

REGIONAL DISTRICT OF NANAIMO

**REGULAR BOARD MEETING
TUESDAY, JANUARY 22, 2008
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
 - 17-18 **Mike Bourcier, B.A.S.E. Coach**, re Business Assistance for Successful Enterprise (B.A.S.E.) Program Update.
 - 19 **Doug Walker, The Nature Trust of BC**, re Brandt Wildlife Festival.
 - 20 **Brian Kingzett, Centre for Shellfish Research, Malaspina University-College**, re Deep Bay Shellfish Research Station Project.
 - 21 **Vivian Dean**, re Building Green in a Changing Climate Conference.
 - 22 **Don Cameron**, re Electoral Area 'G' Draft Official Community Plan.
- 3. BOARD MINUTES**
 - 23-28 Minutes of the Inaugural Board meeting held December 11, 2007 and Special Board meeting held January 8, 2008.
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**
 - 29-34 **Residents of Cedar Road (2108, 2109, 2115, 2118, 2123, & 2124)**, re Development Variance Permit Application No. 90713 – Haugen – 2112 Cedar Road – Area 'A'.

6. UNFINISHED BUSINESS

BYLAWS

Public Hearing & Third Reading.

35-36

Report of the Public Hearing held December 13, 2007 with respect to Bylaw Amendment No. 500.345, 2007 – Timberlake-Jones Engineering Ltd., on behalf of 609188 BC Ltd. – 820 Horne Lake Road – Area ‘H’. (Electoral Area Directors except EA ‘B’ – One Vote)

1. *That the Report of the Public Hearing containing the Summary of Minutes and Submissions of the Public Hearing held on December 17, 2007 as a result of public notification of “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.345, 2007” be received.*
2. *That “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.345, 2007” be given 3rd reading.*
3. *That the conditions outlined in Schedule No. 1 be completed by the applicant to the satisfaction of the Regional District prior to consideration of adoption of Bylaw No. 500.345, 2007.*

This bylaw is to rezone a portion of the property legally described as Lot 2, Block 347, Newcastle and Alberni District, Plan 33670 and located at 820 Horne Road from Industrial 5 Subdivision District ‘B’ (IN5B) to Rural 1 Subdivision District D (RUID) and the balance of the property from Subdivision District ‘B’ to Subdivision District ‘D’ to facilitate the subdivision of the parent parcel to create 7 parcels.

37-39

Report of the Public Hearing held January 9, 2008 with respect to Bylaw Amendment No. 500.326, 2007 – Canuck Properties Ltd., – Northwest Bay & Powder Point Roads – Area ‘E’. (Electoral Area Directors except EA ‘B’ – One Vote)

1. *That the Report of the Public Hearing containing the Summary of Minutes and Submissions of the Public Hearing held on January 9, 2008 as a result of public notification of “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.326, 2007” be received.*
2. *That “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.326, 2007” be given 3rd reading.*
3. *That the conditions outlined in Schedule No. 1 be completed by the applicant to the satisfaction of the Regional District prior to consideration of adoption of Bylaw No. 500.326, 2007.*

This bylaw is to rezone the property legally described as Lot A, District Lot 6, Nanoose District, VIP58653 and located at the corner of Northwest Bay and Powder Point Roads from Residential 4 Subdivision District 'Q' (RS4Q) to Nanoose Bay Village Centre Comprehensive Development Zone 30 (CD30) to facilitate the construction of 2, three storey commercial buildings in two phases.

40-42

Report of the Public Hearing held January 10, 2008 with respect to Bylaw Amendment No. 500.344, 2007 – Williamson & Associates Professional Surveyors on behalf of Bevis – Adjacent to Kilpatrick Road – Area 'C'.
(Electoral Area Directors except EA 'B' – One Vote)

1. *That the Report of the Public Hearing containing the Summary of Minutes and Submissions of the Public Hearing held on January 10, 2008 as a result of public notification of "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.344, 2007" be received.*
2. *That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.344, 2007" be given 3rd reading.*
3. *That the conditions outlined in Schedule No. 1 be completed by the applicant to the satisfaction of the Regional District prior to consideration of adoption of Bylaw No. 500.344, 2007.*

This bylaw is to rezone the property legally described as Lot 1, Section 12, Range 4, Mountain District, Plan VIP63679 and located adjacent to Kilpatrick Road from Subdivision District 'D' to Subdivision District 'F' to facilitate the subdivision of the parent parcel to create 2 parcels.

For Adoption.

Bylaw No. 1385.02 – Bow Horn Bay Fire Protection Service Area Boundary Amendment. (All Directors – One Vote)

That "Bow Horn Bay Fire Protection Service Area Boundary Amendment Bylaw No. 1385.02, 2007" be adopted.

This bylaw is to amend the boundaries of the fire protection area to include a new subdivision at the north end of the Bow Horn Bay Fire Protection service area.

Bylaw No. 787.06 – Building Inspection Service Bylaw Amendment. (Electoral Area Directors except EA 'B' – One Vote)

That "Regional District of Nanaimo Building Inspection Service Bylaw Amendment Bylaw No. 787.06, 2007" be adopted.

This bylaw is to amend the boundaries of the building inspection area to include two properties in Electoral Area 'H'.

43-46

Bylaw Amendment Bylaw No. 500.333 – Regional District of Nanaimo Land Use and Subdivision Amendment. (Electoral Area Directors except EA ‘B’ – One Vote)

That “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.333, 2006” be adopted.

This bylaw is to rezone the property legally described as Lot A, Section 13, Range 7, Cranberry District, Plan VIP83828 and located at Schoolhouse and Harold Roads in Electoral Area ‘A’ from Residential 2 Subdivision District ‘F’ (RS2F) to Comprehensive Development Zone 33 (CD33).

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

7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

47-51 Minutes of the Electoral Area Planning Committee meeting held January 8, 2008. (for information)

CORRESPONDENCE/COMMUNICATIONS

R. Dean, Director, FCRA (The Friends of French Creek Conservation Society), re Development Permit Application No. 60735 – Lundine Lane – Area ‘G’. (All Directors – One Vote)

That the correspondence from Mr. Dean, Director, FCRA regarding Development Permit Application No. 60735 be received.

R. Robinson, President, FCRA (The Friends of French Creek Conservation Society), re Area ‘G’ Draft OCP. (All Directors – One Vote)

That the correspondence from R. Robinson, President, FCRA, regarding the Electoral Area ‘G’ Draft Official Community Plan be received.

M. Jessen, Secretary, French Creek Residents’ Association, re Area ‘G’ OCP Review and Adoption Process. (All Directors – One Vote)

That the correspondence from the French Creek Residents’ Association with respect to the Electoral Area ‘G’ Official Community Plan review and adoption process be received.

PLANNING

AMENDMENT APPLICATIONS

Zoning Amendment Application No. ZA0713 – Meadowood Firehall – Meadowood Way and Galvin Place – Area 'F'. (Electoral Area Directors except EA 'B' – One Vote)

1. *That Zoning Amendment Application No. ZA0713 submitted by the Regional District of Nanaimo to rezone the property legally described as Lot 2, Block 359, Newcastle District, Plan VIP69346 from P-1 (Parks and Open Space 1) to T-1 (Institutional/Community Facility 1) in order to facilitate the development of a community firehall, be received.*
2. *That "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw Amendment Bylaw No. 1285.12, 2008" be given 1st and 2nd reading.*
3. *That the public hearing for "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw Amendment Bylaw No. 1285.12, 2008" be waived and notice in accordance with Section 893 of the Local Government Act be given.*

Zoning Amendment Application No. ZA0714 – Wilde – 2450 Alberni Highway – Area 'F'. (Electoral Area Directors except EA 'B' – One Vote)

1. *That "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw Amendment Bylaw No. 1285.10, 2008", be given 1st and 2nd reading.*
2. *That the Public Hearing for the proposed Bylaw No. 1285.10, 2008 be waived and notice of the intent to adopt the amendment be published in the local newspapers and on the RDN website.*

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. 60665 and Request for Relaxation – CO Smythies BCLS on behalf of H & F Ventures – Adjacent to Matthew Road – Area 'E'. (Electoral Area Directors except EA 'B' – One Vote)

Delegations wishing to speak to Development Permit Application No. 60665.

1. *That Development Permit Application No. 60665 submitted by CO Smythies BCLS, on behalf of H & F Ventures Ltd., in conjunction with the subdivision on the parcel legally described as Block 668, Nanoose District, Except Those Parts in Plans 33913, 36480, 36481 & VIP62598 and designated within the Nanoose Bay OCP Bylaw No. 1400 Watercourse Protection Development Permit Area, be approved subject to the conditions outlined in Schedules No. 1 and 2 of the corresponding staff report.*

2. *That the request for relaxation of the minimum 10% frontage requirement for Proposed Lots C, D and the Remainder of Block 688 in conjunction with the subdivision of the property legally described as Block 668, Nanoose District, Except Those Parts in Plans 33913, 36480, 36481 and VIP62598 be approved subject to Schedules No. 1 and 2 of the staff report.*

Development Permit Application No. 60731 – Seeger – 6750 Island Highway West – Area ‘H’. (Electoral Area Directors except EA ‘B’ – One Vote)

Delegations wishing to speak to Development Permit Application No. 60731.

That Development Permit Application with Variance No. 60731, to permit the demolition of an existing residential dwelling and the construction of a new residential dwelling on the property legally described as Lot 2, District Lot 85, Newcastle District, Plan VIP56628, and designated within the Environmentally Sensitive Features for Watercourse Protection and Fish Habitat Protection Development Permit Areas pursuant to “Regional District of Nanaimo Electoral Area ‘II’ Official Community Plan Bylaw No. 1335, 2003” be approved subject to the conditions outlined in Schedules 1 to 4.

Development Permit Application No. 60735, Request for Relaxation and Request to Discharge a Section 219 Covenant – Fern Road Consulting Ltd. on behalf of Meade – Adjacent to Lundine Lane – Area ‘G’. (Electoral Area Directors except EA ‘B’ – One Vote)

That Development Permit No. 60735 be referred back to staff for further discussion of proposed lot lines between Lots 2 and 3, and a possible request to MOT for approval of an amalgamation of proposed driveways to protect existing sewer lines.

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. 90713 – Haugen – 2112 Cedar Road – Area ‘A’. (Electoral Area Directors except EA ‘B’ – One Vote)

Delegations wishing to speak to Development Variance Permit Application No. 90713.

That Development Variance Permit Application No. 90713, to legalize the siting of an existing residential dwelling with a minimum front lot line setback of 6.7 m on the subject property legally described as Lot 1, Section 11, Range 2, Cedar District, Plan 27523 on Cedar Road, be approved subject to the conditions outlined in Schedules No. 1 to 3.

Development Variance Permit Application No. 90716 – Chabot – Adjacent to Charlton and Rose Park Roads and Island Highway No. 19A – Area ‘H’. (Electoral Area Directors except EA ‘B’ – One Vote)

Delegations wishing to speak to Development Variance Permit Application No. 90716.

That Development Variance Permit Application No. 90716 submitted by Louise Chabot, in conjunction with the subdivision on the parcel legally described as Lot B, District Lot 22, Newcastle District, Plan 30078, be approved subject to the conditions outlined in Schedules No. 1 and 2 of the corresponding staff report.

OTHER

Request for Relaxation – B. Henning, BCLS, on behalf of Diedrichsen & Laird – 2945 Amrik Road – Area ‘C’. (Electoral Area Directors except EA ‘B’ – One Vote)

That the request to relax the minimum 10% frontage requirement for Proposed Lot 1, submitted by Brian Henning, BCLS on behalf of W. Diedrichsen and S. Laird, in conjunction with the proposed subdivision of Lot 2, Section 11, Range 4 and 5, Mountain District, Plan VIP80268 be approved.

Request for Relaxation – J.E. Anderson, BCLS, on behalf of Hadikin – 1314 Lee Road – Area ‘G’. (Electoral Area Directors except EA ‘B’ – One Vote)

- 1. That the request to relax the minimum 10% frontage requirement for Proposed Lot B, submitted by JE Anderson, BCLS on behalf of W. & A. Hadikin in conjunction with the proposed subdivision of Lot 41, District Lot 28, Nanoose District, Plan 26472, be approved.*
- 2. That staff review sewer service capacity before any further subdivision in the Barclay Crescent local service area.*

Electoral Area ‘G’ Draft Official Community Plan. (Electoral Area Directors except EA ‘B’ – One Vote)

- 1. That the draft Electoral Area ‘G’ Official Community Plan be received.*
- 2. That “Regional District of Nanaimo Electoral Area ‘G’ Official Community Plan Bylaw No. 1540, 2008” be given 1st and 2nd reading.*
- 3. That “Regional District of Nanaimo Electoral Area ‘G’ Official Community Plan Bylaw No. 1540, 2008” has been considered in conjunction with the Regional District of Nanaimo’s Financial Plan and Liquid Waste Management Plan and Growth Management Plan to ensure consistency between them.*
- 4. That “Regional District of Nanaimo Electoral Area ‘G’ Official Community Plan Bylaw No. 1540, 2008” proceed to Public Hearing.*

5. *That the Public Hearing on "Regional District of Nanaimo Electoral Area 'G' Official Community Plan Bylaw No. 1540, 2008" be delegated to Director Stanhope or his alternate.*
6. *That the Board direct staff to provide an additional opportunity for public participation within the Plan Area or surrounding community prior to the Public Hearing.*

7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

52-60 Minutes of the Committee of the Whole meeting held January 8, 2008. (for information)

COMMUNICATIONS/CORRESPONDENCE

L. Taylor, City of Parksville, re 2008 Council Appointment to the Arrowsmith Water Service Management Committee. (All Directors – One Vote)

That the correspondence from the City of Parksville regarding the 2008 appointment to the Arrowsmith Water Service Management Committee be received.

H. Chopra, Alberni-Clayoquot Regional District, re Request for Meeting for Proposed Second Road Connecting the Alberni Valley with Highway 19. (All Directors – One Vote)

That the correspondence from the Alberni-Clayoquot Regional District requesting a meeting with the RDN regarding a proposed second road connecting the Alberni Valley with Highway 19 be received.

I. Chong, Minister of Community Services, re Review of the Regional Growth Strategy (RGS). (All Directors – One Vote)

That the correspondence from the Minister of Community Service regarding the RDN's review of the Regional Growth Strategy, be received.

J. Doyle, Auditor General, re Delegation of Private Forest Lands from Tree Farm Licenses (TFLs). (All Directors – One Vote)

That the correspondence from the Auditor General regarding receipt of our letter requesting a review of the deletion of private forests lands from all TFLs on Vancouver Island, be received.

FINANCE & INFORMATION SERVICES

FINANCE

Local Calling Area – Bowser to Union Bay – Area 'H'. (All Directors – One Vote)

That the Regional District of Nanaimo support an application to the CRTC to introduce local calling between Bowser and Union Bay.

Mileage Rate Update. (All Directors – One Vote)

That the rate for reimbursement of personal vehicle use be adjusted to \$.50 per kilometer effective December 1, 2007.

Nanoose Bay Fire Hall – Seismic Reconstruction. (All Directors – One Vote)

- 1. That funds in an amount up to \$60,000 be released from the Nanoose Bay Fire building reserve fund for the purpose of completing an engineering review and developing design options to bring the fire hall to full post disaster standards.*
- 2. That staff be authorized to approach Johnston Davidson Architecture for a quote on this assignment on a sole source basis.*

Seismic Review – Regional District Fire Halls. (All Directors – One Vote)

That 2008 fire department budgets be amended as outlined in the staff report for the purpose of undertaking seismic reviews and developing an overall building improvement strategy with the exception of Electoral Area 'C', which will be using its existing budget to participate in the study.

Fire Hall Facility Planning Review. (All Directors – One Vote)

- 1. That a facility planning review of Regional District fire halls be deferred to 2009.*
- 2. That staff be authorized to use funds from the Dashwood and Coombs Hilliers reserves to provide assistance in evaluating the Dashwood building expansion and a fire hall location for the Coombs Hilliers fire department.*

Infrastructure Funding for Fire Halls – Resolution to AVICC. (All Directors – One Vote)

That the following resolution requesting the Province and Canada to provide infrastructure funding for emergency services buildings be approved and forwarded to the conference of the Association of Vancouver Island Coastal Communities:

WHEREAS all local governments are legislated to prepare and maintain active emergency plans for their communities;

AND WHEREAS communities expect fire departments to play a key role in responding to emergency events;

AND WHEREAS fire halls in many communities are aging and many would suffer long term damage in the event of an earthquake;

AND WHEREAS fire departments contribute to the safety of all persons and property in the Province of BC;

AND WHEREAS there are no designated categories in current Provincial or Federal infrastructure programs to assist with constructing fire halls or to address seismic upgrades;

NOW THEREFORE BE IT RESOLVED that the Province of BC and Government of Canada include seismic upgrading and construction of fire halls as eligible for funding in both current and future infrastructure grant programs.

Funding for Victim Services & Restorative Justice Programs – Resolution to AVICC. (All Directors – One Vote)

That the resolution regarding additional funding support for Victim Services and Restorative Justice programs be approved and be forwarded to the annual conference of the Association of Vancouver Island and Coastal Communities.

Municipal Fiscal Imbalance – Resolution to AVICC. (All Directors – One Vote)

That the resolution requesting the Province to address the fiscal imbalance as presented in this report be endorsed and forwarded on behalf of the Regional District of Nanaimo to the annual conference of the Association of Vancouver Island and Coastal Communities, to the Union of BC Municipalities and to the Federation of Canadian Municipalities.

2008 Parcel Tax Rolls.

(All Directors – One Vote)

1. *That “Regional District of Nanaimo Year 2008 Assessment Roll Preparation Bylaw No. 1541, 2008”, be introduced for first three readings.*

(All Directors – 2/3)

2. *That “Regional District of Nanaimo Year 2008 Assessment Roll Preparation Bylaw No. 1541, 2008”, having received three readings be adopted.*

(All Directors – One Vote)

3. *That the Board appoint the Chairperson, the Senior Manager, Corporate Administration and the General Manager, Finance and Information Services to preside as the 2008 parcel tax review panel.*

DEVELOPMENT SERVICES

BYLAW ENFORCEMENT

Building & Zoning Bylaw Contraventions – Parry’s RV Park & Campground, 380 Martindale Road – Area ‘G’. (All Directors – One Vote)

That staff be directed to register a Notice on title pursuant to Section 57 of the Community Charter and should the outstanding bylaw contraventions not be resolved within ninety (90) days, that legal action be pursued to ensure Lot A, Plan 30121, District Lot 42, Nanoose Land District, is in compliance with “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” and “Regional District of Nanaimo Building Regulations & Fees Bylaw No. 1250, 2001”.

Unightly Premise – 1532 Marine Circle – Area ‘G’. (All Directors – One Vote)

That the staff report be received requiring that the owner clean up the property pursuant to the “Unightly Premises Regulatory Bylaw No. 1073, 1996”.

Bylaw Contravention – 1790 Claudet – Area ‘E’. (All Directors – One Vote)

That staff be directed to register a Notice on title pursuant to Section 57 of the Community Charter and should the outstanding bylaw contraventions not be resolved within ninety (90) days, that legal action be pursued to ensure Lot 4, District Lot 84, Nanoose District, Plan 47545, is in compliance with the “Regional District of Nanaimo Building Regulations & Fees Bylaw No. 1250, 2001”.

Bylaw Contravention – 2090 Bramley Road – Area ‘C’. (All Directors – One Vote)

That staff be directed to register a Notice of Bylaw Contravention on title pursuant to Section 57 of the Community Charter and proceed with legal action necessary to ensure the property legally described as Parcel A (DD 4495N), Section 13, Range 2, Cranberry Land District, is brought into compliance with “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” and “Regional District of Nanaimo Building Regulation and Fees Bylaw No. 1250, 2001”.

Bylaw Contravention – 2820 Extension Road – Area ‘C’. (All Directors – One Vote)

That staff be directed to register a Notice of Bylaw Contravention on title pursuant to Section 57 of the Community Charter and proceed with legal action necessary to ensure the property, legally described as Lot 11, Block 4, Section 13, Range 2, Cranberry Land District, Plan 716, is brought into compliance with “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, and “Regional District of Nanaimo Building Regulation and Fees Bylaw No. 1250, 2001”.

PLANNING

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

That the Regional District of Nanaimo receive the population profile and land inventory reports titled Population and Housing Change in the Nanaimo Region, 2006 to 2036 for the Regional Growth Strategy Review and Regional District of Nanaimo Regional Growth Strategy Review Background Report: Land Inventory and Residential Capacity Analysis.

State of Sustainability – Final Report. (All Directors – One Vote)

- 1. That the Regional Growth Monitoring Advisory Committee's Final Report for the State of Sustainability Project be received.*
- 2. That the Final Report for the State of Sustainability Project be referred back to staff and an assessment of the implications of implementing the recommendations in the report be prepared and that the report also be referred to the Regional Growth Strategy review for consideration of those recommendations pertaining to planning and growth management.*

ENVIRONMENTAL SERVICES

SOLID WASTE

Garbage & Recycling Collection Contract Extension. (All Directors – Weighted Vote)

That the Board approve an additional one-year extension to Waste Services Inc. for garbage and recycling collection services.

Garbage & Recyclable Materials Collection Rates Amendment Bylaw No. 1009.11.

(All Directors – One Vote)

- 1. That "Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.11, 2008" be introduced and read three times.*

(All Directors – 2/3)

- 2. That "Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.11, 2008" having received three readings be adopted.*

School Education Program. (All Directors – Weighted Vote)

That the Regional District continues to support the environmental education work of the Nanaimo Recycling Exchange by entering into a three year contract (2008-2010) for school programs K through 12.

UTILITIES

Morningstar Streetlighting Local Service Area Amendment Bylaw No. 869.07, (All Directors – One Vote)

That “Morningstar Streetlighting Local Service Area Amendment Bylaw No. 869.07, 2008” be introduced and read three times.

COMMISSION, ADVISORY & SELECT COMMITTEE

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

1. *That the minutes of the Regional Parks and Trails Advisory Committee meeting held November 6, 2007 be received for information.*
2. *That a regional parks development cost charges bylaw be considered by the Regional Board, pending further discussion with the four member municipalities, based on the recommended scenario outlined in Table 6 of the DCC Review Final Report.*

Electoral Area ‘G’ Parks and Open Space Advisory Committee. (All Directors -- One Vote)

1. *That the minutes of the Electoral Area ‘G’ Parks and Open Space Advisory Committee meeting held November 8, 2007 be received for information.*
2. *That the following resolution from the Electoral Area ‘G’ Parks and Open Space Advisory Committee be received for information:*
 - a. *That the Electoral Area ‘G’ Parks and Open Space Advisory Committee supports the 2008 Electoral Area ‘G’ Community Parks Function budget, as presented.*
3. *That staff do a preliminary investigation for an extension of the Qualicum Beach trail from Yambury Road through to Stanhope Road in Electoral Area ‘G’.*

Electoral Area ‘A’ Parks and Green Space Advisory Committee. (All Directors – One Vote)

1. *That the minutes of the Electoral Area ‘A’ Parks and Green Space Advisory Committee meeting held November 15, 2007 be received for information.*

2. *That the following resolutions from the Electoral Area 'A' Parks and Green Space Advisory Committee be received for information:*
 - a. *That the Electoral Area 'A' Parks and Green Space Advisory Committee supports the 2008 Electoral Area 'A' Community Parks function budget, as presented.*
 - b. *That the Electoral Area 'A' Parks and Green Space Advisory Committee budget be amended to include \$10,000 for the Thelma Griffiths Park playground development.*
3. *That staff examine the possibility of developing the access to Quennell Lake at Ritten Road and the associated liabilities.*
4. *That staff be directed to proceed with the development of the playground at Thelma Griffiths Park as proposed in consultation and collaboration with the South Wellington community.*

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

1. *That the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held November 19, 2007 be received for information.*
2. *That the following resolution from the Electoral Area 'F' Parks and Open Space Advisory Committee be received for information:*
 - a. *That the Electoral Area 'F' Parks and Open Space Advisory Committee supports the 2008 Electoral Area 'F' Community Parks function budget, as presented.*

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

1. *That the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held November 21, 2007 be received for information.*
2. *That the following resolutions from the Electoral Area 'H' Parks and Open Space Advisory Committee be received for information:*
 - a. *That the Electoral Area 'H' Parks and Open Space Advisory Committee supports the 2008 budget as presented.*
 - b. *That the Electoral Area 'H' Parks and Open Space Advisory Committee budget be amended to include consulting fees for Henry Morgan Community Park.*

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

1. *That the minutes of the District 69 Recreation Commission meeting held November 22, 2007 be received for information.*
2. *That the following resolutions from the District 69 Recreation Commission be received for information:*
 - a. *That the District 69 Recreation Commission supports the 2008 Annual Budget and Five Year Capital and Financial Plan for the District 69 Recreation Coordinating Function, as presented.*
 - b. *That the District 69 Recreation Commission support the 2008 Annual Budget and Five Year Capital and Financial Plan for Oceanside Place, as presented.*
 - c. *That the District 69 Recreation Commission support the 2008 Annual Budget and Five Year Capital and Financial Plan for Ravensong Aquatic Centre, as presented.*

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Regional Growth Strategy – Cable Bay Development Proposal. (All Directors – One Vote)

That Regional District staff be directed to prepare a report for consideration by the Board outlining the specifics of the Cable Bay development proposal, particularly as it relates to Electoral Area lands proposed for incorporation, the implications of the incorporation of these lands for development within the context of the Regional Growth Strategy, and the statutory requirements for review of this application (including boundary adjustment process and RGS amendment – UCB change process).

Alberni Valley Proposed Second Road Connection. (All Directors – One Vote)

That an invitation be made to the Alberni-Clayoquot Regional District to give a presentation to the Board on a proposed second road connection connecting the Alberni Highway with Highway 19.

BOARD INFORMATION

UBCM Sponsored Conferences. (All Directors – One Vote)

That staff prepare a report for the Board's consideration on the cost of funding electoral area representation at UBCM sponsored conferences.

7.3 EXECUTIVE STANDING COMMITTEE

7.4 COMMISSIONS

7.5 SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS

61-62 **East Wellington/Pleasant Valley Parks and Open Space Advisory Committee.**
(All Directors – One Vote)

Minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held November 5, 2007. (for information)

That the following resolution from the East Wellington Parks and Open Space Advisory Committee meeting be received for information:

1. *That the 2008 East Wellington and Pleasant Valley Community Parks Function Provisional Budget be supported as presented.*

8. ADMINISTRATOR'S REPORTS

63-65 Regional Liquid Waste Advisory Committee – Terms of Reference Amendment.
(All Directors – One Vote)

66-68 Sustainability Committee. (All Directors – One Vote)

69-77 Unsightly Premise – 1532 Marine Circle – Area 'G'. (All Directors – One Vote)

9. ADDENDUM

10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

11. NEW BUSINESS

12. BOARD INFORMATION (Separate enclosure on blue paper)

13. ADJOURNMENT

14. IN CAMERA

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

Lee, Clair

Subject: Regional District of Nanaimo - Request to Appear

From: Mike Bourcier [mailto:bourcier@shaw.ca]

Sent: November 27, 2007 10:48 AM

To: Lee, Clair

Subject: Re: RE: Regional District of Nanaimo - Request to Appear

Hi,

My name is Mike Bourcier and I am the BASE coach for Oceanside. I am pleased to confirm that I will attend the January 22nd Board meeting.

Thanks,

Mike Bourcier

27/11/2007

Business Assistance for Successful Enterprise
P.O. Box 1390, Parksville, BC, V9P 2H3
www.businessbythebeach.com 250 954-4650

RBN			
CAO	<input checked="" type="checkbox"/>	GMF&IS	
GMDS		GMR&PS	
GMES		GMTS	
NOV - 7 2007			
SMCA	<input checked="" type="checkbox"/>		
CHAIR		BOARD	

November 6, 2007

Carol Mason, CAO
Regional District of Nanaimo
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2

Re: Request to Appear as a Delegation

Dear Carol,

I would like to request an opportunity to appear before the Directors particularly Areas E,F,G,H and present an update on the Business Assistance for Successful Enterprise (BASE) program.

I think that it is beneficial for them to be aware of this service that is available to individuals and existing business owners in their Electoral Areas, so that they may act as a point of referral.

BASE speaks to local business retention and expansion and is important for our long-term economic sustainability, job diversification and creation, support of local industry and their investment.

In addition, we will encourage entrepreneurship amongst youth, newcomers to our community and others who want to contribute to our small business climate. Locally owned business spends more of its profits here in our community.

BASE kicked off in October with the hiring of Business Coach Mike Bourcier and a volunteer mentorship team of thirty individuals contributing significant business skills and acumen.

In addition to providing information about the program I will also be asking the Directors to consider the inclusion of some funding in their 2008 budget deliberations. This is a tangible economic development service that they can promote to commercial constituents and home-based business as an expenditure of their tax dollars; being put to work in a way that can benefit the tax payer directly.

I look forward to hearing from you soon,

Regards,



Caroline Grover
Economic Development Officer
City of Parksville

Entrepreneurs drive economies ... healthy communities support Entrepreneurs

Lee, Clair

From: Deb Kennedy [debkennedy@naturetrust.bc.ca]
Sent: January 2, 2008 2:19 PM
To: Lee, Clair
Cc: Pearse, Maureen; Burgoyne, Linda; 'Doug Walker'
Subject: RE: Delegation - January 22

Clair

Doug Walker will be presenting on behalf of The Nature Trust of BC. I will accompany him.

We will need a screen for a power point presentation. We can bring our own projector and laptop or do you have these on site?

Many thanks,

Deb

From: Lee, Clair [mailto:CLee@rdn.bc.ca]
Sent: Wednesday, January 02, 2008 9:22 AM
To: debkennedy@naturetrust.bc.ca
Cc: Pearse, Maureen; Burgoyne, Linda
Subject: Delegation - January 22

Dear Ms. Kennedy,

Please accept this email as confirmation of your telephone request for the Nature Trust to appear as a delegation at the January 22, 2008 Board. The meeting starts at 7:00 p.m. and takes place in the Regional District of Nanaimo Board Chambers at 6300 Hammond Bay Road. Please confirm the name(s) of the presenter(s). You will have ten minutes to make your presentation. If you require any audio/visual equipment please advise me as soon as possible.

Regards,

Clair Lee
Legislative Coordinator
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2
Ph: (250) 390-4111; Fax: (250) 390-4163
Toll Free: 1-877-607-4111
Email: clee@rdn.bc.ca
Website: www.rdn.bc.ca

10/01/2008

Lee, Clair

Subject: FW: Re Deep Bay project

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

From: Lee, Clair
Sent: January 7, 2008 1:18 PM
To: 'Brian Kingzett'
Cc: Don Tillapaugh
Subject: RE: Re Deep Bay project

Brian,

Thank you for confirming your attendance at the January 22 Board meeting. The meeting commences at 7:00 pm at the Regional District of Nanaimo Board Chambers, 6300 Hammond Bay Road. Please confirm the name(s) of the speaker(s) and your topic. If you require any audio/visual equipment please advise me as soon as possible.

Regards,
Clair

Vivian Dean

250.390.4163

From: Vivian Dean [vivian.dean@chislettmanson.com]
Sent: Wednesday, January 09, 2008 5:43 PM
To: 'clee@rdn.bc.ca'
Subject: Delegation to RDN board meeting Jan 22nd

Claire,

Hello there. As per our conversation, we would like to be put on as a delegation to speak to RDN about the below conference. We would like to present highlights of the conference and speak to them about attending, along with a planner, building inspector and CAO's.

If you can confirm this, much appreciated.

Kind regards,

Vivian Dean

<http://www.chislettmanson.com>

Register Now for 'Building Green in a Changing Climate' Conference & Tradeshow, March 4th & 5th, 2008, Courtenay, B.C. <http://www.livinggreenbuildinggreen.com>

No virus found in this outgoing message.

Checked by AVG Free Edition.

Version: 7.5.516 / Virus Database: 269.19.0/1216 - Release Date: 1/9/2008 10:16 AM

1/11/2008

REGIONAL DISTRICT
OF NANAIMO
ATTENTION CHAIR LEE

I WOULD APPRECIATE
THE OPPORTUNITY TO
ADDRESS THE BOARD
OF DIRECTORS AT THE
JAN 22 MEETING
ABOUT THE O.C.P.

THANK YOU

Don Cameron
248-2882
711 MARINER
PARKSVILLE

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE INAUGURAL MEETING OF THE BOARD OF THE REGIONAL DISTRICT OF NANAIMO HELD ON TUESDAY, DECEMBER 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
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. Westbrook	Town of Qualicum Beach
Alternate	
Director B. Dempsey	District of Lantzville
Director G. Korpan	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director D. Brennan	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director J. Manhas	City of Nanaimo
Director M. Unger	City of Nanaimo

Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearse	Sr. Mgr., Corporate Administration
T. Osborne	Gen. Mgr., Recreation & Parks
P. Thorkelsson	Gen. Mgr., Development Services
J. Finnie	Gen. Mgr., Environmental Services
N. Avery	Gen. Mgr., Finance & Information Services
D. Trudeau	Gen. Mgr., Transportation Services
N. Tonn	Recording Secretary

CALL TO ORDER

The Chief Administrative Officer called the meeting to order and confirmed receipt of notification from the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach and the District of Lantzville advising of their Council appointments to the Board for the year 2008.

MOVED Director Westbrook, SECONDED Director Manhas, that the Council appointment notification from the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach and the District of Lantzville be received.

CARRIED

The Administrator welcomed Director Unger and Alternate Director Dempsey to the meeting.

INAUGURATION OF BOARD MEMBERS

The Senior Manager of Corporate Administration conducted the inauguration proceedings including the Oaths of Office.

ELECTION OF BOARD CHAIRPERSON

The Administrator called for nominations for the position of Chairperson for the year 2008.

Director Holme nominated Director Stanhope.

There being no further nominations, the Administrator declared Director Stanhope Chairperson for 2008.

ELECTION OF DEPUTY CHAIRPERSON

The Administrator called for nominations for the position of Deputy Chairperson for the year 2008.

Director Westbrook nominated Director McNabb.

There being no further nominations, the Administrator declared Director McNabb Deputy Chairperson for the year 2008.

The Chairperson and the Deputy Chairperson thanked the Board for their confidence.

BOARD MINUTES

MOVED Director McNabb, SECONDED Director Herle, that the minutes of the regular Board meeting held on November 27, 2007, be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Residents of Cedar Area, re Petition for a Public Inquiry into the December 4th Cedar Area Flood.

MOVED Director Burnett, SECONDED Director McNabb, that the correspondence and petition from residents of the Cedar Area regarding a request for a Public Inquiry into the December 4, 2007 flood be received.

CARRIED

Bill Sims, re Nanaimo River Dams.

MOVED Director Manhas, SECONDED Director Burnett, that the correspondence distributed to Board members, from Bill Sims, City of Nanaimo regarding Jump Creek Dam and the flooding from the Nanaimo River be received.

CARRIED

UNFINISHED BUSINESS

BYLAWS

For Adoption.

Bylaw No. 500.338.

MOVED Director Burnett, SECONDED Director Bartram, that "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.338, 2006" be adopted.

CARRIED

SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS

From the Nanoose Bay Parks and Open Space Advisory Committee meeting held December 3, 2007:

Nanoose Bay Community Park – Area E.

MOVED Director Holme, SECONDED Director Bestwick, that the tenure offer from the Province of British Columbia be accepted for a lease renewal for Lots 3, 4, 5 and 6 of District Lot 130 E&N, Nanoose District, Plan 27190, to continue to be used as an Electoral Area 'E' Community Park for the two year term ending on February 14, 2010.

CARRIED

District 69 Community Justice Select Committee.

MOVED Director Biggemann, SECONDED Director Bartram, that the minutes of the District 69 Community Justice Select Committee meeting held December 4, 2007 be received for information.

CARRIED

MOVED Director Biggemann, SECONDED Director Bartram, that:

The motion to support adding to the requisition to increase funding to \$70,000 in 2008 be tabled until February 2008 to provide an opportunity for the Regional District to meet with the local MLA's and the MP to request their increased financial support for Victim Services and Restorative Justice;

The Regional District send a letter to the Province and the Federal Justice Minister, emphasizing that additional funding support is required for these programs; and

Staff be directed to prepare a resolution for the Board's consideration for forwarding to the AVICC at their 2008 conference.

CARRIED

MOVED Director Biggemann, SECONDED Director Holme, that the funding shortfall be split three ways between the City of Parksville, Town of Qualicum Beach and the Regional District of Nanaimo for a total contribution of \$9,000.

CARRIED

ADMINISTRATOR'S REPORTS

Gabriola Island Recreation Services Agreement.

MOVED Director Sperling, SECONDED Director Westbrook, that the Recreation Services Agreement with the Gabriola Recreation Society be approved for a three year term commencing on January 1, 2008 and ending on December 31, 2010.

CARRIED

Community Living British Columbia Services Agreement.

MOVED Director Bartram, SECONDED Director Herle, that the services agreement with Community Living British Columbia be approved for a seven month term ending on June 30, 2008 to provide children with developmental disabilities and in receipt of CLBC services in School District 69 with access to recreation programs provided by the RDN Recreation and Parks Department.

CARRIED

Annual Report – Departmental Accomplishments.

MOVED Director Burnett, SECONDED Director McNabb, that the Board receive the summary of activities and departmental accomplishments of the Regional District of Nanaimo for 2007.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Petition for a Public Inquiry into Cedar Area Flood.

Director Burnett requested that staff prepare a report on the December 4, 2007 Cedar Area flood for the Board's consideration.

The General Manager of Development Services noted that an in depth report would be forthcoming on the floods in District 69 and Cedar and would be presented for the Board's consideration in January, 2008.

The Board requested that a letter be sent to the Provincial agencies and the many different organizations who assisted in the flooding rescue and recovery.

BOARD INFORMATION

MOVED Director Korpan, SECONDED Director Holme, that the Board Information correspondence from the City of Vancouver and the Ottawa City Council be referred to the joint staff session between the Regional District of Nanaimo, City of Nanaimo, City of Parksville, Town of Qualicum Beach and the District of Lantzville which was directed at the November 27, 2007 Board meeting.

CARRIED

NEW BUSINESS

Years of Service.

The Chief Administrative Officer presented Service pins for RDN years of service to Directors Stanhope (11 years), Korpan (18 years), Holme (20 years), Holdom (20 years) and McNabb (22 years).

ADJOURNMENT

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

CARRIED

TIME: 7:23 PM.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SPECIAL BOARD MEETING
HELD ON TUESDAY, JANUARY 8, 2008, AT 8:45 PM
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 B. Bestwick	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director J. Manhas	City of Nanaimo
Alternate	
Director J. Cameron	City of Nanaimo
Director M. Unger	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
J. Finnie	General Manager, Environmental Services
T. Osborne	General Manager, Recreation & Parks
P. Thorkelsson	General Manager, Development Services
W. Thexton	A/Gen. Manager, Finance & Information Services
D. Trudeau	General Manager, Transportation Services
N. Tonn	Recording Secretary

SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS

Selection Committee Appointments.

Electoral Area 'A' Parks & Greenspace Advisory Committee.

MOVED Director Bartram, SECONDED Director Burnett, that Margaret Johnson, Joe Materi and Barbara Metcalf be appointed to the Electoral Area 'A' Parks and Greenspace Advisory Committee for a term ending December 31, 2009.

CARRIED

North Island 911 Corporation – J. Stanhope, S. Herle, Alternate.

North Island Sunshine Coast RAC for Island Coastal Economic Trust – L. Biggemann.

Oceanside Tourism Association – G. Holme, J. Stanhope, Alternate.

RDN Emergency Planning Committee – L. Biggemann, B. Sperling, Alternate.

Regional Library Board – G. Holme, D. Bartram, Alternate.

Treaty Advisory Committee – M. Young, J. Burnett, Alternate.

Te'Mexw Treaty Negotiations Committee – G. Holme, C. Haime & B. Dempsey, Alternates.

VI Health Authority Joint Capital Planning Committee – J. Stanhope, T. Westbrook, Alternate.

CARRIED

Regional Liquid Waste Advisory Committee.

MOVED Director McNabb, SECONDED Director Burnett, that Directors Holme (Chair), Burnett, Herle and Unger be appointed to the Regional Liquid Waste Advisory Committee.

CARRIED

IN CAMERA

MOVED Director Holme, SECONDED Director Holdom, that pursuant to Section 90(1) (e) and (g) of the *Community Charter* the Board proceed to an In Camera Committee of the Whole meeting to consider items related to land and legal issues.

CARRIED

ADJOURNMENT

MOVED Director Holme, SECONDED Director Holdom, that this meeting adjourn to allow for an In Camera Committee of the Whole meeting.

CARRIED

TIME: 8:47 PM

CHAIRPERSON

SR. MGR, CORPORATE ADMINISTRATION

To: Regional District of Nanaimo

We are neighbouring properties of 2112 Cedar Rd. and would have no objection to the application for a variance to allow the dwelling to be situated as per the legal survey the owners David and Kendre Haugen have shown us indicating the front of the dwelling is encroaching at the front property legal setback by 1.4 meters.

Name: DAVID Mc Aulay *D. McAulay*

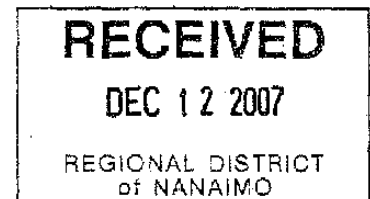
Address: 2108 Cedar Road

RECEIVED
JAN 09 2008
REGIONAL DISTRICT
of NANAIMO

To: Regional District of Nanaimo

We are neighbouring properties of 2112 Cedar Rd. and would have no objection to the application for a variance to allow the dwelling to be situated as per the legal survey the owners David and Kendre Haugen have shown us indicating the front of the dwelling is encroaching at the front property legal setback by .021 meters.

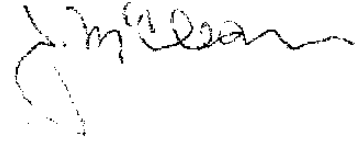
Name: *Inis Donaldson*
Address: *Inis Donaldson*
2109 Cedar Rd



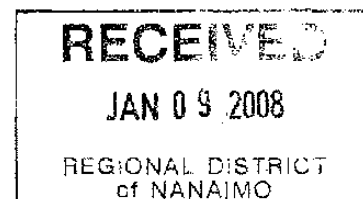
To: Regional District of Nanaimo

We are neighbouring properties of 2112 Cedar Rd. and would have no objection to the application for a variance to allow the dwelling to be situated as per the legal survey the owners David and Kendre Haugen have shown us indicating the front of the dwelling is encroaching at the front property legal setback by 1.4 meters.

Name: JOHN McCLEAN



Address: 2115 CEDAR RD

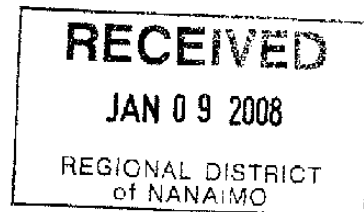


To: Regional District of Nanaimo

We are neighbouring properties of 2112 Cedar Rd. and would have no objection to the application for a variance to allow the dwelling to be situated as per the legal survey the owners David and Kendre Haugen have shown us indicating the front of the dwelling is encroaching at the front property legal setback by 1.4 meters.

Name: *Tine Matpelit*

Address: *2118 CEDAR RD
NANAIMO BC VAX 1J6
722-3756*

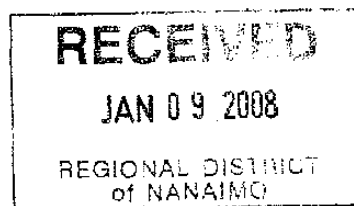


To: Regional District of Nanaimo

We are neighbouring properties of 2112 Cedar Rd. and would have no objection to the application for a variance to allow the dwelling to be situated as per the legal survey the owners David and Kendre Haugen have shown us indicating the front of the dwelling is encroaching at the front property legal setback by 1.4 meters.

Name: DONNA MARTIN *Donna Martin*

Address: 2123 CEDAR ROAD



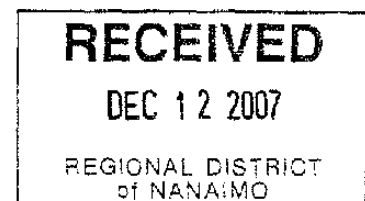
To: Regional District of Nanaimo

We are neighbouring properties of 2112 Cedar Rd. and would have no objection to the application for a variance to allow the dwelling to be situated as per the legal survey the owners David and Kendre Haugen have shown us indicating the front of the dwelling is encroaching at the front property legal setback by .021 meters.

Name: *Bob GRIFFIN*

Address: *2124 CEDAR RD.*

R. Griffin



**Report of the Public Hearing
Held at Lighthouse Community Hall
240 Lions Way, Qualicum Bay, BC
December 13, 2007 at 7:00 pm**

**To Consider Regional District of Nanaimo Land Use and Subdivision Bylaw
Amendment Bylaw No. 500.345, 2007**

Summary of Minutes and Submissions

Note that these minutes are not a verbatim recording of the proceedings, but summarize the comments of those in attendance at the Public Hearing.

PRESENT:

David Bartram
Susan Cormie
Angela Mays

Chairperson, Director, Electoral Area 'H'
Senior Planner
Planning Assistant

There were 4 people in attendance.

The Chairperson called the Hearing to order at 7:00 p.m., introduced those present representing the Regional District, and outlined the procedures to be followed during the Hearing.

The Senior Planner provided an outline of the Bylaw including a summary of the proposal.

The Chairperson called for formal submissions with respect to Bylaw 500.345, 2007.

The Chairperson called for further submissions for the second time.

The Chairperson called for further submissions a third and final time.

There being no further submissions, the Chairperson adjourned the Hearing at 7:06 p.m.

Certified true and accurate this 14th day of December, 2007.

Susan Cormie
Recording Secretary

Director David Bartram
Chairperson, Electoral Area 'H'

Schedule No. 1
Zoning Amendment Application No. ZA0711
Conditions of Approval

The applicant is to provide the following documentation prior to the amendment applications being considered for 4th reading:

1. All covenants are to be prepared and registered by the applicant to the satisfaction of the Regional District prior to consideration of 4th reading. Draft covenant documents are to be forwarded to the RDN for review prior to registration at Land Title Office, Victoria, BC. For all proposed parcels, the following section 219 covenants shall be registered on title:
 - a) A section 219 covenant restricting:
 - i) A maximum of one dwelling unit per parcel;
 - ii) No further subdivision of the land, including a Bare Land Strata Subdivision;
 - iii) No frontage relaxation; and,
 - iv) No further road dedication to accommodate parcel frontage or additional parcels.
 - b) A section 219 covenant registering the Hydrogeological Assessment Report prepared by EBA Engineering and dated July 2006.
 - c) A section 219 covenant restricting the subdivision of the parent parcel as set out in the proposed plan of subdivision attached as Schedule No. 2 to this staff report.
2. Applicant to submit to the RDN written confirmation from the Vancouver Island Health Authority that septic disposal areas are available for all proposed parcels to the satisfaction of the Health Authority.
3. Applicant to apply for a development permit.
4. Parent parcel be included into the Building Services Area.

REGIONAL DISTRICT OF NANAIMO

Report of the Public Hearing Held at Nanoose Library Centre, 2489 Nanoose Road January 9, 2008, at 6:30 pm To Consider

"Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.326, 2007" Summary of Minutes and Submissions

Note that these minutes are not a verbatim recording of the proceeding, but summarize the comments of those in attendance at the Public Hearing.

PRESENT:

George Holme
Geoff Garbutt
Kristy Marks

Chairperson, Director, Electoral Area 'E'
Manager of Current Planning
Planner

There were 16 persons in attendance.

The **Chairperson** called the Hearing to order at 6:32 p.m., introduced those present at the head table, and outlined the procedures to be followed during the Hearing.

Geoff Garbutt, Manager of Current Planning provided an outline of the Bylaw.

The **Chairperson** called for formal submissions with respect to Bylaw 500.326, 2007.

Eve Flynn, 1503 Caledonia Ave, indicated that she was not at the meeting as a representative of District 69 or Nanoose Place but as a resident of the area. Ms. Flynn stated that she is not in favour of the proposed change in zoning and has concerns about traffic and the spread of commercial development across Northwest Bay Road. Ms. Flynn stated that she believes that the site should be used for affordable seniors housing.

Dudley Freeman, 2460 Cross Road, stated that he is in favour of the proposed change in zoning and he believes it will contribute to a sense of identity and community for Red Gap.

Jim Lettic, 2855 Ashcraft Place, agreed that there is a need for more affordable housing in the community but indicated that this may not be the best location for it. Mr. Lettic stated that he has concerns with how the proposed easement would affect Nanoose Place as well as what the developer is responsible for and what they are willing to contribute to Nanoose Place.

Geoff Garbutt, Manager of Current Planning, responded by stating that the developer is responsible for costs of construction, maintenance, landscaping and lighting.

Ross Peterson, 1482 Madrona Drive, spoke to his concern that there be no net gain in stormwater runoff as a result of the proposed development and that permeable surfaces should be included in the development.

Phil Niel, 2624 Apollo Drive, explained that he is a new resident to the area and has concerns about how much water will be used by the proposed development. Mr Niel also expressed concerns about the height of the buildings, whether viewsapes were considered and if a market analysis was completed in order to determine need for the amount of commercial space proposed.

Geoff Garbutt, Manager of Current Planning, explained that VIHA has given initial approval of septic and that final approval must be in place prior to RDN approval and that when sewer is available the development will be required to connect to the sewer system.

Phil Neil, 2624 Apollo Drive, asked whether a traffic study had been completed.

Geoff Garbutt, Manager of Current Planning, explained that the Ministry of Transportation does not anticipate that the projected traffic will require any upgrades or improvements and that they have no concerns with respect to the proposed change in zoning.

Phil Neil, 2624 Apollo Drive, indicated that he also has concerns with potential noise.

Pam Shaw, 7180 Aulds Road, explained that she is the agent with respect to the application. She responded by explaining that residential use was considered but they felt there are better sites for residential development. She explained that the proposed buildings are sited on the property to make it part of the community, in addition to discussing sewer, traffic, design merits of the proposal, landscaping and potential commercial services.

Jim Lettic, 2855 Ashcraft Place, expressed his concerns with the loss of residentially zoned property and stated that the RDN should look at other areas for multiple family residential development. Mr. Lettic also expressed concerns with respect to the volume of water required for this type of development.

Geoff Garbutt, Manager of Current Planning, explained that there shouldn't be taxing on the water system because of the use of native landscaping and stormwater management retention.

Ross Peterson, 1482 Madrona Drive, stated that he is pleased to hear about the native landscaping but he is concerned about the impacts of the development on existing businesses.

Bruce Robertson, explained that he is a business owner in Red Gap and that he is in support of the proposal. Mr. Robertson believes that this development will set a benchmark and be an asset to the community.

Eve Flynn, 1503 Caledonia Ave, expressed concerns about increase in traffic flow and impacts on the adjacent park.

Susan Forest, 2833 Powder Point Road, spoke in favour of the proposed change in zoning and indicated that it would help create a downtown core.

The **Chairperson** called for further submissions.

The **Chairperson** called for further submissions for the second time.

The **Chairperson** called for further submissions a third and final time.

There being no further submissions, the Chairperson adjourned the Hearing at 7:05 p.m.

Certified true and accurate this 14th day of January 2008.

Kristy Marks
Recording Secretary

Director George Holme
Chairperson, Electoral Area 'E'

Schedule No. 1
Conditions of Approval
Zoning Amendment Application No. ZA0504

The applicant is to complete the following prior to the corresponding amendment bylaw being considered for 4th reading:

1. Applicant to construct septic disposal system to the satisfaction of the Vancouver Island Health Authority (VIHA). Applicant is to provide written proof of this approval from VIHA to the Regional District of Nanaimo. If a section 219 covenant is required as part of this approval process, the covenant document shall be registered on title prior to consideration of the corresponding amendment bylaw. Draft document is to be forwarded to the Regional District of Nanaimo for review prior to registration at Land Title Office, Victoria, BC.
2. The applicant is to prepare and register, at their expense, the following section 219 covenant / easement documents. These documents must be registered on title prior to the amendment bylaw being considered for 4th reading:
 - a. An easement agreement between Lot A, District Lot 6, Nanoose District, Plan VIP58653 and Lot 2, District Lot 6, Nanoose District, Plan VIP50996 for reciprocal use of off-street parking, vehicular access, pedestrian access, and maintenance of landscaping.
 - b. A section 219 covenant restricting that, at the time, the subject property becomes capable of connection to a community sewer system, the owner shall, at their expense, disconnect the private septic service as required by current industry standards and connect to the community sewer system.
3. The applicants are to register, at their expense, the following section 219 covenant document. This document is to be prepared by the Regional District of Nanaimo, at the applicant's expense, and must be registered on title prior to the amendment bylaw being considered for 4th reading:
 - a. A development agreement which will include, but is not limited to the following:
 - i. Development site plan, including minimum setbacks for buildings from Lot 2, District Lot 6, Nanoose District, Plan VIP50996;
 - ii. Building elevation plan and design details on Phase 2 building;
 - iii. Landscaping plan and minimum standards;
 - iv. Amount of landscape bonding;
 - v. Pavement standard for all parking areas;
 - vi. Façade Details;
 - vii. Signage;
 - viii. Walkways and Pedestrian Linkages including location and construction materials;
 - ix. All related site servicing to be constructed as set in the corresponding engineer's report; and
 - x. Construction of stormwater management plan and engineering details.

REGIONAL DISTRICT OF NANAIMO

**Report of the Public Hearing
Held at The East Wellington Fire Hall, 2331 East Wellington Road
January 10, 2008 at 7:00 pm
To Consider**

**“Regional District of Nanaimo Land Use and Subdivision Bylaw
Amendment Bylaw No. 500.344, 2007”
Summary of Minutes and Submissions**

Note that these minutes are not a verbatim recording of the proceeding, but summarize the comments of those in attendance at the Public Hearing.

PRESENT:

Maureen Young	Chairperson, Director, Electoral Area 'C'
Susan Cormie	Senior Planner
Elaine Leung	Planner

There were approximately 21 persons in attendance.

The Chairperson called the Hearing to order at 7:00 p.m., introduced those present at the head table, and outlined the procedures to be followed during the Hearing.

The Senior Planner provided an outline of the Amendment Bylaw.

The Chairperson called for formal submissions with respect to Bylaw No. 500.344, 2007.

Debbie Lavender, 2481 Christopher Lane, stated that she is concerned about effluent from septic disposal systems getting into the wells.

The Senior Planner explained that the amendment application has been reviewed by the Vancouver Island Health Authority.

Jim Robertson, 3139 Jingle Pot Road, stated that he is concerned with the precedent that might be set in the community to subdivide lots into half. Mr. Robertson stated that he has a second concern with the close proximity of the proposed dwelling to McGarrigle Creek as it is a fish bearing stream. Mr. Robertson stated that his third concern is related to the proposed location of the dwelling unit to the current water supply for his mother's property, which is located adjacent to the subject property and presently draws water from the creek.

Brian Henning, the applicant's agent, explained that preferred location of the proposed dwelling unit is in the cleared area of the parent parcel located away from the creek.

Rick Bevis, 3125 Kilpatrick Road, the owner of the property stated that he has lived in the neighbourhood for a number of years and explained that as part of this application he has hired professionals to make sure that the integrity of the property and the environment which includes McGarrigle Creek will not be changed. Mr. Bevis also stated that he is trying to enhance the environmental aspects of the property. Mr. Bevis further stated that the OCP supports the rezoning of parcels to a smaller size provided the criteria can be met.

Wayne Morgan, 3210 Durnin Road, asked when the requirements changed in the OCP as he thought the minimum lot size was 5 acres. Mr. Morgan also stated that he had no objection to the 1 ha size parcels.

The Senior Planner explained that the OCP includes a development activated policy in which a bylaw amendment may be considered to allow a minimum 1 ha sized parcels provided all provisions of the policy can be met including the provision of potable water and septic disposal.

Jeff Hartley, 2885 Kilpatrick Road, stated that he moved to the area because of the larger acreages and the quietness and now he finds that the densities are greater and there is an increase in the traffic.

Rick Bevis, 3125 Kilpatrick Road, explained that he was not requesting a change in residential density and noted that he is currently permitted to have 2 dwellings on the property.

Donna Ayers, 2938 Kilpatrick Road, stated that she is concerned about what may potentially be built on the subject property, and inquired what type of home such as a monster home could be built.

Brian Henning, agent for the applicant, explained that there is no regulation about the kind of home other than the zoning provisions.

Rick Bevis, 3125 Kilpatrick Road, stated that there are no house plans as they are undecided whether they will build or sell.

The Senior Planner further explained that the applicable zoning provisions, including permitted uses, minimum setback requirements, and maximum lot coverage regulate what could be built.

Chris Clarke, 3119 Jingle Pot Road, stated that she is concerned with groundwater protection as they have had concerns with one of their wells.

Jill Stirrup, 3222 Jingle Pot Road, stated that she has a domestic water license for the creek, and she is concerned with the water and creek protection.

Brian Henning, agent for the applicant, stated that the technical concerns have been reviewed by the Province and that a Qualified Environmental Professional has determined a suitable setback for streamside protection of 17.5 metres. Mr. Henning noted that there is a current covenant in place which requires a minimum setback of 22.0 metres and it is this setback that will be used.

Jeff Hartley, 2885 Kilpatrick Road, stated that he has concerns with road access and the increased amount of people driving in this location.

The Senior Planner explained that the zoning amendment application has been reviewed by the Ministry of Transportation and if the amendment proceeds access will be further reviewed through the subdivision process.

The Chairperson called for further submissions for the second time.

The Chairperson called for further submissions a third and final time.

There being no further submissions, the Chairperson adjourned the Hearing at 7:29 p.m.

Certified true and accurate this 14th day of January 2008.

Elaine Leung
Recording Secretary

Director Maureen Young
Chairperson, Electoral Area 'C'

Schedule No. 1
Zoning Amendment Application No. ZA0710
Conditions of Approval

The following sets out the conditions of approval in conjunction with ZA0710:

1. Professional engineer's report certifying that for proposed Lot B, as shown on Schedule No. 2 (Proposed Plan of Subdivision prepared by Williamson & Associates, BCLS and dated Sept 12, 07), a drilled water well is constructed which, at a minimum, has a year round potable water supply in the amount of 3.5 m³ per day and that the water supply meets the minimum Canadian Drinking Water Standards in terms of quality. Proof shall include the drilled well be constructed as per the current well regulations and pump tested and certified, including wellhead protection. This report must be acceptable to the Regional District.
2. Professional engineer's report certifying that for proposed Lot A, as shown on Schedule No. 2 (Proposed Plan of Subdivision prepared by Williamson & Associates, BCLS and dated Sept 12, 07), the existing well has a year round potable water supply in the amount of 3.5 m³ per day and that the water supply meets the minimum Canadian Drinking Water Standards in terms of quality. Proof shall include the drilled well has been constructed as per the current well regulations and pump tested and certified, including wellhead protection. This report must be acceptable to the Regional District.
3. Applicant to provide confirmation that provision of septic disposal has been met to the satisfaction of the Vancouver Island Health Authority.
4. Applicant is complete the stream enhancement works as set out in the Riparian Assessment Report prepared by Toth and Associates Environmental Services and dated July 12, 2006 to the satisfaction of a Qualified Environmental Professional (QEP). Written completion of these works is to be submitted to the Regional District of Nanaimo by the QEP. Applicant to ensure that all required Provincial and Federal approvals concerning the stream enhancement works are in place prior to commencing works. If approvals are not in place, applicant is to obtain a development permit prior to proceeding.



CAO APPROVAL	
EAP	
COW	
DEC 19 2007	
RHD	
BOARD	✓ Jan. 22nd

MEMORANDUM

TO: Geoff Garbutt
Manager of Current Planning

DATE: December 14, 2007

FROM: Greg Keller
Senior Planner

FILE: 3360 30 0524

SUBJECT: Bylaw Amendment Bylaw No. 500.333 - Kilner - Foster
Electoral Area 'A' - Schoolhouse Road

PURPOSE

To consider Bylaw 500.333 for adoption.

BACKGROUND

Bylaw No. 500.333, 2006 was introduced and given 1st and 2nd reading on March 28, 2006. This was followed by a Public Hearing held on June 7, 2006. The Board granted 3rd reading for the bylaw on June 27, 2006.

The purpose of this amendment bylaw is to rezone the parcel legally described as Lot A, Section 13, Range 7, Cranberry District, Plan VIP83828 (formally known as Lot 1, Plan 19938 and Lot 1, Plan 22021 all of Section 13, Range 7, Cranberry District) and located at the intersection of Schoolhouse and Harold Roads in Electoral Area 'A' (see Attachment No. 1 for location of subject property) from Residential 2 Subdivision District 'F' (RS2F) to Comprehensive Development Zone 33 (CD33) in order to facilitate the future development of light industrial uses.

At 3rd reading of this bylaw, the Board directed that a covenant be registered on title, that the subject properties be consolidated, that the applicant submit proof that all conditions imposed by the Ministry of Transportation have been met, and the applicant submit a report prepared by a professional Engineer assessing the ability to provide an on-site potable water supply. These conditions, to be completed or secured prior to consideration of 4th reading of the corresponding bylaw, are outlined in Schedule No. 1.

The applicant is in the process of registering the covenant on title and it is expected that the covenant will be registered prior to the Board's consideration of Bylaw No. 500.333 for adoption. The subject properties have been consolidated and the applicant has submitted an engineering report assessing on-site water supply.

Ministry of Transportation sign off was also required after 3rd reading. This approval has been received.

ALTERNATIVES

- 1. To adopt "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.333, 2006".
2. To not adopt "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.333, 2006".

VOTING

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

SUMMARY

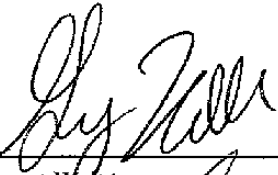
"Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.333, 2006," was considered by the Board and given 1st and 2nd reading on March 28, 2006. Subsequent to that, a public hearing was held on June 7, 2006, and the Board granted 3rd reading on June 27, 2006.

In staff's opinion, the applicant has adequately satisfied the conditions of approval; therefore, this bylaw may now be considered by the Board for adoption.

The following recommendation is provided for consideration by the Board.

RECOMMENDATION

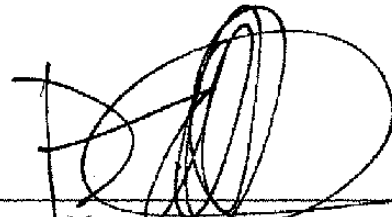
That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.333, 2006", be adopted.




Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

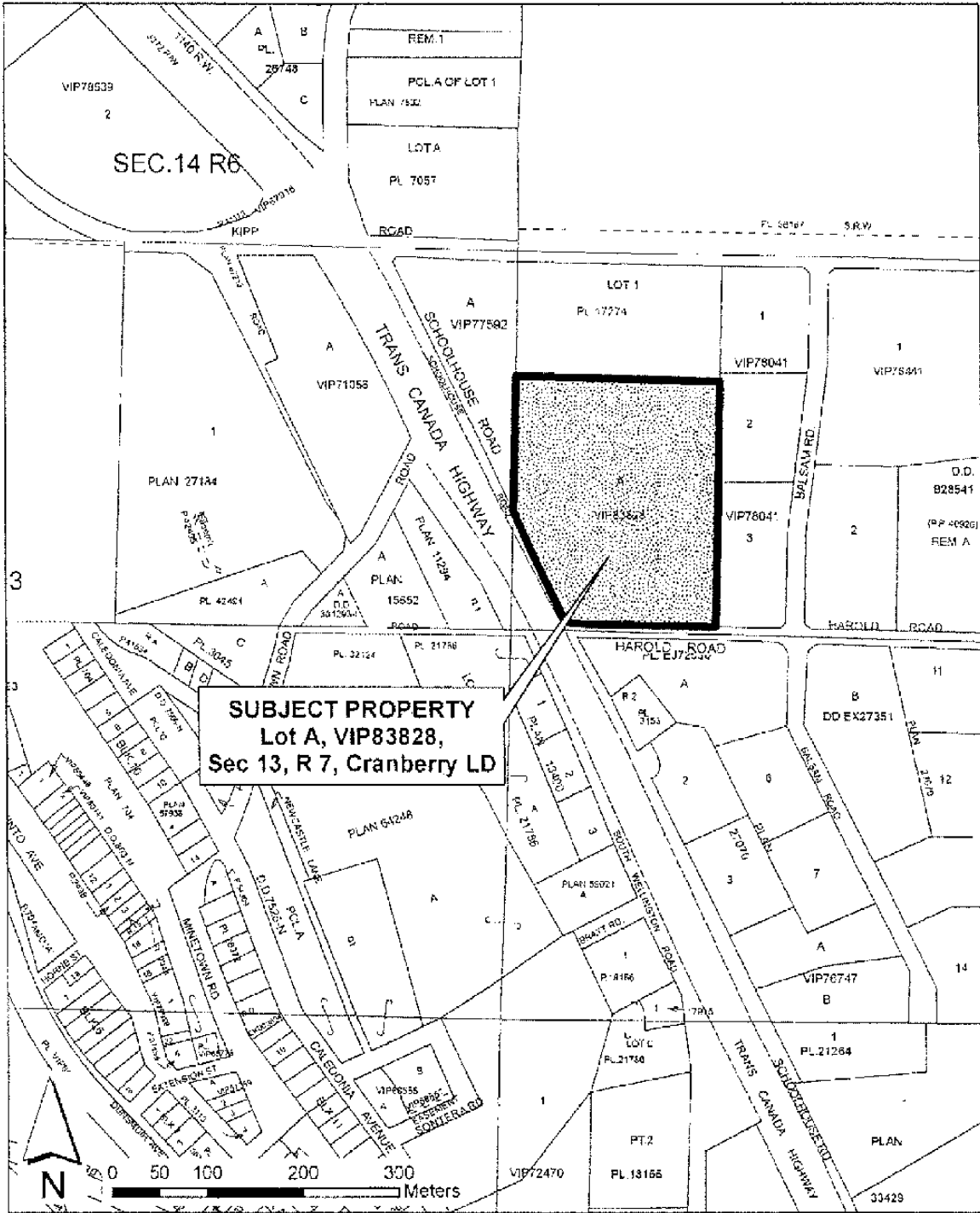
COMMENTS:

Schedule No. 1
Conditions for Approval for
Zoning Amendment Application No. ZA0524
Amendment Bylaw No. 500.333
Lot A, Section 13, Range 7, Cranberry District, Plan VIP83828

The following conditions are to be completed prior to consideration of "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.333, 2006," for final reading:

1. The applicant shall, at their expense and to the satisfaction of the Regional District of Nanaimo (RDN), register on title a Section 219 covenant prohibiting the development of the subject property until a Development Permit has been issued to the satisfaction of the RDN, which includes the following:
 - i) The provision of landscaping in accordance with the landscaping plan submitted by the applicant (landscaping plan to be attached to the covenant).
 - ii) Development shall be conducted in accordance with all recommendations contained in the report dated March 28, 2006, prepared by Toth and Associates Environmental Services including, but not limited to, the following:
 1. A minimum 15.0 metre wide no disturbance buffer adjacent to the watercourse, with the exception of one access point, shall be maintained. Post-construction re-vegetation and removal of introduced invasive plant species and hazard trees is permitted in the buffer area.
 2. All habitat lost due to the stream crossing shall be compensated for by maintaining and protecting the same amount of habitat elsewhere on the property.
 3. An environmental management plan must be developed for the subject properties prior to development by a Qualified Environmental Monitor, at the expense of the property owner, to oversee environmental protection, sediment management, habitat mitigation, and re-vegetation within the buffer area.
 4. Impervious surfaces shall be minimized by using pervious paving or gravel where possible.
 5. Groundwater recharge is strongly encouraged through the use of vegetated swales, engineered wetlands, and infiltration basins.
 6. The use of native vegetation in landscaping is required.
 7. A bird nest survey must be conducted prior to land clearing activities undertaken during the period of April 15 to August 1.
2. The applicant shall submit written proof that all conditions imposed by the Ministry of Transportation in the letter dated February 17, 2006, and any subsequent requests have been satisfied.
3. The applicant shall consolidate the two subject properties under one title.
4. This report must also assess the potential impact on wells applicant shall submit a report prepared by a professional Engineer assessing the ability to provide an on-site potable water supply to meet Canadian Drinking Water Standards and "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987." within the surrounding area.

Attachment No. 1
Location of Subject Property
ZA0524



REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE
MEETING HELD ON TUESDAY, JANUARY 8, 2008, 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
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director J. Stanhope	Electoral Area G

Also in Attendance:

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

DELEGATIONS

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

CARRIED

John Moore, French Creek House and French Creek Estates, re Proposed Area 'G' Draft OCP (Bylaw No. 1540, 2008).

Mr. Moore noted the importance of the proposed Electoral Area 'G' OCP to all businesses, builders, contractors and developers who live or conduct business in Area 'G' and requested that the Committee return the OCP to staff for further detailed review and input from community businesses, builders, contractors and developers.

MINUTES

MOVED Director Holme, SECONDED Director Young, that the minutes of the Electoral Area Planning Committee meeting held November 13, 2007 be adopted.

CARRIED

CORRESPONDENCE/COMMUNICATIONS

R. Dean, Director, FCRA (The Friends of French Creek Conservation Society), re Development Permit Application No. 60735 – Lundine Lane – Area 'G'.

MOVED Director Stanhope, SECONDED Director Biggemann, that the correspondence from Mr. Dean, Director, FCRA regarding Development Permit Application No. 60735 be received.

CARRIED

R. Robinson, President, FCRA (The Friends of French Creek Conservation Society), re Area 'G' Draft OCP.

MOVED Director Stanhope, SECONDED Director Biggemann, that the correspondence from R. Robinson, President, FCRA, regarding the Electoral Area 'G' Draft Official Community Plan be received.
CARRIED

M. Jessen, Secretary, French Creek Residents' Association, re Area 'G' OCP Review and Adoption Process.

MOVED Director Stanhope, SECONDED Director Biggemann, that the correspondence from the French Creek Residents' Association with respect to the Electoral Area 'G' Official Community Plan review and adoption process be received.
CARRIED

PLANNING

AMENDMENT APPLICATIONS

Zoning Amendment Application No. ZA0713 – Meadowood Firehall – Meadowood Way and Galvin Place – Area 'F'.

MOVED Director Biggemann, SECONDED Director Burnett, that Zoning Amendment Application No. ZA0713 submitted by the Regional District of Nanaimo to rezone the property legally described as Lot 2, Block 359, Newcastle District, Plan VIP69346 from P-1 (Parks and Open Space 1) to T-1 (Institutional/Community Facility 1) in order to facilitate the development of a community firehall, be received.
CARRIED

MOVED Director Biggemann, SECONDED Director Burnett, that "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw Amendment Bylaw No. 1285.12, 2008" be given 1st and 2nd reading.
CARRIED

MOVED Director Biggemann, SECONDED Director Burnett, that the public hearing for "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw Amendment Bylaw No. 1285.12, 2008" be waived and notice in accordance with Section 893 of the *Local Government Act* be given.
CARRIED

Zoning Amendment Application No. ZA0714 – Wilde – 2450 Alberni Highway – Area 'F'.

MOVED Director Biggemann, SECONDED Director Burnett, that "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw Amendment Bylaw No. 1285.10, 2008", be given 1st and 2nd reading.
CARRIED

MOVED Director Biggemann, SECONDED Director Burnett, that the Public Hearing for the proposed Bylaw No. 1285.10, 2008 be waived and notice of the intent to adopt the amendment be published in the local newspapers and on the RDN website.
CARRIED

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. 60665 and Request for Relaxation – CO Smythies BCLS on behalf of H & F Ventures – Adjacent to Matthew Road – Area ‘E’.

MOVED Director Holme, SECONDED Director Stanhope, that Development Permit Application No. 60665 submitted by CO Smythies BCLS, on behalf of H & F Ventures Ltd., in conjunction with the subdivision on the parcel legally described as Block 668, Nanoose District, Except Those Parts in Plans 33913, 36480, 36481 & VIP62598 and designated within the Nanoose Bay OCP Bylaw No. 1400 Watercourse Protection Development Permit Area, be approved subject to the conditions outlined in Schedules No. 1 and 2 of the corresponding staff report.

CARRIED

MOVED Director Holme, SECONDED Director Stanhope, that the request for relaxation of the minimum 10% frontage requirement for Proposed Lots C, D and the Remainder of Block 688 in conjunction with the subdivision of the property legally described as Block 668, Nanoose District, Except Those Parts in Plans 33913, 36480, 36481 and VIP62598 be approved subject to Schedules No. 1 and 2 of the staff report.

CARRIED

Development Permit Application No. 60731 – Seeger – 6760 Island Highway West – Area ‘H’.

MOVED Director Holme, SECONDED Director Stanhope, that Development Permit Application with Variance No. 60731, to permit the demolition of an existing residential dwelling and the construction of a new residential dwelling on the property legally described as Lot 2, District Lot 85, Newcastle District, Plan VIP56628, and designated within the Environmentally Sensitive Features for Watercourse Protection and Fish Habitat Protection Development Permit Areas pursuant to “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Bylaw No. 1335, 2003” be approved subject to the conditions outlined in Schedules 1 to 4 and the notification requirements of the *Local Government Act*.

CARRIED

Development Permit Application No. 60735, Request for Relaxation and Request to Discharge a Section 219 Covenant – Fern Road Consulting Ltd. on behalf of Meade – Adjacent to Lundine Lane – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Burnett, that Development Permit No. 60735 be referred back to staff for further discussion of proposed lot lines between Lots 2 and 3, and a possible request to MOT for approval of an amalgamation of proposed driveways to protect existing sewer lines.

CARRIED

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. 90713 – Haugen – 2112 Cedar Road – Area ‘A’.

MOVED Director Burnett, SECONDED Director Young, that Development Variance Permit Application No. 90713, to legalize the siting of an existing residential dwelling with a minimum front lot line setback of 6.7 m on the subject property legally described as Lot 1, Section 11, Range 2, Cedar District, Plan 27523 on Cedar Road, be approved subject to the conditions outlined in Schedules No. 1 to 3 and the notification requirements of the *Local Government Act*.

CARRIED

Development Variance Permit Application No. 90716 – Chabot – Adjacent to Charlton and Rose Park Roads and Island Highway No. 19A – Area ‘H’.

MOVED Director Holme, SECONDED Director Young, that Development Variance Permit Application No. 90716 submitted by Louise Chabot, in conjunction with the subdivision on the parcel legally described as Lot B, District Lot 22, Newcastle District, Plan 30078, be approved subject to the conditions outlined in Schedules No. 1 and 2 of the corresponding staff report and to the notification procedure pursuant to the *Local Government Act*.

CARRIED

OTHER

Request for Relaxation – B. Henning, BCLS, on behalf of Diedrichsen & Laird – 2945 Amrik Road – Area ‘C’.

MOVED Director Young, SECONDED Director Burnett, that the request to relax the minimum 10% frontage requirement for Proposed Lot 1, submitted by Brian Henning, BCLS on behalf of W. Diedrichsen and S. Laird, in conjunction with the proposed subdivision of Lot 2, Section 11, Range 4 and 5, Mountain District, Plan V1P80268 be approved.

CARRIED

Request for Relaxation – JE Anderson, BCLS, on behalf of Hadikin – 1314 Lee Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Biggemann, that the request to relax the minimum 10% frontage requirement for Proposed Lot B, submitted by JE Anderson, BCLS on behalf of W. & A. Hadikin in conjunction with the proposed subdivision of Lot 41, District Lot 28, Nanoose District, Plan 26472, be approved.

CARRIED

MOVED Director Stanhope, SECONDED Director Biggemann, that staff review sewer service capacity before any further subdivision in the Barclay Crescent local service area.

CARRIED

Electoral Area ‘G’ Draft Official Community Plan.

The Manager of Long Range Planning provided an overview of the draft OCP and the staff report.

MOVED Director Stanhope, SECONDED Director Burnett, that the draft Electoral Area ‘G’ Official Community Plan be received.

CARRIED

MOVED Director Stanhope, SECONDED Director Burnett, that “Regional District of Nanaimo Electoral Area ‘G’ Official Community Plan Bylaw No. 1540, 2008” be given 1st and 2nd reading.

CARRIED

MOVED Director Stanhope, SECONDED Director Burnett, that “Regional District of Nanaimo Electoral Area ‘G’ Official Community Plan Bylaw No. 1540, 2008” has been considered in conjunction with the Regional District of Nanaimo’s Financial Plan and Liquid Waste Management Plan and Growth Management Plan to ensure consistency between them.

CARRIED

MOVED Director Stanhope, SECONDED Director Burnett, that “Regional District of Nanaimo Electoral Area ‘G’ Official Community Plan Bylaw No. 1540, 2008” proceed to Public Hearing.

CARRIED

MOVED Director Stanhope, SECONDED Director Burnett, that the Public Hearing on "Regional District of Nanaimo Electoral Area 'G' Official Community Plan Bylaw No. 1540, 2008" be delegated to Director Stanhope or his alternate.

CARRIED

MOVED Director Stanhope, SECONDED Director Burnett, that the Board direct staff to provide an additional opportunity for public participation within the Plan Area or surrounding community prior to the Public Hearing.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 6:32 PM

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, JANUARY 8, 2008 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. Westbrook	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
Director M. Unger	City of Nanaimo

Also in Attendance:

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

CALL TO ORDER

The Chairperson welcomed Alternate Director Cameron to the meeting.

DELEGATIONS

Gail Adrienne & Ron Tanasichuk, Nanaimo and Area Land Trust (NALT), re Annual Report.

Mr. Tanasichuk provided highlights of Nanaimo and Area Land Trust's activities in 2007, a description of services provided by the Trust and an overview of proposed future services. A financial request was also made for the Board's approval for a grant of \$30,000.

Regional Growth Monitoring Advisory Committee (RGMAC), re State of Sustainability Project Final Report.

Ms. Janet Farooq, speaking on behalf of the Regional Growth Monitoring Advisory Committee, thanked Directors Holdom and Bartram for their input and guidance on the RGMAC and noted that all members of the committee realize that this project is merely touching the surface with respect to sustainability and commit themselves to any follow up resulting from the Board's review of the final report.

MINUTES

MOVED Director McNabb, SECONDED Director Biggemann, that the minutes of the Committee of the Whole meeting held November 13, 2007 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

L. Taylor, City of Parksville, re 2008 Council Appointment to the Arrowsmith Water Service Management Committee.

MOVED Director Holme, SECONDED Director McNabb, that the correspondence from the City of Parksville regarding the 2008 appointment to the Arrowsmith Water Service Management Committee be received.

CARRIED

H. Chopra, Alberni-Clayoquot Regional District, re Request for Meeting for Proposed Second Road Connecting the Alberni Valley with Highway 19.

MOVED Director Holme, SECONDED Director McNabb, that the correspondence from the Alberni-Clayoquot Regional District requesting a meeting with the RDN regarding a proposed second road connecting the Alberni Valley with Highway 19 be received.

CARRIED

I. Chong, Minister of Community Services, re Review of the Regional Growth Strategy (RGS).

MOVED Director Holme, SECONDED Director McNabb, that the correspondence from the Minister of Community Service regarding the RDN's review of the Regional Growth Strategy, be received.

CARRIED

J. Doyle, Auditor General, re Delegation of Private Forest Lands from Tree Farm Licenses (TFLs).

MOVED Director Holme, SECONDED Director McNabb, that the correspondence from the Auditor General regarding receipt of our letter requesting a review of the deletion of private forests lands from all TFLs on Vancouver Island, be received.

CARRIED

FINANCE & INFORMATION SERVICES

FINANCE

Local Calling Area – Bowser to Union Bay – Area 'II'.

MOVED Director Bartram, SECONDED Director McNabb, that the Regional District of Nanaimo support an application to the CRTC to introduce local calling between Bowser and Union Bay.

CARRIED

Mileage Rate Update.

MOVED Director Westbrook, SECONDED Director Burnett, that the rate for reimbursement of personal vehicle use be adjusted to \$.50 per kilometer effective December 1, 2007.

CARRIED

Nanoose Bay Fire Hall – Seismic Reconstruction.

MOVED Director Holme, SECONDED Director Manhas, that funds in an amount up to \$60,000 be released from the Nanoose Bay Fire building reserve fund for the purpose of completing an engineering review and developing design options to bring the fire hall to full post disaster standards.

CARRIED

MOVED Director Holme, SECONDED Director Manhas, that staff be authorized to approach Johnston Davidson Architecture for a quote on this assignment on a sole source basis.

CARRIED

Seismic Review – Regional District Fire Halls.

MOVED Director Young, SECONDED Director Bartram, that 2008 fire department budgets be amended as outlined in the staff report for the purpose of undertaking seismic reviews and developing an overall building improvement strategy with the exception of Electoral Area 'C', which will be using its existing budget to participate in the study.

CARRIED

Fire Hall Facility Planning Review.

MOVED Director Bartram, SECONDED Director Brennan, that a facility planning review of Regional District fire halls be deferred to 2009.

CARRIED

MOVED Director Bartram, SECONDED Director Brennan, that staff be authorized to use funds from the Dashwood and Coombs Hilliers reserves to provide assistance in evaluating the Dashwood building expansion and a fire hall location for the Coombs Hilliers fire department.

CARRIED

Infrastructure Funding for Fire Halls – Resolution to AVICC.

MOVED Director Unger, SECONDED Director McNabb, that the following resolution requesting the Province and Canada to provide infrastructure funding for emergency services buildings be approved and forwarded to the conference of the Association of Vancouver Island Coastal Communities:

WHEREAS all local governments are legislated to prepare and maintain active emergency plans for their communities;

AND WHEREAS communities expect fire departments to play a key role in responding to emergency events;

AND WHEREAS fire halls in many communities are aging and many would suffer long term damage in the event of an earthquake;

AND WHEREAS fire departments contribute to the safety of all persons and property in the Province of BC;

AND WHEREAS there are no designated categories in current Provincial or Federal infrastructure programs to assist with constructing fire halls or to address seismic upgrades;

NOW THEREFORE BE IT RESOLVED that the Province of BC and Government of Canada include seismic upgrading and construction of fire halls as eligible for funding in both current and future infrastructure grant programs.

CARRIED

Funding for Victim Services & Restorative Justice Programs – Resolution to AVICC.

MOVED Director Biggemann, SECONDED Director Westbrook, that the resolution regarding additional funding support for Victim Services and Restorative Justice programs be approved and be forwarded to the annual conference of the Association of Vancouver Island and Coastal Communities.

CARRIED

Municipal Fiscal Imbalance – Resolution to AVICC.

MOVED Director Westbrook, SECONDED Director McNabb, that the resolution requesting the Province to address the fiscal imbalance as presented in this report be endorsed and forwarded on behalf of the Regional District of Nanaimo to the annual conference of the Association of Vancouver Island and Coastal Communities, to the Union of BC Municipalities and to the Federation of Canadian Municipalities.

CARRIED

2008 Parcel Tax Rolls.

MOVED Director Holme, SECONDED Director Burnett, that “Regional District of Nanaimo Year 2008 Assessment Roll Preparation Bylaw No. 1541, 2008” be introduced for first three readings.

CARRIED

MOVED Director Holme, SECONDED Director Burnett, that “Regional District of Nanaimo Year 2008 Assessment Roll Preparation Bylaw No. 1541, 2008” having received three readings, be adopted.

CARRIED

MOVED Director Holme, SECONDED Director Burnett, that the Board appoint the Chairperson, the Senior Manager, Corporate Administration and the General Manager, Finance and Information Services to preside as the 2008 parcel tax review panel.

CARRIED

DEVELOPMENT SERVICES

BYLAW ENFORCEMENT

Building & Zoning Bylaw Contraventions – Parry’s RV Park & Campground, 380 Martindale Road – Area ‘G’.

MOVED Director Bartram, SECONDED Director Herle, that staff be directed to register a Notice on title pursuant to Section 57 of the *Community Charter* and should the outstanding bylaw contraventions not be resolved within ninety (90) days, that legal action be pursued to ensure Lot A, Plan 30121, District Lot 42, Nanoose Land District, is in compliance with “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” and “Regional District of Nanaimo Building Regulations & Fees Bylaw No. 1250, 2001”.

CARRIED

Unightly Premise – 1532 Marine Circle – Area ‘G’.

MOVED Director Holme, SECONDED Director Biggemann, that the staff report be received and staff be directed to prepare a report for the next Board meeting with a resolution requiring that the owner clean up the property pursuant to the “Unightly Premises Regulatory Bylaw No. 1073, 1996”.

CARRIED

Bylaw Contravention – 1790 Claudet Road – Area ‘E’.

MOVED Director Holme, SECONDED Director Herle, that staff be directed to register a Notice on title pursuant to Section 57 of the *Community Charter* and should the outstanding bylaw contraventions not be resolved within ninety (90) days, that legal action be pursued to ensure Lot 4, District Lot 84, Nanoose District, Plan 47545, is in compliance with the “Regional District of Nanaimo Building Regulations & Fees Bylaw No. 1250, 2001”.

CARRIED

Bylaw Contravention – 2090 Bramley Road – Area ‘C’.

MOVED Director Young, SECONDED Director Bartram, that staff be directed to register a Notice of Bylaw Contravention on title pursuant to Section 57 of the *Community Charter* and proceed with legal action necessary to ensure the property legally described as Parcel A (DI 4495N), Section 13, Range 2, Cranberry Land District, is brought into compliance with “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” and “Regional District of Nanaimo Building Regulation and Fees Bylaw No. 1250, 2001”.

CARRIED

Bylaw Contravention – 2820 Extension Road – Area ‘C’.

MOVED Director Young, SECONDED Director Burnett, that staff be directed to register a Notice of Bylaw Contravention on title pursuant to Section 57 of the *Community Charter* and proceed with legal action necessary to ensure the property, legally described as Lot 11, Block 4, Section 13, Range 2, Cranberry Land District, Plan 716, is brought into compliance with “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, and “Regional District of Nanaimo Building Regulation and Fees Bylaw No. 1250, 2001”.

CARRIED

PLANNING

Regional Growth Strategy Review.

MOVED Director Westbrook, SECONDED Director Herle, that the Regional District of Nanaimo receive the population profile and land inventory reports titled Population and Housing Change in the Nanaimo Region, 2006 to 2036 for the Regional Growth Strategy Review and Regional District of Nanaimo Regional Growth Strategy Review Background Report: Land Inventory and Residential Capacity Analysis.

CARRIED

State of Sustainability Project – Final Report.

MOVED Director Holdom, SECONDED Director Bartram, that the Regional Growth Monitoring Advisory Committee’s Final Report for the State of Sustainability Project be received.

CARRIED

MOVED Director Holdom, SECONDED Director Bartram, that the Final Report for the State of Sustainability Project be referred back to staff and an assessment of the implications of implementing the recommendations in the report be prepared and that the report also be referred to the Regional Growth Strategy review for consideration of those recommendations pertaining to planning and growth management.

CARRIED

ENVIRONMENTAL SERVICES

SOLID WASTE

Garbage & Recycling Collection Contract Extension.

MOVED Director Westbrook, SECONDED Director McNabb, that the Board approve an additional one-year extension to Waste Services Inc. for garbage and recycling collection services.

CARRIED

Garbage & Recyclable Materials Collection Rates Amendment Bylaw No. 1009.11.

MOVED Director Westbrook, SECONDED Director Herle, that "Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.11, 2008" be introduced and read three times.

CARRIED

MOVED Director Westbrook, SECONDED Director Herle, that "Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.11, 2008" having received three readings be adopted.

CARRIED

School Education Program.

MOVED Director McNabb, SECONDED Director Westbrook, that the Regional District continues to support the environmental education work of the Nanaimo Recycling Exchange by entering into a three year contract (2008-2010) for school programs K through 12.

CARRIED

UTILITIES

Morningstar Streetlighting Local Service Area Amendment Bylaw No. 869.07.

MOVED Director Holme, SECONDED Director McNabb, that "Morningstar Streetlighting Local Service Area Amendment Bylaw No. 869.07, 2008" be introduced and read three times.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Regional Parks and Trails Advisory Committee.

MOVED Director McNabb, SECONDED Director Bartram, that the minutes of the Regional Parks and Trails Advisory Committee meeting held November 6, 2007 be received for information.

Presentation - Harriet Rueggeberg, Lanarc Consultants Ltd., re Development Cost Charges for Regional Park Acquisition and Improvement.

Ms. Rueggeberg provided a power point overview of Lanarc Consultants' final report on development cost charges for Regional Park acquisition and improvements.

MOVED Director Westbrook, SECONDED Director Herle, that a regional parks development cost charges bylaw be considered by the Regional Board, pending further discussion with the four member municipalities, based on the recommended scenario outlined in Table 6 of the DCC Review Final Report.

CARRIED

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

MOVED Director McNabb, SECONDED Director Bartram, that the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held November 8, 2007 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Brennan, that staff do a preliminary investigation for an extension of the Qualicum Beach trail from Yambury Road through to Stanhope Road in Electoral Area 'G'.

CARRIED

MOVED Director Bartram, SECONDED Director Herle, that the Electoral Area 'G' Parks and Open Space Advisory Committee supports the 2008 Electoral Area 'G' Community Parks Function budget, as presented.

CARRIED

Electoral Area 'A' Parks and Greenspace Advisory Committee.

MOVED Director Burnett, SECONDED Director McNabb, that the minutes of the Electoral Area 'A' Parks and Greenspace Advisory Committee meeting held November 15, 2007 be received for information.

CARRIED

MOVED Director Burnett, SECONDED Director Manhas, that staff examine the possibility of developing the access to Quennell Lake at Ritten Road and the associated liabilities.

CARRIED

MOVED Director Burnett, SECONDED Director Manhas, that staff be directed to proceed with the development of the playground at Thelma Griffiths Park as proposed in consultation and collaboration with the South Wellington community.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the Electoral Area 'A' Parks and Greenspace Advisory Committee supports the 2008 Electoral Area 'A' Community Parks function budget, as presented, with the addition of \$10,000 designated for Thelma Griffiths Park playground development.

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 November 19, 2007 be received for information.

CARRIED

MOVED Director Biggemann, SECONDED Director Young, that the Electoral Area 'F' Parks and Open Space Advisory Committee supports the 2008 Electoral Area 'F' Community Parks function budget, as presented.

CARRIED

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

MOVED Director Bartram, SECONDED Director Sperling, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held November 21, 2007 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Unger, that the Electoral Area 'H' Parks and Open Space Advisory Committee supports the 2008 budget as presented, with the addition of consulting fees for Henry Morgan Community Park.

CARRIED

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Unger, that the minutes of the District 69 Recreation Commission meeting held November 22, 2007 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the District 69 Recreation Commission supports the 2008 Annual Budget and Five Year Capital and Financial Plan for the District 69 Recreation Coordinating Function, as presented.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the District 69 Recreation Commission support the 2008 Annual Budget and Five Year Capital and Financial Plan for Oceanside Place, as presented.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the District 69 Recreation Commission support the 2008 Annual Budget and Five Year Capital and Financial Plan for Ravensong Aquatic Centre, as presented.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Regional Growth Strategy – Cable Bay Development Proposal.

MOVED Director Burnett, SECONDED Director Young, that Regional District staff be directed to prepare a report for consideration by the Board outlining the specifics of the Cable Bay development proposal, particularly as it relates to Electoral Area lands proposed for incorporation, the implications of the incorporation of these lands for development within the context of the Regional Growth Strategy, and the statutory requirements for review of this application (including boundary adjustment process and RGS amendment – UCB change process).

CARRIED

Alberni Valley Proposed Second Road Connection.

MOVED Director McNabb, SECONDED Director Holme, that an invitation be made to the Alberni-Clayoquot Regional District to give a presentation to the Board on a proposed second road connection connecting the Alberni Highway with Highway 19.

CARRIED

BOARD INFORMATION

UBCM Sponsored Conferences.

MOVED Director Bartram, SECONDED Director Herle, that staff prepare a report for the Board's consideration on the cost of funding electoral area representation at UBCM sponsored conferences.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 8:44 PM

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

MINTUES OF THE EAST WELLINGTON AND PLEASANT VALLEY PARKS AND OPEN SPACES ADVISORY REGULAR COMMITTEE MEETING MONDAY, NOVEMBER 5, 2007

Attendance: Rick Heikkila, Chairman
Rina Lawson, Secretary
Jennifer Merner
Judith Wilson
Bruce Erikson
Director Maureen Young

Staff: Wendy Marshall, RDN Manager of Parks Services

Delegation: Charlie Pinker, East Wellington Fire District Trustee

CALL TO ORDER

Chair Heikkila called the meeting to order at 7:00pm.

DELEGATION

East Wellington Fire District Trustee, Charlie Pinker, presented the plans for the new fire hall to the Committee.

MINUTES

MOVED J. Wilson, SECONDED J. Merner, that the Minutes of the East Wellington and Pleasant Valley Parks and Open Spaces Advisory Committee held September 10, 2007, be approved.

CARRIED

BUSINESS ARISING FROM MINUTES

Meadow Drive Community Park

Ms. Young reported that at the September 11, 2007, Board meeting, the Search and Rescue request to use Meadow Drive Community Park for their operations site was denied. However, RDN staff are requested to assist Search and Rescue with locating a new site.

Mr. Pinker reported that the grading has been completed at the Fire Hall but all other work is on hold until the spring.

The process to design and develop the park will include community input through questionnaires and an open house. The Committee will decide where to distribute and the timing. The open house could be held in mid-April with results of the questionnaires presented and visual aids. Parks staff will work on a sample questionnaire.

Discussion regarding trails and right-of-ways around Shady Mile and neighbours of Meadow Drive Community Park took place.

BUSINESS ARISING FROM DELEGATIONS

Mr. Pinker extended a thank you to the East Wellington and Pleasant Valley POSAC, on behalf of the East Wellington Fire District Trustees, for their support regarding the lease of park property. Discussion took place regarding fencing around the fire hall property.

REPORTS

Creekside Community Park

Mr. Erikson reported he had cleaned up Creekside Park trails and the broom on Meadow Drive.

Ms. Merner reported she had taken pictures and measured water levels on the first day of October and November in the park. She also contacted the Malaspina Woodlot Manager regarding access to their trails.

NEW BUSINESS

Budget 2008

MOVED R. Heikkila, SECONDED B. Erikson, that the 2008 East Wellington and Pleasant Valley Community Parks Function Provisional Budget be supported as presented.

CARRIED

COMMITTEE INFORMATION

Next Meeting

Monday, January 7, 2008, 7:00pm
East Wellington Fire Hall

A schedule of the 2008 meeting dates will be sent out in the New Year

ADJOURNMENT

MOVED R. Heikkila that the meeting be adjourned at 8:15 p.m.

CARRIED

Chair



ADMINISTRATIVE	
CAO APPROVAL <i>(Signature)</i>	
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BOARD	<input checked="" type="checkbox"/> JAN. 22ND

MEMORANDUM

TO: Sean De Pol
Manager of Liquid Waste

DATE: January 9, 2008

FROM: Nadine Schwager
Liquid Waste Coordinator

FILE: 5345-30

SUBJECT: Liquid Waste
Regional Liquid Waste Advisory Committee
Terms of Reference Amendment

PURPOSE

To amend the Terms of Reference for the Regional Liquid Waste Advisory Committee (RLWAC).

BACKGROUND

In August 2007, the Board approved the Terms of Reference for the Regional Liquid Waste Advisory Committee. The Terms of Reference included participation by two RDN Board members. Staff suggest that four RDN Board members should be included on the committee. This will allow for better representation from municipalities and electoral areas as well as geographical representation (north/south).

ALTERNATIVES

1. Approve the amended Terms of Reference for the Regional Liquid Waste Advisory Committee.
2. Provide alternate direction to staff.

SUMMARY/CONCLUSIONS

As part of the review of the Liquid Waste Management Plan, the Liquid Waste Department is establishing a Regional Liquid Waste Advisory Committee (RLWAC). Staff is recommending revised (January 2008) Terms of Reference for the RLWAC to increase the RDN Board membership from two members to four members.

RECOMMENDATION

That the Board approve the Terms of Reference dated January 2008 for the Regional Liquid Waste Advisory Committee.

for *E. Loukas*
Report Writer

[Signature]
General Manager Concurrence

S. De Pol
Manager Concurrence

[Signature]
CAO Concurrence

COMMENTS:

Terms of Reference

January 2008

Regional Liquid Waste Advisory Committee

Purpose

The primary role of the Regional Liquid Waste Advisory Committee (RLWAC) will be to advise the Board on the review and implementation of its Liquid Waste Management Plan (LWMP). The RDN's original LWMP was approved by the Province in 1997.

Committee Roles and Responsibilities

The RLWAC will:

- Provide recommendations to the Board regarding programs and policies relating to liquid waste management;
- Liaise between their constituents or organizations and the RDN by providing feedback to the RDN and increasing awareness of liquid waste issues;
- participate on smaller ad-hoc committees dealing with specific issues or tasks;
- provide advice and feedback on consultation activities with the general public;
- provide input and feedback on technical reports, discussion papers, and other documents prepared for the committee's information;
- review and become familiar with the RDN's LWMP;
- provide input and feedback on the amendment of the LWMP;
- review reports prepared by the RDN or its consultants;
- review and become familiar with the existing liquid waste management system in the RDN;
- identify tools and techniques to be employed in the monitoring and evaluation of the LWMP and its implementation; and
- make recommendations to increase the effectiveness of the LWMP.

Membership Criteria/Selection

The committee will consist of 20 members. Members will be selected by the Board through an application process. Membership representation will be as follows:

2 members	Business (e.g. Septage Haulers / On-Site Septic System Contractors – 1 north / 1 south)
2 members	Environment Community (e.g. Georgia Strait Alliance)
4 members	General Public (2 north / 2 south)
4 members	RDN Board (representative of municipalities, electoral areas, north and south)
4 members	Municipal staff (Nanaimo, Parksville, Qualicum Beach and Lantzville)
1 member	Ministry of Environment
1 member	Environment Canada
1 member	Department of Fisheries and Oceans
1 member	Central Vancouver Island Health Unit

Membership may be changed as needs or issues arise and other organizations may be called on such as Ministry of Transportation and Islands Trust. The application for committee membership will be promoted through advertisements in local media. Applications must demonstrate the applicant's:

- representation of one of the sectors listed above;
- willingness and ability to commit to volunteering the necessary time to the committee;
- interest in liquid waste issues in the RDN;
- willingness and ability to consider issues from all sectors and geographical perspectives within the community;
- experience related to liquid waste issues;
- willingness and ability to work towards consensus on issues being addressed by the committee.

Selection of members will attempt to create a committee with a balance of representation:

- geographically;
- demographically; and
- with a variety of interests and perspectives.

Term

Members will be appointed by the RDN Board for the duration of the LWMP review expected to last 18 to 24 months. Alternate member appointments will be approved by the Committee as required. No substitute members will be permitted. If a member must resign from the committee, their position will be filled through the application process.

In general, there will be monthly meetings of the committee although, periodically more frequent meetings may be required. Meetings are expected to be held mid-day.

Members are expected to attend all committee meetings and participate in public consultation activities. Lack of attendance may result in members having their membership revoked at the discretion of the committee. There is no remuneration for participation on the committee but if committee activities coincide with meal times, meals will be provided.

Decision Making

Committee recommendations to the RDN Board will be made by consensus whenever possible. If necessary, votes may be taken and minority reports may be submitted to the Board in addition to the majority opinion.

RLWAC meetings will be open to the public, however non-RLWAC members will not have speaking or voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request. Acceptance of a delegates request to speak to the committee will be at the discretion of the committee.

Chairperson

The chair will be one of the RDN Board members appointed to the Committee in order to provide a direct link between the advisory committee and the Board.



RDN REPORT	
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MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: January 4, 2008

FROM: Paul Thompson
Manager, Long Range Planning

FILE: 0550-20-08-SC-08

SUBJECT: Sustainability Committee

PURPOSE

To establish a new select committee to provide the Regional District of Nanaimo Board with recommendations on regional growth, sustainable communities and climate change initiatives.

BACKGROUND

With the Board's 2006-2009 Strategic Plan focusing on sustainable communities, and the significant number of sustainability and climate change initiatives currently underway, staff believe there is a need to provide a forum for informed discussion on these issues. Currently, sustainability and regional growth related items are presented directly to the Committee of the Whole. Unfortunately, with the broad range of items that the COW must deal with on a regular basis there is not always the opportunity for extended discussion on sustainability related items that could have broad implications for the whole region. To remedy this situation, staff are proposing the formation of the Sustainability Committee.

The proposed Sustainability Committee is envisioned as a select committee of the Regional District of Nanaimo (RDN) Board which provides advice and recommendations to the RDN Board on issues connected to the Regional Growth Strategy, climate change plans and other Sustainable Communities Initiatives. The committee would provide a forum for discussion on staff reports on regional growth, climate change, green buildings and other sustainable communities initiatives. As well, comments and recommendations from technical reviews provided by the Intergovernmental Advisory Committee would go to the Committee before going to the Board.

The proposed Terms of Reference for the Sustainability Committee is attached.

ALTERNATIVES

1. That the Board approve the establishment of the Sustainability Committee with the attached Terms of Reference.
2. That the Board approve the establishment of the Sustainability Committee with a revised Terms of Reference.
3. That the Board not approve the establishment of the Sustainability Committee.

FINANCIAL IMPLICATIONS

From a staff and operations perspective there should be no financial implications. The creation of this committee in itself does not require more staff resources. It merely changes the process for items related to regional growth and sustainable communities to follow before being presented to the Board. There may be a need for some overtime pay for staff to attend meetings if the meetings are scheduled for the evening. Additional staff overtime can be accounted for within the proposed 2008 budgets. However, there will be an additional cost to the Regional District for Director attendance at the meetings that will be borne by the Administration budget.

GROWTH MANAGEMENT IMPLICATIONS

The establishment of a select committee to provide a forum for discussion on sustainable communities and growth management initiatives will provide for more informed discussion on growth management issues and projects than is currently available. Staff believe that this committee will provide the Board additional opportunity to move forward on the sustainability goals established for the region.

PUBLIC CONSULTATION IMPLICATIONS

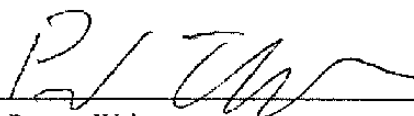
As a select committee of the RDN Board, meetings will be open to the public. As well, the terms of reference allow for the committee to receive delegations on topics that fall within the purview of the committee.

SUMMARY

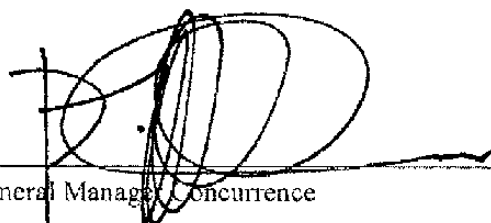
With the great many sustainability initiatives currently underway in the RDN, staff believe there is a need for a Board appointed select committee to provide the opportunity for extended discussion on these issues that may have significant implications for the whole region. The proposed Sustainability Committee would be a select committee of the Regional District of Nanaimo (RDN) Board which provides advice and recommendations to the RDN Board on issues connected to the Regional Growth Strategy, climate change plans and other Sustainable Communities Initiatives.

RECOMMENDATION


That the Board approve the establishment of the Sustainability Committee with the attached Terms of Reference.



Report Writer



General Manager Concurrence



CAO Concurrence

SUSTAINABILITY COMMITTEE TERMS OF REFERENCE

PURPOSE

The Sustainability Committee is a select committee of the Regional District of Nanaimo (RDN) Board which provides advice and recommendations to the RDN Board on issues connected to the Regional Growth Strategy, climate change plans and other Sustainable Communities Initiatives.

MEMBERSHIP

- The committee will be comprised of nine RDN directors with five members appointed from District 68 and four members from District 69.
- Where a specific proposal/application is under discussion from a jurisdiction without representation on the committee, a representative of that jurisdiction may attend and contribute as an 'ex officio' member of the committee.

MEETINGS

- The Committee will meet at intervals it determines to be appropriate, in consultation with the General Manager of Development Services.
- A quorum of 50% plus one of the Committee membership is required to conduct Committee business.
- The General Manager of Development Services will be responsible for assigning staff to support the Committee including the coordination of agendas and staff contacts for Committee members.

COMMITTEE ROLES AND RESPONSIBILITIES

The Sustainability Committee's mandate is to provide political oversight for sustainable communities and climate change initiatives. The Committee is the forum to which staff report on regional growth, climate change, green buildings and other sustainable communities initiatives. The Committee's responsibilities are:

- Consider staff reports on the Regional Growth Strategy, climate change initiatives, green building initiatives, and other Sustainable Communities initiatives and make recommendations to the RDN Board;
- Consider comments and recommendations from the Intergovernmental Advisory Committee and make recommendations to the RDN Board;
- At its discretion, hear and consider public delegations on matters within the scope of its purview and, where appropriate, make recommendations to the RDN Board arising out of such delegations;
- Pursue matters referred to the Committee by the RDN Board and report back to the Board expeditiously, as required.



CAO APPROVAL	
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MEMORANDUM

TO: Tom Armet
 Manager Building and Bylaw Services

DATE: January 11, 2008

FROM: Jack Eubank
 Bylaw Enforcement Officer

FILE: 205G07

SUBJECT: 1532 Marine Circle – Unsightly Premises

PURPOSE

To obtain Board direction regarding an on-going property maintenance contravention at the above-noted location.

BACKGROUND

Property: 1532 Marine Circle, Electoral Area ‘G’

Legal Description: Lot 59, Plan 30213, District Lot 28, Nanoose Land District

Property Owner: Carol-Jayne Newman
 1532 Marine Circle
 Parksville, BC V9P 1Y6

Zoning: Residential 1

This property is situated on a residential street of well-maintained homes. The property is solely owned by Ms. Newman.

In May 2006 staff received complaints concerning the condition of this property. Inspections confirmed the presence of household garbage and several derelict vehicles. Follow-up action by enforcement staff resulted in a sufficient cleanup being done to meet the minimum standards of the Unsightly Premises Bylaw.

On July 17, 2007, another complaint was received by staff regarding the unsightly condition of the property. On August 10, 2007, another complaint from a different complainant was received, and a follow-up inspection was made by bylaw enforcement staff on August 14, 2007. It was determined that the property was in worse condition on that occasion than previously noted in 2006. There were two derelict vehicles and a pile of garbage bags found on the driveway at the front of the house. A third derelict vehicle was seen on the side yard along with a substantial pile of rubbish and debris.

On August 23, 2007, a letter was sent to the property owner by courier directing that the derelict vehicles and rubbish be removed.

On October 1, 2007, an inspection was done, and no improvements were seen in the appearance or condition of the property.

On November 6, 2007, another inspection confirmed that no cleanup had been undertaken by the property owner. Photographs were taken on that occasion (*see Attachment No. 1*).

On November 13, 2007, bylaw enforcement staff visited the home and spoke with a young woman who advised she was the daughter of the owner. Contact information for Building & Bylaw Services was left with her with an invitation for the owner to call and discuss the state of the property. At this time the derelict vehicles and camper trailer were examined further. None of the vehicles displayed valid licensing nor did the camper unit. There was an electrical cord running from the house to the camper but it was not possible to determine if it carried power to the camper. Photographs were taken during this inspection (*see Attachment No. 2*). Photographs were also taken of the surrounding homes and properties (*see Attachment No. 3*).

On November 14, 2007, a letter was sent by courier to the property owner advising that in view of no action being taken pursuant to previous requests to clean the property that the matter was being referred to the Board for direction. As of this date, no contact has been made with Building & Bylaw Services by the property owner.

A final inspection on January 3, 2008, confirmed the property condition remains unchanged with no further contact from the owner.

The various site inspections showed staff the distinct differences in property appearance between this subject property and the surrounding properties, all of which are neat and well maintained. It is apparent based on the history of this property's previously described events that this owner will not maintain the property in compliance with Regional District of Nanaimo regulations.

ALTERNATIVES

1. That the owner be directed by the Board to remove the identified discarded and disused material from the property; and should she fail to do so within a given time frame, the Board may direct that a contractor be hired to remove the discarded and disused material from the property.
2. That the owner not be directed to remove the identified discarded and disused material from the property.

FINANCIAL IMPLICATIONS

If the Board adopts a resolution to have the identified discarded and disused material removed from the property, any costs incurred by the Regional District of Nanaimo or its agents with respect to the removal may be recovered from the property owner.

PUBLIC IMPLICATIONS

All of the complaints received have originated from neighbours to this property. As noted, the surrounding properties are well maintained in stark contrast to the subject property. The application of the Unsightly Premises Bylaw by enforcement staff must pass certain tests, including community standards and an interpretation of the definition within Bylaw 1073. To satisfy this test, photographs of surrounding property are included in this report for reference.


CONCLUSIONS

This property owner has shown in 2006 and again in 2007 an unwillingness to comply with the provisions of the Unsightly Premises Bylaw or to keep her property to a reasonable standard as compared with surrounding properties. This property owner has not availed herself of opportunities to contact staff to

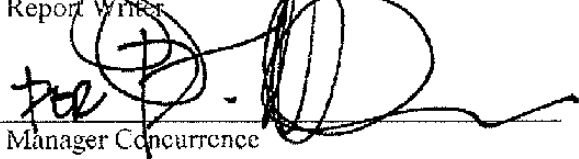
discuss this situation or to bring her property voluntarily into compliance. Therefore, Board direction appears to be the only option remaining to bring this property into compliance with Regional District of Nanaimo regulations.

RECOMMENDATION

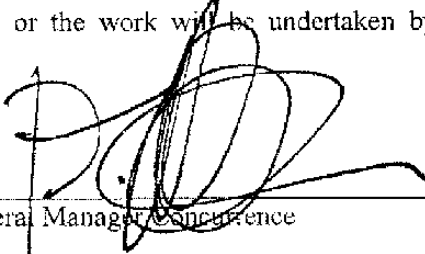
That the Board direct the owner of the above-noted property to remove from the premises those items as set out in the attached resolution within fourteen (14) days, or the work will be undertaken by the Regional District's agents at the owners' cost.




Report Writer



Manager Concurrence



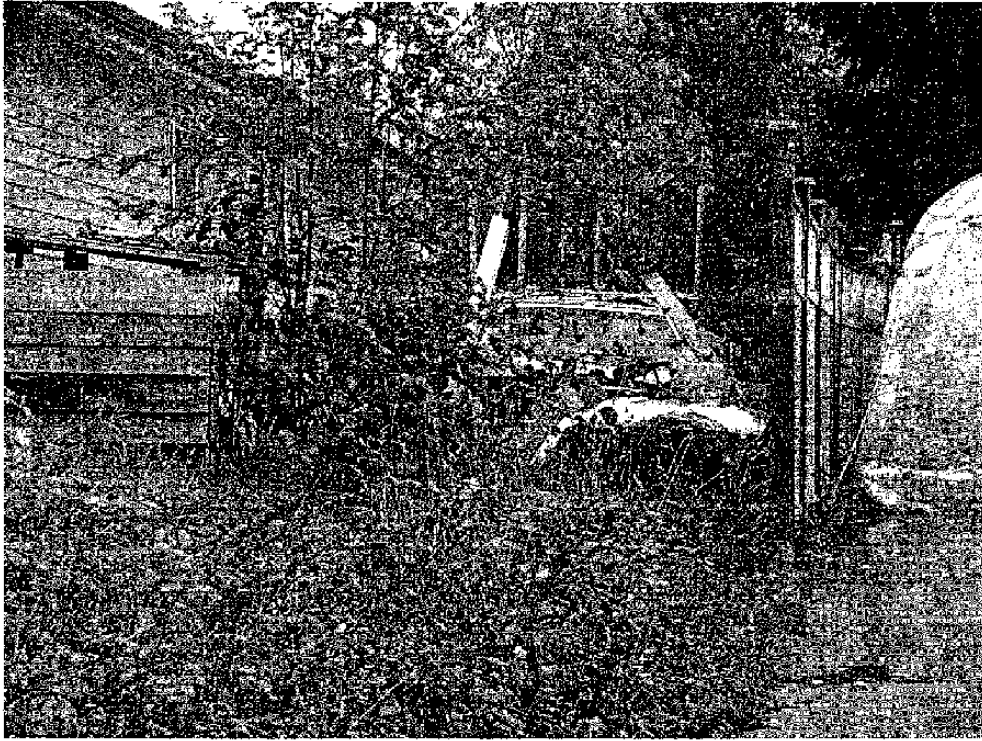
General Manager Concurrence



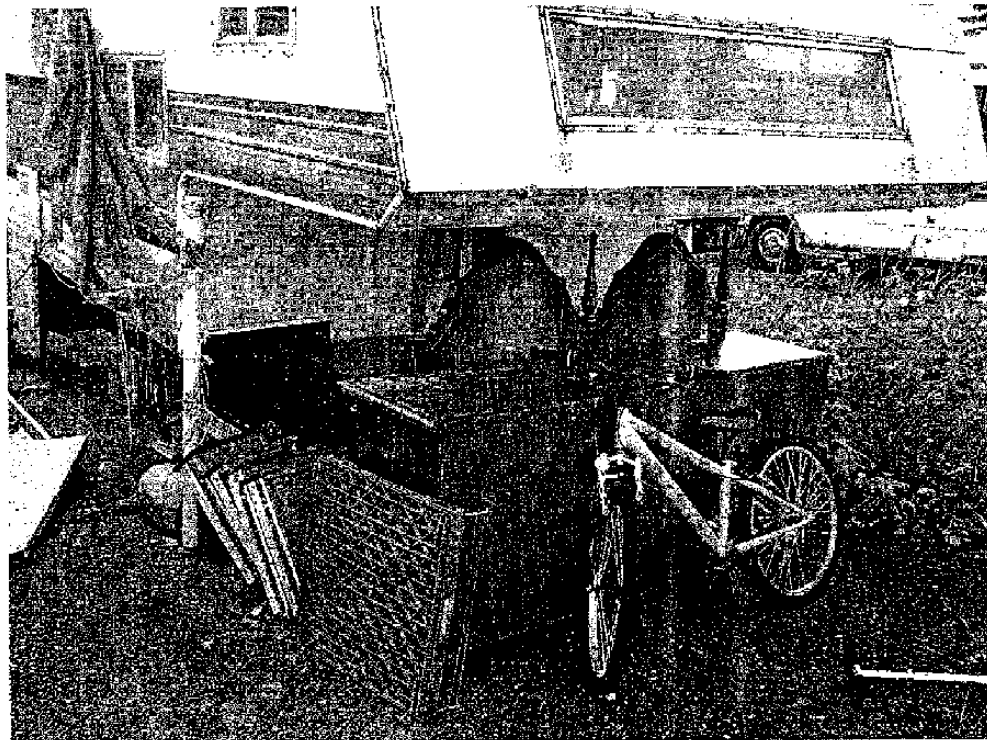
CAO Concurrence

COMMENTS:

Attachment No. 1



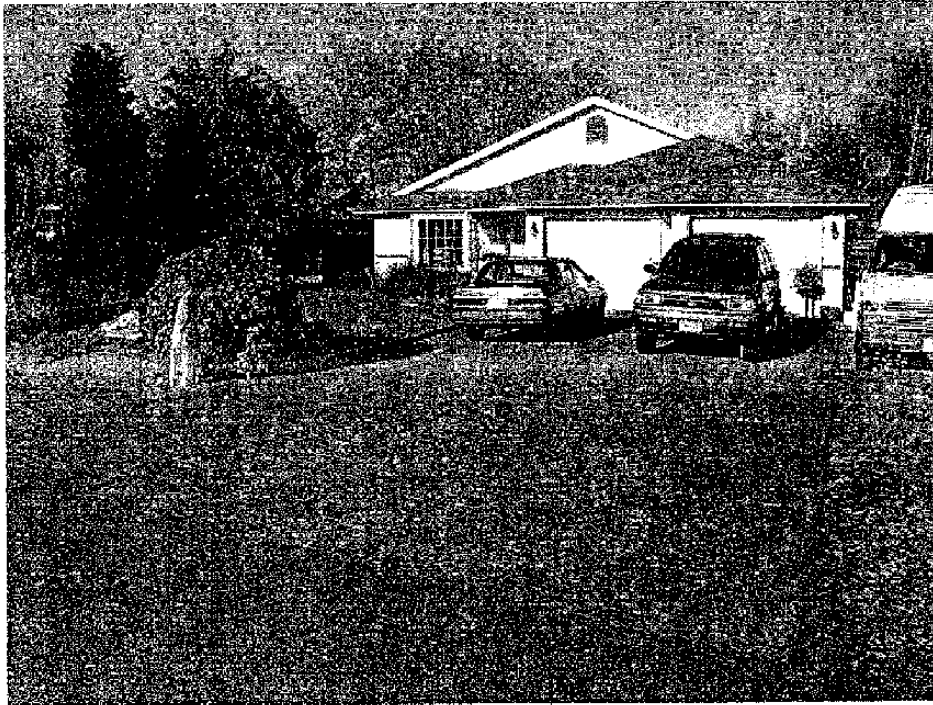
Attachment No. 2



Attachment No. 2



Attachment No. 3



REGIONAL DISTRICT OF NANAIMO
RESOLUTION
UNSIGHTLY PREMISES REGULATORY BYLAW NO. 1073, 1996

MOVED Director , SECONDED Director , that pursuant to the provisions of the "*Unsightly Premises Regulatory Bylaw No. 1073, 1996*," and amendments thereto, IT IS HEREBY RESOLVED that the owner(s)/occupier(s) of the respective premises set forth below be notified to remove the accumulation of the materials indicated and to take such remedial measures as are specified:

PROPERTY DESCRIPTION: Lot 59, Plan 30213, District Lot 28, Nanoose Land District

LOCATION: 1532 Marine Circle
Parksville, BC

OWNER(S): Carol-Jayne Newman
1532 Marine Circle
Parksville, BC V9P 1Y6

UNSIGHTLY ACCUMULATION: Cardboard boxes, cardboard and paper waste, wooden furniture, tarpaulins, household garbage and full garbage bags, derelict and unlicensed vehicles, discarded toys and sporting goods including bicycles, truck canopies, and camper unit, building material including rolled fencing, and all other discarded and disused materials.

REMEDIAL MEASURES: To remove the cardboard boxes, cardboard and paper waste, wooden furniture, tarpaulins, household garbage and full garbage bags, derelict and unlicensed vehicles, discarded toys and sporting goods including bicycles, truck canopies, and camper unit, building material including rolled fencing, and all other discarded and disused materials, leaving the property clean and tidy.

AND BE FURTHER RESOLVED that a Bylaw Enforcement Officer of the Regional District of Nanaimo BE AND IS HEREBY AUTHORIZED in default of such removal or remedial measures being undertaken by the owner(s) or occupier(s), within fourteen (14) days of receipt of notice to do so, to carry out or have such work carried out and the expense charged to the owner(s)/occupier(s). If unpaid by December 31st in the year in which the work is done, the expenses shall be added to and form part of the taxes payable on that real property as taxes in arrears.

I hereby certify the foregoing to be a true and correct copy of the resolution passed by the Board at its regular meeting held January 22nd, 2008.

DATED at Nanaimo, BC this 22nd day of January 2008.

Senior Manager Corporate Administration

**IN THE MATTER OF SECTION 725(1) OF THE LOCAL GOVERNMENT ACT
R.S.B.C. 1996 CHAPTER 323 AND AMENDMENTS**

AND

IN THE MATTER OF Lot 59, Plan 30213, District Lot 28, Nanoose Land District

TO: Carol-Jayne Newman
1532 Marine Circle
Parksville, BC V9P 1Y6

NOTICE OF HEARING

TAKE NOTICE that the Board of the Regional District of Nanaimo pursuant to Section 725(1) of the Local Government Act R.S.B.C. 1996 Chapter 323 and amendments and "Unsightly Premises Regulatory Bylaw No. 1073, 1996," will at the hour of 7:00 pm on the 22nd day of January, A.D. 2008 in the Board Chambers of the Regional District of Nanaimo, 6300 Hammond Bay Road, Nanaimo, British Columbia, hear representation by the Senior Manager Corporate Administration as to whether, with respect to the lands more particularly described above, the owner(s)/occupier(s) shall be required to remove the accumulation thereon of all discarded and disused materials and debris.

AND FURTHER TAKE NOTICE that should the Board require the owner(s)/occupier(s) to remove the described accumulation, and the owner(s)/occupier(s) default, the Board may direct its employees and others to enter and effect the removal at the expense of the person defaulting. The charges for doing so, if unpaid on December 31st in the year in which the Regional District effects the removal, shall be added to and form part of the taxes payable in respect of the real property in question, as taxes in arrears.

AND FURTHER TAKE NOTICE that should you wish to make representation to the Board regarding the lands and premises listed above, you should appear at that time, date and place to make your presentation.

THIS NOTICE is given by the Senior Manager Corporate Administration of the Regional District of Nanaimo this 10th day of January, A.D. 2008.

Senior Manager Corporate Administration