

**REGIONAL DISTRICT OF NANAIMO  
REGULAR BOARD MEETING  
REVISED AGENDA**

**Tuesday, December 6, 2022**

**1:00 P.M.**

**Board Chambers (Webstreamed)**

*This meeting will be recorded*

**Pages**

**1. CALL TO ORDER**

**2. TERRITORIAL ACKNOWLEDGEMENT**

The Chair will respectfully acknowledge the Coast Salish Nations on whose traditional territory this meeting takes place.

**3. APPROVAL OF THE AGENDA**

**4. ADOPTION OF MINUTES**

**4.1 Regular Board Meeting - November 22, 2022**

**14**

(All Directors - One Vote)

That the minutes of the Regular Board meeting held November 22, 2022, be adopted.

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

**5.1 Graham Bradley, President, Gabriola Island Chamber of Commerce, re Annual Report**

**23**

**6. CORRESPONDENCE**

That the following correspondence be received for information:

**\*6.1 G. Coford, Gabriola Island resident, re Fibre Optic Line Severed**

**24**

**7. COMMITTEE MINUTES**

(All Directors - One Vote)

That the following minutes be received for information:

**7.1 Electoral Area Services Committee Meeting - November 24, 2022**

**25**



7.2	Oceanside Services Committee Meeting - November 17, 2022	33
7.3	Solid Waste Management Select Committee - November 29, 2022	36

## 8. CONSENT AGENDA

*Note: Directors may adopt in one motion all recommendations appearing on the Consent Agenda or, prior to the vote, request an item be removed from the Consent Agenda for debate or discussion, voting in opposition to a recommendation, or declaring a conflict of interest with an item.*

*Committee recommendations on the Consent Agenda were Carried Unanimously at the Committee level.*

(Voting rule varies as noted - Unanimous vote required)

That the following items on the Consent Agenda be adopted by consent:

### 8.1 ELECTORAL AREA SERVICES COMMITTEE RECOMMENDATIONS

#### 8.1.1 Future Improvements to Errington Park and Market Discussion

*Please note: Committee recommendation has no accompanying staff report.*

(All Directors - One Vote)

That the proposed improvements to the Errington Community Park Concession Building be prioritized over the Errington Community Park Sport Court Project.

#### 8.1.2 Parks Tour Discussion

*Please note: Committee recommendation has no accompanying staff report.*

(All Directors - One Vote)

That the Regional District of Nanaimo approach Crown Land BC to negotiate a land tenure agreement for Lot 1 PID: 026919818 and Lot 2 PID: 026919826 beside Romain Community Park.

#### 8.1.3 Bike Skills Park

*Please note: Committee recommendation has no accompanying staff report.*

(All Directors - One Vote)

That a bike skills park be constructed at the French Creek School Community Park or another suitable location in Electoral Area F.

#### 8.1.4 Rivers Edge Community Trail Network Plan

*Please note: The original recommendation was varied by the Committee.*

(All Directors - One Vote)

39

1. That the Rivers Edge Community Trail Network Plan be amended by removing the parking lot and shelter area upgrade.
2. To defer the discussion of the Rivers Edge Community Trail Network Plan to the next Electoral Area G Parks and Open Space Advisory Committee meeting to allow for more input to the plan.

#### **8.1.5 French Creek Community Park Development**

67

(All Directors - One Vote)

That the French Creek Community Park improvements proposed in the staff report be included in the 2024 Parks Services workplan.

#### **8.1.6 Maple Lane Community Park**

*Please note: Committee recommendation has no accompanying staff report.*

(All Directors - One Vote)

That a master plan be developed for Maple Lane Community Park that will include engagement with the neighborhood of San Pareil to guide the planning and placement of future amenities and leverage the Regional District of Nanaimo Parks Amenity Donation Program and application to future applicable grant programs for select features.

#### **8.1.7 Development Permit Application No. PL2022-146 and Request for Relaxation to the 10% Minimum Frontage Requirement in Relation to Subdivision Application No. PL2022-005, 1077 Schidler Road, Electoral Area F**

71

(Electoral Area Directors, except EA B - One Vote)

1. That the Board approve Development Permit No. PL2022-146 to permit a two-lot subdivision subject to the terms and conditions outlined in Attachment 3.
2. That the Board approve the request to relax the minimum 10% perimeter frontage requirement for proposed Lots A and B in relation to Subdivision Application No. PL2022-005.

#### **8.1.8 Review of Regional District of Nanaimo Water Leak Bill Adjustment Policy D1-01**

80

(All Directors - One Vote)

1. That the Regional District of Nanaimo Board support the continued use of Policy D1-01, Adjustment for Water Leak in its current form.
2. That the Regional District of Nanaimo Board uphold the decision by staff to not grant an exception to Policy D1-01, Adjustment for Water Leak as requested by Rhonda Leigh and Clark Routledge, and require the payment of their water bill without adjustment.

#### **8.1.9 2022 Funding Allocation for Active Trail User Groups**

83

*Please note: At its September 27, 2022 meeting, the Board passed the following motions:*

*That funding to eligible active trail user groups to carry out trail maintenance and upgrades within the Regional District of Nanaimo be considered as follows:*

*1. The Nanaimo Mountain Bike Club - Outer Bypass Trail Project be approved in the amount of \$15,000 from the Regional Parks Budget.*

*2. That the proposed community trail projects from the Lighthouse Country Recreation (\$3,000 – Electoral Area H Community Parks Budget) and Gabriola Land and Trails Trust (\$500 – Electoral Area B Community Parks Budget) be forwarded to the Electoral Area Services Committee for approval and that the 2022-2026 Financial Plan be amended accordingly.*

(All Directors - Weighted Vote)

That the proposed community trail projects from the Lighthouse Country Recreation (\$3,000 – Electoral Area H Community Parks Budget) and Gabriola Land and Trails Trust (\$500 – Electoral Area B Community Parks Budget) be approved and that the 2022-2026 Financial Plan be amended accordingly.

<b>8.1.10</b>	<b>Sunnybeach Crown Land Tenure Application</b>	<b>96</b>
	(All Directors - One Vote)	
	That the Board support an application to the Province of British Columbia for Crown Land Tenure to proceed with shoreline restoration works at Sunnybeach Road Beach Access in Electoral Area H.	
<b>8.1.11</b>	<b>Horne Lake Fire Protection Feasibility Study - Public Consultation Update</b>	<b>99</b>
	(All Directors - One Vote)	
	That the Board receive the Horne Lake Fire Protection Feasibility Study – Public Consultation Update for information.	
<b>8.1.12</b>	<b>Nanaimo River Fire Protection Feasibility Study - What We Heard Engagement Summary Report</b>	<b>103</b>
	(All Directors - One Vote)	
	That the Board receive the Nanaimo River Fire Protection Feasibility Study – What We Heard Engagement Summary Report for information.	
<b>8.1.13</b>	<b>Electoral Area H Parks and Open Space Advisory Committee - Terms of Reference Amendment</b>	<b>150</b>

*Please note: There is no accompanying staff report.*

(All Directors - One Vote)

That the Board amend the Terms of Reference for the Electoral Area H Parks and Open Space Advisory Committee to change the quorum of the Committee to be a majority of the current members of the Committee, with a minimum quorum of three members.

**8.1.14 Feasibility Study – Rainwater Management Electoral Area F**

*Please note: There is no accompanying staff report.*

(All Directors - Weighted Vote)

That \$20,000 in Electoral Area F Feasibility Funds be allocated in 2023 to a study of the feasibility of establishing a rainwater management service area in the area of Grafton Avenue and Virginia Estates, and to advise of any available grant funding for this project.

**8.1.15 Bylaw No. 1062.06 - Inclusion of 1017 Coral Place into the French Creek Village Streetlighting Service Area**

152

(All Directors - One Vote)

That “French Creek Village Streetlighting Local Service Area Conversion and Boundary Amendment Bylaw No. 1062.06, 2022” be introduced and read three times, and that, after having been read three times, be forwarded to the Inspector of Municipalities for Approval.

**8.1.16 San Pareil Water Service**

*Please note: There is no accompanying staff report.*

(All Directors - One Vote)

That staff be directed to prepare a report and recommendations for latecomer agreements (or alternative mechanisms) and review bylaws related to San Pareil Water Service including the capital charge, rates, and reserves bylaws with a specific focus on new connections and additions to the utility and the service area.

**8.2 OCEANSIDE SERVICES COMMITTEE RECOMMENDATIONS**

**8.2.1 Oceanside Services Recreation Grant Sub-Committee Grant Recommendations**

157

*Please note: There is no accompanying staff report.*

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

1. That MAC School for the Creative - Youth Art Lab \$2,500 grant application for art supplies and software be approved.

2. That the Ravensong Aquatic Club's \$2,500 grant application for equipment and rental fees be approved.

3. That The Old School House Arts Centre's Photography Program \$1,500 grant application for supplies and rental fees be approved.

4. That the following Oceanside Recreation Services Community Grant applications be approved for funding:

- Bow Horne Bay Community Club - Community Engagement - Advertising & Signs - \$2,500
- Errington War Memorial Hall Association - Children's Music Program - Rental, equipment - \$1,400
- MAC School for the Creative Arts (OCAC) - The MAC School for the Creative Arts - Materials, marketing & rental - \$2,500
- Oceanside Floor Curling Club - Keeping Seniors Active - Insurance, rental & supplies - \$2,000
- Parksville Community Centre Society - Game nights for adults and youth - Card tables - \$1,800
- Parksville Indoor Slow-pitch League - Seniors and Special Olympics Tournament - Equipment, advertising & awards \$2,000
- VanIsle Walking Soccer - Tournament - Equipment, rental & awards - \$2,500
- Ravensong Waterdancers Synchro Club - AquaGo! - Rental, coaching & reports - \$2,500
- Shorewood San Pareil Owners and Ratepayers Association - Maple Lane Park project - Equipment, supplies, insurance, rental - \$2,500

5. That the Oceanside Track and Field Club Spring application for \$2,500 be approved as they have provided the requested approval letter from School District 69 to install the concrete pad.

6. That the \$9,839.91 grant surplus funds from 2022 be carried over to the 2023 grant budget.

**8.2.2      2022 Oceanside Community Safety Grant      159**

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

1. That a grant in the amount of \$2,500 for the Arrowsmith Independent School for purchase of a generator, be approved.

2. That a grant in the amount of \$1,000 for the Mid Island Air Search and Rescue Society, be approved.

**8.2.3      Dunsmuir Community Park Sport Court Booking Report      180**

(All Directors - One Vote)

That the Dunsmuir Community Park (Electoral Area H) sport court booking procedure (Attachment 1) be approved to take effect March

31, 2023.

**8.2.4      Arrowsmith Community Recreation Association Recreation Services Agreement Renewal 2023-2025** **184**

(All Directors - Weighted Vote)

That the Recreation Services Delivery Agreement with Arrowsmith Community Recreation Association (Attachment 1) be renewed for a three-year term (January 1, 2023- December 31, 2025).

**8.3      SOLID WASTE MANAGEMENT SELECT COMMITTEE RECOMMENDATIONS**

**8.3.1      Zero Waste Recycling Funding 2023 Application Review** **206**

(All Directors - Weighted Vote)

That the Board award the 2023 Zero Waste Funding as follows:

- a. \$40,000 to Canadians Locally Improving Communities to carry out upcycling activities and workshops that divert waste and involve community members.
- b. \$61,545 to Gabriola Island Recycling Organization for textile recycling.
- c. \$60,000 to Habitat for Humanity to initiate book recycling.
- d. \$22,800 to Island Futures Society for their waste vegetable oil upcycling initiative.
- e. \$85,955 to Loaves and Fishes to carry out infrastructure and facility expansion.
- f. \$29,700 to Ocean Ambassadors to improve recycling, decrease food waste and maximize reuse with 80 businesses and 50 multifamily communities.

**9.      ITEMS REMOVED FROM THE CONSENT AGENDA**

**10.     COMMITTEE RECOMMENDATIONS**

**10.1     ELECTORAL AREA SERVICES COMMITTEE**

**10.1.1     Development Permit with Variance Application No. PL2022-085, 2794 Sunset Terrace, Electoral Area H** **414**

**Delegations Wishing to Speak to Development Permit with Variance Application No. PL2022-085, 2794 Sunset Terrace, Electoral Area H**

(Electoral Area Directors, except EA B - One Vote)

That the Board approve Development Permit with Variance No. PL2022-085 to secure vegetation enhancement of the riparian area and recognize the siting of a series of existing retaining walls and a shed subject to the terms and conditions outlined in Attachment 2.

**10.1.2     Zoning Amendment Application No. PL2022-014, 2875 Craven** **425**

## **Close, Electoral Area H, Amendment Bylaw 500.437, 2022 - Introduction**

(Electoral Area Directors, except EA B - One Vote - must be taken separately)

1. That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.437, 2022" not be held in accordance with Section 464(2) of the *Local Government Act*.
2. That the Board direct staff to complete the required notification in accordance with section 467(2) of the *Local Government Act*.
3. That the Board receive the Summary Report of the Community Engagement as provided in Attachment 4.

### **10.1.3 575 Horne Lake Road - Unsightly Premises**

444

#### **Owner(s) Wishing to Speak to 575 Horne Lake Road - Unsightly Premises**

(All Directors - One Vote)

That the Board, pursuant to "Unsightly Premises Regulatory Bylaw No. 1073, 1996", directs the owner of Lot 8 DD 51006N District Lot 90 Newcastle District Plan 1874 Except Part In Plan VIP63298 (575 Horne Lake Road), to remove the accumulation of derelict vehicles, boats, trailers, discarded automobile parts, assorted garbage, metal, disused construction materials, and pallets from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner's cost.

#### **\*10.1.3.1 Delegation Submission - Stephanie Flannery, George Flannery, Louis Simard, Elsa Heeps, Ric Golson, Catherine Smiley, Cameron Gillespie, Wendy Williams**

451

## **10.2 SOLID WASTE MANGEMENT SELECT COMMITTEE**

### **10.2.1 Bylaw 1784 Amendment**

488

(All Directors - Weighted Vote)

1. That "Regional District of Nanaimo Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 1784.05, 2022" be introduced and read three times.

(All Directors - 2/3 Weighted Vote)

2. That "Regional District of Nanaimo Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 1784.05, 2022" be adopted.

## **11. REPORTS**

11.1	<b>2022 Community Engagement Survey Results</b> <i>Simon Webb, Consultant, Deloitte, will provide a presentation.</i>	500
	(All Directors - One Vote)	
	1. Accept the presentation and attachment of the 2022 Community Engagement Survey results as information.  2. Accept the presentation and attachment for consideration during the 2023-2026 Regional District of Nanaimo Strategic Plan.	
11.2	<b>Southern Community Sewer Service Area and Fairwinds Wastewater Treatment Service Area Development Cost Charge Reserve Fund Bylaws No. 1869 and 1870, 2022</b>	521
	(Nanaimo, Lantzville - Weighted Vote)	
	1. That "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1869, 2022" be introduced and read three times.	
	(Nanaimo, Lantzville - Weighted Vote / 2/3)	
	2. That "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1869, 2022" be adopted.	
	(All Directors - One Vote)	
	3. That "Fairwinds Wastewater Treatment Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1870, 2022" be introduced and read three times.	
	(All Directors - One Vote / 2/3)	
	4. That "Fairwinds Wastewater Treatment Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1870, 2022" be adopted.	
11.3	<b>Northern Community Wastewater Development Cost Charges 2022 Amendment</b>	525
	(Electoral Area Directors - One Vote - must be taken separately)	
	1. That the Board rescind third reading of "Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.04, 2022" (Attachment 1);	
	2. That the Board give third reading to "Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.04, 2022" as amended (Attachment 2);	
	3. That Bylaw No. 1442.04 2022 be forwarded to the Inspector of Municipalities for approval following third reading.	
11.4	<b>District 68 and District 69 Sports Fields and Recreation Services Agreement Usage Survey 2023</b>	535
	(All Directors - One Vote)	



That the District 68 and District 69 Sports Fields and Recreation Services Agreement Usage Survey 2023 report be received for information.

- 11.5 Electoral Area 'G' Official Community Plan Amendment Bylaw No. 1540.04 - French Creek Active Transportation Plan - Third Reading and Adoption** 592
- (Electoral Area Directors, except EA B - One Vote - must be taken separately)
1. That the Board receive the report of the Public Hearing held on November 23, 2022 for "Regional District of Nanaimo Electoral Area 'G' Official Community Plan Amendment Bylaw No. 1540.04, 2022".
2. That the Board give third reading to "Regional District of Nanaimo Electoral Area 'G' Official Community Plan Amendment Bylaw No. 1540.04, 2022".
- (Electoral Area Directors, except EA B - One Vote / 2/3)
3. That the Board adopt "Regional District of Nanaimo Electoral Area 'G' Official Community Plan Amendment Bylaw No. 1540.04, 2022".
- 11.6 Intergovernmental Initiatives Update** 615
- (All Directors - One Vote)
- That the Board receive the staff report titled "Intergovernmental Initiatives Updates", dated December 6, 2022, for information.
- 11.7 2023 - 2027 Financial Plan Staffing, New Service Levels and Capital** 647
- (All Directors - One Vote)
- That this report of the 2023-2027 Financial Plan Staffing Recommendations, New Service Levels and Capital Projects with total project costs greater than \$500,000 be received for information purposes.
- 11.8 Regional Growth Strategy 5-Year Review** 713
- (All Directors - One Vote)
- That the Board receive the Regional Growth Strategy 5-Year Review report as provided in Attachment 1.
- \*11.8.1 Revised Attachment 3 - Regional Growth Strategy 5-Year Review Presentation** 778
- Please note: Slide 3 of Attachment 3 of the Regional Growth Strategy 5-Year Review Presentation was revised.*
- 11.9 Official Community Plan and Zoning Amendment Application No. PL2021-048 1800 & 1810 Galvin Place and PIDs 000441724 and 024585912, Electoral Area F Amendment Bylaw NOs. 1285.38, 2022 and 1152.06, 2022 - Third Reading & Adoption** 786
- Please note: Bylaw No. 1285.38 and Bylaw No. 1152.06 are to be considered as a package with Bylaw No. 1859 in the next agenda item (Little Qualicum River Regional Park Land Exchange Bylaw).*

(Electoral Area Directors, except EA B - One Vote - must be taken separately)

1. That the Board receive the Summary Report of Public Engagement, for “Regional District of Nanaimo Electoral Area ‘F’ Official Community Plan Amendment Bylaw No. 1152.06, 2022” and “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.38, 2022”.
2. That the Board receive the Summary of the Public Hearing held on November 15, 2022, for “Regional District of Nanaimo Electoral Area ‘F’ Official Community Plan Amendment Bylaw No. 1152.06, 2022” and “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.38, 2022”.
3. That the Board give third reading to “Regional District of Nanaimo Electoral Area ‘F’ Official Community Plan Amendment Bylaw No. 1152.06, 2022”.
4. That the Board give third reading to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.38, 2022”.

(Electoral Area Directors, except EA B - One Vote / 2/3 - must be taken separately)

5. That the Board adopt “Regional District of Nanaimo Electoral Area ‘F’ Official Community Plan Amendment Bylaw No. 1152.06, 2022”.
6. That the Board adopt “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.38, 2022”.

**11.10 Little Qualicum River Regional Park Land Exchange Alternative Approval Process Results 806**

(All Directors - One Vote / 2/3)

That “Regional District of Nanaimo Little Qualicum River Regional Park Exchange Bylaw No. 1859, 2022” be adopted.

**\*11.11 Climate Action Technical Advisory Committee - Director Appointments 812**

(All Directors - One Vote)

That the Board endorse the recommendation to appoint Director Ben Geselbracht, Director Stuart McLean, and Director Jessica Stanley to the Climate Action Technical Advisory Committee.

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

**12.1 Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.02, 2022 813**

(Electoral Area Directors - One Vote)

That "Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.02, 2022" be adopted.

**13. BUSINESS ARISING FROM DELEGATIONS AND CORRESPONDENCE**

## 14. MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

### 14.1 Formation of an Advisory Committee to Provide Recommendations Related to Park User Pressures at the Benson Creek Falls Regional Park Parking Lot and Staging Area

Director Melanson provided notice of the following motion to the Corporate Officer:

(All Directors - One Vote)

That a Terms of Reference be developed for Board approval for an advisory committee that will collaboratively review and provide recommendations to the Regional Parks and Trails Select Committee related to park user pressures at the Benson Creek Falls Regional Park parking lot and staging area in the Creekside Place neighbourhood and for the committee be comprised of the Electoral Area C Director, Senior RDN Parks Division Staff, the VIU woodlot manager and representatives from Creekside Place neighbourhood.

### \*14.2 Policy D1-01, Adjustment for Water Leak - Amendment

Director Salter provided notice of the following motion to the Corporate Officer:

(All Directors - One Vote)

That staff prepare a report on options for amending Policy D1-01, Adjustment for Water Leak, to include a water bill repayment plan for Regional District of Nanaimo Water Service Area residents who experience a leak in the potable water system on their property but are not eligible for a water leak adjustment to their Regional District of Nanaimo water bill.

## 15. NEW BUSINESS

## 16. IN CAMERA

(All Directors - One Vote)

That pursuant to the following sections of the *Community Charter* the Board proceed to an In Camera meeting:

- 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality
- 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public
- 90(1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting
- 90(1)(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2)

- 90(1)(o) the consideration of whether the authority under section 91 [other persons attending closed meetings] should be exercised in relation to a council meeting

## 17. ADJOURNMENT

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

**Tuesday, November 22, 2022  
1:02 P.M.  
Board Chambers (Webstreamed)**

In Attendance:	Director V. Craig	Chair
	Director T. Brown	Vice Chair
	Director J. Stanley	Electoral Area A
	Director L. Melanson	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director L. Salter	Electoral Area F
	Director L. Wallace	Electoral Area G
	Director S. McLean	Electoral Area H (joined electronically)
	Director L. Krog	City of Nanaimo
	Director S. Armstrong	City of Nanaimo
	Director B. Geselbracht	City of Nanaimo
	Director E. Hemmens	City of Nanaimo
	Director P. Manly	City of Nanaimo
	Director J. Perrino	City of Nanaimo
	Director I. W. Thorpe	City of Nanaimo
	Director D. O'Brien	City of Parksville
	Director S. Wood	City of Parksville
	Director M. Swain	District of Lantzville
	Director T. Westbroek	Town of Qualicum Beach
Also in Attendance:	D. Holmes	Chief Administrative Officer
	L. Grant	Gen. Mgr. Development & Emergency Services (joined electronically)
	T. Osborne	Gen. Mgr. Recreation & Parks
	E. Tian	Gen. Mgr. Engineering & Utilities
	D. Wells	Gen. Mgr. Corporate Services
	T. Moore	A/Director of Finance (joined electronically)
	D. Marshall	Sr. Mgr. Transportation Services (joined electronically)
	T. Armet	Mgr. Building & Bylaw (joined electronically)
	P. Thompson	Mgr. Current Planning (joined electronically)
	J. Bagnall	Deputy Corporate Officer
	C. Holt	Zoom Moderator
	S. Patrickson	Recording Secretary

## **CALL TO ORDER**

The Chair called the meeting to order.

## **TERRITORIAL ACKNOWLEDGEMENT**

The Chair respectfully acknowledged the Coast Salish Nations on whose traditional territory this meeting took place.

## **APPROVAL OF THE AGENDA**

22-645

It was moved and seconded that the agenda be adopted, as amended, to include the following items:

- Correspondence – Item \*5.2. Kreiberg and Eccles re Development Variance Permit Application No. PL2022-140 2860 Wildberry Road, Electoral Area A - agenda item 10.1.3
  - Correspondence – Item \*5.3. T. Osborn re Development Variance Permit Application No. PL2022-140 2860 Wildberry Road, Electoral Area A - agenda item 10.1.3
  - Correspondence – Item \*5.4. D. Nobbs re Development Variance Permit Application No. PL2022-140 2860 Wildberry Road, Electoral Area A - agenda item 10.1.3
  - Correspondence – Item \*5.5. J. Biro and L. Biro re Development Variance Permit Application No. PL2022-140 2860 Wildberry Road, Electoral Area A - agenda item 10.1.3
  - Correspondence – Item \*5.6. N. Hobbs and S. Davenport re Development Variance Permit Application No. PL2022-140 2860 Wildberry Road, Electoral Area A - agenda item 10.1.3
  - Correspondence – Item \*5.7. G. Coford, re Emergency Dock, Gabriola Island – agenda item
  - Correspondence – Item \*5.8. C. Kriebert re Development Variance Permit Application No. PL2022-140 2860 Wildberry Road, Electoral Area A – agenda item 10.1.3
  - Item \*6.1.1. Delegation submission - Letter
  - Report – Item \*11.5. 2023 Board Appointments to Advisory Committees and Commissions
- CARRIED UNANIMOUSLY

## **ADOPTION OF MINUTES**

22-646

It was moved and seconded that the minutes of the Inaugural Board meeting held November 8, 2022, be adopted.

CARRIED UNANIMOUSLY

## **CORRESPONDENCE**

22-647

It was moved and seconded that the following correspondence be received for information:

N. Hobbs and S. Davenport, re Development Variance Permit Application No. PL2022-140 2860 Wildberry Road, Electoral Area A - agenda item 10.1.3

Kreiberg and Eccles re Development Variance Permit Application No. PL2022-140 2860 Wildberry Road, Electoral Area A - agenda item 10.1.3

A. Osborn re Development Variance Permit Application No. PL2022-140 2860 Wildberry Road, Electoral Area A - agenda item 10.1.3

D. Nobbs re Development Variance Permit Application No. PL2022-140 2860 Wildberry Road, Electoral Area A - agenda item 10.1.3

J. Biro and L. Biro re Development Variance Permit Application No. PL2022-140 2860 Wildberry Road, Electoral Area A - agenda item 10.1.3

N. Hobbs and S. Davenport re Development Variance Permit Application No. PL2022-140 2860 Wildberry Road, Electoral Area A - agenda item 10.1.3

G. Coford, re Emergency Dock, Gabriola Island

C. Kreiberg re Development Variance Permit PL2022-140 2860 Wildberry Road, Electoral Area A - agenda item 10.1.3

CARRIED UNANIMOUSLY

## **DELEGATIONS - ITEMS NOT ON THE AGENDA**

### **Joan Merrifield, Gabriola Museum, re Annual report and renew Assistance Agreement**

Joan Merrifield, President of the Gabriola Museum, with Chris Campbell, Board Member of the Gabriola Museum, presented an update to the Board related to community engagement, revenue, and expenses. The delegates requested renewal and increased funding of their Assistance Agreement.

### **Dave Kirk and Emanuel Hajek, re Concerns about Creekside Place Parking Lot**

Dave Kirk and Emanuel Hajek raised concerns about the Creekside Place parking lot and requested support for the formation of an advisory committee for the Creekside Place parking lot.

## **COMMITTEE MINUTES**

22-648

It was moved and seconded that the following minutes be received for information:

Electoral Area Services Committee Meeting - October 6, 2022

CARRIED UNANIMOUSLY

## **CONSENT AGENDA**

22-649

It was moved and seconded that the following items on the Consent Agenda be adopted by consent:

8.1.1 Request for Comment on Non-Adhering Residential Use in the Agricultural Land Reserve Application No. PL2022-098 - 3411 Alberni Highway, Electoral Area F

CARRIED UNANIMOUSLY

The item and recommendation referred to above are as follows:

### **ELECTORAL AREA SERVICES COMMITTEE RECOMMENDATIONS**

**Request for Comment on Non-Adhering Residential Use in the Agricultural Land Reserve Application No. PL2022-098 - 3411 Alberni Highway, Electoral Area F**

22-650

It was moved and seconded that the Board recommends that the Agricultural Land Commission approve Non-Adhering Residential Use Application No. PL2022-098 (ALC File No. 65583) for an existing second dwelling unit greater than 90 m<sup>2</sup>, with the condition of a restrictive covenant restricting any alterations to the structure and any rebuilding.

ADOPTED ON CONSENT

### **ITEMS REMOVED FROM THE CONSENT AGENDA**

None

### **COMMITTEE RECOMMENDATIONS**

#### **Electoral Area Services Committee**

**Request for Comment on Non-Farm Use in the Agricultural Land Reserve Application No. PL2022-084 - 1600 & 1624 Brightman Road, Electoral Area A**

22-651

It was moved and seconded that the Board recommend that the Agricultural Land Commission approve this Non-Farm Use Application No. PL2022-084 (ALC File No. 65527) for the placement of fill for a residential accessory building.

CARRIED UNANIMOUSLY



**Development Permit with Variance Application No. PL2022-028 1868 Fielding Road, Electoral Area A**

22-652

It was moved and seconded that the Board approve Development Permit with Variance No. PL2022-028 to permit the construction of two industrial buildings and related site improvements subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

**Development Variance Permit Application No. PL2022-140 2860 Wildberry Road, Electoral Area A**

22-653

It was moved and seconded that Development Variance Permit Application No. PL2022-140 be referred back to staff to address community concerns.

Opposed (1): Director Rogers

CARRIED

**Development Variance Permit Application No. PL2022-145 230 Hobbs Road, Electoral Area G**

22-654

It was moved and seconded that the Board approve Development Variance Permit No. PL2022-145 to increase the maximum building height for the construction of the Dashwood Firehall and to reduce the Other Lot Lines setback to accommodate the temporary siting of an office trailer and temporary structure for firetruck storage subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

**Request for Comment on Non-Adhering Residential Use in the Agricultural Land Reserve Application No. PL2022-119 - Lot 5 Doumont Road, Electoral Area C**

22-655

It was moved and seconded that the Board neither support nor oppose the Non-Adhering Residential Use and Non-Farm Use (Placement of Fill) Application No PL2022-119 (ALC File No. 65901) to alter the size of the permitted residences and permit associated fill placement; and recommend that the Agricultural Land Commission consider that any residential use of the lands leave sufficient area for both potential farm use and the preservation of the riparian area.

CARRIED UNANIMOUSLY

## **REPORTS**

### **Financial Report - January 1 to September 30, 2022**

22-656

It was moved and seconded that the Financial Report for the period January 1, 2022 to September 30, 2022 be received for information.

CARRIED UNANIMOUSLY

### **Request for Budget Amendment and CWF Allocation - Surfside Water Pump House Upgrade and SCADA Implementation**

22-657

It was moved and seconded that the Regional District of Nanaimo Board approve an allocation of \$30,000 of Electoral Area G Community Works Funds to the Surfside Water Service Area Pump House Upgrade project (WT-0028), and amend the 2022 Financial Plan to increase the budget for this project to \$70,000.

CARRIED UNANIMOUSLY

22-658

It was moved and seconded that the Regional District of Nanaimo Board approve an amendment to the 2022 Financial Plan to increase the transfer from reserves for the SCADA Upgrade Project (MJ-2034) by \$10,000 and increase the budget for this project to \$40,000.

CARRIED UNANIMOUSLY

### **School Site Acquisition Charge Bylaw Amendment**

22-659

It was moved and seconded that "Regional District of Nanaimo School Site Acquisition Charge Amendment Bylaw No. 1850.01, 2022" be introduced and read three times.

CARRIED UNANIMOUSLY

22-660

It was moved and seconded that "Regional District of Nanaimo School Site Acquisition Charge Amendment Bylaw No. 1850.01, 2022" be adopted.

CARRIED UNANIMOUSLY

**Third Quarter 2022 Strategic Plan and Key Initiatives Update**

22-661

It was moved and seconded that the Board receive the report titled Third Quarter 2022 Strategic Plan and Key Initiatives Update, dated November 22, 2022, for information.

CARRIED UNANIMOUSLY

**2023 Board Appointments to Advisory Committees and Commissions**

22-662

It was moved and seconded that the Board endorse the recommendations for appointments to the 2023 Regional District of Nanaimo Advisory Committees and Commission.

CARRIED UNANIMOUSLY

**MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN**

**Regulation of Exotic Animals in Electoral Area F**

22-663

It was moved and seconded that staff prepare a report on options to ban, or if not possible, regulate exotic animals including serval cats in Electoral Area F. Regulations would explore options to require specifications related to cages, locking mechanisms, licensing options and prohibition on live feedstock.

CARRIED UNANIMOUSLY

## **IN CAMERA**

22-664

It was moved and seconded that pursuant to the following sections of the *Community Charter* the Board proceed to an In Camera meeting:

- 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- 90(1)(c) labour relations or other employee relations;
- 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- 90(1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting; and
- 90(1)(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).

CARRIED UNANIMOUSLY

TIME: 2:21 P.M.

## **RISE AND REPORT**

### **Animal Control Officer Appointment – Montgomery**

22-665

It was moved and seconded that the Board appoint Jordon Montgomery as a Bylaw Enforcement Officer for the specific purpose of enforcing Regional District of Nanaimo Animal Control bylaws.

CARRIED UNANIMOUSLY

### **Appointment of Director of Finance (Chief Financial Officer)**

22-666

It was moved and seconded that pursuant to Bylaw No. 1661 the Board appoint Tiffany Moore to the office of Director of Finance effective November 23, 2022 to have the powers, duties and functions of the officer assigned the responsibility of financial administration under Section 237 of the *Local Government Act* and further that the Board affirm the change of job title from Director of Finance to Chief Financial Officer, pending the Board's consideration of housekeeping amendments to Bylaw No. 1661.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 3:27 P.M.

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CHAIR

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CORPORATE OFFICER

<b>Delegation:</b>	Graham Bradley, President, Gabriola Island Chamber of Commerce
<b>Summary:</b>	To fulfil the requirements set out in the Southern Community Economic Development Service Agreement for Electoral Area B, the Gabriola Island Chamber of Commerce (GICC) must provide an annual report that clearly shows the link between the actions of the GICC and economic benefits to Gabriola Island, identifies services provided to non-GICC members, and how funding from the Regional District has resulted in funding from other sources and present the annual report to the RDN Board.
<b>Action Requested:</b>	To receive information on the Gabriola Island Chamber of Commerce 2022 annual report.

-----Original Message-----

From: [REDACTED] >

Sent: December 2, 2022 1:41 PM

To: Vanessa Craig <[vanessa.craig@rdn.bc.ca](mailto:vanessa.craig@rdn.bc.ca)>; Susan Yates <[REDACTED]>; Tobi Elliott <[telliott@islandstrust.bc.ca](mailto:telliott@islandstrust.bc.ca)>

Subject: Fibre optic line severed

Hello

RDN Chair Vanessa Craig  
Island Trustee Tobi Elliott  
Island Trustee Susan Yates

I am wondering why we have no communication to the outside world other than cellular at this point in time.

The reason I ask is because the aerial line between Mudge and Gabriola has been severed, however we did at great length and debate have a submarine cable land on Gabriola during the summer which appears to be merely a convenient landing pad for the company owning the submarine cable connecting other islands.

Why was it not made a condition of landing on Gabriola that it should connect to our own communications systems as a fail safe backup?

I am hoping this is corrected so we do not have the same lack of communication and 911 services down as we do now. NOT everyone on the island has cellular service or a cell phone, they do however pay tax to both the trust and the RDN.

Please ensure that there is a cabled fibre backup system of communication for the future.

Clearly this has to go to the top of the priority list.

Please make this letter part of the agenda of the next RDN board meeting as well as the next Islands trust meeting on DEC 6.

Yours Sincerely

Gavin Coford  
Gabriola

**REGIONAL DISTRICT OF NANAIMO**  
**MINUTES OF THE ELECTORAL AREA SERVICES COMMITTEE MEETING**

**Thursday, November 24, 2022**  
**1:00 P.M.**  
**Board Chambers (Webstreamed)**

In Attendance:	Director B. Rogers	Chair
	Director V. Craig	Electoral Area B
	Director J. Stanley	Electoral Area A
	Director L. Melanson	Electoral Area C
	Director L. Salter	Electoral Area F
	Alternate	
	Director B. Wiese	Electoral Area G (joined electronically)
	Director S. McLean	Electoral Area H (joined electronically)
Regrets:	Director L. Wallace	Electoral Area G
Also in Attendance:	J. Ringwald	Alternate Director, Electoral Area E
	D. Holmes	Chief Administrative Officer
	L. Grant	Gen. Mgr. Development & Emergency Services
	T. Osborne	Gen. Mgr. Recreation & Parks
	E. Tian	Gen. Mgr. Engineering & Utilities
	T. Armet	Mgr. Building & Bylaw Services
	P. Thompson	Mgr. Current Planning
	M. Walters	Mgr. Water Services (joined electronically)
	A. Gore	A/Mgr. Parks Services (joined electronically)
	G. Smith	Deputy Corporate Officer
	C. Holt	Zoom Moderator
	S. Patrickson	Recording Secretary

**CALL TO ORDER**

The Chair called the meeting to order.

**TERRITORIAL ACKNOWLEDGEMENT**

The Chair respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting takes place.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved as amended to include the addendum, agenda item 10.1.1.

CARRIED UNANIMOUSLY



## **ADOPTION OF THE MINUTES**

### **Electoral Area Services Committee Meeting - October 6, 2022**

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting held October 6, 2022, be adopted.

CARRIED UNANIMOUSLY

## **CORRESPONDENCE**

It was moved and seconded that the following correspondence be received for information:

T. Armet, Mgr, Building and Bylaw Services, Regional District of Nanaimo, re 575 Horne Lake Road - Unsightly Premises

CARRIED UNANIMOUSLY

## **COMMITTEE MINUTES**

It was moved and seconded that the following minutes be received for information:

Electoral Area A Parks, Recreation and Culture Commission - October 11, 2022

Electoral Area F Parks and Open Space Advisory Committee Meeting - September 28, 2022

Electoral Area G Parks and Open Space Advisory Committee Meeting - October 3, 2022

CARRIED UNANIMOUSLY

## **COMMITTEE RECOMMENDATIONS**

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

#### **Future Improvements to Errington Park and Market Discussion**

It was moved and seconded that proposed improvements to the Errington Community Park Concession Building be prioritized over the Errington Community Park Sport Court Project.

CARRIED UNANIMOUSLY

#### **Parks Tour Discussion**

It was moved and seconded that the Regional District of Nanaimo approach Crown Land BC to negotiate a land tenure agreement for Lot 1 PID: 026919818 and Lot 2 PID: 026919826 beside Romain Community Park.

CARRIED UNANIMOUSLY

### **Bike Skills Park**

It was moved and seconded that a bike skills park be constructed at the French Creek School Community Park or another suitable location in Electoral Area F.

CARRIED UNANIMOUSLY

### **Electoral Area G Parks and Open Space Advisory Committee**

#### **Rivers Edge Community Trail Network Plan**

It was moved and seconded that the Rivers Edge Community Trail Network Plan be amended by removing the parking lot and shelter area upgrade.

CARRIED UNANIMOUSLY

It was moved and seconded to defer the discussion of the Rivers Edge Community Trail Network Plan to the next Electoral Area G Parks and Open Space Advisory Committee meeting to allow for more input to the plan.

CARRIED UNANIMOUSLY

### **French Creek Community Park Development**

It was moved and seconded that the French Creek Community Park improvements proposed in the staff report be included in the 2024 Parks Services workplan.

CARRIED UNANIMOUSLY

### **Maple Lane Community Park**

It was moved and seconded that a master plan be developed for Maple Lane Community Park that will include engagement with the neighborhood of San Pareil to guide the planning and placement of future amenities and leverage the Regional District of Nanaimo Parks Amenity Donation Program and application to future applicable grant programs for select features.

CARRIED UNANIMOUSLY

## **PLANNING**

### **Development Permit with Variance**

#### **Development Permit with Variance Application No. PL2022-085 2794 Sunset Terrace, Electoral Area H**

It was moved and seconded that the Board approve Development Permit with Variance No. PL2022-085 to secure vegetation enhancement of the riparian area and recognize the siting of a series of existing retaining walls and a shed subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2022-085.

CARRIED UNANIMOUSLY

### **Zoning Amendment**

#### **Zoning Amendment Application No. PL2022-014 2875 Craven Close, Electoral Area H Amendment Bylaw 500.437, 2022 - Introduction**

It was moved and seconded that the Public Hearing on “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.437, 2022” not be held in accordance with Section 464(2) of the *Local Government Act*.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification in accordance with Section 467(2) of the *Local Government Act*.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board receive the Summary Report of the Community Engagement as provided in Attachment 4.

CARRIED UNANIMOUSLY

### **Request for Frontage Relaxation in Relation to a Subdivision**

#### **Development Permit Application No. PL2022-146 and Request for Relaxation to the 10% Minimum Frontage Requirement in Relation to Subdivision Application No. PL2022-005, 1077 Schidler Road, Electoral Area F**

It was moved and seconded that the Board approve Development Permit No. PL2022-146 to permit a two-lot subdivision subject to the terms and conditions outlined in Attachment 3.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board approve the request to relax the minimum 10% perimeter frontage requirement for proposed Lots A and B in relation to Subdivision Application No. PL2022-005.

CARRIED UNANIMOUSLY

## **BYLAW ENFORCEMENT**

### **575 Horne Lake Road - Unsightly Premises**

Louis Simard spoke in support of the bylaw enforcement request and was available to answer questions from the Committee.

Stephanie Flannery spoke in support of the bylaw enforcement request and was available to answer questions from the Committee.

Catherine Smiley spoke in support of the bylaw enforcement request and was available to answer questions from the Committee.

Fernando Costa, property owner of 575 Horne Lake Road, spoke against the bylaw enforcement request and was available to answer questions from the Committee.

It was moved and seconded that the Board, pursuant to "Unsightly Premises Regulatory Bylaw No. 1073, 1996", directs the owner of Lot 8 DD 51006N District Lot 90 Newcastle District Plan 1874 Except Part In Plan VIP63298 (575 Horne Lake Road), to remove the accumulation of derelict vehicles, boats, trailers, discarded automobile parts, assorted garbage, metal, disused construction materials, and pallets from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner's cost.

CARRIED UNANIMOUSLY

## **REGIONAL AND COMMUNITY UTILITIES**

### **Revised Report Title: Bylaw No. 1062.06 - Inclusion of 1017 Coral Place into the French Creek Village Streetlighting Service Area**

It was moved and seconded that "French Creek Village Streetlighting Local Service Area Conversion and Boundary Amendment Bylaw No. 1062.06, 2022" be introduced and read three times, and that, after having been read three times, be forwarded to the Inspector of Municipalities for Approval.

CARRIED UNANIMOUSLY

### **Review of Regional District of Nanaimo Water Leak Bill Adjustment Policy D1-01**

It was moved and seconded that the Regional District of Nanaimo Board support the continued use of Policy D1-01, Adjustment for Water Leak in its current form.

CARRIED UNANIMOUSLY

It was moved and seconded that the Regional District of Nanaimo Board uphold the decision by staff to not grant an exception to Policy D1-01, Adjustment for Water Leak as requested by Rhonda Leigh and Clark Routledge, and require the payment of their water bill without adjustment.

CARRIED UNANIMOUSLY

## **COMMUNITY PARKS**

### **2022 Funding Allocation for Active Trail User Groups**

It was moved and seconded that the proposed community trail projects from the Lighthouse Country Recreation (\$3,000 – Electoral Area H Community Parks Budget) and Gabriola Land and Trails Trust (\$500 – Electoral Area B Community Parks Budget) be approved and that the 2022-2026 Financial Plan be amended accordingly.

CARRIED UNANIMOUSLY

### **Sunnybeach Crown Land Tenure Application**

It was moved and seconded that the Board support an application to the Province of British Columbia for Crown Land Tenure to proceed with shoreline restoration works at Sunnybeach Road Beach Access in Electoral Area H.

CARRIED UNANIMOUSLY

## **TRANSPORTATION AND EMERGENCY SERVICES**

### **Horne Lake Fire Protection Feasibility Study - Public Consultation Update**

It was moved and seconded that the Board receive the Horne Lake Fire Protection Feasibility Study – Public Consultation Update for information.

CARRIED UNANIMOUSLY

### **Nanaimo River Fire Protection Feasibility Study - What We Heard Engagement Summary Report**

It was moved and seconded that the Board receive the Nanaimo River Fire Protection Feasibility Study – What We Heard Engagement Summary Report for information.

CARRIED UNANIMOUSLY

## **MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN**

### **Electoral Area H Parks and Open Space Advisory Committee - Terms of Reference Amendment**

It was moved and seconded that the Board amend the Terms of Reference for the Electoral Area H Parks and Open Space Advisory Committee to change the quorum of the Committee to be a majority of the current members of the Committee, with a minimum quorum of three members.

CARRIED UNANIMOUSLY

### **San Pareil Water Service**

Iain Donaldson and Jo Dunn presented their request for a Latecomers' Agreement to establish a system of equal payment for all property owners who subsequently connect to this new portion of the Regional District of Nanaimo waterline.

It was moved and seconded that staff be directed to prepare a report and recommendations for latecomer agreements (or alternative mechanisms) and review bylaws related to San Pareil Water Service including the capital charge, rates, and reserves bylaws with a specific focus on new connections and additions to the utility and the service area.

CARRIED UNANIMOUSLY

### **Feasibility Study – Rainwater Management Electoral Area F**

It was moved and seconded that \$20,000 in Electoral Area F Feasibility Funds be allocated in 2023 to a study of the feasibility of establishing a rainwater management service area in the area of Grafton Avenue and Virginia Estates, and to advise of any available grant funding for this project.

CARRIED UNANIMOUSLY

### **NEW BUSINESS**

Director Salter provided notice of the following motion:

#### **Regional District of Nanaimo Water Leak Bill Adjustment Policy Amendment – Payment Plan**

That staff prepare a report on options for amending Policy D1-01, Adjustment for Water Leak, to include a water bill repayment plan for Regional District of Nanaimo Water Service Area residents who experience a leak in the potable water system on their property but are not eligible for a water leak adjustment to their Regional District of Nanaimo water bill.

Alternate Director Weise provided notice of the following motion:

#### **575 Horne Lake Road – Unsightly Premises – Regional District of Nanaimo Burning Bylaw**

That staff prepare a report on the feasibility of applying the Regional District of Nanaimo's burning bylaw to enable additional enforcement with respect to the unsightly premises at 575 Horne Lake Road.

**Directors' Roundtable**

Directors provided updates to the Committee.

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 3:44 P.M.

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CHAIR

**REGIONAL DISTRICT OF NANAIMO  
MINUTES OF THE OCEANSIDE SERVICES COMMITTEE MEETING**

**Thursday, November 17, 2022  
1:30 P.M.**

**Town of Qualicum Beach Council Chambers (Webstreamed)**

In Attendance:	Director T. Westbroek	Chair
	Director B. Rogers	Electoral Area E
	Director L. Salter	Electoral Area F
	Director L. Wallace	Electoral Area G
	Director S. McLean	Electoral Area H
	Director D. O'Brien	City of Parksville
	Director S. Wood	City of Parksville

Also in Attendance:	T. Osborne	Gen. Mgr. Recreation & Parks
	L. Grant	Gen. Mgr. Planning & Development (joined electronically)
	D. Banman	Mgr. Recreation Services
	E. Beauchamp	Mgr. Emergency Services
	D. Marshall	Sr. Mgr. Transportation Services (joined electronically)
	H. King	Supt. Recreation Program Services (joined electronically)
	J. Hopewell	Recreation Coordinator (joined electronically)
	G. Smith	Deputy Corporate Officer
	A. Harvey	Recording Secretary

**CALL TO ORDER**

The Chair called the meeting to order.

**TERRITORIAL ACKNOWLEDGMENT**

The Chair respectfully acknowledged the Coast Salish Nations on whose traditional territory this meeting takes place.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved as amended to replace "adopted" with "received for information" in the recommendation for item 4.1.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**Oceanside Services Committee Meeting - June 27, 2022**

It was moved and seconded that the minutes of the Oceanside Service Committee meeting held June 27, 2022, be adopted.

CARRIED UNANIMOUSLY



## **COMMITTEE MINUTES AND RECOMMENDATIONS**

### **Oceanside Services Recreation Grant Sub-Committee Meeting Minutes - October 13, 2022**

1. It was moved and seconded that the minutes of the Oceanside Services Recreation Grants Sub-Committee meeting held October 13, 2022, be received for information.

CARRIED UNANIMOUSLY

2. It was moved and seconded that MAC School for the Creative - Youth Art Lab \$2,500 grant application for art supplies and software be approved.

CARRIED UNANIMOUSLY

3. It was moved and seconded that the Ravensong Aquatic Club's \$2,500 grant application for equipment and rental fees be approved.

CARRIED UNANIMOUSLY

4. It was moved and seconded that The Old School House Arts Centre's Photography Program \$1,500 grant application for supplies and rental fees be approved.

CARRIED UNANIMOUSLY

5. It was moved and seconded that the following Oceanside Recreation Services Community Grant applications be approved for funding:

- Bow Horne Bay Community Club - Community Engagement - Advertising & Signs - \$2,500
- Errington War Memorial Hall Association - Children's Music Program - Rental, equipment - \$1,400
- MAC School for the Creative Arts (OCAC) - The MAC School for the Creative Arts - Materials, marketing & rental - \$2,500
- Oceanside Floor Curling Club - Keeping Seniors Active - Insurance, rental & supplies - \$2,000
- Parksville Community Centre Society - Game nights for adults & youth - Card tables - \$1,800
- Parksville Indoor Slow-pitch League - Seniors & Special Olympics Tournament - Equipment, advertising & awards - \$2,000
- VanIsle Walking Soccer - Tournament - Equipment, rental & awards - \$2,500
- Ravensong Waterdancers Synchro Club - AquaGo! - Rental, coaching & reports - \$2,500
- Shorewood San Pareil Owners and Ratepayers Association - Maple Lane Park project - Equipment, supplies, insurance, rental - \$2,500

CARRIED UNANIMOUSLY

6. It was moved and seconded that the Oceanside Track and Field Club Spring application for \$2,500 be approved as they have provided the requested approval letter from School District 69 to install the concrete pad.

CARRIED UNANIMOUSLY

7. It was moved and seconded that the \$9,839.91 grant surplus funds from 2022 be carried over to the 2023 grant budget.

CARRIED UNANIMOUSLY

## REPORTS

### **2022 Oceanside Community Safety Grant**

1. It was moved and seconded that a grant in the amount of \$2,500 for the Arrowsmith Independent School for purchase of a generator, be approved.

CARRIED UNANIMOUSLY

2. It was moved and seconded that a grant in the amount of \$1,000 for the Mid Island Air Search and Rescue Society, be approved.

CARRIED UNANIMOUSLY

### **Dunsmuir Community Park Sport Court Booking Report**

It was moved and seconded that the Dunsmuir Community Park (Electoral Area H) sport court booking procedure (Attachment 1) be approved to take effect March 31, 2023.

CARRIED UNANIMOUSLY

### **Arrowsmith Community Recreation Association Recreation Services Agreement Renewal 2023-2025**

It was moved and seconded that the Recreation Services Delivery Agreement with Arrowsmith Community Recreation Association (Attachment 1) be renewed for a three-year term (January 1, 2023- December 31, 2025).

CARRIED UNANIMOUSLY

## ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 1:36 P.M.

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CHAIR



## **ADOPTION OF MINUTES**

### **Solid Waste Management Select Committee Meeting - June 7, 2022**

It was moved and seconded that the minutes of the Solid Waste Management Select Committee meeting held June 7, 2022, be adopted.

CARRIED UNANIMOUSLY

## **PRESENTATIONS**

### **Regional District of Nanaimo Solid Waste Services – Program Overview**

B. Routledge and S. Bajwa presented an overview of the Regional District of Nanaimo Solid Waste Services program.

## **REPORTS**

### **Zero Waste Recycling Funding 2023 Application Review**

It was moved and seconded that the Board award the 2023 Zero Waste Funding as follows:

- a. \$40,000 to Canadians Locally Improving Communities to carry out upcycling activities and workshops that divert waste and involve community members.
- b. \$61,545 to Gabriola Island Recycling Organization for textile recycling.
- c. \$60,000 to Habitat for Humanity to initiate book recycling.
- d. \$22,800 to Island Futures Society for their waste vegetable oil upcycling initiative.
- e. \$85,955 to Loaves and Fishes to carry out infrastructure and facility expansion.
- f. \$29,700 to Ocean Ambassadors to improve recycling, decrease food waste and maximize reuse with 80 businesses and 50 multifamily communities.

CARRIED UNANIMOUSLY

### **Bylaw 1784.05 Amendment**

It was moved and seconded that “Regional District of Nanaimo Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 1784.05, 2022” be introduced and read three times.

CARRIED UNANIMOUSLY

It was moved and seconded that “Regional District of Nanaimo Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 1784.05, 2022” be adopted.

CARRIED UNANIMOUSLY

Director Krog left the meeting at 2:35 P.M.

Director Armstrong left the meeting at 2:40 P.M.

**IN CAMERA**

It was moved and seconded that pursuant to Section 90 (1) (k), of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED UNANIMOUSLY

TIME: 2:53 P.M.

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 3:31 P.M.

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CHAIR



## RIVER'S EDGE COMMUNITY TRAIL NETWORK PLAN

*Please note: The original recommendation was varied by the Committee as follows:*

1. That the Rivers Edge Community Trail Network Plan be amended by removing the parking lot and shelter area upgrade.
2. To defer the discussion of the Rivers Edge Community Trail Network Plan to the next Electoral Area G Parks and Open Space Advisory Committee meeting to allow for more input to the plan.

### **RECOMMENDATION**

That the improvements proposed in this report be included in the 2023 Parks Services workplan.

### **BACKGROUND**

At the March 22, 2022, RDN Board meeting, the following motion was approved:

*That the staff proceed with a Community Trail Network Plan for the River's Edge Community that will incorporate enhancements and related maintenance of the stone entrance pillars on Kaye Road, upgrading of the stone and timber shelter for public use located at River's Edge Community Park, and collaborate with the Ministry of Transportation and Infrastructure for trail use within road allowances.*

The River's Edge neighbourhood contains 10 community parks which include a mix of forested areas, drainage infrastructure, and undeveloped trails. The neighbourhood also contains various developer-built features including stone entrance pillars and roadside trails, both of which are located on provincially owned lands, and a large timber shelter in River's Edge Community Park. The roadside trails and entrance pillars are not currently managed by the RDN.

In Q4 2021, the RDN Parks department conducted community engagement in the River's Edge neighbourhood to determine the community's priorities for how to improve the parks and trails within the neighbourhood. The engagement included an online survey and mail-outs to all households within the neighbourhood. Survey responses indicated that improving and expanding the network of trails within the community is a strong priority for residents (Attachment 1 – River's Edge Engagement Results Summary).

### **Community Trail Network Plan**

The Community Trail Network Plan (Attachment 2 - Community Trail Network Plan) proposes new and improved trails within RDN parks and the Ministry of Transportation and Infrastructure (MoTI) property.

### **Existing RDN Trails**

- Trail improvements between Matuka Drive and River's Edge Drive (Attachment 2 - Community Trail Network Plan, sections 1-3-4-5 in red). These improvements were selected second-most (15%) to improvements to the roadside trail on MoTI property when respondents were asked to select their preferred improvement to the area parks and trails in 2022 (Attachment 1, pg. 6).
- Proposed maintenance improvements include:
  - Vegetation management.
  - Grading and surfacing improvements.
  - Boardwalks and culverts.
  - Wayfinding signage.
  - Construction of a small pedestrian bridge in Stormwater Community Park.

### Roadside Trails on MoTI Property

Completing trail improvement work within the MoTI property would require the RDN to obtain a License of Occupation to construct and maintain trails on a long-term basis (Attachment 2 - Community Trail Network Plan, sections 2-6-7 in blue).

Improvements to these sections would increase connectivity in the neighbourhood by providing connections to several community parks and two school bus stop locations.

These improvements were selected most (38%) when respondents were asked to select their preferred improvement to the area parks and trails in 2022 (Attachment 1, pg. 6).

Proposed improvements will include:

- Installing a new roadside trail on the west side of Peterson Road, extending north from Caddis Crescent to Kaye Road (Attachment 2 - Community Trail Network Plan, Section 6, in blue).
- Improve the existing section of trail on the south side of Kaye Road between Peterson Road and Rascal Lane (Attachment 2 - Community Trail Network Plan, Section 7, in blue).
- Improve the informal trail within the undeveloped road right-of-way at the south end of Rascal Lane (Attachment 2 - Community Trail Network Plan, Section 2, in blue).

### **Shelter in River's Edge Community Park**

The shelter in River's Edge Community Park was originally constructed by the developer and is located in the centre of an informal vehicular turn-around. Currently, this area is mainly used for parking by parents and families for the adjacent school bus stop, and by equestrian users parking trailers while riding on nearby trails. Other than this shelter and the vehicle turn around, River's Edge Community Park is undeveloped.

Upgrades to the shelter alone would not provide many benefits to park users. Therefore, it is recommended that upgrades are done in collaboration with other improvements to the park, which include:

- Removing vehicle access to the roundabout.

- Constructing a new parking area/bus drop-off area as per the 2021 design (Attachment 3 – River’s Edge Site Plan 2021).
- Constructing trails from the roadside trail and new parking area to the shelter.
- Installing seating area below the shelter.

### Stone Entrance Pillars

As in other Electoral Area G neighborhood entrance areas (e.g., Columbia Beach and Sandpiper), the stone entrance pillars welcome feature installed by the developer is not located on RDN property and not maintained by the RDN.

Initial investigation indicated that the stone pillars appear to have been constructed on private property and MoTI property.

For the RDN to enhance and take over the responsibility of the stone pillars, flood lighting and surrounding landscaping, agreements would need to be in place with MoTI and the private property owners. Taking on the responsibility of this feature would require annual funding to cover the ongoing electrical service and landscaping maintenance costs.

Even though this feature adds to the aesthetics and character of the neighborhood entrance, their enhancement and maintenance would offer limited or no benefit to parks and trails users.

### FINANCIAL IMPLICATIONS

**Table 1: River’s Edge Community Trail Network Plan Estimated Costs**

ITEM	Estimated Cost
Improvement of existing trails (brushing, surfacing improvements, signage)	\$75,000
Construction of pedestrian bridge in Stormwater Community Park	\$25,000
Construction of new trails in MoTI ROW	\$100,000
Contingency	\$25,000
<b>TOTAL</b>	<b>\$225,000</b>

**Table 2: River’s Edge Community Park and Shade Shelter Upgrades**

ITEM	Estimated Cost
Shelter area upgrade	\$25,000
Additional park upgrades: parking lot and trails	\$200,000
Contingency	\$25,000
<b>TOTAL</b>	<b>\$250,000</b>

**Table 3: Stone Entrance Pillars**

ITEM	Estimated Cost
Installation of low maintenance landscaping (one time cost)	\$5,000
<b>TOTAL</b>	<b>\$5,000</b>

**Table 4: Annual Maintenance Costs**



ITEM	Estimated Cost
Maintenance of existing trail network	\$6,000
Maintenance of MoTI trail network	\$4,000
Landscape maintenance of River's Edge Community Park Upgrades	\$5,000
Maintenance of landscape at stone entrance pillars and electrical fees	\$2,500
<b>TOTAL ANNUAL COST</b>	<b>\$17,500</b>

The total estimated capital cost of the proposed improvements is \$480,000 with an estimated on-going annual maintenance cost of \$17,500.

The Electoral Area G 2022 Community Park Budget includes \$80,000 of Community Works Fund and \$30,000 reserve funds for future capital improvements in River's Edge community parks and trails. This amount is projected to be carried forward to 2023.

The preliminary Electoral Area G 5-year Financial Plan includes \$300,000 of Community Works in 2023 for future capital improvements in River's Edge community parks and trails. This brings the total amount available for this project to \$410,000 (\$380,000 Community Works Funds, \$30,000 Reserves). To proceed with the improvements, the 2023 budget will need to be increased by \$70,000. This increase would be funded from reserves. In addition, the annual maintenance costs will need to be added to the operating budget.

#### **STRATEGIC PLAN ALIGNMENT**

Transportation and Transit - Provide opportunities for residents to move effectively through and around the Region.

#### **REVIEWED BY:**

A. Gore, Superintendent, Parks Planning Research and Development  
Y. Gagnon, Manager, Parks Services  
T. Moore, Acting Director of Finance  
D. Banman, Acting General Manager, Recreation and Parks  
E. Tian, Acting Chief Administrative Officer

#### **ATTACHMENTS**

1. River's Edge Engagement Results Summary
2. Community Trail Network Plan
3. River's Edge Site Plan 2021

### Project Background

The Rivers Edge neighbourhood contains ten community parks that include a mix of wooded areas, drainage features, and undeveloped trails. The area also has various developer-built landscape features located in the provincially owned right-of-way, including stone entrance pillars and roadside trails. Community input regarding the current uses and future desires for the parks and trails in the neighbourhood will help inform how the parks, trails, and other landscape features are planned, improved, and maintained in the coming years.

### Engagement Process

In fall 2021, the Electoral Area G Parks and Open Spaces Advisory Committee reviewed the Engagement Plan and Survey for the Rivers Edge neighbourhood parks and trails.

An online survey was open for comment from November 24, 2021 to December 22, 2021 seeking community input regarding the current and future use of the parks and trails in the Rivers Edge neighbourhood. The survey was promoted on social media and through a mailout to all households in the neighbourhood.

A website was created to serve as the landing page and point of contact with residents about the project:  
[www.getinvolved.rdn.ca/rivers-edge-parks](http://www.getinvolved.rdn.ca/rivers-edge-parks)

### Quick Survey Response Summary:

#### 1. About the Respondents

- 48 questionnaires were completed.
- 5 respondents have children under age 12.
- 8 respondents have children aged 13-18.
- 31 respondents are over the age of 60.
- The majority of the respondents learned about the survey through a letter in the mail (44%) or on social media (35%)
- 90% walk to the parks and trails in the neighbourhood
- 83% of respondents visit a park or trail at least once a month

#### 2. Current Park Use

The most popular activities in order of survey response rate are:

- 1) Walking/hiking
- 2) Walking dogs
- 3) Cycling

#### 3. Parks and Trails

The most frequented parks and trails in order of survey response rate are:

- 1) Trails (unspecified)
- 2) Stormwater Community Park
- 3) Top Bridge/Englishman River Regional Park

#### 4. Future Amenities and Improvements

The most popular park improvement suggestions for 2022 are surfacing improvements on the roadside trail network (38%), trail improvements between Matuka Dr and Rivers Edge Dr (15%) and a parking lot with a school bus pickup area in Rivers Edge CP (13%).

The most popular requests for additional improvements in the future are:

- Trail maintenance, improvements, or extensions
- Invasive species removal
- Road improvements

#### 3. Landscape Features in Provincial Right-of-Way

The majority of respondents **Agree** or **Strongly Agree** when asked if they support increased funding for the RDN Parks Department to manage and maintain the following features currently located in Ministry of Transportation and Infrastructure right-of-way.

- Stone entrance pillars on Kaye Rd (77%)
- Landscape area at Kaye Rd and Rivers Edge Dr (54%)
- Roadside path network (81%)
- Three school bus stops (50%)

*Full survey data and comments included below.*

# Rivers Edge Neighbourhood Parks and Trails Public Engagement Survey

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## **SURVEY RESPONSE REPORT**

24 November 2021 - 12 January 2022

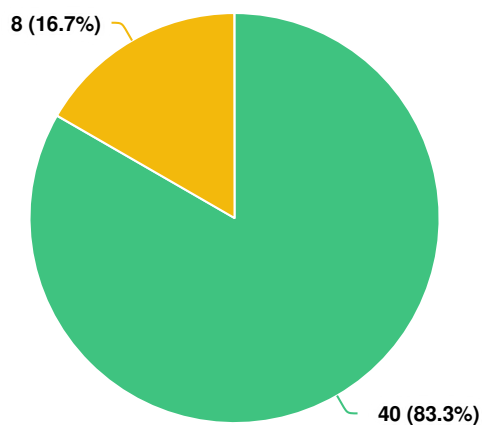
### **PROJECT NAME:**

Rivers Edge Neighbourhood Parks and Trails



# SURVEY QUESTIONS

**Q1** Do you or members of your family visit RDN parks or trails within the Rivers Edge neighbourhood on a regular basis (once a month or more)?

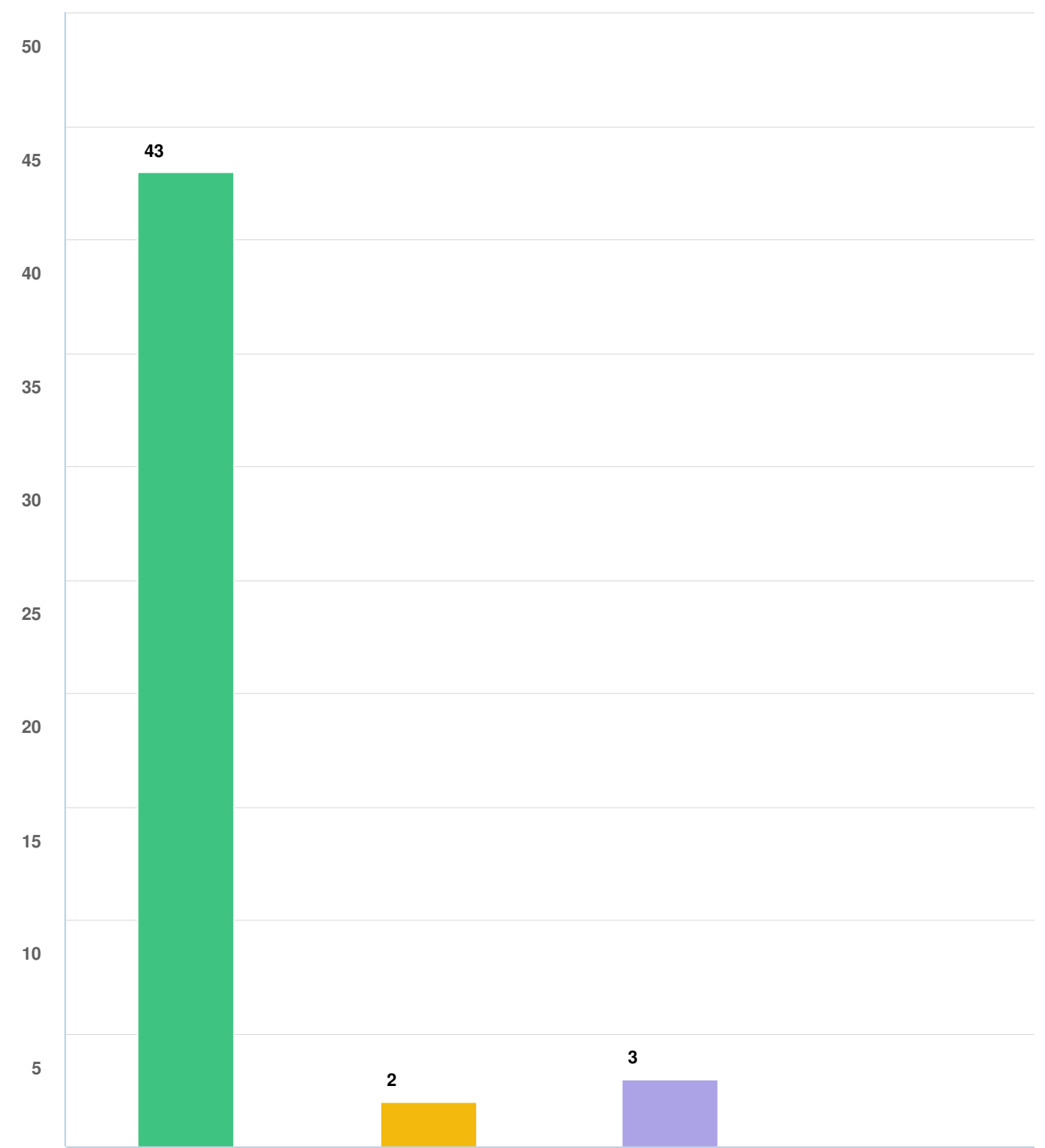


**Question options**

● Yes ● No

*Mandatory Question (48 response(s))*  
*Question type: Dropdown Question*

**Q3** How do you usually get to the parks or trails in your neighbourhood?

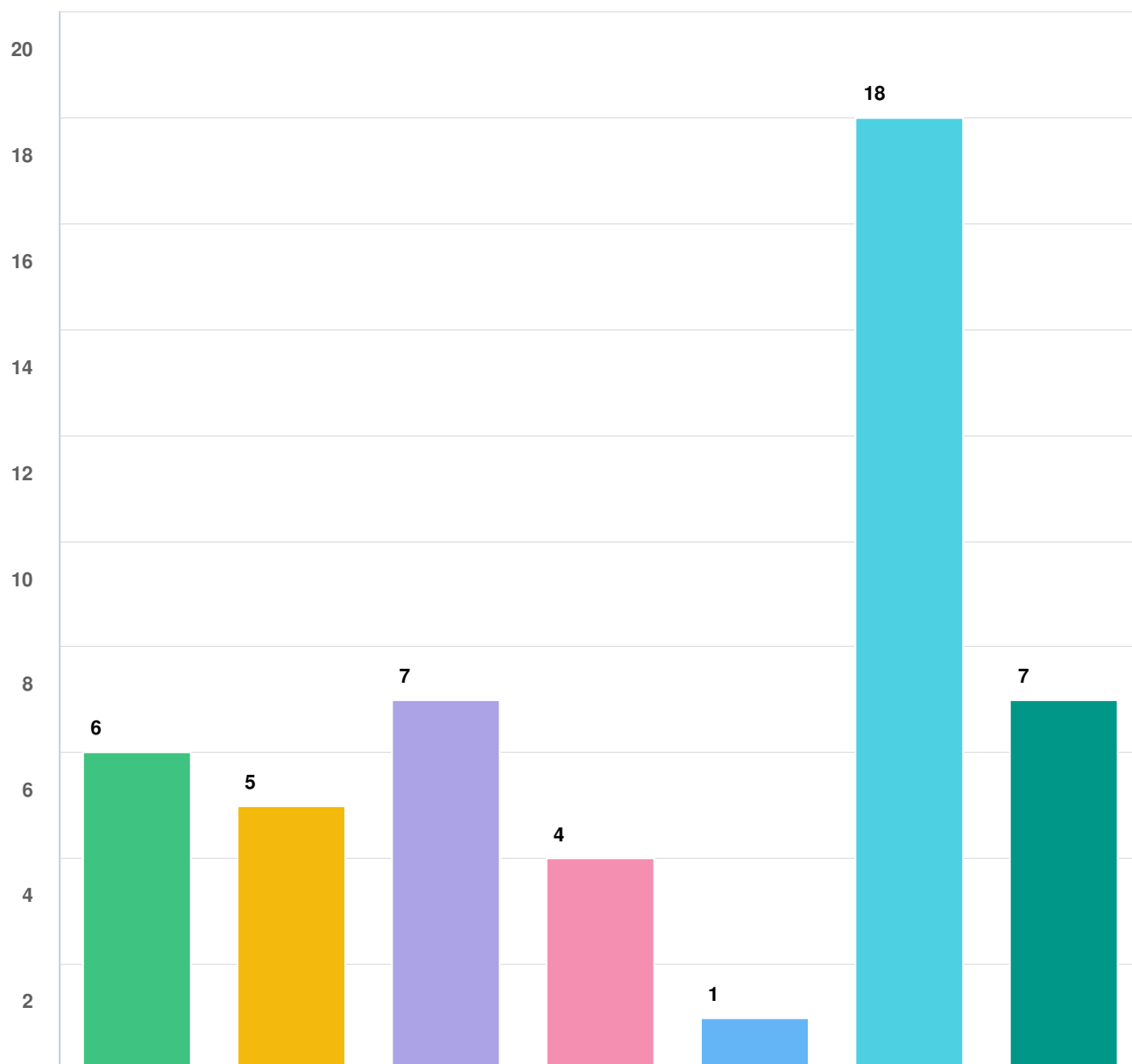


**Question options**

- ☒ On foot/walk    ☐ Drive/carpool    ☐ Other (please specify)    ☐ Bicycle
- Please see Appendix A for details

Mandatory Question (48 response(s))  
Question type: Checkbox Question

**Q4** The 2022 provisional budget of \$110,000 would allow for the construction of one of the following improvements to the parks and trails in the Rivers Edge neighbourhood. The list below shows potential improvements that have been previously considered and are achievable within the 2022 provisional budget. Please select which one you prefer.



#### Question options

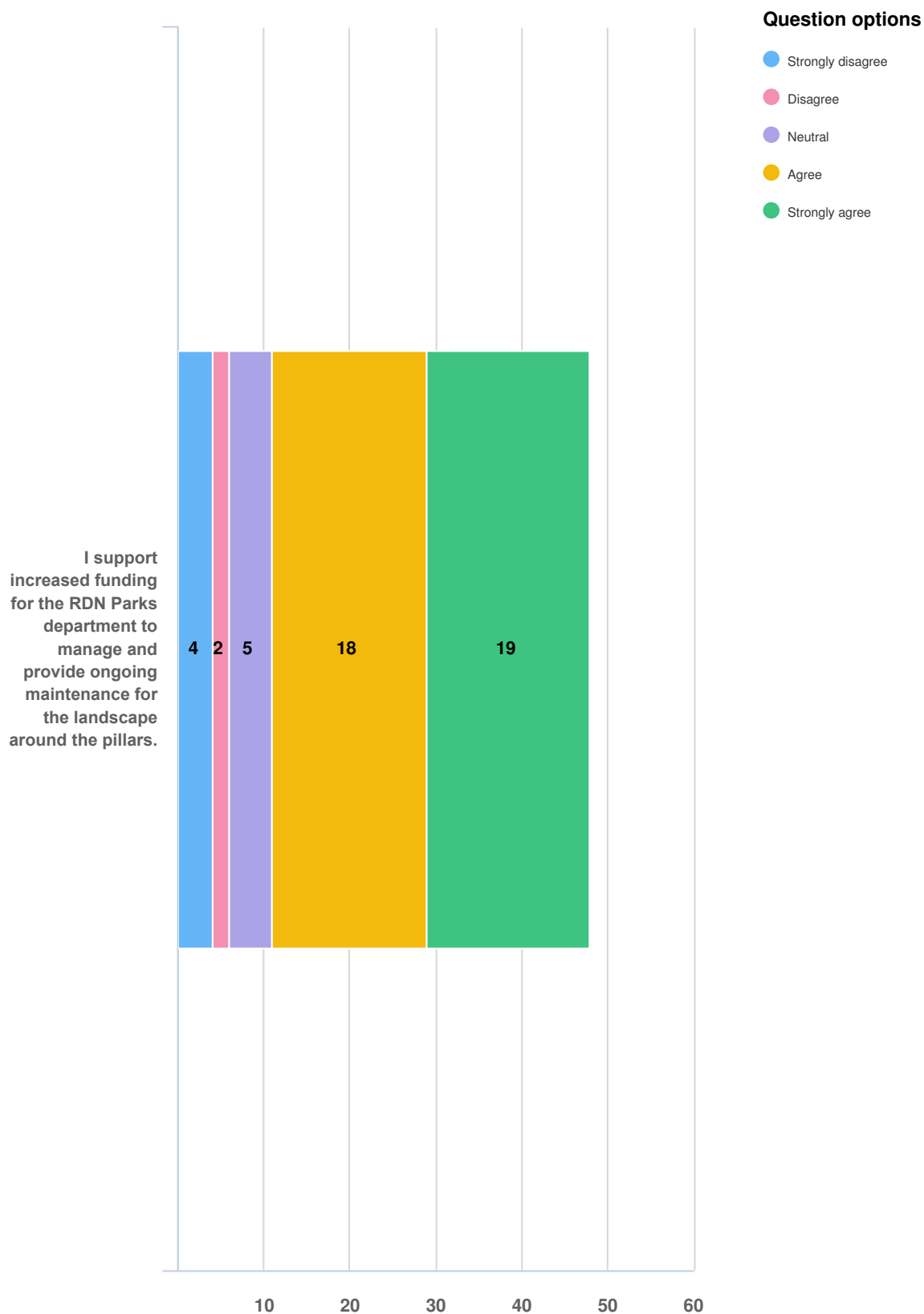
- Parking lot with new school bus pick-up / drop-off area in Rivers Edge Community Park
- Invasive species removals and trail improvements in Stormwater Community Park
- Trail improvements between Matuka Drive and Rivers Edge Drive
- Install a small playground area in Rivers Edge Community Park
- Install a bicycle pump track in Rivers Edge Community Park
- Surfacing improvements to the roadside trail network on Kaye Road, Rivers Edge Drive, and Peterson Road (located on Ministry of Transportation and Infrastructure lands)
- Other (please specify)

Please see Appendix A for details

Mandatory Question (48 response(s))

Question type: Checkbox Question

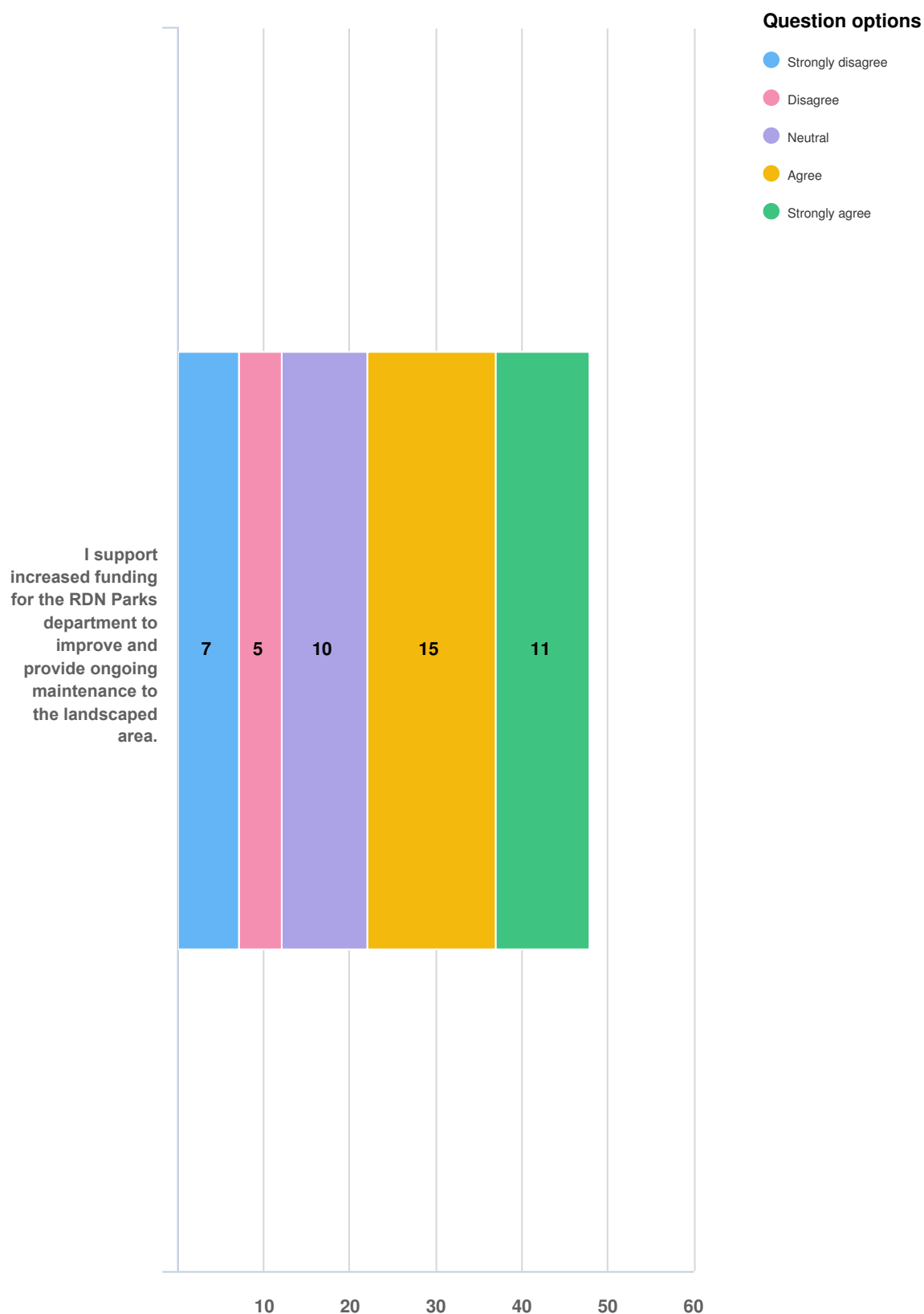
**Q6** The Rivers Edge subdivision stone entrance pillars are located on Ministry of Transportation and Infrastructure (MOTI) lands on Kaye Road.



Mandatory Question (48 response(s))  
Question type: Likert Question



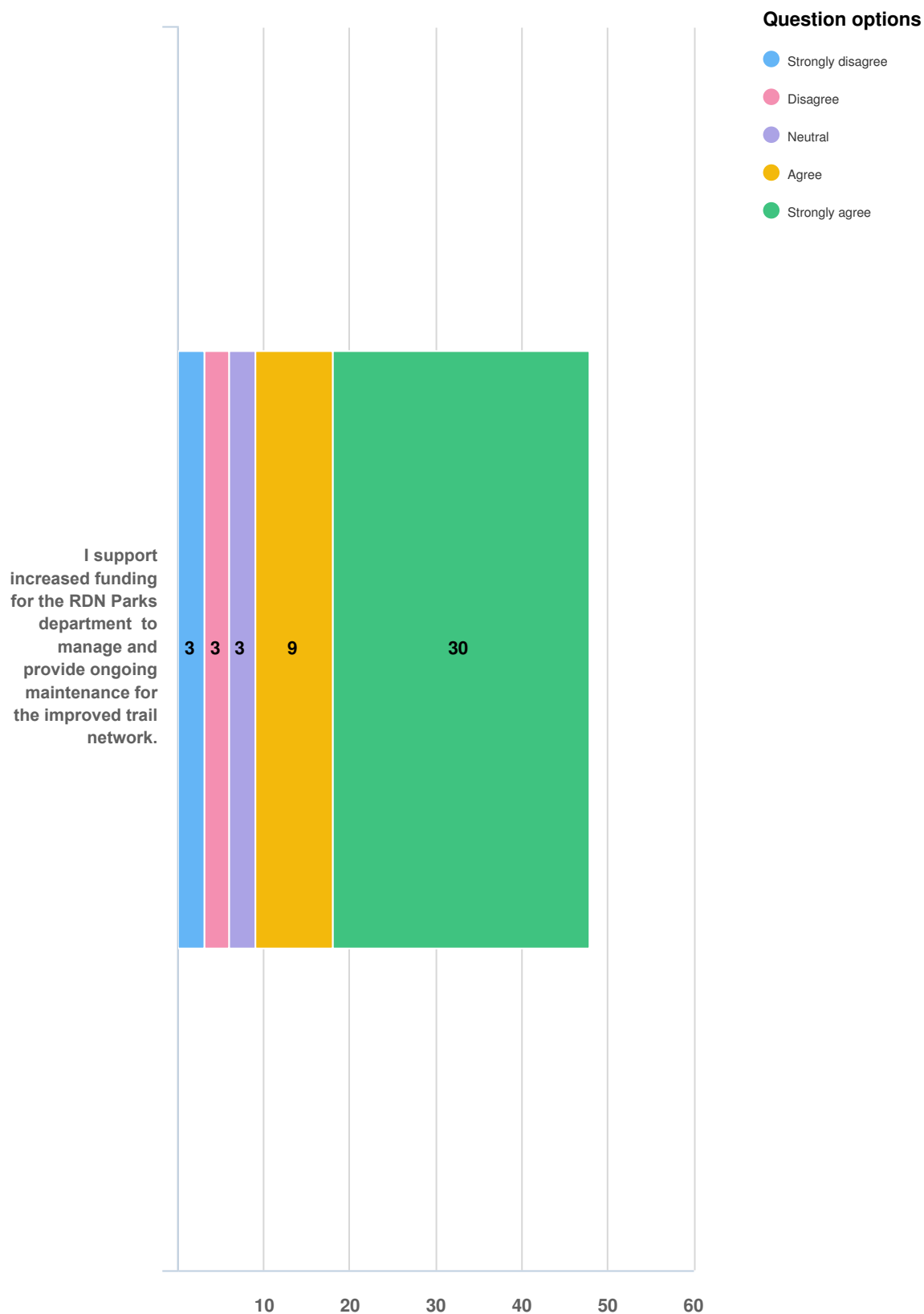
**Q7** A landscaped area of trees and boulders was installed by the developer at the intersection of Kaye Road and Rivers Edge Drive on Ministry of Transportation and Infrastructure (MOTI) lands.



Mandatory Question (48 response(s))

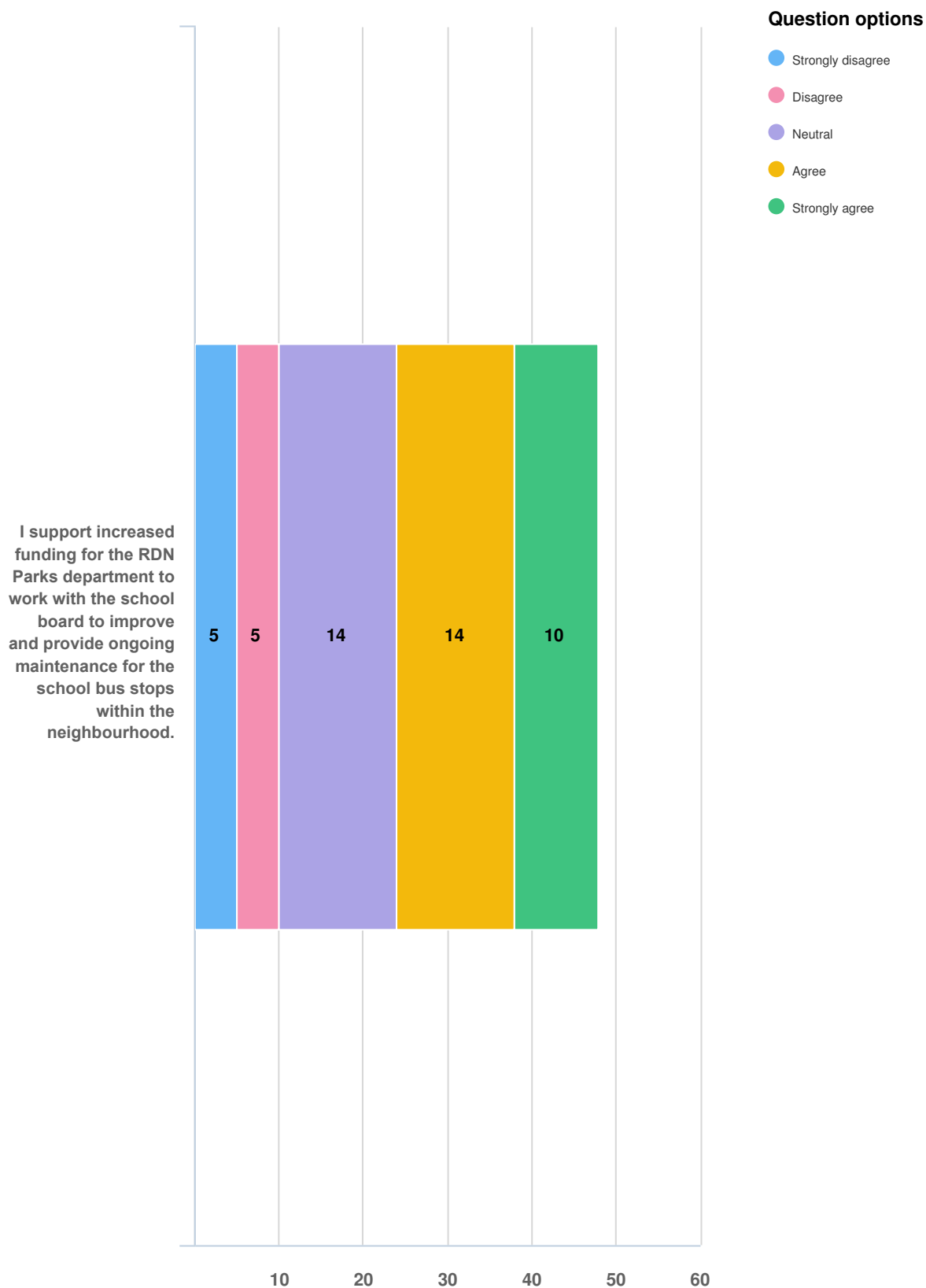
Question type: Likert Question

**Q8** An informal roadside path network was installed by the developer on Kaye Road, Rivers Edge Drive, and Peterson Road on Ministry of Transportation and Infrastructure (MOTI) lands.



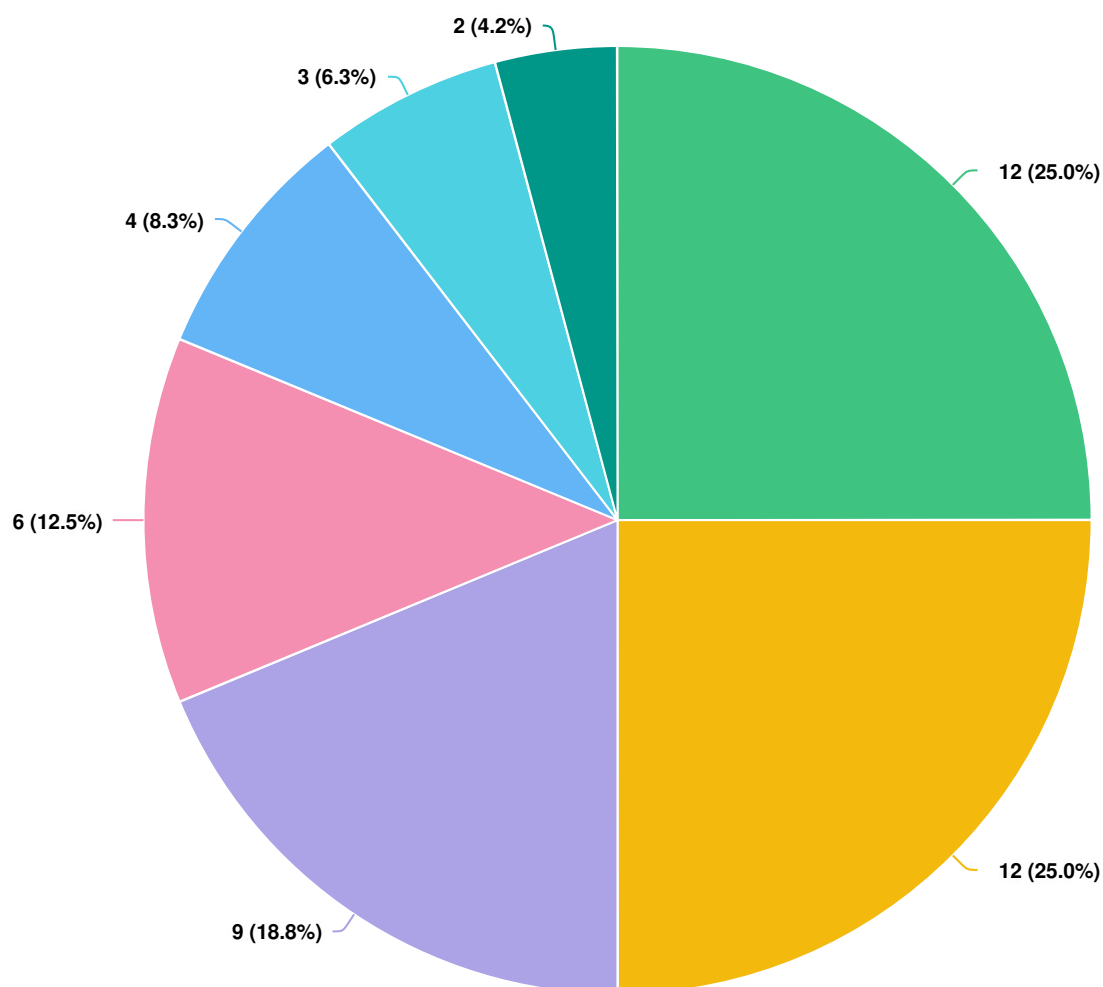
Mandatory Question (48 response(s))  
Question type: Likert Question

**Q9** There are three school bus stops located throughout the neighbourhood on Ministry of Transportation and Infrastructure (MOTI) lands.



Mandatory Question (48 response(s))  
Question type: Likert Question

**Q11** Please provide your residential postal code.

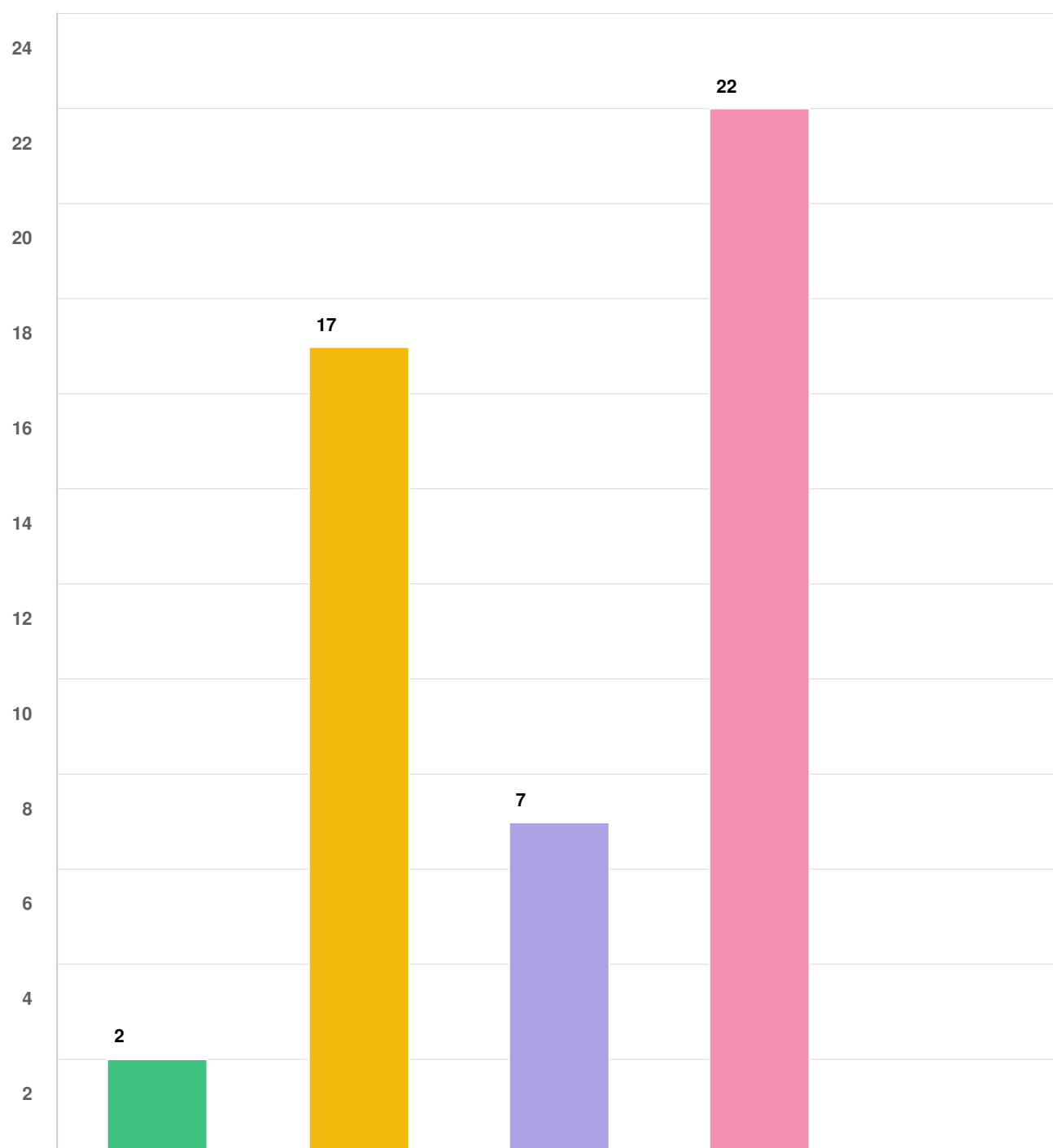


**Question options**

- Nanoose Bay, BC, V9P9A4
  Nanoose Bay, BC, V9P9L4
  Nanoose Bay, BC, V9P9L7
- Nanoose Bay, BC, V9P9L2
  Nanoose Bay, BC, V9P9L3
  Nanoose Bay, BC, V9P9L5
- Nanoose Bay, BC, V9P9L6

Mandatory Question (48 response(s))  
Question type: Region Question

## Q12 How did you learn about this survey?



### Question options

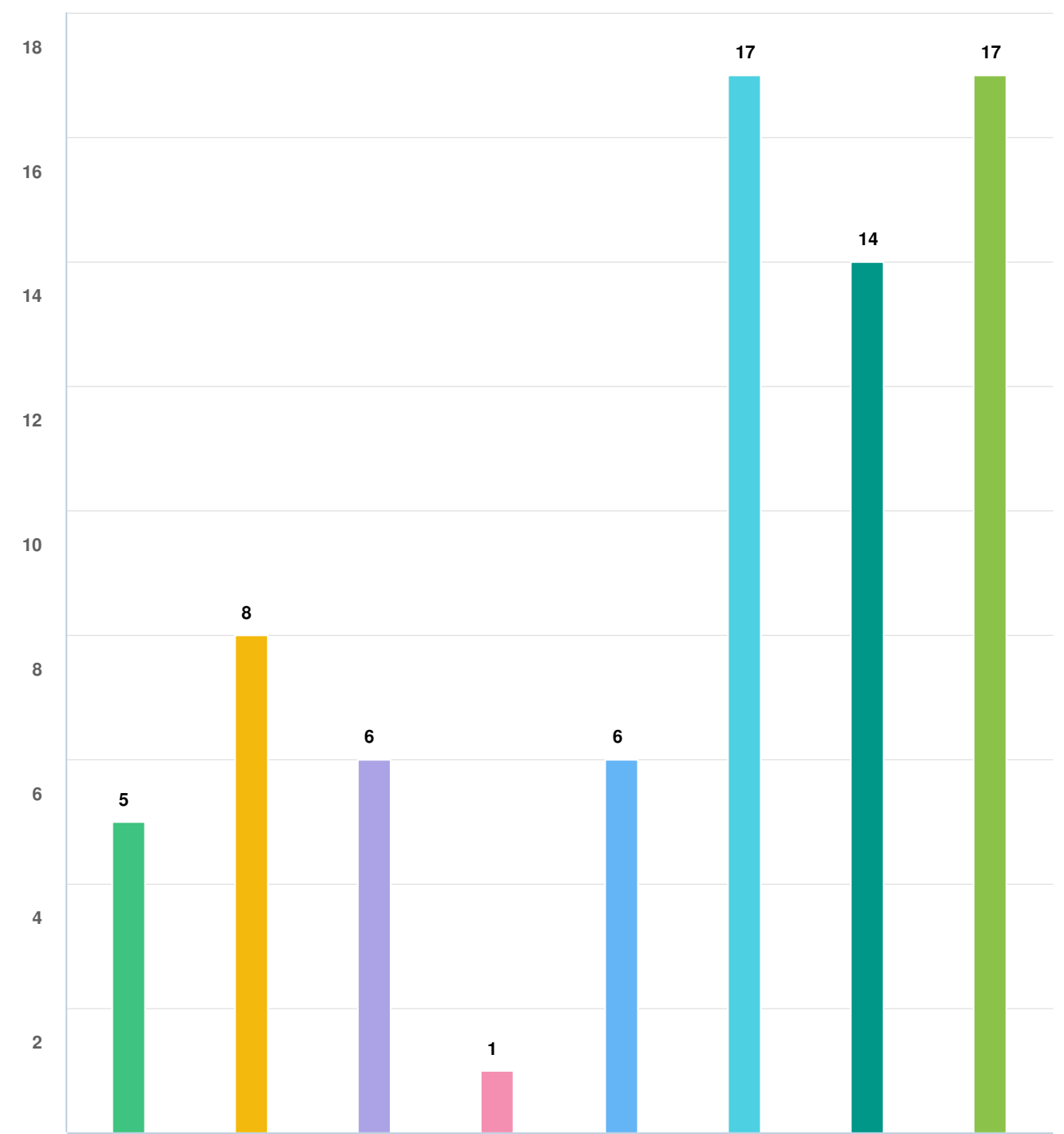
- From a sign in my neighbourhood
- From social media
- from my neighbour / friend (word of mouth)
- Other (please specify)
- From the RDN Get Involved website

Please see Appendix A for details

Mandatory Question (48 response(s))

Question type: Checkbox Question

**Q13** Please share the age range of residents in your household. Check all that apply.



- Question options**
- 70+ years
  - 60 to 69 years
  - 50 to 59 years
  - 40 to 49 years
  - 30 to 39 years
  - 19 to 29 years
  - 13 to 18 years
  - 0 to 12 years

Optional question (48 response(s), 0 skipped)  
Question type: Checkbox Question

# Rivers Edge Neighbourhood Parks and Trails Public Engagement Survey

## Appendix A: Written Response Data

The Rivers Edge Neighbourhood Parks and Trails Public Engagement Survey included questions that required a long form written response and others that offered 'Other' as an optional response. The data from those questions is organized below.

For questions requiring a long form answer, the responses were divided into different categories and the frequency that a category was mentioned was recorded. Some responses mentioned more than one category.

### Response Summary

**Q2: If you answered "Yes" to Question #1, please describe which park(s) you visit and what activities you typically do.**

Note: Several comments mentioned trail use without identifying the location. These comments have been categorized under "Trails (unspecified)".

Park Name	Number of mentions	Activity	Number of mentions
Stormwater CP	12	Walking/hiking	19
Rivers Edge CP	9	Walking dogs	11
Kaye Rivers Edge CP	4	Cycling	6
Kaye Peterson CP	7	Horseback riding	2
Peterson Rascal CP	1	Commuting	1
Cinnamon Sedge Matuka CP	4	Swimming	3
Craig Creek CP	0	Sledding	1
Matuka Drive CP	1	Kayak	1
Rivers Edge Drive CT North	0		
Rivers Edge Drive CT South	0		
Roadside trail network	4		
Top Bridge / Englishman River	11		
Nature's Trust Lands	1		
Other RDN Parks outside the Rivers Edge Neighbourhood	4		
Trails (unspecified)	14		

**Q3: How do you usually get to the parks or trails in your neighbourhood?**

Other (Please specify):

- N/A
- on foot walking dogs or on horseback
- don't use

# Rivers Edge Neighbourhood Parks and Trails Public Engagement Survey

## Appendix A: Written Response Data

**Q4: The 2022 provisional budget of \$110,000 would allow for the construction of one of the following improvements to the parks and trails in the area. The list below shows potential improvements that have been previously considered and are achievable within the 2022 provisional budget. Please select which one you prefer. If you have a preference that is not listed below, please select 'Other' and be detailed as possible in your description.**

Other (Please describe):

- Bridge over Storm ponds
- The so called "Paved" roads within our community should be the first priority. The crumbling road system is continually opening up to pot holes and creates a huge risk to drivers and pedestrians whether they be on foot or on horseback.
- Improve or construct a proper trail down to the River. The one that is there now is unsafe.
- benches near ponds and bridges between ponds
- no comment
- small walking bridges to connect the trail network from storm water ponds (where it runs down like a creek into a second bigger pond and a second foot bridge where the trail dips on north side of the big pond – in the fall/winter they can develop a pool of water after heavy rains/run off and it becomes unpassable
- no response

**Q5: To help the RDN plan and budget for future years, please let us know what other amenities or improvements you would like to see in the parks and trails in the Rivers Edge neighbourhood.**

Response Category	Number of mentions
Trail maintenance, improvements, extensions	26 (1 opposed to additional trails)
Benches, rest areas, community gathering space	4
Invasive species removal	5
Playground	3 (2 in favour, 1 opposed)
School bus stops	3 (1 in favour, 2 opposed)
No more development	1
Road improvements	5
Bicycle pump track	1 (opposed)
Equestrian use on trails	4 (2 in favour, 2 opposed)
Disc golf course	1
Outdoor lighting	1
Parking lot at Rivers Edge CP	1
Maintain area by mailbox	1



# Rivers Edge Neighbourhood Parks and Trails Public Engagement Survey

## Appendix A: Written Response Data

**Q10: Do you have any other general comments about the parks and trails in the Rivers Edge neighbourhood?**

Response Category	Mentions
Requests for general improvements and increased maintenance to parks and trails	13
Hesitancy or opposition to future parks and trails improvements	4
Requests for road improvements	3
Invasive species removal	1
School bus stops	3
Bicycle pump track	2 (opposed)
Equestrian use on trails	4 (1 in favour, 2 opposed, 1 unspecified)
Playground	1 (in favour)

**Q12: How did you learn about this survey?**

Other (please specify):

- Mail (21)
- Rivers edge RDN rep (1)

All written responses for Questions 2, 5, and 10 are listed below in no particular order.

**Q2: If you answered “Yes” to Question #1, please describe which park(s) you visit and what activities you typically do.**

We use the side of the street path and the trail system often for dog walking and commuting.

All of them. Horseback riding, walking, cycling.

Riding horseback walking

All the trails for walking and biking

All of them.

Top Bridge, local trails, in and around rivers edge

We use the trails to walk and/or bike

Top Bridge Moorecroft Beachcomber Horne Lake Qualicum River



# Rivers Edge Neighbourhood Parks and Trails Public Engagement Survey

## Appendix A: Written Response Data

Top Bridge Park, Englishman River Falls, all of the Trails at the top of Rivers Edge Dr, & the Trails throughout the power line & water catchment areas. We do walking, mountain biking, & swimming

We walk our dogs through trails daily

Petersen/kaye rd/ rivers edge drive side trails, cinnamon sedge/matuka, stormwater community park

Walking various informal rather rough trails with my dog mostly in summer or when not raining. Apparently most of these are developer trails not part of RDN?

My wife and I are frequent users of all the trails in the rivers edge neighbourhood and surrounding area (ie nature trust lands). Every day we hike with our young lab from pederson road to the stormwater ponds, down to the river via nature trust lands, then back home through various trails.

Trails for walking

Top Bridge, Rivers Edge park

Dog walking

Hike all available trails. They are not named and not well taken care of.

All walking trails in the area.

I visit: Kaye Rivers Edge CP, Kaye Peterson CP, Matuka Drive CP, Stormwater CP and Rivers Edge CP. I usually walk.

Walk our dogs. Peterson Rascal CP, Cinnamon Sedge Matuka CP – though we didn't know it continued past Cinnamon Sedge, Stormwater CP, Rivers Edge CP, Kaye Peterson CP

We use the Rivers edge Community Park regularly. We use to go hiking throughout the year, and access the Englishman River for swimming etc. In the winter we go sledding in this area. My kids access the trail via the trails on Matuka and Cinnamon Sedge, and we regularly walk on the "horse trails" in the development.

Top Bridge Stormwater Cinnamon Sedge Matuka Rivers Edge

Stormwater Community Park Kaye Rivers Edge community park trails

Kaye Peterson Community Park trails

Stormwater CP Kaye Rivers Edge CP Kaye Peterson CP Walking with Dog

Walk all trails

Top Bridge

Stormwater CP – walk, jog, cycle

Walk the Trail next to Kaye Road

Storm Water CP ; Kaye-Rivers Edge CP ; Kaye-Peterson CP ; walking, dog walk, bicycle

Rivers Edge – walk, run, kayak, cycle

Stormwater CP

Most, except Craig Creek. Generally walking.

Rivers Edge Community Park. Dog walking.

Walk dogs on trail beside road.

Kaye Road Park (holding ponds/Power line area) and some trails off Kaye/Rivers Edge

Taking grandchildren for a walk

Rivers Edge Community Park Kaye Rivers Edge Park Kaye Peterson CP Matuka Rivers Edge dog walking swimming

“Top of the Bridge” Stormwater Trails lower area Trail through forest – end of River’s Edge Drive

We frequent various trails throughout Rivers Edge (walking). In particular, the Community Park area by Powerlines, Trails in and around Peterson, Matuka, Cinnamon Sedge.

Englishman River Top Bridge

**Q5: To help the RDN plan and budget for future years, please let us know what other amenities or improvements you would like to see in the parks and trails in the Rivers Edge neighbourhood.**

Sheltered area for community get together and Bbqs etc.

Removing invasive plant. Not more trails because I go not want more traffic in Rivers Edge.

Extension to upper trail at top of rivers edge dr

Definitely need pavement improvements on Peterson Road. Pot holes are outrageous and dangerous. Also, invasive species removal and trail maintenance.

Easy access to all trails.

Brushing annually and resurfacing would be nice.

Improvements to existing trails.

Better trail quality; more trails.

# Rivers Edge Neighbourhood Parks and Trails Public Engagement Survey

## Appendix A: Written Response Data

Periodic Benches installed for taking a rest & soaking up your surroundings. Use Trail surface materials other than sand. Better trail maintenance... clearing of debris & overgrown vegetation (tripping hazards), filling of pot holes, etc. Maybe dog pop bag dispensers & receptacle bins (to be regularly stocked & cleaned), could be installed at the Trail access points.

Signage indicating horse/pedestrians only on all trails NO MOTORIZED VEHICLES

would love to have the undeveloped parks 'developed'

NO bicycle pump tracks, NO new school bus pick up /drop off parking lot, NO playground. Yes to RDN maintaining the causal trails NOT part of RDN now. Lots of people walk them and if they were more walkable more would use them and be off the roads.

Develop and maintain primitive trails on all parklands for use by public.

Making park land and trails more user friendly for walking.

Resurfacing of Rivers Edge Dr.

School Bus drop off /pick up too many cars blocking Peterson road and kids on road it not safe

Maintenance

surfacing improvements to the roadside trail network as well. Do not install a bike pump track you will cause great protest as it will bring in many who do not live here and dumping is bad enough.

remove scotch broom and make a continued trail throughout that is wide enough to walk safely.

I think that the playground area is very important in River's Edge CP. However at this time I use the trails. The Kay Peterson Trail is usually flooded in winter and needs a small bridge. Also horses from the neighboring Seven Springs ranch make trails extremely difficult to navigate by walkers. The trails are full of holes and horse poo. We love the trails and would love to see the improvement. The trails have to be wider so that bikes can use it too.

Better signage for each Trail Entrance. A map at each Trail entrance showing where it is goes, time to walk, etc. A large map at the Kaye River Edge CP showing all the trails/parks available for use. We have been a year now and didn't know about a number of these trails/areas.

The maintenance of the trails is very important. A playground would also be wonderful as there are many children in the neighbourhood who would utilize it.

The Kaye Rd Riversedge trail maintenance

A bike lane on the road (Kaye, Rivers Edge, Peterson Road) would be great as bike groups use this area for group and single riding and it is very dangerous to have random bikes wandering out in the lanes.

# Rivers Edge Neighbourhood Parks and Trails Public Engagement Survey

## Appendix A: Written Response Data

Bench seats in Stormwater CP Other parks and trails cleared of overgrown plants / shrubs / bushes

Wider trails with horse-friendly footing

Wider pathways

Improve and pave a bike trail paraling Kaye Road and Rivers Edge Drive for Bicycle. There is an existing dirt trail.

Maintain the roadside trails on Kaye Road, Rivers Edge Drive and Peterson Road and ban horses from using them as they wreck the trails and they do not pick up the excrement from the horses.

#2 Surface improvement to roadside paths so people don't have to walk on the road. Even the hose don't use them. #X Please, no parking lots. No need for people to park and wait for school bus on roadside. Rivers Edge CP should be school bus stop for vehicle drop-offs. The others aren't appropriate.

Safer access to Englishman river win co-ordination with Nature Trust

Create green REST AREAS, plant trees, install picnic tables, garbage receptacles....

Disc gold course in Stormwater River Access via Rivers Edge CT South.

Better lighting

improved parking in rivers edge community park

Better signage of where the actual trail are or go – when out walking sometimes I am unsure if it a usable public trail or someone's private property

Bridge on trail between ponds in Rivers Edge CP

Continued invasive species removal on banks and roadways more traffic signs re 50mph – there is only 1 on Rivers Edge Drive fix up and maintain area by mailboxes

In particular, horse trails between Kaye Road, Peterson, Matuka, Cinnamon Sedge are not usable in many areas due to flooding in winter, etc. Gravel or something in these spots?? Ensure trails can be used by walkers all year round.

Tell hwys to fix road- the approval of oil based gravel was wrong! It is breaking down everywhere. On Peterson, Matuka & Cinnamon Sedge

# Rivers Edge Neighbourhood Parks and Trails Public Engagement Survey

## Appendix A: Written Response Data

### Q10: Do you have any other general comments about the parks and trails in the Rivers Edge neighbourhood?

More trails for riding away from the road

They are a vital part of the community and it would be a shame to lose them to overgrowth and lack of maintenance.

Bridge connecting the community park storm water collection ponds

I don't actually support funding of anything conducted by the RDN and municipalities as they are extremely wasteful and give a limited return to the money spent. Hence half of the exorbitant cost associated with the menial tasks mentioned above. Put together a fund instead and let us bid it out to the marketplace.

It would be wonderful if the trails and parks were better maintained

Improve foot-path trails

I believe that the actual number of homeowners in this community who actually own and ride horses within this community is quite small and it is usually these people who keep the riding trails open. Considering our roads are used to a great extent by walkers and bicycle riders as well as vehicles I suggest that a considerable improvement is required to make these roads safe for everyone.

Would love to see all the trails maintained once a year. Lots of walkers/hikers/horseback riders in the area

Removal of invasive species along Kaye and RED not just cutting down. I go out every year and pull Brome from the roots from my house north on RED but I am getting older and its getting harder. I will continue as long as I can and wish neighbours would do their part too.

Allow for our community to get involved in developing and maintaining trail networks. I am semi retired and have 37 years experience working for BC Parks, Ministry of Environment, Ministry of Forests. My knowledge skills and abilities are free to the community.

It's a rural neighbourhood it looks great the way it is

We need a central spot for pick up and drop off for children. The current spot at Peterson is dangerous. Kids walk in the middle of the street. Parents line the road and park right up to the stop signs. It is difficult to get by and the parents often pull out and turn around in the intersection to go back up to Peterson...no signals. It is simply dangerous. Perfect spot: where the old mailboxes were. We do not need a park there. Right now people go there to drink and smoke weed. A park will only make it more appealing. We do not need more taxes for the maintenance of this park. What we have isn't maintained properly. Clean up what exists. I know now the topic at, or the right ministry, but the roads are disgraceful – so many potholes. The ditches are unruly and dangerous with growth...when they finally get cut the job is half done. Why are we spending more money on additional beautification when the basics aren't tended to? People have acreages here, why do we need a park?

this is a passive rural area and we need to keep it that way

# Rivers Edge Neighbourhood Parks and Trails Public Engagement Survey

## Appendix A: Written Response Data

keep the bike park out of here. These are three acre parcels and we don't need them besides there already is one on provincial property in the gravel pit

The trails are used not only by the residents of the neighbourhood but also by the Four Springs Horse Farm. We love to see the horses on the trails but they make the trails unusable by the walkers. Would love to see improvement in this area.

Because of a lack of signage we didn't know about some of these areas/trails. Now that we know we will use them a lot more. We only found out about them by seeing cars parked near entrances and investigated to find trails. We certainly enjoy the ones we found though maintenance would really help.

The bus stops seem fine at this time (my kids take the bus at Honey Wulff and Rivers Edge Drive) and that money could be utilized elsewhere.

Horses should not be allowed on the trail beside Kaye Rd/Riversedge Dr unless they clean up after themselves. Cannot take stroller or kids bikes down the trails.

The more and better the trails the healthier and friendlier the community.

I am not happy about the high use of our trails by Paradise Acres Equestrian facility. They leave quite a mess are not a tax paying member of the community and yet they have unlimited use the trails. Our trails need to be widened for safety of multi-use. Trail between Peterson and Kaye is very muddy and wet in winter.

Cut back overgrown trees.

Maintain the roadside trails on Kaye Road, Rivers Edge Drive and Peterson for pedestrians only

Keeping up maintenance on all parks & trails. Security lighting.

Better signage and connectivity

There is a large cedar on the trail property next to my house at [address redacted]. Who would I contact about removing this partially rotten tree which is a danger to my house?

We love the neighbourhood! Would like to see some signs up regards road speed (there is only 1 sign on Rivers Edge Drive) Would like to hear less small aircraft noise

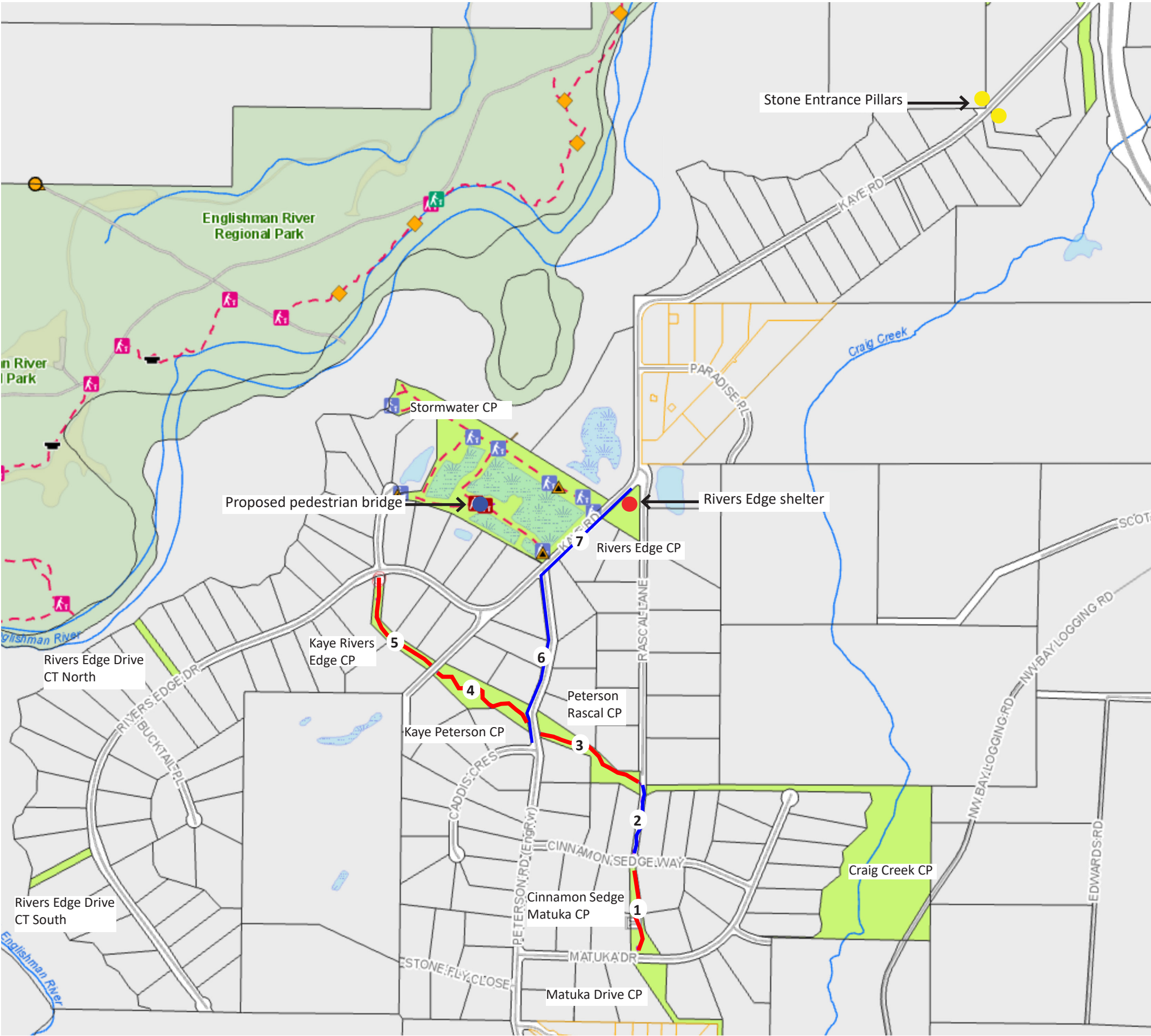
We would like to see some improvements but do not want a paved system – we like the trails to continue to be a part of our wonderful nature and surroundings.

Move school bus stop away from Peterson & Kaye Rd. blocks traffic with parents parking on both sides of road.

Have been here 10 yrs – talk of kids playground ongoing since then. Why would you a few yrs ago give the Clippers Hockey money slated for Rivers Edge Playground – Does not benefit RDN out here.



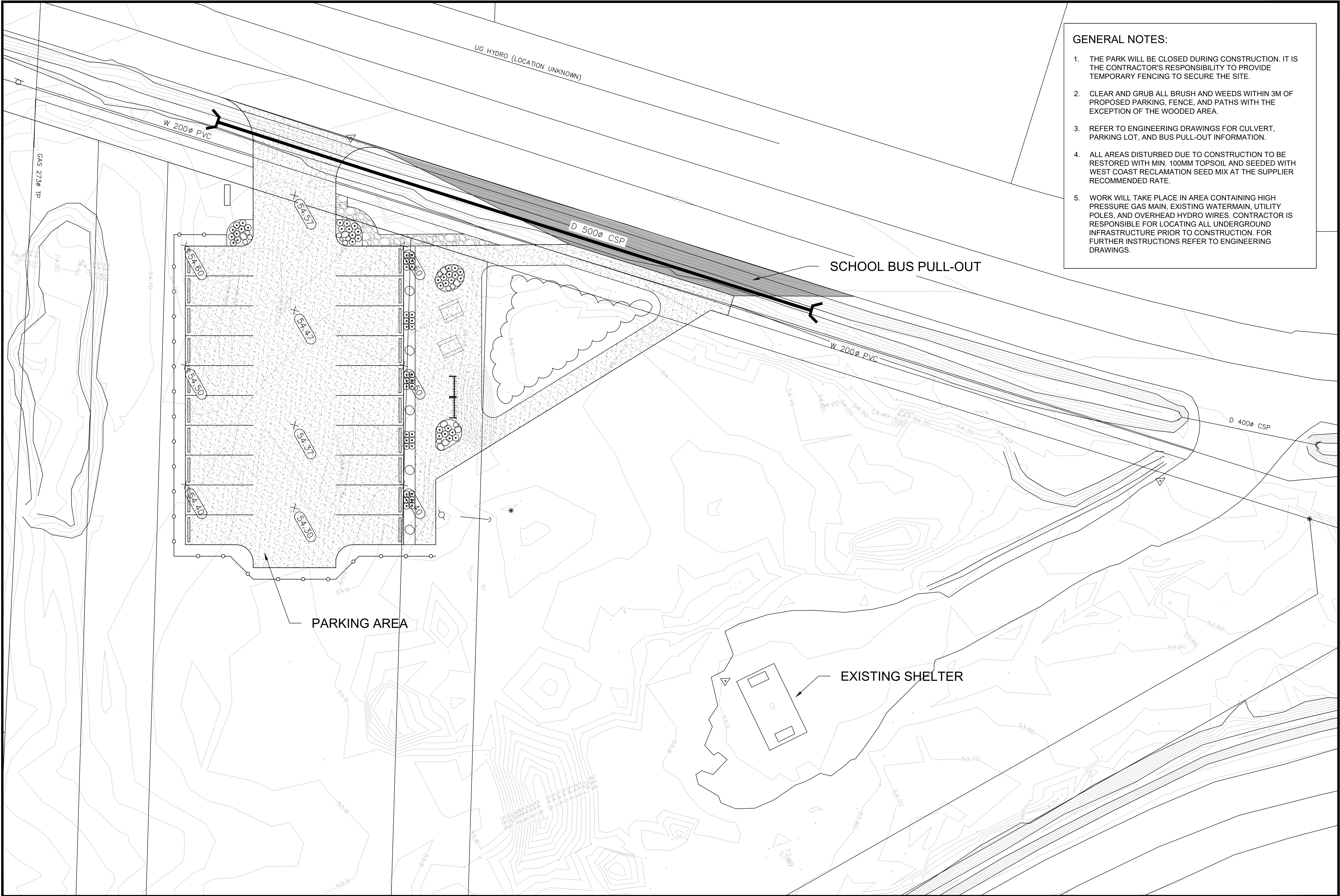
# RIVERS EDGE COMMUNITY TRAIL NETWORK PLAN





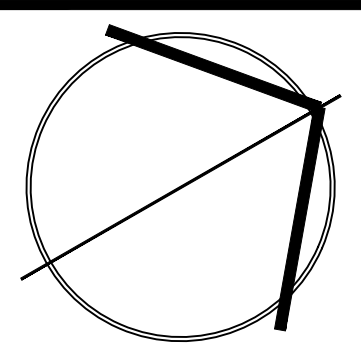
# River's Edge Community Park Site Plan

2190 Kaye Rd, Electoral Area G, Regional District of Nanaimo



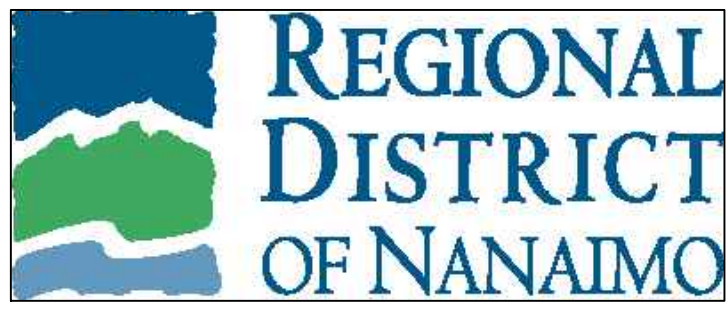
- GENERAL NOTES:**
1. THE PARK WILL BE CLOSED DURING CONSTRUCTION. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROVIDE TEMPORARY FENCING TO SECURE THE SITE.
  2. CLEAR AND GRUB ALL BRUSH AND WEEDS WITHIN 3M OF PROPOSED PARKING, FENCE, AND PATHS WITH THE EXCEPTION OF THE WOODED AREA.
  3. REFER TO ENGINEERING DRAWINGS FOR CULVERT, PARKING LOT, AND BUS PULL-OUT INFORMATION.
  4. ALL AREAS DISTURBED DUE TO CONSTRUCTION TO BE RESTORED WITH MIN. 100MM TOPSOIL AND SEEDED WITH WEST COAST RECLAMATION SEED MIX AT THE SUPPLIER RECOMMENDED RATE.
  5. WORK WILL TAKE PLACE IN AREA CONTAINING HIGH PRESSURE GAS MAIN, EXISTING WATERMAIN, UTILITY POLES, AND OVERHEAD HYDRO WIRES. CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL UNDERGROUND INFRASTRUCTURE PRIOR TO CONSTRUCTION. FOR FURTHER INSTRUCTIONS REFER TO ENGINEERING DRAWINGS.

LEGEND:



IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CHECK AND VERIFY ALL DIMENSIONS ON SITE AND REPORT ALL ERRORS AND/OR OMISSIONS TO THE PROJECT MANAGER.  
CONTRACTOR MUST COMPLY WITH ALL PERTINENT CODES AND BY-LAWS.  
DO NOT SCALE DRAWINGS.

6.		
5.		
4.		
3.		
2.		
1.	ISSUED FOR REVIEW	June 24, 2021
NO.	REVISIONS	DATE



PROJECT NAME:  
River's Edge Community Park

PROJECT ADDRESS:  
2190 Kaye Rd  
Electoral Area G  
Regional District of Nanaimo

DRAWING TITLE:  
GENERAL NOTES, SITE PLAN

DESIGNED BY: JVK	REVIEWED BY: ---
DRAWN BY: JVK	DRAWING No. L-1
SCALE: 1:100	



## FRENCH CREEK COMMUNITY PARK DEVELOPMENT

### **RECOMMENDATION**

That the French Creek Community Park improvements proposed in the staff report be included in the 2024 Parks Services workplan.

### **BACKGROUND**

At the January 25, 2022, RDN Board meeting, the following motion was approved:

*It was moved and seconded that a report be provided with recommendations and costs for French Creek Community Park development consisting of identification and protection of the 30m riparian habitat setback zone through trail delineation with designated creek viewpoint accesses, informative and educational signage about the creek and its sensitive riparian areas and split-rail cedar fencing to restrict park visitors from all areas except designated routes.*

At the September 27, 2022, RDN Board meeting, the following motion was approved:

*That staff prepare a report on the process and costs for the addition of public access trails at 1236 Island Highway for connectivity with French Creek Community Park*

French Creek Community Park is a 3-hectare community park located between Lee Road West and Island Highway West in Electoral Area G (Attachment 1 – French Creek Community Park Map). It borders the south shore of French Creek for approximately 400 metres.

The property was dedicated as a community park in 1994 through the land subdivision process and the park has several registered encumbrances including flooding and drainage covenants, an easement for private drainage, and easement for access and a statutory-right-of-way for public drainage works.

This forested park is located in a low-lying area prone to seasonal flooding and characterized with poorly drained soils with several small ephemeral wetlands. The park features an 'out and back' style linear gravel path.

In the winters of 2019 and 2020, severe windstorms combined with heavy rainfall downed several large trees in the park. These storms resulted in significant tree loss in the park.

In the 2021/2022 winter, a flooding event in French Creek resulted in a large log jam within the creek adjacent to park property. The emergency works to remove the log jam required heavy equipment access through the park and resulted in the removal of several large trees. Since then, restoration work within the park has included planting trees and resurfacing the existing gravel trail.

### **Identification and protection of the 30m riparian habitat setback zone through trail delineation with designated creek viewpoint accesses**

Currently, trails within the park are primarily outside of the 30m riparian buffer, with only a small section of trail in the southwest less than 30m from the edge of the creek (Attachment 1 – French Creek Community Park Map). As such, it is recommended that the existing trail remain in place as relocating a small section may cause avoidable damage and disturbance to trees and habitats.

Seasonal changes in water levels within the creek have caused undercutting of the banks, creating a safety concern for park users who get too close to the edge of the creek. The creation of designated creek viewpoints could provide a safe and accessible means for park users to enjoy views of the creek from an appropriate distance while also discouraging foot traffic in the vegetated areas of the park.

The emergency construction works to remove the log jams during the previous winter flooding event created two access areas between the park path and the creek edge. These locations would be ideal for formalizing new viewpoint access areas to the creek.

### **Informative and educational signage about the creek and its sensitive riparian areas**

French Creek Community Park features attractive views of this fish-bearing creek and an interesting diversity of native tree species. Interpretive signage could be installed along the path and within the creek viewpoint areas to enhance the park user's experience and offer educational opportunities.

### **Split-rail cedar fencing to restrict park visitors from all areas except designated routes**

Aside from the existing trail and viewpoint to the creek, the park is densely vegetated. It also features hummocks mounds, ephemeral wetlands, uneven topography and wet soils. These conditions discourage park users from accessing off-trail areas of the site and as such trail braiding is not an issue.

If trail braiding within the park would become an issue, split rail fencing could be installed in strategic locations if needed.

### **Public access trails to Island Highway**

Staff will prepare a detailed report to identify and assess a main trail connection between French Creek Community Park and the newly acquired land at 1236 Island Highway. The report will identify a potential trail location and the costs associated with trail development.

## **FINANCIAL IMPLICATIONS**

**Table 1: French Creek Community Park Development Estimated Costs**

<b>ITEM</b>	<b>Estimated Cost</b>
Design and installation of two creek viewpoint areas with connections to the main path	\$20,000
Design and installation of interpretive and wayfinding signage	\$5,000
Contingency	\$5,000
<b>TOTAL</b>	<b>\$30,000</b>

The Electoral Area G Community Park Preliminary 5-year Financial Plan includes \$75,000 in 2024 for future improvements to the park.

## **STRATEGIC PLAN ALIGNMENT**

Environmental Stewardship - Protect and enhance the natural environment, including land, water, and air quality for future generations.

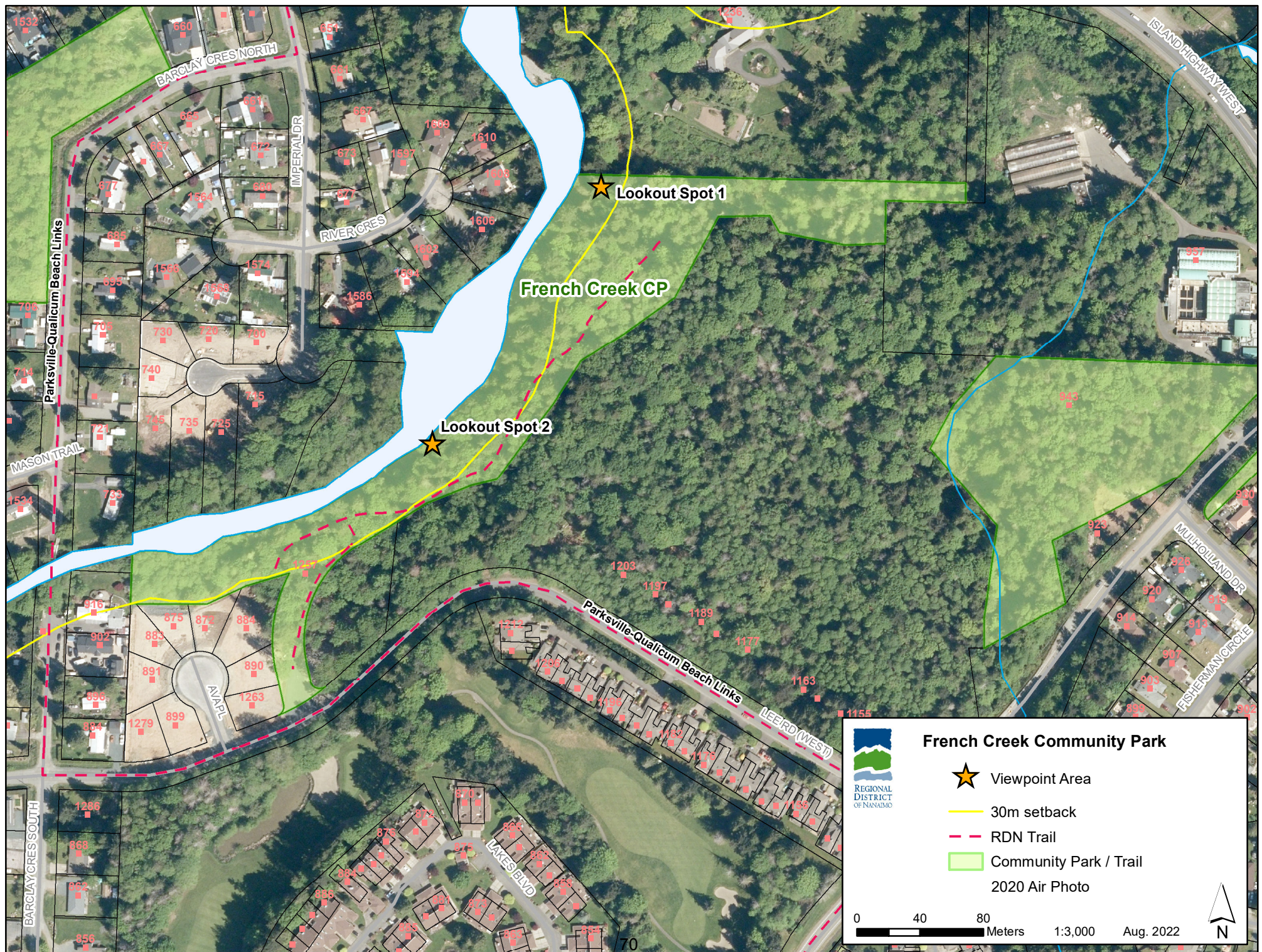
### **REVIEWED BY:**


A. Gore, Superintendent, Parks Planning Research and Development  
Y. Gagnon, Manager, Parks Services  
T. Moore, Acting Director of Finance  
D. Banman, Acting General Manager, Recreation and Parks  
D. Holmes, Chief Administrative Officer

### **ATTACHMENT**

1. French Creek Community Park Map











REGIONAL  
DISTRICT  
OF NANAIMO

### French Creek Community Park

-  Viewpoint Area
-  30m setback
-  RDN Trail
-  Community Park / Trail

2020 Air Photo

0


40

80

Meters

1:3,000

Aug. 2022



N





**DEVELOPMENT PERMIT APPLICATION NO. PL2022-146 AND REQUEST FOR RELAXATION TO THE 10% MINIMUM FRONTAGE REQUIREMENT IN RELATION TO SUBDIVISION APPLICATION NO. PL2022-005**  
**1077 SCHIDLER ROAD, ELECTORAL AREA F**

**RECOMMENDATION**

1. That the Board approve Development Permit No. PL2022-146 to permit a two-lot subdivision subject to the terms and conditions outlines in Attachment 3.
2. That the Board approve the request to relax the minimum 10% perimeter frontage requirement for proposed Lots A and B in relation to Subdivision Application No. PL2022-005.

**BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from Deborah and Douglas Patterson for a Development Permit and to relax the 10% minimum perimeter frontage requirement in relation to a proposed two-lot subdivision (Application No. PL2022-005). The Subject property; legally described as Lot 17, District Lot 143, Nanoose District, Plan 2064, is approximately 3.78 hectares in size and is zoned Village Residential 3 (R-3), pursuant to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002" (Bylaw 1285). The property is located to the south of Alberni Highway on the west side of Schidler Road and is surrounded by R-3 properties to the north and agriculturally zoned properties to the south (see Attachment 1 – Subject Property Map). The property contains an existing dwelling unit and three accessory buildings and is serviced by an existing well and onsite wastewater disposal.

Proposed Lots A and B will meet the minimum parcel size requirement exclusive of the Streamside Protection and Enhancement Area (SPEA) and will have adequate site area for the proposed uses. Despite the reduced lot frontage, no negative land use implications are anticipated, and the Ministry of Transportation and Infrastructure (MOTI) has issued a preliminary layout review for the subdivision. Therefore, it is recommended that the request for frontage relaxation be approved.

***Minimum 10% perimeter Frontage Requirement***

Proposed Lots A and B do not meet the minimum 10% perimeter frontage requirement pursuant to Section 512 of the *Local Government Act*. The applicant has requested approval from the RDN Board to reduce the frontage requirements as follows:

Proposed Lot No.	Required Frontage (m)	Proposed Frontage (m)	% of Perimeter
A	88.61	70.6	8.0%
B	81.84	29.6	3.6%

## ***Land Use Implications***

The applicant proposes a subdivision that would not meet the road frontage requirements of the *Local Government Act* for proposed Lots A and B. “Board Policy B1.4 Frontage Relaxation Requirements for Rural Lots” provides criteria on frontage relaxation applications to consider, including the character of adjacent lots, the irregular shape of a parcel, the accommodation of uses permitted under zoning, and access. With respect to the criteria, proposed Lots A and B will be large enough to accommodate all the proposed uses permitted under the R-3 zone and suitable access to proposed Lots A and B will be provided, despite the proposed reduced frontage.

## ***Development Permit Area***

The proposed subdivision is subject to the Freshwater and Fish Habitat Development Permit Area (DPA) per the “Regional District of Nanaimo Electoral Area ‘F’ Official Community Plan Bylaw No. 1152, 1999” (OCP).

To satisfy the Freshwater and Fish Habitat DPA guidelines, the applicant has submitted a Riparian Areas Protection Regulation Assessment Report (the Assessment), prepared by Toth and Associates Environmental Services, dated September 12, 2022. The Assessment found there is a seasonal ditch which runs 50 metres from the southeast corner of proposed Lot A to a small dug-out pond which discharges to a ditch running north along the west side of Schidler Road. The Assessment indicated that there are no natural headwater rearing areas on the Schidler Road ditch that would attract fish to this ditch system, therefore the ditch on the subject property is considered non-fish bearing with no fish bearing potential. A 2.0-metre SPEA is recommended in relation to the dug-out pond and the ditches.

Lot A, contains an existing dwelling unit, detached garage and shed, as well as the seasonal ditch and the dug-out pond which have been assigned a 2.0 metre SPEA. Since there is no proposed development on Lot A, there is existing vegetation within the DPA, and the SPEA of the pond is currently fenced with page wire, the Assessment does not recommend any revegetation as a part of the application

Access to proposed Lot B will be from a driveway extending west from Schidler Road in the north east corner of Lot B. The Assessment indicates that the ditch along Schidler Road does not represent a natural watercourse or a natural source of water supply, therefore the *Water Sustainability Act* (WSA) will not apply to the ditch and the submission of a WSA Section 11 Notification for the installation of the driveway culvert is not required. Should water flow be present in the ditch at the time of driveway culvert installation, the Assessment recommends that the flows be bypass pumped around the work site and back into the ditch downstream of the worksite.

Given that the applicant has satisfied the intent of the DPA guidelines, and the proposed subdivision is not anticipated to have negative environmental impacts, it is recommended that the development permit be approved as per the terms and conditions of the Draft Development Permit included as Attachment 3 – Draft Development Permit.

## ***Intergovernmental Implications***

As per requirements of the Riparian Area Protection Regulations (RAPR) and DPA guidelines, the Assessment Report was submitted to the RAPR notification system with the Ministry of Forests. The RAPR Assessment was received by the Province and the Assessment was selected for exclusion from formal Ministry review (Section 6(4) of the Regulations) based on an evaluation of the risk of non-compliance with Regulatory standards.

## **FINANCIAL IMPLICATIONS**

The proposed development has no implications related to the Board 2022-2026 Financial Plan.

## **STRATEGIC PLAN ALIGNMENT**

The proposed development has been reviewed and the proposal will protect and enhance the natural environment, including land, water, and air quality for future generations in keeping with the 2019 – 2022 Board Strategic Plan.

## **REVIEWED BY:**

- P. Thompson, Manager, Current Planning
- L. Grant, General Manager, Planning and Development
- D. Holmes, Chief Administrative Officer

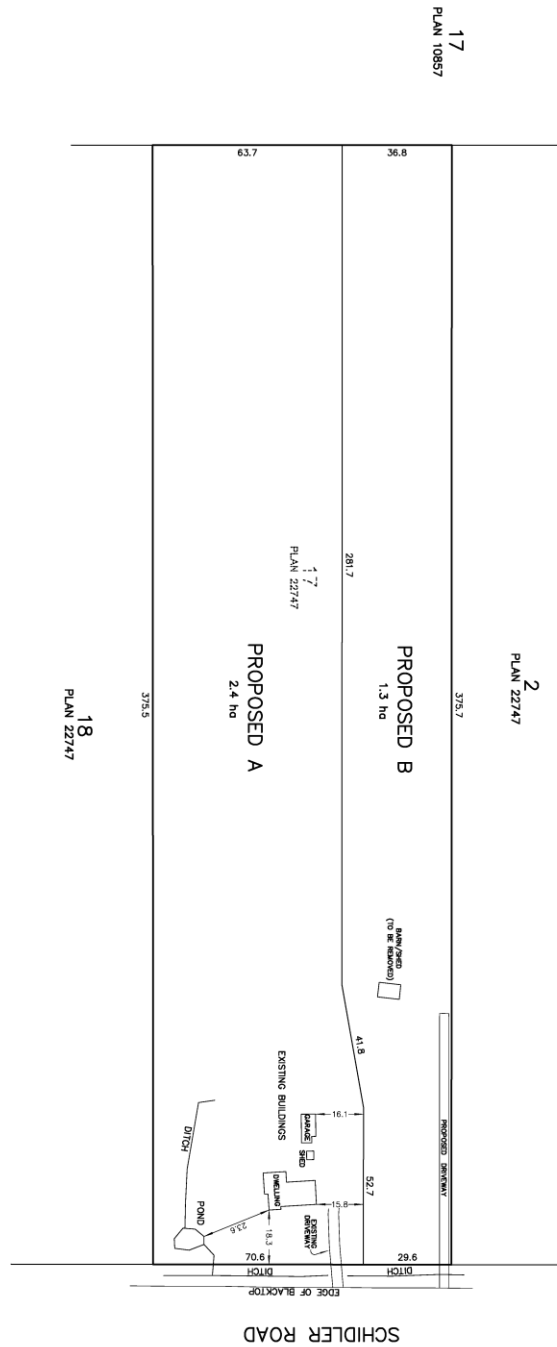
## **ATTACHMENTS**

1. Subject Property Map
2. Proposed Plan of Subdivision
3. Draft Development Permit PL2022-146





## 75



PLAN SHOWING PLANNED SUBDIVISION  
LOT 17 DISTRICT LOT 143  
NANOOSE DISTRICT PLAN 2064  
006-674-127

OUR FILE :	61886-1-2	DATE :	SEP 12, 2022
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**FRONTAGE CALCULATION**

PROPOSED LOT A

TOTAL PERIMETER = 886.1 m

TOTAL ROAD FRONTAGE = 70.6 m

ROAD FRONTAGE PERCENTAGE = 8.0%

PROPOSED LOT B


TOTAL PERIMETER = 818.4 m

TOTAL ROAD FRONTAGE = 29.6 m

ROAD FRONTAGE PERCENTAGE = 3.6%

LOT DEPTH/PERMETER RATIO  
 PROPOSED LOT A  
 TOTAL PERIMETER = 886.1 m  
 LOT DEPTH = 377.3 m  
 LOT DEPTH/PERMETER RATIO = 42.6%  
 PROPOSED LOT B  
 TOTAL PERIMETER = 818.4 m  
 LOT DEPTH = 376.3 m  
 LOT DEPTH/PERMETER RATIO = 46.0%

**Attachment 3  
Draft Development Permit**

 <p><b>REGIONAL DISTRICT OF NANAIMO</b></p>	<p><b>PLANNING AND DEVELOPMENT</b></p> <p><b>6300 Hammond Bay Road, Nanaimo, BC V9T 6N2</b> <b>250-390-6510 or 1-877-607-4111</b> <b><u><a href="http://www.rdn.bc.ca">www.rdn.bc.ca</a></u></b></p> <p><b>DEVELOPMENT PERMIT NO. PL2022-146</b></p>
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**To:** ("Permittee") Deborah Ann Patterson and Douglas Ross Patterson

**Mailing Address:** PO Box 770, Coombs, BC, V0R 1M0

1. Except as varied or supplemented by this permit, the development permit is issued subject to compliance with all applicable bylaws and provincial and federal statutes and regulations.
2. This development permit applies only to those lands within the Regional District of Nanaimo described below, and all buildings, structures and other development thereon:

Legal Description: Lot 17, District Lot 143, Nanoose District, Plan 2064 ("Lands")

Civic Address: 1077 Schidler Road P.I.D.: 006-674-127

3. The Lands shall be developed strictly in accordance with the terms and conditions of this permit.
4. The Permittee, as a condition of issuance of this permit, agrees to comply with the conditions of Schedule 1, which is attached to and forms part of this permit.
5. The Permittee, as a condition of issuance of this permit, agrees to develop the Lands in substantial compliance with the plans and specifications included in Schedules 2 and 3, which are attached to and form part of this permit.
6. With respect to the Lands, there are no variances to the "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002" associated with this permit.
7. Subject to the terms of the permit, if the Permittee does not substantially start construction with respect to which the permit was issued within two years after the date it is issued, the permit shall lapse in accordance with Section 504 of the *Local Government Act*.
8. This permit prevails over the provisions of the bylaw in the event of conflict.
9. The RDN shall file the notice in the Land Title Office at Victoria under Section 503 of the *Local Government Act*, and upon such filing the terms of this permit or any amendment hereto shall be binding upon all persons who acquire an interest in the Lands affected by this permit.
10. This permit is not a building permit.

Authorizing Resolution to issue passed by the Board this XX<sup>th</sup> day of Month, 2022.

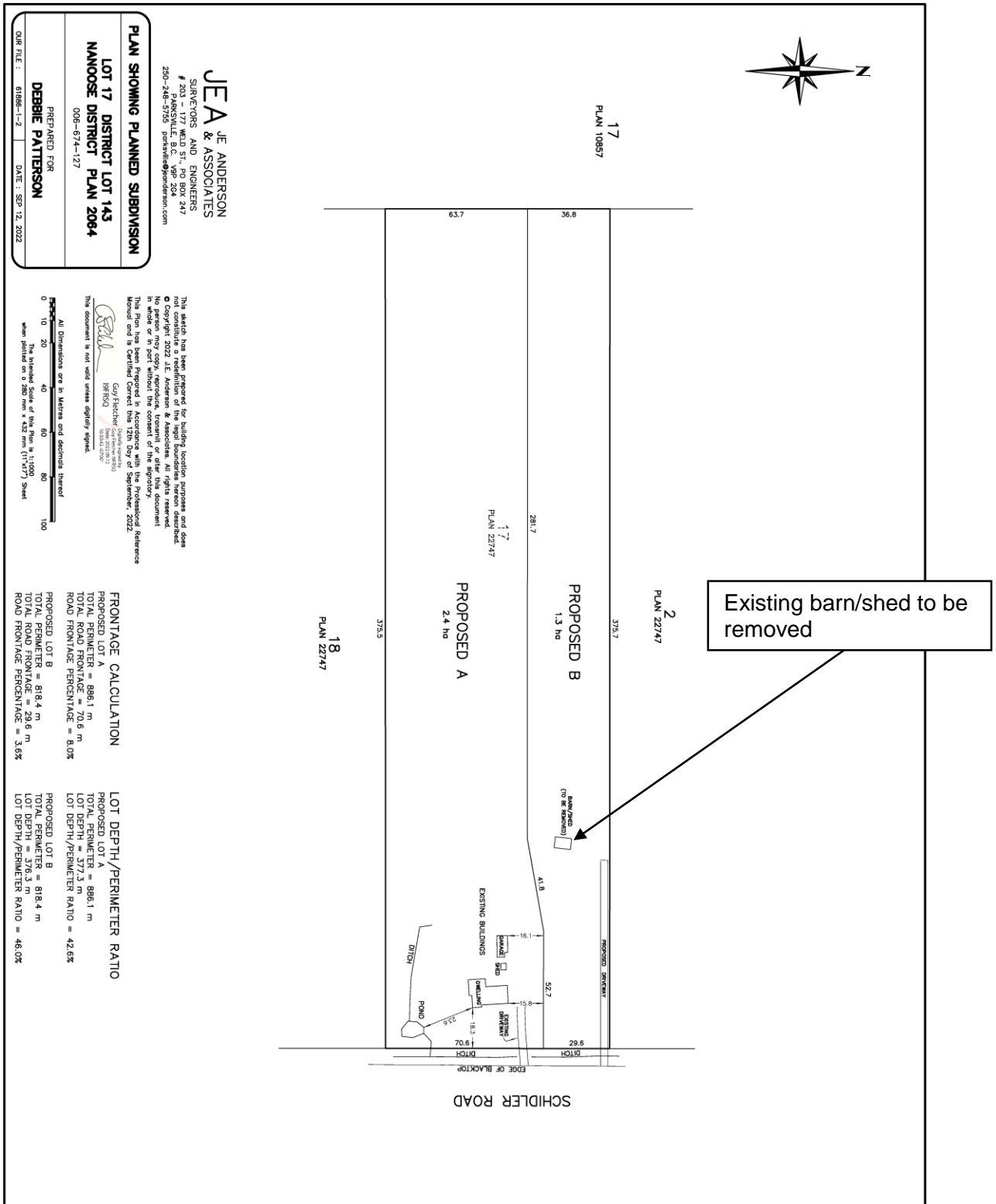
**Schedule 1**  
**Terms & Conditions of Permit**

The following sets out the conditions of Development Permit No. PL2022-146:

Conditions of Approval

1. The Lands shall be developed in accordance with the Survey Plan prepared by J.E. Anderson & Associates, dated September 12, 2022, and attached as Schedule 2.
2. The Lands are developed in accordance with the recommendations contained in the Riparian Areas Protection Regulation Assessment Report prepared by Toth and Associates Environmental Services, dated September 12, 2022, including:
  - a. That if flows are present in the ditch at the time of the driveway culvert installation for proposed Lot B, the flows be bypass pumped around the work site and back into the ditch downstream of the work site.
3. The existing barn/shed on proposed Lot B be removed prior to the completion of the subdivision.

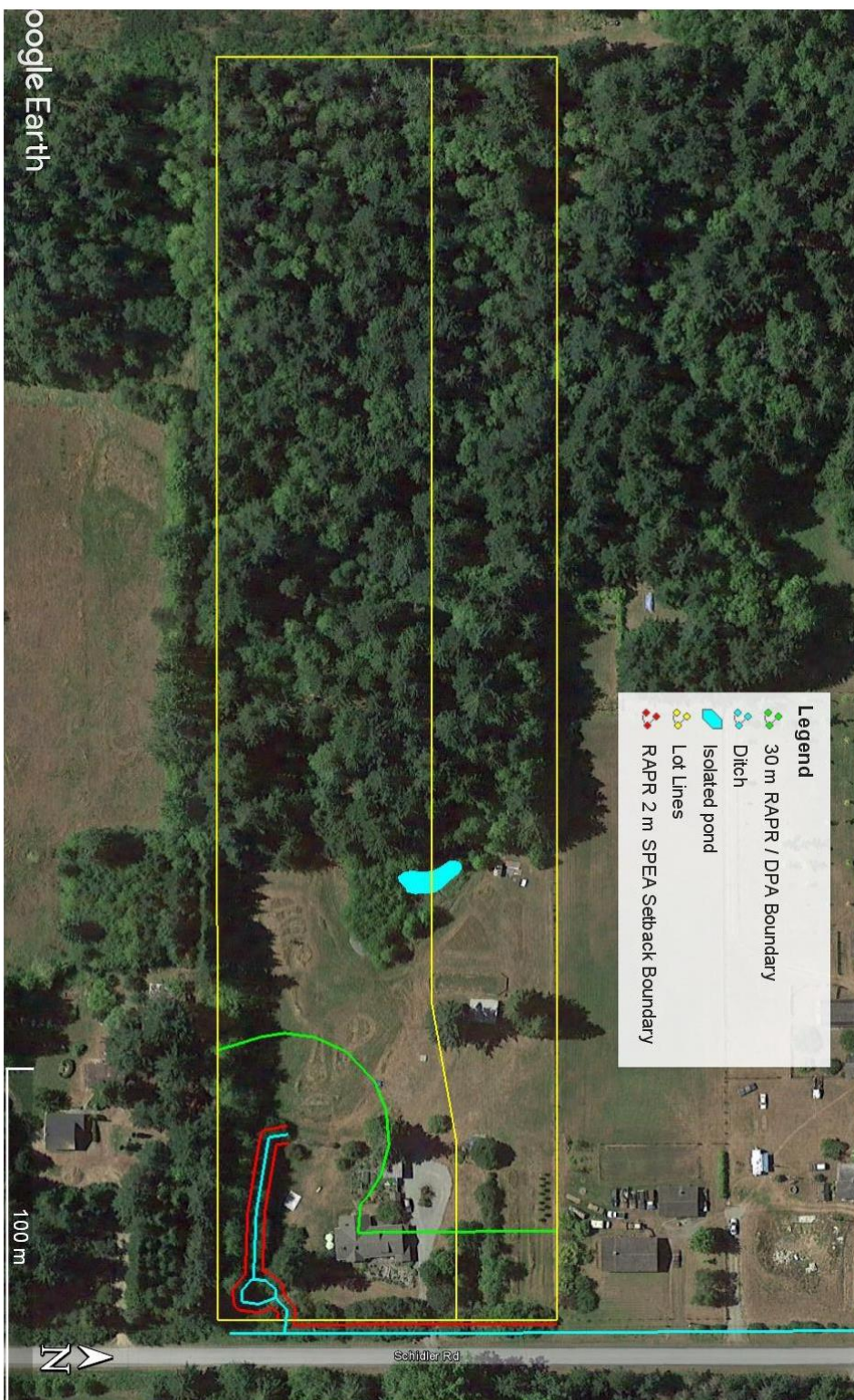
## Schedule 2 Survey Plan



# **Schedule 3 Streamside Protection and Enhancement Area**

FORM 1  
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Figure 2. August 2016 air photo with drainage features and SPEA setbacks





**REVIEW OF REGIONAL DISTRICT OF NANAIMO WATER LEAK BILL ADJUSTMENT  
POLICY D1-01**

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**RECOMMENDATIONS**

1. That the Regional District of Nanaimo Board support the continued use of *Policy D1.1, Adjustment for Water Leak* in its current form.
2. That the Regional District of Nanaimo Board uphold the decision by staff to not grant an exception to Policy D1.01, Adjustment for Water Leaks as requested by Rhonda Leigh and Clark Routledge, and require the payment of their water bill without adjustment.

**BACKGROUND**

On September 6, 2022, the following two resolutions were adopted by the Regional District of Nanaimo (RDN) Board:

1. “It was moved and seconded that Policy D1.1, Adjustment for Water Leak be critically reviewed and benchmarked to Vancouver Island’s other water leak forgiveness policies. This policy was last reviewed 16 years ago before tiered water rates were put in place.”
2. “It was moved and seconded that staff provide a report noting the implications of a reduction of the \$6400 water bill of Rhonda Leigh and Clark Rutledge.”

Since 2003, the RDN has had a Board-approved policy in place governing adjustments to RDN Water Service Area resident’s water bills when they have experienced a leak in the potable water system on their property. It is formally known as *Policy D1-01 Adjustment for Water Leak* and will be referred to as “the RDN Policy” in this report.

The RDN Policy is intended to provide property owners with some relief from occasional water leaks that are beyond their control, and in doing so educate property owners and residents on the importance of monitoring and being aware of their water usage. Conservation is one of the keys to a reliable and robust drinking water system, and is the only tool governments, operators, and residents have to moderate the ever-increasing cost of potable water supply.

Key requirements and benefits of the RDN Policy include:

- Adjustments may be considered once in a five-year period if:
  - Leaks are repaired within 14 days of discovery;
  - Detailed receipts are provided for the repairs undertaken;
  - RDN staff have verified repairs have been made.
- Leaks in the main line to the house, irrigation, and household appliances all qualify for billing adjustments.

- Leaks in pools, hot tubs, and fountains do not qualify for billing adjustments.
- Various fees are payable at time of adjustment to help cover the cost of staff time.
- Adjustment amounts are based on historical usage over the past three years, with the addition of 50% of the water used for irrigation system leak adjustments.
- The maximum value of the charge for wasted water will be capped at \$1,500.
- Applications for bill adjustments must be received within 1 year of the billing date.

The intention of the minimum interval between adjustment requests is to motivate property owners and residents to be aware of their water usage for at least 5 years so as not to get stuck with a large bill in case of another leak. We have not received any other complaints about the terms of the RDN Policy. The ultimate goal is to promote conservation, as leaked water is potable water that is gone “forever”. By Bylaw, RDN water meters must always be accessible to residents and staff at all times. They are easy to read and require no special equipment, other than perhaps a flashlight. The RDN website has information on how to do this at <https://www.rdn.bc.ca/faqs-water-use>.

In benchmarking the RDN Policy against other Vancouver Island water purveyor’s policies, an extensive internet search was completed. Data on leak adjustment policies was found readily available for 28 water purveyors across Canada, including 22 on Vancouver Island. The water purveyors represented in this group include municipalities large and small, improvement districts, private companies, and other regional districts. While the main point of contention leading up to the Board’s request for this review is the amount of time that must elapse between claims for billing adjustments due to leaks, there are two other important factors in the policies that contribute to their meaningfulness to residents that are worth including in this comparison: do the policies allow for adjustments due to leaks in irrigation systems and/or home appliances such as toilets, or just main water supply lines? A summary of the data from the search is summarized below:

Of the 28 water purveyors, only 12 allow for adjustments for leaks in irrigation and home appliances as well as main line leaks, similar to the RDN Policy. Two water purveyors do not have a leak adjustment policy of any kind. On average, about half of the adjustment requests received by the RDN relate to leaks in irrigation systems, so it is an important part of our policy.

In terms of minimum time between requests for bill adjustments, the number of water purveyors at each interval are shown in the table below. The RDN Policy interval is 5 years.

Not specified	2 years	3 years	5 years	10 years	One Time only	No policy
5	8	2	4	3	4	2

In summary and in response to the first Board resolution above, this review and comparison reveals that the RDN Policy falls into the middle of the policies in force in the other communities surveyed. The RDN Policy is generous in addressing non-main line leaks and the minimum time between adjustment requests is reasonable.

## **FINANCIAL IMPLICATIONS**

The supply of potable water is an expensive utility. It is a precious resource that is not universally available in nature, even within the RDN. Every litre of potable water is valuable. It is highly regulated, requiring skilled operators and significant amounts of long-term capital investment. The consequences of non-compliance can be severe, as experienced in Walkerton, Ontario in 2000 when bacterial contamination resulted in a public health disaster. Water Service Areas (WSAs) in the RDN are fully funded by the property owners receiving the (water) service. The revenue required to fund the operation and maintenance of the system on a daily basis, as well as



long term asset management, comes from two sources: Parcel Taxes that are fixed annually and User Rates that vary by property based on water usage. The total of these charges is the basis of the WSA annual budget which includes allocations for operating and maintenance expenses, and a contribution to the Capital Reserve fund for asset management activities in that WSA.

The per-parcel effect of granting the request expressed over all users is approximately \$2.40 per parcel, (we note that the bill adjustment provided to these property owners 4 years ago reduced their bill payment by \$2,900, resulted in about \$1.10 increase per parcel). We acknowledge that the variable/incremental cost of each cubic meter of water is less than what is charged each year unless and until consumption and demand drives the next order of investment, in which case the incremental cost becomes much higher. For these water utilities, such incremental costs are large, coming in the form of capital improvements. That is a key purpose of encouraging conservation: to avoid or defer these costs.

In the last ten years, the RDN has granted 576 bill adjustments amounting to about \$490,000 in relief to water service area residents. In the long-term operation of these utilities, this money has been replaced with parcel taxes and water rates.

In summary and in response to the second Board resolution above, the cost of the RDN Policy is shared among all the property owners in a WSA. To grant an exception to the minimum interval between leak adjustment requests could create a precedent that does not respect the consistent application of the RDN Policy and would be counter to the objective of incenting all users being responsible for their part of maintenance and conservation.

### **STRATEGIC PLAN ALIGNMENT**

Growth Management - Provide effective regional land use planning and responsible asset management for both physical infrastructure and natural assets.

### **REVIEWED BY:**

- E. Tian, General Manager, Regional and Community Utilities
- D. Holmes, Chief Administrative Officer

## 2022 FUNDING ALLOCATION FOR ACTIVE TRAIL USER GROUPS

**Please note:**

**At its September 27, 2022 meeting, the Board passed the following motions:**

**That funding to eligible active trail user groups to carry out trail maintenance and upgrades within the Regional District of Nanaimo be considered as follows:**

- 1. The Nanaimo Mountain Bike Club - Outer Bypass Trail Project be approved in the amount of \$15,000 from the Regional Parks Budget.**
- 2. That the proposed community trail projects from the Lighthouse Country Recreation (\$3,000 – Electoral Area H Community Parks Budget) and Gabriola Land and Trails Trust (\$500 – Electoral Area B Community Parks Budget) be forwarded to the Electoral Area Services Committee for approval and that the 2022-2026 Financial Plan be amended accordingly.**

### **RECOMMENDATIONS**

That funding to eligible active trail user groups to carry out trail maintenance and upgrades within the Regional District of Nanaimo be considered as follows:

1. The Nanaimo Mountain Bike Club – Outer Bypass Trail Project be approved in the amount of \$15,000 from the Regional Parks Budget.
2. The proposed community trail projects from the Lighthouse Country Recreation (\$3,000 – Electoral Area H Community Parks Budget) and Gabriola Land and Trails Trust (\$500 – Electoral Area B Community Parks Budget) be forwarded to the Electoral Area Services Committee for approval and that the 2022-2026 Financial Plan be amended accordingly.

### **BACKGROUND**

At the February 23, 2021, Board meeting, the following motion was passed:

*It was moved and seconded that the Board direct staff to convene a meeting of active trail user groups to discuss opportunities and objectives for trail enhancement and maintenance in the Regional District of Nanaimo and for that meeting to inform any potential funding requests for the 2022 budget.*

Following this motion, groups of trail users began meeting to discuss trail building, use and maintenance issues in the City of Nanaimo and Regional District context. Meetings were organized by the Nanaimo Area Land Trust (NALT), with RDN parks staff in attendance, in June 2021 and November 2021 to engage in a respectful

conversation about how to support each user group in responsible recreation on the trails. Representatives from environmental organizations, hiking groups, running groups, rock climbers, mountain bikers and horse riders were in attendance. Discussions from these meetings indicated a need for funding to be made available to the organizations for trail maintenance and improvements.

On June 1, 2022, RDN Parks conducted a meeting with identified active trail user groups to discuss opportunities for trail enhancement and maintenance within the RDN, funding opportunities available to user groups and terms of reference related to acquiring funds.

An application form with the following funding criteria was then circulated to the user groups:

1. Funding will be considered for individuals or groups.
2. Funds must be used for RDN trails, or trails that link to an RDN trail or park.
3. Funds must be used by Dec 31<sup>st</sup>, 2022.
4. Funds may not be used for honorariums, wages or other professional fees, personal equipment, or individual membership fees.
5. Priority will be given to the following applications:
  - a. Accessibility of users (serving a vast array of users)
  - b. Representative of community and/or district-wide needs
  - c. Improvements that would encourage use from underrepresented groups

A total of three applications were received, as outlined in Table 1 below.

**Table 1: Active Trail User Funding Applications**

Applicant	Project	Area	Amount Requested	Suggested RDN Contribution	Comments
Nanaimo Mountain Bike Club	Upgrades to the Outer Bypass Trail	Regional Trails	\$15,000	\$15,000	Application meets criteria. Trail links Mt. Benson Regional Park and Benson Creek Falls Regional Park
Lighthouse Country Recreation	Coburn Road Trail Maintenance	EA H	\$3,000	\$3,000	Application meets criteria but is a community trail. Trail is one of the only connections from the commercial centre of Bowser to the Jaimeson Road subdivision, Bowser Elementary and Deep Bay.
Gabriola Land and Trails Trust	Enhancement of the Jeanette Ave Trail	EA B	\$500	\$500	Application meets criteria but is a community trail. Enhancements to the

					trail and the addition of resting stops will allow people with limited mobility and stamina to access the park.
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## **FINANCIAL IMPLICATIONS**

The upgrades to the Outer Bypass Trail proposed by the Nanaimo Mountain Bike Club can be funded by the Regional Parks budget. A total of \$15,000 is available in the 2022 Regional Parks Budget for these upgrades.

The Coburn Road community trail upgrades proposed by Lighthouse Country Recreation Society can be funded by the Electoral Area H 2022 Community Parks Budget through the reallocation of operating funds in 2022. A project to improve a water access site in the Bowser area will not be proceeding in 2022 due to permitting issues associated with the location and nature of the proposed work. As such, the \$5,000 allocated for this project could be used to fund the proposed trail improvements to Coburn Road trail.

The Jeanette Avenue Community Trail could be funded by the Electoral Area B 2022 Community Parks Budget by reallocating some of the funds allocated for the installation of access gates in Cox Community Park. The 2022 Budget has \$10,000 allocated for the installation of the gates which will not be proceeding in 2022.

## **STRATEGIC PLAN ALIGNMENT**

Social Wellbeing - Make the Region a safe and vibrant place for all, with a focus on children and families in programs and planning.

## **REVIEWED BY:**

- Y. Gagnon, Manager, Parks Services
- M. Manhas, Acting Director, Finance
- T. Osborne, General Manager, Recreation and Parks
- D. Homes, Chief Administrative Officer

## **ATTACHMENTS**

1. 2022 Active Trail User Funding Application Form
2. Applicant Submissions

## **2022 Active Trail User Funding Application Form**

### **OBJECTIVE**

To provide funds on a District-wide basis to individuals or organizations requesting financial assistance for trail enhancement and maintenance of RDN trails.

### **BUDGET**

Up to \$15,000 is allocated in the 2022 Regional Parks and Trails Budget for this initiative.

Funding is disbursed at the RDN's discretion upon receipt of an application, to a maximum of \$15,000 per application. More than one application can be submitted per individuals or organizations.

### **FUNDING CRITERIA**

1. Funding will be considered for individuals or groups.
2. Funds must be used for RDN trails, or trails that link to an RDN trail or park.
3. Funds must be used by Dec 31<sup>st</sup> 2022.
4. Funds may not be used for honorariums, wages or other professional fees, personal equipment or individual membership fees.
5. Priority will be given to the following applications:
  - a. Accessibility of users (serving a vast array of users)
  - b. Representative of community and/or district-wide needs
  - c. Improvements that would encourage use from underrepresented groups

### **APPLICATION PROCESS**

Completed application to be submitted via email to:

Amy Gore  
Superintendent of Parks Planning  
[agore@rdn.bc.ca](mailto:agore@rdn.bc.ca)

## Application Form

### A. ORGANIZATION INFORMATION

Name of Organization

Phone Number

Contact Name

Email

### B. PROJECT INFORMATION

1. Enhancement or maintenance of an existing trail? ☐

2. What users will benefit from this project?

3. Description/purpose: Please include a brief description of the project. Please include the following information:

Purpose/Rationale

Background

Location

Timeline

**C. FINANCIAL INFORMATION**

1. Amount requested:
2. Specify, in general, how the funds will be utilized:

## Application Form

### A. ORGANIZATION INFORMATION

Name of Organization Nanaimo Mountain Bike Club

Phone Number

Contact Name Morgan Deno

Email

### B. PROJECT INFORMATION

1. Enhancement or maintenance of an existing trail? ☒
2. What users will benefit from this project?  
Bikers, hikers, walkers, and runners. All non-motorized or equestrian traffic.
3. Description/purpose: Please include a brief description of the project. Please include the following information:

Purpose/Rationale

Background

Location

Timeline

Project: Outer Bypass Trail

Purpose/Rationale: These areas lead into/cross RDN parks & trails (Benson Creek Falls Regional Park & Mount Benson Regional Park). There are two lengthy sections of this trail that are in need of significant maintenance.

Background: Refresh highlights would include brushing out the sight lines, clearing some danger trees, dealing with drainage issues, rebuilding of some select bench cuts deemed too steep or too eroded to be acceptable based on current trail rating (Blue Square). Building an alternate line around the "wavy bridge" that was built by the NMBC volunteers over 5 years ago. The complete scope of this project would depend on funds awarded to the NMBC.

With the appropriate funding, the NMBC would work with McGarrigle Woodworking and Trails to tackle this section to make it more user friendly as a provincial blue square (more difficult) trail rating.

Location: Please see screenshot included with the email this report was sent in.



**C. FINANCIAL INFORMATION**

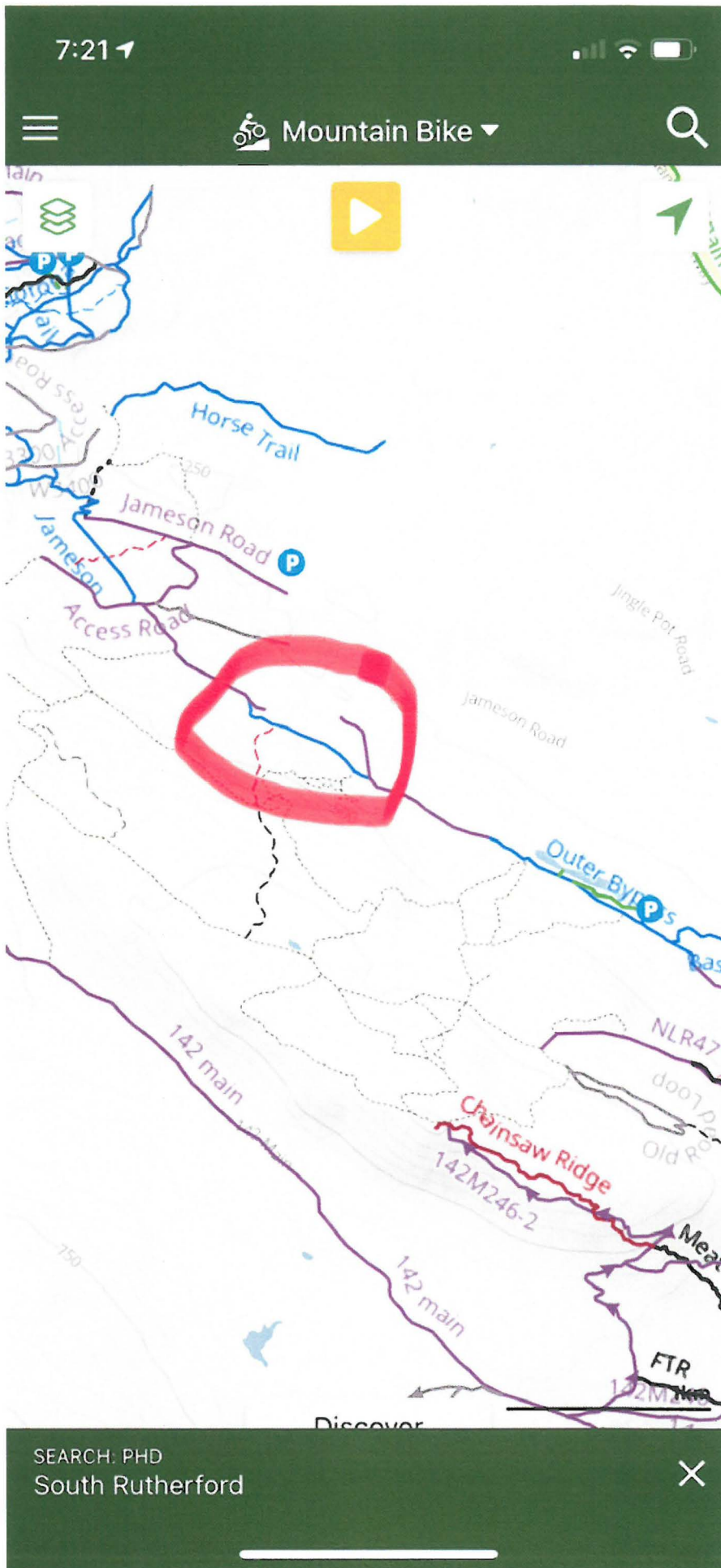
1. Amount requested: 15,000
2. Specify, in general, how the funds will be utilized:

Funds would be used for the NMBC to hire McGarrigle Woodworking and Trails to help manage the project and complete the work. This partner of the NMBC has completed years of trail work in the region including trails such as Fine China, Finer China, and the Binx refresh behind Westwood Lake that was funded by the City of Nanaimo.

Funds for this project would be used for labor and materials. The project would be overseen by NMBC's trail director, Ryan Smith.

Additional details of the project scope were listed above under Background.

Thank you for your consideration!



## Application Form

### A. ORGANIZATION INFORMATION

Name of Organization Gabriola Land & Trail Trust

Phone Number

Contact Name Sarah Kopjar

Email

### B. PROJECT INFORMATION

1. Enhancement or maintenance of an existing trail? ☒

2. What users will benefit from this project?

All walkers of our trails, in particular those who require a more even, level walking surface and who need frequent resting places.

3. Description/purpose: Please include a brief description of the project. Please include the following information:

Purpose/Rationale

Background

Location

Timeline

Purpose: enhance the Jeanette Ave Trail to enable people with limited mobility and stamina to access the RDN park and enjoy a 300m walk in the woods with resting places every 50-60m and a bench under a beautiful old maple tree as a destination. This trail is currently used by people with mobility issues because of the flat terrain and the presence of the existing bench at the destination. The 5 or 6 'resting stumps' will provide additional accessibility improvements to this popular stretch of trail.

Back ground: The RDN approved two previous requests by GaLTT to improve accessibility of the Jeanette trail, including:

- 1) removal of the berm at the trail entrance (work done by the RDN in 2020)
- 2) installation of a GaLTT-built resting bench under the shade of a large maple tree (built and installed by GaLTT in 2021).

Extensive community support.

Location: The first 300m of Jeanette Avenue Trail from post 16. This is an entrance to the 707 Park on Gabriola at the end of Jeanette Avenue.

Timeline: work to be completed before the end of 2022



**C. FINANCIAL INFORMATION**

1. Amount requested: \$500.00
2. Specify, in general, how the funds will be utilized:

Funds will be used to purchase gravel suitable for the project and that meets RDN requirements. Probably cart path gravel. Approximately 3 yds of gravel is needed to level the first 15m of the existing trail. Another 2-3 yds will be used to create level areas beside the trail on which to place the 'resting stumps'. These will be placed well off the trail because the trail is also an emergency access route.

The 'resting stumps' will be contributed by GaLTT. They will be stenciled with the GaLTT logo and both cut ends will be given a protective coat of Sansin ENS, enviro stain

## Application Form

### A. ORGANIZATION INFORMATION

Name of Organization Kelsey Wright (Lighthouse Recreation)

Phone Number

Contact Name Kelsey Wright

Email

### B. PROJECT INFORMATION

1. Enhancement or maintenance of an existing trail? ☒

2. What users will benefit from this project?

Please see attached

3. Description/purpose: Please include a brief description of the project. Please include the following information:

Purpose/Rationale

Background

Location

Timeline

Please see attached

## Coburn Road Trail Maintenance Proposal July 2022

The purpose of this report is to bring light to the overgrown Coburn Road trail with the hopes to receive funding for the maintenance and enhancement of this important community connector.

Presented by trail volunteer Kelsey Wright with support from Lighthouse Recreation.

The Coburn Road Trail runs parallel to the E&N Rail line. It starts at the end of the existing gravel portion of Coburn Road, ends at Henry Morgan Park, and is approximately 225 meters in length. This trail is primarily singletrack, undulates through some rough and overgrown forest and the trail bed is dirt with multiple root crossings.

The trail is one of the only connections from the "Downtown" area of Bowser to the Jaimeson Road Subdivision, the Bowser Elementary School, and via the Thompson Clark Ocean trail, to Deep Bay. This trail creates an active transportation corridor for locals, students, and tourists. Also, as it directly connects downtown to the Deep Bay Marina, it provides safe, off of hwy 19a access to the business district for folks traveling from the marina along the soon to be finished, widened, Gainsberg Road corridor.

The scope of maintenance is to widen and smooth the existing trail bed. This trail contains sections that need widening and gravel surface build up. The idea is to keep the trail typically natural, while widening and smoothing the surface to accommodate a variety of users including walkers, e-bikes, strollers, and adaptive forms of travel. As the trail is single track, we will be looking at widening the bed to around 1 meter wide, eliminate any sharp or off camber corners, and to enhance the trail with the addition of at least one widened, pull out area large enough to accommodate an adaptive bike or stroller.

The work will be tackled by volunteer helpers and open for any community member to help, however, we have a handful of dedicated volunteers that are interested in this project. Our typical build window is in the Fall. If approved, a typical work schedule would be 1 day of prep, one day of machine work, and 1-2 days of tidy up. I anticipate this project to happen late September- November 2022.

We are asking for \$3000 in funding

The majority of the funding will be used for material. We anticipate using 3-4 dump truck loads of ¾ inch crush for the surfacing of the trail bed. The rest of the funding will be allocated for equipment rentals. We would like to rent a power trimmer for clearing the corridor, 2 electric, walk behind, power wheelbarrows for the transportation of material and one ride behind, mini loader for loading material. A small portion of the funding will be used for volunteer refreshments, snacks, and gloves to ensure that all volunteers are working safely.



Existing

Proposed





## **SUNNYBEACH CROWN LAND TENURE APPLICATION**

### **RECOMMENDATION**

That the Board support an application to the Province of British Columbia for Crown Land Tenure to proceed with shoreline restoration works at Sunnybeach Road Beach Access in Electoral Area H.

### **BACKGROUND**

At the July 26, 2022, Regional District of Nanaimo Board meeting, the following motion was approved:

*It was moved and seconded that the Sunnybeach shoreline restoration project budget be increased from \$20,000 to \$47,000 by allocating Electoral Area H Community Works Funds.*

Over the 2021/2022 winter season, a king tide event caused substantial erosion along the shoreline at the Sunnybeach Road Beach Access located at 6157 Island Highway West in Electoral Area H (Attachment 1). The erosion has created a steep drop-off making it difficult for the public to safely access the beach. It also threatens park assets that were installed in 2021. To protect the shoreline from further erosion, the construction of a riprap revetment is recommended. A riprap revetment consists of layered, various sized rocks placed on a sloping bank.

The construction of the revetment requires material being installed on Crown Land, in front of the present natural boundary at the beach. This condition requires a Crown Land Tenure agreement with the Province in order to proceed with shoreline restoration.

### **FINANCIAL IMPLICATIONS**

The Electoral Area H 2022 Community Park Budget includes \$47,000 of Community Works Funds for this project per the July 27, 2022 resolution noted above. This amount includes contingency and will be sufficient to cover construction costs as well as a fee of \$250 for the Crown Land Tenure application.

### **STRATEGIC PLAN ALIGNMENT**

Environmental Stewardship - Protect and acquire lands for environmental preservation and parkland.

### **REVIEWED BY:**

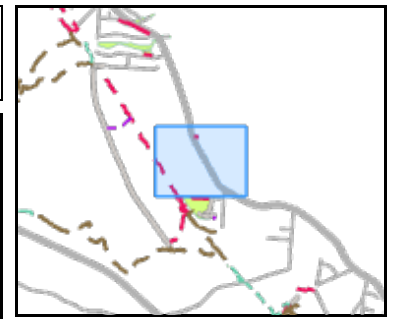
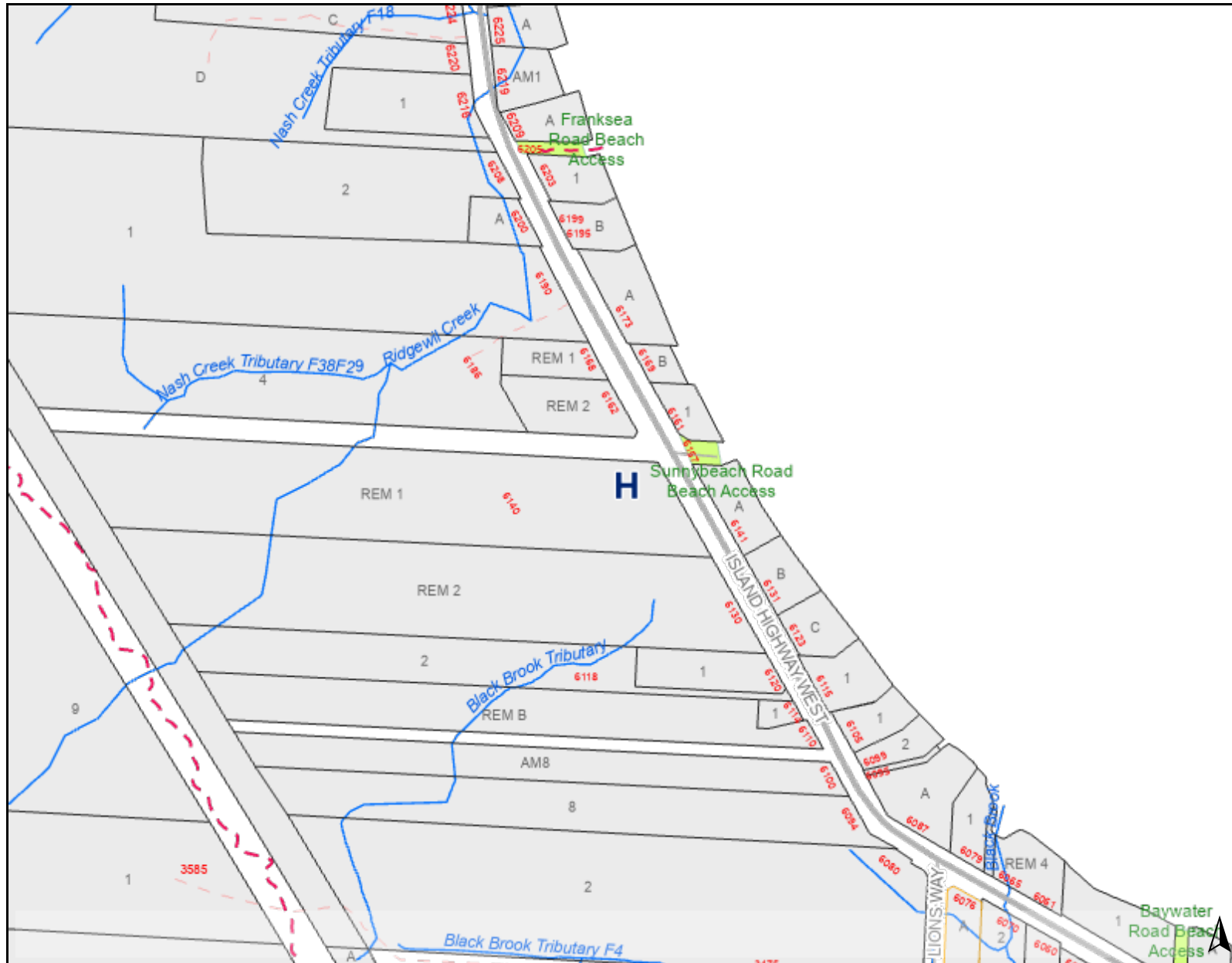
- A. Gore, Acting Manager, Parks Services
- T. Moore, Acting Director of Finance
- T. Osborne, General Manager, Recreation and Parks
- D. Holmes, Chief Administrative Officer

## **ATTACHMENTS**

1. Sunnybeach Road Beach Access Map



# Sunnybeach Road Beach Access



## Legend

### Internal Layers

#### Park Trails and Roads

— RDN Trail

#### Watercourses

—

#### Parks, Community

■

#### Properties (Strata)

□

#### Properties (Conventional)

□

### Base Layers

■

0 200 400  
m

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

## Notes

## HORNE LAKE FIRE PROTECTION FEASIBILITY STUDY – PUBLIC CONSULTATION UPDATE

### **RECOMMENDATION**

That the Board receive the Horne Lake Fire Protection Feasibility Study – Public Consultation Update for information.

### **BACKGROUND**

The following motion was approved at the July 27, 2021, Regional District of Nanaimo (RDN) Board Meeting:

*That the Electoral Area H feasibility study funds be considered during the 2022 budget deliberations to conduct a feasibility study for providing fire protection services to the Horne Lake Community.*

The RDN has retained Tim Pley & Associates (TPA) to conduct a feasibility study and analysis with developed recommendations and options on the requirements to extend fire protection services from the Bow Horn Bay Fire Protection Service Area to include the community of Horne Lake. These requirements will include options for: the acquisition of land, construction of a new fire hall, purchase of apparatus, and any potential upgrades required by the Horne Lake strata to roads or infrastructure to facilitate access. The study will also consider any additional operational costs as well as Fire Underwriters (FUS) requirements and water supply provisions.

For the purposes of this feasibility study, TPA consulted and worked with the following groups:

- RDN Emergency Services Department
- RDN Finance Department
- RDN GIS Department
- Bow Horn Bay Volunteer Fire Department Fire Chief & Officers
- Bow Horn Bay Volunteer Fire Department Society Board
- Electoral Area Director for Area H (where existing and potential fire service areas would reside)

TPA did not conduct a formal public consultation process with the Horne Lake Strata community residents as the Horne Lake Strata Council and owners advised the RDN via RESOLUTION OF THE OWNERS, STRATA PLAN (Attachment 1) of their interest in fire protection services being extended to include the Horne Lake Community, and a majority vote that:

The Strata Council will advise the RDN in writing that the Horne Lake Strata Community would like the RDN to commence the process to consider extending fire services to include the Horne Lake Strata Community.

Further consultation with community residents was not necessary as the scope of the feasibility study was more technical in nature and community support was already in place.

**Next Steps:**

In Q1 of 2023, the final consultants' report on the Horne Lake Fire Protection Feasibility Study will be presented to the EASC. The final report will include findings, analysis and recommendations from Tim Pley & Associates on how the RDN should proceed with providing fire protection services to the community of Horne Lake in Electoral Area H.

**FINANCIAL IMPLICATIONS**

The Budget for the Horne Lake Fire Protection Feasibility Study is \$18,600.00 (excluding PST and GST) and is approved in the 2022 Financial Plan. The feasibility study will be completed and processed in 2022, with the final report presentation in Q1 of 2023. Potential financial implications related to recommendations on providing fire protection for the Horne Lake Area, will be brought forward in the future.

**STRATEGIC PLAN ALIGNMENT**

Social Wellbeing - Make the Region a safe and vibrant place for all, with a focus on children and families in programs and planning.

**REVIEWED BY:**

- E. Beauchamp, Manager, Emergency Services
- L. Grant, General Manager, Community Planning
- D. Holmes, Chief Administrative Officer

**ATTACHMENT:**

1. Resolution of the Owners, Strata Plan

RESOLUTION OF THE OWNERS, STRATA PLAN [REDACTED]

WHEREAS:

- A. Some Owners of Strata Plan [REDACTED] have expressed interest in fire protection services being extended to include the Horne Lake Community.
- B. The Regional District of Nanaimo has expressed a willingness to commence the process to consider extending fire protection services to the Horne Lake Strata Community if there is majority support by the Horne Lake Strata owners.

NOW THEREFORE BE IT RESOLVED, BY A MAJORITY VOTE THAT:

1. The Strata Council will advise the RDN in writing that the Horne Lake Strata Community would like the RDN to commence the process to consider extending fire services to include the Horne Lake Strata Community.

[REDACTED]

3. The Strata Council provide regular information updates to the Owners throughout 2021-22.

[REDACTED]

BACKGROUND TO RESOLUTION

With more and more development coming to Horne Lake, some owners have expressed interest in fire protection services being extended to include the Horne Lake Community. Recent (late 2020/early 2021) conversation with new staff at the RDN indicate a willingness to look into this idea.

This entire process could take 5-7 years. Property taxes will increase. There is no certainty property insurance will decrease. At this point, Council does not have any estimate of total cost to the Horne Lake Community. The Strata may need to look at the cost of upgrades to our infrastructure for the equipment to be able to safely navigate our roads. Service area will be a factor as cabins may still exceed acceptable distance from a firehall (e.g. 8 KM from closest firehall).

We understand the Spider Lake community has already started the process to be included in RDN fire protection services. This may be good timing to keep the costs manageable through potential coordination.

From the RDN, March 2021:

“There will be a significant amount of work involved in determining the feasibility and associated costs of including the Horne Lake Community to the Bow Horn Bay Fire Protection Service. Before the RDN and the Bow Horn Bay Fire Department Society undertake this effort, we would request confirmation that the majority of the properties are in favour of being included into the fire protection service. Note, that this doesn’t commit any property owner, it simply provides the RDN with sufficient information identifying that there is support to look at initiating a discussion and potentially a feasibility study.

Current costs that may assist initial conversations. The 2021 rate for fire protection in the Bow Horn Bay Fire Protection Service area is \$0.751 per \$1,000 applied to the net taxable value of land and improvements in the service area (as an example if the property value is \$300,000, the annual rate for service would be \$225.30). In order to provide service to the Horne Lake Community, RDN would need to acquire land, construct a new fire hall, purchase apparatus and consider any additional operational costs which would be in addition to the current rate for service.

If there is enough support for inclusion, the RDN in collaboration with the Bow Horn Bay Fire Department Society would initiate discussions and potentially look at a feasibility study with support from the RDN Board. Information from discussions and/or a feasibility study would be shared with the Community and if there is still majority support, the RDN could look at a formal petition process for inclusion.

## NANAIMO RIVER FIRE PROTECTION FEASIBILITY STUDY – WHAT WE HEARD ENGAGEMENT SUMMARY REPORT

### **RECOMMENDATION**

That the Board receive the Nanaimo River Fire Protection Feasibility Study – What we Heard Engagement Summary Report for information.

### **BACKGROUND**

The following motions were approved at the January 25, 2022, Regional District of Nanaimo (RDN) Board Meeting:

1. *That the Board approve a fire protection feasibility study to be conducted for the Nanaimo River fire protection service area, inclusive of a public engagement process to develop options for the “Nanaimo River Fire Protection Service Capital Reserve Fund” pursuant to the “Nanaimo River Fire Protection Service Reserve Fund Establishment Bylaw No. 1612, 2010”.*
2. *That the transfer to reserves for 2022 of \$15,661 be reduced to \$13,661 and that \$2000 reduction be allocated for the public engagement process.*
3. *That \$20,000 from reserves be allocated for the feasibility study.*

The following motion was endorsed at the June 28, 2022, Regional District of Nanaimo (RDN) Board Meeting:

*That the Board endorse the Engagement Plan for the Nanaimo River Fire Protection Feasibility Study.*

The RDN retained Tim Pley & Associates (TPA) to conduct a feasibility study for options development for the Nanaimo River fire protection service area. The scope of this feasibility study is to develop and analyze options for the funds raised for the construction of a fire hall and will include potential alternate cost-effective fire hall designs, alternatives such as an apparatus storage garage for expedited response to the area, stopping annual reserve fund contributions, returning reserve funds, or rationalizing the reserve fund contributions and/or retention of the collected funds.

A public engagement program with participating property owners/residents is a critical component of the study. The RDN is committed to hearing from impacted homeowners/residents and interested stakeholders to gather input and information, and feedback on how the community wishes to proceed.

The objectives of the public engagement program for this study were to:

1. Raise awareness among the Nanaimo River community that the fire service in that area is being reviewed.
2. Engage on preliminary fire service options for the community.
3. Inform property owners/residents and other interested stakeholders of the opportunities and implications associated with fire service options.
4. Gather input on fire service options.
5. Develop recommendations to be considered by the RDN Electoral Area Services Committee.

The following communication and engagement tools were used throughout the feasibility study:

TOOLS	OBJECTIVES	AUDIENCE
Website – Get Involved RDN <a href="#">Nanaimo River Fire Protection Service Area - Feasibility Study page</a>	To provide a “one stop shop” for general project information, engagement opportunities, communication resource materials and input portal.	Nanaimo River residents Nanaimo River property owners Community Association EVFD Project registrants
Fact Sheet No. 1	To provide information on the project’s scope.  To share the project’s timeline.  To identify opportunities to engage.	Nanaimo River residents Nanaimo River property owners Community Association EVFD Get Involved RDN project registrants and page visitors
FAQ	To address questions and concerns that currently exists.  To include fire protection grading from Fire Underwriters Survey.	Nanaimo River residents Nanaimo River property owners Community Association EVFD Get Involved RDN project registrants and page visitors
Fact Sheet No. 2 - Stage 1	To provide background information on the project (disseminated at the Open House).  To identify options, opportunities, and obstacles (to support display boards).	Open House participants  Get Involved RDN project
Fact Sheet No. 2 – Stage 2 (Canada Post mail-out)	To reach those who did not/could not attend the open house.	Nanaimo River residents Nanaimo River property owners Community Association EVFD Get Involved RDN project registrants and page visitors
Media Release	To promote participation at Open House and input opportunity.	RDN media list
Open House Invitation (Canada Post & online)	To invite participation and promote input opportunity.	Nanaimo River residents Nanaimo River property owners Community Association First Nations Get Involved RDN project registrants and page visitors

Open House	<p>To build an understanding of the issue at hand.</p> <p>To share project details.</p> <p>To provide attendees the opportunity to speak with project staff.</p> <p>To provide attendees the opportunity to provide input.</p>	Open House attendees
Feedback From (Stakeholders will have ample opportunity to submit input in the weeks following the open house)	To gather input for consideration.	<p>Nanaimo River residents</p> <p>Nanaimo River property owners</p> <p>Community Association</p> <p>EVFD</p> <p>Get Involved RDN project registrants and page visitors</p>
Display Panels	<p>To clearly communicate the following:</p> <ul style="list-style-type: none"> <li>- Goals &amp; Objectives</li> <li>- Project Overview</li> <li>- Response Times Mapping <ul style="list-style-type: none"> <li>o Current</li> <li>o Proposed</li> </ul> </li> <li>- Dwelling Protection Grades</li> <li>- Options &amp; Implications</li> <li>- How to Stay Involved</li> </ul>	<p>Open House Attendees</p> <p>Get Involved RDN project registrants and page visitors</p>
Social Media	<p>To promote Open House.</p> <p>To advertise input opportunity.</p> <p>To promote engagement with RDN's Get Involved project page.</p>	Followers
Newspaper ads	To promote Open House and input opportunity.	Readers

On August 13, 2022, at 1 p.m. RDN staff and the consulting team conducted the Open House at Gogo's Christmas Tree Farm (2625 S. Forks Road) in an outdoor gazebo. This event kicked off the project's formal public input period which was open from August 13 through August 26, 2022.

The What We Heard Engagement Summary Report (Attachment 1) provides a detailed analysis of the formal public responses received to the survey (Attachment 2) which were provided at the Open House and on-line via the *Get Involved RDN* project website. Engagement materials and survey feedback form are available in Attachment 2.



### Highlights of the What We Heard Engagement Summary Report:

- 38 individuals submitted their input to the RDN during the public input period (August 13 – 26, 2022)
- Of the 38 submissions, 33 individuals identified as living in the Nanaimo River community with the remaining five identifying they were from Extension or other areas.
- 25 hard copy feedback forms were received
- 13 submissions were received from the *Get Involved RDN* project page
- A total of 29 of the 33 Nanaimo River respondents own their properties. The remainder either rent or did not respond to the question.
- Just over 50 per cent of respondents living in the Nanaimo River community reported that they have resided at their property for over 20 years.

A key point to note was when asked what community members value most, majority of respondents indicated that both fire protection and low insurance premiums were of value to them (as opposed to only fire protection or low insurance premiums.)

### Next Steps:

In Q1 of 2023, the final consultants report on the Nanaimo River Fire Protection Feasibility Study will be presented to the EASC. The final report will be inclusive of findings, analysis and recommendations from Tim Pley & Associates on how the RDN should proceed with providing fire protection services to the Nanaimo River Community.

### **FINANCIAL IMPLICATIONS**

The budget for the Nanaimo River Fire Protection Feasibility Study is \$18,400.00 (excluding PST and GST.) The RDN allotted an additional \$2,000 to support the public engagement process. After all expenses, the public engagement costs came in under budget at \$1347.56. The feasibility study final report will be completed and processed in 2022, with presentation of the final report in Q1 of 2023.

### **STRATEGIC PLAN ALIGNMENT**

Social Wellbeing - Make the Region a safe and vibrant place for all, with a focus on children and families in programs and planning.

### **REVIEWED BY:**

- E. Beauchamp, Manager, Emergency Services
- L. Grant, General Manager, Planning & Development

### **ATTACHMENTS:**

1. What We Heard Engagement Summary Report - Tim Pley & Associates
2. Appendix - Nanaimo River Feasibility Study - Tim Pley & Associates

# What We Heard

## Engagement Summary Report

### **Project: Nanaimo River Fire Protection Service Area Feasibility Study**

**Date: October 5, 2022**

#### **Overview of the Project/Process and Objective for Engagement**

In 2005, the boundaries of the Extension Fire Protection Service Area in the Regional District of Nanaimo (RDN) were expanded to include 47 additional properties (now 72 properties) in the Nanaimo River community (including South Forks Road.) A new fire protection service area was also created for the purpose of raising capital funds to build a new fire hall that would better serve residents in the Nanaimo River community. At the same time as the expansion of the Extension Fire Protection Service Area and the creation of the Nanaimo River Fire Protection Service Area, a loan authorization bylaw was adopted by the RDN enabling \$280,000 in borrowing for the purpose of constructing a satellite firehall in the Nanaimo River community. Borrowing of the full amount did not take place, but a loan of \$20,761 was taken out in 2006 for capital start-up expenditures. In addition, a capital reserve was established to hold funds collected through tax allocations from the Nanaimo River properties. The capital reserve fund currently has \$216,554.

Recognizing the significance of this matter, the RDN committed to delivering a responsive, transparent public engagement program in 2022, that would gather input from Nanaimo River property owners/residents and other interested stakeholders.

The objectives of the public engagement program were to:

1. Raise awareness among the Nanaimo River community that the fire service in that area is being reviewed;
2. Engage on preliminary fire service options for the community;
3. Inform property owners/residents and other interested stakeholders of the opportunities and implications associated with fire service options;
4. Gather input on fire service options; and
5. Develop recommendations to be considered by the RDN Electoral Area Services Committee.

#### **The Process**

The community engagement process involved engaging with individuals and groups who were aware of and invested in the project and the topic, as well those who were less invested and perhaps not aware. Efforts were taken to make all residents/property owners and other interested parties aware of the engagement process and facilitate their involvement. The various methods of outreach and information used in this phase of the project touched on two public participation processes under the International Association of Public Participation's (IAP2) spectrum:

- 1) Inform – within this process the team provided balanced and objective information to assist stakeholders in understanding the matter at hand



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OF NANAIMO

# What We Heard

## Engagement Summary Report

- 2) Consult – where interested parties had opportunities to provide input on options and discuss the matter with subject matter experts

The Dwelling Protection Grades (DPGs) assigned by Fire Underwriters Survey (FUS) was a significant component of the topic being examined in this project. The RDN was in regular contact with FUS prior to the Open House. Days prior to the scheduled Open House FUS became aware of a mapping error upon which they had continued to assign a DPG rating of 3B for the Nanaimo River area. A 3B rating indicates that fire protection services rely on water tenders (a truck equipped with a water tank), rather than fire hydrants to provide water for fire protection. This rating generally results in significant insurance savings. When this mapping error was discovered, FUS served notice to the RDN that the DPG would be changing from 3B to 5 effective November 1, 2022, resulting in no insurance industry-recognized fire protection for the area. This will lead to potential impacts on fire insurance premiums for affected property owners in the service area. The fact that this information came to light days prior to the Open House resulted in residents/property owners and other interested parties learning of the pending change at the Open House. It should be noted that respondents to the RDN survey may not have had full awareness of the pending change to the DPG and the potential that property insurance premiums could increase.

### Awareness and Engagement Activities Undertaken

The public outreach phase of the feasibility study was launched on July 18, 2022, with the repopulation of a *Get Involved RDN* project page ([getinvolved.rdn.ca/nanaimo-river-fire](http://getinvolved.rdn.ca/nanaimo-river-fire)). To help promote the page and upcoming engagement opportunities a fact sheet (see Appendix A) and invitation (see Appendix B) were mailed directly to 75 Nanaimo River property owners/residents on July 20, 2022, via the Canada Post Precision Targeter tool. These materials provided information about the project and invited recipients to a public Open House that was scheduled to take place on August 13, 2022 at GoGo's Christmas Tree Farm. Included in these materials was a QR code directing people to the project page and a call to action for recipients to register for project updates on the *Get Involved RDN* online platform. The fact sheet and invitation were also posted to the *Get Involved RDN* project page.

In addition to the Canada Post mail out, the RDN sent an electronic newsletter (see Appendix C) with the same information to those registered on the *Get Involved RDN* project page. Ten registrants received the email; 100 per cent of those registrants opened the email.

The RDN also created a Facebook event on the RDN Facebook account ([www.facebook.com/events/412146714206565](https://www.facebook.com/events/412146714206565)). A total of 17 people indicated through this platform that they would attend the August 13 event.

The RDN also took out a quarter-page ad in Nanaimo News Bulletin (see Appendix D). This ad (a resized version of the rack card invitation) was published in the August 3, 2022, edition.

Lastly, the RDN posted the Open House on their *News & Highlights* events calendar, on the *Get Involved RDN* project page and placed Open House invitation posters at group mailboxes within the Nanaimo River community.



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# What We Heard

## Engagement Summary Report

On August 13, 2022, at 1 p.m. RDN staff and the consulting team conducted the Open House at GoGo's Christmas Tree Farm (2625 S Forks Road) in an outdoor gazebo. This event kicked off the project's formal public input period which was open from August 13 through August 26, 2022.

Upon arrival at the Open House attendees were asked to sign in at the registration desk (see Appendix E). There they were provided with a copy of the fact sheet, a frequently asked questions (see Appendix F) document and a four-page feedback form (see Appendix G). As they entered the gazebo they were asked to "pin" the location of their home/property on a large format community map (see Appendix H). Attendees were then encouraged to make their way at their own pace around a display of nine information panels (see Appendix I).

The information panels provided information on the following topics:

- Goals of the engagement and desire to create a safe space where thoughts and opinions could be expressed
- Fire Underwriter's DPG
- DPG classification criteria
- The current DPGs in the Nanaimo River community
- How DPG ratings affect insurance premiums
- Options for consideration
- Project timeline
- Decision-making road map
- Two maps - one showing the current (interim) DPGs and one showing projected DPGs after October 31, 2022

Subject matter experts Anita Sharma, RDN Fire Services Coordinator, Tim Pley, Principal, Gordon Anderson, Associate, and Alicia Puusepp, Associate with Tim Pley & Associates were on hand to answer questions and listen to concerns. Once attendees reviewed the information provided, they were encouraged to complete and submit their feedback using the form provided.

A total of 39 people attended the event (see Appendix J for event photos.)

To ensure the feedback form was accessible for all, the RDN converted the feedback form into an online survey accessible via the *Get Involved RDN* project page and uploaded a PDF version for print under the *Supporting Documents* section.

Feedback submissions were accepted at the event, via the *Get Involved RDN* project page, by mail, email or in-person drop-off at the RDN office.

On August 15, 2022, a "Thank You" email/newsletter (see Appendix K) was posted/sent to event attendees and *Get Involved RDN* project page registrants. The outreach piece thanked individuals for their participation, highlighted the upcoming input deadline and encouraged them to remind neighbours and friends in the



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# What We Heard

## Engagement Summary Report

Nanaimo River area to submit their input before the August 26, 2022, deadline. 81 per cent of recipients through the Get Involved RDN project page opened the newsletter.

On August 23, 2022, an “Input Deadline” reminder email/newsletter (see Appendix L) was posted/sent to the RDN’s stakeholder list and *Get Involved RDN* project page registrants. The *Get Involved RDN* newsletter had an open rate of 87.5 per cent.

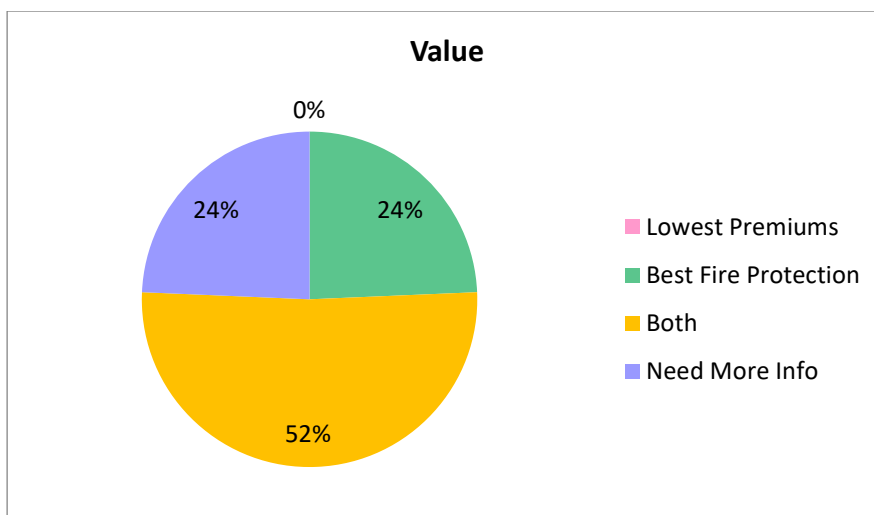
The input period closed at 4:30 p.m. on August 26, 2022.

### What We Heard

A total of 25 hard copy feedback forms were received (see Appendix M) and a total of 13 submissions came by way of the *Get Involved RDN* project page survey (see Appendix N). In total, 38 individuals submitted their input to the RDN during the public input period (August 13 – 26, 2022).

Of the 38 submissions, 33 individuals identified as living in the Nanaimo River community with the remaining five identifying they were from Extension or other areas. A total of 29 of the 33 Nanaimo River respondents own their properties. The remainder either rent or did not respond to the question. Just over 50 per cent of respondents living in the Nanaimo River community reported that they have resided at their property for over 20 years.

When asked what community members value most, no (zero per cent) respondents selected “Lowest Premiums,” nine (24 per cent) selected “Best Fire Protection,” 19 (52 Per cent) selected “Both” indicating that low premiums and best fire protection was of most value (as opposed to only fire protection or low insurance premiums), and nine (24 per cents) desire additional information.

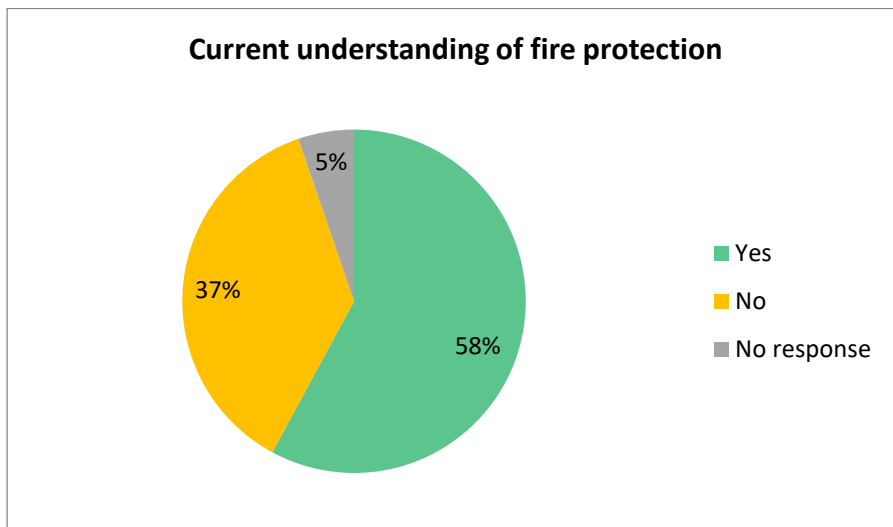




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# What We Heard Engagement Summary Report

When asked if they were comfortable with their current understanding of fire protection services for the Nanaimo River community 22 (58 per cent) indicated they had a comfortable understanding, 14 (37 per cent) indicated they did not and two (five per cent) did not answer the question.



When asked what other information would be helpful to better understand the current fire protection service respondents provided the following comments:

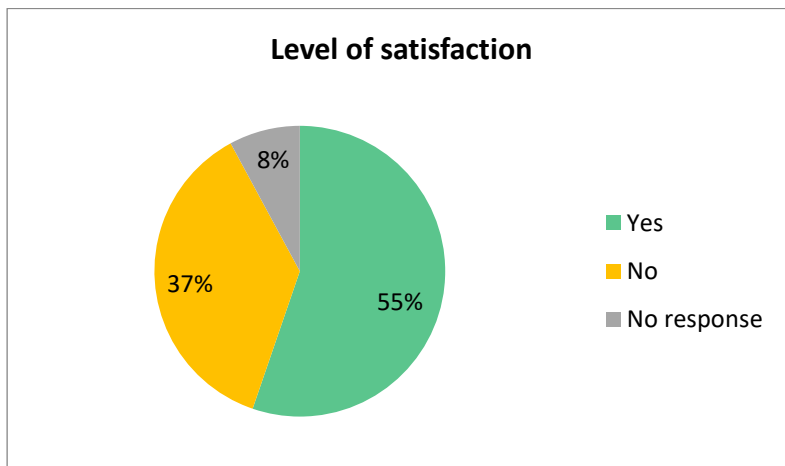
- “A justification of misrepresented information from both the RDN and the Fire Underwriters of Canada ..... no understanding of the falsified information ..... explain.”
- “I feel we are being bullied into this fire hall by the RDN lying to us.”
- “Know that having protection for the last 17yrs. isn't stripped from us on a whim. Justification of misrepresented information from the RDN & fire underwriters. No understanding of false information.”
- “We must have the level of fire protection in detail. To find out at the Open House - oh by the way: underwriters has made a mistake - please provide the Community Association with the correspondence resulting in this change.”
- “My understanding may not be what government intentions are! My understanding monies were for FIREHALLNOT STUDIES, etc.”



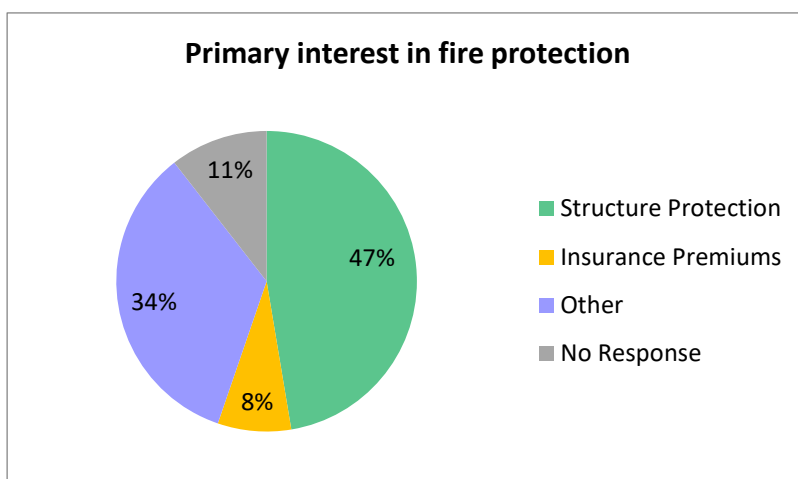
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# What We Heard Engagement Summary Report

When asked if their satisfaction level would change if fire insurance premiums were to increase, 21 respondents (55 per cent) indicated it would, 14 (37 per cent) indicated it would not and three respondents (eight per cent) did not answer the question.



When asked about their primary interest in fire protection, 18 respondents (47 per cent) indicated structure protection was their primary interest, three respondents (eight per cent) indicated insurance premiums and 13 (34 per cent) stated they have “Other” interests. When asked to expand on what “Other” means, respondents provided an array of answers many of which centered on the protection of life (see Appendix O - Question 6, for detailed responses). A total of four respondents (11 per cent) chose not to answer the question.



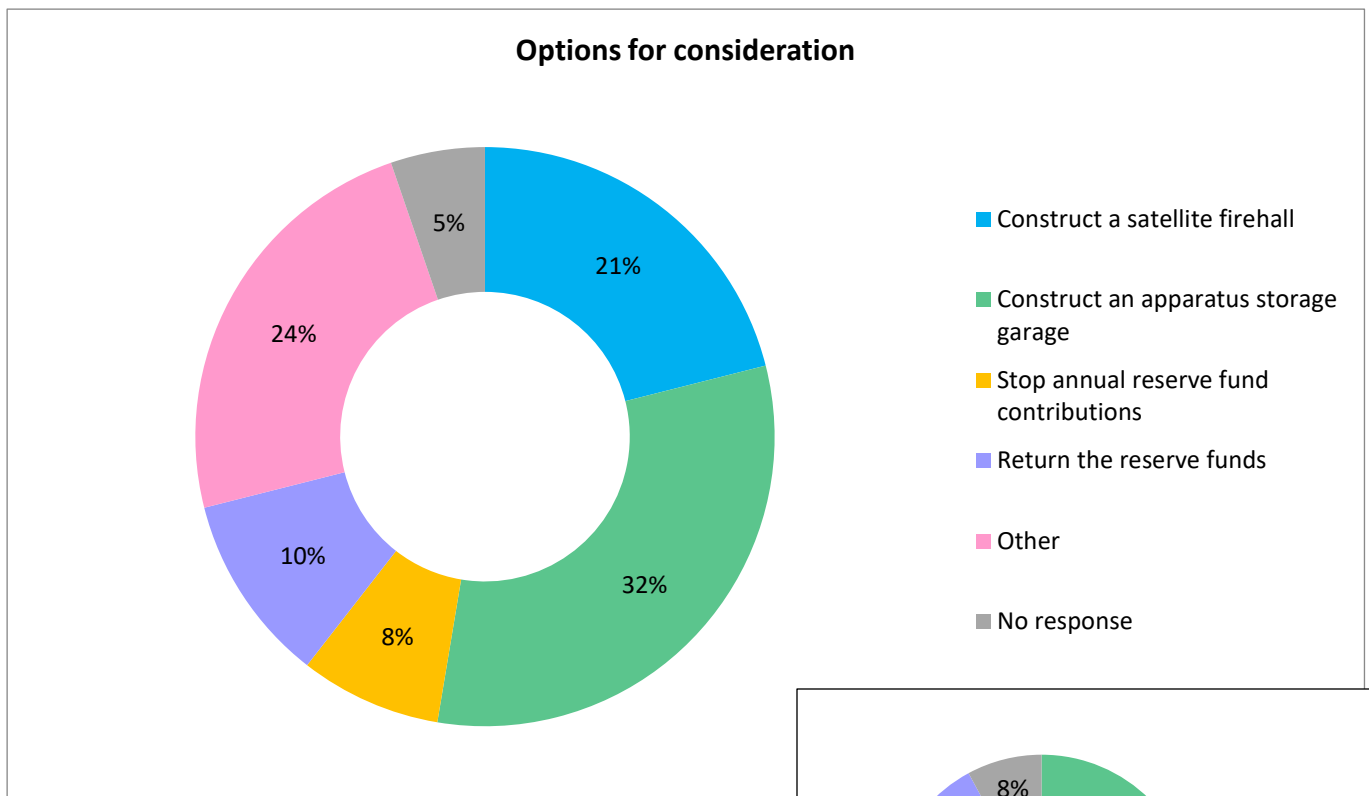


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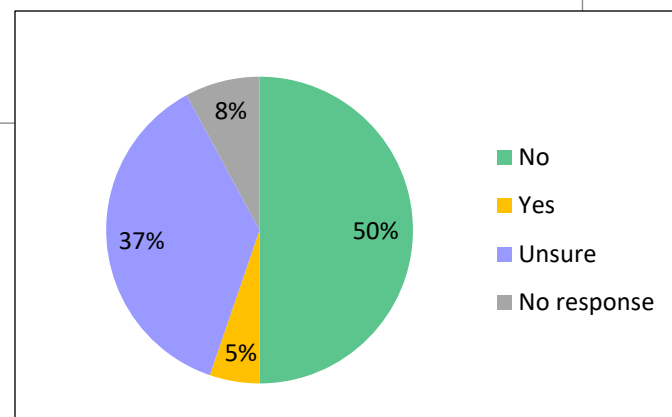
# What We Heard

## Engagement Summary Report

At the centre of this engagement program is the question on how the RDN should proceed with the funds that have been collected. Five options were presented to respondents and they were asked to select one option. The below chart is a breakdown of how respondents would like to see the RDN proceed with the funds. Eight respondents (21 per cent) are in favour of building a satellite firehall, 12 (32 per cent) are in favour of constructing a storage garage, three (8 per cent) wish to stop annual reserve fund contributions, four (10 per cent) want the reserve funds returned and nine (24 per cent) want to see other alternatives considered. For more detail on what was provided under the “Other” category, please refer to Appendix O, Question 7.



When asked if their answer to the above would change if the Dwelling Protection Grade for their property changed, resulting in an increase to their fire insurance premiums, 19 (50 per cent) indicated it would not, 2 (five per cent) said it would, 14 (37 per cent) were unsure and three (8 per cent) did not answer the question.





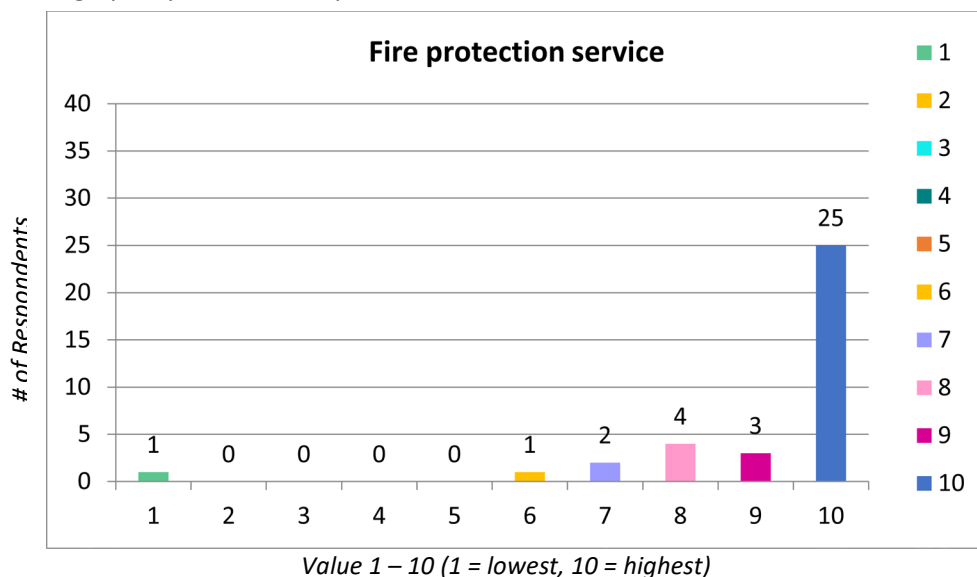


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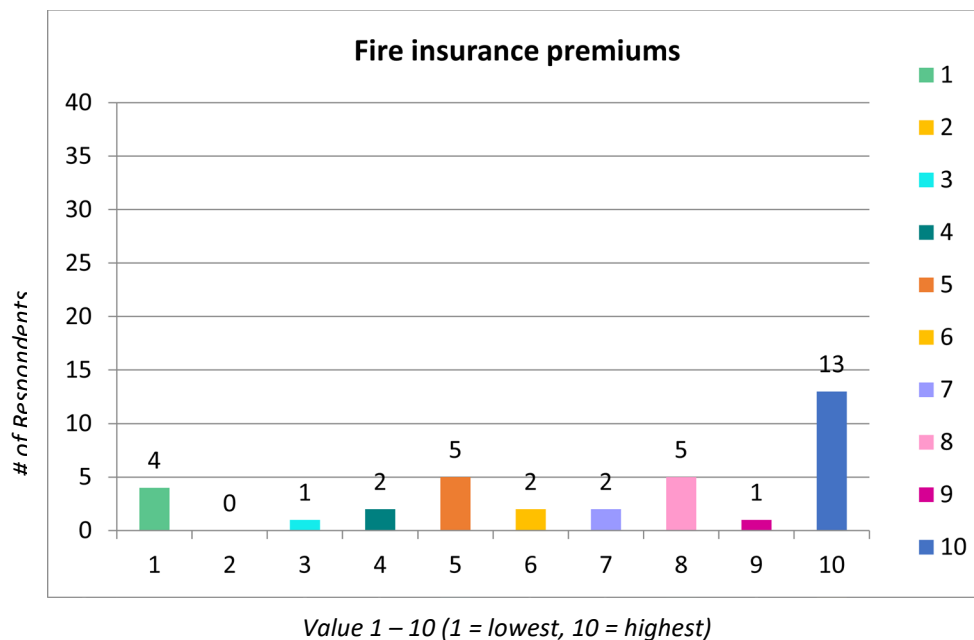
# What We Heard Engagement Summary Report

Respondents were then asked to rate their value on a scale of 1 to 10 (with one being the lowest and ten being the highest). Please note that two respondents elected not to answer this part of the feedback form/survey and several others only answered select questions. The following was asked:

How highly do you value fire protection services in the Nanaimo River Fire Service Area?



How highly do you value reduced fire insurance premiums?



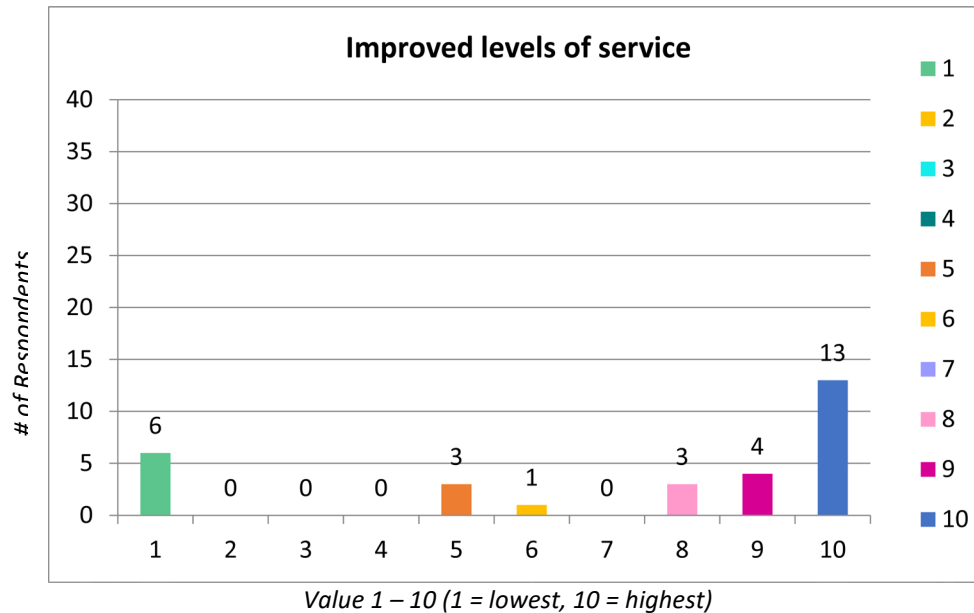


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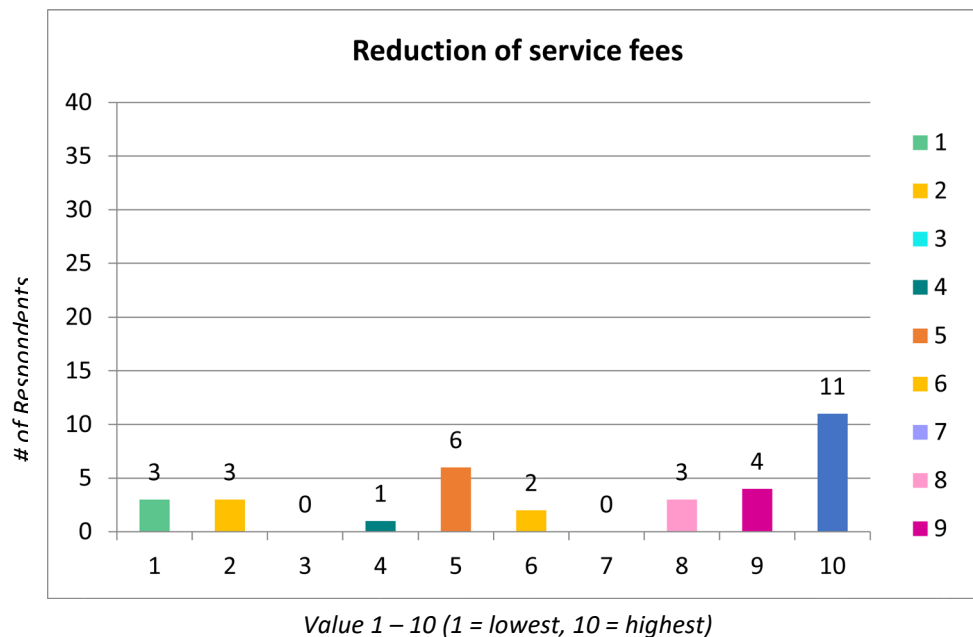
# What We Heard

## Engagement Summary Report

How highly would you value improved levels of fire protection service provided in the Nanaimo River service area (as measured in part by reduced response times to emergencies)?



How highly would you value a reduction of service fees (taxes) as they relate to fire protection in the Nanaimo River area?





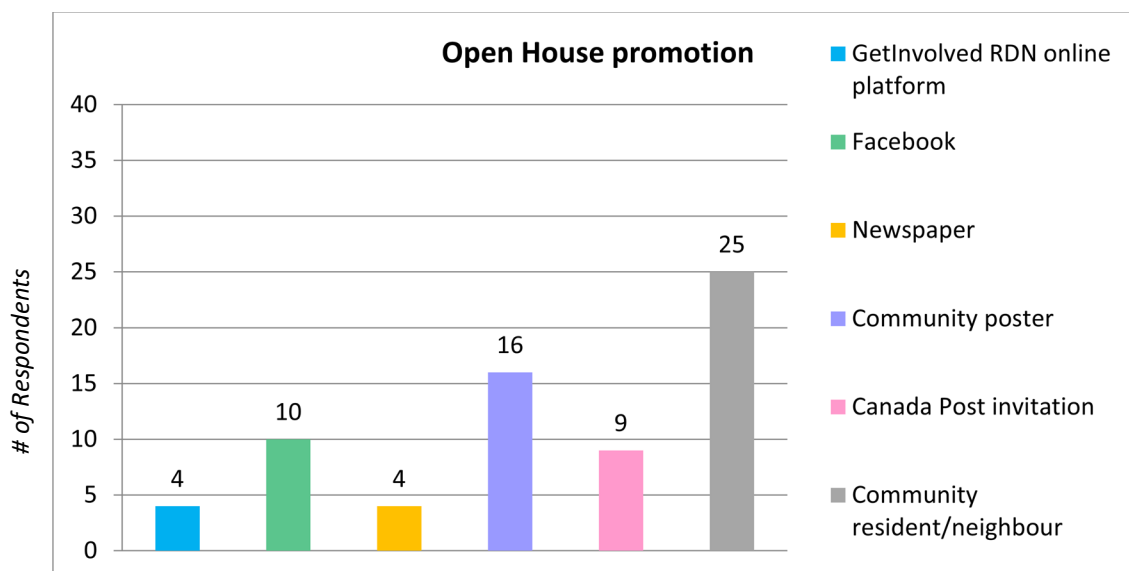
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# What We Heard Engagement Summary Report

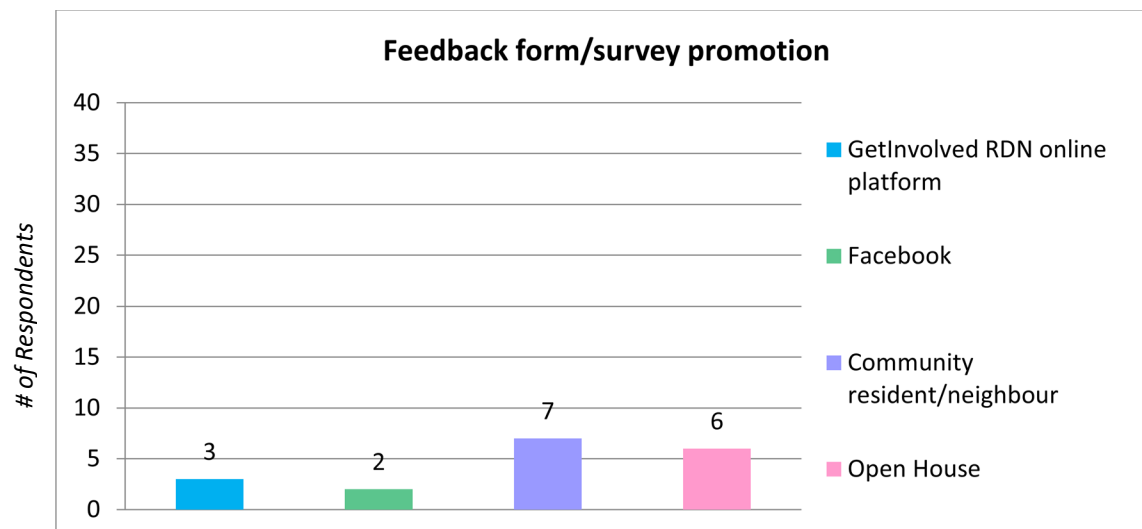
To close out the main portion of the feedback form/survey respondents were asked to share other information with the RDN to help inform future decision-making on the topic of Nanaimo River fire protection services. For a detailed summary of responses, please see Appendix O.

## Measuring Effectiveness of Outreach

As a way to measure the effectiveness of the outreach efforts, respondents were asked to identify where they heard about the Nanaimo River Fire Protection Service Area Feasibility Study Open House. They were asked to select all of the ways in which they were informed of the event.



For those that took the survey online, they were asked how they heard about the feedback form/survey.





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# What We Heard Engagement Summary Report

## Who We Heard From

The RDN engaged with the following groups and individuals as part of the public outreach process for the feasibility study:

- Nanaimo River community residents and property owners
- Nanaimo River South Forks Community Association Members
- Extension Fire Protection Service Area Residents - added, this group was not identified in the June 28 Draft Engagement Plan to the RDN Board
- RDN Electoral Area C Director
- Extension Volunteer Fire Department Fire Chief
- Extension Volunteer Fire Department Society Board Chair and several Directors
- Snuneymuxw First Nation

## Next Steps

This report in its entirety will be attached to the *Feasibility Study for Options Development for the Nanaimo River Fire Protection Service Area in Electoral Area C Report* (the “Feasibility Report”) and will be submitted to the RDN Fire Services Coordinator and presented to the RDN Electoral Area Services Committee by Tim Pley & Associates. Key learnings from this report will be summarized in the feasibility report.

The feasibility report will be presented to the RDN Electoral Area Services Committee, at which time Directors will be able to consider options and recommendations taking into account the community input outlined in this report. The feasibility report will also be posted to the *Get Involved RDN* project page.

*APPENDIX*

**Nanaimo River Fire Protection  
Service Feasibility Study**

# NANAIMO RIVER - FIRE PROTECTION SERVICE FEASIBILITY STUDY

JULY 2022

## THE BIG PICTURE

In 2005, the boundaries of the Extension Fire Protection Service Area in the Regional District of Nanaimo (RDN) were expanded to include 47 additional properties (now 72 properties) in the Nanaimo River community (including South Forks Road.) A new fire protection service area was also created for the purpose of raising capital funds to build a new fire hall that would better- serve residents in the Nanaimo River community.

At the same time as the expansion of the Extension Fire Protection Service Area and the creation of the Nanaimo River Fire Protection Service Area, a loan authorization bylaw was adopted by the RDN enabling \$280,000 in borrowing for the purpose of constructing a satellite firehall in the Nanaimo River community. Borrowing of the full amount did not take place, but a loan of \$20,761 was taken out in 2006 for capital start-up expenditures. In addition, a capital reserve was established to hold funds collected through tax allocations from the Nanaimo River properties for the purpose of constructing the satellite firehall.

Fast-forward to 2022, a satellite firehall has not been constructed and the capital reserve fund now holds a balance of \$216,554.

## DID YOU KNOW?

Your home's fire insurance premiums are determined based on Dwelling Protection Grades (DPG) created by the Fire Underwriters Survey (FUS). These DPG's take into consideration:

- proximity to responding firehalls;
- hydrant protection; and
- whether a fire department meets established criteria to effectively fight fires in its given service area.

## YOUR PROTECTION GRADE

When the Nanaimo River Fire Protection Service Area was first established FUS changed the DPG from non-protected (5) to semi-protected (3B) for majority of the homes in the Nanaimo River community. Some properties on the outskirts of the area continue to be graded non-protected (5).

In 2018, the FUS renewed the protection grading. FUS did not state at that time whether the DPG was based on the commitment to construct a satellite firehall. With alternate options now being explored, the RDN must determine how best to proceed with the reserve funds while ensuring effective fire protection services continue for the Nanaimo River community.

## NEXT STEPS

As a next step in determining how best to move forward, the RDN is:

- conducting a feasibility study on current and projected fire protection needs of the area;
- investigating options and opportunities that meet FUS requirements;
- engaging with home owners, residents and other interested parties on reserve fund management;
- gathering input and presenting findings; and
- making recommendations for the Electoral Area Services Committee's consideration.

## GET INVOLVED!



For more, visit [getinvolved.rdn.ca](https://getinvolved.rdn.ca) or open your iPhone's camera, point it at the QR code and wait for the code to scan.

# NANAIMO RIVER - FIRE PROTECTION SERVICE AREA FEASIBILITY STUDY

## WHAT'S NEXT



### ASSESSING

current and projected fire protection needs of Nanaimo River Fire Protection Service Area



### EXAMINING

options for addressing any identified service gaps that may exist



### ENGAGING

with home owners, residents and other interested parties and compiling input



### RECOMMENDING

options for the use and application of accumulated reserve funds

## GET INVOLVED

Your input is an important part of the decision making process.

On August 13, 2022, home owners, residents and other interested parties will have an opportunity to review and discuss the preliminary findings from the feasibility study. Input provided at the open house and on the Get Involved RDN online platform will help further inform any recommendations being brought forward to the RDN's Electoral Area Services Committee.

Visit [getinvolved.rdn.ca/nanaimo-river-fire](https://getinvolved.rdn.ca/nanaimo-river-fire) for more information and to register. By registering you'll receive timely updates, information on upcoming engagement opportunities and important details on the decision making process and how it will impact you.

## CONTACT



Anita Sharma, Fire Services Coordinator, Emergency Services  
Phone: 250-390-6756  
Email: [ASharma@rdn.bc.ca](mailto:ASharma@rdn.bc.ca)  
Website: [getinvolved.rdn.ca/nanaimo-river-fire](https://getinvolved.rdn.ca/nanaimo-river-fire)

## OPEN HOUSE

DATE: SATURDAY,  
AUG 13, 2022

TIME: 1 - 4 P.M.

LOCATION: GOGO'S  
CHRISTMAS TREE  
FARM - GAZEBO

2625 S. FORKS ROAD  
NANAIMO



**JOIN  
US**

# **NANAIMO RIVER FIRE PROTECTION**

## **SERVICE AREA FEASIBILITY STUDY**

# **OPEN HOUSE**

**Saturday, August 13, 2022**

**1 - 4 p.m.**

**Gogo's**

**Christmas Tree Farm**

**2625 S. Forks Road, Nanaimo**

**At the gazebo**

## **JOIN US TO:**

- Learn more about your fire service area
- Review preliminary fire service options
- Discuss opportunities and implications
- Provide input

## **WANT TO LEARN MORE?**



For more, visit [getinvolved.rdn.ca](https://getinvolved.rdn.ca) or open your iPhone's camera, point it at the QR code and wait for the code to scan.





Alicia Puusepp consultingwillowrose@gmail.com&gt;

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**Nanaimo River Fire Protection Service Feasibility Study - Open House**

1 message

**Get Involved RDN Team** <notifications@engagementhq.com>

Tue, Jul 19, 2022 at 12:12 PM

Reply-To: getinvolved@rdn.bc.ca

To: consultingwillowrose@gmail.com



Thank you for your interest in the Nanaimo River Fire Protection Service Feasibility Study. We appreciate your participation in this very important project and look forward to welcoming you to our Open House Public Engagement Session on Saturday, August 13, 2022 from 1:00-4:00pm at GoGo's Christmas Tree Farm in the Gazebo. Invitation can be found at [getinvolved.rdn.ca/nanaimo-river-fire](https://getinvolved.rdn.ca/nanaimo-river-fire).

To date, the Project Team have been gathering key pieces of information to help inform the study. As a next step in determining how best to move forward, the RDN is preparing to engage with home owners, residents and other interested parties on reserve fund management. You can find more information on our current state and next steps on our July 2022 Fact Sheet.

We hope you will be able to join us in the opportunity to share your ideas and suggestions as your input is valuable and an important part of the decision making process. Please feel free to share this with friends and neighbors in the Nanaimo River area.

As we move through the study, we will continue to keep you involved and up to date throughout the process.

Thank you and we look forward to seeing you at the Open House.

Kind regards,

The Nanaimo River Fire Protection Service Area - Feasibility Study Project Team

## AUGUST CALENDAR

There are no Board or Committee Meetings scheduled in August.

[www.rdn.bc.ca/agendas-minutes-videos](http://www.rdn.bc.ca/agendas-minutes-videos)

## RDN PHOTO CONTEST

Love to take photos? Submit your best shots from around the RDN to one or more of the four photo contest categories:

- Enjoying Our Great Outdoors
- My Hometown
- Going Green
- Your Region (youth)



Winning photographers will receive a gift card to a local RDN business of their choice. Contest closes August 31, 2022. For more information and to upload your photos, visit [www.getinvolved.rdn.ca/photo-contest-2022](http://www.getinvolved.rdn.ca/photo-contest-2022).

[www.getinvolved.rdn.ca/photo-contest-2022](http://www.getinvolved.rdn.ca/photo-contest-2022)

## CANDIDATE INFORMATION SESSION

Thinking of running in the October 15, 2022, general local election? Learn the ins and outs of being a municipal or rural director on the RDN Board at an upcoming information session:

Tuesday, August 9, 2022

- Session 1: 3 – 4:30 p.m.
- Session 2: 7 – 8:30 p.m.

RDN Board Chambers  
6300 Hammond Bay Road, Nanaimo

Hosted by the RDN, the session will cover the duties and commitments of municipal and rural elected officials, as well as important details of the election process. For those wishing to view remotely, these sessions will be webstreamed at [www.rdn.bc.ca/events/2022-08-09](http://www.rdn.bc.ca/events/2022-08-09) and a recording will be made available on our website.

For more information, call 250-390-4111 or 1-877-607-4111, [vote@rdn.bc.ca](mailto:vote@rdn.bc.ca) or visit [www.rdn.bc.ca/2022elections](http://www.rdn.bc.ca/2022elections).

[www.rdn.bc.ca/2022elections](http://www.rdn.bc.ca/2022elections)

## NANAIMO RIVER FIRE PROTECTION OPEN HOUSE

Join us at the upcoming Nanaimo River Fire Protection Service Area Open House to:

- Learn about your fire service area and protection grade
- Review preliminary fire service options
- Discuss opportunities and implications
- Provide input

Saturday, August 13, 2022  
1 – 4 p.m.

Gogo's Christmas Tree Farm  
2625 S. Forks Road, Nanaimo  
(at the Gazebo)



To learn more about the feasibility study, visit [www.getinvolved.rdn.ca/nanaimo-river-fire](http://www.getinvolved.rdn.ca/nanaimo-river-fire).

[www.getinvolved.rdn.ca/nanaimo-river-fire](http://www.getinvolved.rdn.ca/nanaimo-river-fire)

## KEEP INFORMED!

Learn about current RDN projects at [www.getinvolved.rdn.ca](http://www.getinvolved.rdn.ca).

[www.getinvolved.rdn.ca](http://www.getinvolved.rdn.ca)



250-390-4111 or 1-877-607-4111



@RegionalDistrictOfNanaimo



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@RDNanaimo

Get Involved RDN!



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# NANAIMO RIVER FIRE PROTECTION SERVICE AREA FEASIBILITY STUDY

## FREQUENTLY ASKED QUESTIONS

### Appendix E

#### 1. What is a Local Government Service Area?

In Electoral Areas of a regional district, the regional district government must establish a local service area in order to deliver services such as fire protection, water, street lighting and waste collection. The service area is created by bylaw. The bylaw defines the services being provided, the geographic area boundaries within which the services are to be provided, and the maximum amount that may be requisitioned through taxation for the services provided from service area residents.

#### 2. Why are properties in the Nanaimo River area in two fire protection service areas?

In 2005, the Nanaimo River area was added to the Extension Fire Protection Service Area to enable Nanaimo River residents to receive fire protection from the Extension Volunteer Fire Department (the “EVFD”). When the properties were added, it was recognized that a satellite firehall, designed primarily to serve the Nanaimo River area, would be beneficial given the travel distance to the area from the EVFD firehall. Accordingly, a second service area, the [Nanaimo River Fire Protection Service Area](#), was created to fund the purchase of land, buildings, vehicles and equipment to provide fire protection services.

Since 2005, funds have been accumulated under that bylaw for the purpose of constructing a satellite firehall and funding the purchase of fire apparatus and equipment. At present, the Regional District of Nanaimo (RDN) holds \$216,554 in a capital reserve fund.

#### 3. How does fire protection service relate to property taxes and fire insurance premiums?

*Property Taxes:* Fire protection, like any other regional district service, is primarily funded through taxes charged against the owners of properties receiving that service. The total annual cost of service delivery is calculated and covered through taxation of the property owners receiving that service, usually based on assessed values of land and/or improvements, or a parcel tax or combination of these methods. For certain services, the tax requisition may be reduced where there are user fees also being collected.

*Fire Insurance Premiums:* Owners of private property may insure against the risk of loss, including fire. Any person with a mortgage will be required by the lender to take out such insurance. When insurance companies set premiums (fees) for fire insurance, they take into consideration several risk factors, one of which is the level to which the insured property is protected from fire by a responding fire department. In general terms, the better the fire protection service as assessed by the [Fire Underwriters](#), the lower the insurance premiums.

#### 4. What is a Dwelling Protection Grade?

A Dwelling Protection Grade (DPG) is a fire department rating established by the Fire Underwriters and used by insurers to assess the level of fire protection available for single family residential properties. The rating is set on a 5-point scale, where a rating of “1” reflects the best fire protection and “5” reflects that no insurance industry-recognized fire protection is provided. For a residential property to benefit from the fire



# NANAIMO RIVER FIRE PROTECTION SERVICE AREA FEASIBILITY STUDY

## FREQUENTLY ASKED QUESTIONS

department's rating, it must be within eight kilometres (8 km) of a responding firehall. If beyond that, the rating drops to DPG 5 or "unprotected." For more information, go to: [Grading \(fireunderwriters.ca\)](http://Grading(fireunderwriters.ca)).

The EVFD is currently rated at DPG 3B (semi-protected), which means it relies on water tenders (a truck equipped with a water tank), rather than fire hydrants to provide water for fire protection. This rating generally results in significant insurance savings for residential property owners whose properties are within eight kilometres (8 km) of the EVFD firehall.

The RDN is engaging with the Fire Underwriters to determine what the effect will be if a satellite firehall is (or is not) constructed in the Nanaimo River area.

### **5. Could the Dwelling Protection Grade in the Nanaimo River area changed?**

Yes. As a result of information arising from the current review, Fire Underwriters are reviewing the DPG in the Nanaimo River Fire Protection Area. The DPG for approximately 50 properties may be lowered from 3B (semi-protected) to 5 (unprotected).

### **6. How is fire department response time related to the level of fire protection service?**

NOTE: This does not factor into the Dwelling Protection Grade rating.

Structure fires evolve at a rapid rate. The most effective way to stop the growth of a fire in a structure, to prevent further property damage and risk to persons, is to assemble the necessary resources at the scene to extinguish the fire in as short a time as possible. Within about eight minutes of ignition, a fire can generally be expected to expand beyond the room of origin, resulting in significantly greater property damage and risk to inhabitants.

A satellite firehall located in the Nanaimo River area would help reduce EVFD response times in the area and improve fire protection for residents.

### **7. What is a "fire department storage facility," and how does it differ from a "satellite firehall"?**

A fire department storage facility is a basic structure used to store fire department trucks and from which that truck responds to incidents. Fire department storage facilities do not have adequate space and amenities to be recognized by Fire Underwriters as a firehall, and therefore do not contribute to reduction in fire insurance premiums.

A fire department storage facility would be less expensive to construct and would also shorten response times, but it likely would not be recognized by the Fire Underwriters for rating purposes. The RDN continues to explore this with the Fire Underwriters.



## NANAIMO RIVER FIRE PROTECTION SERVICE AREA FEASIBILITY STUDY

# FREQUENTLY ASKED QUESTIONS

### **8. What could be the benefits of constructing and operating a satellite firehall in the Nanaimo River area?**

There would be three main benefits of constructing a satellite firehall.

- I. A satellite firehall would result in reduced response times in the Nanaimo River area, thus improving fire protection service for the properties and residents there.
- II. Properties in the Nanaimo River area would be within eight kilometres of a recognized firehall, entitling owners of those properties to the insurance premium benefit of the department's DPG 3B rating.
- III. Expanding the EVFD to two firehalls would improve the department's ability to respond to major structure and interface fires throughout its entire service area.

Over time, as the EVFD's services evolve and improve, the satellite hall would also contribute to an improved fire protection rating for commercial, industrial and multi-family properties (fire protection for these occupancy classifications is rated on a different scale from the DPG).

### **9. What could be the consequences of constructing and operating a satellite firehall in the Nanaimo River area?**

Constructing, equipping and staffing (with volunteers) a satellite firehall will involve incurring costs, some of which will likely need to be funded through borrowing. When first conceived, in addition to acquiring a property in the Nanaimo River area as a firehall location, the RDN passed a bylaw authorizing the borrowing of up to \$280,000 to fund construction. The principal and any borrowing costs would have to be funded through property taxes in the Nanaimo River Fire Protection Service Area.

Operating a satellite firehall that is recognized by the Fire Underwriters will require 10 regularly responding members to be assigned to that hall. Ideally, members should be drawn from the Nanaimo River area to improve response times. Additional recruitment and training of new members will therefore be necessary.

### **10. What is the anticipated cost of constructing and outfitting a satellite firehall in the Nanaimo River area? How would the construction costs be managed?**

The RDN is currently reviewing the potential costs and process. Upon completion of the feasibility study, the RDN will share findings with the Nanaimo River community via a presentation and present recommendations to the Electoral Area Services Committee for consideration.



# NANAIMO RIVER FIRE PROTECTION SERVICE AREA FEASIBILITY STUDY

## FREQUENTLY ASKED QUESTIONS

**11. If a satellite firehall was constructed and operated in the Nanaimo River area, who would pay for costs to operate that firehall? Who would pay for the replacement costs of the satellite firehall and associated equipment?**

Capital costs (construction and initial outfitting expenses) would be paid through taxation of property owners in the Nanaimo River Fire Protection Service Area.

Operating costs (ongoing operating, maintenance, and replacement expenses) would be paid through taxation of property owners in the Extension Fire Protection Service Area (which includes Nanaimo River).

**12. What would be the impact, if any, on the Extension Fire Protection Service Area if a satellite firehall was constructed and operated in the Nanaimo River area?**

A satellite firehall would become a part of the EVFD. The department would need to increase its number of firefighters – the main firehall requires a minimum of 15 firefighters plus a chief officer, while a satellite firehall requires a minimum of 10 regularly responding members. The department would experience an associated increase in its administrative workload as well as some logistical challenges connected with operating two separate buildings approximately ten kilometers (10 km) apart.

The addition of a satellite firehall would also mean that the EVFD would have more trucks and trained firefighters available to respond to major incidents, whether structure fires or interface events, throughout its service area.

**13. What would be the likely outcome if the RDN abandoned plans to construct a satellite firehall in the Nanaimo River area?**

The RDN is currently reviewing with the Fire Underwriters what the outcomes would be if a satellite firehall was not constructed.

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*We hope you found this information of value*

For more on the Nanaimo River Fire Protection Service Area Feasibility Study visit:

[getinvolved.rdn.ca/nanaimo-river-fire](http://getinvolved.rdn.ca/nanaimo-river-fire)



REGIONAL  
DISTRICT  
OF NANAIMO

## We Want to Hear From You!

Nanaimo River Fire Protection Service Area Feasibility Study Open House  
August 13, 2022 • GoGo's Christmas Tree Farm

Thank you for your participation today. Please spend a few minutes to answer the following questions and submit this form to the staff before you leave.

Name (optional): \_\_\_\_\_

1) Do you live in the Nanaimo River community? Please check.

- ☐ Yes  
☐ No

a) If yes, do you rent or own in the Nanaimo River community?

- ☐ Rent  
☐ Own

b) Please provide us your postal code and indicate how many years/months you have resided there:

Postal Code: \_\_\_\_\_

Number of years/months: \_\_\_\_\_

2) What do you value most highly? Please check only one box.

- ☐ Lowest possible fire insurance premiums  
☐ Best possible fire protection services  
☐ Both  
☐ Need more information

What further information would you need to make an informed decision?

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*The personal information you post may be collected by the Regional District of Nanaimo (RDN) under sections 26(c) and 26(e) of the Freedom of Information and Protection of Privacy Act for the purposes of engaging and consulting with the public. The RDN is using a Bang the Table hosted site that stores the information in Canada but Bang the Table staff located in the US can access your profile information to provide assistance at your request. To protect your own privacy and the privacy of others, please do not include any personal information including phone numbers and email addresses in the body of your comments. Also, do not share personal information about others. If you have any questions about the collection of your personal information, please contact Anita Sharma, project lead at [asharma@rdn.bc.ca](mailto:asharma@rdn.bc.ca) or by calling 250-390-6756.*



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## NANAIMO RIVER FIRE PROTECTION SERVICE AREA FEASIBILITY STUDY

# FEEDBACK FORM

3) Are you comfortable with your current understanding of fire service protection for Nanaimo River?  
Please check.

- ☐ Yes  
☐ No

If no, what other information would be helpful to better understand your current fire protection service?

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4) Are you satisfied with the current level of fire service? Please check.

- ☐ Yes  
☐ No

5) Would your satisfaction with current level of fire service change if fire insurance premiums were to increase? Please check.

- ☐ Yes  
☐ No

6) What is your primary interest in fire protection? Please check only one box.

- ☐ Structure protection (response time and service)  
☐ Insurance premiums  
☐ Other - Please provide more detail in the space provided below.

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## NANAIMO RIVER FIRE PROTECTION SERVICE AREA FEASIBILITY STUDY

# FEEDBACK FORM

7) The Regional District of Nanaimo is exploring options on how to proceed with the money currently held in the reserve fund. How would you like to see the reserve funds managed? Please check only one box.

- ☐ continue to explore construction of a satellite firehall
- ☐ explore construction of an apparatus storage garage
- ☐ stop annual reserve fund contributions
- ☐ return the reserve funds
- ☐ other consideration(s)– please describe

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8) Would your answer to the above question change if your Dwelling Protection Grade for your property changed, resulting in an increase to your fire insurance premiums?

- ☐ Yes
- ☐ No
- ☐ Unsure

On a scale of 1 to 10 (1 being lowest and 10 being highest) please respond to the following questions:

9) How highly do you value fire protection services in the Nanaimo River Fire Service Area?

1      2      3      4      5      6      7      8      9      10

10) How highly do you value reduced fire insurance premiums?

1      2      3      4      5      6      7      8      9      10

11) How highly would you value improved levels of fire protection service provided in the Nanaimo River service area (as measured in part by reduced response times to emergencies)?

1      2      3      4      5      6      7      8      9      10

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## NANAIMO RIVER FIRE PROTECTION SERVICE AREA FEASIBILITY STUDY FEEDBACK FORM

12) How highly would you value a reduction of service fees (taxes) as they relate to fire protection in the Nanaimo River area?

1      2      3      4      5      6      7      8      9      10

13) Is there any other information you wish to share with the Regional District of Nanaimo to help inform future decision-making on the topic of Nanaimo River fire protection services?

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14) How did you hear about the Nanaimo River Fire Protection Service Area Feasibility Study Open House?

- ☐ GetInvolved RDN online engagement platform
- ☐ Facebook
- ☐ Newspaper
- ☐ Community posters
- ☐ Invitation via Canada Post
- ☐ Community residents/neighbours

15) How did you hear about this Nanaimo River Fire Protection Service Area Feasibility Study feedback form/survey?

- ☐ GetInvolved RDN online engagement platform
- ☐ Facebook
- ☐ Open House
- ☐ Community residents/neighbours

*Thank you for participating in the Nanaimo River Fire Protection Service Area Feasibility Study.  
Your feedback is an important part of the decision-making process.*

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REGIONAL  
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OF NANAIMO

# NANAIMO RIVER FIRE PROTECTION SERVICE AREA FEASIBILITY STUDY FEEDBACK FORM

Want to mail or email in your feedback form? The Regional District of Nanaimo is accepting input until **Friday, August 26, 2022, at 4:30 p.m.** Please send the completed form to:

Anita Sharma, Fire Services Coordinator  
Regional District of Nanaimo  
6300 Hammond Bay Road,  
Nanaimo, BC, V9T 6N2

Email: [asharma@rdn.bc.ca](mailto:asharma@rdn.bc.ca)

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Pin Where you Live Community Map



# Nanaimo River Fire Protection Service Area: Feasibility Study

## Welcome

Thank you for joining us for today’s Open House

At this event we aim to:

- ✓ Share information on your fire service area and expand your knowledge around Dwelling Protection Grades
- ✓ Outline preliminary fire service options being considered
- ✓ Discuss opportunities and implications surrounding the options being considered
- ✓ Provide a safe space where you can share your thoughts and provide input



**Get Involved RDN!**

scan the QR code for details

[getinvolved.rdn.ca/nanaimo-river-fire](https://getinvolved.rdn.ca/nanaimo-river-fire)



## Dwelling Protection Grades (DPG)

Fire Underwriters Survey Dwelling Protection Grades		Insurance Companies refer to this grade as
Nanaimo River Community Dwelling Protection Grade Range	1	Protected
	2	
	3A	
	3B*	Semi-Protected
	3	
	4	
	5	Unprotected

Insurers typically provide a reduction of about 60 per cent when communities fire insurance grading DPG is changed from “unprotected” to “semi-protected”. Different insurers have different policies and rating systems in many areas.

*\*Note: Communities qualifying for Dwelling Protection Grade of 3B may also be able to achieve an equivalency to 3A through Superior Tanker Shuttle Service Accreditation*



Get Involved RDN!

# Insurance Premiums for Single Family Dwellings by Fire Insurance Classification

Below example for illustrative purposes only

Replacement Value \$	Unprotected Rate		Semi-Protected Rate \$		Fully Protected Rate
100,000	1,165	60+/- % reduction	465	32+/- % reduction	315
125,000	1,470		585		400
150,000	1,750		700		475
175,000	2,040		815		555
200,000	2,300		915		625
250,000	2,790		1,110		755
300,000	3,290		1,310		890
350,000	3,750		1,495		1,015
400,000	4,200		1,675		1,140
450,000	4,655		1,855		1,260

Note: Fire Underwriters Survey does not set rates for insurance. The values shown are based on data collected from major insurance companies quoted rates and U-rate insurance quote calculations.



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## Dwelling Protection Grade Classification Criteria

### Protected and Semi-Protected Classification (3A-Protected/3B-Semi-Protected) current:

- ✓ A water supply that could be delivered/shuttled by a tanker and pumped by an engine
- ✓ The area would be within the 8km radius of the Fire Hall
- ✓ The department has an adequate number of trained volunteers, certified equipment and can respond effectively to calls according to FUS standards

### Unprotected Classification (5 Unprotected):

- ✓ No permanent supply of water
- ✓ May be outside of the 8 km radius
- ✓ Training, equipment and response times may not meet FUS standards to achieve semi-protected rating

*\*Although properties may be classified as Unprotected, the Extension Volunteer Fire Department will continue to respond incidents*



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## Options for Consideration

The Regional District of Nanaimo is examining alternative approaches to developing a more localized fire response capacity in the Nanaimo River community. Options being considered include:

- ✓ Designing and constructing a satellite firehall
- ✓ Designing and constructing an alternate facility (e.g. an apparatus storage garage)
- ✓ Not constructing a satellite firehall or alternate facility and stopping annual reserve fund contributions

Options will be outlined, including preliminary costing, and a recommendation provided, for a course of action in relation to the use and application of the accumulated reserve funds collected under RDN Bylaw No. 1440. The options may include:

- ✓ Returning reserve funds, or rationalizing the reserve fund contributions and/or
- ✓ Retaining the collected funds for future fire protection capital expenses in the Nanaimo River Fire Protection Service Area.

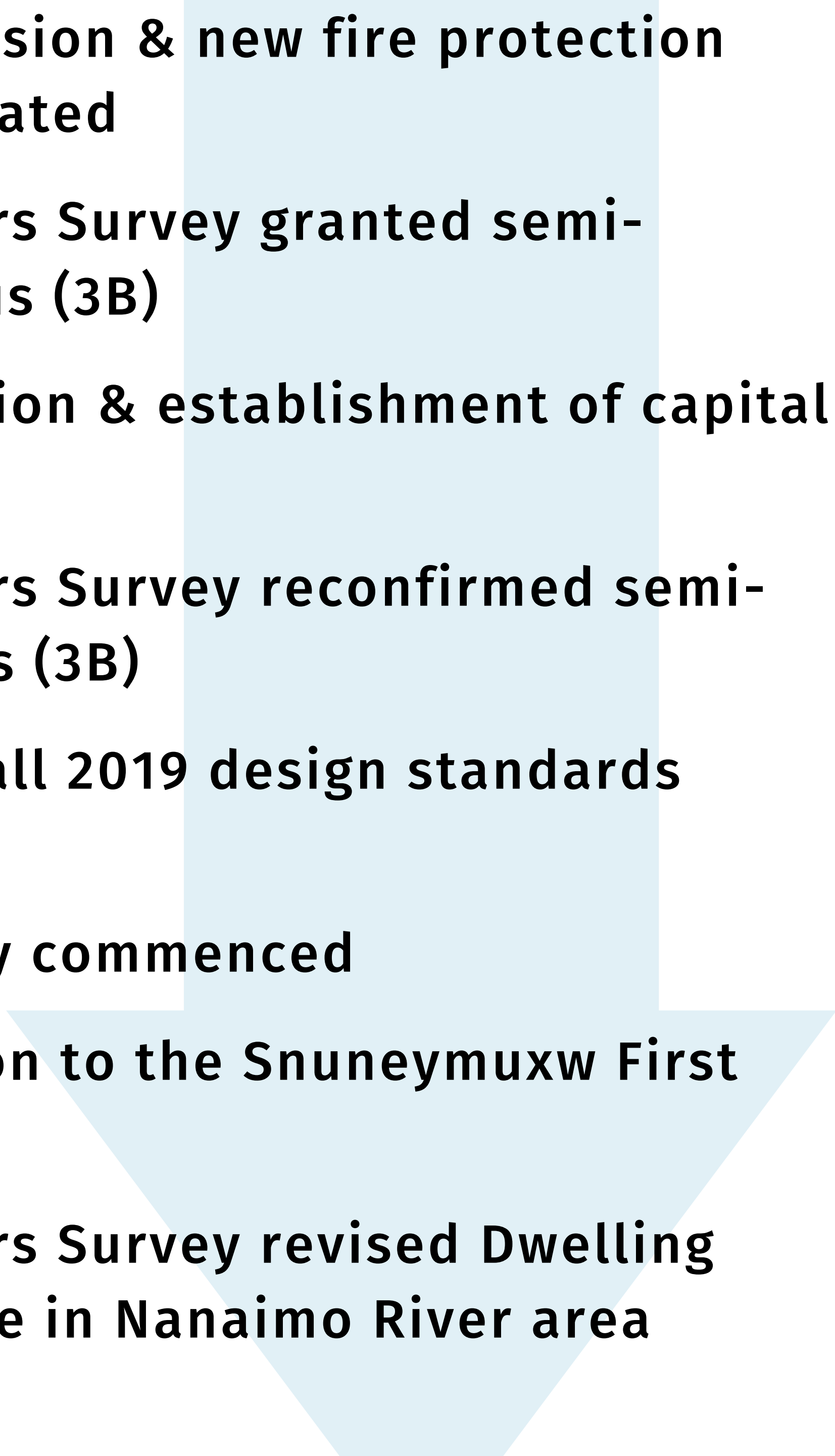


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[getinvolved.rdn.ca/nanaimo-river-fire](https://getinvolved.rdn.ca/nanaimo-river-fire)

## Timeline

- 
- 2005** ➡ **Boundary expansion & new fire protection service area created**
  - 2005** ➡ **Fire Underwriters Survey granted semi-protection status (3B)**
  - 2006** ➡ **Loan authorization & establishment of capital reserve**
  - 2018** ➡ **Fire Underwriters Survey reconfirmed semi-protected status (3B)**
  - 2019** ➡ **RDN Satellite Hall 2019 design standards adopted**
  - 2022** ➡ **Feasibility study commenced**
  - 2022** ➡ **RDN Presentation to the Snuneymuxw First Nations**
  - 2022** ➡ **Fire Underwriters Survey revised Dwelling Protection Grade in Nanaimo River area**
  - 2022** ➡ **Open House**



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## Decision-Making Road Map

April – August 2022	Feasibility Study
August 13 – 26, 2022	Public Input Period
September – November 2022	Feasibility Study Report Development
November/December 2022	Report findings and make recommendations to the Electoral Area Services Committee and presentation to the community

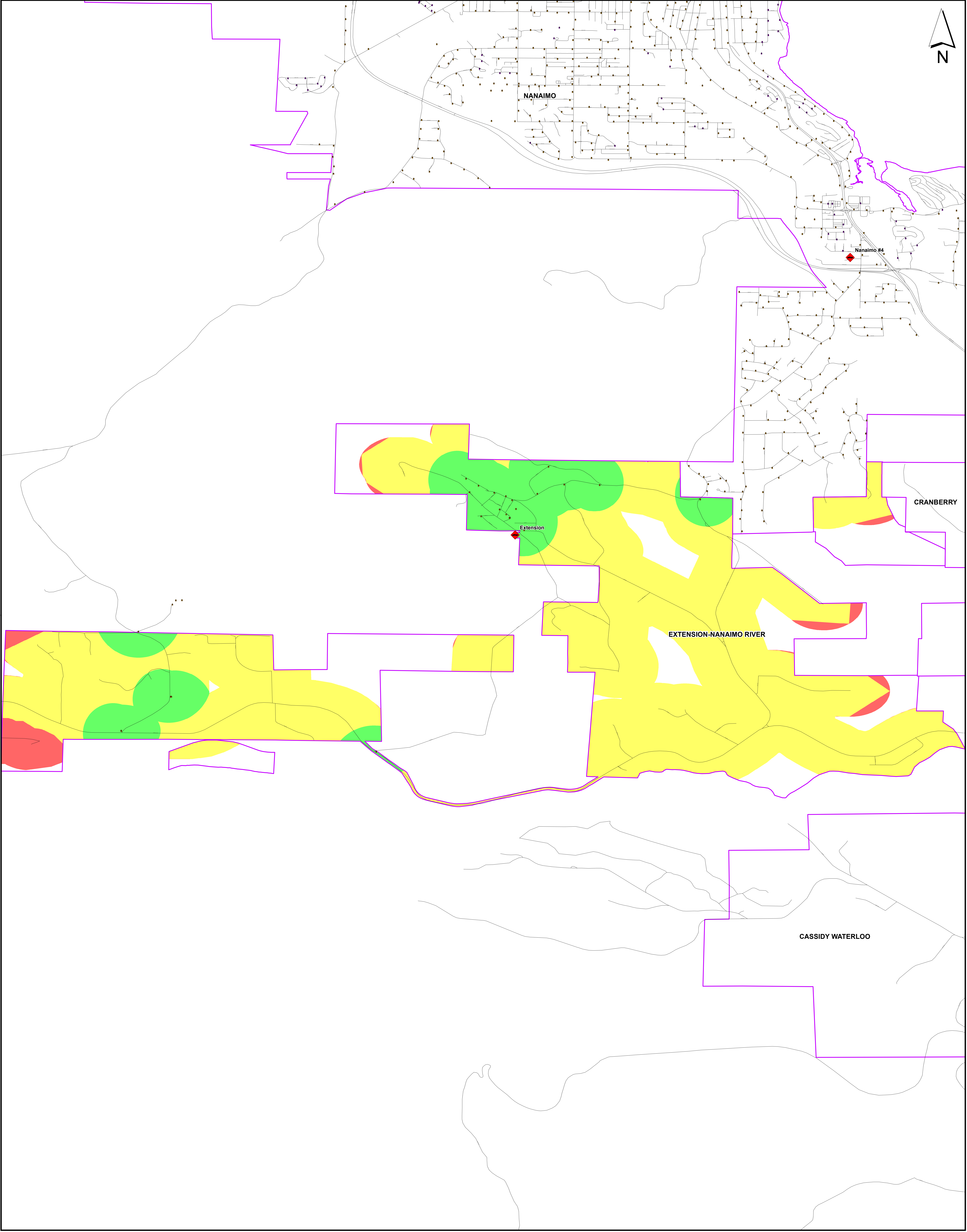


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EXTENSION-NANAIMO RIVER, BC

Scale = 1:13,880 0 105 210 420 630 840 Meters

## Personal Lines Insurance - Dwelling Protection Grades



**Fire Underwriters Survey**  
A Service to Insurers and Municipalities

Date Drawn: 2022-08-03

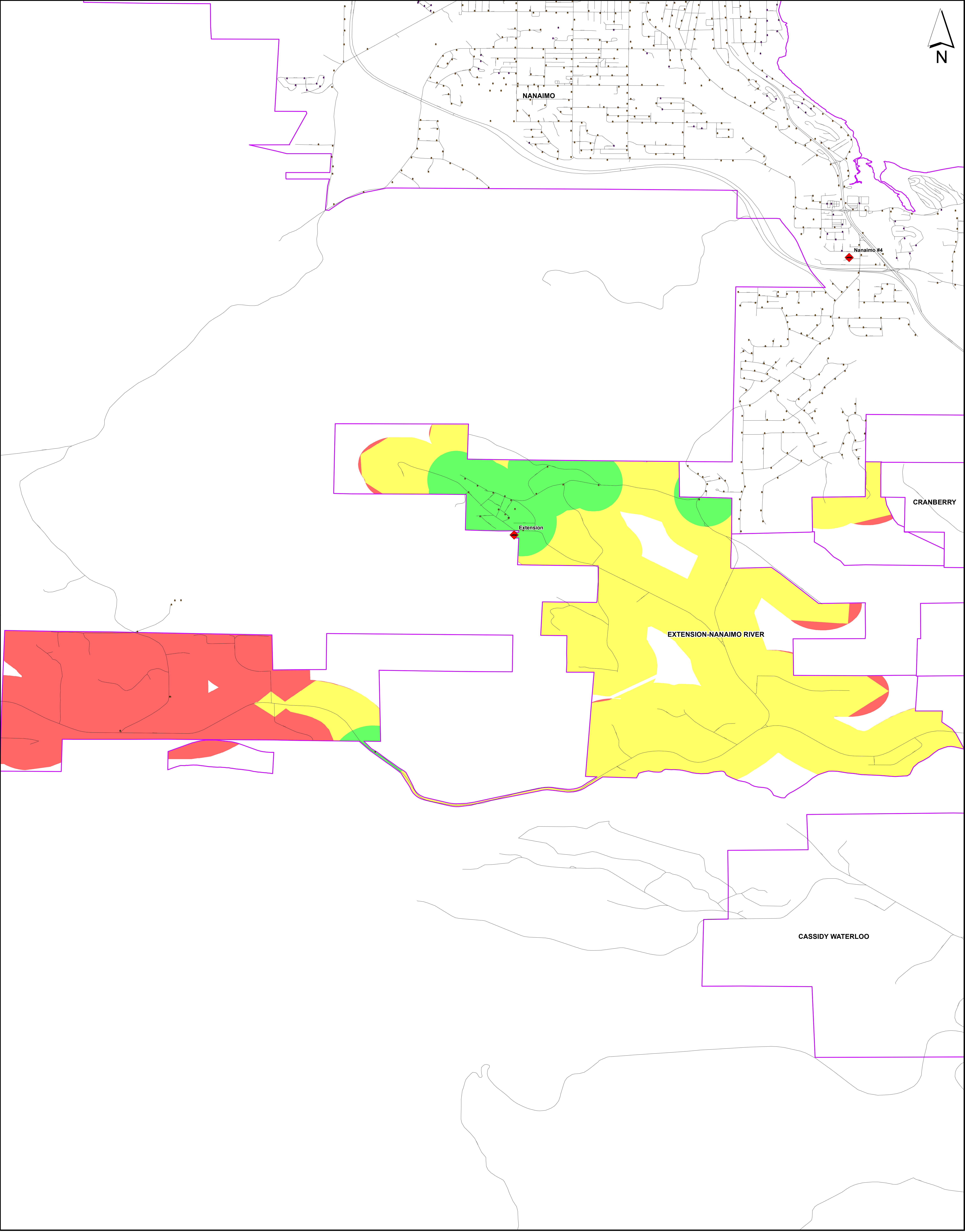
Drawn By: Opta GIS

☐ Preliminary ☒ Final

☐ Commercial ☒ Personal

These maps and figures are not intended to illustrate the exact response distance or fire insurance grade coverage areas but can be used to aid in determining the fire insurance grade that should be applied to the property in question. Fire Underwriters Survey does not warrant or make any representations with respect to the quality, completeness, currency or accuracy of anything contained in this map, the fitness of this map for any purpose or results obtained using information contained in this map and is not responsible for any action taken in reliance on information contained in this map. In all cases, field data should be used to confirm the data and accuracy of these maps; if differences are noted please contact Fire Underwriters Survey at 1-800-665-5661.





EXTENSION-NANAIMO RIVER, BC		<h1>Personal Lines Insurance - Dwelling Protection Grades</h1>																
Scale = 1:13,880 0 105 210 420 630 840 Meters																		
<b>Legend</b> <table><tr><td> Fire Hall</td><td> 2</td><td> 3B(L)</td></tr><tr><td> Road</td><td> 2 (Private Hydrant Protected)</td><td> 3B(S)</td></tr><tr><td> Fire Protection Boundary</td><td> 3A</td><td> 3B</td></tr><tr><td> 1</td><td> 3A (Private Hydrant Protected)</td><td> 4</td></tr><tr><td> 1 (Private Hydrant Protected)</td><td> 3B(F)</td><td> 5</td></tr></table>		Fire Hall	2	3B(L)	Road	2 (Private Hydrant Protected)	3B(S)	Fire Protection Boundary	3A	3B	1	3A (Private Hydrant Protected)	4	1 (Private Hydrant Protected)	3B(F)	5	<p>These maps and figures are not intended to illustrate the exact response distance or fire insurance grade coverage areas but can be used to aid in determining the fire insurance grade that should be applied to the property in question.</p> <p>Fire Underwriters Survey does not warrant or make any representations with respect to the quality, completeness, currency or accuracy of anything contained in this map, the fitness of this map for any purpose or results obtained using information contained in this map and is not responsible for any action taken in reliance on information contained in this map. In all cases, field data should be used to confirm the data and accuracy of these maps; if differences are noted please contact Fire Underwriters Survey at 1-800-665-5661.</p>	<p>Date Drawn: 2022-08-03</p> <p>Drawn By: Opta GIS</p> <p><input type="checkbox"/> Preliminary <input checked="" type="checkbox"/> Final</p> <p><input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Personal</p>
Fire Hall	2	3B(L)																
Road	2 (Private Hydrant Protected)	3B(S)																
Fire Protection Boundary	3A	3B																
1	3A (Private Hydrant Protected)	4																
1 (Private Hydrant Protected)	3B(F)	5																





Event Welcome



Where You Live





Looking Over  
Information Panels



Information Gathering



In-depth discussions

## Input Period Open Until August 26, 2022



15 Aug 2022



On Saturday, August 13, 2022, the Regional District of Nanaimo welcomed 39 participants to the Nanaimo River Fire Protection Feasibility Study Open House. Information presented at the event can be found [here](#) and in the "Supporting Documents" section of the project page.

As part of this important engagement process, the Regional District is seeking input on what the community values most from its fire service to help identify preliminary options for future fire protection services in the area. The public input period is open until **Friday, August 26 at 4:30 p.m.** To share your thoughts, please complete the [online survey](#).



### Reminder - Input Period Closing August 26, 2022



23 Aug 2022

We have been receiving some excellent responses on the Nanaimo River Fire Service Area Feasibility Study survey, thank you for your feedback! For residents who still wish to provide their input, the survey/feedback form is open until Friday, August 26 at 4:30 p.m.

Have your say on the future of fire service in the Nanaimo River community by completing the survey today. Click [here](#) to get started. Please be sure to remind your friends and neighbours in the Nanaimo River community that the public input period for this phase of the project remains open until Friday.

Thank you again for your time, interest and participation.

## Survey Responses

13 August 2022 - 26 August 2022

### Feasibility Study Feedback

# Get Involved RDN

Project: Nanaimo River Fire Protection Service Area - Feasibility Study



VISITORS					
22					
CONTRIBUTORS			RESPONSES		
13			13		
13	0	0	13	0	0
Registered	Unverified	Anonymous	Registered	Unverified	Anonymous

### Project: Nanaimo River Fire Protection Service Area - Feasibility Study

#### Feasibility Study Open Feedback

##### Question 2: What do you value most highly? - Need More Information

- 1 No informed fact here
- 2 Need more information Re: cost
- 3 What criteria a firehall must meet and who sets the criteria and justification for a community this size need to meet post disaster for a hall
- 4 Both are required. You can't have one without the other. But... what are the costs and can our community afford it
- 5 How does a satellite hall go from 1.5 mil to 6 mil in 4 years. why is there no vote on this issue
- 6 Clearly what I think is the lowest possible fire insurance premiums & best possible fire protection services is far from what the RDN & fire underwriters think! Of course the community isn't going to be happy when we are being taxed out of our homes & fire protection taken away from us of your own accord.
- 7 Both with information ..... cannot make an educated decision with not knowing how much to borrow for a satellite Hall over how many years, what costs will be for each home? Not a good question
- 8 I want both lower fire insurance premiums and the best possible fire protection
- 9 Cost of both

##### Question 3: What other information would be helpful to better understand your current fire protection service?

- 1 A justification of misrepresented information from both the RDN and the Fire Underwriters of Canada ..... no understanding of the falsified information ..... explain
- 2 I feel we are being bullied into this fire hall by the RDN lying to us
- 3 Know that having protection for the last 17yrs. isn't stripped from us on a whim. Justification of misrepresented information from the RDN & fire underwriters. No understanding of false information.
- 4 We must have the level of fire protection in detail. To find out at the Open House - oh by the way: underwriters has made a mistake - please provide the Community Association with the correspondence resulting in this change.
- 5 A justification of misrepresented information from both the RDN and the Fire Underwriters of Canada ..... no understanding of the falsified information ..... Explain
- 6 We must have the level of fire protection in detail. To find out at the Open House - oh by the way: underwriters has made a mistake - please provide the Community Association with the correspondence resulting in this change.
- 7 My understanding may not be what government intensions are! My understanding monies were for FIREHALLNOT STUDIES, etc.

##### Question 6: What is your primary interest in fire protection?

- 1 Life first - response time. Then property
- 2 Paying too much
- 3 Response time and insurance
- 4 Responsonse time to life, then structure
- 5 Both structure protection and insurance premiums
- 6 Structure protection, insruance premiums plus life safety
- 7 Also the lives of many family members
- 8 Both strucuture protection and insurance premiums are important
- 9 Medical assistance for ambulances, downed powerlines, M.V.A. and river rescue calls
- 10 Health and wellness
- 11 Insurance premiums. They should be reasonable. This is a double edged question.
- 12 If this is done as we hope, we will get structure protection facster and lower insurance premiums as the Fire Underwriters will recognize that a small building to house a fire tender is adequate and meets their requirements
- 13 Insurance costs are greatly reduced the better the fire protection services are, so one can't be preferred over the other.
- 14 Life first with response time, then property. Fair representation of Insurance Premiums ..... we followed all the rules until the Provincial Gov't changed the Standards of building and the RDN are guilty of leaving us hanging and still taxing us to death with no communication. Then stole 20,000.00 of our money without talking to anyone in the community. Little trust left at this
- 15 What we had for the last 17ys. Now that we still have a perfectly working fire truck, house it out closer to our community for quicker response time.
- 16 Structure protection as well as motor vehicle accidents, river rescues, brush fires, forest fires and burning complaints

##### Question 7: The Regional District of Nanaimo is exploring options on how to proceed with the money currently held in the reserve fund. How would you like to see the reserve funds managed?

- 1 Keep you hands off our monies that are held in trust for us as a building fund only. It is not your reserve fund. After the cost of a metal shed put together by the community is complete the remainder should be held to maintain the building.
- 2 Build a storage building that is adequet in the future for the Underwriters to accept as a satellite hall. Turn the reserve fund back to a building fund as it started out as and stop spending our money immediately.
- 3 Build a shed that can store/turn into a satellite hall
- 4 In addition to land would be nice to have a community area or park
- 5 Build the satellite firehall
- 6 Don't waste more money and build it already.
- 7 Give this community the minimum criteria the Fire Underwriters will accept and let us work the problem. This community can build it ourselves. We have people with skills and equipment.
- 8 Rent a garage on a long term lease and agree to allow fire fighters to respond from there.
- 9 It is not my opinion it be called a "Reserve Fund." This seems to be a change of original intention. "Fire Hall Fund"
- 10 Would be happy with storage garage. If no satellite or storage garage is considered in the next two years, monies in reserve fund needs to be refunded.

- 11 Stop reserve fund contributions, take that much less for the desperately needed replacement of the extension fire hall and move it to a more central location.
- 12 Priority is having a place to park Truck 4, where fire fighters have access to it for emergency service.
- 13 More info required before a decision can be made. How much is a satellite firehall? Will insurance rates go up with new proposed grading without a hall?
- 14 KEEP YOUR HANDS OFF OUR MONEY RDN, UNLESS YOU SPEAK WITH OUR COMMUNITY AND HOLD A LEGAL VOTE TO USE THAT MONEY ON ANYTHING OTHER THAN A BUILDING FOR FIRE PREVENTION..... HOW DARE YOU MAKE DECISIONS ON OUR PERSONAL MONIES, HELD IN TRUST BY THE RDN FOR BUILDING ONLY, AT YOUR DISCRETION WITHOUT TALKING WITH US, USING YOUR LEGAL LOOPHOLES BY HAVING YOUR BOARD MEETINGS MAKING DECISIONS WITHOUT US, LIKE YOU ARE OUR PARENTS WITHHOLDING OUR SAVINGS BY THE OVER EXTENDED REACH OF POWER BY THE RDN STAFF AND DIRECTORS CLAIMING ANY KIND OF RIGHTS THEY WANT TO OUR MONEY..... THIS IS ILLEGAL !!!! CREATES NO TRUST WITH YOUR CONSTITUENTS THAT YOU ARE ROBBING. THAT MONEY SHOULD BE USED FOR A SHED FOR THE FIRE TRUCK TO CREATE MAXIMUM FIRE PROTECTION AND SAFETY FOR OUR COMMUNITY IN THE MOST AFFORDABLE WAY, AND GIVE A UNBIASED MEETING HUB FOR OUR COMMUNITY IN CASE OF DISASTER. FOR WHAT THE PROVINCIAL GOVERNMENT AND THE RDN HAS PUT OUR COMMUNITY THROUGH FOR 17 YEARS WHICH SHOULD BE ENOUGH TO BRING BACK OUR FIRE RATING OF 3, SHOWING RESPECT TO YOUR CONSTITUENTS FOR HANGING US BLINDLY THROUGH GOVERNMENT CHANGE, THEN STRIPPING US OF WHAT WE WORKED SO HARD FOR, INCLUDING 9 FIREMEN AND WOMEN FROM OUR AREA SERVICING THE ENTIRE SERVICE AREA OF EXTENSION FIRE. AFTER THE COST OF A METAL SHED PUT TOGETHER BY OUR COMMUNITY IS COMPLETE THE REMAINDER SHOULD GO TO HELP MAINTAIN THE BUILDING .
- 15 The reserve money should be used for a shed to house the fire truck to create maximum fire protection and safety for our community in the most affordable way. Which should be enough to bring back our fire rating of 3. We have 9 firemen and women from our area servicing the entire service area of extension fire. Doesn't that say enough
- 16 RESERVE FUND??? Please provide the Community Association with the record of this going from a building fund to a reserve fund. Who's decision was this - explain your perception of the difference between reserve and building fund. Collection of additional funds MUST be halted as this has gone on far too long with constantly changing "goalposts". Once the community has decided on a plan only then could further funds be collected if agreed upon by the community members.
- 17 We want our money back - but, if we can get a building built for for \$100,000 like the one in Cassidy, that meets our needs and that the Underwriters accept, that uses the reserve funds that would be fine.

**Question 13: Is there any other information you wish to share with the Regional District of Nanaimo**

- 1 Dashwood firehall was proposed at \$4M and is now \$6.3M in costs. How can 80 homes afford to pay \$4M or more over 25 years. (\$2T-\$4T/annum) Or the alternative, how can our families afford an increase in insurance rates of 150% if the Underwriters decide to revert to grade 5 from 3?(\$3T-\$4T/annum) Many in our community own their homes outright. They are not willing to pay two to four thousand dollars a year more for anything - either through RDN tax increases or through increased home insurance costs. Most want their money back and for the additional tax funding to be stopped. Most will just not buy home insurance if they are mortgage free.
- 2 There should be a balance between all these factors. The current fire hall in extension is due to be upgraded or replaced and its location should be considered to benefit as many residences as possible not just to service the extension village.
- 3 We cannot afford to support a brand new firehall in this area. Having a truck located in our immediate area has improved response times and is adequate for our region. The insurance underwriters may acknowledge the storage facility as being adequate to maintain our current coverage level - the RDN has provided no information on what the insurance companies actually require and until then they are just speculating.
- 4 We do not need a stand alone separate fire department for the small number of homes and businesses in our area. What we need is the totally inadequate fire hall moved to a more central location in area C when it is rebuilt and this will resolve itself.



## **Electoral Area H Parks and Open Space Advisory Committee**

### **Terms of Reference**

Revised: April 23, 2019

#### **Purpose**

To establish a Parks and Open Space Advisory Committee for Electoral Area H. The Committee will advise and provide information to the Nanaimo Regional District Board regarding parks and open space issues in Electoral Area H.

#### **Membership**

1. The Electoral Area H Parks and Open Space Committee will be appointed by the Regional Board as follows:
  - the Electoral Area H Director;
  - up to six Members at Large who are residents of Electoral Area H
2. The Committee will consist of a maximum of seven members. The Committee may operate without all positions being occupied. A quorum shall consist of four members.
3. For the first year of operation only, the terms of Committee membership shall be staggered with three members appointed for a two-year term and three members appointed for a one-year term. Beginning in the second year all members will be appointed for a two-year term. The Area H Director appointee will be on the Committee for the tenure of their other respective Board appointments.

#### **Procedures**

1. The Electoral Area H Director will be appointed as Chairperson of the Committee.
2. The Committee shall elect a recording secretary annually at the first meeting of each calendar year.
3. The Committee may meet as required but will structure its activities to meet approximately three times per year with the ability to schedule additional meeting to deal with parkland tenure matters or time sensitive issues.
4. Minutes of Committee meetings will be forwarded to the Regional District Board for information.

## **Responsibilities**

1. Make recommendations and provide advice to the Regional Board regarding a wide range of Electoral Area H parks and open space issues including:
  - the acquisition or tenure of community park sites as per RDN Policy A1-21 (*Land Acquisition Process*);
  - subdivision park land dedications as per RDN Policy C1-05 (*Review of Consideration of Parkland – Subdivision Application Process*);
  - the development and maintenance of community park sites; and
  - priorities for the expenditure of community park operating and reserve funds.
2. Liaise, provide leadership, and work with community and neighbourhood groups on a wide range of Electoral Area H parks and open space matters including:
  - volunteer park development projects;
  - obtaining input regarding park planning and acquisition priorities;
  - trail system planning and development; and
  - Ministry of Transportation waterfront accesses.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on Electoral Area H parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area H community parks and trails master plan and specific community park development plans.
5. Work within the objectives and policies of the Regional Growth Management Plan, the Electoral Area Official Community Plan, the Regional Parks & Trails Plan and any other statutory plans that are applicable to Electoral Area H.

## **FINANCIAL CONSIDERATIONS**

The Committee will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for the annual operating budget and long term financial plans for the Electoral Area H Community Park Function. The Committee will also have the ability to look at a variety of other funding sources and strategies and make recommendations in their regard to the Regional District.

## **REPORTING AND AUTHORITY**

In the provision of their services to the Electoral Area H Parks and Open Space Advisory Committee members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.

**BYLAW NO. 1062.06 - INCLUSION OF 1017 CORAL PLACE INTO THE FRENCH CREEK VILLAGE  
STREETLIGHTING SERVICE AREA**

**RECOMMENDATION**

That “French Creek Village Streetlighting Local Service Area Conversion and Boundary Amendment Bylaw No. 1062.06, 2022” be introduced and read three times, and that, after having been read three times, be forwarded to the Inspector of Municipalities for Approval.

**BACKGROUND**

The owner/developer of 1017 Coral Place (former French Creek Cottages site) has requested that a streetlight be installed at the entrance to his proposed subdivision. The streetlight would light up the entrance and exit to Coral Place, a public street where 13 new residential lots are being proposed. Streetlight service would benefit the ingress and egress of future property owners on Coral Place, where the only access is from the Island Highway.

The single proposed streetlight would be a dark-sky compliant 114 Watt LED bulb, with a colour temperature of 3,000K (warm), the same as the other LED bulbs that have been recently installed along the Island Highway near the French Creek Harbour. The presence of a streetlight at this location would improve vehicle and pedestrian safety, and the light would not be located between any new or existing residential homes and the owners’ views of the ocean.

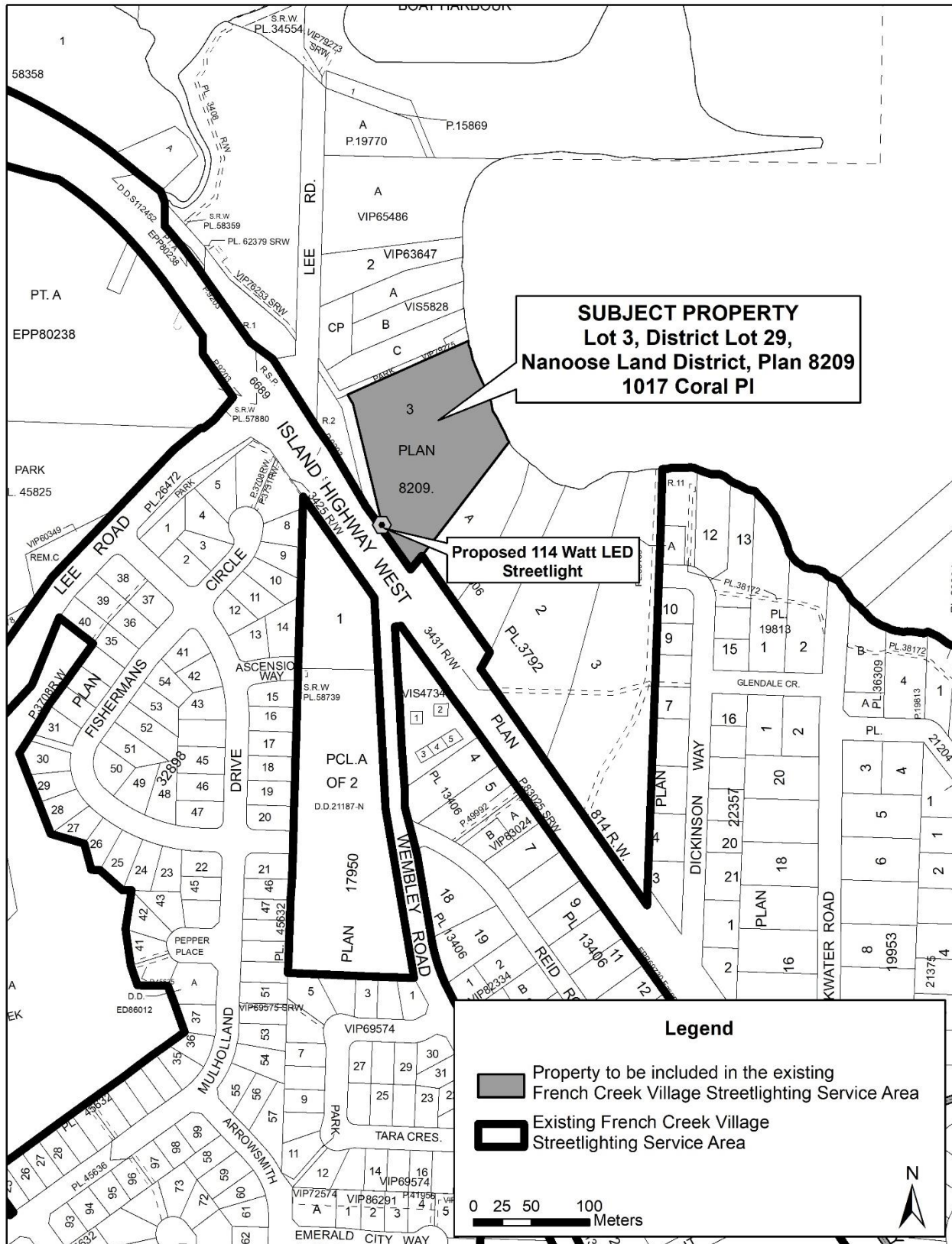
The subject property is located on the east side of the Island Highway, near the French Creek Harbour (see Location Plan in Figure 1, next page). Streetlight service is not normally provided in new subdivisions unless the benefitting properties are paying a tax for streetlight service. In this regard, the owner/developer has submitted a petition to amend the boundaries of the French Creek Village Streetlighting Local Service Area to include this site for streetlight service. By joining the local streetlighting service, the owners of any new lots being created in this subdivision would pay a small annual tax for streetlight service.

Allowing the subject property to join the local streetlight service would meet one of the Electoral Area G Official Community Plan (OCP) objectives to encourage development that is compatible with adjoining neighbourhoods, and would meet the following OCP goals, to:

- Create complete, liveable communities;
- Improve mobility options; and
- Improve servicing and resource use efficiency.

One bylaw requires amendment in order to include the subject property into the streetlight service area (*French Creek Village Streetlighting Local Service Area Conversion and Boundary Amendment Bylaw No. 1062, 1996*). This boundary amendment bylaw is attached to this report for Board consideration.

Figure 1 – Location Plan





## **FINANCIAL IMPLICATIONS**

If the streetlight service area bylaw amendment is adopted as proposed, there are no negative financial implications to the Regional District of Nanaimo (RDN) or to the existing streetlight service area customers.

There is no installation cost for the new streetlight since secondary wiring is already present on the existing hydro pole. BC Hydro would recover the streetlight illumination costs through monthly billing to the RDN's French Creek Village Streetlighting Service Area. The RDN recovers the cost from taxpayers within the service area through an annual parcel tax. The cost of streetlighting in the French Creek Village Streetlighting Service Area in 2022 was \$0.04 per \$1000 of assessed value, resulting in a charge of approximately \$24 per parcel with a property value of \$600,000. This tax amount covers the costs of illuminating ALL of the streetlights in the French Creek Village Streetlighting Service Area. The illumination costs next year from the addition of one streetlight in the service area are expected to be negligible.

There are two positive financial implications to the RDN and the existing customers of the French Creek Village Streetlighting Service Area. Firstly, the streetlight will become an RDN-managed asset with no up-front costs. Secondly, when the number of properties in the streetlight service area increases (i.e., 13 new lots being created in this proposed subdivision), the yearly tax requisition that pays for the operation of the streetlighting system would be lower as it's shared among a greater number of properties.

If the streetlight service bylaw amendment is not adopted as proposed, there are no cost implications to the RDN. The RDN would not issue a work order to BC Hydro to install a streetlight at Coral Place and the Island Highway (the entrance to the subject property).

## **STRATEGIC PLAN ALIGNMENT**

Including the subject property in the French Creek Village Streetlighting Service Area Service Areas aligns with several of the Board's Key Strategic Areas, but most notably:

Social Wellbeing - Make the Region a safe and vibrant place for all, with a focus on children and families in programs and planning.

## **REVIEWED BY:**

- M. Walters, Manager, Water Services
- J. Bagnall, Deputy Corporate Officer, Corporate Services
- T. Moore, Acting Chief Financial Officer (Director of Finance)
- E. Tian, General Manager, Regional and Community Utilities
- D. Holmes, Chief Administrative Officer

## **ATTACHMENT**

1. French Creek Village Streetlighting Local Service Area Conversion and Boundary Amendment Bylaw No. 1062.06

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1062.06**

**A BYLAW TO AMEND THE BOUNDARIES OF THE  
FRENCH CREEK VILLAGE STREETLIGHTING SERVICE**

WHEREAS the Regional District of Nanaimo established the French Creek Village Streetlighting Service Area pursuant to Bylaw No. 1062, cited as “French Creek Village Streetlighting Local Service Area Conversion and Boundary Amendment Bylaw No. 1062, 1996”;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owner to extend the boundaries of the service area to include the land shown outlined in black on Schedule ‘A’ of this bylaw and legally described as:

- Lot 3, District Lot 29, Nanoose Land District, Plan 8209

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with the *Local Government Act*;

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

**1. Amendment**

“French Creek Village Streetlighting Local Service Area Conversion and Boundary Amendment Bylaw No. 1062, 1996” is amended as follows:

- (1) By including the property outlined on Schedule ‘A’ attached hereto and forming part of this bylaw.

**2. Citation**

This bylaw may be cited as “French Creek Village Streetlighting Local Service Area Conversion and Boundary Amendment Bylaw No. 1062.06, 2022”.

Introduced and read three times this \_\_\_\_ day of \_\_\_\_ 2022.

Received the approval of the Inspector of Municipalities this \_\_\_\_ day of \_\_\_\_ 2022.

Adopted this \_\_\_\_ day of \_\_\_\_ 20\_\_.

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CHAIR

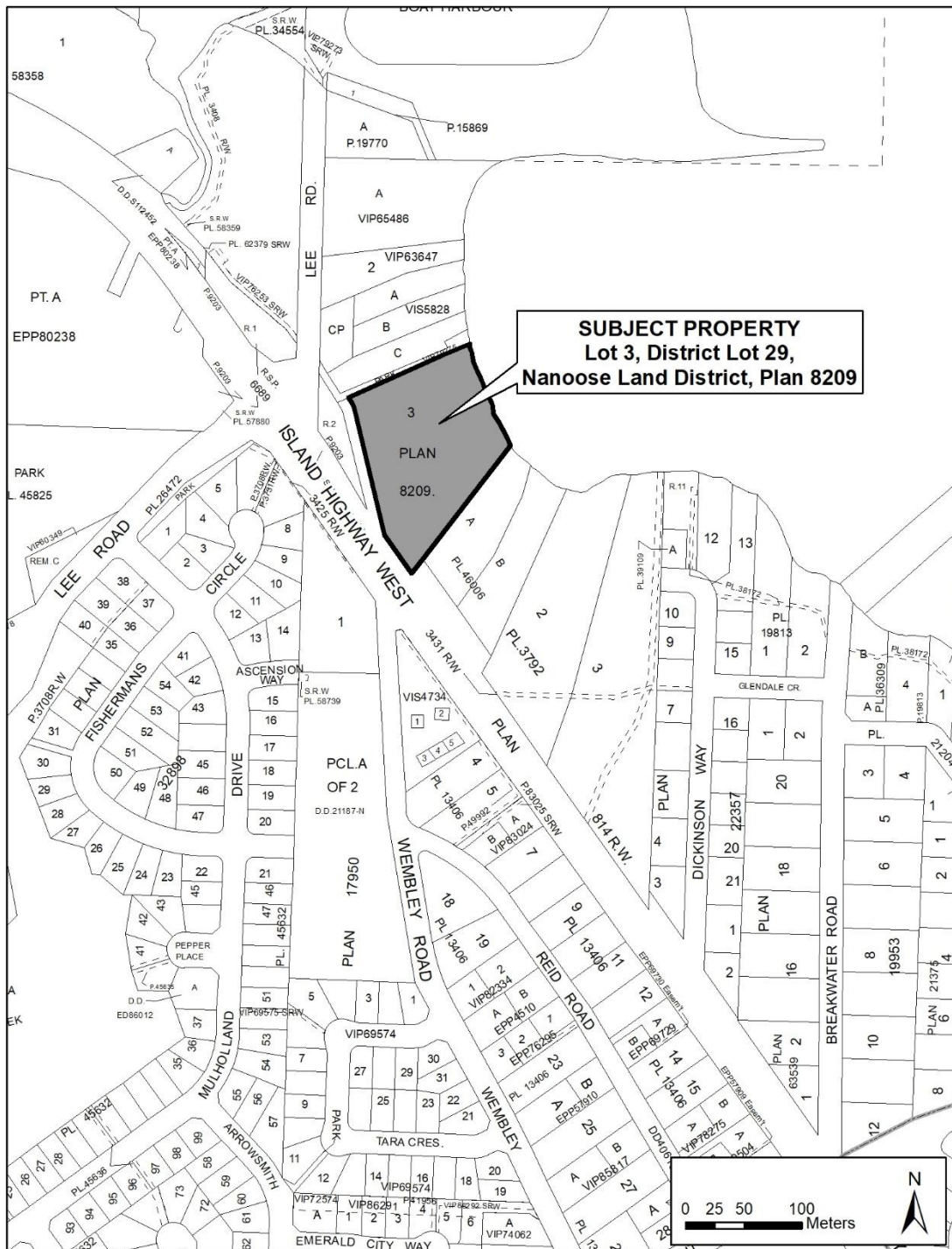
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CORPORATE OFFICER

Schedule 'A' to accompany "French Creek Village  
Streetlighting Local Service Area Conversion and  
Boundary Amendment Bylaw No. 1062.06, 2022"

Chair

Corporate Officer



**REGIONAL DISTRICT OF NANAIMO  
MINUTES OF THE OCEANSIDE SERVICES RECREATION GRANT SUB-COMMITTEE  
MEETING**

**Thursday, October 13, 2022  
10:55 A.M.  
Oceanside Place**

In Attendance:	Director A. Fras	Chair
	Director L. Wallace	Electoral Area G
	Director S. McLean	Electoral Area H
Also in Attendance:	H. King	Supt. Recreation Program Services
	J. Hopewell	Recreation Coordinator
	A. Harvey	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.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

**ADOPTION OF THE MINUTES**

**Oceanside Services Recreation Grant Sub-Committee Meeting - May 16, 2022**

It was moved and seconded that the minutes of the Oceanside Services Recreation Grant Sub-Committee meeting held May 16, 2022, be adopted

CARRIED UNANIMOUSLY

**REPORTS**

**Oceanside Recreation Services Grant Program – Fall 2022 Applications**

It was moved and seconded that the following Oceanside Recreation Services Youth Grant applications be approved for funding:

MAC School for the Creative Arts (OCAC) - Youth Art Lab - Art supplies, software	\$2,500
Ravensong Aquatic Club - Equipment and Rental Fees	\$2,500
The Old School House Arts Centre - Photography Program - Supplies & rental fees	\$1,500

CARRIED UNANIMOUSLY

It was moved and seconded that the following Oceanside Recreation Services Community Grant applications be approved for funding:

Bow Horne Bay Community Club - Community Engagement - Advertising & Signs	\$2,500
Errington War Memorial Hall Association - Children's Music Program - Rental, equipment	\$1,400
MAC School for the Creative Arts (OCAC) - The MAC School for the Creative Arts - Materials, marketing & rental	\$2,500
Oceanside Floor Curling Club - Keeping Seniors Active - Insurance, rental & supplies	\$2,000
Parksville Community Centre Society - Game nights for adults and youth - Card tables	\$1,800
Parksville Indoor Slow-pitch League - Seniors and Special Olympics Tournament - Equipment, advertising & awards	\$2,000
VanIsle Walking Soccer - Tournament - Equipment, rental & awards	\$2,500
Ravensong Waterdancers Synchro Club - AquaGo! - Rental, coaching & reports	\$2,500
Shorewood San Pareil Owners and Ratepayers Association - Maple Lane Park project - Equipment, supplies, insurance, rental	\$2,500

CARRIED UNANIMOUSLY

It was moved and seconded that the Oceanside Track and Field Club Spring application for \$2,500 be approved as they have provided the requested approval letter from School District 69 to install the concrete pad.

CARRIED UNANIMOUSLY

It was moved and seconded that the \$9,839.91 grant surplus funds from 2022 be carried over to the 2023 grant budget.

Opposed (1): Director A. Fras

CARRIED

## ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

11:07 A.M.

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CHAIR

## 2022 Oceanside Community Safety Grant

### **RECOMMENDATIONS**

1. That a grant in the amount of \$2,500 for the Arrowsmith Independent School for purchase of a generator, be approved.
2. That a grant in the amount of \$1,000 for the Mid Island Air Search and Rescue Society, be approved.

### **BACKGROUND**

The City of Parksville, Town of Qualicum Beach, and Electoral Areas E, F, G and H are committed to supporting organizations which help to increase the safety of their community. Grants are provided to non-profit organizations that apply and meet the funding criteria, including non-profit organizations that provide programs and services working towards increasing the safety of their community, are local in nature and can be identified within the specific community. For the 2022 grant intake, the Regional District of Nanaimo (RDN) has received four applications: two eligible grant applications and two ineligible applications that do not meet the grant criteria (see Table 1).

For the two ineligible Oceanside Community Safety Grant applications, the NEPP Nanoose Bay – Andover Rd has indicated that they are not a registered non-profit society in BC, nor did the application include financial documents requested in the application. The second ineligible application was received from Oceanside Community Safety after the closure of the grant application intake. Grant eligibility criteria and application can be found in Attachments 1 and 2.

Two eligible Oceanside Community Safety Grant applications (Attachments 3 and 4) were received, the first from the Arrowsmith Independent School, who have not previously applied for this grant, for the purchase of a generator for use during power interruptions. The second eligible application is from Mid Island Air Search and Rescue Society (MIASARS) for computer equipment for the support trailer, and who received \$1,000 from the 2021 Oceanside Community Safety Grant.

Table 1. Grant Applicant assessment

Appl. #	Eligible	Organization	Amount requested	What \$ will be used for	Received by August 26	Registered as Non-Profit	List of Members & Positions	Financial Documents
1	Y	Arrowsmith Independent School	2,500	Generator for school for use during power outages for safety	Y	Y	Y	partial
2	Y	Mid Island Air Search and Rescue Society (MIASARS)	1,000	Computer equipment for new Mobile Air SAR Support Unit for communication between air SAR and ground SAR.	Y	Y	Y	Y
3	N	Neighbourhood Emergency Preparedness Program (NEPP) Andover Rd	6,130	Purchase equipment to communicate with each other and identify hazardous situations ie. Generator, power supply, water, shelter, safety hard hats, gloves, first-aid supplies	Y	N	Y	N
4	N	Oceanside Community Safety	5,000	Technology upgrades, computers, printers (update old technology purchased in the 1990s). Two computers required, two printers and Microsoft software.	N	Y	N	N

## **FINANCIAL IMPLICATIONS**

The City of Parksville, Town of Qualicum Beach, and Electoral Areas E, F, G and H raise up to \$9,000 to support organizations which help to increase the safety of their community. The two eligible grant applications total \$3,500.00 and will be included in the 2023 budget.

## **STRATEGIC PLAN ALIGNMENT**

The Oceanside Community Safety Grants program directly supports the community to provide funding to organizations working to ensure that members of the community can benefit from an enhanced level of safety. Social Wellbeing - Make the Region a safe and vibrant place for all, with a focus on children and families in programs and planning.

## **REVIEWED BY:**

- L. Grant, General Manager, Planning, Development and Emergency Services
- D. Holmes, Chief Administrative Officer

## **ATTACHMENTS:**

1. Oceanside Community Safety Grant Criteria
2. Oceanside Community Safety Grant Application
3. Mid Island Air Search and Rescue Society (MIASARS) Application Redacted
4. Arrowsmith Independent School Application Redacted



### **OCEANSIDE COMMUNITY SAFETY GRANTS CRITERIA**

The City of Parksville, Town of Qualicum Beach, and Electoral Areas E, F, G and H raise up to \$9,000 to support organizations which help to increase the safety of their community. Grants are provided to non-profit organizations who apply and meet the funding criteria as follows:

1. The Regional District of Nanaimo may provide non-profit community organizations limited financial support to assist in providing programs and services that help increase the safety of their community.
2. Late applications will not be accepted and will be returned to the applicant.
3. Community Safety grants are supported for the following general uses:
  - a) Promote volunteer participation and citizen involvement
  - b) Use of new approaches and techniques in the solution of community needs
  - c) Volunteer training
  - d) Reasonable operating costs
  - e) Capital costs for equipment

## COMMUNITY SAFETY GRANTS APPLICATION

NAME OF ORGANIZATION		AMOUNT REQUESTED
MAILING ADDRESS		
	POSTAL CODE	ELECTORAL AREA
CONTACT PERSON	TELEPHONE NUMBER	FAX NUMBER

ATTACH A LIST SHOWING YOUR ORGANIZATION'S STRUCTURE (INCLUDING DIRECTORS AND VOLUNTEERS)
--

IS YOUR ORGANIZATION <u>REGISTERED</u> AS A NON-PROFIT SOCIETY IN BC?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
---	------------------------------	-----------------------------

IF YOUR ORGANIZATION IS NOT A REGISTERED NOT-FOR-PROFIT SOCIETY, PLEASE EXPLAIN YOUR ORGANIZATIONAL STRUCTURE – ie. how do you operate as a group
---

WHAT WILL THIS GRANT BE USED FOR?
-----------------------------------

PLEASE LIST ALL GRANTS RECEIVED AND/OR APPLIED FOR FROM OTHER GOVERNMENTS OR SERVICE ORGANIZATIONS
--

PLEASE PROVIDE DETAILS OF OTHER FUNDRAISING ACTIVITIES THAT YOUR ORGANIZATION UTILIZES
--

WHAT SPECIFIC EXPENDITURES WILL YOUR ORGANIZATION NOT BE ABLE TO MAKE IF YOUR GRANT IS LESS THAN THE AMOUNT REQUESTED

DESCRIBE THE USE OF ANY GRANT RECEIVED LAST YEAR

Please ensure that you have answered all questions in full and that you include the following information with this application:

- A list of current members and their positions in your organization.
- A copy of your bank statement showing your organization's name and address.
- A copy of your organization's latest financial statement.
- A copy of your organization's current budget.

SIGNATURE

DATE

Please submit your organization's completed application to:

Finance Department  
Regional District of Nanaimo  
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2  
Telephone: 390-4111 or toll free 1-877-607-4111, Fax:  
390-4163 Email: [inquiries@rdn.bc.ca](mailto:inquiries@rdn.bc.ca)

OFFICE USE ONLY	20__	20__	20__	20__	20__
Previous year(s) grant					
Comments:					

## Arrowsmith Independent School Structure



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Colleen Murray (School Founder and Director)

Lesley Bremner (Principal and Teacher)

Board of Directors (5 members) Volunteers

### **PAC Committee (Volunteer based)**

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Colanne Holmes (President)

Deirdre Bruce (Vice President)

Kat Millar (Treasurer)

Tracy Anderson (PAC member)



## COMMUNITY SAFETY GRANTS APPLICATION

<b>NAME OF ORGANIZATION</b> Arrowsmith Independent School PAC Website: <a href="https://www.arrowsmithindependentschool.ca/">https://www.arrowsmithindependentschool.ca/</a>		<b>AMOUNT REQUESTED</b> \$2500
<b>MAILING ADDRESS</b>		
<b>861 Hilliers Road</b>	<b>POSTAL CODE</b> V9K 1X5	<b>ELECTORAL AREA</b> F
<b>CONTACT PERSON</b> Deirdre Bruce (VP PAC member)	<b>TELEPHONE NUMBER</b>	<b>FAX NUMBER</b>

ATTACH A LIST SHOWING YOUR ORGANIZATION'S STRUCTURE (INCLUDING DIRECTORS AND VOLUNTEERS)

<b>IS YOUR ORGANIZATION <u>REGISTERED</u> AS A NON-PROFIT SOCIETY IN BC?</b>	<b>YES</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
--	---	------------------------------------

IF YOUR ORGANIZATION IS NOT A REGISTERED NOT-FOR-PROFIT SOCIETY, PLEASE EXPLAIN YOUR ORGANIZATIONAL STRUCTURE – ie. how do you operate as a group

Both the school and PAC are not for profit

**WHAT WILL THIS GRANT BE USED FOR?**

This grant will be used to purchase and instal a generator for the school so that there is back up power to operate the water system and lights during a power outage. At this point, if there is a power outage, the school has to shut down and parents have to promptly pick up the children. In the winter, there can be frequent outages in area F and often they only last a few hours. Driving during a storm to pick up children in the middle of the day can be very inconvenient and unsafe. By installing a back up power system, this will increase the safety of the school so that they can provide basic needs such as water and lights for the children and teachers.

**PLEASE LIST ALL GRANTS RECEIVED AND/OR APPLIED FOR FROM OTHER GOVERNMENTS OR SERVICE ORGANIZATIONS**

The Community Gaming Grant (\$696) 2018

**PLEASE PROVIDE DETAILS OF OTHER FUNDRAISING ACTIVITIES THAT YOUR ORGANIZATION UTILIZES**

Our PAC committee organised a Winter Faire in Nov 2019. It was a really successful eventand we raised almost \$10,000. The PAC also put together a raffle last Christmas which generated \$500. The funds from these events were used to upgrade the playground structure, and purchase fitness equipment.

WHAT SPECIFIC EXPENDITURES WILL YOUR ORGANIZATION NOT BE ABLE TO MAKE IF YOUR GRANT IS LESS THAN THE AMOUNT REQUESTED  
Arrowsmith independent school will match any additional funds required to purchase and install this generator.

DESCRIBE THE USE OF ANY GRANT RECEIVED LAST YEAR  
We did not receive any RDN grants this year.

Please ensure that you have answered all questions in full and that you include the following information with this application:

- A list of current members and their positions in your organization.
- A copy of your bank statement showing your organization's name and address.
- A copy of your organization's latest financial statement.
- A copy of your organization's current budget.

SIGNATURE

*Deirdre Bruce*

DATE

Aug 24, 2022

Please submit your organization's completed application to:

Finance Department  
Regional District of Nanaimo  
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2  
Telephone: 390-4111 or toll free 1-877-607-4111, Fax:  
390-4163 Email: [inquiries@rdn.bc.ca](mailto:inquiries@rdn.bc.ca)

OFFICE USE ONLY	20__	20__	20__	20__	20__
Previous year(s) grant					
Comments:					

**From:** Deirdre Bruce [REDACTED] >  
**Sent:** Wednesday, August 31, 2022 3:10 PM  
**To:** Cheryl Golding <CGolding@rdn.bc.ca>  
**Subject:** Financial statement Arrowsmith independent PAC

001 Community Partner Package

Account Details

Member Name Arrowsmith Independant School PAC

Member Number [REDACTED]

Account Name 001 Community Partner Package

Current Balance \$2,476.90

Current Interest Rate 0.000%

Transit Number [REDACTED]

Institution Number [REDACTED]

Account Number [REDACTED]

Date Range: 01/06/2022 - 30/06/2022

August 31, 2022

Date ↕	Description ↕	Amount ↕	Balance ↕
07-Jun-2022	Cheque # 1 Cheque Date 07-Jun-2022 Cheque Account Number [REDACTED]	-\$2,100.00	\$8,573.96





## COMMUNITY SAFETY GRANTS APPLICATION

NAME OF ORGANIZATION Mid Island Air Search and Rescue Society (MIASARS)		AMOUNT REQUESTED \$1,000
MAILING ADDRESS 5489 Clipper Drive		
5489 Clipper Drive, Nanaimo, B.C.	POSTAL CODE V9T 5M7	ELECTORAL AREA G
CONTACT PERSON Lynn Ervin	TELEPHONE NUMBER [REDACTED]	FAX NUMBER n/a

ATTACH A LIST SHOWING YOUR ORGANIZATION'S STRUCTURE (INCLUDING DIRECTORS AND VOLUNTEERS)

IS YOUR ORGANIZATION REGISTERED AS A NON-PROFIT SOCIETY IN BC?

YES ☒ ☐

NO ☐

IF YOUR ORGANIZATION IS NOT A REGISTERED NOT-FOR-PROFIT SOCIETY, PLEASE EXPLAIN YOUR ORGANIZATIONAL STRUCTURE – ie. how do you operate as a group  
N/A

WHAT WILL THIS GRANT BE USED FOR?

This grant will be used to purchase computer equipment to be used in our new Mobile Air SAR Support Unit (trailer). We are currently working on the interior radio communication and electrical systems. This Unit will be used throughout Vancouver Island to provide communication between Air SAR and Ground SAR.

PLEASE LIST ALL GRANTS RECEIVED AND/OR APPLIED FOR FROM OTHER GOVERNMENTS OR SERVICE ORGANIZATIONS

during 2022...

\$ 16,000 BC Community Gaming

\$ 6,000 Alberni-Clayoquot Regional District

\$ 4,265 Regional District of Nanaimo

\$ 1,000 Oceanside Community Safety Grant (awarded 2021) anticipated to receive in 2022

note: we will apply this year for a 2023 grant from BC Community Gaming....the amount is not yet known.

PLEASE PROVIDE DETAILS OF OTHER FUNDRAISING ACTIVITIES THAT YOUR ORGANIZATION UTILIZES

during 2022 (YTD)

Donations from...

Public \$450

Organizations \$500

Members(volunteers) \$653

**WHAT SPECIFIC EXPENDITURES WILL YOUR ORGANIZATION NOT BE ABLE TO MAKE IF YOUR GRANT IS LESS THAN THE AMOUNT REQUESTED**


It will take us longer to purchase various computer equipment for our Mobile Air SAR Support Unit.

**DESCRIBE THE USE OF ANY GRANT RECEIVED LAST YEAR**

Last year we were awarded a grant for \$1,000 which we expect to receive soon. Those funds will be used toward the purchase of communication hardware for our mobile Air SAR Support Unit (under construction) which will provide better communication with ground SAR units and improve the efficiency and effectiveness of our search aircraft throughout Vancouver Island.

Please ensure that you have answered all questions in full and that you include the following information with this application:

- A list of current members and their positions in your organization.
- A copy of your bank statement showing your organization's name and address.
- A copy of your organization's latest financial statement.
- A copy of your organization's current budget.

<b>SIGNATURE</b> 	<b>DATE</b> Aug 26, 2022
--	-----------------------------

Please submit your organization's completed application to:

Finance Department  
Regional District of Nanaimo  
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2  
Telephone: 390-4111 or toll free 1-877-607-4111, Fax:  
390-4163 Email: [inquiries@rdn.bc.ca](mailto:inquiries@rdn.bc.ca)

<b>OFFICE USE ONLY</b>	20__	20__	20__	20__	20__
Previous year(s) grant					
Comments:					

Attachment 1 - Current List of members and positions held

Member No	Name	Active	Avail	Organization	Certifications	Titles
15143	Alma Jean (Jean) Playdon	Yes	Yes	Mid-Island Air Search and Rescue Society	Spotter Radio Operator Safety Officer Ground Homing Specialist	Society, Vice President
11683	Anita Vallee	Yes	Yes	Mid-Island Air Search and Rescue Society	Radio Operator Spotter	Society, President
15907	Chantal Casavant	Yes	Yes	Mid-Island Air Search and Rescue Society		Society, Member
15064	Daniel Judge	Yes	Yes	Mid-Island Air Search and Rescue Society	Navigator Spotter Radio Operator Instructor	Society, Director
13009	David (Dave) Lowden	Yes	Yes	Mid-Island Air Search and Rescue Society	Spotter	Society, Member
15458	David Thomas	Yes	Yes	Mid-Island Air Search and Rescue Society	Instructor Spotter	Society, Member
12536	Denis Berube	Yes	No	Mid-Island Air Search and Rescue Society	Radio Operator Spotter	Society, Member
16102	Devan Banman	Yes	Yes	Mid-Island Air Search and Rescue Society		Society, Member
11589	Edith (Edie) Ives	Yes	Yes	Mid-Island Air Search and Rescue Society	Ground Support Instructor Radio Operator Ground Homing Specialist	Callout Administrator Society Secretary
15785	Griffin Windsor	Yes	Yes	Mid-Island Air Search and Rescue Society	Spotter	Society, Member
9794	Howard Coram	Yes	Yes	Mid-Island Air Search and Rescue Society	Instructor Radio Operator Ground Homing Specialist Spotter	Society, Member

5795	Jim Spencer	Yes	Yes	Mid-Island Air Search and Rescue Society	Ground Homing Specialist Radio Operator Search Coordinator Assistant Search Master Instructor	General Administrator Society, Treasurer
5381	John Lamb	Yes	Yes	Mid-Island Air Search and Rescue Society	Instructor Ground Support	Society, Member
9087	Jon Laird	Yes	Yes	Mid-Island Air Search and Rescue Society	Radio Operator Instructor Ground Support Spotter Ground Homing Specialist	Society, Member
13347	Jonathan Churcher	Yes	Yes	Mid-Island Air Search and Rescue Society	Spotter Instructor	Society, Director
14506	Lynn Ervin	Yes	Yes	Mid-Island Air Search and Rescue Society	Navigator Spotter Instructor	Society, Area Air Deputy Area Air Deputy - Nanaimo
9008	Léo Vallée	Yes	Yes	Mid-Island Air Search and Rescue Society	Radio Operator Spotter Ground Homing Specialist	Society, Member
13295	Martin Williams	Yes	Yes	Mid-Island Air Search and Rescue Society	Ground Support Search Coordinator Safety Officer Instructor	Society, Member
5389	Michael (Mike) Williams	Yes	Yes	Mid-Island Air Search and Rescue Society		Society, Member
12930	Paul Giffin	Yes	Yes	Mid-Island Air Search and Rescue Society	Radio Operator Ground Support Spotter	Society, Member
15904	Peter Ladouceur	Yes	Yes	Mid-Island Air Search and Rescue Society	Spotter	Society, Member
11405	Rod Reid	Yes	Yes	Mid-Island Air Search and Rescue Society	Radio Operator Spotter	Society, Member

7319	Terry Mitchell	Yes	Yes	Mid-Island Air Search and Rescue Society	Ground Homing Specialist Radio Operator Navigator	Society, Member
15893	Timothy (Tim) Wang	Yes	Yes	Mid-Island Air Search and Rescue Society	Pilot Radio Operator	Society, Member
2223	Warren McCormick	Yes	No	Mid-Island Air Search and Rescue Society	Navigator	Deputy Zone Commander Officer Training Officer Society, Member
2203	Wolfgang Carolsfeld	Yes	Yes	Mid-Island Air Search and Rescue Society	Radio Operator Ground Homing Specialist Ground Support Instructor Navigator Pilot	Society, Member





# Mid Island Air Search & Rescue Society NFA

Balance Sheet  
As of August 26, 2022

	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
Chequing	3,199.95
Flight Suit Funds	1,246.98
Gaming	18,824.14
Savings	5.10
Undeposited Funds	0.00
<b>Total Cash and Cash Equivalent</b>	<b>\$23,276.17</b>
Accounts Receivable (A/R)	
Accounts Receivable	200.00
<b>Total Accounts Receivable (A/R)</b>	<b>\$200.00</b>
Prepaid Expenses	0.00
<b>Total Current Assets</b>	<b>\$23,476.17</b>
Non-current Assets	\$0.00
<b>Total Assets</b>	<b>\$23,476.17</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable	0.00
<b>Total Accounts Payable (A/P)</b>	<b>\$0.00</b>
GST/HST Payable	0.00
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
Retained Earnings	46,789.39
Profit for the year	-23,313.22
<b>Total Equity</b>	<b>\$23,476.17</b>
<b>Total Liabilities and Equity</b>	<b>\$23,476.17</b>



# Mid Island Air Search & Rescue Society NFA

Profit and Loss  
January 1 - August 26, 2022

	TOTAL
<b>INCOME</b>	
Amts rec'd from Muni/Reg Gov't	10,265.00
Amts rec'd from Prov/Terr Gov't	16,000.00
Donations from Organizations	400.00
Donations from Society Members	653.28
Interest Income	0.08
Society Dues	125.00
<b>Total Income</b>	<b>\$27,443.36</b>
<b>GROSS PROFIT</b>	<b>\$27,443.36</b>
<b>EXPENSES</b>	
Bank Service Charges	55.50
Business Licenses and Permits	40.00
Computer Software	779.40
Drone Equipment	11,239.20
Flying Club Membership	160.00
GPS Equipment	4,390.36
Insurance - Liability & Equipment	2,571.00
Licence and Insurance - Vehicle	729.00
Maps and map data	173.60
Mobile Support Unit	21,286.55
Office Supplies	43.68
Rent Expense	1,902.80
Sat Phone Minutes	420.00
Telephone & Internet	813.35
Training	5,915.89
Website Project/Web Hosting	236.25
<b>Total Expenses</b>	<b>\$50,756.58</b>
<b>PROFIT</b>	<b>\$ -23,313.22</b>



Mid-Island Air Search & Rescue Society Air Search & Rescue Program	2022 Program Budget vs YTD (Aug 21, 2022)					
	Gaming Fund		General Fund		Total	
	<i>budget</i>	<i>actual YTD</i>	<i>budget</i>	<i>actual YTD</i>	<i>budget</i>	<i>actual YTD</i>
<b>Funds carry forward from 2021</b>	<b>40,403.30</b>	<b>40,403.30</b>	<b>6,386.09</b>	<b>6,386.09</b>	<b>46,789.39</b>	<b>46,789.39</b>
<b>Revenue forecast</b>						
Community Gaming Grant	16,000.00	16,000.00			16,000.00	16,000.00
Fundraising					-	-
Donations from Organizations			450.00	400.00	450.00	400.00
Donations from Public			500.00		500.00	-
Donations from members			653.28	653.28	653.28	653.28
Grant from Oceanside Community Safety Grant			1,000.00		1,000.00	
Grant from Alberni Clayoquot RD			6,000.00	6,000.00	6,000.00	6,000.00
Grant from Regional District of Nanaimo			4,265.00	4,265.00	4,265.00	4,265.00
Bank interest			1.00	0.08	1.00	0.08
Sale of Gaming Grant assets			-		-	-
Society Dues			130.00	125.00	130.00	125.00
Donations for Flightsuit					-	-
<b>Total Revenue</b>	<b>16,000.00</b>	<b>16,000.00</b>	<b>12,999.28</b>	<b>11,443.36</b>	<b>28,999.28</b>	<b>27,443.36</b>
<b>Total funds available for 2022 Air SAR Program</b>	<b>56,403.30</b>	<b>56,403.30</b>	<b>19,385.37</b>	<b>17,829.45</b>	<b>75,788.67</b>	<b>74,232.75</b>
	Gaming Fund		General Fund		Total	
<b>Expenses</b>	<i>budget</i>	<i>actual YTD</i>	<i>budget</i>	<i>actual YTD</i>	<i>budget</i>	<i>actual YTD</i>
Advertising & Promotion					-	-
Bank service charges				55.50	-	55.50
Building Improvement & Repair SHQ	400.00				400.00	-
Business Licenses and Permits			50.00	40.00	50.00	40.00
Computer Equipment					-	-
Computer Software	300.00	779.40	500.00		800.00	779.40
Computer Supplies			50.00		50.00	-
Flightsuit	200.00				200.00	-
Flying Club Membership			160.00	160.00	160.00	160.00
Insurance - liability & equipment		153.00	2,418.00	2,418.00	2,418.00	2,571.00
Insurance - trailer	600.00	729.00			600.00	729.00
Map Data	610.00	173.60			610.00	173.60
Office Supplies		43.68	50.00		50.00	43.68
Plotter Supplies	500.00				500.00	-
Postage			30.00		30.00	-
Printer Supplies	300.00				300.00	-
Rent Expense - Search Headquarters		80.00	1,650.00	1,822.80	1,650.00	1,902.80
Sat phone minutes	850.00	420.00	-		850.00	420.00
Telephone & Internet	171.33		1,128.67	813.35	1,300.00	813.35
Website		236.25	100.00		100.00	236.25
					-	-
<b>Projects</b>					-	-
Mobile Air Search Support Unit	23,403.30	17,793.06	7,000.00	3,493.49	30,403.30	21,286.55
GPS Upgrade for navigators					-	-
4 Garmin Montana 710 handheld units	367.88		4,265.00	4,390.36	4,632.88	4,390.36
Drone Project					-	-
Training	3,747.52				3,747.52	-
Drone, accessories and computer	11,750.00	11,239.20			11,750.00	11,239.20
Software	949.76				949.76	-
Training					-	-
Wilderness First Aid*	4,666.71	4,666.71			4,666.71	4,666.71
Water Egress*	6,337.72	-			6,337.72	-
Mountain Flying*	1,249.08	1,249.18			1,249.08	1,249.18
<b>Total Expenses</b>	<b>56,403.30</b>	<b>37,563.08</b>	<b>17,401.67</b>	<b>13,193.50</b>	<b>73,804.97</b>	<b>50,756.58</b>
<b>YTD Profit/Loss</b>	<b>(40,403.30)</b>	<b>(21,563.08)</b>	<b>(4,402.39)</b>	<b>(1,750.14)</b>	<b>(44,805.69)</b>	<b>(23,313.22)</b>
<b>Funds Available Surplus / Deficit</b>	<b>-</b>	<b>18,840.22</b>	<b>1,983.70</b>	<b>4,635.95</b>	<b>1,983.70</b>	<b>23,476.17</b>

















## DUNSMUIR COMMUNITY PARK SPORT COURT BOOKING REPORT

### **RECOMMENDATION**

That the Dunsmuir Community Park (Electoral Area H) sport court booking procedure (Attachment 1) be approved to take effect March 31, 2023.

### **BACKGROUND**

There have been significant upgrades over the course of 2021-2022 to Dunsmuir Community Park (326 Horne Lake Road) located in Electoral Area H, including the creation of a sport court. The sport court is suitable for pickleball, ball hockey, basketball, and other recreational activities. As updates to the park have been completed the demand for use of the sport court has increased, both by groups wishing to book the space for organized play and by individuals seeking to use it on a casual basis.

At the June 14, 2022, Regional District of Nanaimo Board meeting the following motion was adopted:

#22-332

*That staff be directed to provide the Oceanside Services Committee a report outlining the options for booking policies and procedures specific to the sport court at Dunsmuir Community Park in Electoral Area H.*

The booking of public fields and courts within the Oceanside area is managed by the Regional District of Nanaimo (RDN) Recreation and Parks in accordance with agency agreements with the Town of Qualicum Beach, City of Parksville, and School District 69. Attached is the recommended booking procedure specific to Dunsmuir Community Sport Court (Attachment 1). The attached procedure would supplement the established field/court booking procedure adhered to by Regional District of Nanaimo staff. The development of this procedure took into consideration established permitted use trends, feedback provided by community residents and park neighbours. Allocation procedures in place from other communities were also reviewed for best practice purposes. The balanced approach of the recommended procedure is intended to meet the needs of both casual users and groups looking to reserve the space.

The following are the key points of the recommended procedure.

#### **Dunsmuir Community Park Sport Court Considerations:**

- Reservations can be made for the following sports: pickleball (lines but no nets), tennis (the courts are not lined for tennis and there are no nets) basketball (4 hoops), road hockey (4 goal nets on site)
- No permits will be issued for use on Saturdays. Only drop in use allowed.
- The sport court is bookable from 9am-3pm Sunday-Friday.

- Sunday- Friday 3pm-7pm and all-day Saturday are to be blocked for drop in use.
- A maximum of four hours per day (Sunday-Friday) will be allocated for permitted uses.
- Individual permits will be limited to three hours per day.
- Pickleball permits will be limited to two courts. *The third court may be used by permitted group if drop in users are not waiting.*
- Tournaments and special use permits may be issued at the discretion of the RDN. Advance notice of such bookings will be posted on site.

An alternative approach to be considered is that no bookings be permitted and that the sport court at Dunsmuir Community Park only be used on a first come first serve basis. Signage encouraging the practice of allowing 30-minute use times when others are waiting could be posted.

The other option, in terms of booking procedure, is to continue to manage the sport court use as it has been to date, allowing for both reserved and drop in use with no established limit to the number or duration of permits allowed per day. The key challenge with the status quo approach has been when there are conflicting demands for use. Having no established procedure to refer to makes finding a balance between user groups hard to address in a consistent and fair manner. Having no set limit on the volume or duration of permits can also lead to issues when attempting to address the noise concerns raised by park neighbours.

Allowing for only permitted use of the sport court is not a practical option as there are no resources in place to monitor and enforce adherence.

Regardless of the approach chosen, signage outlining the expectations of use would be placed at the entrance of the sport court.

It is recommended that the approach that is selected take effect March 31, 2023, to align with the existing field and court booking request intake cycle.

## **FINANCIAL IMPLICATIONS**

It is anticipated that existing staff and scheduling software resources will be able to manage the expected volume of bookings for the court. However, both staffing levels and scheduling resources will need to be maintained to fulfill the staff recommendation and may need to be increased should the volume of bookings increase. These costs are currently allocated to the operational budget of Northern Recreation Services function.

The only measurable cost implication of the recommended approach would be associated with the design, and installation of signage. These costs would be attributed to the Area H Community Parks budget and are estimated to be \$500.00.

## **STRATEGIC PLAN ALIGNMENT**

Social Wellbeing - Make the Region a safe and vibrant place for all, with a focus on children and families in programs and planning.



## **ATTACHMENT**

1. Dunsmuir Community Park Sport Court Booking Procedure

### **REVIEWED BY:**

Mark Dobbs, Superintendent of Parks Operations & Capital Projects

Dean Banman, Manager Recreation Services

Tom Osborne, General Manager of Recreation and Parks

Douglas Holmes, Chief Administrative Officer

**REGIONAL DISTRICT OF NANAIMO  
RECREATION and PARKS DEPARTMENT**

**P R O C E D U R E**

SUBJECT: <b><i>Dunsmuir Community Park Sport Court Booking (Draft)</i></b> NO.: TBD	
CROSS REF.: Field & Court Manual (Staff Resource) & online booking form: <a href="https://rdn.bc.ca/sport-fields-and-courts">https://rdn.bc.ca/sport-fields-and-courts</a>	
EFFECTIVE DATE: <b>TBD</b>	PREPARED BY: <b><i>Hannah King</i></b> APPROVED BY:
REVISION DATE: REVIEWED DATE:	REVISED BY: REVIEWED BY: PAGE 1 of 2

**PURPOSE:** To provide additional and site-specific booking parameters for Dunsmuir Community Park sport court. This policy is to be considered an addendum to the established field/court booking procedure.

**PROCEDURE:** The sport court at Dunsmuir Community Park is available for drop in use and reservations. As is the process for all fields and courts managed by the Regional District of Nanaimo, ongoing (regular) group bookings requests (i.e., seasonal league play) of the sport court are to be submitted prior to the established deadlines of; January 31<sup>st</sup> for use April-August (inclusive) and July 31 for use September- March (inclusive).

Bookings received after deadline or for casual use (less than once per month) are accepted and fulfilled subject to court availability. Such requests are typically processed within 2 business days.

**Dunsmuir Community Park Sport Court:**

- Reservations can be made for the following sports: pickleball (lines but no nets), tennis (the courts are not lined for tennis and there are no nets) basketball (4 hoops), road hockey (4 goal nets on site)
- No permits will be issued for use on Saturdays. Only drop in use allowed.
- The sport court is bookable from 9am-3pm Sunday-Friday.
- Sunday-Friday 3pm-7pm and all-day Saturday be blocked for drop in use.
- A maximum of four hours per day (Sunday-Friday) will be allocated for permitted uses.
- Individual permits will be limited to three hours per day.
- Pickleball will be limited to two courts. *The third court may be used by permitted group if drop in users are not waiting.*
- Tournaments and special use permits may be issued at the discretion of the RDN. Advance notice of such bookings will be posted on site.

The standard terms and conditions noted within permits issued for the use of fields and courts by the Regional District of Nanaimo apply to the use of the Dunsmuir Community Park sport court. Including the requirement that regular user groups (i.e., leagues, groups that meet more than once a month) provide proof of insurance (\$5M) and that the RDN be named as additionally insured.

Signage outlining usage expectations and booking contact information is posted on site.

**Arrowsmith Community Recreation Association Recreation Services Agreement Renewal  
2023-2025**

**RECOMMENDATION**

That the Recreation Services Delivery Agreement with Arrowsmith Community Recreation Association (Attachment 1) be renewed for a three-year term (January 1, 2023- December 31, 2025).

**BACKGROUND**

The current Recreation Services Delivery Agreement between the Regional District of Nanaimo (RDN) and Arrowsmith Community Recreation Association (ACRA) expires December 31, 2022. ACRA oversees the coordination of supplemental recreation programs for residents in Electoral Area F of all ages and interests and assists with community events. The need for supplemental recreation services was first identified in the 2006 District 69 Recreation Services Master Plan and was supported in the Oceanside Recreation Services Master Plan completed in 2018. Based on the Association's satisfactory service to date, a renewal of the Agreement is being recommended for another three-year term (2023-2025) as outlined in Attachment 1.

**FINANCIAL IMPLICATIONS**

The Recreation Services Delivery Agreement with ACRA is funded within the Northern Recreation Services function. This function serves the City of Parksville, Town of Qualicum Beach and Electoral Areas E, F, G and H. As such these partners collectively fund the annual payment to ACRA for the delivery of supplemental recreation services within EA F.

Both the 2023 Preliminary budget and the Five-Year Financial Plan include annual payments to ACRA as per the terms of the recommended Agreement (Attachment 1).

<b>2023</b>	<b>2024</b>	<b>2025</b>
\$84,040	\$85,301 (1.5% increase)	\$87,007 (2% increase)
No CPI adjustment	Plus CPI adjustment in addition to the 1.5% increase	Plus CPI adjustment in addition to the 2.0% increase

Should the Board not approve the attached Agreement, ACRA would likely no longer be able to provide supplemental recreation services as outlined in 'Schedule A' of the Agreement. Electoral Area F recreation services would be reduced indefinitely until a new service provider was secured or additional recreation services program staff were hired. The annual payment to ACRA identified in the 2023 Preliminary Budget and Five-Year Financial Plan would not be fully expended until a new service provider was secured or additional recreation services program staff were hired.

## **STRATEGIC PLAN ALIGNMENT**

Social Wellbeing - Make the Region a safe and vibrant place for all, with a focus on children and families in programs and planning.

### **REVIEWED BY:**

- T. Moore Acting Director, Finance
- D. Banman, Manager, Recreation Services
- T. Osborne, General Manager, Recreation and Parks
- D. Holmes, Chief Administrative Officer

## **ATTACHMENT**

1. Recreation Delivery Services Agreement with Arrowsmith Community Recreation Association (2023-2025)

## RECREATION SERVICES AGREEMENT

THIS AGREEMENT dated for reference the \_\_\_\_\_ day of \_\_\_\_\_, 2022 is

### BETWEEN:

**REGIONAL DISTRICT OF NANAIMO**, a regional district incorporated pursuant to the *Local Government Act* (British Columbia) with offices at 6300 Hammond Bay Road, Nanaimo, BC, V9T 6N2

(the “**Regional District**”)

### AND:

**ARROWSMITH COMMUNITY RECREATION ASSOCIATION**, a society incorporated pursuant to the *Societies Act* (British Columbia) with a mailing address of PO Box 94, Coombs, BC, V0R 1M0

(the “**Society**”)

### WHEREAS:

- A. The Regional District, by Northern Community Recreation Service Establishment Bylaw No. 861, 1992, as amended, established the Northern Community Recreation Service for the purpose of organizing and conducting recreational programming and to acquire, construct, manage, or otherwise provide property for pleasure, recreation, and similar public uses, including recreation and cultural facilities of all types;
- B. The Society was incorporated on November 3, 2003 with an object of enhancing recreational services;
- C. Section 332(3) of the *Local Government Act* provides that a regional district service may be operated by another organization; and
- D. The Board wishes to engage the Society to provide the Services as set out in this Agreement.

**NOW THEREFORE** in consideration of the mutual covenants and agreements contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties covenant and agree as follows:

### Definitions and Interpretation

1. In this Agreement,

- (a) “**Agreement**” means this Agreement as from time to time supplemented or amended by one or more agreements entered into pursuant to the applicable provisions of this Agreement together with all schedules;

- (b) **"Annual Report"** has the meaning provided in section 20 of this Agreement;
- (c) **"Assistance"** has the same meaning as in the *Community Charter*;
- (d) **"Board"** means the regional board of the Regional District of Nanaimo;
- (e) **"Claims and Expenses"** means all actions, causes of action, suits, judgments, proceedings, demands and claims, whether at law or in equity, losses, damages, expenses and costs (including legal fees and disbursements on an indemnity basis) of any kind or nature whatsoever, at law or in equity, for any damage, loss, injury or death;
- (f) **"Community Charter"** means the *Community Charter*, SBC 2003, c 26, as amended or replaced from time to time;
- (g) **"Event of Default"** means an event described in section 32 of this Agreement;
- (h) **"Force Majeure"** means an act of God, act of Canada's enemies, sabotage, war, blockades, insurrections, riots, epidemics, lightning, earthquakes, floods, storms, fires, washouts, nuclear and radiation activity or fall out, arrests and distrains of rulers and people, civil disturbances, explosion, expropriation, or any act, omission or event whether of the kind enumerated in this definition or otherwise not within the control of a Party, which by the exercise of reasonable due diligence, the Party could not have prevented;
- (i) **"Local Government Act"** means the *Local Government Act*, RSBC 2015, c 1, as amended or replaced from time to time;
- (j) **"Service Area"** means Electoral Area 'F' within the Regional District of Nanaimo;
- (k) **"Proposed Budget"** has the meaning provided in section 12(a) of this Agreement;
- (l) **"Regional District"** means the Regional District of Nanaimo or any employee, contractor, agent, delegate or assignee designated by Board to act on its behalf with respect to this Agreement or any rights or powers granted to the Regional District hereunder, excepting the Society;
- (m) **"Regional District Parties"** means the Regional District, its elected officials, officers, employees, representatives, agents, successors, and assigns;
- (n) **"Review Engagement Statement"** has the meaning provide in section 21 of this Agreement;
- (o) **"Services"** means the recreation services set out in the recreation services plan attached as Schedule "A";
- (p) **"Term"** has the meaning provided in section 3 of this Agreement.

- (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) 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;
- (d) reference to any enactment includes any regulations, orders, or directives made under the authority of that enactment;
- (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted, or replaced, unless otherwise expressly provided;
- (f) the provisions of section 25 of the *Interpretation Act*, RSBC 1996, c, 238, with respect to the calculation of time apply;
- (g) all provisions are to be interpreted as always speaking;
- (h) reference to a “party” is a reference to a party to this Agreement and to that party’s respective successors, assigns, trustees, administrators, and receivers. Wherever the context so requires, reference to a “party” also includes agents, officers, and invitees of the party;
- (i) 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;
- (j) 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”; and
- (k) wherever the singular, masculine, and neuter are used throughout this Agreement, the same is to be construed as meaning the plural, the feminine, and the body corporate or politic as the context so requires.

### **Term**

3. The term of this Agreement is for three (3) years beginning on January 1, 2023, and ending on December 31, 2025, unless terminated earlier in accordance with this Agreement (the “Term”).
4. The Agreement may be renewed for an additional three (3) year term at the request of the Society, but such request may be refused for any reason by the Regional District.



## **The Services**

5. The Society shall provide the Services to the Service Area in accordance with the terms of this Agreement.
6. The Society covenants and agrees that it shall, at all times during the currency of this Agreement:
  - (a) perform promptly and safely all of the Services and its functions and obligations under this Agreement and perform promptly and safely all of its obligations under every other agreement between the Society and any other party in respect of the Services;
  - (b) be just and faithful in the performance of its functions and obligations under this Agreement and in its dealings with the Regional District under this Agreement and other agreements entered into between the Society and the Regional District or any other person in respect of the Services. Without limiting the generality of the foregoing, the Society shall make full, frank, and immediate disclosure to the Regional District of all matters coming to the attention of the Society or any of its officers, directors, employees, agents, servants, or consultants in relation to the Services under this Agreement;
  - (c) perform its functions and obligations itself or through such reputable and competent agents or independent contractors as it may engage from time to time;
  - (d) perform its functions and obligations under this Agreement and exercise all of its rights in respect of the Services, in a lawful and orderly manner in full compliance with all applicable federal, provincial, municipal, and other laws, bylaws (including bylaws of the Regional District), regulations, and statutes;
  - (e) not assign any of its rights or obligations under this Agreement to any other person or entity or otherwise contract with an independent contractor to performance any of the Services without the prior written consent of the Regional District; and
  - (f) perform the Services in accordance with any operational guidelines as may be established from time to time by the Regional District.
7. The parties acknowledge and agree that all property listed in Schedule "B", which is all either owned by the Regional District or purchased with Regional District funds pursuant to this Agreement, is and shall remain the property of the Regional District free and clear of any claim by the Society and the Society shall not mortgage, charge, pledge, hypothecate, or otherwise post such property as security for any purposes whatsoever.
8. The Society shall update Schedule "B" by February 15 of each calendar year during the Term, including all additions or replacements of property listed therein, and provided a certified copy of such updated Schedule "B" to the Regional District's Manager, Recreation Services as soon as reasonably possible. The updated Schedule "B" provided under this section 8 shall automatically replace previous versions and shall become a part of this Agreement.

9. The Society shall, to the satisfaction of the Regional District, maintain in good working condition all property paid for or provided by the Regional District, including both not limited to such property listed in Schedule "B", for the purpose of providing the Services. Without limiting the foregoing, the Society shall take all reasonable steps to secure all property listed in Schedule "B" from damage or theft.
10. The Society shall return, at the request of the Regional District, any Regional District-property, including such property limited in Schedule "B", related to the performance of the Services.
11. The Society shall, no later than one week after the occurrence of any such event, notify the Regional District of any injury to person(s) connected in any way to the performance of the Services.

#### **Budgeting and Reporting Obligations**

12. The Society shall provide to the Regional District by September 15 of each calendar year of the Term a report containing:
  - (a) a detailed proposed budget for the following calendar year showing the revenues and expenditures projected for the Services (the "**Proposed Budget**");
  - (b) a statement of the goals and objectives for the Services for the upcoming calendar year, including a description of program content;
  - (c) a brief written narrative highlighting any significant Services program changes, deletions, and additions from the current calendar year in relation to specific line items in the budget under section 12(a); and
  - (d) a description of any other significant issues pertaining to the Services.
13. Without limiting the foregoing, the Proposed Budget shall:
  - (a) be prepared by the Society in accordance with General Accepted Accounting Principles;
  - (b) contain details as to the funds anticipated to be required by the Society for the upcoming calendar year for the Services, including those expenses both of a capital and operating nature;
  - (c) be presented to the Regional District's Director of Finance, who shall review the budget and either approve it or return it for amendment by the Society;
14. If the Proposed Budget is returned for amendments under section 13(c), the Society shall return the Proposed Budget as amended to the Regional District's Manager of Recreation Services for its approval on or before the day specified by the Director of Finance.
15. If the Society incurs a deficit or surplus in any calendar year during the Term, such deficit or surplus shall be carried forward and applied to the following year's budget in accordance

with the accounting rules established for Regional Districts in the Province of British Columbia.

16. The Society acknowledges and agrees that the Regional District is under no obligation to fund a deficit incurred in a previous calendar year. Without limiting the foregoing, the Society may include funding for a deficit incurred in the Proposed Budget for consideration for approval in accordance with the terms of this Agreement.
17. The Society shall not expend, contract for, or otherwise commit the Society to any expenditure in any calendar year except one that has first been approved in accordance with sections 13-14 above.
18. The Society shall keep its books of account in such manner and provide such detail as may be required from time to time by the Regional District's Director of Finance or their designate.
19. Without limiting the foregoing, the Society shall:
  - (a) keep all operating revenues and expenditures related to this Agreement separate from those of other non-recreation service activities that may be undertaken by the Society from time to time; and
  - (b) account for all funds provided under this Agreement from any other funds of the Society.
20. The Society shall provide to the Regional District by February 15 of each calendar year of the Term a report (the "**Annual Report**") containing:
  - (a) a preliminary summary of operating results for the Services showing revenues and expenditures between January 1 and December 31 of the previous calendar year;
  - (b) at the discretion of the Regional District a quote for the Review Engagement Statement required under section 21;
  - (c) a summary of Services programs held between January 1 and December 31 of the previous calendar year showing registration statistics and number of sessions held;
  - (d) a brief narrative summary reviewing the goals, objectives, and results achieved for the previous calendar year for the Services; and
  - (e) a brief narrative summary reviewing the challenges encountered, Services program cancellations, and any other significant issues addressed over the previous calendar year.
21. At the discretion of the Regional District on or before March 31, the Society shall have prepared by a Chartered Professional Accountant qualified to practice publicly in the British Columbia, a review engagement statement of its accounts containing particulars of assets and liabilities, and a statement of revenue and expenditures for the year, including the funds provided under this Agreement (the "**Review Engagement Statement**"). All Review Engagement Statements shall be submitted to the Regional District's Manager of Recreation Services upon completion.

22. Without limiting the foregoing, the Regional District's auditors shall have access to and may rely upon the Review Engagement Statements prepared under section 21. The Regional District's auditors shall also have access to the working papers of the Society's accountant for the Regional District's year-end audit.
23. At any time, the Regional District may give to the Society written notice that it desires its representatives to examine the books of account of the Society, and the Society shall produce for examination to such representative within ten days after receipt of such notice, its books of account, and the said representative shall have a right of access to all records, documents, books, accounts, and vouchers of the Society and shall be entitled to require from the directors and officers of the Society such information and explanations as, in their opinion, may be necessary to enable Regional District staff to report to the Board on the financial position of the Society.
24. The Society shall provide, within one week of filing, a copy of its annual report prepared pursuant to the *Societies Act* to the Regional District's Manager of Recreation Services.
25. The Society acknowledges and agrees it is solely its responsibility to determine whether it is required to be registered for GST purposes. The amount of funding provided in this Agreement includes any GST that may be payable by the Society. Without limiting the foregoing, any liability for GST required in respect of this Agreement shall be the responsibility of the Society.

#### **Payment for Services**

26. The Regional District shall pay the Society for performing the Services in accordance with the following (the "**Annual Payment**"):
- (a) for the 2023 calendar year, two equal installments of \$42,020.00, paid on or before January 10 and July 10, respectively, equal to the sum of \$84,040.00 and
  - (b) for the 2024 calendar year, two equal installments of \$42,650.50.00, paid on or before January 10 and July 10, respectively, equal to the sum of \$85,301.00. This amount will be adjusted by the change in the Consumer Price Index (CPI) for Vancouver Island (Victoria) as of November 30, 2023.
  - (c) for the 2025 calendar year, two equal installments of \$43,503.50.00, paid on or before January 10 and July 10, respectively, equal to the sum of \$87,007.00. This amount will be adjusted by the change in the Consumer Price Index (CPI) for Vancouver Island (Victoria) as of November 30, 2024.
27. The Society shall administer the Annual Payment in accordance with the budget approved by the Regional District under section 13-14 of this Agreement.

28. In addition to the Annual Payment, the Regional District shall pay the cost to the Society of having the Review Engagement Statement prepared as required under section 21.

### **Regional District Liaison**

29. During the Term, a Regional District liaison, to be designated by the Regional District, shall be entitled to attend all meetings of the board of directors of the Society as a non-voting participant.

### **Remedial Action**

30. If the Society fails to do anything required of the Society under this Agreement, the Regional District may fulfill or complete such thing at the cost of the Society.

### **Termination and Default**

31. The Regional District may terminate this Agreement upon giving ninety (90) days' written notice to the Society.

32. The occurrence of any of the following events shall be an Event of Default by the Society under this Agreement:

(a) subject only to Force Majeure, the failure of the Society to perform or observe any of its covenants or agreements in this Agreement, if such failure is not cured within fourteen (14) days of written notice from the Regional District to the Society specifying such failure; or

(b) the Society:

(i) fails to notify the Regional District of an injury occurring in relation to the performance of the Services as set out in section 11 of this Agreement;

(ii) fails to file its annual report or annual audited financial statement pursuant to the requirements of the *Societies Act*;

(iii) fails to maintain its status as a society in good standing under the *Societies Act*;

(iv) becomes insolvent;

(v) commits an act of bankruptcy;

(vi) makes a general assignment for the benefit of its creditors;

(vii) acknowledges its insolvency; or

(viii) a statutory trustee, provincial agent, receiver or receiver-manager is appointed in respect of any property or asset of a Party and is not discharged within fourteen (14) days.

33. Upon the occurrence of an Event of Default, the Regional District may:

- (a) pursue any remedy available in law or in equity, the Society acknowledging that specific performance, injunctive relief (mandatory or otherwise). or other equitable relief may be the only adequate remedy for an Event of Default;
- (b) take all actions in its own name or in the name of the Society as may reasonably be required by the Regional District to cure the default, and all payments, costs, and expenses incurred by the Regional District shall be payable by the Society to the Regional District on demand; or
- (c) waive the default, provided that any waiver of a particular Event of Default shall only be effective if it is in writing, signed by the Regional District, shall not operate as a waiver of any subsequent or continuing Event of Default, and shall not be binding upon, or limit the remedies available to the Regional District if it has not signed such waiver;

provided that the rights and procedures set forth in this section 33 shall be concurrent with and in addition to and without prejudice to any other rights or remedies at law or in equity which a party may have in respect of an Event of Default.

34. The Society may terminate this Agreement upon twelve (12) months' written notice to the Regional District.

#### **Insurance and Indemnification**

35. Without limiting the Society's obligations and liabilities under this Agreement, the Society shall obtain, at its own expense, and keep in force a policy of comprehensive general liability insurance, including without limitation non-owned automobile insurance and tenant fire and legal liability insurance, providing coverage against claims for personal injury, death, or property damage or loss arising out of or connected with the activities of the Society under this Agreement providing for the minimum combined single limit of not less than \$3,000,000.00 for each occurrence or such amount as the Regional District may require from time to time. This policy shall include a cross-liability clause and a waiver of subrogation in favour of the Regional District.

36. The Society shall purchase property insurance on a replacement cost basis for all property listed in Schedule "B".

37. Without limiting the foregoing, all insurance required by this Agreement shall be placed with reputable insurers upon terms and in amounts, as to deductibles and otherwise, satisfactory to the Regional District acting reasonably from time to time. The cost of premiums and deductibles for each and every such policy shall be paid by the Society. The Society shall obtain from the insurers under such policies, undertakings to notify the Regional District in writing at least thirty (30) days prior to any cancellation or amendment thereof. The Society shall provide the Regional District with copies of all policies, or certificates of such insurance policies in lieu thereof as described herein and each renewal and replacement thereof and



each endorsement thereto. The Society shall deliver to the Regional District notice of the continuation of such policies not less than ten (10) days prior to their respective expiry dates.

38. The Society hereby agrees to release, indemnify, and save harmless the Regional District Parties from and against all Claims and Expenses arising out of or in connection with or related to:

- (a) this Agreement;
- (b) the provision of the Services;
- (c) the Regional District exercising its remedial powers under section 30;
- (d) the breach by the Society of any term of this Agreement; and
- (e) the Society's contravention of any law, enactment, or regulation of a federal, provincial, or local government,

except to the extent that the Claims and Expenses result from the negligent or wrongful acts of the Regional District Parties.

39. The indemnification contained in section 38 shall survive the expiry or earlier termination of this Agreement.

#### **Dispute Resolution**

40. The parties agree that they shall:

- (a) make bona fide efforts to resolve any disputes arising between them by amicable negotiations; and
- (b) provide frank, candid, and timely disclosure of all relevant facts, information, and documents to facilitate the negotiations under section 40(a).

41. If a dispute cannot be settled within sixty (60) days of negotiations beginning under section 39, the parties shall refer the matter to arbitration by a single arbitrator mutually agreed upon by the parties. If the parties cannot agree on an arbitrator, the dispute shall be referred to and finally resolved by arbitration pursuant to the *Commercial Arbitration Act* (British Columbia). The cost of arbitration shall be borne equally by the parties.

## **Miscellaneous**

42. The Regional District and the Society disclaim any intention to create a partnership or joint venture and nothing contained in this Agreement shall be construed to constitute the Regional District or the Society a partner or joint venturer of the other. The parties acknowledge and agree that the Society shall act as an agent of the Regional District with respect to this Agreement and the Services; however, the Society's authority to act as an agent of the Regional District shall be strictly limited to the terms of this Agreement. Subject only to terms of this Agreement, neither the Regional District nor the Society shall have, or represent that it has the authority or power to act for or to undertake or create any obligations or responsibilities, express or implied, on behalf of, or in the name of the other.
43. The Regional District may provide Assistance to the Society as and when it considers it appropriate to do so and subject to a notice of Assistance published as required under the *Local Government Act*, in connection with any activity of the Society under this Agreement or otherwise in connection with the Services, including, without limitation, any one or more of the following:
- (a) grants or other benefits to the Society; or
  - (b) any other benefit or advantage that the Regional District considers appropriate.
44. Each party represents and warrants to the other as follows:
- (a) it has the power and capacity to enter into this Agreement;
  - (b) it is not in default under the laws of British Columbia or Canada applicable therein;
  - (c) this Agreement is valid and binding on it in accordance with its terms; and
  - (d) the performance of its obligations under this Agreement does not breach the terms of any other agreement or obligation to which it is a party.
45. Any notice permitted or required by this Agreement to be given to either party must be delivered in writing to that party at the address set out above, or to any other address provided by the party to the other under this section. If a party changes its address or facsimile number, or both, it must immediately give notice of its new address or facsimile number, or both, to the other party as provided in this section. Any notice that is delivered is considered to have been given on the next business day after it is dispatched for delivery if sent by mail and on the day of delivery if delivered by hand. Any notice that is sent by facsimile transmission is considered to have been given on the day it is sent if that day is a business day, and if that day is not a business day it is considered to have been given on the next business day after the date it is sent.
46. Except as expressly set out in this Agreement, nothing in this Agreement shall prejudice or affect the rights and powers of the Regional District in the exercise of its powers, duties, or functions under the *Local Government Act* or any of its bylaws.

47. In the event of a conflict between the terms of this Agreement and the provisions of a Regional District bylaw applicable to the Services, the bylaw shall prevail.
48. Time is to be the essence of this Agreement.
49. This Agreement shall enure to the benefit of and be binding on the parties hereto and their respective heirs, administrators, executors, successors, and permitted assignees.
50. All rights and remedies of either party under this Agreement are cumulative and are in addition to, and do not exclude or limit, any other right or remedy of either party, at law or in equity, against the other. All rights and remedies may be exercised concurrently.
51. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.
52. This Agreement may not be modified or amended except by the written agreement of the parties.
53. This Agreement contains the entire agreement and understanding of the parties with respect to the matters contemplated by this Agreement and supersedes all prior and contemporaneous agreements between them with respect to such matters.
54. All representations and warranties set forth in this Agreement and all provisions of this Agreement, the full performance of which is not required prior to a termination of this Agreement, shall survive any such termination and be fully enforceable thereafter.
55. Each party shall promptly notify the other party of any matter which is likely to continue or give rise to a violation of its obligations under this Agreement.
56. Each article of this Agreement shall be severable. If any provision of this Agreement is held to be illegal or invalid by a court of competent jurisdiction, the provision may be severed and the illegality or invalidity shall not affect the validity of the remainder of this Agreement.
57. This Agreement may be executed in counterpart with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.
58. Each party shall perform all such other acts and things and execute all such other documents as are necessary or desirable in the reasonable opinion of the other to evidence or carry out the terms or intent of this Agreement.
59. The Society acknowledges and agrees that:
- (a) the Regional District is subject to the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c 165 and that this Agreement and the information it contains, and any information supplied by the Society to the Regional District in connection with this Agreement, is not implicitly confidential for the purposes of that enactment; and

(b) this Agreement, and the information it contains, may be the subject of an access to information request made to the Regional District under the *Freedom of Information and Protection of Privacy Act* and that the Regional District may be obliged by that enactment to disclose all or part of this Agreement and the information it contains and all or part of any information of the Society supplied to the Regional District in connection with this Agreement, whether or not the Society has expressly stipulated that the information in question is confidential for the purposes of that enactment.

As evidence of their agreement to be bound by the terms of this Agreement, the parties have executed this Agreement as follows:

Date:

**REGIONAL DISTRICT OF NANAIMO**, by )  
its authorized signatories: )  
 )  
 )  
\_\_\_\_\_)  
Name: )  
\_\_\_\_\_)  
Name: )

Date:

**ARROWSMITH COMMUNITY** )  
**RECREATION ASSOCIATION**, by its )  
authorized signatories: )  
 )  
\_\_\_\_\_)  
Name: )  
\_\_\_\_\_)  
Name: )

## **SCHEDULE “A” – SERVICES**

### **Goals, Objectives, and Program Content 2023–2025**

#### **2023–2025 Goals and Objectives**

##### **1.1**

##### **Goals**

The primary goal for the Arrowsmith Community Recreation Association (ACRA) and the Arrowsmith Recreation Coordinators is to deliver recreation services to Arrowsmith (Electoral Area F). The goal of the recreation programs and community events is to connect community members through sports, arts and culture.

##### **1.2 Objectives**

1.2.1 To continue to work closely with RDN Recreation to support the three part-time Arrowsmith Recreation Coordinator contracts.

1.2.2 To continue to make recreation program information as accessible as possible for community members. This will be achieved through the Arrowsmith Community Website, ACRA Facebook page, Instagram, YouTube Channel, posters, brochures, email correspondence and telephone conversations.

1.2.3 To continue to offer and expand on successful programs.

1.2.4 To strive to offer programs in the community where gaps in recreation are observed.

1.2.5 To continue to support youth in the community by offering free recreation programs.

1.2.6 To work closely with other District 69 agencies and organizations to be able to invite and welcome vulnerable families to programs and events.

1.2.7 To be inclusive, welcoming, and respectful of all participants, regardless of race, socio- economic status, gender, sexual orientation and age.

1.2.8 To continue to make recreation accessible to all community members by offering free or affordable programs.

1.2.9 To continue to manage the Community Lending Cupboard to be able to share resources with non-profit organizations and community members.

1.2.10 To continue to strengthen relationships with all of the non-profit organizations in Arrowsmith, by helping with promotion, events and sharing of resources.

1.2.11 To continue to strengthen current relationships with community businesses.

1.2.12 To strive towards developing new business relationships in the community.

1.2.13 To research new funding opportunities for grants and in-kind donations.

## **2.0 Program Content for 2023–2025**

### **2.1 Existing Programs, Events and Projects to be Carried Forward**

#### **Programs**

1. Arrowsmith Community Experience (ACE) at Errington School
2. Adult Beginner Marimba at the Bradley Centre
3. Adult Beyond Beginner Marimba at the Bradley Centre
4. Adult World Music Workshops at the Errington Hall
5. Beginner Ballroom Dance at the Bradley Centre
6. Beginner African Hand Drumming at the Errington Hall
7. Beyond Beginner African Hand Drumming at the Errington Hall
8. Intermediate African Hand Drumming at the Errington Hall
9. Beginner Dun Drumming at the Errington Hall
10. Breakfast Club at Munchkinland at Family Place
11. Building Learning Together Storybook Village
12. Cardio Dance Fitness at the Errington Hall
13. Cardio Dance Fitness: Gentle Groove at the Errington Hall
14. Community Cupboard Lending Program
15. Cooking Connections: Cooking for the Active Senior at the Coombs Fairgrounds
16. Dads' Night Out at Errington School
17. Food Sense: Healthy Cooking on a Budget at the Coombs Fairgrounds
18. "Growing Wild" Summer Camp at the Coombs Fairgrounds
19. Preschool Play Program at the Coombs Fairgrounds
20. Child's Play Program at the Coombs Fairgrounds
21. Sole Sisters Walking in Arrowsmith and Oceanside
22. Youth Ages 11-15 Basketball at the Coombs Fairgrounds
23. Youth Ages 16+ Basketball at the Coombs Fairgrounds
24. WOW Bus in Errington
25. WOW Bus in Meadowood
26. Youth World Music Camp at the Errington Hall

#### **Events**

1. Coombs Family Day Celebration at the Coombs Fairgrounds
2. RDN Youth Week 3-on-3 Basketball Tournament at the Coombs Fairgrounds
3. Coombs Community Picnic at the Coombs Fairgrounds
4. Coombs Fair at the Coombs Fairgrounds
5. Youth World Music Camp Community Performance at the Errington Hall
6. Errington Hi Neighbour Day at the Errington Hall
7. RDN Active Aging Sole Sisters Walk at Little Qualicum Falls Provincial Park
8. BLT Spooktacular at Storybook Village
9. Coombs Halloween Candy Walk at the Coombs Fairgrounds
10. Sole Sisters Christmas Cheer at BoMé Cheese
11. Oceanside Health and Wellness Community Forums at various Oceanside Locations and online

## **Projects**

1. Arrowsmith Recreation website updates, Facebook, and Instagram
2. ACRA inventory kept updated in the Community Lending Cupboard
3. ACRA quarterly Recreation Coordinators' Reports
4. Grant writing

## **2.2 Continued Community Development**

1. **Arrowsmith Agricultural Association (AAA)**
  - Coombs Family Day Virtual Celebration
  - Coombs Fair
  - "Growing Wild" Summer Camp
  - Coombs Candy Walk Event
  - Gym Play Programs
  - Youth basketball programs
  - Storage space clean-up and sorting
  - Delivered a presentation about ACRA at AAA board meeting
  - Equipment lending, including traffic directing equipment and tents
  - Promoted programs and events
2. **Arrowsmith Community Recreation Association (ACRA)**
  - Youth basketball programs
  - Youth Week 3-on-3 Youth Basketball Tournament
  - "Growing Wild" Summer Camp
  - Coombs Candy Walk Event
  - Gym Play Programs
  - Coordinated equipment lending
  - Assisted with grant writing
  - Attended planning meetings
  - Presented regular reports to the ACRA chair and board members
  - Maintained ACRA website and social media
  - Designed graphics for ACRA programs and events
  - Correspondence for all ACRA programs
  - Coordinated all registration for ACRA programs
3. **Bradley Centre (Mid Island Pensioners and Hobbyists)**
  - Adult marimba programs
  - Storage of Set 2 marimbas
  - Promoted programs and events
4. **Coombs Hilliers Recreation Community Organization (CHRCO)**
  - Promoted programs and events
5. **Corcan & Meadowood Community Residents Association**
  - Promoted programs and events



6. **Errington Elementary School/School District 69**
  - ACE Club
7. **Errington War Memorial Hall**
  - Youth World Music Camp (offered in 2021 as the Marimba Music Camp)
  - Organized the purchase of new drum cases with grant funds
  - Assisted with grant summary report
  - Attended planning meeting for community games night program
  - Promoted programs and events
8. **Grace United Church**
  - Hosted ACRA meetings
  - Promoted events and programs
  - Equipment lending, including tents for 75<sup>th</sup> anniversary event
9. **Oceanside Building Learning Together (OBLT)**
  - Spooktacular
  - “Pete the Cat” First Steps to Kindergarten Fair
  - Breakfast Club at “Munchkinland”
  - Attended “First 2000 Days Forum”
  - Attended monthly coalition meetings
  - Equipment lending, including Band in a Box
  - Promoted programs and events
10. **RDN Recreation and Parks**
  - Attended monthly YouthLINK meetings
  - Continued use of RDN trails for the Sole Sisters walking program
  - Promoted RDN events and programs
  - Prepared and submitted ACRA quarterly reports
  - Prepared and submitted ACRA 2021 RSA Budget Proposal
  - Prepared and submitted Year End report
11. **Vancouver Island Regional Library**
  - Craft and Storytime Video Series on YouTube

### **2.3 Continued Collaboration with Community Groups/ Organizations/ Businesses**

1. Arrowsmith Search and Rescue
2. Association for Community Education in BC (ACEbc)
3. Ballenas and Kwalikum School International Student Program
4. Ballenas and Kwalikum School Leadership Student Program
5. Ballenas Grad Committee
6. BC Centre for Disease Control
7. BC Youth Week
8. BoMé Cheese
9. Brant Wildlife Festival
10. Cloud Ten Fitness Studio
11. Cook for Health
12. Coombs Auto Mall
13. Coombs Farmers' Institute
14. Coombs Hilliers Recreation Community Organization (CHRCO)
15. Coombs-Hilliers Volunteer Fire Department
16. Coombs History Project
17. Coombs Old Country Market
18. Coombs Old Time Fiddlers Association
19. Corcan & Meadowood Community Residents Association
20. Creekmore's Coffee
21. Hamilton Marsh Committee of the Friends of French Creek Conservation Society
22. Friends of French Creek Conservation Society
23. Grace United Church
24. Hamilton Hobby Farm
25. Heartwood Home Learners Cooperative
26. Island Health
27. Island Mountain Ramblers
28. Mid Island Co-op
29. Ministry of Child and Youth Services
30. Mount Arrowsmith Biosphere Region Research Institute
31. North Island Wildlife Recovery Association
32. Oceanside Health and Wellness Network
33. Oceanside Wood Carvers
34. Oceanside RCMP
35. Pacific Care
36. Parent Support Services Society of BC
37. Parksville and District Rock and Gem Club
38. Parksville Dairy Queen
39. Parksville Golden Oldies Sports Association (PGOSA)
40. Parksville-Qualicum 4H Club
41. Parksville-Qualicum Beach & District BC SPCA
42. Parksville Qualicum Beach News
43. Nanaimo Area Land Trust

44. Rhythm Spirit Drumming
45. Riptide Graphics
46. Riptide Lagoon Adventure Golf
47. Silver Spur Riding Club
48. Society of Organized Services (SOS)
49. Sources
50. Sylvan Temple
51. Trees Restaurant

## **2.4 Proposed New Programs, Events and Projects**

### **Programs**

1. Meadowood Community Centre program(s)
2. Craft workshops at BoMé Cheese
3. Youth Floor Hockey
4. Stroller Walking Group in Oceanside
5. Adult fitness program at the Coombs Fairgrounds

### **Events**

1. ACRA Fundraiser

### **Projects**

1. Program development in Meadowood

### **Proposed New Community Group/Business Collaboration**

1. Arrowsmith Naturalists
2. Fluid Fitness Studio
3. Keddy's K-9 Camp
4. Arrowsmith Independent School
5. Central Island Early Learning Centre
6. Errington Volunteer Fire Department

**SCHEDULE "B" – REGIONAL DISTRICT PROPERTY INVENTORY**

**ACRA's RSA Capital Asset Listing**

<b><u>RSA Capital Asset Listing</u></b> <b><u>as of April 29, 2022</u></b>			
<b><u>Based on Original Purchase Cost</u></b>			
<b><u>Asset</u></b>	<b><u>Year</u></b>	<b><u>Original</u></b>	<b><u>Current</u></b>
		<b><u>Value</u></b>	<b><u>Value</u></b>
Laptop Computer	2018	\$870	\$54
Oak Table	2009	\$40	\$25
Meeting Room Chairs (4)	2009	\$80	\$40
Meeting Room Arm Chair (1)	2009	\$25	\$15
Table Tennis Table	2012	\$400	\$0
Folding Tables (2)	2014	\$86	\$50
Filing Cabinet	2014	\$189	\$60
Shredder	2014	\$61	\$20
Storage Shelves (8)	2014	\$268	\$75
Gym Mats (14)	2022	\$1,144	\$1,144
Marimba Storage Unit (2)	2022	\$811	\$811
<b>Total Assets</b>		<b><u>\$3,974</u></b>	<b><u>\$2,294</u></b>

## ZERO WASTE RECYCLING FUNDING 2023 APPLICATION REVIEW

### **RECOMMENDATION**

1. That the Board award the 2023 Zero Waste Funding as follows:
  - a. \$40,000 to Canadians Locally Improving Communities to carry out upcycling activities and workshops that divert waste and involve community members.
  - b. \$61,545 to Gabriola Island Recycling Organization for textile recycling.
  - c. \$60,000 to Habitat for Humanity to initiate book recycling.
  - d. \$22,800 to Island Futures Society for their waste vegetable oil upcycling initiative.
  - e. \$85,955 to Loaves and Fishes to carry out infrastructure and facility expansion.
  - f. \$29,700 to Ocean Ambassadors to improve recycling, decrease food waste and maximize reuse with 80 businesses and 50 multifamily communities.

### **BACKGROUND**

The approved Solid Waste Management Plan identifies \$300,000 in annual grant funding, available from 2019-2023. On July 28, 2020, the Regional Board directed that this funding be made available for innovative programs that increase diversion through the development of a circular economy.

The 2023 grant application received six compliant submissions, seeking more than \$560,000 in funding. Having reviewed the six submissions, staff recommend that the funding be provided to Canadians Locally Improving Communities (CLIC), Gabriola Island Recycling Organization (GIRO), Habitat for Humanity Mid Vancouver Island, Island Futures Society, Loaves and Fishes Community Food Bank, and Ocean Ambassadors Canada.

The Zero Waste Recycling Funding (ZWRF) program aims to fund organizations that demonstrate innovative initiatives that increase waste diversion through the development of a circular economy, through actions of the zero-waste hierarchy of highest and best use, including but not limited to:

- Acting as a research and recycling hub for hard to recycling items,
- Conducting programs including reduction and redesign of materials,
- Re-using, repairing, and reprocessing of materials, and
- Investigating barriers to recycling.

Detailed analysis and summaries of the proposals are included in Attachment 1.

## Overview of eligible organizations:

- Canadians Locally Improving Communities (CLIC)
  - Amount requested: \$72,500
  - Amount recommended: \$40,000
  - Proposes to expand their upcycling and diversion efforts by obtaining additional storage<sup>1</sup>
  - Seeks to purchase an industrial washing machine and repair existing sewing machines for textile recovery for upcycling
  - Proposes to initiate a partnership with the University of British Columbia and Athabasca University to support the research of reclaimed material in construction. Partnerships with these universities can assist in grant applications for more grants to continue research.
- Gabriola Island Recycling Organization (GIRO)
  - Amount requested: \$61,545
  - Amount recommended: \$61,545
  - Achieves a high level of diversion through diverting textiles, creating a maker space, and documenting the process that allows for expansion or duplication in other regions
  - 2023 funding will allow for the Makerspace to be used for the various C2C products and will be used to address expected shortfalls in the first year of operations which should lead to the long-term sustainability of the program through the development of their revenue stream.
- Habitat for Humanity Mid Vancouver Island
  - Amount requested: \$234,000
  - Amount recommended: \$60,000
  - To recover and upcycle between 6,000-10,000 books annually with volunteer assistance. Books are to be donated by the Rotary Club of Nanaimo and other sources
  - Proposes to utilize funds for wages and lease expenses and support existing programs that were initiated in 2021 and 2022
  - Some funds may be used to landfill residual material from the book upcycling program.
- Island Futures Society
  - Amount requested: \$22,800
  - Amount recommended: \$22,800
  - Proposes to repurpose waste vegetable oil into biodiesel, fuel for heating a local community greenhouse, and to utilize the by-products to create fertilizer for local farmers or glycerine for soap which can be sold.
- Loaves and Fishes Community Food Bank
  - Amount requested: \$150,000
  - Amount recommended: \$ 85,955
  - To contribute to expenses related to the warehouse development costs such as planning and design that is currently ongoing
  - Currently has unspent funds from 2021 and 2022.

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<sup>1</sup> Funding is contingent on receiving approvals from by Planning and Building Inspection.

- Ocean Ambassadors Canada
  - Amount requested: \$ 29,700
  - Amount recommended: \$ 29,700
  - Proposes to carry out education for 80 small businesses and 50 multi-family communities on the waste hierarchy and how to recycle effectively.

		Requested Amount	Funding Recommendation*
<b>CLIC Society</b>	Upcycling & workshops	\$ 62,500	<b>\$ 40,000</b>
<b>GIRO</b>	C2C Threads	\$ 61,545	<b>\$ 61,545</b>
<b>Habitat for Humanity</b>	Book Upcycling	\$ 234,000	<b>\$ 60,000</b>
<b>Island Futures Society</b>	Waste Vegetable Oil Recovery	\$ 22,800	<b>\$ 22,800</b>
<b>Loaves and Fishes</b>	Food Diversion	\$ 150,000	<b>\$ 85,955</b>
<b>Ocean Ambassadors</b>	Education on Zero Waste	\$ 29,700	<b>\$ 29,700</b>
			<b>\$ 300,000</b>

\*For the basis of the funding recommendation see Attachment 1 Proposal Analysis.

## **FINANCIAL IMPLICATIONS**

The 2023 Grant Funding is provided for in the approved 2023 Solid Waste Budget.

## **STRATEGIC PLAN ALIGNMENT**

Environmental Stewardship - Achieve the 90% waste diversion target as per the Solid Waste Management Plan.

This program supports the 90% waste diversion target by supporting waste reduction initiatives and promoting increased waste diversion

## **REVIEWED BY:**

- S. Bajwa, Solid Waste Planner
- B. Routledge, Manager, Solid Waste Services
- E. Tian, General Manager, Regional & Community Utilities

## **ATTACHMENTS**

1. Analysis of Applications
2. Summary of Applications
3. Applications



### Analysis of Applications

	CLIC Society	GIRO	Habitat for Humanity	Island Futures	Loaves and Fishes	Ocean Ambassadors
	Repurposing waste and lead workshops in the community	C2C Threads	Upcycling and book recovery	Waste Vegetable Oil Recovery	Food Diversion	Education on Zero Waste and Recycling
Total Requested Funding	\$ 62,500	\$ 61,545	\$ 234,000	\$ 22,800	\$ 150,000	\$ 29,700
Applicant Contribution	\$ -	\$ 8,500	\$ -	\$ 3,800	\$ -	\$ -
External Contributions	\$ 2,500	\$142,000	\$ -	\$ -	\$ 12,440,000	\$ -
Program Sustainability	●	●	●	●	●	●
Social Benefit (i.e., Scalability)	●	●	●	●	●	●
Regional Benefit	●	●	●	●	●	●
Anticipated Diversion per year	62,500 kg	52,000 kg	6,000-10,000 books	7000 L	110,000-264,000kg	-
Non-Profit	✓	✓	✓	✓	✓	✓
Local Organization	✓	✓	✓	✓	✓	✓
Non-Profit Partnerships	X	✓	X	✓	✓	X
Local Partnerships	X	✓	✓	✓	✓	✓
Project Execution	●	●	●	●	●	●
Reporting	●	●	●	●	●	●
Budget Clarity	●	●	●	●	●	●
Partial funding feasibility	●	●	●	●	●	●
Comprehensive Timeline and Milestones	●	●	●	●	●	●

## Evaluation

	√	Adheres to application requirements
	X	Does not align with application requirements
●	Good	Standards met consistently or expectations exceeded
●	Fair	Standards met frequently or sometimes
●	Poor	Standards are developing or not met

## Definitions

<i>Program Sustainability</i>	<i>Program or project possesses the ability to be maintained and continue onwards after RDN funding concludes (e.g. project develops ongoing revenue source such as the sale of materials)</i>
<i>Social Benefit (i.e., Scalability)</i>	<i>Programs or projects that that promote or advances positive economic, workforce and social development outcomes that produces value towards a healthy community. Ability to increase in size or operational capacity or provide documentation outlining replication.</i>
<i>Regional Benefit</i>	<i>Program or project that produces advantageous, positive, and desirable effects on the surrounding community or electoral areas within the RDN</i>
<i>Anticipated Diversion per year</i>	<i>The amount of waste the applicant expects to divert through their project</i>
<i>Non-Profit</i>	<i>Refers to a registered not for profit agency</i>
<i>Local Organization</i>	<i>An organization based in the Regional District</i>
<i>Non-Profit Partnerships</i>	<i>Partnerships that involve a registered not for profit agency</i>
<i>Local Partnerships</i>	<i>Partnerships with a registered not for profit agency based in the Regional District or other entities that are located in the Regional District</i>
<i>Project Execution</i>	<i>Program demonstrates the steps the project will take to carry out their project</i>
<i>Reporting (clarity and frequency)</i>	<i>The project identifies what will be communicated to the RDN and the periods that communication may be carried out</i>
<i>Budget clarity</i>	<i>Clear and concise estimation of expenses and expected revenue</i>
<i>Partial Funding Feasibility</i>	<i>Assessment of project viability if only partial funds are received</i>
<i>Comprehensive Timeline and Milestones</i>	<i>A clear and comprehensive schedule of events and procedures that incorporate key milestones</i>

## Analysis

Details for each application can be found in Attachment 1, Summary of Applications. The proposals put forth by Island Futures Society demonstrated excellent utilization of 2022 funding through their 2023 application where it is evident that much consideration and research was put towards a well-executed and sustainable project proposal. Ocean Ambassadors Canada provided a compelling proposal that renders excellent value to 50 multi-family communities and 80 small businesses in the Region. Gabriola Island Recycling Organization (GIRO) and Loaves and Fishes Community Food Bank, submitted strong proposals that work toward continuing their projects supported in 2021 and 2022. Habitat for Humanity Mid Vancouver Island (H4H) submitted an application that involves book upcycling which is supported by the local Rotary Club, and would immediately benefit their partners, Rotary Nanaimo. The Canadian Locally Improving Communities Society (CLIC) proposal aligns with the ZWRF guidelines. Each proposal is discussed below:

The **CLIC Society** proposes to obtain shipping containers to increase the storage capacity of diverted materials for upcycling purposes. CLIC has been advised to consult the RDN's Planning Department to ensure that shipping containers on the property are in accordance with zoning regulations. CLIC intends to use the grant to continue with free upcycling workshops that are open to the community, offset the cost of labour and delivery to allow to access more items to be recycled, purchase an industrial washing machine and repair existing sewing machines for textile upcycling. CLIC has also proposed to initiate a partnership with the University of British Columbia and the University of Athabasca to conduct research and development of reclaimed materials in construction. Due to the applicant's oversubscription of ZWRF, it is recommended that CLIC receive \$40,000, or 64% of their requested funding.

**GIRO** was a successful candidate in 2021 and 2022 ZWRF, where they have successfully carried out several programs, including market research for textile recovery, textile upcycling and the beginning of construction of a new Makerspace. GIRO plans to offer shredding services to other organizations that are looking for environmentally responsible methods for recycling textiles. GIRO plans to continue research and development into acoustic panels, with a goal to finalize the prototype and complete testing, and have panels market ready by August 2023. The organization will grow the apprenticeship program, establish the membership system for Makerspace, and continue workshops for communities in BC that are interested in initializing their own cradle-to-cradle textile initiative. GIRO aims to divert 52,000lb of textiles and reduce GHG emissions by over 32.5 tonnes of CO<sub>2</sub>e annually. Through the construction process, the cost of construction and essential equipment-related costs have increased, and delays have occurred. The requested funding will go towards covering the costs associated with their operations of Makerspace and shortfalls due to the time required to develop a foothold into the various markets for the C2C products and services in its first year. Staff recommend allocating \$61,545, or 100% of their requested funding to GIRO in 2023.

**Habitat for Humanity** was provided ZWRF funding in 2021 and 2022 to initiate the upcycling center, providing more space to divert more materials and host workshops that were open to the community. In

2022, Habitat for Humanity worked to create a workspace membership program that could utilize diverted material. The 2023 proposal requested funds to continue supporting start-up costs of the programs that began in 2021 and 2022 (i.e., warehouse lease costs and use of funds for staff). The proposal also outlines the initiation of book upcycling, Books and Beyond, in partnership with the local Rotary Club of Nanaimo. As noted in the ZWRF application guide, there are currently no viable recycling options available for book recycling in the RDN. Habitat for Humanity's application notes that the proposed Books and Beyond recycling can be made viable through volunteer resources. Staff recommends that \$60,000 or 26% of the funding requested be provided to develop the book recycling program.

**Island Futures Society** received partial funding in 2022, where they were able to research upcycling potentials of waste vegetable oil. In the 2023 application, Island Futures demonstrated excellent use of 2022 funding, where the market analysis was conducted through a consultant who provided multiple uses for recycled waste vegetable oil. Island Futures has determined a primary product to upcycle from waste vegetable oil (biodiesel) and has provided multiple products that can be produced by utilizing the byproducts of creating biodiesel. Namely, a byproduct of biodiesel is a fuel source for local community greenhouse heater. The application shows strong project execution and program sustainability that contributes to a circular economy on Gabriola. It is recommended that \$22,800, or 100% of ZWRF funding be allocated to Island Futures for 2023.

**Loaves and Fishes** submitted a proposal that is consistent with the goals of the Solid Waste Management Plan (SWMP) and demonstrates excellent social and regional benefit, and program sustainability and has several local partnerships that are in good standing. Due to unforeseen circumstances, the construction of the new warehouse has been delayed. This contributes to the unspent ZWRF funds provided in 2021 and 2022. As a result of oversubscription and unspent funds, staff recommend providing Loaves and Fishes with \$85,955, or 57% of the requested funding for 2023.

**Ocean Ambassadors Canada** submitted an application that aims to educate 80 small businesses, and 50 multi-family communities on zero waste, and best recycling practices in the RDN. Ocean Ambassadors have demonstrated their understanding of the provincial recycling regulations and knowledge of the RDN's SWMP which can be seen in their project execution where they intend to promote the RDN Curbside app and the What Goes Where recycling directory. This program has scored very well in the proposal analysis matrix, where there is potential for significant regional benefit with a large scope. This application aligns very well with the SWMP. Staff recommend providing Ocean Ambassadors with \$29,700, or 100% of ZWRF for 2023.

## **Summary of Eligible Applications**

### **The Canadians Locally Improving Communities Society (CLIC):**

Amount Requested: \$ 62,500

In-Kind Contributions: \$ 0

Other External Contributions: \$ 2,500 (from RDN Parks and Recreation)

#### **Key objectives**

- Create a hub for storing and upcycling household goods by purchasing two shipping containers to preserve and store diverted materials
- Recycle textiles by purchasing an industrial washing machine and by repairing existing sewing machines.
- Conduct research initiating partnerships with non-profits who build socially supportive housing and contribute by providing diverted construction materials.
- Initiate a partnership with the University of British Columbia and Athabasca University to support the research of reclaimed material in construction. Partnerships with these schools can assist in grant applications for more grants to continue research.
- To divert 62,500lb of waste from the landfill (1\$ per pound diverted)

#### **Overview**

The CLIC Society proposes to scale up its current operations by selling recycled products that would contribute to the sustainability of its operations. To increase waste diversion and scale up their upcycling operations, CLIC proposes that the purchase of two shipping containers for storing material will increase storage capacity to contain and organize materials. CLIC would further utilize the RDN's funding support by acquiring an industrial washing machine and repairing an industrial sewing machine to repurpose textiles. CLIC intends to partner with UBC and Athabasca University for research and development opportunities for repurposing construction materials. This partnership would allow CLIC to apply for more grants to continue research with the universities. CLIC estimates that receiving full funding would allow them to divert 1lb of waste per dollar awarded.

### **Gabriola Island Recycling Organization (GIRO):** Circular Economy Textile Initiative Project C

Amount Requested: \$ 61,545

In-Kind Contributions: \$ 8,500

Other External Contributions: \$ 142,000 (\$50,000 in 2021 from Island Coastal Economic Trust and \$92,000 from Pacifican/Western Diversification).

#### **Key Objectives**

- To complete the construction of the Cradle to Cradle (C2C) building
- To continue product research and development for acoustic sound panels in preparation for market launch in August 2023.

- To increase production and marketing for C2C products sales (ReLove Local)
- To grow the C2C Makers apprenticeship program for training skilled makers contributing to the local economy
- To continue outreach workshops to other communities in BC interested in this textile initiative.
- To address additional and unforeseen building and construction costs.
- To cover costs of the first year of the Makerspace operational costs.

## **Overview**

Funding provided to GIRO in 2023 would address additional and unforeseen building construction costs & essential equipment permitting-related issues, increased material costs and unforeseen issues related to the building site located on the GIRO property (\$30,000). The RDN's funding would cover the costs of the first operational year of the Makerspace to address expected shortfalls due to the time required to develop footholds into the various markets for the C2C products and services in the first year.

In 2021 and 2022 the RDN has provided funds to GIRO that supported:

- Researching building types that would be best suited for project uses
- Designing and engineering for building plans
- Contracting a builder and purchase of building materials.

GIRO aims to reduce textile waste by repurposing them into construction projects, stuffed applications and more that will act to replace single-use items for environmentally conscious consumers throughout Western Canada. GIRO is currently constructing a building provisioned with a solar array that will provide the space for makers, entrepreneurs, and workshops to take place, and will store the shredder. GIRO will offer shredding services for other organizations or businesses that seek environmentally responsible methods to recycle textiles. An online platform will be created where entrepreneurs will be able to market their upcycled products. GIRO will reduce GHG emissions by over 32.5 tonnes of CO<sub>2</sub>e annually through its actions.

## **Habitat for Humanity**

Amount Requested: \$ 234,000

In-Kind Contributions: \$ 0

Other External Contributions: \$ 0

## **Key Objectives:**

- To initiate the Books and Beyond Initiative where hardcover books can be repurposed into furniture and paperback books can be repurposed into a heating fuel source.
- To continue upcycling and redesigning furniture through the ReFresh store.
- To continue the workspace membership program
- To continue accepting metal, bottles, and old furniture
- To continue accepting wire products for their wire stripping service
- To continue to conduct free pickups and accept large items from the surrounding community.
- To continue conducting upcycling and reupholstering workshops

## Overview

The RDN has supported HFHMVI through the ZWRF in 2021 and 2022, where funding was utilized to initiate the ReVive space and used to help increase the frequency of upcycling workshops and created a workspace membership program.

In 2023, HFHMVI proposes to utilize funding that contributes to the continuation of the ReVive and Refresh centers and intends to initiate book recycling, “Books and Beyond Initiative”. This new initiative will utilize volunteer resources and aims to create products that would not otherwise be sustainable with paid employees. The books initiative plans to utilize hard and soft cover books by upcycling hardcover books to create unique furniture pieces. Softcover, paperback books and wastepaper created will be turned into paper logs that can be burned in any wood-burning fireplace. HFHMVI plans to create and market this product for this proposed “Fuel for Families” initiative. The paper logs can be sold to customers which will generate a new revenue source. Through this book recycling and repurposing, it is estimated that between 6,000 and 10,000 books will be diverted from landfill annually. This book recycling would immediately benefit the local Rotary Club through the planned partnership, as the club has encountered book storage issues through their biannual book sales.

### **Island Futures Society:** Circular Economy Waste Vegetable Oil Initiative

Amount Requested: \$22,800

In-Kind Contributions: 3,800

Other External Contributions: \$ 0

### **Key Objectives**

- To upcycle waste vegetable oil (WVO) on Gabriola Island
- To create a viable and sustainable circular economy initiative for waste vegetable oil (WVO) on Gabriola that can be replicated and scaled up in the RDN and beyond.
- To upcycle WVO to create biodiesel that replaces diesel.
- To use WVO to heat a local greenhouse (in partnership with Gabriola Agricultural Co-operative)
- To produce purer glycerine, liquid soap, recovered methanol and potassium fertilizer

## Overview

In 2022 the RDN provided ZWRF (\$2,500) to the Island Futures Society (IFS) to research the potential of repurposing WVO, equipment requirements and marketability.

In 2023, IFS proposes to repurpose approximately 7000L annually on Gabriola Island by primarily upcycling it into biodiesel for local transportation organizations (e.g., Gulf Island Food Transport). The IFS proposes to utilize the remaining WVO to fuel a heater in a local, commercial greenhouse utilized by, Gabriola Agricultural Co-operative, contributing to increased resiliency of the food system on Gabriola. Further, through the recommendations of the consultants utilized in 2022, IFS will seek to purchase equipment (centrifuge) used to purify the raw glycerine by-product of the production of biodiesel into a variety of products including liquid hand soap, cleaning products, and potassium-based fertilizer that can be sold to farmers and gardeners on the island.



**Loaves and Fishes:** Capital Infrastructure and Equipment

Amount Requested: \$150,000

In-kind Contributions: \$150,000

Other External Contributions: \$12,440,000

**Key Objectives:**

- To develop a new warehouse
- To purchase or invest in equipment to optimize the Food 4U Food Recovery program.
- To purchase or invest in equipment for automated empties sorting.

**Overview:**

The RDN provided ZWRF to Loaves and Fishes Community Food Bank in 2021 and 2022 which contributed to the new warehouse development costs and warehouse. This seed money was able to support and be a catalyst in gaining support from other levels of government.

Loaves and Fishes propose to utilize ZWRF in 2023 to continue successful food recovery operations that run 7 days a week and 364 days each year. As a result of high levels of operations, significant investment in key equipment is essential for ensuring food is put to its highest and best use. The 2023 ZWRF funding would also be utilized to reach the goal of accepting the delivery of an automated empties sorting system prior to warehouse completions that will effectively sort and store beverage containers. Implementation of this new system would allow Loaves and Fishes to accept increasing quantities of drink containers.

**Ocean Ambassadors Canada:** Initiative to increase waste diversion and decrease waste produced by small businesses and multi-family housing communities in the Regional District of Nanaimo

Amount Requested: \$29,700

In-Kind Contributions: \$ 0

Other External Contributions: \$

**Key objectives**

- Educate 80 small businesses to understand the importance of minimizing waste and maximizing reuse by working with them directly.
  - Reduce waste generated, by underscoring the waste reduction hierarchy and particularly focusing on minimizing waste and maximizing reuse
  - Work with businesses to implement appropriate food and organics waste systems
  - Educate small business owners and staff about effective recycling practices

- Assist small businesses in educating customers through signage, appropriate receptacles and communications
- Educate businesses on regional bylaws/plans and regulations implemented provincially and federally.
- Work with 50 multifamily housing communities to decrease food waste, improve recycling and waste diversion systems and improve recycling compliance from residents to strata councils.
  - Reduce waste generated by underscoring the waste reduction hierarchy and particularly focusing on minimizing waste and maximizing reuse
  - Educate residents about the importance of separating food scraps and organic waste from landfill waste.
  - Work with strata councils and residents to implement appropriate food and organics waste systems.
  - Educate strata councils and residents and staff about effective recycling practices. Promote the RDN Curbside app
  - Promote the ReTHINK waste tools and resources (Love Food Hate Waste, Recycle Right, What Goes Where)

## **Overview**

Ocean Ambassadors Canada (OAC) proposes to focus on meeting and working with small businesses and multi-family housing communities to provide education on the waste hierarchy and efficient recycling. They aim to assist 80 businesses, primarily comprised of cafes and restaurants, and 50 multi-family communities to reduce organic and food waste and minimize the use of single-use items.



# The CLIC Society

## Canadians Locally Improving Communities

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A non-profit organization dedicated to the restoration of damaged land,  
supporting sustainability, and empowering Canadians to connect  
with and improve their communities.

[www.theCLIC.ca](http://www.theCLIC.ca)

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## Our team



**Laura Vero-Augustine**  
**President/Chair**  
Arch. Tech. Dipl.

Graduate Researcher  
for University of  
Athabasca Faculty of  
Architecture.

6+ years experience  
designing and building  
household projects with  
reclaimed materials.

**Kara Rafuse**  
**Secretary**

At home daycare  
provider, craft  
enthusiast and  
experienced  
creating  
household  
projects with  
reclaimed  
materials.

**Lea Barton**  
**Treasurer**

Bookkeeper at local  
group daycare  
company, scout  
leader with  
construction  
experience and  
formerly a crane  
operator.

**Shari Johnson**  
**Volunteer  
Coordinator**

Formerly an  
employee of Pacific  
Child Care,  
bookkeeper, and  
executive  
administrator.

## What we do

We're a team of women who are wives and mothers with diverse professional experiences. We've come together as a team because we want to do good things for our community, our environment and the next generation. We believe that our environment, through resource extraction, climate change and the wasteful supply chain that underpins our daily lives, needs to be seen, understood and changed.

Our society sees the connection between environmental destruction and the excessive creation of waste filling up our landfills and causing dangerous levels of carbon in our atmosphere.

Together, we find numerous ways to solve the needs of the household, both home and garden based, with a wide variety of cast-off materials, and we teach the community and our children every step of the way.

# Our Mission

In the CLIC Society's all volunteer group had a great first year of operation. We held free activities in the community, working hard to establish new programs, while doing our own research, design and testing, and began our impactful efforts to turn waste into wonder, and wasteland into wonderland, while teaching the community the value and power of the circular economy in their own lives.

## Replanting and the Diversity Nursery

The logging of the 100 acres beside Cable Bay Trail inspired the creation of this non-profit. In response to this environmental damage and with the permission of our neighbours, we planted trees along property lines so that when new trees grow, neither neighbour can cut them down without the permission of the other.

Tree donors from the neighbourhood graciously gave over 150 indigenous tree saplings. We also joined the city of Nanaimo during planting parties to repopulate areas within the 15m trail set back where trees were lost.

While these trees will take time to grow, we will see this "wasted" land begin to regrow, and one day be a wonderland once again.

This year we planted over 140 saplings, and we're gathering more for next year.



Trees logged right beside Cable Bay Trail

## Food bearing & indigenous plant sales

Volunteers in our group have harvested food bearing plants from their gardens for donation. The more food that is produced in people's gardens, the less food waste and packaging enters the landfill.

We are currently in the process of setting up an online store to sell seedlings, saplings and seeds for next spring.





# Waste(lawn) into Wonderland

Human extractive practices is more than just logging a beautiful forest. When land is cleared to create homes and large lawns, like the one the CLIC now calls home, it destroys an ecosystem to create a monoculture. As a result, the soil suffers, animals suffer, and people instead of harvesting food, are mowing lawns with gas powered machines. Permaculture is an important component of our mission to turn unproductive mono-cultures like lawns into productive and bio diverse ecosystems that draw in pollinators and offset our need to feed ourselves from wasteful big-agriculture, and every step along the way we look for methods to reduce landfill waste, with techniques such a hugelkulture and more.

## From Lawn to Food forest

Just 6 years ago, on the property that the CLIC now calls home, there was nearly 2 acres of just bare lawn with only a, apple and a pear tree on such a large footprint with so much potential. Before founding the CLIC, we, the president and her family and friends, worked tirelessly to first remediate the soil, which was was extremely thin, and poor in nutrients.

Employing techniques such as hugelkulture, which involves burying yard waste, rotting logs and sticks, and allowing them to compost in place, these materials retain water and nourish the soil as they decompose. We contacted tree topping companies who needed to dispose of their chips, and we directly buried food waste from multiple households.

Now, just 6 years later, trees and bushes are beginning to produce bounties. The orchard is home to dozens of different species, and the soil is now rich and well over 12" deep. Now as the CLIC, we are using this garden to give rise to other gardens, as each tree and bush gives many suckers and new plants that we now donate to the CLIC nursery, with the goal of helping others turn their lawns into food forests as well.

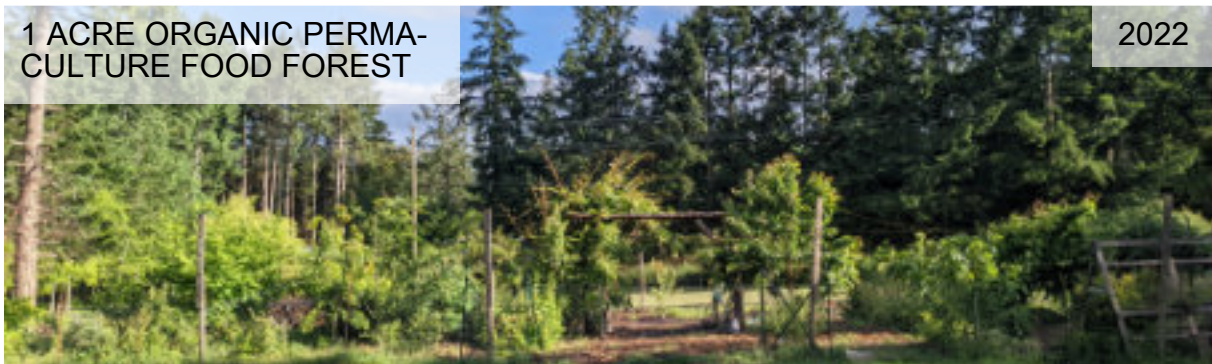
**SPREADING MULCH  
AND PLANTING NEW  
SAPLINGS ON A LAWN**

2016



**1 ACRE ORGANIC PERMA-  
CULTURE FOOD FOREST**

2022



**KIWI ARBOR**



**STRAWBERRIES**



**MIXED BERRIES**



**MULTIPLE SPECIES  
OF RASPBERRIES**



# Waste into Wonder - Upcycling

Our thoughts are that it's not enough just to divert items that would have been sent to the landfill into something that clutters up a home for a time. These materials need to be transformed into items that also offset the need to extract new materials from the environment. This is how we not only reduce waste, but we reduce the need to create "wastelands" that occur from extractive industries.

## Reclamation and storage challenges

A critical component of the circular economy is reclamation. We've found that high quality and highly useable waste materials aren't hard to find; it's the dry, organized storage necessary to preserve materials until they can be used, and enough manpower to process, that are the limiting factors.

We try to work with materials that are light and small where possible, but where there's value and weight to offset, there's also size and volume. So far we have collected easily **over 35000 lbs** of tile alone.

We have plenty of square footage to work with, the CLIC makes use of our president and chair's 5 acre property, but we've run out of

covered storage space and have had to turn away more material for the time being.

We need help to buy shipping containers to store materials in a safe and clean manner, and help to be able to hire strategic labour to process materials and get them back into a cycle of use in the community, and not collecting on a lawn!

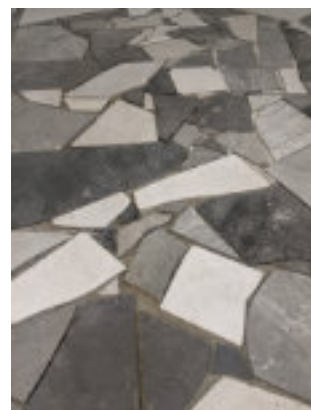


Currently, this tile has to be stored outside because we've run out of covered storage. These tiles are in danger of becoming damaged, as the tarps we've placed them on, degrade, grass comes through and as freeze/thaw occurs, we not only have had to stop gathering more tile, but we're in danger of losing what we already have.



There are many uses for broken tiles, from tiling floors and table tops, to making coasters.

Tile in particular comes with a high carbon cost, yet they are durable, heat resistant and water resistant. We reclaim as much of this material as we can, because with a large collection, comes the option to organize a colour palette, and make visually pleasing mosaics that look intentional and attractive.



# Waste into Wonder - R&D

As our society grows, the scope and scale of our projects do too. We're currently executing small scale projects, crafts and r&d, but our end goals are build a little bigger every year with reclaimed materials to reduce the ever growing cost to build and renovate homes, as well as making use of readily available cast-off materials at a time when supply chains are strained and the environment needs us to leave resources in the ground and ecosystems intact.

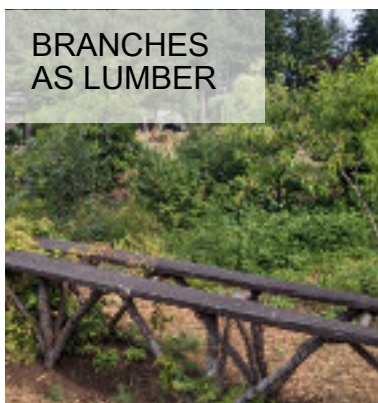
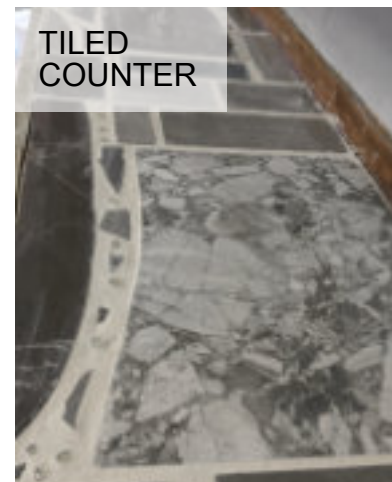
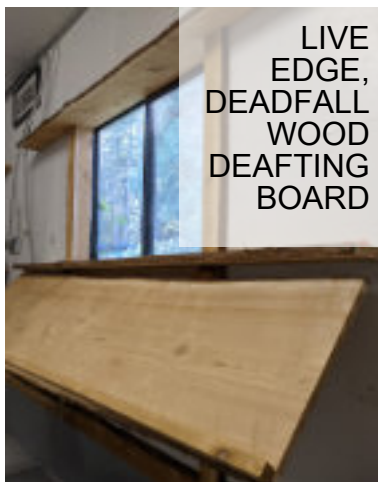
## Countertops, floors and more.

The CLIC Society's members and volunteers see clearly how much of the material that is necessary to improve our homes and lives, is all around us, and currently being seen as waste, merely because it's out of place, or doesn't have a Buy Now button. It's built into our culture to go shopping before we even begin a task or project.

Our method is to see what is to salvage first, create a design, and fill in the blanks afterwards.

With our collective backgrounds and professional experiences in construction, engineering and architectural design, we've been testing how to replace traditionally used materials with easy to find cast offs.

We've used yoga mats instead of plastic sheeting for tile underlay. We've used wood that came from fallen trees that fell during storms, keeping their live edges to maximize usable material. We aim to build durable items and spaces, and use techniques that limit contamination of materials so that as much as possible, materials are compostable at their end of life.



Not only do we design to save materials from the landfill, but we plan for what happens after we're done with our own creations as well, composting is ideal, so we teach, design and build without coats of paint, glues or other materials that result in items reaching the landfill in the future.





# Upcycling Workshops in Cedar

Our founder and directors have been working with cast off materials to create many innovative home solutions for years, but now with the formation of the Canadians Locally Improving Communities Society, our individual efforts are now combined and magnified.

Beyond our own research and development (R&D) efforts, post secondary educational pursuits and learning in our own lives and homes, we're sharing with the community.

This summer we have held 4 workshops teaching the public at no cost, a multitude of methods of upcycling materials to create items that not only offset waste, but help people make their own household items at a time when inflation has created more financial strain than ever.



Garden paving slabs from broken tile



# Textiles and Eco-bricks

We've received donations of fabrics of all kinds, along with many partially finished projects. While a thrift store, if they received this material donation, might have re-sold many of the fabrics, they would have undoubtedly thrown away the half-created projects we were gifted.

In our free workshops, hosted at our home base in Cedar, our group saw these projects as an opportunity to help kids learn to sew, without the daunting task of beginning from scratch.

Kids learned how to hand stitch, how sewing machines work and the value of repairing and completing a project, and each took home, a purse, bag or pencil case of their choosing, along with whatever decorations they chose to make the project their own creation.

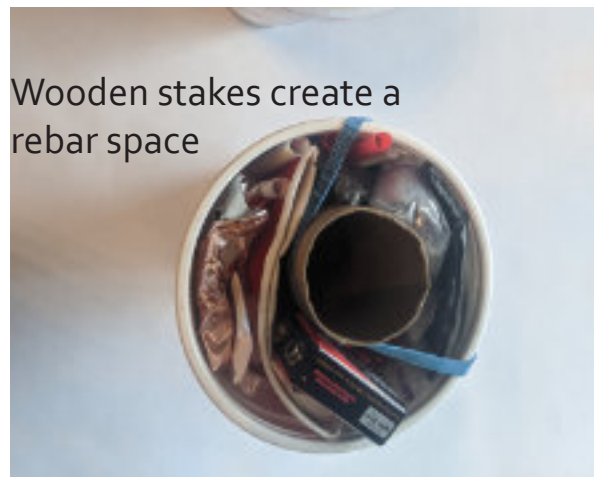
## Kids sewing projects with scrap fabric



## Eco bricks - R&D Trial projects



Compact plastic waste inside of a used plastic jar.



Wooden stakes create a rebar space

Eco-bricks are an idea that has already been used around the world to create structures from waste plastic. Whenever we generate waste in our own projects, we add as much as we can to an eco-brick, with the goal of utilizing these in a future R&D project.

We would like to be able to strength test these units in several permutations. This would involve sending sample bricks to UBC's engineering physics lab or other testing facility, in order to understand the strength, heat, fire resistance and even

insulation properties of these units, in order to be able to design using these units. After gaining more material information, we would also like to be able to work with design students to create structures from these bricks.



# Teaching the Next Generation

With the varied experiences of our volunteers and directors, from childcare to construction to scout leadership and architectural design, new and innovative ideas continue to be introduced and then shared in workshops that are always free, open to the public and inclusive of all ages, skill levels and interests.

Making every event family friendly is key to ensuring our programs are open and welcoming to everyone, which we believe strongly is the only way to create real benefit in the community.



Child friendly crafts are selected to show children that we don't need new plastic store bought toys to be entertained, and that the things we make for ourselves are the most special.



We start by teaching that nature provides opportunities for fun and creativity, by painting wooden coasters and rocks, and teach them simple sewing techniques.



We are currently working with donated and used sewing machines, 3 of which are in need of repair or they will likely become waste themselves. When repair costs are unpredictable, it is difficult to prioritize fixing something old over buying something new. This is something where grant support would be helpful, it would empower us to create more useful items, continue to teach these workshops, and keep these tools out of the landfill.

# Zero-waste Crafts at the Nanaimo Art Gallery

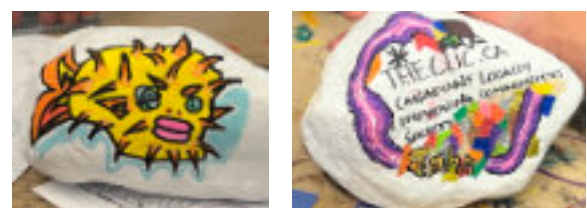
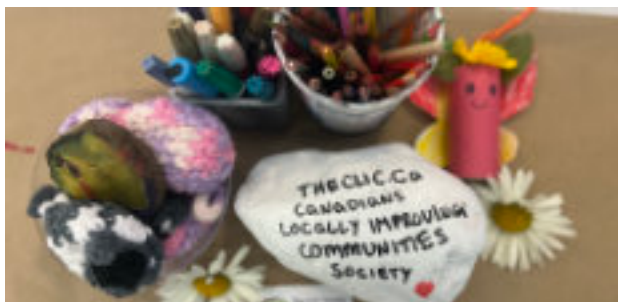
Our president was invited to be a guest artist at the Nanaimo Art Gallery this summer, and taught a group of 16 children about zero waste building models. Using no glue or plastic in the final model and using recycled or found materials, kids learned about clay as mortar, using natural and decomposable materials, and they created structures that could be eventually composted at home, leaving behind only rocks and smooth glass stones that could be later removed.

Children learned about the value of avoiding the use of plastics and other non bio-degradable products, about building elements like bricks and mortar, lintels and rooves, and artistic concepts such as symmetry and repetition.



## Thursday Night Market

The Nanaimo Art Gallery invited the CLIC to host a free craft for the public in their Art Lab on a Thursday Night Market in August of this year. We brought rocks primed with leftover house paint and a number of sample projects to show and inspire the public to do their own zero-waste projects, and to invite new attendees to our instructional, free workshops.



## Jean fabric

We've been reclaiming fabrics from so many diverse places, such as worn out jeans that wouldn't have been able to be donated. We use the pockets for tool belts, and the pant legs become draw string bags. Thighs from several pairs of jeans were useful as binding material for the kids building craft.

## Reclaimed tent canvas

When friends of the CLIC shared that a single industrial tent of theirs had torn and was about to be sent to the landfill in nearly a dozen garbage bags, we intervened! After multiple washes and bleach cycles, we cut around the damaged areas to create square, paintable canvases that we then primed using donated leftover white primer housepaint. We will be tracing designs on to these canvases to create paint by numbers projects for all ages.



# Art in the Park & Community clean up

While we invite the public to join us at our home base here in Cedar, we've also gone out into the community to share our mission.

We visited Cedar Elementary School for an art in the park afternoon, where we began with a garbage clean up, brought art supplies to share, and enjoyed colouring rocks and wooden coasters. We encouraged artistic parents to join in, getting in some sketching time while children were occupied between their own art projects and the nearby playground.



We are creative with our rigorous focus on waste reduction and non-extraction, as we empower kids to take part in all we do. Instead of printing posters and banner, our eco-calling cards are painted rocks decorated by kids, and we created a banner one afternoon with recycled brown packing paper adorned by kids colouring.

We're working on making a more durable sign, using an oversized hammock made of parachute material, that ripped earlier this year.

We intend to use every opportunity to fulfill as many needs as possible with upcycled materials including in our own marketing, and operational efforts, and show the community how to do the same.

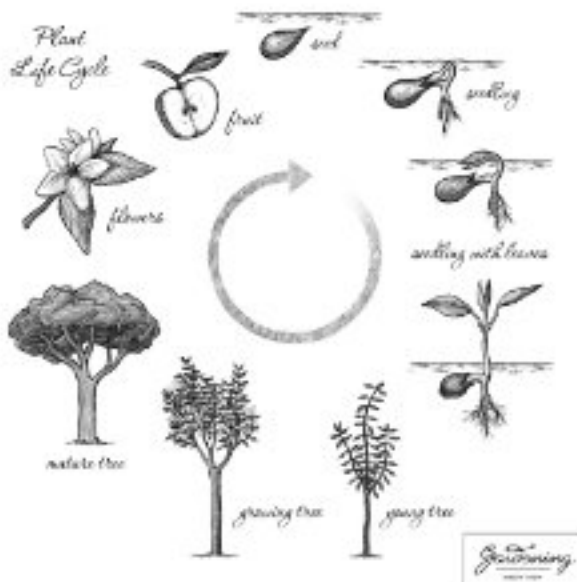




# Regeneration and Non-Extraction

Regenerative design is a concept in architecture that goes beyond sustainability, and aims to restore environments through their creation and operation. Being regenerative on the scale of art, is to create functional projects that people might otherwise buy, but to make those objects from items that would have been thrown away. To be regenerative at the scale of architecture, is to introduce these concepts to home building and beyond.

**Nanaimo has a great opportunity through the adoption of the donut economic model, to be in support of regenerative design, healing our environment and supporting our economy by learning the lessons of nature.**



Cycle of Nature



Nanaimo Donut  
Economic Model

## Growing Sustainably

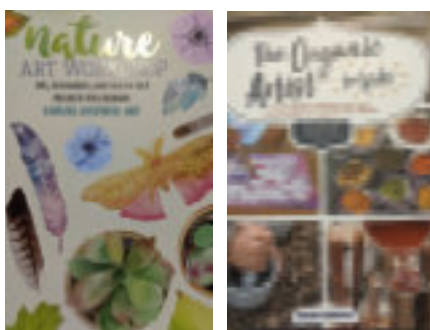
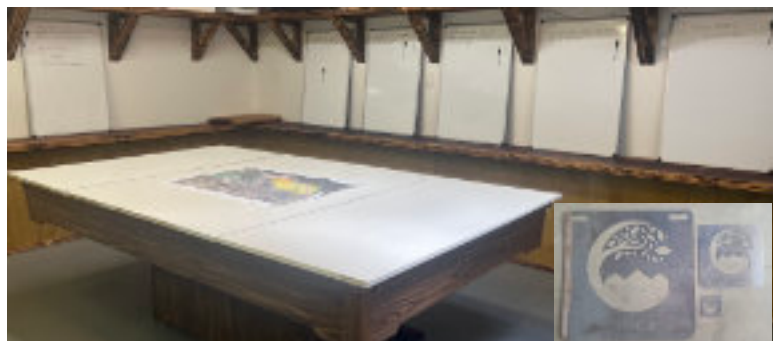
Regenerative design, which follows the lessons of nature, also needs to grow step by step. The first is intervening in the carbon cycle at the critical point where useable items become waste. In order for our non-profit to thrive in this mission, we need support with our reach, to find the materials at a point where they are about to be disposed, we need dry storage to preserve materials, and we need some funds to create meaningful, creative jobs for workers who will help us to transform and upcycle these materials into items that can be sold, so that we can become self-sustaining economically as well as environmentally.

Our society, in its first year, is like a seedling that is just beginning to put down some roots. With your support, we will grow strong and bear fruit to give back much, much more than the resources it took to help us grow.

# RDN Parks & Rec Electoral Area A Grant

On February of this year our group was elated to find out that we had received \$2500 from RDN Parks and Rec to help with our workshops. The grant stipulated that it can't be used for consumable items, fees or payments for labour or subscription costs. We readjusted some of our spending plans to closely adhere to these constraints, and with it we have strategically purchased tools that will help us in our workshops and R&D for years to come.

1. 120" Projector Screen	\$127.49
2. Projector - ONOAYO LED WiFi HD	\$299.98
3. 6 - 36"x48" Whiteboards	\$214.98
4. Books (Nature Art Workshop and Organic Artist for Kids)	\$20.01
5. Tile Saw with stand and blade	\$1229.95
6. Painting Easel	\$185.57
7. Metal Stencils	\$120.00
	<hr/>
	\$2589.97



# Zero-Waste Grant - 2023 Goals

The grant we received last year from RDN Parks and Recreation, was the reason we were able to begin teaching the public about upcycling, regeneration, the circular economy, and simultaneously use those same resources for advancing our R&D.

Our hope is that next year, with the support of the Zero Waste Grant, we will be able to do much more. In addition to our weekend workshops, with no two alike, so a person could learn something new with every session, this year we want to maximize the material we divert from the landfill, and more importantly put it back into use for the benefit of the public.

## #1 Storage

To move towards our goal of being a hub for upcycling household goods, we need better storage facilities. One shipping container will allow us to preserve what we have. Two containers will allow us to contain and store new materials (each container 30,000+ lbs in tile alone), as well as better organize the material for it be returned to function and not just stored for the long term.

1 x 40' Shipping Container Cost (shipped, delivered and landed)	\$10,000
2x 40' Shipping Containers (shipped, delivered and landed)	\$19,000

## #3 Repairs & Cleaning

We've found that textiles are challenging to recycle if they are damaged, but with the proper tools, like sewing machines and an industrial washing machine, we can divert large volumes of this abundant material that most people don't think twice about throwing away. We need help fixing our sewing machines, and to acquire an industrial washing machine so that heavy duty fabrics can be properly cleaned so volunteers aren't exposed to unsanitary materials.

Sewing machine repairs (parts, labour and maintenance)	\$2,000
Industrial washing machine (delivered and installed)	\$2,500

## #2 Labour & Delivery

Some strategic investment in labour would allow us to process tile and other building materials into useful objects, and sell those products. This would help our society to become more sustainable, as well as ensure that we continue offset material. If we have labour support we can likely double the material we divert from the landfill.

We are also currently limited by our ability to acquire items. Being able to call a delivery driver to pick up strategic items would make it possible for us to gather harder to recycle items from individuals and stores.

Delivery Budget	\$4,000
Labour (storage organization, building shelves and tile cutting)	\$15,000

## #4 R & D

Our group would like to be able to work with universities to help support the continued research around using reclaimed material in construction. Our society's members have strong personal connections to UBC Engineering Physics program who has the ability to material test eco bricks and other innovative reused materials, and our President is both employed by and attends the University of Athabasca University School of Architecture, whose faculty actively participates in grants and projects in regenerative design. A contribution in this area would engage these institutions, and allow us to begin to apply for more grants to continue research.

University project initiation (UBC & AU) Project definition, grant writing, team assembly	\$20,000
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# Zero-Waste Grant - Summary

If we were to receive full funding we would be in a position to offset an estimate of \$1 per lb of invested funds. We are seeking a total of \$62,500, which would result in the purchase of two shipping containers, to contain and organize the materials we collect, we would have created work and a learning opportunity for some young and aspiring for workers in the trades. We would acquire machinery that would allow us to upcycle material that would have been considered too difficult to reclaim, and most people would have thrown away with their garbage collection, and receive deliveries of materials we have previously had to reject, with our regrets. Further, this funding would allow us to conduct research towards our major goal of partnering with non-profits who build socially supportive housing, with our contribution being the use of alternative and reclaimed materials and improved designs, making possible lower cost of such housing while diverting waste from the landfill.

If partial funding is being considered, please see our list of 4 areas of need as somewhat sequential. Without more storage, we don't have as much ability to gather more materials, although we could still use support to process the materials we have, although we would likely not accept as many new materials for delivery. In every case, the need for fixing our sewing machines and an industrial washing machine for large and commercially used fabrics is ever present, although the offset of material per dollar invested drops without a maximum ability to store and organize materials.

## Supporting Sustainable Growth

Please feel free to reach out and discuss any of our projects or plans. This support would elevate our efforts dramatically and allow us to scale up our operations. It would enable us to kick off efforts to sell projects from recycled materials and become more self-funded. Obtaining the permanent storage facilities and tools would allow us to increase our waste offsetting for years, and the ability to start to an R&D collaboration with academia would allow us to seek larger and federally funded grants with the support of experienced PhDs and the backing of post secondary institutions.

## Thank you and please come visit

Please come visit us, since we are all volunteers, do drop us a line ahead of time so we can organize a tour, and answer questions.

We would be so happy to show you the gardens, our on-site trial projects, current storage and diversion efforts and of course please consider attending our free workshops.

We would be happy to supply any additional information about our Society upon request.

Sincerely,

**Laura Vere-Augustine**

President, Chair  
Canadians Locally Improving Communities Society

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(c) 403.512.5115

Laura.theclicsociety@gmail.com  
www.theCLIC.ca

*RDN Zero Waste Recycling Funding (ZWRF) for 2023*

*Application for:*



**700 Tin Can Alley  
Gabriola Island, BC**

Prepared by: **Michelle Kresnyak**  
General Manager, *Gabriola Island Recycling Organization*



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## The Project

### Overview

C2C Threads is an innovative circular economy social enterprise, created by the Gabriola Island Recycling Organization (GIRO), which will reduce the amount of waste textiles going to the landfill through repurposing them into construction products, stuffed applications, and other useable products that replace single-use items for environmentally conscious consumers throughout Western Canada. Our goal is to divert the 52,000 lbs./year of waste textile GIRO receives for use in creation of these products. C2C Threads includes a maker/entrepreneur component, a workshop component, and a production component focused on repurposed textile products marketed through our C2C *ReLove Local* product line. We are constructing a building provisioned with a solar array that will house these various components, supporting makers and entrepreneurs through providing equipment, waste textiles for use in product creation, and business development support. In addition, we will be providing an online platform for entrepreneurs to market their upcycled products. A textile shredder will produce fill for stuffed products as well as for constructed products such as acoustic sound panels and insulation. We will also be offering a shredding service for other organizations/businesses that are looking for environmentally responsible methods for recycling textiles (e.g., employee uniforms). We will reduce GHG emissions by over 32.5 tonnes CO<sub>2</sub>e annually through these actions.

### Project Objectives (near term)

- Complete construction of the C2C Building
- Continue product line research and development for acoustic panels, finalize prototypes, complete testing and accreditation, acoustic panels market ready by August 2023
- Increase production and marketing for C2C ReLove Local products – expand audience and increase sales for ReLove Local product line through new vendors, pop-up stores and seasonal markets on Vancouver Island
- Grow C2C makers apprenticeship program for training skilled makers thereby supporting the local economy and real living wages
- Establishing membership system for use of the Makerspace, access to textiles and workshops
- Continue outreach workshops to other communities in BC interested in learning our process and initiating their own cradle to cradle textile initiative.

## Funding

### Funding objectives

We are seeking a grand total of **\$61,545** of funding via the RDN's Zero Waste Recycling Funding (ZWRF) program, specifically:

- **\$30,000** to address additional and unforeseen building construction costs & essential equipment related costs. The bulk of these additional costs are due to permitting process related issues, increased material costs and unforeseen issues related to the building site location on the GIRO property.
- **\$31,545** to cover a portion of the first year of the Makerspace operational costs to address expected shortfalls due to the time required to develop footholds into the various markets for the C2C products and services in this first year.

### Funding history

In January 2021 we received \$103,000 from the *Regional District of Nanaimo* (RDN) for this initiative - \$31,000 for Phase 1 and \$72,000 for Phase 2. Phase 1 funds were used to 1) purchase a washer and dryer to divert a portion of the textile waste and 2) a feasibility study involving community that identified marketable repurposed items produced from the textile waste, together with the corresponding infrastructure and equipment required. Community members indicated interest in a maker/entrepreneur space during this phase. As a result, we applied for and have received \$50,000 from the *Island Coastal Economic Trust* (ICET) to help fund the maker space.

In November 2021 we were awarded \$92K from the RDN. The \$92K along with the \$50K from ICET enabled us to research the type of building that would best suit the project uses, have building plans designed and engineered, contract with a builder and purchase over half of the building materials. We currently have \$64K remaining of RDN funds and \$19K of ICET funds which will go toward construction costs.

In November 2021 we also applied for Federal dollars through *Pacifican* (formally *Western Diversification*) for a total of \$98K. These dollars are supporting community outreach, developing video and print media to facilitate other communities to replicate our process. These dollars are designated specifically to fund the above-mentioned community outreach as well as acoustic panel research and development, testing and accreditation, sound absorbency testing, prototyping, market research and business planning. We were awarded the funding in March 2022 and have \$45,754 remaining.

Please refer to the attached *C2C Phase 3 Funding and Outstanding Building Costs* spreadsheet located in the appendix for more details.

### Implications of partial funding

If partial funding is received this will impact the ability to complete construction on the building and become operational in the space. The acoustic panels, stuffed applications, revenue from the sale of raw shred and the ability to offer a shredding service all depend on the ability to operate the shredding machine. The shredding machine, due to heavy amperage requirements, can only be used once it is hardwired into the panel in the new building (the existing GIRO building cannot accommodate the extra power required).

In addition, the acoustic panel prototypes, testing and accreditation cannot be completed until BCIT professor Maureen Connelly has unrestricted access to the shredded fiber from the shredding machine to complete the required sound absorbency tests.

If the funding we receive only covers the additional building costs and does not cover the operational cost shortfall then this could create a challenging cashflow situation in the first year of operation.

## **Payment of Funding**

Upfront funding preferred.

## **Reporting**

C2C Threads will provide a report by July 2023 that will outline activities to the end of June and a full accounting of costs incurred.

A second report will be submitted by January 31<sup>st</sup>, 2024.

## Applicant Information

Gabriola Island Recycling Organization (Charitable # 0887448) was created in 1991 after Gabriolans identified a need for the island to provide a facility where people could recycle and divert waste from going to the landfill. GIRO is a self-funded social enterprise offering a restore, a gently used clothing department, construction materials, and recycling services together with educational programs on rethink, reduce, reuse, and repurpose. Since GIRO's inception it has continued to expand its range of services to meet the growing needs of the Gabriola population. As a Gulf Island recycling facility, GIRO prioritizes education to raise awareness around responsible end of life practices for materials and rethinking consumption habits to look at ways to reduce, reuse and repurpose. This education is carried out through regular articles in the media, GIRO website ([www.girodepot.com](http://www.girodepot.com)), GIRO Facebook, through an Environmental Stewardship Program at the Gabriola Elementary School and workshops on rethinking consumption habits. GIRO is currently a social enterprise with an annual revenue stream of approximately \$330,000. The C2C initiative will provide an additional revenue stream, with the profits going to support multiple living wage employment opportunities, and environmentally responsible processes for the proposed products. The plan is to market our products throughout British Columbia.

### Mailing Address and Contact person:

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250 – 714 – 9763  
[michellekresnyak@icloud.com](mailto:michellekresnyak@icloud.com)

## The C2C Building

The C2C building will serve as the project home for our maker/entrepreneur activities, educational workshops, the production of raw shredded textiles and acoustic sound panels.

We applied for the building permit in November 2021 and were approved in March 2022. Excavation began in early March but due to a very wet spring we could not begin construction until mid-May. Footings were laid and we had our first inspection in early June. Unfortunately, we failed this inspection due to a code rating that was overlooked at the permitting stage by the RDN Building department. It took an extra 14 weeks and many resources to find a solution that could move us forward. In mid-September, the RDN approved our re-worked plans permitting us to recommence construction.

This extended delay has consequently pushed our original timeline to complete the building into the fall/winter and has impacted the various streams of revenue that we had anticipated had the building been completed within the original timeline enabling the project to be fully operational.

The following chart outlines the revised action plan for the construction of the C2C building.

Action item	Key milestone	Person responsible
<b>Submit Permit Application</b>	November 2021	Fay Weller on behalf of GIRO
<b>Site preparation (Excavation and Foundation prep)</b>	March 2022	Michelle Kresnyak (Construction Mgr.) Compass Excavation
<b>Begin Construction on building</b>	June 2022 and recommenced October 2022	Michelle Kresnyak (Construction Mgr.) Backwood Timberworks
<b>New 200AMP electrical service to new building</b>	Phase one: bring new service to the site, <b>completed March 2022</b> Final electrical rough in to be completed by November 2022	Michelle Kresnyak, Avalon Energy Corp
<b>Finish building to lock up stage</b>	December 2022	Michelle Kresnyak (Construction Mgr.)
<b>Solar System installation</b>	December 2022	Fay Weller, Funded by SECOG*

\* Sustainable Energy Co-op of Gabriola (SECOG)

## Additional construction & equipment costs

Listed below are additional hard costs that we did not anticipate:

- Shredder Table - \$3,000
- Industrial furniture - \$2,200
- Two x 2,500-gallon cisterns - \$9,200
- Water pump - \$600.00
- Fire doors - \$5,500
- Interior finishing – \$7,000
- Exterior finishing – metal cladding \$3,500
- Exterior finishing – (ramp, steps, railings, and gravel) \$5,000
- Windows - \$3,000
- Excavation - \$5,000

- Commercial dryer - \$2,000
- Heat pump - \$1000
- Letter of Assurance from Herold Engineering – \$1000
- Electrical - \$5000
- Sewing Machines – refurbishment \$2000

### Shredder table

The shredder was purchased and shipped to us in March 2022. Only after assessing the size, and weight of the machine on-site were we able to determine that we would need a custom-built steel fabricated table for the machine. When the shredder is operating the shredded fiber will fall out of the bottom of the machine into totes and the table needs to be constructed to a specific height with safety hoppers attached that is ergonomically comfortable and safe for assistants to operate.

K Young Contracting in Nanaimo are constructing the table.

- **Total cost for table \$3,000**

### Industrial furniture

We anticipate that we will need two 4'by 8' tables for cutting and measuring fabric and 10 folding tables that will accommodate two sewing stations each. This will allow us to teach workshops up to 20 participants per session.

- Two 4' by 8' tables for cutting and measuring fabrics \$1,200
- 10 x 6' long folding tables - \$900.00
- **Total costs for furniture \$2,200**

### Cisterns

A washer and dryer were purchased in Phase one with the initial dollars that were awarded to us by the RDN. These machines have been an integral part of the C2C operation thus far in that we are now able to clean and either sell or upcycle 30% of the fabric/clothing waste stream that was previously being discarded due to being dirty, stained or wrinkled. The other main use of the washer and dryer is to clean the textiles that are being repurposed by makers into our ReLove Local product line.

We had not anticipated the volume of water required which is far above the current rainwater catchment capacity of our existing GIRO cisterns. We therefore will need to purchase two additional 2,500-gallon cisterns. These cisterns will capture water from the new building roofline and be pumped from the new building (C2C) location to the washing machine located in the clothing department of the GIRO building.

- Cost for two 2,500-gallon cisterns, trenching and piping \$9,200
- Water pump to pump water to washing machine \$600.00
- **Total water collection and pumping costs \$9,800**

### Interior finishing and exterior finishing

After the last round of funding with the RDN, we identified some shortfalls in the building expenses. Building materials have gone up in price due to supply chain issues. Below are the additional finishing costs:

- Interior plywood for walls and ceiling \$4,000



- Interior framing for walls to create an enclosed room for the shredder to contain any dust released through shredding \$3,000
- Exterior finishing – metal cladding \$3,500
- Exterior finishing – ramp, steps, railings, gravel \$5,000
- **Total interior and exterior finishing costs \$15,500**

### Fire doors

One of the outcomes of our code review with the RDN building department was the requirement to install heavy duty fire doors. These are significantly more expensive than our original quotes for doors.

- Fire doors - (one double and one single) \$5,500
- **Total cost \$5,500**

### Windows

In our initial building plan budget, we were anticipating using second-hand windows (that were donated to GIRO) for the building, however the RDN building department would not allow us to use any second-hand windows as they do not meet the NAFS (North American Fenestration Standard) requirements. This has increased our budget for those items.

- **Total cost \$3,000**

### Excavation

The original quote for the excavation fell short due to the volume of unexpected organic material removal and subsequent backfill required.

- Initial quote \$5K
- Final expense \$10,000
- **Shortfall \$5,000**

### Commercial Dryer

A commercial dryer with a 7 cubic foot capacity will be required to hygienically heat treat the large volume of textiles anticipated being used in the project and ReLove Local product lines. Textiles must be sterilized before being shredded to enable hygienic use as bulk shred, in stuffed applications or in acoustic sound panels. We also have a backlog of stored textiles that require sanitizing before shredding (approx. 24,000lbs). Our current dryer in the GIRO clothing department is already at capacity. A commercial dryer with a 7 cubic foot capacity can sanitize up to 30lbs of textiles in 30 minutes.

**Total cost \$2,000**

### Heat pump

Due to supply chain issues, heat pump costs have increased.

- Original quote \$3000
- Current cost \$4000
- **Shortfall \$1000**

### **Letter of Assurance from Herold Engineering**

To satisfy RDN Building Department requirements for building code reclassification, a stamped Letter of Assurance was required from a certified engineer.

- **Total cost \$1000**

### **Electrical**

A new 200AMP service is required to accommodate the additional electrical needs of the C2C project (namely the shredder machine) and the original quote to bring power to the new building location was \$10k. GIRO approved that they would fund up to \$10K of these costs. However, during the permitting process, we discovered that we would have to move the location of the building 100 feet further from the originally planned site. The new location requires additional trenching and cable costs.

- **Additional costs \$5,000**

### **Sewing machine refurbishment**

We have been collecting used sewing machines for the Makerspace since the C2C project began. For these machines to be functional they will require some reconditioning. Cost to recondition 12 sewing machines \$2,000.

- **Costs \$2,000**

In summary, the total costs remaining to complete the Makerspace \$136,000. Some of these dollars will be covered with community donations and volunteer labor:

- The solar panels will be funded by the Sustainable Gabriola Energy Coop - \$5,000
- The interior and exterior finishing will be completed with volunteer labor. - \$17,000

The remaining costs \$114,000 will be further reduced by the grant dollars we have remaining:

The remaining RDN dollars from the \$92K grant received in November 2021 = **\$64,354**

The remaining dollars from the ICET grant received in July 2021 = **\$19,000**

**This will leave a shortfall for hard costs to complete the building of \$30,000**

## Operating costs for Makerspace

Our revised timeline to be operational in the Makerspace is January 2023. Our existing GIRO clothing manager Yarrow Koontz will transition over to become the Manager/Coordinator for the Makerspace. Yarrow has a wealth of textile experience and has been a valuable employee in her role as clothing manager. Since she joined the GIRO team in December 2020 her skill and knowledge of clothing, curation and merchandising has increased sales in the clothing department at GIRO by 30%.

The attached forecasted operating budget shows expenses and revenue for 2023. We believe it will take one to two years to establish the Makerspace as a rich hub for learning and rethinking textiles. It will also take time to develop sufficient contracts with manufacturing businesses for the sale of raw shredded fibre and clients for our shredding service. Another key revenue stream will be the acoustic sound panels and we anticipate that we will have a market ready product by August 2023. It will also take time to establish a foothold in the acoustic panel market. For these reasons we have been conservative with the revenue forecast for 2023 and anticipate a shortfall of **\$31,545.00**.

By 2024 it is our aim that we will be generating sufficient sales from the unstuffed and stuffed products, raw shredded fibre, the shredding service, acoustic sound panels and workshop attendance to cover all our expenses and be financially sustainable.

Please refer to the attached *C2C & ReLove Local Operating Budget - January 2023 to December 2023* spreadsheet located in the appendix for more details.

The table below shows the key areas where Makerspace & ReLove local revenue will be generated in 2023:

Revenue source	Description	Anticipated
Membership fees	\$50/year - 50 members in year one.	\$2,500
Sewing space rental fee	\$10 per/hour - 4 hours a week	\$2,000
Co-lab membership	\$20/year - 20 members	\$400
Skill building: Sewing 101	4x/year - \$200 per person - 12 people max	\$9,600
One on one sewing project mentoring	\$20 per/hour – 4x/year	\$3,800
Meet, mend, make	Once every two weeks – 2 hour drop in \$5 suggested donation – 12 people max	\$1,440
Shredded fibre sales	\$4/lb – 10lbs per week (50 wks.)	\$2,000
Tailoring services	\$22/hr – 2hrs per week (50 wks.)	\$2,200
Waste textile	\$4/bag – 6 bags per month	\$288
Shredding service	\$25 per/hour – 2 hours per/week (50 wks.)	\$2,500
ReLove Local Stuffed products – pet beds, yoga cushions, floor cushions	10 items per month- av price \$80 each, 12 months	\$9,600
ReLove Local Unstuffed products – tote bags, everything cloths, bowl covers, scrubbies	\$1,500 per month, 12 months	\$18,000
Acoustic sound panels	\$2,340 per month, 5 months, sales begin Aug 2023	\$11,700
<b>TOTAL</b>		<b>\$66,028</b>

**Shortfall to first year C2C expenses: \$31,545**

## C2C Product Lines

### Action plan for Product Lines and services August 2021 – ongoing

Action	Key milestones	Person responsible
<b>ACOUSTIC PANELS</b>		
Research Sound Absorbency Capacity of different textiles and different shredder configurations	August 2021 - ongoing	Maureen Connelly
Research shredder options then order shredder (4-month turnaround time)	Completed	Michelle Kresnyak, Fay Weller
Further research and certification of products related to sound capacity, insulating qualities, fire-safety, rodent proof. Create prototypes, produce marketing strategy, and initiate market outreach	Ongoing	Maureen Connelly
	March 2021 – ongoing	Maureen Connelly, Yarrow Koontz, Paula Brent, Chris Hutchins
Start producing acoustic panels	August 2023	Yarrow Koontz, M. Connelly, employees
<b>SHREDDED TEXTILE</b>		
Marketing strategy – identify customers for January start and system for selling product (shipping, pick-up etc.).	January 2023	Paul Brent
Start producing shredded textile for customers	January 2023	Yarrow Koontz /assistant
<b>QUALITY REPURPOSED PRODUCTS</b>		
Entrepreneurs use waste textiles to produce prototypes for local sale at GIRO and online platform	2023	Yarrow Koontz and entrepreneurs
Launch the shredding service	2023	Yarrow Koontz and assistant

## Project achievements to date

### Marketing and Sales for C2C products

Phase 3 focused on strategic and values-aligned expansion for the ReLove Local products. We continued to work with a local contractor, Paula Brent, to oversee all aspects of marketing for C2C. These are some of our accomplishments from **December 2021 to September 2022:**

- We developed and distributed a comprehensive sales package to prospective vendors, including [price sheets](#), [digital media gallery](#), and [print assets](#). We received this feedback from one of our vendors: *"I have to tell you, I deal with small vendors all day long and you have got this nailed!"*
- We created four new vendor partnerships with like-minded retailers on Vancouver Island: [PlentiFILL](#) in Duncan, [Local Refillery](#) in Courtenay, [Nova Gallery](#) on Gabriola, and [Copper & Kelp Market](#) in Port Hardy.
- We established a new partnership with local Gulf Island Food Transport (GIFT) to deliver orders to VI vendors. This partnership allows us to save on shipping costs and reduce our carbon footprint by aligning our shipments with existing GIFT delivery routes (essentially carpooling!)
- We leveraged our Square POS software to create branded invoices for efficient and paperless vendor orders and payment.
- We expanded and refined our Apprenticeship program, creating [systems](#) for outlining and tracking skills and goals and welcoming new trainees.
- We continued to collaborate with local photographers to showcase the breadth of ReLove Local product uses as well as behind-the-scenes storytelling. These assets are shared with vendors and used in newsletter, social media, website, print ads, and print materials.
- We reached over 205,391 strategically targeted people and celebrated over 300 followers on Facebook and Instagram.
- We engaged with new communities and sold products at [Island Roots Market](#) at Beban Park in Nanaimo and at the [Gabriola Growers & Makers Market](#).
- We furthered partnership conversations with Nester's COO. We currently divert some of the store's waste and plan to sell related upcycled scrubbies in the Gabriola Nesters. This will allow us to access and influence a more mainstream audience with potential to stock other stores in [Pattison Food Group](#).
- We partnered with [Gallery Press & Printing](#) on Gabriola to produce popular informational postcards about C2C that serve as a business card and low-cost community-driven marketing tool.
- We collaborated with our Lead Designers to create what is becoming one of our most popular and profitable products – diverted denim totes. These repurpose hard-to-use and excessively abundant stretch denim.
- We added OEKO-TEX® recycled fibre ReLove Local labels that not only uplevel our brand recognition, but also serve as value-add features to the products, making them easy to hang, store, and identify.
- We developed engaging textile and waste-related educational games and activities for use at community events like Earth Day.
- We sent monthly newsletters to over 500 subscribers, highlighting product features, celebrating developments, and welcoming engagement. Here is [an example](#). We continue to build our email list with a lead-magnet on the [relovelocal.ca](#) site inviting new subscribers.
- We continued to find and leverage opportunities for interviews, like [CBC's 'All Points West](#).
- ReLove Local sales have exceeded \$8,500 with over 2,000 upcycled products created to date.

In addition, in 2022 we began supporting other communities throughout BC who expressed an interest in replicating our initiative. Four community outreach workshops have been facilitated to date with organizations in BC. This outreach work will continue into 2023.

In 2024/2025 we aim to expand into the Nanaimo region with a focus on capturing a larger textile waste stream within the district through the scaling up of our project template and thereby increasing landfill diversion rates.

## Acoustic Panel Development

A summary report on progress made on acoustic panel development, prototyping and R&D was completed in August. For details, please consult the *Summary of Acoustic Panel Prototypes* report located in the appendix.

In 2022, we contracted a Market Research consultant to complete a market research report on the demand for Acoustic Paneling and Shredded Textiles. This report is included as an appendix, please see *Market Research – Acoustic Paneling and Shredded Textiles*.

## Partnerships

- **BCIT**  
Partnership with Professor Maureen Connelly to develop a sound absorbency panel using 100% recycled content.
- **Sustainable Energy Co-op of Gabriola (SECOG)**  
C2C Threads has partnered with the SECOG who will provide up to \$5K for a solar system for the new C2C building– off-grid with two panels and Yeti battery plus grid tied with three panels and all hardware required.
- **GIFT (Gulf Island Food Transport)**  
In partnership with proprietor Dan Backe, his GIFT service allows us to save on shipping costs and reduce our carbon footprint by aligning our shipments with existing GIFT delivery routes.
- **Nesters**  
One of our ReLove Local products (*Un sponge scrubby*) is made with waste textile and filled with onion bags that we have captured from the produce department at Nesters. These onion bags were previously being landfilled as they are not recyclable. Our scrubby gives them a new life. This product will be on shelves at Nesters soon with infographic displays to raise awareness on the sustainability and landfill diversion aspects of the C2C initiative.
- **Gabriola Elementary School (Grades 4 – 7)**  
Through the *Environmental Stewardship Program* facilitated by Michelle Kresnyak, the Makerspace will be a center for students to explore a wide variety of textile activities via Makerspace specific lesson plans. Funding to facilitate this program will be explored through the BC Gaming Grant. Lesson plans to include:
  - Ongoing textile teaching
  - Hand sewing
  - Knitting/crochet
  - Wet felt slippers
  - Make a drop spindle – learn to drop spin
  - How to weave a placemat/rug
  - Tie-dye for fun
  - How to mend clothing with visible mending
  - Cedar bark weaving with Indigenous elders
  - Lesson activities exploring rethinking textile consumption



## C2C Threads Team Biographies

We have a highly qualified and motivated group working on this project.

- **Michelle Kresnyak (GIRO General Manager)**

Michelle is responsible for GIRO's Restore and Recycling operations and educational program. She is responsible for 10 employees and over 20 volunteers. In the past 5 years she spearheaded and managed the following projects: Solar Panel project (57 panels installed on south facing roof), New addition to GIRO building (2200 square feet), new roof added to the original GIRO building, Pathways, and disability access project, 700 square feet outbuilding to house reusable construction materials. She also created and facilitates lesson plans, activities, and workshops on rethinking, reducing and zero waste strategies with K-12 students in District 68.

- **Fay Weller (PhD – UVic)**

Fay is the Board lead for C2C Threads. She has initiated and implemented numerous financially sustainable enterprises: Gabriola Community Bus (first community bus system in BC), Gabriola Island Community Investment Co-operative (providing small loans to community members), and Island Futures (heat pump & biodiesel social enterprises). She is the co-author of *Changemakers* (New Society Press), which explores successful system changing initiatives.

- **Paula Brent (BA, Media & Public Interest – Western University)**

Paula provides the marketing expertise. She was a Digital Marketing Specialist at Mountain Equipment Co-op then moved to The Haven on Gabriola as Marketing Director and now runs her own Marketing & Communications business, specializing in local engagement, circular economy, nature connection & community wellbeing.

- **Maureen Connelly (PhD, Director of BC Centre for Architectural Ecology at BCIT)**

Maureen is responsible for all R & D related to our acoustic sound panel product. She specializes in acoustic capacity and properties; her initial research focused on the quantification of the acoustical capacity for green roofs and walls to reduce sound transmission through buildings. Maureen has won numerous awards for her innovative work on Green Roofs.

- **Yarrow Koontz (BFA-ECUAD, Diploma in Fashion Arts – Vancouver Community College)**

Yarrow currently studies natural dyes and textile techniques through the Maiwa school of Textiles. She has been teaching natural indigo dye workshops since 2019.

## Appendices – Table of Contents

Please find attached the following accompanying documents.

- **Budget:** *C2C Phase 3 Funding and Outstanding Building Costs*
- **Budget:** *C2C & ReLove Local Operating Budget - January 2023 to December 2023*
- **Historical:** Phase 1 report
- **Historical:** Phase 2 report
- **Marketing:** C2C ReLove Local Marketing Images
- **C2C Building:** Makerspace Vision and Objectives Planning Document
- **C2C Building:** Building plan photo/plans
- **Acoustic panels:** Market Research – Acoustic Paneling and Shredded Textiles
- **Acoustic panels:** Summary of Acoustic Panel Prototype Development
- **Non-profit society documentation:** GIRO Financial Information for 2021
- **Non-profit society documentation:** GIRO Board of Directors



**700 Tin Can Alley  
Gabriola Island, BC**

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## C2C Phase 3 Funding and Outstanding Building Costs

### Phase 3 Funding

	2021	2022		RDN	ICET	Pacifican	Total
Expenses	28488.62	42099.82		103000.00			
Assets	12477.52	113825.08		92000.00			
	<u>40966.14</u>	<u>155924.90</u>					
Wages	12000.00	5000.00					
	<u>52966.14</u>	<u>160924.90</u>	213891.04	195000.00	31000.00	52246.00	278246.00
							<u>213891.04</u>
			<i>These are the remaining dollars of previous RDN funding</i>			RDN	64354.96
			<i>These dollars restricted to building and solar costs</i>			ICET	19000.00
			<i>These dollars restricted to community outreach, acoustic panel R&amp;D</i>			Pacifican	45754.00
							<b>129108.96</b>

### Building costs outstanding

Building Contractor	55000.00
Cisterns	9200.00
Commercial dryer	2000.00
Doors - fire doors	5500.00
Electrical	5000.00
Engineer - Letter of Assurance	1000.00
Excavation	5000.00
Furniture	2200.00
Heat Pump	4000.00
Interior & Exterior Finishing	15500.00
Sewing Machine - Refurbishment	2000.00
Shredder Table	3000.00
Water Pump	600.00
Windows	3000.00
	<u>113000.00</u>
	<i>Remaining RDN funding (approx)</i>
	-64000.00
	<i>Remaining ICET funding</i>
	-19000.00
	<b>30000.00</b>



## C2C & ReLove Local Operating Budget - January 2023 to December 2023

### Expenses

	Monthly		
Manager/Educator	\$1,940.83		23290.00
Tailor/Assistant/Educator	\$1,300.00		15600.00
Benefits	7% of Manager & Tailer wages		2722.00
Advertising			1000.00
Bookkeeper	200	12	2400.00
Electrical			1200.00
Maintenance			1200.00
Supplies			1200.00
Online store			2000.00
Marketing	1000	12	12000.00
Makers Products - unstuffed			10000.00
Makers Products - stuffed			6000.00
Acoustic panels- includes consultant fee			7800.00
Packaging			1000.00
All Insurance			2000.00
Shipping/Freight			1000.00
Contingency	10% of Total Expenses		<u>7161.00</u>
<b>Total Expenses</b>			<b>\$ 97,573</b>



## Revenue

### Grant request

RDN \$37,545.00

### Maker/Entrepreneur

	<i>Annual Fee</i>	<i>No. of Memberships</i>			
Maker Space membership	\$50.00	50.00			2500.00
	<i>Hourly Fee</i>	<i>hrs/week</i>	<i>weeks</i>		
Maker Space Rental	\$10.00	4	50		2000.00
		<i># of people</i>			
Skill building Sewing 101	\$200.00	Four times a year	12		9600.00
	<i>Hourly fee</i>				
One on one mentorship	\$20.00	Four times a year			3800.00
Meet, mend, make gatherings	\$5.00	24 per year	12		1440.00
	<i>Annual Fee</i>				
Co-Lab membership	\$20.00		20		400.00

### Sales

	<i>Monthly Sales</i>	<i>Average Price</i>	<i>Months</i>		
ReLove Local - stuffed product line	10	\$80.00	12		9600.00
ReLove Local - unstuffed product line	\$1,000.00		12		12000.00
	<i>\$/pound</i>	<i>Pounds per week</i>	<i>Weeks</i>		
Shredded Fibre	\$4	10 Lbs	50		2000.00
	<i>Hourly Rate</i>	<i>Hours per week</i>	<i>Weeks</i>		
Tailor - repairs for customers	\$22.00	2	50		2200.00
	<i>\$/bag</i>	<i>No. bags per month</i>	<i>Months</i>		
Waste Textile	\$4	6	12		288.00
	<i>Hourly Rate</i>	<i>Hours per week</i>	<i>Weeks</i>		
Shredding service	\$25	2	50		2500.00
	<i>Monthly Sales</i>	<i>Average Price/Panel</i>	<i>Months</i>		
Acoustic sound panels	8	\$292.50	5		11700.00

### Total Revenue

**\$97,573.00**

### Net

**ZERO**



## GIRO Textile Initiative (C2C Threads) report for Phase 1 activities

Phase one C2C activities included establishing governance, business planning, community engagement and product selection, documenting process through video, purchasing equipment, and research regarding the proposed building and equipment. Since the RDN funding (\$31 K for Phase 1, \$72 K for Phase 2) was awarded in January 2021 the following actions have been taken:

### **Governance and Business Planning**

- ✓ GIRO C2C Threads (C2C = cradle to cradle) established as the name we will use that encompasses the philosophy for the circular model of transforming discarded textiles into reusable products.
- ✓ C2C Threads advisory panel created consisting of two GIRO Board members, C2C coordinator, a director from the Economic Community Development and a marketing executive who has expertise in business start-ups. This panel meet every two weeks to review actions and challenges and strategize next steps.
- ✓ Created an online platform through the GIRO website to channel community members who wanted to be involved in volunteering, creating a potential product-line from the textile waste stream, and/or receive a C2C Threads newsletter.
- ✓ GIRO textile Initiative proposal was awarded a position with Vancity sponsored Project Zero Incubator. This is an 8-month mentorship for circular economy enterprises. The sessions address all areas of business: assessing the external market, finance and funding, networking, operations, and legalities. The final session with Project Zero will be an opportunity to pitch the C2C project to BC stakeholders and industry leaders in sustainable circular models.
- ✓ Completed C2C Threads Business Plan outlining proposed products and services, marketing, funding, budget projections and project plan.

### **Community Engagement and Product Selection**

- ✓ A community textile pick-up event was held in which 13 designers selected fabric material from the GIRO waste stream. The designers then spent a month creating a potential product that they entered into the C2C design contest.
- ✓ Products for the contest were dropped off at the local community hall and ranked by an assessment panel. The 6 assessors were hand selected by C2C Threads and have skills in business, design, marketing, and textiles.
- ✓ The assessors scored the products on the following criteria: marketability, design, functionality, and construction. The highest-ranking products were evaluated by the C2C Threads advisory panel to determine the top three winners, which were awarded \$500 each.
- ✓ The three winning products are: Acoustic sound panels, Dog beds (stuffed applications) and UnPaper towels.





- ✓ All the designs were highlighted on the GIRO website and through an article in the local Sounder newspaper.
- ✓ Intellectual property rights contracts for the three winning designs have been signed over to GIRO. (One is pending due to BCIT research with the professor who is designing the panels with her grad student – more information about the product below).
- ✓ Market feasibility of the three winning products is currently underway.
- ✓ Soft launch of UnPaper towels occurred August 22<sup>nd</sup> at the C2C Threads Fashion show and fundraiser event. The UnPaper towels sold out.

### **C2C Threads Fashion Show and Fundraising Event August 22**

- ✓ C2C Threads held a community event, which used some of the textile waste. Community designers created outfits for a fashion show as well as items for a silent auction. Food, drinks, an information table and a children's tent were also part of the event.
- ✓ The event was sold out (150 tickets) and designers took home 50% of the profit on their items. C2C Threads received the other 50%.
- ✓ Vanessa Craig and Ben Geselbracht attended the event as well as Paul Manley and Sheila Malcolmson.
- ✓ There was a lot of interest expressed in the C2C initiative and donations were sent to GIRO for the C2C project.
- ✓ Money raised at the event, plus subsequent donations, will fund the equipment within the Maker Space.

### **Marketing and Media**

- ✓ The project has received substantial media attention: C2C Threads was also the featured presentation at the June 2021 Coast Waste Management Association roundtable on textile waste.
  - CBC. (2021, January 14). *On The Island with Gregor Craigie: Recycling clothes on Gabriola Island*. <https://www.cbc.ca/listen/live-radio/1-48/clip/15818716>
  - CBC. (2021, January 16). *Gulf Island recycling organization seeking funds to turn garbage garments into textile treasures*. <https://www.cbc.ca/news/canada/british-columbia/gabriola-textile-recycling-1.5874879>
  - CHEK News. (2021a, January 14). *Recycling organization on Gabriola Island plans to repurpose tossed clothes*. <https://www.cheknews.ca/recycling-organization-on-gabriola-island-plans-to-repurpose-tossed-clothes-734297/>
  - CHEK News. (2021b, July 26). *Road to Recovery: Exploring solutions to combat clothing waste*. <https://www.cheknews.ca/road-to-recovery-exploring-solutions-to-combat-clothing-waste-850325/>
  - Island Coastal Economic Trust. (2021, July 19). *Textile Incubator On Gabriola Island To Turn Clothing Waste Into Economic Opportunity*. <https://islandcoastaltrust.ca/news/textile-incubator-gabriola-island-turn-clothing-waste-economic-opportunity>
  - Nanaimo News Bulletin. (2021, January 9). *RDN looks at providing \$103,000 for clothing recycling on Gabriola Island*. <https://www.nanaimobulletin.com/news/rdn-looks-at-providing-103000-for-clothing-recycling-on-gabriola-island/>



- Nanaimo News NOW. (2021, January 30). *Gabriola Island non-profit breathing new life into old clothes*. <https://nanaimonewsnow.com/2021/01/30/gabriola-island-non-profit-breathing-new-life-into-old-clothes/>
  - Oceanside News. (2021, January 28). *RDN approves \$300,000 in grants to help keep materials out of landfills*. <https://www.oceansidenews.ca/2021/01/28/rdn-approves-300000-in-grants-to-help-keep-materials-out-of-landfills/>
  - Coast Waste Management Association. (2021, June 25). *Textile Recycling Roundtable – CWMA*. <https://cwma.ca/events/textile-recycling-roundtable-june-25-2021/>
  - Toronto Star. (2021, January 14). *GIRO forging ahead with textile recovery social enterprise*. The Toronto Star. <https://www.thestar.com/news/canada/2021/01/14/giro-forging-ahead-with-textile-recovery-social-enterprise.html>
  - *Watershed Sentinel* (in press, September 2021).
- ✓ A Marketing expert was hired on contract to review the proposed products and identify a marketing strategy that included branding, packaging/presentation options, price points, buyers, and messaging.
  - ✓ The initial branding and tags (with information about the designer and about the recycled product) were used at the soft launch of the unpaper towels on August 22<sup>nd</sup> and there was a positive reaction.
  - ✓ The messaging provided was used in several media interviews for TV, a magazine and in the information shared at the Fashion Show event.

#### **Video Documentation**

- ✓ A videographer filmed the textile pick up event and the design assessment event, where the assessors ranked the contest entries.
- ✓ The top three designers were interviewed by the filmmaker to document their process.
- ✓ The filmmaker interviewed board member Fay Weller and coordinator Michelle Kresnyak to document the issue of textile waste, its environmental impact, new industry regulations and solutions for communities.
- ✓ A videographer filmed the Fashion Show and Silent Auction event was filmed.

#### **Equipment purchased**

- ✓ Energy efficient washer and dryer purchased and installed at GIRO to increase the diversion of clothing from discard to reuse. This is one of the “quick fixes” that we were excited to do to allow clothing to be resold as is after cleaning/stain removal. (Purchase and installation invoices attached). Tracking of laundered and sold items will highlight % of diversion from previous data collected in November 2020.
- ✓ Serger machine purchased to provide community designers with a more professional finishing option for their products.



## **Building**

- ✓ Buildings needs and corresponding floor plan established based on projected activities. We hired someone with experience in the construction field to analyze different building options, including conventional build, sea containers, barged house, timber frame building and log building.
- ✓ Due to input from the community it became apparent that many people would like to have access to a “makers space”, to establish themselves as a textile entrepreneur as well as to have access to equipment and to the GIRO textile waste stream. This added another element to the space creation on the GIRO property site which we believe will help support the use of the textile waste stream as well as create jobs, offer supports to help facilitate entrepreneurs, boost island economy and resiliency and open other funding streams under social innovation and infrastructure models.
- ✓ We received a \$50,000 grant from the Island Coastal Economic Trust (ICET) which will be used to add a maker space to the planned building.
- ✓ To add the maker space component to C2C threads we applied to Island Coastal Economic Trust (ICET) for \$50 K. We were successful and will be receiving the \$50 K from ICET for the Maker Space.
- ✓ Building uses were submitted to Islands Trust for local zoning purposes. Islands Trust initiated a by-law amendment to support the actions of the C2C initiative. The Local Trust Committee projects approval of the proposed amendment by November 2021.
- ✓ We have a firm quote from a builder and are in the process of getting the technical drawings drafted and plan to submit a building permit application to the RDN.

## **Shredder and corresponding Electrical needs**

- ✓ As 40% of the GIRO waste stream would need to be shredded first before it can be used in other stuffed applications (due to it being worn-out poly or poly-blend material), we have been researching shredding equipment since January. Multiple shred tests have been done by two different companies for us to ascertain which piece of equipment will be required to shred the poly to the desired size. The acoustic sound panels will require a very specific shred size to ensure maximum sound absorbency.
- ✓ Successful purchase of a potential shredding machine will require GIRO to bring in new 200amp service onto the property, which will require a new pole. The estimated cost for this upgrade is \$10,000. The GIRO Board will fund this upgrade to support the project moving forward. We are also researching the option of a hydraulic energy source to power the shredder and a solar system for some of the electrical needs.
- ✓ An electrical engineer was contracted to carry out an analysis of the best shredder available that would meet our needs. The analysis is completed with the recommendation that we proceed with Mequipco and their \$66,000 shredder.
- ✓ We are researching a solar system for some of the electrical needs.



#### **Phase One Funding (\$31,000)**

<b>\$9,400</b>	<b>Coordination &amp; Business Planning</b>
<b>\$6,100</b>	<b>Equipment Purchase and installation</b>
<b>\$3,500</b>	<b>Community Engagement and Event Costs</b>
<b>\$3,500</b>	<b>Products and Marketing</b>
<b>\$4,000</b>	<b>Videographer</b>
<b>\$1,150</b>	<b>Shredder analysis</b>
<b>\$3,200</b>	<b>Building options analysis &amp; drawings</b>

Phase Two Funding (\$72,000) will be spent on construction of building. Island Community Economic Trust funds (\$50,000) will also be used to construct the building, along with GIRO's contribution of land, and volunteer hours and electrical upgrades to support shredding machine.

#### **Summary**

The project has accomplished all the projected activities for Phase I as outlined in the proposal presented to the RDN in November of 2021. The project has evolved based on community input and has now includes the construction of a maker/entrepreneur space, which will be funded by the ICET grant we have received. The funding from RDN has been key in undertaking the feasibility and business planning necessary to get this project off the ground. We had expected federal funding from Western Diversification Canada for the shredder and components of the building, but they announced in July that that funding was on hold.

We are looking forward to working with the RDN to implement Phase 2 of this project.



## GIRO Textile Initiative (C2C Threads) report for Phase 2 activities

Phase two activities included marketing, establishing contracts with makers, developing systems, product design and prototyping, product launch, shredder purchase, continuing R&D for sound panels, building plans, zoning amendment and permit application.

### Marketing and Sales for C2C products

Phase 2 focused on marketing, branding and logo designing for the upcycled products. We have contracted with Paula Brent to oversee all aspects of marketing for C2C Products. From September to December the following actions were completed:

- Established contracts with makers and apprentices. Makers are paid to develop prototypes for products and produce inventory for each new design. Apprentices are compensated for training time to learn skills and steps to create products. Each product created is tested with a focus group to gather feedback and adjust designs as needed.
- Systems developed to support each stage from discard to upcycle to sales: fiber selection, sorting and washing discarded textiles to be picked up by makers, product quality control, pricing, tagging new product, inventory management and on-site product marketing/story telling.
- Promotional - Photo shoots carried out creating “lifestyle” images. These images are shared on C2C website, social media platforms, digital ads and as posters on our display of products at GIRO and off-site events.
- Social media ads for ReLove Local reaching over 140,000 strategically targeted people, over 170 Facebook page likes and 55 followers on Instagram. Check out our ReLove Local collection on our new websites: [relovelocal.ca](http://relovelocal.ca) (home of the collection) or [cradletocradle.ca](http://cradletocradle.ca) (home of the initiative) for more information.
- Researched comparable products online to establish price points. Our aim is to make the products affordable, promote consumer behaviour change to replace single-use products whilst also paying a living wage to the makers.
- Researched environmental impact and costs for distribution: shipping and packaging
- Researched all potential avenues for distribution and associated costs: retail outlets with similar values, local markets in central Vancouver Island, Ecommerce, on-site at GIRO.
- Set up Square POS for offsite sales and attended first pop-up market reaching new audiences.
- Engaged existing supporters with enewsletter updates and hosted special launch party to kick off ReLove Local sales
- Off site events and on-site GIRO sales for ReLove Local products from September to December \$4,539.65
- Total \$\$ from donations (Canada Helps and in person at GIRO) to C2C initiative from September to December \$2,710



### **Equipment purchase**

Research for various shredder machines was completed and the shredder was ordered from a Canadian company Mequipco who partner with JWCE in California to manufacture the equipment. The shredder was selected based on tooth size and configuration which will determine the size of shred that will be produced. The shred size is one necessary component which will determine sound absorbency potential in the acoustic panels. The shred will also be used as fiber in our stuffed products (pet beds, yoga cushions and floor pillows) and sold as bags of raw shredded fiber to anyone making stuffed applications. The first installment for the shredder was made in Phase two (November 15<sup>th</sup> \$12,762.40 incl GST).

### **Building**

- Building design plans were confirmed. The most suitable option for the site at GIRO that aligned with our budget is a hybrid post and beam/stick build. Site plans were completed, and permit application submitted in November 2021. To help with some of the expenses associated with the build, part of the finishing work for the building will be done with volunteer labour (approx. \$17K).
- The amendment to the GIRO bylaw to support the new activities for the C2C textile project was submitted to the Islands Trust in September and approved in November 2021.
- Building permit application submitted in November. Timeline for permit approval 16 weeks. The building site plans had to be revised to a different location on the property due to proximity to the existing GIRO building. The new site plan location is further away from the HYDRO pole and therefore will incur some additional electrical costs due to increased trenching and cable.

### **Video Documentation**

The videographer filmed the product launch at a special member only event at GIRO on November 26<sup>th</sup> and interviewed community members to find out their reactions to the new ReLove Local collection. Very positive response with \$489.50 in sales.

### **Acoustic Sound Panel R&D**

BCIT professor Maureen Connelly continued R&D on the acoustic panels completing sound absorbency tests using various densities of fiber and shred size. She is conducting market research for the panels to assess where our niche in the market will be and whether we will sell the panels online as standard sized panels or with a consultancy to assess client needs based on room size, existing reverberation challenges and aesthetics. Maureen is also partnering with a local carpenter to create a prototype frame for the acoustic panel using construction wood waste. She aims to have a prototype ready to undergo testing accreditation by June 2022.

### **Milestones since January 2022**

As there have been some significant milestones since January 2022 I have highlighted some big expenses that have now been incurred:



### **Shredder**

All three payments have now been made on the shredder and the shredder has been delivered. Items below show date of expense and amount.

November 2021 \$12,762.40

January 2022 \$12,762.40

March 2022 \$38,287.20

**Total shredder cost \$63,812.00 (incl GST)**

**We have just learned that we were successful in receiving the funding from Western Diversification (Pacifcan) and so \$22K of the shredder costs will be covered by the Pacifcan grant.**

### **Building**

The building permit was approved in March 2022. Excavation for the build commenced March 8<sup>th</sup>.

Due to increasing prices for building materials the building contractor recommended that we purchase all the materials as soon as possible. The first payment for materials has been made:

February 26<sup>th</sup> \$35,000.00

**Building costs to date \$35,000.00**

### **Summary**

The project has accomplished many of the projected activities for Phase 2 as outlined in the initial proposal to the RDN in November 2021. The project was stalled on the building timeline primarily due to permit delays and site plan building design constraints. We anticipate that the build will move along quite quickly now that we have the permit approved.

We look forward to sharing our next report with you in a few months.

Kind regards,

Michelle Kresnyak





## C2C ReLove Local Marketing Images



Locally  
upcycled  
& handmade  
zero waste  
gifts and  
goods!



Find **ReLove Local** at **Nova** for the  
**Thanksgiving Studio Tour**, October  
8-10, and beyond!

Visit **GIRO's ReStore** on Saturday to learn more  
about our textile rescue initiative.



**gabriola**  
arts council



# Makerspace Vision and Objectives Planning Document

## Vision Statement

Leading and inspiring system change in the Textile industry.

## Objectives

- To create a local financially sustainable cradle to cradle (C2C) textile enterprise
- To produce durable useful goods using techniques that will eliminate the textile waste stream
- To support textile entrepreneurs in all aspects of C2C, sustainable textile businesses
- To create learning opportunities that inspires a rethinking of textile consumption and waste patterns
- To scale up C2C Threads into Nanaimo and inspire other communities and organizations to initiate C2C approaches for their textile waste stream.

## Makerspace Marketing strategy

- Be the solution not the pollution! Clothes not fashion. Learn how to make clothes that tell a new story cut from old cloth.
- Join a collaborative workspace, where individuals come together to solve problems around waste and creativity! A place where we actively collaborate on solutions to questions of our throw away culture; develop new ways of working; help create a local supply chain and a circular, hand-made economy!

## *Naut'sa mawt – Hul'qumi'num Coast Salish*

Living by the legal principle of Naut'sa mawt means moving through the world with mutual respect, and building trusting relationships based on open and honest communication, transparency, sharing, and inclusiveness. By keeping an eye on the common good shared by humans and non-human relatives, abiding by Naut'sa mawt is key to developing a vision for a sustainable future.

- **Open loop** – shredded natural fibres like silk, wool, linen, and hemp to add to wool carding to spin into yarn for sale.
- **Downcycling** - Everything cloths, napkins, wipes – pet beds – shredded fabric
- **Upcycling** – using the textile waste stream to make new clothing. Waste stream textiles can be cut into strips and woven to make 'fabric' and constructed into garments for sale. Yarn woven from C2C textiles and waste wool, can also be woven into fabric, and made into garments using open sourced, zero waste patterns.

## Revenue Goals for Makerspace

Create a sustainable business with a diverse income with staff and volunteers.

## Potential Makerspace partnerships

**Gabriola Arts Council (GAC) Artist in Residence** partnership - An artist residency is usually an opportunity to stay in a specific place and create and develop work without the distractions of daily life. Artist-in-residence programs invite artists and other creative professionals to a temporary workspace away from their usual environment and everyday life, to reflect, research, present and create. The residency opportunity encourages and enables artists to explore new materials, connect with new people, experience life in a new location and integrate that experience into their art. Artists pay for their accommodation, travel, food, and supplies. Artist in Residence could teach a workshop and hold an exhibition of works for sale. Grants are available.

**Vancouver Island Fibre Shed** – join their community and directory as a source for materials and share knowledge. Their mission is to link farmers, processors, makers, and consumers in creating a local textile economy based on renewable resources and climate beneficial farming methods.



**Snuneymuxw First Nation** – “imagining the potential of Makerspaces inspired by Indigenous worldviews and cultural practices: that blends the past and the future, knowledge transmission between Elders and youth; a space that promotes deeper awareness of Indigenous culture through collaborative “making” projects” – Tania Larsson Indigenous artist

**The Gabriola Commons** – a partnership to share space and ideas around common knowledge and open source; plant a ‘sewing seeds’ garden to share natural dye plants; create ‘Dinners to Dye for’ and other “Perma couture” events .

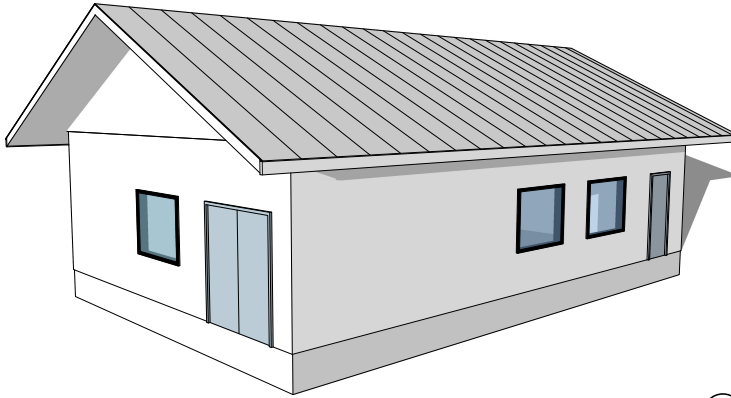
**People for a Healthy Community (PHC)** – partner with PHC to create a Social Enterprise to re-skill folks who need change in their life.

**Gabriola Spinners and Weavers** – amazing source of skilled Makers who have been living the talk most of their lives.

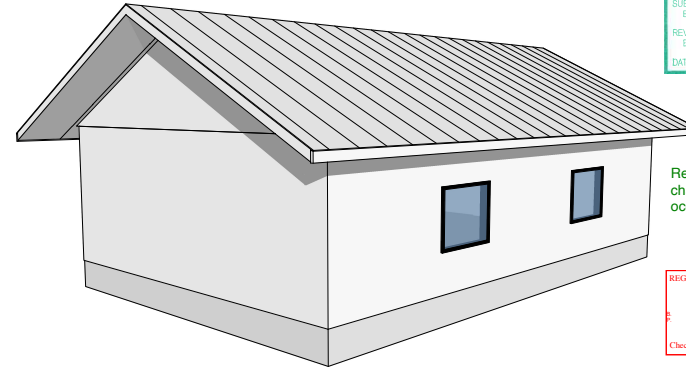
**Gabriola Quilt-makers Guild** – quilters are notorious for community-making and building. Quilting bees have been agents for change for women and people of colour for generations.

**City of Nanaimo** - work with Nanaimo City Council with their Donut Economic strategies; partner with training, education and funding through grants and other opportunities such as workshops and events.

**Maiwa School of Textiles** - collaborate with this leading, progressive, and innovative company to bring their workshop instructors over to Gabriola; create a ‘mentoring’ relationship to learn valuable skills from marketing to making; support their ethos by purchasing natural dyes, tannins and mordants.



1 SW Perspective View  
A1.1 NTS



2 NE Perspective View  
A1.1 NTS

REVISION		
SUBMITTED BY	Owner/Agent	
REVIEWED BY	dsaby	
DATE	09/13/2022	



HUTCHINS DESIGN BUILD  
250-325-1675  
C.HUTCHINS@SHAW.CA

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change from F2 to F3  
occupancy

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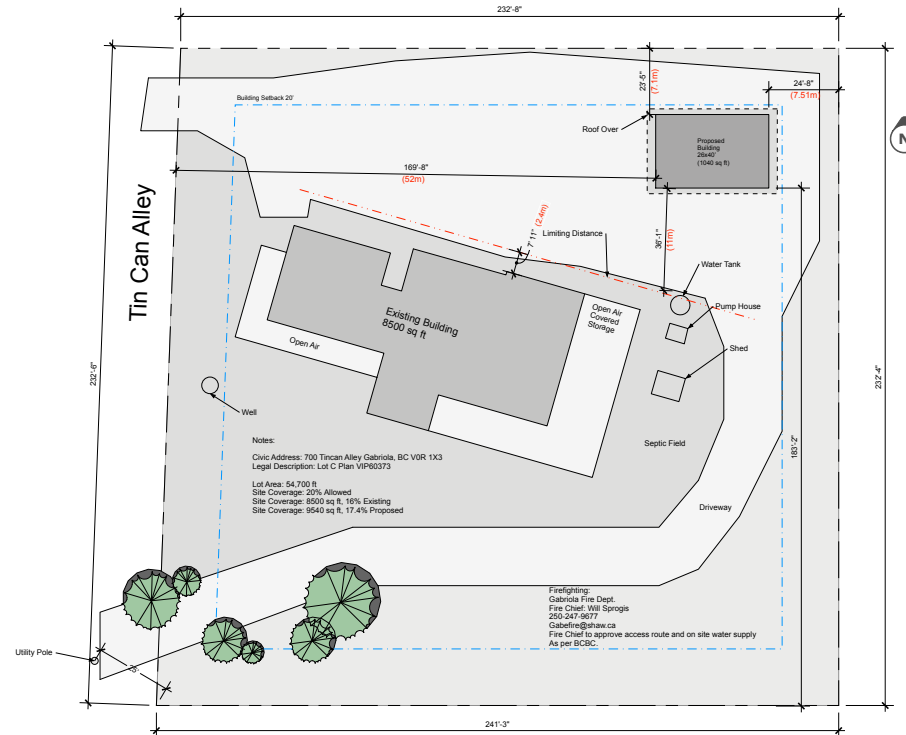
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A1.1 PERSPECTIVE VIEWS, SITE PLAN

A1.2 ELEVATIONS

A1.3 FLOOR PLAN/ SECTIONS

A1.4 FOUNDATION/ ROOF PLAN/ EXISTING BLDG. ELEV.



3 Site Plan  
A1.1 1"=20'

Notes:  
Contractor/ Owner Builder to verify all dimensions of Consultants drawings prior to work commencement.  
All references to the "British Columbia Building Code" (B.C.B.C.) must be current edition.  
All work shall comply with the current edition of the "British Columbia Building Code".  
In the event that the proposed new or existing structure does not conform to the requirements of the B.C. Building Code an engineer may be necessary.

The use of these plans and specifications is restricted to the original site for which they were prepared. No use, reproduction or publication by any method in whole or in part is prohibited, unless authorized by GPC. Ownership of the design, plans and specifications is hereby with GPC.

**GIRO Fabric  
Shredder Outbuilding**  
700 Tincan Alley, Gabriola BC  
Contact: Fay Weller 616-9824

Document Date:  
Sept. 2 2022

Document Phase:  
PERMIT PHASE

rev.	date	remark
1	09/27/21	plan revision 1
2	10/13/21	Ver. 2.0
3	10/19/21	Ver. 3.0
4	02/03/22	Ver. 4.0
5	02/10/22	Ver. 5.0
5	09/02/22	Ver. 6.0 Update

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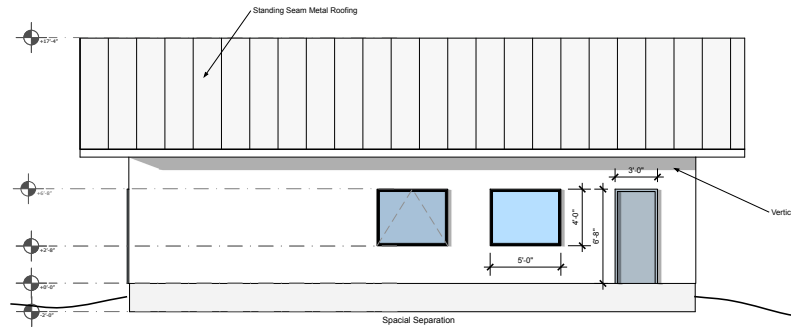
**A1.1**

<b>REVISION</b>	
SUBMITTED BY	Owner/Agent
REVIEWED BY	dsaby
DATE	09/13/2022



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REGIONAL DISTRICT OF NANAIMO BUILDING INSPECTION SERVICE	
<b>21 - 00680</b>	
Checked by	dsaby



**1 South Elevation**  
 A1.2 1/4" = 1'-0"

Notes:

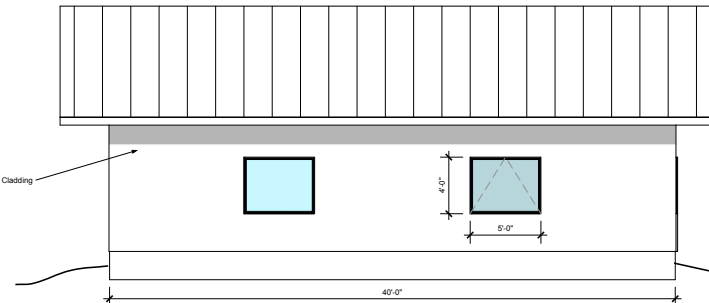
Building Un-Sprinklered  
 Timber frame/ Light Wood-frame Construction  
 Low Hazard Industrial F3 - See Herold Engineering  
 Ref. Letter 6003-001

Special Separation  
 Limiting Distance = 36'-1" (11m)  
 Exposing Building Face = 400 Sq. Ft. (37.1 Sq.m2)  
 Unprotected Openings = 61 Sq. Ft. (24%)

Table 9.10.14.4  
 Halved Limiting Distance = 5.5m. (as per 9.10.14.3)  
 Low Hazard Industrial  
 Exposing Building Face = 40 m2  
 Allowable Unprotected Openings = 32%

1 Hour FRR for Exposing Face/ Non-Combustible Cladding

See A1.4.3 for Existing Building Separation Details

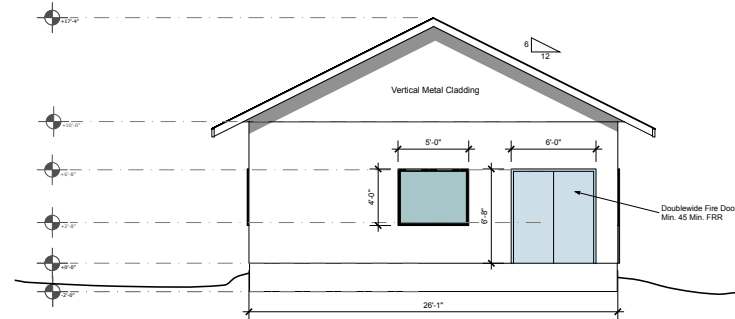


**2 North Elevation**  
 A1.2 1/4" = 1'-0"

Special Separation

Limiting Distance = 23'-5" (7.1m)  
 Exposing Building Face = 400 Sq. Ft. (37.1 Sq.m2)  
 Unprotected Openings = 40 Sq. Ft. (10%)

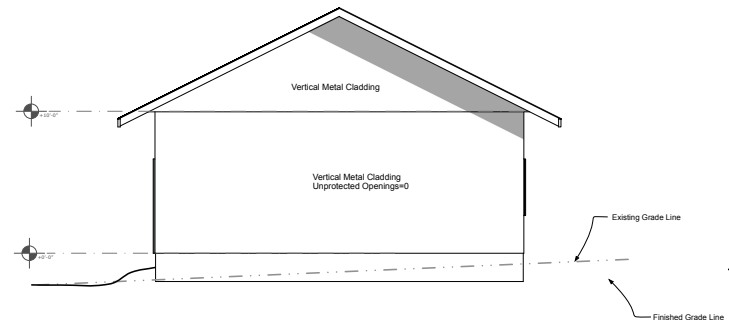
Table 9.10.14.4  
 Halved Limiting Distance = 3.5m. (as per 9.10.14.3)  
 Low Hazard Industrial  
 Exposing Building Face = 40 m2  
 Allowable Unprotected Openings = 11%



**3 West Elevation**  
 A1.2 1/4" = 1'-0"

Special Separation  
 Limiting Distance = 170' (52m)  
 Exposing Building Face = 425 Sq. Ft. (42m2)  
 Unprotected Openings = 20 Sq. Ft. (4.3%)

Table 9.10.14.4  
 Halved Limiting Distance = 25m. (as per 9.10.14.3)  
 Low Hazard Industrial  
 Exposing Building Face = 50 m2  
 Allowable Unprotected Openings = 100%



**4 East Elevation**  
 A1.2 1/4" = 1'-0"

**GIRO Fabric**  
**Shredder Outbuilding**  
 700 Tincan Alley, Gabriola BC  
 Contact: Fay Weller 616-9824

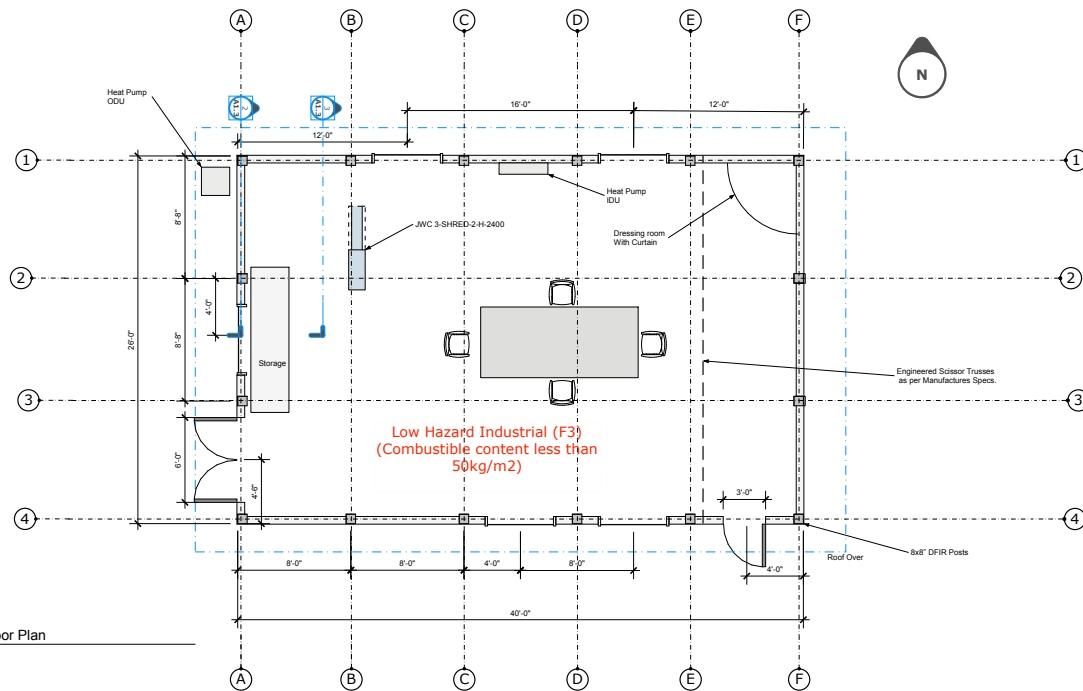
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 Sept. 2 2022

Document Phase:  
 PERMIT PHASE

rev.	date	remark
1	09/27/21	plan revision 1
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3	10/19/21	Ver. 3.0
4	02/03/22	Ver. 4.0
5	02/10/22	Ver. 5.0
5	09/02/22	Ver. 6.0 Update

Page 2

**A1.2**



REVISION		
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REVIEWED BY	dsaby	
DATE	09/13/2022	



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700 Tincan Alley, Gabriola BC  
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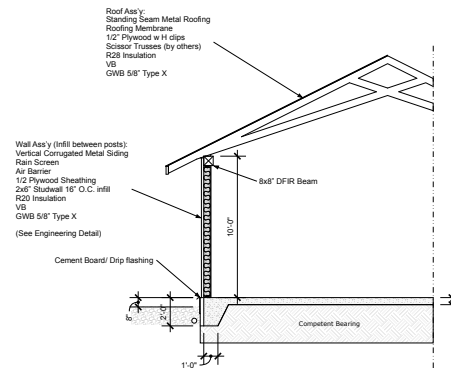
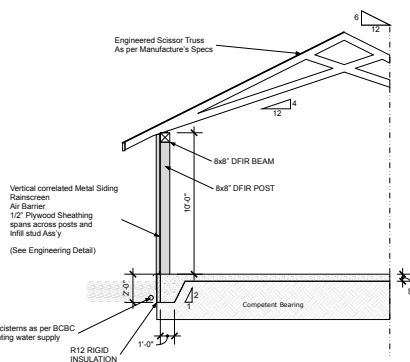
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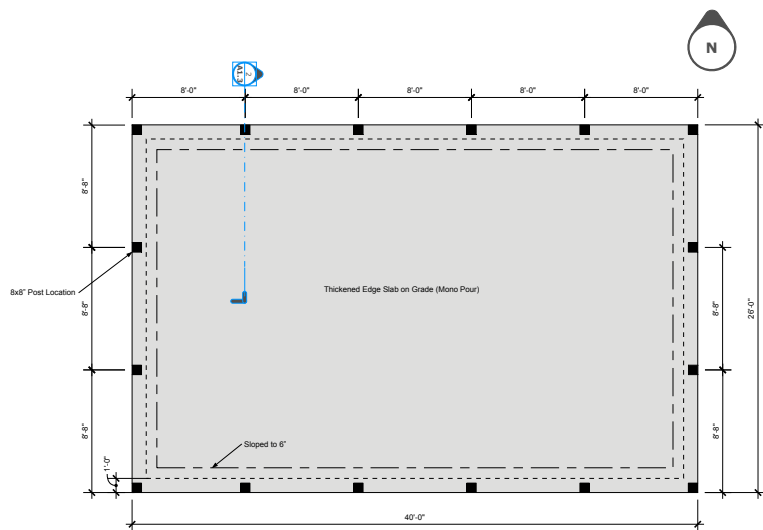
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Page 3

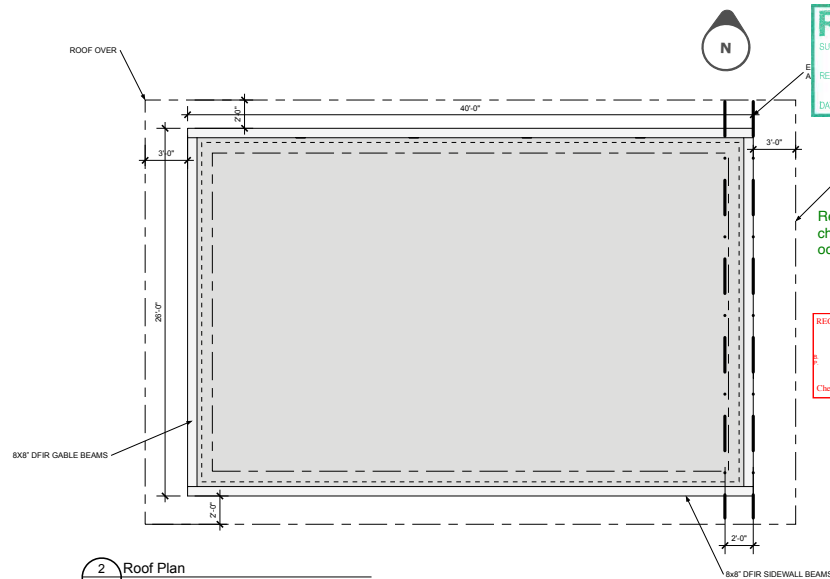
**A1.3**



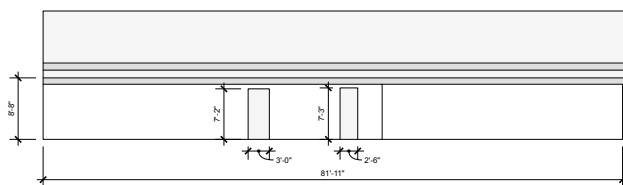




1 Foundation Plan  
A1.4 1/4" = 1'-0"



2 Roof Plan  
A1.4 1/4" = 1'-0"



3 Existing Exposing Building Face  
A1.4 1/8" = 1'-0"

Special Separation  
Limiting Distance = 7'-11" (2.4m)  
Exposing Building Face = 738 Sq. Ft. (69 m<sup>2</sup>)  
Unprotected Openings=50 Sq. Ft. (6.7%)  
Table 9.10.14.4.  
Halved Limiting Distance = 1.2m (as per 9.10.14.3)  
Low Hazard Industrial  
Exposing Building Face = 100 m<sup>2</sup>  
Allowable Unprotected Openings = 7%

**REVISION**  
SUBMITTED BY: Owner/Agent  
REVIEWED BY: dsaby  
DATE: 09/13/2022



HUTCHINS DESIGN BUILD  
250-325-1615  
C.HUTCHINS@SHAW.CA

LOOKOUTS STICK FRAMED  
ONSITE  
Revised only to  
change from F2 to F3  
occupancy

REGIONAL DISTRICT OF NANAIMO  
BUILDING INSPECTION SERVICE  
**21 - 00680**  
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**A1.4**





## Market Research – Acoustic Paneling and Shredded Textiles

### **Gabriola Island Recycling Organization**

700 Tin Can Alley  
Gabriola, BC V0R 1X7  
T: 250-247-9257

March 31, 2022

### **Market Research – Acoustic Paneling and Shredded Textiles**

Over the course of 48 hours, we reached out to over 100 organizations on Vancouver Island and the Gulf Islands in the following sectors:

- Architecture
- Interior design
- Upholstery and furniture repairs and manufacturing
- Construction and contracting
- Realty
- Property management
- Travel, tourism, and accommodation
- Engineering and mechanics
- Manufacturing
- Food processing
- Radio
- Libraries
- Psychology and counselling
- Arts, crafts, and recreation



Our primary goal has been to determine if contacts saw a use for either acoustic panels or shredded textile stuffing in their business, and if yes, in what dimensions/volumes.

### **Acoustic Panels:**

Of twelve responses to our inquiries, nine contacts confirmed that they were already using acoustic tiles or could see a future in which they might use them:

- From a commercial realtor: “Many tenants are requesting soundproofing between offices and rooms. However, I am told the main issue is the gap between the roof and drop-down ceiling. Saywell is used by many Landlords to come up with low-cost methods to reduce noise.”
- From a builder: “The conversation around acoustic panels is growing in my industry. More important than size though is aesthetic. My clients want them to mimic art so there has to be a variety of sizes and templates.”
- In property management: “We do use acoustic paneling from time to time, it depends on the space. We generally need them for ceiling sounds baffling.”
- From a mechanic: “My building actually has acoustic panels installed in our showroom.”
- In food processing: “It is not something we have considered yet. Production can be noisy but we also have a complicated ceiling and walls with lots of connections. For a facility such as ours, it would need to be durable, waterproof, and most likely approved by CFIA for use in food facilities.”
- From a builder: “We do use acoustic panelling on some of our projects. Size, colour and performance vary depending on what type of sound we are trying to mitigate. Sizing is often multiples of 24. Aesthetics do play a role, but often we use black or white panels due to cost point”
- From an architect: “We do use acoustic panelling. This website will give you a sense of what the competitor products offer in terms of sizes and applications. We have regularly specified acoustic products through sound-rite in Vancouver. They rep a number of manufacturers. They might be a good distributor for your product: <https://www.sound-rite.com/>”
- From the Comox Airport: “We make use of acoustic tiles on the majority of our high ceilings. Presently we have no plans to add to these areas but we are contemplating an expansion within the next five to ten years and that may create an opportunity to utilize your products.”
- From Campbell & Fairweather Psychology Group: “We would definitely have a use for acoustic panels! Especially those made from sustainable materials. Large panels that would blend in would probably make the most sense but looking at pictures of other acoustic panels online, the smaller sizes might be good for art detail and since the therapists design their own offices that could be a really nice option for them. Large panels would make the most sense on the ceiling, especially since the office spaces are fairly small. Please let us know when these become



available, we are very interested in purchasing some” [C&F has several offices across the Island & want to support local, sustainable initiatives. It would be worthwhile to contact them to let them know when the panels will go to market. Contact Leanne Campbell at [info@cfpsych.ca](mailto:info@cfpsych.ca)]

**Shredded textiles:**

Of five responses, two could see a use for a filling made of recycled textiles:

- From an interior designer: “Yes I could see a use for this”
- From a sewing instructor: “I can't really imagine using this stuffing on a regular basis, but if I set up a class to make a pouf it could be useful.”
- From a sewing store: “most of our customers are quilters, recycled textiles would be too heavy.”
- From an upholsterer: “I wouldn’t have much use for that product. I could see it being best for furniture type cushions and I do mostly marine. I would contact a supplier like J.Ennis [located in Alberta].”

It is the researcher’s belief that local craft/fabric stores (not national or multi-national because they buy elsewhere in large volumes) see demand for recycled poly-filler (which is difficult to source) in relatively low volume packages from small scale crafters and artisans.

George Hanson, Managing Partner  
Clayton Consulting  
[george@clayton-consulting.com](mailto:george@clayton-consulting.com)



## Summary of Acoustic Panel Prototype Development

*Prepared for Fay Weller by Maureen Connelly - Aug 1, 2022*

The stock panels have been designed for both inventory and quick turnaround production. Three prototypes are being developed; the *Basic panel*, the *Inclined panel*, and the *Low frequency panel*, each with optional facing. The internal fill, 97% polyester shred, provides the acoustical function of sound absorption. The face materials are either prequalified in terms of sound absorption or are acoustical transparent, that is, does not decrease the amount of sound energy absorption. Collectively the panel types and facing materials generates 9+ products options. In addition, custom product as a response to consultant specification (in house consultant package) will allow for alternates in panel sizes.

The determination of shred consistency, shred density and depth has been determined by ASTM E1050-19 Standard Test Method for Impedance and Absorption of Acoustical Materials Using a Tube, Two Microphones and a Digital Frequency Analysis System (See Figure 1). The overall Noise Reduction Coefficient the finished panel is expected to be greater than 0.70 and will be commercially competitive (See Figure 2) .

The panel frames are constructed from reclaim construction off-cuts. The standard unit size is 2' x 2' basic panel are constructed with standard rectangular section. The Inclined panel frame, illustrated in Figure 1 (dimensions are approximated), facilitates a delta depth of the shredded textile fibre. This improved the band widths of acoustic performance. The low frequency panel used an air-back spacer and has a greater depth from wall to face. Collectively the three panel can be used in combination to optimize sound control in a room and to create a dynamic wall composition which together with the aesthetic of recycle textile creates a unique solution for sound control and interior design.

The amount and composition of panels on the room walls will be determined by acoustically calculations or measured room constant and the objective of meeting a reverberation time criteria for a specific activity(s). Once the shredder is in place and sufficient volume of shred is available the overall panel depths will be verified by ASTM C423-22 Standard Test Method for Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method.

The facing aesthetic will be determined based on the interior design goals. The facing can express the ethos of C2C Threads with a recycled mesh which exposes the shred and provides a high-tech recycled aesthetic (see Figure 2a); painted artwork on T-covers (see Figure 2b); recycled sterilized fabrics printed (see Figure 2c and d) or an alternative customer ordered textile face may be considered.



*Figure 1 Impedance Set-up to determine absorption of shreds*

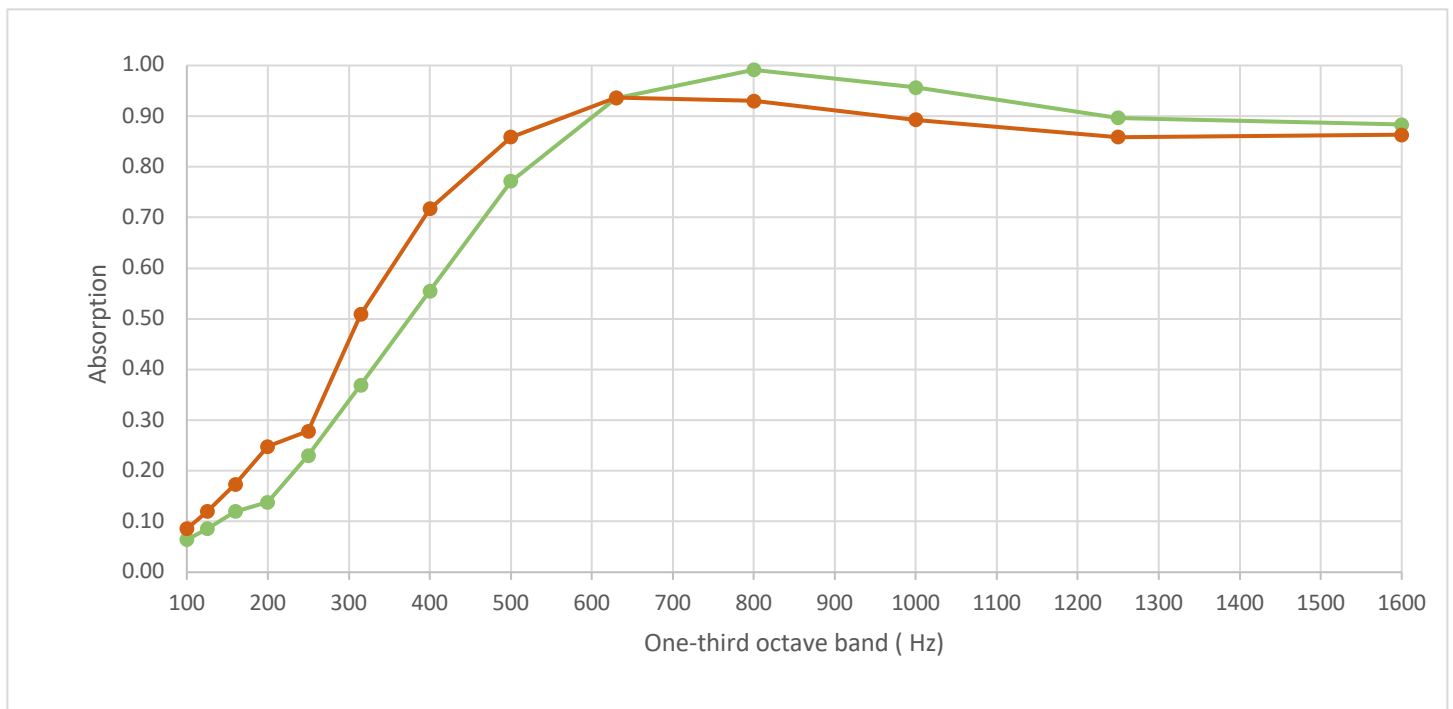


Figure 2 Data results of absorption of shreds

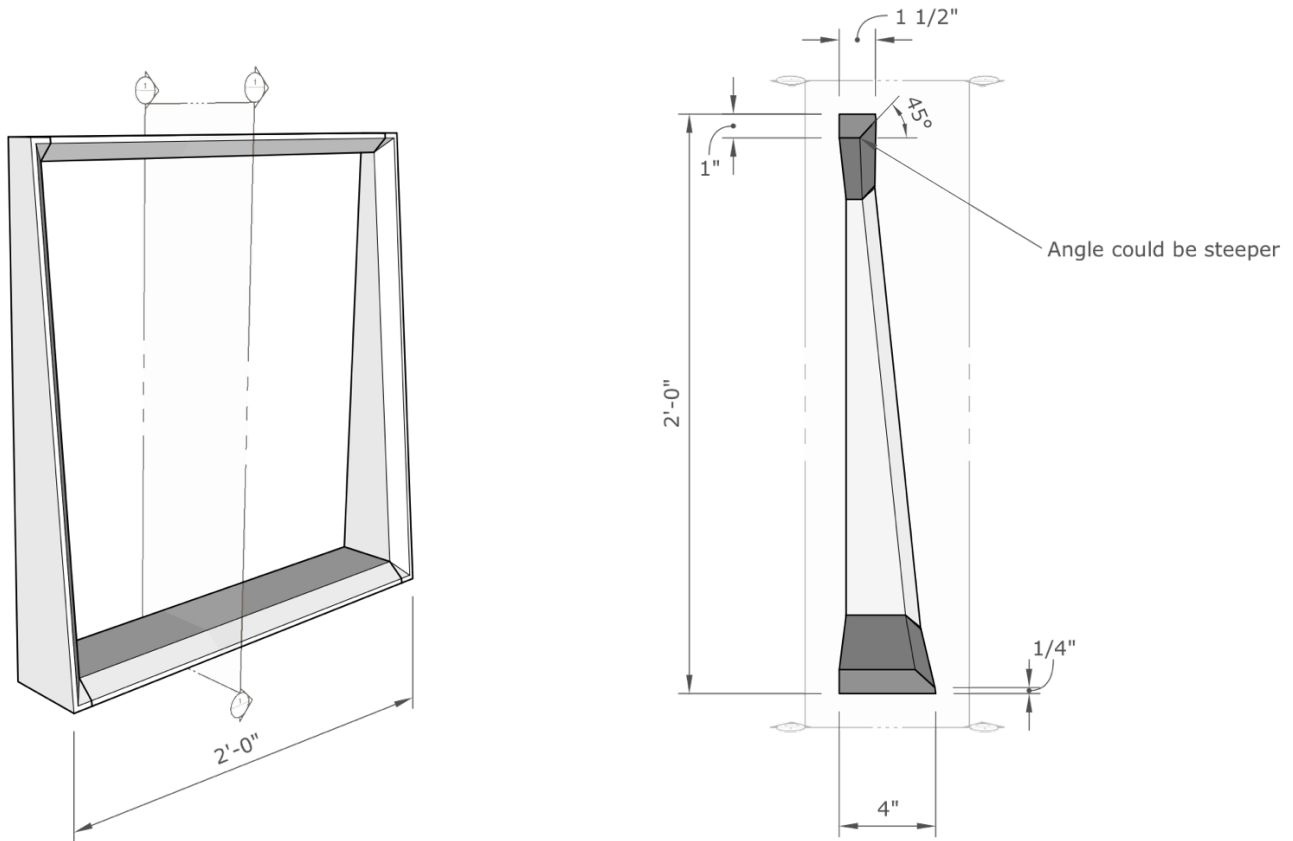


Figure 3 Sketch of Inclined panel



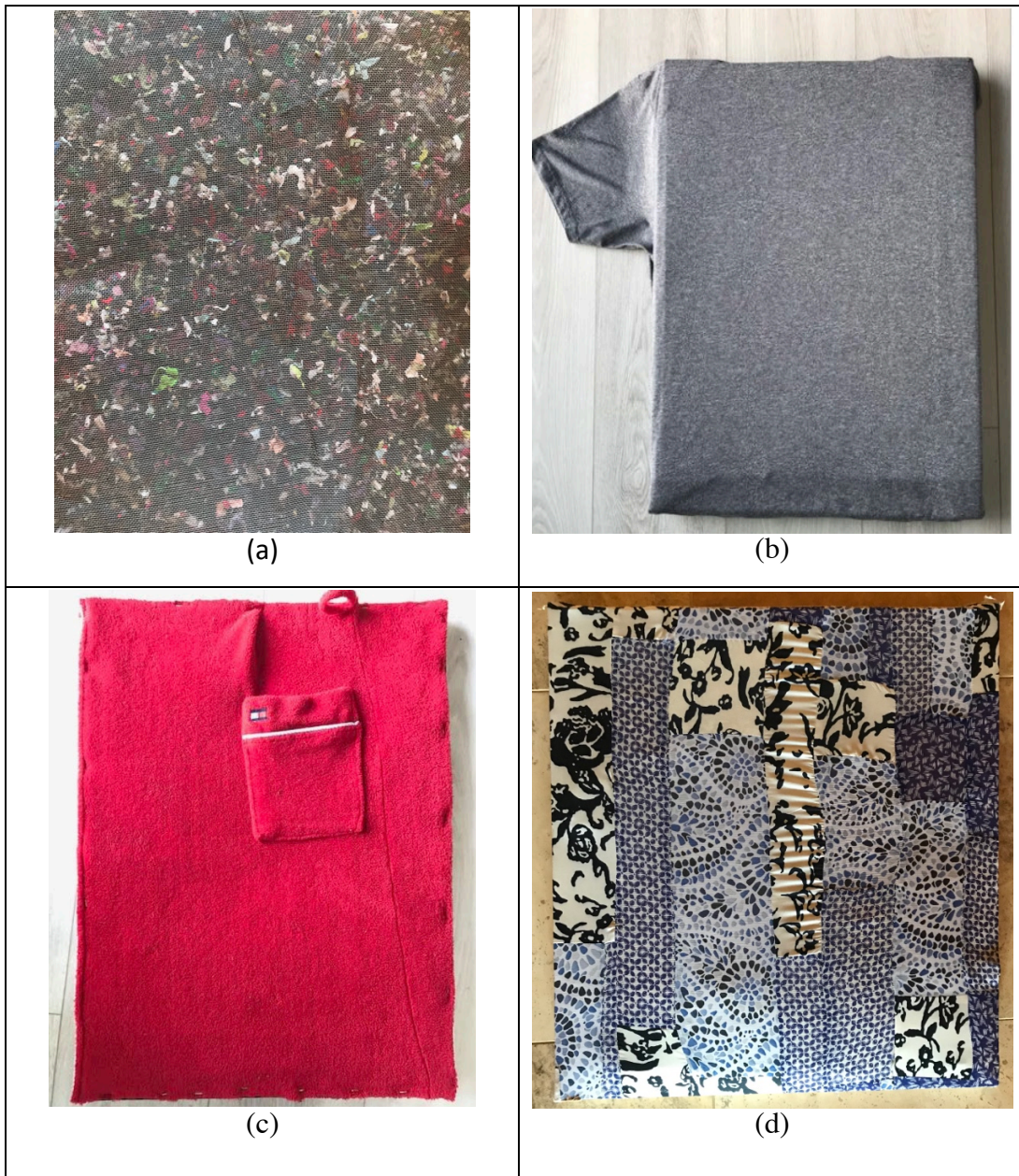


Figure 4 Facing Options

# **GABRIOLA ISLAND RECYCLING ORGANIZATION**

## **FINANCIAL INFORMATION**

**December 31, 2021**

*Partners*

Grant McDonald, CPA, CA\*

Lee-Anne Harrison, CPA, CA\*

Arina Jones, CPA, CA\*

Joanne Novak, CPA, CA\*

\*Incorporated



## COMPILATION ENGAGEMENT REPORT

On the basis of information provided by management, we have compiled the balance sheet of **Gabriola Island Recycling Organization** as at **December 31, 2021** and the statements of income and net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

*Church Pickard*

**CHURCH PICKARD**

Chartered Professional Accountants

Nanaimo, B.C.

May 26, 2022

# GABRIOLA ISLAND RECYCLING ORGANIZATION

BALANCE SHEET as at **December 31, 2021**

	<b>2021</b>	<b>2020</b>
<b>Assets</b>		
<b>Current</b>		
Cash	\$ 194,588	\$ 85,949
Guaranteed Investment Certificates	26,508	78,662
Accounts receivable	15,912	22,077
Prepaid expenses	<u>6,073</u>	<u>6,328</u>
	243,081	193,016
<b>Investments-(market value: \$48,384)</b>	49,953	-
<b>Property and equipment - Note 2</b>	<u>255,818</u>	<u>259,492</u>
	<u><u>\$ 548,852</u></u>	<u><u>\$ 452,508</u></u>

## Liabilities and Shareholders' Equity

<b>Current</b>		
Accounts payable and accrued liabilities	\$ 5,063	\$ 3,637
Wages payable	953	126
Due to government agencies	7,610	3,498
Deferred contributions - Note 3	90,572	33,402
Deferred revenue	<u>7,200</u>	<u>7,200</u>
	111,398	47,863
<b>Long-term debt - Note 4</b>	<u>40,000</u>	<u>40,000</u>
	<u>151,398</u>	<u>87,863</u>

## Net Assets

<b>Net assets</b>	<u>397,454</u>	<u>364,645</u>
	<u><u>\$ 548,852</u></u>	<u><u>\$ 452,508</u></u>

Approved:

Barry Loescher

# GABRIOLA ISLAND RECYCLING ORGANIZATION

## STATEMENT OF INCOME AND NET ASSETS

For the year ended **December 31, 2021**

	<b>2021</b>	<b>2020</b>
<b>Sales</b>	\$ 310,131	\$ 205,656
<b>C2C Threads Project</b>		
Revenue	\$ 52,964	\$ -
Expenses	(28,489)	-
	<u>24,475</u>	<u>-</u>
<b>Other income</b>		
Miscellaneous	1,796	492
Interest	1,195	1,868
Dividends	82	1
Loan forgiveness - Note 4	-	10,000
	<u>3,073</u>	<u>12,361</u>
	<u>337,679</u>	<u>218,017</u>
<b>Expenses</b>		
Wages and benefits	217,298	130,654
Repairs and maintenance	24,868	32,383
Amortization	20,022	17,730
Scrap metal expense	11,414	-
Insurance	9,632	8,994
Bookkeeping	7,410	6,600
Vehicle operation	4,298	3,148
Professional fees	2,450	1,743
Travel	1,700	1,000
Interest and bank charges	1,341	551
Telephone and internet	1,285	1,398
Volunteer and staff appreciation	1,216	-
Utilities	1,134	2,190
Office supplies	802	787
Donations	-	15
Workshops	-	226
	<u>304,870</u>	<u>207,419</u>
<b>Excess of revenue over expenses</b>	32,809	10,598
<b>Net asset beginning of the year</b>	<u>364,645</u>	<u>354,047</u>
<b>Net assets end of the year</b>	<u>\$ 397,454</u>	<u>\$ 364,645</u>

# GABRIOLA ISLAND RECYCLING ORGANIZATION

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended **December 31, 2021**

### **Nature of operations**

Gabriola Island Recycling Organization is incorporated under the laws of the Province of British Columbia Societies Act and is exempt from income tax as a non-profit organization. The organization is also a registered charity under the income Tax Act. Its purpose is to provide a comprehensive recycling service for individuals and businesses, sell a range of materials for reuse, provide education programs to the local school, encourage environmentally responsible community practices, and support local community organizations.

### **1. Basis of accounting**

The basis of accounting applied in the preparation of the balance sheet of **Gabriola Island Recycling Organization** as at December 31, 2021, and the income statement for the year then ended, is on the historical cost basis, reflecting cash transactions with the addition of the following:

- Revenue producing property is amortized in accordance with amounts allowable for income tax purposes.
- Accounts payable and accrued liabilities.
- Current income taxes payable as at the reporting date.
- Deferred Grant revenue is recognized based on the project term and based on the expense for the project
- Amounts receivable
- Investments recorded at cost

# GABRIOLA ISLAND RECYCLING ORGANIZATION

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended **December 31, 2021**

### 2. Property and equipment

	Cost	Accumulated Amortization	Net 2021	Net 2020
Building and improvements	\$ 332,933	\$ 90,190	\$ 242,743	\$ 257,225
Furniture and equipment	<u>21,968</u>	<u>8,893</u>	<u>13,075</u>	<u>2,267</u>
	<u>\$ 354,901</u>	<u>\$ 99,083</u>	<u>\$ 255,818</u>	<u>\$ 259,492</u>

Amortization is recorded on a straight line basis over the estimated useful life of the assets as follows:

Building and improvements	20 years
Furniture and equipment	5 years

### 3. Deferred contributions

The organization received grants from government agencies for specific capital projects. These grants are recognized in revenue on the same basis as the amortization of the capital assets, based on their estimated useful lives.

	2021	2020
New roofing grant	\$ 18,750	\$ 20,000
Accessibility grant	7,851	8,342
Oil tank grant	4,744	5,060
C2C Textile Grant	<u>59,227</u>	<u>-</u>
	<u>\$ 90,572</u>	<u>\$ 33,402</u>



GABRIOLA ISLAND RECYCLING ORGANIZATION

NOTES TO THE FINANCIAL STATEMENTS

For the year ended **December 31, 2021**

4. Long-term debt

2021 2020

Coastal Community Credit Union Canadian Emergency Business Account (CEBA) - interest free loan, repayable by December 31, 2023. If the loan is repaid by December 31, 2023 then \$10,000 of the loan will be forgiven. The amount expected to be forgiven has been included in income during the year

\$ 40,000 \$ 40,000



# Registered Charity Information Return

Protected B when completed

## Section A: Identification

- To help you fill out this form, refer to Guide T4033, Completing the Registered Charity Information Return. It can be found at [canada.ca/cra-forms](https://canada.ca/cra-forms).

**Note:** Even if a charity is inactive, an information return must be filed to maintain its registered status.**Complete the following:**

1. Charity name:

Gabriola Island Recycling Organization

2. Return for fiscal period ending:

Year	Month	Day
2   0   2	1   1   2	3   1

3. BN/registration number:

13181 6282 RR 0001

4. Web address (if applicable):

<https://www.girodepot.com>

**A1** Was the charity in a subordinate position to a head body? ..... **1510** ☐ Yes ☒ No  
**If yes**, give the name and BN/registration number of the organization.

Name

BN (9 digits, 2 letters, 4 digits. Example: 123456789RR0001)

**A2** Has the charity wound-up, dissolved, or terminated operations? ..... **1570** ☐ Yes ☒ No

**A3** Is the charity designated as a public foundation or private foundation? ..... **1600** ☐ Yes ☒ No

**If yes**, you **must** complete Schedule 1, Foundations. To confirm the charity's designation, go to [canada.ca/charities-list](https://canada.ca/charities-list) and refer to the charity's detail page.

## Section B: Directors/trustees and like officials

**B1** All charities must complete Form T1235, Directors/Trustees and Like Officials Worksheet. Only the **public** information section of the worksheet is available to the public.

**For charities subject to the Ontario Corporations Act.**

As of May 15, 2021, the Canada Revenue Agency no longer collects this information on behalf of the Ontario Ministry of Government and Consumer Services. For more information on filing an Ontario annual information return, visit [ontario.ca/businessregistry](https://ontario.ca/businessregistry).

**Note:** If you would like these individuals to have the authority to communicate with the CRA on behalf of your charity, their name must also appear as an owner for your Business Number (BN). For more information, go to [canada.ca/charities-giving](https://canada.ca/charities-giving), select "Operating a registered charity," then "Making a change to your organization" and see "Change director."

## Section C: Programs and general information

**C1** Was the charity active during the fiscal period? ..... **1800** ☒ Yes ☐ No  
**If no**, explain why in the "Ongoing programs" space below at C2.

**C2** Describe all **ongoing** and **new** charitable programs the charity carried on during this fiscal period to further its purpose(s) (as defined in its governing documents). "Programs" includes all of the charitable activities that the charity carries out on its own through employees or volunteers as well as through qualified donees and intermediaries. The charity may also use this space to describe the contributions of its volunteers in carrying out its activities, for example, number of volunteers and/or hours. **Do not** include the names of employees or volunteers. Grant-making charities should describe the types of organizations they support. **Do not** describe fundraising activities in this space.

**Do not attach additional sheets of paper or annual reports.****Ongoing programs**

GIRO provides a comprehensive recycling service for both individuals and businesses on Gabriola Island. GIRO also provides local newspaper articles on recycling, educational materials, and tours of the recycling depot for residents and students.

**New programs**

**Registered charities may make gifts to qualified donees. Qualified donees are other registered Canadian charities, as well as certain other organizations described in the Income Tax Act.**

**C3** Did the charity make gifts or transfer funds to qualified donees or other organizations? ..... **2000** ☐ Yes ☒ No

**Important:** If **yes**, you **must** complete Form T1236, Qualified donees worksheet/Amounts provided to other organizations.

**C4** Did the charity carry on, fund, or provide any resources through employees, volunteers, agents, joint ventures, contractors, or any other individuals, intermediaries, entities, or means (other than qualified donees) for any activity/program/project outside Canada? ..... **2100** ☐ Yes ☒ No

**Important:** If **yes**, you **must** complete Schedule 2, Activities outside Canada.

**C5** Public policy dialogue and development activities

This question has been removed.

**C6** If the charity carried on fundraising activities or engaged third parties to carry on fundraising activities on its behalf, select all fundraising methods that it used during the fiscal period:

<b>2500</b> <input type="checkbox"/> Advertisements/print/radio/TV commercials	<b>2570</b> <input type="checkbox"/> Sales	<b>2620</b> <input type="checkbox"/> Telephone/TV solicitations
<b>2510</b> <input type="checkbox"/> Auctions	<b>2575</b> <input type="checkbox"/> Internet	<b>2630</b> <input type="checkbox"/> Tournament/sporting events
<b>2530</b> <input type="checkbox"/> Collection plate/boxes	<b>2580</b> <input type="checkbox"/> Mail campaigns	<b>2640</b> <input type="checkbox"/> Cause-related marketing
<b>2540</b> <input type="checkbox"/> Door-to-door solicitation	<b>2590</b> <input type="checkbox"/> Planned-giving programs	<b>2650</b> <input checked="" type="checkbox"/> Other
<b>2550</b> <input type="checkbox"/> Draws/lotteries	<b>2600</b> <input type="checkbox"/> Targeted corporate donations/sponsorships	<b>2660</b> Specify: <u>Recycling Depot</u>
<b>2560</b> <input type="checkbox"/> Fundraising dinners/galas/concerts	<b>2610</b> <input type="checkbox"/> Targeted contacts	

**C7** Did the charity pay external fundraisers? ..... **2700** ☐ Yes ☒ No

If **yes**, you **must** complete the following lines, and complete Schedule 4, Confidential data, Table 1.

(a) Enter the gross revenue collected by the fundraisers on behalf of the charity. ....	<b>5450</b> \$	0
(b) Enter the amounts paid to and/or retained by the fundraisers. ....	<b>5460</b> \$	0

(c) Select the method of payment to the fundraiser:

<b>2730</b> <input type="checkbox"/> Commissions	<b>2750</b> <input type="checkbox"/> Finder's fee	<b>2770</b> <input type="checkbox"/> Honoraria
<b>2740</b> <input type="checkbox"/> Bonuses	<b>2760</b> <input type="checkbox"/> Set fee for services	<b>2780</b> <input type="checkbox"/> Other
<b>2790</b> Specify: _____		

(d) Did the fundraiser issue tax receipts on behalf of the charity? ..... **2800** ☐ Yes ☒ No

**C8** Did the charity compensate any of its directors/trustees or like officials or persons not at arm's length from the charity for services provided during the fiscal period (other than reimbursement for expenses)? ..... **3200** ☐ Yes ☒ No

**C9** Did the charity incur any expenses for compensation of employees during the fiscal period? ..... **3400** ☒ Yes ☐ No

**Important:** If **yes**, you **must** complete Schedule 3, Compensation.

**C10** Did the charity receive any donations or gifts of any kind valued at \$10,000 or more from any donor that was **not** resident in Canada and was **not** any of the following: ..... **3900** ☐ Yes ☒ No

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on a business in Canada, nor
- a person having disposed of taxable Canadian property?

**Important:** If **yes**, you **must** complete Schedule 4, Confidential data, Table 2, for each donation of \$10,000 or more.

<b>C11</b>	Did the charity receive any non-cash gifts for which it issued tax receipts? .....	<b>4000</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Important:</b> If <b>yes</b> , you <b>must</b> complete Schedule 5, Non-cash gifts.				
<b>C12</b>	Did the charity acquire a non-qualifying security? .....	<b>5800</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>C13</b>	Did the charity allow any of its donors to use any of its property? (except for permissible uses) .....	<b>5810</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>C14</b>	Did the charity issue any of its tax receipts for donations on behalf of another organization? .....	<b>5820</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>C15</b>	Did the charity have direct partnership holdings at any time during the fiscal period? .....	<b>5830</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Section D: Financial information**

Fill out either Section D or Schedule 6, Detailed financial information.

If **any** of the following applies to the charity, complete Schedule 6 instead of Section D:

- (a) The charity's revenue exceeds \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.
- (c) The charity had permission to accumulate funds during this fiscal period.

**Show all amounts to the nearest single Canadian dollar. Do not enter "See attached financial statements." All relevant fields must be filled out.**

<b>D1</b>	Was the financial information reported below prepared on an accrual or cash basis? .....	<b>4020</b>	<input type="checkbox"/> Accrual	<input type="checkbox"/> Cash
<b>D2</b>	<b>Summary of financial position:</b>			
	Using the charity's own financial statements, enter the following:			
	Did the charity own land and/or buildings? .....	<b>4050</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>Total assets (including land and buildings)</b> .....	<b>4200</b>	\$ 0	
	<b>Total liabilities</b> .....	<b>4350</b>	\$ 0	
	Did the charity borrow from, loan to, or invest assets with any non-arm's length persons? .....	<b>4400</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>D3</b>	<b>Revenue:</b>			
	Did the charity issue tax receipts for gifts? .....	<b>4490</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If <b>yes</b> , enter the total eligible amount of all gifts for which the charity has issued or will issue tax receipts .....	<b>4500</b>	\$ 0	
	Total amount of 10 year gifts received .....	<b>4505</b>	\$ 0	
	Total amount received from other registered charities .....	<b>4510</b>	\$ 0	
	Total other gifts received for which a tax receipt was <b>not</b> issued by the charity (excluding amounts at lines 4575 and 4630) .....	<b>4530</b>	\$ 0	
	Did the charity receive any revenue from any level of government in Canada? .....	<b>4565</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If <b>yes</b> , total amount received .....	<b>4570</b>	\$ 0	
	Total tax-receipted revenue from all sources outside of Canada (government and non-government) .....	<b>4571</b>	\$ 0	
	Total <b>non</b> tax-receipted revenue from all sources outside of Canada (government and non-government) .....	<b>4575</b>	\$ 0	
	Total <b>non</b> tax-receipted revenue from fundraising .....	<b>4630</b>	\$ 0	
	Total revenue from sale of goods and services (except to any level of government in Canada) .....	<b>4640</b>	\$ 0	
	Other revenue not already included in the amounts above .....	<b>4650</b>	\$ 0	
	<b>Total revenue (add lines 4500, 4510 to 4570, and 4575 to 4650)</b> .....	<b>4700</b>	\$ 0	
<b>D4</b>	<b>Expenditures:</b>			
	Professional and consulting fees .....	<b>4860</b>	\$ 0	
	Travel and vehicle expenses .....	<b>4810</b>	\$ 0	
	All other expenditures not already included in the amounts above (excluding gifts to qualified donees) .....	<b>4920</b>	\$ 0	
	<b>Total expenditures (excluding gifts to qualified donees) (add lines 4860, 4810, and 4920)</b> .....	<b>4950</b>	\$ 0	
	Of the amount at line 4950:			
	(a) Total expenditures on charitable activities .....	<b>5000</b>	\$ 0	
	(b) Total expenditures on management and administration .....	<b>5010</b>	\$ 0	
	Total amount of gifts made to all qualified donees .....	<b>5050</b>	\$ 0	
	<b>Total expenditures (add lines 4950 and 5050)</b> .....	<b>5100</b>	\$ 0	

**Section E: Certification**

This return **must** be signed by a person who has authority to sign on behalf of the charity. **It is a serious offence under the Income Tax Act to provide false or deceptive information.**

I certify that the information given on this annual return and any attachment is, to the best of my knowledge, correct, complete, and current.

Name (print) Barry Loescher	Signature <i>Barry Loescher</i>	
Position in charity Treasurer	Date 2022/05/26	Phone number 250 325-8887

**Section F: Confidential data**

**F1** Enter the physical address of the charity and the address in Canada for the charity's books and records. Post office box numbers and rural routes are not sufficient.

	Physical address of the charity	Address for the charity's books and records
Complete street address	700 Tin Can Alley	700 Tin Can Alley
City	Gabriola	Gabriola
Province or territory and postal code	BC V0R 1X3	BC V0R 1X3

**F2** Name and address of individual who completed this return.

Name Lee-Anne Harrison	
Company name (if applicable) Church Pickard, Chartered Professional Accountants	
Complete street address 25 Cavan Street	
City, province or territory, and postal code Nanaimo BC V9R 2T9	
Phone number 250 754-6396	Is this the same individual who certified in Section E above? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Privacy statement**

Personal information is collected under the authority of the Income Tax Act and is used to establish and validate the identity and contact information of directors, trustees, officers, like officials, and authorized representatives of the organization. This information will also be used as a basis for the indirect collection of additional personal information from other internal and external sources, which includes personal tax information, and relevant financial and biographical information. Personal information will be used to assess the risk of registration with respect to the obligations and requirements as outlined in the Act and the common law. The social insurance number (SIN) is collected under subsection 237 of the Act and is used for identification purposes.

The Canada Revenue Agency (CRA) will make the information on this annual information return available to the public on the Charities Directorate website, except for information identified as confidential. Personal information may also be disclosed under information-sharing agreements and in accordance with section 241 of the Act. Incomplete or inaccurate information may result in compliance measures including revocation of registered status.

Personal information is described in personal information bank CRA PPU 200 and is protected under the Privacy Act. Individuals have a right of protection, access to and correction or notation of their personal information. You are entitled to complain to the Privacy Commissioner of Canada regarding our handling of your information.

**Notification to directors and like officials:** The CRA strongly encourages the organization to voluntarily inform its directors and like officials that it has collected and disclosed their personal information to the CRA.

☒ I confirm that I have read the Privacy statement above.

**Checklist**

A charity's complete annual information return includes:

- Form T3010, Registered Charity Information Return, and all applicable schedules
- a copy of the charity's financial statements
- Form T1235, Directors/Trustees and Like Officials Worksheet
- Form T1236, Qualified donees worksheet/Amounts provided to other organizations (if applicable)
- Form T2081, Excess Corporate Holdings Worksheet for Private Foundations (if applicable)

If financial statements are not included, the charity's **registration may be revoked**.

Foundations		Schedule 1	
1	Did the foundation acquire control of a corporation?.....	100	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Did the foundation incur any debts other than for current operating expenses, purchasing or selling investments, or in administering charitable activities?.....	110	<input type="checkbox"/> Yes <input type="checkbox"/> No
For private foundations only:			
3	Did the foundation hold any shares, rights to acquire shares, or debts owing to it that meet the definition of a non-qualified investment?.....	120	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Did the foundation own more than 2% of any class of shares of a corporation at any time during the fiscal period? ..... If yes, you must complete and attach Form T2081, Excess Corporate Holdings Worksheet for Private Foundations.	130	<input type="checkbox"/> Yes <input type="checkbox"/> No

Activities outside Canada		Schedule 2	
Important: If you complete this section, you must answer yes to question C4.			
For more information, go to <a href="https://canada.ca/charities-giving">canada.ca/charities-giving</a> and see Guidance CG-002, Canadian registered charities carrying on activities outside Canada.			

1	Total expenditures on activities/programs/projects carried on outside Canada, excluding gifts to qualified donees .....	200	\$	0
2	Were any of the charity's financial resources spent on programs outside of Canada under any kind of an arrangement including a contract, agency agreement, or joint venture to any other individual or organization (excluding gifts to qualified donees)? .....	210	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide details of the amount reported in question 1 on line 200, that the charity transferred to these individuals or organizations in the following table:				

Name of individual/organization	Country code where the activities were carried out (see list at the end of Schedule 2)	Amount (\$) Show amounts to the nearest Canadian dollar

Important: If you entered information in the table above, you must answer yes in line 210.

3	Using the table below, enter the countries outside Canada where the charity itself carried on programs or devoted any of its resources.

4	Were any projects undertaken outside Canada funded by Global Affairs Canada?.....	220	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, what was the total amount the charity spent under this arrangement? .....	230	\$ 0
5	Were any of the charity's activities outside of Canada carried out by employees of the charity?.....	240	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Were any of the charity's activities outside of Canada carried out by volunteers of the charity? .....	250	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Did the charity export goods as part of its charitable activities? .....	260	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list the items exported, their destination, the country code, and their value.			

Item exported	Destination (city/region)	Country code	Value (CAN \$)

Country codes

AF-Afghanistan	CU-Cuba	KP-North Korea	RO-Romania
AL-Albania	CY-Cyprus	KR-South Korea	RU-Russia
DZ-Algeria	DK-Denmark	KW-Kuwait	RW-Rwanda
AO-Angola	DO-Dominican Republic	KG-Kyrgyzstan	SA-Saudi Arabia
AR-Argentina	EC-Ecuador	LA-Laos	RS-Serbia
AM-Armenia	EG-Egypt	LB-Lebanon	SL-Sierra Leone
AZ-Azerbaijan	SV-El Salvador	LR-Liberia	SG-Singapore
BD-Bangladesh	ET-Ethiopia	MK-Macedonia	SO-Somalia
BY-Belarus	FR-France	MG-Madagascar	ES-Spain
BT-Bhutan	GA-Gabon	MY-Malaysia	LK-Sri Lanka
BO-Bolivia	GM-Gambia	ML-Mali	SD-Sudan
BA-Bosnia and Herzegovina	GE-Georgia	MU-Mauritius	SY-Syrian Arab Republic
BW-Botswana	DE-Germany	MX-Mexico	TJ-Tajikistan
BR-Brazil	GH-Ghana	MN-Mongolia	TZ-United Republic of Tanzania
BN-Brunei Darussalam	GT-Guatemala	ME-Montenegro	TH-Thailand
BG-Bulgaria	GY-Guyana	MZ-Mozambique	TL-Timor-Leste
BI-Burundi	HT-Haiti	MM-Myanmar (Burma)	TR-Turkey
KH-Cambodia	HN-Honduras	NA-Namibia	UG-Uganda
CM-Cameroon	IN-India	NL-Netherlands	UA-Ukraine
CF-Central African Republic	ID-Indonesia	NI-Nicaragua	GB-United Kingdom
TD-Chad	IR-Iran	NE-Niger	US-United States of America
CL-Chile	IQ-Iraq	NG-Nigeria	UY-Uruguay
CN-China	IL-Israel	OM-Oman	UZ-Uzbekistan
CO-Colombia	PS-Israeli Occupied Territories	PK-Pakistan	VE-Venezuela
KM-Comoros	IT-Italy	PA-Panama	VN-Vietnam
CD-Democratic Republic of Congo	JM-Jamaica	PE-Peru	YE-Yemen
CG-Republic of Congo	JP-Japan	PH-Philippines	ZM-Zambia
CR-Costa Rica	JO-Jordan	PL-Poland	ZW-Zimbabwe
CI-Côte d'Ivoire	KZ-Kazakhstan	QA-Qatar	
HR-Croatia	KE-Kenya	RE-Réunion	

Use the following codes for countries not listed above:

- QS-Other countries in Africa
- QR-Other countries in Asia and Oceania
- QM-Other countries in Central and South America
- QP-Other countries in Europe
- QO-Other countries in the Middle East
- QN-Other countries in North America



Compensation

Schedule 3

Important: If you complete this section, you must answer yes to question C9.

1

(a) Enter the **number** of permanent, full-time, compensated positions in the fiscal period. This number should represent the number of positions the charity had including both managerial positions and others, and should not include independent contractors. **Do not** enter a dollar amount. ....

300

2

(b) For the **ten (10)** highest compensated, permanent, full-time positions enter the **number of positions** that are within each of the following annual compensation categories. **Do not** tick the boxes; use numbers.

305

0

\$1 – \$39,999

310

2

\$40,000 – \$79,999

315

0

\$80,000 – \$119,999

320

0

\$120,000 – \$159,999

325

0

\$160,000 – \$199,999

330

0

\$200,000 – \$249,999

335

0

\$250,000 – \$299,999

340

0

\$300,000 – \$349,999

345

0

\$350,000 and over

2

(a) Enter the **number** of part-time or part-year (for example, seasonal) employees the charity employed during the fiscal period. ....

370

16

(b) Total expenditure on compensation for part-time or part-year employees in the fiscal period. ....

380

\$

153,437

3

Total expenditure on all compensation in the fiscal period. ....

390

\$

279,179

Confidential data

Schedule 4

Important: If you complete this section, you must answer yes to question C10.

The information in this schedule is for the CRA's use and may be shared as permitted by law (for example, with certain other government departments and agencies).

1. Information about external fundraisers

Enter the name(s) and arm's length status of each external fundraiser.

Name (confidential)	At arm's length? Yes/No (confidential)

2. Information about donors not resident in Canada

Complete this schedule to report any gift of any kind valued at \$10,000 or more received from any donor that was **not** resident in Canada and was **not** any of the following:

a Canadian citizen, nor

employed in Canada, nor

carrying on business in Canada, nor

a person having disposed of taxable Canadian property.

Enter the name of each donor and the value of the gift in the table below. Select whether the donor was an organization (for example a business, corporate entity, charity, non-profit organization), a government or an individual.

Name (confidential)	Type of donor (confidential)			Value (CAN \$)
	Organization	Government	Individual	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Non-cash gifts

Schedule 5

Important: If you complete this section, you must answer yes to question C11.

1

Select all types of non-cash gifts received for which a tax receipt was issued:

500

☐

Artwork/wine/jewellery

525

☐

Ecological properties

550

☐

Publicly traded securities/ commodities/mutual funds

505

☐

Building materials

530

☐

Life insurance policies

555

☐

Books

510

☐

Clothing/furniture/food

535

☐

Medical equipment/supplies

560

☐

Other

515

☐

Vehicles

540

☐

Privately-held securities

565

Specify: .....

520

☐

Cultural properties

545

☐

Machinery/equipment/ computers/software

2

Enter the total amount of tax-receipted non-cash gifts .....

580

\$

0

## Detailed financial information

## Schedule 6

Fill out this schedule if **any** of the following applies to the charity:

- (a) The charity's revenue exceeded \$100,000.  
(b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.  
(c) The charity had permission to accumulate funds during this fiscal period.

Was the financial information reported below prepared on an accrual or cash basis? ..... 4020 ☒ Accrual ☐ Cash

## Statement of financial position

Show all amounts to the nearest single Canadian dollar. Do not enter "see attached financial statements." All relevant fields must be filled out.

<b>Assets:</b>			<b>Liabilities:</b>		
Cash, bank accounts, and short-term investments	4100	\$ 221,096	Accounts payable and accrued liabilities ....	4300	\$ 13,626
Amounts receivable from non-arm's length persons	4110	\$ 0	Deferred revenue .....	4310	\$ 97,772
Amounts receivable from all others .....	4120	\$ 15,912	Amounts owing to non-arm's length persons	4320	\$ 0
Investments in non-arm's length persons .....	4130	\$ 0	Other liabilities .....	4330	\$ 40,000
Long-term investments .....	4140	\$ 49,953	<b>Total liabilities (add lines 4300 to 4330)...</b>	4350	\$ 151,398
Inventories .....	4150	\$ 0			
Land and buildings in Canada .....	4155	\$ 481,087			
Other capital assets in Canada .....	4160	\$ 75,776			
Capital assets outside Canada .....	4165	\$ 0			
Accumulated amortization of capital assets .....	4166	\$ (301,045)	<b>Amount included in lines 4150, 4155,</b>		
Other assets .....	4170	\$ 6,073	<b>4160, 4165 and 4170 not used in</b>		
10 year gifts .....	4180	\$ 0	<b>charitable activities .....</b>	4250	\$ 0
<b>Total assets (add lines 4100 to 4170) .....</b>	4200	\$ 548,852			

## Statement of operations

<b>Revenue:</b>					
Total eligible amount of all gifts for which the charity has issued or will issue tax receipts .....	4500	\$ 2,375			
Total eligible amount of tax-receipted tuition fees .....	5610	\$ 0			
Total amount of 10 year gifts received .....	4505	\$ 0			
Total amount received from other registered charities .....	4510	\$ 1,750			
Total other gifts received for which a tax receipt was <b>not</b> issued by the charity (excluding amounts at lines 4575 and 4630) .....	4530	\$ 0			
Total revenue received from federal government .....	4540	\$ 0			
Total revenue received from provincial/territorial governments .....	4550	\$ 61,882			
Total revenue received from municipal/regional governments .....	4560	\$ 45,874			
Total tax-receipted revenue from all sources outside of Canada (government and non-government) .....	4571	\$ 0			
Total <b>non</b> tax-receipted revenue from all sources outside Canada (government and non-government) .....	4575	\$ 0			
Total interest and investment income received or earned .....	4580	\$ 1,277			
<b>Gross proceeds</b> from disposition of assets .....	4590	\$ 0			
<b>Net proceeds</b> from disposition of assets (show a negative amount with brackets) .....	4600	\$ 0			
Gross income received from rental of land and/or buildings .....	4610	\$ 0			
Total <b>non</b> tax-receipted revenues received for memberships, dues and association fees .....	4620	\$ 640			
Total <b>non</b> tax-receipted revenue from fundraising .....	4630	\$ 0			
Total revenue from sale of goods and services (except to any level of government in Canada) .....	4640	\$ 314,250			
Other revenue not already included in the amounts above .....	4650	\$ 0			
Specify type(s) of revenue included in the amount reported at 4650	4655				
<b>Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650) .....</b>	4700	\$ 428,048			

**Expenditures:**

Advertising and promotion .....	4800	\$	1,216
Travel and vehicle expenses.....	4810	\$	5,998
Interest and bank charges.....	4820	\$	1,341
Licences, memberships, and dues .....	4830	\$	9,632
Office supplies and expenses.....	4840	\$	2,085
Occupancy costs .....	4850	\$	1,134
Professional and consulting fees .....	4860	\$	9,860
Education and training for staff and volunteers .....	4870	\$	0
Total expenditure on all compensation (enter the amount reported at line 390 in Schedule 3, if applicable) .....	4880	\$	279,179
Fair market value of all donated goods used in charitable activities .....	4890	\$	0
Purchased supplies and assets .....	4891	\$	39,903
Amortization of capitalized assets .....	4900	\$	20,022
Research grants and scholarships as part of charitable activities .....	4910	\$	0
All other expenditures not included in the amounts above (excluding gifts to qualified donees).....	4920	\$	24,868
Specify type(s) of expenditures included in the amount reported at 4920.....	4930	R&M	
Total expenditures before gifts to qualified donees (add lines 4800 to 4920).....	4950	\$	395,238

Of the amounts at lines 4950:

(a) Total expenditures on charitable activities.....	5000	\$	385,378
(b) Total expenditures on management and administration .....	5010	\$	9,860
(c) Total expenditures on fundraising .....	5020	\$	0
(d) Total other expenditures included in line 4950.....	5040	\$	0
Total amount of gifts made to all qualified donees .....	5050	\$	0
<b>Total expenditures (add lines 4950 and 5050)</b> .....	5100	\$	395,238

**Other financial information**

**Permission to accumulate property:**

Only registered charities that have written permission to accumulate should complete this section.

• Enter the amount accumulated for the fiscal period, including income earned on accumulated funds.....	5500	\$	0
• Enter the amount disbursed for the fiscal period for the specified purpose.....	5510	\$	0

**Permission to reduce disbursement quota:**

If the charity has received approval to make a reduction to its disbursement quota, enter the amount for the fiscal period .....	5750	\$	0
--	------	----	---

**Property not used in charitable activities:**

Enter the average value of property not used for charitable activities or administration during:

• The 24 months before the <b>beginning</b> of the fiscal period .....	5900	\$	149,315
• The 24 months before the <b>end</b> of the fiscal period .....	5910	\$	217,830



Directors/Trustees and Like Officials Worksheet

Protected B when completed

You must give us complete information for each director/trustee and like official who, at any time during the fiscal period of this return, was a member of the charity's board of directors/trustees. Directors/trustees and like officials are persons who govern a registered charity. See the reverse for information on filling out this form.

Total number of directors/trustees and like officials: Charity name: Gabriola Island Recycling Organization

Business number: 13181 6282 RR 0001

Return for fiscal period ending (YYYY/MM/DD): 2 0 2 1 1 2 3 1

Note: If you would like these individuals to have the authority to communicate with the CRA on behalf of your charity, their name must also appear as an owner for your Business Number (BN). For more information, go to canada.ca/charities-giving, select "Operating a registered charity," then "Making a change to your organization" and see "Change director."

Public information										Confidential data																											
Last name: Loescher					First name: Barry					Residential address – Street number and name: 2218 Windecker Drive																											
Term ► Start date (Y/M/D):		2	0	1	5	0	5	2	4	End date (Y/M/D):		2	0	2	2	0	5	3	1	City: Gabriola		Prov/Terr: BC		Postal code: V 0 R 1 X 7													
Position: President		At arm's length with other Directors?								<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Phone number		2	5	0	—	3	2	5	—	8	8	7	Date of birth (Y/M/D):		1	9	4	0	3	2	0		
Last name: Houle					First name: Howard					Residential address – Street number and name: 1070 North Road																											
Term ► Start date (Y/M/D):		2	0	1	9	0	5	2	8	End date (Y/M/D):		2	0	2	1	0	5	3	1	City: Gabriola		Prov/Terr: BC		Postal code: V 0 R 1 X 3													
Position: Vice President		At arm's length with other Directors?								<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Phone number		2	5	0	—	2	4	7	—	8	2	5	0	Date of birth (Y/M/D):		1	9	5	2	1	0	2	9
Last name: Campbell					First name: Suzanne					Residential address – Street number and name: 205 Sea Meadow Drive																											
Term ► Start date (Y/M/D):		2	0	1	9	1	1	0	1	End date (Y/M/D):										City: Gabriola		Prov/Terr: BC		Postal code: V 0 R 1 X 2													
Position: Director		At arm's length with other Directors?								<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Phone number		2	5	0	—	2	2	2	—	7	7	9	Date of birth (Y/M/D):		1	9	5	6	0	9	0	1	
Last name: Claxton					First name: Phillip					Residential address – Street number and name: 2575 Coho Drive																											
Term ► Start date (Y/M/D):		2	0	1	9	0	7	0	1	End date (Y/M/D):		2	0	2	2	0	5	0	1	City: Gabriola		Prov/Terr: BC		Postal code: V 0 R 1 X 7													
Position: Director		At arm's length with other Directors?								<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Phone number		2	5	0	—	2	4	7	—	8	1	8	7	Date of birth (Y/M/D):		1	9	5	4	0	1	0	5
Last name: Weller					First name: Fay					Residential address – Street number and name: 110 McConvey Rd																											
Term ► Start date (Y/M/D):		2	0	2	1	0	9	3	0	End date (Y/M/D):										City: Gabriola		Prov/Terr: BC		Postal code: V 0 R 1 X 1													
Position: Director		At arm's length with other Directors?								<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Phone number		2	5	0	—	6	1	6	—	9	8	2	4	Date of birth (Y/M/D):		1	9	5	8	1	0	0	6
Last name:					First name:					Residential address – Street number and name:																											
Term ► Start date (Y/M/D):										End date (Y/M/D):										City:		Prov/Terr:		Postal code:													
Position:		At arm's length with other Directors?								<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Phone number													Date of birth (Y/M/D):										
Last name:					First name:					Residential address – Street number and name:																											
Term ► Start date (Y/M/D):										End date (Y/M/D):										City:		Prov/Terr:		Postal code:													
Position:		At arm's length with other Directors?								<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Phone number													Date of birth (Y/M/D):										
Last name:					First name:					Residential address – Street number and name:																											
Term ► Start date (Y/M/D):										End date (Y/M/D):										City:		Prov/Terr:		Postal code:													
Position:		At arm's length with other Directors?								<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Phone number													Date of birth (Y/M/D):										
Last name:					First name:					Residential address – Street number and name:																											
Term ► Start date (Y/M/D):										End date (Y/M/D):										City:		Prov/Terr:		Postal code:													
Position:		At arm's length with other Directors?								<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Phone number													Date of birth (Y/M/D):										
Last name:					First name:					Residential address – Street number and name:																											
Term ► Start date (Y/M/D):										End date (Y/M/D):										City:		Prov/Terr:		Postal code:													
Position:		At arm's length with other Directors?								<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Phone number													Date of birth (Y/M/D):										
Last name:					First name:					Residential address – Street number and name:																											
Term ► Start date (Y/M/D):										End date (Y/M/D):										City:		Prov/Terr:		Postal code:													
Position:		At arm's length with other Directors?								<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Phone number													Date of birth (Y/M/D):										
Last name:					First name:					Residential address – Street number and name:																											
Term ► Start date (Y/M/D):										End date (Y/M/D):										City:		Prov/Terr:		Postal code:													
Position:		At arm's length with other Directors?								<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Phone number													Date of birth (Y/M/D):										



Public information

Information from this column is available to the public.

Enter the last name, first name, and initial of the director/trustee or like official.

Term:

**Start date:** Enter the date the person started in the position.

**End date:** Enter the date the person left the position. If the person has not left the position, leave this field blank.

**Position:** Enter the title of the position being held. Each position is generally identified in an organization's governing documents (for example, president, treasurer, secretary). A registered charity may have other officials that have governing powers similar to those of a director or trustee. For example, a religious leader with some governing authority would be considered a like official.

Do

**At arm's length with other directors:** Tick **Yes** if the person is at arm's length with all other directors/trustees or like officials.

At arm's length is a concept that describes a relationship in which two persons act independently of each other and are not related. Related persons are individuals who are related to each other by blood, marriage or common-law partnership, or adoption. It is also possible that individuals not related by a family connection, but by close business relations, may still be considered not at arm's length. For more information on arm's length, go to **canada.ca/charities-giving**, select "A to Z index of topics for charities," search for "Charities and giving glossary" and see "arm's length."

Confidential data

Information from this column will stay confidential and will not be made available to the public except in circumstances in which the release of any or all of the information is required by law or, in certain circumstances, permitted by law.

According to the Income Tax Act, circumstances in which the law requires or permits such information to be disclosed include a court order, warrant, or subpoena issued for a criminal proceeding under an act of Parliament or a legal proceeding relating to the administration or enforcement of the Income Tax Act, the Canada Pension Plan, the Unemployment Insurance Act, or the Employment Insurance Act, or any other act of Parliament or law of a province that allows a tax or duty to be imposed or collected.

Other circumstances in which we are required or permitted by law to disclose certain records include a request made under the authority of the Auditor General Act, a warrant issued by the Canadian Security Intelligence Service Act, and enquiries from the Department of Finance Canada for information to form or evaluate fiscal policy.

**Residential address:** In the proper spaces, enter the full home address, including the street number, street name, city (which could be a town, village, or other municipality), province or territory, and postal code of each director/trustee or like official.

**Phone number:** Enter the telephone number at which the person can be reached during the day.

**Date of birth:** Enter the person's date of birth so that the CRA is better able to identify the individuals who are responsible for managing the charity.

If the director/trustee or like official lives outside the country, enter the person's full mailing address, including the country.

Preparer sign-off	T3010	Name
Preparer sign-off	T3010	Line 4550: Total revenue received from provincial/territorial governments: "CEWS subsidy [5/17/2022 2:51:23 PM]"
Preparer sign-off	T3010	Line 5010: Total expenditures on management and administration: "Professional fees from Line 4860 [5/17/2022 2:39:35 PM]"
Override	T3010	Name (ProFile: )
Memo	T3010	Line 4550: Total revenue received from provincial/territorial governments: "CEWS subsidy [5/17/2022 2:51:23 PM]"
Memo	T3010	Line 5010: Total expenditures on management and administration: "Professional fees from Line 4860 [5/17/2022 2:39:35 PM]"

T3010:4550: Total revenue received from provincial/territorial governments

CEWS subsidy

[5/17/2022 2:51:23 PM]

T3010:5010: Total expenditures on management and administration

Professional fees from Line 4860

[5/17/2022 2:39:35 PM]





## Application for GST/HST Public Service Bodies' Rebate and GST Self-Government Refund

## Public service bodies' rebate

Use this form to claim a rebate if you are a municipality, hospital authority, external supplier, facility operator, charity, public institution, or qualifying non-profit organization, or if you are a university, school authority, or public college that is established and operated otherwise than for profit.

Do not use this area.

### Self-government refund

Use this form if you are eligible to claim a self-government refund of the GST or the federal part of the HST under a self-government agreement.

For more information, see "General information" at the end of this form.

### Part A – Identification

Legal name:

## Gabriola Island Recycling Organization

Trade name (if different from legal name):

Business number (if applicable):

\_\_\_\_\_ | **R T** | \_\_\_\_\_

Charity registration number (if you are a registered charity):

1 3 1 8 1 6 2 8 2 | R R | 0 0 0 1

Month   Day

What is your fiscal year-end?

1 2 3 1

**Mailing address**

Unit No. – Street No. Street name, PO Box, RR:

## 700 Tin Can Alley

City:

## Gabriola

Province or territory:

## British Columbia

Postal code:

V 0 R 1 X 3

**FOR INTERNAL USE ONLY**

IC					NC					
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Part A – Identification (continued)

Physical location (if different from mailing address)

Unit No. – Street No. Street name, RR: \_\_\_\_\_

City: \_\_\_\_\_

Province or territory: \_\_\_\_\_

Postal code: 

--	--	--	--	--	--	--

Contact person (see page 4)

Name: Barry Loescher

Title: Treasurer

Telephone number: 250-325-8887 Extension: \_\_\_\_\_

Part B – Claim period

Claim period covered by this application: From 

Year				Month		Day	
2	0	2	1	0	1	0	1

 to 

Year				Month		Day	
2	0	2	1	0	6	3	0

Part C – Offset on GST/HST return (This part applies to GST/HST registrants only.)

Is the amount on line 409 of this form being included on line 111 of your GST/HST return? ☐ Yes ☒ No

If **yes**, enter the reporting period end date of your GST/HST return. 

Year				Month		Day	

**Part D – Details of claim**

Enter on the appropriate line the amount of rebate that you are claiming for each activity that you perform. If you engage in various activity types, see Guide RC4034, GST/HST Public Service Bodies' Rebate, for more information.

If you are claiming a rebate of the provincial part of the HST, fill out Form RC7066 SCH, Provincial Schedule – GST/HST Public Service Bodies' Rebate, and enter the total provincial amount in Line B below.

Line #	Activity type	Rebate factor	Federal	
300	Municipality	100%		
301	University (or affiliated college or research body) established and operated on a non-profit basis	67%	+	
302	School authority established and operated on a non-profit basis	68%	+	
303	Public college established and operated on a non-profit basis	67%	+	
304	Hospital authority (only on activities of operating a public hospital)	83%	+	
305	Charity or public institution on non-selected public service body activities (defined on page 4 of this form)	50%	+	451.54
306	Qualifying non-profit organization on non-selected public service body activities (see "Line 306 – Qualifying non-profit organizations" on page 4 of this form)	50%	+	
307	Printed books (do not include in other activity types)	100%	+	
308	Charity or public institution on the export of property or services	100%	+	
309	Self-government refund	100%	+	
310	Hospital authority (for eligible activities other than the operation of a public hospital) – See "Lines 310, 311, and 312" on page 4 of this form	83%	+	
311	Facility operator (on eligible activities) – See "Lines 310, 311, and 312" on page 4 of this form	83%	+	
312	External supplier (on eligible activities) – See "Lines 310, 311, and 312" on page 4 of this form	83%	+	
<b>Total federal amount claimed</b> (add lines 300 to 312)		<b>A</b>	=	<b>451.54</b>
<b>Total provincial amount claimed</b> (from Form RC7066 SCH)		<b>B</b>	+	
<b>Total amount claimed</b> (line A plus line B)		<b>409</b>	=	<b>451.54</b>

**Part E – Certification**

I certify that the information given on this form and in any documents attached is correct, and complete. The amount on line 409 on this form or any part of it has not previously been claimed; books, records, and invoices are available for inspection. I am authorized to sign for the organization.

Barry Loescher

Treasurer

Name (print)

Title

250-325-8887

Telephone number

Extension

Barry Loescher

Signature

2 | 0 | 2 | 1 | 0 | 5 | 0 | 9

Year

Month Day

Personal information is collected for purposes of the administration or enforcement of the Excise Tax Act, Part IX, and related programs and activities including administering tax, rebates, elections, audit, compliance, and collection. The information collected may be used or disclosed for the purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties, or other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 241 on Info Source at [canada.ca/cra-info-source](http://canada.ca/cra-info-source).

## General information

### Contact person

The person indicated here must be listed as authorized in our system in order for us to call them. Filling out this section does not add this person's name to your account as an authorized representative. For information on how to authorize a representative on your account, go to [canada.ca/taxes-authorize-representative](https://canada.ca/taxes-authorize-representative).

### Line 306 – Qualifying non-profit organizations

If you are a qualifying non-profit organization, you must send us a filled out Form GST523-1, Non-Profit Organizations – Government Funding, each year. Do **not** send us your annual reports or financial statements.

### Line 308 – Charity or public institution on the export of property or services

Charities and public institutions can claim a rebate of the GST or federal part of the HST paid on property or services exported outside Canada on line 308 on this form. Charities and public institutions resident in a participating province can claim a rebate of the provincial part of the HST paid on property or services exported outside Canada on Form RC7066 SCH (lines 308-ON, 308-BC, 308-NS, 308-NB, 308-NL and 308-PE).

#### Note

Charities and public institutions that are **not** resident in a participating province can also claim a rebate of the provincial part of the HST paid on property or services exported outside Canada on line 308 on this form.

### Lines 310, 311, and 312

"Eligible activities" for hospital authorities and for charities, public institutions, and qualifying non-profit organizations that are also a facility operator or an external supplier refers to the making of facility supplies, ancillary supplies, or home medical supplies, or operating a qualifying facility for use in making facility supplies.

### Definition

**Non-selected public service body activities** are activities other than:

- **in the case** of a person designated to be a municipality, those activities for which a person was designated as a municipality
- activities carried out in the course of:
  - in the case of a person determined to be a municipality, fulfilling responsibilities as a local authority
  - in the case of a person acting in its capacity as a hospital authority, operating a public hospital, making facility supplies, ancillary supplies, or home medical supplies or operating a qualifying facility for use in making facility supplies

- in the case of a person acting in its capacity as a facility operator or external supplier, making facility supplies, ancillary supplies, or home medical supplies or operating a qualifying facility for use in making facility supplies
- in the case of a person acting in its capacity as a school authority, public college, or university, operating an elementary or secondary school, a post-secondary college or technical institute, a recognized degree-granting institution or a college affiliated with or a research body of such a degree-granting institution

### What is your application claim period?

If you are a **GST/HST registrant**, your claim period is your reporting period. If you are a branch or division of an organization, you and your parent or primary organization have to use the same claim period and filing frequency.

#### Note

If you want to use the rebate from a claim period to reduce an amount payable on your GST/HST return, fill out Part C in addition to the other parts.

If you are a **non-registrant**, your claim period is either the first six months of your fiscal year, or the last six months of your fiscal year. A non-registrant has a total of two claim periods in a fiscal year. You cannot combine multiple claim periods on one rebate application.

### How do you file this application electronically?

**GST/HST registrants** – You can file this application electronically with your GST/HST return using:

- GST/HST NETFILE at [canada.ca/gst-hst-netfile](https://canada.ca/gst-hst-netfile)
- "File a return" at [canada.ca/my-cra-business-account](https://canada.ca/my-cra-business-account) if you are a business owner
- "File a return" at [canada.ca/taxes-representatives](https://canada.ca/taxes-representatives) if you are a representative (including employees)

**Non-registrants** – You can file your rebate application electronically using one of the following options:

- "Electronic rebate forms" at [canada.ca/gst-hst-netfile](https://canada.ca/gst-hst-netfile)
- "File a rebate" at [canada.ca/my-cra-business-account](https://canada.ca/my-cra-business-account) if you are a business owner
- "File a rebate" at [canada.ca/taxes-representatives](https://canada.ca/taxes-representatives) if you are a representative (including employees)

If you are filing this rebate application electronically, you must also file any associated provincial rebate application electronically.

### Where to send this form if you choose to file your application by paper?

If you are resident in Sudbury/Nickel Belt, Toronto Centre, Toronto East, Toronto West, Toronto North, or Barrie, send this filled out form to:

**Canada Revenue Agency  
Sudbury Tax Centre  
1050 Notre Dame Avenue  
Sudbury ON P3A 5C1**

If you are resident anywhere else in Canada, send this filled out form to:

**Canada Revenue Agency  
Prince Edward Island Tax Centre  
275 Pope Road  
Summerside PE C1N 6A2**

### **For more information**

For more information, go to [canada.ca/gst-hst](https://canada.ca/gst-hst), see Guide RC4034, GST/HST Public Service Bodies' Rebate, or GST/HST Info Sheet GI-121, Determining Whether a Public Service Body is Resident in a Province for Purposes of the Public Service Bodies' Rebate, or call **1-800-959-5525**.

To get our forms and publications, go to [canada.ca/gst-hst-pub](https://canada.ca/gst-hst-pub).



## Application for GST/HST Public Service Bodies' Rebate and GST Self-Government Refund

## Public service bodies' rebate

Use this form to claim a rebate if you are a municipality, hospital authority, external supplier, facility operator, charity, public institution, or qualifying non-profit organization, or if you are a university, school authority, or public college that is established and operated otherwise than for profit.

Do not use this area.

### Self-government refund

Use this form if you are eligible to claim a self-government refund of the GST or the federal part of the HST under a self-government agreement.

For more information, see "General information" at the end of this form.

### Part A – Identification

Legal name:

## Gabriola Island Recycling Organization

Trade name (if different from legal name):

Business number (if applicable):

\_\_\_\_\_ | **R T** | \_\_\_\_\_

Charity registration number (if you are a registered charity):

1 3 1 8 1 6 2 8 2 | R R | 0 0 0 1

Month    Day

What is your fiscal year-end?

1 2 3 1

**Mailing address**

Unit No. – Street No. Street name, PO Box, RR:

## 700 Tin Can Alley

City:

## Gabriola

Province or territory:

## British Columbia

Postal code:

V 0 R 1 X 3

**FOR INTERNAL USE ONLY**

IC					NC					
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Part A – Identification (continued)

Physical location (if different from mailing address)

Unit No. – Street No. Street name, RR: \_\_\_\_\_

City: \_\_\_\_\_

Province or territory: \_\_\_\_\_

Postal code: 

--	--	--	--	--	--	--

Contact person (see page 4)

Name: Barry Loescher

Title: Treasurer

Telephone number: 250-325-8887 Extension: \_\_\_\_\_

Part B – Claim period

Claim period covered by this application: From 

Year	Month	Day
2	0	2
1	0	7
0	0	1

 to 

Year	Month	Day
2	0	2
1	1	2
3	1	

Part C – Offset on GST/HST return (This part applies to GST/HST registrants only.)

Is the amount on line 409 of this form being included on line 111 of your GST/HST return? ☐ Yes ☒ No

If **yes**, enter the reporting period end date of your GST/HST return. 

Year	Month	Day



**Part D – Details of claim**

Enter on the appropriate line the amount of rebate that you are claiming for each activity that you perform. If you engage in various activity types, see Guide RC4034, GST/HST Public Service Bodies' Rebate, for more information.

If you are claiming a rebate of the provincial part of the HST, fill out Form RC7066 SCH, Provincial Schedule – GST/HST Public Service Bodies' Rebate, and enter the total provincial amount in Line B below.

Line #	Activity type	Rebate factor	Federal	
300	Municipality	100%		
301	University (or affiliated college or research body) established and operated on a non-profit basis	67%	+	
302	School authority established and operated on a non-profit basis	68%	+	
303	Public college established and operated on a non-profit basis	67%	+	
304	Hospital authority (only on activities of operating a public hospital)	83%	+	
305	Charity or public institution on non-selected public service body activities (defined on page 4 of this form)	50%	+	991.77
306	Qualifying non-profit organization on non-selected public service body activities (see "Line 306 – Qualifying non-profit organizations" on page 4 of this form)	50%	+	
307	Printed books (do not include in other activity types)	100%	+	
308	Charity or public institution on the export of property or services	100%	+	
309	Self-government refund	100%	+	
310	Hospital authority (for eligible activities other than the operation of a public hospital) – See "Lines 310, 311, and 312" on page 4 of this form	83%	+	
311	Facility operator (on eligible activities) – See "Lines 310, 311, and 312" on page 4 of this form	83%	+	
312	External supplier (on eligible activities) – See "Lines 310, 311, and 312" on page 4 of this form	83%	+	
<b>Total federal amount claimed</b> (add lines 300 to 312)		<b>A</b>	=	991.77
<b>Total provincial amount claimed</b> (from Form RC7066 SCH)		<b>B</b>	+	
<b>Total amount claimed</b> (line A plus line B)		<b>409</b>	=	991.77

**Part E – Certification**

I certify that the information given on this form and in any documents attached is correct, and complete. The amount on line 409 on this form or any part of it has not previously been claimed; books, records, and invoices are available for inspection. I am authorized to sign for the organization.

Barry Loescher

Treasurer

Name (print)

Title

250-325-8887

Telephone number

Extension

Barry Loescher

Signature

2 | 0 | 2 | 1 | 0 | 5 | 0 | 9

Year

Month Day

Personal information is collected for purposes of the administration or enforcement of the Excise Tax Act, Part IX, and related programs and activities including administering tax, rebates, elections, audit, compliance, and collection. The information collected may be used or disclosed for the purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties, or other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 241 on Info Source at [canada.ca/cra-info-source](http://canada.ca/cra-info-source).

## General information

### Contact person

The person indicated here must be listed as authorized in our system in order for us to call them. Filling out this section does not add this person's name to your account as an authorized representative. For information on how to authorize a representative on your account, go to [canada.ca/taxes-authorize-representative](https://canada.ca/taxes-authorize-representative).

### Line 306 – Qualifying non-profit organizations

If you are a qualifying non-profit organization, you must send us a filled out Form GST523-1, Non-Profit Organizations – Government Funding, each year. Do **not** send us your annual reports or financial statements.

### Line 308 – Charity or public institution on the export of property or services

Charities and public institutions can claim a rebate of the GST or federal part of the HST paid on property or services exported outside Canada on line 308 on this form. Charities and public institutions resident in a participating province can claim a rebate of the provincial part of the HST paid on property or services exported outside Canada on Form RC7066 SCH (lines 308-ON, 308-BC, 308-NS, 308-NB, 308-NL and 308-PE).

#### Note

Charities and public institutions that are **not** resident in a participating province can also claim a rebate of the provincial part of the HST paid on property or services exported outside Canada on line 308 on this form.

### Lines 310, 311, and 312

"Eligible activities" for hospital authorities and for charities, public institutions, and qualifying non-profit organizations that are also a facility operator or an external supplier refers to the making of facility supplies, ancillary supplies, or home medical supplies, or operating a qualifying facility for use in making facility supplies.

### Definition

**Non-selected public service body activities** are activities other than:

- **in the case** of a person designated to be a municipality, those activities for which a person was designated as a municipality
- activities carried out in the course of:
  - in the case of a person determined to be a municipality, fulfilling responsibilities as a local authority
  - in the case of a person acting in its capacity as a hospital authority, operating a public hospital, making facility supplies, ancillary supplies, or home medical supplies or operating a qualifying facility for use in making facility supplies

- in the case of a person acting in its capacity as a facility operator or external supplier, making facility supplies, ancillary supplies, or home medical supplies or operating a qualifying facility for use in making facility supplies
- in the case of a person acting in its capacity as a school authority, public college, or university, operating an elementary or secondary school, a post-secondary college or technical institute, a recognized degree-granting institution or a college affiliated with or a research body of such a degree-granting institution

### What is your application claim period?

If you are a **GST/HST registrant**, your claim period is your reporting period. If you are a branch or division of an organization, you and your parent or primary organization have to use the same claim period and filing frequency.

#### Note

If you want to use the rebate from a claim period to reduce an amount payable on your GST/HST return, fill out Part C in addition to the other parts.

If you are a **non-registrant**, your claim period is either the first six months of your fiscal year, or the last six months of your fiscal year. A non-registrant has a total of two claim periods in a fiscal year. You cannot combine multiple claim periods on one rebate application.

### How do you file this application electronically?

**GST/HST registrants** – You can file this application electronically with your GST/HST return using:

- GST/HST NETFILE at [canada.ca/gst-hst-netfile](https://canada.ca/gst-hst-netfile)
- "File a return" at [canada.ca/my-cra-business-account](https://canada.ca/my-cra-business-account) if you are a business owner
- "File a return" at [canada.ca/taxes-representatives](https://canada.ca/taxes-representatives) if you are a representative (including employees)

**Non-registrants** – You can file your rebate application electronically using one of the following options:

- "Electronic rebate forms" at [canada.ca/gst-hst-netfile](https://canada.ca/gst-hst-netfile)
- "File a rebate" at [canada.ca/my-cra-business-account](https://canada.ca/my-cra-business-account) if you are a business owner
- "File a rebate" at [canada.ca/taxes-representatives](https://canada.ca/taxes-representatives) if you are a representative (including employees)

If you are filing this rebate application electronically, you must also file any associated provincial rebate application electronically.

### Where to send this form if you choose to file your application by paper?

If you are resident in Sudbury/Nickel Belt, Toronto Centre, Toronto East, Toronto West, Toronto North, or Barrie, send this filled out form to:

**Canada Revenue Agency  
Sudbury Tax Centre  
1050 Notre Dame Avenue  
Sudbury ON P3A 5C1**

If you are resident anywhere else in Canada, send this filled out form to:

**Canada Revenue Agency  
Prince Edward Island Tax Centre  
275 Pope Road  
Summerside PE C1N 6A2**

### **For more information**

For more information, go to [canada.ca/gst-hst](https://canada.ca/gst-hst), see Guide RC4034, GST/HST Public Service Bodies' Rebate, or GST/HST Info Sheet GI-121, Determining Whether a Public Service Body is Resident in a Province for Purposes of the Public Service Bodies' Rebate, or call **1-800-959-5525**.

To get our forms and publications, go to [canada.ca/gst-hst-pub](https://canada.ca/gst-hst-pub).

*Partners*

Grant McDonald, CPA, CA\*

Lee-Anne Harrison, CPA, CA\*

Anna Jones, CPA, CA\*

Joanne Novak, CPA, CA\*

\*Incorporated



May 26, 2022

Barry Loescher  
Gabriola Island Recycling Organization  
700 Tin Can Alley  
Gabriola, BC V0R 1X3

Dear Mr. Loescher:

**Re: Year ended December 31, 2021**

We enclose a copy of your charity information return together with the financial statements. Also enclosed is the trial balance, grouped as per the financial statements, as well as adjusting journal entries. We have prepared this return based on the information provided to us.

During the course of our engagement the following item was identified for your consideration:

**GST**

- We have prepared the GST Public Service Bodies rebate forms for January 1, 2021 to June 30, 2021 and from July 1, 2021 to December 31, 2021. The total rebate amount expected to be refunded is \$1,443.31

Please note that we do not keep a copy of all your records on file; therefore it is the company's responsibility to keep its daily business records for a minimum of six years from the end of the latest year to which they relate, or six years from the filing date of the tax return. Certain documents must be kept in perpetuity. All records, including electronic records, must be maintained in Canada and made available to CRA officials upon request.

It is important to note that for any records that we do keep our retention policy is ten years, after which they will be destroyed. At this time, we are returning your books and records used in preparing your financial statements. Please contact us if you have any questions.

Yours truly,

**CHURCH PICKARD**

Lee-Anne Harrison, CPA, CA

LH/ejc

Enclosure



25 Cavan Street, Nanaimo, BC V9R 2T9  
Tel (250) 754-6396 Toll Free 1-866-754-6396  
Fax (250) 754-8177 mail@churchpickard.com  
www.churchpickard.com

*Partners*

Grant McDonald, CPA, CA\*

Lee-Anne Harrison, CPA, CA\*

Arina Jones, CPA, CA\*

Joanne Novak, CPA, CA\*

\*Incorporated



April 26, 2022

Mr. Barry Loescher,  
Gabriola Island Recycling Organization  
700 Tin Can Alley

Gabriola, BC V0R 1X3

Dear Mr. Loescher:

You have requested that, on the basis of information that you will provide, we assist you in the preparation of the compiled financial information of Gabriola Island Recycling Organization, which comprise the balance sheet as at December 31, 2021, and the statement of income and retained earnings for the year then ended, and Note 1, which describes the basis of accounting to be applied in the preparation of the compiled financial information.

### **Intended Use of the Compiled Financial Information**

The compiled financial information is intended to be used by management of Gabriola Island Recycling Organization and third parties, being the Regional District of Nanaimo, the Government of Canada, the donors and members of the organization. Those parties are in a position to request and obtain further information from the entity.

We are pleased to confirm our acceptance and our understanding of this compilation engagement by means of this letter.

### **Our Responsibilities**

We will perform the compilation engagement in accordance with the Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements.

A compilation engagement involves us assisting you in the preparation of compiled financial information. Since a compilation engagement is not an assurance engagement, we are not required to perform procedures to verify the accuracy or completeness of the information you provide to us for the compilation engagement. Accordingly, we will not express an audit opinion or a review conclusion, or provide any form of assurance on the compiled financial information.

.../2



25 Cavan Street, Nanaimo, BC V9R 2T9  
Tel (250) 754-6396 Toll Free 1-866-754-6396  
Fax (250) 754-8177 mail@churchpickard.com  
www.churchpickard.com

Gabriola Island Recycling Organization

April 26, 2022

### Management's Responsibilities

The compilation engagement is performed on the basis that you acknowledge that:

- The third party that intends to use the compiled financial information is in a position to request and obtain further information from the entity;
- A compilation engagement is appropriate for the intended use;
- You understand that a compilation engagement will not fulfill the entity's legal, regulatory or contractual provisions, if any, for an audit engagement or a review engagement; and
- You understand that the compiled financial information should not be used by third parties other than those who are in a position to request or obtain further information from the entity or have agreed with you the basis of accounting applied in the preparation of the compiled financial information.

Further, you acknowledge that you are responsible for:

- The compiled financial information;
- Selecting the basis of accounting to be applied in the preparation of the compiled financial information that is appropriate for the intended use;
- The accuracy and completeness of the information provided to us; and
- Attaching the compilation engagement report when distributing or reproducing the compiled financial information.

### Reporting

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

#### **COMPILATION ENGAGEMENT REPORT**

On the basis of information provided by management, we have compiled the balance sheet of **Gabriola Island Recycling Organization** as at **December 31, 2021** and the statements of income and surplus and cash flows for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

.../3

Gabriola Island Recycling Organization

April 26, 2022

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

**Use of Information**

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

**File Inspections**

In accordance with professional regulations (and by firm policy), our client files must periodically be reviewed by practice inspectors and by other firm personnel to ensure that we are adhering to professional and firm standards. File reviewers are required to maintain confidentiality of client information.

**Confidentiality**

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of Gabriola Island Recycling Organization unless:

- a. We have been specifically authorized with prior consent;
- b. We have been ordered or expressly required by law or by the provincial *Code of Professional Conduct/Code of Ethics*; or
- c. The information requested is (or enters into) public domain.

**Communications**

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from, any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement.

.../4



Gabriola Island Recycling Organization

April 26, 2022

In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

**Ownership**

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

**Accounting Advice**

Except as outlined in this letter, the Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

**Dispute Resolution**

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

**Indemnity**

Gabriola Island Recycling Organization hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our firm (and its partners, agents and employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands and liabilities arising out of (or in consequence of):

.../5

Gabriola Island Recycling Organization

April 26, 2022

- a. The breach by Gabriola Island Recycling Organization, or its directors, officers, agents, or employees, of any of the covenants or obligations of Gabriola Island Recycling Organization herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the financial information in reference to which the engagement report is issued, or any other work product made available to you by our firm.
- b. A misrepresentation by a member of your management or those charged with governance.

**Limitation of Liability**

The total liability of Church Pickard and any of its partners and employees for any errors, omissions or negligent acts, whether they are in contract or in tort or in breach of fiduciary duty or otherwise, arising from any professional services performed or not performed by Church Pickard or by any of its partners or employees for the client shall be limited to the sum available in respect of the liability of Church Pickard, under the policy or policies of professional liability insurance obtained by Church Pickard, at the time that the client makes a claim against Church Pickard.

You agree that our liability for all claims you may have or bring in connection with the professional services rendered arising out of or ancillary to this agreement shall absolutely cease to exist after a period of four years from the date of:

- (a) performance of this engagement;
- (b) delivery to you of our Compilation Engagement Report, your financial statements, or the completion of the preparation of any tax filing with any government authority;
- (c) suspension or abandonment of this engagement; or
- (d) termination of our services pursuant to this agreement,

whichever shall occur first, regardless of whether you were aware of the potential for making a claim against us within that period. Following the expiration of the aforesaid period, you agree that neither you, your agents, or assigns shall make any claim or bring any proceeding against us.

**Time Frames**

We will use all reasonable efforts to complete the Engagement as described in this letter within the agreed-upon time frames.

However, we shall not be liable for failures or delays in performance that arise from causes beyond our reasonable control, including any delays in the performance by Gabriola Island Recycling Organization of its obligations.

Gabriola Island Recycling Organization

April 26, 2022

**Fees at Regular Billing Rates**

Our professional fees will be based on our regular billing rates, plus direct out-of-pocket expenses and applicable GST, and are due when rendered. Fees for additional services will be established separately.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Fees will be rendered as work progresses and are payable on presentation.

**Personal Fee Guarantee**

In consideration for the services rendered by this accountant to the company, the undersigned personally guarantees payment of all invoices rendered in connection with terms of this engagement.

**Billing**

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 1.5% per month. We reserve the right to suspend our services or to withdraw from this Engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

**Costs of Responding to Government or Legal Processes**

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us, at our normal hourly rates, for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST/HST) incurred.

**Termination**

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party not less than 30 calendar days before the effective date of termination. If early termination takes place, Gabriola Island Recycling Organization shall be responsible for all time and expenses incurred up to the termination date and all costs in terminating any agreement with any specialist or other third party retained by us in connection with this Engagement.

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Gabriola Island Recycling Organization

April 26, 2022

If we are unable to complete the Engagement, we may withdraw from the Engagement before issuing our Compilation Engagement Report or compiling the financial information. If this occurs, we will communicate the reasons and provide details.

**Survival of Terms**

This engagement letter will continue in force for subsequent Engagements unless terminated by either party by written notice prior to the commencement of the subsequent Engagement.

**Conclusion**

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for the compilation engagement.

We appreciate the opportunity of continuing to be of service to your company.

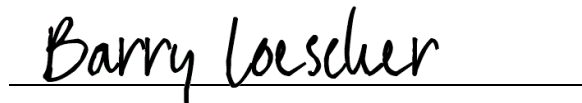
Yours truly,

**CHURCH PICKARD**

Lee-Anne Harrison, CPA, CA

LH/ejc

Acknowledged and agreed on behalf of the management of Gabriola Island Recycling Organization by:



Mr. Barry Loescher

5/27/2022

Date

**Gabriola Island Recycling Organization****Year End: December 31, 2021****Trial Balance**

<b>Account</b>	<b>Rep 21</b>	<b>Rep 20</b>	<b>%Chg</b>	<b>Rep 19</b>	<b>%Chg</b>	<b>Rep 18</b>	<b>%Chg</b>	<b>Rep 17</b>	<b>%Chg</b>
1050 Float	590.00	390.00	51	390.00	0	290.00	34	290.00	0
1060 Cash for Deposit	105.65	312.00	(66)	0.00	0	2,511.77	(100)	0.00	0
1080 Petty Cash	117.29	269.50	(56)	185.00	46	353.46	(48)	117.79	200
1082 C2C Chequing Account	52,448.71	0.00	0	0.00	0	0.00	0	0.00	0
1085 Gaming Account	7,468.53	7,468.53	0	0.00	0	0.00	0	0.00	0
1090 CCCU Chequing General 959	112,746.36	58,333.14	93	37,371.29	56	31,465.21	19	43,612.36	(28)
1099 CCCU Reserve Savings 2015	21,053.89	19,119.02	10	19,088.30	0	16,291.17	17	16,229.69	0
1102 CCCU Equity Shares - 10088	57.10	56.75	1	56.20	1	55.65	1	55.22	1
<b>A. 1 Cash</b>	<b>194,587.53</b>	<b>85,948.94</b>	<b>126</b>	<b>57,090.79</b>	<b>51</b>	<b>50,967.26</b>	<b>12</b>	<b>60,305.06</b>	<b>(15)</b>
1240 Accounts Receivable	4,160.77	2,385.00	74	1,800.00	33	2,092.10	(14)	3,417.50	(39)
1241 Accounts Receivables other	10,000.00	16,943.30	(41)	0.00	0	0.00	0	0.00	0
1243 GIC Accrued Interest	308.30	1,157.73	(73)	1,058.72	9	807.42	31	284.50	184
2115 Gst Paid	1,443.31	1,590.54	(9)	1,575.55	1	1,509.12	4	1,611.28	(6)
<b>B Accts Receivable trade &amp; othe</b>	<b>15,912.38</b>	<b>22,076.57</b>	<b>(28)</b>	<b>4,434.27</b>	<b>398</b>	<b>4,408.64</b>	<b>1</b>	<b>5,313.28</b>	<b>(17)</b>
1300 Prepaid Expenses	6,073.32	6,328.32	(4)	6,082.32	4	6,042.55	1	6,342.27	(5)
<b>D Prepaid expenses</b>	<b>6,073.32</b>	<b>6,328.32</b>	<b>(4)</b>	<b>6,082.32</b>	<b>4</b>	<b>6,042.55</b>	<b>1</b>	<b>6,342.27</b>	<b>(5)</b>
1091 GIC 23720400	0.00	26,403.69	(100)	25,821.53	2	25,313.70	2	25,000.00	1
1093 GIC 23184821	26,508.46	26,180.82	1	25,605.06	2	25,250.96	1	25,000.00	1
1094 GIC 23561986	0.00	26,077.23	(100)	25,501.54	2	25,000.00	2	0.00	0
<b>E. 1 Short-term investments</b>	<b>26,508.46</b>	<b>78,661.74</b>	<b>(66)</b>	<b>76,928.13</b>	<b>2</b>	<b>75,564.66</b>	<b>2</b>	<b>50,000.00</b>	<b>51</b>
1153 Leede Jones Gable Account-0	49,953.02	0.00	0	0.00	0	0.00	0	0.00	0
<b>E. 5 Long term investments</b>	<b>49,953.02</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
1520 Vehicles	28,353.52	28,353.52	0	28,353.52	0	28,353.52	0	28,353.52	0
1540 New Bailer	1,725.83	1,725.83	0	1,725.83	0	1,725.83	0	1,725.83	0
1580 Computer	689.82	689.82	0	689.82	0	689.82	0	689.82	0
1590 Pallet Jack	440.90	440.90	0	440.90	0	440.90	0	440.90	0
1625 Trailer	7,498.64	7,498.64	0	7,498.64	0	7,498.64	0	7,498.64	0
1630 Depot Improvements	102,140.22	102,140.22	0	102,140.22	0	102,140.22	0	102,140.22	0
1640 Depot Fence	17,292.90	17,292.90	0	17,292.90	0	17,292.90	0	17,292.90	0
1650 Toxic Materials Cage	2,619.47	2,619.47	0	2,619.47	0	2,619.47	0	2,619.47	0
1710 Land	41,200.00	41,200.00	0	41,200.00	0	41,200.00	0	41,200.00	0
1880 Write off Carried from Prev. Y	(201,961.30)	(201,961.30)	0	(201,961.30)	0	(201,961.30)	0	(201,961.30)	0
<b>G Capital assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
1635 Access Path	15,209.70	15,209.70	0	15,209.70	0	15,209.70	0	0.00	0
1636 AA Access Path	(3,040.45)	(2,280.49)	33	(1,520.49)	50	(760.49)	100	0.00	0
1810 2015 New Building Project	139,368.63	139,368.63	0	139,368.63	0	139,368.63	0	139,368.63	0
1811 AA 2015 New Building	(48,781.88)	(41,811.92)	17	(34,841.92)	20	(27,871.92)	25	(20,904.00)	33
1815 Current Restore Upgrade	13,864.03	13,864.03	0	13,864.03	0	13,864.03	0	13,864.03	0
1816 AA Current Restore Upgrade	(4,842.20)	(4,152.20)	17	(3,462.20)	20	(2,772.00)	25	(2,079.00)	33
1820 Improvements - Recycle Depo	141,067.37	141,067.37	0	141,067.37	0	100,661.08	40	88,649.41	14
1821 AA Improvements Depot	(32,979.16)	(25,929.16)	27	(18,879.16)	37	(11,829.56)	60	(6,795.53)	74
1830 Equipment & Furniture	3,598.34	3,598.34	0	2,032.50	77	2,032.50	0	2,032.50	0

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**Gabriola Island Recycling Organization****Year End: December 31, 2021****Trial Balance**

<b>Account</b>	<b>Rep 21</b>	<b>Rep 20</b>	<b>%Chg</b>	<b>Rep 19</b>	<b>%Chg</b>	<b>Rep 18</b>	<b>%Chg</b>	<b>Rep 17</b>	<b>%Chg</b>
1831 AA Equipment & Furniture	(2,516.15)	(1,792.94)	40	(1,222.94)	47	(812.94)	50	(406.50)	100
1840 Equipment - Pallet Jack	2,336.73	2,336.73	0	2,336.73	0	2,336.73	0	2,336.73	0
1841 AA Equipment - Pallet Jack	(2,336.73)	(1,874.70)	25	(1,404.70)	33	(934.70)	50	(467.35)	100
1844 Outdoor Security System	3,870.45	0.00	0	0.00	0	0.00	0	0.00	0
1845 AA Outdoor Security System	(387.05)	0.00	0	0.00	0	0.00	0	0.00	0
1850 Harmony Baler	12,164.25	12,164.25	0	0.00	0	0.00	0	0.00	0
1851 AA Harmony Baler	(3,652.85)	(1,220.00)	199	0.00	0	0.00	0	0.00	0
1860 New Depot Outbuilding	10,944.57	10,944.57	0	0.00	0	0.00	0	0.00	0
1861 AA New Depot Outbuilding	(547.32)	0.00	0	0.00	0	0.00	0	0.00	0
1870 C2C Threads Textile Program	12,477.52	0.00	0	0.00	0	0.00	0	0.00	0
<b>G. 3 Building and Equipment</b>	<b>255,817.80</b>	<b>259,492.21</b>	<b>(1)</b>	<b>252,547.55</b>	<b>3</b>	<b>228,491.06</b>	<b>11</b>	<b>215,598.92</b>	<b>6</b>
2100 Accrued Accounting	(2,100.00)	(1,700.00)	24	(1,700.00)	0	(1,700.00)	0	(1,700.00)	0
2114 PST	0.00	1.00	(100)	(799.62)	(100)	(726.72)	10	(740.19)	(2)
2151 Accounts Payable	(2,483.06)	(1,944.86)	28	(610.54)	219	(0.10)	*****	(3,447.90)	(100)
2154 Credit Union Collabria MasterC	(487.42)	0.00	0	16.66	(100)	(400.00)	(104)	0.00	0
2155 Payroll Taxes Payable	(6,986.63)	(2,772.10)	152	(3,901.26)	(29)	(1,449.41)	169	0.00	0
2156 CPP Payable	0.00	0.00	0	0.00	0	(1,076.40)	(100)	0.00	0
2157 EI Payable	0.00	0.00	0	0.00	0	(657.61)	(100)	0.00	0
2160 Accrued Vacation	(953.10)	(124.72)	664	(150.76)	(17)	(486.46)	(69)	(670.68)	(27)
2166 MBNA Mastercard	6.70	6.70	0	0.00	0	0.00	0	0.00	0
2430 WCB Payable	(623.11)	(727.34)	(14)	(431.40)	69	(2,123.25)	(80)	(2,338.56)	(9)
<b>J. 1 Accounts payable/accrued li</b>	<b>(13,626.62)</b>	<b>(7,261.32)</b>	<b>88</b>	<b>(7,576.92)</b>	<b>(4)</b>	<b>(8,619.95)</b>	<b>(12)</b>	<b>(8,897.33)</b>	<b>(3)</b>
2442 Deferred contribution - oil ta	(4,743.68)	(5,060.00)	(6)	(5,376.25)	(6)	(5,692.55)	(6)	(6,008.75)	(5)
2443 Deferred contribution - New R	(18,749.96)	(20,000.00)	(6)	(21,250.00)	(6)	(22,500.08)	(6)	(23,750.00)	(5)
2444 Deferred Contribution Access	(7,851.22)	(8,341.90)	(6)	(8,832.60)	(6)	(9,323.30)	(5)	0.00	0
2470 Deferred Contribution - C2C T	(59,226.82)	0.00	0	0.00	0	0.00	0	0.00	0
<b>L. 1 Deferred contributions</b>	<b>(90,571.68)</b>	<b>(33,401.90)</b>	<b>171</b>	<b>(35,458.85)</b>	<b>(6)</b>	<b>(37,515.93)</b>	<b>(5)</b>	<b>(29,758.75)</b>	<b>26</b>
2460 Deferred Contribution School I	(7,200.00)	(7,200.00)	0	0.00	0	0.00	0	0.00	0
<b>L. 2 Defered Revenue</b>	<b>(7,200.00)</b>	<b>(7,200.00)</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
2110 Bank Loan - Coastal Commun	(40,000.00)	(40,000.00)	0	0.00	0	0.00	0	0.00	0
<b>M. 2 Long-term debt</b>	<b>(40,000.00)</b>	<b>(40,000.00)</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
3560 Retained Earnings	(364,644.56)	(354,047.29)	3	(319,338.39)	11	(298,903.45)	7	(271,097.15)	10
<b>O. 2 Net assets</b>	<b>(364,644.56)</b>	<b>(354,047.29)</b>	<b>3</b>	<b>(319,338.39)</b>	<b>11</b>	<b>(298,903.45)</b>	<b>7</b>	<b>(271,097.15)</b>	<b>10</b>
4014 Miscellaneous Income	(1,795.54)	(492.01)	265	(883.11)	(44)	(743.09)	19	(308.59)	141
<b>10. 2 Commissions</b>	<b>(1,795.54)</b>	<b>(492.01)</b>	<b>265</b>	<b>(883.11)</b>	<b>(44)</b>	<b>(743.09)</b>	<b>19</b>	<b>(308.59)</b>	<b>141</b>
4010 Interest Income	(1,194.57)	(1,867.93)	(36)	(1,693.36)	10	(1,153.22)	47	(392.19)	194
<b>10. 4 Interest</b>	<b>(1,194.57)</b>	<b>(1,867.93)</b>	<b>(36)</b>	<b>(1,693.36)</b>	<b>10</b>	<b>(1,153.22)</b>	<b>47</b>	<b>(392.19)</b>	<b>194</b>
4007 Dividends	(82.14)	(0.36)	835	0.00	0	0.00	0	(0.36)	(100)
<b>10. 5 Dividends</b>	<b>(82.14)</b>	<b>(0.36)</b>	<b>835</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>(0.36)</b>	<b>(100)</b>

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**Gabriola Island Recycling Organization****Year End: December 31, 2021****Trial Balance**

<b>Account</b>	<b>Rep 21</b>	<b>Rep 20</b>	<b>%Chg</b>	<b>Rep 19</b>	<b>%Chg</b>	<b>Rep 18</b>	<b>%Chg</b>	<b>Rep 17</b>	<b>%Chg</b>
4001 Donations (restore)	(106,657.89)	(92,338.37)	16	(161,650.60)	(43)	(154,039.79)	5	(148,255.66)	4
4002 Donations (clothing)	(78,360.96)	(34,533.81)	127	(74,776.31)	(54)	(58,194.00)	28	(56,808.50)	2
4003 Donations (recycling)	(28,853.72)	(16,355.00)	76	(29,765.99)	(45)	(29,151.03)	2	(27,646.01)	5
4004 Materials	(2,896.10)	(67.04)	220	0.00	0	(251.13)	(100)	(4,276.06)	(94)
4005 Returnables	(21,206.02)	(25,140.77)	(16)	(16,055.60)	57	(14,895.60)	8	(13,388.25)	11
4006 Membership Dues	(640.00)	(984.00)	(35)	(174.00)	466	(30.00)	480	(92.00)	(67)
4008 Product Care	(2,029.39)	(2,105.00)	(4)	(3,663.47)	(43)	(2,407.92)	52	(2,289.80)	5
4009 Business Recycling	(16,757.37)	(11,236.00)	49	(14,260.45)	(21)	(10,214.00)	40	(9,567.08)	7
4011 Hallowe'en	0.00	0.00	0	0.00	0	0.00	0	(548.67)	(100)
4012 Books	0.00	0.00	0	0.00	0	0.00	0	(4,192.00)	(100)
4016 Depot Metal Bin (Scrap Metal)	(21,090.07)	(65,002.34)	66	(2,193.81)	(97)	(3,072.08)	(29)	(299.50)	926
4017 Metal Bin (copper brass silver)	(8,172.37)	(826.28)	889	(9,011.68)	(91)	(4,096.78)	120	(10,621.96)	(61)
4018 Diabetes Association	0.00	(194.70)	(100)	(2,228.85)	(91)	(1,335.00)	67	(1,550.00)	(14)
4020 Donations - Tax Receipt	(2,375.00)	(5,800.00)	(59)	(2,000.00)	190	(2,500.00)	(20)	0.00	0
4021 Canada Helps Donations	(1,750.00)	(677.00)	158	(384.00)	76	0.00	0	0.00	0
4022 BCUOMA - used oil	(846.69)	(1,401.75)	(40)	0.00	0	0.00	0	0.00	0
4023 Donations - no receipt	(5.00)	0.00	0	0.00	0	0.00	0	0.00	0
4060 Canada Summer Jobs Grant	(16,433.00)	0.00	0	0.00	0	0.00	0	0.00	0
4100 Grants & Deferred Revenue	(2,057.04)	(13,930.95)	(85)	(19,358.34)	(28)	(11,932.87)	62	(7,214.25)	65
5064 PST	0.00	0.00	0	0.00	0	0.00	0	2,161.23	(100)
<b>20 Sales or gross income</b>	<b>(310,130.62)</b>	<b>(205,655.67)</b>	<b>51</b>	<b>(335,523.10)</b>	<b>(39)</b>	<b>(292,120.20)</b>	<b>15</b>	<b>(284,588.51)</b>	<b>3</b>
4150 CEBA Loan Grant Portion	0.00	(10,000.00)	(100)	0.00	0	0.00	0	0.00	0
<b>20.1 Other income</b>	<b>0.00</b>	<b>(10,000.00)</b>	<b>(100)</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
4110 C2C - Threads Textile Program	(43,817.18)	0.00	0	0.00	0	0.00	0	0.00	0
4111 C2C-Threads Textile Sales	(9,146.59)	0.00	0	0.00	0	0.00	0	0.00	0
<b>20.2 C2C Threads Project</b>	<b>(52,963.77)</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
5009 Advertising	0.00	15.17	(100)	0.00	0	0.00	0	107.12	(100)
5027 Charitable donations	0.00	0.00	0	1,133.70	(100)	847.75	34	873.55	(3)
<b>40.1 Advertising and promotion</b>	<b>0.00</b>	<b>15.17</b>	<b>(100)</b>	<b>1,133.70</b>	<b>(99)</b>	<b>847.75</b>	<b>34</b>	<b>980.67</b>	<b>(14)</b>
5610 Amortization/Depreciation	20,022.38	17,730.00	13	16,349.80	8	14,329.23	14	12,751.80	12
<b>40.2 Amortization</b>	<b>20,022.38</b>	<b>17,730.00</b>	<b>13</b>	<b>16,349.80</b>	<b>8</b>	<b>14,329.23</b>	<b>14</b>	<b>12,751.80</b>	<b>12</b>
5075 Truck - Gas	1,656.48	1,010.68	64	1,524.59	(34)	1,334.13	14	1,346.00	(1)
5085 Truck Maintenance	531.30	0.00	0	452.32	(100)	0.00	0	2,312.93	(100)
5090 Truck Insurance	2,110.00	2,137.00	(1)	2,336.23	(9)	2,218.77	5	2,058.05	8
<b>40.4 Vehicle</b>	<b>4,297.78</b>	<b>3,147.68</b>	<b>37</b>	<b>4,313.14</b>	<b>(27)</b>	<b>3,552.90</b>	<b>21</b>	<b>5,716.98</b>	<b>(38)</b>
5035 Insurance	9,632.00	8,994.00	7	8,410.00	7	8,558.95	(2)	7,059.37	21
<b>40.21 Insurance</b>	<b>9,632.00</b>	<b>8,994.00</b>	<b>7</b>	<b>8,410.00</b>	<b>7</b>	<b>8,558.95</b>	<b>(2)</b>	<b>7,059.37</b>	<b>21</b>
5016 Canada Helps Fee	69.35	14.60	375	0.00	0	0.00	0	0.00	0
5019 Royal Bank Central - Debit Fee	777.25	468.94	66	0.00	0	0.00	0	0.00	0
5040 Interest & Bank Charges	303.00	67.52	349	60.50	12	47.50	27	7.50	533
5061 Penalties & interest	162.09	0.00	0	206.60	(100)	157.20	31	0.00	0

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**Gabriola Island Recycling Organization****Year End: December 31, 2021****Trial Balance**

<b>Account</b>	<b>Rep 21</b>	<b>Rep 20</b>	<b>%Chg</b>	<b>Rep 19</b>	<b>%Chg</b>	<b>Rep 18</b>	<b>%Chg</b>	<b>Rep 17</b>	<b>%Chg</b>
5074 Stripe Fee	<u>29.13</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>
<b>40.22 Interest and bank charges</b>	<b>1,340.82</b>	<b>551.06</b>	<b>143</b>	<b>267.10</b>	<b>106</b>	<b>204.70</b>	<b>30</b>	<b>7.50</b>	<b>629</b>
5022 Dues & Fees	<u>150.00</u>	<u>150.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>180.00</u>	<u>(100)</u>
5073 Software - Accounting Packag	<u>650.00</u>	<u>637.29</u>	<u>2</u>	<u>620.86</u>	<u>3</u>	<u>600.00</u>	<u>3</u>	<u>585.71</u>	<u>2</u>
<b>40.32 Office supplies</b>	<b>800.00</b>	<b>787.29</b>	<b>2</b>	<b>620.86</b>	<b>27</b>	<b>600.00</b>	<b>3</b>	<b>765.71</b>	<b>(22)</b>
5010 Accounting & Legal	<u>2,450.00</u>	<u>1,742.50</u>	<u>41</u>	<u>1,742.50</u>	<u>0</u>	<u>1,771.70</u>	<u>(2)</u>	<u>2,249.88</u>	<u>(21)</u>
<b>40.35 Professional fees</b>	<b>2,450.00</b>	<b>1,742.50</b>	<b>41</b>	<b>1,742.50</b>	<b>0</b>	<b>1,771.70</b>	<b>(2)</b>	<b>2,249.88</b>	<b>(21)</b>
5020 Recycle Expense	<u>5,929.10</u>	<u>6,215.45</u>	<u>(5)</u>	<u>1,512.08</u>	<u>311</u>	<u>4,902.20</u>	<u>(69)</u>	<u>3,217.93</u>	<u>52</u>
5021 Restore Expense	<u>372.08</u>	<u>1,136.56</u>	<u>(67)</u>	<u>184.24</u>	<u>517</u>	<u>137.73</u>	<u>34</u>	<u>129.24</u>	<u>7</u>
5025 Clothing Expense	<u>2,872.55</u>	<u>842.27</u>	<u>241</u>	<u>523.04</u>	<u>61</u>	<u>809.14</u>	<u>(35)</u>	<u>451.10</u>	<u>79</u>
5028 Compost Green Bins - RDN	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>201.31</u>	<u>(100)</u>	<u>402.62</u>	<u>(50)</u>	<u>805.24</u>	<u>(50)</u>
5053 Materials Expense - Cascades	<u>29.40</u>	<u>2,086.94</u>	<u>(99)</u>	<u>5,876.60</u>	<u>(64)</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>
5060 General Expense	<u>15,665.12</u>	<u>19,101.58</u>	<u>(18)</u>	<u>9,639.06</u>	<u>98</u>	<u>10,428.54</u>	<u>(8)</u>	<u>9,707.68</u>	<u>7</u>
5086 Building Repair & Maintenance	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>1,034.96</u>	<u>(100)</u>	<u>2,000.21</u>	<u>(48)</u>
5096 Safety Compliance	<u>0.00</u>	<u>3,000.00</u>	<u>(100)</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>
<b>40.39 Repairs and maintenance</b>	<b>24,868.25</b>	<b>32,382.80</b>	<b>(23)</b>	<b>17,936.33</b>	<b>81</b>	<b>17,715.19</b>	<b>1</b>	<b>16,311.40</b>	<b>9</b>
5100 C2C - Threads Textile Program	<u>28,488.62</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>
<b>40.42 Supplies</b>	<b>28,488.62</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
5066 Shaw Cable	<u>1,285.18</u>	<u>1,398.43</u>	<u>(8)</u>	<u>1,406.20</u>	<u>(1)</u>	<u>1,397.95</u>	<u>1</u>	<u>1,323.80</u>	<u>6</u>
<b>40.44 Telephone</b>	<b>1,285.18</b>	<b>1,398.43</b>	<b>(8)</b>	<b>1,406.20</b>	<b>(1)</b>	<b>1,397.95</b>	<b>1</b>	<b>1,323.80</b>	<b>6</b>
5070 Ferry & Overheight Charges	<u>1,700.00</u>	<u>1,000.00</u>	<u>70</u>	<u>2,000.00</u>	<u>(50)</u>	<u>2,000.00</u>	<u>0</u>	<u>1,900.00</u>	<u>5</u>
<b>40.45 Travel</b>	<b>1,700.00</b>	<b>1,000.00</b>	<b>70</b>	<b>2,000.00</b>	<b>(50)</b>	<b>2,000.00</b>	<b>0</b>	<b>1,900.00</b>	<b>5</b>
5030 BC Hydro	<u>1,134.23</u>	<u>2,189.72</u>	<u>(48)</u>	<u>3,041.86</u>	<u>(28)</u>	<u>4,692.36</u>	<u>(35)</u>	<u>5,160.80</u>	<u>(9)</u>
<b>40.46 Utilities</b>	<b>1,134.23</b>	<b>2,189.72</b>	<b>(48)</b>	<b>3,041.86</b>	<b>(28)</b>	<b>4,692.36</b>	<b>(35)</b>	<b>5,160.80</b>	<b>(9)</b>
4050 CEWS Wage Subsidy	<u>(61,881.69)</u>	<u>(76,473.11)</u>	<u>(19)</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>
5340 Wages & Commissions	<u>258,423.60</u>	<u>192,523.62</u>	<u>34</u>	<u>215,932.70</u>	<u>(11)</u>	<u>193,399.00</u>	<u>12</u>	<u>182,676.57</u>	<u>6</u>
5341 CPP Expense	<u>10,511.52</u>	<u>7,026.78</u>	<u>50</u>	<u>7,619.38</u>	<u>(8)</u>	<u>6,360.38</u>	<u>20</u>	<u>6,592.30</u>	<u>(4)</u>
5342 EI Expense	<u>5,507.01</u>	<u>4,255.21</u>	<u>29</u>	<u>4,903.63</u>	<u>(13)</u>	<u>4,498.79</u>	<u>9</u>	<u>4,216.12</u>	<u>7</u>
5344 Payroll Remittance Penalty	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>430.28</u>	<u>(100)</u>	<u>69.27</u>	<u>521</u>	<u>0.00</u>	<u>0</u>
5350 Blue Cross	<u>2,020.20</u>	<u>1,248.00</u>	<u>62</u>	<u>738.00</u>	<u>69</u>	<u>627.00</u>	<u>18</u>	<u>615.00</u>	<u>2</u>
5400 WCB Expense	<u>2,717.12</u>	<u>2,073.44</u>	<u>31</u>	<u>1,867.31</u>	<u>11</u>	<u>2,123.25</u>	<u>(12)</u>	<u>2,338.56</u>	<u>(9)</u>
<b>40.47 Wages and benefits</b>	<b>217,297.76</b>	<b>130,653.94</b>	<b>66</b>	<b>231,491.30</b>	<b>(44)</b>	<b>207,077.69</b>	<b>12</b>	<b>196,438.55</b>	<b>5</b>
5095 Volunteer/Staff Appreciation	<u>1,215.97</u>	<u>0.00</u>	<u>0</u>	<u>1,200.00</u>	<u>(100)</u>	<u>1,214.41</u>	<u>(1)</u>	<u>1,291.89</u>	<u>(6)</u>
<b>40.51 Volunteer &amp; staff appreciat</b>	<b>1,215.97</b>	<b>0.00</b>	<b>0</b>	<b>1,200.00</b>	<b>(100)</b>	<b>1,214.41</b>	<b>(1)</b>	<b>1,291.89</b>	<b>(6)</b>
5057 Scrap Metal Expense	<u>11,414.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>
<b>40.56 Scrap metal expense</b>	<b>11,414.00</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
5011 Bookkeeping	<u>7,410.00</u>	<u>6,600.00</u>	<u>12</u>	<u>7,320.00</u>	<u>(10)</u>	<u>6,862.13</u>	<u>7</u>	<u>5,525.00</u>	<u>24</u>

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**Gabriola Island Recycling Organization**

Year End: December 31, 2021

**Trial Balance**

Account	Rep 21	Rep 20	%Chg	Rep 19	%Chg	Rep 18	%Chg	Rep 17	%Chg
<b>40.57 Bookkeeping</b>	<b>7,410.00</b>	<b>6,600.00</b>	<b>12</b>	<b>7,320.00</b>	<b>(10)</b>	<b>6,862.13</b>	<b>7</b>	<b>5,525.00</b>	<b>24</b>
5097 Workshops - Recycling Educa	<b>0.00</b>	0.00	<b>0</b>	6,157.88	<b>(100)</b>	2,756.71	<b>123</b>	0.00	<b>0</b>
5200 School Program Expenses	<b>0.00</b>	<u>226.30</u>	<b>(100)</b>	<u>0.00</u>	<b>0</b>	<u>0.00</u>	<b>0</b>	<u>0.00</u>	<b>0</b>
<b>40.58 Training</b>	<b>0.00</b>	<b>226.30</b>	<b>(100)</b>	<b>6,157.88</b>	<b>(96)</b>	<b>2,756.71</b>	<b>123</b>	<b>0.00</b>	<b>0</b>
	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0</b></u>	<u><b>0.00</b></u>	<u><b>0</b></u>	<u><b>0.00</b></u>	<u><b>0</b></u>	<u><b>0.00</b></u>	<u><b>0</b></u>
<b>Net Income (Loss)</b>	<b>32,809.65</b>	<b>10,597.27</b>	<b>210</b>	<b>34,708.90</b>	<b>(69)</b>	<b>20,434.84</b>	<b>70</b>	<b>27,806.30</b>	<b>(27)</b>

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Gabriola Island Recycling Organization

Year End: December 31, 2021

Adjusting Journal Entries

Date: 1/1/2021 To 12/31/2021

Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
1	12/31/2021	GIC Accrued Interest	1243			1,157.73		
1	12/31/2021	Interest Income	4010		1,157.73			
		To reverse prior year accrued interest						
2	12/31/2021	Prepaid Expenses	1300			304.08		
2	12/31/2021	Insurance	5035		447.08			
2	12/31/2021	Truck Insurance	5090			143.00		
		To adjust prepaid expense						
3	12/31/2021	Accrued Accounting	2100	40		400.00		
3	12/31/2021	Accounting & Legal	5010	40	400.00			
		To update accounting accrual						
4	12/31/2021	AA Equipment & Furniture	1831			313.17		
4	12/31/2021	AA Equipment - Pallet Jack	1841		8.01			
4	12/31/2021	AA Outdoor Security System	1845			387.05		
4	12/31/2021	AA Harmony Baler	1851			2,432.85		
4	12/31/2021	Amortization/Depreciation	5610		2,740.69			
4	12/31/2021	Amortization/Depreciation	5610		384.37			
		To update amortization expense to agree to recalculated schedule						
5	12/31/2021	GIC Accrued Interest	1243		308.30			
5	12/31/2021	Interest Income	4010			308.30		
		To accrue GIC interest						
6	12/31/2021	Leede Jones Gable Account-0648624A	1153			46.98		
6	12/31/2021	Dividends	4007			81.79		
6	12/31/2021	Interest & Bank Charges	5040		128.77			
		To record income from investment						
7	12/31/2021	Retained Earnings	3560			360.00		
7	12/31/2021	General Expense	5060		360.00			
		To adjust current year retained earnings to agree to prior year closing						
					5,934.95	5,934.95		
		Net Income (Loss)	32,809.65					

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Barry Loescher

bloescher@shaw.ca

*Barry Loescher*

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Signature Adoption: Pre-selected Style

5/27/2022 11:38:29 AM

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**Payment Events****Status****Timestamps**



## GIRO Board of Directors

**Barry Loescher**

*President/ Treasurer*

**David Swanson**

*Secretary*

**Howard Houle**

*Director*

**Fay Weller**

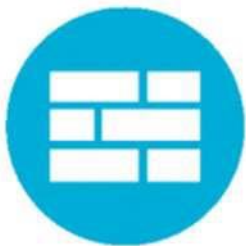
*Director*

# Regional District of Nanaimo 2022- 2023 Zero Waste Program Grant Application



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## Project Description

### ReStore – ReFresh – ReCycle

Habitat for Humanity Mid Vancouver Island (HFHMVI) is currently in the Zero Waste Program having been accepted to participate in 2021, and renewed again for 2022. In addition to our recycling/upcycling projects, the revenues we receive from our efforts go directly back into the community by helping to build affordable housing. As a result, we have invested this funding in strategies that are critical in taking HFHMVI to the next level of contribution in a circular economy, and we have begun to be successful in community recognition as a “one stop” center for recyclable items. The continuation of this grant can help develop our current programs. The additional focus in 2023 of addressing and reducing the waste created by book waste is something HFHMVI can help address.

- Zero Waste Program grant funding will be used to continue our existing program of upcycling and redesigning used furniture as part of our green initiative in our ReFresh store. This has provided numerous benefits on a variety of different levels. For example, this innovative initiative helps to raise funds for HFHMVI operational costs and our home building program which provides safe and affordable housing for families in our community. In addition, we have also found significant success in the community with providing monthly upcycling workshops that promote the practice of renewal. Other non-profit groups such as the Nanaimo Brain Injury Society have been able to bring their patrons to workshops at our Refresh store, and the results have been very promising both for community collaboration, and positive responses from their members. With a new focus on a Book Recycling Program, we look forward to solidifying new partnerships with other community organizations such as Rotary. As an added benefit of these workshops, we have also gained volunteers who have helped implement this new way of business to transform and breathe new life into our donated products. Many of these products would otherwise be sent to the local landfill. Participants of these workshops also have the opportunity to learn valuable new skills and interact in a safe and social capacity. Our focus in late 2022 and into 2023 will be to prioritize seniors, who often fall by the wayside in social interaction and community involvement. Giving seniors an opportunity to interact with others, learn new skills, or download their expertise onto others is a critical part of a vibrant community. We are at the organizational and planning stages of having local senior centers bring able bodied seniors into our Refresh store to work on projects, utilize their skills, take part in social activities, and download their knowledge onto others.
- In addition, warehouse also houses workspace memberships where individuals can come in and work on their own upcycling projects. We have seen a slower uptake of this program due to some logistical reasons such as the continued COVID fears in early 2022. As COVID restrictions have eased, we were able to gain some traction on this in late 2022. Our users are able to use

our tools and then able to leave their furniture projects here when space may be limited at their home. This gives them the opportunity to learn new skills and gives them the satisfaction of creating something new on their own.

- As part of our continued efforts to promote responsible waste management, we will continue to accept metal, bottles, books in our new program and furniture that can be dismantled, allowing the hardware to be salvaged for our upcycling program. Without the warehouse space, we would not be able to accommodate these large items and those same items would typically end up in the local landfill.
- We also utilize this warehouse space in order to continue to accept wire products for our wire stripping services. We do free pickups of these and other large items from homes in our surrounding community. Our wire stripping program generates upwards of \$500 per month in revenue for our organization.
- We have expanded our scope with junk removal services, estate liquidations, and retirement homes to help promote sustainability for our local circular economy. There continues to be tremendous potential here and we foresee a large capability to create more impact in this area in the future. We have also acquired an industrial sewing machine and have begun upholstery repairs on furniture, as well as holding workshops on how to re-upholster items. All of this takes place hand in hand with our upcycling workshops. There is tremendous impact in seeing one's own tired furniture get a new lease on life. Once again, this is saving products from ending up in the landfill.
- We continue to develop our recycling and upcycling initiatives. We are particularly interested in the 2023 focus on book recycling. Our team has many upcycling and unique furniture ideas that could be made from books-hardcover books in particular. These items will include standing lamps, chair backs, shelving units, security boxes, and even doors! This will come to be known as the "Books and Beyond Initiative". With our volunteer resources, we can make viable these projects that would otherwise not be sustainable with paid employees. Timeline for this project would be approximately 60 days from planning to implementation. Some parts of this project will be immediate. Others, such as drying time for the plan for paperback books below, will take a few weeks to get off the ground.



- In addition to the use of hard-cover books, we have a plan to capitalize on the soft-cover and paperback books and the wastepaper created. These books are often left out in a recycling plan as they don't really fit into a particular category, and their uses are limited. To this, HFHMVI plans to create and market our "Fuel for Families" Initiative. This campaign will use the wastepaper created from books and transform it into paper logs that can be burned in any wood-burning fireplace or used when camping. These logs can be composed of paper alone, or paper and sawdust. Used cooking oil can even be added for extra combustibility. HFHMVI will be able to sell these fire logs to our customers, generating a new revenue source to help put families into affordable housing. To help understand the direction of this initiative by "fire-logs" please look at the video link provided.

[https://www.youtube.com/watch?v=-jyV5sLJa\\_I](https://www.youtube.com/watch?v=-jyV5sLJa_I)

While this video is rather simplified, it outlines a use for soft cover and paperback books and the wastepaper they create. We have the space to undertake this project, and we also have the volunteer support to make this project viable and sustainable. This project will take some time to perfect, however the source material for the project is readily available and starting this project will have an immediate impact on the reduction of wastepaper from unused books. Being the first year of implementation and a new project, it is difficult to assess the overall impact in waste reduction on this. By our calculations, it will take the paper from anywhere between 6-10 books per fire log. If we can create 1000 logs over the course of 2023, it would remove between 6000 and 10000 books from

the landfill annually. If- through development of the program- we can increase the production by automation and efficiency, the amount of paper recycled from used books could substantially increase.

There are immediate collaboration opportunities within the community also. This includes partnership potential with the local Rotary Book Sale. This sale occurs twice a year and generates a tremendous number of donated books. The amount of unwanted paperback books has become a storage issue for the Rotary. Additionally, there is potential for a drop-off program for unwanted books creating a further “one stop” for the recycling needs of the local community.



## About Habitat for Humanity Mid-Vancouver Island

Habitat for Humanity Mid-Vancouver Island (HFHMI) brings communities together to help families build strength, stability, and independence through affordable home ownership. HFHMI has built relationships in the Nanaimo community since 1994 when it was first incorporated as a non-profit charitable organization. Our Nanaimo ReStore started in 2001 and was the first in British Columbia and 19<sup>th</sup> in North America. We serve the mid-island area from Duncan to Bowser and west to Ucluelet. Much of our success has been due to our working relationship with local business, non-profits, volunteers, and all levels of government. To date we have built 28 homes, of which 3 were renovated homes, and served 34 families in total. 2022 was a preparation and organization year. We are preparing to break ground on a new 10-unit project in Nanaimo in 2023. A new project gives way to new and renewed community collaborations, and ultimately fulfills our mandate of providing clean, safe, affordable housing for those

within our community. HFHMMVI is supported by 53 other Habitat affiliates in Canada and supports communities in approximately 70 countries around the world. Habitat's vision is of a world where everyone has a decent place to live.

HFHMMVI recognizes that by supporting local businesses we are contributing to lower carbon emission levels and saving resources by reducing the carbon miles involved in transporting goods. By choosing to buy local construction materials, we will strengthen our local economy by keeping funds in our community as well as helping to create new employment opportunities.

### **Habitat for Humanity Registered Charity Information**

Registered in 1994 as a non-profit charitable organization in good-standing.

#### **Corporate registration number:**

881 877 781 RR0001

#### **Mailing Address and Contact person:**

Jeff Krafta-Executive Director  
Habitat for Humanity Mid-Vancouver Island  
#1- 4128 Mostar Rd, Nanaimo, BC V9T 6C9  
250 758 8078x107  
executivedirector@habitatmvi.org

## Project Viability

While we have shown that the Refresh business plan is becoming viable as the public becomes accustomed to an outlook of upcycling and waste management, the viability of the Book Recycling Program will depend entirely on our ability to procure product, our ability to generate new uses, and the continued support of the Regional District of Nanaimo and our local partners until this project can stand on its own. Some of the key points in overall project viability are:

- Continually acting as a recycling hub for hard to recycle, and “out of scope” items.
- Be a change-leader in new ways and ideas on how to keep products from the landfill.
- Further community engagement and education on recycling/upcycling by offering additional programs including reduction and redesign of materials.
- Re-using, repairing, and reprocessing of materials.
- Supplying space to educate and help the community regarding the benefits of repurposing used items, while providing knowledge workshops on same.
- Supplying space and proper tools in a safe environment for individuals to gain valuable “hands-on” experience when they work on their own project.
- Increased revenue to support additional housing for lower income families by encouraging the public to reuse products, promoting the donation of products, and redesigning items for eventual sale that would otherwise end up in a landfill.



Over the past 30 years, Habitat ReStores have diverted over a half a million tonnes of waste from landfills. We recognize this success and that we have been a natural hub for waste diversion with select items. Through the Refresh project, we will continue to diversify our acceptance of donated goods and materials and seek to be more of a waste management hub for our community. This one-stop hub has significant impact on convenience and removes the need to make several stops, thereby reducing



carbon footprint. In addition, through our ReFresh Centre, we will continue to support the capacity to upcycle and sell items that might otherwise end up in a landfill.

These initiatives fit well into the RDN's approach to "Highest and Best Use" hierarchy, as below.



In all our continued efforts, HFHMVI is highly focused on keeping products and materials in use. This project greatly enhances our continued capacity to:

- Recycle
- Refurbish/remanufacture/repairing and the reprocessing of materials
- Reuse/redistribute and
- Maintain and sustain our efforts to upcycle

#### **What are the innovations?**

- Increased capacity to store and manage hard to recycle items facilitated innovations that are as multiple as the items donated. Volunteers consistently create and rethink items that come into our ReStore.
- ReFresh Centre for upcycling that teaches volunteers, groups, and youth how to restore furniture for further sale or for personal use.
- Continued sustainability of our one-stop hub that combines waste management with upcycling, reuse, and recycling.
- Funding model that builds revenues from a circular economy solution that will benefit low-income families.
- A project represents grassroots, non-profit organization working collaboratively to contribute to the circular economy and reducing poverty.



## Reporting

QUARTERLY reporting will include:

- Title and structure of program
- Program directors and participants
- Budget of allocated funds
- Program/initiative progress

## Budget and Payment of Funding

**Budget:**

ITEM	REQUESTED	USE OF FUNDS
<b>Lease Costs (12month)</b>	\$100,000	Annual leasing costs for the existing footprint. This has risen dramatically YoY
<b>Warehouse Operations Manager</b>	\$50,000	Salary for the full time Refresh Store/ Workshop Program Manager
<b>Upcycling/Book Recycling Coordinator</b>	\$38,000	Salary for the full time Refresh Upcycling/ Book Recycling Program Coordinator
<b>Program Materials</b>	\$14,000	Annual cost of Refresh marketing as well as startup public relations for the Book Recycling Program
<b>Utilities/Waste</b>	\$9000	Facility running costs and waste fees for leftover product that cannot be recycled
<b>Book recycling program startup costs</b>	\$8,000	Purchase of material and fabrication of press, training of staff and volunteers, appropriate safety wear
<b>Admin (8%)</b>	\$15,000	Facilitation costs, admin cost recovery for additional costs of new Book Recycling Program
<b>Total</b>	<b>\$234,000</b>	

In-Kind donations are difficult to factor an ongoing value for as the “value” of a crate of used paperback books may have an In-Kind value of 0 but obtain some value once through our Book Recycling Program. Additionally, there may be tremendous value to this same crate of paperback books to our local Rotary partner as they would no longer have to pay to store them or dispose of them. This same outlook goes for used furniture. While there may be some intrinsic In-Kind value to these items, much of the value is begotten from the added work put into these pieces by Refresh.

**Payment of Funding:**

Upfront	40% for successful application
6-month of signing	40% for successful milestone
Project completion	20% successful project

**Implication of Partial Funding: describe the implication to the project if only partial funding is awarded**

The implication of receiving only partial funding is that we will not be able to move our part time Upcycling Coordinator into a full-time role that will also specialize in overseeing the Book Recycling Program. This would have a significant impact on the expansion of our upcycling education program and would severely restrict our ability to start up and promote the Book Recycling Program in the community. Our Fuel for Families and Books and Beyond initiatives will only work in conjunction with one another. Singularly, these plans will not be sustainable. It may also impact our joint commitment with other community organizations. In addition, without additional and complete funding, startup of these initiatives without the ability to put the appropriate staffing behind it would ultimately put unnecessary strain on our current small number of employees.



## Partnerships

There are a number of key partners that contribute to the success of HFHMVI in our community. Some examples of community partners with HFHMVI include the following:

- **DBL (Disposal Services Ltd.)**  
DBL has also supported us with our Habitat builds accepting a range of our building materials such as drywall, roofing, and insulation. They also give us discounted rates on their garbage bins.
- **Milner Group** – As with DBL, both of these partnerships have offered reduced prices and have supported HFHMVI with new builds, recycling efforts, demolition, and hazardous waste. We currently offer a free metal recycling program for our customers. Milner provides us with the necessary metal bins which are then transported to their facility where it is weighed and brings an additional revenue stream.
- **Junk In Our Trunk** – Shawn Jensen has been supporting HFHMVI with a similar priority of keeping waste out of our landfill. This local family-owned business has been recycling and re-purposing almost everything they pick up and they have supported HFHMVI for many years by delivering unwanted items. He consistently drops off donations that he has picked up from customers and donates to us instead of taking directly to landfill.
- **Trash 2 Go** – has solid relationships with multiple community partners including HFHMVI. They help by liquidating, donating, recycling and otherwise disposing of contents and property from estate clean outs, relocations, residential and commercial downsizing. We are a major recipient of these donated items and value the work that Curtis and Todd do for our community.
- **Maynard's Liquidators**- This is a company that works closely with the thriving movie and TV industry in Vancouver. The movie and TV industry is incredibly wasteful and creates hundreds of tonnes of product destined for landfills each year. Whenever there is product that can be recycled, upcycled, or sold, Maynard's will inform HFHMVI directly and we can attain product that would normally be disposed of. Much of this product we can sell, upcycle, or recycle and this creates a tremendous diversion of waste to the landfill. In 2022, HFHMVI was able to recover 12 truck loads of product that would have ended up in a landfill.
- **Schnitzer Steel** – with over 100 years of experience, Schnitzer Steel has a team that has positioned itself as a global leader in the metals recycling, recycled auto parts and steel manufacturing industries. Our relationship with Schnitzer has allowed us to collect and recycle copper wire bringing an average of \$500 per month revenue to HFHMVI. They also collect donations from residential drop offs to their facility when people elect to donate the funds they receive for recycling.
- **Coast Environmental**- HFHMVI has partnered up with Coast Environmental on a few of our projects wherein there might be a need for demolition. Coast Environmental has been extremely helpful in determining costs for these types of projects as we are

interested in recovery of product from the demolitions rather than sending everything to the landfill. Housing construction and demolition is a major contributor to landfill waste. Part of our mandate is to recycle items, so it only stands to reason to have a product recovery program in any demolition project. Timber, windows, wiring, and insulation are just some of the items that are recoverable in demolition that can be repurposed.

- **Rotary Club of Nanaimo-** This would be a new partnership based on our new Book Recycling Program. The semi-annual Rotary Book sale creates a large amount of unwanted, or unsellable books. This is further confirmed by the accompanied letter of Recommendation. In 2021, Rotary was forced to send 5 container loads of paperback books to the landfill. This new program may be able to significantly reduce the number of books sent to the landfill as mentioned above.





## APPENDIX A: Habitat for Humanity impact

# 2021 Our impact



We bring communities together to help families build strength, stability and independence through affordable homeownership.



## 215

families living with low income (857 people) became **new homeowners in 2021** by partnering with Habitat for Humanity in Canada.

Through ongoing partnership with Habitat, approximately **2100 Canadian families** continue to transform their futures and communities. Affordable housing serves as the catalyst for a better life, providing improved social and financial stability for families living from coast-to-coast-to-coast.

### 215 new Habitat households by province and territory



Of the 215 families that moved into a Habitat home in 2021

**43%** were single parents

**57%** were two-parent families

**22%** had at least one person who is Indigenous

**10%** were new Canadians

**20%** moved into accessible homes

**65%** came from market rental housing

**24%** came from social or subsidized housing

**9%** had other living arrangements

Over **\$42 million** in social benefits returned to the community.



Research shows that for every **\$1 donated**, there are **\$4 in social benefits** returned to the community.

New Habitat homes built in 2021 represent an investment of almost

**\$65 million** in affordable housing in Canada.



In 2021, there were **111 Habitat ReStores** across Canada.

## Through other Habitat for Humanity initiatives in 2021



Over **3,400** youth volunteered.

**14,442** volunteers helped local Habitats build homes, operate Habitat ReStores and engage their communities in the work of Habitat for Humanity.

Since 1985

**4,309** families in Canada have partnered with Habitat to buy their own home. Globally, Habitat for Humanity International has helped more than 39 million people build or improve the place they call home.

Learn more at [habitat.ca](https://www.habitat.ca)

Habitat for Humanity  
Canada

# GLOBAL VISION:

A WORLD WHERE **EVERYONE** HAS A DECENT PLACE TO LIVE.

## Habitat for Humanity Canada

Founded in 1985, Habitat for Humanity Canada is a national charitable organization working toward a world where everyone has a decent and affordable place to call home. We bring communities together to help families build strength, stability and independence through affordable homeownership. Habitat for Humanity Canada is a member of Habitat for Humanity International, which was established in 1976 and has grown to become a leading global non-profit working in more than 70 countries.

There are 50 local Habitats across Canada, serving almost 400 communities in every province and territory. To find out more about your local Habitat for Humanity organization and how to get involved, visit [habitat.ca](http://habitat.ca).

## Affordable homeownership program

With the help of volunteers and generous donors, **we build decent and affordable homes** that provide a solid foundation for people to build better, healthier lives in Canada and around the world. Habitat homeowners volunteer 500 hours and pay an affordable mortgage – geared to their income – to buy their home. Our model of affordable homeownership bridges a gap for people who face barriers to homeownership. We provide working families on low incomes with the opportunity to purchase their own Habitat home.



### Qualified Habitat homebuyers are:

- In need of better housing
- Willing to partner with Habitat
- Able to make affordable mortgage payments



## Habitat for Humanity Canada's Indigenous Housing Partnership

Indigenous families and communities partner with local Habitats across Canada to help create safe and decent places to live through both affordable homeownership and other housing solutions developed by and for Indigenous communities.

An important part of this initiative involves providing skills and training opportunities to Indigenous youth and women to equip them with the trade skills they need to maintain and/or build new homes in their communities.

## Habitat for Humanity ReStore

Habitat for Humanity ReStores are home and building supply stores that accept and resell quality new and used building materials as well as furniture, appliances, home accessories, and much more, to the public. Shopping at a Habitat ReStore is a socially-conscious decision, as the money generated is used to fund local Habitat for Humanity homebuilding projects and operations. It's also an environmentally-friendly decision, as much of what is sold is product that is new, gently used or customer returns that might otherwise end up in a landfill.



## Global engagement

Our global engagement work is designed to empower families to build strength, stability and self-reliance through shelter solutions. We work in partnership with communities and local Habitat for Humanity organizations in the following regions: Africa and the Middle East, Asia Pacific, Latin America, the Caribbean and Europe.

**As a result of COVID-19 a number of our global projects were paused and delayed in order to ensure the safety and wellbeing of the staff and community members we work with. While many projects started construction, the completion of the work has carried over to 2021.**

We believe everyone **deserves a safe and decent place to live**, both locally and globally.

## APPENDIX B: Letter of Support



September 21, 2022

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

**Re: Letter of Support for the Habitat for Humanity Mid-Vancouver Island RDN Zero Waste Recycling Funding Grant Application.**

On behalf of the Rotary Club of Nanaimo, it is my pleasure to provide this letter of support for Habitat for Humanity Mid-Vancouver Island's proposed initiative to divert unsaleable books from the regional landfill and recycle them for other uses. As a local service club, our goal is to actively support projects that will have a positive impact in our community – socially, economically and environmentally. This initiative has great potential to do all these while reducing waste and contributing to the development of a circular economy in our region. The Rotary Club of Nanaimo can help ensure Habitat for Humanity's initiative is successful and sustainable over the long term by being a reliable supplier of unsaleable books.

Nanaimo and area residents donate thousands of unwanted books to the club throughout the year which are then sold through our bi-annual used book sale. Through the community's generosity and our volunteer efforts, over \$1 million has been raised from the Rotary book sale to date, enabling us to fund many worthwhile causes and projects in our community. And, until recently, thousands of books that may have otherwise ended up in the landfill, have been recycled through our collection process.

Unfortunately, not all donated books are in a saleable condition and the company that used to take them has stopped doing business in Canada. As a result, these unsaleable but recyclable books have to be taken to the regional landfill. In February 2022, 36,390 kg of unsaleable books had to be disposed of. Not having a recycling solution has been a source of great frustration and disappointment for our club as our annual projection for unsaleable books is approximately 25-30 tonnes. We appreciate the RDN's generosity in waiving tipping fees so those funds can be invested in our community while we seek a solution.

We believe Habitat for Humanity Mid-Vancouver Island's initiative is the solution to our recycling needs and would be of benefit to others in the region who are also in need of these services. We look forward to supporting the RDN's zero waste goals and the circular economy in partnership with Habitat for Humanity should they be successful in securing a grant for their exciting initiative.

Regards,

Keith McFarlane  
President  
Rotary Club of Nanaimo





ISLAND FUTURE SOCIETY'S  
CIRCULAR ECONOMY WASTE VEGETABLE  
OIL INITIATIVE

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Submitted to RDN  
October 3, 2022

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# RE-PURPOSING WASTE VEGETABLE OIL

From 2016 to 2021 Island Futures Society (IF) used the waste vegetable oil (WVO) from Gabriola Island restaurants to make biodiesel, which was then been used to fuel the GERTIE community buses. Due to purchases of buses in 2021 that cannot use the biodiesel there was a need to rethink how to re-purpose the waste vegetable oil, while continuing its use as part of the circular economy. There are currently about **7,000 litres** per year of waste vegetable oil disposed of by Gabriola restaurants. There is also residential WVO (~ 100 litres) that many Gabriolans were contributing to IF to make the Biodiesel. Restaurants have the option of having West Coast Reduction (WCR) pick up their oil and trucking it to Duke Point where the product is sold to large corporations who add it to their animal and fish farm food. A WCR manager indicated that he felt the best use for the used vegetable oil was to upcycle it, such as turning it into biodiesel. When Island Futures was making the biodiesel all the restaurants felt it was more important to support this local environmentally friendly option. We feel it is important to treat this as a valuable local resource and are aiming to divert all of this WVO and use it to replace fossil fuels.

Phase I of this project was aimed at identifying uses, costs, and markets for the WVO to determine the next steps forward for the repurposing of waste vegetable oil. We contracted with Darryl McMahon of *Econogic* ([www.Econogics.com](http://www.Econogics.com)) to review a wide range of potential uses and their viability. His report is attached as Appendix A.

## Findings of the report

After reviewing his report and findings, and assessing the current status of WVO use on Gabriola we identified three core actions that Island Futures should undertake:

1. Start making biodiesel again. There is a transportation organization on Gabriola that has indicated they would like to make the biodiesel. Gulf Island Food Transport (GIFT) uses a Sprinter, which runs easily on the biodiesel. GIFT travels throughout Vancouver Island providing delivery services to sustainable enterprises such as local agricultural co-operatives and local breweries. They would use the majority of WVO from the island restaurants.
2. Use a WVO Heater for a Commercial Greenhouse on the island (determined in partnership with the Gabriola Agricultural Co-operative) for the remainder of island WVO. The initial heater may stay at one farm or may be moved to other farms throughout the year depending upon the Agricultural Co-operative's feedback from farmers. Using WVO to heat greenhouses not only uses a waste product; it also results in a more resilient food system for Gabriola. The results of the use of this heater will be assessed from operational and cost benefit perspectives, as well as from the advantage of supplying food for the island throughout the winter.

Once the results of the first winter is assessed we will then work with the Gabriola Island Community Investment Co-operative to offer opportunities for farmers to purchase WVO heaters for their operations.

3. Econogics suggests we *"investigate using some of the Springboard technology as a way towards methanol recovery and processing of other material from the by-product."* We have had conversations with Springboard and understand that the machine mentioned by Econogics was a pilot carried out with a university and the cost was \$140,000. The Springboard representative said that we would be better off buying the separate components to purify the glycerine by-product.

Therefore, our third action will be to turn the raw glycerine by-product from the production of biodiesel into several useful products. We will purchase the different pieces of equipment to

purify the glycerin, a by-product from the production of biodiesel. The purification will result in a cleaner glycerin, which can be used to make liquid soap and other cleaning products (true circular economy products). According to *Econogics* it will also result in a potassium-based fertilizer, which can be sold to farmers/gardeners on the island. IF and GIFT will work together on this action. The key piece of equipment required is a centrifuge.

### OBJECTIVES, TIME FRAME AND ACTIVITIES:

Objectives:

- To Upcycle the Waste Vegetable Oil on Gabriola Island
- To create a viable, sustainable, circular economy initiative for WVO on Gabriola that could be replicated and scaled up in the Nanaimo Regional District and beyond
- To produce biodiesel, replacing diesel.
- To produce a purer glycerine, liquid soap, recovered methanol, and potassium fertilizer.
- To use WVO to heat a greenhouse throughout the winter, analysing the cost benefit to determine viability for greenhouses throughout the RDN.

### TIMELINE AND RESPONSIBILITY

Actions	Feb	Mar	April	May	June	July	Aug	Sept	Responsible
<b>Biodiesel:</b> Transfer of biodiesel equipment plus training			financially sustainable, managed by GIFT						IF and GIFT
<b>WVO Heater</b> purchased, installed and operations start. Centrifuge used to clean WVO.				financially sustainable, managed by Agricultural Co-op & IF					Project Manager, Agi Co-op & Greenhouse Owners
<b>Glycerine by-product (a):</b> Set up systems and equipment to purify glycerine									Project Manager
<b>Glycerine (b):</b> Purify glycerine and start producing various products.									Project Manager/Marketing
<b>Glycerine (c):</b> Market analysis and start selling purified glycerine products		We aim to be financially sustainable by 2024 as products pay for labour							Project Manager/Marketing

As noted above it is hoped that all three actions will be financially sustainable within a relatively short time period.

ESTIMATED COSTS:

Request from RDN’s Zero Waste Recycling Fund

Start-up project manager	\$ 7,200
Centrifuge purchase	4,200
Marketing	2,000
WVO Heater	7,300
10% contingency	2,100
	-----
Total	\$22,800

Island Futures contribution

Training project manager re: project, purifying glycerine and soap making	\$ 500
Moving BioPro to new location (405 lbs)	1,000
Training GIFT re: biodiesel	500
Methanol Recovery System	500
Soap making equipment and supplies	1,300
	-----
Total	\$3,800

RATIONALE FOR EXPENSES

**Start-up project manager:** The project manager will be responsible for ensuring each of the different initiatives are implemented successfully. They will be responsible for working with both GIFT and the Agricultural Co-op to ensure smooth set up for the WVO collection, biodiesel making and the greenhouse heating. They will be responsible for setting up the systems to purify the glycerin. This will include methanol recovery, clarification of the glycerin by-product, soap-making, inventory control and maintenance of all equipment. The project manager will hire and manage the marketing contract in collaboration with IF Directors. After the system has been set up, is running smoothly, and costs are covered by revenue from the product the manager may stay on or hire someone else to oversee the operation.

**WVO Heater:** This will use the remaining WVO on Gabriola and will extend the growing season without using fossil fuels. We recognize the value of producing biodiesel but recognize that due to supply chain challenges or climate change induced extreme weather systems there may be challenges getting the methanol required to make the biodiesel. By monitoring the use of the WVO heater for a greenhouse we can determine the feasibility for other heating uses on Gabriola that would replace fossil fuels. Putting this system in place and working with the Gabriola Agricultural Co-operative also allows an analysis of the opportunities for winter food production and opportunities for a similar system to be replicated throughout Gabriola, and potentially in other areas of the Regional District of Nanaimo.

We have determined that the best burner for our purposes is the one made by YellowHeat (<https://www.yellowheat.com>). Using a Babbington burner, it is the only one we could find specifically designed for burning WVO. (We looked at two other waste oil burners - one made by FireLake (<https://www.firelakeheaters.com/>) and one made by Clean Burn (<https://www.cleanburn.com/clean-burn-products/>, each available for around \$6,000 US), and rejected them because both manufacturers claimed they aren’t suitable for use with WVO as they need to be taken apart and cleaned too often. YellowHeat has quoted us a price of \$4,400 US for its burner. With US exchange at 1.38 and an estimated delivery cost of \$400+ this comes out at \$6500 CAD. The burner also needs a small compressor to supply combustion air, a fuel tank, 50 ft of 6” metal ducting to distribute the burner’s heat throughout the greenhouse, and a few miscellaneous fittings. The recommended compressor is available for \$301.28 CAD including shipping and taxes and the other components can be procured locally for around \$150. Adding all this together, we estimate the total cost of the burner to be \$7,000 CAD. Add installation labour - 8 hours @ \$35/h = \$280 and the total estimate is ~ \$7300.

**Centrifuge:** Centrifuges use centrifugal force to speed up the removal of solids and higher density liquids from liquid mixtures. The centrifuge will be used to remove solids from both the WVO and the glycerin. There are numerous sizes, types and complexities of centrifuges. Prices range from \$1,000 to \$50,000. For this initiative we looked at several of the smaller and simpler models and concluded that the Extreme Raw Power Centrifuge was the most reasonably priced and would also do the job we needed it to do. Both the cone and heater accessories will improve the cleaning and processing. We found two companies selling this package:

Utah Biodiesel: \$4,200

Myriad Products: \$4,500

**Start-up Marketing costs:** We will require a marketing expert to identify options for cost, packaging, target market, wholesale vs. retail aspects of selling the glycerine, potassium fertilizer, and soap. The purpose is to have end products that pay a living wage to the maker of the products while at the same time ensuring the price is within market range. We expect the total marketing contract to be \$2000.

## ORGANIZATION RESPONSIBLE: ISLAND FUTURES

Island Futures Society was registered as a not for profit society in 2008 (Registered Society #: **S0053920**).

### We aim to:

- promote community sustainability on Gulf Islands through public education and action-oriented initiatives
- support individuals and groups working towards local sustainability to connect with each other
- report and improve upon local sustainability practices, and partner with local groups, governments and other communities to implement sustainability initiatives

Over the past 13 years Island Futures (<https://islandfutures.ca/>) has initiated or been involved in numerous innovative projects. These initiatives include Gertie (Gabriola's Community Bus), making biodiesel, Gabriola GHG Emissions Inventory, Cyclepaths, Island Connections, Village Vision, Fix-it Fairs, Gabriola's Mental Health initiative, the Heat Pump program, creating Gabriola Co-operatives, the Community Sustainability Plan, and the Green Burial Initiative.

**The biodiesel initiative:** In 2009 Island Futures hired a VIU student to carry out a report on making biodiesel on Gabriola. The results of the study indicated that making biodiesel could be a viable and sustainable operation on Gabriola, if the biodiesel was used to fuel the Gertie buses. Gertie initially used a combination of WVO and diesel to fuel the buses. Then, in 2016, a 190 litre/batch BioPro biodiesel processor (<http://www.springboardbiodiesel.com/biopros190/biopros190>) was loaned to Island Futures, in order to transform the WVO into biodiesel. The biodiesel that has been produced underwent the following test: ASTM D2709 Water and Sediment Test. It passed this test (See Appendix C).

The biodiesel program has been an opportunity for Island restaurants to donate their waste vegetable and know that it was being recycled locally.

**Governance of WVO Repurposing Initiative:** Island Futures will be responsible for this initiative. An advisory group, comprised of the following people, will oversee the project, and report to the IF board:

Julie Sperber, President and CEO, Vancouver Island Economic Alliance

Bob McKechnie, Mechanical Engineer, Island Futures Board Director

Fay Weller, Environmental policy expert, Island Futures Board Director, GIRO board director

Steve Earle, Geologist, Climate scientist, Island Futures board director, Sustainable Energy Co-op board member

## PARTNERSHIPS:

We will be partnering with the following individuals and organizations to implement the proposed actions.

**Dan Backe, Gulf Island Food Transport (GIFT)**  
**Gabriola Agricultural Association Co-operative**  
**Sustainable Energy Co-op of Gabriola**  
**Gabriola Island Community Investment Co-operative**

**SUBCONTRACTORS:**

We will be hiring two short term subcontractors for this initiative:

- 1) **Project manager:** We will advertise this contract in local media and with the Gabriola Chamber.
- 2) **Marketing Expert:** We will advertise this contract in the Gabriola Sounder and with the Gabriola Chamber.



BUDGET

	Feb	Mar	Apr	May	Jun	July	Aug	TOTAL
Revenue								
Regional District of Nanaimo	13050	1550	2050	2050	2050	2050		22800
Island Futures	1500	1650	650					3800
Revenue from products				50	200	350	450	1050
								---
Total	14550	3200	2700	2100	2250	2400	450	27650
Expenses								
project manager	1200	1200	1200	1200	1200	1200	1050	8250
Training	500	250	250					1000
Biopro transfer	1000							1000
Centrifuge	4,200							4200
WVO Heater	7,300							7300
Methanol Recovery		500						500
Soap making equipment & supplies		900	400					1300
Marketing			500	500	500	500		2000
10% contingency	350	350	350	350	350	350		2100
								---
Total	14550	3200	2700	2050	2050	2050	1050	27650
Net								0

## APPENDIX A: ECONOGICS REPORT

# POTENTIAL USES FOR WASTE VEGETABLE OIL



PREPARED FOR ISLAND  
FUTURES (GABRIOLA  
ISLAND)

By Darryl McMahon, Econogics  
September 2022

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INTRODUCTION

Island Futures (Gabriola Island) has a source of waste vegetable oil (WVO) which was previously used to make biodiesel for the local bus operation (GERTIE). The previous bus fleet based on Sprinter minibuses could run on biodiesel, but the replacement fleet (GM) produces black smoke when fueled with the locally produced biodiesel. Island Futures is now looking for alternative use for the WVO which is local, environmentally responsible and affordable. This document explores a number of ways in which WVO has been used by others, and provides a cursory discussion of costs associated with that use.

The approach with the lowest processing is to simply have the WVO (yellow grease) removed by a renderer. Typically, restaurants pay to have their WVO removed. Rendered used oil is typically turned into feed for livestock. This report looks into higher value outcomes while keeping additional inputs low.

The research work was conducted in two main cycles. The work in the second round was guided by the client based on the work in the first pass.

FILTERED WVO

RE-USE FOR COOKING

Cooking oil degrades with exposure to air, heating and particularly over-heating. Storing used oil for long periods can lead to the oil going rancid, and consuming rancid oil is a health risk. There is a fair bit of material about storing of used cooking oil for

## Potential Uses for Waste Vegetable Oil for Island Futures

subsequent use. Most of that information is superficial and blurs the line between household cooking oil use and commercial (restaurant, industrial food processing).

Cooking oil which has been used once or possibly twice, has not been overheated and has been properly stored is likely fine for re-use. That's typical of household use, but not commercial or industrial use. But cleaning the used oil is important – before storing. Storage should be limited to a couple of weeks maximum in a cool, dark place (e.g. refrigerator) in an air-tight container with as little air present as possible.

Conventionally, cleaning the oil consists of warming the oil (not hot for safe handling) to help release water, and then filtering through a mesh (e.g. cheesecloth). This article provides a reasonable treatment of the topic.

*Can You Reuse Frying Oil?* <https://www.epicurious.com/expert-advice/you-can-reuse-frying-oil-article>

Some choose to add a flocculent to the process to enhance the removal of small solids. *The Easiest Way to Clean and Reuse Frying Oil* [https://www.cooksillustrated.com/how\\_tos/11549-the-easiest-way-to-clean-and-reuse-frying-oil](https://www.cooksillustrated.com/how_tos/11549-the-easiest-way-to-clean-and-reuse-frying-oil)

This article provides an alternate approach, which (briefly) is use gelatin as a flocculent to bind and settle out particles in used cooking oil, leaving cleaner oil to be poured off for re-use. .

*A Mind-Blowing Technique for Cleaning Deep-Fry Oil Using Gelatin* | *The Food Lab* <https://www.serious-eats.com/clean-cooking-oil-with-gelatin-technique>

The restaurant industry has long established practices on how long to use cooking oil to obtain maximum value from it (typically 10 to 20 hours of cooking time, and no more than a couple of days in fryers). When a restaurant is finished with cooking oil, it is finished for cooking use. The smoking point of cooking oil decreases with the time it is hot and heating cycles, and it undergoes chemical changes. At some point, the oil is considered 'broken'. The standard for McDonalds restaurants is to change the oil daily. They are experts on squeezing resources to the limits to increase profit. (They use their waste cooking oil as a resource, turning it into biodiesel to power their trucks,) Lighter

'neutral' oils like canola, soy and sunflower degrade faster than oils with more saturated fats like olive and palm. There are health concerns related to using vegetable oil which is heated (used) repeatedly, e.g.

*Evaluation of the deleterious health effects of consumption of repeatedly heated vegetable oil* <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5616019/>

This article speaks to the FFA test (they say 6%, whereas 5% was the old rule of thumb I was taught) to determine when cooking oil has done its time in the deep fryer. In my opinion, when used oil reaches this state, it should not be processed for re-use for cooking; it's time to get fresh oil for cooking and use the WVO for something else. *When to Change Deep Frying Oil* <https://hygienefoodsafety.org/when-to-change-deep-frying-oil/>

There used to be a practice of 'defoaming' used cooking oil and mixing it with fresh oil for sale for cooking use. As best I can tell, this practice has been abandoned in North America, at least publicly.

## TRANSPORTATION

It has long been known that Diesel cycle engines can run on vegetable oil. It has been widely and incorrectly reported that Rudolf Diesel used peanut oil to demonstrate his engine in 1900 at the World Exhibition in Paris, France. He wasn't there. Still, in other reports, it is clear that diesel engines have run on vegetable oil. Due to the high cetane and low octane values of vegetable oil, the oil can power a compression ignition engine, but not a spark ignition engine. However, it is necessary that the engine and vegetable oil both be warmed to ensure flow through the fuel lines, fuel pump and injectors. Those temperatures are not typical of ambient conditions in Canada. Therefore, two approaches are generally employed to allow use of WVO in diesel engines here: blending the WVO with diesel, kerosene or biodiesel; or, running a two-tank system with WVO in the main tank and diesel or biodiesel in the start/stop fuel tank.

There are no ASTM or parallel standards for WVO quality. It is typically categorized as food or municipal waste. This makes it difficult to get approval from engine manufacturers to use a waste product with high variability in characteristics in their engines. In turn, that makes it harder to convince possible users to try the WVO in valuable equipment.

## BLENDED WVO

Tickell reports that it is feasible to run a mix of WVO and commercial diesel fuel successfully in diesel engines. Mixes of up to 80% WVO have been used in warm ambient conditions, while 50% or less WVO operate in colder climates (e.g. winter on the southern BC coast). Local reports indicate a 50-50 mix does not work on cold Ottawa winter days.

## TWO-TANK DIESEL ENGINE SYSTEMS

Given the issue with burning WVO in diesel engines is the oil is not warm enough to flow when cold, people have devised a solution where the engine is started and warmed up using petro-diesel or biodiesel, then the fuel supply is switched to a second tank of WVO. This set-up requires that the WVO tank and fuel lines both have a heater, usually warmed with waste heat from the engine. It is also advised that a couple of thermostats reporting the temperature of the fuel line and the WVO tank to the operator so they will know when it is safe to switch to operating from the WVO tank. Finally, it is necessary to switch back to the petro-diesel / Darryl McMahon – Economics

## Potential Uses for Waste Vegetable Oil for Island Futures

biodiesel tank for 5 minutes of operation before shutting off the engine. This ensures the fuel line and engine are clear of WVO before the engine cools down after shut-off. These additional parts and operating steps make this approach inappropriate for short engine run times, or where the operator finds the extra steps and need for 2 filling stops too bothersome.

A friend of mine had an Elsbett 2-tank system fitted to his VW with TDI engine some years ago. This cost about Cdn\$7,000, using a licenced mechanic prepared to warranty their work. His conclusion was that in 8 years of driving before the vehicle no longer met family needs, it did not come close to breaking even financially.

This system is still available today. Cdn\$2,130 does not include the second tank, additional fuel lines, shipping (from Europe), installation or taxes.

[https://www.elsbett.com/epages/63102114.sf/en\\_CA/?ObjectPath=/Shops/63102114/Products/481009M2/SubProducts/481009M2-0004](https://www.elsbett.com/epages/63102114.sf/en_CA/?ObjectPath=/Shops/63102114/Products/481009M2/SubProducts/481009M2-0004)

## SPACE HEATING

Many experiments over the years have demonstrated that straight WVO cannot be used directly in a conventional furnace designed for heating oil (very similar to kerosene or diesel fuel). There have been anecdotal reports of success with blending of WVO and biodiesel with petro heating oil, ranging from 2% to 20% WVO or even higher with water-washed ASTM-compliant biodiesel. There are also reports of corrosion and pitting with straight WVO (likely due to fatty acids and particulate content) and with unwashed biodiesel, reducing furnace life.

This website advertises the ability to burn unprocessed WVO for space heating: <http://wasteoilheat.com/index.shtml>

I'm skeptical about the party behind the website. The site seems poorly organized to me in terms of finding detailed information. The link to the EPA is not related to their product(s), nor is the link to the ANSI. Other than the payments page, almost everything leads to 'call for more information'. Their toll-free number is listed as "+1(866)XXX-XXXX", which is not helpful. One of their testimonials is about the Deluxe Town Diner in Watertown, MA which does appear to burn WVO for space heating. <https://greenbusinessowner.com/can-your-kitchen-grease-become-biofuel-andearn-extra-money-for-your-restaurant/> (see last paragraph)

Based on my participation the biofuel sustainable lists forum over a decade or so, the 'holy grail' of using WVO and biodiesel for space heating for years was the Babbington burner, which was developed by a number of individuals with varying levels of success. It appears that in recent years, Tom Leue of Yellow Heat has come up with an effective and reliable version, which he has patented and made available for commercial sale. (I have met Tom a couple of times, and spent a day at his facility in Massachusetts. He's a knowledgeable, credible person committed to making use of a waste product to make cleaner fuel.)

Therefore, I would take this statement from the starting page of the operations manual to heart:

"The Yellow Heat Burner is suitable for heating greenhouses, warehouses, shops, barns, garages, certain commercial spaces and selected other larger heating spaces. Yellow Heat Burner is not appropriate for most residential applications due to insurance restrictions."

Pricing and delivery of the Yellow Heat space heater furnace can be found at: <https://www.yellowheat.com/yellow-heat-burner/>

In summary, I would not recommend WVO or biodiesel for residential heating within the building. It might be OK for warehouses or greenhouses with occupancy of only a few hours a day. Even then, I would not do it for my own building.

## SOAP MAKING

Soap making from WVO requires lye. You will want a really clean WVO so that it does not introduce any undesired odour. Around here, there are a number of artisanal soap makers with guarded recipes as to what else they add to their soaps to make them creamy and pleasantly fragrant. If you are hoping to sell the soap, you may find a competitive market locally as well. Allow for packaging and marketing costs, as well as materials and effort.

You may find this story inspiring: "From Grease to Soap: How One Woman is Repurposing Used Oil" [https://www.earthisland.org/journal/index.php/articles/entry/from\\_grease\\_to\\_soap\\_how\\_one\\_woman\\_is\\_repurposing\\_used\\_oil/](https://www.earthisland.org/journal/index.php/articles/entry/from_grease_to_soap_how_one_woman_is_repurposing_used_oil/) Laura and FROG Soap are based in Bremerton, WA. It looks like it's been a while since their website has been updated. It does appear they have implemented some COVID19 reality, like curbside pick-up. Perhaps they will restart soap-making workshops if COVID-19 restrictions permit in future. <https://www.frogsoap.com/>

This article speaks to the process, and incorporates the minimum ingredients for soapmaking from WVO. <https://beauty.onehowto.com/article/how-to-make-soap-with-used-oil-1505.html>

The major operating costs for making soap are the lye (sodium or potassium hydroxide), fragrances, possibly softeners, and time. Note the caution to age the soap for a month before use to avoid skin irritation.

The less-basic recipes generally call for a blend of unused oils, possibly including beef tallow. That will be hard to control if you are using WVO unless you know exactly what original oils each source is using, and you can keep them separated and labelled until

## Potential Uses for Waste Vegetable Oil for Island Futures

after the filtering, settling and possible other cleaning processes before using them for soap-making. Here's another starting point: <https://www.thesprucecrafts.com/create-a-basic-soap-recipe-516796>

Costs will increase with the more artisanal you choose to be with the soap-making.

Lye is currently selling for \$37.99 for 3 kg at the Arbutus Home Building Center, roughly enough for 20 litres of WVO, or about \$2/litre of WVO.

One comment I encountered mentioned the smell of cooked food (especially fish) was hard to overcome in the resulting soap.

It is also possible to make soap from glycerine, which is a by-product from biodiesel production. Some effort is required to clean the glycerine (mostly warming, filtering and decanting) enough to use for soap-making

<https://beauty.onehowto.com/article/how-to-make-glycerin-soap-1123.html>

## FARM USES / GARDENING— NON-POWER

### EARWIG TRAPS

Apparently WVO can kill earwigs, in much the same way that beer-traps can kill slugs.

This article is about vegetable oil in general, not specifically WVO.

<https://www.almanac.com/how-make-earwig-trap-your-vegetable-garden>

### STABLE BEDDING

I have heard from one person that WVO mixed with straw can be used for bedding material. However, because I haven't seen any reference to this in the literature and think it might attract vermin, I remain skeptical. Still, this commercial product for that application says it uses vegetable oil as a key ingredient. <https://www.strathconaventures.com/animal-bedding-freshner-organic>

### ULTIMATE BEDDING CONDITIONER & NATURAL DEODORIZER

### HOOF OILS AND DRESSINGS

<https://www.thefarrierguide.com/2015/02/home-remedies-for-hooves.html>

"This is a pretty intuitive one, because oils and dressings basically moisturize the foot, and we're all pretty down with the concept of moisturizing. As a note, most farriers aren't convinced hoof oils actually do anything beyond superficially making the hoof look better. That said, here are some recipes people swear by:

**"Just plain cooking oil** – vegetable, canola, whatever. Coconut oil seems to be especially popular, and frankly, it's great for literally everything else you would ever need anything for, so why not for your horse? Application is exactly what you'd think it would be. Just smear it on."

### KILLING COW LICE

<https://animals.mom.com/organic-treatments-for-cattle-lice-12360975.html>

"You can use certain forms of oils, such as vegetable or canola oil, to coat the affected areas of a cow. Oils smother adult lice, as well as kill lice eggs. Oils used on your cow will clog up the pores of the lice. The lice will lose needed oxygen for survival and die as result of lack of oxygen."

### ANIMAL FEED

"Recycling used cooking oil also helps enhance animal feeds. Used oil is a common replacement for corn due to its nutrients acting as an alternative source for calories. In fact, these nutrients can contain 2.25x more energy than corn. This is particularly beneficial for pig and poultry farms located in areas with hot weather that encourages the livestock to eat less. These nutrients provide more energy and calories in a smaller amount of food, helping keep the livestock healthy despite the restrictive weather." <https://www.darpro-solutions.com/media/blog/environmental-benefits-recycling-uco> Roto-Rooter provides this advice:

**"Animal feed.** While it has traditionally been used in feed for farm animals, many people also pour waste cooking oil over their pets' food to add extra flavoring." <https://www.rotorooter.com/blog/drains/unique-uses-for-waste-cooking-oil/>

The leads I have followed for using vegetable oil or cooking oil (whether WVO or not), generally refer to rendering and commercial production of feed. There appear to be lists of what are acceptable feed items for different types of livestock by province.

Per the BC SPCA, a list of supplements or additives to (dairy cattle) feed must be presented to the Validator.

Standards for the Raising and Handling of Dairy Cattle <https://spca.bc.ca/wp-content/uploads/SPCA-Certified-Dairy-Standards-2012-v.4.pdf> (page 6)

For hogs, this rule applies:

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## Potential Uses for Waste Vegetable Oil for Island Futures

### Feeding

Hog rations may be prepared and supplied by local feed companies, or they may be prepared on the farm premises by using integrated feed milling and delivery systems. On-farm feeding systems require regular maintenance and monitoring to ensure that feed is stored properly and to ensure that the most efficient utilization of feed nutrients is realized.

[https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agricultureand-seafood/agricultural-land-and-environment/strengthening-farming/farmpractices/870218-22\\_pork.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agricultureand-seafood/agricultural-land-and-environment/strengthening-farming/farmpractices/870218-22_pork.pdf) (page 3)

I found this cautionary note regarding feed for beef cattle in my research. “High oil content (over 7%) can impair rumen function, reducing voluntary intake” <https://www.beefresearch.ca/research-topic.cfm/alternative-feeds-100>

If you plan to use WVO as a supplement for livestock feed, I recommend talking to a farm veterinarian or livestock diet specialist to find out what concerns or recommendations they may have, and what rules and regulations are in force. I have not found solid information I trust in my searching for DIY supplementing feed with WVO, and don’t have such a person in my personal network.

### PET FOOD

From: <https://pets.thenest.com/vegetable-oil-dog-itching-9361.html>

## Potential Uses for Waste Vegetable Oil for Island Futures

“Vegetable oil is great for sautéing and frying, but it can also be wonderful for your dog. If your dog is constantly scratching, vegetable oil may be the answer to that itch. The only downside is that too much oil can lead to messy bouts of diarrhea.”

In WVO from commercial sources, contamination could be a concern. The context for the above is household WVO where the pet owner would likely know what food was cooked in the oil and how it was stored.

### WHY IT HELPS

“Vegetable oil contains omega-6 fatty acids, which help the dog's coat inside and out. Rub the oil into your dog's skin or feed it to him so that it helps internally. When rubbed onto the skin, the oil works to soothe the skin and moisturize it. When fed to the dog, the vegetable oil's omega-6 fatty acids make the dog's skin moist from the inside out. You can choose to use both methods or just one.”

### HOW TO APPLY IT

“Dip your forefinger and middle finger in vegetable oil and rub it into the dry area. If you want to make the experience more pleasant for the dog, heat the oil until barely warm. This will not only make the skin moist, but the motion of rubbing the oil into the skin along with the heat can serve as a gentle massage for the dog. Make sure the dog's skin absorbs the oil or you risk getting oil all over your home and furniture. Too much oil can also clog the skin's pores and prevent essential oils from being secreted.”

### FEEDING VEGETABLE OIL TO YOUR DOG

“WebMD recommends mixing 1 teaspoon vegetable oil into a small dog's food and adding 1 tablespoon to a large dog's food. Feeding your dog too much oil could cause diarrhea. You never want to feed oil directly to your dog. Always mix it in so that you're sure your dog gets enough food with the oil, which will also cut down on the chances of diarrhea.” <https://pets.thenest.com/vegetable-oil-dog-itching-9361.html>

### COMPOST

There are a lot of references on using WVO for composting. Most warn about using too much WVO in the compost, as it can overwhelm the composting microbes. The articles also warn about potential for attracting rodents. This seems like a reasonable treatment of the subject.

<https://yuzumag.com/can-you-compost/vegetable-oil/>

“But throwing in the oil you used to deep fry your chips with isn't a good idea. Always make sure oil only makes up a tiny percentage of the total waste you're putting in.” What's lacking is good information on how much can be used in a dose, and how long between doses.

This article recommends no more than a cup (250 ml) for a household compost pile, which I will guess is less than a ¼ of a cubic metre, or 250 litres. If my estimate is correct, that's a ratio of 1:1000. <https://rusticwise.com/can-you-compost-vegetable-oil/>

City of Calgary says up to 2 litres in a green cart, which seems high to me, but they may be planning to mix with yard waste. <https://www.calgary.ca/waste/what-goes-where/cooking-oil-or-grease.html>

I had one correspondent (over 15 years ago) who reported good results mixing the dark lower – likely had emulsified water content - layer of settled WVO which he did not want to use for making biodiesel, with sawdust and grass clippings (probably for nitrogen-carbon balance) in a compost pile. Said the pile got hotter, so presumably more microbe activity.

If you are looking to add WVO to compost, based on my reading, it would be worth mixing with some water and soaking them into waste paper or other compostable materials. If you are picking up from restaurants anyway, perhaps used paper napkins, used coffee grounds and filters and other compostable materials could be collected as well and mixed. Wet coffee grounds would provide the water content.

Or you could provide this information to the restaurants, if the municipality has reviewed your educational material and wants this material in their landfill diversion program for composting.

## FARM USES – POWER

### STATIONARY POWER

Farms often have back-up power generators to ensure they can maintain operations when the grid power goes out. These are typically powered by natural gas, propane, gasoline or diesel. On-farm production of methane from waste biomass is not unusual,

## Potential Uses for Waste Vegetable Oil for Island Futures

and can be directly substituted for natural gas (adding a perfume is recommended). Some propane engines can be switched to methane by changing fuel nozzles. Gasoline can be replaced by ethanol blends up to E85, depending on the engine. Biodiesel can be used as a drop-in substitute for petro-diesel. However, it is also possible in a lot of diesel generators to use a 2-tank approach with WVO as the main fuel and biodiesel / petro-diesel as the start-stop fuel. As with vehicles, the WVO and fuel lines will have to be warmed, which may be easier for stationary equipment which is sheltered. If the generator is used infrequently, WVO may go rancid while stored. Biodiesel has a longer storage life (minimal air in sealed containers; dark, cool locations preferred).

### MOBILE FARMING EQUIPMENT

Trucks, tractors and other implements which use diesel engines can likely operate on WVO, provided start and stop/cool down operations are done with petro-diesel or biodiesel. There are caveats. Some diesel engines (e.g. the late Duramax GM diesel truck engines) don't work well on WVO or biodiesel. For WVO, additional equipment may have to be added (e.g., second tank, valves, thermometers.) There are additional operating steps to be followed. Extra care is required to ensure there is enough fuel in the start-stop tank so that it will not run out of fuel during the cool-down running period.

I don't personally know anyone running WVO in tractors or mobile farm equipment, but this article says it has been done, at least in Arkansas. <https://www.farmprogress.com/waste-vegetable-oil-powering-tractors-trucks-arkansas>

### OTHER

#### WEED SUPPRESSION

Use it to kill weeds. Just place WVO in a spray bottle and spray those unruly nuisances away. <http://www.grease-cycle.com/blog2/cooking-oil-disposal/>

#### DUST SUPPRESSION

Dust suppression (roads, arenas)

Enjoy Dust Free Roads and Arenas, Thanks To Soybeans <https://soynewuses.org/case-study/enjoy-dust-free-roads-and-arenas-thanks-to-soybeans/>

Local regulations may prohibit – e.g. Indiana <https://www.in.gov/idem/waste/hazardous-waste/used-oil/>

#### SPIILLED PETROLEUM REMEDIATION

There is evidence that vegetable oil can be applied to soil contaminated with petroleum products like heating oil, diesel fuel and gasoline. This study used sunflower oil, but there's no reason to believe that other vegetable oils – including filtered WVO – would not also work.

*Removal of polycyclic aromatic hydrocarbons from manufactured gas plant contaminated soils using sunflower oil: laboratory column experiments* <https://pubmed.ncbi.nlm.nih.gov/15982705/>

#### MOSQUITO CONTROL

There is a long-standing practice of spraying used motor oil onto standing water as a mosquito control measure. That puts a toxic, carcinogenic material directly into the environment. WVO could be applied instead, which would have the same benefit, but without as much unintended harm to the environment. Depending on the size of the water surface (e.g., bird bath, ornamental pond), this could be done with a hand-held spray bottle repurposed from holding laundry stain remover or similar (properly relabeled of course).

### BIODIESEL

Where an application for biodiesel can be accommodated by WVO, for the most part I won't be addressing it again in this section. The differences are generally about convenience of use and cost of the additional processing.

There are applications and users which will require that any fuel they use meets an acceptable, approved standard or is permitted by the engine manufacturer without voiding the warranty or both. There are such standards for biodiesel; there are not for WVO.

#### GROUND TRANSPORTATION

#### BLENDING BIODIESEL WITH PETRO-DIESEL

## Potential Uses for Waste Vegetable Oil for Island Futures

Several studies, mostly in the U.S., have indicated that the biggest gain in using relatively scarce biodiesel is to blend it into petro-diesel stock over many more vehicles. This allows the engines to run smoother (lubricity of the biodiesel) and reduce engine wear. Fuel consumption (in litres or gallons) may increase with higher biodiesel ratios. With 100% biodiesel, up to 10% more fuel may be used than with petro-diesel, and some drivers report lower power. It also reduces the amount of smog precursor emissions by a higher ratio than the amount of biodiesel in the blend. A number of jurisdictions now mandate blending in as much as 5% biodiesel into the standard diesel fuel. I have used B20 blend with success. Combined with synthetic engine oil, it smoothed out the idle considerably compared to the typical diesel rumble and vibration. No difference in fuel economy or power were noticed. The exhaust did smell better (a hint of French fries).

### MARINE TRANSPORTATION

There is a renaissance of interest in using biofuels for marine power applications again in recent months. <https://www.theglobeandmail.com/business/article-in-the-search-for-less-carbonintensive-fuels-great-lakes-freighters/>

The MV Quinsam – Nanaimo-Gabriola ferry uses 4 diesel engines. I am guessing that BC Ferries wouldn't be interested in using WVO (at least initially) for a mission critical operation. However, in general in marine operations when there are multiple engines on board, part of the reasoning is redundancy – operations can continue with a single failure. BC Ferries might be prepared to consider trying local biodiesel – especially if made to ASTM standard and they can get engine manufacturer blessing. I would propose doing the trial runs in September-October when summer traffic volumes will have subsided but the temperatures are still warm, and only as a blend, starting with a low ratio (e.g. 2% and working up). If that goes well, they might be open to trying something similar the following year with WVO, again with a ramp-up testing process.

## WHAT SEEMS INTUITIVE BUT SHOULD BE AVOIDED

### BICYCLE CHAIN LUBRICANT

<https://pedalchile.com/blog/bicycle-chain-lubes>

Not recommended: While most vegetable oils will reduce the amount of force needed to pedal a bicycle to similar levels of those of bike specific lubricants (in laboratory settings), the main reason you wouldn't want to use them is because they will pick up dirt and grime, increasing chain wear.

### LAMP OIL

In my experience, corroborated by others, WVO and biodiesel do not work in flat wick kerosene lamps (the typical type in my history). The vegetable oil does not travel up the wick the way that kerosene does. Circa 2000 I did see conversations about using biodiesel in tube wick lamps, aka centre draft lamps (e.g., Rayo, Argand). Wikipedia does suggest that vegetable oil would work in an Argand lamp. To my knowledge, neither are made anymore, though parts are advertised on eBay.

This article – read it to the end – gives a good overview (eventually) of why this is not a good idea (open flames, finicky operation, smoking combustion affecting indoor air quality...). <https://www.primalsurvivor.net/vegetable-oil-lamp/>

### RENDERING AND FISH FEED

Doug Davidson of West Coast Reduction Ltd, a rendering company on Duke Pt. told me WCRL collects used cooking oil via their Redux division. They make a range of feedstock products from animal waste, used cooking oil and other materials, such as blood meal, bone meal, fish meal ... <https://www.wcrl.com/finished-products>

WCRL don't make the feed for livestock, pets, fish, etc. The primary customers for their products are the Big Ag companies like Cargill, ADM, Nutrien ..., who make the feed which is sold to farmers and producers. As noted previously, feed for commercial livestock operations is regulated provincially, and the feed formulations are pretty rigid and have to be 'certified' as to quality and content by the feed supplier.

Feed for fish farming seems to be less structured by regulators, so far, but the fish farms are particular about feeds, looking for very high protein ratios (around 90%). Cooking oil is not high in protein, so it won't be a big part of fish feed. One of the properties of value for cooking oil in dry livestock feed is that it is a binder and helps keep the pellets intact for easier handling. That same need does not apply to feed that will be put into water.

Doug says Cargill and competitors will not talk to me (small potential player), and they guard their formulations as trade secrets. He suggested I look on the Web for 'david groves scientist fish food'. Apparently, he is (was?) based on Vancouver Island. Doug provided him with sample quantities of meal products for his work on fish nutrition, I gather in the 1990s. I found this in House of Commons Committee Proceedings from 2000.

"Dr. David Groves of Sea Spring Salmon Farm was one of the pioneers of salmon farming in B.C." <https://www.ourcommons.ca/DocumentViewer/en/36-2/FOPPO/meeting-39/evidence>

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I have not researched Dr. Groves beyond proving I had the name right, and I found the right guy. More below on why the fish feed angle may not be worth pursuing.

Doug indicated that for small fish ponds (and my extension – small poultry flocks), is that the same rigidity would not be in force, as fish in an open pond would choose what to eat from what is available to them in the water and a free-range chicken will eat what it wants from what it finds foraging. (It's been almost 60 years since I got to collect eggs from the chicken coop and dodge the hens, but I suspect chickens haven't changed much.)

For commercial fish farming, there are regulations and standards at the international level, Canadian federal government level, and in the industry.

I have not found that BC has a voice on fish feed, but they do control licensing of operations. I have seen recent media stories that BC salmon farms will start to be shut down this year (2022). That may be why fish feed producers are looking to sell in other Canadian markets.

Other things to note. Doug really doesn't like the term WVO. They don't see what they collect as waste, but as an input feedstock. WCRL pays for it. He was consistent in using the term used cooking oil (UCO). In Doug's opinion, the highest value use of used cooking oil (UCO) is to make biodiesel.

Coming back to using WVO/UCO for feeding chickens, I think there are two distinct markets to consider: commercial scale and small scale (overlaps free range). In the commercial poultry business, regulation is pretty tight, and likely increasingly so for the next while as bird flu is an increasing threat. There might be small market for using WVO as poultry feed, but I think more research on treating the oil and the amount that should be in the feed would be valuable.

Here is a sampling of what I found on the subject.

The Use of Recovered Frying oil in Broiler Chicken Diets: Effect on Performance, Meat Quality and Blood Parameters [https://www.researchgate.net/publication/326147144\\_The\\_Use\\_of\\_Recovered\\_Frying\\_oil\\_in\\_Broiler\\_Chicken\\_Diets\\_Effect\\_on\\_Performance\\_Meat\\_Quality\\_and\\_Blood\\_Parameters](https://www.researchgate.net/publication/326147144_The_Use_of_Recovered_Frying_oil_in_Broiler_Chicken_Diets_Effect_on_Performance_Meat_Quality_and_Blood_Parameters)

"The experimental results indicated that the use of recovered oil instead of fresh oil in the chickens' diet did not cause any significant ( $P>0.05$ ) alteration in their body weight, weight gain as well as their feed intake and feed conversion ratios. The meat quality, carcass characteristics and blood cholesterol and triglycerides were not affected significantly ( $p>0.05$ ) by the use of recovered oil in the diets. The use of recovered oil in replacement of the fresh oil in broilers feed was shown to be more economically." [sic]

How Used Cooking Oils and Animal Fats are Recycled <https://www.darpro-solutions.com/media/blog/second-life-for-used-cooking-oil-and-animal-fats>

"We reuse virtually 100% of the material we collect from our customers. Almost all of the used cooking is used to produce biofuel, while the meat scraps, fat and bone are used to create animal food, household goods, and more biofuel."

This resource is from Iran, but pretty current and it does point out some pitfalls in the collection and use of the WVO (EOW = Edible Oil Waste in their paper).

A mixed-method study of edible oil waste from farm to table in Iran: SWOT analysis <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC8459144/>

"They mentioned that there is not any specific management for recycling the discarded edible oil. The biggest buyers of discarded oil are illegally private sectors without refinements for poultry feeds.

"The use of such oils is only restricted by their chemical composition and provided that the oil's peroxide value is not higher than allowed [42]. However, a recent study in Iran showed that the peroxide content of discarded oils in restaurants was higher than the standard [34]. It seems that due to the high cost of edible oil in Iran, they are overused. Non-recovered discarded oils in broiler chicken diets could return to our bodies.

Initially, EOW should filter and then be directly used in the animal feed [43]."

This piece is long, but the key item I got from it is an actual ratio for inclusion of fats and oils in feed: up to 4%.

Best Type of Chicken Feed? The result will surprise you!

<https://patchtotable.com/chickens/feed-types/#t-1604874547547> (Unfortunately, this site is currently generating SSL certificate error – 2022-09-28 – so the page will not open.

Use this link as an alternative:

<http://web.archive.org/web/20211128090418/https://patchtotable.com/chickens/feedtypes/> )

Go to section 1 Chicken Feed Ingredients > Fats and oils.

Another source on feeding scraps to chickens on household scale which mentions Fats and Oils.

7 Tips on Feeding Kitchen Food Scraps to Chickens <https://www.hobbyfarms.com/kitchen-food-scraps-chickens-tips/>

"4. Fats & Oils

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“If you have the bad habit of pouring cooking oil down the sink, you really should see what this stuff looks like when it congeals inside a city sewer pipe. These grotesque icebergs of fat (aka “fatbergs”) cause nearly half of the sewer overflows in the U.S. each year. And even when the fat doesn’t congeal into a fatberg, it still has to be removed from the wastewater, and that costs taxpayer money.

“Instead of pouring cooking oil or fat from bacon, burgers, steaks and pork chops (mmm ... pork chops) down the drain or even putting that stuff in the trash, we pour—and scrape—our waste oils and fat into a bowl and let it set up in the fridge overnight. We then feed it to the hens the next morning. It’s like pudding for chickens, and they gobble it up fast. That’s not nearly as strange as it sounds. Many cooking oil-recycling operations turn waste oils from restaurants and food processors into livestock feed anyway.

“Another tip: If you have dusty bits of pellets or grains that the chickens aren’t eating, mix them with liquid waste oils into a paste that your hens will devour.”

You had expressed interest in using a centrifuge to treat the collected WVO before using it in poultry feed. There isn’t a lot of information on this, but here’s one link. Not very informative.

Extract valuable raw material from old deep fryer fat

<https://www.flottweg.com/applications/edible-fats-and-oils-biofuels/used-cooking-oil/>

Centrifuges for processing used cooking oil and waste oil

“The food industry and cafeterias generate considerable quantities of used cooking oils. Used cooking oils are reprocessed by waste oil disposal companies. The recycled and processed used cooking oils serve as raw materials used in the production of biodiesel, hydrogenated vegetable oils (HVO) and technical greases. Good for the environment and the operator.

“Waste fats, such as frying fat or the contents of grease separators, sometimes contain considerable amounts of undesirable foreign materials. Vegetable and animal fats, as well as used cooking oils and fat from grease traps, are used in the production of biodiesel, HVO or technical fats. The Flottweg Tricanter® separates the unwanted solid particles from the fat in just one step.” (it is a product pitch)

It's unclear to me what the centrifuge process accomplishes that settling and filtering does not. I suppose centrifuging is faster. I'll also just mention again the gelatin method for removing impurities and solids from used cooking oil (reference provided in my earlier draft report).

In summary, I suspect you will encounter issues trying to provide your WVO directly to conventional poultry producers because of regulatory barriers related to feed content and quality control. For small scale (household to small farm), there is information on how much cooking oil is acceptable as part of the feed. In your place, I would seriously investigate liability issues if poultry consuming your treated UCO became sick or died – whether or not the oil is the likely cause.

## WVO SPACE HEATERS

I have sorted through at least 20 trails looking for viable large space heater systems which will run on WVO, including some dead ends I’m not including here.

### ASSUMPTIONS

I have selected only those which are commercially available (there is a lot of homebrew) and specifically mention support for WVO / UCO. I don’t think your group wants to become responsible for the construction, installation or maintenance of these units, or potential complications from using a fuel which is not explicitly supported by the manufacturer or installer / maintainer. There are a lot of waste oil burners that are primarily or only for burning waste motor oil. (A brief list is presented later of the better-known vendors.)

In case my assumptions are wrong, I’ll just point you to one item as a sample. I have chosen a page from the Journey to Forever site, as I think the material there likely aligns fairly well with your perspective. Don’t stop at just Roger’s heater, go further down the page for some good overview information on the workings.

[https://journeytoforever.org/biofuel\\_library/ethanol\\_motherearth/me9.html](https://journeytoforever.org/biofuel_library/ethanol_motherearth/me9.html)

While I think it’s interesting, the idea of combined heat and power units strikes me as more work than I think you want to undertake. This would involve using a stationary diesel engine to run a generator / alternator to produce electricity, and taking heat off the engine via a heat exchanger. I think this would require a very specific kind of installation with the engine outside the building, and the heat exchanger having an indoor unit. There is an additional complexity in determining which load (electricity or heat) takes precedence. The oil used in a diesel engine needs to be better filtered than in an oil burner.

This article from ASME talks about a commercial product. Waste Not: Used Cooking Oil = Energy Source

<https://www.asme.org/topics-resources/content/waste-not-used-cooking-oil-energysource>

More on the Vegawatt

Vegawatt Cogeneration System Powers Restaurants with Waste Vegetable Oil <https://www.onsetcomp.com/content/vegawatt-cogeneration-system-powers-restaurantswaste-vegetable-oil/>

Sadly, I can’t find references to this product after 2012, so I expect the company is defunct. The vegawatt.com domain name is available for sale.



## Potential Uses for Waste Vegetable Oil for Island Futures

In my reading, I have found a few cautions that burning vegetable oil in a unit designed for waste petro oil will cause some issues because the viscosity and flash point of vegetable oil is higher than waste petro oil. This will lead to increased coking and varnishing, meaning more frequent cleanings and maintenance required. Unless the petro-burner specifically addresses these issues, I think it will be a poor choice for burning vegetable oil.

So, with my overall thinking about the situation set out above, here are the commercial units I have found (searching in Canada and the U.S.) which may be of interest.

### WVO Burners

#### CLEAN-BURN

Based in the U.S., Clean Burn has a Canadian authorized distributor, De-on Supply Inc (DSI), which claims to serve all of Canada. So far, I'm assuming they will contract out installation and maintenance to a local furnace or boiler installer.

Clean Burn website <https://www.cleanburn.com/>

De-On Supply Inc. website <https://www.deonsupply.com/>

From my reading (2005), the Clean Burn unit has to be set for either waste petro oil or waste vegetable due to different burning characteristics of the fuels. That needs to be investigated further before believing it is a good choice. I cannot find pricing online.

DSI Canadian headquarters is in Waterloo, ON.

#### FIRELAKE

<https://www.firelakeheaters.com/>

They claim they can burn vegetable oil, but their site includes this paragraph:

“Concerns with burning used cooking oil for fuel?

“The most common concern with burning used cooking oil for fuel in a waste oil heater is an increased need to do maintenance of the burner and heat exchangers more frequently. The burner systems will need a quick cleaning of the nozzle area about every two weeks to maintain best performance when burning used cooking oil. In comparison, burners that fire used motor oils only need attention every few months.”

Unless there is no better alternative, I don't think greenhouse operators will want to have to do bi-weekly cleaning and frequent maintenance.

#### YELLOW HEAT

A short treatment of the Yellow Heat burner is presented here. <https://www.yellowheat.com/yellow-heat-burner/>

They have both a burner and furnace product. The burner is intended for retro-fit into an existing furnace or boiler system. The furnace system is intended for new-build installations. (Presumably retrofits will usually have an existing furnace blower and ductwork in place.)

This video provides a good introduction to the burner and context for its use and benefits. <https://youtu.be/Q35MT-1CHeU>

This page gives a static description of the burner, features and specifications. Prices are in U.S. dollars. <https://www.yellowheat.com/yellow-heat-burner/>

As far as I can tell, Yellow Heat does not have a distributor or service network in Canada. That presents a risk, but possibly an opportunity for someone in Canada, preferably already in the heating appliance industry, to create a market for a lowenergy, high-benefit utilization of waste vegetable oil. I believe the Babbington burner is a significant technology advantage.

Note, this burner system can burn petro-waste oil or regular fuel oil, in the event the operator runs out of WVO, a flexibility which eliminates a big risk in single-fuel systems.

I have not contacted any of the suppliers listed above as yet.

If I was looking for a heating solution for an industrial space using WVO as the fuel for myself, this is the one I would pursue first. I would also connect with De-On Supply (Clean Burn rep) for context and comparison. If buying for a pilot installation, that would likely be sufficient. If contemplating a bulk-buy, I would also contact FireLake and even spend more time looking for a possible fourth candidate running a more formal evaluation.

The following units, despite some indication they can burn vegetable oil, a deeper read tells me they are really designed to burn petro waste oil only. [CleanEnergy https://cleanenergyheatingsystems.com/](https://cleanenergyheatingsystems.com/)

Based in the U.S. No indication of a dealer or maintenance network in U.S. or Canada.

#### Kroll

Darryl McMahon – Econogics



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Kroll (based in Germany, distribution in UK, Russia and Australia, not Canada) <http://www.kroll.de/en/products/multi-fuel-oil-burner/> Lanair <https://www.lanair.com/>

Based in the U.S. No indication of a dealer or maintenance network in U.S. or Canada.

## METHANOL RECOVERY AND BY-PRODUCT SEPARATION

I started by working on the questions of methanol recovery and cleaning the glycerine as separate items, but in the course of my research I discovered that methanol is also present in the glycerine by-product, so there's potential for methanol recovery in two places, with one is integral to cleaning the by-product. (In the literature, the terms glycerin, glycerine and glycerol are all used. They mean the same thing. I have chosen to use glycerine. Methanol also goes by a lot of names, and I have provided a list in the Appendices.)

### WORKING FROM FIRST PRINCIPLES

There are a number of processes small producers use to make biodiesel, typically in batches rather than continuous process. Reactor vessels are typically cleaned out and the materials loaded in after titration of the feedstock oil to determine the acidity level and adjusting the lye and methanol mix (methoxide) accordingly. The materials are mixed to aid the reaction, intermittently or continuously. After a prescribed period of time or based on measurement or inspection of the reactor contents, the contents may be transferred to a settling container, which may be open, vented or closed.

At the end of the WVO-to-biodiesel conversion process excess methanol is present in both the biodiesel and glycerine by-product. If open to the air, the methanol liquid will eventually evaporate from the batch. (This is why methanol is stored in air-tight containers.) Unless there is a desire to recover the methanol (generally for economic or environmental reasons), evaporation with a lot of time in a warm, ventilated place combined with washing the fuel is sufficient to remove the methanol from the fuel for purity purposes. (This point has been argued many times in the material read.)

In a closed environment, the free methanol will separate into a different layer from the biodiesel and glycerine by-product paste (semi-solid), but there isn't much free methanol, most of it is chemically bound to other things in the brewed batch.

The specific gravity of methanol at room temperature and atmospheric pressure is about 0.792. The specific gravity of biodiesel ranges from 0.85 to 0.9, depending largely on the original WVO feedstock and completeness of the reaction. Water, having a specific gravity of 1.0, will increase the specific gravity of the biodiesel until it has had a chance to separate. Glycerine (pure) has a specific gravity of 1.26, while the crude byproduct specific gravity is variable, but in the range of 1.05.

As a result, if a batch of freshly reacted biodiesel is emptied into a container, with time and if the mixture is allowed to sit still (minimal stirring or agitation) and kept warm, eventually the components will settle into layers based on the specific gravity values. From bottom to top these layers will be liquid glycerine, glycerine by-product (usually a sludge or paste), water, biodiesel and free methanol. (Most of the methanol isn't free; it's bound to other elements.) A suction hose can be used to remove the top liquid layers. A bottom drain can take off the liquid glycerine. The sludge or paste can be removed with a stronger vacuum hose system, or scraped out mechanically.

There has been work done on heating the freshly reacted biodiesel so the methanol boils off, possibly assisted by use of vacuum to lower the boiling point, and using a condenser system to liquify the methanol for collection and storage. (distillation)

The following text comes from *The Biodiesel Bible* (pp 233-234):

“Some homebrewers do recover the methanol before separating the by-product (some of them use vacuum), but we'd rather not risk ending up with anything less than good process completion. It's best to recover the methanol after separating the biodiesel and the glycerine by-product. [emphasis added]

“More than 70% of the excess methanol collects in the by-product layer [emphasis added], and it's easily reclaimed.

“The methanol left in the biodiesel can also be reclaimed, but it's not cost-effective, it takes more energy than you'll recover. Best write it off as a production cost – washing the biodiesel removes the methanol, and it does no harm in the wash-water”

“The reason we call it the "glycerine by-product" is that what sinks to the bottom of the tank during the settling stage is not just glycerine, it's a mixture of glycerine, soap, most of the excess methanol, and most of the catalyst. In fact there's usually more soap than glycerine – it's more of a "soap" layer than anything else (unless you use the two-stage acid/base process, which produces less soap).

“You can separate the by-product into its components (see *Chapter 18: The glycerine byproduct, Separating the glycerine*). Adding concentrated phosphoric acid to the byproduct converts the soap back to FFAs and separates it from the glycerine, and releases the lye catalyst, in the form of

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potassium phosphates, which is valuable fertiliser (or sodium phosphates if you used NaOH, which makes a less valuable fertiliser, but it's valuable nonetheless).

“This leaves you with about 90% pure glycerine, which is a much more attractive product to sell to refiners – or at least they should be more willing to accept it from you. It's also a useful compost activator and accelerator, and it boosts methane production in biogas digesters.

“But the mixture won't separate without the methanol. After separation all the methanol is concentrated in the glycerine and can then be recovered.

“You can do it either way: if you're planning to separate the by-product using phosphoric acid, then do that first, and then recover the excess methanol from the glycerine portion. Or it can be recovered direct from the raw by-product cocktail.

“Methanol boils at 64.7 deg C (148.5 deg F), though it starts vaporising well before it reaches boiling point. Crude glycerine is much more viscous, with a higher boiling point, 288 deg C (550 deg F).

“In theory, you can recover the methanol by heating the by-product to 65–70 deg C (149–158 deg F) in a closed container fitted with a condenser. But, as the methanol evaporates, leaving an ever-lower proportion of methanol in the mixture, the boiling point increases, and when the temperature reaches 100 deg C (212 deg F) or a little higher, it starts to froth and you have to stop or you'll get frothy brown by-product in your methanol condensate.

“It can be done, if you monitor the temperature very carefully, keeping it just below the "frothing point": you can get it up to 130 deg C (266 deg F) with no frothing, recovering almost all the methanol, but it takes hours of careful attention.”

Note: methanol is categorized as a hazardous material. It is poisonous and flammable. Methanol vapour is flammable and explosive and exposure should be mitigated by proper ventilation and personal protective equipment.

<https://www.methanex.com/sites/default/files/about-methanol/safe-handlingmethanol/SDS/Methanol%2867-56-1%29%20NA%20EN-final%205.3.pdf>

I'm presenting the above to show methanol recovery from the biodiesel portion is not cost-effective, and that recovering methanol from the glycerine by-product is a better source. Also, working with methanol vapour is not to be undertaken lightly.

This video reinforces the information above, including the safety issues, and that doing it well is complicated, requires some special equipment for separation (e.g. distillation) and quality testing. It also requires frequent, if not continuous monitoring.

Methanol Recovery in Biodiesel Production (USDA, University of Idaho, National Biodiesel Education Program)

<https://www.youtube.com/watch?v=ck1eAM7grPs>

As an aside, it's essentially illegal to own a still in Canada for distilling alcohol without a federal government permit (Excise Act of 2001). Methanol is an alcohol (and so is glycerine aka glycerol), so the language is not clear enough to say this application is in the clear. I would contact the local Regional Excise Duty Office to get clarification, before proceeding with any kind of distillation process. Some fun related reading: <https://learntomoonshine.com/wp-content/uploads/2014/11/Federal-Licence-And-LawsTo-Distill-Spirits-Canada.pdf>

The point about more residual methanol being in the glycerine by-product than in the biodiesel is repeated in this paper:

Advanced vacuum biodiesel process [https://make-biodiesel.org/images/pdffiles/Advanced\\_vacuum\\_process.pdf](https://make-biodiesel.org/images/pdffiles/Advanced_vacuum_process.pdf) (page 4)

Selected text from the source above:

“6. Glycerin cocktail: The glycerin from oil is brown and may turn to a solid below about 20 deg C. Glycerin (glycerol) is the main co-product of making biodiesel. Theoretically 79 ml of glycerin per litre of oil used, 7.9% glycerin should be produced. The cocktail drained from the system is not pure glycerin. What sinks to the bottom of the biodiesel processor during the settling stage is a mixture of glycerin, methanol, soaps, water and the excess KOH catalyst. **Most of the excess methanol and most of the catalyst remains in this layer.** [Emphasis added] Once separated from the biodiesel, adding phosphoric acid to the glycerin layer precipitates the catalyst out as potassium phosphate which is useful as a fertilizer, and also converts the soaps back to free fatty acids (FFAs), which float on top. You are left with a light-colored potassium phosphate precipitate on the bottom, glycerin/methanol/water in the middle, and FFA (free fatty acid) on top. The excess methanol can be recovered similarly to the way water is removed from oil when drying. Recovered methanol must be dried for reuse in the process which is an advanced technique. Another idea for disposing of the glycerin is breaking it down, with an anaerobic digester to produce methane gas. This is mentioned here for reference but is covered in detail in the advanced process documentation.”

A third source for there being more methanol in the glycerine cocktail than in the biodiesel at the end of the reaction process:

<http://www.fenixchemtech.in/pdf/Recovery%20of%20Methanol%20from%20Biodiesel%20Process.pdf>

From the source above:

Darryl McMahon – Economics

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"BIO-DIESEL Process:

"Biodiesel (methyl ester) is transesterification of vegetable oil by using methanol and KOH/ NaOH as catalyst. The reaction is carried out in 2 reactors. Esterification is carried out to about 80 – 90% level in the first reactor. Glycerin is separated which carries methanol. More methanol is mixed in second reactor to complete remaining Esterification. Glycerin phase is again separated. Consumption of methanol is about 10% of the weight of oil input but excess quantity of methanol is used for the reaction. The excess methanol goes with Bio-diesel phase as well as with glycerin phase. **Biodiesel phase has about 10% of methanol and Glycerin phase has about 40% to 50% of methanol.** [emphasis added] Bio-diesel phase also has some quantity of soap in it and needs to be washed with water to remove soap"

In short, for a small production operation, I recommend against manual processes for methanol recovery given the hazards, and especially if the work will be done by volunteers with any degree of turnover of personnel. For safety reasons, I would not do this work myself alone.

A number of the sources I read on biodiesel production don't even touch on the subject of methanol recovery.

Because of the temperatures associated with boiling methanol or glycerine, the use of vacuum to lower the boiling point is frequently employed. This adds complexity, labour and points of failure.

I did some research on what tools might be available to automate or at least make some of the processes safer. When I was involved in small scale biodiesel production, there were no such tools available commercially, and everything was home-brew. In my current research, I see there are some entrants in the automation market, but it's not all as painless as one would hope, and prices appear to be high – possibly out of reach for small scale operations.

One cautionary story:

Why you should never buy an RSI-55 Methanol Recovery System <https://www.trianglebiofuels.com/why-you-should-never-buy-an-rsi-55-methanolrecovery-system/>

I did not find much on solutions for methanol recovery from small scale biodiesel production. There are a few companies that have solutions for large plants, generally continuous operation. E.g.,

<http://www.srsbiodiesel.com/technologies/methanol-recovery/> <https://wintek-corp.com/flash-evaporation-systems/methanol-recovery-systems/> <https://incbio.com/methanol-recovery/> (there are more).

This looks like a one-stop solution for recovering methanol from biodiesel and the glycerine by-product.

<https://www.springboardbiodiesel.com/glycerin-and-biodiesel-demethylation.html>

It can even process the demethylated glycerine by-product into soap.

Springboard is the only supplier I found on the Web which appears to be an appropriate commercial product for methanol recovery for small scale biodiesel production.

### DRYING METHANOL

I have not dug into this in depth, as it appears to be a solved problem. Boiling is not a good solution, as methanol boils at a lower temperature than water, so a closed system with a condenser would be required to capture the methanol.

Some citations.

Drying Solvents [https://chem.libretexts.org/Ancillary\\_Materials/Demos\\_Techniques\\_and\\_Experiments/General\\_Lab\\_Techniques/Drying\\_Solvents](https://chem.libretexts.org/Ancillary_Materials/Demos_Techniques_and_Experiments/General_Lab_Techniques/Drying_Solvents)

"**Methanol:** For most purposes, drying over 3A molecular sieves overnight followed by distillation is sufficient. Alternatively, the methanol can be dried from magnesium methoxide. Magnesium turnings (5 g) and iodine (0.5 g) are refluxed in a small (50-100 mL) quantity of dry methanol (from a previous batch) until all of the magnesium has reacted. The mixture is diluted (up to 1 L) with reagent grade methanol, refluxed for 23 hours then distilled under nitrogen."

Drying of Organic Solvents: Quantitative Evaluation of the Efficiency of Several Desiccants  
[http://ccc.chem.pitt.edu/wipf/Web/Solvent\\_Drying.pdf](http://ccc.chem.pitt.edu/wipf/Web/Solvent_Drying.pdf)

"Methanol and Ethanol

"Lower alcohols are typically dried by heating over iodine activated magnesium with a magnesium loading of 0.5- 5.0 g/L. Several other desiccants, including KOH, BaO, and CaO, 1,3 have also been recommended. KOH and Mg/I 2 are found to provide methanol with a water content of 33 and 54 ppm, respectively (Table 5). Molecular sieves (3 A) were efficient at drying this solvent only when present at a loading of 10% m/v (mass/volume) or higher and when the solvent was left to stand over the sieves for a minimum period of 72 h. Optimum drying is obtained with storage of the methanol over 20% m/v 3 A molecular sieves for 5 days, by which time the water content reduces to about 10 ppm.

"Ethanol behaved similarly, requiring a minimum of 10% m/v of activated 3 A molecular sieves before efficient drying is noted, optimally also after a period of 5 days over 10% or 20% m/v of the sieves, under nitrogen (Table 6). Powdered KOH proved a rather

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active desiccant for methanol, and ethanol and may be used in a predrying step prior to storage over activated 3 A molecular sieves to provide ultimate drying efficiency.”

Drying Alcohol Using Magnesium and Molecular Sieves <https://www.youtube.com/watch?v=NMfs3e9OdZQ> **Cleaning the Glycerine By-Product**

So, what is actually in the glycerine by-product (or ‘cocktail’) that precipitates out of the biodiesel reaction?

Obviously, glycerine (65% to 85% (w/w)) and methanol at this point. What else? Soap (FFAs), lye, salts (calcium, magnesium, phosphorus, and sulphur, in the range of 1 to 30 ppm each).

In addition to heating and separating the layers, a filter should also be used to capture any solid bits that escaped the pre-reaction filtration step or appeared as part of the reaction or post-processing. The heating to separate the material into layers which can be decanted without a condensation stage should not be considered a still.

This seems like a relatively simple approach to breaking down the glycerine product into its constituent elements:

[http://journeytoforever.org/biodiesel\\_glycsep.html](http://journeytoforever.org/biodiesel_glycsep.html)

Separating glycerine/FFAs

”Most of the lye and most of the excess methanol used in the biodiesel process collect in the glycerine layer that settles out at the bottom, along with the soap formed when Free Fatty Acids (FFAs) are neutralized by the excess lye.

”The proportions of each depend on the oil you used and your process -- the **two-stage acid-base process** will give different results to a single-stage base process. “Adding phosphoric acid ( $H_3PO_4$ ) converts the soap back to FFAs and separates it all into three distinct layers, with catalyst-phosphorus on the bottom, glycerine-methanol in the middle, and FFAs on the top.

”The methanol can then be recovered from the glycerine in the middle layer by heating to above 65 deg C (150 deg F) in a closed container fitted with an outlet into a simple condenser.”

More details on the process follow at the link provided above. (This may be considered a still.)

Making soap may not be the only, or even best, by-product which can be extracted from the glycerine by-product.

The Byproducts of Biodiesel Production Are Valuable Organic Acids, Researchers Say <https://www.renewableenergyworld.com/baseload/the-byproducts-of-biodieselproduction-are-valuable-organic-acids-researchers-say-53116/>

This looks like a fun topic to pursue further. Biodiesel Glycerol Conversion to Anti-Freeze <https://www.trianglebiofuels.com/biodiesel-glycerol-conversion-to-anti-freeze/> Presumably whatever fleet is running the biodiesel fuel will also need some engine coolant, and mechanics are forever using degreasers (on parts and their hands – and this would be better than a solvent-based degreaser).

And when all else has been extracted, don’t discount these end-paths for some of the small remainders:

- a) The compost pile (the salts are typically soil nutrients – NaCl / sodium chloride or table salt being an exception)
- b) Feeding to a (methane) biodigester

Chapter 18 of *The Biodiesel Bible* also treats the topic of the glycerine by-product and possible uses, including glycerine soap-making. It also recommends this book on soapmaking: *The Soapmaker’s Companion: A Comprehensive Guide With Recipes, Techniques & Know-How* by Susan Miller Cavitch. <https://www.chapters.indigo.ca/en-ca/books/the-soapmakers-companion-acomprehensive/9780882669656-item.html>

# Potential Uses for Waste Vegetable Oil for Island Futures

## CENTRIFUGE RESEARCH

Assuming liquids and small suspended solids with differing specific gravities, a centrifuge is a device which performs the same function as settling, but in a shorter time period by using centrifugal force to amplify what settling does by gravity. The agitation caused by the mechanical action also enhances the separation of different materials. An early and well proved centrifuge is the farm milk separator.

This article on vintage cream separators provides a readable and concise analogy: <https://www.farmcollector.com/equipment/cream-separator-zmh12mayzbea/>

The gravity separation method is described, along with shallow separation and deepsettling (also known as a fractionating column), including the glass windows (sometimes a sight tube is used on current settling tanks).

This article provides a concise description of the factors of operation for a centrifuge. <https://druckerdiagnostics.com/knowledge/how-a-centrifuge-works/>

### “Principles of Centrifugation

“At its core, centrifugation is separation through sedimentation. The denser particles sink to the bottom of the container, while the more lightweight particles remain suspended. Centrifugation will displace particles that are even slightly different in density, and is influenced by these four factors:

- The density of the samples and solution
- The temperature and viscosity
- The distance that the particles are displaced
- The speed of rotation

“Relative centrifugal force (RCF), or G-force, is the amount of acceleration that is applied to the sample. When RCF exceeds the buoyant and frictional forces in the sample, the particles will move away from the axis of rotation and result in sedimentation.”

For separation of the glycerine [glycerin, glycerine and glycerol are interchangeable terms; I choose to use glycerine] by-product, there are a couple of additional factors to take into account.

- 1) *Will the mixture be maintained at a temperature above the melting point of the pure glycerine?* At 13.3 degrees C, it should not be difficult, and will enable separation.  
I am assuming the answer is yes for the remainder of this research.

- 2) *Should the remaining methanol be recovered before separating the rest of the mixture?*

The distillation process typically used with vacuum and heating is energy intensive and produces methanol vapour, which is a hazard (flammable, explosive, toxic).

Therefore, it could be advantageous to use a centrifuge to perform the separation of methanol from the rest of the glycerine by-product. Unfortunately, to date, I have not found a solid source for this being done.

This may be because methanol-water bonds are strong and may not succumb to typical centrifuges. Hence, the need for heat in the distillation process to supply the energy to break the molecular bonds between methanol and water. (but this should be the drying stage).

This discussion of the separation / purification process assumes distillation (for methanol recovery) before other steps in the process. [https://www.researchgate.net/publication/336488063\\_Conversion\\_of\\_Glycerol\\_to\\_Valuable\\_Products](https://www.researchgate.net/publication/336488063_Conversion_of_Glycerol_to_Valuable_Products)

The Dolphin Centrifuge, marketed specifically for the biodiesel production market (notably for separating the biodiesel from the glycerin by-product (rather than using settling), says this: <https://dolphincentrifuge.com/biodiesel-centrifuge/>

### “Glycerin Clarification

**“Distilling separated glycerol recovers the methanol and produces glycerin.** [emphasis added] Pure glycerin has good resale value and is in demand in the food and cosmetics industries.

“Clarification of glycerin to remove small impurities makes it usable. A disc stack centrifuge has the required g-force to remove the finest trace particles from glycerin.

“The advantages of using industrial centrifuges (listed above) are applicable for glycerin purification as well.”

While centrifuges for extracting ethanol exist, a quick Web search did not find any relevant hits for a methanol centrifuge (ethanol units did come up on that search).



## Potential Uses for Waste Vegetable Oil for Island Futures

I have been through a few papers which satisfied the “methanol + centrifuge” Web search criteria, and none mention using the centrifuge to separate free methanol from other materials in a glycerine mixture. Several of the papers mention removing free methanol before using a centrifuge. For example:

A sustainable methanol-based solvent exchange method to produce nanocellulose-based ecofriendly lubricants

<https://www.sciencedirect.com/science/article/pii/S0959652621028730>

Based on the research I have done, while I have not found a definitive ‘do not use a centrifuge when free methanol is present’ statement, I believe the implication is that this is not done in practice. Unhappily, in my opinion, that leaves us back at using distillation and vacuum to recover the excess methanol from the glycerine by-product before using a centrifuge to further separate / purify the glycerine.

Which brings me back to the Springboard GL 95 “demethylator”. Perhaps it can be operated in such a way that the methanol is recovered from the glycerine by-product and then the remainder provided in raw form for processing (possibly in a centrifuge) rather than going directly into unpurified ‘soap’ bricks. This would require discussion with the vendor. Having dealt with other customers, they may be able to suggest an even better solution.

My research also led me to look into ElectroDialysis as a means of separating the components of the glycerine by-product, and while there was some interest years ago, it seems nobody is actively pursuing it now.

EET Corporation HEED technology Company no longer operational  
<https://www.bluetechresearch.com/tools/innovation-tracker/eet-corporation/>  
<http://www.eetcorp.com/heepm/heepm.htm>

There does seem to be current interest in ionic treatment, physico-chemical treatment and micron sieve technologies as other means of separation, but these may also fail at the breaking the methanol chemical bonds in the glycerine by-product.

## CONCLUSIONS

It is possible that biodiesel could be used in the new bus fleet (GM), but research would be required on additives, possibly modded ECU chips and consultation with the manufacturer to ensure the warranty will not be affected.

There are other uses for WVO than just making biodiesel, although the expert I interviewed feels this is the highest value use for WVO.

It is possible to use WVO for space heating, but not recommended (by vendor) for living spaces. One unit researched can run on WVO and other fuels, reducing supply risk for the property owner.

It is not worth trying to recover methanol from the produced biofuel.

It probably is worth trying to recover methanol from the glycerine by-product (‘cocktail’), for both environmental and financial reasons.

Recovering the methanol via distillation could be considered to be operating a still, which has legal implications under Canadian law and regulations.

Dealing with methanol vapour is hazardous and complicated.

There are hazards associated with distillation and vacuum recovery of excess methanol from the glycerine by-product.

I would prefer that Island Futures staff and volunteers not use a distillation and vacuum system to recover methanol vapour (which would then be condensed to a liquid which needs to be dried for re-use).

There is a commercial product on the market which claims to simplify and reduce the hazards of recovering methanol from the glycerine by-product.

There are other uses for the glycerine by-product elements after methanol extraction.

Some of these may be more attractive than making glycerine soap, and easier. Automotive anti-freeze (based on the glycerol content) is just one.

A centrifuge can work at separating the elements of the glycerine by-product mixture. However, it appears that separation of the methanol is typically done as a pretreatment step before using the centrifuge to separate the salts and other impurities from the liquid glycerine (acid process). Otherwise, the energy costs of methanol recovery are high.

## RECOMMENDATIONS

## Potential Uses for Waste Vegetable Oil for Island Futures

1. Make biodiesel from the WVO for fueling diesel vehicles and equipment.
2. Connect with Yellow Heat (Tom Leue) to investigate the potential for using their system to burn WVO for heating a warehouse or greenhouse or other structure that is not occupied continuously. I don't recommend WVO or biodiesel for residential heating within the building, per the information from Yellow Heat.
3. With the expectation of purchase, investigate using some of the Springboard technology as a way towards methanol recovery and processing of other material from the by-product. In particular, the GL95 which recovers methanol from the glycerine by-product and also produces soap.



## APPENDIX - DIFFERENT NAMES FOR METHANOL:

This can be useful information when sourcing product for biodiesel production. When I was making small amounts of biodiesel, methyl hydrated (marketed as a paint thinner / cleaner) was less expensive than 'methanol', which was sold in bulk by car performance outlets.

- Bieleski's solution
- Carbinol
- CH<sub>3</sub>OH
- Methylol
- Methyl alcohol
- Methyl hydrate
- Methyl hydroxide
- Monohydroxymethane
- Pyroxylic spirit
- Wood alcohol
- Wood naptha
- Wood spirit
- White spirit

## REFERENCES

Websites used to obtain specific information are not listed here, but are inserted in the document as appropriate

15 Creative Uses of Used Cooking Oil You Never Knew About Mahoney Environmental  
<https://www.mahoneyes.com/blog/15-creative-uses-of-used-cooking-oil-you-never-knew/> (use with caution)

*Applications of Waste Cooking Oil Other Than Biodiesel: A Review* D.C. Panadare & V.K. Rathod 2015 Iranian Journal of Chemical Engineering  
[http://www.ijche.com/article\\_11253\\_54b41ee620eb7a8972ee3e37776dad5f.pdf](http://www.ijche.com/article_11253_54b41ee620eb7a8972ee3e37776dad5f.pdf)

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Tom Leue (Yellow Biodiesel) personal conversations with the author

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<https://www.trianglebiofuels.com/methanol-recovery/>

<http://www.fenixchemtech.in/pdf/Recovery%20of%20Methanol%20from%20Biodiesel%20Process.pdf>

<https://forums.tdiclub.com/index.php?threads/vacuum-distillation-of-methanol-frombiodiesel.221235/>

[https://www.webpages.uidaho.edu/mindworks/Capstone%20Design/Project%20Options/2018-19%20Projects/01\\_Biodiesel\\_Redesign%20of%20Methanol%20Recovery%20System.pdf](https://www.webpages.uidaho.edu/mindworks/Capstone%20Design/Project%20Options/2018-19%20Projects/01_Biodiesel_Redesign%20of%20Methanol%20Recovery%20System.pdf)

[https://make-biodiesel.org/images/pdffiles/Advanced\\_vacuum\\_process.pdf](https://make-biodiesel.org/images/pdffiles/Advanced_vacuum_process.pdf)

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<https://www.trianglebiofuels.com/why-you-should-never-buy-an-rsi-55-methanolrecovery-system/>

<https://www.sacome.com/en/heat-exchangers-for-biodiesel-production/> <https://www.springboardbiodiesel.com/glycerin-and-biodiesel-demethylation.html>

<https://farm-energy.extension.org/new-uses-for-crude-glycerin-from-biodieselproduction/>

<https://pubs.acs.org/doi/10.1021/acsomega.1c02402>

[https://www.messiah.edu/departments/engineering/projects/ipc/pdf/B/Biodiesel-Methanol%20Recovery%20Project%20\(2009%20FR\).pdf](https://www.messiah.edu/departments/engineering/projects/ipc/pdf/B/Biodiesel-Methanol%20Recovery%20Project%20(2009%20FR).pdf)

(glycerine used as fire starter and soap product)

<https://www.methanol.org/wp-content/uploads/2016/06/Methanol-Technical-DataSheet.pdf>

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*The Biodiesel Bible* by Keith Addison, 2013

Two-Step Purification of Glycerol as a Value Added by Product From the Biodiesel Production Process  
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6878765/>

Biofuel Centrifuge Patent

Potential Uses for Waste Vegetable Oil for Island Futures

<https://www.mysciencework.com/patent/show/biofuel-centrifuge-US7635328B2>

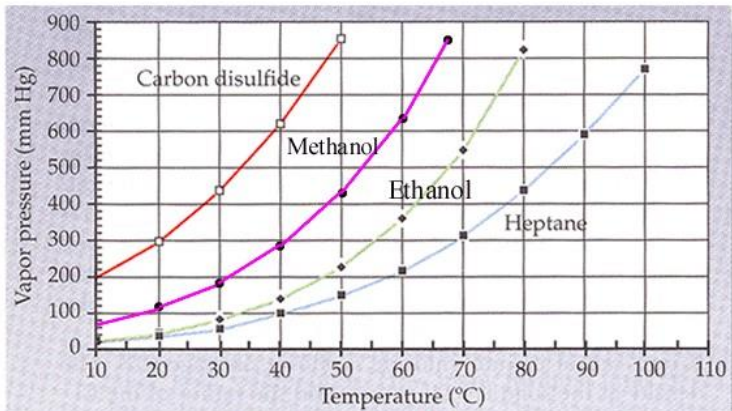
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Bioprocesses for the Biodiesel Production from Waste Oils and Valorization of Glycerol <https://www.mdpi.com/1996-1073/15/9/3381/pdf>

Biodiesel Centrifuge | Operation, Benefits, Applications & Specifications (Dolphin) <https://dolphinscentrifuge.com/biodiesel-centrifuge/>

PURIFICATION OF CRUDE GLYCEROL BY A COMBINATION OF PHYSICO-CHEMICAL TREATMENT AND SEMI-CONTINUOUS MEMBRANE FILTRATION PROCESSES

Masters Thesis by Chol Ghai Chol 2018 <https://harvest.usask.ca/bitstream/handle/10388/11230/CHOL-THESIS-2018.pdf>  
(methyl alcohol, wood alcohol): 66°C or 151°F at STP



The vapor pressure of **chloroform** is 400 mm Hg at **42.0** °C. From the plot of vapor pressures vs temperature above, estimate the temperature at which the vapor pressure of **carbon disulfide** is 400 mm Hg.  °C

The heat of vaporization of **chloroform** would be expected to be  than the heat of vaporization of **carbon disulfide**.

If using vacuum for lowering the boiling point of methanol, these might be useful information:

STP is 20 C and 760 mmHg

350 mm Hg at 25 C as a boiling point

110 mm Hg at 20 C

# 2023 RDN Zero Waste Recycling Funding Application

Submitted By:



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In response to the RDN's requests for proposals to increase Zero Waste Recycling, Loaves and Fishes Food Bank is pleased to submit this application for funding.

## **Overview of Loaves & Fishes Food Bank Operations**

Loaves & Fishes fulfills its purpose and mission by using the problem of food waste to address the problem of food insecurity:

- Collecting food donations from local, regional and national grocery store partners and local individual donors
- Sorting and storing food
- Providing quality, nutritious food to people through Loaves & Fishes market style food distribution depots
- Providing quality, nutritious food to people in Nanaimo & across Vancouver Island through partnerships with Indigenous Communities, other non-profits, schools and other food banks
- Providing surplus food which is unfit for human consumption to farms for livestock and compost
- Disposing of unfit food the farmers do not take through industrial compost partners

Loaves & Fishes Food Bank provides food bank services directly to people in need through a network of 10 free food market depots open 7 days a week in Nanaimo and through our Northern Vancouver Island food bank. Our free markets combined with partnerships with Indigenous Communities, other non-profits, schools and other food banks reach approximately 15,000 people across Vancouver Island. Food Banks BC recognizes Loaves & Fishes as one of the leading food banks in Canada.



## Using the Problem of Food Waste to Address the Problem of Food Insecurity

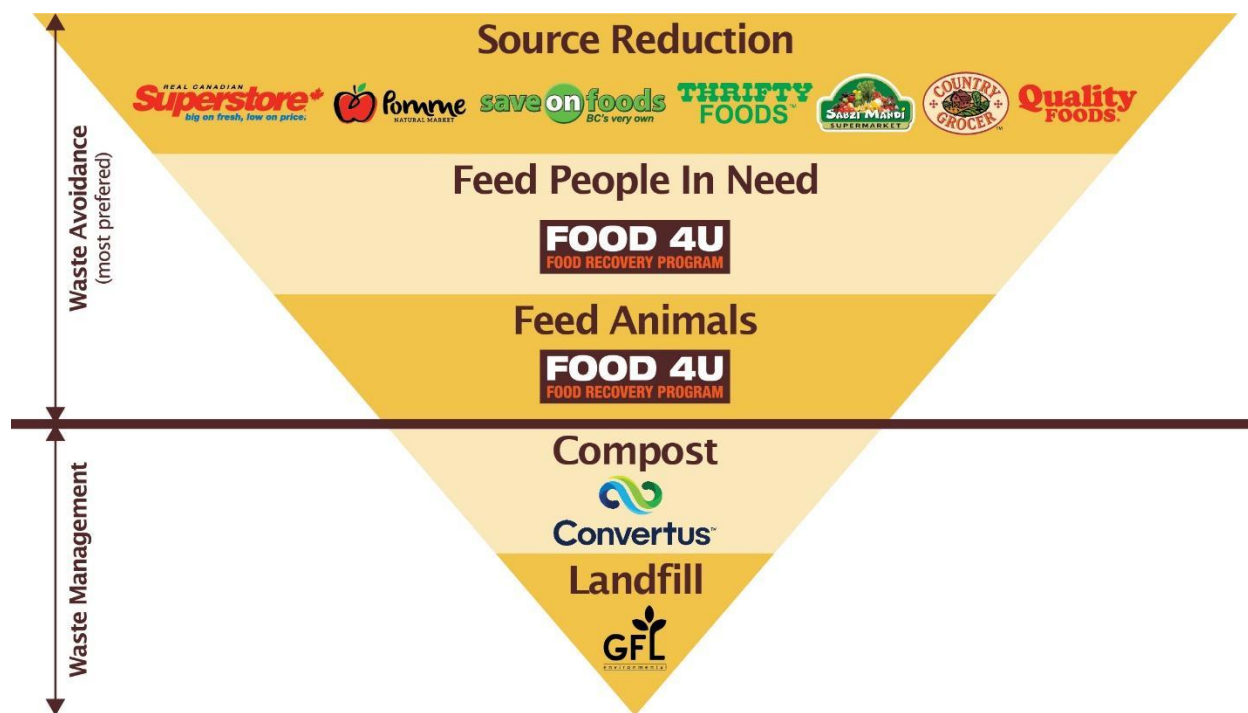
**Diverting Food Waste through Food 4U Food Recovery** - The circular economy in action.

Since 2012 Loaves & Fishes Food Bank has operated our successful Food 4U Food Recovery Program in Nanaimo BC. This program ensures that grocery retailers, food wholesalers, trucking companies, farmers and others have a simple, efficient and cost effective way of ensuring their surplus food can be diverted from the waste stream and put to its highest and best use.

Loaves & Fishes primary mechanism of recovering surplus food is to provide grocery stores with 7 day a week pick up of ALL surplus food they are disposing of. The food industry's waste disposal need is resolved as their surplus food is diverted from the landfill to benefit people. Food is also accessed at a provincial and federal level through our partnerships with Food Banks BC, Food Banks Canada and Second Harvest. In most instances, that food is through large scale food recovery from other communities.

Our food recovery partnerships have grown from one store in 2012 to 30 currently. The increase in food recovery partners is made possible by Loaves & Fishes refined and reliable operating systems. This methodology has proven Loaves & Fishes ability to sustain the increasing food recovery within the Regional District of Nanaimo and beyond.

Loaves & Fishes approach to the food recovery model is congruent to the Zero Waste Hierarchy of Highest and Best Uses utilized by the RDN. The graphic below summarizes this approach.



## **Humanitarian & Social Benefits of Food 4U Food Recovery**

Loaves & Fishes Food 4U Food Recovery Program has dramatically improved the lives of thousands of people by ensuring they have abundant access to healthy food. Due to the amount of good food available to Loaves & Fishes through food recovery, people within and outside the RDN (who can get to Nanaimo area) are able to receive food 7 days per week and are welcome to come daily. Additionally, Loaves & Fishes free food market depots operate on an “everyone welcome” policy with no income or address check required for service.

## **Farms & Composting Benefit from Food 4U Food Recovery**

In the interest of putting food to its highest and best use, food collected by Loaves & Fishes that is unfit for human consumption is made available to farmers for livestock and compost. The food the farmers don't take is composted through local industrial compost partners. Circular Waste BC provides 8 tons per month of composting to Loaves & Fishes, free of charge. Taking the unfit food to the landfill is our last resort.

## **Environmental Benefits of Food 4U Food Recovery**

Loaves & Fishes Food Recovery Program dramatically reduces the amount of food that ends up in the RDN landfill. Since 2012, the Food 4U Food Recovery Program has recovered over 15,500,000 pounds of food that would otherwise have become part of the waste stream.

## **Building & Maintaining Operations**

In order for Loaves & Fishes to continue growing successful, sustainable food recovery and distribution programs, **Two key aspects need to be in place:**

**1. Strong and long term community partnerships.** From food collection and distribution to fundraising and social enterprise, Loaves & Fishes maintains a positive relationship with all community partners.

**Surplus food is collected from the following Food Recovery Partners:**

### **Nanaimo & Cedar:**

- Thrifty Foods
- Walmart
- Superstore
- Fresh Point
- Quality Foods
- Coco Cafe
- Country Grocer
- COBS Bakery
- Save on Foods
- Van Kam
- Shoppers Drug Mart
- Starbucks
- Sabzi Mandi
- Cold Star Solutions
- Pomme Market
- Comox Pacific
- London Drugs
- 49<sup>th</sup> Parallel Grocery

### **Ladysmith:**

- Save on Foods

### **Nanoose Bay:**



- Quality Foods

**Parksville & Qualicum:**

- Quality Foods

**Port Alberni:**

- Quality Foods

**Comox & Courtenay:**

- Quality Foods (Currently stat holidays only)

**Loaves & Fishes operates free food market depots in partnership with the following churches in the Nanaimo area:**

- |                                   |                         |                           |
|-----------------------------------|-------------------------|---------------------------|
| • St Paul's Lutheran Church       | • Salvation Army Church | • Christ Community Church |
| • St Andrew's Presbyterian Church | • Brechin United Church | • Nanaimo Alliance Church |
| • Maranatha Church                | • Neighbourhood Church  | • Generations Church      |
| • Generations Church              |                         |                           |

**Loaves & Fishes operates a food bank in Port Hardy in partnership with:**

- St Columba's Anglican – United Church

**As Vancouver Island distribution hub for Food Banks BC and Food Banks Canada, Loaves and Fishes receives, stores and provides food to food banks in the following communities:**

- |                     |                 |                   |
|---------------------|-----------------|-------------------|
| • Victoria          | • Sooke         | • Goldstream      |
| • Sidney            | • Lake Cowichan | • Chemainus       |
| • Pender Island     | • Parksville    | • Port Alberni    |
| • Ladysmith         | • Ucluelet      | • Comox Valley    |
| • Tofino            | • Quadra Island | • Mayne Island    |
| • Campbell River    | • Denman Island | • Powell River    |
| • Saltspring Island | • Hornby Island | • Saanich         |
| • Denman Island     | • Mill Bay      | • Gabriola Island |

**Loaves & Fishes provided food free of charge to the following non-profits on Vancouver Island in 2021:**

- Nanaimo 7-10 Club
- AVI Health & Community Services
- Canadian Mental Health
- Chemainus Harvest House
- Compass Church
- Cowichan Neighbourhood House
- Crisis Pregnancy Centre of Nanaimo
- Nanaimo Food Share
- Girl Guides of Canada
- Habitat for Humanity
- Haven Society
- Island Crisis Care Society
- Ladysmith Association of Family & Friends
- Nanaimo Literacy Association
- Nanaimo Association of Community Living
- Nanaimo Affordable Housing Society
- Nanaimo Community Kitchens
- Nanaimo Family Life
- Nanaimo Youth Services Association
- Society of St Vincent de Paul
- Vancouver Island Mental Health
- Vancouver Island University
- World Tree Ministries
- Youth with a Mission
- Wisteria Community Association
- BGC of Central Vancouver Island
- Nanaimo Men's Resource Centre
- Youth for Christ
- BGC Central Vancouver Island
- Nanaimo John Howard Society
- North Island Community Society
- Hardy Bay Seniors Society
- The Pentecostal Assemblies of Canada
- British Columbia and Yukon District Society
- North Island Crisis and Counseling Society
- St John Gualbert Anglican – United Church
- St Columba's Anglican – United Church
- Denman Island Community Education Society
- People for a Healthy Community on Gabriola Society

**Indigenous Communities & Organizations encompassing several agencies in 2021:**

- Stz'uminus First Nation
- North American Indigenous Ministries (Penelakut)
- Tillicum Lelum Aboriginal Society
- Namgis First Nation
- Gwa'sala - Nakwaxda'xw First Nation
- Quatsino First Nation
- School District 68
- School District 85
- Island Health
- Ministry of Children and Family Development
- Salvation Army (Nanaimo & Port Alberni)

### Current Community Food Reach 2022:



**2. Investment in capital infrastructure**. Funding for equipment is essential for all aspects of Loaves & Fishes food recovery and distribution operations.

Expansion of food recovery to communities beyond Nanaimo, Ladysmith, Chemainus and Parksville requires significant investments in infrastructure to ensure the facilities and equipment are in place to collect, sort, store and distribute additional food. From refrigerated trucks, coolers, freezers and warehouse space, to collection bins and washing facilities, considerable equipment is required to operate a robust food recovery program. Some of these investments are lower cost and mid-level, while others require significant funding.

Examples:

Lower Cost: Purchase of 80 new collection bins costing \$24 per bin (recently increased from \$13 per bin) with each new food recovery grocery partner.

Mid - level Cost: Refrigerated 5 ton trucks now average \$235,000 (recently increased from \$210,000 per truck). A new truck is required each time a new community is added to Loaves & Fishes food recovery program.

Large Cost: Loaves & Fishes 6,000 square foot warehouse and equipment within. Warehouse acquired in 2014.

## **Collecting Recycling to Fund Food Recovery**

**Empties 4 Food Social Enterprise** – Keeping recyclable drink containers out of the landfill

Loaves & Fishes Empties 4 Food Program contributes to the RDN's Zero Waste goals by providing a convenient option to the public for recycling and thereby reducing the number of beverage containers that end up in our landfill. Empties 4 Food social began in 2017 and currently collects donations of refundable drink containers through 29 public donation bins from Cedar to Nanoose Bay. Empties 4 Food has also expanded to 14 condo buildings and businesses which previously had no recycling system in place. At the same time, the revenue stream of \$20,000 - \$30,000 per month from this program is put directly towards Loaves & Fishes food recovery and distribution operations. Since 2018, Loaves and Fishes has recycled over 6,440,000 drink containers.

**Loaves & Fishes partners with the following organizations & businesses to host public Empties 4 Food donation bins:**

- |                          |                              |                       |
|--------------------------|------------------------------|-----------------------|
| • Regional Recycling     | • Thrifty Foods Port Place   | • Superstore          |
| • 7 Eleven Departure Bay | • John's Bedrooms            | • VIU North Residence |
| • VIU South Residence    | • Departure Bay Liquor Store | • DBL Disposal        |
| • Stones Marina          | • Cassidy Farm Market        | • RDN Landfill        |
| • Delicados              | • Jolly Giant Day Care       | • Milner Group        |

- Hammond Bay Church
- Oceanside Church
- 7 Eleven Dover Rd
- St Philip Anglican
- Triple T Party Rentals
- Neighbourhood Church
- Generations Church
- Thrifty Foods Longwood
- Snaw Naw As Shell Station
- Country Grocer Chase River
- Maranatha Church
- Alliance Church
- Brud House
- BCG South Nanaimo

## **Looking to the Future**

### **Expanding & Growing Food Recovery**

Loaves & Fishes' goal is continuing expansion of food recovery to serve people and the planet. With our expertise gained from the scalable model Loaves & Fishes created, food recovery and distribution is possible anywhere within 90 minutes of Nanaimo, from Duncan to Campbell River and Port Alberni.

The growth of food recovery is made possible through Loaves & Fishes central warehouse hub in Nanaimo. Grocery stores within a 1.5 hour drive of Nanaimo can be provided with 7 day a week collection of all food they are disposing of. The food in these communities will be brought to Nanaimo and put to its highest and best use.

### **Putting the Recovered Food Back into the Communities**

Centralizing the collection of surplus food can only happen when there is a high level of trust between the other communities and Loaves & Fishes. As such, food recovery only expands to communities outside of Nanaimo by invitation. In January 2021, the Ladysmith Food Bank and Chemainus Food Bank invited Loaves & Fishes to work in their community. Since then, Loaves & Fishes provides 7 day a week food recovery collection from Ladysmith Save on Foods. That food is brought back to Loaves & Fishes warehouse in Nanaimo where it is sorted. In turn, food Loaves & Fishes has available is delivered weekly back to Ladysmith and Chemainus for distribution to people in their communities.

Since August 2021, Loaves & Fishes has also provided weekly delivery for non-profits in Parksville. The success of these partnerships has provided a scalable template for providing food recovery services across the RDN. The trust built has enabled Loaves & Fishes to expand food recovery to the Save on Foods in Nanoose, Parksville and Qualicum.

Food and delivery is provided free of charge and will continue benefiting the food programs of Indigenous Communities, non-profits, schools and other food banks in Nanaimo and across Vancouver Island.

### **Expanding Empties 4 Food Recycling Collection**

Loaves & Fishes has made large strides in setting up regular recycling collection in condo strata complexes and businesses within the RDN. There are opportunities to grow this convenient recycling option across the RDN. Additionally, many smaller communities on Vancouver Island where Loaves & Fishes is currently delivering food do not have a local recycling facility. Loaves & Fishes intends to offer recycling in these communities wherein their donated empty drink containers will be brought back to Nanaimo for processing.

## **Space Constraints Inhibiting Growth**

In the last 7 years Loaves & Fishes food recovery program has grown beyond the current facility's efficient operating capacity. The success of the two zero waste programs; Food 4U Food Recovery and Empties 4 Food has established the need for a much larger facility.

### **Food 4U Food Recovery:**

As Loaves & Fishes takes on new food recovery grocery partners and expands food collection through regional and national partnerships, a crisis of space becomes apparent. Specifically, we do not have the cooler, freezer and sorting space to receive the entire volume of food that can be made available to us. Currently, we are having to rent overflow refrigerator space at a local cold storage facility. We are unable to accept large tractor trailer loads of food offered when warehouse storage is already at capacity. Additionally, efficient sorting of food requires space to implement an assembly line system. With our current space constraints, food is sorted in individual stations by volunteers less efficiently. This results in good food sometimes being allocated to lower levels of the food recovery pyramid there is not time and space to properly sort it.



### **Empties 4 Food:**

The success of Loaves & Fishes Empties 4 Food program creates additional space concerns due to the volume of drink containers acquired daily. Currently, empty drink container sorting must happen outdoors at the 1861 East Wellington Road property. Sorting under tents at a separate location limits Loaves & Fishes ability to implement more efficient sorting systems. At peak empties donation times, over 100 mega bags of empty drink containers are collected every week.



**Having both of these programs operating indoors at the same location will significantly increase Loaves & Fishes ability to grow both of these programs.**

## **Solution - A New Larger Warehouse**

### **Design & Plan**

Loaves & Fishes intends to build a 25,000+ square foot warehouse at 1861 East Wellington Rd in Nanaimo. This property has been purchased by the City of Nanaimo for Loaves & Fishes to lease for 30 years at the cost of \$10.00. Among the many benefits, the new building will ensure people experiencing food insecurity have food to eat while at the same time contributing toward the RDN's Zero Waste goals. We currently have a design specification and budget in place and are ready to move forward with the build once funding is secured. Saywell Contracting has been selected to oversee the design build process.

We are seeking financial support from the RDN to build this facility and ensure it has the equipment needed to optimize food and empties sorting. We are also seeking funding from the Government of BC.





### Timeline & Budget

Budget Item	Time Frame	Value	Proposed Funder
Planning/Design	Currently ongoing	\$300,000	RDN/Loaves & Fishes
Land Purchase	December of 2021	\$1,300,000	City of Nanaimo
Construction	July 2022 to December 2023	\$11,440,000	Provincial Government
Warehouse Equipment	March 2022 to December 2023	\$1,000,000	RDN and other grant opportunities.

## Aligning with the RDN Zero Waste Goals

### Ability to Grow Key Zero Waste Operations

#### Food 4U Food Recovery

Loaves & Fishes intends to integrate more food recovery grocery partners into our food recovery program. Food recovery services to all major grocery stores in the RDN will be possible. Our experience has shown us that each new store that joins our food recovery program results in between 110,000 and 264,000 pounds of food being diverted annually from the waste stream to higher and better uses. A larger facility will enable Loaves & Fishes staff and volunteers to more efficiently sort and distribute food. This will dramatically increase the amount of food diverted from being wasted and directly benefit people in need in Nanaimo and across Vancouver Island.

#### Empties 4 Food

The new larger warehouse will enable Loaves & Fishes to further expand our Empties 4 Food Program within the RDN and to communities where we will be doing food recovery and distribution. Empties 4 Food fills the recycling gap by offering a convenient way to recycle within the RDN, especially in strata complexes and communities that do not offer drink container recycling solutions. Additionally, the

expansion of Empties 4 Food will help ensure operational funding is available to assist in covering the costs of food recovery and distribution growth. Regional Recycling has agreed to continue supplying Empties 4 Food donation bins at no charge as we increase the service within the Regional District of Nanaimo and to other communities.

## **Intended Use of RDN Funding**

Loaves & Fishes is requesting \$150,000 in the 2023 fiscal year to be used toward the new warehouse development costs and warehouse. By providing funding in 2021 and 2022, the RDN has provided crucial seed money that will catalyze support from other levels of government. As the above budget shows, now that Loaves & Fishes has received funding from the RDN and City of Nanaimo, we intend to seek further financial support from the Provincial Government.

### **Food 4U Food Recovery**

Continuing a successful food recovery program requires a significant investment in key equipment. Ensuring food is put to its highest and best use relies on Loaves & Fishes ability to maintain operations 7 days per week, 364 day per year. As such, funding for investment in equipment is essential.

### **Empties 4 Food**

We are currently looking at options for automated empties sorting equipment. This sorting equipment is required to ensure empties can be efficiently stored and sorted. Our goal is to accept delivery of this system prior to completion of the warehouse so that our current backlog of unsorted empties can be reduced. Additionally, Loaves & Fishes will be able to handle the increasing influxes of drink containers with the implementation of better sorting equipment and systems.

## **Recognition & Reporting**

### **Recognition of Support**

As the original financial contributor to Loaves & Fishes new warehouse, the RDN will be recognized as the founding contributor in the main entrance. Additionally the RDN will be recognized in Loaves & Fishes Annual Reports.

### **Reporting**

Loaves & Fishes agrees to provide reporting updates according to the following schedule:

1. February 2023: Update on the development process for new warehouse and design of empties sorting equipment.
2. July 2023: Update on the development process for new warehouse and design of empties sorting equipment.
3. Quarterly construction reports once construction begins.
4. Continuation of quarterly reports on food recovery operating metrics reporting the volume of food recovered.

5. Continuation of quarterly reporting of other operational metrics that are of significance to the RDN for achieving its zero waste goals.

## **Concluding Comments**

### **Implication of Partial Funding**

In a best case scenario, partial funding would result in a delay in the completion of the warehouse and a delay in the acquisition of the empties sorting system.

### **Proven Track Record of Responsible Funding Use**

Loaves & Fishes is pleased to provide this proposal for your consideration. We are confident that with your support we will be able to scale up our operations to further contribute to the RDN's zero waste goals. Opportunities to tour our operations and for on-site clarification of where the funding is being used is always available at your convenience.

If you require any additional information or have questions, please don't hesitate to contact me.



## **PROPOSAL**

### **INITIATIVE TO INCREASE WASTE DIVERSION AND DECREASE WASTE PRODUCED BY SMALL BUSINESSES AND MULTI-FAMILY HOUSING COMMUNITIES IN THE REGIONAL DISTRICT OF NANAIMO**

**Contact:** Dr. Kelsey Gil  
dr.kelseygil@oceanambassadorscanada.org  
(236) 999 - 4119

OCT 3, 2022

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## Executive Summary

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Ocean Ambassadors Canada is an environmental charity that is turning the tide on marine pollution through experiential ocean education programs, zero waste coaching and education for small businesses, and community initiatives such as PickUp3 and single-use item reduction campaigns. Through our programs, initiatives, and coaching, we empower people of all ages to protect what they love and make real change.

Ocean Ambassadors Canada (OAC) seeks to lead a region-wide zero waste initiative, in collaboration with the Regional District of Nanaimo, for small businesses and multi-family housing communities to reduce the amount of food scraps and organics ending up in the landfill, increase recycling, decrease the number of single-use items used and disposed of, and increase understanding of the waste hierarchy.

This initiative is focused on meeting and working with small businesses and multi-family housing communities to educate about the waste hierarchy and how to recycle effectively. OAC will work with small businesses and multi-family housing communities to reduce organics and food waste, and minimize the use of single-use items. We will engage with 80 small businesses, primarily cafes and restaurants, and 50 multi-family communities.

We have a proven track record of being timely and on-budget and have led numerous sustainability initiatives, enabling us to be well-equipped for the tasks outlined in this proposal. Most recently, we have partnered with Vancity Credit Union and Metro Vancouver to implement zero waste coaching and education projects. In August 2022, we entered into a 2-year partnership with Metro Vancouver to deliver zero waste education throughout the region.

This initiative will help the Regional District of Nanaimo to achieve the SWMP's goal of 90 per cent diversion of waste from landfill by 2029. OAC looks forward to promoting RDN programs, such as ReTHINK Waste, as an integral part of our project.

## 1.0 Ocean Ambassadors Canada

### 1.1 Our History & Philosophy

#### 1.1.1 Who we are

Ocean Ambassadors Canada is an environmental charity that is turning the tide on marine pollution through experiential ocean education programs, zero waste coaching and education for small businesses, community initiatives and single-use item reduction campaigns. Through our programs, initiatives, and coaching, we empower people of all ages to protect what they love and make real change.

Our two portfolios - Education & Zero Waste - are spearheaded by a dynamic team combined with a hands-on management style. We have strong financial controls, conduct strategic and operational planning, and have considerable management and staff resources. Our staff have great respect for the environment and a drive to make the world a better place; this devotion has been key to successfully implementing our many sustainability initiatives.

#### 1.1.2 Purpose, Mission & Values

As an organization, our core purpose is to connect people with the ocean, educate them about marine pollution, and inspire them to care for the ocean. We have set out on a mission to start Canadians on a journey of reconnecting with nature, caring for the ocean and learning ways they can help to restore and protect it. Every time we 'set sail' in our work, we are guided by the following core values:

Stewards of the Sea | Devoted to deep connection | Nurturing the flow of big ideas | Steered by passion

#### 1.1.3 Our History

Ocean Ambassadors Canada was incorporated in 2017 and earned charity status in 2018. In our first 5 years, we have worked with more than 19,000 young people in our on-the-beach programs where students experience joy and fun on the ocean and at the beach, learn about ocean health and marine pollution, and are inspired to take meaningful action at home, school and in the community. More than 90% of classes that come through our programs launch a single-use or other waste reduction initiative in their schools. These initiatives range from litter-less lunches to purchasing china and metal cutlery for cafeterias, to education workshops for other students.

OAC's zero-waste initiatives began in 2018 to target marine pollution at the upstream source. These initiatives are increasingly impactful as we learn and adapt our strategies with each initiative. Our community business involvement began with the successful implementation of a community single-use reduction initiative in Deep Cove, "The Last Straw." We then worked with communities and business owners in Edgemont Village and Horseshoe Bay. Most recently, OAC implemented a reusable take-out container initiative in North Vancouver, East of Seymour. With the support of Vancity Credit Union and some support from the City of North Vancouver, we have conducted our zero-waste coaching for more than 190 small businesses in Metro Vancouver. We are currently working with Metro Vancouver to deliver zero waste education throughout the region.



OAC currently operates in Victoria, Nanaimo, Metro Vancouver and Chilliwack. Our school programs have been operating in Metro Vancouver, Chilliwack, and Nanaimo since 2017, and Victoria since 2022. We are currently working with Return-It to implement our PickUp3 initiative across Vancouver Island, and we have partnered with Reusables Vancouver Island to implement a pilot project for their reusable takeout container and cup platform.

## 1.2 Organizational Structure

### 1.2.1 Key Staff

#### *Executive Director & Co-Founder - Alison Wood*

A former competitive sailor and triathlete, her lifelong love of the oceans also includes kayaking, and prone and stand-up paddleboard (SUP) racing — which has taken her to the Maui2Molokai (M2M) channel crossing race and to the ISA's World SUP championships in Fiji. A lifelong educator, her experience includes developing and teaching continuing education courses for BC paramedics, developing curriculum and courses for Sail Canada, and developing ski instructor programs for Mt. Seymour.

*“The inspiration for Ocean Ambassadors came while on my SUP board in Deep Cove. The incredible beauty of the ocean was regularly contrasted with garbage floating in the water. We need to inspire people to protect our oceans, and to do that we need to get people to the beach and onto the water to experience its magic.”*

#### *Marine Biologist; Vancouver Island Program Director & Zero Waste Coordinator - Kelsey Gil*

Kelsey has been passionate about the ocean and marine life for as long as she can remember, despite growing up in the prairies. In her journey to study marine life, Kelsey completed a B.Sc. (Hons) degree in animal biology and studied at the Bamfield Marine Sciences Center where her love for all marine life – big and small, continued to grow. She obtained her Ph.D. in Zoology from the University of British Columbia where she studied the internal anatomy and biomechanics of lunge-feeding whales. She continued her research as a postdoctoral fellow, and lecturer at UBC. Kelsey has recognized that the most important thing she can do to help our oceans is share her knowledge to help educate people about how important our oceans and all their inhabitants are, to demonstrate how much we stand to lose if we don't take action.

#### *Zero Waste Manager Metro Vancouver - Alicia Gowan*

Alicia has deep connections to the ocean due to her upbringing in Nova Scotia and resultantly grew aware of the challenges coastal regions face when threatened by climate change and marine pollution. She holds a bachelor's specialization in Environmental Chemistry from Queen's University, in Kingston Ontario. In addition, she holds an International MSc. in Environmental Studies and Sustainability Science from Lund University, in Sweden. While in Sweden, she dedicated time to waste reduction initiatives in local non-profits, from food to household plastic waste, including co-launching a non-profit called Circle Center and its “Library of Goods” to address the problem of overconsumption. She is presently a Board Member of the Car Free Vancouver Society focusing on Grants and Diversity, Equity, and Inclusion, and volunteers for the local municipal party, OneCity Vancouver. Alicia's unwavering commitment to serving her local community has provided her with confidence to engage with many different stakeholders.

#### *Education Program Coordinator – Florence Norton*

Florence has 6 years of teaching experience, teaching a range of ages from grades 1 through 6. Before qualifying as an elementary school teacher from the Institute of Education - UCL with a postgraduate degree, Florence completed her undergraduate bachelor's degree of Sciences in Environmental Science at the University of Birmingham.

#### *Science Advisor - Rhiannon Moore*

Rhiannon works for the City of Victoria, and previously worked as a Researcher at Ocean Wise. Her research focused on microplastic pollution in beluga whales and their prey in the western Canadian Arctic. She published the first evidence of microplastic pollution in cetaceans within North America, was named one of Canada's top 30 under 30 sustainability leaders, later receiving the Garfield Weston Award for Northern Research. Her passion for science communication and waste reduction paired with the sobering findings of her research enabled her to shift her career from ocean research to waste reduction policy communication. Rhiannon now works for the City of Victoria's Zero Waste team.

#### *Controller - Carla Cove*

Carla Cove, CPA, oversees the finances of Ocean Ambassadors. She oversees bookkeeping, accounts payable and receivable, and all reporting to WorkSafe and governments.

#### *Board of Directors*

Ocean Ambassadors is supported by a Board of Directors with extensive business experience. Our board members include a marketing professional, business owners, and a passionate 17-year-old environmentalist.

## 2.0 Business Plan

### 2.1 Project Aim

OAC is conducting this zero-waste initiative with the aim of developing skills and knowledge that promote the Zero Waste Hierarchy of highest and best uses. Conducting this initiative in collaboration with RDN and appropriate partners will advance RDN's work in the [Solid Waste Services Department](#) and [Solid Waste Management Plan](#) (SWMP) as we chart a path to 90% waste diversion by 2029. We will:

- Work directly with 80 small businesses to decrease the percentage of food scraps going to the landfill, improve recycling and waste diversion systems and compliance from staff and customers, and improve business owners, staff, and customers' understanding of the importance of minimizing waste and maximizing reuse.
- Work directly with 50 multi-family housing communities to decrease the percentage of food scraps going to the landfill, improve recycling and waste diversion systems and compliance from residents and strata councils, and improve residents' understanding of importance of minimizing waste and maximizing reuse

## 2.2 Goals

The measurable goals of this initiative include the following:

### **Small Businesses:**

- Reduce waste generated, by underscoring the waste reduction hierarchy and particularly focusing on minimizing waste and maximizing reuse
- Educate small business owners and staff about the importance of separating food scraps and organic waste from landfill waste.
- Work with businesses to implement appropriate food and organics waste systems in their businesses.
- Educate small business owners and staff about effective recycling practices.
- Assist small businesses in educating customers through signage, appropriate receptacles, and communication e.g. “Are you having your coffee here? I’m happy to put it in a ceramic mug.”
- Inform businesses of regional and municipal bylaws/plans implemented by member municipalities, as well as emerging regulations implemented by the B.C. and federal government

### **Multi-family Housing Residents:**

- Reduce waste generated by underscoring the waste reduction hierarchy and particularly focusing on minimizing waste and maximizing reuse
- Educate residents about the importance of separating food scraps and organic waste from landfill waste.
- Work with strata councils and residents to implement appropriate food and organics waste systems.
- Educate strata councils and residents and staff about effective recycling practices. Promote the RDN Curbside app
- Promote the ReTHINK waste tools and resources (Love Food Hate Waste, Recycle Right, What Goes Where)

## 2.3 Operational Logistics Plan

### **Small Businesses:**

#### 1. Initial meeting and information gathering

OAC will meet with individual businesses to:

- Assess their waste output, compost and recycling efficacy. Does the business have a plan to deal with organic and food waste? Are there well-labeled garbage, compost, and recycling bins? Are there appropriate systems in place to direct these items to the appropriate stream?
- Look at materials, packaging and single use items currently in use. What types of take-out packaging exist? Are there separate dishes/materials for dine-in customers? Do the staff ask customers if they require cutlery and/or condiments or is it automatically provided?

In cooperation with North Shore municipalities and Metro Vancouver, OAC has developed a Zero Waste Coaching Framework. Please find this attached as Appendix 1. If OAC is a successful recipient of this grant we will work with RDN staff to amend this framework to meet the needs of the RDN.

## 2. Decals and marketing assets for businesses

OAC will provide 'moving towards zero-waste' window decals for participating businesses; design to be approved by all partners. OAC will also provide other co-branded digital and paper-based marketing assets for businesses.

## 3. Staff and community education and engagement

OAC will offer to support staff education workshops (virtual or in-person) for participating businesses. OAC will also work with businesses to launch community initiatives including education campaigns and events.

### *Reaching Businesses:*

OAC will work with local Chambers of Commerce, Business Improvement Associations and Business Associations to be introduced to small business owners who are interested in participating in zero-waste coaching. OAC will also work with municipal sustainability experts to connect with interested businesses.

### *Determining Program Success:*

OAC will use quantitative and qualitative tools to measure program success. OAC will create a short survey for businesses to complete at 3 months after the start of education services and 10 in-depth interviews of business owners 6 months into the program.

### *Surveys:*

Recognizing that small business owners are very busy, this survey may be completed verbally by OAC staff members when necessary. The survey will include\*:

1. Purchase rate of single-use items, types of single-use items in use
2. Volume of waste, recycling, compost generated by business
3. Fees paid to private haulers
4. Number of customers bringing reusable mugs - reusable mug discount
5. Number of businesses allowing customers to bring their own cups
6. Number of businesses offering for-here cups
7. Number of businesses offering cup-share programs.
8. Number of businesses allowing customers to bring their own container

\* Criteria to be determined in cooperation with RDN staff

### *Interviews:*

OAC will seek business owners who express interest in being interviewed. These interviews will provide more in-depth information on the success of the program and areas where it can be improved.

The results of the quantitative and qualitative evaluation will be used to continually improve the coaching program. The results will be shared with business owners who can use this information in their marketing campaigns. Confidentiality will be maintained.

## Multi-Family Housing:

### 1. Meeting and information gathering

OAC will meet (in person or on zoom) with strata councils and residents to:

- Assess their waste output, compost and recycling efficacy. Does the housing facility have a plan to deal with organic and food waste? Are there well-labeled garbage, compost, and recycling bins? Are there appropriate systems in place to direct these items to the appropriate stream?
- Provide a presentation about the waste hierarchy and effective recycling using the ReTHINK waste tools and resources (Love Food Hate Waste, Recycle Right, What Goes Where); OAC will consult with RDN staff to ensure that we are delivering the most appropriate information.
- Answer questions that the strata council and residents have about the current systems in place
- Provide suggestions and support for improving current systems

### 2. Assist in implementing effective waste practices

Based on initial meetings with strata councils and residents, OAC will provide assistance in implementing waste disposal, recycling, and organics/food waste systems as needed. OAC will provide written suggestions and information to the strata council and offer to present the report to residents.

## Timeline

Date	Milestone
2022	
December	Proposal approval & adjustments Planning for initiatives
2023	
January - May	10 businesses per month 6 multi-housing communities per month
May	Mid-year review, including completed surveys Meeting with RDN staff
June	10 businesses 8 multi-family housing communities
July - August	No businesses or communities
September - October	10 businesses per month 6 multi-family housing communities per month
November	Finish all work with businesses and communities Conclude surveys Reflections
December	Final report and meeting with RDN

## 2.4 Indigenous Involvement

OAC recognizes that the ocean is inextricably linked to First Nations communities of coastal British Columbia. To honor this connection and to take meaningful action on reconciliation, we will work together with First Nations in the RDN area, including Snuneymuxw and Qualicum nations. We will offer our educational services to all Indigenous owned businesses, including Island Roots Farmers' Market Co-op, Ay Lelum, Four Clover Electric, JoJo's Emporium, St. Jean's Cannery and Smokehouse, Evolution Business Marketing & Communication, and Stevens and Company Law Corporation. We will communicate with each Nation to explore how we might work with them to provide education and assistance with zero waste work.

OAC will seek to work with the Nanaimo Aboriginal Centre and [Nuutsumuut Lelum](#) (Nanaimo Passive House) to collaborate on providing zero waste educational events in the community.

## 2.5 Marketing & Advertising

We will distribute information about the initiative and promote the businesses, communities and RDN. This will include posting on social media, creating posters, press releases, and distributing leaflets.

## 2.6 Safety & Security

Ocean Ambassadors Canada carries liability and directors' insurance with Marsh Canada. If required, OAC will add RDN as a named insured party for the duration of this project. We have an up-to-date emergency plan, and all staff are trained in emergency procedures. Ocean Ambassadors is in good standing with WorkSafe BC. All employees and volunteers have completed criminal record checks.

## 3.0 Capacity for This Work

### 3.1 Past & Present Successes

To address marine pollution at the upstream source, Ocean Ambassadors has set out on a mission to change the way we consume single-use items. Since 2018, we have worked with forward thinking communities, local businesses, impact-driven start-ups, and organizations to create single-use and plastic reduction initiatives that cater to changing societal needs. These initiatives have brought communities together around an issue that impacts us all. The success of our past and current engagements corroborates our capacity for this region-wide initiative.

#### **Past successes:**

- ❖ East of Seymour Zero Waste Takeout (2021)
  - To address the problem of single-use waste, especially due to the exploding demand since the start of the COVID-19 pandemic, OAC and Reusables.com paired up to deliver a community-wide container and cup-share system to the East of Seymour community. By mid-October 2021, the shopping districts in Deep Cove, Dollarton, and Parkgate Village, offered takeout meals and drinks in reusable containers and to-go mugs using Reusables.com sharing platform. This community became the first in Canada where all restaurants and cafes offer takeout in reusable containers.

- ❖ Vancity Zero Waste Coaching for Small Businesses (2020-2021)
  - Ocean Ambassadors completed zero-waste coaching for 130 businesses with the support of Vancity. OAC's Zero Waste Coordinator worked with small business owners and managers to complete audits of waste management, single-use item use and communication/education of employees and customers. OAC then worked with businesses to find the most appropriate single-use items and to decrease or eliminate single-use item use where possible. OAC worked with businesses through education with owners and managers, staff education sessions, creation of marketing assets for each business. These assets included tents cards for POS locations, posters, cards containing staff prompts for take-out and for-here orders.
- ❖ Horseshoe Bay Beyond Plastic Bags (2020)
  - Horseshoe Bay Business Association and OAC collaborated for a joint initiative to shift Horseshoe Bay businesses from using disposable plastic bags to reusable alternatives. Together, we successfully empowered 28 out of 35 businesses in the seaside village to get on board. To build capacity in this shift, OAC provided a toolkit that helped businesses choose an alternative that best suits their financial and logistical needs. Businesses were encouraged to educate their customers and staff about the environmental impact of all single-use items.
- ❖ Edgemont Village Plastic Bag Free Campaign (2020)
  - Edgemont Village Businesses initiated a voluntary ban on single use plastic shopping and carrier bags in March 2020. 82 businesses participated and an additional 20 businesses supported this initiative. This action was led by OAC, endorsed by Edgemont Village Business Association and Edgemont & Upper Capilano Community Association, and supported by Vancity Credit Union.
- ❖ Marine pollution education implemented in Sail Canada "Learn to Sail Programs" across the nation (Ongoing)
  - OAC has partnered with the National Sailing team as well as the Learn to Sail programs to deliver marine pollution education across Canada, led by National Team members and sailing coaches.
- ❖ Straw Free Deep Cove Initiative & The Last Straw Event (2018)
  - OAC worked with Deep Cove merchants to facilitate all businesses in Deep Cove going straw free in May 2018. The OAC team met with business owners to discuss the crisis of single-use plastics and promote the business case for the use of paper straws and marketing opportunities around the initiative. OAC hosted a launch event "The Last Straw Deep Cove" to engage the community in the initiative. This event was sold-out and was very successful, with 110 Deep Cove community members attending. The event raised money to support Deep Cove restaurant owners to stop using straws or, if absolutely required, switch to paper straws.
- ❖ A single-use plastic free event at the Canadian Downwind Paddle Championships (2018)
  - OAC worked with event organizers to source single-use plastic free supplies. The OAC team was on sight educating competitors and families. Competitors were encouraged to



bring their own reusable cups and dishes for the post-race dinner. OAC had over 100 competitors pledge to reduce single-use plastic in their lives.

#### **Current engagements:**

- ❖ Zero Waste Initiative to reduce single use item waste in workplaces and communities across Metro Vancouver
  - Two year initiative to lead a region-wide zero waste initiative to reduce single use item waste in workplaces and communities across Metro Vancouver. This will have a cascading effect on nearby businesses to reduce the number of single use items purchased, used and disposed of. The initiative is twofold: engage 80-120 corporate and government offices, and engage with the public at 120-130 events. Both initiatives will be focused on education and awareness of “for here, bring your own cup” and cup/container share platforms.
- ❖ Zero Waste Take-out comes to the Shipyards and Lower Lonsdale
  - In collaboration with Reusables.com, OAC worked to get as many businesses as possible on board with Reusables.com cup and container sharing platform to help make the Shipyards-Lonsdale area a zero-waste community. So far, there are a handful of businesses on board. The current focus is on community outreach at public events in the business area.
- ❖ Zero Waste goes Live on The Drive
  - In collaboration with ShareWares, OAC worked to get as many businesses as possible on board with ShareWares cup and container sharing platform to help move Commercial Drive towards being a zero-waste neighborhood. There was little uptake on Commercial Drive, leading us to conclude education and awareness should be the focus for this proposal.
- ❖ North Shore Zero Waste Coaching
  - In collaboration with all three North Shore municipalities, OAC is working to bring our Zero Waste Coaching program to businesses in the City of North Vancouver, District of North Vancouver, and District of West Vancouver.
- ❖ Vancity Zero Waste Coaching
  - With funding from Vancity Credit Union, OAC is conducting Zero Waste Coaching throughout Metro Vancouver to help 80 businesses shift towards more sustainable waste-less business operations.
- ❖ PickUp3 Community Initiative
  - PickUp3 is a movement that’s making ‘taking action on ocean waste’ fun and easy. The process is just three simple steps: 1) going to a local beach 2) picking up at least 3 pieces of garbage and 3) scanning a QR code to record your trash count on [www.pickup3.org](http://www.pickup3.org). During PickUp3 community events, staff discuss the harmful issues surrounding single-use and plastic items and encourage citizens to take action. Rather than just participating in beach clean ups once or twice a year the idea behind PickUp3 is to make picking up trash a habit.

#### 4.0 Budget (Jan 1 - Dec 31, 2023)

Type	Details	Staff	Amount
Small Business Education & Coaching	Delivery of education programs to 80 small businesses - 480 hours -includes communication and scheduling of meetings	VI Zero Waste Coordinator	\$14,976
	Design of marketing collateral (leaflets, posters, tent cards, stickers)	Graphic Designer	\$2,370
Multi-Family Housing Education and Engagement	Delivery of education programs to 50 multi-family housing communities - 200 hours - Includes communication and scheduling of meetings and presentations	VI Zero Waste Coordinator	\$6,240
Marketing Assets	Printing of marketing collateral	n/a	\$3,500
Travel	2000km @\$.61/km	VI Zero Waste Coordinator	\$1,200
		<b>SUB-TOTAL</b>	<b>\$28,286</b>
		5% contingency	\$1,414
		<b>TOTAL</b>	<b>\$29,700</b>

#### 5.0 Funding Request

Based on the financial projection in the previous section with a 5% contingency, OAC proposes the following funding request: \$29,700 for the funding period January 1st to December 31st 2023.

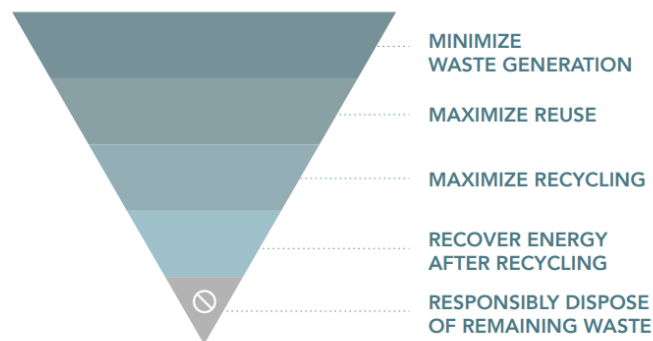
# Appendix 1: Example of Zero Waste Coaching for Small Businesses Toolkit for OAC Staff

*\* To be amended in cooperation with RDN upon successful receipt of funding*

## About this Toolkit

The purpose of this toolkit is to guide the Zero Waste Manager at Ocean Ambassadors Canada (OAC) when conducting informal waste audits during the Zero Waste Coaching Program. This toolkit includes guidelines, bylaws, bans, and other information relevant to the zero waste landscape in Metro Vancouver, B.C and has been gathered from credible sources such as municipal reports, the National Zero Waste Council, and other leading edge research on single-use items, plastic reduction, ocean conservation, and zero waste. This toolkit has primarily utilised the guidance from the Metro Vancouver [“Single-use Item Reduction Toolkit”](#) (2021), the City of Vancouver’s [“Single-use Item By-Law Guide”](#) (2021), as well as municipal sustainability experts to create the auditing toolkit.

This is a working document and will be continually edited as new sustainable practices emerge, as well as when municipal, provincial, and federal regulatory changes are made. In addition, this toolkit is treated as a guideline rather than a blueprint given that each municipality within Metro Vancouver has varying waste diversion strategies and bylaws.



(Metro Vancouver, 2021)

OAC’s Zero Waste Coaching program is guided by Metro Vancouver’s waste-reduction hierarchy. This hierarchy places minimising waste generation - through avoidance and reduction - at the top of this hierarchy. This follows by maximising reuse, then maximising recycling, recovering, and disposal in that order of preference. Resultantly, this toolkit aligns with Metro Vancouver’s recommendations to emphasise reduction and reuse over recycling and disposal since it is [“most effective at preventing litter, protecting our oceans, reducing street collection costs, and reducing resources needed to produce single-use items”](#). Therefore, the practices and materials within this toolkit listed under “Avoid, Reduce, and Reuse” should be prioritised as best practices. Those listed as “Not readily recyclable”, “Compostable Plastics”, “Single-use”, “Disposable” and/or “Increases waste” should be seen as unfavourable and should be avoided.

## Legend

R = Readily recyclable in residential blue-bin recycling programs

C = Readily recyclable in commercial recycling programs

D = Depends on type of material, e.g. PET #1 (readily recyclable) versus black plastic container (not readily recyclable)

Extent → By request only (BRO), provides as an option (O), only option available (M)

## Key Messaging - North Shore ZWC Program

### Goal

Help small North Shore businesses:

- Decrease use of single-use items and move toward zero waste.
- Prepare for anticipated federal and provincial single-use item regulations.
- Establish communication channels and relationships to better share information.

### Background

- Many single-use items provide benefits such as food safety and shipping cost savings. However, as these items are produced in large amounts, they result in increased resource consumption and garbage.
  - In Metro Vancouver, it is estimated that 1.1 billion single-use items are disposed of each year (the equivalent of 440 items per person).
- From a local government perspective, single-use items are problematic because of their negative financial impacts on municipal infrastructure and services.
  - Municipal collection of single-use items from public spaces costs taxpayers millions of dollars annually, and single-use debris enters catch basins, pumps, storm inlets, streams, and waterways as litter.
- In general, it is the businesses (food services in particular) and their customers that are most impacted by regulations that restrict the distribution of single-use items.

### Upcoming Regulatory Changes

- In the last couple of years, there has been significant new policy development moving towards regulating single-use items in a more widespread, consistent manner at the provincial and federal levels.

### Federal

- The federal government recently declared “plastic manufactured” items as toxic substances.
- They also published draft regulations for single-use plastics (“Single Use Plastics Prohibition Regulations” to prohibit the manufacture, import, and sale of checkout bags, cutlery, ring carriers, stir sticks, straws, and items made from hard to recycle plastics.
- These regulations could be finalised later in 2022.

## Provincial

- This year, the provincial government announced the publication of an intentions paper that outlined their approach to regulating single-use items in the province.
- The regulation would restrict the following items: checkout bags, disposable foodservice accessories (e.g., straws, cutlery, stir sticks, condiment satchets, etc.), problematic plastic foodservice packaging (e.g., polystyrene foam, PVC, and oxo-degradable and compostable plastics).
- These regulations are anticipated to come into effect December 2023.

## Municipal

- [Insert municipality name] is currently focusing on educating and assisting local businesses in preparing for potential provincial and federal single-use regulations that would come into force in 2023.

## **Operations**

- The best way to move towards zero waste is to follow the zero waste hierarchy and try to avoid consumption first and then reduce, reuse, and recycle as a last resort.
- Some ways to avoid and reduce single-use item use are as follows:
  - (Reduce) Eliminate single-use item options where possible
  - (Reuse) Participating in a cup or container share program, e.g. Reusables.com, ShareWares, Mugshare, etc.
  - Consider offering condiments in bulk at serving stations rather than individually packaged items
  - Offer straws and utensils by-request only
- Products that are listed as “compostable” are not compatible with residential recycling programs in the region because these items do not break down fast enough to be processed at local facilities.
  - Additionally, the proposed provincial waste prevention regulation expands on the proposed federal regulation by including additional problematic materials (e.g. compostable and oxo-degradable plastics).
  - (Recycle) Look for alternatives that are easily recyclable and compatible with local waste programs.
    - Ideally don't suggest alternatives that are included in the upcoming provincial and federal bans

## Business Information Template

BUSINESS INFORMATION	
Business Name	
Location	
Business Owner(s)/ Contact Person(s)	
Overview of product(s)/service(s)	
Special Requests	
Additional Notes	

## Auditing Toolkit

CUPS				
Practice or Material	Y/N	Extent	Notes	
<i>Avoids</i>				
Dine-in, washable cups, mugs, glasses (e.g. ceramics, steel trays/containers, tiffins, plastic, glass)				
<i>Reduces &amp; Reuses</i>				
Reusable Take-out/To-go Mug/Cup Platform				
Accepts BYO Cups, Mugs				
<i>Readily Recyclable</i>				
PET (#1) Rigid Plastic Cups				
PP (#5) Rigid Plastic Cups				
HPDE and LPDE plastic cups				
Paper cups and containers coated with plastic				
Rigid plastic cups with plastic lids				
<i>Not-readily Recyclable / "Compostable" Plastic / Disposable (Single-use)</i>				
Not readily recyclable cups (e.g. foam - banned in several municipalities)				
Black cups				
Cups labelled "compostable"				
NOTE: Compostable substitutes are currently not available for cups				



CONTAINERS, TRAYS, CARTONS, WRAP				
Practice or Material		Y/N	Extent	Notes
Avoids				
Dine-in, washable plates, bowls, baskets, and containers (e.g. ceramics, steel trays/containers, tiffins, plastic, glass)				
Reduces & Reuses				
Reusable Take-out/To-go Container Platform				
Accepts BYO Containers				
Minimalistic (recyclable/compostable) packaging				
Compostable				
Moulded fibre or pulp containers				
Paper plates, bags (pastry), paper wrap (e.g. for seafood or meat)				
Leaf plates and cups				
Readily Recyclable				
PET (#1) Rigid Plastic Take-out/to-go Containers, including trays and cartons	R + C			
PP (#5) Rigid Plastic Take-out/to-go Containers	R + C			
HPDE and LPDE plastic containers				

Clear plastic lids or containers	D			
Plastic-lined paper soup/rectangular containers	R			
Aluminum containers	R			
<i>Not-readily Recyclable / "Compostable" Plastic / Disposable (Single-use)</i>				
Not-readily recyclable plastics (e.g. #7, #6 and PVC)				
PVC film wrap				
Styro-Foam take-out/to-go containers				
Fibre-based containers or trays with plastic liners or synthetic waxes or intentionally added per- and poly-fluoralkyl substances (PFAs) - not safe for composting, "forever" chemicals				
White plastic containers or lids				
Dark or black plastic containers or lids				
Rigid plastic containers and plastic-lined paper containers labeled "compostable"				
Other Single-use containers or lids				

STRAWS			
Practice or Material	Y/N	Extent	Notes
<i>Avoids, Reduces &amp; Reuses</i>			
Metal reusable straws			
Glass reusable straws			
Plastic reusable straws			
Silicone reusable straws			
Accepts BYO straws			
<i>Compostable</i>			
Paper straws (not lined with plastic)			
Edible straws (e.g. pasta, rice, tapioca)			
Grain-based straws (hay, rye)			
Straws made from pressed leaves or bamboo			
<i>Not-readily Recyclable / "Compostable" Plastic / Disposable (Single-use)</i>			
Plastic disposable straws made from fossil fuel products (single use, disposable)			
Plastic straws labelled as "compostable", "biodegradable", "oxo-degradable", "photodegradable" or "bioplastics"			
Plastic straws made from plants or other biological materials (corn, potatoes,			

sugar cane), such as PLA (polylactic acid)			
<b>NOTE:</b> OAC recognizes the need for straws in the food service and medical industries for accessibility reasons. There are currently no recyclable substitutes available for straws.			

<b>CUTLERY</b>			
<b>Practice or Material</b>	<b>Y/N</b>	<b>Extent</b>	<b>Notes</b>
<i>Avoids, Reduces &amp; Reuses</i>			
Metal, hard plastic, or ceramic cutlery			
Wood or plastic reusable chopsticks			
Accepts BYO Cutlery			
<i>Compostable</i>			
Wood or bamboo cutlery			
Unpainted wood or bamboo chopsticks			
<i>Not-readily Recyclable / "Compostable" Plastic / Disposable (Single-use)</i>			
Single-use plastic cutlery			
"Compostable" plastic cutlery			
<b>NOTE:</b> There are currently no recyclable options for cutlery			

BAGS			
Practice or Material	Y/N	Extent	Notes
<i>Avoids, Reduces &amp; Reuses</i>			
Accepts BYO bag			
BYO Bag for Purchase			
<i>Readily Recyclable</i>			
Paper bags with paper or fibre handles	R		
<i>Not-readily Recyclable / "Compostable" Plastic / Disposable (Single-use)</i>			
Thin, disposable plastic bags			
Compostable plastic bags			
PVC cling wrap and bags			
Paper pastry bags with plastic liners and/or "forever" chemicals (PFAFs)			
NOTE: There are currently no compostable substitutes for shopping bags			

OTHER PRACTICES			
Practice	Y/N	Extent	Notes
<i>Avoids, Reduces &amp; Reuses</i>			
Ask customer "For here or to-go"			
Make reusables the norm and train staff to automatically provide a reusable cup for drinks to stay and always ask customers if they need a single-use cup before providing one			
"Only distribute if asked" for sachets, condiments, cutlery, straws, bags, lids, etc.			
Bag share program - "Take-a-bag, leave a bag"			
Dispensers (e.g. condiments, milks, water, sugar, salt/pepper, etc.)			
If cup or bag fees exist, showing "CUP FEE" as separate line item on customer receipts			
"Ask customer first" for sachets, cutlery, straws, bags, lids, etc.			
Purchasing food in bulk			
Selling food at the counter (avoid pre-packaging)			
Selling loose items (e.g. produce, coffee beans, etc.)			
Purchasing and selling local food, supplies, retail			
Training staff of sustainable practices such as "for here or to go, setting tables without single-use items, asking whether utensils are needed for takeout orders			
Marketing materials that support reuse			
<i>Recycling, Composting, &amp; Waste Diversion</i>			

Paper, plastic, and metal/glass recycling in front of house			
Paper, plastic, and metal/glass recycling in back of house			
Composting in front of house			
Composting in back of house			
Clear signage for customers and staff to make informed decisions on composting and recycling			
<i>Increases Waste Produced by Business</i>			
Pre-packaged foods			
Imported food, supplies			
Refusing customer personal mugs, containers, or bags			
Non-compliance of single-use item, EPR, and waste diversion bylaws			
Including single-use utensils in orders without asking first			
Setting tables to "sit-in" with single-use utensils			



## Appendix 2: Examples of Zero Waste marketing collateral



EAST OF SEYMOUR

# ZERO WASTE TAKEOUT



Starting **October 18th**, enjoy your favourite takeout in reusable cups and containers at participating businesses in **Parkgate, Dollarton & Deep Cove.**

An initiative by:



Ocean  
Ambassadors  
Canada

 reusables

SCAN TO  
LEARN  
MORE




# ZERO WASTE TAKEOUT LAUNCH PARTY!

FREE COMMUNITY EVENT  
SAT OCT 16 | 5-7:30 PM  
DEEP COVE ON GALLANT AVE



Ocean  
Ambassadors  
Canada

 reusables

## Appendix 3: References

Karen Storry  
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**DEVELOPMENT PERMIT WITH VARIANCE APPLICATION NO. PL2022-085  
2794 SUNSET TERRACE, ELECTORAL AREA H**

**RECOMMENDATIONS**

1. That the Board approve Development Permit with Variance No. PL2022-085 to secure vegetation enhancement of the riparian area and recognize the siting of a series of existing retaining walls and a shed subject to the terms and conditions outlined in Attachment 2.
2. That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2022-085.

**BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from Kenneth Springer and Martine Wolff Von Wulffing to recognize the siting of a series of existing retaining walls and shed within the setback to the interior side lot line. The subject property, legally described as 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, 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 contains an existing recreational residence that was constructed in 2019 on the upper portion of the parcel, a series of rock retaining walls to support the slope to the west of the residence and a small storage shed on the lower portion of the property. A crushed gravel pathway provides access to the shoreline, traversing between the upper two rock walls and then follows a direct route down the gentler portion of the slope.

Redevelopment of the property began in 2016 when the previous recreational residence, located on the lower portion of the property closer to the lake, was removed under a demolition permit. Two small sheds and a total of seven danger trees were also removed as part of the redevelopment of the site. The applicant obtained a development variance permit (PL2017-053) in 2017 to allow the construction of the new recreational residence with variances to increase the maximum permitted floor area and height for a cabin and to reduce the setbacks for a proposed retaining wall. As the proposed recreational residence was located greater than 15 metres from the natural boundary of Horne Lake and no work within the DPA was identified at that time; a development permit was not required. However, during the construction of the residence additional work, including the construction of a series of retaining walls and the placement of the new shed, was completed within the 15 metre Development Permit Area (DPA) without the required Development Permit (DP). Following construction of the retaining walls, it was discovered through a survey that portions of the walls were greater than 1.0 metre in height and that sections of the walls were also located within the setback from the interior side lot line and

therefore would require a building permit and a variance to recognize their location. The new storage shed is also located within the setback from the interior side lot line but greater than 10 metres from the natural boundary of the lake. The applicant applied for a building permit for the rock retaining walls, however the building permit was never completed as the applicant had not obtained the required variance to recognize their siting. Despite not completing the building permit and development permit with variance processes, the applicants continued to work with their Qualified Environmental Professional (QEP) to establish a revegetation plan and completed approximately 50% of the recommended planting prior to applying for a development permit with variances in 2022.

The proposed development is subject to the Freshwater and Fish Habitat Development Permit Area (DPA) per the “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Bylaw No. 1335, 2017”.

### ***Proposed Development and Variances***

The proposed development permit with variances is required to address the construction of a series of rock retaining walls and vegetation removal within the DPA and to secure re-vegetation of the riparian area that was impacted when the property was redeveloped. In addition, variances are required to recognize the siting of two portions of existing rock retaining walls and a small storage shed within the subject property. The applicant proposes to vary the following regulations from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”:

- Section 3.4.107.4 Minimum Setback Requirements – to reduce the minimum setback from the interior side lot line from 1.5 metres to 0.7 metres for portions of the existing retaining walls.
- Section 3.4.107.4 Minimum Setback Requirements – to reduce the minimum setback from the interior side lot line from 1.5 metres to 0.0 metres for an existing storage shed.

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

The applicant has provided a Lakeshore Riparian Enhancement Plan (Enhancement Plan) prepared by Tributary Environmental Consulting Inc. dated April 7, 2022, in accordance with the DPA guidelines to address work that was completed as part of redevelopment of the site and restore functional riparian vegetation within the 15-metre riparian assessment area for Horne Lake. The goals of the Enhancement Plan are to replace removed danger trees, offset ongoing land use, and establish riparian vegetation to provide the features, functions, and conditions that support fish and wildlife within 15 metres of the natural boundary of the lake.

The Enhancement Plan notes that a total of seven danger trees were identified and subsequently removed as part of redevelopment of the property and little to no shrub clearing was apparent. The Plan incorporates criteria outlined in the Horne Lake Strata Tree Removal Approval and Replanting Policy and historical Development Permit 0120, to determine the number of trees needed to replace the removed danger trees. Based on these and provincial tree replacement criteria, a total of 37 replacement trees would be required to replace the seven danger trees that were removed. In addition, the Enhancement Plan outlines recommendations to off-set existing land use in the riparian area, including the small storage shed and the gravel pathway which cover approximately 77 m<sup>2</sup> or 1/5<sup>th</sup> of the riparian area. This land use is proposed to be offset by planting the majority of the riparian area, approximately 208 m<sup>2</sup>, with native vegetation which would offset the non-vegetated areas by a ratio of 2.7:1 (2.7 m<sup>2</sup> of enhancement to offset 1 m<sup>2</sup> of non-vegetated area).

The Enhancement Plan identifies three key areas for enhancement planting including the area within 2 metres of the lakeshore, on and within the rock retaining walls, and within the 1.5 metre setbacks. While provincial tree replacement criteria would require a total of 37 trees to replace the 7 trees that were removed, the

Enhancement Plan confirms that a total of 19 trees would be sufficient to cover the available planting area, provided the plantings are well maintained and achieve a high rate of survival. These trees in addition to proposed 208 m<sup>2</sup> planting area, which can accommodate approximately 234 plants, will result in tree replacement being far exceeded by vegetation enhancement within the planting area (Attachment 2 – Schedule 3 Riparian Enhancement Plan).

At the time the Enhancement Plan was complete, the QEP confirmed that 111 of the 234 plants, including 6 trees, had been installed in the riparian area by the landowner. Since that time, the applicants recently had the remaining plantings professionally installed at the appropriate locations and spacing and soils have been amended with topsoil. The QEP has also confirmed that recent plantings include 13 additional trees, 114 shrubs, and 15 groundcover, which exceed the total number of remaining plants required. Effectiveness monitoring is required over the next two years, with inspections in the late summer or early fall of 2023 and 2024 and a summary of the findings, including any adaptive measures needed to meet the targets of the enhancement plan, will be provided following each of the inspections.

As the replanting has already been completed in accordance with the recommendations of the Enhancement Plan, it is recommended the applicant be required to provide a landscape security deposit equivalent to the cost of recent plantings in the amount of \$2,152 (see Schedule 1 of Attachment 2 – Draft of Development Permit).

“Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation” (Policy B1.5) for the 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 this application, the applicant has provided a field review of the rock retaining walls prepared by Lewkowich Engineering Associates Ltd., dated June 13, 2019. This review confirms that the existing retaining walls are safe in both normal and design seismic states and that they are suitable for the intended purpose of providing support to the terraced slope. The applicant has confirmed that the rock walls were constructed in two phases and that portions closest to the lake were completed with approval from the strata and in correspondence with the RDN in 2016. The additional retaining walls were completed during the construction of the new residence for landscaping and to support the slope between the residence and lower walls, and facilitate a gradual sloped trail access to the lower portion of the property and lake. The applicants have provided the following rationale in support of the requested variances for the retaining walls:

- The required engineering documentation has been provided with this application and the previous building permit application.
- At the time the walls were constructed the applicants believed they were less than 1.0 metre in height but over time some settling of the soil has resulted in sections of the walls exceeding 1.0 metre in height.
- There is no access for equipment to remove or alter the existing retaining walls and no suitable location to place rocks if they could be removed.
- The rock work is not visible to neighbours and does not impact the functionality or enjoyment of neighbouring properties.
- The retaining walls provide an area between and within the tiers for revegetation to occur.

With respect to the requested variance for the existing shed, the applicants have indicated that the property previously contained two sheds that were removed following demolition of the previous cabin and that the new 2m x 2m shed replaced a 3m x 3m garden shed in the same location. The applicants have provided the following rationale to support the requested variance for the shed:

- There has been a shed on-site since approximately 1990 when the previous cottage was constructed.



- Due to the slope of the lot and the siting of the new cottage on the upper portion of the property, there is no other practical location for the new shed.
- The shed is not located on a foundation and has less impact than the previous shed.
- While the shed may be designed to be moveable, there is no way to move it and keep it intact and disassembling it would result in destruction of the shed.
- The shed does not impact the neighbours and is located within the subject property.

In addition, it should be noted that proposed draft amendments to Bylaw 500 include amendments to the existing CD9 zone which would not require any setback from an interior or rear parcel line for one accessory building not exceeding a floor area of 10 m<sup>2</sup> and with a maximum height of 3.0 metres. For reference, this is consistent with existing Residential 1 and 2 zones in Bylaw 500. As the proposed shed meets these criteria related to dimensions and height, no variance would be required in the future should these proposed changes be supported and adopted by the Board in the new zoning bylaw.

Given that the applicants have provided sufficient rationale; the variances are not anticipated to result in negative implications for adjacent property owners; and the siting of the existing retaining walls and shed have been addressed by the QEP in the Enhancement Plan, the applicants have made reasonable efforts to address Policy B1.5.

### ***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 Application, Notification Procedures and Fees Bylaw No. 1845, 2022", property owners and tenants of parcels located within a 100 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.

### **FINANCIAL IMPLICATIONS**

The proposed development has no implications related to the Board 2022 – 2026 Financial Plan.

### **STRATEGIC PLAN ALIGNMENT**

The proposed development has been reviewed and the proposal is in keeping with the 2019-2022 Board Strategic Plan goal to protect and enhance the natural environment, including land, water, and air for future generations. The DPA guideline requirements for a Riparian Condition and Impact Assessment helps ensure that site-specific environmentally sensitive features are identified and that the impacts of development on the natural environment are identified and that vegetation enhancement is required where necessary.

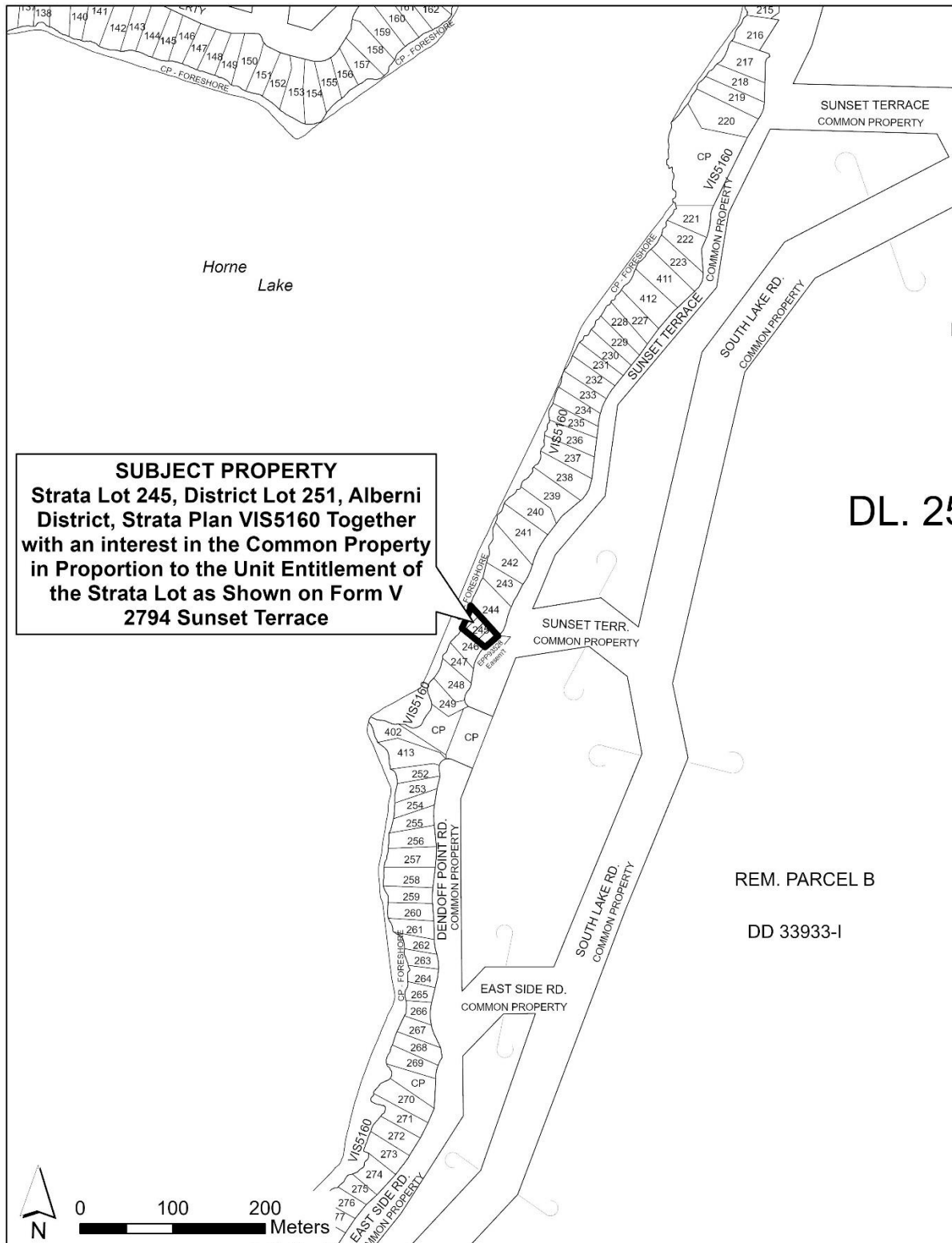
### **REVIEWED BY:**

P. Thompson, Manager, Current Planning  
L. Grant, General Manager, Planning and Development  
D. Holmes, Chief Administrative Officer


### **ATTACHMENTS:**

1. Subject Property Map
2. Draft Development Permit with Variances

## Subject Property Map



**Attachment 2**  
**Draft Development Permit with Variances**

 <p><b>REGIONAL DISTRICT OF NANAIMO</b></p>	<p style="text-align: right;"><b>PLANNING AND DEVELOPMENT</b></p> <p style="text-align: right;"><b>6300 Hammond Bay Road, Nanaimo, BC V9T 6N2</b> <b>250-390-6510 or 1-877-607-4111</b> <b><u><a href="http://www.rdn.bc.ca">www.rdn.bc.ca</a></u></b></p> <p style="text-align: right;"><b>DEVELOPMENT PERMIT WITH VARIANCE NO. PL2022-085</b></p>
--	---

**To:** ("Permittee") Kenneth Oliver Springer and Martine Alicia Caroline Wolff Von Wulfing

**Mailing Address:** 982 Perez Drive, Victoria, BC, V8Y 3G2

1. Except as varied or supplemented by this permit, the development permit with variance is issued subject to compliance with all applicable bylaws and provincial and federal statutes and regulations.
2. This development permit with variance applies only to those lands within the Regional District of Nanaimo described below, and all buildings, structures and other development thereon:

**Legal Description:** 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 ("Lands")

**Civic Address:** 2794 Sunset Terrace      **P.I.D.:** 025-247-956

3. The Lands shall be developed strictly in accordance with the terms and conditions of this permit.
4. The Permittee, as a condition of issuance of this permit, agrees to comply with the conditions of Schedule 1, which is attached to and forms part of this permit.
5. The Permittee, as a condition of issuance of this permit, agrees to develop the Lands in substantial compliance with the plans and specifications included in Schedules 2 and 3, which are attached to and form part of this permit.
6. With respect to the Lands, "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" is varied as outlined in Schedules 1 and 2, which are attached to and form part of this permit.
7. Subject to the terms of the permit, if the Permittee does not substantially start construction with respect to which the permit was issued within two years after the date it is issued, the permit shall lapse in accordance with Section 504 of the *Local Government Act*.
8. Provisions of Section 502 of the *Local Government Act*, to provide security for landscaping in the amount of two thousand one hundred and fifty two dollars (\$2,152) ("Deposit"), applies to this development.
9. This permit prevails over the provisions of the bylaw in the event of conflict.
10. The RDN shall file the notice in the Land Title Office at Victoria under Section 503 of the *Local Government Act*, and upon such filing the terms of this permit or any amendment hereto shall be binding upon all persons who acquire an interest in the Lands affected by this permit.
11. This permit is not a building permit.

Authorizing Resolution to issue passed by the Board this XX<sup>th</sup> day of Month, 20XX.

## **Schedule 1 Terms & Conditions of Permit**

The following sets out the terms and conditions of Development Permit with Variance No. PL2022-085:

### 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:

1. Section 3.4.107.4 Minimum Setback Requirements – to reduce the minimum setback from the interior side lot line from 1.5 metres to 0.7 metres for portions of the existing retaining walls.
2. Section 3.4.107.4 Minimum Setback Requirements – to reduce the minimum setback from the interior side lot line from 1.5 metres to 0.0 metres for an existing storage shed.

### Conditions of Approval

1. The Lands are developed:
  - a. In accordance with the Site Plan prepared by Bruce Lewis Land Surveying Inc., dated September 23, 2019, and attached as Schedule 2.
  - b. In accordance with the recommendations contained in the Lakeshore Riparian Enhancement Plan prepared by Tributary Environmental Consulting Inc., dated April 7, 2022.
  - c. In accordance with the Riparian Enhancement Plan prepared by Tributary Environmental Consulting Inc., dated April 7, 2022.
2. The Permittee shall provide confirmation in the form of a report prepared by a Qualified Environmental Professional (QEP), to the satisfaction of the General Manager of Planning and Development (the “General Manager”), that development of the subject property has occurred in accordance with the QEP’s recommendations, prior to landscape security deposit review and following the QEP’s recommended maintenance period of two years.
3. The applicant shall provide a landscaping security deposit (Deposit) in the amount of \$2,152 prior to issuance of this permit.
4. The RDN shall return the Deposit to the Permittee on the following terms if:
  - a. the Permittee provides to the General Manager written confirmation, to the General Manager’s satisfaction, that the plantings have been maintained in accordance with the recommendations of the Lakeshore Riparian Enhancement Plan; and
  - b. following a site visit conducted by RDN staff, the General Manager is satisfied that the plantings have been maintained for two years in accordance with the recommendations of the Lakeshore Riparian Enhancement Plan.

## Schedule 2 Site Plan with Variances

### B.C. LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE

LEGAL: 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 SHOWN ON FORM V

PID: 025-247-956

Owner: SPRINGER/WOLFF VON WULFING

I have inspected the landscape rock walls located at 2794 Sunset Terrace and hereby certify that the said structure(s) are situate with respect to nearby boundaries as shown on the sketch below. This document is prepared for mortgage or municipal inspection purposes only and shall not be used to define property lines or property corners.

The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any unauthorized use of this document.

PROPERTY LIES WITHIN THE NANAIMO REGIONAL DISTRICT

Field survey the 12th day of August, 2019.  
Dated this 23rd day of September, 2019.

Bruce V Lewis, BCLS ©

This document is not valid unless digitally signed or originally signed and sealed. All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or part without the consent of the signatory.

Lot dimensions are derived from Plan VIS5160

SCALE = 1 : 300

10 0 10 20  
All distances are in metres and decimals thereof unless otherwise stated

#### LEGEND

- DENOTES - TOP OF ROCK WALL
- DENOTES - FOOT OF ROCK WALL
- DENOTES - ROCK WALL >1.0 HIGH

#### SL 245 PLAN VIS5160

(NON FINANCIAL CHARGES)

COVENANT ET8225

COVENANT ET8226

EASEMENT ET8227

COVENANT ET8229

SRW ET8641

NOTE: CHARGES MAY AFFECT THE POSITIONING OF STRUCTURES ON PROPERTY

#### ELEVATIONS

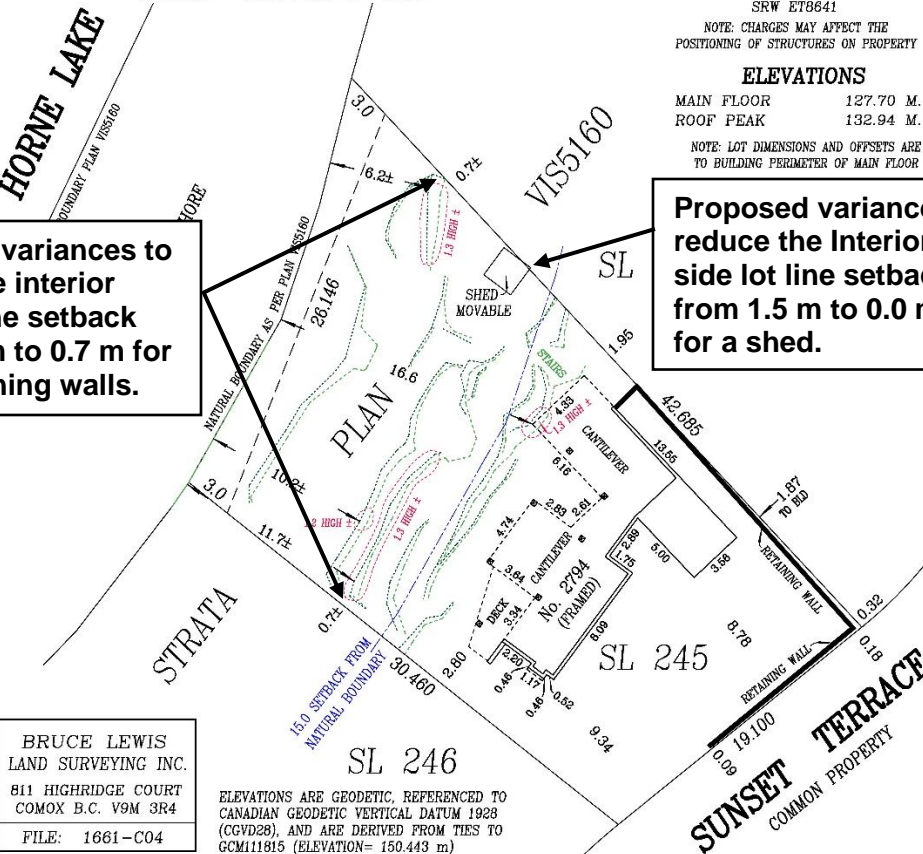
MAIN FLOOR 127.70 M.

ROOF PEAK 132.94 M.

NOTE: LOT DIMENSIONS AND OFFSETS ARE TO BUILDING PERIMETER OF MAIN FLOOR

**Proposed variances to reduce the interior side lot line setback from 1.5 m to 0.7 m for rock retaining walls.**

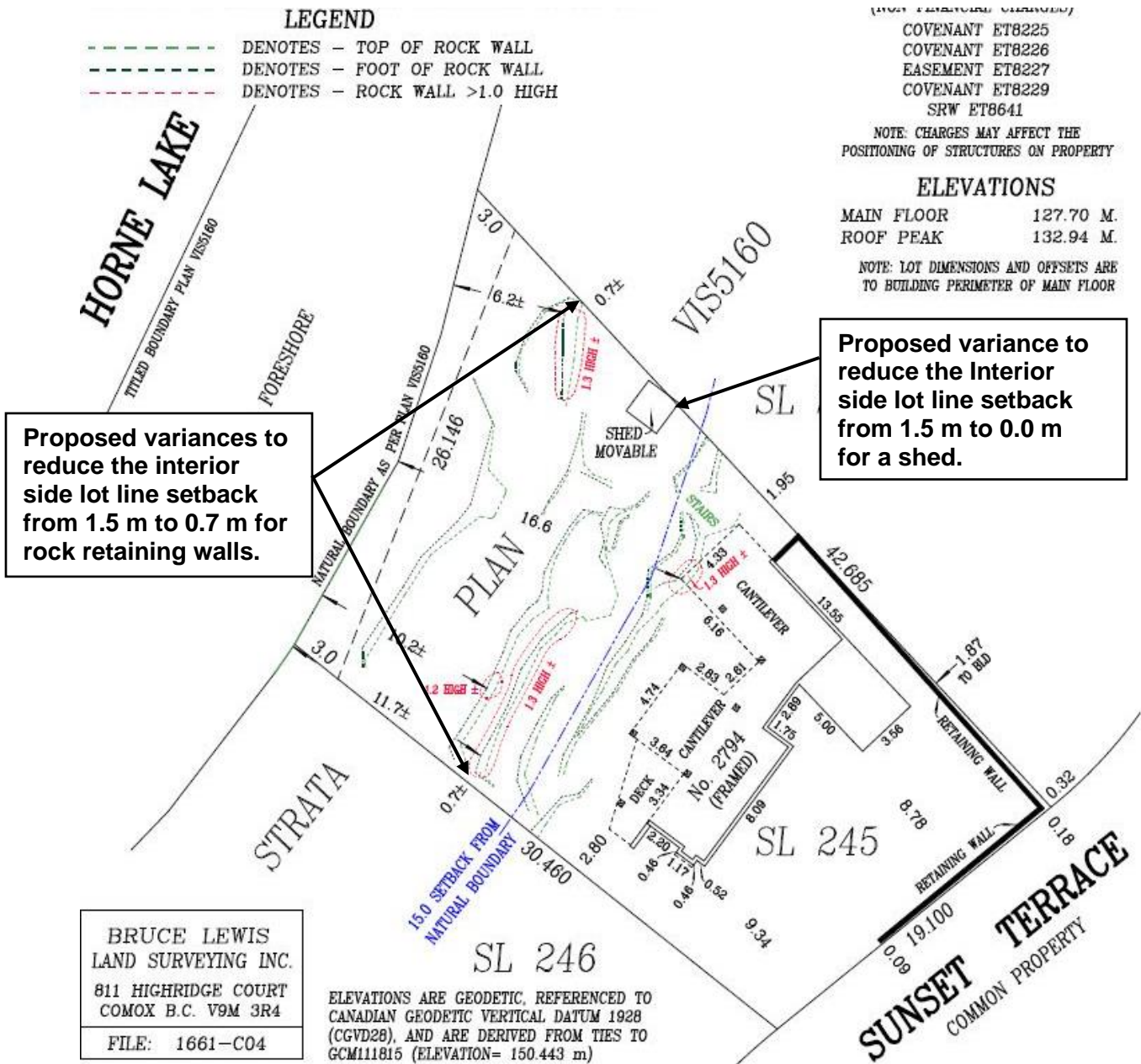
**Proposed variance to reduce the Interior side lot line setback from 1.5 m to 0.0 m for a shed.**



BRUCE LEWIS  
LAND SURVEYING INC.  
811 HIGHRIDGE COURT  
COMOX B.C. V9M 3R4  
FILE: 1661-C04

ELEVATIONS ARE GEODETIC, REFERENCED TO CANADIAN GEODETIC VERTICAL DATUM 1928 (CGVD28), AND ARE DERIVED FROM TIES TO GCM111815 (ELEVATION= 150.443 m)

## Schedule 2 Site Plan with Variances - Detail









**Schedule 3**  
**Riparian Enhancement Plan**  
**(Page 2 of 2)**

Plantings completed  
prior to March 22, 2022.

**Table 3. Planting completed to date.**

Type	Species	Number
Trees	red alder	1
	arbutus	3
	western redcedar	30
	Leyland cypress	11
	Douglas-fir	6
	shore pine	3
	coast redwood	1
	Pacific yew	1
	Oregon grape	2
Shrubs	salal	8
	willow	1
Groundcover	swordfern	44
<b>Total</b>		<b>111</b>

Additional plantings required – completed November 2022

**Table 4. Planting specifications.**

Type	Common Name	Botanical Name	#	Stock Size	Planting Notes
Trees	Douglas-fir	<i>Pseudotsuga menziesii</i>	3	≥1.5 m (7-gal)	Full sun, dry sites, mid slope
	Shore Pine	<i>Pinus contorta v. contorta</i>	7	≥1.5 m (7-gal)	Full sun, dry & moist sites, lower to mid slope
	Pacific Dogwood	<i>Cornus nuttallii</i>	3	≥1.5 m (7-gal)	Full sun, dry sites, mid slope
Shrubs	Snowberry	<i>Symphoricarpos albus</i>	9	2-gal	Part shade, moist sites
	Ocean Spray	<i>Holodiscus discolor</i>	9	2-gal	Full sun, dry sites
	Saskatoon	<i>Amelanchier alnifolia</i>	9	2-gal	Full sun, dry sites
	Red Flowering Currant	<i>Ribes sanguineum</i>	9	2-gal	Full sun, dry sites
	Mock Orange	<i>Philadelphus lewisii</i>	6	2-gal	Full sun, dry sites
Shoreline Trees	Shore pine	<i>Pinus contorta v. contorta</i>	6	2-gal	Shoreline (upper)
	Red alder	<i>Alnus rubra</i>	6	2-gal	Shoreline (upper)
Shoreline Shrubs	Scouler's Willow	<i>Salix scouleriana</i>	12	1-gal	Shoreline (even distribution)
	Nootka Rose	<i>Rosa nutkana</i>	12	1-gal	Shoreline (upper)
	Sitka Willow	<i>Salix sitchensis</i>	12	1-gal	Shoreline (lower)
	Hardhack	<i>Spirea douglasii</i>	10	1-gal	Shoreline (lower)
	Red Osier Dogwood	<i>Cornus stolonifera</i>	10	1-gal	Shoreline (part shade, lower)
	Sword fern	<i>Polystichum munitum</i>	~~~ optional ~~~		Rock walls, shade, moist sites
Groundcover	Kinnikinnick	<i>Arctostaphylos uva-ursi</i>	~~~ optional ~~~		Rock walls, full sun, dry sites
	Woolly Sunflower	<i>Eriophyllum lanatum</i>	~~~ optional ~~~		Rock walls, full sun, dry sites
<b>Total</b>			<b>123</b>		

**ZONING AMENDMENT APPLICATION NO. PL2022-014  
2875 CRAVEN CLOSE, ELECTORAL AREA H  
AMENDMENT BYLAW 500.437, 2022 – INTRODUCTION**

**RECOMMENDATIONS**

1. That the Public Hearing on “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.437, 2022” not be held in accordance with Section 464(2) of the *Local Government Act*.
2. That the Board direct staff to complete the required notification in accordance with Section 467(2) of the *Local Government Act*.
3. That the Board receive the Summary Report of the Community Engagement as provided in Attachment 4.

**BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from the property owners, Barry Salmon and Margaret Salmon to rezone the subject property in order to reduce the minimum parcel size to facilitate a two-lot subdivision. The subject property: legally described as Lot 9, Block 347, Newcastle District, Plan 34021, Except Part in Plan VIP71819, is approximately 8.45 hectares in area and contains one dwelling unit (see Attachment 2 - Subject Property Map). The property is located north of Blacktail Road, south of the Inland Island Highway, east of Horne Lake Road, west of Spider Lake Road and is surrounded by large rural and agriculture zoned lots.

In accordance with Section 464 (2) of the *Local Government Act*, the Board may choose to not hold a public hearing if there is an official community plan (OCP) in effect for the area subject to the zoning bylaw and the bylaw is consistent with the OCP. The proposed development is consistent with the OCP, and no interest has been expressed by the community with respect to the proposed amendment. Therefore, it is recommended that the Board not hold a public hearing and provide a motion to proceed with the notification of first reading in accordance with Section 467(2) of the *Local Government Act*.

***Proposed Development***

The applicant proposes to rezone the subject property from Rural 1 (RU1), Subdivision District ‘B’ (8.0 hectare minimum parcel size) to RU1 zone, Subdivision District ‘CC’, (4.0 hectare minimum parcel size) to support a two-lot subdivision (See Attachment 2 – Current and Proposed Zoning Map and Attachment 3 - Proposed Plan of Subdivision).

The property is subject to the Eagle and Heron Nesting Tree and Freshwater and Fish Habitat Development Permit Areas (DPA) per the Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Bylaw No. 1335, 2017” (OCP)”, a development permit application will be required for each of these DPA’s unless specifically exempt, prior to the subdivision approval.

Proposed Lot 1 contains one dwelling unit and is serviced by an existing well and an on-site septic system, proposed Lot 2 is vacant and is proposed to be serviced by a well and on-site septic system. Access to and from the subject property is from Craven Close cul-de-sac.

### ***Official Community Plan Implications***

The subject property is designated Rural pursuant to the OCP. The Rural designation supports a minimum parcel size of 4.0 hectares for the subdivision of land. The proposed amendment is intended to facilitate a two-lot subdivision, both over 4.0 hectares in size which is constant with the OCP policies.

The proposed zoning amendment is required to demonstrate compliance with “Board Policy B1.21 Hydrological (groundwater) assessment requirements for rezoning of un-serviced lands and for development permits” (Policy B1.21). As such, the applicant has provided a Preliminary Hydrological Assessment prepared by Chinook Arch Geoscience Inc., dated June 23, 2022, and Soil Test Pit Results for Onsite Sewage Disposal System prepared by Recap Waste Water Inc., dated November 1, 2022.

These reports conclude that the proposed development will be able to meet Board Policy B1.21 and OCP policies by confirming the lands have the capability to service the proposed development with regards to water quality and quantity and onsite sewage disposal (see Attachment 3 – Proposed Plan of Subdivision and Attachment 5 – Planning Implications).

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

The applicant has submitted a proposed plan of subdivision by JE Anderson & Associates Ltd., dated June 28, 2022. The current RU1 zoning permits two dwelling units on a lot greater than 2.0 hectares in size. In this case, proposed Lot 1 and Lot 2 would be permitted to construct two dwelling units and two suites. However, Hydro/Telus Statutory Right of Way (SRW) encompasses approximately 3.0 hectares of proposed Lot 2, as such, the remaining buildable site area is restricted to 1.24 hectares. In this case, it is recommended that a Section 219 Covenant be registered on the title of proposed Lot 2, to restrict the development of Lot 2 to a density of one dwelling unit and one accessory suite only. Additional land use implications are discussed within Attachment 5 - Planning Implications.

Conditions of approval are provided in Attachment 6 and proposed “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.437, 2022” is included in Attachment 7.

Provided the recommendations in the reports prepared by qualified professionals and the Conditions of Approval are met, the proposal is deemed consistent with RDN Policies and is recommended that the Board approve the recommendations as presented.

### ***Community Engagement***

Community engagement was conducted online through the RDN’s Get Involved site with notices sent to all properties within 200 metres and a notice published in the newspaper. The public was invited to provide feedback and submit questions about the proposed zoning amendment application through the Get Involved page at [www.getinvolved.rdn.ca/pl2022-014](http://www.getinvolved.rdn.ca/pl2022-014). The Get Involved webpage also provided information and professional studies that were only previously available at the PIM or by viewing the material at the RDN Administration Office.

The Get Involved program tracks statistics on the traffic to the website in terms of visitors who are aware, informed and engaged, in which engaged and informed are subsets of aware. The report identified 63 aware

visitors who have visited the website at least once though may not have clicked on any information; 11 informed visitors who have viewed the attached information; and 0 engaged visitors who participated in the webpage content. There were no community comments received in support or against the proposal (see Attachment 4 – Summary Report of the Virtual Engagement Process).

### **FINANCIAL IMPLICATIONS**

The proposed development has been reviewed and has no implications related to the Board 2022-2026 Financial Plan.

### **STRATEGIC PLAN ALIGNMENT**

The proposed development has been reviewed and has no implications for the 2019 – 2022 Board Strategic Plan.

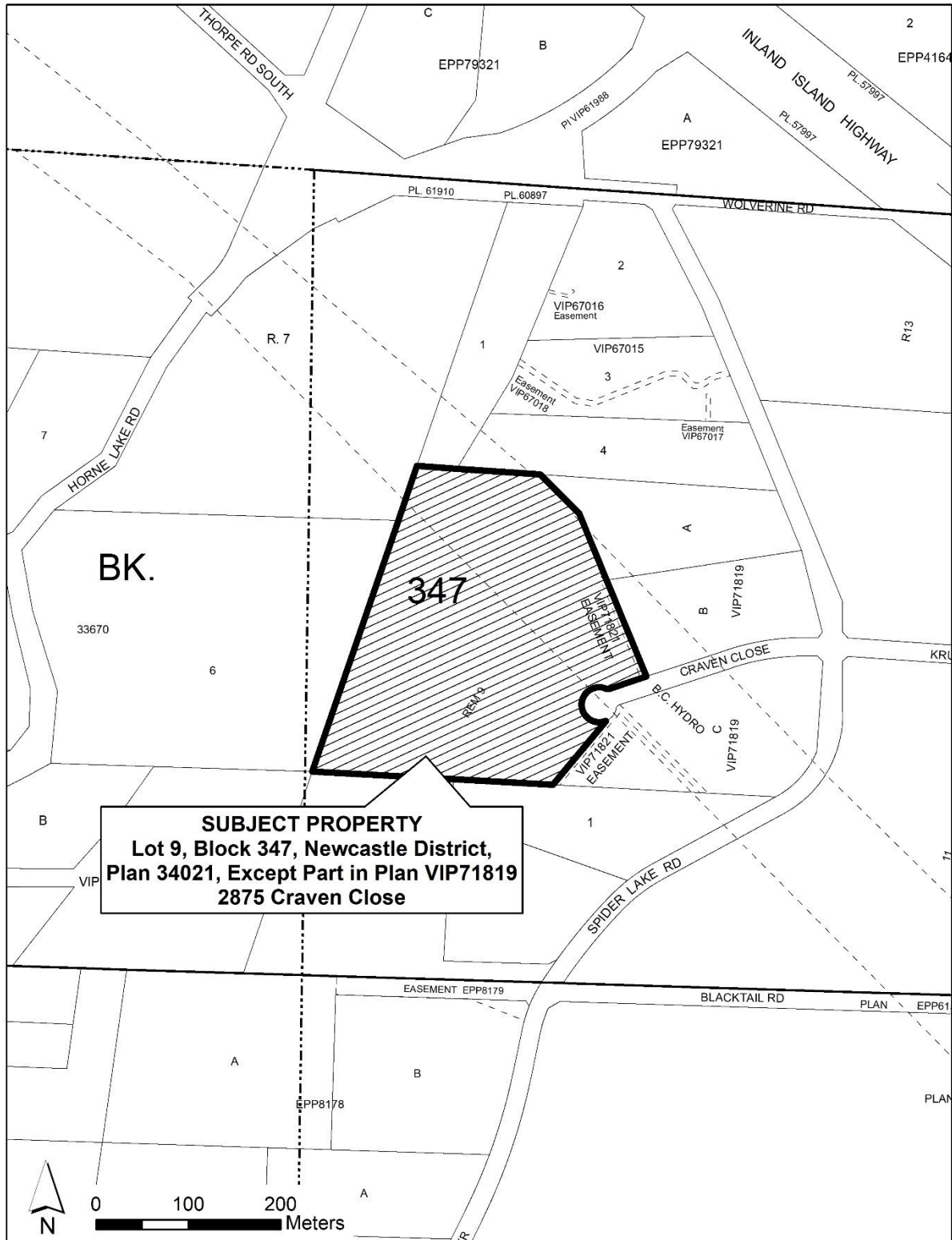
### **REVIEWED BY:**

P. Thompson, Manager, Current Planning  
L. Grant, General Manager, Planning and Development  
D. Holmes, Chief Administrative Officer

### **ATTACHMENTS:**

1. Subject Property Map
2. Current and Proposed Zoning Map
3. Proposed Plan of Subdivision
4. Summary Report of the Virtual Engagement
5. Planning Implications
6. Conditions of Approval
7. Proposed Amendment Bylaw No. 500.437, 2022

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



The map displays the following zoning areas and features:

- Zoning Areas:** AG1 B, RU1 B, RU1 CC, RU1 D, RU6 D.
- Subject Property:** Lot 9, Block 347, Newcastle District, Plan 34021, except part in Plan VIP71819, 2875 Craven Close.
- Streets:** HORNE LAKE RD, SPIDER LAKE RD, BLACKTAIL RD, INLAND ISLAND HIGHWAY, CRAVEN CLOSE.
- Other Labels:** EPP79321, PL 61910, PL 61037, R. 7, 33670, 6, 1, 2, 3, 4, A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, AA, AB, AC, AD, AE, AF, AG, AH, AI, AJ, AK, AL, AM, AN, AO, AP, AQ, AR, AS, AT, AU, AV, AW, AX, AY, AZ, BA, BB, BC, BD, BE, BF, BG, BH, BI, BJ, BK, BL, BM, BN, BO, BP, BQ, BR, BS, BT, BU, BV, BW, BX, BY, BZ, CA, CB, CC, CD, CE, CF, CG, CH, CI, CJ, CK, CL, CM, CN, CO, CP, CQ, CR, CS, CT, CU, CV, CW, CX, CY, CZ, DA, DB, DC, DD, DE, DF, DG, DH, DI, DJ, DK, DL, DM, DN, DO, DP, DQ, DR, DS, DT, DU, DV, DW, DX, DY, DZ, EA, EB, EC, ED, EE, EF, EG, EH, EI, EJ, EK, EL, EM, EN, EO, EP, EQ, ER, ES, ET, EU, EV, EW, EX, EY, EZ, FA, FB, FC, FD, FE, FF, FG, FH, FI, FJ, FK, FL, FM, FN, FO, FP, FQ, FR, FS, FT, FU, FV, FW, FX, FY, FZ, GA, GB, GC, GD, GE, GF, GG, GH, GI, GJ, GK, GL, GM, GN, GO, GP, GQ, GR, GS, GT, GU, GV, GW, GX, GY, GZ, HA, HB, HC, HD, HE, HF, HG, HH, HI, HJ, HK, HL, HM, HN, HO, HP, HQ, HR, HS, HT, HU, HV, HW, HX, HY, HZ, IA, IB, IC, ID, IE, IF, IG, IH, II, IJ, IK, IL, IM, IN, IO, IP, IQ, IR, IS, IT, IU, IV, IW, IX, IY, IZ, JA, JB, JC, JD, JE, JF, JG, JH, JI, JJ, JK, JL, JM, JN, JO, JP, JQ, JR, JS, JT, JU, JV, JW, JX, JY, JZ, KA, KB, KC, KD, KE, KF, KG, KH, KI, KJ, KK, KL, KM, KN, KO, KP, KQ, KR, KS, KT, KU, KV, KW, KX, KY, KZ, LA, LB, LC, LD, LE, LF, LG, LH, LI, LJ, LK, LL, LM, LN, LO, LP, LQ, LR, LS, LT, LU, LV, LW, LX, LY, LZ, MA, MB, MC, MD, ME, MF, MG, MH, MI, MJ, MK, ML, MM, MN, MO, MP, MQ, MR, MS, MT, MU, MV, MW, MX, MY, MZ, NA, NB, NC, ND, NE, NF, NG, NH, NI, NJ, NK, NL, NM, NN, NO, NP, NQ, NR, NS, NT, NU, NV, NW, NX, NY, NZ, OA, OB, OC, OD, OE, OF, OG, OH, OI, OJ, OK, OL, OM, ON, OO, OP, OQ, OR, OS, OT, OU, OV, OW, OX, OY, OZ, PA, PB, PC, PD, PE, PF, PG, PH, PI, PJ, PK, PL, PM, PN, PO, PP, PQ, PR, PS, PT, PU, PV, PW, PX, PY, PZ, QA, QB, QC, QD, QE, QF, QG, QH, QI, QJ, QK, QL, QM, QN, QO, QP, QQ, QR, QS, QT, QU, QV, QW, QX, QY, QZ, RA, RB, RC, RD, RE, RF, RG, RH, RI, RJ, RK, RL, RM, RN, RO, RP, RQ, RR, RS, RT, RU, RV, RW, RX, RY, RZ, SA, SB, SC, SD, SE, SF, SG, SH, SI, SJ, SK, SL, SM, SN, SO, SP, SQ, SR, SS, ST, SU, SV, SW, SX, SY, SZ, TA, TB, TC, TD, TE, TF, TG, TH, TI, TJ, TK, TL, TM, TN, TO, TP, TQ, TR, TS, TT, TU, TV, TW, TX, TY, TZ, UA, UB, UC, UD, UE, UF, UG, UH, UI, UJ, UK, UL, UM, UN, UO, UP, UQ, UR, US, UT, UY, UZ, VA, VB, VC, VD, VE, VF, VG, VH, VI, VJ, VK, VL, VM, VN, VO, VP, VQ, VR, VS, VT, VU, VV, VW, VX, VY, VZ, WA, WB, WC, WD, WE, WF, WG, WH, WI, WJ, WK, WL, WM, WN, WO, WP, WQ, WR, WS, WT, WU, WV, WW, WX, WY, WZ, XA, XB, XC, XD, XE, XF, XG, XH, XI, XJ, XK, XL, XM, XN, XO, XP, XQ, XR, XS, XT, XU, XV, XW, XX, XY, XZ, YA, YB, YC, YD, YE, YF, YG, YH, YI, YJ, YK, YL, YM, YN, YO, YP, YQ, YR, YS, YT, YU, YV, YW, YX, YY, YZ, ZA, ZB, ZC, ZD, ZE, ZF, ZG, ZH, ZI, ZJ, ZK, ZL, ZM, ZN, ZO, ZP, ZQ, ZR, ZS, ZT, ZU, ZV, ZW, ZX, ZY, ZZ.



## 430





Attachment 4  
Summary Report of the Virtual Engagement Process  
[www.getinvolved.rdn.ca/pl2022-014](http://www.getinvolved.rdn.ca/pl2022-014)  
May 9, 2022 to October 31, 2022  
(Page 1 of 6)

## Summary Report

09 May 2022 - 31 October 2022

# Get Involved RDN

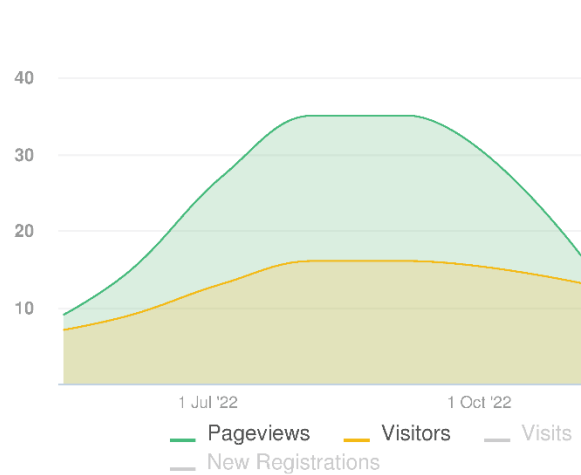
PROJECTS SELECTED: 1

Development Application No. PL2022-014

FULL LIST AT THE END OF THE REPORT



### Visitors Summary



### Highlights

TOTAL VISITS	75	MAX VISITORS PER DAY	3
NEW REGISTRATIONS	0		
ENGAGED VISITORS	0	INFORMED VISITORS	11
		AWARE VISITORS	63

# Attachment 4

## Summary Report of the Virtual Engagement Process

[www.getinvolved.rdn.ca/pl2022-014](http://www.getinvolved.rdn.ca/pl2022-014)

May 9, 2022 to October 31, 2022

(Page 2 of 6)

Get Involved RDN : Summary Report for 09 May 2022 to 31 October 2022

### PARTICIPANT SUMMARY

ENGAGED	0 ENGAGED PARTICIPANTS				
		Registered	Unverified	Anonymous	
INFORMED	Contributed on Forums	0	0	0	
	Participated in Surveys	0	0	0	
	Contributed to Newsfeeds	0	0	0	
	Participated in Quick Polls	0	0	0	
AWARE	Posted on Guestbooks	0	0	0	
	Contributed to Stories	0	0	0	
	Asked Questions	0	0	0	
	Placed Pins on Places	0	0	0	
	Contributed to Ideas	0	0	0	
* A single engaged participant can perform multiple actions				* Calculated as a percentage of total visits to the Project	

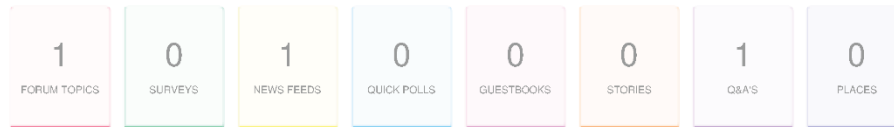
ENGAGED	11 INFORMED PARTICIPANTS				(%)
		Participants			
INFORMED	Viewed a video	0			Development Application No.. 11 (17.5%)
	Viewed a photo	0			
	Downloaded a document	11			
	Visited the Key Dates page	0			
AWARE	Visited an FAQ list Page	0			
	Visited Instagram Page	0			
	Visited Multiple Project Pages	10			
	Contributed to a tool (engaged)	0			
	* A single informed participant can perform multiple actions				* Calculated as a percentage of total visits to the Project

ENGAGED	63 AWARE PARTICIPANTS				
		Participants			
INFORMED	Visited at least one Page	63			Development Application No.. 63
AWARE					
* Aware user could have also performed an Informed or Engaged Action				* Total list of unique visitors to the project	

**Attachment 4**  
**Summary Report of the Virtual Engagement Process**  
**www.getinvolved.rdn.ca/pl2022-014**  
**May 9, 2022 to October 31, 2022**  
**(Page 3 of 6)**

Get Involved RDN : Summary Report for 09 May 2022 to 31 October 2022

## ENGAGEMENT TOOLS SUMMARY



FORUM TOPICS SUMMARY	
1	Forum Topics
0	Contributors
0	Contributions

TOP 3 FORUM TOPICS BASED ON CONTRIBUTORS	
0	Contributors to Application Input

NEWSFEEDS SUMMARY	
1	NewsFeed
0	Visits
0	Visitors

TOP 3 NEWSFEEDS BASED ON VISITORS	
0	Visitors to What's New

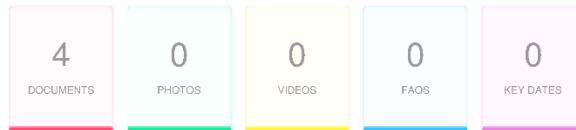
Q & A SUMMARY	
1	Q&As
0	Contributors
0	Questions

TOP 3 Q & A BASED ON CONTRIBUTORS	
0	Contributors to Please write your questions here so we can answer them for all interested parties to see.

**Attachment 4**  
**Summary Report of the Virtual Engagement Process**  
**www.getinvolved.rdn.ca/pl2022-014**  
**May 9, 2022 to October 31, 2022**  
**(Page 4 of 6)**

Get Involved RDN : Summary Report for 09 May 2022 to 31 October 2022

### INFORMATION WIDGET SUMMARY



DOCUMENTS	TOP 3 DOCUMENTS BASED ON DOWNLOADS		
4 Documents	8 Downloads	6 Downloads	3 Downloads
11 Visitors	PL2022-014 - Site Plan.pdf	2875 Craven Close - Property Report	deleted document
19 Downloads			

**Attachment 4**  
**Summary Report of the Virtual Engagement Process**  
**www.getinvolved.rdn.ca/pl2022-014**  
**May 9, 2022 to October 31, 2022**  
**(Page 5 of 6)**

Get Involved RDN : Summary Report for 09 May 2022 to 31 October 2022

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**TRAFFIC SOURCES OVERVIEW**

REFERRER URL	Visits
www.rdn.bc.ca	38
www.google.ca	3
www.bing.com	2
ca.search.yahoo.com	1
public.dm-school.ca	1
rdn.bc.ca	1

**Attachment 4**  
**Summary Report of the Virtual Engagement Process**  
**[www.getinvolved.rdn.ca/pl2022-014](http://www.getinvolved.rdn.ca/pl2022-014)**  
**May 9, 2022 to October 31, 2022**  
**(Page 6 of 6)**

Get Involved RDN : Summary Report for 09 May 2022 to 31 October 2022

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**SELECTED PROJECTS - FULL LIST**

PROJECT TITLE	AWARE	INFORMED	ENGAGED
Development Application No. PL2022-014	63	11	0

**Attachment 5**  
**Planning Implications**  
**(Page 1 of 4)**

***Official Community Plan Implications***

The subject property is designated Rural pursuant to the “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Bylaw No. 1335, 2017” (OCP). The Rural designation supports a minimum parcel size of 4.0 hectares for the subdivision of land. Given that the proposal is a two-lot subdivision where Lot 1 is 4.20 hectares and Lot 2 is 4.25 hectares in size, the proposed amendment is consistent with the OCP Rural designation policies.

The proposed zoning amendment is required to demonstrate compliance with Board Policy B1.21 and OCP policy to provide verification of potable water sources and onsite sewage disposal capability that are sufficient to service the proposed development.

In support of this, the applicant has provided a Preliminary Hydrogeological Assessment prepared by Chinook Arch Geoscience Inc., (Report) dated June 23, 2022., that provides an assessment of the hydrogeological conditions of the subject property and a professional opinion on the suitability of a potable water source for the proposed subdivision.

The Report identifies that the site is underlain by unconfined Aquifer 661, assessed with high vulnerability, moderate productivity, and low demand; and additionally, a deeper confined Aquifer 662, assessed with low vulnerability, moderate productivity and moderate demand.

The Report, based on local well analysis, identifies that Aquifer 661 is currently able to supply small volumes of groundwater for domestic use, but large-scale groundwater would likely be unsustainable. Aquifer 662 is predominately recharged via infiltration of precipitation; thus, water levels vary seasonally. Currently, Aquifer 662 can supply volumes of groundwater for domestic use as well as larger scale groundwater for local water supply systems based on local well observations.

For water yield analysis of Aquifer 661, the report used data that included 8 wells which resulted in a median well yield of 54 m<sup>3</sup> per day. For water yield analysis of Aquifer 662, the report used data that included 111 wells which resulted in a median well yield of 38 m<sup>3</sup> per day. As a result, it is anticipated that future wells to support the two-lot subdivision, could sustain the required water supply of 3.5 m<sup>3</sup> per day for domestic use, and adverse impacts to the groundwater resources or groundwater users are not expected. To offset the additional groundwater demand, the Report recommends the use of low flow fixtures and rainwater harvesting for residential development. To support groundwater re-charge, the Report recommends implementing rainwater management techniques such as bio-swales and limiting the amount of landscaping and irrigation as part of the residential development.

Based on this information, the recommendation is for the water conservation measures be secured through a Section 219 covenant. A rainwater harvesting system plan be developed by a qualified professional in accordance with the RDN’s Rainwater Harvesting Best Practices Guidebook for potable and irrigation water demands and include landscaping provisions for aquifer re-charge in accordance with the Report. This plan shall be submitted for approval by the General Manager of Development and Emergency Services at the time of building permit application. Confirmation by a qualified professional that the system has been installed and functional including installation of low flow fixtures, shall be submitted and approved prior to obtaining an occupancy permit for any new dwelling unit on proposed Lot 1 or Lot 2.



**Attachment 5**  
**Planning Implications**  
**(Page 2 of 4)**

Prior to the Board's consideration of adoption of the amendment bylaw, it is recommended that the applicant be required to register a Section 219 covenant on the property title registering the Preliminary Hydrogeological Assessment prepared by Chinook Arch Geoscience Inc., dated June 23, 2022, and stating that 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 in accordance with "Board Policy B1.21 – Groundwater – Application Requirements for Rezoning of Un-serviced Lands" (Policy B1.21). Any new well is to be constructed tested and a final well report to the satisfaction of the RDN must be submitted prior to final approval of subdivision.

The Report also concludes that the subdivision impacts to groundwater quality is expected to be very low, as properly designed septic systems will be required to be constructed to Island Health (VIHA) standards. The report recommends that all septic components are at least 30.0 metres from a groundwater well to limit potential contamination.

In support of this application, the applicant has also provided a Soil Test Pit Results for Onsite Sewage Disposal System prepared by Recap Waste Water Inc., dated November 1, 2022, to determine the suitability for onsite sewage disposal within proposed Lot 2. The summary concludes that the soils onsite are sufficient to allow wastewater systems to be designed and installed in accordance with the Sewerage System Regulation and the Sewerage System Standard Practice Manual, Version 3. This will be verified by Island Health by way of a wastewater disposal approval through the subdivision approval process.

The OCP includes direction that zoning amendments should generally be requested to include a public amenity as part of the completed project, in recognition of the increased value conferred on the land in the course of rezoning. The applicant is proposing a voluntary one-time community amenity contribution in the amount of \$3,500 to the Regional District of Nanaimo Bow Horn Bay Building Reserve Fund to be used specifically for the building design and construction of the Bow Horn Bay Satellite Fire Hall project. The provision of this amenity contribution is recommended as a Condition of Approval in Attachment 6.

***Land Use Implications***

The existing Rural 1 (RU1) zoning of the subject property allows agriculture, aquaculture, home-based business, produce stand, silviculture, secondary suite, and residential use. The proposed two-lot subdivision would create two RU1 zoned lots.

The RU1 zone permits two dwelling units on parcels greater than 2.0 hectares in size. If a two-lot subdivision is approved according to the proposed plan of subdivision, proposed Lot 1 may construct up to 2 dwelling units and two suites. However, proposed Lot 2 is affected by BC Hydro (BCH) and Telus Communications Inc., Statutory Right-of-Way (SRW), Charge No. CA6816509. The SRW encompasses approximately 3.0 hectares of proposed Lot 2, as a result, the buildable site area is limited to 1.24 hectares. Due to this limitation, it is recommended that a Section 219 Covenant be registered on the title of the property, restricting proposed Lot 2 to one dwelling unit and one accessory secondary suite only.

**Attachment 5**  
**Planning Implications**  
**(Page 3 of 4)**

The applicant has submitted a proposed plan of subdivision by JE Anderson & Associates Ltd., dated June 28, 2022, to show the potential shape and dimensions of the proposed lots (see Attachment 3 – Proposed Plan of Subdivision). Proposed Lot 1 and Lot 2 would result in a road frontage of 7.9% and 5.8% respectfully. Therefore, as part of the subdivision approval process the proposed configuration would require a relaxation of the 10% road frontage requirements of Section 512 of the *Local Government Act*.

***Environmental Implications***

The subject property is subject the Eagle and Heron Nesting Tree and Freshwater and Fish Habitat Development Permit Areas, per the OCP. A development permit application will be required, unless specifically exempt, prior to land alteration and/or final approval for subdivision.

***Intergovernmental Implications***

The application was referred to the Ministry of Transportation and Infrastructure (MOTI), who indicated that they have no objections to the rezoning application. As part of the formal subdivision application review, MOTI will also consider access, stormwater management and geotechnical implications.

The application was referred to VIHA who identified that the septic disposal for the properties must be in compliance with the Sewerage System Regulations and VIHA subdivision standards. VIHA recommends any shared wells must be in compliance with the *Drinking Water Protection Regulation*. At the time of subdivision, as part of requirements for Policy B1.21, the RDN would confirm that any drinking water system for lots containing two dwelling units have an Operating Permit from VIHA.

Given the groundwater protection policies of the OCP, the zoning amendment application was also referred to the Qualicum Bay – Horne Lake Waterworks District (QBHLWD). A portion of the property is located within the well capture zone for the community water supply. With respect to permitted uses on the property, the improvement district identified concerns with agriculture due to pesticides and fertilizers, and residential uses due to septic systems and abandoned wells. With respect to the proximity of the well head protection area and the proposed development, the QBHLWD requests that hydrogeologic testing and analysis be conducted at the time any new well is drilled on either Lot 1 or Lot 2 to assess whether there is a cumulative interference between the new water supply and the QBHLWD supply.

To address QBHLWD concerns with rural residential use and potential new well drilling as a result of the proposed subdivision, as a condition of approval, it is recommended that a Section 219 Covenant be registered on the title of the property to ensure that any existing wells on the property will be brought into compliance with the *Drinking Water Protection Regulations*, which may include upgrading well heads or decommissioning abandoned wells. To mitigate risks to groundwater contamination, the septic systems must be designed in accordance with VIHA design and maintenance standards and the applicant is required to retain a qualified groundwater professional under the *BC Water Sustainability Act* to complete a risk assessment of the proposed development in the context of Qualicum Bay – Horne Lake Waterworks District groundwater supply.

**Attachment 5**  
**Planning Implications**  
**(Page 4 of 4)**

This application was referred to BC Hydro (BCH) as the property is affected by BC Hydro (BCH) and Telus Communications Inc., Statutory Right of Way (SRW), Charge No. CA6816509. The SRW contains two large circuits: 2L123 and 2L128. Both of these circuits are currently energized at 230 kV but were built to 500 kV capacity and are treated as such. Given that these circuits could become 500 kV, BCH would like to make the future owner of Lot 2 aware of potential issues with respect to building development near the edge of 500 kV high voltage transmission lines (500 kV Lines).

Construction of buildings at or near the SRW boundary to 500 kV Lines triggers the need for further study (and potential redesign) to manage electric field impacts, including the risk of induction shocks. There may be safety issues arising from the buildings and it is essential that the developer retains a professional consultant with expertise in calculating electric fields and recommending mitigation strategies during design, construction, and after occupancy. It is the developers' responsibility to ensure that no part of the building is exposed to electric fields in excess of 5 kV/m (IEEE Standard C95.6-2002) including outer walls, balconies, overhangs, and roof. The electric field shall be calculated as per ES41K3.3.1 R0. To ensure compliance with the requirements, these comments have been submitted to RDN Building Inspection Services. These requirements will be included in the Plan Check review process and confirmed prior to building occupancy.

## **Attachment 6**

### **Conditions of Approval**

The following is required prior to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.437, 2022” being considered for adoption:

1. The applicant shall provide a voluntary community amenity contribution in the amount of \$3,500 to the Regional District of Nanaimo Bow Horn Bay Building Reserve Fund to be used specifically for the building design and construction of the Bow Horn Bay Satellite Fire Hall project.
2. The applicant shall register, at the applicant’s expense, a Section 219 Covenant on the property title of Lot 2, as shown on the proposed plan of subdivision by JE Anderson & Associates Ltd., dated June 28, 2022, to restrict the permitted number of dwellings to one dwelling unit and one accessory secondary suite only.
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 Hydrogeological Assessment report prepared by Chinook Arch Geoscience Inc., dated June 23, 2022.
4. The applicant shall register, at the applicant’s expense, a Section 219 Covenant on the property title of the subject property that all future dwelling units on any future Lot, be required to install low flow fixtures and develop rainwater capture and storage facilities for the purpose of storing potable water and water for irrigation that will supplement the well water, consistent with the RDN Rainwater Harvesting Best Practices Guidebook as a minimum standard. Prior to building occupancy being granted, the applicant shall provide written confirmation, prepared by a qualified professional and to the satisfaction of the General Manager of Planning and Development, that the rainwater harvesting system for potable and non-potable water was installed by a qualified professional in accordance with the RDN Rainwater Harvesting Best Practices Guidebook, and is fully operational.
5. The applicant is required to register, at the applicant’s expense, a Section 219 Covenant on the property title stating 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 in accordance with “Board Policy B1.21 – Groundwater – Application Requirements for Rezoning of Un-serviced Lands”. Any new well is to be constructed tested and a final well report to the satisfaction of the RDN must be submitted prior to final approval of subdivision.
6. The applicant is required to register, at the applicant’s expense, a Section 219 Covenant on the property title stating no subdivision shall occur until such time that a qualified groundwater professional under the *BC Water Sustainability Act* has completed a risk Assessment of the proposed development in the context of Qualicum Bay – Horne Lake Waterworks District groundwater supply. The Assessment shall ensure that any existing well on the property will be brought into compliance with the *Drinking Water Protection Regulations* which may include upgrading well heads or decommissioning abandoned wells. Septic systems must be designed according to VIHA standards which would mitigate risk by proper design and maintenance. The Assessment, to the satisfaction of the RDN, must be submitted prior to final approval of subdivision.

**Attachment 7**  
**Proposed Amendment Bylaw No. 500.437, 2022**

**REGIONAL DISTRICT OF NANAIMO**  
**BYLAW NO. 500.437**

**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. 500.437, 2022”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
  - 1. **Schedule 4A – Subdivision District Maps** by amending the Subdivision District from Subdivision District ‘B’ to Subdivision District ‘CC’ as shown on Schedule ‘1’, which is attached to and forms part of this Bylaw for the lands legally described as:

Lot 9, Block 347, Newcastle District, Plan 34021, Except Part in Plan VIP71819

Introduced and read two times this \_\_\_\_ day of \_\_\_\_\_, 20XX.

A Public Hearing was not held in accordance with Section 464(2) of the *Local Government Act* and notification of 1<sup>st</sup> reading was completed in accordance with Section 467(2) of the *Local Government Act*.

Read a third time this \_\_\_\_ day of \_\_\_\_\_ 20XX.

Adopted this \_\_\_\_ day of \_\_\_\_\_ 20XX.

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Chair

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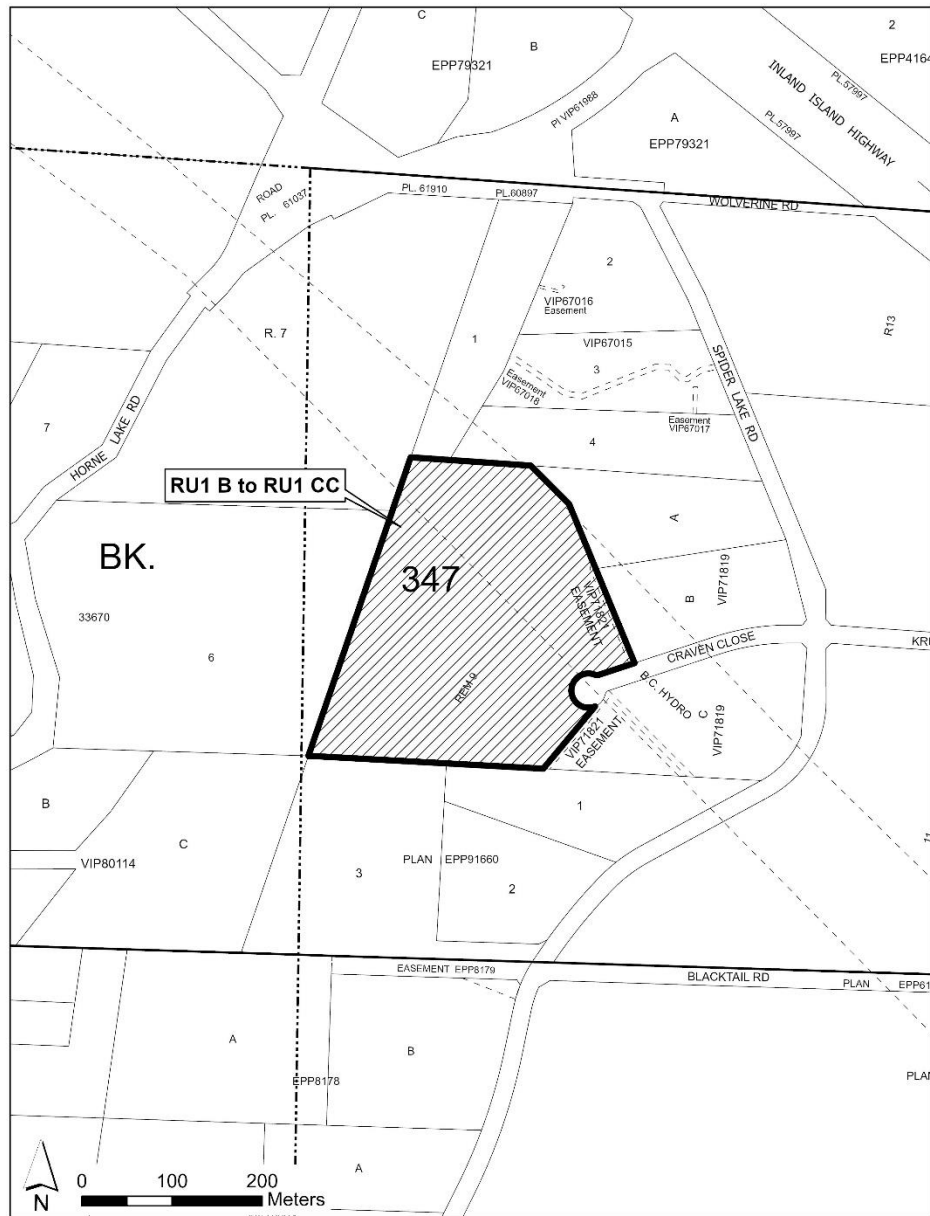
Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.437, 2021".

Chair

Corporate Officer

### Schedule '1'



## 575 Horne Lake Road – Unsightly Premises

### **RECOMMENDATION**

That the Board, pursuant to *Unsightly Premises Regulatory Bylaw No. 1073, 1996*, directs the owner of Lot 8 DD 51006N District Lot 90 Newcastle District Plan 1874 Except Part In Plan VIP63298 (575 Horne Lake Road), to remove the accumulation of derelict vehicles, boats, trailers, discarded automobile parts, assorted garbage, metal, disused construction materials, and pallets from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner's cost.

### **BACKGROUND**

The subject property is an undeveloped nine-hectare parcel owned by Island Pallets Ltd., located in a well-maintained rural residential neighborhood at 575 Horne Lake Road, Electoral Area H. The property is zoned for agriculture use and is within the Agricultural Land Reserve (see Attachment No. 1 – Subject Property Map). The use of the property is also subject to the provisions of the Unsightly Premises regulatory bylaw.

There are longstanding issues with illegal uses and the unsightly accumulation of materials on this property. In 2015, as a result of complaints from area residents, the Regional District of Nanaimo (RDN) Board passed a resolution directing the owner to clean up the property. Upon failing to do so, the RDN staff retained a contractor to fulfil the direction of the Board.

Over the past year multiple complaints have been received from area residents once again, concerning the condition and use of the property. Staff inspections confirmed the presence of broken pallets, derelict recreational vehicles, scrap metal and wood, derelict vehicles, boats, semi trailers, automotive parts and assorted debris scattered throughout the property in contravention of the Unsightly Premises Regulation Bylaw (see Attachment No. 2 – Photographs). On several occasions, the owner was directed verbally and in writing to clean up the property and to cease all unauthorized uses and activities. To date, the owner has failed to remedy the condition of the property. Area residents continue to express concerns about the persistent accumulation of materials and the unsightly condition of the property. Concerns have also been expressed about fire hazards and potential environmental impacts relating to the storage of vehicles and other materials.

### **DISCUSSION**

In accordance with *Regional District of Nanaimo Unsightly Premises Regulatory Bylaw No. 1073, 1996, section 5*, no owner or occupier of real property shall allow their property to become or remain unsightly by the



accumulation of filth, discarded materials or rubbish. Further, owners or occupiers of real property shall remove from the property unsightly accumulations of filth, discarded materials, rubbish or graffiti.

Enforcement of Bylaw 1073 is guided by the following requirements under Section 9 of the *RDN Bylaw Enforcement Policy*:

*If RDN staff determine that a property is unsightly pursuant to RDN Unsightly Premises Bylaw No. 1073, written notice will be delivered to the property owner and/or occupant directing that the property be cleaned-up prior to the expiration of the notice period. The notice period shall be at the discretion of the BEO and be dependent upon season, scope and history of infractions. In general, the notice period shall be between 30 and 60 days.*

*Where the owner/occupant of the property has not cooperated, cleaned-up the property and/or responded by the end of the notice period, one or more bylaw offence notices may be issued. If the property continues to be non-compliant, Bylaw Enforcement staff will issue a final notice and obtain estimates from contractors for clean-up of the property.*

*Bylaw Enforcement staff will provide a report to the RDN Board for consideration of directing the owner/occupant to clean up the property by a certain date, failing which, RDN staff or its agents are authorized to enter the lands and clean-up the property at the owner's expense. Should the cost of clean-up remain unpaid by the owner, the costs will be added to property taxes.*

Despite ongoing enforcement, including written notices, warnings and ticketing, the owner has demonstrated an unwillingness to clean up the property. Board direction appears to be the only remaining option available to bring the property into compliance with RDN regulations.

## **FINANCIAL IMPLICATIONS**

The subject property contains a significant amount of derelict heavy equipment, semi-trailers and vehicles which adds to the cost of clean-up and disposal. As previously described, in 2015 the RDN Board directed the owner to clean up the property, which is in a similar condition today. The cost of that clean-up by an RDN contractor was approximately \$38,000, which the property owner eventually repaid to the RDN. It is anticipated that the cost of another clean-up could be in the range of \$50,000 or higher.

If the Board adopts a resolution under its authority within section 325 of the *Local Government Act* and the *Unsightly Premises Regulatory Bylaw* to have the identified discarded and disused material removed from the property, any costs incurred by the RDN or its agents with respect to the removal may be recovered from the property owner. If unpaid on December 31<sup>st</sup> in the year in which the work is done, the expense may be added to taxes in arrears or be collected as a debt as authorized by section 399 of the *Local Government Act*.

## **STRATEGIC PLAN ALIGNMENT**

Social Wellbeing - Make the Region a safe and vibrant place for all, with a focus on children and families in programs and planning.

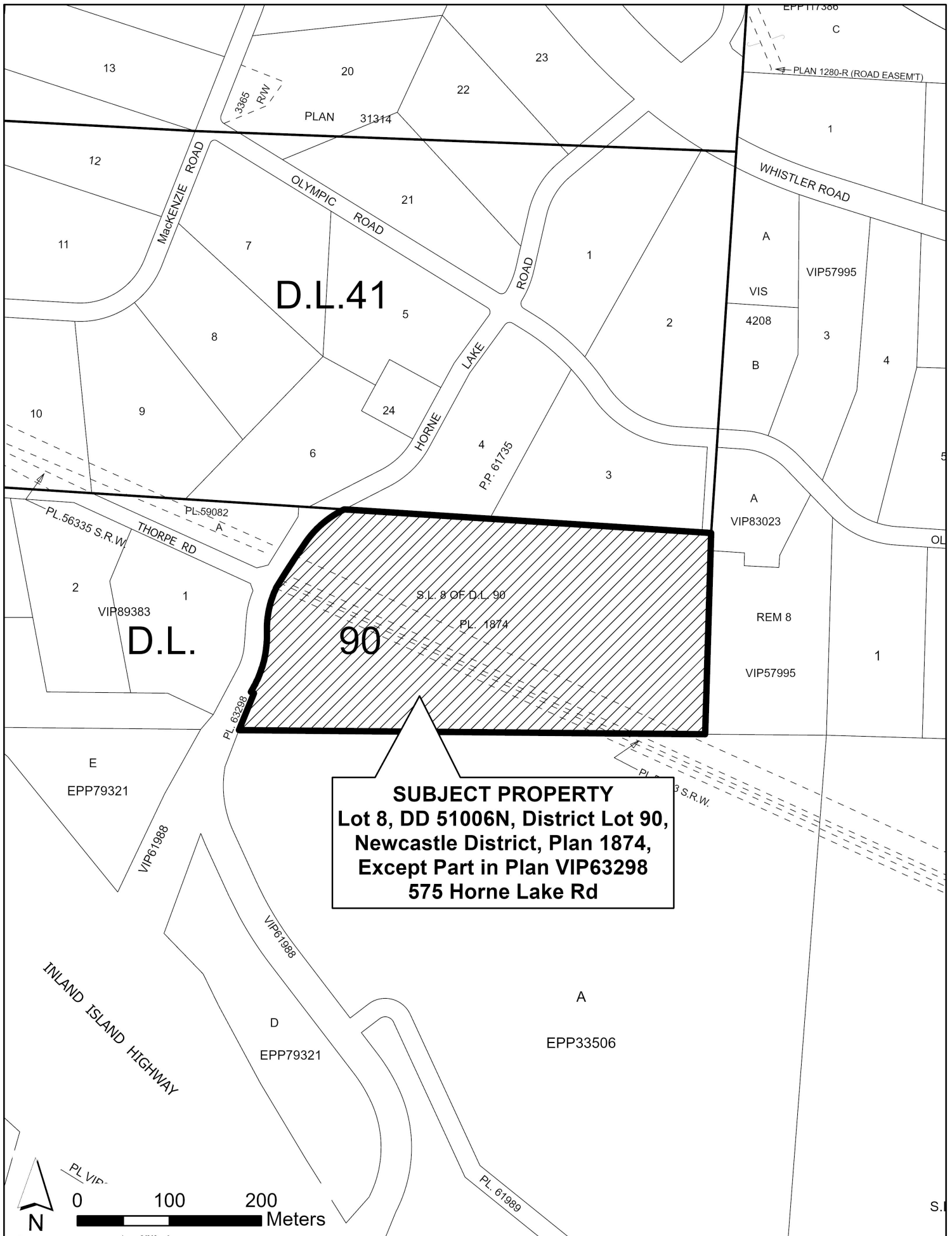
Environmental Stewardship - Protect and enhance the natural environment, including land, water, and air quality for future generations.

**REVIEWED BY:**

- L. Grant, General Manager, Planning & Development
- D. Holmes, Chief Administrative Officer

**ATTACHMENT(S)**

1. Subject Property Map
2. Photographs





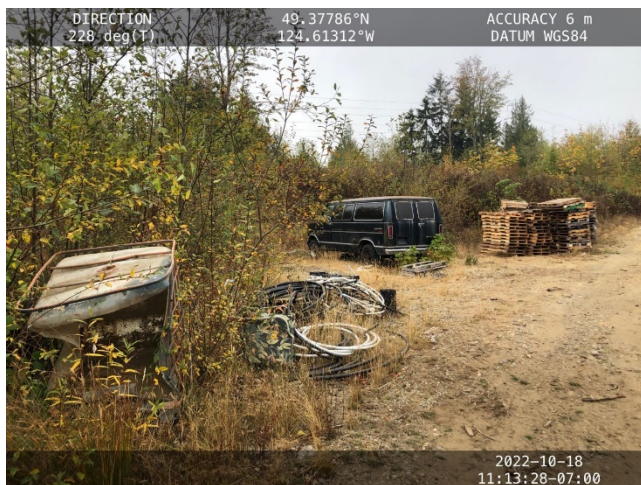
## Attachment 2 - Photographs











## Gail Smith

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**From:** Stephanie Flannery [REDACTED]  
**Sent:** Thursday, December 1, 2022 6:41 PM  
**To:** Gail Smith  
**Subject:** Delegation

[REDACTED]  
[REDACTED]

Louis Simard, George Flannery, (Elsa Heeps, Stephanie Flannery, Catherine Smiley, Cameron Gillispie, Wendy Williams )

[REDACTED] Louis Simard, [REDACTED] George Flannery

Louis Simard [REDACTED] - George Flannery [REDACTED]

Subject- 575 Horne Lake Road Unsightly Premises

Power Point YES

### Specific Action Requested

We the United property owners of Olympic Road are asking for some final decisions and recommendations from the board to stop, fine, and demand the owner of 575 Horne Lake Road to clean up his property with Oversight from RDN. We should never be subjected again to emotional stress, verbal abuse, illegal actions and pollution caused by the owner of 575 Horne Lake Road threatening us and our properties from this day forward.

### Executive Summary

In 2014, Fernando Costa, Island Pallet Solutions, LTD, purchased 575 Horne Lake Road. This property is zoned ALR. Previously in 2015 Costa was officially evicted from a property leased in Nanaimo for unsightly business practices. His dumping and devastation continued to the 575 Horne Lake Road property where in 2015 he was mandated to clean up this property. RDN secured the services of DBL for the clean up.

After this, Fernando Costa, Island Pallet Solutions, LTD, continued the dumping of drums of caustic soda, buckets of chemicals, pallets, mattresses, plastics, trailers, derelict vehicles leaking hydraulic fuel, oil, diesel and gasoline onto this 575 Horne Lake property after it had been cleaned. This individual receives money to get rid of, and dispose of rubbish in a "Green" manner as his advertisement states and then burns and disposes if it on the 575 Horne Lake property. The property owners of Olympic Road have been subjected to illegal burning of caustic substances, burning toxic smoke, the leaking of caustic chemicals seeping into the soil and groundwater, possibly polluting our wells and running downstream towards the hatchery. We are asking to stop Fernando Costa, Island Pallet Solutions, LTD, from ever using the 575 Horne Lake property as an industrial waste and burning site from this day forward.

Going forward we would like an investigation of this property by the Ministry of Environment and Water.

Gail, our materials will follow in the next email  
Thank you.

Stephanie and George Flannery



Dear Board,

Although these emails and photos are not in order due to our time constraints, it shows our communication with various elected officials and our concerns for 575 Horne Lake Road being used as commercial garbage dump site. Where did all this waste disappear to?

Please find copies of emails and photos below.

Thank you for listening and hearing our concerns.

Respectfully,

Louis Simard, Catherine Smiley, Elsa Heeps and Ric Golson, George and Stephanie Flannery, Cameron Gillespie , Wendy Williams









From: ELSA HEEPS <[REDACTED]>  
To: Louis Sims <[REDACTED]>; Stephanie Flannery <[REDACTED]>  
Sent: Wed, Nov 30, 2022 8:24 am  
Subject: RDN  
To all concerned

My Family and I have lived on our rural property, [REDACTED] for 23 years. We have done extensive work since we acquired this beautiful 6 acre parcel. Built a house, drilled a well, constructed a huge garden, planted an orchard, built a farm shop, greenhouses, chicken and duck coops. We LOVE it!

I met Fernando Costa about 9 years ago, he informed us that he wanted to have a small farm just like ours. And I thought, well that's cool.

Well nothing remotely close to that has transpired. The complete opposite. It has been an ongoing very stressful scenario for my family. All the rubbish, trailers, fishing gear, campers, derelict vehicles and equipment, the list is quite extensive. The dumping of hazardous materials, hydraulic fluid, caustic soda, machine oil. People are paying Fernando to dispose of their garbage, RV's, derelict equipment. He then brings everything to 575 Horne Lake Rd. I know Costa was booted out of Nanaimo for unsightly business practices, so what was a problem in Nanaimo, has now turned into our problem.

There has been illegal burning over the years, all over the property, but mostly directly in a large cleared area directly behind our house, thousands and thousands of pallets, at all hours of the day. It is alarming to wake in the middle of the night to a blazing inferno very close to our property line where we have huge fir and cedar trees. Fire hazard has been a huge concern.

There have been squatters living on the property over the years, one man died in one of the old campers unfortunately. A very sad situation.

There was a 400 plant cannabis grow-op directly behind our home in 2021, people have been defecating in this area, 2 of my dogs have had THC poisoning from eating human feces. One dog had to be hospitalized to the tune of \$700.

Costa has also done machine work on the property to divert water, large culverts installed that just dead ended on the back of our property line. With no infrastructure to support huge amounts of water coming down the hill has resulted in our driveway being washed out twice, our old trees have had there natural flow of water diverted so we now worry about their life span.

I could go on and on about this disturbing scenario.

I truly hope the people in charge of this situation will finally give us peace of mind and return this property into something that is in line with our values as rural land owners in our Beautiful Lighthouse Community.

Kind regards,

Elsa Heeps and Ric Golson.



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From: Stephanie Flannery <[REDACTED]>  
To: [REDACTED]  
Cc: stuart.mclean@rdn.bc.ca <stuart.mclean@rdn.bc.ca>  
Sent: Wed, Oct 26, 2022 10:58 am  
Subject: Violation of permit Vancouver Island District Permit/ File #2022-04600 Fernando Costa

Dear Minister Osborne,

I am writing this email on the behalf of the property owners on Olympic Road, Qualicum Beach. The last number of weeks we have been reaching out to many government officials to assist us with this urgent matter. We believe that a permit to cut a road from Fernando Costa's property bordering three other properties and through a government easement was erroneously issued by Ministry of Transportation without even visiting the proposed site. The property at 575 Horne Lake Road is on record as being owned by Island Pallet Solutions, Ltd. Previously Fernando Costa tried to subdivide the property and was denied. In finding a loophole, Costa applied as an individual to cut the road for a second residence for a family member. Costa does not live on the property and there is no primary residence.

There are certain terms and conditions that the "Permittee" must follow. Fernando Costa has not followed the guidelines. None of the adjoining property owners were notified that this permit had been issued or that Costa was beginning work on the road with no government oversight. We are VERY concerned about drainage issues onto our properties. Costa has downed trees onto Louis Simard's property as well as destroying his fence. Costa is [REDACTED]. We have had to phone the RCMP twice now. The first time we phoned on October 8th, the long weekend when no government officials were available to report to. The second time was yesterday, October 25th when Costa was on the government easement marking survey lines and cutting and trimming trees. Two RCMP officers came. One was Cst./Gend. T. Jensen, phone number 250-248-6111. The file number for this report is Oceanside RCMP 2022-10605.

We feel our pleas have not been heard by the government so we must seek legal counsel to protect our properties and our rights. Thank you for listening.

Respectfully,

Stephanie and George Flannery

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From: Stephanie Flannery <[REDACTED]>  
To: michael.pearson@gov.bc.ca <michael.pearson@gov.bc.ca>  
Cc: Stuart McLean <stuart.mclean@rdn.bc.ca>; Tim <[REDACTED]>; Louie & Kat <[REDACTED]>; Elsa Heeps <[REDACTED]>  
Sent: Thu, Oct 27, 2022 3:04 pm  
Subject: Photos from today

Hello Michael,

Thank you for your call and letting us know that Fernando Costa is no longer pursuing building the road through the government easement to Olympic Road. He had told Elsa Heeps that he had an extension to build it through November and that Brandon Kealy had issued him the permit in Courtenay. George will follow up with an email to you. We greatly appreciate your time.

Respectfully,

Stephanie Flannery

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From: Stephanie Flannery <[REDACTED]>  
To: GSmith@rdn.bc.ca <GSmith@rdn.bc.ca>  
Sent: Wed, Nov 30, 2022 9:54 am  
Subject: Fwd: Ministry of Transport Permit George's Email after second RCMP Call

----- Forwarded Message -----

From: George Flannery <[REDACTED]>  
To: Cam <[REDACTED]>; Colin <[REDACTED]>; Elsa Heeps  
<[REDACTED]>; Louie & Kat <[REDACTED]>; Steph <[REDACTED]>; Wendy  
<[REDACTED]>  
Sent: Tuesday, October 25, 2022, 05:58:36 PM PDT  
Subject: Ministry of Transport Permit

Hi all,

I didn't receive a call from Tami Thompson at the Ministry of Transportation and Infrastructure as I was hoping. I do think that Costa is planning on proceeding with the roadway construction tomorrow. As Constable Jensen mentioned, I think it would be wise to go the Ministry's office in Nanaimo first thing tomorrow morning and confront Tami with all our information and insist that she cancel this permit until it can be further investigated. I will head to Nanaimo tomorrow morning. Their office opens at 8:30, so I expect to leave about 7:30. I will go by myself, but I think it would look better from our perspective if it was more than just me. Let me know if anyone else is free and able to join me.

George  
[REDACTED]

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From: ELSA HEEPS <[REDACTED]>  
To: [GSmith@rdn.bc.ca](mailto:GSmith@rdn.bc.ca); Stephanie Flannery <[REDACTED]>  
Sent: Wed, Nov 30, 2022 5:09 pm  
Subject: Fwd: FERNANDO COSTA

Hello Gail, here are some pictures of the mess on Fernandos property. Hope this helps.

Regards,

Elsa Heeps

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From: ELSA HEEPS <[REDACTED]>  
To: Stephanie Flannery <[REDACTED]>; Louis Sims <[REDACTED]>



Sent: Tuesday, November 29, 2022 at 06:40:57 PM PST  
Subject: Fwd: FERNANDO COSTA

My correspondence with Chris Basara

Regards, Elsa

Begin forwarded message:

From: ELSA HEEPS <[REDACTED]>  
Subject: Re: FERNANDO COSTA  
Date: October 14, 2022 at 12:30:06 PDT  
To: Chris Basara <CBasara@rdn.bc.ca>  
Cc: Tom Armet <TArmet@rdn.bc.ca>, Kari Miller <KMiller@rdn.bc.ca>, Stephanie Flannery  
<[REDACTED]>

Thanks for updating me Chris.

I know the couple you are referring too. Jess and Taylor who have now acquired their own property. Due to a confrontation with Costa, Fernando he has blocked them from retrieving their RV and other belonging with big cement blocks.

My other neighbour Richard who lives on Horne lake road and who was part of the grow op last summer told me that one of Fernandos buddies rolled up one day and proceeded to dump 55gallon drums of caustic soda or lye directly on the ground in the area behind our house. It is unconscionable what is transpiring on this property.

I don't think he has the property listed, he just slapped a few for sale signs on the rezoning sign, which is ridiculous. Seeing as that was denied.

Please keep in touch and let my neighbours and I know of any headway you might make.

Regards,

Elsa

On Oct 14, 2022, at 11:46, Chris Basara <CBasara@rdn.bc.ca> wrote:

Good morning Elsa,

Thanks for the email. I appreciate your frustrations so let me update you on the most recent events concerning this property. I have CC'd both my partner and manager in this response for everyone's awareness.

Notwithstanding the garbage dumping and development occurring, we had received several complaints concerning 'tenants' living on the property, retails sales of seafoods, unsightly nature of the property and a host of other issues. This was one area of focus we concentrated on. Simultaneously, we commenced enforcement action against the property owner following our enforcement strategy based on our policy. This is a graduated and measured approach and in doing so there were notable improvements made on site.

I worked closely with one of the renters who was in an RV. He was largely responsible for cleaning up the property and was making significant progress, including the dumping sites where Mr. Costa was bringing the garbage. He categorized and removed a significant portion of the rubbish and maintained communications with the owner during this time. Warning letters and referrals to the Ministry of the

Environment and VIHA were made. Additionally the owner was fined due to the unsightly nature of the property.

We were able to get another renter in an RV off the property which stopped the illegal retail sales and removed a portion of the junk. The other renter, I allowed to remain on site temporarily so long as clean-up efforts continued and he remained cooperative. Since that time, this last renter left the property due to a fallout with the owner.

Admittedly, I have not had opportunity to re-attend the property but have noted access to the rear of the property is now blocked. I had received word the owner was selling the property but I have not confirmed this as yet. Given this latest information I will reengage enforcement efforts on this file. In the past, the owner has been less than cooperative and avoids our communications which does slow the process down considerably. I will conduct another site visit to gather updated evidence and proceed from there.

Thank you,

Chris Basara  
Bylaw Enforcement Officer, Building & Bylaw Services  
Regional District of Nanaimo  
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2  
T: 250-390-6767 | Email: cbasara@rdn.bc.ca  
Get Involved RDN | Facebook | Twitter | Instagram

-----Original Message-----

From: ELSA HEEPS <[REDACTED]>  
Sent: Friday, October 14, 2022 8:14 AM  
To: Chris Basara <CBasara@rdn.bc.ca>  
Cc: Stephanie Flannery <[REDACTED]>  
Subject: FERNANDO COSTA

Hi Chris,

It has been more than a year since we have spoken about Fernando Costa's property. As far as I can tell absolutely nothing has been done to rectify the disgusting garbage dump behind our property. Time just keeps ticking and he just keeps hauling and dumping waste on site. The property is rural residential not industrial waste!!!

What the heck, why is this continuing to happen? My neighbours and I are absolutely perplexed.

Over the long weekend he took it upon himself to start bulldozing down trees right up to the property line. He has potentially messed up the natural flow of water for this winter. The last time he did this our driveway was washed out twice!!! We have just spent a few thousand dollars in redoing our driveway, it will be devastating if it all gets washed away again this winter.

He has the intention of putting in a road on the easement even though he is not following any of the stipulations put in place. He will definitely be doing damage to our valued mature trees. Never mind the fact that we will have a clearer view of his disgusting mess. PLUS there are power lines literally 2 feet away from the edge of road site.

Can somebody PLEASE DO SOMETHING!!!

Regards,

Elsa Heeps































-----Original Message-----

From: Stephanie Flannery <[REDACTED]>

To: GSmith@rdn.bc.ca <GSmith@rdn.bc.ca>

Sent: Wed, Nov 30, 2022 9:29 am

Subject: Fw: FERNANDO COSTA Elsa Heeps emails to Tom Arnet ( last part is important and relevant to Louis's photos

From: Tom Arnet <TArnet@rdn.bc.ca>

Subject: RE: FERNANDO COSTA

Date: November 22, 2022 at 16:41:53 PST

To: ELSA HEEPS <[REDACTED]>

Hi Elsa,

Yes, you certainly have a bad neighbor. We're doing whatever what we can at this point to get this property cleaned up and make life a bit easier for you folks. I wanted to get this in front of the Board before year end so it was a fairly tight time line for notifying the neighbors, but feel free to pass this along to anyone that might be interested in speaking at the meeting.

Best regards

Tom



Tom Armet  
Manager, Building & Bylaw Services  
Regional District of Nanaimo  
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2  
T: (250) 390-6535 | C: (250) 713-7290 | Email: tarmet@rdn.bc.ca  
RDN | Get Involved RDN | Facebook | Twitter | Instagram

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From: ELSA HEEPS <[REDACTED]>  
Sent: Tuesday, November 22, 2022 4:36 PM  
To: Tom Armet <TArmet@rdn.bc.ca>  
Subject: Re: FERNANDO COSTA

Hi Tom,

Well that explains all the crashing around, I would have liked to attend the meeting but it's pretty short notice. I will be working unfortunately.

I think you know how we all feel and will do your best to speak on our behalf.

Will someone be coming in after the 16th of December to see what kind of job he has done with the cleanup?

It's unfortunate that we got Costa for a neighbour, he has done so much un-repairable damage to what could have been a beautiful property.

All my other neighbours are so awesome!

Please keep in touch and let me know how the meeting goes.

Thanks,

Elsa

On Nov 22, 2022, at 09:07, Tom Armet <TArmet@rdn.bc.ca> wrote:

Good morning Elsa,

The Electoral Area Services Committee (EASC) of the RDN Board will be considering a staff recommendation in relation to the condition of the property this Thursday November 24th at 1:00 pm. You, or other affected residents may wish to attend and speak to the issue. Here is a link to the EASC agenda. Please see pages 11 and 92.

<https://rdn-pub.escribemeetings.com/Meeting.aspx?Id=03d6a313-df73-4a98-98a4-4d57ba93c510&Agenda=Agenda&lang=English>

If you have any questions, please feel free to call or email me.

Regards

Tom Armet  
Manager, Building & Bylaw Services  
Regional District of Nanaimo  
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2  
T: (250) 390-6535 | C: (250) 713-7290 | Email: tarmet@rdn.bc.ca  
RDN | Get Involved RDN | Facebook | Twitter | Instagram

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From: ELSA HEEPS <[REDACTED]>

Sent: Monday, November 21, 2022 8:41 PM  
To: Chris Basara <CBasara@rdn.bc.ca>; Tom Armet <TArmet@rdn.bc.ca>; Kari Miller <KMiller@rdn.bc.ca>  
Subject: FERNANDO COSTA

Hi Chris,

Just wanted to let you know there has been lots of action on Costa's property for about the last 10 days. He has been burning, (I thought he had a ban on burning?)

Lots of machine work, lots of crashing and banging directly behind our place late into the evening 9:00-10:00 o'clock.

There is also someone squatting on the property with a tarp scenario and trip line with a bell up by the hydro gate, very bizarre.

Are there any updates on your end? What are the chances his property will ever get cleaned up?

He came to see my husband and I during his attempt to put the road in. He [REDACTED] said he had a permit extension for an additional month.

This was the second time I have ever talked to him face to face, I have to admit I was pretty rude and let rip everything I had stored up over the last 10 years.

Anyways, be good to get some news so I can pass on any info to my neighbours.

Thanks,

Elsa

---

----- Forwarded Message -----

From: ELSA HEEPS <[REDACTED]>  
To: Stephanie Flannery <[REDACTED]>  
Sent: Friday, October 14, 2022, 12:17:39 PM PDT  
Subject: Fwd: FERNANDO COSTA

AN update, sounds like they haven't been out here for quite awhile, but hopefully they will revisit the site soon.

Elsa

Begin forwarded message:

From: Chris Basara <CBasara@rdn.bc.ca>  
Subject: RE: FERNANDO COSTA  
Date: October 14, 2022 at 11:46:24 PDT  
To: ELSA HEEPS <[REDACTED]>  
Cc: Tom Armet <TArmet@rdn.bc.ca>, Kari Miller <KMiller@rdn.bc.ca>

Good morning Elsa,

Thanks for the email. I appreciate your frustrations so let me update you on the most recent events concerning this property. I have CC'd both my partner and manager in this response for everyone's awareness.

Notwithstanding the garbage dumping and development occurring, we had received several complaints concerning 'tenants' living on the property, retails sales of seafoods, unsightly nature of the property and a host of other issues. This was one area of focus we concentrated on. Simultaneously, we commenced enforcement action against the property owner following our enforcement strategy based on our policy. This is a graduated and measured approach and in doing so there were notable improvements made on site.

I worked closely with one of the renters who was in an RV. He was largely responsible for cleaning up the property and was making significant progress, including the dumping sites where Mr. Costa was bringing the garbage. He categorized and removed a significant portion of the rubbish and maintained communications with the owner during this time. Warning letters and referrals to the Ministry of the Environment and VIHA were made. Additionally the owner was fined due to the unsightly nature of the property.

We were able to get another renter in an RV off the property which stopped the illegal retail sales and removed a portion of the junk. The other renter, I allowed to remain on site temporarily so long as clean-up efforts continued and he remained cooperative. Since that time, this last renter left the property due to a fallout with the owner.

Admittedly, I have not had opportunity to re-attend the property but have noted access to the rear of the property is now blocked. I had received word the owner was selling the property but I have not confirmed this as yet. Given this latest information I will reengage enforcement efforts on this file. In the past, the owner has been less than cooperative and avoids our communications which does slow the process down considerably. I will conduct another site visit to gather updated evidence and proceed from there.

Thank you,

Chris Basara  
Bylaw Enforcement Officer, Building & Bylaw Services  
Regional District of Nanaimo  
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2  
T: 250-390-6767 | Email: cbasara@rdn.bc.ca  
Get Involved RDN | Facebook | Twitter | Instagram

-----Original Message-----

From: ELSA HEEPS <[REDACTED]>  
Sent: Friday, October 14, 2022 8:14 AM  
To: Chris Basara <CBasara@rdn.bc.ca>  
Cc: Stephanie Flannery <[REDACTED]>  
Subject: FERNANDO COSTA

Hi Chris,

It has been more than a year since we have spoken about Fernando Costa's property. As far as I can tell absolutely nothing has been done to rectify the disgusting garbage dump behind our property. Time just keeps ticking and he just keeps hauling and dumping waste on site. The property is rural residential not industrial waste!!!

What the heck, why is this continuing to happen? My neighbours and I are absolutely perplexed.

Over the long weekend he took it upon himself to start bulldozing down trees right up to the property line. He has potentially messed up the natural flow of water for this winter. The last time he did this our driveway was washed out twice!!! We have just spent a few thousand dollars in redoing our driveway, it will be devastating if it all gets washed away again this winter.

He has the intention of putting in a road on the easement even though he is not following any of the stipulations put in place. He will definitely be doing damage to our valued mature trees. Never mind the fact that we will have a clearer view of his disgusting mess. PLUS there are power lines literally 2 feet away from the edge of road site.

Can somebody PLEASE DO SOMETHING!!!

Regards,

Elsa Heeps

-----Original Message-----

From: Stephanie Flannery <[REDACTED]>  
To: GSmith@rdn.bc.ca <GSmith@rdn.bc.ca>  
Cc: gsf49@me.com <[REDACTED]>  
Sent: Wed, Nov 30, 2022 10:13 am  
Subject: Emails, Photos

Hi Gail,

I know there is a lot that I have forwarded to you. I think it is important to show the board all of this as it proves our efforts to have this issue resolved regarding 575 Horne Lake Road. As per our first email beginning the Dear Elected Officials, I hope the board will look at who this email was copied to. It is frustrating that we received little response or consideration to our pleas for help.

Along with concerns for our health with toxic smoke, ground water being contaminated and possibly seeping into our wells and the fish hatchery being down stream from us, the burying of rubbish that Island Pallets Solutions, LTD got paid money for to dispose of in a "Green" matter as his ad states, the individual

who owns 575 Horne Lake is [REDACTED]. His actions have caused us all emotional distress with his verbal abuse and fearing for our properties every time we hear machinery or see smoke. We are hoping for some kind of final decision and recommendations to never have to deal with this property owners illegal actions, abuse, and pollution going forward.

We all so appreciate the Board's time and efforts to listen, hear us and get some relief.

Thank you for your time.

Respectfully,

Stephanie and George Flannery And All the united property owners of [REDACTED]

---

-----Original Message-----

From: Stephanie Flannery <[REDACTED]>

To: rob.fleming.mla@leg.bc.ca; George <[REDACTED]>

Cc: Cam <[REDACTED]>; Colin <[REDACTED]>; Elsa Heeps <[REDACTED]>; Louie & Kat <[REDACTED]>; Wendy <[REDACTED]>

Sent: Mon, Oct 24, 2022 6:30 pm

Subject: Re: 575 Horne Lake Road Subdivision URGENT

It looks as though Fernando Costa has moved road building equipment onto his property. If he proceeds with his proposed road between his property, through the government easement to Olympic Road, he will be doing so illegally. He is in violation of the permit that was issued erroneously and once the damage is done, there is no fixing the damage.

Please see this attached email for reference.

We wonder why we have still not gotten a response for this threat to our properties?

We anxiously await your response.

Respectfully,

Stephanie Flannery

On Saturday, October 22, 2022, 04:52:26 PM PDT, George <[gsf49@shaw.ca](mailto:gsf49@shaw.ca)> wrote:

575 Horne Lake Road

This property is owned by Island Pallet Solutions Ltd.

Further to our previous email:

In 2017 Island Pallet Solutions Ltd. applied to subdivide the property into 2 lots. A Public Information Meeting (PIM) was held in December of that year in which numerous complaints were made. On April 10, 2018 subdivision recommendations were presented to the Regional District of Nanaimo Board:

1. The property is subject to the Environmentally Sensitive Area for Aquifer Protection Development Permit. Therefore, a permit application is required prior to the subdivision of the property.
  2. It was noted that there were RDN enforcement actions and investigations underway regarding the accumulation of wooden pallets, other wood waste, several derelict vehicles and other discarded material.
  3. It was recommended that the applicant complete and implement a stormwater management and drainage plan prior to subdivision approval.
  4. Due to the potential impact on the Horne Lake Qualicum Bay Waterworks District supply wells, the applicant should perform a Groundwater Potential and Aquifer Impact Review.
  5. Even though there were site contamination issues, the Land Remediation Section of the Ministry of Environment and Climate Change seemed strangely unconcerned.
- On April 24, 2018 the zoning application was rejected.

From that time to the present, Elsa Heeps and Rick Golson have made numerous complaints to the RDN about the land being used as a dump site in contravention of the RDN's land use bylaws. And yet it continues!

Although it's subdivision application was turned down by the RDN, Fernando Costa has now received a Permit from the Ministry of Transportation and Infrastructure to do what he couldn't do through the RDN. This is outrageous! Apparently he applied for the subdivision through Section 514 of the Local Government Act to Provide Residence for a Relative. In keeping with his past record, he hasn't even followed the Permit's Terms and Conditions. As of today, he has yet to contact his neighbours regarding his planned construction and use of the unopen road allowance to Olympic Road. He has cut down trees that have damaged his neighbour's fence (Louie Simard). There are also Hydro lines and a drainage ditch along the unopen road allowance as well as a telephone pole blocking access to Olympic Road. We have to ask why the Ministry of Transportation and Infrastructure is allowing a limited company with a long proven history of site abuse to subdivide its property in contravention of the desires of both the neighborhood and the Regional District of Nanaimo Electoral Area H. It seems evident that this Permit was issued without proper investigation. We ask that the Ministry of Transportation and Infrastructure cancel this permit immediately before more damage is done.

George Flannery  
Stephanie Flannery  
2882 Olympic Road  
604-618-9210

----- Forwarded Message -----

From: Stuart McLean <stuart.mclean@rdn.bc.ca>  
To: Stephanie Flannery <[REDACTED]>  
Sent: Tuesday, October 25, 2022 at 07:11:23 AM PDT  
Subject: RE: 575 Horne Lake Road Subdivision URGENT

Hi Stephanie,

As the issue of road access and subdivision is governed by the Province I have reached out to the Ministry of Transportation and our local MLA to respond. I'll let you know as soon as I hear something.

All the best,

Stuart

Stuart McLean  
Director - Electoral Area H  
Regional District of Nanaimo

250-240-2263

From: Stephanie Flannery <[REDACTED]>  
Date: 2022-10-24 6:40 PM (GMT-08:00)  
To: Stuart McLean <stuart.mclean@rdn.bc.ca>  
Subject: Fw: 575 Horne Lake Road Subdivision URGENT

----- Forwarded Message -----

From: Stephanie Flannery <[REDACTED]>  
To: Chris Basara <cbasara@rdn.bc.ca>  
Sent: Monday, October 24, 2022, 06:34:26 PM PDT  
Subject: Fw: 575 Horne Lake Road Subdivision URGENT

----- Forwarded Message -----

From: Stephanie Flannery <[REDACTED]>  
To: "rob.fleming.mla@leg.bc.ca" <rob.fleming.mla@leg.bc.ca>; George <[REDACTED]>  
Cc: Cam <[REDACTED]>; Colin <[REDACTED]>; Elsa Heeps  
<[REDACTED]>; Louie & Kat <[REDACTED]>; Wendy <[REDACTED]>  
Sent: Monday, October 24, 2022, 06:30:47 PM PDT  
Subject: Re: 575 Horne Lake Road Subdivision URGENT

It looks as though Fernando Costa has moved road building equipment onto his property. If he proceeds with his proposed road between his property, through the government easement to Olympic Road, he will be doing so illegally. He is in violation of the permit that was issued erroneously and once the damage is done, there is no fixing the damage.

Please see this attached email for reference.

We wonder why we have still not gotten a response for this threat to our properties?

We anxiously await your response.

Respectfully,

Stephanie Flannery

---

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George Flannery  
Stephanie Flannery  
[REDACTED]

---

-----Original Message-----

From: ELSA HEEPS <[REDACTED]>  
To: Stephanie Flannery <[REDACTED]>; ELSA HEEPS <[REDACTED]>  
Sent: Thu, Oct 13, 2022 4:08 pm  
Subject: Fwd: 575 Horne Lake Rd.

This is my correspondence with Chris Basara from the RDN. If you scroll to the bottom you should be able to see some pictures. I'll still get some new ones tomorrow.

Elsa

Begin forwarded message:

From: "Basara, Chris" <CBasara@rdn.bc.ca>  
Subject: Re: 575 Horne Lake Rd.  
Date: July 2, 2021 at 16:11:22 PDT  
To: ELSA HEEPS <[REDACTED]>  
Cc: "Miller, Kari" <KMiller@rdn.bc.ca>

Hello Elsa,

Thanks for the update. We have been visiting the property quite regularly and have been in communication with the worker on site fairly frequently.

We are aware of the cannabis grow operation and they do have a licence for it. In terms of numbers of plants, we have no jurisdiction over that should they be over their licensed allotment. That would have to fall under Health Canada and by extension the RCMP. We can only regulate land use.

As for the equipment - yes they have been working a significant amount mainly on the cleanup effort. The use of the equipment is allowed and the clean up is what we've been mainly monitoring.

Our planning department is communicating with the owner concerning land use and his proposed plans for the property. This is of course on-going and he will have to be generally compliant with regulations before any development will be approved.

Any fires, please contact the wildfire forestry service right away. We certainly share your concerns over fire hazards.

Have a great weekend.

Thank you. Chris.

Sent from my iPhone

---

On Jul 2, 2021, at 15:09, ELSA HEEPS <[REDACTED]> wrote:

Hi Chris,

Just checking to give you an update. Not sure when you last visited Fernando Costa's property. There is a lot of action going on directly behind our home. The excavator has been running a lot. We are concerned about fire hazard running a machine this time of year when everything is so tinder dry.

He has brought in a lot of top soil, solar panels for running a water pump I assume, as there are big water tanks and about 500-600 Marijuana plants. Spread out in different plots. Just up from the lot that is behind our house.

There has been burning on two occasions in the last month that I know of, which is freaking us out as we have so many big trees and the wind almost ALWAYS comes from the south west.

So it would be great if you could investigate this further and give us an update.

Regards,

Elsa

---

On May 18, 2021, at 9:33 AM, Basara, Chris <CBasara@rdn.bc.ca<mailto:CBasara@rdn.bc.ca>> wrote:

Hi Elsa, We really can't discuss enforcement too much as we still have to be cognizant of privacy issues.. I can say however, it is part of the process.. Notwithstanding the fine amount, if he chooses to ignore fines, this will help build a significant part of the case if the matter gets referred to our legal services. Even if he does pay them, this will still support our case, as continued contraventions despite having been fined will hold significant weight before the courts.

Thanks, Chris

---

From: ELSA HEEPS <[REDACTED]>>  
Sent: Monday, May 17, 2021 4:50 PM  
To: Basara, Chris <CBasara@rdn.bc.ca<mailto:CBasara@rdn.bc.ca>>  
Subject: Re: 575 Horne Lake Rd.

Am I allowed to ask how much he was fined? It's like water off a ducks back with him. There's been a lot of top soil being brought in over the weekend to a spot just up hill from our house. I can't imagine what he's up to now.

Thanks for reminding us of the process, We will remain hopeful and patient.

Elsa

---

On May 17, 2021, at 4:37 PM, Basara, Chris <CBasara@rdn.bc.ca<mailto:CBasara@rdn.bc.ca>> wrote:

Hi Elsa,  
We conducted a site visit there last week and spoke with a property representative.. There is a lot going on there for sure and we took stock of the activities and any contraventions occurring.

I touched base with our planning department and drafted a demand letter to the Property Owner and he has been fined for the Unsightly nature of the property. Please keep in mind, we do have a process to follow on these sorts of files and it can often appear that nothing is happening on our end. There is often a lot of communication and assessment taking place which unfortunately does take time. Rest assured we are on it and will continue to monitor the property and work with the owner.

Additionally, FLNRO (conservation service) has been out to the property as well when the burning was occurring and it is my understanding fined him as well.

Thanks for the updates and reaching out.

Chris

---

From: ELSA HEEPS <[REDACTED]>>  
Sent: Monday, May 17, 2021 4:26 PM  
To: Basara, Chris <CBasara@rdn.bc.ca<mailto:CBasara@rdn.bc.ca>>  
Subject: Re: 575 Horne Lake Rd.

Hi Chris,

Just checking in to get an update on the clean-up of Costa's property. I know you had a meeting about 3 weeks ago now. There is activity behind us everyday. There continues to be tons of junk being brought onto his property, 2 semi's have been brought down the hill loaded with old appliances and god only knows what else. There is a non-stop supply of junk! This is exactly what happened before the last clean-up, he has not altered his activities whatsoever.

We are anxious to know how this is going to play out. We are the other end of the spectrum, trying to nurture our property and run an organic farm. Very frustrating.

It would be great if you could fill us in on how things are progressing.

Regards,

Elsa & Ric

---

On Apr 14, 2021, at 9:15 AM, Basara, Chris <CBasara@rdn.bc.ca<mailto:CBasara@rdn.bc.ca>> wrote:

Hi again Elsa,

I was going to mention the photos so since you have brought it up I will suggest not going on his property to obtain photos. We, as designated bylaw officers, have authority under the Community Charter to enter onto properties to ensure compliance with local regulations. If you see some activity that raises concern, let us know and we will conduct an updated site visit and obtain photos from our end. I will be accelerating enforcement efforts this week.

Regards,  
Chris

---

From: ELSA HEEPS <[REDACTED]>>  
Sent: Wednesday, April 14, 2021 9:10 AM  
To: Basara, Chris <CBasara@rdn.bc.ca<mailto:CBasara@rdn.bc.ca>>

Subject: Re: 575 Horne Lake Rd.

Hi Chris,

Thanks for getting in touch. I'll continue to update you to the best of my ability. I know all our neighbours are concerned with the ongoing dilemma, But I feel they are just sitting back and letting me do all the work, and taking pictures while I trespass on his land. I'm so grateful for your efforts. Please stay in touch.

Regards,

Elsa

---

On Apr 14, 2021, at 9:03 AM, Basara, Chris <CBasara@rdn.bc.ca<mailto:CBasara@rdn.bc.ca>> wrote:

Hello Elsa.

Thank you for your email update. This does assist with enforcement efforts. Currently we are following the enforcement process regarding the unsightly nature of the property, use of RVs and accumulation of garbage, etc... While we have contacted provincial agencies regarding the burning concerns of the pallets and garbage, we continue to encourage the public to do so as well. It is my understanding the province has fined the owner however this does not seem to have deterred him. We continue to work with our planning department on this and further enforcement action is forthcoming.

Thank you again for the photos and updated information.

Chris Basara  
Enforcement Officer, Strategic and Community Development  
Regional District of Nanaimo

From: ELSA HEEPS <[REDACTED]>>  
Sent: Tuesday, April 13, 2021 1:32 PM  
To: Louis Sims <[REDACTED]>>; McLean,  
Stuart <stuart.mclean@rdn.bc.ca<mailto:stuart.mclean@rdn.bc.ca>>; Basara, Chris  
<CBasara@rdn.bc.ca<mailto:CBasara@rdn.bc.ca>>;  
info@ferrisfencing.com<mailto:info@ferrisfencing.com>;  
newsonline@ctv.ca<mailto:newsonline@ctv.ca>; news@ctv.ca<mailto:news@ctv.ca>  
Subject: 575 Horne Lake Rd.

To all concerned parties:

This letter is in regards to a property situated directly behind our 6 acre parcel at 2910 Olympic Rd. We operate a small organic farm. We have the greatest respect for our small piece of paradise. But in stark contrast we have a neighbour Fernando Costa at 575 Horne lake rd. Who does nothing but abuse his property! There is garbage, derelict machinery, junker RV's, crushed RV's, pallets of old rusty paint cans. Big burn piles that are laced with garbage, plastic containers, old furniture. There is old machinery that is leaking diesel, hydraulic fluid, oil, all of which gets into the run off when it rains or into the seasonal creeks and streams all of which run down hill through our property where we operate our business,

have free range ducks, a pond, our well. And then it continues on to fish bearing streams further downhill.

Piles of pallets are being torched in the middle of the night, then left to smoulder for days with no further attendance. There is a shanty town in clear visibility as you come down Horne Lake rd. It is a serious eye sore.

A few years ago DBL was contracted to do a clean-up of the property, we thought that would put an end to the chaos. But the whole scenario of total disregard for neighbours and the environment has started again and continues to spiral out of control.

My neighbours and I are hoping that The RDN, Fisheries, BC Hydro, Fortis BC and The Ministry of environment will work together to rectify the situation once and for all.

Please see attached photos, they are only a small portion of the damage that is being done to what was once a beautiful property.

Regards,

Elsa Heeps









## BYLAW 1784 AMENDMENT

### RECOMMENDATIONS

1. That “Regional District of Nanaimo Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 1784.05, 2022” be introduced and read three times.
2. That “Regional District of Nanaimo Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 1784.05, 2022” be adopted.

### BACKGROUND

The Regional District of Nanaimo (RDN) Bylaw No. 1784 establishes tipping fees, and conditions of site use, for both the Regional Landfill and Church Road Transfer Station. The proposed Bylaw amendment includes three new definitions, that provide clarity for the RDN’s Household Hazardous Waste (HHW) Program, while also prescribing a fee schedule for materials collected under the HHW Program (Attachment 1). Further, the proposed amendment provides for a \$5.00/tonne increase to all Schedule A, Section 1, and Section 3 materials, to be implemented on April 1, 2023.

This amendment also seeks to repeal Schedule A, Section 9.

### Household Hazardous Waste Definitions

The addition of the following three definitions supports the implementation of the RDN Household Hazardous Waste program:

***“Household Hazardous Waste”***

means a hazardous waste that results from:

- (a) a domestic activity at a residence,
- (b) personal use, or
- (c) a person's use in relation to the person's own residence.

***“Special Household Hazardous Waste”***

means a ***Household Hazardous Waste*** that may pose an increased hazard risk and includes ***Prohibited Hazardous Wastes*** under Schedule ‘F’, as well as materials in containers that are open,



leaking, or damaged in such a way that an accidental release of the material is imminent.

***“Household Hazardous Waste Collection Facility”***

means a permanent place that is operated for the collection and storage of ***Household Hazardous Waste***.

**Tipping Fee Increase**

Bylaw No. 1784 prescribes tipping fees for all materials accepted at both the Regional Landfill and the Church Road Transfer Station. The most recent RDN Tipping Fee Increase occurred on April 1, 2021, when the per tonne rate for Schedule A, Section 1 materials were increased from \$130.00/tonne to \$140.00/tonne.

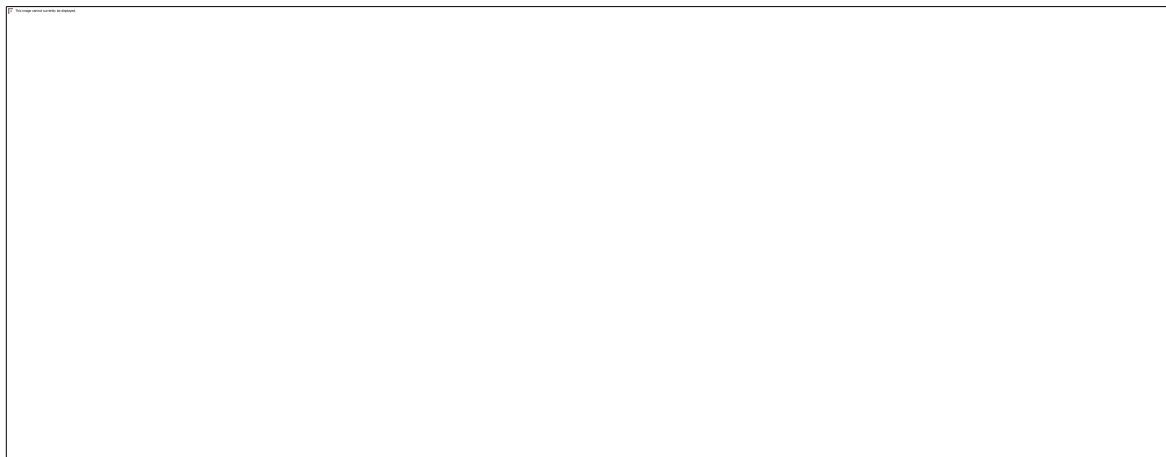
Since April 2021, the volume of material received at both RDN Solid Waste Facilities has increased by more than 23% year over year. The global pandemic, the increased costs of fuel, the inflation rate in North America, and strong regional growth has contributed to these heightened waste volumes. Staff believe that some of those wastes that were leaving the island, for disposal in other Canadian regions and the United States, have remained in the RDN over the past year, due in part to the elevated costs of transportation and foreign exchange rates.

Increased waste volumes, despite generating higher revenues, also increase operational expenses making accurate cost recovery critical in supporting an equitable and efficient operation. At the same time, heightened waste volumes consume greater quantities of landfill airspace reducing the lifespan of the landfill. As such tipping fees must ensure accurate and equitable recovery of the airspace consumed, by providing for the future post-closure maintenance costs of the Regional Landfill, the continued operation of the Church Road Transfer Station, and the ability for the RDN to consider all future solid waste management opportunities.

Accordingly, staff recommend increasing the tipping fee for all Schedule A, Section 1, and Section 3 materials by \$5.00/tonne, on April 1, 2023. Doing so addresses the increased rate of landfill airspace consumption, supports the 90% waste diversion goal of the Solid Waste Management Plan (SWMP), and the continued development of the circular economy by supporting recycling systems.

A jurisdictional tipping fee comparison can be seen in Figure 1.

***Figure 1***



Staff have considered the impact that increased tipping fees could have on the local economy, society, and natural environment.

The proposed increase equals 3.5% for Schedule A, Section 1 materials, and 1.9% for Schedule A, Section 3 materials (Figure 2), and as such will not impact Recyclable Material tipping fees charged by the RDN. In turn, existing recycling and composting programs will continue to be supported as a cost effective and eco-centric option.

**Figure 2**

**Schedule 'A'**

Fees and Procedures for use of *Solid Waste Management Facilities* effective April 1, 2023.

1.	Solid Waste, excluding Controlled Waste	Flat Rate	Tipping Fee up to March 31, 2023 (51kg or greater)	Tipping Fee April 1, 2023 (51kg or greater)	Licensed Waste Hauler Tipping Fee (51kg or greater)
a.	<b>Municipal Solid Waste</b>	\$8.00/0-50kg	\$140.00/tonne	\$145.00/tonne	\$100.00/tonne
b.	<b>Medical Facility Waste</b>	\$8.00/0-50kg	\$140.00/tonne	\$145.00/tonne	\$100.00/tonne
c.	<b>Resource Recovery Facility Waste</b>	\$8.00/0-50kg	\$140.00/tonne	\$145.00/tonne	\$100.00/tonne
d.	<b>Roofing Material</b> (asphalt/tar/gravel)	\$8.00/0-50kg	\$140.00/tonne	\$145.00/tonne	\$100.00/tonne
e.	<b>Construction/Demolition Waste</b>	\$8.00/0-50kg	\$140.00/tonne	\$145.00/tonne	\$100.00/tonne
f.	Weighing service	\$20.00			
g.	<b>Surcharge for Unsecured Loads</b>	\$20.00			
h.	<b>Surcharge per Mattress and Boxspring</b>	\$20.00/unit			

3.	Controlled Waste	Flat Rate	51 kg or
a.	<b>Asbestos</b>	\$30.00/0-50kg	\$505.00/tonne
b.	<b>Bio Solids</b>	\$8.00/0-50 kg	\$265.00/tonne
c.	<b>Bulky Waste</b> requiring special handling - ((Volume in m <sup>3</sup> ÷ 2) X \$260)	\$50.00/0-50kg	\$265.00/tonne
d.	<b>Contaminated Soil</b>	\$8.00/0-50kg	\$135.00/tonne
e.	<b>Controlled Waste</b> including large <b>Dead Animals</b>	\$8.00/0-50kg	\$265.00/tonne
f.	<b>Food Processing Waste</b>		\$265.00/tonne
g.	<b>Grit and Screenings</b>	\$8.00/0-50 kg	\$265.00/tonne
h.	<b>International Waste</b>	\$50.00/0-50kg	\$305.00/tonne
i.	<b>Pumpings – Paint Filter Test</b> (Passed)	\$8.00/0-50 kg	\$135.00/tonne
j.	<b>Pumpings – Paint Filter Test</b> (Failed)	\$8.00/0-50 kg	\$265.00/tonne
k.	Steel cable	\$25.00/0-50kg	\$505.00/tonne

The proposed increase remains below the average BC (7.9%) and Canadian (6.8%) inflation rate<sup>1</sup>, helping to make the increase manageable by both the residential and commercial sector. For example, a resident bringing 100kg of solid waste would currently pay \$15.00, with the proposed increase the same load would cost \$15.25. The proposed tipping fee increase will cost commercial waste haulers approximately \$20-25 more, for an average load<sup>2</sup> of Schedule A, Section 1 materials. Schedule A, Section 3 materials (Controlled Wastes) have variable tipping fees based on material type, but on average commercial waste haulers can expect to pay \$10-15 more per load for these material types, under the proposed tipping fee increase. It should be noted that this is the first tipping fee increase to Schedule A, Section 3 materials in more than two years.

Further, when the Waste Hauler Licensing (WHL) Bylaw is approved by the Ministry of Environment and Climate Change Strategy, the fee differential of \$20 will activate on all Schedule A, Section 1 material types. This will result in Schedule A, Section 1 material types flowing to the waste industry, where they can be sorted, and a greater level of diversion can be achieved. This fee differential supports the waste industry over the long-term by offering a tipping fee lower than out of district disposal options. The natural environment is there-by also supported by reducing a host of anthropogenic factors.

In the short-term, and before the WHL Bylaw is approved, staff believe that the flow of some waste out of the RDN is inevitable, as exchange rates, the cost of transportation, and inflation normalize, the waste industry will seek the cheapest solution to waste disposal. The success of the SWMP is dependent on the approval of the Waste Hauler Licensing Bylaw, the implementation of the tipping fee differential, and the ability for the RDN to support higher levels of waste diversion within the RDN.

Illegal dumping, a problem that RDN Solid Waste Staff remain focused and committed to mitigating, is a consideration with any tipping fee increase. Over the past several years illegal dumping within the region has remained relatively stable, and, although it is occurring, staff have not been able to correlate tipping fee increases with increases in illegal dumping. Staff believe there are two primary reasons for this. First, those that illegally dump material will do so regardless of the tipping fees imposed. Second, the diversion programs located within the RDN support both our society and the economy in diverting materials, allowing recycling and appropriate waste management to be the most efficient and effective solution.

For all of these reasons, and because it is not warranted, staff do not recommend an increase to the Minimum Fee (\$8.00/ 0-50kg) at this time, as maintaining the current Minimum Fee will further support the residential and commercial sector.

Historically, tipping fees were set and maintained for longer periods of time. This resulted in staff recommending higher increases in tipping fees, usually in \$10 increments. Going forward staff will seek to increase tipping fees equitably, in smaller and more predictable patterns, so as to not disrupt the waste management systems present in the RDN, while seeking to support the most equitable and eco-centric solutions for the district's solid waste management needs, as a whole.

### **Repeal of Schedule A, Section 9**

Schedule 'A', Section 9, reads as follows,

*"In addition to Section 10 of this Schedule, any amount outstanding thirty (30) days after the invoice date shall bear interest at the rate of one and one-quarter percent (1.25%) per month."*

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<sup>1</sup> <https://www2.gov.bc.ca/gov/content/data/statistics/economy/consumer-price-index>

<sup>2</sup>RDN internal scale transaction data (2022YTD).

Schedule 'A', Section 9 was introduced in July 2019, prior to the approval of the Solid Waste Management Plan, and before the final versions of the Waste Hauler Licensing and Mandatory Waste Source Separation Bylaws were approved by the Board and sent to their respective ministries for approval. Section 9 was introduced with the intent to compel prompt payment of Tipping Fees charged by Waste Haulers who have an RDN Tipping Fee Charge Account.

However, the introduction of Section 9 did not contemplate the common practice of waste haulers paying invoices 31-60 days after issuance, in accordance with their billing cycles. This has resulted in the application of Section 9 being problematic, as it compels the RDN to charge interest in an unequitable manner, that does not support a mutually beneficial relationship between the RDN and local waste haulers.

Additionally, the Waste Hauler Licensing Bylaw compels waste haulers to maintain their RDN accounts in good standing, making Section 9 obsolete. As such, Staff recommend repealing Section 9 and refunding any interest collected or owed, since the bylaw amendment adoption in July 2019.

### **FINANCIAL IMPLICATIONS**

Schedule 'F' has been developed with the intent to offset the costs associated with HHW management and will not generate a significant revenue stream.

The proposed tipping fee amendment will generate approximately 3.5% (\$350,000) higher revenues in 2023, which will be used to offset increased operational, capital, and post-closure costs associated with the Regional Landfill and the Church Road Transfer Station. Working in partnership with the Solid Waste Management Plan, the Waste Hauler Licensing and Mandatory Waste Source Separation Bylaws, the proposed amendment will help to encourage the diversion of material from the Regional Landfill and Church Road Transfer Station and into the appropriate recycling streams.

The interest collected and/or charged in accordance with Schedule A, Section 9, is not contemplated in the Solid Waste Budget or the approved Solid Waste Asset Management Plan. Staff recommend reimbursing any interest paid by and/or charged to waste haulers since Section 9's adoption in July 2019.

Staff have calculated the total amount of interest collected and/or charge since 2019 to be approximately \$156,000 (Figure 2).

**Figure 3**

<b>SW Tipping Fee Interest</b>	
<b>Year</b>	<b>Total</b>
<b>2019</b>	\$ 17,400
<b>2020</b>	\$ 40,500
<b>2021</b>	\$ 48,200
<b>2022</b>	\$ 50,400
<b>Total</b>	\$ 156,500

*Totals rounded to nearest hundred*

The 2022 Solid Waste Budget currently projects a surplus in 2022, in part due to higher than anticipated material volumes, as outlined earlier in this report. The repeal of Section 9 will not have a negative impact to the Solid Waste Budget or the long-term financial plan.

## **STRATEGIC PLAN ALIGNMENT**

Environmental Stewardship - Achieve the 90% waste diversion target as per the Solid Waste Management Plan.

## **REVIEWED BY:**

B. Routledge, Manager, Solid Waste Services  
J. Hill, Manager, Legislative Services  
T. Moore, A/Director of Finance  
E. Tian, General Manager, Regional & Community Utilities  
D. Holmes, Chief Administrative Officer

## **ATTACHMENT**

Bylaw No. 1784.05 Amendment



**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 1784.05**

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO TIPPING FEE  
AND SOLID WASTE DISPOSAL REGULATION**

WHEREAS the “Regional District of Nanaimo Tipping Fee and Solid Waste Disposal Regulation Bylaw No. 1784, 2019” established a scale of fees payable for the depositing solid waste at Solid Waste Management Facilities within the Regional District of Nanaimo;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend Bylaw No. 1784;

THEREFORE BE IT RESOLVED that the 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 Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 1784.05, 2022”.

**2. AMENDMENT**

“Regional District of Nanaimo Tipping Fee and Solid Waste Disposal Regulation Bylaw No. 1784, 2019” is amended as follows:

- a) In Section 2, **Definitions**, add the following:

***“Household Hazardous Waste”***

means a hazardous waste that results from.

- a) a domestic activity at a residence,
- b) personal use, or
- c) a person's use in relation to the person's own residence;

***“Special Household Hazardous Waste”***

means a ***Household Hazardous Waste*** that may pose an increased hazard risk and includes ***Prohibited Hazardous Wastes*** under Schedule ‘F’ as well as Materials in containers that are open, leaking or damaged such that an accidental release of the material is imminent;

**“Household Hazardous Waste Collection Facility”**

means a permanent place that is operated for the collection and storage of **Household Hazardous Waste**;

b) Delete Schedule ‘A’ and replace it with Schedule ‘A’ as seen below.

**Schedule ‘A’**

Fees and Procedures for use of **Solid Waste Management Facilities** effective April 1, 2023.

1.	Solid Waste, excluding Controlled Waste	Flat Rate	Tipping Fee up to March 31, 2023 (51kg or greater)	Tipping Fee April 1, 2023 (51kg or greater)	Licensed Waste Hauler Tipping Fee (51kg or greater)
a.	<b>Municipal Solid Waste</b>	\$8.00/0-50kg	\$140.00/tonne	\$145.00/tonne	\$100.00/tonne
b.	<b>Medical Facility Waste</b>	\$8.00/0-50kg	\$140.00/tonne	\$145.00/tonne	\$100.00/tonne
c.	<b>Resource Recovery Facility Waste</b>	\$8.00/0-50kg	\$140.00/tonne	\$145.00/tonne	\$100.00/tonne
d.	<b>Roofing Material</b> (asphalt/tar/gravel)	\$8.00/0-50kg	\$140.00/tonne	\$145.00/tonne	\$100.00/tonne
e.	<b>Construction/Demolition Waste</b>	\$8.00/0-50kg	\$140.00/tonne	\$145.00/tonne	\$100.00/tonne
f.	Weighing service	\$20.00			
g.	<b>Surcharge</b> for <b>Unsecured Loads</b>	\$20.00			
h.	<b>Surcharge</b> per <b>Mattress and Boxspring</b>	\$20.00/unit			

1.1	Low Density Materials	Flat Rate	Volume Rate
a.	<b>Low Density Materials</b>	\$8.00 minimum	\$100.00/m <sup>3</sup>

2.	Recyclables	Flat Rate	51 kg or greater
a.	<b>Organic Waste</b>	\$8.00/0-50kg	\$110.00/tonne
b.	<b>Garden Waste “including Invasive Plant Species”</b>	\$8.00/0-100kg	\$55.00/tonne
c.	<b>Wood Waste</b>	\$8.00/0-50kg	\$260.00/tonne
d.	<b>Gypsum</b>	\$8.00/0-50kg	\$260.00/tonne
e.	<b>Metal</b> , metal appliances with ODS (ozone depleting substance)	\$8.00/0-500kg	\$55.00/tonne
f.	<b>Corrugated Cardboard</b> – Residential	\$8.00/0-50kg	\$55.00/tonne
g.	<b>Corrugated Cardboard</b> – Commercial	\$20.00/0-50kg	\$250.00/tonne

h.	Miscellaneous recyclables including household plastics, metal food and beverage containers and vehicle batteries.	\$8.00 flat rate	
i.	<b>Surcharge</b> for ODS containing appliances	\$15.00/unit	

3.	Controlled Waste	Flat Rate	51 kg or
a.	<b>Asbestos</b>	\$30.00/0-50kg	\$505.00/tonne
b.	<b>Bio Solids</b>	\$8.00/0-50 kg	\$265.00/tonne
c.	<b>Bulky Waste</b> requiring special handling - ((Volume in m <sup>3</sup> ÷ 2) X \$260)	\$50.00/0-50kg	\$265.00/tonne
d.	<b>Contaminated Soil</b>	\$8.00/0-50kg	\$135.00/tonne
e.	<b>Controlled Waste</b> including large <b>Dead Animals</b>	\$8.00/0-50kg	\$265.00/tonne
f.	<b>Food Processing Waste</b>		\$265.00/tonne
g.	<b>Grit and Screenings</b>	\$8.00/0-50 kg	\$265.00/tonne
h.	<b>International Waste</b>	\$50.00/0-50kg	\$305.00/tonne
i.	<b>Pumpings – Paint Filter Test</b> (Passed)	\$8.00/0-50 kg	\$135.00/tonne
j.	<b>Pumpings – Paint Filter Test</b> (Failed)	\$8.00/0-50 kg	\$265.00/tonne
k.	Steel cable	\$25.00/0-50kg	\$505.00/tonne

3. Every person who disposes of waste for landfilling at **Solid Waste Management Facilities** that contains **Recyclable Material** or **Prohibited Waste** must pay a penalty as defined in the table below:

Penalties – Municipal Solid Waste*		Per Load
a.	<b>Municipal Solid Waste</b> containing <b>Recyclable Materials</b> or <b>Prohibited Waste</b> 0-50kg	\$5
b.	<b>Municipal Solid Waste</b> containing <b>Recyclable Materials</b> or <b>Prohibited Waste</b> 50kg or greater	20% <b>Surcharge</b>

\*Penalties for **Municipal Solid Waste** loads are based on visual identification of **Recyclable Material** or **Prohibited Waste** in excess of 15% of the load.

[REPEALED BL 1784 Sections 4, 5, and 6]

4. Every person who disposes of waste for landfilling at **Solid Waste Management Facilities** that contains **Recyclable Materials** must pay a **Surcharge** as defined in the table below:

Surcharge – Exceedance of Contamination Limit*		Per Load 0-50kg	Per Load 51kg or greater
a.	Schedule A, Section 1 & 2, Except Licensed Waste Haulers	\$5.00	+20% <b>Surcharge</b>
b.	<b>Licensed Waste Haulers</b>	Revocation of the <b>Licensed Waste Hauler Tipping Fee</b> and the application of the default tipping fee, plus a 20% <b>Surcharge</b> less the <b>Disposal Levy</b>	

\*The maximum **Contamination** for **Municipal Solid Waste** loads is 20%

<b>Surcharge – <i>Controlled and Prohibited Waste</i> *</b>	<b>Per Load 0-50kg</b>	<b>Per Load 51kg or greater</b>
Unlicensed Waste Haulers	\$5.00	+20% <b>Surcharge</b>
<b>Licensed Waste Haulers</b>	\$5.00	+20% <b>Surcharge</b>

\*Loads containing undeclared **Controlled Waste** and/or **Prohibited Waste** will be charged a 20% **Surcharge**, plus any additional costs incurred by the Regional District of Nanaimo to remediate the material(s).

5. Penalties are in addition to the per tonne rate posted for the material type.
6. Where the fee is based on weight, it shall be based on the difference in weight between loaded weight and the empty weight of the vehicle.
7. All fees payable under this Bylaw shall be paid to the **Regional District** in cash, debit or credit card prior to leaving the **Solid Waste Management Facilities**.
8. Any person disposing of **Municipal Solid Waste** at **Solid Waste Management Facilities** on a regular basis may apply in writing to the **Regional District** for credit and if the **Treasurer** is satisfied of the credit worthiness of the person, he or she may grant credit to that person, in which case payment of fees shall be made and the credit extended on the conditions of the application.

c) In Schedule 'A', repeal Section 9.

e) Add Schedule 'F', in alphabetical order as defined in table below.

#### Schedule 'F'

Fees for the **Disposal** of **Household Hazardous Waste** accepted at **Solid Waste Management Facilities**.

<b>1.</b>	<b>Household Hazardous Waste</b>	<b>Flat Rate (Effective Date TBA)</b>	<b>26 kg or greater (Effective Date TBA)</b>
a.	<b>Household Hazardous Waste</b>	\$10.00/0-25kg	\$300.00
b.	<b>Surcharge</b> for <b>Special Household Hazardous Waste</b>	\$20.00	
c.	<b>Surcharge</b> per pressurized cylinder, non-refillable	\$10.00	
d.	<b>Surcharge</b> per pressurized cylinder, refillable	\$50.00	
e.	<b>Surcharge</b> for <b>Household Hazardous Waste</b> in unlabeled or unoriginal containers	\$5.00	

**Household Hazardous Waste** and **Special Household Hazardous Waste** are accepted for **Disposal** at the **Solid Waste Management Facilities**. Pre-approval is required for all Schedule 'F' materials.

Household Hazardous Waste Products	Specifications
Acidic liquids and solids	- 20L/kg max. container size and weight
Adhesives	- 20L/kg max. container size and weight
Aerosols	
Automotive fluids	- 20L/kg max. container size and weight
Basic liquids and solids	- 20L/kg max. container size and weight
Diesel fuel	- 20L max. container size - ULC-approved container required for transport
Fertilizers	- 20L/kg max. container size and weight
Flammable liquids and solids	- 20L/kg max. container size and weight
Grease	- 20L/kg max. container size and weight
Non-regulated caustic solids	- 30 kg max. weight
Non-regulated liquids	- 20L/kg max. container size and weight
Oily water	- 20L/kg max. container size and weight
Oxidizing solids and liquids	- 20L/kg max. container size and weight
Paint-related material	- 20L/kg max. container size and weight
Pesticides	- 20L/kg max. container size and weight
Pressurized cylinders, non-refillable	- Surcharge in addition to tipping fee - 20lb max. container size
Pressurized cylinders, refillable	- Surcharge in addition to tipping fee - 125cu.ft. max. container size

Special Household Hazardous Waste	Specifications
Air reactive substances	<ul style="list-style-type: none"> <li>- Surcharge in addition to tipping fee</li> <li>- 5 kg maximum per load</li> </ul>
Cyanide/ cyanide solutions	
Flammable solids	
Mercury/ mercury containing products	
Organic peroxides	
PCB-containing liquid	
Self-heating solids	
Water reactive substances	

The following materials are not accepted at the ***Solid Waste Management Facilities:***

Prohibited Hazardous Wastes
Toxic or Corrosive gases
Explosive substances
Infectious, cytotoxic and pharmaceutical substances
Radioactive materials
<b><i>Hazardous Wastes</i></b> from agricultural, industrial, commercial and institutional sources

***Household Hazardous Wastes*** eligible for disposal through BC Product Stewardship programs

## 2022 Community Engagement Survey Results

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### **RECOMMENDATION(S)**

1. Accept the presentation and attachment of the 2022 Community Engagement Survey results as information.
2. Accept the presentation and attachment for consideration during the 2023-2026 Regional District of Nanaimo Strategic Plan.

### **BACKGROUND**

On January 25, 2022, the Board motioned to conduct a Community Engagement Survey every four years starting in 2022. The intent is to conduct a Community Engagement Survey every four years to give the Regional District of Nanaimo (RDN) a better understanding from residents what services residents need, want and value; what we are doing well; what we can do better; and how best to communicate and engage with our residents. Doing the survey every four years provides the newly elected Board insights into what is important to residents early in its term to support strategic planning and priority setting.

### **FINANCIAL IMPLICATIONS**

The cost to complete the Community Engagement Survey was \$25,000 which was budgeted in 2022 in the Communications and Engagement budget. This will be budgeted for and completed every four years.

### **STRATEGIC PLAN ALIGNMENT**

People and Partnerships - Develop a Communications Strategy to improve and enhance community engagement and public outreach.

The information attached to this report will be presented to the Board appended to future reports relating to strategic planning.

### **REVIEWED BY:**

- D. Holmes, Chief Administrative Officer



## **ATTACHMENT**

1. 2022 Regional District of Nanaimo Community Survey Results

# **Deloitte.** Regional District of Nanaimo Community Survey (Phone) June 2022

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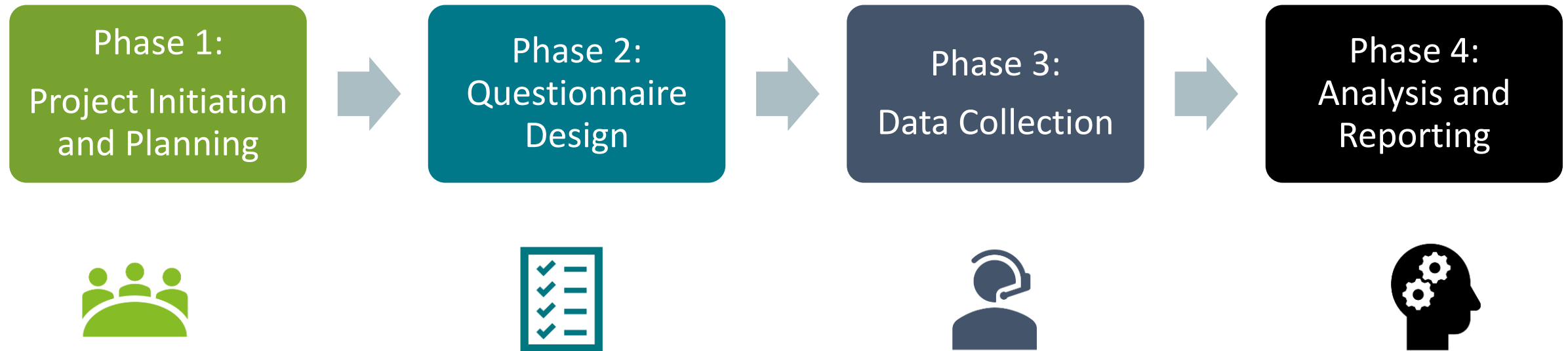
*Photo Credit: rdn.bc.ca*

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**The purpose of the 2022 Regional District of Nanaimo (RDN) Community Survey was to:**

- Enhance and support corporate strategic planning and budgeting
- Help guide future actions and decisions of the RDN
- Inform service program design and delivery
- Gauge importance of strategic community priorities amongst residents
- Assess communication methods and needs amongst the RDN
- Establish benchmarks for future studies to monitor progress over time

# The approach and implementation plan



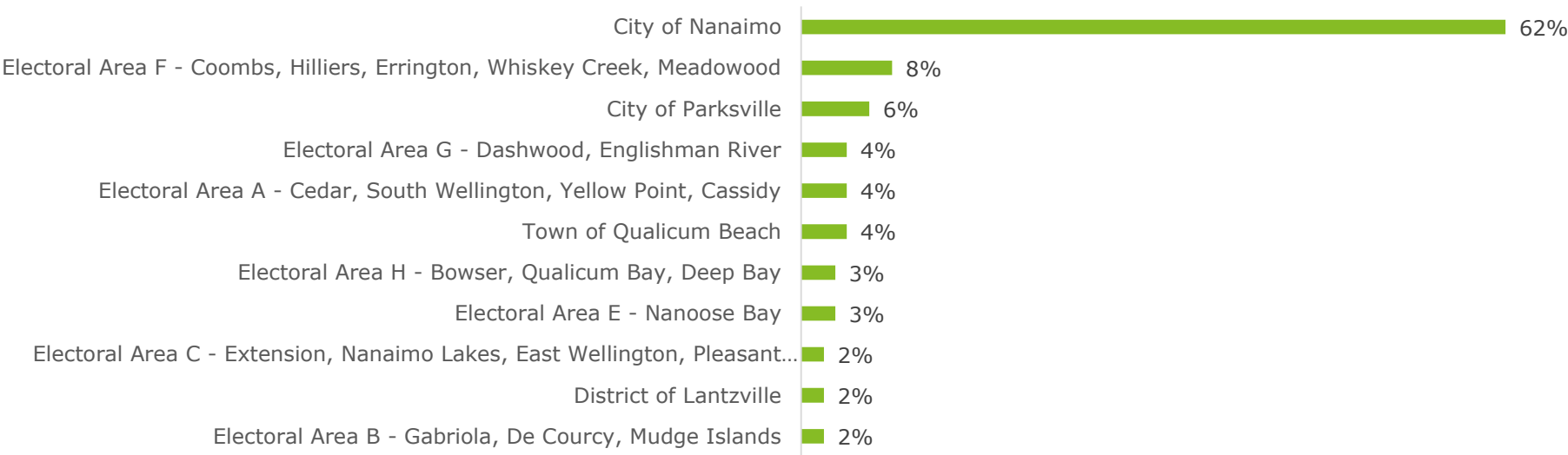
# The survey used the following methods

- The survey was conducted using our state-of-the-art Voxco Computer Aided Telephone Interviewing system (CATI).
- Respondents were randomly-selected from the RDN's population using a mix of landlines and cell phone numbers.
- Numbers were dialed from April 25 to May 31, 2022
  - 3:30 p.m. to 8:30 p.m. on weekdays**
  - 10 a.m. to 3 p.m. on Saturdays**
- A total of 562 interviews were completed leading to a maximum margin of error of +/- 4.1% with a 95% confidence interval.
- Results were weighted to the proportions of the population by age and gender (Census 2021 Statistics Canada).
- Throughout the report, some percentages may not add to 100% due to rounding.



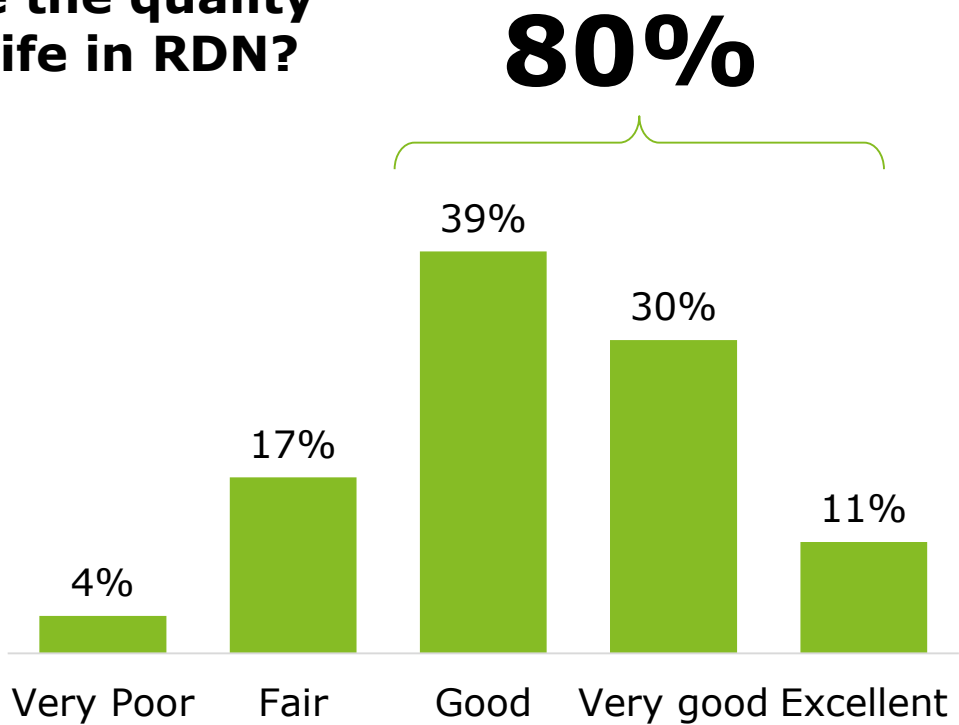
The 562 phone survey respondents are shown below by areas

Percentage of responses distributed by Municipality or Electoral Area

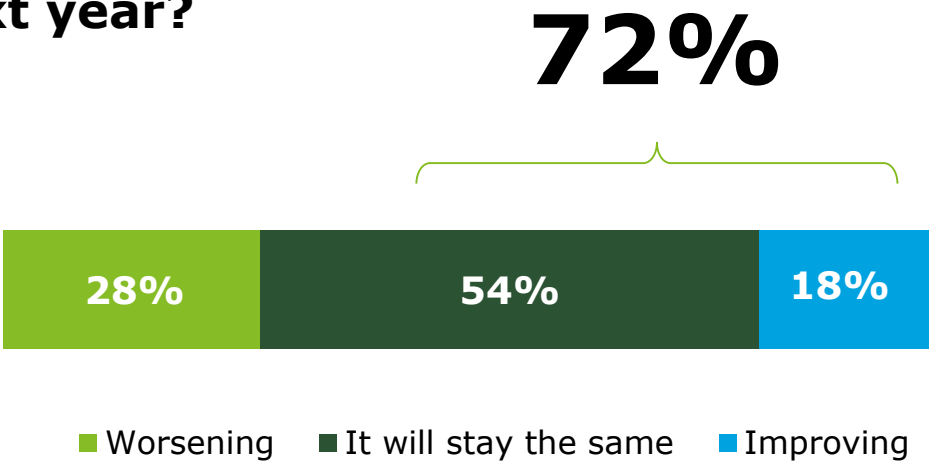


\*The above chart is weighted by exact proportions of the population by municipality and/or electoral area utilizing information provided in the 2021 Census through Statistics Canada.

How would you rate the quality of life in RDN?

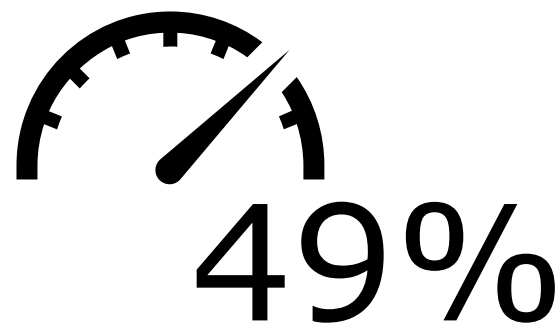


What is your expectation for how the quality of life in the RDN will change over the next year?



*\*Note: Percentages may not add to 100 due to rounding.*



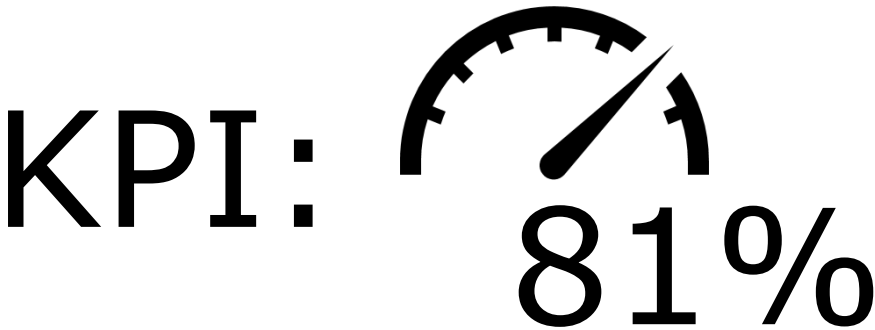


**Familiarity rate** with the level of services provided by the RDN.

**Overall, how familiar are you with the differences between the services provided by the RDN compared to that of the local municipalities within the region?**

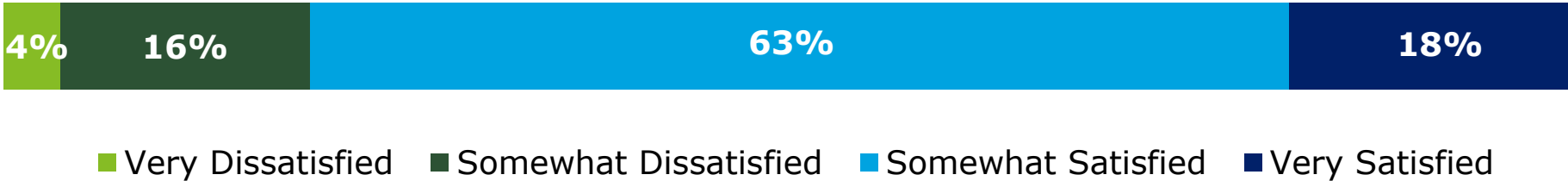


*\*Note: Percentages may not add to 100 due to rounding.*



**Satisfaction rate** with the level of services provided to you by the RDN.

**How satisfied are you with the services provided to you by the RDN in your area?**



*\*Note: Percentages may not add to 100 due to rounding.*

The following themes were expressed by respondents as unprompted responses. Please note that the below list includes top themes mentioned (unprioritized).

Reason for satisfaction with the services provided to you by the RDN in your area
Parks and green spaces
Bus schedules and routes
Garbage collection/recycling
Level of quality of recreation activities
Fire departments*
Schools*

Reason for dissatisfaction with the services provided to you by the RDN in your area
Road maintenance*
Overcrowded programs in recreation centre
High taxes and spending
Public transportation
Lack of focus on environmental issues
Land development, seek balance between new buildings and parks
Street lighting
Garbage/recycling collection
Lack of snow removal*, particularly during winter weather events
Emergency response planning

*\*Note: Services with an Asterix are either not provided by the Regional District of Nanaimo and/or not provided entirely within the region.*

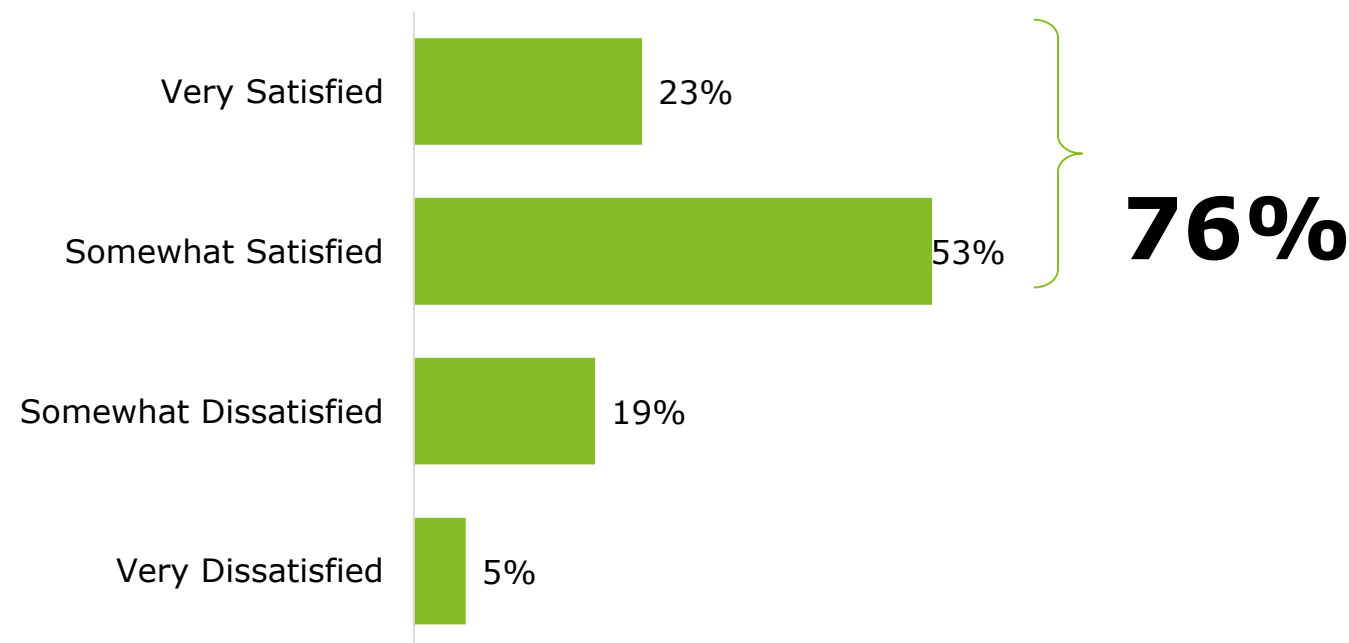
## Strategic Priorities

The RDN's Strategic Plan embraces the following vision: *The Regional District of Nanaimo honours and protects its natural assets, respects its diverse communities, and promotes and enhances the well-being of all its residents*; And outlines eight strategic priorities for the current term of office

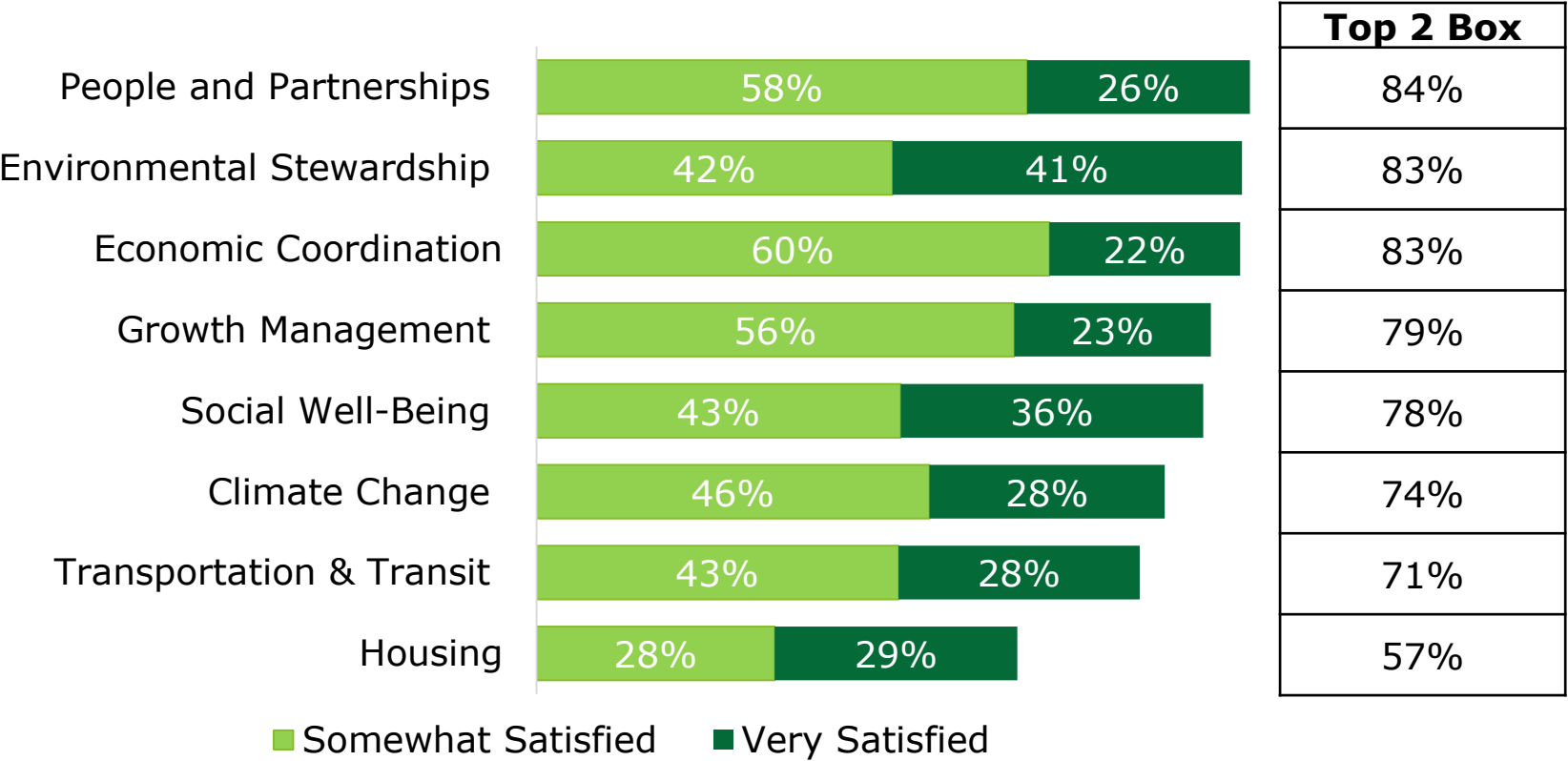
- Climate Change
- Environmental Stewardship
- Housing
- Growth Management
- Transportation and Transit
- Economic Coordination
- People and Partnership
- Social Well-Being

n=562

## KPI: How satisfied are you with the RDN's overall vision statement?



Satisfaction with Strategic Priorities



The Top 2 box expresses the overall level of satisfaction by total number of respondents who selected a positive answer.

*\*Note: Percentages may not add to Top 2 due to rounding.*

Regional District priorities were divided into four categories based on their relative priority rank.



When reviewing the derived importance based on satisfaction levels, Housing, Climate Change, and Transportation/Transit were noted as the top strategic priorities of focus from community members' perspectives.

Priority Rank	Goal	Importance	Performance
1	<b>Housing</b> - The RDN will promote affordable housing for residents	6.8	57%
2	<b>Climate Change</b> – The RDN will be leaders in climate change adaptation and mitigation and become net zero by 2032	9.4	74%
3	<b>Transportation &amp; Transit</b> - The RDN will provide opportunities for residents to move effectively through and around the region	6.4	71%
4	<b>Growth Management</b> - The RDN will provide effective regional land use planning and responsible asset management for both physical infrastructure and natural assets	6.8	79%
5	<b>Social Well-Being</b> - The RDN will make the region a safe and vibrant place for all, with a focus on children and families in planning and programs	6.4	78%
6	<b>Environmental Stewardship</b> - The RDN will protect and enhance the natural environment including land, water, and air for future generations	7.2	83%
7	<b>Economic Coordination</b> - The RDN will set the table to enable diverse economic opportunities across the region	7.0	83%
8	<b>People and Partnerships</b> - The RDN will improve the governance and awareness of RDN activities for citizens throughout the region	5.8	84%

How satisfied are you with each of the following strategic priority areas for the RDN. Please tell me whether you are Very Dissatisfied, Somewhat Dissatisfied, Somewhat Satisfied, or Very Satisfied.



**What actions that the RDN could take to improve the quality of life in the Regional District?**

Actions	
Effectively provide housing solutions*	
Higher focus on solving homelessness and addiction problems*	
Improve transit and public transportation	
Crime prevention and public safety*	
Higher investment in recreation and parks	
More citizen engagement for decision making and better planning	
Grow tourism*	
Focus on economic growth	
Expand the police department*	
Access to more doctors and care personnel*	
Balance population growth and economic development	

\*Note: the following responses were unsolicited, and some are not a service provided by RDN.\*

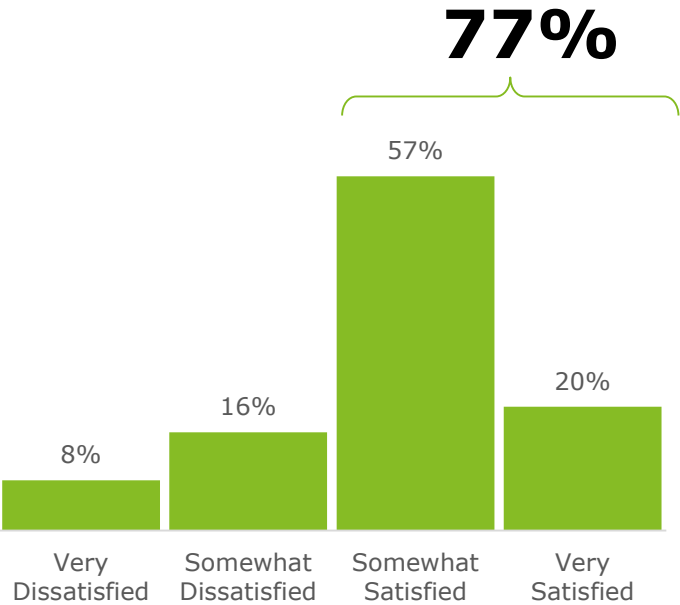
These themes were the most frequently heard from open-ended responses but not in priority order.

## Other priorities that are missing from the RDN's overall vision

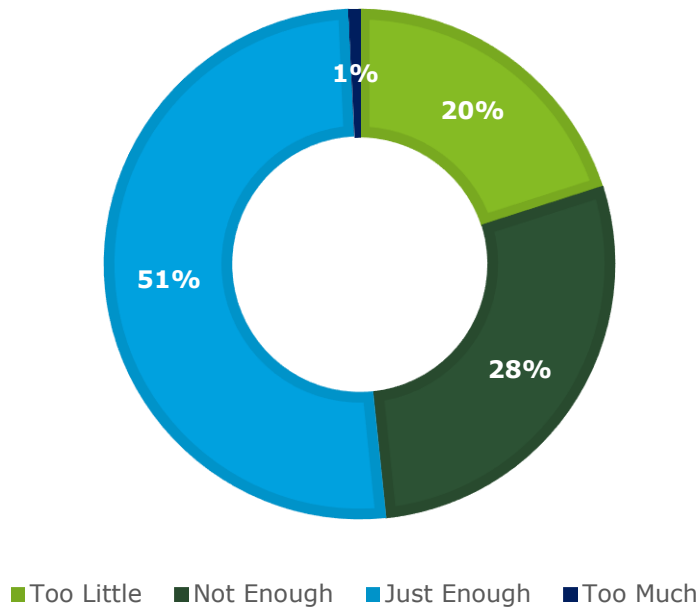
- 
- Well-planned growth, including affordable housing
  - Road improvements\*
  - Emphasis on medical and mental health support\*
  - More attention on environmental issues
  - Public safety\*
  - Work with Indigenous communities

*\*Note: the following responses were unsolicited, and some are not a service provided by RDN.\**

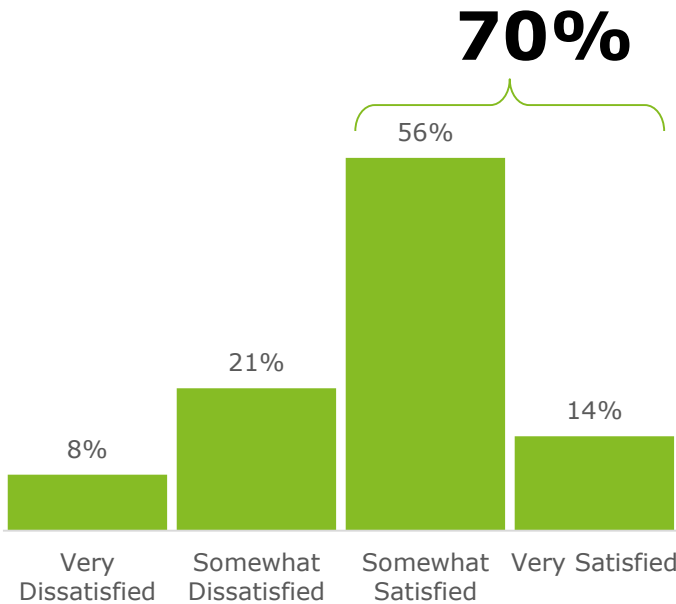
Satisfaction with quality of information and communication by the RDN



Amount of information received from the RDN



Satisfaction with the ability to provide feedback to the RDN through public engagement



\*Note: Percentages may not add to 100 due to rounding.

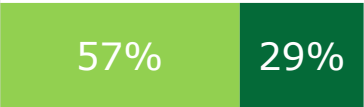
Are you familiar with  
Get Involved RDN?

Yes 13.1%

No 86.9%

Please indicate how much you agree or disagree with the following statement:

Get Involved RDN is a great way to stay informed about the RDN projects in my community.



Top 2 Box	
86%	
84%	
83%	
66%	

Get Involved RDN is easy to use



Get Involved RDN is a great way to give feedback about the RDN projects in my community.

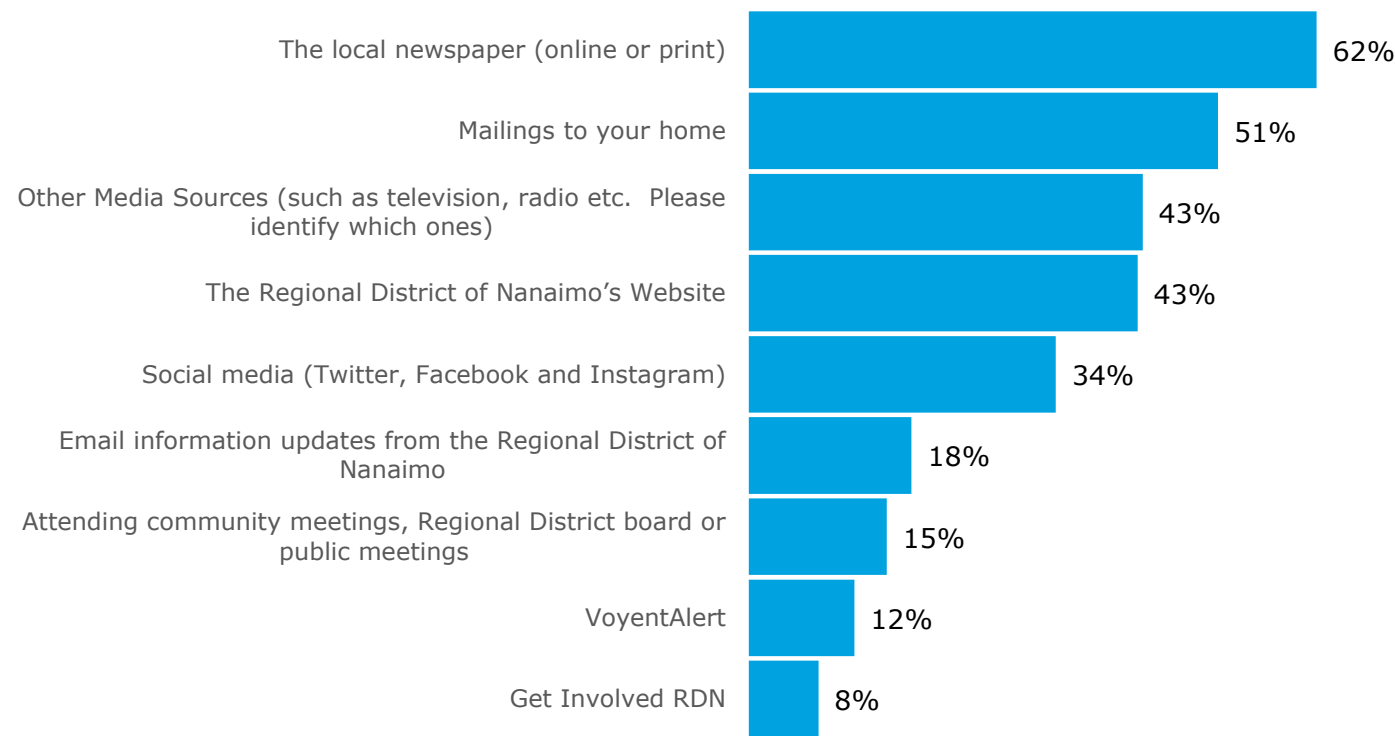


I would like to learn more about Get Involved RDN



Somewhat agree Strongly Agree

Sources currently used to find out about Regional District programs, services and initiatives:



Other Media sources mentioned:

- TV Stations/News Channels
  - CBC
  - Shaw TV
  - Chek News
- Local radio stations
  - 102.3 The Wave
  - 91.7 The Post
  - 99.9 Oceanside
- Magazines
  - Lighthouse Country Living Magazine

\*Respondents were able to select multiple selections and therefore percentages add up to more than 100%.

# Thank You!

## Contact Details

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[cbandak@deloitte.ca](mailto:cbandak@deloitte.ca)

***Simon Webb, Senior/Associate, Economic Advisory Practice Deloitte***

[swebb@deloitte.ca](mailto:swebb@deloitte.ca)

***Alanna Davidson, Analyst, Economic Advisory Practice Deloitte***

[aladavidson@deloitte.ca](mailto:aladavidson@deloitte.ca)

**Southern Community Sewer Service Area and Fairwinds Wastewater Treatment Service Area Development Cost Charge Reserve Fund Bylaws No. 1869 and 1870, 2022**

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**RECOMMENDATIONS**

1. That “Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1869, 2022” be introduced and read three times.
2. That “Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1869, 2022” be adopted.
3. That “Fairwinds Wastewater Treatment Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1870, 2022” be introduced and read three times.
4. That “Fairwinds Wastewater Treatment Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1870, 2022” be adopted.

**BACKGROUND**

Section 566(3) of the *Local Government Act* requires that expenditures of Development Cost Charge (DCC) Reserve funds be authorized by bylaw. Bylaws No. 1869 and 1870 complete the statutory requirement for using DCCs for the Departure Bay Forcemain Twinning and Nanoose Forcemain Replacement capital projects respectively.

**FINANCIAL IMPLICATIONS**

The Departure Bay Forcemain Twinning Project has a total budget of \$45.8 million and is scheduled to be completed by the end of 2029. The project allocation is 84% DCC's and 16% existing users with an estimated DCC share of \$37,281,250. Bylaw 1869 will insure that approval is in place to transfer \$37,281,250 from the DCC reserve fund for this project. The current DCC reserves available for the Southern Community Sewer Service area is \$4.8 million. The Financial Plan anticipates a borrowing of \$35.6 million for a portion of the unfunded DCC's related to the Departure Bay Forcemain Twinning Project.

The Nanoose Forcemain Replacement Project is budgeted to use \$91,063 from the DCC reserve fund as per the approved 2022-2026 Financial Plan. There are no future DCC transfers scheduled for this project. Bylaw 1870 will ensure that approval is in place to transfer \$91,063 from the DCC reserve fund for this project.



## **STRATEGIC PLAN ALIGNMENT**

The report relates to the Regional District's values and Fiscal Responsibility and Good Governance.

### **REVIEWED BY:**

- M. Manhas, Manager, Capital Accounting and Financial Reporting
- T. Moore, Chief Financial Officer
- D. Holmes, Chief Administration Officer

### **ATTACHMENTS:**

1. Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1869, 2022
2. Fairwinds Wastewater Treatment Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1870, 2022

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1869**

**A BYLAW TO AUTHORIZE AN EXPENDITURE FROM THE  
SOUTHERN COMMUNITY SEWER SERVICE AREA  
DEVELOPMENT COST CHARGE RESERVE FUND FOR DEPARTURE BAY FORCEMAIN TWINNING PROJECT**

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 Departure Bay Forcemain Twinning project and the project is an eligible development cost charge project;

AND WHEREAS the estimated amount to be expended is \$37,281,250;

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

1. The sum of Thirty-Seven Million Two Hundred Eighty-One Thousand, Two Hundred Fifty Dollars (\$37,281,250) is hereby appropriated for the purpose of the Departure Bay Forcemain Twinning 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 "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1869, 2022".

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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CHAIR

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CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1870**

**A BYLAW TO AUTHORIZE AN EXPENDITURE FROM THE  
FAIRWINDS WASTEWATER TREATMENT AREA  
DEVELOPMENT COST CHARGE RESERVE FUND FOR NANOOSE FORCEMAIN REPLACEMENT PROJECT**

WHEREAS the Fairwinds (Nanoose) Wastewater Treatment Area Development Cost Charge Reserve Fund was established under Bylaw No. 1443, 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 Nanoose Forcemain Replacement project and the project is an eligible development cost charge project;

AND WHEREAS the estimated amount to be expended is \$91,063;

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

1. The sum of Ninety-One Thousand, Sixty-Three Dollars (\$91,063) is hereby appropriated for the purpose of the Nanoose Forcemain replacement 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 "Fairwinds Wastewater Treatment Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1870, 2022".

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
CHAIR

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

**NORTHERN COMMUNITY WASTEWATER DEVELOPMENT COST CHARGES 2022  
AMENDMENT**

**RECOMMENDATIONS**

1. That the Board rescind third reading of “Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.04, 2022” (Attachment 1);
2. That the Board give third reading to “Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.04, 2022” as amended (Attachment 2);
3. That Bylaw No. 1442.04 2022 be forwarded to the Inspector of Municipalities for approval following third reading.

**BACKGROUND**

“Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.04, 2022” and “Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.02, 2022” were given first and second readings on April 26, 2022 and third reading on June 14, 2022. Both bylaws were subsequently forwarded to the Inspector of Municipalities in the Ministry of Municipal Affairs for review and approval.

The Inspector of Municipalities approved the Southern Community Sewer Service Area Development Cost Charges (DCC) Amendment Bylaw No. 1547.02 which is on the December 6, 2022 Board agenda for consideration of adoption. However, a \$733,312 grant was awarded to the Regional District of Nanaimo for the French Creek Pollution Control Centre expansion after the submission of the Northern Community DCC Amendment Bylaw to the Inspector of Municipalities. The Ministry of Municipalities has requested the proposed DCC rates for all development types in the Northern Community Sewer Service Area bylaw 1442.04 be amended to reflect the reduced total cost of this project to the RDN resulting from the receipt of this grant (Table 1). The percent increase in bylaw 1442.04 has been reduced for all development types by 4% of the increase originally included in the Proposed DCC rate/unit.

**Table 1: Northern Community proposed and amended DCCs**

Development Type	Proposed DCC rate / unit	Amended DCC rate / unit
Single Family	\$14,004.94	\$13,851.75
Multi-Family	\$105.74	\$104.58
Commercial	\$60.02	\$59.36
Industrial	\$60.02	\$59.36
Airport Industrial	\$6.67	\$6.60

Institutional	\$73.36	\$72.56
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### **FINANCIAL IMPLICATIONS**

There is no financial implication to this change as the grant fund makes up for the lower DCCs that will be recovered in the future due to the amended DCC rates.

### **STRATEGIC PLAN ALIGNMENT**

Growth Management - Fully develop our Asset Management Plan.

### **REVIEWED BY:**

- S De Pol, Director, Wastewater Services
- M. Manhas, Acting Director of Finance
- E. Tian, General Manager, Regional & Community Utilities
- D. Holmes, Chief Administrative Officer

### **ATTACHMENTS**

1. Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.04, 2022
2. Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.04, 2022 – with amendment

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1442.04**

**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. Citation**

This bylaw may be cited for all purposes as the "Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.04, 2022".

**2. Amendments**

"Northern Community Sewer Service Area Development Cost Charges Bylaw No. 1442, 2005" is amended as follows:

- a) Replace Schedule 'A' with the Schedule 'A' attached to and forming part of this Bylaw; and
- b) Replace Schedule 'B' with the Schedule 'B' attached to and forming part of this Bylaw.

Introduced and two times this 26th day of April, 2022.

Read a third time this 14th day of June, 2022.

Received the Approval of the Inspector of Municipalities this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

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

Schedule 'A' to accompany "Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.04, 2022".

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CHAIR

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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:

<b>Development Type</b>	<b>Subdivision</b>	<b>Building Permit</b>
Single family	\$14,004.94 per lot	\$14,004.94 per dwelling unit
Multiple family residential		\$105.74 per m <sup>2</sup> of gross floor area
Commercial		\$60.02 per m <sup>2</sup> of gross floor area
Industrial		\$60.02 per m <sup>2</sup> of gross floor area
Airport Industrial		\$6.67 per m <sup>2</sup> of gross floor area
Institutional		\$73.36 per m <sup>2</sup> of gross floor area



Schedule 'B' to accompany "Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.04, 2022".

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CHAIR

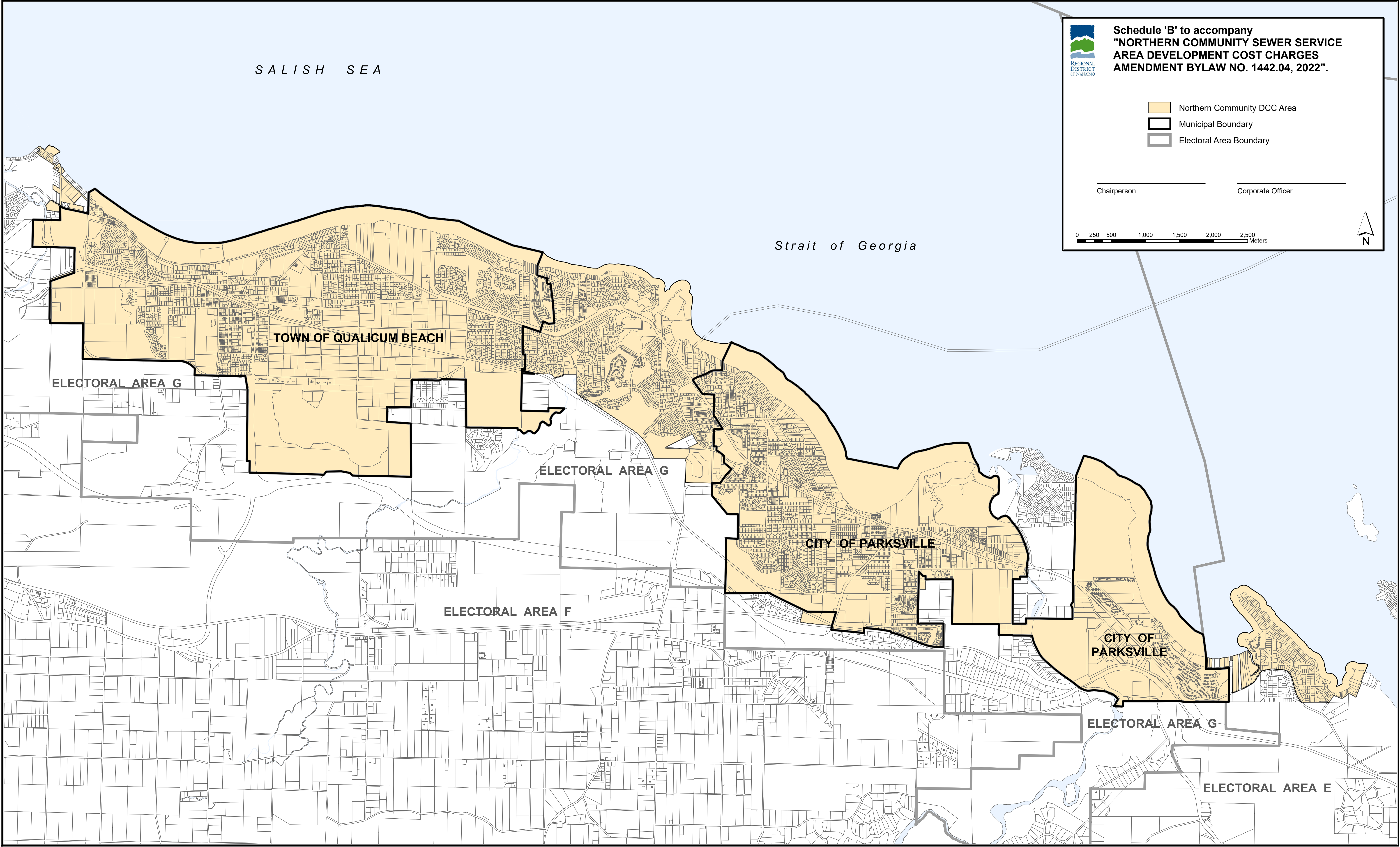
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CORPORATE OFFICER




**SCHEDULE 'B'**

[insert map]





**Schedule 'B' to accompany  
"NORTHERN COMMUNITY SEWER SERVICE  
AREA DEVELOPMENT COST CHARGES  
AMENDMENT BYLAW NO. 1442.04, 2022".**

-  Northern Community DCC Area
-  Municipal Boundary
-  Electoral Area Boundary

Chairperson

Corporate Officer

0 250 500 1,000 1,500 2,000 2,500 Meters





**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1442.04**

**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. Citation**

This bylaw may be cited for all purposes as the "Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.04, 2022".

**2. Amendments**

"Northern Community Sewer Service Area Development Cost Charges Bylaw No. 1442, 2005" is amended as follows:

- a) Replace Schedule 'A' with the Schedule 'A' attached to and forming part of this Bylaw; and
- b) Replace Schedule 'B' with the Schedule 'B' attached to and forming part of this Bylaw.

Introduced for the first and second readings this 26th day of April, 2022.

Read a third time this 14th day of June, 2022.

Third reading rescinded this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Read a third time as amended this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Received the Approval of the Inspector of Municipalities this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

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

Schedule 'A' to accompany "Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.04, 2022".

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CHAIR

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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:

<b>Development Type</b>	<b>Subdivision</b>	<b>Building Permit</b>
Single family	\$13,854.75 per lot	\$13,851.75 per dwelling unit
Multiple family residential		\$104.58 per m <sup>2</sup> of gross floor area
Commercial		\$59.36 per m <sup>2</sup> of gross floor area
Industrial		\$59.36 per m <sup>2</sup> of gross floor area
Airport Industrial		\$6.60 per m <sup>2</sup> of gross floor area
Institutional		\$72.56 per m <sup>2</sup> of gross floor area

Schedule 'B' to accompany "Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.04, 2022".

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CHAIR

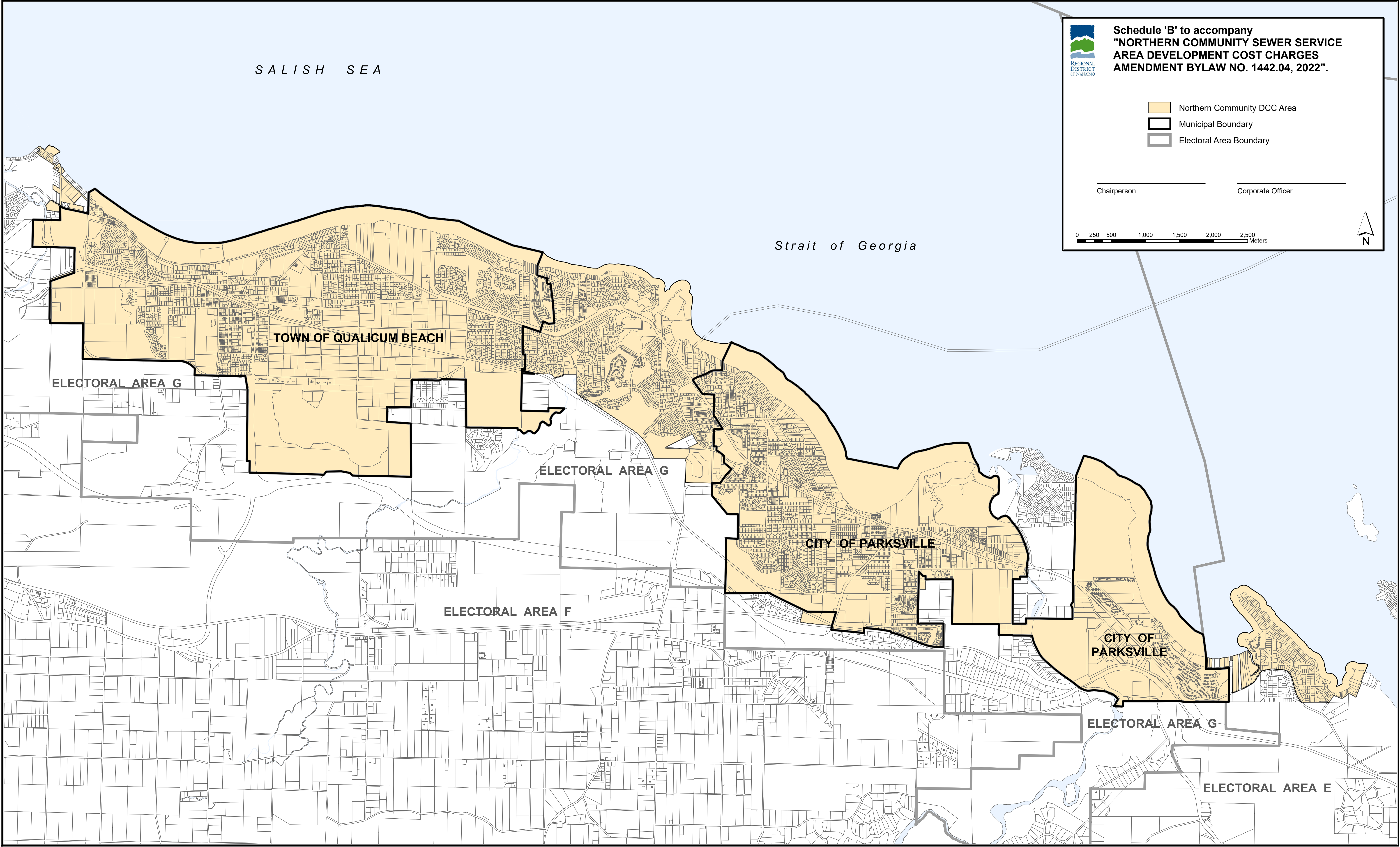
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CORPORATE OFFICER

**SCHEDULE 'B'**

[insert map]







**Schedule 'B' to accompany**  
**"NORTHERN COMMUNITY SEWER SERVICE**  
**AREA DEVELOPMENT COST CHARGES**  
**AMENDMENT BYLAW NO. 1442.04, 2022".**

Northern Community DCC Area

Municipal Boundary

Electoral Area Boundary

Chairperson

Corporate Officer

0 250 500 1,000 1,500 2,000 2,500 Meters

N



**District 68 and District 69 Sports Fields and Recreation Services Agreement Usage Survey 2023**

**RECOMMENDATION**

That the District 68 and District 69 Sports Fields and Recreation Services Agreement Usage Survey 2023 report be received for information.

**BACKGROUND**

Within District 68 of the Regional District of Nanaimo (RDN), the City of Nanaimo, District of Lantzville and Electoral Areas A, B and C share in the annual operating costs of the City of Nanaimo's four major recreation centres, eleven City sports fields and two Electoral Area sports fields (Electoral Areas B and C). This shared contribution is outlined within the District 68 Sports Field and Recreation Services Agreement (Attachment 1).

Within District 69 of the RDN, Electoral Areas E, F, G and H share in the annual operating costs of two City of Parksville sports fields, one Town of Qualicum Beach sports field, and one sport field in Electoral Area E. This arrangement is captured within the District 69 Sports Field Services Agreement (Attachment 2). Both agreements are set to expire December 31, 2025.

Bylaw 1358.01 and Bylaw 899.01 (Attachments 3 and 4) outline the established cost sharing model between District 69 Electoral Areas, the City of Parksville, and the Town of Qualicum Beach related to Oceanside Place and Ravensong Aquatic Centre recreation facilities. The apportionment calculation, based on usage and assessment, began in 2014 after RDN Board approval and was phased in over a five-year period to its current level of 50% usage and 50% assessment. Prior to 2014 cost sharing was based solely on assessment. Should changes be undertaken for the funding of Ravensong Aquatic Centre through amendments to RDN Bylaw #899 that are now being considered by the Board, District 69 (Oceanside) data collected from the usage survey will be used in calculating the changes once the Bylaw has been amended.

As per the terms of both agreements (Attachment 1 and 2), usage surveys are to be completed every five years and the results are then used to update the allocation formulas identified. Surveys were last completed in 2015 (Attachment 5). Surveys were scheduled to be completed in 2020 but due to public health orders to address the COVID-19 pandemic, which severely curtailed the usage of recreation/sport facilities, programs and participation, surveying was postponed. In 2021, during the preparation of the 2022 - 2026 Financial Plan staff had anticipated and planned that early 2023 would be more conducive to the completion of the usage surveys.

In addition to undertaking the surveys, as both agreements (Attachments 1 and 2) are set to expire within the next three (3) years, is it prudent to begin discussions with all partners on their renewal and updating some of the terms within.



One change that will be required in the District 68 agreement (Attachment 1) is an update as to how District of Lantzville and Electoral Areas A, B, and C are represented in matters related to the agreement. In the existing agreement this representation is identified under 9.0 Covenants of the Parties and in Schedule C of the agreement allowing these electoral areas membership and voting rights on the City of Nanaimo Parks, Recreation and Culture Commission (Bylaw 7020). The City of Nanaimo repealed this Bylaw and replaced it with City of Nanaimo District 68 Sports Fields and Recreation Committee in 2020. This new committee structure will need to be captured in a new District 68 agreement.

Methodology used in past usage surveys provided results with a margin of error no greater than 2.5%, 19 times out of 20. This level of accuracy exceeded the survey industry standard of 5%, in 19 times out of 20 replications. Usage data in the 2010 and 2015 surveys was obtained and reported as outlined below:

### 1. Aquatic Facilities

Collect a statistically valid sample of aquatic facility usage via drop in surveys that determine residential addresses of patrons attending a varied sampling of public sessions at aquatic facilities in both City of Nanaimo and Town of Qualicum Beach.

Collect a statistically valid sample of aquatic facilities usage from membership lists from registered programs, organized leagues, user groups and associations located in the City of Nanaimo, Town of Qualicum Beach, City of Parksville, District of Lantzville and Regional District of Nanaimo (RDN) Electoral Areas A, B, C, E, F, G, H.

### 2. Arenas

Collect a statistically valid sample of arena facility usage via drop in surveys that determine residential addresses of patrons attending a varied sampling of public sessions at arenas at the City of Nanaimo and the RDN's Oceanside Place.

Collect a statistically valid sample of arenas usage from membership lists from registered programs, organized leagues, user groups and associations located in the City of Nanaimo, Town of Qualicum Beach, City of Parksville, District of Lantzville and Regional District of Nanaimo (RDN) Electoral Areas A, B, C, E, F, G, H.

### 3. Sports fields

Collect a statistically valid sample of sports fields usage from membership lists from organized leagues, user groups and associations located in the City of Nanaimo, Town of Qualicum Beach, City of Parksville, District of Lantzville and Regional District of Nanaimo (RDN) Electoral Areas A, B, C, E, F, G, H.

### 4. Reporting

Data collected from drop in surveys, membership lists, user groups and recreation program registration systems at the City of Nanaimo and the Regional District of Nanaimo are tabulated with a focus on determining residential addresses. Further work is done to identify the number and percentages of patrons from the following jurisdictions: Regional District of Nanaimo Electoral Areas A, B, C, E, F, G, H, City of Parksville, Town of Qualicum Beach, City of Nanaimo, and District of Lantzville.

Usage at the three types of facilities (arenas, pools, sport fields) was weighted to provide as accurate a reflection of how the facilities are used. The profile of usage at pools is typically 50% from drop in use, 40% from program registrations and 10% through rentals. By contrast arenas and sport fields are mostly 90% and 100% respectively

towards group rentals. It is anticipated that the data collection methods and their weighted use in future surveys be again carried out the same way as in 2015.

### **FINANCIAL IMPLICATIONS**

For efficiency and consistency, both the usage surveys for District 68 and District 69 would be completed at the same time and with the same consultant retained through a Request for Supplier Quotations as per the RDN Purchasing and Procurement Policy.

A total of \$63,000 has been included in the 2022 - 2026 Financial Plan for both the District 68 and 69 surveys. All participating members of both agreements share in this cost. The \$63,000 funding will be carried forward to subsequent years within the Financial Plan until the project has been completed.

### **STRATEGIC PLAN ALIGNMENT**

People and Partnerships - Seek opportunities to partner with the provincial and federal governments, other government agencies, and community stakeholder groups in order to advance strategic plan goals and objectives.

### **REVIEWED BY:**

H. King, Superintendent, Recreation Program Services  
M. Manhas, Acting Director of Finance  
T. Osborne, General Manager, Recreation and Parks  
D. Holmes, Chief Administrative Officer

### **ATTACHMENTS**

1. District 68 Sports Field and Recreation Services Agreement
2. District 69 Sports Field Services Agreement
3. Regional District of Nanaimo District 69 Ice Arena Amendment Bylaw 1358.01
4. Regional District of Nanaimo District 69 Swimming Pool Service Amendment Bylaw 899.01
5. Regional District of Nanaimo 2015 Recreation Facility and Field Use Analysis

**DISTRICT 68 SPORTS FIELD & RECREATION SERVICES AGREEMENT**

**THIS AGREEMENT** made this 6 day of May, 2011

**BETWEEN:**

**REGIONAL DISTRICT OF NANAIMO**  
6300 Hammond Bay Rd.  
Nanaimo BC  
V9T 6N2  
("Regional District")

**OF THE FIRST PART**

**AND:**

**CITY OF NANAIMO**  
455 Wallace Street  
Nanaimo, BC  
V9R 5J6  
("Nanaimo")

**OF THE SECOND PART**

**W H E R E A S:**

- A. The Regional District established by Bylaw 1059 a service for pleasure, recreation and other community use known as the Southern Community Recreation Service which has as its participants the District of Lantzville and Electoral Areas A, B and C;
- B. By Agreement dated the 7th day of February, 1997 between Nanaimo and the Regional District, Nanaimo has provided access to Sports Fields (as defined herein) and recreational facilities and programs as a service to members of the general public residing within the District of Lantzville and Electoral Areas A, B and C;
- C. The Regional District wishes Nanaimo to continue providing access to Sports Fields and recreational services to members of the public residing outside of the boundaries of Nanaimo and within the boundaries of the District of Lantzville and Electoral Areas A, B and C;
- D. The Regional District and Nanaimo wish to continue to permit the Regional District to have an ongoing voice in recreation service provision through, among other things, participation by representatives of the Regional District on a Parks, Recreation and Culture Commission established by Nanaimo;

**NOW THEREFORE** in consideration of the premises and mutual covenants and agreements contained in this Agreement, the parties covenant and agree as follows:

## **1.0 DEFINITIONS**

In this Agreement:

- 1.1 **"Non-shareable costs"** shall generally mean the development of a new Sports Field or Recreation Facility and/or an upgrade to an existing Sports Field or Recreation Facility costing more than \$10,000 including but not limited to the construction of facilities or improvements, or the addition, replacement, repair or extension of fences, roofs, seating, irrigation systems, wells, drainage, lighting, backstops, goalposts, time clocks or similar game display signage or sod replacement.
- 1.2 **"Commencement Date"** means January 1, 2011.
- 1.3 **"Cost of Operation and Maintenance"** means:
- (a) in relation to Sports Fields, the Net Costs for Sports Fields for the items set out in Schedule "A";
  - (b) in relation to Nanaimo Recreation Facilities, the Net Costs for Nanaimo Recreation Facilities for the items set out in Schedule "B";
- but does not include Non-shareable costs or debt;
- 1.4 **"Electoral Areas"** means that portion of the Regional District included within the boundaries of Electoral Areas A, B, and C;
- 1.5 **"District 68"** means that portion of the Regional District included within the boundaries of Nanaimo, Lantzville and Electoral Areas A, B, and C;
- 1.6 **"Lantzville"** means the District of Lantzville;
- 1.7 **"Nanaimo"** means the City of Nanaimo;
- 1.8 **"Nanaimo Recreation Facilities"** means:
- (a) Beban Park;
  - (b) Bowen Park;
  - (c) Nanaimo Aquatic Centre;
  - (d) Nanaimo Ice Centre.
- 1.9 **"Net Cost"** means prior year actual expenditures for the Cost of Operation and Maintenance less cost recovery from fees and charges imposed for the use of Nanaimo Recreation Facilities and Sports Fields;
- 1.10 **"Participating Areas"** means Nanaimo, Lantzville and Electoral Areas A, B, and C of the Regional District of Nanaimo;
- 1.11 **"Recreation Services"** means recreation and community services offered at Nanaimo Recreation Facilities to residents of the Regional District Areas and Lantzville;

- 1.12 “**Regional District**” means the Regional District of Nanaimo;
- 1.13 “**Regional District Areas**” means that portion of the Regional District included within the boundaries of Lantzville, Electoral Areas A, B, and C;
- 1.14 “**Sports Field**” means land developed for the playing of baseball, softball and soccer and other sport activities which is owned and operated by either Nanaimo or the Regional District Areas and includes the following:

City of Nanaimo:

- a) Beban Park;
- b) Bowen West;
- c) McGirr Park;
- d) Elaine Hamilton Park;
- e) May Bennett Park;
- f) Caledonia Park;
- g) Robins Park;
- h) Gyro Park;
- i) Harewood Park;
- j) Pleasant Valley Park;
- k) Serauxmen Sports Fields; and
- l) Comox Field.

Regional District of Nanaimo:

- a) Rollo McClay (EA ‘B’); and,
- b) Extension Sports Field (EA ‘C’).

Any Sports Field within Nanaimo, or the Regional District, which meets the criteria to be considered a Sports Field under Section 5.0;

- 1.15 “**Sports Field Services**” means:
- (a) operation and maintenance of Sports Fields in District 68; and
  - (b) permitting access to and use of Sports Fields by residents of the Participating Areas.
- 1.16 “**Term**” means the period of time from the Commencement Date to December 31, 2025.

## **2.0 INTERPRETATION**

- 2.1 A reference in this Agreement to:
- (a) the singular includes the plural and the plural includes the singular, unless the context otherwise requires;
  - (b) the masculine, feminine or neuter includes a reference to the masculine, feminine or neuter, unless the context otherwise requires.
- 2.2 The headings of paragraphs, articles and sections of this Agreement are for convenience of reference only, do not form part of this Agreement and are not to be used in the interpretation of this Agreement.
- 2.3 This Agreement is to be governed and construed in accordance with the laws of the Province of British Columbia.

- 2.4 If any paragraph, article or section of this Agreement is declared or held invalid for any reason, the paragraph, article or section may be severed from the Agreement without affecting the validity of the remainder of the Agreement.

### 3.0 SERVICES

- 3.1 The Parties covenant and agree with each other to provide Sports Field Services during the Term of the Agreement.
- 3.2 Nanaimo covenants and agrees to provide Recreation Services during the Term of the Agreement.

### 4.0 PAYMENT

- 4.1 Commencing with 2011, payment to Nanaimo shall be made in accordance with the following:

(a) Cost share calculation:

Each party shall share in the Cost of Operation and Maintenance of Sports Fields and/or Recreation Services based on the percentage of use established by averaging data from the three most recent usage surveys. Surveys shall be conducted once every five (5) years with the next survey to be completed on or before October 30<sup>th</sup>, 2015, as set out in Section 6.0.

(b) Payment to Nanaimo:

Total costs reported by Nanaimo for cost sharing purposes	\$ xxxx
Less: the share calculated for Nanaimo under the formula in 4.1(a) above	\$( xxx )
Net amount payable to Nanaimo	\$ xxx

#### 4.2 Annual Budget

- (1) For the purpose of calculating annual contribution amounts under Section 4.1(b), in each year during the Term of this Agreement, Nanaimo and the Regional District respectively, shall provide to each other, on or before January 31st a statement of actual Costs of Operation and Maintenance compared to budget for the prior year ending December 31<sup>st</sup>. The costs to be shared shall consist of prior year actual costs of Nanaimo, budgeted current year Regional District costs net of any prior year surplus or deficit as reported by the Regional District for Sports Fields in the Regional District Areas.
- (2) For the purposes of preparing the Regional District's financial plan, Nanaimo shall also provide to the Regional District annually along with the budget information in 4.2(1) above an estimate of the Cost of Operation and Maintenance for Sports Fields and Recreation Facilities for the subsequent five year period.

4.3 Payment Due Date

The amount payable to Nanaimo under 4.1(b) shall be remitted on or before August 2<sup>nd</sup> in each year during the Term of this Agreement.

4.4 Debt

The cost of providing the Services under this Agreement is a debt owed to the party providing the Service.

**5.0 NEW SPORTS FIELDS/CITY RECREATION FACILITIES**

5.1 The Participating Areas shall use best efforts to agree which Sports Fields shall be included in the inventory of Sports Fields by November 30<sup>th</sup> of each year.

5.2 Where a new Sports Field or Recreation Facility within Nanaimo is added under this agreement the Cost of Operation and Maintenance for the first year shall be the average Cost of Operation and Maintenance for all Sports Fields or Recreation Facilities as the case may be, for the prior year. After the first year, the Cost of Operation and Maintenance shall be as reported by the Nanaimo under Section 4.2(1).

5.3 Where a new Sports Field within the Regional District Areas is added under this agreement the Cost of Operation and Maintenance for the first year shall be the average Cost of Operation and Maintenance for all Sports Fields in the Regional District Areas for the prior year. After the first year the Cost of Operation and Maintenance shall be as reported in the Regional District accounts under Section 4.2.

5.4 Where a new Recreation Facility is constructed, it shall not form part of this Agreement until a survey conducted pursuant to Section 4.1(a) is undertaken which demonstrates that 10% or more of the population from the Regional District Areas is attending public sessions at the facility.

**6.0 SURVEY**

6.1 The usage survey of Recreation Facilities and Sportsfields shall be:

- (a) conducted by the Regional District on or before October 31<sup>st</sup> in the years 2015, 2020 and 2025.
- (b) the survey shall collect street addresses for the purposes of identifying the participating area as follows:
  - (i) for aquatic centres the survey shall be based on drop-in public attendance, program registrations and group rentals
  - (ii) for ice arenas the survey shall be based on the addresses provided from team registrations and program registrations
  - (iii) for Sports Fields the survey shall be based on the addresses provided from team registrations
- (c) the data for aquatic centres shall be weighted as 50% from drop-in attendance, 40% from program registrations and 10% from facility rentals.
- (d) the data for arenas shall be weighted as 90% from team registrations and 10% from program registrations.



## **7.0 INDEMNITY**

- 7.1 A party to this Agreement (hereinafter called the “**Supplying Party**”) that provides the Services to another party to this Agreement (herein after called the “**Receiving Party**”), shall indemnify, defend and save harmless the Receiving Party and its elected and appointed officers, employees, agents, successors and assigns from all manner of actions, causes of action, suits, debts, losses, liabilities, costs, expenses, claims and demands whatsoever (collectively “**Liability**”) arising out of any wrongful act, omission or negligence on the part of the Supplying Party, its elected or appointed officers, employees, agents, successors and assigns arising out of the Services provided under this Agreement., except to the extent of a wrongful act, or the Liability is caused by the omission in negligence of the Receiving Party.

## **8.0 PAYMENT RATES**

- 8.1 The Parties acknowledge and agree that payments under Section 4.1 represent a fair and reasonable reimbursement of the costs of the Sports Field Services and Recreation Services to be provided under this Agreement.

## **9.0 COVENANTS OF THE PARTIES**

- 9.1 It is a condition precedent to the obligations of the Parties under this Agreement that:
- (a) during the Term, Nanaimo shall maintain a Parks, Recreation and Culture Commission established by bylaw, with a composition, procedures, duties and powers as outlined in Schedule “C”; and
  - (b) user or other rates shall not be charged, either directly or indirectly, for the use of Sports Fields or Recreation Services to residents of another Participating Area in excess of rates payable by or on terms other than those offered to residents of the Participating Area in which the Sports Fields are located or the Recreation Services are provided.
- 9.2 Nanaimo and the Regional District Areas shall consult with each other with respect to the planning and co-ordination of future Sports Field and Recreation Facility development.

## **10.0 MISCELLANEOUS**

### **10.1 Waivers**

The failure at any time of either party to enforce any of the provisions of this Agreement or to require at any time performance by the other party of any such provision shall not constitute or be construed to constitute a waiver of such provision, nor in any way to affect the validity of this Agreement or any parts thereof, or the right of either party thereafter to enforce each and every provision of this Agreement.

### **10.2 Statutory Powers**

Nothing in this Agreement is to be interpreted as affecting or restricting the exercise by Nanaimo, Lantzville or the Regional District of any statutory power, duty or function, which may be fully exercised as if this Agreement had not been executed by the parties.

10.3 Modification

No waiver, modification or amendment of any of the provisions of this Agreement shall be binding unless it is in writing and signed by the duly authorized representatives of both parties.

10.4 Assignment

No assignment of this Agreement shall be made by either party without the written consent of the other. A party's consent to assign will not release or relieve the party from its obligations to perform all the terms, covenants and conditions that this Agreement requires a party to perform and the party requesting the assignment shall pay the other party's reasonable costs incurred in connection with the party's request for consent.

10.5 Survival

The articles, sections, subsections and paragraphs providing for the limitation of, waiver of, or protection against liability of the parties hereto shall survive termination, cancellation or expiration of this Agreement.

10.6 Notice

All notices and demands required or permitted to be given hereunder shall be in writing and may be delivered personally, sent by facsimile or may be mailed by first class, prepaid registered mail to the addresses set forth below. Any notice delivered or sent by facsimile shall be deemed to have been given and received at the time of delivery. Any notice mailed as aforesaid shall be deemed to have been given and received on the expiration of 5 business days after it was posted, addressed as follows:

Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2  
Attention: General Manager, Recreation and Parks Services

City of Nanaimo  
455 Wallace Street  
Nanaimo, BC V9R 5J6  
Attention: City Clerk

or to such other address or addresses as may from time to time be provided in writing by the parties hereto. If there shall be, between the time of mailing and the actual receipt of a notice, a mail strike, slow down or other labour dispute which might affect the delivery of that notice by the mails, then the notice shall only be affected if actually received by the person to whom it was mailed.

10.7 Independent Contractor

Where a party to this Agreement (hereinafter called the "**Supplying Party**") provides Sports Field Services to another party to this Agreement (herein after called the "**Receiving Party**"), the Supplying Party shall be deemed to be an independent contractor and not the agent of the Receiving Party. Any and all agents, servants or employees of the Supplying Party or other persons, while engaged in the performance of any work or services required to be performed by one of the under this Agreement, shall not be considered employees of the Receiving Party and any and all claims that may or might arise on behalf of the Supplying Party, their agents, servants or employees as a

consequence of any act or omission on behalf of the Supplying Party, its agents, servants, employees or other person, shall not be the obligation or responsibility of the Receiving Party. The Receiving Party, their agents, servants or employees, respectively, shall be entitled to none of the rights, privileges or benefits of employees of the Supplying Party except as otherwise may be stated in this Agreement.

#### 10.8 Entire Agreement

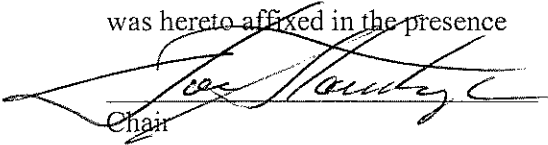
This Agreement shall constitute the entire agreement between the parties and shall supersede all prior written or unwritten negotiations, understandings and agreements.

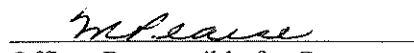
#### 10.9 Arbitration

All disputes arising out of or in connection with this Agreement, or in respect of any defined legal relationship associated therewith or derived therefrom, may at the instance of either party, be referred to a Court of competent jurisdiction or to arbitration by delivery of a Notice of Arbitration in writing. If the parties cannot agree on a choice of arbitrator then each party may appoint an arbitrator and the two arbitrators so appointed must appoint a third arbitrator failing which the third arbitrator must be appointed by a Judge of the Supreme Court of British Columbia. Arbitration will be governed by the Commercial Arbitration Act (British Columbia). The place of arbitration shall be Nanaimo, British Columbia, Canada and the costs shall be borne equally by the parties.

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

The Corporate Seal of the  
**REGIONAL DISTRICT OF NANAIMO**  
was hereto affixed in the presence

  
Chair

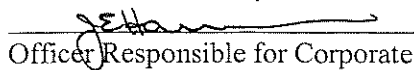
  
Officer Responsible for Corporate  
Administration

of its authorized signatories:

	Initial	Date
Content (Mgr)	DB	April 20, 2011
Approved (GM)	[Signature]	April 21, 2011
Legal Form (SMCA)	MLP	29/04
Authority (CAO)	CAW	May 5/11

The Corporate Seal of the  
**CITY OF NANAIMO**  
was hereto affixed in the presence  
of its authorized signatories:

  
Mayor  
John Ruttan, Mayor

  
Officer Responsible for Corporate  
Administration  
Joan Harrison  
Manager of Legislative Services

## SCHEDULE "A"

### Costs of Sports Field Operation and Maintenance

Labour - includes wages and benefits;

Equipment - means all equipment involved in the maintenance or operation of Sports Fields, including lawnmowers and vehicles and includes costs of operating plus an amount for depreciation calculated in accordance with standard municipal accounting practices;

Materials - means all materials required to maintain and operate Sports Fields, including grass seed and fertilizer;

Field Houses - means change room and washroom facilities at each park and includes facility costs (cleaning, supplies, lighting, heating, etc.)

Water - means costs related to the irrigation of Sports Fields;

Electricity - for the operation of field lights at Sports Fields which are illuminated;

Fleet Maintenance - means the cost of repairing and maintaining vehicles used by parks staff at the facilities, which is reasonably attributable to operation and maintenance of Sports Fields, including depreciation calculated in accordance with standard municipal accounting practices;

Vandalism - means annual costs for removing the effects of vandalism or repairing vandalized property;

Garbage Collection - means collection of litter from Sports Fields;

Departmental Overhead - means the following administrative costs attributable to Sports Fields operation and maintenance:

- salaries of parks maintenance administrative staff
- staff training
- staff meetings
- costs related to operation of parks works yard
- other miscellaneous costs incidental to Sports Fields (e.g. photocopying, office supplies, office equipment rental, advertising, bank charges, etc.)

Costs attributed to Sports Field Operation and Maintenance do not include the construction of structures or improvements.

## SCHEDULE “B”

### **Beban Park, Bowen Park, Nanaimo Aquatic Centre and Nanaimo Ice Centre Costs of Operation and Maintenance**

Facilities – means all buildings, structures, swimming pools, arenas, play fields, etc. located at Bowen Park, Beban Park or the Nanaimo Aquatic Centre.

Labour – includes wages and benefits;

Equipment – means all equipment involved in the maintenance or operation of the Facilities, including lawnmowers and vehicles and includes costs of operating plus an amount for depreciation calculated in accordance with Nanaimo’s usual accounting practices;

Materials – means all materials required to maintain and operate the Facilities;

Utilities – means all utility costs required to operate the Facilities including, but not limited to: telephones, water fees, sewer fees, electricity, gas and oil.

Building Maintenance – means all costs that are required to maintain the Facilities in good operating condition, e.g. painting, flooring, HVAC, plumbing and electrical repairs, security, janitorial supplies;

Fleet Maintenance – means the cost of repairing and maintaining vehicles used by parks staff at the facilities, which is reasonably attributable to operation and maintenance of Nanaimo Recreation Facilities, including depreciation calculated in accordance with Nanaimo’s usual accounting practices;

Vandalism – means costs for removing the effects of vandalism or repairing vandalized property;

Garbage Collection – means collection of garbage from the Facilities;

Program Costs – means those costs incurred for the provision of recreational programs to the public at the Facilities. Costs may include contract staff and recreation supplies.

Departmental Overhead – means the following administrative costs of the Parks and Recreation Service of the City of Nanaimo attributable to the operation and maintenance of the Facilities;

- Salaries of parks and recreation administrative staff
- Staff training
- Staff meetings
- Costs related to the operation of the parks works yard
- Other miscellaneous costs incidental to the Nanaimo Recreation Facilities Service (e.g. photocopying, office supplies, office equipment rental, advertising, bank charges, etc.)

Costs of Sports Field Operation and Maintenance do not include construction of structures or improvements.

**SCHEDULE “C”**

**Composition, Procedures, Duties and Powers of  
Parks, Recreation and Culture Commission**

**“PARKS, RECREATION AND CULTURE COMMISSION BYLAW 2006 NO. 7020”**

*Consolidated Version*

2011-FEB-15

Includes Amendments: 7020.01, 7020.02, 7020.03

CITY OF NANAIMO

BYLAW NO. 7020

A BYLAW TO ESTABLISH A PARKS, RECREATION AND CULTURE COMMISSION

---

WHEREAS the Council of the City of Nanaimo may, pursuant to Section 143(1) of the *Community Charter*, establish Commissions;

WHEREAS the Council of the City of Nanaimo has deemed it appropriate to establish a Parks, Recreation and Culture Commission;

THEREFORE BE IT RESOLVED that the Council of the City of Nanaimo, in open meeting assembled, ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as the "PARKS, RECREATION AND CULTURE COMMISSION BYLAW 2006 NO. 7020".

PART I - GENERAL

2. Interpretation

In this Bylaw unless the context requires otherwise:

"Director of Parks, Recreation and Culture"	means the person duly appointed as such from time to time, and includes any person appointed or designated by the Director to act on their behalf.
"Member"	means a member of the Parks, Recreation and Culture Commission.
"Council"	means the City Council of the City of Nanaimo.
"Commission"	means the Parks, Recreation and Culture Commission.



3. The Role of the Commission

The role of the Commission is to provide policy advice to Council for the planning, development and the provision of City Parks, Recreation and Culture services and facilities.

4. Quorum

A quorum of the Commission shall be six (6) members; a quorum of the Parks Committee shall be three (3) members; a quorum of the Recreation Program and Facilities Committee shall be three (3) members; a quorum of the Cultural Committee shall be six (6) members.

5. Appointment of Members

The Commission shall consist of twelve (12) members, each appointed by Council as follows:

- (a) three (3) members of Council;
- (b) five (5) "at large" members who shall each be a resident of the City of Nanaimo;
- (c) one (1) member nominated from each of three (3) Electoral Areas of the Regional District of Nanaimo and one (1) member from the District of Lantzville who participate in the Nanaimo Recreation Centre function.

6. Terms of Appointment

- 6.1 All appointments to the Commission shall be for a term of three (3) years without remuneration.
- 6.2 The Mayor will appoint a member of Council as Chair. The Chair shall serve a three (3) year term, with successive terms at the pleasure of the Mayor. The other two Council representatives will serve on a rotating basis as Acting Chair in the absence of the Chair. (Bylaw 7020.01)
- 6.3 Every member shall continue to hold office until a successor is appointed.
- 6.4 Council may, by an affirmative vote of not less than two-thirds (2/3) of the Council members, remove a member of the Commission from office at any time.
- 6.5 Upon the resignation, the removal from office, or the death of any member during their term of office, Council shall appoint a successor in accordance with the provisions by which the vacating member was appointed.

7. Inaugural Meeting

7.1 The Commission shall meet for its Inaugural meeting, at 7:00 p.m. on the fourth Wednesday of April following the Municipal Election. (Bylaw 7020.03)

7.2 At the Inaugural meeting of the Commission, the members shall from amongst their number appoint, by resolution, persons to serve on the:

- (a) Parks Committee (5 Commission members)
- (b) Recreation Committee (5 Commission members)
- (c) Cultural Committee (4 Commission members)

and representatives to other Committees as deemed appropriate. (Bylaw 7020.02)

7.3 At the Inaugural meeting, or any regular meeting of the Commission, the Commission may appoint Committees as it deems necessary.

8. Notice of Regular Commission Meetings

8.1 On the Friday afternoon prior to a regular meeting of Commission, the Commission Secretary will have available for members to pick up at the Parks, Recreation and Culture administration office, a meeting agenda setting out all items for consideration.

8.2 At least 72 hours before a regular meeting of Commission, the Commission Secretary will post notice of the time, place and date of the meeting by way of posting an agenda at the Parks, Recreation and Culture administration office.

9. Location and Time of Regular Commission Meetings

9.1 Regular meetings of the Commission shall be held at least once (1) in each month excluding August and December, on the fourth Wednesday, at 7:00 p.m. in the Bowen Complex Conference Room, unless otherwise specified.

9.2 Prior to the beginning of each year, a tentative Commission meeting schedule shall be produced and posted at the Parks, Recreation and Culture administration office and on the City's website.

10. Attendance of Public at Meetings

- 10.1 Except where the provision of Section 90(1) or (2) of the *Community Charter* apply, all Commission meetings shall be open to the public.
- 10.2 Where the Commission wishes to close a meeting to the public, it may do so by adopting a resolution in accordance with Section 92(a) and (b) of the *Community Charter*.

PART II – MEETINGS

11. The Chair

- 11.1 The Chair, when present, shall preside at all meetings of the Commission using Roberts Rules of Order to govern the meeting.
- 11.2 Where the Chair, or either Acting Chair, is not present at the time appointed for a meeting of Commission, the Commission shall by resolution appoint an Acting Chair for that meeting.
- 11.3 Every question submitted to a meeting shall be decided by a majority of the members present.

12. Delegations

- 12.1 All delegations requesting permission to appear before the Commission shall submit a written request, including a written synopsis clearly outlining their topic of concern.
- 12.2 Requests to appear as a delegation shall be submitted to the Commission Secretary by 1:00 p.m. on the Wednesday preceding the meeting for inclusion on the Commission agenda. These delegates will be allocated 10 minutes.
- 12.3 Requests to appear as a delegation received after 1:00 p.m. on the Wednesday, but prior to 1:00 p.m. on the Tuesday preceding the meeting, shall be included on the Late Correspondence Agenda, and allocated 10 minutes.

13. Correspondence

The deadline for the public to submit items to the Commission Secretary for inclusion on the Commission agenda shall be 1:00 p.m. on the Wednesday preceding the meeting. Items of correspondence received after that time will be included on the Late Correspondence Agenda.

14. Opening Procedures

- 14.1 Call Meeting to Order - At the hour set for a meeting to commence, and provided that a quorum is present, the Chair shall call the meeting to order.
- 14.2 Lack of Quorum - Should there be no quorum present within fifteen minutes after the time appointed for the meeting to commence, the Chair shall ask the Secretary to record the names of the members present and then adjourn the meeting.

15. Order of Business

- 15.1 The following headings and order of business shall be used:
- Presentations
  - Adoption of Minutes
  - Introduction of Late Items
  - Adoption of Late Correspondence Agenda
  - Receiving of Delegations
  - Chairman's Report
  - Receiving of Correspondence
  - Reports of Standing Committees
  - Director's Report
  - Committee/Commission Representative Reports
  - Items of General Information
  - Unfinished Business
  - Other Competent Business
  - Media Question Period
  - Public Question Period
  - Establish Next Meeting Dates
  - Adjournment
- 15.2 Notwithstanding the provisions under Section 15.1, it shall always be in order for the Commission to vary the order in which business on the Agenda shall be dealt with by a majority vote of the members present.

16. Special Meetings

- 16.1 A notice of the day, hour and place of a special meeting of the Commission, being a meeting other than a regular or adjourned meeting, shall be given at least 24 hours before the time of meeting by posting a copy of the notice at the regular Commission meeting place and by leaving one copy for each member of the Commission at the place to which they have directed notices to be sent. Notice may be waived by unanimous vote of all members of the Commission. Each copy of the notice shall be signed by the Chair or the Director of Parks, Recreation and Culture.
- 16.2 Any five (5) members of the Commission may, in writing, request the Chair to call a special meeting.

- 16.3 Where the Chair, within 24 hours after receiving the request, refuses or neglects to call the special meeting to be held within seven (7) days after they received the request, or where the Chair is absent, five (5) or more members of the Commission may call a special meeting and they shall sign the notice.
17. Minutes
- 17.1 Minutes of the proceedings of the Commission shall be legibly recorded in a minute book. The minutes shall be certified as correct by the Director of Parks, Recreation and Culture and signed by the Chair or other member presiding at the meeting or at the next meeting at which they are adopted.
- 17.2 The minutes shall be open for inspection by any person who may make copies and extracts at all reasonable times on payment each time of \$0.25 per page or as specifically provided for under Section 194(1)(c) of the *Community Charter*.
- 17.3 Section 17.2 does not apply to minutes of a special meeting from which persons were excluded under Section 10.
18. Unless otherwise stated in this bylaw, "COUNCIL PROCEDURE BYLAW 2005 NO. 7007" and all amendments thereto shall apply to meetings of the Commission.

PART III – REPEAL

19. "PARKS, RECREATION AND CULTURE COMMISSION BYLAW 2002 NO. 5564" and all amendments thereto are hereby repealed.

## DISTRICT 69 SPORTS FIELD SERVICES AGREEMENT

THIS AGREEMENT made this 7 day of January 2011

BETWEEN:

**REGIONAL DISTRICT OF NANAIMO**  
6300 Hammond Bay Road  
Nanaimo, BC  
V9T 6N2  
(**"Regional District"**)

OF THE FIRST PART

AND:

**CITY OF PARKSVILLE**  
100 E. Jensen Ave.  
Parksville, BC  
V9P 2H3  
(**"Parksville"**)

OF THE SECOND PART

AND:

**TOWN OF QUALICUM BEACH**  
201 – 660 Primrose Street  
Qualicum Beach, BC  
V9K 1S7  
(**"Qualicum Beach"**)

OF THE THIRD PART

### W H E R E A S:

- A. Parksville, Qualicum Beach and the Regional District operate and maintain Sports Fields within their boundaries which are used by residents of Parksville, Qualicum Beach and the Regional District;
- B. The parties wish to provide continued access to Sports Fields to members of the public residing within the boundaries of Parksville, Qualicum Beach and within Electoral Areas E, F, G and H of the Regional District by way of agreement;

**NOW THEREFORE** in consideration of the premises and mutual covenants and agreements contained in this Agreement, the parties covenant and agree as follows:

### 1.0 DEFINITIONS

In this Agreement:

- 1.1 **"Commencement Date"** means January 1, 2011;
- 1.2 **"Cost of Operation and Maintenance"** in relation to Sports Fields, means the Net Costs for Sports Fields for the items set out in Schedule "A", but does not include the Non-Shareable Costs

or debt;

- 1.3 **“District 69”** means that portion of the Regional District included within the boundaries of the City of Parksville, Town of Qualicum Beach, and Electoral Areas E, F, G, and H;
- 1.4 **“Electoral Areas”** means that portion of the Regional District included within the boundaries of Electoral Areas E, F, G and H;
- 1.5 **“Net Cost”** means prior year actual expenditures for the Cost of Operation and Maintenance less cost recovery from fees and charges imposed for the use of Sports Fields;
- 1.6 **“Non-shareable costs”** shall generally mean the development of a new Sports Field or Recreation Facility and/or an upgrade to an existing Sports Field or Recreation Facility costing more than \$10,000 including but not limited to the construction of facilities or improvements, or the addition, replacement, repair or extension of fences, roofs, seating, irrigation systems, wells, drainage, lighting, backstops, goalposts, time clocks or similar game display signage or sod replacement.
- 1.7 **“Parksville”** means the City of Parksville;
- 1.8 **“Participating Areas”** means Parksville, Qualicum Beach, and Electoral Areas E, F, G and H of the Regional District of Nanaimo;
- 1.9 **“Qualicum Beach”** means the Town of Qualicum Beach;
- 1.10 **“Regional District”** means the Regional District of Nanaimo;
- 1.11 **“Sports Field”** means land developed for the playing of baseball, softball and soccer and other sport activities which is owned and operated by either Parksville, Qualicum Beach or the Regional District, within Electoral Areas E, F, G or H, and includes the following:
- (a) Springwood Park (City of Parksville);
  - (b) Parksville Community Park (City of Parksville);
  - (c) Qualicum Beach Community Park (Town of Qualicum Beach)
  - (d) Jack Bagley Field (Electoral Area E); and

any Sports Field within Parksville, Qualicum Beach or the Regional District, which meets the criteria to be considered a Sports Field under Section 5.0;

- 1.12 **“Services”** means
- (a) operation and maintenance of Sports Fields in District 69; and
  - (b) permitting access to and use of Sports Fields by residents of the Participants to this Agreement.
- 1.13 **“Term”** means the period of time from the Commencement Date to December 31, 2025;

## **2.0 INTERPRETATION**

- 2.1 A reference in this Agreement to:

- (a) the singular includes the plural and the plural includes the singular, unless the context otherwise requires.



- (b) the masculine, feminine or neuter includes a reference to the masculine, feminine or neuter, unless the context otherwise requires.
- 2.2 The headings of paragraphs, articles and sections of this Agreement are for convenience of reference only, do not form part of this Agreement and are not to be used in the interpretation of this Agreement.
- 2.3 This Agreement is to be governed and construed in accordance with the laws of the Province of British Columbia.
- 2.4 If any paragraph, article or section of this Agreement is declared or held invalid for any reason, the paragraph, article or section may be severed from the Agreement without affecting the validity of the remainder of the Agreement.

### **3.0 SERVICES**

- 3.1 The Parties covenant and agree with each other to provide the Services during the Term of the Agreement.

### **4.0 PAYMENT**

- 4.1 Payments to Parksville and Qualicum Beach shall be made in accordance with the following:

- (a) Cost share calculation:

Each party shall share in the Cost of Operation and Maintenance of Sports Fields based on the percentage of use established by averaging data from the three most recent usage surveys. Surveys shall be conducted once every five (5) years with the next survey to be completed on or before October 30<sup>th</sup>, 2015, as set out in Section 6.0.

- (b) Payment will be made by the Regional District to Parksville and Qualicum Beach as follows:

Total costs reported by municipality for cost sharing purposes	\$ xxxx
Less: municipality share calculated under the formula in 4.1(a) above	<u>-( xxx )</u>
Net amount payable to municipality	\$ <u>xxx</u>

- 4.2 Annual Budget

- (1) For the purpose of calculating annual contribution amounts under Section 4.1(b), in each year during the Term of this Agreement, Parksville, Qualicum Beach and the Regional District respectively, shall provide to each other, on or before January 31st a statement of actual Costs of Operation and Maintenance compared to budget for the prior year ending December 31<sup>st</sup>. The costs to be shared shall consist of prior year actual municipal costs, budgeted current year Regional District costs and any prior year surplus or deficit as reported under the Regional District for sports fields in the Electoral Areas.

- (2) For the purposes of preparing the Regional District's financial plan, Parksville and Qualicum Beach shall also provide to the Regional District annually along with the budget information in 4.2(1) above an estimate of the Cost of Operation and Maintenance for the subsequent five year period.

4.3 Payment Due Date

Parksville, Qualicum Beach and the Regional District respectively, shall pay over to each other the amounts calculated under 4.1(b), on or before August 1st in each year during the Term of this Agreement.

4.4 Debt

The cost of providing the Services under this Agreement is a debt owed to the party providing the Service.

5.0 NEW SPORTS FIELDS

- 5.1 The Parties shall use best efforts to agree which Sports Fields shall be included in the inventory of Sports Fields by November 30<sup>th</sup> of each year.

- 5.2 Where a new Sports Field within a municipality is added under this agreement the Cost of Operation and Maintenance for the first year shall be the average Cost of Operation and Maintenance for all Parksville and Qualicum Beach Sports Fields for the prior year. After the first year the Cost of Operation and Maintenance shall be as reported in the municipal accounts under Section 4.2.

- 5.3 Where a new Sports Field within an Electoral Area is added under this agreement the Cost of Operation and Maintenance for the first year shall be the average Cost of Operation and Maintenance for all Sports Fields for the prior year. After the first year the Cost of Operation and Maintenance shall be as reported in the Regional District accounts under Section 4.2.

6.0 SURVEY

- 6.1 The usage survey of Sportsfields shall be:

- (a) conducted by the Regional District on or before October 31<sup>st</sup> in the years 2015, 2020 and 2025.
- (b) the survey shall collect street addresses from team registrations for the purposes of identifying the participating area.

7.0 INDEMNITY

- 7.1 A party to this Agreement (hereinafter called the "**Supplying Party**") that provides the Services to another party to this Agreement (herein after called the "**Receiving Party**"), shall indemnify, defend and save harmless the Receiving Party and its elected and appointed officers, employees, agents, successors and assigns from all manner of actions, causes of action, suits, debts, losses, liabilities, costs, expenses, claims and demands whatsoever (collectively "**Liability**") arising out of any wrongful act, omission or negligence on the part of the Supplying Party, its elected or appointed officers, employees, agents, successors and assigns arising out of the Services provided under this Agreement., except to the extent of a wrongful act, or the Liability is caused by the omission in negligence of the Receiving Party.

## **8.0 PAYMENT RATES**

- 8.1 The Parties acknowledge and agree that payment under Section 4.1 represents a fair and reasonable reimbursement of the costs of the Services to be provided under this Agreement.

## **9.0 COVENANTS OF THE PARTIES**

- 9.1 It is a condition precedent to the obligations of the Parties under this Agreement that user or other rates not be charged, either directly or indirectly, for the use of the Sports Fields to residents of Parksville, Qualicum Beach or Electoral Areas in excess of rates payable by or on terms other than those offered to residents of Parksville, Qualicum Beach or the Regional District.
- 9.2 Parksville, Qualicum Beach and the Regional District shall consult with each other with respect to the planning and coordination of future Sports Field development.

## **10.0 MISCELLANEOUS**

### **10.1 Waivers**

The failure at any time of any party to enforce any of the provisions of this Agreement or to require at any time performance by another party of any such provision shall not constitute or be construed to constitute a waiver of such provision, nor in any way to affect the validity of this Agreement or any parts thereof, or the right of any party thereafter to enforce each and every provision of this Agreement.

### **10.2 Statutory Powers**

Nothing in this Agreement is to be interpreted as affecting or restricting the exercise by Parksville, Qualicum Beach or the Regional District of any statutory power, duty or function, which may be fully exercised as if this Agreement had not been executed by the parties.

### **10.3 Modification**

No waiver, modification or amendment of any of the provisions of this Agreement shall be binding unless it is in writing and signed by the duly authorized representatives of all parties.

### **10.4 Assignment**

No assignment of this Agreement shall be made by any party without the written consent of the other parties. A party's consent to assign will not release or relieve the party from its obligations to perform all the terms, covenants and conditions that this Agreement requires a party to perform and the party requesting the assignment shall pay the other party's reasonable costs incurred in connection with the party's request for consent.

### **10.5 Survival**

The articles, sections, subsections and paragraphs providing for the limitation of, waiver of, or protection against liability of the parties hereto shall survive termination, cancellation or expiration of this Agreement.

### **10.6 Notice**

All notices and demands required or permitted to be given hereunder shall be in writing and may be delivered personally, sent by facsimile or may be mailed by first class, prepaid registered mail to the addresses set forth below. Any notice delivered or sent by facsimile shall be deemed to have been given and received at the time of delivery. Any notice mailed as aforesaid shall be deemed to have been given and received on the expiration of 5 business days after it was posted, addressed as follows:

Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2  
Attention: General Manager, Recreation & Parks Services

City of Parksville  
100 E. Jensen Ave.  
Parksville, BC V9P 2H3  
Attention: Director of Administrative Services

Town of Qualicum Beach  
201 – 660 Primrose  
Qualicum Beach, BC  
V9K 1S7  
Attention: Corporate Administrator

or to such other address or addresses as may from time to time be provided in writing by the parties hereto. If there shall be, between the time of mailing and the actual receipt of a notice, a mail strike, slow down or other labour dispute which might affect the delivery of that notice by the mails, then the notice shall only be affected if actually received by the person to whom it was mailed.

#### 10.7 Independent Contractor

Where a party to this Agreement (hereinafter called the “**Supplying Party**”) provides Sports Field Services to another party to this Agreement (herein after called the “**Receiving Party**”), the Supplying Party shall be deemed to be an independent contractor and not the agent of the Receiving Party. Any and all agents, servants or employees of the Supplying Party or other persons, while engaged in the performance of any work or services required to be performed by one of the Supplying Parties under this Agreement, shall not be considered employees of the Receiving Party and any and all claims that may or might arise on behalf of the Supplying Party, their agents, servants or employees as a consequence of any act or omission on behalf of the Supplying Party, its agents, servants, employees or other person, shall not be the obligation or responsibility of the Receiving Party. The Receiving Party, their agents, servants or employees, respectively, shall be entitled to none of the rights, privileges or benefits of employees of the Supplying Party except as otherwise may be stated in this Agreement.

#### 10.8 Entire Agreement

This Agreement shall constitute the entire agreement between the parties and shall supersede all prior written or unwritten negotiations, understandings and agreements.

#### 10.9 Arbitration

All disputes arising out of or in connection with this Agreement, or in respect of any defined legal relationship associated therewith or derived therefrom, may at the instance of either party, be referred to a Court of competent jurisdiction or to arbitration by delivery of a Notice of Arbitration in writing. If the parties cannot agree on a choice of arbitrator then each party may appoint an arbitrator and the two arbitrators so appointed must appoint a third arbitrator failing which the third arbitrator must be appointed by a Judge of the Supreme Court of British Columbia. Arbitration will be governed by the *Commercial Arbitration Act* (British Columbia). The place of arbitration shall be Nanaimo, British Columbia, Canada and the costs shall be borne equally by the parties.

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

The Corporate Seal of the  
**REGIONAL DISTRICT OF NANAIMO**  
 was hereto affixed in the presence of  
 of its authorized signatories.

(seal)

Chair

Sr. Mgr., Corporate Administration


	Initial	Date
Content (Mgr)	DB	Dec. 29/10
Approved (GM) (AGM)	DB	Dec. 29/10
Legal Form (SMCA)	mg	1/01
Authority (CAC)	GW	Jan 11/11


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Mayor

Officer Responsible for Corporate Administration

The Corporate Seal of the  
**TOWN OF QUALICUM BEACH**  
was hereto affixed in the presence of  
its authorized signatories:

  
Mayor

  
Officer Responsible for Corporate  
Administration

(seal)



## **SCHEDULE "A"**

### **Cost of Maintenance and Operation**

Labour - includes wages and benefits;

Equipment - means all equipment involved in the maintenance or operation of Sports Fields, including lawnmowers and vehicles and includes costs of operating plus an amount for depreciation calculated in accordance with the Party's usual accounting practices;

Materials - means all materials required to maintain and operate Sports Fields, including grass seed and fertilizer;

Field Houses - means cleaning, supplies, lighting, heating and similar operating costs for change rooms and washroom facilities at each park

Water - means costs related to the irrigation of Sports Fields including operation and maintenance of wells and in ground irrigation systems

Electricity - for the operation of field lights or signs at Sports Fields which are illuminated;

Fleet Maintenance - means the cost of repairing and maintaining vehicles used by parks staff, which is reasonably attributable to operation and maintenance of Sports Fields;

Vandalism - means annual costs for removing the effects of vandalism or repairing vandalized property;

Garbage Collection - means collection of litter from Sports Fields;

Departmental Overhead - means the following administrative costs attributable to Sports Fields operation and maintenance:

- salaries of parks maintenance administrative staff
- staff training
- staff meetings
- costs related to operation of parks works yard
- other miscellaneous minor costs incidental to the Parks and Recreation Service.

Costs of Sports Field Operation and Maintenance do not include Capital Costs as defined herein.

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1358.01**

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO  
DISTRICT 69 ICE ARENA CONVERSION BYLAW NO. 1358**

WHEREAS the Regional District of Nanaimo established the District 69 Ice Arena services by conversion Bylaw No. 1358, 2003;

AND WHEREAS the Board wishes to amend the apportionment formula in the bylaw;

AND WHEREAS consent of at least two-thirds of the participants as required under section 802(1)(b) of the *Local Government Act* has been obtained;

NOW THEREFORE the 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 District 69 Ice Arena Amendment Bylaw No. 1358.01, 2013".

**2. Amendment**

"Regional District of Nanaimo District 69 Ice Arena Conversion Bylaw No. 1358, 2003" is amended as follows:

Section 6 "Apportionment" is deleted in its entirety and replaced with the following:

**"6. Apportionment**

The costs of providing the service shall be apportioned among the participating areas as follows:

- (a) fifty (50%) percent on the basis of the converted value of land and improvements for hospital purposes; and
- (b) fifty (50%) percent on the basis of the percentage of usage of the service as determined by a survey of usage carried out by the Regional District of Nanaimo.
- (c) the fifty (50%) percent allocation between usage and converted values of land and improvements shall be phased in over five (5) years with ten (10%) percent per year to be incremented to usage as set out in the following table:

Requisition Year	Percentage allocation of requisition to be based on converted value of land and improvements for hospital purposes	Percentage allocation of requisition to be based on a survey of usage carried out by the Regional District of Nanaimo
2014	Ninety percent (90%)	Ten percent (10%)
2015	Eighty percent (80%)	Twenty percent (20%)
2016	Seventy percent (70%)	Thirty percent (30%)
2017	Sixty percent (60%)	Forty percent (40%)
2018	Fifty percent (50%)	Fifty percent (50%)
2019 and thereafter	Fifty percent (50%)	Fifty percent (50%)

Introduced and read three times this 22nd day of October, 2013.

Received the approval of the Inspector of Municipalities this 8th day of November, 2013.

Adopted this 26th day of November, 2013.

  
CHAIRPERSON

  
CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 899.01**

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO  
DISTRICT 69 SWIMMING POOL LOCAL SERVICE AREA  
ESTABLISHMENT BYLAW NO. 899**

WHEREAS the Regional District of Nanaimo established the District 69 Swimming Pool Local Service Area by Bylaw No. 889, 1993;

AND WHEREAS the Board wishes to amend the apportionment formula in the bylaw;

AND WHEREAS consent of at least two-thirds of the participants as required under section 802(1)(b) of the *Local Government Act* has been obtained;

NOW THEREFORE the 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 District 69 Swimming Pool Service Amendment Bylaw No. 899.01, 2013".

**2. Amendments**

"Regional District of Nanaimo District 69 Swimming Pool Local Service Area Establishment Bylaw No. 899, 1993" is amended as follows:

(1) Section 5 "Cost Recovery" is deleted in its entirety and replaced with the following:

**"5. Cost Recovery**

The annual net costs of the service may be recovered by one or more of the following:

- (a) the requisition of money under sections 805 and 806 of the *Local Government Act* to be collected by a property value tax to be levied and collected under sections 805.1(1) and 806.1(1) of the *Local Government Act*;
- (b) the imposition of fees and other charges that may be fixed by separate bylaw for the purpose of recovering these costs;
- (c) by revenues raised by other means authorized under the *Local Government Act* or another Act;

- (d) by revenues received by way of agreement, enterprise, gift, grant or otherwise.”

- (2) Section 6 "Maximum Requisition" is deleted in its entirety and replaced with the following:

**“6. Maximum Requisition**

The maximum amount that may be requisitioned under section 803(1)(a) of the *Local Government Act* to recover the annual net costs of the service shall be the greater of Seven Hundred and Seventy Thousand (\$770,000.00) Dollars or \$0.434 per \$1,000 of the net taxable value of land and improvements within the service area.”

- (3) Section 7 “Apportionment” is deleted in its entirety and replaced with the following:

**“7. Apportionment**

The costs of providing the service shall be apportioned among the participating areas as follows:

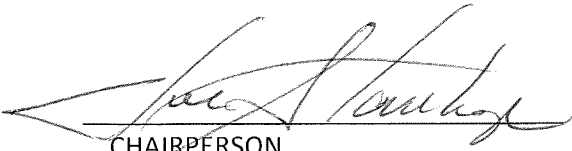
- (a) fifty (50%) percent on the basis of the converted value of land and improvements for hospital purposes; and
- (b) fifty (50%) percent on the basis of the percentage of usage of the service as determined by a survey of usage carried out by the Regional District of Nanaimo.
- (c) the fifty (50%) percent allocation between usage and converted values of land and improvements shall be phased in over five (5) years with ten (10%) percent per year to be incremented to usage as set out in the following table:

Requisition Year	Percentage allocation of requisition to be based on converted value of land and improvements for hospital purposes	Percentage allocation of requisition to be based on a survey of usage carried out by the Regional District of Nanaimo
2014	Ninety percent (90%)	Ten percent (10%)
2015	Eighty percent (80%)	Twenty percent (20%)
2016	Seventy percent (70%)	Thirty percent (30%)
2017	Sixty percent (60%)	Forty percent (40%)
2018	Fifty percent (50%)	Fifty percent (50%)
2019 and thereafter	Fifty percent (50%)	Fifty percent (50%)

Introduced and read three times this 22nd day of October, 2013.

Received the approval of the Inspector of Municipalities this 8th day of November, 2013.

Adopted this 26th day of November, 2013.

  
CHAIRPERSON  
CORPORATE OFFICER

**Regional District  
Of Nanaimo**

**2015**

**Recreation Facility and  
Field Use Analysis**

Final Report

November 19th, 2015

Professional Environmental  
Recreation Consultants Ltd.  
Suite 400  
505-8840 210<sup>th</sup> Street  
Langley, BC V1M 2Y2

[www.perconline.com](http://www.perconline.com)  
604-868-3604



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## Introduction

In February 2015 PERC was retained by the Regional District of Nanaimo (RDN) to undertake an independent analysis of the geographic residency of the users of specific public recreation facilities that are supported by RDN taxpayers. The information from the analysis would be used for three purposes;

- For general management information about where users reside to support marketing campaigns and other service delivery decisions,
- To provide a basis for apportioning the net public subsidy to specific members of the RDN,
- To fulfill the requirements of existing facility cost sharing agreements for a survey of facility use every five years.

PERC has completed that assignment and is pleased to present the results in this report. It is hoped that the information will be useful in its own right, and that the methodology will also be helpful for future attempts to repeat the analysis on a periodic basis.

## Background

Since 2000 the Regional District of Nanaimo entered into agreements with its municipal members to share the operating costs of specific recreation facilities (i.e. pools and arenas) and specific sports fields in electoral areas and in the municipalities. These agreements specify that at least some of the costs will be shared on the basis of proportionate usage from residents of participating jurisdictions.

Usage of these facilities and sports fields has been determined using three different types of collection methods. For sports fields, usage has been determined by tabulating residential addresses of members of rental groups as determined from lists supplied by the organizations representing both youth and adult organized leagues and associations. For aquatic and arena facilities, usage is determined by surveys of drop in participants during public swim and skate sessions, as well as analysis of the residency of members of user groups and of registrants to programs at the facilities.

## Deliverables

The terms of reference for this project called for a final report to be delivered as an electronic document suitable for printing as well as a searchable electronic database for more flexible future use.

The report must include:

- In percentage terms, a breakdown of users of Recreation Facilities and sports fields that reside in District 68 by area of residence (i.e. which of the participating members of the RDN the user resides in),
- In percentage terms, a breakdown of users of sports fields that reside in District 69 by area of residence (i.e. which of the participating members of the RDN the user resides in),

- In percentage terms, a breakdown of users of Ravensong Aquatic Centre, Oceanside Place and Northern Community Recreation Programs that reside in District 69 by area of residence (i.e. which of the participating members of the RDN the user resides in).

The user data will be analyzed for area of residency only, and that area will be attributed to a geographic member of the RDN (or “other” designation). The data base will be provided in Microsoft Excel format with one worksheet for each of the facility/sports field/program registration categories as follows.

#### District 68 Users for Recreation Facilities (Arenas and Pools) and Sports Fields

- City of Nanaimo
- District of Lantzville
- Electoral Area A
- Electoral Area B
- Electoral Area C

#### District 69 Users for Sports Fields, Oceanside Place & Northern Community Recreation Services (community recreation programs)

- City of Parksville
- Town of Qualicum Beach
- Electoral Area E
- Electoral Area F
- Electoral Area G
- Electoral Area H

#### District 69 Users of Ravensong Aquatic Centre

- City of Parksville
- Town of Qualicum Beach
- Electoral Area F
- Electoral Area G
- Electoral Area H

Once the consultants were retained to deliver on the above described outcomes, it was decided that the Oliver Woods Community Centre in Nanaimo might, at some point in the future, become a regional use recreation facility and be added to the list of shared cost facilities within the RDN. Therefore, it was decided to investigate how much information was available about usage of this facility. Similarly, there was some interest in analyzing the area of residency of the outdoor tennis complexes in Arrowsmith, Qualicum Beach and Nanaimo, and the Kin Outdoor pool in Nanaimo. Attempts were made to solicit group membership data for all these facilities. However, results were mixed. For some, sufficient data was available to make some estimates of area of residency, but for others, the data was insufficient to make any conclusions as to proportionate usage from each jurisdiction within the RDN.

## Methodology

Typically, a recreation facility has three modes of use; namely

- Drop in uses – where a patron makes a decision on a use-by-use basis to use the facility, and typically pays a user fee to use a facility during a public use session;

- Program uses – where a user typically pre-commits, through a registration process, to a series of uses, usually involving some form of instruction, and then attends for most or all of those programmed uses;
- Rental uses – where a group or individual rents a space or a portion of a space and then controls the uses and users of that rented space for the period of the rental.

In the case of the three public swimming pools and the three arena sites in the scope of this study, all three modes of use apply in significant portions and all three were measured. For sports fields, the Kin Pool, and the tennis court complexes, the vast majority of use relates to the rental category, with only incidental use in the program or drop in types of use. Therefore, only data on user group residency was used to determine overall area of use of all users.

Based on the three modes of use, three types of data were collected using three separate techniques.

### ***Pool and Arena User Survey***

Since the pools enjoy a significant amount of drop in use, it was decided that public drop in users would be sampled and each would be asked to provide their residential address. A variety of days of the week and times of day were chosen during February and again for the period mid-May to early June, at each pool where there was space available in the pool for drop in use. A team of two researchers (i.e. students in the recreation and tourism program at Vancouver Island University) were assigned to most of the identified sessions and one researcher for the less busy sessions in June. They set up a large sign that illustrated what they were doing (see ***Appendix A***) and approached all parties as they exited the building, asking three questions:

1. How many members of the party used the facility (i.e. changed into a bathing suit or used equipment in the associated fitness centre in the case of a pool, or put on skates in the case of an arena),
2. How many of those used the facility for drop in use (i.e. a paid use that was not part of a registered program or group rental),
3. The detailed residential address of the party.

The teams found that they were able to approach the vast majority of parties leaving the facility. They missed approaching about 7% of the parties during particularly busy periods. The vast majority of parties that were approached agreed to answer all three questions. About 13% declined to participate, primarily due to lack of time or they had previously taken the survey in phase one.

There is no reason to indicate that the survey periods in February and May/June of 2015 were atypical of users or uses during other months of that year. There is also no reason to assume that the year 2015 is atypical of recent years. Therefore, the consultants believe that this methodology, which solicits residency from a large sample of facility users from each pool, is quite valid and reliably represents all drop-in users of each pool with an accuracy of about +/- 4% nineteen times out of twenty.

Analysis of use of each pool's operating format indicates that drop in use represents about 50% of all use; with program uses representing a further 40% and rentals representing the final 10% of all uses. This is consistent across all three pools, and is quite consistent with BC's public indoor pools.

Drop-in use of the three arenas in the scope of this study was also surveyed during the month of February 2015. This was chosen as one of the most typical months of arena use. The survey format and process was similar to the one used for the pool, but the sample sizes were smaller to account for the lower proportion of drop-in use in arenas. The teams found that they were able to approach the vast majority of parties leaving the facility. They did not miss approaching any parties. The vast majority of parties that were approached agreed to answer all three questions. About 2% declined to participate, primarily due to lack of time. Staff members were able to determine that about 10% of arena use is attributed to the drop-in category, about 25% to the program category, and the remaining 65% was attributed to the user group rental category.

The list of pool and arena sessions surveyed is included in *Appendix A*.

### ***Program Registration Database***

Both the City and Regional District of Nanaimo utilize a sophisticated program registration system called CLASS. This system records and reports on all registrations and registrants including their detailed address. Therefore, this information is available in report form and can be sorted by facility and session.

For the arenas, pools, and Northern Recreation Programs, the CLASS data was extracted and analyzed from the City's and RDN's databases. All programs for the previous twelve months were used in the analysis.

For the pools that information was used to determine breakdown by residency of the 40% of all pool uses that relate to program uses. For arenas, it was used to determine the 25% of all uses associated with this category of use.

For the RDN, the program registration data base was also used to determine, for management purposes, the residency of all registrants in programs which did not have a pool or arena base of facility provision. This was used for the Northern Community Recreation Services analysis.

Because the program data base is so accurate, it is assumed that the usage information that comes from this source is 100% accurate.

### ***User Group Membership Lists***

All significant user groups that rented local sports fields, arenas, pools and tennis courts were identified by the City and the RDN staff. Each was requested to provide a list of all members along with the residential address for each member. This proved to be a somewhat more involved process than it was first thought, as many groups either did not have, or were in the process of updating their lists. Repeated attempts were made to solicit all significantly sized groups to the point where information was obtained from any groups that were of significant size. These lists were then formatted by the RDN staff in a manner where addresses could be categorized into areas of residency and checked.

The information was then used to provide 100% of field use analysis, 65% of arena use analysis and 10% of pool use analysis. It was also used to provide information for tennis court use in District 69 and use of the Kin Pool in Nanaimo. However, insufficient data was received to determine use of Oliver Woods Community Centre, the Nanaimo tennis court complex at Bowen Park or the Lawn Bowling Green at Bowen Park. Whereas pools, arenas and sports fields are used intensively by the same groups all season long, group rental use by Oliver Woods is characterized

by many groups that use the facility on a “one off” basis. Those groups are difficult to incent to provide membership residency lists, and many don’t have any record of the residency of their members.

Overall, information was received from 50 user groups which collectively represented 5128 users of indoor pools, arenas, an outdoor pool, tennis courts, and sports fields. This is actually 25% more groups than provided information in 2010, but they represent 25% fewer members, suggesting that user groups are trending toward a larger number of mostly smaller leagues and clubs.

Because almost all of the significant facility and field user groups responded with residency information of their members, this source of data is considered to be about 99% accurate.

## Analysis of Pool Use

The use of the three aquatic venues was calculated and analyzed as follows in the next two subsections. All three categories of use were used to derive usage in each case.

### *District 68 Pools: Nanaimo Aquatic Facilities*

Usage for the Nanaimo Aquatic Centre and the Beban Park Pool are combined because the membership survey and the program database don’t distinguish between the two. The raw data (users and uses) used to start the analysis is summarized in **Figure One**. The first row represents the actual number of drop in swims recorded by the survey teams in the sample survey conducted in February and May/June of 2015. The second row represents the number of times a resident of each jurisdiction registered for a program based at a Nanaimo pool, not the number of program uses. The third row represents the number of members of all groups that rented space at the two Nanaimo aquatic facilities that reside in each of the jurisdictions.

**Figure One**  
**Summary of Raw Usage Data at Nanaimo Pools**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	7	6	9	12	12	0	0	915	11	7	37	96	1113
Program	180	67	153	75	1	6	0	5127	0	0	218	0	5827
Rentals	9	6	10	5	0	0	0	287	1	1	15	11	345

In order to use the raw data in **Figure One**, it is first turned into percentages. That is done in **Figure Two**. This determines the percentage of each category of use that comes from residents of each of the jurisdictions.

**Figure Two**  
**Summary of Raw Usage Data for Nanaimo Pools in Percentage Terms**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0.6	0.5	0.8	1.1	1.1	0.0	0.0	82.2	1.0	0.6	3.3	8.6	100
Program	3.1	1.1	2.6	1.3	0.0	0.1	0.0	88.0	0.0	0.0	3.7	0.0	100
Rentals	2.6	1.7	2.9	1.4	0.0	0.0	0.0	83.2	.3	.3	4.3	3.2	100

However, the raw percentages are not usable as the first row represents only a sample of uses, the second row represents program registrations rather than uses, and the third row represents only a percentage of members rather than uses. To properly determine how these percentages relate to total uses of the facility, they are multiplied by the proportion of use that each category of use makes up of the total annual facility uses.

In this case, the percentage breakdowns for the first row are multiplied by .5 to indicate that public uses make up 50% of total facility uses. The second row percentages are multiplied by .4 to indicate that programs represent another 40% of total facility uses. And, the third row percentages are multiplied by .1 to represent the fact that group rentals constitute only 10% of all annual facility uses. The resultant proportions can then be added to equal 100% of uses that are derived from each of the areas of residency. **Figure Three** shows that final analysis. Only **Figure Three** can be used as a basis for determining residency of uses.

**Figure Three**  
**Proportion of Nanaimo Pool Uses from Each Jurisdiction**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop-in	0.3	0.3	0.4	0.5	0.5	0.0	0.0	41.1	0.5	0.3	1.7	4.3	50
Program	1.2	0.5	1.1	0.5	0.0	0.0	0.0	35.2	0.0	0.0	1.5	0.0	40
Rentals	.3	.2	.3	.1	0.0	0.0	0.0	8.3	0.0	0.0	.4	.3	10
Total	1.8	1.0	1.8	1.1	.5	0.0	0.0	84.6	.5	.3	3.6	4.6	100

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in **Figure Three** cannot be used as they are now. Non-participating jurisdictions need to be netted out, as they will pay nothing, and their share needs to be distributed to the participating jurisdictions before final calculations are made. In this case, since only Nanaimo and Lantzville and Electoral Areas A, B, and C contribute to District 68 pools, the remaining 7% of uses need to be netted out and the result is as follows:

- Electoral Area A taxpayers would pay 1.9% of the net cost,
- Electoral Area B taxpayers would pay 1% of the net cost,
- Electoral Area C taxpayers would pay 1.9% of the net cost,
- District of Lantzville taxpayers would pay 3.9% of the net cost,
- The City of Nanaimo taxpayers would pay 91.2% of the net cost.

And the total would be 100% of the costs. The figures in the bullets above can be used to calculate, averaging with previous sets of percentages, the portion of costs associated with Nanaimo pools to each of the participating jurisdictions.

### ***District 69 Pool: Ravensong Aquatic Centre***

Usage for the Ravensong Aquatic Centre is summarized in the next three figures. The raw data (users and uses) used to start the analysis is summarized in **Figure Four**. The first row represents the actual number of drop in swims recorded by the survey teams in the sample survey conducted in February and May/June of 2015. The second row represents the number of registrations a



resident of each jurisdiction made in the program category for a program based at Ravensong. The third row represents the number of members of all groups that rented space at Ravensong that reside in each of the jurisdictions.

**Figure Four**  
**Summary of Raw Usage Data at Ravensong**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop-in	0	0	0	9	96	76	27	1	94	112	1	27	443
Program	0	0	0	156	513	490	190	23	664	446	1	71	2554
Rentals	0	0	0	6	9	31	4	7	41	27	0	2	127

In order to use the raw data in **Figure Four**, it is first turned into percentages. That is done in **Figure Five**. This determines the percentage of each category of use that comes from residents of each of the jurisdictions.

**Figure Five**  
**Raw Usage Data for Ravensong in Percentage Terms**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0	0	0	2	22	17	6	0	21	25	0	6	100
Program	0	0	0	6	20	19	7	1	26	17	0	3	100
Rentals	0	0	0	5	7	24	3	6	32	21	0	2	100

However, the raw percentages are not usable as the first row represents only a sample of uses, the second row represents program registrations, and the third row represents only members, not uses. To properly determine how these percentages relate to total uses of the facility, they are multiplied by the proportion that each category of use makes up of the total annual facility uses.

In this case, the percentage breakdowns for the first row are multiplied by .5 to indicate that public uses make up 50% of total facility uses. The second row percentages are multiplied by .4 to indicate that programs represent another 40% of total facility uses. And, the third row percentages are multiplied by .1 to represent the fact that group rentals constitute only 10% of all annual facility uses. The resultant proportions represent the correct “weight” of each row, and therefore, can then be added to equal 100% of uses that are derived from each of the areas of residency. **Figure Six** shows that final analysis. Only **Figure Six** can be used as a basis for determining the residency of uses of this facility.

**Figure Six**  
**Proportion of All Ravensong Uses from Each Jurisdiction**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0	0	0	1.0	10.8	8.6	3.0	0.1	10.6	12.6	0.1	3.0	50
Program	0	0	0	2.4	8.0	7.7	3.0	0.4	10.4	7.0	0.0	1.1	40
Rentals	0	0	0	0.5	0.7	2.4	0.3	0.6	3.2	2.1	0.0	0.2	10
Total	0	0	0	3.9	19.6	18.7	6.3	1.0	24.2	21.8	0.1	4.3	100

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in **Figure Six** could not be used as they are now. Jurisdictions which don't participate in the cost would need to be netted out, as they would pay nothing, and their share would need to be distributed to the participating jurisdictions before final calculations are made. In this case, if the only jurisdictions that participate in the cost sharing are Electoral Areas F, G, H and Parksville and Qualicum Beach, then the remaining 9.3% use by Electoral Area E, Nanaimo, Lantzville, and Other would be netted out, and the results would be as follows:

- Electoral Area F taxpayers would pay 21.6% of the net cost,
- Electoral Area G taxpayers would pay 20.7% of the net cost,
- Electoral Area H taxpayers would pay 7.0% of the net cost,
- The City of Parksville taxpayers would pay 26.8% of the net cost,
- The Town of Qualicum Beach taxpayers would pay 24.0% of the net cost.

The total would then equal 100% of the net cost. The figures in the bullets above can be used to calculate, averaging with previous sets of percentages, the portion of costs associated with Ravensong Aquatic Centre to each of the participating jurisdictions.

## Analysis of Arena Use

There are three arena sites in the study area; two in the City of Nanaimo and one in Parksville. The majority of all uses in these arenas are attributed to group rentals. So, user groups were surveyed to determine the area of residency of their members. Since a significant number of programmed uses were relatively easy to collect, it is also added to the analysis. And, while only about 10% of arena use is by way of drop-in public use sessions, a small sample of these users was collected during exit interviews of drop-in users during the month of February.

### *District 68 Arenas: (City of Nanaimo Arenas)*

Usage for the two arena facilities which are located within the City of Nanaimo is summarized in the next three figures. The raw data (users and uses) used to start the analysis is summarized in **Figure Seven**. The first row represents the sample of drop-in uses. The second represents the number of times a resident of each jurisdiction registered for a program based at those arenas, not the number of uses. The third row represents the number of members of all groups that rented ice that reside in each of the jurisdictions.

**Figure Seven**  
**Summary of Raw Usage Data at Nanaimo Arenas**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	11	1	4	2	2	0	0	381	11	0	7	45	464
Program	162	96	134	27	8	8	0	3571	0	0	121	0	4127
Rentals	140	12	44	16	2	6	1	1723	10	2	99	124	2179

In order to use the raw data in **Figure Seven**, it is first turned into percentages. That is done in **Figure Eight**. This determines the percentage of each category of use that comes from residents of each of the jurisdictions.

**Figure Eight**  
**Raw Usage Data for Nanaimo Arenas in Percentage Terms**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	2.4	0.2	0.9	0.4	0.4	0.0	0.0	82.1	2.4	0.0	1.5	9.7	100
Program	3.9	2.3	3.2	0.7	0.2	0.2	0.0	86.5	0.0	0.0	2.9	0.0	100
Rentals	6.4	0.6	2.0	0.7	0.1	0.3	0.0	79.1	0.5	0.1	4.5	5.7	100

However, the raw percentages are not usable as the first row represents only a sample of the survey of drop-in users. The second represents the program registrations rather than uses, and the third row represents only a percentage of members rather than uses. To properly determine how these percentages relate to total uses of the facility, they are multiplied by the proportion of use that each category of use makes up of the total annual facility uses.

In this case, the percentage breakdowns for the first row are multiplied by .1 to indicate that drop in uses account for only 10% of uses. The second row was multiplied by .25 as programs account for a further 25% of total facility uses. The last row percentages are multiplied by .65 to indicate that they represent the remaining 65% of total facility uses. The resultant proportions can then be added to equal 100% of uses that are derived from each of the areas of residency. **Figure Nine** shows that final analysis. Only **Figure Nine** can be used as a basis for determining the residency of uses.

**Figure Nine**  
**Proportion of All Nanaimo Arena Uses from Each Jurisdiction**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0.2	0.0	0.1	0.0	0.0	0.0	0.0	8.2	0.2	0.0	0.2	0.9	10
Program	1.0	0.6	0.8	0.2	0.0	0.0	0.0	21.6	0.0	0.0	0.7	0.0	25
Rentals	4.2	0.4	1.3	0.5	0.1	0.2	0.0	51.4	0.3	0.1	3.0	3.7	65
Total	5.4	1.0	2.2	0.7	0.2	0.2	0.0	81.2	0.5	0.1	3.8	4.7	100

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in **Figure Nine** cannot be used as they are now. Non-participating jurisdictions need to be netted out, as they will pay nothing, and their share needs to be distributed to the participating jurisdictions before final calculations are made. In this case, since only Nanaimo and Lantzville and Electoral Areas A, B, and C contribute to District 68 arenas, the remaining 6.4% of uses need to be netted out and the result is as follows:

- Electoral Area A taxpayers would pay 5.8% of the net cost,
- Electoral Area B taxpayers would pay 1.0% of the net cost,
- Electoral Area C taxpayers would pay 2.3% of the net cost,
- District of Lantzville taxpayers would pay 4.1% of the net cost,
- The City of Nanaimo taxpayers would pay 86.8% of the net cost.

And the total would be 100% of the costs. The figures in the bullets above can be used to calculate, averaging with previous sets of percentages, the portion of costs associated with Nanaimo arenas to be paid by each of the participating jurisdictions.

### ***District 69 Arena: Oceanside Place Arena***

Usage for Oceanside Place, is summarized in the next three figures. The raw data (users and uses) used to start the analysis is summarized in **Figure Ten**. The first row represents the survey of drop-in users during public skate sessions. The second represents the number of times a resident of each jurisdiction registered for a program based at Oceanside arena. The third row represents the number of members of all groups that rented ice at Oceanside Place that reside in each of the jurisdictions.

**Figure Ten**  
**Summary of Raw Usage Data at Oceanside Arena**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0	0	0	4	50	34	13	8	84	25	0	10	228
Program	0	0	0	68	88	130	29	24	180	99	2	62	682
Rentals	0	1	0	84	69	156	24	37	229	101	2	14	717

In order to use the raw data in **Figure Ten**, it is first turned into percentages. That is done in **Figure Eleven**. This determines the percentage of each category of use that comes from residents of each of the jurisdictions.

**Figure Eleven**  
**Raw Usage Data for Oceanside Place in Percentage Terms**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0	0	0	1.8	21.9	14.9	5.7	3.5	36.8	11.0	0.0	4.4	100
Program	0	0	0	10.0	12.9	19.1	4.3	3.5	26.4	14.5	0.3	9.1	100
Rentals	0	0.1	0.0	11.7	9.6	21.8	3.3	5.2	31.9	14.1	0.3	2.0	100

However, the raw percentages are not usable as the first row represents only a sample of drop-in uses, not all such uses. The second row represents registrants at Oceanside programs. The third row represents only a percentage of members not uses. To properly determine how these percentages relate to total available uses of the facility, they are multiplied by the proportion of use that each category of use makes up of the total annual available facility uses. In this case, the percentage breakdowns for the first row are multiplied by .1 to indicate that public uses make up 10% of available facility uses according to the survey of users during public skate sessions. The second row percentages are multiplied by .25 to indicate that 25% of all arena use is attributed to program registrants. And, in the third row, all figures are multiplied by .65 to indicate that the remaining 65% of available facility uses is attributed to those users who rent space in the arena. The resultant proportions can then be added to equal 100% of uses that are derived from each of the areas of residency. **Figure Twelve** shows that final analysis. Only **Figure Twelve** can be used as a basis for determining the residency of uses.

**Figure Twelve**  
**Proportion of All Oceanside Arena Uses from Each Jurisdiction**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0	0	0	0.2	2.2	1.5	0.6	0.4	3.7	1.1	0.0	0.4	10
Program	0	0	0	2.5	3.2	4.8	1.1	0.9	6.6	3.6	0.1	2.3	25
Rentals	0	0.1	0	7.6	6.3	14.1	2.2	3.4	20.8	9.2	0.2	1.3	65
Total	0	0.1	0	10.3	11.7	20.4	3.8	4.6	31.0	13.9	0.3	4.0	100

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in **Figure Twelve** could not be used as they are now. Non-participating jurisdictions would need to be netted out, as they would pay nothing, and their share would need to be distributed to the participating jurisdictions before final calculations are made. In this case, since the costs of the Oceanside Arena would be shared only by Parksville, Qualicum Beach and Electoral Areas E, F, G, and H, the remaining 9% of uses from non participating jurisdictions needs to be netted out. The result would be as follows:

- Electoral Area E taxpayers would pay 11.3% of the net cost,
- Electoral Area F taxpayers would pay 12.8% of the net cost,
- Electoral Area G taxpayers would pay 22.4% of the net cost,
- Electoral Area H taxpayers would pay 4.2% of the net cost,
- The City of Parksville taxpayers would pay 34.0% of the net cost,
- The Town of Qualicum Beach taxpayers would pay 15.3% of the net cost,

And the total would be 100% of the costs. The figures in the bullets above can be used to calculate, averaging with previous sets of percentages, the portion of costs associated with Oceanside Place arena to each of the participating jurisdictions.

## Analysis of Sports Field Use

Almost all available capacity for sports fields within the Regional District of Nanaimo is rented to groups. Therefore, the analysis of usage relates exclusively to a breakdown in the membership of those groups. The raw data (users) used to start the analysis is summarized in **Figure Thirteen**. Each row in this table represents the actual number of members in all the groups that use each of the categories of sports fields in one portion of the Regional District. The assumption is that each group, and therefore each member, used the fields weekly and, therefore, about the same as all other users. Based on that assumption, the number of members relates directly to the proportion of use from each of the jurisdictions.

**Figure Thirteen**  
**Summary of Raw Membership Data for Sports Field Use**

Location of Facilities	A	B	C	E	F	G	H	NA	PV	QB	LZ	Other	Total
District 68 Fields	83	17	109	40	8	6	6	2959	13	2	143	171	3557
District 69 Fields	2	1	1	192	230	320	69	44	422	199	2	141	1623

In order to use the raw data in **Figure Thirteen**, it is first turned into percentages. That is done in **Figure Fourteen**. This determines the percentage of each category of use that comes from residents of each of the jurisdictions.

**Figure Fourteen**  
**Summary of Percentage Breakdown of Field Usage**

Location of Facilities	A	B	C	E	F	G	H	NA	PV	QB	LZ	Other	Total
District 68 Fields	2.3	.5	3.1	1.1	.2	.2	.2	83.2	.4	.1	4.0	4.8	100.1*
District 69 Fields	.1	.1	.1	11.8	14.2	19.7	4.3	2.7	26.0	12.3	.1	8.7	100.1*

★ Totals don't add to 100 due to rounding

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in **Figure Fourteen** cannot be used as they are now. Non participating jurisdictions need to be netted out, as they will pay nothing, and their share needs to be distributed to the participating jurisdictions before final calculations are made. In this case, since only Nanaimo and Lantzville and Electoral Areas A, B, and C contribute to District 68 fields, the remaining 7.0% of uses need to be netted out and the result is as follows:

- Electoral Area A taxpayers would pay 2.5% of the net cost,
- Electoral Area B taxpayers would pay .5% of the net cost,
- Electoral Area C taxpayers would pay 3.3% of the net cost,
- District of Lantzville taxpayers would pay 4.3% of the net cost,
- The City of Nanaimo taxpayers would pay 89.4% of the net cost,

And the total would be 100% of the costs. The figures in the bullets above can be used to calculate, averaging with previous sets of percentages, the portion of costs associated with District 68 field use to each of the participating jurisdictions.

And, since only Parksville, Qualicum, and Electoral Areas E, F, G, and H contribute to District 69 fields, the remaining 11.8% of uses need to be netted out, and the result is as follows:

- Electoral Area E taxpayers would pay 13.4% of the net cost,

- Electoral Area F taxpayers would pay 16.1% of the net cost,
- Electoral Area G taxpayers would pay 22.3% of the net cost,
- Electoral Area H taxpayers would pay 4.8% of the net cost,
- The City of Parksville taxpayers would pay 29.5% of the net cost,
- The Town of Qualicum Beach taxpayers would pay 13.9% of the net cost,

And the total would be 100% of the costs. The figures in the bullets above can be used to calculate, averaging with previous sets of percentages, the portion of costs associated with District 69 field use to each of the participating jurisdictions.

## Analysis of Use of Other Facilities

Data for the uses associated with the Oliver Woods Community Centre are incomplete. In fact, only one of the user groups responded. So, it is impossible to draw any conclusions about use of the Community Centre from what has been collected. The same is true of groups using the Bowen Park tennis courts and its Lawn Bowling Green. The only reliable data that was available was for the users of the tennis courts in District 69 and for the use of Kin Outdoor Pool. Both of these are primarily used by user groups which responded to the request for membership addresses. Both are summarized below as *Figure Fifteen* and *Figure Sixteen*.

**Figure Fifteen**  
**Summary of Users of Kin Outdoor Pool**

Area of residency	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Rental Members	6	0	9	4	0	0	0	141	3	0	9	17	189
Percentage	3.2	0.0	4.8	2.1	0.0	0.0	0.0	74.6	1.6	0.0	4.8	9.0	100

**Figure Sixteen**  
**Summary of Usage of District 69 Tennis Courts**

Area of Residency	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Rental Members	0	2	0	33	9	37	4	12	50	52	0	15	214
Percentage	0.0	0.9	0.0	15.4	4.2	17.3	1.9	5.6	23.4	24.3	0.0	7.0	100.0

## Analysis of Northern Recreation Services Registrants

The RDN also provided data from its CLASS program data base that related to programs not accommodated within arenas or pools. This data is summarized in the following two figures.

*Figure Seventeen* summarizes raw data which relates to all programs for the most recent twelve month period. It represents all program uses.



**Figure Seventeen**  
**Summary of Raw Usage Data for RDN Programs**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	Other	Total
Program Uses	60	43	13	541	622	1024	252	140	1240	720	13	80	4748

In order to use the raw data in **Figure Seventeen**, it is first turned into percentages. That is done in **Figure Eighteen**.

**Figure Eighteen**  
**Summary of Raw Usage Data in Percentage Terms**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	Other	Total
Program Uses	1.3	.9	.3	11.4	13.1	21.6	5.3	2.9	26.1	15.2	.3	1.7	100.1*

\* totals don't add to 100 due to rounding of data

The information in **Figures Seventeen and Eighteen** are provided only to support management and marketing decisions.

## Trending Changes in Use

For some of the facilities in the figures above, information has been gathered three times over the past fifteen years. To illustrate the trends and changes in utilization of those facilities and fields, **Figure Nineteen** summarizes that information.

**Figure Nineteen**  
**Summary of Raw Usage Data in Percentage Terms**

Jurisdiction	Pools			Arenas			Sports Fields			Population
	2005	2010	2015	2005	2010	2015	2005	2010	2015	2011
Nanaimo	88.6	88.8	91.2	88.6	84.1	86.8	86.7	85.3	89.4	82.8
Lantzville	3.2	4.7	3.9	3.2	5.0	4.1	6.0	7.1	4.3	3.6
EA A	4.2	3.7	1.9	4.2	5.8	5.8	3.4	3.4	2.5	6.8
EA B	1.7	1.1	1	1.7	.2	1.0	.3	.6	.5	4.0
EA C	2.3	1.7	1.9	2.3	4.9	2.3	3.6	3.6	3.3	2.8
EA E	NA	NA	NA	11.2	13.3	11.3	11.2	12.0	13.4	12.8
EA F	12.6	16.2	21.6	12.6	9.6	12.8	12.6	20.2	16.1	16.7
EA G	21.4	17.6	20.7	21.4	23.3	22.4	21.4	17.1	22.3	16.1
EA H	4.6	8.1	7.0	4.6	2.6	4.2	4.6	5.0	4.8	7.9
Parksville	31.4	28.2	26.8	31.4	35.1	34.0	31.4	28.2	29.5	27.0
Qualicum Beach	18.8	29.8	24.0	18.8	15.8	15.3	18.8	17.5	13.9	19.6

## Summary

Based on the analysis above, the consultants are able to draw a number of conclusions.

1. The methodology used for this project is sufficiently valid and reliable to be used to apportion net costs of operation for pools, arenas, and sports fields. While no data is perfect, the consultants assert that the information available and its analysis generate results which are more reliable and valid than industry standard levels of confidence. Industry standard level of confidence in survey data is plus or minus 5% nineteen times out of twenty. For this study, the combination of data sources with different levels of reliability are complicated to combine into a cohesive confidence level. However, the overall result is almost certainly within 2% nineteen times out of twenty.
2. This means that if the methodology were repeated consistently, use by area of residency would have to shift by more than 2% for it to be reliably picked up (nineteen times out of twenty) by the process.
3. This level of reliability is better than in past surveys of use. The methodology is improving over time, rendering results which are more reliable.
4. The information available for the Oliver Woods Community Centre and the Bowen Park tennis complex and Lawn Bowling Green are not sufficient to make any overall assessment about the area of residency of users.
5. The methodology used for this project could fairly easily be incorporated into the City and RDN operating plan and implemented internally in future, negating the need for retaining outside expertise to achieve the same outcome. However, the RDN and the City may wish to have an objective outside agency to collect the data on their behalf.
6. In future iterations of this study, it will be important to give user groups lots of lead time and incentives to cooperate by collecting and submitting residential addresses of their members.

## Appendix A – Details of Pool and Arena Use Survey

### *Survey Schedule for Three Public Pools and Arenas*

Beban Pool-Nanaimo				
Date	Day	Time	Program Covered	Hours
16-Feb	Monday	5:00 to 8:00 pm	Leisure Only Swim	3
17-Feb	Tuesday	7:00 to 9:00 am	Everyone Welcome	2
19-Feb	Thursday	4:00 to 7:00 pm	Leisure Only Swim	3
01-Mar	Sunday	12:00 to 4:00 pm	Everyone Welcome	4
11-May	Monday	6:15 to 8:15 pm	Leisure Only Swim	2
12-May	Tuesday	7:30 to 9:30 am	Everyone Welcome	2
14-May	Thursday	5:15 to 7:15 pm	Leisure Only Swim	2
17-May	Sunday	2:15 to 4:15 pm	Everyone Welcome	2
09-Jun	Tuesday	2:00 to 3:30 pm	Adult and Senior	1.5
10-Jun	Wednesday	2:00 to 3:30 pm	Adult and Senior	1.5
11-Jun	Thursday	10:30 to 12:30	Everyone Welcome	2
				25

Nanaimo Aquatic Centre Nanaimo				
Dates	Day	Time	Program Covered	Hours
23-Feb	Monday	7:00 to 9:00 am	Everyone Welcome	2
17-Feb	Tuesday	4:30 to 7:00 pm	25m length	2.5
19-Feb	Thursday	7:30 to 9:30 pm	Everyone Welcome and 25m length	2
28-Feb	Saturday	1:30 to 4:00 pm	Everyone Welcome and Waves	2.5
18-May	Monday	1:00 to 3:00 pm	Everyone Welcome	2
19-May	Tuesday	5:15 to 7:15 pm	25m length	2
21-May	Thursday	7:45 to 9:45 pm	Everyone Welcome and Waves	2
23-May	Saturday	2:15 to 4:15 pm	Everyone Welcome and Waves	2
				17

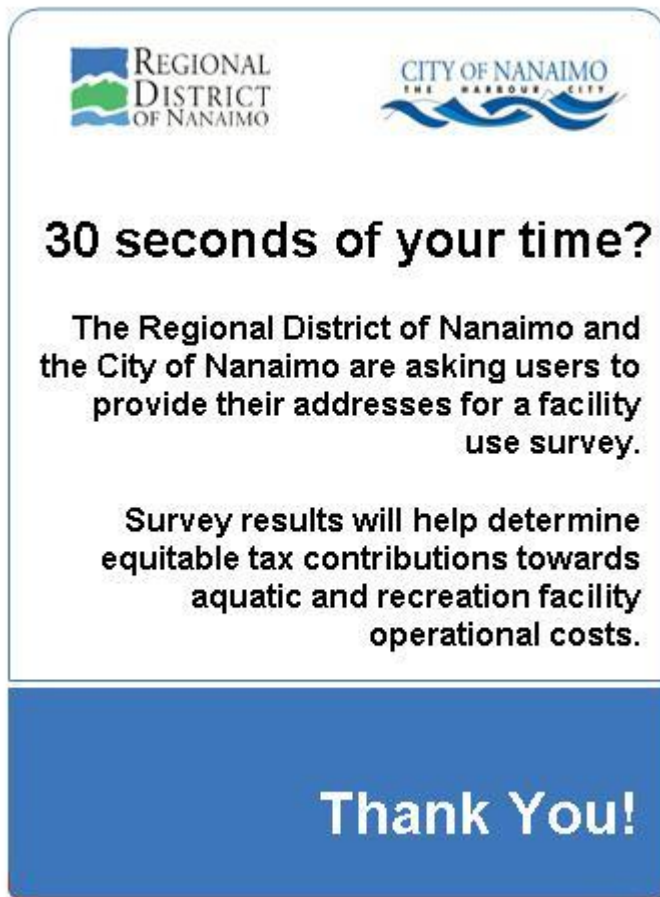
Ravensong Aquatic Centre-Qualicum Beach				
Dates	Day	Time	Program Covered	Hours
15-Feb	Sunday	11:00 to 4:00 pm	Family Swim & Everyone Welcome	5
16-Feb	Monday	7:00 to 9:00 am	Early Bird	2
17-Feb	Tuesday	8:00 to 10:00 pm	Aquafit and widths	2
15-Mar	Sunday	2:00 to 5:15 pm	Everyone Welcome	3.25
23-May	Saturday	2:15 to 4:15 pm	Everyone Welcome	2
24-May	Sunday	3:15 to 5:15 pm	Everyone Welcome	2
25-May	Monday	6:30 to 8:30 pm	Everyone Welcome	2
26-May	Tuesday	7:00 to 9:00 am	Early Bird	2
				20.25

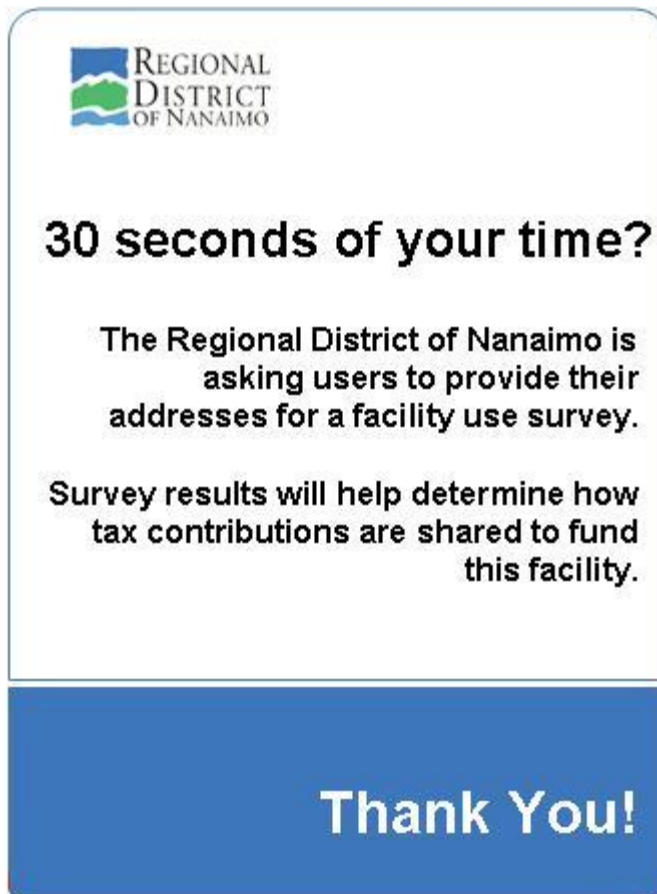
Nanaimo Ice Centre- Nanaimo				
Dates	Day	Time	Program Covered	Hours
25-Feb	Wednesday	11:00 to 1:30 pm	Adult and Adult Leisure Skate	2.5
20-Feb	Friday	2:00 to 4:00 pm	Everyone Welcome	2
22-Feb	Sunday	3:30 to 5:30 pm	Everyone Welcome	2
08-Mar	Sunday	3:30 to 5:30 pm	Everyone Welcome	2
15-Mar	Sunday	3:30 to 5:30 pm	Everyone Welcome	2
				10.5

Frank Crane Arena- Nanaimo				
Dates	Day	Time	Program Covered	Hours
17-Feb	Tuesday	7:00 to 8:30 pm	Everyone Welcome	1.5
21-Feb	Saturday	1:30 to 3:00 pm	Everyone Welcome	1.5
22-Feb	Sunday	11:30 to 1:30pm	Family Skate	2
				5

Oceanside Place Arena Parksville				
Dates	Day	Time	Program Covered	Hours
18-Feb	Wednesday	4:00 to 5:30 pm	Everyone Welcome	1.5
21-Feb	Saturday	2:30 to 4:00 pm	Everyone Welcome	1.5
22-Feb	Sunday	1:45-3:45pm	EW Family Skate	2
07-Mar	Saturday	2:30 to 4:00 pm	Everyone Welcome	1.5
18-Mar	Wednesday	7 to 8:30 pm	Everyone Welcome	1.5
19-Mar	Thur	12:45 to 2:15	Everyone Welcome	1.5
26-Mar	Thursday	1 to 3 pm	Everyone Welcome	2
				11.5

***Copy of Sign at Each Survey Station (different sign for City and RDN facilities)***





## Appendix B – Calculations for Cost Sharing

The body of the report provides information separately for each type of facility. However, the facility sharing agreement for Nanaimo facilities stipulates that the cost of the City's pools and arenas be lumped together. The following figure does that.

**Figure Nine**  
**Proportion of All Nanaimo Arena Uses from Each Jurisdiction**

Category of Use	Area A	Area B	Area C	Nanaimo	Lantzville	Total
<b>Total of Pool Use</b>	1.9	1.0	1.9	91.2	3.9	100
<b>Total of Arena Use</b>	5.8	1.0	2.3	86.8	4.1	100
<b>Total of All Facility Use</b>	3.85	1.0	2.1	89.0	4.0	100

It is important to understand that this study did not determine the total number of uses of Nanaimo pools or arenas. It simply determined the percentages of use. So, all the consultants can do to combine the two initial rows above is to calculate an average and assume that the total number of uses of arenas was similar to the total number of uses of pools. If they are not, the more accurate total percentage on the bottom row would migrate more toward the percentage in the row above that had more uses.

The only other way of approaching this problem is to calculate the net costs of pools and use the breakdown of use in the bulleted list on page six to apportion those costs and then calculate the net of arenas and use the breakdown of use in the bulleted list on page nine to apportion those costs. Then the two totals can be combined to get all sharable costs for Nanaimo recreation facilities. While this wouldn't make much difference to the net financial contribution to Electoral Area B, it would make a significant difference to jurisdictions like Electoral Area A and the City of Nanaimo, where the percent of use of pools varies significantly from the percentage of use of arenas.



**ELECTORAL AREA 'G' OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW NO. 1540.04 –  
FRENCH CREEK ACTIVE TRANSPORTATION PLAN – THIRD READING AND ADOPTION**

**RECOMMENDATIONS**

1. That the Board receive the report of the Public Hearing held on November 23, 2022 for “Regional District of Nanaimo Electoral Area ‘G’ Official Community Plan Amendment Bylaw No. 1540.04, 2022”.
2. That the Board give third reading to “Regional District of Nanaimo Electoral Area ‘G’ Official Community Plan Amendment Bylaw No. 1540.04, 2022”.
3. That the Board adopt “Regional District of Nanaimo Electoral Area ‘G’ Official Community Plan Amendment Bylaw No. 1540.04, 2022”.

**BACKGROUND**

The Regional District of Nanaimo (RDN) Board initiated a project to update the Electoral Area ‘G’ Official Community Plan Bylaw No. 1540, 2008 (OCP) with active transportation recommendations, policies and mapping for the French Creek Rural Village Centre. While the current OCP contains policies and mapping for walking and cycling routes, a more detailed active transportation network plan was required to comply with the Province of BC active transportation grant funding requirements.

The RDN engaged ISL Engineering and Land Services Ltd. to complete the active transportation amendment project, including guiding the engagement process, reviewing existing active transportation conditions and the preparation of the final report for the OCP amendment. The final report, titled the “French Creek Active Transportation Plan” (ATP) identifies active transportation network, multi-use pathway standards, a description of route complexity and cost estimates, and recommended policies and implementation items. The ATP builds on existing OCP policies with recommendations for enhancement to the existing roadway to make active transportation options more accessible and safer for people of all ages and abilities in the community.

The final report has been referenced in the OCP amendment as the standard for active transportation in French Creek, to be applied in construction proposals, grant applications and zoning amendment requirements or amenity contributions. To further pursue implementation of the network, the RDN will need to investigate the feasibility of a service for construction and maintenance of active transportation.

The engagement and preparation of the ATP project occurred over two phases during the summer of 2021 and spring 2022. Amendment Bylaw No. 1540.04, to incorporate the ATP standards into the OCP, was introduced and given first and second reading on September 27, 2022 (see Attachment 1 – Proposed Amendment Bylaw 1540.04, 2022). This was followed by a Public Hearing held on November 23, 2022. The summary of the minutes and submissions are attached for the Board’s consideration (see Attachment 2 – Summary of the Public Hearing).

### ***Procedural Implications***

Following the close of the 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 held November 23, 2022, eligible Board members may vote on the Bylaw.

### **FINANCIAL IMPLICATIONS**

In adopting the OCP amendment there are no implications for the 2022-2026 Financial Plan. The amendment to the OCP does not commit the RDN to construction and maintenance of active transportation infrastructure and therefore has no financial implications at this time. Should the RDN construct any portion, construction costs and the maintenance costs will either need to be assumed by an existing service or the RDN will need to establish a new service area specifically for active transportation.

### **STRATEGIC PLAN ALIGNMENT**

Consistent with Key Strategic Area 5.0, Transportation and Transit, of the RDN Strategic Plan 2019-2022, the proposed OCP amendment will contribute towards actions to enhance dialogue with Ministry of Transportation and Infrastructure for active transportation improvements and develop an active transportation network linking with other parts of the regional district.

### **REVIEWED BY:**

P. Thompson, Manager, Current Planning  
L. Grant, General Manager, Planning and Development  
D. Holmes, Chief Administrative Officer

### **ATTACHMENTS:**

1. Proposed Amendment Bylaw No. 1540.04, 2022
2. Summary of the Public Hearing

**Attachment 1**  
**Proposed Amendment Bylaw No. 1540.04, 2022**

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**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 1540.04**

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO ELECTORAL AREA ‘G’  
OFFICIAL COMMUNITY PLAN BYLAW NO. 1540, 2008**

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 Electoral Area ‘G’ Official Community Plan Amendment Bylaw No. 1540.04, 2022”.
- B. The “Regional District of Nanaimo Electoral Area ‘G’ Official Community Plan Bylaw No. 1540.04, 2022” is hereby amended as set out in Schedule ‘A’ of this Bylaw.
- C. By amending Map No. 4 Parkland, Greenspace, Natural Areas, Institutional, Schools, and Cultural Facilities as shown on Schedule B, which is attached to and forms part of this bylaw.
- D. By amending Map No. 8 Mobility Options as shown on Schedule C, which is attached to and forms part of this bylaw.

Introduced and read two times this 27th day of September 2022.

Considered in conjunction with the Regional District of Nanaimo Financial Plan and any applicable Waste Management Plans this 27th day of September 2022.

Public Hearing held pursuant to Section 464 of the *Local Government Act* this 23rd day of November 2022.

Read a third time this \_\_\_\_ day of \_\_\_\_\_ 20XX.

Adopted this \_\_\_\_ day of \_\_\_\_\_ 20XX.

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CHAIR

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CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 1540.04**

**Schedule 'A'**

1. "Regional District of Nanaimo Electoral Area 'G' Official Community Plan Bylaw No. 1540, 2022" is hereby amended as follows:
  - a) by deleting Section 9.4 Walkways, Bikeways, and Trails section and replacing with the following:

**9.4 Walkways, Bikeways, and Trails**

The Plan identifies a strategy for bicycle routes on road rights-of-way as well as a strategy for trails and a walkway network linking neighbourhoods with parks and recreational opportunities, as well as waterfront areas, community focal features, and neighbourhood centres.

**Objectives:**

1. Provide safe pedestrian, wheelchair, and bicycle trails and linkages throughout the community.
2. Link neighbourhoods to community focal features, schools, churches, shops and services, public transit, parks, greenways and the waterfront.
3. Ensure linkage to bikeways and trail systems in the City of Parksville and the Town of Qualicum Beach.
4. Provide suitable and safe trail crossings of French Creek, Englishman River, and Little Qualicum River.

**Policies:**

1. The bicycle and trail routes as illustrated on Map Nos. 4 and 8 of this Plan and the French Creek Active Transportation Plan are supported in Electoral Area 'G'. The Ministry of Transportation and Infrastructure is encouraged to provide a safe place for cycling and pedestrian passage along bicycle and trail routes that are adjacent to public roadways.
2. The priority for bicycle and trail routes will be to link neighbourhoods with parks, schools, waterfront areas, community focal features, neighbourhood centres, and mixed use areas.
3. Proposed walking and bicycle routes/trails on Map No. 8 (Mobility Options and Road Network Plan) and the French Creek Active Transportation Plan are deemed vital to Electoral Area 'G'.

Any development proposals which propose to omit the provision or construction of walking routes/trails where identified pursuant to Map No. 8 are not supported.

4. The development of a walkway adjacent to and connecting with the French Creek Bridge is supported.
5. The development of an underpass under the French Creek Bridge or other connection to facilitate cyclists and pedestrians crossing across the highway is supported.
6. The Regional District of Nanaimo will work in conjunction with the City of Parksville and the Town of Qualicum Beach to ensure that bicycle routes and trails are linked with the trails and bikeways in adjoining urban areas and are constructed to compatible standards.
7. A mixed use linear corridor connection within the Transportation Corridor (E&N Railway) is supported.
8. The establishment of bicycle stands for securing bicycles in parks and neighbourhood centres is supported.
9. A pedestrian boardwalk/walkway to provide sufficient public access along the shoreline and estuary is required for development adjacent to the French Creek Harbour and estuary. The boardwalk/walkway must be developed in an environmentally responsible way and must not have a negative impact on French Creek and the associated riparian vegetation.
10. The Regional District of Nanaimo will pursue opportunities with the BC Ministry of Transportation and Infrastructure to upgrade the existing French Creek bridge pedestrian crossing to a safe and comfortable active transportation crossing.
11. Development occurring adjacent to French Creek, Englishman River, or Little Qualicum River will be subject to consideration for provisions of additional active transportation connections across these waterways.

***Advocacy Policies:***

1. The Ministry of Transportation and Infrastructure is requested to improve roadside conditions for cyclists and pedestrians during roadside maintenance and improvements, particularly on a walkway and bicycle route or part of a route connecting with the French Creek Active Transportation Network.
2. The Provincial Approving Officer is requested to require improved roadside conditions for cyclists and pedestrian at the time of subdivision, particularly on a walkway and bicycle route or part of a route connecting with the French Creek Active Transportation Network.

#### **9.4a French Creek Active Transportation Network**

As the British Columbia Active Transportation Design Guide describes, “active transportation most commonly refers to people walking or cycling, but can also include people rolling, using winter-based modes, or using water-based modes.” Active transportation can promote a more sustainable transportation network by providing safe and comfortable facilities for residents and visitors to use. In turn, the designation and construction of such facilities has implications for economic stability, community health, and greenhouse gas emissions associated with local transportation. The purpose of this section is to provide those travelling within French Creek in Electoral Area ‘G’ with enhanced provisions for future active transportation facilities throughout the community. To this effect, recommendations for appropriate objectives, policies, and implementation actions of the French Creek Active Transportation Plan are provided below and in Section 11.

##### ***Objectives:***

1. Provide active transportation facilities that are safe for all ages and abilities between French Creek neighbourhoods and community features.
2. Ensure linkage to active transportation networks in the City of Parksville and the Town of Qualicum Beach.
3. Build the active transportation network with infrastructure to improve the user experience.

##### ***Policies:***

1. The Regional District of Nanaimo will pursue opportunities with the BC Ministry of Transportation and Infrastructure to provide safe and comfortable active transportation facilities adjacent to public roadways along proposed active transportation routes as illustrated on Map No. 8 of this Plan, the French Creek Active Transportation Plan, and other community trail connections identified by RDN Parks.
2. Active transportation routes will be prioritized to link neighbourhoods with parks, schools, waterfront areas, community focal features, neighbourhood centres, and mixed use areas as per Map No. 8 of this Plan, the French Creek Active Transportation Plan or other community trail network.
3. Development proposals are to include provisions for active transportation facilities along their frontage and community trail connections. Those omitting the provision for, or construction of, active transportation infrastructure are not supported. The acceptance of the proposal will be at the discretion of the RDN and is based on the ability to maintain the infrastructure.
4. The Regional District of Nanaimo will pursue opportunities with the BC Ministry of Transportation and Infrastructure to provide safe crossings for active modes along proposed



active transportation routes as illustrated on Map No. 8 of this Plan and the French Creek Active Transportation Plan.

5. Facilities for active transportation should consider the goals, objectives, and design guidance of the French Creek Active Transportation Plan, as well as the BC Ministry of Transportation and Infrastructure Active Transportation Design Guide.
6. Prioritize the installation of active transportation infrastructure along the Parksville-Qualicum Beach Links.
7. The Regional District of Nanaimo will encourage the City of Parksville and the Town of Qualicum Beach to continue active transportation facilities along the Parksville-Qualicum Beach Links in those communities.
8. Wayfinding is to be provided throughout Electoral Area G French Creek in alignment with the French Creek Active Transportation Plan.
9. The establishment of active transportation infrastructure adjacent to proposed routes indicated on Map No. 8 of this Plan and the French Creek Active Transportation Plan, including but not limited to bicycle stands, secured bicycle parking, electric bicycle chargers, and public seating is supported.

- b) by deleting 11.0 Official Community Plan Implementation Strategy – Section 9.0 Improved Mobility section and replacing with the following:

The following shall be recognized as the key actions required, the parties responsible for key actions, and the timing of each key action, with respect to improving mobility within the Plan Area:

<b>SECTION 9.0: IMPROVING MOBILITY</b>				
<b>Action Items</b>	<b>Responsible Parties</b>			<b>Timing</b>
	<b>Senior Governments</b>	<b>RDN &amp; Municipalities</b>	<b>Individual Neighbourhoods</b>	
Seek new modes of transportation and ways of increasing the use of new modes of transportation.	✓	✓	✓	Continuous
Review secondary and local road standards.	✓	✓	✓	Continuous
Cooperate with the City of Parksville and the Town of Qualicum Beach to ensure bicycle routes and trails are linked with the trails and bicycle routes in adjoining urban areas and are compatible in standard.	✓	✓		Long Term
The Regional District of Nanaimo will explore funding mechanisms for the construction and maintenance of the proposed active transportation network provided in the French Creek Active Transportation Plan and other trail connections.	✓	✓		Ongoing
The Regional District of Nanaimo will pursue opportunities with the BC Ministry of Transportation and Infrastructure to reduce the posted speed limits on Island Highway W to 50 km/hr where it passes adjacent to schools.	✓	✓		Immediate
The Regional District of Nanaimo will pursue opportunities with the BC Ministry of Transportation and Infrastructure to reduce posted speed limits on local roads to 30 km/hr where they pass adjacent to schools.	✓	✓		Immediate
The Regional District of Nanaimo will pursue infrastructure improvements with the BC Ministry of Transportation and Infrastructure that align with the goals, objectives, and design guidance of the French Creek Active Transportation Plan, as well as the BC Ministry of Transportation and	✓	✓		Short Term

Infrastructure Active Transportation Design Guide.				
The Regional District of Nanaimo will adopt or amend regulatory bylaws to include provisions for rights of way dedications and establish road and trail standards for active transportation facilities throughout Electoral Area 'G' French Creek where development occurs adjacent to the proposed active transportation network illustrated in the French Creek Active Transportation Plan or other community trail connection to the network.		✓	✓	Long Term
The Regional District of Nanaimo will amend Land Use and Subdivision Bylaw No. 500, 1987 to reflect revised development permit area guidelines for residential, industrial, and commercial form and character in Electoral Area 'G' French Creek. In particular, revised guidelines are to reflect the responsibility of development to provide future active transportation facilities indicated within the French Creek Active Transportation Plan or other community trail connection to the network.		✓	✓	Short Term
The Regional District of Nanaimo will explore funding mechanisms for constructing the proposed active transportation network illustrated in the French Creek Active Transportation Plan and other community trail connections, including grant funding and local service area charges.		✓	✓	Ongoing
Opportunities to upgrade the existing pedestrian components of the French Creek Bridge will be pursued with the BC Ministry of Transportation and Infrastructure.	✓	✓		Short Term



Legend

- Electorat Area G
- Electorat Area / Municipality Boundary
- Municipality
- Morningstar Golf Course
- Crown Federal (may not be complete)
- Crown Provincial (may not be complete)

- Conservation Lands
  - National Wildlife Area
  - The Nature Trust
  - Conservation Lands
  - Parkville / Qualicum WildlifeManagementArea

- Regional Park
- Community Park
- Desired Park / Conservation Lands
- Aquisition Areas

Dedicated Access to Water

- Accessibility
  - Accessible
  - Not Accessible
  - Accessibility Unknown

- Community Facilities
  - Fire Hall
  - School
  - Church
  - Community Hall / Recreation / Civic Centre
  - Municipal Hall

Trails

- Proposed Existing Trail Type
  - Pedestrian
  - Multi-Use (Walk, Cycle, Horse)
  - Roadside (Walkway and Bicycle Route)
  - Highway Dedicated Lane
  - E & N Railway Corridor Multi-Use
  - Foreshore Walking Route

Bridges

- Proposed Existing BridgeType
  - Pedestrian
  - Cyclist / Pedestrian
  - Multi-Use (Walk, Cycle, Horse)
  - Road

- Area of Interest for Regional Park

- Regional Trail Corridor (Concept)

- Municipality Electorat Area

SOURCE: Regional District of Nanaimo  
Regional Parks and Trails Plan - March 2005

**Proposed Trail**  
While some trails exist in the Parkville - Qualicum Beach area, most trails and urban paths shown here are proposed only. These proposals are intended to generate discussion before final plans are made and landowners approached regarding access.

**Proposed Routes may be shown crossing Private Lands**  
Where a proposed trail crosses private land, the Regional Trail System is not implying that private landowners have agreed to a trail on their land, or that they should be expected to make such a commitment. However, we would like to discuss the possibility with them and invite them to join the Regional Trail System partnership.

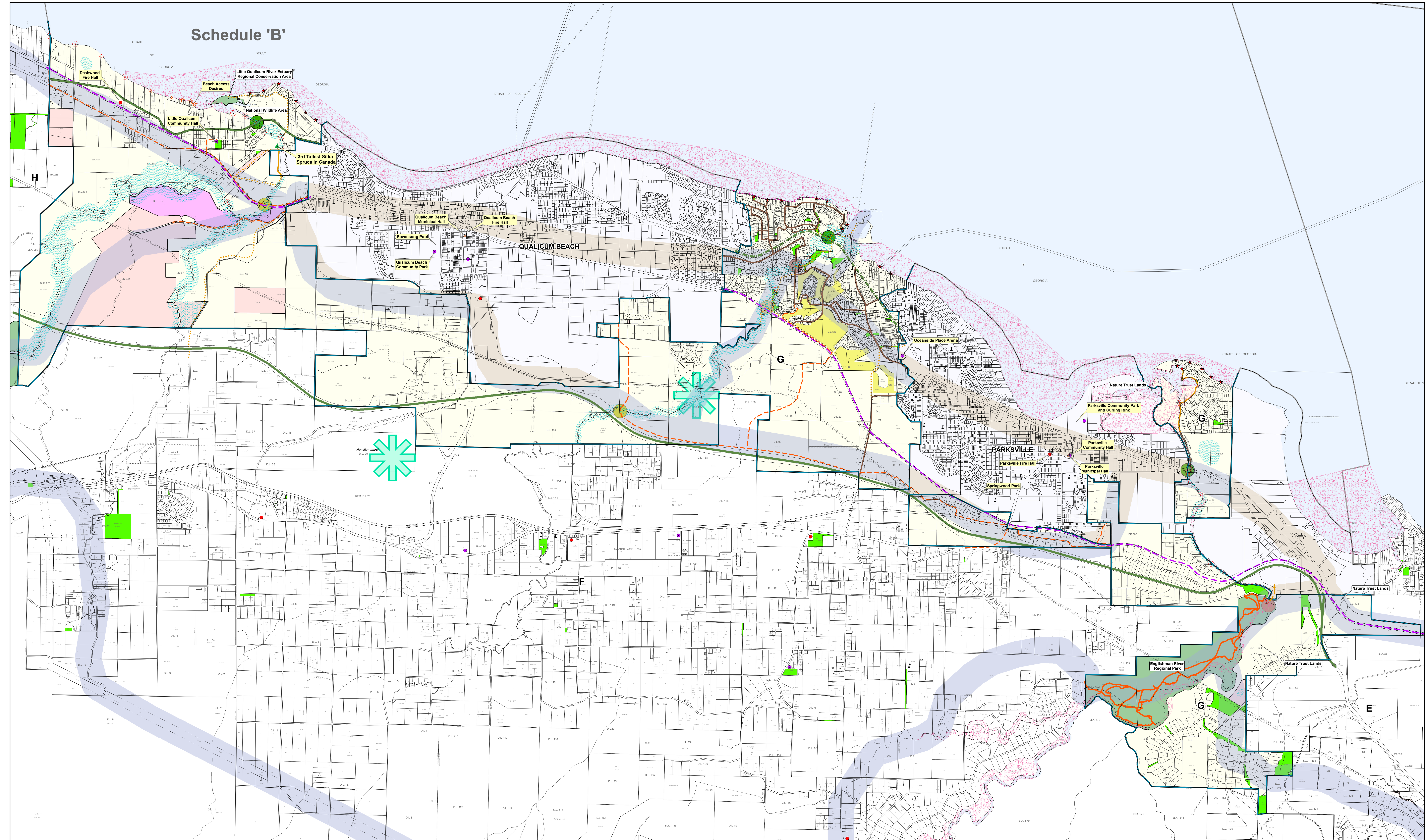
Chair Corporate Officer

BYLAW NO. 1540.04, 2022

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June 2022

Schedule 'B'





Schedule 'C'



ELECTORAL AREA G  
OFFICIAL  
COMMUNITY PLAN

Map No. 8  
Mobility Options and  
Road Network Plan

Legend

- Electoral Area G
- Electoral Area Boundary
- Municipality

Transportation

- Highway
- Major Network Road
- Secondary Road
- Railway
- Principal Stop for Transit
- Future Principal Stop for Transit
- Boat Harbour
- Airport

Traffic Lights, Interchanges

- Existing
- Potential
- Existing Interchange
- Potential Interchange

Trails

- Proposed Existing Trail Type
- Pedestrian
- Multi-Use (Walk, Cycle, Horse)
- Roadside (Walkway and Bicycle Route)
- Highway Dedicated Lane
- E & N Railway Corridor Multi-Use
- Foreshore Walking Route

French Creek Active Transportation Network

- Proposed Spot Treatments
- Proposed Multi-Use Pathway Network
- Proposed Shared Street Network

Bridges

- Proposed Existing BridgeType
- Pedestrian
- Cyclist / Pedestrian
- Multi-Use (Walk, Cycle, Horse)
- Road

Vancouver Island Highway Corridor

Municipality Electoral Area

SOURCE: Regional District of Nanaimo  
Regional Parks and Trails Plan - March 2005

DISCLAIMER

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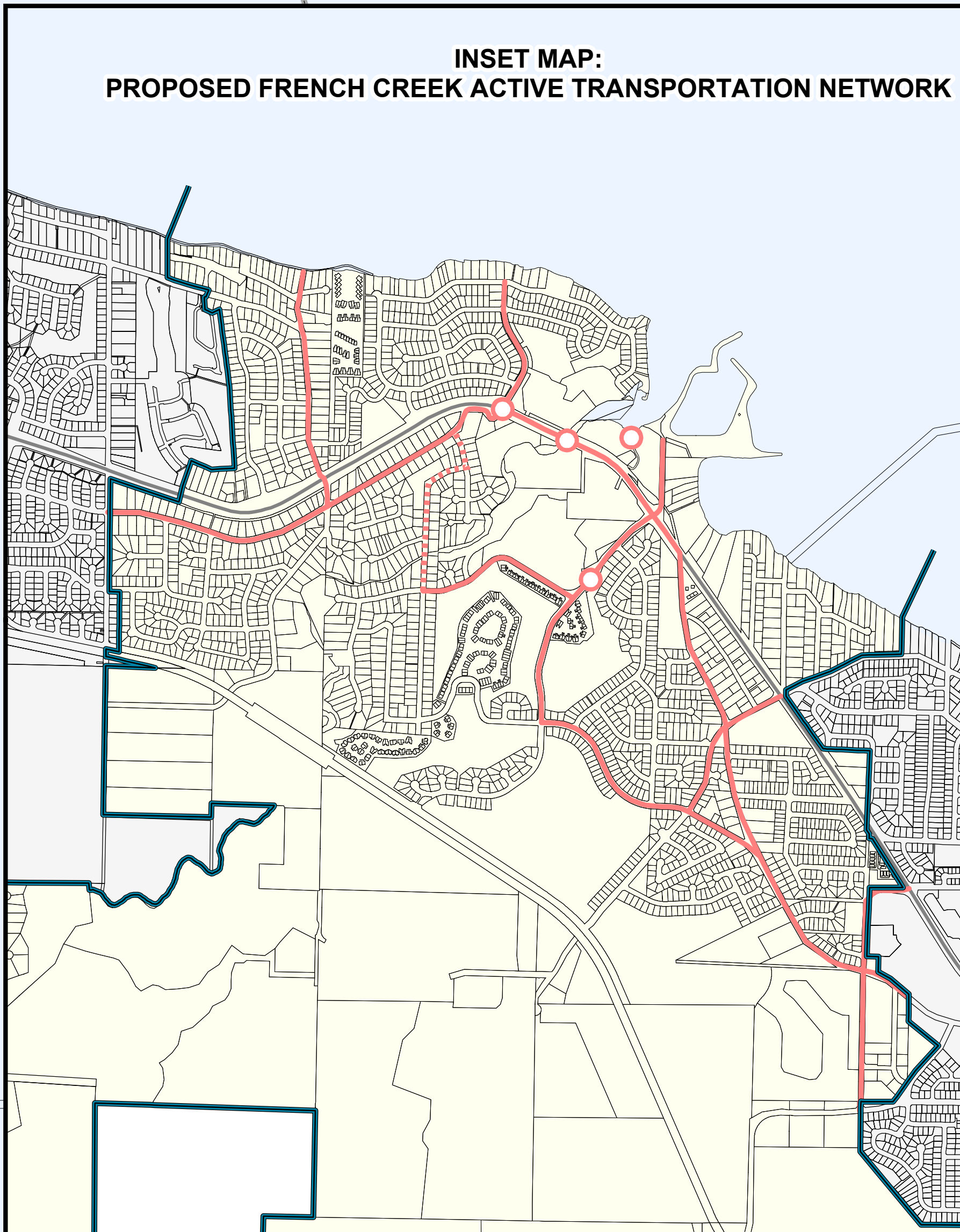
Chair Corporate Officer

BYLAW NO. 1540.04, 2022



0 250 500 1,000 1,500  
Meters

JUNE 2022



See Inset Map

FRENCH CREEK BRIDGE  
POTENTIAL UNDERPASS

QUALICUM BEACH

PARKSVILLE

G

G

E

F

H



**Attachment 2**  
**Summary of the Public Hearing**

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**Summary of the Public Hearing**  
**Held at Oceanside Place, 830 West Island Highway, Parksville**  
**Wednesday November 23, 2022, at 6:00 pm**  
**To consider “Regional District of Nanaimo Electoral Area ‘G’ Official Community Plan Amendment**  
**Bylaw No. 1540.04”**

*Note: This report is not a verbatim recording of the proceedings but a summary of the comments of those in attendance at the Public Hearing.*

**PRESENT:**

Lehann Wallace, RDN	Chair, Electoral Area ‘G’ Director
Stephen Boogaards, RDN	Planner
Kayla Harris, RDN	Planning Technician

Nine members of the public attended the meeting.

The Chair called the hearing to order at 6:01 pm, introduced those present representing the Regional District, and outlined the procedures to be followed during the hearing.

Stephen Boogaards provided an explanation of the proposed amendment bylaws and application process.

Stephen Boogaards explained that in addition to the comments and submissions received at this Public Hearing, one written submission was received from Len Gibson from 439 College Road, Qualicum Beach. A copy of the submission is available for viewing at the Board meeting or at the RDN Administration Office.

The Chair explained the Public Hearing Procedures

The Chair called for formal submissions with respect to Bylaw 1540.04.

No written submissions were received at the hearing. The following comments were received:

*George Hamlyn, 1589 Juan de Fuca Boulevard – Regarding the 30 km/hr speed zone all hours. Not in support of 30 km/hr speed outside of school hours.*

*John Moore, 1273 Sunrise Drive – Sunrise Drive is part of a bike route to Parksville and Qualicum. Near Windsor Plywood/Imperial Drive there is no sign on the road that says bike route until you get to the Sandpiper subdivision. The white line on the north side of Sunrise Drive doesn’t start from Drew Road. There is a road shoulder, but it is not a bike trail. Lots of kids go to school and walk along one side of the road and are on the opposite side of the road returning from school where there is no shoulder or paving for the road. Would like to see speed reduction measures on and a speed bump on Sunrise Drive.*

*Dianne Moore, 1273 Sunrise Drive – regarding the cross section drawing of the multi-use path, the diagram doesn’t look like a multi-modal trail. With the extra space, markings, and signage, it looks like a city street. She would rather have white lines on both sides of the street and a shoulder on both sides of the street. Also feels that several of her neighbours were not aware of the Active Transportation Plan and Public Hearing.*



*Sharon Hamlyn, 1589 Juan de Fuca Boulevard – Regarding Columbia Drive, raised concerns about how a bike lane is going to be implemented. Clarification was provided on timeline and process of the bylaw amendment.*

*Lloyd Sargison, 961 Rockland Place – Regarding Active Transportation, this is a new OCP process for the RDN and recognized the multi-use paths meet international standards and that there are certain standards for the road. The intersection at Columbia Beach will be engineered. He commends the initiation of the plan.*

*Grant Williams, 1415 Blackbrant Place – Lives near Johnstone Road Beach Access at the lights where there is a lot of human traffic. The speed down to the beach access is 50 km/hr. There should be traffic calming there. Kids live on both sides of the streets on those corners. There should be more signage. There is currently nothing there to slow traffic. It is a hazard. RDN sign at the beach access says No Overnight Parking. Suggests to do as the Town of Quaicum Beach does and state the range of hours/times that parking is not permitted rather than saying No Overnight Parking if the goal is to deter people from parking overnight.*

*Gerry Gaudette, 1521 Mason Trail – From Imperial Drive to Barclay Crescent over French Creek, there is a bike trail. There is no centre line for the last eight years on that trail. He has spray painted around pot holes with fluorescent paint because it is hard to navigate. Needs to be maintained.*

*Caroline Hodgson, 1577 Sharon's Place - Columbia Beach – For the Columbia Beach intersection on the main road, the plan takes into account the busy road. Crossing at that intersection at Columbia and the Highway is not ideal for young children. This section is very difficult for walking and cycling. Wants plan to take growth of traffic in the area into consideration with the plan. Would like to see these two things aligned.*

*George Hamlyn, 1589 Juan de Fuca Boulevard – Wants notice to be sent out by mail in a letter rather than an online engagement or newspaper notification. It's hard to know where to look.*

*Dianne Moore, 1273 Sunrise Drive – Clarity was asked on the timeline. The time frame is 20 years to build out the entire network. The plan is confusing on the timeline and hard to find in the report what the timeline is.*

*John Moore, 1273 Sunrise Drive – Regarding Sunrise Drive priority for these improvements will be 10 years down the road. 18 years ago the road was paved and a 4 ft shoulder was added to the road. It has been getting busier ever since. Is there anything that can take place in the meantime during that 10 year period to address these concerns. Where is the funding coming from? Concerns about tax increases.*

*Sharon Hamlyn, 1589 Juan de Fuca Boulevard – Stated that it is unclear when the Official Community Plan was implemented and whether the OCP existed before the active transportation plan.*

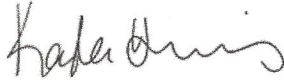
*Dianne Moore, 1273 Sunrise Drive – Sunrise Drive is wide enough for speed bumps. Wants to see speedbumps on Sunrise Drive*

The Chair called for further submissions for the second time.

The Chair called for further submissions a third and final time.

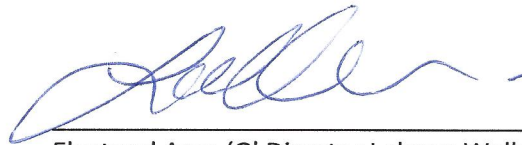
There being no further submissions, the Chair adjourned the Public Hearing at 6:45 pm.

Certified fair and accurate this 24<sup>th</sup> day of November, 2022.



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Kayla Harris  
Recording Secretary



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Electoral Area 'G' Director Lehann Wallace  
Public Hearing Delegate/Chair

## Stephen Boogaards

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**From:** [REDACTED]  
**Sent:** Friday, November 18, 2022 9:33 AM  
**To:** Miskulin, James TRAN:EX  
**Cc:** Stephen Boogaards  
**Subject:** RE: MOTI File 2022-05276: French Creek OCP with Active Transportation Plan

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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**From:** Miskulin, James TRAN:EX <[REDACTED]>  
**Sent:** Thursday, November 17, 2022 3:14 PM  
**To:** Angela Buick <[REDACTED]>  
**Subject:** MOTI File 2022-05276: French Creek OCP with Active Transportation Plan

 **EXTERNAL** Verify links before clicking.

Hi Angela,

The ministry has reviewed the subject OCP amendments and Active Transportation plan and provides the following comments:

- The ministry is supportive of active transportation improvements where feasible
- The RDN will be required to obtain road works permits from MOTI prior to construction
- Designs of the trail network will need to be submitted to the ministry for review and comment as part of the permit process
- Maintenance of the trail network will need to be undertaken by the RDN in the form of a License of Occupation

Please let me know if you have any additional questions.

Thank you,

**James Miskulin, BBA, MCPM**

He/Him

Development Services Officer

Ministry of Transportation & Infrastructure

Vancouver Island District

[REDACTED]

[APPLY FOR PERMIT](#)

[APPLY FOR BCeID](#)

[SUBDIVISION INFORMATION](#)

I recognize and respectfully acknowledge the Snuneymuxw First Nation, on whose traditional territory I live, work, learn and play.

## Stephen Boogaards

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**From:** Len Gibson [REDACTED]  
**Sent:** Monday, November 21, 2022 10:04 AM  
**To:** Planning Email  
**Cc:** Sharon Drefs; Kevan Hill-Tout  
**Subject:** French Creek Active Transportation Plan

[REDACTED]

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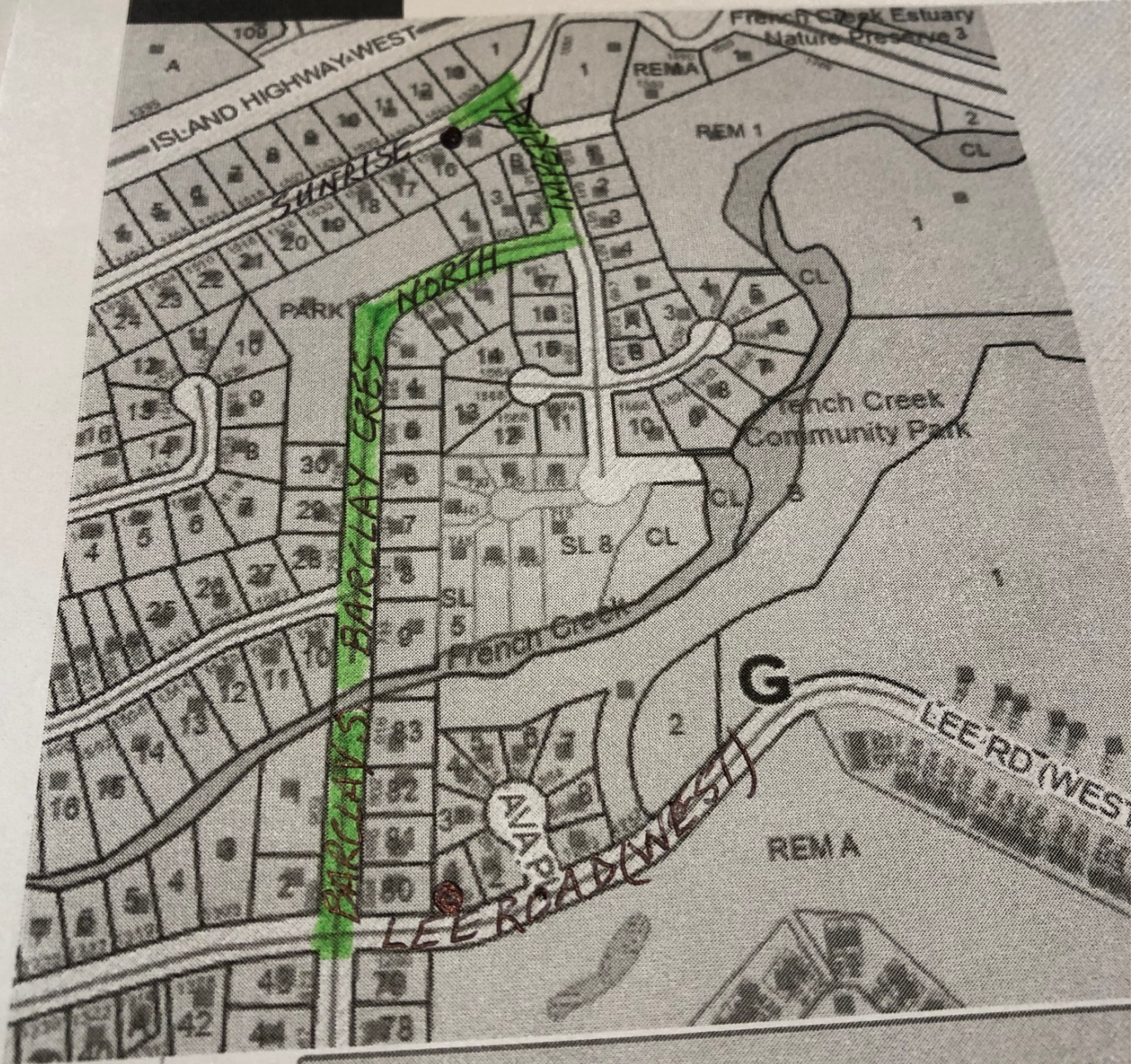
I want to see the following long outstanding requests budgeted as top priority in this formal plan.

Item 1:

- intersection Sunrise/Imperial, increase permanent visibility by flaring left and right sides on north end of Imperial
- place caution sign on south side of Sunrise alerting vehicles going east of cyclists exiting Imperial onto Sunrise
- repave Barclay Crescent North from Imperial through to Mason-Trail
- repave Barclay Crescent South from intersection Lee Road West to French Creek
- place Caution Cyclists sign on north side of Lee Road West alerting drivers to cyclists exiting from French Creek Crossing



I want to...



PID: 000020044 Folio: 769009624.530

Add to Results



Photo of marked up plan for Item 1.

Item 2:

- pave, or place compacted road crush, on "Columbia Pass-through" linking Sumar Lane and Dalmatian Drive (a high use access by cyclists and pedestrians)
- if existing concrete barriers to remain in place, increase opening and paint both sides of barriers with Traffic Yellow
- align pass-through to intersect Dalmatian at center of right-of-way allowance and flare opening to accommodate access/egress of cyclists

Item 3:

- repave Admiral-Tyron Blvd. from Columbia Drive eastward to Damon Road as required to be compatible with newer pavement on Admiral-Tyron



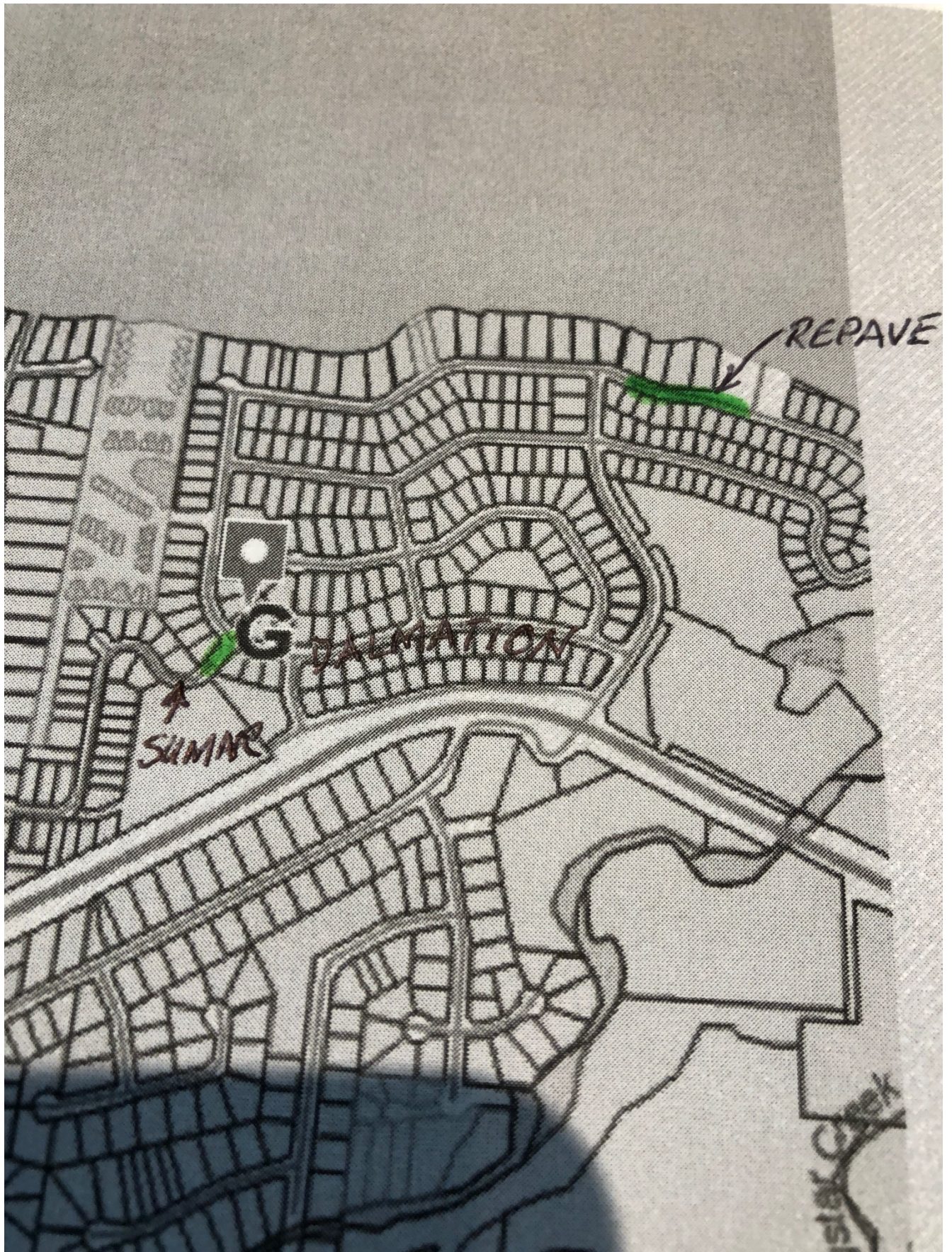




Photo of marked up plan for Items 2, 3.

Respectfully,  
Len Gibson



## INTERGOVERNMENTAL INITIATIVES UPDATE

### **RECOMMENDATION**

That the Board receive the staff report titled “Intergovernmental Initiatives Updates”, dated December 6, 2022, for information.

### **BACKGROUND**

This report provides a briefing to the Regional District of Nanaimo (RDN) Board on several intergovernmental initiatives to afford Directors an opportunity to review and consider these initiatives in advance of future meetings with MLAs and Ministers.

#### **1. Association of Vancouver Island and Coastal Communities Resolutions and Convention Workshops**

The Association of Vancouver Island and Coastal Communities (AVICC) represents local governments of Vancouver Island, Sunshine Coast, qathet/Powell River, the North Coast and the Central Coast. As one of several area associations operating under the umbrella of the Union of BC Municipalities (UBCM), AVICC aims to secure united action among members to promote greater autonomy within local government in co-operation with UBCM and other local government associations.

The AVICC Annual Convention provides a forum to bring forward community issues and ideas through resolutions and debate. AVICC encourages members to focus resolutions on new issues of provincial interest. The 2023 Annual AVICC Convention will be held in Nanaimo from April 14 to April 16, with the City of Nanaimo and the Regional District of Nanaimo hosting.

The deadline for submission of resolutions to AVICC is February 9, 2023 and the deadline for submitting ideas for convention workshops is December 9, 2022 (Attachment 1 and 2). Should Directors wish to propose one or more resolutions for the 2023 Convention, Board approval of resolutions is required by January 24, 2023.

In the past three years, the RDN has submitted 16 resolutions to AVICC/UBCM. Of those, 12 have been endorsed and referred to the appropriate government body. A table of 2020-2022 resolutions is provided as Attachment 3.

#### **2. Union of BC Municipalities**

The Union of BC Municipalities (UBCM) provides a cohesive voice for local government. The Annual Convention is the main forum for UBCM policy making, providing an opportunity for local governments from across the province to share experiences and take a united position.

Resolutions endorsed at the AVICC Convention are submitted automatically to UBCM for consideration. Resolutions endorsed at the UBCM convention are forwarded to the appropriate level of government for response. It is preferred that members submit resolutions to their area associations unless it is necessary to submit board-endorsed resolutions directly to UBCM.

The 2023 UBCM Annual Convention is scheduled to take place September 18th to 22nd in Vancouver. At the 2022 UBCM Annual Convention in Whistler, the RDN participated in four meetings with Ministers as outlined below.

- **Legislative Reform Initiative** (meeting with Minister Cullen, Municipal Affairs)

Representatives from the RDN and Alberni-Clayoquot Regional District (ACRD) met with Minister Cullen on September 13, 2022, to discuss the provincial commitment to working with local government in a collective endeavour to modernize the *Local Government Act*, an initiative that the RDN has been leading.

Concerns with this dated legislation include restrictions on taxation and revenue sources, complexities in service establishment, and the lack of provisions in comparison with Section 8 of the *Community Charter* which gives municipalities powers to regulate, prohibit, and impose requirements by bylaw without provincial approval or establishing bylaws. Regional districts are limited in their legislative authority in comparison with municipalities in several key areas such as business licensing authority, subdivision approval, regulation of fireworks discharge, parking enforcement, tree management, and taxation and funding models.

Further, social, political and economic environments that local governments operate within continue to evolve in areas such as climate change, environmental stewardship and a recognition of the importance of First Nations' participation in regional governance. These realities should be reflected in a modernized legislative framework.

A subsequent meeting with the Minister was requested and the RDN has committed to providing a list of specific areas that would benefit from a refreshed and modernized approach.

- **Transit Expansions** (meeting with Minister Fleming, Transportation and Infrastructure)

On September 15, 2022, the RDN met with Minister Fleming to discuss the provincial commitment to prioritize progressive transit expansions and to request that the Province make large transit expansions a priority for funding in partnership with the RDN.

The RDN supports increasing transit service within and around the region. Provincial funding through BC Transit is necessary to meet expansion goals set forth in the Transit Future Plan; without that investment transit system growth cannot be realized. The RDN Transit Redevelopment Strategy outlines a 5-year plan including 75,000 service hours to revitalize and expand transit within the region, a 56% increase to the current RDN transit service. Prioritizing progressive transit expansions improves access to quality, lower-carbon transportation services for all. The RDN asked the Province to recognize and reward regions that are making strides towards reducing GHGs and vehicle congestion. Minister Fleming was broadly supportive and indicated an interest in scheduling a tour of RDN transit.

- **First Nations Inclusive Governance** (meeting with Minister Cullen, Municipal Affairs)

The RDN supported a request by the Alberni-Clayoquot Regional District (ACRD) to meet with Minister Cullen about First Nations inclusive governance. The meeting took place with representatives from the ACRD, the Central Coast Regional District (CCRD), the RDN, Toquaht First Nation and the District of Ucluelet on September 12, 2022.

The purpose of the meeting was to discuss the provincial commitment to support inclusive regional governance by advancing Indigenous participation in regional district boards. The ACRD and CCRD wish to explore options for pilot projects specifically based on the unique experiences of those regions and request the Ministry fund an independent third-party facilitator to guide a process for creating models that reflect the needs and intentions of Nations seeking participation in regional governance. A collaborative and inclusive process with all those affected will build the foundation of creating a new system of relationships at the regional district table. The suggested approach is to create models that can be tested before rolling out a larger solution to the province.

It was agreed that more time is required for a detailed discussion of the proposed options. A further meeting has been requested with Ministers Cullen and Rankin to consider how progress might best be achieved.

- ***Hospital Capital Projects*** (Minister Dix, Health)

The RDN requested a meeting with Minister Dix, Ministry of Health, to discuss the Nanaimo Regional Hospital Districts' priority capital projects. This meeting request was declined by the Minister due to scheduling limitations and the volume of requests received.

### **3. Area F Governance and Services Study**

The RDN is currently conducting a Governance and Services Study in Electoral Area F in partnership with the Ministry of Municipal Affairs (Ministry).

Electoral Area F has demonstrated a long-standing interest in exploring the idea of incorporation. A community committee was formed and a feasibility study completed in the mid-1990s. The issue of exploring alternative governance models has been revisited several times over the years as a result of the area's distinctive community identity and vision of self-governance.

In October 2020 the RDN requested approval and funding from the Ministry for a phase one Governance and Services Study for Area F. On January 13, 2022, after meeting with the Area F Director, RDN Board Chair and staff to discuss this request and the Ministry's approach to such studies, Minister Osborne approved the study as the first phase in a potentially longer process, with a grant of \$60,000 to support it.

The study began in the spring of 2022. Its purpose is to gather and analyze facts about the current state of governance and service delivery in Area F, obtain feedback from the community, identify opportunities for improvement, and provide a final report with recommendations.

In accordance with the Ministry's approach to governance and services studies across BC, the study is being led by a study consultant and a study committee of Area F residents. The study committee is an advisory committee of the RDN Board. The Electoral Area F Director plays a key role in the study process, and as an *ex officio* non-voting member of the study committee, the Director is an important link between the study committee and the Board, ensuring the study process is carried out in an inclusive and transparent manner.

The interim study report was completed June 2022. The public engagement phase is currently underway, taking place between November 2022 and February 2023. This phase includes community meetings, a survey, online tools and other opportunities for Area F residents, First Nations, and community stakeholders to learn more and to share their views and suggestions.

Following the Ministry-approved study schedule, the study will culminate in a final report, anticipated in May 2023, providing a synopsis of findings and a summary of outcomes from the public engagement process. The report will offer recommendations on next steps, such as whether concerns can be addressed through existing

mechanisms or whether further study is required. The consultant and committee chair will present the final report to the RDN Board in May 2023. The final report will also be provided to the Ministry.

The RDN Board has the discretion to determine whether to act on any or all recommendations and may contact the Ministry to consider possible next steps in the decision to fund or address alternatives.

A governance and services study is not an incorporation study. However, if the study shows that all or part of Area F wants to look at boundary review or incorporation as possible options, and if that is recommended in the final report, a boundary review and/or an incorporation study could be a next step in a multi-phased process.

#### Area G Governance and Services Study

In June 2021, the RDN Board directed staff to engage with the Ministry to explore the possibility of a restructure study for Electoral Area G resulting from community concerns across a variety of areas, including changing demographics, population growth, confusing boundaries, uneven service mix, and dissatisfaction with service delivery mechanisms, among other challenges and concerns.

In August and September 2021, the Ministry and RDN reviewed possible options and phased approaches. Options were presented to the Board in September 2021. The Board determined that a Governance and Service Study should be requested for Electoral Area G.

In November 2021, a fully developed case was submitted to the Ministry, outlining the concerns of the community and formally seeking approval and funding to undertake a first phase Governance and Services Study. This study would seek to identify and understand the issues and interests within the community and would deliver a well-articulated base case scenario for citizens and identify community views in terms of possible structural change.

The RDN recognizes the multi-phased approach outlined by the Ministry for such reviews. The Electoral Area G Governance and Services Study would be a first step, followed by a boundary analysis if recommended in the final report and if deemed appropriate by the RDN Board and the Ministry.

On January 13 Minister Osborne met with the Electoral Area G Director, the Chair of the RDN Board and RDN staff to discuss this request and the Ministry's approach to such studies. The Minister followed up with a letter noting that a Governance and Services Study for Electoral Area G would need to occur following completion of the Governance and Services Study for Electoral Area F. Should a study for Electoral Area F indicate the need for additional studies such as a boundary analysis or incorporation study, the RDN would need to determine whether to prioritize those studies or to move ahead with a study for Electoral Area G. The Minister noted there may be benefits to co-ordinating a study approach for both electoral areas to understand the needs in both communities before making restructure decisions.

#### Legislative Reform Initiative

As detailed above, regional districts are limited in their legislative authority in comparison with municipalities. The social, political and economic environments that local governments operate within continue to evolve and these changing realities should be reflected in updated legislation. Further, inclusive governance, a goal identified in the Province's Action Plan under the *Declaration of the Rights of Indigenous Peoples Act*, is an important aspect of legislative reform and will inform any re-envisioning of the *Local Government Act*.

The legislative reform initiative, while of interest to regional districts, may also be of interest to municipal officials as many aspects of municipal operations are contained in the *Local Government Act*. For example, the planning

framework, shared by regional districts and municipalities, is within the *Local Government Act* and needs updating.

In June 2021, the RDN, with Don Lidstone, Q.C., hosted a virtual half-day session with regional district chairs and CAOs across BC to explore the possibility of mobilizing a collaborative effort to modernize the legislation. Participants expressed an interest in proceeding with the initiative, pending approval of their boards.

In August 2021 RDN Chair Brown wrote to regional district chairs advising that on July 13, 2021, the RDN Board had unanimously passed a resolution to continue with efforts to modernize the Regional District provisions of the Local Government Act and offered a draft resolution for their own boards to consider.

On April 1, 2022, the Chairs of the Regional District of Nanaimo and Alberni-Clayoquot Regional District, together with Don Lidstone, hosted a workshop on this topic at the AVICC Convention which was well attended by local government elected officials and generated robust discussion. The slide presentation used at that session is attached to this report for reference (Attachment 4).

An RDN resolution, endorsed at the September 2022 UBCM Convention, proposes that UBCM be urged to work with the Ministry of Municipal Affairs and regional districts to further a legislative reform initiative for the purpose of comprehensively reviewing and modernizing the Local Government Act.

In September 2022, the RDN and ACRD met with Minister Cullen at the UBCM Convention to discuss this initiative. A subsequent meeting with the Minister is anticipated.

## **FINANCIAL IMPLICATIONS**

This report is provided to brief the Board on several matters of provincial connection and to assist in preparing Directors for future meetings with provincial representatives, which staff will be arranging for the earliest times of mutual convenience. General financial implications relate to time and costs associated with researching, preparing and presenting materials and garnering support for these initiatives, including developing materials, supporting and attending meetings.

More specific financial implications resulting from the province addressing UBCM resolutions, as well as implications arising from any of the other intergovernmental projects outlined in this report would be presented to the Board in future reports.

## **STRATEGIC PLAN ALIGNMENT**

People and Partnerships - Seek opportunities to partner with the provincial and federal governments, other government agencies, and community stakeholder groups in order to advance strategic plan goals and objectives.

## **REVIEWED BY**

- D. Holmes, Chief Administrative Officer

## **ATTACHMENTS**

1. 2023 AVICC Resolutions Notice
2. AVICC Session Submission Form
3. Chart of AVICC and UBCM Resolutions 2020-2022



#### 4. AVICC Legislative Reform Slide Presentation



## 2023 AGM & CONVENTION

# RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2023 AGM and Convention that, subject to public health order restrictions, will be held in Nanaimo at the Vancouver Island Conference Centre as an in-person event from April 14-16, 2023.

Members are now asked to submit resolutions with the requirements outlined in the following pages.

### **DEADLINE FOR RESOLUTIONS**

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 9, 2022**

### **IMPORTANT SUBMISSION REQUIREMENTS**

To submit a resolution to the AVICC for consideration please send:

1. One copy as a **word document** by email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) by the deadline; AND
2. One copy of the resolution by regular mail that may be received after the deadline to:  
AVICC, 525 Government Street, Victoria, BC V8V 0A8

AVICC's goal is to have resolutions that can be clearly understood, and that have specific actions. If a resolution is endorsed, it's "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, check the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. Please contact AVICC & UBCM for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must only have **one sentence**.

## **LATE AND OFF THE FLOOR RESOLUTIONS**

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, April 12<sup>th</sup>, 2023**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late resolutions require a special motion at the convention to admit for debate.
- d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.
- e. Off the Floor resolutions must be submitted in writing to the Chair of the Resolutions Session, and copies must be made available to all delegates no later than Sunday morning.

## **UBCM RESOLUTION PROCEDURES**

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

## **UBCM RESOLUTIONS PROCESS**

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

## **UBCM RESOLUTIONS GUIDELINES**

### **The Construction of a Resolution:**

All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes ***the issue*** and the enactment clause outlines ***the action being*** requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

### **Preamble:**

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

### **Enactment Clause:**

The enactment clause begins with the phrase "Therefore be it resolved", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

## **HOW TO DRAFT A RESOLUTION**

### **1. Address one specific subject in the text of the resolution.**

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

### **2. For resolutions to be debated at UBCM, focus on issues that are province-wide.**

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the AVICC, and may not be entered for debate during the UBCM Convention.

### **3. Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

#### **4. Check legislative references for accuracy.**

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

#### **5. Provide factual background information.**

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government, and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

#### **6. Construct a brief, descriptive title.**

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

## **TEMPLATE FOR A RESOLUTION**

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?*>> :

Therefore be it resolved that AVICC & UBCM << *specify here the action(s) that AVICC & UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses* >>.

*If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:*

And be it further resolved that << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.



**AVICC 2023 Convention**  
**April 14-16, 2023**  
**Vancouver Island Conference Centre**  
**CALL FOR SUBMISSIONS**

Thank you for your interest in participating in the 2023 AVICC Convention. It will be held Friday through Sunday, April 14-16, 2023 at the Vancouver Island Conference Centre in Nanaimo.

To submit a proposal fill in the information requested below and email this document back as a **word document** to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

The deadline for submissions is Thursday, December 9, 2022.

There are limited spots on the program including 45 to 60 minute plenary presentations, 60 minute concurrent workshops on Saturday afternoon, and two to three hour pre-convention workshops and study tours on Friday morning.

Delegates prefer sessions that involve multi-party perspectives and ones that are interactive rather than “talking heads”.

Title of Session:	
Name of Organization:	
Contact Person Name:	
Phone:	
Address:	
Email:	



Session Description (for review of AVICC Executive Committee in choosing sessions. This information will also be used in program materials):	
Proposed Session Length:	
Preferred Time and Day:	
Audio Visual Requirements:	
Travel or other expenses if any:	
# of Proposed Presenters:	
Name - Presenter #1:	
Bio and Organization - Presenter #1:	
Name - Presenter #2:	
Bio and Organization - Presenter #2:	
Name - Presenter #3:	
Bio and Organization - Presenter #3:	
Name - Presenter #4:	
Bio and Organization - Presenter #4:	

Any other Information or requirements:	
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Successful applicants must confirm their session description, session title, and final list of presenters with AVICC by February 2, 2023 for inclusion in the program.

Changes to presenters or failure to meet this deadline may result in the session being cancelled.

Presenters agree to submit all PowerPoint presentations by March 31<sup>st</sup>, 2023.

**I agree to the above conditions and deadlines:**

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

Order of Debate (UBCM)	RDN Resolution	AVICC Decision	UBCM Decision
<b>2022</b>			
NR56	Interregional Transit	Endorsed	Endorsed
EB80	Legislative Reform Initiative	Endorsed	Endorsed
NR57	Prioritizing Provincial Funding for Large Transit Expansion	Endorsed	Endorsed as amended
RR2	Tiny Home Building Standard	Endorsed	Not submitted for debate
<b>2021</b>			
EB32	Illegal Dumping in Electoral Areas	Endorsed	Endorsed
EB52	Tree Management in Electoral Areas	Endorsed	Endorsed
EB64	Cost-Sharing Model for Funding Hospital Capital Projects	N/a	Endorsed
C5	Termination of Climate Action Revenue Incentive Program (CARIP)	Endorsed	Not submitted for debate
<b>2020</b>			
EB4	Costs of Keeping Prisoners	2020 resolutions received for the cancelled April convention were submitted directly to UBCM	Endorsed
EB53	Harmonize BC Plastics Action Plan and Strategy of Zero-Plastic Waste		Endorsed
EB55	Amend Recycling Regulation to include Mattresses and Bulky Furniture		Endorsed
EB57	Expand Extended Producer Responsibility Programs		Endorsed
NEB16	Voting Rights for Alternative Directors		Not endorsed
NR48	Standards and Labeling of “Flushable” Wipes		Not Considered - Automatic Referral to Executive (Endorsed)
NR75	Streamline Building Officials Certification Process		Not Considered - Automatic Referral to Executive (Endorsed as amended)
C3	Provincial Support for Victims Services		Not submitted for debate

# Legislative Reform Initiative: Continuing the Discussion

2022 AVICC Annual Convention

April 1, 2022

9:00 -11:00

# Agenda

9:00-9:10	Welcome and Introductions
9:10-9:30	Legislative Reform Initiative: Context and Background
9:30-10:25	Discussion: Ideas for Legislative Change
10:25-10:45	Discussion: Process to Achieve this Objective
10:45-10:55	Discussion: Next Steps to Continue Momentum
10:55-11:00	Conclusion/Wrap Up

# Panel

- **Tyler Brown**, Chair, Regional District of Nanaimo; Member of Council, City of Nanaimo
- **John Jack**, Chair, Alberni-Clayoquot Regional District; Member of Council, Huu-ay-aht First Nation
- **Douglas Holmes**, Chief Administrative Officer, Regional District of Nanaimo
- **Don Lidstone**, Q.C., Managing Partner, Lidstone & Company

# The Challenge

- Limits on legislative authority no longer supported by policy rationales
- Demographics/population growth/increased development/sparsely populated areas
- Business licensing, subdivisions, fireworks, parking, tree management
- Is such a distinction between authority of regional districts and municipalities still supportable?
- Revenue generation, models of taxation, funding for services – lack of flexibility in current paradigm



# The Challenge (continued)

- Establishing services to optimize scale, cost distribution, fair participation
- Urban/rural friction
- Social, political, economic values have shifted significantly since legislation was drafted.

# Purpose of Today's Workshop

- Continue the conversation
- Hear from local government partners about aspects of the legislation in need of reform
- Confirm support for this important initiative
- Focus forward momentum and collaboration

# Summary of Issues

- *Community Charter* replaced *Municipal Act* in 2003; excellent example of municipal legislation in Canada
- *Local Government Act* created 1966, based on 1849 legislation. Not overhauled in early 2000s as planned.

# Summary of Issues Continued

- Challenges with *LGA*:
  - a) convoluted language
  - b) anachronistic provisions
  - c) inflexible
  - d) restrictions on taxation/revenue generation
  - e) complexities in service establishment
  - f) lacks provisions to allow RDs to regulate, prohibit and impose requirements by bylaw without provincial approval
- Social/environmental values have changed since *LGA* was drafted, including:
  - a) First Nations inclusive governance/reconciliation
  - b) climate change
  - c) environmental stewardship

# Some Themes from Session with Regional District Chairs and CAOs on June 25, 2021

- First Nations must be invited to be part of this modernizing exercise
- UBCM involvement in this initiative is of great value
- A new legislative scheme should contemplate seven generations into the future; establish a framework responsive to future societal changes

## Themes from Discussion June 25, 2021, continued

- “Be careful what you wish for”: More authority requires more resources
- Ensure core task of modernizing RD legislation is not sidetracked by other issues
- RDs need more flexibility with revenue sources.  
Municipalities have authority to use fees to shape behaviour.

## Themes from Discussion June 25, 2021, continued

- Community amenity contributions should be addressed as part of this initiative
- Consultation with Boards, First Nations, stakeholders, developers, owners, citizens, and the Province is key
- MFA could be part of “blue ribbon panel” or a separate technical advisory group



# Legislative Reform Ideas Roundtable Discussion

- What kind of legislative reform do you envision?
- How would things improve?

# Outline of Process Proposed at June 25, 2021, Session

- 1) Establish a Committee of Board Chairs/CAOs to oversee legislation review process
- 2) Develop “blue ribbon panel”: 3 - 4 experts to identify problems, solutions, consequences. Provide an economic, social, environmental analysis for proposed solutions.
  - a) Panel comprised of elected officials, administrators, and a consultant
  - b) Panel reports to a “parliament” of elected officials/CAOs for guidance
  - c) Process subject to a non-disclosure agreement

# Outline of Proposed Process Continued

- 3) Conduct thorough consultation with affected RDs and municipalities
- 4) Invite treaty and non-treaty First Nations as partners in the process
- 5) Based on outcomes from “blue ribbon panel,” Board Chairs produce detailed draft Regional District Charter with accompanying commentary of approximately 15 pages

# Outline of Proposed Process Continued

- 6) Identify and consult stakeholder groups including elected officials, administration, LGMA, and MFA. Symposiums could also be conducted for stakeholders to submit ideas and establish a consensus.
- 7) Develop plan to identify milestones of the process to reform legislation.

# Outline of Proposed Process Continued

- 8) Establish buy-in from the Premier and Minister of Municipal Affairs
- 9) Engage in the legislative drafting process. Provincial legislative counsel would ultimately present a draft bill to the Legislative Assembly.
- 10) Aim for spring of 2024

# Continuing the Momentum

- Where do we go from here?
- Ideas for next steps

## 2023 – 2027 Financial Plan Staffing, New Service Levels and Capital

### **RECOMMENDATION**

1. That this report of the 2023-2027 Financial Plan Staffing Recommendations, New Service Levels and Capital Projects with total project costs greater than \$500,000 be received for information purposes.

### **BACKGROUND**

This report provides information on the 2023-2027 Financial Plan, specifically in relation to resource requirements in the form of 2023 Staffing Recommendations, 2023 New Service Levels and Capital Projects with total project costs greater than \$500,000. This information is being provided as the first of a series of opportunities for the Board to receive information about the 2023-2027 Financial Plan.

#### Public Consultation and Engagement

The RDN shares information on the budgeting process through using tools such as videos explaining what services the RDN provides and how regional budgeting works. These tools can be accessed through <https://www.getinvolved.rdn.ca/rdn-budget-talks>. We also share information about the timeline for when the budget will be reviewed at public meetings.

The Question and Answer feature of the Get Involved page for the RDN Budget is live, encouraging residents to ask questions so the Finance team can share answers. Residents are encouraged to register to receive electronic updates of budgeting information and to view budget documents. Once approved, the 2023-2027 Financial Plan information will be added to the Get Involved RDN site. An email will be sent to those connected to the page as a reminder to ask questions year round on the site and to check out the updated documents. The Get Involved site will be promoted in the RDN Monthly Updates ad and through social media.

#### New Staffing Recommendations

The 2023 staffing recommendations include changes to 34 positions that equates to 32.5 Full Time Equivalents (FTE). These include the addition of 28 full-time positions and 3 Fire Department positions that already existed but are being added as a result of Fire Departments coming under the authority of the RDN and 3 part time positions. Details on each of the positions are included in Appendix A.

Table A summarizes the positions including whether the position is union or exempt and its estimated cost and tax impact. Of the seven positions identified as conversions under position type, four are recommended to be changed from casual/temp to permanent (Heavy Equipment Operator, Operations Coordinator – Natural Areas, Accounting Clerk Assistant and Strategic Initiatives Coordinator) and three are recommended to be changed



from part-time to full-time (Aquatic Maintenance Worker, Administrative Assistant for Parks Services and handyDart Dispatcher).

Table A 2023 Staffing Recommendations							
Regional and Community Utilities							
Page #	Department	Position	Position Type	Funding Source	FTE	Estimated Cost (including benefits)	Estimated Tax Impact
A-1	Solid Waste Services	Heavy Equipment Operator	Union-Conversion	Taxation	1	88,205	6,640
A-2	Solid Waste Services	Special Projects Coordinator	Union	Taxation/User Fe	1	91,762	91,762
A-3	Solid Waste Services	Zero Waste Compliance Officer	Union	Taxation	1	91,762	91,762
A-4	Wastewater Services	Instrumentation Technician FCPCC	Union	Taxation	1	104,872	104,872
A-5	Wastewater Services	Operator/Maintenance FCPCC	Union	Taxation	1	104,872	104,872
					5	481,472	399,907
Recreation and Parks							
A-6	Aquatic Services	Aquatic Maintenance Worker	Union-Conversion	Taxation	0.5	86,129	43,716
A-7	Arena Services	Building Services Worker - Arenas	Union	Taxation	1	85,862	85,862
A-8	Parks Services	Administrative Assistant	Union-Conversion	Taxation	0.5	79,183	40,067
A-9	Parks Services	Operations Coordinator - Natural Areas	Union-Conversion	Taxation	1	101,873	5,363
A-10	Recreation Program Services	Building Service Worker - Recreation Facilities	Union	Taxation	1	85,862	85,862
A-11	Recreation Program Services	Business Administrator	Exempt	Taxation	1	109,746	109,746
A-12	Recreation Program Services	Chief Facility Operator - Aquatics and Satellite Rural	Union	Taxation	1	108,439	108,439
A-13	Recreation Program Services	Program Secretary	Union	Taxation	1	81,210	81,210
A-14	Recreation Program Services	Superintendent - Recreation Program Services	Exempt	Taxation	1	149,306	149,306
					8	887,610	709,571
Transportation Services							
A-15	Transit Operations	handyDART Dispatcher	Union-Conversion	Taxation/Grant	0.5	49,827	16,655
A-16	Transit Operations	Transportation Supervisor	Union	Taxation/Grant	2	216,879	116,522
					2.5	266,706	133,177
Development and Emergency Services							
A-17	Current Planning	Planner	Union	Taxation	1	105,531	105,531
A-18	Current Planning	Planning Technician	Union	Taxation	1	91,762	91,762
A-19	Emergency Services	Community Fire Chief	Exempt-Assumed	Taxation	1	116,976	-
A-20	Emergency Services	Fire Prevention and Training Officer	Exempt-Assumed	Taxation	1	69,897	-
A-21	Emergency Services	Fire Rescue Technician	Exempt-Assumed	Taxation	1	50,450	-
					5	434,616	197,293
Corporate Services							
A-22	Finance	Financial Analyst	Union	Taxation	1	101,874	101,874
A-23	Finance	Accounting Clerk Assistant	Union-Conversion	Taxation	1	73,196	5,510
A-24	Human Resources	Human Resources - HR & Safety Assistant	Exempt	Taxation	1	109,746	109,746
A-25	Human Resources	Human Resources Advisor	Exempt	Taxation	1	135,895	135,895
A-26	Information Technology & GIS	Manager, Client & Technical Services	Exempt	Taxation	1	98,355	98,355
A-27	Information Technology & GIS	Client Services Assistant	Union	Taxation	1	163,482	163,482
A-28	Information Technology & GIS	Business Solutions Specialist	Union	Taxation	1	79,182	79,182
A-29	Information Technology & GIS	Information Technologist	Union	Taxation	1	105,531	105,531
A-30	Legislative Services	Legislative Assistant	Exempt	Taxation	1	109,746	109,746
A-31	Building Operations	Building Operator/Coordinator	Union	Taxation	1	108,439	108,439
					10	1,085,446	1,017,761
CAO							
A-32	Strategy and Intergovernmental	Policy Advisor - Intergovernmental Services	Exempt	Taxation	1	135,895	135,895
A-33	Strategy and Intergovernmental	Strategic Initiatives Coordinator	Exempt-Conversion	Taxation	1	135,895	2,545
					2	271,790	138,440
				Total	32.5	\$ 3,427,640	\$ 2,596,148

The projected annual cost of the 34 positions is \$3,427,640 and the projected tax impact is \$2,596,148. The difference between the projected cost and the projected tax impact is because positions being converted have only partial incremental costs for benefits or to increase hours and also because the RDN receives BC Transit Grant funding for 2 full time and 1 part time position. The projected tax impact represents 5.5% of the total 2022 RDN budgeted wages and benefits. Future staffing identified for 2024 to 2026 are included in Appendix D.

## Capital Projects

Table B1 summarizes the 2023 capital projects with project budgets greater than \$500,000 for new projects proposed to start in 2023 and projects previously approved by the Board requiring approval for a budget increase.

Table B1 - 2023 New Capital Projects > \$500,000

Regional and Community Utilities			Previously Approved Budget	Incremental Budget Increase	Total Project Budget	Ref
Page No.	Department	Project				
B-1	Wastewater	French Creek Pollution Control Centre Influent Pipe Repair	-	\$ -	1,005,000	
B-2	Wastewater	French Creek Pollution Control Centre Bay Avenue Forcemain Replacement	3,128,475	\$ 107,345	3,235,820	
B-3	Wastewater	French Creek Pollution Control Centre Auto Thermophilic Aerobic Digester Mixer	67,260	\$ 4,682,740	4,750,000	1
B-4	Wastewater	Greater Nanaimo Pollution Control Centre Grit and Sedimentation Tank Relining	3,962,000	\$ 3,108,000	7,070,000	2
B-5	Wastewater	Nanose Bay Pollution Control Centre Wastewater Nanose Forcemain Replacements Ph1	3,249,780	\$ 4,000,000	7,249,780	3
B-6	Wastewater	Greater Nanaimo Pollution Control Centre Basement Motor Control Centres Replacement	1,280,032	\$ 787,438	2,067,470	4
B-7	Wastewater	Greater Nanaimo Pollution Control Centre Biogas Blower Relocation	718,575	\$ 265,880	984,455	5
B-8	Wastewater	Greater Nanaimo Pollution Control Centre Wellington Pump Station Generator Upgrade	1,010,000	\$ 2,773,712	3,783,712	6
B-9	Wastewater	Greater Nanaimo Pollution Control Centre North Slope Interceptor Beach Erosion	452,250	\$ 962,025	1,414,275	7
B-10	Solid Waste	Waste Water Treatment Plant Upgrade/ Replacement	-	\$ -	606,000	
			<b>\$ 13,868,372</b>	<b>\$ 16,687,140</b>	<b>\$ 32,166,512</b>	
Recreation and Parks						
B-11	Community Parks	Anders Dorrit Park Development	337,000	\$ 400,000	737,000	8
B-12	Community Parks	Errington Playground	598,521	\$ 807,000	1,405,521	9
B-13	Regional Parks	Coats Marsh Regional Park Weir Replacement	414,100	\$ 597,161	1,011,261	10
B-14	Recreation & Parks	Ravensong Aquatic Centre Expansion	19,914,117	\$ 11,171,656	31,085,773	11
			<b>\$ 21,263,738</b>	<b>\$ 12,975,817</b>	<b>\$ 34,239,555</b>	
Development and Emergency Services						
B-15	Nanose Bay VFD	Pumper Truck Vehicle Replacement	-	\$ -	800,000	
B-16	Dashwood VFD	E-61 Fire Truck Replacement	800,000	\$ 110,000	910,000	
B-17	Bow Horn Bay VFD	Wildland Engine Vehicle Replacement	-	\$ -	500,000	
			<b>\$ 800,000</b>	<b>\$ 110,000</b>	<b>\$ 2,210,000</b>	
<b>Total</b>			<b>\$ 35,932,110</b>	<b>\$ 29,772,957</b>	<b>\$ 68,616,067</b>	

- 1 The initial budget of \$67,260 was for engineering and the incremental amount of \$4,682,000 is the capital project now being advanced
- 2 This project scope has now changed to also include mechanical improvements and replacement of aging equipment and the concrete repairs are more extensive than initially identified
- 3 Phase 2 has been added to this project with expenditures planned for 2027 and 2028
- 4 Initial budget was based on preliminary engineering
- 5 Cost of the Blowers is higher than initially anticipated
- 6 The project scope has changed to include a full Pumpstation Upgrade not just the generator upgrade.
- 7 The project was tendored in 2022 and Construction tendors were substantially higher than the engineered estimate, project will be re-tendored in 2023
- 8 Phase 1 completed in 2022, Phase 2 for 2023 includes trail improvements, boardwalks and foot bridges through the south-east section of the park
- 9 For 2023, \$300,000 to be used to replace the washroom/concession building and \$507,000 for 2024 to construct a sports court
- 10 Incremental costs for the design and construction of a new weir
- 11 Increment relates to Board's direction in relation to design option and phasing (Board Resolutions 21-629, 22-455 & 22-456)

Included in the 2023 Capital Projects are \$29,772,957 in incremental budget increases. The amounts for each project and a brief explanation of the increase are included in Table B1 above. Appendix B provides details for all these projects that require Board approval through the approval of the 2023 to 2027 Financial Plan.

The Capital Projects identified for Greater Nanaimo Pollution Control Centre are related to the facility built in the late 1970s and not to the area related to the recently completed Secondary Upgrade Project.

Table B2 provides information on Capital Projects greater than \$500,000 that have already been approved and are ongoing in 2023.

**Table B2 - 2023 Existing Capital Projects > \$500,000**

<b>Regional and Community Utilities</b>		
<b>Department</b>	<b>Project</b>	<b>Total Project Budget</b>
Wastewater	French Creek Pollution Control Centre Expansion and Odor Control Upgrades	\$ 65,524,000
Wastewater	Greater Nanaimo Pollution Control Centre - Hammond Bay Rd Forcemain Twinning	45,819,296
Wastewater	Greater Nanaimo Pollution Control Centre Departure Bay Pump Station Upgrade	34,222,967
Wastewater	French Creek Pollution Control Centre Bay Avenue Pump Station and Generator Upgrade	6,422,595
Wastewater	Greater Nanaimo Pollution Control Centre Biogas Flare Replacement	687,420
Water Services	Englishman River (Rivers Edge) Water Supply Upgrade	1,583,400
Water Services	Nanoose Bay -Additional Reservoir Capacity	1,313,000
Water Services	Whiskey Creek Water Supply Upgrade	1,177,000
Water Services	San Pareil Asbestos Cement Watermain Replacement	3,518,740
Water Services	Nanoose Bay - Asbestos Cement Watermain Replacement	3,259,500
Water Services	Nanoose Bay - Residential Watermeter Replacement	630,000
Water Services	Dorcas Point Watermain Upgrade	1,187,644
		<b>\$ 165,345,562</b>
<b>Recreation and Parks</b>		
Area A Recreation	South Wellington School Conversion to Community Centre	1,468,396
Regional Parks	Nanaimo River Morden Colliery Trail	2,322,192
Regional Parks	Parkland Property Purchase - North	7,138,331
Community Parks	Gabriola Village Trail	1,406,566
Community Parks	Huxely Park Skate Park and Parking Construction	1,036,600
Community Parks	Jack Bagley Community Park Phase 1 Development	2,121,356
Community Parks	Lions Park Phase 1	526,000
		<b>\$ 16,019,441</b>
<b>Development and Emergency Services</b>		
Dashwood Volunteer Fire Dept	Dashwood Firehall Replacement Construction	\$ 6,462,662
		<b>\$ 6,462,662</b>
<b>Transportation Services</b>		
Transportation	Woodgrove Exchange Improvement	1,600,000
Transportation	Country Club Mall Exchange Upgrade	500,000
		<b>\$ 2,100,000</b>
<b>Total</b>		<b>\$ 189,927,665</b>

Combining the \$68,616,067 of projects from Table B1 which require Board approval and \$189,927,665 of approved and ongoing projects from Table B2 results in total projects with budgets greater than \$500,000 that have expenditures of \$258,543,732. The 2023 portion of the project expenditures for new and existing Capital Projects greater than \$500,000 is \$42,952,198.

## Changed Service Levels

Changes in service levels are detailed in Appendix C and are summarized below in Table C.

Table C 2023 New or Changed Service Level Requests			2023	
Page	Department	Project	Service Cost	Tax Implication
<b>Development and Emergency Services</b>				
C-1	LR Planning, Energy & Sustainability	Modernize/Update Development Permit Areas for 6 EAs	\$ 50,000	\$ 50,000
C-2	LR Planning, Energy & Sustainability	Update Marine Coastal Development Permit Area	10,000	
C-3	LR Planning, Energy & Sustainability	Sea Level Rise & Climate Adaptation Program	151,000	
C-4	LR Planning, Energy & Sustainability	Implement Flood Management Bylaw	10,000	10,000
C-5	LR Planning, Energy & Sustainability	Downscaled Climate Projections for RDN	20,000	
C-6	LR Planning, Energy & Sustainability	RDN Facility & Service Risk Assessment for Climate Change	30,000	
			\$ 271,000	\$ 60,000
<b>Regional and Community Utilities (with Tax Requisition through Corporate Services)</b>				
C-7	Facilities and Fleet Services	Space Planning	412,500	412,500
C-8	Facilities and Fleet Services	Building Maintenance & Repairs	144,000	144,000
C-9	Facilities and Fleet Services	Studies & Audit	32,900	32,900
			\$ 589,400	\$ 589,400
		<b>Total</b>	\$ 860,400	\$ 649,400

## FINANCIAL IMPLICATIONS

This report has been prepared for information purposes only. Further financial implications will be provided in the Preliminary 2023 – 2027 Financial Plan in January 2023.

## STRATEGIC PLAN ALIGNMENT

These resources and projects will form part of the 2023-2027 Financial Plan that provides for the financing required to support achieving the initiatives set out in the Strategic Plan as well as maintaining service levels mandated by the Board.

## REVIEWED BY:

- D. Holmes, Chief Administrative Officer

## ATTACHMENT(S)

1. Appendix A – 2023 Staffing Recommendations
2. Appendix B – 2023 Capital Projects
3. Appendix C – 2023 Changed Service Levels
4. Appendix D – Future Staffing Recommendations

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					RCU-1
Position:	Heavy Equipment Operator				
Service Area:	Regional & Community Utilities				
Department:	Solid Waste Services				
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
Position Cost:	\$	88,205			
2023 Tax Implication:	\$	6,640			
			</		

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					RCU-2
New Position:	Special Projects Coordinator				
Service Area:	Regional & Community Utilities				
Department	Solid Waste Services				
Participants:	Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
Position Cost:	\$	91,762			
2023 Tax Implication:	\$	91,762			
	2023	2024	2025	2026	2027
Operating Budget:	91,762	102,774	105,298	107,930	110,629
Funding Sources:					
Taxation/User Funded	91,762	102,774	105,298	107,930	110,629
	\$91,762	\$102,774	\$105,298	\$107,930	\$110,629
Type of Permanent Position:	Permanent Full-Time	Net FTE Impact:		1.00	
Scope:	The Automated Curbside Program has increased operational and strategic demands, that require a Special Project Coordinator. With increased administrative burdens this position will help coordinate operations, planning, and billing while meeting the increased customer service demands the program currently experiences.  Estimated start date: Q2/Q3 2023				
Implications if not approved:	Service level demands will be negatively impacted because we will not be able to address and proactively reduce the curbside contamination rate, as identified in the Recycle BC and Convertus Organics contracts. As a result, the RDN may face fines from Recycle BC, and Convertus may not accept loads from RDN Curbside Collection, increasing operational upset(s) and costs. This position is critical in deploying the next phase of public education, aimed at achieving higher levels of curbside diversion, and decreased contamination of the recycling streams.				

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					RCU-3
New Position:	Zero Waste Compliance Officer				
Service Area:	Regional & Community Utilities				
Department	Solid Waste Services				
Participants:	Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
Position Cost:	\$	91,762			
2023 Tax Implication:	\$	91,762			



2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					RCU-4
New Position:	Instrumentation Technician - FCPCC				
Service Area:	Regional & Community Utilities				
Department	Wastewater Services				
Participants:	Parksville, Qualicum Beach, EA E, G				
Position Cost:	\$	104,872			
2023 Tax Implication:	\$	104,872			

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					RCU-5
New Position:	Operator/ Maintenance FCPCC				
Service Area:	Regional & Community Utilities				
Department	Wastewater Services				
Participants:	Parksville, Qualicum Beach, EA E, G				
Position Cost:	\$ 104,872				
2023 Tax Implication:	\$ 104,872				
	2023	2024	2025	2026	2027
Operating Budget:	104,872	117,457	120,341	123,349	126,433
Funding Sources:					
Taxation/User Funded	104,872	117,457	120,341	123,349	126,433
	\$104,872	\$117,457	\$120,341	\$123,349	\$126,433
Type of Permanent Position:	Permanent Full-Time	Net FTE Impact:		1.00	
Scope:	<p>The French Creek Pollution Control Centre(FCPCC) is planning a major upgrade and expansion which will require additional resources during engineering, construction, and operations of this new facility. In addition, FCPCC staff are also responsible for operations and maintenance of the septage receiving site, 16 Pumpstations and the Nanoose Pollution Control Centre.</p> <p>This position is required staffing for the FCPCC expansion and upgrade. Position was included in the 2023 to 2027 Financial Plan. The full time position will be responsible for the inspection, maintenance, and repair of buildings, equipment and environmental protection infrastructure at the FCPCC Facilities and pump stations. This position will also maintain the asset inventory and computerized preventative maintenance system to ensure equipment and assets are properly maintained. As well, this position will provide guidance to the maintenance staff and help with ordering, budgeting and planning of maintenance activities.</p>				
Implications if not approved:	<p>If the Operator Maintenance position is not granted for 2023, we will not have daily support of an onsite subject matter maintenance expert to help operations staff maintain critical new and existing equipment. We will also be missing the opportunity to gain expert knowledge of the equipment and system being designed and installed during FCPCC upgrades.</p>				

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					RP-1
New Position:	Aquatic Maintenance Worker				
Service Area:	Recreation & Parks Services				
Department	Aquatics Services				
Participants:	Parksville, Qualicum Beach, EA F, G, H				
Position Cost:	\$	86,129			
2023 Tax Implication:	\$	43,716			

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					RP-2
New Position:	Building Services Worker- Arenas				
Service Area:	Recreation & Parks Services				
Department	Arena Services				
Participants:	Parksville, Qualicum Beach, EA E, F, G, H				
Position Cost:	\$ 85,862				
2023 Tax Implication:	\$ 85,862				
	2023	2024	2025	2026	2027
Operating Budget:	85,862	96,166	98,527	100,990	103,515
Funding Sources:					
Taxation/User Funded	85,862	96,166	98,527	100,990	103,515
	\$85,862	\$96,166	\$98,527	\$100,990	\$103,515
Type of Permanent Position:	Permanent Full-Time	Net FTE Impact:		1.00	
Scope:	This position would provide operations support at Oceanside Place and perform general operation and service maintenance for the facility. With an increase in dry floor space and the demands from regulatory requirements at Oceanside Place this position would provide support for the increased need for facility set up and take down for programs and events, janitorial, facility, equipment and ice maintenance responsibilities. This position aligns with the strategic priority of the Board, that "The RDN will make the region a safe and vibrant place for all, with a focus on children and families in planning and programs".				
Implications if not approved:	Hiring of certified individuals that meet the staffing requirements of the operating permit for the refrigeration plant has proven to be challenging and sometimes non-existent. The current service levels provided by operational staffing would be further impacted with the potential of compromising the health and safety for patrons and staff, and the life cycle of the facility and equipment in accordance with the RDN asset management plan.				

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					RP-3
Position:	Administrative Assistant				
Service Area:	Recreation & Parks Services				
Department:	Parks Services				
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
Position Cost:	\$	79,183			
2023 Tax Implication:	\$	40,067			
		2023	2024	2025	2026
Operating Budget:		79,183	88,685	90,459	92,680
					2027
					94,997
Funding Sources:					
Taxation/User Funded		79,183	88,685	90,459	92,680
					94,997
		\$79,183	\$88,685	\$90,459	\$92,680
					\$94,997
Type of Position Change:	Permanent Part-Time to Full-Time		Net FTE Impact:	0.50	
Scope:	<p>This position contributes to the effective operation of the Parks Department through the efficient and accurate handling of office and clerical duties and through the effective delivery of information to the public. This position supports the Parks Department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives. Duties include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Provides telephone reception and directs inquiries to the appropriate staff.</li><li>• Assists in the development and maintenance of a Records Management system.</li><li>• Photocopies and files various materials and documentation.</li><li>• Orders office supplies for the department.</li><li>• Maintains and updates reference books for department.</li><li>• Maintains, organizes and codes departmental invoices for signature.</li><li>• Sorts and distributes incoming mail, stamps and posts outgoing mail.</li></ul> <p>Currently this position is PPT.</p>				
Implications if not approved:	<p>Currently this position is PPT. The increase in park acquisitions, invoices, office management and demand for parks services requires an increase in this position.</p>				

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					RP-4
Position:	Operations Coordinator, Natural Areas				
Service Area:	Recreation & Parks Services				
Department:	Parks Services				
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
Position Cost:	\$	101,873			
2023 Tax Implication:	\$	5,363			
		</			

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					RP-5
New Position:	Building Service Worker - Recreation Services				
Service Area:	Recreation & Parks Services				
Department	Recreation Program Services				
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
Position Cost:	\$	85,862			
2023 Tax Implication:	\$	85,862			
		2023	2024	2025	2026
Operating Budget:		85,862	96,166	98,527	100,990
					2027
					103,515
Funding Sources:					
Taxation/User Funded		85,862	96,166	98,527	100,990
					103,515
		\$85,862	\$96,166	\$98,527	\$100,990
					\$103,515
Type of Permanent Position:	Permanent Full-Time	Net FTE Impact:		1.00	
Scope:	This position, under direction of the Chief Facility Operator Aquatics and Recreation Facilities, would provide building maintenance support to RDN Recreation and Parks facilities including Little Qualicum Hall, Meadowood Community Hall, South Wellington School, Jack Bagley Field House, etc.				
Implications if not approved:	If not approved for 2023 the responsibilities noted will remain within the scope of work of the existing Superintendent Parks Operations, Superintendent Recreation Program Services, and the proposed Chief Facility Operator - Aquatics and Recreation Facilities. Not approving this position will impact the Department's ability to provide adequate facility maintenance, cleanliness standards and general facility operation.				



2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					RP-6
Position:	Business Administrator				
Service Area:	Recreation & Parks Services				
Department:	Recreation & Parks Services				
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
Position Cost:	\$	109,746			
2023 Tax Implication:	\$	109,746			

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					RP-7
New Position:	Chief Facility Operator- Aquatic and Recreation Facilities				
Service Area:	Recreation & Parks Services				
Department	Recreation Program Services				
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
Position Cost:	\$	108,439			
2023 Tax Implication:	\$	108,439			

2023 Details of Recommended New Position(s)					Appendix A	
Budget Summary Reference					RP-8	
New Position:	Program Secretary					
Service Area:	Recreation & Parks Services					
Department	Recreation Program Services					
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H					
Position Cost:	\$	81,210				
2023 Tax Implication:	\$	81,210				
		2023	2024	2025	2026	2027
Operating Budget:		81,210	90,955	93,188	95,518	97,906
Funding Sources:						
Taxation/User Funded		81,210	90,955	93,188	95,518	97,906
		\$81,210	\$90,955	\$93,188	\$95,518	\$97,906
Type of Permanent Position:	Permanent Full-Time	Net FTE Impact:		1.00		
Scope:	To provide administrative and booking support to sport fields booked under the Agency agreements with City of Parksville, Town of Qualicum Beach and SD69, RDN Recreation and Parks facilities such as Qualicum Hall, Meadowood Community Hall, South Wellington School, Jack Bagley, etc. In addition under the Agency agreement with SD69, Parksville and Qualicum Beach, RDN Recreation Services books the fields and sport courts for these three. They continue to add new facilities that require booking oversight. This position also provides administrative support for the EA A Recreation Coordinator.					
Implications if not approved:	If not approved for 2023 the responsibilities related to sport field and court bookings will continue to fall within the scope of work of the existing Aquatics Program Secretary. In addition to the booking of sports fields and community facilities the Aquatics Program Secretary is responsible for processing all pool bookings and providing front line reception support. As new parks amenities and recreation facilities are added to the Oceanside area inventory this position is nearing capacity. If the additional Program Secretary position is not approved, it is likely there will be a reduction in the quality of service currently and productivity provided. As direct recreation provision within Area A continues to be re-established and expanded there will be a need for administrative support including registration processing.					

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					RP-9
New Position:	Superintendent- Recreation Program Services				
Service Area:	Recreation & Parks Services				
Department	Recreation Program Services				
Participants:	Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
Position Cost:	\$	149,306			
2023 Tax Implication:	\$	149,306			
	</				

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					TS-1
New Position:	HandyDART Dispatcher				
Service Area:	Transportation				
Department	Transit Operations				
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, G, H				
Position Cost:	\$	49,827			
2023 Tax Implication:	\$	16,655			
		2023	2024	2025	2026
Operating Budget:		49,827	55,806	57,176	58,606
					60,071
Funding Sources:					
Taxation/User Funded		49,827	55,806	57,176	58,606
					60,071
		\$49,827	\$55,806	\$57,176	\$58,606
					\$60,071
Type of Permanent Position:	Permanent Part-Time to Full-Time		Net FTE Impact:		0.50
Scope:	<p>This position is part of a 2,000-hour expansion effective 2023 to be applied to expand Custom Transit weekend service an introduce holiday service to reflect more closely Conventional Transit service. One part-time handyDART Dispatch position will be added to the staff establishment. This part-time Dispatch position will be added to the current part-time position to create one full-time position.</p> <p>Estimated start date: mid-2023</p>				
Implications if not approved:	<p>The RDN would not have enough staff to implement these expansion hours if an additional Custom Part-time Dispatcher is not hired. The RDN is working towards attaining parity with conventional transit service and is supported by BC Transit. The RDN may be at risk of a human rights violation if this goal is not attained in the near future.</p>				

2023 Details of Recommended New Position(s)					Appendix A	
Budget Summary Reference					TS-2	
Position:	Transportation Supervisor					
Service Area:	Transportation					
Department:	Transportation Services					
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, G, H					
Position Cost:	\$	216,879				
2023 Tax Implication:	\$	116,522				
		2023	2024	2025	2026	2027
Operating Budget:		216,879	242,905	247,763	253,846	260,192
Funding Sources:						
Taxation/User Funded		216,879	242,905	247,763	253,846	260,192
		\$216,879	\$242,905	\$247,763	\$253,846	\$260,192
Type of Permanent Position:	Permanent Full-Time	Net FTE Impact:		2.00		
Scope:	<p>The Transportation Supervisor contributes to the effective operation of Transportation Services by ensuring sufficient vehicles and personnel are available to provide continuous transportation to the public. These two positions support the Transportation Services Department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives. These positions report directly to the Superintendent Transit Operations.</p> <p>Estimated start date of May 2023.</p>					
Implications if not approved:	<p>If not converted to a permanent position, the staff member may seek a permanent position with other organizations, leaving Transit with a reduced supervisory capacity.</p>					

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					PES-1
New Position:	Planner				
Service Area:	Planning and Development				
Department	Building and Bylaw Services				
Participants:	EA A, C, E, F, G, H				
Position Cost:	\$	105,531			
2023 Tax Implication:	\$	105,531			
	2023	2024	2025	2026	2027
Operating Budget:	105,531	118,195	121,097	124,124	127,227
Funding Sources:					
Taxation/User Funded	105,531	118,195	121,097	124,124	127,227
	\$105,531	\$118,195	\$121,097	\$124,124	\$127,227
Type of Permanent Position:	Permanent Full-Time		Net FTE Impact:		1.00
Scope:	<p>The Current Planning section is operating at full capacity and is unable to maintain current service levels with existing staffing resources. The 1.0 additional FTE is required due to the following reasons.</p> <ul style="list-style-type: none"><li>•Project Support: Projects identified in 2023 work plan</li><li>•Bylaw Enforcement: Current planning is responding to an increased demand to support the activities of bylaw enforcement. Current planning plays an active role in assisting bylaw enforcement with investigations as well as bylaw interpretations and also oversees the process of gaining bylaw compliance in cases where the infraction is related to a planning matter. As a result of increasing bylaw enforcement activity, the demand on current planning staff has also increased. In addition, many of the bylaw enforcement files result in very complex and lengthy planning approval processes which require an extensive amount of current planning staff time. Further, given current demands, current planning is often unable to respond to bylaw services in a timely manner, which has a negative effect on service levels.</li><li>•Building Services: Current planning conducts two reviews for almost every building permit application. While building services funds a temporary full-time planning tech to perform these reviews, the volume and complexity of building permit applications has limited the ability of this position to be able to assist with public inquiries and other operational requirements. The result is that the timeline for completing the required building reviews has increased. The addition of 1.0 FTE will allow this position to dedicate more time to building permit reviews.</li><li>•Increased Complexity and Number of Public Inquiries: The properties that are proposed to be developed are increasingly constrained by many factors such as watercourses, steep slopes, floodplains, or other constraints. This is applicable to both public inquiries as well as development applications. As a result, inquiries and development applications require more staff time than they did in years past. Increased complexity combined with significant increase in the number of land use inquiries has resulted in application processing delays and inability to meet public expectations.</li><li>•Board and Public Expectations: Public and Board expectations have changed with respect to aquifer protection, traffic management, and the environment. There appears to be a strong desire by the Board and a growing segment of the community to hold developers to a higher standard than the RDN has historically to ensure that the impacts of development are identified and mitigated. While this is a good thing from a planning perspective, it requires a significant amount of additional staff time devoted to negotiating with the applicants, reviewing and refining professional reports, research and referrals, and reworking the submitted information. The resulting applications tend to be of higher caliber, however this comes at the expense of a significant amount of additional staff time and resources.</li></ul> <p>Application Processing Timelines: Application processing timelines have suffered as a result of the above factors. The proposed 1.0 FTE increase will assist by freeing up staff to be able to process applications in a more efficient manner.</p> <p>Planning Applications New in 2022: 80 Increase from 2021:14% Active Files: 499</p> <p>Bylaw Enforcement Land Use Open Files: 216 New files 2022: 31</p>				
Implications if not approved:	Longer response times for enquiries; senior Planning staff are diverted from their work to assist with Planning Technician duties; implementation of DAPR report will take much longer as application processing takes priority				



2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					PES-2
New Position:	Planning Technician				
Service Area:	Planning and Development				
Department	Current Planning				
Participants:	EA A, C, E, F, G, H				
Position Cost:	\$	91,762			
2023 Tax Implication:	\$	91,762			
	2023	2024	2025	2026	2027
Operating Budget:	91,762	102,774	105,298	107,930	110,629
Funding Sources:					
Taxation/User Funded	91,762	102,774	105,298	107,930	110,629
	\$91,762	\$102,774	\$105,298	\$107,930	\$110,629
Type of Permanent Position:	Permanent Full-Time		Net FTE Impact:	1.00	
Scope:	<p>The Current Planning section is operating at full capacity and is unable to maintain current service levels with existing staffing resources. The 1.0 additional FTE is required due to the following reasons.</p> <ul style="list-style-type: none"><li>•Bylaw Enforcement: Current planning is responding to an increased demand to support the activities of bylaw enforcement. Current planning plays an active role in assisting bylaw enforcement with investigations as well as bylaw interpretations and also oversees the process of gaining bylaw compliance in cases where the infraction is related to a planning matter. As a result of increasing bylaw enforcement activity, the demand on current planning staff has also increased. In addition, many of the bylaw enforcement files result in very complex and lengthy planning approval processes which require an extensive amount of current planning staff time. Further, given current demands, current planning is often unable to respond to bylaw services in a timely manner, which has a negative effect on service levels.</li><li>•Building Services: Current planning conducts two reviews for almost every building permit application. While building services funds a temporary full-time planning tech to perform these reviews, the volume and complexity of building permit applications has limited the ability of this position to be able to assist with public inquiries and other operational requirements. The result is that the timeline for completing the required building reviews has increased. The addition of 1.0 FTE will allow this position to dedicate more time to building permit reviews.</li><li>•Increased Complexity and Number of Public Inquiries: The properties that are proposed to be developed are increasingly constrained by many factors such as watercourses, steep slopes, floodplains, or other constraints. This is applicable to both public inquiries as well as development applications. As a result, inquiries and development applications require more staff time than they did in years past. Increased complexity combined with significant increase in the number of land use inquiries has resulted in application processing delays and inability to meet public expectations.</li><li>•Board and Public Expectations: Public and Board expectations have changed with respect to aquifer protection, traffic management, and the environment. There appears to be a strong desire by the Board and a growing segment of the community to hold developers to a higher standard than the RDN has historically to ensure that the impacts of development are identified and mitigated. While this is a good thing from a planning perspective, it requires a significant amount of additional staff time devoted to negotiating with the applicants, reviewing and refining professional reports, research and referrals, and reworking the submitted information. The resulting applications tend to be of higher caliber, however this comes at the expense of a significant amount of additional staff time and resources.</li></ul> <p>Application Processing Timelines: Application processing timelines have suffered as a result of the above factors. The proposed 1.0 FTE increase will assist by freeing up staff to be able to process applications in a more efficient manner.</p> <p>Enquiries: 45-65/day; 225-325/week; 11,700-16,900/year</p> <p>Building Permit Reviews: 2021: 414 2022: 209</p> <p>Land Use Bylaw Enforcement Files Open: 216 New files 2022: 31</p>				
Implications if not approved:	Application processing times continue to increase; expectations of public and elected officials not met				

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					PES-3
New Position:	Community Fire Chief				
Service Area:	Planning & Emergency Services				
Department	Emergency Services				
Participants:	EA F				
Position Cost:	\$	116,976			
2023 Tax Implication:	\$	-			
	2023	2024	2025	2026	2027
Operating Budget:	116,976	131,013	134,230	137,586	141,026
Funding Sources:					
Taxation/User Funded	116,976	131,013	134,230	137,586	141,026
	\$116,976	\$131,013	\$134,230	\$137,586	\$141,026
Type of Permanent Position:	Full-Time Exempt	Net FTE Impact:		1.00	
Scope:	The community fire chief role is currently a paid volunteer position. While this position title includes volunteer in the name it is a paid position that is based on an hourly wage rather than a salary position. This reflects the previous structure when fire service was administered by a society. The department has transitioned to the RDN and the position is converting to a salaried exempt position as consistent with Coombs Hiller Volunteer Fire Department. This conversion will provide greater financial certainty as the role will be paid on a salary basis rather than an hourly rate that is subject to fluctuations based on call volumes and response rates.				
Implications if not approved:	If the position is not converted, the RDN will continue to pay an hourly rate with a higher level of uncertainty that is impacted by call volumes and response rates.				

2023 Details of Recommended New Position(s)					Appendix A	
Budget Summary Reference					PES-4	
Position:	Fire Prevention and Training Officer					
Service Area:	Planning & Emergency Services					
Department:	Emergency Services					
Participants:	EA F					
Position Cost:	\$	69,897				
2023 Tax Implication:	\$	-				
		2023	2024	2025	2026	2027
Operating Budget:		69,897	78,284	79,850	81,811	83,856
Funding Sources:						
Taxation/User Funded		69,897	78,284	79,850	81,811	83,856
		\$69,897	\$78,284	\$79,850	\$81,811	\$83,856
Type of Position Change:		Contract to Permanent		Net FTE Impact:	1.00	
Scope:		This position was determined by the Coombs-Hilliers Fire Department Society and approved as an expenditure by the RDN Board in the 2022-2026 Financial Plan as required to provide fire protection and emergency response services to the Coombs Fire Protection Service Area. This position is now being brought to the Board to recognize the addition of the FTE since the transition of the operational management of the Coombs Hilliers Fire Department.				
Implications if not approved:		The staffing complement does not change with the RDN taking operational management responsibility. The recognition of the additional FTE associated with this position allows for the building of an effective and resilient Fire Service.				

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					PES-5
Position:	Fire Rescue Technician				
Service Area:	Planning and Emergency Services				
Department:	Emergency Services				
Participants:	EA F				
Position Cost:	\$	50,450			
2023 Tax Implication:	\$	-			
		2023	2024	2025	2026
Operating Budget:		50,450	56,504	57,635	59,050
					2027
Funding Sources:					60,526
Taxation/User Funded		50,450	56,504	57,635	59,050
					60,526
		\$50,450	\$56,504	\$57,635	\$59,050
					\$60,526
Type of Position Change:	Contract to Permanent		Net FTE Impact:		1.00
Scope:	This position was determined by the Coombs-Hilliers Fire Department Society and approved as an expenditure by the RDN Board in the 2022-2026 Financial Plan as required to provide fire protection and emergency response services to the Coombs Fire Protection Service Area. This position is now being brought to the Board to recognize the addition of the FTE since the transition of the operational management of the Coombs Hilliers Fire Department.				
Implications if not approved:	The staffing complement does not change with the RDN taking operational management responsibility. The recognition of the additional FTE associated with this position allows for the building of an effective and resilient Fire Service.				

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					CS-1
New Position:	Financial Analyst				
Service Area:	Corporate Services				
Department	Finance				
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
Position Cost:	\$	101,874			
2023 Tax Implication:	\$	101,874			

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					CS-2
Position:	Accounting Clerk Assistant				
Service Area:	Corporate Services				
Department:	Finance				
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
Position Cost:	\$ 73,196				
2023 Tax Implication:	\$ 5,510				
	2023	2024	2025	2026	2027
Operating Budget:	73,196	81,980	83,619	85,672	87,814
Funding Sources:					
Taxation/User Funded	73,196	81,980	83,619	85,672	87,814
	\$73,196	\$81,980	\$83,619	\$85,672	\$87,814
Type of Position Change:	Casual to Permanent		Net FTE Impact:	1.00	
Scope:	With the growth of the RDN’s services, the Accounting Clerks’ daily duties have become more complex and the mounting number of priorities between daily operating tasks have resulted in administrative tasks not being completed in a timely manner or being rushed due to lack of time. Implementing this position will also free up capacity in the Accounting Clerk positions to support planned 2023 transit expansions and implementation of the electronic fare system.(Pay Band 4)  				

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					CS-3
Position:	Human Resources - HR & Safety Assistant				
Service Area:	Corporate Services				
Department:	Human Resources				
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
Position Cost:	\$	109,753			
2023 Tax Implication:	\$	109,753			



2023 Details of Recommended New Position(s)					Appendix A	
Budget Summary Reference					CS-4	
HR Advisor	Human Resources Advisor					
Service Area:	Corporate Services					
Department	Human Resources					
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H					
Position Cost:	\$	135,895				
2023 Tax Implication:	\$	135,895				
		2023	2024	2025	2026	2027
Operating Budget:		135,895	152,202	155,940	159,838	163,834
Funding Sources:						
Taxation/User Funded		135,895	152,202	155,940	159,838	163,834
		\$135,895	\$152,202	\$155,940	\$159,838	\$163,834
Type of Permanent Position:	Full-Time Exempt		Net FTE Impact:		1.00	
Scope:	<p>Demand for operational human resources and safety services at an advisory level continues to grow as other service areas expand to meet RDN service priorities into 2023 (especially in the areas of Transit and Fire Services), and leaders are finding it more critical than ever to partner with the human resources team to recruit, retain, manage and engage staff in a highly competitive labour market and amidst increasingly complex employer legal and regulatory requirements.</p> <p>An additional resource is needed at an advisory level in 2023 to meet this operational demand, but also to enable the team to respond to and address areas of corporate risk and systems-based demand for change as evidenced through the employee engagement survey. Historic under-resourcing of the human resources team has resulted in no capacity for project-based or proactive work. This has resulted in:</p> <ul style="list-style-type: none"><li>•A backlog of complex, higher-risk files and projects that require systems-based follow-up. For example, no Human Resources Information System exists for logging and tracking personnel-related future-dates so that proactive planning and risk management, in coordination with the responsible manager and across the HR and safety functions, can occur.</li><li>•Challenges maintaining the human resources and safety policies, procedures and programs to meet manager and employee needs and ensure they are up to date with current legislation and best-practice, and properly communicated and implemented. As a simple example, the Employment Standards Act was amended on January 5, 2022 to provide eligible employees with 5 days of paid sick leave per year. At the time of submitting this brief in mid-October 2022, the human resources team is only now considering how to apply this legislative change in our context and communicate it to staff because it was prompted by CUPE Local 401 in early October to do so.</li><li>•An inability for the team to provide proactive and strategic advice to operational and executive leadership. Assistance is limited to reactive, transactional support, and no forecasting, planning or anticipating of needs and proactive responses and solutions is occurring between the human resources team and their clients.</li><li>•Escalating legal costs, proceedings, and settlements, where increased capacity for better file management, early intervention and/or conflict containment would have prevented the outcome in numerous cases.</li><li>•Rising WorkSafeBC premiums due to insufficient capacity for proactive disability and attendance management.</li><li>•A lack of capacity to properly implement or fully utilize previously purchased human resources software for which we pay annual fees (i.e., SAP Success Factors).</li></ul>					
Implications if not approved:	<p>Without additional advisory capacity, the team will continue to struggle to meet existing demand for core HR and safety services, continue to face a high volume of internal customer complaints about the speed and quality of service provision and continue to experience turnover and burn out. Further, any capacity for proactive, strategic and systems-based work in 2024 will remain extremely limited, and will be allocated based on an assessment of corporate risk and team capacity. If no additional advisory resource is hired, priorities that do not involve corporate risk may need to be deferred to future years, including but not limited to: creating an early intervention and return to work program to support staff and reduce lost time claim costs and premium escalations, considering alternative work arrangements, improving employee training and development, updating numerous human resources policies and procedures (including but not limited to refreshing the recognition policy), addressing the lack of an employee onboarding and orientation program and creating a mentorship program. Many of these non-risk-based priorities were identified for action in the most recent employee engagement survey.</p>					

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					CS-5
New Position:	Manager, Client and Technical Services				
Service Area:	Corporate Services				
Department	Information Technology & GIS				
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
Position Cost:	\$	163,482			
2023 Tax Implication:	\$	163,482			

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					CS-6
New Position:	Client Services Assistant				
Service Area:	Corporate Services				
Department	Information Technology & GIS				
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
Position Cost:	\$	79,182			
2023 Tax Implication:	\$	79,182			
Operating Budget:		2023	2024	2025	2026
		79,182	88,685	90,863	93,134
					2027
Funding Sources:					
Taxation/User Funded		79,182	88,685	90,863	93,134
					95,463
		\$79,182	\$88,685	\$90,863	\$93,134
					\$95,463
Type of Permanent Position:	Permanent Full-Time	Net FTE Impact:		1.00	
Scope:	<p>Recent changes in technology expectations as a direct result of the pandemic have led to an increased requirement for capacity in the IS Client Services area.</p> <p>Key drivers of workload increases are additional support for hybrid and online Board, Committee, and community consultation processes, increases in the complexity of delivering support to staff who are working outside of the office, and a significant increase in the use of Cloud technology by staff. This has led directly to an increased backlog in Help Desk ticket queue (currently 300 unresolved requests) and, less measurably, a decrease in client satisfaction and operational efficiency as low-priority requests may go up to a month before being resolved.</p> <p>Creating an entry level Client Services Assistant position will allow the delegation of routine tasks to this person, ensuring that specialized IT Technicians can apply their skills directly to high quality client service.</p> <p>Examples of work that this position will be delegated include routine Help Desk tasks (monitoring and assigning service requests, assisting with basic support such as password resets), managing the IT asset inventory, routine procurement, assisting with basic electronic meeting support, and other administrative work.</p>				
Implications if not approved:	<p>Failure to approve this position will result in continued decreases in operational efficiency and increasing client dissatisfaction, particularly with an increasing demand for support of electronic meetings and adoption of cloud technology.</p>				

2023 Details of Recommended New Position(s)					Appendix A	
Budget Reference Summary					CS-7	
New Position:	Business Solutions Specialist					
Service Area:	Corporate Services					
Department	Information Technology & GIS					
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H					
Position Cost:	\$	105,531				
2023 Tax Implication:	\$	105,531				
		2023	2024	2025	2026	2027
Operating Budget:		105,531	118,195	121,097	124,124	127,227
Funding Sources:						
Taxation/User Funded		105,531	118,195	121,097	124,124	127,227
		\$105,531	\$118,195	\$121,097	\$124,124	\$127,227
Type of Permanent Position:	Permanent Full Time	Net FTE Impact:		1.00		
Scope:	Our organization currently has a significant gap in terms of business intellegence and reporting, dashboarding, and other advanced business solutions capabilities. This role will help to deliver these services, which are essential to the monitoring and efficient management of overall service delivery and organizational effectiveness, and assist in the sustainment of core business services.					
Implications if not approved:	Failure to fill this role will result in continued limitations in the organization's ability to provide organization-wide measurement and reporting.					

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					CS-8
New Position:	Information Technologist				
Service Area:	Corporate Services				
Department	Information Technology & GIS				
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
Position Cost:	\$	98,356			
2023 Tax Implication:	\$	98,356			
		2023	2024	2025	2026
Operating Budget:		98,356	110,158	112,863	115,685
					2027
Funding Sources:					118,577
Taxation/User Funded		98,356	110,158	112,863	115,685
					118,577
		\$98,356	\$110,158	\$112,863	\$115,685
					\$118,577
Type of Permanent Position:	Permanent Full-Time	Net FTE Impact:		1.00	
Scope:	<p>The organization currently has a capacity gap in terms of ability to deliver the required ongoing support, sustainment, and asset renewal of its core IT infrastructure. This is primarily related to the increased use of cloud services and increasingly complex security configuration requirements, as well as gradual increases in the use of technology by the organization over time. A significant asset management backlog exists on this team, with many capital projects requiring deferral due to capacity, presenting a risk to business continuity. As well, the RDN's critical operational technology infrastructure, supporting Utilities service delivery, does not receive sufficient support from the IS department.</p> <p>This position will augment the IS technical services team, allowing for reduced risk from asset renewal delay, and improvement of operational technology IS support.</p>				
Implications if not approved:	<p>Not approving this position will not address the risk associated with not replacing and renewing IS infrastructure at an appropriate point in its lifecycle, and will not address the need to provide more effective IS support to critical utility services.</p>				

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					CS-9
Position:	Legislative Assistant				
Service Area:	Corporate Services				
Department:	Legislative Services				
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
Position Cost:	\$ 109,746				
2023 Tax Implication:	\$ 109,746				
	2023	2024	2025	2026	2027
Operating Budget:	109,746	122,923	125,381	128,460	131,671
Funding Sources:					
Taxation/User Funded	109,746	122,923	125,381	128,460	131,671
	\$109,746	\$122,923	\$125,381	\$128,460	\$131,671
Type of Permanent Position:	Full-Time Exempt	Net FTE Impact:		1.00	
Scope:	<p>The current portfolios of the Corporate Officer/Deputy Corporate Officer have a great deal of breadth and depth; this key position will support and help alleviate the CO/DCO of administrative functions related to high level portfolio work. Currently the portfolios of the CO/DCO result in significant overtime which is not sustainable for the long term. Our department requires a position that performs at a high level to prepare and review key documents to meet legislation, and to provide internal checks for accuracy to assist CO/DCO to meet their deliverables. This position is also key in reviewing and editing content created by our admin associates/assistant to ensure high level accuracy. Converting this position builds capacity within the department.</p> <p>This position would perform a wide range of professional administrative duties under tight deadlines, requiring a high level of accuracy, confidentiality, and discretion. Provides administrative support of a complex and confidential nature to the Legislative Services department. Provides backfill support to the (Committee) Deputy Corporate Officer. Will provide an opportunity to train staff for succession planning purposes to eventually fill higher positions within the department. Will assist with zoom moderating at Board of Directors meetings. Risk: Inability of Corporate Officer/Deputies to manage their portfolios effectively without this assistance at this level. Potential staff turnover and ongoing strain on competing priorities assigned to legislative services. High risk of consequential errors. Inability to meet deadlines. Unable to backfill key positions.</p>				
Implications if not approved:	<p>Risk: Inability of Corporate Officer/Deputies to manage their portfolios effectively without this assistance at this level. Potential staff turnover and ongoing strain on competing priorities assigned to legislative services. High risk of consequential errors. Inability to meet deadlines. Unable to backfill key positions.</p>				

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					CS-10
New Position:	Building Operator				
Service Area:	Regional & Community Utilities				
Department	Facilities Services				
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
Position Cost:	\$ 108,440				
2023 Tax Implication:	\$ 108,440				
	2023	2024	2025	2026	2027
Operating Budget:	108,440	121,452	124,434	127,545	130,734
Funding Sources:					
Taxation/User Funded	108,440	121,452	124,434	127,545	130,734
	\$108,440	\$121,452	\$124,434	\$127,545	\$130,734
Type of Permanent Position:	Permanent Full-Time	Net FTE Impact:		1.00	
Scope:	<p>Facilities and Fleet Services is seeking the addition of one (1) FTE Building Operator for the 2023 budget year to support and create further efficiencies in the operation and maintenance of facilities maintained by the facilities department. Currently both the Transportation Building, bus Shelters, and Administration building are being managed through a property management contract at a cost of \$52,128.00 per year in management fees. The fees are charged for the coordination and dispatch of contractors on behalf of the Regional District of Nanaimo in the following areas:</p> <ul style="list-style-type: none"><li>·Cleaning/Janitorial</li><li>·Security services</li><li>·Grounds Maintenance</li><li>·Snow removal</li><li>·Fabric/Surface Maintenance</li><li>·HVAC Maintenance</li><li>·Electrical and lighting repairs and upgrades</li><li>·Fire and Life safety</li><li>·Plumbing and drainage repairs and maintenance</li><li>·Elevator Maintenance</li><li>·Roof Maintenance</li><li>·Tree Management</li><li>·Emergency Generator Maintenance</li></ul> <p>The permanent 1.0 FTE would replace the functions of property management contract for coordination of the above listed services. In addition to contractor coordination the Building Operator will provide additional inhouse expertise and services to reduce the dependency on contractors and increase service levels for staff of the RDN. Examples of these services would include but are not limited to:</p> <ul style="list-style-type: none"><li>·Daily lot and walkway cleaning</li><li>·Monthly generator runs and inspections</li><li>·Nonspecialized HVAC maintenance</li><li>·Nonspecialized electrical upgrades and repairs</li><li>·Roof maintenance</li><li>·Nonspecialized plumbing and drainage repairs and maintenance</li><li>·Office moves and set-up</li></ul> <p>Performing this work inhouse would reduce costs associated with outside contracts and would provide an opportunity to better influence the services we provide internally.</p>				
Implications if not approved:	<p>Not filling this position will result in the RDN continuing to use outside management for items that could be handled more effectively and efficiently in house. It would also positively impact internal service levels, delivering on board priorities that Facilities and Fleet Services support through the Carbon Neutral 2032 plan, and asset management.</p>				



2023 Details of Recommended New Position(s)					Appendix A	
Budget Summary Reference					CAO-1	
New Position:	Policy Advisor, Intergovernmental Services					
Service Area:	Corporate Services					
Department	Strategy and Intergovernmental Services					
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H					
Position Cost:	\$	135,895				
2023 Tax Implication:	\$	135,895				
		2023	2024	2025	2026	2027
Operating Budget:		135,895	152,202	155,940	159,838	163,834
Funding Sources:						
Taxation/User Funded		135,895	152,202	155,940	159,838	163,834
		\$135,895	\$152,202	\$155,940	\$159,838	\$163,834
Type of Permanent Position:	Full-Time Exempt	Net FTE Impact:		1.00		
Scope:	<p>Opportunities to support key Board strategic priorities in the Strategy and Intergovernmental Services portfolio (CAO’s office) continue to increase, including a number of large, complex projects such as:</p> <ul style="list-style-type: none"><li>•Electoral Area F and G Governance and Services Study (current and anticipated future studies that may include boundary reviews, subsequent Area F incorporation study, a possible separate, subsequent Area G Governance and Services Study, etc.)</li><li>•Significantly increased advocacy-related work to support the NRHD and NRHD Select Committee priorities and commitments on large capital projects</li><li>•First Nations relations work which is ever-growing and requires dedicated resources for responsive and effective protocol work to support the Board’s priorities in developing government to government relationships. The First Nations aspect of intergovernmental work should be expanded significantly with a more proactive approach.</li><li>•Legislative Reform Initiative, involving First Nations and Regional Districts across BC, as well as the provincial government, UBCM, MFA and other partners and stakeholders in re-envisioning and modernizing the Local Government Act</li></ul> <p>In addition to these and other large projects, daily strategic and intergovernmental work includes:</p> <ul style="list-style-type: none"><li>•Developing protocols, agreements, memoranda of understanding, and other instruments with First Nations, governments and agencies</li><li>•Leveraging opportunities for advocating for the RDN’s interests and priorities across all departments with stakeholders and intergovernmental partners.</li><li>•Identifying opportunities to influence policy and government decisions to meet the needs of the RDN, including through the AVICC, UBCM and FCM</li><li>•Preparing briefing notes and materials to support regular and ongoing meetings and engagement with MLAs, provincial Ministries, Nanaimo Port Authority, Islands Trust, First Nations, ICF and other partners</li><li>•Developing and executing ongoing strategic planning events and professional development sessions for the Board and staff, including First Nations language and cultural training</li><li>•Developing strategic reporting mechanisms for reporting out to the Board</li></ul> <p>The Policy Advisor, Intergovernmental Services will support these activities by conducting research and providing policy advice, managing the intergovernmental calendar and database, organizing meetings and events, drafting briefing materials and reports to the Board, and serving as a key liaison with partners.</p>					
Implications if not approved:	<p>The RDN will not have sufficient resources to adequately support the Board’s priorities in developing government to government relationships and managing large and emerging projects in the areas mentioned above.</p>					

2023 Details of Recommended New Position(s)					Appendix A
Budget Summary Reference					CAO-2
Position:	Strategic Initiatives Coordinator				
Service Area:	Corporate Services				
Department:	Strategy and Intergovernmental Services				
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
Position Cost:	\$ 135,895				
2023 Tax Implication:	\$ 2,545				
	2023	2024	2025	2026	2027
Operating Budget:	135,895	152,202	155,246	159,058	163,035
Funding Sources:					
Taxation/User Funded	135,895	152,202	155,246	159,058	163,035
	\$135,895	\$152,202	\$155,246	\$159,058	\$163,035
Type of Position Change:	Temporary to Permanent		Net FTE Impact:	1.00	
Scope:	<p>This position has been in place for over 3 years, first as casual and then as temporary. Converting this role builds capacity within the office and capitalizes on existing knowledge and momentum.</p> <p>The Strategic Initiatives Coordinator undertakes a variety of roles, including overseeing special projects and has also provided support for the asset management functions in the last 3 years. The role currently involves: Coordinating the administrative work associated with the NRHD advocacy project, including requests for proposals, contract and budget management, attending meetings, providing documents and background information to consultants, drafting documents and keeping deliverables on track</p> <ul style="list-style-type: none"><li>•Coordinating the Electoral Area Governance and Services Study, including working with the Study Committee and consultant team. Note: current and anticipated future studies may include boundary reviews, subsequent Area F incorporation study, and a separate future Area G Governance and Services Study, etc. in the longer-term work plan. These studies require significant regional district staffing resources.</li><li>•Preparing corporate strategic planning documents</li><li>•Coordinating strategic and operational planning and reporting activities</li><li>•Assisting in the preparation and awarding of requests for proposals and other procurement methods for professional services</li><li>•Researching sources of grant funding relevant to RDN projects. Coordinating and documenting activities related to RDN grant applications, in cooperation with RDN departments.</li><li>•Assisting in preparing reports and presentations</li><li>•Assisting in preparing strategies for intergovernmental initiatives</li><li>•Identifying opportunities to influence policy and government decisions, including through the Association of Vancouver Island and Coastal Communities, Union of BC Municipalities, and Federation of Canadian Municipalities. Developing materials and resolutions for annual conventions.</li><li>•Assisting in developing databases related to the strategy and intergovernmental function.</li><li>•Coordinating the design and delivery of training programs to support strategic planning initiatives</li></ul>				
Implications if not approved:	If not converted to a permanent position, the staff member may seek a permanent position with other organizations. This would result in a loss of internal capacity to meet Board objectives in its strategic initiatives and to adequately support existing and emerging project priorities in the Strategy and Intergovernmental portfolio.				

**2023 Details of Recommended Projects or Other Capital > \$500k**

Budget Summary Reference

**Appendix B**

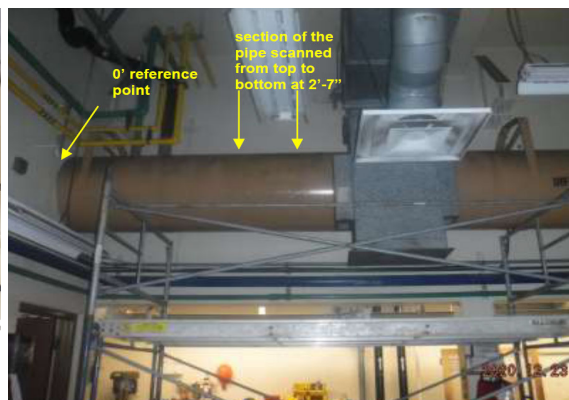
RCU-1

<b>Project/Capital Name:</b>	WW-0051 - French Creek Pollution Control Centre Influent Pipe Repair
<b>Division:</b>	Regional & Community Utilities
<b>Service Area:</b>	Wastewater - Northern
<b>Participants:</b>	Parksville, Qualicum Beach, E, G
<b>Project/Capital Cost:</b>	\$ 1,005,000
<b>2023 Tax Implication:</b>	\$ -

	2023	2024	2025	2026	2027
<b>Capital Budget:</b>	1,005,000	-	-	-	-
<b>Operating Impact</b>	-	-	-	-	-
<b>Funding Sources:</b>					
Cash-in-lieu Reserve	-	-	-	-	-
Reserves	1,000,000	-	-	-	-
Borrowing	-	-	-	-	-
Taxation/User Funded	5,000	-	-	-	-
	<b>\$1,005,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Scope:**

The FCPCC Influent Pipe directs incoming flow from the property boundary of the French Creek Pollution Control Centre (FCPCC) to the Headworks for treatment. This pipe is a combination of reinforced concrete and steel, both buried and exposed inside the building. Inspection and thickness testing indicates that the pipe requires replacement or rehabilitation. There are no simple options for twinning this pipe and a temporary bypass pumping system will be required to facilitate construction.


**Implications if not approved:**

This is the only pipeline feeding FCPCC. Failure of this pipe will stop all treatment of wastewater at FCPCC and result in a major backup and or spill in the wastewater collection system

**2023 Details of Recommended Projects or Other Capital > \$500k**

Budget Summary Reference

**Appendix B**

RCU-2

<b>Project/Capital Name:</b>	WW-0039 - French Creek Pollution Control Centre Bay Avenue Forcemain Replacement
<b>Division:</b>	Regional & Community Utilities
<b>Service Area:</b>	Wastewater - Northern
<b>Participants:</b>	Parksville, Area G
<b>Project/Capital Cost:</b>	\$ 3,235,820
<b>2023 Tax Implication:</b>	

	2023	2024	2025	2026	2027
<b>Capital Budget:</b>	105,940	-	-	-	278,440
<b>Operating Impact</b>	-	-	-	-	-
<b>Funding Sources:</b>					
Cash-in-lieu Reserve	-	-	-	-	-
Reserves	72,900	-	-	-	212,625
Grants	-	-	-	-	-
DCC	17,100	-	-	-	49,875
Taxation/User Funded	15,940	-	-	-	15,940
	\$105,940	\$0	\$0	\$0	\$278,440

**Scope:**

The Bay Avenue Forcemain has been in service since 1976 and is constructed with ductile iron pipe. This pipeline is in the latter part of its theoretical design life, and a detailed condition assessment is required to determine the remaining service life of the pipeline. \$2.85 Million has been accounted for in 2028 in preparation for the renewal of this pipeline, but the actual renewal date will be determined from the condition assessment.


**Implications if not approved:**

This is an asset management project. Not replacing this pipeline before it fails due to age and wear will have a significant impact in the ability to treat and transfer wastewater from Parksville and parts of Area G.

**2023 Details of Recommended Projects or Other Capital > \$500k**
**Appendix B**

Budget Summary Reference

RCU-3

<b>Project/Capital Name:</b>	WW-0018 - French Creek Pollution Control Centre Auto Thermophilic Aerobic Digester Mixer Replacem			
<b>Division:</b>	Regional & Community Utilities			
<b>Service Area:</b>	Wastewater - Northern			
<b>Participants:</b>	Parksville, Qualicum Beach, E, G			
<b>Project/Capital Cost:</b>	\$	4,750,000		
<b>2023 Tax Implication:</b>	\$	-		

	2023	2024	2025	2026	2027
<b>Capital Budget:</b>	2,150,000	2,544,432	-	-	-
<b>Operating Impact</b>	-	-	-	-	-
<b>Funding Sources:</b>					
Cash-in-lieu Reserve	-	-	-	-	-
Reserves	1,290,000	1,504,432	-	-	-
Borrowing	-	-	-	-	-
DCC	860,000	1,040,000	-	-	-
	<b>\$2,150,000</b>	<b>\$2,544,432</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Scope:**

The Auto Thermophilic Aerobic Digester (ATAD) tanks at FCPCC Utilizes Turburator mixers for mixing and oxygen. These Mixers are no longer manufactured and do not mix the tanks well. Additional submersible mixers are lowered into the tanks to assist mixing and reduce solids deposition. These submersible mixers are prone to failure due to the temperature of the sludge in the process. Upgrading these agitators with modern units will improve the mixing and improved aeration control will have many benefits including, mechanical reliability, reduced solids accumulation in the tank, reduced odors and process stabilization.


**Implications if not approved:**

Custom spare parts will need to be machined to keep the existing Turburators running as these units are no longer manufactured. This project will have a positive effect on odour reduction.

**2023 Details of Recommended Projects or Other Capital > \$500k**
**Appendix B**

Budget Summary Reference

RCU-4

<b>Project/Capital Name:</b>	WW-0038 - Greater Nanaimo Pollution Control Centre Grit and Sedimentation Tank Relining
<b>Division:</b>	Regional & Community Utilities
<b>Service Area:</b>	Wastewater - Southern
<b>Participants:</b>	Nanaimo, Lantzville
<b>Project/Capital Cost:</b>	\$ 7,070,000
<b>2023 Tax Implication:</b>	\$ -

	2023	2024	2025	2026	2027
<b>Capital Budget:</b>	1,430,000	3,440,000	2,125,000	-	-
<b>Operating Impact</b>	-	-	-	-	-
<b>Funding Sources:</b>					
Cash-in-lieu Reserve	-	-	-	-	-
Reserves	1,430,000	-	-	-	-
Borrowing	-	3,440,000	2,125,000	-	-
Taxation/User Funded	-	-	-	-	-
	<b>\$1,430,000</b>	<b>\$3,440,000</b>	<b>\$2,125,000</b>	<b>\$0</b>	<b>\$0</b>

**Scope:**

The Grit and Sedimentation tanks in the Greater Nanaimo Pollution Control Centre are scheduled for relining of the internal wetted concrete surfaces and the replacement of the collector systems. This is part of the GNPCC Preventative Maintenance and Asset Management Program


**Implications if not approved:**

One of the functions of the outer layer in structural concrete is to protect the reinforcing steel from moisture ingress and the associated corrosion. Failing to carry out this remedial concrete work will ultimately result in structural failure of the tanks. Completing this work will extend the life by at least 30 years.



**2023 Details of Recommended Projects or Other Capital > \$500k**

Budget Summary Reference

**Appendix B**

RCU-5

<b>Project/Capital Name:</b>	WW-0022 - Nanoose Bay Pollution Control Centre Wastewater Nanoose Forcemain Replacement Ph1
<b>Division:</b>	Regional & Community Utilities
<b>Service Area:</b>	Wastewater - Nanoose
<b>Participants:</b>	Electoral Area E
<b>Project/Capital Cost:</b>	\$ 7,249,780
<b>2023 Tax Implication:</b>	\$ -

	2023	2024	2025	2026	2027
<b>Capital Budget:</b>	1,900,000	-	-	-	2,000,000
<b>Operating Impact</b>	-	-	-	-	-
<b>Funding Sources:</b>					
Cash-in-lieu Reserve	-	-	-	-	-
Reserves	1,240,000	-	-	-	-
Borrowing	660,000	-	-	-	2,000,000
DCC	-	-	-	-	-
	\$1,900,000	\$0	\$0	\$0	\$2,000,000

**Scope:**

Wastewater Forcemains were installed by a contractor hired by the Fairwinds Developer. Once installed and operational, the sewer system was turned over to the RDN to operate and maintain.

Poor quality workmanship by the contractor and lack of quality control oversight by the developer has resulted in inferior piping installation from a piping material perspective and lack of protection of the piping through the use of inferior or, in places, no suitable pipe bedding material. These pressurized pipes have been prone to several failures, typically caused by sharp rocks penetrating the pipe wall.

This project will start replacing the pressurized forcemains that have been prone to failure in a systematically staged approach to eliminate the risk of a breach of untreated sewage to the environment.

Wastewater Lift Stations in Nanoose have been in service for over 30 years and are requiring major maintenance to replace worn and corroded piping, valves and pump electrical and control infrastructure to ensure asset reliability. The configuration of the piping and valves will be upgraded to minimize the hazard of confined space work for operating personnel during routine maintenance. an additional future spending of \$2,530,431 is anticipated in 2028.


**Implications if not approved:**

Continued risk of pipeline breaks and operational system reliability, which could result in an environmental spill





<b>Project/Capital Name:</b>	WW-0032 - Greater Nanaimo Pollution Control Centre Basement Motor Control Centre Replacement
<b>Division:</b>	Regional & Community Utilities
<b>Service Area:</b>	Wastewater - Southern
<b>Participants:</b>	Nanaimo, Lantzville
<b>Project/Capital Cost:</b>	\$ 2,067,470
<b>2023 Tax Implication:</b>	\$ 10,235

	2023	2024	2025	2026	2027
<b>Capital Budget:</b>	420,235	1,127,235	-	-	-
<b>Operating Impact</b>	-	-	-	-	-
<b>Funding Sources:</b>					
Cash-in-lieu Reserve	-	-	-	-	-
Reserves	410,000	-	-	-	-
Borrowing	-	1,117,000	-	-	-
Taxation/User Funded	10,235	10,235	-	-	-
	\$420,235	\$1,127,235	\$0	\$0	\$0

**Scope:**

The Motor Control Centres (MCCs) located in the basement at the GNPCC Facility are past the design life and are a risk to plant reliability through the failure of components that are now obsolete. This project is required to be carried out to maintain operational integrity. It has been determined through historical projects that it is most cost effective and the least disruptive to the operation to purchase pre-assembled Electrical Cabinets that are fabricated in a controlled workshop environment as opposed to retrofitting and replacing components in the field. This shop assembly process allows for strict quality control and Factory Acceptance Testing, where the RDN personnel and Engineering Specialist from the design consultant can witness the performance of the assembled panels through simulated testing prior to shipping to site and installation. This process substantially reduces the installation time on site and risk of a delayed start up to the operation.



**Implications if not approved:**

Not completing this work will result in operational challenges and downtime as spare components within these MCCs are obsolete.

**2023 Details of Recommended Projects or Other Capital > \$500k**
**Appendix B**

Budget Summary Reference

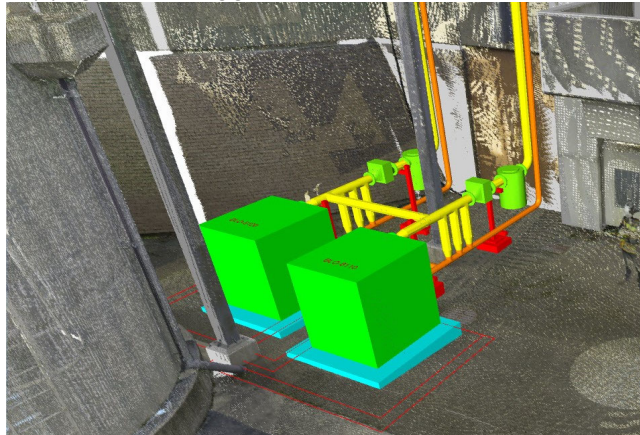
RCU-7

<b>Project/Capital Name:</b>	WW-0042 - Greater Nanaimo Pollution Control Centre Biogas Blower Relocation			
<b>Division:</b>	Regional & Community Utilities			
<b>Service Area:</b>	Southern Community			
<b>Participants:</b>	Nanaimo			
<b>Project/Capital Cost:</b>	\$	984,455		
<b>2023 Tax Implication:</b>	\$	4,880		

	2023	2024	2025	2026	2027
<b>Capital Budget:</b>	710,880	-	-	-	-
<b>Operating Impact</b>	-	-	-	-	-
<b>Funding Sources:</b>					
Cash-in-lieu Reserve	-	-	-	-	-
Reserves	706,000	-	-	-	-
Borrowing	-	-	-	-	-
Taxation/User Funded	4,880	-	-	-	-
	<b>\$710,880</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Scope:**

The intent of the project is to create a new open-air gas circulation blower area to the immediate south of the existing blower room. The new blower area will be protected from weather by a canopy-type cover, and utilize new equipment bases and supports. Existing gas piping will be reused, modified, and extended to convey the biogas to/from the new location, likely requiring an extension to the existing pipe rack at digester 1. Existing instruments and equipment currently located within the gas room will be relocated and/or replaced based on condition and age. Manometer gas pressure lines will be re-routed primarily near the gas room, but also at the location of PCV-645 to improve maintenance access. All biogas-related equipment and piping in the existing gas room will be demolished.


**Implications if not approved:**

The gas room has a risk of contaminating the atmosphere with biogas. Main sources: Vibration causing damage to piping equipment, poor ventilation.

**2023 Details of Recommended Projects or Other Capital > \$500k**
**Appendix B**

Budget Summary Reference

RCU-8

<b>Project/Capital Name:</b>	WW-0036 - Greater Nanaimo Pollution Control Centre Wellington Pump Station Generator Upgrade
<b>Division:</b>	Regional & Community Utilities
<b>Service Area:</b>	Southern Community
<b>Participants:</b>	Nanaimo
<b>Project/Capital Cost:</b>	\$ 3,783,712
<b>2023 Tax Implication:</b>	\$ 18,731

	2023	2024	2025	2026	2027
<b>Capital Budget:</b>	1,445,981	2,307,731	-	-	-
<b>Operating Impact</b>	-	-	-	-	-
<b>Funding Sources:</b>					
Cash-in-lieu Reserve	-	-	-	-	-
Reserves	1,427,250	-	-	-	-
Borrowing	-	2,289,000	-	-	-
Taxation/User Funded	18,731	18,731	-	-	-
	<b>\$1,445,981</b>	<b>\$2,307,731</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Scope:**

Equipment upgrades and replacements are required due to the age of this facility (40+ years). The work will address risks of spills to the environment, maintenance and service interruptions, ventilation, and odour. The work is included in the 5 Year Capital Plan. This will involve:

- Replacing eroded process piping and pipe supports within the pump station
- Relocating HVAC equipment and ducting to improve air quality in the wet well
- Replacing odour control with system compliant with electrical classification
- Replacement of obsolete programmable Logic Control System
- Replacement of obsolete pump motor control centers and
- Replacement of corroded structural steel platform within the pump station
- Add an on-site standby electrical generator


**Implications if not approved:**

Not proceeding with this project may result in environmental incidents and loss of service to the public.

**2023 Details of Recommended Projects or Other Capital > \$500k**
**Appendix B**

Budget Summary Reference

RCU-9

<b>Project/Capital Name:</b>	WW-0041 - Greater Nanaimo Pollution Control Centre North Slope Interceptor Beach Erosion
<b>Division:</b>	Regional & Community Utilities
<b>Service Area:</b>	Wastewater - Southern
<b>Participants:</b>	Nanaimo, Lantzville
<b>Project/Capital Cost:</b>	\$ 1,414,275
<b>2023 Tax Implication:</b>	\$ 7,025

	2023	2024	2025	2026	2027
<b>Capital Budget:</b>	1,312,025	-	-	-	-
<b>Operating Impact</b>	-	-	-	-	-
<b>Funding Sources:</b>					
Cash-in-lieu Reserve	-	-	-	-	-
Reserves	1,305,000	-	-	-	-
Borrowing	-	-	-	-	-
Taxation/User Funded	7,025	-	-	-	-
	<b>\$1,312,025</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Scope:**

The Grit and Sedimentation tanks in the Greater Nanaimo Pollution Control Centre are scheduled for relining of the internal wetted concrete surfaces and the replacement of the collector systems. This is part of the GNPCC Preventative Maintenance and Asset Management Program


**Implications if not approved:**

One of the functions of the outer layer in structural concrete is to protect the reinforcing steel from moisture ingress and the associated corrosion. Failing to carry out this remedial concrete work will ultimately result in structural failure of the tanks. Completing this work will extend the life by at least 30 years.

**2023 Details of Recommended Projects or Other Capital > \$500k**

Budget Summary Reference

**Appendix B**

RCU-10

<b>Project/Capital Name:</b>	SW-0015 - CRTS Containerized Waste Water Treatment Plant Upgrade/Replacement			
<b>Division:</b>	Regional & Community Utilities			
<b>Service Area:</b>	Solid Waste			
<b>Participants:</b>	All Service Areas			
<b>Project/Capital Cost:</b>	\$	606,000		
<b>2023 Tax Implication:</b>	\$	3,000		

	2023	2024	2025	2026	2027
<b>Capital Budget:</b>	453,000	153,000	-	-	-
<b>Operating Impact</b>	-	-	-	-	-
<b>Funding Sources:</b>					
Cash-in-lieu Reserve	-	-	-	-	-
Reserves	450,000	150,000	-	-	-
Borrowing	-	-	-	-	-
Taxation/User Funded	3,000	3,000	-	-	-
	<b>\$453,000</b>	<b>\$153,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Scope:**

The containerized Waste Water Treatment Plant (WWTP) at the Church Road Transfer Station (CRTS) was installed during the facilities upgrade in 2009. The CRTS WWTP treats all of the leachate generated on-site, from the tipping of residential and commercial wastes. Leachate, once treated and processed into non-potable water is reused onsite to wash the tipping floors, eliminating slippery conditions, reducing odor concerns, while maintaining the sites overall cleanliness. To date the CRTS WWTP has processed more than 1.85 million litres of leachate into reclaimed usable wash water, saving more than \$4.5 million in pumping and hauling fees. The CRTS WWTP has reached the end of its useful life, and is scheduled for replacement and upgrade. Staff will consider alternatives, including infrastructure upgrades, variations on plant design, and new/emerging technology, before moving forward with the project.


**Implications if not approved:**

Increased annual expenses in excess of \$400,000 for pumping and hauling of leachate. Increased demand on local water systems, in order to maintain a comparable level of site cleanliness.



**2023 Details of Recommended Projects or Other Capital > \$500k****Appendix B**

Budget Summary Reference

PR-1

**Project/Capital Name:** PR-0039 - Anders Dorrit Park Development  
**Division:** Recreation & Parks Services  
**Service Area:** Community Parks  
**Participants:** Electoral Area C  
**Project/Capital Cost:** \$ 737,000  
**2023 Tax Implication:** \$ -

	2023	2024	2025	2026	2027
<b>Capital Budget:</b>	400,000	-	-	-	-
<b>Operating Impact</b>	-	-	-	-	-
<b>Funding Sources:</b>					
Grants	400,000	-	-	-	-
Reserves	-	-	-	-	-
Borrowing	-	-	-	-	-
Taxation/User Funded	-	-	-	-	-
	\$400,000	\$0	\$0	\$0	\$0

**Scope:**

Board approved budget for phase 1 improvements totaled \$337,000. Phase 1 was completed in 2022 and included a new parking lot, plaza area and planting.  
Additional funds are required in 2023 to complete phase 2, which includes trail improvements, boardwalks and foot bridges through the south-east section of the park.

**Implications if not approved:**

The trail improvements, bridges and boardwalks were included in the overall concept plan that was presented and supported by the community. The trail is currently well used by the community but requires upgrades. Not proceeding would result in the trail not receiving the upgrades it requires.

**2023 Details of Recommended Projects or Other Capital > \$500k****Appendix B**

Budget Summary Reference

PR-2

<b>Project/Capital Name:</b>	PR-0041 - Errington Playground
<b>Division:</b>	Recreation & Parks Services
<b>Service Area:</b>	Community Parks
<b>Participants:</b>	Electoral Area F
<b>Project/Capital Cost:</b>	\$ 1,405,521
<b>2023 Tax Implication:</b>	\$ -

	2023	2024	2025	2026	2027
<b>Capital Budget:</b>	300,000	507,000	-	-	-
<b>Operating Impact</b>	-	-	-	-	-
<b>Funding Sources:</b>					
Grants	300,000	500,000	-	-	-
Reserves	-	7,000	-	-	-
Borrowing	-	-	-	-	-
Taxation/User Funded	-	-	-	-	-
	<b>\$300,000</b>	<b>\$507,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Scope:**

Board approved budget for the Errington playground improvements totaled \$598,521. An additional \$300,000 is required in 2023 to replace the washroom/concession building. An additional \$507,000 is required in 2024 to construct a sports court within the park.

**Implications if not approved:**

Not proceeding with the washroom/concession building could result in the farmer's market no longer being able to operate. The washroom also supports users of the new playground. Currently Area F does not have a sports court. Not proceeding with this project would result in the community not receiving an amenity that they are currently lacking.



**2023 Details of Recommended Projects or Other Capital > \$500k**
**Appendix B**

Budget Summary Reference

PR-3

<b>Project/Capital Name:</b>	PR-0056 - Coats Marsh Regional Park Weir Replacement
<b>Division:</b>	Recreation & Parks Services
<b>Service Area:</b>	Regional Parks
<b>Participants:</b>	All Service Areas
<b>Project/Capital Cost:</b>	\$ 1,011,261
<b>2023 Tax Implication:</b>	\$ 5,021

	2023	2024	2025	2026	2027
<b>Capital Budget:</b>	955,021	-	-	-	-
<b>Operating Impact</b>	-	-	-	-	-
<b>Funding Sources:</b>					
Grants	-	-	-	-	-
Reserves	950,000	-	-	-	-
Borrowing	-	-	-	-	-
Taxation/User Funded	5,021	-	-	-	-
	<b>\$955,021</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Scope:**

The board approved budget for the Coats Marsh weir replacement project is \$414,100. In 2022, a total of \$56,240 was used to complete an assessment of the current weir. The remaining funds were reserved for the design and construction of a new weir. During the assessment a cost estimate of \$950,000 was provided for the design and construction of a new weir. This results in an additional \$597,161 required in 2023.

**Implications if not approved:**

The existing weir is displaying notable signs of deterioration. Not proceeding with the construction of a new weir could result in failure of the current weir, which puts downstream infrastructure and environment at risk.

2023 Details of Recommended Projects or Other Capital > \$500k					Appendix B
Budget Summary Reference					PR-4
<b>Project/Capital Name:</b>	PR-0057 - Ravensong Aquatic Centre Expansion				
<b>Division:</b>	Recreation & Parks Services				
<b>Service Area:</b>	Ravensong Aquatic Centre				
<b>Participants:</b>	Parksville, Qualicum Beach, F, G, H				
<b>Project/Capital Cost:</b>	\$ 31,085,773				
<b>2023 Tax Implication:</b>	\$ 77,328				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Capital Budget:</b>	85,000	9,237,492	-	21,763,281	-
<b>Operating Impact</b>	-	891,000	891,000	891,000	891,000
<b>Funding Sources:</b>					
Cash-in-lieu Reserve	-	-	-	-	-
Reserves	-	5,500,000	-	-	-
Borrowing	85,000	3,660,164	-	21,685,953	-
Taxation/User Funded	-	968,328	891,000	968,328	891,000
	<b>\$9,322,492</b>	<b>\$891,000</b>	<b>\$891,000</b>	<b>\$22,654,281</b>	<b>\$891,000</b>
<b>Scope:</b>	Board Resolutions #21-629, #22-455, and #22-456 provide direction to preferred expansion option and its funding and phasing. The revised project cost of \$31,085,773 has been revised from the 2022 approved amount of \$19,914,117 to reflect the Board's preferred design option and phasing.				
<b>Implications if not approved:</b>					

**2023 Details of Recommended Projects or Other Capital > \$500k**

Budget Summary Reference

**Appendix B**

PD-1

**Project/Capital Name:** VH-2023 - Pumper Truck Vehicle Replacement  
**Division:** Development & Emergency Services  
**Service Area:** Nanoose Bay Volunteer Fire Department  
**Participants:** Electoral Area E  
**Project/Capital Cost:** \$ 800,000  
**2023 Tax Implication:** \$ -

	2023	2024	2025	2026	2027
<b>Capital Budget:</b>	400,000	400,000	-	-	-
<b>Operating Impact</b>	-	-	-	-	-
<b>Funding Sources:</b>					
Cash-in-lieu Reserve	-	-	-	-	-
Reserves	400,000	400,000	-	-	-
Borrowing	-	-	-	-	-
Taxation/User Funded	-	-	-	-	-
	\$400,000	\$400,000	\$0	\$0	\$0

**Scope:**

Nanoose Bay Volunteer Fire Department has an aging fire engine that is quickly reaching end of life. Additionally, when originally brought into the fleet, Engine 16 had some issues with weight capacity when loaded with water, and thus was retrofitted with a smaller (800 gal) water tank in order to be within the specs of the axle load. This volume of water is less than other engines that are typical within the district, which usually carry approximately 1,000 gal of water. Replacement of Engine 16 would ensure insurance availability, which cannot be secured on a vehicle over 20 years old for underwriters insurance, while also ensuring a higher initial water capacity for fire response.


**Implications if not approved:**

Nanoose Bay Volunteer Fire Department has an aging fire engine that is quickly reaching end of life. If this engine is not replaced, the community will be without fire protection services as the aging engine will not be insurable beyond the maximum vehicle age threshold.

**2023 Details of Recommended Projects or Other Capital > \$500k**
**Appendix B**

Budget Summary Reference

PD-2

**Project/Capital Name:** VH-2026 - E-61 Fire Truck Replacement  
**Division:** Development and Emergency Services  
**Service Area:** Dashwood Volunteer Fire Department  
**Participants:** Electoral Area F, G & H  
**Project/Capital Cost:** \$ 910,000  
**2023 Tax Implication:** \$ -

	2023	2024	2025	2026	2027
<b>Capital Budget:</b>	300,000	610,000	-	-	-
<b>Operating Impact</b>	-	-	-	-	-
<b>Funding Sources:</b>					
Cash-in-lieu Reserve	-	-	-	-	-
Reserves	300,000	460,000	-	-	-
Borrowing	-	150,000	-	-	-
Taxation/User Funded	-	-	-	-	-
	\$300,000	\$610,000	\$0	\$0	\$0

**Scope:**

Dashwood Volunteer Fire Department needs to purchase a new Fire Engine Apparatus to replace the current engine that is reaching end of life. The current engine is almost 20 years old, which is the maximum life span for front line service vehicles in order to maintain good mechanical reliability, as well as to be insured by underwriter insurance. This apparatus is also a vital component to the superior tender shuttle rating within the Oceanside area. The new engine apparatus is designed with a bigger pump capacity as well as better operational configuration.


**Implications if not approved:**

Dashwood Volunteer Fire Department's Engine 61 is at the end of its life and will be uninsurable once it goes beyond the 20 year life span. Short term extensions are possible but are a temporary measure, intended to apply to those cases where there is a delay in delivery/manufacture of a vehicle. If this apparatus is not replaced, insurance and tender shuttle rating may not be possible.

**2023 Details of Recommended Projects or Other Capital > \$500k**

Budget Summary Reference

**Appendix B**

PD-3

**Project/Capital Name:** VH-2029 - Wildland Engine Vehicle Replacement  
**Division:** Development and Emergency Services  
**Service Area:** Bow Horn Bay Volunteer Fire Department  
**Participants:** Electoral Area H  
**Project/Capital Cost:** \$ 500,000  
**2023 Tax Implication:** \$ -

	2023	2024	2025	2026	2027
<b>Capital Budget:</b>	500,000	-	-	-	-
<b>Operating Impact</b>	-	-	-	-	-
<b>Funding Sources:</b>					
Cash-in-lieu Reserve	-	-	-	-	-
Reserves	250,000	-	-	-	-
Borrowing	250,000	-	-	-	-
Taxation/User Funded	-	-	-	-	-
	\$500,000	\$0	\$0	\$0	\$0

**Scope:**

Bow Horn Bay Volunteer Fire Department to purchase a Wildland Firefighting Apparatus to be used as a multi purpose vehicle. This apparatus will be used to transport firefighters to a fire incident of various scenarios as well as to be used for first responder services. A Wildland fire engine has 4 wheel drive capability, can drive through rough terrain, and the added capability of pumping water while driving rather than having to park for the water to flow. In lieu of purchasing a Command Vehicle or Duty Truck for the Fire Chief and a separate traditional Engine, the Wildland fire engine is smaller and is better suited to respond to first response medical incidents.


**Implications if not approved:**

Bow Horn Bay currently does not have a Command Vehicle (or smaller vehicle) for the Fire Chief or to provide first responder services and requires another engine as part of their capital plan. This purchase would result in not requiring two separate vehicles which would be more costly overall.

2023 Details of Recommended New Service or Service Level Change						Appendix C
Budget Summary Reference						PD-1
New/Changed Service:	Modernize/update Development Permit Areas for 6 EAs					
Division:	Development & Emergency Services					
Service Area:	Long Range Planning, Energy & Sustainability					
Participants:	EA A, C, E, F, G, H					
2023 Service Cost:	\$	50,000				
2023 Tax Implication:	\$	50,000				

2023 Details of Recommended New Service or Service Level Change					Appendix C
Budget Summary Reference					PD-2
<b>New/Changed Service:</b>	Update Marine Coastal Development Permit Area				
<b>Division:</b>	Development & Emergency Services				
<b>Service Area:</b>	Long Range Planning, Energy & Sustainability				
<b>Participants:</b>	EA A, C, E, F, G, H				
<b>2023 Service Cost:</b>	\$ 10,000				
<b>2023 Tax Implication:</b>	\$ -				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Operating Budget:</b>	\$10,000				
<b>Funding Sources:</b>					
Reserves	\$10,000				
Borrowing	\$0				
	\$10,000	\$0	\$0	\$0	\$0
<b>Scope:</b>	<p>This DPA was not in EA F OCP update as EA F does not contain any coastline. The update is required to add the new floodplain maps, legal review &amp; review the setback. DPAs were standardized in 2018 and now should be updated to best practice and recent case law. Sea level rise, as shown by the recent storm surge in Atlantic Canada, is increasing risk to property and environmental damage.</p>				
<b>Implications if not approved:</b>	<p>Outdated DPA may not adequately protect marine coastal lands, and further, may be subject to legal challenge due to recent case law. Water resilience is a key priority of the Climate Action Technical Advisory Committee with DPAs being a key means of implementation.</p>				



2023 Details of Recommended New Service or Service Level Change					Appendix C
Budget Summary Reference					PD-3
New/Changed Service:	Sea Level Rise & Climate Adaptation Program				
Division:	Development & Emergency Services				
Service Area:	Regional Growth Strategy				
Participants:	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
2023 Service Cost:	\$ 151,000				
2023 Tax Implication:	\$ -				
Operating Budget:	2023	2024	2025	2026	2027
	\$151,000	208,000	134,000	177,000	
Funding Sources:					
Grants	\$11,000	208,000	134,000	177,000	
Reserves	\$140,000				
	\$151,000	\$208,000	\$134,000	\$177,000	\$0
Scope:	<p>Coastal communities are most at risk of flooding. A series of technical studies and community-based engagement will be undertaken to better understand steep slope/ landslides and flood hazards and help adapt to our changing environment. The results will be incorporated into an Integrated flood Management Strategy using a risk based approach. For 2023, the \$151,000 budget will be funded from the RGS Reserve (\$140,000) and \$11,000 from the Canadian Community Building Fund (5 year completion timeline). The Canadian Community Building Fund will fund the project in 2024-2026 for a total of \$530,000. The Board approved the grant application on May 24, 2022 (Resolution #22-320). This project will not have any tax implications as it is grant and reserve funded.</p>				
Implications if not approved:	<p>A 2020 report from the Federation of Canadian Municipalities and Insurance Bureau of Canada stated that avoiding the worst impacts of climate change at the municipal level will cost an estimated \$5.3 billion per year, or equivalent to 0.26% of Canada's GDP. Studies have shown that investments in resilient infrastructure have a return on investment of \$6 in future averted losses for every \$1 spent proactively. Those investments are critical to helping local communities adapt to the changing climate and to reduce risks to Canadians from extreme weather.</p> <p>Flooding is the source of Canada's most common and costly disasters. In order for a flooding event (the flood hazard) to cause a disaster, it must impact a community in a way that exceeds the community's ability to cope (the exposure and vulnerability). Recent trends are exacerbating both the flood hazard, as well as increasing Canada's exposure and vulnerability to flooding. Climate change is projected to increase the frequency, severity and variability of all types of flooding (pluvial, fluvial and coastal) in the coming decades.</p>				

2023 Details of Recommended New Service or Service Level Change					Appendix C
Budget Summary Reference					PD-4
<b>New/Changed Service:</b>	Implement Flood Management Bylaw				
<b>Division:</b>	Development & Emergency Services				
<b>Service Area:</b>	Long Range Planning, Energy & Sustainability				
<b>Participants:</b>	EA A, C, E, F, G, H				
<b>2023 Service Cost:</b>	\$	10,000			
<b>2023 Tax Implication:</b>	\$	10,000			
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Operating Budget:</b>	\$10,000				
<b>Funding Sources:</b>					
Taxation/User Funded	\$10,000				
Borrowing	\$0				
	\$10,000	\$0	\$0	\$0	\$0
<b>Scope:</b>	<p>The funding will provide tools &amp; training to implement updated Flood Management Bylaw for RDN staff and local professionals. The Climate Action Technical Advisory Committee report highly recommended adequate training and tools be provided to implement projects. The RDN is partnering with the Comox Valley Regional District to develop the tools and provide the training, which reduces cost.</p>				
<b>Implications if not approved:</b>	<p>Lack of tools and training will increase development application processing times, increase liability due to potentially errors and decrease overall support for updating regulations.</p>				

2023 Details of Recommended New Service or Service Level Change					Appendix C
Budget Summary Reference					PD-5
<b>New/Changed Service:</b>	Downscaled climate projections for RDN				
<b>Division:</b>	Development & Emergency Services				
<b>Service Area:</b>	Regional Growth Strategy				
<b>Participants:</b>	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
<b>2023 Service Cost:</b>	\$ 20,000				
<b>2023 Tax Implication:</b>	\$ -				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Operating Budget:</b>	\$20,000				
<b>Funding Sources:</b>					
Taxation/User Funded	\$20,000				
	\$0				
	\$20,000	\$0	\$0	\$0	\$0
<b>Scope:</b>	<p>Downscaled climate projections will be developed for the RDN, including for each Electoral Area and member municipality. These projections estimate the intensity of climate impacts across the regional landscape, informing regional planning for land use, emergency services, hydrological assessments, and facility risk forecasting. The projections also support more competitive grant applications, inform design requirements for climate-ready buildings, support climate-related service level forecasting across numerous RDN services, and can assist RDN project prioritization. Project products will also provide residents, elected officials and staff with greater awareness of potential impacts in our area and informed needed to make informed risk management choices.</p>				
<b>Implications if not approved:</b>	<p>Failure to undertake and publish downscaled climate projections makes it more difficult for residents, elected officials and staff to understand and plan for the anticipated effects of climate change in our area. Long-lasting decisions may be made in the absence of key data, reducing the climate resilience of RDN facilities and services, reducing forecasting abilities for levels of service, and increasing risk and uncertainty for the RDN and its residents. The RDN may not be as competitive for grant applications and there may be risk to reputation from failure to examine and publish anticipated local climate impacts for our area.</p>				

2023 Details of Recommended New Service or Service Level Change					Appendix C
Budget Summary Reference					PD-6
<b>New/Changed Service:</b>	RDN Facility & Service Risk Assessment for Climate Change				
<b>Division:</b>	Development & Emergency Services				
<b>Service Area:</b>	Regional Growth Strategy				
<b>Participants:</b>	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
<b>2023 Service Cost:</b>	\$ 30,000				
<b>2023 Tax Implication:</b>	\$ -				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Operating Budget:</b>	\$30,000				
<b>Funding Sources:</b>					
Reserves	\$30,000				
	\$0				
	\$30,000	\$0	\$0	\$0	\$0
<b>Scope:</b>	Available risk data will be obtained and key RDN facilities will be assessed for anticipated effects of climate change on the facility. Recreation facilities will be prioritized. Funding will be from the Climate Action Reserve Fund and will have no tax implications.				
<b>Implications if not approved:</b>	Failure to undertake a facility climate risk assessment may result in future grants not being obtained as this information is a common requirement for grant applications. Lack of risk information may result in failure to prioritize by greatest need, risk and opportunity. Failure to track and report on facility risk affects reputational risk and increases liability.				

2023 Details of Recommended New Service or Service Level Change					Appendix C
Budget Summary Reference					CS-1
<b>New/Changed Service:</b>	Space Planning				
<b>Division:</b>	RCU (with Tax Requisition through Corporate Services)				
<b>Service Area:</b>	Facilities and Fleet Services				
<b>Participants:</b>	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
<b>2023 Service Cost:</b>	\$ 412,500				
<b>2023 Tax Implication:</b>	\$ 412,500				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Operating Budget:</b>	412,500	250,000	250,000	250,000	250,000
<b>Funding Sources:</b>					
Taxation/User Funded	412,500	250,000	250,000	250,000	250,000
Borrowing					
	<b>\$412,500</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>
<b>Scope:</b>	<p>The RDN continued moving forward in 2023 with space planning to address the deficit of workstations for the current accommodation of staff. Phase I of the planning for an interim was completed in early 2022 resulting in preliminary drawings showing the possible layout for workstations to accommodate growth projected by managers for the next 2 years. The project was on hold as the total number of work stations provided cannot justify the cost. 2023 will see a short term solution by encouraging shared office spaces with added desks etc, and a long-term plan and solution being developed. This funding will be used to develop both a plan for moving forward to address both the short and long-term needs of the RDN, and will be used to cover costs of various consultants that may include architects, cost consultants, planners, as well as any items needed to accommodate the short term needs such as furniture, electrical, or small renovations.</p>				
<b>Implications if not approved:</b>	<p>With a building that currently does not have capacity for future growth service levels will have to be addressed should resources not be added to support the growth in the RDN.</p>				

2023 Details of Recommended New Service or Service Level Change					Appendix C
Budget Summary Reference					CS-2
<b>New/Changed Service:</b>	Building Maintenance and Repair				
<b>Division:</b>	RCU (with Tax Requisition through Corporate Services)				
<b>Service Area:</b>	Facilities and Fleet Services				
<b>Participants:</b>	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
<b>2023 Service Cost:</b>	\$ 144,000				
<b>2023 Tax Implication:</b>	\$ 144,000				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Operating Budget:</b>	144,000	57,200	57,900	58,700	59,500
<b>Funding Sources:</b>					
Taxation/User Funded	144,000	57,200	57,900	58,700	59,500
Borrowing					
	<b>\$144,000</b>	<b>\$57,200</b>	<b>\$57,900</b>	<b>\$58,700</b>	<b>\$59,500</b>
<b>Scope:</b>	<p>With the aging of the Administration building there are certain systems that require end of life replacement, and others that require an increase to preventative maintenance levels to either increase performance or to extend the expected life of the asset. New service level costs in 2023 are comprised of end of life replacement for 2 components in the administration building which include a ductless mini-split for a small server room, as well as camera replacements for end of life cameras located interior and exterior to the Administration building. As part of preventative maintenance and extending the life of our assets the remainder of the funding will be used for boiler water treatments, exterior building maintenance, roofing/gutter repairs/maintenance, and parking lot work.</p>				
<b>Implications if not approved:</b>	<p>the life expectancy of our already aged assets will deteriorate at an increased rate, requiring additional funding for break fix and reactive maintenance, and an increased risk to unscheduled downtime for the building and systems.</p>				

2023 Details of Recommended New Service or Service Level Change					Appendix C
Budget Summary Reference					CS-3
<b>New/Changed Service:</b>	Studies and Audits				
<b>Division:</b>	RCU (with Tax Requisition through Corporate Services)				
<b>Service Area:</b>	Facilities and Fleet Services				
<b>Participants:</b>	Nanaimo, Parksville, Qualicum Beach, Lantzville, EA A, B, C, E, F, G, H				
<b>2023 Service Cost:</b>	\$ 32,900				
<b>2023 Tax Implication:</b>	\$ 32,900				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Operating Budget:</b>	32,900				
<b>Funding Sources:</b>					
Taxation/User Funded	32,900				
Borrowing					
	<u>\$32,900</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Scope:</b>	<p>2023 will include one feasibility study and one audit that are initiatives relating to the support of the Board's Carbon Neutral 2032 Plan. The feasibility study will determine capacity and costs to add level 2 charging stations to the current Administration building site to support the expansion of the EV fleet and also increase access to charging for the public and staff. Facilities and Fleet Services will also have a third party complete an energy audit on the current Administration building which will identify energy intensive systems and determine how to best reduce the energy consumption and reduce the carbon footprint.</p>				
<b>Implications if not approved:</b>	<p>Should these funds not be approved, these initiatives which support the Carbon Neutral 2032 Plan will not move forward.</p>				



Table D Future Staffing Recommendations

Year	Service Area	Department	Position	FTE 5 year plan
2024	CAO	Strategy and Intergovernmental Services	Intergovernmental Relations Manager	1
	CAO Total			1
	Corporate Services	Communications and Engagement	Engagement Specialist	1
			Manager, Communications and Engagement	1
		Finance	Accounting Clerk - EDRMS and digital processes	1
			Buyer	1
		Human Resources	Human Resources/Health and Safety Assistant	1
		Information Technology & GIS	GIS Technician	1
			IN Information Technologist	1
			SE Information Technologist / OT	1
		Legislative Services	Administrative Assistant	0.6
			Interdepartmental Committee Clerk	1
			Legislative and Bylaw Advisor	1
	Corporate Services Total			10.6
	Recreation and Parks Services	Aquatic Services	Administrative Assistant	1
		Parks Services	Parks Stewardship Coordinator	1
			Parks Technician	1
		Recreation Program Services	Recreation Coordinator	1
			Recreation Coordinator	1
	Recreation and Parks Services Total			5
	Regional and Community Utilities	Engineering Services	Reliability Engineer2	1
		Solid Waste Services	Zero Waste Compliance Officer	1
		Wastewater Services	Operator/Maintenance FCPCC	2
		Water Services	Utility Technician	1
	Regional and Community Utilities Total			5
	Transportation Services	Transit Operations	Mechanic	2
			Road Support Agent	1
			Serviceperson Operators - Conventional Transit	12
			Transportation Planner	1
	Transportation Services Total			16
2024 Total				37.6
2025	Corporate Services	Communications and Engagement	Communications Specialist	1
		Finance	Accounting Clerk - Transit	1
			Administrative Associate - Purchasing	1
			Investment Manager	1
			Senior Financial Analyst	1
		Information Technology & GIS	AN Senior Business Solutions Specialist	1
		Legislative Services	Administrative Assistant	1
			FOI Coordinator	1
			Privacy and Information Management Specialist	1
			Records Management Technician	1
	Corporate Services Total			10

<b>2025</b>	<b>Development and Emergency Services</b>	Emergency Services	Firesmart Coordinator	1
			Regional Fire Chief	1
	<b>Development and Emergency Services Total</b>			<b>2</b>
	<b>Recreation and Parks Services</b>	Aquatic Services	Aquatic Maintenance Worker	1
			Aquatic Team Leader	2
			Lifeguard/Instructors	4
			Recreation Receptionist	1
	<b>Recreation and Parks Services Total</b>			<b>8</b>
	<b>Regional and Community Utilities</b>	Wastewater Services	Operator/Maintenance FCPCC	1
			Operator/Maintenance GNPCC	1
	<b>Regional and Community Utilities Total</b>			<b>2</b>
	<b>Transportation Services</b>	Transit Operations	Mechanic	1
			Serviceperson Operators - Conventional Transit	12
	<b>Transportation Services Total</b>			<b>13</b>
<b>2025 Total</b>				<b>35</b>
<b>2026</b>	<b>Corporate Services</b>	Human Resources	Human Resources/Health and Safety Assistant	1
		Information Technology & GIS	AN Business Solutions Specialist	1
			IN Information Technologist	1
			SE Information Technologist	1
		Legislative Services	Records Coordinator	1
			Special Projects Coordinator	1
	<b>Corporate Services Total</b>			<b>6</b>
	<b>Regional and Community Utilities</b>	Wastewater Services	Operator/Maintenance FCPCC	1
			Operator/Maintenance GNPCC	1
	<b>Regional and Community Utilities Total</b>			<b>2</b>
	<b>Transportation Services</b>	Transit Operations	Mechanic	1
			Road Support Agent	1
			Serviceperson Operators - Conventional Transit	12
			Smart Technologies Coordinator	1
	<b>Transportation Services Total</b>			<b>15</b>
<b>2026 Total</b>				<b>23</b>
<b>Grand Total</b>				<b>95.6</b>

## REGIONAL GROWTH STRATEGY 5-YEAR REVIEW

Please note: Slide 3 of Attachment 3 of the Regional Growth Strategy 5-Year Review Presentation has been revised. The revised Attachment 3 has been added as addendum item 11.8.1.

### **RECOMMENDATIONS**

1. That the Board receive the Regional Growth Strategy 5-Year Review report as provided in Attachment 1.

### **BACKGROUND**

The Regional Growth Strategy (RGS) is the shared vision for the region and serves to guide growth by establishing a consistent and coordinated approach to foster socially, economically and environmentally sustainable communities. By directing the majority of new development within designated Growth Containment Boundaries (GCBs), urban settlements are compact; the integrity of rural and resource areas are preserved; the environment is protected; servicing efficiency is increased; and mobility across the region is maintained.

The Regional District of Nanaimo (RDN) adopted its first RGS in 1997 in response to residents' concerns about the impacts of rapid population growth and development in the late 1980's and early 1990's. The most recent RGS review was undertaken in 2011 to address emerging concerns, including climate change, food security and affordable housing. The current RGS (Bylaw No. 1615) is based on a set of clearly stated sustainability principles designed to manage growth within designated growth areas, support economic diversity, and promote innovation to help shape the future of the region.

The *Local Government Act*, Section 452 (1) (b), and RGS Policy 5.2.1 require an annual report on implementation and progress towards RGS goals and objectives. To provide consistent monitoring, evaluating and reporting, the RDN established an RGS Monitoring Program utilizing 22 different indicators. Data and other information are collected annually to assess progress on these indicators. The annual reports and RGS Monitoring Program are available at: [www.rdn.bc.ca/regional-growth-strategy](http://www.rdn.bc.ca/regional-growth-strategy).

### **Discussion**

The RGS contains eleven goals and related policies founded on sustainability principles to guide regional growth towards a more sustainable future. The RGS 5-Year Review measures progress made between 2017 and 2021 through 19 of the 22 indicators to determine if growth is achieving set targets. For the complete list of RGS Goals, Indicators and Targets, refer to Section 6 of the attached Regional Growth Strategy 5-Year Review (see Attachment 1 – RGS 5-Year Review Report).

The RGS 5-Year Review provides insight into the state of growth management in the region by combining data on the indicators from member municipalities, various RDN departments, Statistics Canada, the Canada Mortgage

and Housing Corporation, and BC Assessment. While the intent is to acquire comparable annual data with consistent geographies and methodologies, some data limitations exist and are noted within the 5-Year Review report content, charts, and tables.

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

The RGS 5-Year Review evaluates the progress made between 2017 and 2021 towards advancing the eleven established RGS goals. Consistent with previous years, the 5-Year Review is part of the overall RGS Monitoring Program that measures progress on 19 of the 22 indicators to help gauge the effectiveness of RGS policies and implementation. Note that three of the original 22 indicators are no longer reported on as the data has not been made available from the Province of BC since 2012. Progress towards these RGS goals is measured by qualitative and quantitative data provided by the RDN, member municipalities, and multiple external agencies.

Over the past five years, progress made toward the RGS goals varied with nine indicators showing positive progress, five indicators stable, and five indicators moving away from the regional goals (see Attachment 2 – 5-Year Summary of Indicators). The longer five year review and trend analysis has shown some different results compared to a yearly review. In the yearly review, some indicators were identified as ‘moving towards’ their target for small yearly progress while the long-term trend shows the indicators are ‘moving away’ from their targets. This has resulted in a slight decrease in the number of indicators identified as ‘moving towards’ or meeting their targets and a few more identified as ‘moving away’ from their targets compared to the 2020 annual report. Inclusion of 2021 Census data resulted in decreases to per capita roads and per capita trails due to a significant increase in total population while the length of roads and trails remained fairly stable. Full details of the qualitative/quantitative data and key findings for all RGS Goals are in the RGS 5-Year Review (Attachment 1- RGS 5-Year Review Report).

Of the 11 RGS goals, the most positive gains are: Goal 2 – Protect the Environment; Goal 3 – Coordinate Land Use and Mobility; Goal 4 - Concentrate Housing and Jobs in Rural Village and Urban Growth Centres; Goal 7 – Enhance Economic Resiliency; and Goal 11 – Cooperation among Jurisdictions. The indicators which support these goals have either shown positive progress or have remained in stable condition. There was a notable increase in the amount of protected areas; an increase in the number of households within 400 meters of employment lands, shopping, schools, transit and recreation facilities; an increase in population within the GCB; and an increase in density within the GCB.

Some RGS goals showed mixed results with indicators showing both progress towards achieving their targets, while other indicators appear to be moving away from their targets. Goal 5 – Enhance Rural Integrity, aims to protect and strengthen the region’s rural economy and lifestyle by encouraging the majority of new development within the GCB and by promoting rural forms of land use. Of the three indicators for this goal, one showed progress with the majority of new lots/units located within the GCB, while the number of parcels with Farm Status remained stable, and the land classified as Privately Managed Forest Lands decreased moving away from the target. Similarly, Goal 6 – Facilitate the Provision of Affordable Housing had one indicator moving away from the target as the number of renter households above or equal to the affordable rental threshold (ART) has almost doubled, increasing from 2,724 in 2017 to 4,823 renter households in 2021. While the proportion of non-single family dwellings inside the GCB has increased 23% more ground-oriented dwellings and apartment dwellings have been constructed than single-detached dwellings. Goal 9 – Celebrate Pride of Place; and Goal 10 – Efficient Services also showed mixed results.

With 14 of 19 indicators showing either positive progress or remaining stable, the state of growth management is strong and progressing in a positive direction towards achieving the shared vision for a healthy and more sustainable region, as set out in the RGS. The five indicators moving away from the regional goals require further

monitoring in future years. As a note, some of the indicators such as Indicator 4 - Total Water Consumption and Indicator 21 - Per Capita Cost to Provide Water and Sewer Systems are being reviewed as a part of the full RGS review.

### **FINANCIAL IMPLICATIONS**

Preparation of the 2021 RGS Annual Report is included in the Board 2022-2026 Financial Plan.

### **STRATEGIC PLAN ALIGNMENT**

Growth Management - Provide effective regional land use planning and responsible asset management for both physical infrastructure and natural assets.

The 2020 RGS Annual Report is consistent with the 2019 - 2022 Board Strategic Plan by outlining how the RDN and member municipalities are contributing to the eight Key Strategic Areas and associated goal statements and action items. The Annual Report is also consistent with the Strategic Plan's values and guiding principles of 'Collaboration and Relationships' and 'Good Governance'.

### **REVIEWED BY:**

K. Fowler, Manager, Long Range Planning, Energy and Sustainability

L. Grant, General Manager, Planning and Development

D. Holmes, Chief Administrative Officer

### **ATTACHMENTS**

1. Regional Growth Strategy 5-Year Review Report
2. 5-Year Review Summary of Indicators
3. Regional Growth Strategy 5-Year Review Presentation





REGIONAL  
DISTRICT  
OF NANAIMO

REGIONAL GROWTH STRATEGY

# 5-Year Review

2017-2021

Shaping Our Future







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## Executive Summary

The Regional Growth Strategy: Shaping Our Future (RDN 2011) is the shared vision for the region guiding growth based on sustainability principles and integrated through goals and policies to create a framework for decision-making. The 2021 edition of the Regional Growth Strategy (RGS) Annual report provides a five-year review and trend analysis for the period of 2017 to 2021 to evaluate progress made toward these goals measured by both qualitative and quantitative data provided by the Regional District of Nanaimo (RDN), member municipalities and external agencies.

Over the past five years, progress made toward the RGS goals varied with nine indicators showing positive progress, five indicators stable, and five indicators moving away from the regional goals. Note that three of the original 22 indicators are no longer reported on as the data has not been made available from the Province of BC since 2012. A longer five-year review and trend analysis has shown some different results than a yearly review, with some indicators identified as ‘moving towards’ their target for small yearly wins while the long-term trend shows the indicators are ‘moving away’ from their targets. This has resulted in a slight decrease in the number of indicators identified as ‘moving towards’ or meeting their targets and a few more identified as ‘moving away’ from their targets than in previous years. There have also been significant shifts in other indicators resulting from new data from the 2021 Census.

### MOVING TOWARDS TARGET

- **Goal 2: Indicator #6 - Amount of land in protected areas.** The target is to increase the amount of land in protected areas. Since 2017, there has been an overall decrease in the amount of land in protected areas, which can be attributed to changes in data collection and availability. Since 2018, however, the RDN Electoral Areas, the City of Nanaimo, the City of Parksville and the District of Lantzville increased protected areas by 114 ha.
- **Goal 3: Indicator #7 - Number of households within a set distance (400 m) of employment lands, shopping, schools, transit and recreation facilities.** The target is to increase the number of households living within close proximity of places to work, play, learn and shop. Over the five year period, there has been an increase consistent with the target of households living within close proximity to bus stops, schools, employment lands and shopping within the region. The largest increases were seen in the City of Nanaimo and the City of Parksville, indicating a positive trend towards achieving the desired target of directing new development into mixed-use centres.

- **Goal 3: Indicator #8 - Per capita transit use.** The target is to increase per capita transit use and the general trend over the five year monitoring period was a consistent increase in both transit rides and per capita transit use. The exception, due to the COVID-19 pandemic, was the 2020-2021 reporting year with has an expected significant loss in both ridership and per capita transit use.
- **Goal 4: Indicator #9 - Population inside and outside the Growth Containment Boundary (GCB).** The target is to increase the proportion of the population living within the GCB which has been met as proportionately more people are living within the GCB than outside the GCB. Progress towards this goal contributes to the vision set out in the RGS to create compact, complete communities.
- **Goal 4: Indicator #10 - Density of dwelling units inside and outside the Growth Containment Boundary (GCB).** The target is to increase the density of dwelling units within the GCB. Over the five year monitoring period, the RDN Electoral Areas, the City of Nanaimo, the City of Parksville and the District of Lantzville have increased the density of dwelling units per hectare within the GCB. The largest increase was seen in the City of Parksville where the density of dwelling units inside the GCB increased by 2.09 units/ ha and in the City of Nanaimo which increased by 0.53 units/ ha, since 2017.
- **Goal 5: Indicator #12 - The Number of new lots/units created through subdivision inside and outside the Growth Containment Boundary (GCB).** The target is to increase the proportion of development within the GCB, in which, over the past 5 years, 98% of the new lots/units were located. A total of 6,943 new lots were created inside and 203 lots outside of the GCB during this period, which substantively achieving the target.
- **Goal 6: Indicator #16 - The portion of units in each housing type inside the Growth Containment Boundary (GCB) (diversity of housing types).** The target is to increase the proportion of non-single family dwellings inside the GCB, which since 2018, saw 23% more ground-oriented and apartment dwellings constructed, than single-detached dwellings.

- **Goal 9: Indicator #18 - Amount of publicly owned land designated for parks and community use (including land in protected areas, community use parks, and recreational facilities such as pools and ice rinks).** The target is to increase the amount of publicly owned land for parks and recreation facilities which, has increased 141 ha from 5,970 ha in 2018 to 6,111 ha in 2021 (excluding the Town of Qualicum Beach).
- **Goal 10: Indicator #22 - Per capita length of roads.** The target is to decrease the per capita length of road, which, over the past five years, decreased from 11.74m/person to 10.18m/person for an overall decrease of 1.56m/person. This decrease can be attributed to the population increase during this time.

#### MAINTAINING TARGET (STABLE)

- **Goal 2: Indicator #4 –Total Water Consumption.** The 2004 to 2018 target of 33% was not achieved. Between 2017 and 2021, water consumption increased in the Electoral Areas by 5%, and in the City of Parkville by 6%, while it decreased in the City of Nanaimo by 10%. During this same period, the region as a whole had a population increase of 9.4%. Although water consumption did increase in the City of Parkville and the Electoral Areas, it increased at a slower rate than the population grew. Note: This indicator is under review as part of the update to the RGS.
- **Goal 2: Indicator #5 - Surface water quality (community watershed monitoring).** Surface water quality varies in the region with some watersheds maintaining a stable condition, while others reporting improvements and several reporting degrading conditions. Changing climate impacts of increasing high-intensity rainfall events in the fall and longer earlier onset heat and drought in the summer can have a significant impact on the turbidity, temperature and dissolved oxygen in the water. This makes it difficult to establish a trend over a five year period however the average is stable.
- **Goal 4: Indicator #11 - Diversity of land use (ratio) inside the Growth Containment Boundary (GCB).** The target is to increase land use diversity inside the GCB. The region has not increased the land use diversity inside the GCB; however, the proportion of land uses has remained stable and consistent with the desired land use ratio for Urban Areas and Rural Village centres.

- **Goal 5: Indicator #13 - Number of parcels with Farm Class.** The target is to increase the number of parcels with Farm Status. The number of parcels with farm status fluctuates yearly; likely due to the irregular reporting cycle for farm gate income with BC Assessment. Over the five year monitoring period, some years reported decreases while other years reported gains (not exceeding the 2017 baseline year of 713 parcels). The five year average is 681 parcels with Farm Status.
- **Goal 7: Indicator #17 - [Unemployment] employment rate and labour force participation.** The target is to maintain an unemployment rate between 3-6% and increase labour force participation. The unemployment rate remained within the desired RGS target of 3-6%, between 2017 and 2019 ranging from 5.7% to 4.6%. In 2020, the unemployment rate jumped to 9.1% which was likely a result of the COVID-19 Pandemic. During this same period, labour force participation increased from 62.8% of persons of working age in 2017 to 62.1% in 2020.

#### MOVING AWAY FROM TARGET

- **Goal 5: Indicator #14 - The amount of land classified as Private Managed Forest Land (PMFL).** The target is to increase the amount of land available for natural resource use (farming, forestry, outdoor recreation) measured by the amount of land classified as PMFL. In 2017, the region had a total of 133,174 hectares of PMFL, which decreased by 389 ha to 132,785 hectares in 2021.
- **Goal 6: Indicator #15 - The total number of rental units affordable to households with incomes below 50% of the median for the region.** The target is to increase the proportion of households living in housing that meets their needs (appropriate, adequate, adaptable, sustainable, affordable and attainable). Over the past five years, the number of renter households above or equal to the affordable rental threshold (ART) has almost doubled, increasing from 2,724 in 2017 to 4,823 renter households. During the same period, the number of affordable rental units decreased from 26% in 2017 to less than 15% in 2021.

- **Goal 9: Indicator #19 - Per Capita length of maintained trails (including trails, paths and laneways).** The target is to increase the per capita length of maintained trails. The length of trails per capita decreased from 2.53 metres in 2017 to 2.33 metres in 2021. Despite an increase in the length of mapped trails, the increase in population during this time has led to a decrease in the length of trails per capita.
- **Goal 10: Indicator #20 - Per Capita waste disposal.** The target is to decrease the per capita amount of waste going into the landfill to less than 350 kilograms/person. Over the last five years, the region has not met this target, likely due to several factors, including new development and home renovations. In recent years, however, the region has seen a decrease in per capita waste disposal with the 2020 data being only 5 kg/person over the goal of 350 kg/person.
- **Goal 10: Indicator #21 - Per capita cost to provide water and sewer systems.** The target is to decrease the per capita cost of water and sewer systems. Overall, the region is moving away from the target as the cost of the services continues to increase yearly. Note: This indicator is under review as part of the update to the RGS.

## SUMMARY OF APPROACH

The RGS Annual Report and monitoring program reviews the progress the RDN and member municipalities have made towards achieving the RGS goals. Twenty-two indicators were established to measure progress toward achieving the 11 RGS Goals. This report is a five year review and trend analysis of both quantitative and qualitative data provided through the continued collaborative efforts of both the member municipalities and the RDN for the 2017-2021 monitoring period. The analysis of the indicators herein will inform the RGS Review to evaluate the current monitoring program for continuous improvement in data gathering, analysis and reporting.

Unlike the RGS Annual report, the 5-Year Review does not include sections on regional or municipal actions for each goal.







# 1. Traditional Territory Acknowledgement

The Regional District of Nanaimo (RDN) respectfully acknowledges and recognizes the Coast Salish Nations whose territory we live, work and play in.

## 2. Overview

The Regional Growth Strategy (RGS) is a strategic plan adopted by the RDN Board that aims to establish a more sustainable pattern of population growth and development in the region over a twenty-year period. The RGS encourages and directs most new development in the region within designated Growth Containment Boundaries (GCB), thereby keeping urban settlement compact, protecting the integrity of rural and resource areas, protecting the environment, increasing servicing efficiency, and retaining mobility within the region.

The RGS represents a commitment by the RDN and its member municipalities to take a series of actions to improve the quality of life for present and future residents of the region. Part of this commitment involves being accountable to residents about how the RGS is being implemented and the level of progress being made towards reaching its goals.



Reporting on annual progress shows a commitment to implementation and fulfills a requirement under the Local Government Act that progress be reported and implementation and progress towards the goals and objectives of the RGS (Policy 5.2.1).

This Annual Progress Report of 2019-2020 takes the RGS purpose, vision and goals to set the stage for documenting the actions taken in 2020 by the RDN and member municipalities towards implementing the RGS. This report also incorporates performance indicators from the RGS Monitoring Program, where data is available, with the intention of tracking trends to which the goals of the RGS are linked. In addition, the approach to this report includes a summary of what the RGS will implement the RGS in 2020. It was developed by the RGS by the RDN.

### 3. Role & Purpose

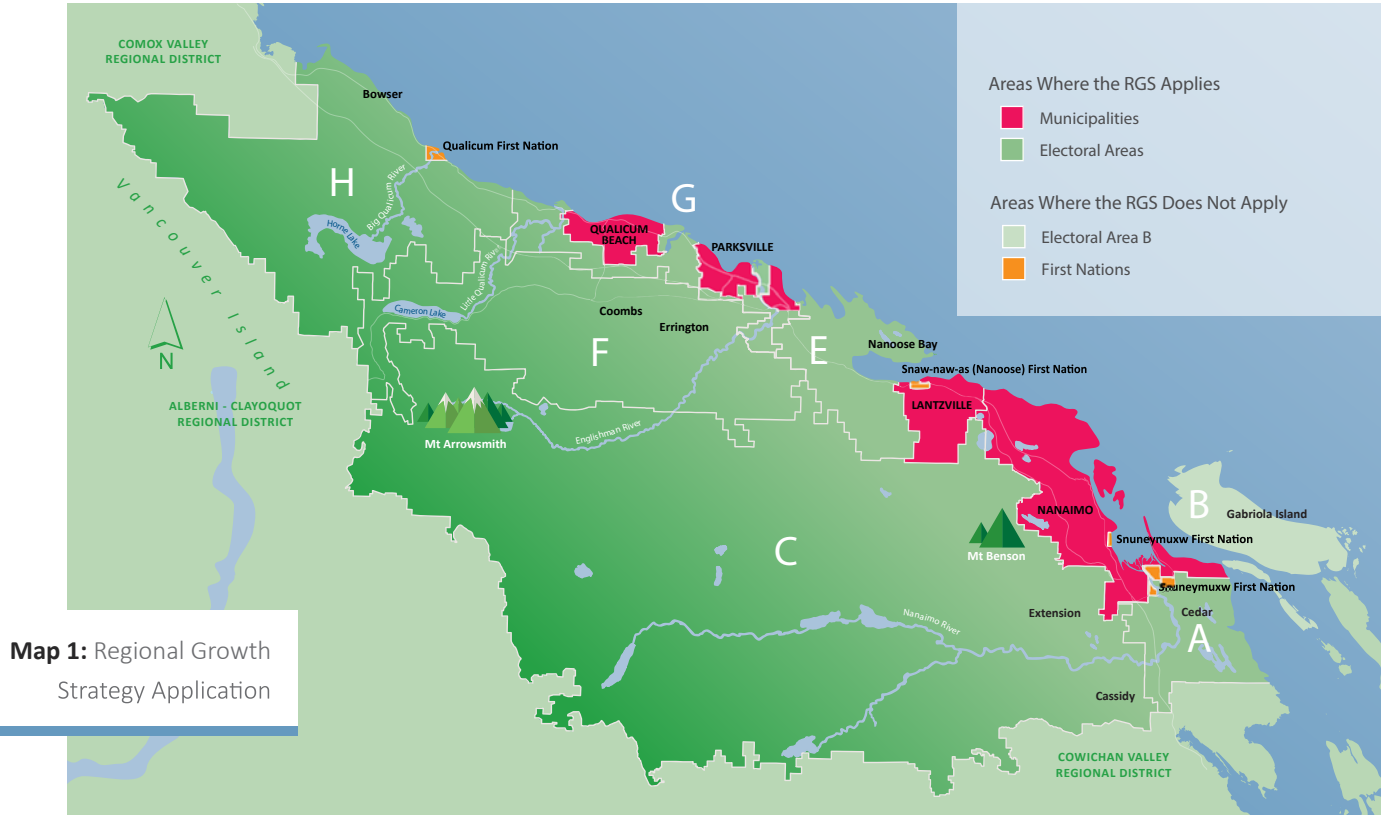
The purpose of the RGS is to:

“promote human settlement that is socially, economically and environmentally healthy and that makes efficient use of public facilities and services, land and other resources”.

Ultimately, it is a coordinated plan to manage growth in the region in a sustainable manner.

The first RGS was adopted in 1997 in response to residents’ concerns about the impacts of rapid population growth and development in the late 1980s and early 1990s. Given that the impacts of growth cross jurisdictional boundaries, it was recognized that a coordinated approach to community planning was necessary to effectively address growth management issues.

The RGS provides a framework for member municipalities and the RDN to coordinate growth management issues that cross local government boundaries. The RGS also provides a mechanism to connect with provincial ministries and agencies who have jurisdiction in areas that impact land use and community planning, and whose resources are needed to implement projects and programs. Inter-jurisdictional coordination is essential to protecting our environment and achieving a high quality of life for present and future residents in the region.



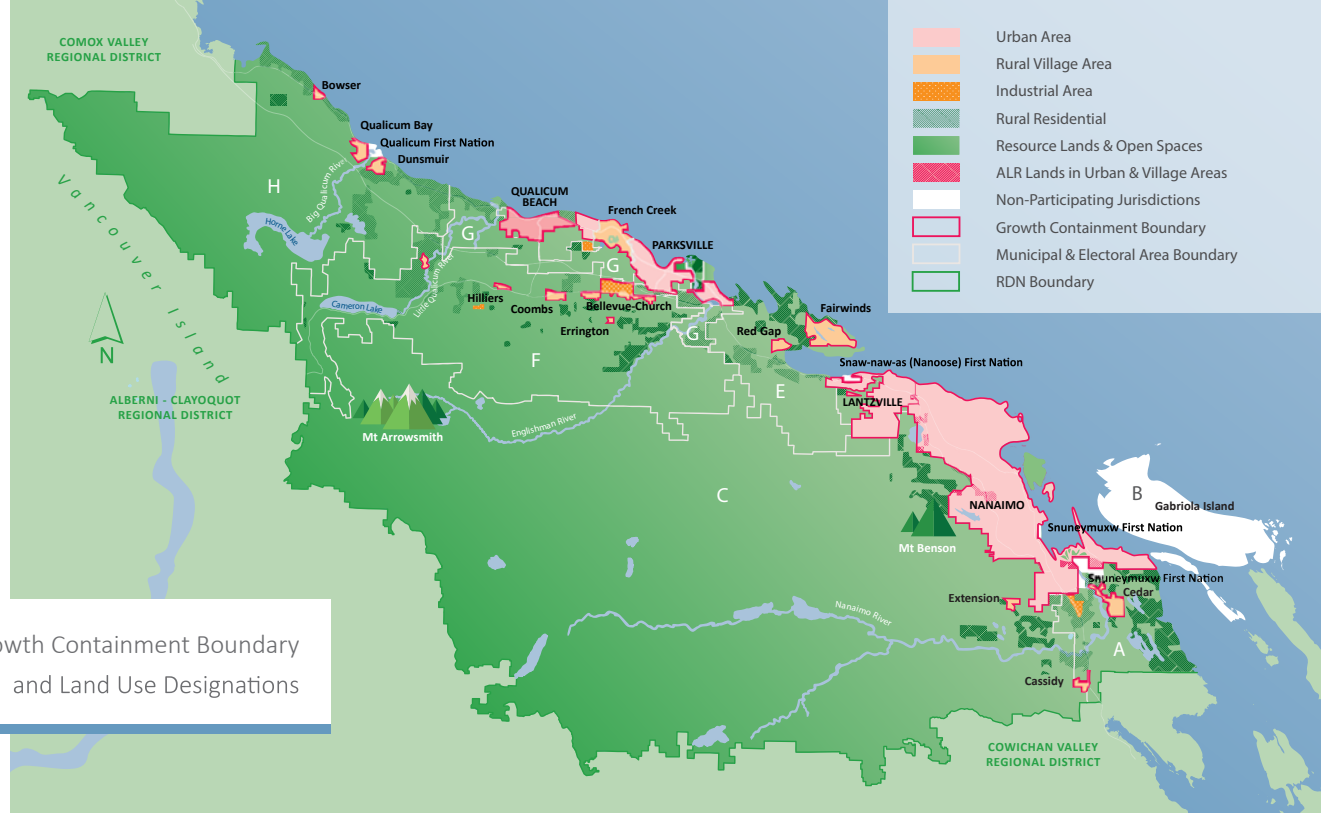
The RGS applies to six electoral areas and four municipalities within the region as shown in Map 1 on the following page. The RGS doesn't apply to Gabriola, Decourcy and Mudge Islands (Electoral Area B) as they fall under the jurisdiction of the Islands Trust. It also doesn't apply to lands under the jurisdiction of First Nations including Qualicum First Nation, Snaw-Naw-As and Snuneymuxw.

The RGS uses a line on the map called a Growth Containment Boundary (GCB) to separate areas designated for future growth from other areas where environmental protection and resource values are a priority. Lands designated as Urban Area within municipalities are intended to absorb the majority of the region's future growth. In the RDN Electoral Areas, land designated as Rural Village Areas are intended to accommodate lower levels of growth more compatible with their rural settings. Development within the GCB (Urban and Rural Village Areas) is intended to be diverse and provide places for people to live, work, learn, shop and play. This may also include lands to be conserved to support ecosystem functions or other green space purposes. Land outside of the GCB is intended to support ecosystem functions and rural uses that require only limited infrastructure and services to be viable.

## 4. Vision

The vision of the RGS is documented below and represents the foundation for its goals and policies.

**Map 2:** Growth Containment Boundary and Land Use Designations



The region will be recognized for an outstanding quality of urban and rural life that is grounded in a strong commitment to protecting the natural environment and minimizing harm to life-sustaining ecological systems. Working in partnership with interested organizations, the RDN and its member municipalities are committed to achieving:

- High standards of environmental protection that preserve habitat, enhance ecological diversity, and maintain air and water quality;
- Enhanced food security in the region;
- Urban development that is contained and distinct in form and character from rural development;
- Complete, compact communities designed to provide housing that meets the needs of all households and that provide excellent access to nearby workplaces, goods and services, learning institutions, recreation opportunities and natural areas;
- Expansion and enhancement of mobility options that reduce automobile dependency;
- A strong and resilient economy based on agriculture, natural resource assets, tourism and information age industries and services such as health and education; and
- Efficient, state-of-the-art servicing, infrastructure, and resource utilization.

## 5. Principles

The goals and policies of the RGS are grounded in the following sustainability principles that are intended to guide how decisions are made regarding the future life of the region:

- Decisions and actions have regard for local and global consequences;
- The interconnectedness and interdependence of natural and human systems are recognized and respected;
- The healthy functioning of ecological systems is nurtured;
- The qualities of place that create pride and a sense of community are nurtured;
- Efficiency, including the concept of zero-waste, is optimized;
- Equity amongst all citizens and across generations, including future generations, is ensured;
- Decision-making processes are based on participation, collaboration and cooperation with citizens, other authorities, and organizations; and
- We are accountable for our decisions and actions.

## 6. Goals, Indicators & Targets

The RGS is based upon 11 goals that work towards achieving the collective vision of regional sustainability. Policies in the RGS provide the direction to take specific actions to implement the RGS goals.

In January 2015, the RDN Board approved a final list of 22 indicators and related targets to measure the region's progress towards the 11 goals of the RGS. Targets and indicators are closely linked. Indicators tell us whether or not the results of our actions are consistent with achieving our targets. Targets are specific results to be achieved over time within a social, cultural, economic or environmental system.



Goal 1: Prepare for Climate Change and Reduce Energy Consumption	
Indicator	Target
#1 Total community greenhouse gas emissions	Reduce greenhouse gas emissions 33% below 2007 levels by 2020 and 80% by 2050
#2 Per capita non-renewable energy use	Reduce per capita energy use
#3 Total community energy use	Reduce total energy use
Goal 2: Protect the Environment	
Indicator	Target
#4 Total water consumption	Reduce water consumption- decrease the average residential and commercial water use by 33% between 2004 and 2018.
#5 Surface water quality (Community Watershed Monitoring)	Improve surface water quality
#6 Amount of land in protected areas	Increase amount of land in protected areas
Goal 3: Coordinate land Use and Mobility	
Indicator	Target
#7 Number of households within a set distance of employment lands, shopping, schools, transit and recreation facilities	Increase the number of households living within close proximity to places to work, play, learn and shop
#8 Per capita transit use	Increase per capita transit use
Goal 4: Concentrate Housing and Jobs in Rural Village and Urban Growth	
Indicator	Target
#9 Population inside and outside the Growth Containment Boundary (GCB)	Increase the proportion of the population living within the GCB
#10 Density of dwelling units inside and outside the GCB	Increase the density of dwelling units within the GCB
#11 Diversity of land use (ratio) inside the GCB	Increase the land use diversity inside the GCB
Goal 5: Enhance Rural Integrity	
Indicator	Target
#12 The number of new lots/units created through subdivision inside and outside the GCB	Increase the proportion of development inside the GCB
#13 Number of parcels with Farm Status	Increase the number of parcels with Farm Status
#14 The amount of land classified as Private Managed Forest Land	Increase the amount of land available for natural resource uses (farm, forestry, outdoor recreation)



Goal 6: Facilitate the Provision of Affordable Housing	
Indicator	Target
#15 The total number of rental units affordable to households with income below 50% of the median income for the region	Increase the proportion of households living in housing that meets their needs (appropriate, adequate, adaptable, sustainable, affordable and attainable)
#16 The portion of units in each housing type inside the Growth Containment Boundary (diversity of housing types in GCB)	Increase the portion of non-single family dwellings inside the GCB
Goal 7: Enhance Economic Resiliency	
Indicator	Target
#17 [Unemployment] Employment rate and labour participation rate	Maintain an unemployment rate between 3 – 6% and increase the labour force participation rate
Goal 8: Enhance Food Security	
Indicator	Target
Number of parcels with Farm Status	Same as Goal 5: Indicator #13: Increase the number of parcels with Farm Status
Goal 9: Pride of Place	
Indicator	Target
#18 The amount of publicly owned land designated for parks and community use (including land in protected areas, community use parks and recreational facilities)	Increase the amount of land for parks and recreational facilities
#19 Per capita length of maintained public trails (including trails, paths, laneways)	Increase the per capita length of maintained trails
Goal 10: Efficient Services	
Indicator	Target
#20 Per capita waste disposal	Decrease the per capita amount of waste going to the landfill (amount of waste sent to the landfill per person) below 350 kg/person
#21 Per capita cost to provide water and sewer systems	Decrease per capita cost of providing water and sewer systems
#22 Per capita length of roads (length of paved roads per person)	Decrease the per capita length of roads
Goal 11: Enhance Cooperation Among Jurisdictions	

## 7. Implementation

Section 5.2 of the RGS addresses implementation and identifies specific projects that are intended to work towards achieving RGS goals. Implementation is a key part of being accountable to RDN residents about what is being done to achieve the goals they identified as important.

### 7.1 REGIONAL GROWTH STRATEGY MONITORING PROGRAM

To ensure consistent monitoring, evaluation and public reporting on progress towards the RGS goals, the RDN established the RGS Monitoring Program. The program includes the preparation of an annual report that is presented to the Board of the Regional District and made publicly available on the RDN's public website.

#### *Regional Growth Strategy - 5-Year Review*

This report is a five year review and trend analysis of quantitative data provided through the continued collaborative efforts of both the member municipalities and the RDN for the 2017-2021 monitoring period.

#### *Data Limitations*

This report refers to many sources of information, including information produced by member municipalities, various RDN departments, Statistics Canada, the Canada Mortgage and Housing Corporation, and BC Assessment. Every reasonable effort has been made to use comparable data each year with consistent geographies and methodology. Where data limitations exist, they are noted within the applicable document content, chart, or table.

#### *Regional Growth Strategy Monitoring Website*

The RGS content on the RDN's website is intended to be highly accessible. Reporting is ongoing, and information is updated as it becomes available. The report and information on the website will be updated on an annual basis, or as new information becomes available.

RGS Monitoring website: [www.rdn.bc.ca/regional-growth-strategy](http://www.rdn.bc.ca/regional-growth-strategy)







## 8. Progress Towards Achieving The RGS

In addition to specific implementation projects of the RGS, the RDN and the member municipalities actively make decisions and take actions that affect the goals of the RGS. As more accurate and consistent data is provided on a year-to-year basis, the focus of this report is on the quantitative data received to identify progress towards achieving the RGS goals, supplemented by initiatives and actions taken by the RDN and member municipalities where data could not be attained. The following summaries, grouped by each RGS goal, report on the RDN and member municipality data provided for all indicators and have been updated and included to track progress towards the RGS goals. Where data is not readily available, initiatives and actions taken to achieve the RGS goals have been included.



### 8.1

#### GOAL 1 – PREPARE FOR CLIMATE CHANGE AND REDUCE ENERGY CONSUMPTION

Goal 1 – Prepare for Climate Change and Reduce Energy Consumption includes three indicators, which track progress towards this goal:

1. Total Community greenhouse gas emissions (GHGs)
2. Per capita non-renewable energy use
3. Total community energy use

Due to changes, the Province has not provided local emissions and energy use data since 2021. Nonetheless, local initiatives towards our energy and emissions reduction goals include GHG emissions reduction through the landfill gas collection project, the Greater Nanaimo Pollution Control Centre biogas capture project, Green Building incentive programs, and the adoption of a Climate Resiliency Strategy in the City of Nanaimo, to name a few.

Actions to adapt and mitigate the impacts of climate change are advancing. Through the RGS Update, a few policy changes are anticipated and related performance measures will be updated to improve future years' reporting.



8.2

## GOAL 2 – PROTECT THE ENVIRONMENT

### 8.2.1 RGS Indicator #4: Total water consumption

**Target is to decrease the average residential and commercial water use by 33% between 2004 and 2018**

Water is recognized as a vulnerable resource and is critical for the health of all ecosystems and human communities. While water supply may seem abundant in the region, recent trends of long summers with less precipitation have put pressure on local water resources at a time when water use is at its highest. This indicator is a measure of water conservation and it tells us if the amount of water consumed is increasing or decreasing. The original target noted above identifies a specific range; a new target will be created as part of the RGS review.

While the 2004 to 2018 target of 33% was not achieved, the five year analysis indicates that overall water consumption has increased in the Electoral Areas and the City of Parksville while it has decreased in the City of Nanaimo. Between 2017 to 2021, water consumption increased in the Electoral Areas by 5% and in the City of Parksville by 6%. During this period the population in the Electoral Area and the City of Parksville increased by over 9%. In the same 5-year period the City of Nanaimo saw a 10% decrease in total water consumption and a 10% population increase. Although water consumption did increase in the City of Parksville and the Electoral Areas, it increased at a slower rate than the population, showing progress towards meeting the target of decreasing water consumption. The decrease in water consumption in the City of Nanaimo, despite the increase in the population, shows further progress towards achieving the target.

### 8.2.2 RGS Indicator #5: Surface water quality (community watershed monitoring)

**Target is to improve surface water quality**

This indicator reflects the total number of sites that met the BC Water Quality Guidelines for turbidity, temperature, and dissolved oxygen.

Over the past four years, the Community Watershed Monitoring Network (CWMN) has continued to collect water quality samples from between 62 and 67 sites on 34 streams in the region to measure and track changes in the health of local watersheds. As shown in the table below the monitored streams that met the BC Water Quality Guidelines have fluctuated yearly.

Table 1: RDN Monitored Streams Analysis

	Monitored Streams that Meet the BC Water Quality Guidelines		
	Turbidity	Temperature	Dissolved Oxygen
<b>2018</b>	38 sites met guidelines out of 62 sites	43 sites met guidelines out of 62 sites	36 sites met guidelines out of 62 sites
<b>2019</b>	36 sites met guidelines out of 65 sites	47 sites met guidelines out of 65 sites	41 sites met guidelines out of 65 sites
<b>2020</b>	16 sites met guidelines out of 67 sites	43 sites met guidelines out of 67sites	48 sites met guidelines out of 67 sites
<b>2021</b>	33 sites met guidelines out of 66 sites	26 sites met guidelines out of 64 sites	44 sites met guidelines out of 64 sites

The findings of the CWMN provide information on environmental water conditions and a baseline understanding of regional surface water quality so it can be tracked for change and improvement over time. Generally, surface water quality in the region is maintaining a stable condition, improving in several locations and degrading in others. Ongoing climate impacts are being observed in the region with increasing high-intensity rainfall events in the fall and longer earlier onset heat and drought in the summer impacting the turbidity, temperature and dissolved oxygen in the water making it difficult to establish a trend over a five year period.

Collecting and analyzing the baseline data helps to pinpoint streams requiring enhancement, restoration, targeted outreach/policy changes or increased monitoring, which, in part, is implemented / supported by the RDN's Drinking Water and Watershed Protection program.

### 8.2.3 RGS Indicator #6: Amount of land in protected areas

#### RGS target is to increase the amount of land in protected areas

Natural Areas support habitat for wildlife and plants, the recharge of groundwater and surface water, and the absorption of carbon from the atmosphere. The RGS goal is to protect and enhance the environment and minimize ecological damage related to growth and development. This indicator tells us how much land is within a protected area designated by the federal, provincial or local government.

Between 2017 and 2021, there has been an overall decrease in the amount of land in protected areas. The majority of the decrease can be attributed to changes in data collection methods by the City of Nanaimo between 2017 and 2018, and unavailable data from the Town of Qualicum Beach. Since 2018, the region has seen an increase in land in protected areas with the City of Nanaimo gaining 104 ha, the City of Parksville gaining six ha and the RDN Electoral Areas gaining four ha, as can be observed in Table 3 below.

**Table 3:** Amount of Land in Protected Areas (Hectares)

	Nanaimo (HA)	Parksville (HA)	Qualicum (HA)*	Electoral Areas and Lantzville (HA)	Total (HA)
<b>2017</b>	1936	107	159	4,368	6,570
<b>2018</b>	1687	163	159	4,356	6,365
<b>2019</b>	1785	163	-	4,358	6,306
<b>2020</b>	1760	169	-	4,358	6,287
<b>2021</b>	1791	169	-	4,360	6,320

\* Information not available for the Town of Qualicum Beach for 2019-2021

## GOAL 2 - KEY FINDINGS

Steady progress has been made to reduce overall water consumption across the region despite the continued increase in population. Ongoing actions have been implemented, and public education campaigns conducted, to enhance existing programs aimed at watershed protection and groundwater data collection to better assess the state of the region's aquifers. Increased testing, and additional years of data recorded for the testing program, enhances the opportunity for more insight and analysis on the health of our watershed. With more widespread testing and available data, opportunities can be identified and measures taken to continue improving the quality of water in the region.





8.3

## GOAL 3 – COORDINATE LAND USE AND MOBILITY

### 8.3.1 *RGS Indicator #7: Number of households within a set distance (400 m) of employment lands, shopping, schools, transit and recreational facilities*

**RGS Target is to increase the number of households living within close proximity of places to work, play, learn and shop.**

The RGS encourages the RDN and member municipalities to direct new development into mixed-use centres where households are closer to employment and services needed on a daily basis. These compact communities enable more people to walk, cycle or use public transit, as the cost to provide public transportation services and infrastructure to compact communities is much lower than in dispersed communities. This indicator is a measure of how compact, complete and connected a community is.

Over a five year period, there has been an increase in the number of households living within close proximity to bus stops, schools, employment lands and shopping within the region. The largest increases were seen in the City of Nanaimo and the City of Parksville, indicating a positive trend towards achieving the desired target of directing new development into mixed-use centres. The RDN Electoral Areas saw a large increase in the number of households within close proximity to bus stops due to transit service expansion providing service to Cassidy, South Wellington, and the Nanaimo Airport, as well as better service in Cedar.

**Table 4:** Total Number of Households within 400 m of Services (2017-2021)

		Bus Stops	Schools	Employment Lands	Shopping Centre
<b>Nanaimo*</b>	<b>2017</b>	36,411	18,930	6,671	10,714
	<b>2018</b>	38,996	20,912	16,059	15,942
	<b>2019</b>	39,483	21,694	16,392	16,441
	<b>2020</b>	39,928	21,899	16,643	16,622
	<b>2021</b>	41,168	22,616	16,719	17,152
<b>Parksville*</b>	<b>2017</b>	-	1,025	3,837	2,446
	<b>2018</b>	-	1,019	4,029	2,524
	<b>2019</b>	6,606	1,024	4,454	2,607
	<b>2020</b>	6,198	1,125	4,801	2,641
	<b>2021</b>	6,060**	978**	5,175	4,276
<b>Qualicum Beach*</b>	<b>2017</b>	-	1,165	-	1,005
	<b>2018</b>	-	1,165	-	1,005
	<b>2019</b>	-	-	-	-
	<b>2020</b>	-	-	-	-
	<b>2021</b>	-	-	-	-
<b>Lantzville*</b>	<b>2017</b>	1,021	192	1,201	-
	<b>2018</b>	1,020	190	1,206	-
	<b>2019</b>	1,033	191	1,231	-
	<b>2020</b>	1,010	191	1,028	-
	<b>2021</b>	1,023	192	1,035	-
<b>Electoral Areas</b>	<b>2017</b>	3,664	996	8,741	597
	<b>2018</b>	3,684	1,000	8,821	600
	<b>2019</b>	3,726	1,029	8,902	602
	<b>2020</b>	4,022	1,035	8,837	608
	<b>2021</b>	4,053	1,037	8,933	620

\* Information not available from member municipalities for certain years

\*\* City of Parksville established a new GIS system in 2021 - discrepancy likely a result of the switch

### 8.3.2 RGS Indicator #8: Per capita transit use

#### RGS Target is to increase per capita transit use

Transit rides and per capita ridership showed continuous growth between the 2016/17 and the 2019/20 reporting years. Transit rides increased by 685,309 rides per year in the four year period; from 2,830,691 rides in the 2016/17 reporting year to 3,516,000 rides in the 2019/20 reporting year. Similarly, the per capita rides increased by 12.59 over the same four-year period from 18.2 per capita in 2016/17 to 30.79 per capita in the 2019/20 reporting year.

The COVID-19 Pandemic had a significant impact on the use of transit. Total rides dropped to 1,850,200 rides and the per capita transit use dropped to 10.8 per capita in the 2020/21 reporting year. Despite the loss of ridership as a result of the COVID-19 Pandemic, the general trend observed over the five year period was an increase in per capita transit use.

### GOAL 3 - KEY FINDINGS

The region has seen an increase in the number of households living within close proximity to bus stops, schools, employment lands and shopping, which is positive progress toward Goal 3 – Coordinate Land Use and Mobility. Transit rides and per capita ridership showed continuous growth from the 2016/17 reporting year to the 2019/20 reporting year. Although the COVID-19 Pandemic had a significant impact on Transit use, the general trend over the five year period was an increase in per capita transit use.



## 8.4 GOAL 4 – CONCENTRATE HOUSING & JOBS IN RURAL VILLAGES, URBAN GROWTH CENTRES

### 8.4.1 RGS Indicator #9: Population inside and outside the Growth Containment Boundary (GCB)

#### RGS Target is to increase the proportion of the population living within the GCB

The RGS encourages the RDN and member municipalities to direct future population growth inside the GCB. This indicator uses the number of dwelling units inside and outside the GCB in the Urban Areas and Rural Village Areas. The number of dwelling units is multiplied by the average household size available from the Canadian Census data to provide an estimate of the population inside and outside the GCB.

Since 2018, the target has been met as there are proportionately more people living within the GCB than outside. During this period, the RDN Electoral Areas saw growth outside of the GCB as a significant portion of dwelling and developable areas are located outside, however, the majority of the growth in the region continues to take place inside the GCB.

**Table 5:** Estimated Population Inside and Outside the GCB (2018-2021)

	Nanaimo		Parksville		Qualicum*		Lantzville		Electoral Areas		Total	
	Inside	Outside	Inside	Outside	Inside	Outside	Inside	Outside	Inside	Outside	Inside	Outside
<b>2018</b>	105,052	9	12,842	46	12,514	0	3,573	83	11,781	26,435	145,439	26,573
<b>2019</b>	105,848	9	13,714	46	-	-	3,643	85	11,891	27,029	135,802*	27,169
<b>2020</b>	107,909	9	15,042	46	-	-	3,574	82	13,097	29,392	139,622*	29,529
<b>2021</b>	109,906	9	15,042	46	-	-	3,783	85	12,414	34,209	141,145*	34,349

\* Information not available for 2017 or for the Town of Qualicum Beach for 2019-2021

Source: Estimates based on address point data and 2016 Census data for average household size

#### 8.4.2 RGS Indicator #10: Density of Dwelling units inside and outside of the Growth Containment Boundary (GCB)

##### RGS Target is to increase the density of dwelling units within the GCB

This indicator monitors the density both inside and outside of the GCB, to determine whether the majority of growth is happening in designated growth areas. This indicator can also be used to show if development is occurring at densities needed to support walkability and efficient servicing.

Over the last five years, density has increased yearly in the urban centres, with the City of Nanaimo and the City of Parksville seeing the greatest increases. This is contributed to healthy development activities in both cities, including a mix of housing types such as multi-unit development. In 2017, the City of Parksville had 4.44 units/ ha increasing by 2.09 units/ ha to 6.49 units/ ha in 2021. Similarly, the density of dwelling units per hectare within the

City of Nanaimo increased by 0.53 units/ ha during the same five year period. Both RDN Electoral Areas and the District of Lantzville saw slight increases in the density of dwellings per hectare within the GCB for a total increase of 0.34 units/ ha within the GCB of the RDN Electoral Areas, and an increase of 0.05 units/ ha within the GCB of the District of Lantzville.

During the five year monitoring period, the Rural Village Centres, have seen very little growth which is likely a result of a lack in community services.

The density of dwelling units per hectare outside the GCB has remained stable at 0.01 units/ ha within the City of Nanaimo, has decreased by 0.06 units/ ha within the City of Parksville, and has increased by 0.01 units/ ha within the District of Lantzville and 0.02 units/ ha within the RDN Electoral Areas. Despite the slight increases in the density of dwelling units per hectare outside of the GCB of the District of Lantzville and the RDN Electoral Areas, the increases seen within the GCB over the past five years show that the region is moving towards its target

**Table 6:** Density of Units Per Hectare Inside/Outside the GCB

	Nanaimo (Units / HA)		Parksville*		Qualicum Beach*		Lantzville (Units / HA)		Electoral Areas (Units / HA)	
	Inside	Out	Inside	Out	Inside	Out	Inside	Out	Inside	Out
<b>2017</b>	4.87	0.01	4.44	0.13	6.48	0.3	0.85	0.02	2.31	0.06
<b>2018</b>	5.13	0.01	5.85	0.13	6.48	0.3	0.85	0.02	2.31	0.06
<b>2019</b>	5.21	0.01	6.56	0.06	-	-	0.87	0.03	2.33	0.08
<b>2020</b>	5.3	0.01	6.83	0.07	-	-	0.89	0.03	2.35	0.08
<b>2021</b>	5.4	0.01	6.49	0.07	-	-	0.90	0.03	2.37	0.08

\* Information not available for the Town of Qualicum Beach for 2019-2021

### 8.4.3 RGS Indicator #11: Diversity of Land Use (ratio inside the Growth Containment Boundary (GCB))

#### **RGS Target is to increase the land use diversity inside the GCB**

This indicator shows the proportion of different land uses (as a ratio) within the GCB. This is an indicator of how complete a community is, based on the existing mix of residential, commercial, industrial, institutional, and recreational uses. This indicator applies to Urban Areas in municipalities and Rural Village Centres in electoral areas.

The ideal land use mix to support complete, compact communities, identified in the Rural Village Centre Study (2013), is 10-15% public uses (Recreational and Institutional), 10-40% commercial and employment uses (Industrial and Mixed-Use), and 50-80% for residential uses. Since 2017, the proportion of land uses within the RDN electoral areas and the member municipalities have remained consistent with the desired land use ratio for Rural Village centres.

Over the past five years, the proportion of land uses within the RDN Electoral Areas, the City of Nanaimo and the City of Parksville have remained consistent and within the desired land use ratio for Rural Village centres. In 2020, the District of Lantzville adopted a new zoning bylaw which resulted in a 20% increase in residential lands and a 33.5% decrease in recreational lands. Overall, during this five year monitoring period the region has not achieved the target to increase the land use diversity inside the GCB, however, the proportion of land uses has remained stable.



**Table 7:** Diversity of Land Uses in Urban & Rural Village Centres in the RDN (2017-2021)

		Residential (%)	Commercial (%)	Industrial (%)	Mixed Use (%)	Institutional (%)	Recreational (%)
<b>Electoral Areas</b>	<b>2017</b>	61	7	11	5	6	10
	<b>2018</b>	61	6	11	6	6	10
	<b>2019</b>	61	6	11	6	6	10
	<b>2020</b>	61	6	11	6	6	10
	<b>2021</b>	61	7	11	6	6	9
<b>Lantzville</b>	<b>2017</b>	62	0.5	1	0.5	1.5	34.5
	<b>2018</b>	62	0.4	0.6	0.5	2	34.5
	<b>2019</b>	62	0.4	0.6	0.5	2	34.5
	<b>2020</b>	82	0.5	1	0.5	15	1
	<b>2021</b>	82	0.5	1	0.5	15	1
<b>Parksville</b>	<b>2018</b>	48	12	4	6	8	22
	<b>2019</b>	51	11	4	6	7.5*	20.5
	<b>2020</b>	51	9	4	6	7.5*	20
	<b>2021</b>	44	9	4	10	7.5*	18
<b>Qualicum Beach**</b>	<b>2017</b>	70	9	1	8	4	8
	<b>2018</b>	70	9	1	8	4	8
	<b>2019</b>	-	-	-	-	-	-
	<b>2020</b>	-	-	-	-	-	-
	<b>2021</b>	-	-	-	-	-	-
<b>Nanaimo</b>	<b>2017</b>	49	3	10	3	3	15
	<b>2018</b>	48	3	10	5	2	15
	<b>2019</b>	48	2	10	5	2	16
	<b>2020</b>	48	3	10	5	2	15
	<b>2021</b>	48	3	10	5	2	15

\*Parksville - "Institutional" is interpreted as Public Institutional (P1) zoning that includes shore land, which accounts for a higher proportion of land in this category.

\*\*Information not available for the Town of Qualicum Beach in 2019 or 2020

## GOAL 4 - KEY FINDINGS

Over the past five years, the region has been progressing towards Goal 4 – Concentrate Housing and Jobs in Rural Villages and Urban Growth Centres. The data shows, that a greater proportion of people continue to live inside the GCB than outside the GCB. The region has also taken positive strides toward increasing the density of dwelling units within the GCB and meeting its target, while the diversity of land uses has remained stable and aligned with the ideal land use mix to support complete, compact communities.



8.5

## GOAL 5 – ENHANCE RURAL INTEGRITY

### 8.5.1 *RGS Indicator #12: The number of new lots/units created through subdivision inside and outside the Growth Containment Boundary (GCB)*

#### **RGS Target is to increase the proportion of development inside the GCB**

The RGS encourages most new development be located within the GCB where residents are close to the services they require daily. Outside of the GCB, the land is maintained for rural and resource uses and open space.

This indicator tells us the proportion of new developments inside and outside the GCB. Over the past five years, 98% of new lots/ units have been located within the GCB, for a total of 6,943 new lots within the GCB and 203 lots outside of the GCB, achieving the target to increase the proportion of development inside the GCB.

**6,943**  
new lots  
inside GCB

**203**  
new lots  
outside GCB

**Table 8:** Number of Residential Lots/Units Created by Subdivision Inside/Outside of GCB

	Nanaimo*		Parksville*		Qualicum Beach*		Lantzville		Electoral Areas	
	Inside	Out	Inside	Out	Inside	Out	Inside	Out	Inside	Out
<b>2017</b>	1,193	0	50	0	1	0	2	1	30	37
<b>2018</b>	1,308	0	51	0	1	0	100	0	20	28
<b>2019</b>	1,719	0	36	0	-	-	6	1	20	56
<b>2020</b>	1,295	0	51	0	-	-	4	0	38	34
<b>2021</b>	904	0	30	0	-	-	10	0	74	44

\* Information not available for the Town of Qualicum Beach 2019-2021

Most of the 182 new lots created in the GCB of the Electoral Areas were a result of new subdivisions in the French Creek Area of Electoral Area G and the construction of The Westerly – a 39-unit condominium building in Electoral Area E.

### 8.5.2 RGS Indicator #13: Number of Parcels with Farm Status

#### RGS Target is to increase the number of parcels with Farm Status

This indicator shows the number of parcels of land inside and outside the Agricultural Land Reserve (ALR) that receive and maintain Farm Status as determined by BC Assessment. To be eligible for this classification, the land must generate income from one or more qualifying agricultural uses and be reported to BC Assessment once every two years. This information indicates how much land is being used to produce food and other agricultural products in the region.

The number of parcels with farm status fluctuates yearly; likely due to the irregular reporting cycle for farm gate income with BC Assessment. The largest number of parcels with Farm Status, totaling 713, were reported in 2017. Since then the number of parcels has fluctuated year-to-year with some decreases and some gains, but not to the level of the 2017 baseline year. The five year average is 681 parcels with Farm Status.

To enhance future monitoring the target could be adjusted to recognize the desire to meet or exceed 713 parcels.

**Table 9:** Number of Parcels with Farm Status

	City of Nanaimo	City of Parksville*	Town of Qualicum Beach*	District of Lantzville	Electoral Areas	Total
<b>2017</b>	45	-	28	12	628	713
<b>2018</b>	45	2	28	12	587	674
<b>2019</b>	42	2	-	11	627	682
<b>2020</b>	36	2	-	13	606	657
<b>2021</b>	37	2	-	13	625	677

\* Information not available for the City of Parksville in 2017 or the Town of Qualicum Beach 2019-2021

To monitor potential changes in agricultural land use, a baseline for land designated for agricultural use was established in 2019. In 2019, there were 21,829 hectares of land designated for agricultural use in the Electoral Areas, decreasing to 21,685 hectares in 2021, as shown in Table 10. Much of the lost agriculturally-zoned land can be attributed to the rezoning of the Nanaimo Airport Lands in Electoral Area A and the ALC Boundary review.

**Table 10:** Hectares of Agricultural Land with the RDN Electoral Areas and District of Lantzville

	Hectares of Farm Class Inside ALR	Hectares of Farm Status Outside of ALR	Hectares of Agriculturally Zoned Land Inside of ALR	Hectares of Agriculturally Zoned Land Outside ALR
<b>2019</b>	5,729	1,112	16,063	5,766
<b>2020</b>	5,652	1,062	16,056	5,764
<b>2021</b>	5,616	1,102	15,963	5,722

*This information will be incorporated into the update of the RGS review and be presented as a new RGS indicator to assist in future years' monitoring of Goal 5 and 8.*

### 8.5.3 RGS Indicator #14: The Amount of Land Classified as Private Managed Forest Land (PMFL)

**RGS Target is to increase the amount of land available for natural resource use (farming, forestry, outdoor recreation)**

PMFL is a BC Assessment property classification established to encourage private landowners to manage their lands for long-term forest production. The majority of these lands are located outside the GCB.

Since 2017, the region has seen a consistent decline in the total hectares of PMFL with a total of 133,174 hectares decreasing to 132,785 hectares by 2021. It is important to note the overall loss of 389 hectares does not include data from the Town of Qualicum Beach which reported 129 hectares in 2017 and 2018. Decreases in the amount of PMFL can reflect the land transitioning from being actively managed as forest lands to being used for residential or other permitted uses.

In 2021, an estimated 132,785 hectares or 64% of the region's land base is still classified as PMFL.

**Table 11:** The amount of Private Managed Forest Land (Hectares)

	City of Nanaimo	Town of Qualicum Beach*	District of Lantzville	Electoral Areas	Total
<b>2017</b>	160	129	723	132,291	133,303
<b>2018</b>	217	129	723	132,143	133,212
<b>2019</b>	217	-	723	132,045	132,985
<b>2020</b>	217	-	723	132,017	132,957
<b>2021</b>	197	-	722	131,866	132,785

\* The City of Parksville does not have any lands designated Private Managed Forest Land and information is not available for the Town of Qualicum Beach for 2019-2021.

## GOAL 5 - KEY FINDINGS

The indicators for Goal 5 have mixed results. Over the past five years, 98% of the region's growth has been located within the GCB, achieving the target of increasing the proportion of development within the GCB. Since 2017, the number of parcels with Farm Status has fluctuated year-to-year with some decreases and some gains. Although the number of parcels with Farm Status has not reached the high of the 2017 baseline year, the number of parcels has remained relatively stable. During the same period, the region has seen a decrease in the amount of land classified as PMFL, moving away from the target of increasing the amount of land available for natural resource use.



8.6

## GOAL 6 – FACILITATE THE PROVISION OF AFFORDABLE HOUSING

**8.6.1** *RGS Indicator #15: The total number of rental units affordable to households with incomes below 50% of the median for the region*

**RGS Target is to increase the portion of households living in housing that meets their needs (appropriate, adequate, adaptable, sustainable, affordable and attainable)**

The RGS seeks to increase the stock of the affordable market and social housing for seniors, youth, those with special needs, those with moderate or low incomes and people experiencing homelessness. This indicator tells us the amount of documented market rental units that are affordable to those with lower incomes in the region. The median household income according to 2021 Census data is \$76,000.

The Canada Mortgage and Housing Corporation (CMHC) establishes the affordable rent threshold (ART) for lower-income households based on a household spending 30% or more of before-tax income for housing that is adequate, suitable and affordable.

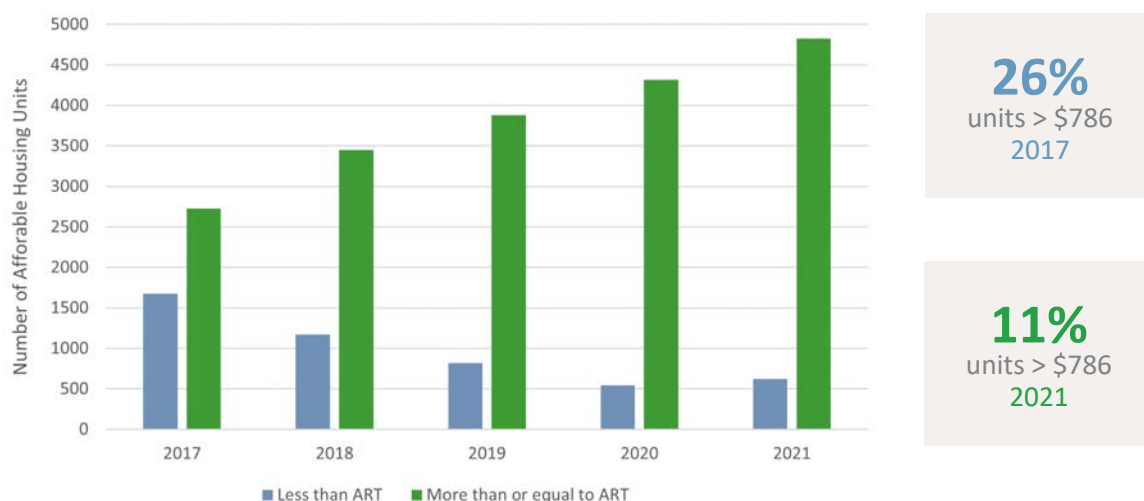
As shown in Table 12 and Chart 1, housing affordability is an ongoing challenge in the region. Over the past five years, the number of renter households spending 30% or more of their income on housing has almost doubled. There are 2,099 renter households above or equal to ART than there were in 2017. During the same period, the number of affordable rental units decreased from 26% in 2017 to less than 15% in 2021. This data shows that the region is moving away from the target of increasing housing affordability, as the cost of housing continues to outpace increases in household incomes.

**Table 12:** Total number of renter households above or equal to the affordable household threshold (2011-2021)

Year	Renter Households above or Equal to ART	Amount of Change Between Years (renter households)
2017	2,724	+434
2018	3,451	+727
2019	3,877	+426
2020	4,315	+438
2021	4,823	+508

<sup>2</sup> The Nanaimo and Parksville Census Agglomeration includes the City of Nanaimo, City of Parksville, Town of Qualicum Beach, French Creek, District of Lantzville, Electoral Area A, Electoral Area C, Snuneymuxw First Nations Lands, and Snaw-Naw-As First Nations Lands.

**Chart 1:** Total number of rental units affordable to low income thresholds



Data source: Canada Mortgage and Housing Corporation 2017-2021



### 8.6.2 *RGS Indicator #16: The portion of units in each housing type inside the Growth Containment Boundary (GCB) (diversity of housing types in the GCB)*

#### **RGS Target is to increase the portion of non-single family dwellings inside the GCB**

Diverse forms of housing within growth centres provide for different housing needs while keeping residents close to the services they require daily. Other benefits of compact communities include the efficient servicing of development and the protection of natural areas outside of growth centres.

This indicator measures the number of dwelling units by type within the GBC. The types of dwelling units included in the indicator are single-detached dwellings, other ground-oriented dwellings (duplexes, townhomes and manufactured homes) and apartments (low-rise and high-rise multi-family). Although there is limited yearly data available for this indicator, tracking the diverse type of housing forms is important to understand what type of development is occurring in different areas of the region.

Since 2018, the region has seen an increase of 3,017 ground-oriented dwellings and apartment dwellings and 2,321 single-detached dwellings created within the GBCs of the City of Nanaimo, the City of Parksville and the District of Lantzville. During this period, there were 23% more ground-oriented dwellings and apartment dwellings than single-detached dwellings, showing progress toward the target of increasing the proportion of non-single family dwellings inside the GCB.

**Table 13:** Dwelling Types within the GCB

		Single Detached Family Dwelling	Other Ground Oriented Dwellings	Apartment Dwellings
<b>Electoral Areas</b>	<b>2018</b>	3,710	1,447	51
	<b>2019</b>	3,722	1,456	51
	<b>2020</b>	3,730	1,472	51
	<b>2021</b>	3,748	1,470	52
<b>Lantzville</b>	<b>2018</b>	1,321	89	0
	<b>2019</b>	1,322	89	0
	<b>2020</b>	1,326	105	0
	<b>2021</b>	1,321	105	0
<b>Parksville</b>	<b>2018</b>	3,908	1,437	1,076
	<b>2019</b>	3,931	1,465	1,461
	<b>2020</b>	3,995	1,481	1,578
	<b>2021</b>	4,027	1,481	1,624
<b>Qualicum Beach*</b>	<b>2018</b>	3,181	470	420
	<b>2019</b>	-	-	-
	<b>2020</b>	-	-	-
	<b>2021</b>	-	-	-
<b>Nanaimo</b>	<b>2018</b>	23,399	4,110	4,143
	<b>2019</b>	23,778	4,191	4,152
	<b>2020</b>	24,203	4,291	4,342
	<b>2021</b>	25,601	5,870	4,808

\* Information not available for 2017 or for the Town of Qualicum Beach for 2019-2021

## GOAL 6 – KEY FINDINGS

During this five year period, 23% more ground-oriented dwellings and apartment dwellings were constructed, than single-detached dwellings, achieving the target of increasing the proportion of non-single family dwellings inside the GCB. Despite this progress, the number of renter households above or equal to ART has nearly doubled. The region is moving away from the target of increasing housing affordability, as the cost of housing continues to outpace increases in household incomes.



## 8.7 GOAL 7 – ENHANCE ECONOMIC RESILIENCY

### 8.7.1 RGS Indicator #17 [Unemployment] Employment rate and labour participation

**RGS Target is to maintain an unemployment rate between 3–6% and increase the labour force participation rate**

This indicator is important to understanding the economic health of the region, as changes in the labour force are the result of changes in population and economic activity.

Based on the Statistics Canada Labour Force Survey, the total Nanaimo Census Agglomeration (NCA) employment rate has decreased from 59.1% of persons of working age in 2017 to 58.6% in 2020. The Statistics Canada Labour Force Survey data for 2021 has not been released.

The unemployment rate remained within the desired RGS target of 3-6%, between 2017 and 2019 ranging from 5.7% in 2017 to 4.6% in 2019. In 2020, the unemployment rate jumped to 9.1% which was likely a result of the COVID-19 Pandemic. Since the Statistics Canada, Labour Force Survey data for 2021 has not been released, we do not know how the region has recovered from a spike in unemployment due to the COVID-19 Pandemic.

<b>59.1%</b> Employment Rate <b>2017</b>	<b>5.7%</b> Unemployed <b>2017</b>	<b>62.8%</b> Labour Force Participation <b>2017</b>
<b>58.6%</b> Employment Rate <b>2020</b>	<b>9.1%</b> Unemployed <b>2020</b>	<b>62.1%</b> Labour Force Participation <b>2020</b>

### GOAL 7 – KEY FINDINGS

Before the COVID-19 Pandemic, the region was meeting its target of maintaining an unemployment rate between 3-6% and increasing labour force participation. Due to the lack of data, it cannot be determined if the region has recovered from the effects of the COVID-19 Pandemic.



### 8.8 GOAL 8 – FOOD SECURITY

Consistent with RGS Goal 8: Food Security, the region continues to undertake action to support the adaptive capacity of the agricultural sector to promote local food security. Although Goal 8 does not have a specific indicator to monitor progress towards this Goal, we can look to RGS Goal 5: Enhance Rural Integrity, Indicator 13: Number of Parcels with Farm Status which indicates that the region has experienced a decrease in the number of parcels with farm status.



### 8.9 GOAL 9 – PRIDE OF PLACE

**8.9.1 RGS Indicator #18: Amount of publicly owned land designated for parks and community use (including land in protected areas, community use parks, and recreational facilities such as pools and ice rinks)**

**RGS Target is to increase the amount of publicly owned land for parks and recreational facilities**

This indicator measures the cumulative amount, in hectares, of publicly owned recreational facilities and parkland. The facilities and land may be owned by the provincial government, school district, regional district or municipality. These facilities and land serve a multitude of purposes such as recreation, sports, general public use and environmental protection.

Since 2018 the amount of publically owned land for parks and recreation facilities, excluding the Town of Qualicum Beach, has increased a total of 141 ha from 5,970 ha, in 2018, to 6,111 ha in 2021. This is progress towards the target of increasing publicly owned land for parks and recreation facilities with a 107 ha increase within the City of Nanaimo and a 28 ha increase in the RDN Electoral Areas during this period. Parkland dedication for new subdivisions (over 3 lots) often contributes to an increase in new parklands and is considered a factor in this increase.

**Table 14:** Hectares of Publicly Owned Lands Designated for Parks and Community Use

	City of Nanaimo	City of Parksville	Town of Qualicum Beach*	District of Lantzville	Electoral Areas	Total
<b>2018</b>	2,255 ha	280 ha	159 ha	9 ha	3,426 ha	6,129 ha
<b>2019</b>	2,354 ha	280 ha	-	9 ha	3,442 ha	6,085 ha
<b>2020</b>	2,355 ha	285 ha	-	9 ha	3,436 ha	6,085 ha
<b>2021</b>	2,362 ha	286 ha	-	9 ha	3,454 ha	6,111 ha

\* Information not available for 2017 or for the Town of Qualicum Beach for 2019-2021

### 8.9.2 RGS Indicator #19: Per capita length of maintained trails (including trails, paths and laneways)

#### RGS Target is to increase the per capita length of maintained trails

This indicator tells us the length of mapped trails, including trails, paths, and laneways that are maintained by the RDN and Member Municipalities.

This indicator reports the metres of trails per capita and represents the length of mapped or inventoried publicly-accessible trails available for use by the community. However, other trails do exist that are not included as they are not currently mapped.

Overall, since 2017, there has been an increase in the total length of mapped trails from 391,409 metres, to 397,313 metres in 2021. When expressed as the length of maintained trails per person, there is a decrease from 2.53 metres per capita in 2017 to 2.33 metres per capita in 2021. This decrease can be attributed to the increase in population between the 2016 and the 2021 Census periods.

**Table 15:** Length of Trails in Metres

	City of Nanaimo	City of Parksville	Town of Qualicum Beach*	District of Lantzville	Electoral Areas	Total	PerCapita
<b>2017</b>	170,000 m	39,419 m	22,730 m	8,600 m	150,660 m	391,409 m	2.53 m/person
<b>2018</b>	186,597 m	40,420 m	22,730 m	8,600 m	151,473 m	409,820 m	2.63 m/person
<b>2019</b>	186,597 m	40,420 m	-	8,600 m	169,110 m	404,727 m	2.59 m/person
<b>2020</b>	173,790 m	40,716 m	-	8,600 m	168,491 m	391,597 m	2.52 m/person
<b>2021</b>	174,270 m	40,000 m	-	4,602 m	178,441 m	397,313 m	2.33 m/person

\* Information not available for the Town of Qualicum Beach for 2019-2021

Note: 2016 census population of 155,698 used for 2017-2020 per capita calculation and 2021 Census population of 170,367 used for 2021 per capita calculations

## GOAL 9 – KEY FINDINGS

Pride of place and the protection of the natural environment continues to be one of the region's greatest assets. Since 2017, the region has seen a gradual increase in both the amount of publicly owned land for parks and recreation facilities and the length of maintained trails.



## 8.10 GOAL 10 – EFFICIENT SERVICES

### 8.10.1 RGS Indicator #20: Per capita waste disposal

-

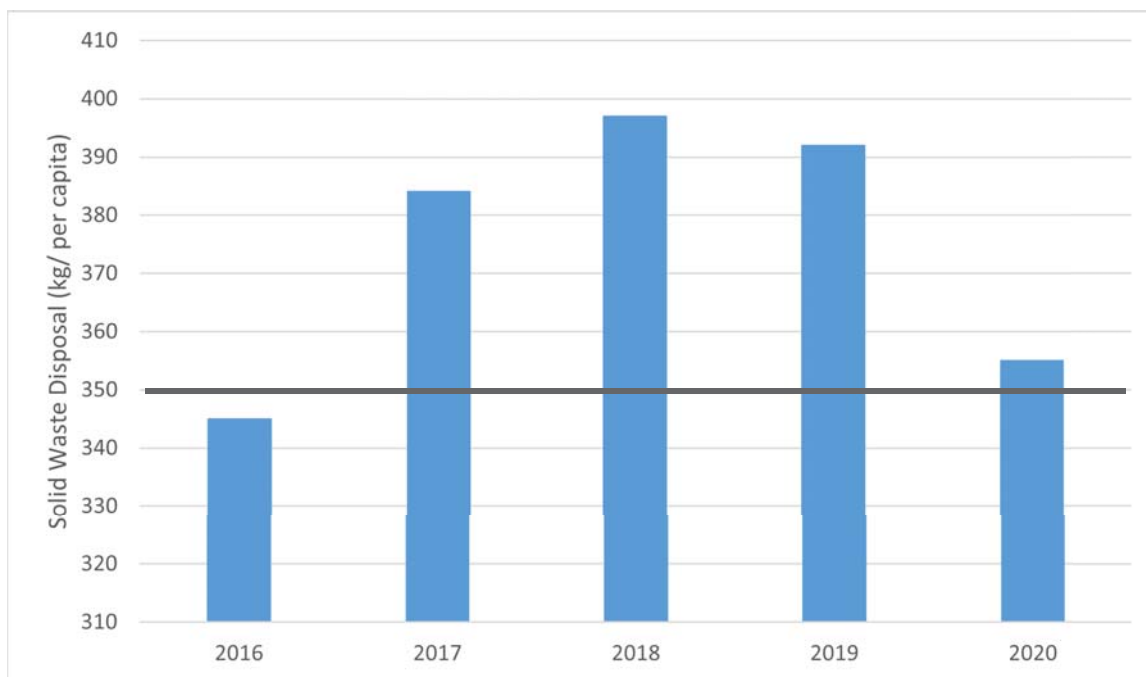
**RGS Target is to decrease the per capita amount of waste going to landfill below 350 kilograms/person**

The amount of solid waste produced in the region reflects our stewardship of resources from consumption to disposal. This indicator shows the amount of waste being diverted through recycling and composting and the impact on landfill capacity.

**355**  
Kilograms/person  
per capita waste

Consistent with the RGS direction to achieve ‘zero waste’, the RDN has a region-wide diversion rate of approximately 68% and continues to have one of the lowest provincial annual per capita disposal rates. Due to reporting periods, the five-year period for this indicator is 2016-2020 as the 2021 data is not available at this time. The data shows the region has not successfully hit its target of decreasing the per capita amount of waste below 350 kg/person. This can likely be attributed to a number of factors, such as new development and home renovations. Even though the region has not met its target, it is positive to see that per capita waste has been decreasing since the 2018 high of 395 kg/person. The 2020 data is only 5 kg/person over the goal of 350 kg/person. Through the update of the RGS bylaw, the intent will be to harmonize the RGS goals and performance measures to the new Solid Waste Management Plan for the region.



**Chart 2:** Per Capita Waste Disposal

### 8.10.2 RGS Indicator #21: Per capita cost to provide water and sewer systems

#### **RGS Target is to decrease the per capita costs of water and sewer**

This indicator tells us how efficient the provision of community water, sewer and wastewater systems are per person and as an indication of how compact and dense communities are.

This indicator includes the operational costs of providing water services, sewer services, and wastewater treatment within the RDN and member municipalities.

Except for the cost of water within the City of Nanaimo, the cost of community water, sewer and wastewater systems has seen an overall increase since 2018, moving away from the target of decreasing the cost of these services. The cost of water in RDN Electoral Areas has increased by almost 20%, the cost of sewer in RDN Electoral Areas has increased by approximately 2% and the cost of wastewater in RDN Electoral Areas has increased by nearly 9% during the monitoring period. Within the City of Nanaimo,

the cost of water decreased by 10% since 2018, while the cost of sewer has increased by roughly 60% during the same period. Despite the positive progress seen in the City of Nanaimo with the cost of water per person decreasing, overall the data for this indicator shows that the region as a whole is moving away from the target of decreasing the per capita cost of community water, sewer and wastewater systems. It is unlikely that service fees and charges will decrease in the future due to inflation and increased operational costs, for that reason this indicator is being reviewed as a part of the RGS update.

**Table 16:** Per Capita Costs to Provide Water, Sewer and Wastewater

	Nanaimo		Electoral Areas		All
	Water	Sewer	Water	Sewer	Wastewater*
<b>2018</b>	\$256/person	\$76/person	\$463/person	\$310/person	\$112/person
<b>2019</b>	\$322/person	\$156/person	\$489/person	\$320/person	\$117/person
<b>2020</b>	\$291/person	\$126/person	\$476/person	\$337/person	\$120/person
<b>2021</b>	\$230/person	\$121/person	\$554/person	\$363/person	\$122/person

\* Waste water costs are for the entire RDN and include City of Nanaimo, District of Lantzville, Town of Qualicum, RDN Electoral Areas and City of Parksville

\*\* Data not available for 2017

Note: 2016 census population of 155,698 used for 2017-2020 per capita calculation and 2021 Census population of 170,367 used for 2021 per capita calculations

### 8.10.3 RGS Indicator #22: Per capita length of roads

#### RGS Target is to decrease the per capita length of roads

This indicator tells us the length of road required to service a community. This is directly influenced by where development is allowed and what form it takes, indicating how effectively land is being used.

This indicator measures the metres of roads per capita that provide access to residences or businesses.

Over the last five years, the meters of road per capita in the region have decreased in the RDN Electoral Areas, the City of Nanaimo, and the City of Parksville. The greatest decrease was seen in the RDN Electoral Areas, which went from 25.30m/ person to 23.34m/ person, an overall decrease of 1.96 m/person. The District of Lantzville saw a slight increase during this period of 0.17 m/ person due to the Lantzville Foothills development. Despite the slight increase in the District of Lantzville, the region as a whole decreased by 1.56 m/person as a result of the increase in population observed in the 2021 Census, showing positive progress towards meeting the target.

**Table 17:** Per Capita Length of Roads

	City of Nanaimo	City of Parksville	Town of Qualicum Beach*	District of Lantzville	Electoral Areas	Total
<b>2017</b>	6.26 m/ person	7.75 m/ person	11.9 m/person	15.97 m/ person	25.30 m/ person	11.74 m/ person
<b>2018</b>	6.30 m/ person	7.75 m/ person	11.9 m/person	16.09 m/ person	25.37 m/ person	11.74 m/ person
<b>2019</b>	6.30 m/ person	7.75 m/ person	-	16.89 m/ person	25.40 m/ person	11.81 m/ person
<b>2020</b>	6.30 m/ person	6.43m/ person	-	17.06m/ person	25.46m/ person	11.84m/ person
<b>2021</b>	5.74m/ person	7.33m/ person	-	16.14m/ person	23.34m/ person	10.18m/ person

\* Information not available for the Town of Qualicum Beach for 2019-2021

Note: 2016 census population of 155,698 used for 2017-2020 per capita calculation and 2021 Census population of 170,367 used for 2021 per capita calculations

**GOAL 10 – KEY FINDINGS**

The indicators for Goal 10 – Efficiency of Services have shown both positive progress, and movement away from achieving the targets of this goal. Over the past five years, the region has not met its goal of decreasing the per capita waste going into the landfill to below 350 kg/person, and there has been an overall increase in the per capita cost of community water, sewer and wastewater systems. On the other hand, the metres of road per capita in the region decreased by 1.56 m/person as a result of the increase in population observed in the 2021 Census thus achieving this indicators target.

**8.11 GOAL 11 – COOPERATION AMONG JURISDICTIONS**

Over the past five years, work continued with member municipalities, First Nations, and agencies such as the Association of Vancouver Island Coastal Communities, in relation to climate change and green initiatives, transportation planning and ridership, intergovernmental emergency service agreements, and recreational facilities and services within the region. Although no indicators are used to measure progress towards Goal 11 – Cooperation among Jurisdictions, the RDN and member municipalities continue to foster and develop collaborative relationships across the jurisdictional boundaries.

## 9. Implementation

The RDN will continue to make progress on the following implementation item:

1. Continue to monitor, evaluate and periodically report on regional economic, population, social and environmental trends and progress towards achieving RGS goals through the RGS Monitoring Program.
2. Continue advancing the Regional Growth Strategy Review: Shaping our Future 2040.
3. Continue to work with Climate Action Technical Advisory Committee.
4. Continue to advance the Sea Level Rise and Adaptation Program through flood hazard assessment mapping.
5. Continue work on the Electoral Area F Official Community Plan Review.
6. Continue to work on Bylaw 500 Review and Update Project.
7. Complete Subdivision Servicing Bylaw Review.
8. Develop Community Amenity Policy.
9. Continue to build strong relationships through continued training and education with First Nations.
10. Strengthen relationships with major institutions such as Island Health, Vancouver Island University, School Districts 68 and 69 and organizations key to furthering RGS goals (e.g., chambers of commerce, economic development groups, non-governmental/community organizations).
11. Continue to be committed to respectful and appropriate engagement with Snuneymuxw, Snaw-Naw-As and Qualicum First Nations in regional strategists, decision-making and shared interests.

## Appendix: Summary of RGS Implementation Actions

RGS GOAL / SECTION	ACTION	STATUS AS OF JANUARY 2022
Section 5.0	Establish Targets & Indicators to monitor progress.	The RDN online Monitoring Program is updated annually following the release of the RGS Annual Report.  <a href="http://www.rdn.bc.ca/rgs-annual-reports">www.rdn.bc.ca/rgs-annual-reports</a>
	Develop a Corporate Implementation Strategy to show how RDN activities are consistent with RGS.	Ongoing.
1. Climate Change	Complete Corporate Carbon Neutral 2032 Plan.	Completed in Spring 2020.
	Coastal Flood Mapping River Flood Hazard Mapping	Completed 2021. Underway.
2. Environmental Protection	Advocate for provincial and federal government support to update and maintain SEI databases.	Ongoing.
3. Land Use & Mobility	Initiate discussions with provincial and federal transportation authorities to share data collection and analysis and to prepare mobility strategies.	Ongoing.
	Transit Redevelopment Strategy.	Completed 2021.
4. Housing & Jobs	Regional Housing Needs Report.	Completed June 2020.
5. Rural Integrity	Policy 5.13: Implementation - Study options for more sustainable forms of subdivision to limit sprawl and fragmentation on rural residential land.	Completed October 2012.  Integrated into official community plans as they are updated.

## Appendix: Summary of RGS Implementation Actions

RGS GOAL / SECTION	ACTION	STATUS AS OF JANUARY 2022
6. Affordable Housing	Identify next steps to addressing affordable housing issues.	Completed Regional Housing Needs Report June 2020.
	Commence Regional Housing Strategy.	Social Needs Assessment + Strategy Completed November 2021
7. Vibrant, Resilient Economy	Support and encourage economic development.	Completed Implementing Regional Economic Development Report January 2020.
	Amend the Electoral Area A OCP and Bylaw No. 500 for lands owned by Nanaimo Airport Commission both to recognize existing airport operations and facilitate future commercial uses.	Completed in 2021.
	Collaborate in the preparation of a commercial (retail and office) Land strategy to ensure that the supply, location, distribution, form and type of commercial development is consistent with the sustainability and growth management objectives of the RGS and supports the continued vitality of the sector.	To be initiated.
8. Food Security	Prepare study of agriculture in the region to identify issues of the present and future needs of the agricultural sector.	Continue work on Area F Inventory Update for Official Community Plan review.
		Participated in the Vancouver Island Agricultural Adaptation Study which was completed in Fall 2020.
	Prepare Agricultural Area Plan Implementation.	Bylaw 500 and Policy Update project completed in 2016.  Rural Area Guide completed in 2016.  Bylaw 500 and 1285 amendments for Gathering for Events in Agricultural Land Reserve completed in 2018.



## Appendix: Summary of RGS Implementation Actions

RGS GOAL / SECTION	ACTION	STATUS AS OF JANUARY 2022
9. Pride of Place	Ongoing activities through implementation and development of parks plans and official community plans.	<p>Nanaimo Cultural Plan adopted in 2014 and now being implemented.</p> <p>RDN Community Parks and Trails Guidelines approved in 2014.</p> <p>Continued work on Parks and Trails Strategy</p> <p>Adopted Electoral Area H Official Community Plan in 2017.</p> <p>Continued work on Electoral Area F Official Community Plan.</p> <p>Continued work on Bylaw 500 Review and Update project</p>
10. Efficient Services	Ongoing communication and public engagement.	Get Involved RDN continues to allow residents to obtain information, ask questions and provide input on current projects and initiatives.
11. Cooperation Among Jurisdictions	Continue outreach initiatives to First Nations including signing of protocol.	Continued training for the RDN Board and staff on the Truth and Reconciliation Calls to Action.



REGIONAL  
DISTRICT  
OF NANAIMO



6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2



250-390-4111  
1-877-607-4111



[inquiries@rdn.bc.ca](mailto:inquiries@rdn.bc.ca)



[rdn.bc.ca](http://rdn.bc.ca)

# 5-Year Review Summary of Indicators

## Goal 1: Prepare for Climate Change & Reduce Energy Consumption



#1 Total community greenhouse gas emissions

#2 Per capita non-renewable energy use

#3 Total community energy use

Data last available 2012

## Goal 2: Protect the Environment



#4 Total water consumption

#5 Surface water quality (community watershed monitoring)

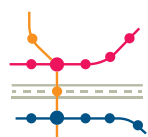
#6 Amount of land in protected areas

Stable

Stable

Moving Towards

## Goal 3: Coordinate Land Use & Mobility



#7 Number of households within a set distance (400 m) of employment lands, shopping, schools, transit and recreation facilities

#8 Per capita transit use

Moving Towards

Moving Towards

## Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres



#9 Population inside and outside the Growth Containment Boundary

#10 Density of dwelling units inside and outside the Growth Containment Boundary

#11 Diversity of land use (ratio) inside the Growth Containment Boundary

Moving Towards

Moving Towards

Stable

## Goal 5: Enhance Rural Integrity



#12 The number of new lots/units created through subdivision inside and outside the Growth Containment Boundary

#13 Number of parcels with Farm Status

#14 The amount of land classified as Private Managed Forest Land

Moving Towards

Stable

Moving Away

### Goal 6: Facilitate the Provision of Affordable Housing



#15 The total number of rental units affordable to households with income below fifty percent of the median income for the region

**Moving Away**

#16 The portion of units in each housing type inside the Growth Containment Boundary (diversity of housing types in the Growth Containment Boundary)

**Moving Towards**

### Goal 7: Enhance Economic Resiliency



#17 [Unemployment] Employment rate and labour participation rate

**Stable**

### Goal 8: Enhance Food Security



Number of parcels with Farm Status

Same as #13

### Goal 9: Celebrate Pride of Place



#18 The amount of publicly owned land designated for parks and community use (including land in protected areas, community use parks, and recreational facilities such as pools, ice rinks, etc.)

**Moving Towards**

#19 Per capita length of maintained public trails (including trails, paths, laneways)

**Moving Away**

### Goal 10: Efficient Services



#20 Per capita waste disposal

**Moving Away**

#21 Per capita cost to provide water and sewer systems

**Moving Away**

#22 Per capita length of roads (length of paved roads per person)

**Moving Towards**

### Goal 11: Cooperation Among Jurisdictions



Cooperation among jurisdictions

**Moving Towards**

# Regional Growth Strategy 5-Year Review Report

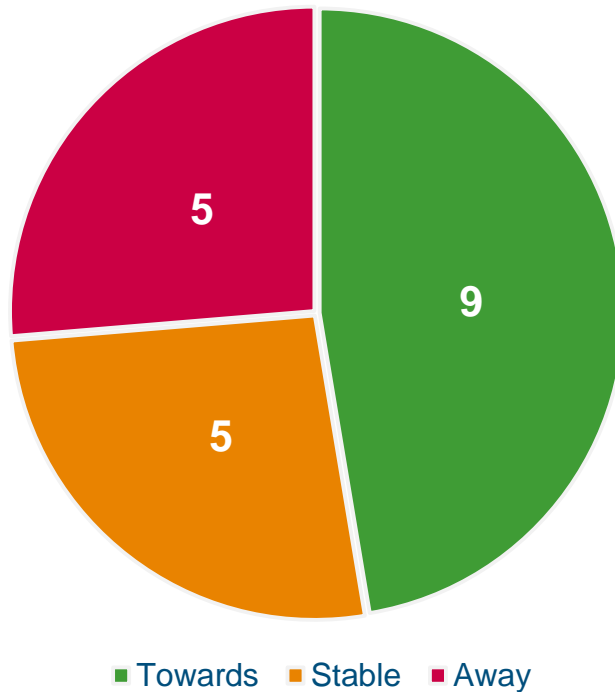
December 6, 2022

Presented by  
Kim Fowler, Manager, Long Range Planning, Sustainability and Energy

# RGS MONITORING PROGRAM



# 2020 RGS MONITORING SUMMARY

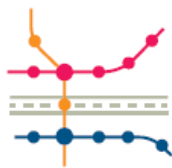


- 19 Indicators & related targets reporting
- 10 Moving towards targets
- 5 Stable
- 5 Moving away from targets
- 10 Implementation actions completed or ongoing & new actions added



# Growth Management – Moving Towards Targets

## Goal 3: Coordinate Land Use & Mobility



#7 Number of households within a set distance (400 m) of employment lands, shopping, schools, transit and recreation facilities

Moving Towards

#8 Per capita transit use

Moving Towards

## Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres



#9 Population inside and outside the Growth Containment Boundary

Moving Towards

#10 Density of dwelling units inside and outside the Growth Containment Boundary

Moving Towards

#11 Diversity of land use (ratio) inside the Growth Containment Boundary

Stable

# Servicing – Mixed Results

## Goal 3: Coordinate Land Use & Mobility



#7 Number of households within a set distance (400 m) of employment lands, shopping, schools, transit and recreation facilities

**Moving Towards**

#8 Per capita transit use

**Moving Towards**

## Goal 10: Efficient Services



#20 Per capita waste disposal

**Moving Away**

#21 Per capita cost to provide water and sewer systems

**Moving Away**

#22 Per capita length of roads (length of paved roads per person)

**Moving Towards**

# Housing – Moving Away

## Goal 6: Facilitate the Provision of Affordable Housing



#15 The total number of rental units affordable to households with income below fifty percent of the median income for the region

**Moving Away**

# Enhance Rural Integrity – Mixed Results

## Goal 5: Enhance Rural Integrity



#12 The number of new lots/units created through subdivision inside and outside the Growth Containment Boundary

**Moving Towards**

#13 Number of parcels with Farm Status

**Stable**

#14 The amount of land classified as Private Managed Forest Land

**Moving Away**



<https://www.rdn.bc.ca/regional-growth-strategy>





Please note: Slide 3 has been revised.

# Regional Growth Strategy 5-Year Review Report

December 6, 2022

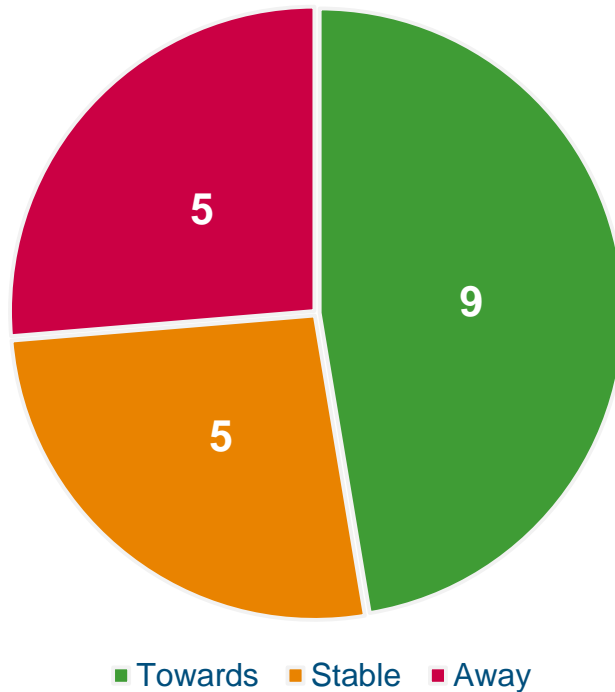
Presented by  
Kim Fowler, Manager, Long Range Planning, Sustainability and Energy

# RGS MONITORING PROGRAM





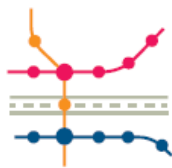
# 5-YEAR RGS MONITORING SUMMARY



- 19 Indicators & related targets reporting
- 9 Moving towards targets
- 5 Stable
- 5 Moving away from targets
- 20 Implementation actions completed or ongoing & new actions added

# Growth Management – Moving Towards Targets

## Goal 3: Coordinate Land Use & Mobility



#7 Number of households within a set distance (400 m) of employment lands, shopping, schools, transit and recreation facilities

**Moving Towards**

#8 Per capita transit use

**Moving Towards**

## Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres



#9 Population inside and outside the Growth Containment Boundary

**Moving Towards**

#10 Density of dwelling units inside and outside the Growth Containment Boundary

**Moving Towards**

#11 Diversity of land use (ratio) inside the Growth Containment Boundary

**Stable**

# Servicing – Mixed Results

## Goal 3: Coordinate Land Use & Mobility



#7 Number of households within a set distance (400 m) of employment lands, shopping, schools, transit and recreation facilities

**Moving Towards**

#8 Per capita transit use

**Moving Towards**

## Goal 10: Efficient Services



#20 Per capita waste disposal

**Moving Away**

#21 Per capita cost to provide water and sewer systems

**Moving Away**

#22 Per capita length of roads (length of paved roads per person)

**Moving Towards**

# Housing – Moving Away

## Goal 6: Facilitate the Provision of Affordable Housing



#15 The total number of rental units affordable to households with income below fifty percent of the median income for the region

**Moving Away**

# Enhance Rural Integrity – Mixed Results

## Goal 5: Enhance Rural Integrity



#12 The number of new lots/units created through subdivision inside and outside the Growth Containment Boundary

**Moving Towards**

#13 Number of parcels with Farm Status

**Stable**

#14 The amount of land classified as Private Managed Forest Land

**Moving Away**



<https://www.rdn.bc.ca/regional-growth-strategy>





**OFFICIAL COMMUNITY PLAN AND ZONING AMENDMENT APPLICATION NO. PL2021-048  
1800 & 1810 GALVIN PLACE AND PIDs 000441724 AND 024585912 ELECTORAL AREA F  
AMENDMENT BYLAW NOS. 1285.38, 2022 and 1152.06, 2022 THIRD READING & ADOPTION**

**RECOMMENDATIONS**

1. That the Board receive the Summary Report of Public Engagement, for “Regional District of Nanaimo Electoral Area ‘F’ Official Community Plan Amendment Bylaw No. 1152.06, 2022” and “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.38, 2022”.
2. That the Board receive the Summary of the Public Hearing held on November 15, 2022, for “Regional District of Nanaimo Electoral Area ‘F’ Official Community Plan Amendment Bylaw No. 1152.06, 2022” and “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.38, 2022”.
3. That the Board give third reading to “Regional District of Nanaimo Electoral Area ‘F’ Official Community Plan Amendment Bylaw No. 1152.06, 2022”.
4. That the Board give third reading to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.38, 2022”.
5. That the Board adopt “Regional District of Nanaimo Electoral Area ‘F’ Official Community Plan Amendment Bylaw No. 1152.06, 2022”.
6. That the Board adopt “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.38, 2022”.

**BACKGROUND**

The Regional District of Nanaimo has received an application from Timberlake-Jones Engineering on behalf of Wicklow West Holdings Ltd. and the Regional District of Nanaimo (RDN) to amend the “Regional District of Nanaimo Electoral Area ‘F’ Official Community Plan Bylaw No. 1152, 1999” (OCP) and “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002” (Bylaw 1285) to facilitate a 9-lot subdivision and land exchange of private lands and RDN park land. The proposed subdivision will result in six new village residential lots; a separate lot for the existing Meadowood Fire Hall; additional road dedication to connect Ashling Road to Galvin Place, and an exchange of community and regional park land to improve public access to both the Little Qualicum River Regional Park and the Meadowood Community Park.

The subject properties are located within the Qualicum River Estates Village Centre and include the Meadowood Community Park and Meadowood Fire Hall, the Little Qualicum River Regional Park, and land owned by Wicklow West Holdings Ltd. The subject properties are surrounded by the Meadowood General Store and Galvin Place to the north; Little Qualicum River Regional Park to the east; recently subdivided village residential lots accessed via Ashling Road to the south and developed rural residential lots and Meadowood Way to the west.



The portion of Wicklow West holdings lands; legally described as Part of Block 359, Newcastle District, Except Part in Parcel A (DD 21980N) and Except Plans 41094, VIP54534, VIP54535, VIP57567, VIP64186, VIP64189 (PID 000441724), subject to this application is 7.47 hectares in size and is zoned R-3 (Village Residential 3) pursuant to Bylaw 1285. Lot 2, Block 359, Newcastle District, Plan VIP69346 (1800 and 1810 Galvin Place); which includes the Meadowood Community Park and Meadowood Fire Hall, is 8.94 hectares and is split-zoned P-1 (Parks and Open Space 1) and T-1 (Institutional/Community Facility). The part of Lot 1, Block 359, Newcastle District, Plan VIP69346 (PID 024585912) included in this application is a 0.25 hectare portion of the Little Qualicum River Regional Park that is zoned P-1 (Parks and Open Space 1). The OCP designates the subject properties as Park Lands and Village Centre Comprehensive Mixed Use.

Amendments to the OCP and Bylaw 1285 are required to facilitate the proposed subdivision and park land exchange by realigning the land use designations and zone boundaries with the proposed new lot lines. This is a mapping amendment to the OCP and Bylaw 1285 only, no text amendments are required.

Amendment Bylaw Nos. 1152.06, 2022 and 1285.38 were introduced and given first and second reading on June 28, 2022 (see Attachments 3 and 4). This was followed by a period of online community engagement and a Public Hearing held on November 15, 2022 (see Attachment 1 - Summary Report of Public Engagement and Attachment 2 - Summary of the Public Hearing).

### ***Public Consultation and Procedural Implications***

In most bylaw amendments, community engagement is initiated prior to readings being given by the Board. In this case, the community engagement was initiated after first and second reading to better coordinate with the community engagement for the park land exchange. Following first and second Reading of the OCP and Zoning Amendment Bylaws, online community engagement provided a forum for the public to provide feedback and submit questions about the proposed OCP and zoning amendment application through a Get Involved page. The Get Involved webpage also provided background information on the application and included a link to the Get Involved page for the Park Land Exchange and Alternative Approval Process.

The Get Involved program tracks statistics on the traffic to the website in terms of visitors who are aware, informed and engaged, in which engaged and informed are subsets of aware. The primary period of online public engagement was held for the application from July 18, 2022 to November 15, 2022. The report identified 79 aware visitors who have visited the website at least once though may not have clicked on any information; 23 informed visitors who have viewed the attached information; and 2 engaged visitors who participated in the webpage content (see Attachment 1 – Summary Report of Public Engagement).

A Public Hearing was held on November 15, 2022 (see Attachment 2 – Summary of the Public Hearing) 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 Bylaws.

As there are no conditions of approval for the Bylaw Amendments, the Bylaws are presented to the Board for consideration of third reading and adoption.

### **FINANCIAL PLAN AND LIQUID WASTE MANAGEMENT PLAN IMPLICATIONS**

In accordance with Section 477 of the *Local Government Act*, following the first reading of an OCP bylaw amendment, a local government must consider the amendment in conjunction with its financial plan and any applicable waste management plan. In discussions with Finance and Waste Management it was confirmed that

the proposed OCP amendments have no implications for the current 2022-2026 Financial Plan or any of the RDN Waste Management Plans.

### **STRATEGIC PLAN ALIGNMENT**

The proposed development has been reviewed and the proposal will be in keeping with the 2019-2022 Board Strategic Plan key strategic area related to environmental stewardship by acquiring lands for environmental preservation and park land.

### **REVIEWED BY:**

P. Thompson, Manager, Current Planning  
L. Grant, General Manager, Planning and Development  
D. Holmes, Chief Administrative Officer

### **ATTACHMENTS:**

1. Summary Report of Public Engagement
2. Summary of the Public Hearing
3. Proposed Amendment Bylaw No. 1152.06, 2022
4. Proposed Amendment Bylaw No. 1285.38, 2022

**Attachment 1**  
**Summary Report of Public Engagement**

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# Project Report

18 July 2022 - 15 November 2022

## Get Involved RDN

Development Application No. PL2021-048



### Visitors Summary

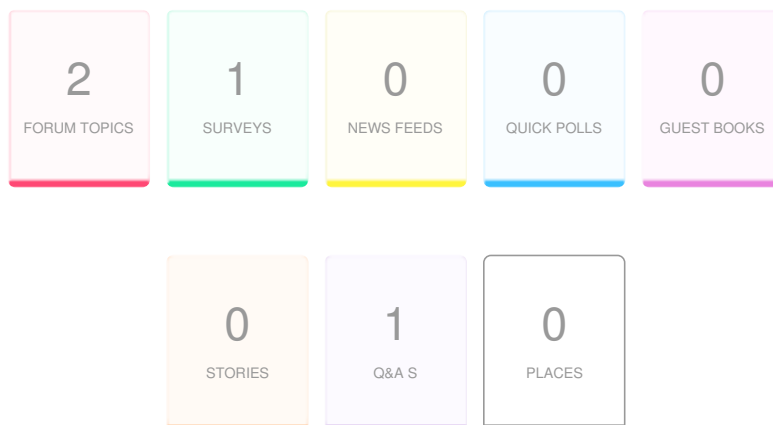


### Highlights

TOTAL VISITS	MAX VISITORS PER DAY	
115	11	
NEW REGISTRATIONS		
3		
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
2	23	79

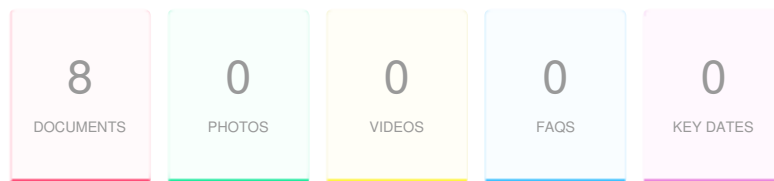
Aware Participants	79	Engaged Participants	2		
Aware Actions Performed	Participants	Engaged Actions Performed	Registered	Unverified	Anonymous
Visited a Project or Tool Page	79				
Informed Participants	23	Contributed on Forums	0	0	0
Informed Actions Performed	Participants	Participated in Surveys	2	0	0
		Contributed to Newsfeeds	0	0	0
Viewed a video	0	Participated in Quick Polls	0	0	0
Viewed a photo	0	Posted on Guestbooks	0	0	0
Downloaded a document	19	Contributed to Stories	0	0	0
Visited the Key Dates page	0	Asked Questions	0	0	0
Visited an FAQ list Page	0	Placed Pins on Places	0	0	0
Visited Instagram Page	0	Contributed to Ideas	0	0	0
Visited Multiple Project Pages	16				
Contributed to a tool (engaged)	2				

## ENGAGEMENT TOOLS SUMMARY



Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Forum Topic	Public Hearing Scheduled	Published	1	0	0	0
Forum Topic	The RDN is seeking input on OCP and Zoning Amendment PL20...	Published	1	0	0	0
Qanda	Ask a question	Published	2	0	0	0
Survey Tool	Application Input	Published	3	2	0	0

## INFORMATION WIDGET SUMMARY



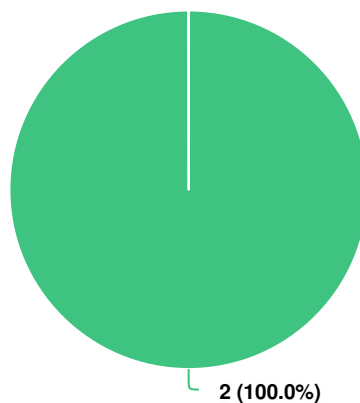
Widget Type	Engagement Tool Name	Visitors	Views/Downloads
Document	PL2021-048 - Staff Report.pdf	11	15
Document	PL2021-048 - Notice of Public Hearing.pdf	4	5
Document	Bylaw 1285.38.pdf	4	6
Document	Bylaw 1152.06.pdf	3	3
Document	T-1 Zone.pdf	3	4
Document	R-3 Zone.pdf	3	3
Document	P-1 Zone.pdf	2	2
Document	Engagement Plan.pdf	1	1

## ENGAGEMENT TOOL: SURVEY TOOL

### Application Input

Visitors <b>3</b>	Contributors <b>2</b>	CONTRIBUTIONS <b>2</b>
-------------------	-----------------------	------------------------

Where do you live? If you are not exactly sure first our 'Where do I live in the RDN' map before answering.



#### Question options

- Electoral Area F (Coombs, Hilliers, Errington)

*Mandatory Question (2 response(s))*

*Question type: Dropdown Question*



# Survey Responses

18 July 2022 - 15 November 2022

## Application Input

# Get Involved RDN

Project: Development Application No. PL2021-048



VISITORS					
3					
CONTRIBUTORS			RESPONSES		
2			2		
2	0	0	2	0	0
Registered	Unverified	Anonymous	Registered	Unverified	Anonymous



**Respondent No:** 1

**Login:** pooh bear

**Email:** [REDACTED]

**Responded At:** Aug 21, 2022 11:36:25 am

**Last Seen:** Aug 21, 2022 18:33:52 pm

**IP Address:** 75.157.59.24

Q1. **Where do you live? If you are not exactly sure first our 'Where do I live in the RDN' map before answering.**

Electoral Area F (Coombs, Hilliers, Errington)

Q2. **We want to ensure we are reaching our residents and we know where they are responding from. Please provide your postal code.**

Qualicum Beach, BC, V9K2V1

Q3. **Please use this space to provide your input on the proposed application. Note that all responses are public and will be submitted to the RDN Board of Directors for their consideration when reviewing the application for approval.**

Concerned about water input; plus impact on wildlife that reside within the parkland.



**Respondent No:** 2

**Login:** arbutus

**Email:** [REDACTED]

**Responded At:** Aug 23, 2022 21:00:13 pm

**Last Seen:** Aug 24, 2022 03:11:15 am

**IP Address:** 24.69.44.25

**Q1. Where do you live? If you are not exactly sure first our 'Where do I live in the RDN' map before answering.**

Electoral Area F (Coombs, Hilliers, Errington)

**Q2. We want to ensure we are reaching our residents and we know where they are responding from. Please provide your postal code.**

Qualicum Beach, BC, V9K2V3

**Q3. Please use this space to provide your input on the proposed application. Note that all responses are public and will be submitted to the RDN Board of Directors for their consideration when reviewing the application for approval.**

Our main concerns with development are water and what is already a very busy, poorly maintained and dangerous route to the island highway. ATV traffic is out of control on roads and trails, often driven by children. Park and trail areas near the river frequently used as a shooting range. Hopefully some enforcement could make our trails in this area safe for hikers and equestrians.

**Attachment 2**  
**Summary of the Public Hearing**  
**Held at Meadowood Community Centre**  
**1830 Galvin Place, Qualicum**  
**Tuesday November 15, 2022, at 6:00 pm**

**To consider “Regional District of Nanaimo Electoral Area ‘F’ Official Community Plan Amendment Bylaw No. 1152.06, 2022” and “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.38, 2022”**

*Note: This report is not a verbatim recording of the proceedings but a summary of the comments of those in attendance at the Public Hearing.*

**PRESENT:**

Leanne Salter, RDN	Chair, Electoral Area ‘F’ Director
Paul Thompson, RDN	Manager of Current Planning
Kayla Harris, RDN	Planning Technician
Elaine McCulloch, RDN	Senior Parks Planner
Michelle Jones, Timberlake-Jones Engineering	Representing the Applicant

21 members of the public attended the meeting.

The Chair called the hearing to order at 6:03 pm, introduced those present representing the Regional District, and outlined the procedures to be followed during the hearing.

Paul Thompson provided an explanation of the proposed amendment bylaws and application process.

The Chair called for formal submissions with respect to Bylaws 1152.06, 2022 and 1285.35, 2022.

No written submissions were received at the hearing. The following comments were received:

*Chris Burger, 1849 Galvin Place – The community trails and the piece being exchanged makes for suitable parkland. Trail access is important.*

*Nadine Briscoe, 1433 Dolly Varden Way – With regards to public access, it is important to consider possible parking issues with people wanting to use the trail head.*

*Michelle Jones, 1821 Sanderson Road, Parksville, Representing the Applicant – Trail access for community park is also parking for the trailhead. This was considered in the development.*

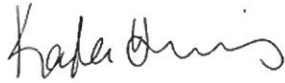
*Ramonda Jones, 1375 Dolly Varden Way – Asked for clarification on how many lots are proposed to be subdivided.*

The Chair called for further submissions for the second time.

The Chair called for further submissions a third and final time.

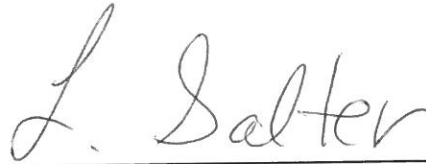
There being no further submissions, the Chair adjourned the Public Hearing at 6:15 pm.

Certified fair and accurate this 16<sup>th</sup> day of November, 2022.



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Kayla Harris  
Recording Secretary



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Electoral Area 'F' Director Leanne Salter  
Public Hearing Chair

**Attachment 3**  
**Proposed Amendment Bylaw No. 1152.06, 2022**

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**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 1152.06**

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO ELECTORAL AREA 'F'  
OFFICIAL COMMUNITY PLAN BYLAW NO. 1152.06, 2022**

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 Electoral Area 'F' Official Community Plan Amendment Bylaw No. 1152.06, 2022".
- B. The Regional District of Nanaimo Electoral Area 'F' Official Community Plan Bylaw no. 1152, 1999" is hereby amended as follows:
  - 1. By amending Map No. 2 Land Use Designations as shown on Schedule 1, which is attached to and forms part of this bylaw.
  - 2. By amending Map No. 6 Community Service Areas as shown on Schedule 1, which is attached to and forms part of this bylaw.

Introduced and read two times this 28th day of June, 2022.

Considered in conjunction with the Regional District of Nanaimo Financial Plan and any applicable Waste Management Plans this 28th day of June, 2022.

Public Hearing held pursuant to Section 464 of the *Local Government Act* this 15th day of November 2022. Read a third time this \_\_\_\_ day of \_\_\_\_\_ 20XX.

Adopted this \_\_\_\_ day of \_\_\_\_\_ 20XX.

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CHAIR

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CORPORATE OFFICER

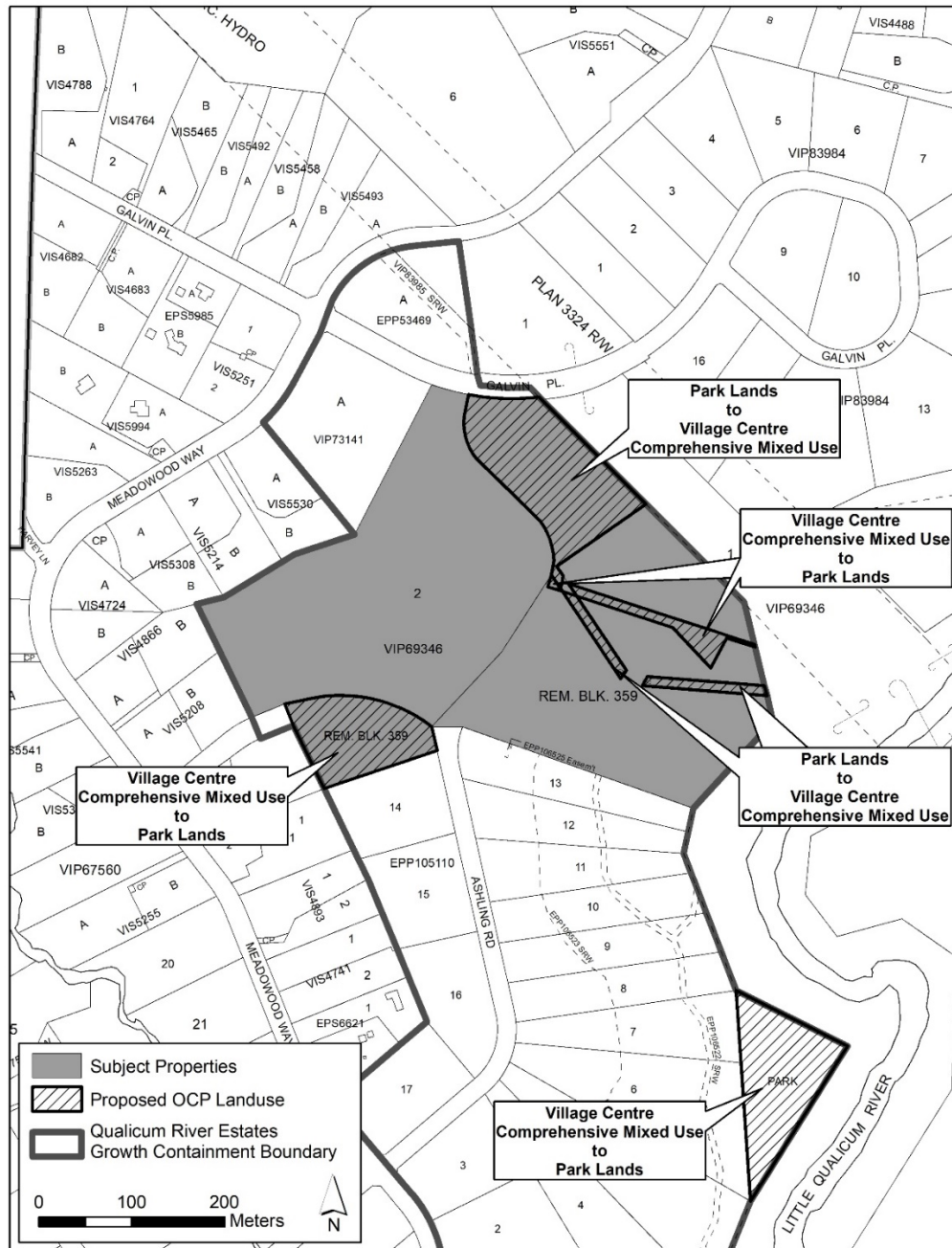


Schedule 'I' to accompany "Regional District of Nanaimo Electoral Area 'F'  
Official Community Plan Amendment Bylaw No. 1152.06, 2022".

Chairperson

Corporate Officer

### Schedule '1'



**Attachment 4**  
**Proposed Amendment Bylaw No. 1285.38, 2022**

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**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 1285.38**

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO  
ELECTORAL AREA 'F' ZONING AND SUBDIVISION BYLAW NO. 1285,  
2002**

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 Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.38, 2022".
- B. The "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002", is hereby amended by re-zoning the portions of the lands shown on the attached Schedule '1' and legally described as Part of Block 359, Newcastle District, Except Part in Parcel A (DD 21980N) and Except Plans 41094, VIP54534, VIP54535, VIP57567, VIP64186, VIP64189 as follows:
  - 1. Under Schedule 'B' – Zoning Map, from:
    - a. R-3 (Village Residential 3) to P-1 (Parks and Open Space 1)
- C. The "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002", is hereby amended by re-zoning the portions of the lands shown on the attached Schedule '1' and legally described as Part of Lot 1, Block 359 Newcastle District, Plan VIP69346 as follows:
  - 1. Under Schedule 'B' – Zoning Map, from:
    - a. P-1 (Parks and Open Space 1) to R-3 (Village Residential 3)
- D. The "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002", is hereby amended by re-zoning the portions of the lands shown on the attached Schedule '1' and legally described as Part of Lot 1, Block 359 Newcastle District, Plan VIP69346 as follows:
  - 1. Under Schedule 'B' – Zoning Map, from:
    - b. P-1 (Parks and Open Space 1) to T-1 (Institutional/Community Facility 1)
    - c. P-1 (Parks and Open Space 1) to R-3 (Village Residential 3)

Introduced and read two times this 28th day of June, 2022.

Public Hearing held this 15th day of November 2022.

Read a third time this \_\_\_\_ day of \_\_\_\_\_ 20XX.

Adopted this \_\_\_\_ day of \_\_\_\_\_ 20XX.

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CHAIR

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CORPORATE OFFICER





## LITTLE QUALICUM RIVER REGIONAL PARK LAND EXCHANGE ALTERNATIVE APPROVAL PROCESS RESULTS

### RECOMMENDATION

That "Regional District of Nanaimo Little Qualicum River Regional Park Exchange Bylaw No. 1859, 2022" be adopted.

### BACKGROUND

At the June 28, 2022, Regional District of Nanaimo (RDN) Board meeting, the following motion was carried:

#22-427: That "Regional District of Nanaimo Little Qualicum River Regional Park Exchange Bylaw No. 1859, 2022" be introduced and read three times.

At the October 11, 2022, Board meeting, the following motions were approved:

#22-613: That approval of the electors for "Regional District of Nanaimo Little Qualicum River Regional Park Exchange Bylaw No. 1859, 2022" be obtained by an Alternative Approval Process.

#22-614: That the Board approve the Elector Response Form as provided in Attachment 2; establish 4:00 p.m. on November 28, 2022, as the deadline for receiving elector responses for the alternative approval process, and determine the total number of electors of the area to which the approval process applies to be 136,802.

An initial alternative approval process was conducted between July 6, 2022 and August 15, 2022. However, since the time of the June 28 report and the completion of the AAP on August 15, staff obtained legal advice on the application s. 267(3) of the *Local Government Act* to notice requirements of the AAP, specifically in regard to advertising a provision that the *Meadowood Community Park and Little Qualicum River Regional Park Conditional Land Exchange Agreement*, and the records relating to it, were also available for public inspection. The October 6 report recommended the AAP for Bylaw 1859 be repeated and re-advertised with a correction to the omission in the notice to ensure its legal sufficiency.

In accordance with the *Community Charter*, the Board approved an alternative approval process (AAP) to seek elector approval for Bylaw No. 1859, 2022 (Attachment 1). As part of the AAP, electors opposed to the adoption of the Bylaw are required to sign an elector response form and submit it to the Regional District of Nanaimo (RDN) prior to the established deadline of November 28, 2022. Approval of the electors by AAP is obtained if the number of elector responses received is less than 10% of the number of electors in the RDN.

For the purpose of conducting the AAP, the number of electors in the RDN was determined to be 136,802 and applies to the entire Regional District of Nanaimo. Therefore, if fewer than 13,680 elector response forms are received prior to Monday, November 28, 2022, at 4:00 p.m., elector approval is deemed to have been obtained and the Board can proceed to adopt Bylaw No. 1859, 2022.

There were three (3) valid elector response forms received by the November 28, 2022, deadline (see Corporate Officer's Certification - Attachment 2), therefore Bylaw No. 1859, 2022 has received approval of the electors by the alternative approval process (AAP) and may be adopted by the Board.

To provide an opportunity for public information and participation, the RDN created an updated 'Get Involved' page in early October 2022 that provides information on the park land exchange project. The 'Get Involved' page contains a description of the proposed land exchange, copies of all related background documents, a copy of the Elector Response Form, and full details on how to participate in the AAP and a link to the project's Legislative Services AAP webpage.

The 'Get Involved' page for the Little Qualicum River Regional Park and Meadowood Community Park Land Exchange was visited sixty-seven (67) times since the start of the AAP process on October 26, 2022, with thirty-nine (39) site visitors classified as Aware, fifteen (15) as Informed, and zero (0) as Engaged based on their interactions with the site. The RDN also provided detailed notices in local print media and was available to respond to public and media questions on both the project and the AAP.

## **FINANCIAL IMPLICATIONS**

As per sections 2.6 and 2.7 of the Conditional Land Exchange Agreement, the developer is responsible for all costs including the RDN's legal and consulting fees, expenses and costs associated with the land exchange and subsequent subdivision.

The estimated costs for developing the new regional park addition and connecting it to the new Little Qualicum regional trail connection are \$5,000 and includes minor trail surfacing upgrades and signage. Ongoing annual maintenance costs will be approximately \$500. These costs are included in the preliminary 2023 budget.

## **STRATEGIC PLAN ALIGNMENT**

Environmental Stewardship - Protect and enhance the natural environment, including land, water, and air quality for future generations.

### **REVIEWED BY:**

A. Gore, Acting Manager, Parks Services  
J. Hill, Manager, Legislative Services  
T. Osborne, General Manager, Recreation and Parks  
D. Holmes, Chief Administrative Officer

## **ATTACHMENTS**

1. Regional District of Nanaimo Little Qualicum River Regional Park Exchange Bylaw No. 1859, 2022
2. Corporate Officer's Certification



## REGIONAL DISTRICT OF NANAIMO

### BYLAW NO. 1859

#### **A BYLAW TO AUTHORIZE THE EXCHANGE OF A PORTION OF LITTLE QUALICUM RIVER REGIONAL PARK FOR OTHER LAND TO BE USED FOR REGIONAL PARK PURPOSES AND THE CANCELLATION OF THE DEDICATION OF A PORTION OF LITTLE QUALICUM RIVER REGIONAL PARK AS REGIONAL PARK AND ITS DEDICATION AS HIGHWAY**

WHEREAS pursuant to section 280 of the *Local Government Act*, a regional district, by bylaw adopted with the approval of the electors, may sell or exchange a regional park or regional trail for other land to be used for park purposes;

AND WHEREAS pursuant to section 278 of the *Local Government Act* and section 30 of the *Community Charter*, a regional district may, by bylaw adopted with approval of two thirds of the directors, dedicate land owned by the regional district as regional park or regional trail;

AND WHEREAS pursuant to section 278 of the *Local Government Act* and section 30 of the *Community Charter*, a regional district may, by bylaw adopted with approval of the electors, cancel or remove a reservation or dedication of land owned by the regional district as regional park or regional trail;

AND WHEREAS the Regional District of Nanaimo (the "Regional District") is the registered owner of certain lands situated and known as Little Qualicum River Regional Park and more particularly described as:

Parcel Identifier: 024-585-912

Legal Description: Lot 1, Block 359, Plan VIP 69346, Newcastle Land District

which was dedicated as regional park on the 23rd day of June, 2015 by adoption of Bylaw No. 1726 (the "Park");

AND WHEREAS the owner of land adjacent to the Park more particularly described as:

Parcel Identifier: 000-441-724

Legal Description: BLOCK 359, NEWCASTLE DISTRICT, EXCEPT PARCEL A (DD 21980N) AND EXCEPT PLANS 41094, VIP54534, VIP54535, VIP57567, VIP64186, VIP64189, VIP64696, VIP66682, VIP67560, VIP69346, VIP69786, VIP73141, VIP75374, VIP77754, VIP80715, VIP83984, VIP86930 EPP53469, EPP66259, EPP66561 and EPP105110

(the "Developer's Land")

wishes to acquire 0.25 hectares, more or less, of the Park in exchange for 0.27 hectares, more or less, of the Developer's Land;

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

1. The Regional District shall exchange those portions of the Park comprising 0.25 hectares, more or less, identified as "Regional Park Closed Lot" on the drawing prepared by Timberlake-Jones Engineering, numbered 03-P4 Rev. H, dated March 16, 2022, (the "District Exchange Parcel"), a reduced copy of which is attached as Schedule 'A' to this Bylaw, for that portion of the Developer's Land comprising 0.27 hectares, more or less, identified as "Developer's Proposed Regional Park Parcel" on Schedule 'A' to this Bylaw (the "Developer Exchange Parcel").
2. The dedication as regional park of the District Exchange Parcel is hereby cancelled and removed.
3. The dedication as regional park of that portion of the Park comprising 149 m2, more or less, identified as "Regional Park Proposed Road" on the drawing prepared by Timberlake-Jones Engineering, numbered 03-P4 Rev. H, dated March 16, 2022, (the "Regional Park Proposed Road"), a reduced copy of which is attached as Schedule 'A' to this Bylaw, is hereby cancelled and removed and the Regional District is hereby authorized to dedicate the Regional Park Proposed Road as highway in accordance with section 107 of the *Land Title Act*.
4. The Developer Exchange Parcel shall be used for regional park purposes and shall vest in the Regional District of Nanaimo and be reserved for the purpose of regional park.
5. The District Exchange Parcel shall be transferred to the Developer free of any dedication to the public for the purpose of a park.
6. This bylaw shall be cited as "Regional District of Nanaimo Little Qualicum River Regional Park Exchange Bylaw No. 1859, 2022."

Introduced and read three times this 28th day of June, 2022.

Approval of the electors obtained by alternative approval process this 28th day of November, 2022.

Adopted this \_\_ day of \_\_\_\_\_, 20\_\_.

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CHAIR

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CORPORATE OFFICER



**REGIONAL DISTRICT OF NANAIMO**

**CORPORATE OFFICER'S CERTIFICATION**

I, the undersigned Corporate Officer, as the person assigned responsibility for corporate administration under section 236 of the *Local Government Act*, certify the results of the alternative approval process that was conducted to obtain the approval of the electors for "Regional District of Nanaimo Little Qualicum River Regional Park Exchange Bylaw No. 1859, 2022" as follows:

136,802 Estimated number of electors

3 Number of elector response forms submitted by the deadline

0 Number of elector response forms rejected

3 Number of elector response forms accepted

.00219% Percentage of estimated electors who validly submitted elector response forms

and in accordance with Section 86 of the *Community Charter*, the approval of the electors was obtained.

DATED this 29th day of November, 2022.

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



December 6, 2022

**CLIMATE ACTION TECHNICAL ADVISORY COMMITTEE - DIRECTOR APPOINTMENTS**

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**RECOMMENDATION(S)**

1. That the Board endorse the recommendation to appoint Director Ben Geselbracht, Director Stuart McLean, and Director Jessica Stanley to the Climate Action Technical Advisory Committee.

**BACKGROUND**

Chair Vanessa Craig has proposed the appointment of Director Ben Geselbracht, Director Stuart McLean, and Director Jessica Stanley to the Climate Action Technical Advisory Committee. As per RDN Board Procedure Bylaw No. 1862, appointments to the Regional District of Nanaimo Advisory committees must be endorsed by the RDN Board.

**REVIEWED BY:**

- D. Holmes, Chief Administrative Officer

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1547.02**

**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. Citation**

This bylaw may be cited for all purposes as the "Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.02, 2022".

**2. Amendments**

"Southern Community Sewer Service Area Development Cost Charges Bylaw No. 1547, 2009" is amended as follows:

- a) Replace Schedule 'A' with the Schedule 'A' attached to and forming part of this Bylaw; and
- b) Replace Schedule 'B' with the Schedule 'B' attached to and forming part of this Bylaw.

Introduced and read two times this 26th day of April, 2022.

Read a third time this 14th day of June, 2022.

Received the Approval of the Inspector of Municipalities this 24th day of October, 2022.

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

Schedule 'A' to accompany "Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.02, 2022".

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CHAIR

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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:

<b>Category</b>	<b>Subdivision</b>	<b>Building Permit</b>
Single Family	\$4,622.37 per lot being created	\$4,622.37 per dwelling unit constructed
Multi-Family		\$25.74 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 \$4,622.37
Mobile Home Park	\$2,587.01 per service connection being created	\$2,587.01 per service connection being created
Commercial		\$26.12 per square meter of building gross floor area
Industrial		\$6.66 per square meter of building gross floor area
Campground		\$713.33 per service connection being created
Institutional		\$26.12 per square meter of building gross floor area



Schedule 'B' to accompany "Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.02, 2022".

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CHAIR

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CORPORATE OFFICER

**SCHEDULE 'B'**

[insert map]





Schedule 'B' to accompany  
"SOUTHERN COMMUNITY LOCAL SERVICE AREA  
DEVELOPMENT COST CHARGES BYLAW NO 1547.02, 2022."

Legend

- CITY OF NANAIMO DCC LSA
- MUNICIPAL / ELECTORAL AREA BOUNDARY

Chairperson

Corporate Officer



0 250 500 1,000 1,500 2,000 2,500 Meters

