

REGIONAL DISTRICT OF NANAIMO  
REGULAR BOARD MEETING  
AGENDA

Tuesday, June 27, 2017

7:00 P.M.

RDN Board Chambers

*This meeting will be recorded*

Pages

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. ADOPTION OF MINUTES
  - 3.1 Regular Board Meeting - May 23, 2017 13  
(All Directors - One Vote)  
That the minutes of the Regular Board meeting held May 23, 2017, be adopted.
4. DELEGATIONS - AGENDA ITEMS
5. CORRESPONDENCE
  - 5.1 Helen Sims and Jamie Larson, Oceanside Development & Construction Association, re Development Permit Delegation Bylaw 23
  - 5.2 Owners of Strata Plan - VIS 5160, re Development Variance Permit Application No. PL2017-053 - 2794 Sunset Terrace, Electoral Area 'H' 24
6. COMMITTEE MINUTES AND RECOMMENDATIONS
  - 6.1 Electoral Area Services Committee
    - 6.1.1 Minutes of the Electoral Area Services Committee Meeting - June 13, 2017 25  
(All Directors - One Vote)  
That the minutes of the Electoral Area Services Committee meeting held June 13, 2017, be received for information.

<b>6.1.2</b>	<b>Trail Project Updates</b>	
	(All Directors - One Vote)	
	1. That \$10,000 be allocated from the 2017 Electoral Area 'F' Community Parks Budget for the David Lundine Trail surfacing.	
	2. That the Electoral Area 'F' Community Works Fund be used to fund the completion of the Carrothers Trail.	
<b>6.1.3</b>	<b>BMX/Mountain Bike Park – Errington Memorial Park</b>	
	(All Directors - One Vote)	
	That a Bike Skills Park be included in future development plans for the Errington Community Park.	
<b>6.1.4</b>	<b>Development Permit Application No. PL2017-056 - 2519 Lasqueti Road, Electoral Area 'H'</b>	<b>30</b>
	(Electoral Area Directors, except EA 'B' - One Vote)	
	That the Board approve Development Permit No. PL2017-056 to permit the construction of a new wastewater system subject to the conditions outlined in Attachments 2 and 3.	
<b>6.1.5</b>	<b>Development Permit Application No. PL2017-067 - 6919 Island Highway West, Electoral Area 'H'</b>	<b>36</b>
	(Electoral Area Directors, except EA 'B' - One Vote)	
	That the Board approve Development Permit No. PL2017-067 and Site Specific Floodplain Bylaw exemption to permit an addition to a detached hotel unit subject to the conditions outlined in Attachments 2 to 4.	
<b>6.1.6</b>	<b>Development Permit Application No. PL2016-138 - 3100 and 3106 Jameson Road, Electoral Area 'C'</b>	<b>45</b>
	(Electoral Area Directors, except EA 'B' - One Vote)	
	That the Board approve Development Permit No. PL2016-138 to permit the installation of two culverts and access roads on the property subject to the conditions outlined in Attachment 2.	
<b>6.1.7</b>	<b>Development Variance Permit Application No. PL2017-036 - 1420 Alberni Highway, Electoral Area 'F'</b>	<b>51</b>
	(Electoral Area Directors, except EA 'B' - One Vote)	
	<b>Delegations wishing to speak to Development Variance Permit Application No. PL2017-036 - 1420 Alberni Highway, Electoral Area 'F'</b>	
	That the Board approve Development Variance Permit No. PL2017-036 to increase the number of freestanding signs on the parcel from 1 to 2 and to reduce the front lot line setback for a freestanding sign from 4.5 metres to 0.3 metres subject to the terms and conditions outlined in Attachments 2 to 4.	



<b>6.1.8</b>	<b>Development Variance Permit Application No. PL2017-053 - 2794 Sunset Terrace, Electoral Area 'H'</b>	<b>60</b>
	(Electoral Area Directors, except EA 'B' - One Vote)	
	<b>Delegations wishing to speak to Development Variance Permit Application No. PL2017-053 - 2794 Sunset Terrace, Electoral Area 'H'</b>	
	That the Board approve Development Variance Permit No. PL2017-053 to increase the maximum permitted floor area and height for recreational residence and to reduce the setback from the interior side and Other Lot Line for the construction of a retaining wall subject to the terms and conditions outlined in Attachments 2 to 4.	
<b>6.1.9</b>	<b>Liquor Licence Amendment Application No. PL2017-055 - 2310 Alberni Highway, Electoral Area 'F'</b>	<b>70</b>
	(Electoral Area Directors, except EA 'B' - One Vote)	
	1. That the Board consider submissions or comments from the public regarding Liquor Licence Amendment Application No. PL2017-055.	
	2. That the Board adopt the resolution pertaining to Liquor Licence Amendment Application No. PL2017-055 attached to this report as Attachment 2.	
<b>6.1.10</b>	<b>Development Permit Delegation of Authority Bylaw</b>	<b>79</b>
	(Electoral Area Directors, except EA 'B' - One Vote)	
	1. That the Board give three readings to "Regional District of Nanaimo Delegation of Authority Bylaw No. 1759, 2017".	
	(Electoral Area Directors, except EA 'B' - One Vote - 2/3 Majority)	
	2. That the Board adopt "Regional District of Nanaimo Delegation of Authority Bylaw No. 1759, 2017".	
<b>6.2</b>	<b>Committee of the Whole</b>	
<b>6.2.1</b>	<b>Minutes of the Committee of the Whole Meeting - June 13, 2017</b>	<b>89</b>
	(All Directors - One Vote)	
	That the minutes of the Committee of the Whole meeting held June 13, 2017, be received for information.	
<b>6.2.2</b>	<b>Ted Girard, re Request for Letter of Support: Cedar Hall Accessibility Grant, Stage I</b>	<b>98</b>
	(All Directors - One Vote)	
	That the Board provide a letter of support to the Cedar Hall Community Association regarding their application to the New Horizons for Seniors Program for funding towards the cost of upgrades at the Cedar Community Hall and that the letter be provided immediately to meet the June 23, 2017 application deadline.	

**6.2.3 2016 Census Impact on Number of Directors and Voting Strength**

104

(All Directors - One Vote)

That the Board request an amendment to the Regional District of Nanaimo Letters Patent to change the voting unit to 3,000.

**6.2.4 Proposal to Host a Joint Workshop with the Province for Farmers**

(All Directors - One Vote)

That the Regional District of Nanaimo request that Provincial staff hold a workshop for farmers in the region regarding the new Provincial Groundwater licensing process and how to use the BC Agricultural Water Tool.

**6.2.5 District 68 Grant Approvals**

(Electoral Areas 'A', 'B', 'C' - Weighted Vote)

That the Board award District 68 Grants-in-Aid funds as follows:

1. Gabriola Agricultural Association – for the purchase of kitchen supplies and other supplies for the 2nd Annual Farm to Table Feast - \$1,000
2. Mudge Island Citizen’s Society – towards the purchase and delivery of a Sea Can for storage of firefighting and first aid gear - \$3,697

Total - \$4,697

**6.2.6 District 69 Grant Approvals**

(Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G', 'H' - Weighted Vote)

That the Board award District 69 Grants-in-Aid funds as follows:

1. Bowser Seniors Housing Society – towards the cost of advertising for the Society’s Development application - \$1,500
2. Inclusion Parksville Society – towards the purchase of concrete pads, picnic tables and a barbecue for Flagship Canada Day Community Celebration - \$3,000
3. Oceanside Building Learning Together Society – for the purchase of books for the Books for Babes Program - \$1,020
4. Oceanside Hospice Society – for the purchase of equipment and advertising for volunteers for Equipment Loan Program - \$4,832
5. Oceanside Volunteer Association – towards advertising and posters for the Wellness and Volunteer Fair - \$200
6. Royal Canadian Legion Branch #76 – towards the purchase of a food cooler - \$1,600
7. Royal Canadian Legion Bowser & Area Branch #211 – towards supplies and promotion for the Canada Day 150th Birthday Celebration - \$800

Total - \$12,952

### **6.2.7 District 69 Youth Recreation Grants**

(Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G', 'H' - Weighted Vote)

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

1. Ballenas Secondary School - Tribune Bay trip - \$2,500
  2. Ballenas Whalers Football Support Society - helmets - \$2,000
  3. Bard to Broadway - youth theatre workshop facility rental - \$460
  4. Bard to Broadway - performing arts education series facility rental - \$1,200
  5. Bow Horne Bay Community Club - Halloween party - \$1,200
  6. District 69 Family Resource Association - summer youth program - \$900
  7. Oceanside Community Arts Council - summer camp supplies and signage - \$1,435
  8. Ravensong Aquatic Club - pool rental - \$1,000
- Total - \$10,695

### **6.2.8 District 69 Community Recreation Grants**

(Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G', 'H' - Weighted Vote)

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

1. Arrowsmith Community Recreation Association - Food Skills for Families - \$1,000
2. Arrowsmith Community Recreation Association - Coombs Candy Walk - \$1,000
3. Bowser Elementary School PAC - playground project - \$1,000
4. Corcan Meadowood Residents Association - Canada Day - \$1,000
5. Corcan Meadowood Residents Association - Halloween event - \$1,000
6. District 69 Family Resource Association - 2-week day camp - \$600
7. Errington Cooperative Preschool - art supplies - \$1,000
8. Errington Elementary School PAC - grade 3 swim program - \$1,000
9. Kidfest Society - equipment rental, event and site expenses - \$1,300
10. Oceanside Community Arts Council - seniors art program - \$1,000
11. Parksville Indoor Slow-pitch League - equipment - \$1,100
12. Parksville Oceanside Pickleball Society (formerly Parksville Qualicum Pickleball Club) - equipment - 1,000
13. Qualicum Community Education and Wellness - music program - \$1,250
14. Qualicum Woods Residents Association - neighborhood picnic - \$375
15. Van-Isle Walking Soccer - equipment - \$1,000

Total - \$14,625

<b>6.2.9</b>	<b>2016 Development Cost Charge (DCC) Reserve Fund Uses and Bylaws for 2017 DCC Reserve Fund Releases</b>	<b>108</b>
	(Nanaimo, Lantzville - Weighted Vote)	
	1. That “Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1757, 2017” be introduced and read three times.	
	(Nanaimo, Lantzville - Weighted Vote - 2/3 Majority)	
	2. That “Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1757, 2017” be adopted.	
	(Parksville, Qualicum Beach, Electoral Areas 'E' and 'G' - Weighted Vote)	
	3. That “Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1758, 2017” be introduced and read three times.	
	(Parksville, Qualicum Beach, Electoral Areas 'E' and 'G' - Weighted Vote - 2/3 Majority)	
	4. That “Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1758, 2017” be adopted.	
<b>6.2.10</b>	<b>Port Theatre Society Contribution Agreement Renewal</b>	<b>114</b>
	(All Directors - Weighted Vote)	
	That the Contribution Agreement with the Port Theatre Society for a term from April 1, 2017 to March 31, 2022 be approved.	
<b>6.2.11</b>	<b>2016 Annual Financial Report and Statement of Financial Information</b>	<b>155</b>
	(All Directors - One Vote)	
	That the 2016 Annual Financial Report and the Statement of Financial Information be approved as presented.	
<b>6.2.12</b>	<b>First Nations Art Installation Project</b>	<b>199</b>
	(All Directors - One Vote)	
	1. That a request for an Expression of Interest process be issued for the creation of an art piece of up to \$30,000 which symbolically represents and acknowledges coastal First Nations at the Regional District of Nanaimo Administration Building.	
	2. That the Regional District of Nanaimo Chair and two Directors be appointed to an art selection committee and that Snuneymuxw First Nation, Snaw-Naw-As First Nation and Qualicum First Nation be invited to each appoint a representative to the committee.	
	3. That the art selection committee recommend an artist to the Regional District of Nanaimo Board to be awarded a contract for the First Nations Art Installation Project.	

<b>6.2.13</b>	<b>Greater Nanaimo Pollution Control Centre Secondary Treatment Revised Engineering and Construction Services Fee Approval</b>	<b>202</b>
	(All Directors - Weighted Vote)	
	That the Board approve AECOM's revised Engineering and Construction Services fee for the Greater Nanaimo Pollution Control Centre Secondary Treatment Project for the total amount of \$6,351,028	
<b>6.2.14</b>	<b>Departure Bay Forcemain Inspection and Condition Assessment Contract Award</b>	<b>205</b>
	(All Directors - Weighted Vote)	
	That the Board award the pipeline inspection and condition assessment of the Departure Bay Forcemain to Pure Technologies Ltd for \$290,000.	
<b>6.3</b>	<b>Executive Committee</b>	
<b>6.3.1</b>	<b>Minutes of the Executive Committee Meeting - May 23, 2017</b>	<b>209</b>
	(All Directors - One Vote)	
	That the minutes of the Executive Committee meeting held May 23, 2017, be received for information.	

(All Directors - One Vote)

1. That the following policies be repealed:

- A1.4 Counter Petition Process
- A1.12 Lease Agreements on RDN Owned or Leased Property
- A1.13 Freedom of Information & Protection of Privacy Principles
- A1.14 Appointments to RDN Advisory Committees and Commissions
- A1.22 Legal Services
- A1.25 Regional Services Review Guiding Principles
- A1.29 Bylaws Not Requiring Inspector Approval
- A2.3 Acceptance of Donations
- A2.10 Administration Fees
- A3.1 Statutory Holiday
- A3.13 Short & Long Term Sick Leave Plan - Management/Excluded Staff
- A4.1 AIDS (Acquired Immune Deficiency Syndrome)
- B1.1 Delegates to Public Hearings
- B1.2 Submission Requirements for Non-Serviced (Water) Development Applications
- B1.15 Expression of Parcel Areas in RDN Regulatory Bylaws
- B2.2 Inclusion of New Subdivisions Within Building Inspection Service Area
- B4.1 Use and Maintenance of Generators at Designated Emergency Reception Centres
- C1.1 RDN Tree Management in Parks
- C2.3 Recreation Fees & Charges

2. That the following policies be converted from Board Policy to CAO Policy and referred to staff:

- A1.2 Distribution of Agendas
- B1.17 Green Housekeeping Program
- B1.18 Plug-in Hybrid Electric Vehicles
- C3.1 Use of Buses for Special Events
- C3.2 Distribution of Complimentary & Reduced Fare Products
- C3.3 Use of RDN Buses During an Emergency or Disaster

3. That Board policies identified in Attachment 1 as requiring amendment be presented to the Board for consideration at future meetings.

### 6.3.3 Committees Review

220

(All Directors - One Vote)

1. That the Sustainability Select Committee be dissolved and such matters be considered by the Committee of the Whole.
2. That the Terms of Reference for the Drinking Water & Watershed Protection Technical Advisory Committee be amended to indicate that the Committee will “provide recommendations to the Board through the Committee of the Whole”.
3. That the Emergency Management Select Committee be dissolved and such matters be considered by the Electoral Area Services Committee.
4. That the Fire Services Advisory Committee be dissolved and such matters be considered by the Electoral Area Services Committee.
5. That in camera matters only be considered by a commission or an advisory body when referred to that body by the Board.
6. That Committee of the Whole meetings commence at 3:00 p.m.
7. That Board meetings commence at 4:00 p.m.
8. That web streaming meetings be considered for inclusion in the 2018 Operational Plan and Budget.
9. That staff be directed to draft the necessary amendments to the Board Procedure Bylaw to reflect these changes.

### 6.4 Solid Waste Management Select Committee

#### 6.4.1 Minutes of the Solid Waste Management Select Committee Meeting - May 30, 2017

237

(All Directors - One Vote)

That the minutes of the Solid Waste Management Select Committee meeting held May 30, 2017, be received for information.

#### 6.4.2 Solid Waste Management Plan Dispute Resolution

239

(All Directors - Weighted Vote)

That the Solid Waste Management Plan disputes be directed to the Board for decision; and that the Board consider mediation for non-regulatory or legislative decisions.

#### 6.4.3 2017 SWMP Stage 2 Report Adoption

250

(All Directors - Weighted Vote)

That the Board adopt the Stage 2 Solid Waste Management Plan report.

<b>6.4.4</b>	<b>Minutes of the Solid Waste Management Select Committee Meeting - June 14, 2017</b>	<b>366</b>
	(All Directors - One Vote)	
	That the minutes of the Solid Waste Management Select Committee meeting held June 14, 2017, be received for information	
<b>6.4.5</b>	<b>Comox Valley Regional District Disposal Request for Asbestos Waste Disposal - Bylaw No. 1531 Revision</b>	<b>369</b>
	(All Directors - Weighted Vote)	
	1. That “Regional District of Nanaimo Solid Waste Management Regulation Amendment Bylaw No. 1531.08, 2017” be introduced and read three times.	
	(All Directors - Weighted Vote - 2/3 Majority)	
	2. That “Regional District of Nanaimo Solid Waste Management Regulation Amendment Bylaw No. 1531.08, 2017” be adopted.	
<b>6.5</b>	<b>Transit Select Committee</b>	
<b>6.5.1</b>	<b>Minutes of the Transit Select Committee Meeting - May 25, 2017</b>	<b>380</b>
	(All Directors - One Vote)	
	That the minutes of the Transit Select Committee meeting held May 25, 2017, be received for information.	
<b>6.5.2</b>	<b>2017-2018 Conventional and Custom Transit Annual Operating Agreement</b>	<b>383</b>
	(All Directors - Weighted Vote)	
	That the Board approve the 2017/18 Conventional and Custom Transit Annual Operating Agreements with BC Transit.	
<b>6.5.3</b>	<b>Fare Review</b>	<b>401</b>
	(All Directors, except Electoral Areas 'B' and 'F' - Weighted Vote)	
	1. That the Board approve a Conventional and handyDART fare change as shown in Appendix 'A' Option 1, including the expanded 'Kids Ride Free' program, university monthly passes at \$50, and removal of the paper transfer system to be implemented on September 3, 2017.	
	2. That the Board direct staff to provide a report that looks at the financial and social consequences by service area of providing free transit service.	
	3. That the Board direct staff to provide a report that looks at the financial and social consequences by service area of providing \$1.00 transit service.	



6.5.4	<b>Transit Service to Duke Point</b>	406
	(Nanaimo, Lantzville, Electoral Areas 'A' and 'C' - Weighted Vote)	
	That the Board direct staff to work with BC Transit to bring forward a detailed financial report regarding a 5,000 hour annual transit expansion and potential use of community shuttle buses for implementation in January 2018.	
6.6	<b>Regional Parks and Trails Select Committee</b>	
6.6.1	<b>Minutes of the Regional Parks and Trails Select Committee Meeting - May 19, 2017</b>	408
	(All Directors - One Vote)	
	That the minutes of the Regional Parks and Trails Select Committee meeting held May 19, 2017, be received for information.	
6.7	<b>Englishman River Water Service Management Board</b>	
6.7.1	<b>Minutes of the Englishman River Water Service Management Board Meeting - May 25, 2017</b>	412
	(All Directors - One Vote)	
	That the minutes of the Englishman River Water Service Management Board meeting held May 25, 2017, be received for information.	
7.	<b>REPORTS</b>	
7.1	<b>Zoning Amendment Application No. PL2016-007 - 4660 &amp; 4652 Anderson Ave, Electoral Area 'H' - Amendment Bylaw No. 500.405, 2016 - Adoption</b>	413
	(Electoral Area Directors, except EA 'B' - One Vote)	
	That the Board adopt "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.405, 2016".	
7.2	<b>Zoning Amendment Application No. PL2017-015 - 2720 Benson View Road, Electoral Area 'C' - Amendment Bylaw 500.409, 2017 - Third Reading</b>	418
	(Electoral Area Directors, except EA 'B' - One Vote)	
	That the Board give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.409, 2017".	
7.3	<b>Provision of Tourism Promotion by the Gabriola Island Chamber of Commerce</b>	424
	(All Directors - Weighted Vote)	
	That the Regional District of Nanaimo enter into an agreement with the Gabriola Island Chamber of Commerce to provide tourism marketing for Gabriola Island during 2017 in the amount of \$18,525.	

**8. BYLAWS - WITH NO ACCOMPANYING REPORT**

- 8.1 Southern Community Sewer Local Service Secondary Treatment Capital Improvements Loan Authorization Bylaw No. 1756, 2017** 429

(All Directors - Weighted Vote)

That "Southern Community Sewer Local Service Secondary Treatment Capital Improvements Loan Authorization Bylaw No. 1756, 2017" be adopted.

- 8.2 Northern and Southern Communities Wastewater Development Cost Charges Amendment Bylaws** 431

(Parksville, Qualicum Beach, Electoral Areas 'E', 'G' - Weighted Vote)

1. That "Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.03, 2016", be adopted.

(Nanaimo, Lantzville - Weighted Vote)

2. That "Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.01, 2016", be adopted.

**9. DELEGATIONS - ITEMS NOT ON THE AGENDA**

**10. BUSINESS ARISING FROM DELEGATIONS**

**11. NEW BUSINESS**

**12. IN CAMERA**

That pursuant to Section(s) 90 (1) (c), (e), and (j) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to labour or other employee relations, land acquisition, and third-party business interests.

**13. ADJOURNMENT**

**REGIONAL DISTRICT OF NANAIMO  
MINUTES OF THE REGULAR BOARD MEETING**

**Tuesday, May 23, 2017, 7:00 P.M.  
RDN Board Chambers**

In Attendance:	Director W. Veenhof	Chair
	Director I. Thorpe	Vice Chair
	Director A. McPherson	Electoral Area A
	Director H. Houle	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director J. Stanhope	Electoral Area G
	Director B. McKay	City of Nanaimo
	Director G. Fuller	City of Nanaimo
	Director J. Hong	City of Nanaimo
	Director J. Kipp	City of Nanaimo
	Director B. Yoachim	City of Nanaimo
	Alternate	
	Director K. Oates	City of Parksville
	Director B. Colclough	District of Lantzville
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director B. Bestwick	City of Nanaimo
	Director M. Lefebvre	City of Parksville
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	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 & Emergency Planning Services
	J. Harrison	Director of Corporate Services
	W. Idema	Director of Finance
	M. O'Halloran	A/Mgr. Administrative Services
	C. Golding	Recording Secretary

**CALL TO ORDER**

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place

The Chair welcomed Alternate Director Oates to the meeting.

**APPROVAL OF THE AGENDA**

17- 263

It was moved and seconded that the agenda be approved, as amended, to include late items.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**Regular Board Meeting - April 25, 2017**

17- 264

It was moved and seconded that the minutes of the Regular Board meeting held April 25, 2017, be adopted.

CARRIED UNANIMOUSLY

**CORRESPONDENCE**

**Ron Tillett, Sophia Rodgers, re Development Variance Permit Application No. PL2017-050 - 863 Cavin Road, Electoral Area 'G'.**

17- 265

It was moved and seconded that the correspondence from Ron Tillett and Sophia Rodgers regarding Development Variance Permit Application No. PL2017-050 - 863 Cavin Road, Electoral Area 'G' be received.

CARRIED UNANIMOUSLY

**Ron Tillett, Sophia Rodgers, re Rescind Letter regarding Development Variance Permit Application No. PL2017-050 - 863 Cavin Road, Electoral Area 'G';**

17- 266

It was moved and seconded that the correspondence from Ron Tillett and Sophia Rodgers to rescind the letter regarding development Variance Permit Application No. PL2017-050 - 863 Cavin Road, Electoral Area 'G' be received.

CARRIED UNANIMOUSLY

**COMMITTEE MINUTES AND RECOMMENDATIONS**

**Electoral Area Services Committee**

**Minutes of the Electoral Area Services Committee Meeting - May 9, 2017**

17- 267

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting held May 9, 2017, be received for information.

CARRIED UNANIMOUSLY

**Development Permit Application No. PL2017-033 - 6141 Island Highway West, Electoral Area 'H'**

17- 268

It was moved and seconded that the Board approve Development Permit No. PL2017-033 to remove an existing lock block retaining wall and permit the construction of a foreshore revetment to protect the property from erosion subject to the conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

**Development Permit Application No. PL2017-046 - 1683, 1691 and 1697 Admiral Tryon Boulevard, Electoral Area 'G'**

17- 269

It was moved and seconded that the Board approve Development Permit No. PL2017-046 to permit the removal of an existing retaining wall and construction of a riprap revetment on the subject properties subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

**Development Variance Permit Application No. PL2017-050 - 863 Cavin Road, Electoral Area 'G'**

17- 270

It was moved and seconded that the Board approve Development Variance Permit No. PL2017-050 to increase the permitted parcel depth for proposed Lot 2 from 40% to 46% subject to the terms and conditions outlined in Attachments 2 to 3.

CARRIED UNANIMOUSLY

17- 271

It was moved and seconded that the Board approve the request to relax the minimum 10% perimeter frontage requirement for proposed Lot 1 and Lot 2 in relation to Subdivision Application No. PL2017-050.

CARRIED UNANIMOUSLY

**Development Variance Permit Application No. PL2017-032 - 2338 Andover Road, Electoral Area 'E'**

17- 272

It was moved and seconded that the Board approve Development Variance Permit No. PL2017-032 to reduce the setbacks for a number of retaining walls required in relation to landscaping and the construction of a dwelling unit subject to the terms and conditions outlined in Attachments 2 to 5.

CARRIED UNANIMOUSLY

**Zoning Amendment Application No. PL2017-015 - 2720 Benson View Road, Electoral Area 'C' - Amendment Bylaw 500.409, 2017 – First and Second Reading**

17- 273

It was moved and seconded that the Board receive the Summary of the Public Information Meeting held on April 4, 2017.

CARRIED UNANIMOUSLY

17- 274

It was moved and seconded that the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.409, 2017 being considered for adoption.

CARRIED UNANIMOUSLY

17- 275

It was moved and seconded that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.409, 2017" be introduced and read two times.

CARRIED UNANIMOUSLY

17- 276

It was moved and seconded that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.409, 2017", be waived in accordance with Section 464(2) of the *Local Government Act*.

CARRIED UNANIMOUSLY

17- 277

It was moved and seconded that staff be directed to proceed with notification in accordance with Section 467 of the *Local Government Act* of the Board's intent to consider third reading of "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.409, 2017" at a regular Board meeting to be held on June 27, 2017.

CARRIED UNANIMOUSLY

### **Committee of the Whole**

#### **Minutes of the Committee of the Whole Meeting - May 9, 2017**

17- 278

It was moved and seconded that the minutes of the Committee of the Whole meeting held May 9, 2017, be received for information.

CARRIED UNANIMOUSLY

#### **2016 Financial Statements and Audit Findings Report**

17- 279

It was moved and seconded that the consolidated financial statements of the Regional District of Nanaimo for the year ended December 31, 2016 be approved as presented.

CARRIED UNANIMOUSLY

#### **Regional Services Review Update**

17- 280

It was moved and seconded that the selection of the 2018 regional services to be reviewed occur at the Board's fall 2017 Strategic Plan review session.

CARRIED UNANIMOUSLY

#### **2017 Gas Tax – Strategic Priorities Fund Grant Applications**

17- 281

It was moved and seconded that the Board support the following projects for application by the Regional District of Nanaimo to the Gas Tax – Strategic Priorities Fund for the 2017 application intake:

Capital Stream:

Nanoose Bay Water Service Pump Station - \$2 million

Capacity Building Stream:

Asset Management Replacement Cost Study - \$150,000

CARRIED UNANIMOUSLY

**Tribal Journeys 2017**

17- 282

It was moved and seconded that the Tribal Journeys 2017 report be received for information and Regional District of Nanaimo Board of Directors and staff be informed of any volunteer opportunities that may arise from the event.

CARRIED UNANIMOUSLY

**Renewal of Agreement for On-Call Electrical Maintenance and Repair for Wastewater Services**

17- 283

It was moved and seconded that the Board renew an agreement for on-call electrical maintenance and repair to Shaw Electrical Services from June 1, 2017 to May 31, 2018, to a maximum expenditure of \$250,000.00. Electrical maintenance services are provided to the Southern Community, Northern Community, Nanoose and Duke Point Wastewater Service Areas.

CARRIED UNANIMOUSLY

**Biosolids Management Program Agreements**

17- 284

It was moved and seconded that the Regional District of Nanaimo (RDN) enter into a four-year agreement with TimberWest Forest Company (TimberWest) to enable biosolids forest fertilization activities.

CARRIED UNANIMOUSLY

17- 285

It was moved and seconded that the Regional District of Nanaimo enter into a four-year agreement with the Nanaimo Mountain Bike Club to coordinate shared land use.

CARRIED UNANIMOUSLY

17- 286

It was moved and seconded that the Regional District of Nanaimo award SYLVIS Environmental Services (SYLVIS) a four-month contract extension from June 1, 2017 to September 30, 2017 for \$162,000 to continue biosolids forest fertilization activities.

CARRIED UNANIMOUSLY



**Community Works Funds - Electoral Area 'G'**

17- 287

It was moved and seconded that up to \$25,000 of Community Works Funds designated for Electoral Area 'G' be allocated to the design of the San Pareil Water Service Area expansion.

CARRIED UNANIMOUSLY

17- 288

It was moved and seconded that up to \$10,000 of Community Works Funds designated for Electoral Area 'G' be allocated to Surfside Water Service Area well upgrades.

CARRIED UNANIMOUSLY

**Northern Community Economic Development Select Committee**

**Minutes of the Northern Community Economic Development Select Committee Meeting - April 20, 2017**

17- 289

It was moved and seconded that the minutes of the Northern Community Economic Development Select Committee held April 20, 2017, be received for information.

CARRIED UNANIMOUSLY

**Northern Community Economic Development Committee Funding Request Amounts**

17- 290

It was moved and seconded that Northern Community Economic Development Select Committee funding requests normally be capped at \$5,000.

CARRIED UNANIMOUSLY

**Northern Community Economic Development – Spring 2017 Proposals**

17- 291

It was moved and seconded that the Echo Players Society – Mural Project be awarded funding of \$5,000 from the Northern Community Economic Development program.

CARRIED UNANIMOUSLY

17- 292

It was moved and seconded that the Qualicum Beach Chamber of Commerce – Entrepreneur’s Toolkit Workshop be awarded funding of \$5,000 from the Northern Community Economic Development program.

CARRIED UNANIMOUSLY

17- 293

It was moved and seconded that the Town of Qualicum Beach – Renovating the Old Fire Hall for Regional Industry Growth be awarded funding of \$5,000 from the Northern Community Economic Development program.

CARRIED UNANIMOUSLY

17- 294

It was moved and seconded that the Mt. Arrowsmith Biosphere Region at Vancouver Island University – An Amazing Places Passport Program be awarded funding of \$3,000 from the Northern Community Economic Development program.

CARRIED UNANIMOUSLY

17- 295

It was moved and seconded that the Central Vancouver Island Job Opportunities Building Society – Blade Runners 2017-2018 be awarded funding of \$10,000 from the Northern Community Economic Development program.

CARRIED UNANIMOUSLY

17- 296

It was moved and seconded that the Parksville and District Chamber of Commerce – Mid Island Tech Forum not be funded from the Northern Community Economic Development program.

CARRIED UNANIMOUSLY

### **Englishman River Water Service Management Board**

#### **Minutes of the Englishman River Water Service Management Board Meeting - May 3, 2017**

17- 297

It was moved and seconded that the minutes of the Englishman River Water Service Management Board meeting held May 3, 2017, be received for information.

CARRIED UNANIMOUSLY

**ERWS Revised 2017-2021 Financial Plan**

17- 298

It was moved and seconded that the Regional District of Nanaimo adopt its portion of the Revised 2017-2021 Financial Plan as outlined in Table 2 attached to the May 3, 2017 report.

CARRIED UNANIMOUSLY

**Arrowsmith Water Service Management Board**

**Minutes of the Arrowsmith Water Service Management Board Meeting - May 3, 2017**

17- 299

It was moved and seconded that the minutes of the Arrowsmith Water Service Management Board meeting held May 3, 2017, be received for information.

Opposed (1): Director Fell

CARRIED

**REPORTS**

**Nanaimo Economic Development Strategic Planning Committee**

17- 300

It was moved and seconded that the nomination of one of the Directors in the Southern Community Economic Development Service to serve on the Nanaimo Economic Development Strategic Planning Committee be deferred until the Board receive the staff report on economic development.

Opposed (13): Director Veenhof, Director Thorpe, Director Rogers, Director Fell, Director Stanhope, Director McKay, Director Fuller, Director Hong, Director Kipp, Director Yoachim, Director Oates, Director Colclough, and Director Westbroek

DEFEATED

It was moved that the motion to nominate one of the Directors in the Southern Community Economic Development Service to serve on the Nanaimo Economic Development Strategic Planning Committee be tabled until the Regional District of Nanaimo Board receive the staff report on economic development.

*This motion was not considered by the Board due to lack of a seconder.*

17- 301

It was moved and seconded that the Board nominate Director McPherson to serve as the Regional District Representative to the Nanaimo Economic Development Strategic Planning Committee and that Director Colclough be nominated to serve as the alternate representative.

Opposed (1): Director Yoachim

CARRIED

**BYLAWS - WITH NO ACCOMPANYING REPORT**

**Bylaws No. 1049.09, and 867.08 - Nanoose Bay Peninsula Water Service Area Expansion, Electoral Area 'E'**

17- 302

It was moved and seconded that "Nanoose Bay Bulk Water Supply Local Service Area Amendment Bylaw No. 1049.09, 2017" be adopted.

CARRIED UNANIMOUSLY

17- 303

It was moved and seconded that "Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.08, 2017" be adopted.

CARRIED UNANIMOUSLY

**Bylaw No. 1490.03 - 2017 Service Area Tax Requisition Amendment**

17- 304

It was moved and seconded that "Southern Community Restorative Justice Program Service Requisition Limit Amendment Bylaw No. 1490.03, 2017" be adopted.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 7:38 PM

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CHAIR

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CORPORATE OFFICER

June 12, 2017

Regional District of Nanaimo  
6300 Hammond Bay Rd.  
Nanaimo, BC V9T 6N2

**Attention: RDN Board**

**Re: Development Permit Delegation Bylaw**

Dear Sirs:

The Oceanside Development and Construction Association (ODCA), as part of its mandate, supports the streamlining and reduction of red tape for construction projects.

The proposed Development Permit Delegation Bylaw, we feel, as per the RDN staff report, will reduce the time for approval of technical Development Permits (DP's). The requirements for these DP's are determined by third party professionals, such as engineers or biologists and RDN staff incorporate their recommendations into the requirements of the DP for each particular project.

By delegating this authority, it will help streamline the issuing of DP's by removing the need for Board approval therefore allowing projects to proceed in a more timely manner. Another benefit of delegating this process to staff is that it reduces the number of DP's coming to the Board and therefore frees up valuable Board time to deal with other issues.

In summary the ODCA supports the delegation of technical DP's to staff as we feel that it will be beneficial to the construction industry.

Yours truly,



Helen Sims,  
RDN Committee - ODCA



Jamie Larson  
President - ODCA

# Owners of Strata Plan – VIS 5160

c/o Horne Lake Recreation Management Ltd.

719 Newcastle Ave.,

Parksville, B.C. V9P 1G1

250-951-0877 Fax: 250-951-0878

June 21, 2017

Board of Directors,  
Regional District of Nanaimo,  
6300 Hammond Bay Road,  
Nanaimo, B.C.  
V9T 6N2

Dear Mr. Chairman and Board of Directors

RE: Notice of Development Variance Permit Application No. PL2017-053  
2794 Sunset Terrace, Electoral Area "H"

The Strata Council, Owners Strata Plan VIS 5160 reviewed this application and do not have any objections to this Development Variance Permit application to:

1. Increase the maximum permitted floor area for a single story cabin from 70 m2 to 100 m2.
2. Increase the maximum permitted height for a cabin from 8.0 metres to 9.41 metres.
3. Reduce the setback from the interior side lot line from 1.5 metres to 0.0 metres for a retaining wall.

Yours truly,  
Owners Strata Plan VIS 5160



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Per: Murray Hamilton  
Strata Property Manager

**REGIONAL DISTRICT OF NANAIMO****MINUTES OF THE ELECTORAL AREA SERVICES COMMITTEE MEETING****Tuesday, June 13, 2017****4:00 P.M.****RDN Board Chambers**

In Attendance:	Director J. Stanhope	Chair
	Director A. McPherson	Electoral Area A
	Director H. Houle	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director W. Veenhof	Electoral Area H
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	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 & Emergency Planning Services
	J. Harrison	Director of Corporate Services
	W. Idema	Director of Finance
	J. Hill	Mgr. Administrative Services
	J. Holm	Mgr. Current Planning
	B. Ritter	Recording Secretary

**CALL TO ORDER**

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

D. Trudeau introduced Jon Wilson, the new Emergency Services Manager.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved, as amended, to include the late item outlined in the addendum.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES****Electoral Area Services Committee Meeting - May 9, 2017**

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting held May 9, 2017, be adopted.

CARRIED UNANIMOUSLY

**DELEGATIONS**

It was moved and seconded that a late delegation be permitted to address the Board.

CARRIED UNANIMOUSLY

**Helen MacPhail Sims, re Development Permit Delegation of Authority Bylaw**

Helen MacPhail Sims spoke in support of the Development Permit Delegation of Authority Bylaw.

**COMMITTEE MINUTES AND RECOMMENDATIONS**

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

**Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee Meeting - May 17, 2017**

It was moved and seconded that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held May 17, 2017, be received for information.

CARRIED UNANIMOUSLY

**Trail Project Updates**

It was moved and seconded that \$10,000 be allocated from the 2017 Electoral Area 'F' Community Parks Budget for the David Lundine Trail surfacing.

CARRIED UNANIMOUSLY

It was moved and seconded that the Electoral Area 'F' Community Works Fund be used to fund the completion of the Carrothers Trail.

CARRIED UNANIMOUSLY

**BMX/Mountain Bike Park – Errington Memorial Park**

It was moved and seconded that a Bike Skills Park be included in future development plans for the Errington Community Park.

CARRIED UNANIMOUSLY



**PLANNING**

**Development Permit**

**Development Permit Application No. PL2017-056 - 2519 Lasqueti Road, Electoral Area 'H'**

It was moved and seconded that the Board approve Development Permit No. PL2017-056 to permit the construction of a new wastewater system subject to the conditions outlined in Attachments 2 and 3.

CARRIED UNANIMOUSLY

**Development Permit Application No. PL2017-067 - 6919 Island Highway West, Electoral Area 'H'**

It was moved and seconded that the Board approve Development Permit No. PL2017-067 and Site Specific Floodplain Bylaw exemption to permit an addition to a detached hotel unit subject to the conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

**Development Permit Application No. PL2016-138 - 3100 and 3106 Jameson Road, Electoral Area 'C'**

It was moved and seconded that the Board approve Development Permit No. PL2016-138 to permit the installation of two culverts and access roads on the property subject to the conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

**Development Variance Permit**

**Development Variance Permit Application No. PL2017-036 - 1420 Alberni Highway, Electoral Area 'F'**

It was moved and seconded that the Board approve Development Variance Permit No. PL2017-036 to increase the number of freestanding signs on the parcel from 1 to 2 and to reduce the front lot line setback for a freestanding sign from 4.5 metres to 0.3 metres subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2017-036.

CARRIED UNANIMOUSLY

**Development Variance Permit Application No. PL2017-053 - 2794 Sunset Terrace, Electoral Area 'H'**

It was moved and seconded that the Board approve Development Variance Permit No. PL2017-053 to increase the maximum permitted floor area and height for recreational residence and to reduce the setback from the interior side and Other Lot Line for the construction of a retaining wall subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2017-053.

CARRIED UNANIMOUSLY

### **Other**

#### **Liquor Licence Amendment Application No. PL2017-055 - 2310 Alberni Highway, Electoral Area 'F'**

It was moved and seconded that the Board consider submissions or comments from the public regarding Liquor Licence Amendment Application No. PL2017-055.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board adopt the resolution pertaining to Liquor Licence Amendment Application No. PL2017-055 attached to this report as Attachment 2.

CARRIED UNANIMOUSLY

#### **Development Permit Delegation of Authority Bylaw**

It was moved and seconded that the Board give three readings to "Regional District of Nanaimo Delegation of Authority Bylaw No. 1759, 2017".

CARRIED UNANIMOUSLY

It was moved and seconded that the Board adopt "Regional District of Nanaimo Delegation of Authority Bylaw No. 1759, 2017".

CARRIED UNANIMOUSLY

### **NEW BUSINESS**

#### **Notice of Motion - Amendment to Bylaw No. 1285**

Director Fell noted that the following motion will be brought forward to the July 11, 2017 Electoral Area Services Committee Agenda:

That staff be directed to draft amendments to Bylaw No. 1285 (Section 1.4 and Section 5 "Lot"); so as to enable land strata subdivision in harmony with that enabled by Bylaw No. 500.

#### **Directors' Forum**

The Directors' Forum included discussions related to Electoral Area matters.

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 5:04 PM

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CHAIR

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CORPORATE OFFICER



***Proposed Development***

The applicant is proposing to construct a new wastewater system to serve the existing dwelling unit as the existing wastewater system is not performing to design capabilities. Given that the subject property is long and narrow, contains a steep slope beyond the existing dwelling towards the sea and that septic systems must typically be 30.0 metres from wells, the siting of the proposed new wastewater system is significantly constrained. The wastewater system is proposed to be sited in the front yard, which is well away from the slope towards the sea in the rear yard (see Attachment 3 - Proposed Site Plan). A development permit is required to permit the alteration of land required for the installation of the new wastewater system within the Hazard Lands DPA.

***Land Use Implications***

To address the Hazard Lands DPA guidelines the applicant has provided a report prepared by Lewkowich Engineering Associates Ltd., dated May 23, 2017, which concludes that from a geotechnical perspective, the land is considered safe for the intended use and that the intended use will have no impacts on adjacent properties, provided the recommendations in the report are followed. Staff recommend that the applicant be required to register the Geotechnical Hazards Assessment as a Section 219 covenant on title including a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard (see Attachment 2 – Conditions of Permit).

In addition, the applicant has provided a Type 3 Wastewater Disposal System Repair Specifications report dated April 18, 2017 prepared by H<sub>2</sub>O Environmental which provides design details for the proposed system. In addition, they have provided a Wastewater System to Existing Well Setback Reduction Study dated April 19, 2017, also prepared by H<sub>2</sub>O Environmental. This report concludes that if the dispersal field is located as recommended and the Type 3 system is properly installed and maintained, the reduction of the setback from the on-site well to the dispersal field from 30.0 metres to 10.0 metres will pose a very low environmental risk to the well and will not likely cause a health risk to the well users. Development of the property in accordance with these reports is included in the Conditions of Permit outlined in Attachment 2.

***Intergovernmental Implications***

The application was discussed with Island Health staff and they confirmed that they have reviewed the reports prepared by H<sub>2</sub>O Environmental and have no concerns with the proposed new wastewater system.

**ALTERNATIVES**

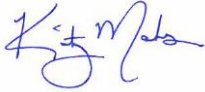
1. To approve Development Permit No. PL2017-056 subject to the conditions outlined in Attachments 2 and 3.
2. To deny Development Permit No. PL2017-056.

**FINANCIAL IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2017 – 2021 Financial Plan.

## STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the proposed development and note that the proposal has no implications for the 2016 – 2020 Board Strategic Plan.



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Kristy Marks  
kmarks@rdn.bc.ca  
May 26, 2017

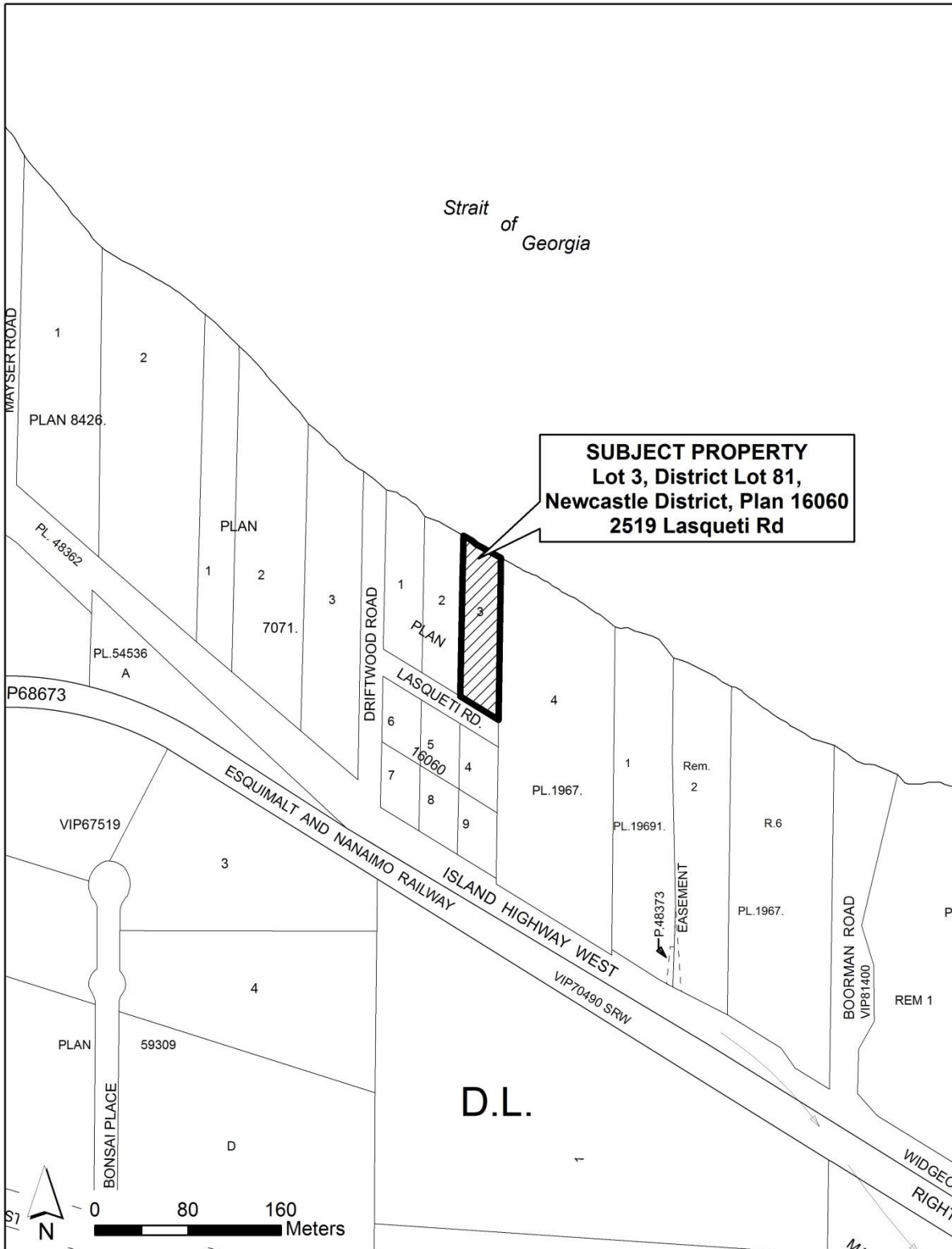
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Conditions of Permit
3. Proposed Site Plan

**Attachment 1**  
**Subject Property Map**



**Attachment 2**  
**Conditions of Permit**

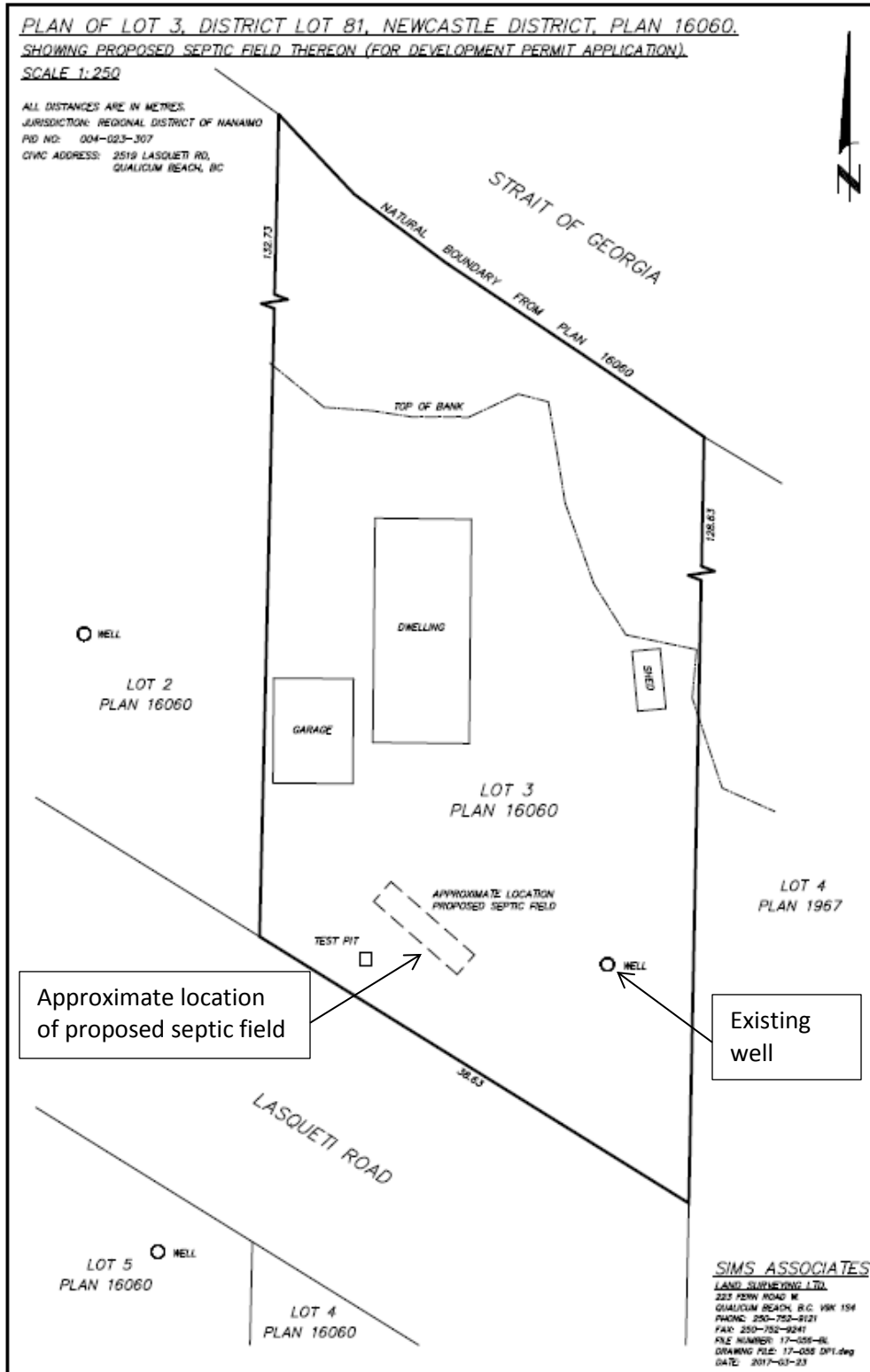
The following sets out the conditions of Development Permit No. PL2017-056:

Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by Sims Associates Land Surveying Ltd., dated March 23, 2017 and attached as Attachment 3.
2. The subject property shall be developed in accordance with the recommendations contained in the Type 3 Wastewater Disposal System Repair Specifications report prepared by H<sub>2</sub>O Environmental, dated April 18, 2017.
3. The subject property shall be developed in accordance with the recommendations contained in the Wastewater System to Existing Well Setback Reduction Study prepared by H<sub>2</sub>O Environmental, dated April 19, 2017.
4. The subject property shall be developed in accordance with the recommendations contained in the Geotechnical Hazard Assessment prepared by Lewkowich Engineering Associates Ltd., dated May 23, 2017.
5. Staff shall withhold the issuance of this Permit until the applicant, at the applicant's expense, registers a Section 219 Covenant on the property title containing the Geotechnical Hazard Assessment prepared by Lewkowich Engineering Associates Ltd., dated May 23, 2017 and includes a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard.



**Attachment 3  
Proposed Site Plan**





The property currently contains nine detached hotel units and one dwelling unit. As a CM5 zoned property, only one of the units may be used as a dwelling, which allows for year round accommodation. The one dwelling unit on the property is currently being used for a caretaker. The property is serviced by Bowser Waterworks District community water system.

The proposed development is subject to the following DPA per the “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Bylaw No. 1335, 2003”:

- Environmentally Sensitive Features DPA for Coastal Areas;
- Hazard Lands DPA;
- Bowser Village; and
- Fish Habitat DPA.

As the existing hotel unit is located below the FCL, as established in the Floodplain Bylaw, the addition will also require a site specific exemption to the Floodplain Bylaw.

A site specific exemption and development permit (PL2016-181) for an addition to the detached hotel unit was previously approved by the RDN Board on February 28, 2017. The previous site specific exemption allowed a 34.0 m<sup>2</sup> addition to the detached hotel unit. The applicant now proposes to include an additional 8.0 m<sup>2</sup> of floor area for a total of 42.0 m<sup>2</sup> of new floor area. The proposal would extend the addition approved through application PL2016-181 by 1.0 metres at the rear of the detached hotel unit further from the natural boundary of the sea.

#### ***Proposed Development and Site Specific Exemption Application***

Due to its location in relation to the natural boundary of the sea, the proposed addition is subject to DPAs for the protection of habitat in coastal areas and the protection of property from flooding or other hazardous conditions. The additional 8.0 m<sup>2</sup> of habitable floor area is also below the Floodplain Bylaw FCL of 1.5 metres above the natural boundary of the sea and the proposed addition does not meet the Floodplain Bylaw exemption that allows additions of up to 25% to non-conforming floor area that existed prior to February 11, 1992. As such, the applicant must request a revised Floodplain Bylaw site specific exemption from the RDN Board.

#### ***Land Use Implications***

The applicant proposes to construct the addition to the detached hotel unit within the Hazard Lands DPA and below the 1.5 metre FCL in the Floodplain Bylaw (see Attachment 3 – Proposed Site Plan). Criteria for a Floodplain Bylaw site specific exemption include a report from a Geotechnical Engineer that confirms the property can be safely used for the intended use and is protected from the 1 in 200 year flood.

The applicant has demonstrated as part of the previous development permit and site specific exemption that the proposed hotel unit addition would comply with site specific exemption criteria in the Floodplain Bylaw, and the Hazard Lands DPA. The applicant provided a report titled “Flood Construction Level, Steep Slope Hazardous Area and Watercourse Setback Assessment Report” (dated January 20, 2017 and revised May 19, 2017), prepared by Emerald Sea Engineering to confirm the 200 year FCL for the property. The report concludes that, provided the recommended 200 year FCL of 4.27 metres

Geodetic Survey of Canada (GSC) is met, the site is safe and suitable for the proposed use and there will be no detrimental impacts on neighbouring properties. The main floor elevation of the existing building is 4.52 metres GSC and the Floodplain Bylaw requires an FCL of 5.0 metres, which is 1.5 metres above present natural boundary. The proposed addition will be above the FCL of 4.27 metres GSC recommended by the applicant's engineer, but will be below the 5.0 metres GSC Floodplain Bylaw FCL.

Previously the applicant was approved for an addition of 34.0 m<sup>2</sup>, which represented approximately 45% of the existing non-conforming floor area located below the Floodplain Bylaw FCL. In the revised application, the applicant has applied for a site specific exemption for 42.0 m<sup>2</sup>, which represents approximately 52% of the non-conforming floor area located below the Floodplain Bylaw FCL. The report by Emerald Sea Engineering has been updated with the new site plan and the conditions of approval will reference the revised report (see Attachment 2 – Conditions of Permit).

Previously the applicant demonstrated a sufficient justification for the site specific exemption consistent with "Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation". This justification was to locate the addition on the same elevation as the existing floor area to allow for the efficient use of the building. The additional 8.0 m<sup>2</sup> of floor area proposed through this application represents a small change from the 34.0 m<sup>2</sup> approved through application PL2016-181.

As a condition of approval for PL2016-181 the applicant registered a Section 219 restrictive covenant (charge number CA6000137) that includes a save harmless clause that releases the RDN from all losses and damages as a result of potential hazards.

### ***Environmental Implications***

The report titled "Flood Construction Level, Steep Slope Hazardous Area and Watercourse Setback Assessment Report" (dated January 20, 2017 and revised May 19, 2017), prepared by Emerald Sea Engineering confirmed that the proposed addition will only affect existing lawn and the driveway.

### ***Intergovernmental Implications***

The property is affected by a mapped archaeological site, though the proposed addition is outside of the mapped area. The previous application was referred to the Provincial Archaeology Branch, and the agency has advised that a Heritage Alteration permit is not required at this time; however, if an archaeological site is encountered during development, owners and operators must halt activities and contact the Archaeology Branch for direction. Qualicum First Nation was also made aware of the development proposal in February.

## **ALTERNATIVES**

1. To approve Development Permit No. PL2017-067 subject to the conditions outlined in Attachments 2 to 4.
2. To deny Development Permit No. PL2017-067.

## **FINANCIAL IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2017 – 2021 Financial Plan.

## **STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications for the 2016 – 2020 Board Strategic Plan.



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Stephen Boogaards  
sboogaards@rdn.bc.ca  
May 25, 2017

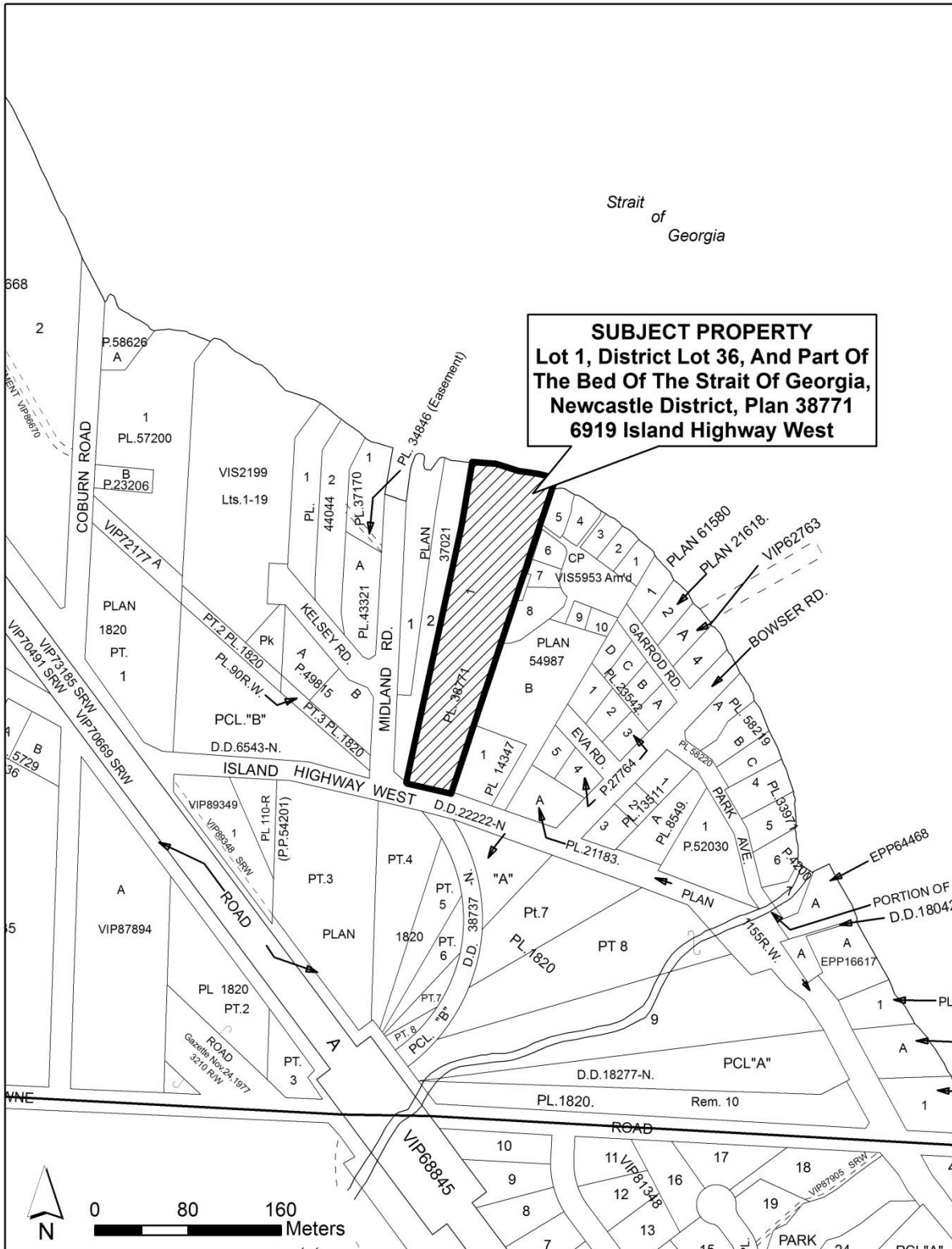
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Conditions of Permit
3. Proposed Site Plan
4. Building Elevations

**Attachment 1**  
**Subject Property Map**



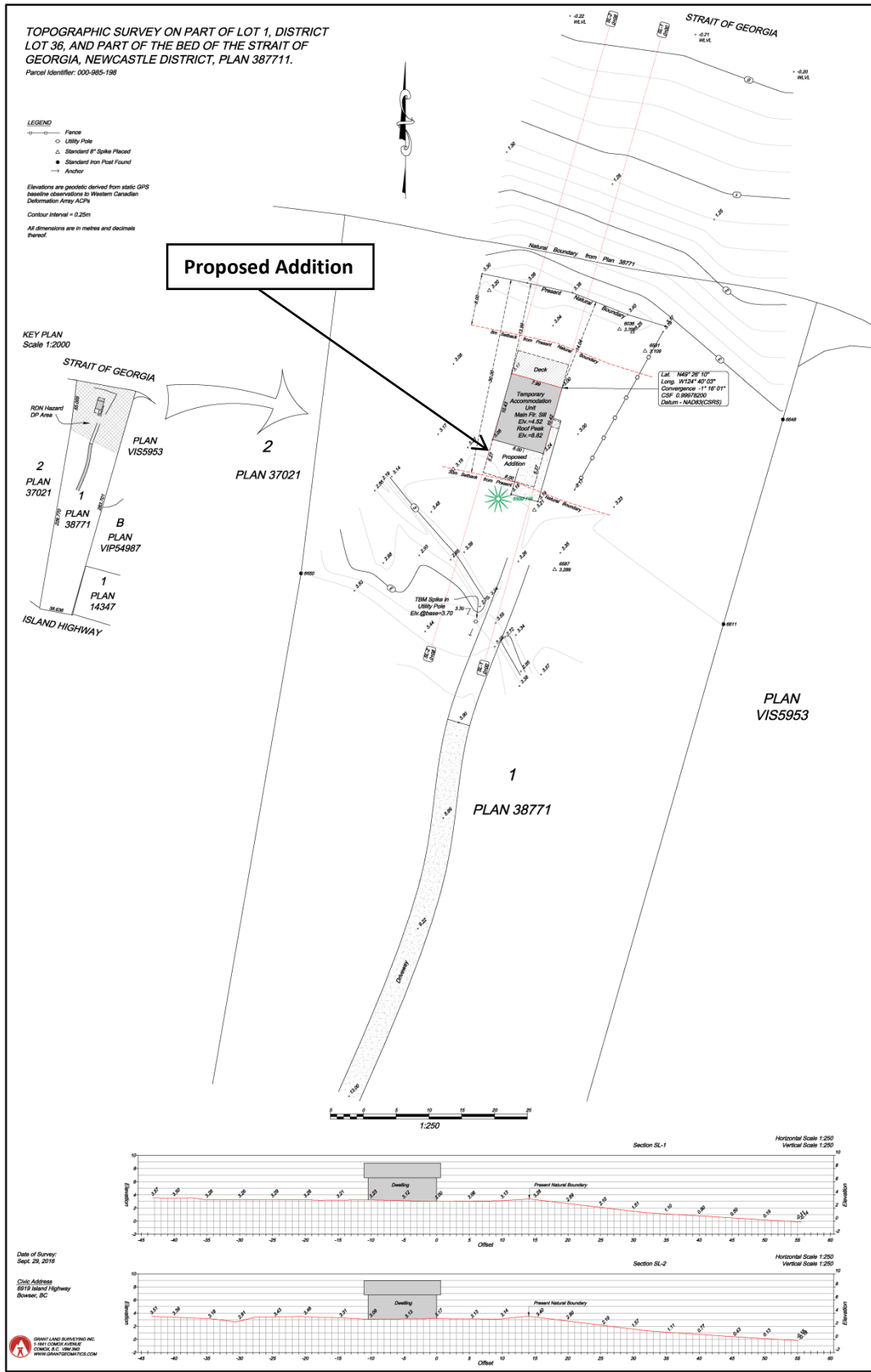
**Attachment 2**  
**Conditions of Permit**

The following sets out the conditions of Development Permit No. PL2017-067:

Conditions of Approval

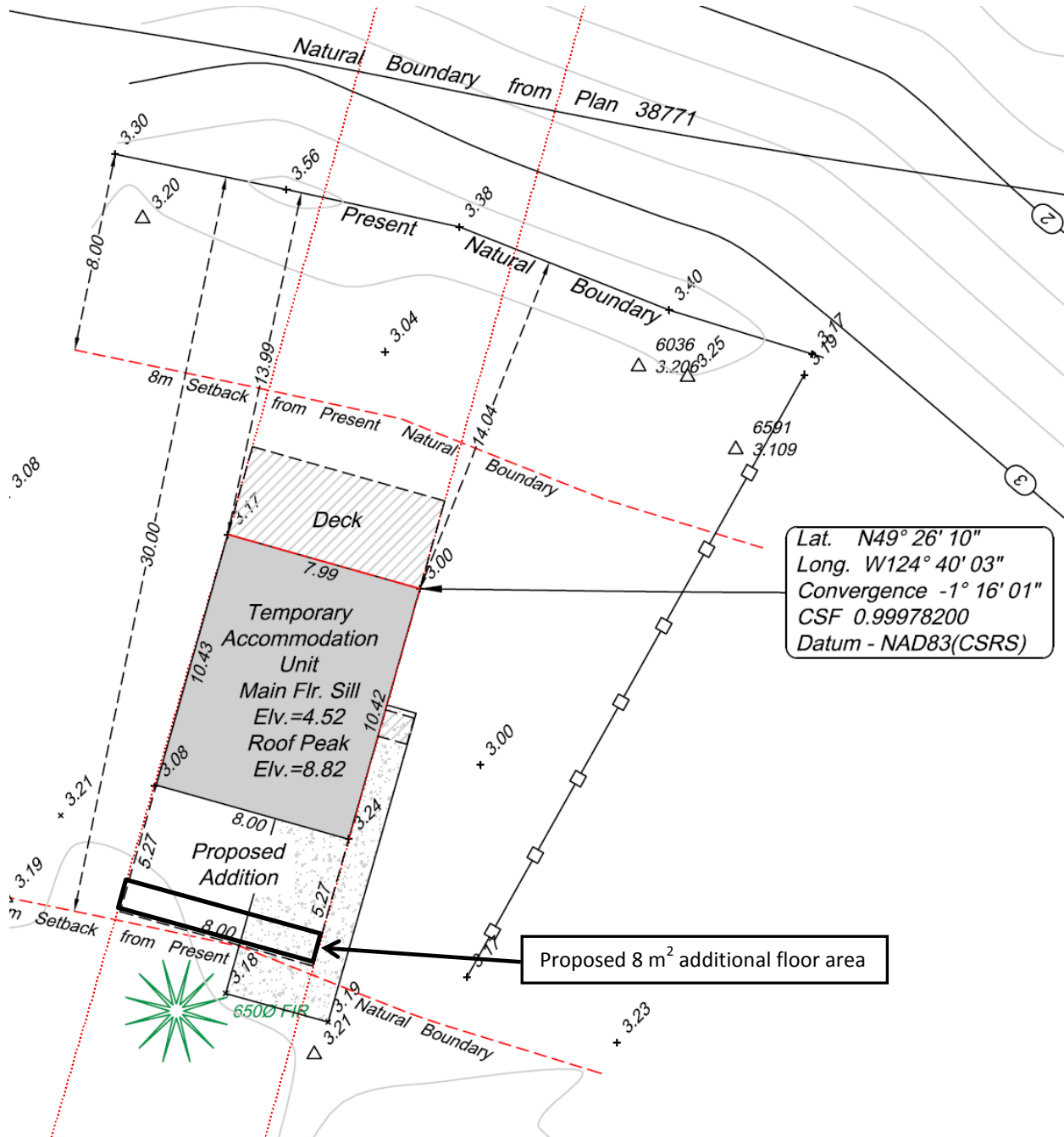
1. The site is developed in accordance with the Site Plan prepared by Grant Land Surveying Inc., dated September 29, 2016 and attached as Attachment 3.
2. The proposed development is in general compliance with the plans and elevations prepared by Oasis Renovations, dated November 28, 2016 and attached as Attachment 4.
3. The subject property shall be developed in accordance with the recommendations contained in the Flood Construction Level, Steep Slope Hazardous Area and Watercourse Setback Assessment Report dated January 20, 2017 (revised May 19, 2017), prepared by Emerald Sea Engineering.
4. The subject property shall be developed in accordance with Section 219 covenant CA6000137.
5. The property owner shall obtain the necessary permits for construction in accordance with the Regional District of Nanaimo Building Regulations.

### Attachment 3 Proposed Site Plan (1 of 2)

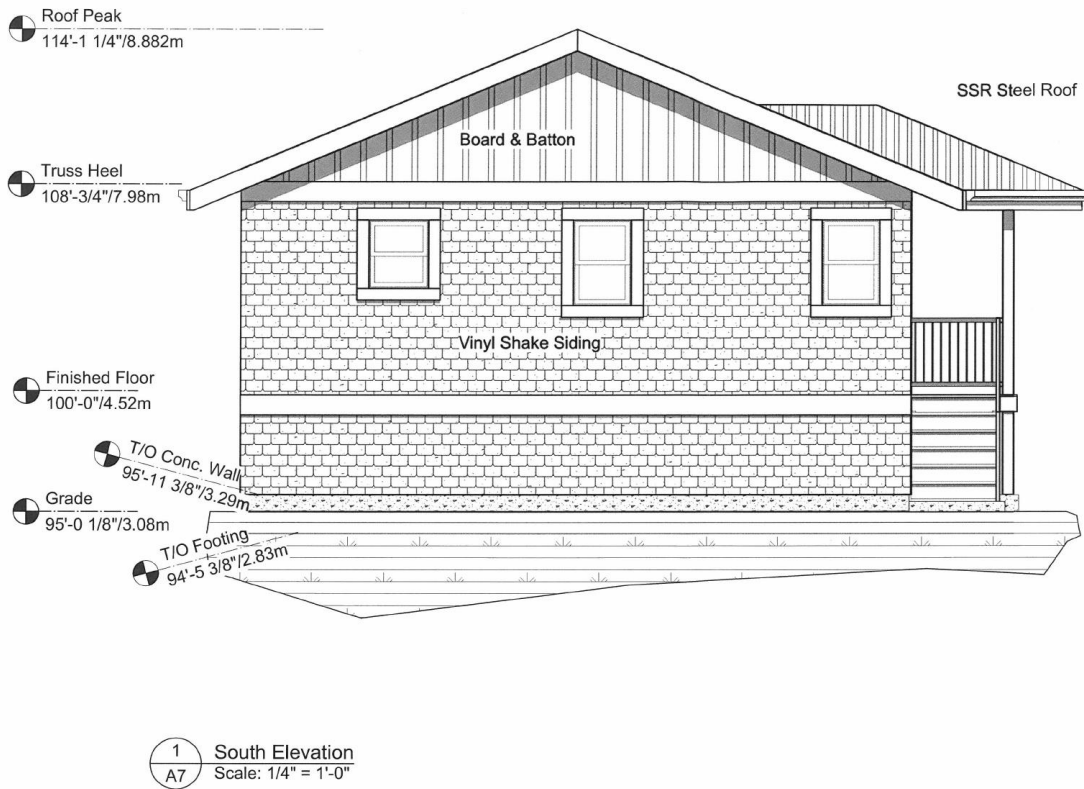




**Attachment 3**  
**Proposed Site Plan (2 of 2)**



**Attachment 4  
 Building Elevations**





The application is for the construction of road works related to a future subdivision. As the road works and culverts within riparian areas must be undertaken during dry weather, the applicant is proceeding with a development permit for these works now. The applicant will proceed with a development permit for the subdivision when Preliminary Layout Approval is received from the Provincial Subdivision Approving Officer.

### ***Proposed Development***

The proposed culverts, road construction and land alteration will occur within 30 metres of two seasonal stream channels that are tributaries to McGarrigle Creek. These watercourses fall under the Provincial *Riparian Area Regulations*, as such, the applicant requires a development permit for the proposed works.

### ***Land Use and Environmental Implications***

The applicant has submitted a Riparian Areas Regulations: Assessment Report by D.R. Clough Consulting, dated November 28, 2016, to address the DPA guidelines. The report identifies that the work on the culvert must be conducted during dry weather window of least risk, which is June 15 – September 15. The report also recommends identifying Streamside Protection and Enhancement Areas (SPEA) with signage; sediment and erosion control during construction; and covering exposed and disturbed areas after construction.

### ***Intergovernmental Implications***

The applicant has also submitted a Section 11 notification under the *Water Sustainability Act* to the Ministry of Forests, Lands and Natural Resource Operations. The Ministry has set conditions for construction of the culverts and salvaging fish prior to commencement.

### **ALTERNATIVES**

1. To approve Development Permit No. PL2016-138 subject to the conditions outlined in Attachments 2 to 3.
2. To deny Development Permit No. PL2016-138.

### **FINANCIAL IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2017 – 2021 Financial Plan.

### **STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal will be in keeping with the 2016 – 2020 Board Strategic Plan. The Board's "Focus on the Environment" is supported through the Watercourse Protection DPA Guideline requirement for the assessment of the proposals impact by a Qualified Environmental Professional. Further, the Strategic Plan acknowledges the importance of water in supporting our economic and environmental health.



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Stephen Boogaards  
sboogaards@rdn.bc.ca  
May 26, 2017

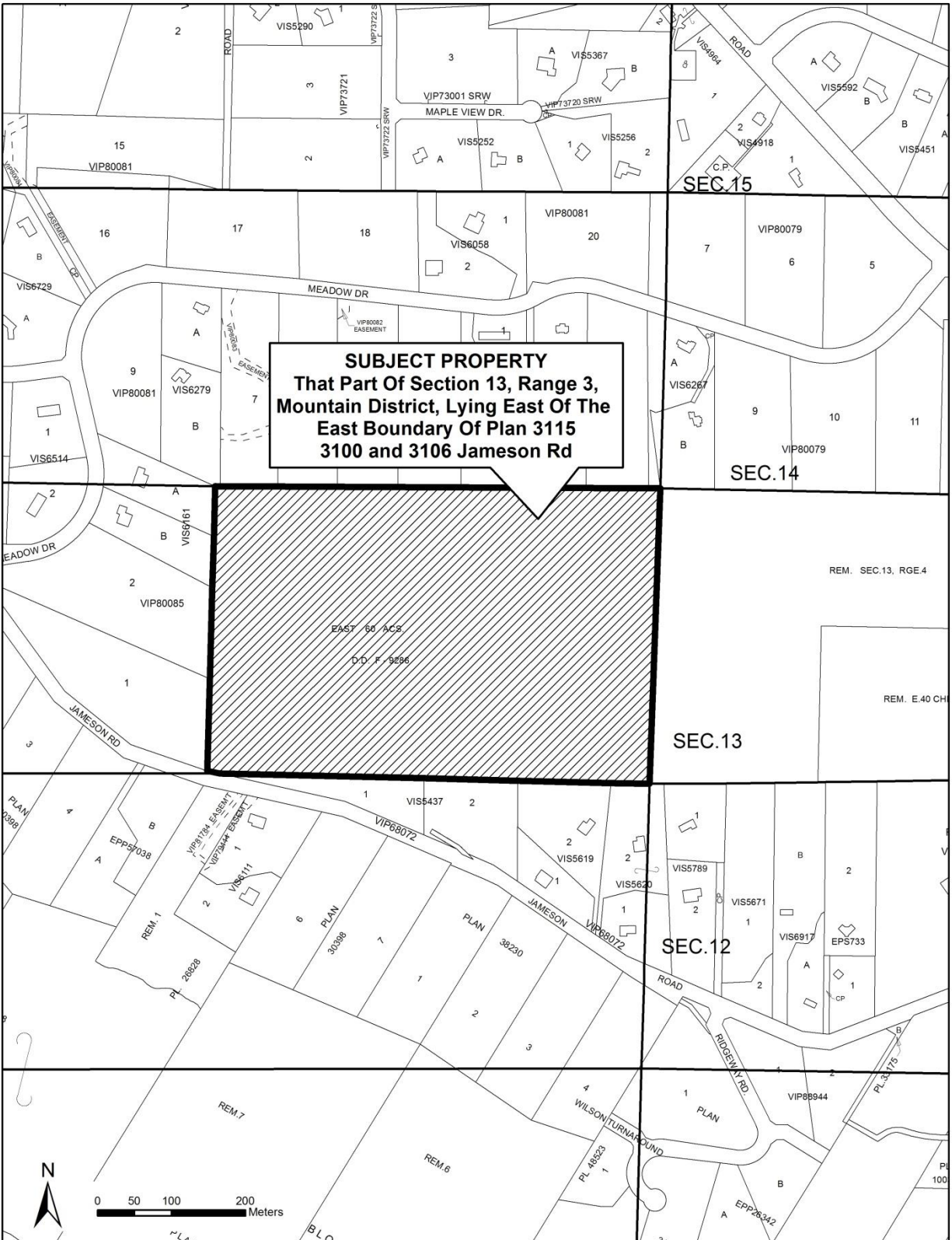
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Conditions of Permit
3. Proposed Site Plan

**Attachment 1**  
**Subject Property Map**



**Attachment 2**  
**Conditions of Permit**

The following sets out the conditions of Development Permit No. PL2016-138:

Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by JE Anderson dated November 24, 2016 and attached as Attachment 3.
2. The subject property shall be developed in accordance with the recommendations contained in the Riparian Areas Assessment prepared by D.R. Clough Consulting, dated November 28, 2017.







---

**TO:** Electoral Area Services Committee      **DATE:** June 13, 2017

**FROM:** Sarah Preston  
Planning Technician      **FILE:** PL2017-036

**SUBJECT: Development Variance Permit Application No. PL2017-036  
1420 Alberni Highway – Electoral Area ‘F’  
Lot 21, District Lot 156, Nanoose District, Plan 1964**

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#### **RECOMMENDATIONS**

1. That the Board approve Development Variance Permit No. PL2017-036 to increase the number of freestanding signs on the parcel from 1 to 2 and to reduce the front lot line setback for a freestanding sign from 4.5 metres to 0.3 metres subject to the terms and conditions outlined in Attachments 2 to 4.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2017-036.

#### **SUMMARY**

The Pentecostal Assemblies of Canada has made an application to the Regional District of Nanaimo to construct a freestanding sign on the subject property within the front lot line setback. The applicant is requesting variances to the sign regulations of “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002” in relation to the front lot line setback and maximum number of signs permitted per parcel. If approved, the variance to the maximum number of signs per parcel would be valid only for the duration of an active Temporary Use Permit for automobile sales on the subject property.

It is anticipated that under the recommended terms and conditions, the proposed variance will be an improvement on the non-compliant freestanding signage currently in place along the Alberni Highway road frontage of the property. Given that “Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation” has been met, staff recommend that the Board approve the development variance permit, pending the outcome of public notification.

## **BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from David Monk, Administrative Pastor for Oceanside Community Church, on behalf of The Pentecostal Assemblies of Canada. The application is to permit the construction of a freestanding sign with a non-electronic message board component. The subject property is approximately 1.74 hectares in area and is zoned Institutional/Community Facility 1.2 (T-1.2), pursuant to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002”. The property is located within the Bellevue-Church Road Rural Separation Boundary area along the Alberni Highway by the Church Road intersection. A mix of Commercial, Industrial, Institutional, and Comprehensive Development zones are present within the Boundary area (see Attachment 1 – Subject Property Map).

The property contains a church, two dwelling units, a manufactured home, and an automobile sales business, which was permitted under Temporary Use Permit (TUP) PL2015-152 approved by the Board in January 2016. The freestanding sign associated with the automobile sales business is required to be removed under the terms of the TUP when it expires at the end of 2017.

### ***Proposed Development and Variance***

The proposed development includes a double sided freestanding sign and associated landscaping. The proposed sign was designed by Scott Signs Ltd to mimic the same form, character, and design quality as the Nanoose Bay and City of Parksville identification signage. The proposed sign is 2.79 metres high (9.15 feet) and 3.15 metres wide, with a proposed face area of 6.68 metres square. An evergreen base planting balances the height of the sign against its proposed width. The applicant proposes to vary the following regulations from the “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002”:

- **2.14 – Signs** to increase the maximum number of freestanding signs from 1 to 2 to allow the installation of a freestanding sign advertising the principle use on the property.
- **4.20.3 – Regulations Table** to reduce the minimum Front Lot Line Setback from 4.5 metres to 0.3 metres for the proposed freestanding sign.

### ***Land Use Implications***

In support of the application, the Applicant has submitted a Site Survey, Site Plan with Construction Detail, and Elevation Drawings. These submissions outline the proposal and verify that the proposed sign location meets zoning regulations for visibility at intersections. Table 2.1 of Zoning Bylaw No. 1285 regulates the number, face area, height, and type of sign permitted in each zone. The proposal is consistent with Zoning Bylaw No. 1285 requirements for sign face area and maximum height.

“Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation” for evaluation of Development Variance Permit Applications, requires that there is an adequate demonstration of an acceptable land use justification prior to the Board’s consideration. In this case, the applicant has provided a letter explaining that the request for variance is justified due to a net benefit to the community from the sign. As the church supports a variety of special events and services, it is important to adequately identify the church as well as communicate upcoming community events. The church provides a venue for spiritual exploration, and

also hosts a number of community services such as narcotics anonymous, youth and children's programs, and community dinners. As the parcel is significantly setback from the travelled lane of Alberni Highway, the applicant requests a reduction to the required 4.5 metre setback in order to ensure that the site is effectively identified and events and services are communicated to the community.

While the sign is proposed to be 0.3 metres from the front lot line, the sign will be located 10.97 metres from the travelled lane of the Alberni Highway. The sign is sufficiently separated from the road and driveway accesses to meet MOTI's clear zone requirements and to not negatively impact driver's sight lines.

In order to limit the potential negative impacts of the variance related to sign clutter, the applicant will remove the existing freestanding sign associated with the automobile sales business when the TUP for the business expires at the end of 2017.

As the applicant has provided sufficient rationale and based on the terms and conditions of approval, the variance is not anticipated to have negative impacts for adjacent properties and the streetscape. The applicant has made reasonable efforts to address Policy B1.5 guidelines.

#### ***Intergovernmental Implications***

The application was referred to the Ministry of Transportation and Infrastructure (MOTI). MOTI did not express concern with the proposed variance, and confirmed that its clear zone visibility requirements are met by the proposed sign.

#### ***Public Consultation Implications***

Should the Electoral Area Services Committee choose to recommend that the Board approve the Development Variance Permit in accordance with staff recommendations, notification will take place pursuant to the *Local Government Act* and the "Regional District of Nanaimo Development Approvals and Notification Procedures Bylaw No. 1432, 2005". Property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board's consideration of the application.

#### **ALTERNATIVES**

1. To approve Development Variance Permit No. PL2017-036 subject to the conditions outlined in Attachments 2 to 4.
2. To deny Development Variance Permit No. PL2017-036.

#### **FINANCIAL IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2017 – 2021 Financial Plan.

## STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the proposed development and note that the proposal has no implications for the 2016 – 2020 Board Strategic Plan.



---

Sarah Preston  
spreston@rdn.bc.ca  
May 23, 2017

### Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

### Attachments

1. Subject Property Map
2. Terms and Conditions of Permit
3. Proposed Site Plan and Variances
4. Sign Elevations



## **Attachment 2**

### **Terms and Conditions of Permit**

The following sets out the terms and conditions of Development Variance Permit No. PL2017-036:

#### Bylaw No. 1285, 2002 Variances

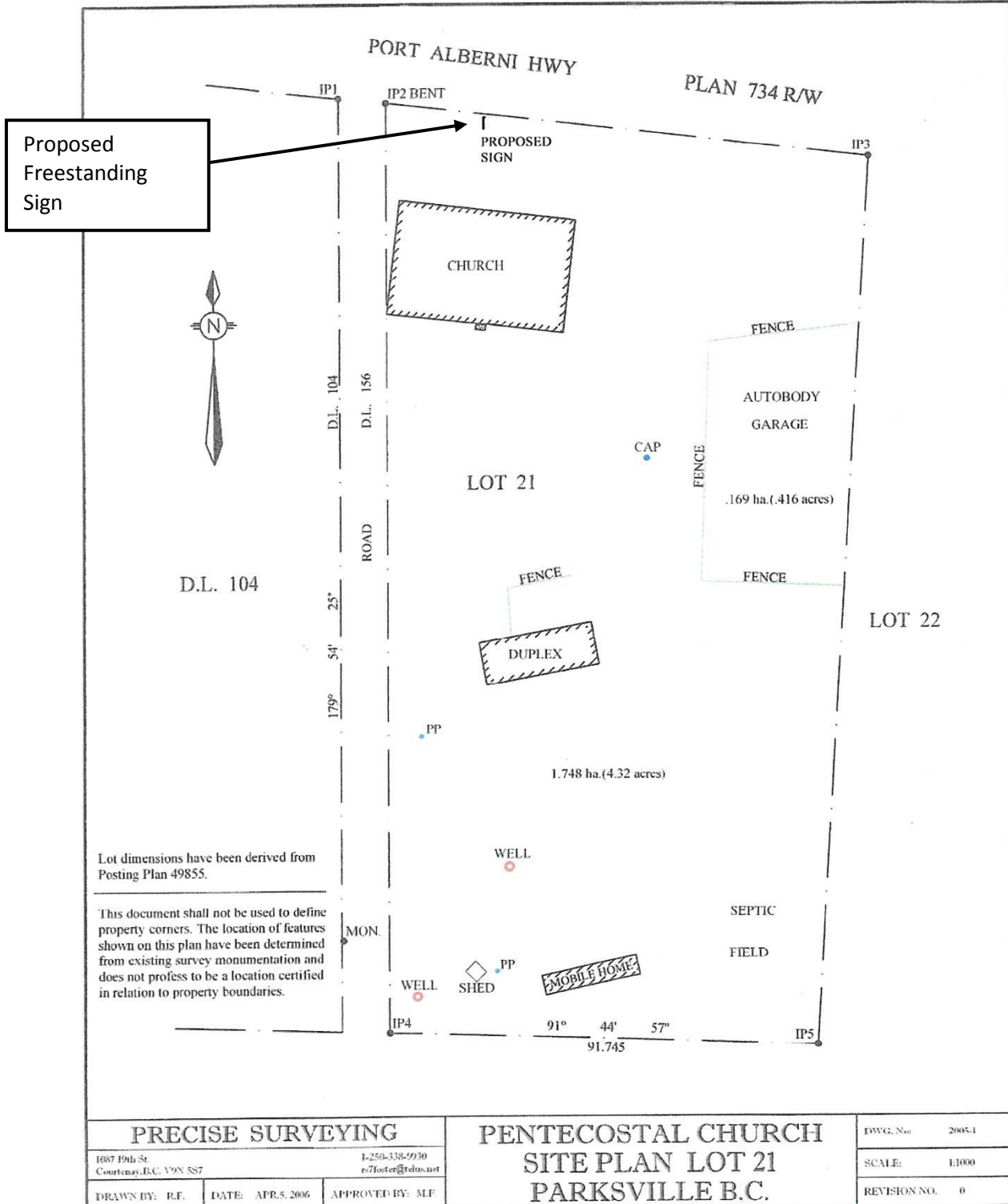
“Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002” is varied as follows:

1. **2.14 – Signs** to increase the maximum number of freestanding signs from 1 to 2 to allow the installation of a freestanding sign advertising the principle use on the property.
2. **4.20.3 – Regulations Table** to reduce the minimum Front Lot Line Setback from 4.5 metres to 0.3 metres for the proposed freestanding sign.

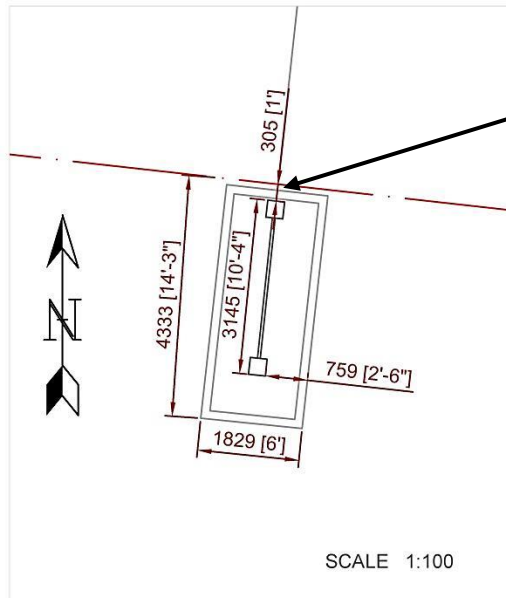
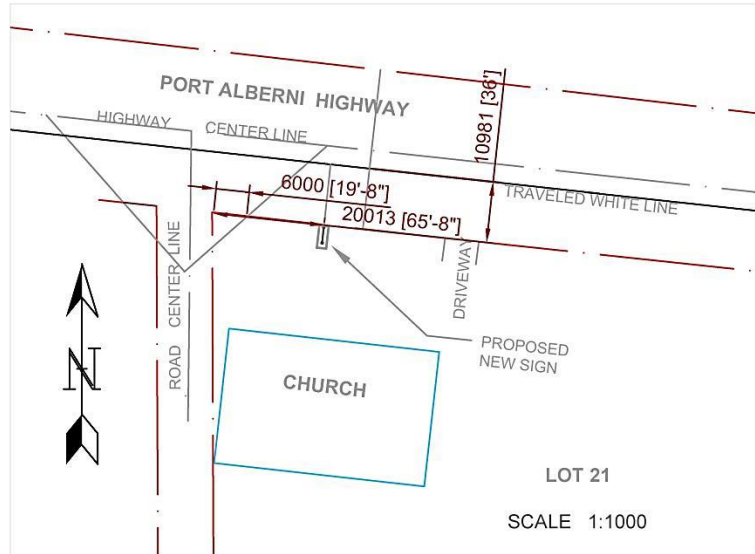
#### Conditions of Approval

1. The site is developed in accordance with the Site Survey Plan prepared by Precise Surveying, dated April 5, 2006 and attached as Attachment 3.
2. The site is developed in accordance with the Site Plan prepared by L. Wardale, dated April 11, 2017 and attached as Attachment 3.
3. The proposed freestanding sign is in general compliance with the form and character depicted in the sign elevation prepared by Scott Signs Ltd attached as Attachment 4.
4. The dimensions of the proposed freestanding sign shall be in accordance with the dimensions provided in the sign elevation prepared by Scott Signs Ltd attached as Attachment 4 – Approximately 3.15 metres (124”) wide overall, by approximately 2.79 metres (110”) high overall, and by approximately 0.30 metres (12”) deep overall.
5. The variance to Section 2.14 – Signs, increasing the number of freestanding signs, shall expire December 31, 2017.
6. As per Temporary Use Permit No. PL2015-152, all signage associated with the “Outdoor Sales” use shall be removed, at the expense of the Permittee, in accordance with Section 495 of the *Local Government Act*, by the December 31, 2017 lapse date.
7. The property owner shall obtain the necessary permits for construction in accordance the “Regional District of Nanaimo Building Regulations and Fees Bylaw No. 1250, 2001” as replaced or amended.

**Attachment 3**  
**Proposed Site Plan and Variances**  
**(1 of 2)**



**Attachment 3**  
**Proposed Site Plan and Variances**  
**(2 of 2)**



Proposed variance to reduce the Front Lot Line setback from 4.5 metres to 0.3 metres.

SITE DETAILS FOR SIGN

- \* Ground cover inside curb perimeter of Sign crushed stone  $\frac{1}{2}$  inch.
- \*Curb material: pressure treated 6x6.
- \*Set back from property line 305 mm (1 ft.)
- \*Total Set back from White traveled Line to sign 11.3M (37ft.)

OCEANSIDE COMMUNITY CHURCH PARKSVILLE BC SHOWING PART OF LOT 21	DATE . APRIL 28 2017	PROJECT: PROPOSED NEW SIGN
THIS DRAWING SHALL NOT BE USED TO DEFINE THE PROPERTY BOUNDARIES		
DRAWN BY L WARDALE 1463 SUMAR LANE PARKSVILLE BC V9P-2E7 PH 250 415 3811		DWG. OCC 2017 SIGN



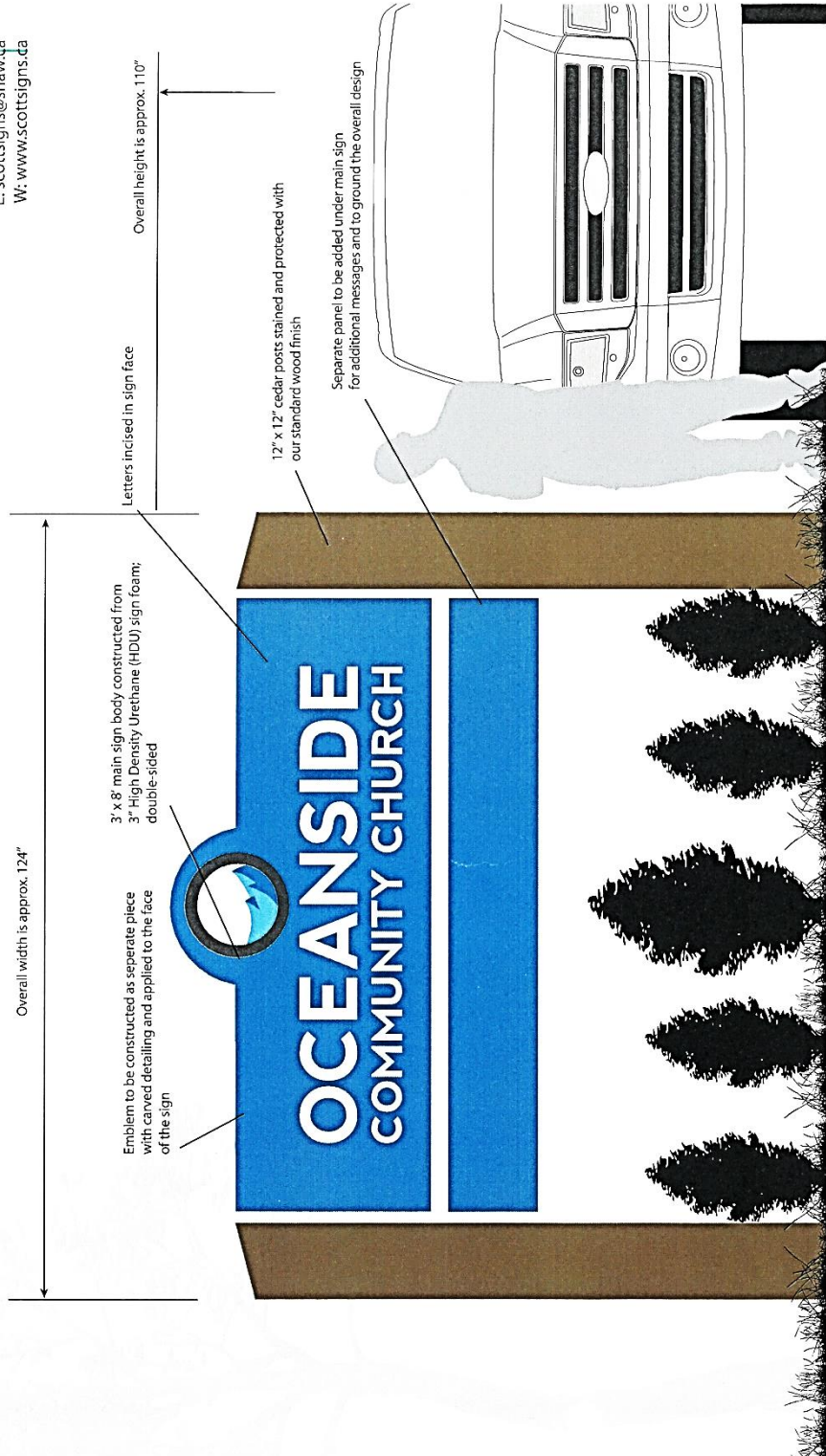
### Attachment 4 Sign Elevation

Customer: Oceanside Community Church

Project: Freestanding sign

scottsigns.ca

P: 250.248.3015  
F: 250.248.3016  
E: scottsigns@shaw.ca  
W: www.scottsigns.ca



Signature:

All projects require a 50% deposit to begin production and payment on completion unless otherwise agreed upon.

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**TO:** Electoral Area Services Committee      **DATE:** June 13, 2017

**FROM:** Kristy Marks  
Planner      **FILE:** PL2017-053

**SUBJECT:** **Development Variance Permit Application No. PL2017-053**  
**2794 Sunset Terrace – Electoral Area ‘H’**  
**Strata Lot 245, District Lot 251, Alberni District, Strata Plan VIS5160 Together with an**  
**Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot**  
**as Show on Form V**

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#### RECOMMENDATIONS

1. That the Board approve Development Variance Permit No. PL2017-053 to increase the maximum permitted floor area and height for recreational residence and to reduce the setback from the interior side and Other Lot Line for the construction of a retaining wall subject to the terms and conditions outlined in Attachments 2 to 4.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2017-053.

#### SUMMARY

This is an application to allow the construction of a recreational residence on the subject property with variances to increase the maximum permitted floor area and height for a cabin and to reduce the setbacks for a proposed retaining wall. Given that no negative impacts are anticipated as a result of the proposed variances, staff recommends that the Board approve the development variance permit pending the outcome of public notification and subject to the terms and conditions outlined in Attachment 2.

#### BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Architrave Architecture Design Build Ltd. on behalf of Kenneth Springer and Martine Wolff von Wulffing to permit the construction of a recreational residence and retaining walls on the subject property. The subject property is approximately 0.08 hectares in area and is zoned Horne Lake Comprehensive Development Zone 9 (CD9) pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The property is located on the east side of Horne Lake and is surrounded by developed recreational properties to the

north and south, Sunset Terrace to the east and Horne Lake to the west (see Attachment 1 – Subject Property Map).

The property slopes steeply from the road down toward the lake and has been developed with a parking area for a recreational vehicle and landscaped with a series of low retaining walls and stairs to provide access to the beach.

### ***Proposed Development and Variance***

The proposed development includes the construction of a recreational residence and related retaining walls required to provide level onsite parking and access to the recreational residence. The applicant proposes to vary the following regulations from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” for the proposed cabin and retaining walls:

- **Section 3.4.107.2 - Maximum Number and Size of Buildings Structures and Uses - Floor Area c) i)** to increase the maximum permitted floor area for a single story cabin from 70 m<sup>2</sup> to 100 m<sup>2</sup>.
- **Section 3.4.107.6 - Other Regulations – xiv** to increase the maximum permitted height for a cabin from 8.0 metres to 9.41 metres.
- **Section 3.4.107.4 - Minimum Setback Requirements** to reduce the setback from the interior side lot line from 1.5 metres to 0.0 metres for a retaining wall.
- **Section 3.4.107.4 - Minimum Setback Requirements** to reduce the setback from the Other Lot Line from 5.0 metres to 0.0 metres for a retaining wall.

### ***Land Use Implications***

The applicant is proposing to construct a recreational residence with variances to the maximum permitted floor area and the maximum permitted height for a cabin. The CD9 zone permits a cabin with a floor area of 70 m<sup>2</sup> and an additional 35 m<sup>2</sup> that is located on a second story for a total floor area of 105 m<sup>2</sup> on two levels. The applicant is proposing to combine the floor area permitted on each floor to construct a single story cabin with a maximum floor area of 100 m<sup>2</sup> and a 10 m<sup>2</sup> deck. With respect to the requested height variance, the CD9 zone permits a maximum height of 6.1 metres however, a cabin may be up to 8.0 metres in height where the difference in height between 8.0 metres and 6.1 metres arises from the construction of raised foundations or other construction which does not enclose habitable or occupiable storage space. In this case, the applicant is proposing a raised foundation that meets this requirement and is therefore permitted to construct a cabin up to 8.0 meters in height. However, given the steep slope of the lot, the applicant is requesting a variance to increase the maximum permitted height of the cabin from 8.0 metres to 9.41 metres. In addition, the applicant is requesting variances to the setback from the interior side and Other Lot Line to permit the construction of a retaining wall.

The applicant has provided a site plan, building elevations, floor plans and a letter of rationale for the requested variances. In addition, they have submitted 31 letters of support from adjacent strata lot owners in support of their proposal to combine the maximum permitted floor area of a two story cabin

to construct a single story cabin. The location of the proposed cabin and requested variances are shown on Attachment 3 and building elevations are shown on Attachment 4.

“Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation” (Policy B1.5) for evaluation of development variance permit applications requires that there is an adequate demonstration of an acceptable land use justification prior to the Board’s consideration. In support of the application and to address this policy the applicant has provided a letter of rationale for the requested variances.

With respect to the applicants proposal to combine the floor area permitted for a two story cabin to allow a single story cabin with a maximum floor area 100 m<sup>2</sup> the applicant notes that this proposal would make all rooms of the cabin accessible without unreasonably limiting the cabin size to 70 m<sup>2</sup> while providing the same degree of function found in similar two story cabins. In addition, a single story building provides greater access to all areas of the cabin for seniors or those with mobility impairment and facilitates access to the outdoors as each room would have an exterior wall offering more opportunities for both natural light and ventilation. The proposed single story cabin has been designed to blend with the steep topography of the lot without imposing on neighbouring properties and reducing visual impact.

With respect to the requested height variance for the proposed cabin, the CD9 zone permits the cabin to be up to 8.0 meters in height as it will be supported by a raised foundations or other construction which does not enclose habitable or occupiable storage space. In spite of the proposed cabin being a single story with a low roof slope, given the significant slope of the property and the way in which height is calculated, the proposed cabin requires a variance from 8.0 meters to 9.41 metres. The applicant has indicated that the height variance is required to accommodate a modest roof slope over the open plan living area to provide higher windows that will bring in more natural light. In addition, if the proposed cabin was constructed on a flat lot it would meet the maximum permitted height of 6.1 metres and given the slope of the lot there will be minimal impact to the streetscape and the view towards the cabin from the lake would be in keeping with the existing two story cabins in the neighbourhood.

In addition to the variances to cabin floor area and height the applicant is requesting variances to the setback from the interior side and Other Lot Line to accommodate a retaining wall that would run along a portion of property line adjacent to Sunset Terrace and the northeastern property boundary. The retaining walls are required to retain a portion of the slope that has been excavated below natural grade to provide a level parking area for vehicles and access to the proposed cabin. These retaining walls will be below natural grade, however, they will retain more than 1.0 metre of earth and are therefore considered structures. As such, variances are required to permit their siting within the setbacks.

Given that the applicant has provided sufficient rationale and the variances are not anticipated to result in negative view implications for adjacent properties, the applicants have made reasonable efforts to address Policy B1.5 guidelines.

### ***Public Consultation Implications***

Pending the Electoral Area Services Committee’s recommendation and pursuant to the *Local Government Act* and the “Regional District of Nanaimo Development Approvals and Notification Procedures Bylaw No. 1432, 2005”, property owners and tenants of parcels located within a 50.0 metre

radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board's consideration of the application.

### **ALTERNATIVES**


1. To approve Development Variance Permit No. PL2017-053 subject to the conditions outlined in Attachments 2 to 4.
2. To deny Development Variance Permit No. PL2017-053.

### **FINANCIAL IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2017 – 2021 Financial Plan.

### **STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the proposed development in consideration of the 2016-2020 Board Strategic Plan and note that the proposal reinforces the Plan's priority to support the tourism industry by supporting an alternative building form which will provide more accessible recreational opportunities to a wider range of users.



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Kristy Marks  
kmarks@rdn.bc.ca  
May 26, 2017

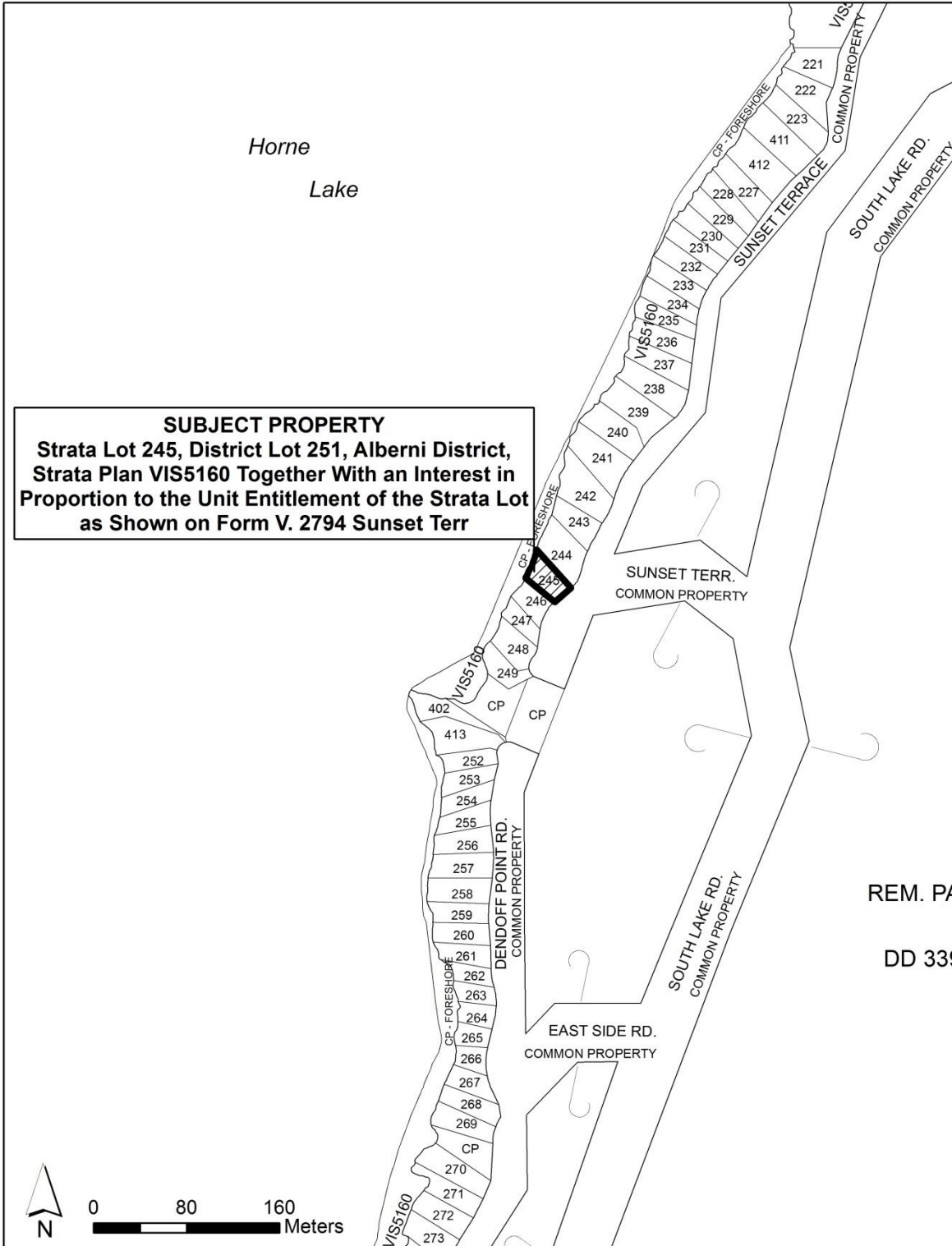
#### Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

#### Attachments

1. Subject Property Map
2. Terms and Conditions of Permit
3. Proposed Site Plan and Variances
4. Building Elevations

**Attachment 1**  
**Subject Property Map**



## **Attachment 2 Terms and Conditions of Permit**

The following sets out the terms and conditions of Development Variance Permit No. PL2017-053:

### Bylaw No. 500, 1987 Variances

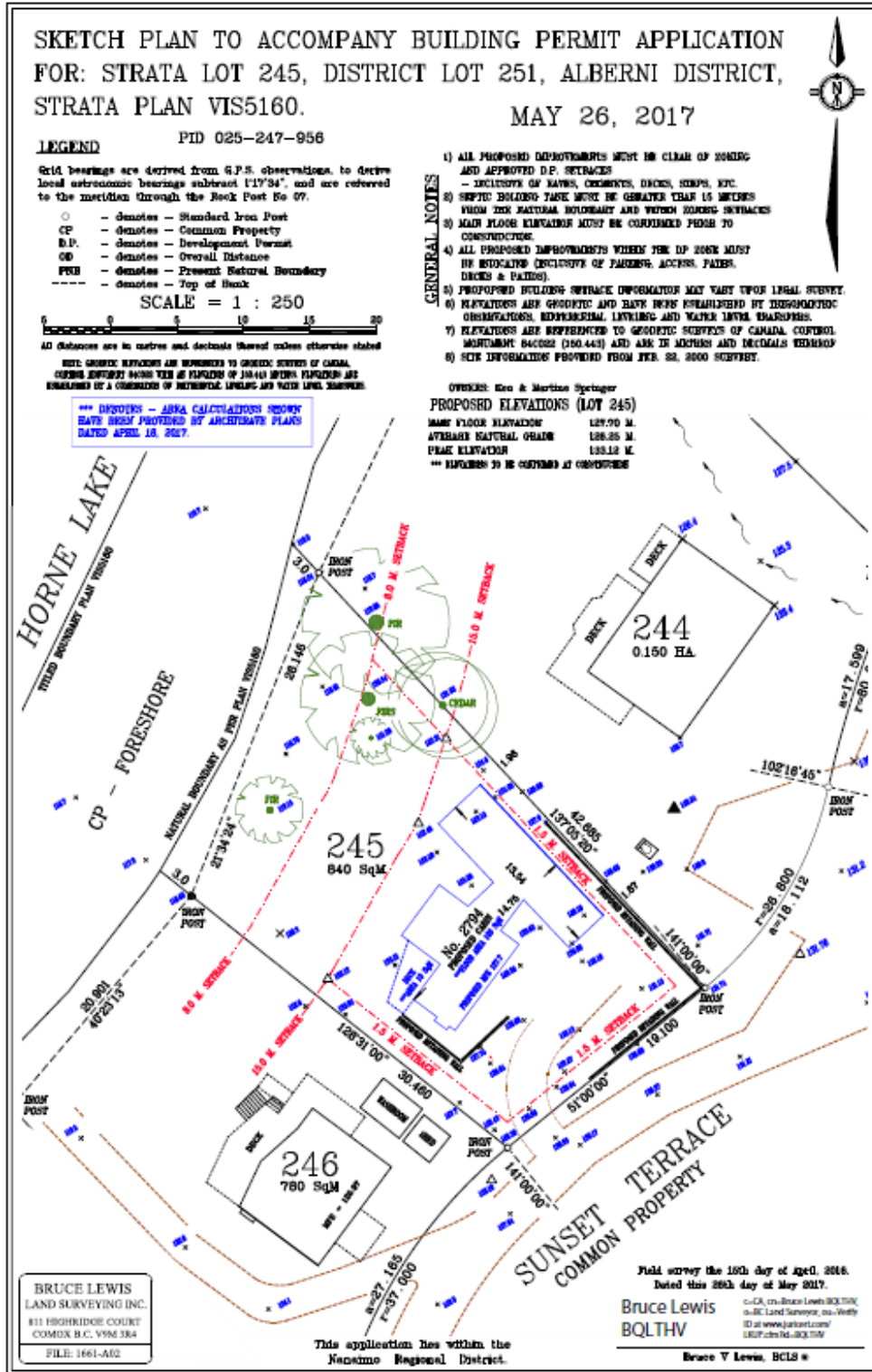
With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

- **Section 3.4.107.2 - Maximum Number and Size of Buildings Structures and Uses - Floor Area c) i)** to increase the maximum permitted floor area for a single story cabin from 70 m<sup>2</sup> to 100 m<sup>2</sup>.
- **Section 3.4.107.6 - Other Regulations – xiv** to increase the maximum permitted height for a cabin from 8.0 metres to 9.41 metres.
- **Section 3.4.107.4 - Minimum Setback Requirements** to reduce the setback from the interior side lot line from 1.5 metres to 0.0 metres for a retaining wall.

### Conditions of Approval

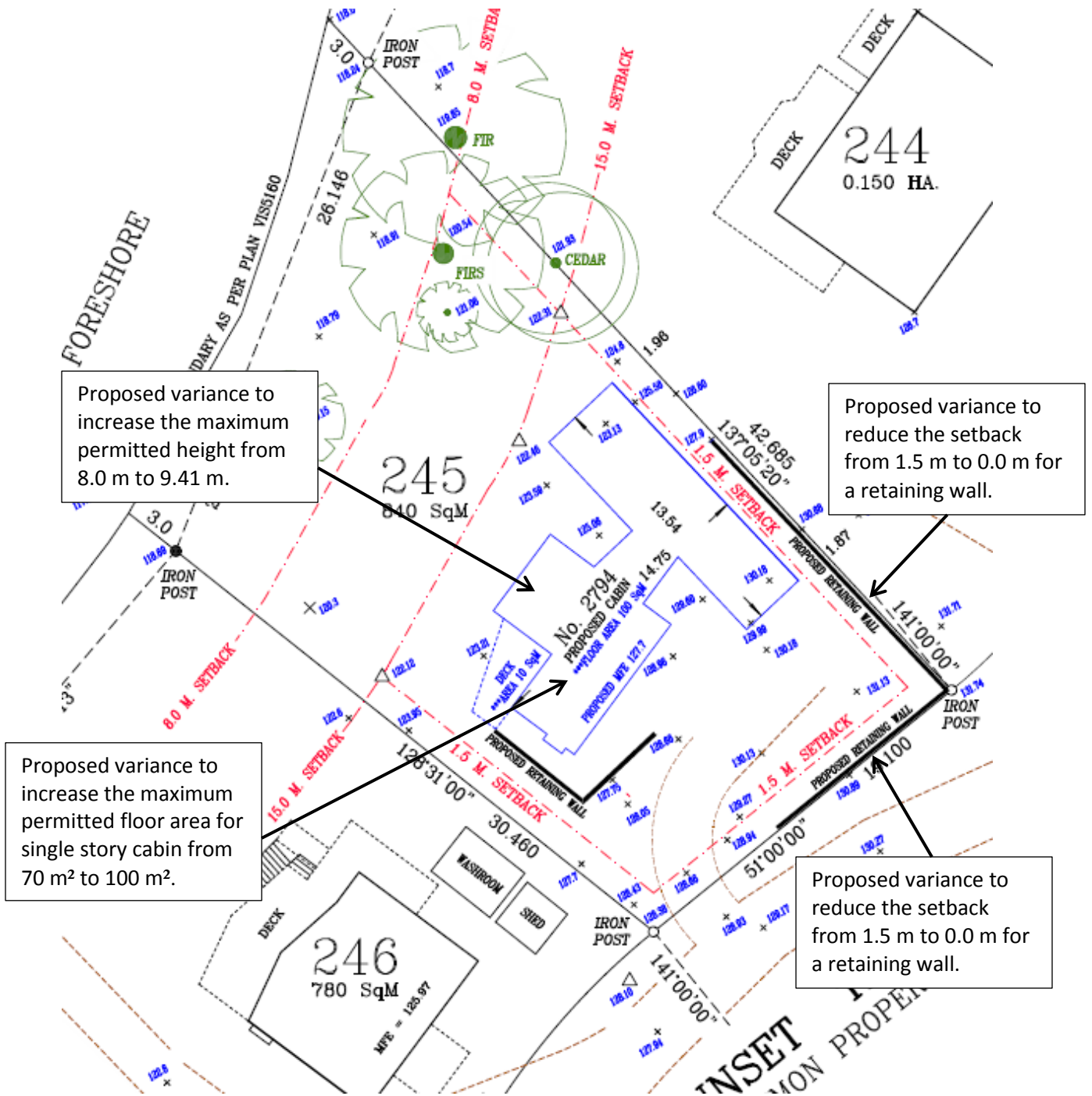
1. The site is developed in accordance with the Site Plan prepared by Bruce Lewis, dated May 26, 2017 and attached as Attachment 3.
2. The proposed development is in general compliance with the plans and elevations prepared by Arichitrave Architecture Design Build Ltd., dated April 25, 2017 and attached as Attachment 4.
3. The property owner shall obtain the necessary permits for construction in accordance Regional District of Nanaimo Building Regulations.

**Attachment 3**  
**Proposed Site Plan and Variances**  
 (Page 1 of 2)

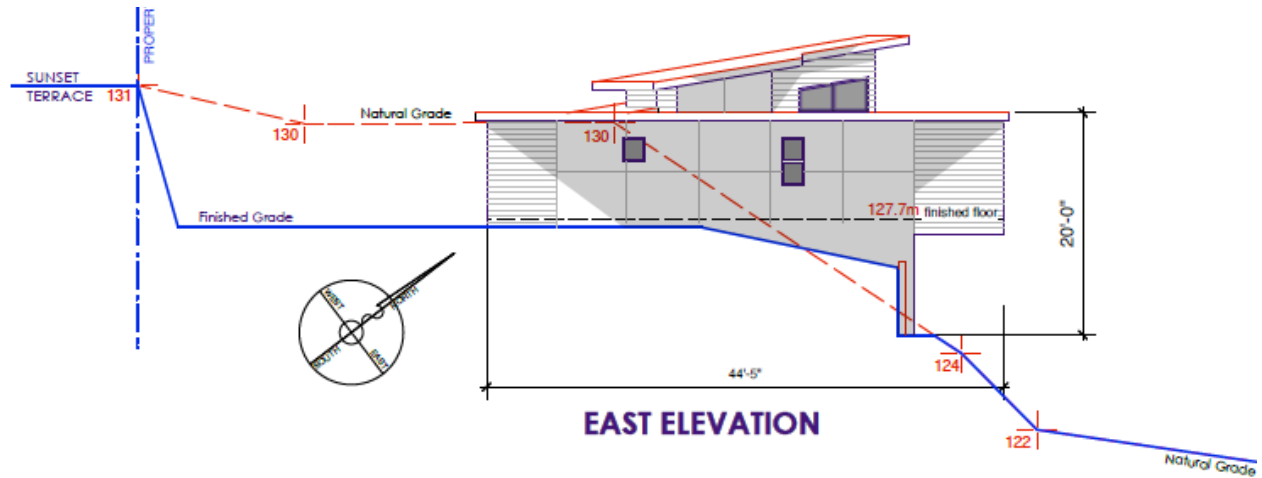
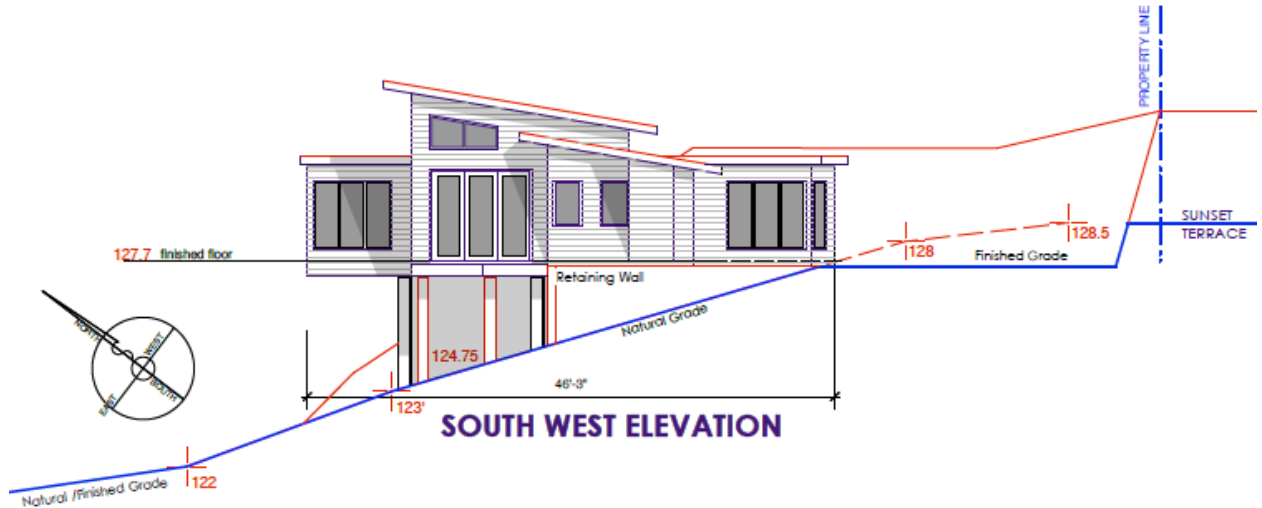




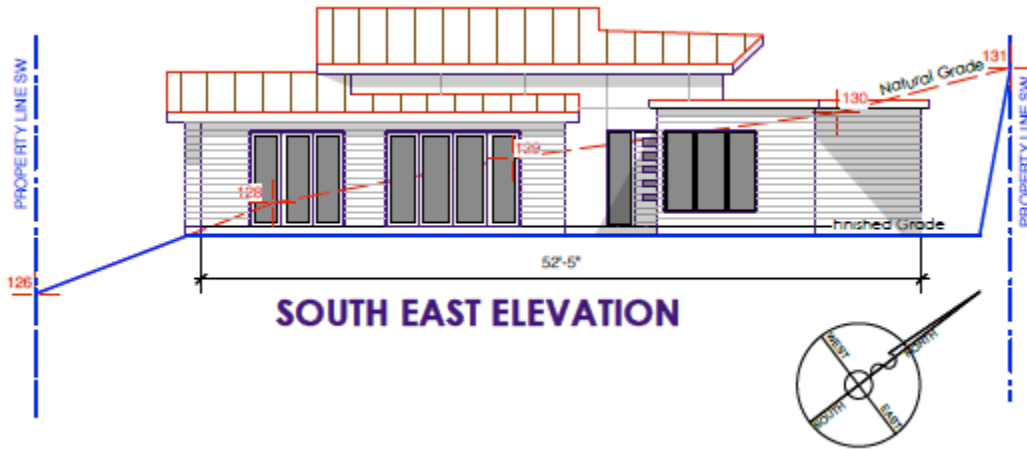
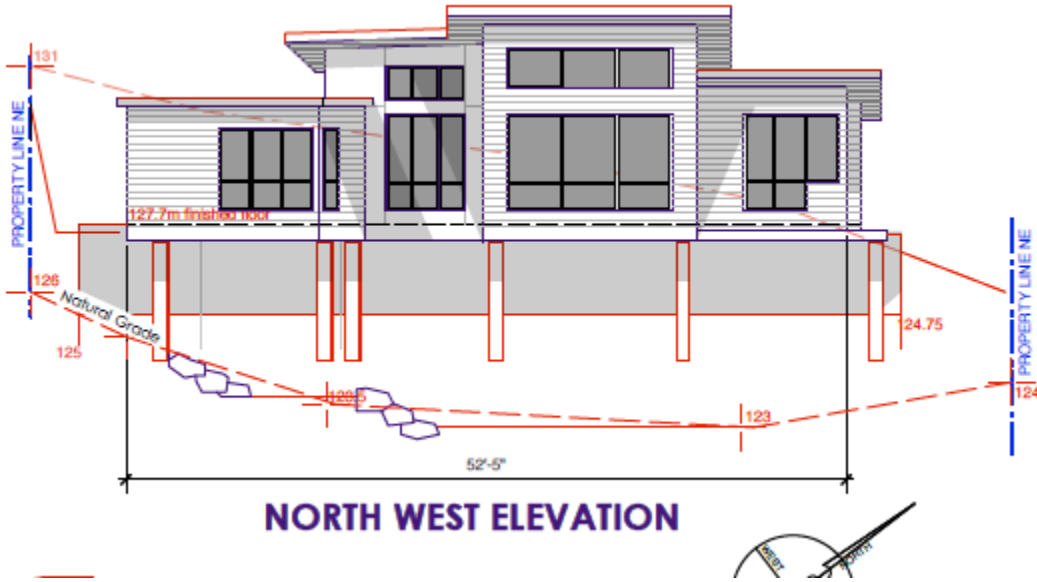
**Attachment 3**  
**Proposed Site Plan and Variances**  
**(Page 2 of 2)**



**Attachment 4**  
**Building Elevations**  
**(Page 1 of 2)**



**Attachment 4**  
**Building Elevations**  
**(Page 2 of 2)**



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**TO:** Electoral Area Services Committee      **DATE:** June 13, 2017  
**FROM:** Stephen Boogaards  
Planner      **FILE:** **PL2017-055**  
**SUBJECT:** **Liquor Licence Amendment Application No. PL2017-055**  
**2310 Alberni Highway – Electoral Area ‘F’**  
**Lot A, Salvation Army Lots, Nanoose District, Plan 1115, Except Part in Plan 734 RW**

**RECOMMENDATIONS**

1. That the Board consider submissions or comments from the public regarding Liquor Licence Amendment Application No. PL2017-055.
2. That the Board adopt the resolution pertaining to Liquor Licence Amendment Application No. PL2017-055 attached to this report as Attachment 2.

**SUMMARY**

An application has been received from the Cuckoo Trattoria Pizzeria in the Coombs Old Country Market to amend their food-primary licence to include an entertainment endorsement. The entertainment endorsement would allow for patron participation. The licensee has indicated on their application that they are satisfying a request from guests to host weddings, dine & dance dinners, arts & crafts nights, cooking classes and chef’s table dinners. The amendment requires a resolution from the Board before it can be processed by the Liquour Control and Licensing Branch (LCLB). The Regional District of Nanaimo (RDN) is requested by the LCLB to consider the impact on the community, as well as to consult with neighbouring property owners. Given that the proposed patron participation events are complementary and incidental to the existing restaurant and within an established commercial complex, staff do not anticipate any negative community impacts from the proposed entertainment endorsement. Staff recommends forwarding the prepared resolution in Attachment 2 to the LCLB, pending Board consideration and subject to the outcome of public notification.

**BACKGROUND**

The LCLB has referred an application to the RDN for the Cuckoo Trattoria Pizzeria within the Coombs Old Country Market for a permanent amendment to their food-primary liquor licence. The amendment is a food-primary entertainment endorsement, which will allow for patron participation entertainment. The LCLB requires the RDN to provide a Board resolution within 90 days of receiving the application, commenting on the permanent change to their liquor licence prior to approval by the LCLB. The LCLB requests that the local government gather the views of the nearby residents affected by the liquor licence amendment.

The Cuckoo Trattoria Pizzeria, which is the licensee, is located within the Coombs Old Country Market owned by Zelloc Holdings Inc. (see Attachment 1 – Subject Property Map). The property is split zoned Commercial 2 (C-2) and Manufactured Home Park 1 (MHP-1) pursuant to the “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002”. The Cuckoo Trattoria Pizzeria is located within the C-2 zoned portion of the property and adjacent to the MHP-1 zoned portion of the property. Adjacent properties are zoned Institutional / Community Facility 1 (T-1), Village Residential 3 (R-3) and C-2 (see Attachment 3 – Current Zoning Map). Other uses on the Old Country Market property include commercial shops and market. The property is located beside a ravine containing French Creek. Uses on immediately adjacent properties are commercial and institutional. French Creek Elementary school (which was closed) is located across French Creek and across the ravine from the subject property.

### ***Proposed Development***

The applicant requests an entertainment endorsement for their existing food-primary license in order to host patron participation events, which the applicant identifies as weddings, dine & dance dinners, arts & crafts nights, cooking classes and chef’s table dinners. The applicant requests to book and host events throughout the year without restrictions or limitations. As a food-primary licence, the applicant must have a focus on food and ensure the kitchen remains open.

The hours of operation for the restaurant are 10:00 am to 10:00 pm Monday to Thursday, 9:00 am to 11:00 pm Friday and Saturday, and 9:00 am to 10:00 pm on Sunday. The applicant is not requesting a change to the hours of liquor sales. The restaurant has also recently applied for a food-primary structural change, which would expand the licenced area to include an additional banquet hall and patio extension. The proposed banquet hall was previously used as retail space.

### ***Liquor License Implications***

Prior to LCLB consideration of the application, under the *Liquor Control and Licensing Act*, the applicant is required to obtain a resolution from the local government providing input on the proposed liquor licence amendment. The LCLB requires the Board to provide a resolution on the potential for noise for nearby properties, impact on the community, the consistency of the amendment with the purpose of a food-primary license, and the view of residents including a description of the methods to gather feedback.

The RDN’S Liquor Licence Applications Board Policy B1.6 provides guidance for how the RDN should review and consider liquor license applications from LCLB. The policy requires a public hearing, public notice sign on the property, mailout notice to adjacent property owners, and advertisements in the newspaper. However, the Board may consider a minor amendment to an existing liquor licence, without the requirement to hold a public hearing, if the proposal will not negatively impact the surrounding community and it complies with the applicable RDN bylaws and policies. All other requirements must be met for public notice, and the LCLB must be satisfied that residents have had an opportunity to provide their view.

Policy also provides guidelines to the Board for consideration of community impact including the location of the establishment, proximity to other social or public buildings, occupant load, and liquor primary establishments within a reasonable distance, traffic, noise, parking, zoning, and other social or

demographic trends. The Board resolution is required to take the form of the resolution included as Attachment 2. Staff have prepared the content of the resolution for the Board's consideration. This resolution may be amended as deemed necessary by the Board and pending the outcome of public notification.

### ***Land Use Implications***

The licensee requests an entertainment endorsement for the restaurant to satisfy a request from customers to host guest participation events such as weddings, dine & dance dinners, arts & crafts nights, cooking classes and chef's tables dinners.

The proposed patron participation events identified in the licensee's food-primary amendment application compliments the nature of the existing restaurant, including the future banquet hall, by providing guests with entertainment while maintaining the emphasis on serving food. This is also complementary to other commercial shops and markets already within the Old Country Market. Zoning for the Old Country Market also allows complementary uses such as entertainment centre, outdoor market, retail store, and pub.

Uses directly adjacent to the property are primarily commercial, however the portion of the property behind the restaurant is zoned for mobile home park which currently contains two dwellings and accessory buildings. The lands on the other side of French Creek include French Creek Elementary school, which was closed in 2014. Potential impacts on the school property or residential uses within proximity of the food-primary amendment would be minimal given the nature of the restaurant and the buffer from French Creek ravine. Given that the emphasis is on food preparation and entertainment is incidental to the existing restaurant, the amendment would have minimal impact on the community.

Related to community impacts and included in Board Policy, are considerations of parking and traffic from the proposed change. Since the entertainment is incidental to the existing restaurant use, traffic and parking demand will not likely change, as parking space calculations in zoning are based on the capacity of the restaurant, being one space per three seats. Parking requirements for any addition, or structural change will be addressed at the time of building permit application.

For the purposes of noise, the proposed form of patron participation entertainment would generate little impact on the surrounding community given the business is within an existing commercial area. The proposed entertainment complies with the nature of the existing restaurant and would not be out of scope with neighbouring commercial uses, or disturb the school property and residential uses within proximity. The restaurant has also not proposed to change its hours of operation.

Another criteria considered by the LCLB is if the application to amend a food-primary license will result in the service being operated in a manner contrary to its intended purpose. Specifically the concern would be a food-primary license being operated in a manner similar to a liquor primary license, which may have different impacts on the community. One criteria LCLB considers is if the kitchen will remain open and serves food during hours of operation. Given that the proposed forms of entertainment (including weddings, dine & dance dinners, arts & crafts nights, cooking classes and chef's table dinners) are incidental to the restaurant and the servicing of food, the application appears to be consistent with a food-primary license.

***Intergovernmental Implications***

The applicant’s proposal has been referred to RDN Building Inspection, the local RCMP, and the Ministry of Transportation and Infrastructure. The departments and agencies provided no comment or expressed any concerns with the application.

***Public Consultation Implications***

As part of the required public notification process, pursuant to the RDN Liquor License Applications Policy B1.6, the RDN is required to post a notice on the subject parcel advertising that the property is subject to a liquor license amendment application and is required to advertise the amendment in a local newspaper. A notice was posted on the property on May 26, 2017. The notice will be published in the June 20 and 22, 2017 editions of the Parksville Qualicum Beach News. Property owners and tenants located within a 200 metre radius, will receive a direct notice of the liquor license amendment, and will have an opportunity to comment on the proposed amendment prior to the Board’s consideration of the application on June 27, 2017.

**ALTERNATIVES**


1. To approve the attached resolution in support of the application.
2. To provide a resolution that does not support the application.
3. To not provide any resolution and have the Liquor Control and Licencing Branch undertake their own public input process and consider the application without Board input.

**FINANCIAL IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2017 – 2021 Financial Plan.

**STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the application and note that the proposal supports the Board’s 2016-2020 Strategic Plan, specifically the Strategic Priority to Focus on Economic Health by supporting business to foster economic development.



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Stephen Boogaards  
sboogaards@rdn.bc.ca  
May 26, 2017

Reviewed by:

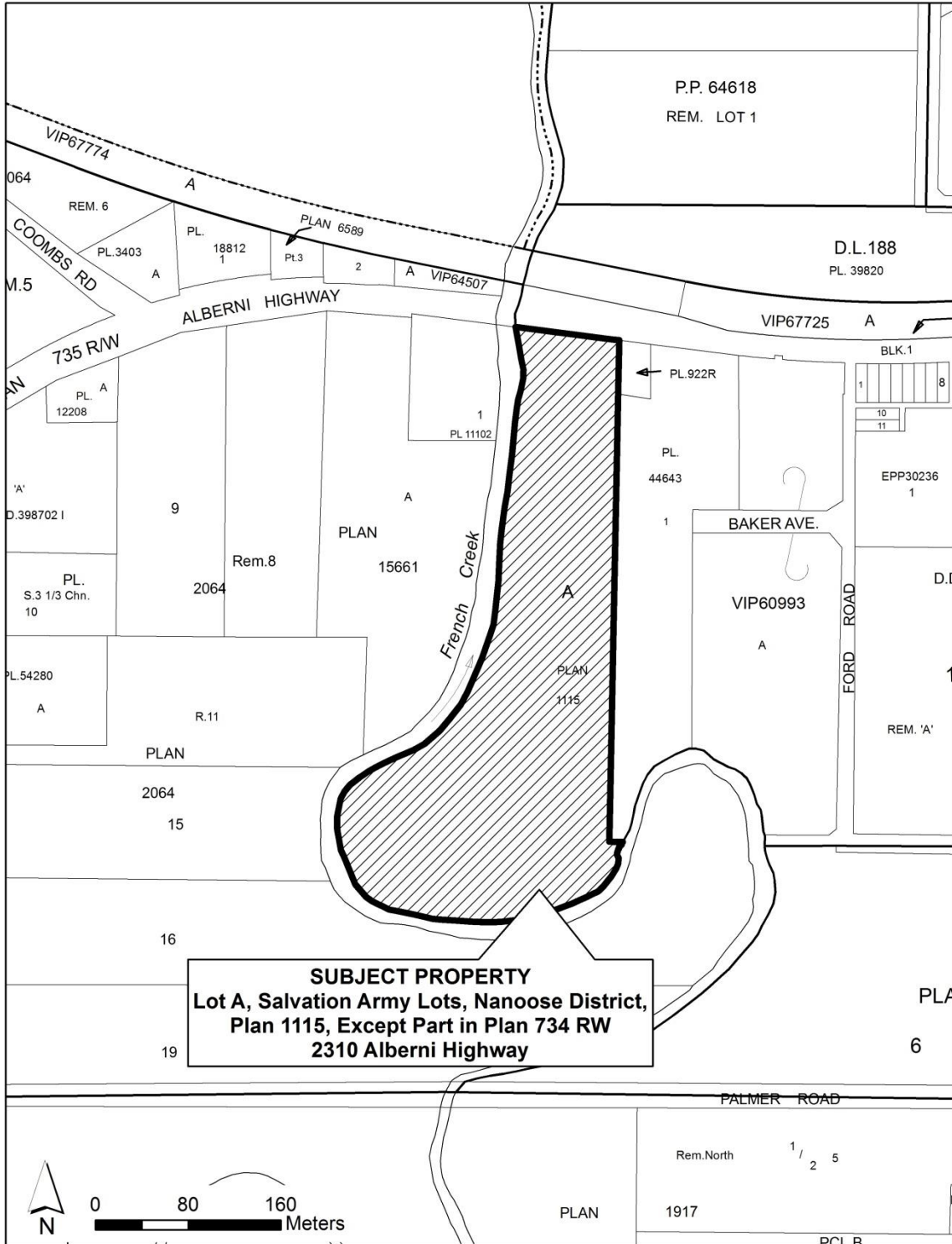
- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Resolution for Cuckoo Trattoria Pizzeria Liquor Licence Amendment
3. Current Zoning Map



**Attachment 1**  
**Subject Property Map**



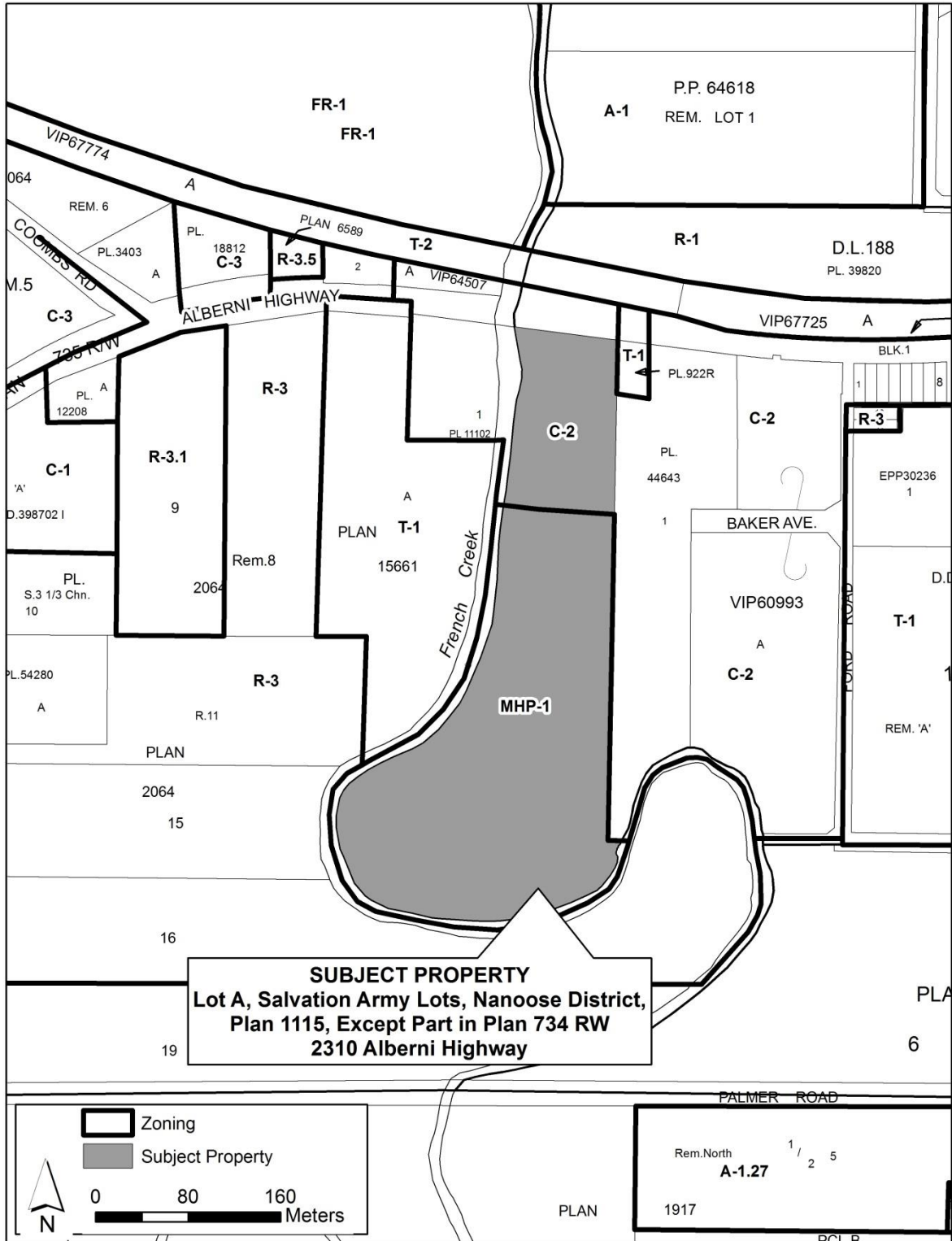
**Attachment 2**  
**Resolution for Cuckoo Trattoria Pizzeria Liquor Licence Amendment**  
**Liquor Licence Amendment No. PL2017-055**

Be it resolved that:

1. **RDN Board Recommendation** - The Board of the Regional District of Nanaimo recommends the amendment of the liquor license to allow the food-primary entertainment endorsement, provided the entertainment is incidental to the primary purpose of the restaurant in serving food.
2. The Board's comments on the prescribed considerations are as follows:
  - a. **Community Impact** - The proposed patron participation events identified in the licensee's food-primary amendment application compliments the nature of the existing restaurant by providing guests with entertainment while maintaining the emphasis on serving food. This is also complementary to other commercial shops and markets already within the Old Country Market and permitted uses in zoning including entertainment centre, outdoor market, retail store, and pub. Uses directly adjacent to the property are primarily commercial, however a vacant portion of the property behind the restaurant is zoned for mobile home park. The lands on the other side of French Creek include French Creek Elementary school, which was closed in 2014. However, the impact on the school property or residential uses within proximity of the food-primary amendment would be minimal given the nature of the restaurant and the buffer from French Creek ravine. Given that the emphasis is on food preparation and entertainment is incidental to the existing restaurant, the amendment would have minimal impact on the community.
  - b. **Parking and Traffic** - Since the entertainment is incidental to the restaurant use, traffic and parking demand will not likely change, as parking space calculations in zoning are based on the capacity of the restaurant, being one space per three seats.
  - c. **Noise** - The proposed form of patron participation entertainment would generate little noise impact on the surrounding community given that the business is located within an existing commercial area. The proposed entertainment complies with the nature of the existing restaurant and would not be out of scope with neighbouring commercial uses, or disturb the school and residential uses within proximity. The restaurant has also not proposed to change its hours of operation.
  - d. **Consistency with Intent of Food Primary License** – The proposed form of patron participation identified include weddings, dine & dance dinners, arts & crafts nights, cooking classes and chef's table dinners. Given the proposed forms of entertainment are incidental to the purpose of restaurant and the servicing of food, the application appears to be consistent with a food-primary license.

- e. **Public Notification** - The views of residents were solicited and no objections to the application were received. A notice of the Board's intent to receive public input and consider a resolution regarding a proposed amendment to the existing liquor licence was delivered to owners and tenants in occupation of land within a distance of 200 metres from the property. The Regional District of Nanaimo also provided notice in the June 20 and 22, 2017 editions of the Parksville Qualicum Beach News. All interested residents were invited to attend the Board meeting and provide comments on the proposal. Prior to considering the resolution, the Board asked for comments from the gallery on this application. A notice was also posted on the property advertising that the property is subject of a liquor licence amendment application and directing inquiries to the Strategic and Community Development Department.

**Attachment 3  
 Current Zoning Map**



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**TO:** Electoral Area Services Committee      **MEETING:** June 13, 2017  
**FROM:** Jeremy Holm  
          Manager of Current Planning      **FILE:** 3900 20 1759  
**SUBJECT:** Development Permit Delegation Bylaw

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**RECOMMENDATIONS**

1. That the Board give three readings to “Regional District of Nanaimo Delegation of Authority Bylaw No. 1759, 2017”.
2. That the Board adopt “Regional District of Nanaimo Delegation of Authority Bylaw No. 1759, 2017”.

**SUMMARY**

Delegation of the issuance of development permits (DPs) is identified in the Regional District of Nanaimo 2017 Operational Plan as an action to support the RDN 2016-2020 Strategic Plan’s focus on service and organizational excellence. Currently, the range and scope of delegated DPs is relatively narrow, does not include the most technical permits readily suited to delegation and is constrained by extremely low construction value limits so as to not be practical. When these limiting factors are combined with the requirement to consider and issue permits only at RDN Board meetings held monthly, there is the potential for significant delays in the construction process which costs residents and builders time and has financial implications.

Expanding the delegation authority for DPs has multiple benefits including reduced processing timelines and faster issuance of DPs as well as reduced processing times and faster issuance of Building Permits when a property is located within a Development Permit area. Decreasing the timeline for the issuance of these permits has an overall positive impact on the ability of property owners and contractors to start and finish projects in a reasonable period of time and helps to streamline the construction process, particularly when there are construction window constraints due to weather, nesting and fisheries windows. Builders and consultants who work in the RDN are strongly supportive of this initiative to expand the scope of delegated DPs as it is very common in the majority of local governments on Vancouver Island and will make the development permit process for properties in the RDN Electoral Areas faster and more consistent with other jurisdictions.

Draft development permit delegation Bylaw No. 1759 would provide additional authority to staff to issue technical development permits for fish habitat protection, sensitive environmental areas and for hazard lands, which is not permitted in the current bylaw. Bylaw No. 1759 would also change the approach to the issuance of smaller scale residential, commercial and industrial ‘form and character’ development permits from the current construction value based approach to a floor area based approach. This is a more practical approach and avoids the bylaw becoming out of date as construction

values rise, which has happened with the current bylaw. If the Board were to adopt Bylaw No. 1759 as proposed, 'form and character' development permits for larger scale residential (greater than 600 m<sup>2</sup>), commercial and industrial development (greater than 4500 m<sup>2</sup>) as well as any DP requiring variances to the RDN's zoning bylaws would still proceed to the Board for consideration and approval.

## **BACKGROUND**

The RDN 2017 Operational Plan identifies specific action item SCD-7-2016 to improve efficiency and reduce development approval times through increased delegation of permits to staff. This is a key action item for Community Planning in 2017 and is recommended to streamline and improve application processing and address protracted timelines for some development approvals. Development permits issued through delegated authority can be issued within 1-4 weeks from the time a complete application is received, whereas a minimum of 7-9 weeks is required for issuance of non-delegated permits which are tied to the Electoral Area Services Committee and Board agenda schedule.

The *Local Government Act* provides local governments with the authority to establish development permits within an Official Community Plan for the following specified purposes:

- (a) protection of the natural environment, its ecosystems and biological diversity;
- (b) protection of development from hazardous conditions;
- (c) protection of farming;
- (d) revitalization of an area in which a commercial use is permitted;
- (e) establishment of objectives for the form and character of intensive residential development;
- (f) establishment of objectives for the form and character of commercial, industrial or multi-family residential development;
- (g) in relation to an area in a resort region, establishment of objectives for the form and character of development in the resort region;
- (h) establishment of objectives to promote energy conservation;
- (i) establishment of objectives to promote water conservation;
- (j) establishment of objectives to promote the reduction of greenhouse gas emissions.

DPA's established for many of the purposes outlined above are purely technical in nature and rely on reports prepared by relevant professionals to address the DPA guidelines. For example, DPA's for the protection of fish habitat rely on an assessment by a Qualified Environmental Professional as defined under the Provincial Riparian Area Regulations, whereas, DPA's for the protection of development from hazardous conditions rely on an assessment from a registered geotechnical engineer. Provided the technical requirements of the applicable DPA guidelines are satisfied, a development permit must be issued. Development permit applications are akin to building permit applications in that regard.

Residential, commercial, or industrial 'form and character' DPA guidelines can be more subjective than purely 'technical' development permits. Form and character DPA guidelines are generally intended to shape the 'character' of development to reflect community preferences and values. In this sense, while issuance of a form and character development permit that complies with applicable DPA guidelines is not discretionary, there is an element of subjectivity in evaluating compliance with the DPA guidelines for these permits. In addition, larger scale residential, commercial and industrial developments can also have a greater formative impact on a community than technical development permits typically do. Through research into this project, it is common that thresholds are established where staff are delegated issuance of 'form and character' DPs up to a limited scale, and elected officials retain the

authority to review and approve larger scale ‘form and character’ DPs due to the more subject nature of these permits.

### ***Existing Delegated Authority***

Currently, authority to issue development permits is provided in “Regional District of Nanaimo Delegation of Authority Bylaw No. 1166, 1999” (Bylaw No. 1166). Delegation Bylaw No. 1166 authorizes the General Manager of Strategic and Community Development to issue development permits except those:

- of an estimated construction value of over \$400,000 as determined under the building permit fee guidelines of the Regional District of Nanaimo;
- for the protection of development from hazardous conditions;
- considered concurrently with a zoning amendment application; or
- for the protection of the natural environment, its ecosystems and biological diversity, and alter land to within 30% of the applicable development permit guidelines, or include the enhancement, or restoration of riparian areas and fish habitat.

Issuance of development permits for hazard lands (steep slopes/unstable lands/floodplain) and fish habitat is currently not delegated and there is limited delegated authority to issue development permits for the protection of environmentally sensitive areas. These development permits form the majority of applications in rural areas and are purely technical in nature. Delegated approval of these permits would be appropriate to reduce development permit processing timelines and delays in the issuance of associated building permit applications. The timely issuance of these development permits is also often important to an applicant’s ability to schedule development activities to occur within specific environmental windows, such as nesting or spawning season.

In addition, Bylaw No. 1166 does not currently permit delegated issuance of DPs for buildings with a construction value of over \$400,000. In 2017 construction terms this value excludes the majority of new construction and a significant amount of renovations in the region. It is also noted that there is no direct relationship between the construction value of a project and the potential impact of a development on the feature(s) that a DPA is intended to protect.

### ***Proposed Delegated Authority***

Bylaw No. 1759 would broaden the authority for delegated issuance of development permits beyond what is provided for in current Bylaw No. 1166 to include all permits that are purely technical in nature, such as for fish habitat protection and for the protection of property from hazardous conditions. The proposed bylaw would also delegate the authority to issue smaller scale residential, commercial and industrial ‘form and character’ development permits and remove the current \$400,000 construction value limit on delegated issuance (See Attachment 1).

As outlined in the attachment, the proposed bylaw does not delegate the authority to staff to issue ‘form and character’ development permits for large scale residential, commercial and industrial projects. This limit is intended to ensure that the Board is involved in evaluating the compliance of ‘form and character’ development permit applications with DPA guidelines for larger scale developments, which may represent a significant development within a community. The 600 m<sup>2</sup> floor area limit for intensive residential, or multi-family residential permits relates to the size of a building that would be considered a ‘complex’ building under the British Columbia Building Code and would generally involve an architect.

The 4,500 m<sup>2</sup> floor area limit for commercial and industrial permits relates to developments of a scale that require Ministry of Transportation and Infrastructure approval due to the potential for traffic impact. The proposed bylaw also does not delegate concurrent zoning amendment and development permit applications, which are required under policy in certain Official Community Plans. Involving the Board in the issuance of development permits that are being considered concurrently with zoning amendment applications reflects that the Board's discretionary approval of a zoning amendment bylaw is required before the issuance of the development permit can occur.

While the *Local Government Act* provides for the delegation of the Board's authority to issue development permits to staff, the *Act* also entitles the land owner to have the Board reconsider the decision of the delegate. Consistent with current delegation Bylaw No. 1166, draft Bylaw No. 1759 includes a "Request for Reconsideration Form" as Schedule 1. This form would be completed by a land owner wishing to appeal the General Manager's decision on a development permit to the RDN Board.

### **ALTERNATIVES**

1. To adopt "Regional District of Nanaimo Delegation of Authority Bylaw No. 1759, 2017".
2. To receive this report and provide alternative direction to staff.

### **FINANCIAL IMPLICATIONS**

The fee for technical development permits, such as environmentally sensitive features, natural hazard, watercourse protection and farmland protection, under "Regional District of Nanaimo Planning Services Fees and Charges Bylaw No. 1259, 2002" (Bylaw No. 1259) is \$200. This is the same as the fee for delegated development permits under Bylaw No. 1259. As such, increased delegation of these technical development permits will have no impact on permit revenue.

Should the Board approve draft delegation Bylaw No. 1759, there will be reduced permit fees for smaller scale residential, commercial and industrial 'form and character' development permits. Fees of \$200, rather than \$400 plus \$50 per unit, would be payable for delegated multiple dwelling unit development permits up to 600 m<sup>2</sup> gross floor area. Likewise, fees of \$200, rather than \$400 plus \$1 per m<sup>2</sup> of gross floor area, would be payable for delegated commercial and industrial development permits up to 4,500 m<sup>2</sup> gross floor area. It is difficult to provide an estimate of the reduced revenue from these permits, however, multiple dwelling unit residential, commercial and industrial development permits of this scale are not currently a significant source of permit revenue. Therefore, the budgetary impact of this reduction in fees related to the delegated issuance of small scale multiple dwelling unit residential, commercial and industrial development permits is not expected to be significant.

It is important to note that builders and developers have advised that with the expanded delegation of permit approval there will be improved efficiencies in scheduling consultants and contractors and reduced project carrying costs due to reduced application processing timelines.

### **STRATEGIC PLAN IMPLICATIONS**

The expanded delegated authority to staff to issue development permits as outlined in draft Bylaw No. 1759 supports the RDN 2016-2020 Strategic Plan key focus area of Service and Organizational Excellence, specifically the strategic priority to "ensure our processes are as easy to work with as



possible”. The legal framework surrounding development permits ensures that permits approved through delegated authority can only be issued where an application complies with the applicable DPA guidelines. As such, development permits issued through delegated authority will also support the following RDN 2016-2020 Strategic Plan priorities through compliance of development with DPA guidelines:

- As we invest in regional services we look at both costs and benefits – the RDN will be effective and efficient;
- We will foster economic development;
- We will have a strong focus on protecting and enhancing our environment in all decisions.



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Jeremy Holm  
jholm@rdn.bc.ca  
June 1, 2017

Reviewed by:

- G. Garbutt, General Manager, Strategic and Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Draft Development Permit Delegation Bylaw No. 1759

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1759**

**A BYLAW TO DELEGATE THE POWER TO ISSUE CERTAIN PERMITS  
UNDER PART 14 OF THE *LOCAL GOVERNMENT ACT***

WHEREAS under section 229(1) of the *Local Government Act*, the Board may, by bylaw, delegate its powers, duties and functions, including those specifically established by an enactment, to an officer or employee;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to delegate to the General Manager of Strategic and Community Development the power under section 490 of the *Local Government Act* to issue development permits;

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

1. CITATION

This bylaw may be cited for all purposes as the “Regional District of Nanaimo Delegation of Authority Bylaw No. 1759, 2017”.

2. DEFINITIONS

In this bylaw, unless the context otherwise requires:

“Act” means the *Local Government Act*;

“Applicant” means an applicant for a development permit or a temporary use permit;

“Board” means the Board of the Regional District of Nanaimo;

“Manager” means the General Manager, Strategic & Community Development or a Deputy, or other person appointed to act in his or her absence.

3. DELEGATION INCLUDES DEPUTY

A delegation of a power, duty or function under this bylaw includes a delegation to a person who is from time to time the Deputy of the delegate, or to a person who is appointed from time to time to act in place of the delegate.

4. DELEGATION OF AUTHORITY – DEVELOPMENT PERMITS

Except for the matters referred to in section 5 of this bylaw, the Board hereby delegates to the Manager the power to issue a development permit under section 490 of the Act.

5. EXCEPTIONS TO MANAGER’S DELEGATED AUTHORITY

The delegation under section 4 of this Bylaw does not include authority to issue a development permit in relation to the following circumstances:

- (a) development permits within a Development Permit Area that includes a designation under one or both of sections 488(1)(e) and (f) of the Act, establishment of objectives for the form and character of intensive residential development, or for the form and character of multi-family residential development, where the Applicant has requested a development permit for a building, or buildings, with a combined floor area greater than 600 square metres;
- (b) development permits within a Development Permit Area that includes a designation under section 488(1)(f) of the Act, establishment of objectives for the form and character of commercial or industrial development, where the Applicant has requested a development permit for a building, or buildings, with a combined floor area greater than 4,500 square metres;
- (c) development permits within a Development Permit Area where a rezoning has been applied for concurrently with the development permit application.

## 6. SECURITY

The amount of security to be provided in connection with a development permit under section 502 of the *Local Government Act* shall be:

- (a) as provided for under Part 5 of “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, as amended or replaced from time to time;
- (b) where the applicable Development Permit Area guidelines contain requirements for security that are additional to those under sub-section (a), in accordance with the applicable guidelines;  
or
- (c) in cases not provided for under sub-sections (a) or (b), in an amount equal to the cost of site restoration, habitat restoration or improvements including materials and installation as determined by a professional landscape architect, a nurseryperson, a landscape contractor, or a habitat biologist.

## 7. RECONSIDERATION

- (a) An Applicant may request that a decision under this Bylaw be reconsidered by the Board in accordance with this section.
- (b) An Applicant who wishes to have a decision reconsidered by the Board must apply for a reconsideration by delivering written notice of the request for reconsideration form to the Corporate Officer within 30 days of the date on which the decision is communicated in writing to the Applicant directed to the Applicant’s address, email address or facsimile number.
- (c) The request for reconsideration must include the information required in Schedule 1 and must set out the reasons why the Applicant wishes for reconsideration of the decision by the Board, as well as the decision the Applicant considers should be made by the Board.
- (d) A reconsideration application must be considered by the Board at a regular meeting.
- (e) Prior to the meeting at which the decision is to be reconsidered, the Corporate Officer must:

- (i) not less than two weeks following delivery of the request for reconsideration, give notice of a reconsideration application in accordance with any notice requirements applicable to the original development permit application; and
  - (ii) deliver to each member of the Board a copy of the materials that were considered by the delegate in making the decision that is subject to reconsideration.
- (f) The Board may adjourn a reconsideration of a decision.
- (g) At the reconsideration, the delegate will be provided an opportunity to speak to the decision under reconsideration.
- (h) After reconsidering a decision, the Board may either confirm the decision, may set aside the decision and substitute its own decision, or may amend the decision.

8. REPEAL

“Regional District of Nanaimo Delegation of Authority Bylaw No. 1166, 1999” and any amendments thereto are hereby repealed.

Introduced and read three times this \_\_\_\_ day of \_\_\_\_\_, 2017.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Officer

Schedule '1'



# Request for Reconsideration Form

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***An applicant may request reconsideration by the Board of the requirement or decision of the General Manager of Strategic and Community Development by completing this form within 30 days of the date on which the decision is mailed, faxed or emailed to the applicant. The date and time of the meeting on which the reconsideration will occur, will be set as the next regular Board meeting scheduled seven or more business days from the date on which the request for reconsideration is delivered.***

1. I hereby make application to the Regional Board under Part VII of Bylaw No. 1759 for reconsideration of a decision made by the General Manager of Development Services related to the issuance of a development permit for the property legally described as:

Lot(s) \_\_\_\_\_ Plan \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Range \_\_\_\_\_

Land District \_\_\_\_\_

Civic Address: \_\_\_\_\_

Electoral Area: \_\_\_\_\_

2. Please explain, in as much detail as possible, the grounds on which the applicant considers the requirement or decision is inappropriate and what, if any, requirement or decision should, in your opinion, be substituted (attach another sheet if necessary).


3. Registered owner(s) of the property:

Name(s):

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_

Telephone: Business \_\_\_\_\_ Other \_\_\_\_\_ Fax \_\_\_\_\_

Email:

\_\_\_\_\_

4. If the *applicant* is not the owner:

Name of applicant:

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_

Telephone: Business \_\_\_\_\_ Other \_\_\_\_\_ Fax \_\_\_\_\_

Email:

\_\_\_\_\_

I hereby declare that all of the above statements and the information contained in the materials submitted in support of this application are to the best of my knowledge true and correct in all respects.

\_\_\_\_\_  
Signature

**REGIONAL DISTRICT OF NANAIMO  
MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING**

**Tuesday, June 13, 2017  
7:00 P.M.  
RDN Board Chambers**

In Attendance:	Director W. Veenhof	Chair
	Director I. Thorpe	Vice Chair
	Director A. McPherson	Electoral Area A
	Director H. Houle	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director J. Stanhope	Electoral Area G
	Director B. Bestwick	City of Nanaimo
	Director G. Fuller	City of Nanaimo
	Director J. Hong	City of Nanaimo
	Director J. Kipp	City of Nanaimo
	Director B. Yoachim	City of Nanaimo
	Director M. Lefebvre	City of Parksville
	Director T. Westbrook	Town of Qualicum Beach
Regrets:	Director B. McKay	City of Nanaimo
	Director B. Colclough	District of Lantzville
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	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 & Emergency Planning Services
	J. Harrison	Director of Corporate Services
	W. Idema	Director of Finance
	J. Hill	Mgr. Administrative Services
	C. Golding	Recording Secretary

**CALL TO ORDER**

The Chairperson called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved, as amended, to include the correspondence on the addendum and a motion to go In Camera for discussions related to intergovernmental relations.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**Regular Committee of the Whole Meeting - May 9, 2017**

It was moved and seconded that the minutes of the Regular Committee of the Whole meeting held May 9, 2017, be adopted.

CARRIED UNANIMOUSLY

**DELEGATIONS**

**CORRESPONDENCE**

**Ted Girard, re Request for Letter of Support: Cedar Hall Accessibility Grant, Stage I**

It was moved and seconded that the correspondence from Ted Girard regarding a request for a letter of support for the Cedar Hall Accessibility Grant, Stage 1 be received.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board provide a letter of support to the Cedar Hall Community Association regarding their application to the New Horizons for Seniors Program for funding towards the cost of upgrades at the Cedar Community Hall and that the letter be provided immediately to meet the June 23, 2017 application deadline.

CARRIED UNANIMOUSLY

**UNFINISHED BUSINESS**

**2016 Census Impact on Number of Directors and Voting Strength**

It was moved and seconded that the Board request an amendment to the Regional District of Nanaimo Letters Patent to change the voting unit to 2,750.

It was moved and seconded that the main motion be amended by replacing 2,750 with 3,000.

Opposed (6): Director Young, Director Bestwick, Director Fuller, Director Hong, Director Kipp, and Director Joachim

CARRIED



The vote was taken on the main motion as amended as follows:

That the Board request an amendment to the Regional District of Nanaimo Letters Patent to change the voting unit to 3,000.

Opposed (6): Director Young, Director Bestwick, Director Fuller, Director Hong, Director Kipp, and Director Yoachim

CARRIED

## **COMMITTEE MINUTES AND RECOMMENDATIONS**

### **Agricultural Advisory Committee**

#### **Minutes of the Agricultural Advisory Committee Meeting - May 26, 2017**

It was moved and seconded that the minutes of the Agricultural Advisory Committee meeting held May 26, 2017, be received for information.

CARRIED UNANIMOUSLY

#### **Proposal to Host a Joint Workshop with the Province for Farmers**

It was moved and seconded that the Regional District of Nanaimo request that Provincial staff hold a workshop for farmers in the region regarding the new Provincial Groundwater licensing process and how to use the BC Agricultural Water Tool.

CARRIED UNANIMOUSLY

### **Grants-In-Aid Advisory Committee**

#### **Minutes of the Grants-in-Aid Advisory Committee Meeting - May 17, 2017**

It was moved and seconded that the minutes of the Grants-in-Aid Advisory Committee meeting held May 17, 2017, be received for information.

CARRIED UNANIMOUSLY

### **District 68 Grant Approvals**

It was moved and seconded that the Board award District 68 Grants-in-Aid funds as follows:

Gabriola Agricultural Association – for the purchase of kitchen supplies and other supplies for the 2nd Annual Farm to Table Feast - \$1,000

Mudge Island Citizen's Society – towards the purchase and delivery of a Sea Can for storage of firefighting and first aid gear - \$3,697

Total - \$4,697

CARRIED UNANIMOUSLY

**District 69 Grant Approvals**

It was moved and seconded that the Board award District 69 Grants-in-Aid funds as follows:

Bowser Seniors Housing Society – towards the cost of advertising for the Society’s Development application - \$1,500

Inclusion Parksville Society – towards the purchase of concrete pads, picnic tables and a barbeque for Flagship Canada Day Community Celebration - \$3,000

Oceanside Building Learning Together Society – for the purchase of books for the Books for Babes Program - \$1,020

Oceanside Hospice Society – for the purchase of equipment and advertising for volunteers for Equipment Loan Program - \$4,832

Oceanside Volunteer Association – towards advertising and posters for the Wellness and Volunteer Fair - \$200

Royal Canadian Legion Branch #76 – towards the purchase of a food cooler - \$1,600

Royal Canadian Legion Bowser & Area Branch #211 – towards supplies and promotion for the Canada Day 150th Birthday Celebration - \$800

Total - \$12,952

CARRIED UNANIMOUSLY

**District 69 Recreation Commission**

**Minutes of the District 69 Recreation Commission Meeting - May 18, 2017**

It was moved and seconded that the minutes of the District 69 Recreation Commission meeting held May 18, 2017, be received for information.

CARRIED UNANIMOUSLY

**District 69 Youth Recreation Grants**

It was moved and seconded that the following District 69 Youth Recreation Grant applications be approved:

Ballenas Secondary School - Tribune Bay trip - \$2,500

Ballenas Whalers Football Support Society - helmets - \$2,000

Bard to Broadway - youth theatre workshop facility rental - \$460

Bard to Broadway - performing arts education series facility rental - \$1,200

Bow Horne Bay Community Club - Halloween party - \$1,200

District 69 Family Resource Association - summer youth program - \$900

Oceanside Community Arts Council - summer camp supplies and signage - \$1,435

Ravensong Aquatic Club - pool rental - \$1,000

Total - \$10,695

CARRIED UNANIMOUSLY

**District 69 Community Recreation Grants**

It was moved and seconded that the following District 69 Community Recreation Grant applications be approved:

Arrowsmith Community Recreation Association - Food Skills for Families - \$1,000

Arrowsmith Community Recreation Association - Coombs Candy Walk - \$1,000

Bowser Elementary School PAC - playground project - \$1,000

Corcan Meadowood Residents Association - Canada Day - \$1,000

Corcan Meadowood Residents Association - Halloween event - \$1,000

District 69 Family Resource Association - 2-week day camp - \$600

Errington Cooperative Preschool - art supplies - \$1,000

Errington Elementary School PAC - grade 3 swim program - \$1,000

Kidfest Society - equipment rental, event and site expenses - \$1,300

Oceanside Community Arts Council - seniors art program - \$1,000

Parksville Indoor Slow-pitch League - equipment - \$1,100

Parksville Oceanside Pickleball Society (formerly Parksville Qualicum Pickleball Club) - equipment - 1,000

Qualicum Community Education and Wellness - music program - \$1,250

Qualicum Woods Residents Association - neighborhood picnic - \$375

Van-Isle Walking Soccer - equipment - \$1,000

Total - \$14,625

CARRIED UNANIMOUSLY

**FINANCE**

**2016 Development Cost Charge (DCC) Reserve Fund Uses and Bylaws for 2017 DCC Reserve Fund Releases**

It was moved and seconded that "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1757, 2017" be introduced and read three times.

CARRIED UNANIMOUSLY

It was moved and seconded that "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1757, 2017" be adopted.

CARRIED UNANIMOUSLY

It was moved and seconded that “Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1758, 2017” be introduced and read three times.

CARRIED UNANIMOUSLY

It was moved and seconded that “Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1758, 2017” be adopted.

CARRIED UNANIMOUSLY

**Port Theatre Society Contribution Agreement Renewal**

It was moved and seconded that the Contribution Agreement with the Port Theatre Society for a term from April 1, 2017 to March 31, 2022 be approved.

Opposed (1): Director Rogers

CARRIED

**Quarterly Financial Report – First Quarter - 2017**

It was moved and seconded that the quarterly financial report for the period January 1, 2017 to March 31, 2017 be received for information.

CARRIED UNANIMOUSLY

**2016 Annual Financial Report and Statement of Financial Information**

It was moved and seconded that the 2016 Annual Financial Report and the Statement of Financial Information be approved as presented.

CARRIED UNANIMOUSLY

**STRATEGIC AND COMMUNITY DEVELOPMENT**

**First Nations Art Installation Project**

It was moved and seconded that a request for an Expression of Interest process be issued for the creation of an art piece of up to \$30,000 symbolically representing and acknowledging coastal First Nations at the Regional District of Nanaimo Administration Building.

CARRIED UNANIMOUSLY

It was moved and seconded that the Regional District of Nanaimo Chair and two Directors be appointed to an art selection committee and that Snuneymuxw First Nation, Snaw-Naw-As First Nation and Qualicum First Nation be invited to each appoint a representative to the committee.

CARRIED UNANIMOUSLY

It was moved and seconded that the art selection committee recommend an artist to the Regional District of Nanaimo Board to be awarded a contract for the First Nations Art Installation Project.

CARRIED UNANIMOUSLY

Director Lefebvre left the meeting at 8:06 PM citing a conflict of interest with the next agenda item.

**Mount Arrowsmith Biosphere – Memorandum of Understanding**

It was moved and seconded that the Board authorize the execution of a memorandum of understanding with Vancouver Island University for the purpose of establishing a foundation for regional cooperation in areas of mutual benefit that pertain to the Mount Arrowsmith Biosphere Region.

Opposed (7): Director McPherson, Director Houle, Director Young, Director Fell, Director Fuller, Director Hong, and Director Yoachim

DEFEATED

Director Lefebvre returned to the meeting at 8:25 PM.

**REGIONAL AND COMMUNITY UTILITIES**

**Greater Nanaimo Pollution Control Centre Secondary Treatment Revised Engineering and Construction Services Fee Approval**

It was moved and seconded that the Board approve AECOM's revised Engineering and Construction Services fee for the Greater Nanaimo Pollution Control Centre Secondary Treatment Project for the total amount of \$6,351,028

CARRIED UNANIMOUSLY

**Departure Bay Forcemain Inspection and Condition Assessment Contract Award**

It was moved and seconded that the Board award the pipeline inspection and condition assessment of the Departure Bay Forcemain to Pure Technologies Ltd for \$290,000.

CARRIED UNANIMOUSLY

**Directors' Roundtable**

Directors provided updates to the Board.

**IN CAMERA**

It was moved and seconded that pursuant to Section 90 (1) (m) of the *Community Charter* the Committee proceed to an In Camera Meeting for discussions related to intergovernmental relations.

CARRIED UNANIMOUSLY

TIME: 8:39 PM

**ADJOURNMENT**

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 8:46 PM

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CHAIR

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CORPORATE OFFICER

**From:** Ted Girard  
**Sent:** Saturday, June 10, 2017 12:01 PM  
**To:** Alec McPherson; Idema, Wendy  
**Subject:** Letter of Support: Cedar Hall Accessibility Grant, Stage I

Regional District of Nanaimo Board  
Attn: Alec McPherson, Director Electoral Area A

Dear Alec,

I'm writing to you in your role as director of Area A of the RDN. The Cedar Community Association is undertaking a large accessibility project. We're applying for a federal New Horizons grant for Stage I of the project: paving of half the hall parking lot (the part closest to the hall).

We're hoping the RDN Board will provide a motion and a short letter of support for our grant application.

**Benefits for Area A residents:**

As you know, the Cedar-Yellowpoint area uses the Cedar Community Hall for such events as large community meetings, fundraising events, memorial services, weddings, elections, drama productions, musical productions, dog obedience classes, and art classes at the hall. The hall is over 90 years old but continues to play a significant role as a meeting place in the community. It is also a **designated emergency reception centre** for the Regional District of Nanaimo.

**Need for the Project in the Community:**

The hall committee has worked hard to improve the building over the years (new roof, new wood floor in the main hall, new heating system, updated washrooms, addition of a handicapped washroom). However, accessibility has remained a problem. **The Cedar Hall Accessibility Project** will address many issues such as a proper wheelchair ramp, a safer front entrance, handicapped parking, and wheelchair-friendly exterior doors.

However, **stage I** is the paving of the parking lot, starting with the half closest to the hall. The photos below show the parking lot as it was for much of this year. A cold, snowy winter made its usual poor state even worse. Snow removal was very difficult on the gravel surface. For the senior citizens who make up the majority of hall users, the lot was treacherous. For those in wheelchairs, it would be almost impossible to cross.

The New Horizons Grant:

We are applying for a federal **New Horizons grant, directed at programs and facilities that offer social and volunteer opportunities for seniors**—something the hall does through the many activities that happen there.

**The grant application asks that you include the following in your letter of support:**

- **name and description of the organization sending the letter**
- **name, position title, signature of letter writer**
- **date**
- **where possible, organization's letterhead**



**In the letter itself, the application asks for the following:**

- **show that you understand and endorse the activities at the Cedar Hall**
- **show that you understand and endorse the proposed project to pave the hall parking lot**
- **explain the need for the project (paving as a first step in accessibility) in our community (1 or 2 sentences)**
- **benefits for the community**



**Excerpt - Grant Application to Employment and Social Development Canada  
Cedar Community Association**

*Project Description and Project Activities p. 4-5*

The board of directors for the Cedar Community Association is undertaking this project. All seven members of the board are active seniors who are prepared to volunteer their time generously and share their skills on this project, as they have on several major building renovations undertaken during their terms.

Pre-Project a) Local paving contractors are booked six months in advance. At the regular July 2017 meeting of the hall board, the directors will review the estimates, choose a contractor, and ask to be put on the contractor's schedule for early March of 2018. (all directors)

b) Beginning in July, 2017, when a rental booking is made for the hall, a record will be kept of the number of users (and, if possible, the number of seniors) anticipated to attend the event. This record will help us chart the impact of paving the parking lot.

[REDACTED]

c) From June 2017 to April 2018, as need arises, the main users of the hall will be consulted for their input about details of the project.

[REDACTED] Lions Club members, Yellowpoint Drama Group members)

d) A group of directors (who meet and do repairs and renovations every Wednesday throughout the year) will undertake preparation work, such as changes in the current drainage system and moving existing parking curbs.

[REDACTED]  
[REDACTED] They will hire a backhoe operator as necessary.

Month #1 a) Once funding is secured, the whole board will review the budget and decide how much of the parking lot can be paved. The hope is to pave the half of the lot closest to the hall, but if we do not reach our funding goal, we will have to pave a smaller portion, starting at the front entrance.

b) The project will be announced with a written press release.

[REDACTED]

Month #2 a) The main users of the hall will be contacted for their input on details of the paving.

[REDACTED]

b) A small group will consult with the contractor about details of the project (extent of paving, drainage, transitions from paving to existing sidewalks and structures).

[REDACTED] one or two others as needed)

Month #3 a) Contractor will complete grading and paving. [REDACTED] will monitor the work.

Month #4 a) Lines will be painted for the two parking spots with disability space

**Note: Personal Information is redacted in accordance with FOIPPA section 22**

designation, and signs will be posted. Both will be in accordance with guidelines in The BC Building Access Handbook 2014 and Bylaw No. 500, Schedule 3B, Table 3 of the Regional District: Disability Space Designation. [REDACTED]

All Months: Activities will be monitored throughout to ensure the project meets the budget. New and changed expenses must be approved at a regular or special meeting of the board. [REDACTED]

Number of seniors contributing to project: 9

Number of non-seniors contributin to project: 0

**Note: Personal Information is redacted in accordance with FOIPPA section 22**

## Introduction

The New Horizons for Seniors Program (NHSP) helps to ensure that seniors can benefit from, and contribute to, the quality of life in their communities through active living and participation in social activities.

NHSP's community-based projects support local initiatives across Canada. They are inspired or led by seniors, volunteer-based and supported by their communities. NHSP reinforces that seniors are valuable assets to communities. By empowering seniors and encouraging them to share their knowledge, skills and experience with others, NHSP enhances seniors' social well-being and community vitality.

The Program provides funding for projects that encourage seniors to play an important role in their communities by volunteering, participating in and leading community activities. The program also provides funds to help organizations make necessary modifications or repairs to their existing facilities, or to purchase/replace equipment and furnishings to enable programs and activities for seniors.

The program objectives are the following:

1. promoting volunteerism among seniors and other generations;
2. engaging seniors in the community through mentoring of others;
3. expanding awareness of elder abuse, including financial abuse;
4. supporting social participation and inclusion of seniors;
5. providing capital assistance for new and existing community projects and/or programs for seniors.



The following chart shows the voting strength and number of Directors as per the 2011 Census and as per the 2016 Census using the numbers that are expected to be certified by the Minister, should the RDN voting unit remain unchanged at 2,500.

Voting Unit	2,500		2,500			
	Population - 2011 Census (certified)	Number of Directors	Voting Strength	Population - 2016 Census Adjusted	Number of Directors	Voting Strength
Nanaimo	83,810	7	34	90,504	8	37
Parksville	11,977	1	5	12,514	2	6
Lantzville	3,601	1	2	3,605	1	2
Qualicum Beach	8,687	1	4	8,943	1	4
EA A*	7,195	1	3	7,429	1	3
EA B	4,045	1	2	4,033	1	2
EA C*	3,211	1	2	3,168	1	2
EA E*	5,878	1	3	6,355	1	3
EA F	7,422	1	3	7,724	1	4
EA G	7,158	1	3	7,465	1	3
EA H*	3,590	1	2	3,958	1	2
<b>Total</b>	146,574	17	63	155,698	19	68

\*Population includes people residing on Indian Reserves

As per the above calculations, the 2016 Census figures result in five additional votes at the Board table and two additional Directors, one from the City of Nanaimo and one from the City of Parksville.

**ALTERNATIVES**

1. That the Board request an amendment to the RDN’s letter patent to change the voting unit to 2,750.

Amending the RDN’s voting unit to 2,750 keeps the composition on the Board as close to the current composition as possible (see chart below). The Ministry has advised that all voting units are divisible by 250 so, while a voting unit of 2,700 results in identical voting strength and Director representation, such a request would not be accepted by the Ministry.

2. That the Board request an amendment to the RDN’s letter patent to change the voting unit to 3,000.

Amending the RDN’s voting unit to 3,000 keeps the number of Directors at its current level and potentially keeps the number of Directors consistent for the next census as well.

3. That the Board request an amendment to the RDN’s letter patent to change the voting unit to 3,250.

Amending the voting unit to 3,250 reduces the size of the Board and results in cost savings as outlined in Financial Implications below.

4. That the Board receive the report for information only and leave the voting unit at 2,500.

Leaving the voting unit at 2,500 results in two additional Directors on the RDN Board. The financial implications are outlined below. However, there are additional logistical challenges that could result from this change.

The Board has, under their protocol agreement with the Qualicum First Nation, extended an invitation for a representative to attend RDN Board meetings as a participating non-voting member of the Board. With two additional Board members, all 19 seats at the main Board table would be filled and additional seating would be required

Voting Unit		2,750		3,000		3,250	
Jurisdiction	Population - 2016 Census Adjusted	Number of Directors	Voting Strength	Number of Directors	Voting Strength	Number of Directors	Voting Strength
Nanaimo	90,504	7	33	7	31	6	28
Parksville	12,514	1	5	1	5	1	4
Lantzville	3,605	1	2	1	2	1	2
Qualicum Beach	8,943	1	4	1	3	1	3
EA A*	7,429	1	3	1	3	1	3
EA B	4,033	1	2	1	2	1	2
EA C*	3,168	1	2	1	2	1	1
EA E*	6,355	1	3	1	3	1	2
EA F	7,724	1	3	1	3	1	3
EA G	7,465	1	3	1	3	1	3
EA H*	3,958	1	2	1	2	1	2
<b>Total</b>	155,698	17	62	17	59	16	53

\*Population includes people residing on Indian Reserves

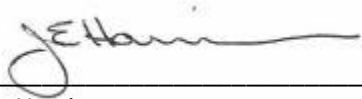
#### FINANCIAL IMPLICATIONS

1. Amending the voting unit to 2,750 has no financial implications.
2. Amending the voting unit to 3,000 has no financial implications.
3. Amending the voting unit to 3,250 results in one less Director on the RDN Board for an annual savings of approximately \$14,248 (\$13,688 –remuneration, \$560 – mileage / expenses) based on the current Directors’ remuneration bylaw.
4. Leaving the voting unit at 2,500 results in an annual increase to the RDN budget of approximately \$28,500 in Directors’ remuneration, mileage and expenses based on the current Directors’ remuneration bylaw.



## STRATEGIC PLAN IMPLICATIONS

Review of the RDN's voting unit is consistent with the Strategic Priority "Focus on Governance – We will review our Board composition as our community changes and grows".



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Joan Harrison  
[jharrison@rdn.bc.ca](mailto:jharrison@rdn.bc.ca)  
March 20, 2017

Reviewed by:

- P. Carlyle, Chief Administrative Officer



**ALTERNATIVES**

1. Receive the report on Development Cost Charge Reserve funds used in 2016 and approve Bylaw No. 1757 and Bylaw No. 1758 as presented.
2. Receive the report on Development Cost Charge Reserve funds used in 2016, amend Bylaw No. 1757 and Bylaw No. 1758 and approve the amended bylaws.

**FINANCIAL IMPLICATIONS**

Alternative 1

The following tables outline the use of DCC’s for southern and northern community sewer service areas per the approved 2017-2021 Financial Plan.

Southern Community Sewer Service Area Development Cost Charge (DCC) funds:

	<b>2017/2018 budgeted DCC expense</b>
Secondary Treatment	\$29,982,000
Centrifuge #2	\$156,765
Total (Bylaw 1757)	\$30,138,765

Northern Community Sewer Service Area Development Cost Charge (DCC) funds:

	<b>2017/2018 budgeted DCC expense</b>
Bay Avenue Pump Station Upgrade (Bylaw 1758)	\$75,000

The secondary treatment project has \$74.95 million budgeted to be spent in 2017/2018 and is scheduled to be completed by the end of 2018. The current project allocation is 40% DCCs and 60% existing users and reserves. The current DCC reserve available for the project is \$3.3 million. The DCC plan for Southern Community Wastewater includes the use of future DCCs to service the debt principal payments on project borrowing.

The Centrifuge #2 project has \$1.4 million budgeted to be spent in 2017. The project is funded through use of grant funding (\$1,086,470), reserves (\$156,765) and DCCs (\$156,765).

The Bay Avenue pump station upgrade includes \$500,000 budgeted to be spent in 2017/2018 on the preliminary and detailed design funded 15% from DCCs and 85% from reserves.

There is no bylaw required for French Creek Pollution Control Centre expansion project budgeted to use \$365,500 from DCC’s in 2017. Bylaw 1746 is already in place for \$1.93 million to be released from DCC reserve fund for this project. \$21,216 is spent to date against this bylaw.

## STRATEGIC PLAN IMPLICATIONS

Local Governments are required to report on the use of DCCs annually. Compliance with this requirement directly supports the Board governing principle to *Be Transparent and Accountable*, which demands transparency in financial reporting and that Directors are accountable to the public.



Manvir Manhas  
[mmanhas@rdn.bc.ca](mailto:mmanhas@rdn.bc.ca)  
May 16, 2017

Reviewed by:

- W. Idema, Director of Finance
- P. Carlyle, Chief Administrative Officer

Attachments

1. Schedule of Development Cost Charges
2. Bylaw 1757
3. Bylaw 1758

**REGIONAL DISTRICT OF NANAIMO**  
**SCHEDULE OF DEVELOPMENT COST CHARGES FUNDS**  
**RESERVE ACCOUNT BALANCES AS AT DECEMBER 31, 2016**

	Northern Wastewater DCCs (1)	Southern Wastewater DCCs (2)	Bulk Water DCCs (3)	Duke Point Sewer DCCs (4)	Total 2016
<b>ACTIVITY:</b>					
Balance as at January 1, 2016	6,676,763	3,070,899	757,441	332,375	<b>10,837,478</b>
Add:					
Contribution by developers & others	828,034	1,430,329	44,574	38,416	<b>2,341,353</b>
Interest earned	101,131	41,045	11,168	5,163	<b>158,507</b>
Less:					
Transfer DCCs to Revenue Fund	(21,216)	(1,200,562)	(44,706)	-	<b>(1,266,484)</b>
<b>BALANCE as at December 31, 2016</b>	<b>\$ 7,584,712</b>	<b>\$ 3,341,711</b>	<b>\$ 768,477</b>	<b>\$ 375,954</b>	<b>\$ 12,070,854</b>

- (1) Northern Wastewater DCC collection areas include the City of Parksville, Town of Qualicum Beach, portions of Electoral Area G and portions of Electoral Area E.
- (2) Southern Wastewater DCC collection areas include the City of Nanaimo and the District of Lantzville.
- (3) Bulk Water service areas have been established in the French Creek area of Electoral Area G and the Nanoose Bay Peninsula in Electoral Area E.
- (4) Duke Point Sewer DCC collection area includes properties in Electoral Area A (Cedar).

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1757**

**A BYLAW TO AUTHORIZE AN EXPENDITURE FROM THE  
SOUTHERN COMMUNITY SEWER SERVICE AREA  
DEVELOPMENT COST CHARGE RESERVE FUND**

WHEREAS the Southern Community Sewer Service Area Development Cost Charge Reserve Fund was established under Bylaw No. 1547, 2009;

AND WHEREAS in accordance with Section 566(3) of the Local Government Act, the use of development cost charge funds must be authorized by bylaw;

AND WHEREAS the Board has approved the use of development cost charge funds for the purpose of the secondary treatment and centrifuge project at the Greater Nanaimo Pollution Control Centre, and the project is an eligible development cost charge project;

AND WHEREAS the estimated amount to be expended is \$29,982,000 for the secondary treatment and \$156,765 for the centrifuge project;

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

1. The sum of Twenty Nine Million Nine Hundred Eighty Two Thousand Dollars (\$29,982,000) is hereby appropriated for the purpose of secondary treatment at the Greater Nanaimo Pollution Control Centre.
2. The sum of One Hundred Fifty Six Thousand Seven Hundred Sixty Five Dollars (\$156,765) is hereby appropriated for the centrifuge project at the Greater Nanaimo Pollution Control Centre.
3. Should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the Reserve Fund.
4. This bylaw may be cited as the "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1757, 2017".

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1758**

**A BYLAW TO AUTHORIZE AN EXPENDITURE FROM THE  
NORTHERN COMMUNITY SEWER SERVICE AREA  
DEVELOPMENT COST CHARGE RESERVE FUND**

WHEREAS the Northern Community Sewer Service Area Development Cost Charge Reserve Fund was established under Bylaw No. 1442, 2005;

AND WHEREAS in accordance with Section 566(3) of the Local Government Act, the use of development cost charge funds must be authorized by bylaw;

AND WHEREAS the Board has approved the use of development cost charge funds for the purpose of the Bay Avenue pump station upgrade project and the project is an eligible development cost charge project;

AND WHEREAS the estimated amount to be expended is \$75,000;

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

1. Seventy Five Thousand Dollars (\$75,000) is hereby appropriated for the purpose of the Bay Avenue pump station upgrade project.
2. Should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as the "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1758, 2017".

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
CORPORATE OFFICER





**ALTERNATIVES**

1. That the Contribution Agreement with the Port Theatre Society for a term from April 1, 2017 to March 31, 2022 be approved.
2. Provide alternate direction to staff.

**FINANCIAL IMPLICATIONS**

The 2017 contribution of \$71,813 and projected future contributions as set out below are collected based on assessments and include a 1.5% estimated annual CPI adjustment. The contribution amount is reviewed annually during the budget process and would be adjusted to reflect the actual CPI for Victoria, BC as of December 31 of the prior year. The renewal agreement continues to allow for the Board’s annual review as part of the budget process and the CPI determines the amount of the annual increase.

Participant	2017	2018	2019	2020	2021
Electoral Area A	\$15,347	\$15,577	\$15,811	\$16,048	\$16,289
Electoral Area B	\$15,363	\$15,593	\$15,827	\$16,065	\$16,306
Electoral Area C					
Formerly EA D	\$3,948	\$4,007	\$4,067	\$4,128	\$4,190
Remainder EA C	\$15,126	\$15,353	\$15,583	\$15,817	\$16,054
Electoral Area E	\$22,029	\$22,359	\$22,695	\$23,035	\$23,381
<b>Total Contribution</b>	<b>\$71,813</b>	<b>\$72,890</b>	<b>\$73,984</b>	<b>\$75,093</b>	<b>\$76,220</b>

**STRATEGIC PLAN IMPLICATIONS**

Renewal of the Port Theatre Contribution Agreement is consistent with the Regional District of Nanaimo Strategic Plan under Focus on Relationships - We look for opportunities to partner with community groups to advance our region and we recognize all volunteers as an essential component of service delivery.




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Tiffany Moore  
[tmoore@rdn.bc.ca](mailto:tmoore@rdn.bc.ca)  
 May 19, 2017

Reviewed by:

- W. Idema, Director of Finance
- T. Osborne, General Manger Recreation and Parks
- P. Carlyle, Chief Administrative Officer

Attachments

1. Contribution Agreement
2. Port Theatre Agreement Renewal Request Letter
3. Port Theatre 2016 Annual Report
4. Port Theatre 2016 Audited Financial Statements
5. Port Theatre Ticket Purchases Statistics May 15 2017

Attachment 1

**THIS AGREEMENT** is made the \_\_\_ day of \_\_\_\_\_, 2017.

BETWEEN:

**REGIONAL DISTRICT OF NANAIMO**

6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

(the "**Regional District**")

OF THE FIRST PART

AND:

**THE PORT THEATRE SOCIETY**

125 Front Street  
Nanaimo, BC V9R 6Z4

(the "**Society**")

OF THE SECOND PART

**WHEREAS**

- A. The Regional District, by Bylaw No. 1318 for Electoral Area 'A', 1319 for Electoral Area 'B', 1320 for Electoral Area 'C' (Extension), 1448 for Electoral Area 'C' (East Wellington) and 1449 for Electoral Area 'E', established services for the purpose of providing a Contribution to the Port Theatre;
- B. The Regional District Board has approved an annual grant for operating purposes to the Society (the "**Contribution**");
- C. The Society is incorporated under the laws of BC and the purpose of the Contribution is for the operation of the Port Theatre.
- D. The Regional District has agreed to contribute funding to the Society and the Society has agreed to use the Contribution in accordance with the terms and conditions of this Agreement.

**NOW THEREFORE**, this agreement witnesses that in consideration of the premises, the terms and conditions hereinafter contained, and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by the parties), the Regional District and the Society covenant and agree as follows:

## **1.0 OPERATING REQUIREMENTS**

- 1.1 As a condition of receiving the Contribution under this Agreement, the Society agrees to use the Contribution for the operation of the Port Theatre in accordance with the terms and conditions set out in this Agreement.
- 1.2 The Society shall not use the Contribution or any part of the Contribution for any purpose other than the operation of the Port Theatre.
- 1.3 In operating the Port Theatre, the Society shall at its own cost:
  - a) comply with all enactments that apply to the operation of the Port Theatre, including the requirements of the *Workers Compensation Act* and the Occupational Health and Safety Regulation under that Act;
  - b) obtain all licenses, permits and consents under any federal, provincial or municipal enactment or bylaw in order to provide the service.

## **2.0 TERM**

- 2.1 The Term of this Agreement commences on April 1, 2017 and ends on March 31, 2022 unless otherwise earlier terminated under this Agreement.
- 2.2 This Agreement may be renewed for further terms at the discretion of the Board.

## **3.0 PAYMENT OF CONTRIBUTION**

- 3.1 Provided that the Society complies with all covenants to be performed under this Agreement, the Regional District shall pay to the Society as a Contribution to the cost of operating the Port Theatre \$72,112 for 2017 on August 31<sup>st</sup>. For the years 2018 to 2021, an additional Consumer Price Index (CPI) adjustment will be applied using CPI for Victoria, BC as of December 31 of the prior year. The Board will review and approve any change in the level of funding to be transferred for the subsequent year's in conjunction with its review of the Regional District's current year operating budgets.

## **4.0 FINANCIAL MATTERS**

- 4.1 On or before September 30<sup>th</sup> in each year of the Term, and as soon as practicable following the termination or expiry of the Agreement, the Society shall appear at a regularly scheduled meeting of the Regional District to:
  - a) provide a report on the Society's activities over the previous year including identifying to the best of its ability the participation ratios of residents in all areas of the Regional District in activities at the theatre, and
  - b) provide a copy of the Society's audited financial statements for revenue and expenditures and financial position for the Society in relation to its operations for the preceding fiscal period (the "**Financial Statements**").

## 5.0 COVENANTS OF THE SOCIETY

5.1 The Society covenants agree that it will, during the term of this Agreement:

- a) maintain its corporate existence, carry on and conduct its affairs in a proper and businesslike manner and keep or cause to be kept properly books of account in accordance with generally accepted accounting principles applied consistently;
- b) maintain, at all times, separate and accurate books, records and accounts including all receipts and invoices supporting any expenditures in accordance with generally accepted accounting principles applied consistently;
- c) perform all its obligations under this Agreement at its own cost;
- d) ensure that the Contribution is spent solely on eligible expenses of this agreement;
- e) abide by its constitution, bylaws and other requirements of the *Society Act* and hold annual meetings and file annual reports and other documents to be filed with the Registrar of Companies;
- f) except where otherwise permitted by the Port Theatre Society Constitution and By-Laws and by any provision or article within or included within the Societies Act of British Columbia and the New Societies Act coming into force on 28 November 2016, not adopt a resolution to dissolve the Society unless it has first given written notice to the Regional District 30 days prior to the meeting at which such resolution is to be considered, and in any event not to adopt a resolution to dissolve the Society that is effective prior to the end of the term of this Agreement, or if applicable, prior to the date of early termination under section 9.0 and 10.1 of this Agreement.

## 6.0 INSURANCE

6.1 The Society shall, throughout the Term of this Agreement, obtain and maintain a policy or policies of liability insurance, with a deductible and in a form acceptable to the Regional District, and in the amount of not less than FIVE MILLION DOLLARS (\$5,000,000.00) per occurrence, protecting the Society and the Regional District against:

liability arising from an act, error, omission or breach of duty on the part of the Society, and its officers and directors in the management and direction of The Society.

6.2 The Society shall provide the Regional District for each year of the Term with a certificate signed by an authorized signatory of each insurer confirming that the coverage required under Section 6.1 has been provided, and upon request shall provide a copy of said policy or policies.

6.3 The Society shall be responsible for the cost of providing all insurance required under this Agreement.

## 7.0 INDEMNITY

7.1 Except where some act, error or omission by the Regional District and or the Regional Districts elected and appointed officers, agents and or employees, directly impacts or effects the Society contrary to, including but not limited to, the Constitution, By-Laws and or policies of the Society, the Society agrees to save harmless, release and indemnify the Regional District and its elected and appointed officers, employees and agents from and against all fines, suits, claims, liabilities, damages, costs, expenses, demands and actions (collectively, "liability") for which the Regional

District or its officers and employees may become liable, suffer or incur by reason of or related to the activities of the Society in operating the Port Theatre, without limiting the generality of the foregoing:

- a) any breach, violation, default or non-performance by the Society of any provision of this Agreement;
- b) any wrongful act, omission or negligence of the Society or its members, directors, officers, employees, agents, volunteers, contractors, subcontractors or others for whom it is responsible; and
- c) any death, bodily injury, property damage, property loss, economic loss or other loss or harm suffered by any person, including the Society.

## **8.0 AUDIT**

8.1 Within the Term of the agreement and at the Regional District's own expense, the Regional District shall give the Society written notice that it desires its appointed representative to examine and audit the books of account of the Society. The examination shall be at a time and place mutually acceptable to the Society and the Regional District.

## **9.0 TERMINATION**

9.1 Either party may terminate this Agreement at any time by giving not less ninety (90) calendar days written notice of termination to the other party, and the Agreement shall terminate at midnight on the last day of the third calendar month following the month during which notice is given provided however that, in any event, unless renewed by the Regional District the Agreement shall terminate not later than the 31st day of March, 2022. Within thirty (30) calendar days of termination, the Society agrees to reimburse the Regional District the prorated share of the grant based on the first day of the month immediately following the month in which the contract was terminated.

## **10.0 EARLY TERMINATION**

10.1 Notwithstanding any other provision of this Agreement, the Regional District may terminate this Agreement upon giving written notice of its intention to so terminate:

- a) 30 days' notice should the Society fail to file its Annual Report or otherwise no longer be in good standing with the Registrar of Companies under the *Society Act*
- b) 30 days' notice should the Society default in any term or condition of this Agreement or fail to perform any covenant required to be performed by the Society under this Agreement or such default continues for more than 30 days' notice to correct the default;
- c) Immediately upon notice should the Society make an assignment in bankruptcy or be declared bankrupt.
- d) Notwithstanding any other provision in this agreement, the Society retains its right to terminate this agreement for any reason whatsoever by providing ninety (90) calendar days' written notice to the Regional District.

## **11.0 CONFIDENTIALITY AND FREEDOM OF INFORMATION**

- 11.1 Each party to this agreement covenants and agrees as follows:
- 11.2 The Society and the Regional District covenant and agree that they will not, at any time either during the term of this Agreement or thereafter, disclose to or discuss with a third party any personal information (as defined in the legislation applicable to the party), or information regarding the internal affairs, data, financial, business, trade secrets or other confidences of the other party ("Confidential Information") except:
- a) as required by law or court order;
  - b) or as necessary to instruct third party professional consultants for the purpose of the legitimate business affairs of the party relating to this Agreement,
  - c) unless it has obtained express authorization from the party to which the Confidential Information relates.
- 11.3 With respect to personal information to which the Freedom of Information and Protection of Privacy Act or the Personal Information Protection Act (the "Privacy Enactments") apply, each party shall collect, store, protect, use and disclose such information in accordance with the requirements of the applicable Privacy Enactment, and in a manner that ensures that there is no violation of any obligations of the other party under a Privacy Enactment.
- 11.4 Each party shall cooperate with the other in relation to requests for release of records to which a Privacy Enactment applies, and the parties acknowledge and agree that the Regional District is required to disclose certain records in accordance with applicable legislation, including information that must or may be disclosed in accordance with the Freedom of Information and Protection of Privacy Act.
- 11.5 Nothing herein shall relieve the Society or the Regional District of their respective obligation to determine their obligations under and responsibility for compliance with applicable Privacy Enactments. In the case of conflict between a Privacy Enactment and the terms and conditions of this Agreement (including any schedules) the provisions of the Privacy Enactments prevail.

## **12.0 ENFORCEABILITY AND SEVERABILITY**

- 12.1 If any provision of this Agreement is determined to be invalid, void, illegal or unenforceable, in whole or in part, such invalidity, voidance, illegality or unenforceability shall attach only to such provision or part of such provision and then such provision or part will be deleted from this Agreement, and all other provisions or the remaining part of such provision, as the case may be, will continue to have full force and effect.
- 12.2 The parties will in good faith negotiate a mutually acceptable and enforceable substitute for the unenforceable provision, which substitute will be as consistent as possible with the original intent of the parties.

## 13.0 GENERAL PROVISIONS

### 13.1 Notice

- a) All notices required or permitted to be given under this Agreement ("**Notice**") shall be in writing and shall be sent to the relevant party at the relevant address, facsimile number or e-mail address set out below. Each such Notice may be sent by registered mail, by commercial courier, or by electronic mail:

To the Regional District:  
Attention: Director of Finance  
6300 Hammond Bay Road  
Nanaimo, BC, V9T 6N2  
Fax: 250-390-6572  
Email: corpsrv@rdn.bc.ca

To the Society:  
Attention: General Manager  
125 Front Street  
Nanaimo, BC, V9R 6Z4  
Fax: 250-754-4595  
Email: admin@porttheatre.com

- b) Each Notice sent by electronic mail ("**E-Mail Notice**") must show the e-mail address of the sender, the name or e-mail address of the recipient, and the date and time of transmission, must be fully accessible by the recipient, and unless receipt is acknowledged, must be followed within twenty-four (24) hours by a true copy of such Notice—including all addressing and transmission details, delivered (including by commercial courier).
- i. if sent by registered mail, seven (7) days following the date of such mailing by sender;
  - ii. if sent by electronic mail, on the date the E-Mail Notice is sent electronically by e-mail by the sender.
- c) If a Notice is sent by electronic mail after 4:00 p.m., or if the date of deemed receipt of a Notice falls upon a day that is not a Business Day, then the Notice shall be deemed to have been given or made on the date of transmission or delivery.
- d) If normal mail service or electronic mail is interrupted by strike, slow down, force majeure or other cause beyond the control of the parties, then a Notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the Notice shall utilize any other such services which have not been so interrupted or shall personally deliver such Notice in order to ensure prompt receipt thereof.
- e) Each party shall provide Notice to the other party of any change of address or e-mail address of such party within a reasonable time of such change.

**13.2 Authority**

The Society represents and warrants to the Regional District that it has the authority to enter into this Agreement and carry out its transactions and all necessary resolutions and procedural formalities have been completed and the persons executing this Agreement on its behalf are duly authorized to do so.

**13.3 Relationship**

The legal relationship between the Society and the Regional District arising pursuant to this Agreement is that of a recipient and funder. Nothing in this Agreement shall be interpreted so as to render the Regional District the employer or partner of the Society, or anyone working for the Society. The Society is not, and must not claim to be, the agent of the Regional District for any purpose.

The Regional District shall not purport to own, direct, administer, deliver or direct the operations of the Society's operations or administration. The Regional District shall not attempt, directly or indirectly, direct or attempt to direct, interfere or attempt to interfere with the operations or administration of the Society.

**13.4 Assignment**

This Agreement shall not be assignable by the Society.

**13.5 Enurement**

This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors.

**13.6 Time**

Time is to be of the essence of this Agreement.

**13.7 Further Assurances**

The parties hereto shall execute and do all such further deeds, acts, things and assurances that may be reasonably required to carry out the intent of this Agreement.

**13.8 Entire Agreement**

This Agreement is the entire agreement among the parties as at the date hereof and neither the Regional District nor the Society has given or made representations, warranties, guarantees, promises, covenants or agreements to the other except those expressed in writing in this Agreement, and no amendment of this Agreement is valid or binding unless in writing and executed by the parties.

**13.9 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. Any waiver shall be in writing and shall be delivered in accordance with Section 13 Notice

### **13.10 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.

### **13.11 Amendment**

No amendment, waiver, termination or variation of the terms, conditions, warranties, covenants, agreements and undertakings set out herein will be of any force or effect unless they are in writing and duly executed by all parties to this Agreement and delivered in accordance with Section 13 Notice.

### **13.12 Law Applicable**

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

### **13.13 No Partnership or Agency**

No provision of this Agreement shall be construed to create a partnering agreement, a partnership or joint venture relationship, an employer-employee relationship, or a principal-agent relationship.

## **14.0 INTERPRETATION**

### **14.1 In this Agreement:**

- a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise.
- b) articles and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- c) reference to a particular numbered section or article, or to a particular lettered Schedule, is a reference to the correspondingly numbered or lettered article, section or Schedule of this Agreement;
- d) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- e) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- f) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
- g) reference to time or date is to the local time or date in Nanaimo, British Columbia;
- h) all provisions are to be interpreted as always speaking;
- i) reference to a "party" is a reference to a party to this Agreement and to their respective successors, assigns, trustees, administrators and receivers;

- j) reference to a “day”, “month”, “quarter” or “year” is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided;
- k) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”;
- l) a word importing the masculine gender includes the feminine or neuter, and a word importing the singular includes the plural and vice versa; and
- m) a reference to approval, authorization, consent, designation, waiver or notice means written approval, authorization, consent, designation, waiver or notice.

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

**REGIONAL DISTRICT OF NANAIMO** )  
by its authorized signatories: )

)  
)

\_\_\_\_\_)  
Chair: )

)  
)

)  
)

\_\_\_\_\_)  
Corporate Administrator

**THE PORT THEATRE SOCIETY** )  
by its authorized signatories: )

)  
)

\_\_\_\_\_)  
Name: )

)  
)

\_\_\_\_\_)  
Name: )

)



Wendy Idema, Director of Finance  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, V9T 6N2

May 18, 2017

Dear Wendy,

**RE: RENEWAL OF FIVE YEAR FUNDING AGREEMENT**

In April 2012 the Regional District of Nanaimo and the Port Theatre Society entered into a five year funding agreement that was due for renewal March 31, 2017. The Port Theatre Society wishes to renew this same agreement for five years ending March 31, 2022.

**Background:**

The taxpayers of Electoral Areas A,B,C and E have been contributing to The Port Theatre since 1996. They voted by referendum to help build the theatre and have been contributing annually to operating costs since it opened in 1998. The District Municipality of Lantzville has a separate agreement with The Port Theatre and continues to provide an annual contribution for operations. The City of Nanaimo owns the building and has a co-management agreement with The Port Theatre Society that supports operating costs, a capital/equipment replacement budget and a maintenance budget to ensure the facility meets professional standards.

**Usage rates by RDN residents:**

Attached is a report summarizing the number of households in the RDN who have purchased tickets at The Port Theatre ticket centre. For the many free events held in the venue it is difficult to learn where people reside but a conservative estimate would be that approximately 25,000 people (23% of the 108,837 people through the venue in 2016) were residing in RDN areas outside of the City of Nanaimo. The theatre has ongoing relationships with a variety social service agencies in the region to ensure access to free tickets for those on limited incomes. The theatre has developed partnerships with numerous arts organizations, cultural groups and schools to reach youth and minority populations including those residing in the RDN electoral areas outside the City of Nanaimo.

**Results of Renewal:**

With continued annual contributions from Areas A-E. The Port Theatre will be able to operate in a fiscally responsible manner. This contribution was 3.8% of the 2016 annual operating revenue. With a renewed five year agreement with the RDN, the Port Theatre will move forward with plans to stimulate and enhance artistic, economic and cultural activities in the Central Vancouver Island Region.

Thank you for your kind consideration of this request.

Sandra Thomson,  
Acting General Manager, The Port Theatre Society



## REGIONAL DISTRICT OF NANAIMO RESIDENTS ENGAGEMENT IN ANCILLARY PROGRAMS

The Theatre Angels program provides opportunities for disadvantaged individuals from all areas of the RDN to attend events at the theatre. Tickets are offered to social service agencies for their clients who might not otherwise be able to attend live performances. Among the 56 organizations included in the program in 2016 are the following that we know have a specific reach into RDN areas:

- Big Brothers & Big Sisters of Central Vancouver Island
- Boys & Girls Club of Central Vancouver Island
- Cedar School & Community Enhancement Society
- Cedar Seniors Drop-in
- Central Vancouver Island Multicultural Society
- Explorer Program (Lantzville)
- Nanaimo Organization for the Vision Impaired
- Parksville Seniors Activity & Drop-In Centre
- People for Healthy Community on Gabriola Society
- SOS Seniors (Parksville).

The Port Theatre regularly works with a variety of artists and groups as Community Partners. Among the 42 organizations included in the program in 2016 are the following that we know have a specific reach into RDN areas:

- Gabriola Fibre Arts Group
- Gabriola Palette People
- Gabriola Photography Club (with rotating art gallery space year-round)
- Central Vancouver Island Multicultural Society
- L'association des francophones de Nanaimo
- Mid-Island Metis Nation
- South Side Teen Centre

The eyeGO to the Arts program offers high school students in both Districts 68 & 69 access to \$5 tickets. In 2016 a 193 young people accessed 38 different events through this program.

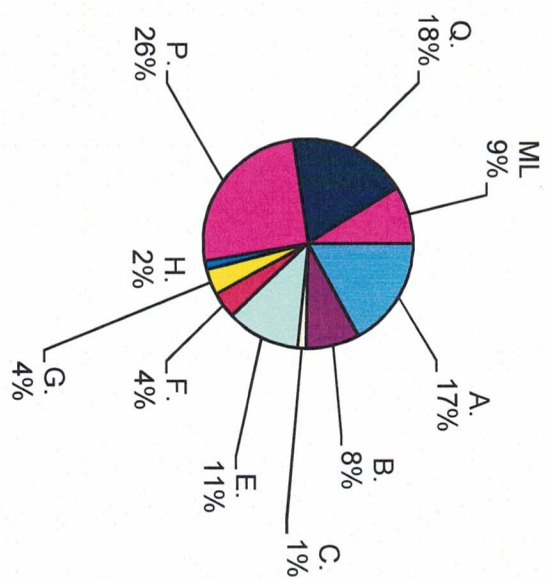


**RDN Region (outside City of Nanaimo)** Estimated # households buying tickets

A. Cassidy, Cedar, Yellowpoint, S. Wellington	3,719
B. Gabriola, DeCourcy, Mudge Islands	1,811
C. Extension, Arrowsmith-Benson, E. Wellington	281
E. Nanoose Bay	2,456
F. Coombs, Hilliers, Errington, Whiskey Creek	897
G. Dashwood, Englishman R., French Creek	850
H. Shaw Hill, Deep Bay, Bowser	296
P. City of Parksville	5,552
Q. Town of Qualicum Beach	3,993
ML Dist. Municipality of Lantzville	1,931

**Total RDN Households buying tickets** 21,786

**Households from RDN Purchasing tickets at the Port Theatre**

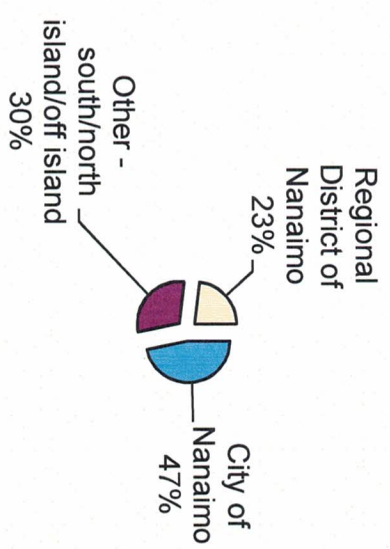


- A.
- B.
- C.
- D.
- E.
- F.
- G.
- H.
- P.
- Q.
- ML

As of May 15, 2017

**Source of Ticket Buyers**

City of Nanaimo	Households buying tickets	44,354
Other - south/north island/off island		28,544
Regional District of Nanaimo		21,786
<b>Total in Database</b>		<b>94,684</b>





# 2016 ANNUAL REPORT



## MESSAGE FROM THE PRESIDENT

2016 was a year of pushing boundaries and challenging our community through diverse artistic experiences.

From a governance perspective, The Port Theatre Society is guided by a Board of Directors united in the vision of growing our community through access to the arts, access to our theatre, and access to transformational experiences beyond the boundaries of everyday life.

On the operations side, we continue to challenge expectations and build a reputation with local, national and international success. We had an unprecedented number and variety of events in 2016, with nearly 108,000 patrons and performers welcomed to our theatre over 284 events.

This year the Society hosted 16 events as part of our nationally-acclaimed Spotlight presentation series, showcasing some of the most interesting and exciting touring artists available. At the heart of the Spotlight Series is a passion to create access to artistic excellence and innovation. We strive to challenge our community by sparking dialogue through diverse art works, and appreciation of different art forms from close to home and around the world.

We are proud to have hosted the Royal Winnipeg Ballet's ground-breaking production *Going Home Star - Truth and Reconciliation*, supported by Canada's Truth and Reconciliation Commission. This historic event created a community space for conversation, reflection and understanding. Throughout the season, we continued to grow dance audiences with provoking contemporary dance works by Ballets Jazz de Montréal, and the return of everyone's favourite holiday classic *Nutcracker* by Canada's Royal Winnipeg Ballet. We celebrated Canadian identity in the arts with legends Buffy Sainte-Marie and Fred Penner, took theatre audiences on a zany and visually innovative adventure with the Arts Club Theatre Company's *Baskerville: A Sherlock Holmes Mystery*, and brought some of the world's favourite touring musicians to the stage – from Ireland's De Danann, to Canada's hottest guitar ensemble Montréal Guitar Trio, to an energetic new cast of guitar luminaries at International Guitar Night.

In 2016, we continued to challenge the boundaries of our theatre, physically, by reimagining unconventional space. We introduced the brand new OFFstage Theatre Series, transforming The Port Theatre lobby into an intimate late night venue to feature bold and provocative works by emerging artists. The first half of the year saw Sarah Hagen host her final season of Classical Coffee Concerts with special guests, before welcoming the dynamic Bergmann Piano Duo as new hosts of the well-loved series.

There are many factors that allow us to push boundaries while maintaining artistic, social and financial success. Our Port Theatre team is a dedicated, experienced and knowledgeable family of arts professionals who have earned respect across the country from promoters, agents and artists alike. Our 150+ volunteers are not only family to us but are dedicated ambassadors for the arts. Our current Board of Directors is committed to a single vision of providing inclusive and accessible opportunities for our community.

Throughout 2016, we developed and maintained numerous community partnerships including Nanaimo Child Development Centre, Nanaimo Foundation, Nanaimo Aboriginal Centre, Snuneymuxw First Nation, Tillicum Lelum Aboriginal Friendship Centre, Mid Island Metis Nation, TheatreOne, Nanaimo Fringe Festival, Haven Society, various VIU departments, SD68, Opera Nanaimo and the Nanaimo Conservatory of Music to name a few. These partnerships are integral to the ability for our community to continue to grow and thrive through access to and usage of our theatre.

The Port Theatre Society Board of Directors continues to prioritize the development of the Community Performing Arts Centre. Nanaimo City Council reaffirmed their support of this project in Spring 2016,



fundraising reached over \$675,000 without incurring any debt whatsoever, and we eagerly await funding announcements from the provincial/federal government in order to move forward with our shovel-ready project.

The Port Theatre Society Board of Directors recognizes the excellence of our General Manager, Bruce Halliday, who is currently on leave and expected to return in 2018. We are exploring options to provide temporary leadership until he returns. The Board has been exceptionally well-served in the recent months when Mr. Halliday has been on leave and we are immensely grateful for the hard work and dedication put forward by each and every one of the Port Theatre staff members. We are also indebted to the excellent service and energetic support from all of our amazing volunteers. Together we work to ensure our sustainability and relevance in the region.

The board and staff very much appreciate the strong support from the City of Nanaimo, Mayor Bill McKay and Council, City staff, The Regional District of Nanaimo, The District of Lantzville, The Department of Canadian Heritage, The BC Arts Council, and The BC Touring Council. We would also like to extend our thanks to our community and our many partners and patrons.

2016 was a landmark year in many ways, and it is your unrelenting support that ensures the success of live performance in Nanaimo for many years to come. “Challenge” to us is not a dirty word. It is the fire that burns underneath us as we strive to reach further and further into the heart of our community. It is what drives us as we challenge expectations, challenge perceptions of Nanaimo, and challenge our community to collectively celebrate Nanaimo’s diverse, tolerant and creative nature.

**Fred Jacklin**  
*President*



*Footprints of the Wolf drumming and singing circle serenaded audiences before each performance of the Royal Winnipeg Ballet's Going Home Star – Truth and Reconciliation in April.*



## MISSION STATEMENT

The purpose of The Port Theatre Society is to stimulate and enhance artistic, cultural and economic activities in the Central Vancouver Island Region through the operations of the performing arts centre on the waterfront in downtown Nanaimo.

## BOARD OF DIRECTORS

President	Fred Jacklin
Vice President	Jim Vanstone
Treasurer	Colin Sheen
Secretary	Marilyn Sullivan
Directors	Jim Ballard
	Diana Johnstone
	Monica Shore

## MANAGEMENT TEAM

Lisa Desprez	Administrative Assistant
Melanie Godel	Marketing & Administration Assistant
Greg Graham	Senior Front of House Manager
Bruce Halliday	General Manager
Karen Harrison	Finance Manager/Accountant
Mike Hessler	Technical Director
Tim Johnson	Assistant Technical Director/ Head Carpenter
Shelley Johnstone	Marketing & Community Outreach Coordinator
Wilson Pascoe	Assistant Technical Director/ Head of Sound
Jason Pouliot	Assistant Technical Director/ Head of Lighting
Kathy Robinson	Ticket Centre Manager
Christine Theuerkorn	Booking Coordinator

## ADMINISTRATION

Accounting Assistant	Nic Carper
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## TICKET CENTRE

**Senior Ticket Clerks:** Gillian Parker, Jo-Ann Tait

**Ticket Clerks:** Sara Fee, Ingrid Fitzpatrick, Chris Helman, Janet Marren, Minnow Parmar, Niomi Pearson

## FRONT OF HOUSE

**Assistant Front of House Managers:** Natasha Cowper, Karrie MacDonald, Sarah Ujack

**Audience Services:** Melody Barta, Jacqui Conway, Jonathan Greenway, Blake McGuffie, Thomas Smith, Joanne Swain, Sarah Ujack, Kyra Van Shaik, Lorraine Willgress



Staff of the Port Theatre are all smiles during the busy holiday season.

## HEALTH AND SAFETY COMMITTEE

Lisa Desprez, Greg Graham, Bessie Harvey, Mike Hessler, Tim Johnson

## RECEPTION VOLUNTEERS

Nella Frewin, Bessie Harvey, Pat Piercy, Betty Reynolds

## VOLUNTEER NEWSLETTER COMMITTEE

Natasha Cowper, Val Duthie, Greg Graham, Karrie MacDonald, Betty Reynolds, Carolyn Walker

## VOLUNTEER PARTY PLANNING COMMITTEE

Natasha Cowper, Lisette Dowdle, Jim Gahr, Greg Graham, Pearl Johnston, Stella Robinson

## LAUNDRY DETAIL

Kristina Raappana

## THEATRE TECHNICIANS

**Keys & Codes:** Steve Adamson, Ken Swain, Sue York

**On-Call Technicians:** Jethro Allen-Martin, Leroy Anderson, Steven Baillie, Nick Barrett, Dave Barton, Tanya Baxter, Sheila Bowman, Robin Boxwell, Hilary Britton-Foster, Susanne Clampett-Husband, Sherry Dance, Mary Downes, Graham Gueguen, Peter Gunstone, Crystal Hanson, Chad Hartel, Brendan Holm, Holly Karpuik, Andrea King, Elizabeth Kraft, Nicole Lamb, Stephen Lewis, Miranda Lum, Brad McAuley, Hailey McConnell, Andrew Nicholls, Oren Nienhuis, Nikki Nilsson, Richard Nott, Simon Pamment, Michael Parsons, Leon Potter, Susan Potts, Janelle Reid, Brandon Richards, Casey Leigh Robinson, Paul Sadlmyer, Yong Shian Sam, Lukas Smith, Matthew Stephens, Elly Tomasson, Michael Unger, Bibi Wallace, Liam Worthington

### **The Port Theatre Society gratefully acknowledges the financial support of:**

The BC Arts Council | The BC Touring Council | The City of Nanaimo | The Department of Canadian Heritage – Arts Presentation Canada Program | The District Municipality of Lantzville | The Province of British Columbia | The Regional District of Nanaimo Electoral Areas A, B, C, E

### **The Port Theatre is proud to be a member of:**

Arts BC | BC Touring Council | Canadian Arts Presenting Association | Canadian Institute of Theatre Technicians | Gabriola Chamber of Commerce | Nanaimo Chamber of Commerce

## DONORS TO OPERATING FUND

Anonymous  
 Beverley Adams  
 Gary & Maureen Anaka  
 Dianne M. Anderson  
 Shane & Suzanne Andre  
 Richard W. Arnold  
 Gary Bahr  
 Karen & Steven Baillie  
 Donna & Hal Baldwin  
 Lianne & David Ballantyne  
 Michael & Anna Berry  
 Laurie & Steve Beveridge  
 Nancy Blair  
 Jan (Peter) Blumel  
 Peter & Linda Booler  
 Nelder & Muriel Boulton  
 Richard & Lynne Bowen  
 Gwen Boyd  
 Cory Dawn Brimacombe  
 Kathleen Brodie  
 Barb Brophy-Cunnah  
 John Burn  
 Robert & Lorna Calderwood  
 Elizabeth Cameron  
 John Carpenter  
 Craig & Joyce Clarke  
 Michael & Audrey Clegg  
 Ron Collicutt/Barbara Ogden  
 Margaret Conroy  
 Laurie A. Crossan  
 Evelyn Cyr  
 Clair & Val Davies  
 Les E. Dickason  
 Bruce Donnelly  
 Sue Douglas  
 Ken & Bev Doumont  
 Shirlee Drummond-Hay  
 Iris Dzioduck  
 Paul & Lois Edelenbos  
 Marie Emery  
 Rick & Carol H. Evans  
 Vic & Phyllis Fafard  
 Ken Fanning  
 Bruce & Solveig Farquharson  
 Murray R. F. Ferg  
 John & Diane Finnie  
 Betty Folkmann  
 Anne Fortin  
 Carolyn Fyfe  
 Tela Gayowsky  
 Ronald & Esther Gladstone  
 Bob & Diane Gorrie  
 Lola E. Grierson  
 Susan Gueulette  
 Gillian & Alex Guy  
 Doreen Hagen  
 Glenn & Eileen Hall  
 Barbara & Wayne Harling  
 Sandy Harper  
 Wiesia Harrison  
 Bessie Harvey  
 David & Pam Helem  
 Paul & Elizabeth Hendricks  
 Cai Hermansen  
 Reinie Heydemann  
 Richard D. Heyman

Eva Hilborn  
 Egon & Ann Holzwarth  
 Eileen Hooyberg  
 Bennett & Frances Horner  
 Barbara Hourston  
 Marilyn & Phil Huffman  
 Roy Innes  
 Investors Gp Strategic Charitable Giving Fdn  
 Muriel James  
 Tibor & Magda Jando  
 Helen M. Johnston  
 Randle & Frances Jones  
 Shirley Jones-Koers  
 Arlene Juby  
 Jackie Katerenchuk  
 Bill Keast  
 Keith & Doreen Ketchen  
 Vi Kilback  
 Jean Lenore King  
 Terry Kirk  
 Lucie Koenig  
 Shirley Kosich  
 Viola & Wendell Krienke  
 Elsie Kurpita  
 Chris Lang  
 Diane M. Laporte  
 Anne & Erling Larson  
 Lynne Lepin  
 Imogene L. Lim  
 Lynda Lindsay  
 Madeline Lockstead  
 Ken Lyall  
 Marilyn & Doug MacGillivray  
 Anne C. MacLeod  
 Michael E. Maddison  
 Deborah Maddocks  
 Chuck & Ellen Madill  
 Paula & R.G. Madziya  
 Mary Magrega  
 Helmut & Mary Mark  
 Leslie & J David Mathews  
 Joan McIntyre  
 Jock McKeen  
 Sara McLaren  
 Patricia H. McLeod  
 Margaret Meredith  
 Sena & Chester Millan-Bowlby  
 Doug & Shirley Milligan  
 Candice Morgan  
 Bryan Muise  
 Debby & Randy Munro  
 Susan & Robert E. Murphy  
 Richard Charles Nash  
 Anne Nesbitt  
 Mae Newsham  
 Joan Nolting  
 John & Marjorie O'Callaghan  
 Dick & Eveline O'Rourke  
 Robin & Bonnie Ann Oldring  
 Greta Olesen  
 Mike & Pat Patton  
 Art & Dorlean Peck  
 Estelle Pedersen  
 Betty Pepper  
 Judy D. Perfect

Edward C. Peter  
 Karen E. Phillips  
 Susan & Nigel Pountney  
 Manly Price  
 Joshua & May Purney  
 Karen Reardon  
 Betty Reynolds  
 Roy & Sharon Richmond  
 Doug, Joan & Jeremy Roszmann  
 Heather Lynne Sanrud  
 Cindy Shantz  
 Carolyn L. Shaw  
 John Shelbourn  
 Chris Sholberg  
 Cheryl Diane Slater  
 Judith & James Slater  
 Heather R. Smith  
 Wendy Smitka  
 Joy Smith  
 Chris & Toula Spencer-Johnson  
 Gerald Stanick  
 Patricia Stanley Beck  
 John & Jill Stedman  
 Dieuwke Steenstra  
 Bill & Carolyn Stuart  
 Chris D. Sunnus  
 Sue L. Taylor  
 Richard & Elizabeth A. Thompson  
 Sandra Thomson  
 Jim & Marianne Turley  
 Daphne Vater  
 Gennie & Dick Vest  
 Carolyn Walker  
 Joann M. Walton-Hatch  
 Brad Welch  
 Leigh & Margaret Wharton  
 Carol & Michael Whately  
 John & Kathleen Whyte  
 Thereaa Marie Wilson  
 Sharon E. Wishart  
 Alice Westaway  
 James D. Walbourne  
 Susanne Walter  
 Cathy M. Watts  
 Patricia Waymark  
 Michele & Rick Weighill  
 Marilyn & Al Whitcomb  
 Jim Whiteaker  
 Theresa Marie Wilson  
 Peter Winn  
 Ron Wong  
 Gary & Audrey Zolob  
 Joy Zorkin



*The legendary Buffy Sainte-Marie performed a rare solo performance to a sold-out audience in November.*

*photo by Christie Goodwin*

## STUDIO THEATRE FUND DONORS

Robert Bevis | Nic Carper | Casino Nanaimo | Sue E. Culver | Jack & Diana Johnstone | Chad Oakenfold | Betty St. Jean | Diane Piket | Christine & John Whitelaw

## MEDIA SPONSORS

91.7 Coast FM | CHLY 101.7 FM | Harbour Living | Island Radio | Nanaimo Daily News | Nanaimo News Bulletin | Rideout Communications

## YOUTH PROGRAM SPONSORS

Island Savings | BC Touring Council

## 2016 SEAT SPONSORS

Maureen Rumney | Casino Nanaimo | Helen Weinehl

## IN-KIND SPONSORS

Central Vancouver Island Multicultural Society | Dr. Tonia Winchester ND | Got Pop? Concerts | Kwik Kopy Design & Print Centre | Mambo Gourmet Pizza | Ohana's Café & Deli | Serious Coffee | Thrifty Foods | Turley's Florist & Specialty Garden Centre | The Vault Cafe

## 2016 ENDOWMENT FUND DONORS

The Estate of Mary Holmes | Elaine McDonald

## THEATRE ACTIVITY DURING 2016

	Events	Patrons
January	21	6,788
February	29	10,127
March	28	9,694
April	41	15,561
May	28	10,905
June	40	20,733
July	2	33
August	3	114
September	7	1,512
October	31	7,183
November	27	11,477
December	27	14,710
<b>TOTAL in 2016</b>	<b>284</b>	<b>108,837</b>



Young people take a break from the music to dress up during the AMP IT UP! Free Youth Event in May 2016.

## THEATRE ANGELS PROGRAM

The Port Theatre Society's Theatre Angels Program provides tickets to the following social service agencies in the Mid-Island area, who in turn distribute the tickets to clients who might not otherwise have the opportunity to attend live performances. Over 1,250 tickets were made available in 2016 to the following 55 agencies and groups.

7-10 Club, Nanaimo  
 Affordable Housing Society  
 Better At Home Program - Nanaimo Family Life  
 Big Brothers & Big Sisters of Central Van. Island  
 Bill's Place Residential Care  
 Brain Injury Society  
 Buttertubs Place  
 Boys and Girls Club of Central Vancouver Island  
 Cedar School & Community Enhancement Society  
 Cedar Seniors Drop-In  
 Central Vancouver Island Multicultural Society  
 Claytree Society, Bridges Nova Program  
 Clements Centre Society  
 Dallen's Dream Team Society  
 Disability Resource Centre  
 Explorer Program  
 Haven Society  
 Hepatitis C Peer Support Group  
 Hepatitis C Society  
 Island Crisis Care Society  
 Island Deaf & Hard of Hearing Society  
 John Howard Society, Nanaimo Region  
 Kiwanis Village  
 M.S. Society  
 Mid-Island Abilities & Independent Living Society  
 Mountain View Group Home  
 Mt. Benson Senior Citizens Housing Society  
 Nanaimo Aboriginal Centre  
 Nanaimo Association for Community Living Nanaimo  
 Child Development Centre  
 Nanaimo Citizen Advocacy Association  
 Nanaimo Family Life Association  
 Nanaimo Harbour City Seniors  
 Nanaimo Organization for the Vision Impaired  
 Nanaimo Seniors Visiting

Nanaimo Serenity Lodge  
 Nanaimo Travellers Lodge  
 Society  
 Nanaimo Women's  
 Resource Centre  
 NYSA – One Stop Youth Center  
 Open Minds Open Windows  
 Society  
 Pamela's Home Society  
 Parksville Seniors Activity & Drop-In Centre  
 People for Healthy Community on Gabriola Society  
 Port Alberni Association for Community Living  
 Skaana Community Resources Ltd.  
 Snuneymuxw First Nation  
 Society of Organized Services  
 SOS Seniors  
 Supportive Apartment Living  
 Tillicum Lelum Aboriginal Friendship Centre  
 Tillicum Lelum Men's Wellness Survivors  
 Vancouver Island Mental Health Society  
 Vancouver Island University – Clemente Course  
 Vancouver Island Vocational and Rehabilitation Services  
 VIHA Mental Health & Addiction Services  
 VIHA Youth & Family Addictions



Fred Penner crooned hits like "The Cat Came Back" for fans young and old alike as part of the Spotlight Series in September 2016.

*"ON BEHALF OF EVERYONE AT SUPPORTIVE APARTMENT LIVING, WE WANT TO THANK YOU ONCE AGAIN FOR THE INCREDIBLE THEATRE ANGELS PROGRAM. NOT ONLY DOES YOUR PROGRAM PROVIDE PEOPLE WITH DIVERSIBILITIES THE CHANCE TO ATTEND PERFORMANCES, BUT IT GIVES PEOPLE A REASON TO GET DRESSED UP, MEET WITH FRIENDS AND HAVE WONDERFUL AND MEMORABLE EXPERIENCES TOGETHER."*

**Eve Reinarz**

Supportive Apartment Living

## THEATRE ANGELS PROGRAM DONORS

Lynne & Charles Alton  
 Eric & Maureen Anstey  
 Brook Antal  
 Jacob Baelemans  
 Donna & Hal Baldwin  
 Elaine Barnes  
 Lorna Black  
 Joy & Ken Bruner  
 Michael & Anna Berry  
 Marilyn Campbell  
 Ellen P. Canning  
 Deryck Cowling  
 Evelyn Cyr  
 Alison Douglas  
 Jennifer Downer  
 Douglas & Laurene Ebbett  
 Brian Fisher  
 Ken R. Flannagan

Brian & Aileen E. Foan  
 Kathleen & Inge Fretheim  
 Trudy (Gertrude) Gilmour  
 Roger & Christine Gumbert  
 Dan & Rita Haaf  
 Doreen Hagen  
 Barbara & Wayne Harling  
 Richard L. Hart  
 Kathryn-Jane Hazel  
 David & Pam Helem  
 Reinie Heydemann  
 Lorena & Grant Holmgren  
 Jean Hopper  
 Bennett & Frances Horner  
 Marilyn & Phil Huffman  
 Roy Innes  
 Keith & Doreen Ketchen  
 Monica & John Kirkhope

Kiwanis Club of Nanaimo  
 Sunrisers  
 Lucie Koenig  
 Shirley Kosich  
 Joe & Anne Kraskin  
 Emmy Matte  
 Carol Matthews  
 William McKenzie  
 Ann McManus  
 Joan Nolting  
 John & Marjorie O'Callaghan  
 Judy Patience-Ethier  
 Manly Price  
 Joshua & May Purney  
 David & Jean Rhodes  
 Roy & Sharon Richmond  
 Evelyn Rintala  
 Marion Rivers

Patricia & Colin Sheen  
 Sheryl Shermak  
 Betty Short  
 Joy Smith  
 Shirley Strong  
 Carlos Suzara  
 Lily & Wilfred Thorsen  
 Marie & Andy Tunheim  
 Elizabeth (Paxie) F. Vreede  
 Susanne Walter  
 Joann M. Walton-Hatch  
 Stan & Bernice Wardill  
 Patricia Washburn  
 Ronalee White  
 John & Kathleen Whyte  
 Gary & Audrey Zolob



## PUTTING COMMUNITY FIRST

Every year, The Port Theatre Society is proud to partner with many community organizations and events. In 2016, we grew and developed a great number of these relationships. We would like to recognize some of these important partnerships to show how they have benefited our community.

## TRULY HOME FOR A REST... A SPECIAL PRESENTATION

The Port Theatre had the exciting opportunity to present *Spirit of the West*, a staple of the Canadian music scene for nearly three and a half decades, ahead of their final hometown performances in Vancouver. The sold-out concert was a special evening of celebration, nostalgia and pride as Nanaimo said goodbye to one of Canada's most stalwart and beloved musical groups.

## GIVING YOUTH THE POWER

2016 saw more youth in seats, on stage and behind-the-scenes than ever before thanks in part to our youth programming sponsor Island Savings: **Schools on Stage** gives elementary students access to the theatre and staff for a full day to put on large-scale community performances, and this year benefited over 3000 elementary school students; **Student Work Experience** allowed over 70 youth from NDSS, the Crimson Coast Dance Society's Body Talk Youth Cru and VIU technical theatre students to gain on-stage and behind-the-scenes experience with our professional technical staff; **eyeGO to the Arts** continued to allow high school students access to \$5 tickets, including the majority of our Spotlight Series performances; and we presented our second **free youth concert AMP IT UP!** creating a fun and accessible event featuring two local up-and-coming acts.

## IGNITING DIALOGUE THROUGH PERFORMANCE

Performance art can be a valuable tool in building relationships, encouraging dialogue, and helping our community become stronger. In April 2016 we hosted the Royal Winnipeg Ballet's ground-breaking production *Going Home Star - Truth and Reconciliation*, supported by Canada's Truth and Reconciliation Commission. We are proud to have hosted such an historic event and created a community space for conversation, reflection and understanding.

## REIMAGINING UNCONVENTIONAL SPACE

The Port Theatre continued to push boundaries in 2016 with the introduction of the OFFstage Lobby Theatre Series, presented in partnership with TheatreOne and Nanaimo Fringe Festival. The series sees the Port Theatre lobby transformed into an intimate late-night venue where emerging artists explore provocative topics through performance. The success of this series, with two packed performances in the fall, demonstrates our community's thirst for small-scale and intimate performance spaces in our community.

## COMMUNITY PARTNERS

BC Boys Choir | Central Vancouver Island Multicultural Society | City of Nanaimo | Crimson Coast Dance Society | Dirk Heydemann – HA Photography | Downtown Nanaimo Business Improvement Association | Friends of the Library | Festival Nanaimo | Gabriola Fibre Arts Group | Gabriola Palette People | Gabriola Photography Club | Haven Society | L'Association des francophones de Nanaimo | Mid Island Metis Nation | Nanaimo Aboriginal Centre | Nanaimo Women's Resource Centre | Nanaimo African Heritage Society | Nanaimo Art Gallery | Nanaimo Arts Council | Nanaimo Blues Society | Nanaimo Chamber of Commerce | Nanaimo Child Development Centre | Nanaimo Conservatory of Music | Nanaimo Economic Development Corporation | Nanaimo Foundation | Nanaimo Fringe Festival | Nanaimo Museum | School District 68 | Snuneymuxw First Nation | South Side Teen Centre | The Grand Hotel | TheatreOne | Tillicum Lelum Aboriginal Friendship Centre | Vancouver Island Children's Book Festival | Vancouver Island Short Film Festival | Vancouver Island Symphony | VIU Alumni Association | VIU International Education | VIU Theatre Department | VIU Visual Art Department



The Port Theatre continues to develop important partnerships with groups like the Mid Island Metis Nation.



A student from the NDSS performance of *Shrek* greets his fans. Both the NDSS production and the matinee performance for 800 elementary students were funded by The Port Theatre's youth programming initiatives.



Footprints of the Wolf drumming and singing circle serenaded audiences before each performance of the Royal Winnipeg Ballet's *Going Home Star – Truth and Reconciliation* in April.

## SPOTLIGHT PLUS – MORE WAYS TO SAVE

We introduced more ways to save in the 2016-17 season with Spotlight Plus. This ticket packaging formula sees our patrons rewarded with up to 25% off regular or member priced tickets when they purchase for multiple Spotlight performances. Our goal is to thank and reward committed patrons and members with deep discounts, make attending live performance a more regular practice in everyday life, and encourage them to take a chance on unique and innovative programming that they may not otherwise see.

### MEMBERSHIP

Total Members:  
1,562

Total Membership Revenue:  
\$40,462

### CORPORATE & SMALL BUSINESS MEMBERS:

Barbara Day Sort Law Corp.  
Canadian Sitter Inc.  
Casino Nanaimo  
Ecstasy Audio  
Fuller Management Inc.  
Harbour Dancentre  
Heath & Co.  
Heather Tours  
Island Fever Travel  
Island West Coast Developments  
KC Voiceworks  
Kwik Kopy Printing  
L & E Excavating Ltd.  
Lifeworks! Consulting Services  
Maffeo Salon And Day Spa  
McLean's Specialty Foods  
Mid Island Co-Op  
Mile Zero Motorsports  
Mosaic Information Technologies Inc.  
Northridge Dental  
Old City Quarter Law Office  
Pacific Biological Station Staff Association  
Pochi Enterprises  
Profotofx Services Ltd.  
Ramsay Lampman Rhodes  
Royal Bank of Canada (RBC)  
S&G Quartz and Granite  
Silvacare  
Soloway  
Spice of Life Catering  
Tempo Dance Academy  
Waterman & Associates  
Woodgrove Pine Clinic

### NON-PROFIT ORGANIZATION MEMBERS:

Comets Sport, Recreation, and Culture Society  
Nanaimo Military Music Festival Society  
Preceptor Gamma Lambda

### FINANCIAL

(Updated March 8, 2017)

The Port Theatre Society is pleased to share the Audited Financial Statements for the year ended December 31, 2016. As per the Societies Act requirement, these statements were approved by the Board of Directors at their March 8, 2017 meeting. The Port Theatre Society ended the 2016 fiscal year with a \$110,227 operating fund surplus. The Board of Directors have chosen to transfer \$100,000 of the operating surplus: \$50,000 to the contingency fund and \$50,000 to the building fund towards the completion of the Community Performing Arts Centre (Studio Theatre). The Port Theatre Society continues to operate efficiently and effectively with no accumulated debt.



Timmy Tikket and "Fred Penner" took to the streets to distribute candy at the Downtown Halloween 130!

### TICKET SALES

The Port Theatre event ticket sales:

- Total tickets sold: 60,017
- Total dollar value: \$2,165,290

Off-site event ticket sales:

- Total tickets sold: 5,454
- Total dollar value: \$176,783

There were a total of 45 events equalling 58 performances held at other venues: Beban Park Auditorium, Beban Park Social Centre, Brechin United Church, The Coast Bastion Hotel, Diana Krall Plaza, Dorchester Hotel, Harbour City Theatre, Maffeo-Sutton Park, Malaspina Theatre, Nanaimo Art Gallery, Nanaimo Ecumenical Centre, Nanaimo Entertainment Centre, Pioneer Waterfront Plaza, The Queen's, St. Andrews United Church, St. Edmunds Church in Parksville, Vancouver Island Conference Centre, and VIRL Nanaimo Harbourfront.

### FACILITY

- Exterior lights upgraded to LED
- Plumbing upgrades – New sinks in women's washrooms and accessible height toilets in Harmac Room Washrooms
- Purchase of LED stage Fixtures
- Audio Patchbay Rebuild/Upgrade
- Purchase of Large Video Projector for Main Theatre
- Replacement of Point of sale Terminals for Lobby Bars



## INSPIRING GIVING

The Port Theatre is a founding partner of **Mid Island Gives** – a new GivingTuesday civic movement dedicated to showcasing and celebrating the strong and diverse charitable and non-profit organizations across central Vancouver Island. Mid Island Gives is committed to making our community stronger by encouraging giving of all kinds; volunteering, donating and sharing.

## VOLUNTEERS

With over 150 volunteers, The Port Theatre Society's volunteer roster is one of the largest in Nanaimo. We are privileged to have such dedication within our organization.

The depth and experience of the volunteers ensures the seamless execution of the many events presented at The Port Theatre every year. Volunteers also help the society by working the administration desk during certain weekday lunch hours. They keep busy answering phones, organizing mail-outs, and updating volunteer work schedules. Other work includes laundry duties, writing and editing the volunteer newsletter, sitting on the Health & Safety Committee, and organizing the annual Volunteer Appreciation Luncheon. Each volunteer's commitment to The Port Theatre Society is integral to the successful delivery of live entertainment to the community.

**Total volunteer hours in 2016: 11,517**

**Total volunteer hours since 1998 opening: 254,287**



*Bessie Harvey received recognition for her contributions as a Port Theatre volunteer at the AGM in March 2016.*



*Volunteers enjoy their day at the Annual Volunteer Luncheon in April.*



*Elizabeth and Marcel Bergmann, also known as the Bergmann Piano Duo, ushered in a new era as hosts of the Classical Coffee Concert Series.*



*RWB Artistic Director André Lewis chats with Shelagh Rogers of CBC Radio about reconciliation ahead of both performances of *Going Home Star – Truth and Reconciliation*.*

## MERIT BOX

Volunteers are listed in order of which service levels were reached:

**7250 hours:**

Doris Arndt

**4250 hours:**

Kristina Raappana

**2750 hours:**

Jim Gahr

**2500 hours:**

Rina Cassino

**2000 hours:**

Tove Gahr

**1750 hours:**

Carolyn Walker

Rose Wizinsky

**1500 hours:**

Karen Orchyk

**1250 hours:**

Judi Davison

Lisette Dowdle

**1000 hours:**

Marjorey Hope

Pat Piercy

Gloria Saunders

**750 hours:**

Bibi Stewart

Lynda Granger

**250 hours:**

Rhonda Atlas-Snell

Sonja Billard

Mary Carr

Blanche McKenzie

Gloria Shabbits

**150 hours:**

Dennis Billard

Barb Sankey



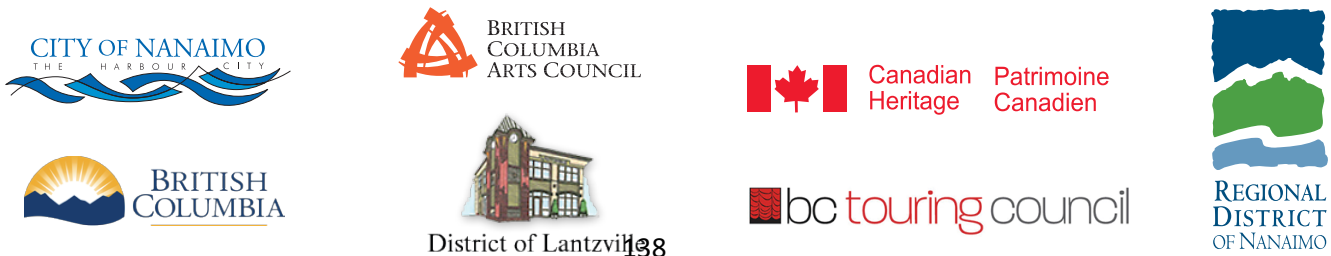
## SPOTLIGHT SERIES 2016

Jan 15	International Guitar Night	Oct 18	Classical Coffee Concert: Bergmann Piano Duo
Feb 2	Classical Coffee Concert: Sarah Hagen with Anne Grimm	Oct 29	Fred Penner
Feb 24	Ballets Jazz de Montréal: Kosmos, Rouge, Closer	Nov 2	Montréal Guitar Trio
Mar 8	Classical Coffee Concert: Sarah Hagen with Søren Bebe	Nov 11	OFFstage Lobby Theatre Series: Brain
Mar 19	De Danann	Nov 15	Classical Coffee Concert: Bergmann Piano Duo with Beth Root Sandvoss
Apr 4 & 5	Canada's Royal Winnipeg Ballet: Going Home Star – Truth & Reconciliation	Nov 15 & 16	Baskerville: A Sherlock Holmes Mystery
Apr 12	Classical Coffee Concert: Sarah Hagen with Ann Elliott-Goldschmid	Nov 20	Buffy Sainte-Marie: A Rare Solo Performance
Oct 4	OFFstage Lobby Theatre Series: Lost & Left Behind	Dec 5 & 6	Canada's Royal Winnipeg Ballet: Nutcracker

## CORPORATE SPONSORS



## FUNDERS





# LOVE ARTS NANAIMO

## Surprise Yourself

Amazing experiences  
await you in Nanaimo.

If you're curious, if you're looking for inspiration, if you want to find connection & participate, join us to explore the world of art, dance, music, history & theatre...discover something you will love.

Love Arts Nanaimo is a collaborative initiative of professional arts and culture organizations. Our goal is to build community by sharing stories, passion and creativity with you.

Join us all year long for diverse & powerful encounters with the arts.



[loveartsnanaimo.ca](http://loveartsnanaimo.ca)

125 Front Street Nanaimo, BC V9R 6Z4

Administration

T 250.754.4555 F 250.754.4595

Ticket Centre

T 250.754.8550

**THE PORT THEATRE SOCIETY**

**FINANCIAL STATEMENTS**

**December 31, 2016**

# THE PORT THEATRE SOCIETY

## INDEX TO FINANCIAL STATEMENTS

YEAR ENDED **December 31, 2016**

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Statement of Revenues and Expenditures	4
Statement of Changes in Fund Balances	5
Statement of Cash Flows	6
Notes to the Financial Statements	7 - 12

## INDEPENDENT AUDITORS' REPORT

To the Members

### Report on Financial Statements

We have audited the accompanying financial statements of **The Port Theatre Society**, which comprise the statement of financial position as at **December 31, 2016**, and the statements of revenues and expenditures, changes in fund balances, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

# INDEPENDENT AUDITOR'S REPORT

(Continued)

## **Basis for Qualified Opinion**

In common with many not-for-profit organizations, the society derives revenue from donations and sponsorships, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the society and we were not able to determine whether any adjustments might be necessary to donations and sponsorships, excess of revenues over expenditures, assets, or fund balances.

## **Qualified Opinion**

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the society as at **December 31, 2016**, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

## **Report on Other Legal and Regulatory Requirements**

As required by the *Society Act of British Columbia* we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.



**CHURCH PICKARD**  
Chartered Professional Accountants

Nanaimo, B.C.  
March 8, 2017



# THE PORT THEATRE SOCIETY

STATEMENT OF FINANCIAL POSITION as at December 31, 2016

	Operating Fund	Restricted Funds	Total 2016	Total 2015
<b>Assets</b>				
<b>Current</b>				
Cash and equivalents	\$ 45,687	\$ 799,714	\$ 845,401	\$ 709,620
Box office bank account	700,200	-	700,200	643,934
Accounts receivable	20,761	-	20,761	23,324
Inventory - Note 3	11,314	-	11,314	12,306
Prepaid expenses and show costs	<u>37,169</u>	<u>-</u>	<u>37,169</u>	<u>29,051</u>
	815,131	799,714	1,614,845	1,418,235
<b>Tangible capital assets - Note 2</b>	<u>30,426</u>	<u>-</u>	<u>30,426</u>	<u>33,162</u>
	<u>\$ 845,557</u>	<u>\$ 799,714</u>	<u>\$ 1,645,271</u>	<u>\$ 1,451,397</u>

## Liabilities and Fund Balances

### Current

Accounts payable and accrued liabilities	\$ 65,120	\$ -	\$ 65,120	\$ 69,381
Wages and employee benefits payable	36,265	-	36,265	26,802
Deferred revenue - Note 5	<u>597,836</u>	<u>-</u>	<u>597,836</u>	<u>653,813</u>
	<u>699,221</u>	<u>-</u>	<u>699,221</u>	<u>749,996</u>

### Fund balances

Opening balances	136,109	565,292	701,401	792,215
Excess of revenues over expenditures (expenditures over revenues)	110,227	134,422	244,649	(90,814)
Interfund transfer - Note 10	<u>(100,000)</u>	<u>100,000</u>	<u>-</u>	<u>-</u>
	<u>146,336</u>	<u>799,714</u>	<u>946,050</u>	<u>701,401</u>
	<u>\$ 845,557</u>	<u>\$ 799,714</u>	<u>\$ 1,645,271</u>	<u>\$ 1,451,397</u>

Approved on Behalf of the Board:




# THE PORT THEATRE SOCIETY

## STATEMENT OF REVENUES AND EXPENDITURES

For the year ended December 31, 2016

	Operating Fund	Restricted Funds	Total 2016	Total 2015
<b>Revenues</b>				
Management fees - City of Nanaimo	\$ 513,585	\$ -	\$ 513,585	\$ 503,515
Port Presents - Note 12	353,674	-	353,674	226,477
Expense recoveries	307,354	-	307,354	286,490
Theatre rental	238,537	-	238,537	234,969
Box office fees and ticket phone charges	193,406	-	193,406	207,591
Donations and sponsorships	48,207	81,222	129,429	50,039
Capital contribution - City of Nanaimo - Note 7	-	75,000	75,000	75,000
Regional District of Nanaimo	70,995	-	70,995	69,950
Endowment fund contributions - Note 11	-	58,945	58,945	35,604
Front of House - net of costs	57,429	-	57,429	60,368
Interest and other - Note 6	53,745	-	53,745	51,669
Studio Theatre Fund - Note 8	-	51,310	51,310	49,196
Capital development income - Note 7	-	51,310	51,310	49,195
Memberships	40,462	-	40,462	39,333
District of Lantzville	9,000	-	9,000	9,000
	<u>1,886,394</u>	<u>317,787</u>	<u>2,204,181</u>	<u>1,948,396</u>
<b>Expenditures</b>				
Wages and benefits	1,089,923	-	1,089,923	1,057,697
Port Presents - Note 12	311,884	-	311,884	237,360
Telephone and utilities	96,829	-	96,829	103,641
Building maintenance and supplies	82,397	-	82,397	72,622
Endowment fund contributions	-	58,945	58,945	35,604
Bank charges and interest	49,580	-	49,580	58,572
Office and supplies	34,417	-	34,417	26,342
Computer supplies and support	31,184	-	31,184	32,725
Advertising and marketing	16,743	-	16,743	6,753
Travel, conferences, and training	16,399	-	16,399	20,583
Professional fees	15,500	-	15,500	15,000
Postage and printing	12,282	-	12,282	12,155
Volunteer, staff, and donor recognition	12,193	-	12,193	10,538
Insurance	4,100	-	4,100	3,813
	<u>1,773,431</u>	<u>58,945</u>	<u>1,832,376</u>	<u>1,693,405</u>
<b>Operating surplus before undernoted items</b>	112,963	258,842	371,805	254,991
<b>Amortization</b>	(2,736)	-	(2,736)	(2,736)
<b>Studio Theatre expenditure</b>	-	(445)	(445)	(227,595)
<b>Capital expenditures - Note 7</b>	-	(123,975)	(123,975)	(115,474)
<b>Excess of revenues over expenditures (expenditures over revenues)</b>	<u>\$ 110,227</u>	<u>\$ 134,422</u>	<u>\$ 244,649</u>	<u>\$ (90,814)</u>

# THE PORT THEATRE SOCIETY

## STATEMENT OF CHANGES IN FUND BALANCES

For the year ended **December 31, 2016**

	Externally Restricted		Internally Restricted		Operating		Total 2016	Total 2015
	Studio Theatre Fund	Contingency Reserve Fund	Development Fund	Capital	Fund			
	(Note 8)	(Note 9)	(Note 7)					
Balance, beginning of the year	\$ 100,581	\$ 193,786	\$ 270,925	\$ 136,109	\$ 701,401	\$ 792,215		
Revenues	132,532	-	126,310	1,886,394	2,145,236	1,912,792		
Expenditures	(445)	-	(123,975)	(1,776,167)	(1,900,587)	(2,003,606)		
Transfer - Note 10	50,000	50,000	-	(100,000)	-	-		
Balance, end of the year	<u>\$ 282,668</u>	<u>\$ 243,786</u>	<u>\$ 273,260</u>	<u>\$ 146,336</u>	<u>\$ 946,050</u>	<u>\$ 701,401</u>		



# THE PORT THEATRE SOCIETY

## STATEMENT OF CASH FLOWS

For the year ended December 31, 2016

	2016	2015
<b>Cash provided (used):</b>		
<b>Operating activities</b>		
Excess of revenues over expenditures (expenditures over revenues)	\$ 244,649	\$ (90,814)
Item not involving cash		
Amortization	<u>2,736</u>	<u>2,736</u>
	247,385	(88,078)
Changes in non-cash operating accounts		
Decrease (increase) in accounts receivable	2,563	(1,932)
Decrease in inventory	992	1,764
Increase in prepaid expenses and show costs	(8,118)	(7,787)
Decrease in accounts payable and accrued liabilities	(4,261)	(37,825)
Increase (decrease) in wages and employee benefits payable	9,463	(24,567)
Decrease (increase) in deferred revenue	<u>(55,977)</u>	<u>80,659</u>
<b>Increase (decrease) in cash</b>	192,047	(77,766)
<b>Cash, beginning of the year</b>	<u>1,353,554</u>	<u>1,431,320</u>
<b>Cash, end of the year</b>	<u>\$ 1,545,601</u>	<u>\$ 1,353,554</u>
<b>Cash is defined as:</b>		
Cash and bank accounts	\$ 845,401	\$ 709,620
Box office bank account	<u>700,200</u>	<u>643,934</u>
	<u>\$ 1,545,601</u>	<u>\$ 1,353,554</u>

# THE PORT THEATRE SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended **December 31, 2016**

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### Nature of operations

The Port Theatre Society was incorporated under the *Society Act of British Columbia* on September 29, 1989 and is a registered charity under the *Income Tax Act*. The society's mandate is to stimulate and enhance artistic, cultural, and economic activity of central Vancouver Island through the management and operation of The Port Theatre in Nanaimo, B.C.

### 1. Significant accounting policies

The financial statements have been prepared in accordance with the Canadian accounting standards for not-for-profit organizations.

#### - Fund accounting

The society uses the restricted fund method of accounting for revenues and expenditures.

#### - Cash and cash equivalents

Cash is defined as cash on hand and cash on deposit, net of cheques issued and outstanding at the reporting date.

#### - Tangible capital assets

Tangible capital assets are recorded at cost and amortized. Amortization on the piano is recorded on a straight-line basis over its estimated useful life of 40 years.

In the year of acquisition, amortization is recorded at one-half of this rate.

#### - Inventory

Inventory is recorded at the lower of cost or net realizable value. Cost is measured using the specific identification method.

#### - Revenue recognition

Revenue and contributions are recognized when amounts can be reasonably estimated and when collection is reasonably assured as follows:

- Operating government grants and fees not restricted in use are recognized when received or receivable. Such grants and fees, if contributed for a future period, are deferred and reported as deferred revenue until that future period.
- Other unrestricted revenue, including ticket sales, front of house, and theatre rental, are reported as revenue at the time the services or products are provided.

#### - Contributed services

Volunteers contribute many hours per year to assist the society in carrying out the operations of the theatre. Because of the difficulty in determining fair market value, services contributed by volunteers are not recognized in these financial statements.

# THE PORT THEATRE SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended **December 31, 2016**

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### 1. Significant accounting policies (continued)

#### - Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the year. Significant items subject to such estimates and assumptions include the valuation of accounts receivable and the useful life of the capital assets. Actual results may differ from these estimates.

### 2. Tangible capital assets

	Cost	Accumulated Amortization	Net 2016	Net 2015
Piano	<u>\$ 109,235</u>	<u>\$ 78,809</u>	<u>\$ 30,426</u>	<u>\$ 33,162</u>

### 3. Inventory

During the fiscal year ended December 31, 2016, the amount of inventories recognized as cost of goods sold totalled \$48,009 (2015 - \$41,396). The cost of goods sold are shown net of the Front of House revenue on the Statement of Revenues and Expenditures.

### 4. Government remittances

The following amounts owing for government remittances are included in accounts payable and accrued liabilities at December 31, 2016:

	2016	2015
WCB	\$ 2,006	\$ 2,102
GST	\$ 5,939	\$ 3,555
PST	\$ 810	\$ 683
Source deductions	\$ 29,239	\$ 28,613

# THE PORT THEATRE SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended **December 31, 2016**

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### 5. Deferred revenue

	2016	2015
Pre-sold tickets	\$ 539,333	\$ 602,002
Unearned grants	34,278	27,946
Rental deposits	18,975	21,445
Pre-collected show sponsorships	<u>5,250</u>	<u>2,420</u>
	<u>\$ 597,836</u>	<u>\$ 653,813</u>

### 6. Interest and other income

	2016	2015
Endowment fund income	\$ 42,509	\$ 39,543
Bank interest and other income	<u>11,236</u>	<u>12,126</u>
	<u>\$ 53,745</u>	<u>\$ 51,669</u>

### 7. Capital development fund

#### - Capital development fund

This fund represents reserve funds for which revenue is derived from collections on each ticket sold and specific grants received. The capital development fund can only be used for the building and theatre equipment owned by the City of Nanaimo. The City of Nanaimo provides an annual capital contribution to the society in the amount of \$75,000 which is also to be used towards the purchase of these assets.

#### - Contributions to theatre assets owned by the City of Nanaimo

During the year, the society made several purchases for the building and theatre equipment, totalling \$123,975. These items have been recorded as contributions to theatre assets owned by the City of Nanaimo, as they form an integral part of the theatre and its operations.

The society has contributed a total of \$1,446,158 in theatre assets since 2002. The City of Nanaimo has contributed a total of \$1,100,000 in theatre assets since 2005.



# THE PORT THEATRE SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended **December 31, 2016**

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### 8. Studio theatre fund (Community Performing Arts Centre)

The studio theatre fund represents funds donated specifically towards the design and development of the studio theatre, as well as reserve funds for which revenue is derived from collections on each ticket sold. Effective March 1, 2014, a board motion was passed to direct \$1 of the capital development fund fee per ticket sale to the studio theatre fund.

### 9. Contingency reserve fund

This fund is intended to be used for operating expenditures.

### 10. Interfund transfers

	2016	2015
Surplus transfer to the contingency reserve fund	\$ 50,000	\$ -
Surplus transfer to the studio theatre fund	<u>50,000</u>	<u>40,000</u>
Total operating surplus transfers	<u>\$ 100,000</u>	<u>\$ 40,000</u>

### 11. Endowment fund

The endowment fund was established in 2007. This fund is administered by the Nanaimo Foundation, and is invested with Island Savings (a division of First West Credit Union) and Jarislowky Fraser Limited. The fund represents reserve funds for which revenue is derived from specific donations. The capital of the endowment fund is to be held in perpetuity. There is an endowment agreement and investment agreement in place between the Port Theatre and the Nanaimo Foundation.

Income from the fund is calculated on an annual basis by the Nanaimo Foundation and is distributed to the society on a quarterly basis. Income is paid out at a minimum of 3.5% of the average balance of the previous two fiscal year-end balances of the accounts held by the Foundation.

# THE PORT THEATRE SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended **December 31, 2016**

### 11. Endowment fund - cont.

The Vancouver Foundation matched the society's contributions in 2007 and 2008 with \$326,836 in total. In 2016, the Government of Canada, Department of Canadian Heritage matched the society's 2015 contributions, in the amount of \$35,253. The society has contributed \$743,922 in total to December 31, 2016. The changes in the endowment investment fund for the year ending December 31, 2016 consist of the following:

Opening balance	\$ 1,257,188
Contributions by The Port Theatre Society	58,945
Contribution by Canadian Heritage	35,253
Investment earnings	63,672
Fees paid to the Nanaimo Community Foundation	(14,296)
Income paid to the society	(41,701)
Change in market value of investments	<u>5,592</u>
Balance in endowment fund	<u>\$ 1,364,653</u>

	2016	2015
Invested in:		
Cash	\$ 58,561	\$ 2,825
Investments - fixed income, interest at 3.35%	-	102,662
Investments - fixed income, interest at 2.45 to 2.75%	175,553	175,553
Investment - mutual funds, at market value	<u>1,130,039</u>	<u>975,598</u>
	1,364,153	1,256,638
Endowment contribution in accounts payable	<u>500</u>	<u>550</u>
Balance of endowment fund	<u>\$ 1,364,653</u>	<u>\$ 1,257,188</u>

### 12. Port Presents programming

The Port Presents programming supports the work of Canadian artists. The society promotes various shows during the year. The revenue for the Port Presents programming comes from ticket sales for the various shows, specific show sponsorships, and grants received to promote the programming.

During the year, the society received a grant of \$49,500 (2015 - \$49,500) from the Canada Arts Presentation Fund and \$21,906 (2015 - \$19,264) from the British Columbia Arts Council. Of these grants, a total of \$34,278 (2015 - \$27,946) is included in deferred revenue - see Note 5.

# THE PORT THEATRE SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended **December 31, 2016**

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### 13. Commitments

The society entered into contractual commitments with artists and performers for shows. These commitments total \$72,900 (2015 - \$62,100) as at December 31, 2016, of which \$21,400 (2015 - \$21,975) has been paid in deposits.

### 14. Remuneration of employees

The total remuneration paid for employees over \$75,000 at December 31, 2016 is as follows:

General Manager	<u>\$ 108,069</u>
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### 15. Co-management agreement - City of Nanaimo

The society entered into an agreement with the City of Nanaimo to undertake the responsibility for the operation and maintenance of the the Port Theatre, effective January 1, 2012 for a five-year term ending December 31, 2017. This agreement grants the society the right to occupy the theatre. The terms provide an option to renew for a further five years on the same terms and conditions. The City and society shall meet at least one year prior to the termination of the agreement in 2017 and negotiate the provisions.

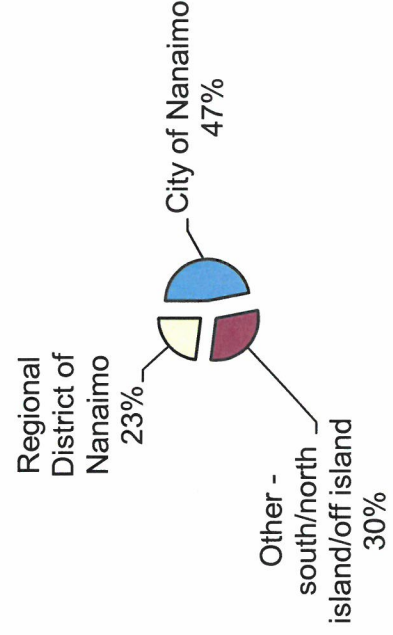
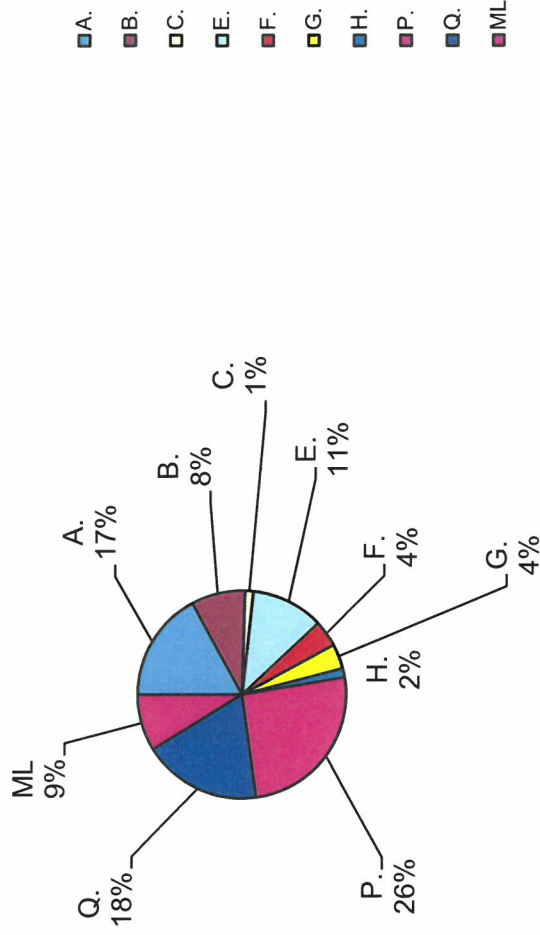
### 16. Economic dependence

The society is economically dependent on funding from the City of Nanaimo.

### 17. Financial risks and concentration of risk

Unless otherwise noted, it is management's opinion that the society is not exposed to significant interest, currency, market, liquidity, or credit risks in relation to their financial assets and liabilities.

### Households from RDN Purchasing tickets at the Port Theatre



RDN Region (outside City of Nanaimo)	Estimated # households buying tickets
A. Cassidy, Cedar, Yellowpoint, S. Wellington	3,719
B. Gabriola, DeCourcy, Mudge Islands	1,811
C. Extension, Arrowsmith-Benson, E. Wellington, Nanoose Bay	281
E. Coombs, Hilliers, Errington, Whiskey Creek	2,456
F. Dashwood, Englishman R., French Creek	897
G. Shaw Hill, Deep Bay, Bowser	850
H. City of Parksville	296
P. Town of Qualicum Beach	5,552
Q. ML Dist. Municipality of Lantzville	3,993
	1,931
<b>Total RDN Households buying tickets</b>	<b>21,786</b>

As of May 15, 2017

Source of Ticket Buyers	Households buying tickets
City of Nanaimo	44,354
Other - south/north island/off island	28,544
Regional District of Nanaimo	21,786
<b>Total in Database</b>	<b>94,684</b>





**Statement of Financial information (Attachment 1)**

The *Financial Information Act* requires that the Statement of Financial information be approved by the Board. Regional Districts are also required by Section 376 of the *Local Government Act* to report on Board and Committee member expenses and remuneration (*Page 30 of Attachment 1*). Total 2016 remuneration for Board members and their alternates was \$383,164 compared to \$418,317 in 2015 principally due to one extra pay period in 2015. Board member expenses totalled \$67,535 in 2016 compared to \$74,540 in 2015 a result of several items including the UBCM conference being held on Vancouver Island, fewer directors attending the FCM conference and other reduced meeting expenses.

**ALTERNATIVES**

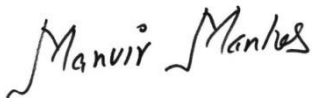
1. That the 2016 Annual Financial Report and the Statement of Financial Information be approved.
2. That alternate direction be provided to staff.

**FINANCIAL IMPLICATIONS**

The annual audit fee of \$26,250 is included in the Finance Department's 2016 budget.

**STRATEGIC PLAN IMPLICATIONS**

Regional Districts are required by the *Local Government Act* to present annually the results of its financial audit and to include a report on Board and Committee member expenses and remuneration in the Statement of Financial Information. Compliance with this requirement directly supports the Board governing value to *Be Transparent and Accountable*, which demands transparency in financial reporting and that Directors are accountable to the public.



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Manvir Manhas  
mmanhas@rdn.bc.ca  
May 12, 2017

Reviewed by:

- W. Idema, Director of Finance
- P. Carlyle, Chief Administrative Officer

Attachments

1. 2016 Statement of Financial Information



**STATEMENT OF FINANCIAL INFORMATION**

**FOR THE YEAR ENDED**

**DECEMBER 31, 2016**

**(In compliance with the Financial Information Act of British Columbia, Chapter 140)**



# REGIONAL DISTRICT OF NANAIMO

The information contained in this booklet represents the Regional District of Nanaimo's filing under the Financial Information Act for the year ended December 31<sup>st</sup>, 2016 and has been presented to and received by the Board of the Regional District of Nanaimo at a meeting held June 13, 2017.

The financial summary information included in this report is extracted from the 2016 audited annual financial statements prepared by the Regional District. The full text of the financial statements may be obtained from the Regional District offices or through its website at [www.rdn.bc.ca](http://www.rdn.bc.ca).

Signed in accordance with the requirements of the Financial Information Regulation, Schedule 1, and Section 9(2).

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Bill Veenhof  
Chairperson

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Wendy Idema  
Director of Finance

**REGIONAL DISTRICT OF NANAIMO  
STATEMENT OF FINANCIAL INFORMATION  
For the year ended December 31, 2016**

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## Management's Responsibility

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

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

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

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

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

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

April 20, 2017



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Director of Finance

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## Independent Auditors' Report

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

We have audited the accompanying consolidated financial statements of the Regional District of Nanaimo, which comprise the consolidated statement of financial position as at December 31, 2016 and the consolidated statements of operations and accumulated surplus, change in net financial assets and cash flows and related schedules on pages 25 and 27 to 34 for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Regional District of Nanaimo as at December 31, 2016 and the results of its operations, change in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Other Matter*

The supplementary information on pages 26 and 35 to 50 have been presented for purposes of additional analysis and are unaudited. We do not express an opinion on these schedules because our examination did not extend to the detailed information therein.

Nanaimo, British Columbia

May 9, 2017

*MNP* LLP

Chartered Professional Accountants

**REGIONAL DISTRICT OF NANAIMO  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31, 2016**

		<u>2016</u>	<u>2015</u>
<b>Financial Assets</b>			
Cash and short-term deposits	(Note 2)	\$ 65,426,660	\$ 64,587,923
Accounts receivable	(Note 3)	\$ 6,145,802	5,055,066
Investments	(Note 4)	\$ 31,559,740	26,133,266
Other jurisdictions debt receivable	(Note 12)	\$ 64,943,861	69,103,355
Other assets	(Note 5)	\$ 94,229	23,139
		<u>\$ 168,170,292</u>	<u>164,902,749</u>
<b>Financial Liabilities</b>			
Short-term loans	(Note 6)	\$ 371,107	293,141
Accounts payable	(Note 7)	\$ 6,294,470	6,030,009
Other liabilities	(Note 8)	\$ 4,529,854	4,422,319
Unfunded liabilities	(Note 9)	\$ 12,797,451	12,566,913
Deferred revenue	(Note 10)	\$ 22,453,326	20,376,391
Obligation under capital lease	(Note 13)	\$ -	211,227
Long-term debt	(Note 11)	\$ 84,448,850	83,587,908
		<u>\$ 130,895,058</u>	<u>127,487,908</u>
<b>Net Financial Assets</b>		<u>\$ 37,275,234</u>	<u>37,414,841</u>
<b>Non-financial Assets</b>			
Tangible capital assets	(Note 14)	\$ 198,227,258	178,169,261
Prepaid expenses		\$ 1,414,768	861,430
Inventories		\$ 43,399	40,767
		<u>\$ 199,685,425</u>	<u>179,071,458</u>
<b>Accumulated Surplus</b>	(Note 15)	<u>\$ 236,960,659</u>	<u>\$ 216,486,299</u>

APPROVED:




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W. Idema, CPA, CGA  
Director of Finance

See notes to consolidated financial statements



**REGIONAL DISTRICT OF NANAIMO**  
**CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>Budget</u> (Note 18)	<u>2016</u>	<u>2015</u>
<b>Revenue</b>			
Property taxes	\$ 45,498,183	\$ <b>45,498,181</b>	\$ 43,103,564
Operating revenues	21,444,852	<b>22,975,645</b>	21,339,433
Grant revenues	13,147,353	<b>15,735,117</b>	6,740,947
Developer contributions	4,039,254	<b>3,162,137</b>	2,330,833
Other	949,491	<b>918,080</b>	1,117,461
Interest on investments	150,000	<b>924,812</b>	1,140,991
Grants in lieu of taxes	149,645	<b>319,413</b>	309,109
MFA debt surplus refunds	-	<b>5,118</b>	163,026
	<u>85,378,778</u>	<u><b>89,538,503</b></u>	<u>76,245,364</u>
<b>Expenses</b>			
General Government	2,186,677	<b>2,734,694</b>	1,693,015
Strategic & Community Development	3,933,221	<b>3,481,604</b>	3,299,141
Wastewater & Solid Waste management	20,111,980	<b>22,796,558</b>	23,096,142
Water, Sewer & Street lighting	4,755,550	<b>5,484,414</b>	5,551,953
Public Transportation	20,017,671	<b>19,218,611</b>	18,696,991
Protective Services	4,324,611	<b>4,708,898</b>	4,494,052
Parks, Recreation & Culture	10,734,273	<b>10,639,364</b>	10,424,014
	<u>66,063,983</u>	<u><b>69,064,143</b></u>	<u>67,255,308</u>
<b>Surplus for the year</b>	\$ 19,314,795	\$ <b>20,474,360</b>	\$ 8,990,056
<b>Accumulated surplus, Beginning of the year</b>	216,486,299	<b>216,486,299</b>	207,496,243
<b>Accumulated surplus, End of the year</b> (Note 15)	<u>\$ 235,801,094</u>	<u><b>\$ 236,960,659</b></u>	<u>\$ 216,486,299</u>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO  
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>Budget</u> (Note 18)	<u>2016</u>	<u>2015</u>
<b>Surplus for the year</b>	\$ 19,314,795	<b>\$ 20,474,360</b>	\$ 8,990,056
Acquisition of tangible capital assets	(44,814,373)	<b>(27,275,629)</b>	(8,623,513)
Amortization of tangible capital assets	-	<b>6,846,859</b>	6,745,606
Proceeds on disposal of tangible capital assets	-	<b>413,977</b>	13,109
Loss (Gain) on disposal of tangible capital assets	-	<b>(43,204)</b>	209,723
Change in prepaid expenses	-	<b>(553,338)</b>	(436,428)
Change in inventories	-	<b>(2,632)</b>	(1,634)
<b>Increase (decrease) in Net Financial Assets</b>	(25,499,578)	<b>(139,607)</b>	6,896,919
<b>Net Financial Assets, Beginning of the year</b>	37,414,841	<b>37,414,841</b>	30,517,922
<b>Net Financial Assets, End of the year (Pg. 3)</b>	<u>\$ 11,915,263</u>	<u><b>\$ 37,275,234</b></u>	<u>\$ 37,414,841</u>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO  
CONSOLIDATED STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>2016</u>	<u>2015</u>
<b>Operating Transactions</b>		
Surplus for the year	\$ 20,474,360	\$ 8,990,056
Non-cash items included in surplus		
Amortization of tangible capital assets	6,846,859	6,745,606
Contributed tangible capital assets	(1,867,000)	(322,000)
Loss (Gain) on disposal of tangible capital assets	(43,204)	209,723
Debt actuarial adjustments	(310,997)	(464,576)
Change in non-cash working capital balances related to operations		
(Increase) Decrease in accounts receivable	(1,090,735)	1,043,686
(Increase) Decrease in other assets	(71,090)	2,125
Increase in accounts payable	264,462	3,234,927
Increase in deferred revenues	2,076,935	651,985
Increase (Decrease) in other liabilities	107,535	(693,668)
Increase in prepaid expenses	(553,338)	(436,428)
Increase in inventory	(2,632)	(1,634)
Increase in unfunded liabilities	230,538	568,647
	26,061,693	19,528,449
Cash provided by operating transactions		
<b>Capital Transactions</b>		
Acquisition of tangible capital assets	(25,408,629)	(8,301,513)
Proceeds on disposal of tangible capital assets	413,977	13,109
	(24,994,652)	(8,288,404)
Cash used in capital transactions		
<b>Investment Transactions</b>		
Cash provided by (used in) investment transactions	(5,426,474)	(6,109,844)
<b>Financing Transactions</b>		
Short and long term debt issued	6,309,389	544,650
Decrease in capital lease obligation	(211,229)	(471,450)
Repayment of short and long-term debt	(899,990)	(931,397)
	5,198,170	(858,197)
Cash used in financing transactions		
<b>Net change in cash and short-term deposits</b>	<b>838,737</b>	<b>4,272,004</b>
<b>Cash and short-term deposits, Beginning of the year</b>	<b>64,587,923</b>	<b>60,315,919</b>
<b>Cash and short-term deposits, End of the year (Pg. 3)</b>	<b>(Note 2) \$ 65,426,660</b>	<b>\$ 64,587,923</b>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**for the year ended December 31, 2016**

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The Regional District was incorporated in 1967 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of district wide local government services to the residents of seven electoral areas and four municipalities within its boundaries. These services include general government administration, bylaw enforcement, planning and development services, building inspection, fire protection and emergency response planning, public transportation, parks and recreation, water supply and sewage collection, wastewater disposal, solid waste collection and disposal, and street lighting.

**1. SIGNIFICANT ACCOUNTING POLICIES**

(a) Principles of Consolidation

The Regional District follows Canadian public sector accounting standards issued by the Public Sector Accounting Board (PSAB) of CPA Canada.

Consolidated financial statements have been prepared in accordance with the recommendations of the Public Sector Accounting Board (PSAB). The consolidated financial statements include the activities related to all funds belonging to the one economic entity of the Regional District. In accordance with those standards inter-departmental and inter-fund transactions have been removed to ensure financial activities are recorded on a gross basis. The consolidated financial statements have been prepared on a going concern basis.

The consolidated financial statements include the Regional District of Nanaimo's proportionate share of the Arrowsmith Water Service (a joint venture agreement with the City of Parksville and Town of Qualicum Beach) and the Englishman River Water Service (a joint venture agreement with the City of Parksville). The Regional District's share of the joint ventures is accounted for on a proportionate basis as follows:

Arrowsmith Water Service	22.4%
Englishman River Water Service	26.0%

Any inter-entity transactions are eliminated on consolidation.

(b) Short-term deposits

Short-term deposits are carried at the lower of cost and market value.

(c) Long-term investments

Long-term investments are carried at cost less any amortized premium. It is the intention of the Regional District to hold these instruments to maturity. Any premium has been amortized on a straight-line basis using the earlier of the date of maturity or call date.

(d) Non-Financial Assets

i. Tangible capital assets

Tangible capital assets are physical assets that are to be used on a continuing basis, are not for sale in the ordinary course of operations and have useful economic lives extending beyond a single year. Section 3150 of Public Sector Accounting Handbook requires governments to record and amortize the assets over their estimated useful lives. Tangible capital assets are reported at historical cost and include assets financed through operating budgets, short-term and long-term debt, and leases. Tangible capital assets when acquired are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. Tangible capital asset cost less any estimated residual value, is amortized on a straight-line basis over estimated useful lives as follows:

**REGIONAL DISTRICT OF NANAIMO**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
for the year ended December 31, 2016

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**1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

<b>Asset Category</b>	<b>Useful Life Range (years)</b>
Land	n/a
Land Improvements	15 - 50
Building	20 - 50
Equipment, Furniture & Vehicles	5 - 20
Engineering Structures	
Water	25 - 75
Sewer	45 - 75
Wastewater	30 - 75
Solid Waste	20 - 50
Transportation	20 - 50

In the year of acquisition and in the year of disposal, amortization is recorded as half of the annual expense for that year. Assets under construction are not amortized until the asset is available for productive use.

ii. Contributions of tangible capital assets

Tangible capital assets received as contributions (examples are parklands as a result of subdivision, donated land and infrastructure built by property developers which is transferred to the Regional District) are recorded as assets and revenues at their fair value at the date of receipt.

iii. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of a property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

iv. Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

(e) Debt servicing cost

Interest is recorded on an accrual basis.

(f) Financial Instruments

Financial instruments consist of cash and short-term deposits, accounts receivable, investments, other jurisdictions debt receivable, short-term loans, accounts payable, other liabilities and long-term debt. Unless otherwise noted, it is management's opinion that the Regional District is not exposed to significant interest, currency or credit risk arising from these financial instruments.

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(g) Revenue recognition

Revenues are recorded on an accrual basis and are recognized in the period in which they are earned.

Property tax revenues and grants in lieu are recognized as revenue when levied. Operating revenues such as user fees, tipping fees, garbage, and recycling collection fees are recognized when charged to the customer, when amounts are measurable and when collectability is reasonably assured. Interest on investments is recorded when earned on an accrual basis. Developer contributions are recorded as deferred revenues when received and recognized as revenue in the year in which the associated expenditures are incurred. Donations of tangible assets are recognized as revenue on the date of receipt. Other revenues are recognized as revenue when amounts can be reasonably estimated and collectability is reasonably assured.

The Regional District recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the Regional District recognizes revenue as the liability is settled. Transfers of non-depreciable assets are recognized in revenue when received or receivable.

(h) Expense recognition

Operating expenses are recorded on an accrual basis.

Estimates of employee future benefits are recorded as expenses in the year they are earned. Landfill closure and post closure costs are recognized as costs as landfill capacity is used.

(i) Contingent liabilities

Contingent liabilities are recognized in accordance with PS 3300, which requires that an estimate be recorded when it is likely that a future event will confirm that a liability has been incurred by the financial statement date and that the amount can be reasonably estimated.

(j) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenues and expenses during the reporting period. Significant areas requiring management estimates are the determination of employee retirement benefits, landfill closure and post closure liabilities, likelihood of collection of accounts receivable, useful lives of tangible capital assets and provisions for contingencies. Liabilities for contaminated sites are estimated based on the best information available regarding potentially contaminated sites that the Regional District is responsible for. Actual results may vary from those estimates and adjustments will be reported in operations as they become known. Changes to the underlying assumptions and estimates or legislative changes in the near term could have a material impact on the provisions recognized.

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(k) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Regional District is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2016.

At each financial reporting date, the Regional District reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The Regional District continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

(l) Recent accounting pronouncements

**PS 2200 Related Party Disclosures**

In March 2015, as part of the CPA Canada Public Sector Accounting Handbook Revisions Release No. 42, the Public Sector Accounting Board (PSAB) issued a new standard, PS 2200 Related Party Disclosures.

This new Section defines related party and established disclosures required for related party transactions. Disclosure of information about related party transactions and the relationship underlying them is required when they have occurred at a value different from that which would have been arrived at if the parties were unrelated, and they have, or could have, a material financial effect on the financial statements.

This section is effective for fiscal years beginning on or after April 1, 2017. Early adoption is permitted.

The Regional District does not expect application of the new Standard to have a material effect on the consolidated financial statements.

**PS 3210 Assets**

In June 2015, new PS 3210 Assets was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new Section provides guidance for applying the definition of assets set out in PS 1000 Financial Statement Concepts. The main features of this standard are as follows:

Assets are defined as economic resources controlled by a government as a result of past transactions or events and from which future economic benefits are expected to be obtained.

Economic resources can arise from such events as agreements, contracts, other government's legislation, the government's own legislation, and voluntary contributions.

The public is often the beneficiary of goods and services provided by a public sector entity. Such assets benefit public sector entities as they assist in achieving the entity's primary objective of providing public goods and services.

A public sector entity's ability to regulate an economic resource does not, in and of itself, constitute control of an asset if the interest extends only to the regulatory use of the economic resource and does not include the ability to control access to future economic benefits.

**1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

A public sector entity acting as a trustee on behalf of beneficiaries specified in an agreement or statute is merely administering the assets, and does not control the assets, as future economic benefits flow to the beneficiaries.

An economic resource may meet the definition of an asset, but would not be recognized if there is no appropriate basis for measurement and a reasonable estimate cannot be made, or if another Handbook Section prohibits its recognition. Information about assets not recognized should be disclosed in the notes.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.

The Regional District does not expect application of the new Standard to have a material effect on the consolidated financial statements.

**PS 3320 Contingent Assets**

In June 2015, new PS 3320 Contingent Assets was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new Section establishes disclosure standards on contingent assets. The main features of this Standard are as follows:

Contingent assets are possible assets arising from existing conditions or situations involving uncertainty. That uncertainty will ultimately be resolved when one or more future events not wholly within the public sector entity's control occurs or fails to occur. Resolution of the uncertainty will confirm the existence or non-existence of an asset.

Passing legislation that has retroactive application after the financial statement date cannot create an existing condition or situation at the financial statement date.

Elected or public sector entity officials announcing public sector entity intentions after the financial statement date cannot create an existing condition or situation at the financial statement date.

Disclosures should include existence, nature, and extent of contingent assets, as well as the reasons for any non-disclosure of extent, and the basis for any estimates of extent made.

When a reasonable estimate can be made, disclosure should include a best estimate and a range of possible amounts (or a narrower range of more likely amounts), unless such a disclosure would have an adverse impact on the outcome.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted. The Regional District does not expect application of the new Standard to have a material effect on the consolidated financial statements.

**PS 3380 Contractual Rights**

In June 2015, new PS 3380 Contractual Rights was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). This new Section establishes disclosure standards on contractual rights and does not include contractual rights to exchange assets where revenue does not arise. The main features of this Standard are as follows:

Contractual rights are rights to economic resources arising from contracts or agreements that will result in both an asset and revenue in the future.



**1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Until a transaction or event occurs under a contract or agreement, an entity only has a contractual right to an economic resource. Once the entity has received an asset, it no longer has a contractual right.

Contractual rights are distinct from contingent assets as there is no uncertainty related to the existence of the contractual right.

Disclosures should include descriptions about nature, extent, and timing.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.

The Regional District does not expect application of the new Standard to have a material effect on the consolidated financial statements.

**PS 3430 Restructuring Transactions**

In June 2015, new PS 3430 Restructuring Transactions was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new Section establishes disclosure standards on restructuring transactions. The main features of this Standard are as follows:

A restructuring transaction is defined separately from an acquisition. The key distinction between the two is the absence of an exchange of consideration in a restructuring transaction.

A restructuring transaction is defined as a transfer of an integrated set of assets and/or liabilities, together with related program or operating responsibilities that does not involve an exchange of consideration.

Individual assets and liabilities transferred in a restructuring transaction are derecognized by the transferor at their carrying amount and recognized by the recipient at their carrying amount with applicable adjustments.

The increase in net assets or net liabilities resulting from recognition and derecognition of individual assets and liabilities received from all transferors, and transferred to all recipients in a restructuring transaction, is recognized as revenue or as an expense.

Restructuring-related costs are recognized as expenses when incurred.

Individual assets and liabilities received in a restructuring transaction are initially classified based on the accounting policies and circumstances of the recipient at the restructuring date.

The financial position and results of operations prior to the restructuring date are not restated.

Disclosure of information about the transferred assets, liabilities and related operations prior to the restructuring date by the recipient is encouraged but not required.

The Section is effective for new restructuring transactions that occur in fiscal periods beginning on or after April 1, 2018. Earlier application is encouraged.

The Regional District does not expect application of the new Standard to have a material effect on the consolidated financial statements.

**REGIONAL DISTRICT OF NANAIMO**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
for the year ended December 31, 2016

**2. CASH AND SHORT-TERM DEPOSITS**

In 2016, all cash and short-term deposits were held by the General Revenue Fund including \$37,343,820 held by the Municipal Finance Authority. Interest income has been allocated to restricted receipt accounts (development cost charges), reserve accounts/funds and unexpended loan proceeds for capital projects based on the relative equity.

**3. ACCOUNTS RECEIVABLE**

	<u>2016</u>	<u>2015</u>
Province of British Columbia	\$ 10,917	\$ 24,972
Government of Canada	480,916	510,581
Regional and local governments	299,688	578,831
Gas Tax Revenue Transfer program	1,966,894	603,977
BC Transit Annual Operating Agreement	1,049,568	951,827
Accrued investment interest	92,658	223,839
Solid Waste commercial accounts	559,942	627,116
Utility services customers	431,533	401,399
Developer DCC instalments	183,967	328,010
Other trade receivables	<u>1,069,719</u>	<u>804,514</u>
	<u>\$ 6,145,802</u>	<u>\$ 5,055,066</u>

**4. INVESTMENTS**

	<u>2016</u>	<u>2015</u>
Investments at cost less amortized premium	<u>\$ 31,559,740</u>	<u>\$ 26,133,266</u>

As at December 31, 2016, the following investments were held by the Regional District:

	Investment	Amortized Purchase Price	Accrued Interest	Total Book Value	Market Value at December 31, 2016
TD	0.8% deposit note	\$191,558	-	\$191,558	\$191,558
BNS	1.53% deposit note	\$5,000,000	\$5,240	\$5,005,240	\$5,005,240
TD	1.21% deposit note	\$5,000,000	\$4,475	\$5,004,475	\$5,000,000
CCCU	1.65% deposit note	\$3,049,533	\$12,098	\$3,061,631	\$3,049,533
CCAP	1.60% deposit note	\$3,000,000	\$13,414	\$3,013,414	\$3,000,000
VANC	1.20% deposit note	\$3,000,000	\$10,257	\$3,010,257	\$3,000,000
CCAP	1.50% deposit note	\$2,966,649	\$3,048	\$2,969,697	\$2,966,649
BMO	1.50% extendible note	\$2,802,000	\$7,370	\$2,809,370	\$2,802,213
VANC	1.30% deposit note	\$2,500,000	\$2,226	\$2,502,226	\$2,500,000
BMO	1.50% extendible note	\$2,050,000	\$5,981	\$2,055,981	\$2,027,806
BMO	2.00% extendible note	\$2,000,000	\$1,644	\$2,001,644	\$2,008,434
		<u>\$ 31,559,740</u>	<u>\$ 65,753</u>	<u>\$ 31,625,493</u>	<u>\$ 31,551,433</u>

**REGIONAL DISTRICT OF NANAIMO**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
for the year ended December 31, 2016

**5. OTHER ASSETS**

	<u>2016</u>	<u>2015</u>
Security deposits for building or development permit applications	\$ 94,229	\$ 23,139

**6. SHORT-TERM LOANS**

During 2016, the Regional District entered into two additional short-term loan agreements totalling \$202,190 with the Municipal Finance Authority. In 2016, principal payments of \$124,223 were made. The maturity dates of the loans range between 1 to 5 years. The interest rates for these loans are variable, which at December 31 was 1.44%.

	<u>2016</u>	<u>2015</u>
Compactor	\$ 168,917	\$ 293,141
Land - Community Parks EA B	188,000	-
Trailer and Kubota	14,190	-
	<u>\$ 371,107</u>	<u>\$ 293,141</u>

Short-term loan payments for the next five years are:

<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>TOTAL</u>
\$168,790	\$48,314	\$3,603	-	\$150,400	<u>\$371,107</u>

**7. ACCOUNTS PAYABLE**

	<u>2016</u>	<u>2015</u>
Payable to Federal Government	\$ 184,852	\$ 179,392
Payable to Provincial Government	649,643	599,718
Payable to other local governments	344,667	333,231
Trade and other payables	5,115,308	4,917,668
	<u>\$ 6,294,470</u>	<u>\$ 6,030,009</u>

**8. OTHER LIABILITIES**

	<u>2016</u>	<u>2015</u>
Wages and benefits payable	\$ 1,415,977	\$ 1,221,031
Retirement benefits payable - see note 9(a) i	2,429,167	2,673,985
Other benefits payable	281,437	153,288
Permit deposits	403,273	374,015
	<u>\$ 4,529,854</u>	<u>\$ 4,422,319</u>

**REGIONAL DISTRICT OF NANAIMO**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
for the year ended December 31, 2016

**9. UNFUNDED LIABILITIES**

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

(a) Employee Benefits

- i. Retirement Benefits - The Regional District provides vested sick leave benefits to its employees who retire where they can qualify for a one time payout of up to 60 days of their accumulated unused sick leave. The amount recorded for these benefits is based on an actuarial evaluation done by an independent firm using a projected benefit actuarial valuation method prorated on service. The actuarial valuation was calculated at December 31, 2016.

The accrued post-employment benefits are as follows:

	<u>2016</u>	<u>2015</u>
Balance, beginning of year	\$ 1,789,202	\$ 1,733,207
Current service costs	146,529	143,052
Benefits paid	(181,278)	(109,663)
Interest cost	50,889	47,549
Amortization of Net Actuarial Loss/ (Gain)	(27,868)	(24,943)
Balance, end of year	<u>\$ 1,777,474</u>	<u>\$ 1,789,202</u>

The significant actuarial assumptions adopted in measuring the Regional District's post-employment benefits are as follows:

	<u>2016</u>	<u>2015</u>
Discount Rate	3.30%	3.10%
Expected Inflation Rate and Wage & Salary Increases	2.50%	2.50%
Balance reported in Note 8		
Retirement benefits payable	\$ 2,429,167	\$ 2,673,985
Consolidation adjustment for actuarial valuation	(651,693)	(884,783)
Accrued benefit balance, end of year	<u>\$ 1,777,474</u>	<u>\$ 1,789,202</u>

- ii. Other – Includes vacation pay adjustments and statutory and other benefits provided for in the collective agreement and which are paid in the normal course of business in the following year. The vacation pay liability at December 31, 2016 is \$112,303 (2015, \$165,877). The statutory benefits liability at December 31, 2016 is \$145,318 (2015, \$115,444).

(b) Landfill Closure and Post Closure Maintenance Costs

In accordance with PS 3270, liabilities with respect to permanently closing and monitoring a landfill are incurred as landfill capacity is used. Landfill Closure costs include placing a permanent cover over the face of the landfill. Post Closure Maintenance costs include landfill gas monitoring, leachate collection system operation and general site maintenance for a period of 200 years after the landfill is permanently closed.

**REGIONAL DISTRICT OF NANAIMO**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
for the year ended December 31, 2016

**9. UNFUNDED LIABILITIES (CONTINUED)**

i. Landfill Closure costs - are estimated based on the open area of the remaining unused capacity of the landfill site. In 2009, a revised design and operations plan was approved for the landfill which provides additional airspace for future needs. This plan extended the estimated life of the landfill to 2030 which has since been updated to 2038 based on most recent usage data. The plan includes remediation and reuse of previously filled areas as well as extending perimeter berms for the development of new airspace.

At December 31, 2016, there were approximately 1,697,987 cubic meters of airspace available for waste and daily cover. Landfill Closure costs are estimated at \$8,721,122 (2015, \$8,495,688). As at December 31, 2016, \$1,494,261 (2015, \$1,472,802) has been set aside in reserves for this purpose. The balance of Landfill Closure costs are expected to be funded by a combination of future reserve account contributions, operating budgets and/or borrowing.

ii. Post Closure Maintenance costs – are costs estimated to manage the closed landfill for a statutory period of 200 years (increased from 25 years in 2015). Post Closure Maintenance costs are estimated using a number of factors including the percentage of landfill capacity already filled, the probable closure date, the regulated monitoring period, the estimated annual maintenance costs and a present value discount rate which is the difference between the long-term MFA borrowing rate and the 5 year average Consumer Price Index. The current estimate for annual Post Closure Maintenance costs are \$575,000 for year 1-5; \$475,000 for year 6-10; \$275,000 for year 11-25; and \$100,000 for year 26-200 (2015, \$575,000 per year for 25 years). Total Post Closure Maintenance costs are estimated to be \$4,470,400 (2015, \$4,674,687) based on 64% of the total landfill capacity being filled at this date, a 22 year lifespan to 2038, final closure in 2039, and a discount rate of 1.92%. Post Closure Maintenance costs are expected to be funded by annual budget appropriations in the years in which they are incurred.

<u>Unfunded Liability Balances</u>	<u>2016</u>	<u>2015</u>
Employee Retirement Benefits	\$ (651,693)	\$ (884,783)
Employee Other Benefits	257,622	281,321
Landfill Closure Costs	8,721,122	8,495,688
Post Closure Maintenance Costs	4,470,400	4,674,687
Unfunded Liability	<u>\$ 12,797,451</u>	<u>\$ 12,566,913</u>
Reserves On Hand	<u>\$ 1,494,261</u>	<u>\$ 1,472,802</u>

**10. DEFERRED REVENUE**

	<u>2016</u>	<u>2015</u>
Parkland Cash-in-Lieu receipts	\$ 1,716,243	\$ 1,691,619
Development Cost Charges	<u>12,070,854</u>	<u>10,837,478</u>
Subtotal (Pg. 34)	13,787,097	12,529,097
Gas Tax Revenue Transfer program – Community Works Fund	8,097,324	7,331,503
General Revenue Fund	568,905	515,791
	<u>\$ 22,453,326</u>	<u>\$ 20,376,391</u>

**REGIONAL DISTRICT OF NANAIMO**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
for the year ended December 31, 2016

**10. DEFERRED REVENUE (CONTINUED)**

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

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

Community Works Fund - is a program component of the federal government's "New Building Canada Fund" which was established to transfer a portion of gas tax revenues to local governments to address infrastructure deficits. Additional information on the Regional District of Nanaimo's use of the Community Works Fund grants is included in the schedule on Pg. 35.

**11. LONG-TERM DEBT**

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

Details of long-term debt, including debt issue numbers, maturity dates, interest rates and outstanding amounts, are summarized in the Schedule of Long-Term Debt on pages 28 to 31.

	<u>2016</u>	<u>2015</u>
Long-term debt - Regional District services	\$ 19,504,989	\$ 14,484,553
Vancouver Island Regional Library	15,192,042	15,582,525
Member municipalities	49,751,819	53,520,830
Total Long-Term Debt	<u>\$ 84,448,850</u>	<u>\$ 83,587,908</u>

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

<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>TOTAL</u>
\$1,353,550	\$1,353,655	\$1,311,203	\$1,307,167	\$1,307,280	<u>\$6,632,855</u>

**12. OTHER JURISDICTIONS DEBT RECEIVABLE**

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

	<u>2016</u>	<u>2015</u>
Town of Qualicum Beach	\$ 4,166,428	\$ 4,629,364
City of Parksville	1,660,091	2,043,770
City of Nanaimo	43,925,300	46,847,696
Vancouver Island Regional Library	15,192,042	15,582,525
	<u>\$ 64,943,861</u>	<u>\$ 69,103,355</u>

**REGIONAL DISTRICT OF NANAIMO**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
for the year ended December 31, 2016

**13. OBLIGATION UNDER CAPITAL LEASE**

There were no outstanding obligation balances for leased capital assets as at December 31, 2016 (2015, \$211,227). The 2016 capital lease principal payments totalled \$211,227 (2015, \$471,450).

All capital leases had been held by the MFA Leasing Corporation. While payments were fixed for the term of the lease, interest rates were variable daily based upon the Canadian prime rate minus 1.0%. An interest adjustment may be made at the time of the final payment. In 2016, interest expenditures related to lease liabilities were \$3,494 (2015, \$10,839).

**14. TANGIBLE CAPITAL ASSETS**

Net Book Value	<u>2016</u>	<u>2015</u>
Land	\$ 40,194,826	\$ 38,418,795
Land improvements	5,625,050	5,649,256
Buildings	32,623,629	31,446,591
Engineered structures	99,823,719	87,955,159
Equipment, furniture and vehicles	8,775,919	8,265,091
Assets under construction	11,184,115	6,434,369
	<u>\$ 198,227,258</u>	<u>\$ 178,169,261</u>
 Owned tangible capital assets	 \$ 198,227,258	 \$ 177,991,917
Leased assets	-	177,344
	<u>\$ 198,227,258</u>	<u>\$ 178,169,261</u>

In 2016, parkland dedications and a wharf on Gabriola Island valued at \$1,867,000 were accepted and recorded as contributed assets. During 2015, parkland dedications and land used as a site for a community water supply well valued at \$322,000 were accepted and recorded as contributed assets.

The Consolidated Schedule of Tangible Capital Assets (Pg. 27) provides details of acquisitions, disposals and amortization for the year.

**15. ACCUMULATED SURPLUS**

The financial operations of the Regional District are divided into three funds: capital fund, general revenue fund and reserve fund. For accounting purposes, each fund is treated as a separate entity.

General Revenue Fund – represents the accumulated operating surplus of the Regional District which has not otherwise been allocated by the Board as reserves for special purposes.

Capital Fund – represents amounts which have been expended by or returned to the General Revenue Fund or a Reserve Fund for the acquisition of tangible capital assets and includes related debt and refunds of debenture debt sinking fund surpluses.

Reserves - represents that portion of the accumulated operating surplus that has been set aside to fund future expenditures. It includes both statutory reserves created by bylaw under the authority of the *Local Government Act* and reserve accounts, which may be used by the Board without legislative restrictions.

**REGIONAL DISTRICT OF NANAIMO**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
for the year ended December 31, 2016

**15. ACCUMULATED SURPLUS (CONTINUED)**

The Accumulated Surplus consists of individual fund surpluses (deficits) and reserves as follows:

	<u>2016</u>	<u>2015</u>
Surplus		
General Revenue Fund Net Operating Surplus (Note 16)	\$ 12,328,194	\$ 11,970,660
Net investment in Tangible capital assets (Note 17)	178,351,162	163,180,340
Capital Fund advances	(97,812)	(991,006)
Unfunded liabilities	<u>(12,797,451)</u>	<u>(12,566,913)</u>
	<u>177,784,093</u>	<u>161,593,081</u>
General Revenue Fund Reserve Accounts		
Landfill expansion	281,522	277,479
Landfill closure	1,494,261	1,472,802
Property insurance deductible-fire departments	31,240	31,429
Liability insurance deductible	151,675	149,497
Regional Sustainability Initiatives	22,275	75,298
Island Corridor Foundation	799,000	809,000
Dashwood Fire	7,516	-
San Pareil Boundary Amendment	10,000	-
Regional parks and trails donations	57,174	39,487
Vehicle fleet replacement (various departments)	<u>1,097,949</u>	<u>583,942</u>
	<u>3,952,612</u>	<u>3,438,934</u>
Statutory Reserve Funds (Pg. 33)	\$ 55,223,954	\$ 51,454,284
Total Reserves	<u>\$ 59,176,566</u>	<u>\$ 54,893,218</u>
Accumulated Surplus (Pg. 3)	<u>\$ 236,960,659</u>	<u>\$ 216,486,299</u>

**16. CONSOLIDATION ADJUSTMENTS**

The figures reported in the consolidated financial statements differ from the supporting schedules due to differences in grouping and presentation as well as the elimination of inter-fund and inter-departmental transactions. The Net Operating Surplus in the General Revenue Fund Schedule of Revenue and Expenditures has been adjusted as follows to conform to PSAB requirements:

	<u>2016</u>	<u>2015</u>
Net Operating Surplus (Pg. 36)	\$ 12,163,068	\$ 11,826,779
Add: Water User Fee Revenue year end accrual (billed May 2017)	165,126	143,881
Net Operating Surplus adjusted for statement presentation (Note 15)	<u>\$ 12,328,194</u>	<u>\$ 11,970,660</u>



**REGIONAL DISTRICT OF NANAIMO**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**for the year ended December 31, 2016**

**17. NET INVESTMENT IN TANGIBLE CAPITAL ASSETS**

Net investment in Tangible capital assets represents the historic cost of capital expenditures less debt obligations incurred to purchase and develop the infrastructure.

	<u>2016</u>	<u>2015</u>
Tangible capital assets (Pg. 3)	\$ 198,227,258	\$ 178,169,261
Short-term loans (Pg. 3)	(371,107)	(293,141)
Obligation under capital lease (Pg. 3)	-	(211,227)
Long-term debt - Regional District only (Note 11)	(19,504,989)	(14,484,553)
Net investment in Tangible capital assets (Note 15)	<u>\$ 178,351,162</u>	<u>\$ 163,180,340</u>

**18. BUDGET FIGURES**

Budget figures represent the Financial Plan Bylaw adopted by the Board on March 22, 2016. The financial plan includes capital expenditures but does not include amortization expense. The financial plan forms the basis for taxation and fees and charges rates which may be required for a particular year. The following reconciliation of the budgeted "Surplus for the year" shown on Pg. 4 is provided to show which items must be added or removed to reflect to the budgeted financial plan values which are shown compared to actual expenditures on Pg. 36 (General Revenue Fund Schedule of Revenue and Expenditures).

	<u>2016 Budget</u>
Budgeted Surplus for the year (Pg. 4)	\$ 19,314,795
Add:	
Transfers from reserves	16,030,923
Proceeds of borrowing	14,974,713
Prior year operating surplus	11,826,779
Less:	
Capital expenditures	(44,814,373)
Prior Year consolidation adjustments	(344,293)
Debt principal repayments/actuarial adjustments	
Budgeted principal payments	4,787,627
Add: Actuarial Adjustments	310,997
Less: Principal payments for member municipalities	<u>(3,185,994)</u>
Capital lease principal payments included in equipment operating expenditure	(88,059)
Transfer to reserves	<u>(8,456,997)</u>
Consolidated Budgeted Surplus, per Regional District of Nanaimo Financial Plan Bylaw No.1740 (Pg. 33)	<u>\$ 6,530,858</u>

**19. MUNICIPAL FINANCE AUTHORITY RESERVE DEPOSITS**

The Regional District secures its long-term borrowing through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds are retained by the Authority as a debt reserve fund. As at December 31, 2016, the Regional District had debt reserve funds of \$360,247 (2015, \$294,128).

**REGIONAL DISTRICT OF NANAIMO**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**for the year ended December 31, 2016**

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**20. NORTH ISLAND 9-1-1 CORPORATION**

A 9-1-1 emergency call answering service is provided by the North Island 9-1-1 Corporation, which is owned by the Regional Districts of Comox Valley, Strathcona, Mount Waddington, Alberni Clayoquot, Nanaimo and Powell River. The shares in the corporation are owned as follows:

Alberni Clayoquot	3 shares
Comox Valley	6 shares
Strathcona	4 shares
Mount Waddington	1 share
Nanaimo	5 shares
Powell River	2 shares

The Regional District's investment in shares of the North Island 9-1-1 Corporation is recorded at cost as it does not fall under the definition of a government partnership (PS 3060.06). The Regional District's share of the corporation is equal to 23.8% and the degree of control is proportionate to the ownership share. As no benefits are expected from the ownership, it has not been accounted for as an equity investment.

**21. PENSION LIABILITY**

The Regional District of Nanaimo and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 189,000 active members and approximately 85,000 retired members. Active members include approximately 324 contributors from the Regional District of Nanaimo.

The most recent actuarial valuation as at December 31, 2015 indicated a \$2.224 billion funding surplus for basic pension benefits. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The Regional District of Nanaimo paid \$1,947,226 (2015, \$2,051,074) for employer contributions to the Plan in fiscal 2016.

**22. CONTINGENT LIABILITIES**

Contingent liabilities are recognized by the Regional District in accordance with PS 3300.15. As at December 31, 2016, there were outstanding claims against the Regional District, however, no liability has been accrued because amounts are undeterminable and the likelihood of the Regional District having to make payment is uncertain.

**23. ENVIRONMENTAL REGULATIONS**

The Regional District is subject to environmental regulations which apply to a number of its operations. These regulations may require future expenditures to meet applicable standards and subject the Regional District to possible penalties for violations. Amounts required to meet these obligations will be charged to operations when incurred and/or when they can be reasonably estimated.

**REGIONAL DISTRICT OF NANAIMO**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
for the year ended December 31, 2016

**24. EXPENDITURES BY OBJECT**

	<u>Budget</u>	<u>2016</u>	<u>2015</u>
Operating goods and services	\$ 34,380,544	\$ 31,956,377	\$ 30,566,062
Wages and benefits	30,665,186	29,012,116	28,219,036
Debt interest	1,018,253	1,018,253	1,155,957
Amortization expense	-	6,846,859	6,745,606
Unfunded expenditures (Note 9)	-	230,538	568,647
Total Expenditures by Object	<u>\$ 66,063,983</u>	<u>\$ 69,064,143</u>	<u>\$ 67,255,308</u>

**25. ARROWSMITH WATER SERVICE AND ENGLISHMAN RIVER WATER SERVICE JOINT VENTURES**

The Arrowsmith Water Service (AWS) was formed in 1996 as a joint venture between the Regional District of Nanaimo, the City of Parksville and the Town of Qualicum Beach. The AWS was established to develop a bulk water supply available to the participants in the service and to construct the Arrowsmith Dam as a first step in that development as well as to provide for protection of the fisheries habitat of the Englishman River.

The Englishman River Water Service (ERWS) is a joint venture between the City of Parksville and the Regional District of Nanaimo, formed to secure a bulk water supply from the Englishman River. This regional partnership supplements existing well supply sources owned and operated by the City of Parksville and Nanoose Bay Peninsula Water Service Area. The ERWS development plan includes a new river water supply intake, new water treatment plant and distribution system.

Financial results and budget for the joint ventures are consolidated in the Regional District of Nanaimo's financial statements proportionately based on the joint venture agreements: 22.4% of the Arrowsmith Water Service and 26% of the Englishman River Water Service.

The following table summarizes the financial statements of the two joint ventures.

	Arrowsmith Water Service <u>2016</u>	Englishman River Water Service <u>2016</u>
Non-financial assets (tangible capital assets)	\$ 6,457,416	\$ 6,083,174
Accumulated surplus	<u>6,457,416</u>	<u>6,083,174</u>
Revenues		
Joint venturer contributions	\$ 155,697	\$ 2,873,154
Capital grant	-	828,854
	<u>155,697</u>	<u>3,702,008</u>
Expenses		
Operating	137,227	9,714
Capital	-	828,854
Transfer of land to partners	-	1,233,797
	<u>\$ 137,227</u>	<u>\$ 2,072,365</u>
Annual surplus (deficit)	<u>\$ 18,470</u>	<u>\$ 1,629,643</u>

**REGIONAL DISTRICT OF NANAIMO  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
for the year ended December 31, 2016**

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**26. CONTAMINATED SITES**

At the reporting date, only one site was identified as potentially contaminated due to past industrial use at this site and on the neighbouring property; these findings remain unchanged from the December 31, 2015 year end. For this site there is insufficient information to determine whether contamination exceeding the relevant environmental standard is likely to exist, or whether remediation is required. The future cost and responsibility for remediation of this site is not currently determinable.

**27. COMPARATIVE FIGURES**

Certain comparative figures have been reclassified to conform to the presentation adopted in the current year.

**28. SUBSEQUENT EVENT**

Subsequent to the year end, the Regional District received a parkland dedication valued at \$1,837,000 in Electoral Area F.

**REGIONAL DISTRICT OF NANAIMO**  
**GENERAL REVENUE FUND**  
**SCHEDULE OF REVENUE AND EXPENDITURES**  
**as at December 31, 2016**  
**(UNAUDITED)**

	Corporate Services (Schedule A)	Strategic & Community Development (Schedule B)	Regional & Community Utilities (Schedule C)	Recreation & Parks Services (Schedule D)	Transportation & Emergency Services (Schedule E)	Actual 2016	Budget 2016	Actual 2015
<b>REVENUES</b>								
Tax requisition	\$ 3,781,836	\$ 2,386,528	\$ 16,375,461	\$ 10,701,750	\$ 14,243,554	\$ 47,489,129	\$ 47,489,131	\$ 45,032,665
Grants	536,459	191,645	6,555,989	2,832,379	5,618,645	15,735,117	13,055,788	6,740,947
Grants in Lieu	69,394	8,411	95,424	22,239	123,945	319,413	241,210	309,109
Interest	194,279	-	-	-	-	194,279	150,000	283,255
Permit fees & other	-	344,849	3,448,927	385,869	1,613,912	5,793,557	9,090,931	2,791,041
Operating revenues	-	1,428,663	6,777,360	1,693,324	4,519,347	14,418,694	13,705,863	13,859,037
Disposal fees	-	-	8,554,506	-	-	8,554,506	7,741,024	7,494,219
Other	11,315,020	-	9,462,711	-	667,646	21,445,377	40,597,840	17,773,362
	15,896,988	4,360,096	51,270,378	15,635,561	26,787,049	113,950,072	132,071,787	94,283,635
<b>EXPENDITURES</b>								
General administration	158,548	370,020	1,796,688	581,697	1,321,041	4,227,994	4,411,984	4,036,011
Professional fees	279,014	240,505	1,054,629	104,701	43,798	1,722,647	2,522,668	1,435,932
Community grants	65,022	-	-	-	-	65,022	56,528	46,012
Legislative	456,127	-	-	-	-	456,127	498,394	474,474
Program costs	-	141,537	157,924	585,300	-	884,761	925,870	839,844
Vehicle and Equip operating	161,517	77,715	1,894,259	181,055	4,624,522	6,939,068	7,878,995	6,984,636
Building operating	325,443	37,313	1,439,338	743,700	426,141	2,971,935	3,232,607	2,801,921
Other operating	644,693	675,662	9,699,892	810,154	3,319,171	15,149,572	16,861,605	14,921,193
Wages & benefits	4,059,482	2,195,643	7,177,232	4,395,837	11,183,922	29,012,116	30,665,186	28,219,289
Capital expenditures	256,349	65,765	21,396,782	3,375,043	1,055,415	26,149,354	44,816,373	9,270,481
	6,406,195	3,804,160	44,616,744	10,777,487	21,974,010	87,578,596	111,870,210	69,029,793
<b>OPERATING SURPLUS</b>	9,490,793	555,936	6,653,634	4,858,074	4,813,039	26,371,476	20,201,577	25,253,842
Debt retirement								
- interest	3,436,929	-	392,239	458,237	167,777	4,455,182	4,664,168	4,548,388
- principal	3,185,990	-	440,772	1,004,376	153,944	4,785,082	4,787,627	4,431,322
Contingency	-	-	-	-	-	-	-	25
Reserve contributions	184,140	171,054	6,142,851	1,484,940	1,658,806	9,641,791	8,456,997	9,303,636
Transfers to other govts	2,559,623	277,350	-	1,707,332	2,608,827	7,153,132	7,244,413	6,424,623
	9,366,682	448,404	6,975,862	4,654,885	4,589,354	26,035,187	25,153,205	24,707,994
<b>CURRENT YEAR SURPLUS (DEFICIT)</b>	124,111	107,532	(322,228)	203,189	223,685	336,289	(4,951,628)	545,848
Prior year's surplus applied	1,244,851	1,206,105	4,832,295	1,522,595	3,020,933	11,826,779	11,826,779	11,280,931
<b>NET OPERATING SURPLUS</b>	\$ 1,368,962	\$ 1,313,637	\$ 4,510,067	\$ 1,725,784	\$ 3,244,618	\$ 12,163,068	\$ 6,875,151	\$ 11,826,779

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO  
LONG-TERM DEBT SUMMARY BY FUNCTION  
DECEMBER 31, 2016**

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
<b>REGIONAL DISTRICT</b>					
RAVENSONG AQUATIC CENTRE	895,635	611,532	313,224	-	\$ -
OCEANSIDE PLACE ARENA	4,659,501	4,314,003	3,954,686	3,580,996	<b>3,192,358</b>
REGIONAL PARKS	-	2,053,653	1,984,688	1,912,964	<b>1,838,371</b>
COMMUNITY PARKS	356,256	333,617	310,004	285,373	<b>259,679</b>
WASTEWATER MANAGEMENT					
- Northern Community (District 69)	255,536	-	-	-	-
- Southern Community (District 68)	-	-	-	-	<b>5,000,000</b>
FIRE PROTECTION	1,747,681	1,656,878	4,352,441	4,160,535	<b>4,189,644</b>
SEWER SERVICES	2,004,725	1,915,450	1,822,604	1,956,994	<b>1,848,406</b>
WATER SUPPLY SERVICES	2,272,174	2,030,455	2,891,369	2,587,690	<b>3,176,528</b>
VANCOUVER ISLAND REGIONAL LIBRARY	<u>7,857,359</u>	<u>16,319,013</u>	<u>15,957,989</u>	<u>15,582,525</u>	<u><b>15,192,042</b></u>
<b>TOTAL REGIONAL DISTRICT</b>	20,048,868	29,234,601	31,587,005	30,067,078	<b>34,697,031</b>
<b>MEMBER MUNICIPALITIES</b>	<u>34,948,088</u>	<u>45,903,812</u>	<u>52,213,097</u>	<u>53,520,830</u>	<u><b>49,751,819</b></u>
<b>TOTAL LONG-TERM DEBT (Pg. 3)</b>	<u><u>54,996,956</u></u>	<u><u>75,138,413</u></u>	<u><u>83,800,102</u></u>	<u><u>83,587,908</u></u>	<u><u>\$ <b>84,448,850</b></u></u>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO  
SCHEDULE OF LONG-TERM DEBT  
DECEMBER 31, 2016**

FUNCTION	ISSUER	FUNDS	BYLAW NUMBER	MATURITY DATE	INTEREST RATE	ORIGINAL VALUE	2016 DEBT O/S	2015 DEBT O/S
<b>OCEANSIDE PLACE ARENA</b>								
	MFA 97	CDN	1365	Apr 19,2023	4.830	6,470,646	3,192,358	3,580,996
						<u>6,470,646</u>	<u>3,192,358</u>	<u>3,580,996</u>
<b>REGIONAL PARKS</b>								
	MFA 126	CDN	1629	Sep 26,2033	3.850	2,053,653	1,838,371	1,912,964
						<u>2,053,653</u>	<u>1,838,371</u>	<u>1,912,964</u>
<b>COMMUNITY PARKS ELECTORAL AREA B</b>								
	MFA 78	CDN	1299	Dec 03, 2022	5.250	100,000	40,729	46,431
	MFA 79	CDN	1303	Jun 03, 2023	5.250	80,000	37,145	41,490
	MFA 81	CDN	1304	Apr 22, 2024	4.900	80,000	41,490	45,628
	MFA 93	CDN	1305	Apr 06, 2025	5.100	80,000	41,001	45,010
	MFA 97	CDN	1306	Apr 19, 2026	4.660	80,000	47,745	51,569
	MFA 101	CDN	1307	Apr 11, 2027	4.520	80,000	51,569	55,246
						<u>500,000</u>	<u>259,679</u>	<u>285,374</u>
<b>FIRE PROTECTION SERVICES</b>								
<b>MEADOWOOD FIRE</b>								
	MFA 110	CDN	1587	Apr 08, 2030	4.500	1,773,410	1,378,388	1,450,845
<b>NANAIMO RIVER FIRE</b>								
	MFA 99	CDN	1488	Apr 19,2027	4.430	20,761	12,390	13,383
<b>NANOOSE BAY FIRE</b>								
	MFA 130	CDN	1617	Oct 14, 2034	3.000	2,790,000	2,598,866	2,696,307
<b>COOMBS-HILLIERS FIRE</b>								
	MFA 139	CDN	1538	Oct 5, 2026	2.100	200,000	200,000	-
						<u>4,784,171</u>	<u>4,189,644</u>	<u>4,160,535</u>
<b>SEWER SERVICES</b>								
<b>BARCLAY CRESCENT SEWER</b>								
	MFA 102	CDN	1486	Dec 01, 2027	4.820	895,781	577,431	618,599
<b>CEDAR SEWER</b>								
	MFA 106	CDN	1571	Oct 13, 2029	4.130	926,180	680,521	719,876
	MFA 106	CDN	1572	Oct 13, 2029	4.130	27,200	19,986	21,141
	MFA 106	CDN	1573	Oct 13, 2029	4.130	108,800	79,942	84,565
	MFA 106	CDN	1574	Oct 13, 2029	4.130	61,200	44,967	47,568
	MFA 110	CDN	1584	Apr 08, 2030	4.500	232,286	180,545	190,036
	MFA 117	CDN	1626	Oct 12, 2031	3.250	51,620	42,231	44,259
						<u>1,407,286</u>	<u>1,048,192</u>	<u>1,107,445</u>
<b>HAWTHORNE RISE SEWER</b>								
	MFA 131	CDN	1696	Apr 8, 2035	2.200	173,300	167,172	173,300
<b>REID ROAD SEWER</b>								
	MFA 133	CDN	1709	Oct 2, 2035	2.750	57,650	55,611	57,650
						<u>\$ 2,534,017</u>	<u>\$ 1,848,406</u>	<u>\$ 1,956,994</u>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO  
SCHEDULE OF LONG-TERM DEBT  
DECEMBER 31, 2016**

FUNCTION	ISSUER	FUNDS	BYLAW NUMBER	MATURITY DATE	INTEREST RATE	ORIGINAL VALUE	2016 DEBT O/S	2015 DEBT O/S	
WATER - SAN PAREIL									
	MFA 74	CDN	1221	Jun 01, 2016	5.900	193,979	-	17,798	
	MFA 81	CDN	1367	Apr 22, 2019	4.900	89,476	23,475	30,567	
	MFA 97	CDN	1395	Apr 19, 2021	4.660	40,000	16,016	18,859	
	MFA 106	CDN	1395	Oct 13, 2024	4.130	94,439	57,188	63,155	
	MFA 117	CDN	1395	Oct 12, 2026	3.250	49,056	35,786	38,653	
						466,950	132,465	169,033	
WATER - SAN PAREIL FIRE IMPROVEMENTS									
	MFA 127	CDN	1689	Apr 07, 2034	3.300	1,114,600	1,038,242	1,077,170	
						1,114,600	1,038,242	1,077,170	
WATER - DRIFTWOOD									
	MFA 80	CDN	1301	Oct 03, 2023	4.900	100,614	46,716	52,181	
						100,614	46,716	52,181	
WATER - MELROSE TERRACE									
	MFA 103	CDN	1539	Apr 23, 2018	4.650	14,349	3,337	4,909	
						14,349	3,337	4,909	
BULK WATER - FRENCH CREEK									
	MFA 69	CDN	1127	Sep 24, 2018	4.650	503,655	75,147	110,059	
						503,655	75,147	110,059	
BULK WATER - NANOOSE									
	MFA 69	CDN	1128	Sep 24, 2018	4.650	864,095	128,926	188,822	
	MFA 74	CDN	1226	Jun 01, 2021	5.900	2,195,223	762,639	894,085	
	MFA 80	CDN	1239	Oct 03, 2023	4.900	176,295	81,856	91,431	
						3,235,613	973,421	1,174,338	
NANOOSE BAY PENINSULA WATER									
	MFA 139	CDN	1723	Oct 05, 2036	2.100	350,000	350,000	-	
	MFA 139	CDN	1750	Oct 05, 2036	2.100	557,200	557,200	-	
						907,200	907,200	-	
	TOTAL WATER SUPPLY MANAGEMENT						6,342,981	3,176,528	2,587,690
WASTEWATER SERVICES									
SOUTHERN COMMUNITY WASTEWATER									
	MFA 139	CDN	1742	Oct 05, 2036	2.100	5,000,000	5,000,000	-	
	TOTAL WASTEWATER MANAGEMENT						5,000,000	5,000,000	-
DEBT HELD FOR OTHER JURISDICTIONS									
VANCOUVER ISLAND REGIONAL LIBRARY									
	MFA 117	CDN	1634	Oct 12, 2041	3.250	8,000,000	7,227,411	7,394,281	
	MFA 126	CDN	1674	Sep 26, 2038	3.850	8,610,000	7,964,631	8,188,244	
	TOTAL - VANCOUVER ISLAND REGIONAL LIBRARY						\$ 16,610,000	\$ 15,192,042	\$ 15,582,525
<b>TOTAL LONG-TERM DEBT - REGIONAL DISTRICT</b>						<b>\$ 44,295,468</b>	<b>\$ 34,697,031</b>	<b>\$ 30,067,078</b>	

See notes to consolidated financial statements



**REGIONAL DISTRICT OF NANAIMO  
SCHEDULE OF LONG-TERM DEBT  
DECEMBER 31, 2016**

FUNCTION	ISSUER	FUNDS	BYLAW NUMBER	MATURITY DATE	INTEREST RATE	ORIGINAL VALUE	2016 DEBT O/S	2015 DEBT O/S
CITY OF PARKSVILLE								
	MFA68	CDN	1109	Mar 24, 2018	4.650	1,200,000	<b>179,045</b>	<b>262,225</b>
	MFA69	CDN	1129	Sep 24, 2018	4.650	1,970,000	<b>293,932</b>	<b>430,485</b>
	MFA74	CDN	1227	Jun 01, 2021	5.900	290,000	<b>100,748</b>	<b>118,113</b>
	MFA75	CDN	1238	Dec 01, 2021	5.690	1,050,000	<b>364,779</b>	<b>427,651</b>
	MFA78	CDN	1283	Dec 03, 2022	5.250	765,000	<b>311,574</b>	<b>355,200</b>
	MFA93	CDN	1420	Apr 06, 2025	5.100	800,000	<b>410,013</b>	<b>450,096</b>
	TOTAL CITY OF PARKSVILLE					6,075,000	<b>1,660,091</b>	2,043,770
TOWN OF QUALICUM BEACH								
	MFA136	CDN	1729	Nov 30, 2025	2.750	4,629,364	<b>4,166,428</b>	<b>4,629,364</b>
	TOTAL TOWN OF QUALICUM BEACH					4,629,364	<b>4,166,428</b>	4,629,364
CITY OF NANAIMO								
	MFA72	CDN	1197	Jun 01, 2020	6.450	4,500,000	<b>1,261,630</b>	<b>1,543,830</b>
	MFA73	CDN	1219	Dec 01, 2020	6.360	4,100,000	<b>1,149,486</b>	<b>1,406,600</b>
	MFA99	CDN	1489	Oct 19, 2026	4.430	15,000,000	<b>8,952,209</b>	<b>9,669,168</b>
	MFA101	CDN	1489	Apr 11, 2027	4.520	15,000,000	<b>9,669,168</b>	<b>10,358,552</b>
	MFA 102	CDN	1530	Dec 01, 2027	4.820	3,750,000	<b>2,417,292</b>	<b>2,589,638</b>
	MFA 126	CDN	1688	Sep26, 2033	3.850	13,300,000	<b>11,905,777</b>	<b>12,388,860</b>
	MFA 127	CDN	1694	Apr 07, 2034	3.300	9,200,000	<b>8,569,738</b>	<b>8,891,048</b>
	TOTAL CITY OF NANAIMO					64,850,000	<b>43,925,300</b>	46,847,696
<b>TOTAL LONG-TERM DEBT - MEMBER MUNICIPALITIES</b>						\$ 75,554,364	<b>\$ 49,751,819</b>	\$ 53,520,830
<b>TOTAL LONG-TERM DEBT</b>						\$ 119,849,832	<b>\$ 84,448,850</b>	\$ 83,587,908

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO**  
**SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS**

This organization has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

**REGIONAL DISTRICT OF NANAIMO  
SCHEDULE OF DIRECTORS REMUNERATION & EXPENSES FOR 2016**

Area	2016 Board H (Chairperson)	Remuneration						Expenses		Total 2016	Total 2015
		Taxable Payroll	Exempt Allowance	Total 2016	Total 2015	2016	2015				
	Veenhof, B.	\$ 33,764.53	\$ 16,882.26	\$ 50,646.79	\$ 34,019.18	\$ 13,932.88	\$ 10,859.80	\$ 64,579.67	\$ 44,878.98		
	McPherson, A.	\$ 21,147.69	\$ 10,573.84	\$ 31,721.53	\$ 36,503.00	\$ 9,236.01	\$ 10,599.09	\$ 40,957.54	\$ 47,102.09		
A	Houle, H.	\$ 21,176.97	\$ 10,588.48	\$ 31,765.45	\$ 34,214.12	\$ 6,673.18	\$ 9,742.38	\$ 38,438.63	\$ 43,956.50		
B	Young, M.	\$ 19,288.97	\$ 9,644.48	\$ 28,933.45	\$ 34,382.12	\$ 4,877.03	\$ 4,313.26	\$ 33,810.48	\$ 38,695.38		
C	Rogers, B.	\$ 19,491.09	\$ 9,745.54	\$ 29,236.63	\$ 33,511.40	\$ 8,485.24	\$ 8,305.33	\$ 37,721.87	\$ 41,816.73		
E	Fell, J.	\$ 19,013.77	\$ 9,506.88	\$ 28,520.65	\$ 31,376.68	\$ 10,828.91	\$ 11,403.98	\$ 39,349.56	\$ 42,780.66		
F	Stanhope, J.	\$ 20,276.59	\$ 10,138.30	\$ 30,414.89	\$ 54,347.08	\$ 7,569.96	\$ 12,153.57	\$ 37,984.85	\$ 66,500.65		
G	Haimo, C.	\$ 9,753.06	\$ 4,876.53	\$ 14,629.59	\$ 16,216.41	\$ 230.67	\$ 353.02	\$ 14,860.26	\$ 16,569.43		
Lantzville	McKay, B.	\$ 10,188.34	\$ 5,094.17	\$ 15,282.51	\$ 15,626.41	\$ 332.84	\$ 300.18	\$ 15,615.35	\$ 15,926.59		
Nanaimo	Bestwick, B.	\$ 9,675.00	\$ 4,837.50	\$ 14,512.50	\$ 14,836.41	\$ 332.10	\$ 322.03	\$ 14,844.60	\$ 15,158.44		
Nanaimo	Kipp, J.	\$ 9,508.34	\$ 4,754.17	\$ 14,262.51	\$ 15,156.42	\$ 295.40	\$ 351.60	\$ 14,557.91	\$ 15,508.02		
Nanaimo	Hong, J.	\$ 9,695.00	\$ 4,847.50	\$ 14,542.50	\$ 15,016.41	\$ 205.84	\$ 207.20	\$ 14,748.34	\$ 15,223.61		
Nanaimo	Pratt, W.	\$ 9,981.67	\$ 4,990.84	\$ 14,972.51	\$ 15,376.41	\$ 339.60	\$ 318.80	\$ 15,312.11	\$ 15,695.21		
Nanaimo	Thorpe, I.	\$ 9,728.34	\$ 4,864.17	\$ 14,592.51	\$ 15,276.42	\$ 49.96	\$ 56.95	\$ 14,642.47	\$ 15,333.37		
Nanaimo	Yoachim, B.	\$ 9,135.00	\$ 4,567.50	\$ 13,702.50	\$ 14,276.42	\$ 415.60	\$ 373.20	\$ 14,118.10	\$ 14,649.62		
Parksville	Lefebvre, M.	\$ 10,308.34	\$ 5,154.17	\$ 15,462.51	\$ 16,396.41	\$ 1,234.14	\$ 1,384.41	\$ 16,696.65	\$ 17,780.82		
Qualicum Beach	Westbroek, T.	\$ 10,221.67	\$ 5,110.83	\$ 15,332.50	\$ 16,916.41	\$ 1,626.70	\$ 1,942.73	\$ 16,959.20	\$ 18,859.14		
		\$ 252,354.37	\$ 126,177.16	\$ 378,531.53	\$ 413,447.71	\$ 66,666.06	\$ 72,987.53	\$ 445,197.59	\$ 486,435.24		
<b>Board Alternates</b>											
A	Wilson, K.	\$ -	\$ -	\$ -	\$ 190.00	\$ -	\$ 59.69	\$ -	\$ 249.69		
B	Hartman, V.	\$ -	\$ -	\$ -	\$ 110.00	\$ -	\$ -	\$ -	\$ 110.00		
C	Pinker, C.	\$ 426.67	\$ 213.33	\$ 640.00	\$ 190.00	\$ 79.20	\$ 11.52	\$ 719.20	\$ 201.52		
E	Van Eynde, F.	\$ -	\$ -	\$ -	\$ 560.00	\$ 74.97	\$ -	\$ 74.97	\$ 560.00		
F	Lowe, K.	\$ 213.33	\$ 106.67	\$ 320.00	\$ 430.00	\$ 58.14	\$ 73.15	\$ 378.14	\$ 503.15		
F	McLean, J.	\$ 373.33	\$ 186.67	\$ 560.00	\$ 240.00	\$ 219.57	\$ 78.58	\$ 779.57	\$ 318.58		
G	Derkach, L.	\$ 53.33	\$ 26.67	\$ 80.00	\$ 160.00	\$ -	\$ 42.95	\$ 80.00	\$ 202.95		
H	Recalma, M.	\$ 53.33	\$ 26.67	\$ 80.00	\$ 190.00	\$ 52.90	\$ 672.71	\$ 132.90	\$ 862.71		
Nanaimo	Brennan, D.	\$ 373.33	\$ 186.67	\$ 560.00	\$ 800.00	\$ 58.53	\$ 73.32	\$ 618.53	\$ 873.32		
Nanaimo	Fuller, G.	\$ 373.33	\$ 186.67	\$ 560.00	\$ 560.00	\$ 84.59	\$ 99.00	\$ 644.59	\$ 659.00		
Lantzville	Colclough, B.	\$ 701.95	\$ 350.97	\$ 1,052.92	\$ -	\$ 24.02	\$ -	\$ 1,076.94	\$ -		
Parksville	Powell, S.	\$ 233.33	\$ 116.67	\$ 350.00	\$ 480.00	\$ 108.96	\$ 136.20	\$ 458.96	\$ 616.20		
Qualicum Beach	Avis, B.	\$ -	\$ -	\$ -	\$ 960.00	\$ -	\$ 305.91	\$ -	\$ 1,265.91		
Qualicum Beach	Luchtmeijer, B.	\$ 286.67	\$ 143.33	\$ 430.00	\$ -	\$ 108.67	\$ -	\$ 538.67	\$ -		
		\$ 3,088.60	\$ 1,544.32	\$ 4,632.92	\$ 4,870.00	\$ 869.55	\$ 1,553.03	\$ 5,502.47	\$ 6,423.03		
<b>TOTAL</b>		\$ 255,442.97	\$ 127,721.48	\$ 383,164.45	\$ 418,317.71	\$ 67,535.61	\$ 74,540.56	\$ 450,700.06	\$ 492,858.27		

**REPORTING OF REMUNERATION AND EXPENSES DISCLOSED UNDER SECTION 168 OF THE COMMUNITY CHARTER**

Elected Official	Title	Associated Business	Description of Expense	Value
H. Houle	Director	EFT Pottery	Intergovernmental liaison projects	\$196.35

**REGIONAL DISTRICT OF NANAIMO**  
**SCHEDULE OF EARNINGS, TRAVEL AND OTHER EXPENSES**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

Employee Name	Position	Earnings	Expenses	
<b>Exempt staff</b>				
ALEXANDER	E. RANDAL	General Manager, Regional & Community Utilities	\$ 162,146.46	\$ 942.25
ARMET	THOMAS W.	Manager, Building & Bylaw Services	118,249.21	470.00
BANMAN	DEAN E.	Manager, Recreation Services	119,863.54	2,064.72
BROWN	TYLER J.	Intergovernmental Liaison	86,062.51	287.55
CHESTNUT	MIKE J.	Superintendent, Aquatic Services	96,717.35	114.90
DEPOL	SEAN R.	Manager, Waste Water Services	126,887.40	3,112.61
DOBBS	MARK A.	Superintendent, Parks Operations & Capital Projects	82,982.80	422.50
DOLAN	KELLI J.	Manager, Human Resources	111,244.28	2,692.37
DREW	JANI M.	Emergency Coordinator	79,848.60	1,871.63
GARBUTT	GEOFFREY W.	General Manager, Strategic & Community Development	158,134.12	1,831.18
GARDNER	LARRY A.	Manager, Solid Waste Services	124,928.49	2,232.19
GRAY	CHRISTINA L.	Communications Coordinator	77,211.71	1,089.66
HAMILTON	JANE A.	Superintendent, Landfill Operations	93,127.05	809.53
HANSEN	CURTIS W.	Superintendent, Transit Operations	96,549.35	1,202.88
HARRISON	JOAN E.	Director, Corporate Services	138,234.43	1,511.31
HILL	JACQUELINE R.	Manager, Administrative Services	118,857.84	6,691.77
HOLM	JEREMY J.	Manager, Current Planning	121,940.67	3,073.77
IDEMA	WENDY J.	Director, Finance	143,214.42	3,652.28
KING	HANNAH L.	Superintendent, Recreation Program Services	96,976.86	743.05
MANHAS	MANVIR	Manager, Capital Accounting & Financial Reporting	102,203.75	3,015.90
MARCELLUS	JOHN W.	Superintendent, Arena Services	97,237.31	124.90
MARSHALL	DARREN L.	Manager, Fleet, Projects & Emergency Services	112,678.53	4,431.93
MARSHALL	WENDY S.	Manager, Parks Services	115,687.63	2,950.79
MAUCH	R. MAURICE	Project Engineer	108,113.07	2,515.21
METCALF	EMILY J.	Human Resources Advisor	76,981.03	-
MIDGELY	CHRISTOPHER M.	Manager, Water Services & Asset Management	115,612.41	1,547.73
MILLER	BRANDON J.	Superintendent of Transit Service Delivery	93,882.28	4,460.22
MOODY	MICHAEL R.	Manager, Information Services	118,417.21	5,353.07
MOORE	TIFFANY A.	Manager, Accounting Services	117,056.14	2,059.45
O'HALLORAN	MATTHEW R.	Legislative Coordinator	80,791.08	2,397.48
OSBORNE	THOMAS W.	General Manager, Recreation & Parks Services	162,837.81	3,557.84
PEARCE	DANIEL A.	Manager, Transit Operations	130,296.51	5,769.48
ST PIERRE	GERALD A.	Project Engineer	104,717.98	4,718.34
THOMPSON	PAUL D.	Manager, Long Range Planning	122,005.13	3,069.76
TRUDEAU	DENNIS M.	General Manager, Transportation & Emergency Services	204,239.45 <sup>1</sup>	7,808.69
WARREN	MARGARET A.	Superintendent, Scale & Transfer Services	96,989.94	4,982.41
<sup>1</sup> Includes Interim CAO adjustment				
<b>CUPE staff</b>				
AINGE	JEFFREY T.	Asset Management Coordinator	76,735.49	871.85
BANDURKA	GREG D.	Dispatch - HandyDART	77,375.72	-
BANNATYNE	CLAYTON D.	Chief Facility Operator (Ravensong and Oceanside)	75,511.14	114.90
BASTARACHE	CEDRIC J.	HandyDART Driver	77,044.89	-
BESSELING	LAWRENCE J.	Operator 3 - FCPC	79,388.20	1,130.73
BLOCK	PETER H.	Serviceperson Driver	80,521.63	-
BROWN	CHRISTOPHER J.	Chief Operator - FCPC	88,703.08	1,853.28
CRIVEA	RORY	Transit Shop Staff	87,300.62	912.92
DORKEN	HEATHER J.	Utilities Technician 3	80,267.86	2,422.61
EISON	ROBERT P.	Senior Operator - FCPC	80,000.06	2,326.02
FEE	STEWART J.	Serviceperson Driver	91,277.46	-
GRANT	THOMAS A.R.	Serviceperson Driver	85,339.41	-
GREEN	GREIG W.	Transit Shop Staff	78,815.67	240.21
HALE	BRIAN P.	Utilities Technician 3	85,753.63	1,423.79
HILL	WILLIAM R.	Chief Operator - Equipment and Maintenance	78,700.50	-
HOGeweIDE	KEVIN J.	Serviceperson Driver	75,626.56	-

<b>Employee Name</b>		<b>Position</b>	<b>Earnings</b>	<b>Expenses</b>
HOOVER	CRAIG M.	Senior Operator - GNPCC	84,703.83	1,251.07
HORSBURGH	SHARON	Sustainability Coordinator	80,614.40	1,831.63
JONES	LESLIE G.	Serviceperson Driver	81,849.32	-
KAIN	RANDY V.	Dispatch - HandyDART	75,101.70	-
KALLEN	TONY J.	Operator 3 - GNPCC	84,035.22	2,245.15
KELLER	GREG B.	Senior Planner	85,043.11	2,756.58
KEMP	GLENN C.	Transit Shop/Charge Hand	75,955.24	230.00
KERMAN	CHRIS S.	Senior Operator - FCPC	81,394.20	2,058.62
KUZIEK	PETER A.	Serviceperson Driver	78,767.95	720.61
LIEW	ALEX K.	Serviceperson Driver	77,382.68	-
LUNDMAN	IAN E.	Chief Operator - GNPCC	103,762.74	3,676.79
MACDONALD	RYAN W.	Information Services Coordinator	79,529.57	1,336.50
MACLENNAN	RICHARD H.	Chief Mechanic	82,626.91	125.00
MARKS	L. KRISTEEN	Planner	78,445.01	2,673.48
MATHESON	JANE S.	Accountant	75,845.93	2,220.16
MATTHEWS	JOHN L.	Serviceperson Driver	76,807.33	-
MCCULLOCH	ELAINE R.	Parks Planner	75,647.73	2,053.51
NORUM	SHELLEY E.	Wastewater Coordinator	75,438.57	3,996.03
PARKS	LARRY J.	Maintenance Operator - GNPCC	77,992.06	470.00
PISANI	JULIE C.	Drinking Water and Watershed Protection Coordinator	76,047.97	3,928.34
POWELL	RYAN W.	Laboratory Technician - GNPCC	75,423.28	385.67
ROUTLEDGE	BENJAMIN L.	Zero Waste Coordinator	78,089.21	725.48
SAKAI	DAVID Y.	Transit Dispatch Assistant	85,665.51	-
SCHAEFER	GERALD L.	Building Inspector Supervisor	81,065.30	2,376.56
SCHILE	JOY (JAMAI) M.	Senior Planner	79,952.49	652.93
SHORTMAN	JIM R.	Serviceperson Driver	76,773.98	-
SIMPSON	COURTNEY D.	Senior Planner	84,046.95	1,446.43
SINGBEIL	DONALD A.	Transit Bodyman	89,484.72	346.76
SINGBEIL	JEFFREY D.	Operator 2 - GNPCC	79,073.21	1,966.93
SKEELES	GEOFFREY C.	Transit Shop Staff	76,812.88	174.96
SOPER	KAREN S.	Supervisor - Landfill	78,501.99	394.96
STEFANIW	TREVOR M.	Transit Dispatch Assistant	79,905.27	29.95
STOROZUK	JOHN B.	Serviceperson Driver	75,349.57	-
SUHAN	ZACHARY R.	Operator 3 - GNPCC	75,158.48	921.67
VAN OSSENBRUGGEN	CHRISTOPHER J.	Regional Parks Operations Coordinator	82,876.59	863.47
WELZ	DAVID A.	Chief Operator - Water Services	92,825.28	2,231.77
WICKMAN	MARTIN D.	Operator 3 - FCPC	75,638.91	2,865.58
YAMASAKI	DALE K.	Transit Dispatch	77,179.25	-
ZMURCHYK	CRAIG J.	Serviceperson Driver	79,177.22	29.95
<b>Total Individual Earnings Paid over \$75,000</b>			<b>8,541,277.83</b>	<b>151,862.20</b>
<b>Total Summary Earnings Paid under \$75,000</b>			<b>15,876,503.21</b>	<b>151,590.06</b>
<b>Total All Earnings Paid</b>			<b>\$ 24,417,781.04</b>	<b>\$ 303,452.26</b>

The amount paid as remuneration reported in this schedule differs from the amount reported in the Schedule of Revenues and Expenses and Note 24 to the Financial Statements. The amount reported in the Schedule of Revenues and Expenses and Note 24 includes amounts paid for employee benefits including Municipal Pension Plan premiums, Employment Insurance and Canada Pension Plan contributions, Long Term Disability, Medical, Dental and Worksafe premiums.

**REGIONAL DISTRICT OF NANAIMO**  
**STATEMENT OF SEVERANCE AGREEMENTS**

There were **no** severance agreements made between the Regional District of Nanaimo and its non-unionized employees during fiscal 2016.

**REGIONAL DISTRICT OF NANAIMO**  
**SCHEDULE OF PAYMENTS FOR SUPPLIES AND SERVICES**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

<b>Supplier</b>	<b>Amount</b>
A C E COURIER SERVICES	35,264.28
A C TAXI LTD	26,389.80
ACKLANDS-GRAINGER INC	26,628.50
ACME SUPPLIES LTD	36,277.20
AECOM CANADA LIMITED	2,689,126.30
ALFA LAVAL INC	52,891.54
ALTA PLANNING AND DESIGN	31,287.25
ANDREW SHERET LTD	45,348.84
ARROWSMITH COMMUNITY RECREATION ASSOCIATION	70,590.92
ASLAN VENTURES INC	25,317.43
ASSOCIATED ENGINEERING (BC)LTD	31,689.22
ASSOCIATED FIRE SAFETY	30,699.76
AURORA ROOFING LTD	31,752.00
BAKER SUPPLY LTD	54,090.95
BC HYDRO	1,310,335.50
BC TRANSIT	3,251,948.00
BEAVER ELECTRICAL MACHINERY LTD	211,522.55
BI PURE WATER (CANADA) INC	28,979.74
BLACK PRESS GROUP LTD	47,838.74
BLUE WAVE DEVELOPMENTS LTD	47,148.03
BOW HORN BAY VOLUNTEER FIRE DEPARTMENT	273,711.98
BRC CONSULTING	102,270.00
BRITCO BOXX LIMITED PARTNERSHIP	32,268.15
BROD DEMOLITION	93,773.40
CANADA POST CORPORATION	55,318.98
CAPEWELL DESIGN	25,951.15
CBS PARTS LTD	37,126.24
CHEMTRADE CHEMICALS CANADA LTD	293,706.48
CHEVRON CANADA LIMITED	834,603.01
CLAYBURN SERVICES	91,755.01
CLEARTECH INDUSTRIES INC	55,803.03
CMF CONSTRUCTION LTD	437,085.74
COAST ENVIRONMENTAL LTD	229,451.22
COASTAL ANIMAL CONTROL SERVICES OF BC LTD	140,515.20
COASTAL COMMUNITY CREDIT UNION	38,834.16
COOMBS HILLIERS VOL FIRE DEPT	266,698.00
COPCAN CIVIL LTD	226,415.95
CORIX WATER PRODUCTS LP	46,998.51
CRANBERRY FIRE PROTECTION DISTRICT	46,992.70
CULLEN DIESEL POWER LTD	71,678.83
DASHWOOD VOL FIRE DEPT	384,294.00
DAVE MITCHELL & ASSOCIATES LTD	50,925.00
DAVID STALKER EXCAVATING LTD	1,979,985.25
DAVIES HOLDINGS LTD	72,242.29
DBL DISPOSAL SERVICES LTD	105,503.74
DELL CANADA INC	234,434.58
DEPEND-A-DOR REPAIRS & INSTALLATIONS LTD	25,421.03

**REGIONAL DISTRICT OF NANAIMO  
SCHEDULE OF PAYMENTS FOR SUPPLIES AND SERVICES  
FOR THE YEAR ENDED DECEMBER 31, 2016**

<b>Supplier</b>	<b>Amount</b>
DJC SERVICES	45,540.51
DTZ NANAIMO REAL ESTATE LTD IN TRUST	30,949.80
DUNCAN ELECTRIC MOTOR LTD	72,910.62
DYNAMIC SPECIALTY VEHICLES LTD	58,376.05
E S R I CANADA LIMITED	48,914.27
ECOTAINER SALES INC	25,143.46
EDI ENVIRONMENTAL DYNAMICS INC	28,182.45
EPCOR WATER (WEST) INC	189,059.88
ERRINGTON VOL FIRE DEPT	307,250.89
EXTENSION VOLUNTEER FIRE FIGHTERS ASSOCIATION	26,550.00
FINNING CANADA	129,929.97
FOOTPRINTS SECURITY PATROL INC	39,058.20
FORTISBC-NATURAL GAS	119,856.07
FOUR STAR WATERWORKS LTD	38,542.97
GABRIOLA RECREATION SOCIETY	102,848.27
GARDAWORLD CASH SERVICES CANADA CORPORATION	29,116.36
GEOWARE INC	30,590.49
GOLDER ASSOCIATES LTD	28,175.38
GRAND & TOY	78,035.98
GREAT WEST EQUIPMENT	31,272.07
GUILLEVIN INTERNATIONAL CO	43,677.27
GW SOLUTIONS INC	27,894.12
HACH SALES & SERVICE CANADA LTD	48,284.57
HARRIS & COMPANY	27,243.57
HARRIS COMPUTER SYSTEMS	66,473.65
HETEK SOLUTIONS INC	33,277.50
HPS POWER LTD	48,735.65
HUB FIRE ENGINES & EQUIPMENT LTD	479,890.78
INSURANCE CORPORATION OF BC	365,844.53
IRITEX PUMPS & IRRIGATION INC	41,093.68
ISLAND WESTCOAST DEVELOPMENTS LTD	2,386,784.35
KAL TIRE	142,666.57
KALICUM DRILLING LTD	63,703.50
KIVELA CONTRACTING	56,828.64
KNAPPETT INDUSTRIES (2006) LTD	1,041,035.39
KOERS & ASSOCIATES ENGINEERING LTD	463,528.50
MAGNUM DISPOSAL SERVICES	359,443.53
MARCEL EQUIPMENT LIMITED	50,000.00
MAXXAM ANALYTICS	47,122.37
MCELHANNEY CONSULTING SERVICES LTD	39,110.82
MCNALLY CONSTRUCTION INC	12,633,308.75
MICHELIN NORTH AMERICA (CANADA) INC	50,094.13
MICRO COM SYSTEMS LTD	44,403.40
MICROSOFT CORPORATION	125,770.86
MID ISLAND SAFETY CONSULTING INC	32,850.49
MILESTONE EQUIPMENT CONTRACTING INC	55,473.41
MILNER GROUP VENTURES INC	51,661.22



**REGIONAL DISTRICT OF NANAIMO  
SCHEDULE OF PAYMENTS FOR SUPPLIES AND SERVICES  
FOR THE YEAR ENDED DECEMBER 31, 2016**

<b>Supplier</b>	<b>Amount</b>
MINISTER OF FINANCE	488,104.68
MNP	45,618.03
MONK OFFICE	69,919.96
MONKEY BUSINESS GYMNASTICS	29,149.00
MOTION CANADA	52,520.52
MOUNT BENSON MECHANICAL (1991) LTD	89,182.51
MPC CONSULTING LTD	42,227.55
MUNICIPAL INSURANCE ASSOCIATION OF BC	131,071.05
MUNICIPAL PENSION PLAN	1,947,225.54
NAI COMMERCIAL CENTRAL VANCOUVER ISLAND LTD	30,381.75
NAI COMMERCIAL CENTRAL VANCOUVER ISLAND LTD IN TRUST	243,060.58
NANAIMO CITY OF	1,357,330.21
NANAIMO ORGANIC WASTE LTD	1,362,703.80
NANAIMO RECYCLING EXCHANGE	40,000.00
NESSSELBECK RI CINDY	39,523.07
NOORT INVESTMENTS	78,368.02
NORTH ISLAND 911 CORP	604,638.00
OPUS DAYTONKNIGHT CONSULTANTS LTD	290,757.99
OTT FABRICATION & WELDING	26,042.24
PACIFIC BLUE CROSS	1,524,121.27
PACIFIC NORTHWEST RAPTORS	102,237.44
PARKSVILLE CITY OF	1,112,314.22
PARKSVILLE HEAVY EQUIPMENT	84,334.47
PENNY DOUG	71,322.39
PETRO-CANADA (SUPERPASS)	86,091.18
PICKLES TIMBER FRAMES	61,943.46
PIPE-EYE VIDEO INSPECTIONS & SERVICES	38,529.76
PRICE'S ALARM SYSTEMS LTD	31,463.16
PRINT THREE	29,958.90
PROGRESSIVE WASTE SOLUTIONS CANADA INC	2,906,989.81
QUALICUM BEACH TOWN OF	257,156.43
RECEIVER GENERAL FOR CANADA	1,293,534.37
REESOR ROB	65,078.27
RLC ENTERPRIZE LTD	58,170.43
ROBIE'S CONTRACTING LTD	143,515.35
SCHOOL DISTRICT NO 69 (QUALICUM)	38,977.73
SCOTT SIGNS LTD	32,260.38
SECURIGUARD SERVICES LIMITED	100,996.41
SHAW CABLE	25,207.09
SHAW ELECTRICAL SERVICES LTD	325,322.21
SHELL CANADA PRODUCTS	32,566.28
SHI CANADA ULC	25,952.93
SIMSON MAXWELL	32,098.11
SMITH CAMERON PROCESS SOLUTIONS	86,666.72
SNC-LAVALIN INC	71,656.79
SOUTHWESTERN FLOWTECH & ENVIRONMENTAL LTD	40,638.50
STANTEC CONSULTING LTD (SCL)	220,110.83

**REGIONAL DISTRICT OF NANAIMO**  
**SCHEDULE OF PAYMENTS FOR SUPPLIES AND SERVICES**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

<b>Supplier</b>	<b>Amount</b>
STAR WEST PETROLEUM LTD	53,874.79
STEWART MCDANNOLD STUART	210,377.91
STEWART MCDANNOLD STUART - IN TRUST	235,220.96
STRATAGEN SYSTEMS INC	32,016.00
SYLVIS ENVIRONMENTAL SERVICES INC	357,492.58
TELUS COMMUNICATIONS	153,021.48
TELUS MOBILITY	56,105.57
TELUS SERVICES INC	94,611.48
TERRA REMOTE SENSING INC	98,385.00
THE COMMUNICATION CONNECTION INC	35,281.98
THURBER ENGINEERING LTD	27,507.03
TREE ISLAND INDUSTRIES LTD	57,775.72
TRINEX INTERNET SOLUTIONS INC	81,986.22
UNIVAR CANADA LTD	79,169.74
VADIM SOFTWARE	40,178.51
VANCOUVER ISLAND UNIVERSITY	160,018.86
VANDEBKEN ENTERPRISES LTD	42,168.00
WACOR HOLDINGS LTD	939,960.24
WATERHOUSE ENVIRONMENTAL SERVICES CORPORATION	115,920.00
WATERHOUSE EXECUTIVE SEARCH	26,338.09
WAYWEST MECHANICAL LTD	68,964.70
WEST COAST PREFAB	47,619.44
WESTBURNE WEST	43,131.31
WESTCOAST INDUSTRIAL VALVES AND PUMPS	38,312.11
WHEATON PONTIAC BUICK GMC (NANAIMO LTD)	54,884.02
WILLIAMS MACHINERY LP	73,934.00
WILLIS CANADA INC. (VANCOUVER)	234,311.00
WOODGROVE CHRYSLER	216,522.74
WORKSAFEBC	559,421.90
XCG CONSULTANTS LTD	590,054.80
YORK MACHINE SHOP LTD	42,960.88
<b>TOTAL SUPPLIERS PAID OVER \$25,000</b>	<b>55,359,961.57</b>
<b>TOTAL SUPPLIERS PAID UNDER \$25,000</b>	<b>4,370,725.35</b>
<b>TOTAL ALL SUPPLIERS PAID</b>	<b><u><u>59,730,686.92</u></u></b>

The Regional District prepares its records using generally accepted accounting principles. This will result in differences between amounts recorded as an expense in the financial statements and the amount paid to a vendor in the year. The amounts reported here represent actual cash outlays in 2016 - some of which relate to goods or services received and recorded in 2015.

**REGIONAL DISTRICT OF NANAIMO  
SCHEDULE OF COMMUNITY GRANTS AND CONTRIBUTIONS  
FOR THE YEAR ENDED DECEMBER 31, 2016**

(these amounts are not included in Total Paid to Suppliers)

893 BEAUFORT SQUADRON AIR CADETS	\$ 1,950
ARROWSMITH AGRICULTURAL ASSOCIATION	1,414
ARROWSMITH COMMUNITY RECREATION ASSOCIATION	7,562
ARROWSMITH SEARCH & RESCUE SOCIETY	10,000
BALLENAS SECONDARY SCHOOL	3,700
BARD TO BROADWAY THEATRE SOCIETY	1,970
BOW HORN BAY COMMUNITY CLUB	1,200
CEDAR COMMUNITY ASSOCIATION	23,310
CEDAR FAMILY OF COMMUNITY SCHOOLS	740
CENTRAL VANCOUVER ISLAND JOB OPPORTUNITIES	10,000
COASTAL INVASIVE PLANT SPECIES COMMITTEE	10,000
COOMBS FARMERS INSTITUTE	6,500
CORCAN MEADOWOOD RESIDENTS ASSOCIATION	2,762
CRANBERRY FIRE PROTECTION DISTRICT	146,000
DIST 69 FAMILY RESOURCE ASSOCIATION	6,663
DUCKS UNLIMITED CANADA	1,000
ECHO PLAYERS THEATRE GROUP	4,500
ERRINGTON CO-OP PRESCHOOL	950
ERRINGTON ELEMENTARY SCHOOL	7,500
ERRINGTON THERAPEUTIC RIDING ASSOC	1,000
ERRINGTON WAR MEMORIAL HALL ASSOCIATION	1,050
GABRIOLA COMMONS FOUNDATION	5,557
GABRIOLA COMMUNITY BUS FOUNDATION	81,665
GABRIOLA ROD AND GUN CONSERVATION CLUB	2,398
GABRIOLA SENIOR CITIZEN'S ASSOCIATION	19,959
INCLUSION PARKSVILLE SOCIETY	3,500
JOHN HOWARD SOCIETY	5,000
KWALIKUM SECONDARY SCHOOL	1,200
LADIES AUXILIARY TO ROYAL CANADIAN LEGION	50,000
LADYSMITH VICTIM SERVICES	1,000
LIGHTHOUSE COMMUNITY CENTRE SOCIETY	109,900
LIGHTHOUSE COUNTRY BUSINESS ASSOCIATION	3,000
LIGHTHOUSE COUNTRY MARINE RESCUE SOCIETY	5,000
MUDGE ISLAND CITIZENS SOCIETY	2,100
NANAIMO AND AREA LAND TRUST	30,000
NANAIMO ECONOMIC DEVELOPMENT CORPORATION	177,000
NANAIMO MARINE RESCUE SOCIETY	17,500
NANAIMO RCMP VICTIM SERVICES PROGRAM	10,000
NANAIMO SEARCH & RESCUE SOCIETY	5,975
NANAIMO TRAVELLER'S LODGE	15,000

**REGIONAL DISTRICT OF NANAIMO  
SCHEDULE OF COMMUNITY GRANTS AND CONTRIBUTIONS  
FOR THE YEAR ENDED DECEMBER 31, 2016**

(these amounts are not included in Total Paid to Suppliers)

NANOOSE BAY ACTIVITIES AND RECREATION SOCIETY	72,631
NANOOSE PLACE SENIORS	828
OCEANSIDE BUILDING LEARNING TOGETHER SOCIETY	658
OCEANSIDE COMMUNITY ARTS COUNCIL	6,250
OCEANSIDE COMMUNITY SAFETY VOLUNTEERS	127,300
OCEANSIDE KIDFEST SOCIETY	1,200
OCEANSIDE STROKE RECOVERY SOCIETY	3,000
PARKSVILLE & DISTRICT HISTORICAL SOCIETY	5,000
PARKSVILLE CURLING CLUB	2,500
PARKSVILLE QUALICUM PICKLEBALL CLUB	1,000
QUALICUM BEACH COMMUNITY EDUCATION & WELLNESS SOCIETY	800
QUALICUM BEACH ELEMENTARY SCHOOL PAC	1,200
QUALICUM BEACH HISTORICAL & MUSEUM SOCIETY	4,000
QUALICUM BEACH LAWN BOWLING CLUB	1,000
QUALICUM BEACH WEAVERS AND SPINNERS GUILD	1,200
RAVENSONG AQUATIC CLUB	2,200
RAVENSONG MASTERS SWIM CLUB	1,000
RAVENSONG WATERDANCERS	2,100
ROYAL CANADIAN LEGION-BRANCH 211	4,726
SCOUTS CANADA	405
SCOUTS CANADA CAMP CAILLET	2,281
THE GABRIOLA ISLAND HISTORICAL & MUSEUM SOCIETY	17,000
THE NATURE TRUST OF BC	700
THE PORT THEATRE SOCIETY	70,995
TOWN OF QUALICUM BEACH	11,000
TRI ATHLETICS SOCIETY	1,200
VANCOUVER ISLAND NORTH FILM COMMISSION	8,400
VANCOUVER ISLAND OPERA	1,500
VANCOUVER ISLAND UNIVERSITY	5,500
<b>TOTAL COMMUNITY GRANTS AND CONTRIBUTIONS</b>	<b>\$ 1,153,098</b>

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**TO:** Regional District of Nanaimo  
Committee of the Whole

**MEETING:** June 13, 2017

**FROM:** Tyler Brown  
Intergovernmental Liaison

**SUBJECT:** First Nations Art Installation Project

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### **RECOMMENDATIONS**

1. That a request for an Expression of Interest process be issued for the creation of a \$30,000 art piece symbolically representing and acknowledging coastal First Nations at the Regional District of Nanaimo Administration Building.
2. That the Regional District of Nanaimo Chair and two Directors be appointed to an art selection committee and that Snuneymuxw First Nation, Snaw-Naw-As First Nation and Qualicum First Nation be invited to each appoint a representative to the committee.
3. That the art selection committee recommend an artist to the Regional District of Nanaimo Board to be awarded a contract for the First Nations Art Installation Project.

### **SUMMARY**

Public art can be used to define a sense of place, express identity and identify community values. The Regional District of Nanaimo's Administration Building is the regional local government centre to over 155,000 diverse residents and spans a wide geographical area within the traditional territory of multiple First Nations Peoples. Incorporating original works of art at the Regional District of Nanaimo's Administration Building can inspire pride in citizenship and reflection on shared community values. Symbolically acknowledging coastal First Nations through art at the Regional District of Nanaimo Administration Building respects and serves as a reminder of the rich cultural and history of First Nations in the area and expresses community values of inclusion and collaboration.

An art selection committee is proposed to oversee a request for an expression of interest process for the First Nations Art Installation Project. The committee would be composed of the Chair, two Board members and a representative from each of Snuneymuxw First Nation, Snaw-Naw-As First Nation and Qualicum First Nation.

### **BACKGROUND**

The Regional District of Nanaimo Administration Building provides services to a wide geographic area and as a seat of government the presence of public art presents an opportunity to honour and acknowledge the First Nations of the area. To facilitate the placement of an art piece at the

Administration Building, an art selection committee is proposed to assist in the process. The intent of the artist selection process is to ensure that Snuneymuxw First Nation, Snaw-Naw-As First Nation and Qualicum First Nation are invited to be involved in the process and that the high value the Board places on its relationships with First Nations is honoured in the art piece. The procurement process will include an expression of interest process to select three artists who would be invited to submit a more detailed bid. Each of the three artists would be provided a \$500 stipend to assist in the development of their more detailed proposal. The committee would then review each proposal and provide a recommendation to the Board. The RDN has consulted with other local governments and agencies and this is a common practice for this type of community focused art project.

To guide the selection of the art piece and ultimately make a recommendation to the RDN Board, it is proposed that the Chair and two other Directors be appointed to a temporary art selection committee. Moreover, it is recommended that correspondence be sent to Snuneymuxw First Nation, Snaw-Naw-As First Nation and Qualicum First Nation inviting a representative from each Nation to sit on the art selection committee.

### ***Stage One of Procurement Process: Artist Short-list***

An EOI is proposed to shortlist potential interested artists before requesting detailed bids. The EOI will provide the artists with the details and criteria important to project delivery, such as detailed plans for the RDN Administration Building, general information on the traditional territories of First Nations in the area, and the Board's strategic priority of valuing First Nation input in future planning and service delivery.

The purpose of the EOI is to allow the art selection committee the ability to review potential artists and their preliminary ideas before offering three artists the opportunity for making more detailed bids. The EOI will outline that the art selection committee will be tasked with reviewing and evaluating each artist based on a selection criteria that may include but would not be limited to the following:

- Qualifications and professional experience of the artist as expressed in the Curriculum Vitae (CV)
- Artistic excellence, skill and innovation as evidenced in samples of previous work
- Demonstrated ability to successfully execute a project of this scale under the criteria outlined in the EOI is evidenced by previous work
- The ability to deliver an art piece that expresses acknowledgment and respect to the Coast Salish Peoples and serves as a symbol of the important relationship between the RDN and First Nations

### ***Stage Two of Procurement Process: Final Artist Selection***

The three artists selected by the art selection committee would be invited to participate in RFP process. This would allow each artist to submit a detailed bid. To assist the artists better understand the project goals and develop their proposals, a \$500 stipend, per artist, is proposed to allow each the option to tour the Administration Building and for their costs in preparing their submission. The art selection committee would be tasked with reviewing and evaluating each RFP submission based on a selection criteria that may include but would not be limited to the following:

- The artistic merit of the proposal

- The technical feasibility of the proposed concept, including, but not limited to safety, structure and schedule
- The appropriateness of the proposal for the RDN Administration Building
- Whether the proposal expresses acknowledgment and respect to the Coast Salish Peoples and serves as a reminder of the important relationship between the RDN and First Nations
- The project proposal, including the cost of all materials and labour necessary for construction, installation and delivery, does not exceed the \$30,000 budget

The art selection committee would then make a recommendation to the RDN Board on which artist of the three should be awarded the contract for the completion of their proposed project.

### **ALTERNATIVES**

1. Proceed with the creation of an art selection committee for the First Nations Art Installation Project and the Expression of Interest and Request for Proposal process.
2. Provide alternative direction to staff.

### **FINANCIAL IMPLICATIONS**

A total of \$30,000 for a First Nations Art Installation Project at the Regional District of Nanaimo Administration Building is allocated for in the 2017 Regional District of Nanaimo Budget. Additional expenses associated with the project are anticipated to be minor, such as the \$500 stipend for each artist involved in the RFP process, and can be funded from the Legislative Services annual requisition.

### **STRATEGIC PLAN IMPLICATIONS**

The First Nations Art Installation Project to acknowledge coastal First Nations within the Regional District of Nanaimo area is consistent with the RDN strategic focus area of focusing on relationships and symbolizes that the Regional District of Nanaimo values relationships with First Nations.



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Tyler Brown  
[tbrown@rdn.bc.ca](mailto:tbrown@rdn.bc.ca)  
May 30, 2017

Reviewed by:

- G. Garbutt, General Manager, Strategic and Community Development
- P. Carlyle, Chief Administrative Officer

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**TO:** Regional District of Nanaimo Board  
(or Committee name)      **MEETING:** June 13, 2017

**FROM:** Maurice Mauch  
Manager Engineering Services      **FILE:** 5330-20-GNPCC-Sec Upgrade

**SUBJECT:** Greater Nanaimo Pollution Control Centre Secondary Treatment Revised Engineering and Construction Services Fee Approval.

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**RECOMMENDATION**

That the Board approve AECOM's revised Engineering and Construction Services fee for the Greater Nanaimo Pollution Control Centre Secondary Treatment Project for the total amount of \$6,351,028

**SUMMARY**

The Greater Nanaimo Pollution Control Centre (GNPCC) Secondary Treatment Upgrade Construction is underway, with award of the \$67.99 Million construction project in April 2017. The upgrade is required to accommodate growth in the service area and to meet Federal and Provincial regulatory requirements.

On April 11, 2017, the Regional District of Nanaimo (RDN) Board directed staff to negotiate a revised fee for the AECOM engineering services contract, not to exceed a total contract value of \$6.5 million.

To ensure an appropriate level of oversight is provided for the project, RDN staff recommend the Board approve the revised fee for AECOM's Engineering and Construction services to a total amount of \$6,351,028. The revised total is within industry standards and the project budget allowance.

**BACKGROUND**

In March 2015, AECOM was awarded the proposal for design and construction engineering services of the GNPCC Secondary Treatment Upgrade Project for an initial fee of \$4,679,115. In order to establish a consistent basis for the comparison of bids, the RFP process was based on a predesign estimate of the scope and cost of the project, and an estimated 24 month construction period. It is normal practice, and fully expected, that during the design process there would be scope additions



and deletions required to successfully complete the upgrades to the facility. These scope changes can affect both engineering and construction costs. Initial field investigations by AECOM identified deep soils susceptible to liquefaction in a seismic event. These geotechnical conditions significantly impact the construction complexity and duration.

Construction is now underway, with award of the \$67.99 million construction contract to NAC Constructors Ltd in April 2017. The construction contract is a standard Canadian Construction Documents Committee fixed price contract with three parties: Owner (RDN); Contractor (NAC); and Consultant (AECOM). Under the contract, the consultant (AECOM) has the authority to act on behalf of the owner, with responsibility for contract administration, inspections of drawings and the work for conformity and progress. The AECOM construction management team includes: project management; discipline leads for civil, structural, mechanical, electrical, instrumentation, controls, etc; and full time onsite field staff.

In light of industry standards, and changes identified to the scope, cost, and length of construction since the initial award in 2015, RDN staff conclude that AECOM's initial scope of work for construction engineering services is insufficient to ensure the RDN's interests are protected through the construction phase of the project. More specifically:

- The duration of the construction period has increased 25% since design award, due primarily to extensive ground improvements identified during the design process, required to address seismic and site construction constraints. This change warrants a commensurate 25% increase in engineering construction services project management, inspection and field engineering.
- The original construction scope included 1 full time field engineer/inspector. RDN staff believe this is insufficient to effectively manage construction activities, and staff recommend additional consultant field inspection resources.

On April 11, 2017, the Regional District of Nanaimo (RDN) Board directed staff to negotiate a revised fee for the AECOM engineering services contract, not to exceed a total contract value of \$6.5 million. Staff subsequently negotiated a total revised fee for the design and engineering, construction services of \$6,351,028. This represents less than 10% of the construction contract value, and compares favorably to BC industry standard of 10 - 15%.

RDN staff recommends the Board approve the negotiated revised fee for Engineering and Construction services, with the total revised AECOM contract amount of \$6,351,028.

## **ALTERNATIVES**

1. Approve AECOM's revised fee of \$6,351,028 for Engineering and Construction services for the GNPCC Secondary Treatment Upgrade

This will allow the project to proceed within approved budget, and to complete the project within regulatory timelines.

2. Do not approve AECOM's revised fee for Engineering and Construction services contract for the GNPCC Secondary Treatment Upgrade , and provide alternate direction to staff.

Not approving this revised fee will mean that the RDN will incur additional project risk and costs. Adequate engineering oversight is required to ensure that quality, cost, and regulatory requirements for the project are met.

### **FINANCIAL IMPLICATIONS**

The 2017 to 2021 Financial Plan includes funding for the Secondary Treatment upgrade project \$81,729,127 budget: The revised fee can be accommodated within the approved budget with a current projected contingency of \$5 Million.

### **STRATEGIC PLAN IMPLICATIONS**

The GNPCC Secondary Treatment Upgrade project is identified in the LWMP as a priority. Completion of the construction will achieve the goal, meet legislative requirements and fulfill our commitment. Completion of this project is contained in the 2016-2020 Board Strategic Plan.

Wastewater treatment is one of the RDNs core services and the GNPCC is a key asset, it is integral to meeting the service needs of the Region. Completion of the GNPCC Secondary Treatment Upgrade project will meet the strategic priorities of protecting and enhancing our environment, and funding infrastructure in support of our core services.

The expansion will allow the RDN to provide secondary wastewater treatment with capacity projected to be sufficient for the service area until the year 2035. Sufficient engineering oversight of the project will ensure that the project meets quality targets and goals, including the ability to meet the Provincial and Federal Governments wastewater effluent regulations

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Maurice Mauch  
mmauch@rdn.bc.ca  
May 26 2017

Reviewed by:

- R. Alexander, General Manager, Regional and Community Utilities
- W. Idema, Director Finance
- P. Carlyle, Chief Administrative Officer

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**TO:** Regional District of Nanaimo Committee of the Whole      **MEETING:** June 13, 2017

**FROM:** Michael Desilets, P. Eng.  
Project Engineer      **FILE:** 5330-20-DBFM-01

**SUBJECT:** Departure Bay Forcemain Inspection and Condition Assessment Contract Award

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**RECOMMENDATION**

That the Board award the pipeline inspection and condition assessment of the Departure Bay Forcemain to Pure Technologies Ltd for \$290,000.

**SUMMARY**

The 43 year old Departure Bay Forcemain (DBFM) conveys up to 100 million litres per day of raw sewage to the Greater Nanaimo Pollution Control Centre (GNPCC). Recent inspections of portions of the forcemain have identified deterioration. A full assessment of the condition of this aging infrastructure is required to assess the potential risks of failure and to guide repair and replacement planning.

Inspection of this underground large diameter 4 km forcemain requires specialized equipment and expertise. A Request for Proposals (RFP) was publically advertised on April 26, 2017 for the inspection and an overall condition assessment of the forcemain. The RFP closed on May 18, 2017 and two (2) proposals were received.

The proposals were evaluated by a Selection Committee consisting of RDN Wastewater and Engineering Services Staff. Pure Technologies Ltd proposal rated highest overall, based on a combination of technical and financial criteria. It is recommended that the condition assessment be awarded to Pure Technologies Ltd. for \$290,000.

**BACKGROUND**

The DBFM was constructed in 1974 and conveys approximately 70% (up to 100 million litres per day) of the wastewater generated from the City of Nanaimo to the GNPCC.

Previous inspections covering approximately 20% of the forcemain identified that the interior protective lining has deteriorated at numerous locations resulting in exposure of the underlying steel to corrosive processes and the development of at least two (2) known leaks in the pipe to date. These processes occur through normal operation of the forcemain and further deterioration and development of additional leaks will occur at varying rates over time.

Further inspections of the forcemain are required to confirm the condition of the uninspected portions and provide the information needed to develop a focused repair and replacement strategy. A 2013 engineering study estimated that the cost of full replacement of the forcemain would exceed \$20 million. The condition assessment will be used to pro-actively identify isolated areas in need of repair and defer full-scale replacement of sections with significant remaining useful life.

Conducting a condition assessment on the DBFM presents various technical challenges and requires specialized equipment due to the size of the forcemain, the need to conduct the inspection while the forcemain is in service, and to obtain the accuracy and level of information needed to make informed decisions pertaining to repair and replacement.

### **REQUEST FOR PROPOSALS PROCESS**

A Request for Proposals (RFP) was publically advertised on April 26, 2017 for the inspection and condition assessment of the DBFM. The RFP closed on May 18, 2017. Two (2) proposals were received from the following companies.

- Pipeline Inspection and Condition Analysis Corporation (PICA)
- Pure Technologies Ltd. (Pure)

Pure and PICA are the industry leaders in wastewater forcemain condition assessment and are the only known companies with the technology and capabilities for conducting this type of assessment in North America.

The proposals were evaluated by a selection committee consisting of RDN Wastewater and Engineering Services Staff. The evaluation utilized a two-step process whereby selection was made on the basis of technical merit before reviewing the financial details of the proposals.

The Technical Submissions constituted 50% of the total proposal scores and were evaluated using the following criteria and weighting:

- Proponent Team – 10%
- Project Approach and Inspection Methodology – 35%
- Project Delivery – 5%

It was determined that the highest ranked technical submission was provided by Pure whose inspection methodology and project delivery plan provides a practical approach to conducting the inspections and achieving the requirements of the RFP. Pure also demonstrated the provision of value added services that will greatly benefit the project and provide actionable information and recommendations to guide future repair or replacement strategies.

The Financial Submissions constituted 50% of the total proposal score. The financial evaluation included assessment of the following price components: Provision of Inspection Plan Documentation; Provision of Inspection Access/Egress Civil works and Piping Modifications; Forcemain Inspection Preparation Activities; Conducting Forcemain Inspections; and Provision of Condition Assessment Report.

The total fees contained in the Financial Submissions are as follows:

- Pure - \$290,000
- PICA - \$215,000

Although PICA submitted the overall lowest total price, their financial submission did not include costs for certain price components and indicated that other additional costs would be incurred by the RDN to support their inspections. Accounting for these additional costs is estimated to bring PICA's overall costs higher than those of Pure. These factors were accounted for in the evaluation criteria and it was determined that Pure provided the highest ranked financial submission. Accordingly, the highest ranked proposal representing the best overall value was provided by Pure who were selected as the recommended proponent.

Pure is a Canadian company and world leader in wastewater forcemain condition assessment. They have successfully completed numerous projects of similar size and scope for municipalities, regional districts, and utility operators in North America and worldwide. Pure have demonstrated that they have the technologies and experience needed to complete the Project. They are committed to providing the highest quality services in an efficient, defensible and cost effective manner. They are fully qualified to complete the project and provide the information needed to allow the RDN to proactively manage the DBFM and plan future repair or replacement strategies.

#### **ALTERNATIVES**

1. Award the condition assessment contract for the Departure Bay Force Main to Pure Technologies.
2. Do not award the condition assessment contract and provide alternate direction to Staff.

#### **FINANCIAL IMPLICATIONS**

Pure's financial submission included a total fixed-fee for the condition assessment services of \$290,000. The condition assessment of the DBFM is included in the Wastewater Services Department approved 2017 fiscal year budget and 10-year Capital Plan. The total budget allocated is \$400,000. Awarding the condition assessment contract to Pure will provide a remaining project contingency of \$110,000.

#### **STRATEGIC PLAN IMPLICATIONS**

Monitoring the condition of the DBFM is a key priority and commitment made in the RDN's Ministry-approved Liquid Waste Management Plan. The target for this commitment is to manage assets to maintain the quality and integrity of existing infrastructure. Awarding the condition assessment is the next step in fulfilling this commitment.

The condition assessment is a high priority implementation item outlined in the RDN 2017 Operational Plan and is directly aligned with the 2016-2020 Board Strategic Plan. This implementation item is defined under action item RCU-54-2016 - Implement Major Wastewater Capital Projects, and is categorized under the Strategic Plan Focus Area 'Focus on Economic Health' with a primary strategic priority of 'Fostering Economic Development'.

The Project is also supported by the 'Focus on Service and Organization Excellence' Focus Area and the strategic priority of 'Funding infrastructure in support of our core services employing an asset management focus'.

Wastewater collection and treatment is one of the RDN's core services and the DBFM is a key asset and critical infrastructure integral to meeting the ongoing service needs of the Region. Conducting the condition assessment of the DBFM will allow the RDN to pro-actively manage and develop a focused repair or replacement strategy for this aging asset.



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Michael Desilets, P. Eng.

[mdesilets@rdn.bc.ca](mailto:mdesilets@rdn.bc.ca)

May 25, 2017

Reviewed by:

- S. De Pol, Manager, Wastewater Services
- R. Alexander, General Manager, Regional & Community Utilities
- P. Carlyle, Chief Administrative Officer

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, MAY 23, 2017 AT 5:30 PM IN THE  
COMMITTEE ROOM**

In Attendance:

Director W. Veenhof	Chairperson
Director I. Thorpe	City of Nanaimo
Director J. Stanhope	Electoral Area G
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo

Regrets:

Director M. Lefebvre	City of Parksville
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Also in Attendance:

Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
P. Carlyle	Chief Administrative Officer
J. Harrison	Director, Corporate Services
D. Trudeau	General Manager, Transportation and Emergency Services
G. Garbutt	General Manager, Strategic and Community Development

**1. CALL TO ORDER**

The Chair called the meeting to order at 5:30pm.

**2. APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved.

CARRIED UNANIMOUSLY

**3. ADOPTION OF THE MINUTES**

**Executive Committee Meeting – February 7, 2017**

It was moved and seconded that the minutes of the Executive Committee meeting held February 7, 2017 be adopted.

CARRIED UNANIMOUSLY

**4. REPORTS**

**4.1 Board Policy Update**

1. It was moved and seconded that the following policies be repealed:

- A1.4 Counter Petition Process
- A1.12 Lease Agreements on RDN Owned or Leased Property
- A1.13 Freedom of Information & Protection of Privacy Principles
- A1.14 Appointments to RDN Advisory Committees and Commissions
- A1.22 Legal Services
- A1.25 Regional Services Review Guiding Principles
- A1.29 Bylaws Not Requiring Inspector Approval
- A2.3 Acceptance of Donations
- A2.10 Administration Fees
- A3.1 Statutory Holiday
- A3.13 Short & Long Term Sick Leave Plan - Management/Excluded Staff
- A4.1 AIDS (Acquired Immune Deficiency Syndrome)
- B1.1 Delegates to Public Hearings
- B1.2 Submission Requirements for Non-Serviced (Water) Development Applications
- B1.15 Expression of Parcel Areas in RDN Regulatory Bylaws
- B2.2 Inclusion of New Subdivisions Within Building Inspection Service Area
- B4.1 Use and Maintenance of Generators at Designated Emergency Reception Centres
- C1.1 RDN Tree Management in Parks
- C2.3 Recreation Fees & Charges

CARRIED UNANIMOUSLY



2. It was moved and seconded that the following policies be converted from Board Policy to CAO Policy and referred to staff:

- A1.2 Distribution of Agendas
- B1.17 Green Housekeeping Program
- B1.18 Plug-in Hybrid Electric Vehicles
- C3.1 Use of Buses for Special Events
- C3.2 Distribution of Complimentary & Reduced Fare Products
- C3.3 Use of RDN Buses During an Emergency or Disaster

CARRIED UNANIMOUSLY

3. It was moved and seconded that Board policies identified in Attachment 1 as requiring amendment be presented to the Board for consideration at future meetings.

CARRIED UNANIMOUSLY

#### **4.2 Committees Review**

1. It was moved and seconded that the Sustainability Select Committee be dissolved and such matters be considered by the Committee of the Whole.

CARRIED UNANIMOUSLY

2. It was moved and seconded that the Terms of Reference for the Drinking Water & Watershed Protection Technical Advisory Committee be amended to indicate that the Committee will “provide recommendations to the Board through the Committee of the Whole”.

CARRIED UNANIMOUSLY

3. It was moved and seconded that the Emergency Management Select Committee be dissolved and such matters be considered by the Electoral Area Services Committee.

CARRIED UNANIMOUSLY

4. It was moved and seconded that the Fire Services Advisory Committee be dissolved and such matters be considered by the Electoral Area Services Committee.

CARRIED UNANIMOUSLY

5. It was moved and seconded that in camera matters only be considered by a commission or an advisory body when referred to that body by the Board.

CARRIED UNANIMOUSLY

6. It was moved and seconded that Committee of the Whole meetings commence at 4:00 p.m.

It was moved and seconded that the main motion be amended by deleting "4:00 p.m." and replacing with "3:00p.m."

Opposed (1): Director Thorpe

CARRIED

The vote was taken on the main motion as amended.

It was moved and seconded that Committee of the Whole meetings commence at 3:00 p.m.

CARRIED UNANIMOUSLY

7. It was moved and seconded that Board meetings commence at 4:00 p.m.

Opposed (2): Director Veenhof, Director Thorpe

CARRIED

8. It was moved and seconded that web streaming meetings be considered for inclusion in the 2018 Operational Plan and Budget.

CARRIED UNANIMOUSLY

9. It was moved and seconded that staff be directed to draft the necessary amendments to the Board Procedure Bylaw to reflect these changes.

CARRIED UNANIMOUSLY

TIME: 6:59PM

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CHAIR

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CORPORATE OFFICER



## SUMMARY

While some of the Board's policies are up to date and relevant, there are several Board policies that should be repealed, amended or converted to a CAO Policy due to their operational nature.

Staff have reviewed each of the Board policies and created a chart indicating the recommended action to be taken and the reasons for such action (Attachment 1).

## BACKGROUND

There are 78 Board policies that have been adopted by the Board over the years. Recognizing that several of these policies are no longer relevant or correct, staff undertook a review with a goal of presenting recommended actions in this regard.

The attached chart (Attachment 1) lists all Board policies, the recommended action and reasons for such action. Some policies were adopted to address a specific issue of the day and are no longer relevant. Other policies have now been superseded by changes to legislation or bylaws or duplicate legislation or bylaws and therefore are unnecessary. Others are purely operational or administrative in nature and should be deemed more appropriately as CAO Policies or simply be departmental procedures.

Others are appropriate Board policies but need to be updated to reflect current process or best practices.

## ALTERNATIVES

1. To adopt the recommendations as presented by staff.
2. To amend some of the recommendations presented by staff.
3. To provide alternate direction to staff.

## FINANCIAL IMPLICATIONS

There are no financial implications to proceeding with the recommendations of staff.

## STRATEGIC PLAN IMPLICATIONS

Ensuring that Board Policies are up to date and accurately reflect the views of the Board supports the Strategic Priority – Focus on Service and Organizational Excellence.



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J. E. Harrison  
jharrison@rdn.bc.ca  
April 28, 2017

Reviewed by:

- P. Carlyle, Chief Administrative Officer

Attachments

1. Board Policy Review Chart

ATTACHMENT 1

BOARD POLICY REVIEW								
SECTION	DEPARTMENT	Policy Number	OK As Is	Amend	Convert to CAO Policy	Repeal	Comments	
A	<b>CORPORATE SERVICES</b>							
	<b>1 ADMINISTRATION</b>							
		Distribution of Agendas	A1.2			X		Operational so more appropriate as a CAO policy
		Payment of Legal Opinions re Conflict of Interest by Board Members	A1.3		X			Review to ensure language up to date
		Counter Petition Process	A1.4				X	References old legislation.
		Impaired Driving Designated Driver Program	A1.5		X			The RDN no longer issues special occasion licences
		Festival, Special Occasion & Special Events Insurance Requirements	A1.6		X			Insurance requirements to be reviewed
		Lease Agreements on RDN Owned or Leased Property	A1.12				X	Doesn't comply with legislation
		Freedom of Information & Protection of Privacy Principles	A1.13				X	Comprehensive legislation is in place to govern FOI
		Appointments to RDN Advisory Committees and Commissions	A1.14				X	Included in new Procedures Bylaw
		Fax Machines & Personal Computers for Board Members	A1.15		X			Review prior to 2018 election
		Development Negotiations Process	A1.20		X			Update language per legislation and other policies
		Land Acquisition Process	A1.21		X			To be reviewed and updated
		Legal Services	A1.22				X	Policy A2.17 governs the provision of legal services. Will also be included in new consolidated Purchasing Policy.
		Public Consultation/Communication Framework	A1.23		X			To be reviewed
		Regional Services Review Guiding Principles	A1.25				X	Only applicable to 2001 process
		Meeting Room Rentals	A1.26		X			Should be in the fees and charges bylaw.
		Corporate Communications	A1.27		X			To be reviewed
		Grants-in-Aid	A1.28		X			Review in progress
		Bylaw's Not Requiring Inspector Approval	A1.29				X	Duplicates legislation
	2	<b>FINANCE</b>						
		Board Expenses	A2.1		X			To be reviewed
		Integrated Planning & Budget Process	A2.2					Leave as is for now. Will be replaced by Strategic Plan Policy
		Acceptance of Donations	A2.3				X	Covered by Canadian Revenue Agency legislation
		Authorization to Purchase & Pay Accounts	A2.9		X			To be reviewed & updated
		Administration Fees	A2.10				X	Should be set in annual budget
		Selection of Consultants	A2.17					Leave as is for now but include in new consolidated Purchasing Policy
		Contributions to Third Party Events	A2.18				X	
		Volunteer Mileage Reimbursement	A2.19		X			Amend to submit for reimbursement once per year
		Short and Long-Term Investments	A2.20				X	
		Asset Management	A2.21				X	Leave as is pending completion of initial stages of asset management project

**ATTACHMENT 1**

SECTION	DEPARTMENT	Policy Number	OK As Is	Amend	Convert to CAO Policy	Repeal	Comments	
<b>3 PERSONNEL</b>	Statutory Holiday	A3.1				X	In Collective Agreement & Bylaw 1417	
	Annual Vacation & Management Leave – Management/Excluded Staff	A3.12	X					
	Short & Long Term Sick Leave Plan - Management/Excluded Staff	A3.13				X	In Bylaw 1417	
	Recognition of Long Service	A3.15		X			To be amended (separate staff & Board recognition)	
	Management Salary Administration System	A3.16		X			Not in accordance with current practice.	
	Employment Status During Long Term Disability	A3.20	X				as per legal opinion	
Earned Days Off	A3.26					refer to Collective Bargaining		
<b>4 OCCUPATIONAL HEALTH &amp; SAFETY</b>	AIDS (Acquired Immune Deficiency Syndrome)	A4.1				X	Not appropriate. Covered by safe work procedures and human rights law.	
<b>5 INFORMATION SERVICES</b>	None							
<b>B DEVELOPMENT SERVICES</b>	<b>1 PLANNING</b>							
	Delegates to Public Hearings	B1.1				X	Each staff report directs who will chair the public hearing, policy no longer needed.	
	Submission Requirements for Non-Serviced (Water) Development Applications	B1.2				X	Covered by policy B1.21	
	Advertising - Planning Applications Policy	B1.3		X			Change section 3 to update the names of papers in Dist 68 and 69	
	Frontage Requirement for Rural Lots	B1.4		X			Consider combining with B1.5 but can stand alone	
	Development Variance Permit, Development Permit with Variance & Floodplain Exemption Application Evaluation Policy	B1.5	X					
	Liquor Licence Applications	B1.6		X			Update language per legislation references and title changes, this item was identified in O&E review to consider RDN getting out of this, duplication of effort by LCB	
	Strata Conversion Policy and Guidelines	B1.7		X			Update language per legislation references and title changes, policy has subdivision implications and should be reconsidered based on ocp policies and growth management implications	
	Review of Provincial Agricultural Land Reserve Applications	B1.8						
	Retaining Walls – Marine	B1.9	X		X			Update bylaw and legislation references and language
	RDN Board of Variance – Opportunities for staff support, RDN recommendations and comments	B1.10		X				
	Manufactured Home Park Redevelopment Policy	B1.11			X			Update language to new legislation
	Riparian Areas Regulation Stream Declaration Policy	B1.12		X				
Registration of LTO Documents in Conjunction with the Amendment Application Process	B1.13		X					





ATTACHMENT 1

SECTION	DEPARTMENT	Policy Number	OK As Is	Amend	Convert to CAO Policy	Repeal	Comments
C-3	TRANSPORTATION & SOLID WASTE SERVICES						
3	TRANSPORTATION						
	Use of Buses for Special Events	C3.1			X		More appropriate as a CAO Policy as operational
	Distribution of Complimentary & Reduced Fare Products	C3.2			X		More appropriate as a CAO Policy as operational
	Use of RDN Transit Buses During an Emergency or Disaster	C3.3			X		More appropriate as a CAO Policy as operational
D	REGIONAL & COMMUNITY UTILITIES						
1	UTILITIES						
	Adjustment for Water Leak	D1.1		X			Clarify (ie Nanoose File)



Rescheduling Committee of the Whole and Board meetings to the afternoon accords with industry norms.

The 2017 audio visual upgrades to the Board room will support the electronic meetings and will integrate with equipment needed for webstreaming should the Board direct web streaming of its meetings.

Other options for efficiencies as they relate to committees are currently being explored by staff and will be presented to the Executive Committee at a future meeting for consideration.

## **BACKGROUND**

Section 24 (1)(c) of the Board Procedure Bylaw reads, in part, as follows:

*The Executive Committee will review annually the list of Advisory Committees, Commissions and external organizations to which Board members are appointed, as identified in Schedules A and B to this bylaw for the purpose of recommending any appropriate changes.*

Schedules A and B of the Board Procedure Bylaw are attached (Attachment 1)

A copy of the current committee list and appointed Board members is also attached for reference (Attachment 2). Recommendations to increase the effectiveness and efficiency of RDN Board and Committee meetings are proposed.

### Sustainability Select Committee

With ten of the seventeen RDN Board members participating on the Sustainability Select Committee, efficiencies would be gained by having these items referred directly to the Committee of the Whole (CoW). Any reports that relate to Regional Growth Strategy have been sent directly to the CoW and thus the Sustainability Select Committee has not met frequently.

The Terms of Reference for the Drinking Water & Watershed Protection Technical Advisory Committee indicate that they provide recommendations to the Board through the Sustainability Select Committee. The Terms of Reference would be amended to indicate that recommendations be provided through the CoW.

### Emergency Management Select Committee

The Electoral Area Services Committee (EASC) Terms of Reference, as adopted by the Board in July 2016 and included in the recently adopted Board Procedure Bylaw, indicate that matters pertaining to Emergency Services will be dealt with by the EASC not the Emergency Management Select Committee (EMSC). However, these matters currently flow instead through the EMSC and any recommendations from the Emergency Management Select Committee are directed to the Board for consideration, rather than to the Electoral Area Services Committee.

The current membership of the Emergency Management Select Committee is all Electoral Areas and Lantzville. Lantzville is not a participant in the service but rather, has entered into a contract for the RDN to provide this service to the District. If the EMSC were dissolved and all matters pertaining to Emergency Management were forwarded to the EASC any members of the Board may attend this or any committee meeting and may participate in discussions. Therefore, the Director for Lantzville would still

have the opportunity to participate in emergency management discussions, if desired. The District of Lantzville's membership on the current Select Committee does not affect Lantzville's voting rights when matters on Emergency Management come forward for consideration by the Board.

#### Fire Services Advisory Committee

As noted above with regard to the EMSC, Fire Services was also included in the list of matter to be dealt with by the EASC. The current Terms of Reference for the Fire Services Advisory Committee (FSAC) provide for membership to include elected officials, fire chiefs and RDN staff. It is not recommended to include elected officials and staff (or fire chiefs) on the same committee.

Members of the FSAC are Directors for Areas A, C, E, F, G and H which are the areas with RDN Fire Protection. These Directors are also all members of the EASC. Therefore staff suggest that the FSAC be dissolved and all matters pertaining to Fire Services be forwarded to the EASC.

#### Mount Arrowsmith Biosphere Foundation

As this particular body no longer exists, reference to Mount Arrowsmith Biosphere Foundation should be removed from the Procedure Bylaw.

#### In Camera Items

Unlike elected officials, members of the public sitting on RDN advisory bodies and commissions have not taken an oath of office stating their commitment to ensure that they are not influenced by private interest and will disclose any direct or indirect pecuniary interest in a matter. Also, these members are not obliged to reveal any business interests that would possibly constitute a conflict of interest. Members of the public are also not governed by the sections of the *Community Charter* or *Local Government Act* which require an elected official to respect the confidentiality of a matter.

The types of in camera items that have, from time to time, been discussed at advisory committee meetings include the acquisition or disposition of land or other confidential negotiations. There could be potential harm due to conflict of interest or release of information. For this reason, staff suggest that in camera discussions and decision making by advisory bodies be limited. Recognizing that there may be circumstances where feedback from an advisory body is desired by the Board to assist with their decision making, staff recommend that in camera matters be discussed by advisory committees and commissions only when specifically referred to them by the Board.

#### Timing of Meetings

Currently EASC meetings start at 4:00 p.m. but the timing has been flexible depending on agenda items and other meetings scheduled on that day. The CoW typically starts at 7:00 p.m. In accordance with the Board Procedure Bylaw, regular Board meetings commence at 7:00 p.m. unless decided otherwise by resolution of the Board.

CoW meetings at the City of Nanaimo begin at 4:30 p.m. A review of other regional districts on the Island and lower mainland shows that most, if not all, have standing committee meetings regularly scheduled during the afternoon. Some Districts, including the Capital (1:35 p.m.), Comox Valley (4:00 p.m.), Alberni-Clayoquot (1:30) and Sunshine Coast Regional (1:30 p.m.), schedule their Board meetings in the afternoon. Traditionally, CoW meetings can range from 45 minutes to three hours. If there is also an in camera session, then the public have usually left before the Board rises and reports. Rescheduling

EASC meetings to 2:30 p.m. and CoW and Board meetings to 4:00 p.m. would appear to be more efficient use of the Directors' time and permit the public greater access to the Directors themselves. Changing the times to earlier in the day would decrease nighttime travel during the winter months which can be treacherous; reduce overtime costs; and meal costs.

#### Web streaming

An enhanced audio visual system is in the 2017 – 2021 Financial Plan but there is no provision for web streaming. Any new equipment installed in the Board room will be capable of integrating with future web streaming equipment. Web streaming is the norm in the following Vancouver Island municipalities: Nanaimo, Lantzville, Parksville, Qualicum Beach, Cowichan Valley Regional District and Capital Regional District.

#### **ALTERNATIVES**

1. That the recommendations be supported and forwarded to the Board for consideration.
2. That the Executive Committee amend some or all of the recommendations.
3. That alternate direction be provided.

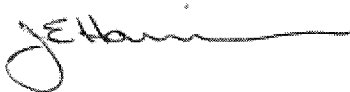
#### **FINANCIAL IMPLICATIONS**

The elimination of some committees, as per Option 1, will have an impact on the remuneration of the Directors under the current provisions that compensate Directors based on the number of meetings attended. However, a Directors' remuneration review is scheduled which could account for the changes to the Committee structure.

Financial implications for Options 2 and 3 would depend on amendments to the recommendations or alternate direction provided.

#### **STRATEGIC PLAN IMPLICATIONS**

A review of the RDN committee structure and other related items supports the Strategic Priority – Focus on Governance.



---

J. E. Harrison  
jharrison@rdn.bc.ca  
April 21, 2017

Reviewed by:

- P. Carlyle, Chief Administrative Officer

Attachments

1. Board Procedure Bylaw No. 1754, 2017 – Schedules A and B
2. 2017 Board Member Appointments – Committees and Commissions
3. Terms of Reference:
  - Sustainability Select Committee
  - Drinking Water & Watershed Protection Technical Advisory Committee
  - Emergency Management Select Committee
  - Fire Services Advisory Committee

Schedule 'A' to accompany "Regional District of  
Nanaimo Board Procedure Bylaw No. 1754, 2017"

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Chair

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Corporate Officer

SCHEDULE A

1. STANDING COMMITTEES

Committee of the Whole

Electoral Area Services Committee

Executive Committee

2. SELECT COMMITTEES

D69 Community Justice Select Committee

Emergency Management Select Committee

Northern Community Economic Development Select Committee

Regional Parks and Trails Select Committee

Solid Waste Management Select Committee

Sustainability Select Committee

Transit Select Committee

3. ADVISORY COMMITTEES

Agricultural Advisory Committee

Fire Services Advisory Committee

Grants-in-Aid Advisory Committee

Parks and Open Space:

- East Wellington/Pleasant Valley Parks and Open Space Advisory Committee
- Electoral Area 'B' Parks and Open Space Advisory Committee
- Electoral Area 'F' Parks and Open Space Advisory Committee
- Electoral Area 'G' Parks and Open Space Advisory Committee
- Electoral Area 'H' Parks and Open Space Advisory Committee
- Nanoose Bay Parks and Open Space Advisory Committee

Liquid Waste Management Plan Monitoring Committee

Regional Solid Waste Advisory Committee

4. COMMISSIONS

District 69 Recreation Commission

Electoral Area 'A' Parks, Recreation and Culture Commission

5. BOARDS

Board of Variance

6. PANELS

Parcel Tax Review Panel



Schedule 'B' to accompany "Regional District of  
Nanaimo Board Procedure Bylaw No. 1754, 2017"

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Chair

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Corporate Officer

## SCHEDULE B

### 1. EXTERNAL APPOINTMENTS

Arrowsmith Water Service Management Committee

AVICC Special Committee on Solid Waste

Central South RAC for Island Coastal Economic Trust

Englishman River Water Service Management Board

Island Corridor Foundation

Municipal Finance Authority

Municipal Insurance Association

Nanaimo Parks, Recreation and Wellness Committee

North Island 911 Corporation

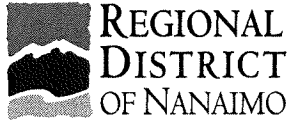
Oceanside Homelessness Task Force

Oceanside Tourism Association

Snuneymuxw First Nations / Regional District of Nanaimo Protocol Agreement Working Group

Te'Mexw Treaty Negotiations Committee

Vancouver Island Regional Library Board



## 2017 BOARD MEMBER APPOINTMENTS COMMITTEES & COMMISSIONS

### BOARD OF DIRECTORS and COMMITTEE OF THE WHOLE

<b>Bill Veenhof (Chair)</b>	Ian Thorpe (Deputy Chair)	Alec McPherson	Howard Houle
Maureen Young	Bob Rogers	Julian Fell	Joe Stanhope
Teunis Westbroek	Marc Lefebvre	Bob Colclough	Bill McKay
Bill Bestwick	Jerry Hong	Jim Kipp	Gord Fuller
Bill Yoachim			

### STANDING COMMITTEE MEMBERS

<p><b>ELECTORAL AREA SERVICES COMMITTEE:</b>  <b>J. Stanhope (Chair)</b>, A. McPherson, H. Houle, M. Young, B. Rogers, J. Fell, B. Veenhof</p>
<p><b>EXECUTIVE COMMITTEE:</b>  <b>B. Veenhof (Chair)</b>, I. Thorpe, A. McPherson, H. Houle, J. Stanhope, M. Lefebvre, B. Bestwick, B. McKay</p>

### SELECT COMMITTEE MEMBERS

<p><b>D69 Community Justice Select Committee:</b>  <b>M. Lefebvre (Chair)</b>, B. Rogers, J. Fell, J. Stanhope, T. Westbroek, B. Veenhof</p>
<p><b>Emergency Management Select Committee:</b>  <b>B. Rogers (Chair)</b>, A. McPherson, H. Houle, M. Young, J. Fell, J. Stanhope, B. Veenhof, B. Colclough</p>
<p><b>Solid Waste Management Select Committee:</b>  <b>A. McPherson (Chair)</b>, H. Houle, M. Young, J. Stanhope, M. Lefebvre, T. Westbroek, B. McKay, J. Kipp, J. Hong</p>
<p><b>Sustainability Select Committee:</b>  <b>M. Lefebvre (Chair)</b>, A. McPherson, H. Houle, M. Young, J. Fell, B. Veenhof, B. Colclough, T. Westbroek, J. Kipp, G. Fuller</p>
<p><b>Transit Select Committee:</b>  <b>T. Westbroek (Chair)</b>, A. McPherson, M. Young, B. Rogers, J. Stanhope, B. Veenhof, M. Lefebvre, B. Colclough, B. McKay, B. Bestwick, J. Hong, B. Yoachim</p>
<p><b>Regional Parks and Trails Select Committee:</b>  <b>H. Houle (Chair)</b>, A. McPherson, M. Young, B. Rogers, J. Fell, J. Stanhope, B. Veenhof, J. Hong, G. Fuller, I. Thorpe, B. Yoachim, M. Lefebvre, T. Westbroek, B. Colclough</p>
<p><b>Northern Community Economic Development Select Committee:</b>  <b>B. Rogers (Chair)</b>, M. Lefebvre, T. Westbroek, J. Fell, J. Stanhope, B. Veenhof</p>

### ADVISORY COMMITTEE AND COMMISSION MEMBERS

<b>Agricultural Advisory Committee:</b> H. Houle (Chair), J. Fell, T. Westbroek
<b>Fire Services Advisory Committee:</b> B. Veenhof (Chair), A. McPherson, M. Young, B. Rogers, J. Fell, J. Stanhope,
<b>Grants-in-Aid Advisory Committee:</b> M. Young (Chair), M. Lefebvre
<b>Regional Solid Waste Advisory Committee:</b> A. McPherson (Chair), B. McKay (Deputy Chair)
<b>Liquid Waste Management Plan Monitoring Committee:</b> I. Thorpe (Chair), A. McPherson, B. Rogers, M. Lefebvre

<b>Parks and Open Space Advisory Committees:</b>
Electoral Area 'B' – H. Houle                      East Wellington/Pleasant Valley – M. Young
Nanoose Bay – B. Rogers                              Electoral Area 'F' - J. Fell
Electoral Area 'G' – J. Stanhope                      Electoral Area 'H' – B. Veenhof

<b>District 69 Recreation Commission:</b> J. Fell, J. Stanhope (alternate)
<b>Electoral Area 'A' Parks, Recreation and Culture Commission:</b> A. McPherson

### EXTERNAL APPOINTMENTS

	<i>Appointment</i>	<i>Alternate</i>
Arrowsmith Water Service Management Board	B. Rogers	J. Stanhope
AVICC Special Committee on Solid Waste	A. McPherson	B. McKay
Central South RAC for Island Coastal Economic Trust	B. Veenhof	
Englishman River Water Service Management Board	J. Stanhope, B. Rogers	
Island Corridor Foundation	A. McPherson (Board Appointee) B. Rogers (RDN Member)	
Mount Arrowsmith Biosphere Foundation	J. Fell	
Municipal Finance Authority	J. Stanhope	A. McPherson
Municipal Insurance Association	A. McPherson	J. Kipp
Nanaimo Parks, Recreation and Wellness Select Committee	A. McPherson (A), H. Houle (B), M. Young (C)	
North Island 911 Corporation	J. Stanhope	M. Lefebvre
Oceanside Homelessness Task Force	B. Veenhof	
Oceanside Tourism Association	B. Rogers	J. Stanhope
Snuneymuxw First Nations / Regional District of Nanaimo Protocol Agreement Working Group	B. Veenhof, A. McPherson, B. Yoachim, H. Houle	
Te'Mexw Treaty Negotiations Committee	J. Fell	B. Colclough
Vancouver Island Regional Library Board	H. Houle	M. Young

<b>Nanaimo Regional Hospital District = Full Board</b>
<b>Nanaimo Regional Hospital District Select Committee:</b>
<b>I. Thorpe (Chair), A. McPherson, J. Stanhope, M. Lefebvre, T. Westbroek, B. Bestwick</b>

# Attachment 3

## REGIONAL DISTRICT OF NANAIMO SUSTAINABILITY SELECT COMMITTEE TERMS OF REFERENCE

January 2012

### PURPOSE

The Sustainability Committee is a select committee of the Regional District of Nanaimo (RDN) Board which provides advice and recommendations to the RDN Board on issues connected to the Regional Growth Strategy, climate change plans, the Drinking Water and Watershed Protection Service and other Sustainable Communities Initiatives.

### MEMBERSHIP

- The Committee is comprised of ten RDN directors with five members appointed from the Electoral Areas and five from the member Municipalities.
- The Committee Chairperson will be appointed annually by the RDN Board Chairperson.
- Where a specific proposal/application is under discussion from a jurisdiction without representation on the committee, a representative of that jurisdiction may attend and contribute as an 'ex officio' member of the committee.

### MEETINGS

- The Committee will meet at intervals it determines to be appropriate, in consultation with the General Manager of Development Services.
- A quorum of six of the Committee membership is required to conduct Committee business.
- The General Manager of Development Services will be responsible for assigning staff to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.

### COMMITTEE ROLES AND RESPONSIBILITIES

The Sustainability Committee mandate is to provide political oversight for sustainable communities, climate change initiatives and the Drinking Water and Watershed Protection Service. The Committee is the forum to which staff report on regional growth, climate change, green buildings, watershed protection and other sustainable communities initiatives.

The Committee's responsibilities are:

1. Consider staff reports on the Regional Growth Strategy, climate change initiatives, green building initiatives, Drinking Water and Watershed Protection, and other Sustainable Communities initiatives and make recommendations to the RDN Board;
2. Consider comments and recommendations from the Intergovernmental Advisory Committee and make recommendations to the RDN Board;

3. At its discretion, hear and consider public delegations on matters within the scope of its purview and, where appropriate, make recommendations to the RDN Board arising out of such delegations;
4. Pursue matters referred to the Committee by the RDN Board and report back to the Board expeditiously, as required.

## REGIONAL DISTRICT OF NANAIMO

### DRINKING WATER & WATERSHED PROTECTION TECHNICAL ADVISORY COMMITTEE TERMS OF REFERENCE

January 2012

#### **Purpose**

The primary role of the Drinking Water & Watershed Protection Technical Advisory Committee (DWWP-TAC) will be to advise the Board on the review and implementation of the Drinking Water and Watershed Protection Service.

#### **Committee Roles and Responsibilities**

The DWWP-TAC will:

- provide recommendations to the Board through the Sustainability Select Committee regarding activities relating to the Drinking Water and Watershed Protection program;
- participate on smaller ad-hoc committees dealing with specific issues or tasks;
- provide advice and feedback on consultation activities with service area stakeholders;
- provide input and feedback on technical reports, discussion papers, and other documents prepared for the committee's information;
- review and become familiar with the Drinking Water and Watershed Protection service;
- review and become familiar with the existing state of drinking water protection in the RDN;
- identify tools and techniques to be employed in the monitoring and evaluation of the Drinking Water and Watershed Protection service and its implementation; and
- make recommendations to increase the effectiveness of the Drinking Water and Watershed Protection service.

#### **Membership Criteria/Selection**

The committee will consist of 19 members. Members will be selected by the Board either through an application process or by appointment by the member's organization. Membership representation will be as follows:

4 members	Staff member from the RDN, City of Nanaimo, City of Parksville and Town of Qualicum Beach
2 members	General Public (1 north / 1 south)
1 member	VIHA
1 member	Ministry of Forests, Lands, and Natural Resource Operations
1 member	Environment Community
2 members	Forest Industry
1 member	Water Purveyors' Representative
1 member	Hydrogeologist
2 members	Academic Community (1 From the Vancouver Island University)
1 member	Registered Professional Biologist
1 member	Islands Trust
1 member	Ministry of Transportation and Infrastructure
1 member	Fisheries and Oceans Canada

The Manager of Water Services will Chair the committee. RDN staff members will be present in an advisory capacity. Membership may be changed as needs or issues arise and other organizations may be called on where partnerships are identified that would be of mutual benefit.

The application for committee membership for the General Public and Environment Community will be promoted through advertisements in local media. Applications must demonstrate the applicant's:

- willingness and ability to commit to volunteering the necessary time to the committee;
- interest in drinking water and drinking water protection issues in the RDN;
- willingness and ability to consider issues from all sectors and geographical perspectives within the community;
- experience related to drinking water and drinking water protection issues;
- willingness and ability to work towards consensus on issues being addressed by the committee.

Selection of members will attempt to create a committee with a balance of representation:

- geographically;
- demographically; and
- with a variety of interests and perspectives.

### **Term**

Members will be appointed by the RDN Board for the duration of 2 years. Alternate member appointments will be approved by the Committee as required. No substitute members will be permitted. If a member must resign from the committee, their position will be filled through the application process (for at large members) or by appointments, as appropriate.

In general, annually there will be 3 meetings of the committee although, periodically more frequent meetings may be required. Meetings are expected to be held mid-day.

Members are expected to attend all committee meetings and participate in public consultation activities. Lack of attendance may result in members having their membership revoked at the discretion of the committee. There is no remuneration for participation on the committee but if committee activities coincide with meal times, meals will be provided.

### **Decision Making**

Committee recommendations to the RDN Board will be made by consensus whenever possible. If necessary, votes may be taken and minority reports may be submitted to the Board in addition to the majority opinion.

Committee recommendations to the Board will be made through the Sustainability Select Committee.

DWWP-TAC meetings will be open to the public, however non-DWWP-TAC members will not have speaking or voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request. Acceptance of a delegate's request to speak to the committee will be at the discretion of the committee.

## REGIONAL DISTRICT OF NANAIMO

### EMERGENCY MANAGEMENT SELECT COMMITTEE TERMS OF REFERENCE

September 2009

#### PURPOSE

The Emergency Management Committee is a select committee of the Regional District of Nanaimo (RDN) Board which provides advice and recommendations to the RDN Board on issues related to emergency management: preparedness, mitigation, response and recovery from emergencies or disasters.

#### MEMBERSHIP

The committee will be comprised of the seven Electoral Area directors, representing the Electoral Area Emergency Planning function. The Chair shall be appointed by the Regional Board Chair pursuant to the Board Procedure Bylaw.

#### PROCEDURES

- The Committee will meet four times a year or as required.
- A quorum of 50% plus one of the Committee membership is required to conduct Committee business.
- Staff will be assigned to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.

#### COMMITTEE ROLES AND RESPONSIBILITIES

The Emergency Management Select Committee's mandate is to provide political oversight for matters related to emergency management and community disaster resiliency initiatives in the electoral areas. The Committee is the forum to which staff report on:

- *Hazards and Planning:* Hazard Vulnerability Risk Analysis and updates, Emergency Plan developments and updates, hazard specific plans, communications strategies and operational guidelines
- *Emergency Response Operations:* Operational readiness of Emergency Coordination and Reception Center facilities, staff/volunteers, related equipment, stakeholder partnerships, and mutual aid
- *Training and Exercises:* Development and delivery of staff, agency and public training programs. Develop and deliver exercises to test plans.
- *Recovery and Mitigation:* Development of business continuity plans, implementation of mitigation activities.

The Committee's responsibilities are:

- Consider staff reports on emergency management (preparedness, response, mitigation and recovery) and make recommendations to the RDN Board;
- At its discretion, hear and consider public delegations on matters within the scope of its mandate and, where appropriate, make recommendations to the RDN Board arising out of such delegations;
- Follow up on matters referred to the Committee by the RDN Board and report back to the Board as required.



**REGIONAL DISTRICT OF NANAIMO**

**ELECTORAL AREAS FIRE SERVICES ADVISORY COMMITTEE  
TERMS OF REFERENCE**

October 2010  
Amended October 2016

**PURPOSE:**

The Committee is an Advisory Committee and is intended to provide a forum to exchange information and to coordinate approaches to administrative and operational aspects of the fire services provided in the Regional District of Nanaimo, with the objectives of ensuring that fire protection and emergency response services are provided in a safe, operationally effective and financially responsible manner.

**BACKGROUND:**

The Regional District of Nanaimo may under the *Local Government Act* establish services which benefit the community. At the present time, the Regional District has adopted bylaws establishing fire protection and emergency response services for the following areas:

Area C	Extension Fire Protection Service	Bylaw	1439
Area E	Nanoose Bay Fire Protection Service	Bylaw	991
Area F	Coombs Hilliers Fire Protection Service	Bylaw	1022
	Errington Fire Protection Service	Bylaw	821
Area G	Parksville (Local) Fire Protection Service	Bylaw	1001
	French Creek Fire Protection Service	Bylaw	794
Area H	Dashwood Fire Protection Service (F, G & H)	Bylaw	964
	Bow Horn Bay Fire Protection Service	Bylaw	1385

\* a number of the service areas cross electoral area boundaries

In the Province of BC a Regional District is the corporate entity which establishes the authority to provide a service and to raise funds to support the delivery of a service. A Regional District has the legal responsibility to ensure that the service is provided in an operationally sound manner, including ensuring that vehicles, buildings, equipment and personnel operate in a safe environment.

The Regional District of Nanaimo has entered into service contracts with incorporated Societies to assist in the delivery of fire protection and emergency response services in some parts of the Regional District. The Boards of the Societies are responsible for the day to day operations of the fire department including administration, personnel recruitment, training and management, operating and maintaining vehicles, equipment and buildings and providing advice on operating and capital budgets.

**COMMITTEE ROLES AND RESPONSIBILITIES:**

1. The Committee shall consider information and/or reports from any member of the Committee and may make recommendations where applicable for consideration by the Regional Board,
2. The Committee may review and provide advice to the Regional Board with respect to policies affecting fire and emergency services within the Regional District of Nanaimo.
3. The Committee shall follow up on matters referred to it by the Regional District Board and report back as required.

Topics which may be considered by the Committee include, but are not limited to:

- Communications initiatives and protocols
- Operational guidelines regarding the use of equipment, vehicles and buildings
- Firefighter training standards and training opportunities
- Regulatory bylaws
- Boundary alignments/realignments
- Purchasing
- Capital improvement projects for vehicles, equipment or buildings
- Financial record keeping
- Budgeting
- Selection and Recruitment
- WorkSafe BC issues and orders
- Administrative support
- Mutual Aid/Emergency 911 operations

**MEMBERSHIP:**

- The Electoral Area Director from Electoral Areas A, C, E, F, G and H
- The Chairperson or Vice Chairperson of each operating Society
- The Fire Chief or Deputy Fire Chief of each operating Society
- General Manager Finance & Information Services
- General Manager, Development Services
- Other Society Board members or Fire department personnel as required from time to time
- Other Regional District staff as required from time to time

**CHAIRPERSON:**

The Chair of the Committee shall be appointed annually by the Chair of the Regional District of Nanaimo from among the Electoral Area Directors.

**MEETINGS:**

1. The Committee shall meet approximately three times per year in the spring, mid-year and fall or as required.
2. There shall be no minimum attendance requirement to establish a forum for conducting a meeting.
3. Decisions of the Committee will be made by consensus whenever possible. If necessary, votes may be taken.
4. Regional District staff will contact each Committee member to solicit topics for discussion prior to agenda preparation.
5. Regional District staff will be assigned to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.
6. No remuneration for participation on the Committee is provided but if Committee activities coincide with meal times, meals will be provided.

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE SOLID WASTE MANAGEMENT SELECT COMMITTEE**

**Tuesday, May 30, 2017, 1:30 P.M.**

**RDN Committee Room**

**Present:**

Director A. McPherson	Chair
Director M. Young	Electoral Area C
Director J. Stanhope	Electoral Area G
Director B. McKay	City of Nanaimo
Director T. Westbrook	Town of Qualicum Beach
Alternate	
Director K. Oates	City of Parksville

**Also in Attendance:**

R. Alexander	Gen. Mgr. Regional & Community Utilities
L. Gardner	Manager Solid Waste Services
M. Larson	Solid Waste Planner
R. Graves	Recording Secretary

**Regrets:**

Director H. Houle	Electoral Area B
Director M. Lefebvre	City of Parksville
Director J. Kipp	City of Nanaimo
Director J. Hong	City of Nanaimo

**CALL TO ORDER**

The Chairperson called the meeting to order at 1:37 PM and respectfully acknowledged the Coast Salish First Nations on whose traditional territory the meeting took place.

**ADOPTION OF THE AGENDA**

It was moved and seconded that the agenda be approved.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**Solid Waste Select Committee Meeting – April 13, 2017.**

It was moved and seconded that the minutes from the Solid Waste Select Committee meeting held April 13, 2017 be adopted.

CARRIED UNANIMOUSLY

**PRESENTATION**

**SWMP Update.**

M. Larson updated the Committee on the SWMP which included information on Curbside Collection, Illegal Dumping Campaign, Stage 2 being near completion and working on developing Stage 3 Consultation Plan.

**SWMP Dispute Resolution.**

L. Gardner presented on SWMP Dispute Resolution. The Ministry of Environment recommends every regional district should establish and consult on a dispute resolution procedure for dealing with disputes arising during implementation of a plan. Examples of disputes include administrative decisions related to a license, interpretation of a provision in the Plan and any other matter not related to a proposed change to the actual wording of the plan.

**SWMP Financial Projections.**

L. Gardner gave a presentation on financial projections on the SWMP preferred options which is being developed for Stage 3

**COMMITTEE MINUTES AND RECOMMENDATIONS**

**Minutes of the RSWAC, April 20, 2017**

That the minutes of the Regional Solid Waste Management Advisory Committee meeting held April 20, 2017, be received for information.

CARRIED UNANIMOUSLY

**Solid Waste Management Plan Dispute Resolution**

That the Solid Waste Management Plan disputes be directed to the Board for decision; and that the Board consider mediation for non-regulatory or legislative decisions.

CARRIED UNANIMOUSLY

**Minutes of the RSWAC, May 25, 2017**

That the minutes of the Regional Solid Waste Management Advisory Committee meeting held May 25, 2017, be received for information.

CARRIED UNANIMOUSLY

**Subsidizing of Social Enterprise under the SWMP**

That the discussion in regards to Subsidizing Social Enterprise under the Solid Waste Management Plan be deferred to the next Regional Solid Waste Management Advisory Committee meeting.

**2017 SWMP Stage 2 Report Adoption**

That the Regional Board adopt the Stage 2 Solid Waste Management Plan report.  
Opposed (2): J. Stanhope, M. Young

CARRIED

**Stage 2 Consultation Summary**

That the Regional Solid Waste Advisory Committee receives the Stage 2 Solid Waste Management Plan Consultation and Communications Summary for information.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

Time: 3:33 P.M.

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CHAIR

October 28, 2016

Mr. A.J. Downie  
Regional Director- Coast Region  
Ministry of Environment  
2080-A Labieux Road  
Nanaimo, BC V9T 6J9  
**VIA EMAIL: [AJ.Downie@gov.bc.ca](mailto:AJ.Downie@gov.bc.ca)**

Dear Mr. Downie:

**Re: Integrated Solid Waste and Resource Management Plan Dispute Resolution Procedure**

On September 29, 2016, Carol Mason and I met with Ministry of Environment staff. As part of the meeting we discussed Metro Vancouver's *Integrated Solid Waste and Resource Management Plan* (ISWRMP) implementation Dispute Resolution Procedure. The procedure was approved by the GVS&DD Board on September 23, 2016. I subsequently forwarded the approved procedure to your attention.

The purpose of this letter is to provide some background to the adopted procedure, as well as some of the legal and other constraints that have informed the development of the current Dispute Resolution Procedure. I am also writing to reassure the Ministry that the GVS&DD is open to, and indeed exploring, alternate dispute resolution procedure options, within the constraints of the *Environmental Management Act* (EMA) and the existing and approved ISWRMP and the *GVS&DD Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996* (Bylaw 181).

The GVS&DD Board report recommending approval of a Dispute Resolution Procedure noted that consultation on a review of Bylaw 181 is expected to be initiated in 2017, and as part of that review the Dispute Resolution Procedure would be updated with the goal of aligning the Bylaw 181 appeal process and the process for resolving other disputes related to implementation of the ISWRMP.

This letter therefore sets out some of our considerations in this regard, and explores in a preliminary way what we see as some of the constraints and available options.

**CURRENT BYLAWS, PLANS and POLICY**

Prior to the adoption of the ISWRMP in 2011, the GVS&DD had a solid waste management plan dating back to 1995. Bylaw 181 was adopted pursuant to that plan, and approved by the Minister in 1996.

In accordance with s. 35 of the EMA, Bylaw 181 delegates a number of licensing related decisions to the Manager, but allows for an appeal of the Manager's delegated decisions to the Commissioner of the GVS&DD pursuant to s. 16 of the Bylaw.

Under Bylaw 181 (and the EMA) no other body is granted the authority to consider and issue private facility licenses in the GVS&DD. However, reviews for fairness and reasonableness of decisions of the Commissioner under Bylaw 181 may be conducted by the BC Supreme Court, whose judges have the inherent authority under the *Constitution Act 1867* and pursuant to the *Judicial Review Procedure Act*, to review, reject or replace their own decision for that of the Commissioner in relation to her regulatory authority under the EMA and Bylaw 181.

In addition to the required appeal procedure in Bylaw 181, the GVS&DD was also required pursuant to the Minister of Environment's July 2011 approval of the ISWRMP to develop a dispute resolution procedure for disputes arising from the implementation of the ISWRMP. In keeping with the above, the GVS&DD Board approved a new Dispute Resolution Procedure at its meeting of September 23, 2016.

With respect to disputes arising from delegated facility licensing decisions of the Manager under Bylaw 181, the adopted Dispute Resolution Procedure works within the existing appeal process in Bylaw 181 by providing for a suspension of the appeal process to allow for an opportunity for mediation of the license dispute. With respect to disputes that arise outside of the appeal process, the current Dispute Resolution Procedure provides for non-binding mediation, but all final regulatory or legislative decisions regarding implementation of the ISWRMP remain with the Board or a panel of the Board.

#### **LEGAL CONTEXT OF GVS&DD DISPUTE RESOLUTION PROCEDURE**

The consideration of the GVS&DD's options for developing a new appeal and dispute resolution process must take into account the legal context and authority of the GVS&DD. It must also consider the range of ISWRMP implementation decisions that may be the subject of a dispute, the types of disputes that may arise, and the standing of various affected parties to initiate a dispute resolution process or appeal.

The EMA sets out the regulatory context of the GVS&DD's authority to implement the ISWRMP. Critical provisions of the EMA in this regard include the following:

##### **Authority to manage municipal solid waste and recyclable material in regional districts**

25 (1) In this section and sections 26 [*municipal solid waste disposal fees*], 31 [*control of air contaminants in Greater Vancouver*] and 32 [*disposal of municipal solid waste in Greater Vancouver*]:

"regional district" means

(b) the Greater Vancouver Sewerage and Drainage District constituted under the *Greater Vancouver Sewerage and Drainage District Act*;

"waste stream management licence" means a licence issued by a regional district, under the authority of a bylaw made under subsection (3) (h) (i), to the owner or operator of a site that accepts and manages municipal solid waste.

(2) Despite any other Act, a person must manage municipal solid waste and recyclable material at a site in accordance with



- (a) any applicable approved waste management plan for the site,
- (b) any requirements or conditions that a director includes in an operational certificate or permit issued for the site, and
- (c) any applicable bylaw made under subsection (3) of this section or section 31 [*control of air contaminants in Greater Vancouver*] or 32 [*disposal of municipal solid waste in Greater Vancouver*].

(3) For the purpose of implementing an approved waste management plan, a regional district may make bylaws to regulate the management of municipal solid waste or recyclable material including, without limitation, bylaws regulating, prohibiting or respecting one or more of the following:

- (a) the types, quality or quantities of municipal solid waste or recyclable material that may be brought onto or removed from a site;
- (b) the discarding or abandonment of municipal solid waste or recyclable material;
- (c) the burning of any class or quantity of municipal solid waste or recyclable material;
- (d) the delivery, deposit, storage or abandonment of municipal solid waste or recyclable material at authorized or unauthorized sites;
- (e) the transport of municipal solid waste or recyclable material within or through the area covered by the waste management plan;
- (f) the operation, closure or post-closure of sites, including requirements for
  - (i) the recording and submission of information,
  - (ii) audited statements respecting the municipal solid waste or recyclable material received at and shipped from a site, and
  - (iii) the installation and maintenance of works;
- (g) respecting fees, including
  - (i) setting fees and charges that may vary according to
    - (A) the quantity, volume, composition or type of municipal solid waste or recyclable material, or
    - (B) the class of persons, sites, operations, activities, municipal solid wastes or recyclable materials, and
  - (ii) specifying the manner and timing of the payment of those fees and charges;
- (h) requiring the owner or operator of a site or a hauler to
  - (i) hold a recycler licence, a waste stream management licence or a hauler licence, or
  - (ii) comply with a code of practice;
- (i) setting the terms and conditions for issuing, suspending, amending or cancelling a licence referred to in paragraph (h);
- (j) requiring an owner or operator of a site or a licence holder to obtain insurance or provide security satisfactory to the regional district to ensure
  - (i) compliance with the bylaws, and

- (ii) that sufficient funding is available for site operations, remediation, closure and post-closure monitoring;
- (k) requiring the owner or operator of a site to contain municipal solid waste or recyclable material within specified height and area limits, and specify requirements and terms for confirming compliance with those limits;
- (l) prohibiting unauthorized persons from handling or removing municipal solid waste or recyclable material that is deposited at a site or set out for collection;
- (m) establishing different prohibitions, conditions, requirements and exemptions for different classes of persons, sites, operations, activities, municipal solid wastes or recyclable materials;
- (n) requiring an owner of municipal solid waste or recyclable material, the deposit of which has been prohibited by bylaw, to pay the cost of its disposal in a manner specified in the bylaw;

....

#### **Delegation of powers**

**35** (1) For the purposes of sections 25 *[authority to manage municipal solid waste and recyclable material in regional districts]*, 26 *[municipal solid waste disposal fees]*, 32 *[disposal of municipal solid waste in Greater Vancouver]* and 33 *[disposal of municipal solid waste in other regional districts]*, a regional district may, by bylaw, delegate to an officer or employee of the regional district the power to perform the functions and duties of the regional district in bylaws made under those sections.

(2) For the purpose of sections 25 *[authority to manage municipal solid waste and recyclable material in regional district]*, 26 *[municipal solid waste disposal fees]* and 32 *[disposal of municipal solid waste in Greater Vancouver]*, the Administration Board of the Greater Vancouver Sewerage and Drainage District may, by bylaw, delegate to an officer or employee of the Greater Vancouver Regional District the power to perform the functions and duties of the Greater Vancouver Sewerage and Drainage District in bylaws made under those sections.

(3) A bylaw referred to in subsection (1) or (2) must include an appeal mechanism from a decision of the officer or employee.

Bylaw 181 was adopted by the GVS&DD pursuant to its authority under s. 25, primarily subsections (h) and (i).

More generally, implementation of the ISWRMP involves the enactment of bylaws and the making of decisions pursuant to all of the subsections of s. 25 or s. 26 of the EMA. The other main grant of authority under the EMA for the purposes of implementing the ISWRMP is granted to the Director in the issuance of operational certificates under s. 28 of the EMA. This, of course, is not an exhaustive list of the ways that the ISWRMP may be implemented, but the main sections of the EMA that provide for this implementation.

It is in this legal context that the Ministry *Guide to Solid Waste Management Planning* published on September 22, 2016, and its predecessor guides, must be read. In its most current iteration, the *Guide*



recommends that every regional district establish and consult “on a dispute resolution procedure for dealing with disputes arising during implementation of the plan,” and directs that the procedure address a broad range of disputes that might arise, including:

... an administrative decision made by the regional district in the issuance of a license, interpretation of a statement or provision in the plan, or any other matter not related to a proposed change to the actual wording of the plan or an operational certificate.

The types of decisions in which a dispute might arise under the *Guide* therefore include:

***Administrative Decision in the Issuance of a License***

- a. Decisions to issue or refuse a private facility license under a bylaw;
- b. Decisions to impose conditions on a license relating to any of the matters listed in s. 25 of the EMA and incorporated into a bylaw including:
  - i. the types, quality or quantities of municipal solid waste or recyclable material that may be brought onto or removed from a site;
  - ii. the burning of any class or quantity of municipal solid waste or recyclable material;
  - iii. the operation, closure or post-closure of sites,
  - iv. the installation and maintenance of works;
  - v. the amount of security required;
  - vi. requirements related to having a license as stipulated under a bylaw;
  - vii. requirements related to complying with a code of practice; and
- c. Decisions to suspend or cancel a license for breach of a bylaw or license conditions.

***Interpretation of a statement or provision in the Plan***

It is hard to imagine any type of implementation of the ISWRMP that could not be said to include the interpretation of a statement or provision of the ISWRMP. Obvious actions that involve the interpretation of a statement or provision of the Plan in the implementation of the Plan include:

- a. The adoption of bylaws pursuant to the EMA, including tipping, licensing, recycling and waste bans;
- b. The construction of GVS&DD facilities and infrastructure;
- c. The issuance of an operational certificate by the Director; and
- d. The development of policies and work plans based on the ISWRMP.

***Any other matter not related to a proposed change to the actual wording of the plan or an operational certificate***

It is not clear if this section is meant to exclude operational certificates from the scope of decisions subject to a dispute resolution process, although such decisions appear to be included in the previous category of disputes to be resolved in this way. Other than that, this section seems to emphasize that there are almost no legislative, regulatory or operational decisions, other than changing the wording of the ISWRMP itself, that are intended to be excluded from the recommended dispute resolution process.

The types of decision making that may give rise to a dispute captured by the *Guide* therefore range from legislative and regulatory, to purely operational decisions regarding the use of resources.

For each of the above types of decisions that may be disputed, the types of bodies and persons who may wish to bring such disputes include:

- Members of the public
- Neighbours of a facility licensed by the GVS&DD or issued a permit or certificate by a Director
- Advocacy groups
- Industry groups
- Individual licensees and their competitors
- Member municipalities
- Neighbouring local governments

In many cases, these groups would not have standing to legally challenge a regulatory or legislative decision made by the GVS&DD or the Ministry.

While it may be the intention of the *Guide* to give all such persons standing to require the GVS&DD to resolve their grievances with any of the above decisions that may be made in the implementation of the ISWRMP, any final dispute resolution procedure will need to be tailored to the type of decision being made, and the standing of the parties wishing to challenge it. It must also consider what other persons, in addition to the one seeking to dispute the decision, should be included in such a dispute resolution. For example, disputes regarding the issuance of a license by members of the public with a direct impact on an existing licensee should certainly include the participation of that licensee. Disputes that have far ranging legislative or regulatory impacts should likely include members of the public, member municipalities, and industry and advocacy groups, in their resolution.

Dispute resolution procedures should also be proportionate to the type and extent of the dispute, and the remedies that may be legally available.

Finally, any dispute resolution process must ultimately comply with the law, and the fundamental principle that the elected body that is authorized to legislate or regulate cannot be fettered in the exercise of their statutory discretion. Furthermore, legislative and regulatory decision making authority granted to local governments generally cannot be further delegated without specific authorization in the statute.

For example, while a licensee may not wish to pay a fee set by bylaw, and may wish to dispute the reasonableness of the amount of the enacted fee in terms of how it contributes to the goals of the ISWRMP, no private arbitrator would have the authority to resolve that dispute by directing a change in the bylaw, waiving the enacted fee, or imposing a fee that was different from that stated in the bylaw. Similarly, where an advocacy or industry group disputed whether an adopted or proposed bylaw best implemented the ISWRMP, no private arbitrator could direct or order that the bylaw be amended or changed. Legislative and regulatory powers are uniquely granted by the *Constitution* and by statute, and no entity other than those granted the authority may exercise it.

As a result, one of the key legal considerations in the development of any dispute resolution process is that the GVS&DD must ultimately be accountable for the decisions that it makes. In the absence of another body being granted the authority to make these legislative and regulatory decisions by law, the GVS&DD cannot delegate the authority granted to it under s. 25 and 26 of the EMA with respect to the content of bylaws or setting the terms and conditions of licenses to another body, and certainly not to one that is entirely independent from its Board. The one exception is provided by s. 35 of the EMA, which expressly allows the GVS&DD to delegate decision making to its staff, provided that there is an appeal mechanism provided back to the GVS&DD to make the final decision.

This does not mean that dispute resolution must always be through the courts, and many matters are successfully mediated with the involvement of trained mediators engaging with authorized decision makers. Indeed, many disputes can be resolved in this way. The key is to use the appropriate dispute resolution tools for each type of case.

### **BYLAW 181 and HISTORY OF APPEALS**

Bylaw 181 supports the implementation of the ISWRMP through the regulation and licencing of private facilities. Bylaw 181 was originally approved by the Minister of Environment in 1996 and amended that same year. The appeal process at s. 16 of Bylaw 181 has been in place since the Bylaw was originally approved.

Under Bylaw 181, the Manager of Solid Waste is delegated the authority to issue, amend, suspend, refuse, cancel and impose conditions on private facility licenses that are subject to licensing approval pursuant to the Bylaw. These and other decisions of the Solid Waste Manager or the Deputy Solid Waste Manager may be appealed to the Commissioner pursuant to s. 16 of the Bylaw and in accordance with s. 35 of the *Act*.

A person who considers himself aggrieved by a decision can appeal to the Metro Vancouver Commissioner. The Commissioner can confirm, reverse or vary the decision appealed or refer the decision back to the Solid Waste Manager.

In the event a party to an appeal is not satisfied with the Commissioner's decision, the party can seek further review of the decision through a judicial review in the BC Supreme Court. A judicial review of the Commissioner's decision would determine if the party received a fair hearing of their appeal and if the decision was reasonable. Pursuant to their inherent jurisdiction and the *Judicial Review Procedure Act*, judges of the BC Supreme Court have the authority to make orders with respect to any such application, including to remit the decision back to the Commissioner with directions, or to order the issuance or refusal of a license with or without terms.

Since the approval of Bylaw 181 in 1996, 4 licensing decisions made pursuant to the Bylaw by the Manager have been appealed by the applicant to the Commissioner. The following is a brief summary of these appeals of Bylaw 181 decisions.

In 1998, Owl Terminals Ltd. appealed the suspension of their licence to the Commissioner on the grounds that it was not provided adequate notice prior to the suspension, and then later appealed

the willingness by GVS&DD to stay the suspension while the initial appeal was heard. The licence was suspended for exceeding the authorized quantities permitted at the facility. On appeal to the Commissioner, Owl Terminals' licence was reinstated, although it was later cancelled for continued non-compliance.

In 2008, Enviro-Smart Composting appealed the Manager's decision not to issue a licence to the Commissioner. The Commissioner denied the appeal on the basis that the precondition of municipal approval was not in place as required by Bylaw 181. Enviro-Smart applied for, and later obtained, a licence after upgrades were made to the facility.

In 2013, Northwest Properties Group appealed the issuance of a licence restricting or limiting the acceptable materials allowed to be received at the facility on East Kent Ave South, Vancouver. Northwest applied for material recovery facility licence, later appealing the acceptable material limitations prohibiting the receipt of mixed waste. The conclusion of the Deputy Commissioner was that the licence should be amended to permit Northwest to receive up to 20% mixed municipal solid waste in accordance with the applicant's operating plan. An updated draft license was issued, but Northwest subsequently chose to operate under license provisions that did not include the receipt of mixed municipal solid waste.

NextUse appealed the terms and conditions of a material recovery facility licence issued January 21, 2016. Specifically, NextUse appealed the licence expiry date of 15 years, the formula relating to the quantity and quality of the recyclables recovered, the limit on the facility to only accept waste from generators with a recycling program, and two other issues. The Commissioner's decision on October 7, 2016 made some of the changes sought by NextUse, but not all. The 15 year term did not change, the recovery rate formula was removed and replaced with the recovery rates consistent with the expected recovery rates indicated in NextUse's application, and the requirement to receive only waste from generators with recycling programs was removed. A copy of that decision is included in Attachment 1 for your reference to this letter.

In addition, there have been two legal challenges to Bylaw 181 in the Courts. One involved an operator refusing to pay the disposal fees required pursuant to Bylaw 181, and the other was a challenge to two private facilities licensed by the GVS&DD and brought by an industry competitor. In both cases the Bylaw was upheld.

#### **DISPUTE RESOLUTION MECHANISMS IN PLACE ACROSS BC**

Dispute resolution procedures related to solid waste management plan implementation are in place in a number of regional districts across the province. The approaches vary in design, use and applicability.

##### ***Fraser Valley Regional District***

The Fraser Valley Regional District (FVRD) has a dispute resolution procedure in its SWMP as follows: First, the dispute is referred to mediation. If the dispute cannot be resolved by a mediator, the SWMP states that the matter will be referred to arbitration and the dispute will be arbitrated in accordance



with the *BC Commercial Arbitration Act*, with costs for the arbitration to be apportioned at the discretion of the arbitrator.

The process in the SWMP does not state what types of disputes will be treated in this manner, nor does it limit who may invoke this process.

However, the FVRD does not have a private facilities licensing bylaw, so the stated process has no application to regulatory decisions made under such a bylaw. Presumably, disputes regarding the content of any bylaw passed to implement the SWMP, which cannot be fettered or delegated to an adjudicator to determine, would not be subject to the dispute resolution procedure.

Therefore, the stated process would appear to apply primarily to unspecified operational decisions made by the FVRD, and implementation decisions involving the Province, to the extent the Province was prepared to accept such a process. Overall, the potential for plan implementation disputes is much lower in the FVRD than Metro Vancouver because the FVRD do not have bylaws or a licensing scheme by which they implement the SWMP.

<http://www.fvrd.ca/assets/Services/Documents/Garbage/SWMP.pdf>

#### ***Capital Regional District***

The Capital Regional District (CRD) has no general dispute resolution process stated in its SWMP. The existing 1995 Plan, Amendment #5, 1995 (see link below) stipulates a conflict resolution mechanism for their Hartland landfill. The landfill is owned and operated by the CRD so the conflicts aren't licensing-related but related to operational decisions. Decisions can be appealed to the General Manager of Environmental Services Department, and then the Environment Committee.

<https://www.crd.bc.ca/docs/default-source/recycling-waste-pdf/amendments-1-5.pdf?sfvrsn=0>

The Capital Regional District also has a Composting Facility Regulation Bylaw: Bylaw 2736  
<https://www.crd.bc.ca/docs/default-source/crd-document-library/bylaws/solidwastehartlandlandfillsittransferstationscompostingfacilities/2736---capital-regional-district-composting-facilities-regulation-bylaw-no-1-2004B.pdf?sfvrsn=0>

Under Bylaw 2736, any appeals of the solid waste manager's delegated decisions are considered by the CRD General Manager of Environmental Services Department. Final decisions of the CRD are then subject to judicial review (see most recently *Foundation Organics v Capital Regional District*, 2014 BCSC 85).

<https://www.canlii.org/en/bc/bcsc/doc/2014/2014bcsc85/2014bcsc85.html?resultIndex=1>

#### ***Thompson Nicola Regional District (TNRD)***

The TNRD Solid Waste Management Plan includes a dispute resolution procedure. Under the procedure, disputes can be considered by an independent arbitrator.

Under the procedure, decisions of the arbitrator may be reviewed by the Plan Monitoring or Plan Implementation Committees. These committees may make recommendations to the TNRD Board. Similar to the FVRD, the TNRD does not have a private facilities licensing bylaw.

#### ***Nanaimo Regional District***

The Regional District of Nanaimo has no stated dispute resolution process in its SWMP. It does have a private facilities licensing bylaw, Bylaw 1386. Under Bylaw 1386, decisions can be appealed to the Board.

<http://www.google.ca/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwiZ0OavsNvPAhVLrIQKHYwDkMQFggcMAA&url=http%3A%2F%2Fwww.rdn.bc.ca%2Fcms%2Fwpattachments%2FwpID224atID652.pdf&usg=AFQjCNEPi5z799yXpSgswdjGfemOqVWtQ&sig2=Jtolu4Lj8TvQmslemcVZw&bvm=bv.135974163,d.cGw>

#### **OPTIONS FOR A NEW DISPUTE RESOLUTION and BYLAW 181 APPEAL PROCESS**

The GVS&DD is considering a number of possible options for replacement of the Bylaw 181 appeal process. Options that are being explored include:

- a) Keep the current process of an appeal to the Commissioner
- b) Move to an appeal panel made up of GVS&DD Directors appointed by the Board
- c) Move to an appeal panel made up of experts appointed by the Board
- d) Move to a binding arbitration process for some types of disputes

At this point, the review of these options is at an early stage. Attachment 2 provides a summary of some of the preliminary issues identified with respect to each of the above options.

#### **CONCLUSION**

The current Bylaw 181 appeal process is similar to processes in place in other regional districts with private facility licensing bylaws. In each regional district appeals are made to the Board or a delegated staff member. It is also consistent with the requirements of the *Environmental Management Act*, which requires that where a decision is sub-delegated, there must be an appeal back to the final decision maker authorized to make those decisions (the GVS&DD). Bylaw 181 has been in place for

more than 20 years, and the Bylaw 181 process has helped ensure that Metro Vancouver is one of the most successful regions in North America with respect to waste reduction and recycling.

Any new dispute resolution process in addition to or instead of the Bylaw 181 process must be responsive to the needs of those affected, and contribute to the region's ongoing success in achieving its waste diversion goals.

Metro Vancouver is planning to initiate consultation on a review of Bylaw 181 in 2017. As part of the Bylaw 181 review, the GVS&DD is committed to reviewing both its appeal process in Bylaw 181, and how that process might work within a broader dispute resolution process for the various types of disputes that may arise out of the implementation of the ISWRMP, whether they are intra-governmental, with the public, with the industry broadly, or with individual licensees.

Any such process will have to consider both the legal constraints on the GVS&DD regarding the delegation or fettering of legislative and regulatory authority, as well as the appropriateness of various dispute resolution processes to the substantially different types of dispute that may arise as a result of implementation of the ISWRMP. Ultimately, even the implementation of a dispute resolution process must also be measured in terms of its effectiveness at serving the goals of the ISWRMP.

Any new process will require consultation with stakeholders, approval by the GVS&DD Board and approval by the Minister of Environment. We look forward to working closely with you in that regard.

Yours truly,



Paul Henderson, P.Eng.  
General Manager, Solid Waste Services

PH/ah

cc: Avtar Sundher, Ministry of Environment

Attachments:

1. NextUse Decision (Doc #19616305) <http://orbit.gvrd.bc.ca/orbit/lisapi.dll/properties/19616305>
2. Summary of Preliminary Considerations Regarding Appeal Process Options in Bylaw 181 (Doc # 19829768) <http://orbit.gvrd.bc.ca/orbit/lisapi.dll/properties/19829768>

19826305

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**TO:** Regional Solid Waste Advisory Committee      **MEETING:** May 25, 2017

**FROM:** Meghan Larson  
Solid Waste Planner      **FILE:** 5365-42

**SUBJECT:** 2017 SWMP Stage 2 Report Adoption

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### RECOMMENDATION

That the Regional Solid Waste Advisory Committee recommend that the Regional Board adopt the Stage 2 Solid Waste Management Plan Report.

### SUMMARY

The Stage 2 Solid Waste Management Plan (SWMP) report outlines the preferred future solid waste management strategies recommended by the Regional Solid Waste Advisory Committee (RSWAC). The strategies outlined in the Stage 2 report will be costed in Stage 3, and this information will be presented as part of the next round of consultation in the Fall of 2017. The community input will be used in further refining or modifying these strategies. Subsequently, the Solid Waste Management Plan will be updated based on input from the Stage 3 process and presented to the Regional Board of Directors for adoption and the BC Minister of Environment for approval. It is anticipated that the plan will be finalized by the end of 2017 or early 2018.

This document serves to present the strategies that are proposed to be adopted in the updated Plan to promote increased waste diversion and to manage the residual waste stream. The proposed 90% diversion target reflects the strong waste diversion commitment being advocated by the RSWAC. Furthermore, the Committee also strongly supported strengthening the RDN's long term vision of Zero Waste.

### BACKGROUND

The Regional District of Nanaimo (RDN) is updating the Solid Waste Management Plan (referred here after as the "Plan") which sets out strategies for managing municipal solid waste within the Region. This will be the third update since the original Plan was developed in 1988.

The original Plan, and its subsequent updates, has been highly successful in guiding the RDN to achieve some of the highest waste diversion and lowest per capita disposal rates in the world.

The purpose of this report is to document revisions to the Draft Stage 2 Report as a result of the community consultation and solicit adoption of the final Stage 2 Report.



Strategies outlined in the Stage 2 report include:

1. Zero Waste
2. Multi-Family Diversion
3. Industrial, Commercial, Institutional Waste
4. Regulatory Authorities
5. Construction/Demolition Waste
6. Household Hazardous Waste
7. New and Emerging Technologies

Revisions were made to the Draft Stage 2 Report based on feedback from the RSWAC and key stakeholder consultation and are listed in Attachment 1.

#### **ALTERNATIVES**

1. Recommend that the Regional Board adopt the Stage 2 Solid Waste Management Plan Report.
2. Recommend that the Regional Board adopt the Stage 2 Solid Waste Management Plan Report with additional revisions.

#### **FINANCIAL IMPLICATIONS**

Financial implications of the SWMP and the implementation schedule are the primary objectives of Stage 3 of the SWMP review process.

#### **STRATEGIC PLAN IMPLICATIONS**

Considering the environmental impacts of solid waste aligns with the RDN Strategic Priority of protecting and enhancing our environment in all decisions under “Focus on the Environment”. The SWMP also aligns with investing in regional services that look at both costs and benefits as part of “Service and Organizational Excellence”.

---

Meghan Larson  
mlarson@rdn.bc.ca  
May 5, 2017

Reviewed by:

- L. Gardner, Manager, Solid Waste Services
- R. Alexander, General Manager, RCU
- P. Carlyle, Chief Administrative Officer

Attachments:

1. Feedback and Edits to Draft Stage 2 SWMP Report
2. Stage 2 SWMP Report

## Attachment 1: Feedback and Edits to Draft Stage 2 SWMP

Page Number	Changes Summary
i	Reordered the Strategies outlined in the report.
1	Updated Guiding Principles to BC Ministry of Environment Guiding Principles
2	Replaced BC Ministry Hierarchy with ZWIA Hierarchy
3	Inserted “First Nations” when referencing Four First Nations Indian Reserves in region
3	Updated Table 1 Population By Area to include 2016 Stats Canada data
5	Replaced “of” with “to” in Table 2 San Francisco row
7	Added to Regional District (Board and Staff) roles in Solid Waste Management <ul style="list-style-type: none"> <li>Develops policies which promotes a level playing field within the waste management sector</li> </ul>
19	Reordered the Section 4.1 General Strategies
21	Expanded Advocacy Role
23	Section 4.3 addition of: Additionally, Section 4.5.2 discusses the introduction of Waste Source Regulation as an additional authority under the SWMP which would drive the requirement for all multi-family buildings to have full diversion programs in place for recyclables and organics.
24	Changed the order of the Regulatory Authorities with Waste Source Regulation before Waste Haulers as Agents
26-27	<p><b>Rewording of New and Emerging Waste Management Technologies</b></p> <p>In assessing future waste management options the RDN has considered new and emerging waste management technologies including mixed waste processing, refuse derived fuel, anaerobic digestion, and gasification. All of these technologies are directed at residuals management in contrast to targeting source separation. It is the RDN’s intention to continue to drive reduction and recycling through continued emphasis on source separation.</p> <p>With the exception of mixed waste processing, the technologies listed focus on energy recovery. Again, it is the RDN’s intention to exhaust reduction and recycling efforts, and a mixed waste processing facility is consistent with this goal. Of the new and emerging technologies reviewed, mixed waste processing is the technology that holds the most promise for future consideration. It is envisioned that such a facility would be developed through private sector investment. A public sector facility may be considered after fully implementing source reduction efforts if a private sector facility does not materialize.</p>
27	Addition of Section 4.9 Solid Waste Emergency/Disaster Response Plan
27	Addition of Section 4.10 Collaboration with Social Enterprise
28	Removed Yearly Operation Costing of MRF from Table 5
29	Removed Table 7 Potential New and Emerging Technology Costs



# Regional District of Nanaimo Solid Waste Management Plan

Stage 2 Report

Evaluation of Options Report

Revised April 2017

## Executive Summary

The Regional District of Nanaimo (RDN) is updating the Solid Waste Management Plan (referred here after as the “Plan”) which sets out strategies for managing municipal solid waste within the Region. This will be the third update since the original Plan was developed in 1988.

The original Plan, and its subsequent updates, has been highly successful in guiding the RDN to achieve some of the highest waste diversion and lowest per capita disposal rates in the world. The RDN’s 2014 per capita disposal rate was 347 kg/person/year. Comparatively, the BC average for the same period was 520 kg/person/ year and the 2012 California average was 712 kg/person/year. The proposed target for the next plan amendment is 90% waste diversion with an unprecedented per capita disposal rate of 109kg/person/year.

The purpose of this report is to explain proposed future solid waste management strategies and seek community input. The community input will be used in further refining or modifying these strategies. Subsequently, the Solid Waste Management Plan will be updated to include the new strategies and presented to the Regional Board of Directors for adoption and the BC Minister of Environment for approval.

This document serves to present the strategies that are proposed to be adopted in the updated Plan to promote increased waste diversion and to manage the residual waste stream. A Regional Solid Waste Advisory Committee (RSWAC) was established to guide the identification and selection of preferred options presented in this report. The RSWAC was made of a cross section of community representatives from agencies, businesses and the public. Area First Nation representatives were encouraged to participate in the process. The proposed 90% diversion target reflects the strong waste diversion commitment being advocated by the RSWAC. Furthermore, the Committee also strongly supported strengthening the RDN’s long term vision of Zero Waste.

Strategies outlined in this report include:

1. Zero Waste
2. Multi-Family Diversion
3. Industrial, Commercial, Institutional Waste
4. Regulatory Authorities
5. Construction/Demolition Waste
6. Household Hazardous Waste
7. New and Emerging Technologies

Any comments or questions regarding the Plan or the contents of this report should be directed by email to [zerowaste@rdn.bc.ca](mailto:zerowaste@rdn.bc.ca) or phone (250) 390-6560.

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## 1. Introduction

In British Columbia, regional districts are mandated by the Provincial *Environmental Management Act* to develop a Plan that is a long term vision of how each regional district would like to manage their solid waste, including waste diversion and disposal activities. The RDN prepared their first Plan in 1988 and amended that plan in 1996 and 2004. The Plan is again being updated with a 10-year planning horizon.

The process to update the Plan is being conducted in three stages. The first stage involved a review of the current system and preparation of a report on the implementation status of the 2004 Plan. The second stage involved a review of options to address the region's future solid waste management needs and the selection of preferred management options. This document is the conclusion of the Stage 2 process and presents the recommended options for solid waste management. The third stage will set out the implementation schedule for the preferred options and will form the revised Plan.

This document serves to present the preferred options for public review and input. Following consultation, the preferred options will be modified or adopted and, Stage 3, the amended Plan will be prepared for adoption by the Regional Board and approval by the Minister of the Environment.

Once the Plan is approved by the Province (along with any approval conditions), it becomes a regulatory document for solid waste management and serves to guide solid waste management related activities and policy development in the RDN. In conjunction with regulations and operational certificates that may apply, the Plan regulates the operation of storage and disposal facilities that make up the region's waste management system (see Section 2.2).

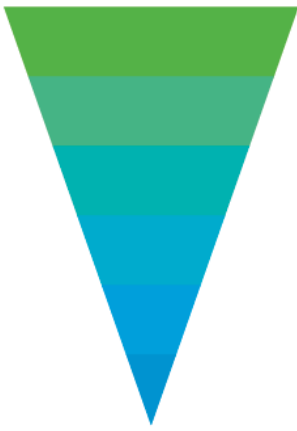
### 1.1 Guiding Principles

In line with BC Ministry of Environment's provincial standards, the principles guiding the development and implementation of the Plan are:

1. Promote the Zero Waste Hierarchy of highest and best uses and support a circular economy.
2. Maximize use of waste materials and manage residuals appropriately.
3. Support polluter and user-pay approaches and manage incentives to maximize behavior outcomes.
4. Prevent organics and recyclables from going in the garbage.
5. Collaborate with other regional districts wherever practical.
6. Develop collaborative partnerships with interested parties to achieve regional targets set in plans.
7. Level playing field within regions for both private and public solid waste management facilities.

### 1.2 Pollution Prevention Hierarchy

The future solid waste system will build on the existing framework of services and programs while seeking to improve the delivery of those services and continue to reduce the quantity of waste sent to disposal. The proposed programs, infrastructure and policies for the updated Plan are outlined in Sections 4 through 5 of this report and are presented in accordance with waste management hierarchy as shown in Figure 1.



## ZW Hierarchy of Highest & Best Uses

- Reduce, Refuse & Return
- End Subsidies for Wasting
- Product & Packaging Redesign
- Clean Production & Takebacks
- Reuse, Repair & Remanufacture
- Recycle, Compost & Digest
- Regulate (Bans, Biological energy recovery, landfills with pre-processing)
- Not OK: Incineration, Bioreactor Landfills

Figure 1 Waste Management Hierarchy adopted from the Zero Waste International Alliance

## 1.3 Targets and Key Programs

There are two targets proposed for the updated plan:

1. The ultimate goal of Zero Waste. Zero Waste as defined by Zero Waste International Alliance defined as:

*“Zero Waste is a goal that is ethical, economical, efficient and visionary, to guide people in changing their lifestyles and practices to emulate sustainable natural cycles, where all discarded materials are designed to become resources for others to use.*

*Zero Waste means designing and managing products and processes to systematically avoid and eliminate the volume and toxicity of waste and materials, conserve and recover all resources, and not burn or bury them.*

*Implementing Zero Waste will eliminate all discharges to land, water or air that are a threat to planetary, human, animal or plant health.”<sup>1</sup>*

2. Introduce programs/strategies to move the Region towards 90% diversion by 2027 and a per capita disposal of 109 kg/year.

## 2. Background

### 2.1 Plan Area

The RDN covers an area of approximately 207,000 hectares on the southeast coast of Vancouver Island. The RDN includes four incorporated municipalities and eight unincorporated electoral areas. A map of the RDN is provided as Figure 2.

<sup>1</sup> Adopted from the Zero Waste International Alliance





Figure 2 Electoral Areas in the RDN

BC Stats reports the 2011 population for the RDN as 146,574. Of this number, 26% (37,550) lived in electoral areas and the remaining 74% (108,075) lived in municipalities. The four municipalities in the region are the City of Nanaimo, the District of Lantzville, the City of Parksville, and the Town of Qualicum Beach. The eight electoral areas in the region are:

- A: Cassidy, Cedar, Yellowpoint, South Wellington;
- B: Gabriola, Decourcy and Mudge Islands;
- C: Extension, Arrowsmith-Benson, East Wellington, Pleasant Valley;
- E: Nanoose Bay;
- F: Coombs, Hilliers, Errington;
- G: French Creek, Dashwood, Englishman River; and
- H: Shaw Hill, Qualicum Bay, Deep Bay, Bowser.

Four First Nations Indian Reserves are also located within the region:

- Nanaimo Town 1 & Nanaimo River (Snuneymuxw First Nation);
- Nanoose (Nanoose First Nation); and
- Qualicum (Qualicum First Nation).

Table 1 Population By Area

Area	Population 2016
Electoral Area A	7,058
Electoral Area B	4,045
Electoral Area C	2,808
Electoral Area E	6,125

Electoral Area F	7,724
Electoral Area G	7,465
Electoral Area H	3,884
<b>Sub-Total</b>	<b>39,109</b>
City of Nanaimo	90,504
District of Lantzville	3,605
City of Parksville	12,514
Town of Qualicum Beach	8,943
<b>Sub-Total</b>	<b>115,566</b>
Nanaimo Town 1 Indian Reserve	360
Nanaimo River Indian Reserve	371
Nanoose Indian Reserve	230
Qualicum Indian Reserve	74
<b>Sub-Total</b>	<b>1,035</b>
<b>Total Population (RDN)</b>	<b>155,710</b>

## Population Growth

The population of the region increased from 84,819 in 1986 to 146,574 in 2011. As of 2016 Census data the population of the region was 155,710. Forecasts predict the population will increase to 207,646 by 2026 and 231,184 by 2036.<sup>2</sup>

## 2.2 Waste generation and management

The base line figure for waste generation in the RDN is 1,084 kg/capita per year from 1980's disposal estimates. Over the past 36 years, the RDN waste disposal rate has been reduced by approximately 50% to 550kg/capita/year in 1990 and, by 68% to 347 kg/capita/year in 2014. The target for the amended Plan is to further drive diversion to 90% and a per capita disposal rate of 109 kg/year by 2027. Appendix A has more information regarding projected waste generation in the region based on the Solid Waste Generation in British Columbia: 2010-2025 Forecast report. Table 2 provides some comparable waste disposal rates for reference regarding the RDN disposal target.

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<sup>2</sup> Regional District of Nanaimo, Regional Growth Strategy, November 22, 2011

Table 2 Jurisdictional Scan on Per Capita Disposal Rates<sup>3</sup>

Location	Reporting Year	Per Capita Disposal kg/year	Comment
RDN	2027	109	Based on a 90% diversion target
RDN	2014	347	Based on 68% diversion achievement
BC Average	2014	520	Municipal Solid Waste Disposal in B.C. (1990-2014), Environmental Reporting BC
California Average	2012	712	California's per capita disposal rates may not capture all waste and per capita disposal may be higher.
San Francisco	2012	482	Claimed to have the highest waste diversion rate in the US
Germany	2012	220	Highest reported diversion rate of European countries. Accounts for <u>municipal waste</u> only. The European Environmental Agency notes that municipal waste only accounts for around 10% of the waste stream.
Capannori, Italy	2012	146	Accounts for <u>household</u> waste only.

The jurisdictional scan of North American and Europe carried out by RDN staff has shown that there are two potential paths being taken by communities striving for high levels of diversion:

1. Lower priority on source separation with the emphasis on energy recovery of the waste. The City of Edmonton provides an example of this strategy and they are targeting a 90% diversion rate.
2. Maximizing source separation by moving beyond voluntary waste diversion and introducing regulatory instruments (e.g. mandatory waste separation and fines) or monetary incentives (e.g. "pay as you throw".) San Francisco and Capannori, Italy provide examples of communities using these strategies.

The RDN favors the second strategy, maximizing source separation. It is recognized that to achieve high levels of diversion it is necessary to move beyond the largely voluntary programs that currently exist in the RDN. For the RDN to introduce further economic or regulatory provisions to promote source separation, additional authorities are required from the province. Strategies involving additional authorities are discussed further in Section 4.7.

<sup>3</sup> RDN Staff Report: *Jurisdictional Scan Regarding Waste Diversion Program*, Sharon Horsburgh January 5, 2016

## 2.3 Waste Characterization

The most recent waste characterization study completed for the region in 2012 showed 17% of the volume is attributed to residential, 63% of the volume is attributed to the institutional, commercial, construction, renovation and demolition (including multi-family) and 20% of the volume attributed to self-haul customers

### RDN Waste Disposal by Sector 2012

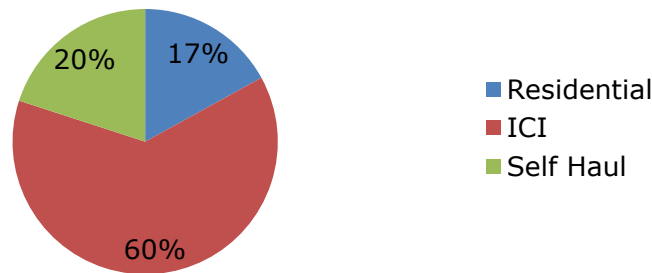


Figure 3 RDN Waste Disposal at Regional Landfill By Sector, 2012

It is estimated that approximately 8% or 4,300 tonnes of waste was moved out of the region in 2014 and can be attributed to the following three circumstances which includes both demolition and municipal solid waste.

1. It is believed a nominal amount of waste is transported in and out of region in areas near the regional boundaries as people look for the most convenient disposal location. For example, there are a few known occasions where Ladysmith residences have brought waste to the Regional Landfill in Cedar because of the close proximity. Similarly, anecdotal comments suggest that RDN residents in the Qualicum area on occasion hauled waste to the Comox Strathcona Regional District for disposal. Again, the amount of waste is considered minor.
2. It is known that there have been large demolition projects in recent years where waste has been hauled out of region for disposal. Two examples are: 1) 2015 City of Nanaimo Ferry Dock Demolition - 476 tonnes disposed of at a private landfill in the Capital Regional District; and, 2) 2015 Wellington School Demolition - approximately 250 tonnes disposed of at a private landfill in Chilliwack. The contractor advised that disposal cost waste less than half of the cost of RDN disposal and they were not required to source separate recyclables. It is impossible to predict to what extent similar circumstances will exist in the future. However, the examples do demonstrate the propensity to seek out the lowest cost option which is often contrary to waste diversion.
3. In 2013, there was a sudden reduction of approximately 25% of the commercial waste that had previously been shipped to the RDN landfill with the waste being shipped to the USA for disposal. The average reduction for 2013 and 2014, excluding the large demolition projects noted above, is estimated at 3,600 tonnes each year<sup>4</sup>. In 2015, there was a reduction in the amount of waste being exported for USA disposal. This was likely a consequence for the lower

<sup>4</sup> RDN Waste Export Analysis, Prepared by Carey McIver & Associates Ltd., February 10, 2015

value of the Canadian dollar as compared to the USA dollar. No doubt future trends for export will fluctuate and will be influenced by the value of the Canadian/US dollar, transportation costs and business decisions.

## 2.4 Roles in Waste Management

In the RDN, the following organizations contribute to municipal solid waste management.

Who	Roles in Solid Waste Management
Federal Government	<ul style="list-style-type: none"> <li>• Regulates waste management facilities under federal jurisdiction</li> <li>• Regulates the safety, labelling and sale of consumer products</li> </ul>
Provincial Government	<ul style="list-style-type: none"> <li>• Various ministries have regulatory authority related to waste management</li> <li>• Regulates product stewardship/extended producer responsibility in BC</li> </ul>
Regional District (Board and Staff)	<ul style="list-style-type: none"> <li>• Develops plan to provide big picture oversight of waste management in the region</li> <li>• Through plans and plan implementation (including bylaws), works to meet waste disposal goals and targets and ensures that community has access to waste management services that are environmentally sound and cost effective</li> <li>• Ensures that legislative and policy requirements are followed, including monitoring and reporting</li> <li>• Chairs committees/ coordinates with municipalities in service delivery</li> <li>• Operates the Regional Landfill and Church Road Transfer Station (CRTS)</li> <li>• Provides residential curbside collection of food waste, garbage and recycling in all Electoral Areas, District of Lantzville, City of Parksville and food waste and recycling in the Town of Qualicum Beach</li> <li>• Supports Extended Producer Responsibility (EPR) programs in jurisdiction</li> <li>• Incorporates the Zero Waste Hierarchy within operations and those of member municipalities</li> <li>• Develops policies which promotes a level playing field within the waste management sector</li> </ul>
Municipalities (council and staff)	<ul style="list-style-type: none"> <li>• May provide/ coordinate waste management service, or own/operate facilities</li> <li>• May make bylaws dealing with waste collection</li> <li>• Municipal enforcement officers part of enforcement team</li> </ul>
First Nations	<ul style="list-style-type: none"> <li>• May provide waste management services or may participate in regional waste management system</li> </ul>

Product Stewards	<ul style="list-style-type: none"> <li>• Collect/ process stewarded products</li> <li>• Coordinate local government delivery of service where applicable</li> <li>• Provide and/or fund education and marketing</li> <li>• Provide deposit refunds to consumers (where applicable)</li> <li>• Monitor/ report on recovery rates</li> </ul>
Private sector involved in waste management (e.g. haulers, facility operators)	<ul style="list-style-type: none"> <li>• May provide recycling and waste management services and own/operate facilities</li> <li>• Generally, services multi-family residential buildings, commercial and institutional sources, and construction, demolition and land clearing sectors</li> <li>• Regulated by local government through Waste Stream Licensing Bylaw</li> </ul>
Neighbouring jurisdictions	<ul style="list-style-type: none"> <li>• May send waste to Regional Landfill or accept waste from RDN</li> <li>• Synergies, consistencies in waste management with neighbouring jurisdictions</li> </ul>
Residents and businesses	<ul style="list-style-type: none"> <li>• Responsible for carrying out proper waste reduction, recycling and disposal activities</li> </ul>

### 3. Existing Solid Waste Management System and Waste Characterization

This section provides an overview of the solid waste management system. A detailed description of the Existing Solid Waste Management System can be found in Stage 1: Existing System Report in Appendix B.

#### 3.1 Waste Flows

There are many participants within the system providing a wide array of services. Figure 4 is a schematic diagram showing the breadth of activities and participants engaged with the current solid waste management system. There are a wide range of waste management activities underway that reflect both a relatively mature waste management system and significant economic activity based on secondary resources.

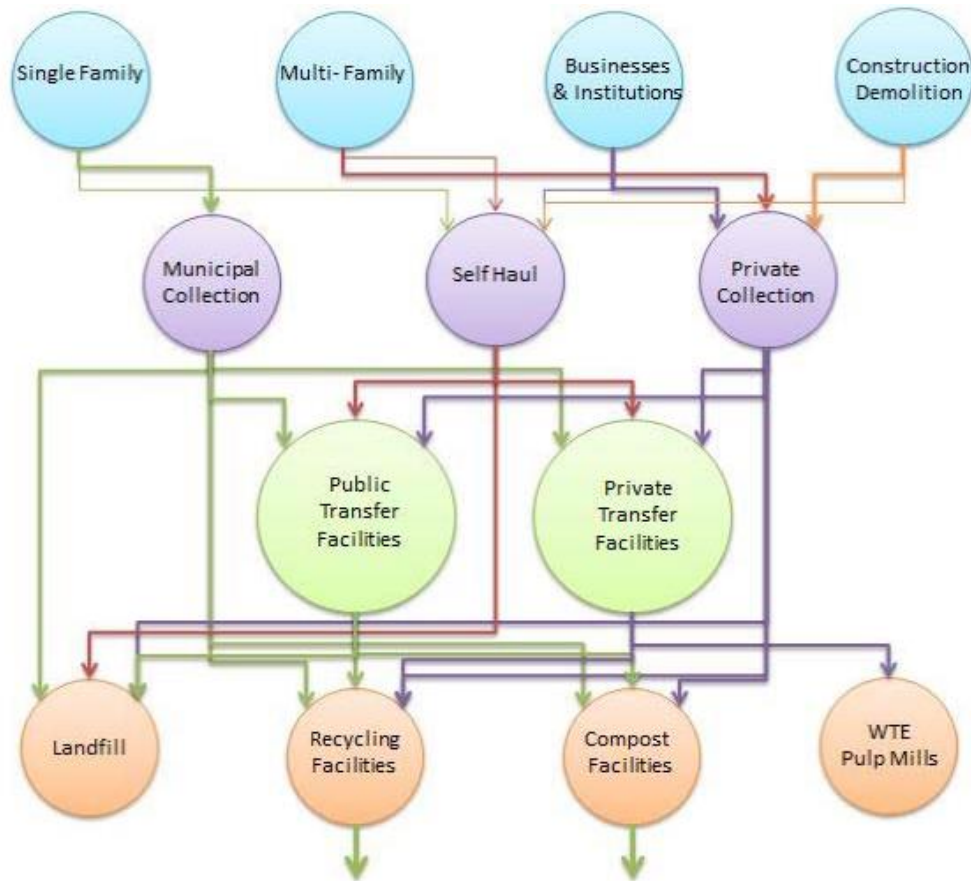


Figure 4 Components of the Waste Management System in the RDN

### 3.2 Overview of the Solid Waste Management System

The RDN has a broad range of solid waste management programs and infrastructure. This section describes the major infrastructure, services, programs and policies.

The 2004 Plan introduced the Zero Waste strategy and expanded on policies and programs to increase diversion. This strategy has effectively increased recyclable commodities and transferred the management of those items to the private sector. Examples of this cross the waste stream spectrum and include wood waste, commercial/demolition waste, yard waste, food waste and EPR products.

This movement of waste to the private sector has resulted in reduced cost of government and growth in the waste management business sector. With the growth in business, the whole community benefits from this sector's increased employment opportunities and their contribution of taxes. These policies have created a robust waste management industry in the region and has resulted in world class waste diversion levels.

This model of transferring the waste management activities to the private sector ensures "user pay" where the full cost of waste management is born by the generator. Conversely, many other communities rely much more on taxation in providing waste management services and the true cost of waste management is hidden.

In May 2013, the report “Zero Waste Business Case, Draft for Expert Review”, Innes Hood Consulting Inc., was prepared for the Ministry of the Environment.<sup>5</sup> The report concluded that there is a positive business case for implementing a Zero Waste Strategy for BC. Depending on how aggressively it is implemented (i.e., 62% vs 81% diversion), by 2025 a Zero Waste Strategy will produce between \$56 million and \$126 million of annual net economic benefit; will create between \$27 million and \$89 million in new annual GDP and generate between \$755,000 and \$2.5 million in new annual income tax revenue for BC. The report also states that the business case for Zero Waste is strengthened if supporting policies are developed that encourage the creation and retention of remanufacturing facilities within BC, and prevent leakage to other jurisdictions. The RDN’s current policies which move waste to the private sector are in harmony with the findings of this study. The preferred options for the amended Plan set out in Section 4 further strengthen this model. As a result, the RDN is expected to continue to see increased diversion coupled with further economic growth in the waste management sector.

### 3.2.1 Education and Outreach

Both the RDN and the City of Nanaimo undertake promotion and education related to solid waste management.

The RDN:

- Has information related to the solid waste management planning, bylaws and Zero Waste programs on the Solid Waste and Recycling pages of the RDN’s website (<http://www.rdn.bc.ca/>)
- Distributes a “Zero Waste” Newsletter to all homes two to three times per year.
- Has a searchable on-line recycling directory for users to find out where they can bring their reusable, recyclable and compostable items.
- Has a Zero Waste school education program which provides free classroom workshops to schools throughout the RDN.

The City of Nanaimo:

- Distributes their “Waste Lines” newsletter to all City addresses in the spring and fall of each year.
- Has a dedicated web pages on the City’s website ([www.nanaimo.ca](http://www.nanaimo.ca)) that includes information related to the City’s residential collection services, a link to the RDN recycling directory, and a list of reuse and recycling organizations operating in the City.

In the RDN, the current collection infrastructure for existing EPR programs consists of return-to-retail and take-back depots. The RDN’s Recycling Directory can be used by residents to find the most convenient take back location for EPR products. The Recycling Council of BC (which the RDN is a member of) operates a similar service through their toll-free Recycling Hotline (1-800-667-4321) and their on-line searchable database and app “Recyclopedia”. BC Stewards also recently rebranded their website which provides an online look up feature at [www.bcrecycles.ca](http://www.bcrecycles.ca).

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<sup>5</sup> [http://www2.gov.bc.ca/assets/gov/environment/waste-management/zero-waste/zero-waste/zero\\_waste\\_business\\_case\\_draft.pdf](http://www2.gov.bc.ca/assets/gov/environment/waste-management/zero-waste/zero-waste/zero_waste_business_case_draft.pdf)



### 3.2.2 Reduction and Reuse Activities

Both the RDN and the City of Nanaimo encourage residents to “reduce and reuse”.

Both organizations promote backyard composting through providing information on their websites on how to backyard compost and grasscycle. The City of Nanaimo holds a reuse-focused event each spring called “Reuse Rendezvous”. This event promotes reuse through a weekend long curbside swap meet for residents to put out items that they no longer want and that may be useful to others.

In addition to the RDN’s and City’s reduction and reuse activities, there are several other organizations involved in reuse in the RDN, including several private and non-profit retailers and many on-line classified services such as Craigslist and UsedNanaimo.com that are actively involved in the sale and purchase of used goods. The Repair Café Nanaimo holds repair workshops where residents can bring in their broken items and receive help from local repair experts.

### 3.2.3 Recycling

Curbside collection of recyclables is provided to single family homes to residents of all electoral areas, City of Nanaimo, City of Parksville, District of Lantzville and Town of Qualicum Beach.

Both regional facilities (Regional Landfill and CRTS) accept limited recyclable material including scrap metal, paper, cardboard, household plastic containers, metal food and beverage containers, vehicle batteries, oil filters, wood waste, and gypsum.

There are 3 material recycling facilities (referred to as MRFs) that are owned and operated by private waste management companies in the RDN: Progressive Waste, Emterra and Cascades. All 3 MRFs are located in Nanaimo.

Figure 5 shows the locations of both the private and not-for-profit recycling depots throughout the region which accept EPR material and other recyclables from private businesses and residents.

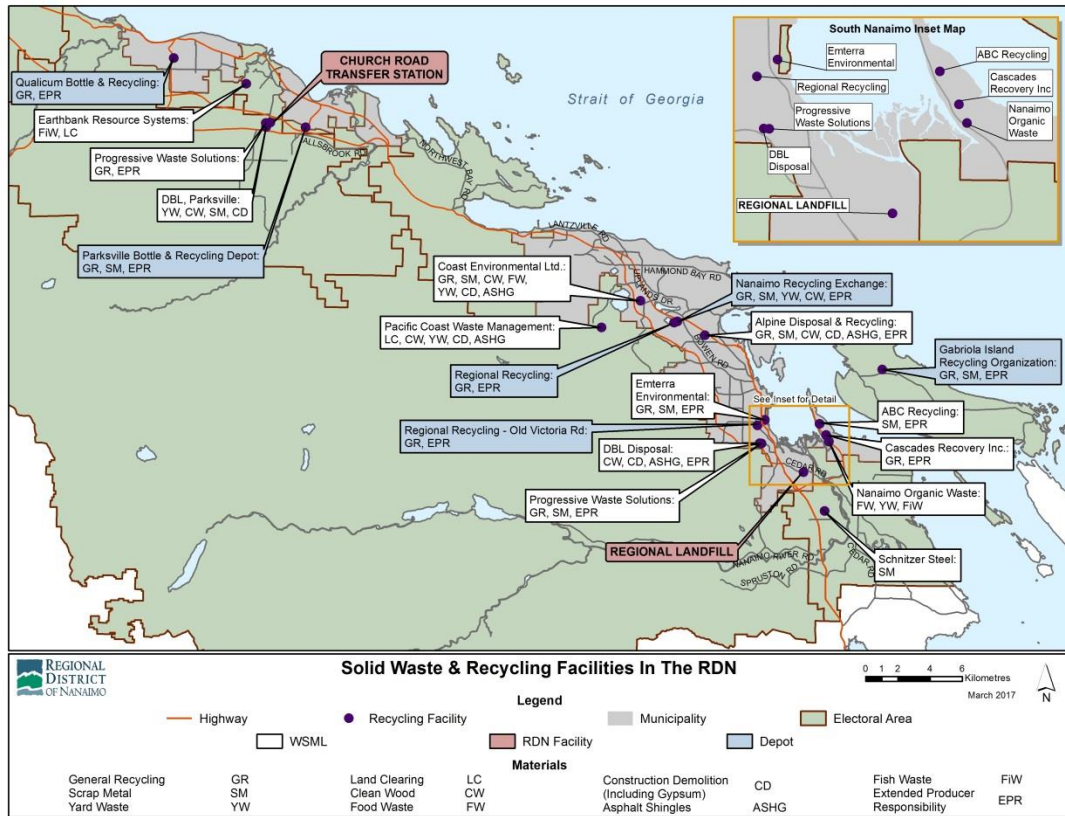


Figure 5 Solid Waste & Recycling Facilities in the RDN

### 3.2.4 Organics Management

In the RDN there is reuse of leftover and excess food through food banks and other food redistribution services. Additionally some food scraps are picked up by area farmers for use as animal feed. However, the majority of organics are sent to centralized composting facilities. There are two licensed composting facilities in the RDN: Nanaimo Organic Waste (formerly International Composting Corporation) and Earthbank Resource Systems. The following table lists the types of materials each of these facilities manages:

Nanaimo Organic Waste	<ul style="list-style-type: none"> <li>Residential “green bin” kitchen scraps and soiled paper</li> <li>Commercial food waste</li> <li>Yard waste</li> <li>Fish waste</li> <li>Clean wood</li> </ul>
Earthbank	<ul style="list-style-type: none"> <li>Farmed and wild fish offal</li> <li>Farmed salmon mortalities</li> <li>Ground up bark from the forestry industry</li> <li>Ground up land clearing debris (exclusively local forest materials)</li> </ul>

Nanaimo Organic Waste is the only facility processing food waste in the RDN. This facility opened in Nanaimo in 2004 with a drum-style in-vessel composting system. The compost product is sold as a bulk product for blending into soil mixes.

In 2005, the RDN introduced a commercial organics ban. Based on waste characterization studies carried out in before and after the ban, 2004 and 2012 respectively, the per capita tonnage of compostable organics in the waste stream only dropped from 95.5kg/capita to 91.2 kg/capita. These findings indicate that the current organics ban has only had modest success and there is significant opportunity for further diversion with organic waste.

In 2011, more than 52,000 single family homes in Nanaimo, Lantzville, Parksville, Qualicum Beach and the RDN Electoral Areas received weekly curbside food waste collection service.

### 3.2.5 Yard Waste Collection

Yard waste such as leaves and grass clippings are not collected as part of residential waste collection services in the RDN. Residents and businesses are encouraged to manage their yard waste in one of the following manners:

- Reduce the amount of yard waste through practices such as grasscycling and xeriscaping.
- Backyard or on-site composting.
- Self-hauling to one of several yard waste depots in the RDN. Currently, depots are located at:
  - Church Road Transfer Station
  - DBL Disposal
  - Nanaimo Recycling Exchange
  - Pacific Coast Waste Management
  - Regional Landfill
- Hiring a yard waste removal service.
- Include yard waste removal in landscaping contracts.

Use of these yard waste management practices and service is encouraged by a variety of policies including:

- A ban on yard waste disposed as garbage at the landfill site and transfer station.
- A ban on the inclusion of yard waste in the City of Nanaimo's<sup>6</sup> and RDN's residential garbage collection service.
- Not providing yard waste collection as part of the single-family residential curbside service.
- Promoting the yard waste management alternatives.

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<sup>6</sup> The City of Nanaimo is currently changing over their residential curbside collection program to an automated system and may include yard waste as part of their curbside collection service.

This approach to yard waste management has been successful at minimizing the amount of yard waste being landfilled. The 2012 waste composition study indicated that yard waste is roughly 2.5% of the residential waste sent to landfill and 5% of overall waste landfilled.

### **3.2.6 Waste Collection**

Residential curbside garbage, recycling and food waste collection service is provided to single family homes in all Electoral Areas of the RDN, City of Parksville and District of Lantzville by a private collection contractor. Town of Qualicum Beach staff provide garbage collection to some ICI buildings and all single family homes, while recycling and food waste collection is provided by the RDN through a contracted waste hauler for single family homes. City of Nanaimo staff provide garbage and food waste collection to single family homes while recycling is provided by a contracted waste hauler.

Throughout the RDN, for those in the multi-family and ICI sectors that desire a waste collection, there are a number of private waste haulers that provide this service.

### **3.2.7 Transfer Stations**

The CRTS is located on Church Road, in Electoral Area F, about four kilometres southwest of downtown Parksville. The facility opened in 1991, and is approximately two hectares in size. CRTS receives garbage, yard waste, wood waste, construction/demolition waste, and limited recyclables from communities in northern portion of the RDN: Parksville, Qualicum Beach, and Electoral Areas E, F, G, and H. In recent years, with the growth of Nanaimo, this facility has also started to receive waste generated in parts of Nanaimo. In 2012, approximately 30% of the region's garbage was delivered to CRTS.

Garbage brought to the CRTS is transferred to the Regional Landfill in Nanaimo. The limited recyclables such as cardboard and metal are transferred to various recycling processors, and food waste, kitchen waste, and yard waste are transferred to the Nanaimo Organic Waste Facility in South Nanaimo.

In 2010, the site was re-designed to accommodate population growth to 2030, include a food waste transfer area and to segregate large commercial-sized waste vehicles from small passenger-sized vehicles and trucks. The new transfer station was built in accordance with the RDN Green Building Policy, and has received LEED Gold® accreditation, the first in Canada for a transfer station.

### **3.2.8 Landfills and Other Disposal Facilities**

The Regional Landfill is located approximately 5 kilometres south of downtown Nanaimo and is owned and operated by the RDN. The landfill operates on a 21-hectare section of a 38-hectare property, approximately 2.7 hectares of which have been permanently closed. In accordance with Ministry of Environment-approved Design and Operations Plan, a North Berm Lateral Expansion currently underway and will add approximately 10 years of capacity to the site. One final expansion in the south east area of the site is planned when the North Berm area is filled. The site has been receiving municipal solid waste from the RDN since 1971 and given the current tonnages of wastes received, the operation life of the landfill is expected to continue until 2040.

There are two closed landfills in the RDN: the Parksville Landfill and the Qualicum Beach Landfill. These sites are the responsibility of their respective municipality.

Waste disposal facilities on First Nations' land are regulated by the federal Indian Reserve Waste Disposal Regulations. Currently, there are no federally authorized waste management facilities on First Nations land within the RDN. The RDN's Waste Stream Management Licensing Bylaw does not apply to activities on First Nations' land.

### **3.2.9 Policies and Regulations**

Five main policies influence the RDN solid waste management system: the user-pay system; variable tipping fees; disposal and collection bans; private sector waste management and open burning restrictions. The first four policies fall within the scope of the Plan while burning restrictions are applied through a combination of provincial regulation (e.g. Open Burning Smoke Control Regulation) and augmented by RDN and municipal bylaws.

Provincial product stewardship programs that significantly influence the management of specific waste materials generated in the RDN. Each of these local and provincial policies is discussed below:

#### ***User Pay***

Both the RDN and the City of Nanaimo have user pay curbside garbage collection programs. All households have a one can per week limit on waste volume. Separate tags that presently cost \$3.00 each are required to set out additional cans. The vast majority of homes set out one can of waste or less per week. The RDN curbside program is fully funded by user fees and is not augmented by taxation.

The RDN solid waste program, other than curbside waste collection discussed in the previous paragraph, is primarily funded by landfill tipping fees augmented by a small tax requisition. In 2016 the split was approximately 93% tipping fee revenue and 7% taxation. These revenues are applied to solid waste program costs including operation of the landfill and transfer station, organics waste management, illegal dumping mitigation, education, policy and regulatory work. Other revenues such as grants, sale of asbestos bags and licensing fees associated with the Waste Stream Licensing program are insignificant relative to the overall budget.

#### ***Variable Tipping Fees***

The RDN tipping fees vary depending upon the materials. The 2016 base tipping fee for municipal solid waste is \$125 per tonne. Fees for other materials are varied on the basis of cost to handle the material and/or to motivate diversion. For example, the 2016 tip fee for asbestos waste is \$500/tonne and is based on the landfill airspace consumption and the direct handling costs for management of the material. In the case of construction and demolition material containing recyclables, the 2016 tip fee is \$360/tonne and potential of imposition of a fine. The intention with this latter example is to provide an incentive to source separate and divert waste.

#### ***Material Disposal Bans***

The first material ban was introduced by the RDN in 1991 to encourage the recycling of drywall. Since that time, a number of other materials have been banned. A full list of banned material and the implementation date of the ban is provided in Section 3.2.10. Enforcement of the bans to date at the Regional Landfill and at the CRTS has been applied to the most egregious cases of contamination. Minor amounts of banned materials such as paper, food waste or recyclable plastic is not uncommon.

#### ***Private Sector Waste Management***

As the RDN waste management system has matured, the trend has been away from government provided service to an increase in services provided by the private sector. The three policies described above, aided by burning bans and provincial initiatives discussed in the following section, have created a positive business climate for this trend.

Many communities have developed government run eco-depots that accept a wide range of recyclable items. For those residents located in close proximity, these facilities typically provide a high level of convenience as a “one-stop” drop off. Commonly, the cost of operating these facilities is augmented by taxation. As a result, there is typically a loss of private sector enterprise given the challenge to compete with a government subsidized facility.

In the case of the RDN, government services have been reduced where the private sector is providing the service. RDN facilities typically do not accept products covered under the provincial stewardship programs. Where materials are accepted, there is a drop off fee. In this way, consumers/generators are encouraged to use the private facilities. The net result has been robust private sector waste management in the region, high waste diversion and reduced cost of government to directly provide services.

### ***Burning Bans***

Most developed areas of the RDN have burning restrictions for landclearing waste, construction/demolition debris and yard waste. In most developed areas, burning of these wastes is prohibited year-round, but in some areas yard waste can be burned only during a limited time frame annually (usually a small window of time is given in the spring and fall). In undeveloped areas, burning of landclearing waste and yard waste is generally allowed, provided any local fire restrictions and the BC Open Burning Smoke Control regulation are being met. With restrictions in place, generators of these materials must find alternative disposal options and are encouraged to select options such as composting, re-use (of construction/demolition materials) or recycling.

### ***Provincial Initiatives***

BC has implemented several product stewardship programs over the past decade. Product stewardship is defined as a management system based on industry and consumers taking life-cycle responsibility for the products they produce and use. As a result, the materials covered under a stewardship program are less likely to enter the RDN’s waste management system. There are province-wide stewardship programs currently in place for:

- Lead-acid batteries
- Used motor oil
- Paint
- Pesticides
- Solvents
- Tires
- Medications
- Fuel
- Cell Phones
- Outdoor Power Equipment
- Lighting Products
- Household Batteries
- Gasoline
- Antifreeze
- Thermostats
- Small Appliances
- Electronic Toys
- Beverage Containers
- Printed Paper and Packaging
- Electronics
- Large Appliances
- Smoke alarms
- Carbon monoxide alarms
- Beer Containers
- Power Tools

The RDN has actively encouraged the Province and product manufacturers to undertake stewardship initiatives and continues to promote the expansion of stewardship initiatives.

### 3.2.10 Waste Stream Management Licensing Bylaw

RDN Bylaw No. 1386 requires most solid waste management facilities operating in the RDN to maintain a Waste Stream Management License (WSML). The authority to license and regulate solid waste facilities is given to regional districts through BC's Environmental Management Act and the RDN's licensing bylaw was enacted under the 2004 Plan.

The RDN's licensing bylaw (Bylaw No. 1386) was established to fulfill the following objectives:

1. Create a high standard of operation for waste management facilities located in the RDN.
2. Encourage and protect legitimate waste management operations within the RDN.
3. Establish a reporting system for the flow of waste materials within the RDN to assist in tracking our waste reduction rate.
4. Protect and enhance the waste reduction rate achieved in both regional districts.
5. To provide a level playing field in the two regional districts.

All facilities that handle municipal solid waste (MSW) in whole or part are included in the licensing system: with the exception of those facilities noted under "exclusions" below. This means that transfer stations, recycling depots, composting facilities, material recovery facilities and brokers are subject to the licensing system. Facilities that are excluded from obtaining a license are:

- Disposal facilities such as landfill and incinerators (these facilities will remain under the regulatory jurisdiction of the Province).
- Soil manufacturing facilities (unless they are composting MSW-based materials on-site).
- private on-site depots (such as the centralized recycling areas used by office buildings and mall tenants).
- Stewardship program depots.
- Reuse businesses.
- Concrete and asphalt recycling operations and auto wreckers since the material handled by these operations has not traditionally been handled as MSW.
- Municipally owned facilities including the CRTS.

The updated plan should reconsider the wording of these exemptions to provide further clarity. For instance, the intent of not regulating disposal facilities under the regulatory jurisdiction of the Province is intended to avoid duplication of regulation. Consideration should be given to clarifying this exemption to apply to facilities operating under a Ministry of Environment Permit or Operational Certificate.

Currently there are 13 waste stream management licenses in place in the RDN and 2 applications under review. A list of currently licensed facilities and facilities currently undergoing application review is provided in Table 3.

Table 3 RDN Waste Stream Management License Holders

<b>Waste Stream Management License Holders (as of September 2016)</b>
1. Schnitzer Steel Pacific
2. Parksville Bottle & Recycling Depot
3. International Composting Corporation
4. BFI Nanaimo Recycling Facility
5. Emterra Environmental
6. Earthbank Resource Systems
7. Alpine Disposal & Recycling
8. Pacific Coast Waste Management
9. DBL Disposal Service Ltd. – Church Road
10. DBL Disposal Service Ltd.
11. BFI Canada, Springhill
12. Cascades Recovery Inc.
13. Coast Environmental Ltd.
<b>Waste Stream Management Applications Under Review (as of September 2016)</b>
13. Nanaimo Recycling Exchange
14. ABC Recycling

### 3.2.11 Disposal Bans

The practice of banning the disposal of specific wastes from the landfill, when viable recycling alternatives are in place, has been used by the RDN since 1991. Current landfill bans on recyclable/compostable materials include drywall (implemented in 1991), cardboard (1992), paper, metal and tires (1998), commercial food waste (2005), yard and garden waste (2007) wood waste (2007) and EPR materials designated under BC’s recycling regulation (2007), household plastic containers (2009) and metal food and beverage containers (2009). Disposal bans are considered to be a critical policy mechanism to drive diversion activities, particularly in the ICI and construction/demolition sectors.

### 3.2.12 Illegal Dumping

Illegal dumping on private and public lands has been a long-standing concern in the RDN. In 2016, approximately 35 tonnes of illegally dumped material was removed through clean-up initiatives and disposed of appropriately.



Although it represents less than 1% of the total solid waste generated in the region, illegally dumped material can have serious effects on the environment, wildlife habitats and the ability of others to use and enjoy outdoor recreational areas.

The RDN has implemented an Anti-Illegal Dumping program that includes:

- Prevention of illegal dumping through education;
- Funding the clean-up of illegal dump sites; and
- Illegal dumping surveillance and enforcement activities.

The RDN spends approximately \$60,000 annually combating illegal dumping. Pursuant to RDN Bylaw No. 1386, those who generate (own), deliver or abandon waste illegally can be subject to a fine of up to \$200,000.

## **4. Future Solid Waste Management System**

The future solid waste system will build on the existing framework of services and programs while seeking to improve the delivery of those services and continue to reduce the quantity of waste sent to disposal. The proposed programs, infrastructure and policies for the updated Solid Waste Management Plan are outlined in Sections 4.1 through 4.7.

### **4.1 General Strategies**

As part of the Stage 2 process of the Solid Waste Management Plan review, the Regional Solid Waste Management Advisory Committee (RSWAC) short listed a number of options for inclusion in the updated plan. The full list of short listed options reviewed can be found in Appendix C. Through this process six key focus areas emerged:

1. Zero Waste
2. Multi-Family Diversion
3. ICI Waste
4. Regulatory Authorities
5. Construction/Demolition Waste
6. Household Hazardous Waste
7. New and Emerging Technologies

### **4.2 Zero Waste**

In 2002, the RDN committed to “Zero Waste” as its long-term waste reduction and diversion target.

Zero Waste focuses on reducing the region’s environmental footprint by minimizing the amount of waste that must be landfilled through reduction, reuse, recycling, redesign, composting, and other actions. The RDN was the first jurisdiction on Vancouver Island and one of several forward looking local governments in Canada and around the world to move beyond recycling and adopt a Zero Waste approach to eliminating waste.

The RDN and its member municipalities, residents and businesses have led the way in innovative approaches to reducing the amount of garbage that must be landfilled. In 1991, the RDN introduced Canada's first user pay residential garbage collection system. Since then, the RDN and its partners have expanded curbside recycling programs, banned paper, metal, commercial food waste, clean wood waste and other recyclable materials from the landfill, and successfully promoted composting throughout the region.

As part of the RDN's commitment to Zero Waste as an integral part of the region's Plan, the Zero Waste International Alliance (ZWIA) definition of Zero Waste has been adopted. See Section [1.3 Targets and Key Programs](#).

#### **4.2.1 Education**

The RDN and the City of Nanaimo produce most of the solid waste management promotion and education materials provided in the Regional District.

The objectives of the RDN program are to:

- Increase waste diversion;
- Educate all generators about the solid waste management priorities of the Regional District;
- Promote participation in waste diversion programs;
- Promote the "Zero Waste" concept;
- Encourage proper participation in garbage and recycling collection programs; and
- Encourage compliance with Regional District material bans.

Education activities include: staffing at public events and speaking engagements; mall displays; articles in the Regional newsletter "Regional Perspectives"; the region-wide "Zero Waste" newsletter; a Zero Waste school education program; garbage and recycling program brochure (for RDN contract areas); brochures for various waste diversion programs (backyard composting, grasscycling, disposal bans, etc.); and a web site featuring a recycling database, Zero Waste tool kit and program information.

A greater emphasis is proposed to be targeted at adult audiences through traditional and social media, as well as being more active in a variety of public events.

In addition to existing solid waste education programs, enhancing public education regarding solid waste management in the region will cost in the range of \$20,000-\$40,000 in administrative and delivery costs.

#### **4.2.2 Advocacy**

The RDN continues to advocate for greater waste diversion in the region by engaging with federal, provincial and local government agencies as well as BC stewardship groups such as Multi-Material British Columbia. The costs and responsibilities of waste management have historically been borne by local governments and taxpayers. The responsibility for the costs and risk to manage end-of-life products should progressively transfer to the manufacturers of goods and the consumers that use them to provide the appropriate market mechanism to encourage more sustainable manufacturing and consumer choices.

Costs associated with the RDN's current activities regarding advocacy are difficult to determine given the broad range of activities carried out by political and staff representatives. These range from support for organizations such as the Recycling Council BC, active participation in organizations such as the Coast Waste Management Association, to engaging with the Province on policy and regulation development. The continued role of advocacy will remain variable depending on level of participation and costs related to the engagement opportunities (e.g. association dues, travel expenses).

Advocacy role may include:

- Petition Provincial/Federal Government to act on matters outside local jurisdiction in an effort to minimize waste
  - Petition senior governments on an on-going basis, and in a variety of ways, including: writing letters, arranging meetings at a senior staff and political level and alerting the media.
  - Consider partnerships with other organizations for joint advocacy initiatives.
- Encourage, demonstrate and advocate for consumers and producers to move towards a closed loop (cradle to cradle) system.
  - Educate the public on the Zero Waste Hierarchy.
  - Demonstrate how to build a closed loop system.
  - Advocate for producers to ensure their products and their products packaging end of life is consistent with the Zero Waste Hierarchy.
- Petition Provincial/Federal Government for the expansion/addition of EPR programs
  - Petition senior governments and other related influential organizations, including the Union of BC Municipalities, Federation of Canadian Municipalities and the Local Government Management Association, on an on-going basis, and in a variety of ways, including: writing letters, arranging meetings at a senior staff and political level and alerting the media.
  - Insist that new EPR programs must meet or exceed current recycling collection programs and offer consistency of services.
  - Collaborate with the BC Product Stewardship Council, EPR Stewards, the Canadian Council of Ministers of the Environment and the Recycling Council of BC.
  - Partner with neighbouring regional districts and other organizations to ensure a broader, more unified message is expressed when shared concerns are brought forward.

#### **4.2.3 RDN Purchasing Policy**

Using existing municipal models, develop an internal Purchasing Policy to ensure that the environmental impact of RDN purchasing and operations of the RDN is minimized. Environmental purchasing policies developed by other municipalities, such as the City of Richmond, will be used as a template.

The development and implementation of an RDN Purchasing Policy will require staff time to write and present the new policy to the Regional Board. The 2004 Plan budgeted \$4,000 for this task however; it was not completed during the term of the plan.

An RDN Purchasing Policy will have a minimal waste diversion impact however; it demonstrates leadership and is consistent with the RDN Boards strategic goals.

### 4.3 Multi-Family Diversion

There are approximately 13,430 multi-family residential units in the RDN, with approximately 12,000 of these units located in the City of Nanaimo.<sup>7</sup> Collection services to multi-family buildings are privately managed throughout the RDN including the City of Nanaimo. Each building is responsible for hiring their own collection services for garbage and recycling.

Since 2008, the RDN has had a Multi-Family Diversion Strategy aimed at increasing the level of recycling activities available to multi-family residents living in townhouses, mobile homes, apartments and condominiums. In 2008, RDN staff estimated that 75% of multi-family buildings had recycling services on-site, but that those services were primarily for cardboard and paper collection. In 2012, the service levels were found to have significantly improved since 2008, with 94% of multi-family buildings reporting that they had recycling services for cardboard, paper and plastic and containers. The primary mechanism by which the RDN encourages recycling in Multi-Family buildings is through landfill bans that prohibit the landfilling of residential recyclables such as household plastic containers, recyclable paper, cardboard and metal.

Because garbage and recyclables generated at multi-family buildings are generally collected by trucks servicing businesses and institutions, no data is available on the specific quantities disposed or recycled by the multi-family building sector. Research done in other jurisdictions indicates that recycling rates in multi-family buildings are typically much lower than those associated with single-family recycling programs. For example, Metro Vancouver reports that only 16% of waste from multi-family homes is recycled and the City of Toronto reports an 18% recycling rate.<sup>8</sup> Comparatively, single-family homes in the RDN recycle 30% of their discards through the curbside recycling program (not including kitchen scraps collection).

During the RDN's 2012 waste composition study, a load of garbage from multi-family buildings was sampled to provide a rough estimate of the composition of the waste being discarded by multi-family buildings. The composition data suggests that the majority of waste disposed as garbage in multi-family buildings is recyclable (26%) or compostable (44%).

Challenges to achieving a high degree of source separation in the multi-family sector include inconvenience, cost, available space for separation and often a lack of a site champion to promote diversion.

RDN Multi-Family residences are serviced by private haulers. The service is typically provided in conjunction with, and using the same equipment as used to serve the industrial, commercial and

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<sup>7</sup> Multi-Family Housing Diversion Strategy Progress Report; RDN staff memorandum by S. Horsburgh to C. McIver; February 2, 2012.

<sup>8</sup> <http://www.metrovancouver.org/region/dialogues/Reports%20and%20Issue%20Summary%20Notes/Multi-FamilyWaste-NS-Summary20110419.pdf> and <http://www.toronto.ca/garbage/pdf/2010-graph.pdf>

institutional sector (ICI). As a result future diversion strategies for multi-family are the same as the ICI sector and are discussed in Section 4.4. Additionally, Section 4.5.2 discusses the introduction of Waste Source Regulation as an additional authority under the SWMP which would drive the requirement for all multi-family buildings to have full diversion programs in place for recyclables and organics.

#### 4.4 Industrial, Commercial and Institutional (ICI) Waste Management

The RDN encourages recycling by the ICI sector through variable tipping fees and landfill bans which prohibit the landfilling of recyclables, food waste and yard waste. An assessment of the garbage disposed by the ICI sector was done as part of the RDN's 2012 waste composition study. The data estimates that approximately 42% of the garbage disposed is compostable, including food scraps (28%), yard waste (8%) and compostable paper products (6%). An estimated 16% is considered recyclable and consists primarily of paper and cardboard (12%) with metal, pallet wrap and drywall making up the remainder of the recyclable portion of the ICI garbage.

To increase diversion from the ICI and Multi-family sectors there are essentially two distinct paths available to the RDN. The first is to continue with, and increase education and awareness and/or increased enforcement of current disposal bans at the landfill and transfer station. Increased enforcement and education of existing disposal bans and a relaunch of Commercial Organics Diversion Strategy and Multi-Family Diversion Strategy are predicted to achieve up to 3.1% diversion.

The second path is to target maximizing source separation and introduce further economic or regulatory provisions to promote the desired behavior. To do this, additional authorities are required from the province and may be gained through Ministerial approval of the Solid Waste Management Plan. The diversion potential of invoking such authorities is predicted to be up to 11%. The RDN proposes to include such strategies in the Solid Waste Management Plan which are discussed in Section 4.7.

If the RDN continues to work within the current regulatory authorities under the existing Plan to improve ICI organics and recycling diversion which may include increased education and awareness and/or increased enforcement of current landfill bans at the landfill and transfer station would require 1 new FTE or equivalent at \$80,000/year including benefits to oversee the new ICI diversion strategy plus \$20,000/year in administrative costs to run the program and \$100,000/year for increased enforcement.

#### 4.5 Regulatory Authorities

The requirement and authority for a Plan is set out in the Provincial statute, *Environmental Management Act*. On Ministerial approval of a Plan, regional districts are given additional tools that they do not otherwise have to assist with the management of solid waste within their boundaries. The *Environmental Management Act* also provides a number of optional authorities for regional districts to manage solid waste that may be granted through plan approval.

The RDN proposes to request that the province grant additional authorities, as discussed in the following section, for managing solid waste. Should the Province grant such an authority at the concept level, further review and consultation is necessary to develop the program, determine costs and harmonize

the strategy with potentially affected stakeholders. Furthermore, it is recognized that any associated Bylaw would require approval of the Minister of the Environment before adoption.

#### **4.5.1 Waste Stream Management Licensing**

The RDN currently has authority under the existing 2004 Plan for waste stream licensing. Private facilities that manage municipal solid waste in the region are required to hold a license issued by the RDN. Further details of this program are presented in Section 3.2.10

#### **4.5.2 Waste Source Regulation**

Waste Source Regulation provides the ability to impose requirements on waste generators. Two examples of this concept are:

1. the City of Vancouver's Green Demolition bylaw which requires 75% recycling of materials on demolition of pre-1940 homes and 90% on pre-1940 character homes.
2. Comox Strathcona Waste Management proposes to require mandatory recycling of the ICI sector such as by requiring all ICI buildings to implement a recycling collection service by a defined date. They also propose the development of a model bylaw for space allocation for the placement for waste and recycling containers. These intentions are set out in Comox Strathcona's Solid Waste Management Plan approved by the Minister of Environment in 2013.

Depending on the level of enforcement, waste source regulation has the potential to result in high waste diversion. Substantial program cost increases are commensurate with increased enforcement.

Should the Province grant such an authority at the concept level, further work is necessary to develop the program, determine costs and harmonize the strategy with potentially affected stakeholders.

#### **4.5.3 Waste Haulers as Agents**

The RDN proposes to request authority to establish a licensing process for waste haulers to act as waste collection agents of the RDN. The intention is to promote industry innovation to achieve the lowest cost with highest diversion. Under an agents model it would be possible to require waste haulers to collect and remit a fee to the RDN where a customer's waste is not separated or where a recycling or organics collection service is not provided. Such a system provides an economic driver to encourage waste diversion efforts and removes the enticement of low cost disposal.

Under an agents model, other economic strategies could be pursued to further promote diversion such as a "waste collection fee" applied to licensed haulers (agents) coupled with a reduced tipping rate for licensed haulers (agents) at the landfill. This would provide incentive for waste to flow through the private sector, and increase the diversion of waste through reduction, recycling or recovery through private sector enterprise.

RDN administration costs of such a strategy are expected to be moderate with and a minor enforcement burden. Waste haulers would have some increased administration through the collection and remittance of fees as well as reporting. There would be a minor level of enforcement to ensure haulers are complying but very little enforcement activity at the waste source.

Should the Province grant such an authority at the concept level, further work is necessary to develop the program, determine costs and harmonize the strategy with potentially affected stakeholders.

#### 4.6 Construction and Demolition (CD) Waste Management

Construction and demolition and renovation projects (CD) generate a wide range of materials most of which are reusable or recyclable. These include concrete, asphalt, wood, gypsum wallboard, metal, cardboard, asphalt roofing and plastic.

The RDN promotes diversion of these materials through disposal bans on cardboard, gypsum (drywall), metal and wood, and high tipping fees on loads of CD waste arriving at the Regional Landfill (loads of CD waste cannot be delivered to the CRTS). However, there are examples of where the high tipping fees have failed to result in diversion with the material hauled out of region for disposal. Examples of this are the 2015 City of Nanaimo Ferry Dock Demolition where 476 tonnes of wood waste was disposed of at a private landfill in the Capital Regional District and the 2015 Wellington School Demolition where approximately 250 tonnes of demolition waste was disposed of at a private landfill in Chilliwack. In the latter example, the contractor advised that disposal costs was less than half of the cost of RDN disposal at the Regional Landfill and they were not required to source separate recyclables. The introduction of further economic or regulatory provisions (see Section 4.7) has the potential to minimize this type of occurrences in the future.

There are several facilities in the RDN that accept source-separated discarded CD materials for recycling, as listed in Table 4.

Table 4 Construction/Demolition Waste Management Operations in the RDN

Material	Facility Name
Asphalt	<ul style="list-style-type: none"> <li>• Haylock Bros. Paving</li> <li>• Hub City Paving</li> </ul>
Asphalt Shingles	<ul style="list-style-type: none"> <li>• Pacific Coast Waste Management</li> </ul>
Concrete	<ul style="list-style-type: none"> <li>• DBL Disposal</li> <li>• Hub City Paving</li> <li>• Haylock Bros. Paving</li> <li>• Mayco Mix</li> <li>• Pacific Coast Waste Management</li> <li>• Parksville Heavy Equipment</li> </ul>
Metal	<ul style="list-style-type: none"> <li>• Alpine Disposal &amp; Recycling</li> <li>• Annex Auto</li> <li>• Bull Dog Auto Parts</li> <li>• Carl's Metal Salvage</li> <li>• DBL Disposal</li> <li>• Nanaimo Recycling Exchange</li> <li>• Regional Recycling</li> <li>• Schnitzer Steel</li> </ul>

Wood (lumber)	<ul style="list-style-type: none"> <li>• Alpine Disposal &amp; Recycling</li> <li>• DBL</li> <li>• Gabriola Island Recycling Organization</li> </ul>	<ul style="list-style-type: none"> <li>• Nanaimo Recycling Exchange</li> <li>• Pacific Coast Waste Management</li> </ul>
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It is believed that a significant portion of CD waste is recycled or used as a fuel substitute, including:

- Wood waste is chipped and used as hog fuel at pulp mills on Vancouver Island and Washington State;
- Drywall (gypsum) is recycled;
- Metal is recycled;
- Concrete and asphalt are recycled; and
- Asphalt shingles are recycled on a limited basis.

There is also significant reuse of building materials and fixtures through salvage operations and retail stores such as Demxx and Habitat for Humanity’s ReStore.

If the RDN improves and reintroduces education and communication regarding CD waste in the region it is estimated to cost \$20,000/year. If enhanced regulation within the existing authorities were to be carried out in conjunction with increased education it is estimated to cost an additional \$20,000/year.

#### 4.7 Household Hazardous Waste

Household hazardous waste (HHW) is managed, to a large extent, through BC product stewardship programs which have set up collection programs for the majority of household hazardous waste products, such as paint, pesticides, solvents and used motor oil. The RDN will explore options for further expanding collection of non-stewarded residential household hazardous waste.

The RDN will continue to promote the use of existing Provincial and private stewardship programs for the disposal of household hazardous wastes. Additionally, the RDN will encourage new stewardship programs for other hazardous components of the municipal solid waste stream, such as electronic goods, dry cell batteries and rechargeable batteries.

For the RDN to sponsor and/or run residential non-stewarded HHW drop off events it is estimated to cost in the range of \$80,000-\$100,000 per year.

#### 4.8 New and Emerging Waste Management Technologies

In assessing future waste management options the RDN has considered new and emerging waste management technologies including mixed waste processing, refuse derived fuel, anaerobic digestion, and gasification. All of these technologies are directed at residuals management in contrast to targeting source separation. It is the RDN’s intention to continue to drive reduction and recycling through continued emphasis on source separation.



With the exception of mixed waste processing, the technologies listed focus on energy recovery. Again, it is the RDN's intention to exhaust reduction and recycling efforts, and a mixed waste processing facility is consistent with this goal. Of the new and emerging technologies reviewed, mixed waste processing is the technology that holds the most promise for future consideration. It is envisioned that such a facility would be developed through private sector investment. A public sector facility may be considered after fully implementing source reduction efforts if a private sector facility does not materialize.

#### **4.9 Solid Waste Emergency/Disaster Response Plan**

The RDN proposes to develop a Solid Waste Emergency Disaster Response Plan to facilitate solid waste management during and following a large scale emergency or disaster. The purpose is to aid response, minimize damage and costs, maintain high environmental protection standards and support waste diversion.

#### **4.10 Collaboration with Social Enterprise**

The RDN will seek opportunities to collaborate with social enterprise to maximize social benefit and advancement of Zero Waste in areas that are not viable or supported by the business sector.

### **5. Long Term Residual Management**

The Regional Landfill has capacity until 2040 based on current landfilling rates. Depending on the speed and success of further diversion initiatives, the life of the landfill could be extended for an additional 10 to 15 years. The long term goal of the RDN is Zero Waste. Nevertheless, the RDN recognizes that there will be some necessary landfilling capacity for the foreseeable future. During the time frame of this Plan, technologies will be advanced and the economic viability of residual waste processing and disposal may change. The RDN will continue to review and consider alternative technologies that are consistent with the Zero Waste Hierarchy and Zero Waste commitment.

Discussions with adjacent regional districts to identify potential cooperative strategies for waste management system improvements have been on-going for a number of years and will continue. The RDN is currently a partner in the Association of Vancouver Island Coastal Communities (AVICC) that are actively looking into cooperative strategies for managing solid waste across regional district boundaries. Future options for residual management could include such as collaboration with other local governments, siting a landfill and/or considering export on or off the island.

## **6. Plan Implementation**

### **6.1 Implementation schedule**

Once the updated Plan has been presented and approved as part of the Public Consultation process in Stage 3 an implementation schedule will be developed and presented as part of the final Plan submitted to the Minister of Environment for approval.

It is anticipated that the Plan will be submitted to the Minister of Environment in the spring of 2017.

## 6.2 Bylaws

Any new bylaws or amendments required as a result of the implementation of the updated Plan the RDN will work with community stakeholders and seek ministry approval if required.

## 6.3 Projected Cost of Future Strategies

Table 5 below presents the approved 2016 RDN Solid Waste Services Consolidated Budget. Projected costs for future strategies outlined in Section 4 are presented in Table 6 and Table 7.

Table 5 RDN 2016 Approved Solid Waste Budget Consolidated

Program		Revenue*	Expense*	
<b>Solid Waste</b>	Landfill Tip Fee	7,200,000		
	Tax Requisition	578,000		
	Prior Year Surplus	1,122,000		
	Other	691,000		
	Administration, Wages, Benefits		1,253,000	
<b>Sub Total</b>		<b>9,591,000</b>	<b>1,953,000</b>	
<b>Zero Waste/3Rs</b>	Wages, Benefits		114,000	
	Programs		161,000	
	Other		10,000	
<b>Sub Total</b>			<b>285,000</b>	
<b>Scale and Transfer</b>	Recycling		1,445,000	
	Hauling		431,000	
	Not for Profit		73,000	
	Vehicles		62,000	
	Wages, Benefits		1,574,000	
	Other		294,000	
<b>Sub Total</b>			<b>3,879,000</b>	
<b>Disposal Operations</b>	Loan Proceeds	2,000,000		
	Reserve	4,765,000		
	Contract Services		207,000	
	Monitoring		110,000	
	Closure		95,000	
	Repairs, Maintenance		90,000	
	Professional Fees		139,000	
	Leachate/LFG		160,000	
	Vehicles		649,000	
	Wages, Benefits		994,000	
	Debt		127,000	
	Capital		6,841,000	
	Other		123,000	
<b>Sub Total</b>			<b>9,535,000</b>	
<b>Curbside Collection</b>	User Fee	3,551,000		
	MMBC	1,046,000		
	Garbage Tags	40,000		
	Prior Year Surplus	318,000		
	Other	20,000		
	Discounts		314,000	
	Administration, Wages, Benefits		631,000	
	Contracted Services		2,714,000	
	Publications		70,000	
	Landfill Tipping Fees		843,000	
	Other		152,000	
	<b>Sub Total</b>		<b>4,975,000</b>	<b>4,894,000</b>
	<b>Total**</b>		<b>\$21,331,000</b>	<b>\$20,546,000</b>

\*Rounded to nearest \$10,000 \*\*Variance in revenue and expense due to rounding

Table 6 Projected Cost of Future Strategies

Service Area	Brief Description	Annual Proposed Budget
<b>Zero Waste Education</b>	Enhanced public education regarding solid waste management in the region in addition to existing education programs	\$40,000
<b>Household Hazardous Waste</b>	RDN to fund collection of non-stewarded residential household hazardous waste.	\$100,000
<b>Multi-Family Diversion</b>	See ICI Waste Management	
<b>ICI Waste Management</b>	Increased enforcement and education of existing landfill bans and a relaunch of Commercial Organics Diversion and Multi-Family Diversion Strategy	Increased Education \$100,000
		Increased Enforcement \$100,000
<b>CD Waste Management</b>	Enhanced education and communication	\$20,000
	Enhanced regulation within existing authorities	\$20,000
	Additional Regulatory Authority	See Regulatory Authority
<b>Regulatory Authorities</b>	Waste Source Regulation	TBD
	Waste Haulers as Agents	TBD

## 7. Conclusion

This Plan Stage 2 Report collates the evaluation of options and sets out the preferred options for municipal solid waste management within the RDN over the next ten year period. This document serves to present the preferred options for public review and input.

The key strategies of the updated Solid Waste Management Plan in addition to existing programs are:

- Zero Waste
- Multi-Family Diversion
- ICI Waste
- Additional Regulatory Authorities
- Construction/Demolition Waste
- Household Hazardous Waste

The preferred options include the intention to request the province grant the RDN additional authorities, namely assigning waste haulers as agents or the licencing of waste haulers as well as the authority to regulate source separation of waste and recyclables. Should such authorities be granted from the Province, it is understood that further consultation with affected parties would be necessary prior to any implementation. Further, it is understood that any associated Bylaws would also require approval by the Minister of the Environment.

It is proposed that the updated Plan set an ambitious target of 90% waste diversion by 2027 and a per capita disposal of 109 kg/year.

Following public consultation of this Stage 2 report, the preferred options will be modified or adopted and, Stage 3, the amended Plan will be prepared for adoption by the Regional Board and approval by the Minister of the Environment.

## Appendices

- Appendix A: RDN Waste Generation Projections, RDN Staff Memorandum by M. Larson to L. Gardner, March 3, 2015.

- Appendix B: Stage 1: Existing System Report, Prepared for RDN by Maura Walker & Associates, December, 2013.
- Appendix C: Level of Service Matrix

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**TO:** Larry Gardner  
Manager, Solid Waste Services

**DATE:** March 3, 2015

**FROM:** Meghan Larson  
Special Projects Assistant

**FILE:** 5365-00

**SUBJECT:** REGIONAL DISTRICT OF NANAIMO WASTE GENERATION PROJECTIONS

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**Issue: Forecasting future waste quantities is fundamental for planning waste management programs and services.**

**Background:**

The Regional District of Nanaimo (RDN) is currently reviewing and updating the Solid Waste Management Plan. Ministry of Environment guidelines, for developing Solid Waste Management Plans, suggest a minimum of a 10 year planning horizon; therefore, forecasting waste generation until at least 2025 is fundamental in developing the Plan.

This *Technical Memorandum* first reviews forecasting of waste generation carried out by the province for the period between 2010 and 2015 and documented in the BC Stats report *Solid Waste Generation in British Columbia, 2010-2025 Forecast, June 2012*. Secondly, the memorandum considers where the RDN currently fits in with the provincial model. And lastly, the memorandum discusses where the RDN might vary with respect to future forecasting.

**Discussion:**

**1. Provincial Forecasting of Waste Generation**

The BC Stats report defined key sectors for waste generation and recycling/diversion as follows:

*Residential* - Residential waste is solid waste produced by all residences and includes waste that is picked up by the municipality (either using its own staff or through contracting firms), and waste from residential sources that is self-hauled to depots, transfer stations and disposal facilities.

*Industrial, Commercial and Institutional* - IC&I wastes include: industrial materials, which are generated by manufacturing, and primary and secondary industries, and are managed off-site from the manufacturing operation; commercial materials, which are generated by commercial operations, such as shopping centres, restaurants, offices and others; and institutional materials that are generated by institutional facilities, such as schools, hospitals, government facilities, seniors homes, universities, and others.

*Construction, Renovation & Demolition* - CR&D wastes refer to wastes generated by construction, renovation and demolition activities. It generally includes materials such as wood, drywall, certain metals, cardboard, doors, windows, wiring and others. It excludes materials from land clearing on areas not previously developed as well as materials that include asphalt, concrete, bricks and clean sand or gravel.

*Local Government Recycling/Diversion* - Local government recycling/diversion programs include material recycling, organics composting and other waste diversion programs offered by local governments. Recycling is the process whereby a material (for example, glass, metal, plastic, paper) is diverted from the waste stream and potentially remanufactured into a new product or used as a raw material substitute. Local government recycling/diversion figures do not include industry product stewardship, which is measured separately. For instance, it does not include materials picked up under stewardship programs such as materials picked up by local government under contract to Multi-Material BC (MMBC).

*Industry Product Stewardship Recycling/Diversion* - Industry product stewardship is another form of diversion of waste from landfills. It refers specifically to the collection of materials for reuse or recycling that may offer some sort of incentive for the consumer. Many manufacturers now provide programs to their consumers to recycle or safely dispose of their products. In some cases, consumers pay environmental fees to recover the costs of these programs, and deposits as incentives to participate in the return programs. This term most frequently refers to the return of materials such as beverage containers, tires, paints, batteries, pesticides and motor oil.

The report highlights three projection scenarios with varying degrees of measures taken to divert waste from disposal:

*Scenario 1* - 2010 diversion and recycling programs continue as planned; plans for new industry product stewardship programs proceed as expected (e.g. Printed Paper and Packaging); and, enhanced construction, renovation and demolition (CR&D) waste programs do not materialize as quickly as expected.

*Scenario 2* – Diversion and recycling programs increase collection rates; construction and demolition waste programs are implemented; and, organic material diversion programs expand significantly.

*Scenario 3* – Diversion and recycling programs significantly increase collection rates; high performing construction demolition waste programs are implemented; and, organic material diversion programs expand dramatically.

Under all Scenarios overall waste generation in BC will continue to rise (+17.7%). Refer to the BC Stats report for full details on how their projections were calculated.

Scenario 1 findings:

**“Current and planned diversion and recycling programs continue as planned, but enhanced construction and demolition waste programs do not materialize as quickly as expected”**

- Assumes maintenance of current programs plus the addition of new programs already identified for implementation (i.e. Packaging and Printed Paper).
- More waste will be generated and, although diversion will remain at 43%, the total amount of waste requiring disposal will increase by 17.5% over 15 years.
- Materials recycled by local government will decline by 16.4% as responsibility is transferred to industry stewards. (i.e. Packaging and Printed Paper; although that material is largely collected by local government through curbside programs, the responsibility rests with the industry steward).

Scenario 2 findings:

***“Current and planned diversion and recycling programs increase collection rates, construction and demolition waste programs are implemented and organic material diversion programs expand significantly”***

- Assumes a stewardship program for construction, renovation and demolition (CRD) waste and moderately stronger growth in collection from newer programs.
- Assumes greater diversion of organics by local government.
- Assumes a provincial diversion rate of 62% by 2025.
- Results in a projected decline in waste disposal by 21.8% between 2010 and 2025.
- States: *“Given the trend toward increased recycling, stewardship and other practices, a scenario whereby waste diversion efforts experience moderate expansion appears to be a fairly realistic one.”*

Scenario 3 findings:

***“Current and planned diversion and recycling programs increase collection rates, construction and demolition waste programs are implemented and organic material diversion programs expand significantly”***

- Assumes significant advancement of all diversion strategies.
- Assumes the main driver for increased diversion over Scenario 2 is further advancement of organics programs by local government.
- Assumes a provincial diversion rate of 81% by 2025.
- Results in a projected decline in waste disposal by 61.6% between 2010 and 2025.
- *“While this may seem a somewhat unlikely scenario, it is nonetheless worth examining as something for BC to strive for.”*

## 2. Waste Generation Trends

Over the 20 year period from 1990 to 2010 the total waste generation for the province increased by 40%. What this means is that while great strides were made in increasing waste diversion, per capita waste disposal was not decreasing. The BC Stats report shows a linear projection for waste generation trends over the next 10 years i.e. waste generation increases at the same rate as population. This indicates the province is projecting that per capita waste generation will remain relatively static over the next 10 years.

## 3. RDN Waste Generation in Relation to the Provincial Model

Applying the provincial model to local waste management practices, the RDN is considered to currently fall within the scope of Scenario 2. Scenario 2 is based on stewardship programs for CRD waste, organics diversion programs by local government and that a stewardship program for packaging and printed paper is in place. The following describes how RDN waste management practices are consistent with Scenario 2:

- *Construction, Renovation and Demolition (CRD) Waste Diversion by Local Government:*

A 2004 waste composition study determined that after organics, CRD waste was the largest component of solid waste disposed of in the Regional Landfill. The RDN's Zero Waste Plan identified the need to divert the clean wood waste from construction demolition sites from the landfill.

In February 2007, the Regional Board approved a Construction/Demolition Waste Strategy. Key initiatives in the strategy included:

- Increasing the tipping fee for clean wood waste at RDN Solid Waste Facilities to create incentives to divert this material to licensed recycling facilities;
- A ban on disposal of clean wood waste in the Regional Landfill and roll-off containers of wood waste at RDN Solid Waste Facilities; and
- Arranging contracts with third party wood waste recycling facilities to manage wood waste received at the landfill and transfer station from small self-haulers.

Effective January 1, 2008, the RDN banned clean wood waste from disposal in the Regional Landfill and roll-off containers of wood waste at RDN Solid Waste Facilities. The initiatives of the RDN are believed to largely meet the diversion goals of what a provincially mandated CRD strategy might look like.

- *Organics Diversion by Local Government:*

The RDN currently has a two-step approach to organics diversion; Commercial Food Waste Diversion and Green Bin Residential Food Waste Collection.

In June 2005, the RDN banned disposal of food and other organic waste from commercial and institutional sources at the region's solid waste facilities, putting the first phase of its organics diversion strategy into action.

The ban on commercial food waste in the Regional Landfill followed the opening of International Composting Corporation in Nanaimo, the first composting facility licensed under the RDN Waste Stream



Management Licensing Bylaw. The International Composting Corporation is currently under the ownership of Nanaimo Organic Waste.

Extensive consultation preceded the commercial food waste and organics disposal ban in 2005 with follow-up site visits to over 200 businesses and organizations. Landfill disposal of compostable organic waste from a commercial or institutional facility is not permitted under Bylaw 1531.

The expectation is for all commercial and institutional facilities such as restaurants, grocery stores, and school and hospital cafeterias to have food waste diversion systems in place. Commercial food waste includes raw and cooked food and other compostable organic material from commercial and institutional premises.

The RDN has encouraged participation in the commercial food waste ban with little regulatory enforcement to date. The strategy has allowed affected businesses and organizations to comply using the most cost-effective and efficient methods for their operations. The second step, providing region-wide Green Bin residential food waste collection, was accomplished in October 2011. Again, the driver was the 2004 waste composition analysis which showed that food waste and compostable paper made up approximately 50 per cent of household garbage. The residential Green Bin Program enables households to help divert all food waste in the region from the landfill for processing into compost and potentially renewable fuels.

The green bin goes beyond what can be composted at home. Not just fruit and vegetable scraps but cooked food, meat, fish, bones, food soiled paper and paper packaging such as waxed fast food cups and milk cartons will be accepted in your green bin. Currently, the green bin program diverts an estimated 106kg per household of food waste from the Regional Landfill each year from the residential curbside collection program.

- *Packaging and Printed Paper Provincial Stewardship Program*

The curbside collection programs operated by the RDN and the City of Nanaimo (City) are funded through user fees sent out on their utility bills, not through taxes. By partnering with MMBC in May 2014, the City and the RDN became Packaging and Printed Paper collectors on MMBC's behalf and receive appropriate financial incentives from MMBC. As a result, the recycling portion of annual user fees charged to single family residential households has been reduced. Prior to partnering with MMBC, the RDN and the City provided residential recycling collection to all single family residential homes in the region. So far, there has been no measurable difference in the amount of recyclable material collected through the curbside collection program before and after the partnership with MMBC.

Since 1991, the RDN has progressively banned materials from landfill disposal as local recycling and processing facilities became available.

In 2010, household plastic containers were added to recyclable paper, cardboard, and metal already banned from the landfill.

Thanks to the cooperation of waste haulers and the owners and management of multi-family dwellings, 86% of complexes in the region are now meeting the requirements of the ban on landfill disposal of

household recyclable materials. All multi-family complexes should have a system in place to collect and recycle all household recyclables subject to the landfill disposal bans.

Currently, the RDN is at a diversion rate of 68% which is above the provincial diversion rate of 49% by 2014 for Scenario 2. However, the BC Stats projections are based on a provincial average which includes many districts that have less mature and developed programs such as exist in the RDN. In other words, Scenario 2 is a composite of regions having both lower and higher diversion rates yielding a provincial average of 49%. However, in considering the description of programs of Scenario 2, they mirror almost exactly what exists in the RDN.

#### 4. Future Waste Generation

The following section discusses future waste generation in the RDN relative to provincial Scenarios 2 and 3. The RDN is considered to currently fall within Scenario 2, so this is really a “status quo” future option. Scenario 3 anticipates significant advancements in diversion strategies particularly in regards to organics management. Such advancements do apply to the RDN.

##### Scenario 2

Under Scenario 2, it is projected that the RDN would see an increase (+8%) in the amount of waste disposed to landfill with yearly tonnages increasing from 52,635 metric tonnes in 2014 to 56,629 metric tonnes in 2025. This increase is largely due to an increase in population in the region and the assumption that waste diversion rates nominally increase.

Scenario 2 Projections												
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Population	151,687	153,551	155,540	157,629	159,730	161,831	163,922	165,996	168,049	170,087	172,094	174,077
Per capita waste disposal (kg)	347	336	325	325	325	325	325	325	325	325	325	325
Waste Disposal (m/t)	52,635	51,617	50,599	51,279	51,962	52,646	53,326	54,001	54,668	55,331	55,984	56,629
Total Recycled (m/t)	111,850	114,890	118,065	119,650	121,245	122,840	124,427	126,001	127,560	129,107	130,630	132,135
Total Generated (m/t)	164,486	166,507	168,664	170,929	173,207	175,485	177,753	180,002	182,228	184,438	186,614	188,765
Diversion Rate	68%	69%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%

*Note: Baseline waste generation for 2014 had not been calculated at the time of this report. A per capita waste disposal rate of 347kg was assumed for the purposes of future projections.*

**Scenario 3**

Under Scenario 3 it is projected that the RDN would see a decline (-32%) in the amount of waste disposal to landfill with yearly tonnages decreasing from 52,635 metric tonnes in 2014 to 35,865 metric tonnes in 2025. This Scenario assumes provincially recycling/diversion rates increase dramatically including both government recycling/diversion as well as industry product stewardship recycling/diversion causing the volume of waste disposed of in landfills to shrink drastically. For the RDN specifically, reductions would be realized through improvements to the organics diversion programs with only a modest increase from provincial stewardship programs. This is because current RDN policies are believed to largely achieve the same results of a provincial CRD stewardship program.

Scenario 3 Projections												
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Population	151,687	153,551	155,540	157,629	159,730	161,831	163,922	165,996	168,049	170,087	172,094	174,077
Per capita Waste disposal (kg)	347	336	325	304	293	282	271	260	249	239	228	206
Waste Disposal (m/t)	52,635	51,617	50,599	47,860	46,766	45,626	44,438	43,200	41,912	40,576	39,189	35,865
Total Recycled (m/t)	111,850	114,890	118,065	123,069	126,441	129,859	133,315	136,801	140,316	143,862	147,425	152,899
Total Generated (m/t)	164,486	166,507	168,664	170,929	173,207	175,485	177,753	180,002	182,228	184,438	186,614	188,765
Diversion Rate	68%	69%	70%	72%	73%	74%	75%	76%	77%	78%	79%	81%

*Note: Baseline waste generation for 2014 had not been calculated at the time of this report. A per capita waste disposal rate of 347kg was assumed for the purposes of future projections.*

**Data Limitations**

It is important to keep in mind that these are projections only and there are a number of factors that can change these projected outcomes as well as influence the type of service that might be provided:

- Regional Growth – aging population, increased densification in some areas
- Industry Product Stewardship programs – rate of successful diversion
- Waste Export – where is the waste in our region being disposed of
- Consumerism – Are individual buying habits staying the same or are individuals buying more or less

All of these factors will play a role in how much waste is actually produced in the future.

## Conclusion:

Applying the Provincial model for waste generation suggests the following:

- Under a status quo scenario of 70% diversion over the next 10 years forecasts a per capita waste disposal of 325kg with a total amount of residuals of 56,629 metric tonnes annually by 2025
- Under the Province's most optimistic forecast of 81% diversion over the next 10 years forecasts a per capita waste disposal of 206kg with a total amount of residuals of 35,865 metric tonnes annually by 2025

The Province states in reference to an 81% diversion that *"While this may seem a somewhat unlikely scenario, it is nonetheless worth examining as something for BC to strive for"*. It is important to note that this level of diversion is based on a Provincial average with different areas having high and lower diversion. Although the report is not explicit that all areas of the province would have to have high levels of diversion to reach this target, it definitely implies such.

Nevertheless, given that the RDN has a mature waste management system and currently has all of the elements to promote further levels of diversion, 81% diversion appears to be achievable in the context of the provincial forecast.



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## **Solid Waste Management Plan Review and Update**

# **Stage 1: Existing System Report**

Prepared for

Regional District of Nanaimo

12 December 2013

## Executive Summary

The Regional District of Nanaimo (RDN) has begun a review and update of the 2004 Solid Waste Management Plan (SWMP) which will be conducted in three stages. The first stage, the subject of this report, is an assessment of the current system and the implementation status of the 2004 Plan.

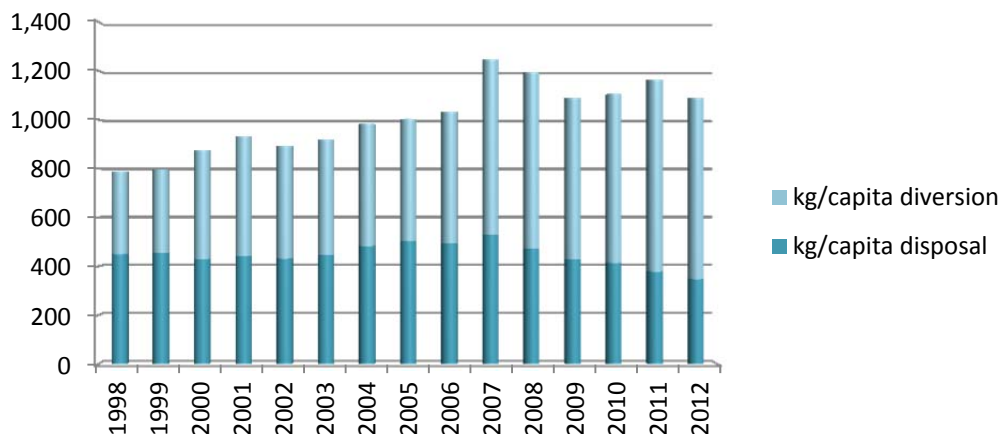
The RDN has fully implemented the key components of the 2004 SWMP, including:

- Banning commercial organic waste from disposal as garbage
- Implementation of an organics collection program for single-family homes
- Implementation of the Waste Stream Management Licensing Regulatory Bylaw
- Expansion of the capacity of the Regional Landfill within the existing property boundary through the construction of a geogrid toe berm.

The successful implementation of the SWMP has resulted in the RDN diverting a significant portion of solid waste away from landfilling to recycling and composting. In 2012, the RDN disposed 52,516 tonnes of garbage and diverted 112,853 tonnes to recycling, composting and extended producer responsibility programs, thereby achieving a diversion rate of 68%.

The per capita disposal (landfilled) rate for the RDN in 2012 was 347 kg per year, one of the lowest rates in British Columbia and across Canada.

Despite the RDN's success in increasing the amount of diversion, the overall quantity of solid waste generated (the amount landfilled + recycled + composted) continues to increase. The figure below shows per capita waste generation data from 1998 to 2012.

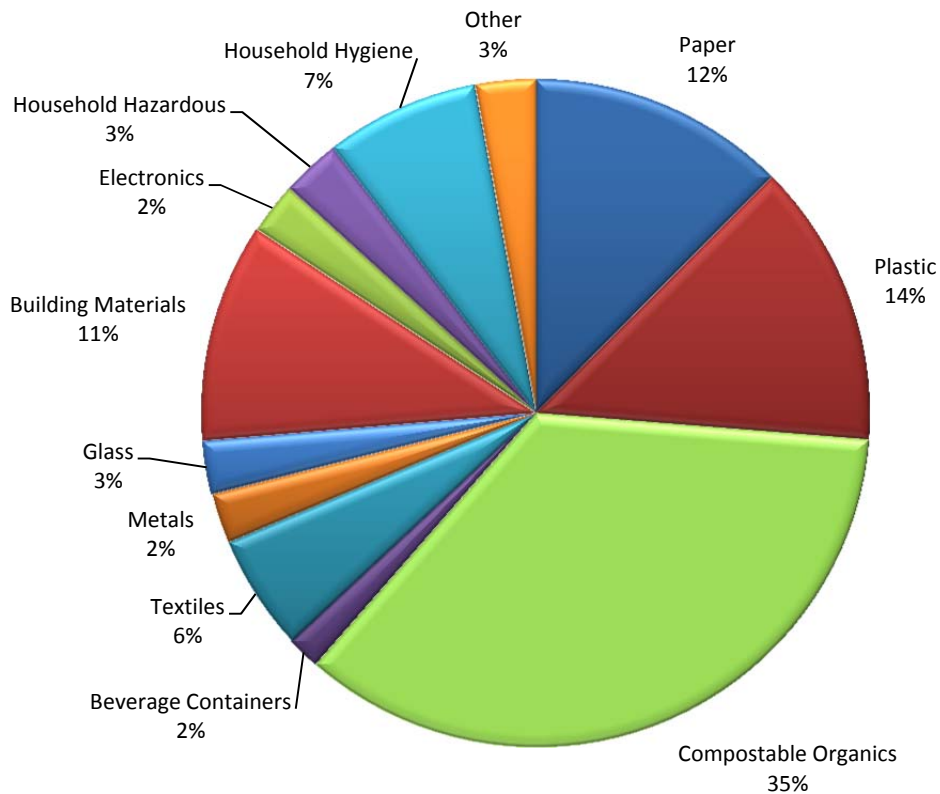


The existing solid waste management system in the RDN is diverse and reflects a mature waste management system. The key components of the existing system are:

- The adoption of “zero waste” as the waste diversion target – meaning that the RDN will continuously strive to reduce the amount of waste requiring disposal;
- A Regional Landfill that is designed and operated to maximize environmental protection;
- Curbside collection of recycling, kitchen scraps and recyclables for all single-family homes;
- User pay waste management fees for both the landfill and the curbside collection services;
- A policy of banning materials from disposal as garbage once a stable alternative use is identified
- An organics diversion strategy that enabled diversion of both residential and commercial food and yard waste;
- A Construction/Demolition Waste Strategy that banned the disposal of clean wood waste to drive the development of a recycling industry for waste from construction and demolition activities; and
- A waste stream facility licensing system that ensures that private waste management facilities operate at a high standard.

In the fall of 2012, with the zero waste target in mind, and as a first step in updating the RDN’s solid waste management plan, the RDN conducted a composition study of the waste sent to the Regional Landfill to determine what types of waste continue to be landfilled and by whom. This pie chart shows the proportion of the various waste materials being landfilled, based on weight. The data from the study indicates that roughly 35% of the waste currently landfilled could be composted and 20% could be recycled.

*Solid Waste Management Plan Review and Update: Stage One Report*



A review of scale house records indicates the sources of the waste received at the landfill, which are summarized in the table below. This table shows that 57% of the garbage is commercial waste generated by local businesses and institutions, and 22% is generated by homes.

Waste Source Type	Tonnes (2012)	% of waste disposed
Curbside residential waste	8,928	17%
Multi-family residential waste (estimated)	2,626	5%
Commercial waste	29,934	57%
Self-hauled waste <sup>1</sup>	11,028	21%
<b>Totals</b>	<b>52,897</b>	<b>100%</b>

The RDN's 2012 expenditure for operating the regional disposal system and undertaking a variety of zero-waste initiatives was \$17.3 million. Additionally, the 2012 combined expenditure for curbside collection services provided by the RDN, City of Nanaimo and Town of Qualicum Beach was \$7.7 million.

<sup>1</sup> Self-hauled waste refers to garbage brought to RDN solid waste facilities by private vehicles (passenger vehicles, pick-up trucks and vans) that manually remove waste from their vehicles. These vehicles are typically driven by residents and small contractors. For safety and efficiency purposes, unloading of self-haul vehicles is segregated from the large, commercial-scale waste collection vehicles that mechanically unload waste.



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# **1 Introduction**

In British Columbia, each Regional District is mandated by the Provincial *Environmental Management Act* to develop a Solid Waste Management Plan that provides a long term vision for solid waste management, including waste diversion and disposal activities. Plans are to be updated on a regular basis to ensure that the plan reflects the current needs of the regional district, as well as current market conditions, technologies and regulations.

The Regional District of Nanaimo (RDN) has begun a review and update of the 2004 Solid Waste Management Plan (SWMP) which will be conducted in three stages. The first stage is an assessment of the current system and the implementation status of the 2004 Plan. The second stage is the identification of options to address the region's future solid waste management needs, the selection of preferred options, and the development of a draft Plan. The third and final stage will be a community consultation process to obtain input into the draft plan and subsequent finalization of the updated Plan. Throughout the process, a combined public and technical advisory committee (the "Regional Solid Waste Advisory Committee") will be involved in the assessment and recommendation of options for consideration by the RDN's Board of Directors.

This report is part of the Stage 1 process and is an overview of the current (2012-2013) system to manage solid waste in the RDN. This report provides data on waste diversion and disposal and provides a description of the solid waste management policies, programs and activities happening within the RDN.

## **1.1 History of Solid Waste Planning in the RDN**

The Province approved the RDN's first Solid Waste Management Plan (SWMP) in 1988. The main elements of this plan were a transfer station, a resource recovery facility and a sanitary landfill to manage the residuals from the facility (estimated to be 20% of the waste stream). The resource recovery plant was never built due to the inability of the facility's proponent to secure financing. Consequently, the RDN's new landfill was receiving 100% of the waste stream and was filling up much faster than anticipated at its inception. As a result, the RDN did a review of their solid waste management plan in 1992 to re-focus the plan on the reduction of waste sent to the landfill. As a result of this review, user pay garbage collection, curbside recycling and a backyard composting program and a disposal ban on cardboard were implemented.

In 1994, a full plan amendment began. This plan amendment was done in two parts. The first was the development of a "3Rs Plan" that was approved in 1996. This plan contained programs and policy initiatives to reduce the RDN's annual solid waste disposal needs by approximately 70%. The two major elements of the plan were the development of a privately built and operated composting facility for source-separated organics and a privately built and operated construction and demolition waste recycling facility.

The second part was the development of a residual waste management plan to address the portion of the waste stream that would not be eliminated or diverted through composting or recycling. The residual waste planning process assessed a wide array of processing and disposal options and conducted detailed

assessments of MSW composting (as a means of further reducing the amount of waste requiring disposal) and waste export (as an alternative to siting a new landfill in the RDN).

A new plan was approved in 2004 that brought together:

- the 3Rs Plan (now called the “Zero Waste Plan” due to the RDN adopting “zero” as their new waste diversion target in 2002);
- the outcomes of the residual waste management planning process; and
- a bylaw to license private solid waste management facilities.

## **1.2 Implementation Status of 2004 Solid Waste Management Plan**

The key components of the 2004 solid waste management plan were:

- **Banning commercial organic waste from disposal as garbage:** This initiative supported the newly opened, privately built and operated composting facility (an objective of the original 3Rs Plan).
- **Implementation of an organics collection program for single-family homes:** This service was fully implemented throughout the RDN, including all municipal areas, by 2011.
- **Implementation of the Waste Stream Management Licensing Regulatory Bylaw:** The bylaw was implemented in 2005.
- **The export of garbage received at the Church Road Transfer Station to the Cache Creek Landfill:** The RDN exported garbage delivered to the Church Road Transfer Station through a contract with the Greater Vancouver Regional District (now called Metro Vancouver) from 1998 to 2005 as a means to preserve space at the Regional Landfill.
- **Expansion of the capacity of the Regional Landfill within the existing property boundary through the construction of a geogrid toe berm:** Construction of the first toe berm was completed in 2004. This expansion allowed for the cessation of waste export and for all RDN garbage to be disposed at the Regional Landfill.

Table 1-1 provides a list of the components of the zero waste plan and the residual waste plan, along with their implementation status at the time of preparing this report. All of the key components of the SWMP have been implemented. The Plan estimated that upon implementation, a diversion rate of 75% could be achieved; however the RDN achieved a 68% as of 2012 indicating that the 75% diversion estimate in the 2004 plan was optimistic. See Section 3.1 for more detail on the RDN’s diversion rate.

**Table 1-1 Implementation Status of the 2004 Solid Waste Management Plan**

2004 SWMP Zero Waste Components	Implementation Status
<ul style="list-style-type: none"> <li>Maintain compost education program</li> </ul>	Done
<ul style="list-style-type: none"> <li>Maintain school education program</li> </ul>	Done
<ul style="list-style-type: none"> <li>Maintain zero waste promotion and education</li> </ul>	Done
<ul style="list-style-type: none"> <li>Maintain illegal dumping program</li> </ul>	Done
<ul style="list-style-type: none"> <li>Continue to expand disposal bans as new diversion opportunities are established</li> </ul>	Done. Disposal bans expanded to include commercial organic waste, yard waste, clean wood waste and products managed through EPR programs
<ul style="list-style-type: none"> <li>Conduct a waste composition study</li> </ul>	Done. Completed in 2004 and 2012
<ul style="list-style-type: none"> <li>Provide technical assistance to waste stream management licensees</li> </ul>	Done
<ul style="list-style-type: none"> <li>Conduct a curbside food and yard waste collection study</li> </ul>	Done
<ul style="list-style-type: none"> <li>Maintain yard waste collection at RDN disposal facilities</li> </ul>	Done
<ul style="list-style-type: none"> <li>Maintain recycling services at RDN disposal facilities</li> </ul>	Done
<ul style="list-style-type: none"> <li>Maintain residential curbside garbage and recycling collection</li> </ul>	Done
<ul style="list-style-type: none"> <li>Design and conduct a pilot organics collection program</li> </ul>	Done
<ul style="list-style-type: none"> <li>Conduct a study on the market capacity for construction and demolition waste</li> </ul>	Done
<ul style="list-style-type: none"> <li>Conduct a review of enhancing user pay for RDN curbside waste collection services</li> </ul>	Done. Full user pay not implemented, but current can limit (plus tags) is close to full user pay
<ul style="list-style-type: none"> <li>Develop a RDN Zero Waste Policy to help guide RDN purchasing and operations</li> </ul>	Not implemented.
<ul style="list-style-type: none"> <li>Implement a single family organics collection program (depending on outcome of pilot project)</li> </ul>	Done
2004 SWMP Residual Waste Components	Implementation Status
<ul style="list-style-type: none"> <li>Export waste received at the Church Rd. Transfer Station to Cache Creek landfill until end of 2007</li> </ul>	Done
<ul style="list-style-type: none"> <li>Export waste out of RDN for disposal <b>once</b> the Regional Landfill is full</li> </ul>	Regional Landfill is not yet full
<ul style="list-style-type: none"> <li>Increase the capacity of the Regional Landfill through the construction of a geogrid toe berm (Phase 1)</li> </ul>	Done
<ul style="list-style-type: none"> <li>Continue to develop a post-closure plan for the Regional Landfill</li> </ul>	Done
<ul style="list-style-type: none"> <li>Acquire land for a new transfer station that will support full waste export</li> </ul>	Done
<ul style="list-style-type: none"> <li>If needed, undertake Phase 2 of the geogrid toe berm at the Regional Landfill</li> </ul>	Done
<ul style="list-style-type: none"> <li>Undertake a review of New and Emerging technologies that can reduce disposal needs or provide an alternative to landfilling all of the RDN's residual waste</li> </ul>	Done

<ul style="list-style-type: none"> <li>Continue to promote existing take-back programs operated by product stewardship organizations and encourage the establishment of new stewardship programs</li> </ul>	Done
<ul style="list-style-type: none"> <li>Maintain the temporary permit for the landclearing waste burn facility on Doumont Road (subsequently renamed Weigles Rd.) until a preferable alternative is in place</li> </ul>	Done. Burn permit cancelled in 2006.
<ul style="list-style-type: none"> <li>Work collaboratively with other Vancouver Island regional districts to identify cooperative strategies for waste management system improvements</li> </ul>	Done
<b>2004 SWMP Other Components</b>	<b>Implementation Status</b>
<ul style="list-style-type: none"> <li>Implement Waste Stream Management Licensing Regulatory bylaw</li> </ul>	Done (Bylaw No. 1386, 2004)

### **1.3 2010 Solid Waste Management Plan Amendment**

In 2009, the RDN updated the Regional Landfill Design & Operations Plan to address issues with Cell one – an area of the landfill that had been closed and capped. The remediation of cell one required that additional garbage be placed on top of the closed cell prior to conducting re-capping the cell. As the Design & Operations Plan was part of the 2004 Solid Waste Management Plan, this change to the landfill’s design required a Solid Waste Management Plan amendment. This amendment was approved by the Minister of Environment in August 2010.

## 2 Plan Area

### 2.1 Description of the RDN

The Regional District of Nanaimo is located on the central east coast of Vancouver Island. Communities within the regional district include the municipalities of Nanaimo, Lantzville, Parksville, and Qualicum Beach, as well as seven unincorporated Electoral Areas. A map showing the locations of each of these municipalities and areas is provided as Figure 2-1.

The Regional District delivers a variety of regional services that are common to both the electoral areas and municipalities, such as sewage treatment, district recreation, regional parks, solid waste disposal, and transit. The Regional District also provides local services to electoral areas, such as community planning, watershed protection, community recreation, community parks, and utilities. Member municipalities provide similar services within their own jurisdictions.

The RDN is governed by a 17-member Regional Board, comprised of ten directors from locally-elected municipal councils, and seven directors elected by Electoral Area residents.

### 2.2 Demographic Data


BC Stats reports the 2011 population for the Regional District of Nanaimo as 146,574. Of this number, 26% (37,550) lived in electoral areas and the remaining 74% (108,075) lived in municipalities.

Name	2011 Population <sup>2</sup>
Lantzville	3,601
Nanaimo	83,810
Parksville	11,977
Qualicum Beach	8,687
Electoral Area A	6,908
Electoral Area B	4,045
Electoral Area C	2,834
Electoral Area E	5,674
Electoral Area F	7,422
Electoral Area G	7,158
Electoral Area H	3,509
First Nation Reserves	949
<b>Total for RDN</b>	<b>146,574</b>

<sup>2</sup> At time of writing, BC Stats reports varying numbers for RDN population, likely due to revisions happening as 2011 Census data is refined. The source of the data is: <http://www.bcstats.gov.bc.ca/StatisticsBySubject/Census/2011Census>.



Figure 2-1



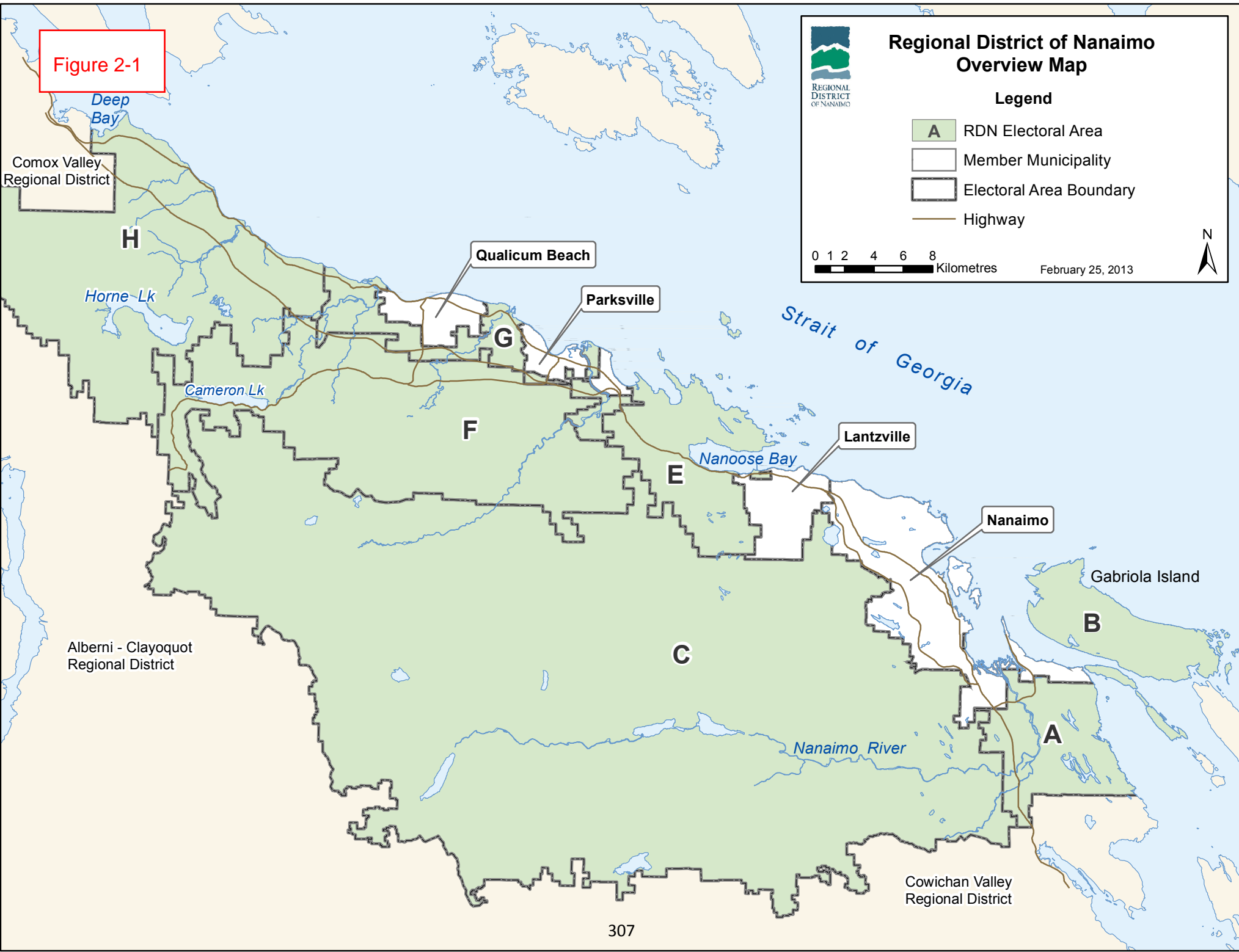

### Regional District of Nanaimo Overview Map

**Legend**

- A RDN Electoral Area
- Member Municipality
- Electoral Area Boundary
- Highway

0 1 2 4 6 8 Kilometres

February 25, 2013



The population of the region increased from 77,624 residents in 1981 to 146,574 residents in 2011. This means an increase of 89% during that time and at an average annual growth rate of approximately 3%.

A population and housing study conducted by the RDN in 2007 estimated a 2006 population of 144,317 residents and used this as the basis to calculate future population growth. The study forecasts a population increase of 60 percent from 144,317 residents in 2006 to 231,184 residents by 2036 (BC Statistics, [www.bcstats.gov.bc.ca](http://www.bcstats.gov.bc.ca), Urban Futures, 2007).

The study forecasts that the region will "grow at a slowing annual rate from roughly two percent today (2007) to just under one percent by 2036" compared to the three to five percent growth rates in previous decades. Since this study was done, the Regional District of Nanaimo has experienced lower growth than anticipated with 138,631 residents in the 2006 Census and 146,574 residents in 2011 compared to the predicted population of 158,767. Based on the forecast study and the 2011 Census results, it is anticipated that the Region's population will increase at a slower rate over the next two decades while at the same time growing older.

The Region's population has aged significantly since 1986 with the majority of the population now over the age of 45. Between 2006 and 2011 the median age of the Region's population increased from 46.6 to 49.3. It is predicted that the population will continue to grow older with significant implications for land use, housing, services and employment.

## 2.3 Housing

According to Statistics Canada's 2006 Census data, there were 59,875 homes (occupied dwellings) in the Regional District of Nanaimo in 2006.<sup>3</sup> Table 2-1 provides shows the percentage of each type of housing.

**Table 2-1** *Housing in the Regional District of Nanaimo*

Housing Type	% of homes in the RDN
Single-detached houses	68%
Semi-detached houses	4%
Row houses	4%
Apartments, duplex	5%
Apartments in buildings with fewer than five storeys	13%
Apartments in buildings with five or more storeys	2%
Other dwellings	4%

Source: Statistics Canada. 2006 Community Profiles.

<sup>3</sup> Statistics Canada. 2006 Community Profile for Regional District of Nanaimo

### 3 Characterization of the RDN's Solid Waste Stream

This section provides information on the quantity and characteristics of discarded materials that are collected for recycling, composting and landfilling. The disposal data is further assessed to provide an understanding of the types of materials (paper, metal, organics, etc.) that currently compose the waste being landfilled and which sectors are contributing to the waste.

#### 3.1 Waste Generation Data

The per capita disposal (landfilled) rate for the RDN in 2012 was 347 kg per year. Figure 3-1 shows the variation in the RDN per capita disposal rate from 1992 to 2012, showing a reduction trend in the amount of waste disposed, with the exception of 2004-2008 (during the housing boom).

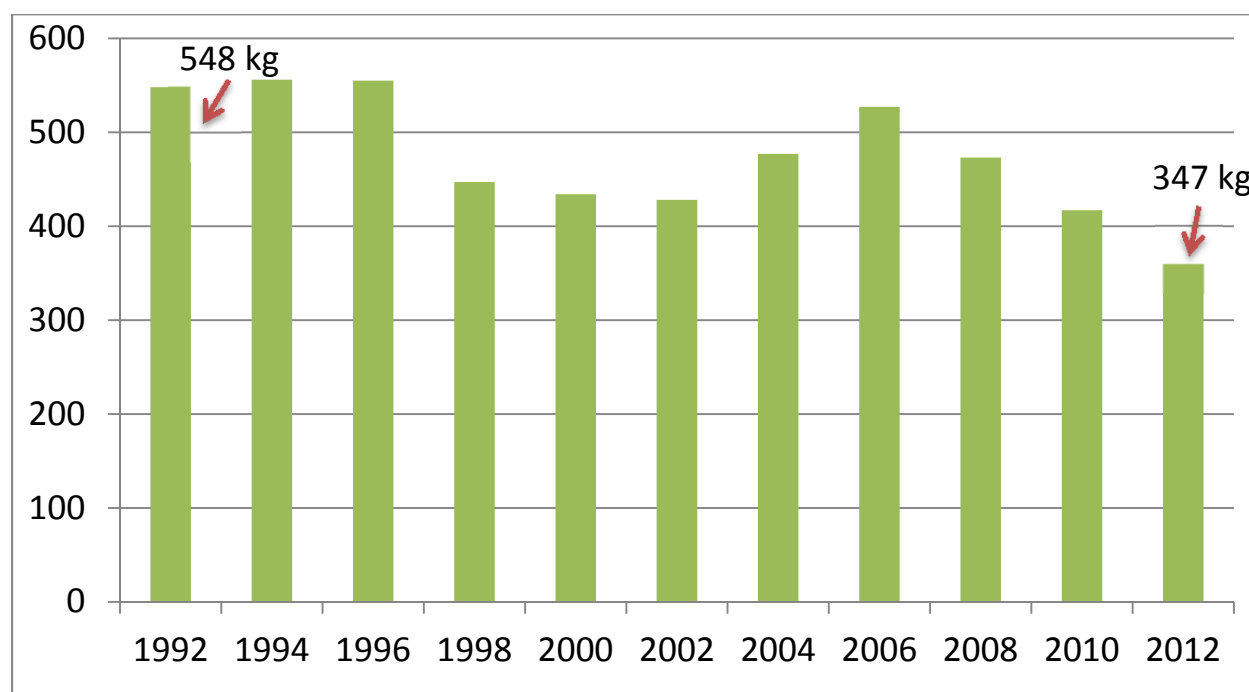


Figure 3-1 1992 – 2012 RDN Disposal Rate (kg/capita)

Disposal data collated by the BC Ministry of Environment for 2010<sup>4</sup> indicates that the RDN has one of the lowest disposal rates in BC (the RDN's disposal rate in 2010 was 410 kg/capita). Figure 3-2 shows how the RDN compared to other BC regional districts in 2010.

<sup>4</sup> At the time of writing this report (May 2013), this data is draft.

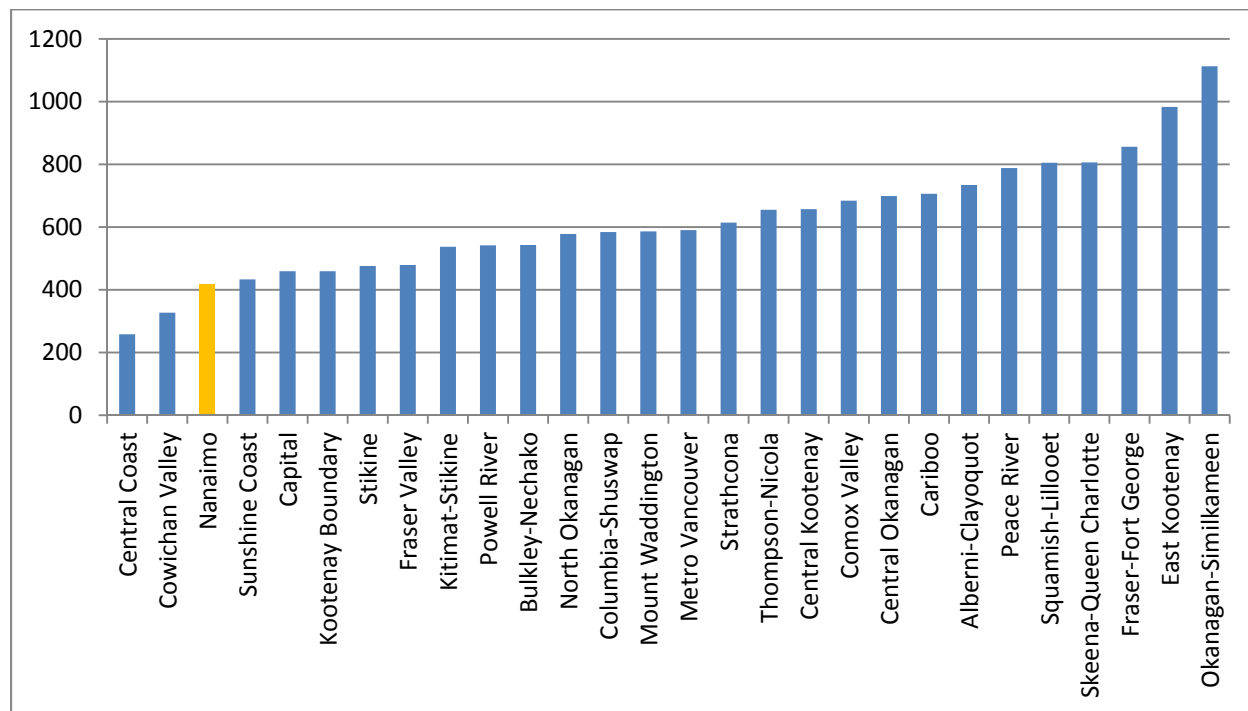


Figure 3-2 Disposal Rates (kg/capita/year) for BC Regional Districts (2010)

“Waste generation” refers to the total amount of solid waste discarded in the RDN, which is the sum of waste recycled, composted and landfilled. Table 3-1 also shows the “diversion rate”, which is the amount of waste *diverted* to recycling or composting relative to the amount of waste *generated*. Table 3-1 provides disposal, diversion and waste generation data from 1998 to 2012. In 2012, the RDN disposed 52,516 tonnes of garbage and diverted 112,853 tonnes to recycling, composting and extended producer responsibility programs, thereby achieving a diversion rate of 68%.

Table 3-1 Disposal and Diversion (1998 – 2012)

Year	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>Disposal</b>															
Municipal solid waste	51,041	50,382	48,995	52,154	51,778	57,165	62,484	68,824	66,444	71,930	67,959	61,834	60,890	54,815	52,460
Construction/demo <sup>1</sup>	6,815	8,237	6,552	5,258	4,853	4,257	5,307	7,692	6,515	6,624	2,110	1,284	519	129	56
<b>Total Disposal</b>	<b>57,856</b>	<b>58,619</b>	<b>55,547</b>	<b>57,412</b>	<b>56,631</b>	<b>61,422</b>	<b>67,791</b>	<b>76,516</b>	<b>72,959</b>	<b>78,554</b>	<b>70,069</b>	<b>63,118</b>	<b>61,409</b>	<b>54,944</b>	<b>52,516</b>
<b>Diversion<sup>2</sup></b>															
Cardboard & Boxboard	detailed data unavailable										20,011	20,416	17,536	17,718	15,106
Commingled loads														15,733	16,951
Mixed Paper											842	1,367	2,604	916	2,429
Newspaper											13,930	13,400	5,932	4,703	1,822
Glass											1,545	2,453	732	750	1,014
Plastic											2,097	2,200	2,395	1,327	1,485
Scrap Metal <sup>5</sup>											9,467	8,432	8,893	8,601	7,871
Asphalt Shingles											4,130	2,924	2,063	2,611	1,465
CD/Wood Waste <sup>4</sup>											23,500	20,189	16,348	16,137	14,898
Wood Waste (Landfill cover)											1,000	1,000	1,000	550	1,105
Food Waste											3,472	3,408	4,117	7,761	9,763
Yard Waste											12,478	12,757	11,098	12,089	11,382
Landclearing											5,629	2,993	17,295	11,434	10,222
Gypsum											3,400	2,924	3,272	2,190	2,268
Textiles														1,681	1,520
Stewardship programs <sup>6</sup>											450	638	7,800	7,000	9,552
<b>Subtotal of Recycling</b>	<b>38,362</b>	<b>36,526</b>	<b>49,995</b>	<b>55,265</b>	<b>51,972</b>	<b>58,318</b>	<b>62,762</b>	<b>64,448</b>	<b>71,801</b>	<b>99,078</b>	<b>101,951</b>	<b>95,101</b>	<b>101,085</b>	<b>111,201</b>	<b>108,853</b>
Backyard composting	5,400	7,700	7,400	3,700	4,500	4,900	4,700	4,500	4,000	3,500	3,200	3,200	3,200	4,000	4,000
<b>Total Diversion</b>	<b>43,738</b>	<b>44,244</b>	<b>57,385</b>	<b>63,394</b>	<b>60,681</b>	<b>63,218</b>	<b>67,462</b>	<b>68,948</b>	<b>75,801</b>	<b>102,578</b>	<b>105,151</b>	<b>98,301</b>	<b>104,285</b>	<b>115,201</b>	<b>112,853</b>
<b>Total Generated (Disposed + Recycled)</b>	<b>101,594</b>	<b>102,863</b>	<b>112,932</b>	<b>120,806</b>	<b>117,312</b>	<b>124,640</b>	<b>135,253</b>	<b>145,464</b>	<b>148,760</b>	<b>181,132</b>	<b>175,220</b>	<b>161,419</b>	<b>165,694</b>	<b>170,145</b>	<b>165,369</b>
<b>Diversion Rate</b>	<b>43%</b>	<b>43%</b>	<b>51%</b>	<b>52%</b>	<b>52%</b>	<b>51%</b>	<b>50%</b>	<b>47%</b>	<b>51%</b>	<b>57%</b>	<b>60%</b>	<b>61%</b>	<b>63%</b>	<b>68%</b>	<b>68%</b>
<b>Population</b>	<b>128,912</b>	<b>129,062</b>	<b>129,069</b>	<b>129,828</b>	<b>131,322</b>	<b>133,502</b>	<b>135,099</b>	<b>138,248</b>	<b>141,246</b>	<b>143,020</b>	<b>145,870</b>	<b>148,042</b>	<b>149,665</b>	<b>150,635</b>	<b>151,508</b>
kg/capita disposal	449	454	430	442	431	460	502	553	517	549	480	426	410	365	347
kg/capita diversion	339	343	445	488	462	474	499	499	537	717	721	664	697	765	745
kg/capita generation	788	797	875	931	893	934	1001	1052	1053	1266	1201	1090	1107	1130	1091

Note: Data reported by RDN staff. Population data does not match with data provided in Section 2.2.

### 3.1 Trends in Waste Generation

Figure 3-3 shows waste generation data from 1992 to 2012 and Figure 3-4 shows the change in per capita waste disposal from 1998 to 2012. Both show a trend towards increased waste diversion as a percentage of overall waste generated.

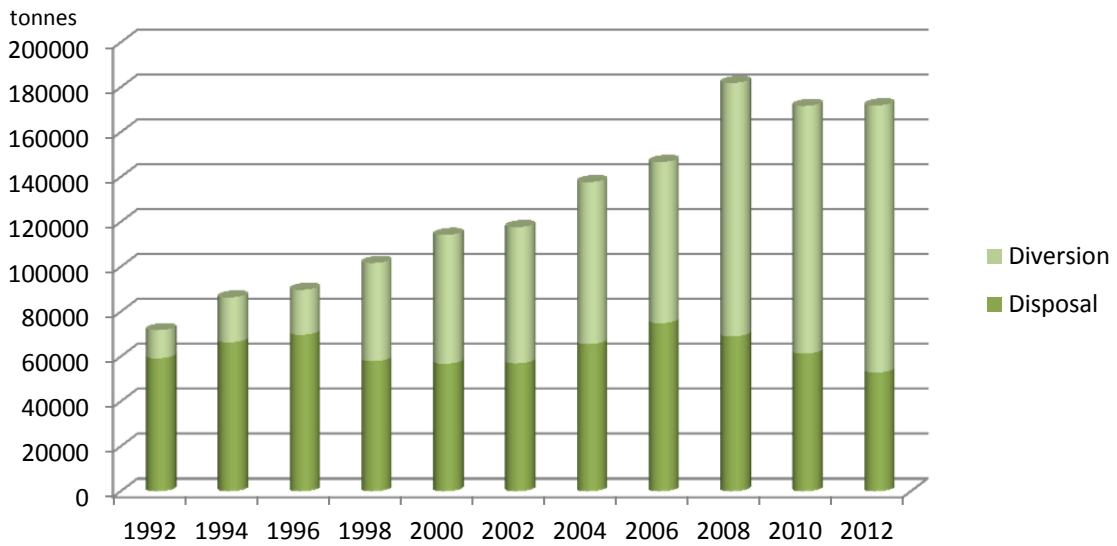


Figure 3-3 Total Waste Generation (1992 – 2012)

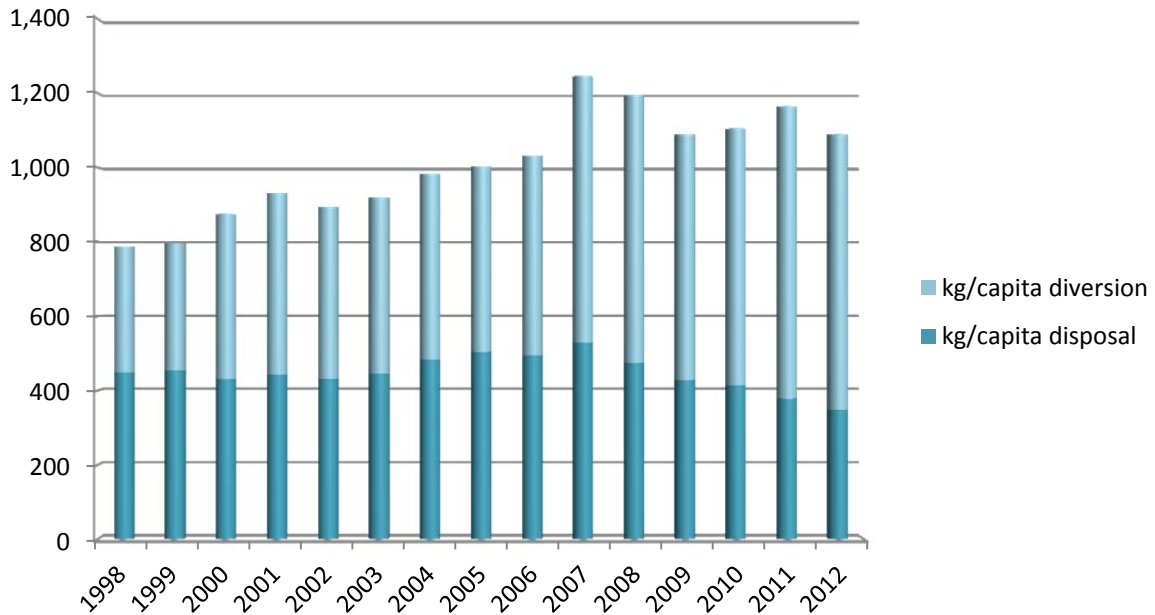


Figure 3-4 Per Capita Waste Generation (1998-2012)

### 3.2 Sources of Disposed Waste

Based upon scale house data collected at the RDN’s disposal facilities (the Church Road Transfer Station and the Regional Landfill), an estimate of the sources of the waste sent to disposal was developed and is provided in Table 3-2.

**Table 3-2 Sources of Waste Disposed in the RDN**

Waste Source Type	Tonnes (2012)	% of waste disposed
Curbside residential waste	8,928	17%
Multi-family residential waste (estimated)	2,626	5%
Commercial waste	29,934	57%
Self-hauled waste	11,028	21%
<b>Totals</b>	<b>52,897</b>	<b>100%</b>

The quantity of waste (garbage) allocated to “curbside residential waste collection” is based on the garbage collected by municipal and RDN curbside garbage collection programs. The “commercial waste collection” refers to garbage delivered by private waste collection companies and includes garbage generated by businesses and institutions (schools, hospitals, care facilities). Multi-family residential waste refers to garbage generated by apartments and condominiums, which are not included in the curbside garbage collection programs. “Self-hauled waste” refers to garbage that was delivered to the RDN’s disposal facilities in vehicles other than commercial waste collection trucks, including cars, vans and pickup trucks operated by residents and small businesses.

### 3.3 Composition of Disposed Waste

In 2012, the RDN conducted a waste composition study to determine what types of waste materials are being landfilled and in what proportion. The results of this study are shown in Figure 3-5, which provides the estimated composition of the solid waste landfilled in the Regional District of Nanaimo. The study data indicates that the largest components of the waste landfilled in the RDN are: compostable organics (35%), plastic (14%), paper products (13%), building materials (11%), and household hygiene (7%). A more detailed breakdown of the waste composition data can be found in Appendix A.

The composition of the waste disposed can also be viewed in terms of what materials have alternative methods of management available, including recycling, composting or EPR programs. Figure 3-6 shows that roughly 63% of the waste landfilled has an alternative waste management method available.

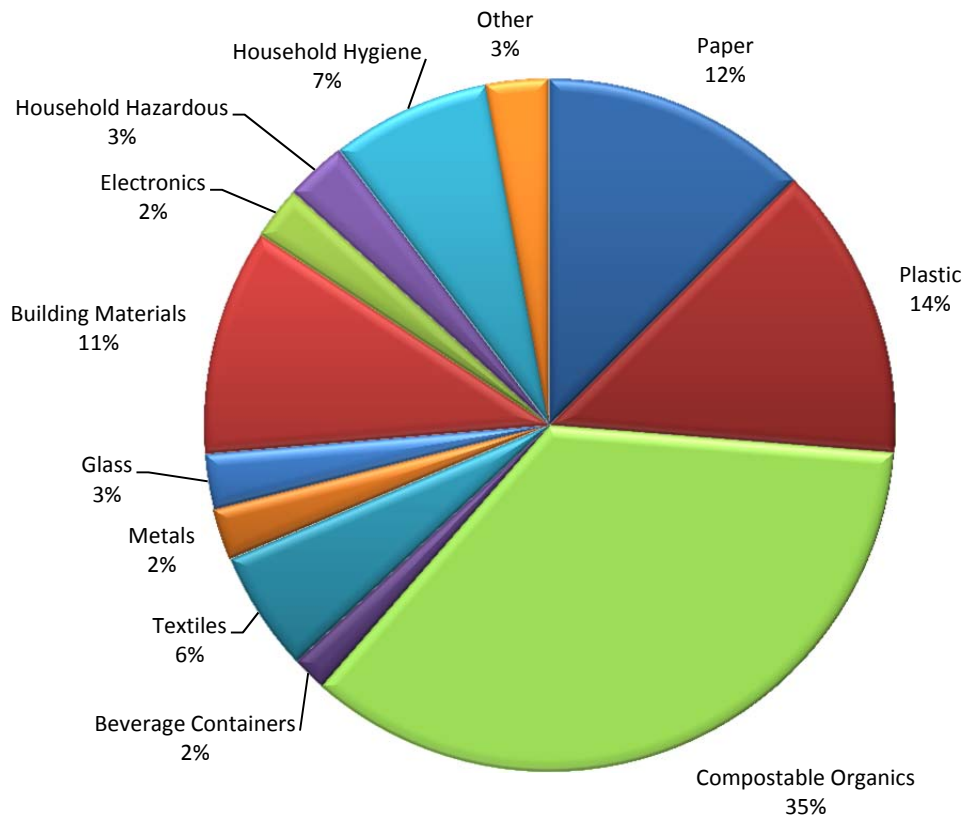


Figure 3-5 Composition of Waste Disposed, by Material (2012 data)

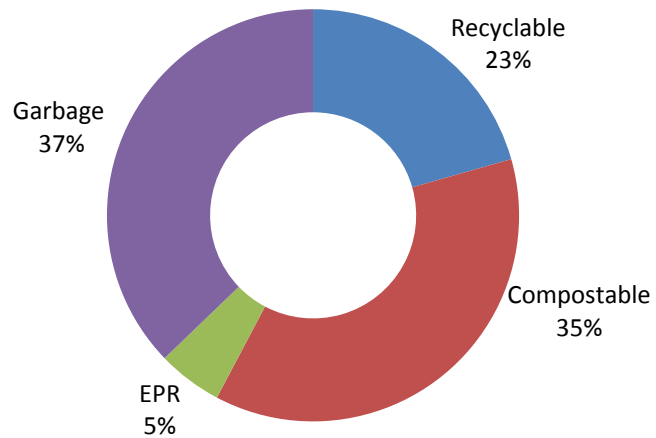


Figure 3-6 Composition of Waste Disposed, by Waste Management Alternative (2012 data)



### 3.3.1 Comparison of 2004 and 2012 Waste Composition

Figure 3-7 presents a comparison between the findings from the 2004 and the 2012 waste composition studies. The data is presented using kilograms per capita to provide an indication of which waste materials appear to be increasing in the waste stream, and which appears to be decreasing. The most notable change is in compostable organics, which decreased 31% from approximately 178 kg/capita in 2004 to 122 kg/capita in 2012. Metals disposed decreased 71% from 29 kg/capita to 8.5 kg/capita in 2012. Disposal of building materials also decreased from 47 kg/capita to 38 kg/capita. In contrast, household hygiene (primarily diapers) is estimated to have increased from approximately 10 kg/capita in 2004 to 26 kg/capita in 2012. Electronics disposed increased from roughly 3 kg/capita to almost 9 kg/capita in 2012.

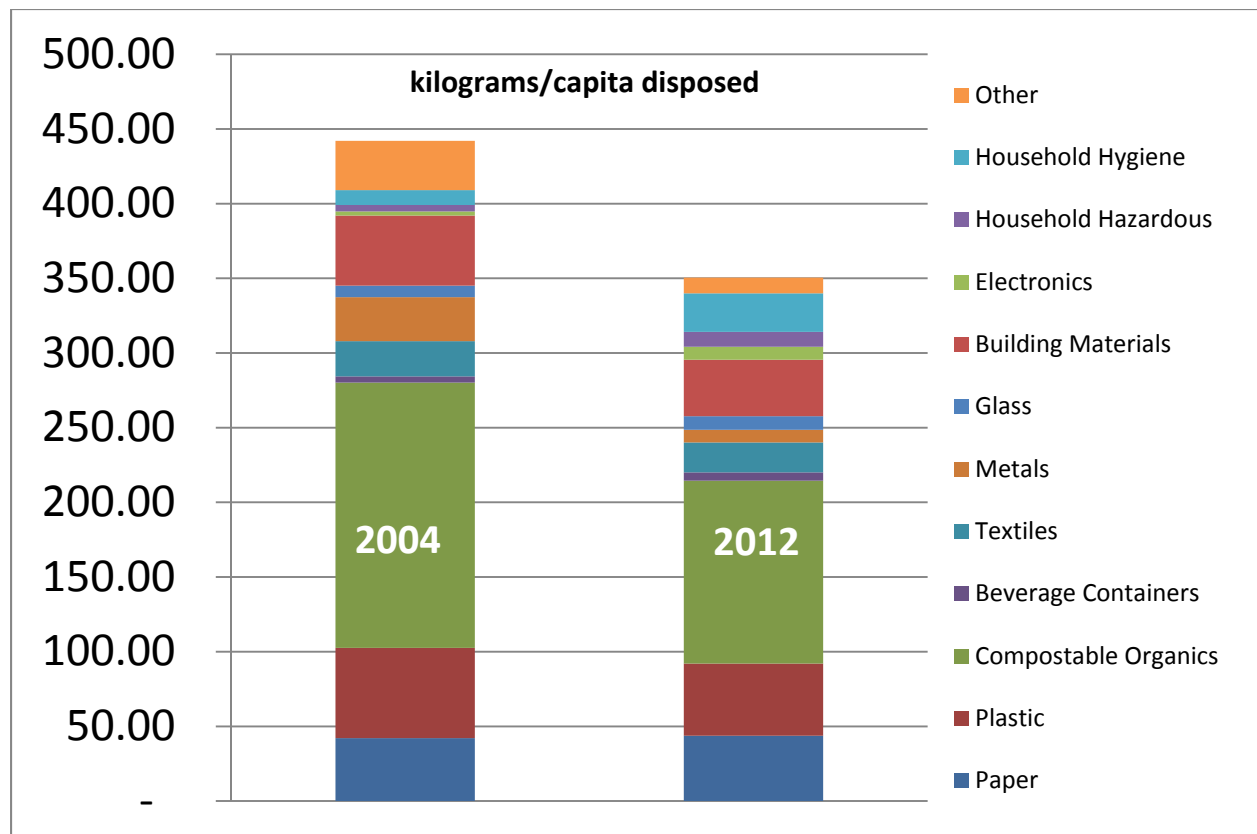


Figure 3-7 Comparison of 2004 to 2012 Waste Composition

## 4 Overview of Existing Waste Management System

This section provides a high-level overview of the system to manage solid waste in the RDN. There are many actors within the system providing a wide array of services. Figure 4-1 is a schematic diagram showing the breadth of activities and actors engaged with the current solid waste management system. There are a wide range of waste management activities underway that reflect both a relatively mature waste management system and significant economic activity based on secondary resources.

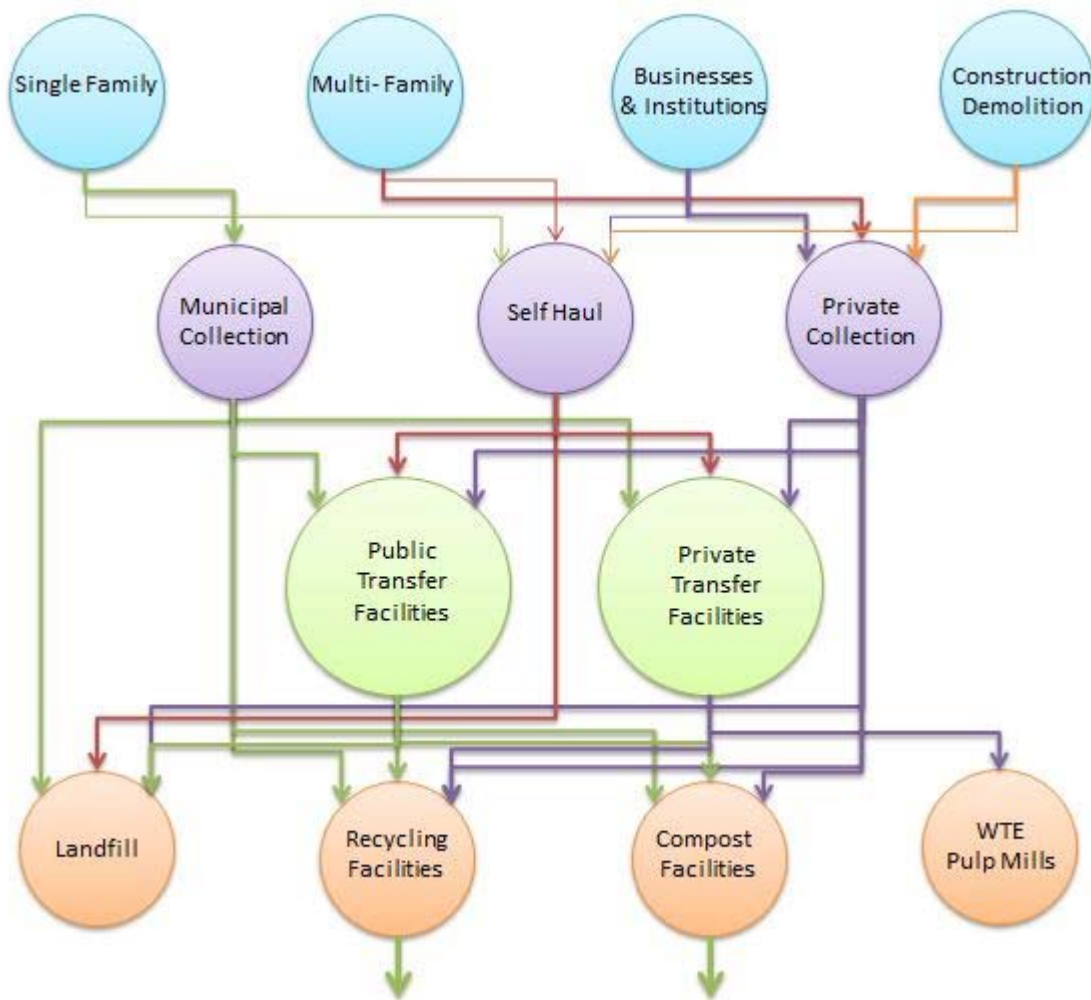


Figure 4-1 Components of the Waste Management System in the RDN

## **4.1 Key Facilities**

The waste management system is reliant on a range of activities that deliver discarded materials to waste management facilities. These facilities include:

- The RDN's Church Road Transfer Station;
- Licensed private transfer stations;
- Licensed private and non-profit recycling and composting facilities; and
- The RDN's Regional Landfill site.

These facilities are mapped on Figure 4-2 and described in sections 12 through 17. There are many other smaller facilities that contribute to the solid waste management system, including bottle depots and other businesses and non-profits involved in providing EPR (extended producer responsibility) services. A list of all solid waste facilities and the materials managed at each facility is provided as Appendix B.

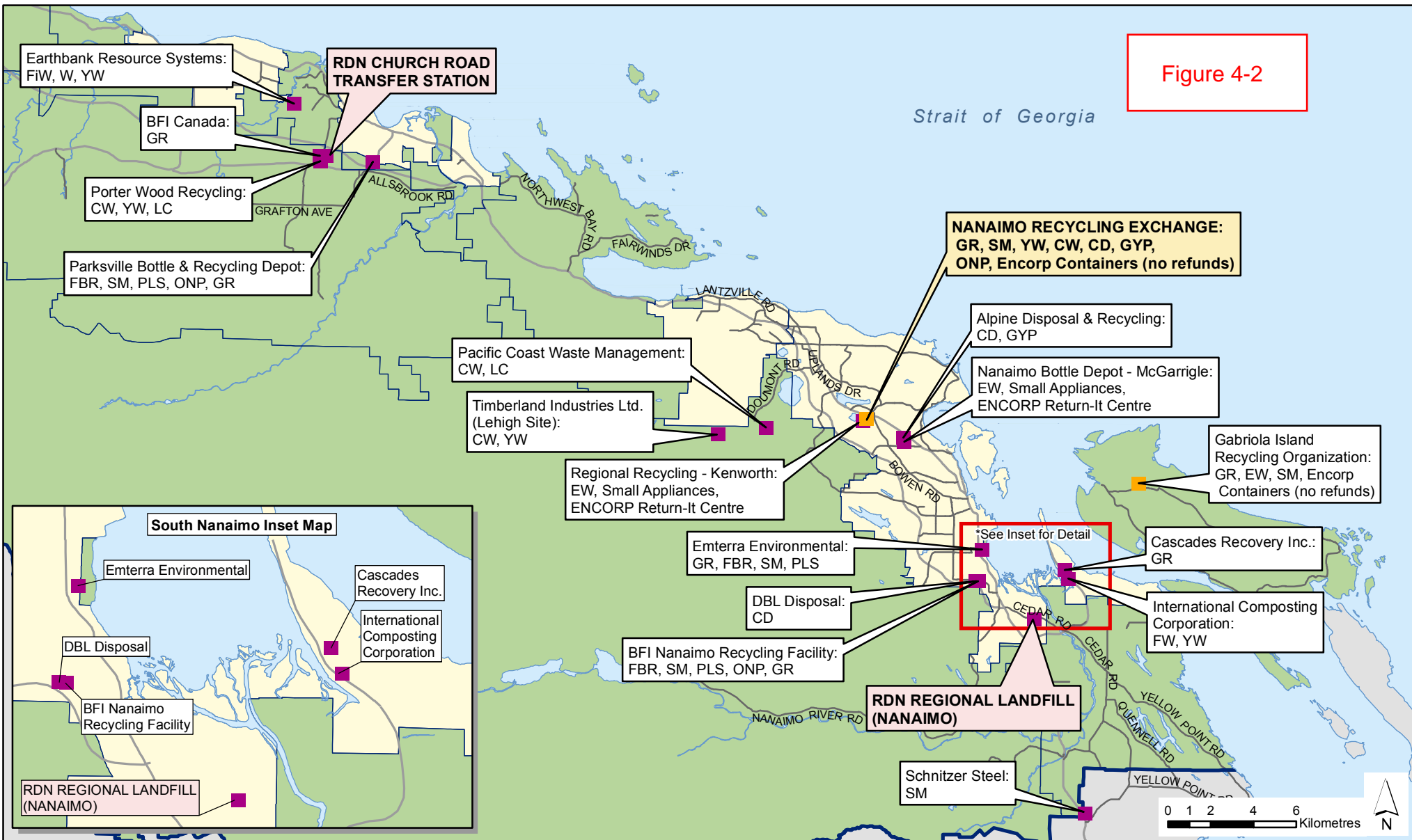
## **4.2 Policy Framework**

The RDN's waste management system is being driven by a number of foundational policies:

- The adoption of "zero waste" as the waste diversion target – meaning that the RDN will continuously strive to reduce the amount of waste requiring disposal;
- Ensuring that the Regional Landfill is designed and operated to maximize environmental protection and that the cost of this facility be reflected in the tipping fees charged. (The relatively high tipping fees in the RDN encourage the establishment of recycling and composting businesses);
- The RDN's policy of banning materials from disposal as garbage once a stable, alternative use is identified;
- An organics diversion strategy that set the right conditions for the private sector to invest in food waste composting and collection services (see Section 4.3);
- A construction/demolition waste strategy to drive the development of a recycling industry for waste from construction and demolition activities; and
- A waste stream facility licensing system that ensures that private waste management facilities operate at a high standard.

A description of the Regional Landfill design and operation are provided in Section 16.2. The other three foundational policies are described below, in sections 4.1, 4.2 and 4.3. Other solid waste policies, activities and infrastructure are described in Sections 5 through 18.

Figure 4-2



### RDN Solid Waste & Recycling Facilities

#### Legend

- Licenced
- Application in Process
- Highway
- Electoral Area
- Municipality
- RDN Boundary

#### Materials

General Recycling (Blue Box Materials, Re-used Items)	GR	Scrap Metal	SM	Construction Demolition	CW	Gypsum	GYP
News Print	ONP	Fibre	FBR	Food Waste	FW	Biosolids	BS
Plastics	PLS	Land Clearing	LC	Yard Waste	YW	E Waste	EW
		Clean Wood	CW	Asphalt Shingles	ASHG	Fish Waste	FW

### **4.3 Organics Diversion Strategy**

A cornerstone of the RDN's 2004 solid waste management plan was the diversion of organic waste from landfilling. In 2004, organic waste represented 50 % of the RDN's residential waste stream by weight and 40% of the ICI waste stream; therefore a focus on the diversion of organics was determined to be the single most effective means of increasing diversion of waste from landfilling.



The 2004 waste composition study indicated that the diversion of yard waste through drop-off depots was effective, so the organics diversion strategy focused on the diversion of food waste. The strategy targeted ICI food waste and residential food waste separately.

The Organics Diversion Strategy targeted both commercial and residential food waste diversion. The diversion of ICI-generated food waste was the first priority because of the large volumes generated at a relatively small number of locations (compared to residential organics). The RDN committed to banning ICI food waste from disposal in the landfill as long as a local alternative was available. With the development of a private in-vessel composting facility that could manage ICI food waste in the region, the RDN banned commercial food waste in 2005.

The next priority, residential food waste diversion, required a multi-stepped approach:

1. An initial assessment of residential organics diversion programs in other jurisdictions (completed in 2005);
2. Based on the successes experienced in other jurisdictions, a residential food waste collection pilot project ran from October 2007 to October 2008; and
3. Based on the success of the pilot project, both in terms of diversion and community acceptance, a full-scale residential food waste collection program was implemented in 2011.

### **4.4 Construction/Demolition Waste Strategy**

In February 2007 the Regional Board approved a Construction/Demolition (CD) Waste Strategy. Key initiatives in the strategy include:

- Increasing the tipping fee for clean wood waste at RDN Solid Waste Facilities to create incentives to divert this material to licensed recycling facilities;

## *Solid Waste Management Plan Review and Update: Stage One Report*

- A ban on disposal of clean wood waste in the Regional Landfill and roll-off containers of wood waste at RDN Solid Waste Facilities; and
- Arranging contracts with third party wood waste recycling facilities to manage wood waste received at the landfill and transfer station from small self-haulers.
- Effective January 1, 2008, the RDN banned clean wood waste from disposal in the Regional Landfill and roll-off containers of wood waste at RDN Solid Waste Facilities.

As a result of the strategy there are currently several CD waste management facilities in RDN and clean wood waste is no longer buried as garbage in the regional landfill. Additional information on CD waste management and a list of CD waste recycling facilities can be found in Section 15.

## **4.5 Waste Stream Management Licensing Bylaw**

RDN Bylaw 1386 requires most solid waste management facilities operating in the RDN to maintain a Waste Stream Management License (WSML)<sup>5</sup>. A similar bylaw is in place in the Cowichan Valley Regional District. The authority to license and regulate solid waste facilities is given to regional districts through BC's Environmental Management Act and the RDN's licensing bylaw was enacted under the 2004 Solid Waste Management Plan.

The RDN's licensing bylaw (Bylaw # 1386) was established to fulfill the following objectives:

1. Create a high standard of operation for waste management facilities located in the RDN.
2. Encourage and protect legitimate waste management operations within the RDN.
3. Establish a reporting system for the flow of waste materials within the RDN to assist in tracking our waste reduction rate.
4. Protect and enhance the waste reduction rate achieved in both regional districts.
5. To provide a level playing field in the two regional districts.

All facilities that handle municipal solid waste (MSW) in whole or part are included in the licensing system: with the exception of those facilities noted under "exclusions" below. This means that transfer stations, recycling depots, composting facilities, material recovery facilities and brokers are subject to the licensing system. Facilities that are excluded from obtaining a license are:

- disposal facilities such as landfill and incinerators (because these facilities are regulated by the Province);
- soil facilities;
- stewardship program depots;
- concrete and asphalt recycling operations and auto wreckers; and
- municipally owned facilities.

Currently there are 12 waste stream management licenses in place in the RDN and 2 applications under review. A list of currently licensed facilities and facilities currently undergoing application review is provided in the Table 4-1.

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<sup>5</sup> The WSML bylaw can be found at <http://www.rdn.bc.ca/cms/wpattachments/wplD224atID652.pdf>.

**Table 4-1 RDN Waste Stream Management License Holders**

Waste Stream Management License Holders (as of April 2013)	
1.	Schnitzer Steel Pacific
2.	Parksville Bottle & Recycling Depot
3.	International Composting Corporation
4.	BFI Nanaimo Recycling Facility
5.	Emterra Environmental
6.	Earthbank Resource Systems
7.	Alpine Disposal & Recycling (ADR)
8.	Pacific Coast Waste Management (PCWM)
9.	Porter Wood Recycling Ltd.
10.	DBL Disposal Service Ltd.
11.	BFI Canada, Springhill
12.	Cascades Recovery Inc.
Waste Stream Management Applications Under Review (as of April 2013)	
13.	Gabriola Island Recycling Organization
14.	Nanaimo Recycling Exchange

## 4.6 Disposal Bans

The practice of banning the disposal of specific wastes from the landfill, when viable recycling alternatives are in place, has been used by the RDN since 1991. Current landfill bans on recyclable/compostable materials include drywall (implemented in 1991), cardboard (1992), paper, metal and tires (1998), commercial food waste (2005), yard and garden waste (2007) wood waste (2007) and EPR materials designated under BC's recycling regulation (2007), household plastic containers (2009) and metal food and beverage containers (2009). Disposal bans are considered to be a critical policy mechanism to drive diversion activities, particularly in the ICI and construction/demolition sectors.

Table 4-2 provides a detailed list of materials currently banned from disposal at the Regional Landfill and the Church Road Transfer Station.



**Table 4-2 “Prohibited Waste” at RDN Solid Waste Disposal Facilities**

At the Regional Landfill	At Church Road Transfer Station
<ul style="list-style-type: none"> <li>• Biomedical Waste</li> <li>• Commercial Organic Waste</li> <li>• Concrete or asphalt pieces, or rocks greater than 0.03m<sup>3</sup> or 70 kg</li> <li>• Corrugated Cardboard</li> <li>• Drums</li> <li>• Garden Waste</li> <li>• Gypsum</li> <li>• Hazardous Waste</li> <li>• Ignitable Wastes</li> <li>• Land Clearing Waste</li> <li>• Liquids</li> <li>• Metal</li> <li>• Motor vehicle bodies and farm implements</li> <li>• Municipal Solid Waste that is on fire or smouldering</li> <li>• Radioactive Waste</li> <li>• Reactive Wastes</li> <li>• Recyclable Paper</li> <li>• Stewardship Materials</li> <li>• Special waste, as defined in the Special Waste Regulation (British Columbia) except asbestos</li> <li>• Tires</li> <li>• Wood Waste</li> </ul>	<ul style="list-style-type: none"> <li>• Same items as the Regional Landfill plus:                             <ul style="list-style-type: none"> <li>○ Controlled Waste</li> </ul> </li> </ul>

## 5 Reduction and Reuse Activities



Both the RDN and the City of Nanaimo encourage residents to “reduce and reuse.”

Both organizations promote backyard composting through providing information on their websites on how to backyard compost and grasscycle. Since the mid-1990s, the RDN has sold roughly 16,000 low-cost backyard composters to residents. In recent years, the RDN has stopped distributing composters and instead encourages residents to build their own or purchase one from a local retailer. Backyard composting is believed to have a significant impact on reducing the waste that requires collection and subsequent management. A typical backyard composter is estimated to divert 250 kg per year. Assuming that only the RDN-distributed composters are being used, an estimated 4,000 tonnes of organic waste materials is being diverted each year.

The City of Nanaimo holds a reuse-focused event each spring called “Reuse Rendezvous.” This event promotes reuse through a weekend long curbside swap meet for residents to put out items that they no longer want and that may be useful to others.

### **REUSE RENDEZVOUS 2013:** *Give Unwanted Household Items a Second Chance*



In addition to the Regional District's and City's reduction and reuse activities, there are several other organizations involved in reuse in the RDN, including several private and non-profit retailers and many on-line classified services such as Craigslist and UsedNanaimo.com that are actively involved in the sale and purchase of used goods.

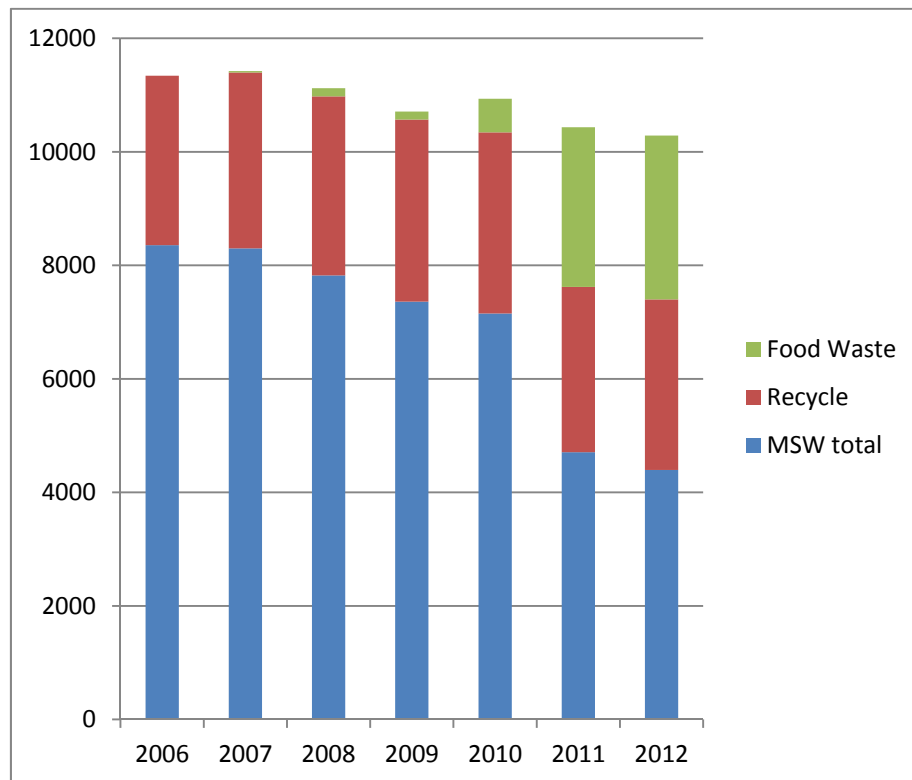
## 6 Single Family Collection



All single-family homes in the RDN (approximately 53,500 homes) receive curbside collection of garbage, recyclables and kitchen scraps (food waste and compostable paper). Within the City of Nanaimo, the City's in-house staff collect garbage and kitchen scraps and a contractor collects the recyclables. In the RDN service area, all collection services are provided through a contractor, with the exception of garbage collection in the Town of Qualicum Beach, where garbage is collected by the Town.

Curbside garbage and recycling for all single-family homes has been in place since the early 1990s; the collection of kitchen scraps was fully implemented by 2011. Figure 6-1 and Table 6-1 show the proportion of household discards that are being collected as garbage, recycling and kitchen scraps. In 2012, each household set out an average of 400 kg of discards, of which roughly 60% were diverted to recycling or composting. Figure 6-1 also shows that the total amount of single-family discards collected decreased by roughly 10% from 2006 to 2012.

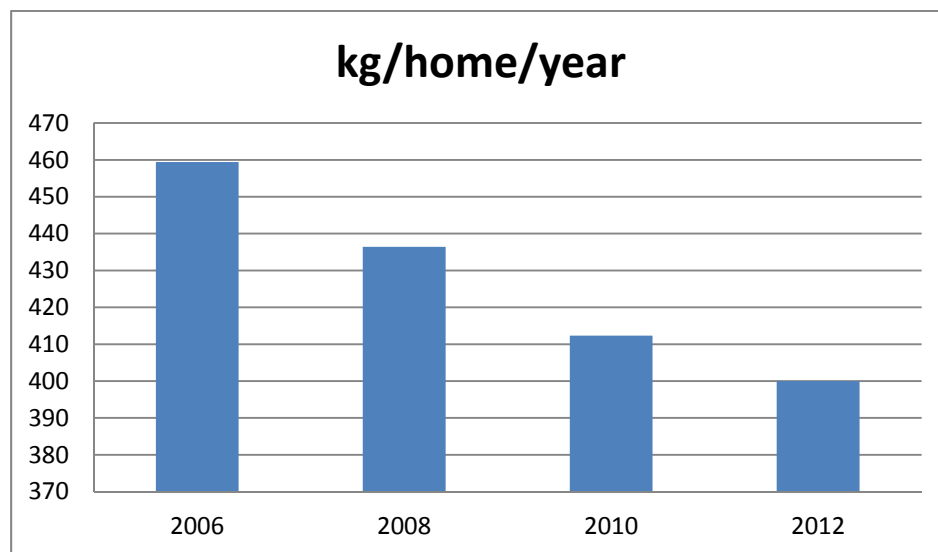
Figure 6-1 Total Single-Family Discards 2006-2012



**Table 6-1 2012 Single Family Discards: City of Nanaimo and RDN**

	City of Nanaimo Curbside Collection	Regional District of Nanaimo Curbside Collection	Total Single Family Residential (tonnes)
Garbage (kg/home/year)	156	163	8,416
Recycling (kg/home/year)	132	111	6,749
Kitchen Scraps (kg/home/year)	132	107	6,247
<b>Total (kg/home/year)</b>	<b>420</b>	<b>381</b>	<b>21,412</b>
Diversion of Single-Family Discards to Recycling and Composting	<b>60%</b>	<b>57%</b>	<b>61%</b>

Figure 6-2 shows total discards on a per household basis. This diagram shows that the average amount that each household sets out at the curb (garbage + recycling + kitchen scraps) has been on the decline. This reduction is very positive from a zero waste goal perspective. This trend could be attributed to a slowing of economic activity in recent years, but may also be influenced by waste reduction initiatives happening locally, provincially and nationally.



**Figure 6-2 Single Family Waste Generation (Garbage + Blue Box +Green Bin)**

The diversion rates achieved by the single-family curbside collection services are supported by:

- Limits on the amount of garbage that can be set out: The basic service each household receives provides for one container of garbage collected once every two weeks.<sup>6</sup> Tags for extra containers of garbage may be purchased by residents for \$2 each. A maximum of two additional containers can be put out on the garbage collection day.
- Promotion and education: Each household receives a collection schedule calendar and a regular newsletter keeping them informed about the program, in addition to having information available on-line.
- Collection bans: The City of Nanaimo has banned recyclables and kitchen scraps from collection as garbage. Periodic inspections ensure compliance – garbage found to contain banned materials are not collected and an information notice is left with the garbage container.

Single-family residential waste disposal in 2012 was approximately 9,000 tonnes, about 17% of all of the waste landfilled. Figure 6-3 illustrates the estimated composition of the single-family residential sent to landfill. The composition data indicates that the five primary components of residential garbage are: compostable organics (36% of garbage), household hygiene (20%), plastic (14%), paper (7%) and textiles (6%). The compostable component was made up of food scraps (26%), compostable paper<sup>7</sup>(8%) and yard waste (2%). Household hygiene consisted of diapers (15%) and pet waste (5%) and represents approximately 1,800 tonnes of disposed waste. The plastics category consisted of film packaging (5%) such as plastic bags, granola bar wrappers and plastic wrap, rigid containers such as shampoo bottles and yogurt tubs (3%), and durable plastics such as toys and plastic lawn chairs (2%).

Based on the waste composition of the garbage collected from single family homes, approximately 47% of residential waste sent to landfill could have been included in the recycling or kitchen scrap collection streams. An additional 3% could be diverted to existing EPR programs. This diversion potential is shown as a subset of Figure 6-3.

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<sup>6</sup> In the RDN service area, 1 can = 100L. In the City of Nanaimo service area, 1 can = 70 L.

<sup>7</sup> Compostable paper refers to non-recyclable paper such as tissue, paper towels, and food-contaminated paper.

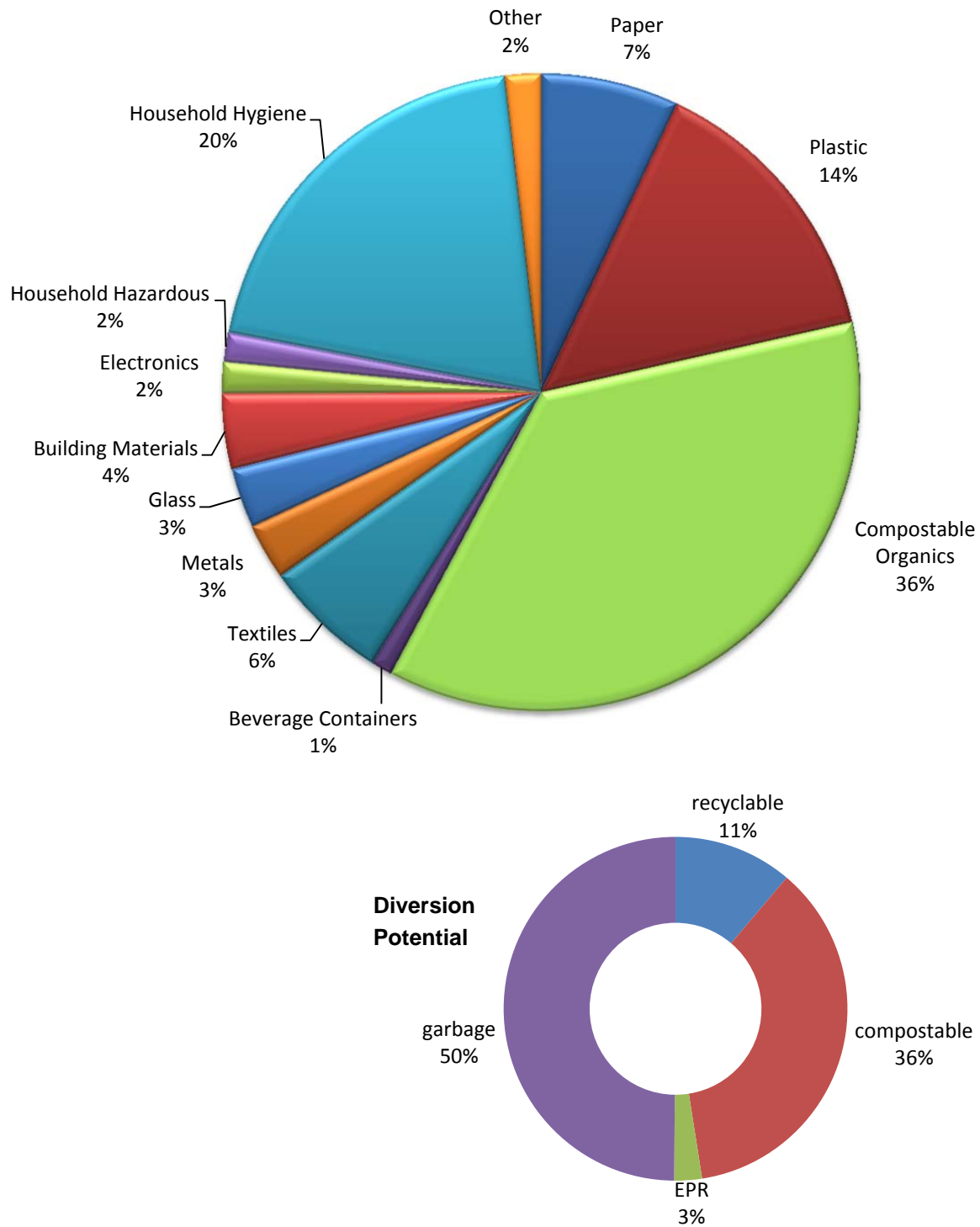


Figure 6-3 Estimated Composition Single-Family Garbage (2012)

## 7 Multi-Family Collection

There are 13,430 multi-family residential units in the RDN, with approximately 12,000 of these units located in the City of Nanaimo<sup>8</sup>. Collection services to multi-family buildings are privately managed in the RDN. Each building is responsible for hiring their collection services for garbage and recycling.

Since 2008, the RDN has had a Multi-family Diversion Strategy aimed at increasing the level of recycling activities available to multi-family residents living in townhouses, mobile homes, apartments and condominiums. In 2008, RDN staff estimated that 75% of multi-family buildings had recycling services on-site, but that those services were primarily for cardboard and paper collection. In 2012, the service levels were found to have significantly improved since 2008, with 94% of multi-family buildings reporting that they had recycling services for cardboard, paper and plastic and containers. The primary mechanism by which the RDN encourages recycling in multi-family buildings is their landfill bans that prohibit the landfilling of residential recyclables such as household plastic containers, recyclable paper, cardboard, and metal.

Because garbage and recyclables generated at multi-family buildings are generally collected by trucks servicing businesses and institutions, no data is available on the specific quantities disposed or recycled by the multi-family building sector. Research done in other jurisdictions has been used as the basis to estimate waste generation by the multi-family sector in the RDN, as shown in Table 7-1. The research indicates that recycling rates in multi-family buildings are typically much lower than those associated with single-family recycling programs. For example, Metro Vancouver reports that only 16% of waste from multi-family homes is recycled and the City of Toronto reports an 18% recycling rate.<sup>9</sup> Comparatively, single-family homes in the RDN recycle 30% of their discards through the curbside recycling program (not including kitchen scraps collection).

**Table 7-1 Estimate of Waste Generation by the Multi-family Sector in the RDN**

	Estimated tonnes for all Multi-Family Buildings (2012)	Estimated Kg Per Unit/Year (2012)
garbage	2,836	211
recycling	709	53
<b>generation</b>	<b>3,545</b>	<b>264</b>

The lower recycling rate in multi-family buildings is often attributed to:

- There is no restriction on how much garbage each residential unit can dispose of;

<sup>8</sup>Multi-Family Housing Diversion Strategy Progress Report; RDN staff memorandum by S. Horsburgh to C.McIver; February 2, 2012.

<sup>9</sup><http://www.metrovancouver.org/region/dialogues/Reports%20and%20Issue%20Summary%20Notes/Multi-FamilyWaste-NS-Summary20110419.pdf> and <http://www.toronto.ca/garbage/pdf/2010-graph.pdf>

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- There is no direct financial signals to each residential unit regarding how they manage their household waste; and
- There is limited or no opportunity to identify and communicate with residents that place recyclables in the garbage.

During the RDN's 2012 waste composition study, a load of garbage from multi-family buildings was sampled to provide a rough estimate of the composition of the waste being discarded by multi-family buildings. The data from this sampling exercise is provided in Figure 7-1. This composition data suggests that the majority of waste disposed as garbage in multi-family buildings is recyclable (26%) or compostable (44%).



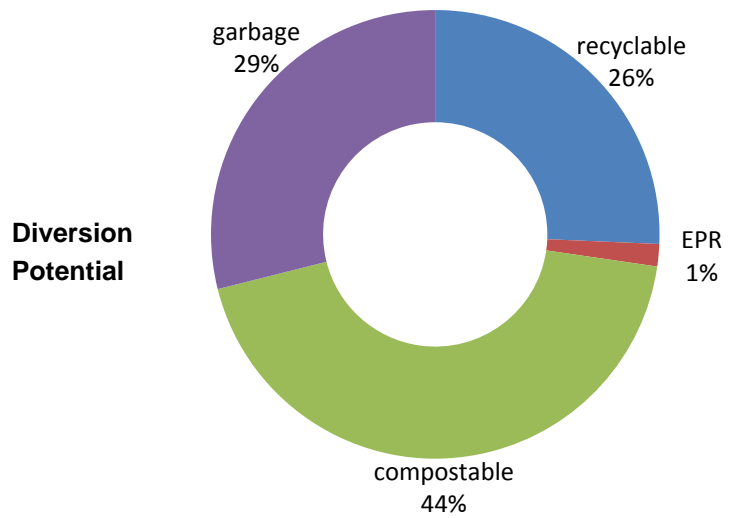
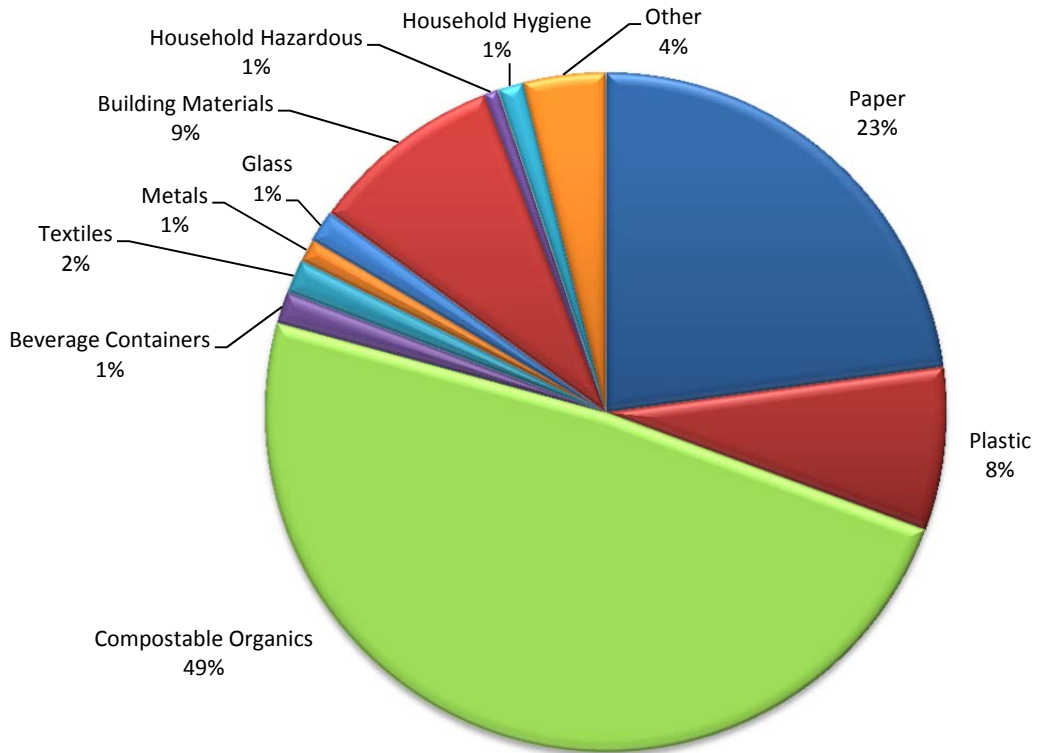


Figure 7-1 Estimated Composition of Multi-Family Garbage (2012)

## **8 Industrial, Commercial and Institutional Collection**

Similar to multi-family residential buildings, collection services to industrial, commercial and institutional (ICI) properties are privately managed. Each business and institution is responsible for hiring their own collection services for garbage and recycling. The RDN encourages recycling by the ICI sector through their landfill bans which prohibit the landfilling of recyclables, food waste and yard waste.

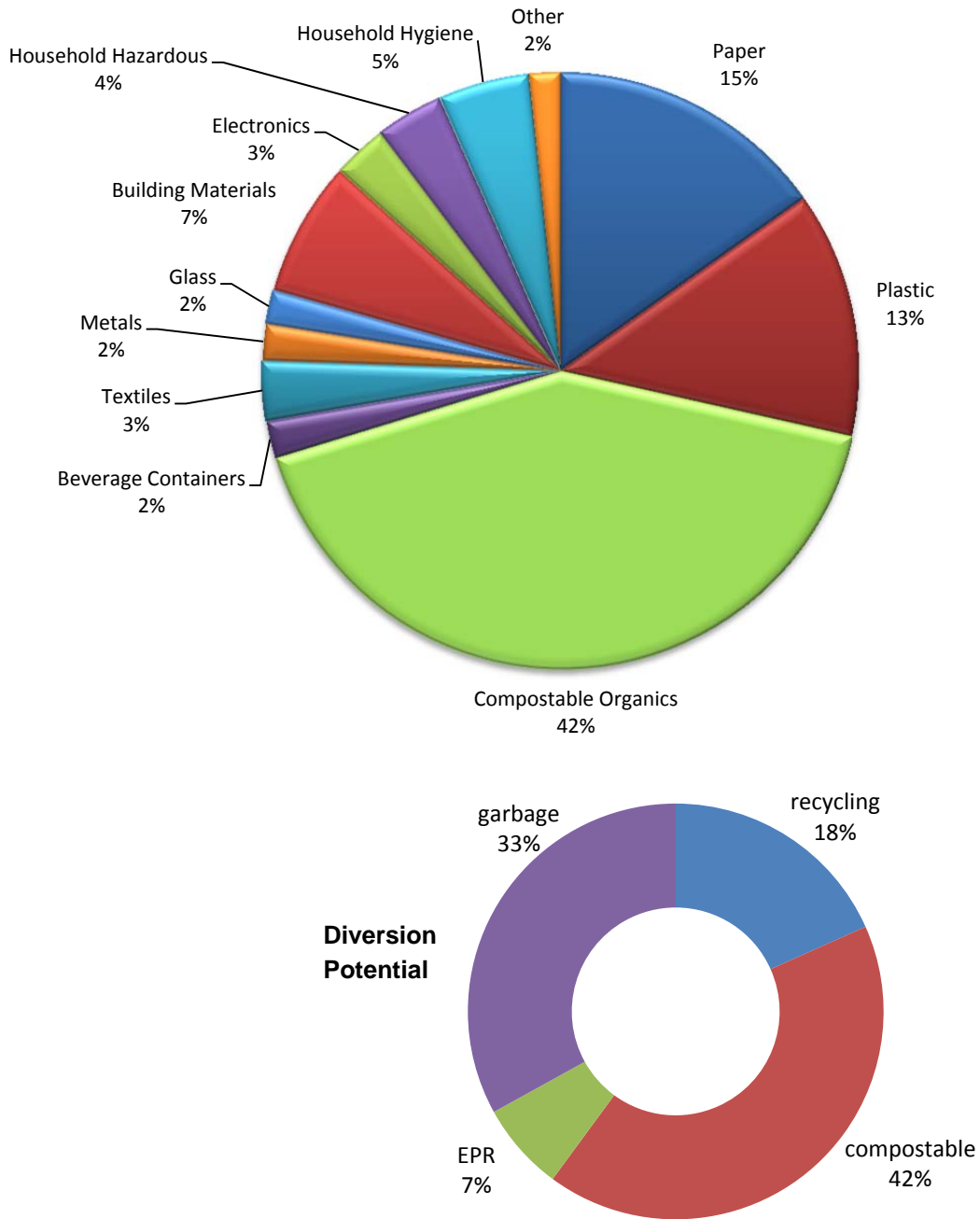
**Table 8-1 Estimated ICI Disposal and Diversion (2012)**

<b>ICI Disposal and Diversion</b>	<b>Estimated tonnes (2012)</b>
Disposal	29,960
Diversion	84,974
Generation (disposal + diversion)	114,934
% Diversion	74%

In 2012, roughly 30,000 tonnes of ICI garbage was landfilled, approximately 57% of all of the waste landfilled. During the same period the ICI sector is estimated to have diverted roughly 85,000 tonnes of discarded materials to recycling and composting, giving the ICI sector an impressive diversion rate of 74%, as calculated in Table 8-1.

An assessment of the garbage disposed by the ICI sector was done as part of the RDN's 2012 waste composition study (Figure 8-1). The data estimates that approximately 42% of the garbage disposed is compostable, including food scraps (28%), yard waste (8%) and compostable paper products (6%). An estimated 16% is considered recyclable and consists primarily of paper and cardboard (12%), with metal, pallet wrap and drywall making up the remainder of the recyclable portion of the ICI garbage.

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**Figure 8-1** *Estimated Composition of the ICI Sector Garbage (2012)*

## 9 Yard Waste Collection

Yard waste such as leaves and grass clippings are not collected as part of residential waste collection services. Residents and businesses are encouraged to manage their yard waste in one of the following manners:

- Reduce the amount of yard waste through practices such as grasscycling and xeriscaping<sup>10</sup>
- Backyard or on-site composting
- Self-hauling to one of several yard waste depots in the RDN. Currently, depots are located at:
  - Church Road Transfer Station
  - DBL
  - Nanaimo Recycling Exchange
  - Pacific Coast Waste Management
  - Porter Wood Recycling
  - Regional Landfill
- Hiring a yard waste removal service
- Include yard waste removal in landscaping contracts.



Use of these yard waste management practices and services is encouraged by a variety of policies, including:

- A ban on yard waste disposed as garbage at the landfill site and transfer station
- A ban on the inclusion of yard waste in the City of Nanaimo's and RDN's residential garbage collection service
- Not providing yard waste collection as part of the single-family residential curbside service
- Promoting the yard waste management alternatives.

This approach to yard waste management has been successful at minimizing the amount of yard waste being landfilled. The 2012 waste composition study indicated that yard waste is roughly 2.5% of the residential waste sent to landfill and 5% of overall waste landfilled. The estimated disposal and diversion for yard waste is presented in Table 9-1 below.

**Table 9-1 Estimated Yard Waste Disposal and Diversion (2012)**

Yard Waste	Tonnes
Disposal	2,700
Diversion	11,300
Total Generation	14,000
<b>Diversion rate</b>	<b>81%</b>

<sup>10</sup> Xeriscaping is a form of landscaping using plant species that require minimal water and consequently generate less yard waste.

## **10 Collection Depots**

Throughout the RDN there are public, private and non-profit depots used by residents and small businesses that accept recyclable materials, ranging from residential recyclables like paper to scrap metal to drywall. Use of these facilities is supported through:

- Disposal bans on recyclable materials
- High tipping fees for garbage
- Promotion through the RDN's on-line Recycling Directory.

The following are the main collection depots in the RDN. In addition to this list there are several businesses that accept one or more recyclable materials pertinent to their business, such as cell phone retailers that take back used cell phones and cell phone batteries.

- Nanaimo Recycling Exchange
- Gabriola Island Recycling Organization
- Schnitzer Steel Pacific
- Parksville Bottle & Recycling Depot
- RDN's Regional Landfill
- Progressive Waste Solutions (formerly BFI)
- Emterra Environmental
- DBL Disposal Service Ltd.
- RDN's Church Road Transfer Station
- Regional Recycling (2 locations)

## 11 Extended Producer Responsibility

In British Columbia, EPR (formerly referred to as Industry Product Stewardship) is an environmental policy approach in which the producer's responsibility for reducing environmental impact and managing the product is extended across the whole life cycle of the product, from selection of materials and design to its end-of-life<sup>11</sup>. In terms of solid waste management, EPR puts the onus of end-of-life product management on the producer and consumers of a product rather than the general taxpayer or local government.

EPR programs play an integral and increasingly significant role in the management of municipal solid waste in BC. Most existing EPR programs have been established by producers and brand owners of products in accordance with requirements set out in the BC Recycling Regulation. Other programs have been set up voluntarily by individual companies and industries (e.g. for milk containers). Table 11-1 lists the current regulated and voluntary EPR programs in BC. The term “stewardship organization” used in the table refers to the agency responsible for operating the EPR program on behalf of producers and brand owners.

**Table 11-1 BC's EPR Programs<sup>12</sup>**

Mandated EPR Programs			
Product Category	Product Details	Stewardship Organization	Program Status
Antifreeze and Oil	Antifreeze, used lubricating oil, filters and containers	BC Used Oil Management Association (BCUOMA)	Ongoing since 1992 (oil) and 2011 (antifreeze)
Batteries	Dry cell batteries under 5kg (rechargeable and non-rechargeable) and cell/mobile phones	Rechargeable Battery Recycling Corporation (RBRC)	Ongoing since 2010
Batteries - Lead Acid	All lead-acid batteries	Canadian Battery Association (CBA)	Ongoing (industry-led) since 2011
Beverage Containers	<i>Non-Alcohol</i> - soft drinks, juice, water and sports drinks <i>Alcohol</i> - wine, spirits, import beers/ coolers sold in non-refillable containers	Encorp Pacific (Canada)	Ongoing (industry-led) since 1994
Beverage Containers	Beer cans, standard brown beer bottles and certain clear refillable beer bottles	Brewers Distributor Ltd. (BDL)	Ongoing since 1997

<sup>11</sup> As defined by BC Ministry of Environment

<sup>12</sup> The information in this table was adapted from the B.C. *Product Stewardship Programs Summary* web page found on the Recycling Council of BC website. (<http://rcbc.bc.ca/education/product-stewardship/table>)

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<b>Mandated EPR Programs</b>			
<b>Product Category</b>	<b>Product Details</b>	<b>Stewardship Organization</b>	<b>Program Status</b>
<b>Cell Phones</b>	Cell phones, smart phones, wireless PDAs, external aircards, pagers and accessories (chargers etc.)	Canadian Wireless Telecommunications Association (CWTA)	Ongoing since 2009
<b>Electronics</b>	Portable and non-portable electronics - see here for a full list of products accepted	Electronic Products Recycling Association (EPRA)	Ongoing since 2007 (Phase 1), 2010 (Phase 2) and 2012 (Phase 5)
<b>Lamps and Fixtures</b>	All residential-use lamps and fixtures - see here for a full list of products accepted	Product Care Association	Ongoing since 2010 (CFL, fluorescent tubes) and July 2012 (all lamps). ICI sources and ballasts will be added October 2012
<b>Large Appliances</b>	Major appliances designed for use in <i>homes</i> including refrigeration, laundry and cooking appliances	Major Appliance Recycling Roundtable (MARR)	Ongoing since August 2012
<b>Outdoor Power Equipment (OPE)</b>	Lawn tractor, and hand-held, walk behind and free-standing OPE	Outdoor Power Equipment Institute of Canada (OPEIC)	Ongoing since July 2012
<b>Packaging and Printed Paper</b>	Residential packaging and printed paper with text or graphics (news papers, flyers etc. with the exception of bound books)	Multi-Materials BC (MMBC)	Added to the Recycling Regulation in May 2011. Program to be operational in May 2014
<b>Paint, Flammable Liquids, Solvents, Pesticides, Gasoline</b>	Paint, fuels, solvents, pesticides	Product Care Association	Ongoing since 1994 (paint), 1997 (flammables) and 1998 (aerosols)
<b>Pharmaceuticals</b>	Prescription drugs, non-prescription medicine, mineral and vitamin supplements, throat lozenges	Post Consumer Pharmaceutical Stewardship Association (PCPSA)	Ongoing since 1997
<b>Small Appliances and Electrical Power Tools</b>	Portable electrical appliances and power tools designed for use in homes	Canadian Electrical Stewardship Association (CESA)	Ongoing since 2011 (small appliances) and July 2012 (electrical tools)
<b>Smoke Alarms</b>	Commercial and residential smoke and carbon monoxide alarms	Canadian Hardware and Housewares Manufacturers Association (CHHMA)	Ongoing since 2011
<b>Smoke Alarms</b>	Commercial and residential smoke and carbon monoxide alarms	First Alert Canada	Ongoing since 2011
<b>Thermostats</b>	Electromechanical (mercury containing) and electronic thermostats	Summerhill Impact	Ongoing since 2010
<b>Tires - Automobile</b>	Most passenger, commercial and agricultural equipment tires	Tire Stewardship BC (TSBC)	Ongoing (industry-led) since 2007
<b>Toys</b>	Electronic or electrical toys	Canadian Brandowner	Ongoing since August

<b>Mandated EPR Programs</b>			
<b>Product Category</b>	<b>Product Details</b>	<b>Stewardship Organization</b>	<b>Program Status</b>
		Residual Stewardship Corporation (CBRSC)	2012

<b>Voluntary EPR Programs</b>			
<b>Product Category</b>	<b>Product Details</b>	<b>Administration</b>	<b>Program Status</b>
<b>Beverage Containers - Milk</b>	Empty milk, cream, and milk substitute (soy, rice, almond, hemp) beverage containers.	Encorp Pacific (Canada)	Ongoing since 2007
<b>Tires - Bicycle</b>	All types of bike tires and tubes, with the exception of tubular tires	Tire Stewardship BC (TSBC)	Ongoing since 2011

In the RDN, the current collection infrastructure for existing EPR programs consists of return-to-retail and take-back depots. The RDN's Recycling Directory can be used by residents to find the most convenient take back location for EPR products. The Recycling Council of BC operates a similar service through their toll-free Recycling Hotline (1-800-667-4321) and their on-line searchable database "Recyclopedia".

In accordance with the BC Recycling Regulation, the costs of collection and management of EPR programs are to be borne by producers and consumers, not by local governments or their tax payers. Many stewardship programs charge separate fees at the point of purchase to cover the costs of managing the discarded product, and the fee is shown on the sales receipt as an "eco-fee". These fees are applied by producers / brand owners as part of the price of the product; they are not government-applied taxes. The stewardship agencies are responsible for educating consumers regarding their programs and for providing information about collection options, fees, and handling practices.

The latest addition to list of materials regulated under the Recycling Regulation is residential packaging and printed paper (PPP). This EPR program is scheduled to begin in May 2014. This particular EPR program is unique in that most homes in BC already have access to residential recycling services through curbside programs or depots. The impacts of this program on homes in the RDN are anticipated to be:

- A reduction in the cost of curbside collection services since the program will provide funding to the RDN and City of Nanaimo to off-set the cost of collecting PPP
- An increase in the types of packaging that can be recycled in the curbside collection program
- An increase in the types of packaging that can be recycled through recycling depots provided by the RDN, private companies and non-profit recycling organizations.



## 12 Processing of Recyclables



“Processing” refers to the receipt of recyclables from generators and then sorting and preparing those materials for the end-market use or subsequent processing. The RDN has 3 material recycling facilities (referred to as MRFs) that are owned and operated by private waste management companies: Progressive Waste, Emterra and Cascades. All 3 MRFs are located in the City of Nanaimo.

## 13 Organics Management

In the RDN there is reuse of leftover and excess food through food banks and other food redistribution services. Additionally some food scraps are picked up by area farmers for use as animal feed. However, the majority of organics are sent to centralized composting facilities. There are two licensed composting facilities in the RDN: International Composting Corporation (ICC) and Earthbank Resource Systems. The following table lists the types of materials each of these facilities manages:

<b>International Composting Corporation</b>	<ul style="list-style-type: none"> <li>• Residential “green bin” kitchen scraps and soiled paper</li> <li>• Commercial food waste</li> <li>• Yard waste</li> <li>• Fish waste</li> <li>• Clean wood</li> </ul>
<b>Earthbank</b>	<ul style="list-style-type: none"> <li>• Farmed and wild fish offal</li> <li>• Farmed salmon mortalities</li> <li>• Ground up bark from the forestry industry</li> <li>• Ground up land clearing debris (exclusively local forest materials)</li> </ul>

ICC is the only facility processing food waste in the RDN. This facility opened in Nanaimo in 2004 with a drum-style in-vessel composting system. The compost product is sold as a bulk product for blending into soil mixes. Recently, ICC modified the plant to convert organic waste into synthetic biofuel (biodiesel & jet fuel).



*International Composting Corporation (ICC)*



*ICC Finished Compost Product*

Earthbank operates an aerated static pile composting system near Parksville. They sell their finished compost product in bulk and in bags.

## **14 Education and Outreach**

Both the RDN and the City of Nanaimo undertake promotion and education related to solid waste management.

The RDN:

- Has information related to the solid waste management planning, bylaws and zero waste programs on the Solid Waste and Recycling pages of the RDN's website ([www.rdn.bc.ca](http://www.rdn.bc.ca)).
- Distributes a "Zero Waste Beyond Composting" Newsletter three times per year to all homes receiving RDN curbside collection.
- Has a searchable on-line recycling directory for users to find out where they can bring their reusable, recyclable and compostable items.
- Has a zero waste school education program which provides free classroom workshops to schools throughout the RDN. This service has been contracted out to Nanaimo Recycling Exchange.

The City of Nanaimo:

- Distributes their "Waste Lines" newsletter to all City addresses in the spring and fall of each year.
- Has a dedicated web page on the City's website ([www.nanaimo.ca](http://www.nanaimo.ca)) that includes information related to the City's residential collection services, a link to the RDN recycling directory, and a list of reuse and recycling organizations operating in the City.

## 15 Construction/Demolition Waste Management

Construction and demolition and renovation projects (CD) projects generate a wide range of materials, most of which are reusable or recyclable. These include concrete, asphalt, wood, gypsum wallboard, metal, cardboard, asphalt roofing and plastic.

The RDN promotes diversion of these materials through disposal bans on cardboard, gypsum (drywall), metal and wood, and high tipping fees on loads of CD waste arriving at the Regional Landfill (loads of CD waste cannot be delivered to the Church Road Transfer Station).

There are several facilities in the RDN that accept source-separated discarded CD materials for recycling, as listed in Table 15-1.

**Table 15-1 Construction/Demolition Waste Management Operations in the RDN**

Material	Facility Name
Asphalt	Haylock Bros. Hub City Paving
Asphalt Shingles	Pacific Coast Waste Management
Concrete	DBL Hub City Paving Haylock Bros. Mayco Mix Pacific Coast Waste Management Parksville Heavy Equipment
Metal	Alpine Annex Auto Bull Dog Auto Parts Carl's Metal Salvage DBL Nanaimo Recycling Exchange Porter Wood Regional Recycling Schnitzer Steel
Wood (lumber)	Alpine DBL Gabriola Island Recycling Organization Nanaimo Recycling Exchange Pacific Coast Waste Management Porter Wood

The majority of CD waste is recycled or used as a fuel substitute, including:

- Wood waste is chipped and used as hog fuel at pulp mills on Vancouver Island and Washington State
- Drywall (gypsum) is recycled
- Metal is recycled
- Concrete and asphalt are recycled

- Asphalt shingles are recycled on a limited basis.

There is also significant reuse of building materials and fixtures through salvage operations and retail stores such as Demxx and Habitat for Humanity's ReStore.

## **16 Residual Waste Management**

Residual waste refers to discarded materials that are not diverted to reuse, recycling, composting or energy recovery and therefore require landfilling. In 2012, there was roughly 53,000 tonnes of residual waste landfilled in the RDN. The residual waste management infrastructure in the RDN includes the Church Road Transfer Station and the Regional Landfill.

### **16.1 Church Road Transfer Station**

The Church Road Transfer Station (CRTS) is located on Church Road, in Electoral Area F, about four kilometres southwest of downtown Parksville. The facility opened in 1991, and is approximately two hectares in size. CRTS receives garbage, yard waste, wood waste, construction/demolition waste, and recyclables from communities in northern portion of the Regional District of Nanaimo: Parksville, Qualicum Beach, and Electoral Areas E, F, G, and H. In recent years, with the growth of Nanaimo, this facility has also started to receive waste generated in parts of Nanaimo. In 2012, approximately 30% of the region's garbage was delivered to CRTS.

Garbage brought to the CRTS is transferred to the Regional Landfill in Nanaimo. Recyclables are transferred to various recycling processors, and food waste, kitchen waste, and yard waste are transferred to the International Composting Corporation Composting Facility in South Nanaimo.

In 2010, the site was re-designed to accommodate population growth to 2030, include a food waste transfer area and to segregate large commercial-sized waste vehicles from small passenger-sized vehicles and trucks. The new transfer station was built in accordance with the RDN Green Building Policy, and has received LEED Gold® accreditation, the first in Canada for a transfer station.





## **16.2 Regional Landfill**

The Regional Landfill is located about 5 kilometres south of downtown Nanaimo and is owned and operated by the Regional District of Nanaimo. The landfill site opened in the 1940s and is approximately 37 hectares in size. The original unlined “dump” is on an 8.8-hectare portion of the site and was closed and capped with clay in 1996. Next to this site a new landfill with an engineered liner system was constructed. The landfill operates on 13.7-hectares and has been receiving municipal solid waste from the Regional District of Nanaimo since 1991. The photograph below shows the whole property, including the closed and capped unlined portion.



**Figure 16-1 Regional Landfill**

The Regional Landfill is regulated by the Province of BC and operates under an operational certificate issued by the BC Ministry of Environment. Through the landfill’s environment protection measures, landfill gas and leachate are collected from both the lined and unlined areas of the landfill site. Leachate is directed into the sanitary sewer system for treatment at the Greater Nanaimo Pollution Control Centre. The landfill gas (LFG) is collected and managed through a public-private partnership. The LFG is used to produce green power which is sold to BC Hydro. The RDN receives a royalty from these sales. Excess

gas is flared to reduce its greenhouse gas impacts. These environmental protection measures, how the site is designed and operated, and the tipping fees charged to use the site are described in more detail below.

### **16.2.1 Environmental Protection**

The Regional Landfill's environmental protection measures reflect a comprehensive approach to monitoring, evaluating and mitigating the impacts of the landfill's operations on the environment.

#### ***Leachate Monitoring Program***

When solid waste decomposes it produces leachate, which is accelerated by the percolation of water through the waste in the landfill. Landfill leachate is a complex mixture of organic and inorganic compounds produced from refuse materials by a combination of physical, chemical and biochemical processes.

The Regional Landfill has an extensive leachate containment system, consisting of a high-density plastic liner and perforated pipes to collect leachate for treatment at the regional sewage treatment plant (Greater Nanaimo Pollution Control Centre).

Leachate monitoring is conducted regularly and includes inspection of landfill slopes for leachate breakouts, sampling of leachate for chemical analysis, and measuring leachate elevations in the refuse mass. These tests are important for determining impacts to surface and groundwater, mitigating odours and monitoring for leachate mounding. The chemical analysis is also a requirement by the Ministry of Environment and the RDN Wastewater Department.

#### ***Water Quality Monitoring***

Migration of leachate from the landfill can affect ground and surface quality. The Regional Landfill's groundwater, surface water, and residential groundwater well monitoring program is designed to ensure landfill operations do not adversely affect water quality.

The water quality monitoring program consists of the collection and analysis of groundwater and surface water samples. Groundwater monitoring wells are located along the perimeter of the site for the purpose of monitoring groundwater quality at the property boundary. Surface water monitoring sites are also located around the perimeter of the site at streams and ditches.

Water samples are analysed for various physical parameters, geo-chemical indicators, dissolved metals and dissolved inorganics. This program allows for early detection and mitigation should leachate be found migrating off the site.

#### ***Landfill Gas***

Landfill gas is generated as a result of the biological decomposition of organic waste material. In general it is composed of 50% methane and 50% carbon dioxide by volume. Landfill gas, if not captured and

managed can migrate through the landfill cover or adjacent soil and enter the atmosphere. Potential impacts from landfill gas include:

- Greenhouse gas issues (Methane is 20 times more potent of a greenhouse gas than carbon dioxide<sup>13</sup>);
- Health and toxic effects;
- Nuisance odour;
- Explosive hazard; and
- Vegetative stress.

The landfill gas collection system is designed to extract the majority of landfill gas produced. Initially, all of the collected gas was flared to reduce the above noted impacts. However, starting in 2006, Cedar Road Bioenergy, a private company, entered into an agreement with the RDN to build and operate a modular landfill gas utilization plant which is currently producing energy from the landfill gas by converting the gas into 1.2MW of electricity, which is sold into the BC Hydro grid. A photograph of the plant is shown in Figure 16-2.



**Figure 16-2 Cedar Road Bioenergy Landfill Gas Utilization Plant at the Regional Landfill**

### **16.2.2 Design and Operations Plan**

The Regional Landfill has a Design and Operations Plan (D&O Plan) that details how the landfill development will progress on the site and how it will be operated on a day-to-day basis. One of the D&O Plan's goals is to optimize the use of the space so that the landfill can be a regional asset for as long as possible. The plan incorporates surface water, leachate, and landfill gas management controls into the

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<sup>13</sup> From the US EPA Climate Change webpage (<http://epa.gov/climatechange/ghgemissions/gases/ch4.html>) : The comparative impact of CH<sub>4</sub> on climate change is over 20 times greater than CO<sub>2</sub> over a 100-year period.

long-term landfill development plan and also includes a progressive closure strategy to mitigate potential landfill impacts.

D&O Plans are updated regularly through the life of a landfill. The current plan is a landfill development plan as well as a remedial action plan to address leachate management issues recently identified in a hydrogeological study of the site. The key objectives of the current D&O Plan are to:

- Provide an updated fill plan which addresses the need to reduce leachate generation and optimize surface water controls;
- Address leachate management issues;
- Enhance the collection efficiency of the landfill gas collection system and reduction of fugitive greenhouse gas emissions;
- Update and revise the environmental monitoring program;
- Undertake progressive closure of the site in support of the post-closure nature park concept.

### **16.2.3 Post Closure Plan**

The RDN has prepared a detailed plan for closure and post closure of the Regional Landfill, which has been approved by the BC Ministry of Environment and the Regional Board. Funds are being set aside for closure and monitoring costs and post-closure plans to rehabilitate the site as a community resource. After closure of the landfill, the RDN must operate and maintain pollution mitigation programs and infrastructure for at least 25 years.

In 2004, the RDN completed a study of post-closure options for the Regional Landfill. After consulting with the community in the vicinity of the landfill and City of Nanaimo municipal staff, creation of a nature park was identified as the preferred post-closure use. The vision is to have a park with open areas for recreation opportunities, plantings that enhance wildlife habitat and provide a nature experience for users, hiking trails that integrate into the surrounding area's trail network, and picnic areas and scenic viewpoints.





**Figure 16-3 Post Closure Plan for the Regional Landfill: Nature Park**

As the landfill will continue to operate for a number of years, the park is to be developed in phases, with the first phase installed on the closed and capped 9-hectare area of the old landfill. A detailed design of the first phase of the nature park is under development by by Nanaimo-based Archadia Landscape Architecture Ltd. and will be the first of its kind on a working landfill in BC.

#### **16.2.4 Estimated Lifespan**

When the current D&O plan was prepared in 2011, the remaining available airspace was estimated to be 2.4 million cubic metres. Based upon population growth projections and fill rate assumptions, it is estimated that the site will reach design capacity in 2030.

### **16.3 Disposal Charges**

The RDN charges tipping fees based on the weight of materials brought to the landfill or transfer station. The tipping fees are intended to cover the capital and operating costs of the facilities and the services provided at the sites. Table 16-1 lists the 2013 rates, the most notable being that garbage (referred to in the table as municipal solid waste) is charged at \$120 per tonne.

**Table 16-1 Accepted Materials and Rates, Effective January 1, 2013**

<b>Municipal Solid Waste, excluding Controlled Waste</b>	
<b>Municipal solid waste, construction/demolition waste, roofing waste (asphalt/tar/gravel)</b> 0 - 50 kg 51 kg or greater	\$6.00 flat rate \$120.00/tonne
<b>Municipal solid waste containing recyclables 0 - 50 kg</b> 51 kg or greater	\$6.00 flat rate \$230.00/tonne
<b>Construction/demolition waste containing recyclables 0 - 50 kg</b> 51 kg or greater	\$6.00 flat rate \$360.00/tonne
Weighing service Improperly covered or secured load	\$20.00 each \$20.00 each
<b>Recyclables</b>	
<b>Garden Waste</b> 0 - 100 kg 101 kg or greater (roll-off bin loads not accepted)	\$6.00 flat rate \$55.00/tonne
<b>Wood Waste</b> (includes wood roofing) 0 - 50 kg 51 kg or greater(roll-off bin loads not accepted)	\$6.00 flat rate \$240.00/tonne
<b>Gypsum</b> (Accepted only at Church Road Transfer Station) 0 - 50 kg 51 kg or greater	\$6.00 flat rate \$240.00/tonne
<b>Organic Waste</b> (Accepted only at Church Road Transfer Station) 0 - 50 kg 51 kg or greater	\$6.00 flat rate \$105.00/tonne
<b>Organic Waste</b> (Containing mixed solid waste or recyclables) 0 - 50 kg 51 kg or greater	\$6.00 flat rate \$210.00/tonne
<b>Metal Recycling</b> , metal appliances 0 - 500 kg 501 kg or greater	\$6.00 flat rate \$55.00/tonne
<b>Miscellaneous Recyclables</b> (includes non-deposit glass, paper, household plastic containers, metal food and beverage containers, vehicle batteries and oil filters)	\$6.00 flat rate
<b>Corrugated cardboard</b> 0 - 50 kg 51 kg or greater	\$6.00 flat rate \$55.00/tonne
<b>Controlled Waste (Accepted at Regional Landfill only)</b>	
Contaminated soil (Accepted only at Regional Landfill)	\$120.00/tonne
Large dead animals and asbestos waste (Accepted only at Regional Landfill)	\$240.00/tonne
Steel cable	\$500.00/tonne

## **16.4 Resource Recovery**

Recovery is defined as the reclamation of energy or recyclable materials from the residual waste prior to landfilling.

### **16.4.1 Waste to Energy**

Over the past decade, the RDN has continued to assess the role of waste-to-energy (WTE) as a means of further reducing the amount of residual waste requiring landfilling and generating local energy. A number of studies have reviewed the state of the various WTE technologies and their anticipated capital and operating costs. Those studies include:

- 2004 – *New and Emerging Residual Waste Management Technologies Update* by Gartner Lee Ltd. This study was done for the RDN and Cowichan Valley Regional District (CVRD) and was a preliminary review of new and emerging residual waste management technologies to determine if any of these technologies might have some applicability to the regional districts in the foreseeable future. The review indicated that there may be some promise for residual waste processing in the future depending on available waste quantities, the change in composition of waste, availability of proven technology, and energy markets. The study recommended that the regional districts continue to monitor the development of the technologies that have proven to be technically viable, including refuse derived fuel, anaerobic digestion, waste-to-energy, gasification and pyrolysis. The study also suggested that for the time being traditional diversion activities may be preferable since it was plausible that a conventional but aggressive waste reduction strategy to divert up to 70% of the solid waste stream.
- 2006 – *Assessment of New Treatment Technologies* by Gartner Lee Ltd. This study was also a collaboration between RDN and CVRD to determine if and when additional waste treatment in the form of thermal processing would be feasible for recovering energy from the residual waste stream. Conventional and advanced thermal technologies were reviewed, as well as refuse derived fuel (RDF). This study reported that the cost of thermal processing of residual waste is about 40% above that of landfilling (\$100 per tonne at the time) and therefore not financially attractive, but might become competitive in the near future if energy costs rise, funding assistance becomes available, and low cost financing can be found.
- 2008 – *Assessment of New Treatment Technologies* by Gartner Lee Ltd. This report was an update of the 2006 study and included an expansion of the initial thermal technology review, and an update on some of the environmental issues and costs.
- 2012 – *Tri-Regional Waste to Energy Study* by AECOM. This study was a collaborative effort of the RDN, CVRD and Capital Regional District. The study reviewed the applicability of available technologies in light of the increase tonnage of waste available through the inclusion of the Capital Regional District's residual waste. This study considered the use of mass-burn, gasification and plasma gasification technologies. Mass-burn was confirmed as the most proven, reliable and lowest

cost WTE technology. The study concluded that a single WTE facility would have adequate economies of scale to employ mass-burn; however it would not be at an optimum size from a pricing perspective, which would need to be roughly 3 times larger.

## **16.5 Closed Landfills**

There are two permanently closed municipal solid waste landfills in the RDN. Both the City of Parksville and the Town of Qualicum Beach closed and capped their landfills but continue to monitor the closed sites and provide annual reporting to the BC Ministry of Environment. The permits for these sites have been “abandoned” at the request of the municipalities, meaning that the permits have been rescinded by the Ministry.

There are two private disposal facilities that have also abandoned their permits. These permits were held by J. Milner Trucking and Lussier and Son Contracting for the landfilling of inert wastes and wood waste. Both disposal facilities were located in Nanaimo and permits for both of these sites have been cancelled.

## **17 Landclearing Waste Management**

Land clearing waste refers to trees and stumps removed when land is cleared for development. Because of the large and bulky nature of this material, it is difficult to manage at municipal solid waste landfills and composting facilities. All of the municipalities and the community of French Creek have banned open burning of land clearing waste. In these areas, land clearing debris is generally ground on site using a mobile grinder and left on the property, or the land clearing waste is transported to a facility for storage and subsequent grinding for use as hog fuel. There are two private operations in the RDN that receive and process land clearing waste: Pacific Coast Waste Management and Porter Wood Recycling.

In areas of the RDN where land clearing waste can be disposed of through on-site burning, all fires must be managed in accordance with the BC Open Burning Smoke Control Regulation and a reference number must be obtained from the Ministry of Forests. In Extension and East Wellington, a permit to burn landclearing waste must be obtained from the local fire department.

## **18 Illegal Dumping Prevention Strategy**

Illegal dumping on private and public lands has been a long-standing concern in the Regional District of Nanaimo. In 2010, 41 tonnes of illegally dumped material was removed through clean-up initiatives and disposed of appropriately.



Although it represents only .0002% of the total solid waste generated in the region, illegally dumped material can have serious effects on the environment, wildlife habitat and the ability of others to use and enjoy outdoor recreational areas.

The RDN has implemented an Illegal Dumping Prevention Strategy that includes:

- Prevention of illegal dumping through education;
- Funding the clean-up of illegal dump sites; and
- Illegal dumping surveillance and enforcement activities.

The RDN's Waste Stream Management Licensing (WSML) Bylaw includes a section to enforce the proper disposal of waste. The WSML bylaw requires those who generate waste be responsible for its proper disposal. If a generator's waste is found to be abandoned, the generator can be subject to a fine of up to \$200,000. This component of the WSML bylaw is the backbone to the RDN's Illegal Dumping Prevention Strategy.

The RDN has a Zero Waste Compliance Officer staff position to carry out illegal dumping prevention and Waste Stream Management License bylaw enforcement and education duties. This position undertakes complaint response, records management, inter-agency/media contacts, establishes the posting of signage in areas subject to illegal dumping activities and conducts historic site monitoring.



In instances where the officer is able to identify the generator, a written warning is issued with a request to clean up the abandoned waste. In most cases this action is sufficient to achieve compliance. In instances where a generator fails to take responsibility, the officer can charge the clean-up costs to the generator and levy a fine. In some cases the RDN will work with the RCMP and/or the Ministry of Environment.

The RDN also works with several organizations that are frequent users of backroads and trails including Vancouver Island University (VIU) woodlot staff, VIU's Resource Management Officer Technology Program, Island Timberlands security, Emcon Services staff and various recreational groups/users. These organizations have volunteered to observe and report illegal dumping activities and sites to assist the RDN in monitoring activities and enhancing enforcement. The RDN also maintains a website page where any member of the public can "Observe, Record and Report" illegal dumping that they come across. All complaints, regardless of the source, result in the opening of a file and an investigation.

In 2012, the RDN responded to 115 incident complaints with 43 tonnes of waste cleaned up by RDN contractors or community groups. A total of 18 files resulted in names being located and individuals directed to clean up or warned about their actions. Two individuals were uncooperative and were scheduled for court appearances and were subsequently fined in 2013. Five additional illegal dumping signs were erected in historical illegal dumping areas as well as a problematic RDN park sites (for a total of 60 signs throughout the RDN). All signs are GPS mapped. Community groups were supported in clean-ups with 15 disposal waivers issued. The illegal dumping program is promoted through Shaw Cable, radio, newspaper and Facebook.



## 19 Financing of RDN Solid Waste Services

Table 19-1 lists the costs for the various solid waste management related services provided by the RDN, City of Nanaimo and Town of Qualicum Beach. Together, the government costs for solid waste management in 2012 were \$17.3 million.

**Table 19-1 RDN and Municipal 2012 Solid Waste Expenditures**

Service Area	Budget
<b>Residential Collection</b>	
RDN Curbside Collection	\$3,775,651
CON Curbside Collection	\$3,769,634
TQB Garbage Collection	\$173,859
<b>Sub-Total</b>	<b>\$7,719,144</b>
<b>Region-Wide Disposal</b>	
Overhead & Administration	\$1,162,920
Zero Waste Programs	\$514,394
Scale & Transfer Services – Cedar	\$1,507,215
Scale & Transfer Services - CRTS	\$2,008,190
Disposal Operations	\$4,387,105
<b>Sub-Total</b>	<b>\$9,579,824</b>
<b>Total</b>	<b>\$17,298,968</b>

Table 19-2 lists how the Regional District of Nanaimo pays for the solid waste services it provides. As shown, almost all of the RDN's costs (97%) are covered by user fees including tipping fees charged at the landfill and transfer station, and utility fees charged for residential curbside collection services.

**Table 19-2 RDN 2012 Solid Waste Revenue Sources**

Revenue Source	Amount	Percentage
Tax Requisition	\$342,035	2%
Tipping Fees	\$9,237,789	53%
Utility Fee	\$7,719,144	47%
<b>Total</b>	<b>\$17,298,968</b>	<b>100%</b>

## **20 Provincial Policies and Legislation**

In general, the responsibility for solid waste management belongs to the Province and local governments. Municipalities and regional districts provide solid waste collection, diversion and disposal operations; regional districts are responsible for preparing long-range plans on a regional level; and the Province is responsible for approvals and monitoring of operations such as landfills and waste-to-energy facilities, as well as providing regulations, guidelines and policies to protect the environment and encourage waste minimization. The federal government plays a minor role in solid waste management; occasionally conducting Canada-wide studies on solid waste practices.

The following is a list of BC legislation that influences how solid waste (residual waste, recyclables and compostable waste) is managed by the public, private and non-profit sectors in BC.

- Environmental Management Act
- Contaminated Sites Regulation
- Hazardous Waste Regulation
- Landfill Gas Management Regulation
- Organic Matter Recycling Regulation
- Ozone Depleting Substances and Other Halocarbons Regulation
- Recycling Regulation
- Storage of Recyclable Material Regulation

## **21 Linkages to Regional Plans**

The Regional Growth Strategy and the RDN Board's Strategic Plan are coordinating documents that link land use planning and servicing plans. The RDN Board's Strategic Plan is a three year plan that establishes broad strategic goals for the region and identifies actions and programs for implementation.

The purpose of these two plans is to ensure that regional and local service delivery remains consistent with regional objectives, manages the impacts of growth, and creates livable communities.

This section provides the solid waste-related actions from each of these documents. As these are guiding documents for RDN servicing, this information provides guidance for updating the Solid Waste Management Plan.

## **21.1 RDN Board's Strategic Plan (2013-2015)**

Strategic goals and Actions for 2013-2015 for Solid Waste from the Board's Strategic Plan are:

1. Review and update the 2004 Solid Waste Management Plan (SWMP).
  - a. Undertake a new waste composition study to determine changes in the regional solid waste stream resulting from the implementation of the Zero Waste Plan.
  - b. Identify further opportunities to reduce waste and establish a new diversion target beyond the 70% currently achieved.
  - c. Undertake a comprehensive public consultation process on the SWMP review and update to ensure that the public is engaged and supportive of new policies and programs.
  - d. Explore new treatment technologies for residual wastes that save landfill capacity and investigate the need for additional future landfill capacity.
2. Continue to implement the Zero Waste Program on the basis of regulation, collaboration, education, and enforcement.
  - a. Ensure private and non-profit waste management and recycling facilities licensed under the Waste Stream Management Licensing Regulation are operating in accordance with approved operating plans.
  - b. Expand the commercial food waste ban to include front-of-operations food waste collection systems at fast food restaurants and cafeterias.
  - c. Extend the green bin food waste program into multi-family residential developments.
  - d. Support provincial product stewardship programs for electronics, small appliances, printed paper and packaging, ensuring a smooth transition to extended producer responsibility.
  - e. Explore opportunities for satellite recycling stations or one-stop eco-depots that handle the full range of products regulated by provincial stewardship programs.
3. Implement education and outreach programs to influence behavior and reduce waste.
  - a. Participate on the proposed National Zero Waste Marketing Council to develop and implement national strategies designed to reduce the solid waste stream in Canada.
  - b. Collaborate with other local governments on Zero Waste campaigns using free advertising copy and graphic designs.
  - c. Enhance communications and public education on the importance of waste management, composting, and recycling.
  - d. Collaborate with Vancouver Island regional districts and the Lower Mainland in their waste management efforts.



4. Implement the Design & Operations Plan at the Regional Landfill.
  - a. Complete a Nature Park on the closed portion of the Regional Landfill.
  - b. Examine the feasibility of new capital projects, and implement necessary projects incrementally to optimize costs while meeting the needs of a growing population.
  - c. Continue with landfill gas collection and energy distribution initiatives.
  - d. Explore opportunities to encourage industry, municipalities, and stakeholders to develop a regional eco-industrial network pilot project to reduce waste and increase economic performance by turning waste into resources.

## **21.2 Regional Growth Strategy**

The Regional Growth Strategy lists the following actions for solid waste management (sections 10.9 to 10.13 of the strategy):

- Pursue an approach to solid waste management that focuses on waste reduction, with the ultimate goal of eliminating the need for waste disposal (i.e. a “Zero Waste” approach).
- Ensure that all new high density developments are designed to support full recycling that includes food waste collection and materials prohibited from entering the RDN landfill.
- Recognize the benefit of integrating solid waste and wastewater disposal streams with private sector initiatives for the recovery of resources, where appropriate. The Solid Waste Management Plan may co-locate solid waste facilities with compatible industries to promote partnerships that recover resources from solid waste disposal.
- Recognize the impact solid waste disposal and processing may have on adjacent land uses and locate future recycling, composting and residual waste disposal sites in locations that minimize the impact on residential communities and the natural environment.
- Consider the potential for aggregate mining sites to be reclaimed for future solid waste disposal sites, if necessary.

# Appendix A

## Detailed Waste Composition Data (2012)

## RDN Waste Composition Study Data (2012)

Material Category	Residential		Commercial		Self-Haul		Totals	
	Waste Stream Percentage	Estimated Tonnes Disposed	Waste Stream Percentage	Estimated Tonnes Disposed	Waste Stream Percentage	Estimated Tonnes Disposed	Waste Stream Percentage	Estimated Tonnes Disposed
<b>Paper</b>	<b>1.2%</b>	<b>637</b>	<b>9.5%</b>	<b>5,049</b>	<b>1.8%</b>	<b>969</b>	<b>12.5%</b>	<b>6,655</b>
Newsprint	0.1%	76	1.3%	690	0.3%	134	1.7%	900
Cardboard (recyclable)	0.2%	105	2.4%	1,271	0.3%	143	2.8%	1,519
Cardboard (waxed)	0.0%	0	0.0%	1	0.0%	0	0.0%	1
Cardboard (non-recyclable)	0.0%	0	0.2%	108	0.0%	0	0.2%	108
Boxboard / Cores	0.4%	191	1.3%	709	0.2%	128	1.9%	1,028
Office Paper	0.4%	198	2.5%	1,324	0.7%	368	3.5%	1,889
Magazines and Catalogues	0.0%	1	0.2%	106	0.1%	59	0.3%	166
Molded Paper Containers	0.0%	20	0.4%	237	0.0%	25	0.5%	282
Hardcover Books	0.0%	7	0.2%	91	0.2%	87	0.3%	186
Takeout Cups	0.1%	30	0.7%	360	0.0%	23	0.8%	413
Composite Can	0.0%	8	0.0%	21	0.0%	2	0.1%	31
Other Paper	0.0%	1	0.2%	130	0.0%	0	0.2%	131
<b>Plastic</b>	<b>2.5%</b>	<b>1,313</b>	<b>8.3%</b>	<b>4,421</b>	<b>3.0%</b>	<b>1,599</b>	<b>13.8%</b>	<b>7,334</b>
Bags - Retail (carry-out and grocery)	0.2%	124	0.2%	115	0.1%	44	0.5%	284
Bags - Packaging (film and overwrap)	0.9%	468	2.2%	1,173	0.2%	127	3.3%	1,768
Bags - Non Packaging (ziploc)	0.2%	113	0.7%	379	0.1%	46	1.0%	538
Other Plastic Film (pallet wrap)	0.1%	27	0.9%	473	0.0%	0	0.9%	500
PETE #1	0.1%	71	0.2%	99	0.1%	33	0.4%	202
HDPE #2	0.1%	65	0.4%	235	0.1%	58	0.7%	357
PVC #3	0.0%	0	0.0%	7	0.0%	1	0.0%	8
LDPE #4	0.0%	0	0.0%	6	0.0%	0	0.0%	6
PP #5	0.1%	37	0.2%	131	0.1%	29	0.4%	198
PS #6	0.2%	98	0.8%	450	0.1%	45	1.1%	593
Mixed Resin #7	0.0%	25	0.4%	210	0.0%	25	0.5%	260
Other uncoded plastics	0.2%	104	0.7%	391	0.5%	291	1.5%	786
Durable plastic (non-packaging)	0.3%	180	1.4%	753	1.7%	901	3.4%	1,833
<b>Compostable Organics</b>	<b>6.2%</b>	<b>3,301</b>	<b>26.0%</b>	<b>13,879</b>	<b>2.7%</b>	<b>1,453</b>	<b>34.9%</b>	<b>18,632</b>
Food Waste	4.5%	2,381	17.6%	9,386	2.4%	1,297	24.5%	13,065
Yard and Garden	0.4%	223	4.7%	2,490	0.0%	12	5.1%	2,725
Compostable Paper	1.3%	696	3.7%	1,987	0.3%	141	5.3%	2,824
Tree Based Wood	0.0%	0	0.0%	16	0.0%	3	0.0%	19
<b>Beverage Containers</b>	<b>0.2%</b>	<b>98</b>	<b>1.3%</b>	<b>681</b>	<b>0.2%</b>	<b>86</b>	<b>1.6%</b>	<b>865</b>
Aseptic Containers (deposit)	0.0%	8	0.0%	19	0.0%	1	0.1%	29
Aseptic Containers (non-deposit)	0.0%	4	0.0%	9	0.0%	0	0.0%	14
Beverage Pouches (deposit)	0.0%	0	0.0%	11	0.0%	0	0.0%	11
Gable Top Containers (deposit)	0.0%	0	0.0%	8	0.0%	1	0.0%	9
Gable Top Containers (non-deposit)	0.0%	22	0.1%	59	0.0%	15	0.2%	96
Plastic Beverage Containers (deposit)	0.0%	6	0.2%	110	0.0%	18	0.3%	133
Plastic Beverage Containers (non-deposit)	0.0%	25	0.0%	25	0.0%	17	0.1%	67
Plastic Beverage (takeout cups)	0.0%	8	0.1%	72	0.0%	2	0.2%	82
Metal Beverage (deposit)	0.0%	9	0.1%	65	0.0%	4	0.1%	78
Metal Beverage (non-deposit)	0.0%	0	0.0%	0	0.0%	0	0.0%	0
Glass Containers (deposit)	0.0%	16	0.6%	303	0.1%	28	0.7%	347
Glass Containers (non-deposit)	0.0%	0	0.0%	0	0.0%	0	0.0%	0
<b>Textiles</b>	<b>1.1%</b>	<b>576</b>	<b>2.0%</b>	<b>1,080</b>	<b>2.6%</b>	<b>1,380</b>	<b>5.7%</b>	<b>3,037</b>
Clothing	0.1%	45	0.0%	16	0.1%	64	0.2%	126
Composite Textiles	0.1%	74	0.1%	37	0.3%	167	0.5%	278
Leather	0.0%	5	0.0%	12	0.1%	49	0.1%	66
Natural Fibre Textiles	0.7%	380	1.4%	727	1.3%	690	3.4%	1,798
Synthetic Textiles	0.1%	72	0.5%	288	0.8%	410	1.4%	770
<b>Metals</b>	<b>0.5%</b>	<b>260</b>	<b>1.2%</b>	<b>656</b>	<b>0.7%</b>	<b>375</b>	<b>2.4%</b>	<b>1,291</b>
Metal Packaging (food)	0.2%	120	0.4%	213	0.0%	25	0.7%	358
Aluminum Foil and Trays (packaging)	0.0%	10	0.0%	4	0.0%	0	0.0%	14
Aluminum Foil and Trays (non-packaging)	0.1%	79	0.2%	89	0.0%	12	0.3%	180

## RDN Waste Composition Study Data (2012)

Material Category	Residential		Commercial		Self-Haul		Totals	
	Waste Stream Percentage	Estimated Tonnes Disposed	Waste Stream Percentage	Estimated Tonnes Disposed	Waste Stream Percentage	Estimated Tonnes Disposed	Waste Stream Percentage	Estimated Tonnes Disposed
Non-consumables mixed metals (<0.5kg)	0.1%	51	0.3%	169	0.0%	25	0.5%	245
Non-consumables mixed metals (>0.5kg)	0.0%	0	0.3%	181	0.6%	313	0.9%	494
<b>Glass</b>	<b>0.5%</b>	<b>275</b>	<b>1.1%</b>	<b>611</b>	<b>0.9%</b>	<b>500</b>	<b>2.6%</b>	<b>1,386</b>
Glass Packaging (food)	0.4%	188	0.6%	299	0.3%	182	1.3%	669
Other Glass and Ceramics	0.2%	86	0.6%	313	0.6%	318	1.3%	717
<b>Building Materials</b>	<b>0.7%</b>	<b>347</b>	<b>4.6%</b>	<b>2,438</b>	<b>5.6%</b>	<b>2,963</b>	<b>10.8%</b>	<b>5,748</b>
Clean Wood	0.3%	145	1.0%	509	0.8%	403	2.0%	1,057
Treated or Painted Wood	0.2%	88	1.4%	759	0.0%	6	1.6%	853
Gypsum/drywall/plaster	0.0%	0	0.3%	186	1.2%	652	1.6%	838
Masonry/bricks	0.0%	0	0.2%	91	0.5%	241	0.6%	332
Asphalt products	0.0%	0	0.1%	52	0.0%	0	0.1%	52
Carpet & Underlay	0.0%	0	0.8%	437	1.9%	1,004	2.7%	1,441
Flooring (non-wood)	0.0%	0	0.0%	0	0.1%	54	0.1%	54
Other (fiberglass insulation)	0.2%	114	0.8%	404	1.1%	604	2.1%	1,122
<b>Electronics</b>	<b>0.3%</b>	<b>144</b>	<b>1.9%</b>	<b>997</b>	<b>0.3%</b>	<b>182</b>	<b>2.5%</b>	<b>1,323</b>
Computers and Peripherals	0.0%	0	0.5%	274	0.0%	2	0.5%	276
Televisions and Audio Visual Equipment	0.1%	36	0.5%	257	0.1%	40	0.6%	333
Telephones and Telecommunications Equipment	0.0%	0	0.3%	137	0.0%	9	0.3%	146
Small Kitchen Appliances and Floor Care	0.1%	36	0.5%	243	0.2%	123	0.8%	402
Electronic Toys	0.0%	3	0.0%	3	0.0%	0	0.0%	6
Smoke and CO Detectors	0.0%	0	0.0%	0	0.0%	0	0.0%	0
Other Electronics	0.1%	69	0.2%	83	0.0%	7	0.3%	160
<b>Household Hazardous</b>	<b>0.3%</b>	<b>135</b>	<b>2.3%</b>	<b>1,220</b>	<b>0.3%</b>	<b>162</b>	<b>2.8%</b>	<b>1,516</b>
Batteries	0.0%	13	0.1%	31	0.0%	1	0.1%	46
Medical/Biological	0.1%	42	0.7%	383	0.0%	0	0.8%	425
Stains/Preservatives	0.0%	0	0.0%	0	0.0%	10	0.0%	10
Latex Paint	0.0%	12	0.3%	163	0.2%	103	0.5%	278
Oil Based Paint	0.0%	0	0.1%	31	0.0%	0	0.1%	31
Aerosols	0.0%	24	0.1%	38	0.1%	35	0.2%	97
Solvents	0.0%	0	0.1%	34	0.0%	0	0.1%	34
Pesticides/Herbicides/Fungicides	0.0%	0	0.0%	3	0.0%	0	0.0%	3
Motor Oil	0.0%	3	0.0%	17	0.0%	0	0.0%	20
Oil Filters	0.0%	0	0.0%	0	0.0%	0	0.0%	0
Anti-Freeze	0.0%	0	0.0%	0	0.0%	0	0.0%	0
Pharmaceuticals	0.0%	1	0.0%	10	0.0%	13	0.0%	23
Other Petroleum Based Products	0.0%	0	0.0%	16	0.0%	0	0.0%	16
Mercury Containing Items	0.0%	0	0.0%	5	0.0%	0	0.0%	5
Other HHW	0.1%	39	0.9%	488	0.0%	0	1.0%	527
<b>Household Hygiene</b>	<b>3.4%</b>	<b>1,829</b>	<b>3.1%</b>	<b>1,633</b>	<b>0.9%</b>	<b>470</b>	<b>7.4%</b>	<b>3,932</b>
Diapers / Personal Hygiene	2.6%	1,394	2.2%	1,187	0.4%	205	5.2%	2,786
Pet Waste	0.8%	435	0.8%	446	0.5%	266	2.1%	1,146
<b>Other</b>	<b>0.3%</b>	<b>169</b>	<b>1.1%</b>	<b>572</b>	<b>1.6%</b>	<b>859</b>	<b>3.0%</b>	<b>1,599</b>
Cosmetics / Soaps	0.1%	61	0.1%	75	0.0%	26	0.3%	162
Fines	0.2%	102	0.5%	261	0.0%	7	0.7%	370
Furniture	0.0%	0	0.4%	196	1.5%	825	1.9%	1,021
Rubber/Tires	0.0%	6	0.1%	40	0.0%	0	0.1%	46
White Goods	0.0%	0	0.0%	0	0.0%	0	0.0%	0
<b>Totals</b>	<b>17%</b>	<b>9,083</b>	<b>62%</b>	<b>33,239</b>	<b>21%</b>	<b>10,998</b>	<b>100%</b>	<b>53,319</b>

# **Appendix B**

## **Solid Waste Management Facilities in the RDN**

Program	Material	NRE	Curbside	Return-to-Retail	District 68	Alpine	BFI-10th	Cascades	DBL	Enterra	GIRO	International Composting	Nanaimo Bottle	PCWM	Reg. Landfill	Regional Recycling	Schnitzer Steel	District 69	Church Rd. Transfer Stn	Parkville Bottle Depot	Porter Wood	Qualicum Beach Bottle Depot
Packaging and Paper Products	Beverage cont.	X	X			X		X				X			X			X	X		X	
	Cardboard	X	X			X	X	X	X	X		X	X	X				X	X		X	
	Glass	X							X	X	X		X					X	X			
	Milk jugs	X	X			X		X	X	X		X	X	X				X	X		X	
	Mixed paper	X	X			X	X	X	X	X			X					X				
	Newsprint	X	X			X	X	X	X	X			X					X				
	Plastic 1-7	X	X			X	X		X	X			X					X				
	Plastic bags	X					X		X			X		X					X		X	
	Waxed cartons	X	X			X		X	X	X		X	X	X					X		X	
	Styrofoam	X																	X			
	Extended Producer Responsibility	Small appliance	X								X	X				X	X			X		
Electronics		X								X	X				X	X			X			
Paint/Solvent		X													X				X			
Gasoline		X													X				X			
Pesticide		X													X				X			
Antifreeze		X								X					X							
Used Oil		X								X												
Batteries		X								X	X				X							
Car battery		X								X			X		X	X			X	X	X	
Cellphone		X									X				X							
Fluores. Tubes		X								X												
Lg Appliances		X						X	X				X	X	X				X	X	X	
Medications				X																		
Smoke alarm		X																				
Tires	X																					
Construction/Demo	CD				X			X					X									
	Wood Waste	X			X			X		X	X	X	X					X		X		
	Yard Waste	X			X			X			X	X	X					X		X		
	Land Clearing				X			X				X									X	
	Gypsum				X			X											X			
	Asphalt Shingles				X			X					X	X					X			
Misc	Textiles*	X	X			X																
	Scrap Metal	X			X	X		X				X			X			X	X	X		

\* Textiles are collected in the RDN program.

**SWMP Level of Service Considerations from RSWAC**

Topic Area	Service	Scope	RSWAC interest in pursuing concept	Implications			
				Operations	Convenience	Diversion Estimate	Financial
				Type of service discussed	Describe potential implementation process	High, Medium or Low	Briefly describe operations
<b>Residential Curbside</b>	<b>Consider collecting non-deposit glass container as part of residential curbside service</b>	Collection trucks required for dedicated glass collection only service. Staff scoped service for triannual collection (three collections per year) to all RDN-served homes (not City of Nanaimo).	Medium	Likely to impact existing depot collection network (reduced revenue stream for them). Would require MMBC approval to change current collector contract(s). May require change to current curbside collection contract(s) to deploy dedicated glass collection vehicles.	For those who will hold glass for 4 months between pickups = High. For the rest = Insignificant to Low.	0.5%	Capital: nil Operating: \$190,000/year to add triannual service to current RDN contract. Approx. extra \$7 added to residential annual utility bill.
<b>Residential Curbside</b>	<b>Explore options to collect residential yard &amp; garden waste at the curb</b>	Collection trucks required for dedicated yard waste collection service. Previous contract RFPs (RDN program not City of Nanaimo) provide level of background costing information based on bi-weekly nine month service. City considering implications as they phase in automated collection over next three years.	Medium	Dedicated collection vehicles required, along with the ability for a processing facility to receive and process the material. Currently Y&G handled through range of facilities - curbside collection will impact them. May be possible to co-mingle food and yard. Possibly better suited to automated collection with standard sized totes.	Varies but likely medium to high. Past surveys have shown 40-60% support for a Y&G waste collection however this drops when cost to collect is known.	0.3 % based on amount of Y&G currently in the curbside stream. Approx. 12,000 tonnes of Y&G is currently handled outside of the RDN system - if collection was set up a portion of this will be captured at curb thereby boosting waste generation and diversion numbers.	Capital: nil Operating: Additional \$50/year added to utility bills for home (RDN customers) based on past studies
<b>Residential Curbside</b>	<b>Compliance and Enforcement to Improve Diversion (Curbside Collection Programs)</b>	Continue employing outreach and education as primary tool to encourage effective use of curbside program; consider applying and actively enforcing bans on materials at the curb (i.e., enforce use of food waste collection).	Medium	Minimal additional staffing required to continue previous education efforts. Introducing disposal bans at the curb and enforcing them requires additional resources.	Low (potential for High inconvenience)	1 - 3 % range for additional outreach and for enforcing use of food waste collection.	Capital: nil. Curbside Enforcement Staffing: \$27,000, Education & outreach efforts: \$36,000, Administration: \$12,000. This excludes cost for City of Nanaimo. implement residential disposal bans for curbside materials.

**SWMP Level of Service Considerations from RSWAC**

Topic Area	Service	Scope	RSWAC interest in pursuing concept	Implications			
				Operations	Convenience	Diversion Estimate	Financial
				Type of service discussed	Describe potential implementation process	High, Medium or Low	Briefly describe operations
Regional Facilities	<b>Provision of Share Sheds at Regional Facilities</b>	Construct and operate "share sheds" which give customers the opportunity to donate items in good condition for re-use by others instead of landfilling.	Low	Siting of a building to accommodate this service; considerations for traffic flow and safety; staffing to ensure materials left to be shared do meet a minimum standards (and the shed does not become a cheaper disposal alternative for end-of-life items).	Low to Medium. Customers have expressed a level of interest to have share shed or donation opportunities co-located where they take their landfill items. There are numerous not-for-profit and for profit examples locally where re-usable items can be donated.	0.3 % - 0.5 %	Capital: \$13,000 to \$56,000 (for a shed at each facility - cost depends on type and size of shed) Operations: \$190,000/yr. for staffing at both locations
Regional Facilities	<b>EPR Stewardship depots established at Regional Facilities</b>	Become a "take back" location of stewardship items. There are currently 17 Stewardship Agencies in BC for items such as paint and paint products, household lighting and fixtures, thermostats, cell phones, small appliances, batteries, tires, and smoke alarms tanks. The RDN currently does not provide services for EPR type materials as the 2004 Zero Waste Plan identified this is best provided by the private sector.	Low	The Stewards determine the site requirements, which may include secure storage, protection from weather, supervised collection, and paved surfaces for easy pickup of large bins. The Stewards work with the facility to set up and train staff to identify which items are accepted or not accepted. RDN may not be picked up by some EPR programs if they determine that coverage for their items is sufficient in this region.	High. Facilities are compensated by some of the EPR programs for the recycling they collect; therefore, a drop-off fee can not be charged. EPR drop-off areas must be separate from garbage and other non-EPR recycling areas to appropriately track disposal. This may limit the convenience for traffic through the facilities, given the current site layouts.	0.25% - 0.5 %	Capital: \$248,000 (dependent on number of stewardship programs signing RDN as a location; and on their site requirements). Operations: \$384,000/yr. staffing costs
Regional Facilities	<b>Complimentary Drop Off Days</b>	Allowance for a "no-charge" drop off day at regional facilities where the cost is covered through taxation	Low	Reintroduction of "Complimentary Disposal" service at RDN Solid Waste Facilities.	High	Decrease in waste diversion. High customer traffic means less time for screening for attendants.	Approximately \$42,500 per day in lost revenue and additional staffing requirements.
Regional Facilities	<b>Household Hazardous Waste</b>	The Regional District to fund drop off events for non-stewarded residential HHW.	Further discussion required	RDN to run annual drop off events for non-stewarded HHW.	High	<1%	Operations: \$80,000-\$100,000 to run annual Non-stewarded HHW drop off events.



**SWMP Level of Service Considerations from RSWAC**

Topic Area	Service	Scope	RSWAC interest in pursuing concept	Implications			
				Operations	Convenience	Diversion Estimate	Financial
				Type of service discussed	Describe potential implementation process	High, Medium or Low	Briefly describe operations
ICI	Industrial, Commercial, Institutional (ICI) & Multi-Family Diversion	Increased enforcement and education of existing landfill bans and a relaunch of Commercial Organics Diversion Strategy and Multi-Family Diversion Strategy	High	The RDN continues to work within the current regulatory authorities under the existing SWMP to improve ICI organics and recycling diversion which may include increased education and awareness and/or increased enforcement of current landfill bans at the landfill and transfer station.	Low (potential for High inconvenience)	3.1%	1 new FTE or equivalent at \$80,000/year including benefits to oversee the new ICI diversion strategy. \$20,000/year in administrative costs to run the program. \$100,000/year for increased enforcement.
		Introduction of economic and regulatory tools that encourage diversion. Through the SWMP the RDN requests additional authorities to further drive diversion of recycling and organics within the ICI and Multi-Family sectors which could include Mandatory Waste Collection, Waste Hauler Franchising, Waste Haulers as Agents, or Waste Source Control.	Low support for Franchising	Varies depending on the type of regulatory tools implemented.	Low (potential for High inconvenience)	7.9%-11% Includes 3.1% from education & enforcement	No Financial estimate available at this time as cost projections are dependent on the type of additional regulatory authority granted.
ICI	Construction, Demolition Waste	Enhanced education and communication	High	Improve and reintroduce education and communication regarding C&D waste in the region.	Low	1%	\$20,000 Education
		Enhanced regulation within existing authorities	High	Enhanced regulation would be carried out in conjunction with increased education.	Moderate	2%	\$20,000 for Education \$20,000 Regulation
		Additional Regulatory Authority	High	Varies depending on the types of regulatory tools implemented.	Moderate	4%	Unknown at this time

**SWMP Level of Service Considerations from RSWAC**

Topic Area	Service	Scope	RSWAC interest in pursuing concept	Implications			
				Operations	Convenience	Diversion Estimate	Financial
				Type of service discussed	Describe potential implementation process	High, Medium or Low	Briefly describe operations
Zero Waste	RDN Zero Waste Plan	Education	High	Enhanced public education regarding solid waste management in the region in addition to existing education programs.	High	Not quantifiable	\$20,000-\$40,000 in administrative costs
		Advocacy	High	The RDN continues to advocate for greater waste diversion in region by engaging with federal, provincial and local government agencies as well as BC stewardship groups such as MMBC.	N/A	Not quantifiable	Variable
		RDN Purchasing Policy	High	RDN to establish a sustainable purchasing policy for internal operations which would include best management practices for source separation.	Nominal	Minimal	Minimal
		Zero Waste Definition	High	Adopt Zero Waste International Alliance zero waste definition	N/A	Not quantifiable	N/A

**SWMP Level of Service Considerations from RSWAC**

Topic Area	Service	Scope	RSWAC interest in pursuing concept	Implications			
				Operations	Convenience	Diversion Estimate	Financial
				Type of service discussed	Describe potential implementation process	High, Medium or Low	Briefly describe operations
Residual Management	Residual Management	Landfill	Medium	Continue to operate a regional landfill for residual disposal.	N/A	N/A	Variable
		Waste Export	Medium	Consider waste export when the life span of the current landfill is complete.	N/A	N/A	Variable
	New and Emerging Technologies	Anaerobic Digestion (AD)	Low	Anaerobic Digestion (AD)	N/A	N/A (Estimated 82% Diversion achievable overall)	\$24 M - Capital costs. O&M Cost per year: \$3.6 M net revenue Net Cost per tonne: \$90
		Conventional combustion (Mass Burn )	Low	Conventional combustion (Mass Burn )	N/A	N/A (Estimated 93% Diversion achievable overall)	\$74 M - Capital Costs O&M Cost per year: \$4.5 M net revenue Net Cost per tonne: \$85
		Gasification/Pyrolysis	Low	Gasification/Pyrolysis	N/A	N/A (Estimated 97% Diversion achievable overall)	\$90 M - Capital Costs. O&M Cost per year: \$6.4 M net revenue Net Cost per tonne: \$120
		RDF	Low	RDF	N/A	N/A (Estimated 97% Diversion achievable overall)	\$14 M -Capital Costs. O&M Cost per year: \$1.3 M net revenue , Net Cost per tonne: \$25
		Material Recovery Facility (MRF)	Medium	Material Recovery Facility (MRF)	N/A	N/A (Estimated 85% Diversion achievable overall)	\$16 M - Capital Costs. O&M Cost per year: \$2.1 M net revenue , Net Cost per tonne: \$40

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE SOLID WASTE MANAGEMENT SELECT COMMITTEE MEETING**

**Wednesday, June 14, 2017**

**1:30 P.M.**

**Committee Room**

In Attendance:	A. McPherson	Chair
	H. Houle	Electoral Area B
	M. Young	Electoral Area C
	J. Stanhope	Electoral Area G
	B. McKay	City of Nanaimo
	J. Hong	City of Nanaimo
	J. Kipp	City of Nanaimo
	Alternate K. Oates	City of Parksville
Regrets:	M. Lefebvre	City of Parksville
	T. Westbroek	Town of Qualicum Beach
Also in Attendance:	P. Carlyle	CAO
	L. Gardner	Manager, Solid Waste Services
	M. Larson	Solid Waste Planner

**CALL TO ORDER**

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**Solid Waste Management Select Committee Meeting - May 30, 2017**

It was moved and seconded that the minutes of the Solid Waste Management Select Committee meeting held May 30, 2017 be adopted.

CARRIED UNANIMOUSLY

**INVITED PRESENTATIONS**

**SWMP Update**

M. Larson updated the Committee on the SWMP.

**Charitable Organization Waived Tipping and Hauling Fees**

L. Gardner presented the Committee on the Charitable Organization Waived Tipping and Hauling Fees report.

**REPORTS**

**Charitable Organization Waived Tipping and Hauling Fees**

It was moved and seconded that the Charitable Organization Waived Tipping and Hauling Fees report be received.

CARRIED UNANIMOUSLY

It was moved and seconded that the Charitable Organization Waived Tipping and Hauling Fees report be referred back to staff to provide further information.

CARRIED UNANIMOUSLY

**Comox Valley Regional District Disposal Request for Asbestos Waste Disposal Bylaw No. 1531 Revision**

It was moved and seconded that the Solid Waste Management Select Committee recommends that “Regional District of Nanaimo Solid Waste Management Regulation Amendment Bylaw No. 1531.08, 2017” be introduced and read three times; and

Opposed (2): Director Young, and Director Kipp

CARRIED

It was moved and seconded that the Solid Waste Management Select Committee recommends that “Regional District of Nanaimo Solid Waste Management Regulation Amendment Bylaw No. 1531.08, 2017” be adopted.

Opposed (2): Director Young, and Director Kipp

CARRIED

**Curbside Collection Contractor - Amalgamation and Name Change**

It was moved and seconded that this report be received for information purposes only.

CARRIED UNANIMOUSLY

**Solid Waste Management Plan Dispute Resolution Process**

It was moved and seconded that this report be received for information only.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

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CHAIR



consumption, health and safety requirements and additional facility staff and equipment needs. As of May 2017, the CVRD is continuing to work towards a long term strategy

The RDN currently has the capability to manage asbestos waste from CSWM. The North Berm is completed and a new asbestos cell is operational at the RDN landfill. The Bylaw amendment implements the previous Board decision to accept the waste and establishes the tipping rate. Appendix 3 is the May 12, 2016 staff report to the Board.

## **ALTERNATIVES**

1. That “Regional District of Nanaimo Solid Waste Management Regulation Amendment Bylaw No. 1531.08, 2017” be introduced and read three times; and
2. That “Regional District of Nanaimo Solid Waste Management Regulation Amendment Bylaw No 1531.08, 2017” be adopted.
3. That staff be provided with alternate direction.

## **FINANCIAL IMPLICATIONS**

The current tip rates for asbestos waste are \$500 per tonne for in-region asbestos waste and \$600 per tonne for out-of-region asbestos waste. Based on the estimated quantity of asbestos waste that is expected to be received from the CVRD, this would generate approximately \$120,000 to \$180,000 in tip fees over a one year period.

## **STRATEGIC PLAN IMPLICATIONS**

A key priority of the Strategic Plan is the focus on relationships and more specifically looking for opportunities to partner with other branches of government and community groups to advance our region. This request possibly serves as a catalyst to broaden discussion on cooperation for future residual waste disposal that might benefit the RDN over the long term.

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Maggie Warren  
mwarren@rdn.bc.ca  
May 12, 2017

Reviewed by:

- L. Gardner, Manager, Solid Waste Services
- R. Alexander, General Manager, RCU
- P. Carlyle, Chief Administrative Officer



Attachments

Appendix 1: RDN Bylaw No. 1531.08

Appendix 2: RDN Board Minutes, May 24, 2016

Appendix 3: Comox Valley Regional District Request to Dispose of Asbestos Waste Staff Report

**APPENDIX 1**

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 1531.08  
A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO  
SOLID WASTE MANAGEMENT REGULATION BYLAW 1531**

WHEREAS the “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531, 2007” provided for the regulation of Solid Waste Management Facilities within the Regional District of Nanaimo;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend schedule ‘D’ established by Bylaw No. 1531;

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

1. “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531, 2007” is amended as follows:

Schedule ‘D’ is hereby repealed and replaced with Schedule ‘D’ attached to and forming part of this bylaw.

2. This bylaw may be cited as “Regional District of Nanaimo Solid Waste Management Regulation Amendment Bylaw No. 1531.08, 2017.”

Introduced and read three times this \_\_\_ day of \_\_\_\_, 2017.

Adopted this this \_\_\_ day of \_\_\_\_, 2017.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
CORPORATE OFFICER

Schedule ‘D’ to accompany “Regional District of Nanaimo  
Solid Waste Management Regulation Amendment  
Bylaw No. 1531.08, 2017”

\_\_\_\_\_  
Chairperson

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Corporate Officer

**Schedule 'D'**

Charges and procedures for use of Regional Landfill for disposing of Controlled Waste and Municipal Solid Waste which originates from the Cowichan Valley Regional District and the Comox Valley Regional District, effective July 1, 2017, are:

<b>1.</b>	<b>Controlled waste originating Cowichan Valley RD</b>	<b>Flat rate</b>	<b>51 kg or greater</b>
a.	Waste asbestos	\$30.00/0-50 kg	\$600.00/tonne
b.	Large dead animals	\$20.00/0-50 kg	\$300.00/tonne
c.	Invasive plant species	\$20.00/0-50 kg	\$300.00/tonne

<b>2.</b>	<b>Solid waste under the direct control of the Cowichan Valley Regional District *</b>	<b>Tonne Rate</b>
a.	Municipal solid waste	Tonne rate includes a 20% premium over the current Schedule 'A' rates

\*Solid waste acceptance is contingent upon:

- 1) Prior written notice from Cowichan Valley Regional District to the General Manager explaining the reasons for, and the anticipated duration, of contingency landfilling;
- 2) The General Manager's acknowledgement of acceptance; and,
- 3) Any conditions the General Manager may specify with respect to the duration, requirements regarding acceptance or reporting.

<b>3.</b>	<b>Controlled waste originating Comox Valley RD**</b>	<b>Flat rate</b>	<b>51 kg or greater</b>
a.	Waste asbestos	\$30.00/0-50 kg	\$600.00/tonne

\*\*Asbestos waste acceptance is approved until December 31, 2017 with provision to extend the agreement for one year.

**Solid Waste Management Select Committee.**

- 16-375 MOVED Director Lefebvre, SECONDED Director Westbroek, that the minutes of the Solid Waste Management Select Committee meeting held Tuesday, May 17, 2016 be received for information.

CARRIED

**Contract Award – Regional Landfill North Berm Construction.**

- 16-376 MOVED Director McPherson, SECONDED Director Lefebvre, that the Board approve the budget for the North Berm project as set out in Table 2 and to direct staff to proceed with tender award to Wacor Holdings Ltd. for the project construction utilizing the gravel option.

CARRIED

**Comox Valley Regional District Request to Dispose of Asbestos Waste.**

- 16-377 MOVED Director McPherson, SECONDED Director Lefebvre, that the Board grant the request to accept asbestos and asbestos-containing materials from the Comox Strathcona Waste Management service area starting on completion of the North Berm project and continuing until December 31, 2017 with provision to extend the agreement for one year.

A recorded vote was requested.

The motion was CARRIED with Directors Fell, Haime, Hong, Houle, Kipp, Lefebvre, McKay, McPherson, Pratt, Rogers, Stanhope, Thorpe, Veenhof and Westbroek, voting in the affirmative, and Directors Bestwick, Yoachim and Young voting in the negative.

Recorded Vote Weighted: In-Favour – 51, Opposed – 12

**ADMINISTRATOR’S REPORTS**

**Witness Blanket Transportation Expense.**

- 16-378 MOVED Director Houle, SECONDED Director Pratt, that up to \$14,050 for transportation costs associated with bringing the Witness Blanket to the region be borrowed from the existing Grants-In-Aid reserve account associated with the Island Corridor Foundation agreement and that the fund be repaid, if required, through the 2017 Grants-In-Aid tax requisition.

CARRIED

**Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.402, 2016 and Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.26, 2016 - Consideration for Third Reading.**

- 16-379 MOVED Director Rogers, SECONDED Director Fell, that the report of the Public Hearing held on April 25, 2016, for "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.402, 2016", be received.

CARRIED



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**TO:** Randy Alexander  
General Manager, Regional & Community Utilities

**DATE:** May 12, 2016

**FROM:** Larry Gardner  
Manager, Solid Waste Services

**MEETING:** SWMSC – May 17, 2016

**FILE:** 5370-01

**SUBJECT:** Comox Valley Regional District Request to Dispose of Asbestos Waste

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**RECOMMENDATION**

That the Solid Waste Management Select Committee (SWMSC) recommend that the Regional Board grant the request to accept asbestos and asbestos-containing materials from the Comox Strathcona Waste Management (CSWM) service area starting on completion of the North Berm project and continuing until December 31, 2017 with provision to extend the agreement for one year.

**PURPOSE**

At the Regional Board's regular meeting of April 26, 2016, staff were directed to bring a report to the SWMSC with recommendations on a response to the Comox Valley Regional District (CVRD) request.

**BACKGROUND**

The CSWM service is a function of the CVRD. The CSWM service is responsible for two regional waste management centres that serve the Comox Valley and Campbell River, as well as a range of transfer stations and smaller waste-handling and recycling facilities for the electoral areas of the both the Comox Valley and the Strathcona Regional Districts.

Bruce Jolliffe, Chair of the Board for the CVRD sent a letter dated March 22, 2016 addressed to the RDN Board requesting the establishment of an agreement whereby asbestos and asbestos-containing materials from the CSMW service area be accepted for disposal at the Nanaimo regional landfill. Further, they asked that such an agreement be until December 31, 2017 with provision to extend the agreement for one year.

The reasons for the request is outlined in a CVRD staff report that was attached to the letter and can be broadly summarized as:

1. There is no local disposal for this type of waste in the area and residents and commercial haulers have to travel to the Victoria Hartland landfill where out-of-region waste is accepted for disposal. There is dissatisfaction with having to transport the waste the substantial distance for disposal in Victoria.
2. Due to the complexity of managing this material, CVRD is looking for an interim solution that will allow time to develop a long term strategy. Complexities cited are landfill airspace consumption, health and safety requirements and additional facility staff and equipment needs.

Follow up conversations between RDN and CVRD provided additional insights to the request which are presented in the following sections.

### Comox Strathcona Waste Landfilling

The CSMW operates two area landfills; one servicing the Comox Valley located near Cumberland, and one serving the Campbell River area.

#### Comox Valley

- Staff at this facility do not have the necessary training for the handling and disposal of the material.
- The active portion of the landfill has a remaining lifespan of 1½ - 2 years. Due to the limited remaining airspace in the landfill and the large volume of airspace required for asbestos disposal, there is insufficient space to accept asbestos for disposal.

#### Campbell River

- The estimated remaining lifespan at this facility is approximately 5-6 years. Due to the limited remaining airspace there is inadequate space available for the asbestos waste.
- Construction activities in 2013 and 2014 resulted in a complex filling plan and active face configuration at the landfill, making it difficult to establish a designated asbestos disposal area.
- Hauling of waste materials to the active face of the landfill is carried out through the use of a large walking floor trailer. Due to this material handling procedure, the separation of asbestos for disposal in a designated area of the landfill and/or the access to the active face of the landfill is logistically complicated and requires further consideration.
- Staff have appropriate training and it may be possible to designate a small portion of the active area for asbestos disposal.
- Construction of a new engineered landfill cell is expected to be complete in early 2017 and application has been made to the Ministry of Environment to allow asbestos disposal in this cell.

#### Upland Landfill

- There is also a privately run landfill in the area, the Upland Landfill. However, this facility does not accept asbestos or asbestos-containing waste for disposal.
- There may be potential to establish an agreement with this facility for asbestos disposal in the future.

### RDN Landfilling Capability

Asbestos waste is specifically referenced in the *Hazardous Waste Regulation* due to the risk of serious health injury as a result of inhalation of the airborne fibers that can be released through handling of the material. The RDN has a rigorous exposure control plan to ensure workers are not at risk. Special handling includes:

- scheduling disposal appointments,
- completing manifests,
- preparing the disposal area with sufficient cover material,
- staff for monitoring disposal, and
- staff and heavy equipment for the burial of this hazardous waste.

The CVRD was not able to provide an estimate of the amount of asbestos material that might be directed to the RDN should their request be granted. Extrapolating amounts of asbestos waste generated in 2015 from the RDN, as well as out of district asbestos received from the CVRD suggest the amount would be in the order of 200 to 300 tonnes annually.



The RDN does have the capability to manage this waste; however, at the current time the active landfilling area on the top deck of the landfill is becoming very constrained. With the specialized handling required of asbestos waste, the receipt of additional material at this time will only serve to exacerbate current operational challenges. The North Berm is scheduled for construction this summer and includes the development of a new landfilling cell. Landfilling will commence in the new cell in the fall of 2016 at which time additional asbestos waste could readily be accommodated. In the event there is any delay in the North Berm construction, the ability to manage the RDN's own waste at the landfill will become extremely challenged.

Staff at the CVRD are aware of this operational constraint and in their staff report noted that if the RDN supported the request, asbestos disposal would not begin until completion of the North Berm project.

#### Impact on Landfill Capacity

The RDN saw a 40% increase in the amount of asbestos waste requiring landfilling between 2014 and 2015. There are several factors related to the increase in volume. There is greater community awareness that certain home renovation wastes may contain asbestos; demolition work requires a hazardous materials survey which will identify asbestos and require proper handling and disposal. Recently, the greatest influence has been the WorkSafe concerns with the potential for asbestos in drywall mud and, consequently, drywall recyclers being more stringent on their acceptance procedures. Unless the drywall is post 1990 or tested and confirmed to be asbestos free, the material is handled as asbestos waste.

The CVRD does not currently accept asbestos waste at least in part because of the landfill airspace the material consumes. Due to the hazardous nature and bulky packaging of the asbestos, the compaction rate is very low for this waste. The disposal area for asbestos waste requires approximately 4 to 6 times greater volume of airspace than garbage.

Based on the estimate of 200 to 300 tonnes of asbestos waste being received from the CVRD, this would consume the equivalent of 1½ week's worth of landfill airspace at current RDN landfilling rates. The landfill life projection was adjusted in 2016 to reflect current landfilling rates and the current projection remains at 25 years.

#### **ALTERNATIVES**

Alternatives to respond to the CVRD requests are as follows:

1. Grant the request to accept asbestos and asbestos-containing materials from the CSWM service area starting on completion of the North Berm project and continuing until December 31, 2017 with provision to extend the agreement for one year.
2. Refuse the request.
3. Alternate direction as provided by the RDN Board.

#### **FINANCIAL IMPLICATIONS**

The operational cost for managing asbestos waste is about 3 times that of managing garbage. Based on an equivalent value of the airspace consumed as compared to garbage, and the additional cost to manage the asbestos, asbestos landfilling cost is approximately \$475/tonne. The current tip rates for asbestos waste are \$500 per tonne for in-region asbestos waste and \$600 per tonne for out-of-region asbestos waste. Currently the RDN only authorizes out-of-region asbestos waste from the Cowichan Valley Regional District. Based on the estimated quantity of asbestos waste that is expected to be received from the CVRD, this would generate approximately \$120,000 to \$180,000 in tip fees over a one year period.



## STRATEGIC PLAN IMPLICATIONS

A key priority of the Strategic Plan is the focus on relationships and more specifically looking for opportunities to partner with other branches of government/community groups to advance our region.

The CVRD staff report that accompanied the request noted that, *"This collaborative approach between CSWM and the RDN is in keeping with the Association of Vancouver Island and Coastal Communities' (AVICC) goal of working towards a cooperative long term sustainable strategy for solid waste management on Vancouver Island."*

The CVRD has stated their two landfills have capacities in the order of 2 and 6 years respectively. They are working on the development of a new cell at the Campbell River facility which will provide about 22 years of capacity. The site has additional land that has the potential for siting other waste management facilities and even potential future landfilling that could extend this period by an estimated 15 years.

This request possibly serves as a catalyst to broaden discussion on cooperation for future residual waste disposal that might benefit the RDN over the long term.

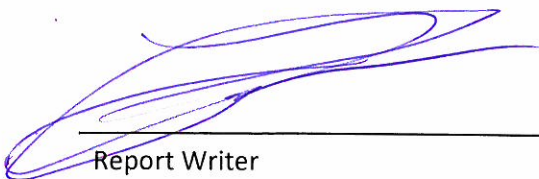
## SUMMARY/CONCLUSIONS

The Chair of the CVRD has requested, on behalf of the CSWM service, that the RDN consider establishing an agreement whereby asbestos and asbestos-containing materials from the CSWM service area be accepted for disposal at the Nanaimo regional landfill through to December 31, 2017 with provision to extend the agreement for one year.

The RDN has the capability to manage asbestos waste from CSWM, however, it would be prudent to wait until the North Berm and new cell is constructed at the RDN landfill which is expected to be completed in the fall of 2016. Accepting the additional out-of-district waste prior to the new cell will exacerbate the existing operational challenges working in a constrained area.

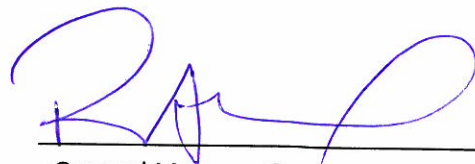
The out-of-region tip fee of \$600 per tonne for asbestos waste offsets the air space value and cost to manage this waste. A one year contribution of asbestos waste is expected to consume approximately 1.5 week's worth of airspace based on current landfilling rates.

Staff considers this request may serve to broaden the discussion on cooperation for future residual waste disposal beyond the life of the existing landfill.




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Report Writer



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General Manager Concurrence



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CAO Concurrence

**REGIONAL DISTRICT OF NANAIMO**  
**MINUTES FROM THE TRANSIT SELECT COMMITTEE**  
**HELD ON THURSDAY, MAY 25, 2017 AT 12:00 PM**  
**IN THE RDN COMMITTEE ROOM**

**Present:**

Director T. Westbroek	Chairperson
Director M. Young	Electoral Area 'C'
Director B. Rogers	Electoral Area 'E'
Director J. Stanhope	Electoral Area 'G'
Director B. Veenhof	Electoral Area 'H'
Director B. Colclough	District of Lantzville
Alternate	
Director K. Oates	City of Parksville
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo

**Also in Attendance:**

P. Carlyle	Chief Administrative Officer, RDN
D. Trudeau	General Manager, Transportation, Emergency Planning & Fire Services
D. Pearce	A/Director of Transportation & Emergency Services
D. Marshall	Manager, Fleet & Projects
E. Beauchamp	Superintendent, Transportation Planning & Scheduling
M. Moore	Senior Regional Transit Manager, BC Transit
J. Wadsworth	Senior Transit Planner
A. Freund	Transportation Planner
N. Hewitt	Recording Secretary

**Regrets:**

Director A. McPherson	Electoral Area 'A'
Director B. Yoachim	City of Nanaimo
Director J. Hong	City of Nanaimo

**CALL TO ORDER**

The Chairperson called the meeting to order at 12:00 pm.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda of the Transit Select Committee be received.

CARRIED UNANIMOUSLY

## MINUTES

It was moved and seconded that the minutes of the regular Transit Select Committee meeting held on March 16, 2017 be adopted.

CARRIED UNANIMOUSLY

## REPORTS

### **2017-2018 Conventional and Custom Transit Annual Operating Agreement.**

It was moved and seconded that the Board approve the 2017/18 Conventional and Custom Transit Annual Operating Agreements with BC Transit.

CARRIED UNANIMOUSLY

### **Fare Review.**

It was moved and seconded that the Board approve a Conventional and handyDART fare change as shown in Appendix 'A' Option 1, including the expanded 'Kids Ride Free' program, university monthly passes at \$50, and removal of the paper transfer system to be implemented on September 3, 2017

Opposed (2): Director Rogers and Alternate Director Oates

CARRIED

### **Transit Select to Duke Point.**

It was moved and seconded that the Board direct staff to work with BC Transit to bring forward a detailed financial report regarding a 5,000 hour annual transit expansion and potential use of community shuttle buses for implementation in January 2018.

Opposed (1): Director Rogers

CARRIED

## NEW BUSINESS

### **Fare Review.**

It was moved and seconded that the Board direct staff to provide a report that looks at the financial and social consequences by service area of providing free transit service.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to provide a report that looks at the financial and social consequences by service area of providing \$1.00 transit service.

Opposed (1): Director Bestwick

CARRIED

**ADJOURNMENT**

It was moved and seconded that this meeting be adjourned.

Time 1:03 pm

CARRIED UNANIMOUSLY

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CHAIRPERSON



An overall increase in revenue of 1.5% is attributed to the increase in farebox cash revenue, tickets and passes. Overall, Revenue from BC Bus Pass is expected to decline by 7%, as per the most up to date information provided by the Ministry of Social Development.

Scheduled revenue hours have decreased by 0.7% due to calendar year fluctuations. This translates to additional decreases in budgeted ridership and is also reflected in the amount of overall revenue the system will receive. There is a 1.8% increase for all fixed cost items, 1.6% increase for Driver’s Wages and 2.5% increase for Shop Mechanics rate. Fringe benefit total values also increased, at 0.9%. Additionally, fuel costs have decrease by 47.9% due to the conversion of the entire conventional fleet to Compressed Natural Gas (CNG).

Overall a net municipal share decrease of 3.7% has been applied to this budget year. Transportation Services staff and Financial Services staff have reviewed this AOA in conjunction with the approved RDN 2017 budget for transit services and do not have any concerns.

**FINANCIAL ANALYSIS**

**Conventional Transit**

The main changes in the AOA that should be noted include:

<b>CONVENTIONAL</b>	<b>2016-2017 AOA</b>	<b>2017-2018 AOA</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
Fixed Costs (total cost, overhead, admin. wages)	\$967,588	\$985,004	\$17417	1.8%
Variable Hourly (total cost, drivers’ wages and benefits)	\$6,291,300	\$6,348,555	\$57,255	0.9%
Variable Fuel (total cost, fuel and tires)	\$1,494,965	\$778,325	(\$716,641)	-47.9%
Fleet Maintenance (total cost, running, major and accident repairs)	\$1,325,752	\$1,423,745	\$97,993	7.4%
Lease Fees (local share - 53.31%, mainly buses)	\$1,843,476	\$2,000,697	\$157,221	8.53%
BC Transit Management Fees (local share)	\$616,208	\$628,532	\$12,324	2%

The changes noted above are the line items that make up the majority of the overall costs outlined in the AOA. Conventional Transit costs are cost-shared with BC Transit at a current rate of 53.31% RDN and 46.69% BC Transit. The main changes to the Conventional system in the 2017/18 AOA are increases for wages and benefits. The budget also reflects fuel savings due to the transition of the conventional fleet from diesel to CNG.

**Custom Transit**

The main changes in the AOA that should be noted include:

<b>CUSTOM</b>	<b>2016-2017 AOA</b>	<b>2017-2018 AOA</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
Fixed Costs (total cost, overhead, admin. wages)	\$215,320	\$219,196	\$3,876	1.8%

Variable Hourly (total cost, drivers' wages and benefits)	\$1,084,517	\$1,072,034	(\$12,482)	-1.1%
Variable Fuel (total cost)	\$165,901	\$161,410	(\$4,491)	-2.7%
Fleet Maintenance (total cost, running, major and accident repairs)	\$98,176	\$103,654	\$5,478	5.6%
Lease Fees (local share, mainly buses)	\$255,886	\$274,265	\$18,379	7%
BC Transit Management Fees (local share)	\$107,209	\$109,353	\$2,144	2%

The changes noted above are the line items that make up the majority of the overall costs outlined in the AOA. Custom Transit costs are cost-shared with BC Transit at a current rate of 33.31% RDN and 66.69% BC Transit.

The increase in the Custom transit system is due mainly to maintenance costs and lease fees. Reductions in fuel costs of 2.7% are due to calendar year fluctuations.

**ALTERNATIVES**

1. That the Board approve the 2017/18 Conventional and Custom Transit Annual Operating Agreements with BC Transit.
2. That the Board does not approve the Annual Operating Agreements, removing BC Transit's obligation to cost-share in the Regional District of Nanaimo Transit Service, and provides alternate direction to staff.

**FINANCIAL IMPLICATIONS**

The April 2017 to March 2018 Conventional Transit AOA, the total budget is \$13,183,630, which is further reduced by revenues (\$4,196,772), municipal administration (\$191,152), and the municipal flex funded amount (\$878,000) to achieve a net cost to the RDN of \$3,916,895. BC Transit's share of costs is \$4,753,010.

Under the April 2017 to March 2018 Custom Transit AOA, the total budget is \$2,097,410, which is further reduced by revenues (\$206,074), municipal administration (\$31,239), and the municipal flex funded amount (\$123,984) to achieve a net cost to the RDN of \$725,271. BC Transit's share of costs is \$1,129,857.

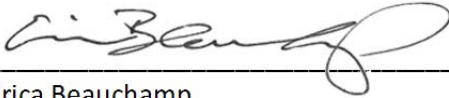
Transportation Services staff and Financial Services staff have reviewed these costs and they are in line with the approved RDN 2017 budget for transit services. It should be noted that this is based on BC Transit's April 2017 to March 2018 year vs: RDN which is calendar year. Also, as BC Transit is unable to confirm expansion for September until Province approves their budget, we have additional service in our budget that will require a revised AOA when BC Transit has final approval.

**STRATEGIC PLAN IMPLICATIONS**

The Transportation Services Department is working continuously on improving the viability and efficiency of public transit. The Annual Operating Agreement is a fundamental agreement that allows the Regional District of Nanaimo to enter into a cost-sharing arrangement with BC Transit. Residents

within the RDN rely on public transit, whether it is Conventional or Custom transit. The options provided by public transit enable residents to leave their cars at home while they take the bus to work, school, and medical appointments or for other equally important reasons.

This aligns with the RDN strategic plan priority to Focus on Service and Organization Excellence by investing in regional services, funding infrastructure recognizing that community mobility is a core service.



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Erica Beauchamp  
[ebeauchamp@rdn.bc.ca](mailto:ebeauchamp@rdn.bc.ca)

May 2, 2017

Reviewed by:

- D. Pearce, Manager of Transit Operations
- D. Trudeau, General Manager, Transportation and Emergency Planning Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. 2017/18 Annual Operating Agreement



**NANAIMO**

**ANNUAL OPERATING AGREEMENT  
(CONVENTIONAL/CUSTOM)**

**Between**

**THE REGIONAL DISTRICT OF NANAIMO**

**And**

**BRITISH COLUMBIA TRANSIT**

**APRIL 1, 2017 TO MARCH 31, 2018**

**INFORMATION CONTAINED IN SCHEDULE "C" – BUDGET AND SCHEDULE "D" – PAYMENT SCHEDULE IS SUBJECT TO FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT.**

**CONSULT WITH BC TRANSIT PRIOR TO RELEASING INFORMATION IN THESE SCHEDULES TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.**

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**ANNUAL OPERATING AGREEMENT**

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## ANNUAL OPERATING AGREEMENT

BETWEEN: THE REGIONAL DISTRICT OF NANAIMO  
(the “**Municipality**” and the “**Operating Company**)

AND: BRITISH COLUMBIA TRANSIT  
(the “**Authority**”)

**WHEREAS** the Municipality and the Authority are authorized to share in the costs of providing a Public Passenger Transportation System pursuant to the British Columbia Transit Act

**WHEREAS** the Municipality is authorized to operate, manage and maintain a Public Passenger Transportation System within the Nanaimo Regional Transit Service Area.

**WHEREAS** the parties hereto have entered into a Master Operating Agreement effective which sets out the general rights and responsibilities of the parties hereto

**AND WHEREAS** the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Master Agreement, the specific terms and conditions for the operation of the Public Passenger Transportation System for the upcoming term.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the premises and of the covenants herein contained, the parties covenant and agree with each other as follows:

### SECTION 1 – DEFINITION OF TERMS

- 1.1 Definitions: Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Master Agreement shall apply to this Annual Operating Agreement including:
- (a) “**Annual Operating Agreement**” shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendment negotiated and entered into by the parties subsequent hereto;
  - (b) “**Master Agreement**” shall mean the Master Joint Operating Agreement, including any amendments made thereto;

### SECTION 2 – INCORPORATION OF MASTER AGREEMENT

- 2.1 Incorporation of Master Agreement into Annual Operating Agreement: Upon execution, this Annual Operating Agreement shall be deemed integrated into the Master Agreement and thereafter the Master Agreement and the current Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the British Columbia Transit Act, as amended from time to time.
- 2.2 Amendments to Master Agreement: The parties agree to amend the Master Agreement as follows:

- (a) To remove Section 13 in its entirety and replace it with the following:

#### “SECTION 13 - INSURANCE

- 13.1 Insurance: The Operating Company and the Authority shall purchase and maintain in force throughout the term of this Master Agreement, insurance policies covering the perils specified herein as set out below. As evidence of insurance coverage, the Operating Company shall deposit with the Authority, copies of the insurance policies the Operating Company is required to purchase in accordance with this Master Agreement and the Annual Operating Agreement.

13.2 Minimum Insurance Coverage Requirements: The following insurance coverage shall be purchased and maintained throughout the term of this Master Agreement and the Annual Operating Agreement:

1. Vehicle Insurance:
  - a) The Operating Company shall purchase and maintain insurance on all vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:
    - i) Third party liability insurance of Five Million Dollars (\$5,000,000.00) per occurrence purchased from the Insurance Corporation of British Columbia.
    - b) The Authority shall purchase and maintain insurance on all revenue vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:
      - i) Third Party Liability insurance in excess of Five Million Dollars (\$5,000,000.00) to a minimum limit of Twenty-Five Million Dollars (\$25,000,000.00).
2. Physical Assets Leased from the Authority :(where applicable)
  - a) The Authority shall purchase and maintain insurance on all Physical Assets leased from the Authority, pursuant to the terms of the individual lease agreements with the Operating Company and respecting said Physical Assets.
  - b) Without limiting the generality of the foregoing, such insurance shall be in the name of the Authority and shall include a waiver of subrogation against the Operating Company. The insurance shall be in accordance with the laws in force and in effect in the Province of British Columbia and Canada.
  - c) The amount of such insurance for the respective categories of Physical Assets shall be not less than as follows:
    - i) Buildings and Structures Including Leasehold Improvements. The Authority shall purchase and maintain insurance on all buildings and structures on a standard all risk form including boiler explosion, flood and earthquake where applicable, in an amount not less than the full replacement value thereof as determined by the Authority.
    - ii) Other Chattels and Equipment. The Operating Company shall purchase and maintain insurance on all chattels and equipment not otherwise insured under this Schedule against loss or damage from all risks, in an amount not less than the full replacement value thereof.
  - d) The Authority may, in its sole discretion, self-insure part or all of the insurance requirements hereunder.
- 3 Physical Assets Owned by the Operating Company or Leased from a Party other than the Authority
  - a) The Operating Company shall purchase and maintain insurance on all Physical Assets owned or leased by them from a party other than the Authority, to the same extent as specified in Section (2), above, except that contrary to Section (2) the Operating Company shall determine the full replacement value thereof.
- 4 Comprehensive General Liability Insurance:
  - a) The Authority shall take out and maintain comprehensive general liability insurance (CGL) covering the operation of the Public Passenger Transportation System specified in Schedule "B" of the Annual Operating Agreement on an occurrence basis in an amount not less than Twenty-Five Million Dollars (\$25,000,000.00). Such insurance shall include the Operating Company and the Municipality as an additional insured party and further, the policy shall apply to each insured in the same manner and to the same extent as if a separate policy has been issued to each of the insured parties.
  - b) The Authority's CGL does not extend to cover non-transit activities a company may be engaged in. If the Operating Company performs work outside of the terms of this Master Agreement and/or the Annual Operating Agreement, the

Operating Company will require separate insurance coverage for that work which provides a waiver of subrogation in favour of BC Transit.

5 Additional Covenants:

a) The Operating Company covenants that it shall not knowingly permit, suffer, allow or connive at the use or operation of any vehicle in respect of this Master Agreement by any person, or in any way, or for any purpose, contrary to the provisions of this Master Agreement or the provisions of the Insurance (Vehicle) Act or any other applicable legislation and related regulations. The Operating Company shall indemnify and save harmless the Authority from any breach of this covenant.

b) It is mutually understood and agreed that the responsibilities to acquire and maintain policies of insurance pursuant to this Master Agreement and/or the Annual Operating Agreement shall be restricted and limited to the provisions of this Section 13.”

### SECTION 3 – TERM AND RENEWAL

- 3.1 Term and Renewal: The term of this agreement shall be from April 1, 2017 to March 31, 2018 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Master Agreement shall likewise be terminated or not renewed, as the case may be.

### SECTION 4 – SCHEDULES

- 4.1 Schedules: The schedules attached hereto shall form part of the Annual Operating Agreement and be binding upon the parties hereto as though they were incorporated into the body of this Agreement.
- a) Schedule “A” – Transit Service Area
  - b) Schedule "B" - Service Specifications
  - c) Schedule "C" - Budget
  - d) Schedule "D" – Payment Schedule
  - e) Schedule "E" – Tariff-Fares

### SECTION 5 – MISCELLANEOUS PROVISIONS

- 5.1 Amendment: This Annual Operating Agreement and the Schedules attached hereto may be amended only with the prior written consent of all parties.
- 5.2 Assignment: This Annual Operating Agreement shall not be assignable without the prior written consent of the other parties.
- 5.3 Enurement: The Annual Operating Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- 5.4 Pets on Buses: Notwithstanding the provisions of Section 9.7 of the Master Joint Operating Agreement, pets on buses are permitted under guidelines agreed to by the parties to this agreement.
- 5.5 Counterparts: This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.
- 5.6 Operating Reserve Fund: In accordance with OIC 594, in fiscal year 2015/16, BC Transit established a Reserve Fund to record, for each local government, the contributions that BC Transit has received but has not yet earned.

- a) BC Transit will invoice and collect on monthly Municipal invoices based on budgeted Eligible Expenses.
- b) Any expenditure of monies from the Reserve Fund will only be credited towards Eligible Expenses for the location for which it was collected.
- c) Eligible Expenses are comprised of the following costs of providing Public Passenger Transportation Systems:
  - i. *For Conventional Transit Service:*
    - 1. the operating costs incurred in providing Conventional Transit Service excluding interest and amortization;
    - 2. the amount of any operating lease costs incurred by BC Transit for Conventional Transit Services;
    - 3. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
    - 4. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
  - ii. *For Custom Transit Service:*
    - 1. the operating costs incurred in providing Custom Transit Service excluding interest and amortization, but including the amount paid by BC Transit to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
    - 2. the amount of any operating lease costs incurred by BC Transit for Custom Transit Service;
    - 3. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and,
    - 4. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
- d) Eligible Expenses exclude the costs of providing third-party 100%-funded services; and,
- e) BC Transit will provide an annual statement of account of the reserves received and utilized, including any interest earned for each local government.

## SECTION 6 – NOTICES AND COMMUNICATION

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a responsible officer of the party hereto to whom it is addressed or if mailed by prepaid registered mail, to:

**Regional District of Nanaimo**  
 c/o Manager of Transportation Services  
 6300 Hammond Bay Road  
 Nanaimo, BC V9T 6N2

and to

**BC Transit**  
 c/o Chief Operating Officer  
 520 Gorge Road East  
 Victoria, BC V8W 2P3

and, if so mailed during regular mail service, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals and where a party is a corporate entity the seal of such party has been affixed hereto in the presence of its duly authorized officer this \_\_\_\_\_ day of 2017. .

THE CORPORATE SEAL OF **THE REGIONAL DISTRICT OF NANAIMO** has been hereto affixed in the presence of:

\_\_\_\_\_  
  
\_\_\_\_\_

THE COMMON SEAL OF **BRITISH COLUMBIA TRANSIT** has been hereto affixed in the presence of:

\_\_\_\_\_  
CHIEF OPERATING OFFICER

\_\_\_\_\_  
CHIEF FINANCIAL OFFICER

**SCHEDULE "A" - Transit Service Area Boundaries**

The boundaries of the Municipal Transit Service Area shall be defined as follows:

The boundaries of the Nanaimo Regional Transit Service Area shall include the corporate boundaries of the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach and the District of Lantzville and Electoral Areas A, D, E, G and H of the Regional District of Nanaimo.

.



## SCHEDULE "B" – Service Specifications

Nanaimo Regional Base Budget Official AOA 2

2017/2018

### Nanaimo Regional Base Budget Official AOA 2 2017/2018

### Schedule 'B'

Effective Apr 01, 2017

#### Scheduled Revenue Service

April to July (Apr 01, 2017 to Jul 01, 2017)											
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Apr 17, 2017	May 22, 2017	Jul 01, 2017	
Hrs/Day	389.50	389.50	389.50	389.50	391.00	275.95	148.15	275.95	148.15	148.15	
Krms/Day	9,582.86	9,582.86	9,582.86	9,582.86	9,631.85	6,703.56	3,760.83	6,703.56	3,760.83	3,760.83	

July to Sep (Jul 02, 2017 to Sep 02, 2017)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Aug 07, 2017		
Hrs/Day	344.22	344.22	344.22	344.22	344.22	275.95	148.15	148.15		
Krms/Day	8,463.97	8,463.97	8,463.97	8,463.97	8,463.97	6,703.56	3,760.83	3,760.83		

Sep to Dec (Sep 03, 2017 to Dec 23, 2017)											
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Sep 04, 2017	Oct 09, 2017	Nov 11, 2017	
Hrs/Day	389.50	389.50	389.50	389.50	391.00	275.95	148.15	148.15	148.15	148.15	
Krms/Day	9,582.86	9,582.86	9,582.86	9,582.86	9,631.85	6,703.56	3,760.83	3,760.83	3,760.83	3,760.83	

Dec to Dec (Dec 24, 2017 to Dec 30, 2017)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Dec 26, 2017		
Hrs/Day	344.22	344.22	344.22	344.22	344.22	275.95	148.15	275.95		
Krms/Day	8,463.97	8,463.97	8,463.97	8,463.97	8,463.97	6,703.56	3,760.83	6,703.56		

Dec to Mar (Dec 31, 2017 to Mar 31, 2018)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Feb 12, 2018		
Hrs/Day	389.50	389.50	389.50	389.50	391.00	275.95	148.15	148.15		
Krms/Day	9,582.86	9,582.86	9,582.86	9,582.86	9,631.85	6,703.56	3,760.83	3,760.83		

#### Extra Revenue Service

	Apr. 2017	May, 2017	Jun, 2017	Jul, 2017	Aug, 2017	Sep, 2017	Oct, 2017	Nov, 2017	Dec, 2017	Jan, 2018	Feb, 2018	Mar, 2018
Extra Overload Hours	54.44	54.44				99.44	79.44	65.44	112.16	54.44	54.44	54.44
Extra Overload Kilometres	1,143.24	1,143.24				2,088.24	1,668.24	1,374.24	2,355.36	1,143.24	1,143.24	1,143.24

#### Adjusted Revenue Service

	Apr, 2017	May, 2017	Jun, 2017	Jul, 2017	Aug, 2017	Sep, 2017	Oct, 2017	Nov, 2017	Dec, 2017	Jan, 2018	Feb, 2018	Mar, 2018

#### 2017/2018 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2017 to Apr 30, 2017	3	4	4	4	3	5	5	2	30	Apr 14, 2017 Good Friday 2017 (Fri)
May 01, 2017 to May 31, 2017	4	5	5	4	4	4	4	1	31	Apr 17, 2017 Easter Monday 2017 (Mon)
Jun 01, 2017 to Jun 30, 2017	4	4	4	5	5	4	4	0	30	May 22, 2017 Victoria Day 2017 (Mon)
Jul 01, 2017 to Jul 01, 2017	0	0	0	0	0	0	0	1	1	Jul 01, 2017 Canada Day 2017 (Sat)
Jul 02, 2017 to Jul 31, 2017	5	4	4	4	4	4	5	0	30	Aug 07, 2017 BC Day 2017 (Mon)
Aug 01, 2017 to Aug 31, 2017	3	5	5	5	4	4	4	1	31	Sep 04, 2017 Labour Day 2017 (Mon)
Sep 01, 2017 to Sep 02, 2017	0	0	0	0	1	1	0	0	2	Oct 09, 2017 Thanksgiving Day 2017 (Tue)
Sep 03, 2017 to Sep 30, 2017	3	4	4	4	4	4	4	1	28	Nov 11, 2017 Remembrance Day 2017 (Mon)
Oct 01, 2017 to Oct 31, 2017	4	5	4	4	4	4	5	1	31	Dec 25, 2017 Christmas Day 2017 (Mon)
Nov 01, 2017 to Nov 30, 2017	4	4	5	5	4	3	4	1	30	Dec 26, 2017 Boxing Day 2017 (Tue)
Dec 01, 2017 to Dec 23, 2017	3	3	3	3	4	4	3	0	23	Jan 01, 2018 New Years Day 2018 (Mon)
Dec 24, 2017 to Dec 30, 2017	0	0	1	1	1	1	1	2	7	Feb 12, 2018 Family Day 2018 (Mon)
Dec 31, 2017 to Dec 31, 2017	0	0	0	0	0	0	1	0	1	Mar 30, 2018 Good Friday (2018) (Fri)
Jan 01, 2018 to Jan 31, 2018	4	5	5	4	4	4	4	1	31	
Feb 01, 2018 to Feb 28, 2018	3	4	4	4	4	4	4	1	28	
Mar 01, 2018 to Mar 31, 2018	4	4	4	5	4	5	4	1	31	
<b>Total</b>	<b>44</b>	<b>51</b>	<b>52</b>	<b>52</b>	<b>50</b>	<b>51</b>	<b>52</b>	<b>13</b>	<b>365</b>	<b>13 Exceptions</b>

#### Monthly Summary

Month	Conventional Transit							
	Revenue Hours				Revenue Kilometers			
	Scheduled	Extra	Adjusted	Total	Scheduled	Extra	Adjusted	Total
April, 2017	9,411.95	54.44		9,466.39	231,663.96	1,143.24		232,807.20
May, 2017	10,419.55	54.44		10,473.99	256,637.27	1,143.24		257,780.51
June, 2017	10,272.90	0.00		10,272.90	252,925.43	0.00		252,925.43
July, 2017	9,221.32	0.00		9,221.32	227,122.59	0.00		227,122.59
August, 2017	9,417.39	0.00		9,417.39	231,825.73	0.00		231,825.73
September, 2017	9,871.22	99.44		9,970.66	243,056.22	2,088.24		245,144.46
October, 2017	10,178.20	79.44		10,257.64	250,815.24	1,668.24		252,483.48
November, 2017	10,143.60	65.44		10,209.04	249,933.71	1,374.24		251,307.95
December, 2017	9,667.11	112.16		9,779.27	237,939.14	2,355.36		240,294.50
January, 2018	10,271.40	54.44		10,325.84	252,876.44	1,143.24		254,019.68
February, 2018	9,251.05	54.44		9,305.49	227,888.69	1,143.24		229,031.93
March, 2018	10,157.85	54.44		10,212.29	249,997.14	1,143.24		251,140.38
<b>Total</b>	<b>118,283.54</b>	<b>628.68</b>	<b>0.00</b>	<b>118,912.22</b>	<b>2,912,681.56</b>	<b>13,202.28</b>	<b>0.00</b>	<b>2,925,883.84</b>

Nanaimo Custom Base Budget Official AOA

2017/2018

**Nanaimo Custom Base Budget Official AOA 2017/2018**

**Schedule 'B'**

Effective Apr 01, 2017

**Scheduled Revenue Service**

17/18 Full Year (Apr 01, 2017 to Mar 31, 2018)								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Hrs/Day	80.00	105.00	102.00	110.00	98.00	20.00	8.00	
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Flexible Hours**

	Apr. 2017	May, 2017	Jun, 2017	Jul, 2017	Aug, 2017	Sep, 2017	Oct, 2017	Nov, 2017	Dec, 2017	Jan, 2018	Feb, 2018	Mar, 2018
	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20

**Extra Revenue Service**

	Apr, 2017	May, 2017	Jun, 2017	Jul, 2017	Aug, 2017	Sep, 2017	Oct, 2017	Nov, 2017	Dec, 2017	Jan, 2018	Feb, 2018	Mar, 2018

**Adjusted Revenue Service**

	Apr, 2017	May, 2017	Jun, 2017	Jul, 2017	Aug, 2017	Sep, 2017	Oct, 2017	Nov, 2017	Dec, 2017	Jan, 2018	Feb, 2018	Mar, 2018

**2017/2018 Calendar Specification**

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2017 to Apr 30, 2017	3	4	4	4	3	5	5	2	30	Apr 14, 2017 Good Friday 2017 (Fri)
May 01, 2017 to May 31, 2017	4	5	5	4	4	4	4	1	31	Apr 17, 2017 Easter Monday 2017 (Mon)
Jun 01, 2017 to Jun 30, 2017	4	4	4	5	5	4	4	0	30	May 22, 2017 Victoria Day 2017 (Mon)
Jul 01, 2017 to Jul 31, 2017	5	4	4	4	4	4	5	1	31	Jul 01, 2017 Canada Day 2017 (Sat)
Aug 01, 2017 to Aug 31, 2017	3	5	5	5	4	4	4	1	31	Aug 07, 2017 BC Day 2017 (Mon)
Sep 01, 2017 to Sep 30, 2017	3	4	4	4	5	5	4	1	30	Sep 04, 2017 Labour Day 2017 (Mon)
Oct 01, 2017 to Oct 31, 2017	4	5	4	4	4	4	5	1	31	Oct 09, 2017 Thanksgiving Day 2017 (M
Nov 01, 2017 to Nov 30, 2017	4	4	5	5	4	3	4	1	30	Nov 11, 2017 Remembrance Day 2017 (
Dec 01, 2017 to Dec 31, 2017	3	3	4	4	5	5	5	2	31	Dec 25, 2017 Christmas Day 2017 (Mon)
Jan 01, 2018 to Jan 31, 2018	4	5	5	4	4	4	4	1	31	Dec 26, 2017 Boxing Day 2017 (Tue)
Feb 01, 2018 to Feb 28, 2018	3	4	4	4	4	4	4	1	28	Jan 01, 2018 New Years Day 2018 (Mo
Mar 01, 2018 to Mar 31, 2018	4	4	4	5	4	5	4	1	31	Feb 12, 2018 Family Day 2018 (Mon)
<b>Total</b>	<b>44</b>	<b>51</b>	<b>52</b>	<b>52</b>	<b>50</b>	<b>51</b>	<b>52</b>	<b>13</b>	<b>365</b>	<b>13 Exceptions</b>

**Monthly Summary**

Month	Custom Transit								
	Revenue Hours				Revenue Kilometers				
	Scheduled	Extra	Flexible	Adjusted	Total	Scheduled	Extra	Adjusted	Total
April, 2017	1,942.00		3.20		1,945.20	0.00			
May, 2017	2,299.00		3.20		2,302.20	0.00			
June, 2017	2,300.00		3.20		2,303.20	0.00			
July, 2017	2,180.00		3.20		2,183.20	0.00			
August, 2017	2,329.00		3.20		2,332.20	0.00			
September, 2017	2,130.00		3.20		2,133.20	0.00			
October, 2017	2,205.00		3.20		2,208.20	0.00			
November, 2017	2,284.00		3.20		2,287.20	0.00			
December, 2017	2,033.00		3.20		2,036.20	0.00			
January, 2018	2,299.00		3.20		2,302.20	0.00			
February, 2018	2,012.00		3.20		2,015.20	0.00			
March, 2018	2,222.00		3.20		2,225.20	0.00			
<b>Total</b>	<b>26,235.00</b>	<b>0.00</b>	<b>38.40</b>	<b>0.00</b>	<b>26,273.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

**SCHEDULE "C" – Budget**  
**Nanaimo Regional Conventional Transit**

	<b>Official AOA</b>
	<b>2017/2018</b>
<b>TRANSIT REVENUE</b>	
Farebox Cash	\$1,272,368
Tickets & Passes	\$2,156,933
BC Bus Pass	\$736,155
Advertising	\$31,316
<b>TOTAL REVENUE</b>	<b>\$4,196,772</b>
<b>EXPENDITURES</b>	
Fixed Costs	\$985,005
Variable Hourly Costs - Scheduled Service	\$6,348,555
Variable Hourly Costs - Extra Service	\$33,741
Variable CNG Fuel Costs	\$686,754
Variable Tire Costs - Scheduled Service	\$91,571
Variable Tire Costs - Extra Service	\$415
Fleet Maintenance	\$1,344,793
Major Capital Projects Operating Contingency	\$43,952
Accident Repairs	\$35,000
ICBC Insurance	\$162,916
Excess Insurance	\$86,513
Information Systems	\$100,539
P. S. T.	\$18,655
<b>TOTAL DIRECT OPERATING COSTS</b>	<b>\$9,938,408</b>
Property Maintenance	\$316,742
Training (Education & Seminars)	\$41,776
Marketing	\$65,523
Municipal Administration	\$191,952
BCT Management Services	\$628,532
<b>TOTAL OPERATING COSTS</b>	<b>\$11,182,933</b>
Lease Fees - Vehicles (Local Share)	\$1,889,418
Lease Fees - Land and Buildings (Local Share)	\$4,915
Lease Fees - Equipment (Local Share)	\$106,365
<b>TOTAL LEASE FEES - LOCAL SHARE</b>	<b>\$2,000,697</b>
<b>TOTAL COSTS</b>	<b>\$13,183,630</b>
<b>STATISTICS</b>	
Scheduled Revenue Hours	118,284
Extra Revenue Hours	629
Scheduled Revenue Kilometres	2,912,682
Extra Revenue Kilometres	13,202
Total Passengers	2,804,044
<i>Conventional Passengers</i>	<i>2,804,044</i>
<b>FUNDING</b>	
<b>Total Operating Costs</b>	<b>\$11,182,933</b>
Operating Reserve Required	\$125,000
Local Flex Funded Amount	\$878,000
<b>Total Shareable Operating Costs</b>	<b>\$10,179,933</b>
<b>Local Share Operating Costs</b>	<b>\$5,426,922</b>
Local Flex Funded Amount	\$878,000
Local Share Lease Fees	\$2,000,697
Less: Total Revenue	-\$4,196,772
Less: Municipal Administration	-\$191,952
<b>Net Municipal Share of Costs</b>	<b>\$3,916,895</b>
<b>Provincial Share of Operating Costs</b>	<b>\$4,753,010</b>
<b>OPERATING RESERVES</b>	
Opening Operating Reserve Balance*	\$1,450,313
Budgeted Operating Costs	\$11,182,933
Forecasted Operating Costs	\$11,182,933
Operating Reserve Required	\$125,000
<b>Ending Operating Reserve Balance</b>	<b>\$1,325,313</b>

\* Projected March 31, 2017 balance based on December 31, 2016 forecast.  
Final actual balance will be provided by June 2017.

## Nanaimo Custom Transit

Official AOA  
2017/2018

<b>TRANSIT REVENUE</b>	
Farebox Cash	\$206,074
<b>TOTAL REVENUE</b>	<b>\$206,074</b>
<b>EXPENDITURES</b>	
Fixed Costs	\$219,196
Variable Hourly Costs - Scheduled Service	\$1,072,034
Variable Fuel Costs - Scheduled Service	\$161,410
Variable Tire Costs - Scheduled Service	\$8,357
Fleet Maintenance	\$94,219
Major Capital Projects Operating Contingency	\$4,435
Accident Repairs	\$5,000
Taxi Supplement	\$40,000
Taxi Saver Program	\$40,000
Taxi Saver Recoveries	-\$20,000
ICBC Insurance	\$20,576
Excess Insurance	\$10,016
Information Systems	\$6,811
P.S.T.	\$2,725
<b>TOTAL DIRECT OPERATING COSTS</b>	<b>\$1,664,779</b>
Property Maintenance	\$704
Training (Education & Seminars)	\$2,593
Marketing	\$14,477
Municipal Administration	\$31,239
BCT Management Services	\$109,353
<b>TOTAL OPERATING COSTS</b>	<b>\$1,823,145</b>
Lease Fees - Vehicles (Local Share)	\$265,251
Lease Fees - Land and Buildings (Local Share)	\$776
Lease Fees - Equipment (Local Share)	\$8,238
<b>TOTAL LEASE FEES - LOCAL SHARE</b>	<b>\$274,265</b>
<b>TOTAL COSTS</b>	<b>\$2,097,410</b>
<b>STATISTICS</b>	
Scheduled Revenue Hours	26,273
Total Passengers	67,011
Custom/Para Passengers - Vans	64,301
Custom/Para Passengers - Taxi Supplement	953
Taxi Saver Passengers	1,757
<b>FUNDING</b>	
<b>Total Operating Costs</b>	<b>\$1,823,145</b>
Operating Reserve Required	\$4,969
Local Flex Funded Amount	\$123,984
<b>Total Shareable Operating Costs</b>	<b>\$1,694,192</b>
<b>Local Share Operating Costs</b>	<b>\$564,335</b>
Local Flex Funded Amount	\$123,984
Local Share Lease Fees	\$274,265
Less: Total Revenue	\$206,074
Less: Municipal Administration	\$31,239
<b>Net Municipal Share of Costs</b>	<b>\$725,271</b>
<b>Provincial Share of Operating Costs</b>	<b>\$1,129,857</b>
<b>OPERATING RESERVES</b>	
Opening Operating Reserve Balance*	\$342,209
Budgeted Operating Costs	\$1,823,145
Forecasted Operating Costs	\$1,823,145
Operating Reserve Required	\$4,969
<b>Ending Operating Reserve Balance</b>	<b>\$337,240</b>

\* Projected March 31, 2017 balance based on December 31, 2016 forecast.  
Final actual balance will be provided by June 2017.

## SCHEDULE "D" – Payment Schedule

### 2017/18 Payment

#### Nanaimo Regional Conventional Transit and Custom Transit

##### 1) Payment Schedule

The Authority agrees to pay the Operating Company a monthly payment, the amount of which is determined on the following basis:

- a) For Specified Service in Schedule "B":
  - i) \$82,083.74 for Fixed Monthly Payment for conventional transit service; plus
  - ii) \$18,266.31 for Fixed Monthly Payment for custom transit service; plus
  - iii) \$53.67 per Revenue Hour for conventional transit service; plus
  - iv) \$40.80 per Revenue Hour for custom transit service; plus
  - v) \$0.0314 per Revenue Kilometre for tires for conventional transit service.
  - vi) Variable distance costs for fuel as billed, with satisfactory supporting documentation.
  - vii) Custom transit variable distance costs for tires as billed, with satisfactory supporting documentation.
- b) For deleted Fixed Costs as contained in Appendix 3 of this schedule, an amount equal to 1/365 of the Fixed Costs annual amount shall be deducted for each day or part day.
- c) For Added Service or Deleted Service within the regular hours of system operation specified in Schedule "B":
  - i) \$53.67 per Revenue Hour for conventional transit service; plus
  - ii) \$40.80 per Revenue Hour for custom transit service; plus
  - iii) \$0.0314 per Revenue Kilometre for tires for conventional transit service.
  - iv) Variable distance costs for fuel as billed, with satisfactory supporting documentation.
  - v) Custom transit variable distance costs for tires as billed, with satisfactory supporting documentation.
- d) For Maintenance:
  - i) \$47.88 per hour for labour by a licensed mechanic for the maintenance of transit vehicles.
- e) Not applicable.
- f) Prior to conducting a Special Group Trip, the Operating Company must apply for and receive from BC Transit, a pre-approval to conduct the trip, the cost recovery rates to be charged and the method of payment.

**INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO THE  
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.  
CONSULT WITH THE AUTHORITY PRIOR TO RELEASING INFORMATION TO  
INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO  
THIS AGREEMENT.**

## SCHEDULE "E" – Tariff-Fares

### Fare Zones:

The boundaries of fare zones for this Tariff are described as follows:

*Zone 1 - Regional District of Nanaimo*

This zone encompasses that area within the existing transit service area.

### Fares:

#### **Conventional Transit Service:**

*Effective as of March 1, 2012*

	<b><u>Zone 1</u></b>
a) Single Cash Fares:	
i) Adult	\$2.50
ii) Senior	\$2.25
iii) Youth (6-18 yrs)	\$2.25
iv) University Student	\$2.50
iv) Child under 6 years,	Free when accompanied by an adult.
v) Accessible Transit Attendant,	Free
b) Tickets:	
i) 10 x \$2.50 fares, sold for	\$22.50
ii) 10 x \$2.25 fares, sold for	\$20.25
c) BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program.	
c) CNIB Identification Card available from the local office of the CNIB.	
d) BC Transit Employee Bus Pass	
e) One-Day Pass:	
i) Adult	\$6.25
ii) University Student**	\$6.25
ii) Senior/Youth	\$5.50
f) Monthly Pass	
i) Adult	\$67.50
ii) University Student**	\$55.00
iii) Senior/Youth	\$41.00
g) University Student Semester Pass	\$176.00

\*\*Passes are available on VIU campus only.

#### **Custom Transit Service:**

*Effective April 1, 2007*

Registered User and Companion:

a) 5 Prepaid Tickets	\$17.50
b) 20 Prepaid Tickets	\$65.00
Attendant accompanying registered user	Free

**Note:** Visitors may register for temporary handyDART service. Proof of registration in another jurisdiction or proof of eligibility is required.

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**TO:** Transit Select Committee Meeting      **MEETING:** May 25, 2017  
**FROM:** Daniel Pearce  
          Manager of Transportation Operation      **FILE:** 1810-20 – FR  
**SUBJECT:** Transit Fare Update

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**RECOMMENDATION**

That the Board approve a Conventional and handyDART fare change as shown in Appendix 'A' Option 1, including the expanded 'Kids Ride Free' program and removal of the paper transfer system to be implemented on September 3, 2017.

**SUMMARY**

The Regional District of Nanaimo (RDN) Transit system's last fare increase was in March 2012.

A Fare Review Report was presented to the Transit Select Committee on March 16, 2017. The Fair Review Report was referred back by the Board for staff to provide further information on the impact of the proposed fare options.

BC Transit and the RDN have completed a fare review which included public consultation from January 16, 2017 to February 24, 2017. The option that received the highest amount of public support is shown in Appendix 'A' Option 1.

Highlights of the proposed fare change broken down by age demographic are:

- Adults: There are no changes to the adult cash and ticket fares (\$2.50).
- Adult/Senior/Youth: Monthly passes will be reduced however a result of the elimination of discount fares, youths and seniors will see an increase of \$0.25 per ride when paying with cash and \$0.23 per ride when paying with tickets.
- Students: Semester pass is reduced by \$6.00, while the monthly pass price for university students increases.
- Children under 5 ride free.
- Expanded Kids Ride Free program, to extend to all operating hours.
- All: Sale of day passes on board (\$5.00), and the elimination of transfers.

Based upon Director comments received during the March 16, 2017, Transit Select Committee meeting, staff included an expanded Kids Ride Free program in Option 1. The RDN currently offers a Kids Ride Free Program, whereby an adult customer pays the daily fare, with a valid monthly pass or BC Bus Pass can bring up to two children (14 and younger) on board for free between 5:00 pm on Friday and end of

service on Sunday. Many BC Transit systems offer a similar program without restriction on the time of travel. Staff is proposing extending the program to cover all hours of service, as shown in Option 1.

## **BACKGROUND**

The last fare increase was in March 2012, at which time the RDN implemented a \$0.25 fare increase to Conventional and handyDART cash fares and approximately 5% to all other fare products.

BC Transit and staff initiated a fare review through public consultation from January 16, 2017 to February 24, 2017. Through public consultation, three (3) fare options were presented. The option that received the greatest support is being proposed for the fare change as shown in Appendix 'A', Option 1.

The purpose of the fare review was to:

- Maximize fare revenue
- Promote ridership
- Improve transit operator security and
- Be cost-effective to administer

Highlights of the proposed Option1 fare change broken down by age demographic are:

- Adults: There are no changes to the adult cash and ticket fares (\$2.50).
- Adult/Senior/Youth: Monthly passes will be reduced however a result of the elimination of discount fares, youths and seniors will see an increase of \$0.25 per ride when paying with cash and \$0.23 per ride when paying with tickets.
- Students: Semester pass is reduced by \$6.00, while the monthly pass price for university students increases.
- Children under 5 ride free.
- Expanded Kids Ride Free program, to extend to all operating hours.
- All: Sale of day passes on board (\$5.00), and the elimination of transfers.

At the March 28, 2017, Board meeting the following motion was passed:

*That the Fare Review report be referred back to staff to provide further information on the impact of the proposed fare options.*

As per the Board direction two further fare structures were examined, as shown in Appendix 'A', Option 2 and 3.

### Operator Conflict

As discussed in the March 16, 2017, report, it is recommended that the RDN remove paper transfers. One of the primary goals is to reduce the risk of operator conflict. In April 2016, the Victoria Regional Transit System eliminated paper transfers and has seen a reduction in the number of documented incidents by 15% year over year.



Within the RDN transit system, from January 2016 to May 2017, transit operators had 590 confrontations regarding fares. Four of these confirmations were assaults on operators. BC Transit believes removing paper transfers will increase operator safety. RDN staff agrees with this assessment.

handyDART

BC Transit recommends that handyDART fares align with conventional cash fares. RDN handyDART fares are currently \$1.00 or \$1.25 greater than an adult conventional ticket. BC Transit acknowledges that providing handyDART service is higher than conventional service however they recommend that fares should not be higher, so there is not discrimination against anyone who requires the service. Winnipeg and the City of Kelowna have experienced human rights complaints regarding handyDART fares.

Prior to the fare change implementation staff will be conducting a fare education campaign, including advertising and one on one communication with transit riders.

**ALTERNATIVES**

1. That the Board approve a Conventional and handyDART fare change as shown in Appendix 'A' Option 1, including the removal of the paper transfer system and expanded 'Kids Ride Free' program, to be implemented on September 3, 2017.
2. That the Board provide alternative direction.

**FINANCIAL IMPLICATIONS**

Appendix 'A', Option 1, provides the best balance between revenue and ridership, with an increase of \$278,338 in revenue and anticipated 0% decrease in ridership. It also provides a good platform for future fare collection technology due to not having to accommodate transfers

Under Appendix 'A', Option 2, all fares would be waived, making transit free. This would result in a loss of revenue of -\$3,345,739. This means that it would be entirely dependent on property taxes, advertising, BC Bus Pass and other miscellaneous revenue to cover the cost of providing transit within the region.

Under Appendix 'A', Option 3, it would be a \$2 fare per ride. This would increase revenue by approximately \$619,396. This option is the simplest however, not offering the ability to pre-pay for transit, regardless of whether a discount is offered, would punish riders who use the system the most. Further, it would not allow the RDN to easily adopt future fare collection technology. This option does not meet the Board's Transit Future Plan goals of increasing ridership and would likely increase vehicle dependency in the region.

The impacts of the three fare Options on fare revenue and ridership can be seen below:

Metric	Option 1	Option 2	Option 3
Projected annual revenue impact	+\$278,338 (+8%)	-\$3,345,739 (-100%)	+\$619,396 (+18%)
Projected ridership impact	-1,247 (-0%)	unknown	-384,295 (-17%)

## STRATEGIC PLAN IMPLICATIONS

The Fare Review and proposed fare changes supports the Focus on Service and Organizational Excellence – *“The RDN will deliver efficient, effective and economically viable services that meet the needs of the Regional District of Nanaimo*



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Daniel Pearce

[dpearce@rdn.bc.ca](mailto:dpearce@rdn.bc.ca)

May 2, 2017

Reviewed by:

- D. Trudeau, General Manager, Transportation & Emergency Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. Appendix 'A'

**Appendix 'A'**

Fare Product	Audience	Current Fare	Option 1	Option 2	Option 3
Cash	Adult / University Student	\$2.50	\$2.50	Free	\$2.00
	Senior / Youth	\$2.25			
Day Pass	Adult / University Student	\$6.25	\$5.00	Free	n/a
	Senior / Youth	\$5.50			
Tickets (10)	Adult / University Student	\$22.50	\$22.50	Free	n/a
	Senior / Youth	\$20.25			
Monthly Pass	Adult	\$67.50	\$65.00	Free	n/a
	University Student	\$55.00			
	Senior / Youth	\$41.00	\$40.00	Free	n/a
Semester Pass	University Student	\$176.00	\$170.00	Free	n/a
Pro Pass (monthly)*	Adult	\$57.94	\$55.79	Free	n/a
Paper Transfers	All Ages	One way, up to 75 mins	*Removal of paper transfer	n/a	n/a
Kids Ride Free	14 and younger	\$2.50/per adult	\$2.50/per adult	Free	\$2.00
handyDART	All	\$3.50	\$2.50	Free	\$2.00



## ALTERNATIVES

1. That the Board direct staff to work with BC Transit to bring forward a detailed financial report regarding a 5,000 hour annual transit expansion for implementation in January 2018.
2. That the Board provide alternative direction to staff.

## FINANCIAL IMPLICATIONS

The 5,000 hour annual expansion would be implemented in January 2018 would be included in the 2018 budget process. In the past (2015), an expansion of 5,000 annual hours in District 68 cost approximately \$700,000 before BC Transit grants, for a net cost of \$400,000. This cost would be split according to 2017 allocation agreements, resulting in an estimated allocation of 95.5% for Nanaimo, with the remainder paid by Electoral Area 'A'.

## STRATEGIC PLAN IMPLICATIONS

**Focus on Service and Organizational Excellence** — The Board vision expresses a desire to build a future where the air is clean and safe to breathe. Expansion of transit service allows a greater number of residents as well as visitors to access the transit service, which translates into access to areas of the RDN.

**Focus on Relationships** — The RDN Transit service links communities within the RDN and also has the possibilities of linking communities outside the RDN, allowing RDN residents' greater access to surrounding areas and municipalities.

**Focus on Economic Health** — Expanded transit service throughout the region promotes economic viability and regional collaboration. Expansion of transit service allows a greater number of residents to access the transit service, in turn providing them with greater access to economic opportunities.

**Focus on the Environment** — Transit service throughout the RDN allows residents the option to leave their personal vehicles at home, helping to reduce emissions and particulate matter.

  
Erica Beauchamp  
[ebeauchamp@rdn.bc.ca](mailto:ebeauchamp@rdn.bc.ca)  
May 3, 2017

Reviewed by:

- D. Pearce, Manager of Transit Operations
- D. Trudeau, General Manager, Transportation and Emergency Planning Services
- P. Carlyle, Chief Administrative Officer

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGIONAL PARKS AND TRAILS SELECT COMMITTEE MEETING**

**FRIDAY, MAY 19, 2017**

**12:00 PM**

**RDN COMMITTEE ROOM**

In Attendance:	Director H. Houle	Chair ,Electoral Area B
	Director A. McPherson	Electoral Area A
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director W. Veenhof	Electoral Area H
	Alternate Director N. Horner	Town of Qualicum Beach
	Director B. Yoachim	City of Nanaimo
	Director I. Thorpe	City of Nanaimo
	Director B. Colclough	District of Lantzville
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	T. Osborne	General Manager, Recreation & Parks
	W. Marshall	Manager of Park Services
	A. Harvey	Recording Secretary
Regrets:	Director T. Westbroek	Town of Qualicum Beach
	Director J. Hong	City of Nanaimo
	Director G. Fuller	City of Nanaimo
	Director M. Lefebvre	City of Parksville
	Director J. Stanhope	Electoral Area G

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**CALL TO ORDER**

Chair Houle called the meeting to order at 12:00pm and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

The Chair welcomed Alternate Director Horner to the meeting.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

It was moved and seconded that the minutes of the Regular Regional Parks and Trails Select Committee meeting held February 7, 2017 be adopted.

CARRIED UNANIMOUSLY

## **DELEGATIONS**

It was moved and seconded to receive the delegation.

CARRIED UNANIMOUSLY

### **Kathy Rowe - Silver Spur Riding Club – Re: Horses on Coombs to Parksville Rail Trail**

Ms. Rowe provided the committee with a hand out of her presentation. She addressed the concerns of the riding community of the two month ban of horses on the Parksville to Coombs Rail Trail and the need for immediate equestrian access to horses at Station Rd along the trail to Virginia Rd., as well as, Shearme Rd. to the entrance to Woodlot 31.

Questions from the committee were answered.

## **COMMUNICATIONS/CORRESPONDENCE**

### **Barb Baker, ACCVI, RE: Public Access to Parks on Private Lands**

It was moved and seconded that the correspondence from Barb Baker, ACCVI regarding Public Access to Parks on Private Lands be received.

CARRIED UNANIMOUSLY

### **Dave Peterson, Ministry of Forests, Lands and Natural Resource Operations, RE: BC Rural Dividend Program Grant – Horne Lake Regional Trail**

It was moved and seconded that the correspondence from Dave Peterson, Ministry of Forests, Lands and Natural Resource Operations regarding the BC Rural Dividend Program Grant for Horne Lake Regional Trail be received.

CARRIED UNANIMOUSLY

### **Dave Peterson, Ministry of Forests, Lands and Natural Resource Operations, RE: BC Rural Dividend Program Grant – Trans Canada Trail – Timberlands Rd.**

It was moved and seconded that the correspondence from Dave Peterson, Ministry of Forests, Lands and Natural Resource Operations regarding BC Rural Dividend Program Grant for the Trans Canada Trail – Timberlands Rd be received.

CARRIED UNANIMOUSLY

### **Alfred Jablonski, Corcan-Meadowood Residents Association, RE: Bridge Repair – LQRP**

It was moved and seconded that the correspondence from Alfred Jablonski, Corcan-Meadowood Residents Association regarding the Bridge Repair at Little Qualicum Regional Park be received.

CARRIED UNANIMOUSLY

### **Tom Osborne, RDN, RE: Little Qualicum River Regional Park Bridge**

It was moved and seconded that the correspondence from Tom Osborne, RDN regarding Little Qualicum River Regional Park Bridge be received.

CARRIED UNANIMOUSLY

**David Borth, Province of BC, BC Rural Dividend Results – Little Qualicum River Regional Park Bridge Repair and Rehabilitation**

It was moved and seconded that the correspondence from David Borth, Province of BC regarding BC Rural Dividend Results for Little Qualicum River Regional Park Bridge Repair and Rehabilitation be received.

CARRIED UNANIMOUSLY

**Jocelyn Wood, Nature Conservancy of Canada, RE: Moorecroft Regional Park Monitoring**

It was moved and seconded that the correspondence from Jocelyn Wood, Nature Conservancy of Canada regarding Moorecroft Regional Park Monitoring be received.

CARRIED UNANIMOUSLY

**REPORTS**

**Parks Quarterly Update Report Jan- Mar 2017**

Ms. Marshall gave a summary of the Regional Parks projects from the Parks Update Report.

It was moved and seconded that the Parks Quarterly Update Report Jan- Mar 2017 be received as information.

CARRIED UNANIMOUSLY

**NEW BUSINESS**

**Accommodation for Equestrians on Regional Trails**

Ms. Marshall gave an overview of the handouts she provided to the Committee summarizing Multi-use trail use and equestrian use.

The Committee discussed granting horses early access to the sites requested by the riding club. Mr. Osborne noted that they are already a month into the ban and two months to get the compacting to where it needs to be is already a tight deadline. Staff informed the Committee the need for proper compacting for the long term preservation of the trail. Staff will endeavour to work with the local equestrian community and the contractor on providing access to segments of the trail should they be ready prior to the lifting of the overall ban.

Committee members discussed their support for horse usage on the Coombs to Parksville trail and the need for education and signage.

**Official Opening of Parksville to Coombs Rail Trail – October 14, 2017**

Mr. Osborne gave an update of revised date for the opening plans.

**IN CAMERA**

It was moved and seconded 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: 1:00pm



**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 1:50pm.

CARRIED UNANIMOUSLY

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Chairperson



**MINUTES OF THE REGULAR MEETING OF THE  
ENGLISHMAN RIVER WATER SERVICE (ERWS) MANAGEMENT BOARD**

**HELD ON THURSDAY, MAY 25, 2017 AT 9:30AM  
City of Parksville Forum  
100 Jensen Avenue**

<b>Present:</b>	Director J. Stanhope, Chair	Regional District of Nanaimo
	Director B. Rogers	Regional District of Nanaimo
	M. Lefebvre	City of Parksville
 <b>Also Present:</b>	 M. Squire	 City of Parksville
	L. Butterworth	City of Parksville
	R. Alexander	Regional District of Nanaimo
	G. St. Pierre	Regional District of Nanaimo
	Director B. Veenhof	Regional District of Nanaimo
	R. Graves	Recording Secretary

**CALL TO ORDER**

The Chair called the meeting to order at 9:31 am and respectfully acknowledged the Coast Salish First Nations on whose traditional territory the meeting took place.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved as circulated.

CARRIED UNANIMOUSLY

**MINUTES**

It was moved and seconded that the minutes of the regular meeting of the Englishman River Water Service Management Board held May 3, 2017 be adopted.

CARRIED UNANIMOUSLY

**IN CAMERA**

It was moved and seconded that pursuant to sections 90 (1) (j) of the Community Charter the Board proceeded to an In Cameras Meeting for discussions related to third-part business interests.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

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**TO:** Regional District of Nanaimo Board      **MEETING:** June 27, 2017

**FROM:** Kristy Marks  
Planner      **FILE:** PL2016-007

**SUBJECT:** **Zoning Amendment Application No. PL2016-007  
4660 & 4652 Anderson Ave – Electoral Area ‘H’  
Amendment Bylaw No. 500.405, 2016 – Adoption  
District Lot 109, Newcastle District, Except That Part in Plan 30254**

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#### **RECOMMENDATION**

That the Board adopt “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.405, 2016”.

#### **SUMMARY/CONCLUSIONS**

The proposed Amendment Bylaw No. 500.405 would amend the zoning of a portion of the subject property to facilitate a future subdivision into four rural residential lots. The Amendment Bylaw was introduced and read two times on December 6, 2016, proceeded to Public Hearing on January 12, 2017 and received third reading on January 24, 2017. Given that the applicant has completed the conditions of approval, staff recommends that the Board adopt Amendment Bylaw No. 500.405, 2016.

#### **BACKGROUND**

The Regional District of Nanaimo has received an application from Fern Road Consulting Ltd. on behalf of 0984958 B.C. Ltd., Inc. No. 0984958 to rezone a portion the subject property from Rural 1 Zone (RU1), Subdivision District ‘A’ to Rural 1 Zone (RU1), Subdivision District ‘CC’ in order to facilitate a future four lot subdivision. Amendment Bylaw No. 500.405 was introduced and given first and second reading on December 6, 2016. A Public Hearing was held on January 12, 2017 and the Bylaw received third reading on January 24, 2017 (see Attachment 1). Given that the subject property is not within 800 metres of a controlled access highway the Bylaw does not require the approval of the Ministry of Transportation and Infrastructure.

Following the close of a public hearing no further submissions or comments from the public or interested persons can be accepted by members of the Board, as established by legal precedent. Having received the minutes of the Public Hearing eligible Board members may vote on the Bylaw.

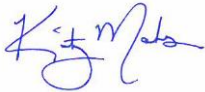
As a condition of rezoning approval, and prior to the adoption of the Bylaw, the applicant was required to complete the following:

- Provide a community amenity contribution in the amount of \$3,000 towards park improvements in Electoral Area ‘H’.
- Register a Section 219 Covenant on the property title requiring that the development of the land occur in a manner consistent with the Preliminary Hydrogeological Assessment prepared by Lewkowich Engineering Associates Ltd. dated June 15, 2016.
- Register a Section 219 Covenant on the property title stating that the wells be constructed and tested, and a report from a Professional Engineer (registered in BC) be submitted to the Regional District of Nanaimo prior to final approval of subdivision in accordance with “Board Policy B1.21 Groundwater – Application Requirements for Rezoning of Un-Serviced Lands”.

The applicant has satisfied the conditions of approval. As such, the Bylaw is presented to the Board for consideration for adoption.

### ALTERNATIVES

1. To adopt “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.405, 2016”.
2. To not adopt “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.405, 2016”.



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Kristy Marks  
kmarks@rdn.bc.ca  
June 14, 2017

### Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

### Attachments

1. Proposed Amendment Bylaw No. 500.405, 2016

**Attachment 1**

**Proposed Amendment Bylaw No. 500.405, 2016**

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 500.405**

**A Bylaw to Amend Regional District of Nanaimo  
Land Use and Subdivision Bylaw No. 500, 1987**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.405, 2016”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

- 1. By rezoning the lands shown on the attached Schedule ‘1’ and legally described as

District Lot 109, Newcastle District, Except That Part in Plan 30254

from Rural 1 Zone (RU1), Subdivision District ‘A’ to Rural 1 Zone (RU1), Subdivision District ‘CC’

Introduced and read two times this 6th day of December, 2016.

Public Hearing held this 12th day of January, 2017.

Read a third time this 24th day of January, 2017.

Adopted this \_\_\_ day of \_\_\_\_\_ 20XX.

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Chairperson

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Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.405, 2016".

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Officer

### Schedule '1'



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**TO:** Regional District of Nanaimo Board                      **MEETING:** June 27, 2017

**FROM:** Stephen Boogaards  
Planner    **FILE:** PL2017-015

**SUBJECT: Zoning Amendment Application No. PL2017-015  
2720 Benson View Road - Electoral Area 'C'  
Amendment Bylaw 500.409, 2017 –Third Reading  
Lot 2, Sections 9 and 10, Ranges 4 and 5, Mountain District, Plan 35684**

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#### RECOMMENDATION

That the Board give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.409, 2017”.

#### SUMMARY

The applicant proposes to rezone the subject property from Rural 1 (RU1), Subdivision District ‘D’ to RU1, Subdivision District ‘F’, to allow the subdivision of the subject property into two lots. A Public Information Meeting (PIM) was held on April 4, 2017. There were no members of the public in attendance. The Board at its May 23, 2017 meeting received the minutes of the PIM, gave first and second reading to the amendment bylaw, and waived the requirement to hold a public hearing in accordance with Section 464(2) of the *Local Government Act*. Notification of the Board’s intent to consider third reading of the Amendment Bylaw on June 27, 2017, has been completed pursuant to Section 467 of the *Local Government Act*.

The requirements set out in the Conditions of Approval are to be completed by the applicant prior to the Board’s consideration of the bylaw for adoption (see Attachment 1 – Conditions of Approval). As the notification requirements of the *Local Government Act* have been satisfied, it is recommended that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.409, 2017” (Bylaw 500.409) be given third reading.

#### BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Johann Van Rensburg to rezone the subject property from Rural 1 Zone (RU1), Subdivision District ‘D’ to RU1 Zone, Subdivision District ‘F’ in order to permit the subdivision of the property into two 1.0 hectare lots. Bylaw 500.409 was introduced and given first and second reading on May 23, 2017 (see Attachment 2). The Board waived the requirements for a Public Hearing in accordance with section 464 of the *Local Government Act* as the proposal is consistent with the “Regional District of Nanaimo East Wellington – Pleasant Valley Official Community Plan Bylaw No. 1055, 1997.”



### ***Procedural Considerations***

If a local government waives the holding of a public hearing under the *Local Government Act*, it must give notice of its intent to consider third reading of the bylaw in accordance with Section 467 of the Act. In order to meet the statutory notification requirements for the amendment bylaw, notification of the Board's intent to consider third reading of the bylaw at the regular Board meeting on June 27, 2017, was published on June 20 and 22 in the Nanaimo News Bulletin. Notices were also mailed to owners and tenants of surrounding properties in accordance with "Regional District of Nanaimo Development Approval Procedures and Notification Bylaw No. 1432, 2005".

As the public hearing was waived, any delegations wishing to speak to Bylaw 500.409 must limit comments to matters related to the consistency of Bylaw 500.409 with the Official Community Plan and the waiver of the public hearing. Delegations wishing to speak to other aspects of Bylaw 500.409 should not be permitted.

### **ALTERNATIVES**

1. To give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.409, 2017".
2. To not give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.409, 2017".



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Stephen Boogaards  
sboogaards@rdn.bc.ca  
June 6, 2017

#### Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

#### Attachments

1. Conditions of Approval
2. Proposed Amendment Bylaw No. 500.409, 2017

**Attachment 1**  
**Conditions of Approval**

The following is required prior to the “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.409, 2017” being considered for adoption:

Conditions of Approval

1. The applicant shall register, at the applicant’s expense, a Section 219 restrictive covenant on the property title requiring any new parcel created through subdivision to be greater than 1.0 hectare in area.
2. The applicant to register, at the applicant’s expense, a Section 219 covenant on the property title to prohibit the subdivision of the new parcels.
3. The applicant shall register, at the applicant’s expense, a Section 219 Covenant on the property title requiring the development of the land occur in a manner consistent with the Preliminary Hydrological Assessment report prepared by Lewkowich Engineering Associates Ltd., dated April 10, 2017.
4. The applicant is required to register, at the applicant’s expense, a Section 219 Covenant on the property title stating that the wells be constructed and tested, and a report from a Professional Engineer (registered in BC) be submitted to the Regional District of Nanaimo prior to final approval of subdivision in accordance with “Board Policy B1.21 – Groundwater – Application requirements for rezoning of un-serviced lands”. No subdivision shall occur until such time that a report from a Professional Engineer (registered in BC) has been completed to the satisfaction of the Regional District of Nanaimo confirming that the wells have been pump tested and certified including well head protection, and that the water meets Canadian Drinking Water Standards.

**Attachment 2**  
**Proposed Amendment Bylaw No. 500.409, 2017**

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 500.409**

**A Bylaw to Amend Regional District of Nanaimo  
Land Use and Subdivision Bylaw No. 500, 1987**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.409, 2017”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
  - 1. By rezoning the lands shown on the attached Schedule ‘1’ and legally described as

**Lot 2, Sections 9 and 10, Ranges 4 and 5, Mountain District, Plan 35684**

from Rural 1 Zone Subdivision District ‘D’ to Rural 1 Zone Subdivision District ‘F’

Introduced and read two times this 23rd day of May, 2017.

Public Hearing waived in accordance with the *Local Government Act* this 23rd day of May, 2017.

Read a third time this \_\_\_ day of \_\_\_\_\_ 20XX.

Adopted this \_\_\_ day of \_\_\_\_\_ 20XX.

\_\_\_\_\_  
Chairperson

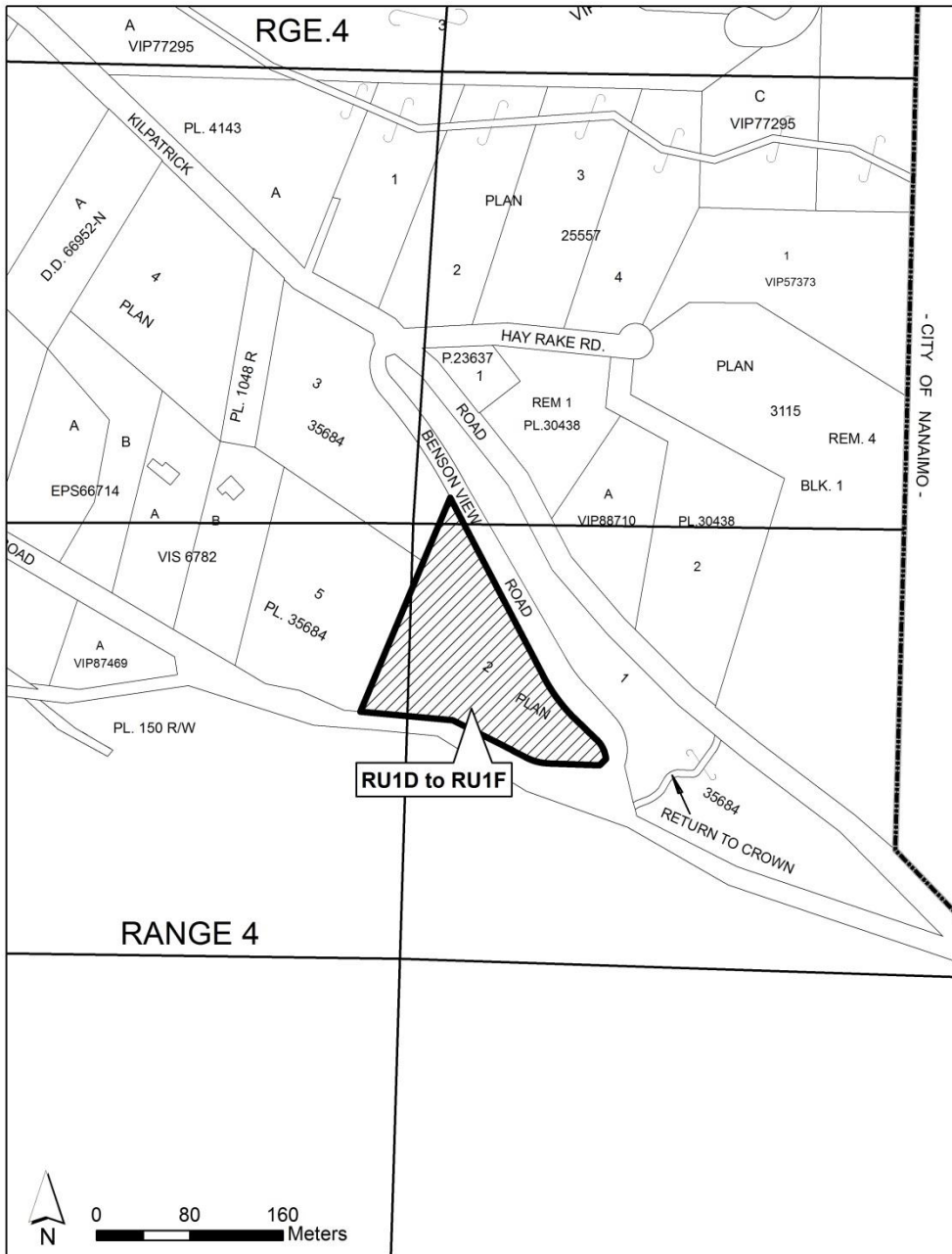
\_\_\_\_\_  
Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.409, 2017".

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Officer

### Schedule '1'



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**TO:** Regional District of Nanaimo Board      **MEETING:** June 27, 2017  
**FROM:** Paul Thompson  
          Manager of Long Range Planning      **FILE:** 6750.01  
**SUBJECT:** Provision of Tourism Promotion by the Gabriola Island Chamber of Commerce

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**RECOMMENDATION**

That the Regional District of Nanaimo enter into an agreement with the Gabriola Island Chamber of Commerce to provide tourism marketing for Gabriola Island during 2017 in the amount of \$18,525.

**SUMMARY**

Through the Southern Community Economic Development service, the Gabriola Island Chamber of Commerce (GICC) received funding in the amount of \$6,000 from the RDN to provide tourism marketing for Gabriola Island. The GICC will be providing enhanced social media marketing. Their original request for funding also identified a need for additional funds for advertising and design that would be outlined in a future detailed marketing/advertising plan.

The GICC has submitted the proposed plan and is requesting an additional \$18,525 to undertake digital and print marketing for Gabriola Island for the 2017 tourism season. The new request from GICC, if approved, will require a new service agreement with GICC.

**BACKGROUND**

With the dissolution of the Nanaimo Economic Development Commission and Tourism Nanaimo at the beginning of 2017, the GICC expressed an interest to provide tourism marketing and economic development for Gabriola Island. The GICC submitted their original request to the RDN in February of 2017 to provide them with funding through the Southern Community Economic Development service.

The original proposal by GICC to provide interim tourism marketing was approved by the Board at \$1,000 per month for six months for a total of \$6,000. The GICC proposal also identified that there would be additional costs for advertising and design. The costs were unknown at that time but were to be developed by GICC should they get approval to proceed with tourism marketing for Gabriola Island. The RDN Board did approve the RDN entering into an agreement with the GICC and subsequently the costs for advertising and design were developed by GICC and are included here in Attachments 1 and 2.

**ALTERNATIVES**

1. That funding in the amount of \$18,525 be provided to the Gabriola Island Chamber of Commerce to provide tourism promotion for the remainder of 2017.

2. That the requested amount of funding by the Gabriola Island Chamber of Commerce to provide tourism marketing not be provided.
3. That the RDN and GICC discuss an alternate amount of funding to be considered by the Board.

### **FINANCIAL IMPLICATIONS**

A total of \$6,000 has already been approved by the RDN Board to deliver tourism marketing on Gabriola Island. Combined with other funds approved for the development of a strategic plan, a total of \$16,000 has already been approved for transfer to the GICC to provide economic development and tourism marketing on Gabriola Island. The new request for \$18,525 would bring the total amount to deliver the SCED service on Gabriola Island to \$34,525 for 2017. At this time there are no other options being pursued to deliver tourism promotion for the SCED service area.

The approved requisition for the SCED service is \$190,000 for 2017 with approximately \$65,000 of that amount contributed by property owners in Electoral Area 'B'. In accordance with the February 28, 2017 Board motion, additional funds will be required for the RDN to conduct a strategic planning exercise for the entire service area following the completion of the strategic plan for Gabriola Island. Funds not spent in 2017 can be put in a reserve fund and be used at a later date.

### **STRATEGIC PLAN IMPLICATIONS**

A focus on Economic Health is one of the strategic priorities in the RDN Strategic Plan 2016 - 2020. In particular, the strategic plan directs that the RDN will foster economic development and support traditional industries including tourism. The GICC has provided a budget and marketing plan to undertake tourism promotion on Gabriola Island for the 2017 year. Future delivery of the service will be considered as part of a strategic planning process to be completed later this year.

The RDN Strategic Plan 2016 - 2020 can be used to guide the development of strategic plans for tourism promotion and economic development.



---

Paul Thompson  
pthompson@rdn.bc.ca  
June 9, 2017

Reviewed by:

- G. Garbutt, General Manager, Strategic and Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Letter from GICC dated May 15, 2017
2. GICC Draft Marketing Plan May 2017



May 15th, 2017

Howard Houle, Director Area B  
Regional District of Nanaimo  
Via email Howard.Houle@rdn.bc.ca

Dear Howard,

**RE: Recommendation that the Gabriola Island Chamber of Commerce be contracted to implement the marketing plan as attached.**

As outlined in the Southern Community Economic Development Service Agreement for Electoral Area B (Tourism Related Services), the Gabriola Island Chamber of Commerce has been contracted to:

7.1 (b) Develop a budget and marketing plan for advertising and marketing expenses for enhanced tourism marketing for the 2017 season for consideration by the RDN.

Please find attached a budget and marketing plan for your consideration and as discussed during our meeting of May 2<sup>nd</sup>, 2017.

Further to the comments from staff, it has been expanded to include more detail costing.

With respect to activities that fall beyond the September 30th timeline, there are two. The win-a-trip contest we plan to promote Gabriola in September and October as we want people to still be thinking about visiting us through the shoulder season. Likewise, the Familiarisation Trip for Meeting Planners is planned for Fall as this is when their season starts to ramp up.

While I realize October is outside of our Service Agreement, if we don't start planning things now for the Fall, and wait until we have the new organization/structure in place, we will miss promoting Gabriola during that time, which will mean not promoting Gabriola during the shoulder and low seasons, when we could use the business the most.

Thank you to you and the RDN staff for your time on this. Any questions, please just ask.

Regards,

Gloria Hatfield, President  
Gabriola Island Chamber of Commerce



## Regional District of Nanaimo: Draft Marketing Plan May 2017

	DIGITAL	
<b>AHOY BC Website</b>	A community profile for Gabriola Island (Cost \$211 + Staff time:2hrs \$44)	\$ 255
<b>Facebook</b>	Boost Ads (\$25 per month)	\$ 150
<b>Photography</b>	Purpose to have photos of local businesses, festivals, iconic Gabriola images etc. The shoots will be spaced out to cover seasonal activities. Each photo shoot will be \$150 that include geographical areas such as Farmers Market, Madrona Market Place etc. Each area will be considered one photo shoot. These photos will be used for Social Media, Website, print etc.	\$ 2,150
	(12 photo shoots at \$150 each + staff time at 1.5 hours per shoot)	
<b>Contest</b>	<b>Win a trip to Gabriola:</b>	\$ 670
	Focus efforts to Nanaimo and Van Island region. Promote on Social Media. Create a digital ad and place where people are searching for Gulf Island and Vancouver Island activities. (Boosts for Facebook and Instagram Ads \$200 + Design of ads \$250 + staff time @ 10 hrs) (Radio budget is part of this contest)	
<b>FB and Instagram Scavenger Hunt:</b>	Create a Scavenger Hunt for Visitors of Gabriola to take selfies at key locations (Malaspina Galleries, Farmers Market, Drumbeg Provincial Park etc) and post #GabriolaIsland. (Design of ads \$250 + 5 hours staff time)	\$ 350
<b>Insta Meet</b>	Invite Intagrammers over for a tour of the island. Management fee for 460 Communications \$750, Ad spend recommendation cost \$50; Other Costs to consider (depending on sponsorship): Gertie Bus \$225/day (holds 23 people plus driver); BC Ferries Passes (\$11.45 per person if not sponsored by BCF); Lunch (could be up to \$100 if not sponsored – depending on number of people); 7 hours staff time.	\$ 1,380
<b>Video</b>	The video series is comprised of eight individual 30 second videos intended for online distribution. The primary focus of the videos is to capture and represent the beauty of Gabriola as well as the lifestyle that accompanies it. (Cost \$6,000 + 16 hours staff time)	\$ 6,400
	Beach / Westcoast culture (boating, kayaking, diving, fishing, etc) • Forest, wilderness and trails • Farmers Market / local agriculture and artisans • Community Living (families, friendly faces, intergenerational, etc) • Visual Arts Community • Music and Theatre Community • Wildlife (Deer, Marine Life, Turkeys, Herring Run, etc) • Year-round work-life balance (working outside, cozy by the fire, fall/winter walks, etc)	
	Videos would be used on our website and social media	

<b>Radio</b>	Invite 102.3 The Wave listeners to explore the many treasures of this Island. Come for a day, a weekend or a week. During the Fall Visit the Gabriola Island Website and enter to win a weekend get away. (Radio including production of ads \$3,040 + 10 hours staff time)	\$ 3,250
<b>FAM Trip for Meeting Plann</b>	Partner with Nanaimo and Parksville to bring meeting planners over in the fall to show Gabriola as an option for pre and post meeting time, sposal options etc. Innovation Fund will cover cost of Gertie, lunch and ferry costs. (Staff time for 20 hours)	\$ 450
	<b>PRINT</b>	
<b>Posters for events:</b>	\$40 for poster delivery for 2 workshop events + 6hrs staff time	\$ 220
<b>Postcards</b>	Printing 2000 cards with Iconic Gabriola images (Cost to print \$125 + 2.5 hours staff time)	\$ 175
<b>Banner Stand</b>	Hardware and graphics (Hardware & graphics \$250 + 4 hours staff time)	\$ 375
<b>The Sounder</b>	Awareness: educate and involve Gabriolan businesses on Tourism initiatives	\$ 1,450
	(4 banner ads \$272 each + upcoming events notices at \$10/week +15 hours staff time)	
<b>Nanaimo and Voyager Magazine</b>	3 Quarter page ads (both magazines) \$250 (banner option available) Book 3 months of a quarter page or larger and receive: <ul style="list-style-type: none"> <li>· a free hyperlink on their on-line magazine (value \$29 per month, increases our search engine optimization helping to drive more customers to our website)</li> <li>· free ad build (value \$40) magazine</li> <li>· a free profile about Gabriola in one of the upcoming issues (\$260 value) (Publication cost \$750 + ad design \$250 + 10 saff hours)</li> </ul>	\$ 1,250

<b>TOTAL BUDGET:</b>	<b>\$ 18,525</b>
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**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1756**

**A BYLAW TO AUTHORIZE THE BORROWING OF  
FORTY EIGHT MILLION DOLLARS (\$48,000,000)  
FOR THE SOUTHERN COMMUNITY SEWER LOCAL SERVICE**

WHEREAS the Board of the Regional District of Nanaimo (the "Regional District") established the Southern Community Sewer Local Service pursuant to Bylaw No. 888, cited as "Regional District of Nanaimo Southern Community Sewer Local Service Conversion Bylaw No. 888, 1993" for the purpose of collection, conveyance, treatment and disposal of sewage;

AND WHEREAS the Regional District wishes to undertake and carry out secondary treatment capital improvement and upgrades requirements to the Greater Nanaimo Pollution Control Centre (the "Works");

AND WHEREAS the Regional District Liquid Waste Management Plan has been approved by the Minister under section 24(5) of the *Environmental Management Act* and the borrowing authority to implement the Liquid Waste Management Plan does not require approval of the electors;

AND WHEREAS the estimated cost of the Works, including expenses incidental thereto, is the sum of Forty Eight Million Dollars (\$48,000,000);

AND WHEREAS the financing is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between the Authority and the Regional District;

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

1. This bylaw may be cited for all purposes as the "Southern Community Sewer Local Service Secondary Treatment Capital Improvements Loan Authorization Bylaw No. 1756, 2017".
2. The Regional District is hereby empowered and authorized to borrow funds to undertake and carry out or cause to be carried out the secondary treatment capital improvement and upgrades requirements to the sewage collection, treatment and disposal system of the Greater Nanaimo Pollution Control Centre.
3. The total amount to be borrowed under the authority of this bylaw shall not exceed Forty Eight Million Dollars (\$48,000,000).
4. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 20 years.
5. The borrowing authorized relates to the Southern Community Sewer Local Service established pursuant to Bylaw No. 888, cited as "Regional District of Nanaimo Southern Community Sewer Local Service Conversion Bylaw No. 888, 1993".

Introduced and read three times this 11th day of April, 2017.

Received the approval of the Inspector of Municipalities this 7th day of June, 2017.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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CHAIRPERSON

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CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1442.03**

**A BYLAW TO AMEND THE DEVELOPMENT COST  
CHARGES WITHIN THE NORTHERN COMMUNITY  
SEWER SERVICE AREA**

WHEREAS the Regional District of Nanaimo adopted “Northern Community Sewer Service Area Development Cost Charges Bylaw No. 1442, 2005”;

AND WHEREAS the Board wishes to amend the development cost charges for the collection, conveyance, treatment, and disposal of wastewater works and services at the French Creek Pollution Control Centre;

AND WHEREAS the Board wishes to amend the boundaries within which development cost charges shall be imposed;

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

1. Schedule ‘A’ to Bylaw 1442 is hereby repealed and Schedule ‘A’ attached to and forming part of this Bylaw is substituted therefore;
2. Schedule ‘B’ to Bylaw 1442 is hereby repealed and Schedule ‘B’ attached to and forming part of this Bylaw is substituted therefore.

This Bylaw may be cited for all purposes as “Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.03, 2016”.

Introduced for first and second readings this 6th day of December, 2016.

Read a third time this 25th day of April, 2017.

Received the Approval of the Inspector of Municipalities this 19th day of June, 2017.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2017.

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CHAIR

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CORPORATE OFFICER

Schedule 'A' to accompany "Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.03, 2016".

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CHAIRPERSON

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CORPORATE OFFICER

### SCHEDULE 'A'

#### Development Cost Charges for Wastewater Treatment/Sanitary Sewer Works and Services

1. Pursuant to Section 2 of Bylaw No. 1442 and subsequent amendments, development cost charges shall be levied in those areas that will be serviced by wastewater treatment/sanitary sewerage works and services as outlined on the map in Schedule 'B'.
2. The assist factor for wastewater treatment/sanitary sewerage works and services shall be 1%.
3. All charges shall be paid in full prior to the approval of a subdivision or building permit unless paid by way of installments in accordance with BC Reg 166/84.
4. The Development Cost Charge Schedule is as follows:

Development Type	Subdivision	Building Permit
Single family	\$10,067.10 per lot	\$10,067.10 per dwelling unit
Multiple family residential		\$76.01 per m <sup>2</sup> of gross floor area
Commercial		\$43.14 per m <sup>2</sup> of gross floor area
Industrial		\$43.14 per m <sup>2</sup> of gross floor area
Airport Industrial		\$4.79 per m <sup>2</sup> of gross floor area
Institutional		\$52.73 per m <sup>2</sup> of gross floor area



SALISH SEA

Strait of Georgia

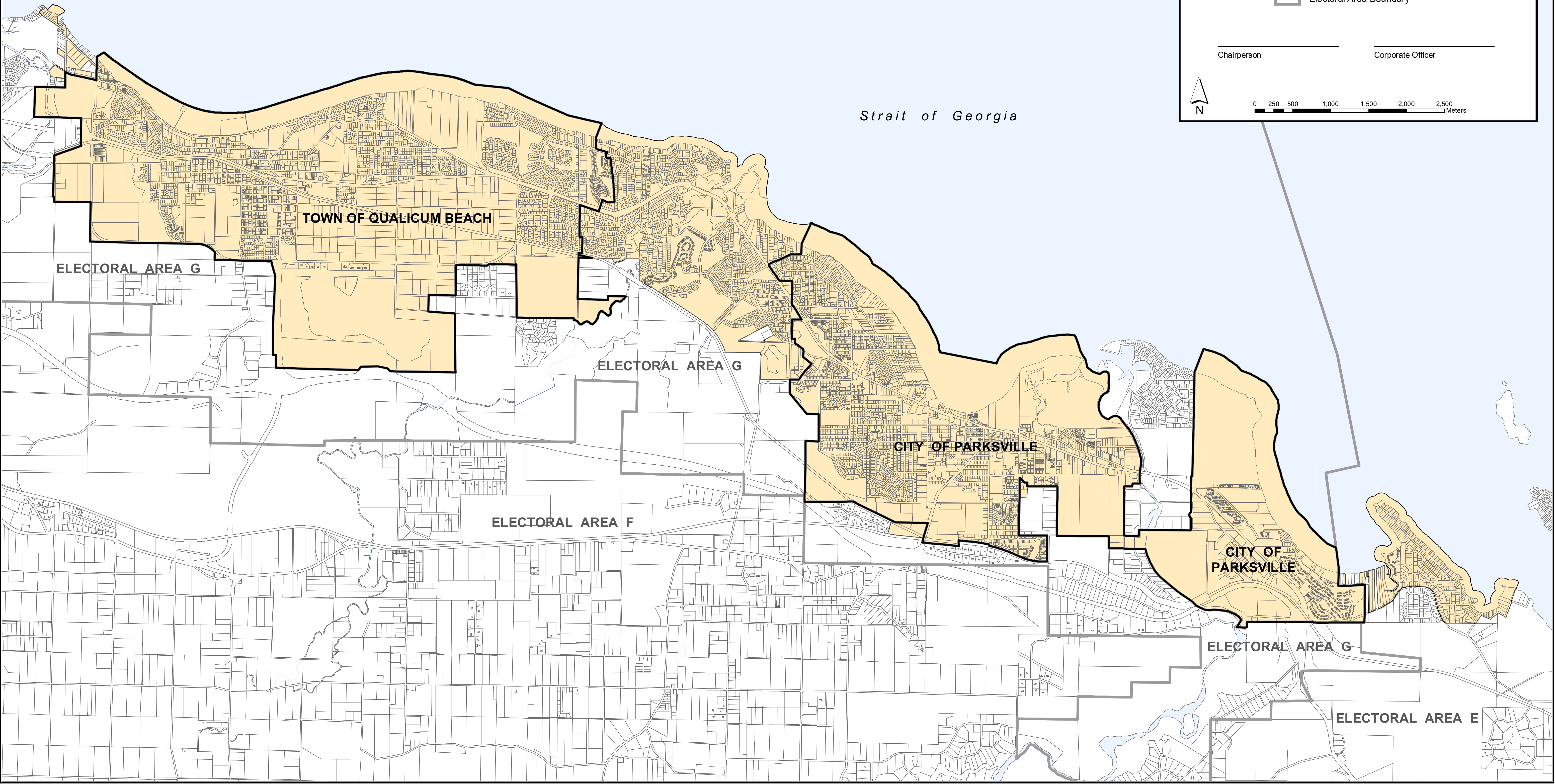
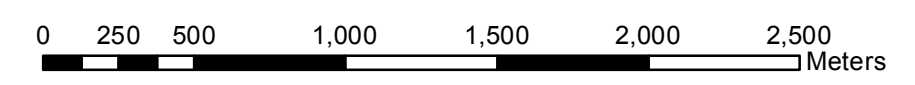


Schedule 'B' to accompany "NORTHERN COMMUNITY SEWER SERVICE AREA DEVELOPMENT COST CHARGES AMENDMENT BYLAW NO. 1442.03, 2016".

- Northern Community DCC Area
- Municipal Boundary
- Electoral Area Boundary

Chairperson

Corporate Officer





**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1547.01**

**A BYLAW TO AMEND THE DEVELOPMENT COST  
CHARGES WITHIN THE SOUTHERN COMMUNITY  
SEWER SERVICE AREA**

WHEREAS the Regional District of Nanaimo adopted "Southern Community Sewer Service Area Development Cost Charges Bylaw No. 1547, 2009";

AND WHEREAS the Board wishes to amend the development cost charges for the collection, conveyance, treatment, and disposal of wastewater works and services at the Greater Nanaimo Pollution Control Centre;

AND WHEREAS the Board wishes to amend the boundaries within which development cost charges shall be imposed;

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

1. Schedule 'A' to Bylaw 1547 is hereby repealed and Schedule 'A' attached to and forming part of this Bylaw is substituted therefore;
2. Schedule 'B' to Bylaw 1547 is hereby repealed and Schedule 'B' attached to and forming part of this Bylaw is substituted therefore.

This Bylaw may be cited for all purposes as "Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.01, 2016".

Introduced for first and second readings this 6th day of December, 2016.

Read a third time this 25th day of April, 2017.

Received the Approval of the Inspector of Municipalities this 19th day of June, 2017.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2017.

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CHAIR

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CORPORATE OFFICER



Schedule 'A' to accompany "Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.01, 2016".

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CHAIRPERSON

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CORPORATE OFFICER

### SCHEDULE 'A'

#### Development Cost Charges for Wastewater Treatment/Sanitary Sewer Works and Services

1. Pursuant to Section 2 of this bylaw, development cost charges shall be levied in those areas that will be serviced by wastewater treatment/sanitary sewerage works and services as outlined on the map attached hereto as Schedule 'B' and Schedule 'C'.
2. The assist factor for wastewater treatment/sanitary sewerage works and services shall be 1%.
3. All charges shall be paid in full prior to the approval of a subdivision or building permit unless paid by way of installments in accordance with BC Reg 166/84.

The Development Cost Charge Schedule is as follows:

Category	Subdivision	Building Permit
Single Family	\$2,951.37 per lot being created	\$2,951.37 per dwelling unit constructed
Multi-Family		\$17.40 per square meter of building gross floor area provided that no development cost charge for multi-family development shall exceed an amount calculated by multiplying the number of dwelling units created by \$2,951.37
Mobile Home Park	\$1,748.81 per service connection being created	\$1,748.81 per service connection being created
Commercial		\$17.66 per square meter of building gross floor area
Industrial		\$4.50 per square meter of building gross floor area
Campground		\$482.21 per service connection being created
Institutional		\$17.66 per square meter of building gross floor area





Schedule 'B' to accompany  
"SOUTHERN COMMUNITY LOCAL SERVICE AREA  
DEVELOPMENT COST CHARGES BYLAW NO 1547.01, 2016."

Legend

- CITY OF NANAIMO DCC LSA
- MUNICIPAL / ELECTORAL AREA BOUNDARY

Chairperson

Corporate Officer

