructure costs, the environment, and quality of life.

In addition to the legal issues under review, please consider the consequences of your vote on this matter to the future role of the Regional District in having any meaningful Regional Growth Strategy. I urge you to not approve the Town of Qualicum Beach's RGS amendment application as "minor".

Thank you for your consideration.

Sincerely,

Lance Nater

996 Royal Dornoch Drive

Qualicum Beach, BC V9K 1E1

226 Crescent Rd. E
Qualicum Beach, B.C.
V9K 1L6

17th June 2014

Mr. J. Stanhope, Chair
and the Board of the RDN
6300 Hammond Bay Road,
Nanaimo B.C.

Sirs:

Re: GCB by-law 700.10.2014 Qualicum Beach

You are all very conversant with the Amendment to the GCB submitted by Qualicum Beach Council for the approval of the RDN.

When an OCP is instituted it is for the people and council of that municipality/town to join together and decide the future growth, development, transportation, sustainability of existing services, waste management to name but a few. When the municipality/town decide to adopt an OCP there are requirements which need to be met, along with checks and balances and major amendments being referred to residents by way of an OCP review. This has not been done.

In the case of Qualicum Beach, a full OCP review has not been forthcoming despite requests to do so. The proponents of the attached petition, spent a little over two hours putting this forward to residents within the town. Due to the sudden and unexpected health problems incurred by one of us we were forced to cease. We do however, believe that had the two of us been able to have continued for the intended ten hours, we would have been presenting a very large amount of signatures to you today. People are upset, they do not like being told there is an election in November but are denied the feasibility of an OCP review at that same time. Just review how many signed the petition in so short a time.

We are fortunate on Central Vancouver Island; Nanaimo for our shops, ferries, and harbour; for Lantzville and Parksville and Nanoose Bay for their beauty and for Qualicum Beach for its small town being so picturesque and bringing tourists forward to all our areas. Let's not spoil our part of the Island by creating an Oceanside City which will be so detrimental to Nanaimo City.

We end by saying on the Qualicum Beach Town web-site they proudly state: **Qualicum Beach is within the traditional territory of the Qualicum Beach First Nation.** When talking to a member of the First Nation regarding the impending boundary changes the following was stated: **"Legally they do not have to consult with us, but morally they should".**

Thank you for your consideration.

Iris M. Page J. Raines

Iris Page (Mrs) Janet Raines (Mrs)

We, the undersigned Residents' of Qualicum Beach request the Board of the RDN reject the submission by the Q.B. Council entitled GROWTH CONTAINMENT BOUNDARY by-law 700.10,2014 until we are given a full official OCP review.

NAME (PRINT)

ADDRESS


SIGNATURE

Jack Forster 11-885 Berwick Rd 

N.J. Dormaar 321 Mill Rd.

D. Shuttleworth 584 Nassau Cres. QB. 


G. ESTRADA 595 TOURNAMENT TOUR QB. 

SPARKIN 5407 W. ISLAND HWY QB 

C. HERKEL 824 HAMPDEN PL. QB 

LINDA MCPHIE 536 Mashie Close QB 

SARAH MACPHERSON 110-440 SCHLEY PL. S. MacPhee

VERA BRASSER 1069 CARDINAL WAY 

M. S. Gunn 12-885 BERWICK QB 

Wannick 397 COTONWOOD DR. QB

PITTS 101-431 PRESCENT RD W 

Sophia Thornley #16-810 Chestnut St. QB.


Tom Powke 277 Crescent Rd W. QB.

Maggie Coleman 1290 Leeward Way QB 


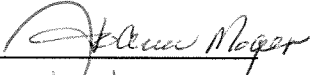

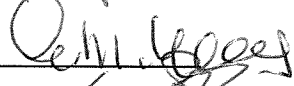




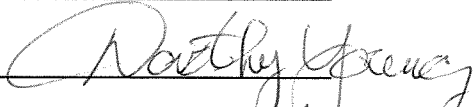
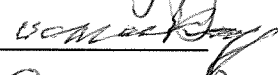


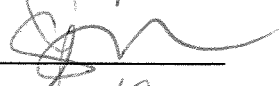
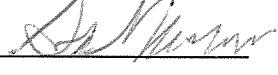
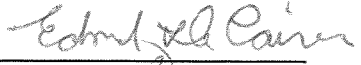




Neil Rossiter #11 885 Berwick Rd 

Marin Lee #11 885 Berwick Rd 

JUDY SOUTHERN 1221 GREEN CLOSE 

Nancy Chisholm 750 Memorial QB 

We, the undersigned Residents' of Qualicum Beach request the Board of the RDN reject the submission by the Q.B. Council entitled GROWTH CONTAINMENT BOUNDARY by-law 700.10,2014 until we are given a full official OCP review.

NAME (PRINT)	POSTAL CODE	SIGNATURE
DEREK RAINES	V9K 1L5	
JEANNE MAGER	V9K 1L5	
RON MAGER	V9K 1L5	
Ann Klees	V9K 1L5	
KERRY HADDERNESS	V9K 1L5	
Sherry Ann Hadderness	V9K 1L5	
Druce Allen	V9K 1L5	
Doreen Allen	V9K 1L5	
DOROTHY YOUNG	V9K 1L5	
V. MACKAY	#V9K 1L5	
SALLY TILBE	V9K 1L5	
JAMES P. TAIT	V9K 1N6	
Stacey Wrack	V9K 1G7	
SHURLEY MCDONN	V9K 1J1	
EDMOND DE CAIROS	V9K 1L3	
Monique ROGER	V9K 1L3	
JOE CHANTRELL	V9K 1H5	
Eileen Wickes	V9K 1A5	
TED DOWN	V9K 1C9	 19

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NAME (PRINT) POSTAL CODE SIGNATURE

BARBARA DOWN V9K 1C9 B. Down

Ann Flint V9K 1L4 Ann Flint

Len Flint V9K 1L4 [Signature]

Leslie Love V9K 1V2 Love

[Signature] V9K 1J3 ROBERT ARNOLD

[Signature] V9K 1T8 [Signature]

Olga Richardson V9K 2J2 Olga Richardson

MARION KELSBERG V9K 2T8 Marion Kelsberg

Chnette Tanner V9K 1J2 Chnette Tanner

Samuel Adford V9K 1E7 [Signature]

MARY JOHNSTON V9K 2H3 Mary Johnston

Brian Johnston V9K 2H3 Brian Johnston 10

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NAME (PRINT) POSTAL CODE SIGNATURE

<u>NAME (PRINT)</u>	<u>POSTAL CODE</u>	<u>SIGNATURE</u>
Helen S. Johnson	754070 V9K 2B9	Helen S. Johnson
Patricia Jogler	V9K 1K3	P. Jogler
MURIEL BARNES	V9K 7M5	Muriel Barnes
Madeleine Layton	V9K 2V1	M Layton
Ingridise Bobolgee	V9K 1P3	IBBobolgee 5

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NAME (PRINT)	POSTAL CODE ADDRESS	SIGNATURE
ROD CARSWELL	Q1B	[Signature]
Sue Lowe Ilenseer	351 Park Ridge Rd. Q.B.	[Signature]
BARRY MCKEE	635 QUALICOM RD Q.B.	B McKee
Barb McKee	" " " "	B McKee
ERNA PEDERSEN	V9K 1G9	[Signature]
D. KELLER	V9K 0A2	[Signature]
C. Armstrong	V9K 0A2	[Signature]
P. Ellis	V9K 1C7	[Signature]
EDITH CHAMBERLAYNE	V9K 2N3 E. Chamberlayne	[Signature]
Jim Lindenbach	V9K 0A2	[Signature]
GOLDIE LINDENBACH	V9K 0A2	[Signature]
Wendy Bartholomew	V9K 1L6	[Signature]
ROB SIBBALD	V9K 1L5	[Signature]
Barb Sibbald	V9K 1L5	[Signature]
WILMA WATSON	V9K 1L5	[Signature]
Daphne Trilacey	V9K 1B9	[Signature]
ROSEMARIE MAR	V9K 1L5	[Signature]
GARY RAILER	V9K 1L5	[Signature]
EVELYN MILLER	V9K 1L3	[Signature]
GARY STURGEON	V9K 1B6	[Signature]

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NAME (PRINT)	ADDRESS	SIGNATURE
Norma Barnett	191 Fern Rd W.	Norma Barnett
Eunice Anderson	139 Fern W.	E. Anderson
Linda Cooper	Arbutus St	L. Cooper
Rick Townsend	" "	R. Townsend
As Javipar	317 Village	As Javipar
W. INGLESON	2-850 Arbutus St. QB	W. Ingleson
H. INGLESON	2-850 Arbutus St. Q. Beach	H. Ingleson
NS Jackson	550 GARRETT Rd	NS Jackson
Mr Tupper	760 Arbutus St.	Mr Tupper
ARK BRIDGE	422 QUATINA RD	Ark Bridge
Rich Hardner	456 Mill Rd	R. Hardner
Valerie Baker	405 Cottowood Dr.	V. Baker
Tony Cugler	444 Mill Rd	T. Cugler
Wendy Cugler	182 Kinnaird Rd	W. Cugler
S. McPartridge	641 Jones St QB.	S. McPartridge
S. Nairn	622 Maple St QB.	S. Nairn
Sheila Ingimundson	1124 Clarke Rd	Sheila Ingimundson
Pauline Cummings	201-664 Beach Rd	P. Cummings
Benita Kominig	295 Huckleberry Lane	B. Kominig
Nicole Erika	295 Huckleberry Lane	N. Erika

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NAME (PRINT)	ADDRESS	SIGNATURE
John House	-1347 Pintail Dr. Q.B.	<i>[Signature]</i>
LOTTIE MCATHEY	9-127 5th AVE E QB	VAKIN50 <i>Lottie McAthey</i>
Julieanne	231-2465 A POLLODR MANOOSE BA	<i>[Signature]</i>
MAUREEN O'HEARN	231 GARDEN Rd. W. QB.	<i>[Signature]</i>
PA Sewing	785 Memorial Ave QB	<i>[Signature]</i>
K. Cecil Basher	230 Crescent Rd. E VAKIL6	<i>[Signature]</i>
Professor John Francis Basher	" " " " " "	<i>[Signature]</i>
Shirley Schenkeveld	1145 Blind Bay QB	<i>[Signature]</i>
BEV DERNISKY	691 BRINGTON PL.	<i>[Signature]</i>
HARVEY CLARK	691 BRINGTON PL.	<i>[Signature]</i>
JOSEPH CHANTRELL	QB	<i>[Signature]</i>
RUTH CHANTRELL	333 DORSET Rd, Qualicum Beach B.C.	<i>[Signature]</i>
JACKIE FERGUSON	234 Crescent Rd E QB	<i>[Signature]</i>
BILL KRITSCH	135 EAST SUNNINGDALE RD QB	<i>[Signature]</i>
Linda Scherrer	³⁷⁵ Berwick Road Q.B.	<i>[Signature]</i>
Louise Kehay	701, Larch Dr. QB	<i>[Signature]</i>
PEGGY WHITE	177 5 th AVE W.	<i>[Signature]</i>
PETER ROTHERMEL	MILL RD VAK175	<i>[Signature]</i>
HARRY WALMSLEY	469 QUATSWORD	<i>[Signature]</i>
Carla Austen	Qualicum Bay	<i>[Signature]</i>

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NAME (PRINT)	ADDRESS	SIGNATURE
STEPHEN ANDERSON	QUALICUM BEACH	[Signature]
VALERIE SAUNDERS	QUALICUM BEACH	[Signature]
BOSBI HUDSON	Qualicum Beach	[Signature]
Tracy Hudson	Qualicum Beach	[Signature]
P Annie	Qualicum Beach	[Signature]
C Seaman	" "	[Signature]
Pauline Sullivan	" "	[Signature]
Herbert Sullivan	" "	[Signature]
VINCE VAN WIERINGEN	" "	[Signature]
Leanne Poirier	" "	[Signature]
Berry McKen	" "	[Signature]
Alice Peltomaki	" "	[Signature]
J. Wilson	Qualicum Beach	[Signature]
A. McLaughlin	Qualicum Beach	[Signature]
Manuela Ranghose	QB	[Signature]
Jachie Custatson	QB	[Signature]
KATHY DRAPER	SUNNINGDALE RD, Q.B.	[Signature]
Victoria Fabling	QB	[Signature]
Robert Sturmer	Q.B.	[Signature]
Kay Lynne	QB	[Signature]

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NAME (PRINT)	POSTAL CODE ADDRESS	SIGNATURE
SUSAN MITCHELL	V9K 1L6	S Mitchell
Lucille McCurnie	V9K 1M3	Lucille McCurnie
SHEILA SUTTON	V9K 1L9	Sheila Sutton
ROBERT DREW BROOK	V9K 2T8	R D Drew Brook
Nora Nichol	V9K 1L4	Nora Nichol
Gisa Oh	V9K 1L2	Gisa Oh
Melanie Abela	V9K 1L5	MA
T.A. MARSLAND	V9K 1E1	T.A. Marsland
LORNA STOKKELAND	V9K 1K2	L Stokkeland
Shirley Ferguson		S. J. Ferguson
Helen Agg	V9K 2T8	Helen Agg
Geo. J. Morrow	V9K 2T8	GEO. MORROW
VERA BRASSEL	V9K 2K9	Vera Brasel
R V MORMIS	V9K 2H8	Vae MORMIS
B. WILFORD	V9K 1G4	
Flo Peel	V9K 1G4	

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NAME (PRINT) ADDRESS SIGNATURE

IRIS M. PAGE 226 CRESC RD E QB Iris M. Page

J. RAINES 525 ST. ANDREWS Rainel

Dorothy BLAIS #13-800 Primrose St Dorothy E. Blais

NICK BLAIS " " " Nick Blais

TESS CORMACK 19-885 BERWICK RD S QB. T. Cormack

Carol Douce 512 Hawthorne Dr. Carol Douce

Ani Mac 250 FIRST Ave. Ani Mac

LOLA COOK #2-208 Mill Rd. L. Cook

Eileen John 301-211 moullot green E. John

Regan Myers 800 FLAMINGO DR. Regan Myers

Mona Hegsbury 84 View Rd, Q.B. Mona Hegsbury

Brandy Willett 1221 Dobson Rd. Brandy Willett

Sue Williams 1306 Woodland Dr. Parksville S. Williams

Judy Smith. 629 Doerte Ave Parksville Judy Smith

Jeanier Seegen 858 Cedar Way QB Jeanier Seegen

Janice Seegen " " " " Janice Seegen

Colin Craig 158 GARDEN RD W. Q.B. Colin Craig

Dorothy Spencer #110, 130 Sunningdale Rd E QB Dorothy Spencer

Laura House 1347 Pintail Dr. Laura House

WALTER ILENSKER 357 PARK RIDGE PL QB W. Ilenker

We, the undersigned Residents' of Qualicum Beach request the Board of the RDN reject the submission by the Q.B.Council entitled GROWTH CONTAINMENT BOUNDARY by-law 700.10,2014 until we are given a full official OCP review.

NAME (PRINT)	POSTAL CODE	SIGNATURE
CHARNA MACFIE	V9K1J3	<i>Macfie</i>
Patrick Lott	V9K2S3	<i>Patrick Lott</i>
Lucille Turner	V9K1H7	<i>L. Turner</i>
ELVA BRANTER	V9K1R4	<i>Elva Branter</i>
CHRIS HEYDEN	V9P1Y1	<i>C. Hayden</i>
SYLVIA ZERTAN	V9P2V2	<i>Sylvia Zertan</i>
Pat Watson	V9K1BZ	<i>P.J. Watson</i>
Ruth Anne MacFarlane	V9K1N7	<i>Ruth Anne MacFarlane</i>
ROBERT MAC FARLANE	V9K1N7	<i>R. J. MacFarlane</i>
META VAN PELT	V9K1E2	<i>Meta van Pelt</i>
Marianne Hodges	V9K1B7	<i>M. Hodges</i>
D BOREEU HASTON	V2K12V	<i>D. Haston</i>
W HASTON	V2K12V	<i>W. Haston</i>
Jane Towill	V9K1N7	<i>Jane Towill</i>
Jo Anne Dick	V9K1H2	<i>Jo Anne Dick</i>
RP GLAISTER	V9K2T4	<i>R.P. Glaister</i>
Yvonne Silvestre	V9K1M1	<i>Yvonne Silvestre</i>
PAT BLOOMFIELD	V9K1P6	<i>P. Bloomfield</i>
HEATHER MATTHON	V9K2P1	<i>Heather Matthon</i>
DALF MATTHON	V9K2P1	<i>Dalf Matthon</i>

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JUNE 10, 2014 AT 6:30 PM IN THE
RDN BOARD CHAMBERS

In Attendance:

Director G. Holme	Chairperson
Director A. McPherson	Electoral Area A
Director M. Young	Electoral Area C
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G
Director B. Veenhof	Electoral Area H

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
T. Osborne	Gen. Mgr. Recreation & Parks
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order.

ELECTORAL AREA PLANNING COMMITTEE MINUTES

MOVED Director Stanhope, SECONDED Director Fell, that the minutes of the Electoral Area Planning Committee meeting held Tuesday, May 13, 2014, be adopted.

CARRIED

DEVELOPMENT PERMIT

Development Permit Application No. PL2014-038 – 0871870 BC Ltd. Inc. – 2369 Island Highway East, Electoral Area ‘E’.

MOVED Director Stanhope, SECONDED Director Fell, that Development Permit Application No. PL2014-038 to permit restoration works within the Watercourse Development Permit Area be approved subject to the conditions outlined in Attachment 2.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variance Application No. PL2014-036 – Harris – 2960 Leon Road, Electoral Area ‘H’.

MOVED Director Veenhof, SECONDED Director McPherson, that staff be directed to complete the required notification.

CARRIED

MOVED Director Veenhof, SECONDED Director McPherson, that Development Permit with Variance Application No. PL2014-036 to permit the subdivision of the subject parcel and reduce the setback from a watercourse for the proposed building envelope be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

Development Permit with Variance Application No. PL2014-047 – Pronger – 6173 Island Highway West, Electoral Area ‘H’.

MOVED Director Veenhof, SECONDED Director McPherson, that staff be directed to complete the required notification.

CARRIED

MOVED Director Veenhof, SECONDED Director McPherson, that Development Permit with Variance Application No. PL2014-047 to permit the demolition of an existing cabin and accessory buildings and construction of a new dwelling unit be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

DEVELOPMENT VARIANCE PERMIT APPLICATION

Development Variance Permit Application No. PL2014-042 – Terry Green – 1559 Sunrise Drive, Electoral Area ‘G’.

MOVED Director Stanhope, SECONDED Director Fell, that staff be directed to complete the required notification.

CARRIED

MOVED Director Stanhope, SECONDED Director Fell, that Development Variance Permit Application No. PL2014-042 to reduce the front lot line setback from 8.0 metres to 2.0 metres to permit the construction of a garage be approved.

CARRIED

ADJOURNMENT

MOVED Director Veenhof, SECONDED Director Fell, that this meeting terminate.

CARRIED

TIME: 6:35 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY JUNE 10, 2014 AT 7:01 PM IN THE
RDN BOARD CHAMBERS

In Attendance:

Director J. Stanhope	Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director J. de Jong	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director J. Kipp	City of Nanaimo
Alternate	
Director B. McKay	City of Nanaimo
Alternate	
Director F. Pattje	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Regrets:

Director D. Brennan	City of Nanaimo
Director G. Anderson	City of Nanaimo

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
T. Moore	A/Director of Finance
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order and welcomed Alternate Directors F. Pattje and B. McKay to the meeting.

DELEGATIONS

Brenda Fowler, People for Healthy Community, re Request for Grant to Conduct Homeless Survey.

Brenda Fowler provided a slide presentation to accompany her funding request for a homeless survey that they would like to conduct in the Fall.

Sarah Poole, Oceanside Task Force on Homelessness, re Needs Assessment for Oceanside Task Force on Homelessness.

Sarah Poole provided an overview of homelessness in the Oceanside area and identified the challenges of finding affordable housing, adequate food, medical care and access to services for the homeless in the region.

COMMITTEE OF THE WHOLE MINUTES

MOVED Director Veenhof, SECONDED Director Holme, that the minutes of the Committee of the Whole meeting held May 13, 2014, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Judith Roux, Gabriola Commons Foundation, re Request for Funding Under the Community Works Program.

MOVED Director Johnstone, SECONDED Director Holme, that the correspondence from Judith Roux, Gabriola Commons Foundation, regarding the request for funding under the Community Works Program, be received.

CARRIED

Premier Christy Clark, re Preparation for 2014 UBCM Convention.

MOVED Director Johnstone, SECONDED Director Holme, that the correspondence from Premier Christy Clark regarding preparations for the 2014 Union of BC Municipalities Convention, be received.

CARRIED

Elizabeth Beale and Thomas Harding, re 1955 Stokes Road — Electoral Area 'B' - Building Bylaw Contravention.

MOVED Director Johnstone, SECONDED Director Holme, that the correspondence received from Elizabeth Beale and Thomas Harding regarding 1955 Stokes Road – Electoral Area 'B' – Building Bylaw Contravention, be received.

CARRIED

John K. Marsh, Town of Qualicum Beach, re Appointment - Alternate to the Regional District of Nanaimo Board.

MOVED Director Johnstone, SECONDED Director Holme, that the correspondence received from John K. Marsh, Town of Qualicum Beach, regarding the appointment of an Alternate to the Regional District of Nanaimo Board, be received.

CARRIED

CAO

2014 Service Area Work Plan Project Update.

MOVED Director Veenhof, SECONDED Director Lefebvre, that the Board receive the progress report on the 2014 Service Area Work Plan Project Update for the reporting period of January to May, 2014, for information.

CARRIED

FINANCE

2013 Annual Financial Report (Audited Financial Statements), Board and Committee Member Remuneration/Expenses and Statement of Financial Information.

MOVED Director Holme, SECONDED Director Ruttan, that the 2013 Annual Financial Report, Statement of Board and Committee Members Expenses and Remuneration and the Statement of Financial Information be received and approved as presented.

CARRIED

2014 Gas Tax Transfer and Community Works Fund Program Update.

MOVED Director Holme, SECONDED Director Veenhof, that the report on the renewed Gas Tax Funding Program be received for information.

CARRIED

MOVED Director Holme, SECONDED Director Veenhof, that the 2014 Community Works Funds program attached as Schedules A and B be approved and that staff be authorized to continue work on the projects as needed.

CARRIED

MOVED Director Holme, SECONDED Director Veenhof, that the report on the use of Community Works Funds in 2013 be received for information.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Capacity Building to End Homelessness Reserve Fund – People for a Healthy Community – Homelessness Survey.

MOVED Director Houle, SECONDED Director Veenhof, that the Regional District of Nanaimo Board allocate \$5,000 from the reserve fund to the People for a Healthy Community (PHC) to conduct a homelessness survey that will be used to ensure that PHC programs are designed to meet the needs of those at risk of or experiencing homelessness on Gabriola Island.

CARRIED

Options to Influence Seaweed Harvesting in Electoral Area 'H'.

MOVED Director Veenhof, SECONDED Director Houle, that the Board receive the staff report for information.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that staff arrange a meeting with all agencies that are involved in the process of approving Seaweed Harvesting licences. Additionally and concurrently, staff is to pursue further action on a notation of interest on the foreshore from Deep Bay Spit to Qualicum Bay and a Crown Lease application.

CARRIED

BUILDING, BYLAW & EMERGENCY PLANNING SERVICES

2220 Quail Grove Place – Electoral Area ‘A’ – Unsightly Premises.

MOVED Director McPherson, SECONDED Director Johnstone, that the Board, pursuant to Unsightly Premises Regulatory Bylaw No. 1073, 1996, directs the owner of Lot H Section 15 Range 1 Cedar District Plan VIP66841, Except Part In Plan VIP71318 (2220 Quail Grove Place) to remove the accumulation of derelict vehicles, temporary structures, tires, vehicle parts and assorted discarded and disused material from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo's agents at the Owner's cost.

CARRIED

1955 Stokes Rd – Electoral Area ‘B’ – Building Bylaw Contravention.

MOVED Director Houle, SECONDED Director Veenhof, that staff be directed to register a Notice of Bylaw Contravention on the title of Lot 24, Section 3, Gabriola Island, Nanaimo District, Plan 23476 (1955 Stokes Road) pursuant to Section 57 of the *Community Charter* and take further enforcement action as may be necessary to ensure the property is in compliance with Regional District of Nanaimo regulations.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER SERVICES

Nanaimo Community Gardens Society Agreement – Greater Nanaimo Pollution Control Centre Greenhouses.

MOVED Director Johnstone, SECONDED Director McPherson, that the Board approve the amendment to the current agreement with the Nanaimo Community Gardens Society for the use of the greenhouses at Greater Nanaimo Pollution Control Centre for an additional 1 year, from September 1, 2014 to August 31, 2015.

CARRIED

TRANSPORTATION SERVICES AND SOLID WASTE SERVICES

SOLID WASTE SERVICES

The RDN's Solid Waste Management Plan – Stage 2 & 3 Committee Structure.

MOVED Director Holme, SECONDED Director Greves, that the Board amend the current Regional Solid Waste Advisory Committee terms of reference to provide more community representation and adopt the Terms of Reference set out in Appendix 1.

CARRIED

MOVED Director Holme, SECONDED Director Greves, that the Board approve a Select Committee be formed to be a liaison between the Regional Solid Waste Advisory Committee and the Regional Board on Solid Waste Management Plan update and adopt the Terms of Reference set out in Appendix 2.

CARRIED

MOVED Director Holme, SECONDED Director Greves, that the Board advise staff to request approval from the Ministry of Environment Manager for a single public and technical advisory committee.

CARRIED

MOVED Director Holme, SECONDED Director Greves, that the Board direct staff to advertise for membership in the Regional Solid Waste Advisory Committee.

CARRIED

ADVISORY AND SELECT COMMITTEE AND COMMISSION

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

Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Monday, March 17, 2014.

MOVED Director Fell, SECONDED Director Ruttan, that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Monday, March 17, 2014, be received for information.

CARRIED

Errington Trails.

MOVED Director Fell, SECONDED Director McPherson, that the Regional District support the Silver Spur Riding Club and Central Island Back Country Horsemen in their application under Section 57 of the *Forest and Range Practices Act* to maintain the unmanaged trail system on the Crown Land adjacent to Little Mountain, Errington.

CARRIED

District 69 Recreation Commission.

Minutes of the District 69 Recreation Commission Meeting held Thursday, May 15, 2014.

MOVED Director Veenhof, SECONDED Director Willie, that the minutes of the District 69 Recreation Commission meeting held Thursday, May 15, 2014, be received for information.

CARRIED

Grant Approvals

MOVED Director Veenhof, SECONDED Director Willie, that the following District 69 Youth Recreation Grant applications be approved:

Arrowsmith Community Recreation Association – sports programs	\$800
Bard to Broadway Theatre Society – summer youth theatre workshop	\$1,000
Bard to Broadway Theatre Society – performing arts education series	\$1,500
Errington War Memorial Hall Association – youth engagement music program	\$1,000
Ravensong Aquatic Club – visual aids and pace clock repair	\$1,000

CARRIED

MOVED Director Veenhof, SECONDED Director Willie, that the following District 69 Community Recreation Grant applications be approved:

Arrowsmith Agricultural Association - electrical service to outdoor stage	\$2,000
Arrowsmith Community Recreation Association -Coombs Candy Walk	\$1,500
Bow Horne Bay Community Club - Lighthouse Country Fair	\$2,500
Corcan Meadowood Residents Association - Canada and Park Opening and Halloween events	\$1,500
Harmony Band (formerly Jugmentals Jug Band)	\$850
Parksville Golden Oldies Sports Association - Active Aging Week	\$2,495
Parksville Lawn Bowling Club - National Championships	\$750
Vancouver Island Opera	\$1,200

CARRIED

Corporate and Group Recreation Facility Pass Program Report.

MOVED Director Holme, SECONDED Director Veenhof, that a Corporate and Group Recreation Facility Pass be established for Oceanside Place and Ravensong Aquatic Centre in which a 15% discount is made available to nonprofit organizations and business within District 69 of the Regional District of Nanaimo when purchasing at one time ten or more annual adult membership passes.

CARRIED

MOVED Director Holme, SECONDED Director Veenhof, that the Corporate and Group Recreation Facility Pass Program be offered as a trial program for a two year period.

CARRIED

Grade Five Active Pass and Grade Six Activity Card Programs Report.

MOVED Director Veenhof, SECONDED Director Lefebvre, that staff implement a Grade Five Active Pass program which provides free unlimited access to youth in grade five who reside or attend school in District 69 of the Regional District of Nanaimo, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.

CARRIED

MOVED Director Veenhof, SECONDED Director Lefebvre, that staff implement a Grade Six Activity Card program which provides a free 10 visit pass to youth in grade six who reside or attend school in District 69 of the Regional District of Nanaimo, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.

CARRIED

School District 69 Closures - Programming Use.

MOVED Director Fell, SECONDED Director Young, that staff proceed to meet and review facility use partnership opportunities with School District 69 (Qualicum) for the schools that are slated for closure in September 2014 and report back to the District 69 Recreation Commission and Board.

CARRIED

Agricultural Advisory Committee.

Minutes of the Agricultural Advisory Committee Meeting held Friday, May 23, 2014.

MOVED Director Johnstone, SECONDED Director Fell, that the minutes of the Agricultural Advisory Committee meeting held Friday, May 23, 2014, be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Gabriola Commons Foundation.

MOVED Director Houle, SECONDED Director Veenhof, that staff be directed to review the application for project and recipient eligibility under the Community Works Fund program of the Gas Tax Transfer Agreement and that staff be directed to prepare an agreement with the Gabriola Commons Foundation to transfer Community Works funds if the applicant and project meet eligibility criteria under the Gas Tax Transfer Agreement.

CARRIED

NEW BUSINESS

RDN Strategic Planning Process.

MOVED Director Veenhof, SECONDED Director Young, that staff be directed to re-evaluate Regional District of Nanaimo strategic planning processes so as to create a plan that is updated annually, is a living document (lives beyond the election), is adaptable to change and responds to the needs of Regional District of Nanaimo constituents.

CARRIED

Referendum – District 69 Service Area.

MOVED Director Veenhof, SECONDED Director Lefebvre, that staff be directed to prepare a report for the Board that examines holding a referendum during the next election to create a District 69 service area that supports minor funding for serious social issues.

CARRIED

Director Greves left the meeting at 8:52 pm citing a possible conflict of interest in regard to the discussion of the upcoming Island Corridor Foundation member's meeting.

IN CAMERA

MOVED Director Holme, SECONDED Director Fell, that pursuant to Sections 90 (1)(e) and (i) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to land acquisition, and solicitor-client privilege.

CARRIED

TIME: 8:54 PM

ADJOURNMENT

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

CARRIED

TIME: 9:28 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE EAST WELLINGTON AND PLEASANT VALLEY
PARKS AND OPEN SPACE ADVISORY COMMITTEE
REGULAR MEETING HELD
MONDAY, MAY 12, 2014, 7:00PM
(*East Wellington Fire Hall, 3269 Jingle Pot Road*)

Attendance: Maureen Young, Director RDN Board, Chair
Judith Wilson
Rick Heikkila
Bruce Erickson
Doug Cawthorne

Staff: Elaine McCulloch, Park Planner
Lesya Fesiak, Park Planner

Also in Attendance:
Charles Pinker, Alternate Director RDN Board
Christine Clark (resident of East Wellington)
Jill Scyrup (resident of East Wellington)

CALL TO ORDER

Chair Young called meeting to order at 7:06 p.m.

MOVED Chair Young that Bruce Erickson be nominated for committee Secretary.

CARRIED

MINUTES

MOVED R. Heikkila, SECONDED J. Wilson that the minutes of June 17, 2013 meeting be received.

CARRIED

BUSINESS ARISING FROM MINUTES

A new bike rack has been installed at Meadow Drive Park. E. McCulloch will notify Mountain View school that they have been installed.

There was a discussion on the RDN's investigation into the feasibility of developing a roadside pathway along a portion of Jingle Pot Road. The RDN and representatives from the POSAC are meeting with MoTI on June 4, 2014 at 2:30 p.m.

D. Cawthorne provided an update on the picnic shelter at Meadow Drive Community Park. He will provide designs and estimated costs at the next meeting.

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects – June-Dec 2013

Monthly Update of Community Parks and Regional Parks and Trails Projects – January 2014

Community Parks and Trails Work Plan – EW/PV

E. McCulloch presented the 2014 East Wellington/Pleasant Valley Community Parks work plan.

In addition of the Community Parks work plan, Benson Creek Falls Regional Park work plans were discussed including the additional regional parking to be provided at Creekside Community Park as well as the stairs/bridge being discussed at Ammonite Falls at Benson Creek Falls Regional Park. A review of an early lease renewal at Benson Creek Falls Regional Park is underway.

Anders and Dorrit's Community Park Public Consultation Summary

E. McCulloch presented a summary of the open house questionnaire results. There was a discussion regarding the potential redevelopment options of the park including the following:

- Expanding on fruit, oak, walnut trees and walking paths.
- Investigating the potential of working with a local horticultural organization to ameliorate and maintain the existing ornamental gardens on the site. E. McCulloch to contact the VIU horticultural program staff.
- Removing or retaining the existing residential house. Would the community benefit from a picnic shelter if the house is removed? D. Cawthorne to investigate the possibility of modifying the picnic shelter design for Meadow Drive Community park to make a slightly larger one for Anders and Dorrit's Community Park.
- Including a people passage gate at far end of field.
- Locking the gates "open" so that people don't accidentally close the gate when they leave. When the gate is closed it makes it difficult for the next park visitor due to the limited driveway space that is available.

E. McCulloch will ask the Ministry of Transportation and Infrastructure if "Caution Children Playing" signs could be installed along Jingle Pot Road as you approach Anders and Dorrit's Community Park.

MOVED R. Heikkila, SECONDED D. Cawthorne that the reports be received.

CARRIED

NEW BUSINESS

E. McCulloch presented the RDN's Voluntary Mileage Reimbursement Policy. Committee members were requested to provide their travel distance to and from POSAC meetings to the RDN if they are interested in being reimbursed at the end of the year.

ADJOURNMENT

MOVED J. Wilson, SECONDED D. Cawthorne that the meeting be adjourned at 9:20 p.m.

CARRIED

Chairperson

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE
REGIONAL PARKS AND TRAILS SELECT COMMITTEE MEETING
HELD ON WEDNESDAY JUNE 11, 2014 AT 1:00 PM
IN THE RDN COMMITTEE ROOM

Attendance: Director Diane Brennan, Chair, City of Nanaimo
Director Howard Houle, Electoral Area 'B'
Director Maureen Young, Electoral Area 'C'
Director Dave Willie, Town of Qualicum Beach
Director Jack de Jong, District of Lantzville
Director Julian Fell, Electoral Area 'F'
Director Marc Lefebvre, City of Parksville

Staff: Tom Osborne, General Manager of Recreation and Parks
Paul Thorkelsson, Chief Administrative Officer
Wendy Marshall, Manager of Park Services
Kelsey Cramer, Regional Parks Planner
Ann-Marie Harvey, Recording Secretary

Regrets: Director Joe Stanhope, Electoral Area 'G'

Also in Attendance: Director Alec McPherson, Electoral Area 'A'

CALL TO ORDER

Chair Brennan called the meeting to order at 1:04 PM.

MINUTES

MOVED Director Houle, SECONDED Director Lefebvre that the minutes of the Regular Regional Parks and Trails Select Committee meeting held March 4, 2014 be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED Director Willie, SECONDED Director Lefebvre that the following correspondence be received:

J. Daly, The Nature Conservancy to T. Osborne, RDN **Re: Moorecroft Covenant Monitoring**

F. Pattje, Acting Mayor, City of Nanaimo to J. Stanhope, RDN **Re: Application for E&N Rail Trail Reserve Funding**

J. Daly, The Nature Conservancy to T. Osborne, RDN **Re: Moorecroft Covenant Monitoring Visit Results**

CARRIED

REPORTS

Monthly Update of Community and Regional Parks and Trails Projects - Feb –March 2014
Monthly Update of Community and Regional Parks and Trails Projects - April 2014

Ms. Marshall gave a summary of the update on current Regional Parks and Trail Projects.

MOVED Director de Jong, SECONDED Director Lefebvre that the monthly update be received.

CARRIED

E & N Rail Trail Project Update

Ms. Marshall gave an update as on the E & N Trail project. She said that the consultation survey has been done and staff have had discussion with some of the land owners about some of the issues with the trail corridor including parking for a trail head and solutions for a cattle crossing.

Morden Colliery Regional Trail – Project Update

Mr. Osborne gave an update of the Morden Colliery Regional Trail bridge project that is using the Community Works fund from Electoral Area A. A hand out of the updated bridge feasibility study was distributed to the Committee. Mr. Osborne noted there will be need to be some refinements to the study to reflect potential design and related costs for equestrian and wheelchair use. The current pedestrian / cycling cost estimate for cable suspension option is \$1,137,000 and for the steel truss option is \$1,473,000. Both estimates have a contingency built in at 30% which can be refined further at the detailed design stage. It is estimated and additional 25% cost increase in each of two options to accommodate equestrian and wheelchair use.

Staff will update the Committee on the revised cost estimates prior to advancing the project to the detailed bridge design stage in the fall.

Little Qualicum River Regional Park – Ozero Bridge Status

Ms. Marshall explained that the Ozero bridge had been damaged so the property owner has now closed the gate to the bridge access. The owner expressed wanting to turn over the bridge to the RDN per the easement agreement on the lands. Ms. Marshall will speak to the RDN's solicitor about the transfer of the bridge and related easement and what it will entail.

Nanaimo Region Trail Partnership Funding Agreement Report

MOVED Director Lefebvre, SECONDED Director Willie that the Funding Agreement with the Nanaimo Region Rail Trail Partnership be approved as presented in Appendix I.

MOVED Director Houle, SECONDED Director Fell that the reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Application for E&N Rail Trail Reserve Funding – City of Nanaimo

The Committee discussed the letter from the City of Nanaimo requesting contribution to the E & N Municipal Rail Trail Reserve fund.

MOVED Director Willie, SECONDED Director Lefebvre that the Regional District of Nanaimo partner on the City of Nanaimo's Downtown to Seventh Street E&N Rail Trail Project by allocating in 2014 \$150,000 from the Regional Parks and Trails Acquisition and Capital Budget - E & N Municipal Rail Trail Reserve as a contribution for detailed design costs and \$150,000 in 2015 as a contribution for construction costs.

CARRIED

NEW BUSINESS

Incorporation of First Nations Information on Park Signage

Mr. Osborne explained the request from a Director to incorporate of First Nations information onto park signage along the Big Qualicum Regional Trail corridor and through the RDN park system. He noted staff will be adding this project to the work plan and will need to consider further the implementation as it will involve at minimum the three First Nations that are located within the Regional District of Nanaimo.

IN CAMERA

MOVED Director Lefebvre, SECONDED Director de Jong, that pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land issues.

Time: 2:00pm

CARRIED

Chairperson



RDN REPORT	
CAO APPROVAL	
EAP	
COW	
JUN 03 2014	
RHD	
BOARD	
June 11 2014	

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: June 3, 2014

FROM: Tom Osborne
General Manager, Recreation and Parks Services

FILE:

SUBJECT: Nanaimo Region Rail Trail Partnership Finding Agreement

PURPOSE

To review a Funding Agreement with the Nanaimo Region Rail Trail Partnership.

BACKGROUND

During the 2014 Annual Budget review and approval process, the Regional Board approved providing \$15,000 in funds to become a founding member of the Nanaimo Region Rail Trail Partnership (NRRTP).

A Funding Agreement has now been developed with the NRRTP (attached as Appendix I) that provides the terms on how the funding is to be used and the commitments agreed to by the two parties.

The primary deliverables that the NRRTP will undertake are as follows:

1. Raise money and awareness for sections of the regional trail along the ICF rail corridor lands throughout the RDN.
2. Collaborate and work with the RDN and its member municipalities of Nanaimo, Lantzville, Parksville and Qualicum Beach in the design and construction of the regional trail along the ICF rail corridor lands.
3. Include an RDN representative, as appointed by RDN Board, at the partnership table that will provide input and vote on overall direction of the NRRTP and related expenditures. Other RDN representatives (RDN Board members and staff) may also attend NRRTP meetings, however the RDN is limited to one vote in total.
4. The NRRTP will include information on the regional trail, both constructed and planned, along the ICF corridor as deemed appropriate by NRRTP and the RDN.

ALTERNATIVES:

1. That the Funding Agreement with the Nanaimo Region Rail Trail Partnership be approved as presented in Appendix I.
2. That the Funding Agreement with the Nanaimo Region Rail Trail Partnership be approved with amendments.

FINANCIAL IMPLICATIONS:

A one-time amount of \$15,000 has been allocated in the 2014 Regional Parks and Trails Annual Budget as directed by the Regional Board for this agreement.

SUMMARY

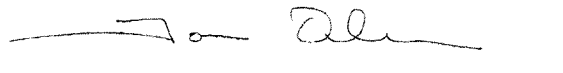
During the 2014 Annual Budget review and approval process, the Regional Board approved providing \$15,000 in funds to be a founding member of the Nanaimo Region Rail Trail Partnership (NRRTP).

A Funding Agreement has now been developed with the NRRTP (attached as Appendix I) that provides the terms on how the funding is to be used and the commitments agreed to by the two parties.

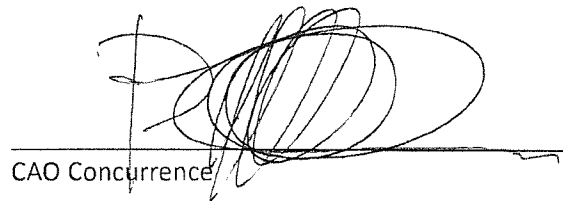
As the terms that have been developed are consistent with the Board's intent when the funding was approved during the budget approval process, it is recommended the Funding Agreement be executed.

RECOMMENDATION

That the Funding Agreement with the Nanaimo Region Rail Trail Partnership be approved as presented in Appendix I.



Report Writer


CAO Concurrence

Appendix I

FUNDING AGREEMENT

THIS AGREEMENT made this ____ day of _____ 2014.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

(the "RDN")

(OF THE FIRST PART)

AND:

NANAIMO REGION RAIL TRAIL PARTNERSHIP
Box 375 Stn A
Nanaimo, BC V9R 5L3

(the "NRRTP")

(OF THE SECOND PART)

WHEREAS:

- A. The RDN has established the service of Regional Parks that provides for the development and management of a regional trail system.
- B. The RDN has an agreement with the Island Corridor Foundation (ICF) to develop, construct, and maintain a regional trail within the ICF rail corridor lands.
- B. The NRRTP has requested and the RDN has agreed to contribute certain funds to the NRRTP to become a founding partner by way of a Grant that will be used to advance the design and construction of a regional trail along the ICF rail corridor lands throughout the Regional district of Nanaimo.
- C. The RDN is authorized, pursuant to section 176(1)(c) of the *Local Government Act* to provide assistance for the purpose of benefiting the community or any aspect of the community.

NOW THIS AGREEMENT WITNESSES that in consideration of the premises, and the mutual

covenants and agreements herein contained, the parties hereto agree with each other as follows:

DEFINITIONS

"**Grant**" means funds provided to the NRRTP by the RDN pursuant to this Agreement to carry out Authorized Purposes.

"**Authorized Purposes**" means those services described in Schedule 'A' hereto and approved by the RDN.

1.0 TERM

The term of this Agreement shall be for a period of ten (10) years commencing on the 1st day of August, 2014 and terminating on the 31st day of July, 2023.

3.0 EARLY TERMINATION

3.1 This Agreement may be terminated by the RDN in the event that the RDN determines in its sole discretion that the Grant provided to the NRRTP is not expended for Authorized Purposes as defined in this Agreement.

3.2 If this Agreement is terminated as set forth above, the NRRTP shall remit to the RDN within thirty (30) days from the effective date of such termination, any amount of the Grant expended by the NRRTP on account of any expenditure which is not for an authorized purpose, and any unexpended amount of the Grant paid.

4.0 AMOUNT OF GRANT

4.1 The RDN hereby agrees to provide the NRRTP with a Grant to be expended on Authorized Purposes.

4.2 The RDN shall pay a one-time Grant of FIFTEEN THOUSAND (\$15,000.00) DOLLARS to the NRRTP by July 31, 2014, subject to early termination in Section 3.0 of this Agreement.

5.0 APPLICATION OF FUNDS

The NRRTP will use the Grant only for Authorized Purposes as set forth in Schedule 'A' to this Agreement.

6.0 BUDGET AND REPORTING REQUIREMENTS

The NRRTP shall deliver to the RDN on or before December 31st of each year a report on how the Grant provided has been utilized.

7.0 NRRTP TO MAINTAIN FINANCIAL RECORDS

7.1 The NRRTP must prepare, keep and maintain detailed financial records covering all aspects of the receipt and use of the Grant monies for Authorized Purposes provided for under this Agreement, including all associated expenses, in accordance with generally accepted accounting principles applied consistently.

7.2 The NRRTP shall make all financial books and records available for inspection, audit and copying by the RDN at all reasonable times.

8.0 MAINTENANCE OF THE NRRTP

The NRRTP agrees that it shall at all times during the term fulfil all of its obligations under the *Society Act* in order to maintain the NRRTP in good standing.

9.0 INDEMNITY

The NRRTP will indemnify and save harmless the Regional District from any and all losses, claims, damages, or expenses arising from or due to the negligence of the NRRTP in performing the functions and responsibilities of the NRRTP under the terms of this Agreement or the NRRTP's breach of the terms of this Agreement.

10.0 NOTICE

10.1 Any notice, direction or other instrument required or permitted to be given under this Agreement shall be in writing and may be given by the delivery of the same or by sending the same by mail, courier or fax, in each case addressed as set out above in this Agreement.

10.2 Any notice, direction or other instrument aforesaid will be deemed to have been given and received when delivered.

10.3 Either party may at any time give to the other party notice in writing of any change of address of the party giving such notice and from and after the giving of such notice the address or addresses therein specified will be deemed to be the address of such party for the purposes of giving notice hereunder.

11.0 TIME

Time is to be the essence of this Agreement.

12.0 BINDING EFFECT

This Agreement will enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, and permitted assignees.

13.0 WAIVER

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

14.0 HEADINGS

The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

15.0 LANGUAGE

Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

16.0 CUMULATIVE REMEDIES

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

17.0 LAW APPLICABLE

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

For the REGIONAL DISTRICT OF NANAIMO
by its authorized signatories:

_____)
_____)
_____)
_____)
_____)

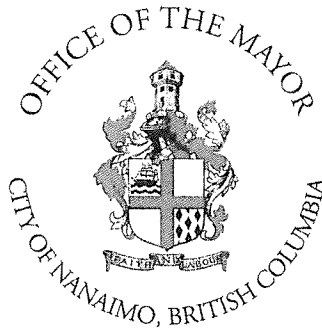
For the NANAIMO REGION RAIL TRAIL PARTNERSHIP
by its authorized signatories:

_____)
Authorized Signatory)
_____)
_____)
Authorized Signatory)

SCHEDULE 'A' –

The NANAIMO REGION RAIL TRAIL PARTNERSHIP will provide the following services within the Regional District of Nanaimo (RDN) in the following ways:

5. Raise money and awareness for sections of the regional trail along the ICF rail corridor lands throughout the RDN.
6. Collaborate and work with the RDN and its member municipalities of Nanaimo, Lantzville, Parksville and Qualicum Beach in the design and construction of the regional trail along the ICF rail corridor lands.
7. Include a RDN representation, as appointed by RDN Board, at the partnership table that will to provide input and to vote on overall direction of the NRRTP and related expenditures. Other RDN representatives (RDN Board members and staff) may also attend NRRTP meetings, however the RDN is limited to one vote in total.
8. The NRRTP will include information on the regional trail, both constructed and planned, along the ICF corridor as deemed appropriate by NRRTP and the RDN.
9. The NRRTP is of the understanding that the RDN reserves the right to restrict the use of future RDN contributions into the NRRTP.



Mr. Joe Stanhope, Chair
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

2014-MAY-29

Dear Chair Stanhope:

Re: City of Nanaimo Application to the Regional Parks and Trails Acquisition and Capital Budget - E&N Municipal Rail Trail Reserve Fund

The Nanaimo Transportation Master Plan recently passed by City Council puts a priority on making walking and cycling a more comfortable way to move throughout more parts of the City for people of all ages and abilities. Cycling is an important commuting and recreation option in Nanaimo for short to medium distance trips that are time-competitive with driving. The Nanaimo Transportation Master Plan seeks to significantly increase the number of cycling trips in the City and under the Plan's targets, the proportion of daily bicycle trips would grow from 1 to 4% by 2041, representing a five-fold increase in the number of daily cycling trips.

The E&N is the spine of the City's cycling network, connecting many of Nanaimo's most important destinations with gentle, consistent grades. Over the last decade the City of Nanaimo has constructed just over 8 kilometers of the E&N Trail. E&N Trail use in the Downtown section for April 2014 averages 70 people per hour and trail use increases significantly during the summer months. Many residents have indicated that they would consider cycling more if the quality of bicycle facilities were improved and the cycling network was expanded to serve more destinations such as downtown and Vancouver Island University.

Recently, Nanaimo City Council passed a motion supporting the development of the E&N Trail south from downtown to Seventh Street by 2019. This section of trail is approximately 2 kilometers and will be developed with the help of the Nanaimo Regional Rail Trail Partnership, who have initiated a fund-raising campaign.

To help achieve Council's goal for developing this section of the E&N Trail, the City requests that the Regional District of Nanaimo partner on this initiative by allocating \$150,000 from the Regional Parks and Trails Acquisition and Capital Budget - E&N Municipal Rail Trail Reserve Fund in 2014 for detailed design and \$150,000 in 2015 as a contribution to construction.

Sincerely,

Fred Pattje, Acting Mayor

pc: Mayor & Council
Director Diane Brennan, Chair, Regional Parks and Trails Select Committee
Councillor George Anderson, Chair, Transportation Advisory Committee
Andre Sullivan, Chair, Nanaimo Rail Trail Partnership
E. C. Swabey, City Manager, City of Nanaimo
Paul Thorkelsson, CAO, Regional District of Nanaimo
Tom Osborne, General Manager of Recreation and Parks Services, RDN

FP*TH*mjg
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REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE SUSTAINABILITY SELECT COMMITTEE
MEETING HELD ON THURSDAY, JUNE 12, 2014 AT 2:10 PM
IN THE RDN COMMITTEE ROOM

Present:

Director J. Stanhope	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 M. Lefebvre	City of Parksville
Director J. de Jong	District of Lantzville
Director D. Willie	Town of Qualicum Beach

Also in Attendance:

Director J. Fell	Electoral Area F
P. Thorkelsson	Chief Administrative Officer
G. Garbutt	General Manager, Strategic & Community Development
C. Midgley	Manager, Energy & Sustainability
T. Pan	Sustainability Coordinator
N. Hewitt	Recording Secretary

Regrets:

Director D. Brennan	City of Nanaimo
Director J. Kipp	City of Nanaimo

CALL TO ORDER

The meeting was called to order at 2:10 p.m. by the Chair.

MINUTES

MOVED Director Lefebvre, SECONDED Director Houle, that the minutes of the Sustainability Select Committee meetings held on Wednesday March 12, 2014 and Tuesday May 20, 2014 be adopted.

CARRIED

REPORTS

Carbon Neutral Operations – 2013.

MOVED Director Lefebvre, SECONDED Director Willie, that the report be received for information purposes only.

CARRIED

Additional Funding for RDN Woodstove Exchange Program.

MOVED Director Veenhof, SECONDED Director Houle, that the Sustainability Select Committee recommend the Board release up to \$20,000 from the Regional Sustainability Initiatives Reserve Fund to support the RDN Woodstove Exchange Program in 2014.

CARRIED

Green Building Outreach Strategy and Implementation Plan.

MOVED Director Lefebvre, SECONDED Director Veenhof, that the Sustainability Select Committee endorse the 2014-2015 Green Building Outreach Strategy and Implementation Plan

CARRIED

2014 Green Building Series.

MOVED Director Houle, SECONDED Director Lefebvre, that the report be received for information purposes only.

CARRIED

Update on Overcoming Barriers to Green Buildings.

MOVED Director Willie, SECONDED Director McPherson, that the report be received for information purposes only.

CARRIED

Quarterly Energy Update.

MOVED Director de Jong, SECONDED Director Veenhof, that the presentation be received for information purposes only.

CARRIED

ADJOURNMENT

MOVED Director Veenhof, SECONDED Director Houle, that this meeting be adjourned.

CARRIED

Time 3:25 pm

CHAIRPERSON



RDN REPORT	
CAO APPROVAL	
EAP	
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GGL	

MEMORANDUM

TO: Geoff Garbutt
GM, Strategic and Community Development

DATE: June 3, 2014

FROM: Chris Midgley
Manager, Energy and Sustainability

FILE: 6430-05-CNOP

SUBJECT: Carbon Neutral Operations - 2013

PURPOSE

To update the Sustainability Select Committee on progress toward carbon neutral operations for the Regional District of Nanaimo (RDN) for 2013.

BACKGROUND

In 2008, the RDN and member municipalities signed the Climate Action Charter, thereby committing to develop strategies and take actions to achieve carbon neutral operations by 2012. In February 2013, the RDN confirmed that, as local government organizations, the District of Lantzville, the City of Parksville, the Town of Qualicum Beach and the RDN each achieved carbon neutral operations for the 2012 emission inventory year.

This achievement was a result of the RDN organic diversion program, which diverts compostable organic matter from the Cedar Road Landfill to a local composting facility. For every tonne of diverted organic waste, a measurable quantity of emissions is avoided. This is due to the fact that properly composted organic matter produces less methane than organic waste decomposing in the anaerobic conditions of a landfill.

The first full year of region-wide organic diversion was 2011. As such, emission reductions from organic diversion in 2011 and 2012 counted against the 2012 corporate emission inventory.

For 2013, only organic waste diverted in 2013 is available to be counted against the 2013 corporate emission inventory year. In 2013, a total of 2,896 tonnes of organic waste was diverted through the RDN Green Bin program, resulting in 1,490 tonnes of emission reductions. These reductions are shared across participating jurisdictions in proportion to the number of households receiving the service. Table 1 outlines the number of participating households, and resulting reductions apportioned to each jurisdiction participating in the RDN Solid Waste service in 2013.

Table 1: Share of Emission Reductions for Communities Participating in RDN Organic Diversion (2013)

Jurisdiction	Number of Households	Share of 2,896 Tonnes of Diversion	Share of 1,490 Tonnes of Reductions
RDN	16,785	1804 t	928 t
City of Parksville	4,900	527 t	271 t
Town of Qualicum Beach	3,850	414 t	213 t
District of Lantzville	1,406	151 t	78 t

These reductions enable the District of Lantzville and the City of Parksville to achieve carbon neutral operations for 2013. This is not the case for the Town of Qualicum Beach or the RDN. (The City of Nanaimo operated its solid waste service independently from the RDN, and is not evaluated here).

For the RDN, corporate emissions in 2013 amount to 1,236 tonnes CO₂e, while organic diversion resulted in 928 tonnes of reductions. The result is a shortfall of 308 tonnes for the 2013 inventory year (the Town of Qualicum Beach will have an estimated shortfall of 130 tonnes). Appendix 1 provides a summary of the RDN's 2013 corporate emission inventory.

The RDN has an agreement with member municipalities to develop and implement emission reduction projects to make up for this shortfall. This work has progressed over 2013 and 2014, and while there are some projects with a realistic likelihood of generating valid, verifiable emission reductions, as of the reporting deadline of June 2, 2014, none were at a stage where it is possible to count reductions against the RDN or other local government corporate emission inventories. Consequently, the RDN has reported on making progress toward carbon neutral operations. It is anticipated that regional emission reduction projects developed over the remainder of 2014 will contribute to carbon neutral operations for the 2014 emission inventory year.

ALTERNATIVES

There are no alternatives. This report is provided for information purposes.

FINANCIAL IMPLICATIONS

In the approved budget for 2014, each service that consumes energy and generates emissions transferred \$25 into a dedicated reserve account for each tonne of emissions produced. Based on 2012 emissions, staff estimated that the corporate emission inventory for the entire RDN organization would be 1,239 tonnes CO₂e in 2013, after accounting for organic diversion. As such, \$30,975 was transferred to reserve. This estimate proved to be high for several reasons:

1. Actual 2013 emissions were approximately 100 tonnes less than in 2012;
2. The emission factor for electricity for 2012 and 2013 was reduced by 14 grams per kilowatt hour in late 2013 resulting in an overcount of 191 tonnes in 2012 emissions, which was counted against the 2013 emission inventory, and a high initial estimate for emissions from electricity for 2013; and
3. A surplus of 282 tonnes of reductions from 2011-2012 organic diversion not counted against 2012 emissions was subtracted from the 2013 inventory; and

With a net emission inventory of 308 tonnes CO₂e after diversion, instead of the anticipated 1,239 tonnes, \$22,300, or 75% of the original \$30,975 transferred to reserve will be returned to the services that generated emission in 2013.

A second financial implication of reporting on making progress toward carbon neutral operations for the 2013 inventory year is that doing so has ensured that the RDN receives its annual Climate Action Revenue Incentive Program (CARIP) grant. This grant equals the dollar amount spent in the Provincial Carbon Tax. The grant for 2013, received March 31, 2014, after submitting an Interim Public CARIP Report for 2013 amounted to \$112,500. A final report was submitted on June 2, 2014, and is provided here as Appendix 2.

STRATEGIC PLAN IMPLICATIONS

The RDN and member municipalities have taken a cooperative approach to working toward carbon neutral operations by sharing expertise, effort and the beneficial outcomes of participation in the regional organic diversion program. This is an exemplary application of Regional Collaboration – the Board Strategic Priority that aims to ensure that benefits are shared as broadly as possible across the Region.

Working together toward the common goal of carbon neutral operations has strengthened relationships between the RDN and member municipalities and has helped establish a consistent approach to monitoring and reporting corporate emissions in the region.

While the goal of achieving carbon neutral operations was not reached this year, a strong foundation for successful regional emission reduction projects is under development and should yield sustained, long term benefits beginning for the 2014 emission inventory year.

SUMMARY/CONCLUSIONS

As a signatory to the Climate Action Charter, the Regional District of Nanaimo committed to develop strategies and take actions to achieve carbon neutral operations in 2012. This goal was achieved as a result of the RDN organic diversion program operated by the Solid Waste service that diverts organic waste from the Cedar Road Landfill to a local composting facility. For 2012, two years of diversion were counted against a single emission inventory year. This is not the case for 2013. As a result, while organic diversion will still yield carbon neutral operations for the City of Parksville and the District of Lantzville and in fact has resulted in a surplus of reductions for those jurisdictions, the RDN and the Town of Qualicum Beach face a shortfall of 308 and 130 tonnes respectively.

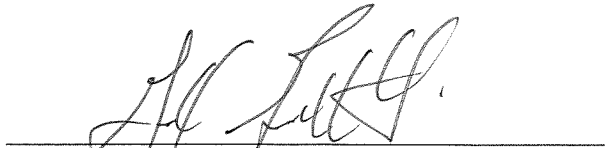
There are no regional emission reduction projects currently at a stage that could yield reductions in time for reporting for the 2013 emission inventory year. It is anticipated that regional emission reduction projects will contribute to carbon neutral operations for the 2014 emission inventory year and beyond.

RECOMMENDATION

There are no recommendations. This report is for information purposes only.



Report Writer



General Manager Concurrence



CAO Concurrence

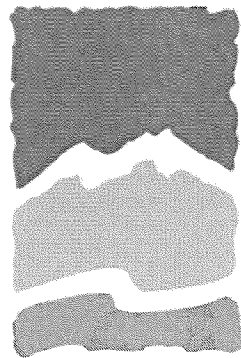
**Appendix 1: Regional District of Nanaimo Corporate Emission Inventory
(2013)**

Emission Source	Total Consumption	Emission Factor	Emissions (t CO₂e)
Electricity	11,731,844 kwh	14 grams / kwh	164.25
Natural Gas	13,353 GJ	50.16 kg/ GJ	669.79
Gasoline (fossil)	69,339 litres	2.36 kg / litre	163.63
Gasoline (bio – 4% ethanol)	2,889 litres	0.185 kg / litre	0.53
Diesel (fossil)	23,038 litres	2.63 kg/ litre	60.49
Diesel (bio – 5% BD)	1,213 litres	0.070 kg / litre	0.084
Propane	14,063 litres	1.53 kg / litre	21.55
Contracted Diesel (fossil)	241,089 litres	2.61 kg / litre	628.06
Contracted Diesel (bio – 5% BD)	12,689 litres	0.049	0.625
Total Emissions (2013)			1,709 t CO₂e
Less 191 tonnes from Correction for 2012 Electricity Emission Factor			(191)
Sub-Total			1,518
Less 282 tonnes of Surplus Reductions from 2011-2012 Organic Diversion			(282)
Sub-Total			1,236
Less 880 tonnes of Reductions from 2013 Organic Diversion			(928)
Total Reported Emissions from 2013			308 t CO₂e

Climate Action Revenue Incentive Program (CARIP) Public Report
Climate Action Revenue Incentive (CARIP)
Public Report for YEAR 2013

Regional District of
Nanaimo

Regional District of
Nanaimo



**REGIONAL
DISTRICT
OF NANAIMO**

Report Submitted by

Chris Midgley

Manager, Energy and Sustainability

cmidgley@rdn.bc.ca

March 7, 2014

General Information

Name of Local Government	Regional District of Nanaimo
Member of Regional District (RD)	Regional District of Nanaimo
Regional Growth Strategy (RGS) in region	Yes
Population	146,574

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Community Wide Actions for 2013

1.1 Measure

Community Wide Measurement Actions

Question	Have you been using the Community Energy and Emissions Inventory (CEEI) to measure progress? What else have you been using instead of/in addition to CEEI?
Answer	Yes
Additional Information	In addition the CEEI reports, RDN staff track evolution of the community vehicle fleet composition through data from ICBC, registered IPPs and homes with net-metering and renewable energy systems through data from BC Hydro, the number, type and value of new buildings constructed in the region's electoral areas, emissions from solid waste at the regional landfill, and the number of home energy assessments conducted in the region on an annual basis.

1.2 Plan

Community Wide Targets

Question	Does your OCP(s) have targets, policies and actions to reduce GHG emissions, as per the requirements under the <i>Local Governments Act (LGA)</i> ? If yes, please identify the targets set. If no or in progress, please comment.
Answer	Yes
Additional Information	Each of the 7 Electoral Area OCPs and the Regional Growth Strategy include the target to reduce GHG emissions by 33% from 2007 levels by the year 2020 and 80% from 2007 levels by 2050.

1.3 Reduce

Supportive Community Wide Actions

Action Type	Broad Planning
Actions Taken this Year	Initiated a process to develop targets to achieve key RGS policies; initiated a process to

	develop a Monitoring and Reporting system for RGS Indicators; Completed a study on the viability of RGS Village Centres; Completed an Industrial Land Supply and Demand Study; completed a report on 2012 implementation of the RGS; BOard adoption of 4 regional context statements; developed an implementation plan for the RDN Area Agriculture Plan;; developed a Community Energy and Emission Action Plan to implement the Community Energy and Emissions Plan; continued implementation of the RDN Green Building Action Plan
Proposed Actions for Next Year	Implement Monitoring and Reporting of RGS Indicators; produce an annual report on RGS implementation; continued implmentation of the Housing Action Plan; implement Cedar Main Street Plan; implement recommended action from Agricultural Area Plan; Review RGS to ensure support for agriculture, affordable housing and renewable energy; Complete Secondary Suited Review; Initiate amendments to zoning and OCPs to address agriculture, affordable housing and renewable energy

Action Type	Building and Lighting
Actions Taken this Year	Initiated the RDN Secondary Suite Project; Developed a web based resource guide on affordable housing for renters, homeowners and housing providers; ongoing implementation of the RDN Green Building Action Plan; Delivered the RDN Green Building Speaker Series and Open house tours.
Proposed Actions for Next Year	Better integrate consideration of green building practices into zoning bylaws and land use regulations; Continue public seminars on green buildings, renewable energy systems, emissions reductions, and other sustainability topics

Action Type	Energy Generation
Actions Taken this Year	Completed a Renewable Energy Systems Introductory Guidebook for RDN residents
Proposed Actions for Next Year	Better integrate consideration of renewable energy systems into zoning bylaws and land use regulations; create renewable energy system briefs based on the Renewable Energy Introductory Guidebook;

Action Type	Green Space
Actions Taken this Year	Completed Management Plans for Benson Creek Falls Regional Park, Little Qualicum River Regional Park, Moorecroft Regional Park; Completed an Invasive Species Management Plan for Little Qualicum River Estuary Regional Conservation Area; Completed Witch Trail Agreement for Mount Benson Regional Park; secured funding to expand regional trail network; Updated Regional Parks and Trails Guide; Completed a Review of Parks Zoning for

	the Islands Trust; Developed a Community Parks and Trails Plan; Collaborated with the provincial Climate Action Secretariat and the Green Communities Committee on the development of a forest carbon project option for local governments
Proposed Actions for Next Year	Continue to develop partnerships for new park acquisition.

Action Type	Transportation
Actions Taken this Year	Completed the Community Electric Vehicle Charging Infrastructure Planning Project; Updated the RDN Transit Future Plan; Selected as the pilot community for the BC Transit Compressed Natural Gas bus fleet; Digitized the RDN Transit Schedule using QR Codes for instant smartphone accessibility; Implemented a 'Z-card' bike/transit route map in partnership with the City of Nanaimo;
Proposed Actions for Next Year	Compete the RDN Transit Future Plan;

Action Type	Waste
Actions Taken this Year	Prepared the Solid Waste Management Plan Review and Update - Stage 1: Existing System Report; Completed an odour management study for the ICC organic diversion composting site; provided ongoing promotion and education for the commercial food waste disposal ban; Compiled recycling data from licensed facilities to establish 2012 region-wide diversion rate for industrial, commercial, institutional and residential waste generators of 68% with a disposal rate of 350 kg per capita per year; Participated in the National Solid Waste Benchmarking Initiative by collating and submitting curbside program data and attending two workshops; Participated in province-wide consultations on the design and implementation of a provincial stewardship program for packaging and printed paper; Developed an asbestos exposure control plan for the solid waste facilities to protect staff and the public; Reviewed the Landfill Gas Management Plan regarding the landfill gas collection efficiency resulting in a potential collection efficiency of 60% to 65%.
Proposed Actions for Next Year	

Action Type	Water/Sewer
Actions Taken this Year	Completed Water Budget studies for watersheds in the RDN; Completed the Water Conservation Plan study; Continued with the Community Watershed Monitoring program; Launched the Water Use Reporting Tool for use in the RDN; Partnered with our Development Services Department and Agriculture Canada to develop an agricultural water demand model; Completed the final phase of the observation well drilling program in partnership with the Federal and Provincial governments; Completed the Team WaterSmart education outreach program including workshops, community events and

	school visits; Completed irrigation audits with a focus on multi-family units; Completed WellSmart and SepticSmart workshops; Partnered with the Irrigation Association of BC for a training workshop; Completed the 2013 SepticSmart program with 225 people attending workshops throughout the region
Proposed Actions for Next Year	Rainwater / Integrated Watershed Management Plan; Complete a study of Resource Recovery options for Wastewater Services; Update public information on Source Control, Inflow and Infiltration, and Volume Reduction Programs; Develop a sewer servicing strategy for Cedar Village; Implement the Rural Water Quality outreach program

Direct Community Wide Actions

Action Type	Buildings
Actions Taken this Year	Continued use of the Sustainable Builders Checklist; Delivered the 2013 Green Building Incentive Program, with over \$50,000 in incentives provided to regional residents by mid-October
Proposed Actions for Next Year	Continue to deliver green building incentives to residents of the region;

Action Type	Energy Generation
Actions Taken this Year	Continued renewable energy generation at the Greater Nanaimo Pollution Control Centre and the Cedar Road Landfill; Provided financial incentives to resident who install renewable energy systems in single family homes.
Proposed Actions for Next Year	Operate cogeneration facility to utilize 100% of the biogas produced from the site

Action Type	Transportation
Actions Taken this Year	Provide financial incentives to residents who install electric vehicle charging stations in their home; Coordinated the installation of 12 Level II Electric Vehicle charging stations across the region; implemented a 5,000 hour expansion to the conventional transit service, and a 3,750 hour expansion to the custom HandyDart service; completed construction of a compressed natural gas fuelling station for 25 new CNG buses entering the transit fleet in 2014; improved bus shelters in Nanaimo to provide better transit services to high school students;
Proposed Actions for Next Year	integrate 25 new compressed natural gas buses into the RDN Transit Fleet; expand conventional transit by an additional 5,000 service hours, and custom transit by an

additional 3,750 hours; continue to provide financial incentives to residents who purchase electric vehicle charging stations;

Action Type	Waste
Actions Taken this Year	Diverted almost 3,000 tonnes of organic waste from the Cedar Road Landfill to a local composting facility through the curbside organic collection program; completed infrastructure upgrades to better manage water and stormwater at the Landfill; installed a 10,000 m ² interim membrane over Cell 1 at the Landfill to reduce leachate generation and enhance landfill gas capture.
Proposed Actions for Next Year	Complete Nature Park Cell One Phase 1- Detailed Design; continue advanced source separation and organic diversion with the goal of achieving 75% diversion;

Action Type	Water/Sewer
Actions Taken this Year	Beneficially reused 100% of biosolids from the RDN treatment facilities and FCPCC effluent at the Morningstar Golf Course; Completed construction on the Digester #3 Expansion project, the fourth sedimentation tank and the biosolids weigh scale at the GNPCC; Expanded the French Creek and Northern Community Sewer Service boundaries; Added additional water sampling stations in most water systems; Carried out the low-flush toilet and rainwater harvesting incentive program.
Proposed Actions for Next Year	Implement recommendations from the RDN Water Budget Report;

Action Type	Green Space
Actions Taken this Year	Completion of the Cedar Skate and Bike Park; Water system upgrades done at Rollo McClay Community Park; Completed the 707 Community Park bank remediation project; provided a Hydro connection for market vendors was added at the Errington Farmers Market allowing for refrigeration and improved public health; official opening of the Henry Morgan Community Park; constructed a pedestrian bridge at Leon Road Community Park; invasive plants were removed, and 1,050 restoration plants were planted in the hydro corridor at Little Qualicum River Regional Park; nineteen unsafe buildings were removed and the sites were restored with over 1,000 native plants at Moorcroft Regional Park;
Proposed Actions for Next Year	Continue to develop the community and regional trail network;

Corporate Actions for 2013

2.1 Measure

Corporate Measurement Actions

Question	What steps has your local government taken toward completing its corporate emissions inventory?
Answer	All energy data monitored, tracked and reported. Major third party contracted emitters provide fuel consumption data on a quarterly basis. Corporate inventory is complete.

Question	What tool are you using to measure, track and report on your corporate emissions?
Answer	RDN purchased access to the SMARTtool, but using SMARTtool has not proved to be an effective use of time. May consider an alternative tool. Excel spreadsheets, financial software (iCity and FWM) are used to track energy purchases and volumes for fuels, BC Hydro and FortisBC websites are used for tracking consumption on a monthly basis.

2.2 Reduce

Supportive Corporate Actions

Action Type	Broad Planning
Actions Taken this Year	Provide interdepartmental support for energy efficiency initiatives and facility upgrades.
Proposed Actions for Next Year	Update Strategic Energy Management Plan to align with corporate goals relating to carbon neutral operations.

Action Type	Building and Lighting
Actions Taken this Year	Continued implementation of the RDN Green Building Policy
Proposed Actions for Next Year	Initiate a facility energy audit program for RDN buildings and facilities.

Action Type	Energy Generation
Actions Taken this Year	
Proposed Actions for Next Year	Explore the feasibility of energy generation and renewable energy systems at regional facilities to counter BC Hydro rate increases.

Action Type	Transportation
Actions Taken this Year	Undertook analysis of fleet use to determine viability of electric vehicles in the RDN pool fleet.
Proposed Actions for Next Year	Continue monitoring fleet vehicle use to identify opportunities for improving fleet efficiency and reducing fleet emissions.

Direct Corporate Actions

Action Type	Building and Lighting
Actions Taken this Year	Disbursed over \$85,000 to corporate energy efficiency initiatives; converted to high efficiency condensing boilers at the Ravensong Aquatic Centre; converted to LED lighting
Proposed Actions for Next Year	Allocate funding to implement recommendations from completed facility energy audits;

Action Type	Energy Generation
Actions Taken this Year	Continued energy generation at the Greater Nanaimo Pollution Control Centre.
Proposed Actions for Next Year	Continued use of eligible funds to support local community based organizations integrate renewable energy systems into facilities.

Action Type	Fleet
Actions Taken this Year	purchased one all electric Nissan LEAF for the staff fleet pool.
Proposed Actions for Next Year	Incorporate a plug in hybrid electric vehicle into the pool fleet. Explore integrating compressed natural gas vehicles into pool fleet; continue to invest in high efficiency and low emission fleet vehicles across all departments.

Action Type	Waste
Actions Taken this Year	continued organic diversion and source separation within the RDN main administration building
Proposed Actions for Next Year	continue organic diversion and source separation within the RDN main administration building

Action Type	Green Space
Actions Taken this Year	
Proposed Actions for Next Year	maintain naturalized low water garden at RDN main administration building. Consider rain garden pilot project at RDN facilities.

Carbon Neutral Progress Reporting

3.1 Carbon Neutral Progress Reporting

Emissions/Offsets	Tonnes CO2e
Annual corporate emissions using SMARTTool or equivalent inventory tool	1236.4
<i>Emissions from services delivered directly by the local government</i>	607.7
<i>Emissions from contracted services</i>	628.7
Less:	928
GHG reductions being claimed for this reporting year from Option 1 - GHG reduction project	
<i>Energy Efficient Building Retrofits and Fuel Switching</i>	
<i>Solar Thermal</i>	
<i>Household Organic Waste Composting</i>	928
<i>Low Emissions Vehicles</i>	
Less:	0
GHG reductions being claimed for this reporting year from Option 2 - GHG reduction projects	
<i>Option 2 Project A</i>	
<i>Option 2 Project B</i>	
<i>Sum of Other Option 2 Projects (if you have added projects below)</i>	0
Less:	
<i>Offsets purchased for this reporting year (Option 3). Please identify your offset provider in the offset provider information section below.</i>	
Balance of corporate emissions for this reporting year. <i>(If the corporate emissions balance is zero, your local government is carbon neutral for this reporting year)</i>	308.4
Additional "Option 2" Projects	
<i>Option 2 Project C</i>	
<i>Option 2 Project D</i>	
<i>Option 2 Project E</i>	
<i>Option 2 Project F</i>	
<i>Option 2 Project G</i>	
<i>Option 2 Project H</i>	

3.2 Making Progress on Your Carbon Neutral Commitment

Question	If your community has not achieved carbon neutrality for this reporting year please describe the actions that you intend to take next year to move you toward your carbon neutral goal.
Answer	<p>The RDN came close to achieving carbon neutral operations for the 2013 emission inventory year as a result of region-wide implementation of curbside organic collection, but fell short by 308 tonnes. Separately, the RDN is involved in a project generating approximately 25,000 tonnes of verified, validated offsets per year at the landfill. Since 2004, the project has delivered over 245,000 tonnes of reductions. Though responsible for operating the landfill gas collection system and managing the solid waste entering the facility, the RDN does not own any offsets generated prior to 2014. The RDN has been in negotiations concerning title to the emission reductions with the current owner, but resolution has not been reached in time for 2013 reporting. Consequently, the RDN will not achieve carbon neutral operations for the 2013 inventory year. It is anticipated that the RDN will retain title to reductions arising from the project by the end of 2014, paving the way for carbon neutral operations for the 2014 inventory year and beyond.</p>



RDN REPORT		[Handwritten initials]
CAO APPROVAL		
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JUN 03 2014		
RHD		
BOARD		
[Handwritten initials]		DATE:

MEMORANDUM

TO: Chris Midgley
 Manager, Energy and Sustainability

FROM: Ting Pan
 Sustainability Coordinator

SUBJECT: Additional Funding for RDN Woodstove Exchange Program

FILE: 6430-05-GBIP

DATE: June 3, 2014

PURPOSE

To recommend that up to \$20,000 be released from the Regional Sustainability Initiatives Reserve Fund to fund the Regional District of Nanaimo (RDN) Woodstove Exchange Program.

BACKGROUND

At the Sustainability Select Committee meeting held on March 12, 2014, the Committee directed staff to examine options to provide \$20,000 in additional funding to the RDN Woodstove Exchange Program. This direction was in response to a staff report on proposed changes to the 2014 Green Building Incentive Program resulting from reductions in external funding.

The RDN Woodstove Exchange Program provides a \$250 rebate for each woodstove exchange. The Program was established in 2011 as part of the larger RDN Green Building Incentive Program, and has been the most popular among all the incentives offered to the residents of the RDN Electoral Areas and Lantzville. Table 1 shows a summary of the RDN Woodstove Exchange program from 2011 to 2013.

Table 1: 2011-2013 Woodstove Exchange Incentive Summary

Funding Source	Distribution of Incentives		
	2011	2012	2013
RDN	\$10,750	\$21,750	\$24,000
BC Lung Association	0	\$12,000	\$14,500
Total Woodstove Exchange Incentives Disbursed	\$10,750	\$33,750	\$38,500
Total Green Building Incentives Disbursed	\$12,970	\$41,445	\$52,958
Woodstove Rebates as a proportion of total Green Building Incentives	83%	81.4%	72.7%

The amount of funding available for the Green Building Incentive Program in 2014 is limited to the \$20,000 approved for use by the Board from the Building Inspection service. This amount has been held at the same level since 2012. (RDN funding in excess of \$20,000 as shown in Table 1 reflects funding carried forward from previous years.) In previous years, additional external funding was available through the BC Lung Association to support the Woodstove Exchange Program. For 2014, this source of external funding remains unconfirmed. An alternative source to make up for this loss of funding will ensure the program remains available for residents of the RDN over the course of 2014.

Potential Funding Source

The Regional Sustainability Initiatives Reserve Fund is a potential funding source to support the Woodstove Exchange Program in 2014. The Fund was established in 2010 out of a contribution from the Provincial Strategic Investment Fund to implement regional sustainability initiatives that support local economic development. The original amount placed in reserve was \$94,700, and is intended to provide project support to the Energy and Sustainability Department as approved by the Board. Presently, \$89,805 is available in the Reserve Fund.

Each woodstove rebate represents a twofold benefit to the local community. Firstly, the incentives provide a direct contribution toward more efficient use of a renewable resource for energy, resulting in reduced particulate matter pollution and improved air quality. In addition, the funding that supports the program ultimately goes to local businesses that sell and install woodstoves, generating economic spin-off benefits to the regional economy.

Accessing \$20,000 from the Regional Sustainability Initiatives Reserve Fund to support the Woodstove Exchange Program is therefore consistent with the intent of the Fund to support local economic development. If released, almost \$70,000 will remain in reserve for future initiatives.

It should be noted that funding from the BC Lung Association could become available in 2014. If so, staff will pursue that opportunity as well.

ALTERNATIVES

1. Approve the release of up to \$20,000 from the Regional Sustainability Initiatives Reserve Fund to support the RDN Woodstove Exchange Program in 2014.
2. Do not approve the release of the funds, or provide alternate direction to staff.

FINANCIAL IMPLICATIONS

If Alternative 1 is approved, \$20,000 will be available specifically for the RDN Woodstove Exchange Program, in addition to the \$20,000 already approved by the Board for the larger Green Building Incentive Program. This will ensure that a popular program continues for regional residents and businesses.

With that amount, the total value of green building incentives available over 2014 will be \$40,000. If the Provincial woodstove exchange program is reinstated during 2014, and the full \$20,000 is not necessary, only the amount needed will be withdrawn from reserve.

Presently, the funds held in the Regional Sustainability Initiatives reserve amount to \$89,805. Allocating funds from this reserve will meet the needs of the Woodstove Exchange Program with no new impact on regional taxpayers. If the full \$20,000 is accessed, the Regional Sustainability Initiatives reserve will be reduced to \$69,805 at the end of 2014.

STRATEGIC PLAN IMPLICATIONS

Since its establishment, the RDN Woodstove Exchange Program has facilitated a total of 305 woodstove exchanges. Table 2 below shows the distribution of the rebates in Electoral Areas and the District of Lantzville.

Table 2: 2011-2013 Woodstove Exchange Rebates Distribution

Area	Number of Rebates
A	48
B	47
C	18
E	42
F	50
G	31
H	36
Lantzville	33
Total	305

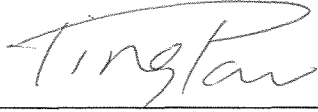
The Program promotes the purchase of high-efficiency EPA-certified woodstoves, which provides several tangible benefits to the residents and the community at large. It reduces air pollution, especially PM2.5 (particulate matter less than 2.5 microns in diameter), commonly associated with respiratory problems; it improves energy efficiency by reducing the amount of wood needed to provide the same amount of heat; and the Program also creates economic benefits to the region. For every dollar invested in the Program, residents invested an estimated seven dollars into the purchase of the products and services supporting the participating local retailers.

SUMMARY/CONCLUSIONS

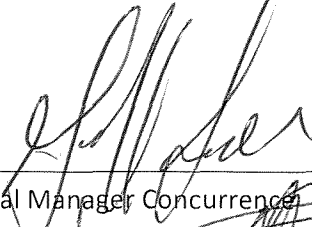
Unlike prior years, the Province of British Columbia is not likely to provide financial support for woodstove rebates in 2014. This represents a significant loss of revenues to support the RDN Green Building Incentive Program. At the Sustainability Select Committee meeting held March 12, 2014, the Committee directed staff to identify an alternative funding source to provide \$20,000 toward the RDN woodstove exchange program. The Regional Sustainability Initiatives Reserve Fund was established in 2010 out of a contribution from the Provincial Strategic Investment Fund to support sustainability initiatives that contribute to local economic development. The Woodstove Exchange Rebate is the most popular green building incentive offered by the RDN, and encourages investment in renewable energy systems while supporting local businesses across the region. There is sufficient funding held in reserve to support the Woodstove Exchange Program for 2014. If the full \$20,000 is accessed over 2014, \$69,805 (plus interest accrued) will remain in reserve for future initiatives. If provincial funding for woodstove rebates comes available in 2014, staff will apply, reducing the need to access the Regional Sustainability Reserve Fund.

RECOMMENDATION

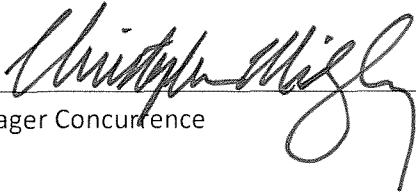
That the Sustainability Select Committee recommend the Board release up to \$20,000 from the Regional Sustainability Initiatives Reserve Fund to support the RDN woodstove exchange program in 2014.



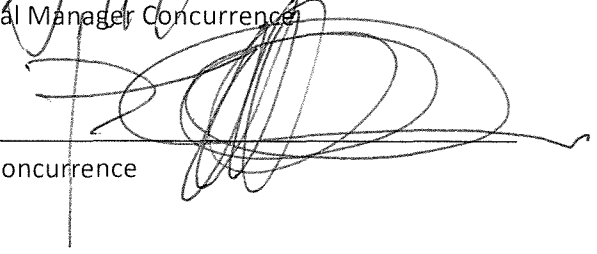
Report Writer




General Manager Concurrence



Manager Concurrence



CAO Concurrence

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MEMORANDUM

TO: Chris Midgley
Manager, Energy and Sustainability

DATE: May 28, 2014

FROM: Ting Pan
Sustainability Coordinator

FILE: 6430-05-GBOS

SUBJECT: Green Building Outreach Strategy and Implementation Plan

PURPOSE

To present the *Green Building Outreach Strategy and Implementation Plan: 2014 -2015*.

BACKGROUND

A key component of the *RDN Green Building Action Plan* is to undertake outreach and educational activities. The purpose of these activities is to provide local residents, homeowners and development practitioners with information to inspire residents to take action. Since 2010, the RDN has been actively promoting efficient use of natural resources in construction, alternative energy systems and high-performance buildings through a variety of activities including:

- Hosting annual Green Building Series including presentations, workshops and guided tours;
- Producing a Green Building Guidebooks Series;
- Providing Green Building incentives;
- Developing online presentations and videos; and
- Developing a new outreach portal on the RDN website.

Through these activities, a wealth of local knowledge on green buildings has been developed and shared. The events have also become a venue for staff to solicit ideas and learn about the needs, desires and expectations of regional residents. Many participants in the RDN's previous green building outreach programs have taken action, resulting in examples showcased in subsequent green building tours and videos. Notwithstanding the success of the program to date, staff observed that it is necessary to deploy new communication tools and strategies to engage a wider audience and increase the reach of the program.

To be most effective at driving action, a Green Building Outreach Strategy and Implementation Plan based on staff training in public engagement is proposed for 2014-2015, and is provided here as Appendix 1. The strategy is intended to follow an established method to activity design and evaluation referred to as *Fostering Sustainable Behaviour*, developed by Canadian environmental psychologist Dr. Doug McKenzie Mohr. The method is a systematic approach that consists of the following steps:

1. Reach the Right Audience
2. Select Actions for Each Stakeholder Group
3. Identify Barriers and Benefits
4. Develop Strategies
5. Test
6. Evaluate

Each step is explained and connected to specific actions for the 2014-2015 period in the appended Plan.

ALTERNATIVES

1. Endorse the 2014-2015 Green Building Outreach Strategy and Implementation Plan.
2. Do not endorse the 2014-2015 Green Building Outreach Strategy and Implementation Plan, and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The development and implementation of effective outreach strategies falls within the general roles and responsibilities of Energy and Sustainability staff, covered by the requisitions that support the department. Developing this Plan represents an effort to apply investment in professional development courses relating to outreach and communication with the expectation that the lessons learned through course work and materials translates to on-the-ground success with higher participation rates in green building program activities for a wider range of stakeholders, thus improving the overall impact of program delivery.

STRATEGIC PLAN IMPLICATIONS

The Board Strategic Plan seeks to improve the resilience and self-sufficiency of RDN communities. Improving the efficiency of new and existing homes is a strong step toward that goal; residents and homeowners have the ultimate power to make that happen.

More effective outreach on green building practices is intended inspire more actions on the ground. Those actions will translate into energy savings, improved well-being of residents, healthier ecosystems, increased renewable energy generation, and more local businesses and sales in the green building sector.

SUMMARY/CONCLUSIONS

A Green Building Outreach Strategy and Implementation Plan has been developed to provide guidance on improving the effectiveness and impact of green building outreach activities. The strategy follows an established series of steps designed to improve the effectiveness of current outreach practices: 1) Reach the right audience 2) Select actions 3) Identify barrier and benefits 4) Develop strategies 5) Test and 6) Evaluate.

The Implementation Plan follows the steps outlined above to analyze barriers and benefits to specific stakeholder groups and then to develop implementation strategies. The Plan provides the foundation for outreach activities for 2014 and 2015, based on committee feedback, ongoing research, communication with local stakeholders and RDN departments.

RECOMMENDATION

Endorse the 2014-2015 Green Building Outreach Strategy and Implementation Plan.



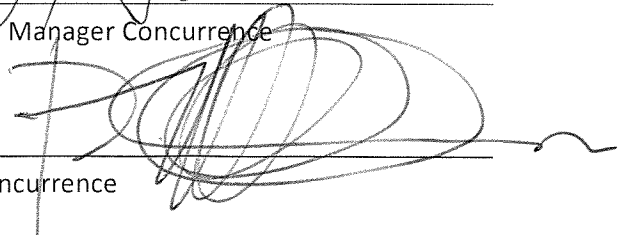
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

Background

A key component of the RDN Green Building Action Plan 2010 is to undertake outreach and educational activities in the region. The purpose of these activities is to provide information that will inspire residents to take action to improve their homes. Since 2010, the RDN has been actively promoting efficient use of natural resources in construction, alternative energy systems and high-performance buildings through a variety of activities including:

- Hosting annual Green Building Series including presentations, workshops and guided tours;
- Producing a Green Building Guidebooks Series;
- Providing Green Building incentives;
- Developing online presentations and videos; and
- Developing a new outreach portal on the RDN website.

Through these activities, a wealth of local knowledge on green buildings has been developed and shared, and the events have become a venue for staff to solicit ideas and learn about the needs, desires and expectations of regional residents. Many participants have taken action, resulting in some great examples subsequently showcased in RDN green building tours and videos. To continuously improve and increase the reach of the program, this strategy identifies new tools to engage a wider audience.

Outreach Strategy

This strategy is intended to increase public participation in green building initiatives, which in turn supports the overall goal of the green building action plan: to increase the number of green buildings in the region.

It follows an established method for program design and evaluation to identify gaps in existing programs, to focus on action and results, and to implement innovative solutions. The 2014-2015 green building outreach strategy follows the steps outlined below:

1. Reach the Right Audience;
2. Select Actions for Each Stakeholder Group;
3. Identify Barriers and Benefits;
4. Develop Strategies;
5. Test; and
6. Evaluate.

Each step is further elaborated below.

1. Reach the right audience

Traditionally residents and homeowners are the primary audience and focus of the program activities. There are many other stakeholders in retrofits and new home constructions. In the order of impact, there are:

- Homeowners and owner builders
- Developers
- Builders and contractors
- Realtors
- Suppliers
- Technical advisors and professionals
- Professional organizations and community groups

Each stakeholder group has a unique role to play in residential construction and renovation, and each has varying degrees of influence over the outcome. Their time, interest and level of investment in a project will inform how they are approached and engaged.

2. Select actions for each stakeholder

Each group of stakeholders can do a range of things to influence the targeted outcome. Selecting clear and specific actions appropriate for each group of stakeholders breaks down the outreach effort into manageable tasks and avoids sending an overwhelming or unclear message to each stakeholder. For example, a homeowner could be encouraged to invest in a renewable energy system, a developer could commit to building and marketing high-performance homes, or realtors could learn to better inform potential buyers and sellers of the energy features of a home.

3. Identify barriers and benefits

Once an action is targeted, it is necessary to identify the barriers and benefits to that action. Homeowners may not adopt the desirable action for a variety of reasons such as a lack of knowledge, motivation, technical assistance or financial resources. They may also see the benefits of living in a green home, such as better health, comfort, reduced utility costs, self-satisfaction and respect from others. Unless the barriers can be addressed and benefits realized, homeowners are unlikely to act.

4. Develop strategies

There are a variety of strategies that have been shown to influence actions. Once specific barriers to an action are identified, an appropriate strategy or combination of strategies should be considered to address those barriers. It is possible and desirable to tackle several barriers with one strategy. It is also worth noting that not all strategies are used to address the same barrier. Table 1 below shows several useful strategies and the barriers they could help address.

Table 1: Strategies and Barriers

Strategies	Descriptions	Barriers
Build Commitment	Seek voluntary commitment to enhance motivation.	Lack of motivation
Peer Influence	Highlight desirable actions occurring in the community to build community support.	Lack of motivation Lack of social pressure
Show Leadership	Highlight community leaders and early adopters that set examples.	Lack of knowledge
Use Prompts	Use reminders in close proximity to the desirable action.	Forget to act
Effective Communication	Use vivid captivating information and credible sources.	Lack of knowledge
Provide Incentives	Provide incentives (or disincentives) to encourage (or discourage) a specific action.	Lack of motivation
Convenience	Make it easy to act.	Various structural barriers

5. Test

If the proposed strategy is a new idea, it is often helpful to create a pilot project and test the idea on a small scale before broad scale implementation. Some strategies may involve minimal risk and cost, therefore testing may not be necessary. However, if the stakes are high, piloting and making adjustments according to test results would be critical to a strategy's success.

6. Evaluate

Whenever possible, evaluate activity outcomes rather than outputs. Outcomes refer to specific actions taken as well as measurable, on-the-ground results (i.e., reduced water use, more green buildings, etc.). Outputs refer to such things as the amount of money spent, brochures distributed, number of events hosted, etc. which typically do not have a direct relationship with the impact. Although it is still necessary to track outputs, they should not be used as the only metrics to evaluate an activity.

Implementation Plan 2014-2015

The 2014-2015 Implementation Plan follows the Outreach Strategy outlined above. The Plan provides the foundation for outreach activities for 2014 and 2015, based on committee feedback, ongoing research, communication with local stakeholders and RDN departments.

Stakeholder Groups

Although there are many stakeholder groups and actions to choose from, the selected stakeholders and actions in this Plan reflect the most impactful options that are considered feasible with available staff and financial resources for the coming year. Homeowners and owner builders will always be the primary audience. Other stakeholders and actions will be identified and focused on when opportunities and resources become available.

The first section of this plan identified desired outcomes. The second section highlights more general communication strategies.

1) Desired Outcome: Increased Participation in the RDN Green Building Series

Targeted Stakeholders: Homeowners and owner builders

Selected Action: Participation in RDN Green Building Series events

Barriers

- A. Not aware of the events
- B. Lack of interest
- C. Scheduling conflicts
- D. Physical distance or mobility challenge
- E. Time commitment

Benefits

- a. Increased knowledge about green buildings
- b. Useful contacts
- c. Questions answered
- d. Access to incentive information

Strategies to Increase Participation: Effective Communication, Provide Incentives and Convenience	Targeted barrier
Post events in well used community gathering places	A
Promote events through familiar channels (radios, community newspapers, notice boards, etc.)	A
Circulate event information through community leaders and organizations with similar goals	A
Provide door prizes or other incentives in partnership with local stores and suppliers	B
Explore opportunities to participate in popular local events that share similar goals and draw the intended audience	B,E
Spread out guided tours over a longer period as opposed to a one day event	C
Develop online presentations and videos and make them easy to find	C,D,E



Evaluation Metrics

- Participants survey results and verbal feedback
- Attendance
- Online viewing counts
- Participants’ actions following the events

2) Desired Outcome: Completion of Home Energy Assessments

Targeted Stakeholders: Homeowners

Selected Action: Complete a home energy assessment

Barriers

- A. Not sure what a home energy assessment is
- B. Not aware of the benefits of an assessment
- C. Lack of interest
- D. Investment required for an energy assessment

Benefits

- a. Increased knowledge about energy performance of one’s home
- b. Increased confidence in making energy retrofit decisions
- c. Increased awareness of potential improvement opportunities
- d. Access to potential incentives

Strategies to Encourage Home Energy Assessments: Effective Communication, Peer Influence, Provide Incentives and Convenience	Targeted barrier
Provide accurate and helpful information and contacts	A, B
Introduce energy assessment in community publications, RDN website and publications, and at appropriate public events	A, B
Engage other stakeholders to help spread the words	A,B
Provide rebates	C, D
Offer educational energy assessment walk-throughs to residents who are interested in hosting it for friends and families	A, B,C, D
Provide a short video on RDN website that explains the assessment process	A



Evaluation Metrics

- Number of inquiries local energy advisors receive
- Number of home energy assessment rebates issued
- Number of educational home energy walk-throughs hosted by residents

3) Desired Outcome: Construction of high-performance homes in the region.

Targeted Stakeholders: Builders and contractors

Selected Action: Construction of verified high performance homes

Barriers

- A. (Real or perceived) lack of demand from potential clients
- B. Lack of interest
- C. Additional investment required to verify high performance homes
- D. Shortage of skilled crew
- E. Lack of knowledge

Benefits

- a. Increased knowledge on energy efficiency to interested clients
- b. Better service to environmentally conscious clients
- c. Potentially increase the value of a property

Strategies to increase construction of high performance homes in the region: Build Commitment, Show leadership, Peer Influence, Effective Communication, Provide incentives.	Targeted barrier
Make sure builders are aware of the financial incentives their clients could be eligible for	A, C
Provide recognition opportunities such as being a host in our green building tour and showcasing outstanding projects on the RDN green building web pages and other relevant publications	B
Share knowledge with builders through attending builder-focused events such as builder’s trade shows and Canadian Home Builder Association’s events	B, E
Promote or provide education and capacity building opportunities in collaboration with organizations such as Built Green Canada, Cascadia Green Building Council and Canadian Passive House Institute	D,E



Evaluation Metrics

- Number of homes that receive Checklist incentives
- Number of homes that have been issued a Building Permit and obtained EnerGuide rating of 80 or higher or third-party certifications

4) Desired Outcome: Home energy use and features playing an increasing role in real estate transactions.

Targeted Stakeholders: Realtors

Selected Action: Provide learning opportunities on home energy use and the EnerGuide Rating System for realtors.

Barriers

- A. Lack of knowledge on energy features of a home
- B. Lack of interest
- C. Lack of information on potential savings and benefits

Benefits

- a. Demonstrate knowledge on energy efficiency to interested clients
- b. Better service to environmentally conscious clients
- c. Potentially increase the property value
- d. Discover additional selling points

Strategies to make realtors effective information sources on home energy use: Show Leadership, Effective Communication and Convenience	Targeted barrier
Provide learning opportunities about energy features of a home	A
Provide information on green building rating systems and standards that distinguish high performance homes in the market place	A
Provide local examples that showcase the benefits of an energy efficient home	A
Make the information easy to access on the counter and on the RDN website	C
Engage realtors through attending realtor-centered events such as the annual Vancouver Island Real Estate Board conference	B
Use of online tools and social media to inform realtors of relevant events and resources	C

Special Project 2014-2015:

The RDN, City of Nanaimo and the Vancouver Island Real Estate Board successfully secured \$50,000 from BC Hydro to implement a *Real Estate Energy Efficiency Program*. The Program will be carried out from April 2014 to October 2015 and primarily targets local realtors to become better sources of information on the energy features of a home, and to understand and explain the benefits of home energy assessments and the EnerGuide Rating system to potential buyers and sellers.

**Evaluation Metrics**

- Number of realtors that participate in the *Real Estate Energy Efficiency Program*
- Realtor survey results regarding realtors' knowledge level and practice of promoting energy efficiency

- 5) **Desired Outcome:** An increasing influence of home energy use as a factor in home purchases and price points, and an increasing use of home energy assessments to accompany real estate transactions.

Targeted Stakeholders: Realtors

Selected Action: Realtors explaining the benefits of home energy assessments to their clients.

Barriers

- A. Not sure what a home energy assessment is
- B. Lack of motivation
- C. Not aware of relevant resources
- D. Insufficient financial return on the effort
- E. Concern about devaluing older, inefficient homes

Benefits

- a. Increased knowledge on home energy performance to interested clients
- b. Ability to provide relevant resources to potential buyers
- c. Ability to assist sellers to review improvement options

Strategies to enable realtors to effectively explain the benefits of home energy assessments to their clients.	Targeted barrier
Show Leadership, Effective Communication, Provide Incentives and Convenience	
Provide learning opportunities on energy assessment process and its benefits	A,D,E
Disseminate information to realtors about the RDN Green Building Series	C
Collaborate with Vancouver Island Real Estate Board and City of Nanaimo to provide energy labeling on MLS as a service to potential buyers	B
Provide information on financial incentives their clients may be eligible for	D
Demonstrate the potential of older homes through simple improvement measures	E
Provide free energy assessment to the clients of realtors who either complete a home energy assessment or participate in energy efficiency training sessions	B



Evaluation Metrics

- Number of homes with EnerGuide rating on MLS
- Number of energy assessment incentives realtors distribute to their clients in the Real Estate Energy Efficiency Program

General Communication Strategies

In addition to the specific engagement efforts for 2014-2015 outlined above, the Energy and Sustainability Department will carry out ongoing communication strategies as identified below.

a) **Direct, two-way communication**

Direct communication is an effective form of communication especially when a complex topic related to green buildings is explored. Engagement between staff and residents over the counter, in face-to-face meetings, at outreach events, on the phone or over emails almost always yield satisfactory results when clarifications can be made immediately and ideas can be explored gradually. Trust is more likely to be built through direct contact and leads to exchange of information and experience that could be mutually beneficial. Direct communication is particularly valuable given the demographic of the region where many residents may not have easy access to computer and web resources or prefer 'old fashioned' direct conversations.

b) **Web presence and online tools**

Online tools can work together with direct communications. They are useful for sharing information, to broaden the reach of the program, and to provide residents who cannot participate in person with a way to access resources we offer. For example, the green building videos and recorded presentations produced in 2013 generated much online traffic and revealed the importance of these tools in providing access to information shared in person through Green Building Workshop series.

A variety of social media tools will be further explored in order to attract a younger, web savvy audience. These new technologies are more likely to attract program participants out of professional interests in green buildings rather than for personal home projects.

c) **Publications and information display**

Although much of the information is made available digitally, print materials are tangible, and easy-to-access products can display information at strategic locations to attract attention or to serve as reminders to the public. Publications such as the Green Building Guidebooks for Rainwater Harvesting and Residential Renewable Energy Systems are helpful resources for residents who are serious about implementing such projects and look for technical information or contacts. Other topics for the Guidebook Series such as natural building, grey water reuse, on-site wastewater management are being explored in response to residents' interest and service needs of various departments.

Newsletters and area updates can be used to provide brief summary of the program and highlight local examples. Community-based publications such as monthly magazines and local newspapers are an important source of information for local communities and could also be utilized for information and knowledge sharing.

In the RDN facilities, where residents visit on a regular basis, organized and effective information display can be very helpful in raising awareness of RDN programs and services. Options to improve effectiveness of information display will be explored in collaboration with other departments.

d) Partnership with organizations and local businesses

Building partnership with organizations with similar goals and promoting events through compatible local businesses could create significant mutual benefits. The Green Building Program could increase its reach by tapping into existing professional and business networks and contribute unique content to relevant events. It is critical to build relationship over time and find opportunities early in the process for successful partnerships. Staff intends to identify promising organizations or events and initiate contacts each year as part of the Green Building Program planning.

e) Interdepartmental coordination

There are many opportunities for resident engagement throughout the organization. Referring residents to the right staff person or resource at the right time requires a broad understanding of the Green Building Program at the staff level. The Energy and Sustainability Department will provide ongoing support and periodic check-ins with front counter staff to enhance interdepartmental coordination in order to effectively engage the right audience and monitor feedback.



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MEMORANDUM

TO: Chris Midgley
Manager, Energy and Sustainability

DATE: May 28, 2014

FROM: Ting Pan
Sustainability Coordinator

FILE: 6430-05-GBS

SUBJECT: 2014 Green Building Series

PURPOSE

To provide the Sustainability Select Committee with a preliminary program for the 2014 Green Building Series.

BACKGROUND

The Regional District of Nanaimo (RDN) has hosted annual Green Building Series events as part of the green building outreach program since 2010. Several strategies were incorporated into this year's program to increase participation based on the lessons learned for previous events, and feedback from past attendees as well as the Sustainability Select Committee, including:

- Increasing the proportion of interactive learning opportunities and using a variety of formats, such as open houses, site visits, online videos, film screening and panel discussions.
- Scheduling open houses over several weekends instead of concentrating them on a single day.
- Partnering with compatible organizations to leverage resource and expertise and to maximize exposure.
- Creating narrated presentations and videos accessible on the RDN website.

Below is a preliminary program of the 2014 Series. It is provided now to ensure that the RDN Board is aware of this year's activities well in advance. (The next scheduled Sustainability Select committee meeting will take place on or about the time the Series gets underway). More activities may be added later, and program information will be available in the *Fall Active Living Guide* and on the *RDN's Get Involved* website.

Date	Time	Activity
Sun. Sept 14	2 pm - 4 pm	Sustainable Future Mini Film Festival, Discussion and Demo Site Tour in partnership with community groups GabEnergy and Gabriola Commons
Sat. Sept 20	10 am – 1 pm	Open Houses in Bowser – Jamieson House and Thompson Clarke House
Sat. Sept 27	10 am – 1 pm	Open House in Yellowpoint – Bramble Cottage
Sat. Sept 27	1 pm – 4 pm	Open House in Errington – Residential Solar Power System
Sat. Oct 4	10 am – 1 pm	Open House in Nanoose – Residential Wind and Solar Systems
Sat. Oct 18	9:30 am - noon	Climate Science Symposium in partnership with VIU and City of Nanaimo
Sept to Oct	n/a	Narrated presentations and videos on rainwater harvesting, renewable energy systems, net metering and Passive House to be released.

ALTERNATIVES

This report is provided for information purposes only.

FINANCIAL IMPLICATIONS

The RDN Green Building Series receives up to \$20,000 from Community Works Fund through annual budget approval process. The Series addresses the capacity building criterion for the use of Community Works Funds by increasing knowledge and awareness of staff and local community residents to build and renovate homes that result in more efficient homes that use less water and energy, and reduce greenhouse gas emissions.

STRATEGIC PLAN IMPLICATIONS

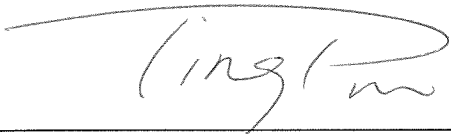
The annual Green Building Series is an important component of the Green Building Outreach Program, providing learning and exchange opportunities directly to residents. It has highlighted local expertise in green building practices, and inspired many residents to build exemplary projects that add to the inventory of green buildings in our region.

SUMMARY/CONCLUSIONS

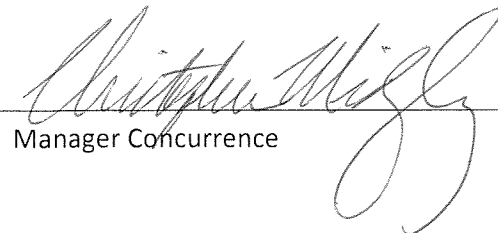
A preliminary program for the 2014 Green Building Series has been developed. The events are scheduled to run between September 14 and October 18, 2014, including a wide range of activities focusing on renewable energy production, water conservation, and green building design and construction. This information is provided to the Committee now so that Committee members and the RDN Board are aware of this year's Green Building activities well in advance of the events taking place.

RECOMMENDATION

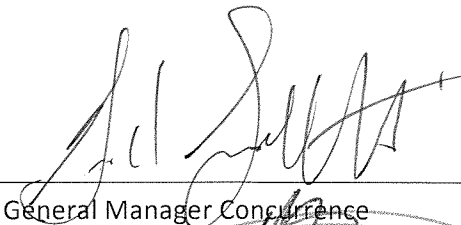
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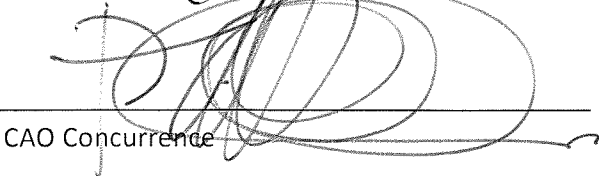
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Manager Concurrence



General Manager Concurrence



CAO Concurrence



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MEMORANDUM

TO: Chris Midgley
Manager, Energy and Sustainability

FROM: Ting Pan
Sustainability Coordinator

SUBJECT: Update on Overcoming Barriers to Green Buildings

DATE: May 28, 2014

FILE: 6430-05-OBGB

PURPOSE

To provide the Sustainability Select Committee with an update on progress to overcome barriers to green buildings in the Regional District of Nanaimo (RDN).

BACKGROUND

In March 2010, the RDN completed a study titled 'Overcoming Barriers to Green Buildings'. The study identifies nine recommendations for the RDN to consider in order to reduce barriers to (near) net-zero buildings, listed in Table 1 and summarized below. The study's Section 7: Recommendations, is provided as Appendix 1.

Summary and Status of Recommendations

	Recommendation	Status
1)	Capacity Development Program	Established
2)	Outreach Program	Established
3)	Remove Zoning Bylaw Barriers	Ongoing
4)	Appropriate, Compact Growth	Ongoing
5)	Subdivision regulations	Ongoing
6)	Expand Building Inspection	Established
7)	Incentive & Recognition Program	Established
8)	Revise Checklist	Established
9)	Development Permit Areas	Established and ongoing

Net-Zero Performance Standard

The net-zero performance standard applies to buildings that require no net-input from external utilities for any given resource, such as energy or water, on an annual basis. For example, a home that generates as much electricity in a year as its inhabitants use in a year is considered net-zero for electricity. This can also be achieved for water through rainwater harvesting. Net-zero is an exceptionally high performance standard, and one that must be verified each year. A home that achieves net-zero one year but not the next can be considered (near) net-zero, as can a home that is designed to be extremely water and energy efficient, but not to rely on rainwater for 100% of household needs.

The (near) net-zero performance standard was selected for this study over more common green building rating systems because a clearly defined performance standard does not change over time while rating systems tend to evolve over time. Relying on a particular rating system could therefore render the content of the study obsolete over time.

More importantly, as such a high performance standard, (near) net-zero provides an idealized model that will identify the fullest range of potential regulatory and market barriers. The study identified 14 barriers to near net-zero buildings that relate to RDN regulations and procedures among 24 barriers in total, and nine recommendations to overcome those barriers. The following summary provides an update on RDN activities for each of the recommendation:

Progress on Recommendations

Upon completion of the study, staff revised and updated the RDN Green Building Action Plan in order to make progress on implementing the study's recommendations as per the following Board motion dated June 22, 2010, based on the recommendation of the Sustainability Select Committee:

That the Board direct staff to update the Green Building Action Plan to incorporate suggested actions contained in the final report: Overcoming Barriers to Green Building in the RDN.

This section lists the nine recommendations and outlines actions taken by the RDN to implement those recommendations.

1. Capacity Development Program

1) LEED AP Credential for Planning Approvals Staff

Currently two RDN staff members hold the LEED accredited professional designation.

2) Organize Energy Performance Standard Training for Building Inspection Services Staff

Building Inspection Services Staff have taken training related to energy performance requirements in the BC Building Code, such as the New Energy Provisions in the BC Building Code organized by the Homeowner Protection Office Branch of BC Housing. A guided tour of a net-zero home built in Yellowpoint was also organized for building inspectors in 2012.

3) Industry Outreach

RDN staff has developed an inventory of local builders, trades and design professionals who have green building expertise and experience, and worked with them to showcase projects to their peers and the general public through annual Green Building Series and Parade of Homes organized by Canadian Home Builders Association.

An initiative to improve realtors' understanding of home energy performance and the EnerGuide Rating system was developed in partnership with the City of Nanaimo, the Vancouver Island Real Estate Board and BC Hydro and will be carried out in 2014 and 2015.

4) Facilitate Additional Green Building Capacity Development

- The 2010 RDN Green Building Action Plan provides a list of implementation items to support the development of green buildings in the region.
- A Rainwater Harvesting Guidebook was developed in 2012. A workshop was held for staff in planning, water services and building inspection services.
- A Residential Renewable Energy Guidebook was developed in 2013.

- Green building resources and incentive program information are shared online and with staff, local builders and professionals on a regular basis.

2. Outreach Program

- A Green Building Series featuring presentations, workshops and open houses has been organized each year since 2010. The Series has reached residents, students, builders, planners, design professionals and realtors with topics such as passive design, rainwater harvesting, renewable energy systems, greywater reuse and stormwater management strategies.
- A Green Building Outreach Strategy and Plan is being developed in 2014.
- The LiveSmart BC program was actively promoted throughout the region in collaboration with the Certified Energy Advisors that provide services in this area.
 - A Home Energy Assessment Rebate was created for the residents in Electoral Areas and Lantzville as an additional incentive and an introduction to the Provincial LiveSmart BC incentive program.
- The RDN green building program has been promoted through WaterSmart program, on the RDN website and at relevant events such as Canadian Home Builders Association - Central Vancouver Island's Parade of Homes and Green Solutions Trade Show.

3. Remove Zoning Bylaw Barriers

- 1) *Identify all sections of Land Use and Subdivision Bylaw No 500, 1987 and Zoning and Subdivision Bylaw No. 1285, 2002 requiring amendments.*

The full review of zoning-related bylaws is in the 2014 work plan for Strategic and Community Development, and will be coordinated between Current Planning, Energy and Sustainability and Long Range Planning.

A useful precursor to that review is the work undertaken to develop comprehensive development zoning regulations and subdivision servicing standards for the Fairwinds Development in Electoral Area E (The Lakes District and Schooner Cover). The proposed zoning amendments include flexibility to accommodate green building systems and the standards reflect current best practices for infrastructure design and efficiencies. The zoning, for example, includes exemptions from setback requirements for rainwater harvesting structures, where a building permit is not required for such structures, and exemptions from structure height calculations for sustainable building technologies such as wind turbines, solar panels, rain barrels, and cisterns.

- 2) *Amend all appropriate sections of bylaws.*
Zoning Bylaw amendments will be recommended after the above-noted review.

4. Appropriate, Compact Growth

- 1) *Continue to implement land use planning, wastewater management policies and initiatives that encourage compact, complete development.*

Since the release of this study in March 2010, the Regional District of Nanaimo completed and adopted an update of the Regional Growth Strategy ("*Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011*"), and Official Community Plans for Electoral Areas G and A. Each has incorporated language to encourage higher density, smaller lot sizes within a Growth Containment Boundary.

Currently the two most viable village centres identified in the Rural Village Centre Study - Bowser and Cedar Village Centres- will be evaluated for sewer service. If sewer service is proven feasible, these village centres could accommodate smaller lot sizes in the future when the sewer service becomes available.

The *Alternative Forms of Rural Development* study completed in 2012 by the Long Range Planning group, provided options to consider in future Official Community Plan reviews to support a sensitive and sustainable approach to more compact development in rural areas.

5. Expand Building Inspection

At the Regular Board Meeting held June 22, 2010 the RDN Building Inspection service area was expanded to encompass the entire region.

6. Subdivision Standards Bylaw

1) *Review green subdivision standard opportunities*

Potential barriers relating to subdivision noted in the study reference impediments to solar orientation, notably that current subdivision standards do not prioritize solar orientation for streets. This remains unchanged for a number of reasons. In most cases minimum lot sizes in rural areas are large enough that street orientation does not dictate house orientation. Factors other than street orientation, including shading from trees, orienting homes for views, local topography, etc. have an equal, if not greater impact on solar access and passive solar orientation in RDN rural areas.

Secondly, while a lack of solar orientation could hinder the realization of a net-zero building, it is unlikely to have an impact on the potential to build a home to EnerGuide 80-85, which is generally considered to be highly efficient for a new home constructed under the current BC Building Code. In addition, the BC Ministry of Transportation and Infrastructure is the approving authority for subdivision, and road dedications associated with subdivision remain under that Ministry's authority.

As for other elements such as district energy, on-site renewable energy generation, wastewater management, transportation infrastructure and mixed use communities, a better approach is to include supportive policies in Official Community Plans, Development Permit Areas or elsewhere that the RDN has clear authority.

Returning to the Fairwinds Development, the project is an excellent example of how to approach a major development with site specific zoning, subdivision servicing standards, Development Permit Areas, and a Phased Development Agreement (DPA). This approach will facilitate high-performance, environmentally-responsible development in Electoral Area E, and has provided a valuable experience for staff in managing major developments in the region.

At present, assuming subdivision authority is not currently encouraged by the Province. Doing so would also place a considerable burden on RDN resources and staff time.

2) *Draft Subdivision Standards Bylaw*

Drafting a Subdivision Servicing Bylaw is in the 2014 work plan as a collaborative project between Currently Planning and Regional and Community Utilities.

7. Incentive & Recognition Program

1) *Develop Green Building Incentive Program Criteria*

The RDN Green Building Incentive Program was established in 2011. Incentives are reviewed and adjusted annually in response to popularity, feedback, available resources and other factors.

2) *Implement Green Building Incentive Program Building Permit Fee Rebates and/or Other Incentives*

The Green Building Incentive Program was officially launched in May 2011, including rebates for woodstove exchanges, site-cut timber, home energy assessments, renewable energy systems, residential electric vehicle charging stations, and high-performance new construction and major renovation projects.

3) *Consider a contingency or cap [for funding Green Building Incentives]*

The budget for the Incentive Program comes from a variety of internal and external sources, approved or pursued on an annual basis. In the past, as funds were depleted, the RDN Board approved recommendations to provide additional funding from appropriate reserve funds.

4) *Design and Implementation Public Recognition Framework*

A public recognition program was established for commercial projects in 2011. However, there has been no uptake so far. This is primarily due to the lack of eligible commercial development in the region for the past several years.

5) *Encourage (Near) Net-Zero Building at Redesignation and Subdivision*

Official Community Plans, Neighbourhood Plans and Development Permit Areas that were developed since 2010 for Electoral Area A, G and E established guidelines for green building design and construction. These plans form the basis for encouraging rezoning and subdivision applicants to adopt green building practices. It is anticipated that similar guidelines will be established for other areas when OCP reviews are initiated.

8. Revise Checklist

1) *Revise the Review Form and Checklist*

The Sustainable Community Builder Checklist was revised and evolved into the Sustainable Development Checklist in 2011. The new Checklist has specific performance criteria and is tied to a Checklist Incentive ranging from \$500 to \$1,000.

9. Development Permit Areas

1) *Initiate a study of Energy and Water Conservation DPA Guidelines*

In 2008, the Provincial government granted Local Governments new powers with regard to DPA Guidelines to establish objectives to promote energy and water conservation and the reduction of greenhouse gas emissions. The RDN has exercised this new power with the adoption of the Yellow Point Aquifer Protection DPA, South Wellington Industrial Commercial DPA in 2011, and the Cedar Main Street DPA in 2013. The Yellow Point DPA specifies a rain water harvesting system requirement for applicable residential construction projects.

In addition, the Fairwinds development will also be guided by the proposed Schooner Cove and The Lakes District Energy Water Conservation and the Reduction of Greenhouse Gases

DPA's. In these DPA's, the use of resource efficient building materials, techniques, and practices, passive solar design, renewable energy use alternatives and third party certification are strongly encouraged.

As the adoption of new DPA guidelines generally coincides with Official Community Plan reviews, staff will continue to incorporate Energy and Water Conservation DPA Guidelines as opportunities arise and as community desire dictates.

2) *Liaise with stakeholders regarding DPA Guideline Development*

Extensive public consultation process where residents, professionals and community groups were invited to provide input to the proposed DPA guidelines was carried out as part of the OCP review and Neighborhood Plan development.

ALTERNATIVES

There are no alternatives. This report is provided for information purposes only.

FINANCIAL IMPLICATIONS

Recommendations from the study led to the development of RDN Green Building Series and Incentive Programs, which receive funds from Community Works Fund and Building Inspection Services respectively through annual budget approval process.

Other recommendations have informed the daily work of current and long range planning, resulting in significant progress or successful implementation across all the recommendations in the *Overcoming Barriers* study.

STRATEGIC PLAN IMPLICATIONS

The purpose of the '*Overcoming Barriers to Green Buildings*' study is to identify potential barriers to (near) net-zero buildings so that the RDN can be in a better position to support the development of green buildings in the region. Since the completion of the study, the implemented recommendations directly supported the Board's strategic priorities such as increasing efficiency in resource use, encouraging self-sufficiency and building a resilient regional economy.

DEVELOPMENT IMPLICATIONS

The implementation of green building outreach and incentive programs has facilitated many single family home development and redevelopment projects that demonstrate building best practices. The region-wide expansion of the building inspection service has ensures that construction in the region achieves the minimum standard for safety, and has enabled the creation of a regional green building incentive program.

The ongoing work related to land use regulations and policies is expected to further favorable conditions for sustainable building technologies and practices in the region. This is particularly evident in the new Fairwinds development application where innovative approaches to site specific zoning regulations and policies will guide future development toward more efficient, higher-performance construction standards.

SUMMARY/CONCLUSIONS

This report provides an update on progress made implementing recommendations in the study *'Overcoming Barriers to Green Buildings'* completed in March 2010. All nine recommendations from the study are established or being implemented. Since then, the RDN has developed a substantial portfolio, including outreach, capacity building, incentives and policy tools, to encourage green building practices.

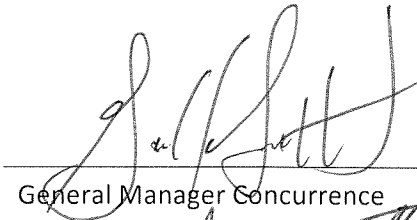
The RDN has also been taking steps to address potential regulatory barriers to green buildings through the establishment of water and energy conservation guidelines in Development Permit Areas, as well as by developing site specific zoning regulations and standards in significant development applications such as the new Fairwinds development. Included in the 2014 work plan are the review of zoning-related bylaws and the development of subdivision servicing standards.

RECOMMENDATION

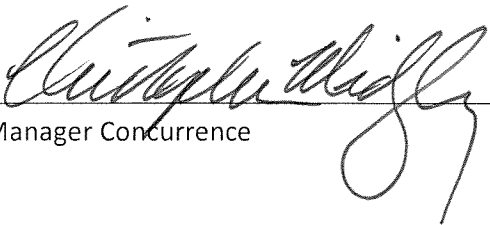
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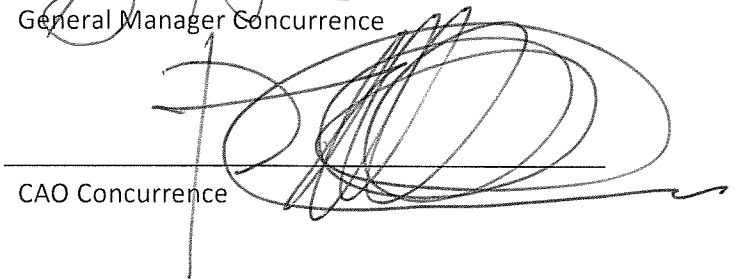
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

7. Recommendations

This section outlines recommendations for the RDN to reduce barriers to [Near] Net Zero buildings and implement market transformation strategies to encourage [Near] Net Zero buildings' uptake. The RDN does not possess limitless resources, and cannot immediately undertake every potential solution to barriers identified in Section 5. Therefore, the RDN must prioritize impactful, practically achievable strategies to encourage the development of Net Zero buildings. The following recommendations address a variety of barriers, using tools that RDN staff, stakeholders, and the consulting team identified as most appropriate to the RDN's context. Further detail on these recommendations is located in the subsections on the following pages. It is recommended that the RDN:

capacity building and public outreach programs

7.1 Capacity Development Program

Implement a Staff Green Building Capacity Development Program. Combine with opportunities for Industry Capacity Development whenever possible.

7.2 Outreach Program

Implement an Outreach Program, targeting participation in the LiveSmart home retrofit incentive program for existing buildings.

reduce RDN regulatory barriers

7.3 Remove Zoning Bylaw Barriers

Amend zoning and building related bylaws to remove barriers to green building. Bylaws should:

- Calculate floor area by measuring from the inner wall, not outer wall, to reduce barriers to greater insulation levels
- Calculate build-to-lines from the outer wall, not building projections, to facilitate passive shading
- Explicitly exempt rooftop renewable energy generation equipment from any height restrictions, to facilitate alternate energy sources ("Tier 3" strategies). Additionally, allow a portion of roof space to exceed current building height limits, allowing for 5/12 to 9/12 roof pitches - appropriate pitches for rooftop solar

7.4 Appropriate, Compact Growth

Implement Electoral Areas OCPs and zoning-related bylaws to allow for smaller lot sizes in appropriate zones within the Growth Concentration Boundary, to encourage more compact development, thereby reducing buildings' energy and water use.

enforce the BC building code

7.5 Expand Building Inspection

Expand building inspection areas to cover all Electoral Areas, thereby allowing the RDN to ensure that building performance standards are met, and more easily administer any incentives (see recommendation 7.7).

reduce senior government regulatory barriers

7.6 Subdivision Standards Bylaw

Modify existing subdivision regulations, or develop a new Subdivision Standards Bylaw(s), to encourage better solar orientation, facilitate green water management technologies, and specify other green building, infrastructure, transportation, and land use strategies. Coordinate with the MOTI to ensure standards are enforced; alternately, the RDN may consider assuming subdivision responsibilities.

green building incentives and revised building checklist

7.7 Incentive & Recognition Program

Initiate a Green Building Incentive Program. Incent [Near] Net Zero construction by providing building permit fee rebates for green building performance, and/or providing another pool of incentive funds thereby covering buildings outside of building inspections areas. Provide incentives for:

- Part 9 Construction – An EnerGuide rating (or equivalent energy performance) and proof of water efficiency performance, both in excess of BC Building Code requirements
- Part 3 Construction – Third party verification that the development has implemented a "Green Strategy" outlining green building strategies that go beyond the BC Building Code

As part of this initiative, issue a Board directive ‘strongly encouraging’ rezoning candidates to commit to meet or exceed the Green Building Incentive Program standards through a Section 219 Land Title Act covenant, or another suitable means of commitment. Coordinate with the MOTI to encourage similar commitments during subdivision.

7.8 Revise Checklist

Revise the Sustainable Community Builder Checklist currently applied during rezoning and development permitting applications, to reference performance based green building strategies and the Green Building Incentive Program.

development guidelines

7.9 Development Permit Areas

Develop Energy and Water Conservation Development Permit Areas (DPA) Guidelines, to encourage passive design and other green building strategies.

The table to the right estimates the cost and time to implement each recommendation, and their potential impact in forwarding [Near] Net Zero construction. These estimates are based from the Project Team’s literature review; consultation with industry and other local governments; and professional expertise - they serve as rough guidance only. Costs and effectiveness will ultimately be dictated by the efficiency of implementation and future market conditions in the RDN.

The Gantt chart on the next page illustrates major implementation steps and timelines.

The following subsections list for each recommendation:

- The barriers addressed
- Discussion concerning the rationale for these recommendations
- Key implementation tasks
- Responsible departments

Cost & Impact Implications of the Recommendations				
Recommendation	Cost/Time	Potential Impact	Priority	
7.1 Capacity Development Program	\$	Medium-High	Immediate	
7.2 Outreach Program	\$	Medium-High	Immediate	
7.3 Remove Zoning Bylaw Barriers	\$	Low-Medium	Immediate	
7.5 Expand Building Inspection	\$	Medium-High	Immediate	
7.8 Revise Checklist	\$	Low-Medium	Initiate Soon	
7.4 Appropriate, Compact Growth	\$\$	Medium-High	Initiate Soon	
7.7 Incentive & Recognition Program	\$\$	Medium-High	Initiate Soon	
7.6 Subdivision Standards Bylaw	\$\$\$	High	Initiate Soon	
7.9 Development Permit Areas	\$\$\$	High	Initiate Soon	

	2010	2011	2012	2013
Capacity Building and Public Outreach Programs	7.1 Capacity Development Program	<ul style="list-style-type: none"> • LEED AP accreditation for key staff. • Industry Liason 		
	7.2 Outreach Program	<ul style="list-style-type: none"> • Energy standard training and other training opportunities • Coordinate with LiveSmart B.C. • Training and workshops for staff, WaterSmart personnel, retail partners etc. • Review additional outreach opportunities 		
Reduce RDN Regulatory Barriers	7.3 Remove Zoning Bylaws Barriers	<ul style="list-style-type: none"> • Identify pertinent sections • Draft and pass amendments 		
	7.4 Appropriate, Compact Growth	<ul style="list-style-type: none"> • Review appropriate locations to reduce lot sizes • Amend OCP and Zoning Bylaws as opportunities arise 		
Enforce the B.C. Building Code	7.5 Expand Building Inspection	<ul style="list-style-type: none"> • Expand geographical coverage of building inspection 		
Reduce Senior Government Regulatory Barriers	7.6 Subdivision Standards Bylaw	<ul style="list-style-type: none"> • Review subdivision standards • Address solar orientation, water management and green community infrastructure • Coordinate with the Ministry of Transportation on enforcement. 		
	7.7 Incentive & Recognition Program	<ul style="list-style-type: none"> • Develop Green Building Incentive Program Criteria • Implement Incentive Structure • Design and implement recognition and outreach programs 		
Green Building Incentives and Revised Building Checklist	7.8 Revise Checklist	<ul style="list-style-type: none"> • Revise checklist 		
	7.9 Development Permit Areas	<ul style="list-style-type: none"> • Development Permit Area green building and passive design study • Architectural testing • Liaise with stakeholders • Adopt DPA Guidelines 		

7.1 capacity development program

It is recommended that the RDN initiate a Staff Green Building Capacity Development Program. Staff capacity development opportunities should be integrated with building industry capacity development and outreach whenever possible.

barriers addressed

- RDN 10 - BCBC prescriptive; equivalencies difficult to obtain (pg. 39)
- Senior Government Barriers 3,5 – BCBC prescriptive; equivalencies difficult to obtain (pg. 45)
- RDN 12 – Lack of Staff Capacity to Speed Net Zero applications (pg. 40)
- Market Barrier 4 – Lack of Industry Capacity (pg. 29)

discussion

During workshops, staff and stakeholders both emphasized the importance of developing staff capacity. Also, stakeholders emphasized the need for industry capacity development. Developing capacity in green building is especially important for the following reasons:

Enforcing Energy Performance Requirements

In Building Inspection Areas, the RDN is obligated to enforce minimum BC Building Code energy performance requirements. Familiarity with energy performance standards referenced in the BC Building Code can help Building Services staff ensure compliance (the EnerGuide home energy rating system is referenced for Part 9; the ASHRAE 90.1 standard for Part 3). Evidence from many BC Local Governments indicate that a substantial proportion of new construction does not meet minimum energy performance standards. As the BC Building Code's energy requirements become more stringent, more rigorous enforcement will become increasingly critical.

Even training in green building techniques not directly tied to codes (such as the R2000 energy efficiency standard for low-rise residential construction) can also aid staff in code enforcement, by increasing their knowledge of energy efficient building techniques. Furthermore, such training has proven to aid staff in suggesting alternate strategies to designers and builders, and aid in approving appropriate Code equivalencies.

Streamlining Approvals of Green Building Technology

Increased approvals timelines, and the uncertainty associated with using innovative technologies, is one of the greatest barriers to green building. Providing staff training in innovative green building technologies increases familiarity with such systems, and can thereby decrease approvals timelines. Joint capacity development can put staff and industry on the same page regarding appropriate building systems and installation techniques, further facilitating implementation and an expedient approvals process.

Developing Local Building Industry Capacity

Industry capacity development is critical to green building design and (especially) construction. Many builders and trades-people do not possess sufficient experience with green building construction technologies and techniques (for example, proper air sealing, advanced insulation installation, etc). This leads to more expensive and lower quality construction. Indeed, as many Canadian jurisdictions are discovering, not only do some builders not have the skills to implement advanced green building techniques, but many new buildings fail to meet minimum energy performance requirements.

Local building professionals can benefit from many of the same programs recommended for Building Services staff.

implementation tasks

1. LEED AP Credential for Planning Approvals Staff

Ensure at least one Current Planning staff member holds LEED Accredited Professional status. Hire LEED accredited staff, or support existing staff in pursuing accreditation.

2. Organize Energy Performance Standard Training for Buildings Inspections Services Staff

All Building Inspections Services staff should undertake training related to enforcing energy performance requirements in the BC Building Code. Recommended training programs are listed in the following table.

Building Type	Course	Web Address
Part 3	ASHRAE 90.1 Standard Professional Development	http://www.ashrae.org/education/page/1834
Part 9	EnerGuide Builder Training	http://oee.nrcan.gc.ca/residential/business/builders-renovators-trades/building/evaluation.cfm?attr=12
Part 9	R-2000 Training -Builder Workshop (minimum – other training options exist)	http://oee.nrcan.gc.ca/residential/business/builders-renovators-trades/r-2000/training.cfm?attr=12#builder-w

3. Industry Outreach

Include building industry members in training opportunities whenever appropriate and invite local building professionals to staff training events. Target:

- Builders
- Trades people
- Architects and other design professionals

Liaise with local industry organizations, representing building professionals active in RDN to recruit participants, including:

- Canadian Home Builders Association – Central Vancouver Island
- Local Trade Unions

Maximizing participation of all involved by:

- Poll local building professionals on green building programs they wish to participate in. Include a form, where builders will provide a written commitment to participate in future training. Once training is organized, remind builders of their commitment
- Provide participant recognition on RDN website page, 'RDN Green Builder' certificates, and other forms of recognition

- Consider a discounted fee for industry participants, subsidized by the RDN

4. Facilitate Additional Green Building Capacity Development

Provide training for staff and potentially industry in green building strategies in excess of minimum code requirements (e.g., geo-exchange heating and cooling; solar hot water systems). Such capacity development would ideally focus on:

- Best practices in design
- Best practices in construction
- Expedient approvals

A variety of green building training opportunities exist across Canada, organized by various institutions. New programs are frequently coming online. The table below lists some current opportunities. RDN Staff should monitor future opportunities.

Courses	Organization	Web Address
Inspector Training; Installer, Designer Training	Canadian GeoExchange Coalition	http://www.geoexchange.ca/en/cgc_geoexchange_training_program_geothermal_trc42.php
Solar Hot Water Inspector Training (Saanich May 28th; or the RDN may host)	Solar BC	http://www.solarbc.ca/learn/training-opportunities
Various Training Programs; updated links to other training opportunities	Natural Resources Canada – Office of Energy Efficiency	http://oee.nrcan.gc.ca/commercial/newbuildings/training-workshops.cfm

Implementation Roles and Responsibilities	
Responsible Departments	Role
Energy and Sustainability and/or Building Services	Program and development coordination

7.2 outreach program

It is recommended that the RDN undertake an outreach program, targeting homeowner participation in the LiveSmart Home Energy Retrofit Program for existing housing. Tie outreach to current RDN Team Water Smart education and outreach initiatives. Once the outreach program is established, promote other Federal, Provincial and utility green building programs, as well as RDN incentives.

barriers addressed

- Market Barrier 2 – Costs; Split Incentives (pg. 26)
- Market Barrier 5 – Buyers Sensitive to First Costs (pg. 30)

discussion

Programs such as the Province's renewed LiveSmart Retrofit Program are being offered to incent energy efficiency and facilitate quality construction; the RDN's role will be to increase participation. Ideally, outreach will also emphasize the 'prestige' qualities and environmental benefits of green building. Many municipal green building outreach programs provide information that is too general. Effective social marketing programs clearly identify target audiences, behavior objectives, and communications strategies to encourage these behaviours. As the RDN develops its outreach program, it is important to:

- Identify strategic target audiences to participate in programs
- Use effective communications and marketing strategies to reach and influence decision makers in these sectors

The RDN already administers the Team WaterSmart Public Education and Outreach Program, as well as a Toilet Replacement Rebate Program. The RDN can build from these existing initiatives and internal expertise, to more readily promote the LiveSmart program, and provide residents with consolidated sources of information.

The LiveSmart Home Energy Retrofit Program has recently been renewed by the Ministry of Energy, Mines and Petroleum resources. In brief, engagement with the LiveSmart program works as follows:

1. Homeowners arrange a pre-retrofit assessment from a licensed service organization
2. The service organization provides the homeowner with a report of recommended retrofits
3. The homeowner organizes retrofits
4. After a second performance assessment, the homeowner is eligible for rebates on implemented energy efficiency building features

While results vary by building to building, retrofits in BC lower energy consumption 34% on average. Program uptake rates vary substantially community to community - Local Governments that actively promote LiveSmart/EcoENERGY (including the Cities of Terrace, Medicine Hat, North Vancouver and Vancouver) typically experience 2-3 times Provincial rates of program uptake.

implementation tasks

Coordinate with LiveSmart BC. Request outreach materials.

Use current WaterSmart personnel to conduct LiveSmart outreach. If WaterSmart funding cannot be used on home energy efficiency outreach, consider other funding sources, while still using WaterSmart personnel, events, and outreach channels to promote LiveSmart. Outreach strategies include:

- A page on the RDN website, with information and links to LiveSmart BC
- Prepare line staff to deliver information on the LiveSmart program to renovators inquiring about building permits
- Familiarize Team WaterSmart personnel with the LiveSmart program and promote during regular outreach activities
- Hold regular workshops (perhaps once every two months) conducted by a Certified Energy Advisors and/or staff, to explain the program. Ensure that events are well advertised. Consider workshops in a variety of locations throughout the RDN
- Coordinate with local hardware retailers. Hold workshops with sales staff, requesting that they refer clients to LiveSmart
- Coordinate with local realtors. Request they refer buyers of existing homes to LiveSmart

Additional utility, Provincial and Federal building efficiency incentive and financing programs are available, and more may come online in the future. The RDN should monitor such programs, and expand the scope of outreach as appropriate.

Information on incentive and financing programs are located at City Green's Affordable Warmth program website:
<http://www.affordablewarmth.ca>.

Implementation Roles and Responsibilities	
Responsible Departments	Role
Water and Wastewater Services and/or Energy and Sustainability	Program Development and Implementation

7.3 remove zoning bylaw barriers

Amend Land Use and Subdivision Bylaw No. 500, 1987 and Zoning and Subdivision Bylaw No. 1285, 2002 to remove barriers to green building. The bylaws should be amended to:

- Calculate floor area by measuring from the inner wall, not outer wall, to reduce barriers to greater insulation levels
- Calculate build-to lines from the outer wall, not building projections (troughs, eaves, etc), to facilitate passive shading
- Explicitly exempt rooftop renewable energy generation equipment from any height restrictions, to facilitate alternate energy sources ('Tier 3' strategies). Additionally, allow a portion of roof space to exceed current building height limits, allowing for 5/12 to 9/12 roof pitches - appropriate pitches for rooftop solar

barriers addressed

- RDN 5 - Bylaws Impede Net Zero (pg. 35)

discussion

The recommended amendments will reduce regulatory barriers to common [Near] Net Zero energy building strategies.

In the case of facilitating rooftop renewable energy, this may be necessary to ensure buildings can meet new requirements in the revised BC Building Code - it is expected that the 2010 Code will require 'Solar Readiness'. One of the conditions of solar readiness is appropriate roof pitches. Some RDN zones feature low building height limits, which effectively restrict building roof pitches to 4/12 or shallower. The optimal pitch for rooftop solar at in the RDN is 9/12, though 5/12 to 12/12 are viable pitches.

implementation tasks

1. Identify all sections of Land Use and Subdivision Bylaw No. 500, 1987 and Zoning and Subdivision Bylaw No. 1285, 2002 requiring amendments.
2. Amend all appropriate sections of bylaws.

Implementation Roles and Responsibilities	
Responsible Departments	Role
Current Planning, Long Range Planning and/or Energy and Sustainability	Documents Review, analysis, drafting amendments

7.4 appropriate, compact growth

It is recommended that the RDN implement policies in its Electoral Area OCPs and Zoning related bylaws that encourage smaller lot sizes in detached housing developments and multi-family developments in appropriate locations such as Village Centres.

barriers addressed

- RDN 2 - Official Community Plan and Zoning Bylaws are not effective at concentrating development in village centres (pg. 32)

discussion

Larger single detached homes engender greater total energy use than smaller homes or multifamily developments. Moreover, sprawling development requires greater landscape irrigation requirements per capita and engenders other negative environmental impact due to reliance on automobile transport and the loss of agriculture and wild lands.

The RDN's Regional Growth Strategy and Electoral Areas OCPs generally specify 'smart growth' principals, concentrating growth within Village Centres while minimizing development outside of the RDN's Growth Concentration Boundary (GCB). However, development has continued outside the GCB, and inappropriately large lot developments have occurred within designated Village Centres. This trend is due to a lack of implementation of OCP policies, as well as a lack of infrastructure servicing within Village Centres, necessitating large lots for septic system based wastewater management.

implementation tasks

1. Continue to implement land use planning wastewater management policies and initiatives that encourage compact, complete development.

Implementation Roles and Responsibilities	
Responsible Departments	Role
Current Planning, Long Range Planning, Water & Wastewater Services	Implementation

7.5 expand building inspection

It is recommended that the RDN expand building inspection areas, to facilitate BC Building Code enforcement and other regulations, and to administer any building permit rebate incentives.

barriers addressed

- RDN 13 - Building Inspection Areas do not cover all of the RDN (pg. 40)

discussion

Parts or all of Electoral Areas A, C, F, and H are not subject to building inspection and permitting. Building inspection and permitting are the RDN's primary tools to enforce the BC Building Code, including minimum energy and water efficiency requirements. Moreover, building permit fees may be rescheduled to provide incentives for [Near] Net Zero buildings (see Recommendation 7). Non-universal building inspection and permitting will reduce the impact of a building permit fee rebate system (however, other means of supplying rebates are available).

implementation tasks

1. Amend Building Regulation and Fees Bylaw No. 1250, 2001 to extend building inspection areas.

Implementation Roles and Responsibilities	
Responsible Departments	Role
Current Planning, Long Range Planning, Building and Bylaw Services, Water & Wastewater Services	Documents Review, analysis, drafting amendments

7.6 subdivision standards bylaw

It is recommended that the RDN modify existing subdivision regulations, or develop a new Subdivision Standards Bylaw(s), to encourage better solar orientation and encourage other green building, infrastructure, transportation and land use planning strategies. Coordinate with the Ministry of Transportation and Infrastructure (MOTI), Ministry of the Environment (MOE), and Vancouver Island Health Authority (VIHA) to ensure standards are enforced; alternately, the RDN may consider assuming subdivision responsibilities.

barriers addressed

- RDN 1 - Solar access not prioritized during subdivision and community planning (pg. 31)
- Senior Government Barrier 1 - Street orientation does not prioritize solar access (pg. 43)
- Senior Government Barrier 2 - Ministry of Transportation and Infrastructure Engineering Standards may hinder green infrastructure (pg. 44)

discussion

The MOTI is the approving authority for subdivisions in the RDN. The RDN specifies zoning and Development Permit Area Guidelines that regulate development within subdivided land. VIHA regulates small wastewater systems (less than 22,700L/ less than 20 lots), while the MOE regulates larger systems (greater than 22,700L, greater than 20 lots).

Current Subdivision Standards

RDN staff and stakeholders noted that the lack of subdivision standards hindered some green building practices. The following barrier was noted:

Solar Orientation

Currently, there are no standards that prioritize appropriate solar streets orientation. Street layout typically dictates the orientation of houses. Streets oriented on an east-west axis, plus or minus 15 degrees, will maximize buildings' solar access.

Other Opportunities

Other barriers, not revealed in this analysis, may be at play during subdivision. The RDN should further review subdivision barriers internally, with the MOTI, and stakeholders as it develops a Subdivisions Standards Bylaw. Moreover, such a Bylaw presents an opportunity to encourage a variety of green building, infrastructure, water management, transportation, and land use strategies. While outside the scope of this analysis, the RDN should examine opportunities to encourage such green neighbourhood elements as it develops a Subdivision Standards Bylaw. Green community elements to consider include:

- District energy
- On-site renewable energy generation
- On-site wastewater management
- Transportation infrastructure that supporting a range of transport choices (walking, biking, transit, etc)
- Mixed use communities

implementation tasks

1. Review green subdivision standard opportunities

Coordinate internally, with the MOTI and with stakeholders, about the scope and opportunity to encourage greener subdivision practices.

2. Draft and Adopt Bylaw

At minimum, address issues of solar orientation. Incorporate other green standards where applicable.

Implementation Roles and Responsibilities	
Responsible Departments	Role
Long Range Planning , Current Planning, Water and Wastewater Services	Standards review, consultation, drafting

It is recommended that the RDN initiate a Green Building Incentive Program (GBIP). Incentives may be comprised of building permit fee rebates and/or another pool of incentive funds, thereby covering buildings outside of Building Inspections Areas. Provide incentives for:

- Part 9 construction (single family and low-rise residential construction)
 - An EnerGuide rating (or proof of equivalent energy performance), and validation of water efficiency performance, both in excess of BC Building Code and other requirements
- Part 3 construction (high-rise residential and commercial construction)
 - Third party verification that the development has implemented an “RDN Green Strategy” outlining near Net Zero/green building features that go beyond the BC Building Code and other requirements

Incentives should be subject to post-construction audit and verification by a third party. The RDN should publicly recognize successful projects.

It is further recommended that the RDN Board issue a directive ‘strongly encouraging’ rezoning candidates to commit to meet or exceed the Green Building Incentive Program standards through a Section 219 Land Title Act covenant, or another suitable means of commitment, and coordinate with the MOTI to encourage similar commitments during subdivision.

barriers addressed

- Market Barrier 2 - Costs; Split Incentives (pg. 27)
- Market Barrier 5 - Buyers Sensitive to First Costs (pg. 30)

discussion

Various leading Canadian local governments (including the District of Saanich, City of Calgary, and others) rebate a portion of building permit fees for green building performance. Providing monetary incentives for [Near] Net Zero performance is a means of reducing the split-incentive facing developers, and of generating market demand and public interest in green buildings. Likewise, public recognition of high performance and [Near] net-

zero projects has proven to be a worthy strategy of generating awareness of the import and opportunity to construct greener buildings.

Incentives must be tied to building performance - nominally energy and water efficiency (the key accounts for near Net Zero performance), but potentially broader (for example LEED performance categories). Performance standards should be referenced in the Community Builder Checklist (see recommendation 7.8). Performance standards should be differentiated between Part 9 and Part 3 buildings.

Part 9 - single family & low-rise residential construction

Part 9 buildings’ success in approaching Net Zero energy and water can be measured using an EnerGuide rating and water savings projections beyond a typical baseline, respectively.

Energy efficiency measures - EnerGuide

The EnerGuide home energy rating system is a well established means of benchmarking homes’ energy performance. The rating can apply to single family homes, as well as low-rise residential buildings with multiple units. Ratings from 0 to 100 are generated using computer modeling of building components, combined with real building air leakage measurements. In general, the higher the EnerGuide rating, the more efficient the home. The 2010 BC Building Code is expected to include standards for Part 9 construction that achieve an EnerGuide rating of 80 when good construction practices are followed. Table 1, on the next page, lists EnerGuide ratings of different construction types, including proposed incentive thresholds (thresholds are outlined in greater detail in the implementation tasks section - p. 63).

Water efficiency measures

The RDN could develop a baseline water efficiency performance standard that new homes must exceed to qualify for incentives. Performance could be calculated on a customized spreadsheet tool, whereupon applicants enter actual fixture flow rates, appliances, and landscaping strategies.

Typical EnerGuide Ratings	
Type of House	Rating
Older Home	0-65
Current B.C. Building Code - Prescriptive Path	69-74
Current B.C. Building Code - Performance Path	77
Anticipated 2010 B.C. Building Code	80
Proposed 30% Building Permit Fee Rebate Threshold	83
Proposed 50% Building Permit Fee Rebate Threshold	85
Proposed 100% Building Permit Fee Rebate Threshold	90
Net Zero Energy Home	91-100

Table 1: EnerGuide Ratings (proposed rebate thresholds are outlined in greater detail in the implementation tasks section - p. 63)

Administering Incentives for Part 9 Developments

Following is a summary of the recommended process for Part 9 projects pursuing incentives:

1. Upon completion of construction, a Certified Energy Advisor conducts an EnerGuide audit of the home. In attached or multiunit residential buildings, random representative sample EnerGuide ratings could be averaged by floor space. (Note: the RDN may consider developing internal capacity to provide EnerGuide inspections, to serve as an additional option for applicants in case private sector Advisors are not available. In the future, this may be a required to test BC Building Code energy performance compliance.)
2. The applicant completes the RDN's Water Efficiency Spreadsheet
3. The applicant submits both the EnerGuide audit and the Water Efficiency Spreadsheet to the Buildings Inspections Services desk
4. Rebates/incentives based on a simple formula (described below) are issued. Successful applicants should also be recognized by the RDN (recognition program components are described below)

Part 3 - high-rise residential and commercial construction

A variety of whole building performance rating systems, incorporating energy and water performance measures, are applicable to Part 3 buildings. The most well known of these systems is LEED. However consultation with the development community, and observations of local market conditions, indicate LEED may not be an inappropriate standard for the RDN at this time. Specifically:

- Costs and learning curves associated with LEED certified buildings are too onerous for the RDN market
- High certification fees, plus consultant fees
- LEED Canada for New Construction, developed primarily for office and institutional buildings, does not apply seamlessly to retail nor residential apartment building types, common Part 3 building types in RDN

For these reasons, it is anticipated that uptake of LEED in RDN would be limited in the short term. To encourage greater uptake of green building technologies and practices, it is recommended that the RDN adopt a 'Green Strategy Program' that is flexible, less onerous and inexpensive for developers, but begins to encourage green building innovation in Part 3 buildings.

Green Strategy Requirements

The structure of the Green Strategy (GS) provides flexibility to parcel developers in how the project contributes to green building and sustainability objectives. The performance categories, objectives and example strategies could be informed by the LEED Canada 1.0 New Construction rating system. To correspond with key Net Zero Building goals, minimum Energy and Water performance categories would be included. The RDN may wish to take a broader green building approach, and include most or all of the LEED categories.

To qualify as a candidate Green Strategy project, the GS would need to satisfy these overall criteria:

1. Green building features proposed must address, at minimum, energy and water performance and must go beyond minimum regulatory requirements, including the BC Building Code

2. The GS must specify the supporting documents or plans in the application for each feature, and specify the development project team member responsible for design of that feature – for example:

- Green Building Consultant
- Architect
- Landscape Architect
- Mechanical Engineer

Performance Categories

The RDN may choose to expand the scope of the GS, for example by referencing additional (or all) the performance categories in LEED:

- Sustainable Sites
- Water Efficiency
- Energy & Atmosphere
- Materials & Resources
- Indoor Environmental Quality

If a broad green building approach is to be taken, then it may be appropriate to link the incentives to a LEED equivalency score. Or, a simplified set of performance targets and requirements may be developed that is informed by LEED but adjusted for the RDN context. Figure 3, right, provides an example of a customized approach informed by LEED, showing only one performance category.

Administering the Green Strategy Program for Part 3 Developments

Following is a summary of the recommended process for a project pursuing RDN Green Strategy designation.

1. On a voluntary basis, the parcel developer submits a completed GS with a building permit application (or only the GS if outside Building Inspection Areas). The GS specifies the green building features and performance levels that will be implemented as part of the proposed development project, and how these are documented in the application. The GS requirements are not prescriptive, but allow developers to create

Performance Category: 2.0 Reduce Potable Water Consumption

Objectives:

- Maximize water efficiency within buildings to reduce potable water consumption and the production of wastewater
- Reduce or eliminate the use of potable water for landscape irrigation

Example Technologies and Strategies:

- Use xeriscaping techniques, water-wise or drought tolerant plant species
- Install no irrigation system or specify the landscape irrigation system to be highly efficient and/or removed from use after 2-3 years
- Concentrate plants in larger landscaped clumps near to buildings rather than in middle of parking lots
- Collect and re-use rain water for irrigation
- Install high efficiency (low flush/dual flush) toilets
- Waterless or ultra-low flow urinals in commercial bathrooms
- Low flow faucets, shower heads, pre-rinse heads for restaurant kitchens, etc.
- Specify high efficiency appliances for residential suites
- Install water sub-metering

No.	Proposed Features (Minimum Code Requirements)	Target Performance	Reference Documents	Responsibility
1.1	Water-wise landscaping, no irrigation.	75% of landscaped areas	Landscape Plan Irrigation Plan	Landscape Architect
1.2	Dual flush toilets in all washrooms	Decrease indoor water consumption by 20% compared with typical use		Mechanical Engineer

Figure 3: Green Strategy Example. This example illustrates the content of a “customized” Green Strategy showing only one performance category.

their own strategy that meets GS performance objectives. In the case of a developer intending to utilize a recognized 3rd Party Green Building System certification, such as LEED, this could also qualify as at least equivalent to the GS, and be eligible for any associated incentives.

2. The parcel developer or the RDN assigns a Green Strategy Auditor (a qualified consultant). The Auditor reviews the GS and supporting documentation prior to submission, and submits a letter indicating that the review has been completed, which is attached to the GS.
3. Following construction, the Auditor verifies that the green building features listed in the GS have been implemented, and issues a letter confirming that this has been completed. The Auditor will also issue a short project profile using a template provided by the RDN, highlighting the relevant Net Zero/green features of the project. The letter and profile will be submitted to the RDN by the Auditor.
4. Once the letter has been received and other appropriate regulatory requirements have been met, the RDN will:
 - Issue a rebate to the developer
 - Recognize the project

The rebate should at minimum cover the incremental cost of the writing the GS and all auditor costs. It is provisionally estimated that the cost to developers of writing the GS and having the Auditor execute the tasks described above would be in the range of \$5,000 and \$20,000, varying with the size of projects and extent of the GS.

Green Strategy Guidance

The RDN should develop a Green Strategy Guidance document to aid development of the Green Strategy by developers/designers. For each performance category, guidance should:

- Outline objectives
- Provide example technologies/strategies
- Include a strategy documentation template

The Value of Incentives

The incentive levels proposed in the Implementation Tasks section (below) are comparable to those offered by the District of Saanich and City of Calgary. These values will not cover the full incremental cost premiums of achieving the associated EnerGuide scores, and may only cover a portion of the costs of GS commitments. However, such incentives will provide a platform for the RDN to conduct outreach encouraging greener buildings in the community, and will improve the economic case for green buildings. The RDN should review incentive levels after a few years, to assess whether they are increasing uptake of green buildings at current levels. The RDN may also examine whether additional financing and/or incentive tools can further increase the uptake of green building.

Implementation tasks

1. Develop Green Building Incentive Program Criteria

Part 9

- Finalize EnerGuide scoring requirements for various incentive levels
- Develop Water Efficiency Spreadsheet and efficiency criteria

Part 3

- Finalize scoring requirements for GS program
- Finalize policy to implement GS program
- Develop GS Guidance document
- Develop Auditor criteria; consider an RFQ to identify qualified auditors

2. Implement Green Building Incentive Program Building Permit Fee Rebates and/or Other Incentives

Rebates and/or Other Incentives

It is recommended that the RDN implement a system of Building Permit Fee Rebates for projects within Building Inspection Areas. Outside of Building Inspection Areas, a separate pool of rebate funding may be offered. Alternately, all rebates may be sourced from this separate fund.

The RDN can increase building permit fees to encourage a revenue neutral permit fee program. Assuming that the Green Plan is adopted by 20% of permit applications by value, a 10% increase in fees would make permitting rebates roughly revenue neutral.

Potential permit fees and incentive levels are listed in Table 2 below. Current Building Permit fees are listed, as well as proposed future fees and rebates.

Incentive thresholds should be adjusted in coming years, as best practices and code becomes more rigorous. The RDN should consider switching from the GS to a LEED standard in the future.

Proposed Green Building Fee	2010 Fees	Potential Fee / Incentive / Structure
Building Permit Fees	1% of value of construction	1.1% of value of construction
Part 5 Rebates		
EnerGuide 83 + 10% water savings	n/a	0.3% of value of construction
EnerGuide 85 + 20% water savings	n/a	0.6% of value of construction
EnerGuide 90 + 40% water savings	n/a	1.1% of value of construction
Part 3 Rebates		
Green Strategy Verification (could also be tiered based on scoring criteria)	n/a	\$5,000 + 0.3% of value of construction

Table 2: Proposed fee and incentive structure.

3. Consider a contingency or cap

Should the GBIP system experience substantial uptake, funding may not be sufficient to cover rebates. The RDN could address this in two possible ways:

- Create an additional contingency fund, and/or
- Create a funding cap, with supporting policy indicating that should funds be exhausted, the rebate program may be suspended

4. Design and Implementation Public Recognition Framework

The RDN should include the following elements in its public recognition system:

1. The RDN issues a letter to the parcel developer confirming that the project has qualified for the GBIP
2. The project profile is included on the RDN's web site
3. The RDN may also consider creating a plaque/decals for qualifying buildings; and/or may consider other promotion methods such as an annual Council Award for outstanding projects

5. Encourage [Near] Net Zero Building at Redesignation and Subdivision

The RDN Board should consider issuing a directive 'strongly encouraging' applicants for rezoning to commit to achieving the minimum GBIP criteria in all buildings developed on the parcel.

Implementation Roles and Responsibilities	
Responsible Departments	Role
Current Planning and/or Sustainability and Energy	Program development and implementation.

7.8 revise checklist

It is recommended that the RDN revise its Sustainable Community Builder Checklist currently applied during rezoning and development permitting applications, to reference performance based green building strategies and the Green Building Incentive Program (GBIP).

barriers addressed

- RDN 6, 7 - The Community and Site Impact Review, and Impact Report, do not reference Net-Zero criteria (pg. 36)
- RDN 9 - The RDN's Sustainability Checklist lacks incentives for green building performance. The checklist applies to all development scales, and is open ended, reducing its utility (pg. 38)

discussion

During workshops, stakeholders and staff noted that the Sustainable Community Builder Checklist is:

- Open-ended, lacking performance metrics to guide developments
- Focused on large developments, providing inappropriate criteria for smaller developments. Criteria within the checklist's Community Character and Design and Economic Development sections do not pertain to small redevelopments
- Not tied to any form of incentive or penalty, limiting attention to criteria and fostering cynicism

For these reasons, the Checklist is often cursorily completed and has not contributed substantially to the uptake of green building, missing an opportunity to encourage greener building practices.

implementation tasks

1. Revise the Review Form and Checklist

The Checklist should be revised to:

- Reference specific performance criteria – if the GBIP is adopted, its criteria should be referenced and explained. Additional criteria could also be referenced, serving an education purpose

- Be tiered according to the type of building (Part 9 vs. Part 3), and to the scale of development. To tier applications to the scale of development, consider using some floor area or unit number threshold, at which point criteria relating to transportation, Community Character and Design, Economic Development, and other broader community impacts apply

Implementation Roles and Responsibilities	
Responsible Departments	Role
Current Planning	Checklist revisions

7.9 development permit areas

It is recommended the RDN adopt new Energy and Water Conservation Development Permit Areas (DPA) Guidelines, applied to areas currently with and without development permit areas.

barriers addressed

- RDN 3 - Regional Growth Strategy and Official Community Plans' guidance does not encourage Net Zero buildings (pg. 33)
- RDN 4 - Development Permit Area Guidelines could encourage Net Zero (pg. 34)

discussion

In the 2008 Bill 27, the Local Government (Green Communities) Statutes Amendment Act, the Provincial Government granted Local Governments new powers with regards to DPA Guidelines. Local governments may designate development permit areas for the purposes listed under new subsections 919.1 (h), (i) and (j) of the Local Government Act (LGA):

- Establishment of objectives to promote energy conservation
- Establishment of objectives to promote water conservation
- Establishment of objectives to promote the reduction of greenhouse gas emissions

Development permits for land designated under these new subsections may now include requirements respecting:

- Landscaping
- Siting of buildings and other structures
- Form and exterior design of buildings and other structures
- Specific features in the development
- Machinery, equipment and systems external to buildings and other structures

Encouraging Passive Design

Siting, building form, exterior design, and landscaping strategies comprise key elements of Tier One Passive Design Strategies – they are hallmarks of [Near] Net Zero buildings. The RDN can 'hardwire' requirements for such strategies into Development Permit Guidelines.

There is precedent for such work - the District of Saanich has adopted form and character guidelines encouraging passive design strategies.

Exploring Other Green Building Features

The LGA states that 'specific features' and 'machinery, equipment and systems external to buildings' can be specified in DPA Guidelines. This provision may provide opportunities to require [Near] Net Zero archetypal strategies, potentially including:

- Renewable energy generation
- District energy connection compatibility
- Alternate heating systems, such as heat pumps
- Rainwater collection and reuse
- Other opportunities

The full range of green features that could be considered in development permit areas remains to be established. The RDN is advised to seek formal legal advice before initiating development of DPA Guidelines prescribing such features.

implementation tasks

1. Initiate a study of Energy and Water Conservation DPA Guidelines

The RDN should undertake a study to develop Energy and Water Conservation Guidelines. Consider undertaking the study in partnership with other local governments.

Guidelines to encourage passive design should include:

- Optimal solar orientation
- Optimal building siting, to facilitate solar access
- Optimal glazing (window) ratios on south, west, east and north walls
- Provisions of thermal mass in walls to facilitate passive solar heating
- Building projection (eaves, patios, etc) guidelines to facilitate passive shading of windows during the summer, and solar access during the heating season
- Other exterior shading features
- Landscaping strategies to encourage increased solar exposure during the heating season, and shading during the cooling season
- Water-wise landscaping strategies

Seek legal counsel regarding requiring:

- Renewable energy generation
- District energy readiness
- Alternate heating systems
- Rainwater capture and reuse

2. Liaise with stakeholders regarding DPA Guideline Development

The RDN should test its DPA Guidelines with developers, builders and the public. Undertake architectural testing of guidelines, to determine impacts on buildings form and character.

Implementation Roles and Responsibilities	
Responsible Departments	Role
Current Planning, Long Range Planning and/or Building Inspection Services	Development and Implementation

TO: Geoff Garbutt, General Manager
Strategic & Community Development

DATE: June 10, 2014

FROM: Tom Armet, Manager
Building, Bylaw & Emergency Planning Services

FILE: 2320 20 2014

SUBJECT: Appointment of Animal Control Officer – Tamara Hannah Jacobs

PURPOSE

To appoint a Bylaw Enforcement Officer employed by Coastal Animal Services for the purpose of enforcing Regional District of Nanaimo Animal Control and Licensing bylaws.

BACKGROUND

Coastal Animal Services (CAS) carries out the enforcement of Animal Control and Licensing bylaws under contract for the Regional District of Nanaimo (RDN) in all Electoral Areas. Employees of CAS have specific appointments as Bylaw Enforcement Officers pursuant to *Regional District of Nanaimo Bylaw Enforcement Officers Bylaw 857, 1992* that enable them to carry out their duties. Additionally an appointment by the Board is necessary to give Animal Control Officers the authority to issue bylaw violation tickets pursuant to Section 264 of the *Community Charter*.

Coastal Animal Services has six (6) permanent Animal Control Officers. The most recent full-time employee, Tamara Hannah Jacobs, was hired by CAS in January 2014, and has not yet been appointed as a Bylaw Enforcement Officer for the purpose of enforcing RDN Animal Control bylaws.

ALTERNATIVES

1. To appoint Tamara Hannah Jacobs as a Bylaw Enforcement Officer for the specific purpose of enforcing Animal Control bylaws.
2. To not appoint the Animal Control Officer.

FINANCIAL IMPLICATIONS

There are no financial implications with the appointment of an Animal Control Officer.

LEGAL IMPLICATIONS

All Animal Control Officers employed by the RDN Contractor actively investigate and enforce the provisions of the Animal Control and Licensing Bylaws. Failure to appoint an officer may result in a court ruling against the RDN on the grounds that the Animal Control Officers had no authority to enforce RDN bylaws. The Contractor must maintain general public liability insurance to indemnify the RDN from any claims of negligence that might arise from the performance of the contractors.

CONCLUSION

It is necessary to appoint Animal Control Officers employed by the RDN Contractor as Bylaw Enforcement Officers to ensure they have the ability to enforce animal control regulations, defend any legal challenge to their authority and maintain the integrity of the RDN animal control and licensing function.

RECOMMENDATION

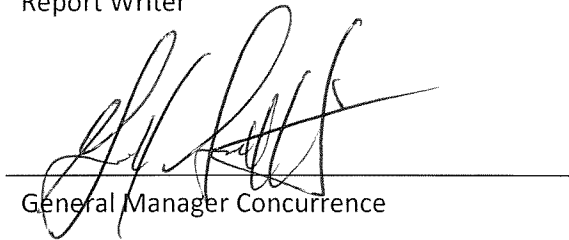
That Tamara Hannah Jacobs of Coastal Animal Services of BC Limited be appointed as a Bylaw Enforcement Officer for the specific purpose of enforcing Regional District of Nanaimo Animal Control and Licensing bylaws.



Report Writer



CAO Concurrence



General Manager Concurrence

COMMENTS:



RDN REPORT	
CAO APPROVAL	
EAP	
COW	
JUN 09 2014	
RHD	
BOARD	<input checked="" type="checkbox"/>

MEMORANDUM

TO: Mike Donnelly
Manager of Water & Utility Services

DATE: June 3, 2014

FROM: Deb Churko, ASCT
Engineering Technologist

FILE: 5500-20-PS-01

SUBJECT: Bylaw 889.67 and 1021.10 - Inclusion of Lot 5, DL22, Nanoose Land District, Plan 10012 into the Pacific Shores Sewer Service, Electoral Area 'E' (1544 Terrien Road, J Hunter)

PURPOSE

To consider a request to include Lot 5, District Lot 22, Nanoose Land District, Plan 10012 (1544 Terrien Road) into the Pacific Shores Sewer Service for the purpose of sewer connection (see Location Plan in Figure 1).

BACKGROUND

The subject property is located near the corner of Northwest Bay Road and Terrien Road in Nanoose Bay. This waterfront property consists of one small single-family home, and is accessed off Terrien Road. The home on this property has been discharging domestic sewage to an on-site septic tank and disposal field for over 30 years. The owner wishes to connect to the community sewer system instead of completing repairs to the existing on-site septic treatment and disposal system. The property owner has petitioned the Regional District of Nanaimo (RDN) to be included in the Pacific Shores Sewer Local Service Area. The subject property is located immediately adjacent to the Pacific Shores Sewer service area boundary, and a sewer stub is located on the north side of the subject property thereby making a connection to the community sewer possible.

The subject property is located outside of the Urban Containment Boundary where services are not normally provided (as per the *Regional Growth Strategy*). However, both the *Regional Growth Strategy* and the *Nanoose Bay Official Community Plan* support the provision of community sewer services to land outside of the Urban Containment Boundary in order to address environmental or health concerns. The subject property is located in a Watercourse Protection Development Permit Area (DPA), Craig Creek traverses the subject property, and a drinking water well is present on the subject property.

Pacific Shores Sewer Local Service Area Bylaw No. 1021 (1996) as well as Northern Community Sewer Local Service Area Bylaw No. 889 (1993) require amendment in order to include this property in the sewer service area. Similar boundary amendment bylaws have been adopted by the RDN in the past 10 years for neighbouring properties with aging septic tank and field disposal systems.

A Capital Charge of \$2,081 is payable when a property is being brought into the community sewer service area pursuant to *Northern Community Sewer Local Service Area Capital Charge Bylaw No. 1331, 2003*.

ALTERNATIVES

1. Accept the application to include the property at 1544 Terrien Road into the Pacific Shores and Northern Community Sewer Local Service Areas.
2. Do not accept the application for sewer servicing. The owner would explore options for on-site sewage treatment and disposal.

FINANCIAL IMPLICATIONS

Under Option 1, if the application for 1544 Terrien Road is approved for inclusion into the sewer service area, there are no financial implications to the RDN. All costs associated with connection to the community sewer would be at the expense of the applicant. The owner has paid the required Capital Charge in the amount of \$2,081 as contribution towards the capital value of the existing sewer system. Annual cost recovery for sewer service is done through parcel taxes.

Under Option 2, if the application for sewer servicing is not approved, the owner would explore options for on-site sewage treatment and disposal. The initial Capital Charge paid by the property owner would be refunded.

STRATEGIC PLAN IMPLICATIONS

The subject property is located on the waterfront in Craig Bay, and Craig Creek traverses the subject property which is considered an environmentally sensitive area. A drinking water well is also present on the property. Domestic sewage generated from the home on this property has been discharged to an on-site septic tank and septic disposal field for over 30 years. While it may be possible to design and install a new on-site disposal system in accordance with the provincial Sewerage System Regulation, staff suggest that a connection to the community sewer system is a more sustainable solution. By including the subject property into the Pacific Shores Sewer Local Service Area, domestic sewage would be collected by the community sewer system, and treated at the French Creek Pollution Control Centre.

A gravity sewer main and a sewer connection stub are present along the foreshore of Craig Bay on the north side of the subject property thereby making connection to the local service area possible. Connecting this property to the community sewer system would mitigate the possible impacts of an on-site disposal system to the marine foreshore, Craig Creek, and the on-site drinking water well.

DEVELOPMENT IMPLICATIONS

The subject property is located in a "Rural Residential" area outside of the Urban Containment Boundary as described in the *Regional Growth Strategy Bylaw No. 1309 (2003)*. The Regional Growth Strategy supports the provision of community sewer and water services to land outside the Urban Containment Boundary as long as they do not support additional development, consistent with official community plans. Section 5.8, Policy No. 7 of the *Nanoose Bay Official Community Plan (Bylaw No. 1400, 2005)* states that, "The inclusion of properties into the local community sewer service area may be considered by the RDN Board when there is evidence that an existing sewage disposal system has failed, an ensuing health problem is evident and/or there is no alternative means of resolving the disposal problem through on-site measures, including pump and haul, to address environmental or health concerns."

In keeping with the intent of the Regional Growth Strategy, the provision of community water and/or sewer service is not intended to allow uses of the property beyond what is currently supported in *Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500*. The subject property is zoned Residential RS1-F with a minimum parcel size of 1 hectare (10,000 m²). At approximately 14,000 m² in size (4.2 acres), the subject property would not be able to subdivide even with community water and sewer services. The property owner may, however, be able to stratify or change the lot size via a simple lot-line adjustment. Therefore, to ensure this property cannot be developed to a higher density, a covenant has been registered on the Land Title restricting subdivision (including strata). To further support the owner's

request for a community sewer service connection, the Board is advised that the presence of the adjacent community sewer main excludes the property from Pump & Haul service eligibility.

SUMMARY/CONCLUSIONS

Petitions have been received from the owner of 1544 Terrien Road to amend the boundaries of the Pacific Shores and Northern Community Sewer Service Areas. The owner wishes to connect to the community sewer system instead of completing repairs to the existing on-site septic treatment and disposal system. Connecting this property to the community sewer system would mitigate the possible impacts of the on-site disposal system to the marine foreshore, Craig Creek, and the on-site drinking water well.

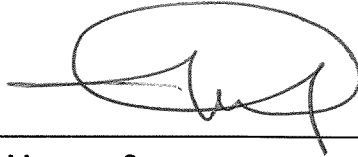
A covenant will be registered on the Land Title restricting all forms of subdivision of the property, and all costs associated with the connection to community sewer would be paid by the owner.

RECOMMENDATIONS

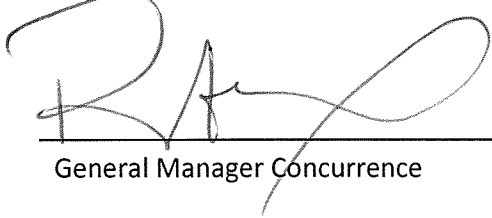
- 1. That "Pacific Shores Sewer Local Service Area Boundary Amendment Bylaw No. 1021.10, 2014" be introduced and read three times.
- 2. That "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.67, 2014" be introduced and read three times.



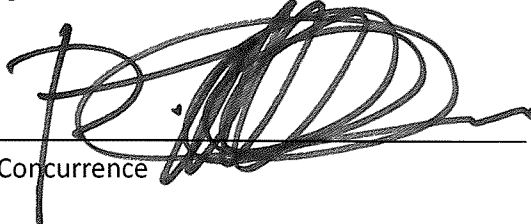
Report Writer



Manager Concurrence

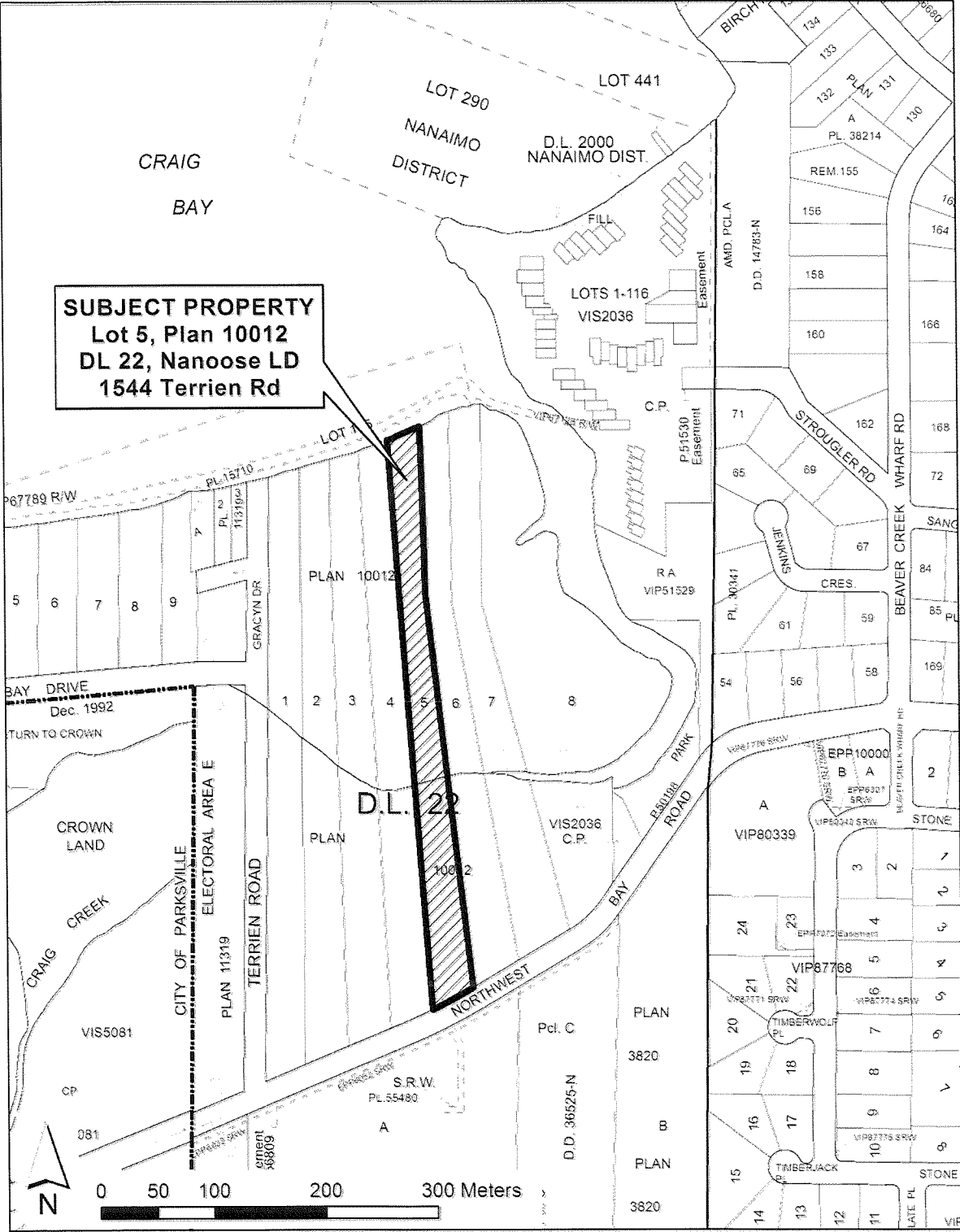


General Manager Concurrence



CAO Concurrence

Figure 1 - Location Plan



BCGS Map Sheet No 92F.039.2.2

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.67

**A BYLAW TO AMEND THE BOUNDARIES OF THE
NORTHERN COMMUNITY SEWER SERVICE**

WHEREAS the Regional District of Nanaimo established the Northern Community Sewer Service pursuant to Bylaw No. 889, cited as "Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993";

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owner to extend the boundaries of the benefitting area of the service area to include the land shown outlined in black on Schedule 'B' of this bylaw and legally described as:

- Lot 5, District Lot 22, Nanoose Land District, Plan 10012;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 802 of the *Local Government Act*;

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

1. Amendment

"Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993" is amended as follows:

- (1) By amending Schedule 'C' of Bylaw No. 889 (Benefitting Areas) to *add* the land outlined in black on Schedule 'B' of this bylaw; and
- (2) By amending Schedule 'D' of Bylaw No. 889 (Non-Benefititing Areas) to *remove* the land outlined in black on Schedule 'B' of this bylaw.

2. Citation

This bylaw may be cited as "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.67, 2014".

Introduced and read three times this ____ day of _____, 2014.

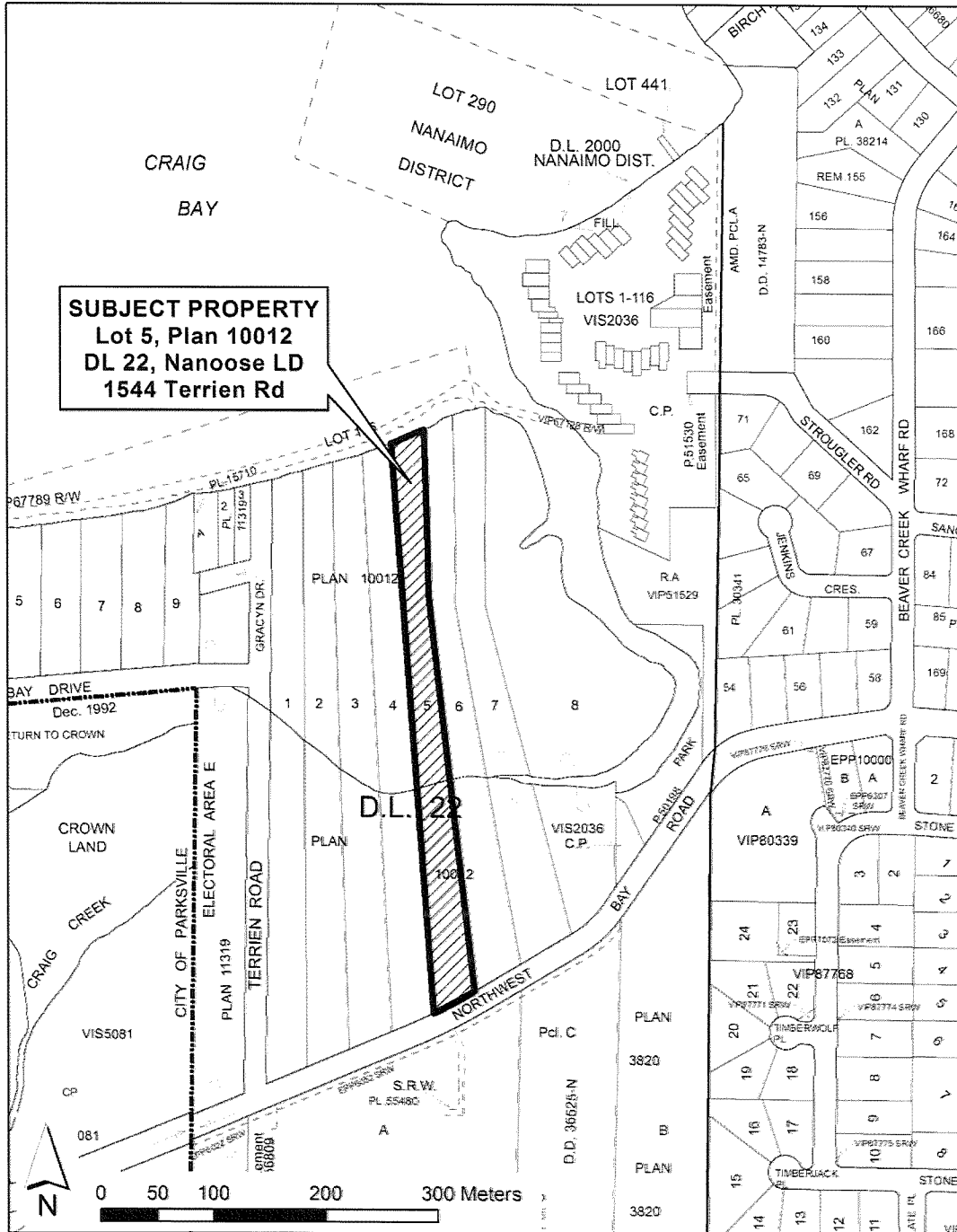
Adopted this ____ day of _____, 2014.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1021.10

**A BYLAW TO AMEND THE PACIFIC SHORES
SEWERAGE FACILITIES LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 1021**

WHEREAS "Pacific Shores Sewer Local Service Area Establishment Bylaw No. 1021, 1996" establishes the Pacific Shores Sewer Local Service Area;

AND WHEREAS the Board has been petitioned to extend the boundary of the local service area to include the property shown outlined in black on Schedule 'B' of this bylaw and legally described as:

- Lot 5, District Lot 22, Nanoose Land District, Plan 10012;

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

1. The boundaries of the Pacific Shores Sewer Local Service Area, established by Bylaw No. 1021, are hereby amended to include the property shown outlined on Schedule 'B' attached hereto and forming part of this bylaw.
2. Schedule 'A' of Bylaw No. 1021 is hereby deleted and replaced with the Schedule 'A' attached to and forming part of this bylaw.
3. This bylaw may be cited for all purposes as "Pacific Shores Sewer Local Service Area Boundary Amendment Bylaw No. 1021.10, 2014".

Introduced and read three times this ____ day of _____, 2014.

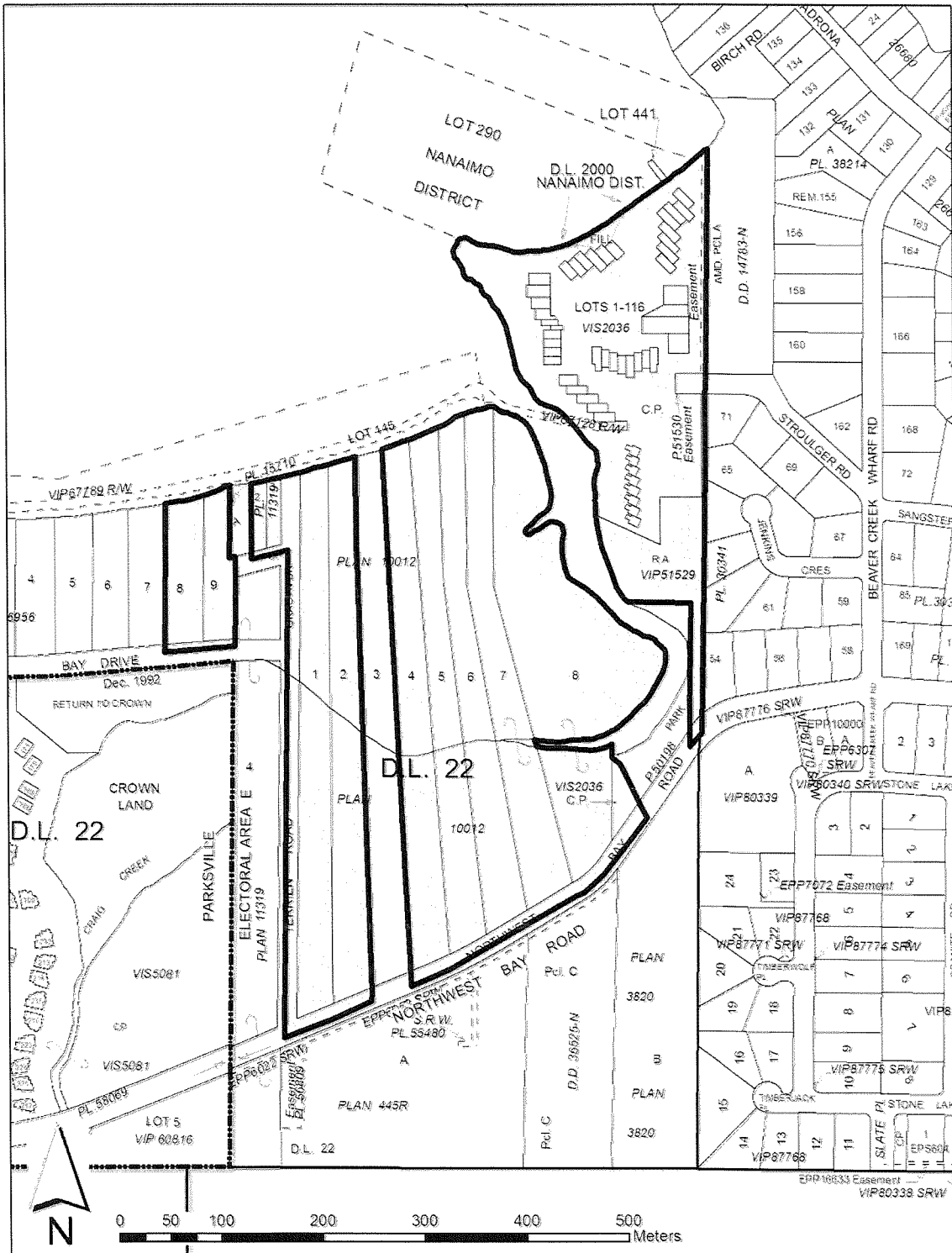
Adopted this ____ day of _____, 2014.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer





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RHD		
BOARD	✓	

MEMORANDUM

TO: Paul Thompson
 Manager of Long Range Planning

DATE: June 10, 2014

FROM: Greg Keller
 Senior Planner

FILE: 6480 01 EAA

SUBJECT: Yellow Point Aquifer Protection DPA Amendment – Bylaw 1620.02 2014 Adoption

PURPOSE

To consider "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.02, 2014" for adoption.

BACKGROUND

Following a comprehensive public consultation process including a Public Hearing held on March 5, 2014, the Board granted 3rd reading to the bylaw on April 22, 2014 and referred it to the Minister of Community, Sport, and Cultural Development for consideration of approval. Since then, the Miscellaneous Statutes Amendment Act, 2014 (Bill 17) has come into force which has removed the requirement for Ministerial approval of Regional District OCP Bylaws.

ALTERNATIVES

1. To adopt "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.02, 2014".
2. To not adopt "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.02, 2014" and provide staff with further direction.

MINISTER OF COMMUNITY, SPORT, AND CULTURAL DEVELOPMENT

Proposed Bylaw No. 1620.02 does not require Ministerial approval.

SUMMARY/CONCLUSION

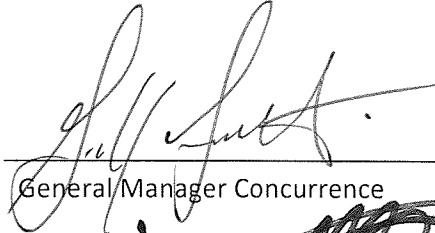
"Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.02, 2014" was considered by the Board and given 1st and 2nd reading on January 28, 2014. A Public Hearing was held on March 5, 2014 and the Board granted 3rd reading on April 22, 2014. Since Ministerial approval is no longer required, the bylaw may now be considered by the Board for adoption.

RECOMMENDATION

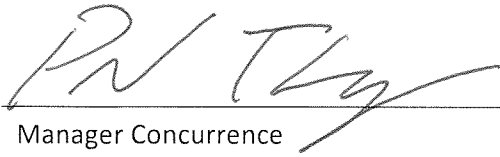
That "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.02, 2014", be adopted.




Report Writer



General/Manager Concurrence



Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1620.02

**A Bylaw to Amend Regional District of Nanaimo Electoral Area 'A'
Official Community Plan Bylaw No. 1620, 2014**

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

1. This Bylaw may be cited as "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.02, 2014".
2. The "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Bylaw No. 1620, 2011" is hereby amended as set out in Schedule '1' of this Bylaw.

Introduced and read two times this 28th day of January, 2014.

Considered in conjunction with the Regional District of Nanaimo Financial Plan and any applicable Waste Management Plans this 28th day of January, 2014.

Public Hearing held this 5th day of March, 2014.

Read a third time, as amended, this 22nd day of April, 2014.

Adopted this ____ day of _____, 20XX.

Chairperson

Corporate Officer

REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1620.02
Schedule '1'

1. Schedule A of "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Bylaw No. 1620, 2011" is hereby amended as follows:
 - a. **Section 12.9 Yellow Point Development Permit Area**
 - i) By replacing Section 12.9 with that included in *Attachment 1*.

REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1620.02

Attachment 1

12.9 Yellow Point Aquifer Protection Development Permit Area

PURPOSE:

This Development Permit Area (DPA) has been designated pursuant to the following sections of the *Local Government Act*:

- i. *919.1(a): protection of the natural environment, its ecosystems and biological diversity.*
- ii. *919.1(i): establishment of objectives to promote water conservation.*

AREA:

This DPA is intended to ensure that new subdivision does not have a negative impact on groundwater levels both on the subject property and on adjacent properties on lands located above the Yellow Point Aquifer as shown on Map No. 9 of this plan. It is also intended to require water conservation measures to reduce water use and protect drinking water supplies for existing residents.

JUSTIFICATION:

The Yellow Point aquifer is a fractured sandstone bedrock aquifer east of the Island Highway. It stretches from Duke Point in the north down to Ladysmith Harbour in the south. The Yellow Point aquifer is composed of compacted mud and sandstone layers known as the 'Nanaimo Group'. Unlike the highly productive Cassidy aquifer nearby, the Yellow Point aquifer is a very 'low producing aquifer' with 'low permeability' and 'low porosity'. That means that this type of rock has a limited ability to store and produce water and that when water is removed from this aquifer it can take a long time to recharge, or 're-fill'. This type of aquifer is not well suited to large extractions or urban development. Several sources, including a 2010 Ministry of Environment study, the 2009 RDN Electoral Area 'A' Groundwater Assessment and Vulnerability report, and a recent Drinking Water and Watershed Protection Program public consultation process have indicated that some areas that draw from this aquifer are experiencing water supply issues. There are indications that water is being extracted faster than the aquifer's recharge capacity. If this continues, a point may be reached (or may have already been reached) where further extraction and further development is no longer sustainable.

RAINWATER HARVESTING BEST PRACTICES GUIDEBOOK

It is strongly recommended that applicants refer to the Regional District of Nanaimo Rainwater Harvesting Best Practices Guidebook for guidance on the design and

installation of a rainwater harvesting system within the Yellow Point Aquifer Protection Development Permit Area.

APPLICABILITY:

A development permit is required for the following activities unless specifically exempt:

1. Subdivision of land as defined in the *Land Title Act* or the *Strata Property Act*; and,
2. Construction, alteration, or erection of a dwelling unit(s).

EXEMPTIONS:

The following activities are exempt from requiring a development permit:

1. Subdivision of land which results in three or fewer lots and the parcel proposed to be subdivided has not been subdivided within the past five years.
2. Land alteration.
3. Construction of a dwelling unit or subdivision of land where each dwelling unit has an approved connection to a community water system.
4. Construction and/or alteration of accessory buildings, agricultural buildings, structures and fencing.
5. Construction or renovation to commercial, institutional, recreational, and industrial buildings.
6. All additions or alterations to an existing dwelling unit.
7. The replacement or reconstruction of an existing dwelling unit with another dwelling unit within the same basic footprint.
8. Construction of a secondary suite.
9. Construction of a dwelling unit where the applicant demonstrates that there is:
 - a. A well that existed prior to July 26, 2011 which produces a minimum of 3.5 m³ per day year round that will be connected to the proposed dwelling unit;
 - b. an existing (prior to July 26, 2011) water license with capacity to satisfy at least 30% of total household water use for a 90 day period; or
 - c. a valid approved source of water which is not groundwater that is currently in use and has adequate capacity to satisfy at least 30% of total household water use for a 90 day period.
10. Construction of a dwelling unit where the dwelling unit:
 - a. Is not to be connected to a groundwater source; and,

- b. Is entirely serviced with water through stored and treated rain water which meets or exceeds Canadian Drinking Water Standards.

Note: for exemption 10 above, prior to the issuance of a building permit, a report from an Engineer or other qualified professional may be required to satisfy the RDN that the proposed rainwater system has adequate capacity to meet the year round water demands of the dwelling unit being proposed and that the water will be stored and treated to Canadian drinking water standards.

GUIDELINES:

A. For subdivision, the following guidelines apply:

1. Where property is proposed to be subdivided and more than three parcels, including the remainder (if applicable) are proposed, the RDN shall require the applicant to supply a report prepared by a professional Hydrogeologist or engineer registered in the province of British Columbia and experienced in hydrogeological investigations which includes the following:
 - i. An assessment of the characteristics and behavior of the aquifer at its most stressed time of the year which includes two cross sections which define the groundwater body and determine where the water comes from. The assessment must also examine the location of proposed wells and their interaction with the Yellow Point Aquifer;
 - ii. The results and professional interpretation of a minimum 72 hour pumping test to occur in at least one location within the lands being subdivided or a greater number as recommended by a professional hydrogeologist or engineer based on the scale of development and aquifer characteristics;
 - iii. An assessment of seasonal water table fluctuations and the ability of the Yellow Point aquifer to provide a sustainable water supply which satisfies the additional groundwater demand without impacting adjacent rural properties or restricting or limiting the availability of water supply for agricultural irrigation;
 - iv. An assessment of the potential for salt water intrusion as a result of the proposed water extraction which is required to service the proposed development; and,
 - v. Identification of key recharge points located on the subject property and recommended measures to protect them.
 - vi. Recommendations to address the impacts on groundwater quality and quantity identified through the assessments outlined in sections 1.i – v.

The RDN shall require the applicant to implement the report's recommendations in the proposed development and the recommendations shall become conditions of the development permit.

2. The RDN may require, at the applicant's expense, and to the satisfaction of the RDN, a Section 219 Covenant registering the Hydrogeologist's and/or engineer's report on the title of the subject property.
3. The RDN may require the applicant to install a groundwater monitoring device in at least one well within the proposed subdivision. The RDN may require an agreement be registered on title to allow the RDN to access the property to collect data from the device
4. Where rainwater management is recommended by the report identified in Guideline 1 above, rainwater must be retained on-site and managed using methods such as vegetated swales, rain gardens, or other methods which allow rainwater to return to the ground.

B. For the construction of a dwelling unit the following guidelines apply:

Siting of Buildings and Structures

1. Dwelling units must be sited to allow for the optimal placement of a gravity fed rainwater collection tank which collects rainwater from the roof leaders of the dwelling unit which captures the majority of the rainwater flows.
2. Water storage tanks should be sited in the least obtrusive way possible from the neighboring properties.
3. A site plan should be provided illustrating the location of the proposed water storage tank(s) in relation to the proposed dwelling unit and adjacent property lines. The site plan should illustrate the rainwater harvesting system components and may be prepared by the applicant provided it is drawn to scale and is legible.

Form and exterior design

4. Dwelling units should be designed to optimize opportunities for rainwater capture for the intended use and corresponding cistern volume.
5. Roof surface materials should be selected to accommodate the type of rainwater harvesting system being proposed.

Specific features in the development

6. Impervious surfaces should be minimized. The use of impervious paved driveways is discouraged.

Machinery, equipment, and systems external to buildings and other structures

7. The RDN shall require that all new dwelling units include a rainwater harvesting system which is designed to satisfy a minimum of 30% of the total household water use (indoor and outdoor) for a minimum of 90 consecutive precipitation free days.
8. Rainwater harvesting systems should target a minimum rainwater storage tank volume of 18, 181 litres (4,000 Imperial Gallons). Larger tank sizes are also supported. This figure was derived based on the following information and calculation:

- Average total household water use the RDN is 704 litres per day
- 30% of the total household water use is for outdoor non-potable use
- Storage must satisfy 100% of outdoor watering needs for a 90 day period

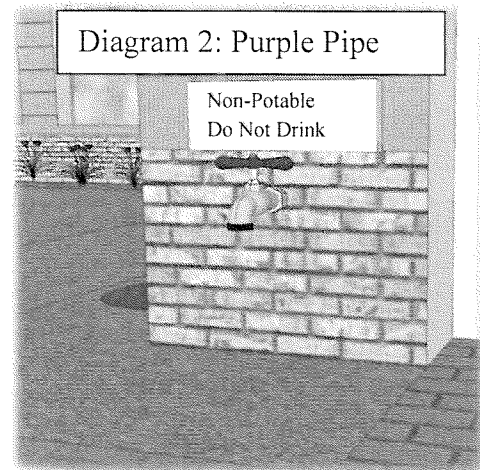
Minimum tank volume is calculated as follows:

Average household use per day \times 0.3 \times 90 days = minimum water storage tank volume

$$704 \text{ litres} \times \frac{30}{100} \times 90 \text{ days} = 19,008 \text{ litres}$$

A minimum volume of 19,008 litres (4,181 Imperial Gallons) does not correspond well to existing cistern sizes. Staff is proposing that this figure be reduced to 18, 184 litres (4,000 Imperial Gallons) to reflect typical cistern sizes and configurations. This minimum volume could be met using a number of different tank types, sizes, and configurations.

9. Notwithstanding Guideline 8 above, a water storage tank with a lesser volume may be supported where an assessment of total household water use (indoor and outdoor) prepared by a registered plumber, accredited rainwater harvesting professional, or Engineer is provided, and the applicant is proposing to satisfy a minimum of 30% of total household use for a minimum of 90 consecutive precipitation free days with a rainwater harvesting system.



10. Rainwater harvesting systems may, at the applicant's discretion, be designed for non-potable outdoor use, non-potable indoor use, or potable drinking water use. The design of such systems must reflect their intended use.

11. The rainwater harvesting system design must, at minimum, consider and include the following components:

- i. Roofing materials that are appropriate for the type of rainwater harvesting system being proposed.
- ii. Gutters, downspouts, and transport piping to move the rainwater collected on the roof towards the water storage tank and beyond to its end use.
- iii. Debris removal, filters, and first flush diverter sized and designed to accommodate the proposed rainwater harvesting system.
- iv. Provisions for tank overflow
- v. A water storage tank(s) rated for potable use while it is strongly recommended that all other components be rated for potable use.
- vi. A pumping system to move the rainwater and distribution system
- vii. Rainwater filtration, purification, and disinfection (in the case of potable systems).

12. Rainwater harvesting systems should be designed to facilitate additional storage volume and future connection to the dwelling unit.

13. All external pipe, plumbing fixtures, and hose bibs where rainwater is used shall be clearly marked with "Non-Potable Water Do Not Drink" as shown in Diagram 2 at right.

14. Although not a requirement of these Development Permit Area Guidelines, where non-potable rainwater harvesting equipment is required, the RDN shall encourage the

applicant to install dedicated plumbing lines within proposed dwelling units to make use of stored rainwater for flushing toilets and other non-potable uses. The RDN shall assist the applicant in obtaining the necessary building permit approvals.

Definitions:

Total household water use means the sum total of all water use in a household during a typical hot dry summer day including gardens and lawns, baths and showers, kitchen (dishwasher, etc.), toilet flushing, laundry, car washing, drinking, property maintenance, and other outdoor uses.



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MEMORANDUM

TO: Geoff Garbutt
General Manager of Strategic and Community Development

DATE: June 17, 2014

FROM: Paul Thompson
Manger of Long Range Planning

FILE: 6780 30

SUBJECT: Request to Amend the Regional Growth Strategy by the Town of Qualicum Beach

PURPOSE

To consider a request from the Town of Qualicum Beach to amend the Regional Growth Strategy (RGS) through the minor amendment process.

BACKGROUND

The Town of Qualicum Beach has submitted a request to the Regional District of Nanaimo (RDN) to amend the Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615 (see Attachment 1). The Town is requesting that the Growth Containment Boundary (GCB) be moved so that it is contiguous with the Town’s municipal boundary. A change to the GCB also means that all land within the municipal boundary will be designated as Urban Area in the RGS. The Town has requested that the RGS amendment be processed as a Minor Amendment in accordance with RGS Policy 1.5.1(1).

The criteria for minor amendments are outlined in Section 1.5.1 of the RGS. The first section outlines the criteria under which a proposed amendment to the RGS may be considered minor. One of those criteria is: *Amendments resulting from a full Electoral Area or Municipal Official Community Plan review process.* The second section outlines some of the types of amendments that are not considered minor. One of those types listed in this section is that which includes land in the Agricultural Land Reserve (ALR) or will negatively impact agricultural lands. Section 1.5.1 Criteria for Minor Amendments is provided in Attachment 2.

At the Board meeting of May 27, 2014, the question was raised about whether the first and second subsections of Section 1.5.1 were meant to be considered together. That is, does a proposed RGS amendment have to meet the criteria outlined in subsection 1 and not be on the list of types of amendments not considered minor in subsection 2. The concern was that if the proposed amendment was listed in subsection 2 of Section 1.5.1 then it was not clear if it qualified as a minor amendment. In response, the Board adopted the following resolution:

That this item be referred to staff to obtain a legal opinion on the Regional District of Nanaimo’s position:

That the request from the Town of Qualicum Beach to amend the Regional Growth Strategy proceed through the process for approving minor amendments.

Staff have consulted with the RDN's solicitor and received a legal opinion on the Board's request. The Board received the legal opinion at an In Camera meeting where the issues related to proceeding with the alternatives were provided. References to that legal opinion in this report are not intended as a waiver of solicitor-client privilege over the details of the legal advice given to the Board.

ALTERNATIVES

1. That the requested amendment to the Regional Growth Strategy as submitted by the Town of Qualicum Beach proceed through the minor amendment process as outlined in Section 1.5.2 of the Regional Growth Strategy.
2. That the requested amendment to the Regional Growth Strategy as submitted by the Town of Qualicum Beach proceed through the regular amendment process.
3. That the Town of Qualicum Beach be advised that the RDN Board will not be proceeding with the requested amendment to the Regional Growth Strategy.

FINANCIAL IMPLICATIONS

Alternative 1 - Should this RGS amendment request proceed through the minor amendment process there may be financial implications for the RDN if a person or persons was to file a legal challenge. The RDN would incur expenses responding to the legal challenge. The legal challenge would be based on the premise that the request from the Town of Qualicum Beach does not meet the criteria for a minor amendment. The legal opinion provided to the RDN on this matter recognizes that there is some risk with proceeding with this alternative.

Alternative 2 - Should the request proceed through the regular amendment process there would be some financial implications for the RDN and greater financial implications for the Town. The implications for the RDN and the other member municipalities are that a significantly higher amount of staff time may be required to process the RGS amendment request. For the Town, in addition to the staff time there are a number of professional reports that are required to accompany the request. These reports would likely be quite expensive to produce and would take some time to prepare.

The financial implications also depend on how the Town responds to a decision of the RDN Board that the proposed RGS must proceed through the regular amendment process. The Town of Qualicum Beach could decide that it does not wish to proceed with an amendment to the RGS and that it will adopt the Official Community Plan (OCP) amendment without the RGS amendment. Amending the GCB in its OCP without first amending the GCB in the RGS could be viewed as creating an inconsistency between the OCP and the Town's Regional Context Statement. If this were to happen the RDN and the other member municipalities would need to consider how to respond. A legal challenge could be quite expensive for both the RDN and the Town.

Alternative 3 – Similar to Alternative 2, there could be financial implications if the Town of Qualicum Beach decides that it does not wish to proceed with an amendment to the RGS and adopts the OCP

amendment without an RGS amendment. The RDN and the other member municipalities would need to consider how to respond. Complicating matters would be the threat that the RDN could face its own legal challenge for not taking legal action against the Town.

LAND USE IMPLICATIONS

Development Implications

The long-term implications for land use of this amendment are not known as the relocation of the GCB to the municipal boundary in itself does not change the amount of development that is supported in the OCP. The Town still has an Urban Containment Boundary (UCB) which defines where higher levels of development are supported and land in the ALR is still subject to the regulations of the Agricultural Land Commission. The Town's OCP requires further amendments if the Town wants to change the UCB and allow more intensive development on lands that are currently outside of the UCB.

The RGS currently recognizes that Urban Centres, which consist of all of the municipalities, will be the primary locations for accommodation of growth and development in the region. During the RGS review that led to the adoption of the new RGS in 2011, the City of Nanaimo requested that the GCB be made the same as the municipal boundary and Lantzville requested a significant expansion to the GCB. As well, OCP reviews led to expansions of the GCB in Cedar, Red Gap and French Creek. All of these requests were accommodated in the 2011 RGS.

The inclusion of all of Qualicum Beach within the GCB would not be inconsistent with the general premise that the majority of new growth will take place within the municipalities. Of all the municipalities, Qualicum Beach has the smallest percentage of its land within the GCB: only 51% as compared to Nanaimo with 100%, Parksville with 77% and Lantzville with 60%.

Alternative 1 – The change to the GCB would not directly result in any changes to land use or development in the Town of Qualicum Beach. With the change to the GCB the Town has stated that it still intends to have an Urban Containment Boundary in the OCP. This means that while the GCB will be located at the Town boundary there will still be an Urban Containment Boundary that surrounds the areas where urban type growth will be supported. This is similar to the approach taken by the City of Nanaimo which has the GCB at the municipal boundary and a UCB located within the GCB. The proposed RGS amendment only moves the GCB to the municipal boundary and does not affect the UCB which is already designated in the Town's OCP. Changing the UCB will require an amendment to the Town's OCP.

Specific mention was made that the proposed amendment to the GCB in Qualicum Beach included land in the ALR and therefore fell into the types of amendments that are not considered minor. While there may be concerns with what is a minor amendment, the RGS does recognize that there can be ALR land located within the GCB. Policy 7.14 of the RGS recognizes that there is ALR land located in Urban Areas and these lands are still subject to the regulations of the Agricultural Land Commission (ALC). The ALC reviewed the policies in the RGS and agreed that the policies are sufficient to protect farmland and support farming. There is no conflict between having land located within the GCB and the policies in the RGS.

Alternative 2 – The development implications for Alternative 2 are largely the same as for Alternative 1. The end result if the RGS amendment is approved through the regular amendment process is no different than if it is approved through the minor amendment process. The Town will have a GCB that is different than the UCB. While there is no difference in the end result, a GCB that is different than the UCB, there are differences in the process to adopt the RGS amendment. For the regular RGS amendment process there are provisions in the RGS with respect to what is required for consideration of a change to the GCB. These requirements can be found in Section 4.2 Policy 4.3. Essentially, the requirements are meant to show that expansion of the GCB is needed and that moving the GCB is justified from the perspectives of land supply and demand, servicing, transportation and ecological protection. With this information, a regular amendment to the RGS that involves an expansion to a GCB can be considered. This same information is not required for consideration of a minor amendment.

The second difference is the reference in Section 1.5.1(2) to an amendment that includes “land in the Agricultural Land Reserve” is not considered minor. The regular RGS amendment process does not have this same type of restriction on the type of amendment that can be considered. This means that although the proposed RGS amendment does include land in the ALR it can proceed through the regular amendment process.

Alternative 3 – The development implications for Alternative 3 are not known at this time. The RDN Board could refuse to consider the Town’s request for an RGS amendment but it should provide reasons for the refusal.

Public Consultation Implications

For both Alternatives 1 and 2, a consultation plan must be adopted by the Board. The difference between the two is that the minor amendment process is intended to be a more streamlined process and the only consultation is with the member municipalities and adjacent regional districts. The premise for this streamlined approach is that all of the necessary public consultation will have taken place during the OCP review process.

Alternative 1 – For this alternative the primary focus of the consultation is with the member municipalities and adjacent regional districts. The level of public consultation depends on how the Board votes when granting second reading to the RGS bylaw amendment. If the vote is unanimous then there is no requirement to directly consult with the public. However, should there not be a unanimous vote at second reading, a public hearing is required for the RGS bylaw amendment. A public hearing requires notification and advertising.

Alternative 2 – The regular RGS amendment process requires more consultation with the public than the minor amendment process. With a regular RGS amendment the intent is that there should be an opportunity to provide comments on the RGS amendment. The details of the consultation program are to be approved by the Board in a consultation plan.

Alternative 3 – Public consultation is not part of this alternative. Should the request to amend the RGS by the Town of Qualicum Beach be denied then the Town would be advised of the decision and there would be no process to amend the RGS.

Environmental Implications

The Town has stated that moving the GCB is an issue related to governance and not land use. Moving the GCB to the Town boundary gives the Town more autonomy and allows the Town to evaluate proposals for higher levels of development on all lands within the Town without having to involve the RDN or other municipalities. The Town will continue to evaluate proposals to amend the OCP and subsequent zoning amendments as they arise in accordance with local, provincial and federal policies and regulations.

Inter-governmental Implications

There are two possible processes for amending the RGS: a regular process and a minor amendment process. The two processes are quite different in terms of the process itself but also in terms of the requirements for information in support of a request to expand the GCB. In terms of the process, the major differences between the two processes are the number of steps and the number of approvals.

This type of amendment request was not anticipated when the RGS was being drafted. Generally, two types of RGS amendments related to changes to land use were contemplated. The first was where a landowner applied to the local government to amend an OCP to allow a development on a particular piece of land. When this type of OCP amendment required an RGS amendment the regular RGS amendment process would be followed as the original OCP amendment was triggered by a land owner.

The second type of RGS amendment envisaged was one resulting from an OCP review initiated by a local government whereby after completing the review the desired changes to the OCP required some kind of change to the RGS. The view at the time the RGS was drafted was that this type of amendment should be minor because the local government had already undertaken the necessary studies and the new OCP reflected the views of that particular community.

The request from the Town of Qualicum Beach does not fit well into either category. While the Town has completed an OCP review process, there is no immediate effect because the review does not result in any changes to a land use designation. Moving the GCB from its current location to the municipal boundary does not in itself change the level of development that is supported in the OCP.

Alternative 1 – The minor amendment process only requires a majority of the Board to approve the RGS bylaw amendment. Approvals from each member municipality and adjacent regional district are not required. Please see Attachment 3 for the process and steps to complete a minor amendment to the RGS.

The formatting of Section 1.5.1 may suggest that the requirements of both subsections 1 and 2 need to be satisfied, but that was not the original intent. At a March 29, 2011, RGS Directors seminar, the

Directors agreed on the following change to the Draft RGS: *“Make text changes to the draft RGS that would allow individual communities to follow the minor amendment process for changes to the GCB resulting from a full OCP review.”* The reason for this change was based on the belief that if a municipality or the RDN conducted a full OCP review that resulted in a need to change the RGS then the process to change the RGS should not be as onerous.

Should the change to the GCB in the RGS be approved through the minor amendment process further amendments to the Town’s OCP will need to be approved to have a GCB that is different than an UCB. Following adoption of the OCP amendment that designates a GCB that is different than the UCB, the Town will have to submit a revised Regional Context Statement to the RDN.

The legal opinion indicates that there is a risk of a legal challenge with this alternative.

Alternative 2 – If the determination is that this should be considered through the regular RGS amendment process then a significant amount of information in support of the request is needed before the Board can consider the request. Unlike the minor amendment process where the only criterion is that the Town has conducted a full OCP review, for a regular amendment the information that accompanies a request to amend the GCB is quite lengthy and includes: a land inventory demand and supply analysis; a land use concept plan; an environmental impact assessment; a hydro-geological study; details on water and sewer services; a hazard analysis; a transportation analysis; and, an inventory of aggregate deposits.

In terms of approvals, in addition to the RDN Board approving the RGS amendment, all of the member municipalities and adjacent regional districts must also approve a regular amendment. Even if only one of the municipalities or adjacent regional districts does not accept the RGS amendment then the RDN along with the other affected local governments that did not accept the RGS amendment are required to enter into a dispute resolution process with the Town of Qualicum Beach. The dispute resolution process has financial implications if a mediator or arbitrator is required. All parties involved in the dispute resolution process are supposed to pay a share of the costs of the process. Once a resolution has been reached then the regular RGS amendment process can proceed.

Alternative 3 – The Town of Qualicum Beach has requested that the RGS be amended to recognize a change to the GCB that resulted from a review of its OCP. Should the Board decide to not proceed with this request then a reason for the refusal should be provided. While this is the alternative that has the support of some Qualicum Beach residents, RDN staff are not aware of a valid reason why a request from a member municipality to amend the RGS should not be considered. For this alternative the Board would be entering new territory in terms of being involved in locating the GCB within a municipality. Up to now, locating the GCB within a municipality has been completely up to that municipality. The RGS directs that a GCB be established but the location of the GCB has been determined by the municipality.

Strategic Plan Implications

The Strategic Plan recognizes that the RDN is a regional federation and that each of the partners need to work together on issues. The Town of Qualicum Beach has decided to change its approach to managing growth within its boundary which requires a change to the Regional Growth Strategy. In accordance with the RGS, the Town is requesting a change to the RGS before adopting an amendment to its OCP.

SUMMARY/CONCLUSIONS

The Town of Qualicum Beach has submitted a request to the RDN to amend the RGS so that the Town Boundary is the same as the Growth Containment Boundary. The Town states that the change to the GCB is the result of a full Official Community Plan review and has requested that the amendment be processed through the process for approving minor amendments. Due to some uncertainty over whether the Town's request qualifies as a minor amendment the Board requested staff to obtain a legal opinion.

The RGS amendment request from the Town of Qualicum Beach is a difficult decision for the Board due to a few different types of uncertainties. The first is that the type of OCP review envisaged when that was added to the RGS minor amendment criteria is not the same as the type of OCP review conducted by the Town when it decided to move the GCB. There is uncertainty about what is actually meant by a full OCP review. The second is that while moving the GCB to the Town's municipal boundary can have long term implications for the amount of development in the Town, the immediate consequence is that it has no effect on the level of development supported in the OCP. The Town must make further amendments to the OCP to change the land use and amount of development allowed. The third area of uncertainty relates to the role of the RDN in establishing a GCB within a municipality. To date each municipality has decided where the GCB within its territory would be located. For the RDN and other member municipalities to start suggesting where a GCB should be located in a different municipality would be a significant departure from past practice. Finally, there is the threat of a legal challenge depending on which RGS amendment process is chosen. Each choice has its risks which must be considered in conjunction with each other.

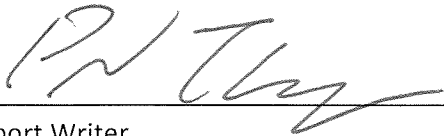
There are two different aspects for the Board to consider in the Town of Qualicum Beach's request to process the proposed RGS amendment through the minor amendment process. The first aspect is the original intent for including in the criteria for minor amendments: "amendments that result from a full Electoral Area or Municipal Official Community Plan review process." The original intent was to allow a municipality or the RDN that had already completed an OCP review to go through a less onerous process to amend the RGS. This criterion was intended to be the only criterion that had to be met and there was no intention that any part of Section 1.5.1(2) would apply. As there is some uncertainty regarding the criteria for minor amendments, staff recommends that the section on the criteria for minor amendments be amended to clarify the original intent.

The second aspect is how a court may view the Board's decision to proceed with the minor amendment process as requested by the Town. The legal opinion provided to the RDN cautions that there is a risk of legal challenge if the Board decides to proceed through the minor amendment process. This would only be tested if someone were to legally challenge a decision by the Board to allow the Town's RGS amendment request to proceed through the minor amendment process.

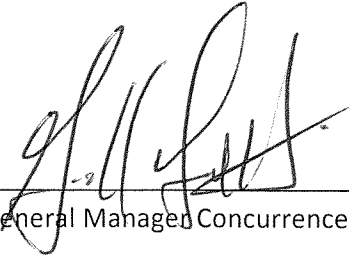
Staff are of the view that that the request from the Town of Qualicum Beach should proceed through the minor amendment process. Should the Board determine that this request should proceed through the regular amendment process then the request will have to be put on hold until the information required to evaluate an expansion of the Growth Containment Boundary is provided by the Town of Qualicum Beach.

RECOMMENDATIONS

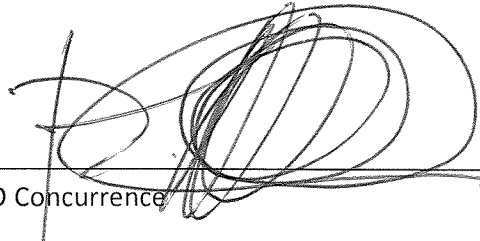
1. That the request from the Town of Qualicum Beach to amend the Regional Growth Strategy proceed through the process for approving a minor amendment.
2. That staff initiate an amendment to Regional Growth Strategy Section 1.5.1 Criteria for Minor Amendments to clarify what types of amendments may be considered through the minor amendment process.



Report Writer



General Manager Concurrence



CAO Concurrence

Attachment 1



TOWN OF QUALICUM BEACH

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April 24, 2014

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

Dear Board Members,

2014 OCP Review – Request for Growth Containment Boundary Amendment

I am writing to notify the Regional District of Nanaimo Board that the Town has given third reading to "Town of Qualicum Beach Official Community Plan Bylaw No. 700, 2011, Amendment (Growth Containment Boundary) Bylaw No. 700.10, 2014", which resulted from a "full Official Community Plan Review Process" in accordance with the procedural requirements of the *Local Government Act* and now requires an amendment to the Regional Growth Strategy.

Official Community Plan Amendment Bylaw No. 700.10, 2014 has been read three times and an Public Hearing was held on April 22, 2014. A large-format Public Information Meeting was held on March 4, 2014.

The following attachments are included as background material for this request and documentation of the OCP review:

1. January 13, 2014: Planning Report to Council;
2. February 20, 2014: Background report on OCP review topic. Circulated and posted to website (Updated April 15);
3. March 3, 2014: Planning Report to Council;
4. March 17, 2014: Planning Report to Council;
5. Complete Transcription of Written Comments Received during the March 4, 2014 Public Information Meeting;
6. April 7, 2014: Planning Report to Council. OCP amendment bylaw introduced and read a first time;
7. April 14, 2014: Planning Report to Council. OCP amendment bylaw read a second time;
8. April 22, 2014: Planning Report to Council (Public Hearing);
9. April 22, 2014 Draft Minutes;
10. Certified Copy of April 22, 2014 Council motion to request an amendment to the Regional Growth Strategy.

National 'Communities in Bloom' & 'Flora' Award Winner

2014 OCP Review – Request for Growth Containment Boundary Amendment
April 24, 2014
Page 2

The Town hereby requests that the Growth Containment Boundary, as identified in “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011”, be amended to include the entirety of the Town of Qualicum Beach following the process identified on Section 1.5.1 “Process for Approving Minor Amendments”.

If you have further questions, please do not hesitate to contact me at Town Hall, 250.752.6921.

Yours truly,



Luke Sales, MCIP, RPP
Director of Planning

Attachments

cc John Marsh, Acting CAO, Town of Qualicum Beach
Heather Svensen, Corporate Administrator, Town of Qualicum Beach
Paul Therkelsen, CAO, RDN
Paul Thompson, Manager of Long-range Planning, RDN
Geoff Garbut, General Manager, Strategic & Community Development, RDN

file: 5930-20-70010
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Attachment 2

1.5.1 Criteria for Minor Amendments

The following outlines the criteria for considering minor amendments to the RGS.

1. Criteria under which a proposed amendment to the RGS may be considered a minor amendment include the following:
 - Amendments resulting from a full Electoral Area or Municipal Official Community Plan review process;
 - Text and map amendments required to correct errors or as a result of more accurate information being received;
 - Amendments to incorporate changes to tables, figures, grammar, or numbering that do not alter the intent of the Regional Growth Strategy; and
 - Addition or deletion, or amendment to Section 5.4 Key Indicators.
2. Although not considered as an exhaustive list, the following types of amendments are not considered minor:
 - Those that lead to adverse changes to the health and ongoing viability of sensitive ecosystems and water sources;
 - Those that include land in the Agricultural Land Reserve or will negatively impact agricultural lands;
 - Those related to a development that would require significant works to address a natural hazard;
 - Those that require the provision of new community water and sewer systems outside the Growth Containment Boundary; and,
 - Those that are not consistent with measures and or policies to reduce greenhouse gas emissions and improve air quality.

Attachment 3

Process and steps to complete a Minor Amendment to the RGS as a result of changes to a municipal OCP	
1. OCP Review is Completed	Municipality completes a full OCP review process which results in a need to amend the RGS
2. Municipality submits request for RGS Amendment to the RDN	Council forwards request to RDN Board to amend the RGS through the Minor Amendment Process
3. RDN Staff prepare report	A report providing information on the request and amendment process is prepared for the Sustainability Select Committee
4. Sustainability Select Committee	Committee reviews the request and makes a recommendation to the RDN Board
5. RDN Board Meeting	
a. Receive recommendation from SSC	Board receives recommendation from SSC.
b. Decide on whether the proposed RGS Amendment is Minor	A minimum of 2/3 of the Board must vote in favour to proceed as a Minor Amendment. If less than 2/3 Board vote in favour then amendment cannot proceed through Minor amendment Process.
c. Adopt consultation plan	If proceeding as a Minor Amendment, Board adopts a consultation plan.
6. Notify Affected Local Governments	Notice of the proposed RGS Minor Amendment is provided to the RDN's member municipalities and adjacent regional districts. They have up to 45 days to respond.
7. RDN Board Meeting	
a. Receive comments from affected local governments	Board receives and considers comments from affected local governments
b. Give 1st reading to bylaw	Board gives 1 st reading to bylaw
c. Give 2nd reading to bylaw and maybe	If unanimous vote for 2 nd reading then no public hearing required and can give Bylaw 3 rd reading
d. Give 3rd reading to bylaw	Board gives 3 rd reading to bylaw
8. Public Hearing (only if required)	A public hearing is only required if there is <u>not</u> a unanimous Board vote in favour of giving the bylaw 2 nd reading
9. RDN Board Meeting	
a. Give final reading to bylaw	Final reading if 3 rd reading given at last meeting
Or	or
b. Receive report from public hearing	Board receives report from public hearing and proceeds with giving 3 rd and final readings to the bylaw
c. Give 3rd reading to bylaw	
d. Give final reading to bylaw	
10. Notice to Municipality	A letter is sent to the municipality and other LG's informing them of the Board decision on the RGS bylaw