

REGIONAL DISTRICT OF NANAIMO

**BOARD MEETING
TUESDAY, MAY 23, 2006
(immediately following the Hospital Board meeting)**

(RDN Board Chambers)

A G E N D A

PAGES

1. **CALL TO ORDER**
- SPECIAL PRESENTATION**
- 11 **Norma Stumborg**, re Intermediate Certificate in Local Government Administration.
2. **DELEGATIONS**
- 12-13 **Violet Smith and S/Sgt. Randy Munro**, re John Howard Society funding.
3. **BOARD MINUTES**
- 14-19 Minutes of the Board meeting held April 25, 2006.
4. **BUSINESS ARISING FROM THE MINUTES**
5. **COMMUNICATIONS/CORRESPONDENCE**
- 20-36 **Blain Sepos, Oceanside Tourism Association**, re Update on the Progress of the Oceanside Community Tourism Foundation.
6. **UNFINISHED BUSINESS**
- BYLAWS**
- For Adoption.**
- 37-40 *That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.330, 2006" be adopted. (Electoral Area Directors except EA 'B' – One Vote)*

This is a bylaw to amend the existing CD13 zoning to allow for additional RV/camping spaces. The Board granted 3rd reading for the bylaw on February 28, 2006.

- 41 *That "Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.12, 2006" be adopted. (All Directors – One Vote)*

This is a bylaw to amend the boundaries of the Rural Streetlighting LSA to provide for the addition of a streetlight to a cul-de-sac off Davenham Road – Area E.

- 42 *That "Electoral Area 'F' Community Parks Local Service Amendment Bylaw No. 804.03, 2006" be adopted. (All Directors – One Vote)*

This is a bylaw to amend the community parks requisition limit in Electoral Area "F".

- 43 *That "Regional District of Nanaimo Pump and Haul Local Service Area Amendment Bylaw No. 975.42, 2006" be adopted. (All Directors – One Vote)*

This is a bylaw to incorporate the property located at 7463 Industrial Way, in the District of Lantzville, into the Pump and Haul Service Area.

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

7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

- 44-47 Minutes of the Electoral Area Planning Committee meeting held May 9, 2006. (for information)

PLANNING

AMENDMENT APPLICATIONS

Zoning Amendment Application No. ZA0602 – Jane England Abbott – Island Highway West – Area G. (Electoral Area Directors except EA 'B' – One Vote)

- 1. That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.334, 2006", to rezone the properties, on the Island Highway West in Electoral Area 'G', from Public 1 Subdivision District 'M' (PU1M) to Residential 2 Subdivision District 'M' (RS2M) be given 1st and 2nd reading.*
- 2. That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.334, 2006, be approved to proceed to Public Hearing.*
- 3. That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.334, 2006", be delegated to Director Sunhope or his alternate.*

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. 60611 – Surfwood Supply Ltd./Keith Brown Associates Ltd. – 2130 Schoolhouse Road - Area A. (Electoral Area Directors except EA 'B' – One Vote)

Delegations wishing to speak to Development Permit Application No. 60611.

That Development Permit No. 60611 with variances to allow for the construction of two industrial buildings be approved according to the terms outlined in Schedule No. 1 and subject to the Board's consideration of the comments received as a result of public notification.

Development Permit Application No. 60614 – Don and Sharon Milburn – 5461 Deep Bay Road – Area H. (Electoral Area Directors except EA 'B' – One Vote)

Delegations wishing to speak to Development Permit Application No. 60614.

That Development Permit Application No. 60614, to allow the removal of an existing dwelling and the construction of a new dwelling at 5461 Deep Bay Road, be approved according to the terms outlined in Schedule No. 1.

Development Permit Application No. 60617 – Byran Witcomb on behalf of Western Cruiser Sales Ltd. – 1451 East Island Highway – Area E. (Electoral Area Directors except EA 'B' – One Vote)

Delegations wishing to speak to Development Permit Application No. 60617.

That Development Permit Application No. 60617, to allow a sales and service building, four storage buildings, landscaping and parking improvements and a fascia sign at 1451 Island Highway East, be approved subject to the terms of Schedule No. 1.

Development Permit Application No. 60620 – Helen Sims for Craig Finney and Lisa Marie Welker-Finney – Maple Guard Drive – Area H. (Electoral Area Directors except EA 'B' – One Vote)

Delegations wishing to speak to Development Permit Application No. 60620.

That Development Permit Application No. 60620, with a variance to allow the construction of a dwelling, be approved according to the terms outlined in Schedule No. 1 and subject to consideration of the comments received as a result of public notification.

Development Permit Application No. 60621 – Fern Road Consulting Ltd., on behalf of Michael Eddy, Lorie Eddy, Patricia Greenham and Corinne Barker – Moors, Blackbeard and Maple Guard Drives – Area H. (Electoral Area Directors except EA 'B' – One Vote)

Delegations wishing to speak to Development Permit Application No. 60621.

- 1. That Development Permit Application No. 60621 submitted by Fern Road Consulting Ltd., on behalf of Fern Road Consulting Ltd., on behalf of Michael Eddy, Lorie Eddy, Patricia Greenham & Corinne Barker, in conjunction with the subdivision on the parcels legally described as Lots 8, 9 & 10, All of District Lot 40, Newcastle District, Plan 20505 and designated within the Environmentally Sensitive Areas Development Permit Area, be approved subject to the conditions outlined in Schedules No. 1 and 2 of the corresponding staff report.*

2. *That Schedule 1 be amended to require the placement of a covenant limiting placement of a second dwelling unit on the new lots created.*

Development Permit Application No. 60623 – Request for 10% Frontage Relaxation – Timberlake-Jones Engineering Ltd., on behalf of Timberstone Development Ltd. – Northwest Bay Road – Area E. (Electoral Area Directors except EA ‘B’ – One Vote)

Delegations wishing to speak to Development Permit Application No. 60623.

1. *That Development Permit Application No. 60623 submitted by Timberlake-Jones Engineering Ltd., on behalf of Timberstone Developments Ltd., in conjunction with the subdivision on the parcel legally described as Lot 1, DL 68, Nanoose District, Plan 3940 Except For Part in Plan VIP80339 and designated within the Sensitive Ecosystem Protection and the Farm Land Protection Development Permit Areas be approved subject to the conditions outlined in Schedules No. 1, 2 and 3 of the corresponding staff report.*
2. *That the request for relaxation of the minimum 10% frontage requirement for proposed Lots 11 and 12 be approved.*

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit Application No. 90609 – Kawerau and Butler – 1405 Reef Road – Area E. (Electoral Area Directors except EA ‘B’ – One Vote)

Delegations wishing to speak to Development Variance Permit Application No. 90609.

That Development Variance Permit Application No. 90609, to relax the front lot line setback from 8.0 metres to 5.7 metres to facilitate the replacement and extension of an existing attached garage at 1405 Reef Road, be approved according to the terms outlined in Schedule No. 1 and subject to the Board’s consideration of comments received as a result of public notification.

OTHER

Request for RDN to Consider the Development of a Manufactured Home Park at 410 Martindale Road – Area G. (Electoral Area Directors except EA ‘B’ – One Vote)

That this report be received for information and that the general issue of the need to revise the Urban Containment Boundary in the vicinity of the City of Parksville be considered as part of the Electoral Area ‘G’ Official Community Plan Review.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Building Permit for 2991 Northwest Bay Road – Area E. (Electoral Area Directors except EA ‘B’ – One Vote)

That the issues raised by the delegation with respect to approval of a building permit for 2991 Northwest Bay Road, be referred to staff and a report prepared for consideration at the next Electoral Area Planning Committee meeting.

7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

48-54 Minutes of the Committee of the Whole meeting held May 9, 2006. (for information)

CORPORATE SERVICES

ADMINISTRATION

Special Occasion License/Special Event Permit – Status Report. (All Directors – One Vote)

That the Special Occasion License/Special Event Permit status report be received for information.

RDN Partnership with Sunyani, Ghana. (All Directors – One Vote)

- 1. That the Board receive the update regarding the partnership project between the RDN and the Sunyani Municipal Assembly.*
- 2. That the remaining two exchange missions for 2006 be approved.*
- 3. That the partnership with the Sunyani Municipal Assembly be put on hold for one year during 2007.*

Certified Population Figures – Town of Qualicum Beach. (All Directors – One Vote)

That the report regarding the certified population figures for the Town of Qualicum Beach be received for information.

Port Theatre Society Agreement. (All Directors – Weighted Vote)

That the Board authorize entering into a three year agreement with the Port Theatre Society for a term ending December 31, 2008.

FINANCE

2005 Annual Financial Report. (All Directors – One Vote)

That the 2005 Annual Financial Report be received.

Annual Report of Directors' and Committee Members' Remuneration and Expenses. (All Directors – One Vote)

That the 2005 report on remuneration and expenses for Board and Committee members be received.

2005 Financial Information Report. (All Directors – Weighted Vote)

That the 2005 Financial Information Act report be received, approved and forwarded to the Ministry of Community Services.

2006 Revenue Anticipation Borrowing Bylaw No. 1485.

(All Directors -- Weighted Vote)

1. *That "Regional District of Nanaimo 2006 Revenue Anticipation Borrowing Bylaw No. 1485, 2006" be introduced for first three readings.*

(All Directors – 2/3)

2. *That "Regional District of Nanaimo 2006 Revenue Anticipation Borrowing Bylaw No. 1485, 2006" having received three readings be adopted.*

FIRE DEPARTMENTS

Renewal of the Fire Protection Service Agreement with the Coombs-Hilliers Volunteer Fire Department. (All Directors – Weighted Vote)

That the fire services agreement with the Coombs-Hilliers Volunteer Fire Department be renewed for an initial five year term from January 1, 2005 to December 31, 2009 and provide for three further five year renewal terms.

Coombs-Hilliers Fire Protection Loan Authorization Amendment Bylaw No. 1370.01 – to Amend Amounts to be Expended on Capital Improvements. (All Directors – Weighted Vote)

That "Regional District of Nanaimo (Coombs-Hilliers Fire Protection) Loan Authorization Amendment Bylaw No. 1370.01, 2006" be introduced for first three readings and be forwarded to the Ministry of Community Services for approval.

DEVELOPMENT SERVICES

PLANNING

2006 Local Government Infrastructure Planning Grant Program. (All Directors – One Vote)

1. *That the Board support the following applications (with priorities noted) to the Local Government Infrastructure Planning Grant Program for financial assistance for the Red Gap Village (priority #1), Arbutus Park (priority #2) and Cottam/Dorcas Point (priority #3) communities.*
2. *That the RDN share of study costs be recovered from Electoral Area 'E' in 2007.*

SUBDIVISIONS AND ENGINEERING STANDARDS

Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.13 (four properties on Balsam Road – Area A). (All Directors – One Vote)

1. *That the parcels legally described as Lot 1, Plan VIP76441; Lot B, Plan DD EX27351; Lot, Plan VIP67939; and Lot 13, Plan 27070; all within the Cranberry District, be included in the Rural Streetlighting Local Service Area.*
2. *That “Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.13, 2006” be introduced, read three times and forwarded to the Inspector of Municipalities for approval.*

ENVIRONMENTAL SERVICES

SOLID WASTE

Bobell Trucking Services Purchase Order Extension. (All Directors – Weighted Vote)

That the Board authorize an extension of hauling services with Bobell Trucking Ltd. to June 30, 2006 for an additional cost of \$90,000, which represents a cumulative value of \$169,000.

Nanaimo Recycling Exchange Relocation Assistance. (All Directors – Weighted Vote)

That the Board approve a \$75,000 contribution to the Nanaimo Recycling Exchange towards start-up costs of a dedicated recycling facility to deliver region-wide stewardship services.

UTILITIES

Arrowsmith Water Service Joint Venture Agreement Amendment. (All Directors – Weighted Vote)

That the Board approve the Agreement to Amend the Joint Venture Agreement (Appendix A to the staff report) which extends the agreement to March 31, 2010 and direct staff to formally execute the Agreement on behalf of the RDN.

French Creek Water Service Area – Bolted Steel Tank Reservoir Reconditioning – Release of Reserve Funds. (All Directors – One Vote)

That the Board approve the release, in accordance with the financial plan, of up to \$100,000 from the French Creek Water Service Area reserve fund for the reconditioning of the French Creek Water Service Area Bolted Steel Reservoir.

RECREATION AND PARKS SERVICES

Gabriola Island Parks and Open Space Advisory Committee – Terms of Reference. (All Directors – One Vote)

That the revised Terms of Reference for the Gabriola Island (Electoral Area 'B') Parks and Open Space Advisory Committee be approved.

COMMISSION, ADVISORY & SELECT COMMITTEE

Electoral Area 'H' Parks and Open Space Advisory Committee. (All Directors – One Vote)

That the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held February 22, 2006 be received for information.

Regional Parks and Trails Advisory Committee. (All Directors – One Vote)

That the minutes of the Regional Parks and Trails Advisory Committee meeting held April 4, 2006 be received for information.

Regional Growth Monitoring Advisory Committee/State of Sustainability Project. (All Directors – One Vote)

That the minutes of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meeting held April 12, 2006 be received for information.

District 69 Recreation Commission. (All Directors – One Vote)

That the minutes of the District 69 Recreation Commission meeting held April 20, 2006 be received for information.

Emergency Preparedness Standing Committee. (All Directors – One Vote)

That the minutes of the Emergency Preparedness Standing Committee meeting held April 20, 2006 be received for information.

Transit Business Plan Update Select Committee.

(All Directors – One Vote)

- 1. That the minutes of the Transit Business Plan Update Select Committee meeting held April 27, 2006 be received for information.*
- 2. That a further analysis be completed on the provision of washroom facilities at the Fitzwilliam/Prideaux Exchange and temporary washroom facilities be provided while the review is taking place.*

(All Directors – Weighted Vote)

3. *That the 2006/2007 Annual Operating Agreement (AOA) with BC Transit be approved and that staff be directed to prepare an amendment to the AOA that will allow an increase to the number of buses in the Transportation Services fleet for consideration by the Board.*

(All Directors – One Vote)

4. *That staff prepare a report on accommodating a Friday Night Movies service to Nanaimo for Parksville and Qualicum Beach.*

Grants-in-Aid Committee.

(All Directors – One Vote)

That the minutes of the Grants-in-Aid Committee meeting held May 1, 2006 be received for information.

(EA's A, B, C, Nanaimo - Weighted Vote)

School District 68

<i>Cedar Community Policing Office</i>	\$	750
<i>Cedar School & Community Enhancement Society</i>	\$	900
<i>Hope Centre</i>	\$	900
<i>Jonanco Hobby Workshop</i>	\$	878

(Parksville, Qualicum Beach, EA's E, F, G, H - Weighted Vote)

School District 69

<i>Arrowsmith Search & Rescue Society</i>	\$	920
<i>District 69 Family Resource Association</i>	\$	958
<i>Friends of Nunoose Library Centre Society</i>	\$	900
<i>Friends of the Library/Parksville, Qualicum Beach</i>	\$	600
<i>Lighthouse Country Marine Rescue Society</i>	\$	2,000
<i>Parksville & District Historical Society (Craig)</i>	\$	1,000
<i>Parksville Garden & Parkland Society</i>	\$	500
<i>Qualicum Beach Historical and Museum Society</i>	\$	1,000
<i>Royal Canadian Legion Branch #211 (Bowser)</i>	\$	3,106

7.3 EXECUTIVE STANDING COMMITTEE

7.4 COMMISSIONS

7.5 SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS

East Wellington – Pleasant Valley Parks and Open Space Advisory Committee.
(All Directors – One Vote)

55-56

Minutes of the East Wellington – Pleasant Valley Parks and Open Space Advisory Committee meeting held April 24, 2006. (for information)

8. ADMINISTRATOR'S REPORTS

- 57-59 Greater Nanaimo Pollution Control Centre – Gravity Thickeners Award of Design Services. (All Directors – Weighted Vote)
- 60-65 French Creek Sewer Bylaw No. 813.37 and Northern Community Sewer Bylaw No. 889.42 -- bylaw to remove property from the service area - McDonald Property – 808 Wembley Road -- Area G.
- Nanaimo Fish and Game Club Fire Services Agreement. (Report to be circulated) (All Directors – Weighted Vote)

9. ADDENDUM

10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

11. NEW BUSINESS

12. BOARD INFORMATION (Separate enclosure on blue paper)

13. ADJOURNMENT

14. IN CAMERA

That pursuant to Section 90(1) (i) of the Community Charter the Board proceed to an In Camera meeting to consider items related to legal issues.



March 20, 2006

Chair Joe Stanhope and Board
Nanaimo Regional District
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

Dear Chair Stanhope and Board:


I am pleased to advise you that Norma Stumborg, Planner for the Nanaimo Regional District, was awarded an Intermediate Certificate in Local Government Administration at a recent meeting of the Provincial Board of Examiners.

Ms. Stumborg's certificate is enclosed for presentation to her. At your discretion, you may wish to present the certificate either informally or formally along with your Board. The British Columbia Board of Examiners greatly appreciates your cooperation in making this presentation at your earliest convenience.

You may know that the BC Board of Examiners is established under Section 204 of the *Local Government Act*. A major function of the Board is the granting of certificates in Local Government Administration and Local Government Management to senior local government officials who qualify under the Regulations of the Board.

Ms. Stumborg is to be commended on this achievement which recognizes both her academic qualifications and work experience in the local government field.

Yours truly,


Dale Wall
Chair
Board of Examiners
boe.certmayorlet.doc

Ministry of Community
Services

Board of Examiners

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**Nanaimo Region
John Howard Society**

CONFIDENTIAL

Fax

To: LINDA BURGONE	From: VIOLET SMITH
Fax: 390-0653	Pages: 2
Phone:	Date: 2 MAY 2006
Re: PRESENTATION	CC:

Attached is the presentation To the REGIONAL DISTRICT BOARD FOR MAY 23, 2006 - 7:00 PM.

PRESENTERS: S/SGT. RANDY MUNRO - NANAIMO RCMP.

VIOLET SMITH, PROGRAM MANAGER

NANAIMO REGION JOHN HOWARD SOCIETY

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The Nanaimo Region John Howard Society in partnership with the Nanaimo RCMP detachment has offered a Restorative Justice Program since 1997.

The program is an alternative program for dealing with offenders who have committed an offence and who have little or no criminal history.

The process offers victims an opportunity to participate in the process, telling the offender(s) how they feel about the inappropriate behavior, have a say in the how the harm should be repaired, receive support from family and friends as well as gain healing and closure.

Offenders face the consequences of their actions, recognize how they have affected others, apologize to those they have harmed and provide reparation for the harm they have caused as well as possibly be forgiven. Their family and friends are included for support.

Forums are facilitated by a trained volunteer/staff member and include a RCMP member.

This past fiscal year total referrals were 287 from Police and 2 from Crown Counsel's office. 9.7% of the referrals were from Gabriola Island, Cedar, Extension and Lantzville.

We would like to ask the Regional District for \$5,000.00 annual funding for our program.

The Annual cost of the program is \$62,000.00 and the City of Nanaimo have contributed \$50,000.00 core funding. The \$5,000.00 request is based on the 9.7% of the cases from the Regional District and would bring our program closer to balancing the annual budget.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR MEETING OF THE BOARD
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, APRIL 25, 2006, AT 7:00 PM IN THE
RDN BOARD CHAMBERS

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director B. Sperling	Electoral Area B
Director M. Young	Electoral Area C
Alternate	
Director F. Van Eynde	Electoral Area E
Director L. Biggemann	Electoral Area F
Alternate	
Director D. Heenan	Electoral Area H
Alternate	
Director S. Herle	City of Parksville
Director T. Westbrock	Town of Qualicum Beach
Alternate	
Director B. Dempsey	District of Lantzville
Director G. Korpan	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director D. Brennan	City of Nanaimo
Director J. Manhas	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director B. Holdom	City of Nanaimo

Also in Attendance:

C. Mason	Chief Administrative Officer
B. Lapham	Gen. Mgr. of Development Services
J. Finnie	Gen. Mgr. of Environmental Services
T. Osborne	Gen. Mgr. of Recreation & Parks
N. Avery	Manager of Financial Services
M. Pearse	Manager of Administrative Services
N. Tonn	Recording Secretary

SPECIAL PRESENTATION

Norma Stumborg, re Intermediate Certificate in Local Government Administration.

Ms. Stumborg was not in attendance. The presentation will be made at the next meeting of the Board.

BOARD MINUTES

MOVED Director Brennan, SECONDED Director McNabb, that the minutes of the regular Board meeting held March 28, 2006 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Joy Becvar, Dashwood Volunteer Fire Department, re Proposed Extension of the Dashwood Fire Protection Area.

MOVED Director McNabb, SECONDED Director Biggemann, that the correspondence from the Dashwood Volunteer Fire Department regarding the proposed extension of the Dashwood Fire Protection Area be received for information.

CARRIED

UNFINISHED BUSINESS

BYLAWS

For Adoption.

Bylaw No. 500.328 – Land Use and Subdivision Amendment Bylaw – Coulson – 161 Horne Lake Road – Area H.

MOVED Director Heenan, SECONDED Director Biggemann, that “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.328, 2006” be adopted.

CARRIED

Bylaw No.500.332 – Land Use and Subdivision Amendment Bylaw – LWBC/Island Cash Buyers – Deep Bay – Area II.

MOVED Director Heenan, SECONDED Director Biggemann, that “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.332, 2006” be adopted.

CARRIED

Bylaw No. 1476.

MOVED Director McNabb, SECONDED Director Burnett, that “Regional District of Nanaimo Regional Parks and Trails Service Loan Authorization Bylaw No. 1476, 2006” be adopted.

CARRIED

Bylaw No. 1480.

MOVED Director McNabb, SECONDED Director Burnett, that “Regional District of Nanaimo (Regional Parks Service) Security Issuing Bylaw No. 1480, 2006” be adopted.

CARRIED

Bylaw No. 1484.

MOVED Director McNabb, SECONDED Director Burnett, that “Regional District of Nanaimo Interim Financing (Regional Parks) Bylaw No. 1484, 2006” be adopted.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS

ELECTORAL AREA PLANNING STANDING COMMITTEE

MOVED Director Burnett, SECONDED Director Young, that the minutes of the Electoral Area Planning Committee meeting held April 11, 2006 be received for information.

CARRIED

PLANNING

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. 60612 – Park Land Consideration – Request for 10% Frontage Relaxation – Gerry Lindberg on behalf of Mark Keen – 1004, 1006 & 1012 Nanaimo River Road – Area C.

MOVED Director Young, SECONDED Director Biggemann, that Development Permit Application No. 60612 submitted by G Lindberg, BCLS, on behalf of Mark Keen, in conjunction with the subdivision on the parcels legally described as The Remainder of The West 39 Acres of Section 6, Range 3, The Remainder of The West 40 Acres of Section 5, Range 3, and The South West 12 Acres of Section 7, Range 3, All Within Cranberry District and designated within the Watercourse Protection and the Sensitive Ecosystem Development Permit Areas be approved subject to the conditions outlined in Schedules No. 1 and revised Schedule No. 2 of the corresponding staff report.

CARRIED

MOVED Director Young, SECONDED Director Van Eynde, that the park land proposal, in the amount and location as shown on Schedule No. 2 of the staff report, be accepted subject to the conditions set out in Schedule No. 3 of the staff report.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that the request for relaxation of the minimum 10% frontage requirement for proposed Lots 1, 2, 3, and 7 be approved.

CARRIED

Development Permit Application No. 60616 – Helen Sims for May and Ronald Lou-Poy – 863 Flamingo Drive – Area G.

MOVED Director Young, SECONDED Director Burnett, that Development Permit Application No. 60616, to allow the construction of an addition to an existing dwelling at 863 Flamingo Drive and to relax the interior side lot line from 2.0 metres to 1.7 metres, be approved according to the terms outlined in Schedule No. 1, and subject to the Board's consideration of comments received as a result of the public notification.

CARRIED

OTHER

Electoral Area 'G' Official Community Plan Review – Terms of Reference.

MOVED Director Young, SECONDED Director Burnett, that the staff report on the Electoral Area 'G' Official Community Plan Review Terms of Reference be received.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that the Electoral Area 'G' Official Community Plan Review Terms of Reference (Attachment No. 1) be endorsed by the Board.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Property Rezoning – 410 Martindale Road – Area G.

MOVED Director Young, SECONDED Director Van Eynde, that staff prepare a report for the next Electoral Area Planning Committee meeting on the proposed rezoning of the property at 410 Martindale Road to allow for a manufactured home park.

CARRIED

COMMITTEE OF THE WHOLE STANDING COMMITTEE

MOVED Director McNabb, SECONDED Director Korpan, that the minutes of the Committee of the Whole meeting held April 11, 2006 be received for information.

CARRIED

CORPORATE SERVICES

Technical Exchange Mission February 2006 – RDN Partnership with Sunyani, Ghana.

MOVED Director Westbrook, SECONDED Director Brennan, that the Board receive the update regarding the partnership project between the RDN and the Sunyani Municipal Assembly.

CARRIED

ENVIRONMENTAL SERVICES

LIQUID WASTE

Greater Nanaimo Pollution Control Centre Walley Creek Relocation/Restoration Project.

MOVED Director McNabb, SECONDED Director Biggemann, that the Regional District of Nanaimo award the Greater Nanaimo Pollution Control Centre Walley Creek Relocation/Restoration project for the tendered amount of \$622,828.02 to Windley Contracting Ltd.

CARRIED

SOLID WASTE

Partners for Climate Protection Program Update.

MOVED Director Holdom, SECONDED Director Sperling, that the update on the implementation of the Partners for Climate Protection Program be received by the Board for information.

CARRIED

UTILITIES

Fairwinds Water Local Service Area Reserve Fund Expenditure Amendment Bylaw No. 1473.01.

MOVED Director Van Eynde, SECONDED Director Westbrook, that "Fairwinds Water Local Service Area Reserve Fund Expenditure Amendment Bylaw No. 1473.01, 2006" be introduced for three readings.

CARRIED

MOVED Director Van Eynde, SECONDED Director Westbrook, that "Fairwinds Water Local Service Area Reserve Fund Expenditure Amendment Bylaw No. 1473.01, 2006" having received three readings be adopted.

CARRIED

RECREATION AND PARKS SERVICES

Cedar School and Community Enhancement Society Request for Funding.

MOVED Director Burnett, SECONDED Director Young, that the Regional District approve the transfer of funds in the amount of \$2,500 to the Cedar School and Community Enhancement Society to assist with the provision of the summer children's program in Electoral Area 'A'.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

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

MOVED Director Sperling, SECONDED Director Holdom, that the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held November 14, 2005 be received for information.

CARRIED

District 69 Recreation Commission.

MOVED Director Van Eynde, SECONDED Director Biggemann, that the minutes of the District 69 Recreation Commission meeting held March 16, 2006 be received for information.

CARRIED

Climate Change Select Committee.

MOVED Director Holdom, SECONDED Director Sperling, that the minutes of the Climate Change Select Committee meeting held March 16, 2006 be received for information.

CARRIED

ADMINISTRATOR'S REPORTS

Development Permit No. 60618 – Pacific Shores Nature Resort – 1600 Stroulger Road – Area E.

MOVED Director Van Eynde, SECONDED Director McNabb, that Development Permit Application No. 60618, to amend Development Permit No. 9919 to change the size and location of Building No. 8 of the Pacific Shores Nature Resort, be approved according to the terms outlined in Schedule No. 1.

CARRIED

NEW BUSINESS

A Channel Media Release.

Director Korpan announced that A Channel News has expanded their coverage to central Vancouver Island and that starting May 1, 2006 a one half hour segment of their evening news will be dedicated to news specifically originating in the central island region.

Climate Control.

Director Korpan noted recent reports on the immediate need for change to limit the contamination of the world's atmospheric environment.

IN CAMERA

MOVED Director Brennan, SECONDED Director McNabb, that pursuant to Section 90(1)(i) of the *Community Charter* the Board proceed to an In Camera meeting to consider items related to legal issues.

CARRIED

ADJOURNMENT

MOVED Director Brennan, SECONDED Director McNabb, that this meeting adjourn to allow for an In Camera meeting.

CARRIED

TIME: 7:16 PM

CHAIRPERSON

MANAGER, ADMINISTRATIVE SERVICES



R/D N	
CAO	GMES
GMCS	GMR&P
GMDS	GMRT&P
MAY 11 2006	
CHAIR	BOARD
<i>Board Correspondence</i>	
<i>cc: Gilmore</i>	

May 9, 2006

Chairperson Joe Stanhope and Regional District Board of Directors
 Regional District of Nanaimo
 6300 Hammond Bay Road
 Nanaimo, BC V9T 6N2

Dear Chairperson Stanhope and Board of Directors:

On behalf of the Oceanside Community Tourism Foundations (CTF) working group, I would like to update you on our progress on this exciting project and request the Regional District's support as we move forward.

Tourism British Columbia's "Community Tourism Foundations" development program offers a range of tools, proven resources, and customized destination development assistance. The program accommodates the needs of communities at different stages of the tourism development process through a step-by-step approach, and aims to work with twenty communities in British Columbia per year. Oceanside's successful expression of interest made our region the eighth community in BC, the second on Vancouver Island, to have started this process.

Representatives of eleven stakeholder groups from throughout Oceanside participated in a key meeting with Tourism British Columbia representatives on March 9, 2006. The purpose of this initial meeting was to review key components of the local tourism industry, highlight successes and gaps, and to allow Tourism BC representatives to get familiarized with tourism development issues and opportunities. This meeting served as a fact-finding mission for the CTF development program and was the first step towards a more comprehensive work plan between Oceanside communities and Tourism BC.

www.oceansidetourism.com
 Phone: (250) 248-6300 Fax: (250) 248-6308
 P.O. Box 239, 125 McCarter Street, Parksville, British Columbia, Canada V9P 2G4

The CTF working group met for the second time on April 21, 2006 to ratify the initial meeting report/work plan (enclosed) and sign a memorandum of understanding with Tourism BC. Here is a short overview of potential one-time projects identified in the initial meeting report/work plan that will require financial support from the community (specific initiatives will be identified when we complete the comprehensive tourism plan at the end of August):

1. Implementation of product and destination development strategies that Oceanside needs to address including infrastructure, transportation, visitor services, signage, beautification, human resources development, and others.
2. Primary visitor research on branding and community tourism motivators.
3. Development of an ongoing research plan that measures Oceanside's progress toward destination development and marketing strategies.

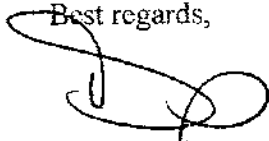
The Oceanside Tourism Association (OTA) has allocated at least \$5,000 for CTF projects in its 2006 budget. OTA is also coordinating the meetings, providing extensive staff support, and hosting our project facilitator when necessary.

On behalf of the working group, we would like to request that the Regional District of Nanaimo consider earmarking its UBCM tourism-related funding to help support Oceanside's CTF programme as we move forward, similar to some other municipalities. The working group is also approaching the City of Parksville and the Town of Qualicum Beach to consider allocating UBCM funds to Oceanside CTF projects. The working group will provide the municipalities with costing details as they become available.

The Oceanside Community Tourism Foundations working group is excited about the opportunities that lie ahead for our region. We look forward to working with the Regional District of Nanaimo, the Town of Qualicum Beach, the City of Parksville, our local working group, and Tourism British Columbia to help us ensure that Oceanside is ready to capitalize on the opportunities of 2010 and beyond.

Please contact me with any questions you may have about Community Tourism Foundations and how we can all work together to significantly grow the business of tourism in our area.

Best regards,



Blain Sepos, OTA Executive Director
on behalf of the Oceanside Community Tourism Foundations working group



Community Tourism Foundations® Program

Initial Meeting Report

**Oceanside, BC
March 9, 2006**

Report Prepared May 8, 2006

Facilitator:
Linda Lee
604-709-3533
Linda.lee@strategexconsultingocm

Tourism BC Representative:
Laura Plant
604-660-3754
laura.plant@tourismbc.com

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COMMUNITY TOURISM FOUNDATIONS
INITIAL MEETING REPORT AND WORKPLAN

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A. COMMUNITY PARTICIPANTS

Date: March 9, 2006

Facilitator:

Linda Lee, Strategex Consulting Group
linda.lee@strategexconsulting.com

Tourism BC Representative:

Laura Plant

Community Participants:

Michele Deakin

Brant Wildlife Festival, Englishman River and Little
Qualicum River Watershed Projects

Peter Doukakis

Executive Director, Parksville and District Chamber of
Commerce

Teryl Greenard
Caroline Grover
Wendy Mauer
Tom Osborne

Project Supervisor, Oceanside Cultural Coalition
Parksville Economic Development Officer
Councillor, Town of Qualicum Beach
Parks and Recreation Manager, Regional District of
Nanaimo

Diane Sampson
Debbie Schug
Blain Sepos
Al Tully

Lighthouse Country Business Assoc.
Coombs Fair

Richard Varela

Executive Directory, Oceanside Tourism
General Manager, Beach Acres Resort, Chair
Oceanside Tourism
Operator, Horne Lake Regional Park and Horne Lake
Caves Provincial Park, Past-Chair Oceanside Tourism

B. SUMMARY OF WALK AROUND

- Overall impression
- Key issues identified for further exploration
- Apparent positioning of community
- Highlights and detractors

On Wednesday, March 8, took ferry from Horseshoe Bay to Nanaimo and spent part of the afternoon in Parksville:

- There were racks of brochures on Parksville/Qualicum on the ferry
- Drove from Nanaimo to Parksville, highway signs were well marked
- Drove down to community beach
- Curling rink
- Downtown Parksville
- Tried to find some of the artists' studios but difficult to find on Artists and Studios map
- Tigh na Mara resort including spa
- Rathtrevor Beach

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Overall impression

I did not know where Oceanside was previous to this project. As a visitor, I was aware of Parksville and Qualicum and had been to this area before on a golf getaway. The beach is spectacular but was not evident from the highway and the highway was not conducive to sightseeing as the traffic was quite fast. When I was by the city hall/library/community centre, I was not sure whether this was the downtown area of Parksville as there were residences across the street. The downtown area is quite dispersed. When I parked the car and walked around the downtown area, there was not much for a visitor to do – there stores selling office supplies, hairdressers, etc. There were a couple of retail stores such as women's wear but it was difficult to see from the street the type of merchandise they sold and they seemed intimidating.

Apparent positioning of community

Parksville only: A great beach in a small town that does not provide much for visitors to do. Likely visitors are self-contained within the beach resorts. Beach town for families with children.

Highlights and detractors (Parksville only)

- Highlights
 - Rathtrevor beach, likely of great interest to families with children.
 - Tigh na Mara resort, self-contained resort catering to families with children and adults.
- Detractors
 - Downtown Parksville was not conducive to strolling and browsing.

C. BIG PICTURE OF TOURISM

1. How much tourism does Oceanside currently have and how much tourism is desired in long term? Participants were asked to rate Oceanside on a scale of 1 to 10 where 1 means no tourism and 10 is similar to Vancouver.

Now	Long Term
Oceanside	
5 (some development, some rural not so developed)	8 (not over run with visitors)
7 (some concentration of development – Qualicum/Parksville, other areas industrial)	9.5 (tastefully integrated with community)
4 (2 month high season)	8 (extend the season)
3 / 4 (underdeveloped in some areas)	10 (not intrusive on community)
4 (lots of opportunity not taking advantage of)	10 (sense of community is part of our product)
5	10 (new investment coming on the market)
6 (growth has started)	9 (tourism is our industry)
5	7 (learn from Canmore/Banff / need community values)
7	8 (community needs to be ready to receive visitors)
Lighthouse Country	
3	8 (need to keep in mind what residents want)

Summary of discussion

There were a range of opinions of where Oceanside was now with regard to tourism, reflecting the differences in the different areas that make up Oceanside. The most frequent response was 5 with the

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range from 3 to 7. Oceanside currently has a fair amount of tourism but participants would like Oceanside to achieve 8 to 10, meaning a significant increase in tourism but still maintaining a livable community that does not feel overrun with visitors. For Lighthouse Country, the starting point is lower but the long term goal is similar to Oceanside in general.

2. Main reasons for visitors to come to Oceanside

- Families with children – leisure trip to beach
- Visit friends & relatives
 - retirement community
- Couples – number 1 market – throughout the year, including snowbirds with longer stays.
- Changing from beaches to nature-based tourism - nature adventure, birds
- Stay in Parksville, go to Qualicum for activities
- Beach is anchor
- Arts & culture - reasons for residents to live here
- Climate
- Rejuvenation

Summary of discussion

Family vacations with the beach as the central activity and visiting friends and relatives are the primary reasons for visitors to come to Oceanside. Other reasons include the mild weather for snowbirds from other parts of Canada.

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D. REVIEW OF EXPRESSION OF INTEREST

1. Tourism Organization and Structure

- Some groups work in isolation but OTA bringing groups together
- Some see themselves as different communities – all want something different
- Common theme – community can decide how to fit in.
- Parksville/Qualicum working together
- Understanding that groups needs to work together
- Parksville economic development covers region, not just Parksville
- Good cooperation here, not seen in other places
- Teamwork but also OK to be independent
- Celebrate each other's differences
- OTA – central registry of events -- helps to coordinate events
- Not involved / should be:
 - First Nations, started ceremonial long house – maybe January 2007, Nanoose / Qualicum
 - Golf alliance
 - Spirit of 2010
 - Community Centres – positioning themselves as conference centres
 - Nature Trust of BC
 - Parksville / Qualicum Wildlife Management Area

Summary of discussion

Parksville/Qualicum are working together well with other groups also cooperating. There is a common understanding that cooperation can lead to the greater good while independent activities can also take place. Those that are listed as not involved and should be need to be included as Oceanside moves forward with this project.

2. Tourism Related Planning

- Oceanside's Tourism Economy – used as source material for planning

Development initiatives – current and planned

- Parksville's Waterfront report – in implementation
- Regional Parks & Trails Plan 2006 to 2016 (RDN) – just started implementation
- Recreational Services Master Plan for Oceanside – currently being developed (RDN)
- Oceanside Cultural Coalition – has strong tourism component – will be establishing own organization – budget of \$150K to start
- Qualicum Bay Arts & Cultural Centre – raising \$ for business plan
- Regional Interpretive Centre -- UNESCO Biosphere -- seeking \$ to prepare business plan
- Pleasant Glen Golf resort – private development
- Surveys done by private operators
- Qualicum Beach / Parksville – reviewing own parks plans
- Retail skills gap analysis – Parksville economic development office
- Malaspina research
- Fairwinds community – golf course?

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Marketing initiatives – current and planned

- Mostly OTA
- Tigh Na Mara
- Fairwinds

Summary of discussion

There are a number of development initiatives that will enhance Oceanside as a destination. Coordinated destination development planning has started with the Parksville economic development officer. Marketing has largely been initiated by Oceanside Tourism Association, Tigh Na Mara Resort, and Fairwinds.

3. Key Destination Attributes

a. Oceanside's Unique Attributes and Competitive Advantages

Beach resort – warmest and safest ocean swimming beaches on BC's west coast	9
Second best cold water diving destination in the world	0
Water based activities	1
Wildlife viewing with 250 species of birds, whales, sea lions, etc., Brant Wildlife Festival, outdoor tourism	4
7 provincial parks, Cathedral Grove, Horne Lake Caves (50k includes camping/park), 4 regional parks, regional trail system	8
One of the highest concentrations of galleries, studios, and antique shops in BC, world class artists	1
Cultural events and festivals	6
6 golf courses	1
Milner Gardens and Woodlands, garden tourism, garden festivals	0
Farms, artisan food producers, agricultural attractions	0
Central location on Vancouver Island	2
Coombs goats on roof	0
Lions Adventure Park	0
UNESCO Mt Arrowsmith biosphere	0
Spas – health & wellness	0
Friendly people	0
Moderate Climate	8

Summary of discussion

The key unique attributes and competitive advantages that Oceanside has compared to other BC communities (among BC, Alberta, and Washington visitors) were identified and prioritized, with the top categories in:

- Nature-based tourism
- Culture tourism

These categories will be examined in the situation analysis as potential areas in which Oceanside might focus its tourism efforts. Other categories that could be examined include golf and agri tourism.

b. Transportation Issues and Challenges

- BC Ferries, scheduling – not late enough, cost, labour disputes
- Airfare from Vancouver is expensive
- HarbourLynx – defunct – people prefer cars
- Local ground transportation – shuttle buses
- Connecting to Ferry terminal

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- Comox airport (used by residents? Visitors?)
 - Qualicum Beach airport but do not guarantee golf clubs.
 - Lack of ground transportation within the area
- c. Accommodations Issues and Challenges
- Good range
 - Concentrated in Parksville
 - Qualicum Beach has aging accommodation
 - Don't have enough staff or affordable housing
- d. F&B, Retail Issues and Challenges
- Lack of staffing
 - Need 2 or 3 more grocery stores
 - Do not meet the needs of visitors -- hours, parking taken by owners
 - Gaps – shops around hotels do not meet needs of visitors – lighting stores
 - Qualicum Beach more geared to visitors F&B
 - Parksville downtown area is too disjointed
 - Don't refer to each other
- e. Attractions Issues and Challenges
- Don't stay open in winter
 - Festivals & natural attractions do meet the needs
 - Attractions do not market – do not try to attract residents
 - Need more rainy day attractions
 - Don't have enough signage
 - Art galleries
 - Curb side appeal
 - Highway signage – e.g. Home Lake Caves – Ministry of Transport – arcane rules
 - Not collaborative with TBC
 - Funding for festivals, museums, marketing and development, business planning
 - No central booking – concierge program
 - Ticket sales to events are sold locally so visitors cannot buy tickets – sold at local book store
 - New ambassador program – awareness of attractions, maps
 - Fams – for locals (tourist in own town), for local tour operators
 - Weak referral network

Summary of discussion about issues and challenges

Getting to Oceanside from the mainland takes money and advance planning (ferry or air) so Oceanside needs compelling reasons for potential visitors. There appears to be enough accommodation units but some upgrades are needed for more upscale visitors. Retail and attractions are significant challenges as more market-ready product is needed to attract more visitors, to move beyond a beach destination.

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4. Research

- Tourism Vancouver Island/Malaspina University College visitor study
- PKF, TBC tracking
- VIC
- BC Parks
- Should share info. locally on a timely basis

Summary of discussion

Some research has been completed but research needs to take place to aid in determining what the area represented by Oceanside should call itself that is understandable to visitors.

5. Financing / Human Resources

- OTA \$650,000
- Qualicum Beach
 - No involvement with economic development
 - No involvement with tourism
 - But this has changed!
 - Site specific zoning
 - Chamber has represented town
 - Attention but no budget in kind?
- Parksville
 - 200k in economic dev. / tourism
 - downtown revitalization strategy
 - VIC
 - Fee for service -- Chamber
 - Oceanside film/tourism
 - Supports tourism initiatives
- Chamber
 - Total budget of \$520K annually
 - HR in kind for tourism development
- RDN
 - Now attention for tourism -- someone to OTA table
 - Asset acquisition to benefit tourism
- Lighthouse Country
 - \$2k to assist in marketing
 - In kind resources -- proof visitors guide, maps
 - product development
- Spirit of BC Community committee, Oceanside \$350k in grant \$. In kind, Arts Now & other 2010 legacies funds
- Oceanside Cultural Coalition -- job creation agency -- could evolve
- Small Communities starting to get involved
- Non traditional partners -- BC Conservation
- Brant Festival -- in kind, knowledge, info
- Strong volunteer culture
- Festivals

Summary of discussion

Tourism in Oceanside is financed through a 2% hotel tax that provides about \$650K annually to Oceanside Tourism Association for marketing initiatives. Qualicum Beach has started to become more involved with tourism. Parksville has invested in an economic development officer with a

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mandate to consider tourism needs (for both Parksville and Qualicum) and makes decisions to benefit tourism. Regional District of Nanaimo has been making significant investments to benefit tourism. Other organizations are supportive and provide in kind and financial resources.

6. Residents

- RDN – some residents don't want visitors in residential areas – drawbridge mentality
- Don't have unanimous support for tourism - cautious
- As long as quality of life can be maintained
- Need education on what tourism is

Summary of discussion

Residents will need to be involved and buy into tourism initiatives.

E. TOURISM ISSUES TO BE ADDRESSED IN PLANNING PROCESS

- Focused research opportunities
- Year round visitation
- Opportunities to extend stays
- Market / export readiness
- Entrepreneurial opportunities
- Improve update by visitors of existing activities
- Brand development where is Oceanside? Re-evaluate its effectiveness
- A regional tourism development (product and industry) and marketing strategy
- Tie into 2010 and before & after (Oceanside artists going to arts festival before 2010 Olympic Games) – Olympic curling facility
- Advice – remember Oceanside is a community of communities

F. NEXT STEPS

- Based on initial meeting, workplan to be developed between Strategex Consulting Group and Tourism BC. Workplan to be reviewed by working committee.

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G. WORKPLAN

While Oceanside has been welcoming visitors for many years, it wishes to take tourism to the next level. Oceanside has historically been a beach destination for families and a fair weather haven for snowbirds, it wishes to move beyond that to achieve higher year round visitation. Oceanside now has the resources and attention of local government to help achieve an informed, coordinated approach to tourism development.

The goal for the Community Tourism Foundations planning process is to help the Oceanside community make tourism decisions. Some specific elements include:

- Primary research that assists in determining the name that should be used to promote the geographic areas currently encompassed by Oceanside.
- A tourism plan that is based on research and quantifiable information where they exist and will identify any additional research required.
- A tourism plan that includes strategies and tactics for destination and product development and for marketing communications. These strategies and tactics need to address how to achieve a longer tourism season, market readiness, priority products, and priority target markets.
- The plan will include a vision for tourism in Oceanside and a positioning statement that defines what Oceanside is and has concrete potential to be that can be used to develop branding elements such as logo, tagline, and a consistent look for marketing communications materials. (The positioning statement is contingent on conducting primary research – this is to be determined.)

To address all of these needs, the proposed workplan contains the following activities, with each one explained in further detail below, identifying responsibilities of Tourism BC, Strategex Consulting Group, and the community working group. A summary timetable is included after the descriptions.

- Information Gathering / Research
- Situation Analysis
- Tourism Plan
- Planning Sessions / Meetings

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Information Gathering / Research

Timeframe: 4 weeks to complete

Activity	Description	Tourism BC / Strategex	Working Group
Tourism inventory	<ul style="list-style-type: none"> Prepare tourism inventory, using formats supplied by Tourism BC Timeframe: 4 weeks to complete 	Provide inventory formats, available information or accommodation. Assist with questions.	Fill in tourism inventory.
Community visitor studies and statistics	<ul style="list-style-type: none"> All available visitor studies and statistics, including visitor information centre, attractions, accommodation properties, etc. Timeframe: 2 weeks to obtain data 	Assist with questions.	Provide studies and statistics.
Current marketing materials	<ul style="list-style-type: none"> All tourism marketing materials to be provided to facilitator. Any results from marketing activities to be provided as available. Timeframe: 2 weeks to obtain data 	Assist with questions.	Provide marketing materials and results from marketing activities.
Primary visitor research related to brand development	<ul style="list-style-type: none"> To be determined 	Complete research.	Provide input as needed.
Primary visitor research on community tourism motivators	<ul style="list-style-type: none"> To be determined 	Complete research.	Provide input as needed.

Situation Analysis

Timeframe: 3 to 4 weeks to complete once information gathering state is complete. Situation analysis can be completed without primary visitor research.

Section of Situation Analysis	Description	Tourism BC / Strategex	Working Group
Introduction and methodology	<ul style="list-style-type: none"> Background on Oceanside and its intent regarding tourism development and the process being followed to develop the tourism plan. 	Prepare.	Review.
Tourism product and destination analysis	<ul style="list-style-type: none"> Analysis of current and planned community tourism products, based on completed inventory. Identification of any infrastructure and policy issues. Review of general destination development issues such as human resources, residents' views of tourism, awareness of tourism among businesses, quality issues, etc. 	Prepare.	
Macro environment	<ul style="list-style-type: none"> Global tourism and economic trends. 	Prepare.	
BC tourism trends	<ul style="list-style-type: none"> Market size in number of visitors and visitor revenue, growth, visitor origin, relevant tourism product sector trends, and forecasts of tourism to BC and to Oceanside, if available. 	Prepare.	Provide relevant community information.
Visitor characteristics	<ul style="list-style-type: none"> Relevant visitor demographics, attitudes and behaviour, and spending patterns of visitors to Oceanside or region, compared to visitors to the region or British Columbia, based on available information. Characteristics of visitors by tourism product sector would be included (e.g. outdoor adventure, visual arts, festivals and events, agri tourism, and golf). 	Prepare.	Provide relevant community information.

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Section of Situation Analysis	Description	Tourism BC / Strategex	Working Group
Evaluation of previous tourism marketing activities	<ul style="list-style-type: none"> Summary of current tourism marketing activities for Oceanside and their results, if available. 	Prepare.	Provide marketing materials and results from activities.
Strengths, weaknesses, opportunities, and threats	<ul style="list-style-type: none"> A summary of the strengths, weaknesses, opportunities, and threats resulting from a facilitated planning session. 	Prepared after planning session.	Review.
Conclusions and implications	<ul style="list-style-type: none"> The few key insights from the situation analysis and planning session that distill the learning from the situation analysis and identify the key areas that the tourism plan must address. 		

Tourism Plan

Timeframe: 2 weeks to prepare sections up to and including strategies. Following meeting to review high level plan and input from working group, additional 3-4 weeks to complete tourism plan.

Section of Tourism Plan	Description	Tourism BC / Strategex	Working Group
Vision	<ul style="list-style-type: none"> Vision is future focused, something to be pursued, a destination, aspirational, and verifiable. 	Prepared based on planning session.	Participate in planning session.
Objectives	<ul style="list-style-type: none"> Quantifiable results that the tourism plan expects to achieve. Objectives should be realistic, achievable, yet challenging, with a timeframe and should be something you can measure. Typically, objectives are stated as number of visitors or visitor revenue by a certain date. If absolute numbers of visitors are difficult to obtain, indicators can be used, including increases in numbers of visitors to a selected sample of tourist sites in your community, number of enquiries, etc. 		
Strategies	<ul style="list-style-type: none"> Strategies describe the broad direction Oceanside will take to achieve the stated objectives. Strategies look longer term and may not change from year to year while tactics are short-term actions to achieve the implementation of a strategy. 		
Target markets	<ul style="list-style-type: none"> The types of visitors that are priorities for Oceanside, stating primary and secondary target markets. Include geographic target markets, demographic, and activity-based target groups. 	Prepared based on situation analysis.	Review.
Brand positioning	<ul style="list-style-type: none"> A statement that clearly states how Oceanside as a tourism destination will be positioned and the rationale for the positioning statement. This positioning statement would be used to provide direction for product development and promotional activities, including logo and tagline development. 	Prepared based on primary research.	
Length of stay	<ul style="list-style-type: none"> The length of stay that Oceanside is trying to achieve from visitors, from day visits to short overnight getaways to longer vacations. 	Prepared based on situation analysis.	

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Section of Tourism Plan	Description	Tourism BC / Strategex	Working Group
Priority product and destination development categories and strategies	<ul style="list-style-type: none"> The types of products that Oceanside has decided will be the focus for its tourism development activities and the strategies that Oceanside needs to undertake to overcome destination development challenges. The categories to be addressed include infrastructure and policy (including transportation), visitor services, accommodation, attractions (including nature-based and cultural), etc. 	Prepared based on planning session.	Participate in planning session.
Priority promotional strategies	<ul style="list-style-type: none"> The types of promotional activities that Oceanside has decided will be priorities, including media relations, advertising, joint or levered promotions, trade shows, etc. 		
Research and evaluation	<ul style="list-style-type: none"> The research tools that will be used to measure the stated objectives. Any research initiatives to measure visitation and better understand visitors to Oceanside, including participation in Tourism BC research activities. This section could also summarize all the evaluation tools that will be needed to measure the tactics. 	Prepare.	Review.
Tactics and implementation plans	<ul style="list-style-type: none"> Tactics are the short-term actions Oceanside will use to achieve the strategies outlined above. There may be several tactics for each strategy. 		
Tactics to achieve shorter term development strategies	<ul style="list-style-type: none"> For each tactic, an implementation plan would be prepared that could include a short description, quantifiable objectives, rationale, action steps, potential partnerships, responsibilities, timeframe, budget, and evaluation mechanism. 		
Tactics to achieve longer term development strategies	<ul style="list-style-type: none"> Even for longer-term strategies, there are activities that could take place over the short term to achieve the longer term results. Same format for each tactic as above. 		
Shorter term promotional strategies	<ul style="list-style-type: none"> Same format for each tactic as above. 		
Longer term promotional strategies	<ul style="list-style-type: none"> Same format for each tactic as above. 		
Budget	<ul style="list-style-type: none"> Itemized by year and activity where information is available. 		

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Planning Sessions / Meetings

Sessions / Meetings	Description	Tourism BC / Strategex	Working Group
Full day planning session	Takes place after the situation analysis is complete. Strengths, weaknesses, opportunities, threats, conclusions and implications, vision, objectives, and strategies will be discussed.	Facilitate session.	Participate in planning session.
Review of high level plan	Half day session to review plan after objectives and strategies have been prepared.	Facilitate session.	Provide input to objectives and strategies.
Review of completed tourism plan	Half day session to review completed plan with detail on tactics and implementation plan.	Facilitate session.	Provide input to tactics and implementation plan.
Broad stakeholder session or open house	Two hour presentation and meeting to obtain feedback from broad stakeholder groups, including residents.	Facilitate session.	Attend and support session.

Timetable

The following represents a quick timetable, consistent with the wishes of the community representatives at the initial meeting. However, due to scheduling, some dates may need to be changed, extending the project.

Week of:	Activity
March 9	Initial meeting
March 13 and 20	Preparation of report and workplan
April 3	Agreement to workplan and signing of Memorandum of Understanding
April 10, 17, 24, and May 1	Information gathering
May 8, 15, 22, and 29	Situation analysis
June 5	Planning session
June 12 and 19	High level plan
June 26	Review of high level plan
July 3, 10, 17, and 24	Completion of tourism plan
July 31	Review of completed tourism plan
August 7 and 14	Revisions to tourism plan and preparation for broad stakeholder session
September 11 or 18	Broad stakeholder session



R D N			
CAO	<i>DA</i>	GMES	
GMCS		GMR&P	
GMOS		GMRT&P	
MAY 15 2006			
CHAIR		BOARD	
<i>Paul</i>			

MEMORANDUM

TO: Jason Llewellyn
Manager of Community Planning

DATE: May 9, 2006

FROM: Paul Thompson
Senior Planner

FILE: 3360 30 0522

SUBJECT: Bylaw Amendment Bylaw No. 500.330 – Rondalyn Resort
Electoral Area 'C' – 1350 Timberlands Road

PURPOSE

To consider Bylaw 500.330 for adoption.

BACKGROUND

Bylaw No. 500.330, 2006, was introduced and given 1st and 2nd reading on January 24, 2006. This was followed by a Public Hearing held on February 15, 2006. The Board granted 3rd reading for the bylaw on February 28, 2006.

The purpose of this amendment bylaw is to amend the existing CD13 zoning for the subject property to allow an additional 30 RV/camping spaces bringing the total number of spaces to 90 (*See Attachment No. 1 for location of subject property*).

At 3rd reading of this bylaw, the Board required that the existing covenant held by the Regional District of Nanaimo (RDN) be amended to correspond with the new zoning and confirmation that the applicant satisfied the requirements of the Ministry of Transportation. These conditions, to be completed prior to consideration of 4th reading of the bylaw, are outlined in *Schedule No. 1*.

The applicant has made the required changes to the registered covenant and has received an Access Permit from the Ministry of Transportation.

ALTERNATIVES

1. To adopt Bylaw No. 500.330.
2. To not adopt Bylaw No. 500.330.

VOTING

All Electoral Area Directors - one vote except Electoral Area 'B'.

SUMMARY

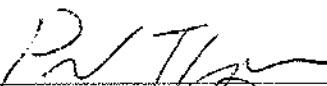
"Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.330, 2006," was considered by the Board and given 1st and 2nd reading on January 24, 2006. Subsequent to that, a public hearing was held on February 15, 2006, and the Board granted 3rd reading on February 28, 2006.

Staff believes the applicant has adequately satisfied the conditions of approval. Therefore, this bylaw can now be considered by the Board for adoption.

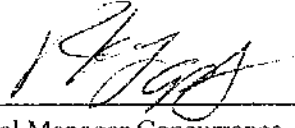
The following recommendation is provided for consideration by the Board.

RECOMMENDATION

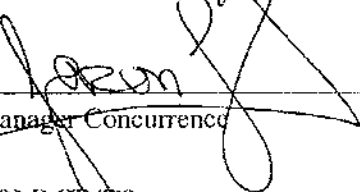
That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.330, 2006", be adopted.



Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

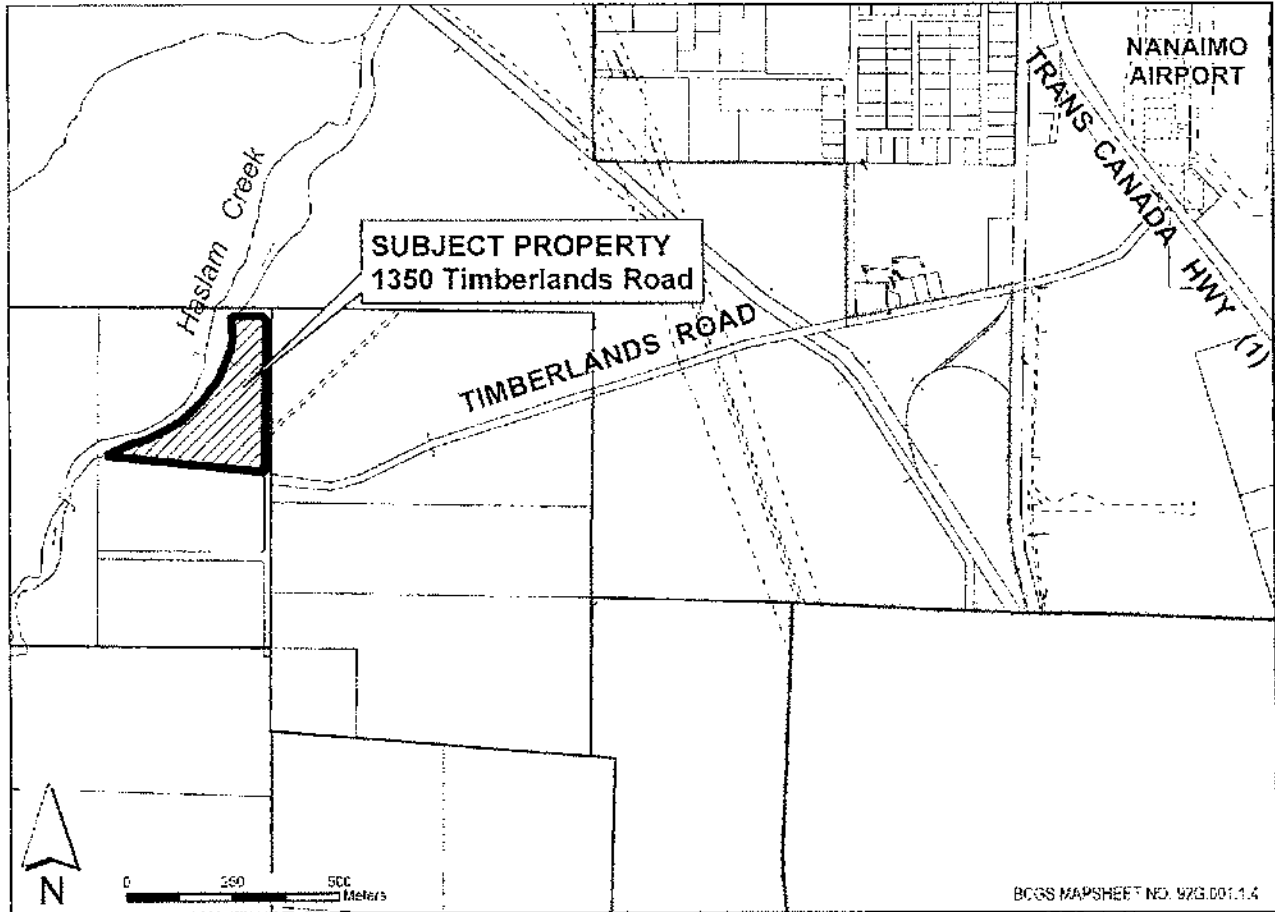
COMMENTS:
devsvs/reports/2006/za ma 3360 30 0522 Rondalyn Resort Adoption Report

Schedule No. 1
Conditions for Approval for
Zoning Amendment Application No. ZA0522
Amendment Bylaw No. 500.330
Rondalyn Resort/Danron Holdings Ltd.

The following conditions are to be completed prior to final reading of "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.330, 2006:"

1. Amending Restrictive Covenant EX63612 that is currently registered on title as follows:
 - a. Changing Section 1(a) so that a total of 90 RV camping spaces, of which only 10 spaces may be continuously occupied for more than six months, is permitted.
 - b. Removing Section 1(h).
2. Confirmation that the conditions as outlined in the January 17, 2006, letter from the Ministry of Transportation have been completed.

Attachment No. 1
Location of Subject Property
ZA0522 Rondalyn Resort/Daaron Holdings Ltd.





April 6, 2006

Robert Lapham
Secretary
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

Dear Robert Lapham:

**Re: Rural Streetlighting Local Service Area Boundary Amendment
Bylaw No. 791.12**

Enclosed herewith is one copy of the above bylaw approved under the provisions of section 802 of the *Local Government Act*. The Regional Board may now adopt the bylaw.

Once the bylaw has been adopted by the Board, please forward one certified copy to this office as required under section 802(7) of the *Local Government Act*. Also, please forward 4 copies of a map outlining the boundaries of the service area, as amended, in order that we may commence procedures to have BC Assessment provide for the necessary coding for taxation purposes.

Yours truly,

Urszula Mezynska
Project Advisor

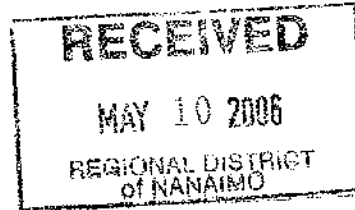
Enclosure

Handwritten note:
May Board meeting agenda for adoption.



L
For Board
Agenda
Thy
N.

May 5, 2006



Maureen Pearse
Manager of Administrative Services
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

Dear Maureen Pearse:

Re: Electoral Area 'F' Community Parks Local Service Amendment Bylaw No. 804.03, 2006

Enclosed herewith is one copy of the above bylaw approved under the provisions of section 802 of the *Local Government Act*. The Regional Board may now adopt the bylaw.

Once the bylaw has been adopted by the Board, please forward one certified copy to this office as required under section 802(7) of the *Local Government Act*.

Yours truly,

Urszula Mezynska
Project Advisor

Enclosure

Branch:file copy
Date Typed: May 5, 2006 Prepared by: ASB nm
Document Location: I:\Governance_Structure_Div\Advisory_Services\N Miller\Prep letters for
Advisory Officers\UM April-July 2006\12-serv-amend-consent nanaimo 804.03.doc
ARCS/ORCS#: RD19-29.06

Burgoyne, Linda

From: Farkas, Bev
Sent: Friday, May 05, 2006 2:09 PM
To: Pearse, Maureen; Burgoyne, Linda
Subject: Bylaw 975.42

FYI, the pump and haul covenant has now been registered at land titles so this bylaw amendment may now go forward for adoption.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE
MEETING HELD ON TUESDAY, MAY 9, 2006, AT 6:30 PM
IN THE RDN BOARD CHAMBERS**

Present:

Director G. Holme	Chairperson
Director J. Burnett	Electoral Area A
Director M. Young	Electoral Area C
Director L. Biggemann	Electoral Area F
Director J. Stanhope	Electoral Area G
Alternate	
Director D. Heenan	Electoral Area H
Director B. Johnston	City of Parksville

Also in Attendance:

J. Llewellyn	Manager of Community Planning
W. Moorman	Manager of Engineering Standards & Subdivisions
W. Thexton	Senior Accountant
N. Tonn	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Director Heenan to the meeting.

LATE DELEGATION

MOVED Director Biggemann, SECONDED Director Stanhope, that a late delegation be permitted to address the Committee.

CARRIED

Poul Rosen, re Building Permit for 2991 Northwest Bay Road – Area E.

Mr. Rosen, speaking on behalf of June and Carl Rosen, raised his concerns regarding the Board's approval of a building permit for the property located at 2991 Northwest Bay Road. The Committee was provided a written submission of these concerns for their information.

MINUTES

MOVED Director Stanhope, SECONDED Director Biggemann, that the minutes of the Electoral Area Planning Committee meeting held April 11, 2006 be adopted.

CARRIED

PLANNING

AMENDMENT APPLICATIONS

Zoning Amendment Application No. ZA0602 – Jane England Abbott – Island Highway West – Area G.

MOVED Director Stanhope, SECONDED Director Burnett,:

1. That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.334, 2006", to rezone the properties, on the Island Highway West in Electoral Area 'G', from Public 1 Subdivision District 'M' (PU1M) to Residential 2 Subdivision District 'M' (RS2M) be given 1st and 2nd reading.

2. That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.334, 2006, be approved to proceed to Public Hearing.
3. That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.334, 2006", be delegated to Director Stanhope or his alternate.

CARRIED

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. 60611 – Surfwood Supply Ltd./Keith Brown Associates Ltd. – 2130 Schoolhouse Road - Area A.

MOVED Director Burnett, SECONDED Director Young, that Development Permit No. 60611 with variances to allow for the construction of two industrial buildings be approved according to the terms outlined in Schedule No. 1 and subject to the Board's consideration of the comments received as a result of public notification.

CARRIED

Development Permit Application No. 60614 – Don and Sharon Milburn – 5461 Deep Bay Road – Area H.

MOVED Director Heenan, SECONDED Director Biggemann, that Development Permit Application No. 60614, to allow the removal of an existing dwelling and the construction of a new dwelling at 5461 Deep Bay Road, be approved according to the terms outlined in Schedule No. 1.

CARRIED

Development Permit Application No. 60617 – Byran Witcomb on behalf of Western Cruiser Sales Ltd. – 1451 East Island Highway – Area E.

MOVED Director Stanhope, SECONDED Director Young, that Development Permit Application No. 60617, to allow a sales and service building, four storage buildings, landscaping and parking improvements and a fascia sign at 1451 Island Highway East, be approved subject to the terms of Schedule No. 1.

CARRIED

Development Permit Application No. 60620 – Helen Sims for Craig Finney and Lisa Marie Welker-Finney – Maple Guard Drive – Area H.

MOVED Director Heenan, SECONDED Director Biggemann, that Development Permit Application No. 60620, with a variance to allow the construction of a dwelling, be approved according to the terms outlined in Schedule No. 1 and subject to consideration of the comments received as a result of public notification.

CARRIED

Development Permit Application No. 60621 – Fern Road Consulting Ltd., on behalf of Michael Eddy, Lorie Eddy, Patricia Greenham and Corinne Barker – Moors, Blackbeard and Maple Guard Drives – Area H.

MOVED Director Heenan, SECONDED Director Burnett, that Development Permit Application No. 60621 submitted by Fern Road Consulting Ltd., on behalf of Fern Road Consulting Ltd., on behalf of Michael Eddy, Lorie Eddy, Patricia Greenham & Corinne Barker, in conjunction with the subdivision on the parcels legally described as Lots 8, 9 & 10, All of District Lot 40, Newcastle District, Plan 20505 and designated within the Environmentally Sensitive Areas Development Permit Area, be approved subject to the conditions outlined in Schedules No. 1 and 2 of the corresponding staff report.

MOVED Director Heenan, SECONDED Director Burnett, that Schedule 1 be amended to require the placement of a covenant limiting placement of a second dwelling unit on the new lots created.

CARRIED

The question was called on the motion as amended.

The motion CARRIED.

Development Permit Application No. 60623 – Request for 10% Frontage Relaxation – Timberlake-Jones Engineering Ltd., on behalf of Timberstone Development Ltd. – Northwest Bay Road – Area E.

MOVED Director Stanhope, SECONDED Director Burnett,:

1. That Development Permit Application No. 60623 submitted by Timberlake-Jones Engineering Ltd., on behalf of Timberstone Developments Ltd., in conjunction with the subdivision on the parcel legally described as Lot 1, DL 68, Nanoose District, Plan 3940 Except For Part in Plan VIP80339 and designated within the Sensitive Ecosystem Protection and the Farm Land Protection Development Permit Areas be approved subject to the conditions outlined in Schedules No. 1, 2 and 3 of the corresponding staff report.
2. That the request for relaxation of the minimum 10% frontage requirement for proposed Lots 11 and 12 be approved.

CARRIED

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit Application No. 90609 – Kawerau and Butler – 1405 Reef Road – Area E.

MOVED Director Stanhope, SECONDED Director Young, that Development Variance Permit Application No. 90609, to relax the front lot line setback from 8.0 metres to 5.7 metres to facilitate the replacement and extension of an existing attached garage at 1405 Reef Road, be approved according to the terms outlined in Schedule No. 1 and subject to the Board's consideration of comments received as a result of public notification.

CARRIED

OTHER

Request for RDN to Consider the Development of a Manufactured Home Park at 410 Martindale Road – Area G.

MOVED Director Stanhope, SECONDED Director Biggemann, that this report be received for information and that the general issue of the need to revise the Urban Containment Boundary in the vicinity of the City of Parksville be considered as part of the Electoral Area 'G' Official Community Plan Review.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Building Permit for 2991 Northwest Bay Road – Area E.

MOVED Director Stanhope, SECONDED Director Biggemann, that the issues raised by the delegation with respect to approval of a building permit for 2991 Northwest Bay Road, be referred to staff and a report prepared for consideration at the next Electoral Area Planning Committee meeting.

CARRIED

ADJOURNMENT

MOVED Director Biggemann, SECONDED Director Stanhope, that this meeting terminate.

CARRIED

TIME: 6:46 PM

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, MAY 9, 2006, AT 7:00 PM
IN THE RDN BOARD CHAMBERS

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director B. Sperling	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Alternate	
Director D. Heenan	Electoral Area H
Director B. Johnston	City of Parksville
Director T. Westbrook	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director B. Bestwick	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director D. Brennan	City of Nanaimo
Alternate	
Director L. Sherry	City of Nanaimo
Alternate	
Director J. Cameron	City of Nanaimo
Director J. Manhas	City of Nanaimo

Also in Attendance:

C. Mason	Chief Administrative Officer
T. Osborne	General Manager of Recreation & Parks
J. Finnie	General Manager of Environmental Services
W. Moorman	Manager of Engineering Standards & Subdivision
D. Trudeau	Manager of Transportation Services
W. Thexton	Senior Accountant
N. Tonn	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Directors Heenan, Cameron and Sherry to the meeting.

MINUTES

MOVED Director Westbrook, SECONDED Director Holme, that the minutes of the Committee of the Whole meeting held April 11, 2006 be adopted.

CARRIED

CORPORATE SERVICES

ADMINISTRATION

Special Occasion License/Special Event Permit – Status Report.

MOVED Director Burnett, SECONDED Director Biggemann, that the Special Occasion License/Special Event Permit status report be received for information.

CARRIED

RDN Partnership with Sunyani, Ghana.

MOVED Director Westbrook, SECONDED Director Young,:

1. That the Board receive the update regarding the partnership project between the RDN and the Sunyani Municipal Assembly.
2. That the remaining two exchange missions for 2006 be approved.
3. That the partnership with the Sunyani Municipal Assembly be put on hold for one year during 2007.

CARRIED

Certified Population Figures – Town of Qualicum Beach.

MOVED Director Westbrook, SECONDED Director Brennan, that the report regarding the certified population figures for the Town of Qualicum Beach be received for information.

CARRIED

Port Theatre Society Agreement.

MOVED Director Manhas, SECONDED Director Brennan, that the Board authorize entering into a three year agreement with the Port Theatre Society for a term ending December 31, 2008.

CARRIED

FINANCE

2005 Annual Financial Report.

MOVED Director Westbrook, SECONDED Director Manhas, that the 2005 Annual Financial Report be received.

CARRIED

Annual Report of Directors' and Committee Members' Remuneration and Expenses.

MOVED Director Westbrook, SECONDED Director Holdom, that the 2005 report on remuneration and expenses for Board and Committee members be received.

CARRIED

2005 Financial Information Report.

MOVED Director Westbrook, SECONDED Director Bestwick, that the 2005 Financial Information Act report be received, approved and forwarded to the Ministry of Community Services.

CARRIED

2006 Revenue Anticipation Borrowing Bylaw No. 1485.

MOVED Director Westbrook, SECONDED Director Brennan,:

1. That "Regional District of Nanaimo 2006 Revenue Anticipation Borrowing Bylaw No. 1485, 2006" be introduced for first three readings.
2. That "Regional District of Nanaimo 2006 Revenue Anticipation Borrowing Bylaw No. 1485, 2006" having received three readings be adopted.

CARRIED

FIRE DEPARTMENTS

Renewal of the Fire Protection Service Agreement with the Coombs-Hilliers Volunteer Fire Department.

MOVED Director Biggemann, SECONDED Director Brennan, that the fire services agreement with the Coombs-Hilliers Volunteer Fire Department be renewed for an initial five year term from January 1, 2005 to December 31, 2009 and provide for three further five year renewal terms.

CARRIED

Coombs-Hilliers Fire Protection Loan Authorization Amendment Bylaw No. 1370.01 – to Amend Amounts to be Expended on Capital Improvements.

MOVED Director Biggemann, SECONDED Director Holme, that "Regional District of Nanaimo (Coombs-Hilliers Fire Protection) Loan Authorization Amendment Bylaw No. 1370.01, 2006" be introduced for first three readings and be forwarded to the Ministry of Community Services for approval.

CARRIED

HOSPITAL

Temporary Borrowing to Meet Expenditures for 2006.

MOVED Director Johnston, SECONDED Director Brennan, that a short term borrowing authority to a maximum of \$2,000,000 in the form of the resolution attached to the corresponding staff report, be adopted.

CARRIED

2005 Audited Financial Statements.

MOVED Director Brennan, SECONDED Director Manhas, that the report on the 2005 audited financial statements of the Nanaimo Regional Hospital District be received.

CARRIED

DEVELOPMENT SERVICES

PLANNING

2006 Local Government Infrastructure Planning Grant Program.

MOVED Director Burnett, SECONDED Director Holme,:

1. That the Board support the following applications (with priorities noted) to the Local Government Infrastructure Planning Grant Program for financial assistance for the Red Gap Village (priority #1), Arbutus Park (priority #2) and Cottam/Dorcas Point (priority #3) communities.

2. That the RDN share of study costs be recovered from Electoral Area 'E' in 2007.

CARRIED

SUBDIVISIONS AND ENGINEERING STANDARDS

Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.13 (four properties on Balsam Road – Area A).

MOVED Director Burnett, SECONDED Director Young,

1. That the parcels legally described as Lot 1, Plan VIP76441; Lot B, Plan DD EX27351; Lot, Plan VIP67939; and Lot 13, Plan 27070; all within the Cranberry District, be included in the Rural Streetlighting Local Service Area.
2. That "Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.13, 2006" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

ENVIRONMENTAL SERVICES

SOLID WASTE

Bobell Trucking Services Purchase Order Extension.

MOVED Director Young, SECONDED Director Biggemann, that the Board authorize an extension of hauling services with Bobell Trucking Ltd. to June 30, 2006 for an additional cost of \$90,000, which represents a cumulative value of \$169,000.

CARRIED

Nanaimo Recycling Exchange Relocation Assistance.

MOVED Director Heenan, that this item be referred back to staff for further information.

The motion failed for lack of a seconder.

MOVED Director Holdom, SECONDED Director Manhas, that the Board approve a \$75,000 contribution to the Nanaimo Recycling Exchange towards start-up costs of a dedicated recycling facility to deliver region-wide stewardship services.

CARRIED

UTILITIES

Arrowsmith Water Service Joint Venture Agreement Amendment.

MOVED Director Holme, SECONDED Director Haime, that the Board approve the *Agreement to Amend the Joint Venture Agreement* (Appendix A to the staff report) which extends the agreement to March 31, 2010 and direct staff to formally execute the Agreement on behalf of the RDN.

CARRIED

French Creek Water Service Area – Bolted Steel Tank Reservoir Reconditioning – Release of Reserve Funds.

MOVED Director Westbrook, SECONDED Director Young, that the Board approve the release, in accordance with the financial plan, of up to \$100,000 from the French Creek Water Service Area reserve fund for the reconditioning of the French Creek Water Service Area Bolted Steel Reservoir.

CARRIED

RECREATION AND PARKS SERVICES

Gabriola Island Parks and Open Space Advisory Committee – Terms of Reference.

MOVED Director Sperling, SECONDED Director Young, that the revised Terms of Reference for the Gabriola Island (Electoral Area 'B') Parks and Open Space Advisory Committee be approved.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

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

MOVED Director Heenan, SECONDED Director Holdom, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held February 22, 2006 be received for information.

CARRIED

Regional Parks and Trails Advisory Committee.

MOVED Director Burnett, SECONDED Director Biggemann, that the minutes of the Regional Parks and Trails Advisory Committee meeting held April 4, 2006 be received for information.

CARRIED

Regional Growth Monitoring Advisory Committee/State of Sustainability Project.

MOVED Director Holdom, SECONDED Director Brennan, that the minutes of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meeting held April 12, 2006 be received for information.

CARRIED

District 69 Recreation Commission.

MOVED Director Holme, SECONDED Director Johnston, that the minutes of the District 69 Recreation Commission meeting held April 20, 2006 be received for information.

CARRIED

Emergency Preparedness Standing Committee.

MOVED Director Biggemann, SECONDED Director Young, that the minutes of the Emergency Preparedness Standing Committee meeting held April 20, 2006 be received for information.

CARRIED

Transit Business Plan Update Select Committee.

MOVED Director Westbroek, SECONDED Director Holdom, that the minutes of the Transit Business Plan Update Select Committee meeting held April 27, 2006 be received for information.

CARRIED

The Chairperson referred the next motions from the Transit Business Plan Update Select Committee to the Manager of Transportation Services to provide background information.

MOVED Director Westbroek, SECONDED Director Burnett, that the next item be referred back to staff.

DEFEATED

MOVED Director Holdom, SECONDED Director Manhas, that a further analysis be completed on the provision of washroom facilities at the Fitzwilliam/Prideaux Exchange and temporary washroom facilities be provided while the review is taking place.

CARRIED

MOVED Director Westbrook, SECONDED Director Biggemann, that the 2006/2007 Annual Operating Agreement (AOA) with BC Transit be approved and that staff be directed to prepare an amendment to the AOA that will allow an increase to the number of buses in the Transportation Services fleet for consideration by the Board.

CARRIED

MOVED Director Westbrook, SECONDED Director Biggemann, that staff prepare a report on accommodating a Friday Night Movies service to Nanaimo for Parksville and Qualicum Beach.

CARRIED

Grants-in-Aid Committee.

MOVED Director Young, SECONDED Director Sperling, that the minutes of the Grants-in-Aid Committee meeting held May 1, 2006 be received for information.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that the following grants be approved:

School District 68

Cedar Community Policing Office	\$	750
Cedar School & Community Enhancement Society	\$	900
Hope Centre	\$	900
Jonanco Hobby Workshop	\$	878

CARRIED

MOVED Director Young, SECONDED Director Westbrook, that the following grants be approved:

School District 69

Arrowsmith Search & Rescue Society	\$	920
District 69 Family Resource Association	\$	400
Friends of Nanoose Library Centre Society	\$	900
Friends of the Library/Parksville, Qualicum Beach	\$	600
Lighthouse Country Marine Rescue Society	\$	2,000
Parksville & District Historical Society (Craig)	\$	1,000
Parksville Garden & Parkland Society	\$	500
Qualicum Beach Historical and Museum Society	\$	1,000
Royal Canadian Legion Branch #211 (Bowser)	\$	3,106

MOVED Director Westbrook, SECONDED Director Young, that the grant for the District 69 Family Resource Association be amended to \$958.00.

CARRIED

The question was called on the motion as amended.

The motion CARRIED.

IN CAMERA

MOVED Director Holme, SECONDED Director Bestwick, that pursuant to Section 90(1)(a) and (g) of the *Community Charter* the Board proceed to an In Camera meeting to consider items relating to personnel and legal matters.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 7:45 PM

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE EAST WELLINGTON – PLEASANT VALLEY PARKS AND OPEN SPACE ADVISORY COMMITTEE MEETING HELD ON MONDAY, APRIL 24, 2006

East Wellington Fire Hall, 2331 East Wellington Road.

Attendance:

Maureen Young (Director Area 'C')
Bruce Erickson

Robert Jepson
Rick Heikkila

Lorne Wright
Judith Wilson

Staff:

Tom Osborne; General Manager Recreation and Parks
Jeff Ainge; Parks Supervisor

Regrets:

Rina Lawson

CALL TO ORDER

Tom Osborne called the inaugural meeting to order at 7:00pm and invited the Committee members to introduce themselves to each other and provide some information on their interest in sitting on the Committee. For this inaugural meeting, Mr. Osborne chaired the meeting and Mr. Ainge recorded minutes.

ADOPTION OF THE AGENDA

MOVED R. Heikkila, SECONDED R. Jepson that the agenda be adopted as presented. CARRIED

MINUTES

This being the inaugural meeting of this Committee, there were no minutes to approve.

REPORTS & DISCUSSION ITEMS

Mr. Osborne and Mr. Ainge provided a binder of information to assist the Committee in becoming familiar with their role. In reviewing the information the Committee sought clarification on several items. Information contained within the binder included:

- a) Committee Terms of Reference.
- b) Guidelines for operating the Committee.
- c) RDN Parks function areas, including differentiation between Community and Regional Parks (verbal report by staff).
- d) 2006 budget for East Wellington – Pleasant Valley community parks.
- e) Map of parks in the area.
- f) In Camera meeting procedures.

Staff were requested to clarify the zoning and subdivision requirements for the area and the implication these have on parkland dedications.

There was discussion as to the limited outdoor recreation amenities provided within the area. Mr. Wright expressed his interest in seeing such amenities planned for.

Staff advised that some neighbours of the two community parks in the Benson Meadows subdivision have been in contact regarding trespass and access issues, as well as expressing concern over tree health in the new parks.

There was a general discussion on the ability to link parks, trails and other open spaces (such as woodlots and working forest) for public use.

NEXT MEETING DATE

The next meeting of the East Wellington – Pleasant Valley Parks and Open Space Advisory Committee will be held on Thursday June 15, at the East Wellington Fire Hall, 2331 East Wellington Road at 7:00pm.

ADJOURNMENT

MOVED R. Heikkila that the meeting be adjourned at 9:12pm.

CARRIED

Chair



MEMORANDUM

CAD	<i>W</i>	GMES	
GMCS		GMR&P	
GMDS		GMR&P	
		MAY 15 2006	
CHAIR		BOARD	
<i>Board</i>			
		May 10, 2006	

TO: John Finnie
General Manager of Environmental Services

DATE: May 10, 2006

FROM: Sean De Pol
Acting Manager of Liquid Waste

FILE: 5330-20-GNPC-DIG#3

SUBJECT: Liquid Waste Management
Greater Nanaimo Pollution Control Centre
Gravity Thickeners Award of Design Services

PURPOSE

To consider awarding the Greater Nanaimo Pollution Control Centre (GNPCC) Gravity Thickeners project detailed design services to Associated Engineering (BC) Ltd.

BACKGROUND

Sludge production rates at GNPCC are nearing capacity of the existing sludge processing facility. To ensure GNPCC can continue to handle future sludge volumes, the construction of two gravity thickeners is required. The Gravity Thickener project will consist of two new covered gravity thickeners, sludge pumps, new sludge piping, and odour control. This project will increase sludge processing capacity, and ensure that sludge handling impacts on liquid-stream treatment performance, chemical usage, and effluent quality are minimized.

As a result of a Request for Proposals in 2003, the Regional District of Nanaimo entered into an agreement with Associated Engineering (BC) Ltd. to provide professional services for Liquid Waste for a period of three years. The engineering services provided under this contract include planning, design, construction administration, commissioning, operational support and troubleshooting related to operation, expansion and upgrading of the wastewater collection, pumping, treatment and disposal systems operated by the RDN.

Under this agreement Associated Engineering (BC) Ltd. has successfully assisted the District in a number of difficult Liquid Waste projects. All projects have been within budget and have been completed in a timely manner. Staff has found the consultants to be competent, innovative and budget conscious.

Associated Engineering (BC) Ltd. has submitted a purchase order request for detailed design services for the Gravity Thickener project for \$208,200. The deliverables for this portion of this project include:

- Geotechnical investigation/report and digital base plan for the site of the thickeners
- Equipment procurement contract documents; pre-order required equipment
- Detailed design drawings, tender documents and engineering cost estimates
- Final tender ready package and development permit

For contracts over \$100,000, RDN policy would typically require that the consultant be chosen by a separate RFP process. However, under the current consulting services agreement, Associated Engineering (BC) Ltd. has been involved with the planning and preliminary design of the Gravity Thickener project. Also, through their past work at the GNPCC, they have developed a thorough

knowledge of our facilities; this has provided both practical and financial benefits to the RDN. Accordingly, staff recommends that they be retained to complete the detailed design for this project.

ALTERNATIVES

1. Award design services for the GNPC Gravity Thickeners project to Associated Engineering (BC) Ltd..
2. Issue a Request for Proposals to attract proposals from other engineering consulting firms.

FINANCIAL IMPLICATIONS

Alternative 1

The budget estimate included in the 2006 Capital Plan is 2.3 million dollars. In February 2006, Associated Engineering (BC) Ltd. was engaged to prepare the preliminary design for this project. The new cost estimate from the preliminary design is now 2.49 million dollars, approximately 8% or \$194,000 greater than the Capital Plan budget estimate. The main reason for the increase can be attributed to rising construction costs on Vancouver Island. The increase in the project budget will be funded out of reserves. The project costs from the preliminary design are as follows:

	Cost Estimate
Construction and Equipment Procurement	\$1,740,000
Contingency	\$440,000
Detailed Design Services	\$208,200
Construction Services and SCADA Programming	<u>\$106,000</u>
Total Project Cost	\$2,494,200

Associated Engineering's fees for the detailed design services of the Gravity Thickener project will cost \$208,200. Construction services and SCADA programming will be awarded at time of tender. Tendering for construction of the Gravity Thickener project is scheduled for the end of 2006.

Alternative 2

Although other engineering firms may offer comparable rates, they will not provide the long-term efficiencies offered by Associated Engineering (BC) Ltd. who have already completed the planning and preliminary design on this complex project. It is anticipated that by continuing with Associated Engineering (BC) Ltd. on this project, additional savings and project expediency will be achieved due to their extensive knowledge of the facility and this project.

SUMMARY

Increasing sludge volumes handled at the Greater Nanaimo Pollution Control Centre requires the construction of two gravity thickeners to ensure future sludge volumes at the treatment plant continue to be adequately managed and plant effluent quality is maintained. Prior to tendering the construction of the Gravity Thickener project, a detailed design of the two gravity thickeners must be completed.

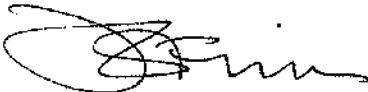
Associated Engineering (BC) Ltd. is currently under contract to provide professional engineering services to the RDN Liquid Waste Department. For contracts over \$100,000, RDN policy would typically require that the consultant be chosen by a separate RFP process. However, under the current consulting services agreement, Associated Engineering (BC) Ltd. has been involved with the planning and preliminary design


of the Gravity Thickener project. Also, through their past work at the GNPCC, they have developed a thorough knowledge of our facilities; this has provided both practical and financial benefits to the RDN. Associated Engineering (BC) Ltd. provides opportunity for cost savings and project expediency due to their extensive knowledge of the facility. Staff recommends that Associated Engineering (BC) Ltd. be retained for the detailed design services of the GNPCC Gravity Thickeners project.

RECOMMENDATION

That the Board direct staff to award the detailed design services for the GNPCC Gravity Thickeners project to Associated Engineering (BC) Ltd. for \$208,200.


Report Writer


General Manager Concurrence


CAO Concurrence

COMMENTS:



R D N			
CAO		GMES	
GMCS		GMR&P	
GMDS		GMRT&P	
MAY 17 2006			
CHAIR		BOARD	
<i>Board</i>			

MEMORANDUM

TO: Mike Donnelly, ASCT
Manager of Utilities

DATE: May 17, 2006

FROM: Deb Churko, ASCT
Engineering Technologist

FILE: 5500-20-FC-01

SUBJECT: Utilities
French Creek Sewer Bylaw No. 813.37 and Northern Community Sewer Bylaw No. 889.42
McDonald Property - 808 Wembley Rd - Area G

PURPOSE

To acknowledge the owner's withdrawal of their application to include Lot 24, District Lot 29, Nanoose Land District, Plan 13406 (McDonald property) into the French Creek Sewer and Northern Community Sewer Local Service Areas (see attached plan).

BACKGROUND

The Board, at its regular meeting of July 26, 2005, gave first three readings to the inclusion of 808 Wembley Road into the French Creek Sewer and Northern Community Sewer Local Service Areas. The bylaws for this inclusion were subsequently sent to, and approved by, the Inspector of Municipalities in Victoria. Following approval from the Inspection of Municipalities but prior to the adoption of the bylaws, the owners must pay the Capital Charges and register a restrictive covenant on the property.

Prior to fourth and final reading of the bylaws the applicants requested their application be withdrawn. The request to abandon the process was made after the applicants reconsidered the standard RDN terms and conditions for inclusion into the sewer service area (capital charges and registered covenant) and decided they would not agree to those conditions.

Normally, the withdrawal of an application would only result in the abandonment of the bylaws associated with a property inclusion request. However, in anticipation of the Board's fourth and final reading in this case, the bylaw schedules (maps) for the French Creek Sewer and Northern Community Sewer Local Service Areas have been adopted during subsequent service area inclusions thereby showing this property located within the boundaries of the sewer service area. Hence, in order to reflect the owner's wishes, an amendment bylaw must be introduced to correct the local service area map schedules, so that Lot 24, Plan 13406 is not shown within the French Creek and Northern Community Sewer Local Service Areas.

The process associated with the inclusion of a property into a service area is significant with respect to staff and Board time and Provincial approvals. This effort is not without cost in both time and monetary terms. To accommodate this cost, staff are planning to bring forward, for the Board's consideration, a report and proposed fees and charges bylaw to address the recovery of costs for future similar applications.

ALTERNATIVES

1. Rescind the Readings of Bylaws No. 889.34 and 813.34, and introduce an amendment bylaw to correct the Local Service Area map schedules so that Lot 24, Plan 13406 is not shown within the French Creek and Northern Community Sewer Local Service Areas.
2. Do not rescind Bylaws No. 889.84 and 813.34.

FINANCIAL IMPLICATIONS

Other than staff time incurred to date, there are no financial implications to abandon Bylaws No. 889.34 and 813.34. The applicants have not paid any Capital Charges, taxes or user fees related to the property inclusion.

If the bylaws are not rescinded, the map schedules will not reflect the owners' wishes not to be included in the French Creek and Northern Community Sewer Service areas, and the service area boundaries shown on the map will not be correct.

SUMMARY/CONCLUSIONS

The owners of 808 Wembley Road (Lot 24) have requested that the RDN not proceed with their application to include the subject property in the French Creek Sewer and Northern Community Sewer Local Service Areas. Bylaws No. 889.34 (2005) and 813.34 (2005) have received third reading by the Board and have been approved by the Inspector of Municipalities in Victoria, but have not yet been adopted by the RDN. Bylaws No. 889.34 and 813.34 would be rescinded, and an amendment bylaw would be introduced to correct the local service area map schedules so that Lot 24, Plan 13406 is not shown within the boundaries of the French Creek and Northern Community Sewer Local Service Areas. There are no financial implications to the RDN as the applicants have not paid any Capital Charges or fees related to the property inclusion.

RECOMMENDATIONS

1. That the first three readings of "Regional District of Nanaimo French Creek Sewer Local Service Area Amendment Bylaw No. 813.34, 2005" be rescinded.
2. That the first three readings of "Regional District of Nanaimo Northern Community Sewer Local Service Area Amendment Bylaw No. 889.34, 2005" be rescinded.
3. That "Regional District of Nanaimo French Creek Sewer Local Service Area Amendment Bylaw No. 813.37, 2006" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
4. That "Regional District of Nanaimo Northern Community Sewer Local Service Area Amendment Bylaw No. 889.42, 2006" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.



Report Writer



Manager Concurrence



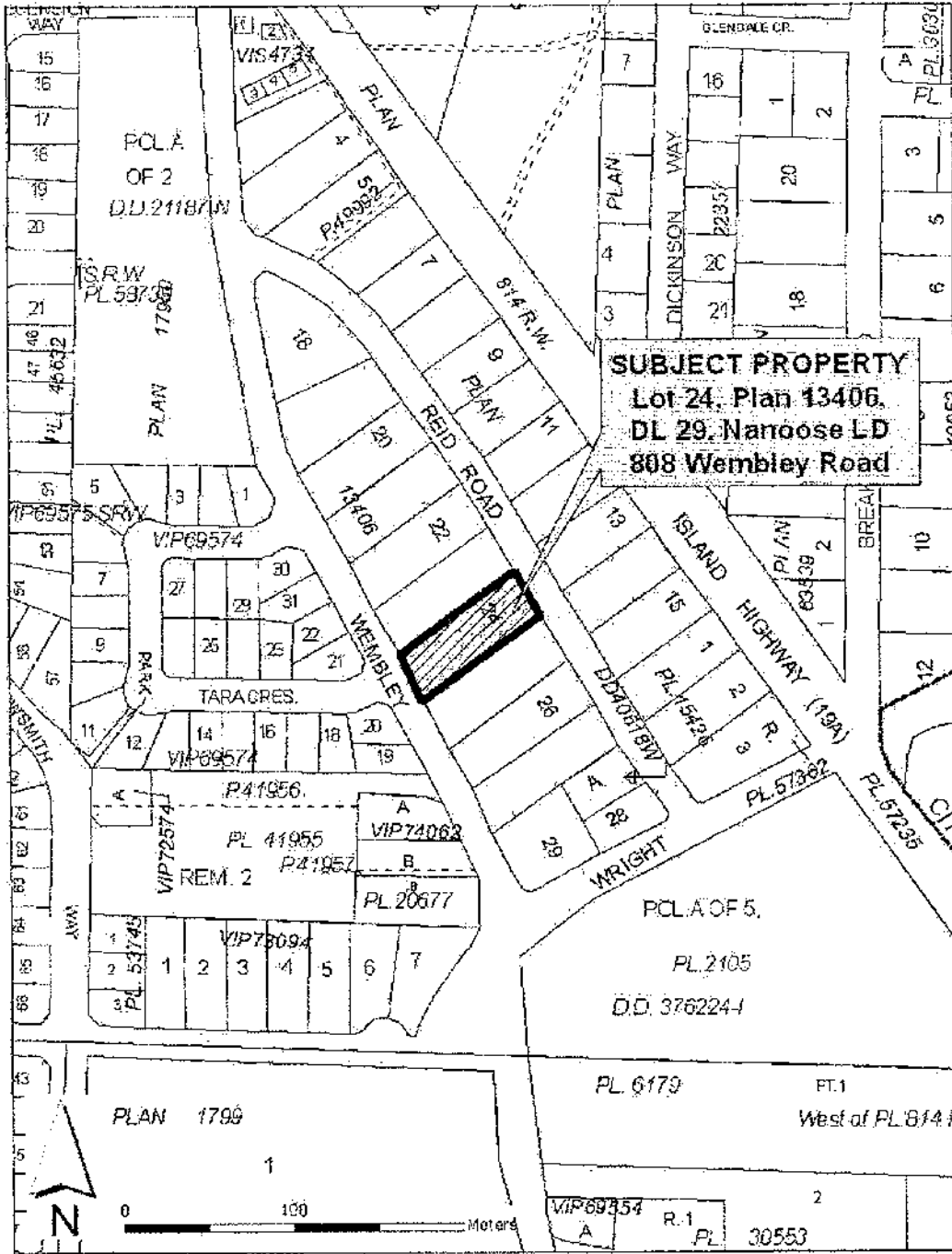
General Manager Concurrence



CAO Concurrence

COMMENTS:

Schedule "A"



BC65 Map Sheet No. 02F-038.1.3

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 813.37

**A BYLAW TO AMEND THE FRENCH CREEK
SEWERAGE FACILITIES LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 813**

WHEREAS "French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990"; as amended, establishes the French Creek Sewerage Facilities Local Service Area;

AND WHEREAS the Board has been advised that the owner of property legally described as Lot 24, District Lot 29, Nanoose Land District, Plan 13406 not be included in the French Creek Sewerage Facilities Local Service Area;

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

1. The boundaries of the French Creek Sewerage Facilities Local Service Area, established by Bylaw No. 813, as amended, are hereby further amended to exclude the property shown outlined on Schedule 'B' attached hereto and forming part of this bylaw.
2. The amended boundary of the French Creek Sewerage Facilities Local Service Area shall be as shown outlined on Schedule 'A' attached hereto and forming part of this bylaw.
3. Schedule 'A' of Bylaw No. 813.36 is hereby repealed.
4. This bylaw may be cited as "French Creek Sewerage Facilities Local Service Area Boundary Amendment Bylaw No. 813.37, 2006".

Introduced and read three times this 23rd day of May, 2006.

Received the approval of the Inspector of Municipalities this ____ day of _____, 2006.

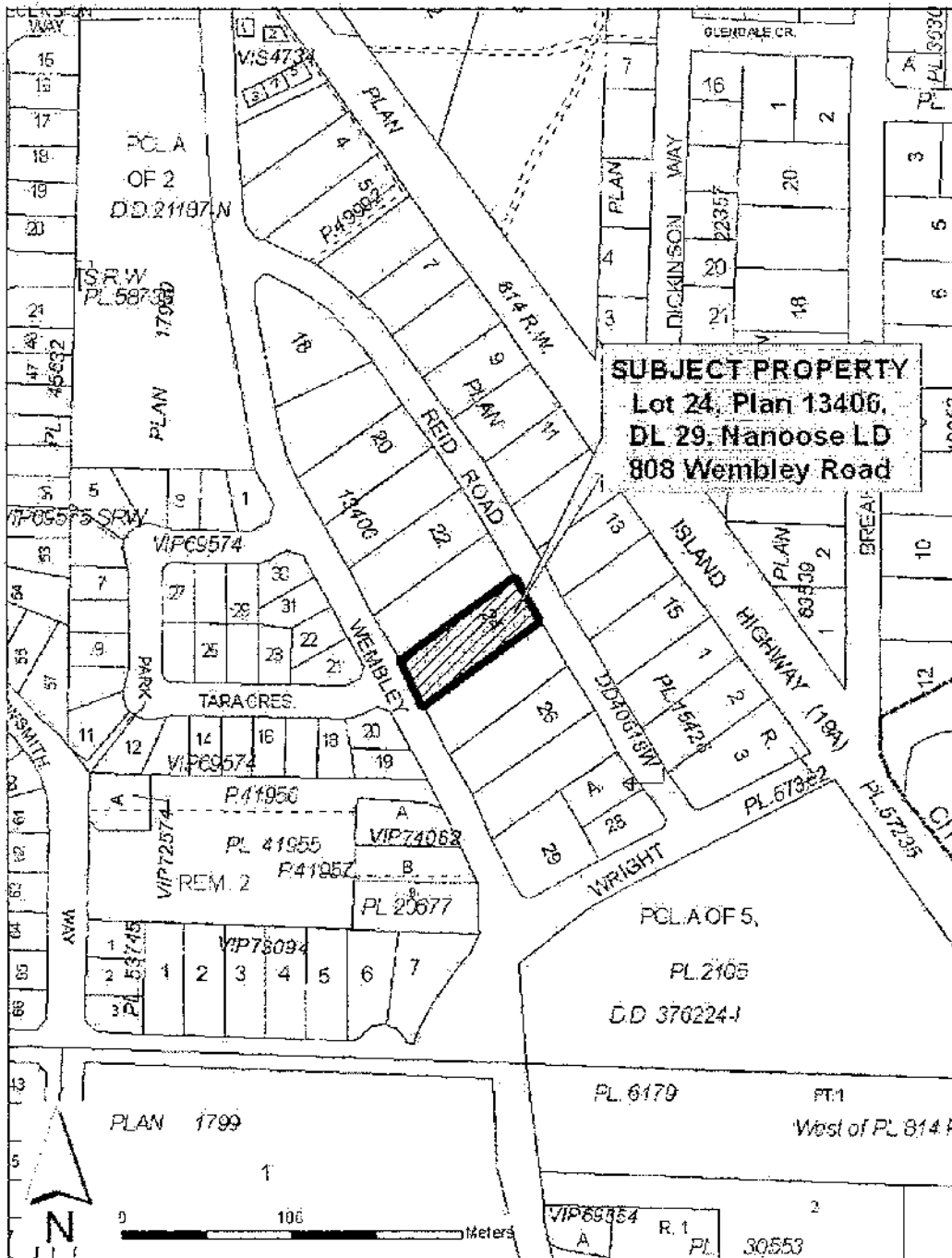
Adopted this ____ day of _____, 2006.

CHAIRPERSON

MANAGER, ADMINISTRATIVE SERVICES

Chairperson

Manager, Administrative Services



BCGS Map Sheet No. 92F03R1.3

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.42

**A BYLAW TO AMEND THE NORTHERN COMMUNITY
SEWERAGE FACILITIES LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 889**

WHEREAS the Board has enacted the "Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993", as amended, which establishes the Northern Community Sewer Local Service Area;

AND WHEREAS the Board has been advised that the owner of property legally described as Lot 24, District Lot 29, Nanoose Land District, Plan 13406 not be included in the French Creek Sewerage Facilities Local Service Area;

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

1. This bylaw may be cited as "Regional District of Nanaimo Northern Community Sewer Local Service Area Boundary Amendment Bylaw No. 889.42, 2006".
2. Schedules 'C' and 'E' attached to and forming a part of Bylaw No. 889.41 are hereby deleted and replaced with Schedules 'C' and 'E' attached to and forming part of this bylaw.

Introduced and read three times this 23rd day of May, 2006.

Received the approval of the Inspector of Municipalities this ____ day of _____, 2006.

Adopted this ____ day of _____, 2006.

CHAIRPERSON

MANAGER, ADMINISTRATIVE SERVICES