

**REGIONAL DISTRICT OF NANAIMO**

**REGULAR BOARD MEETING  
TUESDAY, OCTOBER 2, 2007  
(immediately following the Hospital Board meeting)**

*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

1. **CALL TO ORDER**
2. **DELEGATIONS**
  - 9 Armand Leger, re Sanitary Sewer Servicing – 3312 Dolphin Drive – Area E.
  - 10-15 Kevin McNeill, Nanaimo Search & Rescue, re Lot 11 Meadow Drive.

3. **BOARD MINUTES**
  - 16-25 Minutes of the Board meeting held August 28, 2007.

4. **BUSINESS ARISING FROM THE MINUTES**
5. **COMMUNICATIONS/CORRESPONDENCE**
6. **UNFINISHED BUSINESS**

**BYLAWS**

**For Adoption.**

**Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.01.** (All Directors – One Vote)

*That "Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.01, 2007" be adopted.*

This bylaw is to add certain properties in the Madrona Beach area to the Northern Community (French Creek) development cost charge area.

**Fairwinds (Nanoose) Wastewater Treatment Development Cost Charges Amendment Bylaw No. 1443.01.** (All Directors – One Vote)

*That "Fairwinds (Nanoose) Wastewater Treatment Development Cost Charges Amendment Bylaw No. 1443.01, 2007" be adopted.*

This bylaw is to remove certain properties in the Madrona Beach area from the Fairwinds (Nanoose) Wastewater Treatment development cost charge area.

**Regional District of Nanaimo Pump and Haul Local Service Area Amendment  
Bylaw No. 975.46. (All Directors – One Vote)**

*That "Regional District of Nanaimo Pump and Haul Local Service Area  
Amendment Bylaw No. 975.46, 2007" be adopted.*

This bylaw is to add one property within Electoral Area 'B' into the pump and haul service.

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

**7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE**

26-28 Minutes of the Electoral Area Planning Committee meeting held September 11,  
2007. (for information)

**PLANNING**

***DEVELOPMENT PERMIT APPLICATIONS***

**Development Permit Application No. 60624 – Fern Road Consulting Ltd. on  
behalf of A.G. Project Management Inc. – Lot A, McColl Road – Area H.  
(Electoral Area Directors except EA 'B' – One Vote)**

**Delegations wishing to speak to Development Permit Application No. 60624.**

*That Development Permit Application No. 60624, to vary the "Regional  
District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" for  
the property legally described as Lot A, District Lot 85, Newcastle  
District, Plan VIP82060 be approved subject to the conditions outlined  
in Schedules No. 1, 2, 3, 4 and 5.*

**Development Permit Application No. 60709 – Wood/Mason – 5003  
Thompson Clarke Drive West – Area H. (Electoral Area Directors except EA  
'B' – One Vote)**

**Delegations wishing to speak to Development Permit Application No. 60709.**

*That Development Permit Application No. 60709, to vary the "Regional  
District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" for  
the property legally described as Lot 1, District Lot 28, Newcastle  
District, Plan 34851, be approved subject to the conditions outlined in  
Schedules No. 1, 2, 3, 4 and 5.*

**Development Permit Application No. 60718 – Fern Road Consulting Ltd. on behalf of Joseph Walters – Jamieson Road & Island Highway No. 19A – Area H. (Electoral Area Directors except EA ‘B’ – One Vote)**

**Delegations wishing to speak to Development Permit Application No. 60718.**

*That Development Permit Application No. 60718 submitted by Fern Road Consulting Ltd., on behalf of Joseph Walters, in conjunction with the subdivision on the parcel legally described as Lot 4, District Lot 40, Newcastle District, Plan 43604 and designated within the Environmentally Sensitive Features Development Permit Area, be approved subject to the conditions outlined in Schedules No. 1 and 2 of the corresponding staff report.*

**Development Permit Application No. 60722 – Fern Road Consulting Ltd. on behalf of D & K Radke – Lot A Kenmuir Road – Area H. (Electoral Area Directors except EA ‘B’ – One Vote)**

**Delegations wishing to speak to Development Permit Application No. 60722.**

*That Development Permit Application No. 60722 submitted by Fern Road Consulting Ltd., on behalf of D & K Radke, in conjunction with the subdivision on the parcel legally described as Lot A, District Lot 19, Newcastle District, Plan VIP62179 and designated within the Environmentally Sensitive Features Development Permit Area, be approved subject to the conditions outlined in Schedules No. 1 and 2 of the corresponding staff report.*

**Development Permit Application No. 60724 – Davenport – 985 Surfside Drive – Area G. (Electoral Area Directors except EA ‘B’ – One Vote)**

**Delegations wishing to speak to Development Permit Application No. 60724.**

*That Development Permit Application No. 60724, to permit the replacement of an existing wooden seawall with a rubble rock seawall on the property legally described as Lot 17, Block 1, District Lot 9, Newcastle District, Plan 15370 on Surfside Drive, be approved subject to the conditions outlined in Schedules No. 1, 2 and 3.*

**DEVELOPMENT VARIANCE PERMIT APPLICATIONS**

**Development Variance Permit Application No. 90626 – Albers – 941 Shorewood Drive – Area G. (Electoral Area Directors except EA ‘B’ – One Vote)**

**Delegations wishing to speak to Development Variance Permit Application No. 90626.**

*That Development Variance Permit Application No. 90626, to vary the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” and “Regional District of Nanaimo Floodplain Management Bylaw No. 1469, 2006”, for the property legally described as Lot C, District Lots 1 & 181, Nanoose District, Plan 10875, be approved subject to the conditions outlined in Schedules No. 1, 2, 3 and 4.*

**Development Variance Permit Application No. 90712 – Eilers/Allen – 3410 Carmichael Road – Area E. (Electoral Area Directors except EA ‘B’ – One Vote)**

**Delegations wishing to speak to Development Variance Permit Application No. 90712.**

*That Development Variance Permit Application No. 90712, to permit the height of a single residential dwelling with a maximum height of 8.6 m on the subject property legally described as Lot 5, District Lot 78, Nanoose District, Plan VIP78139 on Carmichael Road, be approved subject to the conditions outlined in Schedules No. 1, 2 and 3.*

**ADDENDUM**

**DEVELOPMENT PERMIT APPLICATIONS**

**Development Permit Application No. 60729 – Fern Road Consulting Ltd., on behalf of Todsens Design & Construction Ltd. and McTay Holdings Ltd. – Stead Road & Island Highway No. 19A – Area H. (Electoral Area Directors except EA ‘B’ – One Vote)**

**Delegations wishing to speak to Development Permit Application No. 60729.**

- 1. That Development Permit Application No. 60729 submitted by Fern Road Consulting Ltd., on behalf of Todsens Design & Construction Ltd. and McTay Holdings Ltd., in conjunction with the subdivision on the parcels legally described as Lot 1, Plan 17597 and Lot 6, Plan 12132, both of District Lot 32, Newcastle District and designated within the Environmentally Sensitive Features Development Permit Area, be approved subject to the conditions outlined in Schedules No. 1, 2 and 3 of the corresponding staff report.*
- 2. 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. 4 of the staff report.*

## 7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

29-33 Minutes of the Committee of the Whole meeting held September 11, 2007. (for information)

### COMMUNICATIONS/CORRESPONDENCE

**J. Macdonald, VIBC Steering Committee, re Vancouver Island Biosphere Centre.** (All Directors – One Vote)

*That the correspondence from the VIBC Steering Committee regarding the proposed location of the Vancouver Island Biosphere Centre in Rathrevor Provincial Park be received.*

**M. Hooper, Nanaimo Airport Commission, re Nanaimo Airport Runway Extension – Public Information Sessions.** (All Directors – One Vote)

*That the correspondence from the Nanaimo Airport Commission with respect to the structure of the Nanaimo Airport Commission and an overview of the public information process associated with the Nanaimo Airport improvements be received.*

**Residents of Widgeon Road, re Qualicum Flight Centre.** (All Directors – One Vote)

*That the correspondence from residents of Widgeon Road with respect to training flights out of Qualicum Beach Airport be received.*

**T.J. Cairns, re Qualicum Beach Airport.** (All Directors – One Vote)

*That the correspondence from T.J. Cairns regarding the Qualicum Beach Airport be received.*

### CORPORATE ADMINISTRATION 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.*

### FINANCE & INFORMATION SERVICES

#### FINANCE

**Electoral Area 'G' Fire Protection.** (All Directors – One Vote)

*That this item be referred back to staff for additional information.*

**Cedar Sewer Service Rates and Regulations Bylaw No. 1532.** (All Directors – One Vote)

*That "Cedar Sewer Service Rates and Regulations Bylaw No. 1532, 2007" be introduced for first three readings and be held for adoption with the remaining Cedar Sewer Service bylaws.*

**Award of Tender – Pumper Engine for Dashwood Fire Hall No. 2 (Meadowood).** (All Directors – Weighted Vote)

*That Hub Fire Engines be awarded the supply of a 2008 Freightliner M2 fire tanker vehicle at a cost of \$149,853 plus taxes for the Dashwood Fire Department – Meadowood Firehall.*

**DEVELOPMENT SERVICES**

**PLANNING**

**Regional Growth Strategy Review – Consultation Plan.** (All Directors – One Vote)

*That the Regional District of Nanaimo approve the proposed consultation plan as outlined in Attachment 1 titled "A Consultation Plan for the Regional Growth Strategy Review".*

(See updated report under Administrator's Reports).

**Sustainability Project Workshop.** (All Directors – One Vote)

*That the Workshop Report for the Saturday, May 5, 2007 Sustainability Workshop be received.*

**Use of RDN Property – Lot 11 Meadow Drive – Area C.** (All Directors – Weighted Vote)

- 1. That staff be directed to negotiate with the Mountain Fire Protection Improvement District for the long-term lease of a portion of Lot 11, Section 14, Range 4, Mountain Land District, Plan VIP80079 to accommodate fire department use and community events.*
- 2. That the request from Nanaimo Search and Rescue Society for the long-term lease of a portion of Lot 11, Section 14, Range 4, Mountain Land District, Plan VIP80079, to accommodate an operations building and parking lot be denied.*

## **ENVIRONMENTAL SERVICES**

### **SOLID WASTE**

**Award of Tender – Tandem Axle Truck for Regional Landfill.** (All Directors – Weighted Vote)

*That Co-Van International Trucks Inc. be awarded the supply for an International 7500 SBA 6x4 Tandem Axle Truck with hook lift system for use at the Regional Landfill for a cost of \$115,020.*

**Residential Food Waste Collection Field Test – Progress Report.** (All Directors – One Vote)

*That the Board receive the progress report on the Residential Food Waste Collection Field Test Program for information.*

### **UTILITIES**

**Convening for Action on Vancouver Island (CAVI).** (All Directors – One Vote)

- 1. That the Board receive the report on Convening for Action on Vancouver Island – Leadership for Water sustainability for information.*
- 2. That the Board support staff participation in CAVI and the efforts and activities of CAVI in promoting water sustainability and water-centric thinking and actions.*

(All Directors – Weighted Vote)

- 3. That the Board support staff entering into a Smart Development Partnership with the Ministry of Community Services and a Memorandum of Understanding with the BC Water & Waste Association to facilitate the transfer of provincial funds to support CAVI's "Showcasing Green Infrastructure Innovation on Vancouver Island and Green Infrastructure Leadership" initiatives.*

## **COMMISSION, ADVISORY & SELECT COMMITTEE**

**Regional Growth Monitoring Advisory Committee.** (All Directors – One Vote)

*That the minutes of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meeting held June 27, 2007 be received for information.*

## **BOARD INFORMATION**

### **Parksville Lions Housing Society. (All Directors – One Vote)**

*That a letter of support be sent to the Parksville Lions Housing Society with respect to their CMHC grant application for funds to provide affordable housing units for people with physical and mental disabilities in District 69.*

### **7.3 EXECUTIVE STANDING COMMITTEE**

### **7.4 COMMISSIONS**

### **7.5 SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS**

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

34-38 Minutes of the Regional Parks and Trails Advisory Committee meeting held on September 18, 2007. (for information)

#### **Selection Committee Appointments (verbal). (All Directors – One Vote)**

## **8. ADMINISTRATOR'S REPORTS**

39-40 Appointment of Bylaw Enforcement Officer. (All Directors – One Vote)

41-42 Appointment of Animal Control Bylaw Enforcement Officers. (All Directors – One Vote)

43-59 Revised Consultation Plan for the Regional Growth Strategy Review. (All Directors – One Vote)

Urban Containment Boundary Change Request – City of Nanaimo. (All Directors – One Vote) (to be circulated)

## **9. ADDENDUM**

## **10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

## **11. NEW BUSINESS**

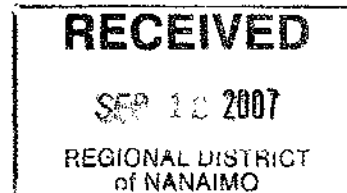
## **12. BOARD INFORMATION (Separate enclosure on blue paper)**

## **13. ADJOURNMENT**

## **14. IN CAMERA**

*That pursuant to Section 90(1) (c), (e) and (g) of the Community Charter the Board proceed to an In Camera meeting to consider items related to labour, land and legal issues.*





Sept. 11, 2007

Re: File # 5500-20-FW-01

Dear Sir or Madame:

Please include me at your Oct. 2, 2007 board meeting. I plan to appeal your recent resolution to deny my application to route my sanitary line through the open space behind my house. This would complete my hook up on Highland Drive in Nanoose as per file # 5500-20-FW-01.

Sincerely

A handwritten signature in cursive script, appearing to read "Armand Leger". The signature is written in dark ink and is positioned to the left of the typed name.

Armand Leger  
3312 Dolphin Drive  
Nanoose Bay, B.C.  
V9P 9J1



Nanaimo Search and Rescue  
 PO Box 475  
 Lantzville BC  
 V0R 2H0  
 September 17, 2007

Chairman, Joe Stanhope  
 Board of Directors  
 Regional District of Nanaimo  
 6300 Hammond Bay Road  
 Nanaimo BC

RDN			
CAO	<input checked="" type="checkbox"/>	GMF&IS	
GMDS		GMR&PS	
GMES		GMTS	
SEP 19 2007			
SMCA	<input checked="" type="checkbox"/>		
CHAIR		BOARD	<input checked="" type="checkbox"/>

Dear Board Members,

**RE: Property For Nanaimo Search and Rescue**

We would like to address the Board of the Regional District of Nanaimo as a delegation with respect to property for the construction of a building for Nanaimo Search and Rescue. In particular we would wish to address the decision of the Committee of the Whole as it pertained to the use of the parkland at Lot 11, Meadow Drive. We were not requested to speak at the parks and open spaces meeting or given an opportunity to do so and we do not believe that we have been given the opportunity to properly state our case.

Our equipment and vehicles, currently valued at \$98,000.00, are currently kept at a private home and we desperately need some property to construct a building to use as an operational base. This building will house our three vehicles, protect and store our equipment and provide training rooms and meeting rooms. The size of the building is envisioned as 400 sqm. Associated parking space, which would also be available for other users, would be some thirty spaces similar to that at the rest stop at Northfield Road and the Parkway. The building would be used as a command center during search and rescue operations and in the event of a disaster.

The property at Lot 11 Meadow Drive is perfectly sited for access to our primary search areas on Mt. Benson, see the attached map.

An account for a building fund was opened in 2005 and \$10,000.00 was set aside for preliminary building designs and presentation material for fundraising. Fundraising for a building has continued and as of December 31, 2006 our building account stands at \$59,650.42. We have investigated grants that we can apply for as soon as we have some property secured. We have a benefactor who would like us to locate some property so that she can donate monies in Memory of her son who lost his life in the River.

Nanaimo Search and Rescue boundaries include the area between the Nanaimo Airport and the Nancose turn off, an area of approximately 350 square kilometers, we receive approximately 15 calls for searches a year as well as providing mutual aid to other areas on Vancouver Island. Basic training for the members is done by volunteer GSAR instructors to a

standard set by the Justice Institute of BC. Training manuals are provided and the Province funds training for the instructors.

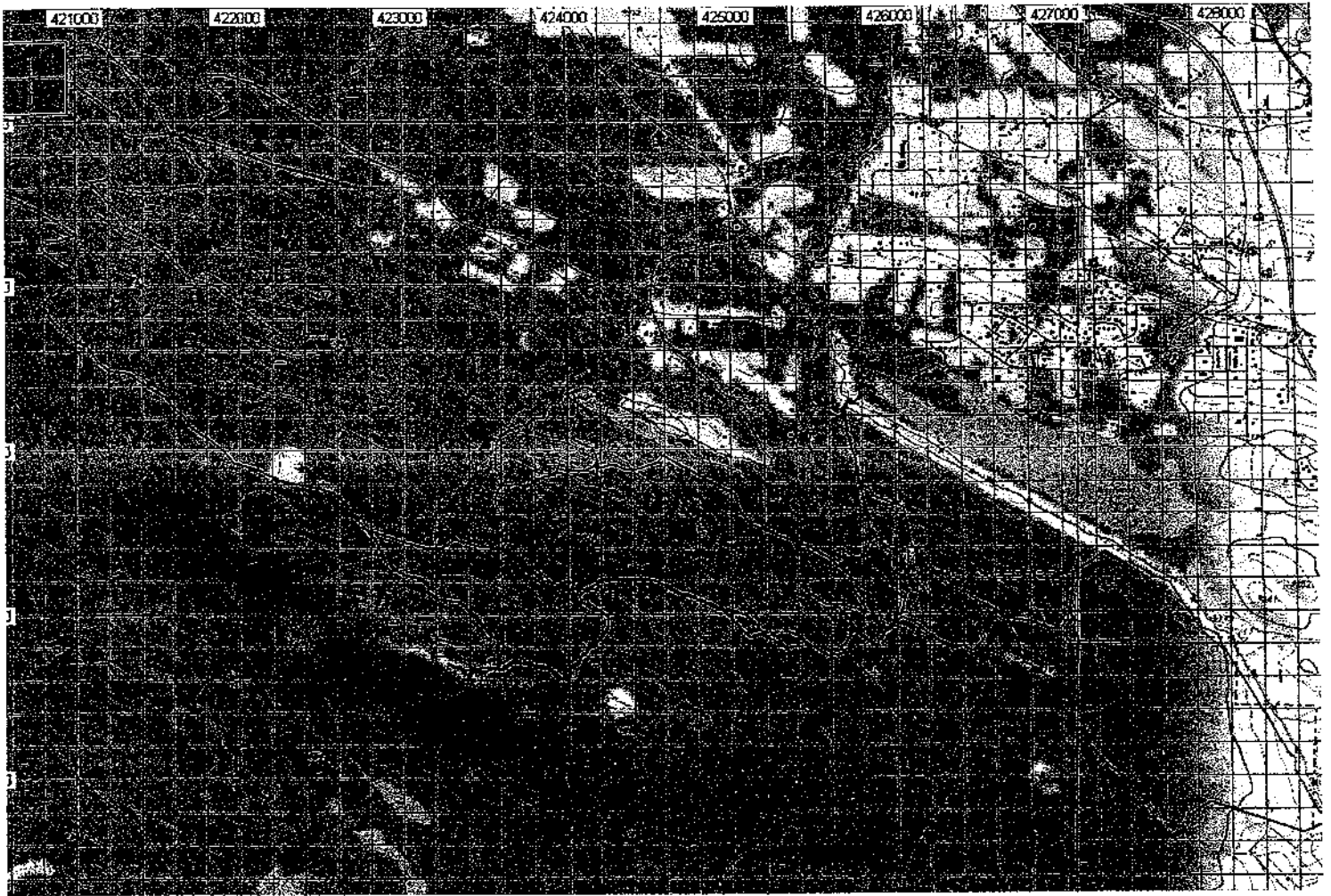
We provide a trained Swiftwater Team to respond to events at the Nanaimo River, Extension Volunteer Fire Department is the primary responder, we provide back up and relief should an event continue beyond a few hours. That same team provides body recovery services to the BC Corners Service in the event of deaths in the Nanaimo River. We are in the process of training a Rope Rescue Team for rescue events on Mt. Benson and in support of Volunteer Fire Departments in our area of responsibility.

Along with providing assistance to the RDN in the event of an emergency we are also proactive in the community by providing public awareness. We do community awareness presentations, provide the Lost in the Woods program for primary schools and the Nanaimo River Safety program for High Schools

Nanaimo Search and Rescue Society is a registered society and has been serving the Regional District since 1991. We believe that we are a valuable asset to the community and the Regional District. We understand the financial constraints on the Regional District however we would appreciate what little support the Board is able to give.

Yours truly

Kevin McNeill  
President  
Nanaimo Search and Rescue Society



The Blue Routes are all the access trails to the face and top of Mt. Benson, the Brown Route is the most common access route to the new RDN Park. The little red house, top centre, is Lot 11 Meadow Drive, there is direct access from that location through Benson Meadows to almost all of the routes.



Your File - Votre référence

Our File - Notre référence

To Whom It May Concern

Date

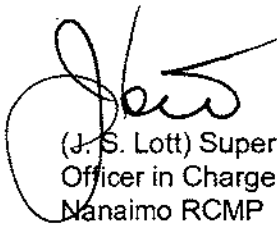
September 21, 2007

The Nanaimo Search and Rescue organization is made up of volunteers who are frequently called to respond to emergency situations in the Nanaimo area. On occasion they may be required to respond to mutual aid assistance calls to other jurisdictions in the province but mainly in the central Vancouver Island area.

The community of Nanaimo and the adjoining areas within the Regional District rely heavily on this organization to respond at any time of the day or night to a search and rescue or recovery request. In addition, should there be a need to do any scale of evacuation or any other duty covered by the local Regional District emergency preparedness plan, this organization would be requested to assist.

Nanaimo Search and Rescue are currently looking for a location for a permanent building to store their large inventory of equipment and vehicles. The functioning and stability of this organization are critical to the safety of the public who reside in our communities or frequent the adjoining areas. I fully support their initiative and efforts in locating this facility.

Yours truly,



(J. S. Lott) Superintendent  
Officer in Charge  
Nanaimo RCMP

303 Prideaux Street  
Nanaimo, BC V9R 2N3



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Canada

2007-Sep-25

To Whom It May Concern:

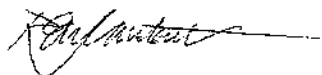
Nanaimo Search and Rescue (SAR) is made up of volunteers who provide a valuable service within the City and overall region. Often it is the residents of the City of Nanaimo exploring wildland areas that are in need of rescue.

This valuable group has responsibilities within our Emergency Response and Recovery Plan, tasked to assist with evacuations and other support functions in time of community need.

We have attempted to assist SAR with facility space, however to this point no options have been appropriate. The desired property on Jinglepot Road and Meadow Drive would appear to be a most suitable location as it is within the transportation route of the typical rescue.

Nanaimo Fire Rescue supports the SAR appeal to the Regional District of Nanaimo Committee of the Whole to establish the facility in this area.

Sincerely,



Ron Lambert  
FIRE CHIEF

Extension Fire Department  
Extension, BC

September 24<sup>th</sup> 2007

To whom it may concern

I'm writing this letter of support for the Nanaimo Search and Rescue. This organization has long been providing a much needed service to the residences with in the Nanaimo Regional District and as a volunteer fire chief I have had to call on them to help.

In order for Nanaimo Search and Rescue to be able to work effectively within the R.D.N. a facility has to be strategically located so as to be able to allow them to provide there services in a timely manner.

In my opinion a facility located in the Meadow Drive, Jingle Pot road vicinity would allow for the best response time, no matter the direction responding.

Sincerely  
B.A.Deinstadt  
Extension Volunteer Fire Chief

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE REGULAR MEETING OF THE BOARD OF THE REGIONAL DISTRICT OF NANAIMO HELD ON TUESDAY, AUGUST 28, 2007, 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
Director D. Bartram	Electoral Area H
Director S. Herle	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director L. McNabb	City of Nanaimo
Director G. Korpan	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director D. Brennan	City of Nanaimo
Director B. Bestwick	City of Nanaimo

#### Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearse	Sr. Mgr. of Corporate Administration
N. Avery	Gen. Mgr., Finance & Information Services
T. Osborne	Gen. Mgr. of Recreation & Parks
D. Trudeau	Gen. Mgr. of Transportation Services
G. Garbutt	A/Gen. Mgr. of Development Services
S. DePol	A/Gen. Mgr. of Environmental Services
L. Burgoyne	Recording Secretary

#### PRESENTATION

**Norma Stumborg, re Provincial Board of Examiners Senior Certificate in Local Government Administration.**

The Chairperson presented Norma Stumborg, Planner, with a Senior Certificate in Local Government Administration and congratulated her upon her new position with the City of Cranbrook.

#### CALL TO ORDER

The Chairperson welcomed Ms. Clair Lee, Legislative Coordinator/Deputy Corporate Administrator, as a new staff member to the Regional District of Nanaimo.

The Chairperson introduced his Alternate Electoral Area Director, Ms. Linda Derkach and welcomed Alternate Director Maurer to the meeting.



## **DELEGATIONS**

### **Gordon Wyness, re Smoke Pollution in Nanoose Bay.**

Mr. Wyness discussed his concerns regarding back yard burning in the Nanoose Bay area and requested that the RDN establish a bylaw to regulate open burning.

## **LATE DELEGATIONS**

MOVED Director Westbroek, SECONDED Director Bartram, that a late delegation be permitted to address the Board.

CARRIED

### **Alec McPherson, re DVP Application No. 90704 (2663 Barnes Road – Area A).**

Mr. McPherson advised of his concerns with the public consultation process regarding this application. He continued to discuss the concerns he had with the set backs and siting of the barn in relation to the neighbouring property.

### **Barbara McPherson, re DVP Application No. 90704 (2663 Barnes Road – Area A).**

Mrs. McPherson noted her concerns regarding this application, specifically the location of the barn and the negative impact the approval of this variance would have on her property.

## **BOARD MINUTES**

MOVED Director Westbroek, SECONDED Director Herle, that the minutes of the Board meeting held July 24, 2007 be adopted.

CARRIED

## **COMMUNICATIONS/CORRESPONDENCE**

### **D. Gaudry and B. Hourston, Nanaimo & Area Land Trust, re Nanaimo Airport.**

MOVED Director Holme, SECONDED Director McNabb, that the correspondence from D. Gaudry and B. Hourston with respect to the Nanaimo Airport be received.

CARRIED

### **G. Brown, Ministry of Community Services, re Madrona Sewer Servicing Infrastructure Grant.**

MOVED Director Holme, SECONDED Director McNabb, that the correspondence from G. Brown with respect to the Madrona Sewer Servicing Infrastructure Grant be received.

CARRIED

### **F. & A. Middleton, re DVP Application No. 90628 (4594 Maple Guard Drive – Area H).**

MOVED Director Holme, SECONDED Director McNabb, that the correspondence from F. and A. Middleton with respect to DVP Application No. 90628 be received.

CARRIED

**A. Dunsmore, re DVP Application No. 90628 (4594 Maple Guard Drive – Area H).**

MOVED Director Holme, SECONDED Director McNabb, that the correspondence from A. Dunsmore with respect to DVP Application No. 90628 be received.

CARRIED

**UNFINISHED BUSINESS**

**BYLAWS**

**For Adoption.**

**Bylaw No. 1498.**

MOVED Director Burnett, SECONDED Director Korpan, that “Duke Point Sewer Local Service Area Development Cost Charges Bylaw No. 1498, 2007” be adopted.

CARRIED

**Bylaw No. 1528.**

MOVED Director Burnett, SECONDED Director Korpan, that “Duke Point Sewer Local Service Area Capital Charge Bylaw No. 1528, 2007” be adopted.

CARRIED

**Bylaw No. 813.41.**

MOVED Director Westbroek, SECONDED Director Brennan, that “French Creek Sewerage Facilities Local Service Area Amendment Bylaw No. 813.41, 2007” be adopted.

CARRIED

**Bylaw No. 889.47.**

MOVED Director Westbroek, SECONDED Director Herle, that “Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.47, 2007” be adopted.

CARRIED

**STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS**

**ELECTORAL AREA PLANNING STANDING COMMITTEE**

Moved Director Bartram, SECONDED Director Brennan, that the minutes of the Special Electoral Area Planning Committee meeting held July 24, 2007 be received for information.

CARRIED

## PLANNING

### *AMENDMENT APPLICATIONS*

**Zoning Amendment Application No. ZA0706 – Fern Road Consulting Ltd., on behalf of John and Susan Peyton – Spider Lake Road – Area H.**

MOVED Director Bartram, SECONDED Director Holme, that the request from Fern Road Consulting Ltd. to waive Board Policy No. B.1.1 entitled “Registration of Land Title Office Documents in Conjunction with the Amendment Application Process” for Zoning Amendment Application No. 0706 be denied.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that Zoning Amendment Application No. ZA0706, as submitted by Fern Road Consulting Ltd. on behalf of John and Susan Peyton, to rezone Lot 3, Block 360, Newcastle District, Plan 35096 from Subdivision District ‘B’ to Subdivision District ‘D’ be approved to proceed to public hearing subject to the conditions outlined in Schedule No. 1.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.342, 2007” be given 1<sup>st</sup> and 2<sup>nd</sup> reading.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.342, 2007” proceed to public hearing.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the public hearing on “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.342, 2007” be delegated to Director Bartram or his alternate.

CARRIED

### *DEVELOPMENT PERMIT APPLICATIONS*

**Development Permit Application No. 60713 – Burrell – 3145 Yellow Point Road – Area A.**

MOVED Director Burnett, SECONDED Director Young, that Development Permit Application No. 60713, to vary “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, for the property legally described as Lot 7, Section 1, Range 7, Cedar District, Plan 28656 be approved subject to the conditions outlined in Schedules No. 1, 2, 3, 4 and 5.

CARRIED

**Development Permit Application No. 60714 – Plotnikoff – Lot 2, Shoreline Drive – Area H.**

MOVED Director Bartram, SECONDED Director Holme, that Development Permit Application No. 60714, to vary “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” and “Regional District of Nanaimo Floodplain Management Bylaw No. 1469, 2006”, for the property legally described as Lot 2, District Lot 28, Newcastle District, Plan 24584 be approved subject to the conditions outlined in Schedules No. 1, 2, 3 and 4.

CARRIED

**Development Permit Application No. 60715 – Maibach Industries Ltd. – 2093 South Wellington Road – Area A.**

Mr. Scott Cairns commented, on behalf of Maibach Industries Ltd., on the need for the signage for improved visibility from the Island Highway and provided a comparison of sign sizes of the other local businesses.

MOVED Director Burnett, SECONDED Director Holme, that Development Permit Application No. 60715, to vary “Regional District of Nanaimo Sign Bylaw No. 993, 1995”, to recognize an existing fascia sign, increasing the maximum number of signs to six (6) for the property legally described as Lot 1, Section 12, Range 7, Cranberry District, Plan 18166 be approved subject to the conditions outlined in Schedules No. 1 and 2.

CARRIED

***DEVELOPMENT VARIANCE PERMIT APPLICATIONS***

**Development Variance Permit Application No. 90628 – Pope – 4594 Maple Guard Drive – Area H.**

MOVED by Director Bartram, SECONDED Director Holme, that Development Variance Permit Application No. 90628, to legalize the siting of a studio located at Lot 9, District Lot 40, Newcastle District, Plan 16121 be denied and staff be directed to take steps necessary to bring the property into compliance with applicable land use regulations.

CARRIED

**Development Variance Permit Application No. 90704 – Five Cedar Poultry Farm – 2663 Barnes Road – Area A.**

MOVED Director Burnett, SECONDED Director Bartram, that Development Variance Permit Application No. 90704, to legalize the siting of an existing barn located at the Westerly 10 acres of the Easterly 45 acres of Section 17, Range 3, Cedar District, be denied, and that staff be directed to take steps necessary to bring the property into compliance with all applicable land use and building regulations.

CARRIED

***OTHER***

**Electoral Area 'G' Official Community Plan Update.**

MOVED Director Korpan, SECONDED Director Holme, that the Electoral Area 'G' Official Community Plan Update report be received for information.

CARRIED

**SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS**

**Electoral Area 'A' Parks and Green Space Advisory Committee.**

MOVED Director Burnett, SECONDED Director Westbrook, that the minutes of the Electoral Area 'A' Parks and Green Space Advisory Committee meeting held May 17, 2007 be received for information.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that RDN Parks staff initiate discussions with the City of Nanaimo Parks staff regarding replacement of an outdoor washroom facility at the Cable Bay Trail which is managed by the City of Nanaimo.

CARRIED

**Electoral Area 'E' Parks and Open Space Advisory Committee.**

MOVED Director Holme, SECONDED Director Bestwick, that the minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held July 30, 2007 be received for information.

CARRIED

MOVED Director Holme, SECONDED Director Westbrook, that the Electoral Area 'E' Parks and Open Space Advisory Committee invite the Fairwinds Consultants to provide the committee with a more concrete proposal that details the plan for parks and trails in the Fairwinds Development Area.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that the request for sewer servicing connection to 3312 Dolphin Drive through community park land be denied.

CARRIED

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

MOVED Director Biggemann, SECONDED Director Bestwick, that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held June 18, 2007 be received for information.

CARRIED

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

MOVED Director Bartram, SECONDED Director Korpan, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held June 26, 2007 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the Regional Board direct staff to review funding options from the Area 'H' Community Parks Function Budget for the floor replacement at Lighthouse Community Centre through a renewed funding agreement with the Lighthouse Community Centre Society and to fund \$1,000 for annual maintenance costs at the facility over the next four years beginning in 2008.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the Regional Board accept the Parkland Dedication proposal for Lot 1, Plan 17597 and Lot 6, Plan 12132, both of District Lot 32, Newcastle District, subject to the satisfactory completion of the bank remediation in accordance with prescribed engineering requirements and future trail connection, to be reviewed by the Department of Fisheries and Oceans with input from the Nile Creek Enhancement Society and subdivision conditions set out by Regional District Development Services Department.

CARRIED

**Transit Select Committee.**

MOVED Director McNabb, SECONDED Director Biggemann, that the minutes of the Transit Select Committee meeting held August 21, 2007 be received for information.

CARRIED

MOVED Director McNabb, SECONDED Director Brennan, that staff be directed to implement the changes to the transit financial plan during the upcoming budget cycle in order that the 2008 transit expansion can be accommodated.

CARRIED

MOVED Director McNabb, SECONDED Director Herle, that staff be directed to advise BC Transit that the Regional District of Nanaimo is in support of the planned expansion for Custom Transit in 2008/09 and the additional costs associated with this expansion.

CARRIED

MOVED Director McNabb, SECONDED Director Herle, that staff be directed to prepare a new schedule with routing for the #1's and #2's via Wallace Street for 2008.

CARRIED

MOVED Director McNabb, SECONDED Director Korpan, that staff be directed to proceed with a fare increase as outlined in Proposal 1, effective January 1, 2008.

MOVED Director Brennan, SECONDED Director Westbroek, that this issue be referred back to staff.

CARRIED

## **ADMINISTRATOR'S REPORTS**

### **Terms of Reference – Liquid Waste Advisory Committee.**

MOVED Director Westbrook, SECONDED Director Bestwick, that the Board approve the terms of reference dated August 2007 for the Regional Liquid Waste Advisory Committee.

CARRIED

### **Contract for Security Services at Regional Landfill.**

MOVED Director Westbrook, SECONDED Director Bestwick, that the Board award the contract for security services at the Regional Landfill to Footprints Security for a period of fifteen months commencing October 1, 2007 at a total cost of \$107,514.00.

CARRIED

### **Contract for French Creek Pollution Control Centre Biosolids Program – SYLVIS Environmental Inc.**

MOVED Director Westbrook, SECONDED Director Herle, that the Board award a contract to SYLVIS Environmental Inc. to manage French Creek Pollution Control Centre biosolids for four years beginning October 1, 2007 at a contract rate of \$62.58 per bulk tonne for 2007 and \$77 per bulk tonne for the remainder of the contract.

CARRIED

### **Arbutus Park Water Service Area – Release of Reserve Funds.**

MOVED Director Holme, SECONDED Director Bartram, that the Board approve the release of up to \$10,000 from the Arbutus Park Water Service Area reserve fund for the engineering design of the water main replacement along Ashcraft Road.

CARRIED

### **French Creek Water Service Area – Water Main Replacement – Release of Reserve Funds.**

MOVED Director Herle, SECONDED Director Westbrook, that the Board approve the release of up to \$51,000 from the French Creek Water Service Area reserve fund for the replacement of the water supply main from the French Creek Reservoir to Sunrise Crescent including associated works.

CARRIED

### **Amendment to Signing Authority and Appointment of Deputy Officer for Financial Administration.**

MOVED Director Korpan, SECONDED Director Bestwick,

1. That the signing authorities for financial instruments as outlined in agreements with the Royal Bank of Canada, the Municipal Finance Authority and Canaccord Capital reflect the following officer positions:

Chairperson	Joseph Stanhope
Deputy Chairperson	Larry McNabb
Chief Administrative Officer	Carol Mason
General Manager Finance & Information Services	Nancy Avery
Manager, Budgets and Capital Planning	Wayne Thexton
Manager, Accounting Services	Wendy Idema

2. That the foregoing authority extend to accounts in the name of the Regional District of Nanaimo and the Nanaimo Regional Hospital District.
3. That Wayne Thexton, Manager Budgets and Capital Planning be designated as the Deputy Officer for Financial Administration under Section 199 of the *Local Government Act*.

CARRIED

**Operating Results to June 30, 2007.**

MOVED Director Burnett, SECONDED Director McNabb, that the summary report of financial results from operations to June 30, 2007 be received for information.

CARRIED

**Pump and Haul Local Service Area Amendment Bylaw No. 975.46, 2007 – 600 South Road – Electoral Area ‘B’.**

MOVED Director Sperling, SECONDED Director Holdom, that the boundaries of the RDN Pump and Haul Local Service Area Bylaw 975 be amended to include Lot 84, Sections 12 and 13, Plan 21531, Nanaimo Land District. (600 South Road, Gabriola Island)

CARRIED

MOVED Director Sperling, SECONDED Director Holdom, that “Regional District of Nanaimo Pump & Haul Local Service Area Amendment Bylaw No. 975.46, 2007” be introduced and read three times.

CARRIED

**Surfside Sanitary Sewer – Proposed Property Inclusions.**

MOVED Director Westbroek, SECONDED Director Bartram, that the applicants, as listed in the June 2007 report to the Board (Inclusion of Properties into the Surfside Sewer and Northern Community Sewer Local Service Areas (Flamingo/McFeely/Surfside Drive), Electoral Area G), for inclusion into the Surfside Sanitary Sewer Service Area be advised that the inclusion of their properties will now be considered as part of the larger sanitary sewer service area expansion.

CARRIED

MOVED Director Westbroek, SECONDED Director Bartram, that funds received by the RDN from the six properties as part of their application for inclusion in the sanitary sewer area be refunded.

CARRIED



**NEW BUSINESS**

MOVED Director Holme, SECONDED Director Korpan, that the Chairperson appoint a Committee to work with staff to visit and investigate the composting facilities programs located at the Comox Strathcona Regional District and in the Municipality of Oak Bay.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

MOVED Director Brennan, SECONDED Director Bestwick, that staff prepare a report on the issue of outdoor burning in the regional district.

CARRIED

**IN CAMERA**

MOVED Director Westbroek, SECONDED Director McNabb, that pursuant to Section 90(1)(a) of the *Community Charter* the Board proceed to an In Camera meeting to consider a personnel issue.

CARRIED

**ADJOURNMENT**

MOVED Director Holme, SECONDED Director Holdom, that the meeting terminate.

CARRIED

TIME: 8:20 PM

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE  
MEETING HELD ON TUESDAY, SEPTEMBER 11, 2007, AT 6:00 PM  
IN THE RDN BOARD CHAMBERS

Present:

Director D. Bartram	Chairperson
Director J. Burnett	Electoral Area A
Director M. Young	Electoral Area C
Alternate	
Director F. Van Eynde	Electoral Area E
Director L. Biggemann	Electoral Area F
Director J. Stanhope	Electoral Area G
Director D. Bartram	Electoral Area H

Also in Attendance:

M. Pearse	Senior Manager, Corporate Administration
P. Thor kelsson	General Manager, Development Services
G. Garbutt	Manager, Current Planning
N. Tonn	Recording Secretary

MINUTES

MOVED Director Biggemann, SECONDED Director Young, that the minutes of the special Electoral Area Planning Committee meeting held July 24, 2007 be adopted as amended to reflect Director Stanhope's attendance.

CARRIED

PLANNING

***DEVELOPMENT PERMIT APPLICATIONS***

**Development Permit Application No. 60624 – Fern Road Consulting Ltd. on behalf of A.G. Project Management Inc. – Lot A, McColl Road – Area H.**

MOVED Director Burnett, SECONDED Director Stanhope, that Development Permit Application No. 60624, to vary the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" for the property legally described as Lot A, District Lot 85, Newcastle District, Plan VIP82060 be approved subject to the conditions outlined in Schedules No. 1, 2, 3, 4 and 5 and subject to the notification requirements of the *Local Government Act*.

CARRIED

**Development Permit Application No. 60709 – Wood/Mason – 5003 Thompson Clarke Drive West – Area H.**

MOVED Director Burnett, SECONDED Director Biggemann, that Development Permit Application No. 60709, to vary "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987", for the property legally described as Lot 1, District Lot 28, Newcastle District, Plan 34851, be approved subject to the conditions outlined in Schedules No. 1, 2, 3, 4 and 5 and the public notification requirements of the *Local Government Act*.

CARRIED

**Development Permit Application No. 60718 – Fern Road Consulting Ltd. on behalf of Joseph Walters – Jamieson Road & Island Highway No. 19A – Area H.**

MOVED Director Burnett, SECONDED Director Van Eynde, that Development Permit Application No. 60718 submitted by Fern Road Consulting Ltd., on behalf of Joseph Walters, in conjunction with the subdivision on the parcel legally described as Lot 4, District Lot 40, Newcastle District, Plan 43604 and designated within the Environmentally Sensitive Features Development Permit Area, be approved subject to the conditions outlined in Schedules No. 1 and 2 of the corresponding staff report.

CARRIED

**Development Permit Application No. 60722 – Fern Road Consulting Ltd. on behalf of D & K Radke – Lot A Kenmuir Road – Area H.**

MOVED Director Burnett, SECONDED Director Young, that Development Permit Application No. 60722 submitted by Fern Road Consulting Ltd., on behalf of D & K Radke, in conjunction with the subdivision on the parcel legally described as Lot A, District Lot 19, Newcastle District, Plan VIP62179 and designated within the Environmentally Sensitive Features Development Permit Area, be approved subject to the conditions outlined in Schedules No. 1 and 2 of the corresponding staff report.

CARRIED

**Development Permit Application No. 60724 – Davenport – 985 Surfside Drive – Area G.**

MOVED Director Stanhope, SECONDED Director Young, that Development Permit Application No. 60724, to permit the replacement of an existing wooden seawall with a rubble rock seawall on the property legally described as Lot 17, Block 1, District Lot 9, Newcastle District, Plan 15370 on Surfside Drive, be approved subject to the conditions outlined in Schedules No. 1, 2 and 3.

CARRIED

***DEVELOPMENT VARIANCE PERMIT APPLICATIONS***

**Development Variance Permit Application No. 90626 – Albers – 941 Shorewood Drive – Area G.**

MOVED Director Stanhope, SECONDED Director Young, that Development Variance Permit Application No. 90626, to vary “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” and “Regional District of Nanaimo Floodplain Management Bylaw No. 1469, 2006”, for the property legally described as Lot C, District Lots 1 & 181, Nanoose District, Plan 10875, be approved subject to the conditions outlined in Schedules No. 1, 2, 3 and 4 and subject to the Board’s consideration of comments received as a result of public notification.

CARRIED

**Development Variance Permit Application No. 90712 – Eilers/Allen – 3410 Carmichael Road – Area E.**

MOVED Director Van Eynde, SECONDED Director Young, that Development Variance Permit Application No. 90712, to permit the height of a single residential dwelling with a maximum height of 8.6 m on the subject property legally described as Lot 5, District Lot 78, Nanoose District, Plan VIP78139 on Carmichael Road, be approved subject to the conditions outlined in Schedules No. 1, 2 and 3 and the notification requirements of the *Local Government Act*.

CARRIED

**ADDENDUM**

***DEVELOPMENT PERMIT APPLICATIONS***

**Development Permit Application No. 60729 – Fern Road Consulting Ltd., on behalf of Todsens Design & Construction Ltd. and McTay Holdings Ltd. – Stead Road & Island Highway No. 19A – Area H.**

MOVED Director Stanhope, SECONDED Director Young, that Development Permit Application No. 60729 submitted by Fern Road Consulting Ltd., on behalf of Todsens Design & Construction Ltd. & McTay Holdings Ltd., in conjunction with the subdivision on the parcels legally described as Lot 1, Plan 17597 and Lot 6, Plan 12132, Both of District Lot 32, Newcastle District and designated within the Environmentally Sensitive Features Development Permit Area, be approved subject to the conditions outlined in Schedules No. 1, 2 and 3 of the corresponding staff report.

CARRIED

MOVED Director Stanhope, SECONDED Director Young, 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. 4 of the staff report.

CARRIED

**ADJOURNMENT**

MOVED Director Van Eynde, SECONDED Director Biggemann, that this meeting terminate.

CARRIED

**TIME: 6:15 PM**

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CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING HELD ON TUESDAY, SEPTEMBER 11, 2007 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
Director D. Bartram	Electoral Area H
Alternate	
Director C. Burger	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director L. McNabb	City of Nanaimo
Alternate	
Director J. Cameron	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Manhas	City of Nanaimo
Director D. Brennan	City of Nanaimo
Director B. Holdom	City of Nanaimo

**Also in Attendance:**

C. Mason	Chief Administrative Officer
M. Pearse	Senior Manager, Corporate Administration
D. Trudeau	General Manager of Transportation Services
J. Finnie	General Manager of Environmental Services
N. Avery	Gen. Manager of Finance & Information Services
P. Thorkelsson	General Manager of Development Services
T. Osborne	General Manager of Recreation & Parks
C. McIver	Manager of Solid Waste
N. Tonn	Recording Secretary

**CALL TO ORDER**

The Chairperson welcomed Alternate Directors Burger, Van Eynde and Cameron to the meeting.

**MINUTES**

MOVED Director McNabb, SECONDED Director Bestwick, that the minutes of the Committee of the Whole meeting held July 10, 2007 be adopted.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**J. Macdonald, VIBC Steering Committee, re Vancouver Island Biosphere Centre.**

MOVED Director McNabb, SECONDED Director Bartram, that the correspondence from the VIBC Steering Committee regarding the proposed location of the Vancouver Island Biosphere Centre in Rath Trevor Provincial Park be received.

CARRIED

**M. Hooper, Nanaimo Airport Commission, re Nanaimo Airport Runway Extension – Public Information Sessions.**

MOVED Director McNabb, SECONDED Director Bartram, that the correspondence from the Nanaimo Airport Commission with respect to the structure of the Nanaimo Airport Commission and an overview of the public information process associated with Nanaimo Airport improvements be received.

CARRIED

**Residents of Widgeon Road, re Qualicum Flight Centre.**

MOVED Director McNabb, SECONDED Director Bartram, that the correspondence from residents of Widgeon Road with respect to training flights out of Qualicum Beach Airport be received.

CARRIED

**T.J. Cairns, re Qualicum Beach Airport.**

MOVED Director McNabb, SECONDED Director Bartram, that the correspondence from T.J. Cairns regarding the Qualicum Beach Airport be received.

CARRIED

***CORPORATE ADMINISTRATION SERVICES***

**ADMINISTRATION**

**Special Occasion License/Special Event Permit – Status Report.**

MOVED Director Biggemann, SECONDED Director Bestwick, that the Special Occasion License/Special Event Permit Status Report be received for information.

CARRIED

***FINANCE & INFORMATION SERVICES***

**FINANCE**

**Electoral Area 'G' Fire Protection – Service Contracts with Municipalities.**

MOVED Director Bartram, SECONDED Director Westbrook, that this item be referred back to staff for additional information.

CARRIED

**Cedar Sewer Service Rates and Regulations Bylaw No. 1532.**

MOVED Director Burnett, SECONDED Director Bartram, that “Cedar Sewer Service Rates and Regulations Bylaw No. 1532, 2007” be introduced for first three readings and be held for adoption with the remaining Cedar Sewer Service bylaws.

CARRIED

**Award of Tender – Pumper Engine for Dashwood Fire Hall No. 2 (Meadowood).**

MOVED Director Bestwick, SECONDED Director Biggemann, that Hub Fire Engines be awarded the supply of a 2008 Freightliner M2 fire tanker vehicle at a cost of \$149,853 plus taxes for the Dashwood Fire Department – Meadowood Firehall.

CARRIED

***DEVELOPMENT SERVICES***

**PLANNING**

**Regional Growth Strategy Review – Consultation Plan**

MOVED Director Bartram, SECONDED Director Westbrook, that the Regional District of Nanaimo approve the proposed consultation plan as outlined in Attachment 1 titled “A Consultation Plan for the Regional Growth Strategy Review”.

MOVED Director Bartram, SECONDED Director Westbrook, that the consultation plan be referred back to staff.

DEFEATED

The question was called on the main motion.

The motion CARRIED.

**Sustainability Project – Workshop Report.**

MOVED Director Holdom, SECONDED Director Bartram, that the Workshop Report for the Saturday, May 5, 2007 Sustainability Workshop be received.

CARRIED

**Use of RDN Property – Lot 11 Meadow Drive – Area C.**

MOVED Director Young, SECONDED Director Burnett, that staff be directed to negotiate with the Mountain Fire Protection Improvement District for the long-term lease of a portion of Lot 11, Section 14, Range 4, Mountain Land District, Plan VIP80079, to accommodate fire department use and community events.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that the request from Nanaimo Search and Rescue Society for the long-term lease of a portion of Lot 11, Section 14, Range 4, Mountain Land District, Plan VIP80079, to accommodate an operations building and parking lot be denied.

CARRIED

***ENVIRONMENTAL SERVICES***

**SOLID WASTE**

**Award of Tender – Tandem Axle Truck for Regional Landfill.**

MOVED Director Westbrook, SECONDED Director Bestwick, that Co-Van International Trucks Inc. be awarded the supply of an International 7500 SBA 6x4 Tandem Axle Truck with hook lift system for use at the Regional Landfill at a cost of \$115,020.

CARRIED

**Residential Food Waste Collection Field Test – Progress Report.**

The Manager of Solid Waste provided a verbal and visual overview of the residential food waste collection field test program.

MOVED Director Burnett, SECONDED Director McNabb, that the Board receive the progress report on the Residential Food Waste Collection Field Test Program for information.

CARRIED

**UTILITIES**

**Convening for Action on Vancouver Island (CAVI).**

MOVED Director Bartram, SECONDED Director McNabb, that the Board receive the report on Convening for Action on Vancouver Island – Leadership for Water Sustainability, for information.

CARRIED

MOVED Director Bartram, SECONDED Director McNabb, that the Board support staff participation in CAVI and the efforts and activities of CAVI in promoting water sustainability and water-centric thinking and actions.

CARRIED

MOVED Director Bartram, SECONDED Director McNabb, that the Board support staff entering into a Smart Development Partnership with the Ministry of Community Services and a Memorandum of Understanding with the BC Water & Waste Association to facilitate the transfer of provincial funds to support CAVI's *Showcasing Green Infrastructure Innovation on Vancouver Island and Green Infrastructure Leadership* initiatives.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**Regional Growth Monitoring Advisory Committee.**

MOVED Director Holdom, SECONDED Director Bartram, that the minutes of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meeting held June 27, 2007 be received for information.

CARRIED

**BOARD INFORMATION**

**Parksville Lions Housing Society.**

MOVED Director Westbroek, SECONDED Director Brennan, that a letter of support be sent to the Parksville Lions Housing Society with respect to their CMHC grant application for funds to provide affordable housing units for people with physical and mental disabilities in District 69.

CARRIED

**IN CAMERA**

MOVED Director McNabb, SECONDED Director Bestwick, that pursuant to Section 90(1)(a) of the *Community Charter* the Board proceed to an In Camera meeting to consider a personnel issue.

CARRIED



**ADJOURNMENT**

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

CARRIED

TIME: 7:44 PM

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CHAIRPERSON

**REGIONAL DISTRICT OF NANAIMO**  
**MINUTES OF THE**  
**REGIONAL PARKS AND TRAILS ADVISORY COMMITTEE**  
**HELD ON TUESDAY, SEPTEMBER 18, 2007**

**Attendance:**

Director Larry McNabb, Chair  
Director Maureen Young  
Director Dave Bartram

Harriet Ruggenberg  
Peter Rothermel  
Frank Van Eynde

**Staff:**

Tom Osborne, General Manager of Recreation and Parks  
Wendy Marshall, Manager of Parks Services  
Dawne McMurtrie, Recording Secretary

**Regrets:**

Director Joe Stanhope  
Director Sandy Herle

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**1. CALL TO ORDER**

Director McNabb called the meeting to order at 12:00pm.

**2. DELEGATIONS**

None

**3. MINUTES**

MOVED D. Bartram, SECONDED M. Young, that the Minutes of the Regional Parks and Trails Advisory Committee Meeting held on June 12, 2007, be approved.

CARRIED

**4. BUSINESS ARISING FROM THE MINUTES**

4 None

**5. COMMUNICATIONS/CORRESPONDENCE**

5.1 The Committee reviewed the correspondence submitted by P. Rothermel, Vice President. Federation of Mountain Clubs of BC to the Minister of Environment, Barry Penner requesting the Province give strong consideration in designating the Arrowsmith Massif a Provincial Park.

MOVED D. Bartram, SECONDED F. Van Eynde that the correspondence from the Federation of Mountain Clubs of BC to the Minister of Environment, Barry Penner be received.

CARRIED

## 6. BUSINESS ARISING FROM DELEGATIONS.

None

## 7. BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE

None

## 8. REPORTS

### 8.1/2 Monthly Update of Community Parks and Regional Parks and Trail Projects May & Summer 2007.

W. Marshall provided a summary overview of the reports noting the following:

- Elaine McCullough has been hired on as the Parks Planner. Elaine is a Landscape Architect, as well as a graphic artist. Ms. McCullough previously worked as a parks technician and as a planner with the CVRD. Elaine will start full-time at the end of October.
- Andy Turner has been hired on as the Parks Technician. Mr. Turner previously worked with the Natures Trust of BC and has extensive experience working with large tracks of conservation lands and trail projects.
- Summer staff focused on putting new trails in at Top Bridge, Deep Bay, and Miller Rd. in Area 'G'. The summer staff also did work on beach accesses, and regular summer clean-up work in the community and regional park system
- Top Bridge is now completed and is being well received.
- Work continues on the Community Tourism program funding implementation. Regional Park signs have been ordered. Staff are trying new material for some of the signs called HDU (High Density Urothaine) which cannot burn and looks like regular wood when carved and painted. Staff are also working with I-CAD / Parks Go on website design and also kiosk signage.
- A large spruce tree came down last fall at Englishman River. The tree is large enough that if it was to go down river it could hit the Top Bridge Crossing. Joan Michel had a meeting with Englishman River stewardship group and has come up with a plan to get the tree cut up into pieces so it can be removed.

MOVED D. Bartram, SECONDED H. Ruggeberg that the Community and Regional Parks Reports be received

CARRIED

### 8.3 **Mt. Arrowsmith Park Designation Update**

T. Osborne updated the Committee that staff have submitted co-sponsorship letters to the Ministry of Environment and the Ministry of Community Services for Nominal Rent Tenure for the site. Ministry of Environment staff have now informed staff that the Nominal Rent Tenure application now has to be made of which when received, the two ministries will be engaged on whether the Province will support the designation of the land as a regional park or as a provincial park. Park staff will now complete the nominal rent tenure application this fall.

MOVED D. Bartram, SECONDED H. Rugeberg that verbal report on Mt. Arrowsmith Park Designation Update report be received.

CARRIED

## 9.0 NEW BUSINESS

### 9.1 **E and N Trail, Island Corridor Foundation / Capital Regional District**

T. Osborne updated the Committee on the License of Occupation (LoO) agreement that was signed earlier in September between the Island Corridor Foundation and the Capital Regional District. The LoO provides for the CRD to construct a trail beside the rail line through to Goldstream Provincial Park. The annual fee is \$5,000 unless permissive tax exemptions are not granted. Should permissive tax exemption not be granted then the annual fee would be for the value of the tax collected along the ICF rail line in the CRD.

In light of this new development with ICF, all maps for the RDN regional trails system have been updated to provide for the potential of regional trail along the ICF lands in the region. A particular area of interest is the Parksville to Port Alberni line as a Regional Trail in this location would link up Parksville, Errington, Coombs, Whiskey Creek, Little Qualicum Falls Provincial Park, Cameron Lake and Cathedral Grove.

The RDN Board at their October meeting will be deliberating on a request from ICF for permissive tax exemption by the Regional District.

### 9.2 **Top Bridge Opening Ceremonies Event Plan**

Ms. Marshall spoke on the event plan for the official opening ceremonies of the Top Bridge Crossing which will be held on September 30, 2007 at 11:00 am at the bridge site. The ceremony will be about an hour long with food afterwards. Joe Stanhope is scheduled to be the M.C. for the event. Various guest speakers include MLA Ron Cantelon, the Mayor of Parksville, Sandra Herle, and Jim Hope from The Nature's Trust of BC. The Living Rivers is a grant that will also be presented to the Vancouver Island Habitat Society who are doing a lot of work in the estuary. Director, McNabb to close the ceremony and speak about the RDN regional trail system.

Following the bridge opening event, at Englishman River Regional Park from 1:00 – 4:00 pm there will be an open house regarding the development of a management plan for the Park. There will be other kiosks there such as Department of Fisheries and Oceans. This will give an opportunity for the management plan to receive feedback from the public.

### 9.3 **Englishman River Regional Park Management Plan**

Ms. Marshall reported that LBL is finished doing the land inventory in the Park. Although staff haven't received anything in writing to date, LBL reports that it's a healthy property with lots of diversity.

M. Marshall also noted that there are surveys regarding the park available on the website and that they also have been mailed out & are available at different locations. Staff have received completed surveys, especially from the horse community who wants to ensure they have access.

## **COMMITTEE INFORMATION**

### **11.1 Development Cost Charges Workshop**

Mr. Osborne reported on Development Cost Charges Workshop starting at 12:00 noon on September 19 presented by Harriet Ruggeberg and David Reid of Lanarc. This workshop is a summary on how a regional park DCC could be developed and implemented. Lanarc will review various scenarios and garner the feedback from the stakeholders groups. This is part of the required process staff are undertaking as required by the Province in order to present the DCC option to the Board.

### **11.2 Camp Moorecroft Campaign Interest**

Mr. Osborne reported the community group has been working with NALT that is garnering interest to secure Camp Moorecroft in Nanoose Bay. Regional District of Nanaimo has identified Camp Moorecroft as an area of interest and could be a point where a group may ask for financing. Camp Moorecroft is listed as a priority two acquisition site

### **11.3 Hamilton Marsh**

Mr. Osborne reported Friends of Hamilton Marsh had local MP James Lunney at site trying to garner federal support for Hamilton Marsh.

### **11.4 Morden Mine News**

Friends of Morden Mine were happy to hear that Morden Trail has been designated a regional trail. This helps them with their cause for trying to re-establish the tippie site at Morden Mine. The historic concrete structure is failing and is estimated to cost upwards of a million dollars to repair.

### **11.5 Mt. Arrowsmith Massif Regional Park Proposal Status Update**

Staff noted the information package that was provided to the Minister of Environment in July at a meeting that was attended by Director Stanhope and Director McNabb.

### **11.6 Mt. Benson Fundraising**

Mr. Osborne reported Music for the Mountain fell short of their fundraising goal. Ms. Ruggeberg responded that the event was well organized but not well attended. Fundraising methods such as targeted mail outs, soliciting donations. H. Rugegeberg also noted that Foothill Estates are sponsoring the 2008 NALT calendar. The proceeds from the calendar will go to the campaign.

**ADJOURNMENT**

MOVED D Bartram, SECONDED Frank Van Eynde that pursuant to Section (90) (12) E of the Community Charter the Committee proceed to an In Camera meeting to consider land issues.

CARRIED

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Chair



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GMES	GMTS
SEP 19 2007	
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CHAIR	BOARD
at2 Board	

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: September 18, 2007

FROM: Tom Armet
Manager, Building and Bylaw Services

FILE: 4000APBE

SUBJECT: Appointment of Bylaw Enforcement Officer

PURPOSE

To appoint a Bylaw Enforcement Officer for the purpose of enforcing Regional District of Nanaimo bylaws and regulations.

BACKGROUND

"Regional District of Nanaimo Bylaw Enforcement Officers Bylaw No. 857, 1992," provides the authority for this appointment, which is the result of a recent vacancy in the department.

Before performing the duties of a Bylaw Enforcement Officer, staff must be appointed by the Board and take the prescribed Oath of Office and Oath of Allegiance.

Additionally, Section 264 of the Community Charter requires Bylaw Enforcement Officers to be appointed prior to issuing municipal violation tickets.

ALTERNATIVES

- 1. To appoint a Bylaw Enforcement Officer pursuant to "Regional District of Nanaimo Bylaw Enforcement Officers Bylaw No. 857, 1992," for the purpose of enforcing Regional District of Nanaimo bylaws and regulations.
2. Not to appoint a Bylaw Enforcement Officer.

FINANCIAL IMPLICATIONS

There are no financial implications.

VOTING

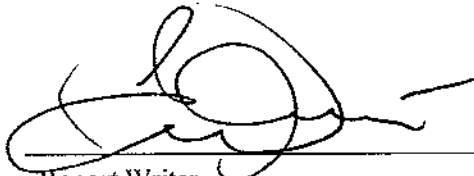
All Directors - one vote.

**SUMMARY/CONCLUSIONS**

It is necessary to appoint Bylaw Enforcement Officers employed by the Regional District of Nanaimo (RDN) to ensure they have the ability to enforce RDN regulations, defend any legal challenge to their authority, and maintain the integrity of the bylaw enforcement function.

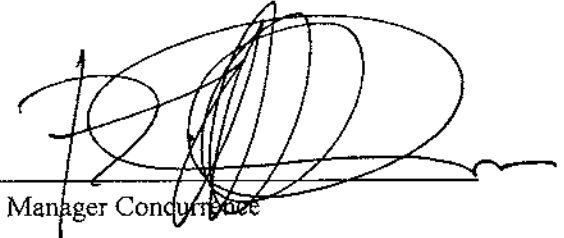
**RECOMMENDATION**

That Mr. John F. (Jack) Eubank be appointed as a Bylaw Enforcement Officer pursuant to “*Regional District of Nanaimo Bylaw Enforcement Officers Bylaw No. 857, 1992,*” for the purpose of enforcing Regional District of Nanaimo bylaws and regulations.



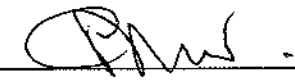
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Report Writer



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General Manager Concurrence



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CAO Concurrence

**COMMENTS:**

*devsvs/reports/2007/oc 4000APBE Appointment of Bylaw Enforcement Officer – Jack Eubank Board Report*





RDN			
CAO	GMF&IS		
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GMES	GMTS		
SEP 20 2007			
SMCA			
CHAIR	BOARD		✓
Oct.			

# MEMORANDUM

**TO:** Paul Thorkelsson  
General Manager, Development Services

**DATE:** September 19, 2007

**FROM:** Tom Armet  
Manager, Building and Bylaw Services

**FILE:** 4000APBE

**SUBJECT:** Appointment of Animal Control Bylaw Enforcement Officers

## PURPOSE

To appoint Bylaw Enforcement Officers employed by the Parksville/Qualicum Beach & District SPCA for the purpose of enforcing Regional District of Nanaimo Animal Control and Licensing Bylaws.

## BACKGROUND

The Parksville/Qualicum Beach & District SPCA carries out the enforcement of Animal Control and Licensing Bylaws under contract for the Regional District of Nanaimo (RDN) in District 69. Employees of the SPCA have similar specific duties and right of entry requirements as Bylaw Enforcement Officers to enable them to carry out their duties as Animal Control Officers. Additionally, Section 264 of the *Community Charter* requires Bylaw Enforcement Officers to be appointed prior to issuing municipal violation tickets.

The SPCA has four permanent Animal Control Officers. The most recent full-time employees, Lawnie Williams and Patricia Dobbyn, have not yet been appointed as Bylaw Enforcement Officers.

## ALTERNATIVES

1. To appoint Lawnie Williams and Patricia Doreen Dobbyn as a Bylaw Enforcement Officers for the specific purpose of enforcing Animal Control Bylaws pursuant to "Regional District of Nanaimo Bylaw Enforcement Officers Bylaw No. 857, 1992."
2. To not appoint the Animal Control Officers.

## FINANCIAL IMPLICATIONS

There are no financial implications.

## LEGAL IMPLICATIONS

All Animal Control Officers employed by our contractors actively investigate and enforce the provisions of our Animal Control and Licensing Bylaws. Failure to appoint an officer may result in a court ruling

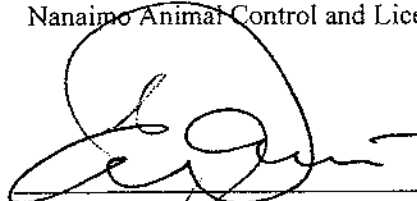
against the Regional District on the grounds that the Animal Control Officers had no authority to enforce Regional District of Nanaimo bylaws. The employees of the Regional District's contractors have been appointed as Bylaw Enforcement Officers since the beginning of the terms of the contracts, without incident. The RDN requires the contractors to maintain general public liability insurance to indemnify the RDN from any claims of negligence that might arise from the performance of the contractors.

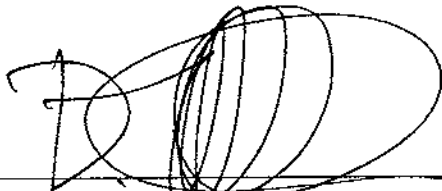
**SUMMARY/CONCLUSIONS**

It is necessary to appoint Animal Control Officers employed by our contractors as Bylaw Enforcement Officers to ensure they have the ability to enforce animal control regulations, defend any legal challenge to their authority, and maintain the integrity of the Regional District of Nanaimo animal control and licensing function.

**RECOMMENDATION**

That the Board appoint Lawnie Williams and Patricia Doreen Dobbyn, Parksville/Qualicum Beach & District SPCA, as Bylaw Enforcement Officers for the specific purpose of enforcing Regional District of Nanaimo Animal Control and Licensing Bylaws.

  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
General Manager Concurrence

  
\_\_\_\_\_  
CAO Concurrence

**COMMENTS:**

*devsvs/reports/2007/oc 4000APBE Appointment of Animal Control Bylaw Enforcement Officers Board Report*



RDN			
CAO	✓	GM/MS	
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GMES		GM/MS	
SEP 21 2007			
SMCA			
CHAIR		BOARD	✓

MEMORANDUM

**TO:** Paul Thorkelsson  
General Manager, Development Services

**DATE:** September 24th, 2007

**FROM:** Paul Thompson  
Manager, Long Range Planning

**FILE:** 6780 30

**SUBJECT:** Revised Consultation Plan for the Regional Growth Strategy Review

PURPOSE

To outline how concerns raised at the September 11<sup>th</sup> Committee of the Whole meeting about the Regional Growth Strategy Review Consultation Plan can be addressed.

BACKGROUND

The Committee of the Whole made the following motion regarding the Consultation Plan for the Regional Growth Strategy Review:

*MOVED Director Bartram, SECONDED Director Westbroek, that the Regional District of Nanaimo approve the proposed consultation plan as outlined in Attachment 1 titled "A Consultation Plan for the Regional Growth Strategy Review".*

*MOVED Director Bartram, SECONDED Director Westbroek, that the consultation plan be referred back to staff.*

*DEFEATED*

*The question was called on the main motion.*

*The motion CARRIED.*

While the Committee of the Whole recommended approval of the Consultation Plan a number of concerns were raised. Chief among these concerns was that the Consultation Plan was too ambitious and that there were insufficient staff resources to implement the Plan. In particular, a lot of time would be required to manage an online community web log (blog). Another concern about the list of participants was also raised.

ALTERNATIVES

1. That the RDN approve the revised Consultation Plan for the Regional Growth Strategy Review.
2. That the RDN not approve the revised Consultation Plan for the Regional Growth Strategy Review and provide further direction for staff.

## PUBLIC CONSULTATION IMPLICATIONS

Staff have reviewed the Consultation Plan again and still believe there to be sufficient staff and financial resources to undertake the work program as outlined in the Consultation Plan. As well, as provided for by Section 855(2)(3) of the *Local Government Act*, not all components of a consultation plan must be completed as long as reasonable consultation has been conducted.

To address the Committee's concerns, the following actions are recommended for the Consultation Plan:

A staff person in the Long Range Planning Section will be assigned to work on the Regional Growth Strategy Review on a full time basis. A new Long Range Planner has been hired and starts in mid October.

The timeline for implementing the Consultation Plan will be moved back one month. This allows the new staff person to be in place before full implementation of the Consultation Plan begins.

Community consultation through an online Community BLOG and web-based peer networking will be made optional and will only occur if time and resources permit.

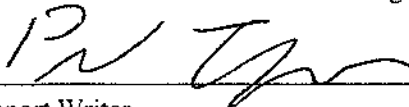
Another concern relates to who would be consulted. Based on suggestions made by the CoW the Consultation Plan will specifically mention First Nations, improvement districts and the Islands Trust as project participants.

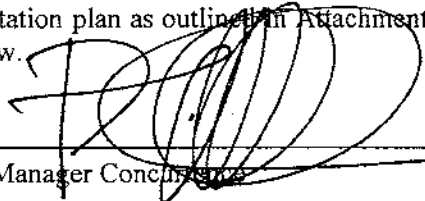
## SUMMARY

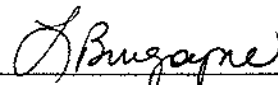
The Committee of the Whole raised concerns that the Consultation Plan for the Regional Growth Strategy Review was too ambitious and that the list of project participants should be expanded. To address these concerns a Planner will be assigned to work on the Regional Growth Strategy Review on a full time basis. Further, community consultation through a blog and web-based peer networking will only take place if time and resources permit. As well, First Nations and improvement districts have been added to the list of project participants.

## RECOMMENDATION

That the Regional District of Nanaimo approve the revised consultation plan as outlined in Attachment 1 titled A Consultation Plan for the Regional Growth Strategy Review.

  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
General Manager Concurrence

  
\_\_\_\_\_  
for: CAO Concurrence

**A CONSULTATION PLAN  
FOR THE REGIONAL GROWTH STRATEGY REVIEW  
REGIONAL DISTRICT OF NANAIMO**

Submitted by:  
Paul Thompson  
Manager, Long Range Planning  
**Regional District of Nanaimo**

Developed with assistance from:  
Vince Verlaan  
Holland Barts Planning Group  
and  
Stephen Legault  
HighWater Mark Strategy and Communications

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## 1. Framing The Strategic Challenge

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The Regional District of Nanaimo has recently completed a strategic plan for 2006-2009 that sets out a vision for the region:

*In the year 2030, the Regional District of Nanaimo is a socially, economically and environmentally healthy region, where residents meet their needs without compromising the ability of future generations to do the same.*

This strategic plan specifically references the Regional Growth Strategy (RGS) and recognizes that growth management is one of the most important aspects of building more sustainable communities. The RDN has also undertaken a State of Sustainability Project that will include recommendations specific to the RGS.

In a time of growing concern about all aspects of sustainability and liveability, and with various pressures coming from demographic shifts and economic growth, the RDN is undertaking a review of one of its key policy levers, the Regional Growth Strategy.

The purpose of the review is to answer this question:

*What, if any, changes should be made to the RGS to better support the Regional District's goals, policies and actions regarding its vision for a sustainable region?*

The RDN recognizes that it cannot and should not attempt to answer this question on its own, and that it needs extensive public and stakeholder input to help answer it.

A consultation plan is required (stressing **engagement** and effective **communications**) that includes innovative ways to raise awareness of the RGS review and to encourage broad public participation in the review process. This is critical because in the past only a narrow segment of the population has participated and some groups and individuals felt their input was not wanted or well-used.

The consultation plan should creatively address these concerns, such that the governance function of the RDN is strengthened, as is public perception of how the RDN carries out its governance responsibilities. As well, the quality and credibility of the revised RGS and public support for it will be greatly improved by a high-quality consultation process that reaches and meaningfully engages diverse audiences.

The consultation plan should include details on who, when and how to consult such that the following core objectives are met:

1. Raise the profile of the process (mainly through **communications** activities connected with Education and Awareness activities)
2. Get more and different people involved so that ideas and energy in the process increase (refers specifically to **engaging** people who wouldn't usually participate)

A third and complementary objective would be to give those who wish to take a stronger interest and give more meaningful input the opportunity to do so. Charting the future of the region is something that can and should **engage** the energy and ideas of many of the RDN's residents and stakeholders, and the consultation plan must allow for this to happen.

A final factor to consider is that the issues the RGS review will address are not simple, and there are several studies and analyses underway that will heavily influence the review process. Some participants will dig deep into these and will want to comment on the findings and data, while most others will stay at a more shallow level of understanding and comment. Critically, the RDN can learn and benefit from both types of input to the review so the consultation must allow for both breadth and depth of engagement.

This consultation plan is designed to meet these objectives.



## 2. Principles of the Engagement Plan

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The key to planning an effective consultation process that suits the RDN's needs and the regional situation is to develop a **container** for the desired discussion and for the overall process.

A container provides a clear boundary for the discussions that will occur, gives the RDN and participants confidence that the process has integrity both in scope and timing, and holds a defined space open for the mixing of various "ingredients" (ideas, information, energy) that will emerge.

In this case, the overall container for consultation has been outlined in the Regional Growth Strategy Review Work Plan which lays out the overall review process in four phases (preparation; assessment, consultation, amendment). The consultation plan described below integrates with other elements of the RGS review and ensures that people understand when they can comment and participate, and how their input is being used to advance the review process.

**Early involvement** is key to the credibility of this process and our consultation activities must engage people fairly early. That is why an early launch of the brand for this consultation and early awareness raising is recommended.

**Diversity** of participation is also key to the strategy. Non-traditional consultation activities (e.g. peer-to-peer outreach, youth outreach, web blog, earned media, etc.) focused on youth as well as a wide variety of other community groups with strong networks and interests in growth issues will ensure cost-effective and wide ranging participation.

The next critical point is the use of **questions** to invite participation and engagement. The topics identified in the "Challenges and Opportunities" background Report will be used as a basis for questions to be used in consultation activities such as the discussion paper, surveys, outreach sessions or "hot-topic" workshops.

**Emergence** is another critical term. We do not know exactly what is going to come from the various groups and individuals who respond to the communications (branding) elements and activities that are combined with engaging questions and rich information. That is where the energy, excitement and creativity come from in such a process. We have to be prepared to learn from and respond thoughtfully to the input received. The consultation plan allows for a thoughtful response to what emerges from outreach and engagement (especially through the blog, the hot-topic workshops, and the revisions to discussion papers).

With respect to activities, the consultation should go **broad** to raise awareness and general participation, and also go **deep** to allow for more meaningful input from those who wish to provide it. These two overall strategies are

complementary, will help achieve the three main objectives, will combine to make the consultation meaningful for citizens, and useful to the review as it is completed.

Broad strategies include creating a brand for the consultation, web strategy, paid and/or earned media, posters and post cards that raise awareness of the studies to date and the questions that remain, youth outreach, peer-to-peer outreach, etc.

Deep strategies focus first on the creation of a web log (blog) where RDN staff can interact with concerned members of the public as awareness of the RGS review builds. This requires staff time but can be an excellent way to identify themes and issues that are contentious or need further review.

A second "deep strategy" relies on the holding of two focused workshops that follow the initial consultations. These will be dialogue style workshops where issues that are "hot" or difficult to resolve can be discussed in depth by people with different view points such that directions for these issues emerge.

The workshops will allow for time to review what's been learned and resolved to date, a challenging focus question that invites thoughtful comment, and a process/format like Open Space which allows all in attendance to contribute to some new ideas for moving forward. The workshops will also raise the profile of the consultation.

### 3. Proposed Activities

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#### Communications Activities

As referenced previously in Section 1, the consultation plan should aim to enhance the RDN's communications with its constituents in two key ways:

- 1) reach a new demographic with news that a review of the regional growth strategy is about to take place; and,
- 2) increase the level of meaningful engagement that the citizenry undertakes in the review of the RGS.

To address the first challenge, the following is proposed to address the strategic questions:

#### 1) Which demographics does the RDN wish to reach?

The RDN wants to reach both a broad, and a message specific audience within the region. It is recommended that:

The RDN set measurable, realistic goals for the number of members of the public who participate in the upcoming review of the growth management strategy. For the RGS review, a participation goal of 250 members from the general public, in addition to those members of the public who self identify with well known public interest, business or community organizations is recommended.

To reach segments of the community that do not normally get involved in high level planning processes, there should be a focus on the following four demographic groups:

- Young families
- Immigrants and Visible Minorities<sup>1</sup>
- Small Business Owner/Operators
- Students – both high school and College/University

These four demographic groups have been selected because they are typically underrepresented in public consultation settings, can have diverse political viewpoints, and can easily be approached with simple communications tools.

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<sup>1</sup> According to the 2001 NRD Census Profile, the RDN has a higher than average number of Southeast Asian, Japanese and Black persons, and average numbers of South Asian and Latin American persons and lower than average numbers of Chinese persons in the region. On total, however, only 5% of the RDN population are visible minorities, compared to the provincial average of 22%. The English speaking countries of the United Kingdom and the United States and Germany and the Netherlands make up the majority of the RDN's immigrant population. Source data: <http://www.bcstats.gov.bc.ca/data/cen01/profiles/59021000.pdf>

## 2) What are the barriers to reaching them?

The perceived barriers<sup>2</sup> to reaching each demographic subgroup are:

- 1) Lifestyle issues – young families and small business owner/operators frequently describe themselves as too busy to take part in evening meetings, weekend planning sessions, or are working during day-time opportunities.
- 2) Language barriers – immigrants often have language barriers that prevent them from participating. Cultural barriers may sometimes exist.
- 3) In addition to these demographically specific barriers, general barriers also exist:
  - a) Some people are unclear as to the relevance of the RDN in their day-to-day lives.
  - b) Some people believe that decisions made at the Regional District level will be ignored by individual municipalities.
  - c) There is a systemic barrier that exists in the planning process where citizens do not believe that their concerns and points of view will be valued, or that decisions have already been made.
  - d) There is also a common challenge in recruiting citizens to planning forums and reviews: people respond to crisis, not forward looking opportunities for input.

## 3) What tools does the RDN need to develop/adopt to reach them? What media (all forms, paid and/or earned) are best for each target demographic?

A fundamental shift is needed to both broaden and deepen the level of participation in the RGS review: rather than holding one large town hall meeting, develop teams and materials that can be used to reach target demographics where they work, live and recreate.

The proposed approach is based on the premise that you can't expect the people you wish to communicate with to come to you, you have to go to them.

To reach the desired targets for public participation in the upcoming review of the Regional Growth Strategy, the following methods will be used:

- 1) A paid media strategy that delivers repeat messages to large audiences for low cost;

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<sup>2</sup> The barriers are perceived because with detailed research, including focus group testing and statistically valid survey work, it is impossible to say with 100% certainty what barriers actually exist when trying to communicate with, or create a desired behaviour in any population or demographic.

- a) Production and placement of quarter page ads in daily and weekly newspaper (three are included in the budget). These ads should be simple, uncluttered and pithy. The ads should be run weekly for 6 weeks, leading up to and during the Regional Growth Strategy review. Their principle purpose would be to direct views to the online information and survey for the RGS.
  - b) Production and delivery of postcards to the 57,000 households (using Canada Post) in the RDN who accept unaddressed letter mail. These cards would use the same brand and look as the ads, and would direct views to the web site and survey.
- 2) A web strategy that includes:
- i) An online source for all Regional Growth Strategy related news, input and community outreach that is easier to find than the current RDN web site. This would include an updating of the information on the RGS section of the site, and the addition of a comment section and online survey<sup>3</sup> that allows visitors to provide feedback on the RGS. This source should have separate branding, on a unique URL such as [www.futureRDN.ca](http://www.futureRDN.ca).
  - ii) Opportunities for earned media – investigate and take advantage of newsworthiness of trying new ways to consult with community.
  - iii) Email blasts to names/emails collected through the RDN web site.
- Should time and resources permit, then the following activities will also be considered:
- iv) The development of an online community BLOG (an interactive web log) where members of the Board of Directors are invited to submit their opinions and ideas on the review process, and the community is encouraged to comment.
  - v) Use of peer networking tools such as Facebook<sup>4</sup> to reach young members of the community. The key activity would be the creation of a "group" that focuses on the RGS, and the collection of "members" who can be notified about activities and opportunities at the [www.futureRDN.ca](http://www.futureRDN.ca) website.
- 3) A small group and peer-to-peer strategy that includes:
- i) Directing RDN staff, Board members and others to approach known community organizations, the Chamber of Commerce,

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<sup>3</sup> There are numerous online survey tools. Survey Monkey is among the most versatile and cost effective. <http://www.surveymonkey.com>.

<sup>4</sup> Facebook is a social networking tool that reaches millions of people around the world, and is wildly popular with high school and college aged persons. A Facebook group focused on the RDN Growth Management Strategy could be created, and people in the community could be encouraged to join the group. Information on RDN RGS public participation opportunities could be pushed out to this group.

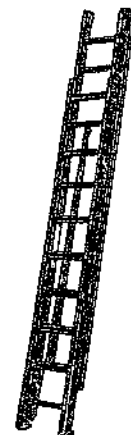
schools, clubs, churches, seniors centres, downtown business associations etc to reach target demographics where they spend their time, rather than relying on them to attend public meetings. A 15 slide power point presentation will be created to be used by RDN staff or Board members, and a feedback form will be developed to solicit meaningful responses from the community. Simple cards (same as those delivered in to households) will be printed directing people to the RDN RGS web site, rather than the production of large booklets and brochures.

- ii) The cards will be used as peer-to-peer social marketing tools, where members of the community who are reached through the above strategy are asked / challenged to invite their families, friends and business associates to visit the web site, read the BLOG and provide input.
- 4) A youth outreach strategy that includes:
- i) Creation of a small (2-3 person) youth (ages 13-25) outreach team who can do outreach to other youth in the RDN over a 2-3 month period.
  - ii) Development of a similar presentation to the one used in the peer-to-peer strategy that is geared towards youth, and includes a strong interactive component.
  - iii) Development of a plan that targets youth where they learn, and recreate. In the former, developing the program in a way that it synchronizes with key educational criteria and curriculum, such as high school classes such as Career and Social Studies, Grade 10 Planning classes, or Grade 9 Social Studies, and students at Malaspina University Collage. In the latter, it means linking in with other outreach opportunities such as youth fares, boys and girls clubs, and the Nanaimo Youth Centre.
- 4) **Once contact has been made, what behaviour/action does the RDN want the individuals reached to take? What are the steps a citizen might take in order to engage more meaningfully in the Growth Management Strategy review?**

#### The Ladder of Engagement for the RDN RGS Review

Citizens become increasingly involved in the review by taking the following steps:

- 3) Tell their friends and encourage them to get involved
- 2) Provide input into the strategy through one of the following means:
  - At a public meeting
  - At a small group session and/or on a feedback form
  - On the RDN web site
- 1) Become aware of the RDN Growth Management Strategy Review, as measured by number of visits to the RDN web site



### 5) What message will lead to these actions?

DRAFT<sup>5</sup> Overarching message set:

1. Your point of view counts. Now is the time to have your say in the future of your region.
2. We share a region; we share an opportunity. Make your voice heard.

## Dialogue Activities

Beside the opportunities for discussion at outreach events (peer-to-peer, and youth oriented) and through the blog, the major opportunity for meaningful dialogue with concerned citizens will come through 2 "hot-topic" workshops near the end of the consultation.

This timing makes sense because it shows the RDN has been listening to what people have been saying matters, because the topics remaining at that point of the consultation will indeed be the ones that need further discussion, and because the events themselves will raise the profile of the consultation.

Finally, using a "generative dialogue" format tweaked to the local community issues, this will be a responsive event that will generate new ideas for the RGS review and will contribute substantially to the quality of the recommendations in the final report, as well as to public support for it.

Details of the workshop formats will be finalized during the fall as issues and answers emerge.

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<sup>5</sup> These message sets should be tested with a cross-section of the community (5-8 people) before use in any media.

## 4. Proposed Workplan

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<u>Item</u>	<u>Purpose</u>	<u>Timing</u>	<u>Lead</u>	<u>Second</u>	<u>Costs</u>
Clarify outreach messages, strategies, tools, timing - Develop questions for Survey Monkey - coordinate with Education and Awareness campaign	Integrate team and new information  - discussion paper prep continues	Oct	RDN	Consultant	\$2,500
Develop paid advertising creative (campaign brand)	For print media, postcards, poster	Oct	Consultant	RDN	\$1,000
Mock up paid advertising creative/prep for newspapers	Will also support postal walk	Oct	Designer	Consultant	\$1,850
Develop content for branded website (secure the URL)	Sharing of info/papers, calendar	Oct	RDN	Consultant	\$1,550
Contractor for expanded web page design - Include Survey Monkey feature	Design invites variety of participation	Oct	Designer	RDN	\$2,500
Develop 15 slide ppt on "hot issues" in RGS Review	For delivery in peer-to-peer sessions	Oct	RDN	Consultant	\$750
Identify, recruit and train 2-4 youth (under 25)	To lead the youth outreach strategy	Nov	RDN	Consultant	\$660
Incorporate BLOG - secure 3 writers from RDN	Will post during outreach phase	Nov	Designer	RDN	\$660
Identify 12-15 groups for targeted peer-to-peer consult	RDN staff/directors will do outreach	Dec	RDN	Consultant	\$330
Youth outreach team preps presentation; books dates	Youth outreach team gets underway	Dec	YOT	RDN	\$1,000
Test media messages w/ target audiences (5-8 people)	Informal way of testing messages	Dec	RDN	Consultant	\$800



Regional Growth Strategy Review ~ Consultation Plan

Finalize discussion papers, list of questions, ppt	Core of the engagement strategy	Jan	RDN	Consultant	\$2,500
Online strategy fully implemented; e-mail blasts	Website live w/ brand; start outreach	Jan	RDN		
Run paid media for 5-6 consecutive weeks	Builds awareness; earned media	F-M	RDN		\$5,500
Drop post cards in mail; do targeted postering	Drive traffic to website, blog, events	Feb	RDN		\$5,000
Youth team executes outreach strategy	Drive traffic to website, blog, events	F-M	YOT		\$3,000
Peer-to-peer outreach team executes strategy	Drive traffic to website, blog, events	F-M	RDN		\$1,500
Advertise, design, and hold two hot-topic workshops	Allow hot issues to be dialogued	Apr	Consultant	RDN	\$6,000
Incorporate feedback from all sources	Allows papers to be revised, posted	May	RDN, YOT	Consultant	\$2,500
Communications out to all who have been involved	Profiles changes made and direction	May	RDN	Consultant	\$400
Final call for comments from all involved	Closes the loop of engagement	May	RDN		
				<b>Total</b>	<b>\$40,000</b>
Draft Amendments to the RGS	New RGS document is drafted	May	RDN	<b>Consultant</b>	
Review with Board		June	RDN		
1 <sup>st</sup> and 2 <sup>nd</sup> reading of bylaw		June	RDN		
Public Information Meetings		Sept	RDN	<b>Consultant</b>	
Public Hearing		Sept	RDN		
Referral of Bylaw		Sept	RDN		
3 <sup>rd</sup> Reading and Adoption		Oct	RDN		

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## 5. Project Participants

The Growth Management Plan Review is a multi-disciplinary, multi-jurisdictional project. Consequently many different agencies may be asked to participate and contribute their expertise, as outlined below:

Category	Member
The Public	<ul style="list-style-type: none"> <li>▪ City of Nanaimo residents and property owners</li> <li>▪ City of Parksville residents and property owners</li> <li>▪ Town of Qualicum Beach residents and property owners</li> <li>▪ District of Lantzville residents and property owners</li> <li>▪ Electoral Area residents and property owners</li> </ul>
Regional District of Nanaimo	<ul style="list-style-type: none"> <li>▪ Corporate Administration Services</li> <li>▪ Transportation Services</li> <li>▪ Parks and Recreation Services</li> <li>▪ Finance and Administration Services</li> <li>▪ Development Services</li> <li>▪ Environmental Services</li> </ul>
Local Government	<ul style="list-style-type: none"> <li>▪ City of Nanaimo</li> <li>▪ City of Parksville</li> <li>▪ Town of Qualicum Beach</li> <li>▪ District of Lantzville</li> </ul>
Adjacent Local Government	<ul style="list-style-type: none"> <li>▪ Alberni-Clayoquot Regional District</li> <li>▪ Comox Strathcona Regional District</li> <li>▪ Cowichan Valley Regional District</li> <li>▪ Islands Trust</li> </ul>
Service Providers	<ul style="list-style-type: none"> <li>▪ Improvement Districts</li> <li>▪ Other service providers</li> </ul>
Provincial Government	<ul style="list-style-type: none"> <li>▪ Ministry of Community Services</li> <li>▪ Ministry of Environment</li> <li>▪ Ministry of Energy and Mines</li> <li>▪ Ministry of Agriculture</li> <li>▪ Ministry of Transportation</li> <li>▪ Ministry of Forests and Range</li> <li>▪ Agricultural Land Commission</li> </ul>

<b>Category (cont.)</b>	<b>Member (cont.)</b>
Federal Government	<ul style="list-style-type: none"> <li>▪ Fisheries and Oceans Canada</li> <li>▪ Environment Canada</li> </ul>
First Nations	<ul style="list-style-type: none"> <li>▪ Snuneymuxw</li> <li>▪ Nanoose</li> <li>▪ Qualicum</li> </ul>

Consultation with the Intergovernmental Advisory Committee (IAC) will occur throughout the project. Informal Committee meetings will be scheduled on a monthly basis throughout the lifetime of the project. Regional District Development Services Department staff will be available to report on the status of the project components, to answer questions, and to discuss potential concerns before issues arise. The IAC membership includes staff from the Regional District and its member municipalities. It also includes staff from a range of provincial ministries that have mandates related to the Growth Management Plan.