

REGIONAL DISTRICT OF NANAIMO
REGULAR BOARD MEETING
AGENDA

Tuesday, October 16, 2018

7:00 P.M.

RDN Board Chambers

This meeting will be recorded

Pages

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. ADOPTION OF MINUTES
 - 3.1 Regular Board Meeting - September 18, 2018 11
(All Directors - One Vote)
That the minutes of the Regular Board meeting held September 18, 2018, be adopted.
4. DELEGATIONS - AGENDA ITEMS 26
 - 4.1 Arthur Wong, Chair, and Blain Sepos, Executive Director, Parksville Qualicum Beach Tourism Association, re Municipal Regional District Tax Renewal
5. CORRESPONDENCE
6. COMMITTEE MINUTES
(All Directors - One Vote)
That the following minutes be received for information:
 - 6.1 Electoral Area Services Committee - October 2, 2018 28
 - 6.2 Committee of the Whole - October 2, 2018 32
 - 6.3 District 69 Community Justice Select Committee - October 1, 2018 37
 - 6.4 Solid Waste Management Select Committee - October 4, 2018 39

6.5	Transit Select Committee - September 27, 2018	41
6.6	Community Grants Committee - September 28, 2018	44

7. COMMITTEE RECOMMENDATIONS

7.1 Electoral Area Services Committee

7.1.1	Development Permit with Variance Application No. PL2018-123 - Imperial Drive and Lee Road, Electoral Area G	47
-------	---	----

Delegations Wishing to Speak to Development Permit with Variance Application No. PL2018-123 - Imperial Drive and Lee Road, Electoral Area G

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

1. That the Board approve Development Permit with Variance No. PL2018-123 to establish building envelopes, address previous land clearing, and permit the placement of fill in conjunction with a proposed nine lot subdivision subject to the terms and conditions outlined in Attachments 2 to 4.
2. That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2018-123.

7.1.2	Development Variance Permit Application No. PL2018-078 - 1600 Brynmarl Road, Electoral Area E	61
-------	---	----

Delegations Wishing to Speak to Development Variance Permit Application No. PL2018-078 - 1600 Brynmarl Road, Electoral Area E

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

1. That the Board approve Development Variance Permit No. PL2018-078 to reduce the minimum parking requirements from one space per every two berths plus one per two employees, to one space per every three berths plus one per two employees subject to the terms and conditions outlined in Attachments 2 and 3.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2018-078.

7.1.3	Development Variance Permit Application No. PL2018-117 - 1035 Shayla Road, Electoral Area H	69
-------	---	----

Delegations Wishing to Speak to Development Variance Permit Application No. PL2018-117 - 1035 Shayla Road, Electoral Area H

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

1. That the Board approve Development Variance Permit No. PL2018-117 to increase the accessory building floor area to permit the construction of an additional accessory building subject to the terms and conditions outlined in Attachments 2 and 3.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2018-117.

7.1.4 Development Variance Permit Application No. PL2018-142 - 6425 Island Highway West, Electoral Area H

78

Delegations Wishing to Speak to Development Variance Permit Application No. PL2018-142 - 6425 Island Highway West, Electoral Area H

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

1. That the Board approve Development Variance Permit No. PL2018-142 to increase the maximum floor area for accessory buildings and reduce the setback to the Other Lot Line for an accessory building addition subject to the terms and conditions outlined in Attachments 2 to 4.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2018-142.

7.2 Committee of the Whole

7.2.1 Accessible Fitness Centre in Oceanside

Please note: Committee recommendation has no accompanying staff report

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

That Regional District of Nanaimo Recreation add a Universally Accessible Fitness and Wellness Facility to its list of Oceanside recreation facility needs as a high priority (in a 5 to 10 year timespan), collaborative community project.

7.2.2 Flag Policy

88

(All Directors - One Vote)

That the Board adopt the attached Flag Policy A1.34.

7.2.3 Proposed Amendments to the Floodplain Bylaw, Bylaw 500 and Board Policy B1.5 to Modernize Flood Mitigation Requirements 95

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

1. That the Board introduce and give first and second reading to “Regional District of Nanaimo Floodplain Management Amendment Bylaw No. 1469.02, 2018”.
2. That the Board introduce and give first and second reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.417, 2018”.

(All Directors - One Vote)

3. That the Board approve revisions to “Regional District of Nanaimo Board Policy No. B1.5 Development Variance Permit, Development Permit with Variance & Floodplain Exemption Application Evaluation”.

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

4. That the public hearing for “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.417, 2018” be waived and notice of the Board’s intent to consider third reading be given in accordance with Section 467 of the *Local Government Act*.

(All Directors - One Vote)

5. That the District of Lantzville and Gabriola Island Local Trust Area be notified of “Regional District of Nanaimo Floodplain Management Amendment Bylaw No. 1469.02, 2018”.

7.2.4 2018 Operational Plan Update 118

(All Directors - One Vote)

That the Board endorse the Regional District of Nanaimo 2018 Operational Plan Update.

7.2.5 Filming Permits
Please note: Committee recommendation has no accompanying staff report

(All Directors - One Vote)

That staff be directed to report back to the Board on developing filming permits.

7.2.6 Protocol Meetings with Islands Trust
Please note: Committee recommendation has no accompanying staff report

(All Directors - One Vote)

That staff be directed to work with Islands Trust staff to set two dates per year for protocol meetings between the Islands Trust staff, Regional District of Nanaimo staff and elected officials.

7.3 District 69 Community Justice Select Committee

7.3.1 2019 D69 Community Justice Program 336 *Please note: Attachments 2-4 of the report are not included with the Agenda.*

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

1. That a grant in the amount of \$2,000 for the Oceanside Community Safety Volunteers be approved.
2. That a grant in the amount of \$2,000 for the Haven Society be approved.
3. That a grant in the amount of \$800 for the Corcan-Meadowood Residents Association be approved.

7.3.2 District 69 Police to Population Ratio 340

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

That the Board endorse a media campaign to reduce rural crime within District 69.

7.4 Solid Waste Management Select Committee

7.4.1 Bylaw 1591 Solid Waste and Recycling Collection Service Rates and Regulations Amendment 343

(All Directors, except Nanaimo - Weighted Vote)

1. That "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.10", be introduced and read three times.

(All Directors, except Nanaimo - 2/3 Weighted Vote)

2. That "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.10", be adopted.

7.4.2 Curbside Collection Recommendation 350

(All Directors, except Nanaimo - Weighted Vote)

1. That staff issue a Request for Proposal to solicit proposals for the delivery of an automated garbage, recycling, organics collection service with yard waste and the option for variable garbage and organic cart sizes, for a ten year contract from April 2020 to April 2030.

2. That Staff report back to the Board on the results of the Request for Proposal.

7.4.3 Crawler Dozer Purchase 414

(All Directors - Weighted Vote)

That the Board approve the purchase of a 2018 Case 2050M Crawler Dozer with a Waste Handling Package from The Inland Group for \$434,520 (exclusive of taxes).

7.5 Transit Select Committee

7.5.1 Feasibility of Transit in Electoral Area F 417

Please note: The original recommendation was varied by the Committee

(All Directors, except Electoral Areas 'B' and 'F' - Weighted Vote)

That staff be instructed to research and determine feasibility of transit options for Area F wherein local subsidies do not exceed five times the farebox receipts; options may include one or more providers that may be non-profit and/or for-profit.

7.5.2 Launch of Vancouver Island University Economic Impact Report 433

Please note: Committee recommendation came from Business Arising from Delegations

(All Directors, except Electoral Areas 'B' and 'F' - Weighted Vote)

That staff report back to the Committee regarding system crowding on routes #91 Intercity and #15 VIU.

7.6 Community Grants Committee

7.6.1 Applications for Community Grants

437

(All Directors - Weighted Vote)

1. That the following Community Grants be included in the 2019 Budget:

Fairwinds Community Association - \$4,100

Gabriola Island Community Hall Association - \$3,500

Gabriola Seniors Citizens Association - \$10,000

Haven Society - \$1,950

Jonanco Hobby Workshop - \$3,350

Ladies Auxiliary Royal Canadian Legion Branch #211 - \$2,600

Mount Arrowsmith Pipe Band Association - \$2,000

Mudge Island Citizens Society - \$15,000

Nanaimo Literacy Association - \$3,000

Nanoose Bay Lions Club - \$1,500

Oceanside Hospice Society - \$1,350

Oceanside Stroke Recovery Society - \$900

Parksville Seniors Activity and Drop-in Centre - \$7,500

The Royal Canadian Legion Branch #211 - \$2,500

Total \$59,250

(All Directors - One Vote)

2. That staff be directed to find out whether private schools are eligible to receive Community Grants money.

3. That the successful Community Grants applicants be notified that if they do not spend all the funds that are awarded to them that the funds be returned to the Regional District of Nanaimo.

4. That the Community Grants Policy be amended to include the following wording:

That Community Grant Applicants be advised that if they do not spend the entirety of the grant money that has been allocated to them, that the funds are to be returned to the Regional District of Nanaimo.

8. REPORTS

- 8.1 Zoning Amendment Application No. PL2015-172 and Development Permit Application No. PL2017-028 - 846 Island Highway West, Electoral Area G - Amendment Bylaw No. 500.404, 2017 – Adoption** 439

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

1. That the Board adopt “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.404, 2017”.
2. That the Board approve Development Permit No. PL2017-028 to permit the construction of a 20 unit patio home development subject to the conditions outlined in Attachments 1 to 4.

- 8.2 Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018** 456

(All Directors - One Vote)

That the Board adopt “Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018”.

- 8.3 Referral of Comox Valley Regional District Regional Growth Strategy Amendment – for Acceptance** 464

(All Directors - One Vote)

That the Board respond to the Comox Valley Regional District to accept their proposed Bylaw No. 539 “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, Amendment No. 1”.

8.4 Request for Support from Parksville Qualicum Beach Tourism Association to Renew the Municipal Regional District Tax 474

(All Directors - One Vote)

1. That the Board support Parksville Qualicum Beach Tourism Association's renewal of the 2% Municipal Regional District Tax in Electoral Areas E, F, G & H, City of Parksville, and Town of Qualicum Beach.

2. That the Board support Municipal Regional District Tax amounts collected by accommodation providers in Electoral Areas E, F, G & H (per Regional District of Nanaimo bylaws) to be provided directly to Parksville Qualicum Beach Tourism Association by the Province.

3. That the Board's support of the Municipal Regional District Tax renewal be subject to the Parksville Qualicum Beach Tourism Association submitting by 2020 the provincially required One Year Tactical Plan that includes a provision to use Municipal Regional District Tax revenues from Online Accommodation Platforms for affordable housing.

4. That in 2019 the Regional District of Nanaimo, the City of Parksville and the Town of Qualicum Beach work with the Parksville Qualicum Beach Tourism Association and accommodation providers to develop an Affordable Housing Municipal Regional District Tax Plan starting in 2019.

5. Following submission of the next Municipal Regional District Tax Renewal in 2023, that the Province be requested to provide the Municipal Regional District Tax revenues from One Year Tactical Plans directly to the Regional District of Nanaimo for use on affordable housing.

8.5 Organic Matter Recycling Regulation Intentions Paper, September 2018 479

(All Directors - One Vote)

That the Board submit to the BC Ministry of Environment and Climate Change Strategy a response (Attachment 1) to the proposed regulatory changes to the Organic Matter Recycling Regulation (Attachment 2).

9. BUSINESS ARISING FROM DELEGATIONS

10. NEW BUSINESS

10.1 Letter of Support for Snuneymuxw First Nation

Whereas the Snuneymuxw First Nation has requested the Regional District of Nanaimo's support for their federal grant application to assist with the purchase of a semi-automated garbage truck to service their community;

Therefore be it resolved that the Regional District of Nanaimo send a letter to the Snuneymuxw First Nation stating our support for their grant application.

10.2 Acknowledgement of Outgoing Board Members

11. IN CAMERA

(All Directors - One Vote)

That pursuant to Section 90 (1) (k) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to the proposed provision of a service that are at their preliminary stages.

12. ADJOURNMENT

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

**Tuesday, September 18, 2018
7:00 P.M.
RDN Board Chambers**

In Attendance:	Director W. Veenhof	Chair
	Director I. Thorpe	Vice Chair
	Director A. McPherson	Electoral Area A
	Director H. Houle	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director J. Stanhope	Electoral Area G
	Director B. McKay	City of Nanaimo
	Director D. Brennan	City of Nanaimo
	Director G. Fuller	City of Nanaimo
	Director J. Hong	City of Nanaimo
	Director M. Lefebvre	City of Parksville
	Director K. Oates	City of Parksville
	Director B. Colclough	District of Lantzville
	Director T. Westbrook	Town of Qualicum Beach
Regrets:	Director B. Bestwick	City of Nanaimo
	Director J. Kipp	City of Nanaimo
	Director B. Yoachim	City of Nanaimo
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	T. Osborne	Gen. Mgr. Recreation & Parks
	D. Wells	Gen. Mgr. Corporate Services
	D. Pearce	Director of Transportation & Emergency Services
	T. Mayea	A/Mgr. Administrative Services
	C. Golding	Recording Secretary

CALL TO ORDER

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

APPROVAL OF THE AGENDA

18-353

It was moved and seconded that the agenda be approved, as amended, to include Solid Waste Management Select Committee minutes and a recommendation regarding Recycle BC Packaging and Printed Paper EPR Program Renewal.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

18-354

It was moved and seconded that the following minutes be adopted:

Regular Board Meeting - July 24, 2018

Special Board Meeting - September 4, 2018

CARRIED UNANIMOUSLY

CORRESPONDENCE

18-355

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

Leigh Ann Milman and Timothy Maika, re Updating and Improving Gabriola's Noise Control Bylaw

CARRIED UNANIMOUSLY

COMMITTEE MINUTES

18-356

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

Electoral Area Services Committee - September 4, 2018

Committee of the Whole - September 4, 2018

Solid Waste Management Select Committee - September 6, 2018

CARRIED UNANIMOUSLY

COMMITTEE RECOMMENDATIONS

Electoral Area Services Committee

Signage Strategy - EA 'EW/PV' Pilot Project

18-357

It was moved and seconded that the Signage Strategy be received and Anders and Dorrit's Community Park be identified as the pilot location for an interpretive and entrance sign.

CARRIED UNANIMOUSLY

DPA and TUP Standardization Project

18-358

It was moved and seconded that the Board introduce and give first reading to "Regional District of Nanaimo Electoral Area A Official Community Plan Amendment Bylaw No. 1620.05, 2018".

CARRIED UNANIMOUSLY

18-359

It was moved and seconded that the Board give second reading to "Regional District of Nanaimo Electoral Area A Official Community Plan Amendment Bylaw No. 1620.05, 2018" having considered the impact on the current Financial Plan, Liquid Waste Management Plan and Solid Waste Management Plan.

CARRIED UNANIMOUSLY

18-360

It was moved and seconded that the Board introduce and give first reading to "Regional District of Nanaimo Arrowsmith Benson-Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.07, 2018".

CARRIED UNANIMOUSLY

18-361

It was moved and seconded that the Board give second reading to "Regional District of Nanaimo Arrowsmith Benson-Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.07, 2018" having considered the impact on the current Financial Plan, Liquid Waste Management Plan and Solid Waste Management Plan.

CARRIED UNANIMOUSLY

18-362

It was moved and seconded that the Board introduce and give first reading to “Regional District of Nanaimo East Wellington – Pleasant Valley Official Community Plan Amendment Bylaw No. 1055.05, 2018”.

CARRIED UNANIMOUSLY

18-363

It was moved and seconded that the Board give second reading to “Regional District of Nanaimo East Wellington – Pleasant Valley Official Community Plan Amendment Bylaw No. 1055.05, 2018” having considered the impact on the current Financial Plan, Liquid Waste Management Plan and Solid Waste Management Plan.

CARRIED UNANIMOUSLY

18-364

It was moved and seconded that the Board introduce and give first reading to “Regional District of Nanaimo Nanoose Bay Official Community Plan Amendment Bylaw No. 1400.05, 2018”.

CARRIED UNANIMOUSLY

18-365

It was moved and seconded that the Board give second reading to “Regional District of Nanaimo Nanoose Bay Official Community Plan Amendment Bylaw No. 1400.05, 2018” having considered the impact on the current Financial Plan, Liquid Waste Management Plan and Solid Waste Management Plan.

CARRIED UNANIMOUSLY

18-366

It was moved and seconded that the Board introduce and give first reading to “Regional District of Nanaimo Electoral Area F Official Community Plan Amendment Bylaw No. 1152.05, 2018”.

CARRIED UNANIMOUSLY

18-367

It was moved and seconded that the Board give second reading to “Regional District of Nanaimo Electoral Area F Official Community Plan Amendment Bylaw No. 1152.05, 2018” having considered the impact on the current Financial Plan, Liquid Waste Management Plan and Solid Waste Management Plan.

CARRIED UNANIMOUSLY

18-368

It was moved and seconded that the Board introduce and give first reading to “Regional District of Nanaimo Electoral Area G Official Community Plan Amendment Bylaw No. 1540.02, 2018”.

CARRIED UNANIMOUSLY

18-369

It was moved and seconded that the Board give second reading to “Regional District of Nanaimo Electoral Area G Official Community Plan Amendment Bylaw No. 1540.02, 2018” having considered the impact on the current Financial Plan, Liquid Waste Management Plan and Solid Waste Management Plan.

CARRIED UNANIMOUSLY

18-370

It was moved and seconded that the Board introduce and give first reading to “Regional District of Nanaimo Electoral Area H Official Community Plan Amendment Bylaw No. 1335.07, 2018”.

CARRIED UNANIMOUSLY

18-371

It was moved and seconded that the Board give second reading to “Regional District of Nanaimo Electoral Area H Official Community Plan Amendment Bylaw No. 1335.07, 2018” having considered the impact on the current Financial Plan, Liquid Waste Management Plan and Solid Waste Management Plan.

CARRIED UNANIMOUSLY

18-372

It was moved and seconded that the Board introduce and give first reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.422, 2018”.

CARRIED UNANIMOUSLY

18-373

It was moved and seconded that the Board give second reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.422, 2018”.

CARRIED UNANIMOUSLY

18-374

It was moved and seconded that the Board introduce and give first reading to “Regional District of Nanaimo Electoral Area F Zoning and Subdivision Amendment Bylaw No. 1285.33, 2018”.

CARRIED UNANIMOUSLY

18-375

It was moved and seconded that the Board give second reading to “Regional District of Nanaimo Electoral Area F Zoning and Subdivision Amendment Bylaw No. 1285.33, 2018”.

CARRIED UNANIMOUSLY

18-376

It was moved and seconded that the Board direct the public hearing on the following bylaws to be Chaired by Director Stanhope or the Electoral Area Services Committee Vice-Chair:

1. “Regional District of Nanaimo Electoral Area A Official Community Plan Amendment Bylaw No. 1620.05, 2018”;
2. “Regional District of Nanaimo Arrowsmith Benson-Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.07, 2018”;
3. “Regional District of Nanaimo East Wellington – Pleasant Valley Official Community Plan Amendment Bylaw No. 1055.05, 2018”;
4. “Regional District of Nanaimo Nanoose Bay Official Community Plan Amendment Bylaw No. 1400.05, 2018”;
5. “Regional District of Nanaimo Electoral Area F Official Community Plan Amendment Bylaw No. 1152.05, 2018”;
6. “Regional District of Nanaimo Electoral Area H Official Community Plan Amendment Bylaw No. 1335.07, 2018”;
7. “Regional District of Nanaimo Electoral Area G Official Community Plan Amendment Bylaw No. 1540.02, 2018”;
8. “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.422, 2018”; and
9. “Regional District of Nanaimo Electoral Area F Zoning and Subdivision Amendment Bylaw No. 1285.33, 2018”.

CARRIED UNANIMOUSLY

18-377

It was moved and seconded that the Board introduce and give first, second and third reading to “Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018”.

CARRIED UNANIMOUSLY

18-378

It was moved and seconded that the Board approve revisions to “Policy B1.12 *Riparian Areas Regulation Stream Declaration*” under the revised title of “Policy B1.12 Property Declaration Form”.

CARRIED UNANIMOUSLY

Planning

18-379

It was moved and seconded that staff take immediate steps to amend the secondary suites zoning amendment bylaw 500.389, 2014 to permit a secondary suite within the principal residence or a standalone carriage house secondary suite on properties with community water that are greater than 1,000 square metres and less than 8,000 square metres.

CARRIED UNANIMOUSLY

18-380

It was moved and seconded that the Electoral Area A Official Community Plan be placed in line for a complete review.

CARRIED UNANIMOUSLY

Committee of the Whole

Rubberized Track

18-381

It was moved and seconded that staff move forward with discussions with School District 69 (Qualicum), City of Parksville and Town of Qualicum Beach for a rubberized track, up to 8 lanes, to bring back for further review and consideration by the District 69 Recreation Commission and RDN Board.

CARRIED UNANIMOUSLY

Pool Discussion

18-382

It was moved and seconded that staff proceed to prepare a concept plan to advance the addition of a second 25m tank and expanded change rooms at the Ravensong Aquatic Centre.

CARRIED UNANIMOUSLY

Confirmation of Multiplex Vision

18-383

It was moved and seconded that a centralized land purchase strategy be developed and implemented for a future indoor/outdoor sport recreation facility complex for the Oceanside area.

CARRIED UNANIMOUSLY

Formation of D69 Recreation Commission Infrastructure Planning Sub-Committee

18-384

It was moved and seconded that a District 69 Recreation Commission Infrastructure Planning Sub-Committee be formed after the 2018 election.

CARRIED UNANIMOUSLY

2019 to 2023 Financial Plan Schedule

18-385

It was moved and seconded that the preliminary 2019 budget information provided be received and that the proposed schedule of meetings to review and approve the 2019 to 2023 Financial Plan be approved as presented.

CARRIED UNANIMOUSLY

Approval of Signing Authorities for General Banking and Investments

18-386

It was moved and seconded that the signing authorities for general banking services and financial instruments reflect the following officer positions:

Chair - William Veenhof

Deputy Chair - Ian Thorpe

Chief Administrative Officer - Phyllis Carlyle

Director of Finance - Jeannie Beauchamp

Manager, Accounting Services - Tiffany Moore

Manager, Capital & Financial Reporting - Manvir Manhas

CARRIED UNANIMOUSLY

18-387

It was moved and seconded that the foregoing authorizations extend to accounts in the name of the Regional District of Nanaimo.

CARRIED UNANIMOUSLY

Bylaw 1775 – Alberni-Clayoquot Regional District – 2019 Permissive Tax Exemption

18-388

It was moved and seconded that “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1775, 2018” be introduced and read three times.

CARRIED UNANIMOUSLY

18-389

It was moved and seconded that “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1775, 2018” be adopted.

CARRIED UNANIMOUSLY

Election Worker Liability Insurance Coverage

18-390

It was moved and seconded that the Board authorize the Director of Finance and the Manager of Administrative Services to enter into Service Provider Agreements with individual election workers for the provision of liability insurance through the Regional District’s liability insurance held with the Municipal Insurance Association of British Columbia.

CARRIED UNANIMOUSLY

Rogers Cell Tower Right of Way Agreement

18-391

It was moved and seconded that staff be directed to seek a renewal rate for lease of the Rogers tower location at a minimum rate of \$25,000 per year, which shall include a renewal option of five years from June 1, 2023 to May 31, 2028.

CARRIED UNANIMOUSLY

The National Housing Strategy and Opportunities in Regional Affordable Housing

18-392

It was moved and seconded that the Board provide direction to advance a regional approach to affordable housing that considers partnership development and the creation of a regional affordable housing service and reserve fund.

CARRIED UNANIMOUSLY

OHWN Coordinator Funding – Contract Renewal Request from Island Health

18-393

It was moved and seconded that the Regional District of Nanaimo enter into a three year contract with Island Health, from November 1, 2018 to October 31, 2021, to administer funds for subcontracting a Coordinator for the Oceanside Health and Wellness Network.

CARRIED UNANIMOUSLY

Overview of the Green Building Incentive Program

18-394

It was moved and seconded that the Green Building Incentive Program be reviewed.

It was moved and seconded that the motion be amended to include "and that cistern testing be added for consideration and staff be directed to report back to the Board" to the end of the motion.

CARRIED UNANIMOUSLY

18-395

The vote was taken on the main motion as amended:

It was moved and seconded that the Green Building Incentive Program be reviewed and that cistern testing be added for consideration and staff be directed to report back to the Board.

CARRIED UNANIMOUSLY

Regional Growth Strategy Amendment to Implement the Town of Qualicum Beach Official Community Plan

18-396

It was moved and seconded that the amendments required to "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011" to implement the "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018" proceed through the minor amendment process.

Opposed (4): Director McPherson, Director Houle, Director Young, and Director Fell

CARRIED

18-397

It was moved and seconded that the Regional Context Statement be accepted.

Opposed (4): Director McPherson, Director Houle, Director Young, and Director Fell

CARRIED

18-398

It was moved and seconded that the Consultation Plan for the “Regional Growth Strategy Amendment to Implement the Town of Qualicum Beach Official Community Plan” be endorsed.

Opposed (4): Director McPherson, Director Houle, Director Young, and Director Fell

CARRIED

Bylaw No. 1777 - District 69 Recreation Commission

18-399

It was moved and seconded that the “District 69 Recreation Commission Bylaw No. 1777, 2018” be introduced and read three times.

CARRIED UNANIMOUSLY

18-400

It was moved and seconded that the “District 69 Recreation Commission Bylaw No. 1777, 2018” be adopted.

CARRIED UNANIMOUSLY

Bylaw No.1655.08 – Water Services Fees and Charges Amendments 2018

18-401

It was moved and seconded that “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.08, 2018” be introduced and read three times.

CARRIED UNANIMOUSLY

18-402

It was moved and seconded that “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.08, 2018” be adopted.

CARRIED UNANIMOUSLY

Bylaw No. 1655.09 – Water User Rate Amendments 2019

18-403

It was moved and seconded that “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.09” be introduced and read three times.

CARRIED UNANIMOUSLY

18-404

It was moved and seconded that “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.09” be adopted.

CARRIED UNANIMOUSLY

Madrona Reservoir Statutory Right-of Way Renewal with Island Timberlands

18-405

It was moved and seconded that the Board approve the renewal of the Statutory Right-of-Way and Road Use Agreement with Island Timberlands for the Madrona reservoir for five years.

CARRIED UNANIMOUSLY

D69 Family Resource Association Surplus Request

18-406

It was moved and seconded that the Board extend the terms of the Family Resource agreement for two months, to end of May 31, 2020.

CARRIED UNANIMOUSLY

Bow Horn Fire Protection Service Amendment Bylaw No. 1385.09, 2018

18-407

It was moved and seconded that the first three readings of "Bow Horn Fire Protection Service Amendment Bylaw No. 1385.09, 2018" be rescinded.

CARRIED UNANIMOUSLY

Nanaimo & Area Land Trust - 2019 Funding Agreement

18-408

It was moved and seconded that \$35,000 in funding be allocated to the Nanaimo & Area Land Trust in the 2019 Budget and Five Year Financial Plan.

CARRIED UNANIMOUSLY

Solid Waste Management Select Committee

Recycle BC Packaging and Printed Paper EPR Program Renewal

18-409

It was moved and seconded that the Board authorize the execution of the Recycle BC “Statement of Work for Curbside Collection Services Provided by Local Government” to be effective November 30, 2018 to December 31, 2023.

CARRIED UNANIMOUSLY

Recess: 7:36 PM

Reconvene: 7:40 PM

REPORTS

Request for Support from Parksville Qualicum Beach Tourism Association regarding the Municipal Regional District Tax

It was moved and seconded that the Board supports Parksville Qualicum Beach Tourism Association's renewal of the 2% Municipal Regional District Tax in Electoral Areas E, F, G & H, City of Parksville, and Town of Qualicum Beach.

It was moved and seconded that the Board supports Municipal Regional District Tax amounts collected by accommodation providers in Electoral Areas E, F, G & H (per Regional District of Nanaimo Bylaws) to be provided directly to Parksville Qualicum Beach Tourism Association by the Province.

18-410

It was moved and seconded that Support from Parksville Qualicum Beach Tourism Association regarding Municipal Regional District Tax be referred to staff.

Opposed (2): Director Rogers, and Director Fell

CARRIED

Valuing Natural Assets Demonstration Pilot Partnership Project

18-411

It was moved and seconded that the Board endorse Regional District of Nanaimo participation in the proposed joint initiative with the Town of Gibson's, Capital Regional District, District of North Vancouver, with the Partnership for Water Sustainability in BC, seeking grant funding under asset management grant programs from both the Federation of Canadian Municipalities and Union of BC Municipalities to undertake demonstration projects to apply the Ecological Accounting Protocol approach to natural asset valuation.

CARRIED UNANIMOUSLY

Boundary Expansion – Dashwood Fire Protection Services

18-412

It was moved and seconded that the Board adopt "Dashwood Fire Protection Service Amendment Bylaw No. 964.06, 2018".

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM CORRESPONDENCE

Leigh Ann Milman and Timothy Maika, re Updating and Improving Gabriola's Noise Control Bylaw

18-413

It was moved and seconded that staff be directed to review the Gabriola Island Noise Control Bylaw to limit hours of construction noise.

CARRIED UNANIMOUSLY

NEW BUSINESS

Business Licencing Powers in Electoral Area

18-414

It was moved and seconded that staff request that the Province grant business licencing powers to the Regional District of Nanaimo as an extended service so that the Electoral Areas that wish to use this service for identifying retail cannabis outlets, Airbnb, and similar operations may do so.

Opposed (3): Director Young, Director Fell, and Director Stanhope

CARRIED

Notice of Motion – Filming Permits

Chair Veenhof provided notice that the following motion will be brought forward to the October 2, 2018 Committee of the Whole agenda:

That staff be directed to report back to the Board on developing filming permits.

IN CAMERA

18-415

It was moved and seconded that pursuant to Sections 90 (1) (c), (e), (i), (j), and (k) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to other employee relations, the acquisition of land, solicitor-client privilege, third party business interests and the provision of a proposed service.

TIME: 8:12 PM

ADJOURNMENT

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 8:44 PM

CHAIR

CORPORATE OFFICER

Delegation: Arthur Wong, Chair, and Blain Sepos, Executive Director, Parksville Qualicum Beach Tourism Association, re Municipal Regional District Tax Renewal

Summary: Municipal Regional District Tax Renewal Request (attached)

Action Requested: In consideration of the November 1 deadline for Parksville Qualicum Beach Tourism Assoc to submit its MRDT renewal, it asks the RDN Board to adopt the resolution as outlined in our previous letter (attached).

Parksville Qualicum Beach Tourism Association recommends that OAP MRDT be monitored over the next two years. Once a realistic revenue projection can be made, an affordable housing plan may be considered as part of the required consultation for the next MRDT renewal cycle.

PARKSVILLE QUALICUM BEACH

Parksville Qualicum Beach Tourism Association

PO Box 239, Parksville, BC V9P 2G4

T: 250 248 6300 | F: 250-248-6308

ParksvilleQualicumBeach.com

July 31, 2018

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

Dear Chairman Veenhof and Directors:

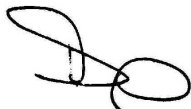
Parksville Qualicum Beach Tourism is in the process of renewing the 2% Municipal Regional District Tax (MRDT) for our region. I am writing to ask for the Board's support of our renewal in the form of a resolution.

Parksville Qualicum Beach Tourism asks the RDN Board of Directors to include the following in its support resolution:

- That the RDN Board supports Parksville Qualicum Beach Tourism Association's renewal of the 2% MRDT in Electoral Areas E, F, G & H, City of Parksville, and Town of Qualicum Beach. The City and Town are being approached for similar support resolutions.
- That the RDN Board supports MRDT amounts collected by accommodation providers in Electoral Areas E, F, G & H (per RDN Bylaws) to be provided directly to Parksville Qualicum Beach Tourism Assoc. by the Province.

Thank-you in advance for your support.

Best regards,



Blain Sepos,
Executive Director

REFRESH HERE.

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

**Tuesday, October 2, 2018
1:30 P.M.
RDN Board Chambers**

In Attendance:	Director J. Stanhope	Chair
	Director A. McPherson	Electoral Area A
	Director H. Houle	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director W. Veenhof	Electoral Area H

Also in Attendance:	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	T. Osborne	Gen. Mgr. Recreation & Parks
	D. Wells	Gen. Mgr. Corporate Services
	D. Pearce	Director of Transportation & Emergency Services
	T. Armet	Mgr. Building & Bylaw Services
	P. Thompson	Mgr. Long Range Planning
	T. Mayea	Legislative Coordinator
	S. Commentucci	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 MINUTES

Electoral Area Services Committee Meeting - September 4, 2018

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting held September 4, 2018, be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS

Guy Dauncey, Yellow Point Ecological Society, re the failure of the RDN's planning tools to protect an S1 'critically imperiled' ecosystem, and a proposal for a new RDN Coastal Douglas fir Conservation Strategy

Guy Dauncey, Yellow Point Ecological Society, provided a presentation to the Board and requested that a public process be established to develop a new RDN Coastal Douglas fir Conservation Strategy.

PLANNING

Development Permit with Variance

Development Permit with Variance Application No. PL2018-123 - Imperial Drive and Lee Road, Electoral Area G

Ken Kyler, representing the developer, provided a brief overview of the project.

It was moved and seconded that the Board approve Development Permit with Variance No. PL2018-123 to establish building envelopes, address previous land clearing, and permit the placement of fill in conjunction with a proposed nine lot subdivision subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2018-123.

CARRIED UNANIMOUSLY

Development Variance Permit

Development Variance Permit Application No. PL2018-078 - 1600 Brynmarl Road, Electoral Area E

It was moved and seconded that the Board approve Development Variance Permit No. PL2018-078 to reduce the minimum parking requirements from one space per every two berths plus one per two employees, to one space per every three berths plus one per two employees subject to the terms and conditions outlined in Attachments 2 and 3.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2018-078.

CARRIED UNANIMOUSLY

Development Variance Permit Application No. PL2018-117 - 1035 Shayla Road, Electoral Area H

It was moved and seconded that the Board approve Development Variance Permit No. PL2018-117 to increase the accessory building floor area to permit the construction of an additional accessory building subject to the terms and conditions outlined in Attachments 2 and 3.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2018-117.

CARRIED UNANIMOUSLY

Development Variance Permit Application No. PL2018-142 - 6425 Island Highway West, Electoral Area H

It was moved and seconded that the Board approve Development Variance Permit No. PL2018-142 to increase the maximum floor area for accessory buildings and reduce the setback to the Other Lot Line for an accessory building addition subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2018-142.

CARRIED UNANIMOUSLY

EMERGENCY PREPAREDNESS

Emergency Services Update

That the Emergency Services Update be received for information.

CARRIED UNANIMOUSLY

NEW BUSINESS

Directors' Forum

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

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

TIME: 2:11 PM

CARRIED UNANIMOUSLY

CHAIR

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

**Tuesday, October 2, 2018
3:00 P.M.
RDN Board Chambers**

In Attendance:	Director W. Veenhof	Chair
	Director I. Thorpe	Vice Chair
	Director A. McPherson	Electoral Area A
	Director H. Houle	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director J. Stanhope	Electoral Area G
	Director B. McKay	City of Nanaimo
	Alternate	
	Director S. Armstrong	City of Nanaimo
	Director B. Bestwick	City of Nanaimo
	Director D. Brennan	City of Nanaimo
	Director J. Hong	City of Nanaimo
	Director B. Yoachim	City of Nanaimo
	Director M. Lefebvre	City of Parksville
	Director K. Oates	City of Parksville
	Director B. Colclough	District of Lantzville
	Director T. Westbrook	Town of Qualicum Beach
Regrets:	Director G. Fuller	City of Nanaimo
	Director J. Kipp	City of Nanaimo
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	T. Osborne	Gen. Mgr. Recreation & Parks
	D. Wells	Gen. Mgr. Corporate Services
	D. Pearce	Director of Transportation & Emergency Services
	C. Midgley	Mgr. Strategic Initiatives and Asset Management
	T. Mayea	Legislative Coordinator
	C. Golding	Recording Secretary

CALL TO ORDER

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

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Regular Committee of the Whole Meeting - September 4, 2018

It was moved and seconded that the minutes of the Regular Committee of the Whole meeting held September 4, 2018, be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS

Joan Miller, Film Commissioner, Vancouver Island North Film Commission (INFilm), re Update

Joan Miller, Film Commissioner with Vancouver Island North Film Commission provided an overview of filming activities and events that have taken place in 2018. The presentation included information about the financial benefits to the region, charitable donations, professional development, marketing, and screen tourism.

Joan Merrifield, President, and Gloria Filax, Vice-President, Gabriola Historical Museum Society, re Update

Joan Merrifield, President of the Gabriola Historical Museum Society provided an overview of events and activities the museum has organized in 2018. The presentation included information about budget projections, gift shop sales, and a marked increase in visitors. It was noted that they will be requesting an increase in funding from the Board early in the new year.

COMMITTEE MINUTES

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

District 69 Recreation Commission - September 20, 2018

CARRIED UNANIMOUSLY

COMMITTEE RECOMMENDATIONS

District 69 Recreation Commission

Accessible Fitness Centre in Oceanside

It was moved and seconded that the following motions be referred back to staff:

1. That Island Health be requested to assist Universal Access Qualicum Beach in securing a suitable location, developing an operational model and creating a business plan for the placement of specialized universal access fitness equipment in the District 69 area.
2. That if the Regional District of Nanaimo undertakes the development of a fitness and wellness facility for the District 69 area in the future, that the provision of accessible fitness equipment be considered in the design.

CARRIED UNANIMOUSLY

It was moved and seconded that Regional District of Nanaimo Recreation add a Universally Accessible Fitness and Wellness Facility to its list of Oceanside recreation facility needs as a high priority (in a 5 to 10 year timespan), collaborative community project.

CARRIED UNANIMOUSLY

CORPORATE SERVICES

Flag Policy

It was moved and seconded that the Board adopt the attached Flag Policy A1.34.

CARRIED UNANIMOUSLY

STRATEGIC AND COMMUNITY DEVELOPMENT

Regional District of Nanaimo 2017-2018 Green Building Series Summary and 2018-2019 Green Building Series Workshops and Activities.

It was moved and seconded to receive the Regional District of Nanaimo's (RDN) 2017-2018 Green Building Series summary and 2018-2019 Green Building Series workshops and activities for information.

CARRIED UNANIMOUSLY

Proposed Amendments to the Floodplain Bylaw, Bylaw 500 and Board Policy B1.5 to Modernize Flood Mitigation Requirements

It was moved and seconded that the Board introduce and give first and second reading to "Regional District of Nanaimo Floodplain Management Amendment Bylaw No. 1469.02, 2018".

CARRIED UNANIMOUSLY

It was moved and seconded that the Board introduce and give first and second reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.417, 2018”.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board approve revisions to “Regional District of Nanaimo Board Policy No. B1.5 Development Variance Permit, Development Permit with Variance & Floodplain Exemption Application Evaluation”.

CARRIED UNANIMOUSLY

It was moved and seconded that the public hearing for “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.417, 2018” be waived and notice of the Board’s intent to consider third reading be given in accordance with Section 467 of the *Local Government Act*.

CARRIED UNANIMOUSLY

It was moved and seconded that the District of Lantzville and Gabriola Island Local Trust Area be notified of “Regional District of Nanaimo Floodplain Management Amendment Bylaw No. 1469.02, 2018”.

CARRIED UNANIMOUSLY

2018 Operational Plan Update

It was moved and seconded that the Board endorse the Regional District of Nanaimo 2018 Operational Plan Update.

CARRIED UNANIMOUSLY

MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

Filming Permits

It was moved and seconded that staff be directed to report back to the Board on developing filming permits.

CARRIED UNANIMOUSLY

NEW BUSINESS

Protocol Meetings with Islands Trust

It was moved and seconded that staff be directed to work with Islands Trust staff to set two dates per year for protocol meetings between Islands Trust staff, Regional District of Nanaimo staff and elected officials.

CARRIED UNANIMOUSLY

Directors' Roundtable

Directors provided updates to the Board.

ADJOURNMENT

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 4:05 PM

CHAIR

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE DISTRICT 69 COMMUNITY JUSTICE SELECT COMMITTEE MEETING

Monday, October 1, 2018
2:00 P.M.
Oceanside Place

In Attendance:	Director T. Westbroek	Town of Qualicum Beach
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director J. Stanhope	Electoral Area G
	Director B. Veenhof	Electoral Area H
	Director K. Oates	City of Parksville
Also in Attendance:	D. Pearce	Dir. of Transportation & Emergency Services
	C. Morrison	Mgr. Emergency Services
	Staff Sgt. Marc Pelletier	Oceanside RCMP Detachment
	M. Garland	Oceanside Community Safety
	N. Hewitt	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 MINUTES

District 69 Community Justice Select Committee Meeting -February 15, 2018

It was moved and seconded that the minutes of the District 69 Community Justice Select Committee meeting held February 15, 2018, be adopted.

CARRIED UNANIMOUSLY

REPORTS

2019 D69 Community Justice Program

It was moved and seconded that a grant in the amount of \$2,000 for the Oceanside Community Safety Volunteers be approved.

CARRIED UNANIMOUSLY

It was moved and seconded that a grant in the amount of \$2,000 for the Haven Society be approved.

Opposed (1): Director Fell

CARRIED

It was moved and seconded that a grant in the amount of \$800 for the Corcan-Meadowood Residents Association be approved.

CARRIED UNANIMOUSLY

District 69 Police to Population Ratio

It was moved and seconded that the District 69 Police to Population Ratio report be received for information.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board endorse a media campaign to reduce rural crime within District 69.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

Time: 2:19 PM

CHAIR

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE SOLID WASTE MANAGEMENT SELECT COMMITTEE MEETING**

**Thursday, October 4, 2018
1:30 P.M.
Committee Room**

In Attendance:	Director A. McPherson	Chair
	Director H. Houle	Electoral Area B
	Director M. Young	Electoral Area C
	Director J. Stanhope	Electoral Area G
	Director B. McKay	City of Nanaimo
	Director J. Hong	City of Nanaimo
	Director B. Colclough	District of Lantzville
	Director T. Westbrook	Town of Qualicum Beach
Regrets:	Director J. Kipp	City of Nanaimo
	Director D. Brennan	City of Nanaimo
	Director K. Oates	City of Parksville
Also in Attendance:	B. Rogers	Electoral Area E
	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	L. Gardner	Mgr. Solid Waste Services
	S. Schultz	Recording Secretary
	V. Schau	Zero Waste Coordinator

CALL TO ORDER

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

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Solid Waste Management Select Committee Meeting - September 6, 2018

It was moved and seconded that the minutes of the Solid Waste Management Select Committee meeting held September 6, 2018 be adopted.

CARRIED UNANIMOUSLY

REPORTS

Curbside Collection Recommendation

It was moved and seconded that staff issue a Request for Proposal to solicit proposals for the delivery of an automated garbage, recycling, organics collection service with yard waste and the option for variable garbage and organic cart sizes, for a ten year contract from April 2020 to April 2030.

CARRIED UNANIMOUSLY

It was moved and seconded that Staff report back to the Board on the results of the Request for Proposal.

CARRIED UNANIMOUSLY

Crawler Dozer Purchase

It was moved and seconded that the Board approve the purchase of a 2018 Case 2050M Crawler Dozer with a Waste Handling Package from The Inland Group for \$434,520 (exclusive of taxes).

CARRIED UNANIMOUSLY

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 discussion related to negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved and seconded that the meeting be adjourned

TIME: 2:50 PM

CHAIR

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE TRANSIT SELECT COMMITTEE MEETING**

**Thursday, September 27, 2018
1:00 P.M.
RDN Board Chambers**

In Attendance:	Director T. Westbroek	Chair
	Director A. McPherson	Electoral Area A
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Stanhope	Electoral Area G
	Director B. Veenhof	Electoral Area H
	Director M. Lefebvre	City of Parksville
	Director B. Colclough	District of Lantzville
	Director D. Brennan	City of Nanaimo
	Director B. Bestwick	City of Nanaimo
	Director J. Hong	City of Nanaimo
	Director B. McKay	City of Nanaimo
Also in Attendance:	G. Garbutt	A/ Chief Administrative Officer
	D. Pearce	Dir, Transportation & Emergency Services
	D. Marshall	Mgr, Transit Operations
	B. Miller	Sup't, Fleet & Transit Service Delivery
	M. Moore	Sr Regional Transit Manager, BC Transit
	K. Laidlaw	Transit Planner, BC Transit
	A. Freund	Transportation Planner, City of Nanaimo
	N. Hewitt	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.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Transit Select Committee Meeting - July 12, 2018

It was moved and seconded that the minutes of the Transit Select Committee meeting held July 12, 2018, be adopted.

CARRIED UNANIMOUSLY

CORRESPONDENCE

Irene Champagne, re Launch of VIU's Economic Impact Report

That the correspondence from Irene Champagne, re Launch of VIU's Economic Impact Report be received for information.

CARRIED UNANIMOUSLY

BC TRANSIT UPDATES

Planning Update

It was moved and seconded that the BC Transit Planning Update be received.

CARRIED UNANIMOUSLY

South Area Local Area Transit Plan

It was moved and seconded that the South Area Local Area Transit Plan be received.

CARRIED UNANIMOUSLY

REPORTS

Feasibility of Transit in Electoral Area F

It was moved and seconded that the staff report be received for information.

CARRIED UNANIMOUSLY

It was moved and seconded that staff be instructed to research and determine feasibility of transit options for Area F wherein local subsidies do not exceed five times the farebox receipts; options may include one or more providers that may be non-profit and/or for-profit.

CARRIED UNANIMOUSLY

NEW BUSINESS

Irene Champagne, re Launch of VIU’s Economic Impact Report

It was moved and seconded that staff report back to the Committee regarding system crowding on routes #91 Intercity and #15 VIU.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

TIME: 1:47 PM

CARRIED UNANIMOUSLY

CHAIR

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE COMMUNITY GRANTS COMMITTEE MEETING**

**Friday, September 28, 2018
1:33 P.M.
Benson Room**

In Attendance:	Director M. Young Director M. Lefebvre Director B. Rogers	Chair City of Parksville Electoral Area E
Also in Attendance:	D. Wells J. Beauchamp T. Moore S. Commentucci	Gen. Mgr. Corporate Services Director of Finance Mgr. of Accounting Services 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 MINUTES

Community Grants Committee Meeting – October 10, 2017

It was moved and seconded that the minutes of the Community Grants Committee meeting held October 10, 2017 be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS

Sheila Cruikshank on behalf of Fairwinds Community Association, re Emergency Preparedness in Nanoose Bay

The delegation did not attend.

REPORTS

Applications for Community Grants

It was moved and seconded that the following Community Grants be included in the 2019 Budget:

Arrowsmith Independent School Society	\$0
Bow Horne Bay Community Club	\$0
Fairwinds Community Association	\$4,100
Gabriola Arts Council	\$0
Gabriola Island Community Hall Association	\$3,500
Gabriola Seniors Citizens Association	\$10,000
Haven Society	\$1,950
Jonanco Hobby Workshop	\$3,350
Ladies Auxiliary Royal Canadian Legion Branch #211	\$2,600
Mount Arrowsmith Pipe Band Association	\$2,000
Mudge Island Citizens Society	\$15,000
Nanaimo Literacy Association	\$3,000
Nanoose Bay Lions Club	\$1,500
Nanoose Bay Lions Club	\$0
Oceanside Hospice Society	\$1,350
Oceanside Stroke Recovery Society	\$900
Opera Nanaimo	\$0
Parksville and District Chamber of Commerce	\$0
Parksville and District Chamber of Commerce	\$0
Parksville Seniors Activity and Drop-in Centre	\$7,500
The Royal Canadian Legion Branch #211	\$2,500
Total	\$59,250

CARRIED UNANIMOUSLY

NEW BUSINESS

It was moved and seconded that staff be directed to find out whether private schools are eligible to receive Community Grants money.

CARRIED UNANIMOUSLY

It was moved and seconded that the successful Community Grants applicants be notified that if they do not spend all the funds that are awarded to them that the funds be returned to the Regional District of Nanaimo.

CARRIED UNANIMOUSLY

It was moved and seconded that the Community Grants Policy be amended to include the following wording:

That Community Grant Applicants be advised that if they do not spend the entirety of the grant money that has been allocated to them, that the funds are to be returned to the Regional District of Nanaimo.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

TIME: 2:50 PM

CARRIED UNANIMOUSLY

CHAIR

TO: Electoral Area Services Committee **DATE:** October 2, 2018
FROM: Greg Keller
 Senior Planner **FILE:** PL2018-123
SUBJECT: Development Permit with Variance Application No. PL2018-123
Imperial Drive and Lee Road – Electoral Area G
Lot C, District Lot 29, Nanoose District, Plan VIP60349

RECOMMENDATIONS

1. That the Board approve Development Permit with Variance No. PL2018-123 to establish building envelopes, address previous land clearing, and permit the placement of fill in conjunction with a proposed nine lot subdivision subject to the terms and conditions outlined in Attachments 2 to 4.
2. That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2018-123.

SUMMARY

This is an application for a development permit (DP), height variance for fences and accessory buildings, and parcel depth variance in conjunction with a proposed nine lot subdivision. In addition to the proposed subdivision, this DP will also establish building envelopes on each proposed parcel, address past land alteration that has occurred without DP approval, and permit the removal of an existing pump house. Given that the DP guidelines have been met and no negative impacts are anticipated as a result of the proposed variances, it is recommended that the Board approve the development permit with variance pending the outcome of public notification and subject to the terms and conditions outlined in Attachment 2 to 4.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from J.E. Anderson & Associates on behalf of 1078168 BC Ltd. to establish building envelopes, permit land alteration, and permit the removal of an existing pump house. This application also includes a request to permit fence and accessory building height to be measured from finished grade and to relax the minimum parcel depth requirements in conjunction with a nine lot subdivision.

The subject property is approximately 1.76 hectares in area and is physically divided into two parts which are more than 400 metres apart and are separated by French Creek and adjacent properties (see Attachment 1 – Subject Property Map). The property is split zoned with the east part zoned Public 1 (PU1) and the west part zoned Residential 1 Zone (RS1). Both parts of the

subject property are designated within Subdivision District 'Q', pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The larger part to the west is located at the south end of Imperial Drive adjacent to French Creek and is proposed to be subdivided into eight bare land strata parcels. The other part to the east is a triangular-shaped remnant of the parent parcel located to the west of Lee Road directly adjacent to Lee Road Community Park. It is proposed that this part will retain a separate title, and will not be part of the proposed bare land strata (see Attachment 3 – Proposed Plan of Subdivision). The statutory requirement for park land dedication under Section 510 of the *Local Government Act* has been satisfied through previous subdivision.

The subject property is currently vacant and is serviced by EPCOR water and RDN sewer. A portion of the west part of the subject property has been partially cleared and some land alteration has also occurred without a DP. The east part of the subject property is densely vegetated and is also serviced by EPCOR water and RDN sewer.

The proposed development is subject to the following Development Permit Areas per the "Regional District of Nanaimo Electoral Area 'G' Official Community Plan Bylaw No. 1540, 2008" (OCP):

1. Environmentally Sensitive Features – Aquifer Protection;
2. Fish Habitat Protection; and
3. Hazard Lands Development Permit Area.

Proposed Development and Variances

This is an application to permit subdivision, establish building envelopes, address land alteration which previously occurred within the development permit area without the required approvals, and allow the removal of an existing pump house. This application also addresses the placement of fill in conjunction with a proposed nine lot subdivision.

This application includes a request to vary the following regulations from the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987":

- **Part 2 – Interpretation, definition of height** to permit the height of fences and accessory buildings to be measured from finished grade in the area outlined in Attachment 3.
- **Section 4.5.1 – Parcel Shape and Dimensions** to increase the permitted parcel depth for Lot 5 from 40% to 41.4% of the length of the perimeter of the parcel, Lot 6 from 40% to 42.4% of the length of the perimeter of the parcel, and lot 7 from 40% to 43.0% of the length of the perimeter of the parcel.

The applicant has requested the parcel depth variance as follows:

Proposed Lot No.	Perimeter	Maximum Parcel Depth (40%)	Proposed Parcel Depth	Proposed Parcel Depth as a % of the Parcel Perimeter
Strata Lot 5	206.29	82.52	85.3	41.4
Strata Lot 6	195.88	78.35	83.0	42.4
Strata Lot 7	199.05	79.62	85.5	43.0

Land Use and Environmental Implications

French Creek is adjacent to the south boundary of the west part of the subject property. As a condition of the previous subdivision which created the subject property (registered as plan VIP60349), the RDN was named on Covenant EH161738 to address potential flood hazards. This covenant requires a 50 metre setback from the natural boundary of French Creek and a minimum Flood Construction Level (FCL) of 3.5 metres above the natural boundary of French Creek. This covenant also specifies that in the event that compacted fill is utilized to achieve the FCL, then the toe of the fill must meet the minimum setback requirement of 50 metres. The proposal is consistent with the covenant requirements.

Compliance with Covenant EH161738 will require the placement of a significant volume of fill on the west part of the subject property which will range in depth from 0.7 metres to 2.5 metres. The applicant indicates that despite the required fill, no retaining walls 1.0 metre or more in height or that retain more than 1.0 metre of earth are required. In addition, building and structure height are measured from the 3.0 metre FCL required by RDN Floodplain Management Bylaw No. 1469 (Bylaw 1469) not the 3.5 metre FCL required by Covenant EH161738. As a result, buildings must be elevated an additional 0.5 metres above the natural boundary of French Creek than what is required by Bylaw No. 1469. This covenanted FLC requirement does impact vertical building envelope, however, each proposed parcel is capable of supporting a dwelling unit without the need for a height variance with reasonable design considerations that are sensitive to site-specific constraints.

Bylaw 500 requires that height be measured from natural grade for all buildings and structures not required to meet FCL. As a result of the proposed fill, it becomes difficult to construct fences and accessory buildings as some areas of the subject property are proposed to contain fill which is up to 2.5 metres in depth above natural grade. In response, the applicant is proposing a variance to allow the height of fences and accessory buildings to be measured from finished grade in the area outlined on Attachment 3. This will allow for the reasonable use of the proposed parcels and would avoid the need for future height variances for fences and accessory buildings.

A Preliminary Layout Approval (PLA) has been issued by the Provincial Approving Officer which includes a number of conditions. Of significance as it relates to the applicable DPA guidelines, the PLA dated August 7, 2018, requires that the portion of the land located below the high water mark be returned to the Crown and that the applicant is required to submit a drainage plan to the Ministry of Transportation and Infrastructure (MOTI). With respect to the access to water requirements of Section 75 of *the Land Title Act*, the Provincial Approving Officer has indicated that it may consider granting absolute relief. The requirement to dedicate land located below the

high water mark to the crown will provide adequate public access in conjunction with the existing road dedication. In addition, this approach is consistent with the OCP policies that pertain to road dedication and environmental protection.

To satisfy the Hazard Lands Development Permit Area (DPA) guidelines, the applicant has submitted a servicing plan prepared by J.E. Anderson and Associates dated September 12, 2018 which establishes minimum basement floor elevations, addresses on-site drainage, and addresses sediment and erosion control measures. The servicing plan specifies that the proposed floor elevations be a minimum of 8.87 metres geodetic which represents an elevation that is 3.5 metres above the natural boundary of French Creek. The servicing plan proposes that finished grades vary from approximately 8.0 metres to 8.7 metres geodetic. In accordance with the PLA, MOTI will be reviewing drainage prior to registration of the final plan of subdivision. It is recommended that the applicant be required to develop the subject property in accordance with the servicing plan (see Attachment 2 – Conditions of Approval).

To satisfy the Hazard Lands and Environmentally Sensitive Features (Aquifer) Development Permit Area (DPA) guidelines, the applicant has submitted separate geotechnical hazard assessments (Assessment) for the two separate areas of the property. The Assessments were prepared in accordance with current Engineers and Geoscientists of British Columbia Guidelines.

With respect to the east portion of the subject property adjacent to Lee Road, the applicant has submitted an Assessment prepared by Lewkowich Engineering Associates Ltd. dated September 19, 2018. The Assessment indicates that this part of the subject property is adjacent to a steep slope and contains a portion of the crest of the slope. However, the Assessment states that no additional setback is required from the crest of the slope due to its shallow angle. The Assessment concludes that the subject property is considered safe and suitable for the intended use.

With respect to the west portion of the subject property adjacent to Imperial Drive, the applicant has submitted an Assessment prepared by Lewkowich Engineering Associates Ltd. dated September 11, 2018. The Assessment concludes that the subject property is safe for the intended use and specifies that the placement of fill in the floodplain will not have a significant impact on the direction of floodwater or the extent area subject to flooding. The Assessment also provides that the import of fill material will not have a discernable impact on groundwater provided it is free of contaminants.

To ensure that the subject property is developed in accordance with the Assessments, it is recommended that the applicant be required to register the Assessments on title as a Section 219 covenant concurrently with the registration of the final plan of subdivision. To ensure that fill materials are free from contaminants, the recommended covenant is to include a requirement for the applicant to submit a report from a qualified engineer confirming that the fill is free from contaminants prior to the applicant applying for a building permit for the first dwelling unit within proposed lots 1 to 8 (see Attachment 2 – Terms and Conditions of Permit).

To satisfy the Fish Habitat Protection DPA guidelines, the applicant submitted two separate Riparian Area Assessment (RAA).

With respect to the east part of the subject property off Lee Road, the applicant submitted a RAA prepared by Aquaparian Environmental Consulting Ltd. dated November 15, 2017. The

RAA establishes a 30 metre Streamside Protection and Enhancement Area (SPEA) width which runs through a very small portion of the north-west corner of the property. The RAA includes a number of measures to protect the SPEA including installation of fencing delineating the SPEA and environmental monitoring.

With respect to the west part of the subject property, the applicant submitted a RAA prepared by Aquaparian Environmental Consulting Ltd. dated May 31, 2018. The RAA specifies a SPEA width of 30 metres. The RAA identifies a number of measures required to protect the SPEA. Measures to protect the SPEA include the installation of spit rail fencing and signage, sediment and erosion control measures, hazard tree assessment, and environmental monitoring.

To preserve the integrity of the SPEAs and demonstrate consistency with the DPA guidelines, the applicant is proposing to register a Section 219 Covenant concurrently with the final plan of subdivision to require the property to be developed in accordance with the RAAs and restrict land clearing and development activities within the SPEAs (see Attachment 2 – Conditions of Approval). To ensure that the SPEAs are delineated accurately, the covenant is to include an explanatory plan of the SPEAs.

Fish Habitat Protection DPA guideline 10 states “minimum parcel size should be met exclusive of the SPEA” and DPA guideline 11 states “the creation of new lot lines and new parcels within the SPEA should be minimized”. The intent of these guidelines is to avoid incremental encroachment into the SPEA and to minimize the cumulative impacts of SPEA fragmentation and habitat loss. In response, minimum parcel sizes are proposed to be met exclusive of the SPEA. However the proposal includes the creation of new lot lines and parcels within the SPEA. Although proposed lots 5 - 8 do not strictly satisfy DPA guideline 11, the applicant is proposing an alternative approach to meet the spirit and intent of this guideline through the registration of the proposed covenant, and by returning the portion of the land below high water mark to the crown. As a result of the proposed and required actions, approximately 50 percent of the subject property will remain in a natural state and be protected from any development.

Although the proposed parcels meet the minimum parcel area requirements of the zone, the additional flood hazard restrictions imposed by the existing covenant significantly constrain the building envelopes on proposed strata lots 5 – 8. Also the subdivision layout is also challenged by the location of the 30 metre SPEA and the alignment of Imperial Drive. A combination of covenant restrictions, road alignment, flood hazard requirements, and environmental constraints combine to make it difficult to comply with the maximum parcel depth provisions. Given that the applicant has provided sufficient rationale and the variances will not result in negative implications to adjacent properties, the applicants have made reasonable efforts to address Policy B1.5 guidelines.

Intergovernmental Implications

The subject property is located in close proximity to the French Creek Pollution Control Centre (FCPCC). The RDN Regional and Community Utilities Department recommends that the applicant be required to register a nuisance easement over the east part of the subject property to protect the RDN against liability for nuisance or other claims based on odours from the FCPCC (see Attachment 2 – Conditions of Approval).

Public Consultation Implications

Pending the Electoral Area Services Committee’s recommendation and pursuant to the *Local Government Act* and the “Regional District of Nanaimo Development Approvals and Notification Procedures Bylaw No. 1432, 2005”, property owners and tenants of parcels located within a 50 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board’s consideration of the application.

ALTERNATIVES

1. To approve Development Permit with Variance No. PL2018-123 subject to the terms and conditions outlined in Attachments 2 to 4.
2. To deny Development Permit with Variance No. PL2018-123.

FINANCIAL IMPLICATIONS

The proposed development has no implications related to the Board 2018 – 2022 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

The Plan’s “Focus on the Environment” states that the Board will focus on protecting and enhancing the environment in all decisions and will “Prepare for and mitigate the impact of environmental events”. The DPA guideline requirement for a biological assessment helps ensure that site-specific environmentally sensitive features are identified and that the impacts of development on the environment are identified and mitigated. The requirement for a flood hazard assessment helps ensure that the subject property is safe for the use intended.



Greg Keller
gkeller@rdn.bc.ca
September 12, 2018

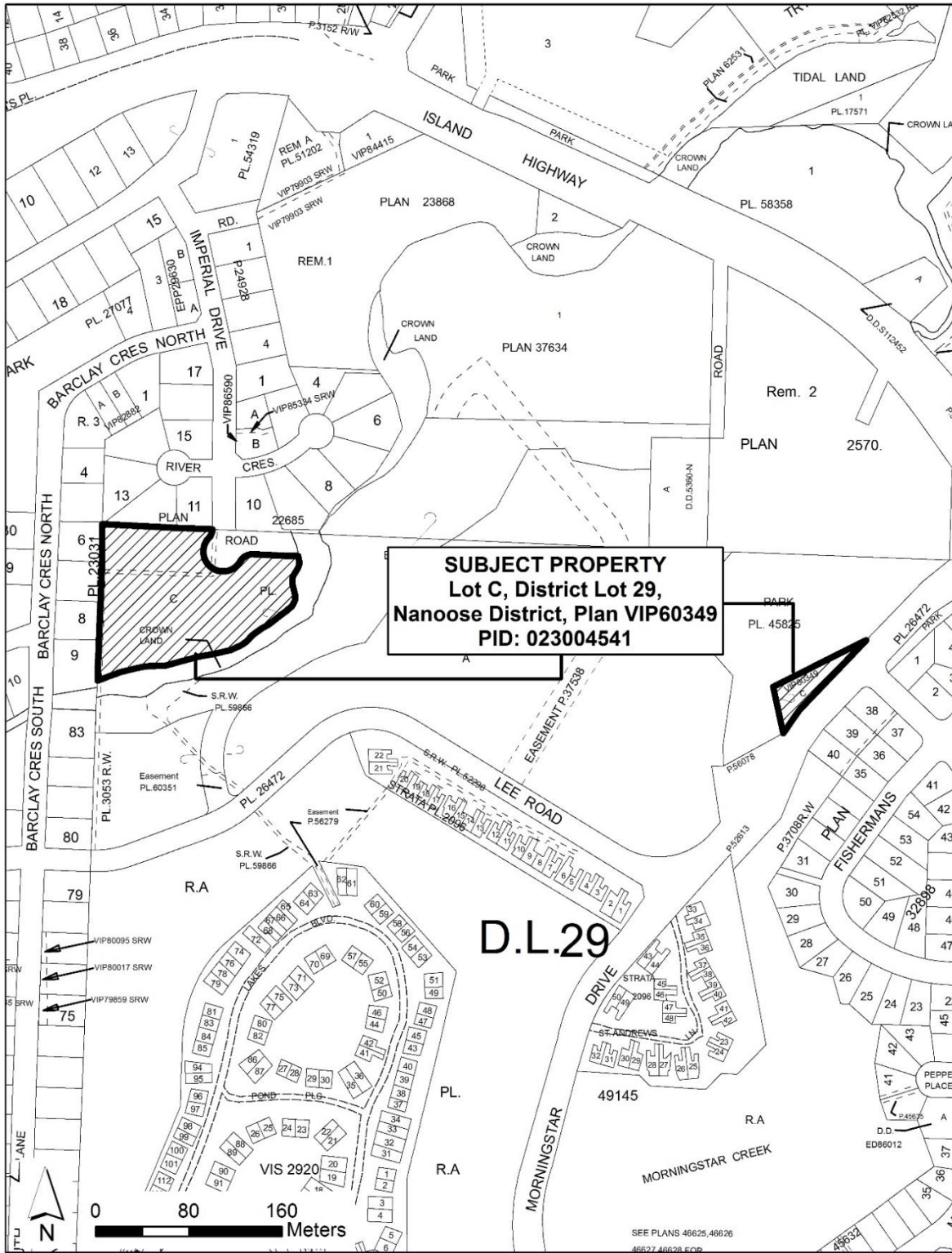
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, A/Chief Administrative Officer

Attachments:

1. Subject Property Map
2. Terms and Conditions of Permit
3. Proposed Plan of Subdivision and Variances
4. Servicing Plan
5. Fish Habitat Protection Sign

**Attachment 1
 Subject Property Map**



Attachment 2 Terms and Conditions of Permit

The following sets out the terms and conditions of Development Permit with Variance No. PL2018-123:

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:

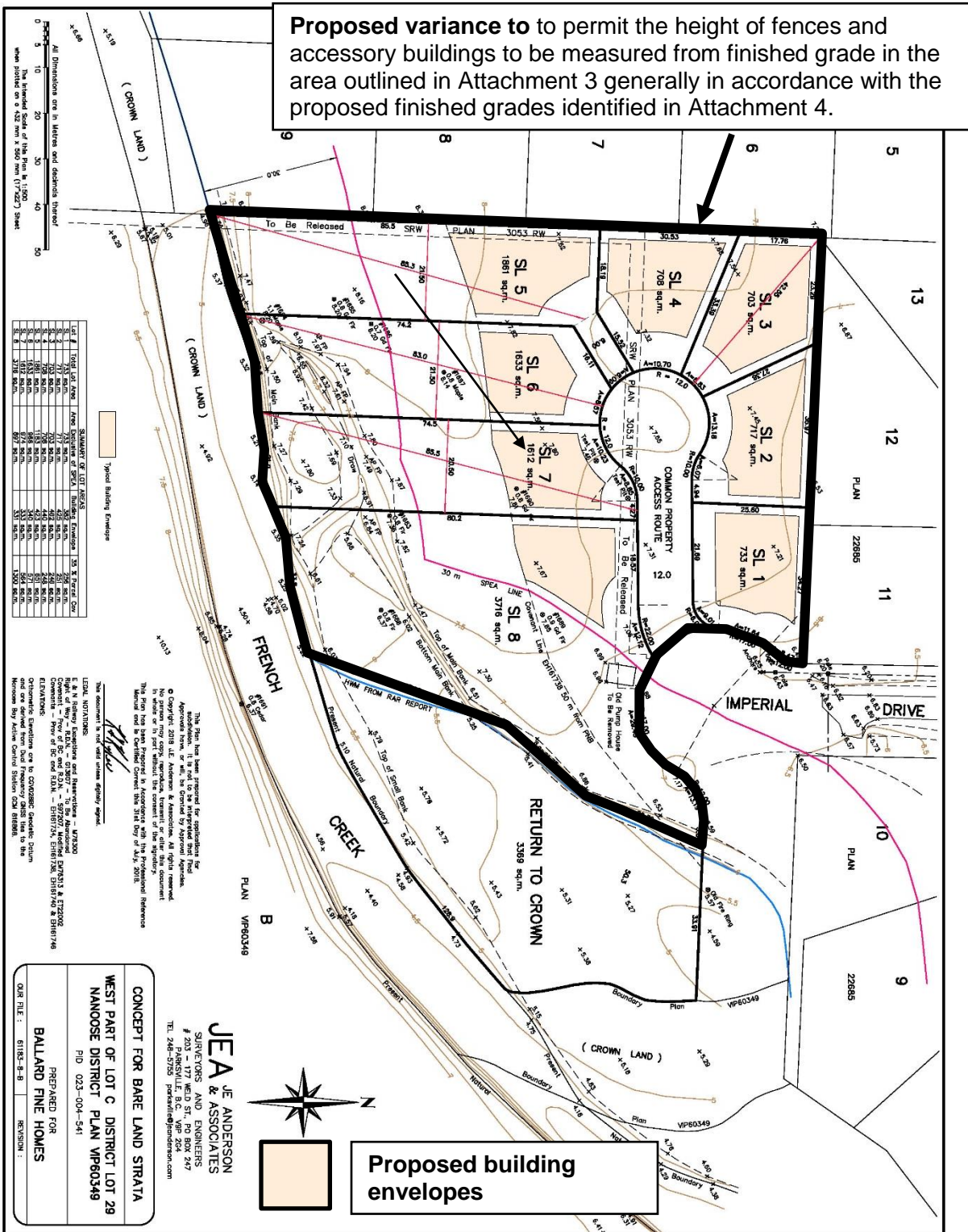
- **Part 2 – Interpretation, definition of height** to permit the height of fences and accessory buildings to be measured from finished grade in the area outlined in Attachment 3 generally in accordance with the finished grades established in Attachment 4.
- **Section 4.5.1 – Parcel Shape and Dimensions** to increase the permitted parcel depth for Lot 5 from 40% to 41.4% of the length of the perimeter of the parcel, Lot 6 from 40% to 42.4% of the length of the perimeter of the parcel, and lot 7 from 40% to 43.0% of the length of the perimeter of the parcel.

Conditions of Approval

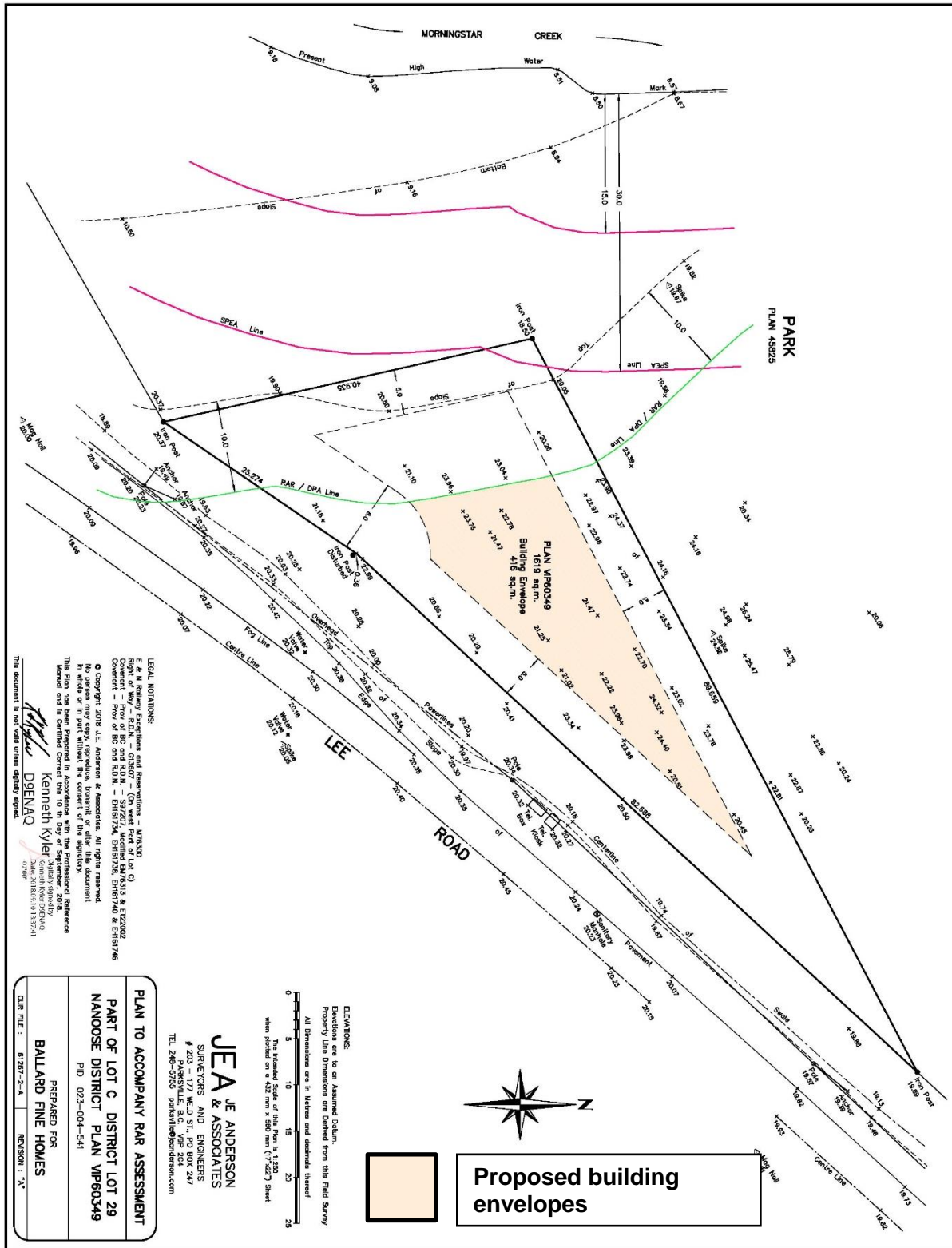
1. The site is developed in accordance with the Survey Plans prepared by J.E. Anderson and Associates, dated July 31, 2018, and September 10, 2018 and attached as Attachment 3.
2. The site is developed in accordance with the Servicing Plan prepared by J.E. Anderson and Associates dated September 12, 2018 and attached as Attachment 4.
3. The subject property shall be developed in accordance with the recommendations contained in the Riparian Areas Assessments prepared by Aquaparian Environmental Consulting Ltd. dated November 15, 2017 and May 31, 2018.
4. Prior to the RDN issuing a subdivision compliance letter, the applicant shall install a split rail fence along the SPEA boundary and a minimum of one Fish Habitat Protection Sign in a clearly visible location on the fence a minimum of every 10 metres and at least one sign per parcel in general conformance with the sign template included in Attachment 5.
5. The property owner shall provide confirmation in the form of a report prepared by a Qualified Environmental Professional (QEP), to the satisfaction of the General Manager of Strategic and Community Development, that development of the subject property has occurred in accordance with the QEP’s recommendations, prior to occupancy of the first dwelling unit within the proposed subdivision.
6. The subject property shall be developed in accordance with the recommendations contained in the Geotechnical Hazard Assessments prepared by Lewkowich Engineering Associates Ltd. and dated September 19, 2018 and September 11, 2018.

7. The applicant, at the applicant's expense, shall be required to register the following Section 219 Covenants to the satisfaction of the General Manager of Strategic and Community Development prior to the issuance of the RDN subdivision compliance letter:
 - a. Registering the Geotechnical Hazard Assessments prepared by Lewkowich Engineering Associates Ltd. and dated September 19, 2018 and September 11, 2018 requiring that the subject property be developed in accordance with the reports, includes a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard, and requiring the applicant to submit a report from a qualified engineer confirming that the fill is free from contaminants prior to the applicant applying for a building permit for the first dwelling unit within proposed lots 1 to 8.
 - b. Registering the Riparian Areas Assessments (RAR) prepared by Aquaparian Environmental Consulting Ltd. dated November 15, 2017 and May 31, 2018 to require the subject property to be developed in accordance with the RAR, restricting land clearing and development activities within the SPEAs and to include an explanatory plan of the SPEAs.
 - c. A nuisance easement over the east part of the subject property to advise potential buyers of the presence of the FCPPC and help protect the RDN against liability for nuisance or other claims based on odours from the FCPPC
8. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

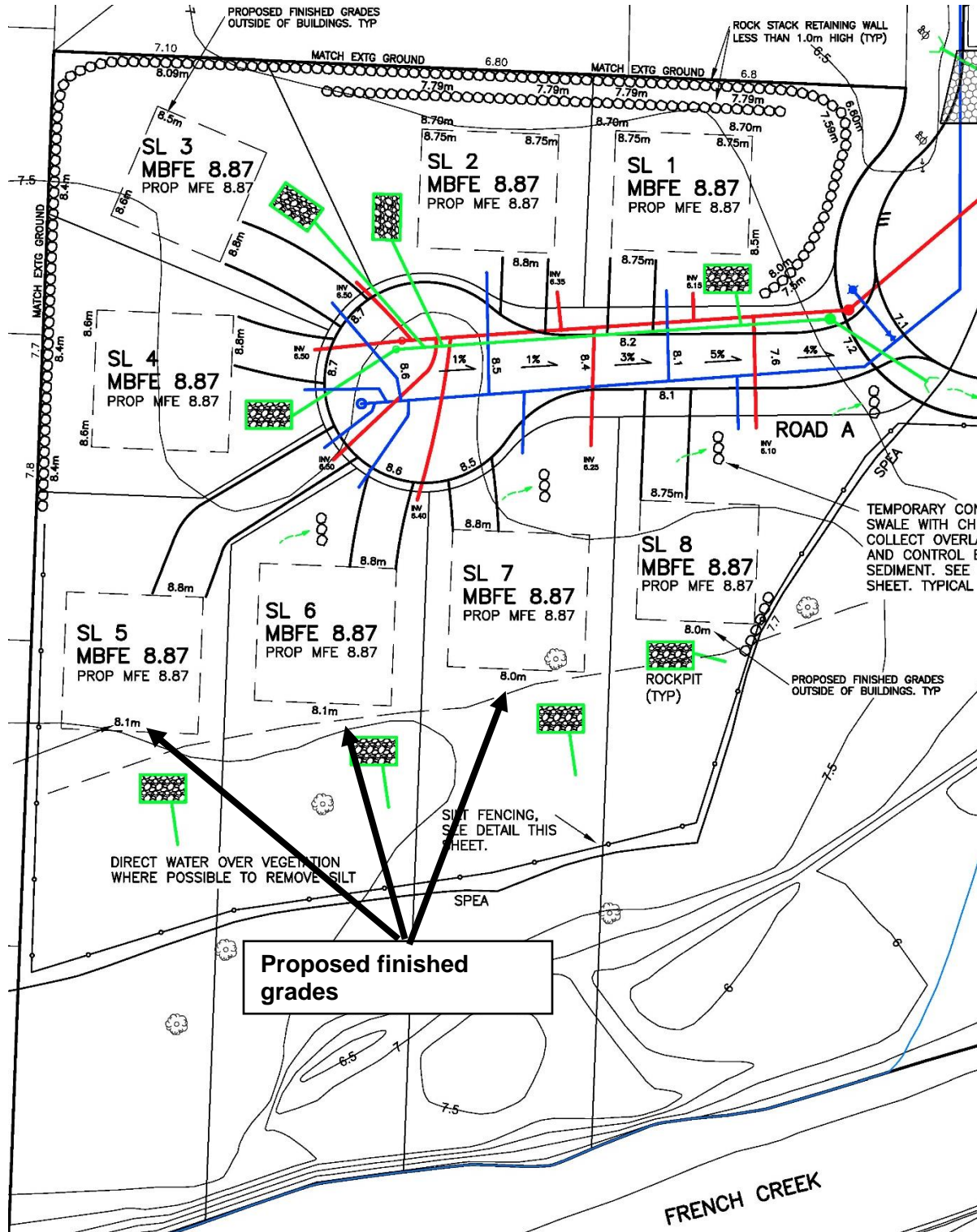
Attachment 3 (Page 1 of 2)
Proposed Plan of Subdivision (West Part) and Variances



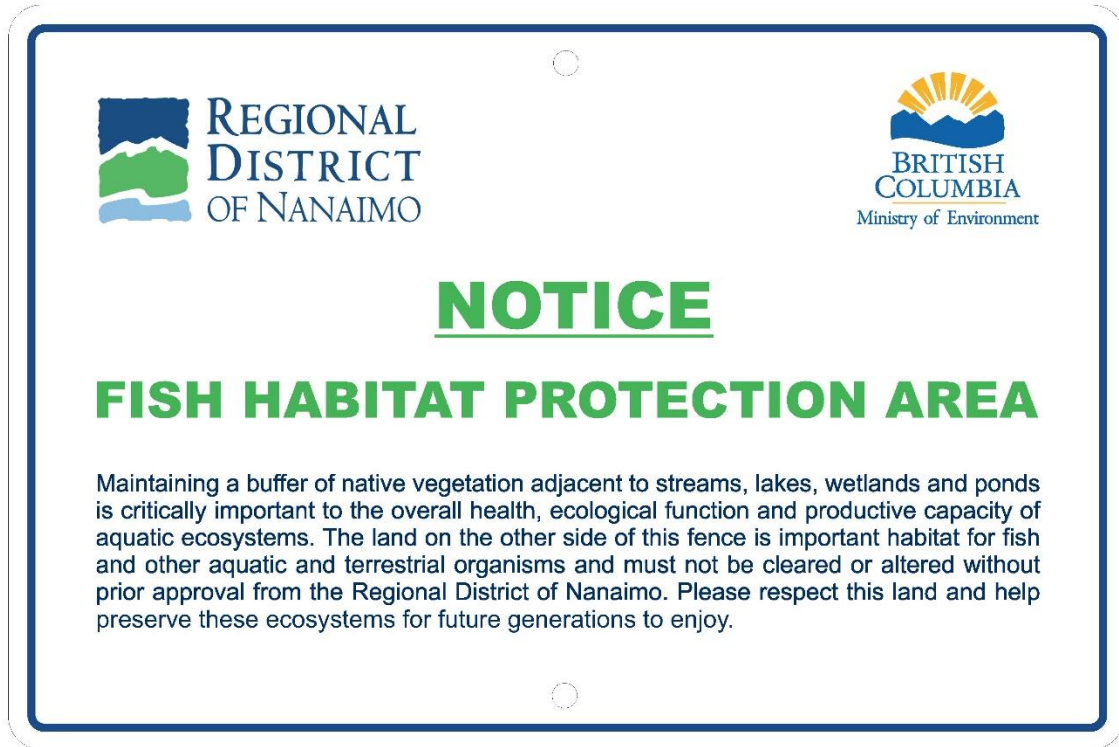
Attachment 3 (Page 2 of 2)
Proposed Plan of Subdivision (East Part) and Variances



Attachment 4 (Page 2 of 2)
Servicing Plan – Enlarged for Convenience



**Attachment 5
Fish Habitat Protection Sign**



Aluminum or Dibond 12"x18" Radius corners
Inline border .14"
RDN logo: 2"x5.17"
Ministry of Environment logo: 2.5"x2.92"
Notice: Arial black type .90"
Fish Habitat Protection Area: Arial black type .60"
All other text: Arial bold type .27"

TO: Electoral Area Services Committee **DATE:** October 2, 2018
FROM: Greg Keller
Senior Planner **FILE:** PL2018-078

**SUBJECT: Development Variance Permit Application No. PL2018-078
1600 Brynmarl Road – Electoral Area E
Strata Lot 7, District Lot 38, Nanoose District, Strata Plan VIS2554 Together
With an Interest in the Common Property in Proportion to the Unit
Entitlement of the Strata Lot as Shown on Form 1 And
Common Property Strata Plan VIS2554**

RECOMMENDATIONS

1. That the Board approve Development Variance Permit No. PL2018-078 to reduce the minimum parking requirements from one space per every two berths plus one per two employees, to one space per every three berths plus one per two employees subject to the terms and conditions outlined in Attachments 2 and 3.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2018-078.

SUMMARY

This is an application to reduce the minimum parking requirements in relation to Beachcomber Marina. Given that no negative impacts are anticipated as a result of the proposed parking variance, it is recommended that the Board approve the development variance permit pending the outcome of public notification and subject to the terms and conditions outlined in Attachments 2 and 3.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Ian Barnes of Beachcomber Marina Ltd. on behalf of the Beachcomber Strata Council – VIS2554 to reduce the minimum marina parking requirements. No additional parking spaces are proposed to be constructed as part of this application (see Attachment 2 – Terms and Conditions).

The subject property is approximately 2.1 hectares in area and is zoned Commercial 5 (CM5), Subdivision District 'N' and Water 2 Subdivision District 'Z' (WA2Z) pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The property is located to the south and east of Brynmarl Road in Beachcomber (see Attachment 1 – Subject Property Map). The property contains a 20 unit resort condominium development and an existing recently reconfigured private marina with 110 mooring berths which are associated with Strata Lot 7 of

the resort condominium. The subject property is serviced by community water and onsite wastewater disposal.

Development Permit (DP) PL2016-074 was issued on August 25, 2016 pursuant to “Regional District of Nanaimo Delegation of Authority Bylaw No. 1166, 1999” to permit parking lot reconfiguration within the subject property. In the absence of a coastal development permit area in the Electoral Area E Official Community Plan, a DP was not required for the marina reconfiguration.

DP PL2016-074 replaced a number of previously issued DPs as they pertain to the number of parking spaces and parking lot configuration. DP PL2016-074 clarified that there are 51 existing parking spaces dedicated to marina use. Following the issuance of DP PL2016-074, the applicant completed a redevelopment and reconfiguration of the marina to include 110 berths. Use of a maximum of 102 berths is currently supported by the existing 51 parking spaces given the minimum parking requirement of one parking space per two berths.

The applicant indicates that the marina docks were designed and ordered prior to making application for DP PL2016-074 based on a minimum of 55 parking spaces for marina use being provided (excluding employee parking) (see Attachment 3 – Existing Site Plan & Variances). Review of DP PL2016-074 identified that four of the proposed parking spaces exceeded the maximum gradient requirement of six percent as specified in Schedule 3B of Bylaw 500. As a result, these four parking spaces cannot be used to satisfy the minimum parking requirements for marina use and 51 marina parking spaces were recognized through DP PL2016-074. Although eight additional berths have been constructed, the applicant has advised that they will not be used unless a parking variance is granted.

If approved, this development variance permit would reduce the minimum parking requirements from one parking space per two mooring berths to one parking space per three mooring berths. The employee parking provisions would remain unchanged. The applicant’s intent is to allow the use of eight existing berths and to accommodate a potential marina expansion. Based on the proposed variance and having 51 existing parking stalls, a maximum of 153 berths could be accommodated. However the exact number of berths may be less than this amount to accommodate the requirement for employee parking. Marina expansion could be accommodated within the existing Water 2 zone, however, from a practical perspective, it is highly unlikely given the design of the reconfigured marina, the location of the breakwater, and the 3.0 metre minimum setback requirement from all lot lines or lease boundaries (see Attachment – Reconfigured Marina Plan). A rezoning would be required in order to expand the marina beyond the existing Water 2 Zone. At the time of this report, a zoning amendment application has not been submitted by the marina owner.

Proposed Development and Variance

The applicant is proposing to reduce the minimum parking requirements to allow the use of an additional eight existing mooring berths and to facilitate a potential future expansion of the marina. As no additional parking spaces beyond those approved through DP PL2016-078 are proposed to be constructed as part of this application, a development permit is not required.

The applicant proposes to vary the following regulations from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”:

- **Schedule 3B – Off-Street Parking and Loading Spaces** to reduce the minimum parking requirements from 1 space per 2 marina berths and 1 space per 2 employees to 1 space per 3 marina berths and 1 space per 2 employees.

Land Use Implications

In support of this application, the applicant submitted a Parking Study dated April 17, 2018 prepared by Watt Consulting Group. The Parking Study states that the Institute of Traffic Engineers Parking Generation Manual indicates that the average parking demand rate for marinas is one vehicle per three berths. The Parking Study, which initially included parking observations occurred on March 17, 2018 at Boat Harbour Marina and Schooner Cove Marina, suggests that parking demand at that time at Boat Harbour was one vehicle per five berths and at Schooner Cove was one vehicle per 16 berths.

As the study was done prior to what would typically be considered the start of boating season, the applicant submitted a summer parking review (the review) prepared by Watt Consulting Group dated July 24, 2018. The review is based on observations taken on July 21, 22, and 24 on the subject property, Schooner Cove Marina, and Boat Harbour Marina. The review found that the highest number of observed vehicles parked on the subject property was 29. This resulted in a parking ratio of one parking space per 3.5 berths. Both the Parking Study and the review recommend a parking ratio of one stall for every three berths.

Board Policy B1.5 *Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation* for evaluation of development variance permit applications requires that there is an adequate demonstration of an acceptable land use justification prior to the Board's consideration. In this case, the applicant indicates that this is a private marina that only offers annual moorage, thus dramatically reducing the traffic and parking demand. Also, as a comparison, the Schooner Cove Comprehensive Development Zone 45 (CD45) subzone marina requires a minimum of one parking space per four marina slips. If approved, the proposed variance would still result in more parking per berth at Beachcomber Marina than what is required for Schooner Cove Marina.

Given that the applicant has provided sufficient rationale and the Parking Study and review support that the variance will not result in negative implications for adjacent properties, the applicant has made reasonable efforts to address Policy B1.5 guidelines.

Intergovernmental Implications

The application was referred to the Ministry of Transportation and Infrastructure. No concerns were expressed with the proposed variance.

Public Consultation Implications

Pending the Electoral Area Services Committee's recommendation and pursuant to the *Local Government Act* and the "Regional District of Nanaimo Development Approvals and Notification Procedures Bylaw No. 1432, 2005", property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will

have an opportunity to comment on the proposed variance prior to the Board's consideration of the application.

ALTERNATIVES

1. To approve Development Variance Permit No. PL2018-078 subject to the conditions outlined in Attachments 2 to 3.
2. To deny Development Variance Permit No. PL2018-078.

FINANCIAL IMPLICATIONS

The proposed development has been reviewed and has no implications related to the Board 2018 – 2022 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

The proposed development has been reviewed and has no implications for the 2016 – 2020 Board Strategic Plan.



Greg Keller
gkeller@rdn.bc.ca
September 17, 2018

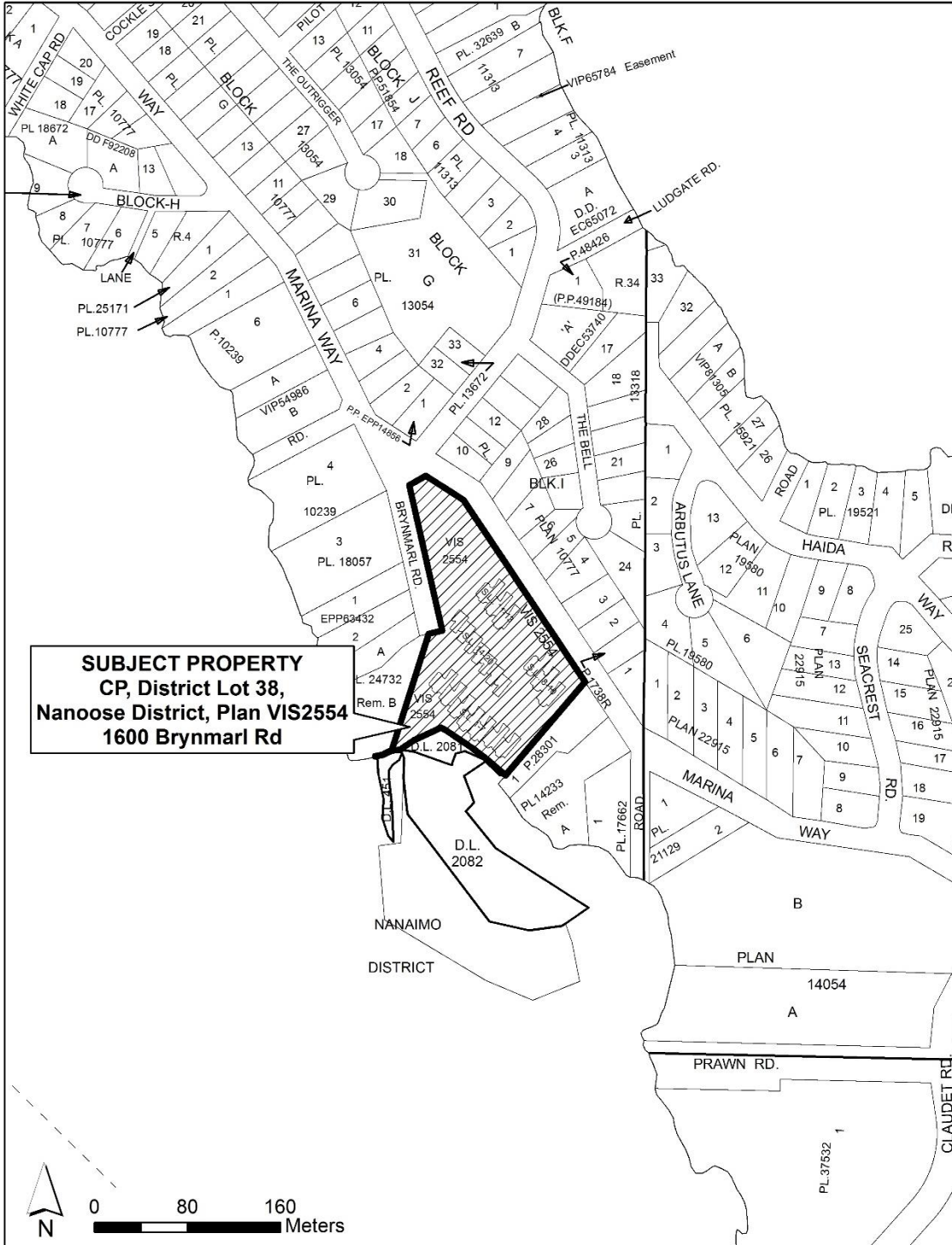
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, A/Chief Administrative Officer

Attachments:

1. Subject Property Map
2. Terms and Conditions of Permit
3. Existing Site Plan and Variances
4. Existing Reconfigured Marina Plan

Attachment 1
Subject Property Map



Attachment 2 Terms and Conditions of Permit

The following sets out the terms and conditions of Development Variance Permit No. PL2018-078:

Bylaw No. 500, 1987 Variance

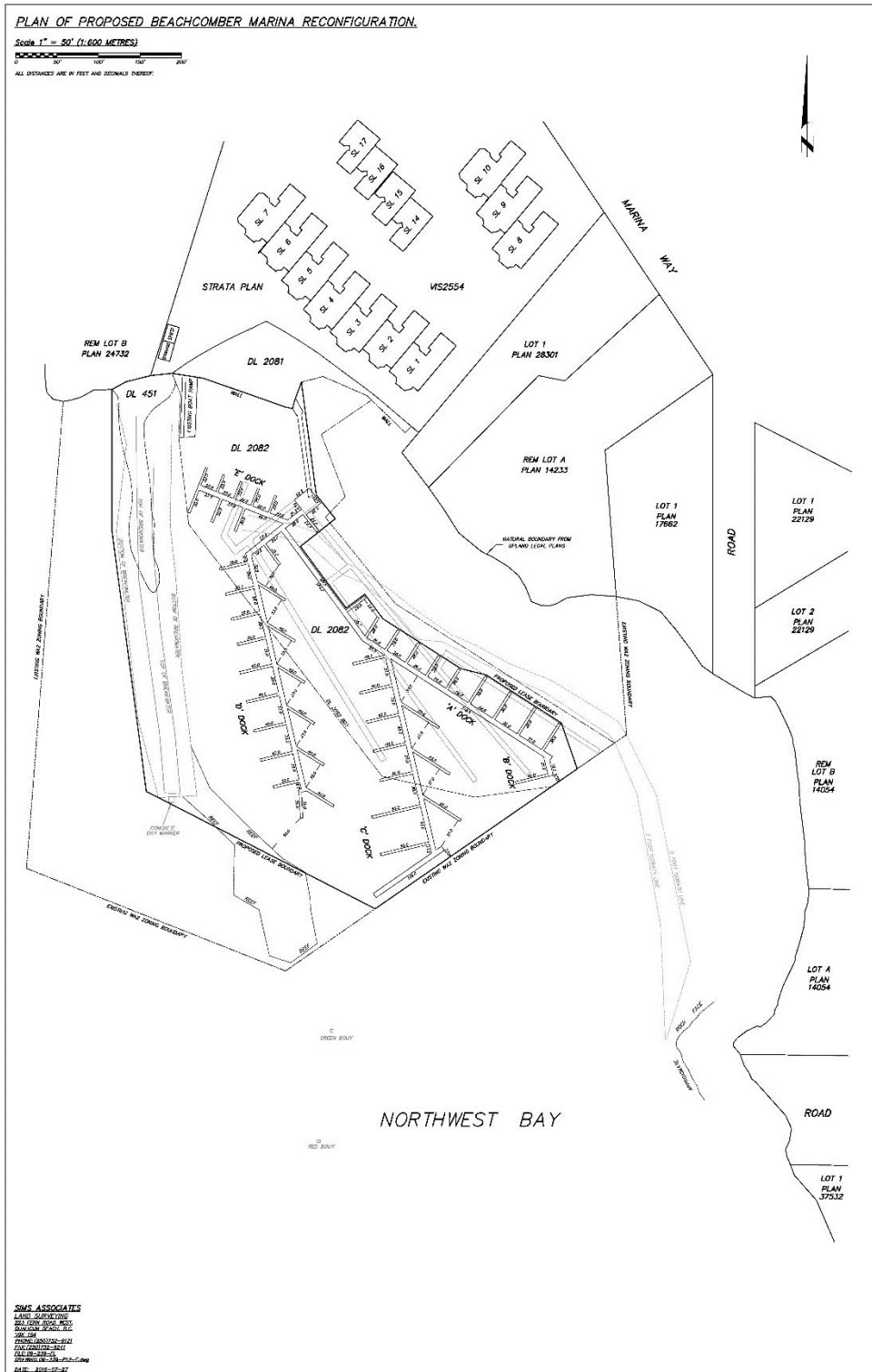
With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

- **Schedule 3B – Off-Street Parking and Loading Spaces** to reduce the minimum parking requirements from 1 space per 2 marina berths and 1 space per 2 employees to 1 space per 3 marina berths and 1 space per 2 employees.

Conditions of Approval

1. In relation to marina parking, the site is to be developed in accordance with Development Permit No. PL2016-174.
2. A maximum of 51 parking spaces are recognized by this permit as per Development Permit No. PL2016-174.
3. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

Attachment 4
Existing Reconfigured Marina Plan
(For Reference Only Not Under Consideration for Approval)



TO: Electoral Area Services Committee **DATE:** October 2, 2018
FROM: Greg Keller
Senior Planner **FILE:** PL2018-117
SUBJECT: **Development Variance Permit Application No. PL2018-117**
1035 Shayla Road – Electoral Area H
Lot 11, Block 360, Alberni District, Plan 35982

RECOMMENDATIONS

1. That the Board approve Development Variance Permit No. PL2018-117 to increase the accessory building floor area to permit the construction of an additional accessory building subject to the terms and conditions outlined in Attachments 2 and 3.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2018-117.

SUMMARY

This is an application to increase the maximum accessory building floor area to permit the construction of an additional accessory building. Given that no negative impacts are anticipated as a result of the proposed variance, it is recommended that the Board approve the development variance permit pending the outcome of public notification and subject to the Terms and Conditions outlined in Attachments 2 and 3.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Fern Road Consulting Ltd. on behalf of Willy and Barbary Rycquart to increase the maximum accessory building floor area to permit the construction of a prefabricated steel accessory building. The subject property is approximately 8.1 hectares in area and is zoned Rural 1 (RU1), Subdivision District 'B', pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" The property is located between Turnbull and Shayla Roads and is surrounded by other RU1 zoned rural properties (see Attachment 1 – Subject Property Map).

The property contains two dwelling units and a number of accessory buildings and is serviced by onsite water and wastewater disposal.

Proposed Development and Variance

The proposed development includes the construction of a 278 square metre accessory building. The applicant proposes to vary the following regulations from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”:

- **Section 3.4.81 – Maximum Number and Size of Buildings and Structures** to increase the maximum combined accessory building floor area from 400 m² to 550 m² to accommodate the construction of an additional accessory building.

Land Use Implications

The subject property is currently developed with two dwelling units and four accessory buildings. The proposal is to remove one of the existing accessory buildings and construct an additional accessory building that is 278 square metres in floor area. The accessory buildings that are proposed to remain total 236.6 square metres of floor area. Therefore, if approved, there would be 515.6 square metres of accessory building floor area. The applicant has requested an additional 34.6 square metres of permitted accessory building floor as a buffer to accommodate extended overhangs and/or a covered porch that has yet to be determined.

The applicant indicates that the proposed prefabricated metal accessory building is required to support their hobby of restoring vintage Seabee aircraft for their personal enjoyment. The applicant indicates that the proposed accessory building must be large enough to accommodate the parts and necessary machinery and equipment required to restore the aircraft. While a final building design has not been provided, the applicant has submitted a photograph showing the type of prefabricated metal building that is proposed.

“Board Policy B1.5 *Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation*” (Policy B1.5) for evaluation of development variance permit applications requires that there is an adequate demonstration of an acceptable land use justification prior to the Board’s consideration. In this case, the applicant has provided a comprehensive land use justification and has also submitted a letter of support from the adjacent property owner. In summary, the applicant has provided the following land use justification in support of this application:

- The subject property is 8.1 hectares and would allow for over 20,000 square metres of parcel coverage based on current zoning and of that only two percent of the parcel coverage is permitted to be accessory building floor area.
- If the property was successfully rezoned for a 2.0 hectares minimum parcel size as supported by the Electoral Area H Official Community Plan, the subject property could be subdivided into three to four lots allowing a total of 1,200 square metres to 1,600 square metres of overall accessory building floor area.
- The proposed accessory building would not be seen from adjacent roads.
- The extent of the requested variance is reduced by the removal of an existing accessory building which has a floor area of approximately 102 m².

- Due to topography and the location of the well and septic field, it is not possible to construct an addition to the dwelling unit to accommodate the proposed use.

The requested variance is being recommended in recognition of the large size and rural context of the subject property as well as there being no discernable impacts associated with the proposed accessory building. The variance requested is specific to the current parcel and proposed site plan. If the subject property were rezoned and subdivided in the future, each parcel created would be limited to the maximum accessory building floor area in the applicable zone at that time.

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

Public Consultation Implications

Pending the Electoral Area Services Committee's recommendation and pursuant to the *Local Government Act* and the "Regional District of Nanaimo Development Approvals and Notification Procedures Bylaw No. 1432, 2005", property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board's consideration of the application.

ALTERNATIVES

1. To approve Development Variance Permit No. PL2018-117 subject to the conditions outlined in Attachments 2 to 3.
2. To deny Development Variance Permit No. PL2018-117.

FINANCIAL IMPLICATIONS

The proposed development has been reviewed and has no implications related to the Board 2018 – 2022 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

The proposed development has been reviewed and has no implications for the 2016 – 2020 Board Strategic Plan.



Greg Keller
gkeller@rdn.bc.ca
September 19, 2018

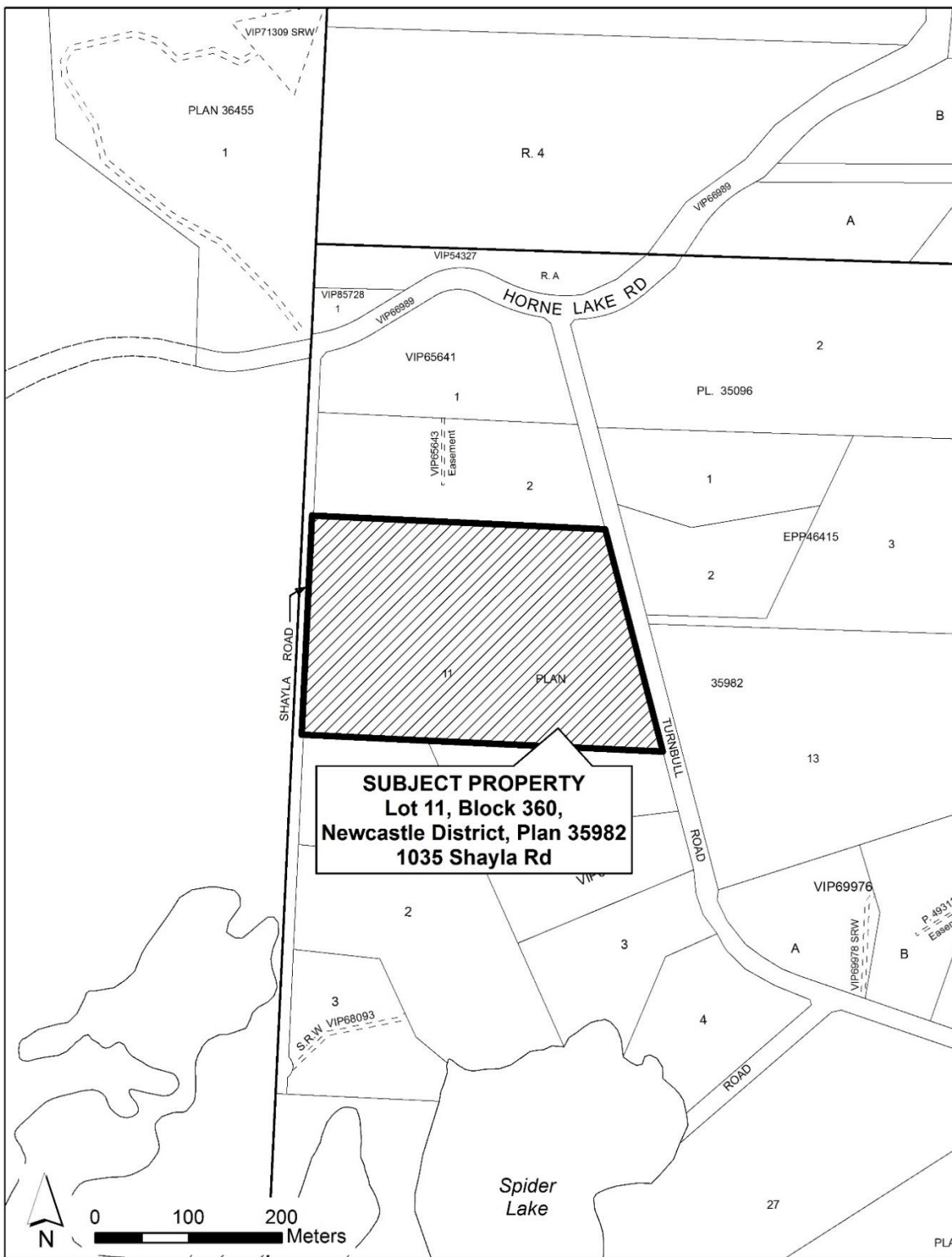
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, A/Chief Administrative Officer

Attachments

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

Attachment 1
Subject Property Map



Attachment 2 Terms and Conditions of Permit

The following sets out the terms and conditions of Development Variance Permit No. PL2018-117:

Bylaw No. 500, 1987 Variance

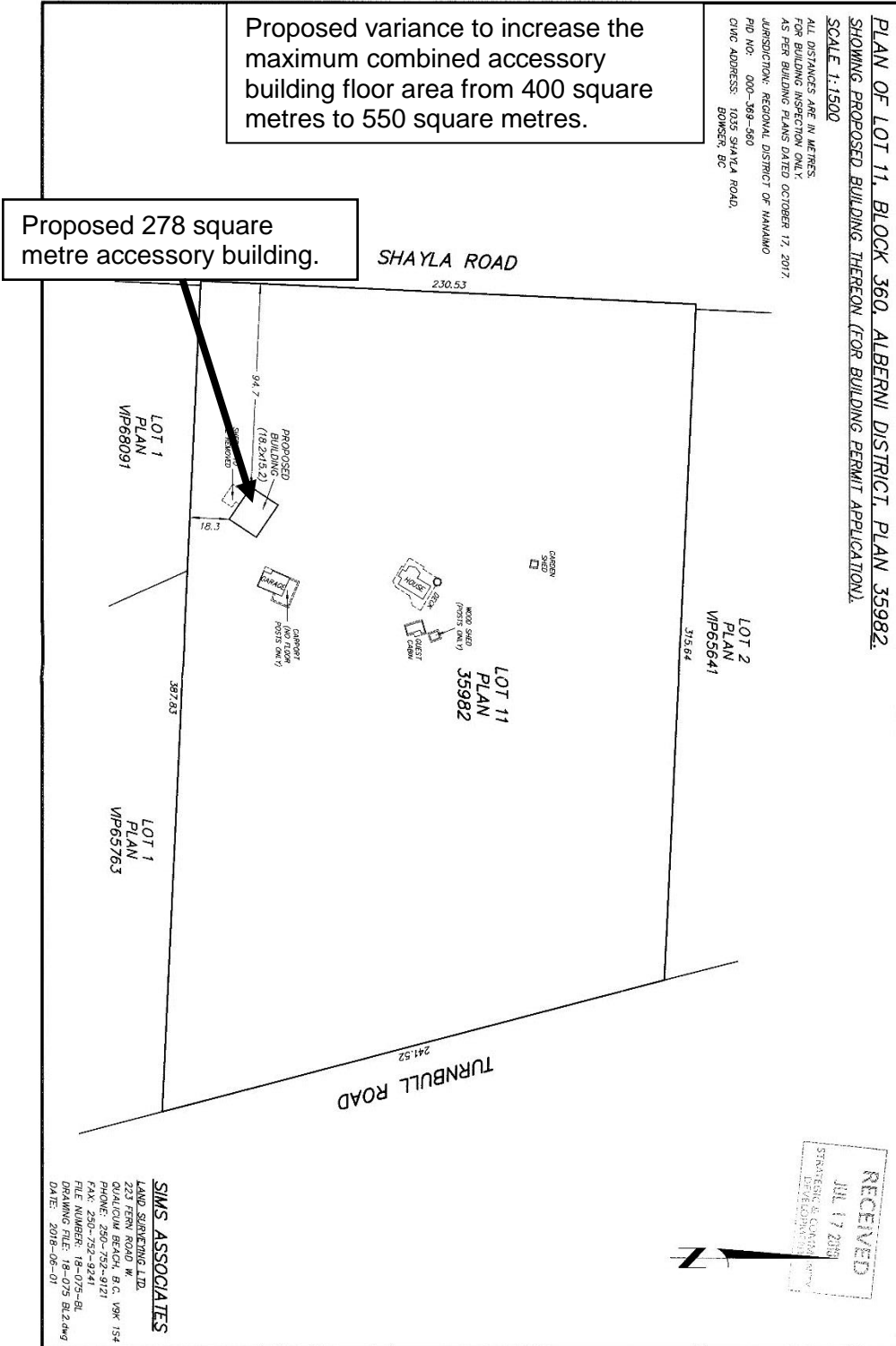
With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

1. **Section 3.4.81 – Maximum Number and Size of Buildings and Structures** to increase the maximum combined accessory building floor area from 400 m² to 550 m² to accommodate the construction of an additional accessory building.

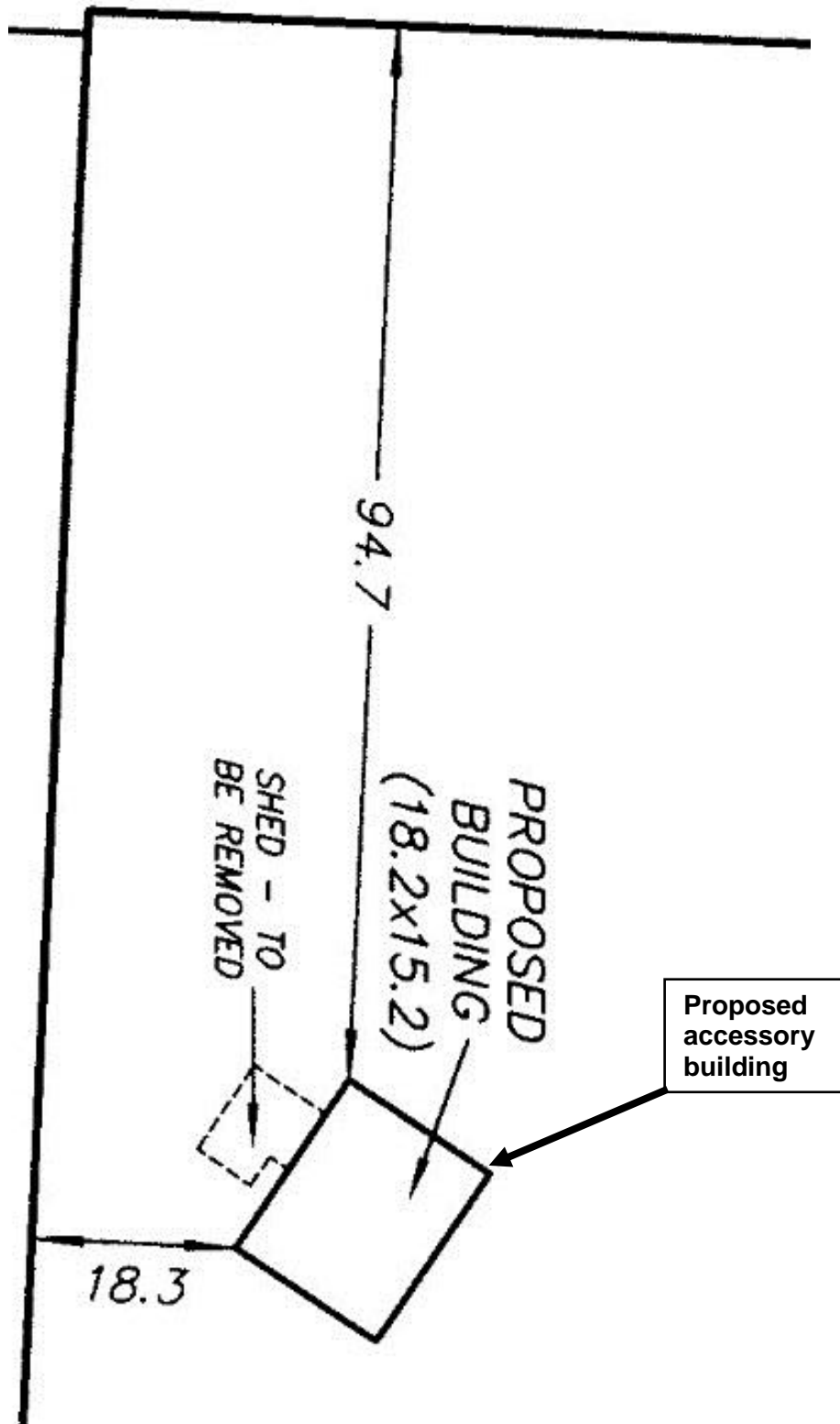
Conditions of Approval

1. The site is developed in accordance with the Survey Plan prepared by Sims Associates, dated June 1, 2018 and attached as Attachment 3.
2. The proposed development is in general compliance with conceptual building elevation prepared by attached as Attachment 4.
3. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

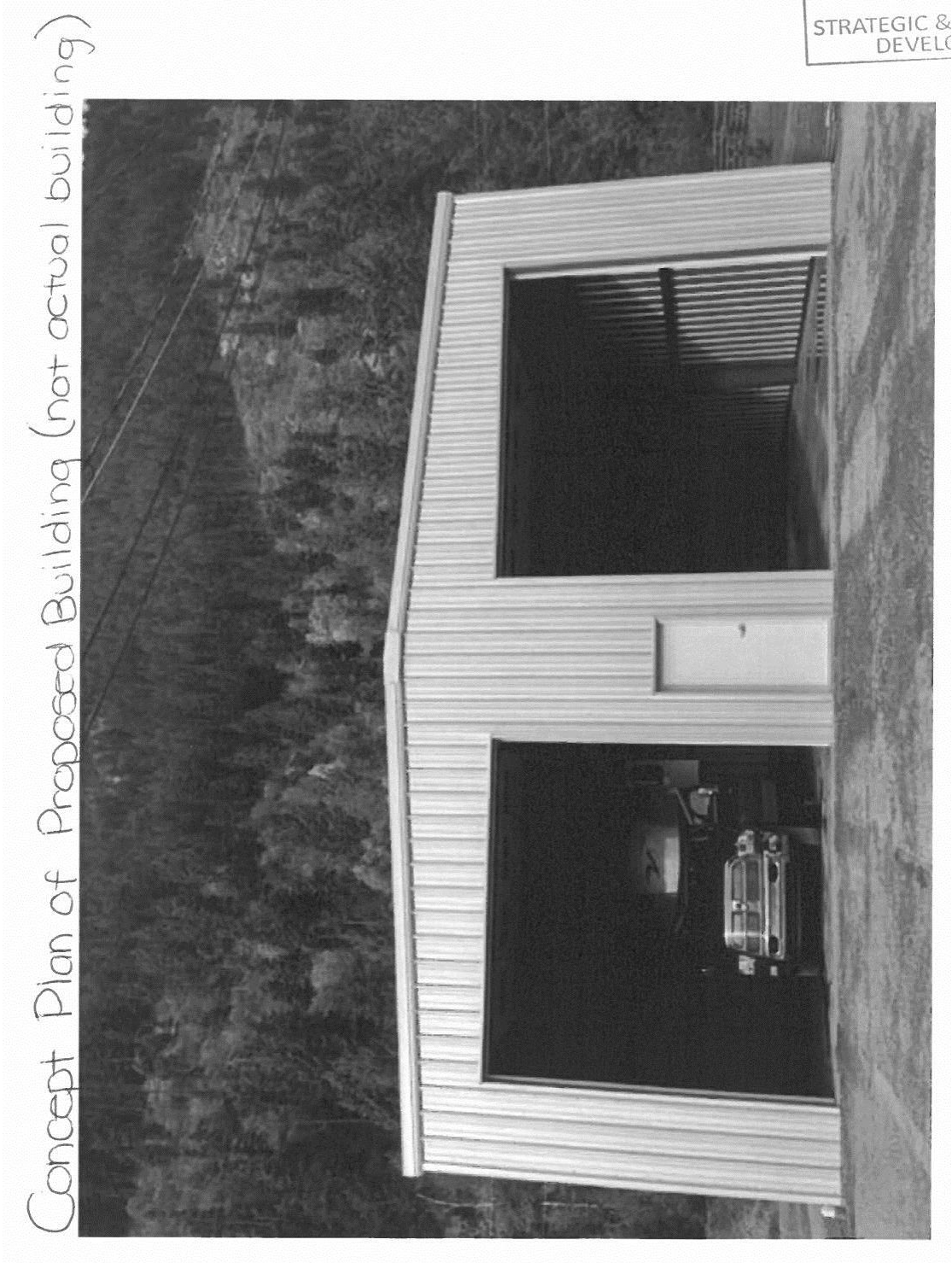
Attachment 3 (Page 1 of 2)
Proposed Site Plan and Variances



Attachment 3 (Page 2 of 2)
Proposed Site Plan and Variances – Enlarged for Convenience



**Attachment 4
Conceptual Building Elevation**



TO: Electoral Area Services Committee **DATE:** October 2, 2018
FROM: Stephen Boogaards
Planner **FILE:** PL2018-142

**SUBJECT: Development Variance Permit Application No. PL2018-142
6425 Island Highway West – Electoral Area H
That Part of Lot 1, District Lot 22, Newcastle District, Plan 12132 Lying To
The South East Of A Boundary Parallel To And Perpendicularly Distant 200
Feet From the North Westerly Boundary of Said Lot 1**

RECOMMENDATIONS

1. That the Board approve Development Variance Permit No. PL2018-142 to increase the maximum floor area for accessory buildings and reduce the setback to the Other Lot Line for an accessory building addition subject to the terms and conditions outlined in Attachments 2 to 4.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2018-142.

SUMMARY

The applicants request to vary the Other Lot Line setback from 5.0 metres to 1.4 metres and to vary the maximum combined floor area of accessory buildings from 250 square metres to 320 square metres to allow for an addition to an existing accessory building. The proposed addition is situated within the required setback from an unconstructed road right-of-way. As no negative impacts are anticipated as a result of the proposed variance, it is recommended that the Board approve the development variance permit pending the outcome of public notification and subject to the terms and conditions outlined in Attachments 2 to 4.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Keith Finholm and Kerry Parker to permit the construction of an addition to an accessory building. The subject property is 9,835 square metres in area and is zoned Residential 2 Zone (RS2), pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The property is adjacent to Crane Road, Island Highway West, the Strait of Georgia and other residential properties (see Attachment 1 – Subject Property Map). The property also contains an unconstructed road right-of-way adjacent to the northwest property line.

The property contains a dwelling unit and accessory buildings, and is serviced with community water from the Bowser Waterworks District.

Proposed Development and Variance

The applicant requests variances to the Other Lot Line setback and the maximum floor area for accessory buildings to allow on the addition to an existing garage. The applicant proposes to vary the following regulations from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”:

- **Section 3.4.62 – Maximum Number and Size of Buildings and Structures** to increase the combined floor area of accessory buildings from 250 m² to 320 m² for the existing studio, existing garage, and proposed addition.
- **Section 3.4.62 – Minimum Setback Requirements** to reduce the minimum Other Lot Line setback from 5.0 metres to 1.4 metres for the roof overhang.

Land Use Implications

The applicant proposes to construct a 111 square metre addition onto an existing 90 square metre accessory garage. The property also contains an existing 119 square metre studio. The RS2 zone limits the total maximum combined accessory building floor area to 10 percent of the lot, up to a maximum of 250 square metres. The applicant has requested a variance to increase the maximum permitted combined accessory building floor area from 250 square metres to 320 square metres in order to accommodate the proposed garage addition. Due to the location of the existing accessory building, the proposed addition will also be within the required 5.0 metre setback from the Other Lot Line, which is an unconstructed road right-of-way.

“Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation” for evaluation of development variance permit applications requires that there is an adequate demonstration of an acceptable land use justification prior to the Board’s consideration. With respect to the setback variance request, the building addition is situated within the setback to an unconstructed road right-of-way, which is the only portion of the northern property line that requires a 5.0 metre setback. The unconstructed road right-of-way, which was dedicated in 1969, cannot be developed without further road dedication as it is surrounded by private land and is disconnected from the public road network. As such, it would be appropriate to consider a variance to treat the property line adjacent to the unconstructed road right-of-way as an Internal Lot Line as opposed to an Other Lot Line as required by Bylaw 500. The requested variance would result in the outermost portion of the proposed addition being 1.4 metres for the property boundary, which is consistent with the required setback for an Internal Lot Line.

With respect to the variance to accessory building floor area, the requested 320 square metres of accessory building floor area would equal to 3.2 percent of the lot area, which is well below the 10 percent accessory building floor area density provision in the zone and would result in development which is generally consistent with the character of the surrounding residential neighbourhood. The applicant has provided a sufficient land use justification according to RDN Board Policy B1.5.

Intergovernmental Implications

The application has been referred to the Ministry of Transportation and Infrastructure for comments, as the *Provincial Public Undertakings Regulations* establishes a 3.0 metre setback

for the property line adjacent to the unconstructed right-of-way. The Ministry has no concerns with the proposal, though the development will require a setback permit from the Ministry. As a condition of approval, the issuance of the development variance permit will be withheld until a setback permit has been approved by the Ministry.

The application was referred to the provincial Archaeology Branch due the presence of a recorded archaeological site on the property. The Archaeology Branch issued a Section 12 Site Alteration Permit (2018-0210) for the land clearing that occurred on June 27, 2018 to accommodate the addition. The Archaeology Branch reviewed a report prepared by the applicant's archaeologist, and confirms that no archaeological materials were observed in any of the work conducted to prepare the area where the proposed construction is taking place. The Archaeology Branch has no concerns with the RDN proceeding with this application. Qualicum First Nation was also made aware of the development proposal.

Public Consultation Implications

Pending the Electoral Area Services Committee's recommendation and pursuant to the *Local Government Act* and the "Regional District of Nanaimo Development Approvals and Notification Procedures Bylaw No. 1432, 2005", property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board's consideration of the application.

ALTERNATIVES

1. To approve Development Variance Permit No. PL2018-142 subject to the conditions outlined in Attachments 2 to 4.
2. To deny Development Variance Permit No. PL2018-142.

FINANCIAL IMPLICATIONS

The proposed development has been reviewed and has no implications related to the Board 2018 – 2022 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

The proposed development has been reviewed and has no implications for the 2016 – 2020 Board Strategic Plan.



Stephen Boogaards
sboogaards@rdn.bc.ca
September 12, 2018

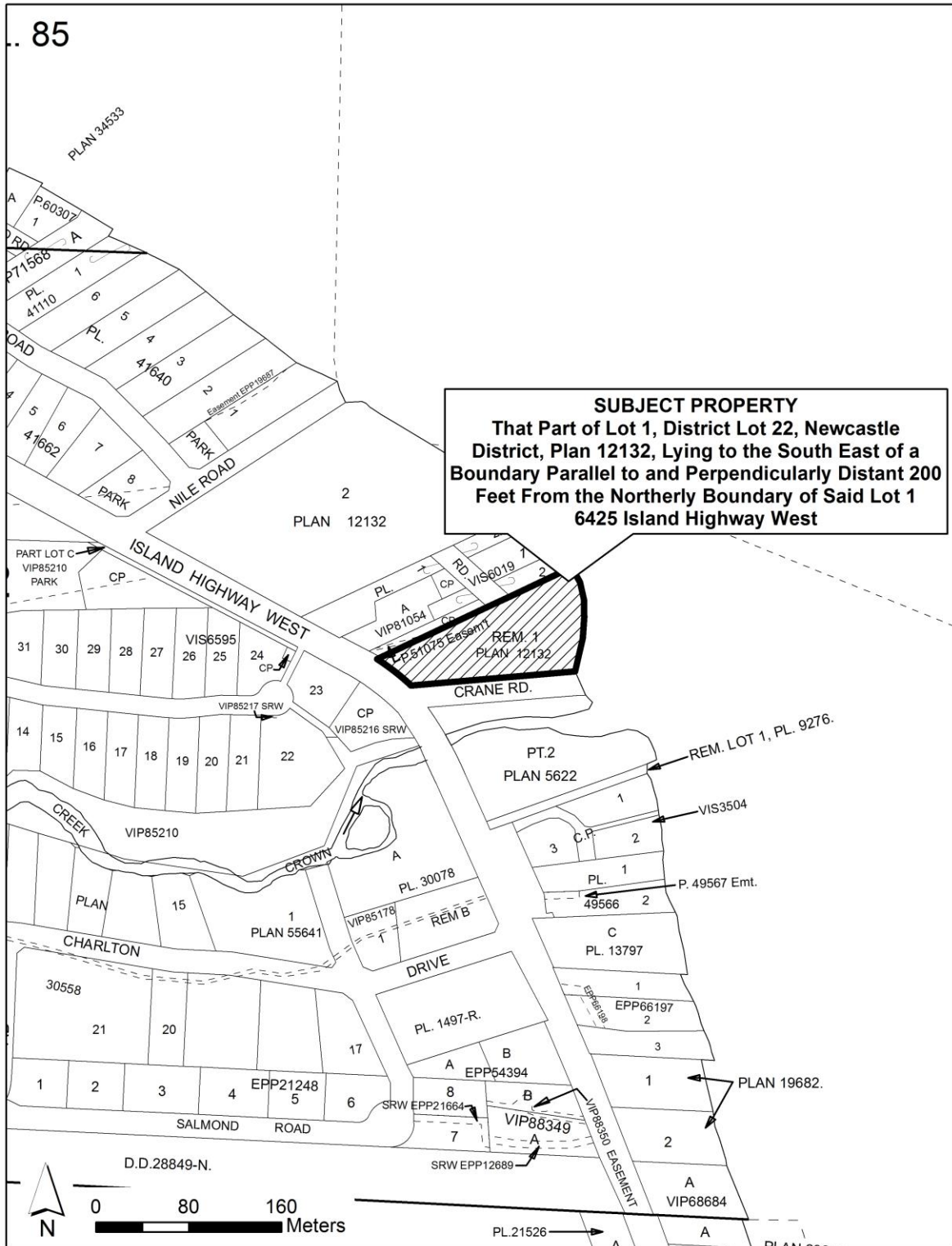
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, A/Chief Administrative Officer

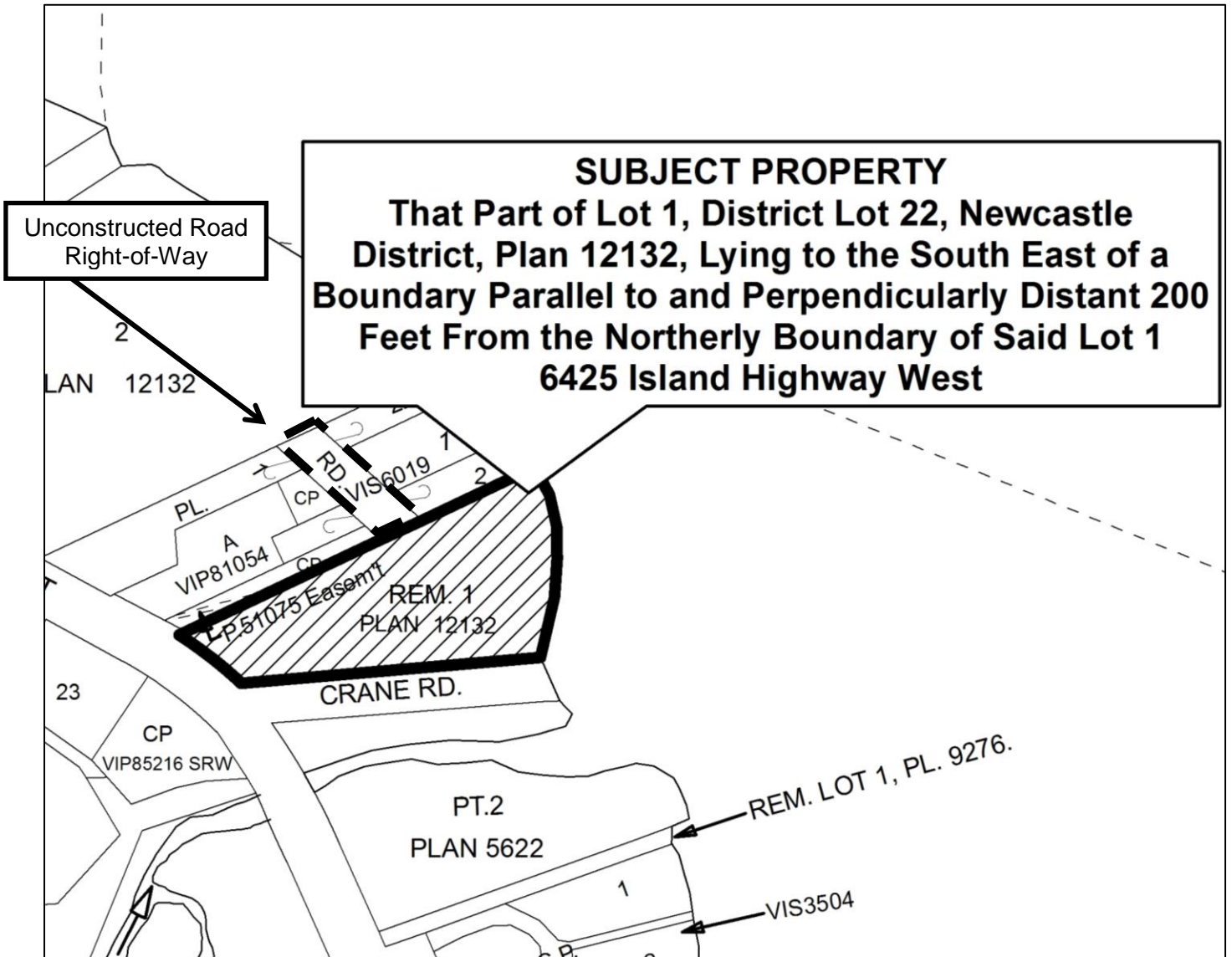
Attachments

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

Attachment 1
Subject Property Map (Page 1 of 2)



Attachment 1
Subject Property Map (Page 2 of 2)



Attachment 2 Terms and Conditions of Permit

The following sets out the terms and conditions of Development Variance Permit No. PL2018-142:

Bylaw No. 500, 1987

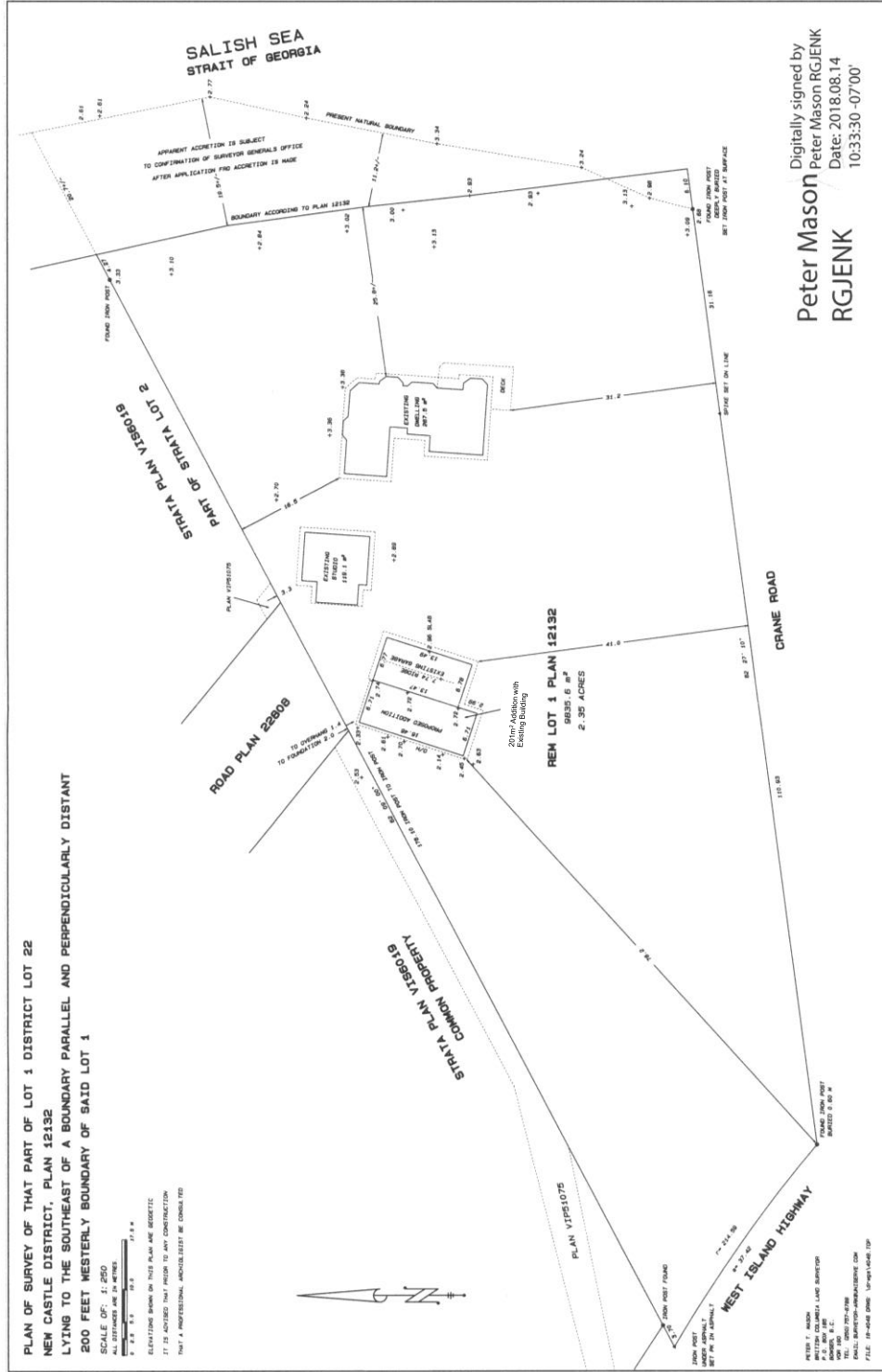
With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

-
- **Section 3.4.62 – Maximum Number and Size of Buildings and Structures** to increase the combined floor area of accessory buildings from 250 m² to 320 m² for the existing studio, existing garage, and proposed addition.
- **Section 3.4.62 – Minimum Setback Requirements** to reduce the minimum Other Lot Line setback from 5.0 metres to 1.4 metres for the roof overhang.

Conditions of Approval

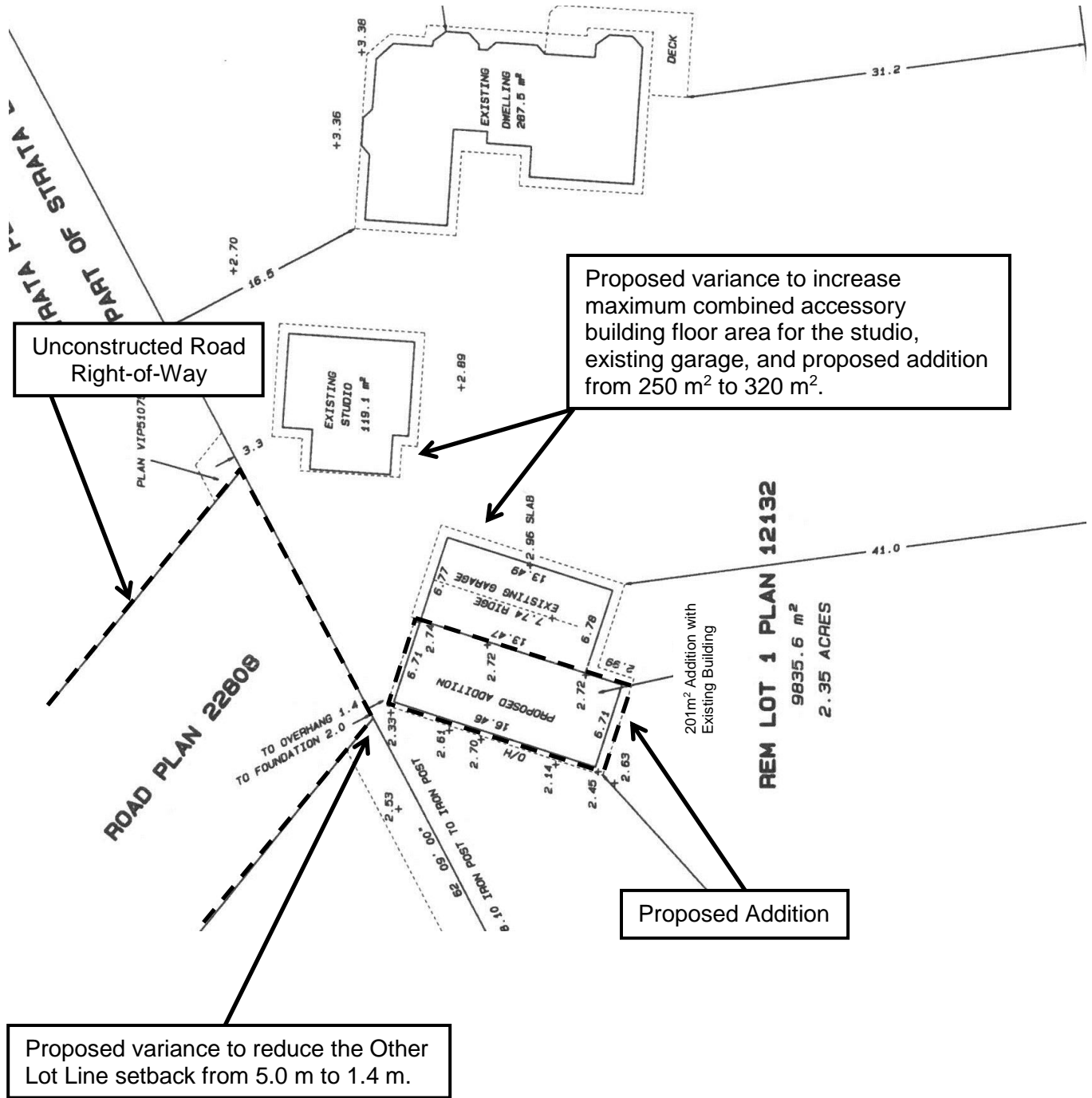
1. The site is developed in accordance with the Survey Plan prepared by Peter T. Mason, dated August 14, 2018 and attached as Attachment 3.
2. The proposed development is in general compliance with the plans and elevations prepared by McGill & Associates Engineering Ltd., dated August 29, 2018 and attached as Attachment 4.
3. The issuance of this Permit shall be withheld until the applicant receives a Setback Permit from the Ministry of Transportation and Infrastructure.
4. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

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

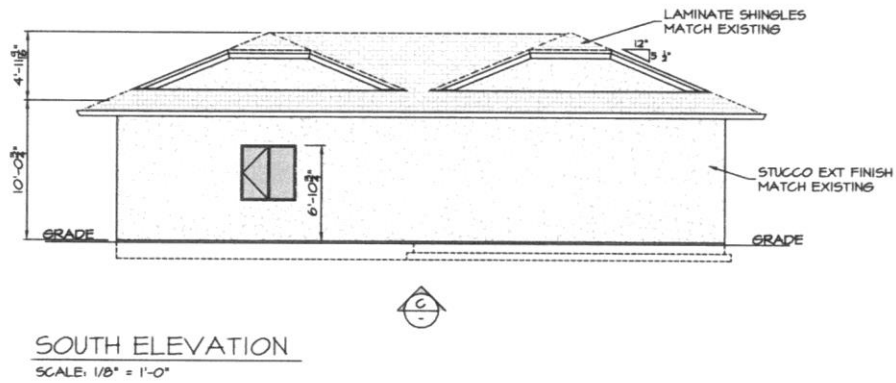
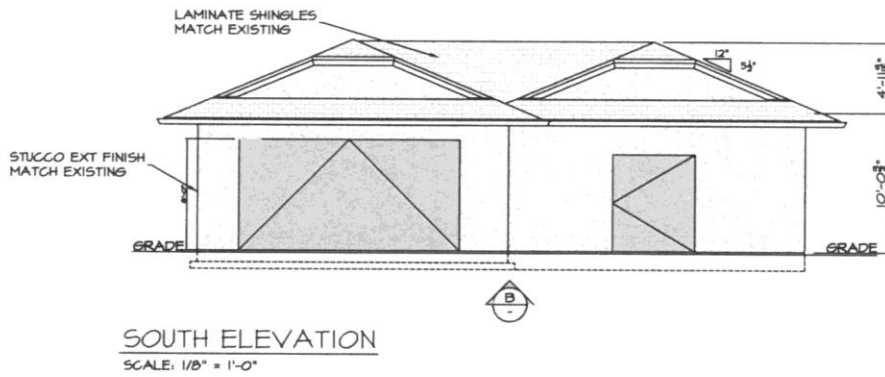
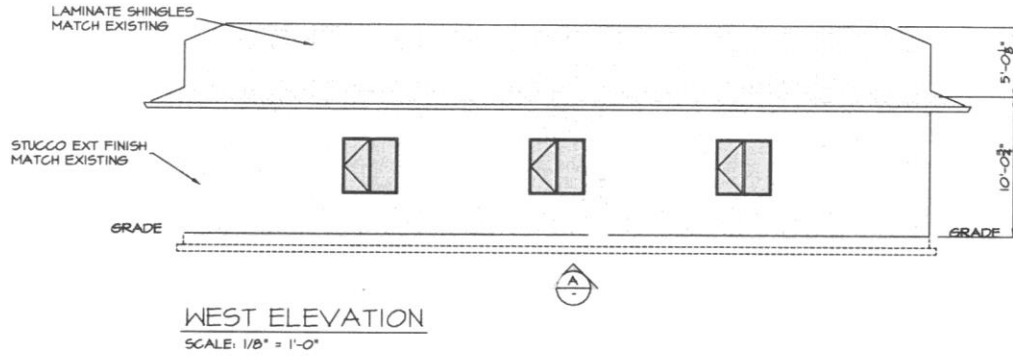


Digitally signed by
 Peter Mason RGJENK
 Date: 2018.08.14
 10:33:30 -07'00'

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



Attachment 4 Building Elevations and Plans



TO:	Committee of the Whole	MEETING:	October 2, 2018
FROM:	Delcy Wells General Manager, Corporate Services	FILE:	0340-50
SUBJECT:	Flag Policy		

RECOMMENDATION

That the Board adopt the attached Flag Policy A1.34.

SUMMARY

The Regional District of Nanaimo (RDN) does not have a Board policy on flags, but may choose to regulate what flags are raised and when they are half-masted on RDN-owned flag poles through a flag policy. The purpose of such a policy directive is to ensure that all flags at RDN-owned or operated facilities are flown and displayed in a consistent and appropriate manner.

BACKGROUND

In the absence of a policy, staff relies on past practice when receiving flag raising and half-masting requests. Past practice has been to fly flags at half-mast when requested to do so and with the approval of the Chief Administrative Officer (CAO). Requests received thus far to raise flags have been from community groups, non-profit organizations and cultural groups. Under this current practice, the RDN would only refuse a flag for an undertaking that would be against the Canadian Charter of Rights and Freedoms, and would not differentiate between any other group. Lowering the flag to half-mast has been done under the CAO's direction.

The CAO requested staff bring forward information about when it would be appropriate to half-mast flags belonging to the RDN, and staff also included provisions in our proposed policy for requests to raise flags not belonging to the RDN. At this time, the RDN does not have any community flag poles, and this proposed policy confirms that this practice should be maintained.

In the absence of a policy, staff will continue raising flags and half-masting flags upon request and decide on a case-by-case basis. Without this policy, it is difficult for staff to administer its decisions as there are no guiding principles upon which to rely. This creates a risk of inconsistent decisions which may offend community members.

Flags are symbols that identify people as belonging to a group and sometimes have the ability to divide communities. Consistency in our decisions on when to half-mast our flags is an important message to our communities. Avoiding use of community flags will avoid any unintentional indication that the RDN supports a group or activity connected to a flag. Displaying only the Canadian, Provincial and the Vancouver Island flags circumvent this concern. The

Canadian flag is a symbol of our nation's unity and represents all the citizens of Canada without distinction of race, language, belief or opinion. Flying the Canadian, Provincial and Vancouver Island flags on official RDN flag poles fully represents diversity and inclusiveness in our community.

Staff researched the protocols of the Government of Canada and the Province of British Columbia with respect to half-masting, and the draft policy incorporates the protocols of these two levels of government that staff determined were appropriate to the needs of the RDN.

Staff research included our member municipalities: the City of Nanaimo, the City of Parksville, the District of Lantzville and the Town of Qualicum Beach. The City of Nanaimo is the only member municipality of the RDN to have any material regarding flag half-masting. Staff also researched three regional districts in our area, and none of them have a flag policy (Capital Regional District, Cowichan Valley Regional District, Comox Valley Regional District). The City of Nanaimo does not have an official Council Policy, but their flag protocol administered by their staff is attached for information. To meet our needs, our policy is more specific than the protocol used by the City of Nanaimo, so there will be variation between our organizations.

ALTERNATIVES

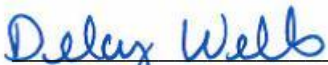
1. To not adopt a Flag Policy and continue with the current ad hoc practice for administering our flags.
2. To amend the proposed Flag Policy prior to adoption.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC PLAN IMPLICATIONS

The adoption of the Flag Policy will support our goal of focusing on improved two-way communication within the Regional District and with our communities.



Delcy Wells

dwells@rdn.bc.ca

September 12, 2018

Reviewed by:

- D. Wells, General Manager, Corporate Services
- G. Garbutt, A/Chief Administrative Officer

Attachments

1. City of Nanaimo Flag Protocol
2. Draft Flag Policy, Regional District of Nanaimo



CITY OF NANAIMO

COUNCIL POLICY MANUAL

Pages: 1 of 1

SECTION: GENERAL ADMINISTRATION
SUBJECT: Flag Protocol

Standard half-masting for mourning protocol as prescribed by the Federal Government shall be utilized. In addition, half-masting shall occur for former Mayors, current Council members, Freeman of the City, and Staff who died while on the job.

The half-masting shall occur from the date of death up to and including the date of the funeral. In the case of no funeral, the half-masting shall occur for three days maximum.

Half-masting for Mourning (taken from Federal Policy)

Flags are flown at the half-mast position as a sign of mourning.

The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.

The position of the flag when flying at half-mast, will depend on the size of the flag and the length of the flagstaff. It must be lowered at least to a position recognizably "half-mast" to avoid the appearance of a flag which has accidentally fallen away from the top of the mast owing to a loose flag rope. A satisfactory position for half-masting is to place the centre of the flag exactly half-way down the staff.

On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast, except personal flags and standards. Flags will only be half-masted on those flagpoles fitted with halyards and pulleys. Some buildings fly flags from horizontal or angled poles, without halyards, to which flags are permanently attached. Flags on these will not be half-masted.

This is not an adopted Council Policy, these are Flag Protocols established by Staff based upon the Provincial and Federal Government Flag Protocols.

REGIONAL DISTRICT OF NANAIMO

P O L I C Y

SUBJECT:	<i>Flag Policy</i>	POLICY NO:	A1.34
		CROSS REF.:	
EFFECTIVE DATE:	October 16, 2018	APPROVED BY:	Board
REVISION DATE:		PAGE	1 OF 4

A. PURPOSE

The purpose of this policy is to ensure flags under the control of the Regional District of Nanaimo (RDN) are flown and displayed in a consistent and appropriate manner and in accordance with the protocols followed by the Government of Canada and the Province of British Columbia.

B. POLICY

The jurisdiction of flags in the RDN falls under the directive of the Chair, acting through the Chief Administrative Officer (CAO) or delegates. The application of this policy is limited to the RDN Electoral Areas and does not apply to any member municipalities (City of Nanaimo, City of Parksville, District of Lantzville and Town of Qualicum Beach).

C. FLAG LOCATIONS, SIZE AND USE

1. Flag locations are noted in Appendix A. Any new flag locations must be approved by the Board. Only the National Flag of Canada, the Provincial Flag of British Columbia and the Vancouver Island flag (until replaced by an RDN flag) are raised on flagpoles at the locations identified in Appendix A, Flagpole Locations. In the event only one flagpole exists at a new location, the National Flag of Canada will be displayed.
2. In cases where three flags are displayed, the Canadian flag should be in the centre with the Province of British Columbia flag to the left and the Vancouver Island flag to the right as would appear to an observer facing the display.
3. All flags under the control of the RDN are flown throughout the day and evening. The RDN will not conduct flag raisings for community groups in the RDN or engage in any promotions on behalf of a community group.
4. Flags may be temporarily changed to accommodate a facility rental for filming at RDN locations with CAO approval.

D. HALF-MASTED FLAGS

1. Flags are flown at half-mast as a sign of mourning. Flags to be flown at half-mast include all flags identified by location in this policy. However, where deemed appropriate, half-masting can occur at just one specific location. In locations where there is more than one flag, all flags must be half-masted.
2. Flags can be half-masted from time of notification of death until the morning on the day of the funeral OR from time of notification of death until the evening on the following day and from the evening to the morning on the day of the funeral OR only from the morning to the evening on the day of the funeral.

E. WHEN HALF-MASTING OCCURS

1. Flags will be flown at half-mast to mark periods of official mourning upon the death of:
 - i. The Sovereign.
 - ii. The Sovereign's family: spouse, the Heir to the Throne or the Heir of the Heir to the Throne.
 - iii. Prime Minister or former Prime Minister of Canada.
 - iv. Premier or former Premier of British Columbia.
 - v. The sitting member in the Provincial legislature or local ridings.
 - vi. Current Chair or Board member of the Regional District of Nanaimo Board.
 - vii. A current employee of the RDN.
 - viii. On April 28th: National Day of Mourning for Persons Killed or Injured in the Workplace
 - ix. November 11th: Remembrance Day
2. The Chair or CAO may approve the lowering of the flags in response to a tragic or catastrophic event in Canada.
3. Should half-masting need to be commenced on a weekend or a statutory holiday, flags are permitted to be lowered on the Friday evening before the half-masting date and raised again on the following Monday morning.
4. Decisions to fly flags at half-mast on RDN property on occasions not provided for in this policy will be made in consultation between the Chair and the CAO.
5. The RDN will not display flags or guest organizational banners other than those described above.

F. RESPONSIBILITIES

1. Communications will:
 - a. administer the policy;
 - b. administer civic flag ceremonies and events where appropriate;
 - c. act as a resource for all RDN staff on the subject of flag etiquette;
 - d. contact the Chair's and CAO's offices in situations where further discussion or decisions must be made regarding displaying or raising flags;
 - e. be responsible for notifying the appropriate areas in the RDN regarding flying or displaying flags;
 - f. prepare and distribute a timely notice to the public and staff outlining reasons for each occasion of half-masting; and,
 - g. consult with the Government of Canada or the Government of British Columbia Office of Protocol in situations requiring advice regarding flags and protocol.
2. Building and Bylaw Services will:
 - a. be responsible for the maintenance, security and raising or lowering of flags at the Administration Building.
3. Parks and Recreation will:
 - a. be responsible for the maintenance, security and raising or lowering of all flags located in parks or at recreation facilities.

APPENDIX 'A'

Oceanside Place
830 West Island Highway, Parksville

1. Canada Flag
2. Provincial Flag
3. Vancouver Island Flag

Regional District of Nanaimo Administration Building
6300 Hammond Bay Road, Nanaimo

1. Canada Flag

DRAFT

TO: Committee of the Whole **MEETING:** October 2, 2018
FROM: Jamai Schile
Senior Planner **FILE:** 5285
SUBJECT: Proposed Amendments to the Floodplain Bylaw, Bylaw 500 and Board Policy B1.5
to Modernize Flood Mitigation Requirements

RECOMMENDATIONS

1. That the Board introduce and give first and second reading to “Regional District of Nanaimo Floodplain Management Amendment Bylaw No. 1469.02, 2018”.
2. That the Board introduce and give first and second reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.417, 2018”.
3. That the Board approve revisions to “Regional District of Nanaimo Board Policy No. B1.5 *Development Variance Permit, Development Permit with Variance & Floodplain Exemption Application Evaluation*”.
4. That the public hearing for “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.417, 2018” be waived and notice of the Board’s intent to consider third reading be given in accordance with Section 467 of the *Local Government Act*.
5. That the District of Lantzville and Gabriola Island Local Trust Area be notified of “Regional District of Nanaimo Floodplain Management Amendment Bylaw No. 1469.02, 2018”.

SUMMARY

With the adoption of amendments to the Province of BC’s Flood Hazard Area Land Use Management Guidelines (Provincial Guidelines) to incorporate sea level rise (SLR) into planning and future development, the Regional District of Nanaimo (RDN) has a number of bylaws and a policy that require amendments to be consistent with the changes in provincial direction. The bylaws and a Board policy affected are the current “Regional District of Nanaimo Floodplain Management Bylaw No.1469, 2006”, (Floodplain Bylaw); “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” (Bylaw 500); and, “Regional District of Nanaimo Board Policy No B1.5 Development Variance Permit, Development Permit with Variance & Floodplain Exemption Application Evaluation”, (Policy B 1.5). The proposed bylaw amendments incorporate the principles for allowing for 1.0 metre SLR by the year 2100. If adopted, the amendments will provide clarity and remove inconsistencies between RDN bylaws and existing professional practices.

BACKGROUND

Section 524 of the *Local Government Act* provides provisions that enable local governments to manage development in relation to lands prone to flooding. In doing so, the local government must give consideration to the Provincial Flood Hazard Area Land Use Management Guidelines¹ (the Provincial Guidelines). The guidelines are intended to minimize injury and property damage resulting from flooding and are linked to the Provincial Compensation and Disaster Financial Assistance Regulation. Together, the Provincial Regulation and Guidelines, are used to determine if property has been adequately protected and whether a local government is eligible for financial assistance following a flood event.

In accordance with Section 524, the RDN adopted the Floodplain Bylaw in 2006. This bylaw applies to all areas in which the RDN provides building inspection services, being the Electoral Areas, including Gabriola Island (Area B) and the District of Lantzville. The bylaw is designed to prevent injury or loss of human life, and to minimize property damage resulting from a flood event. This is achieved by prohibiting a building or structure (including manufactured home) from being constructed, reconstructed, moved, extended, or located below the Flood Construction Level (FCL)². In the current bylaw, the FCL applies to and is based on:

- historic provincial maps for the Nanaimo River, the Little Qualicum River and the Englishman River floodplains,
- where unmapped the FCL is defined as three metres above the natural boundary of the Englishman River, Little Qualicum River, Millstone River, Nanaimo River, and French Creek, where the land is within 200 metres of the watercourse, or
- the evaluation of the natural boundary plus 1.5 metres for any other watercourse within 100 metres of that watercourse.

Where the bylaw applies, a flood hazard assessment report is prepared by a professional engineer to determine the FCL and to certify that the property can be safely used for the intended use, and if protection from a 1:200 year flood event can be achieved.

In 2011, the BC Ministry of the Environment released the results of the Ausenco Sandwell study³, which introduced a new approach for the management of lands that are exposed to coastal flood hazards arising from their exposure to the sea and to the expected sea level rise effects on the shoreline. For coastal and adjacent riverine areas, the FCL is no longer simplified as the natural boundary plus 1.5 metres.

¹ [Ministry of Forests, lands, Natural Resource Operations and Rural Development, Flood Hazard Area Land Use Management Guidelines, amended January 1, 2018](#)

² Flood Construction Level means the Designated Flood Level plus allowance for Freeboard and is used to establish the elevation of the underside of a wooden floor system or top of a concrete slab for any Habitable Area (including a Manufactured Home pad).

³ [BC Ministry of Environment, Climate Change Adaptation Guidelines for Sea Dikes and Coastal Flood Hazard Land Use Guidelines for Management of Coastal Flood Hazard Land Use, January 27, 2011](#)

Instead the FCL for coastal areas is based on the sum of the following coastal influences,

- the higher high water level tide elevation;
- an allowance for future SLR, tied to a particular time horizon, such as Year 2100;
- the estimated storm surge associated with the selected design storm;
- the estimated wave effect associated with the design storm; and
- freeboard.

Resulting from this research, the Province adopted several amendments to the Provincial Guidelines that came into effect on January 1, 2018. The amendments require local governments to incorporate a SLR allowance of 1.0 meter to the year 2100 (relative to the year 2000, regional uplift and subsidence). The content of the amendment also provides new definitions and methodologies for determining FCL and setbacks from the sea that local governments are required to consider when implementing a flood mitigation bylaw.

Even before the amendments were adopted, the professional practice for considering SLR as part of a site-specific flood hazard assessment report was already in place. Starting in 2012, the Engineers and Geoscientists of BC (EGBC) provided direction to their members to include SLR considerations in the flood hazard assessment process, which is set out in the EGBC Professional Practice Guidelines – Legislated Flood Assessment in a Changing Climate BC⁴. This has also become the RDN's practice for reviewing development applications while waiting for the Province to adopt amendments to the Provincial Guidelines.

Modernizing the RDN's Flood Mitigation Regulations and Policies

Acknowledging the important role that regional districts can play in preparing for climate change and sea level rise, the RDN has launched the [SLR Adaptation Program](#). This multi-year program is composed of four phases: initiation/pre-planning; research; engagement and implementation. Each phase consists of core activities and key deliverables with the goal of developing an SLR Adaptation Strategy that is to be implemented across various RDN departments and projects.

The program is currently in the research phase with a focus on developing coastal floodplain maps. With funding support from the Community Emergency Preparedness Fund, Phase 1 is in progress and will result in mapping information for the coastal areas north of the District of Lantzville. Phase 2, is not yet started; it includes the southern communities (excluding the City of Nanaimo) and will begin as funding becomes available. As the coastal mapping information becomes available, it is anticipated that the Floodplain Bylaw will require further amendment to designate a coastal floodplain and where land is so designated, to specify FCLs and setbacks from the sea as required by the Province.

In the interim, a review of the RDN's bylaws and policies have identified several areas where updates are needed to avoid conflict between regulations, provide certainty for property owners

⁴ [Professional Practice Guidelines – Legislated Flood Assessment in a Changing Climate BC, Engineers and Geoscientists of BC \(2018\)](#). The guidelines were amended July 2018 to clarify and update information and to align with the amended Provincial Guidelines (2018).

and future developers, and to move towards full compliance with the updated Provincial Guidelines.

Of the Provincial Guideline amendments, the following are applicable to the RDN:

- Standards for calculating Flood Construction Level (FCL)
- Standards for determining setbacks from the sea
- Standards for subdivision

The remainder of this report provides a summary of the proposed interim amendments for the Floodplain Bylaw, Bylaw 500 and Board Policy B1.5, as well as considers implications of the proposed changes.

Flood Construction Level

The Provincial Guidelines recommend that coastal areas allow for 1.0 metre SLR to the year 2100 and 2.0 metres to the year 2200. A year 2100 FCL should be the minimum elevation from the underside of a wooden floor system or top of a concrete slab for habitable buildings. As an interim measure, until the results of the Coastal Floodplain Mapping Project are available, the principles for ensuring the standards for FCL can be incorporated into the Floodplain Bylaw by requiring that coastal FCLs be calculated based on the sum of coastal FCL influences. This recommended approach is consistent with the Provincial Guidelines and existing professional practice.

Setbacks from the Sea

Both the Floodplain Bylaw and Bylaw 500 contain provisions for setbacks from the sea that vary from 8.0 metres to 15.0 metres depending on shoreline topography. This variation in setbacks has resulted in a conflict between bylaws and uncertainty for property owners and future developers. To eliminate this issue, it is recommended that Bylaw 500 be amended to refer to the Floodplain Bylaw for setbacks from the sea. This will harmonize the regulations and would mean that any future amendment to setbacks to the sea would be addressed solely through amending the Floodplain Bylaw.

The Floodplain Bylaw also contains provisions for an 8.0 metre setback where the sea frontage is protected from erosion by natural bedrock or works designed by a professional engineer (s.13.d). This provision has historically resulted in coastal armoring of the shoreline for the purpose of reducing the setback. Given the need to protect coastal ecosystems that contribute to SLR mitigation, a blanket provision of this nature is no longer supported in the Provincial Guidelines nor in the RDN's coastal development permit areas. For these reasons, it is recommended that this provision be removed from the Floodplain Bylaw.

If supported, this change may have implications for some coastal property owners with smaller lots. If this arises, the Floodplain Bylaw and Board Policy B1.5 retain the ability for the Board to consider proposed exemptions as part of a site specific exemption process. Through an application, property owners are required to provide a professional engineer's assessment that demonstrates how future coastal influences have been considered, and includes a liability disclaimer. If approved, a restricted covenant would be registered on the property title as per the existing RDN practice.

General FCL Exemptions and Site Specific Exemptions

The Floodplain Bylaw provides some provision for building activities within a floodplain that feature restricting building areas subject to flooding to garages, crawl spaces or other non-habitable uses. The only exception is for a “farm dwelling unit on a parcel 8 hectares or greater within the Agricultural Land Reserve”. Weighing the impacts on agriculture against the potential damages to people and property associated with flood prone areas, it is recommended that this exemption be removed from the Floodplain Bylaw.

The remaining recommended amendments to the Floodplain Bylaw and Board Policy B1.5 are considered housekeeping amendments relating to the process for preparing and reviewing an application for a site specific exemption. The intent of the proposed amendments is to clarify language regarding when a request for an exemption is justifiable and to avoid duplication.

Subdivision Design

The Provincial Guidelines acknowledge that subdivision may be approved within a designated floodplain where the ground is lower than the year 2100 FCL under certain conditions. To help inform the approvals process, it is recommended that Bylaw 500, Part 4: Subdivision Regulation be updated to include regulations that require year 2100 SLR to be considered in the subdivision design of lands containing shoreline, as follows:

- a. all new lots must have a viable building site above the year 2100 FCL, and
- b. for those lands within a designated floodplain the setbacks from the sea shall be as prescribed by the Floodplain Bylaw.

Intergovernmental Implications

Pursuant to Section 52 of the *Transportation Act*, where a zoning amendment bylaw proposes a change in land use the bylaw must be submitted to the Minister of Transportation and Infrastructure (MOTI) following third reading for approval. In this instance, MOTI’s approval is not required as the zoning bylaw amendment is not proposing to change land use. Further to this, the RDN provides building inspection services to the District of Lantzville and Gabriola Island Local Trust Area (Area B) making these areas subject to the Floodplain Bylaw and any sequential changes to the bylaw.

Given this information and a desire to share information with areas that may hold an interest in the proposed changes, it is recommended that the bylaws are referred to MOTI, the District of Lantzville and the Islands Trust prior to adoption.

Stakeholder and Public Involvement Implications

Stakeholder’s Involvement

In June 2018, RDN staff held a collaborative session where Current and Long Range Planning staff, Building Inspection staff and local professional engineers, gathered together to learn about the SLR Adaptation Program and to discuss the changes to the Provincial Guidelines. After discussing the changes, it was generally agreed that the proposed bylaw amendments would

provide clarity and remove inconsistencies between the RDN's bylaws and professional practice.

In addition, RDN staff also heard that the professional engineers were required to review historic flood hazard assessment reports when undertaking a new flood hazard assessment. To ensure that this information is readily available, the RDN has established an online report library that is publicly accessible through the RDN's GIS Map. The library contains historic reports used for issuing a development or building permit. Over time, new flood hazard assessment reports and geotechnical reports will be added to the library to encourage all technical professionals to consider important background information when preparing reports for the RDN.

Public Involvement

Early and ongoing engagement is a key part of the SLR Adaptation Program's success. It is anticipated that broad public consultation will be undertaken once the coastal mapping information is available, and prior to, the before mentioned future amendments to the Floodplain Bylaw. This element of the Program will be supported through the development of the SLR Adaptation Engagement Plan grounded in the guiding principles of the RDN Public Consultation/Communication Framework that: "Anyone likely to be affected by a decision ...have opportunities for input into that decision".

Given this information, it is important to note that the subject of this report contains two different types of bylaws that vary in the requirements for bylaw approval, as outlined below:

Land Use Bylaw – Bylaw No. 500.417

Pursuant to Section 464(2) of the *Local Government Act*, in the event that a Board should grant first and second reading to a zoning bylaw amendment, a public hearing is required to be held or waived prior to the Board's consideration of third reading. The Board may waive the holding of a Public Hearing if an Official Community Plan (OCP) is in effect for the area subject to the zoning bylaw, and the bylaw is consistent with the OCP.

Having assessed that the proposed general zoning amendments are consistent with the OCPs for Electoral Areas A, C, E, F, G and H, it is recommended that the Board waive the public hearing for the zoning bylaw amendment and direct staff to proceed with the notification requirements outlined in Section 467 of the *Local Government Act*.

Building Bylaw – Bylaw No. 1469.02

Under the *Local Government Act* and "Regional District of Nanaimo Procedure Bylaw No.1754, 2017", a bylaw other than a bylaw for zoning, OCP and/or Regional Growth Strategy does not require a public hearing and may receive three readings at one meeting. Given these provisions and the relationship between the bylaws, it is recommended that the Board only give first and second reading to Bylaw No. 1469.02 at this time to ensure the bylaw approvals processes are synchronized. If so approved, the implementation of the bylaws would than coincide.

ALTERNATIVES

1. Consider first and second readings of the bylaws, proceed with the public hearing waiver notification requirements, approve Board policy as amended and proceed with referrals.
2. Consider first and second reading of the bylaws, proceed with the public hearing, approve the Board policy as amended and proceed with referrals.
3. Provide staff with alternative direction.

FINANCIAL IMPLICATIONS

Proceeding with the recommendations has no implications related to the Board 2018-2022 Financial Plan. Should the Board proceed, it should be noted that as this work is included within the Sea Level Rise Adaptation Program work plan, no additional staff resources are required.

STRATEGIC PLAN IMPLICATIONS

Amending the “Regional District of Nanaimo Floodplain Management Bylaw No.1469, 2006” and “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987, aligns with the 2016-2020 Board Strategic Plan priorities of: Service and Organizational Excellence by updating regulations to “...ensure the RDN’s processes are as easy to work with as possible”.



Jamai Schile
jschile@rdn.bc.ca
September 18, 2018

Reviewed by:

- P. Thompson, Manager, Long Range Planning
- J. Holm, Manger, Current Planning
- G. Garbutt, A/Chief Administrative Officer

Attachments

1. Draft “Regional District of Nanaimo Floodplain Management Amendment Bylaw No, 1469.02, 2018”
2. Draft “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.417, 2018”
3. Untracked Copy: Amended “Regional District of Nanaimo Board Policy No. B1.5 Development Variance Permit, Development Permit with Variance & Floodplain Exemption Application Evaluation”
4. Tracked Copy: Amended “Regional District of Nanaimo Board Policy No B1.5 Development Variance Permit, Development Permit with Variance & Floodplain Exemption Application Evaluation”

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1469.02**

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
FLOODPLAIN MANAGEMENT BYLAW NO. 1469, 2006**

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 Floodplain Management Amendment Bylaw No. 1469.02, 2018”.
- B. The “Regional District of Nanaimo Floodplain Management Bylaw No. 1469, 2006” is hereby amended as follows:
 1. Under “WHEREAS Section 910...” delete the words “Section 910” and replace it with the words “Section 524”;
 2. Under “AND WHEREAS the Regional District...” delete the words “Provincial Guidelines” and replace it with the words “Provincial Flood Hazard Area Land Use Management Guidelines, 2004, as amended from time to time.”
 3. Under the heading **Application**, Section 2, replace the words “Section 694” with the words “Section 298”.
 4. Under the heading **Interpretation**, Section 4:
 - a. add the following new paragraph after the last sentence of the definition **Designated Flood Level**:

“In marine coastal areas, the designated flood level includes the appropriate allowance for future sea level rise, tide and the total storm surge expected during the designated storm.”
 - b. add the following new definition after **Designated Flood Level**:

“**Designated Storm** means a storm that occurs in any given year, of such a magnitude as to equal a storm having the designated annual exceedance probability, where the probability of a particular event being equal or exceeded in any one year.”
 - c. add the following new definition after **Regional District**:

“**Sea** means The Strait of Georgia”
 5. Under the heading **Setback Requirements**, Section 13:
 - a. replace the words “Section 910(4)” with the words “Section 524(6)”
 - b. delete Subsection 13.c and replace with the following:

“c. within fifteen (15) metres from the Natural Boundary of the sea;”

- c. delete Subsection 13.d and replace with the following:
 - “d. where a building site is at the top of a bank that is 30 degrees or more from horizontal and where the toe of the bank is subject to erosion and is closer than 15 metres from a Natural Boundary, the Setback shall be a horizontal distance from the top of bank equal to 3 times the height of the bank as measured from the toe of the bank;”
 - d. delete Subsection 13.e and replace with the following:
 - “e. on existing lots where the sea frontage is protected from erosion by a natural bedrock formation, the property owner may apply to modify the setback requirements as recommended by a professional engineer that demonstrates that future coastal influences have been considered, and includes a liability disclaimer. If approved, a restrictive covenant would be registered under Section 219 of the Land Titles Act, which include indemnity in favour of the Regional District;”
6. Under the heading **Flood Construction Level**:
- a. replace the words “Section 910(4)” with the words “Section 524(6)” in Subsection 14;
 - b. delete the words “the sea” from Subsection 14.c;
 - c. add the following new subsection after Subsection 14.c:
 - “d. for all applications for new building and construction within marine coastal areas, within a distance of 100 meters of the sea that are subject to, or likely to be subject to, flooding resulting from high tides, storm surges and wave effects, the property owner is to provide a report from a professional engineer:
 - i. to confirm that the land may be used safely for the intended purpose, where the Flood Construction Level is based on a minimum allowance for future sea level rise to the year 2100, and
 - ii. be prepared in accordance with the Provincial Flood Hazard Area Land Use Management Guidelines and the Engineers and Geoscientists of BC’s Professional Practice Guidelines - Legislated Flood Assessments in a Changing Climate, as amended from time to time.”
 - d. insert the following new section after Section 15:
 - “16. Subject to Section 14, except as permitted in Section 18 of this Bylaw, prior to a Building Permit being issued, a Section 219 covenant may be registered on the title of the property with the professional engineer’s report attached. The covenant shall notify future owners of the property of the susceptibility to flooding, and hold the RDN harmless from future claims and damages.”

7. Insert the following new heading and section before the “**General Flood Construction Level Exemptions**” heading:

“Construction Design and Wetproofing

17. Subject to Section 14 of this Bylaw, general requirements for design considerations in wetproofing are as follows:

- a. For buildings constructed on a designated floodplain, construction of the buildings to flood construction level requirements shall be achieved under the supervision of a professional engineer, and to the satisfaction of the Manager, by:
 - i. the structural elevation of the floor system of the Habitable Area of the building,
 - ii. the use of adequately compacted fill, or
 - iii. a combination of structural elevation of the Habitable Area and compacted fill protected from scour and erosion, and an engineer must certify the suitability of the landfill or structure for the intended use.
- b. No person shall install furnaces, electrical switchgear, electrical panels, fire protection systems or other fixed building services susceptible to flood damage, below the flood construction level, unless such services are protected from flood damage and accessible for servicing during a flood, to the satisfaction of the Manager.”

8. Under the heading **General Flood Construction Level Exemptions** delete Section 16 and replace with the following:

“18. Section 524(6)(a) of the **Local Government Act** and Section 14 of this Bylaw do not apply to:

- a. a renovation of an existing building or structure that does not involve an addition thereto;
- b. minor addition to existing buildings or structures, at the original non-conforming floor elevation, to a maximum of 25 percent of the existing ground floor area that was existing on February 11, 1992, if:
 - i. the number of dwelling units is not increased,
 - ii. there is no further encroachment into the setback area required by this Bylaw, and
 - iii. there is no further reduction in the Flood Construction Level.
- c. a building or that portion of a building to be used for non-habitable uses, including a garage or carport;
- d. a non-residential accessory building or structure, such as wood shed, recreational shelter, and other outdoor recreational facilities not susceptible to flood damage;

- e. on-loading and off-loading facilities associated with water oriented industry and portable sawmills provided the main electrical switchgear is placed above the Flood Construction Level;
- f. that portion of a building used as crawl space (not exceeding 1.5 metres in height);
- g. farm buildings other than dwelling units and closed sided livestock housing;
- h. closed sided livestock housing provided that the underside of the floor system or the top of a slab or Pad of any area to be occupied by livestock is located no lower than 1.0 metre above the natural ground elevation taken at any point on the perimeter of the building, or no lower than the Flood Construction Levels specified in this Bylaw, whichever is the lesser.”

9. Under the heading **Site Specific Exemptions Applications:**

- a. replace the words “Section 910(5)” with the words “Section 524(7)” in Section 17 and renumber the section to Section “19”.
- b. replace the words “Section 910(4)” with the words “Section 524(6)” in Section 18 and renumber the section to Section “20”.
- c. delete Subsection 18.b and replace with the following:
 - “b. a professional engineer or geoscientist with experience in geotechnical engineering certifies that the property can be safely used for the intended use and, certifies protection from a 1 in 200 year flood for riverine systems can be achieved, and where applicable, protection from sea level rise to year 2100;”
- d. delete Subsection 18.c and replace with the following:
 - “c. the professional engineer or geoscientist providing the certification required under Section 20.b. of this Bylaw, provides a completed Flood Hazard and Risk Assurance Statement and information identified in Schedule D; and”

10. Under **Schedule “D”, Information Required with a Site Specific Exemption Application:**

- a. delete Section **1. Quality Assurance Statement** and replace with the following:

“1. Quality Assurance Statement

The Professional Engineer should carry out quality assurance/quality control for all phases the investigation in the preparation of a flood hazard assessment report.

- (1) A assessment report is required to confirm that the land may be used safely for the intended use without undue risk of hazards. The professional engineer shall inspect the property, supervise the site investigation and the assessment report shall clearly state all relevant restrictions, conditions and/or limitations to the proposed development of the land.
 - (2) The report is to be prepared in accordance with the BC Provincial Flood Hazard Area Land Use Management Guidelines and the Engineers and Geoscientists of BC Professional Practice Guidelines - Legislated Flood Assessments in a Changing Climate in BC, August 2018, as amended from time to time.
 - (3) The report is to be accompanied with a completed Flood Assurance Statement. The Statement is to be read and completed in conjunction with the Engineers and Geoscientists BC Professional Practice Guidelines – Legislated Flood Assessment in a Changing Climate BC, as amended from time to time.”
- b. insert the following new subsection under the heading **2. General Requirements**, after Subsection (3), and renumber the remaining subsections accordingly:
- “(4) Evaluate the development plans for the property using the relevant Regional District land use and subdivision bylaws and Development Permit guidelines to determine the suitability of the land to accommodate the use intended.”
- c. delete the words “from the natural boundary of watercourses” from Subsection (12);
- d. insert the word “Provincial” before the words “Guidelines have been considered.” to Subsection (14);
- e. insert the word “Provincial” before the words “Guidelines were considered in the process.” to Subsection (18);

Introduced and read two times this ___ day of _____ 20XX.

Read a third time this ___ day of _____ 20XX.

Adopted this ___ day of _____ 20XX.

CHAIR

CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.417**

**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. 500.417, 2018”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
 - 1. Under PART 3 LAND USE REGULATIONS, Section 3.3 General Regulations delete Section 9(a) and (b) and replace it with the following:

“For all parcels with shoreline frontage, setbacks from the sea are prescribed in “Regional District of Nanaimo Floodplain Management Bylaw No. 1469, 2006”.”

- 2. Under PART 4 Subdivision Regulations, Section 4.3 Parcel Size add after number 4.3(4) the following:

“Notwithstanding Section 4.3.4, of this Bylaw, where land is deemed to abut or contain a part of the sea or to be influenced by the sea each lot created through subdivision shall have a viable building site on natural ground that is above the year 2100 Flood Construction Level, and comply with the setbacks from the sea as prescribed in the “Regional District of Nanaimo Floodplain Bylaw No. 1469, 2006”.”

Introduced and read two times this ___ day of _____ 20XX.

Public Hearing held this ___ day of _____ 20XX.

Read a third time this ___ day of _____ 20XX.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this ___ day of _____ 20XX.

Adopted this ___ day of _____ 20XX.

CHAIR

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

P O L I C Y

SUBJECT:	<i>Development Variance Permit, Development Permit with Variance & Floodplain Exemption Application Evaluation</i>	POLICY NO: B1.5 CROSS REF.:
EFFECTIVE DATE:	March 8, 1994	APPROVED BY: Board
REVISION DATE:	October 2, 2018	PAGE: 1 of 5

PURPOSE

This policy is to provide staff with guidelines for reviewing and evaluating development variance permit applications, development permit applications that include bylaw variances, and site-specific exemptions to the Floodplain Bylaw.

PART A – DEVELOPMENT VARIANCE PERMIT AND DEVELOPMENT PERMIT WITH VARIANCE APPLICATION EVALUATION

1. Demonstration of Land Use Justification

- a) An application should demonstrate that the proposed variance is necessary and is supported by an acceptable land use justification; such as:
 - i. the ability to use or develop the property is unreasonably constrained or hindered by having to comply with the bylaw requirement; or,
 - ii. there is a net benefit to the community or immediate area that would be achieved through the variance approval.
 - iii. the proposed variance would allow for more efficient and effective use and development of the subject property.
- b) Failure to provide an acceptable land use justification as outlined in Part A, Section 1(a) may be grounds for staff to recommend that the application be denied by the Board.
- c) If an acceptable land use justification is identified the applicant should demonstrate that a reasonable effort has been made to avoid the need for, or reduce the extent of, the requested variance. If such efforts are not made this may be grounds for staff to recommend that the application be denied by the Board.
- d) Examples of acceptable land use justifications are as follows:
 - i. A physical constraint such as a steep slope, watercourse, or rock outcrop results in an unreasonably small building site when setbacks are applied. In such a case a setback variance

- may be recommended where the impact of the variance is considered acceptable by planning staff.
- ii. A man-made constraint such as an archaeological site, odd shaped lot, restrictive or conservation covenants, easement, or right-of-way results in an unreasonably small building site when setbacks are applied. In such a case a setback variance may be recommended where the impact of the variance is considered acceptable by planning staff.
 - iii. A hazardous condition exists that requires that the underside of the floor joists be raised to meet floodplain elevations. This may result in an average designed building or structure exceeding the maximum height restrictions. In such a case a height variance may be recommended where the impact of the variance is considered acceptable by planning staff.
 - iv. A topographical constraint such as a depression or sloped area results in an average designed building or structure exceeding maximum height restrictions. In such a case a height variance may be recommended where the impact of the variance is considered acceptable by planning staff.
 - v. An environmentally significant feature such as a stand of Garry Oak trees, a watercourse, or sensitive ecosystem exists on site that the applicant is proposing to avoid, preserve, and/or enhance, which restricts potential building sites on a lot. In such a case a setback variance may be considered where the proposed variance will reduce the impact to the Environmentally Sensitive Area and any other impact considered acceptable by the reviewing planning staff member.
 - vi. The only building site on a lot will block a significant view for area residents. In such a case a setback variance may be considered to allow the relocation of the building to allow the preservation of that view, where the impact of the variance is acceptable.
 - vii. Where a longstanding existing building or structure does not conform to siting or height requirements a variance may be considered to legalize that structure where the impact of the variance is acceptable and the use of the building or structure conforms to the current zoning regulations.
 - viii. The inclusion of a renewable solar or wind energy system, or a rainwater harvesting system proposed for the operation of a building or structure results in the building or structure exceeding maximum height restrictions, or encroaching into a setback area. In such a case, a height variance or setback variance may be recommended where the impacts of the variance are considered acceptable.
- e) Part A, Section 2(d) is not intended to be an exhaustive or definitive list of acceptable land use justifications for a variance application. Staff are to use their judgment in evaluating the specific circumstances involved in each application.

2. Impact Evaluation

- a) Where a land use justification for a proposed variance has been demonstrated, the application shall then be evaluated based upon the impact(s) (positive or negative) of the variance. Impact(s) may be classified into the following three general categories:

- i. Aesthetic impact. This includes the impact of the proposed variance on the streetscape, the views from adjacent properties, compatibility with neighbourhood design standards, etc.
 - ii. Functional impact. This includes the impact of the proposed variance on the function of the property for the permitted uses and the potential impact of the variance on the function of adjacent properties, or road right-of-ways.
 - iii. Environmental impact. This includes the impact of the proposed variance on the long term sustainability of the natural environment or the direct impact on a specific feature of the natural environment.
- b) An unacceptable impact, as evaluated by planning staff, is grounds for staff to recommend that the application be denied by the Board.
 - c) An applicant should demonstrate that a reasonable effort has been made to minimize any and all potential negative impacts associated with a variance. If such efforts are not made this would be grounds for staff to recommend that the application be denied by the Board.
 - d) Part A, Section 2(a) is not intended to be an exhaustive or definitive list of potential impacts. Staff are to use their judgment in identifying and evaluating all potential impacts associated with the specific circumstances involved in each application.

3. Specific Impact Evaluation by Application Type

- a) Height variance requests for a residential use may not be supported where; in the opinion of planning staff:
 - i. the applicant is requesting a height variance to accommodate a third storey;
 - ii. the applicant has not made a reasonable effort to reduce the height of the proposed building or structure by reducing the roof pitch, reducing ceiling height, minimizing the crawl space, etc.;
 - iii. the appearance of the proposed structure from the street will appear out of character with the height of buildings in the immediate neighbourhood;
 - iv. the proposed height variance will result in a notable reduction in a neighbouring properties view of a significant viewscape; or
 - v. the proposed height variance will result in a notable shading of, or lack of privacy for, a neighbouring property.
- b) Lot line relaxation, setback from the sea relaxation, and watercourse setback relaxation requests may not be supported where; in the opinion of Planning Staff:
 - vi. the applicant has not made a reasonable effort to reduce the need for a setback variance by amending the house design or finding an alternative building site;
 - vii. the proposed setback variance will result in an unreasonable reduction in a neighbouring properties view of a notable viewscape;

- viii. the proposed setback variance will result in the building or structure appearing to extend closer to the sea or other watercourse than other houses in the immediate vicinity;
 - ix. the proposed setback variance may result in a geotechnical or flooding hazard, including impacts associated with sea level rise to the year 2100;
 - x. the proposed setback variance may result in a negative impact on the natural environment;
 - xi. the proposed setback variance may have a negative impact on an archaeological site; or
 - xii. the proposed setback variance is contrary to senior government legislation (e.g. **Transportation Act, Fish Protection Act, Water Act, Land Title Act**, etc.).
- c) Parking Variance requests for Commercial, Industrial, or Institutional uses may not be supported where:
- i. the proposed variance would interfere with internal traffic flow, loading and unloading, access and egress, pedestrian safety, etc.;
 - ii. the applicant is not proposing to provide adequate parking spaces constructed to Regional District of Nanaimo standards on a hard durable dust free surface; or
 - iii. the proposed variance, in staff's opinion, does not provide an adequate number of parking stalls for the intended use.
- d) Signage variance requests may not be supported where:
- i. the proposed variance would result in an increased appearance of "sign clutter" on the subject property (sign consolidation should be encouraged);
 - ii. the proposed variance creates a visual obstruction which interferes with the safe movement of pedestrians and/or traffic on and off site; or
 - iii. the illumination of a proposed sign is not compatible with the surrounding neighbourhood or would create an unreasonable aesthetic impact on the adjacent properties.

PART B – FLOODPLAIN EXEMPTION APPLICATIONS

1. Demonstration of Land Use Justification

- a) An applicant must demonstrate that the proposed exemption is necessary and is supported by an acceptable land use justification; such as:
- i. that due to existing site characteristics and the location of the existing infrastructure (if any), it is impractical to meet the Flood Construction level (FCL)
 - ii. the proposed construction methods are designed to mitigate flood damage, and
 - iii. it is not practical to develop the subject property without a site specific exemption.

2. Demonstration that the Exemption is Advisable

- a) Where an acceptable land use justification has been demonstrated in accordance with Part B, Section 1 of this Policy, the owner must submit a completed Site Specific Exemption Application as prescribed in the "Regional District of Nanaimo Floodplain Management Bylaw No.1469, 2006".

- b) All reports identified in Part B, Section 2(a) must also discuss the land use justifications in identified in Part B, Section 1 of this policy.
- c) Where a flood assessment report has been submitted, to the satisfaction of the Regional District, and the owner grants a restrictive covenant, under Section 219 of the *Land Title Act*, respecting the use and development of the land that includes:
 - i. flood assessment report recommendations, restrictions or conditions, where applicable, and
 - ii. an indemnity in favour of the Regional District to indemnify and save harmless the Regional District against any loss or damage with respect to the flooding to the property, or flood damage to the land, structures and contents thereof, or any injury (including death) to any person or animal arising from the flooding of the property or flood damage to the land.
- c) Failure to meet any of the above conditions is grounds for staff to recommend the Board deny a floodplain exemption application.

PART C - TERMS OF USE OF THIS POLICY

1. This policy is intended to apply to staff evaluation of development variance permits, development permit applications that include bylaw variances, and site specific exemptions to the Floodplain Bylaw.
2. The Board of the Regional District of Nanaimo is not in any way bound by this policy and is free to apply, or not apply, any evaluation criterion it deems appropriate in its consideration of applications.

REGIONAL DISTRICT OF NANAIMO

P O L I C Y

SUBJECT:	<i>Development Variance Permit, Development Permit with Variance & Floodplain Exemption Application Evaluation</i>	POLICY NO: B1.5 CROSS REF.:
EFFECTIVE DATE:	March 8, 1994	APPROVED BY: Board
REVISION DATE:	October 28 ² , 2014 ¹⁸	PAGE: 1 of 5

PURPOSE

This policy is to provide staff with guidelines for reviewing and evaluating development variance permit applications, development permit applications that include bylaw variances, and site-specific exemptions to the Floodplain Bylaw.

PART A – DEVELOPMENT VARIANCE PERMIT AND DEVELOPMENT PERMIT WITH VARIANCE APPLICATION EVALUATION

1. Demonstration of Land Use Justification

- a) An application should demonstrate that the proposed variance is necessary and is supported by an acceptable land use justification; such as:
 - i. the ability to use or develop the property is unreasonably constrained or hindered by having to comply with the bylaw requirement; or,
 - ii. there is a net benefit to the community or immediate area that would be achieved through the variance approval.
 - iii. the proposed variance would allow for more efficient and effective use and development of the subject property.
- b) Failure to provide an acceptable land use justification as outlined in Part A, Section 1(a) may be grounds for staff to recommend that the application be denied by the Board.
- c) If an acceptable land use justification is identified the applicant should demonstrate that a reasonable effort has been made to avoid the need for, or reduce the extent of, the requested variance. If such efforts are not made this may be grounds for staff to recommend that the application be denied by the Board.
- d) Examples of acceptable land use justifications are as follows:
 - i. A physical constraint such as a steep slope, watercourse, or rock outcrop results in an unreasonably small building site when setbacks are applied. In such a case a setback variance

- may be recommended where the impact of the variance is considered acceptable by planning staff.
- ii. A man-made constraint such as an archaeological site, odd shaped lot, restrictive or conservation covenants, easement, or right-of-way results in an unreasonably small building site when setbacks are applied. In such a case a setback variance may be recommended where the impact of the variance is considered acceptable by planning staff.
 - iii. A hazardous condition exists that requires that the underside of the floor joists be raised to meet floodplain elevations. This may result in an average designed building or structure exceeding the maximum height restrictions. In such a case a height variance may be recommended where the impact of the variance is considered acceptable by planning staff.
 - iv. A topographical constraint such as a depression or sloped area results in an average designed building or structure exceeding maximum height restrictions. In such a case a height variance may be recommended where the impact of the variance is considered acceptable by planning staff.
 - v. An environmentally significant feature such as a stand of Garry Oak trees, a watercourse, or sensitive ecosystem exists on site that the applicant is proposing to avoid, preserve, and/or enhance, which restricts potential building sites on a lot. In such a case a setback variance may be considered where the proposed variance will reduce the impact to the Environmentally Sensitive Area and any other impact considered acceptable by the reviewing planning staff member.
 - vi. The only building site on a lot will block a significant view for area residents. In such a case a setback variance may be considered to allow the relocation of the building to allow the preservation of that view, where the impact of the variance is acceptable.
 - vii. Where a longstanding existing building or structure does not conform to siting or height requirements a variance may be considered to legalize that structure where the impact of the variance is acceptable and the use of the building or structure conforms to the current zoning regulations.
 - viii. The inclusion of a renewable solar or wind energy system, or a rainwater harvesting system proposed for the operation of a building or structure results in the building or structure exceeding maximum height restrictions, or encroaching into a setback area. In such a case, a height variance or setback variance may be recommended where the impacts of the variance are considered acceptable.
- e) Part A, Section 2(d) is not intended to be an exhaustive or definitive list of acceptable land use justifications for a variance application. Staff are to use their judgment in evaluating the specific circumstances involved in each application.

2. Impact Evaluation

- a) Where a land use justification for a proposed variance has been demonstrated, the application shall then be evaluated based upon the impact(s) (positive or negative) of the variance. Impact(s) may be classified into the following three general categories:

- i. Aesthetic impact. This includes the impact of the proposed variance on the streetscape, the views from adjacent properties, compatibility with neighbourhood design standards, etc.
 - ii. Functional impact. This includes the impact of the proposed variance on the function of the property for the permitted uses and the potential impact of the variance on the function of adjacent properties, or road right-of-ways.
 - iii. Environmental impact. This includes the impact of the proposed variance on the long term sustainability of the natural environment or the direct impact on a specific feature of the natural environment.
- b) An unacceptable impact, as evaluated by planning staff, is grounds for staff to recommend that the application be denied by the Board.
 - c) An applicant should demonstrate that a reasonable effort has been made to minimize any and all potential negative impacts associated with a variance. If such efforts are not made this would be grounds for staff to recommend that the application be denied by the Board.
 - d) Part A, Section 2(a) is not intended to be an exhaustive or definitive list of potential impacts. Staff are to use their judgment in identifying and evaluating all potential impacts associated with the specific circumstances involved in each application.

3. Specific Impact Evaluation by Application Type

- a) Height variance requests for a residential use may not be supported where; in the opinion of planning staff:
 - i. the applicant is requesting a height variance to accommodate a third storey;
 - ii. the applicant has not made a reasonable effort to reduce the height of the proposed building or structure by reducing the roof pitch, reducing ceiling height, minimizing the crawl space, etc.;
 - iii. the appearance of the proposed structure from the street will appear out of character with the height of buildings in the immediate neighbourhood;
 - iv. the proposed height variance will result in a notable reduction in a neighbouring properties view of a significant viewscape; or
 - v. the proposed height variance will result in a notable shading of, or lack of privacy for, a neighbouring property.
- b) Lot line relaxation, ~~ceen~~ setback **from the sea** relaxation, and watercourse setback relaxation requests may not be supported where; in the opinion of Planning Staff:
 - vi. the applicant has not made a reasonable effort to reduce the need for a setback variance by amending the house design or finding an alternative building site;
 - vii. the proposed setback variance will result in an unreasonable reduction in a neighbouring properties view of a notable viewscape;

- viii. the proposed setback variance will result in the building or structure appearing to extend closer to the ocean sea or other watercourse than other houses in the immediate vicinity;
 - ix. the proposed setback variance may result in a geotechnical or flooding hazard, including impacts associated with sea level rise to the year 2100;
 - x. the proposed setback variance may result in a negative impact on the natural environment;
 - xi. the proposed setback variance may have a negative impact on an archaeological site; or
 - xii. the proposed setback variance is contrary to senior government legislation (e.g. **Transportation Act, Fish Protection Act, Water Act, Land Title Act**, etc.).
- c) Parking Variance requests for Commercial, Industrial, or Institutional uses may not be supported where:
- i. the proposed variance would interfere with internal traffic flow, loading and unloading, access and egress, pedestrian safety, etc.;
 - ii. the applicant is not proposing to provide adequate parking spaces constructed to Regional District of Nanaimo standards on a hard durable dust free surface; or
 - iii. the proposed variance, in staff's opinion, does not provide an adequate number of parking stalls for the intended use.
- d) Signage variance requests may not be supported where:
- i. the proposed variance would result in an increased appearance of "sign clutter" on the subject property (sign consolidation should be encouraged);
 - ii. the proposed variance creates a visual obstruction which interferes with the safe movement of pedestrians and/or traffic on and off site; or
 - iii. the illumination of a proposed sign is not compatible with the surrounding neighbourhood or would create an unreasonable aesthetic impact on the adjacent properties.

PART B – FLOODPLAIN EXEMPTION APPLICATIONS

1. Demonstration of Land Use Justification

- a) An applicant must demonstrate that the proposed exemption is necessary and is supported by an acceptable land use justification; such as:
- i. that due to existing site characteristics and the location of the existing infrastructure (if any), it is impractical to meet the Flood Construction level (FCL)
 - ii. the proposed construction methods are designed to mitigate flood damage, and
 - iii. there are no other practical building sites located on the subject property;
 - iv. the applicant has exhausted all other options including amendments to zoning setback and height requirements; or
 - v. it is not practical to develop the subject property without a site specific exemption.

2. Demonstration that the Exemption is Advisable

a) Where an acceptable land use justification has been demonstrated in accordance with Part B, Section 1 of this Policy, the owner must submit a completed Site Specific Exemption Application as prescribed in the “Regional District of Nanaimo Floodplain Management Bylaw No.1469, 2006”.

~~a) Where an acceptable land use justification has been demonstrated, the applicant must demonstrate that the proposal is in compliance with Province of BC’s Flood Hazard Area Land Use Management Guidelines and provide a flood hazard assessment report prepared by a professional engineer or geoscientist experienced in geotechnic engineering that the land may be used safely for the use as proposed.~~

b) Where a flood assessment report has been submitted, to the satisfaction of the Regional District, and the owner grants a restrictive covenant, under Section 219 of the *Land Title Act*, respecting the use and development of the land that includes:

i. flood assessment report recommendations, restrictions or conditions, where applicable, and

ii. an indemnity in favour of the Regional District to indemnify and save harmless the Regional District against any loss or damage with respect to the flooding to the property, or flood damage to the land, structures and contents thereof, or any injury (including death) to any person or animal arising from the flooding of the property or flood damage to the land.

PART C - TERMS OF USE OF THIS POLICY

1. This policy is intended to apply to staff evaluation of development variance permits, development permit applications that include bylaw variances, and site specific exemptions to the Floodplain Bylaw.
2. The Board of the Regional District of Nanaimo is not in any way bound by this policy and is free to apply, or not apply, any evaluation criterion it deems appropriate in its consideration of applications.

TO: Committee of the Whole

MEETING: October 2, 2018

FROM: Chris Midgley
Manager, Strategic Initiatives

FILE:

SUBJECT: 2018 Operational Plan Update

RECOMMENDATION

That the Board endorse the Regional District of Nanaimo 2018 Operational Plan Update.

SUMMARY

The 2016 – 2020 Board Strategic Plan was developed to be a ‘living’ document that is reviewed and updated on an annual basis. As part of this review process, an updated Operational Plan for 2018 has been completed (see Attachment 1: Regional District of Nanaimo 2018 Operational Plan Update). In addition to summarizing accomplishments from 2017, the 2018 Operational Plan Update, captures high priority actions for the current year and aligns them to the Key Focus Areas and the Strategic Priorities identified in the 2016-2020 Board Strategic Plan. The 2018 Operational Plan also outlines implementation items and activities to complete, providing a tool for Regional District of Nanaimo (RDN) Board and staff to measure progress on advancing the Board’s Strategic Plan.

BACKGROUND

The 2016-2020 Board Strategic Plan is based on a continuous improvement model with an annual review. The attached updated 2018 Operational Plan consolidates the high priority actions that support Board Strategic Priorities; and outline the key tasks to ensure each action progresses. The action items arise from RDN Board resolutions, departmental Business Plans that inform the annual budget, , and annual implementation items within various adopted RDN plans (such as the Liquid Waste Master Plan, or the Regional Growth Strategy). The action items identified in the 2018 Operational Plan Update represent a small fraction of all the work plan items necessary to meet 2018 service delivery expectations for the RDN as a whole.

To illustrate how actions listed in the 2018 Operational Plan support the Board Strategic Plan, each action has been attributed to one of the Strategic Plan’s five Key Focus Areas:

- Focus on Governance
- Focus on Service and Organizational Excellence
- Focus on Relationships
- Focus on Economic Health
- Focus on the Environment.

Within each focus area, several Strategic Priorities are listed. Each action has been assigned a primary strategic priority – the one that is most clearly advanced as a result of the action. To account for the fact that many actions advance multiple strategic priorities, ‘related strategic priorities’ are also identified where applicable. The end result is a comprehensive overview of priority organizational activities planned for 2018 that advance the Board Strategic Plan.

Finally, it is important to note that many of the high priority actions captured in the 2018 Operational Plan Update may take several years to complete. To account for this, the plan indicates the year key tasks are to be completed when projects extend beyond 2018.

The first effort to produce an annual Operational Plan was in 2017, with the vision that an annual Operational Plan become a key deliverable in the process to improve implementation of the Board Strategic Plan over time. The attached 2018 Operational Plan Update represents the continuation of that effort.

ALTERNATIVES

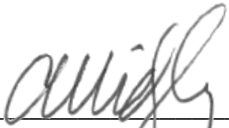
1. That the Board endorse the Regional District of Nanaimo 2018 Operational Plan.
2. That the Board provide alternate direction to staff

FINANCIAL IMPLICATIONS

Action items captured in the 2018 Operational Plan are accounted for in the 2018 Budget and 2018-2022 Financial Plan. There are no unaccounted for financial implications associated with the Operational Plan.

STRATEGIC PLAN IMPLICATIONS

The Board Strategic Plan is the highest-level plan for the Regional District of Nanaimo, establishing overall strategic priorities for the organization and guiding the Board’s consideration of actions, financial plans and departmental work plans. It is envisioned that the Operational Plan is closely integrated with the annual RDN Budget and Board Strategic Plan. Together, these important plans and documents guide the work of RDN staff and ensure work aligns with the Board’s strategic direction. Further, the Operational Plan is intended to serve as a tool to measure organizational progress and report on Strategic Plan priorities.



Report Writer’s Name
cmidgley@rdn.bc.ca
September 20, 2018

Reviewed by:

- G. Garbutt, A/Chief Administrative Officer

Attachments

1. Regional District of Nanaimo 2018 Operational Plan Update

VERSION 2018.1.01

SEPTEMBER 21, 2018



REGIONAL DISTRICT OF NANAIMO 2018 OPERATIONAL PLAN UPDATE.DOCX

REGIONAL DISTRICT OF NANAIMO 2018 OPERATIONAL PLAN UPDATE.DOCX

Contents

2018 Operational plan: UPDATE.....	1
Contents.....	1
Traditional Territory Acknowledgement.....	2
2016-2020 Strategic Plan Direction	2
The Purpose of Operational Planning	2
Plan Process	2
Purpose of the Plan.....	2
Plan Monitoring and Progress Updates.....	4
September 2018 Progress Update	4
Plan Overview	5
Understanding the Plan Format	5
Focus Areas, Strategic Priorities and sub-categories.....	7
Action Items by Strategic Priority.....	10
2018 Action Items.....	11
Focus on Governance.....	11
Focus on Service and Organizational Excellence	15
Focus on Relationships.....	115
Focus on Economic Health.....	173
Focus on Environment	188
Action Items Beyond 2018.....	215
Items for Future Operational Plans	215

Traditional Territory Acknowledgement

The Regional District of Nanaimo respectfully acknowledges and recognizes the Coast Salish First Nations whose traditional territory we live, work and play on.

2016-2020 Strategic Plan Direction

The following is the Vision for the Regional District of Nanaimo (RDN):

Our Region is environmentally, socially, and economically healthy; resilient and adaptable to change. Residents of the Region meet their needs without compromising the ability of future residents to do the same.

The Purpose of Operational Planning

Operational planning is the process of linking the strategic focus areas and priorities of the organization with service delivery goals and objectives. Service delivery goals and objectives in this Plan arise from 2017 and 2018 RDN Board resolutions, Board policies and adopted plans; items identified as high priority in strategic planning seminars, legislative and regulatory requirements; staff identified work plan items; and internal process reviews. The operational plan outlines milestones and key activities required for organizational success, and how RDN staff aim to implement the Board's strategic vision.

Plan Process

PURPOSE OF THE PLAN

The Operational Plan summarizes service delivery initiatives and outlines strategically important services and projects that will serve as a focal point for RDN staff. In addition, it sets out a reporting cycle to provide timely information on the status of Operational Plan items for the Board to consider when reviewing the RDN 2016-2020 Strategic Plan and future Financial Plans.

The action items identified in this Plan include new Board resolutions since the 2017 Operational Plan. These action items were identified by a committee of RDN staff from a much larger list of ongoing work plan items. These items are intended for 2018 delivery and are critically important to progressing the Board's vision of a region that is environmentally, socially, and economically healthy; resilient and adaptable to change. Note that items identified by Board direction in 2017/2018 have been added to the respective RDN Department Work Plan. As a result, the origin of the action has been converted from an identified Board motion to a departmental Business Plan item.

The Plan does not capture the vast amount of day-to-day operational work that contributes to the RDN's success. Nor does it preclude all the risks and challenges to the RDN's many projects or initiatives. It does,

AN OPERATIONAL PLAN ADDRESSES
FOUR KEY QUESTIONS:

- 1) WHERE ARE WE NOW?
- 2) WHERE DO WE WANT TO BE?
- 3) HOW DO WE GET THERE?
- 4) HOW DO WE MEASURE OUR PROGRESS?

however, recognize the importance of ongoing dialogue with the Board about adjustments to the Plan to meet changing environmental conditions and the evolving needs of the RDN's many communities and citizens.

PLAN MONITORING AND PROGRESS UPDATES

An annual Operational Plan will provide focus to ensure efficient processes and project delivery. Staff will update the Board on the activities outlined in the Operational Plan. The Operational Plan is deeply integrated with the RDN Strategic Plan and the Financial Plan.

To ensure organizational work plan items are in line with the Board's strategic direction, the Operational Plan for each year is developed after the Board has reviewed the Strategic Plan and produced a preliminary Financial Plan. Staff provide an update on the status of Operational Plan items for the Board's consideration when reviewing the Strategic Plan and developing the following year's Financial Plan.

TYPICAL REPORTING CYCLE:

MARCH	SEPTEMBER
Focus: Adopt annual Operational Plan	Focus: Operational Plan update
<ul style="list-style-type: none"> ✓ Develop Departmental work plans based on Strategic Plan updates and Financial Plan ✓ Consider legal and legislative updates, regulatory requirements ✓ Consider resource capacity 	<ul style="list-style-type: none"> ✓ Provide a status update to the Board on Plan action items for consideration of Strategic Plan review and financial planning ✓ Prioritize plan items as necessary for remainder of the year

September 2018 Progress Update

This Progress Update reveals the considerable extent of work undertaken by the Regional District of Nanaimo during the January – August 2018 period. This includes projects that begin and end in 2018, as well as multi-year projects that began prior to 2018, or that began in 2018 and will continue in future years. Each action in the Update includes a description of its status as 'Ongoing', 'In Progress', or 'Complete'. Ongoing items are actions that require staff or professional resources, but do not have a discrete deliverable, such as assisting staff with media relations. If the action is to continue beyond 2018, the expected year of completion is shown.

For 2018, a total of 180 actions are ongoing, in progress, or complete.

- Ongoing Actions: 29 (16%)
- In Progress Actions: 75 (42%)
- Complete: 40 (22%)

For actions underway in 2018, 36 (20%) will continue into future years.

Plan Overview

UNDERSTANDING THE PLAN FORMAT

This Operational Update is organized around the five Key Focus Areas of the 2016-2020 Strategic Plan: Governance, Service and Organizational Excellence, Relationships, Economic Health and Environment. Each Operational Update action item aligns to a specific Strategic Priority under each Focus Area.

To further classify the wide range of RDN activities, each Strategic Priority includes several sub-categories. These provide an additional level of alignment between the work undertaken and Board Strategic Priorities. As an example, within the Governance Focus Area, there are three Strategic Priorities: G1, G2 and G3, with the sub-categories identified as G1-1, G1-2, as illustrated in the table below:

Focus on Governance	
<i>The RDN will cooperate and advocate as a Region while recognizing the uniqueness of each community</i>	
G1	We will develop our governance structure to reflect our unique municipal/ electoral area demographics. <ul style="list-style-type: none"> G1-1: Our Strategic Plan will be responsive and adaptable. G1-2: Services are shared fairly, and regulations applied consistently among those who are affected.
G2	We will create an electoral area caucus to enhance regional governance. <ul style="list-style-type: none"> G2-1: We will improve public involvement in the decision-making process by facilitating public engagement.
G3	We will review our Board composition as our community changes and grows. <ul style="list-style-type: none"> G3-1: We represent the region equitably as a whole.

All Actions in the Operational Update are grouped according to Strategic Priority sub-category. Within each sub-category, Actions taken by individual departments are also grouped together, consistently following the sequence of Corporate Services (CS), Regional and Community Utilities (RCU), Recreation and Parks (RP), Strategic and Community Development (SCD), and Transportation and Emergency Planning (TEP). To illustrate, Figure 1 (below) is excerpted from the Section Contents table introducing the Service and Organizational Excellence section.

Section Contents			
Key Focus Area Summary	<i>The RDN will deliver efficient, effective and economically viable services that meet the needs of the Region. The RDN will focus on organizational excellence in all aspects of our daily actions and service delivery to our customers</i>		
Strategic Priority S1	S1: We view our emergency services as core elements of community safety.		
Sub-Category S1-1	<i>S1-1: We will be well trained and prepared to act in the event of an emergency</i>		
Action ID	TEP-S1-1.1	Achieve EOC and Reception Centre Operational Readiness	Complete <input checked="" type="checkbox"/>
	TEP-S1-1.2	Ensure all Emergency Planning Documents are up-to-date	In Progress December 2018
	TEP-S1-1.3	Work with Fire Chiefs and Societies to set standard competency-based requirements for officer promotions	Complete <input checked="" type="checkbox"/>
	TEP-S1-1.4	Coordinate annual fire department recruitment/retention campaign to enhance exposure	2019
Strategic Priority	S2: We will fund infrastructure in support of our core services employing an asset management focus.		
Sub-Category	<i>S2-1: We will assess the lifecycle costs of all new services and infrastructure.</i>		
	All-S2-1.1	Implement Asset Management Program	In Progress
	RCU-S2-1.2	Greater Nanaimo Pollution Control Centre Secondary Treatment Upgrade Project – Proactively track assets as they are installed	In Progress

Finally, for each Action, a detailed table provides an overview and details on the Action. The table includes the Key Focus Area, Strategic Priority and sub-category, the origin of the project – typically a departmental business plan reflecting previous Board direction or a new 2018 Board motion.

In order to describe the project, the table outlines the key tasks necessary to accomplish the work and indicates whether a task is complete, in progress, or anticipated in a future month or year. The detailed tables also indicate the accountable department, and related strategic priorities.

Key Focus Area	FOCUS ON THE ECONOMY			
Action Description	Action:	Continue planned capital upgrades in RDN water systems in order to maintain services at current levels.	RCU-EC2-2.1	Action ID
Strategic Priority	Strategic Priority:	We recognize the importance of water in supporting our economic and environmental health.	EC2	Strategic Priority Code
Sub-category		We will invest in water systems to ensure the quality and quantity needed to support domestic water use in our service areas	EC2-2	Sub-category Code
Origin of Action Item	Origin:	Water Services 2018 Business Plan		
Tasks	Tasks	Status		
	1. Award Anchor Way Main Construction Contract	Complete		
	2. Complete Anchor Way Main Construction	Complete		
	3. Prepare RFP and Award Design for French Creek Well #2 Upgrades	In Complete		
	4. Award Construction Contract and Complete French Creek #2 Well Upgrade	In Progress		
Accountable Department	Accountable Department	Water and Utility Services Regional and Community Development		
Related Strategic Priorities	Related Strategic Priorities:	S2	S3	EV2 EV4
		Related Strategic Priority Codes		

FOCUS AREAS, STRATEGIC PRIORITIES AND SUB-CATEGORIES

Focus on Governance

The RDN will cooperate and advocate as a Region while recognizing the uniqueness of each community

- G1 We will develop our governance structure to reflect our unique municipal/ electoral area demographics.**
- **G1-1:** Our Strategic Plan will be responsive and adaptable.
 - **G1-2:** Services are shared fairly, and regulations applied consistently among those who are affected.
- G2 We will create an electoral area caucus to enhance regional governance.**
- **G2-1:** We will improve public involvement in the decision-making process by facilitating public engagement
- G3 We will review our Board composition as our community changes and grows.**
- **G3-1:** We represent the region equitably as a whole.

Focus on Service and Organizational Excellence

The RDN will deliver efficient, effective and economically viable services that meet the needs of the Region. The RDN will focus on organizational excellence in all aspects of our daily actions and service delivery to our customers

- S1 We view our emergency services as core elements of community safety.**
- **S1-1:** We will be well trained and prepared to act in the event of an emergency.
 - **S1-2:** We evaluate the risk of environmental threats to our communities.
- S2 We will fund infrastructure in support of our core services employing an asset management focus.**
- **S2-1:** We will assess the lifecycle costs of all new services and infrastructure.
 - **S2-2:** We will understand our financial position.
 - **S2-3:** We will ensure service delivery through appropriate investment in infrastructure
 - **S2-4:** The costs for services are shared as fairly as possible among those who benefit.
 - **S2-5:** We will manage the risks related to service delivery.
- S3 As we invest in regional services we look at both costs and benefits – The RDN will be effective and efficient.**
- **S3-1:** Through advanced planning the Board will ensure long-time viability of regional services.
 - **S3-2:** We will assess the viability of new services.
 - **S3-3:** We will regularly review services in order to best meet the expectations of constituents.
 - **S3-4:** We will invest in the people that make the RDN successful.
- S4 We recognize community mobility and recreational amenities as core services.**
- **S4-1:** Build the parks, trails and recreational facilities required for our communities.
 - **S4-2:** Manage the Regional transit system to meet the mobility needs of the public
- S5 We recognize and plan for the impact of our aging population.**
- **S5-1:** Build recreational amenities for seniors.
- S6 We will advocate for transit improvements and active transportation.**
- **S6-1:** Optimize transit routes.
 - **S6-2:** Inform residents of transit options.
 - **S6-3:** We will ensure public safety and security on our buses.
- S7 We will ensure our processes are as easy to work with as possible.**
- **S7-1:** We will remove unnecessary barriers to our development processes.
 - **S7-2:** Ensure regulations and procedures are current and up to date
 - **S7-3:** Ensure information technology tools meet the needs of a modern organization
 - **S7-4:** We will be transparent in financial planning.
 - **S7-5:** We will respond to constituent concerns in timely manner

Focus on Relationships

The RDN will continue to develop and encourage meaningful relationships

- R1 We value our First Nations relationships and will integrate their input in future planning and service delivery.**
- **R1-1:** We will work collaboratively with principal First Nations.
- R2 We will focus on improved two-way communication within the Regional District and with our communities.**
- **R2-1:** Increase staff capacity for communicating with regional stakeholders
 - **R2-2:** We will work with municipalities on items of mutual interest.
 - **R2-3:** We will engage with the public to ensure RDN plans and services meet resident expectations
 - **R2-4:** We will provide the best information available to the public.
 - **R2-5:** We will collaborate between departments to improve efficiency and enhance service delivery.
- R3 We recognize all volunteers as an essential component of service delivery. We will support the recruitment and retention of volunteers.**
- **R3-1:** We will provide volunteers with the tools and facilities they need.
- R4 We look for opportunities to partner with other branches of government/ community groups to advance our region.**
- **R4-1:** Formalize partnerships with long-term agreements.
 - **R4-2:** Target senior government grants and other funding opportunities that advance Board Strategic Priorities.
 - **R4-3:** Promote RDN leadership through participation in provincial, national and international events and discussions.
 - **R4-4:** Partner with other jurisdictions, agencies, senior government and community organizations to deliver enhanced services.
- R5 We will facilitate/ advocate for issues outside of our jurisdiction.**
- **R5-1:** We will work with senior levels of government to advance the interests of the region.

Focus on Economic Health

The RDN will look at all our activities through an economic lens

- EC1 We will support our traditional industries: Forestry, Tourism, Manufacturing, Fishing; Knowledge Based; and Technology Based industries.**
- **EC1-1:** Work with industry to educate the public and establish best practices suitable for the region.
 - **EC1-2:** Promote opportunities in our traditional industries with targeted outreach, education, communication and advertising.
 - **EC1-3:** Promote growth and investment in local business and industry.
- EC2 We recognize the importance of water in supporting our economic and environmental health.**
- **EC2-1:** We will improve our understanding of regional water supply.
 - **EC2-2:** We will invest in water systems to ensure the quality and quantity needed to support domestic water use in our service areas.
- EC3 We will foster economic development.**
- **EC3-1:** Expand liquid waste capacity to support commerce, industry and development.
- EC4 We see ecotourism as a key economic opportunity in our region.**
- **EC4-1:** We improve the ability of tourists to locate local ecotourism providers.
- EC5 We recognize the importance of agriculture and aquaculture in our region.**
- **EC5-1:** Reduce the barriers to agriculture and aquaculture in the region.

Focus on Environment

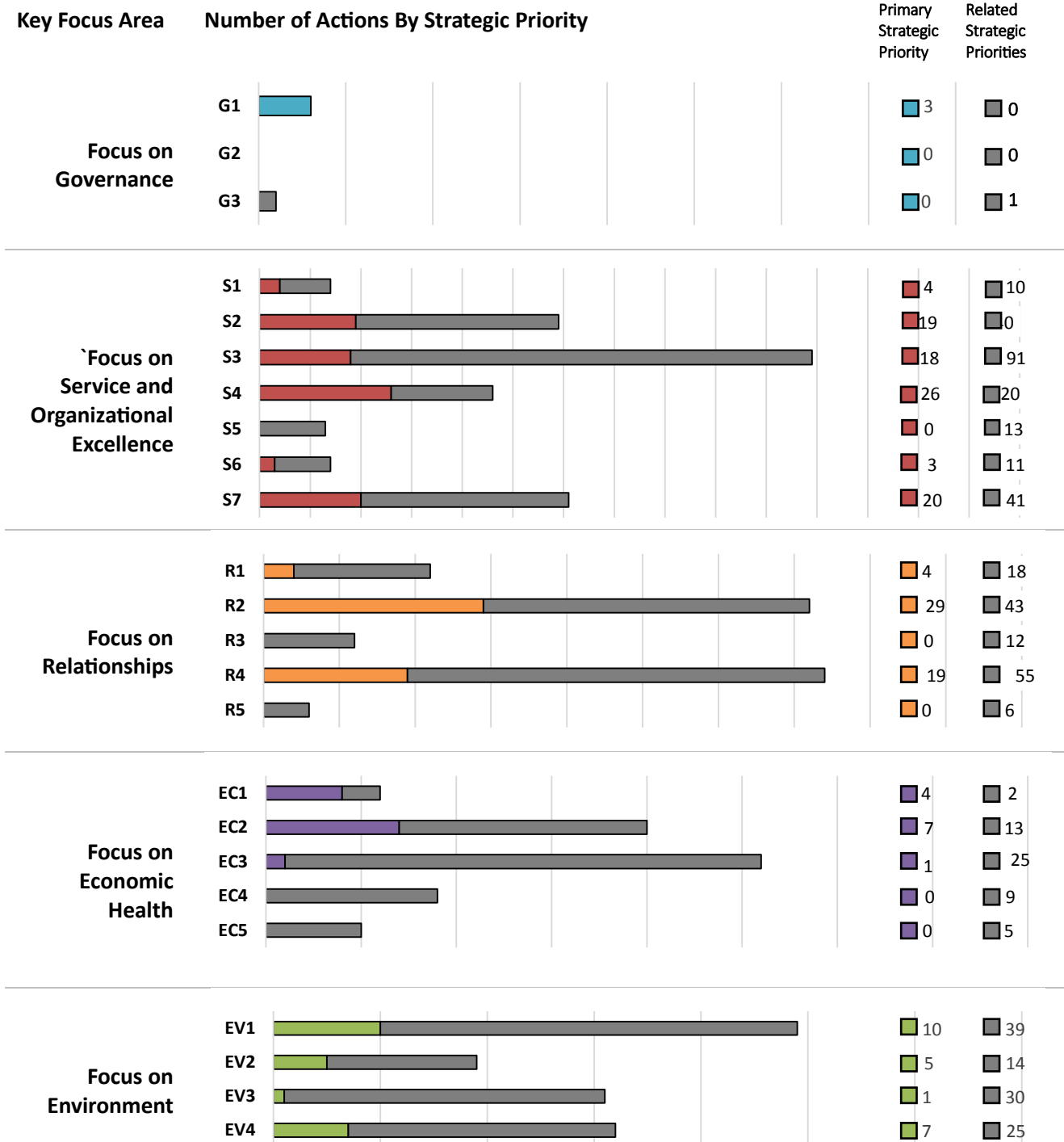
The RDN recognizes that a healthy environment is key to economic development and a healthy community

- EV1 We will have a strong focus on protecting and enhancing our environment in all decisions.**
- **EV1-1:** Implement leading practices at our waste management facilities.
 - **EV1-2:** We will take measures to protect biodiversity.
 - **EV1-3:** We will seek out the best available information to support evidence-based decision making.
- EV2 We will evaluate air quality and climate impacts as factors in our infrastructure and services planning.**
- **EV2-1:** Reduce GHG emissions from corporate operations.
 - **EV2-2:** Ensure private and non-government organizations comply with applicable environmental regulations.
 - **EV2-3:** Encourage community wide GHG emissions reductions
- EV3 We will prepare for and mitigate the impact of environmental events.**
- **EV3-1:** We will access the best available information to prevent future impacts of climate change.
- EV4 We will include conservation of resources as a planning factor.**
- **EV4-1:** Encourage innovation in the development sector.
 - **EV4-2:** Set ambitious targets to conserve resources and reduce waste

ACTION ITEMS BY STRATEGIC PRIORITY

Table 1 below provides an overview of the number of actions planned for 2018 associated with each Board Strategic Priority. For each action, staff identified one primary Strategic Priority that is clearly advanced by the action, and any related Strategic Priorities that are also addressed. Considering primary as well as related Strategic Priorities, Table 1 illustrates how 2018 projects are advancing the Board Strategic Plan as a whole.

TABLE 1: TOTAL ACTION ITEMS BY STRATEGIC PRIORITY



2018 ACTION ITEMS

Focus on Governance

Section Contents

The RDN will cooperate and advocate as a Region while recognizing the uniqueness of each community

G1: We will develop our governance structure to reflect our unique municipal/ electoral area demographics.

G1-1: Our Strategic Plan will be responsive and adaptable.

Action #	Action Description	Status	Pg
SCD-G1-1.1	Develop and deliver Strategic Planning Session after 2018 civic election	In Progress	11

G1-2: Services should be shared fairly, and regulations applied consistently among those who are affected

Action #	Action Description	Status	Pg
CS-G1-2.1	Conduct local government elections and referendums to be included on the ballot(s)	In Progress	12
RCU-G1-2.2	Continue to participate in dialogue on a framework for collaborative watershed decision making to support area-based water planning	Ongoing	13

Governance: 2017 Actions and Accomplishments

Action #	Action Description	Status	
CAO-3-2016	Develop a plan/process for ensuring the Strategic Plan is implemented and kept up to date	Complete	<input checked="" type="checkbox"/>
CorpSrv-98A-2017	Consider hosting Electoral Areas Services Committee Meetings in Electoral Areas	Complete	<input checked="" type="checkbox"/>
CorpSrv-99A-2017	Determine appropriate voting unit in light of 2016 Census figures	Complete	<input checked="" type="checkbox"/>
SCD-90A-2016	Review the Boundary between Electoral Area F and G in the vicinity of Church Road	Complete	<input checked="" type="checkbox"/>

FOCUS ON GOVERNANCE		
Action:	Develop and deliver Strategic Planning Session after 2018 civic election	SCD-G1-1.1
Strategic Priority:	We will develop our governance structure to reflect our unique municipal/ electoral area demographics	G1
	Our Strategic Plan will be responsive and adaptable	G1-1
Origin:	Strategic Initiatives 2018 Business Plan	
Tasks	Status	
1. Logistics and Preparation	In Progress	
2. Board Orientation	In Progress	
3. Deliver Strategic Planning Sessions	January 2019	
4. Draft Strategic Plan	March 2019	
Accountable Department	Strategic Initiatives Strategic and Community Development	
Related Strategic Priorities:	All	

FOCUS ON GOVERNANCE		
Action:	Conduct local government elections and referendums to be included on the ballot(s)	CS-G1-2.1
Strategic Priority:	We will develop our governance structure to reflect our unique municipal/ electoral area demographics	G1
	Services should be shared fairly, and regulations applied consistently among those who are affected	G1-2
Origin:	Legislative Services 2018 Business Plan	
Tasks	Status	
1. Appoint Chief and Deputy Election Officer	Completed	
2. Book Polling Station	Completed	
3. Agreements for Election Supplies and Services	Completed	
4. New Election Bylaw	Completed	
5. Candidate Orientation	Completed	
6. Appoint Polling Station Election Officials	Completed	
7. Prepare all Forms and Notices	Completed	
8. Agreements with school districts and Islands Trust for Election Services	Completed	
9. Conduct Mail in Ballot Voting	In Progress	
10. Conduct Advanced and General Voting	October 2018	
11. Board Appointments/	November 2018	
12. Inaugural Board Meeting		
Accountable Department	Legislative Services Corporate Administration	
Related Strategic Priorities:	G3	

FOCUS ON GOVERNANCE					
Action:	Continue to participate in dialogue on a framework for collaborative watershed decision making to support area-based water planning				RCU-G1-2.2
Strategic Priority:	We will develop our governance structure to reflect our unique municipal/ electoral area demographics				G1
	Services should be shared fairly, and regulations applied consistently among those who are affected				G1-2
Origin:	Drinking Water Watershed Protection 2018 Business Plan				
Tasks		Status			
1. Dialogue via Nanaimo River Watershed Roundtable		Ongoing			
Accountable Department	Water and Utility Services Regional and Community Development				
Related Strategic Priorities:	S3	R1	R4	EC3	EV1

Focus on Service and Organizational Excellence

Section Contents

The RDN will deliver efficient, effective and economically viable services that meet the needs of the Region. The RDN will focus on organizational excellence in all aspects of our daily actions and service delivery to our customers

S1: We view our emergency services as core elements of community safety.

S1-1: We will be well trained and prepared to act in the event of an emergency

Action #	Action Description	Status	Pg
TEP-S1-1.1	Achieve EOC and Reception Centre Operational Readiness	Complete <input checked="" type="checkbox"/>	24
TEP-S1-1.2	Ensure all Emergency Planning Documents are up-to-date	In Progress December 2018	25
TEP-S1-1.3	Work with Fire Chiefs and Societies to set standard competency-based requirements for officer promotions	Complete <input checked="" type="checkbox"/>	26
TEP-S1-1.4	Coordinate annual fire department recruitment/retention campaign to enhance exposure	2019	27

S2: We will fund infrastructure in support of our core services employing an asset management focus.

S2-1: We will assess the lifecycle costs of all new services and infrastructure.

Action #	Action Description	Status	Pg
All-S2-1.1	Implement Asset Management Program	In Progress	28
RCU-S2-1.2	Greater Nanaimo Pollution Control Centre Secondary Treatment Upgrade Project – Proactively track assets as they are installed	In Progress	29

S2-2: We will understand our financial position.

Action #	Action Description	Status	Pg
RCU-S2-2.1	Quantify annual cost of maintaining “problem” assets versus cost of replacement	Ongoing	30

S2-3: We will ensure service delivery through appropriate investment in infrastructure

Action #	Action Description	Status	Pg
CS-S2-3.1	Replace Administration Office Data Centre Server Cluster and disaster recovery / data replication servers at Oceanside Place	2019	31
CS-S2-3.2	Information Technology security improvements	Complete	<input checked="" type="checkbox"/> 32
RCU-S2-3.3	Regional Landfill scale replacement project	Complete	<input checked="" type="checkbox"/> 33
RCU-S2-3.4	Expand capacity and provide secondary treatment at Greater Nanaimo Pollution Control Centre	In Progress	34
RCU-S2-3.5	Whiskey Creek Water Service Area - Design and construction of new pumphouse and transmission main	In Progress	35
RP-S2-3.6	Determine the Future of Little Qualicum Hall	In Progress	36
RP-S2-3.7	Benson Creek Falls studies, stair design and Weigles Road parking.	In Progress 2019	37
SCD-S2-3.8	Review and Identify Additional Tools to fund RDN Infrastructure Development – DCC's and Community Amenity Contribution Policy	In Progress 2019	38

S2-4: The costs for services are shared as fairly as possible among those who benefit.

Action #	Action Description	Status	Pg
TEP-S2-4.1	Establish Regional Fire Services – Through Apparatus Purchasing Working Group, establish standardized fire apparatus specs, develop consistency in regional fire apparatus, enable improved budget planning, and leverage improved pricing from manufacturers	Complete	<input checked="" type="checkbox"/> 39

S2-5: We will manage the risks related to service delivery

Action #	Action Description	Status	Pg
RCU-S2-5.1	Preventive Maintenance Plan to monitor equipment failure and repair costs and prioritize asset replacement	In Progress	40
RCU-S2-5.2	Condition Assessments/Capital Plans for all Water Service Areas to clarify definition and future asset replacements and upgrades	In Progress	41
RCU-S2-5.3	Water System Risk Management Plan	In Progress	42
RCU-S2-5.4	Regional Landfill - Design for Cell 1 closure and flare station upgrade	In Progress	43

Action #	Action Description	Status	Pg
RCU-S2-5.5	Maintain current service levels of water, sewer, stormwater detention and streetlighting systems through preventive maintenance and efficient operation	Complete	<input checked="" type="checkbox"/> 44
RP-S2-5.6	Coat's Marsh – Cabin removal	In Progress 2019	45
TEP-S2-5.7	Establish Regional Fire Services – the Apparatus Maintenance Working Group to assess options for regional maintenance and testing of fire apparatus and equipment for potential efficiencies and cost savings	In Progress	46

S3: As we invest in regional services we look at both costs and benefits – The RDN will be effective and efficient.

S3-1: Through advanced planning the Board will ensure long-time viability of regional services.

Action #	Action Description	Status	Pg
CS-S3-1.1	Revising purchasing policy, developing purchasing templates and evaluating social/sustainable procurement opportunities	In Progress	47
RCU-S3-1.2	Nanoose Water Treatment Plant backup power	In Progress	48
RCU-S3-1.3	French Creek Pollution Control Centre capacity expansion	In Progress	49
RCU-S3-1.4	Finalize Updated Solid Waste Management Plan, seek adoption from the Regional Board and submit the Plan for approval by the Minister of Environment	Complete	<input checked="" type="checkbox"/> 50
RCU-S3-1.5	Investigate options for automated curbside collection.	In Progress	51
RCU-S3-1.6	Bay Avenue pump station expansion - \$180k in 2018 for Design	In Progress	52
RP-S3-1.7	Meadowood Community Park and Community Centre site and facility plan.	In Progress 2019	53
SCD-S3-1.8	Regional Growth Strategy Review - Initiate work on background information for consideration	In Progress	54

S3-3: We will regularly review services in order to best meet the expectations of constituents.

Action #	Action Description	Status	Pg
CS-S3-3.1	GIS Strategic plan	In Progress	55
CS-S3-3.2	Electronic document records management system - Complete organizational readiness assessment and roadmap	Complete	<input checked="" type="checkbox"/> 56
CS-S3-3.3	Web Map - update interface	In Progress	57
RCU-S3-3.4	Streetlighting systems – Develop design standards	In Progress	58
RP-S3-3.5	School facility use for community recreation and culture programming - cost/benefit analysis	In Progress 2020	59
SCD-S3-3.6	Review RGS monitoring and reporting program – Evaluate indicators	In Progress	60
SCD-S3-3.7	Bylaw contraventions	In Progress	61
SCD-S3-3.8	Regional economic development service – Review options	In Progress	62

S3-4: We will invest in the people that make the RDN successful.

Action #	Action Description	Status	Pg
SCD-S3-4.1	Organizational development	In Progress	63
TEP-S3-4.2	Fire Services - Recognition programs	2019	64

S4: We recognize community mobility and recreational amenities as core services.*S4-1: Build the parks, trails and recreational facilities required for our communities.*

Action #	Action Description	Status	Pg
RP-S4-1.1	Driftwood Road – Build beach access stairs	In Progress 2018	65
RP-S4-1.2	Huxley Park Skatepark – Complete construction drawings	In Progress 2019	66
RP-S4-1.3	District 69 Recreation Services Master Plan	Complete	<input checked="" type="checkbox"/> 67
RP-S4-1.4	District 69 Recreation Services Master Plan – Develop implementation strategy	In Progress 2019	68
RP-S4-1.5	Anders Dorrit Community Park – Create design	In Progress 2019	69

Action #	Action Description	Status	Pg
RP-S4-1.6	Errington Community Park - Undertake Master Planning process	In Progress 2019	70
RP-S4-1.7	Dunsmuir Community Park - Construct Phase I	In Progress 2018	71
RP-S4-1.8	ACT trails - Design and build next phase	In Progress 2019	72
RP-S4-1.9	La Salva Trail - Build	In Progress 2019	73
RP-S4-1.10	Moorecroft - Washroom construction and cabin removal	In Progress 2019	74
RP-S4-1.11	Little Qualicum River – Design crossing	In Progress 2019	75
RP-S4-1.12	Regional Trail from Horne Lake - Plan/develop	In Progress 2020	76
RP-S4-1.13	Outdoor park programming – Expand to include all regional parks	In Progress 2019	77
RP-S4-1.14	Gwyneth Road Tree Removal Phase 1	Complete	<input checked="" type="checkbox"/> 78
RP-S4-1.15	Cox Community Park trail development	Complete	<input checked="" type="checkbox"/> 79
RP-S4-1.16	Jack Bagley Park - Review siting of racquetball courts	In Progress 2019	80
RP-S4-1.17	Nanoose Road Community Park - Lease renewal and Park Upgrade	In Progress 2020	81
RP-S4-1.18	Surface David Lundine Trail	In Progress 2018	82
RP-S4-1.19	Wicklow West Community Park - Land exchange	In Progress 2019	83
RP-S4-1.20	Mount Benson – Parking design and construction	In Progress 2019	84
RP-S4-1.21	Trans Canada Trail (Cassidy) – Parking and trail realignment	In Progress 2019	85
RP-S4-1.22	Morden Colliery Trail - Nanaimo River Bridge Crossing	In Progress 2021	86
RP-S4-1.23	Little Qualicum River Regional Park - Replacement of bridge crossing	In Progress 2020	87

S4-2: Manage the Regional transit system to meet the mobility needs of the public

Action #	Action Description	Status	Pg
TEP-S4-2.1	GPS tracking system - to improve system efficiency and make the system user friendly.	Complete	<input checked="" type="checkbox"/> 88
TEP-S4-2.2	Upgrade transit bus stop infrastructure, including shelters - to assist in growing ridership by making the system more convenient	Complete	<input checked="" type="checkbox"/> 89
TEP-S4-2.3	Transit fleet - Two (2) expansion buses	In Progress	90

S6: We will advocate for transit *improvements* and active transportation*S6-1: Optimize transit routes.*

Action #	Action Description	Status	Pg
TEP-S6-1.1	Transit - 5000 hour annual expansion	In Progress	91
TEP-S6-1.2	Fleet Management Software - this will ensure the transit fleet is safe and efficient.	Complete	<input checked="" type="checkbox"/> 92



S6-2: Inform residents of transit options.

Action #	Action Description	Status	Pg
TEP-S6-2.1	New scheduling software trial with BC Transit	In Progress	93

S7: We will ensure our processes *are* as easy to work with as possible*S7-1: We will remove unnecessary barriers to our development processes.*

Action #	Action Description	Status	Pg
SCD-S7-1.1	Development Permits and Temporary Use Permits - Streamline application requirements	In Progress	94
SCD-S7-1.2	Development processes – Ensure information delivered through meetings, newsletters, advertising and web is clear and updated as required	Ongoing	95
SCD-S7-1.3	Public portal for applications and inspections - Promote use	In Progress	96
SCD-S7-1.4	Development applications – Process within target processing timelines	Ongoing	97
SCD-S7-1.5	Development applications – Assess opportunities for improved timelines	2019	98

S7-2: Ensure regulations and procedures are current and up to date

Action #	Action Description	Status	Pg
CS-S7-2.1	WorkSafeBC Regulations - Assist all departments in complying with and facilitating proactive return to work initiatives	In Progress	99
CS-S7-2.2	Earn Certificate of Recognition (COR) to achieve reduced WorkSafeBC Premiums through compliance with WorkSafeBC Regulations	In Progress	100
CS-S7-2.3	Hazardous Materials Management Plan for all RDN sites	In Progress	101
CS-S7-2.4	SharePoint - Improve access to Health and Safety and other personnel related information	Complete 	102
CS-S7-2.5	Contract negotiations with CUPE	Complete 	103
SCD-S7-2.6	Bylaw 500 – Targeted review	2019	104
SCD-S7-2.7	Subdivision servicing bylaw review.	In Progress	105
TEP-S7-2.8	BC Transit's Custom transit cancellation policy - reduce the number of at-the-door cancellations.	In Progress	106

S7-3: Ensure information technology tools meet the needs of a modern organization

Action #	Action Description	Status	Pg
CS-S7-3.1	Web based software to enhance customer services offered through internet (Vadim Online) including online payments	In Progress	107
CS-S7-3.2	Meeting management software (eSCRIBE)	In Progress	108
CS-S7-3.3	Caseware Financial Statement reporting tool	In Progress	109
CS-S7-3.4	Web-based time reporting for staff	In Progress	110
SCD-S7-3.5	Enhance internal permit processing efficiencies through use of Electronic Plan Review software.	In Progress	111

S7-4: We will be transparent in financial planning.

Action #	Action Description	Status	Pg
CS-S7-4.1	Ongoing work with Vadim support group for improvements related to purchasing, timesheet and customers' on-line access	Complete <input checked="" type="checkbox"/>	112

S7-5: We will respond to constituent concerns in timely manner

Action #	Action Description	Status	Pg
SCD-S7-5.1	Customer Service Upgrades - Exceed 90% response rate to telephone and online complaints within 24 hours by adjusting resource levels	Ongoing	113

Service and Organizational Excellence: 2017 Actions and Accomplishments

Action #	Action Description	Status	
Finance-87A-2017	Property Insurance and Asset Management – Asset appraisal RFP	Complete	<input checked="" type="checkbox"/>
Finance-50-2017	Property Insurance brokerage contract	Complete	<input checked="" type="checkbox"/>
CAO-1-2017	Regional Services Review for Regional Parks and Trails	Complete 2018	<input checked="" type="checkbox"/>
RCU-61-2017	Wastewater DCC updates	Complete	<input checked="" type="checkbox"/>
CAO-6-2017	Compensation Review	Complete	<input checked="" type="checkbox"/>
CAO-96A-2017	Explore items for future Regional services review	Complete	<input checked="" type="checkbox"/>
RCU-55-2017	Water System Capital Projects	Complete	<input checked="" type="checkbox"/>
RCU-57-2017	Organization Wide Asset Management Plan	In Progress November 2018	
RCU-60-2017	Solid Waste Management Plan Amendment	Complete	<input checked="" type="checkbox"/>
RCU-62-2017	Epcor Water System - Investigate potential acquisition	In Progress	
R+P-29-2017	Little Qualicum Regional Park Bridge Upgrade	In Progress 2019	
RCU-59-2017	Liquid Waste Management Plan implementation	Ongoing	
R+P-27-2015	Morden Colliery Detail Design of Bridge and Trail	In Progress 2021	

Action #	Action Description	Status	
R+P-33-2017	Plan and carry out studies for facilities at Benson Creek Falls	In Progress 2020	
R+P-34-2016	Carry out Huxley Park Designs and Upgrades	In Progress 2019	
R+P-35-2016	Determine direction for Little Qualicum Hall	In Progress 2019	
R+P-40-2016	Regional Parkland Acquisition – RDN South	In Progress	
R+P-30-2015	Development of new Regional Parks and Trails Master Plan	Not started 2020	
R+P-26-2016	Recreation Services Master Plan for the Oceanside Area	Not started 2020	
SCD-7-2016	Improve efficiency and reduce development approval times through increased delegation of permits to staff	Complete	<input checked="" type="checkbox"/>
SCD-8-2016	Modernize Zoning Bylaw No. 500 through targeted amendments and consolidation	2017 Complete, 2018 In Progress	<input checked="" type="checkbox"/>
T&ES-84A-2017	Automated mass notification system in the Regional District of Nanaimo	Complete	<input checked="" type="checkbox"/>
T&ES-71-2017	Implement the identified Emergency Planning Services priority projects in 2017	In Progress	
T&ES-85A-2017	Mudge Island - Review the feasibility of constructing and operating a public barge and boat landing at Flat Fish Road	In Progress- December 2018	
T&ES-68-2017	Community buses on conventional routes - Prepare a detailed route analysis to assess viability	In Progress January 2019	
T&ES-69-2017	Bus route 7 -Cinnabar/Cedar - Prepare a detailed route analysis to assess viability	In Progress January 2019	
T&ES-66-2017	Explore the option of providing transit service to Electoral Area F	In Progress	
T&ES-78A-2017	Implement a 5000 annual transit hour expansion in September 2017	Complete	<input checked="" type="checkbox"/>
T&ES-79A-2017	Upgrade the Transit Fleet to 100 percent CNG - Work with BC Transit to ensure smooth transition into service	Complete	<input checked="" type="checkbox"/>
T&ES-80A-2017	Implement GPS bus tracking system	Complete	<input checked="" type="checkbox"/>
T&ES-81A-2017	Review transit fare structure with focus on increasing commuter market	Complete	<input checked="" type="checkbox"/>
T&ES-82A-2017	Work with BC Transit to activate on board video surveillance system for RDN Buses	Complete	<input checked="" type="checkbox"/>
T&ES-83A-2017	Custom Transit (handyDART) - Develop a cancellation policy to reduce the number of at the door cancellations	In Progress Nov 2018	

Action #	Action Description	Status	
CorpSrv-20-2016	Review the existing Board Procedure Bylaw and develop options for amendments to the Bylaw	Complete	<input checked="" type="checkbox"/>
CorpSrv-21-2017	Improve the consistency of the RDN Brand within the website and refresh the website to celebrate the 50th anniversary	Complete	<input checked="" type="checkbox"/>
CorpSrv-23-2017	Develop a plan for implementing an Electronic Documents Records Management System	Complete	<input checked="" type="checkbox"/>
CorpSrv-24-2017	Develop an Open Data Portal for GIS related information for Public consumption	Complete	<input checked="" type="checkbox"/>
Finance-45-2017	Improve Purchasing and Procurement Procedures	In Progress 2019	
Finance-46-2016	Improve process for communicating budget information to the Public	Complete	<input checked="" type="checkbox"/>
Finance-86A-2017	Grants in Aid Process Alignment	Complete	<input checked="" type="checkbox"/>
SCD-91A-2017	Decrease building permit processing times	Complete	<input checked="" type="checkbox"/>
SCD-92A-2017	Maintain Building inspection scheduling benchmark	Complete	<input checked="" type="checkbox"/>
SCD-93A-2017	Prompt response to bylaw enforcement complaints (meet 24 hour benchmark)	Complete	<input checked="" type="checkbox"/>

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE					
Action:	Achieve EOC and Reception Centre Operational Readiness				TEP-S1-1.1
Strategic Priority:	We view our emergency services as core elements of community safety				S1
	We will be well trained and prepared to act in the event of an emergency				S1-1
Origin:	Emergency Planning 2018 Business Plan				
Tasks	Status				
1. Establish agreement for D68 ESS coordination	In Progress				
2. Host Seasonal Readiness Meetings	In Progress				
3. Meet and provide training on evacuation processes with RCMP, SAR and other stakeholders	In Progress				
4. Provide additional training to Policy Group for emergency activation with checklist and activation drill	In Progress				
5. Revise NEPP program for new program in Spring 2018	Complete				
Accountable Department	Emergency Planning Services Transit and Emergency Services				
Related Strategic Priorities:	S3	S7	R2	R3	R4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE					
Action:	Ensure all Emergency Planning Documents are up-to-date.				TEP-S1-1.2
Strategic Priority:	We view our emergency services as core elements of community safety				S1
	We will be well trained and prepared to act in the event of an emergency				S1-1
Origin:	Emergency Planning 2018 Business Plan				
Tasks	Status				
1. Develop training plans for 2018 and 2019	In Progress				
2. Develop evacuation plans for Corcan, Meadowood, Sea Blush, Morello neighborhoods	In Progress				
3. Continue the National Disaster Mitigation Program Flood Risk Analysis	In Progress				
4. Hold Emergency Activation drills for EOC, ESS, Reception Centres, and Emergency Communications	Complete				
5. Update Emergency Plan to reflect new evacuation plans and other preparedness documents	In Progress				
Accountable Department	Emergency Planning Services Transit and Emergency Services				
Related Strategic Priorities:	S3	S5	S7	R3	R4
	EV3				

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE					
Action:	Work with Fire Chiefs and Societies to set standard competency-based requirements for officer promotions				TEP-S1-1.3
Strategic Priority:	We view our emergency services as core elements of community safety				S1
	We will be well trained and prepared to act in the event of an emergency				S1-1
Origin:	Emergency Planning 2018 Business Plan				
Tasks	Status				
1. Work with Chiefs and Societies to set common competency-based standard	Complete				
Accountable Department	Fire Services Transit and Emergency Services				
Related Strategic Priorities:	S3	S7	R2	R	R4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Coordinate annual fire department recruitment/retention campaign to enhance exposure	TEP-S1-1.4
Strategic Priority:	We view our emergency services as core elements of community safety	S1
	We will be well trained and prepared to act in the event of an emergency	S1-1
Origin:	Emergency Planning 2018 Business Plan	
Tasks	Status	
1. Standardize RDN FD member compensation	Deferred to 2019	
Accountable Department	Fire Services Transit and Emergency Services	
Related Strategic Priorities:	R2	R3 R4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Implement Asset Management Program	All-S2-1.1
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus	S2
	We will assess the lifecycle costs of all new services and infrastructure	S1-1
Origin:	All 2018 Business Plans	
Tasks	Status	
1. Monthly RDN asset management Working Group meeting with project teams and operational staff to incorporate asset management in all capital planning.	Ongoing	
2. Continue updating Departmental Asset Registries	In Progress	
3. Complete Preliminary Corporate Asset Management Plan	In Progress – November 2018	
4. Explore software options for asset management.	In Progress	
5. Initiate Replacement Cost Project	In Progress	
Accountable Department	All	
Related Strategic Priorities:	S3	EV2

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Greater Nanaimo Pollution Control Centre Secondary Treatment Upgrade Project – Proactively track assets as they are installed	RCU-S2-1.2
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus	S2
	We will assess the lifecycle costs of all new services and infrastructure	S1-1
Origin:	All 2018 Business Plans	
Tasks		Status
1. RDN asset management team, project design engineers and operational staff to establish tracking method		Ongoing
2. Confirm asset list requirements for secondary upgrade with contractor		In Progress
3. Receive completed asset list (upon completion of project, prior to ownership transfer)		In Progress
Accountable Department	All	
Related Strategic Priorities:	S3 EV1	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Quantify annual cost of maintaining “problem” assets versus replacement	RCU-S2-2.1
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus	S2
	We will understand our financial position	S2-2
Origin:	Water and Wastewater Services 2018 Business Plans	
Tasks	Status	
1. All parts & contract labour costs entered to work orders data base for equipment	Ongoing	
Accountable Department	All	
Related Strategic Priorities:	S3 S7	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Replace Administration Office Data Centre Server Cluster and disaster recovery / data replication servers at Oceanside Place	CS-S2-3.1
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus	S2
	We will ensure service delivery through appropriate investment in infrastructure	S2-3
Origin:	Information Technology Services 2018 Business Plan	
Tasks	Status	
1. Select and Procure Servers	Complete	
2. Install Servers	November 2018	
Accountable Department	Information Technology and GIS Services Corporate Services	
Related Strategic Priorities:	S3	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Information Technology security improvements	CS-S2-3.2
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus	S2
	We will ensure service delivery through appropriate investment in infrastructure	S2-3
Origin:	Information and GIS Services 2018 Business Plans	
Tasks		Status
1. Update Password policy controls, file level security/Active Directory security modifications		Complete
Accountable Department	Information Technology and GIS Services Corporate Services	
Related Strategic Priorities:	S3 S7	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Regional Landfill scale replacement project	RCU-S2-3.3
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus	S2
	We will ensure service delivery through appropriate investment in infrastructure	S2-3
Origin:	Solid Waste Services Business Plan	
Tasks	Status	
1. Select Contractor	Complete	
2. Replace Scale and Scale House	Complete	
Accountable Department	Solid Waste Services Regional and Community Utilities	
Related Strategic Priorities:	S3 S7	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE				
Action:	Expand capacity and provide secondary treatment at the Greater Nanaimo Pollution Control Centre			RCU-S2-3.4
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus			S2
	We will ensure service delivery through appropriate investment in infrastructure			S2-3
Origin:	Southern Community Wastewater Service 2018 Business Plan			
Tasks	Status			
1. Ground improvements and blasting	Complete			
2. Complete work on Digester 2, Dewatering Building, Screenings Building and maintenance and storage buildings	In Progress			
3. Continue work on Clarifiers, RAS building, bioreactor and other aspects of the secondary upgrade	In Progress			
Accountable Department	Engineering Services Regional and Community Utilities			
Related Strategic Priorities:	S3	EV1	EV2	EV4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Whiskey Creek Water Service Area - Design and construction of new pumphouse and transmission main	RCU-S2-3.5
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus	S2
	We will ensure service delivery through appropriate investment in infrastructure	S2-3
Origin:	Water and Utility Services 2018 Business Plan	
Tasks	Status	
1. Secure groundwater supply	In progress	
2. Initiate Design and Procurement Process	Not Started – Pending Access to Water Supply.	
Accountable Department	Water and Utilities Regional and Community Utilities	
Related Strategic Priorities:	S3 EV1	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Determine the Future of Little Qualicum Hall	RP-S2-3.6
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus	S2
	We will ensure service delivery through appropriate investment in infrastructure	S2-3
Origin:	Parks Services 2018 Business Plans	
Tasks	Status	
1. Complete engineering study and consultation	Complete	
2. Prepare construction plans	In Progress	
3. Undertake upgrades	2019-2020	
Accountable Department	Parks Services Recreation and Parks Services	
Related Strategic Priorities:	S3 S4	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Benson Creek Falls studies, stair design and Weigles Road parking in 2018	RP-S2-3.7
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus	S2
	We will ensure service delivery through appropriate investment in infrastructure	S2-3
Origin:	Parks Services 2018 Business Plan	
Tasks		Status
1. Community consultation on options.		Complete
2. Meet with the province and consultants on options		Complete
3. Report on the preferred options for the bridge and stairs and costs.		In Progress
4. Construction		2019
Accountable Department	Parks Services Recreation and Parks Services	
Related Strategic Priorities:	S3	S4 EV1

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE					
Action:	Review and Identify Additional Tools to fund RDN Infrastructure Development – DCC’s and Community Amenity Contribution Policy				SCD-S2-3.8
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus				S2
	We will ensure service delivery through appropriate investment in infrastructure				S2-3
Origin:	Recreation Services Master Plan Implementation				
Tasks					Status
6. Review existing Development Cost Charge (DCC) bylaws and Community Amenity Contribution (CAC) policies					Complete
7. Engaged services of consultant to perform gap analysis on DCC and CAC policies and recommended changes					Complete
8. Review 20 year capital plan for target infrastructure					In Progress
9. Draft updated DCC and CAC policies and develop public engagement strategy on updated bylaws and policies					2019
10. Report to RDN Board on recommended approach					2019
11. Undertake community engagement					2019
12. Board Authorization, Bylaw Amendments and Provincial Approval					2020
13. Implement Updated DCC and CAC policies					2020
Accountable Department	Community Planning Services Strategic and Community Development				
Related Strategic Priorities:	S3	S7	R2	R4	EC3

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE			
Action:	Establish Regional Fire Services – Apparatus Purchasing Working Group to establish standardized fire apparatus specs, develop consistency in regional fire apparatus, enable improved budget planning, and leverage improved pricing from manufacturers	TEP-S2-4.1	
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus	S2	
	The costs for services should be shared as fairly as possible among those who benefit	S2-4	
Origin:	Fire Services 2018 Business Plans		
Tasks		Status	
1. Establish Regional Fire Services – Apparatus Purchasing Working Group to establish standardized fire apparatus specifications		Complete	
Accountable Department	Parks Services Recreation and Parks Services		
Related Strategic Priorities:	S1	S3	R2 R3

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE			
Action:	Preventive Maintenance Plan to monitor equipment failure and repair costs and prioritize asset replacement		RCU-S2-5.1
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus		S2
	We will manage the risks related to service delivery		S2-5
Origin:	Water and Wastewater Services 2018 Business Plans		
Tasks	Status		
1. Apply for permits to carryout work on interceptor along foreshore	Complete		
2. Repair ageing manhole on Parksville and Qualicum Interceptor	In Progress		
3. Engineering analysis of Departure Bay Forcemain and reviewed final report	Complete		
4. Review forcemain anomalies, conduct field inspections, develop emergency response plan	In Progress		
5. Identify budget requirements for carrying out final report recommendations	In Progress		
6. Preventative Maintenance activities continue to be entered for new assets & reviewed for existing	Ongoing		
Accountable Department	Wastewater Services Regional and Community Utilities		
Related Strategic Priorities:	S3	EV1	EV2

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Condition Assessments/Capital Plans for all Water Service Areas to clarify definition and future asset replacements and upgrades	RCU-S2-5.2
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus	S2
	We will manage the risks related to service delivery	S2-5
Origin:	Water and Utility Services 2018 Business Plan	
Tasks	Status	
1. Post RFP and Award Contract	Complete	
2. Consultant to complete Condition Assessment/ Capital Plan Report	In Progress	
3. Integrate Report Recommendations into 2019 Budget and 5-year Financial Plan	November 2018	
Accountable Department	Water and Utility Services Regional and Community Utilities	
Related Strategic Priorities:	S3 EC2	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Water System Risk Management Plan	RCU-S2-5.3
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus	S2
	We will manage the risks related to service delivery	S2-5
Origin:	Board Motion 18-324	
Tasks		Status
1. Host Risk Management Workshop with Province and RDN		Complete
2. Complete Water System Risk Management Plan		In Progress
Accountable Department	Water and Utility Services Regional and Community Utilities	
Related Strategic Priorities:	EC2 EV3	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE			
Action:	Regional Landfill - Design for Cell 1 closure and flare station upgrade		RCU-S2-5.4
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus		S2
	We will manage the risks related to service delivery		S2-5
Origin:	Solid Waste Services 2018 Business Plan		
Tasks	Status		
1. Consultant to Design Cell 1 Closure	In Progress		
2. Consultant to determine Flare Station Upgrade	In Progress		
Accountable Department	Solid Waste Services Regional and Community Utilities		
Related Strategic Priorities:	S3	S4	EV1

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Maintain current service levels of water, sewer, stormwater detention, and streetlighting systems through preventive maintenance and efficient operation	RCU-S2-5.5
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus	S2
	We will manage the risks related to service delivery	S2-5
Origin:	Water and Utility Services 2018 Business Plan	
Tasks	Status	
1. Watemain Flushing Program	Complete	
2. Hydrant Maintenance Program	Complete	
3. Valve Maintenance Program	Complete	
4. PRV Maintenance Program	Complete	
5. Complete Sewer Manhole Inspections	In Progress	
6. Complete Sewer Manhole Inspections	In Progress	
Accountable Department	Water and Utility Services Regional and Community Utilities	
Related Strategic Priorities:	S3	EC2 EV1

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Coat’s Marsh – Cabin removal	RP-S2-5.6
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus	S2
	We will manage the risks related to service delivery	S2-5
Origin:	Parks Services 2018 Business Plan	
Tasks	Status	
1. Complete hazmat study	Complete	
2. Remove House	In Progress	
Accountable Department	Parks Services Recreation and Parks Services	
Related Strategic Priorities:	S3 EV1	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Establish Regional Fire Services – the Apparatus Maintenance Working Group to assess options for regional maintenance and testing of fire apparatus and equipment for potential efficiencies and cost savings	TEP-S2-5.7
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus	S2
	We will manage the risks related to service delivery	S2-5
Origin:	Water and Utility Services 2018 Business Plan	
Tasks	Status	
1. Establish Regional Fire Services – Apparatus Maintenance Working Group	Complete	
Accountable Department	Fire Services Transportation and Emergency Planning	
Related Strategic Priorities:	S3	R4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Revising purchasing policy, developing purchasing templates and evaluating social/sustainable procurement opportunities	CS-S3-1.1
Strategic Priority:	As we invest in Regional Services we look at both costs and benefits – the RDN will be effective and efficient	S3
	Through advanced planning the Board will ensure long-term viability of regional services	S3-1
Origin:	Finance 2018 Business Plan	
Tasks	Status	
1. Develop CAO Policy Procedures for Procurement activities	In Progress	
2. Draft New Board Policy and Revise Delegation Bylaw	In Progress	
3. Staff engagement on procurement policies	Ongoing	
Accountable Department	Finance - Purchasing Corporate Services	
Related Strategic Priorities:	S2 S7	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	NanOOSE Water Treatment Plant backup power	RCU-S3-1.2
Strategic Priority:	As we invest in Regional Services we look at both costs and benefits – the RDN will be effective and efficient	S3
	Through advanced planning the Board will ensure long-time viability of regional services	S3-1
Origin:	Water and Utility Services 2018 Business Plan	
Tasks	Status	
1. Post RFP for design and Award Contract	Complete	
2. Complete Design Work and tender construction	In Progress	
3. Installation of Genset	2019	
Accountable Department	Water and Utility Services Regional and Community Utilities	
Related Strategic Priorities:	EC2 EV3	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE			
Action:	French Creek Pollution Control Centre capacity expansion	RCU-S3-1.3	
Strategic Priority:	As we invest in Regional Services we look at both costs and benefits – the RDN will be effective and efficient	S3	
	Through advanced planning the Board will ensure long-term viability of regional services	S3-1	
Origin:	Southern Community Wastewater Services 2018 Business Plan		
Tasks		Status	
1. Scope and tender detailed design, apply for grant funding		In Progress	
2. 90% Design completion		In Progress	
Accountable Department	Engineering Services Regional and Community Services		
Related Strategic Priorities:	S2	EV2	EV1

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE				
Action:	Finalize Updated Solid Waste Management Plan, seek adoption from the Regional Board and submit the Plan for approval by the Minister of Environment			RCU-S3-1.4
Strategic Priority:	As we invest in Regional Services we look at both costs and benefits – the RDN will be effective and efficient			S3
	Through advanced planning the Board will ensure long-term viability of regional services			S3-1
Origin:	Solid Waste 2018 Business Plan			
Tasks				Status
1. Board Approval of SWMP				Complete
2. Review of Existing System (Stage 1)				Complete
3. Identify Service Options (Stage 2)				Complete
4. Consult on Preferred Options (Stage 2)				Complete
5. Select Preferred Options (Stage 2)				Complete
6. Cost Preferred Options (Stage 2)				Complete
7. 10-yr Cost Projections, Implementation Timeline				Complete
8. Consultation on Preferred Options, Cost and Timeline (Stage 3)				Complete
9. Submission of Approved Plan to MOE				Complete
Accountable Department	Solid Waste Services Regional and Community Services			
Related Strategic Priorities:	EV1	EV2	EV3	EV4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Investigate options for automated curbside collection.	RCU-S3-1.5
Strategic Priority:	As we invest in Regional Services we look at both costs and benefits – the RDN will be effective and efficient	S3
	Through advanced planning the Board will ensure long-term viability of regional services	S3-1
Origin:	Board Motion 18-335	
Tasks		Status
1. Contribute \$90,000 to the reserve for future costs associated with potential changes to the collection service in 2020).		Complete
2. Consult stakeholders on automated versus manual curbside collection.		In Progress
3. Recommend Service Options to Board		In Progress
4. Report to Board on internal delivery of curbside collection.		In Progress
Accountable Department	Solid Waste Services Regional and Community Services	
Related Strategic Priorities:	S2 S7	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE			
Action:	Bay Avenue pump station expansion - \$180k in 2018 for Design		RCU-S3-1.6
Strategic Priority:	As we invest in Regional Services we look at both costs and benefits – the RDN will be effective and efficient		S3
	Through advanced planning the Board will ensure long-term viability of regional services		S3-1
Origin:	Northern Community Wastewater 2018 Business Plan		
Tasks		Status	
1. Scope and tender detailed design, apply for grant funding		In Progress	
2. 90% design completion		2019	
Accountable Department		Wastewater Services	
		Regional and Community Services	
Related Strategic Priorities:		S2	EV2 EV1

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Meadowood Community Park and Community Centre site and facility plan	RP-S3-1.7
Strategic Priority:	As we invest in Regional Services we look at both costs and benefits – the RDN will be effective and efficient	S3
	Through advanced planning the Board will ensure long-term viability of regional services	S3-1
Origin:	Parks Services 2018 Business Plan	
Tasks	Status	
1. Complete detailed design and cost estimates and Report to Board	In Progress	
2. Prepare construction drawings and tender project	2019	
Accountable Department	Parks Services Recreation and Parks Services	
Related Strategic Priorities:	S2	S4 EV1

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Regional Growth Strategy Review – Initiate work on background information for consideration	SCD-S3-1.8
Strategic Priority:	As we invest in Regional Services we look at both costs and benefits – the RDN will be effective and efficient	S3
	Through advanced planning the Board will ensure long-term viability of regional services	S3-1
Origin:	Regional Growth 2018 Business Plan Board Motion 18-320	
Tasks		Status
1. Report to the Board with preliminary assessment seeking approval to continue. Include a review of policies relating to affordable housing		Complete
2. Develop RGS Review Consultation Plan		In Progress
Accountable Department	Long Range Planning Strategic and Community Development	
Related Strategic Priorities:	R2 R4	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	GIS Strategic plan	CS-S3-3.1
Strategic Priority:	As we invest in Regional Services we look at both costs and benefits – the RDN will be effective and efficient	S3
	We will regularly review services in order to best meet the expectations of constituents	S3-3
Origin:	Information Technology and GIS Services 2018 Business Plan	
Tasks	Status	
1. Review GIS Strategic Plan	In Progress	
2. Implement priority items.	2019	
Accountable Department	Information Technology and GIS Services Corporate Services	
Related Strategic Priorities:	S2	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Electronic document records management system – Complete organizational readiness assessment and roadmap	CS-S3-3.2
Strategic Priority:	As we invest in Regional Services we look at both costs and benefits – the RDN will be effective and efficient	S3
	We will regularly review services in order to best meet the expectations of constituents	S3-3
Origin:	Administrative Services 2018 Business Plan	
Tasks		Status
1. Develop Project Scope for Consultant.		Complete
2. Engage Consultant to Conduct Records Management Assessment		Complete
3. Engage Consultant to undertake Org. Readiness Assessment and ED RMS Roadmap		Complete
4. RFSQ for Organizational Readiness Assessment and ED RMS Roadmap		Complete
Accountable Department	Administrative Services Corporate Services	
Related Strategic Priorities:	S2 S7	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Web Map – update interface	CS-S3-3.3
Strategic Priority:	As we invest in Regional Services we look at both costs and benefits – the RDN will be effective and efficient	S3
	We will regularly review services in order to best meet the expectations of constituents	S3-3
Origin:	Information Technology and GIS Services 2018 Business Plan	
Tasks	Status	
1. Detailed Requirements document.	Complete	
2. Issue Web Map RFP	In Progress	
Accountable Department	Information Technology and GIS Services Corporate Services	
Related Strategic Priorities:	R2 S7	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE				
Action:	Streetlighting system – Develop design standards			RCU-S3-3.4
Strategic Priority:	As we invest in Regional Services we look at both costs and benefits – the RDN will be effective and efficient			S3
	We will regularly review services in order to best meet the expectations of constituents			S3-3
Origin:	Water and Utility Services 2018 Business Plan			
Tasks	Status			
1. Prepare and Post RFP for design	In Progress			
2. Use design estimates to inform 2019 Budget and 5-year Financial Plan.	September 2018			
Accountable Department	Water and Utility Services Regional and Community Utilities			
Related Strategic Priorities:	S2	EV1	EV2	EV4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE			
Action:	School facility use for community recreation and culture programming – cost/benefit analysis		RP-S3-3.5
Strategic Priority:	As we invest in Regional Services we look at both costs and benefits – the RDN will be effective and efficient		S3
	We will regularly review services in order to best meet the expectations of constituents		S3-3
Origin:	Recreation Services 2018 Business Plan		
Tasks		Status	
1. Identify potential sites		In Progress	
2. Provide options to the Board for direction		2019	
Accountable Department	Recreation Services Recreation and Parks Services		
Related Strategic Priorities:	S2	S4	R4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Review RGS monitoring and reporting program – Evaluate indicators	SCD-3-3.6
Strategic Priority:	As we invest in Regional Services we look at both costs and benefits – the RDN will be effective and efficient	S3
	We will regularly review services in order to best meet the expectations of constituents	S3-3
Origin:	Regional Growth Management 2018 Business Plan	
Tasks	Status	
1. Assessment of RGS indicators and report to RDN Board	Complete	
Accountable Department	Long Range Planning Strategic and Community Development	
Related Strategic Priorities:	R2	S7

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Bylaw contraventions	SCD-S3-3.7
Strategic Priority:	As we invest in Regional Services we look at both costs and benefits – the RDN will be effective and efficient	S3
	We will regularly review services in order to best meet the expectations of constituents	S3-3
Origin:	Bylaw Enforcement 2018 Business Plan	
Tasks		Status
1. Examine options to replace MTI ticketing system and report to RDN Board		Complete
2. Implement recommendations and seek Provincial authority		In Progress 2019
Accountable Department	Building and Bylaw Services Strategic and Community Development	
Related Strategic Priorities:	S7 R2	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Regional economic development service – Review options	SCD-S3-3.8
Strategic Priority:	As we invest in Regional Services we look at both costs and benefits – the RDN will be effective and efficient	S3
	We will regularly review services in order to best meet the expectations of constituents	S3-3
Origin:	Board Motion 18-250	
Tasks	Status	
1. Provide options to the Board on establishing a regional economic development function.	Complete	
2. Host a discussion workshop on regional economic development	2019	
Accountable Department	Long Range Planning and Energy and Sustainability Strategic and Community Development	
Related Strategic Priorities:	EC3	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Organizational development	SCD-S3-4.1
Strategic Priority:	As we invest in Regional Services we look at both costs and benefits – the RDN will be effective and efficient	S3
	We will invest in the people that make the RDN successful	S3-4
Origin:	Strategic Initiatives 2018 Business Plan	
Tasks		Status
1. Deliver Values Workshop		Complete
2. Deliver Leadership Workshop		Complete
3. Deliver Innovation Workshop		Complete
4. Deliver Project Management Workshop		November 2018
5. Deliver Strategic Planning Workshop		January 2019
Accountable Department	Strategic Initiatives Strategic and Community Development	
Related Strategic Priorities:	S7	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Fire Services – Recognition programs	TEP-S3-4.2
Strategic Priority:	As we invest in Regional Services we look at both costs and benefits – the RDN will be effective and efficient	S3
	We will invest in the people that make the RDN successful	S3-4
Origin:	Fire Services 2018 Business Plan	
Tasks	Status	
1. Develop recognition programs for FD members and employers.	March 2019	
Accountable Department	Emergency Planning Services Transportation and Emergency Planning Services	
Related Strategic Priorities:	S1	R3 R4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE			
Action:	Driftwood Road – Build beach access stairs		RP-S4-1.1
Strategic Priority:	We recognize community mobility and recreational amenities as core services.		S4
	Build the parks, trails and recreational facilities required for our communities		S4-1
Origin:	Parks Services 2018 Business Plan		
Tasks	Status		
1. Construction drawings.	Complete		
2. Tender project and award contract.	Complete		
3. Build project	In Progress		
Accountable Department	Parks Services Recreation and Parks Services		
Related Strategic Priorities:	S2	S3	EV1

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE			
Action:	Huxley Park Skatepark – Complete construction drawings		RP-S4-1.2
Strategic Priority:	We recognize community mobility and recreational amenities as core services.		S4
	Build the parks, trails and recreational facilities required for our communities		S4-1
Origin:	Parks Services 2018 Business Plan		
Tasks		Status	
1. Hire consultant to complete construction drawings and costing.		In Progress	
Accountable Department	Parks Services Recreation and Parks Services		
Related Strategic Priorities:	S2	S3	EV1

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE			
Action:	District 69 Recreation Services Master Plan	RP-S4-1.3	
Strategic Priority:	We recognize community mobility and recreational amenities as core services.	S4	
	Build the parks, trails and recreational facilities required for our communities	S4-1	
Origin:	Recreation Services 2018 Business Plan		
Tasks		Status	
1. Complete Master Planning Process.		Complete	
2. Present Master Plan to Board		Complete	
Accountable Department	Recreation Services Recreation and Parks Services		
Related Strategic Priorities:	R2	R4	EV1

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE				
Action:	District 69 Recreation Services Master Plan – Develop implementation strategy			RP-S4-1.4
Strategic Priority:	We recognize community mobility and recreational amenities as core services.			S4
	Build the parks, trails and recreational facilities required for our communities			S4-1
Origin:	Recreation Services 2018 Business Plan			
Tasks				Status
1. Complete and Present Implementation Strategy (IS) to RDN Board and D69 Rec. Commission.				Complete
2. Complete staff report and present to RDN Board and D69 Rec. Commission				Complete
3. Develop IS and present to RDN Board and D69 Rec. Commission.				In Progress
4. Update RDN Board and D69 Rec. Commission on IS and provisional five year financial plan.				January 2019
Accountable Department	Recreation Services Recreation and Parks Services			
Related Strategic Priorities:	R2	R3	R4	EV4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE			
Action:	Anders Dorrit Community Park – Create design		RP-S4-1.5
Strategic Priority:	We recognize community mobility and recreational amenities as core services.		S4
	Build the parks, trails and recreational facilities required for our communities		S4-1
Origin:	Parks Services 2018 Business Plan		
Tasks		Status	
1. Open house/public engagement.		Complete	
2. Submit applications to ALC and MOTI.		In Progress	
3. Tender for detailed design		December 2018	
Accountable Department	Parks Services Recreation and Parks Services		
Related Strategic Priorities:	R2	S3	EV1

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE			
Action:	Errington Community Park – Undertake Master Planning process		RP-S4-1.6
Strategic Priority:	We recognize community mobility and recreational amenities as core services.		S4
	Build the parks, trails and recreational facilities required for our communities		S4-1
Origin:	Parks Services 2018 Business Plan		
Tasks		Status	
1. Public consultation and develop concept plan.		Complete	
2. Complete costing and phasing options. Undertake studies and survey.		In Progress	
3. Hold final open house and refine plan		December 2018	
Accountable Department	Parks Services Recreation and Parks Services		
Related Strategic Priorities:	S2	S3	EV4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE			
Action:	Dunsmuir Community Park - Construct Phase I		RP-S4-1.7
Strategic Priority:	We recognize community mobility and recreational amenities as core services.		S4
	Build the parks, trails and recreational facilities required for our communities		S4-1
Origin:	Parks Services 2018 Business Plan		
Tasks		Status	
1. Detail Design		Complete	
2. Tender and Select Contractor		Complete	
3. Sod Turning Event		Complete	
4. Construction		December 2018	
Accountable Department	Parks Services Recreation and Parks Services		
Related Strategic Priorities:	S3	EV1	EV4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE			
Action:	ACT trails - Design and build next phase		RP-S4-1.8
Strategic Priority:	We recognize community mobility and recreational amenities as core services.		S4
	Build the parks, trails and recreational facilities required for our communities		S4-1
Origin:	Parks Services 2018 Business Plan		
Tasks	Status		
1. Reviewed entrances to East Palmer	Complete		
2. Survey centre line and assess the route.	In Progress		
3. Design trail	December 2018		
Accountable Department	Parks Services Recreation and Parks Services		
Related Strategic Priorities:	S2	EV1	EV4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE				
Action:	La Salva Trail - Build			RP-S4-1.9
Strategic Priority:	We recognize community mobility and recreational amenities as core services.			S4
	Build the parks, trails and recreational facilities required for our communities			S4-1
Origin:	Parks Services 2018 Business Plan			
Tasks		Status		
1. Resolve road access issue with MOTI		Complete		
2. Meet with strata and neighbours to review plan.		December 2018		
3. Construct Trail		March 2019		
Accountable Department		Parks Services		
		Recreation and Parks Services		
Related Strategic Priorities:	R4	S2	EV1	EV4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE			
Action:	Moorecroft – Washroom construction and cabin removal	RP-S4-1.10	
Strategic Priority:	We recognize community mobility and recreational amenities as core services.	S4	
	Build the parks, trails and recreational facilities required for our communities	S4-1	
Origin:	Board Motion 17-562		
Tasks		Status	
1. Remove cabin and produce concept designs for washroom		Complete	
2. Work with suppliers on design and install the washroom.		In Progress	
Accountable Department		Parks Services	
		Recreation and Parks Services	
Related Strategic Priorities:	S3	EV1	EV4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE			
Action:	Little Qualicum River – Design crossing		RP-S4-1.11
Strategic Priority:	We recognize community mobility and recreational amenities as core services.		S4
	Build the parks, trails and recreational facilities required for our communities		S4-1
Origin:	Parks Services 2018 Business Plan		
Tasks		Status	
1. Issue tender for the project		Complete	
2. Select consultant and proceed with design work		Complete	
3. Detailed design and cost estimate completed.		In Progress	
Accountable Department	Parks Services Recreation and Parks Services		
Related Strategic Priorities:	S3	EV1	EV4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE					
Action:	Regional Trail from Horne Lake – Plan/develop				RP-S4-1.12
Strategic Priority:	We recognize community mobility and recreational amenities as core services.				S4
	Build the parks, trails and recreational facilities required for our communities				S4-1
Origin:	Parks Services 2018 Business Plan				
Tasks	Status				
1. Work with MOTI to resolve survey issues.	In Progress				
2. Initiate Section 107 plan process and complete.	2019				
Accountable Department	Parks Services Recreation and Parks Services				
Related Strategic Priorities:	S3	R1	R4	EV1	EV4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE			
Action:	Outdoor park programming – Expand to include all regional parks		RP-S4-1.13
Strategic Priority:	We recognize community mobility and recreational amenities as core services.		S4
	Build the parks, trails and recreational facilities required for our communities		S4-1
Origin:	Parks Services 2018 Business Plan		
Tasks		Status	
1. Develop new outdoor programs.		Complete	
2. Review spring programs and plan for fall.		Complete	
3. New programs offered in fall Active Living Guide		In Progress	
Accountable Department	Parks Services Recreation and Parks Services		
Related Strategic Priorities:	S5	S7	R2 R4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE			
Action:	Gwyneth Road Tree Removal Phase 1		RP-S4-1.14
Strategic Priority:	We recognize community mobility and recreational amenities as core services.		S4
	Build the parks, trails and recreational facilities required for our communities		S4-1
Origin:	Board Motion 18-144		
Tasks		Status	
1. Remove trees as required.		Complete	
Accountable Department		Parks Services	
		Recreation and Parks Services	
Related Strategic Priorities:		S3	R4 EV1

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Cox Community Park trail development	RP-S4-1.15
Strategic Priority:	We recognize community mobility and recreational amenities as core services.	S4
	Build the parks, trails and recreational facilities required for our communities	S4-1
Origin:	Board Motion 18-179	
Tasks	Status	
1. Design and Build Cox Trail.	Complete	
Accountable Department	Parks Services Recreation and Parks Services	
Related Strategic Priorities:	S6 EC4	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Jack Bagley Park – Review siting of racquetball courts	RP-S4-1.16
Strategic Priority:	We recognize community mobility and recreational amenities as core services.	S4
	Build the parks, trails and recreational facilities required for our communities	S4-1
Origin:	Board Motion 18-087	
Tasks	Status	
1. Explore Options for placement of courts	In Progress	
Accountable Department	Parks Services Recreation and Parks Services	
Related Strategic Priorities:	S5 S6	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Nanoose Road Community Park - Lease renewal and park upgrade	RP-S4-1.17
Strategic Priority:	We recognize community mobility and recreational amenities as core services.	S4
	Build the parks, trails and recreational facilities required for our communities	S4-1
Origin:	Board Motion 18-086	
Tasks		Status
1. Review lease for new park use.		Complete
2. Work with POSAC on potential park uses		In Progress
3. Create new park plan and submit to Province as part of lease renewal		2020
Accountable Department	Parks Services Recreation and Parks Services	
Related Strategic Priorities:	R4	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Surface David Lundine Trail	RP-S4-1.18
Strategic Priority:	We recognize community mobility and recreational amenities as core services.	S4
	Build the parks, trails and recreational facilities required for our communities	S4-1
Origin:	Board Motion 18-086	
Tasks	Status	
1. Tender Project	Complete	
2. Surface Trail	October 2018	
Accountable Department	Parks Services Recreation and Parks Services	
Related Strategic Priorities:	S5 S6	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Wicklow West Community Park - Land exchange	RP-S4-1.19
Strategic Priority:	We recognize community mobility and recreational amenities as core services.	S4
	Build the parks, trails and recreational facilities required for our communities	S4-1
Origin:	Board Motion 18-217	
Tasks	Status	
1. Work with developer to submit required forms to MOTI	Complete	
2. Carry out disposition of park land	2020	
3. Work with developer on property transfer	2020	
Accountable Department	Parks Services Recreation and Parks Services	
Related Strategic Priorities:	R4 EC4	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE			
Action:	Mount Benson - Parking design and construction	RP-S4-1.20	
Strategic Priority:	We recognize community mobility and recreational amenities as core services.	S4	
	Build the parks, trails and recreational facilities required for our communities	S4-1	
Origin:	Board Motion 17-510		
Tasks		Status	
1. Develop detailed plans and tender documents		In Progress	
2. Tender Project		2019	
3. Construction		2019	
Accountable Department		Parks Services	
		Recreation and Parks Services	
Related Strategic Priorities:	S2	S3	EC4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Trans Canada Trail (Cassidy) – Parking and trail realignment	RP-S4-1.21
Strategic Priority:	We recognize community mobility and recreational amenities as core services.	S4
	Build the parks, trails and recreational facilities required for our communities	S4-1
Origin:	Board Motion 17-020	
Tasks	Status	
1. Conclude Agreements for Trail/ Parking Lot	In Progress	
2. Design Parking area	In Progress	
3. Hire Contractor	October 2018	
4. Construction	November 2018	
Accountable Department	Parks Services Recreation and Parks Services	
Related Strategic Priorities:	S2 S3 EC4	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Morden Colliery Trail - Nanaimo River Bridge Crossing	RP-S4-1.22
Strategic Priority:	We recognize community mobility and recreational amenities as core services.	S4
	Build the parks, trails and recreational facilities required for our communities	S4-1
Origin:	Board Motion 16-124	
Tasks	Status	
1. Confirm Trail tenure	In Progress	
2. Hire Consultants for studies, design, tender documents	2019	
3. Carry out studies, design and cost estimates	2019	
4. Report to Board on design and costs	2020	
5. Tender project	2020	
6. Construction	2021-2022	
Accountable Department	Parks Services Recreation and Parks Services	
Related Strategic Priorities:	S2	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Little Qualicum River Regional Park - Replacement of bridge crossing	RP-S4-1.23
Strategic Priority:	We recognize community mobility and recreational amenities as core services.	S4
	Build the parks, trails and recreational facilities required for our communities	S4-1
Origin:	Board Motion 17-386	
Tasks	Status	
1. RFP For design services	Complete	
2. Design and costing	In Progress	
3. Report to Board on design and costs	2019	
4. Tender project	2019	
5. Construction	2020	
Accountable Department	Parks Services Recreation and Parks Services	
Related Strategic Priorities:	S2 EC4 EV1	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	GPS tracking system - to improve system efficiency and make the system user friendly.	TEP-S4-2.1
Strategic Priority:	We recognize community mobility and recreational amenities as core services.	S4
	Manage the Regional transit system to meet the mobility needs of the public.	S4-2
Origin:	Transit Services 2018 Business Plan	
Tasks		Status
1. Schedule and plan AVL implementation		Complete
2. Install AVL and make available to the public		Complete
Accountable Department	Transit Services Transportation and Emergency Services	
Related Strategic Priorities:	S6	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE				
Action:	Upgrade transit bus stop infrastructure, including shelters - to assist in growing ridership by making the system more convenient			TEP-S4-2.2
Strategic Priority:	We recognize community mobility and recreational amenities as core services.			S4
	Manage the Regional transit system to meet the mobility needs of the public.			S4-2
Origin:	Transit Services 2018 Business Plan			
Tasks	Status			
1. Schedule and plan AVL implementation	Complete			
2. Install AVL and make available to the public	Complete			
Accountable Department	Transit Services Transportation and Emergency Services			
Related Strategic Priorities:	S2	S3	S5	S6

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Transit fleet - Two (2) expansion buses	TEP-S4-2.3
Strategic Priority:	We recognize community mobility and recreational amenities as core services.	S4
	Manage the Regional transit system to meet the mobility needs of the public.	S4-2
Origin:	Transit Services 2018 Business Plan	
Tasks		Status
1. Request two (2) expansion buses from BC Transit.		Complete
2. Receive two (2) expansion buses from BC Transit.		In Progress
Accountable Department	Transit Services Transportation and Emergency Services	
Related Strategic Priorities:	S2	S3 S6

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE			
Action:	Transit - 5000 hour annual expansion		TEP-S6-1.1
Strategic Priority:	We will advocate for transit improvements and active transportation.		S6
	Optimize transit routes		S6-1
Origin:	Transit Services 2018 Business Plan		
Tasks		Status	
1. Plan and Schedule Routes		Complete	
2. Consultation on Proposed Schedule and Route		Complete	
3. Expand Service		2019	
Accountable Department	Transit Services Transportation and Emergency Services		
Related Strategic Priorities:	S3	S6	EV2

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE				
Action:	Fleet Management Software - this will ensure the transit fleet is safe and efficient.			TEP-S6-1.2
Strategic Priority:	We will advocate for transit improvements and active transportation.			S6
	Optimize transit routes			S6-1
Origin:	Board Motion 18-259			
Tasks		Status		
1. Purchase software and implement fleet parts.		Complete		
2. Consultation on Proposed Schedule and Route		Complete		
Accountable Department	Transit Services Transportation and Emergency Services			
Related Strategic Priorities:	S2	S3	S4	R2

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE					
Action:	New scheduling software trial with BC Transit				TEP-S6-2.1
Strategic Priority:	We will advocate for transit improvements and active transportation.				S6
	Inform residents of transit options				S6-2
Origin:	Board Motion 18-259				
Tasks					Status
1. Purchase software and implement fleet parts.					Complete
2. Consultation on Proposed Schedule and Route					In Progress
Accountable Department	Transit Services Transportation and Emergency Services				
Related Strategic Priorities:	S2	S3	S4	R2	R4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Development Permits and Temporary Use Permits – Streamline application requirements	SCD-S7-1.1
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
	We will remove unnecessary barriers to our development processes	S7-1
Origin:	Community Planning 2018 Business Plan	
Tasks		Status
1. Review and standardize Existing DPAs		Complete
2. Community and stakeholder engagement		Complete
3. Complete Bylaw amendment process		February 2019
Accountable Department	Long Range Planning and Energy and Sustainability Strategic and Community Development	
Related Strategic Priorities:	R2 EC3	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Development processes – Ensure information delivered through meetings, newsletters, advertising and web site is clear and updated as required	SCD-S7-1.2
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
	We will remove unnecessary barriers to our development processes	S7-1
Origin:	Community Planning 2018 Business Plan	
Tasks	Status	
1. Revise content at meetings, in advertising, in newsletters and on the web site as necessary	Ongoing	
Accountable Department	Current Planning Strategic and Community Development	
Related Strategic Priorities:	R2	R4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Public portal for applications and inspection requests – Promote use	SCD-S7-1.3
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
	We will remove unnecessary barriers to our development processes	S7-1
Origin:	Building and Bylaw Enforcement 2018 Business Plan	
Tasks		Status
1. Implement public portal		In Progress
2. Increase capacity to promote permit applications		Ongoing
3. Promote use of public portal through website, RDN Publications and news releases		2019
4. Organize public orientation session		2019
Accountable Department	Building and Bylaw Enforcement Services Strategic and Community Development	
Related Strategic Priorities:	R2 EC3	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Development applications – Process within target processing timelines	SCD-S7-1.4
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
	We will remove unnecessary barriers to our development processes	S7-1
Origin:	Community Planning 2018 Business Plan	
Tasks	Status	
1. Monitor development applications against benchmark	Ongoing	
Accountable Department	Current Planning Strategic and Community Development	
Related Strategic Priorities:	R2 EC3	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Development applications - Assess opportunities for improved timelines.	SCD-S7-1.5
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
	We will remove unnecessary barriers to our development processes	S7-1
Origin:	Community Planning 2018 Business Plan	
Tasks	Status	
1. Report to the Board on the effectiveness of the new development approvals delegation bylaw	2019	
Accountable Department	Current Planning Strategic and Community Development	
Related Strategic Priorities:	R2	EC2

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	WorkSafeBC Regulations – Assist all departments in complying with and facilitation proactive return to work initiatives	CS-S7-2.1
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
	Ensure regulations and procedures are current and up to date	S7-2
Origin:	Human Resources 2018 Business Plan	
Tasks		Status
1. Establish 6 JOHS Committees		Complete
2. Review and update OHS Program to comply with WSBC Regulation		Complete
3. Implement elements of OHS Program		In Progress
Accountable Department	Human Resources Corporate Services	
Related Strategic Priorities:	S3 R4	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Earn Certificate of Recognition (COR) to achieve reduced WorkSafeBC Premiums through compliance with WorkSafeBC Regulations	CS-S7-2.2
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
	Ensure regulations and procedures are current and up to date	S7-2
Origin:	Human Resources 2018 Business Plan	
Tasks		Status
1. Establish 6 JOHS Committees		Complete
2. Conduct COR Audit to identify gaps		January 2019
3. Assess value of spending funds on administration of COR versus focusing funds on safety prevention and claims management		May 2019
Accountable Department	Human Resources Corporate Services	
Related Strategic Priorities:	S3 R4	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Hazardous Materials Management Plan for all RDN sites	CS-S7-2.3
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
	Ensure regulations and procedures are current and up to date	S7-2
Origin:	Human Resources 2018 Business Plan	
Tasks	Status	
1. Complete Hazardous Material survey	Completed	
2. Conduct current condition assessment of known hazardous materials	2019	
3. Develop plan to remediation, or repair materials	2019	
Accountable Department	Human Resources Corporate Services	
Related Strategic Priorities:	S3 EV1	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	SharePoint – Improve access to Health and Safety and other personnel related information	CS-S7-2.4
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
	Ensure regulations and procedures are current and up to date	S7-2
Origin:	Human Resources 2018 Business Plan	
Tasks	Status	
1. Update SharePoint site and make health and safety information readily available to all employees	Complete	
Accountable Department	Human Resources Corporate Services	
Related Strategic Priorities:	EV1	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Contract negotiations with CUPE	CS-S7-2.5
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
	Ensure regulations and procedures are current and up to date	S7-2
Origin:	Human Resources 2018 Business Plan	
Tasks	Status	
1. Engage in Collective Bargaining Negotiations	Complete	
2. Complete and Ratify Collective Agreement	Complete	
Accountable Department	Human Resources Corporate Services	
Related Strategic Priorities:	R2 R4	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE			
Action:	Bylaw 500 – Targeted review		SCD-S7-2.6
Strategic Priority:	We will ensure our processes are as easy to work with as possible.		S7
	Ensure regulations and procedures are current and up to date		S7-2
Origin:	Community Planning 2018 Business Plan		
Tasks			Status
1. Report to the EASC on full scope of targeted amendments of an amendment bylaw			2019
2. Board adoption of Recommended Amendments			2019
Accountable Department	Current Planning Strategic and Community Development		
Related Strategic Priorities:	S3	R2	EC3

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Subdivision servicing bylaw review	SCD-S7-2.7
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
	Ensure regulations and procedures are current and up to date	S7-2
Origin:	Community Planning 2018 Business Plan	
Tasks	Status	
1. Procure Professional Services	In Progress	
2. Development of a draft standalone subdivision servicing bylaw	In Progress	
3. Introduce subdivision servicing bylaw to EASC	In Progress	
4. Stakeholder consultation	In Progress	
5. Adoption of Subdivision Servicing Bylaw	2019	
Accountable Department	Current Planning Strategic and Community Development	
Related Strategic Priorities:	R2	R4 EV1

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE				
Action:	BC Transit’s Custom transit cancellation policy – reduce the number of at-the-door cancellations.			TEP-S7-2.8
Strategic Priority:	We will ensure our processes are as easy to work with as possible.			S7
	Ensure regulations and procedures are current and up to date			S7-2
Origin:	Transit Services 2018 Business Plan			
Tasks			Status	
1. Review the BC Transit Custom cancellation policy			Complete	
2. BC Transit will review our cancellation policy to make efficiency recommendations.			In Progress	
3. Implement new scheduling practices			November 2018	
Accountable Department	Transit Services Transportation and Emergency Services			
Related Strategic Priorities:	R2	R4	S4	S5

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Web-based software to enhance customer services offered through internet (Vadim Online) including online payments	CS-S7-3.1
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
	Ensure information technology tools meet the needs of a modern organization	S7-3
Origin:	Finance 2018 Business Plan	
Tasks	Status	
1. Manage implementation of online payment portal for Building Inspection fees	In Progress	
Accountable Department	Finance – Accounting Services Corporate Services	
Related Strategic Priorities:	S3 R2	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Meeting management software (eSCRIBE)	CS-S7-3.2
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
	Ensure information technology tools meet the needs of a modern organization	S7-3
Origin:	Administrative Services 2018 Business Plan	
Tasks		Status
1. Acquire and test necessary apps and app updates		Complete
2. Host Training for Senior Management Group		In Progress
3. Training for Elected Officials		In Progress
Accountable Department	Administrative Services Corporate Services	
Related Strategic Priorities:	S3	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Caseware Financial Statement reporting tool	CS-S7-3.3
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
	Ensure information technology tools meet the needs of a modern organization	S7-3
Origin:	Finance 2018 Business Plan	
Tasks		Status
1. Develop Financial Reporting Templates		In Progress
2. Complete Automated Audited Financial Statements and Notes		In Progress
Accountable Department	Finance – Accounting Services Corporate Services	
Related Strategic Priorities:	S3 R2	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Web-based time reporting for staff	CS-S7-3.4
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
	Ensure information technology tools meet the needs of a modern organization	S7-3
Origin:	Finance 2018 Business Plan	
Tasks		Status
1. Software Upgrades by Vendor		In Progress
2. Implement web-based time reporting in RCU, Recreation and Solid Waste		In Progress
Accountable Department	Finance – Accounting Services Corporate Services	
Related Strategic Priorities:	S3	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Enhance internal permit processing efficiencies through use of Electronic Plan Review software	SCD-S7-3.5
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
	Ensure information technology tools meet the needs of a modern organization	S7-3
Origin:	Building and Bylaw Services 2018 Business Plan	
Tasks	Status	
1. Train staff to use Plan Review software	November 2018	
Accountable Department	Building and Bylaw Services Strategic and Community Development	
Related Strategic Priorities:	S3 EC3	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Ongoing work with Vadim support group for improvements related to purchasing, timesheet and customers' on-line access	CS-S7-4.1
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
	We will be transparent in financial planning	S7-4
Origin:	Finance 2018 Business Plan	
Tasks	Status	
1. Lead Regional District Client Group for Prioritization of VADIM Software Improvements	Complete	
Accountable Department	Finance – Accounting Services Corporate Services	
Related Strategic Priorities:	S3	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Customer Service Upgrades - Exceed 90% response rate to telephone and online complaints within 24 hours by adjusting resource levels	SCD-S7-5.1
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
	We will respond to constituent concerns in timely manner	S7-5
Origin:	Building and Bylaw Services 2018 Business Plan	
Tasks	Status	
1. Adjust resource levels to address increases in complaint volume	Ongoing	
Accountable Department	Finance – Accounting Services Corporate Services	
Related Strategic Priorities:	S3 R2	

Focus on Relationships

Section Contents

The RDN will continue to develop and encourage meaningful relationships

R1: We value our First Nations relationships and will integrate their input in future planning and service delivery.

R1-1: We will work collaboratively with principal First Nations.

Action #	Action Description	Status	Pg
RP-R1-1.1	Snuneymuxw First Nation Sport Court	In Progress	120
SCD-R1-1.2	Organizational First Nation Engagement Strategy	In Progress	121
SCD-R1-1.3	Coastal First Nations Art Project	In Progress	122
SCD-R1-1.4	Training on First Nations engagement for Board and staff	2019	123

R2: We will focus on improved *two-way* communication within the Regional District and with our communities.

R2-1: Increase staff capacity for communicating with regional stakeholders

Action #	Action Description	Status		Pg
CS-R2-1.1	Financial Plan – continuous review and improvement of public information & jurisdiction impacts	Complete	<input checked="" type="checkbox"/>	124
CS-R2-1.2	Media - Assist staff in their communications	Ongoing		125
CS-R2-1.3	Social Media – Assist departments to enhance presence as a means to further engage the public	Ongoing		126
RCU-R2-1.4	Liquid Waste Management Plan (LWMP) - Hold two or more Monitoring Committee meetings to oversee implementation and prepare an annual LWMP Monitoring Report	Complete	<input checked="" type="checkbox"/>	127
RCU-R2-1.5	OCP and RGS objectives - Work with residents to investigate water, sewer, and streetlighting service area expansions that compliment objectives	Ongoing		128
SCD-R2-1.6	Public seminars - green buildings, renewable energy systems and emissions reductions	In Progress		129
SCD-R2-1.7	Development Community (CHBA, BOABC) – maintain relationships and improve knowledge of inspection services and requirements	Ongoing		130

Action #	Action Description	Status	Pg
SCD-R2-1.8	Board Strategic Planning Monitoring and Reporting Software	In Progress	131
SCD-R2-1.9	Energy and Sustainability - include articles in regional newsletter	Ongoing	132
TEP-R2-1.10	Transit - Meet with key stakeholder groups, user groups and supporting groups	Ongoing	133
TEP-R2-1.11	HandyDART - Meet with key stakeholder groups, user groups and supporting groups	Complete	<input checked="" type="checkbox"/> 134

R2-2: We will work with municipalities on items of mutual interest.

Action #	Action Description	Status	Pg
RCU-R2-2.1	Wastewater and Water Collaborative (W3C) meetings between the RDN and member municipalities to implement LWMP commitments	Complete	<input checked="" type="checkbox"/> 135
SCD-R2-2.2	Annual report on RGS implementation	Complete	<input checked="" type="checkbox"/> 136
SCD-R2-2.3	Report on targets and indicators for RGS goals (RGS Policy 5.2.4) – collect new data and update web site	In Progress	137

R2-3: We will engage with the public to ensure RDN plans and services meet resident expectations

Action #	Action Description	Status	Pg
SCD-R2-3.1	Adopt a new OCP for Electoral Area H	Complete	<input checked="" type="checkbox"/> 138
SCD-R2-3.2	Building Bylaw - continue focus on resolving infractions through proactive enforcement and public awareness	Ongoing	139
SCD-R2-3.3	Initiate review of the Electoral Area F OCP	2019	140
SCD-R2-3.4	Initiate OCP and Zoning amendments for the Nanaimo Airport	2019	141

<i>R2-4: We will provide the best information available to the public.</i>			
Action #	Action Description	Status	Pg
CS-R2-4.1	Liaise with local media to enhance coverage of RDN initiatives	Ongoing	142
CS-R2-4.2	Website Use – Continue to encourage and facilitate use for RDN services and initiatives	Ongoing	143
RCU-R2-4.3	Update web content for garbage and recycling/zero waste programs	Complete	<input checked="" type="checkbox"/> 144
RCU-R2-4.4	Hold three Drinking Water and Watershed Protection Technical Advisory Committee meetings to oversee program implementation	In Progress	145
RCU-R2-4.5	Develop a “SewerSmart” program to communicate source control initiatives to the public	Complete	<input checked="" type="checkbox"/> 146
RP-R2-4.6	Parks maintenance - Implement use of software that will track park maintenance inspections and maintenance requests from the public	In Progress 2019	147
SCD-R2-4.7	Update website information and printed material to increase public awareness of regulatory bylaws	Ongoing	148
SCD-R2-4.8	Complete yearly update of web-based information and print materials on affordable housing resources	Complete	<input checked="" type="checkbox"/> 149
SCD-R2-4.9	Publish online updates to Building Code, owner builder information and changes to RDN processes for use by the public	Ongoing	150
TEP-R2-4.10	Emergency Services Programs – Increase awareness	Nov 2018	151

<i>R2-5: We will collaborate between departments to improve efficiency and enhance service delivery.</i>			
Action #	Action Description	Status	Pg
RCU-R2-5.1	Sewer servicing strategy for Cedar Village with Development Services	In Progress	152

R4: We look for opportunities to partner with other branches of government/ community groups to advance our region.*R4-1: Formalize partnerships with long-term agreements.*

Action #	Action Description	Status	Pg
RP-R4-1.1	Renew recreation services delivery agreement between the RDN and the Gabriola Recreation Society for three year term 2018-2020	Complete	<input checked="" type="checkbox"/> 153
TEP-R4-1.2	Transit to Vancouver Island University - Work with VIU Student Union to grow ridership and transit revenues	Ongoing	154
TEP-R4-1.3	Emergency Services - Ensure Agreements with regional partners are in place	In Progress	155

R4-2: Target senior government grants and other funding opportunities that advance Board Strategic Priorities.

Action #	Action Description	Status	Pg
CS-R4-2.1	Community Works Fund - Research and support grant funding opportunities and administration	Complete	<input checked="" type="checkbox"/> 156
SCD-R4-2.2	Oceanside Health and Wellness Network Coordination	Ongoing	157
SCD-R4-2.3	BC Hydro's Sustainable Communities Project Implementation funding program – explore opportunities to access	Complete	<input checked="" type="checkbox"/> 158
TEP-R4-2.4	Three transit exchanges in Nanaimo - Work with BC Transit to secure grant infrastructure funding to build/expand	Complete	<input checked="" type="checkbox"/> 159

R4-3: Promote RDN leadership through participation in provincial, national and international events and discussions

Action #	Action Description	Status	Pg
RCU-R4-3.1	Association of Vancouver Island and Coastal Communities Solid Waste Management Committee – Provide staff support	Ongoing	160
SCD-R4-3.2	Support Board for effective participation in AVICC, FCM and UBCM Conferences	Complete	<input checked="" type="checkbox"/> 161

R4-4: Partner with other jurisdictions, agencies, senior government and community organizations to deliver enhanced services.

Action #	Action Description	Status	Pg
RCU-R4-4.1	Community watershed monitoring and restoration activities - Provide support and training to local stewardship groups	Complete	<input checked="" type="checkbox"/> 162
RCU-R4-4.2	Illegal Dumping – Work with other agencies to reduce illegal dumping and work with community parties to carry out clean up	Ongoing	163
RCU-R4-4.3	Lower Contamination: Work with Recycle BC, the collection contractor, municipal partners and residents to lower contamination in recycling and organic waste streams	In Progress	164
RP-R4-4.4	Execute the initiatives funded by way of the Island Health’s Plan H - Community Wellness Grant: community recreation facility accessibility review; community partners facility fee and booking policy report; expansion of the Prescriptions for Health program; and establishment of the ‘She’s in Nature’ program and installation of passive recreation amenities	In Progress 2019	165
SCD-R4-4.5	Sign Bylaw Review: to support community kiosks and community identification and wayfinding signage	2019	166
SCD-R4-4.6	Promote interagency cooperation and working protocols by participating in meetings with RCMP, ALC and RDN member municipalities	Ongoing	167
SCD-R4-4.7	Implement National Housing Strategy initiatives in the RDN.	In Progress	168
TEP-R4-4.8	Combine fire departments operational guidelines for consistency and ease of updating	Complete	<input checked="" type="checkbox"/> 169
TEP-R4-4.9	Fire Playbook – Ensure records are up-to-date and maintained	Ongoing	170
TEP-R4-4.10	Fire - Attend Fire Department practices, Society Board meetings and host RDN Fire Chief meetings	Ongoing	171

Relationships: 2017 Actions and Accomplishments

Action #	Action Description	Status	
Finance-49-2017	Nanaimo Search and Rescue Society – Renew five-year agreement	In Progress – November 2018	
R+P-97A-2017	Financial support to Snuneymuxw First Nation for Sport Court on IR#4	Complete	<input checked="" type="checkbox"/>
SCD-95A-2017	Assign 2017 QFN/RDN Working Group Action Items to RDN Staff	Complete 2018	<input checked="" type="checkbox"/>
SCD-89A-2017	Consider Review of Regional Growth Strategy	Complete	<input checked="" type="checkbox"/>
SCD-12-2016	First Nations resource document for staff and Board	In progress - March 2019	
SCD-19-2016	Address San Pareil Owners and Residents' Association request for a San Pareil Neighbourhood Plan.	Complete	<input checked="" type="checkbox"/>
SCD-13-2014	Examine the establishment of a social service in District 69	Not Proceeding at this Time as Per Board Direction	
T&ES-73-2017	Review options and implications for Arrowsmith Search and Rescue to construct an addition to their portion of the building	Complete	<input checked="" type="checkbox"/>
T&ES-74-2017	Dashwood Fire Hall – Explore options for redevelopment	In Progress – December 2018	
T&ES-75-2017	Purchase two pumper trucks for Errington Volunteer Fire Department	Complete	<input checked="" type="checkbox"/>
T&ES-76-2017	Fire Services - Implement Dave Mitchell (consultant) report recommendations	In Progress	
T&ES-70-2017	Prepare a report on the steps required to undertake a wildfire interface fuel inventory for Electoral Areas and a Community Wildfire Plan for Electoral Area A.	Delayed 2019	

FOCUS ON RELATIONSHIPS		
Action:	Snuneymuxw First Nation Sport Court	RP-R1-1.1
Strategic Priority:	We value our First Nations relationships and will integrate their input in future planning and service delivery.	R1
	We will work collaboratively with principal First Nations	R1-1
Origin:	Recreation Services 2018 Business Plan	
Tasks	Status	
1. Discuss joint opening ceremony with SFN	In Progress	
Accountable Department	Recreation Services Recreation and Parks Services	
Related Strategic Priorities:	S4 R2	

FOCUS ON RELATIONSHIPS		
Action:	Organizational First Nation Engagement Strategy	SCD-R1-1.2
Strategic Priority:	We value our First Nations relationships and will integrate their input in future planning and service delivery.	R1
	We will work collaboratively with principal First Nations	R1-1
Origin:	Strategic Initiatives 2018 Business Plan	
Tasks		Status
1. Research similar initiatives in other jurisdictions		Complete
2. Seek Board endorsement of the strategy		In Progress
3. Consult with potentially impacted departments		Complete
Accountable Department	Strategic Initiatives Strategic and Community Development	
Related Strategic Priorities:	R2	R4 S7

FOCUS ON RELATIONSHIPS		
Action:	Coastal First Nations Art Project	SCD-R1-1.3
Strategic Priority:	We value our First Nations relationships and will integrate their input in future planning and service delivery.	R1
	We will work collaboratively with principal First Nations	R1-1
Origin:	Strategic Initiatives 2018 Business Plan	
Tasks	Status	
1. Organize Art Selection Committee meeting to determine a recommendation to be made to the RDN Board	Complete	
2. Bring a report to the Board seeking endorsement on the Art Selection Committee's recommendation	Complete	
3. Install Art Pieces	In Progress	
Accountable Department	Strategic Initiatives Strategic and Community Development	
Related Strategic Priorities:	R4	

FOCUS ON RELATIONSHIPS		
Action:	Training on First Nations engagement for Board and staff	SCD-R1-1.4
Strategic Priority:	We value our First Nations relationships and will integrate their input in future planning and service delivery.	R1
	We will work collaboratively with principal First Nations	R1-1
Origin:	Strategic Initiatives 2018 Business Plan	
Tasks	Status	
1. Draft RFSQ and Select facilitator to deliver training	In Progress	
2. Deliver Staff Training on First Nation Engagement	2019	
3. Facilitate Board Training on First Nations Engagement	2019	
Accountable Department	Strategic Initiatives Strategic and Community Development	
Related Strategic Priorities:	R4	

FOCUS ON RELATIONSHIPS		
Action:	Financial Plan – continuous review and improvement of public information & jurisdiction impacts	CS-R2-1.1
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.	R2
	Increase staff capacity for communicating with regional stakeholders	R2-1
Origin:	Finance 2018 Business Plan	
Tasks	Status	
1. Graphic Representation of Budget Implications	Compete	
2. Include Budget Information on Get Involved webpage	Complete	
3. Begin 2019 Budget Document preparation	In Progress	
Accountable Department	Finance – Accounting Services Corporate Services	
Related Strategic Priorities:	S3 S7	

FOCUS ON RELATIONSHIPS		
Action:	Media - Assist staff in their communications	CS-R2-1.2
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.	R2
	Increase staff capacity for communicating with regional stakeholders	R2-1
Origin:	Administrative Services 2018 Business Plan	
Tasks		Status
1. Advising staff on media relations		Ongoing
2. Draft, review and approve Media Releases		Ongoing
3. Review and coordinate key messaging as needed		Ongoing
Accountable Department	Administrative Services Corporate Services	
Related Strategic Priorities:	S7	

FOCUS ON RELATIONSHIPS		
Action:	Social Media – Assist departments to enhance presence as a means to further engage the public	CS-R2-1.3
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.	R2
	Increase staff capacity for communicating with regional stakeholders	R2-1
Origin:	Administrative Services 2018 Business Plan	
Tasks	Status	
1. Coordinate Social Media responses to comments and messages	Ongoing	
2. Ensuring interdepartmental use of Social Media Calendar	Ongoing	
3. Quarterly meetings with Departmental leads on outreach	Ongoing	
Accountable Department	Administrative Services Corporate Services	
Related Strategic Priorities:	S7 R4	

FOCUS ON RELATIONSHIPS			
Action:	Liquid Waste Management Plan (LWMP) - Hold two or more Monitoring Committee meetings to oversee implementation and prepare an annual LWMP Monitoring Report		RCU-R2-1.4
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.		R2
	Increase staff capacity for communicating with regional stakeholders		R2-1
Origin:	Liquid Waste Management Planning 2018 Business Plan		
Tasks		Status	
1. Schedule meetings in May and October		Complete	
2. Prepare annual report		Complete	
Accountable Department	Water and Wastewater Services Regional and Community Utilities		
Related Strategic Priorities:	R3	R4	EV1

FOCUS ON RELATIONSHIPS		
Action:	OCP and RGS objectives - Work with residents to investigate water, sewer, and streetlighting service area expansions that compliment objectives	RCU-R2-1.5
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.	R2
	Increase staff capacity for communicating with regional stakeholders	R2-1
Origin:	Water and Utilities Services 2018 Business Plan	
Tasks	Status	
1. Work with residents and developers on service area expansions as required	Ongoing	
Accountable Department	Water and Utility Services Regional and Community Utilities	
Related Strategic Priorities:	R3	R4 S3

FOCUS ON RELATIONSHIPS		
Action:	Public seminars - Green buildings, renewable energy systems and emissions reductions	SCD-R2-1.6
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.	R2
	Increase staff capacity for communicating with regional stakeholders	R2-1
Origin:	Energy and Sustainability 2018 Business Plan	
Tasks	Status	
1. Host events for different stakeholder groups	In Progress	
Accountable Department	Long Range Planning and Energy & Sustainability Strategic and Community Development	
Related Strategic Priorities:	R4 EV1	

FOCUS ON RELATIONSHIPS		
Action:	Development Community (CHBA, BOABC) – Maintain relationships and improve knowledge of inspection services and requirements	SCD-R2-1.7
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.	R2
	Increase staff capacity for communicating with regional stakeholders	R2-1
Origin:	Building and Bylaw Services 2018 Business Plan	
Tasks	Status	
1. Continue membership in CHBA	Ongoing	
Accountable Department	Building Services Strategic and Community Development	
Related Strategic Priorities:	R4	

FOCUS ON RELATIONSHIPS		
Action:	Board Strategic Planning Monitoring and Reporting Software	SCD-R2-1.8
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.	R2
	Increase staff capacity for communicating with regional stakeholders	R2-1
Origin:	Strategic Initiatives 2018 Business Plan	
Tasks	Status	
1. Select and Procure Software	Complete	
2. Initial Software Training	Complete	
3. Input Strategic Plan and Business Plan Items into Software Tool	Complete	
4. Test Software Outputs	In Progress	
5. Train Management Staff on Use of Software	January 2019	
Accountable Department	Strategic Initiatives Strategic and Community Development	
Related Strategic Priorities:	S3 S7	

FOCUS ON RELATIONSHIPS			
Action:	Energy and Sustainability – Include articles in regional newsletter		SCD-R2-1.9
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.		R2
	Increase staff capacity for communicating with regional stakeholders		R2-1
Origin:	Energy and Sustainability 2018 Business Plan		
Tasks		Status	
1. Publish articles in regional newsletter		Ongoing	
Accountable Department	Long Range Planning and Energy & Sustainability Strategic and Community Development		
Related Strategic Priorities:	S3	S7	EC3

FOCUS ON RELATIONSHIPS				
Action:	Transit - Meet with key stakeholder groups, user groups and supporting groups			TEP-R2-1.10
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.			R2
	Increase staff capacity for communicating with regional stakeholders			R2-1
Origin:	Transit 2018 Business Plan			
Tasks	Status			
1. Attend public events to engage with the public and meet with key stakeholders	Ongoing			
Accountable Department	Transit Services Transportation and Emergency Planning Services			
Related Strategic Priorities:	S4	S6	S7	R4

FOCUS ON RELATIONSHIPS				
Action:	HandyDART - Meet with key stakeholder groups, user groups and supporting groups			TEP-R2-1.11
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.			R2
	Increase staff capacity for communicating with regional stakeholders			R2-1
Origin:	Transit 2018 Business Plan			
Tasks				Status
1. Continue to meet with key stakeholder groups, user groups and supporting groups that utilize transit services in the Regional District				Ongoing
2. Meet with senior housing groups in the City of Nanaimo.				Complete
3. Attend senior's fair to promote assisted living				Complete
Accountable Department	Transit Services Transportation and Emergency Services			
Related Strategic Priorities:	S3	S5	S7	R1

FOCUS ON RELATIONSHIPS				
Action:	Wastewater and Water Collaborative (W3C) meetings between the RDN and member municipalities to implement LWMP commitments			RCU-R2-2.1
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.			R2
	We will work with municipalities on items of mutual interest			R2-2
Origin:	Liquid Waste Management 2018 Business Plan			
Tasks		Status		
1. Schedule meeting in March and September		Complete		
Accountable Department		Water and Wastewater Services		
		Regional and Community Utilities		
Related Strategic Priorities:		S3	R1	R5 EC3

FOCUS ON RELATIONSHIPS				
Action:	Annual report on RGS implementation			SCD-R2-2.2
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.			R2
	We will work with municipalities on items of mutual interest			R2-2
Origin:	Regional Growth 2018 Business Plan			
Tasks	Status			
1. Review and document RGS Implementation	Complete			
2. Bring report to the Board	Complete			
Accountable Department	Long Range Planning and Energy & Sustainability Strategic and Community Development			
Related Strategic Priorities:	S4	R4	EC3	EC5

FOCUS ON RELATIONSHIPS				
Action:	Report on targets and indicators for RGS goals (RGS Policy 5.2.4) – collect new data and update web site			SCD-R2-2.3
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.			R2
	We will work with municipalities on items of mutual interest			R2-2
Origin:	Regional Growth 2018 Business Plan			
Tasks		Status		
1. Collect data from member municipalities and other source		Complete		
2. Publish updated information to the website		In Progress		
Accountable Department	Long Range Planning and Energy & Sustainability Strategic and Community Development			
Related Strategic Priorities:	S7	R4	EC3	EV3

FOCUS ON RELATIONSHIPS					
Action:	Adopt a new OCP for Electoral Area H				SCD-R2-3.1
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.				R2
	We will engage with the public to ensure RDN plans and services meet resident expectations				R2-3
Origin:	Community Planning 2018 Business Plan				
Tasks	Status				
1. Host public hearing	Complete				
2. Bring OCP bylaws to the Board for adoption	Complete				
3. Amend RGS (minor amendment)	Complete				
Accountable Department	Long Range Planning and Energy & Sustainability Strategic and Community Development				
Related Strategic Priorities:	S6	S7	R1	EC3	EV3

FOCUS ON RELATIONSHIPS		
Action:	Building Bylaw - Continue focus on resolving infractions through proactive enforcement and public awareness	SCD-R2-3.2
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.	R2
	We will engage with the public to ensure RDN plans and services meet resident expectations	R2-3
Origin:	Building and Bylaw Services 2018 Business Plan	
Tasks	Status	
1. Pro-active enforcement of the building bylaw (stop work orders)	Ongoing	
2. Raise public awareness of building regulations in the RDN through website information and printed materials	Ongoing	
Accountable Department	Building and Bylaw Services Strategic and Community Development	
Related Strategic Priorities:	R4 S7	

FOCUS ON RELATIONSHIPS				
Action:	Initiate review of the Electoral Area F OCP			SCD-R2-3.3
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.			R2
	We will engage with the public to ensure RDN plans and services meet resident expectations			R2-3
Origin:	Community Planning 2018 Business Plan			
Tasks	Status			
1. Develop Terms of Reference and Consultation Plan	2019			
Accountable Department	Long Range Planning and Energy & Sustainability Strategic and Community Development			
Related Strategic Priorities:	R1	S5	EC1	EC5

FOCUS ON RELATIONSHIPS			
Action:	Initiate OCP and Zoning amendments for the Nanaimo Airport		SCD-R2-3.4
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.		R2
	We will engage with the public to ensure RDN plans and services meet resident expectations		R2-3
Origin:	Community Planning 2018 Business Plan		
Tasks		Status	
1. Draft OCP Policies and Zoning Amendment Bylaw		2019	
2. Proceed with public engagement		2019	
Accountable Department	Long Range Planning and Energy & Sustainability Strategic and Community Development		
Related Strategic Priorities:	S5	R4	EC3

FOCUS ON RELATIONSHIPS		
Action:	Liaise with local media to enhance coverage of RDN initiatives	CS-R2-4.1
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.	R2
	We will provide the best information available to the public.	R2-4
Origin:	Administrative Services 2018 Business Plan	
Tasks	Status	
1. Act as primary contact for staff interviews with media	Ongoing	
2. Act as Public Information Officer for EOC	Ongoing	
3. Ensure prompt responses to media inquiries	Ongoing	
4. Share positive media coverage of partner organizations through social media	Ongoing	
Accountable Department	Administrative Services Corporate Services	
Related Strategic Priorities:	S7 R5	

FOCUS ON RELATIONSHIPS		
Action:	Website Use - Continue to encourage and facilitate use for RDN services and initiatives	CS-R2-4.2
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.	R2
	We will provide the best information available to the public.	R2-4
Origin:	Administrative Services 2018 Business Plan	
Tasks	Status	
1. Inform and advise when online materials need to be updated	Ongoing	
2. Maintain up-to-date information on RDN Homepage	Ongoing	
3. Training and internal promotion of online engagement tool (Get Involved RDN)	Ongoing	
Accountable Department	Administrative Services Corporate Services	
Related Strategic Priorities:	S3 S7	

FOCUS ON RELATIONSHIPS				
Action:	Update web content for garbage and recycling/zero waste programs			RCU-R2-4.3
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.			R2
	We will provide the best information available to the public.			R2-4
Origin:	Solid Waste 2018 Business Plan			
Tasks	Status			
1. Engage regional stakeholders on Solid Waste Management	Ongoing			
2. Highlight diversion options in light of NRE Closure	Complete			
Accountable Department	Solid Waste Services Regional and Community Utilities			
Related Strategic Priorities:	S3	S7	R4	EV4

FOCUS ON RELATIONSHIPS				
Action:	Hold three DWWP Technical Advisory Committee meetings to oversee DWWP program implementation			RCU-R2-4.4
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.			R2
	We will provide the best information available to the public.			R2-4
Origin:	Drinking Water Watershed Protection 2018 Business Plan			
Tasks		Status		
1. Organize April 19th Meetin		Complete		
2. Organize July 26th Meeting		Complete		
3. Organize September 20th Meeting		In Progress		
Accountable Department	Water and Utility Services Regional and Community Utilities			
Related Strategic Priorities:	S7	R4	EC2	EV4

FOCUS ON RELATIONSHIPS			
Action:	Develop a “SewerSmart” program to communicate source control initiatives to the public		RCU-R2-4.5
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.		R2
	We will provide the best information available to the public.		R2-4
Origin:	Liquid Waste Management Plan 2018 Business Plan		
Tasks		Status	
1. Review microplastics and other substances which are not regulated but of emerging interest.		Complete	
2. updated the RDN Pollution Prevention website to include the “Unflushables” videos		Complete	
Accountable Department	Water and Wastewater Services Regional and Community Utilities		
Related Strategic Priorities:	R4	EV1	EV4

FOCUS ON RELATIONSHIPS		
Action:	Parks maintenance - Implement use of software that will track park maintenance inspections and maintenance requests from the public	RP-R2-4.6
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.	R2
	We will provide the best information available to the public.	R2-4
Origin:	Parks Services 2018 Business Plan	
Tasks		Status
1. Purchase maintenance and service request software		Complete
2. Input data		In Progress
3. Train staff on use of software		In Progress
Accountable Department	Parks Services Recreation and Parks Services	
Related Strategic Priorities:	S3 R4	

FOCUS ON RELATIONSHIPS		
Action:	Update website information and printed material to increase public awareness of regulatory bylaws	SCD-R2-4.7
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.	R2
	We will provide the best information available to the public.	R2-4
Origin:	Building and Bylaw Services 2018 Business Plan	
Tasks	Status	
1. Encourage use of public portal for complaints through website and printed material	Ongoing	
Accountable Department	Building and Bylaw Services Strategic and Community Development	
Related Strategic Priorities:	S3 EC3	

FOCUS ON RELATIONSHIPS		
Action:	Complete yearly update of web-based information and print materials on affordable housing resources	SCD-R2-4.8
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.	R2
	We will provide the best information available to the public.	R2-4
Origin:	Community Planning 2018 Business Plan	
Tasks	Status	
1. Obtain updated information and publish to RDN Website	Complete	
Accountable Department	Long Range Planning and Energy & Sustainability Strategic and Community Development	
Related Strategic Priorities:	S3	R4
	R5	

FOCUS ON RELATIONSHIPS				
Action:	Publish online updates to Building Code, owner builder information and changes to RDN processes for use by the public			SCD-R2-4.9
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.			R2
	We will provide the best information available to the public.			R2-4
Origin:	Building and Bylaw Services 2018 Business Plan			
Tasks		Status		
1. Publish updates as appropriate and maintain current information on the RDN web page.		Ongoing		
Accountable Department	Building and Bylaw Services Strategic and Community Development			
Related Strategic Priorities:	S4	R4	EC3	EV3

FOCUS ON RELATIONSHIPS			
Action:	Emergency Services Programs – Increase awareness		TEP-R2-4.10
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.		R2
	We will provide the best information available to the public.		R2-4
Origin:	Emergency Planning 2018 Business Plan		
Tasks		Status	
1. Build on Connect Rocket Mass Notification System enrollment to enhance public use with a target of 20% increase over year prior		Complete	
2. Special Projects Coordinator to attend a minimum of 10 community events/presentations		Complete	
3. Utilize public engagement platform Bang The Table, and social media such as Facebook and other mediums to deliver public education pieces and enable volunteer interaction on a regional basis.		In Progress	
Accountable Department	Emergency Planning Services Transportation and Emergency Services		
Related Strategic Priorities:	S1	R1	EV3

FOCUS ON RELATIONSHIPS		
Action:	Sewer servicing strategy for Cedar Village with Development Services	RCU-R2-5.1
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.	R2
	We will collaborate between departments to improve efficiency and enhance service delivery	R2-5
Origin:	Water and Utility Services 2018 Business Plan	
Tasks	Status	
1. Meet with City of Nanaimo staff to revise language in 2007 agreement sewer use agreement	In Progress	
2. Capacity & Cost Review of DPPCC	In Progress	
3. DCC and Service Area bylaw review and update	2019	
Accountable Department	Water and Utility Services Regional and Community Development	
Related Strategic Priorities:	S3 R4 EC3	

FOCUS ON RELATIONSHIPS			
Action:	Renew recreation services delivery agreement between the RDN and the Gabriola Recreation Society for three year term 2018-2020		RP-R4-1.1
Strategic Priority:	We look for opportunities to partner with other branches of Government/ community groups to advance our region.		R4
	Formalize partnerships with long-term agreements		R4-1
Origin:	Recreation Services 2018 Business Plan		
Tasks		Status	
1. Sign Agreement.		Complete	
Accountable Department	Recreation Services Recreation and Parks Services		
Related Strategic Priorities:	S3	S4	R4

FOCUS ON RELATIONSHIPS			
Action:	Transit to Vancouver Island University - Work with VIU Student Union to grow ridership and transit revenues		TEP-R4-1.2
Strategic Priority:	We look for opportunities to partner with other branches of Government/ community groups to advance our region.		R4
	Formalize partnerships with long-term agreements		R4-1
Origin:	Transit 2018 Business Plan		
Tasks		Status	
1. Monthly meetings planned to resolve/assist with transportation demand needs of VIU.		Ongoing	
Accountable Department	Transit Services Transportation and Emergency Services		
Related Strategic Priorities:	S4	S6	R4

FOCUS ON RELATIONSHIPS		
Action:	Emergency Services – Ensure Agreements with regional partners are in place	TEP-R4-1.3
Strategic Priority:	We look for opportunities to partner with other branches of Government/ community groups to advance our region.	R4
	Formalize partnerships with long-term agreements	R4-1
Origin:	Emergency Planning Services 2018 Business Plan	
Tasks	Status	
1. Continue relations with regional partners to ensure continuation of current agreements and contracts	In Progress	
2. Develop operational guidelines to supplement the Regional Emergency Management Agreement	In Progress	
Accountable Department	Emergency Planning Services Transportation and Emergency Services	
Related Strategic Priorities:	S1 R1 EV3	

FOCUS ON RELATIONSHIPS			
Action:	Community Works Fund - Research and support for grant funding opportunities and administration	CS-R4-2.1	
Strategic Priority:	We look for opportunities to partner with other branches of Government/ community groups to advance our region.	R4	
	Target senior government grants and other funding opportunities that advance Board Strategic Priorities	R4-2	
Origin:	Finance 2018 Business Plan		
Tasks	Status		
1. Community Works Status Report to Board	Complete		
2. Coordinate Community Works Fund Agreements with 3rd Parties	Ongoing		
3. Engage consultant for Grant Coordination Services	Complete		
Accountable Department	Finance – Accounting Services Corporate Services		
Related Strategic Priorities:	R2	EC2	EC3

FOCUS ON RELATIONSHIPS		
Action:	Oceanside Health and Wellness Network Coordination	SCD-R4-2.2
Strategic Priority:	We look for opportunities to partner with other branches of Government/ community groups to advance our region.	R4
	Target senior government grants and other funding opportunities that advance Board Strategic Priorities	R4-2
Origin:	Community Planning 2018 Business Plan	
Tasks	Status	
1. Attend meetings and manage coordinator contract	Ongoing	
Accountable Department	Long Range Planning and Energy & Sustainability Strategic and Community Development	
Related Strategic Priorities:	S3 S4	

FOCUS ON RELATIONSHIPS		
Action:	BC Hydro’s Sustainable Communities Project Implementation funding program – Explore opportunities to access	SCD-R4-2.3
Strategic Priority:	We look for opportunities to partner with other branches of Government/ community groups to advance our region.	R4
	Target senior government grants and other funding opportunities that advance Board Strategic Priorities	R4-2
Origin:	Board Motion 17-245	
Tasks	Status	
1. Identify funding opportunities for RDN programs	Complete	
2. Apply for funding to support Green Building outreach and communications.	Complete	
Accountable Department	Long Range Planning and Energy & Sustainability Strategic and Community Development	
Related Strategic Priorities:	R4 EV4	

FOCUS ON RELATIONSHIPS				
Action:	Three transit exchanges in Nanaimo - Work with BC Transit to secure grant infrastructure funding to build/expand			TEP-R4-2.4
Strategic Priority:	We look for opportunities to partner with other branches of Government/ community groups to advance our region.			R4
	Target senior government grants and other funding opportunities that advance Board Strategic Priorities			R4-2
Origin:	Transit Services 2018 Business Plan			
Tasks		Status		
1. Met with BC Transit to discuss federal grant funding requirements for infrastructure upgrades		Complete		
2. Prepare and posted consultant RFP for a class D cost analysis to upgrade three exchange facilities; Woodgrove, Country Club and Downtown.		Complete		
3. Submit application for infrastructure upgrades; class D cost analysis		Complete		
Accountable Department	Transit Services Transportation and Emergency Services			
Related Strategic Priorities:	S4	S6	EC3	EV2

FOCUS ON RELATIONSHIPS			
Action:	Association of Vancouver Island and Coastal Communities Solid Waste Management Committee – Provide staff support	RCU-R4-3.1	
Strategic Priority:	We look for opportunities to partner with other branches of Government/ community groups to advance our region.	R4	
	Promote RDN leadership through participation in provincial, national and international events and discussions	R4-3	
Origin:	Solid Waste 2018 Business Plan		
Tasks		Status	
1. Provide Support as required		Ongoing	
Accountable Department		Solid Waste Services	
		Regional and Community Utilities	
Related Strategic Priorities:		S3	R5 EV4

FOCUS ON RELATIONSHIPS		
Action:	Support Board for effective participation in AVICC, FCM and UBCM Conferences	SCD-R4-3.2
Strategic Priority:	We look for opportunities to partner with other branches of Government/ community groups to advance our region.	R4
	Promote RDN leadership through participation in provincial, national and international events and discussions	R4-3
Origin:	Strategic Initiatives 2018 Business Plan	
Tasks	Status	
1. Prepare AVICC Background Materials	Complete	
2. Prepare UBCM Materials	Complete	
3. Prepare FCM Background Materials	Complete	
Accountable Department	Strategic Initiatives Strategic and Community Development	
Related Strategic Priorities:	R1 R5 EC3	

FOCUS ON RELATIONSHIPS		
Action:	Community watershed monitoring and restoration activities – Provide support and training to local stewardship groups	RCU-R4-4.1
Strategic Priority:	We look for opportunities to partner with other branches of Government/ community groups to advance our region.	R4
	Partner with other jurisdictions, agencies, senior government and community organizations to deliver enhanced services.	R4-4
Origin:	Drinking Water Watershed Protection 2018 Business Plan	
Tasks	Status	
1. Evaluate Irrigation Check-up Program Results 2011-2017 to understand impact	Complete	
2. Ongoing support for field sampling teams	Ongoing	
3. Training for 2018 field sampling, including tablet training in July	Complete	
Accountable Department	Water and Utility Services Regional and Community Utilities	
Related Strategic Priorities:	R2 EC2 EV4	

FOCUS ON RELATIONSHIPS			
Action:	Illegal Dumping – Work with other agencies to reduce illegal dumping and work with community parties to carry out clean-up		RCU-R4-4.2
Strategic Priority:	We look for opportunities to partner with other branches of Government/ community groups to advance our region.		R4
	Partner with other jurisdictions, agencies, senior government and community organizations to deliver enhanced services.		R4-4
Origin:	Solid Waste Services 2018 Business Plan		
Tasks		Status	
1. Maintain dialogue with community partners		Ongoing	
Accountable Department	Solid Waste Services Regional and Community Utilities		
Related Strategic Priorities:	S3	R2	EV1

FOCUS ON RELATIONSHIPS		
Action:	Lower Contamination - Work with Recycle BC, the collection contractor, municipal partners and residents to lower contamination in recycling and organic waste streams	RCU-R4-4.3
Strategic Priority:	We look for opportunities to partner with other branches of Government/ community groups to advance our region.	R4
	Partner with other jurisdictions, agencies, senior government and community organizations to deliver enhanced services.	R4-4
Origin:	Solid Waste Services 2018 Business Plan	
Tasks		Status
1. Curbside outreach		Complete
2. Solid Waste Newsletter (residential curbside)		In Progress
3. Solid Waste Newsletter (SWMP)		In Progress
Accountable Department	Solid Waste Services Regional and Community Utilites	
Related Strategic Priorities:	S7	

FOCUS ON RELATIONSHIPS		
Action:	Execute the initiatives funded by way of the Island Health’s Plan H - Community Wellness Grant; community recreation facility accessibility review, community partners facility fee and booking policy report, expansion of the Prescriptions for Health program, establishment of the ‘She’s in Nature’ program and installation of passive recreation amenities	RP-R4-4.4
Strategic Priority:	We look for opportunities to partner with other branches of Government/ community groups to advance our region.	R4
	Partner with other jurisdictions, agencies, senior government and community organizations to deliver enhanced services.	R4-4
Origin:	Recreation Services 2018 Business Plan	
Tasks	<ol style="list-style-type: none"> 1. Identify and review projects for funding 2. RDN staff and community partners meeting to review and decide on next steps. 	Status
		Complete
		In Progress
Accountable Department	Recreation Services Recreation and Parks Services	
Related Strategic Priorities:	S5 R2	

FOCUS ON RELATIONSHIPS		
Action:	Sign Bylaw Review - to support community kiosks, and community identification and wayfinding signage	SCD-R4-4.5
Strategic Priority:	We look for opportunities to partner with other branches of Government/ community groups to advance our region.	R4
	Partner with other jurisdictions, agencies, senior government and community organizations to deliver enhanced services.	R4-4
Origin:	Community Planning 2018 Business Plan	
Tasks	Status	
1. Bring recommendations to the EASC for sign bylaw amendments to support community kiosks, and community identification and wayfinding signage	2019	
Accountable Department	Current Planning Strategic and Community Development	
Related Strategic Priorities:	S7 EC3	

FOCUS ON RELATIONSHIPS		
Action:	Promote interagency cooperation and working protocols by participating in meetings with RCMP, ALC, and RDN member municipalities	SCD-R4-4.6
Strategic Priority:	We look for opportunities to partner with other branches of Government/ community groups to advance our region.	R4
	Partner with other jurisdictions, agencies, senior government and community organizations to deliver enhanced services.	R4-4
Origin:	Building and Bylaw Services 2018 Business Plan	
Tasks	Status	
1. Ongoing participation in key inter-agency meetings with RCMP, ALC and RDN member municipalities	Ongoing	
Accountable Department	Building and Bylaw Services Strategic and Community Development	
Related Strategic Priorities:	S7 R2	

FOCUS ON RELATIONSHIPS					
Action:	Implement National Housing Strategy initiatives in the RDN.				SCD-R4-4.7
Strategic Priority:	We look for opportunities to partner with other branches of Government/ community groups to advance our region.				R4
	Partner with other jurisdictions, agencies, senior government and community organizations to deliver enhanced services.				R4-4
Origin:	Board Motion 18-202				
Tasks		Status			
1. Review National Housing Strategy initiatives.		Complete.			
2. Report to Board on National Housing Strategy initiatives.		Complete			
3. Recommend options for implementation in the RDN.		2019			
4. Implement regional initiatives.		2020			
Accountable Department		Long Range Planning and Energy & Sustainability Strategic and Community Development			
Related Strategic Priorities:		S3	S5	R5	EC3 EV4

FOCUS ON RELATIONSHIPS			
Action:	Combine fire departments operational guidelines for consistency and ease of updating		TEP-R4-4.8
Strategic Priority:	We look for opportunities to partner with other branches of Government/ community groups to advance our region.		R4
	Partner with other jurisdictions, agencies, senior government and community organizations to deliver enhanced services.		R4-4
Origin:	Fire Services 2018 Business Plan		
Tasks		Status	
1. Combine operational guidelines for consistency across all fire departments		Complete	
Accountable Department	Emergency Planning Services Transportation and Emergency Services		
Related Strategic Priorities:	S1	S3	EV3

FOCUS ON RELATIONSHIPS		
Action:	Fire Playbook – Ensure records are up-to-date and maintained	TEP-R4-4.9
Strategic Priority:	We look for opportunities to partner with other branches of Government/ community groups to advance our region.	R4
	Partner with other jurisdictions, agencies, senior government and community organizations to deliver enhanced services.	R4-4
Origin:	Fire Services 2018 Business Plan	
Tasks	Status	
1. Conduct check-ins to verify that department OH&S records are up to date and maintained	Ongoing	
Accountable Department	Emergency Planning Services Transportation and Emergency Services	
Related Strategic Priorities:	S1 EV1	

FOCUS ON RELATIONSHIPS		
Action:	Fire - Attend Fire Department practices, Society Board meetings and host RDN Fire Chief meetings	TEP-R4-4.10
Strategic Priority:	We look for opportunities to partner with other branches of Government/ community groups to advance our region.	R4
	Partner with other jurisdictions, agencies, senior government and community organizations to deliver enhanced services.	R4-4
Origin:	Fire Services 2018 Business Plan	
Tasks	Status	
1. Attend FD Practices, Society Board meetings and hosting RDN Fire Chief meetings	Ongoing	
Accountable Department	Emergency Planning Services Transportation and Emergency Services	
Related Strategic Priorities:	S1 R3	

Focus on Economic Health

Section Contents

The RDN will look at all our activities through an economic lens

EC1: We will support our traditional industries: Forestry, Tourism, Manufacturing, Fishing; Knowledge Based; and Technology Based industries.

EC1-2: Promote opportunities in our traditional industries with targeted outreach, education, communication and advertising.

Action #	Action Description	Status	Pg
RP-EC1-2.1	Sport Tourism - Review and increase events on either dry floor or ice and continue to expand dry floor programming opportunities	In Progress	175
SCD-EC1-2.2	Southern Communities Economic Development Service - Continue administration and work with the service provider for economic development for Gabriola Island	Complete <input checked="" type="checkbox"/>	176
SCD-EC1-2.3	INfilm - Administer the provision of funding to promote film and television production in the region	In Progress	177

EC1-3: Promote growth and investment in local business and industry

Action #	Action Description	Status	Pg
SCD-EC1-3.1	Northern Communities Economic Development Service - Continue administration	Complete <input checked="" type="checkbox"/>	178

EC2: We recognize the importance of water in supporting our economic and environmental health.

EC2-1: We will improve our understanding of regional water supply.

Action #	Action Description	Status	Pg
RCU-EC2-1.1	DWWP Action Plan Update for next 10 year period - 2019 to 2028	In Progress	179

EC2-2: We will invest in water systems to ensure the quality and quantity needed to support domestic water use in our service areas

Action #	Action Description	Status	Pg
RCU-EC2-2.1	RDN Water Systems - Continue planned capital upgrades in order to maintain current service levels	In Progress	180
RCU-EC2-2.2	SCADA Master Plan for all Water Service Areas for increased operations efficiency	In Progress	181
RCU-EC2-2.3	Design Stage reviews for development driven water, sewer, and streetlighting infrastructure	Ongoing	182
RCU-EC2-2.4	French Creek Water Service Area - Develop water supply strategy to provide improved water quality to 239 households	In Progress	183
RCU-EC2-2.5	Develop a ground water source for Whiskey Creek Water Service Area to meet Island Health requirements to provide safe drinking water to 126 households; and to reduce call-outs as well as water hauling and overtime costs for Utilities staff	In Progress	184
RCU-EC2-2.6	Nanoose - Design and construction of new pumpstation to meet current and build-out water demand requirements	In Progress	185

EC3: We will foster economic development.

EC3-1: Expand liquid waste capacity to support commerce, industry and development.

Action #	Action Description	Status	Pg
RCU-EC3-1.1	Bowser Village Sanitary Sewer and Treatment Plant	In Progress 2019	186

Economic Health: 2017 Actions and Accomplishments			
SCD-97A-2017	Host Skogdag Day - Education on the Forest Industry for Elected Officials and Staff	Complete	<input checked="" type="checkbox"/>
RCU-58-2017	Long-term water plan including watershed water supply and demand studies	In Progress	
RCU-54-2016	Implement Major Wastewater Capital Projects	Complete	<input checked="" type="checkbox"/>
SCD-14-2017	Review rural community signage processes and regulations	Complete	<input checked="" type="checkbox"/>
SCD-15-2017	Address concerns about changes to the ALR Regulation through zoning bylaw amendments	Complete	<input checked="" type="checkbox"/>
SCD-17-2016	Continue Agriculture Area Plan Implementation	Complete	<input checked="" type="checkbox"/>
SCD-18-2016	Review issues related to agricultural composting	Complete	<input checked="" type="checkbox"/>

FOCUS ON THE ECONOMY		
Action:	Sport Tourism - Review and increase events on either dry floor or ice and continue to expand dry floor programming opportunities	RP-EC1-2.1
Strategic Priority:	We will support our traditional industries: Forestry, Tourism, Manufacturing, Fishing, Knowledge-Based and Technology-Based industries.	EC1
	Promote opportunities in our traditional industries with targeted outreach, education, communication and advertising	EC1-2
Origin:	Recreation Services 2018 Business Plan	
Tasks	Status	
1. Schedule annual and additional events	In Progress	
Accountable Department	Recreation Services Recreation and Parks Services	
Related Strategic Priorities:	S4 EC3	

FOCUS ON THE ECONOMY		
Action:	Southern Communities Economic Development Service – Continue administration and work with the service provider for economic development for Gabriola Island	SCD-EC1-2.2
Strategic Priority:	We will support our traditional industries: Forestry, Tourism, Manufacturing, Fishing, Knowledge-Based and Technology-Based industries.	EC1
	Promote opportunities in our traditional industries with targeted outreach, education, communication and advertising	EC1-2
Origin:	Energy and Sustainability 2018 Business Plan	
Tasks	Status	
1. Manage contract with Gabriola Island Chamber of Commerce	Complete 2018 - Ongoing	
Accountable Department	Long Range Planning and Energy & Sustainability Strategic and Community Development	
Related Strategic Priorities:	S3 EC3 EC4	

FOCUS ON THE ECONOMY		
Action:	INfilm - Administer the provision of funding to promote film and television production in the region	SCD-EC1-2.3
Strategic Priority:	We will support our traditional industries: Forestry, Tourism, Manufacturing, Fishing, Knowledge-Based and Technology-Based industries.	EC1
	Promote opportunities in our traditional industries with targeted outreach, education, communication and advertising	EC1-2
Origin:	Energy and Sustainability 2018 Business Plan	
Tasks	Status	
1. Draft and execute funding agreement	Complete	
2. Monitor funding agreement performance targets	In Progress	
Accountable Department	Long Range Planning and Energy & Sustainability Strategic and Community Development	
Related Strategic Priorities:	S3 EC3	

FOCUS ON THE ECONOMY			
Action:	Northern Communities Economic Development Service – Continue administration		SCD-EC1-3.1
Strategic Priority:	We will support our traditional industries: Forestry, Tourism, Manufacturing, Fishing, Knowledge-Based and Technology-Based industries.		EC1
	Promote growth and investment in local business and industry		EC1-3
Origin:	Energy and Sustainability 2018 Business Plan		
Tasks		Status	
1. Solicit grant applications		Complete	
2. Updated policy and requirements for summary report		Complete	
3. Administer successful funding application requests		Complete	
Accountable Department	Long Range Planning and Energy & Sustainability Strategic and Community Development		
Related Strategic Priorities:	S3	S7	EC3

FOCUS ON THE ECONOMY				
Action:	DWWP Action Plan update for next 10 year period - 2019 to 2028			RCU-EC2-1.1
Strategic Priority:	We recognize the importance of water in supporting our economic and environmental health.			EC2
	We will improve our understanding of regional water supply			EC2-1
Origin:	Drinking Water Watershed Protection 2018 Business Plan			
Tasks	Status			
1. Project strategy development	Complete			
2. Issue RFP and engage consultants	Complete			
3. Evaluate plan execution	In Progress			
4. Prep for Board Engagement on new Plan Development in 2019	2019			
Accountable Department	Water and Utility Services Regional and Community Development			
Related Strategic Priorities:	S3	R1	EC5	EV3

FOCUS ON THE ECONOMY				
Action:	RDN Water Systems – Continue planned capital upgrades in order to maintain current service levels			RCU-EC2-2.1
Strategic Priority:	We recognize the importance of water in supporting our economic and environmental health.			EC2
	We will invest in water systems to ensure the quality and quantity needed to support domestic water use in our service areas			EC2-2
Origin:	Water Services 2018 Business Plan			
Tasks		Status		
1. Award Anchor Way Main Construction Contract		Complete		
2. Complete Anchor Way Main Construction		Complete		
3. Prepare RFP and Award Design for French Creek Well #2 Upgrades		In Complete		
4. Award Construction Contract and Complete French Creek #2 Well Upgrade		In Progress		
Accountable Department		Water and Utility Services Regional and Community Development		
Related Strategic Priorities:		S2	S3	EV2 EV4

FOCUS ON THE ECONOMY			
Action:	SCADA Master Plan for all Water Service Areas for increased operations efficiency		RCU-EC2-2.2
Strategic Priority:	We recognize the importance of water in supporting our economic and environmental health.		EC2
	We will invest in water systems to ensure the quality and quantity needed to support domestic water use in our service areas		EC2-2
Origin:	Water Services 2018 Business Plan		
Tasks			Status
1. Prepare RFP and Award Contract			Complete
2. Assist in Completion of SCADA Master Plan			Complete
3. Integrate Consultant Recommendations into 2019 Budget and 5-year Financial Plan			In Complete
Accountable Department	Water and Utility Services Regional and Community Development		
Related Strategic Priorities:	S2	EV3	EV4

FOCUS ON THE ECONOMY				
Action:	Design Stage reviews for development driven water, sewer, and streetlighting infrastructure			RCU-EC2-2.3
Strategic Priority:	We recognize the importance of water in supporting our economic and environmental health.			EC2
	We will invest in water systems to ensure the quality and quantity needed to support domestic water use in our service areas			EC2-2
Origin:	Water Services 2018 Business Plan			
Tasks			Status	
1. Monthly Coordination Meetings with Planning Staff			Ongoing	
Accountable Department	Water and Utility Services Regional and Community Development			
Related Strategic Priorities:	S2	S7	R2	EV3

FOCUS ON THE ECONOMY				
Action:	French Creek Water Service Area - Develop water supply strategy to provide improved water quality to 239 households			RCU-EC2-2.4
Strategic Priority:	We recognize the importance of water in supporting our economic and environmental health.			EC2
	We will invest in water systems to ensure the quality and quantity needed to support domestic water use in our service areas			EC2-2
Origin:	Water Services 2018 Business Plan			
Tasks	Status			
1. Continue dialogue with EPCOR Water Utilites	In Progress			
2. Discuss potential Changes to Drinking Water Standards with Island Health	In Progress			
3. Seek Funding for Necessary Upgrades to FCWSA infrastructure	Complete			
Accountable Department	Water and Utility Services Regional and Community Development			
Related Strategic Priorities:	S2	S3	EV3	EV4

FOCUS ON THE ECONOMY				
Action:	Develop a ground water source for Whiskey Creek Water Service Area to meet Island Health requirements to provide safe drinking water to 126 households; and to reduce call-outs as well as water hauling and overtime costs for Utilities staff			RCU-EC2-2.5
Strategic Priority:	We recognize the importance of water in supporting our economic and environmental health.			EC2
	We will invest in water systems to ensure the quality and quantity needed to support domestic water use in our service areas			EC2-2
Origin:	Water Services 2018 Business Plan			
Tasks		Status		
1. Negotiate Statutory Right of Way with Property Owner for well site.		In Progress		
2. Correspond with Island Health on SRW size		Complete		
3. Execute Agreement with Property Owners for SRW.		In Progress		
4. Design, Permitting and Construction for Access Road to well site.		Pending Execution of Agreement		
5. Drill and test well on SRW		Pending completion of Design, Permitting and Road Construction		
Accountable Department	Water and Utility Services Regional and Community Development			
Related Strategic Priorities:	S2	S3	EV3	EV4

FOCUS ON THE ECONOMY				
Action:	NanOOSE - Design and construction of new pumpstation to meet current and build-out water demand requirements	RCU-EC2-2.6		
Strategic Priority:	We recognize the importance of water in supporting our economic and environmental health.	EC2		
	We will invest in water systems to ensure the quality and quantity needed to support domestic water use in our service areas	EC2-2		
Origin:	Water Services 2018 Business Plan			
Tasks	Status			
1. Prepare and Award RFP	Complete			
2. Complete Design and tender Construction	Complete			
3. Construction of Transmission Main and Pumpstation Foundation	In Progress			
4. Pumpstation Completion and Commissioning	2019			
Accountable Department	Water and Utility Services Regional and Community Development			
Related Strategic Priorities:	S2	S3	EV3	EV4

FOCUS ON THE ECONOMY				
Action:	Bowser Village Sanitary Sewer and Treatment Plant			RCU-EC3-1.1
Strategic Priority:	We will foster economic development.			EC3
	Expand liquid waste capacity to support commerce, industry and development.			EC2-2
Origin:	Water and Wastewater Services 2018 Business Plan			
Tasks				Status
1. Establish Bowser Village Sanitary Sewer Service				Complete
2. Complete Sanitary Sewer Collection, Outfall and Treatment Plant design.				In Progress
3. Public Consultation and Stakeholder Engagement.				In Progress
4. Obtain regulatory and other permits as required.				In Progress
5. Secure funding through partnerships with the development community.				Complete
6. Rezone property for proposed treatment plant use.				Complete
7. Tender project.				2019
8. Construction and Commissioning				2019/ 2020
Accountable Department	Water and Wastewater Services Regional and Community Development			
Related Strategic Priorities:	S2	S3	EV3	EV4

Focus on Environment

Section Contents

The RDN recognizes that a healthy environment is key to economic development and a healthy community

EV1: We will have a strong focus on protecting and enhancing our environment in all decisions.

EV1-1: Implement leading practices at our waste management facilities.

Action #	Action Description	Status	Pg
RCU-EV1-1.1	Implement a capital works strategy and adjust operational procedures to mitigate on site odours at all RDN waste management facilities	In Progress	191
RCU-EV1-1.2	Review Design & Operations Plan and ensure compliance with the Ministry of Environments regulatory obligations	Complete <input checked="" type="checkbox"/>	192
RCU-EV1-1.3	Refine a regional strategy to manage inflow and infiltration received at RDN treatment facilities	Ongoing	193
RCU-EV1-1.4	Refine chemically enhanced primary treatment procedures during periods of high BOD and TSS and maintenance periods	Complete <input checked="" type="checkbox"/>	194

EV1-2: We will take measures to protect biodiversity.

Action #	Action Description	Status	Pg
RCU-EV1-2.1	Administer source control strategies aimed at reducing contaminants that industries and businesses discharge into the sanitary sewer system	In Progress	195
RCU-EV1-2.2	Reduce precipitation infiltration by extending the cover system and installing water control features to minimize the risk of offsite groundwater impacts and reduce the amount of leachate requiring treatment	In Progress	196
PR-EV1-2.3	Work with Land Trusts to secure identified regionally significant parkland	Ongoing	197

EV1-3: We will seek out the best available information to support evidence-based decision-making.

Action #	Action Description	Status	Pg
RCU-EV1-3.1	Implement data management framework for DWWP program datasets to improve efficiency and organization, increase capacity for data integration and visualization, data analysis and data sharing	In Progress	198
RCU-EV1-3.2	Complete a Biosolids Site Lifetime Assessment for the TimberWest forest fertilization lands	In Progress	199
RCU-EV1-3.3	Complete comprehensive trend analysis on surface water quality data from the Community Watershed Monitoring network, to inform land-use planning, targeted outreach, further monitoring and watershed protection decisions	In Progress	200

EV2: We will evaluate air quality and climate impacts as factors in our infrastructure and services planning.*EV2-1: Reduce GHG emissions from corporate operations.*

Action #	Action Description	Status	Pg
PR-EV2-1.1	Complete Energy Upgrades and Air Handler Replacements at Ravensong Aquatic Centre	In Progress	201
SCD-EV2-1.2	Monitor and report on corporate energy use and emissions	Complete <input checked="" type="checkbox"/>	202

EV2-2: Ensure private and non-government organizations comply with applicable environmental regulations.

Action #	Action Description	Status	Pg
RCU-EV2-2.1	Ensure that private and non-profit waste management and recycling facilities licensed under Bylaw No. 1386 are operating in compliance with approved site operating plans	In Progress	203

EV2-3: Encourage community wide GHG emissions reductions

Action #	Action Description	Status	Pg
RCU-EV2-3.1	Landfill - Operate cogeneration facility to utilize 75% of the biogas produced from the site by 2019	Ongoing	204
SCD-EV2-3.2	Neighbourhood air quality monitoring – Assist VIU	In Progress	205

EV3: We will prepare for and mitigate the impact of environmental events.			
<i>EV3-1: We will access the best available information to prevent future impacts of climate change.</i>			
Action #	Action Description	Status	Pg
SCD-EV3-1.1	Flood plain mapping assessment	In Progress	206

EV4: We will include conservation of resources as a planning factor.			
<i>EV4-1: Encourage innovation in the development sector.</i>			
Action #	Action Description	Status	Pg
RCU-EV4-1.1	Drinking Water Watershed protection program - Refine regional strategy to manage rainwater	Ongoing	207
PR-EV4-1.2	Stone Drive - Carry out planning for Natural Playground	In Progress	208
SCD-EV4-1.3	Green Building Guidebook series development	In Progress	209
SCD-EV4-1.4	Green Building Incentive Program for Electoral Areas and Lantzville	Ongoing	210

<i>EV4-2: Set ambitious targets to conserve resources and reduce waste</i>			
Action #	Action Description	Status	Pg
RCU-EV4-2.1	Solid Waste program – Manage costs while promoting resident participation in the recycling and food waste diversion program	In Progress	211
RCU-EV4-2.2	Target delivery of education and awareness initiatives based on data in order to achieve water consumption reduction goal of 25% below 2008 levels by 2030	Complete <input checked="" type="checkbox"/>	212
RCU-EV4-2.2	Complete groundwater assessment requirements policy review and updates that were initiated with Planning in 2017	In Progress	213

Environment: 2017 Actions and Accomplishments			
RCU-56-2017	Landfill Capital Projects – Scale and scale house replacement project	Complete	<input checked="" type="checkbox"/>
RCU-63-2017	Achieve Landfill gas and leachate targets	In Progress	
R+P-37-2017	Coats Marsh Log Cabin	In Progress 2018	
R+P-39-2017	Regional Parkland Acquisition – RDN North	2017	
R+P-41-2017	Regional Parkland Acquisition – RDN South	In Progress 2019	
SCD-9-2016	Update bylaws and policies to address sea level rise	In Progress - 2019	
SCD-10-2017	Review, Standardize and Update Development Permit Areas in RDN Electoral Area OCP's	Complete	<input checked="" type="checkbox"/>

FOCUS ON ENVIRONMENT				
Action:	Implement a capital works strategy and adjust operational procedures to mitigate on site odours at all RDN waste management facilities			RCU- EV1-1.1
Strategic Priority:	We will have a strong focus on protection and enhancing our environment in all decisions..			EV1
	Implement leading practices at our waste management facilities.			EV1-1
Origin:	Wastewater – Northern Communities 2018 Business Plan			
Tasks		Status		
1. Include odour control as a major element of the detail design scope		Complete		
2. Identify budget costs for capital improvement prior to expansion construction Complete treatment plant detailed design to 90%		In Progress		
Accountable Department	Water and Wastewater Services Regional and Community Development			
Related Strategic Priorities:	S2	S3	EV2	EV3

FOCUS ON ENVIRONMENT				
Action:	Review Design & Operations Plan and ensure compliance with the Ministry of Environments regulatory obligations			RCU-EV1-1.2
Strategic Priority:	We will have a strong focus on protection and enhancing our environment in all decisions..			EV1
	Implement leading practices at our waste management facilities.			EV1-1
Origin:	Solid Waste Service 2018 Business Plan			
Tasks	Status			
1. Submit 2017 Annual Report to MOE	Complete			
2. Update Hydrogeological Assessment	In Progress			
Accountable Department	Solid Waste Services Regional and Community Development			
Related Strategic Priorities:	S2	R1	R2	EV3

FOCUS ON ENVIRONMENT			
Action:	Refine a regional strategy to manage inflow and infiltration received at RDN treatment facilities	RCU-EV1-1.3	
Strategic Priority:	We will have a strong focus on protection and enhancing our environment in all decisions.	EV1	
	Implement leading practices at our waste management facilities.	EV1-1	
Origin:	Liquid Waste Management 2018 Business Plan		
Tasks		Status	
1. Complete I&I study for the Townsite Stormwater Master Plan		Ongoing	
2. Develop Regional Strategy for I&I based on completed study.		Ongoing	
Accountable Department	Water and Wastewater Services Regional and Community Development		
Related Strategic Priorities:	S2	R1	EV3

FOCUS ON ENVIRONMENT					
Action:	Refine chemically enhanced primary treatment procedures during periods of high BOD and TSS and maintenance periods				RCU- EV1-1.4
Strategic Priority:	We will have a strong focus on protection and enhancing our environment in all decisions.				EV1
	Implement leading practices at our waste management facilities.				EV1-1
Origin:	Wastewater 2018 Business Plans				
Tasks		Status			
1. Tender and award Liquid Aluminum Sulphate contract		Complete			
2. Monthly project meeting examine effluent quality and chemical consumption		Ongoing			
Accountable Department	Water and Wastewater Services Regional and Community Development				
Related Strategic Priorities:	S2	R1	R2	EC5	EV3

FOCUS ON ENVIRONMENT				
Action:	Administer source control strategies aimed at reducing contaminants that industries and businesses discharge into the sanitary sewer system			RCU-EV1-2.1
Strategic Priority:	We will have a strong focus on protection and enhancing our environment in all decisions..			EV1
	We will take measures to protect biodiversity			EV1-2
Origin:	Wastewater 2018 Business Plans			
Tasks	Status			
1. Work with partner municipalities to investigate strategies to address illegal discharges.	In Progress			
Accountable Department	Water and Wastewater Services Regional and Community Development			
Related Strategic Priorities:	S2	S3	R1	EV3

FOCUS ON ENVIRONMENT				
Action:	Reduce precipitation infiltration by extending the cover system and installing water control features to minimize the risk of offsite groundwater impacts and reduce the amount of leachate requiring treatment			RCU- EV1-2.2
Strategic Priority:	We will have a strong focus on protection and enhancing our environment in all decisions..			EV1
	We will take measures to protect biodiversity			EV1-2
Origin:	Solid Waste Services 2018 Business Plans			
Tasks		Status		
1. Assess 2017 Activities		Complete		
2. Develop 2018 Project Plan		Complete		
3. Deliver Identified 2018 Projects		In Progress		
Accountable Department	Solid Waste Services Regional and Community Utilities			
Related Strategic Priorities:	S2	S3	R4	EV3

FOCUS ON ENVIRONMENT				
Action:	Work with Land Trusts to secure identified regionally significant parkland			PR-EV1-2.3
Strategic Priority:	We will have a strong focus on protection and enhancing our environment in all decisions..			EV1
	We will take measures to protect biodiversity			EV1-2
Origin:	Parks Services 2018 Business Plans			
Tasks	Status			
1. Negotiate land acquisitions for regionally significant parklands in partnership with Land Trusts as opportunities arise	Ongoing			
Accountable Department	Parks Services Recreation and Parks Services			
Related Strategic Priorities:	S3	R1	R4	EC4

FOCUS ON ENVIRONMENT			
Action:	Implement data management framework for DWWP program datasets to improve efficiency and organization, increase capacity for data integration and visualization, data analysis and data sharing		RCU-EV1-3.1
Strategic Priority:	We will have a strong focus on protection and enhancing our environment in all decisions.		EV1
	We will seek out the best available information to support evidence-based decision-making.		EV1-3
Origin:	Drinking Water Watershed Protection 2018 Business Plans		
Tasks	Status		
1. Explored software solutions for groundwater quality data mgmt & selected Water Trax	Complete		
2. Custom framework design underway; data entry in new system to commence in May	In Progress		
3. Work with Province on data management via their new Water Data Portal (Aquarius) –under agreement that is currently being finalized.	In Progress		
Accountable Department	Water and Utility Services Regional and Community Utilities		
Related Strategic Priorities:	S3	R3	EC2

FOCUS ON ENVIRONMENT				
Action:	Complete a Biosolids Site Lifetime Assessment for the TimberWest forest fertilization lands			RCU-EV1-3.2
Strategic Priority:	We will have a strong focus on protection and enhancing our environment in all decisions.			EV1
	We will seek out the best available information to support evidence-based decision-making.			EV1-3
Origin:	Wastewater Services 2018 Business Plans			
Tasks	Status			
1. Complete a Biosolids Site Lifetime Assessment	In Progress			
Accountable Department	Water and Wastewater Services Regional and Community Utilities			
Related Strategic Priorities:	S2	S3	R4	EV3

FOCUS ON ENVIRONMENT		
Action:	Complete comprehensive trend analysis on surface water quality data from the Community Watershed Monitoring network, to inform land-use planning, targeted outreach, further monitoring and watershed protection decisions	RCU- EV1-3.3
Strategic Priority:	We will have a strong focus on protection and enhancing our environment in all decisions.	EV1
	We will seek out the best available information to support evidence-based decision-making.	EV1-3
Origin:	Drinking Water Watershed Protection 2018 Business Plans	
Tasks		Status
1. Develop project scope		Complete
2. Issue RFP and engage consultants		Complete
3. Data compilation and analysis		Complete
4. Final Report		In Progress
Accountable Department	Water and Utility Services Regional and Community Utilities	
Related Strategic Priorities:	S3	R3
	EV3	

FOCUS ON ENVIRONMENT		
Action:	Complete Energy Upgrades and Air Handler Replacements at Ravensong Aquatic Centre	PR-EV2-1.1
Strategic Priority:	We will evaluate air quality and climate impacts as factors in our infrastructure and services planning.	EV2
	Reduce GHG emissions from corporate operations.	EV2-1
Origin:	Ravensong Aquatic Centre 2018 Business Plan	
Tasks	Status	
1. Scope of work determined and mechanical engineering consulting services secured	Complete	
2. Complete Energy Upgrades and Air Handler Replacements	In Progress	
Accountable Department	Recreation Services Recreation and Parks Services	
Related Strategic Priorities:	S3 S4	

FOCUS ON ENVIRONMENT		
Action:	Monitor and report on corporate energy use and emissions	SCD-EV2-1.2
Strategic Priority:	We will evaluate air quality and climate impacts as factors in our infrastructure and services planning.	EV2
	Reduce GHG emissions from corporate operations.	EV2-1
Origin:	Energy and Sustainability 2018 Business Plan	
Tasks	Status	
1. Gather Energy Use data for all departments	Complete	
2. Convert energy use data to emissions using Provincial guidebooks	Complete	
3. Report energy use and emissions to the Province	Complete	
Accountable Department	Long Range Planning and Energy & Sustainability Strategic and Community Development	
Related Strategic Priorities:	S2	R4 EV3

FOCUS ON ENVIRONMENT				
Action:	Ensure that private and non-profit waste management and recycling facilities licensed under Bylaw No. 1386 are operating in compliance with approved site operating plans			RCU- EV2-2.1
Strategic Priority:	We will evaluate air quality and climate impacts as factors in our infrastructure and services planning.			EV2
	Ensure private and non-government organizations comply with applicable environmental regulations			EV2-2
Origin:	Solid Waste 2018 Business Plan			
Tasks	Status			
1. Ensure reporting is compliant with license	In Progress			
2. Inspection of Facilities	In Progress			
Accountable Department	Solid Waste Services Regional and Community Utilities			
Related Strategic Priorities:	S3	S7	R4	EV3

FOCUS ON ENVIRONMENT			
Action:	Landfill - Operate cogeneration facility to utilize 75% of the biogas produced from the site by 2019		RCU-EV2-3.1
Strategic Priority:	We will evaluate air quality and climate impacts as factors in our infrastructure and services planning.		EV2
	Encourage community wide GHG emissions reductions.		EV2-3
Origin:	Southern Community Wastewater Services 2018 Business Plan		
Tasks		Status	
1. Ensure timely responses to operational issues.		Ongoing	
2. Identify and carry inventory of critical components/part on site to reduce down time		Ongoing	
Accountable Department	Water and Wastewater Services Regional and Community Utilities		
Related Strategic Priorities:	S2	S3	EV4

FOCUS ON ENVIRONMENT			
Action:	Neighbourhood air quality monitoring – Assist VIU		SCD- EV2-3.2
Strategic Priority:	We will evaluate air quality and climate impacts as factors in our infrastructure and services planning.		EV2
	Encourage community wide GHG emissions reductions.		EV2-3
Origin:	Energy and Sustainability 2018 Business Plan		
Tasks		Status	
1. Work with VIU to determine areas to monitor for air quality		In Progress	
2. Review air quality test results		October 2018	
3. Use results to inform programming including outreach and incentives.		2019	
Accountable Department	Long Range Planning and Energy & Sustainability Strategic and Community Development		
Related Strategic Priorities:	S3	R4	EV3

FOCUS ON ENVIRONMENT				
Action:	Flood plain mapping assessment			SCD- EV3-1.1
Strategic Priority:	We will prepare for and mitigate the impact of environmental events.			EV3
	We will access the best available information to prevent future impacts of climate change			EV3-1
Origin:	Community Planning 2018 Business Plan			
Tasks	Status			
1. Issue RFP for project consultant	Complete			
2. Review draft floodplain mapping and determine areas where sea level rise will most impact RDN communities	In Progress			
Accountable Department	Long Range Planning and Energy & Sustainability Strategic and Community Development			
Related Strategic Priorities:	S1	R1	R4	EV2

FOCUS ON ENVIRONMENT				
Action:	Drinking Water Watershed protection program – Refine regional strategy to manage rainwater			RCU- EV4-1.1
Strategic Priority:	We will include conservation of resources as a planning factor.			EV4
	Encourage innovation in the development sector.			EV4-1
Origin:	Drinking Water Watershed Protection 2018 Business Plan			
Tasks		Status		
1. Use DWWP comprehensive trend analysis on surface water quality based on data from the Community Watershed Monitoring Network to develop recommendations for rainwater management and watershed protection		Ongoing		
Accountable Department	Water and Utility Services Regional and Community Utilities			
Related Strategic Priorities:	S3	R1	EC2	EV3

FOCUS ON ENVIRONMENT				
Action:	Stone Drive - Carry out planning for Natural Playground			PR-EV4-1.2
Strategic Priority:	We will include conservation of resources as a planning factor.			EV4
	Encourage innovation in the development sector.			EV4-1
Origin:	Parks Services 2018 Business Plan			
Tasks			Status	
1. Hold meeting with neighbours			Complete	
2. Review site and alternatives based on community feedback.			Complete	
3. Develop concept plan			November 2018	
Accountable Department	Parks Services Recreation and Parks Services			
Related Strategic Priorities:	S2	S4	S5	R2

FOCUS ON ENVIRONMENT		
Action:	Green Building Guidebook series development	SCD-EV4-1.3
Strategic Priority:	We will include conservation of resources as a planning factor.	EV4
	Encourage innovation in the development sector.	EV4-1
Origin:	Energy and Sustainability 2018 Business Plan	
Tasks	Status	
1. Review draft and finalize final publication	In Progress	
Accountable Department	Long Range Planning and Energy & Sustainability Strategic and Community Development	
Related Strategic Priorities:	S7 EC3	

FOCUS ON ENVIRONMENT			
Action:	Green Building Incentive Program for Electoral Areas and Lantzville	SCD- EV4-1.4	
Strategic Priority:	We will include conservation of resources as a planning factor.	EV4	
	Encourage innovation in the development sector.	EV4-1	
Origin:	Energy and Sustainability 2018 Business Plan		
Tasks		Status	
1. Manage rebate program		Ongoing	
Accountable Department	Long Range Planning and Energy & Sustainability Strategic and Community Development		
Related Strategic Priorities:	S3	S7	R2 EC3

FOCUS ON ENVIRONMENT			
Action:	Solid Waste program – Manage costs while promoting resident participation in the recycling and food waste diversion program		RCU-EV4-2.1
Strategic Priority:	We will include conservation of resources as a planning factor.		EV4
	Set ambitious targets to conserve resources and reduce waste		EV4-2
Origin:	Solid Waste Services 2018 Business Plan		
Tasks		Status	
1. Report on options to replace residential collection service in 2020		Complete	
2. Recommend Preferred Option to replace service		In Progress	
Accountable Department	Solid Waste Services Regional and Community Utilities		
Related Strategic Priorities:	S3	S7	R2

FOCUS ON ENVIRONMENT				
Action:	Target delivery of education and awareness initiatives based on data in order to achieve water consumption reduction goal of 25% below 2008 levels by 2030			RCU- EV4-2.2
Strategic Priority:	We will include conservation of resources as a planning factor.			EV4
	Set ambitious targets to conserve resources and reduce waste			EV4-2
Origin:	Drinking Water Watershed Protection 2018 Business Plan			
Tasks		Status		
1. Evaluate Irrigation Check-up Program Results 2011-2017 to understand impact.		Complete		
2. Review Water Conservation Plan (2013) progress on meeting targets and current trajectory.		Complete		
3. Bring Water Conservation Plan understanding into education and awareness programs delivered by Team WaterSmart		Ongoing		
Accountable Department	Water and Utility Services Services Regional and Community Utilities			
Related Strategic Priorities:	S3	R2	EC2	EV1

FOCUS ON ENVIRONMENT				
Action:	Complete groundwater assessment requirements policy review and updates that were initiated with Planning in 2017			RCU- EV4-2.3
Strategic Priority:	We will include conservation of resources as a planning factor.			EV4
	Set ambitious targets to conserve resources and reduce waste			EV4-2
Origin:	Drinking Water Watershed Protection 2018 Business Plan			
Tasks		Status		
1. Finish internal review with Planning Department, based on work done in 2017 with TAC subcommittee		Complete		
2. Engage 3 hydrogeologists in expert review of revised policy		Complete		
3. Finalize policy revisions based on hydrog. feedback and bring to Board for approval in July		In Progress		
Accountable Department	Water and Utility Services Regional and Community Utilities			
Related Strategic Priorities:	S7	R2	EC2	EV3

Action Items Beyond 2018

ITEMS FOR FUTURE OPERATIONAL PLANS

The 2018 Operational Plan Update provides status updates on Action Items with Tasks for implementation in the current year. Many of the actions continue from prior years, or extend into future years. Projects that are not completed in 2018 will reappear in the 2019 Operational Plan Update, along with any new projects and programs to be defined in the 2019 annual budget.

As 2018 is a civic election year, one of the key tasks is for the incoming RDN Board of Directors to set the direction for a new term of office, which includes reviewing and revising the Board Strategic Plan. Any changes to the Board's overall strategic direction; as well as reprioritizing of RDN program, services, or projects; or additions and removals of projects will be incorporated into a new 2019 Operational Plan and a 2019 – 2023 Operational Forecast. As the upcoming term of office progresses, future operational updates will highlight year-over-year accomplishments, and serve as an ongoing record of implementation of Board direction.

In each year of the term of office, Directors will have the opportunity to review and reaffirm the Board Strategic Plan, or make changes as necessary. This is part of a continuous improvement process designed to ensure that the RDN, as an organization, is delivering on the Board priorities, and any changes made to the Strategic Plan will be reflected in future Operational Plans, Forecasts and updates.

TO: District 69 Community Justice Select Committee **MEETING:** October 1, 2018

FROM: Catherine Morrison
Manager, Emergency Services **FILE:** 0360 20 COJU

SUBJECT: 2019 D69 Community Justice Program

RECOMMENDATION(S)

1. That a grant in the amount of \$2,000 for the Oceanside Community Safety Volunteers be approved.
2. That a grant in the amount of \$2,000 for the Haven Society be approved.
3. That a grant in the amount of \$800 for the Corcan-Meadowood Residents Association be approved.

SUMMARY

D69 Community Justice funding supports Restorative Justice, Victim Services and Community Policing in the Oceanside communities. This report makes recommendations regarding D69 Community Justice base funding and applications submitted under the D69 Community Justice Select Committee Grants in Aid. Total funding to the D69 Community Justice Grants in Aid is \$4,800.

BACKGROUND

D69 Community Justice is funded through a service established by “*Regional District of Nanaimo Crime Prevention and Community Justice Support Service Bylaw No. 1479, 2006*” which includes Parksville, Qualicum Beach, and Electoral Areas E, F, G and H.

Funds raised are used to support Restorative Justice, Victim Services and Community Policing through Oceanside Community Safety Volunteers.

D69 Community Justice Select Committee Grants-in-Aid

The City of Parksville, Town of Qualicum Beach, and Electoral Areas E, F, G and H are committed to support organizations which help to increase the safety of their community. Grants are provided to non-profit organizations that apply and meet the funding criteria, which includes non-profit and provide programs and services that help increase the safety of their community and are local in nature and can be identified with the specific community. For 2019, the RDN has received \$4,800 in Grants in Aid application requests which are detailed below.

1. Oceanside Community Safety - \$2,000

Oceanside Community Safety is requesting \$800 to replace identifying volunteer clothing, \$900 to update signage used at community events and \$300 to produce updated volunteer ID cards. The application is included in Attachment 2.

2. Haven Society: Promoting the Safety of Women, Children, Youth and Families - \$2,000

Haven Society is requesting \$2,000 to purchase resources for their lending library and supplies to directly support victims. Items such as an updated copy of a book with the criminal code, copies of the book "*When Love Hurts: A Women's guide to Understanding Abuse in Relationships*", copies of DVDs with meditations, gift cards for gas and groceries, and funds to reimburse childcare expenses. The application is included in Attachment 3.

3. Corcan-Meadowood Residents Association - \$800

Corcan-Meadowood Residents Association is requesting \$800 to purchase a large emergency medical kit for the new community centre to be built/completed in 2019. This application was approved in 2018. In consultation with Corcan-Meadowood Residents Association, they are requesting to use the grant funds to purchase safety equipment. The application is included in Attachment 4, with the amended request.

ALTERNATIVES

1. That a grant in the amount of \$2,000 for the Oceanside Community Safety Volunteers be approved.
2. That a grant in the amount of \$2,000 for the Haven Society be approved.
3. That a grant in the amount of \$800 for the Corcan-Meadowood Residents Association be approved.
4. Provide alternate direction.

FINANCIAL IMPLICATIONS

The proposed grants will be accommodated in the 2019 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

The D69 Community Justice Program Grants In Aid are consistent with the current strategic plan and is guided by the Board governing principals such as the RDN delivering efficient, effective and economical viable services that meet the needs of the Region. Emergency Services is a core elements of community safety. The RDN will continue to develop and encourage meaningful relationships and will recognize all volunteers as an essential component of service delivery.



Catherine Morrison
cmorrison@rdn.bc.ca
September 16, 2018

Reviewed by:

- D. Pearce, Director, Transportation & Emergency Services
- G. Garbutt, Acting Chief Administrative Officer

Attachments

1. D69 Community Justice Select Committee Grants in Aid Criteria
2. Oceanside Community Safety Grants in Aid Application
3. Heaven Society Grants in Aid Application
4. Corcan-Meadowood Residents Association Grants in Aid Application

ATTACHMENT 1

D69 COMMUNITY JUSTICE SELECT COMMITTEE GRANTS IN AID 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:

- 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.

- Community Safety grants-in-aid are supported for the following general uses:
 - Promote volunteer participation and citizen involvement
 - Use of new approaches and techniques in the solution of community needs
 - Volunteer training
 - Reasonable operating costs
 - Capital costs for equipment

TO: District 69 Community Justice Select Committee **MEETING:** October 1, 2018

FROM: Daniel Pearce
Director, Transportation and
Emergency Services **FILE:** 7580 01 PPR

SUBJECT: District 69 Police to Population Ratio

RECOMMENDATION

1. That the District 69 Police to Population Ratio report be received for information.
2. That the Board endorse a media campaign to reduce rural crime within District 69.

SUMMARY

The Oceanside detachment has responsibility for community policing within Parksville, Qualicum Beach, Electoral Areas E, F, G and H of the Regional District of Nanaimo (RDN).

The police to population ratio for the electoral areas policed by the Oceanside detachment data shows a police to population ratio of 1:574, which is lower than the City of Parksville (1:736) and Qualicum Beach (1:1118).

Reduced rural crime prevention could be achieved by working with the Oceanside Police detachment on a joint media campaign. This would be done through social media, newspaper ads, the RDN website and radio ads.

BACKGROUND

In response to concerns regarding traffic safety and the growth of criminal activity in the rural areas, at the March 27, 2018, Board meeting the following motion was passed:

That staff report back to the D69 Community Justice Select Committee regarding options to decrease the Police to Population ratio in the rural areas for both traffic and crime prevention.

Policing in Canada is a shared responsibility between federal, provincial/territorial and municipal governments. In rural areas, there is a police tax levy which contributes to the costs of police services but does not cover the full costs of the service. The unincorporated areas of the province receive a tax credit from the provincial rural tax and for District 69 in 2018 is:

- Electoral Area E \$0.0891
- Electoral Area F \$0.1776
- Electoral Area G \$0.1162

- Electoral Area H \$0.1081

Oceanside Detachment

The Oceanside detachment provides police services on all roads within Electoral Areas E, F, G and H of the RDN, Parksville and Qualicum Beach.

The Oceanside RCMP detachment has thirteen (13) police officers are funded by the Province, eight (8) are funded by Qualicum Beach and sixteen (16) are funded by the City of Parksville.

Funding for RCMP officers is established Municipal Police Service Agreement (MPSA) and the Municipal Police Unit Agreement (MPUA). The terms of these agreements require municipalities under 15,000 in population, but over 5,000, to pay 70% of the policing costs and the Province pays 30%. For communities under 5,000, the Province pays 100% of policing and for those over 15,000 the municipality pays 90% of the costs with the province paying 10%.

According to Statistics Canada in 2016, Parksville had 12,514 residents compared to 11,977 in 2011. Qualicum Beach had 8,943 in 2016 compared to 8,687 in 2011. The RDN had 7,465 in 2016 compared to 7,158 in 2011.

According to Statistics Canada, in British Columbia (2017) the police to population ratio was 1:186. For District 69 the police to population ratio:

- Parksville 1:736
- Qualicum Beach 1:1118
- RDN 1:574

Recognizing the nature of policing issues in rural areas and to assist with rural crime reduction in District 69 it is recommended that the Board support a crime reduction media campaign. The campaign would be delivered by the RDN and would utilize social media, newspaper ads, the RDN website and radio ads. This campaign would help educate citizens that live in rural areas about keeping up their awareness about locking doors, securing vehicles and watching for suspicious behaviour in their neighbourhoods.

ALTERNATIVES

1. That the report be received for information.
2. That the Board endorse a media campaign to reduce rural crime within District 69.
3. That alternate direction be provided.

FINANCIAL IMPLICATIONS

A crime reduction media campaign will cost approximately \$5,000.00. This campaign will include newspaper ads, social media and radio ads. These costs could be included in the 2019 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

Ensuring the appropriate level of police resources in District 69 is consistent with key priorities of the 2016-2020 Strategic Plan, to offer partnerships with other local governments/community groups and advance our Region.



Daniel Pearce
dpearce@rdn.bc.ca
September 17, 2018

Reviewed by:

- G. Garbutt, Acting Chief Administrative Officer

TO: Solid Waste Management Select Committee **MEETING:** September 6, 2018

FROM: Vivian Schau
Zero Waste Coordinator **FILE:** [Click here to enter text.](#)

SUBJECT: Bylaw 1591 Solid Waste and Recycling Collection Service Rates and Regulation Amendment

RECOMMENDATIONS

1. That “Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulation Amendment Bylaw No. 1591.10”, be introduced and read three times.
2. That “Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.10”, be adopted.

SUMMARY

The Regional District of Nanaimo’s (RDN) residential garbage and recycling collection program is a compulsory service established under the Local Service Establishment Bylaw No. 793 and is applicable to the entire region with the exception of the City of Nanaimo. Single family waste collection consist of food waste, recyclables and garbage; food waste is picked up weekly, and garbage and recycling are picked up on alternating weeks. The RDN contracts for this service with Waste Connections of Canada (Waste Connections). The curbside program is entirely funded by user fees.

Bylaw 1591 establishes the user rates for the service. The proposed bylaw amendment reflects the projected user fee incorporated in the 2018 financial plan.

BACKGROUND

The RDN’s residential garbage and recycling collection program is a service set up under Local Service Establishment Bylaw No. 793 and applies to the entire RDN with the exception of the City of Nanaimo. Waste Connections, currently under contract to the RDN until March 2020, provides waste and recycling collection services to approximately 28,700 households. The Waste Connections agreement provides for an annual fee adjustment based on the Statistics Canada Price Index (CPI) data.

Program Administration

In 2013, the RDN partnered with Recycle BC (formerly Multi Material British Columbia) to become a collector of Packaging and Printed Paper (PPP). This partnership allows the RDN to benefit from a collection, education and administration rebate totalling \$39.15 per household per year (a 5% increase from the previous 2014 Recycle BC contract rates). The collection portion of the

rebate which amounts to approximately \$30 per household per year is applied to lower user fees district wide, while the education and administration component is retained to provide public education materials and summer outreach program to RDN residents and to administer the curbside program.

The RDN staff currently provide zero waste education to the public through a number of initiatives including the summer outreach program, the RDN “Zero Waste” and “Perspectives” newsletters, public information sessions and speaking engagements, mall displays, the Zero Waste School education program, waste diversion program brochures, the Recollect website, the RDN Get Involved webpage, social media and the Zero Waste tool kit.

The goal of the summer outreach program is to collect data and to drive correct recycling practices across the RDN by inspecting curbside containers, reinforcing positive recycling behaviour and educating residents on non-complaint materials. The program has been effective in minimizing contamination in the recycling stream as part of our contractual obligation with Recycle BC.

Diversion Rates

The average curbside material collected per RDN household per year for the past 10 years is shown in Table 1 below. The 2018 curbside collection program is projected to achieve an overall diversion average of 55% per household, consistent with previous years. This equates to approximately 3300 tonnes of food waste and 2700 tonnes of recycling diverted from the Regional Landfill and a reduction of reduced 3000 tonnes of CO₂ emissions through diversion of food waste from disposal at the landfill.

Table 1. Annual RDN curbside collection comparison – kg per household per year

kg/household/year	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018*
Garbage	283	272	177	165	165	167	167	166	167	170
Recycling	123	121	109	112	109	103	100	104	95	96
Food Waste	5	23	106	108	107	106	107	107	112	115
Diversion Rate	31%	35%	55%	57%	57%	56%	55%	56%	55%	55%

* projected 2018 garbage, recycling and food waste collection for RDN single family dwellings

Since the introduction of the Recycle BC PPP program in 2014, there has been an increasing focus on reducing contamination as it reduces the commodity value of the recyclables and the ability to effectively recycle the collected materials/ meet the recycling requirements of local and foreign recycling end-markets. This correlates to the gradual decline in recycling volumes, likely the result of focused efforts to reduce the level of contamination in the curbside recycling. As shown in Figure 1 below, the RDN’s curbside program contamination average has continually declined since the inception of the Recycling BC PPP program and is now approaching the 3% target. The RDN average has consistently maintained lower levels as compared to the overall Recycle BC program average in the same time period.

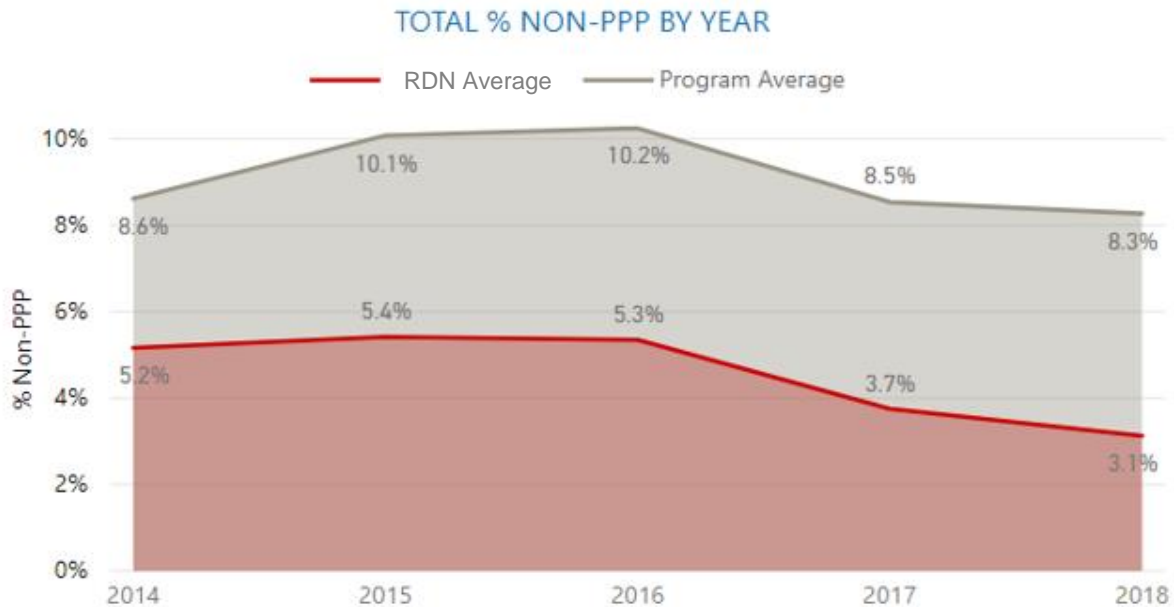


Figure 1 Recycle BC Contamination Scorecard - RDN Data May 2014 to April 2018

ALTERNATIVES

1. Adopt “Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.10”.
2. Provide alternate direction.

FINANCIAL IMPLICATIONS

The proposed 2019 user fee increase of 6% is presented in the Table 2 below:

Table 2. Proposed 2019 User Fee

Service Level	2018		2019		% Change
	Full User Fee	Discounted Prompt Payment User Fee	Full User Fee	Discounted Prompt Payment User Fee*	
Full garbage/recycle/food waste service	\$ 144.69	\$ 130.22	\$ 154.03	\$ 138.63	6%
Recycling only ¹	\$ 26.78	\$ 24.10	\$ 27.58	\$ 24.83	3%

¹ Recycling only service means collection of Recyclable Materials only from those Residential Premises not receiving Garbage and Food Waste collection service as at the commencement of the 2010 collection contract. The recycling only accounts were grandfathered in prior to the introduction of the mandatory service.

* Based on historical data, over 90% of residents take advantage of the prompt payment rate.

The increase is attributed to the following considerations:

- A projected 2% CPI increase with respect to inflationary provisions in the curbside collection contract;
- A 1% reserve fund increase in anticipation of program cost increases on renewal of the existing collection contract replacement in 2020; and
- A \$5 landfill tip fee increase (proposed for April 2019). Note that the base landfill tip fee of \$125/tonne for municipal solid waste has remained unchanged since January 2014.

The RDN curbside collection program is entirely funded by user fees; the cost apportionment is presented in Figure 2 below.



Figure 2 Proposed 2019 user fee distribution

STRATEGIC PLAN IMPLICATIONS

The residential curbside collection program is entirely funded by user fees to cover the costs associated with the contracted collection, disposal, program administration, education, and communications services. Consistent with the *focus on organizational excellence and services* as set out in the Strategic Plan, the proposed user fee increase maintains the economic viability of the service.

Additionally, the diverted recycling and food waste reduces greenhouse gas emissions and saves valuable landfill which is consistent with the *focus on the environment* by reducing the amount of material sent to the landfill.



Vivian Schau
vschau@rdn.bc.ca
August 13, 2018

Reviewed by:

- L. Gardner, Manager of Solid Waste Services
- R. Alexander, General Manager, Regional and Communities Utilities
- P. Carlyle, Chief Administrative Officer

Attachments

1. Bylaw No. 1591.10

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1591.10

**A BYLAW TO AMEND THE SOLID WASTE AND RECYCLING
COLLECTION SERVICE RATES AND REGULATIONS BYLAW**

WHEREAS the Regional District of Nanaimo established the Solid Waste and Recycling Collection Service pursuant to Bylaw No. 793, cited as "Recycling and Compulsory Collection Local Service Establishment Bylaw No. 793, 1989";

AND WHEREAS the Regional District of Nanaimo adopted a rates and regulations bylaw in relation to the Solid Waste and Recycling Collection Service, cited as "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates And Regulations Bylaw No. 1591, 2010";

AND WHEREAS the Board of the Regional District of Nanaimo wishes to update user rates;

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

1. Amendments

"Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010" is amended as follows:

- (a) By deleting Schedule 'A' and replacing it with the Schedule 'A' attached to and forming part of this bylaw.

2. Citation

This bylaw may be cited as "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.10, 2018".

Introduced and read three times this ____ day of _____, 2018.

Adopted this ____ day of _____, 2018.

CHAIR

CORPORATE OFFICER

Schedule 'A' to accompany "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.10, 2018".

Chair

Corporate Officer

SCHEDULE 'A'

User Fees associated with Collection of Garbage, Food Waste and Recyclable Materials

The rates in this schedule apply to the jurisdictions as outlined in the body of this bylaw.

Service Area	Prompt Payment Rate (Rates rounded for convenience)	Payment after Due Date (Rates rounded for convenience)	Other Charges
Electoral Areas ⁽¹⁾	\$138.63	\$154.03	
City of Parksville ⁽¹⁾	\$138.63	\$154.03	
District of Lantzville ⁽¹⁾	\$138.63	\$154.03	
Town of Qualicum Beach ⁽²⁾	\$138.63	\$154.03	
Recycling Only ⁽³⁾	\$24.83	\$27.58	
Tags for set out of additional Garbage Containers	-	-	\$3.00 per garbage container
Green Bin food waste containers			\$27.50 ⁽⁴⁾ each

Explanation of Service Level Container Limits included in Basic Rate

(1) Service Level Basic Rates Container Limits =

The basic rate will include up to one container of Residential Garbage per collection period (one container per two weeks), one container of Residential Food Waste per collection period (one container per week), and unlimited Recyclable Materials per collection period.

(2) Service Level Basic Rates Recycling and Food Waste Collection for Town of Qualicum Beach =

The basic rate will include up to one container of Residential Food Waste per collection period (one container per week), and unlimited Recyclable Materials per collection period.

(3) Service Level Basic Rates Recycling Only Collection =

The basic rate includes unlimited Recyclable Materials only per collection period.

(4) \$27.50 charge for Green Bin food waste container includes taxes.

TO: Solid Waste Management Select **MEETING:** October 4, 2018
Committee

FROM: Vivian Schau **FILE:** 5370-01
Zero Waste Coordinator

SUBJECT: Curbside Collection Recommendation

RECOMMENDATIONS

1. To direct Staff to issue a Request for Proposal to solicit proposals for the delivery of an automated garbage, recycling, organics collection service with yard waste and the option for variable garbage and organic cart sizes, for a ten year contract from April 2020 to April 2030.
2. That Staff report back to the Board on the results of the Request for Proposal.

SUMMARY

The current solid waste and recycling curbside contract between the Regional District of Nanaimo (RDN) and Waste Connections of Canada (Waste Connections) expires on March 31, 2020. Due to lengthy equipment procurement timelines, a Board decision regarding manual vs automated collection service is required in order to issue a Request for Proposal (RFP) for a replacement service to meet the current collection contract expiry. The purpose of this report is to provide the Board with detailed costing information and the results of the public consultation on the replacement curbside collection service.

Public consultation was carried out through both an on-line survey and a focus group to gauge the preference for:

1. Continuing the current manual collection system where workers manually lift and empty containers and bags into trucks;
2. Replacing with an automated collection system which uses an articulated mechanical arm to lift standardized wheeled carts in trucks; or,
3. Replacing with an automated collection system with the ability to also set out yard and garden waste,

Information provided along with the public consultation included details related to costs and worker safety.

The results of the online survey consultation are:

- Overall, 45% (357) of respondents preferred automated collection with yard waste, 18% (147) of respondents preferred automated collection without yard waste, 33% (266) of

respondents preferred to continue with manual collection service, and the remaining 4% (35) of respondents either had no opinion or did not know.

- 56% (452) of all respondents were willing to pay more for an automated collection service with yard waste.
- Higher density neighborhoods (i.e. City of Parksville, District of Lantzville, Town of Qualicum Beach, Electoral Areas A, E and G) favored automated collection with yard waste.
- Lower density neighborhoods (i.e. Electoral Areas B, C, F and H) favored continuing with manual service.
- 91% of respondents cited safety as either “very important” or “somewhat important”, 5% of respondents reported safety was not an important factor in their decision.

The survey results were varied and did not provide a clear distinction of preferred service by a majority of users. However, staff are recommending an automated system with the ability to set out yard and garden waste based on:

- 91% of online survey respondents and 75% of focus group participants confirmed public interest in automated service from a worker safety perspective;
- When yard and garden waste was presented as an option, nearly half of respondents and focus group participants were in favor of yard waste collection (only practical with automated system), largely based on increased convenience for those living in the member municipalities and higher density electoral areas;
- 75% of the focus group supported automated collection; and
- Automated collection carts have demonstrated improved neighborhood aesthetics, reduced wildlife conflict and less deterioration of recyclables due to rain intrusion.

In summary, the automated system will provide the following benefits:

1. Worker benefits

- Improve worker safety – a reduction or elimination of manual lifting will improve working conditions and reduced worker injury.
- Improve worker diversity – reduce the staffing challenges currently faced by waste collection companies in recruiting and retaining workers for manual collection service by increasing the diversity of the pool of candidates, as well as longevity of workers.

2. Environment benefits

- The elimination of setting out garbage in plastic bags which results in decreased human-wildlife interactions and improved neighborhood aesthetics.

3. Resident benefits

- Service improvements – no weight restrictions as worker safety requirements with respect to weight are no longer a consideration; and added convenience of yard waste disposal as an available option for residents.

4. Administrative benefits

- Service improvements – standardized carts equipped with Radio Frequency Identification (RFID) technology provides better coordination, and real-time tracking to streamline customer inquiries, complaints and compliance issues.

Challenges identified with an automated system include:

1. Cart maneuverability issues
 - The carts, in particular the 360L cart size, may pose a challenge for people with mobility issues.
 - The carts may be problematic for rural residents with large properties and long driveways.
2. Cost
 - The automated system program cost (without consideration for yard waste collection) is anticipated to be 18% higher compared to a manual collection replacement service, in large part due to the purchase and maintenance of wheeled carts.

The expected lead time to provide the successful proponent of the Curbside Collection Service RFP to procure the trucks is approximately 12 months (manual or automated). Based on the timeline required to meet the expiration of the current Waste Connections contract on March 31, 2020, a Board decision will be required in October 2018 in order to provide sufficient time to compile and issue the Curbside Collection Service RFP in November 2018 with a 6 week response time. It is anticipated, the RFP recommendation would be presented to the February 2019 Select Committee and Board for approval.

BACKGROUND

The RDN residential curbside garbage, recycling and organics collection program is a compulsory service set up under Local Service Establishment Bylaw No. 793, fully funded by user fees. Manual curbside collection services are currently provided by Waste Connections under contract to the RDN, to approximately 29,000 residential households in the City of Parksville, Town of Qualicum Beach, District of Lantzville, Electoral Areas A, B, C, E, F, G, H, and Snaw-Naw-As First Nation.

The manual garbage collection process is very labour intensive; the collection crew lifts on average 12,000 lb (5.4 tonnes) per worker per garbage and food waste collection day. The primary sources of injury stems from repetitive motion injuries, slips and trips, and exposure to sharp objects and infectious diseases.

The current solid waste and recycling curbside contract between the RDN and Waste Connections expires on March 31, 2020. A Board decision regarding future curbside collection service is required in order to issue a Request for Proposal (RFP) for a replacement service in time to meet the current contract expiry.

The “Preliminary Evaluation of Solid Waste Curbside Collection Options” report was received by the Board on July 24, 2018, and Staff were directed to:

- report back on a recommended service option and implementation plan; and

- conduct a public consultation and evaluation of the service options.

The purpose of this report is to provide the Board recommendations with detailed costs, financing, benefits and proposed implementation plans for:

Option 1: Manual system with garbage, recycling and food waste only

Option 2: Fully automated system with garbage, recycling and food waste only

Option 3: Fully automated system with garbage, recycling, food and yard waste

SAFETY

The General Conditions in Part 4 of the Occupational Health and Safety Regulation under the authority of the Workers Compensation Act, stipulates that the employer shall “eliminate or if that is not practicable, minimize the risk of musculoskeletal injury to workers”¹. Following the implementation of the Regulation, cities like Vancouver and Toronto were issued orders to conduct risk identifications and ergonomic assessments, and implement control measures to reduce or eliminate worker injuries. In response to the orders, the City of Toronto and City of Vancouver and many others in the industry are shifting from manual to automated collection.

RDN’s current curbside collection provider, Waste Connections, carries full WorkSafe BC coverage and associated premiums or penalties for itself and employees as required under the terms of the contract. Based on a jurisdictional scan across 14 municipalities, the primary motivator for cities like Nanaimo, Victoria, Surrey, Coquitlam and Richmond who have opted to transition to automated collection service was done in effort to reduce worker health and safety claims and associated costs. While difficult to measure, significant savings in worker compensation costs, disability claims and levies are expected as a result of transiting to an automated collection system. Details of WorkSafe garbage collection injury statistics and premium rates can be found in Attachment 1.

PUBLIC CONSULTATION

The main objective of the public consultation (online survey and focus group) is to consult on the public’s preference for manual versus automated collection. The consultation process ran from August 1 to September 30, 2018, and included an online survey and a focus group. The two month duration for the online survey allowed residents sufficient time to fill out the survey to provide representative and meaningful data. The online survey data up to September 17, 2018 was summarized for the purposes of this report in order to meet the timeline for the October Board meeting. An updated summary will be provided on the Get Involved website following the conclusion of the survey.

Online Survey

The Get Involved website (www.getinvolved.rdn.ca/beyondrecycling) was updated to include relevant information on the curbside collection evaluation to inform residents of the options and

¹ Workers Compensation Act – Occupational Health and Safety Regulation (2018). Retrieved from: www.bclaws.ca/civix/document/id/lc/statreg/296_97_02

respective financial considerations. The online survey sought resident feedback on the current state of service delivery and opinions on the preferred method of collection for waste, recycling and organics for the future residential curbside collection contract. A copy of the online survey can be found in Attachment 2.

Advertising for the online survey was targeted at occupants of single residential dwellings across the region. The survey was advertised via print and digital media (Facebook, Twitter, RDN Get Involved website, Nanaimo News Now, Nanaimo News Bulletin, Vancouver Island News, Gabriola Sounder, Recollect app alert, postcards distributed at the transfer station and landfill, and municipal partner websites and print advertising) to generate interest within the community and to encourage participation in the survey. The survey was made distinctly clear it was intended for RDN curbside collection service customers only and not for the City of Nanaimo residents.

Online Survey Summary Results

At time of reporting, a total of 805 responses (852 completed surveys minus 47 responses from the City of Nanaimo residents) were received from the online survey which demonstrates a high level of interest from the community regarding the current and future curbside collection system. Attachment 3 shows the regional breakdown of survey respondents. The data is well distributed between the catchment areas to provide a high level of confidence. Using a population size of 28,621 single family dwellings and 805 online survey respondents, this survey has a 95% confidence level +/- 3.41%. It is also worth noting, 51% of respondents took the time to provide written feedback regarding their current service and the changes they would like to see in the future contract, which suggests respondents felt their input is valued.

Overall, the online survey was effective in gauging residents' feedback on the current state of service delivery and their opinion on the preferred method of collection for waste, recycling and organics for the future residential curbside collection contract. A summary of the preliminary detailed results can be found in Attachment 4. The results for principal questions are discussed in the following subsections.

Question 1 – Are you willing to pay more for an automated curbside collection service?

As shown in Table 1, of the 63% (504) of respondents in favour of automated service (both with and without yard waste), 56% (280) of respondents are willing to pay more in utility fees for automated service and 29% (148) of respondents were not willing to pay more, citing current user fees are already too high or rather see the money spent on other services. The remaining 15% (76) of respondents were undecided or did not have an opinion.

Table 1. Responses to Question 1

Catchment Area	Do not know / No opinion	No	Yes	Total
City of Parksville	11	23	46	80
District of Lantzville	7	9	18	34
Town of Qualicum	23	38	68	129
Electoral Area A	7	13	19	39
Electoral Area B	1	5	10	16
Electoral Area C	2	6	14	22
Electoral Area E	13	15	38	66
Electoral Area F	2	8	13	23
Electoral Area G	7	24	43	74
Electoral Area H	3	7	11	21
Grand Total	76	148	280	504
	15%	29%	56%	

Question 2 – Are you willing to pay more for yard waste collection if it was offered at an additional cost?

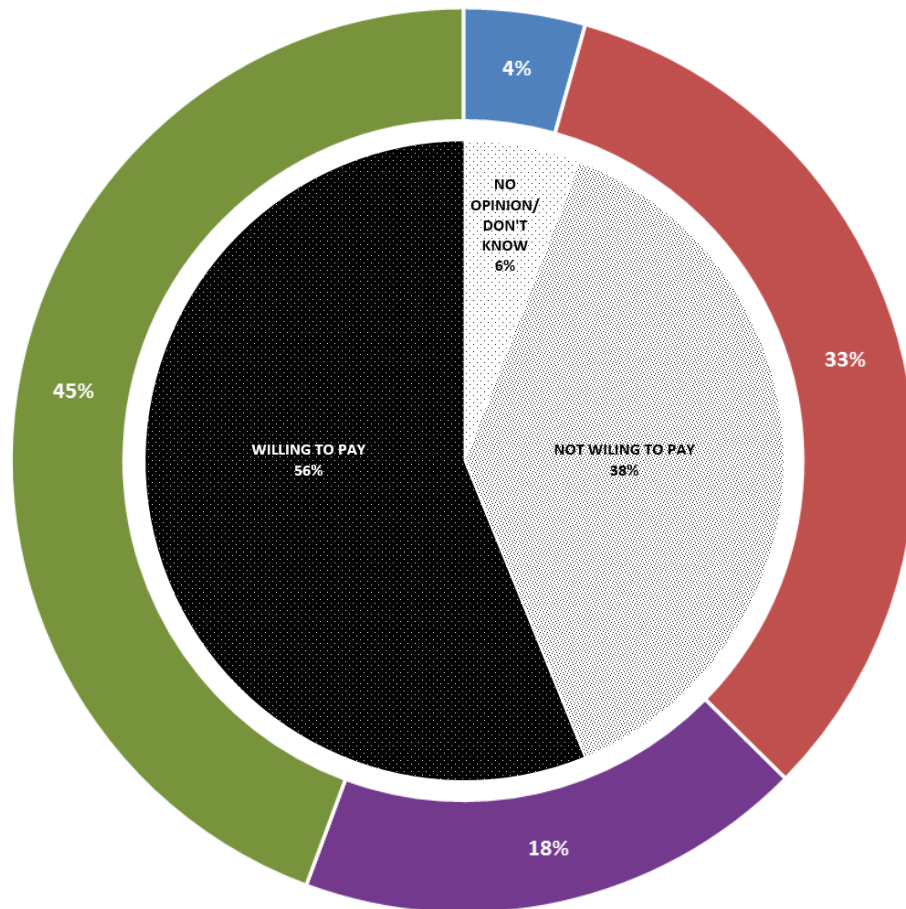
As shown in Table 2 below, of the 63% (504) of respondents in favour of automated service (both with and without yard waste), 76% (383) of respondents were in favour of yard waste collection if offered at an additional cost of approximately \$50 annually. In all three member municipalities (District of Lantzville, City of Parksville and Town of Qualicum Beach) and higher density rural neighborhoods (Electoral Areas A, E and G), an average of 75% of respondents were willing to pay additional fees for yard waste collection, compared to an average of 61% in the lower density rural neighborhoods (Electoral Areas B, C, F and H).

Table 2. Responses to Question 2

Catchment Area	Do not know / No opinion	No	Yes	Total
City of Parksville	2	10	68	80
District of Lantzville	4	5	25	34
Town of Qualicum Beach	3	14	112	129
Electoral Area A	3	18	18	39
Electoral Area B	1	5	10	16
Electoral Area C	2	7	13	22
Electoral Area E	1	14	51	66
Electoral Area F	2	9	12	23
Electoral Area G	4	11	59	74
Electoral Area H	1	5	15	21
Grand Total	23	98	383	504
	5%	19%	76%	

Figure 1 illustrates the summary of total responses from all municipalities (excluding City of Nanaimo) and electoral areas within the RDN (outer ring), as well as their willingness to pay for yard waste collection if offered at an additional cost (inner circle). 45% of respondents are in support of automated collection with yard waste collection, 18% of respondents are in support of automated collection without yard waste collection, 33% of respondents favoured status quo with manual collection and the remaining 5% of respondents did not know/ have no opinion. A breakdown by municipality and electoral area is shown in Attachment 5.

Figure 1. Respondents' Preference and Willingness to Pay for an Automated Service with Yard Waste Collection



Legend

Outer Ring – All respondents' collection preferences including cost considerations

- Do not know / No opinion
- Manual Collection
- Automated Collection WITHOUT Yard and Garden Waste
- Automated Collection WITH Yard and Garden waste

Inner Circle – All respondents' willing to pay for automated collection with consideration for yard waste if offered at an additional cost

Question 3 – what are your ideal collection cart sizes if the RDN were to go to automated collection service?

The responses were quite varied and did not correspond to the waste generation responses (i.e. respondents reported garbage generation <100 L/bi-weekly collection voted for 240 L/ 360 L). The focus group participants cited the graphic depicting the cart size references was not intuitive and participants were not able to correlate the reference to the actual cart size, hence, the responses were askew. Therefore, the online responses for the cart sizes cannot be relied upon.

Question 4 – Would you prefer the new automated collection carts to be owned by the RDN/contractor or by the resident?

If the RDN pursues the automated collection route, 90% of residents preferred the carts be supplied, owned and maintained by the RDN (stays with the property), 4% of residents preferred to own the carts, and the remaining 6% did not have a preference or do not know.

Question 5 – Please rate the level of importance of improved worker safety through elimination of manual intervention.

On the subject of worker safety, 91% of respondents cited it is either “very important” or “somewhat important”, of which, 38% of respondents were willing to support the additional cost. Only 5% of respondents reported safety was not an important factor in their decision.

Based on the results of the survey, there is not a clear preference amongst respondents with 63% of respondents in favour of some form of automation (45% for automated service with yard waste and 18% for automated service without yard waste). It is apparent an automated system augmented by yard waste collection (only available as part of an automated service) is an important consideration for 45% of respondents. Without yard waste collection as an option, and the choices are between automated and manual service, the results would suggest residents prefer to stay with manual collection and are not willing to pay additional costs to implement an automated collection system.

Focus Group

The focus group was conducted on September 6th, 2018 with the intention of:

- Obtaining feedback and input on manual vs. automated collection systems;
- Obtain participants perspectives on cart sizing and value in offering varying cart sizes;
- Participants were provided an opportunity for hands on experience with collection carts for sizing and maneuverability;
- Obtain participants perspectives on perceived increased value for the anticipated increase in user fees associated with an automated system;
- Obtain a better understanding of misconceptions about automated service; and
- Determine participants’ opinion on whether the RDN should update Bylaw 1591 to mandate the use of rigid garbage and recycling containers. The intent is to improve

general neighborhood aesthetics by preventing litter or wildlife issues as a consequence of setting out garbage in plastic bags.

Majority of the participants were nominated by Directors to represent their respective catchment areas. The number of participants for each catchment area was calculated based on the percentage of the total population as shown in Attachment 6. A public call for volunteers was made via the Get Involved website to fill available spaces after Director nominations. All participants were screened to ensure proper regional and demographic representation.

The key findings from the focus group are summarized as follows and the detailed finding can be found in Attachment 7:

1. Manual vs. Automated

- 75% of participants were inclined to switch to automated service
 - 42% of participants in favor of yard waste collection
 - 58% against yard waste collection
- 75% of participants were willing to pay additional cost to improve worker safety
- Unanimous support for updating the bylaw to mandate the use of rigid containers if the Board decides to stay with a manual collection system to minimize worker injury

2. Automated cart sizing

- Garbage - either 80L or 100L/household
 - There should be an option for residents to purchase larger carts to accommodate their household needs
- Recycling - 100L/household
 - There should be an option for residents to opt for large carts at no charge
- Organics – 80L and 120L/household without and with yard waste collection, respectively
- Participants noted the carts may pose a challenge for people with mobility issues but after testing out the wheeled carts, the general consensus is the wheeled carts (with sandbags to simulate filled carts) are easier to maneuver than lifting a container or bag.

Public Consultation Summary

The qualitative findings from the focus group were intended to provide context to the broader online survey responses. While the survey results and focus group findings did not entirely align, the focus group results did confirm public interest in automated service from a safety perspective.

Overall, approximately half of respondents and focus group participants were in favour of automated collection with yard waste, largely based on increased convenience for those living in the member municipalities and higher density electoral areas. It is important to note, 25% of focus group participants and 33% of survey respondents were not in favour of, and not willing to pay, for automated service with or without yard waste collection. Therefore, if an automated service is adopted in the RDN, it will be imperative to anticipate and proactively address potential negative reactions to increased costs and impact for those in favour of status quo.

The online survey results have been tracked over the past month and a half, and the support for and against automation, with and without yard waste collection have been consistent. Therefore, it would suggest additional consultation would not add increased confidence to the understanding of public opinion regarding collection preference.

PROPOSED COLLECTION PROGRAM DESIGN

Overall, the public consultation feedback indicates residents support increased diversion which presents an opportunity to build on the momentum and continue to reinforce reduction/recycling initiatives to drive further diversion. An automated collection system would allow for implementation of a variable rate user pay system. This would allow residents to tailor their cart size to their waste generation, and be financially rewarded for opting to a smaller cart size and/or extending their collection (up to a maximum of 14 declined set outs per year), supporting increased diversion and user satisfaction.

A user pay pricing structure aligns well with the Solid Waste Management Plan goal as it encourages recycling by requiring residents to pay for garbage collection proportionate to actual use. Moreover, this approach will:

- * accommodate the current level of waste generation and allow for flexibility to meet future economic and environmental goals, specifically the RDN's goal of 109 kg/capita/year by 2029;
- * draw awareness to waste generation, and the corresponding cost of collection and disposal; and
- * encourage residents to recycle and reduce the amount of waste disposal.

In determining the optimal cart size options for the RDN, it is prudent to consider the the overall goals of the Solid Waste Management Plan projected to 2029. Based on the online survey feedback, 82% of respondents indicated they are happy with their current 100 L limit, which formed the basis for the proposed default cart sizes for single family households and single family households with secondary suite(s), as summarized in Table 3 below. The recycling cart sizes were chosen to allow the utmost flexibility to accommodate collection of new recyclables that may be introduced to the system, as well as seasonality variations.

Table 3 Proposed Default Automated Service Cart Sizes

Waste Stream	Single Family Residence	Single Family Residence with Secondary Suite
Garbage	100 L	240 L
Recycling	240 L	360 L
Organics – primarily food waste	80 L	80 L
Organics – food and yard waste	120 L	120 L

IMPLEMENTATION PLAN

Some municipalities, such as City of Nanaimo and City of Vancouver, have opted to take a cautious, phased in approach to allow for smooth delivery of carts and transition from manual to automated collection service. The main benefit of the phased implementation is the ability to apply lessons learned to the subsequent phase to minimize impact. It is important to note, both City of Nanaimo and City of Vancouver have in house collection service and therefore, there is incentive to phase in service to ensure a smooth implementation. With a contracted service, it is the contractor’s responsibility to deliver the service, so there is limited benefit to the RDN for a phased in approach. Additionally, given the timing of the current contract expiration, this may not be possible unless the contractor agreed to a contract extension.

The proposed, high-level implementation schedule required to meet the March 31, 2020 deadline is shown in Table 4 below, with no consideration for a phased in approach.

Table 4. Proposed Implementation Schedule

	Activity	Target Completion Date
2018	Public Consultation (online survey and focus group)	Aug - Sep
	Curbside collection recommendation for Select/Board approval	Oct
	Issue RFP (6 week response time)	Nov
2019	Automated collection education promotion	Jan - Dec
	Evaluate RFP responses	Jan
	Prefer proponent recommendation for Select/Board approval	Feb
	Contract award (one year required to procure equipment)	Mar
2020	Automated collection education promotion	Jan - Dec
	Cart delivery	Jan - Feb
	Transition from manual to automated collection	Mar
	Current contract expires	Mar
	Commencement of new contract	Apr

Communications to RDN residences receiving curbside collection services is proposed to include the following:

- Personalized mail out to each service address (and owner address if applicable) to notify them of the upcoming changes, cart size options and request for cart size selection. Default sizes are to be provided unless a smaller/larger cart size is requested based on space/accessibility limitations.
- Region-wide advertising through the following communication channels:
 - Open houses at each municipality and Electoral Area to provide residents an opportunity to ask questions, get clarifications, and to test out the new carts
 - Print and digital media

ENVIRONMENTAL IMPLICATIONS

The RDN Solid Waste Management Plan promotes user-pay to encourage waste reduction through financial incentives. Allowing residents to tailor their cart sizes to best suit their waste generation and charging a higher utility fee for those who opt for larger garbage carts, makes residents accountable to the amount of waste generated and in turn, potentially increases recycling and waste reduction efforts.

The introduction of yard waste collection will encourage residents to minimize the amount of yard and garden waste disposed in the garbage waste stream which amounts to 5% of the current waste stream, and sent for proper processing. Based on the responses from the public consultation, a high level of participation is expected across the RDN in urban/higher density neighborhoods.

According to the BC Ministry of Environment, 695² black bears were destroyed by conservation officers and other agencies in response to report of human-wildlife conflict in 2017, with unsecured garbage left out at the curb as the primary human cause directly and indirectly leading to the death of wildlife. Once a bear is habituated to residential garbage, it poses a threat to the community and the bear usually ends up destroyed. The simple act of utilizing carts with closed lids, especially with bear proof locks in rural areas, will deter bears and other wildlife and prevent dangerous wildlife encounters in our communities and subsequently reduce the number of senseless wildlife deaths.

Communities with automated service have reported improvement in general neighborhood aesthetic through the use of standardized carts. Additionally, carts with lids help keep rain out of recyclables during set outs which preserves the quality of the recyclables and in turn, improves the marketability of the materials.

PRIVATE HAULING AND COLLECTION BUSINESS IMPLICATIONS

If the collection of yard waste is introduced as part of the mandatory collection service, there are approximately a dozen lawn maintenance, hauling and collection businesses operating in the region, primarily based out of City of Nanaimo that may be adversely impacted. Early communications to these potentially affected businesses is necessary to give sufficient time for any changes they might make to their services.

MOBILITY CONSIDERATIONS

A number of online survey respondents and focus group participants indicated potential mobility issues with regards to the collection carts. Generally speaking, the wheeled carts are easier to maneuver and ergonomically superior compared to lifting a container/bag of an equivalent weight. Based on the feedback, it is acknowledged there will be a number of residents that may

² Human-Wildlife Conflict Statistics. Retrieved from <https://www2.gov.bc.ca/assets/gov/environment/plants-animals-and-ecosystems/conservation-officer-service/predatorstatisticsblackbear.pdf>

not be able to maneuver the collection carts (or anyone to help), and therefore, consideration for a set out service could be considered to provide assistance to those who need it.

A number of municipalities and regional districts such as the City of Nanaimo and Regional District of Central Okanagan, have a “carry out” program to assist qualified residents to have their collection carts collected from a pre-determined location on their property by the collection driver, emptied and returned to the same location. The City of Nanaimo currently have approximately 100 “carry out” accounts with an additional 24 applications pending, which amounts to 0.4% of the total household count. The application for the “carry out” service requires a medical note from a physician, as well as a site visit from a solid waste team member to confirm and validate the need.

If a similar “carry out” program is implemented for the RDN, a reasonableness clause would be required as long private driveways, especially in rural areas, can be prohibitive for such service. Should the Board adopt an automated service, costing for a “carry out” program will be included in the future staff report in response to the RFP.

ALTERNATIVES

1. Approve the implementation of an automated garbage, recycling and organics collection program for a 10 year term commencing in April 2020 with yard waste and the option for variable garbage and organics cart sizes, and direct staff to proceed with the issuance of a RFP to solicit potential service providers to provide an automated curbside collection service with a yard waste..
2. Decline the recommended automated collection service with yard waste, and direct staff to proceed with the issuance of a RFP to solicit potential service provided to provide an automated collection with no yard waste collection.
3. Decline the recommended automated collection service, and direct staff to proceed with the issuance of a RFP to solicit potential service provided to provide a manual collection service with no yard waste collection.
4. Provide alternate direction.

FINANCIAL IMPLICATIONS

With approval from the Board, the Solid Waste Capital Reserve was established with the intention to meet future financial obligations as it pertains to the next curbside agreement and/or system, specifically to offset a portion of the capital cost associated with the solid waste program to lower the impact to user fee for all users. There is currently approximately \$530,000 in reserve which is intended to be applied to the new service.

UTILITY FEE

By setting user fees proportionally higher for larger carts, residents are encouraged to reduce waste generation. City of Victoria and the Town of Lake Cowichan are examples of proportional pricing and both municipalities have since improved diversion as a result of their fee structure.

One of the notable findings from the focus group is the amount of interest in the 80 L garbage cart; a number of participants (primarily seniors) indicated they generate very little garbage and a smaller cart would better suit their needs. As such, the reduced fee for 80 L cart is intended to financially reward residents for lower waste generation.

Table 5 below is an example estimated fee schedule for the different service options. Please note, the estimated annual fee is intended for information only, and to assist the Board in the evaluation of the available options; an actual annual fee structure will be reported back to the Board following an evaluation of RFP responses.

Based on a 100L garbage cart size service, the user fee for a manual collection replacement system is estimated to be in the range of \$170 and an automated collection service without yard waste is estimated at \$200 (an 18% increase). Based on the proposed recommendation for automated collection with a yard waste, which 45% of RDN residents are expected to select a 120L organic cart size with the remaining 65% opting for a 80L organic cart size, the estimated utility fee will be \$245 annually (44% increase) and \$215 annually (26% increase), respectively. A detailed user fee schedule with the variable garbage cart size can be found in Attachment 8.

Table 5. Example Estimated User Fee Schedule Based on 100L Garbage Cart Size

Cart Size (L)	Estimated # of Households	Estimated Annual Fee*			
		Option 1	Option 2	Option 3	
		Manual Collection	Automated Collection without Yard Waste	Automated Collection with 80L Yard Waste Cart	Automated Collection with 120L Yard Waste Cart
100	29,000	\$ 170	\$ 200 18%	\$ 215 26%	\$ 245 44%

* Estimated annual fees were calculated based on available information. Actual annual fees will be determined following evaluation of RFP responses

The current curbside collection contract with Waste Connections was based on pricing set in 2009. There is an inflationary provision in the contract to account for increases in operation costs over the course of the contract. With respect to the new contract, the waste collection costs will increase regardless of the type of service due to the requirement of new collection vehicles.

EXTRA BAG TAG PROGRAM

The current extra bag tag program, valued at approximately \$50,000 annually (approximately 17,000 tags sold per year), allow residents to dispose of their extra waste along with their

regular manual curbside collection, to a maximum of three total garbage containers/bags per collection. While it is possible to configure an automated collection truck to allow for manual deposits for extra bags beyond the allowable limits, it is not preferred as it would defeat the primary safety motivation to restrict drivers in the cab of the trucks. As such, it is advisable to provide residents the option to switch to a larger size to tailor to their actual level of waste generation.

PROPOSED FINANCIAL INCENTIVES

To further drive waste diversion, a financial incentive could be offered to encourage resident to reduce waste generation and/or increase recycling efforts. For example, if a household does not fill the garbage cart within the 2 week collection period and have the capacity to hold their garbage for the following 2 week period, residents can opt to forego the scheduled pickup and delay their pickup to the following collection period. The proposed fee structure will see a rebate applied to the resident's following year's utility bill corresponding to the total number of declined collections to a maximum of 14 declined set outs. An example fee schedule can be found in Attachment 9. Such a service can only be practically implemented with automated collection due to the Radio Frequency Identification (RFID) system used with standardized carts.

UTILITY BILLING CONSIDERATIONS

As noted previously, the current RDN curbside collection program is fully user funded, through a flat fee separate from property taxation. The flat fee is determined based on the total cost of the curbside program apportioned by the total number of single family residential household; each household is charged the same flat fee regardless of the volume of waste generated.

The proposed fee structure is based on the same full fee recovery approach incorporating a variable fee structure to provide a financial incentive to produce less waste. Cities that have employed this approach such as City of Vancouver, Seattle, City of St. Albert, have seen positive impacts in their diversion rates.

If the Board approves an automated service with the proposed fee structure to apply rebates, the implementation of a new billing schedule for an automated service would require a considerable time commitment from the Finance department. The scope of the work is expected to include but not limited to:

- involvement in the RFP process to solicit proposals for the delivery of an automated garbage, recycling, organics collection service with yard waste and the option for variable garbage and organic cart sizes, for a ten year contract from April 2020 to April 2030, and subsequent evaluation and award to the successful proponent;
- involvement in the RFP process to solicit proposals for the procurement and delivery of 90,000 carts (if applicable), and subsequent evaluation and award to the successful proponent;
- a one-time overhaul of the billing system to set up approximately 29,000 household to correspond to the Radio Frequency Identification (RFID) tags used on the standardized

- carts intended to simplify the utility billing process, as well as improve identification of secondary suites; and
- administration of utility billing.

STRATEGIC PLAN IMPLICATIONS

The RDN's Strategic Priorities formed the basis of the goals of the curbside collection evaluation. Consistent with the *focus on organizational excellence and services* as set out in the Strategic Plan, the transition from the current manual collection to an automated system would improve the delivery of solid waste services, reduce worker injuries and implement a user pay structure.

With the improved convenience of an automated collection system, the diversion rate is anticipated to increase resident participation rates and capture rates, which is aligned with the *focus on the environment*, as well as the diversion goals as defined in the Solid Waste Management Plan. Additionally, a transition to an automated collection system presents an opportunity to shift to a user pay model



Vivian Schau
vschau@rdn.bc.ca
September 17, 2018
Reviewed by:

- L. Gardner, Manager, Solid Waste Services
- R. Alexander, General Manager, Regional and Community Utilities
- P. Carlyle, Chief Administrative Officer

Attachments

1. WorkSafe BC Injury Statistics and Premium Rates
2. Online Curbside Collection Survey Questionnaire
3. Online Curbside Collection Survey Respondents by Catchment Area
4. Preliminary Detailed Online Survey Results
5. Online Survey Results by Catchment Area
6. Focus Group Participant Distribution Breakdown
7. Focus Group Findings
8. Example Fee Schedule for Proposed Financial Incentive

WorkSafe BC, the authority established by provincial legislation on workplace safety and oversees a no-fault workplace insurance system, publishes injury stats and base premiums for all sectors. As illustrated in Figures 1 below, between 2013 and 2017, the Garbage, Debris, Industrial Waste and Recycling Material Removal industry (WorkSafe BC classification unit 732018) reported on average 208% higher injury rate, and 167% serious injury rate, respectively, compared to the rest of the BC industries' average.

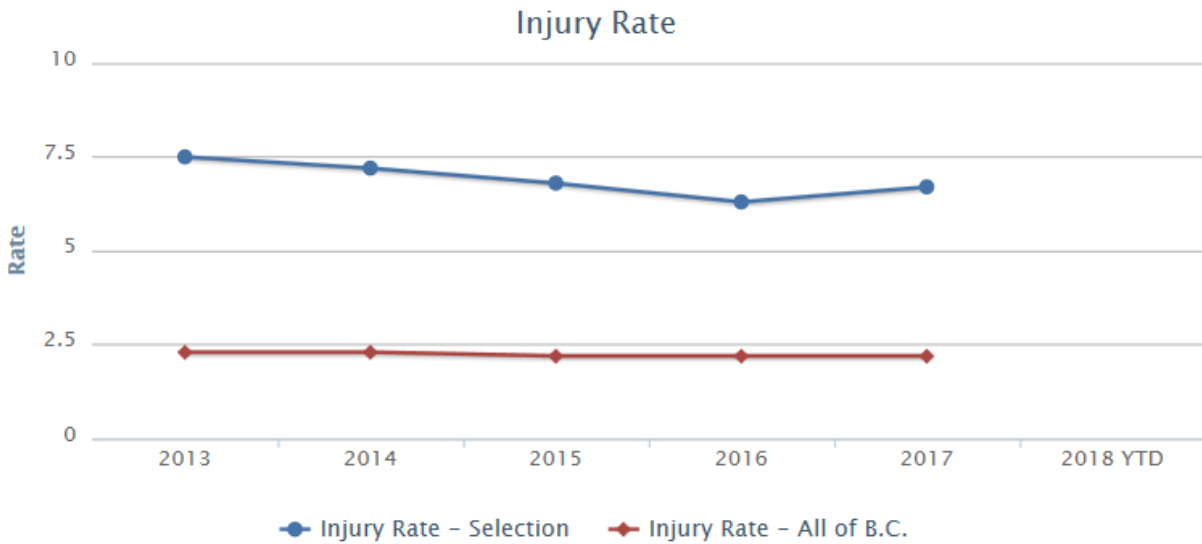


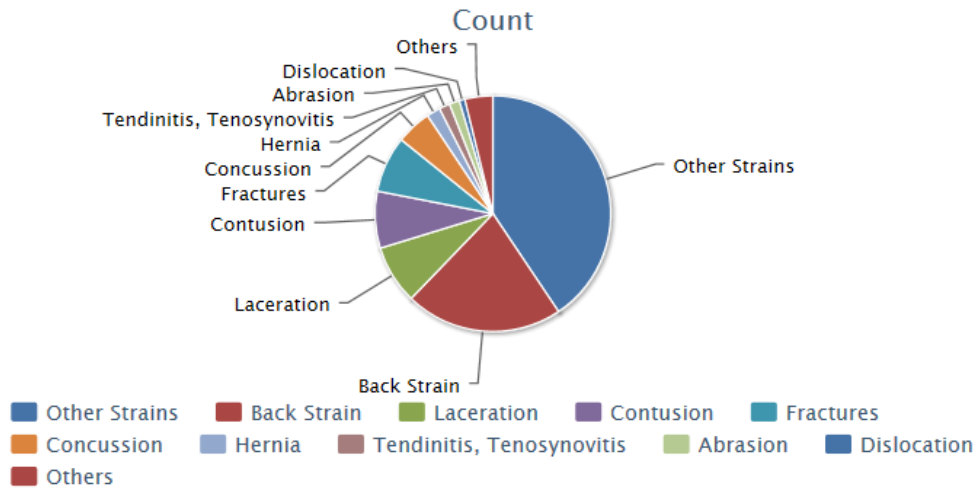
Figure 1 WorkSafe BC Injury Rate for Garbage, Debris, Industrial Waste or Recyclable Material Removal Industry – Classification Unit 732018

Figure 2 below indicates the top nature of injury for the garbage, debris, industrial waste or recyclable material removal industry is predominately due to strains, a common injury amongst collection workers in the manual waste collection industry.



Top 10 Nature Of Injuries

The following charts illustrate the leading injuries over a five-year period. Injuries representing a high percentage of claims or claim costs paid in an industry are potential focus areas for health and safety.



Claim Count



Nature of Injury	Claim Count	Claim Count %
Other Strains	520	40.6 %
Back Strain	277	21.6 %
Laceration	103	8.0 %
Contusion	100	7.8 %
Fractures	99	7.7 %
Concussion	62	4.8 %
Hernia	24	1.9 %
Tendinitis, Tenosynovitis	19	1.5 %
Abrasion	18	1.4 %
Dislocation	10	0.8 %
Others	49	3.8 %

Figure 2 WorkSafe BC Top 10 Nature of Injuries for the Garbage, Debris, Industrial Waste, and Recycling Removal Industry - Classification 732018

The *Workers Compensation Act* requires WorkSafe BC to set premium rates annually for employers to pay into the workers' compensation system. WorkSafe BC Base Premium rates for classification unit 732018 for 2018 is 3.49% (or \$3.49 per \$100) of assessable payroll, which is has been consistently on the higher end of the base premium spectrum across the 547 classification units. Depending on a company's claim rates, a discount or surcharge may apply. While difficult to measure, significant savings in worker compensation costs, disability claims and levies are expected as a result of transiting to an automated collection system.

Beyond Recycling

Get Involved RDN

Beyond Recycling - Curbside Services Survey

We want to hear from you!

We are engaging the community regarding the current state of service delivery and your preferred method of curbside collection. Your feedback will be used to help influence the future of curbside collection of residential waste, recycling and organics collection.



Complete our curbside collection survey for a chance to get your **2019 annual curbside collection fee WAIVED!** A total of 3 prizes to be won - valued at \$145, no cash value and cannot be transferred.

Please note this survey is for ***RDN Curbside Collection Service customers only*** and is not intended for City of Nanaimo residents.

This survey should take approximately 5-10 minutes to complete. The survey is open for contributions until the end of September, 2018.

Program details

Manual vs. Automated Collection

	Manual (Current Program)	Automated
		
Description	1-2 workers per truck to drive, and manually lift and empty containers into truck	Operated by a driver inside the truck through the use of a mechanical arm to lift and empty carts
Staffing	Prone to higher turnover due to the labour intensive nature of the job (workers lift on average 12,000 lbs (5.4 tonnes) per collection day)	Generally less turnover and greater workforce diversity
Worker Safety	Higher risk compared to automated (repetitive motion injuries, slips and trips, exposure to sharp objects and infectious diseases)	Reduced to no risk, workers do not lift materials, exit truck nor handle material
Weight Limit	Limited to 50 lb per container for work safety	No weight limit as long as the material is contained inside the cart with lid closed
Volume Limit	Limited to 100 L per container for worker safety and waste diversion goal	Limited to the predetermined cart size to align with waste diversion goal
New equipment requirement	Yes, new trucks will be required for the new contract (even if collection remains manual)	Yes, new trucks with mechanized lifting arm and compatible carts
Container	Residents purchase, own and maintain waste containers and green bins (must meet the volume and weight specifications)	RDN/Contractor will supply, own and maintain the carts for all three waste streams to encourage diversion efforts
Finances	Overall lower system cost due to lower initial capital investments and maintenance costs but generally have a higher worker compensation costs factored into contract pricing	Overall higher system cost due to higher initial capital investments and associated maintenance costs, offset by lower worker compensation costs, disability claims and work accommodations

Beyond Recycling

Get Involved RDN

If the decision is made to stay with a manual collection system, the RDN is contemplating the use of rigid garbage and recycling containers to improve general neighbourhood aesthetics by preventing litter/odour issues from wildlife and/or exposure to elements. Do you support this? (Choose any one option) (Required)

- Yes
- No, I should have a choice to use bags rather than putting my material in an enclosed container
- Do not know / No opinion

A common sight on garbage collection day



Beyond Recycling

Get Involved RDN

Automated collection will require the use standardized carts

Standardized carts are available in set sizes, and have specialized features so they can be picked up and emptied by collection trucks.

What are your ideal collection cart sizes if the RDN were to go to automated collection service? (Required)

Questions	80 litres	120 litres	240 litres	360 litres	Do not know / No opinion
Garbage (collected every two weeks)					
Recycling (collected every two weeks)					
Food Waste ONLY (collected every week)					
Food AND Yard and Garden Waste (collected every week) *					

Comparison of cart sizes



Would you prefer the new automated collection carts to be: (Choose any one option) (Required)

- Supplied and owned by the RDN/contractor (to stay with the property)
- Resident purchased and owned
- Do not know / No opinion

Beyond Recycling

Get Involved RDN

Curbside collection service options

Are you willing to pay more for an automated curbside collection service? (Choose any one option) (Required)

- Yes
- No
- Do not know / No opinion

Answer this question only if you have chosen No for Are you willing to pay more for an automated curbside collection service?

If no, why not? (Choose all that apply)

- User fees already too high
- Rather see the money spent on other services
- Do not agree with the overall curbside collection program
- Other

Answer this question only if you have chosen Other for If no, why not?

If other, please specify

Would you support yard and garden waste collection if it were offered at an additional cost? Please note, yard and garden waste collection is only an option with an automated system. (Choose any one option) (Required)

- Yes
- No
- Do not know / No opinion

Note: This service would cost an estimated \$50 per household annually. Primarily due to weight and volume limits, along with other collection challenges, yard and garden waste collection is not practical through a manual system.

Please rate the level of importance: (Required)

Questions	Not important	Somewhat important	Very important but NOT willing to support the additional cost	Very important AND willing to support the additional cost	Do not know / No opinion
Improved worker safety through elimination of manual intervention					
Yard waste collection					
Large item pickup event					
Upgrade to bear proof cart at an additional cost of \$65 per cart					
Extreme weather event response (i.e. additional trucks after ice storm)					

Beyond Recycling

Get Involved RDN

Would you prefer manual or automated curbside collection service?

What is your preference? (Choose any one option) (Required)

- No change – manual collection for garbage, recycling and food waste
- Automated collection for garbage, recycling and food waste (at an increased cost)
- Automated collection for garbage, recycling, food AND yard and garden waste (at an increased cost)
- Do not know / No opinion

Beyond Recycling

Get Involved RDN

Please provide your feedback with the current curbside collection services

Do you receive RDN curbside service? (Choose any one option) (Required)

- Yes
- No
- Do not know

Note: You likely receive RDN curbside collection service if you live in a single family home or secondary suite, and live in an electoral area or municipality within the RDN, excluding the City of Nanaimo.

On average, how much garbage does your household generate for each pickup (every other week)? (Choose any one option) (Required)

- Less than 100 litres / 50 pounds
- More than 100 litres / 50 pounds
- Do not know

Note: A standard 100 litre bin holds 2-3 garbage bags

How satisfied are you with the current curbside collection service? (Required)

Questions	Not at all satisfied	Somewhat satisfied	Satisfied	Very satisfied	Do not know / No opinion
Overall curbside collection service					
Weight limit: 50 pounds					
Volume limit: 100 litres					
Frequency of service					
Material streams (garbage, food waste, recycling)					
Delivery of service					
RDN communications and education materials (curbside calendar, newsletter, outreach and social media)					

Are there other services, or changes to existing services, you would like to see?

Which curbside calendar system would you prefer? (Choose any one option) (Required)

- Add-a-day (i.e. your curbside pickup would shift one day later after each statutory holiday; this is the existing system)
- Fixed-day (i.e. your curbside pickup would always be collected on the same week day; this system would have an increased cost)
- Do not know / No opinion

Beyond Recycling

Get Involved RDN

Please tell us about your home

This section is optional

What type of home do you live in? (Choose any one option)

- Single family home
- Single family home with secondary suite
- Mobile home
- Duplex
- Triplex
- Quadplex
- Do not know
- Other

Answer this question only if you have chosen Other for What type of home do you live in?

If other, please specify

How many people live in your home?

Do you live at your home full time or part time? (Choose any one option)

- Full time
- Part time / Seasonal

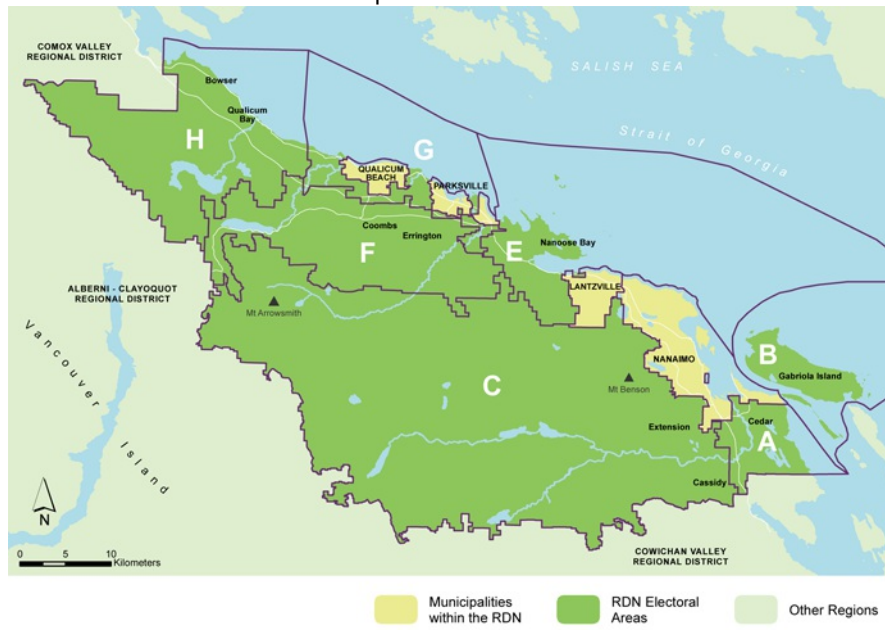
Where in the region do you live? (Choose any one option)

- Area A - Cassidy, Cedar, Yellowpoint, South Wellington
- Area B - Gabriola, DeCourcy, Mudge Islands
- Area C - Extension, Arrowsmith-Benson, East Wellington, Pleasant Valley
- Area E - Nanoose Bay
- Area F - Coombs, Hilliers, Errington
- Area G - French Creek, Dashwood, Englishman River
- Area H - Shaw Hill, Qualicum Bay, Deep Bay, Bowser
- District of Lantzville
- City of Parksville
- Town of Qualicum Beach
- The City of Nanaimo (does not receive RDN curbside service)

Beyond Recycling

Get Involved RDN

RDN Electoral Areas and Municipalities



Beyond Recycling

Get Involved RDN

Please tell us about yourself

This section is optional.

What age group do you fall into? (Choose any one option)

- Under 18
- 18-25
- 26-35
- 36-45
- 46-65
- Over 65

How many years have you lived within the Regional District of Nanaimo?

Do you have a good understanding of the recycling and food waste programs? (Choose any one option)

- Yes
- No
- Do not know / No opinion

Do you use recycling depots / drop off services? (Choose any one option)

- Yes
- No

Are you aware the RDN board has approved a new Solid Waste Management plan, which aims to divert 90% of the waste away from the landfill in 10 years? (Choose any one option)

- Yes
- No

Do you work in the waste industry? (Choose any one option)

- Yes
- No

Beyond Recycling

Get Involved RDN

General feedback

Tell us how we can improve! This section is optional.

Do you have any Solid Waste Services related questions you wish the RDN to contact you about? (Choose any one option)

- Yes
 No

Answer this question only if you have chosen Yes for Do you have any Solid Waste Services related questions you wish the RDN to contact you about?

If yes, please explain

Answer this question only if you have chosen Yes for Do you have any Solid Waste Services related questions you wish the RDN to contact you about?

Please provide your email address so we can contact you

How were you directed to this survey? (Choose all that apply)

- Newspaper
 RDN website
 RDN Curbside app
 Social media (Facebook and Twitter)
 Radio
 Zero Waste newsletter
 Other

Note: Choose all that apply

Answer this question only if you have chosen Other for How were you directed to this survey?

If other, please specify

Beyond Recycling

Get Involved RDN

Please provide any comments or suggest ways we can improve.

How would you prefer to receive information about the RDN's Solid Waste management and recycling programs? (Choose all that apply)

- Newspaper
- RDN website
- RDN Curbside app
- Social media (Facebook and Twitter)
- Radio
- Direct mailout (curbside collection calendar, Zero Waste newsletter)
- Utility bill inserts
- Other

Note: Choose all that apply

Answer this question only if you have chosen Other for How would you prefer to receive information about the RDN's Solid Waste management and recycling programs?

If other, please specify

Online Curbside Collection Survey Respondents by Catchment Area

Catchment Area	# of SFDs		# of Survey Respondents	
City of Parksville	5302	19%	119	15%
District of Lantzville	1428	5%	50	6%
Town of Qualicum Beach	4046	14%	172	21%
Area A - Cassidy, Cedar, Yellowpoint, South Wellington	2915	10%	65	8%
Area B - Gabriola, DeCourcy, Mudge Islands	2533	9%	31	4%
Area C - Extension, Arrowsmith-Benson, East Wellington, Pleasant Valley	1108	4%	41	5%
Area E - Nanoose Bay	3192	11%	105	13%
Area F - Coombs, Hilliers, Errington	2578	9%	56	7%
Area G - French Creek, Dashwood, Englishman River	2655	9%	123	15%
Area H - Shaw Hill, Qualicum Bay, Deep Bay, Bowser	2864	10%	43	5%
Total	28621	100%	805	100%

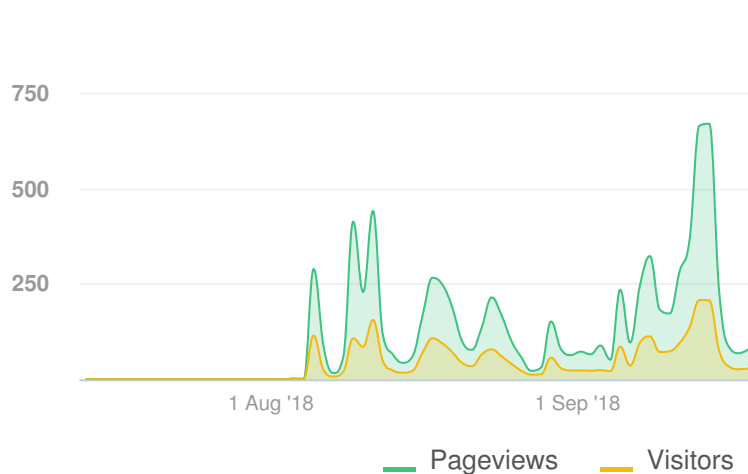
Project Report

13 September 2017 - 16 September 2018

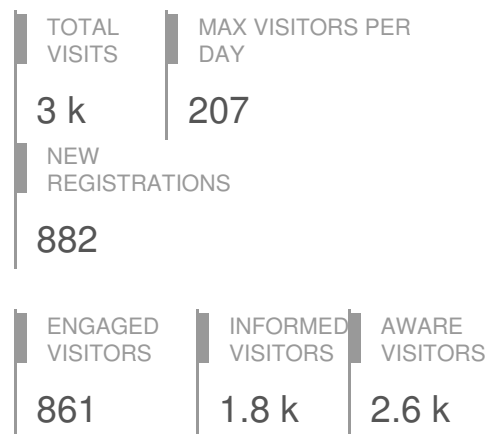
Get Involved RDN Beyond Recycling



Visitors Summary

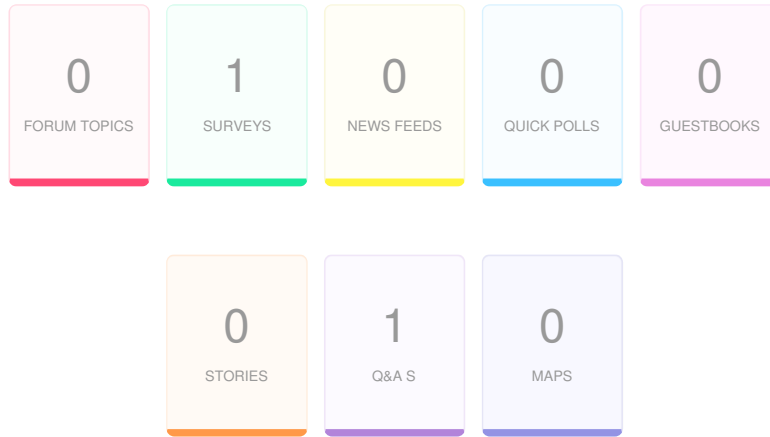


Highlights



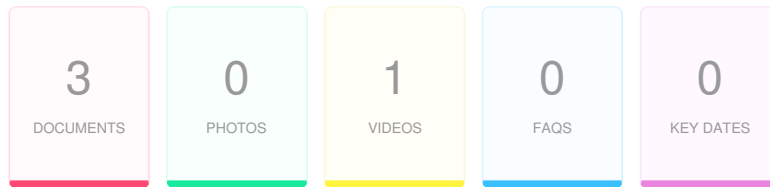
Aware Participants	2,604	Engaged Participants	861		
Aware Actions Performed	Participants	Engaged Actions Performed	Registered	Unverified	Anonymous
Visited a Project or Tool Page	2,604				
Informed Participants	1,835	Contributed on Forums	0	0	0
Informed Actions Performed	Participants	Participated in Surveys	859	0	0
Viewed a video	0	Contributed to Newsfeeds	0	0	0
Viewed a photo	0	Participated in Quick Polls	0	0	0
Downloaded a document	65	Posted on Guestbooks	0	0	0
Visited the Key Dates page	0	Contributed to Stories	0	0	0
Visited an FAQ list Page	0	Asked Questions	2	1	0
Visited Instagram Page	0	Placed Pins on Places	0	0	0
Visited Multiple Project Pages	1,022	Contributed to Ideas	0	0	0
Contributed to a tool (engaged)	861				

ENGAGEMENT TOOLS SUMMARY



Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Qanda	Q&A	Published	43	2	1	0
Survey Tool	Beyond Recycling - Curbside Services Survey	Published	1967	859	0	0

INFORMATION WIDGET SUMMARY



Widget Type	Engagement Tool Name	Visitors	Views/Downloads
Document	Factsheet for Residents in Single Family Homes	47	50
Document	Final Solid Waste Management Plan Summary	20	22
Document	Final Solid Waste Management Plan	10	11
Document	deleted document from	5	8
Video	Solid Waste Management Plan Review	0	0

QANDA

Q&A

VISITORS 43	CONTRIBUTORS 3	CONTRIBUTIONS 3
--------------------	-----------------------	------------------------



JordanE

16 August 18

Are you considering including soft plastic as part of curbside collection? Most people don't even know that they can recycle soft plastics and when they do find out they often don't want the trouble of having to take it in somewhere. Curbside collection of soft plastic would truly make it possible to be "zero waste"!



Publicly Answered

Great question! Recycle BC, a non-profit agency in charge of the residential stewardship plan for Packaging and Printed Paper, rolled out the Other Flexible Plastic Packaging (soft plastics) program on June 1, 2018. It is a program Recycle BC developed in partnership with Merlin Plastics to provide a commercially viable solution to recycle common but difficult-to-process items across BC. This type of packaging is difficult to collect and process because of the materials it's made out of. Although it may not look like it, it's actually made of many different layers of material. Because the material collected at the curb goes through a mechanical process to separate the material, these soft plastics get confused as paper or other plastics, contaminating large loads of material, making them non-recyclable. To learn more about how curbside material is separated, watch this video <https://www.youtube.com/watch?v=DUH-u2TCq4g>. The program will roll out in 3 phases, intended to better serve British Columbians across the province. During the pilot phase starting June 1, there were a total of 116 depot across BC collecting this material. On September 1, additional voluntary depots will begin collection. By January 1, 2019, all Recycle BC depots in the province are expected to collect this type of packaging. As you mentioned, not everyone knows about this program so we will focus on educating residents. We will be doing this through our Zero Waste newsletters and a Winter campaign once the program is fully implemented.

QANDA

Q&A

Q

Linda

12 September 18

What do I fill in the "login" blank to register?

A

Publicly Answered

Thank you for your question! Here are the steps to access the survey if you haven't yet created a login account: Go to the RDN Get Involved Registration page ([you can click here](#)). You will be asked to fill in four boxes. The first box is Login: create a login name, it can be anything from your real name, to your pet's name, or anything else you'd like. In the second box enter your email address. And in the third and fourth boxes, you'll create a password. This login name can be used again for any RDN Get Involved project and survey. Once you are registered and logged in to your account, you can fill out the Curbside Services Survey ([access it by clicking here](#)). If you have any more questions, please feel free to contact our office at 250-390-6560 or rcu@rdn.bc.ca.

QANDA

Q&A

Q

konadev

11 September 18

Why has the RDN not have automated truck pick up containers like they have in the lower mainland in place of the little blue box(not nearly big enough) and customer supplied garbage cans. We are way beyond manual pick up in this day and age.

A

Publicly Answered

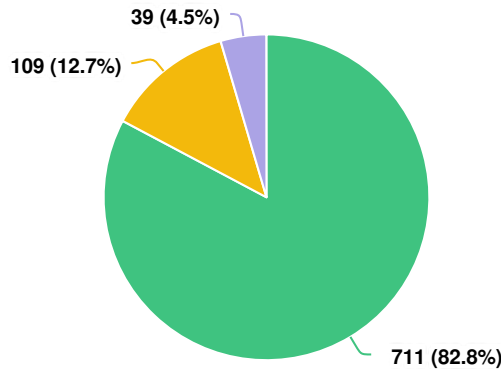
That's a great question! We have created the Curbside Services Survey to hear what residents receiving RDN curbside collection services think about the options for curbside collection. Please take part, if you haven't already. You might be interested to know that the RDN doesn't limit recyclables at the curb, as long as it's a reasonable residential amount. Many residents like the blue box and yellow bag system, but you can also use any bin(s) you wish, as long as it's less than 100 litres in volume, and weighs less than 50 pounds out at the curb. We supply Yellow Recycling Stickers (for free) to help easily identify bins as recycling.

ENGAGEMENT TOOL: SURVEY TOOL

Beyond Recycling - Curbside Services Survey

VISITORS	1967	CONTRIBUTORS	859	CONTRIBUTIONS	859
----------	------	--------------	-----	---------------	-----

If the decision is made to stay with a manual collection system, the RDN is contemplating the use of rigid garbage and recy...

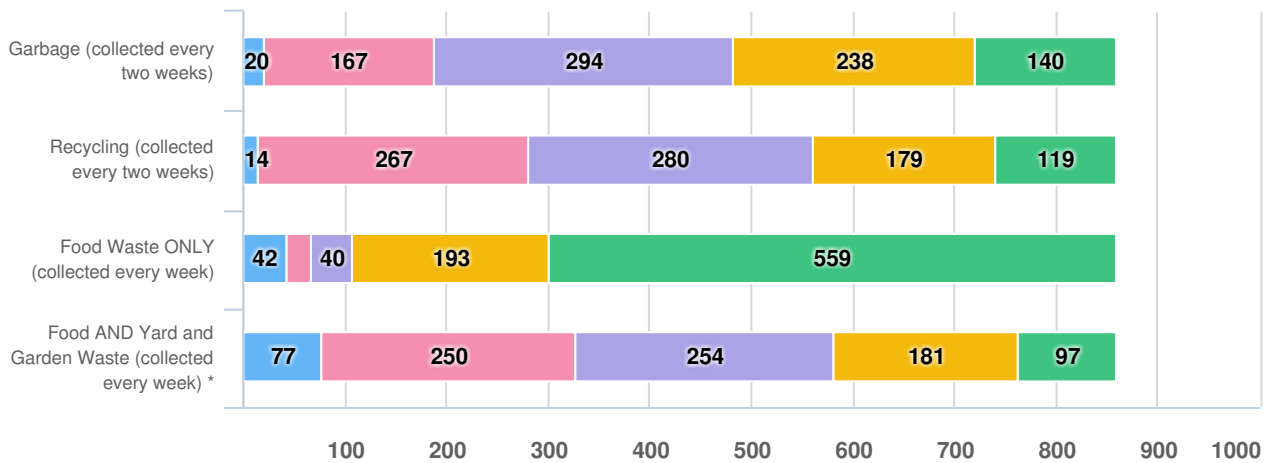


Question options

- Yes
- No, I should have a choice to use bags rather than putting my material in an enclosed container
- Do not know / No opinion

(859 responses, 0 skipped)

What are your ideal collection cart sizes if the RDN were to go to automated collection service?

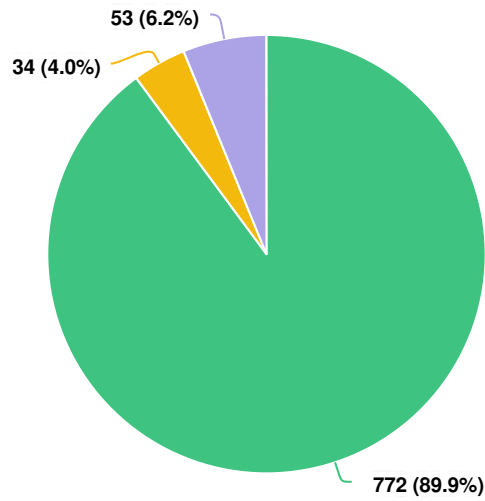


Question options

- 80 litres
- 120 litres
- 240 litres
- 360 litres
- Do not know / No opinion

(859 responses, 0 skipped)

Would you prefer the new automated collection carts to be:

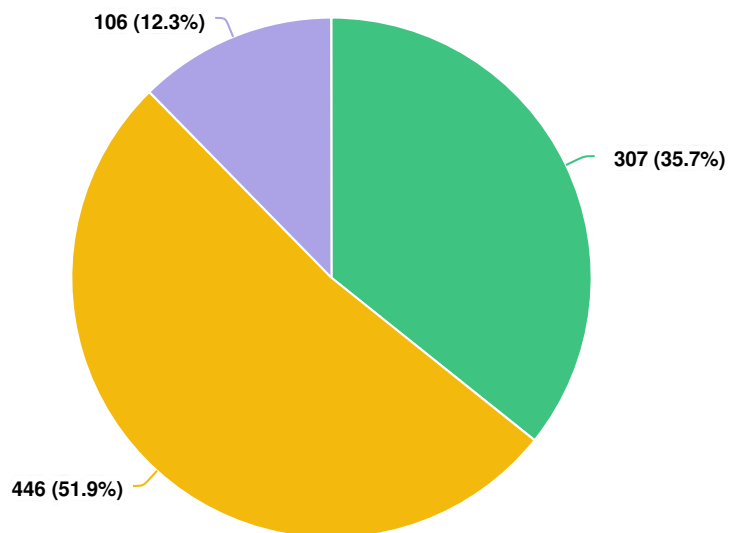


Question options

- Supplied and owned by the RDN/contractor (to stay with the property)
- Resident purchased and owned
- Do not know / No opinion

(859 responses, 0 skipped)

Are you willing to pay more for an automated curbside collection service?

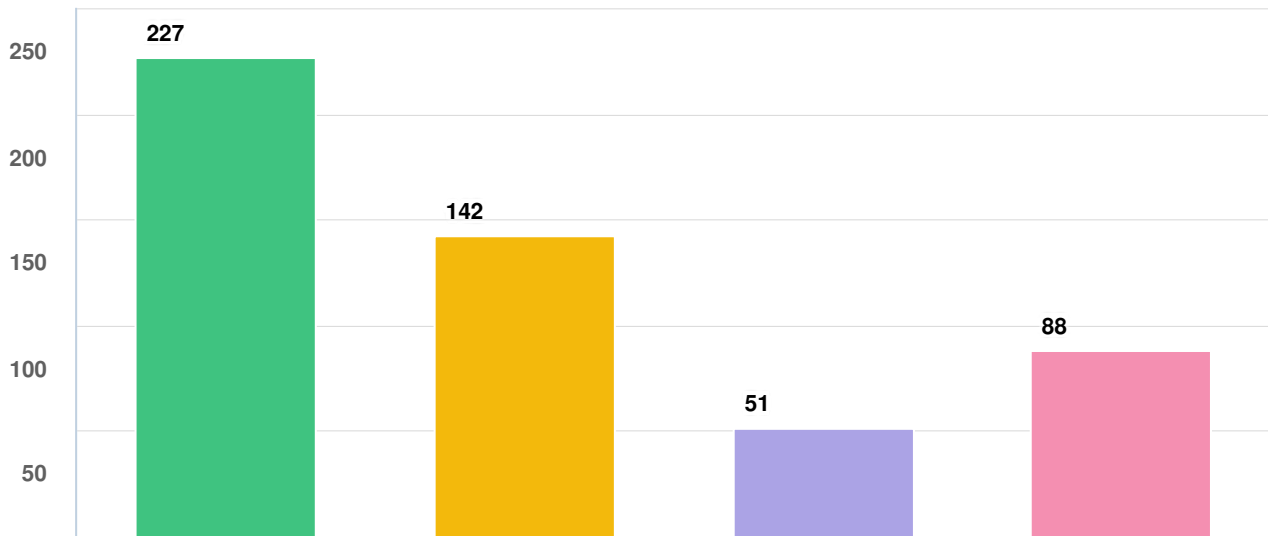


Question options

- Yes
- No
- Do not know / No opinion

(859 responses, 0 skipped)

If no, why not?

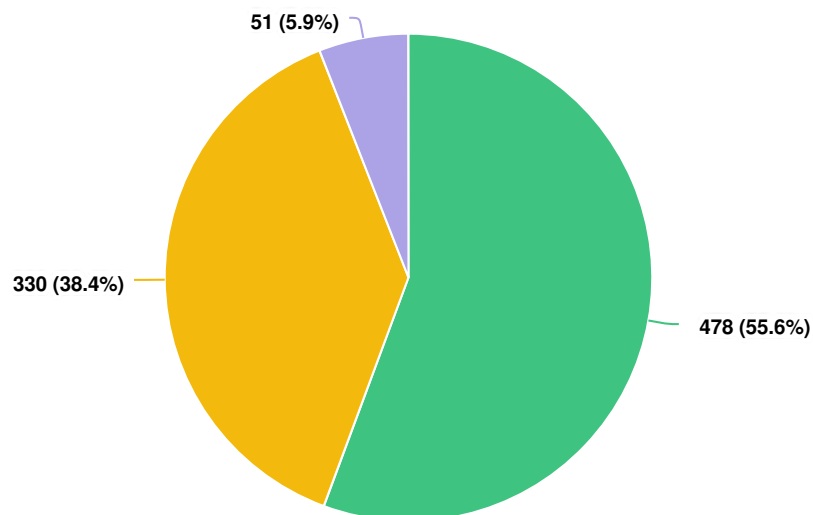


Question options

- User fees already too high
- Rather see the money spent on other services
- Do not agree with the overall curbside collection program
- Other

Optional question (859 responses, 0 skipped)

Would you support yard and garden waste collection if it were offered at an additional cost? Please note, yard and garden ...

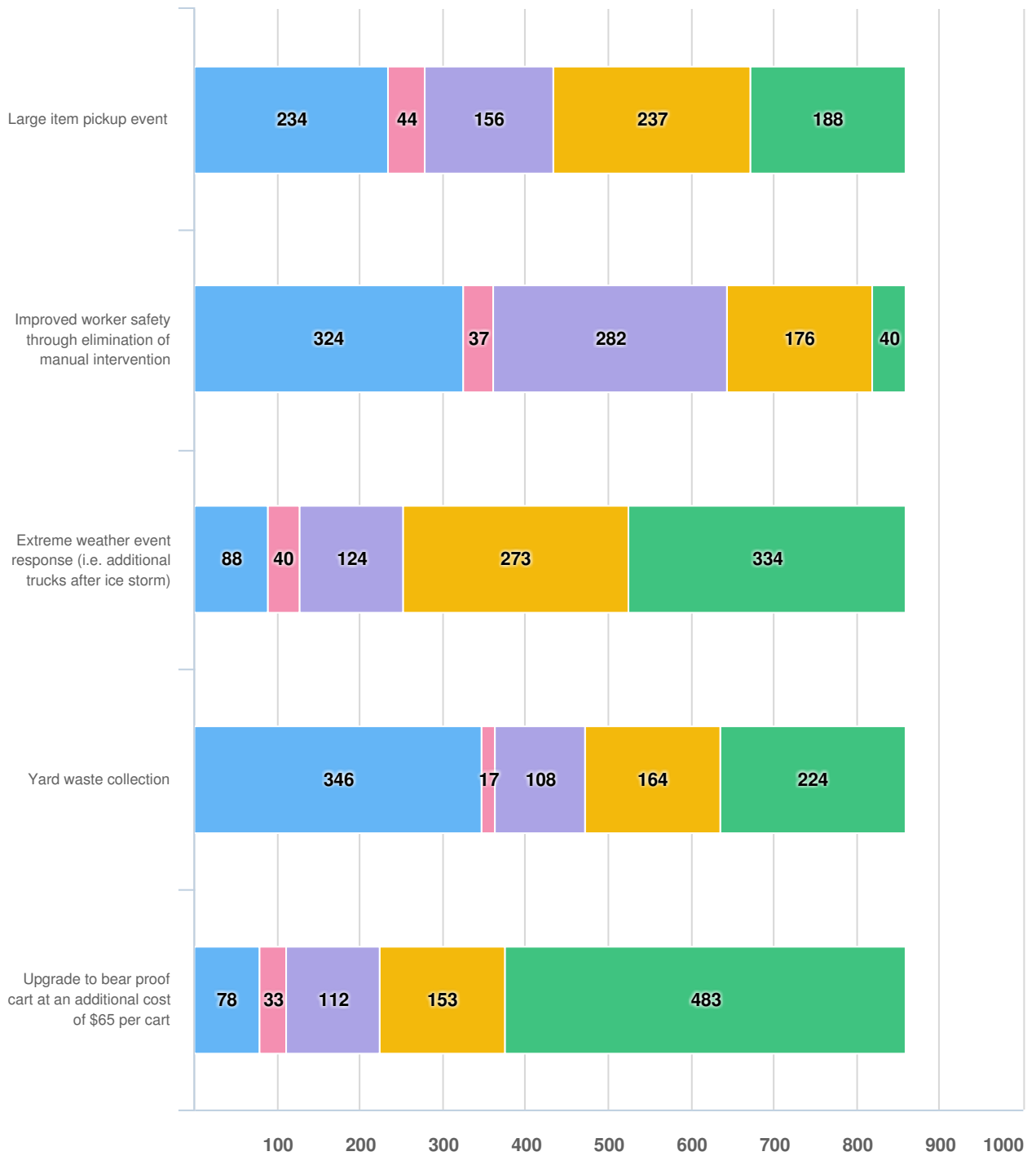


Question options

- Yes
- No
- Do not know / No opinion

(859 responses, 0 skipped)

Please rate the level of importance:

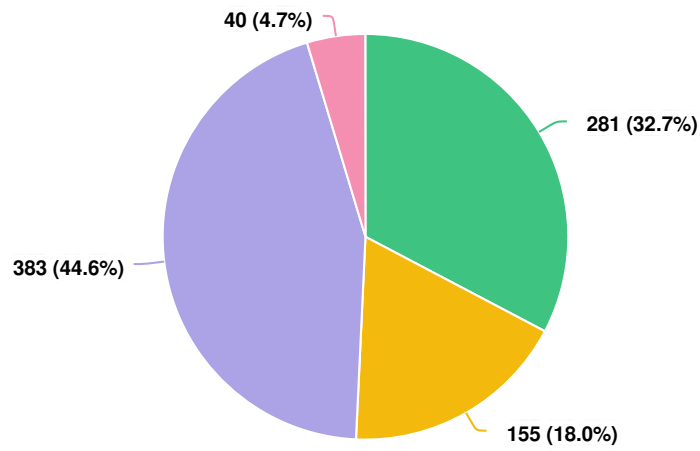


Question options

- Not important
 ● Somewhat important
 ● Very important but NOT willing to support the additional cost
- Do not know / No opinion
 ● Very important AND willing to support the additional cost

(859 responses, 0 skipped)

What is your preference?

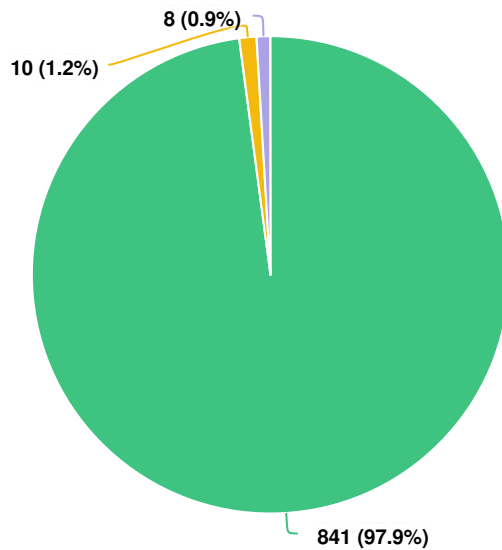


Question options

- No change – manual collection for garbage, recycling and food waste
- Automated collection for garbage, recycling and food waste (at an increased cost)
- Automated collection for garbage, recycling, food AND yard and garden waste (at an increased cost)
- Do not know / No opinion

(859 responses, 0 skipped)

Do you receive RDN curbside service?

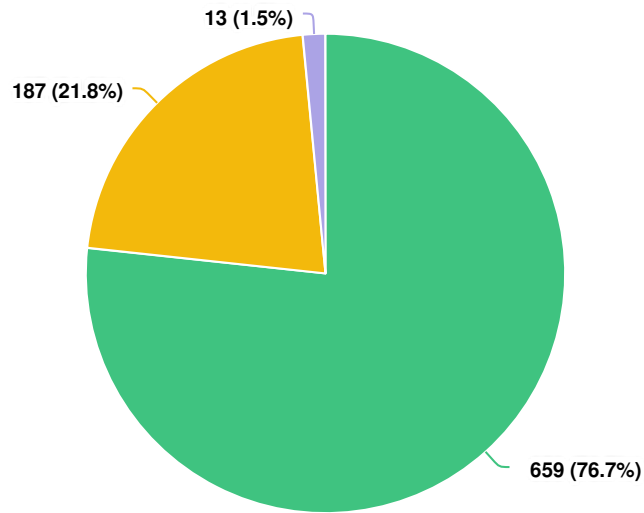


Question options

- Yes
- No
- Do not know

(859 responses, 0 skipped)

On average, how much garbage does your household generate for each pickup (every other week)?



Question options

- Less than 100 litres / 50 pounds
- More than 100 litres / 50 pounds
- Do not know

(859 responses, 0 skipped)

How satisfied are you with the current curbside collection service?

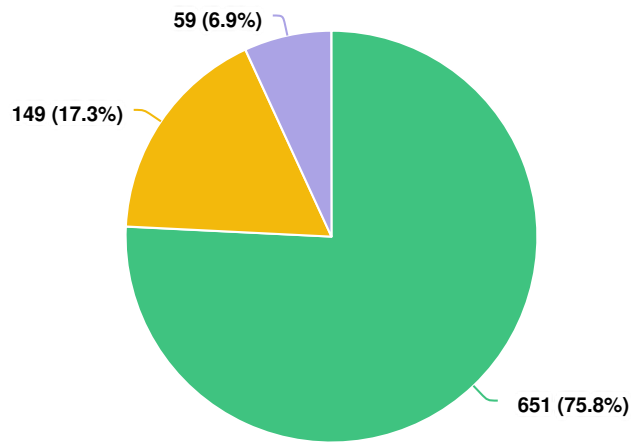


Question options

● Satisfied
 ● Somewhat satisfied
 ● Very satisfied
 ● Do not know / No opinion
 ● Not at all satisfied

(859 responses, 0 skipped)

Which curbside calendar system would you prefer?

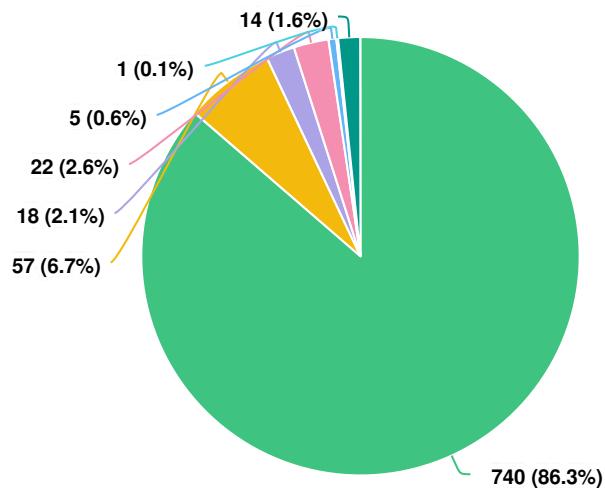


Question options

- Add-a-day (i.e. your curbside pickup would shift one day later after each statutory holiday; this is the existing system)
- Fixed-day (i.e. your curbside pickup would always be collected on the same week day; this system would have an increased cost)
- Do not know / No opinion

(859 responses, 0 skipped)

What type of home do you live in?

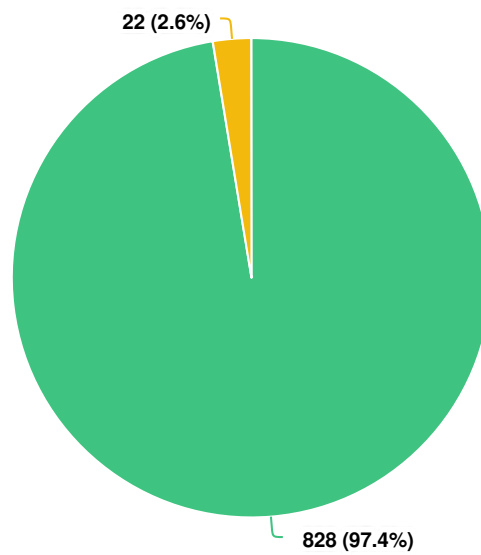


Question options

- Single family home
- Single family home with secondary suite
- Mobile home
- Duplex
- Quadplex
- Do not know
- Other

Optional question (857 responses, 2 skipped)

Do you live at your home full time or part time?

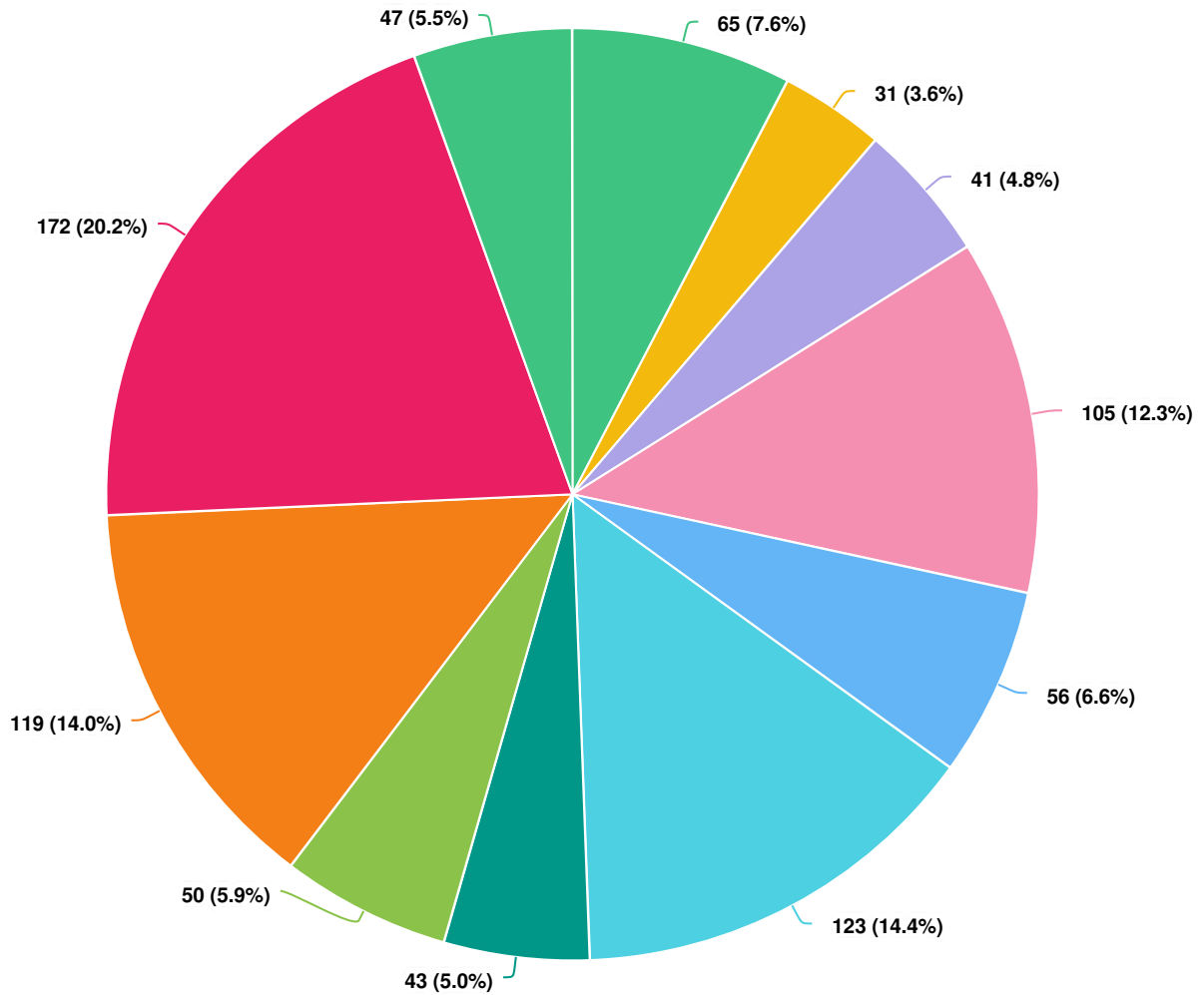


Question options

- Full time
- Part time / Seasonal

Optional question (850 responses, 9 skipped)

Where in the region do you live?

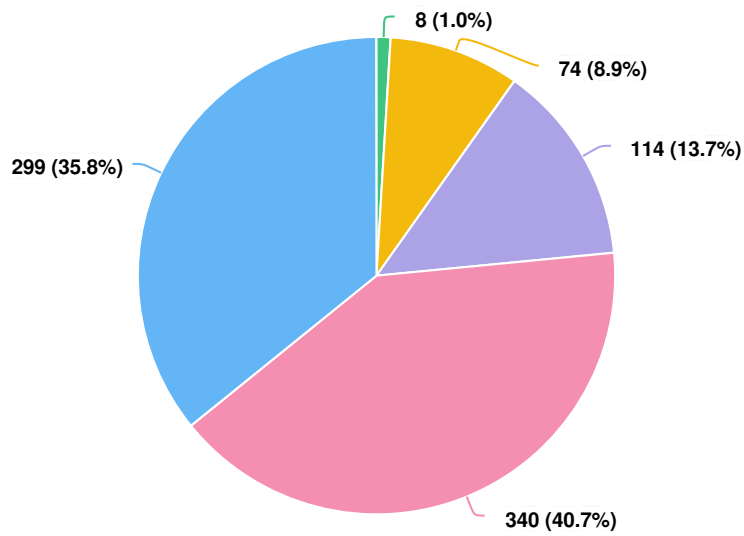


Question options

- Area A - Cassidy, Cedar, Yellowpoint, South Wellington
 ● Area B - Gabriola, DeCourcy, Mudge Islands
- Area C - Extension, Arrowsmith-Benson, East Wellington, Pleasant Valley
 ● Area E - Nanoose Bay
- Area F - Coombs, Hilliers, Errington
 ● Area G - French Creek, Dashwood, Englishman River
- Area H - Shaw Hill, Qualicum Bay, Deep Bay, Bowser
 ● District of Lantzville
● City of Parksville
- Town of Qualicum Beach
 ● The City of Nanaimo (does not receive RDN curbside service)

Optional question (852 responses, 7 skipped)

What age group do you fall into?

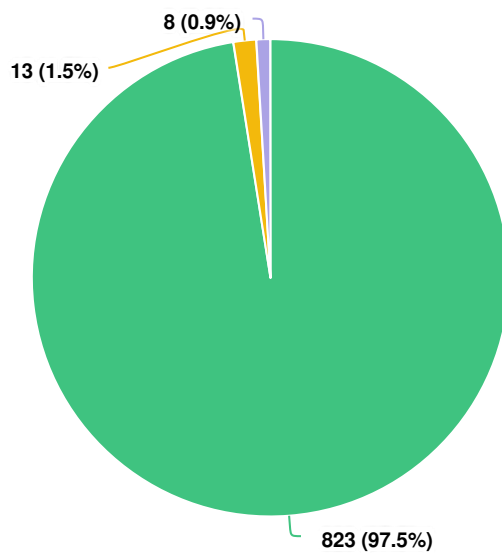


Question options

- 18-25
- 26-35
- 36-45
- 46-65
- Over 65

Optional question (835 responses, 24 skipped)

Do you have a good understanding of the recycling and food waste programs?

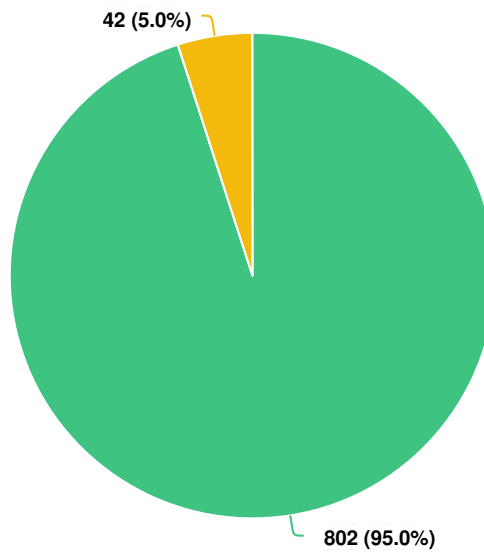


Question options

- Yes
- No
- Do not know / No opinion

Optional question (844 responses, 15 skipped)

Do you use recycling depots / drop off services?

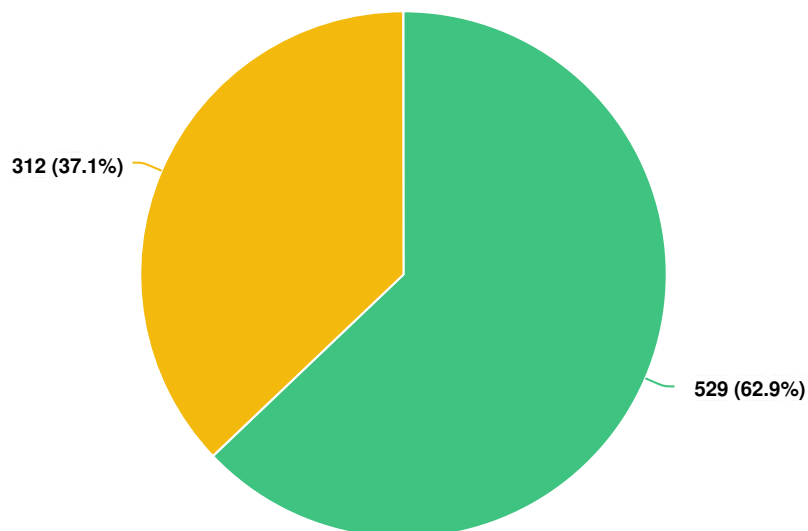


Question options

- Yes
- No

Optional question (844 responses, 15 skipped)

Are you aware the RDN board has approved a new Solid Waste Management plan, which aims to divert 90% of the waste away from...

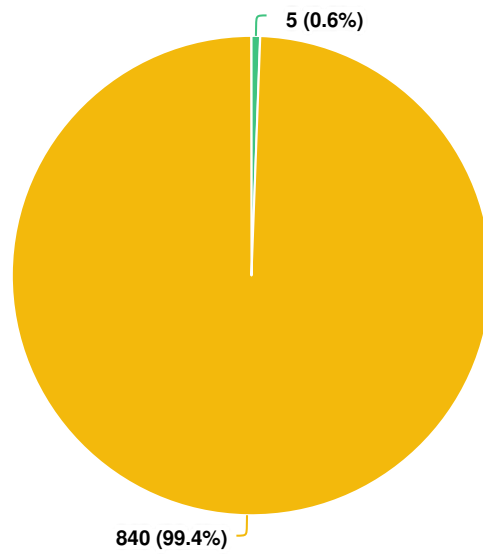


Question options

- Yes
- No

Optional question (841 responses, 18 skipped)

Do you work in the waste industry?

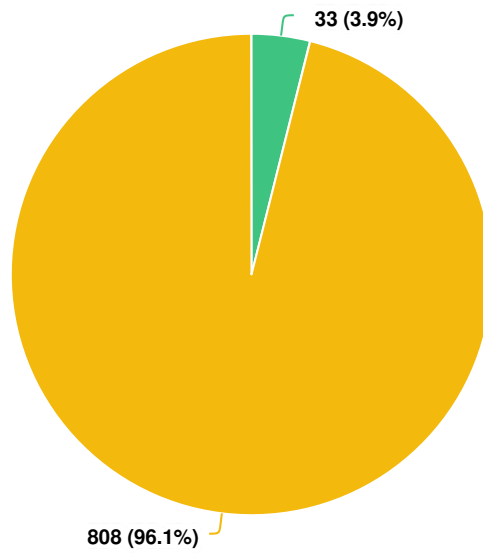


Question options

- Yes
- No

Optional question (845 responses, 14 skipped)

Do you have any Solid Waste Services related questions you wish the RDN to contact you about?

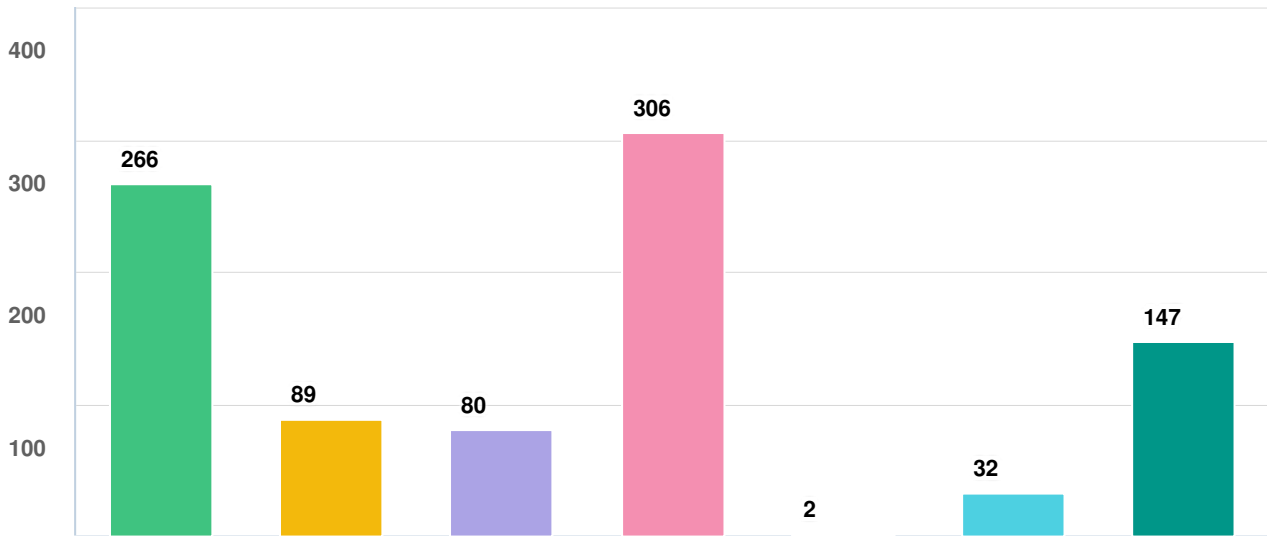


Question options

- Yes
- No

Optional question (841 responses, 18 skipped)

How were you directed to this survey?

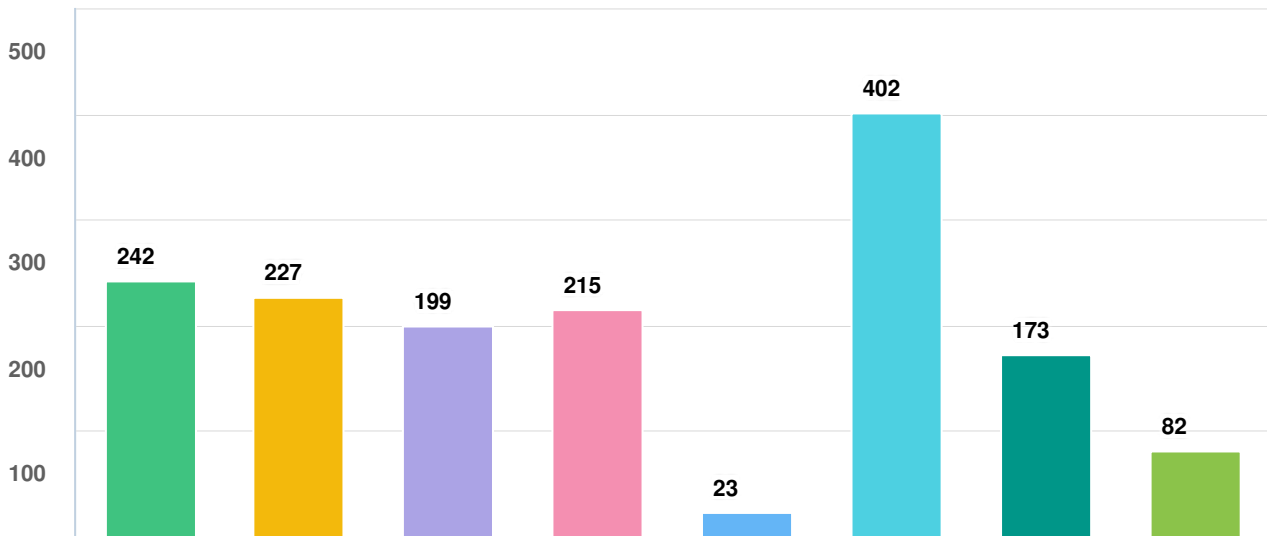


Question options

- Newspaper
- RDN website
- RDN Curbside app
- Social media (Facebook and Twitter)
- Radio
- Zero Waste newsletter
- Other

Optional question (859 responses, 0 skipped)

How would you prefer to receive information about the RDN's Solid Waste management and recycling programs?

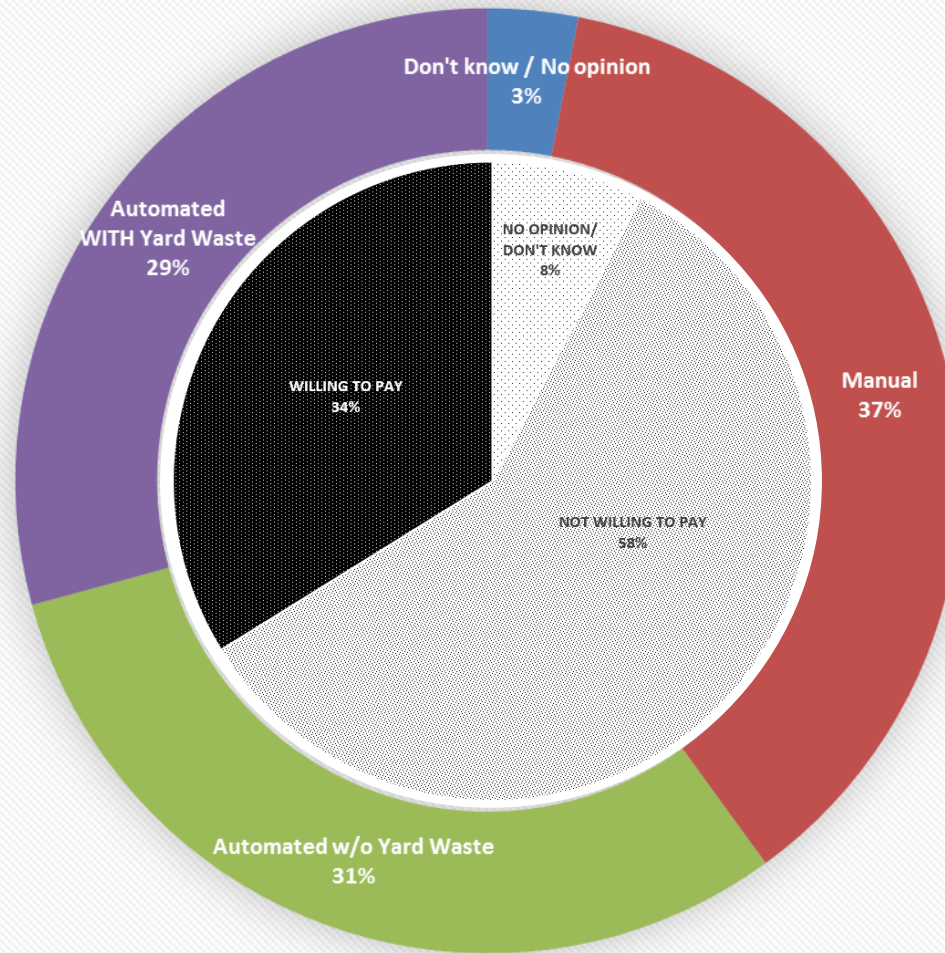


Question options

- Newspaper
- RDN website
- RDN Curbside app
- Social media (Facebook and Twitter)
- Radio
- Direct mailout (curbside collection calendar, Zero Waste newsletter)
- Utility bill inserts
- Other

Optional question (859 responses, 0 skipped)

Area A - Cassidy, Cedar, Yellowpoint, South Wellington



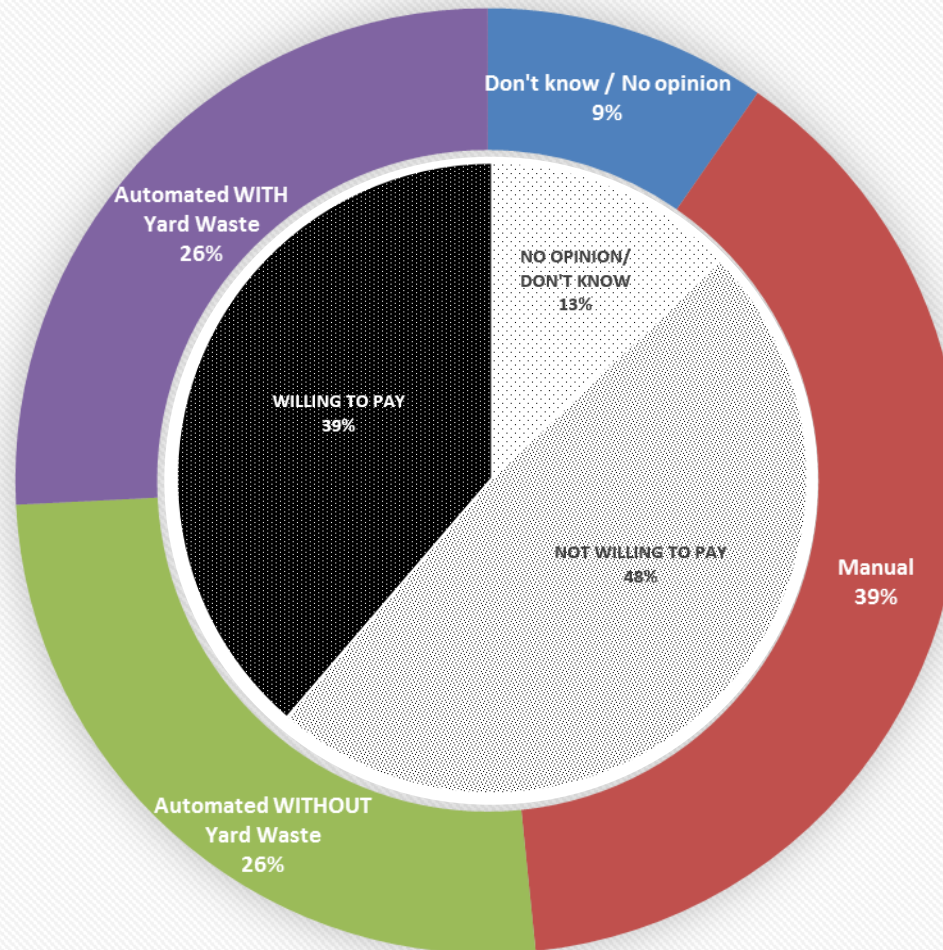
Legend

Outer Ring – All respondents' collection preferences including cost considerations

- Do not know / No opinion
- Manual Collection
- Automated Collection WITHOUT Yard and Garden Waste
- Automated Collection WITH Yard and Garden waste

Inner Circle – All respondents' willing to pay for automated collection with consideration for yard waste if offered at an additional cost

Area B - Gabriola, DeCourcy, Mudge Islands

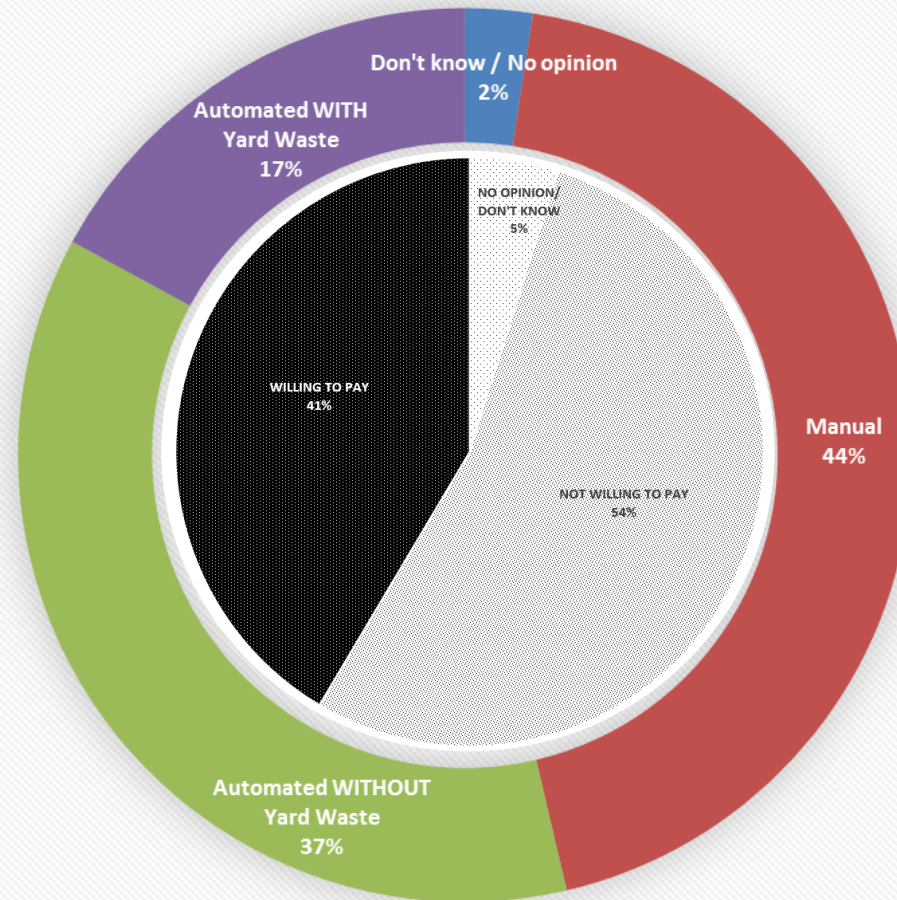


Legend
Outer Ring – All respondents' collection preferences including cost considerations

- Do not know / No opinion
- Manual Collection
- Automated Collection WITHOUT Yard and Garden Waste
- Automated Collection WITH Yard and Garden waste

Inner Circle – All respondents' willing to pay for automated collection with consideration for yard waste if offered at an additional cost

Area C - Extension, Arrowsmith-Benson, East Wellington, Pleasant Valley



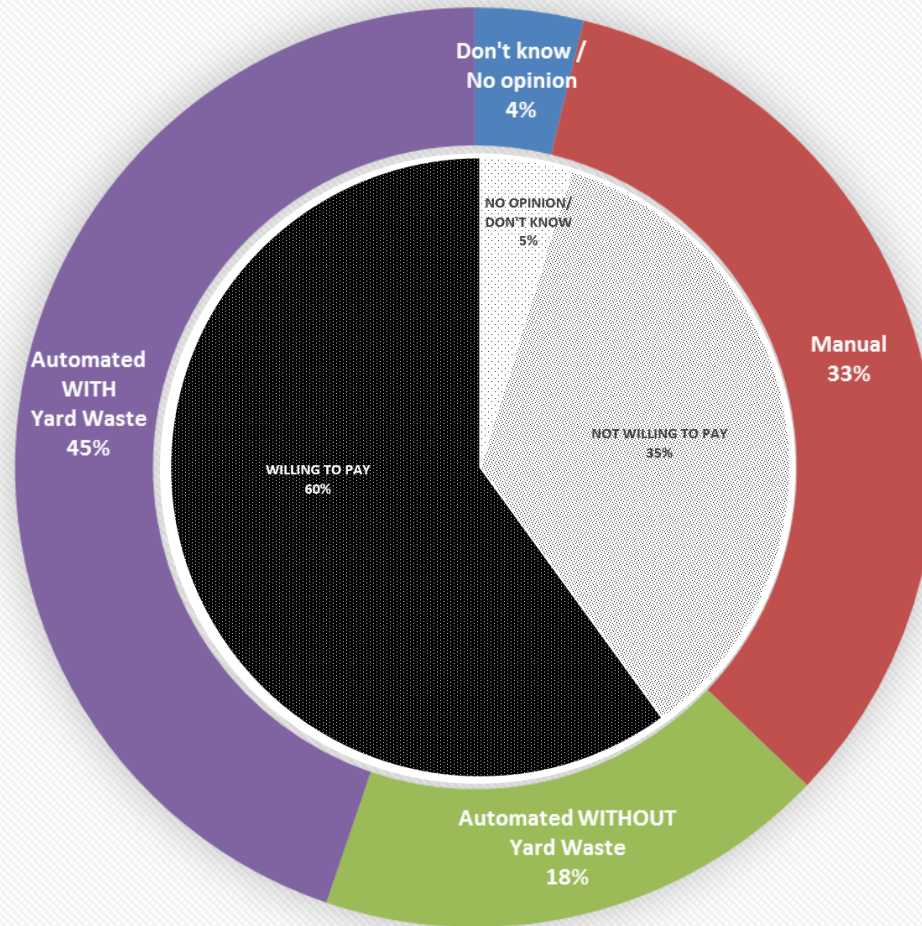
Legend

Outer Ring – All respondents' collection preferences including cost considerations

- Do not know / No opinion
- Manual Collection
- Automated Collection WITHOUT Yard and Garden Waste
- Automated Collection WITH Yard and Garden Waste

Inner Circle – All respondents' willing to pay for automated collection with consideration for yard waste if offered at an additional cost

Area E - Nanoose Bay



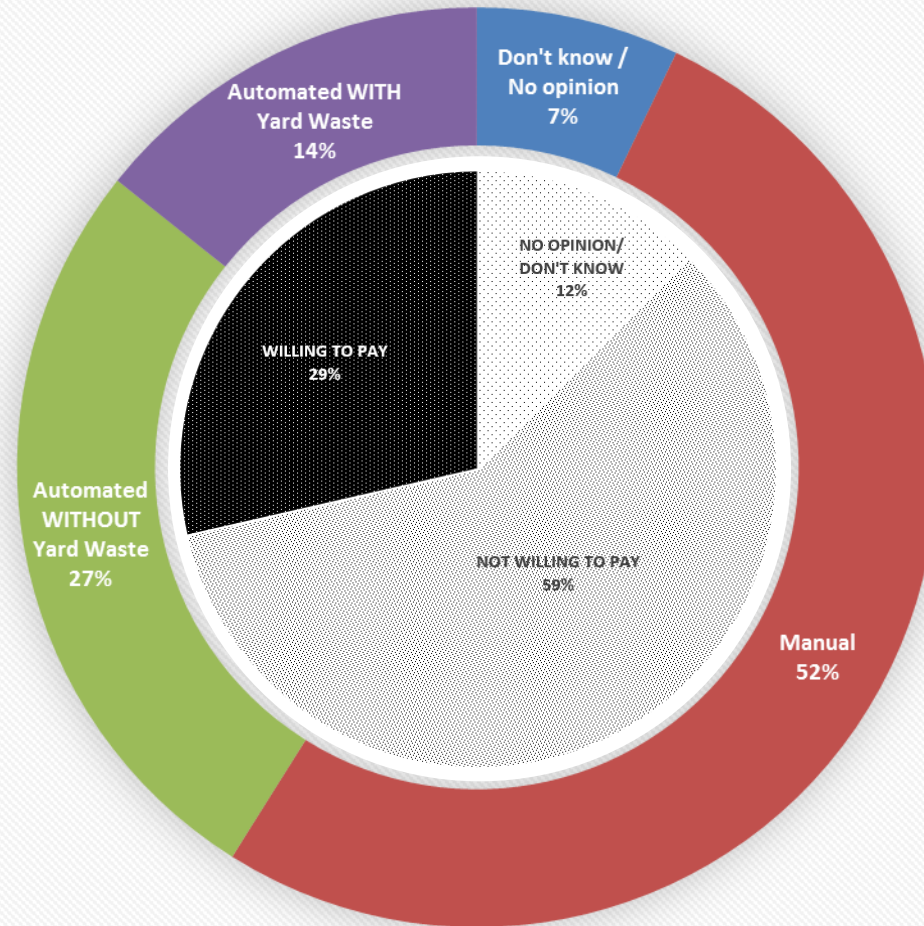
Legend

Outer Ring – All respondents' collection preferences including cost considerations

- Do not know / No opinion
- Manual Collection
- Automated Collection WITHOUT Yard and Garden Waste
- Automated Collection WITH Yard and Garden waste

Inner Circle – All respondents' willing to pay for automated collection with consideration for yard waste if offered at an additional cost

Area F - Coombs, Hilliers, Errington



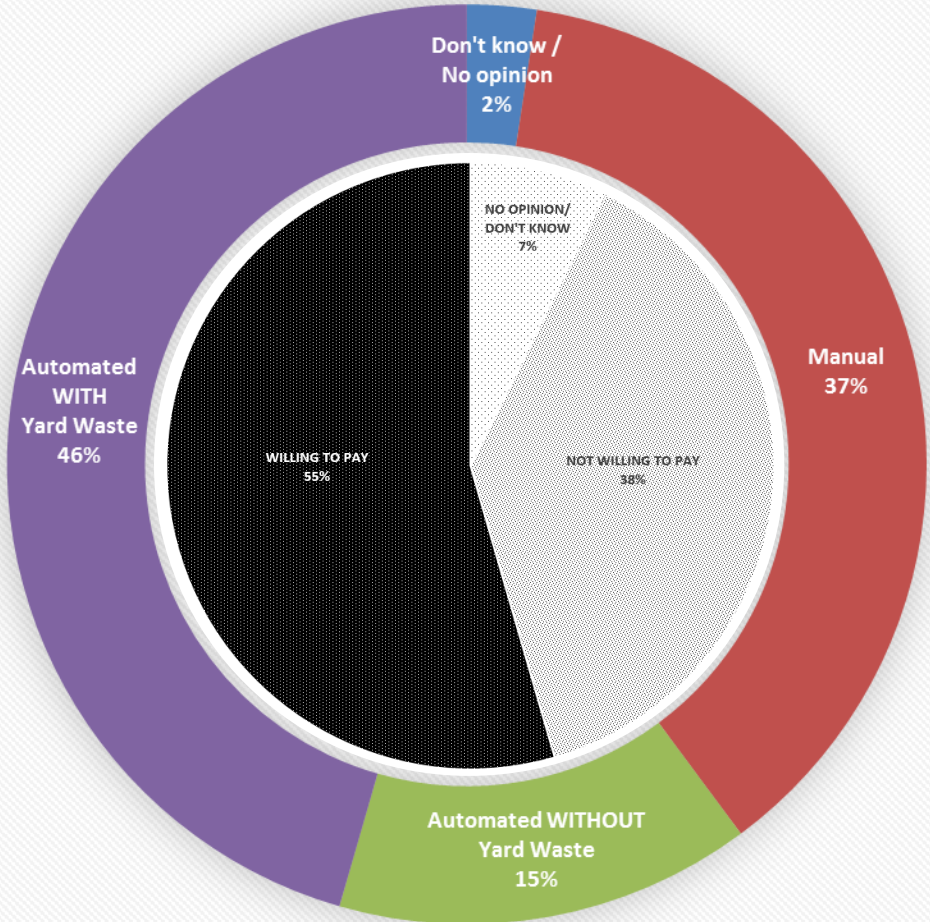
Legend

Outer Ring – All respondents' collection preferences including cost considerations

- Do not know / No opinion
- Manual Collection
- Automated Collection WITHOUT Yard and Garden Waste
- Automated Collection WITH Yard and Garden waste

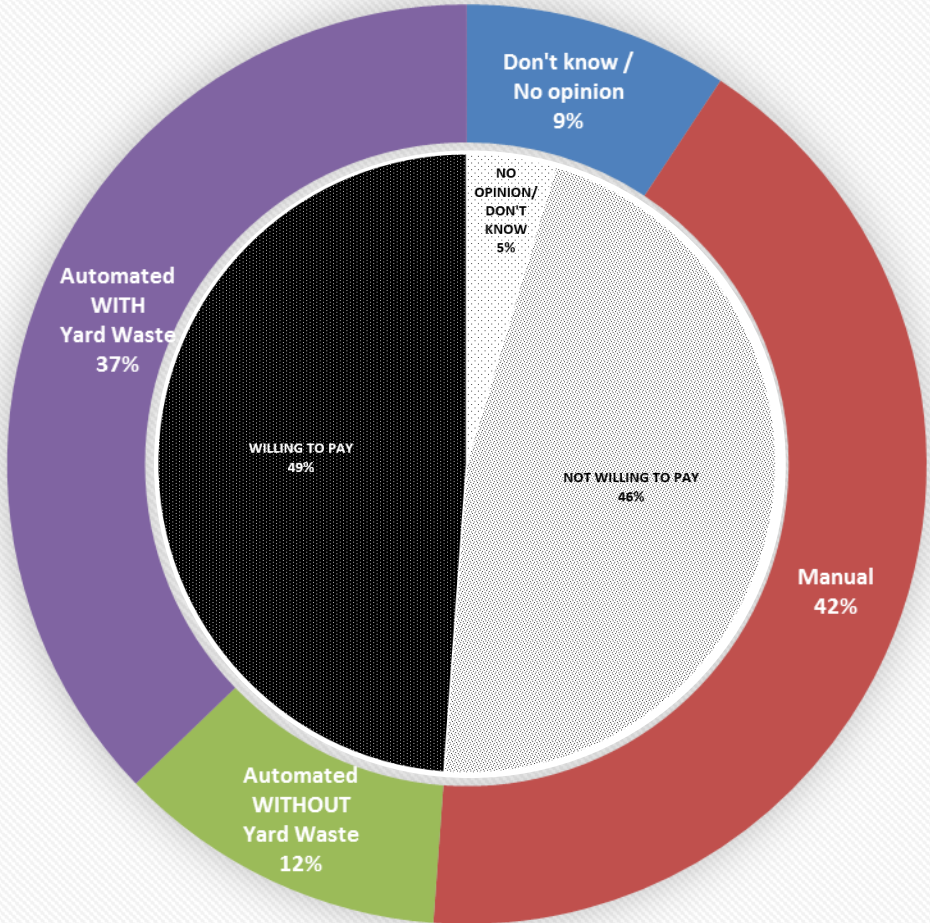
Inner Circle – All respondents' willing to pay for automated collection with consideration for yard waste if offered at an additional cost

Area G - French Creek, Dashwood, Englishman River



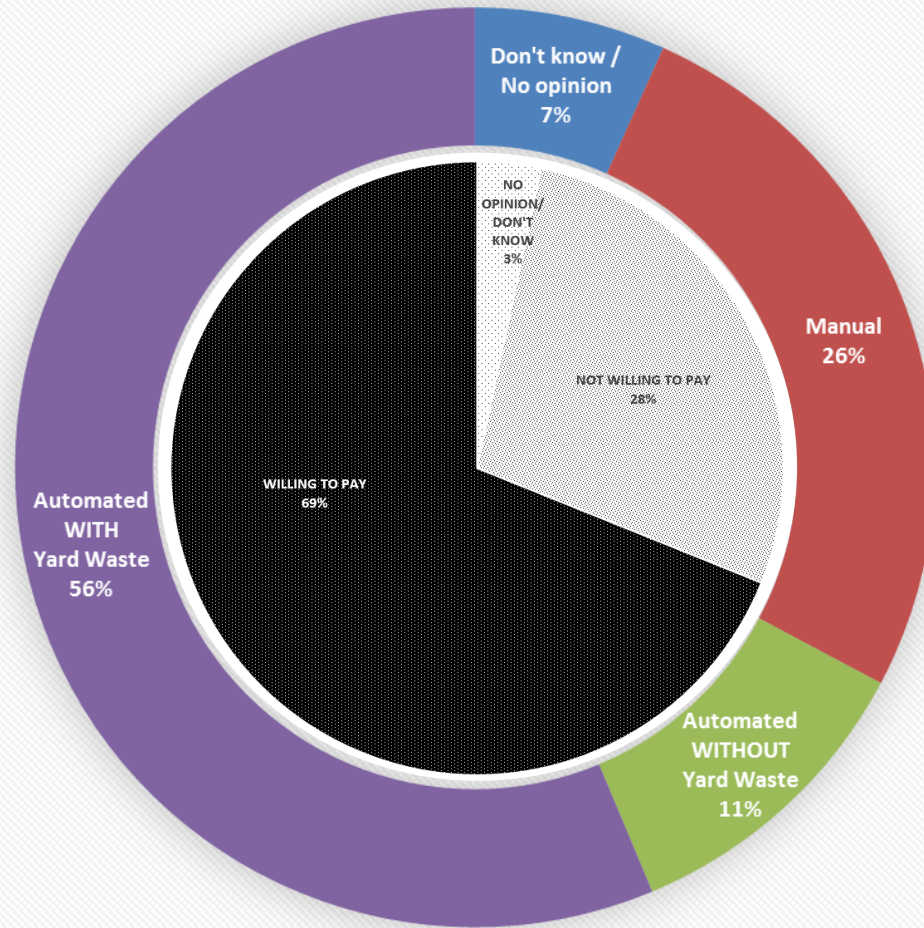
Legend
Outer Ring – All respondents’ collection preferences including cost considerations
 ■ Do not know / No opinion ■ Manual Collection ■ Automated Collection WITHOUT Yard and Garden Waste ■ Automated Collection WITH Yard and Garden waste
Inner Circle – All respondents’ willing to pay for automated collection with consideration for yard waste if offered at an additional cost

Area H - Shaw Hill, Qualicum Bay, Deep Bay, Bowser



Legend
Outer Ring – All respondents’ collection preferences including cost considerations
 ■ Do not know / No opinion ■ Manual Collection ■ Automated Collection WITHOUT Yard and Garden Waste ■ Automated Collection WITH Yard and Garden waste
Inner Circle – All respondents’ willing to pay for automated collection with consideration for yard waste if offered at an additional cost

City of Parksville



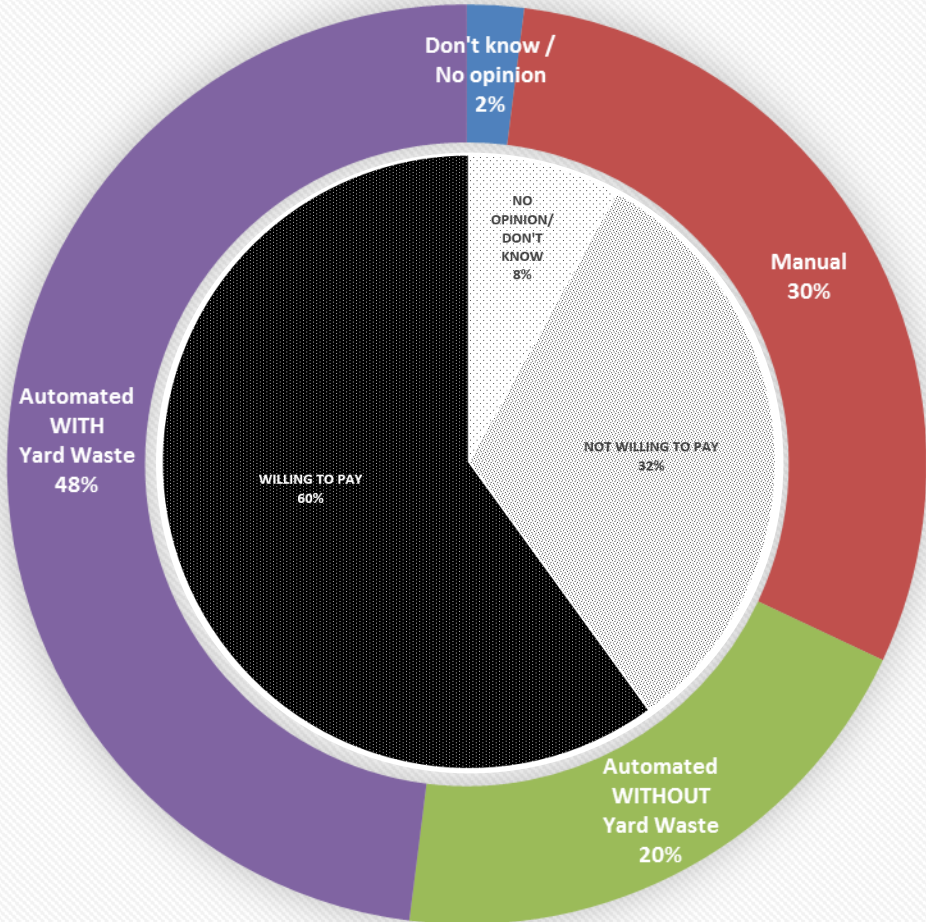
Legend

Outer Ring – All respondents' collection preferences including cost considerations

- Do not know / No opinion
- Manual Collection
- Automated Collection WITHOUT Yard and Garden Waste
- Automated Collection WITH Yard and Garden Waste

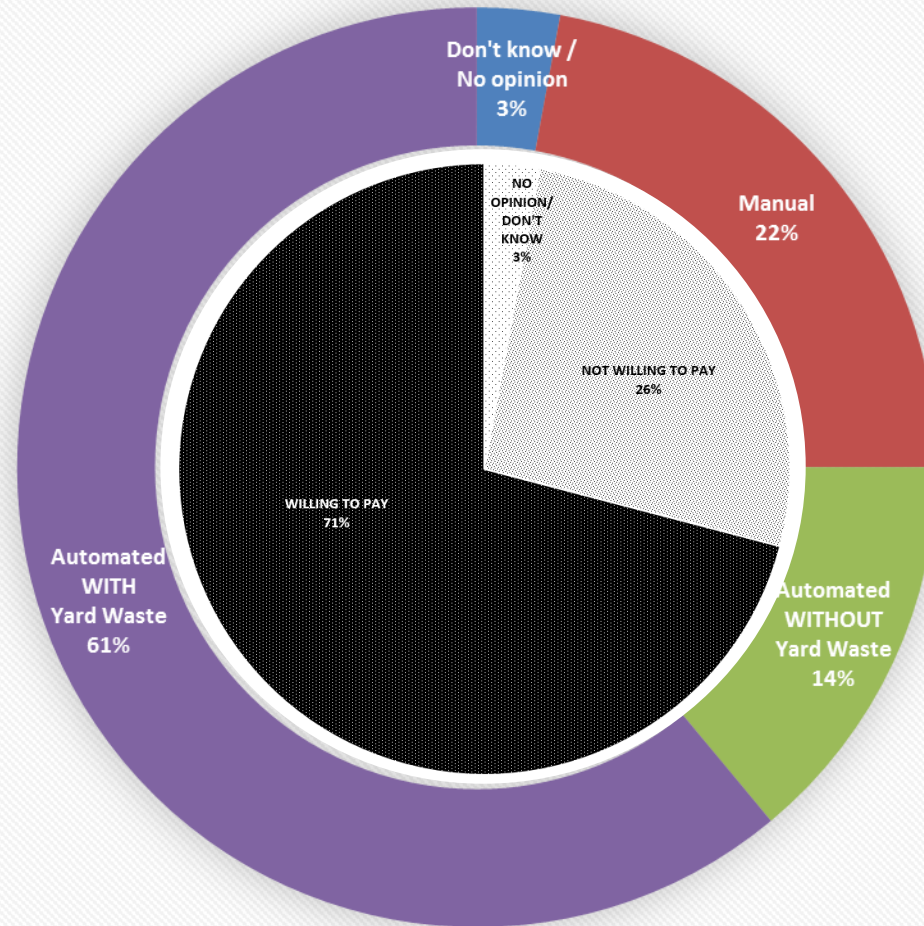
Inner Circle – All respondents' willing to pay for automated collection with consideration for yard waste if offered at an additional cost

District of Lantzville



Legend
Outer Ring – All respondents’ collection preferences including cost considerations
 ■ Do not know / No opinion ■ Manual Collection ■ Automated Collection WITHOUT Yard and Garden Waste ■ Automated Collection WITH Yard and Garden waste
Inner Circle – All respondents’ willing to pay for automated collection with consideration for yard waste if offered at an additional cost

Town of Qualicum Beach



Legend

Outer Ring – All respondents' collection preferences including cost considerations

- Do not know / No opinion
- Manual Collection
- Automated Collection WITHOUT Yard and Garden Waste
- Automated Collection WITH Yard and Garden waste

Inner Circle – All respondents' willing to pay for automated collection with consideration for yard waste if offered at an additional cost

Participant Distribution Breakdown

Catchment Area	Population	% of Total Population	# of Participants
City of Parksville	5302	19%	3
District of Lantzville	1428	5%	1
Town of Qualicum Beach	4046	14%	2
Electoral Area A	2915	10%	1
Electoral Area B	2533	9%	1
Electoral Area C	1108	4%	1
Electoral Area E	3192	11%	2
Electoral Area F	2578	9%	1
Electoral Area G	2655	9%	1
Electoral Area H	2864	10%	1
Total	28621		14

1. Manual vs. Automated

- 75% of participants were inclined to switch to automated service
 - 42% of participants in favor of yard waste collection
 - Predominately city residents with limited access to yard disposal facilities
 - Resident in favour for comingled food and yard waste to reduce odour and maggots
 - 58% against yard waste collection
 - Predominately rural residents that either self-hauls to disposal facilities or backyard compost/backyard burn
 - Strata residents already pay for yard waste disposal through their strata fees and should have the ability to opt out of the yard waste collection
 - Wood chipping programs are offered at both City of Parksville (once per year) and Town of Qualicum Beach (twice per year) which are heavily utilized by residents
- 75% of participants were willing to pay additional cost to improve worker safety
 - Participants that were not willing to pay the additional cost associated to improve worker safety were of the opinion that it is the responsibility of the RDN, and residents should not be burdened with the added cost
- Consideration for lawn maintenance companies in the region that will be affected if yard collection is made available , especially for strata properties
- Unanimous support for updating the bylaw to mandate the use of rigid containers if the Board decides to stay with a manual collection system to minimize worker injury

2. Automated cart sizing

- Garbage
 - The ideal cart size is either 80 or 100 L per household
 - Larger cart sizes will likely encourage more waste
 - There should be an option for residents to purchase larger carts to accommodate their household needs
- Recycling
 - The ideal cart size should be 100 L per household
 - There should be an option for residents to opt for large carts at no charge
- Organics
 - The ideal cart size should be 80 L per household without yard waste collection, and 120 L per household with yard waste collection
 - Participants noted residents will likely still put grass clippings in the organics cart even if they are not subscribed to the yard waste collection service, may require extra staffing for enforcement
- With the RDN/contractor taking ownership of the carts, residents taking ownership of a new property should have the opportunity to swap out cart sizes to best suit their household needs
- Participants noted the carts may pose a challenge for people with mobility issues but after testing out the wheeled carts, the general consensus is the wheeled carts (with sandbags to simulate filled carts) are easier to maneuver than lifting a container or bag.
- Bear proof kits should be an option, only on an as needed basis, as it is cost prohibitive for many at \$65 per kit

Size Delta	Container Size (Gallons)	Cart Size (L)	Current Manual Program		Estimated # of Households	Estimated Annual Fee*			
			100L Container Equivalent	User Fee		Option 1	Option 2	Option 3	
						Manual Collection	Automated Collection without Yard Waste	Automated Collection with 80L Yard Waste	Automated Collection with 120L Yard Waste
-20%	21	80	0.8		4350		\$ 160	\$ 175	\$ 205
							-6%	3%	21%
Default Size	26	100	1	\$ 145	21750	\$ 170	\$ 200	\$ 215	\$ 245
							18%	26%	44%
20%	32	120	1.2		1840		\$ 240	\$ 255	\$ 285
							41%	50%	68%
140%	64	240	2.4		600		\$ 480	\$ 495	\$ 525
							182%	191%	209%
260%	96	360	3.6		460		\$ 720	\$ 735	\$ 765
							324%	332%	350%

Example Fee Schedule for Proposed Financial Incentive

Size Delta	Container Size (L)	Annual Fee (12 lifts)	Additional Lift (ea)
-20%	80	\$ 137.60	\$ 1.60
Default Size	100	\$ 172.00	\$ 2.00
20%	120	\$ 206.40	\$ 2.40
140%	240	\$ 412.80	\$ 4.80
200%	360	\$ 516.00	\$ 6.00

Number of Pickups Per Year	Container Size				
	80 L	100 L	120 L	240 L	360 L
12	\$ 137.60	\$ 172.00	\$ 206.40	\$ 412.80	\$ 516.00
13	\$ 139.20	\$ 174.00	\$ 208.80	\$ 417.60	\$ 522.00
14	\$ 140.80	\$ 176.00	\$ 211.20	\$ 422.40	\$ 528.00
15	\$ 142.40	\$ 178.00	\$ 213.60	\$ 427.20	\$ 534.00
16	\$ 144.00	\$ 180.00	\$ 216.00	\$ 432.00	\$ 540.00
17	\$ 145.60	\$ 182.00	\$ 218.40	\$ 436.80	\$ 546.00
18	\$ 147.20	\$ 184.00	\$ 220.80	\$ 441.60	\$ 552.00
19	\$ 148.80	\$ 186.00	\$ 223.20	\$ 446.40	\$ 558.00
20	\$ 150.40	\$ 188.00	\$ 225.60	\$ 451.20	\$ 564.00
21	\$ 152.00	\$ 190.00	\$ 228.00	\$ 456.00	\$ 570.00
22	\$ 153.60	\$ 192.00	\$ 230.40	\$ 460.80	\$ 576.00
23	\$ 155.20	\$ 194.00	\$ 232.80	\$ 465.60	\$ 582.00
24	\$ 156.80	\$ 196.00	\$ 235.20	\$ 470.40	\$ 588.00
25	\$ 158.40	\$ 198.00	\$ 237.60	\$ 475.20	\$ 594.00
26	\$ 160.00	\$ 200.00	\$ 240.00	\$ 480.00	\$ 600.00

TO: Solid Waste Management Select **MEETING:** October 4, 2018
Committee

FROM: Jane Hamilton **FILE:** 1240-20-SW
Superintendent, Disposal Operations

SUBJECT: Crawler Dozer Purchase

RECOMMENDATION

That the Board approve the purchase of a 2018 Case 2050M Crawler Dozer with a Waste Handling Package from The Inland Group for \$434,520 (exclusive of taxes).

SUMMARY

The 2018 Solid Waste Services approved budget contemplates the purchase of a new tracked machine for waste processing. A Request for Proposals (RFP) was issued on August 17, 2018 and was publicly advertised on the RDN and BC Bid websites. Six responses were received by the September 11, 2018 closing date.

The Inland Group's submission was the highest ranked proposal as well as the lowest cost proposal of the submissions that met the technical specifications within the published budget.

BACKGROUND

Tracked heavy-equipment is relied on heavily in a landfill environment due to their versatility to both provide strength in pushing power as well as ability to traverse land surfaces that cannot be maneuvered with rubber tires. The RDN Regional Landfill currently owns and operates a waste-handling track-loader with approximately 9600 hours of usage, which is scheduled and budgeted for replacement in 2018 in accordance with our asset management plan and 2018 capital budget. The tracked equipment works in tandem with the waste compactor to distribute and compact the waste. The tracked equipment is also used for other earthworks including road building and application of landfill cover material.

The RFP specified requirements including minimum operating weight, track-width and a guard system that allows efficient work in solid waste. The RFP also identified preferences for components such as a six-way blade, Tier 4 engine and HEPA cab-air filtrations system. These criteria set out a tracked machine that offers sufficient push power and wide enough tracks for machine flotation and ability to crawl on side-slopes in saturated conditions.

The RFP closed on September 11, 2018 and six submissions were received. Of the six submissions, two proposals met all of the technical specifications and were within the published budget:

- The Inland Group - \$434,520; and
- Finning - \$540,000.

Proposals were evaluated against the point-rated criteria provided in the RFP, and it was determined that the proposal with the highest ranking score was submitted by The Inland Group for a 2018 Case 2050M Crawler Dozer with a Waste Handling Package. Of the submissions that meet all of the technical specifications and were within the published budget, the Inland Group's proposal offers:

- the best warranty at 3 years/3000 hours full factory warranty;
- the first 3 years of the telematics subscription package at no cost;
- the lowest 6-year scheduled maintenance cost;
- the lowest field rate for a heavy-duty mechanic;
- no minimum charge or fees for calls to the RDN Landfill;
- the widest track width at 36";
- the lowest capital cost; and
- the shortest delivery lead time.

ALTERNATIVES


1. That the purchase of a 2018 Case 2050M Crawler Dozer with a Waste Handling Package from the Inland Group for an amount of \$434,520 (exclusive of taxes) be approved.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The current financial plan has scheduled replacement of the tracked loader in 2018. The cost of the proposed waste handling track-type tractor is \$143,780 less than the approved budget amount of \$578,300 (\$467,300 plus the trade-in value).

STRATEGIC PLAN IMPLICATIONS

The purchase of a 2018 Case 2050M Crawler Dozer from the Inland Group is consistent with the Strategic Plans focus on funding infrastructure in support of our core services employing an asset management focus.



Jane Hamilton, Superintendent, Disposal Operations
jhamilton@rdn.bc.ca
September 18, 2018

Reviewed by:

- L. Gardner, Manager, Solid Waste
- K. Felker, Purchasing Manager, Finance
- R. Alexander, General Manager, RCU

- J. Beauchamp, Director of Finance
- G. Garbutt, Acting Chief Administrative Officer

TO: Transit Select Committee **MEETING:** September 27, 2018
FROM: Erica Beauchamp **FILE:** 8330 01 EA F
Superintendent, Transit Planning &
Scheduling
SUBJECT: Feasibility of Transit in Electoral Area F

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

That staff be instructed to research and determine feasibility of transit options for Area F wherein local subsidies do not exceed five times the farebox receipts; options may include one or more providers that may be non-profit and/or for-profit.

RECOMMENDATION

That the Board direct staff to begin Phase II planning for transit in Electoral Area F, using Option 2: Flex-Route/Paratransit and an ARBOC bus, with a forecasted expansion of 5-10 years.

SUMMARY

In November 2016, the Regional District of Nanaimo Board provided direction to examine transit service options for Electoral Area F. In partnership with BC Transit, a feasibility study was conducted (Attachment 1: '*Area F Feasibility Study*'; BC Transit) which outlines two transit service options both operating Monday to Sunday. Service Option 1 provides fixed-route conventional transit service. Service Option 2 provides a flex-route, paratransit service offering the scheduling of a fixed-route with added time in the schedule to allow flexibility for the bus to deviate from the route up to 2 kilometres. These options for transit service to Electoral Area F will be added to the service expansion priorities matrix, according to their recommended medium-long term priority of 5-10 years. It is recommended that Option 2: Flex Route/Paratransit be selected for transit service to Area F.

BACKGROUND

Regional District of Nanaimo (RDN) Electoral Area F is a primarily rural Electoral Area with a population dispersed among wide-spread properties. It is located southwest of Parksville and Qualicum Beach (Map 1: Study Area). Electoral Area F, encompassing the communities of Coombs-Hilliers and Errington along Highway 4A, does not currently have transit service. The community of Coombs, with a resident population of 1,500 (Statistics Canada, 2016), experiences a significant influx of tourists during peak summer months leading to traffic congestion and parking issues. This influx of visitors is primarily due to the Coombs Country market, a bustling attraction. Errington, with a population just over 2,600 and similar age demographics to Coombs, also has a dispersed population as well as areas of industrial complexes and businesses.

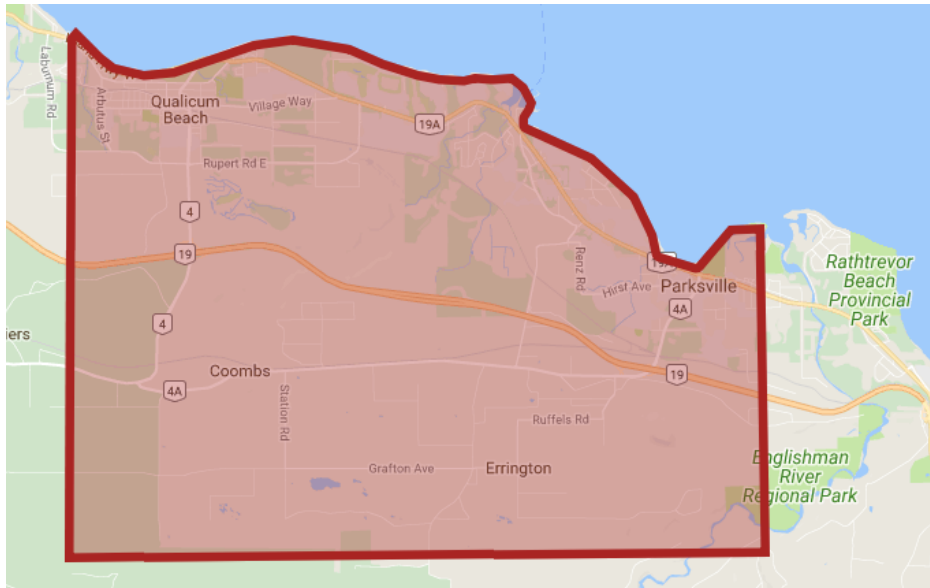


Figure 1: Study Area (BC Transit: Area F Feasibility Study)

According to population statistics (Statistics Canada, 2016) for the communities of Coombs and Errington, 20% of the population is aged 65 years and over, and 13% is under 14 years of age. Transit research indicates that seniors (those over 60 years), as well as those aged under 19 years, have a greater propensity towards transit use. As well, as seniors age they are more dependent on transit and are more likely to benefit from door-to-door service.

Residents of Electoral Area F generally access services in the communities of Qualicum Beach and Parksville, as well as Nanaimo, since available services within Electoral Area F are few. As well, many residents travel outside the area for employment opportunities. As a result, a transit route in Electoral Area F would best benefit residents by reducing car dependency and connecting them to the centres where services are currently utilized: Parksville, Qualicum Beach and Nanaimo.

BC Transit, in partnership with the Regional District of Nanaimo, examined the population demographics noted above, as well as land use characteristics within Electoral Area F. This research was used to generate two transit service options, which would connect residents of Coombs & Errington to Parksville, Qualicum Beach and the whole of the Regional District of Nanaimo transit system. A summary of the service options can be found in Table 1.

Service Options	Service Type	Routing	Buses Required	Estimated Hours	Estimated Ridership	Estimated Local Share Cost (ARBOC)	Estimated Local Share Cost (CNG New Flyer)
Option 1	Fixed route	Qualicum to Parksville along Hwy 4	2	4,000	6,000	\$272,600	\$273,200
Option 2	Flex route, paratransit	Same as Option 1 with deviation up to 2km	2	3,000	3,000	\$222,500	\$223,100

Table 1: Service Option Summary (financial estimates provided by BC Transit)

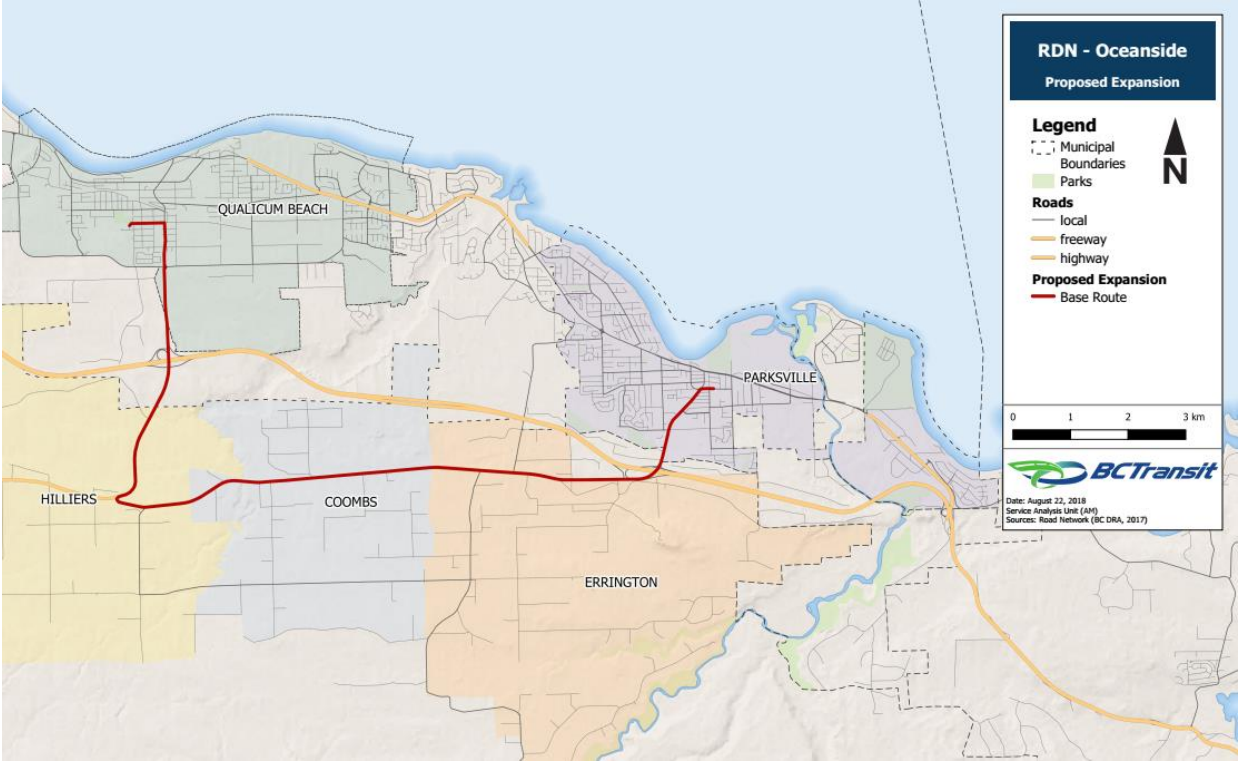


Figure 2: Service Option 1, fixed route conventional (BC Transit: Area F Feasibility Study)

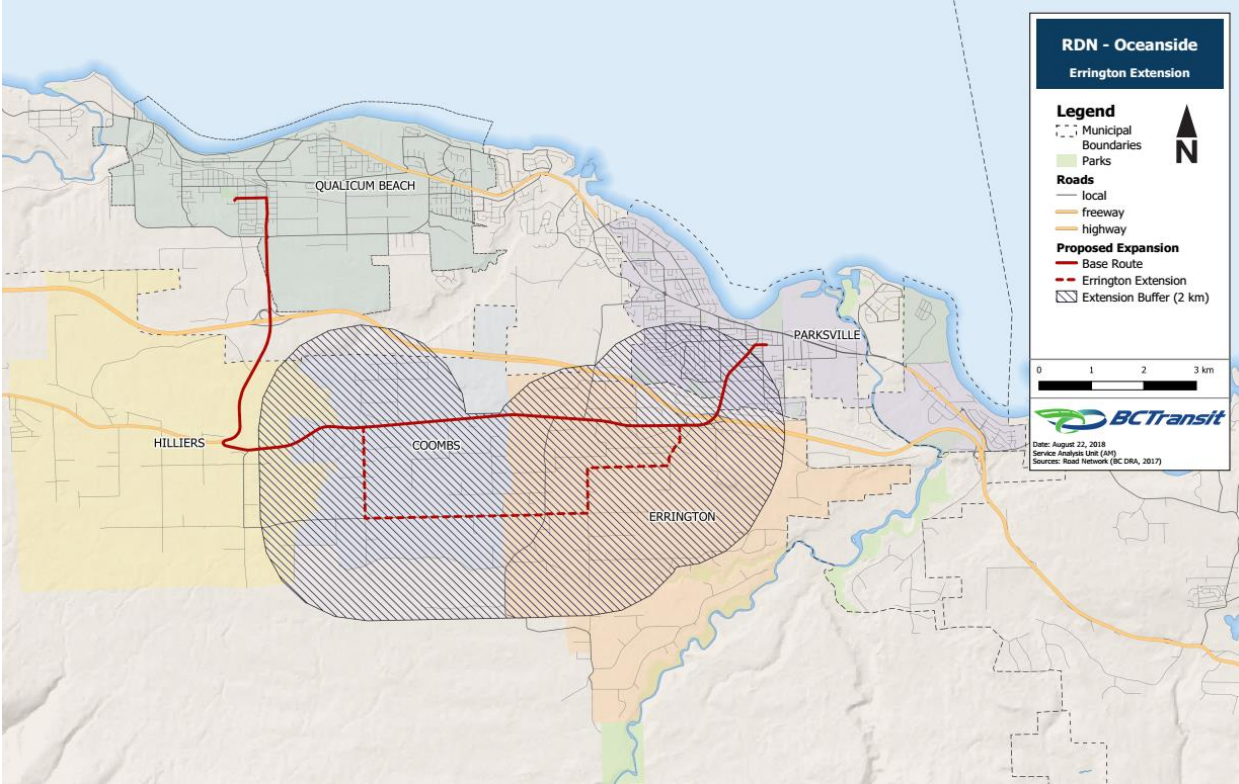


Figure 3: Service Option 2, flex-route conventional (BC Transit: Area F Feasibility Study)

Each of the 2 service options for transit to Electoral Area F would require 2 additional buses. Option 1 requires an estimated 2,500 hours while Option 2 requires an estimated 1,500 hours, with potentially less trips per day, however with the flexible option to venture off-route up to 2 kilometres.

Transit service to Electoral Area F is a medium-long term priority based on the expansion priorities matrix, making it an expansion possibility in 5 to 10 years.

ALTERNATIVES

1. That the Board direct staff to begin Phase II planning for transit in Electoral Area F, using Option 2: Flex-Route/Paratransit, and an ARBOC bus, with a forecasted expansion of 5-10 years.
2. That alternate direction be provided.

FINANCIAL IMPLICATIONS

As this project is a medium-long term priority, it places an expansion of transit into Area F within a 5-10 year time frame. A more detailed cost analysis will be provided during Phase II planning, and will outline cost allocation for each Northern Electoral Area according to Bylaw No. 1196: 'Northern Community Transit Service Committee'.

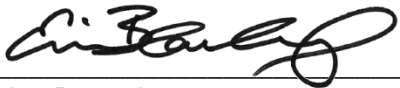
Current estimated financial implications are as follows:

- Option 1: \$272,600 (ARBOC) to \$273,200 (CNG) annually
- Option 2: \$222,500 (ARBOC) to \$223,100 (CNG) annually.

These costs are estimates, are dependent on option selected, and are reliant on BC Transit having expansion hours available.

STRATEGIC PLAN IMPLICATIONS

This service expansion aligns with the RDN Strategic Plan Key Focus Area to 'Focus on Service and Organizational Excellence', specifically the strategic priority to "...advocate for transit improvements and active transportation". Improving and expanding transit within the service area results in greater access for the public to more sustainable transportation and economic opportunities throughout the RDN and surrounding municipalities.



Erica Beauchamp
ebeauchamp@rdn.bc.ca
September 4, 2018

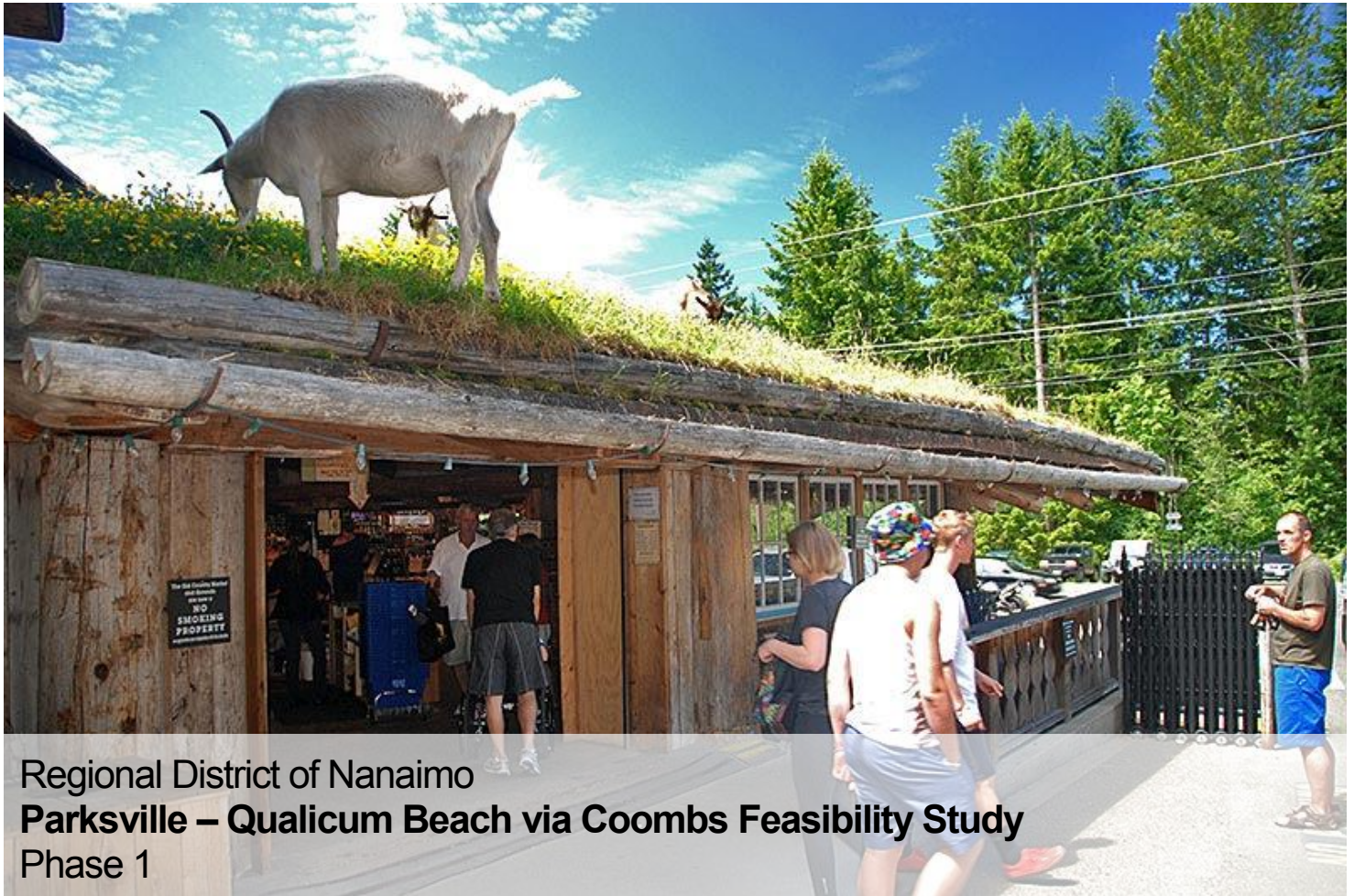
Reviewed by:

- D. Marshall, Manager, Transit Operations
- D. Pearce, Director, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. Area F Feasibility Study, BC Transit 2018

Area F Feasibility Study



Regional District of Nanaimo
Parksville – Qualicum Beach via Coombs Feasibility Study
Phase 1



Contents

1. Introduction	3
2. Background	3
3. Objectives.....	3
4. Transit Market.....	4
4.1 Community Overview	4
4.2 Land Use Patterns and Key Destinations	6
4.3 Estimated Transit Ridership	8
5. Service Options	8
6. Fleet and Infrastructure Options	10
7. Summary of Service Options.....	12
8. Next Steps	Error! Bookmark not defined.

1. Introduction

The purpose of this service discussion document is to describe the potential service options and resources required to implement a transit route between Parksville, Coombs and Qualicum Beach thus connecting Area F to transit routes throughout the Regional District of Nanaimo (RDN).

2. Background

In November 2016, the Regional District of Nanaimo Board provided direction to include transit service to Electoral Area F as a medium-long term priority. In 2018, interest was reignited from the City of Parksville and the Town of Qualicum Beach to provide transit service within Electoral Area F, specifically the communities of Coombs and Errington (Figure 1: Study Area).

A phased approach is being undertaken for this Feasibility Study. This Service Discussion Document is the first phase, providing a high-level understanding of ridership demand, transit service options, and resources needed. Phase II of the Feasibility Study will provide detailed costing, infrastructure requirements, public engagement, and local government approval. The Transit Select Committee and the Regional District of Nanaimo Board will be provided with regular updates throughout the project.

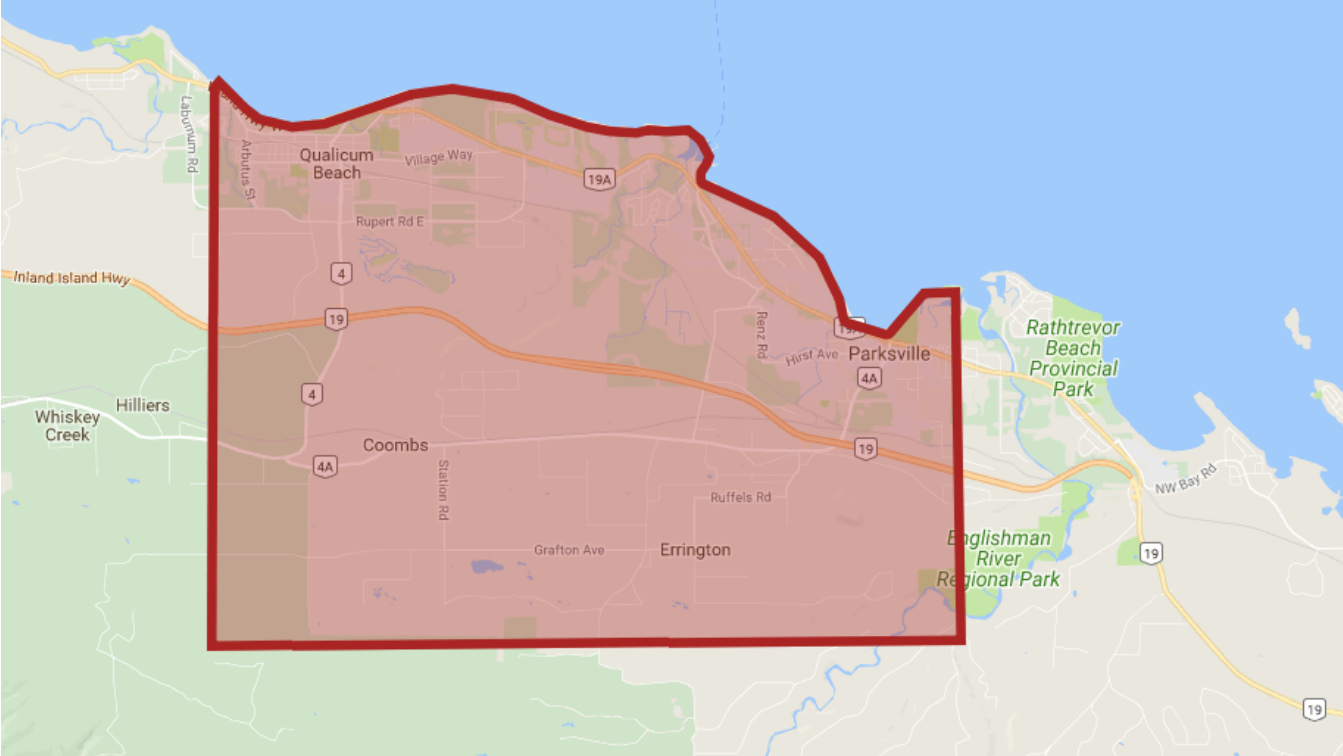


Figure 1: Study Area

3. Objectives

The objectives of the Area F Feasibility Study, as discussed and reviewed with the local partners, are listed below. The objectives serve to define the expected role of transit in the region in terms of service levels and form the basic requirements any proposed transit system

must fulfill in order to be acceptable to the regional district, local municipalities and First Nations communities.

1. Identify the transit market based on demographic data and existing transportation services.
2. Develop service options and outline associated costs. Service options will be consistent with the area's population and land use patterns.

4. Transit Market

Community profiles are useful in determining the size and characteristics of the potential transit markets. Various factors impact transit ridership, including sociodemographic characteristics, individual travel patterns, land use and development patterns, comparable travel times with the private vehicle, parking prices, access to key destinations, transportation network design, existing transportation options, fare prices, and fuel prices.

4.1 Community Overview

Population and Employment Statistics

Electoral Area F, located southwest of Parksville and Qualicum Beach, is comprised of the communities of Coombs, Errington and Hilliers. These communities are connected by Highway 4, a north-south corridor and Highway 4A, an east-west corridor. The community of Coombs has a resident population of 1,500¹ and boasts a bustling market ² that attracts tourists, primarily in the Spring and Summer. Parksville has population of 13,057 and Qualicum Beach has a population of 9,411. These communities also generate tourist activity during the Spring/Summer. Figure 2 below provides population and employment statistics.

¹ Statistics Canada, 2016.

² Coombs Country Market operates March – December, with peak season in the spring and summer.

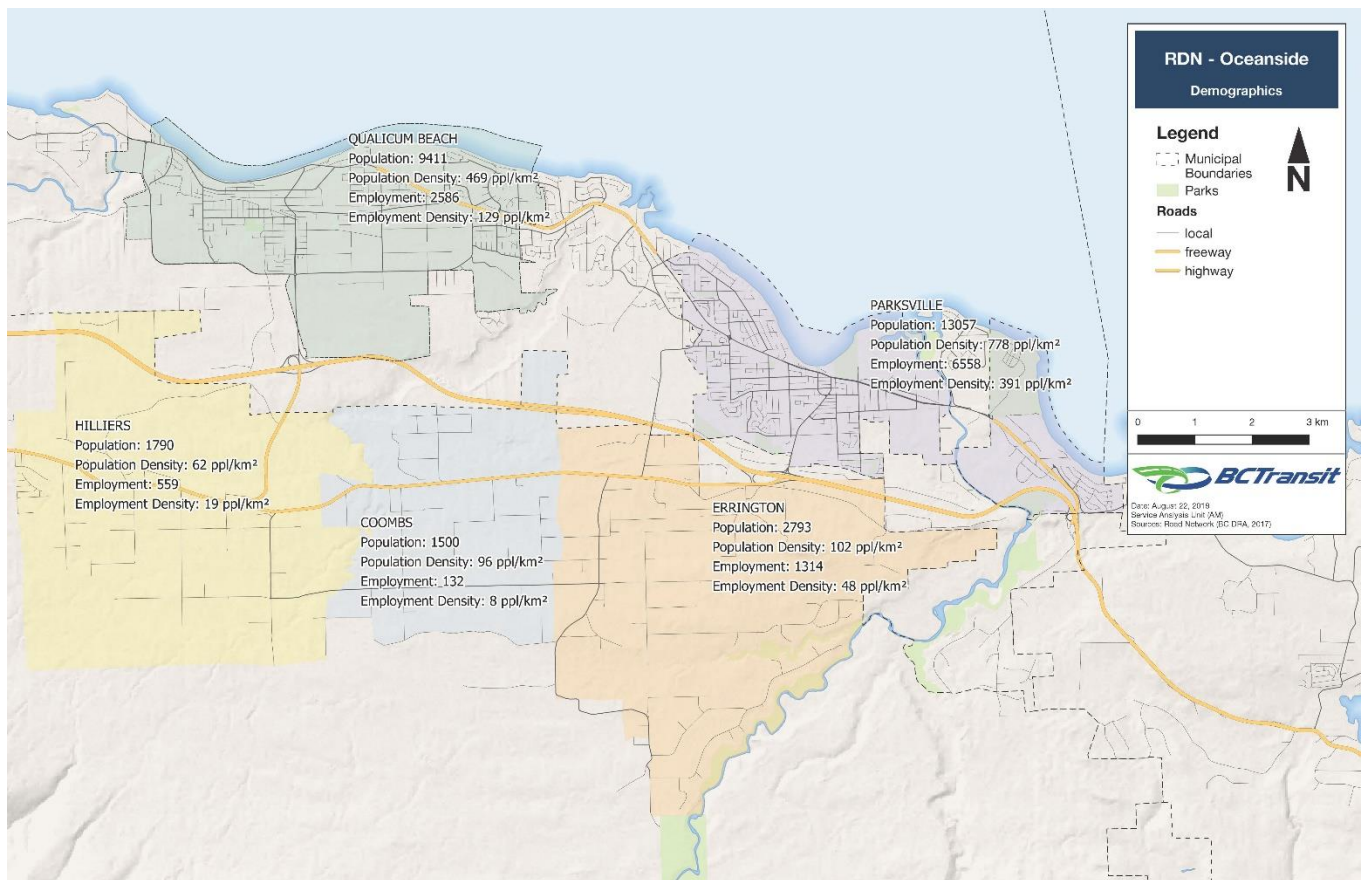


Figure 2: Population Map

Population Distribution of Age

The propensity to use transit varies with age and key changes in age groups can have significant impacts on the future of transit. Specific age groups, such as those under 19 or over 75 are more likely to rely on transit.

The communities of Parksville, Qualicum Beach, Coombs and Errington have a similar age distribution. In these communities, the majority of the population is above the age of 60; 32% of the population is between 60-74 and 22% of the population is above 75. Research indicates that older seniors (75+) make less trips overall compared to other age groups, however tend to be very dependent on transit. They are likely to desire door-to-door service. Recent data suggests that seniors are the fastest growing segment of the population a trend that will be more prominent in areas with an existing high proportion of seniors.

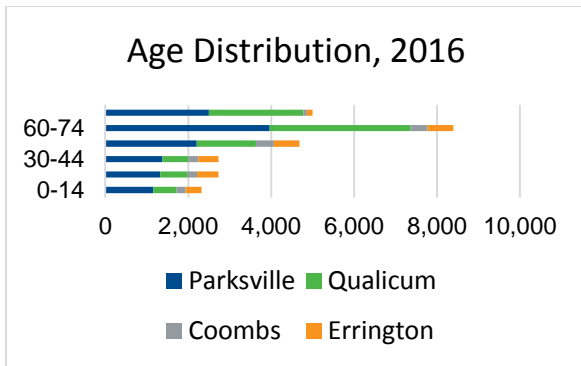


Figure 3: Age Distribution

4.2 Land Use Patterns and Key Destinations

Transit routes that align with population density generate high levels of ridership throughout the entire duration of the trip. Based on evidence across North America, development that is concentrated in nodes but not contiguous generates less overall ridership as the bus will not pick anyone up for the majority of the trip. There are approximately 125 people/km² and 93 jobs/km² on Highway 4, less than the guideline of 1,000 people per square kilometer (see Figure 4: Catchment Area).

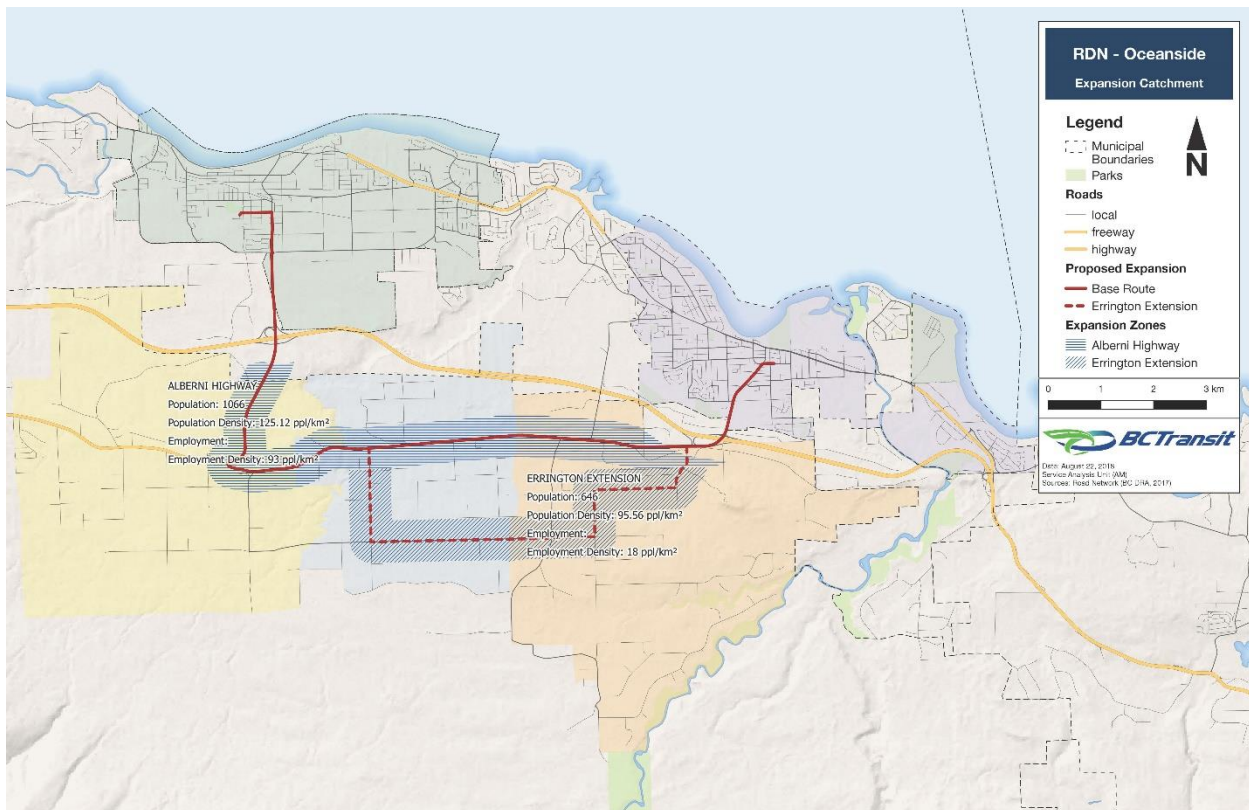


Figure 4: Catchment Area

Key Destinations

This transit line may be an attractive option for tourists in the Region, key destinations along the proposed transit route include the following:

Qualicum Beach:



Figure 5: Qualicum Beach

Oceanside Health Centre: Located in Parksville, provides a variety of health services for residents in this area. New routing between Parksville and Qualicum via Electoral Area F could connect residents to the Health Centre



Figure 6: Oceanside Health Centre

Errington: Residential and farming community, East of Coombs on Highway 4A.

Parksville: Parksville is comprised of a large retirement community and is well-known for its long sandy beaches.

Coombs: Coombs is small community on Highway 4A. The community attracts tourists with the Old Country Market operating March – December from 8:00 am to 8:00 pm. The market features goats living on a roof, Butterfly World, and historic storefronts.

4.3 Estimated Transit Ridership

There are approximately 28,000 people who live in the communities in the Study Area. Based on ridership patterns of similar transit routes such as 99 Deep Bay, ridership is likely to be dispersed throughout the day. In short, customers will use this service for all types of trips rather than for the purpose of commuting to work in peak morning and afternoon hours. Therefore, service options will be developed to meet ridership demand.

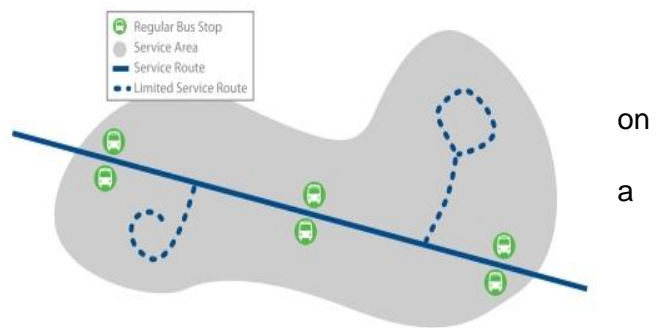
The community population, land use patterns, and low density along Highway 4/4A suggest that this transit line will be relatively low in productivity at an estimated 3 rides per hour, below the target of 20 rides per hour as per the guideline set forth in the Transit Future Plan (2014).³

5. Service Options

Service options are designed to meet the level of ridership demand and needs of customers. The service description of each option identifies the following:

Conventional Transit

Conventional transit operates mainly in urban areas and uses standard sized buses (35 feet long or more) or high capacity buses in dense urban areas. Trips operate fixed routes and follow schedules. **Flexible Transit** or **Flex-Routed Transit** is built on fixed route; however extra time is scheduled into trips. This extra time enables the bus to go off route within 2 kilometres to provide door-to-door pick up and/or drop off.



Given the relative high cost of providing HandyDART service, it is important to ensure that customers are matched with the type of transit service needed. This helps to ensure that limited resources are allocated appropriately and available for those that require the service. In order to meet the needs of the ageing demographic, alternative service delivery model, such as Flexible Transit will be considered.

Figure 7: Flex-Routed Transit

The benefit to this flexible transit model is that it provides the predictability of scheduled service for the general population while also being providing a higher level of access.

Definitions

- Service Hours - Estimated number of annual hours that will be utilized based on the time to complete one round-trip and any recovery time.
- Ridership - Estimated annual ridership based on ridership levels on routes in other, similar transit systems.

³ Transit Future Plan (2014) <https://bctransit.com/servlet/documents/1403641050837>

- Vehicle Requirements - Estimated number of vehicles required to operate the service option.
- Estimated Cost - Expected annual cost based on a standardized operating cost per service hour and estimated vehicle costs, off-set by passenger revenue.

Service Options

The two transit service options, as outlined below, seek to provide a minimum level of service to residents between Qualicum Beach, Coombs, Errington, and Parksville. The options provide high level cost estimates, two vehicle type (light-duty and heavy-duty) options, frequency, and span. All trips would operate approximately between 8:00 am and 8:00 pm.

Proposed Transit Line

This route will operate bi-directionally between Parksville and Qualicum, serving Coombs via Highway 4.

Trip Connections

Connections would be available in Parksville and Qualicum Beach. Route 88 services Parksville locally, and Routes 98 & 97 service Qualicum Beach locally. Route 91 provides service to & from Nanaimo, and Route 99 provides service to Deep Bay.

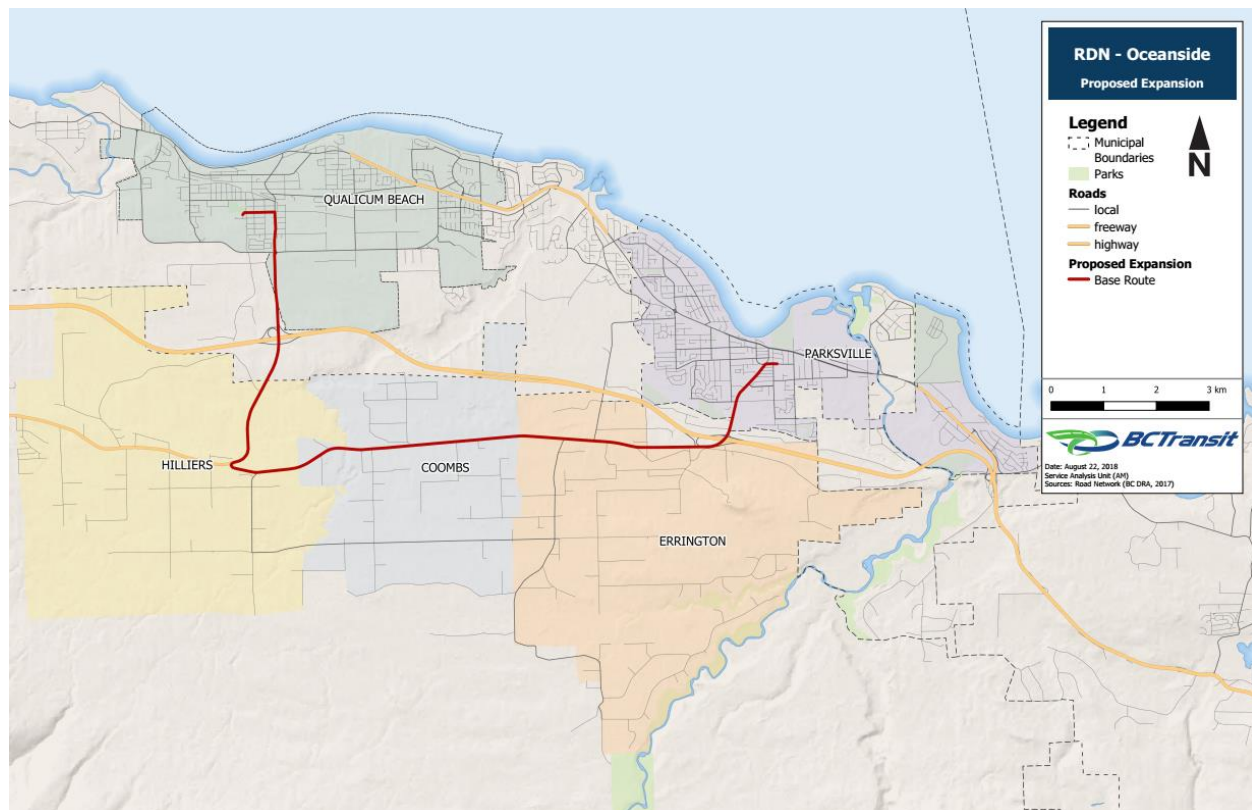


Figure 8: Route Option 1

Service Option 1

Conventional- Monday to Sunday

This option provides transit service Monday through Sunday between Parksville, Coombs (along Highway 4) and Qualicum Beach on a fixed-route.

Service Option 2

Flex-Route Paratransit Service- Monday to Sunday

This option provides service to Parksville, Coombs and Qualicum with on-demand service to Errington. This service option operates using a conventional route and schedule, with time built into the schedule for the bus to deviate from the route up to 2 kilometres (Figure 9: Route Option 2).

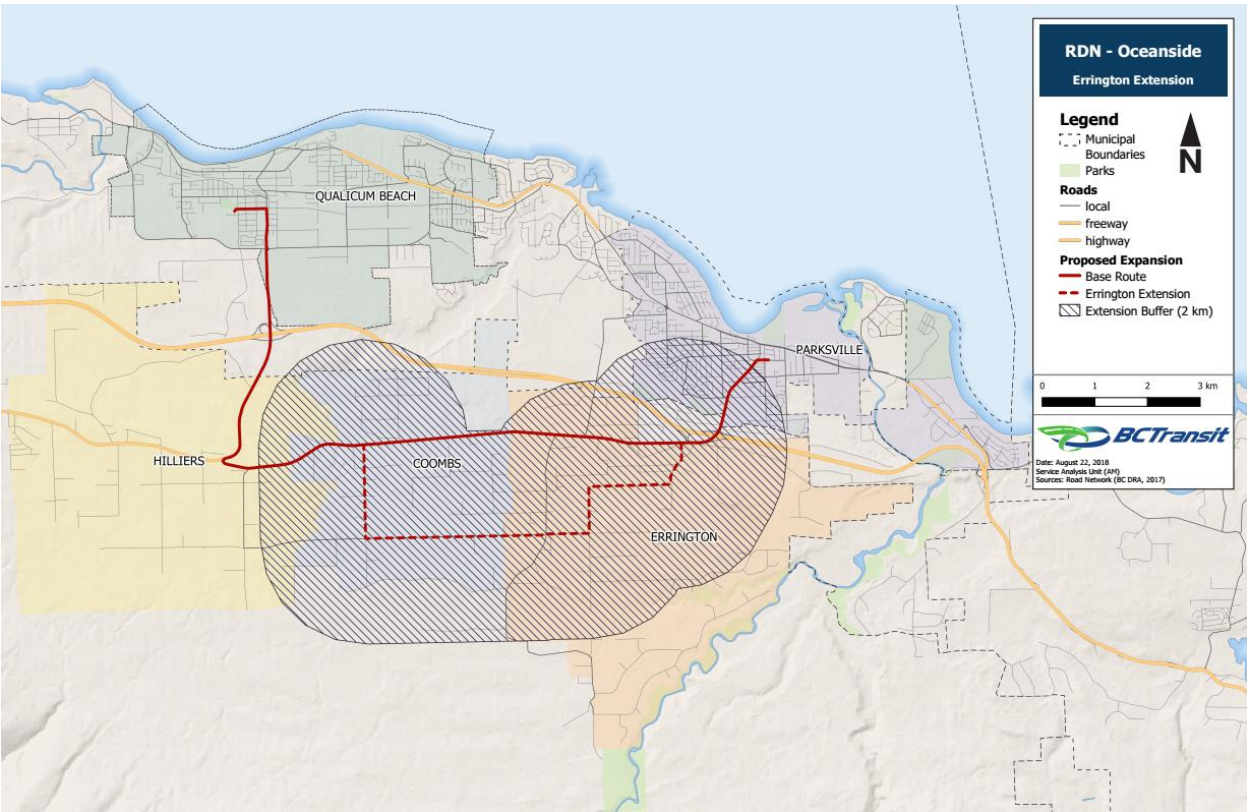


Figure 9: Route Option 2

6. Fleet and Infrastructure Options

Infrastructure Requirements

Facility Capacity Requirements: An evaluation of the capacity requirements at the RDN maintenance and operations facility will need to be conducted to ensure additional buses can be accommodated.

Bus Stops and Pullouts: A more detailed service plan will be developed in Phase II to

determine potential stops and their associated infrastructure requirements, such as pull outs, on Highway 4/4A.

Vehicle Requirements

BC Transit's fleet is shared across the province and lease-fees are standardized by bus classification. Light-duty vehicles, such as the ARBOC are leased at a lower rate than heavy-duty vehicles, such as the CNG New Flyer. Different bus types also have varying environmental impacts: light-duty vehicles produce less GHG emission than heavy-duty vehicles.

Service Options (*Section 7*) were costed with two different types of buses. Given that ridership per trip is expected to be approximately 3-5 trips per ride, coupled with environmental and financial impacts, BC Transit recommends utilizing an ARBOC for this transit service.

CNG New Flyer

The 40' CNG New Flyer bus is used throughout the Regional District of Nanaimo's Transit System. It is a heavy duty bus that can accommodate 36 seated passengers plus standees and 2 wheelchairs.



Figure 10: CNG New Flyer

ARBOC

The ARBOC is a light duty bus that seats 16-20 passengers and from 3-6 wheelchairs. This bus cannot accommodate standees. This bus is commonly used in custom and paratransit systems across the province.



Figure 11: ARBOC

7. Summary of Service Options

The two transit service options, as outlined above, seek to provide a minimum level of service to residents between Qualicum Beach, Parksville, Coombs, and Errington. The options provide high level cost estimates, vehicle requirements and options, frequency, and span.

Service Options	Buses Required		Total Hours	Estimated Ridership	Estimated Total Annual Cost (ARBOC)	Estimated Local Share Cost (ARBOC)	Estimated Annual Cost (CNG New Flyer)	Estimated Local Share Cost (CNG New Flyer)
Option 1: Weekday and weekend service all year	1 bus	1 spare	4,000	6,000	\$447,990	\$272,600	\$448,617	\$273,200
Option 2: Flex-Routed Paratransit	1 bus	1 spare	3,000	3,000	\$354,049	\$222,500	\$354,676	\$223,100

8. Next Steps

It is recommended that the Regional District of Nanaimo receive this report for information to update the working list of RDN Service Improvement Priorities. Upon direction from Regional District of Nanaimo, BC Transit will proceed with Phase II of this Feasibility Study. Phase II will include refinement of service options, more detailed costings, infrastructure requirements, and a cost sharing strategy. Public engagement and stakeholder meetings with surrounding communities will be also be facilitated.

Hewitt, Nicole

Subject:

FW: Launch of VIU's Economic Impact Report

From: "Irene champagne" [REDACTED]

To: "Daniel Pearce" <dpearce@rdn.bc.ca>, "Erica Beauchamp" <EBeauchamp@rdn.bc.ca>, "mayor" <mayor@qualicumbeach.com>, "mayor" <mayor@parksville.ca>

Sent: Monday, September 24, 2018 11:58:19 AM

Subject: Fwd: FW: Launch of VIU's Economic Impact Report

Hello RDN Tranist Staff and Oceanside Mayors:

I am forwarding you the "Economic Impact" report from Vancouver Island University, where I work as a Clinical Counsellor and Academic Advisor in International Student Services.

I am hoping to draw attention to the inadequacy of the public transit system in the context of the University's very important economic role in our communities. I have sent a total of 11 emails: several complaining about the lateness of busses from the Oceanside area, which causes me, a working senior, to have to wait in the cold and rain for a later bus, then jeopardize my livelihood by arriving late to work, when the 91 frequently fails to connect with the 15; and others where I have appealed for service to be scheduled in a manner that can support University Students and Staff using the bus.

The first bus from Qualicum in the morning by-passes Northwest Bay Road, where many university employees in the region live.

The second bus of the work week morning is approximately ten-fifteen minutes too late to be of any use to approximately half of the 6,000 students in the region, and nearly all of the employees of the university. Young University students are required to drive personal vehicles, creating a major pollution, traffic, and parking

problems -- not to mention the safety of the youth behind the wheels..

Also, the return busses often by-pass Northwest Bay Road, and do not run regularly, or late enough to work with the University schedule.

Civic Officials must take the economic benefits of improved transit to heart. The City of Nanaimo, as well as the surrounding areas -- including Oceanside communities, would be well advised to ensure that infra-structure, including housing and transit can support the University population.

I have served as a civic official, and I know how simple solutions often are missed by the leadership.

I offer the following:

Launch a new route, regular bus that is geared as a "University Special" from Qualicum via Nanoose, to VIU -- Departing to arrive on Campus by 0755. There is certainly enough ridership for such a thing -- I am often left standing due to no available seats on both route 91 and 15. In fact, #15 is so crowded, and the personal hygiene of fellow riders is inadequate, I have been left sick to my stomach. Mid-week there are often elderly retired seniors in every courtesay seat. Students and working elders must stand and hang on for dear life. The standing option on the bus, is hardly safe when travelling on the island high way. Ridership has fallen away as people note the problems and cannot risk not being safely seated during the trip and arriving late.

Also, the University is well established to encourage tranist use -- with "pro-pass" enrollment encouraged for employees, and student

As the report notes - the overall economic impact VIU had in fiscal year 2016-2017 was \$624.5 million. There are many more details in the full report which can be found on the Economic Impact website:

www.viu.ca/impact.

This result is only possible because of the continued leadership and dedication of all of VIU's employees, and the work they do every day to support students, each other and the communities in this region. We also must recognize that we require partners at all levels – local, national and international – for the delivery of relevant, responsive and innovative educational experiences for all the individuals and communities we serve.

Later today I will be making a presentation to the Nanaimo Chamber of Commerce members, sharing this information with community and business leaders to demonstrate the important role VIU is playing to ensure the continued prosperity and sustainability of our island communities, organizations, industry and businesses.

Key to the conversation in our region is the expected return students will see by investing in their future through education. Students will earn a cumulative \$2.20 in higher future earnings for every \$1 invested in their education.

I think it is also important to reflect on the stories that are behind some of these numbers. For example, in 2016/2017 VIU's Tuition Waiver program for former youth in care generated \$2 million in added social benefits due to a reduced demand on government-funded social services and higher wages earned. And that is just the monetary value. It does not measure the impact creating access has in the lives of the students whose worlds and opportunities expand because they were able to come to VIU.

I was also humbled by the significant influence our alumni are having in this region – either by going on to higher paid careers, starting their own businesses, or employing others including other alumni. The overall economic benefit created by our alumni is \$454.9 million annually.

The numbers are impressive, and as noted the stories that are behind those numbers are inspiring. Over the next several months we will be sharing more of those stories with you and our broader community. I encourage everyone to look for those stories, which will be posted to VIU's social media accounts, and share them with your networks.

We should all be proud of the results of this report - thank you once again to everyone for the work you continue to do. For more information please see the www.viu.ca/impact.

Name of Society	Contact	Project	Budget	Financial Statement	Annual Report	Amount Requested	Notes	Staff Comments	Previous Funding From RDN Programs	Approved Amount
Arrowsmith Independent School Society	Kathleen Millar [REDACTED] [REDACTED]	To provide the school with art supplies, math programs, books and outdoor play equipment	Y	Y	Y	\$5,000.00				
Bow Horne Bay Community Club	Joanne Ferreiro	Help with an event	Y	Y	Y	\$2,500.00	LATE - Emails explaining			
Fairwinds Community Association	Sheila Cruikshank [REDACTED] [REDACTED]	Emergency Preparedness in Nanoose Bay	Y	Y	Y	\$4,060.00				
Gabriola Arts Council	Michelle Benjamin Executive Director [REDACTED] [REDACTED]	Cultivate Arts Festival - marketing, promotions and general festival expenses	Y	Y	Y	\$10,000.00				
Gabriola Island Community Hall Association	Joyce Babula [REDACTED] [REDACTED]	Window renovation for facility improvement	Y	Y	Y	\$3,500.00				
Gabriola Senior Citizens Association	Lynette Jackson President [REDACTED] [REDACTED] ca	Purchase and install energy-efficient heat pump system for Rollo Seniors Centre	Y	Y	Y	\$14,910.00				
Haven Society	Brenda Piquette [REDACTED] [REDACTED]	Volunteer training, coordination and project administration for the Responder Program	Y	Y	Y	\$1,950.00	Not in RDN but services RDN			
Jonanco Hobby Workshop	Linda Addison Chair Person [REDACTED] [REDACTED]	Facility Equipment - security cameras, dust collection system wood working tools	Y	Y	Y	\$6,350.00				
Ladies Auxiliary Royal Canadian Legion Branch 211	Patricia McLean [REDACTED] [REDACTED]	Upgrade of range oven - used to prepare food for multiple fundraising activities	Y	Y	Y	\$2,600.00				
Mount Arrowsmith Pipe Band Association	Susan Wismer Secretary [REDACTED] [REDACTED]	Purchase pipe band uniforms and equipment to support arts and culture	Y	Y	Y	\$2,000.00				
Mudge Island Citizens Society	Greg Hansen [REDACTED] [REDACTED]	Fire and Emergency services facility construction - insulated roll doors	Y	Y	Y	\$17,790.00				
Nanaimo Literacy Association - doing business as Literacy Central Vancouver Island	Samantha Letourneau Executive Director [REDACTED] [REDACTED] [REDACTED]	Updating volunteer tutor training, orientation training and volunteer handbook	Y	Y	Y	\$6,150.00				
Nanoose Bay Lions Club	Bea Kolodziej [REDACTED] [REDACTED]	Concession food cost expenses for Vintage Car Club Swap Meet fundraiser	Y	Y	Y	\$1,500.00				

Name of Society	Contact	Project	Budget	Financial Statement	Annual Report	Amount Requested	Notes	Staff Comments	Previous Funding From RDN Programs	Approved Amount
Nanoose Bay Lions	Ronald Mehan [Redacted]	[Redacted] To further enhance the Nanoose Place area Jack Bagley Field and Eswyn Alpine Rock Garden	Y	Y	Y	\$15,000.00	Might be capital cost. Does not own building. Finance to review.			
Oceanside Hospice Society	Shianne Carswell [Redacted]	[Redacted] Volunteer training sessions, volunteer manuals, advertising and promotions, session refreshments	Y	Y	Y	\$1,350.00				
Oceanside Stroke Recovery Society	Mary Jane Turner [Redacted]	To purchase equipment to enhance Stroke Recovery Program	Y	Y	Y	\$900.00				
Opera Nanaimo	Carol Fetherston [Redacted]	Theatre production expenses for Madame Butterfly	Y	Y	Y	\$5,000.00	Not in RDN but services RDN			
Parksville and District Chamber of Commerce	Caitlin Woon Coordinator [Redacted]	Events [Redacted] Travel, accomodation and venue funding for Key Note speaker at Artworks Parksville event	Y	Y	Y	\$1,000.00				
Parksville and District Chamber of Commerce	Caitlin Woon Coordinator [Redacted]	Events [Redacted] Traffic control funding for Canada Day Celebration Parksville	Y	Y	Y	\$1,000.00				
Parksville Seniors Activity and Drop-in Centre	Patti Cloutier [Redacted]	[Redacted] Facility upgrades - bathrooms sink, painting and interior repairs	Y	Y	Y	\$13,632.50				
The Royal Canadian Legion	Zoe Fiddler-Vice President [Redacted]	To update electronic audio and visual equipment	Y	Y	Y	\$8,585.79				

TO: Regional District of Nanaimo Board **DATE:** October 16, 2018

FROM: Kristy Marks
Planner **FILE:** PL2015-172 & PL2017-028

**SUBJECT: Zoning Amendment Application No. PL2015-172 and;
Development Permit Application No. PL2017-028
846 Island Highway West - Electoral Area G
Amendment Bylaw No. 500.404, 2017 – Adoption
That Part of District Lot 87, Lying to the West of Pym Road, Except Parcels B
(DD4369N) and C (DD9872N) of Said District Lot and Except That Part in
Plans 14729, 50690, VIP60116 and VIP64801**

RECOMMENDATION

That the Board adopt “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.404, 2017” and approve Development Permit No. PL2017-028 to permit the construction of a 20 unit patio home development subject to the conditions outlined in Attachments 1 to 4.

SUMMARY/CONCLUSIONS

The proposed Amendment Bylaw No. 500.404 would amend the zoning of the subject property to permit the construction of a 20 unit strata patio home development. The applicant has also applied for a development permit concurrently with the amendment application consistent with Official Community Plan Policy and the applicable development permit area guidelines. The applicant has satisfied the conditions of approval for proposed “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.404, 2017” and has met the development permit guidelines.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Fern Road Consulting Ltd. on behalf of Gebhard Investments Ltd. to rezone the subject property from Residential 1 (RS1), Subdivision District ‘Q’ to a Comprehensive Development Zone 51 (CD51) to permit the construction of a 20 unit strata patio home development. Amendment Bylaw No. 500.404 was introduced and given first and second reading on September 12, 2017 (see Attachment 5). A public hearing was held on October 30, 2017 and the bylaw received third reading on December 12, 2017. The Ministry of Transportation and Infrastructure (MOTI) approved the bylaw on August 14, 2018.

Following the close of a public hearing no further submissions or comments from the public or interested persons can be accepted by members of the Board, as established by legal precedent. Having received the minutes of the public hearing eligible Board members may vote on the bylaw.

As a condition of rezoning approval, and prior to the adoption of the bylaw, the applicant was required to complete the following:

- Provide a cash contribution in the amount of \$76,000 to the City of Parksville for future road improvements and design and construct a number of road and pedestrian improvements within the Island Highway 19A, Stanhope Road and Ackerman Road rights-of-way.
- Register a Statutory Right of Way at the intersection of Stanhope Road and the Island Highway 19A.
- Register a S. 219 Covenant to secure onsite stormwater management.
- Register a S. 219 Covenant to restrict removal of vegetation adjacent to the Island Highway 19A.
- Obtain all necessary permits from MOTI for works within the road right-of-way.
- Register a S. 219 Covenant requiring the installation of a three-way stop at the corner of Wembley and Ackerman Roads.

The applicant has satisfied the conditions of approval. As such, the bylaw is presented to the Board for consideration of adoption.

The property is subject to the Multi-Residential, Intensive Residential, Industrial, and Commercial Form and Character Development Permit Area as per the “Regional District of Nanaimo Electoral Area ‘G’ Official Community Plan Bylaw No. 1540, 2008” (OCP), and a development permit is required prior to development of the subject property. The applicant has submitted a development permit application concurrently with the zoning amendment application in accordance with OCP policy.

Land Use Implications

The applicant has provided a site plan, concept building elevation plans and a landscape plan in support of the re-zoning and development permit applications. These plans are consistent with the Multi-Residential, Intensive Residential, Industrial, and Commercial Form and Character DPA guidelines. The proposal also addresses requirements related to general design, landscaping, screening, site illumination, signage, and pedestrian and cycling considerations. The proposed site plan is shown on Attachment 2 and typical building elevation plans and landscape plans are shown in Attachments 3 and 4.

With respect to the proposed site layout, the applicants are proposing approximately 20 detached single storey strata dwelling units that have been designed to provide residents with a private outdoor space as well as a sense of community. The dwellings have been designed to incorporate coastal craftsman and coastal arts and crafts styles which typically include wood or shingle siding, exposed beam ends, exposed rafter tails, and brick or stone piers and skirt elements. The development is proposed to be fenced with a low fence to provide privacy residents with privacy while ensuring the development is integrated and compatible with the surrounding community.

The applicant has submitted a landscaping plan which includes primarily drought tolerant and native plantings throughout the site as well as within a 2.0 metre wide buffer along the south and west property lines adjacent to existing roadways. In addition, a 10.0 metre tree retention covenant will provide additional buffering and privacy from the Island Highway West. The applicant has provided a landscaping security deposit for materials and labour in the amount of \$183,350.00 as a letter of credit (see Attachment 2 – Conditions of Permit). Portions of the landscaping security deposit may be released as phases of the development and landscaping are completed. Off-street visitor parking has been clustered and includes landscaping consistent with the development permit area guidelines. Lighting for the development will include a mix of bollard lighting and street lights including full-cut off/flat lens luminaries. One sign, consistent with the development permit guidelines and “Regional District of Nanaimo Sign Bylaw 993, 1995”, is proposed to be located at the corner of Stanhope and Ackerman Roads. The location of the proposed freestanding sign is shown on Attachment 4.

ALTERNATIVES

1. To adopt “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.404, 2017”.
2. To not adopt “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.404, 2017”.
3. To approve Development Permit No. PL2017-028 subject to the conditions outlined in Attachments 1 to 4.
4. To deny Development Permit No. PL2017-028.



Kristy Marks
kmarks@rdn.bc.ca
October 2, 2018

Reviewed by:

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

Attachments:

1. Conditions of Permit
2. Proposed Site Plan
3. Typical Building Elevations
4. Landscape Plan
5. Proposed Amendment Bylaw No. 500.404, 2017

**Attachment 1
Conditions of Permit**

The following sets out the conditions of Development Permit No. PL2017-028:

Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by C.A. Design, dated October 16, 2015 and included as Attachment 2.
2. The proposed development is in general compliance with the elevations prepared by C.A. Design, dated October 9, 2015 and included as Attachment 3.
3. The proposed landscaping shall be provided and maintained in accordance with the Landscaping Plan prepared by MacDonald Gray, dated February 27, 2017 and included as Attachment 4.
4. The applicant has provided a landscaping security deposit in the amount of \$183,350.00 to be held until all of the landscaping works required by Attachment 4 have been completed to the satisfaction of the RDN. The security deposit may be reduced as phases of the development and portions of the landscaping are completed. Upon completion, a one-year written guarantee from a landscape contractor shall be required, otherwise 25% of the landscaping cost will be retained to ensure proper maintenance for a one year period.
5. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

**Attachment 2
 Proposed Site Plan
 (Page 1 of 2)**



Attachment 2
Proposed Site Plan – Detail
 (Page 2 of 2)



**Attachment 3
 Typical Building Elevations
 (Page 1 of 2)**



○ Perspective - Sketch 1
 scale: 1/8" = 1'-0"

○ Perspective - Sketch 2
 scale: 1/8" = 1'-0"

C.A. DESIGN

100-1217 17th Street, Nanaimo, BC V9T 1A7
 Tel: 250-754-1111 Fax: 250-754-1112
 Email: info@cadesign.ca

Project Name: 4848
 Client: 4848
 Date: 10/16/2018

Architect: C.A. Design
 100-1217 17th Street, Nanaimo, BC V9T 1A7
 Tel: 250-754-1111 Fax: 250-754-1112
 Email: info@cadesign.ca

Project Name: 4848
 Client: 4848
 Date: 10/16/2018

Architect: C.A. Design
 100-1217 17th Street, Nanaimo, BC V9T 1A7
 Tel: 250-754-1111 Fax: 250-754-1112
 Email: info@cadesign.ca

Sheet No.	Description
A-4	PERSPECTIVES

A-4

**Attachment 3
 Typical Building Elevations
 (Page 2 of 2)**



C.A. DESIGN
 11111 1111 1111 1111

THE CITY OF NANAIMO
 1111 1111 1111 1111

1111 1111 1111 1111
 1111 1111 1111 1111
 1111 1111 1111 1111

1111 1111 1111 1111
 1111 1111 1111 1111
 1111 1111 1111 1111

PERSPECTIVES

1111	1111
1111	1111
1111	1111
1111	1111

A-4

**Attachment 4
 Landscape Plan
 (Page 1 of 5)**



#	Date	NOTES
0	25 JUL2016	INITIALS OF DESIGN
1	11 JUL2016	REVISION # 01 OF APPLICATION
2	26 SEP2016	REVISION # 02 OF APPLICATION
3	13 OCT2017	REVISION # 03 OF APPLICATION
4	27 FEB2017	REVISION # 04 OF APPLICATION

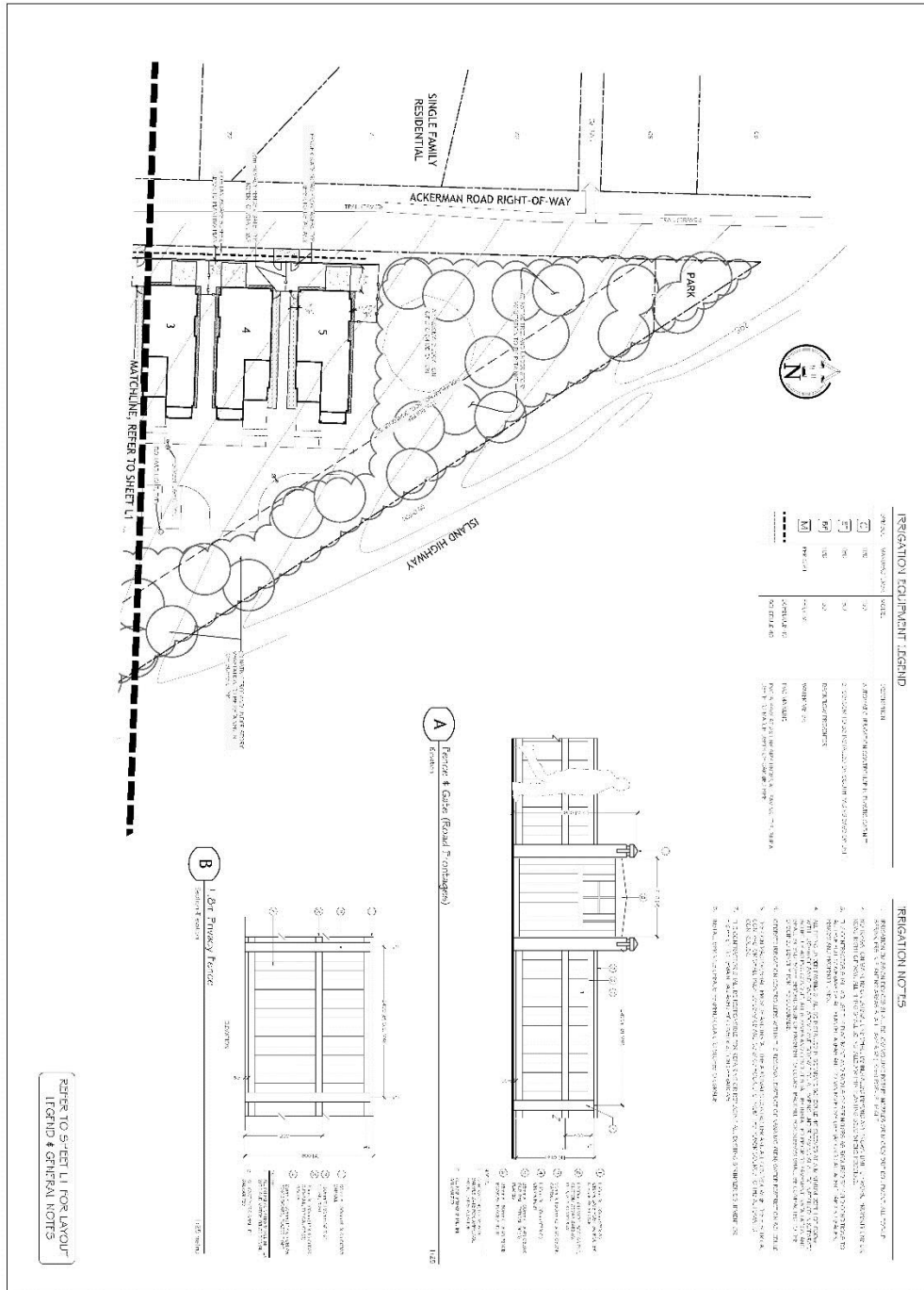
**LANDSCAPE ARCHITECTURE
 SITE PLAN**

Date: February 27, 2017
 Drawn: CM
 Checked: NC
 Scale: 1:250 metric
 Project Number: 16-0141
 DRAWING NUMBER: **L1 of 5**

**846 Island Highway
 Gebhard Investments Ltd.
 Parksville, BC**



**Attachment 4
 Landscape Plan
 (Page 2 of 5)**



REVISION SCHEDULE	
#	DATE
1	25.01.2016
2	11.AUG.2016
3	16.FEB.2016
4	27.APR.2017

**LANDSCAPE ARCHITECTURE
 SITE PLAN**
 Date: February 27, 2017
 Drawn: CA
 Checked: NG
 Scale: 1:250 metric
 Project Number: 16-0141
 DRAWING NUMBER: **L2 of 5**

**846 Island Highway
 Gebhard Investments Ltd.
 Parksville, BC**



**Attachment 4
 Landscape Plan
 (Page 3 of 5)**



REFER TO SHEET L4 FOR
 NOTES AND LEGENDS

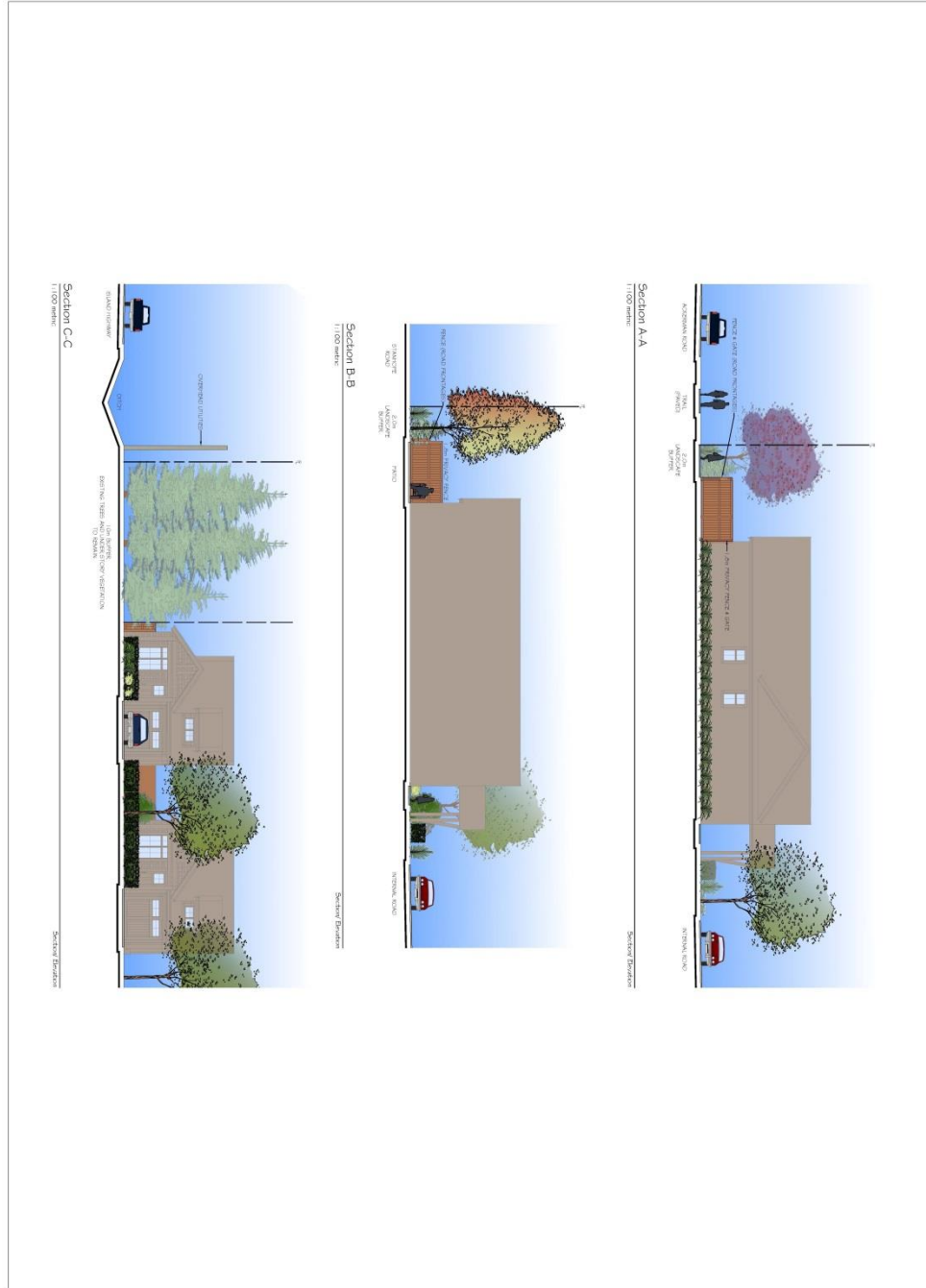
REVISION SCHEDULE	
#	Date
0	2015.2016
1	11AUG2016
2	26SEP2016
3	10FEB2017
4	27FEB2017

PLANTING PLAN	
Date:	February 27, 2017
Drawn:	CA
Checked:	WG
Scale:	1:250 metric
Project Number:	16-0141
DRAWING NUMBER:	L3 of 5

846 Island Highway
 Gebhard Investments Ltd.
 Parksville, BC

814 Shorewood Drive, Parksville, BC V9P 1S1
 TEL: (250) 345-3385 FAX: (250) 345-3386
 www.macdonaldgray.com

**Attachment 4
 Landscape Plan
 (Page 5 of 5)**



REVISION SCHEDULE		
#	Date	NOTES
0	29AUG2016	Issuance & DP Review
1	11AUG2016	Revisions & DP Application
2	24SEP2016	Revisions & DP Application
3	10FEB2017	Revisions & DP Application
4	27FEB2017	Revisions & DP Application

SECTIONS	
Date:	February 27, 2017
Drawn:	CM
Checked:	HG
Scale:	1:100 metric
Project Number:	16-0141
DRAWING NUMBER:	L5 of 5

**846 Island Highway
 Gebhard Investments Ltd.
 Parkville, BC**



Attachment 5
Proposed Amendment Bylaw No. 500.404, 2017

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.404**

**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. 500.404, 2017”.
- B. “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

1. Under **PART 3, LAND USE REGULATIONS, Section 3.1 Zones** by adding the following zoning classification and corresponding short title after CD50 Zone :

Comprehensive Development Zone 51

2. By adding Section 3.4.151 (CD51)

as shown on Schedule ‘1’ which is attached to and forms part of this Bylaw.

3. By rezoning the lands shown on the attached Schedule ‘2’ and legally described as

That Part of District Lot 87, Lying to the West of Pym Road, Except Parcels B (DD 4389N) and
C (DD 9872N) of Said District Lot and Except That Part in Plans 14729, 50690, VIP60116
and VIP64801

from Residential 1 Zone, Subdivision District ‘Q’ to Comprehensive Development Zone 51

Introduced and read two times this 3rd day of October, 2017.

Public Hearing held this 30th day of October, 2017.

Read a third time this 12th day of December, 2017.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this 14th day of August, 2018.

Adopted this ___ day of _____ 20XX.

Chair

Corporate Officer

Chair

Corporate Officer

Schedule '1'

Section 3.4.151

Comprehensive Development Zone 51 **CD51**

3.4.151.1 Permitted Uses & Minimum Site Area

Permitted Uses	Required Site Area with:		
	Community Water & Sewer System	Community Water System	No Community Services
a) Multiple Dwelling Unit Development:			
- per dwelling unit	500 m ²	1600 m ²	1.0 ha
b) Home Based Business	N/A	N/A	N/A

3.4.151.2 Maximum Number and Size of Buildings and Structures

Height	9.0 m
Parcel coverage	35%

3.4.151.3 Minimum Setback Requirements

Lots lines fronting the Island Highway	10.0 m
Front and Exterior side lot line	6.0 m
Interior side and rear lot line	3.0 m
Phased Strata lot line	0.0 m

Except:

- a) one dwelling unit is permitted to be 2.0 metres from an exterior side lot line or front lot line.
- b) where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3.8 shall apply.

3.4.151.4 Other Regulations

For the purpose of this zone no further subdivision is permitted, including a bare land strata pursuant to the Bare Land Strata regulation, except a building strata pursuant to the *Strata Property Act*.

Schedule '2' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.404, 2017"

Chair

Corporate Officer

Schedule '2'



TO: Regional District of Nanaimo Board Meeting **MEETING:** October 16, 2018

FROM: Courtney Simpson Senior Planner **FILE:** 6780-30

SUBJECT: Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018

RECOMMENDATION

That the Board adopt “Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018”.

SUMMARY

As part of the Development Permit and Temporary Use Permit Areas Standardization project, updates to the administrative bylaw that establishes procedures for development applications requires amendment. “Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018” was given first, second and third reading on September 18, 2018. There are no additional procedural steps required prior to adoption of this bylaw, as such it is recommended that “Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018” be considered for adoption (Attachment 1 - Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018).

BACKGROUND

The “Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018” is a re-draft of the current “Regional District of Nanaimo Development Approval Procedures and Notification Bylaw No. 1432, 2005” that makes required changes and improves clarity throughout. Bylaw No. 1776 can be adopted independently from adoption of the bylaws that amend the OCPs and zoning bylaws to standardize DPAs. These other bylaws have been referred to agencies and First Nations and are awaiting comment. It is recommended that adoption of Bylaw No. 1776 proceed in a timely manner, as it is also an implementation step of the Area H OCP update adopted in December 2017 and will help improve clarity in our development application procedures.

ALTERNATIVES

1. Adopt “Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018”.
2. Do not adopt “Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018” and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The 2018 Budget includes funds for the Development Permit and Temporary Use Permit Areas Standardization Project, and all staff work associated with implementing the new Bylaw No. 1776 will be completed within this budget.

STRATEGIC PLAN IMPLICATIONS

The 2016 – 2020 Board Strategic Plan recognizes a “focus on organizational excellence and service” and this project will advance the goal to “ensure our processes are as easy to work with as possible”. Other goals advanced through this project are “economic health” and “the environment”.



Courtney Simpson
csimpson@rdn.bc.ca
September 24, 2018

Reviewed by:

- P. Thompson, Manager, Long Range Planning
- G. Garbutt, Acting Chief Administrative Officer

Attachment:

1. Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1776, 2018

A BYLAW TO ESTABLISH DEVELOPMENT APPLICATION AND
NOTIFICATION PROCEDURES

WHEREAS Section 460 of the *Local Government Act* provides that where a local government has adopted an official community plan or a zoning bylaw, the local government must, by bylaw, define procedures under which an owner of land may apply for an amendment to the plan or bylaw or for the issuance of a permit under Part 14 of the *Local Government Act*;

NOW THEREFORE, The Board of the Regional District of Nanaimo, in open meeting assembled, enacts the following:

1. Citation

This Bylaw may be cited as "Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018."

2. Schedules

The following schedules attached to this bylaw form an integral part of this bylaw and are enforceable in the same manner as this bylaw:

2.1. Schedule A – Development Application Notice Specifications

3. Application and Repeal

3.1 This bylaw applies to the types of matters referred to in section 5.1 of this bylaw within Electoral Areas A, C, E, F, G, and H of the Regional District.

3.2 "Regional District of Nanaimo Development Approval Procedures and Notification Bylaw No. 1432, 2005" is hereby repealed.

4. Definitions

4.1. For the purpose of this bylaw, the following definitions apply:

"Applicant" means a person applying for a Bylaw Amendment, a permit under Part 14 of the *Local Government Act*, a phased development agreement bylaw or another matter or decision of the Regional District to which this bylaw applies;

"Building setback" means a setback for the construction of a building or other structure established under a land use bylaw or under a bylaw establishing a floodplain;

"Building elevation" means an elevation for a structural support system established under a bylaw establishing a floodplain;

"Bylaw amendment" means an amendment to one or both of a zoning bylaw or an official community plan bylaw;

"Parcel" or "Subject Parcel" means one or more lots, or parts of lots, that are the subject of an application for a Bylaw amendment, permit, approval or other decision of the Regional Board;

"Property Declaration Form" means a form setting out the owner's confirmation regarding the subject parcel;

"Regional Board" means the Board of the Regional District;

"Regional District" means the Regional District of Nanaimo.

4.2 A reference in this bylaw to any bylaw, policy or form of the Regional District is a reference to the bylaw, policy or form as amended, revised, consolidated or replaced from time to time.

5. Application Requirements

5.1 This bylaw applies to applications for:

- (a) a bylaw amendment;
- (b) issuance or amendment of a permit under Part 14 of the *Local Government Act*; and
- (c) adoption of a bylaw to authorize a phased development agreement.

5.2 An owner of land may authorize an agent in writing to act on behalf of the owner and must notify the Regional District in writing if the owner changes.

5.3 An applicant requesting a bylaw amendment, permit or approval referred to in Section 5.1 must submit information required by the Regional District which includes at a minimum the following:

- (a) a completed application form provided by the Regional District;
- (b) a copy of state of title certificate(s) dated within 30 days of the date of application;
- (c) a corporate registry search if the owner is a corporation, current to within 30 days;
- (d) a copy of all covenants, easements, and rights of way and any other encumbrance affecting the use of land registered against the title;
- (e) confirmation that the land is not land to which the *Private Managed Forest Land Act* (British Columbia) applies;
- (f) a copy of approval or permission for the proposed use or development under any applicable provincial enactment;
- (g) two (2) copies of a detailed site plan prepared by a BC Land Surveyor drawn to a maximum scale of 1:500 showing all information applicable to the parcel including:
 - (i) boundaries and dimensions of the parcel(s);
 - (ii) proposed subdivision of parcel(s);
 - (iii) location of existing and proposed roads;
 - (iv) location and type of existing and proposed easements, rights of way and covenants;
 - (v) location of watercourses, environmentally sensitive areas, eagle and heron nests, natural hazard areas, and their associated setbacks;
 - (vi) size and location of an existing and proposed building, or structure and their use or proposed use;
 - (vii) applicable building setbacks;

- (viii) applicable development permit areas;
 - (ix) location of existing and proposed vehicular, cycling, and pedestrian internal routes and access points;
 - (x) location of existing and proposed off-street parking and loading spaces, garbage and recycling provisions;
 - (xi) location and type of existing and proposed landscaping;
 - (xii) existing and proposed on-site water or wastewater services; and
 - (xiii) location and type of existing and proposed signage;
- (h) a detailed plan of building elevations drawn to a scale not larger than 1:100;
 - (i) electronic copies of all plans;
 - (j) site profile pursuant to the *Environmental Management Act*, if applicable;
 - (k) Property Declaration Form pertaining to presence or absence of riparian areas, and eagle and heron nesting trees, and contaminated sites on the subject property;
 - (l) professional reports to be provided under “Regional District of Nanaimo Impact Assessment Bylaw No. 1165, 1999”, or otherwise requested by the Regional District or an accepted Impact Report Proposal;
 - (m) written authorization from an owner for an agent to act on behalf of the owner under Section 5.2 of this bylaw; and
 - (n) the applicable application fee set out in “Regional District of Nanaimo Planning Services Fees and Charges Bylaw No. 1259, 2002”.

6 Public Notification

6.2 In accordance with the *Local Government Act*, where notice is required to be given by the Regional District to owners and tenants in occupation of the subject parcel and other parcels, the parcels within the distances from the lot lines of the subject parcel as set out in Column III of the following table will be included in the notification:

I Electoral Area(s)	II Application Type	III Distance measured from the lot lines of the subject parcel
F	Bylaw amendment	500 metres
A, C, E, G and H	Bylaw amendment that would allow for less than 20 additional residential units on the subject parcel; or affects a subject parcel having an area less than 4000 m ² zoned or to be zoned for the purpose of commercial or industrial development	200 metres
	Bylaw amendment that would allow for 20 or more additional residential units; or affects a parcel area equal to or greater than 4000 m ² for the purpose of commercial or industrial	500 metres

	development	
All	Phased Development Agreement or amendment other than a minor amendment	500 metres
All	Development Variance Permit	50 metres
All	Temporary Use Permit	200 metres

7 Development Notice Signage

- 7.1 For a Bylaw amendment application, the applicant shall, at their cost, post signage a minimum of 10 days prior to a scheduled public information meeting in respect of the application or where there is no public information meeting, a minimum of 10 days prior to the Electoral Area Services Committee meeting at which the application will be first considered.
- 7.2 The signage shall be made of weather resistant material and shall be in accordance with the specifications outlined in Schedule A attached to and forming part of this bylaw.
- 7.3 A minimum of one sign per parcel being considered as part of the amendment application in a location that provides an unobstructed view from the nearest constructed highway.
- 7.4 Notwithstanding subsection 7.3 above, in the case of a parcel having more than one highway abutting the parcel, a minimum of one sign for each highway frontage in locations that provide unobstructed views from the said highways.
- 7.5 Notwithstanding subsections 7.3 and 7.4 above, where a parcel abuts intersecting highways, provided the sign is posted at the corner of the intersecting highways in such a manner as to provide an unobstructed view from the both highways, the posting of one sign will be considered sufficient.
- 7.6 The applicant must submit photographs to the Regional District showing all installed signs within 48 hours of the signs being posted.
- 7.7 The sign or signs must be promptly removed at the expense of the applicant after the completion of the public hearing.

8 Public Information Meetings

A public information meeting may be held for any application described in this bylaw as determined by the Regional District. A notice of the meeting shall be placed in a minimum of one (1) edition of a local newspaper at least 3 and not more than 10 days prior to the meeting, and shall be mailed at least 10 days prior to the meeting to the owners and tenants of the subject parcel and owners and tenants of nearby parcels as indicated in Section 6.

9 Effective Date

This bylaw shall come into effect upon adoption.

Introduced and read three times this 18th day of September 2018.

Adopted this ____ day of _____, 20XX.

CHAIR

CORPORATE OFFICER

Schedule A to accompany "Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018".

Chair

Corporate Officer

Schedule A

Development Application Notice Specifications (page 1 of 2)

DEVELOPMENT APPLICATION SIGN

Line

1 **DEVELOPMENT APPLICATION**

2 AN APPLICATION HAS BEEN SUBMITTED TO THE REGIONAL DISTRICT OF NANAIMO
3 TO (REZONE/REDESIGNATE) THIS PROPERTY FROM _____ TO _____

4
5
6 Location Map
7 Civic Address/Legal Description
8

FOR FURTHER INFORMATION CONTACT:

APPLICANT:
NAME:
ADDRESS:
PHONE:

9 **A PUBLIC HEARING¹ WILL BE HELD**

10 DATE:

11 TIME:

12 LOCATION:

13 ADDRESS:

14

REGIONAL DISTRICT OF NANAIMO

STRATEGIC AND COMMUNITY DEVELOPMENT

6300 HAMMOND BAY ROAD

NANAIMO, BC V9T 6N2

PHONE: 390-6510 or 1-877-607-4111

planning@rdn.bc.ca

1 Where a public information meeting is to be held, the sign will indicate the date, time and place of that meeting. Where a public hearing is to be held after the public information meeting, the applicant will change the sign to indicate the date, time and place of the hearing.

Schedule A

Development Application Sign Specifications (page 2 of 2)

DEVELOPMENT APPLICATION SIGN DETAIL

Lettering:

White Background / Royal Blue Lettering
Royal Blue Border around Sign

Royal blue colour codes for printer as follows: PANTONE® #301C

CMYK - 100/40/0/40

RGB - 0/82/147

HEX - 005293

Printing on Uncoated

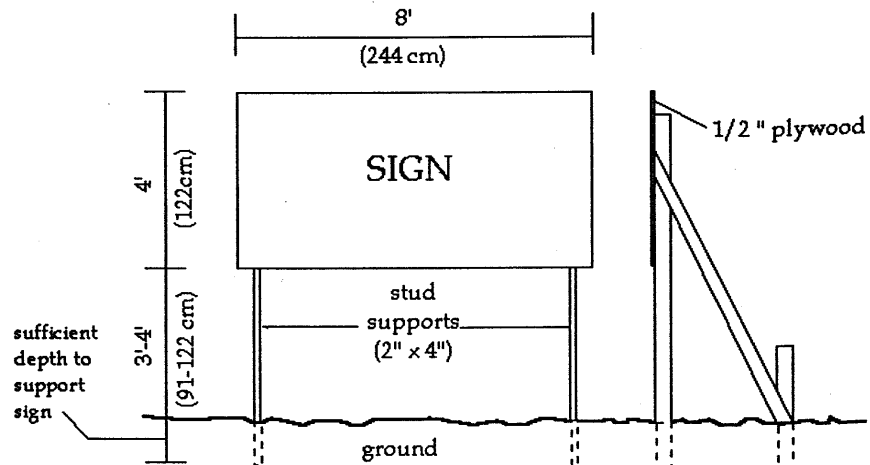
PANTONE® #2945U

CMYK - 100/40/0/50

Lettering in BLOCK CALIBRI CAPITALS with the following minimum height sizes for each Notice:

Line 1	12.4 cm (5")
Line 2	7.5 cm (3")
Line 3	7.5 cm (3")
Line 4	7.5 cm (3")
Line 5	4.0 cm (1.5")
Line 6	4.0 cm (1.5")
Line 7	4.0 cm (1.5")
Line 8	4.0 cm (1.5")
Line 9	4.0 cm (1.5")
Line 10	4.0 cm (1.5")
Line 11	4.0 cm (1.5")
Line 12	4.0 cm (1.5")
Line 13	4.0 cm (1.5")

Notice Installation:



TO: Board Meeting
FROM: Courtney Simpson
Senior Planner
MEETING: October 16, 2018
FILE: 0400-60
SUBJECT: Referral of Comox Valley Regional District Regional Growth Strategy Amendment
– for Acceptance

RECOMMENDATION

1. That the Board respond to the Comox Valley Regional District to accept their proposed Bylaw No. 539 “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, Amendment No. 1”.

SUMMARY

In accordance with the *Local Government Act*, the Comox Valley Regional District (CVRD) is seeking acceptance by the RDN Board of their proposed amendment to their Regional Growth Strategy (RGS) (Attachment 1 – Referral Letter from CVRD). Given that there is no impact to the RDN from the minor amendment process for the CVRD RGS contained within the CVRD’s proposed bylaw, the recommendation is for the RDN to accept the RGS.

BACKGROUND

The CVRD is amending its RGS to change language in Section 5.2 – Amendments to the RGS. After receiving referral of a proposed RGS amendment, affected local governments must review the RGS in the context of any official community plans and regional growth strategies for its jurisdiction, both those that are current and those that are in preparation, and in the context of any other matters that affect its jurisdiction.

The proposed amendments are limited to the process for amending the CVRD’s RGS. No changes are proposed that affect the use of land such as land use designations or policies related to servicing and development. As the RDN is an adjacent local government and not a participant in the CVRD’s RGS, the RDN is unaffected by the proposed amendment, and the recommendation is to accept the RGS.

ALTERNATIVES

1. Respond to the Comox Valley Regional District to accept their proposed Bylaw No. 539 “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, Amendment No. 1”.
2. Not respond to the Comox Valley Regional District, which is considered as acceptance if a response is not given within 60 days from date of the referral.

3. Respond to the Comox Valley Regional District that the RDN refuses to accept the RGS and provide reasons why the RGS amendment is not accepted.

FINANCIAL IMPLICATIONS

There are no financial implications to accepting the CVRD's RGS. If the Board refuses to accept the RGS there would be implications for staff time as it would require participation in a process to reach agreement with the CVRD and other affected local governments.

STRATEGIC PLAN IMPLICATIONS

Consideration of this referral helps advance 2016-2020 Board Strategic Plan priorities of "Focus on Governance" and "Focus on Relationships".



Courtney Simpson
csimpson@rdn.bc.ca
September 26, 2018

Reviewed by:

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

Attachments

1. Referral Letter from CVRD

Office of the Chair

600 Comox Road, Courtenay, BC V9N 3P6
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



File: 6410-20 / Amendments
RGS 1CV 18

September 24, 2018

Sent via email: corpsrv@rdn.bc.ca

Chair and Directors
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

Dear Chair and Directors:

Re: Referral for Acceptance, Regional Growth Strategy Bylaw No. 120, Amendment No. 1

Please be advised that on September 18, 2018, the Comox Valley Regional District (CVRD) Board passed the following recommendation:

“THAT Bylaw No. 539 being “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1, be given second reading”

In accordance with *Local Government Act* (RSBC, 2015, c. 1) (LGA), Section 436(1), enclosed for your consideration of acceptance is the Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1. Following first reading of Regional Growth Strategy Bylaw No. 120, Amendment No. 1 on July 24, 2018, the CVRD held a public hearing on August 28, 2018.

Affected local governments are requested to respond to the Regional Growth Strategy bylaw by resolution (LGA Section 436(2)). Upon receipt of this referral, each local government must:

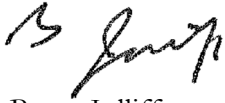
1. Review the proposed Regional Growth Strategy Bylaw No. 120, Amendment No. 1 in the content of any Official Community Plan for its jurisdiction, both those that are current and those that are in preparation, and in the context of any other matters that affect its jurisdiction; and
2. Within 60 days either:
 - a. Accept Regional Growth Strategy Bylaw No. 120, Amendment No. 1 as presented; or
 - b. Respond by resolution to the CVRD Board indicating specifically the reasons your local government refuses to accept.

Failure to accept the proposed Regional Growth Strategy Bylaw No. 120, Amendment No. 1 or respond with specific objections within 60 days of receipt of the referral, as per LGA Section 436(7), will deem your local government to have accepted the proposed Regional Growth Strategy Bylaw No. 120, Amendment No. 1.

Should your government choose not to accept the proposed Regional Growth Strategy Bylaw No. 120, Amendment No. 1 as presented, you must identify by resolution the reason for your objection (LGA Section 439). At that time as per LGA Section 440, the process is then taken over by the Ministry of Municipal Affairs and Housing who will determine the form and nature of efforts to resolve the matter. The disputing parties (the local government that objects and the regional district and other impacted local governments) must share equally all costs associated with the process imposed by the Minister.

If you have any questions, please contact Alana Mullaly at 250-334-6051 or amullaly@comoxvalleyrd.ca.

Sincerely,



Bruce Jolliffe
Chair

Enclosure: Appendix A – Bylaw No. 538 bring “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1”.

cc: Russell Dyson, Chief Administrative Officer
Scott Smith, General Manager of Planning and Development Services
Alana Mullaly, Senior Manager of Planning and Protective Services
Phyllis Carlyle, Chief Administrative Officer, Regional District of Nanaimo
Paul Thompson, Manager of Long Range Planning, Regional District of Nanaimo

Bylaw No. 539
Comox Valley Regional District

STATUS

Title: Comox Valley Regional District Regional Growth Strategy
Bylaw No. 120, 2010, Amendment No. 1

Applicant: Comox Valley Regional District

File No.: RGS 1CV 18

Purpose: To amend Section 5.2 of the Comox Valley Regional District
Regional Growth Strategy Bylaw No. 120, 2010

Participants: Baynes Sound – Vancouver Island portion (Electoral Area A);
Lazo North (Electoral Area B); Puntledge – Black Creek
(Electoral Area C); City of Courtenay; Town of Comox;
Village of Cumberland



Comox Valley Regional District Board:	Date:	June 26, 2018
	Decision:	Initiate a standard amendment to consider changes to Part 5 of the Regional Growth Strategy; adopt consultation plan; and provide notice to affected local governments
Read a first time	Date:	July 24, 2018
Public Hearing	Date:	August 28, 2018
Read a second time	Date:	September 18, 2018
Accepted by resolution	Date:	
Read a third time	Date:	
Adopted	Date:	

Comox Valley Regional District

Bylaw No. 539

A Bylaw to amend the "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010".

WHEREAS pursuant to the provisions of Section 433 of the *Local Government Act* (RSBC, 2015, c. 1), the preparation of the regional growth strategy amendment was initiated by resolution of the board;

WHEREAS pursuant to the provision of Section 434 (2) of the *Local Government Act*, the board adopted a consultation plan that provides opportunities for early and ongoing consultation;

WHEREAS pursuant to the provision of Section 434(4) of the *Local Government Act*, the board held a public hearing on the proposed regional growth strategy amendment;

AND WHEREAS pursuant to the provision of Section 436(1) of the *Local Government Act*, the regional growth strategy amendment was accepted by affected local governments;

NOW THEREFORE the board of the Comox Valley Regional District in open meeting assembled, enacts the following amendments to the "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010.

Section One Text Amendment

- 1) Bylaw No. 120, being the "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010," is hereby amended as set out in Schedule A attached to and forming part of this Bylaw.

Section Two Title

- 1) This Bylaw No. 539 may be cited as the "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1."

Read a first time this	24th	day of	July	2018.
Public hearing held this		day of		2018.
Read a second time this		day of		2018.
Accepted by resolution this		day of		2018.

Schedule A

Section One Text Amendment

1. Part 05, “Implementation and Monitoring”, Section 5.1(1), be amended by replacing the reference to “*Local Government Act s.866*” with “*Local Government Act s.446*”;
2. Part 05, “Implementation and Monitoring”, Section 5.1(3), be amended by replacing the reference to “*Local Government Act s.855*” with “*Local Government Act s.434*”;
3. Part 05, “Implementation and Monitoring”, Section 5.2(1), be amended by deleting the title that now reads “*Standard Amendments*” and re-numbered accordingly;
4. Part 05, “Implementation and Monitoring”, Section 5.2(1), be amended by replacing the text that now reads

“An amendment to the RGS, other than those considered to be a minor amendment, is considered a standard amendment and will follow the same process that is required to adopt a RGS as set out in Part 25 of the Local Government Act”

With:

“An amendment to the RGS may be proposed by a member municipality, the Electoral Areas Services Committee, or the board, including on behalf of an external agency or private land owner. Unless determined by board resolution to be a minor amendment, an amendment is a standard amendment and will follow the same process that is required to adopt a RGS as set out in Part 13 of the Local Government Act. The process that is required to adopt a minor amendment is as set out in Section 5.2(4). The RGS Summary Chart summarizes the processes for the adoption of a standard and minor amendment.”

5. Part 05, “Implementation and Monitoring”, Section 5.2(2) be amended by deleting the title that now reads “*Minor Amendments*” and re-numbering accordingly;
6. Part 05, “Implementation and Monitoring”, Section 5.2(2) be amended by replacing the reference to “*Section 857.1*” with “*Section 437*”;
7. Part 05, “Implementation and Monitoring”, Section 5.2(3) Criteria for Minor Amendments, be amended by replacing the reference in 5.2(3)(e) to “*Part 25*” with “*Part 13*”;
8. Part 05, “Implementation and Monitoring”, Section 5.2(4) be amended by replacing the text that now reads

“Minor amendments may be applied for by a member municipality, the regional district, external agency, private land owner or developer. Once a minor amendment application has been received, the process for review and adoption is as follows:”

With:

“Where an amendment to the RGS has been proposed by a member municipality, the Electoral Areas Services Committee, or the board, and the board has, by resolution, initiated the amendment, the process for the board to determine if the amendment is minor, and then to consider it as minor, is as follows:”

9. Part 05, “Implementation and Monitoring”, Section 5.2 (4) be amended by replacing the text that now reads

“Upon receiving a minor amendment application, the CVRD will set up a Technical Advisory Committee (TAC) meeting for review and discussion of the application and provide comments to CVRD staff”

With:

“Upon a board resolution to initiate an amendment, the regional district will set up a Technical Advisory Committee (TAC) meeting for review and discussion of the proposed amendment. The TAC will provide comments, in the form of a report prepared by regional district staff, to the Steering Committee”.

10. Part 05, “Implementation and Monitoring”, Section 5.2 (4) be amended by replacing the text that now reads

“On receipt of an application with comments from the technical advisory committee, CVRD staff will prepare a preliminary report for review by the RGS steering committee. Steering committee comments and recommendations will be forwarded to the CVRD Board to assist in its decision on whether the application should be processed as a minor amendment”

With:

“Upon receipt of a report from the Technical Advisory Committee, the Steering Committee will meet to review and discuss the proposed amendment. The Steering Committee will provide its comments and recommendations to the CVRD Board via a report prepared by regional district staff. The Steering Committee’s report will assist the board in its decision on whether the proposed amendment should be processed as a minor amendment”

11. Part 05, “Implementation and Monitoring”, Section 5.2 (4) be amended by replacing the text that now reads

“The CVRD board will assess any proposed amendment in terms of the minor amendment criteria. The Board may resolve, by an affirmative vote of 2/3 of the board members present, to proceed with an amendment application as a minor amendment. Where the board resolves to proceed with an amendment application as a minor amendment, the Board will...”

With:

“The board will assess any proposed amendment in terms of the minor amendment criteria. The board may resolve, by an affirmative vote of 2/3 of the board members present, to process the proposed amendment as a minor amendment. Where the board resolves to process an amendment proposal as a minor amendment, the board will...”

12. Part 05, “Implementation and Monitoring”, Section 5.2(4), Summary Chart, be amended by replacing the text box that now reads “RGS amendment initiated” with “Board resolution to initiate RGS amendment”

13. Part 05, "Implementation and Monitoring", Section 5.2(4), Summary Chart, be amended by replacing the text box that now reads "*CVRD Board determines if amendment is minor (2/3 vote)*" with "*Board resolution by 2/3 vote if an amendment is minor*"

TO: Regional District of Nanaimo Board **MEETING:** October 16, 2018
FROM: Paul Thompson
 Manager, Long Range Planning **FILE:** 6900-20 MRDT
SUBJECT: Request for Support from Parksville Qualicum Beach Tourism Association to
 Renew the Municipal Regional District Tax

RECOMMENDATIONS

1. That the Board support Parksville Qualicum Beach Tourism Association's renewal of the 2% Municipal Regional District Tax in Electoral Areas E, F, G & H, City of Parksville, and Town of Qualicum Beach.
2. That the Board support Municipal Regional District Tax amounts collected by accommodation providers in Electoral Areas E, F, G & H (per Regional District of Nanaimo bylaws) to be provided directly to Parksville Qualicum Beach Tourism Association by the Province.
3. That the Board's support of the Municipal Regional District Tax renewal be subject to the Parksville Qualicum Beach Tourism Association submitting by 2020 the provincially required One Year Tactical Plan that includes a provision to use Municipal Regional District Tax revenues from Online Accommodation Platforms for affordable housing.
4. That in 2019 the Regional District of Nanaimo, the City of Parksville and the Town of Qualicum Beach work with the Parksville Qualicum Beach Tourism Association and accommodation providers to develop an Affordable Housing Municipal Regional District Tax Plan starting in 2019.
5. Following submission of the next Municipal Regional District Tax Renewal in 2023, that the Province be requested to provide the Municipal Regional District Tax revenues from One Year Tactical Plans directly to the Regional District of Nanaimo for use on affordable housing.

SUMMARY

The Municipal Regional District Tax (MRDT) is a tax collected by accommodation providers and used for tourism promotion activities. For the northern part of the Regional District of Nanaimo (RDN) the revenues from the MRDT are provided directly to the Parksville Qualicum Beach Tourism Association (PQBTA) to use for destination marketing activities. Every five years the PQBTA must get support from the local governments within the designated accommodation area to keep receiving this money. This is the third renewal of the MRDT tax for the PQBTA.

In the past this tax was only collected from accommodation providers that have four rooms or greater. Starting in 2019 the MRDT tax can be collected from accommodation providers with

less than four rooms including Online Accommodation Platforms (OAP) such as Airbnb. Another change to the legislation will also allow local governments to use the MRDT collected from the OAPs for affordable housing projects.

To enable the use of these funds for affordable housing projects the PQBTA, as part of its annual reporting on the MRDT, would have to include a statement in its One Year Tactical Plan along with an Affordable Housing MRDT Plan. Due to the deadline for the PQBTA to have the renewal submitted by the end of October 2018 and the need for the approval of the accommodation providers, it is not possible to include a statement on affordable housing within this MRDT renewal. The three local governments in the designated accommodation area could work with the PQBTA and the accommodation providers on using the MRDT revenues from OAPs for affordable housing projects. Following this consultation, a One Year Tactical Plan could then be submitted to the Province along with an Affordable Housing MRDT Plan in November of 2020. Working collectively to address affordable housing issues in the communities that make up the MRDT designated area would assist in addressing community need.

BACKGROUND

The PQBTA is requesting support from the RDN to continue receiving the MRDT in the northern part of the RDN. This request was considered at the September 18, 2018 Regular Board meeting with direction to refer the request back to staff.

As part of its renewal request, the PQBTA must include a Five Year Strategic Business Plan which outlines how the MRDT revenues will be used over the next five years. Ideally, the best approach to enable the use of the MRDT revenues from OAPs would be to include a section on Affordable Housing in the Five Year Strategic Business Plan. The Five Year Strategic Business Plan must have the support of at least 51 percent of the accommodation providers representing at least 51 percent of the total number of units of accommodation.

A change to the Five Year Strategic Business Plan would require more consultation with tourism stakeholders and going back to the accommodation providers to get their support. Due to the very brief amount of time to complete the application requirements before the submission deadline and that the PQBTA has essentially completed its consultation with the stakeholders and has already obtained the required support from the accommodation providers, this is not deemed to be practical.

After further consultation with the PQBTA and Destination BC, an alternative approach to use the MRDT revenues from the OAPs for affordable housing is to include a statement in the annual reporting that the PQBTA must submit each November. As well, future consultation with the accommodation providers is required on the use of MRDT revenues from OAPs. A statement can be included in the annual One-Year Tactical Plan along with an Affordable Housing MRDT Plan.

Due to the time needed to consult with the accommodation providers, the fact that the MRDT revenues from the OAPs will not be known until early 2020 and that time is needed to identify an affordable housing project, a realistic timeframe would be to include the statement on affordable housing in the November 2020 One-Year Tactical Plan. This will allow the PQBTA and the local governments an opportunity to determine how OAP revenues could be used to support affordable housing initiatives in the Oceanside Area. This also allows sufficient time to

undertake the necessary consultation with accommodation providers and other stakeholders. The recommendations contained in this report reflect consultation with PQBTA and their input on a collective approach to work to address affordable housing issues in the communities that make up the MRDT designated area.

ALTERNATIVES

1. Provide support to renew the MRDT and have the tax revenues go directly to the PQBTA.
2. Provide support to renew the MRDT and have the tax revenues go directly to the PQBTA with the condition that tax revenues from OAPs be used for affordable housing.
3. Do not provide support to renew the MRDT and have the tax revenues go directly to the PQBTA.

FINANCIAL IMPLICATIONS

It is not clear at this time what the amount of the revenue from OAPs will be in the designated accommodation area, as data is not currently available. A proposal submitted to the RDN by a firm that monitors Short Term Vacation Rentals (STVR) indicates that there may be over 600 unique STVR rental units within the designated accommodation area. This number of units could provide a significant source of funding for affordable housing.

The Province has stated that it can provide information on the amount of revenues generated from OAPs although it is likely that it won't be until later in 2019, and a more accurate number is available. This information will be useful in developing the Affordable Housing MRDT Plan as funding will have to be matched with a project.

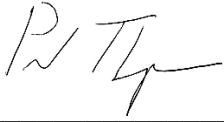
As the MRDT did not previously apply to OAPs, these new revenues will not be a reduction in the amount of MRDT revenue that is available to the PQBTA. The PQBTA will continue to receive the revenue from the MRDT that is collected from existing accommodation providers and any new accommodation providers that are not an OAP.

As the PQBTA has indicated that it does not want to be responsible for developing and managing an affordable housing project the suggestion was made to request that the Province provide MRDT revenues from OAPs directly to one of the local governments within the designated accommodation area.

STRATEGIC PLAN IMPLICATIONS

The Board 2016-2020 Strategic Plan includes a strategic focus on service and organizational excellence with a priority to invest in regional services that are effective and efficient. It also has a focus on relationships where the RDN looks for opportunities to partner with other governments and community groups to advance the region, which could be achieved once an affordable housing service is established.

The recommendations in this report build on previous RDN affordable housing studies, align with the objectives of the RDN's Housing Action Plan and with the RDN's governing principles of 'Represent the Interests of the Region', 'Work Effectively as a Team' and 'Focus on Solutions'.



Paul Thompson
pthompson@rdn.bc.ca
October 10, 2018

Reviewed by:

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

Attachments

1. Letter from Parksville Qualicum Beach Tourism Association

PARKSVILLE QUALICUM BEACH

Parksville Qualicum Beach Tourism Association

PO Box 239, Parksville, BC V9P 2G4

T: 250 248 6300 | F: 250-248-6308

ParksvilleQualicumBeach.com

July 31, 2018

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

Dear Chairman Veenhof and Directors:

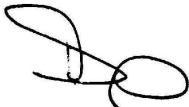
Parksville Qualicum Beach Tourism is in the process of renewing the 2% Municipal Regional District Tax (MRDT) for our region. I am writing to ask for the Board's support of our renewal in the form of a resolution.

Parksville Qualicum Beach Tourism asks the RDN Board of Directors to include the following in its support resolution:

- That the RDN Board supports Parksville Qualicum Beach Tourism Association's renewal of the 2% MRDT in Electoral Areas E, F, G & H, City of Parksville, and Town of Qualicum Beach. The City and Town are being approached for similar support resolutions.
- That the RDN Board supports MRDT amounts collected by accommodation providers in Electoral Areas E, F, G & H (per RDN Bylaws) to be provided directly to Parksville Qualicum Beach Tourism Assoc. by the Province.

Thank-you in advance for your support.

Best regards,



Blain Sepos,
Executive Director

REFRESH HERE.

TO: Board Meeting **MEETING:** October 16, 2018
FROM: Shelley Norum **FILE:** 5340-05
Wastewater Program Coordinator
SUBJECT: Organic Matter Recycling Regulation Intentions Paper, September 2018

RECOMMENDATION

1. That the Board submit to the BC Ministry of Environment and Climate Change Strategy a response (Attachment 1) to the proposed regulatory changes to the Organic Matter Recycling Regulation (Attachment 2).

SUMMARY

The Organic Matter Recycling Regulation governs the construction and operation of composting facilities and the production, distribution, sale, storage, use and land application of biosolids and compost. The Ministry of Environment and Climate Change Strategy (the Ministry) released an Intentions Paper (Attachment 2) proposing changes to the Organic Matter Recycling Regulation that have the potential to impact the management of biosolids and the operation of composting facilities in the Regional District of Nanaimo (RDN). A response to the proposed changes is provided in Attachment 1.

This Intentions Paper is the fourth in a series of OMRR policy intention papers, dating back to 2006, that are intended to guide amendments to the regulation, planned for 2019. The Intentions Paper focusses primarily on:

- Administrative changes related to registration requirements and First Nations engagement requirements,
- Additional materials suitable for composting,
- Compost facility and land application standards and best practices,
- Sampling and monitoring requirements,
- Consistency with other regulations.

The potential impacts on biosolids management are mainly administrative, and noted in the bullets below. Changes to the production of biosolids at the wastewater treatment plants are not anticipated.

- The Intentions Paper introduces a new registration process, however the timeline to complete the process may be inadequate. The RDN intends to request that the Ministry consider providing sufficient time to complete the new process.
- The cost to manage RDN biosolids may increase due to new requirements for analytical sampling that are unclearly stated in the Intentions Paper. The RDN intends to request clarification from the Ministry so we can adequately budget for the proposed changes.

The proposed changes to composting requirements are not expected to significantly impact the RDN or the firm contracted to compost RDN organics. The RDN does not currently operate a

composting facility; however, compost processing is provided under contract by a private company for residential food waste and yard waste. As per direction from the Board, staff are in the process of finalizing a 20-year contract to continue this service. The proposed changes to the Organic Matter Recycling Regulation are not expected to impact the contractor's operation because they already hold a site-specific authorization issued by the Ministry, their facility upgrades are consistent with best achievable technology, and they already process all organics indoors in an air controlled environment, as proposed in the Intentions Paper.

BACKGROUND

Biosolids are stabilized residuals of the wastewater treatment process that have a consistency like soil, are rich in nutrients, and provide an alternative to chemical fertilizers. The RDN produces roughly 4,500 bulk tonnes of biosolids every year and will produce more after secondary treatment is complete at Greater Nanaimo Pollution Control Centre. RDN biosolids are managed according to the Organic Matter Recycling Regulation. This regulation recognizes the value of biosolids as a beneficial resource.

The Organic Matter Recycling Regulation governs the construction and operation of composting facilities and the production, distribution, sale, storage, use and land application of biosolids and compost. In October 2016, the Ministry released an Intentions Paper stating the intent to revise the regulation. The RDN responded to that Intentions Paper as described to the [November 29, 2016 Board](#). In September 2018, the Ministry released another Intentions Paper (Attachment 2) incorporating feedback from the 2016 Intentions Paper and proposing further changes to the Organic Matter Recycling Regulation. The Intentions Paper proposes changes that have the potential to impact the management of biosolids and the operation of composting facilities in the RDN. A response to the proposed changes is provided in Attachment 1.

The Ministry is inviting feedback to the Intentions Paper until November 8, 2018 and has expressed the intent to amend and implement the revised regulation in 2019. A response to the proposed changes is provided in Attachment 1. The response emphasizes the importance of using biosolids beneficially; diverting this resource from the landfill; protecting the environment; keeping costs manageable; and improving odour controls and the regulatory framework around the management of composting facilities.

Key changes proposed in the Intentions Paper include:

- Replace the existing facility notification process with a registration process for biosolids land application and some composting facilities. No changes are proposed for larger composting facilities (of the size that the RDN contracts with), as they already require permitting.
- Requirements for proponents of composting and land application activities to notify First Nations of intent to register, and changes to registrations. The ministry plans to develop guidance documents for First Nations notification.
- Changes to requirements for sampling, monitoring and record keeping at compost facilities and land application sites

With respect to land application of organic matter, including biosolids, the Ministry proposes:

- Updated quality criteria.
- Labeling requirements for composted materials containing biosolids.
- Implementing best management practices and setback requirements for land application.

The potential impacts on biosolids management are mainly administrative, and noted in the bullets below. Changes to the production of biosolids at the wastewater treatment plants are not anticipated.

- The Intentions Paper introduces a new registration process and the timeline to complete the process may be inadequate. The RDN intends to request that the Ministry consider providing sufficient time to complete the process.
- The cost to manage RDN biosolids may increase due to new requirements for analytical sampling that are not clearly stated in the Intentions Paper. The RDN intends to request clarification from the Ministry so we can adequately budget for the proposed changes.

With respect to composting facilities, the Ministry proposes:

- Composting facilities will be required to have environmental management plans, including odour management plans.
- Including additional organic materials as acceptable feedstocks.
- Facilities will employ best management practices, including upgrading over time to composting in fully enclosed structures, and establish setback requirements.
- Updated weight limits on residuals in finished compost (rocks, plastics, foreign objects).

The RDN does not currently operate a composting facility; however, compost processing is provided under contract by a private company for residential food waste and yard waste. As per direction from the Board, staff are in the process of finalizing a 20-year contract to continue this service. The proposed changes to the Organic Matter Recycling Regulation are not expected to impact the contractor's operation because they already hold a site-specific authorization issued by the Ministry, their facility upgrades are consistent with best achievable technology, and they already process all organics indoors in an air controlled environment, as proposed in the Intentions Paper.

Should other commercial composting facilities set up operation in the RDN in the future, they will be subject to a higher standard of operation which is expected to reduce impacts of their operation to neighbours, particularly around minimizing odour.

ALTERNATIVES

1. That the Board submit to the BC Ministry of Environment and Climate Change Strategy a response (Attachment 1) to the proposed regulatory changes to the Organic Matter Recycling Regulation (Attachment 2).
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

There are no direct financial implications to the RDN in responding to the Organic Matter Recycling Regulation Intentions Paper. The proposed changes to the regulation may incrementally increase the administrative cost of managing of biosolids in the region. Additional costs will be incorporated into future operational budgets for Wastewater Services.

The RDN is currently finalizing a 20-year service contract for organics processing. In developing the contract details, the 20-year service fees were set out in a Term Sheet which has been endorsed by the Board. There will be no further changes to these fees, therefore, there is no impact to RDN costs for residential food waste and yard waste processing resulting from future changes to the Organic Matter Recycling Regulation.

STRATEGIC PLAN IMPLICATIONS

Participating in the Organic Matter Recycling Regulation review consultation process, with its goal of protecting human health and the environment, aligns with the 2016-2020 Board Strategic Plan vision for the environment.

LIQUID WASTE MANAGEMENT PLAN IMPLICATONS

Responding to the Organic Matter Recycling Regulation Intentions Paper and supporting the production and beneficial use of biosolids aligns with the Biosolids Program within the RDN's Liquid Waste Management Plan.

SOLID WASTE MANAGEMENT PLAN IMPLICATIONS

Diverting biosolids from the landfill and prolonging the lifespan of the Regional Landfill aligns with the Solid Waste Management Plan and its vision for Zero Waste.



Shelley Norum
snorum@rdn.bc.ca
October 9, 2018

Reviewed by:

- S. De Pol, Director, Water and Wastewater Services
- L. Gardner, Manager, Solid Waste Services
- R. Alexander, General Manager, Regional and Community Utilities
- P. Carlyle, Chief Administrative Officer

Attachments

1. Organic Matter Recycling Regulation Intentions Paper Response
2. Organic Matter Recycling Regulation Intentions Paper, September 2018



The ministry will be revising the Organic Matter Recycling Regulation (OMRR)

September 2018

The September 2018 intentions paper (IP) is the result of policy elaboration and development following three previous policy intentions papers (October 2006, July 2011 and October 2016) with consultations, a follow up Summary of Public Input and Policy Update (March 2017), and policy work completed this past year by the Ministry of Environment and Climate Change Strategy (the ministry).

The IP builds on areas for review that were identified in the 2016 policy intentions paper and the 2017 Summary of Public Input and Policy Update, with specific updated information addressing:

- Opportunities for increased public transparency;
- Additional requirements for notification, including with local government;
- Requirements for engagement with First Nations; and
- Requirements for discharge authorization.

The questions in this response form follow the sequence and structure of the Intentions Paper (fillable boxes are available for each question). Comments on the ministry's intentions are welcomed, using this response form or via a separate submission. All submissions and comments will be reviewed and considered by the ministry in moving forward with the proposed updates to the regulation. As well, all submissions will be reviewed for inclusion without attribution in a consultation summary report to be made public following the consultation period.

The ministry expects to amend and implement the revised regulation in 2019. A training and implementation period for the revised regulation will follow.

The ministry welcomes comments on the information and proposals outlined in the intentions paper posted on the ministry's website:

<https://www2.gov.bc.ca/gov/content/environment/waste-management/food-and-organic-waste/regulations-guidelines>

Those interested are invited to submit comments to the ministry using this form, or by separate submission if desired, by email to env.omrr.reg.reviews@gov.bc.ca or print and send by mail to:

BC Ministry of Environment and Climate Change Strategy – OMRR Review
PO Box 9341 Stn Prov Govt
Victoria, BC V8W 9M1

Responses received by **November 8, 2018** will be considered by the ministry in preparing the proposed revisions to the regulation.

If you have any questions or comments please email: env.omrr.reg.reviews@gov.bc.ca

Table of Contents

Background Information	2
1 Authorization Process Under the OMRR.....	3
1.1 Composting facilities thresholds; waste management plans.....	3
1.2 Registration of composting facilities.....	4
1.2.1 Registration process for composting facilities	4
1.2.2 Notification of changes to registration	5
1.3 Registration of land application of managed organic matter	5
1.3.1 Registration process for land application of managed organic matter.....	6
1.3.2 Notification of changes to registration	6
1.4 Notification requirement for biosolids growing medium facilities	7
2 Engagement with First Nations.....	8
3 Substitutions under the OMRR	8
4 Fee Payments.....	9
5 Organic Matter Suitable for Composting	9
5.1 Untreated and unprocessed wood	9
5.2 Domestic composting toilet sludge; domestic wastewater treatment plant sludge	9
5.3 Non-recyclable paper material	10
5.4 Compostable plastic.....	10
5.5 Used mushroom growing substrate.....	10
6 Composting Facilities	11
6.1 Facility environmental management plan	11
6.2 Best practices	12
6.3 Compost quality criteria and safety	12
6.4 Setbacks	13
7 Land Application and Distribution of Organic Matter.....	14
7.1 Updates to quality criteria	14
7.2 Labeling and disclosure.....	14
7.3 Best practices for land application.....	15
7.4 Compliance	16
7.5 Mine site reclamations and landfill closures.....	16
8 Sampling, Monitoring and Record Keeping	17
8.1 Sampling and Monitoring of managed and retail grade organic matter	17
8.2 Soil sampling and monitoring at land application sites.....	18
8.3 Record keeping	19
9 Updates to Technical Standards	19
9.1 Consistency of schedules with other national and provincial standards and regulations	19
9.2 Consistency with the Contaminated Sites Regulation (CSR).....	20
9.3 Consistency with the Agricultural Waste Control Regulation (AWCR).....	20
10 Additional Housekeeping Changes	20
11 Additional Comments	21
12 Overall Summary Questions	22
13 Contact Information.....	23
14 Background and Area of Interest	23

Background Information

Q: Do you have any general comments on the Background Information, including the following sections: Managing and Recycling of Organic Matter; Ministry Service Plan Targets; Provincial Review of the Professional Reliance Model; Province of British Columbia's Relationship with Indigenous Peoples; or Canada-wide Approach for the Management of Wastewater Biosolids? (IP pages 4-7)

We would like to emphasize the importance of using biosolids beneficially; diverting this resource from the landfill; keeping costs manageable; protecting the environment; and improving odour controls and the regulatory framework around the management of composting facilities.

1 Authorization Process Under the OMRR

The proposed changes will enhance regulatory requirements applicable to improving government authority, notification and information submission, and to support engagement with First Nations, by introducing a **registration process** under OMRR. In addition, the ministry is proposing to introduce a **notification process** for authorization of some activities under OMRR.

Q1.a: Do you have any general comments on the proposed change to a **registration process**? (IP page 8)

Support for a registration process that maintains a clear and reasonable evaluation period for the Ministry (e.g. 30 days as is currently in place for notifications) to enable efficient planning and allow for the continuation of existing Land Application Plans without administrative delays that may increase the risk of biosolids being sent to the landfill.

See more comments in Q1.3

Q1.b: Do you have any comments on a requirement to give notice for biosolids growing medium facilities using 5 m³ or more of biosolids at a site per calendar year? (IP page 8)

no comment

Q1.c: Do you have any comments on **Table 1: Overview of proposed authorization processes under the OMRR?** (IP page 9)

A composting facility accepting under 15,000 wet tonnes/year of feedstock still has the potential to cause significant environmental impact and odour problems in a community. Consider lowering the threshold for permitting composting facilities processing food or putrescible waste to 5,000 tonnes/year of feedstock.

1.1 Composting facilities thresholds; waste management plans

The ministry is proposing to replace requirements in the OMRR based on the amount of compost produced with requirements based on the amount of feedstock received by a composting facility.

Review of Organic Matter Recycling Regulation – Response Form

Q1.1a: Do you have any comments on basing composting facilities requirements on total annual mass of **feedstock received**? (IP page 10)

Support basing thresholds on quantity of feedstock as compared to design or finished compost.

Q1.1b: Do you have any comments on making registration **documents available online to the public**? (IP page 9)

Support for increased transparency

1.2 Registration of composting facilities

The ministry is proposing to require submission of a registration form as part of the registration process

Q1.2a: Do you have any comments on the **requirement to give notice of operation being replaced with a registration process for all composting facilities (that do not require a permit, approval or operational certificate)**? (IP page 10)

Support for a registration process.

Q1.2b: Do you have any comments on the proposed information to be included in the **registration form**? (IP page 11 - sidebar)

no comment

Review of Organic Matter Recycling Regulation – Response Form

1.2.1 Registration process for composting facilities

The ministry is proposing to require submission of a registration form as part of the registration process.

Q1.2.1a: Do you have any comments on the **registration process**? (IP page 11)

no comment

Q1.2.1b: Do you have any comments on the proposed **timeframe for existing compost facilities**? (IP page 11)

no comment

1.2.2 Notification of changes to registration

Q1.2.2: Do you have any comments on the **proposed requirements to notify authorities** regarding changes to registration? (IP page 12)

no comment

1.3 Registration of land application of managed organic matter

The ministry is proposing that the requirement to give notification in writing will be replaced by a registration process for land application of managed organic matter.

Review of Organic Matter Recycling Regulation – Response Form

Q1.3: Do you have any general comments on the **proposed registration for land application** of managed organic matter? (IP page 13)

Section 1.3 says the registration process would apply to land application of organic matter as soon as the revised regulation comes into effect and that existing notifications would be left as is until expiration. While we support leaving notifications in place until expiration, it is our experience that LAPs (and associated notification) must be renewed annually. So, depending on when the new regulation comes into force, it appears that existing biosolids land application operations will have 0-12 months to complete the registration process. It also appears that the pre-registration and registration process is likely to take 3+ months to complete. Disrupting the continuity of the LAP would increase the risk of biosolids being sent to the landfill. Allowing a minimum of 1 year for existing land application operations to become registered (existing composting facilities are given 2 years according to Section 1.2) would likely provide sufficient time to complete the registration process and minimize the risk of biosolids being unnecessarily sent to the landfill.

Support for a registration process that maintains a clear and reasonable evaluation period for the Ministry (e.g. 30 days as is currently in place for notifications) to enable efficient planning and allow for the continuation of existing Land Application Plans without administrative delays that may increase the risk of biosolids being sent to the landfill.

Supports for multiple-year registrations of up to 5 years in length.
Recommend that Land Application Renewal does not require notification.

Propose to simplify the registration process by defining only the landowner or lease-holder as the discharger and listing proposed biosolids generators separately.

1.3.1 Registration process for land application of managed organic matter

The ministry is proposing to require submission of a registration form as part of the registration process.

Q1.3.1a: Do you have any comments on the proposed **submission requirements**? (IP page 13)

Support for the proposed submission requirements.

Q1.3.1b: Do you have any comments on the proposed information to be included in the **registration form**? (IP page 14 – side bar)

Support for requesting information in the registration form that is not likely to change over the period of the registration (e.g., biosolids generator, land type, but not material quality) in order to reduce the requirement for Change Notifications.

Support reducing duplication of information between separate documents which form part of the submission in order to streamline information.

Q1.3.1c: Do you have any comments on the requirements for **pre-registration engagement and notification**? (IP page 14)

Support for increased information sharing with First Nations. Request clear pre-registration criteria.

1.3.2 Notification of changes to registration

Q1.3.2: Do you have any comments on the proposed **requirements to notify authorities** regarding changes to registration? (IP page 14)

Propose that only information contained on the registration form be subject to a requirement of notification in the event of change. Other factors which may change more frequently should not be subject to this requirement as this will likely require numerous change notifications and burden the process.

1.4 Notification requirement for biosolids growing medium facilities

The ministry intends that the requirement to give notice in writing under OMRR will apply to biosolids growing medium (BGM) facilities.

Q1.4a: Do you have any comments on the proposed amendment of the definition of “**discharger**”? (IP page 15)

no comment

Q1.4b: Do you have any comments on the **proposed notification requirements** for existing biosolids growing medium facilities to come into compliance with requirements? (IP page 16)

no comment

Q1.4c: Do you have any comments on the **proposed timeframe** or making notification **documents available online to the public**? (IP page 17)

Support for increased transparency

2 *Engagement with First Nations*

The ministry received feedback from stakeholders and First Nations indicating that there is a need for increased transparency around composted matter, composting facilities, biosolids growing medium facilities and land application.

Q2a: Do you have any comments on the ministry's intention to amend the regulation to **support the draft principles**? (IP page 17)

Support the intention to amend the regulation to support the draft principles.

Q2b: Do you have any comments on the pre-registration and notification requirements? (IP page 17)

Support for increased information sharing with First Nations. Request clear pre-registration criteria.

3 *Substitutions under the OMRR*

The ministry is proposing that an applicant may apply for a substitution by completing a form; or, a director may on his or her own initiative substitute a different requirement for a requirement contained in the regulation.

Q3: Do you have any comments on the proposed **changes for substitutions**? (IP page 18)

Support the addition of a substitution process to provide flexibility in meeting the intent of the regulation.

4 Fee Payments

The ministry is proposing to introduce fee payment requirements for registrations, substitutions, and annual fees as summarized in Table 2.

Q4: Do you have any comments on the proposed **fee payments** as outlined in Table 2? (IP page 20)

Suggest that fees for a substitution be based on the lesser of the hourly fees or a flat fee, whichever is less. This would increase transparency and allow for better budgeting.

5 Organic Matter Suitable for Composting

The ministry is seeking comments regarding potential definitions and inclusion of the following organic materials in Schedule 12.

5.1 Untreated and unprocessed wood

The ministry intends to amend Column 1 and 2 of the table in Schedule 12 for untreated and unprocessed wood.

Q5.1: Do you have any comments on the proposed amendments to Schedule 12 for **untreated and unprocessed wood**? (IP page 21)

no comment

5.2 Domestic composting toilet sludge; domestic wastewater treatment plant sludge

The ministry intends to amend Schedule 12 of the OMRR to include *domestic composting toilet sludge* as “sludge removed from a composting toilet used for receiving and treating domestic sewage.”

Q5.2: Do you have any comments on the proposed amendments to include the broader category of domestic wastewater treatment plant sludge in Schedule 12? (IP page 22)

no comment

Review of Organic Matter Recycling Regulation – Response Form

5.3 Non-recyclable paper material

At present the OMRR does not contain provisions for composting of “*non-recyclable paper material*.” The ministry intends to amend Schedule 12 of the OMRR to include *non-recyclable paper material*.

Q5.3: Do you have any comments on the proposed addition of “*non-recyclable paper material*” and its definition to Schedule 12 of the OMRR? (IP page 21)

The addition of non-recyclable paper to the list of acceptable feedstocks is supported.

5.4 Compostable plastic

The ministry intends to amend Schedule 12 of the OMRR to include “*compostable plastic*.”

Q5.4: Do you have any comments on the proposed addition of “*compostable plastic*” to Schedule 12 of the OMRR? (IP page 21)

The addition of compostable plastic to the list of acceptable feedstocks is supported.

5.5 Used mushroom growing substrate

The ministry intends to categorize “*used mushroom growing substrate*” as organic matter suitable for composting.

Q5.5: Do you have any comments on enabling “*used mushroom growing substrate*” to be categorized as organic matter suitable for composting? (IP page 22)

no comment

6 Composting Facilities

The ministry is proposing to address standards, practices and expectations of composting facilities through broadened facility planning requirements, requirements for best achievable technologies at facilities, added setback requirements and updated expectations for compost quality and safety.

6.1 Facility environmental management plan

The ministry is proposing to consolidate and amend current OMRR composting facility planning requirements, and specify odour management plan provisions in the regulation.

Q6.1a: Do you have any comments on the ministry's requirement for all composting facilities to prepare a "facility environmental management plan" (FEMP)? (IP page 24)

Agree with the principal to allow small composting facilities that are less likely to cause environmental or odour problems to set up through a less rigorous and more expedient process; and require large facilities to be developed to best achievable technology standard. However, the thresholds may not promote the desired result.

The 15,000 tonnes/year threshold for a full facility management plan may trigger facilities to limit feedstock to 14,999 tonnes/year or run multiple composting businesses on the same site to avoid the more rigorous permitting process.

The threshold for a "full" Facility Environmental Management Plan should be lower.

Q6.1b: Do you have any comments on the proposed FEMP requirements? (IP page 24 – Table 3)

No comments

Q6.1c: Do you have any comments on enabling a director to request additional information? (IP page 24)

Support enabling a director to request additional information

6.2 *Best practices*

The ministry is proposing to revise the OMRR to include specific provisions related to BMPs and BAT at composting facilities.

Q6.2a: Do you have any comments on the ministry's intention to include specific provisions related to BMPs and BAT at composting facilities.? (IP page 25)

Support for including provisions for BMPs and BAT at composting facilities.

Q6.2b: Do you have any comments on the ministry's intention to establish phased-in requirements for updated **standards and practices**? (IP page 25)

It is unclear why new facilities, particularly those managing food or putrescible waste, will have 5 years to compost in-vessel or contain facilities within enclosed structures. New facilities should meet the requirement immediately.

A 10-year time frame for existing facilities seems excessive. Recommend a 5-year time frame. A Director could give a longer grace period where it is justified.

Many existing facilities that do not meet this standard have had significant odour problems. It does not seem reasonable to set timelines that might allow odors to persist for a decade.

6.3 *Compost quality criteria and safety*

The ministry is proposing to update standards that apply to organic matter suitable for composting under the OMRR.

Q6.3a: Do you have any comments on the ministry's proposed standards for organic matter suitable for composting? (IP page 26)

Support the amendment to the proposed standards.

Review of Organic Matter Recycling Regulation – Response Form

Q6.3b: Do you have any comments on the ministry's intent to **harmonize the OMRR** with other national standards and federal regulations? (IP page 27)

no comment

Q6.3c: Do you have any comments on the ministry's intent to include less rigorous provisions for **facilities processing only yard waste**? (IP page 27)

no comment

6.4 *Setbacks*

At present, the OMRR includes setback requirements for the land application of Class B biosolids and Class B compost, but mandatory buffers or setbacks are not specified in the regulation for siting of composting facilities.

Q6.4: Do you have any comments on **mandatory setbacks**? (IP page 27)

Support for moving setbacks from the guidelines to the regulation.

7 Land Application and Distribution of Organic Matter

7.1 Updates to quality criteria

The ministry is proposing to update standards contained in the OMRR.

Q7.1a: Do you have any comments on updating standards contained in the OMRR? (IP page 28)

Support for adding standards for copper and chromium for Class A biosolids. Propose that the current copper limit of 2,200 mg/kg be kept in order to allow management of biosolids without the need for a substitution.

Q7.1b: Do you have any comments on the ministry's proposal to update Section 2 of Schedule 4? (IP page 28)

Support for the intention of these changes. Propose that the Ministry define how foreign matter and plastics concentration would be analysed as these are not currently described in the BC laboratory manual.

Q7.1c: Do you have any comments on the ministry's proposal to enable a director to request sampling of biosolids for some CECs? (IP page 29)

Support a request for sampling CECs on a case-by-case basis. Consideration should be given to the cost required to undertake analysis of the suite of CECs proposed. We emphasize the importance of keeping costs manageable and predictable.

Guidance should be available on the sampling and analysis of CECs to enable standardization of methodology and consistency in interpreting results.

Caution that there is a risk of misinterpretation if CEC data are posted online without regulatory thresholds.

7.2 Labeling and disclosure

The ministry is proposing to increase transparency around land application and labelling of organic matter by requiring additional information disclosure related to biosolids.

Review of Organic Matter Recycling Regulation – Response Form

Q7.2: Do you have any comments on this **additional information disclosure**? (IP page 29)

Support increased transparency around land application and labeling

7.3 *Best practices for land application*

The ministry intends to amend the OMRR to include BMPs that are currently in guidance, so that they are clarified in the regulation. The ministry proposes to increase clarity around agronomic requirements and land application.

Q7.3a: Do you have any general comments on the proposed amendments to increase clarity? (IP page 29)

Support for updating and clarifying best management practices for biosolids management. We propose that the conditions under which a biosolids land application site be deemed a contaminated site be defined clearly. We propose that the OMRR specify requirements for land application of managed organic matter in soil-building contexts such as landfill closure or mine reclamation where the application rate may exceed strict crop requirement for the purpose of building soil. In such contexts the regulation could require rationale for an application rate in excess of the agronomic rate, an assessment of nutrient availability and fate, and a monitoring plan. For example, if Class B biosolids are mixed with mineral soil and woodwaste and applied as a fabricated soil 50 cm deep, the objective to build a soil justifies the high rate, biosolids nutrients will be taken up both by site vegetation and by decomposition of the wood waste, and surface/groundwater will be monitored to assess nutrient runoff.

Q7.3b: Do you have any comments on the **proposed minimum setbacks** for Class A biosolids? (IP page 30)

Support proposed minimum setbacks for Class A biosolids

Q7.3c: Do you have any comments on the proposed **waiting periods** for Class A biosolids? (IP page 30)

Support proposed minimum waiting periods for Class A biosolids

Review of Organic Matter Recycling Regulation – Response Form

Q7.3d: Do you have any comments on the ministry's intent to align with the Agricultural Waste Control Regulation for field storage requirements? (IP page 31)

no comment

7.4 Compliance

The ministry intends to revise the regulation to require that proponents must be in compliance with their land application plans. The ministry also intends to amend the OMRR to specify that land application plans include a contingency plan.

Q7.4: Do you have any comments on the proposed amendments to the OMRR regarding compliance with land application plans? (IP page 31)

no comments

7.5 Mine site reclamations and landfill closures

The ministry has further advanced the intention to support reclamation at mine sites, and is now proposing to enable a registration process for mine sites, landfill closures, or other specific sites as described in the IP.

Q7.5: Do you have any comments on this section? (IP page 32)

no comments

8 *Sampling, Monitoring and Record Keeping*

Q8: Do you have any comments on the **general provision** to be included in the regulation and applied to all sampling? (IP page 33)

no comment

8.1 *Sampling and Monitoring of managed and retail grade organic matter*

The ministry is proposing revisions to sampling and monitoring of the finished product, and aligning the sampling methodology for Class A and Class B biosolids, and Class A and Class B compost and biosolids growing medium.

Q8.1a: Do you have any comments regarding the proposed **revisions to sampling and monitoring requirements**? (IP page 33)

Recommend that requirement for screening is waived if biosolids meet the quality for foreign matter. Our biosolids undergo settling and screening at the wastewater treatment plant and screening would increase the cost of management and may not produce an improved product.

Currently, fecal coliform sampling is done at the wastewater treatment plant on the rationale that we want to confirm whether the wastewater treatment plant is achieving process requirements. Also, if we had to sample at the biosolids stockpile (several kilometers away) and quality parameters weren't met, we would have to remove the biosolids and take it to the landfill, resulting in double handling (that we do not have contract services for).

Q8.1b: Do you have any comments on the ministry's proposal to clarify the intended sampling and monitoring requirements applicable to **pathogen limits** in finished product? (IP page 33)

Request clarification of the rationale for fecal coliform sampling within 2 months prior to land application. We propose that instead of the proposed sampling requirement, the OMRR contain a requirement that prior to land application, samples which are representative of the biosolids to be land-applied be analysed for fecal coliforms. The Ministry should clarify what the point of sampling biosolids at the land application site prior to land application is.

Review of Organic Matter Recycling Regulation – Response Form

Q8.1c: Do you have any comments regarding the proposed amendments to Schedule 5 of the OMRR? (IP page 34)

Propose requirement for screening is waived if biosolids meet the quality for foreign matter. Our biosolids undergo settling and screening at the wastewater treatment plant and screening would increase the cost of management and may not produce an improved product.

Q8.1d: Do you have any comments on the intention to clarify the requirement for sampling and monitoring of biosolids growing medium? (IP page 34)

no comment

8.2 Soil sampling and monitoring at land application sites

The proposed regulatory revisions would introduce requirements for sampling and monitoring to be conducted at land application sites.

Q8.2a: Do you have any comments on the proposed requirements for **soil sampling and monitoring** at land application sites? (IP page 35)

Please clarify the matrix for proposed sampling requirements (i.e., soil or biosolids).

Please explain the benefit of sampling biosolids at the land application site prior to land application.

Q8.2b: Do you have any comments on the ministry's proposal to enable a director to request post-application sampling? (IP page 34)

Support for post-application sampling with a clear rationale. Consideration should be given to the cost required to undertake the analysis of samples. We emphasize the importance of keeping costs manageable.

It should be noted in the regulation that the timeline must be a minimum of 6 months post-application to enable the soil and biosolids to suitably mix together.

Review of Organic Matter Recycling Regulation – Response Form

Q8.2c: Do you have any comments on the proposed sampling and analysis of **contaminants of emerging concern**? (IP page 35)

Support sampling for CECs on a case-by-case basis at the request of a Director. Guidance should be available on the sampling and analysis of CECs to enable standardization of methodology and consistency in interpreting results. Consideration should be given to the cost required to undertake analysis of the suite of CECs proposed. We emphasize the importance of keeping costs manageable.

8.3 Record keeping

The ministry is proposing to change the current record keeping requirement in the OMRR.

Q8.3a: Do you have any comments on the change in **recordkeeping** requirement? (IP page 35)

Support for changes to recordkeeping requirements

Q8.3b: Do you have any comments on the ministry's intent to post all **documentation online**? (IP page 35)

Support for increased transparency

9 Updates to Technical Standards

9.1 Consistency of schedules with other national and provincial standards and regulations

The proposed amendments to the OMRR will ensure that the technical standards in the OMRR are consistent with current national standards and federal regulations.

Review of Organic Matter Recycling Regulation – Response Form

Q9.1: Do you have any comments on the ministry’s proposal to update the OMRR to ensure consistency with CCME standards and federal regulations? (IP page 36)

no comment

9.2 Consistency with the Contaminated Sites Regulation (CSR)

The ministry is proposing to maintain the current flexibility in the OMRR that enables proponents to develop site-specific soil standards using protocols approved by the director.

Q9.2: Do you have questions regarding this topic? (IP page 36)

no comment

9.3 Consistency with the Agricultural Waste Control Regulation (AWCR)

The ministry will ensure that the OMRR and the Agricultural Waste Control Regulation (currently under review) are aligned to ensure consistency between regulations.

Q9.3: Do you have questions regarding this topic? (IP page 37)

The RDN supports an alignment between these two regulations and the creation of guidance documents for nutrient planners on how to fertilize using biosolids. We propose that land application in high-precipitation areas not be prohibited as long as nutrient uptake can be rationalized. The RDN does not support the requirement in the Ag Waste Reg for storage over impermeable surfaces as biosolids are already tarped during the rainy season.

10 Additional Housekeeping Changes

Q10: Do you have any comments on the proposed “housekeeping” changes? (IP page 38)

no comment

11 Additional Comments

Q11.1: Do you have any comments on the section titled **Development of Guidance**? (IP page 38)

Guidance should be developed for the analysis of foreign matter.

Guidance should be available on the sampling and analysis of CECs to enable standardization of methodology and consistency in interpreting results.

There is currently no guidance on the composting of cannabis. Guidance on processing cannabis, or its growing medium, as a feedstock would benefit operators.

Q11.2: Do you have any comments on the section titled **Assuring Compliance**? (IP page 39)

no comments

12 Overall Summary Questions

S.1 Level of support: Please indicate your level of support for the proposed amendments to OMRR as described in the September 2018 Policy Intentions Paper.

(Select from the scale below; 1 = Not at all supportive; 6 = Extremely supportive)

1	2	3	4	5	6
Not at all supportive					Extremely supportive

S.2 Reasons: What are the reasons for your choice?

S.3 Summary comments: Do you have any further comments on the September 2018 Policy Intentions Paper?

The intentions paper does not consider the potential to regulate stockpiled organics not undergoing composting (i.e. supplying a compost facility, processing organics for use as a fuel or soil blending). These activities can have the same impacts (e.g. leachate, odour, spontaneous combustion) as an active compost facility and should be regulated. A threshold of 1,000 tonnes/year of compostable material received at the site may be appropriate for notification, record keeping and meeting at least some basic standards.

13 Contact Information

If you wish to receive further information concerning updates to the Organic Matter Recycling Regulation, please provide your contact information – including an email address – below.

All submissions will be reviewed for inclusion without attribution in a consultation summary report to be made public following the consultation period. Please note that comments you provide and information that identifies you as the source of those comments may be publicly available if a Freedom of Information request is made under the *Freedom of Information and Protection of Privacy Act*.

Contact Name:

Business or Organization Name (if appropriate):

Email:

Mailing Address:

Telephone:

14 Background and Area of Interest

Please mark an “X” in the appropriate boxes if your primary interest in the ministry’s intentions relates to:

- Work in the agricultural sector:
Please describe your work and/or sector (e.g., field crops, poultry, dairy, berry crops, greenhouse, fruit grower):
- Work in the private sector consulting to or supporting the agricultural sector:
Please describe the primary nature of your work (e.g., agrologist, supplier):
- Work for a government regulatory agency:
Please describe (e.g., federal, provincial, municipal): local government
- Work for a public sector organization:
Please describe (e.g., health authority, education institution, Crown corporation):
- First Nation
Please describe:
- Involvement or work for an environmental or community interest group
Please describe:
- Other interest:
Please describe:

INTRODUCTION

The Ministry of Environment and Climate Change Strategy (the ministry) will be revising the [Organic Matter Recycling Regulation](#) (OMRR) made under the [Environmental Management Act](#) and the [Public Health Act](#). Enacted in 2002, the OMRR governs the construction and operation of composting facilities, and the production, distribution, sale, storage, use, and land application of biosolids and compost. The OMRR was developed to facilitate the recycling of organic material while protecting human health and the environment.

This intentions paper is the result of policy development following three previous policy intentions papers ([October 2006](#)¹, [July 2011](#)² and [September 2016](#)³) with consultations, a follow up [Summary of Public Input and Policy Update](#)⁴ (March 2017), and policy work completed this past year by the ministry.

This intentions paper builds on areas for review that were identified in the 2016 policy intentions paper and the 2017 Summary of Public Input and Policy Update, with specific updates addressing:

- opportunities for increased public transparency and information sharing;
- additional requirements for improved notification including with local government;
- requirements for engagement with First Nations; and,
- requirements for authorization.

This intentions paper summarizes and describes the ministry's proposed revisions to the OMRR and provides further opportunity for consultation as part of the ministry's [review process](#)⁵.

The purpose of this intentions paper is to seek comments and feedback on the proposed revisions from all interested parties, including: First Nations, local governments, stakeholders and the public.

Instructions on how to provide comments are provided on the last page of this intentions paper.

Comments should be provided by November 8, 2018.

OMRR Review – Key Points

- ➔ Organic matter is a valuable resource.
- ➔ Composting and use of organic matter under the OMRR provides for recycling of nutrients and helps divert organic material from disposal, reduces burden on landfills, and supports the ministry's service plan targets for organic waste disposal restrictions.
- ➔ The OMRR sets standards and requirements that must be met before organic matter can be recycled.

The regulatory review will ensure the OMRR remains protective of human health and the environment.

Proposed revisions to the OMRR intend to:

- ➔ Reflect present day practices and advances in science, and increase harmonization with federal and provincial regulations, requirements and standards.
- ➔ Promote best achievable technology and practices.
- ➔ Increase clarity around requirements and expected end results and provide clear and effective guidance.
- ➔ Increase transparency and enhance First Nations engagement through increased information sharing and better engagement around organic matter management in BC.

¹ https://www2.gov.bc.ca/assets/gov/environment/waste-management/organic-waste/2006_intentions_paper.pdf

² https://www2.gov.bc.ca/assets/gov/environment/waste-management/organic-waste/2011_intentions_paper.pdf

³ https://www2.gov.bc.ca/assets/gov/environment/waste-management/organic-waste/omrr_ip_sept_22.pdf

⁴ https://www2.gov.bc.ca/assets/gov/environment/waste-management/organic-waste/omrr_consultation_summary_mar_2017.pdf

⁵ <https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/policy-legislation/legislation-regulation/environmental-protection-regulatory-review>



The ministry will be revising the Organic Matter Recycling Regulation (OMRR) September 2018

Comments and feedback will be reviewed by the ministry. **All information received during consultation will be considered by the ministry when revising the regulation. The ministry expects to amend and implement the revised regulation in 2019.**

Contents of this Intentions Paper**INTRODUCTION****BACKGROUND INFORMATION****PREVIOUS OMRR POLICY INTENTIONS PAPER****PROPOSED OMRR REVISIONS****1. Authorization Processes Under the OMRR**

- 1.1. Composting facilities thresholds; waste management plans
- 1.2. Registration of composting facilities
- 1.3. Registration of land application of managed organic matter
- 1.4. Notification requirements for biosolids growing medium facilities

2. Engagement with First Nations**3. Substitutions under the OMRR****4. Fee Payments****5. Organic Matter Suitable for Composting**

- 5.1. Untreated and unprocessed wood
- 5.2. Domestic composting toilet sludge; domestic wastewater treatment plant sludge
- 5.3. Non-recyclable paper material
- 5.4. Compostable plastic
- 5.5. Used mushroom growing substrate

6. Composting Facilities

- 6.1. Facility environmental management plan
- 6.2. Best practices
- 6.3. Compost quality criteria and safety
- 6.4. Setbacks

7. Land Application and Distribution of Organic Matter

- 7.1. Updates to quality criteria
- 7.2. Labeling and disclosure
- 7.3. Best practices for land application
- 7.4. Compliance
- 7.5. Mine site reclamations and landfill closures

8. Sampling, Monitoring and Record Keeping

- 8.1. Sampling and monitoring of managed and retail grade organic matter
- 8.2. Sampling and monitoring at land application sites
- 8.3. Record keeping

9. Updates to Technical Standards

- 9.1. Consistency of schedules with other national and provincial standards and regulations
- 9.2. Consistency with the Contaminated Sites Regulation
- 9.3. Consistency with the Agricultural Waste Control Regulation

10. Additional Housekeeping Changes**DEVELOPMENT OF GUIDANCE****ASSURING COMPLIANCE****IMPLEMENTATION****PROVIDING FEEDBACK**

BACKGROUND INFORMATION

Management and Recycling of Organic Matter

Organic matter can originate from plants, animals or humans, as well as from residential, commercial, institutional, or industrial sources. Examples of organic matter include: food scraps, grass clippings, and animal manure and human waste. A feature of organic matter is that it is biodegradable, and therefore amenable to composting. Organic matter can be recycled to create products for beneficial uses.

Organic matter suitable for composting under the [OMRR](#)⁶ is described in Schedule 12 and includes: food waste, animal bedding, biosolids, brewery and winery wastes, domestic septic tank sludge, fish and hatchery wastes, manure, milk processing waste and whey, plant matter derived from processing plants, poultry carcasses, red-meat waste, untreated and unprocessed wood residuals, and yard waste.

Any facilities composting organic matter under the OMRR must meet the standards and requirements specified in the regulation, including with respect to construction and operation. Compost, biosolids and biosolids growing medium (BGM) must satisfy quality criteria, requirements and standards in the OMRR in order to be eligible for recycling through distribution, sale, use or land application under the regulation. The OMRR was designed to enable organic matter to be recycled (through composting and land application) while protecting human health and the environment.

At present, the OMRR provides standards that regulated parties (also referred to as proponents or dischargers) must meet to be in compliance. The OMRR contains provisions for medical health officers (under the [Public Health Act](#)⁷) and ministry directors to review, and direct or deny, the land application of managed organic matter⁸. The OMRR requires permits for composting facilities that process food waste or biosolids and have a design production capacity of 5,000 or greater tonnes (dry weight) of finished compost per year. Other management options for organic matter, such as waste-to-energy processes, are not included in the OMRR as they are less common and tend to be site-specific, making them unsuitable for capture under the regulation and better-suited for site-specific authorization under permits, approvals and operational certificates under the [Environmental Management Act](#)⁹.

The OMRR currently does not apply to:

- composting of agricultural wastes (such as farm animal manures, used mushroom medium and agricultural vegetation waste) on farms, if done in accordance with the [Agricultural Waste Control Regulation](#)¹⁰;
- operation of a mushroom composting facility, which is governed under the [Mushroom Compost Facilities Regulation](#)¹¹;
- land application of soil amendments governed under the [Code of Practice for Soil Amendments](#)¹² which includes: primary or secondary pulp or paper mill wastewater treatment residuals, treated water residuals, and fly ash derived from wood burning; or
- the composting of slaughter and poultry processing waste according to the [Code of Practice for the Slaughter and Poultry Processing Industries](#)¹³.

⁶ http://www.bclaws.ca/civix/document/id/complete/statreg/18_2002

⁷ http://www.bclaws.ca/civix/document/id/complete/statreg/08028_01#division_d2e7493

⁸ “Managed organic matter” is defined in OMRR as “Class A biosolids, Class B biosolids or Class B compost.”

⁹ http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/03053_00

¹⁰ http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/10_131_92

¹¹ http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/31_413_98

¹² http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/210_2007

¹³ http://www.bclaws.ca/civix/document/id/complete/statreg/246_2007

Ministry Service Plan Targets

The ministry's current service plan targets include performance measures for organic waste disposal restrictions and best achievable technology practices. Service plan targets are relevant considerations in the regulatory review of the OMRR and are summarized below:

- Organic waste represents up to 40 percent of all waste currently sent for disposal. The ministry continues to work toward the long-term target of 75 percent of BC's population being covered by organic waste disposal restrictions by 2020. Restrictions to organic disposal will divert more organic waste to alternative management options, including activities under the provisions of the OMRR.
- BC is continuing to progress toward the per capita municipal solid waste disposal target of 350 kilograms per person by 2020. Diversion of organic waste from the landfill is critical in supporting this target. Keeping organic materials out of the landfill also prolongs landfill life and reduces the production of greenhouse gases (GHGs), particularly methane.
- The ministry routinely reviews its policies, regulations, fees and fines to include best available information, and best achievable technologies and practices. The ministry leads these efforts by incorporating world-leading approaches and best achievable technologies into environmental guidelines, policies and regulations; and, by engaging with environmental groups, First Nations, industry and the public on the development of regulatory requirements and standards.

Provincial Review of the Professional Reliance Model

At present, the OMRR includes provisions for reliance on qualified professionals with respect to both composting facilities and land application. The OMRR relies on qualified professionals to prepare plans and specifications for composting facilities (including environmental impact studies, operational, leachate management and odour management plans, facility designs and site preparation plans), and qualified professionals are also relied on to prepare land application plans (including to establish beneficial use, suitable application rates and minimized potential for adverse impacts to human health and the environment).

The Province recently completed a review of [professional reliance](#)¹⁴ in the natural resource sector assessing current legislation governing qualified professionals in this sector and the role professional associations play in upholding the public interest. The professional reliance review is a top priority for the Province as part of seeking the application of the highest professional, technical and ethical standards to resource management in British Columbia. The Province is also interested in being able to assure the public that a strong transparent process is in place to uphold the highest environmental standards.

In May 2018, the Province received an independent [Final Report of the Review of Professional Reliance in Natural Resource Decision-Making](#)¹⁵ ("final report") following a public consultation and engagement process, engagement with First Nations, and a legislative and jurisdictional review. The final report provides a total of 121 recommendations, including those addressing improving laws, regulations and authorizations and recommendations specific to natural resource management regimes, including the *Environmental Management Act* and the OMRR. The recommendations made in the final report are being reviewed by the Province.

As indicated by the ministry in previous OMRR policy intentions papers, the ministry's intention is to strengthen requirements for professional reliance in the OMRR, and this will include aligning with the Province's response to recommendations contained in the final report. The ministry welcomes any feedback on the Professional Reliance review (see page 40).

¹⁴ <https://engage.gov.bc.ca/professionalreliance/>

¹⁵ https://engage.gov.bc.ca/app/uploads/sites/272/2018/06/Professional_Reliance_Review_Final_Report.pdf

Province of British Columbia’s Relationship with Indigenous Peoples

As part of committing to true and lasting reconciliation with Indigenous Peoples in British Columbia, the Province is moving forward on the Truth and Reconciliation Commission Calls to Action and is reviewing policies, programs, and legislation to find ways to bring the principles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) into action in British Columbia. In May 2018, the Province released the [Draft Principles that Guide the Province of British Columbia’s Relationship with Indigenous Peoples](#)¹⁶ (“draft principles”). The draft principles will renew the Crown-Indigenous relationship and support the shift toward a government-to-government relationship with First Nations.

The [mandate](#)¹⁷ and ministerial objectives for the Ministry of Environment and Climate Change Strategy include commitments to UNDRIP. The ministry’s review of the OMRR has been updated over the past year to become better aligned with the Province’s commitments to true and lasting reconciliation with Indigenous Peoples. To guide policy development in this regulatory review, the ministry has embraced the draft principles, including the following specific points:

- Enable traditional Indigenous knowledge to be incorporated into resource management; and,
- Build processes and approaches aimed at securing consent, as well as creative and innovative mechanisms that will help build deeper collaboration, consensus, and new ways of working together.

The Final Report of the Review of Professional Reliance in Natural Resource Decision-Making (referred to in the preceding section) includes recommendations specific to engagement with First Nations. The ministry will be considering the Province’s response to the recommendations made in the final report and intends to align proposed changes to professional reliance within the OMRR with the Province’s response.

Canada-wide Approach for the Management of Wastewater Biosolids

The Canadian Council of Ministers of the Environment (CCME) is an intergovernmental forum of environment ministers from the federal, provincial and territorial governments addressing collective action on environmental issues of national and international concern.

In 2012, CCME developed a national approach to encourage the beneficial use and sound management of biosolids. Ministers approved the [Canada-wide Approach for the Management of Wastewater Biosolids](#)¹⁸, which includes the following principles:

1. Municipal biosolids, municipal sludge and treated septage contain valuable nutrients and organic matter that can be recycled or recovered as energy.
2. Adequate source reduction and treatment of municipal sludge and septage should effectively reduce pathogens, trace metals, vector attraction, odours and other substances of concern.
3. The beneficial use of municipal biosolids, municipal sludge and treated septage should minimize the net greenhouse gas emissions.
4. Beneficial uses and sound management practices of municipal biosolids, municipal sludge and treated septage must adhere to all applicable safety, quality and management standards, requirements and guidelines.

CCME also developed a [guidance document](#)¹⁹ providing detailed information to support the Canada-wide approach. The guidance includes best management practices for beneficial use and sound management options for biosolids, including composting, use in soil products, and land application.

¹⁶ https://news.gov.bc.ca/files/6118_Reconciliation_Ten_Principles_Final_Draft.pdf?platform=hootsuite

¹⁷ <https://www2.gov.bc.ca/assets/gov/government/ministries-organizations/premier-cabinet-mlas/minister-letter/heyman-mandate.pdf>

¹⁸ https://www.ccme.ca/files/Resources/waste/biosolids/pn_1477_biosolids_cw_approach_e.pdf

¹⁹ https://www.ccme.ca/files/Resources/waste/biosolids/pn_1473_biosolids_guidance_eng_1.0.pdf

Canada does not have federal biosolids regulations applicable to biosolids originating within Canada, and provinces have jurisdiction on the use and disposal of wastewater solids. Each province is responsible for setting its own policies for municipal biosolids. The Province of British Columbia supports the CCME principles for management of wastewater biosolids and intends for regulatory amendments to the OMRR to be in alignment with the Canada-wide approach. Examples of proposed amendments to the OMRR that would align with the Canada-wide approach include:

- Setting best practices requirements (e.g., setbacks, application techniques) for land application (Section 7.3);
- Specifying agronomic requirements (Section 7.3); and,
- Enabling land application of biosolids for the purpose of reclamation at mine sites (see Section 7.5).

PREVIOUS OMRR POLICY INTENTIONS PAPERS

Previous policy intentions papers for the OMRR regulatory review were published in [September 2016](#)²⁰, [July 2011](#)²¹ and [October 2006](#)²². The 2016 policy intentions paper presented potential revisions to the OMRR under consideration at that time, including in relation to comments received on the 2011 and 2006 policy intentions papers. The 2006 and 2011 intentions papers and summarized comments can be viewed at the ministry's [OMRR website](#)²³.

As part of the ministry's [review process](#)²⁴ consultation feedback received on the 2016 policy intentions paper was reviewed and a summary of comments with ministry response was presented in the [Summary of Public Input and Policy Update](#)²⁵ published in March 2017. The Summary of Public Input and Policy Update addressed consultation feedback and comments, updated proposed policy and identified potential areas for further exploration or policy development, including:

- Enhancing First Nations engagement;
- Strengthening qualified professional requirements;
- Improving the authorization process for land applications of managed organic matter;
- Creating more rigorous biosolids processing requirements; and,
- Considering more stringent requirements for use of surface application methods for land application of biosolids.

The above areas were further considered and evaluated as part of policy development work completed this past year in advancing the regulatory review of the OMRR.

PROPOSED OMRR REVISIONS

This policy intentions paper presents the ministry's policy intentions for proposed revisions to the OMRR. This policy intentions paper reflects details and further policy development completed since March 2017, including in topic areas that had been identified for further exploration or policy development in the Summary of Public Input and Policy Update. This policy intentions paper is developed for the purpose of consultation.

The ministry's proposed revisions to the OMRR are intended to address advances in science, feedback from stakeholders, policy direction, and operational issues or gaps that have been identified through implementation of the OMRR. Proposed OMRR revisions will be in keeping with the ministry's approach to develop legislation, regulation and policies based on evidence and sound scientific knowledge and expertise.

²⁰ https://www2.gov.bc.ca/assets/gov/environment/waste-management/organic-waste/omrr_ip_sept_22.pdf

²¹ https://www2.gov.bc.ca/assets/gov/environment/waste-management/organic-waste/2011_intentions_paper.pdf

²² https://www2.gov.bc.ca/assets/gov/environment/waste-management/organic-waste/2006_intentions_paper.pdf

²³ <https://www2.gov.bc.ca/gov/content/environment/waste-management/food-and-organic-waste/regulations-guidelines>

²⁴ <https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/policy-legislation/legislation-regulation/environmental-protection-regulatory-review>

²⁵ https://www2.gov.bc.ca/assets/gov/environment/waste-management/organic-waste/omrr_consultation_summary_mar_2017.pdf

In developing proposed policy, the ministry considered technical information and stakeholder input received since 2016 including from a First Nations engagement Pilot Project (see Section 2), policy research, a literature review, sampling information, comments heard during presentations, jurisdictional scans, and informal focused stakeholder meetings.

This policy intentions paper is also informed by recent Provincial initiatives and objectives, including the Province's commitments to UNDRIP (see page 5). The Province's response to the Final Report of the Review of Professional Reliance in Natural Resource Decision-Making (see page 5) will also have bearing on the OMRR regulatory review; however, this intentions paper does not include details about proposed qualified professional requirements as the ministry will await the Province's response to recommendations made in the final report.

While the policy topics for regulatory review and many policy intentions remain largely the same as indicated in the ministry's Summary of Public Input and Policy Update of March 2017, the following specific policy intentions and details have changed or are new policy proposals which were not discussed in previous intentions papers:

- Improving government authority with a shift from a notification process to a registration process (Section 1);
- Classifying composting facility size by the amount of feedstock received (i.e., input) rather than the amount of compost produced (i.e., output) (Section 1);
- Requiring that a notice of operation be given by facilities producing BGM and using more than 5 m³ of biosolids at a site per calendar year (Section 1.1);
- Specifying requirements for engagement with First Nations (Section 2);
- Enabling substitutions (Section 3);
- Enabling fee payments for substitutions and registrations (Section 4);
- Addition of new feedstocks for composting, including raw domestic sludge and used mushroom growing substrate and (Section 5);
- Establishing timelines for composting facilities under permit, approval or operational certificate to adopt higher performance standards (Section 6.2);
- Improving standards for compost quality criteria, including a new limit of 0.25 percent by wet weight for plastics (Section 6.3);
- Specifying mandatory setbacks for composting operations (Section 6.4); and
- Enabling a director to request post-application sampling for each site and occurrence of the land application of managed organic matter (Section 7.4).

The ministry's proposed policy intentions for amendments to the OMRR are described within the ten sections that follow. This intentions paper forms the basis for consultation with stakeholders on the proposed policy approach. Interested parties should review the paper posted on the government website and provide feedback within the 60 day consultation period. The policy intentions paper is a discussion document, with policy to be finalized based on feedback and further research.

Instructions on how to provide comments are provided on the last page of this intentions paper. Comments should be provided by November 8, 2018.

1. Authorization Processes Under the OMRR

At present, activities under the OMRR are authorized through compliance with requirements of the regulation; and, while composting facilities processing food waste or biosolids and having a design production capacity of 5,000 tonnes or greater (dry weight) per year are required to obtain a permit, operational certificate or approval, other composting facilities and land application of managed organic matter are subject to notification processes.

Feedback received from stakeholders and First Nations on the 2016 policy intentions paper indicated that existing requirements for notification and information transparency under the OMRR are lacking and there is a need for the regulation to provide increased transparency around composted matter, composting facilities, BGM facilities and land application of organic matter. First Nations specifically requested enhanced notification and engagement with First Nations communities, particularly around land application of biosolids.

The ministry reviewed the feedback provided by stakeholders and First Nations and is proposing to amend policy to reflect the input that was received. The ministry is proposing to enhance regulatory requirements to improve government authority, notification and information submission, and to support engagement with First Nations, including by introducing a **registration process** under the OMRR, where authority to discharge under the OMRR would result from registration, for those facilities that are currently required to give notice.

The ministry is proposing a **registration process** that would incorporate greater information sharing and transparency than currently results from giving notice and compliance with the OMRR. A **registration process** would include application for registration with information submission and online posting of submitted information. It is proposed that registrations would require sign off by a qualified professional and would be evaluated by the ministry.

Registration would be required prior to the commencement of discharge or activities. Registration would take effect on the date that a director notifies the applicant in writing that required information has been received in an acceptable form and manner. The ministry is proposing that the **registration process** would not involve a statutory decision, other than where a director chooses to specify more stringent standards or requirements, or where a substitution is authorized.

The following is an overview of proposed changes to the authorization of activities under the OMRR where registration would be required in place of notification:

- The existing requirement for composting facilities to give notice under the OMRR would be replaced by a **registration process** under the OMRR (see Section 1.2); and,
- The existing requirement to give notice under the OMRR for land application of managed organic matter (Class A biosolids, Class B biosolids and Class B compost) would be replaced by a **registration process** (see Section 1.3).

In addition, the ministry is proposing to introduce a **requirement to give notice** that would apply to BGM facilities using 5 m³ or more of biosolids at a site per calendar year (see Section 1.4). At present, BGM facilities are not required to give notice or register and must be in regulatory compliance to be authorized.

Table 1 below summarizes the proposed requirements for authorization under the OMRR. Note that Table 1 addresses composting of organic matter listed in Schedule 12 of the OMRR. The OMRR does not govern composting of materials that are

Authorization processes can differ not only in what authority or powers a director may have within an authorizing process, but also in which timeframes information may be requested by a director.

- ➔ A **registration process** includes submitting a form, providing required information and paying a fee. Acknowledgement by a director is needed for authorization to be in place. Additional information may be requested by a director.
- ➔ A **notification process** includes submission of notice in writing and/or information as described in the regulation and within a certain timeframe. Fees may not apply. Ministry acknowledgement may not be needed for a discharge to proceed, but the ministry may request additional information within a certain timeframe.

not listed in Schedule 12. Composting of materials not listed in Schedule 12 would require an application for a permit, approval or operational certificate, or a substitution (see Section 3).

Table 1: Overview of proposed authorization processes under the OMRR

Description		Authorization Process (in addition to complying with the OMRR)	
		Current	Proposed
Facilities	Composting facilities processing food waste or biosolids, and: <i>Current:</i> with a design production capacity of 5,000 tonnes or greater of finished compost per year (dry weight) <i>Proposed:</i> receiving 15,000 tonnes or greater (wet weight) of feedstock per year (see Section 1.1)	Permit, approval, operational certificate	No change
	All other composting facilities (i.e., not captured by above row)	Notification	Registration
	BGM facilities (using 5 m ³ or more of biosolids)	comply with the OMRR	Notification
	BGM facilities (using less than 5 m ³ of biosolids)	comply with the OMRR	No change
Land Application	Land application of managed organic matter (Class A biosolids, Class B biosolids and Class B compost)	Notification	Registration
	Land application of retail grade organic matter (Class A compost, BGM)	comply with the OMRR	No change

While there are no changes proposed to the current requirement of the OMRR (section 3.1) for composting facilities processing food waste or biosolids over a specified amount to obtain a permit, approval or operational certificate, the ministry is proposing to change the measurement around which composting facility requirements are set (see Section 1.1).

As noted in Table 1, the ministry is not proposing any changes to authorization processes that currently apply to land application of retail grade organic matter (Class A compost and BGM), which currently are subject to compliance with the OMRR but are not required to give notice. Also, as indicated in the Summary of Public Input and Policy Update of March 2017, the ministry is not proposing to require notification for large volume applications of Class A compost or BGM as had previously been considered in the 2016 policy intentions paper.

1.1. Composting facilities thresholds; waste management plans

At present, requirements for composting facilities are set based on either design production capacity or annual production capacity, both being measures of the amount of finished compost produced and indicating facility size. In considering how to add clarity to the definition of production capacity, the ministry concluded that while production (measured in dry weight) could be a suitable measure for composting facility annual reporting, regulatory requirements for composting facilities should be determined based on annual incoming wet weight of feedstock, as measured in wet tonnes, which is easier to measure, record and regulate, and which helps reduce the likelihood of composting facilities accepting more material than can be processed in one year. The ministry is proposing to replace requirements in the OMRR based on the amount of **compost produced** with requirements based on the amount of **feedstock received** by a composting facility.

The ministry is not intending for a greater or fewer number of composting facilities to require a permit, approval or operational certificate, as the proposed value of feedstock received has been chosen to roughly correlate with a typical sized facility currently required to obtain a permit, approval or operational certificate.

The ministry is proposing:

- Composting facility requirements would be based on the total annual mass of **feedstock received** by a composting facility rather than based on the annual mass of **compost produced** by a composting facility;
- The annual mass of **feedstock received** would be measured in wet tonnes of feedstock received in a calendar year;
- The existing requirement for composting facilities that process food waste or biosolids and having a design production capacity of 5,000 tonnes or greater of finished compost per year (dry weight) to obtain a permit, approval or operational certificate, would be replaced by: Composting facilities that process food waste or biosolids and which receive a “*total annual mass of 15,000 tonnes or greater (wet weight) of feedstock per calendar year*” to obtain a permit, approval or operational certificate; and,
- It is proposed that composting facility **planning** requirements would be set based on the total annual mass of wet tonnes of feedstock received per calendar year rather than the annual production capacity (see Section 6.1).

Another proposed revision to authorization of composting facilities under the OMRR, that would apply to all composting facilities, regardless of whether they obtain authority to discharge through an application for registration, permit, approval, operational certificate and/or by being in compliance with the OMRR, is as follows:

- A composting facility authorized under the OMRR may not be authorized in a manner that would conflict with a waste management plan approved under the *Environmental Management Act*.

The intent of this provision is to eliminate conflict between discharges, activities and operations occurring under a regulation, and a waste management plan under the Act.

1.2. Registration of composting facilities

At present, composting facilities are authorized by complying with the requirements of the OMRR. In addition, composting facilities that process food waste or biosolids and with a design production capacity of 5,000 tonnes or greater (dry weight) of finished compost per year are required to obtain a permit, approval or operational certificate. Along with obtaining a permit, these facilities must also comply with applicable requirements of the OMRR.

Under the OMRR, composting facilities that process food waste or biosolids and with a design production capacity of less than 5,000 tonnes (dry weight) of finished compost per year, and composting facilities that process any other acceptable feedstocks under the OMRR, regardless of design production capacity, must submit a notification of operation towards obtaining authorization. The OMRR currently requires these composting facilities to give notice in writing to a director and the Provincial Agricultural Land Commission (if the facility is located in an agricultural land reserve or forest reserve land), at least 90 days before beginning operation.

In addition, the OMRR can require some information, such as plans, reports and specifications, to be prepared as part of notification; however, not all plans, reports and specifications required to be prepared under the regulation are required to be submitted as part of notification. While the environmental impact study report (currently applicable to composting facilities with an annual production capacity of 20,000 tonnes or more), is required to be submitted to a director at least 90 days before commencement of construction or modification of a composting facility, other plans and specifications are not required to be submitted unless specifically requested by a director.

The ministry is proposing to receive, acknowledge and support transparency of information and improve government authority under the regulation by introducing revisions that would require all composting facilities that do not require a permit, approval or operational certificate to follow a registration process instead of a notification process under the OMRR. **The requirement to give notice of operation would be replaced by a registration process for all composting facilities that do not require a permit, approval or operational certificate.**

The ministry is proposing to increase transparency by requiring all plans, reports and specifications required under the OMRR, and any additional information requested by a director, to be submitted as part of the registration process. In addition to the information currently required from proponents under the OMRR, the ministry is proposing to expand information submission requirements, as described in Section 1.2.1.

The ministry is also proposing that registration information, including plans, reports and specifications, be kept up to date, and the ministry, First Nations, local regional district(s), and the Provincial Agricultural Land Commission (where required) be notified of any change within 30 days of the change.

To align with the Province’s initiatives towards increasing transparency, submitted information would be made available online to the public. Online posting will enable members of the public to view information content, including in relation to composted matter and composting facilities. All submitted information will be managed in accordance with the *Freedom of Information and Protection of Privacy Act* (FOIPPA).

With regard to existing facilities, the ministry is intending that existing composting facility operations would be provided a timeframe of two years to complete the registration process, including being in compliance with the proposed information submission requirements. The ministry is also proposing that existing composting facilities would be subject to the requirement that all plans, reports and specifications be kept up-to-date when the changes to the regulation come into effect.

The following sections describe the proposed registration process and how it would apply to composting facilities.

1.2.1. Registration process for composting facilities

The ministry is proposing to require submission of a registration form as part of the registration process. Examples of information that would be input in the registration form are listed in the adjacent text box. The ministry’s [Waste Discharge Authorizations](#)²⁶ website provides some examples of authorizations obtained through a registration process and the types of information provided with a registration.

In addition to the registration form, the ministry is proposing

Composting Facility Registration

The registration process would include submission of a registration form, payment of a fee, and submission of required information.

Examples of information that would be input into a registration form include:

- ➔ Full legal name and address of registered party(ies) and their local contact information
- ➔ Composting facility and discharge(s) location(s)
- ➔ Name of the registered landowner
- ➔ Composting facility description, types of wastes received, total annual mass (wet weight) of feedstock received per calendar year, annual design production capacity, applicable process criteria and quality criteria requirements, and sampling program including frequency, protocols, and record-keeping
- ➔ Intended distribution of compost
- ➔ A sign off by a qualified professional that the registration meets the OMRR

Information submission requirements would include:

- ➔ Site plan
- ➔ A copy of personnel training program plan
- ➔ A copy of facility environmental management plan
- ➔ A copy of plans and specifications
- ➔ Proof that the local regional district has been notified of intent to register
- ➔ If a local service area bylaw applies to the construction or operation of a composting facility, provide a copy of the bylaw.
- ➔ Proof that local First Nations communities have been notified of the intent to register (see Section 2.0)
- ➔ If the facility is located in an agricultural land reserve or forest reserve land, proof that the Provincial Agricultural Land Commission has been notified of the intent to register at least 90 days before beginning operation
- ➔ Any additional information or relevant record with respect to the registration requested by a director.

²⁶ <https://www2.gov.bc.ca/gov/content/environment/waste-management/waste-discharge-authorization>

payment of a registration fee of \$400 at the time of registration. Annual fees would also apply in the amount of \$200 per calendar year (Section 4).

Information that would be submitted at the time of registration would include proof of notice being given to the local regional district and First Nations communities of the intent to register, and proof of application for development permits (if applicable) and copies of any applicable bylaws. These enhancements to the existing notification requirements under the OMRR are intended to support notification, increased information transparency and engagement with First Nations.

The ministry is not intending to change the role of the Provincial Agricultural Land Commission, or their powers, under the regulation.

It is the ministry's intention that registration would take effect on the date that a director notifies the applicant in writing that required information has been received in an acceptable form and manner.

It is proposed that construction of a new composting facility or modification of an existing composting facility would not be authorized until the registration is effective; or, until notice is received from a director that construction may begin.

1.2.2. Notification of changes to registration

In addition to requiring information submission at the time of registration, information required for registration would be required to be kept up-to-date. It is also proposed that the ministry, First Nations, local regional district(s), and the Provincial Agricultural Land Commission (where required), be notified in writing of any change within 30 days of the change having occurred.

Respecting composting facility registrations, changes to a registration may include, but are not limited to:

- A change in name of the authorized party(ies)
- A change in legal address or mailing address of either the discharger or registered owner
- A change in the qualified professional
- A change in the boundaries of the site
- Changes to the total annual mass (wet weight) of feedstock received per calendar year and/or design production capacity, greater than 10 percent
- Changes in the types of organic matter that is or will be processed into compost, e.g., addition of a new feedstock or elimination of an existing feedstock
- A change in the proportion of any type of organic matter feedstock of greater than 10 percent, e.g., from 50 percent yard waste, 30 percent food waste and 20 percent biosolids by weight, to 30 percent yard waste, 50 percent food waste and 20 percent biosolids by weight
- Changes in the types or classes of compost produced

With respect to transfer of ownership, the ministry is proposing to add a provision to the OMRR that would enable registration of a composting facility to be transferred from registered party(ies) to new party(ies), provided that the application for transfer is made at least 30 days before the transfer is to occur, and that all applicable changes to information required for registration is provided in the application. The ministry is proposing that fees applicable to an application to transfer a permit would apply to an application to transfer a registration under the OMRR. The [current fee](#)²⁷ for application for a permit transfer is \$400 and this is proposed to be the fee for transfer of a registration.

²⁷ <https://www2.gov.bc.ca/gov/content/environment/waste-management/waste-discharge-authorization>

1.3. Registration of land application of managed organic matter

At present, the OMRR requires proponents to give notification in writing for land application of managed organic matter (Class A biosolids, Class B biosolids, and Class B compost) at least 30 days before the land application; and, notice must be given to a director, the local medical health officer (if application is planned for agricultural land or in a watershed), and to the Provincial Agricultural Land Commission (if application is planned for agricultural reserve land or forest reserve land).

A director may within 30 days after receipt of notification request additional information about a land application plan, and may specify particular requirements in order to protect human health or the environment. As well, a medical health officer may within 30 days after receipt of notification information deny the proposed land application or require particular conditions to be met.

While the OMRR currently requires that notice of land application be given to the ministry, the regulation does not require plans, reports and specifications required under the regulation, including land application plans, to be submitted to the ministry with the notification.

The ministry is proposing to receive, acknowledge and support transparency of information and to improve government authority under the regulation by introducing revisions that would require land application of managed organic matter to follow a registration process. The requirement to give notice in writing would be replaced by a registration process for land application of managed organic matter. The registration would be in the name of both the generator of the managed organic matter as well as the registered owner of the land upon which the managed organic matter will be applied; and, both the generator and landowner would be authorized as dischargers for the land application occurrence. The ministry is proposing that a registration for land application would be valid for a minimum of one calendar year. The option to register for a five year period would also be available, provided that the land application plan is updated annually.

Registration would require submission of a registration form and payment of a registration fee. The ministry is proposing to increase transparency by requiring all plans, reports and specifications required under the OMRR, and any additional information requested by a director, to be submitted as part of the registration process.

The ministry's authorization database indicates that existing notifications for land application or managed organic matter are issued for limited time periods. The ministry is proposing that the registration process would apply to land application of managed organic matter as soon as the revised regulation comes into effect and that existing notifications would be left as is until expiration.

The ministry is also proposing that registration information, including plans, reports and specifications, be kept up to date and the ministry, First Nations, local regional district(s), the local medical health officer, and the Provincial Agricultural Land Commission (where required) be notified of any change within 30 days of the change. To increase public transparency and information sharing, all submitted information will be made available online to the public. Online posting will enable members of the public to view information content. All submitted information will be managed in accordance with the FOIPPA.

1.3.1. Registration process for land application of managed organic matter

The ministry is proposing to require submission of a registration form as part of the process for registration. Examples of information that would be included in the registration form are listed in the text box below. The ministry is proposing that the registration would be in the name of both the generator and the landowner where managed organic matter will be applied, and that both parties would be the authorized dischargers registered under the OMRR.

Retail-grade organic matter

- ➔ Class A compost
- ➔ Biosolids Growing Medium

Managed organic matter

- ➔ Class A biosolids
- ➔ Class B biosolids
- ➔ Class B compost

In addition to the registration form, the ministry is proposing payment of a registration fee. Dischargers would have the option of either registering for one calendar year, for which the fee would be \$400; or, registering for five calendar years, for which the fee would be \$1200 (see Section 4).

Information would also be submitted with the registration form, and examples of information that would be submitted are provided in the following text box. The proposed information submission requirements would include providing proof that the local regional district and First Nations communities have been notified of the intent to register, and where the land application is to agricultural land or in a watershed (used as a water supply system or containing a well recharge zone), providing proof that the medical health officer has been notified and provided a copy of the land application plan. If the land application is within an agricultural land reserve or forest land, proof that the Provincial Agricultural Land Commission has been notified and provided a copy of the land application plan would also be an example of information to be submitted.

In addition, if a registration is for land application of managed organic matter containing biosolids and occurring on private land, proponents would be required to undertake an improved process for enhanced engagement with First Nations prior to registration. This **pre-registration engagement and notification** would include requirements specified within the regulation, including:

- A 60 day pre-registration period including engagement with First Nations and notification of the local regional district, medical health officer (if on agricultural land or in a watershed used as a water supply system or containing a well recharge zone), and Provincial Agricultural Land Commission (if within agricultural land reserve or forest reserve land);
- Opportunity for First Nations, the local regional district and agencies to review and comment on the draft Land Application Plan associated with the registration; and,
- Submission of a Land Application Plan Review Report with the application for registration.

Enhanced engagement standards would be specified in the revised OMRR and details would be provided in guidance. These enhancements to the existing notification requirements under the OMRR are intended to support notification, increased information transparency and engagement with First Nations.

If a registration is for land application of managed organic matter containing biosolids on Crown land, the ministry is proposing that existing notification and engagement processes specified by Crown agencies will be followed.

Land Application Registration

The registration process includes submission of a registration form, payment of a fee, and submission of required information.

Examples of what a registration form may include:

- ➔ Full legal name and address of registered party(ies) and their local contact information
- ➔ Street address and legal description of the land application location
- ➔ Receiving site/land description
- ➔ Information about what land application of managed organic matter will be used for
- ➔ Description of managed organic matter to be applied, including composition, feedstocks, quality criteria, and sampling results
- ➔ Intended dates and application rate(s)
- ➔ Map or site plan identifying bounds of the site
- ➔ A sign off by a qualified professional that the registration meets the OMRR

Information submission requirements would include:

- ➔ Registration form and fee
- ➔ Site plan
- ➔ A copy of the land application plan
- ➔ Description of confirmatory sampling plan (see Section 7.4)
- ➔ Proof that the local regional district has been notified of intent to register
- ➔ Proof that local First Nations communities have been notified of the intent to register. If managed organic matter contains biosolids, copy of the Land Application Plan Review Report
- ➔ If land application is to agricultural land or in a watershed (used as a water supply system or containing a well recharge zone), proof that medical health officer has been notified of the intent to register.
- ➔ If land application is to agricultural land reserve or forest reserve land, proof that the Provincial Agricultural Land Commission has been notified.
- ➔ Any additional information requested by a director.

The ministry is not intending to change the role of the medical health officer or the Provincial Agricultural Land Commission, or their powers, under the regulation.

It is the ministry's intention that registration would take effect on the date that a director notifies the applicant in writing that required information has been received in an acceptable form and manner. It is proposed that land application of managed organic matter would not be authorized until the registration is effective.

The ministry is proposing that a registration for land application would be valid only during the calendar year in which the registration is effective if the application is for one year; or, for five calendar years including the year of registration if the registration is for five years.

1.3.2. Notification of changes to registration

As indicated in Section 1.3, the ministry intends to amend the OMRR to require that all submitted information be kept up-to-date, and it is proposed that the ministry, First Nations, local regional district(s), the medical health officer (where required) and the Provincial Agricultural Land Commission (where required), be notified in writing of any change within 30 days of the change having occurred.

Respecting registration of land application of managed organic matter and the associated land application plan, changes to registration may include, but are not limited to:

- A change in name(s) of the authorized party(ies).
- A change in legal address or mailing address of authorized party(ies).
- A change in the qualified professional.
- A change in the boundaries of the site, including whether any additions of Agricultural Land Reserve land.
- Changes made in information respecting the use of the application site, including the type of crop that will be grown on the site, if any, including whether the site will be used to grow food crops, tree crops or forage crops, or will be used for domestic animal grazing, or if the site will be used to grow a food crop for human consumption and whether the crop will have harvested parts above the ground or below the ground or both, and crop rotation on the site.
- Changes to the description of the managed organic matter to be applied.
- Changes to the intended dates for each land application during the time period to which the land application plan relates.
- Changes to the application rate or total tonnes to be applied.

With respect to transfer of ownership, the ministry is proposing to add a provision in the OMRR that would enable registration of land application of managed organic matter to be transferred from the registered party(ies) to new person(s), provided that the application for transfer is made at least 30 days before the transfer is to occur, and that all applicable changes to information required for registration is provided in the application.

The ministry is proposing that fees applicable to an application to transfer a permit would apply to an application to transfer a registration under the OMRR (see Section 4).

1.4. Notification requirements for biosolids growing medium facilities

The ministry intends that the requirement to give notice in writing under the OMRR would apply to BGM facilities.

At present, the OMRR does not define facilities producing BGM as dischargers and notice of operation is not required to be given by these facilities; therefore, the ministry is lacking information on how many, when or where BGM facilities captured under the OMRR may be operating or for what intended purposes. The regulation is also unclear on what feedstocks may be appropriate for the production of BGM.

To track these facilities, the ministry is proposing to amend the definition of “discharger” in the OMRR to include “an owner of a facility that produces BGM” and to require that notice of operation be given by facilities producing BGM and

using more than 5 m³ of biosolids at a site per calendar year. The ministry is not proposing payment of any application fees with notification, nor are any associated annual fees being proposed at this time.

The ministry is also proposing to clarify in the regulation that BGM may only be derived from certain materials, including: Class A biosolids or Class B biosolids which meet the pathogen and vector reduction requirements for Class A biosolids; Class A compost or Class B compost which meets the pathogen and vector attraction reduction requirements for Class A compost; clean untreated and unprocessed wood waste; wood residuals; or clean soil and sand.

The proposed notification requirements for facilities producing BGM include:

- Give notice in writing to a director, the Provincial Agricultural Land Commission (if the facility is located in an agricultural land reserve or forest reserve land), least 30 days before beginning operation;
- Provide the facility location, amount BGM to be produced, and name of a contact person;
- Specify the type and amounts of feedstocks received, and intended dates, use and distribution of the BGM; and,
- Provide any additional information or relevant record with respect to the notification requested by a director.

The ministry is intending for BGM facilities to keep records, and this will be described in guidance.

Existing BGM facilities would be provided a timeframe of two years to provide notification and come into compliance with the proposed notification requirements.

Temporary facilities for the production of BGM would be exempted from the requirement to provide notification. A “temporary” facility is characterized as a facility or site that mixes biosolids with other media to produce BGM for a one-time application at that site, and is generally in operation for less than 9 months, consistent with storage requirements for managed organic matter under Section 19 of the OMRR.

To improve public transparency, information submitted as part of notification would be made available online to the public. Online posting will enable members of the public to view information content. All submitted information will be managed in accordance with the FOIPPA.

The ministry is proposing that notification information, including plans, reports and specifications, be kept up-to-date and the ministry and Provincial Agricultural Land Commission (where required) be notified of any change within 30 days of the change.

2. Engagement with First Nations

The ministry received feedback from stakeholders and First Nations indicating that there is a need for increased transparency around composted matter, composting facilities, BGM facilities and land application.

Feedback received from First Nations also indicated that existing regulatory processes authorizing land applications under the OMRR do not provide opportunity for site specific information pertaining to the land to be considered, and there is a need for enhanced engagement with First Nations in this respect.

In addition, First Nations have requested enhanced transparency and engagement specific to land applications of organic matter containing biosolids and being deposited on their traditional territories.

The ministry considered feedback received following the release of the 2016 policy intentions paper, and has also reviewed recommendations from a biosolids land application plan pilot project (see text box on page 18). The ministry also considered the Province of BC’s commitment to find ways to bring the principles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) into action in British Columbia (see page 5).

To guide policy development, the ministry embraced the [Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples](#)²⁸ (“draft principles”), including the following specific points:

- Enable traditional Indigenous knowledge to be incorporated into resource management; and,
- Build processes and approaches aimed at securing consent, as well as creative and innovative mechanisms that will help build deeper collaboration, consensus, and new ways of working together.

In moving forward with revisions to the OMRR, the ministry believes that the regulation can be amended to support the draft principles. The ministry is proposing to enhance transparency and engagement with First Nations through the regulation by proposing that proponents provide notification to First Nations communities as follows:

- For composting facilities, proponents would be required to notify local First Nations communities of the intent to register, and to provide notification of any change in the registration within 30 days of the change;
- For proposed land applications, proponents would be required to notify local First Nations communities of the intent to register, and to provide notification of any change in the registration within 30 days of the change;
- For land application of managed organic matter containing biosolids and occurring on private land, proponents would be required to undertake an improved process for enhanced engagement with First Nations prior to registration. This pre-registration engagement and notification would include requirements specified within the regulation and would include:
 - A 60 day pre-registration period including engagement with First Nations and notification of the local regional district, medical health officer (if on agricultural land or in a watershed), and Provincial Agricultural Land Commission (if within agricultural land reserve or forest reserve land);
 - Opportunity for First Nations, local regional district and agencies to review and comment on the draft Land Application Plan associated with the registration; and,
 - Submission of a Land Application Plan Review Report with the application for registration.
- For land application of managed organic matter containing biosolids and occurring on Crown land, proponents would follow existing notification and engagement processes followed by Crown agencies.

The ministry will be developing guidance that will describe how to address enhanced engagement to achieve notification (including around traditional territory values, hunting and spiritual areas, and valuable resources such as groundwater and wildlife), including through new government-to-government engagement tools.

Guidance documents to support First Nations and proponents in notification and engagement with respect to activities under the OMRR will be developed in accordance with legal requirements, ministry policy and government direction.

As indicated on page 5 of this intentions paper, the Province is reviewing recommendations contained in the Final Report of the Review of Professional Reliance in Natural Resource Decision-Making. The final report includes recommendations specific to First Nations governments. The ministry intends to align with the Province's response to the final report.

²⁸ https://news.gov.bc.ca/files/6118_Reconciliation_Ten_Principles_Final_Draft.pdf?platform=hootsuite

Pre-Registration Notification and Engagement Pilot Project

The Summary of Public Input and Policy Update (March 2017) identified enhancing First Nations engagement as an area for further exploration and policy development as part of the OMRR regulatory review. To explore better ways to engage local First Nations within the land application process, from December 2017 to April 2018, the ministry undertook a Biosolids Land Application Plan Pilot Project as part of the ministry's regulatory review process.

The purpose of the pilot project was to consider First Nations engagement and local government feedback on the existing land application notification process, and to assess potential improvements for better engagement and improved participation in developing a Land Application Plan (LAP) within the current process under the OMRR.

The pilot project involved using a land application project to solicit feedback from participants, including local First Nations, the local regional district, the biosolids generator, and other regulatory agencies. Strengths and weaknesses of the current approach under the OMRR were documented from the various perspectives.

Based on the feedback received, a revised engagement process was recommended. The recommended engagement process included the following suggested revised process:

- ➔ Prior to registration, the proponent undertakes pre-registration steps, which include:
 - The proponent notifies potentially impacted First Nations and local governments, and agencies of the opportunity to participate in the land application review and revision
 - The proponent provides a draft LAP to participating parties and works with parties to revise the LAP to address comments, within a specified time period
- ➔ Following completion of the pre-registration engagement, the proponent prepares a LAP Review Report, which summarizes First Nations and local government engagement, and communication and mitigation measures developed in relation to the LAP. The proponent may then submit the revised LAP along with the LAP Review Report with the application for registration under the OMRR. A copy of the registration, revised LAP, and LAP Review Report is also submitted to parties that participated in pre-registration engagement.
- ➔ The ministry's registration process is followed (See Section 1.3).

The ministry has considered the feedback received on the pilot project and from engaging with First Nations communities, stakeholders and agencies to inform this review of the OMRR, and is proposing policy for enhanced notification and engagement.

3. Substitutions under the OMRR

At present, approvals or permits are required for organic materials and processes not covered by the OMRR and where allowed under the *Environmental Management Act*. This includes biosolids that do not meet the pathogen limits or maximum substance concentrations specified by the OMRR, and for the application of biosolids or compost to soils that contain elevated concentrations exceeding maximum substance concentrations specified in the OMRR.

It is proposed that the revised regulation will continue as described above; however, the regulation would introduce a process enabling a director to substitute one requirement for another under the OMRR under certain conditions.

The ministry is proposing that an applicant may apply for a substitution by completing a form; or, a director may on their own initiative substitute a different requirement for a requirement contained in the regulation. A substitution may be considered where necessary to protect human health or the receiving environment, or where the intent of the OMRR will be met by the substituted requirement. Substitutions are not intended to apply to the application of biosolids or compost to soils that contain elevated metal²⁹ concentrations exceeding specified standards (see Section 7.1).

²⁹ referred to as "substance" in the OMRR

It is proposed that:

- Local First Nations communities would be required to be notified when an application for a substitution is made;
- The ministry would charge a fee for processing substitutions (see Section 4);
- Substitutions would be transferable on a case-by-case basis, depending on case-specific circumstances; and,
- If a substitution is granted, the decision in relation to the substitution is subject to appeal under the *Environmental Management Act*.

4. Fee Payments

At present, application fees and annual fees are associated with permits, approvals or operational certificates for composting facilities that process food waste or biosolids and have a design production capacity of 5,000 tonnes or greater (dry weight) of finished compost per year. The ministry is not proposing any changes to existing application fees or annual fees associated with obtaining a permit, approval or operational certificate.

At present, the OMRR does not require payment of application fees or annual fees for any of the following:

- Composting facilities that process food waste or biosolids, and possess a design production capacity of less than 5,000 tonnes (dry weight) of finished compost per year, or composting facilities that process any other acceptable feedstocks under the OMRR regardless of design production capacity;
- BGM facilities; or,
- Land application of managed organic matter or retail grade organic matter.

The ministry is proposing to introduce fee payment requirements for registrations, substitutions, and annual fees as summarized in Table 2. The proposed changes will be consistent with the [Permit and Approval Fees and Charges Regulation \(PAFCAR\)](#)³⁰. The payment of fees would be for administrative purposes and would allow the ministry to account for a portion of the costs associated with collecting and managing information, including information handling and review, information systems and online posting.

Under the proposed changes, BGM facilities would be required to provide notification as described in Section 1.4; however, there would be no fees associated with notification or annual fees associated with these facilities.

³⁰ http://www.bclaws.ca/civix/document/id/complete/statreg/299_92

Table 2: Proposed changes related to fee payments under the OMRR

Fee	Proposed fee payment
Registration fees	<p>While fees are not currently charged under the OMRR for notification, with the proposed registration process would require payment of a registration fee.</p> <p>The ministry is proposing the following fees associated with the registration process:</p> <ul style="list-style-type: none"> • A registration fee of \$400 would apply to composting facilities, which is comparable to the fee charged for other applications for registration under the EMA. • Registration fees would apply to land application. Party(ies) would have the option of either registering for one calendar year, for which the fee would be \$400; or, registering for five calendar years, for which the fee would be \$1200. • An application fee of \$400 would apply when information is submitted as part of providing notification of changes to registration information. • An application fee of \$400 would apply when an application is made to transfer a registration.
Substitution fees	<p>It is proposed that an application for a substitution (see Section 3) would be subject to a \$150 hourly fee if the applicant requests a substitution of requirements under the OMRR. This fee is intended to cover the time a public service employee is engaged in considering or processing that application.</p>
Annual fees	<p>Currently no annual fees are charged under the OMRR for notifications, but annual fees are charged for composting facility permits and operational certificates.</p> <p>The ministry is proposing to introduce annual fees that would apply to registrations as follows:</p> <ul style="list-style-type: none"> • An annual base fee of \$200 would apply to composting facilities; and, • An annual base fee would not apply to registration of land application of managed organic matter, as the registration fee of either \$400 for one year or \$1200 for five years would cover the associated annual fee.

5. Organic Matter Suitable for Composting

The OMRR sets out a list of organic matter that may be composted (Schedule 12) under the regulation into Class A compost or Class B compost. The ministry is seeking comments regarding potential definitions and inclusion of the following organic materials in Schedule 12.

5.1. Untreated and unprocessed wood

The OMRR currently includes “untreated and unprocessed wood residuals” as organic matter suitable for composting.

The ministry intends to amend column 1 of the table in Schedule 12 by renaming “untreated and unprocessed wood residuals” as “*wood residue*.” The ministry intends to amend Column 2 of the table in Schedule 12 by adding the following constituents to the category of “*wood residue*”: means wood or a wood product that is chipped or ground and originates from wood processing, the clearing of land (with the majority of greenery removed and no soil present), or

trimming or pruning activities. The ministry will update guidance with information about what is considered clean³¹ wood. The ministry intends to include in the regulation that treated wood would be excluded from the proposed definition of “*wood residue*”.

“*Wood residue*” must:

- (a) Not contain composite wood products including plywood, particle board, fibreboard, hardboard, oriented strandboard, laminated lumber, laminated wood, veneer, laminate flooring, or engineered wood products; and,
- (b) Not be contaminated with, or have been treated or coated with, antisapstain, preservative, fire retardant, glue, adhesive, laminate, bonding agents, resin, paint, stain, varnish or any substance harmful to humans, animals, plants or the environment.

5.2. Domestic composting toilet sludge; domestic wastewater treatment plant sludge

The ministry intends to amend Schedule 12 of the OMRR to include *domestic composting toilet sludge* defined as “sludge removed from a composting toilet used for receiving and treating domestic sewage.”

The OMRR currently allows composting of “domestic septic *tank* sludge” and “biosolids” within provisions of the OMRR. However, it does not currently enable composting of other “*domestic wastewater treatment plant sludge*” (i.e., undigested, or raw sludge). While in the Summary of Public Input and Policy Update (March 2017), the ministry indicated that undigested or raw sewage sludge would not be considered for inclusion in Schedule 12, the ministry has reconsidered this position and is now proposing to include the broader category of domestic wastewater treatment plant sludge for inclusion in Schedule 12 of the OMRR.

5.3. Non-recyclable paper material

At present the OMRR does not contain provisions for composting of “*non-recyclable paper material*.” Enabling this material to be categorized as organic matter suitable for composting under the OMRR could provide an additional feedstock for composting and support operation of composting facilities. In addition, “*non-recyclable paper material*” contaminated with food waste (and that is not acceptable for paper recycling), could be recycled as compost. This could support landfill disposal restrictions.

The ministry intends to amend Schedule 12 of the OMRR to include “*non-recyclable paper material*”, defined as “*paper material contaminated with organic matter that cannot be reasonably recycled into a paper product, and is not contaminated with any substance harmful to humans, animals, plants or the environment*”. The ministry will update guidance with examples of paper and cardboard materials that may be considered suitable for composting.

5.4. Compostable plastic

At present, the OMRR does not contain provisions for composting of “*compostable plastic*.” Enabling this material to be categorized as organic matter suitable for composting under the OMRR could provide an additional feedstock for composting and support operation of composting facilities.

The ministry intends to add “*compostable plastic*” to Schedule 12, defined as organic matter suitable for composting based on the following proposed requirements:

- Compostable plastic would be required to meet the BNQ 9011-911/2007 or BPI-ASTM D6400 and/or ASTM D6868 standards in order to be defined as compostable plastic; and,

³¹ Clean (non-contaminated and untreated) wood from lumber manufacture, e.g., shavings, sawdust, chips, hog fuel, ground mill ends and land clearing waste which has been ground with the majority of the greenery removed and no soil present but does not include construction and demolition debris.

- Composting facilities seeking to include compostable plastic as a feedstock suitable for composting would be required to meet time and temperature standards applicable to the compostable plastics being accepted.

The ministry will update the regulation and/or guidance as appropriate. Specific clarification will be provided around biodegradable materials as compared to compostable materials, where biodegradable materials are not necessarily compostable; however, compostable materials are biodegradable.

5.5. *Used mushroom growing substrate*

At present, the OMRR does not contain provisions for composting of “*used mushroom growing substrate*” which is an organic growing medium used to produce mushrooms, and which may be suitable for composting after being used. Enabling “*used mushroom substrate*” to be categorized as organic matter suitable for composting would support composting.

6. *Composting Facilities*

The operation of composting facilities and the products they produce must safeguard human health and the environment.

In addition to the proposed enhancements to increase transparency, notification, engagement, and information submission and updating described in Sections 1 and 2 of this intentions paper, the ministry is proposing to address standards, practices and expectations of composting facilities through broadened facility planning requirements, requirements for best achievable technologies at facilities, updated expectations for compost quality and safety, and added setback requirements.

6.1. *Facility environmental management plan*

Current composting facility planning requirements are described in Sections 23 and 24 of the regulation, as well as in supporting guidance, including the [Compost Facility Requirements Guideline](#)³².

At present, composting facilities with an annual production capacity of 20,000 tonnes or greater are required to have a qualified professional prepare an environmental impact study report, which includes design, odour, leachate collection and treatment, and siting information; and, the report must be submitted to a director at least 90 days before

Odour Management at Facilities

As composting operations have the potential to produce objectionable odours, it is important that odour is managed effectively. The expectation of present day composting facilities is that odour must be managed within property boundaries. Facilities should mitigate odour production and maximize odour control to solve any odour problems.

Proposed regulatory updates for improved odour management at facilities include:

- ➔ Composting facilities would complete an odour management plan as part of the Facility Environmental Management Plan (FEMP).
- ➔ Facilities receiving a total annual mass of 15,000 tonnes or greater (wet weight) of feedstock per calendar year would prepare an environmental impact study (EIS) that undertakes odour modelling studies. The most complete technical evaluation currently available to define the potential for offsite odours is to develop a computer-based odour model specific to the composting facility and site. Odour modeling allows facilities to be designed to limit off site odour, and enables odour evaluation based on monitoring and odour complaints or incidents.
- ➔ Facilities required to prepare an EIS will also be required to track and address odour complaints and incidents, develop a monitoring and maintenance plan and submit an annual report.
- ➔ The regulation would require composting facilities to comply with their plans including the odour management plan. The director will be able to request additional requirements with respect to plans, including odour management at the facility.
- ➔ Ministry guidance will be updated to address odour management plan and odour modelling studies requirements, and will provide details on expectations including for tracking and addressing odour complaints, and the annual monitoring and maintenance report.

³² <https://www2.gov.bc.ca/assets/gov/environment/waste-management/recycling/organics/biosolids/compost-facility-req.pdf>

commencement of construction.

In 2016, the ministry had proposed to extend composting facility planning requirements to larger facilities. In response to feedback received on the 2016 intentions paper the ministry is now proposing that composting facility planning requirements would apply to all facilities regardless of size; and, requirements would be tiered, depending on the total annual mass (wet weight) of feedstock received per calendar year by the facility.

Since 2016, consultation feedback has also indicated that improved measures are needed to address odours generated by composting facilities, not only in processing activities but also in feedstocks received and stored on site. To reflect the consultation feedback received, the ministry is intending to specify odour management requirements directly within the regulation, with supporting information to be provided in updated guidance documents.

The ministry is proposing the following policy intentions to consolidate and amend the OMRR composting facility planning requirements, and specify odour management plan provisions in the regulation:

- All composting facilities would be required to prepare a “facility environmental management plan”:
 - Composting facilities receiving less than 15,000 tonnes (wet weight) of feedstock per calendar year, or processing only wood residue and/or yard waste would require a “light” facility environmental management plan that consolidates the **odour management plan**, operating plan, and leachate management plan;
 - Composting facilities receiving a total annual mass of 15,000 tonnes or greater (wet weight) of feedstock per calendar year would require a “full” facility environmental management plan that consolidates the **environmental impact study, odour management plan**, operating plan, and leachate management plan;
 - The environmental impact study for composting facilities receiving a total annual mass of 15,000 tonnes or greater (wet weight) of feedstock per calendar year would require completion of an **odour management plan** that includes odour modelling, odour impact assessment, a monitoring and maintenance plan, and a process for tracking and addressing odour complaints, and facilities would be required to submit an annual monitoring and maintenance report to the ministry for the previous calendar year by March 31 of each year;
- The facility environmental management plan would be required to be prepared by a qualified professional(s); and,
- Composting facility operators would be required to comply with the facility environmental management plan.

The proposed FEMP required based on the facility type and description is summarized in Table 3 below.

Table 3: Proposed facility planning requirements based on facility description

Facility description	Proposed Planning Requirement
Composting facilities processing food waste or biosolids and receiving a total annual mass of 15,000 tonnes or greater (wet weight) of feedstock per calendar year	As required by permit, approval, operational certificate
Composting facilities <i>not</i> processing food waste nor biosolids and receiving a total annual mass of 15,000 tonnes or greater (wet weight) of feedstock per calendar year	Full FEMP
Composting facilities receiving less than 15,000 tonnes (wet weight) of feedstock per calendar year	Light FEMP
Composting facilities processing only wood residue and/or yard waste only	Light FEMP

The ministry intends that the current OMRR provision enabling a director to request additional information with respect to an environmental impact study or to specify particular or additional requirements (Section 23(5)) would be applicable

to the FEMP. A director would have the ability to specify standards or monitoring requirements that must be addressed in plans, specifications and/or reports. The ministry's role would not include approving the FEMP.

As explained in Sections 1.1 and 1.2, a registration process would apply to composting facilities and the registration process would require information submission at the time of registration, including submission of the FEMP. Submitted information will be posted online. As well, information required for registration, including the FEMP, would be required to be kept up to date and notification of any changes provided within 30 days of the change. All submitted information will be managed in accordance with the FOIPPA.

As indicated in Section 1.2, existing facilities would be provided a timeframe of two years to complete the registration process, including following the proposed information submission requirements, which includes submission of a FEMP. The ministry will be updating the Compost Facility Requirements Guideline with a full description of FEMP requirements, including details on odour modelling, impact assessment, monitoring plans, and process for tracking and addressing odour complaints.

6.2. Best practices

Composting facility standards contained in the OMRR are minimum requirements to operate in BC. Proponents are encouraged to make the best use of resources, employ best management practices (BMPs), and implement [best achievable technology](#)³³ (BAT) in the design of all composting facilities, in order to most effectively manage discharges to the environment.

BMPs are intended to be effective and practical measures to prevent or limit harmful impacts to the environment, and can include: programs, technology, processes, siting, operating methods, measures or devices that control, prevent, remove or reduce pollution. BAT is technology which can achieve the best waste discharge standards and that has been shown to be economically feasible through commercial application.

The ministry is proposing to revise the OMRR to include specific provisions related to BMPs and BAT at composting facilities. Composting facility operations may include feedstock receiving areas, storage areas and processing areas, including for pre-processing, composting, curing, and final screening and storage. Composting activities may occur on open and uncovered land that may be exposed to weather; or, may occur within fully or partially enclosed structures. Composting facilities have the potential to impact water quality through discharge of leachate or runoff, or through facility site development. Composting facilities also have the potential to create objectionable odours.

When the revised regulation comes into effect, all composting facilities would have the option to adopt best practices and higher performance standards as appropriate to the facility, as determined by a qualified professional. The ministry's expectation is that composting facilities will implement BMPs and BAT towards attaining higher performance standards, including with respect to leachate and runoff management, and odour control.

The ministry intends to establish phased-in requirements for updated standards and practices at composting facilities that process food waste or biosolids, and which receive 15,000 tonnes or greater (wet weight) of feedstock, in one calendar year, as follows:

- Within five years of the revised regulation coming into effect, all **new** composting facilities or facilities which increase their design capacity would be required to compost in-vessel or contain facilities and operations within fully enclosed structures, including receiving, processing and storage. These facilities would be required to use technologies such as negative pressure, biofilters, paved flooring, leachate collection, aeration and treatment systems, suction fans and other emission control technologies; and,
- Within ten years of the revised regulation coming into effect, all **existing** composting facilities as described above would be required to compost in-vessel or contain facilities and operations within fully enclosed structures,

³³ www2.gov.bc.ca/assets/gov/environment/waste-management/industrial-waste/industrial-waste/pulp-paper-wood/best_achievable_control_tech.pdf

including receiving, processing and storage. These facilities would be required to use technologies such as negative pressure, biofilters, paved flooring, leachate collection, aeration and treatment systems, suction fans and other emission control technologies.

The ministry is **not proposing** for the above timelines to apply to registered composting facilities. Details and expectations about the proposed phased-in requirements will be provided in fact sheets and guidance.

In considering BAT at composting facilities, the ministry is also proposing to include expectations for odour management, not only for facility planning (Section 6.1), but also the following specific provisions in the regulation:

- Composting facilities would be required to describe how air contaminants from the facility will be managed, treated and discharged in a manner that does not result in any air contaminants outside the property boundary.

In addition to the odour management discussed in Section 6.1, the following requirements for best practices at composting facilities would also be included in the regulation:

- As indicated in the 2016 intentions paper, the ministry intends to clarify requirements for vector attraction reduction, including requiring any materials, products or substances at the composting facility (including retail grade organic matter, managed organic matter, compost, municipal solid waste, residuals and any other waste) to be managed and stored in a manner that prevents access by, and attraction of, wildlife, domestic animals, birds and associated vectors.

Ministry guidance will be updated to address the revisions to the regulation and to provide supporting information for BMPs applicable to composting facilities.

6.3. Compost quality criteria and safety

The OMRR includes standards that apply to feedstock received by a composting facility. The ministry is proposing the following standards that would apply to organic matter suitable for composting under the OMRR (Schedule 12):

- Measure and record the amount (wet tonnes) and type of organic matter accepted by a composting facility, including the total amount of materials received, processed and stored at any time; and,
- Invasive species or noxious weeds found in yard waste will be prohibited from being composted as current composting practices do not effectively kill these organisms.

The OMRR also includes standards that apply to finished compost. The ministry intends to amend the OMRR to include the following provisions with respect to compost quality and safety:

- Add a definition to the regulation that clarifies that “residuals” include contaminating materials such as rocks, plastic, metal and garbage;
- Replace the 1 percent by weight limit on foreign matter content for retail-grade and managed organic matter with a new limit by weight of 0.5 percent dry weight for foreign matter content, to support compost quality; and,
- Introduce a plastic limit in Section 2 of Schedule 4, as less than or equal to 0.25 percent dry weight.

See Section 7.1 for additional information related to proposed updates to the quality criteria contained in Schedule 4.

As discussed in Section 8, it is the ministry's intention to harmonize the OMRR with other national standards (such as the Canadian Council of Ministers of the Environment (CCME) [Guidelines for Compost Quality](#)³⁴) and federal regulations (such as the federal [Fertilizer Act and Regulations and trade memoranda](#)³⁵). In addition to harmonized requirements, the ministry intends to amend the OMRR and update guidance to improve clarity in definitions and consistency in references to the following terms:

- Add clarity to the definitions of curing, maturity and finished compost/product;
- The ministry would refer to existing definitions in other national standards and regulations to add clarity to respiration and curing time as being measures of compost maturity (see Section 9.1);
- "Finished product" would refer to material that meets the standards in the regulation for pathogen and vector attraction reduction requirements, including the following requirement for compost maturity: the temperature rise of the compost above ambient temperature is less than 8°C;
- Methods for respiration and curing times would not be specified in the regulation; however, a director would have the ability to specify a method for respiration and specify an adequate curing time (see also Section 9.1);
- As stated in the 2016 intentions paper, the ministry intends to delete references in the regulation to the carbon to nitrogen ratio for composting from the regulation, but adequate carbon to nitrogen ratio will need to be committed to in composting facility plans. The carbon to nitrogen ratio will be referred to in updated guidance (for example, with respect to odour management); and,
- The definition of leachate would be clarified to include liquid effluent resulting from finished compost, as well as from feedstock and feedstock undergoing processing.

Facilities processing only yard waste would be subject to separate less rigorous provisions and would not be required to measure respiration or curing times. The following policy provisions are proposed:

- Require yard waste composting facilities to maintain records of temperature and turning in order to enable compliance assessment; and,
- Facilities would not be required to submit records, but would be required to retain records for a period of seven years for inspection at any time.

Supporting information on compost quality and safety, and background information on regulatory requirements will be provided in updated guidance to be developed by the ministry.

6.4. Setbacks

At present, the OMRR includes setback requirements for the land application of Class B biosolids and Class B compost, but mandatory buffers or setbacks are not specified in the regulation for siting of composting facilities. The ministry's Compost Facility Requirements Guideline provides suggested minimum composting facility buffer zone distances, and a director has the ability under Section 24(4) of the regulation to request additional buffer information.

In 2016, the ministry elected that existing guidance combined with municipal and/or regional district zoning and related bylaws would be sufficient to enable adequate siting of composting facilities. Introducing mandatory buffers or setback provisions in the regulation were not considered in the regulatory review at that time.

However, since the release of the 2016 intentions paper, the ministry has re-considered this position in light of consultation feedback received. Further evaluation suggests that specifying mandatory setbacks within the OMRR would establish reasonable expectations for facility siting, set minimum provincial standards, provide inter-regional consistency, and align with other provincial regulations and legislation. Setbacks are intended to be prescribed minimum distances between the composting facility property boundary and identified areas. Setbacks would provide a minimum

³⁴ http://www.ccme.ca/files/Resources/waste/compost_quality/compostgdlns_1340_e.pdf

³⁵ <http://www.inspection.gc.ca/english/plaveg/fereng/ferenge.shtml>

distance between facilities and potentially sensitive environments and would limit potential public exposure to residuals and odours.

At present, setbacks for composting facilities are described in guidance. The ministry is proposing to replicate the following setbacks described in guidance as mandatory setbacks in the regulation that would apply to new composting facilities or expansions of existing facilities:

- A minimum distance of 30 metres to the nearest watercourse; and,
- A minimum distance of 30 metres to the nearest water supply well.

In addition, setbacks currently contained in guidance would be specified in the OMRR for storage of processed organic material:

- A minimum distance of 15 metres to the nearest watercourse; and,
- A minimum distance of 30 metres to source water used for domestic purposes.

The registration would be required to demonstrate how all applicable setbacks are being met.

7. Land Application and Distribution of Organic Matter

7.1. Updates to quality criteria

The OMRR sets out requirements for the production and use of compost, biosolids and BGM. The regulation also includes process and quality criteria and distribution requirements (Sections 10 and 11, and Schedule 11) which set expectations for the different classes of materials and products produced.

The ministry is proposing to update the following standards contained in the OMRR and to add standards for Class A biosolids.

- Published in 1997, the Trade Memorandum T-4-93, Standards for Metals in Fertilizers and Supplements (T-4-93, 1997) was updated by the federal government on September 20, 2017 and renamed “Safety Guidelines for Fertilizers and Supplements (T-4-93, 2017)³⁶”. The 2017 memorandum metals standards are based on the same premise as the 1997 memorandum, which is the maximum acceptable cumulative addition to soils over a 45 year time period and the product’s maximum recommended annual application rate. The metal standards, as calculated in the 2017 memorandum include standards for copper and chromium. The ministry is proposing to update the table in section 1 of Schedule 4 to specify maximum substance concentrations for Class B compost, Class B biosolids and Class A biosolids, as follows (mg metal /kg of dry product = µg/g):

○ Arsenic	75 µg/g
○ Cadmium	20 µg/g
○ Chromium	1060 µg/g
○ Cobalt	151 µg/g
○ Copper	757 µg/g
○ Mercury	5 µg/g
○ Molybdenum	20 µg/g
○ Nickel	181 µg/g
○ Lead	505 µg/g
○ Selenium	14 µg/g
○ Zinc	1868 µg/g
- The ministry is also proposing to update Schedule 4 quality criteria listed in columns 1 and 2 of the current OMRR table applicable to Class A compost and BGM, respectively, so that the maximum allowable substance concentrations align with those contained in Schedule 10.1 of the OMRR. This update to Schedule 4 standards would

³⁶ <http://www.inspection.gc.ca/plants/fertilizers/trade-memoranda/t-4-93/eng/1305611387327/1305611547479>

support protection of human health and the environment, as these materials can be distributed as retail grade organic matter.

- As indicated in Section 6.3, the ministry is proposing to update Section 2 of Schedule 4 by replacing the 1 percent by weight limit on foreign matter content for retail-grade and managed organic matter with a new limit by weight of 0.5 percent for foreign matter content, and to introduce a plastic limit of less than or equal to 0.25 percent dry weight.

Consultation feedback received on the 2016 intentions paper indicated support in principle for introducing standards for **contaminants of emerging concern (CECs)**, provided that any regulatory standards were evidence-based and scientifically grounded. Like metals in biosolids, CECs can come from human sources and may be found in biosolids. CECs may include constituents of personal care products, pharmaceuticals, flame retardants, and endocrine disrupting compounds.

The ministry has reviewed the evidence of currently available scientific information in considering revising standards for CECs. The principles of the CCME Canada-wide approach for the management of wastewater biosolids were also considered (see page 6). Currently available scientific information indicates that there is not enough information to determine if biosolids contain unsafe concentrations of CECs when applied according to the regulation, guidance and best practices. Current information does indicate that land application provides many benefits, including providing nutrients and improving soil structure.

The ministry concludes that more information and data collection is needed before any standards for CECs can be considered for inclusion within the OMRR. The ministry is proposing to enable a director to request sampling of biosolids for specific CECs (see Section 8) to potentially inform future conclusions. Research evaluating any potential harmful impacts from land application of biosolids is ongoing and the ministry will continue to use the most currently available scientific information to inform ministry policy to ensure that standards reflect up-to-date science and are protective of human health and the environment.

7.2. Labeling and disclosure

In response to public interest, the ministry is proposing to increase transparency around land application and labelling of organic matter by requiring additional information disclosure related to biosolids. The ministry is proposing to amend the OMRR to specify that producers of compost that is derived from biosolids (Class A or Class B) or domestic wastewater treatment plant sludge (see page 22), or that producers of BGM would be required to disclose to users that the product is derived from biosolids irrespective of the volume of compost, biosolids or BGM distributed (i.e., even if less than 5 m³).

Best practices and examples for how to address disclosure requirements will be described in updated guidance that will be developed by the ministry.

7.3. Best practices for land application

Best management practices (BMPs) for land application can be implemented to minimize odors and protect human health and the environment. Examples of BMPs include:

- applying biosolids at agronomic loading rates;
- incorporating managed organic matter into the soil;
- limiting soil pH;
- restricting public access and other site restrictions;
- using setbacks; and,
- covering transport vehicles with covers both before and after delivery of biosolids.

The ministry intends to amend the OMRR to include BMPs that are currently in guidance, so that they are clarified in the regulation. The ministry proposes to increase clarity around agronomic requirements and land application through the following proposed amendments:

- Define “agronomic rate” and requirements based on nitrogen and in alignment with the proposed changes to the [Agricultural Waste Control Regulation](#)³⁷;
- Specify agronomic requirements that would be specific to land applications made in support of plant growth for agricultural operations, or for forestry or silviculture operations;
- Clarify that application rates of managed or retail grade organic matter would not be allowed to exceed agronomic requirements (based on nitrogen), regardless of whether the application is intended as a soil conditioner or fertilizer, unless warranted for specific site activities such as reclamation application; and,
- Confirm that applications of managed and retail grade organic matter are intended for land application to support plant growth or for forestry and silviculture operations and would not be used as fill material.

The ministry is proposing to amend the OMRR so that composting facilities located on agricultural land reserve and applying Class A compost on their own land (within the property boundary for the composting facility) would be required to:

- Ensure the land application is occurring in an agronomically sound manner;
- Maintain records of land application rates;
- Provide an annual report (to be prepared by a qualified professional) which includes information about the land application use, and application rates and dates; and,
- Provide any other information requested by a director.

It is also proposed that the regulation would make it clear that land application must not allow a contaminated site to be created.

At present, the OMRR includes setback requirements for the land application of Class B biosolids and Class B compost; however, there are no setback requirements specified for Class A biosolids. Note that existing setbacks applicable to Class B biosolids and Class B compost are primarily in place to address the higher fecal coliform levels found in these materials.

The ministry has heard from stakeholders that there is a need for setbacks for Class A biosolids to mitigate odour concerns at properties adjacent to or neighbouring land application sites, and to address potential contamination concerns of water courses or drinking water sources.

The ministry is proposing to add minimum setback requirements to address potential nutrient impacts as well as to address the risk of odour, as follows:

- Add a setback requirement of 15 m from watercourses and drinking water sources for Class A biosolids; and
- All managed organic matter land applied on agricultural land would remain subject to a minimum setback of 30 metres from a potable water source or irrigation well, and 30 metres from a watercourse.

³⁷ <https://www2.gov.bc.ca/gov/content/environment/waste-management/industrial-waste/agriculture>

Note that as per the proposed changes to the Agricultural Waste Control Regulation (AWCR) (see Section 9.3), on agricultural operations, all materials produced and used in accordance with OMRR, would also be subject to additional setbacks. Proposed changes to the AWCR include setbacks for all nutrient sources including Class A compost and BGM. The new regulation will require a three metre setback from watercourses and 30 metre setback from drinking water sources. The Ministry will clearly outline this in supporting guidance for both regulations.

The setbacks contained within the OMRR are intended to be considered minimum standards, and qualified professionals preparing land application plans should ensure appropriate buffers are in place to ensure protection of human health and the environment.

Another measure to increase protection of human health and the environment is the use of waiting periods to allow additional time for further degradation of materials. At present, the OMRR specifies waiting periods for Class B biosolids and Class B compost; however, there is no waiting period specified for Class A biosolids.

The ministry intends to amend the OMRR in relation to waiting periods after land application as follows:

- Specify a 30 day waiting period for Class A biosolids prior to domestic animal grazing; and
- Waiting periods for growing and harvesting of food crops and plant material for human consumption that replicate current waiting periods for Class B biosolids and Class B compost, as specified in Schedule 8, Section 1 of the OMRR.

With regard to current OMRR requirements for storage of managed organic matter, the ministry is proposing to clarify the definitions of run-off and leachate in the regulation, and to extend storage requirements to apply to retail grade organic matter in addition to managed organic matter. Best practices around storage will be described in updated guidance.

To align with proposed field storage requirements outlined for the Agricultural Waste Control Regulation, the Ministry intends to add a prohibition in the OMRR against storing managed organic matter and Class A compost directly on coarse soils (e.g., coarse sands, loamy sands) over vulnerable aquifers. The ministry will clearly outline this in supporting guidance and maps. The proposed changes are intended to reduce the risks associated with the downward migration of nutrients from storage piles into groundwater.

7.4. Compliance

At present, as per Section 5 of the OMRR, application of managed organic matter to land is subject to implementation of a land application plan prepared and signed by a qualified professional; and, the OMRR requires a discharger to obtain written certification from a qualified professional that the land application was done in accordance with the land application plan, for each site and occurrence that managed organic matter is land applied. While the OMRR requires confirmation that the land application plan was followed, at present the OMRR does not require dischargers to certify whether land application is occurring in compliance with the OMRR.

As land application plans identify criteria to protect human health and the environment, the ministry intends to revise the regulation to require that proponents be in compliance with their land application plans. The ministry also intends to amend the OMRR to require the following:

- Specify that a land application plan include a contingency plan³⁸; and,
- In the event that sampling and monitoring results suggest non-compliance with Schedule 10.1 of the OMRR, or as indicated by the director, the discharger must notify the director and take remedial action.

As indicated in Section 1, land application plans would be required to be prepared for land application of managed organic matter.

³⁸ For example, to address issues such as: exceedance of pathogen limits; or exceedance of agronomic rates or metal limits.

To verify whether land application is safeguarding human health and the environment, the ministry intends to update the existing requirements for written certification as follows:

- The discharger would obtain a **Land Application Plan (LAP) Certification** for each site and for each occurrence of land application;
- The LAP Certification would be completed by a qualified professional and must include details of the application as well as a description of the confirmatory sampling program;
- Confirmatory sampling would involve sampling for fecal coliform densities as follows: two samples shall be taken during the two-month period prior to the land application date. At least one of them shall be taken during the one-month period before the land application date;
- The LAP Certification would indicate whether the occurrence of land application is in regulatory compliance; and,
- The LAP Certification would be submitted to the ministry (and medical health officer or Provincial Agricultural Land Commission where required) within 30 days of completion of land application, or once per calendar year, whichever occurs first.

The ministry will be developing guidance that describes requirements for what to include in the LAP Certification.

As stated in Section 1, the ministry intends to amend the OMRR to require that all information submitted to the ministry be kept up to date and the ministry notified of any change within 30 days of the change; and, this provision would apply to land application plans.

7.5. Mine site reclamations and landfill closures

Organic matter can be used to reclaim areas which have been disturbed through mining or other industrial activities, including for the purposes of improving soil quality. Currently under the OMRR, land application and distribution of managed organic matter may only occur at those sites meeting specified soil quality standards. In certain circumstances, as in the case of specific mine site reclamations or landfill closures, it may be reasonable for managed organic matter to be applied and distributed to sites that may already exceed the specified soil quality standards. In these circumstances it would be reasonable to enable land application that would otherwise be prohibited.

In the Summary of Public Input and Policy Update (March 2017), the ministry stated the intent to amend the OMRR to enable the director to issue permits or approvals on a case by case basis for site-specific land application of managed organic matter to mine site reclamations, landfill closures, or other specific sites outside the scope of the OMRR that exceed soil quality standards in the OMRR and Contaminated Sites Regulation. The ministry has further advanced the intention to support reclamation at mine sites, and is now proposing to enable a registration process for mine sites, landfill closures, or other specific sites as described above (in place of the previously proposed application for a permit or approval), as follows:

- The ministry intends to amend the OMRR to enable registration of land application of managed organic matter for the purpose of reclamation at mine sites that exceed soil quality standards in the OMRR and Contaminated Sites Regulation;
- Proponents would be required to apply for registration; and,
- The land application must not exacerbate a contaminated site, and this would be required to be demonstrated by the land application plan.

This proposed policy revision to enable reclamation supports the principles of the CCME Canada-wide approach for the management of wastewater biosolids (see page 6).

The ministry is intending to maintain the current flexibility in the OMRR that enables proponents to develop site-specific soil standards using protocols approved by a director (Schedule 10.1). The protocol could factor in regional background levels where necessary.

8. Sampling, Monitoring and Record Keeping

At present, the OMRR contains sampling and monitoring requirements, which extend throughout the process from assessing the quality of biosolids, compost, and BGM for regulatory compliance through to assessment of the receiving environment, application rate and post-application monitoring. Additional information, sampling approaches and methodologies related to sampling and analytical requirements are described in guidance, including the [Land Application Guidelines for the Organic Matter Recycling Regulation and the Soil Amendment Code of Practice](#)³⁹, which is a resource designed to ensure that land application of organic matter meets criteria set out in the OMRR.

A general provision that would be included in the regulation and that would apply to all relevant sampling and monitoring is:

- Sampling standards and procedures would be based on the most current manuals or guidelines posted on the ministry website, or where these manuals do not apply, would be based on standards and procedures as described in the current (2015) edition of the [British Columbia Environmental Laboratory Manual](#)⁴⁰.

8.1. Sampling and monitoring of managed and retail grade organic matter

In addition to sampling and analysis to assess regulatory compliance, sampling information is also used to classify material and check that all requirements for a given class or product are being achieved. Classification of biosolids or compost as either Class A or B and classification of BGM are determined by results from sampling for pathogens, specified substances and foreign matter.

The ministry is proposing sampling and monitoring of the finished product (see proposed definition in Section 6.3) of biosolids, compost and BGM be based on wet weight to facilitate consistency and ease of operation. The ministry is also proposing to align the sampling methodology for Class A and Class B biosolids, and Class A and Class B compost, and BGM.

Sampling and monitoring requirements contained in the OMRR have been supported by information contained in guidance. With respect to determination of pathogen reduction, at present, the regulation specifies the number of samples and frequency for determining compliance; however, the types of samples required (composite or grab) is not explicit. The ministry is proposing to clarify the intended sampling requirements applicable to pathogen limits in finished products by describing the types of samples required directly within the regulation. Specifically:

- The OMRR will introduce sampling requirements for *Salmonella* in Class A compost, Class A biosolids, and BGM, to improve alignment with the [Canadian Food Inspection Agency \(CFIA\) T-4-120 trade memorandum](#)⁴¹ and other jurisdictions.
- The regulation would state that determination of fecal coliform and *Salmonella* levels would be required for Class A compost, Class A biosolids, and BGM. The regulation would clarify and state that fecal coliform and *Salmonella* levels shall be determined from composite samples. The sampling requirement will be one composite sample comprised of 10 grab samples taken at the same time from every 500 tonnes wet weight produced (finished product) for fecal coliforms, and from every 1,500 tonnes wet weight produced (finished product) for *Salmonella*, or once per year, whichever occurs first. The required fecal coliform and *Salmonella* levels must be met in each and all the composite samples. Samples must be collected no more than two months prior to land application. Each grab sample must be representative of the profile of material.
- The regulation would clarify and state that for Class B biosolids and Class B compost, fecal coliform levels shall be determined from composite samples. The sampling requirement will be a minimum of one composite sample from

³⁹ <https://www2.gov.bc.ca/assets/gov/environment/waste-management/recycling/landappguidelines.pdf>

⁴⁰ <https://www2.gov.bc.ca/gov/content/environment/research-monitoring-reporting/monitoring/laboratory-standards-quality-assurance/bc-environmental-laboratory-manual>

⁴¹ <http://www.inspection.gc.ca/plants/fertilizers/trade-memoranda/t-4-120/eng/1307910204607/1307910352783>

every 500 tonnes wet weight produced (finished product), or once per year, whichever comes first. Each composite sample will be comprised of 10 grab samples taken during the same sampling event. Each grab sample must be representative of the profile of the material pile. The geometric mean of the composite samples from the same sampling event may be used to determine compliance against the limits. Samples must be collected within two months prior to land application.

With respect to determination of **metal (substance) concentrations and foreign matter content** criteria in Schedule 4, Schedule 5 of the regulation specifies the frequency of sampling; however, the OMRR does not specify the number of samples, method for determining compliance, or the types of samples required, which are all currently indicated in guidance.

The ministry is proposing to amend Schedule 5 of the OMRR to specify the type of samples, number of samples and method for determining compliance based on expectations stated in guidance for substance concentrations and foreign matter content. Sampling and monitoring requirements are proposed to be included:

- The regulation would clarify and state that for all Class A compost, Class A biosolids, Class B biosolids, Class B compost and BGM, metal concentrations shall be determined from composite samples taken at the same time and frequency as the pathogen samples. The sampling requirement would be for one composite sample per 500 wet tonnes, each consisting of ten grab samples to be collected at the same time during each sampling event.
- The sampling frequency for foreign matter will be one composite sample per 500 tonnes wet weight finished product, or once per year, whichever occurs first. The existing provision enabling a director to increase the frequency of sampling based on provincial organic matter sampling guidelines is proposed to be retained.

A pre-screening requirement is proposed, to remove foreign matter (i.e., non-organic matter greater than 2 mm in any dimension), with a focus on plastics (this aligns with Schedule 12 of the OMRR, specifically that only the organic matter listed in the Schedule 12 table may be composted into Class A compost or Class B compost). It is expected that pre-screening will support the ministry's proposed intentions to support compost quality described in Section 6.3.

With respect to BGM, the following policy intention is proposed to clarify that sampling and monitoring of BGM is required.

- The regulation would clarify that sampling of biosolids growing media would be required to assess compliance with the Total Kjeldahl Nitrogen, and organic matter content requirements currently specified in the regulation in Schedule 11; and,
- The sampling requirement would be for one composite sample per 500 wet tonnes, each consisting of ten grab samples to be collected at the same time during each sampling event.

8.2. Sampling and monitoring at land application sites

With regard to land application, the proposed regulatory revisions would introduce requirements for sampling and monitoring to be conducted at land application sites, which would include:

- Requirements for confirmatory sampling for each site and occurrence of land application (see Section 7.4), which involves sampling for fecal coliform densities as follows: two samples shall be taken during the two-month period prior to the land application date; and at least one of them shall be taken during the one-month period before the land application date.

In addition, the ministry is proposing to enable a director to request that post-application sampling be conducted to support information contained within the LAP Certification (see Section 7.4). Post-application sampling and analysis may include the following:

- maximum substance concentrations and soil quality parameters (pH and EC).

The regulation would specify existing soil sampling methodology in guidelines, and details would be included in guidance.

In the March 2017 Summary of Public Input and Policy Update, the ministry indicated interest in the option of requiring wastewater treatment plants to perform periodic testing of biosolids for select substances, and proposed to work with local governments to develop a sampling protocol. To reflect input from public consultation and to support information collection around **CECs** (see Section 7.1), the ministry is proposing to enable a director, on a case-by-case basis, to request sampling of Class A biosolids or Class B biosolids for detection and quantification of CECs in biosolids that are to be land applied, and on a case-by-case basis, to request sampling of the soils in the receiving environment.

As indicated in Section 7.1, the ministry is not proposing to add any quality criteria for any of these substances to the OMRR as part of this regulatory review. Sampling and analysis is proposed for: dioxins/furans, phthalates, polycyclic aromatic hydrocarbons (PAHs), polychlorinated biphenyls, phenols, polybrominated diphenyl ethers, and select pharmaceuticals and personal care products **in Class A biosolids and Class B biosolids intended to be land applied, and in the receiving environment.**

The details of the sampling and monitoring would be specified by a director. The results will be used for monitoring and tracking purposes. It is anticipated that sampling results may also be used to inform future policy development.

8.3. Record keeping

The ministry is proposing to change the current record keeping requirement in the OMRR. In the 2016 intentions paper, the ministry had proposed to change the requirement from three to ten years; however, based on consultation feedback that was received, the ministry is now proposing an updated record keeping requirement of seven years.

The ministry is intending to require that all plans, reports and specifications required under the OMRR, and any additional information requested by a director, be posted online, in alignment with the Province's initiatives to increase transparency. Proponents currently have the ability to identify information they believe is confidential, and can provide a rationale, in writing, regarding why the information should not be disclosed under the FOIPPA.

9. Updates to Technical Standards

9.1. Consistency of schedules with other national and provincial standards and regulations

The OMRR contains a number of schedules that set out technical standards and requirements for recycling organic matter. These include: pathogen reduction processes; vector attraction reduction; pathogen reduction limits; quality criteria; and sampling and analysis protocols and frequency (Schedules 1 to 5). Schedule 10.1 also sets out soil standards for identified metals.

Biosolids Quality

Human sewage and other wastewater sources contain many substances that enter municipal wastewater collection systems. Source control initiatives can manage the quality of influent sewage, including the amounts of substances of concern entering a wastewater treatment plant.

Reduction or the potential elimination of the input of substances and CECs into the wastewater stream may reduce or eliminate their presence in wastewater residuals.

Potential contaminants of concern in biosolids can be regulated or managed through source control bylaws established by local governments to support the production of higher quality wastewater residuals. Source control bylaws and waste management planning are existing tools that local governments may use to manage biosolids quality.

The proposed amendments to the OMRR will improve alignment between technical standards in the OMRR and current national standards (such as the Canadian Council of Ministers of the Environment (CCME) Guidelines for Compost Quality), federal regulations (such as the federal *Fertilizer Act* and Regulations), and trade memoranda. It is proposed that the revised OMRR may refer to other regulations, codes, standards and rules set by other jurisdictions by reference rather than by repeating those in the OMRR. These standards and regulations reflect current science and technologies, including those for composting and compost.

The ministry intends to update the OMRR (including Schedules) to improve consistency and currency with CCME standards, including:

- Adding maximum limits that (must be ‘non-detect’ at a detection level of less than 3 MPN per 4 grams of total solids dry weight basis) for *Salmonella* (as already required by the Canadian Food Inspection Agency T-4-120 trade memoranda for the regulation of compost) into Schedule 3 for Class A compost intended for sale or otherwise;
- Deleting references to the carbon to nitrogen ratio for composting and replacing with respiration as a measure of compost maturity to align with CCME compost maturity criteria;
- Considering options for extending curing time requirements for compost or a requirement to demonstrate maturity if less than a 14 day period; and,
- Replacing the requirements in Schedule 2, that compost must not re-heat upon standing to greater than 20 degrees Celsius above ambient temperature with the requirement that the temperature rise of the compost above ambient temperature is less than 8 degrees Celsius, to align with CCME compost maturity criteria.

The ministry is not intending to amend the regulation to require specific methods to measure respiration or curing time, but would enable flexibility in the regulation and the ability to choose methods. As indicated in Section 6.3, it is proposed that a director would have the ability to specify a method for respiration and specify an adequate curing time, as needed.

The following proposed update to the OMRR will improve consistency and alignment with standards adopted by provincial BC Society of Landscape Architects and the BC Landscape and Nursery Trades Association:

- Replace the specified Total Kjeldahl Nitrogen in biosolids growing media which is currently indicated as must be less than 0.6 percent by weight, with the requirement that it must be less than 1.0 percent by weight.
- Replace the specified organic matter content of BGM which is currently indicated as 15 percent dry weight in Schedule 11, with the requirement that organic matter content must not exceed 20 percent dry weight (consistent with the BC Landscape Standard).

Where necessary, the OMRR will include references to other regulations or standards to support harmonization, and the Ministry will be updating guidance to ensure clarity.

9.2. Consistency with the Contaminated Sites Regulation

The proposed revisions to the OMRR will consider all provincial legislation, including the [Contaminated Sites Regulation](#)⁴² (CSR), which is made under the *Environmental Management Act*. It is proposed that the revised OMRR may refer to other regulations, including the CSR, by reference rather than by repeating those regulations in the OMRR.

Specific references to the CSR will be made in Section 4 (Contaminated Sites) and Schedule 10.1 (Soil Substance Concentrations) in the OMRR.

As indicated in Section 7.5 of this intentions paper, the ministry is proposing to maintain the current flexibility in the OMRR that enables proponents to develop site-specific soil standards using protocols approved by the director. The ministry is also proposing to enable the director to issue permits or approvals on a case by case basis for site-specific land application of managed organic matter for landfill closures, or other specific sites outside the scope of the OMRR that exceed soil quality standards in the OMRR and CSR. The ministry intends to amend the OMRR to enable registration

⁴² http://www.bclaws.ca/Recon/document/ID/freeside/375_96_00

of land application of managed organic matter for the purpose of reclamation at mine sites that exceed soil quality standards in the OMRR and CSR.

9.3. Consistency with the Agricultural Waste Control Regulation

At present the [Agricultural Waste Control Regulation](#) (AWCR) is under review. The ministry will work to closely align the OMRR with the AWCR to ensure consistency between regulations, particularly in relation to the land application of soil amendments (i.e., managed and retail grade organic matter) on agricultural land.

The following proposed changes to the AWCR would impact activities regulated under the OMRR:

- Material produced under the OMRR (e.g., Class A and B biosolids, Class A and B compost, BGM) and applied on the agricultural land base would have additional requirements under the proposed changes to the AWCR;
- Land applications on agricultural land would be required to account for all nutrient sources, and may not exceed agronomic application rates;
- High risk areas, including watersheds of phosphorus-impacted surface waters, recharge areas of nitrogen-sensitive aquifers, and high precipitation areas would be subject to land application restrictions. (As outlined in the proposed changes to the AWCR, there will be seasonal and weather based restrictions for land application; which will apply to materials produced and used in accordance with the OMRR);
- Setbacks would apply to land applications and storage of managed and retail grade organic matter on the agricultural land base; and
- Agricultural operations will be required to have a nutrient management plan (NMP) if they are above soil test thresholds (i.e., if they have high levels of residual nitrogen or phosphorus in the soil at the proposed land application site). If managed organic matter is land applied on that site, then a LAP will also be required. Most OMRR land application sites are not expected to have high enough residual nitrogen levels to trigger the need for an NMP.

For more information on the proposed changes to the AWCR, please visit the ministry [Agriculture Environmental Management](#)⁴³ website.

10. Additional Housekeeping Changes

Additional “housekeeping” changes to the OMRR proposed by the ministry include:

- Exempting composting of food waste and yard waste at **all sites** where production is **not greater than 20 m³/year**. Local governments would retain the ability to establish bylaws and zoning requirements for composting activities in order to manage any concerns regarding nuisance issues such as odour.
- Requiring that operations in all areas that receive greater than 600 mm/year of precipitation must cover compost between October 1st and April 1st of the following year. This requirement would primarily be intended to mitigate the generation of leachate in high precipitation areas of the province.
- Adopting the definitions of “**water supply system**” and “**well recharge zone**” and other consequential amendments to the *Drinking Water Protection Act*.

DEVELOPMENT OF GUIDANCE

The OMRR is currently supported by guidelines and best management practices (BMPs). For example, the ministry has developed and posted Land Application Guidelines for the OMRR and the Soil Amendment Code of Practice, and the Compost Facility Requirements Guideline.

These practices and procedures are based on existing BMPs developed by the industry and/or developed jointly with government. Guidelines or BMPs do not have the force of law and may be viewed as assistance to persons governed by a

⁴³ <https://www2.gov.bc.ca/gov/content/environment/waste-management/industrial-waste/agriculture>

regulation in meeting their legal obligations. Guidelines and BMPs also support staff, including medical health officers, ministry compliance staff and ministry authorization staff.

In keeping with the ministry's approach towards continuous improvement, the ministry will be updating policies and best practices guidance to ensure they are in keeping with proposed revisions to the regulation. For example, updated guidance documents will:

- Describe registration and information submission requirements for registration;
- Describe requirements for the **facility environmental management plan** required for composting and BGM facilities;
- Describe the odour modelling process, including odour generating areas, mitigative strategies, optimal composting process parameters to minimize odours, emission control technologies, and plans for tracking and addressing odour complaints;
- Describe BAT for composting facilities in anticipation of the requirement for all composting facilities to compost in-vessel or contain facilities and operations within enclosed structures, including information such as facility enclosure for receiving, processing and storage operations, and covering of compost to mitigate leachate generation;
- Describe BMPs for composting food waste or biosolids in order to manage odour;
- Describe maturity testing;
- Describe how to measure carbon to nitrogen ratio to manage odour;
- Clarify regulatory harmonization requirements with other provincial legislation, federal legislation and provincial and national standards and guidance;
- Clarify terms such as “cannot be reasonably recycled” (with respect to paper and cardboard), “clean” (with respect to untreated and unprocessed wood), and “occurrence” (with respect to land application).
- Provide guidance on seepage or runoff to reflect changes in the regulation.

The ministry is seeking comment on the utility and effectiveness of current guidance documents and suggestions for development of further guidance.

ASSURING COMPLIANCE

The ministry will develop a strategy for the promotion of voluntary compliance with the revised requirements of the OMRR, in cooperation with stakeholders. Compliance promotion may entail training for ministry staff, as well as information and education for regulated parties.

To enable compliance verification, the registration process will support increased public transparency and information submissions will be made available online for the public to access in order to help increase assurance and align with the Province's desire for improved public transparency. Compliance verification will also occur through the addition of contingency provisions to LAPs, as well as requirements for confirmatory sampling and submission of a LAP Certificate for each site and occurrence of land application.

The ministry is committed to using compliance verification data to guide the ongoing management of composting facilities and land application of organic matter, and to assure the goals for environmental protection are being met.

The ministry's approach to assuring compliance with the OMRR will include regular and random compliance reviews and inspections, as well as reviews and inspections in response to identified or potential issues or concerns regarding protection of human health and the environment.

The ministry response to non-compliance may include tools such as: administrative penalties, written advisories, warnings, directives, orders, tickets and prosecutions. The choice of response will be based on standard ministry-wide

policy (as outlined in the [Compliance Framework](#)⁴⁴ and [Compliance Policy and Procedures](#)⁴⁵), the compliance history for the regulated party and the significance of the impact from the non-compliance occurrence.

IMPLEMENTATION

After a review of consultation comments and further detailed policy development, the ministry intends to amend the regulation accordingly.

Please submit any comments to the ministry by November 8, 2018.

Thank you for your time and comments.

Additional Information Sessions

The ministry is planning to conduct a series of webinars on the proposed revisions. The webinars will review the information contained in this intentions paper.

If you are interested in participating in a webinar, please contact the email or mailing address below.

If you have any questions or comments about the ministry's proposed revisions, please submit them by e-mail or mail to the addresses below **by November 8, 2018**.

Email: env.omrr.reg.reviews@gov.bc.ca

Mail: Ministry of Environment and Climate Change Strategy –
OMRR Reg Review
PO Box 9341 Stn Prov Govt
Victoria, BC V8W 9M1

All comments received through webinars, meetings, mail or email will be compiled for review by ministry staff before final drafting of the revised regulation. The ministry intends to complete revisions to the regulation in 2019.

⁴⁴ https://www2.gov.bc.ca/assets/gov/environment/research-monitoring-and-reporting/reporting/reporting-documents/environmental-enforcement-docs/compliance_mgmt_framework.pdf

⁴⁵ https://www2.gov.bc.ca/assets/gov/environment/research-monitoring-and-reporting/reporting/reporting-documents/environmental-enforcement-docs/ce_policy_and_procedure.pdf

PROVIDING FEEDBACK

The ministry welcomes comments on the information and proposals outlined in this Intentions Paper. Those interested are invited to submit comments to the ministry using the comment form or by separate submission by e-mail or mail at the address listed below.

Responses received by **November 8, 2018** will be considered by the ministry in preparing the proposed revisions to the regulation.

Completed response forms or submissions may be submitted as follows:

- By using the form available at the following ministry website:
<https://www2.gov.bc.ca/gov/content/environment/waste-management/food-and-organic-waste/regulations-guidelines>
 - And sending as an attached file to this email address: env.omrr.reg.reviews@gov.bc.ca;
- Or by mail to:
Ministry of Environment and Climate Change Strategy – OMRR Reg Review
525 Superior Street, 3rd Floor
PO Box 9341 Stn Prov Govt
Victoria, BC V8W 9M1

All submissions will be treated with confidentiality by ministry staff and contractors when preparing consultation reports. Please note, however, that comments you provide and information that identifies you as the source of those comments may be publicly available if a Freedom of Information request is made under the *Freedom of Information and Protection of Privacy Act*.

If you have any questions or comments please email: env.omrr.reg.reviews@gov.bc.ca.

Thank you for your time and comments.