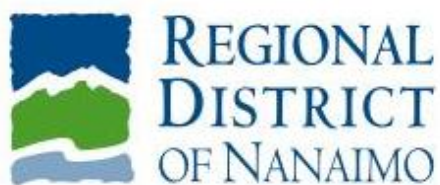


**Regional District of Nanaimo
Drinking Water & Watershed Protection Program:
10 Year Action Plan Implementation Review**

**Appendix Package
September 2018**

Prepared for



Prepared by



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Appendix 1

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Bibliography

The following bibliography itemizes the documents provided to us by RDN that were reviewed in the course of the program review. A number of these are also referenced in the main report.

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The following list itemizes the marketing and communications material provided to us by RDN that were reviewed in the course of the program review.

- RDN. (2018). Irrigation Upgrades & Soil Improvements [Fact sheet].
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- Team WaterSmart. (2016). Top 10 Irrigation Tips [Brochure].
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Appendix 2

Interview Discussion Guide

Regional District of Nanaimo Drinking Water & Watershed Protection Program 10 Year Action Plan Implementation Review Project Overview

The [RDN Drinking Water and Watershed Protection Action Plan](#) was adopted by the RDN Board in 2008 to achieve three objectives:

- increase the level of knowledge regarding drinking water sources and the challenges to their long-term sustainability with respect to development and land use pressures;
- coordinate efforts of Provincial and Local governments and non-governmental organizations; and,
- increase the level of public awareness regarding drinking water and watershed protection issues and RDN activities.

Implementation of the 10-year Action Plan began in 2009. It identifies seven key programs with 26 discreet actions that fall into three general categories: 1) water education & outreach; 2) water science: data collection & monitoring; and, 3) water policy advocacy and planning support.

Many actions under these categories have been successfully implemented and several are ongoing. As we approach the 10-year mark of implementation, a program review is required to evaluate the effectiveness of the Action Plan, and to ensure planning for future programming is informed by past performance and current priorities.

To this end, following a competitive bidding process, RDN hired Victoria-based [Econics](#) to conduct an independent review of the implementation of the Drinking Water & Watershed Protection Action Plan. Econics works exclusively in the area of water sustainability in BC and across Canada. Lead consultants Kirk Stinchcombe and Rebecca Mersereau bring both process expertise and deep subject matter knowledge in water resource management.

Methodologically, Econics' program review will draw information from the following sources, working closely with the Drinking Water and Watershed Protection Program Coordinator:

- a literature review of relevant documentation;
- RDN staff interviews and a staff workshop;
- a workshop with the Program Technical Advisory Committee; and,
- interviews with select stakeholders.

The review kicked off in late June and will take place over the summer. Results will be compiled and presented to the RDN Board in September 2018, followed by the project wrap up in late October. The intent is that this project will pave the way for a larger scope of work, the Drinking Water and Watershed Protection Action Plan *Update* project, expected to take place in 2019.

10 Year Action Plan Implementation Review Interview Discussion Guide

The questions below are intended to guide our scheduled interview, which will take about one hour to complete. More information about the project and how your input will be used will be provided at the start of the interview. Meanwhile, if you have any questions or concerns, please contact Kirk Stinchcombe at kirk@econncs.com or +1 250 588 6851.

1. When and how did you become involved with the Drinking Water & Watershed Protection Program? What has your experience with the program been like so far?
2. Thinking about your specific area of specialization, what benefits has the Drinking Water & Watershed Protection Program produced over the past decade?
3. Thinking again about your specific area of specialization, has program implementation been technically robust? For example, has management of data and information been effective? Has water and watershed science been effectively applied?
4. Thinking about project management, do you think that RDN has done a good job of managing the implementation of the program? Has work been completed on time? On budget? Where has RDN been most successful when it comes to project management? Where are the main areas for future improvement?
5. In your view, how effective has the Technical Advisory Committee been in fulfilling their role of advising RDN board and staff on implementation of the Program?
6. Thinking about interagency coordination and communication (with other local governments, First Nations, the Province and the Federal Government), do you think program implementation has been successful in this area? Are roles clearly defined and understood? What are the main areas for future improvement?
7. Thinking about communications with stakeholders and the public, do you think that RDN has done a good job in this area? Where has RDN been most successful in this area? Where are the main areas for future improvement?
8. Overall, has implementation of the Drinking Water & Watershed Protection Program been successful in your opinion? Why or why not?
9. What significant challenges have come up over the course of your experience with the Drinking Water & Watershed Protection Program? How were these managed by the program team and RDN?
10. What area is most in need of improvement when it comes to implementation of the Drinking Water & Watershed Protection Program? Why?
11. What is your vision for water sustainability in the region? How has the Drinking Water & Watershed Protection Program helped move this vision forward in the 10 years since implementation commenced?
12. Is there anything else you would like to comment on regarding the program?

Appendix 3

List of Interviewees

List of Interviewees

Alexander, R. (2018). General Manager, Regional & Community Utilities. Regional District of Nanaimo. Personal Interview, 30 July, 2018

Chapman, P. (2018). Executive Director. Nanaimo & Area Land Trust. Personal Interview, interviewed on 25 July, 2018.

Epps, K. (2018). Strategic Forester. Island Timberlands. Personal Interview, interviewed on 12 July, 2018.

Fegan, L. (2018). Special Projects Assistant. Regional District of Nanaimo. Personal Interview, interviewed on 23 July, 2018.

Finnie, J. (2018). Former General Manager of Engineering and Utilities. Regional District of Nanaimo (Retired). Personal Interview, interviewed on 30 July, 2018.

Garbutt, G. (2018). General Manager, Strategic & Community Development. Regional District of Nanaimo. Personal Interview, interviewed on 25 July, 2018.

Holm, J. (2018). Manager of Planning. Regional District of Nanaimo. Personal Interview, interviewed on 25 July, 2018.

Lapcevic, P. (2018). Water Protection Section Head, West Coast Region. Forests, Lands, Natural Resource Operations & Rural Development. Personal interview, interviewed on 9 July, 2018.

Law, P. (2018). Community/Stewardship Representative. Mid Vancouver Island Habitat Enhancement Society. Personal Interview, interviewed on 23 July, 2018.

Magee, L. (2018). Regional Drinking Water Coordinator. Island Health. Personal Interview, interviewed on 26 July, 2018.

Pisani, J. (2018). Program Coordinator, Drinking Water & Watershed Protection, Regional District of Nanaimo. Personal Interview, interviewed on 5 and 25 August.

Sims, B. (2018). Director of Engineering & Public Works. Regional District of Nanaimo. Personal Interview, interviewed on 16 July, 2018.

Thompson, P. (2018). Manager of Long-Range Planning. Regional District of Nanaimo. Personal Interview, interviewed on 25 July, 2018.

Appendix 4

Workshop Agendas and Attendee Lists

Agenda

- What:** RDN Staff Workshop for the DWWP Action Plan Implementation Review
- When:** 16 July, 2018
1:00PM to 4:00PM PDT
- Where:** Committee Room, RDN
- Why:**
- To assess the effectiveness of the DWWP program
 - To review what DWWP Action Plan elements have been completed and initiated, to what extent, and why
 - To begin identifying potential improvements to DWWP program implementation to inform an updated plan

Preliminary Schedule	
1:00pm	Introductions & Workshop Overview
1:15pm	Drinking Water and Watershed Protection Plan Overview Presentation (Julie)
1:35pm	Focus Groups Session 1: Debrief on Specific DWWP Programs & Actions
2:15pm	Pulling it All Together: Full-group Exercise to Evaluate DWWP Action Plan Implementation
2:45pm	Break
3:00pm	Focus Groups Session 2: Lessons Learned and Opportunities to Move Forward
3:30pm	Full-group Exercise: Sharing, Sorting & Prioritizing Opportunities to Move Forward
4:00-4:15pm	Closing comments and next steps

Notes:

Agenda

What: Technical Advisory Committee Workshop for the DWWP Action Plan Implementation Review

When: 26 July, 2018
12:00PM to 4:00PM PDT (lunch provided)

Where: Board Chambers, RDN Admin Office, 6300 Hammond Bay Rd

- Why:**
- To assess the effectiveness of the DWWP program
 - To review what DWWP Action Plan elements have been completed and initiated, to what extent, and why
 - To begin identifying potential improvements to DWWP program implementation to inform an updated plan

Schedule	
12:00pm	Introductions & Workshop Overview (concurrent lunch provided)
12:20pm	Drinking Water and Watershed Protection Plan Overview Presentation (Julie)
12:45pm	Focus Group Session: Debrief on Specific DWWP Programs & Actions
1:45pm	Group Discussion: DWWP Successes and Opportunities for Improvement
2:15pm	Break
2:30pm	Group Discussion: Identifying and Applying Lessons Learned
3:00pm	Looking Ahead: Group Exercise to Prioritize Program Goals
3:15pm	Looking Ahead: Group Discussion of Opportunities to Move Drinking Water and Watershed Protection Forward
3:45-4:00pm	Closing comments and next steps

Notes:

List of Workshop Attendees

Regional District of Nanaimo Staff Workshop Attendees List (16 July, 2018)

Name	Title	Organization
Julie Pisani	DWWP Program Coordinator	Regional District of Nanaimo
Sean DePol	Director, Water and Wastewater	Regional District of Nanaimo
Paul Thompson	Manager, Long Range Planning	Regional District of Nanaimo
Gerald St. Pierre	Project Engineer, Water Services	Regional District of Nanaimo
Deborah Churko	Engineering Technologist, Water Services	Regional District of Nanaimo
Shelley Norum	Wastewater Program Coordinator	Regional District of Nanaimo
Lisa Moilanen	Communications Coordinator	Regional District of Nanaimo
Kevin Robillard	GIS Coordinator	Regional District of Nanaimo
Pamela Newton	GIS Technician	Regional District of Nanaimo

**Drinking Water and Watershed Protection Technical Advisory Group
Workshop Attendees List (26 July, 2018)**

Name	Title	Organization
Lauren Fegan	DWWP Special Projects Assistant, RDN	Regional District of Nanaimo
Alan Gilchrist	Professor	Vancouver Island University
Ken Epps	Stand Management Forester	Island Timberlands
Antonio Barroso	Hydrogeologist	GW Solutions
William Shulba	Senior Freshwater Specialist	Islands Trust
Joe McCallum	DWWP Special Projects Assistant	Regional District of Nanaimo
Capri Brugge	DWWP Special Projects Assistant	Regional District of Nanaimo
Leon Cake	Director	Coastal Water Suppliers Association
Pam Jorgenson	Land Use Forester	TimberWest Forest Co.
Murray Walters	Manager of Water Services	Regional District of Nanaimo
Julie Pisani	DWWP Program Coordinator	Regional District of Nanaimo
Kate Miller	Manager, Environmental Sciences	Cowichan Valley Regional District
Harriet Ruedgeberg	General Public Representative	District 68
Sylvia Barroso	Regional Hydrogeologist	Ministry of Forests, Lands and Natural Resource Operations
Lynne Magee	Drinking Water Coordinator	Vancouver Island Health Authority