

**REGIONAL DISTRICT OF NANAIMO**  
**REGULAR BOARD MEETING**  
**TUESDAY, JULY 28, 2009**  
**(immediately following the Hospital Board meeting)**  
  
*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

1.       **CALL TO ORDER**
2.       **DELEGATIONS**  
  
          **John Mansell**, re Non-Compliant Land Use in Area 'F'.  
  
13-15       **Heather Vallance**, re Request to Support ALR Application.
3.       **BOARD MINUTES**  
  
16-25       Minutes of the regular Board meeting held June 23, 2009.
4.       **BUSINESS ARISING FROM THE MINUTES**
5.       **COMMUNICATIONS/CORRESPONDENCE**  
  
26           **Nadine Durante, BCSPCA**, re Request to Waive Tipping Fees.  
  
27           **Sandra Petrie**, re Development Permit with Variance Application No. 60926 – Ivens  
          – 3951 Bovanis Road – Area H.  
  
28           **R. D. Hickman, Ministry of Transportation & Infrastructure**, re Giant Hogweed.
6.       **UNFINISHED BUSINESS**  
  
          **BYLAWS**  
  
          **For Adoption.**  
  
29-33       **Bylaw No. 500.349 – To Amend the Land Use and Subdivision Bylaw.** (Electoral  
          Area Directors except EA 'B' – One Vote)  
  
          *That "Regional District of Nanaimo Land Use and Subdivision Bylaw  
          Amendment Bylaw No. 500.349, 2009" be adopted.*  
  
          This bylaw rezones the subject properties from Resource Management 4 and  
          Resource Management 5 to Recreation 4.

**Bylaw No. 1557 – To Impose Development Cost Charges in the Barclay Crescent Sewer Service Area. (All Directors – One Vote)**

*That “Barclay Crescent Sewer Service Area Development Cost Charges Bylaw No. 1557, 2009” be adopted.*

This bylaw imposes development cost charges in the Barclay Crescent sewer service area to help cover capital costs associated with maintaining, expanding and upgrading the sewer system.

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

**7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE**

34-36 Minutes of the Electoral Area Planning Committee meeting held July 14, 2009. (for information)

**PLANNING**

***DEVELOPMENT PERMIT APPLICATIONS***

**Development Permit Application No. 60837 – Harford for Harford & Hale - 501/515 Kaplar Road - Electoral Area 'G'. (Electoral Area Directors except EA 'B' – One Vote)**

- 1. That the request from Dan Harford on behalf of D. Harford, E. Harford, B. Hale and T. Hale, for the building strata conversion as shown on the Proposed Strata Plan of Lot 9, District Lots 65 and 66, Newcastle District, Plan 1803, be approved subject to the conditions being met as set out in Schedules No. 1 and 2 of the corresponding staff report.*
- 2. That Development Permit Application No. 60837, submitted by Dan Harford on behalf of D. Harford, E. Harford, B. Hale and T. Hale, in conjunction with the proposed building strata conversion application and designated within the Farm Land Protection and the Environmentally Sensitive Features Development Permit Areas be approved subject to the conditions outlined in Schedules No. 1 and 2 of the corresponding staff report.*

***DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS***

**Development Permit with Variance Application No. 60921 – Whitaker – 5361 Island Highway West - Electoral Area 'H'. (Electoral Area Directors except EA 'B' – One Vote)**

**Delegations wishing to speak to Development Permit with Variance Application No. 60921.**

*That Development Permit with Variance Application No. 60921, to construct a dwelling unit and attached garage with a maximum height of 8.7 metres within the Hazard Lands and Environmentally Sensitive Features Development Permit Area pursuant to "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Bylaw No. 1335, 2003", for the property legally described as Lot A, District Lot 16, Newcastle District, Plan 11435 be approved subject to the conditions outlined in Schedules No. 1 to 4 and the notification requirements of the Local Government Act.*

**Development Permit with Variance Application No. 60925 – Wells – 1720 Wilkinson Road – Area 'A', (Electoral Area Directors except EA 'B' – One Vote)**

**Delegations wishing to speak to Development Permit with Variance Application No. 60925.**

*That Development Permit with Variance Application No. 60925, to construct a dwelling unit and attached garage with a minimum setback from the front lot line of 5.0 metres within the Streams, Nesting Trees & Nanaimo River Floodplain Development Permit Area pursuant to "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Bylaw No. 1240, 2001", for the property legally described as Lot A, District Lot 4, Section 3, Nanaimo District, Plan 7320 be approved subject to the conditions outlined in Schedules No. 1 to 4 and the notification requirements of the Local Government Act.*

**Development Permit with Variance Application No. 60926 – Ivens – 3951 Bovanis Road – Area 'H', (Electoral Area Directors except EA 'B' – One Vote)**

**Delegations wishing to speak to Development Permit with Variance Application No. 60926.**

*That Development Permit with Variance Application No. 60926, for the construction of a second storey addition to an existing single dwelling unit on the subject property legally described as Lot 6, District Lots 85 and 22, Newcastle District, Plan 23173, be approved subject to the conditions outlined in Schedules No. 1 to 4 and the notification requirements of the Local Government Act.*

**OTHER**

**Request for Frontage Relaxation – Henning for Diedrichsen, Laird, Corraini – 2915 & 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 3, submitted by Brian Henning, BCLS on behalf of W. Diedrichsen, L. Laird, W. Carraini & G. Corraini, in conjunction with the proposed lot line adjustment subdivision for the properties legally described as Lot B, Sections 10 and 11, Ranges 4 and 5, Plan VIP77295; Lot A, Section 11, Range 5, Plan VIP8595; and Lot 2, Section 11, Range 4 and 5, Plan VIP80268, Except That Part in Plan VIP85953, all of Mountain District, be approved.*

**Request for Regional Growth Strategy Amendment to Support Zoning & OCP Amendment Application No. 0604 - Addison - 2610 Myles Lake Road - Electoral Area 'C.** (Electoral Area Directors except EA 'B' – One Vote)

*That it be recommended to the Sustainability Select Committee and the Board that the Electoral Area Planning Committee supports consideration of this application for a site specific amendment to the Regional Growth Strategy.*

**Amendment Bylaw No. 1469.01 – Provides for a Housekeeping Amendment to the Floodplain Management Bylaw.**

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

1. *That "Regional District of Nanaimo Floodplain Amendment Bylaw No. 1469.01, 2009" be given three readings.*

(Electoral Area Directors except EA 'B' - 2/3)

2. *That "Regional District of Nanaimo Floodplain Amendment Bylaw No. 1469.01, 2009" be adopted.*

**7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE**

37-45 Minutes of the Committee of the Whole meeting held July 14, 2009. (for information)

**DELEGATIONS**

**Diane Brennan & Pam Hadikin, United Way Central Island, re 2009 United Way Campaign.** (All Directors – One Vote)

*That the information provided by the delegation be referred to staff to explore ways in which our employees can participate.*

**COMMUNICATIONS/CORRESPONDENCE**

**Patty Biro, District 69 Electoral Area 'H' Commissioner, re Resignation from District 69 Recreation Commission.** (All Directors – One Vote)

*That the correspondence from Patty Biro regarding her resignation from the District 69 Recreation Commission be received.*

**Derek Corrigan, City of Burnaby, re Local Government Liabilities Resulting from Building Construction Regulation – Request for Legislative Changes.** (All Directors – One Vote)

*That the correspondence from the City of Burnaby regarding problems associated with municipal liabilities resulting from building construction regulation, be received.*

**Rosemary Bonanno, Vancouver Island Regional Library, re Facilities Planning.**  
(All Directors – One Vote)

*That the correspondence from the Vancouver Island Regional Library regarding the Library's proposed Consolidated Facility Master Plan, be received.*

**FINANCE AND INFORMATION SERVICES**

**FINANCE**

**Bylaw No. 1575 – To Authorize Temporary Borrowing for the Purchase of Land for the Nanoose Bay Bulk Water Service.**

(All Directors – Weighted Vote)

1. *That "Nanoose Bay Bulk Water Temporary Borrowing Bylaw No. 1575, 2009" be introduced and read three times.*

(All Directors – 2/3 Weighted)

2. *That "Nanoose Bay Bulk Water Temporary Borrowing Bylaw No. 1575, 2009" be adopted.*

**Bylaws No. 1565, 1566, 1445.03 & 1004.04 – In Relation to the Cedar Sewer Collection System.**

(All Directors – One Vote)

1. *That "Cedar Sewer Small Residential Properties Stage 2 Capital Financing Service Establishment Bylaw No. 1565, 2009" be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.*
2. *That "Cedar Sewer Service Area Amendment Bylaw No. 1445.03, 2009" be introduced for three readings.*
3. *That "Duke Point Sewer Local Service Area Amendment Bylaw No. 1004.04, 2009" be introduced for three readings.*

(All Directors – Weighted Vote)

4. *That "Cedar Sewer Small Residential Properties Stage 2 Loan Authorization Bylaw No. 1566, 2009" be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.*

**Amendment to Signing Authorities and Appointment of Deputy Officer for Financial Administration.** (All Directors – One Vote)

1. *That the signing authorities for financial instruments as outlined in agreements with TD Canada Trust, the Municipal Finance Authority, Canaccord Capital and BMO Nesbitt Burns reflect the following officer positions:*

<i>Chairperson</i>	<i>Joseph Stanhope</i>
<i>Deputy Chairperson</i>	<i>Larry McNabb</i>
<i>Chief Administrative Officer</i>	<i>Carol Mason</i>
<i>General Manager, Finance &amp; Information Services</i>	<i>Nancy Avery</i>
<i>Manager, Financial Reporting</i>	<i>Wendy Idema</i>
<i>Manager, Accounting Services</i>	<i>Tiffany Moore.</i>

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

**Amendment Bylaw No. 1532.01 – Amends the Cedar Sewer Service Rates and Regulations Bylaw by Temporarily Decreasing the Sewer Connection Fee.**

(All Directors -- One Vote)

1. *That "Cedar Sewer Service Area Rates and Regulations Amendment Bylaw No. 1532.01, 2009" be introduced and read three times.*

(All Directors –2/3)

2. *That "Cedar Sewer Service Area Rates and Regulations Amendment Bylaw No. 1532.01, 2009" be adopted.*

**Bylaw No. 1576 – To Regulate Burning and Fires Within a Portion of the Yellowpoint-Waterloo Fire Protection Service.**

(All Directors – One Vote)

1. *That "Yellowpoint Fire Regulatory Bylaw No. 1576, 2009" be introduced and read three times.*

(All Directors – 2/3)

2. *That "Yellowpoint Fire Regulatory Bylaw No. 1576, 2009" be adopted.*

***DEVELOPMENT SERVICES***

**BUILDING & BYLAW**

**Property Maintenance Contravention – 2499 Schirra Drive – Area 'E'. (All Directors – One Vote)**

**Delegations wishing to speak to Property Maintenance Contravention at 2499 Schirra Drive – Area 'E'.**

*That should the property maintenance concerns not be rectified by July 28, 2009, pursuant to the "Unightly Premises Regulatory Bylaw No. 1073, 1996", the Board directs the owners of the subject 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.*

**Amendment Bylaw No. 1418.01 – Amends the Bylaw Enforcement Ticket Regulation Bylaw to include the Waste Stream Management Licensing Bylaw.**

(All Directors – One Vote)

1. *That "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.01, 2009" be introduced and read three times.*

(All Directors – 2/3)

2. *That "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.01, 2009" be adopted.*

**Amendment Bylaw No. 787.12 – Amends the Building Inspection Service Establishment Bylaw by Extending the Service Area Boundary to Include the Regional District of Nanaimo Church Road Transfer Station. (All Directors – One Vote)**

*That "Regional District of Nanaimo Building Inspection Service Bylaw Amendment Bylaw No. 787.12, 2009" be introduced, read three times and forwarded to the Ministry of Community and Rural Development for approval.*

**PLANNING**

**Request for Urban Containment Boundary Amendment – City of Nanaimo. (All Directors – One Vote)**

1. *That the Regional District of Nanaimo Board endorse the proposed change to the City of Nanaimo Urban Containment Boundary and that the maps in the Regional Growth Strategy be updated at the next available opportunity to reflect this change.*
2. *That staff be directed to provide a letter to the City of Nanaimo indicating the Board's decision.*

**TRANSPORTATION AND SOLID WASTE SERVICES**

**SOLID WASTE**

**BC Bioenergy Network Tripartite Collaboration Agreement.**

(All Directors – Weighted Vote)

1. *That the Board enter into a collaborative agreement with the BC Bioenergy Network and Cedar Road LFG Inc. to establish a Collaborative Demonstration and Development Centre (CDDC) to promote sustainable landfill gas-to-energy projects in BC.*

(All Directors – One Vote)

2. *That the Board appoint the Manager of Solid Waste to represent the RDN on the CDDC Network Advisory Board.*
3. *That staff remain alert to any revenue potential that may result from this collaboration.*

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

### **District 69 Recreation Commission.**

(All Directors – One Vote)

1. *That the minutes of the District 69 Recreation Commission meeting held June 25, 2009 be received for information.*

(All Directors – One Vote)

2. *That the Youth Services Review: January – May 2009 Report be received for information.*

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

3. *That the recommendations from the Youth Services Review Report for the design and development of a new youth recreation services plan for District 69 be approved and that \$10,000 be allocated in fiscal years 2009 and 2010 in the District 69 Recreation Coordination budget for consulting services to undertake the plan to commence in the fall of 2009 and conclude spring 2010.*

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

4. *That, respecting the District 69 Recreation Services Fees and Charges 2009/10 staff report, the new Fees and Charges category titled Golden in Appendices A and B for participants 85 years and older be changed to 80 years and older.*

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

5. *That the 2009/10 program, admission and rental fees for Oceanside Place be approved as highlighted in the report and outlined in Appendix A, as amended.*

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

6. *That the 2009/10 Recreation Coordinating program fees and recovery rates, administration fee, and revenue-sharing percentage ratio for Term Instructor (Companies) agreements be approved as highlighted in the report and outlined in Appendix C.*



(All Directors -- One Vote)

7. *That the District 69 Track and Field Facility Feasibility Study be approved as a resource document for the planning and development of a track and field facility in District 69.*

(All Directors – One Vote)

8. *That Regional District staff continue to work with School District 69, City of Parksville, Town of Qualicum Beach, Oceanside Track and Field Club and the District 69 Sports Association to further explore the options identified in the District 69 Track and Field Facility Feasibility Study.*

(All Directors – One Vote)

9. *That the Regional Board appoint an alternate for each member of the Commission as provided in Bylaw No. 935.*

(Parksville, Qualicum Beach, EAs 'F' 'G' & 'H' – Weighted Vote)

10. *That the 2009/10 program, admission and rental fees for Ravensong Aquatic Centre be approved as highlighted in the report and outlined in Appendix B, as amended.*

**Nanoose Bay Parks and Open Space Advisory Committee.** (All Directors – One Vote)

1. *That the minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held May 4, 2009 be received for information.*
2. *That staff be directed to investigate further the design and construction of a community trail adjacent to the existing trail which forms part of Strata #3393 lands as it extends off Rockhampton Road*

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

*That the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held May 21, 2009 be received for information.*

**Regional Solid Waste Advisory Committee.** (All Directors – One Vote)

*That the minutes of the Regional Solid Waste Advisory Committee meeting held June 18, 2009 be received for information.*

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

1. *That the minutes of the Regional Parks & Trails Advisory Committee meeting held June 16, 2009 be received for information.*
2. *That the Mount Arrowsmith Regional Park – Park Use and Management Concerns staff report be received for information.*

3. *That the Regional Park Acquisition Criteria and Rating Framework be approved.*
4. *That the E&N Trail-with-Rail Feasibility Study be received to use as a guiding document for the future development of the E&N Rail Trail.*
5. *That the Regional District write a letter to the Chief Medical Officer at Vancouver Island Health Authority requesting his investigation into the use of Round Up on the E & N Rail Line and for his opinion if it presents a health problem with drinking water or to citizens who may come in direct contact with the herbicide.*

**Regional Liquid Waste Advisory Committee. (All Directors – One Vote)**

*That the minutes of the Regional Liquid Waste Advisory Committee meeting held June 19, 2009 be received for information.*

**Transit Select Committee.**

(All Directors – One Vote)

1. *That the minutes of the Transit Select Committee meeting held June 17, 2009 be received for information.*

(Nanaimo, Parksville, Qualicum Beach, Lantzville, EA's A, C, E & G – Weighted Vote)

2. *That the Board direct staff to proceed with the Prideaux Street Exchange Upgrade Project.*

(Nanaimo, Parksville, Qualicum Beach, Lantzville, EA's A, C, E & G – Weighted Vote)

3. *That the two letters from Vancouver Island University be received for information and that staff be directed to send letters regarding cost sharing opportunities to School District No. 68, BC Transit and Vancouver Island University for an improved bus service from Cinnabar Valley/Chase River Area to John Barsby Community School, NDSS and Vancouver Island University/Malaspina International High School.*

(Nanaimo, Parksville, Qualicum Beach, Lantzville, EA's A, C, E & G – Weighted Vote)

4. *That staff prepare a report to be brought to the August Board meeting that outlines the L'Association des francophones de Nanaimo request regarding transportation support for the Maple Sugar Festival.*

(All Directors – One Vote)

5. *That staff send a letter to Greyhound Canada supporting a non-idling policy.*

(All Directors – Weighted Vote)

6. *That the 2009/2010 Annual Operating Agreement with BC Transit be approved.*

**Sustainability Select Committee.** (All Directors – One Vote)

1. *That the minutes of the Sustainability Select Committee meeting held June 17, 2009 be received for information.*
2. *That the name of the Regional Growth Strategy be amended to Regional Sustainability Plan to reflect the revised focus on sustainability.*
3. *That the information regarding Regional Growth Strategy definitions be referred to staff for consideration in the revised Regional Growth Strategy.*
4. *That staff be directed to arrange a presentation on forest and resource management at a future Ideas and Updates Board Seminar.*

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

**Local Government Liabilities Resulting from Building Construction Regulation – Request for Legislative Changes.** (All Directors – One Vote)

*That the report received from the City of Burnaby regarding building construction regulation be referred to staff for their review and recommendations.*

**BC Bioenergy Network Tripartite Collaboration Agreement.** (All Directors – One Vote)

*That the Manager of Solid Waste make a presentation to the Sustainability Select Committee on this issue.*

## **NEW BUSINESS**

**Gabriola Island Parks & Open Space Advisory Committee Appointment.** (All Directors – One Vote)

*That Cameron Murray be appointed to the Gabriola Island Parks & Open Space Advisory Committee for a term ending December 31, 2009.*

7.3 **EXECUTIVE STANDING COMMITTEE**

7.4 **COMMISSIONS**

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

**8. ADMINISTRATOR'S REPORTS**

- 46-52           Amendment Bylaw No. 975.50 – To Extend the Boundary of the Pump & Haul Service Area to Include an Area 'B' Property. (All Directors – One Vote)
- 53-58           Yellow Point Drama Group Grant-in-Aid – Costume Storage Funding. (All Directors – One Vote)
- 59-62           Area 'A' Recreation and Culture Services Office. (All Directors – Weighted Vote)
- Infrastructure Planning Grant – Joint Regional Waste to Energy Viability Study. (Report to be circulated)

**9. ADDENDUM**

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

**11. NEW BUSINESS**

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

**13. ADJOURNMENT**

**14. IN CAMERA**

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

**Armstrong, Jane**

**From:** Heather Vallance [sadsak@shaw.ca]  
**Sent:** July 17, 2009 11:41 AM  
**To:** Burgoyne, Linda; Armstrong, Jane  
**Subject:** Fw: To Appear as a Delegate at the July 28th Meeting  
**Importance:** High  
**Attachments:** maps of options presented page 1.jpg; maps of options presented page 2.jpg; "AVG certification"

We would like to meet with the RDN Board meeting to be held on **July 28, 2009**

**The title for my presence at the meeting is Request for written confirmation of RDN's zoning and OCP guidelines for Electoral Area 'H' for RU1 land in ALR"**

Heather Vallance, Sakari Rautiainen of 2450 Whistler Rd W Qualicum Beach, BC V9K 2A6 250-752-2025  
sadsak@shaw.ca  
Mark Rautiainen of 2440 Whistler Rd W Qualicum Beach, BC V9K 2A6 250-752-5190 rautiainen@shaw.ca

We request a letter of support in following the zoning for our area (D) with the specifics of our application to the Agricultural Land Commission. We feel the form letter that was given is too generic to our specific requests. We would appreciate a letter stating that the options (see attached) we have given in the exclusion application are well within the guidelines set forth for area H regional zoning and compatible to the Official Community Plan. We have proven our land is of no use for agricultural or non-soil based agricultural usage. Which the Commission's own Agrologist agrees.

We would like to have Keeva Kehler speak for us. (Keeva this email states we should have a title for the presentation ? what would you call this? A request for support???)

Heather and crew  
www.vallancecockers.com

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REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR MEETING OF THE BOARD  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, JUNE 23, 2009, AT 7:00 PM IN THE  
RDN BOARD CHAMBERS

**Present:**

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director G. Rudischer	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 E. Mayne	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director L. Sherry	City of Nanaimo

**Also in Attendance:**

N. Avery	A/Chief Administrative Officer
M. Pearse	Senior Mgr., Corporate Administration
J. Finnie	Gen. Mgr., Water & Wastewater Services
P. Thorkelsson	Gen. Mgr., Development Services
T. Osborne	Gen. Mgr., Recreation & Parks Services
D. Trudeau	Gen. Mgr., Transportation & Solid Waste Services
N. Tonn	Recording Secretary

**DELEGATIONS**

MOVED Director Burnett, SECONDED Director Johnstone, that the Board permit a late delegation.

CARRIED

**Brian March, Yellow Point Drama Club, re Appeal Electoral Area 'A' Grant-in-Aid Decision.**

Mr. March provided additional information regarding the Yellow Point Drama Club's application for a Grant-in-Aid and appealed to the Board to approve the alternate use of the funds granted.

**BOARD MINUTES**

MOVED Director McNabb, SECONDED Director Holme, that the minutes of the regular Board meeting held May 26, 2009 and the special Board meeting held June 9, 2009 be adopted.

CARRIED



## COMMUNICATIONS/CORRESPONDENCE

**Lisa Berube, re Bylaw 500 Enforcement – Illegal Secondary Suites & Shortage of Affordable Housing in Electoral Area ‘G’.**

MOVED Director Johnstone, SECONDED Director McNabb, that the correspondence from Lisa Berube regarding the need for affordable housing in the Regional District and a request to place a moratorium on enforcement of any bylaw which would result in the removal of existing secondary suites at this time, be received.

CARRIED

**Tom Davies, Federation of Oceanside Residents’ Associations, re Vote on Expression of Interest for Oceanside Health Care.**

MOVED Director Johnstone, SECONDED Director McNabb, that the correspondence from the Federation of Oceanside Residents’ Associations regarding VIHA’s proposed Expression of Interest for a Health Care Facility in Oceanside, be received.

CARRIED

## UNFINISHED BUSINESS

### BYLAWS

**Public Hearing & Third Reading.**

**Report of the Public Hearing held June 8, 2009 re Amendment Bylaw No. 500.349 – Focus Corporation for Island Timberlands and Nanaimo Fish & Game Club – Nanaimo Lakes Road – Area ‘C’.**

MOVED Director Young, SECONDED Director Burnett, that the report of the Public Hearing containing the Summary of Minutes and Submissions of the Public Hearing held June 8, 2009 as a result of public notification of “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.349, 2009” be received.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.349, 2009” be given 3<sup>rd</sup> reading.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that the conditions as 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. 500.349, 2009.

CARRIED

**Report of the Public Hearing held June 8, 2009 re Amendment Bylaw No. 500.350 – Linda Robinson for P & E Robinson – 3027/3029 Landmark Crescent – Area ‘C’.**

MOVED Director Young, SECONDED Director Burnett, that the report of the Public Hearing containing the Summary of Minutes and Submissions of the Public Hearing held June 8, 2009 as a result of public notification of “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.350, 2009” be received.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.350, 2009" be given 3<sup>rd</sup> reading.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that the conditions as 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. 500.350, 2009.

CARRIED

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

### **ELECTORAL AREA PLANNING STANDING COMMITTEE**

MOVED Director Bartram, SECONDED Director Holme, that the minutes of the Electoral Area Planning Committee meeting held June 9, 2009 be received for information.

CARRIED

### *PLANNING*

### **DEVELOPMENT PERMIT APPLICATIONS**

**Development Permit Application No. 60920 – Sandra James/C.A. Design – 803 Flamingo Drive – Area 'G'.**

MOVED Director Bartram, SECONDED Director Holme, that Development Permit No. 60920 submitted by John Larson of C.A. Design for the proposed construction of an addition to an existing single dwelling unit within the Hazard Lands Development Permit Area for the parcel legally described as Lot 5, District Lot 10, Newcastle District, Plan 10115 be approved, subject to the conditions outlined in Schedule No. 1.

CARRIED

**Development Permit Application No. 60922 – Pt. Ellice Properties Ltd./Steel Pacific Recycling – 2079 Main Road – Area 'A'.**

MOVED Director Burnett, SECONDED Director Young, that Development Permit Application No. 60922, to recognize an existing metal recycling transfer station and allow associated improvements on the properties legally described as Lot 5, Block 7, Section 12, Range 7, Cranberry District, Plan 1643 and Lots 6 and 7, Block 7, Sections 12 and 13, Range 7, Cranberry District, Plan 1643 located at 2079 Main Road, be approved subject to the terms outlined in Schedules No. 1 to 3.

CARRIED

***DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS***

**Development Permit with Variance Application No. 60827 – Fern Road Consulting Ltd. on behalf of Parfitt – 6195, 6199 & 6200 Island Highway West – Area ‘H’.**

MOVED Director Bartram, SECONDED Director Biggemann, that Development Permit with Variances Application No. 60827 submitted by Fern Road Consulting Ltd., on behalf of R. Parfitt in conjunction with the subdivision on the parcel legally described as Lot 1, District Lot 33, Newcastle District, and Part of the Bed of the Strait of Georgia, Plan 41309 and designated within the Fish Habitat Protection and the Environmentally Sensitive Features Development Permit Areas be approved subject to the conditions outlined in Schedules No. 1, 2 and 3 of the corresponding staff report and to the notification procedure pursuant to the *Local Government Act*.

CARRIED

**Development Permit with Variance Application No. 60914 – Veenhof – 4737 Maple Guard Drive – Area ‘H’.**

MOVED Director Bartram, SECONDED Director Holme, that Development Permit with Variances Application No. 60914, to permit the construction of a residential dwelling and attached garage on the property legally described as Lot 4, District Lot 40, Newcastle District, Plan 15818, be approved subject to the conditions outlined in Schedules No. 1 to 4 and notification requirements of the *Local Government Act*.

CARRIED

***DEVELOPMENT VARIANCE PERMIT APPLICATIONS***

**Development Variance Permit Application No. 90903 – RDN Recreation & Parks Department – Extension Road – Area ‘C’.**

MOVED Director Young, SECONDED Director Burnett, that Development Variance Permit Application No. 90903, submitted by the RDN Recreation and Parks Department, in conjunction with the placement of an information kiosk on the park land located adjacent to Extension Road be approved subject to the conditions of approval set out in Schedules No. 1, 2 and 3 of the staff report and the notification requirements pursuant to the *Local Government Act*.

CARRIED

**COMMITTEE OF THE WHOLE STANDING COMMITTEE**

MOVED Director McNabb, SECONDED Director Johnstone, that the minutes of the regular Committee of the Whole meeting held June 9, 2009 be received for information.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Michael K. Hooper, Nanaimo Airport Commission, re Nanaimo Airport Improvement Project, Phase 2.**

MOVED Director Ruttan, SECONDED Director McNabb, that the correspondence from the Nanaimo Airport Commission regarding the Airport Commission’s application to the Building Canada Fund Communities Component for Phase 2 of the Nanaimo Airport Improvement Project, be received.

CARRIED

**Joan Harrison, City of Nanaimo, re UBCM Resolution Regarding 9-1-1 Call Answer Levy.**

MOVED Director Johnstone, SECONDED Director McNabb, that the correspondence from the City of Nanaimo regarding the Board's support for the City's UBCM resolution on a call answer levy for 9-1-1 service, be received.

CARRIED

***CORPORATE ADMINISTRATION SERVICES***

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

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

CARRIED

***FINANCE AND INFORMATION SERVICES***

**FINANCE**

**2008 Statement of Financial Information.**

MOVED Director Holdom, SECONDED Director Westbrook, that the 2008 *Financial Information Act* report be received and approved and be forwarded to the Ministry of Community and Rural Development.

CARRIED

**Use of Development Cost Charges in 2008.**

MOVED Director Westbrook, SECONDED Director Holdom, that the report on development cost charges provided under Section 937.01 be received for information.

CARRIED

***DEVELOPMENT SERVICES***

**BUILDING & BYLAW**

**Property Maintenance Contravention Update – 2128 Minto Avenue – Area 'A'.**

MOVED Director Burnett, SECONDED Director Young, that the Board receive this report on the outcome of the unsightly premises clean-up resolution for information.

CARRIED

***RECREATION AND PARKS SERVICES***

**PARKS**

**UBCM Resolution on Regulating and Licensing Off-Road Vehicles.**

MOVED Director McNabb, SECONDED Director Ruttan, that the proposed resolution and backgrounder on licensing and regulation of off-road vehicles be adopted and forwarded to the Union of BC Municipalities for tabling at its September 2009 meeting.

CARRIED

***WATER AND WASTEWATER SERVICES***

**WASTEWATER**

**Amendment Bylaws No. 1124.07 & No. 889.50 – To Extend the Surfside and Northern Community Sewer Service Areas to include Three Area ‘G’ Properties.**

MOVED Director Westbrook, SECONDED Director Bartram, that “Surfside Sewer Local Service Area Boundary Amendment Bylaw No. 1124.07, 2009” be introduced and read three times.

CARRIED

MOVED Director Westbrook, SECONDED Director Bartram, that “Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.50, 2009” be introduced and read three times.

CARRIED

**Amendment Bylaws No. 888.05 & No. 889.51 – To Amend the Apportionment Dates for the Southern and Northern Community Sewer Services.**

MOVED Director Burnett, SECONDED Director McNabb, that “Southern Community Sewer Local Service Apportionment Amendment Bylaw No. 888.05, 2009:” be introduced, read three times and forwarded to the Ministry of Community and Rural Development for approval.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that “Northern Community Sewer Local Service Apportionment Amendment Bylaw No. 889.51, 2009” be introduced, read three times and forwarded to the Ministry of Community and Rural Development for approval.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**Electoral Area ‘A’ Parks, Recreation and Culture Commission.**

MOVED Director Burnett, SECONDED Director McNabb, that the minutes of the Electoral Area ‘A’ Parks, Recreation and Culture Commission meeting held May 20, 2009 be received for information.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the Yellow Point Drama Group be informed that if the Area ‘A’ Recreation and Culture grant funding that they received to purchase a portable storage trailer was not used for the purpose stated in their Grant-in-Aid application, the Regional District requires reimbursement of the \$1,500 grant.

MOVED Director Holdom, SECONDED Director Westbrook, that the motion be referred back to the Electoral Area ‘A’ Parks, Recreation and Culture Commission.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the Electoral Area ‘A’ Grant-in-Aid request by South Wellington and Area Community Association (Reiki Level 1 program facility rental) in the amount of \$400 be approved.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the Electoral Area 'A' Grant-in-Aid request by Cedar Family of Community Schools (camp equipment/supplies) in the amount of \$1,500 be approved.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the Electoral Area 'A' Grant-in-Aid request from the Cedar Skate Park Association in the amount of \$1,500 be denied.

CARRIED

**East Wellington/Pleasant Valley Parks and Open Space Advisory Committee.**

MOVED Director Young, SECONDED Director Burnett, that the minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held April 17, 2009 be received for information.

CARRIED

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

MOVED Director Biggemann, SECONDED Director McNabb, that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held April 20, 2009 be received for information.

CARRIED

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

MOVED Director Bartram, SECONDED Director McNabb, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held April 22, 2009 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director McNabb, that the Area 'H' Community Park referred to as "Creekside Park" be changed to "Nile Creek Park".

CARRIED

**Regional Liquid Waste Advisory Committee.**

MOVED Director Holme, SECONDED Director Burnett, that the minutes of the Regional Liquid Waste Advisory Committee meeting held May 7, 2009 be received for information.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Nanaimo Airport Improvement Project, Phase 2.**

MOVED Director McNabb, SECONDED Director Ruttan, that the Board support the Nanaimo Airport Improvement Phase 2 Project, subject to the Regional District of Nanaimo obtaining the authority to regulate tree height through agreement with Transport Canada.

CARRIED

**UBCM Resolution Regarding 9-1-1 Call Answer Levy.**

MOVED Director Sherry, SECONDED Director Holdom, that the Board send UBCM a letter of support with respect to the City of Nanaimo's UBCM 9-1-1 call answer levy resolution.

CARRIED

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

**Selection Select Committee.**

**Drinking Water Protection Advisory Committee.**

MOVED Director Bartram, SECONDED Director Holdom, that Faye Smith (Environmental Community representative), Giles Wendling (General Public South representative) and Gordon Buckingham (General Public North representative) be appointed to the Drinking Water Protection Advisory Committee for a term ending December 31, 2010.

CARRIED

**Electoral Area 'B' Parks & Open Space Advisory Committee.**

MOVED Director Bartram, SECONDED Director Holdom, that Catherine Williams and Jennifer MacLeod be appointed to the Electoral Area 'B' Parks & Open Space Advisory Committee for a term ending December 31, 2010.

CARRIED

**ADMINISTRATOR'S REPORTS**

**Amendment Bylaw No. 1385.05 – To Extend the Bow Horn Bay Fire Protection Service Area to Include One Area 'H' Property.**

MOVED Director Bartram, SECONDED Director Mayne, that "Bow Horn Bay Fire Protection Local Service Area Amendment Bylaw No. 1385.05, 2009" be introduced and read three times.

CARRIED

MOVED Director Bartram, SECONDED Director Young, that "Bow Horn Bay Fire Protection Service Area Amendment Bylaw No. 1385.05, 2009" be adopted.

CARRIED

**Security Issuing Bylaws No. 1571, 1572, 1573 & 1574 – To Advance Funds for the Cedar Sewer Collection System.**

MOVED Director Burnett, SECONDED Director Holme, that "Regional District of Nanaimo (Cedar Sewer Commercial Properties Capital Financing Service) Security Issuing Bylaw No. 1571, 2009" be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director Holme, that "Regional District of Nanaimo (Cedar Sewer Commercial Properties Capital Financing Service) Security Issuing Bylaw No. 1571, 2009" be adopted and forwarded when required to the Ministry of Community and Rural Development for a Certificate of Approval.

CARRIED

MOVED Director Burnett, SECONDED Director Holme, that "Regional District of Nanaimo (Cedar Sewer Large Residential Properties Capital Financing Service) Security Issuing Bylaw No. 1572, 2009" be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director Holme, that “Regional District of Nanaimo (Cedar Sewer Large Residential Properties Capital Financing Service) Security Issuing Bylaw No. 1572, 2009” be adopted and forwarded when required to the Ministry of Community and Rural Development for a Certificate of Approval.

CARRIED

MOVED Director Burnett, SECONDED Director Holme, that “Regional District of Nanaimo (Cedar Sewer Small Residential Properties Capital Financing Service) Security Issuing Bylaw No. 1573, 2009” be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director Holme, that “Regional District of Nanaimo (Cedar Sewer Small Residential Properties Capital Financing Service) Security Issuing Bylaw No. 1573, 2009” be adopted and forwarded when required to the Ministry of Community and Rural Development for a Certificate of Approval.

CARRIED

MOVED Director Burnett, SECONDED Director Holme, that “Regional District of Nanaimo (Cedar Sewer Sportsfield Capital Financing Service) Security Issuing Bylaw No. 1574, 2009” be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director Holme, that “Regional District of Nanaimo (Cedar Sewer Sportsfield Capital Financing Service) Security Issuing Bylaw No. 1574, 2009” be adopted and forwarded when required to the Ministry of Community and Rural Development for a Certificate of Approval.

CARRIED

**Expression of Interest for Oceanside Health Care Facility.**

MOVED Director Mayne, SECONDED Director Kipp, that the Regional District of Nanaimo support the efforts of the Oceanside Primary Care Taskforce and continue to participate as a partner agency.

CARRIED

MOVED Director Mayne, SECONDED Director McNabb, that the Regional District of Nanaimo endorse the release of an Expression of Interest by the Vancouver Island Health Authority with respect to the efforts of the Taskforce to date.

CARRIED

MOVED Director Westbrook, SECONDED Director McNabb, that the Board urge the Vancouver Island Health Authority to provide inpatient services in support of practitioners for short stay assessment, convalescence and palliative care in existing facilities in the Oceanside area.

A recorded vote was requested.

The motion was DEFEATED with Directors Kipp, Rudischer and Westbrook voting in the affirmative and Directors Stanhope, Johnstone, Holme, Bestwick, Biggemann, Ruttan, Burnett, McNabb, Haime, Mayne, Bartram, Holdom, Sherry and Young voting in the negative.



**Request for Urban Containment Boundary Amendment – City of Nanaimo.**

MOVED Director McNabb, SECONDED Director Bestwick, that this report be withdrawn from the agenda and presented at a future date.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Bylaw 500 Enforcement – Illegal Secondary Suites & Shortage of Affordable Housing in Electoral Area ‘G’.**

MOVED Director McNabb, SECONDED Director Holme, that staff contact the home owner to discuss potential options.

CARRIED

**NEW BUSINESS**

**Giant Hogweed Invasion.**

MOVED Director Burnett, SECONDED Director McNabb, that the Board refer the concern received from a resident to staff and that the Ministry of Transportation be contacted to take some action to remove the hogweed from along the roadside approaching the Nanaimo River bridge along Cedar Road.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 7:55 PM

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION

# SPCA

Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, B.C.  
V9T 6N2

RDN			
CAO	<input checked="" type="checkbox"/>	GMP&IS	
GMDS		GMP&PS	
GMES		GMTS	<input checked="" type="checkbox"/>
JUL - 8 2009			
SMCA			
CHAIR		BOARD	<input checked="" type="checkbox"/>
CPC		Covese	

ATTN: DIRECTORS

June 29, 2009

Dear Directors,

The Parksville-Qualicum Beach & District BC SPCA *occasionally* requires disposal of cardboard, old books and such items from our fundraisers. Presently we dispose of these items for a fee at the transfer station on Church Road in Parksville.

I am writing today to request the same consideration you have kindly shown to other local "Not for profit" organizations are extended to our shelter. It was brought to my attention the Salvation Army and S.O.S. are not required to pay any fees. Please consider this wavier for the local BC SPCA as the animals benefit from all support we receive from our community.

We often work together with staff members at the transfer station dealing with the unwanted feral cats that are found on the premises. Dealing with these cats does come at a cost to the shelter.

***Our reach is extended when you lend a hand.***

With Appreciation of Your Consideration & Warm Regards,



Nadine Durante  
**Branch Manager, and Special Provincial Constable**  
British Columbia Society for the Prevention of Cruelty to Animals  
Parksville-Qualicum Beach & District Branch

Parksville-Qualicum Beach & District Branch  
BC SPCA  
Box 1407, 1565 Alberni Highway  
Parksville, BC V9P 2H3  
e-mail pqspca@island.net

telephone 250-248-3811  
facsimile 250-248-3050  
website:  
www.sPCA.bc.ca/parksville

*British Columbia Society for the  
Prevention of Cruelty to Animals*

Please respect confidentiality. This communication is intended for the use of the addressee and may contain information which is privileged and confidential. Please remit to the intended party. Copying or redistribution of this communication is strictly prohibited. If you received this communication in error, please notify us immediately and return the original to us by mail. Please advise us if this transmission is incomplete. Thank you.

Site 115 Comp. 14 R.R. 1

Bowser  
B.C. VORIGO

July 21st. 2009.



Regional District of Nanaimo

To Whom it may concern,

I am in receipt of your letter of Wednesday, July 15<sup>th</sup> 2009 in regard to the notice of variance application No. 60926 for 3951 Bovaris Road in Electoral Area 'H'

I reside at 3960 Bovaris Road and feel that I will be adversely affected by the addition of a second storey to the building at 3951.

It was my understanding on purchasing my home that a restrictive covenant was in place confining buildings on the waterside of this block to one storey (20 feet) In allowing this variance it will set a precedent for other tall buildings to be constructed, thus altering the value of existing properties on the non-waterfront side of the street as well as those adjacent to the property in question.

Due to the large size of the property at 3951 there is ample space to allow for a large one-storey building. I thus see no need to contravene the existing restrictive covenant.

I am, yours sincerely,

*Sandra M. Petrie*

Sandra M. Petrie



REGIONAL DISTRICT			
CAO	<input checked="" type="checkbox"/>	GMFBIS	
GMDS	<input checked="" type="checkbox"/>	GMFBPS	
REGIONAL DISTRICT			
JUL 16 2009			
SMCA	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
CHAIR		BOARD	<input checked="" type="checkbox"/>
Corres.			

July 16, 2009

Maureen Pearse  
 Sr. Mgr. of Corporate Administration  
 Regional District of Nanaimo  
 6300 Hammond Bay Rd  
 Nanaimo, B.C. V9T 6N2

Dear Ms. Pearse

**Re: Giant Hogweed Invasion**

Thank you for your letter dated July 2, 2009.

The Ministry of Transportation and Infrastructure has had an active and aggressive hogweed, *Heracleum mantegazzianum*, removal program since 2004 throughout the Central Vancouver Island Area. The area identified in your letter is not hogweed but a native *heracleum maximum*, or commonly called Cow parsnip. Cow parsnip is not invasive nor is it harmful.

The Ministry appreciates the public's input in sighting new areas of infestation of hogweed, however a far more effective method of transferring information is to forward the contact information directly to the Ministry upon receipt. This will insure that area in question will be dealt with quickly to insure further spread is minimized.

If you have any questions of require further information please contact me by phone or email listed below.

Yours truly,

R.D. Hickman  
 Area manager/District Operations Technician  
 Vancouver Island District  
 Ministry of Transportation

Phone: 250-751-3277  
 Toll Free: 1-866-377-0177  
 Fax: 250-751-3289  
 email: Bob.Hickman@gov.bc.ca



CAO APPROVAL	
EAP	
COW	
RHD	
BOARD	✓ Jul 28 '09

# MEMORANDUM

**TO:** Paul Thompson  
Acting Manager, Current Planning

**DATE:** July 14, 2009

**FROM:** Susan Cormie  
Senior Planner

**FILE:** 3360 30 0809

**SUBJECT:** Amendment Bylaw No. 500.349, 2009  
Focus Corporation on behalf of Island Timberlands and Nanaimo & District Fish and Game Protective Association (Nanaimo Fish and Game Club)  
Electoral Area 'C' – Nanaimo Lakes Road

## PURPOSE

To consider Bylaw 500.349, 2009 for adoption.

## BACKGROUND

Bylaw No. 500.349 was introduced and given 1<sup>st</sup> and 2<sup>nd</sup> reading on May 26, 2009. This was followed by a Public Hearing held on June 8, 2009. The Board granted 3<sup>rd</sup> reading for the bylaw on June 23, 2009.

The purpose of this amendment bylaw is to rezone portions of the properties legally described as Section 19, Range 8, Except That Part Shown Coloured Red on Plan 309RW and Lot 1, Section 20, Range 8, Plan 3368, Except Parcel A (DD992451) of Said Lot, Both of Douglas District and located adjacent to the Nanaimo Lakes Road in Electoral Area 'C' to a Recreation 4 (RC4) zone in order to facilitate a lot line adjustment subdivision and the consolidation of the new parcel with the neighbouring Fish and Game Club parcel and to recognize the existing Nanaimo Fish and Game Club land uses (*see Schedule No. 2 for proposed subdivision and Attachment No. 1 for location of subject properties*).

With respect to the Conditions for Approval as set out in Schedule No. 1 of this report, the applicant has provided the amended plan of subdivision (*see Schedule No. 2*). With respect to Condition No. 2 concerning the relocation of the Black Powder Trails, it is noted that this is a condition of subdivision, however, it is expected that this requirement will be completed by the Board Meeting.

## ALTERNATIVES

1. To adopt Bylaw No. 500.349.
2. To not adopt Bylaw No. 500.349.

## VOTING

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

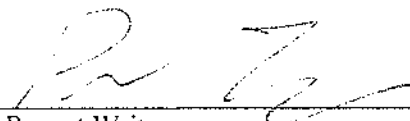
**SUMMARY**

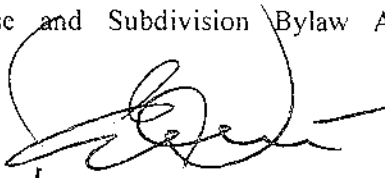
"Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.349, 2009" was considered by the Board and given 1st and 2nd reading on May 26, 2009. Subsequent to that, a Public Hearing was held on June 8, 2009 and the Board granted 3rd reading on June 23, 2009. As the conditions of approval have been completed or will be completed concurrently with the subdivision application process as outlined in *Schedule No. 1*, this bylaw may now be considered for adoption.

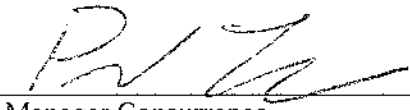
The following recommendation is provided for consideration by the Board.

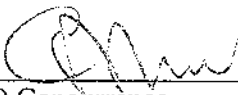
**RECOMMENDATION**

That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.349, 2009", be adopted.

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

  
\_\_\_\_\_  
A/ General Manager Concurrence

  
\_\_\_\_\_  
A/ Manager Concurrence

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

COMMENTS:

**Schedule No. 1**  
**Zoning Amendment Application No. ZA0809**  
**Conditions of Approval**

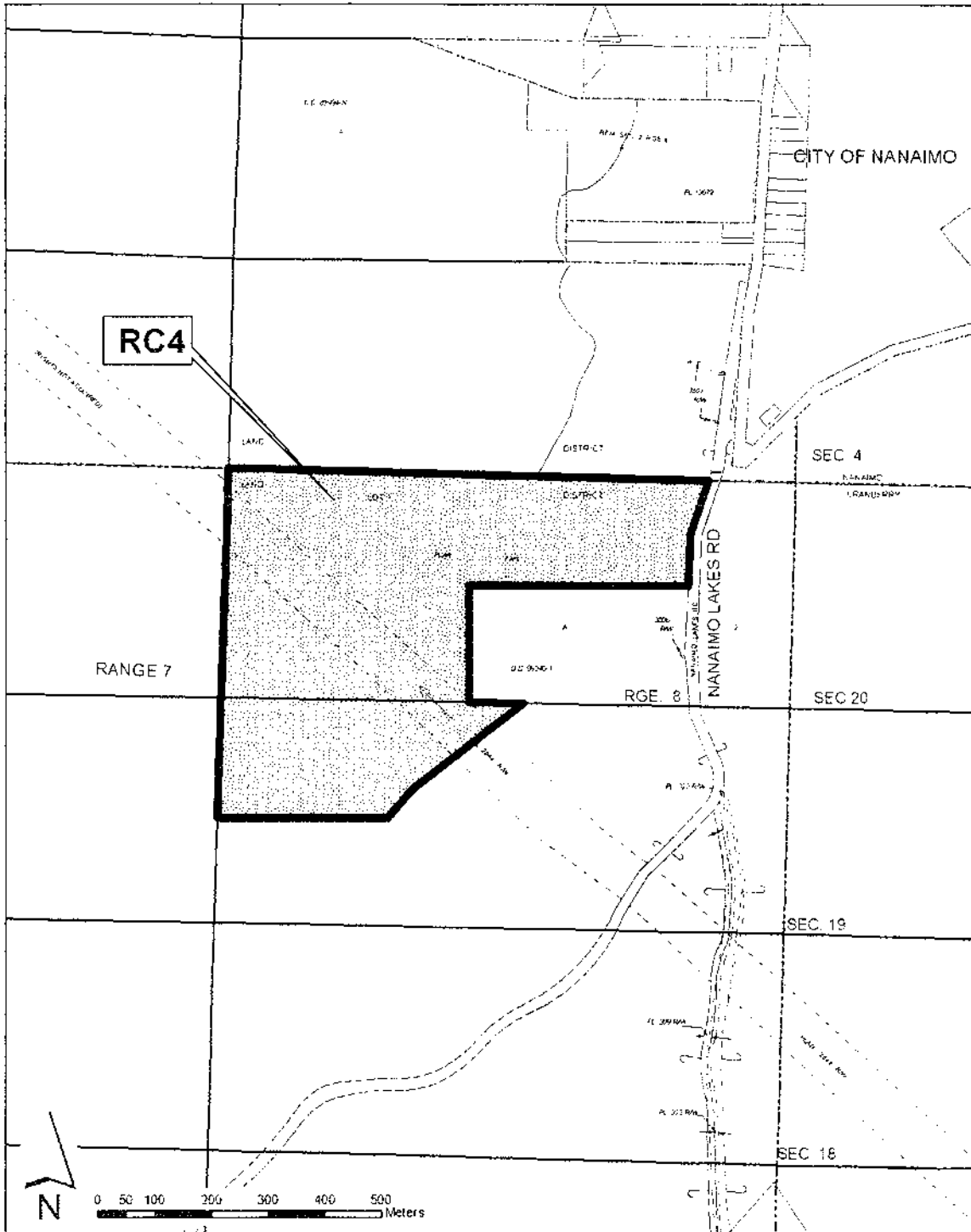
The following sets out the conditions of Zoning Amendment Application No. 0809:

1. Applicant to consolidate proposed new parcel with Fish and Game Club parcel as shown on Schedule No. 2 concurrently with the corresponding lot line subdivision application.
2. The Nanaimo Fish and Game Protective Association will relocate all black powder trails to meet the minimum 30.0 metre setback requirement pursuant to Bylaw No. 500, 1987 to the satisfaction of the RDN. These works must be completed by the Fish and Game Club and accepted by the RDN prior to final approval of the corresponding subdivision.





Attachment No. 1  
Zoning Amendment Application No. ZA0809 / Amendment Bylaw No. 500.349  
Subject Properties Map Including  
The Proposed New Fish and Game Club Parcel



Mapsheet 92G 011 1 3

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE  
MEETING HELD ON TUESDAY, JULY 14, 2009, AT 6:30 PM  
IN THE RDN BOARD CHAMBERS**

**Present:**

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

**Also in Attendance:**

C. Mason	Chief Administrative Officer
M. Pearse	Senior Manager, Corporate Administration
P. Thompson	Manager, Long Range Planning
T. Osborne	General Manager, Recreation & Parks Services
N. Tonn	Recording Secretary

**CALL TO ORDER**

The Chairperson welcomed Alternate Director Heenan to the meeting.

**DELEGATIONS**

**Chuck & Linda Addison, re Zoning & OCP Amendment Application No. 0604.**

Mr. & Mrs. Addison provided a map showing the subject property and the previous designated land use prior to its change to resource zoning and requested that the Board consider site specific rezoning to allow 2 hectare parcels.

**MINUTES**

MOVED Director Burnett, SECONDED Director Biggemann, that the minutes of the Electoral Area Planning Committee meeting held June 9, 2009 be adopted.

CARRIED

**PLANNING**

***AMENDMENT APPLICATIONS***

**Zoning Amendment Application No. ZA0903 – Fern Road Consulting for Springford – 1884 & 1950 Northwest Bay Road – Electoral Area ‘E’ and ‘G’.**

MOVED Director Stanhope, SECONDED Director Biggemann, that this item be referred back to staff.

CARRIED

### ***DEVELOPMENT PERMIT APPLICATIONS***

#### **Development Permit Application No. 60837 – Harford for Harford & Hale – 501/515 Kaplar Road – Electoral Area ‘G’.**

The Manager of Long Range Planning noted that the wording in Item 2(b) of Schedule I should be changed to read as follows:

- “b. There shall be no removal of the existing native vegetation within 15.0 metres of the east lot line of the parent parcel unless a development permit has been issued to permit such removal”.

MOVED Director Stanhope, SECONDED Director Biggemann, that the request from Dan Harford on behalf of D. Harford, E. Harford, B. Hale and T. Hale, for the building strata conversion as shown on the Proposed Strata Plan of Lot 9, District Lots 65 and 66, Newcastle District, Plan 1803, be approved subject to the conditions being met as set out in Schedules No. 1 and 2 of the corresponding staff report.

CARRIED

MOVED Director Stanhope, SECONDED Director Biggemann, that Development Permit Application No. 60837, submitted by Dan Harford on behalf of D. Harford, E. Harford, B. Hale and T. Hale, in conjunction with the proposed building strata conversion application and designated within the Farm Land Protection and the Environmentally Sensitive Features Development Permit Areas be approved subject to the conditions outlined in Schedules No. 1 and 2 of the corresponding staff report.

CARRIED

### ***DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS***

#### **Development Permit with Variance Application No. 60921 – Whitaker – 5361 Island Highway West – Electoral Area ‘H’.**

MOVED Director Heenan, SECONDED Director Burnett, that Development Permit with Variance Application No. 60921, to construct a dwelling unit and attached garage with a maximum height of 8.7 metres within the Hazard Lands and Environmentally Sensitive Features Development Permit Area pursuant to “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Bylaw No. 1335, 2003”, for the property legally described as Lot A, District Lot 16, Newcastle District, Plan 11435 be approved subject to the conditions outlined in Schedules No. 1 to 4 and the notification requirements of the *Local Government Act*.

CARRIED

#### **Development Permit with Variance Application No. 60925 – Wells – 1720 Wilkinson Road – Electoral Area ‘A’.**

MOVED Director Burnett, SECONDED Director Young, that Development Permit with Variance Application No. 60925, to construct a dwelling unit and attached garage with a minimum setback from the front lot line of 5.0 metres within the Streams, Nesting Trees & Nanaimo River Floodplain Development Permit Area, pursuant to “Regional District of Nanaimo Electoral Area ‘A’ Official Community Plan Bylaw No. 1240, 2001”, for the property legally described as Lot A, District Lot 4, Section 3, Nanaimo District, Plan 7320 be approved subject to the conditions outlined in Schedules No. 1 to 4 and the notification requirements of the *Local Government Act*.

CARRIED

**Development Permit with Variance Application No. 60926 – Ivens – 3951 Bovanis Road – Electoral Area ‘H’.**

MOVED Director Heenan, SECONDED Director Stanhope, that Development Permit with Variance Application No. 60926, for the construction of a second storey addition to an existing single dwelling unit on the subject property legally described as Lot 6, District Lots 85 and 22, Newcastle District, Plan 23173, be approved subject to the conditions outlined in Schedules No. 1 to 4 and the notification requirements of the *Local Government Act*.

CARRIED

**OTHER**

**Request for Frontage Relaxation – Henning for Diedrichsen, Laird, Corranini – 2915 & 2945 Amrik Road – Electoral Area ‘C’.**

MOVED Director Young, SECONDED Director Burnett, that the request to relax the minimum 10% frontage requirement for proposed Lot 3, submitted by Brian Henning, BCLS on behalf of W. Diedrichsen, L. Laird, W. Carraini & G. Corraini, in conjunction with the proposed lot line adjustment subdivision for the properties legally described as Lot B, Sections 10 and 11, Ranges 4 and 5, Plan VIP77295; Lot A, Section 11, Range 5, Plan VIP8595; and Lot 2, Section 11, Range 4 and 5, Plan VIP80268, Except That Part in Plan VIP85953, all of Mountain District, be approved.

CARRIED

**Request for Regional Growth Strategy Amendment to Support Zoning & OCP Amendment Application No. 0604 – Addison – 2610 Myles Lake Road – Electoral Area ‘C’.**

MOVED Director Young, SECONDED Director Biggemann, that it be recommended to the Sustainability Select Committee and the Board that the Electoral Area Planning Committee supports consideration of this application for a site specific amendment to the Regional Growth Strategy.

CARRIED

**Amendment Bylaw No. 1469.01 – Provides for a Housekeeping Amendment to the Floodplain Management Bylaw.**

MOVED Director Burnett, SECONDED Director Young, that “Regional District of Nanaimo Floodplain Amendment Bylaw No. 1469.01, 2009” be given three readings.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that “Regional District of Nanaimo Floodplain Amendment Bylaw No. 1469.01, 2009” be adopted.

CARRIED

**ADJOURNMENT**

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

CARRIED

**TIME: 6:50 PM**

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CHAIRPERSON

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON TUESDAY, JULY 14, 2009 AT 7:00 PM IN THE RDN BOARD CHAMBERS

#### Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director G. Rudischer	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Alternate	
Director D. Heenan	Electoral Area H
Director E. Mayne	City of Parksville
Director T. Westbrook	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director L. Sherry	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Alternate	
Director F. Pattje	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director J. Kipp	City of Nanaimo

#### Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearse	Senior Manager, Corporate Administration
N. Avery	Gen. Manager of Finance & Information Services
J. Finnie	General Manager of Water & Wastewater Services
C. McIver	A/General Manager of Transportation & Solid Waste
T. Armet	A/General Manager of Development Services
T. Osborne	General Manager of Recreation & Parks
N. Tonn	Recording Secretary

#### CALL TO ORDER

The Chairperson welcomed Alternate Directors Heenan and Pattje to the meeting.

#### DELEGATIONS

**Diane Brennan & Pam Hadikin, United Way Central Island, re 2009 United Way Campaign.**

Ms. Brennan and Ms. Hadikin provided information to the Committee members to create a greater awareness of what the United Way does, past accomplishments and future goals.

MOVED Director Holdom, SECONDED Director Westbroek, that the information provided by the delegation be referred to staff to explore ways in which our employees can participate.

CARRIED

**Michael Weedon, BC Bioenergy Network, re BC Bioenergy Network Tripartite Collaboration Agreement.**

Mr. Weedon provided an overview of the Bioenergy Network, early progress, the strategic plan and funding, investment strategy, major streams for collaboration and development and collaborative development of a sustainable Bioenergy industry in BC.

**MINUTES**

MOVED Director McNabb, SECONDED Director Biggemann, that the minutes of the regular Committee of the Whole meeting held June 9, 2009 be adopted.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Patty Biro, District 69 Electoral Area 'H' Commissioner, re Resignation from District 69 Recreation Commission.**

MOVED Director McNabb, SECONDED Director Burnett, that the correspondence from Patty Biro regarding her resignation from the District 69 Recreation Commission be received.

CARRIED

**Derek Corrigan, City of Burnaby, re Local Government Liabilities Resulting from Building Construction Regulation – Request for Legislative Changes.**

MOVED Director McNabb, SECONDED Director Burnett, that the correspondence from the City of Burnaby regarding problems associated with municipal liabilities resulting from building construction regulation, be received.

CARRIED

**Rosemary Bonanno, Vancouver Island Regional Library, re Facilities Planning.**

MOVED Director McNabb, SECONDED Director Burnett, that the correspondence from the Vancouver Island Regional Library regarding the Library's proposed Consolidated Facility Master Plan, be received.

CARRIED

***FINANCE AND INFORMATION SERVICES***

**FINANCE**

**Bylaw No. 148 – To Authorize Borrowing for Nanaimo Regional Hospital District 2008 Capital Expenditures.**

MOVED Director McNabb, SECONDED Director Holdom, that "Nanaimo Regional Hospital District 2008 Capital Expenditure Borrowing Bylaw No. 148, 2009" be introduced and read three times.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that "Nanaimo Regional District 2008 Capital Expenditure Borrowing Bylaw No. 148, 2009" be adopted.

CARRIED

**Bylaw No. 1575 – To Authorize Temporary Borrowing for the Purchase of Land for the Nanoose Bay Bulk Water Service.**

MOVED Director Holme, SECONDED Director McNabb, that “Nanoose Bay Bulk Water Temporary Borrowing Bylaw No. 1575, 2009” be introduced and read three times.

CARRIED

MOVED Director Holdom, SECONDED Director McNabb, that “Nanoose Bay Bulk Water Temporary Borrowing Bylaw No. 1575, 2009” be adopted.

CARRIED

**Bylaws No. 1565, 1566, 1445.03 & 1004.04 – In Relation to the Cedar Sewer Collection System.**

MOVED Director Burnett, SECONDED Director Mayne, that “Cedar Sewer Small Residential Properties Stage 2 Capital Financing Service Establishment Bylaw No. 1565, 2009” be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Burnett, SECONDED Director Mayne, that “Cedar Sewer Small Residential Properties Stage 2 Loan Authorization Bylaw No. 1566, 2009” be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Burnett, SECONDED Director Mayne, that “Cedar Sewer Service Area Amendment Bylaw No. 1445.03, 2009” be introduced for three readings.

CARRIED

MOVED Director Burnett, SECONDED Director Mayne, that “Duke Point Sewer Local Service Area Amendment Bylaw No. 1004.04, 2009” be introduced for three readings.

CARRIED

**Amendment to Regional District Signing Authorities and Appointment of Deputy Financial Administrator.**

MOVED Director Holdom, SECONDED Director McNabb, that the signing authorities for financial instruments as outlined in agreements with TD Canada Trust, the Municipal Finance Authority, Canaccord Capital and BMO Nesbitt Burns reflect the following officer positions:

Chairperson	Joseph Stanhope
Deputy Chairperson	Larry McNabb
Chief Administrative Officer	Carol Mason
General Manager, Finance & Information Services	Nancy Avery
Manager, Financial Reporting	Wendy Idema
Manager, Accounting Services	Tiffany Moore

CARRIED

MOVED Director Holdom, SECONDED Director McNabb, that the foregoing authority extend to accounts in the name of the Regional District of Nanaimo and the Nanaimo Regional Hospital District.

CARRIED

MOVED Director Holdom, SECONDED Director McNabb, that Wendy Idema, Manager, Financial Reporting, be designated as the Deputy Officer for Financial Administration under Section 199 of the *Local Government Act*.

CARRIED

**Amendment Bylaw No. 1532.01 – Amends the Cedar Sewer Service Rates and Regulations Bylaw by Temporarily Decreasing the Sewer Connection Fee.**

MOVED Director Burnett, SECONDED Director McNabb, that “Cedar Sewer Service Area Rates and Regulations Amendment Bylaw No. 1532.01, 2009” be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that “Cedar Sewer Service Area Rates and Regulations Amendment Bylaw No. 1532.01, 2009” be adopted.

CARRIED

**Bylaw No. 1576 – To Regulate Burning and Fires Within a Portion of the Yellowpoint-Waterloo Fire Protection Service.**

MOVED Director Burnett, SECONDED Director Johnstone, that “Yellowpoint Fire Regulatory Bylaw No. 1576, 2009” be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director Johnstone, that “Yellowpoint Fire Regulatory Bylaw No. 1576, 2009” be adopted.

CARRIED

#### ***DEVELOPMENT SERVICES***

#### **BUILDING & BYLAW**

**Property Maintenance Contravention – 2499 Schirra Drive – Area ‘E’.**

MOVED Director Holme, SECONDED Director Johnstone, that should the property maintenance concerns not be rectified by July 28, 2009, pursuant to the “Unsightly Premises Regulatory Bylaw No. 1073, 1996”, the Board directs the owners of the subject 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.

CARRIED

**Amendment Bylaw No. 1418.01 – Amends the Bylaw Enforcement Ticket Regulation Bylaw by Adding the Waste Stream Management Licensing Bylaw.**

MOVED Director Burnett, SECONDED Director Young, that “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.01, 2009” be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.01, 2009” be adopted.

CARRIED



**Amendment Bylaw No. 787.12 – Extends the Building Inspection Service Area to Include the Regional District of Nanaimo Church Road Transfer Station Property.**

MOVED Director Biggemann, SECONDED Director Sherry, that “Regional District of Nanaimo Building Inspection Service Bylaw Amendment Bylaw No. 787.12, 2009” be introduced, read three times and forwarded to the Ministry of Community and Rural Development for approval.

CARRIED

**PLANNING**

**Request for Urban Containment Boundary Amendment – City of Nanaimo.**

MOVED Director Ruttan, SECONDED Director Pattje, that the Regional District of Nanaimo Board endorse the proposed change to the City of Nanaimo Urban Containment Boundary and that the maps in the Regional Growth Strategy be updated at the next available opportunity to reflect this change.

CARRIED

MOVED Director Ruttan, SECONDED Director Pattje, that staff be directed to provide a letter to the City of Nanaimo indicating the Board’s decision.

CARRIED

***TRANSPORTATION AND SOLID WASTE SERVICES***

**SOLID WASTE**

**BC Bioenergy Network Tripartite Collaboration Agreement.**

MOVED Director Holdom, SECONDED Director Holme, that the Board enter into a collaborative agreement with the BC Bioenergy Network and Cedar Road LFG Inc. to establish a Collaborative Demonstration and Development Centre (CDDC) to promote sustainable landfill gas-to-energy projects in BC.

CARRIED

MOVED Director Holdom, SECONDED Director Holme, that the Board appoint the Manager of Solid Waste to represent the RDN on the CDDC Network Advisory Board.

CARRIED

MOVED Director Holdom, SECONDED Director Holme, that staff remain alert to any revenue potential that may result from this collaboration.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**District 69 Recreation Commission.**

MOVED Director Biggemann, SECONDED Director Ruttan, that the minutes of the District 69 Recreation Commission meeting held June 25, 2009 be received for information.

CARRIED

MOVED Director Biggemann, SECONDED Director Ruttan, that the Youth Services Review: January – May 2009 Report, be received as information.

CARRIED

MOVED Director Biggemann, SECONDED Director Ruttan, that the recommendations from the Youth Services Review Report for the design and development of a new youth recreation services plan for District 69 be approved and that \$10,000 be allocated in fiscal years 2009 and 2010 in the District 69 Recreation Coordination budget for consulting services to undertake the plan to commence in the fall of 2009 and conclude spring 2010.

CARRIED

MOVED Director Biggemann, SECONDED Director Ruttan, that, respecting the District 69 Recreation Services Fees and Charges 2009/10 staff report, the new Fees and Charges category titled Golden in Appendices A and B for participants 85 years and older be changed to 80 years and older.

CARRIED

MOVED Director Biggemann, SECONDED Director Ruttan, that the 2009/10 program, admission and rental fees for Oceanside Place be approved as highlighted in the staff report and outlined in Appendix A, as amended.

CARRIED

MOVED Director Biggemann, SECONDED Director Ruttan, that the 2009/10 program, admission and rental fees for Ravensong Aquatic Centre be approved as highlighted in the staff report and outlined in Appendix B, as amended.

CARRIED

MOVED Director Biggemann, SECONDED Director Ruttan, that the 2009/10 Recreation Coordinating program fees and recovery rates, administration fee, and revenue-sharing percentage ratio for Term Instructor (Companies) agreements be approved as highlighted in the staff report and outlined in Appendix C.

CARRIED

MOVED Director Biggemann, SECONDED Director Ruttan, that the District 69 Track and Field Facility Feasibility Study be approved as a resource document for the planning and development of a track and field facility in District 69.

CARRIED

MOVED Director Biggemann, SECONDED Director Ruttan, that Regional District staff continue to work with School District 69, City of Parksville, Town of Qualicum Beach, Oceanside Track and Field Club and the District 69 Sports Association to further explore the options identified in the District 69 Track and Field Facility Feasibility Study.

CARRIED

MOVED Director Biggemann, SECONDED Director Ruttan, that the Regional Board appoint an alternate for each member of the Commission as provided in Bylaw No. 935.

CARRIED

**Nanoose Bay Parks and Open Space Advisory Committee.**

MOVED Director Holme, SECONDED Director McNabb, that the minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held May 4, 2009 be received for information.

CARRIED

MOVED Director Holme, SECONDED Director Biggemann, that staff be directed to investigate further the design and construction of a community trail adjacent to the existing trail which forms part of Strata #3393 lands as it extends off Rockhampton Road.

CARRIED

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

MOVED Director Burnett, SECONDED Director Holme, that the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held May 21, 2009 be received for information.

CARRIED

**Regional Solid Waste Advisory Committee.**

MOVED Director Holme, SECONDED Director Biggemann, that the minutes of the Regional Solid Waste Advisory Committee meeting held June 18, 2009 be received for information.

CARRIED

**Regional Parks & Trails Advisory Committee.**

MOVED Director McNabb, SECONDED Director Burnett, that the minutes of the Regional Parks & Trails Advisory Committee meeting held June 16, 2009 be received for information.

CARRIED

MOVED Director McNabb, SECONDED Director Burnett, that the Mount Arrowsmith Regional Park – Park Use and Management Concerns staff report be received for information.

CARRIED

MOVED Director McNabb, SECONDED Director Burnett, that the Regional Park Acquisition Criteria and Rating Framework be approved.

CARRIED

MOVED Director McNabb, SECONDED Director Burnett, that the E&N Trail-with-Rail Feasibility Study be received to use as a guiding document for the future development of the E&N Rail Trail.

CARRIED

MOVED Director McNabb, SECONDED Director Burnett, that the Regional District write a letter to the Chief Medical Officer at Vancouver Island Health Authority requesting his investigation into the use of Round Up on the E&N Rail Line and for his opinion if it presents a health problem with drinking water or to citizens who may come in direct contact with the herbicide.

CARRIED

**Regional Liquid Waste Advisory Committee.**

MOVED Director Holme, SECONDED Director Burnett, that the minutes of the Regional Liquid Waste Advisory Committee meeting held June 19, 2009 be received for information.

CARRIED

**Transit Select Committee.**

MOVED Director McNabb, SECONDED Director Johnstone, that the minutes of the Transit Select Committee meeting held June 17, 2009 be received for information.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that the 2009/2010 Annual Operating Agreement with BC Transit be approved.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that the Board direct staff to proceed with the Prideaux Street Exchange Upgrade Project.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that the two letters from Vancouver Island University be received for information and that staff be directed to send letters regarding cost sharing opportunities to School District No. 68, BC Transit and Vancouver Island University for an improved bus service from Cinnabar Valley/Chase River Area to John Barsby Community School, NDSS and Vancouver Island University/Malaspina International High School.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that staff prepare a report to be brought to the August Board meeting that outlines the L'Association des francophones de Nanaimo's request regarding transportation support for the Maple Sugar Festival.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that staff send a letter to Greyhound Canada supporting a non-idling policy.

CARRIED

#### **Sustainability Select Committee.**

MOVED Director Westbrook, SECONDED Director Young, that the minutes of the Sustainability Select Committee meeting held June 17, 2009 be received for information.

CARRIED

MOVED Director Westbrook, SECONDED Director Rudischer, that the name of the Regional Growth Strategy be amended to Regional Sustainability Plan to reflect the revised focus on sustainability.

CARRIED

MOVED Director Westbrook, SECONDED Director Rudischer, that the information regarding Regional Growth Strategy definitions be referred to staff for consideration in the revised Regional Growth Strategy.

CARRIED

MOVED Director Westbrook, SECONDED Director Rudischer, that staff be directed to arrange a presentation on forest and resource management at a future Ideas and Updates Board Seminar.

CARRIED

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

##### **Local Government Liabilities Resulting from Building Construction Regulation – Request for Legislative Changes.**

MOVED Director Kipp, SECONDED Director Holdom, that the report received from the City of Burnaby regarding building construction regulation be referred to staff for their review and recommendations.

CARRIED

##### **BC Bioenergy Network Tripartite Collaboration Agreement.**

MOVED Director Burnett, SECONDED Director Young, that the Manager of Solid Waste make a presentation to the Sustainability Select Committee on this issue.

CARRIED

**NEW BUSINESS**

**Gabriola Island Parks & Open Space Advisory Committee Appointment.**

MOVED Director Rudischer, SECONDED Director Holdom, that Cameron Murray be appointed to the Gabriola Island Parks & Open Space Advisory Committee for a term ending December 31, 2009.

CARRIED

**IN CAMERA**

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

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 8:13 PM

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CHAIRPERSON



ORD APPROVAL	U/A
EAP	
COV	
RHD	
BOARD	✓ Jul 28 '09

## MEMORANDUM

**TO:** Sean De Pol  
Manager of Wastewater Services

**DATE:** July 7, 2009

**FROM:** Ellen Hausman  
Wastewater Coordinator

**FILE:** 4520-20-74

**SUBJECT:** Pump and Haul Bylaw Amendment  
667 South Road, Gabriola Island

### PURPOSE

To consider an amendment to Bylaw 975 which established the Regional District of Nanaimo's Pump and Haul program.

### BACKGROUND

The pump and haul service was established to provide a solution for those properties unable to obtain a permit for an on site septic disposal system. In order to apply for a rate reduction under this bylaw the following conditions must be met:

- the applicant must have a valid holding tank permit issued by Vancouver Island Health Authority;
- the parcel must be greater than 700 m<sup>2</sup> ;
- the parcel is for existing uses and the disposal system has failed, or the parcel is currently vacant and will only be used for the construction of a single family residence;
- the parcel cannot be further subdivided or stratified according to existing zoning or a restrictive covenant;
- a community sewer system is not available;
- including the parcel will not facilitate development of any additional units on the property;
- the development conforms to zoning bylaws.

A person wishing to incorporate a property into the Pump and Haul Service Area must first apply to the Regional District of Nanaimo to amend Pump and Haul Bylaw No. 975. A Restrictive Covenant shall be registered against the title of the land in question in accordance with section 219 of the Land Title Act. The Restrictive Covenant shall require the owners of the lot to (a) maintain a continuous contract with a pump out company and deposit a copy of the contract with the Regional District of Nanaimo; (b) connect to sewers when they become available; and (c) prohibit subdivision or construct of any additional units on the property.

A request has been received to include the following property into the Pump and Haul function:

Lot 72, Section 13, Plan 21531, Nanaimo Land District  
667 South Road, Gabriola Island, Electoral Area 'B'.

The property owner has petitioned the RDN to include their property in the Regional District of Nanaimo Pump and Haul Local Service Area, Bylaw No. 975. The property is a residential home. A permit from the Environmental Health Officer at the Central Vancouver Island Health Region approved the property for a holding tank. The property is greater than 700 m<sup>2</sup> in area and the property currently conforms to the existing zoning bylaw. The Restrictive Covenant will be registered on the property.

**ALTERNATIVES**

1. Do not accept the application.
2. Accept the application.

**FINANCIAL IMPLICATIONS**


There are no financial implications. The applicant pays an application fee and an annual user fee. The Pump and Haul program is a user pay service.

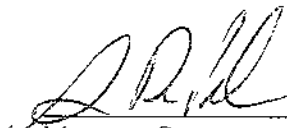
**SUMMARY/CONCLUSIONS**

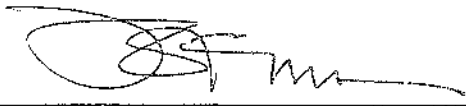
The application meets all requirements for inclusion into the Pump and Haul function, specifically the parcel size is greater than 700 m<sup>2</sup>, a community sewer is not available, a holding tank permit was obtained under the Provincial Sewage Disposal Regulation and the property currently conforms to the existing zoning bylaw. The Restrictive Covenant shall require the owners of the lot to (a) maintain a continuous contract with a pump out company and deposit a copy of the contract with the Regional District of Nanaimo; (b) connect to sewers when they become available; and (c) prohibit subdivision or construction of any additional units on the property.

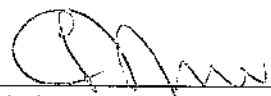
**RECOMMENDATIONS**

1. That the boundaries of the RDN Pump and Haul Local Service Area Bylaw No. 975 be amended to include Lot 72, Section 13, Plan 21531, Nanaimo Land District. (667 South Road, Gabriola Island).
2. That "Regional District of Nanaimo Pump & Haul Local Service Area Amendment Bylaw No. 975.50, 2009" be introduced and read three times.

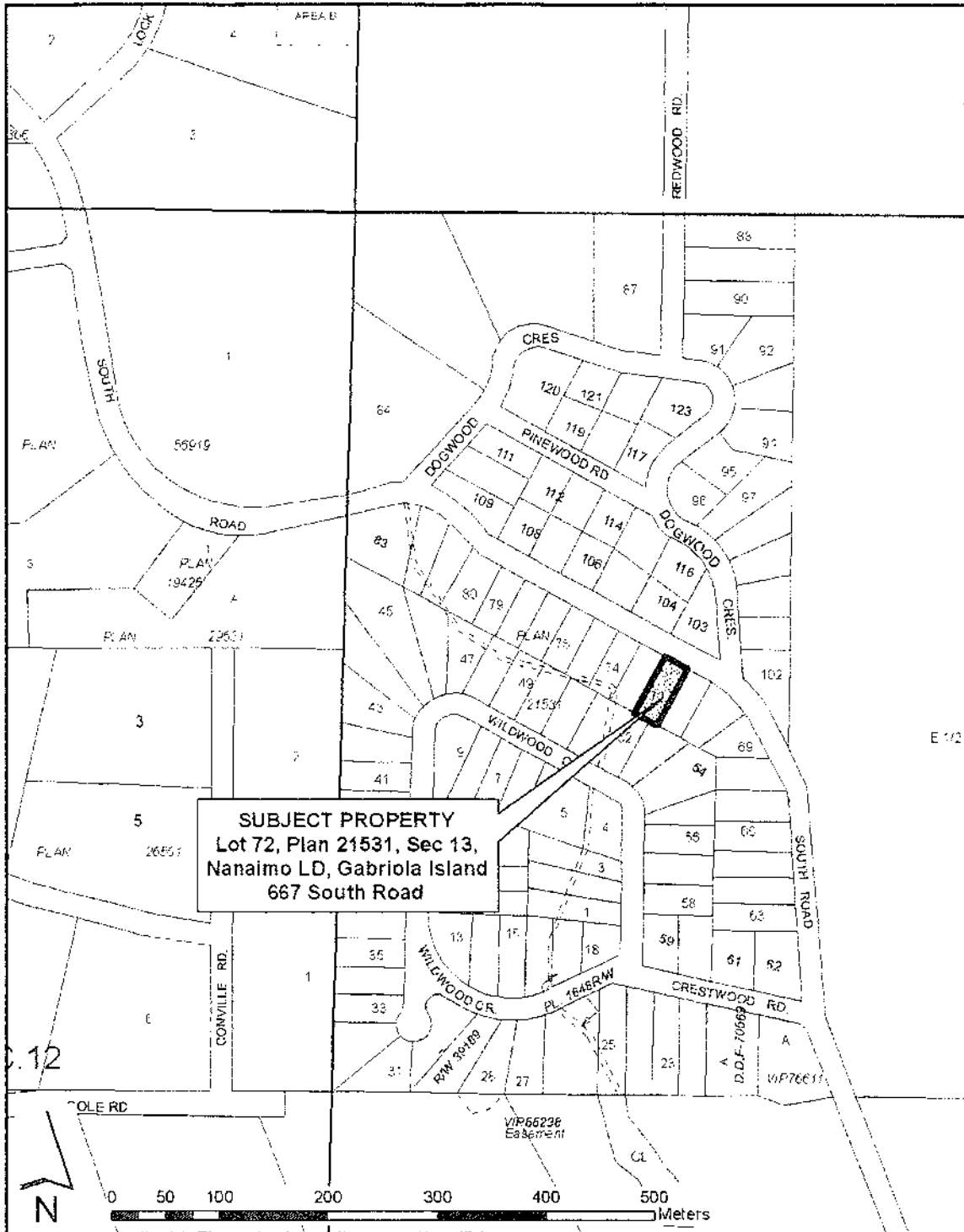
  
\_\_\_\_\_  
Report Writer

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

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

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

COMMENTS:





**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 975.50**

**A BYLAW TO AMEND THE REGIONAL  
DISTRICT OF NANAIMO PUMP AND  
HAUL LOCAL SERVICE AREA  
ESTABLISHMENT BYLAW NO. 975**

WHEREAS Regional District of Nanaimo Pump and Haul Local Service Area Establishment Bylaw No. 975, as amended, established the pump and haul local service area;

AND WHEREAS the Board has been requested to amend the boundaries of the local service area to include the following property:

Lot 72, Section 13, Plan 21531, Nanaimo Land District (Electoral Area 'B')

AND WHEREAS the Directors of Electoral Areas 'B', 'C', 'E', 'F', 'G' and 'H' have consented, in writing, to the adoption of this bylaw;

AND WHEREAS the Councils of the City of Nanaimo and the District of Lantzville have consented, by resolution, to the adoption of Bylaw No. 975.50;

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

1. Schedule 'A' of Bylaw No. 975 is hereby repealed and replaced with Schedule 'A' attached hereto and forming part of this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Nanaimo Pump and Haul Local Service Area Amendment Bylaw No. 975.50, 2009".

Introduced and read three times this 28th day of July, 2009.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SR. MGR., CORPORATE ADMINISTRATION

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Chairperson

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Sr. Mgr., Corporate Administration

## BYLAW NO. 975.50

### SCHEDULE 'A'

#### Electoral Area 'B'

1. Lot 108, Section 31, Plan 17658, Nanaimo Land District.
2. Lot 6, Section 18, Plan 17698, Nanaimo Land District.
3. Lot 73, Section 31, Plan 17658, Nanaimo Land District.
4. Lot 24, Section 5, Plan 19972, Nanaimo Land District.
5. Lot 26, Section 12, Plan 23619, Nanaimo Land District.
6. Lot 185, Section 31, Plan 17658, Nanaimo Land District.
7. Lot 177, Section 31, Plan 17658, Nanaimo Land District.
8. Lot 120, Section 31, Plan 17658, Nanaimo Land District.
9. Lot 7, Section 18, Plan 17698, Nanaimo Land District.
10. Lot 108, Section 12, Plan 23435, Nanaimo Land District.
11. Lot 75, Section 13, Plan 21531, Nanaimo Land District.
12. Lot 85, Section 18, Plan 21586, Nanaimo Land District.
13. Lot 14, Section 21, Plan 5958, Nanaimo Land District.
14. Lot 108, Section 13, Plan 21531, Nanaimo Land District.
15. Lot 84, Sections 12 & 13, Plan 21531, Nanaimo Land District.
16. Lot 72, Section 13, Plan 21531, Nanaimo Land District.

**Electoral Area 'C' (Defined portion)**

**Electoral Area 'E'**

1. Lot 69, District Lot 68, Plan 30341, Nanoose Land District.
2. Lot 1, District Lot 72, Plan 17681, Nanoose Land District.
3. Lot 17, District Lot 78, Plan 14212, Nanoose Land District.
4. Lot 32, District Lot 68, Plan 26680, Nanoose Land District.
5. Lot 13, Block E, District Lot 38, Plan 13054, Nanoose Land District.
6. Lot 5, District Lot 78, Plan 25366, Nanoose Land District.
7. Lot 13, District Lot 78, Plan 25828, Nanoose Land District.
8. Lot 58, District Lot 78, Plan 14275, Nanoose Land District.
9. Lot 28, District Lot 78, Plan 15983, Nanoose Land District.
10. Lot 23, District Lot 78, Plan 14212, Nanoose Land District.
11. Lot 23, District Lot 78, Plan 28595, Nanoose Land District.
12. Lot 53, District Lot 78, Plan 14275, Nanoose Land District.
13. Lot 12, District Lot 8, Plan 20762, Nanoose Land District.

**Electoral Area 'F'**

1. Lot 2, District Lot 74, Plan 36425, Cameron Land District.
2. Lot A, Salvation Army Lots, Plan 1115, Except part in Plan 734 RW, Nanoose Land District.
3. Strata Lot 179, Block 526, Strata Plan VIS4673, Cameron Land District.
4. Strata Lot 180, Block 526, Strata Plan VIS4673, Cameron Land District.
5. Strata Lot 181, Block 526, Strata Plan VIS4673, Cameron Land District.

6. Strata Lot 182, Block 526, Strata Plan VIS4673, Cameron Land District.

7. Strata Lot 183, Block 526, Strata Plan VIS4673, Cameron Land District.

**Electoral Area 'G'**

1. Lot 28, District Lot 28, Plan 26472, Nanoose Land District.

2. Lot 1, District Lot 80, Plan 49865, Newcastle Land District.

**Electoral Area 'H'**

1. Lot 22, District Lot 16, Plan 13312, Newcastle Land District.

2. Lot 29, District Lot 81, Plan 27238, Newcastle Land District.

3. Lot 46, District Lot 81, Plan 27238, Newcastle Land District.

4. Lot 9, District Lot 28, Plan 24584, Newcastle Land District.

5. Lot 41, District Lot 81, Plan 27238, Newcastle Land District.

6. Lot 20, District Lot 16, Plan 13312, Newcastle Land District.

7. District Lot 2001, Nanaimo Land District.

8. Lot 1, District Lot 40, Plan 16121, Newcastle District.

9. Lot 27, Plan 16121, District Lot 40, Newcastle Land District.

**City of Nanaimo**

1. Lot 43, Section 8, Plan 24916, Wellington Land District.

**District of Lantzville**

1. Lot 24, District Lot 44, Plan 27557, Wellington Land District.

2. Lot A, District Lot 27G, Plan 29942, Wellington Land District.

3. Lot 1, District Lot 85, Plan 15245, Wellington Land District.



RDN REPORT	
CAO APPROVAL <i>(Signature)</i>	
EAP	
COW	
RHO	
BOARD	
<i>Area A Com. Sept 16 09</i>	

**MEMORANDUM**

**TO:** Carol Mason  
Chief Administrative Officer

**DATE:** July 14, 2009

**FROM:** Tom Osborne  
General Manager, Recreation and Parks Services

**FILE:**

**SUBJECT:** Costume Storage Funding – Yellow Point Drama Group / Cedar Community Hall

**PURPOSE**

To review options to fund the construction of a storage room for the Yellow Point Drama Group at the Cedar Community Hall.

**BACKGROUND**

In July 2008, the Yellow Point Drama Group received \$1,500 in funding from the Electoral Area 'A' Recreation and Culture Grant-in-Aid program to purchase a portable trailer which would be used to store costumes and other supplies. In the approval letter the Group was informed a final report must be submitted to the Electoral Area 'A' Parks, Recreation and Culture Commission within 60 days of project completion. The letter also stated if the report was not forthcoming, the Commission would inquire about the funding, and may require the recipient to return the funding dependent upon the circumstances of the situation.

On April 20, 2009, the Drama Group sent a letter (attached as Appendix I) informing staff that the organization had decided not to purchase the portable trailer as originally planned and instead used the funds toward the construction of a storage area at the Cedar Community Hall, which is operated by a separate society. In the letter the Drama Group offered to refund the grant funding or reapply for funding if it was deemed the organization had contravened any rules.

At the May 20, 2009 Regular Meeting of the Area 'A' Parks, Recreation and Culture Commission, the Commission received the letter and determined the funds were utilized differently than the purpose stated in the Group's Grant-in-Aid application. The Commission then passed the following resolution for the Regional Board's consideration.

*"That the Yellow Point Drama Group be informed that if the Area 'A' Recreation and Culture grant funding that they received to purchase a portable storage trailer was not used for the purpose stated in their Grant-in-Aid application, the Regional District requires reimbursement of the \$1,500 grant."*

At the June 23, 2009 Board Meeting, Mr. Brian March spoke as a delegation explaining the reasons for the Drama Group's decision to construct a costume storage room at the Cedar Community Hall rather

than purchasing a portable trailer. Following the presentation from the delegation the Board then approved the following resolution:

*“That the motion be referred back to the Electoral Area ‘A’ Parks, Recreation and Culture Commission.”*

The Area ‘A’ Parks, Recreation and Culture Commission and the Board can consider three options on how to proceed with the grant funding. The first option would be to allow the group to apply the funds to the constructed storage facility. The second option would be to request the funds be returned as previously discussed or thirdly, to fund the project through the Electoral Area ‘A’ Community Parks Function Bylaw which permits funding towards capital projects in community facilities operated by not for profit agencies.

On July 9, 2009, Mr. Brian March provided staff with the budget for the costume room storage as per Table 1 below, along with progress pictures which are attached as Appendix II.

**Table 1 – Costume Room Budget**

Wood Supplies	\$150.00
Drywall	\$200.00
Electrical (Labour / Fixtures)	\$500.00
Paint	\$100.00
Racks and Hardware	\$200.00
Dehumidifier and Heater	\$350.00
<b>Total</b>	<b>\$1,500.00</b>

**ALTERNATIVES**

1. That the Electoral Area ‘A’ Recreation and Culture Grant-in-Aid in the amount of \$1,500 be applied to the construction of the costume storage room for the Yellow Point Drama Group at the Cedar Community Hall.
2. That the Yellow Point Drama Group be requested to reimburse the \$1,500 grant which the organization received from the Area ‘A’ Recreation and Culture grant program, due to the funding not being used for the purpose stated in their Grant-in-Aid application.
3. That the \$1,500 used to construct the costume storage room for the Yellow Point Drama Group at Cedar Community Hall be funded by the Area ‘A’ Community Parks Function.

**FINANCIAL IMPLICATIONS**

1. The Area ‘A’ Recreation and Culture Grant-in-Aid criteria stipulates that funding is not to be used for capital projects. When the Commission approved Grant-in-Aid for the storage trailer, the decision was based on various factors including the trailer being portable. A variance to the Commission’s Grant-in-Aid criteria for the purpose of this application would need to be considered for this option.
2. Given the storage improvements were made to a community hall not owned by the Drama Group and the matter that the funds were used in a manner that differed from the actual grant application, this option would see the funds returned and provided to other agencies through future releases of the Grant-in-Aid program.
3. This option would provide the Drama Group to use funds from the Regional District that are permitted under the Area ‘A’ Community Parks Bylaw. For this to take place, staff would provide a

journal entry change, after Board approval, from the Area 'A' Recreation and Culture Function Bylaw to the Area 'A' Community Parks Function Bylaw.

## SUMMARY

In July 2008, the Yellow Point Drama Group received \$1,500 in funding from the Electoral Area 'A' Recreation and Culture Grant-in-Aid program to purchase a portable trailer which would be used to store costumes and other supplies.

At the May 20, 2009 Area 'A' Parks, Recreation and Culture Commission Meeting, the Commission received correspondence from the Drama Group informing the Regional District the organization had decided not to purchase the portable trailer, as originally planned and instead used the funds toward the construction of a storage area at the Cedar Community Hall which is operated by a separate society. After reviewing the information, the Commission passed a resolution for the Regional Board's consideration that recommended the funds be returned.


At the June 23, 2009 Board meeting, Mr. Brian March from the Yellow Point Drama Group presented as a delegation, explaining the Group's decision to construct a storage area at the Community Hall rather than purchasing a portable trailer. The Regional Board then referred the resolution back to the Commission for reconsideration.


The Area 'A' Parks, Recreation and Culture Commission and the Board can consider three options on how to proceed with the grant funding. The first option would be to allow the group to apply the funds to the storage room, the second option would be to request the funds be returned as previously discussed or the third option would be to fund the project through the Electoral Area 'A' Community Parks Function Bylaw which permits funding towards capital projects in community facilities operated by not for profit agencies.

Given that the criteria for the Area 'A' Recreation and Culture Grant-in-Aid program stipulates that repairs, maintenance or capital improvements to community operated buildings or halls are not eligible for funding, staff recommend that the costume storage room for the Yellow Point Drama Group at Cedar Community Hall be funded by the Area 'A' Community Parks Function.

## RECOMMENDATION

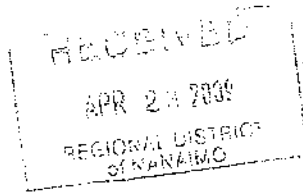
That the \$1,500 used to construct the costume storage room for the Yellow Point Drama Group at Cedar Community Hall be funded by the Area 'A' Community Parks Function.

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

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

Appendix I

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



YELLOW POINT DRAMA GROUP  
April 20, 2009

EN REC & PARKS	
CAO	
MGR Rec	
APR 27 2009	
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...	
...	

Attention: Dan Porteous, Superintendent of Arenas and Southern Recreation Services

Re: Electoral Area "A" Recreation and Culture Grant-In-Aid funding- \$1500.00

Dear Mr. Porteous,

I apologize for not getting back to you sooner regarding the status of our funded project. After researching the feasibility of purchasing and placement of a trailer, we came to realize that local by-laws and property placement would make this an onerous solution to our problem of costume storage. The club decided a more practical route would be to do extensive renovation and remodeling of our basement space to incorporate the necessary storage. We believed since the grant was still being used to fill the same basic need of the project (more storage space) that it could be applied to the construction.

The renovation has started and we hope to complete it within a month's time. Because our club is small we sometimes find it difficult to allot time to these extra projects while still producing our shows. If you decide we have contravened any rules and are thus ineligible we will refund the funds, or if we need to reapply for funding we will do so. We appreciate your patience and will await your decision.

Thank-you,

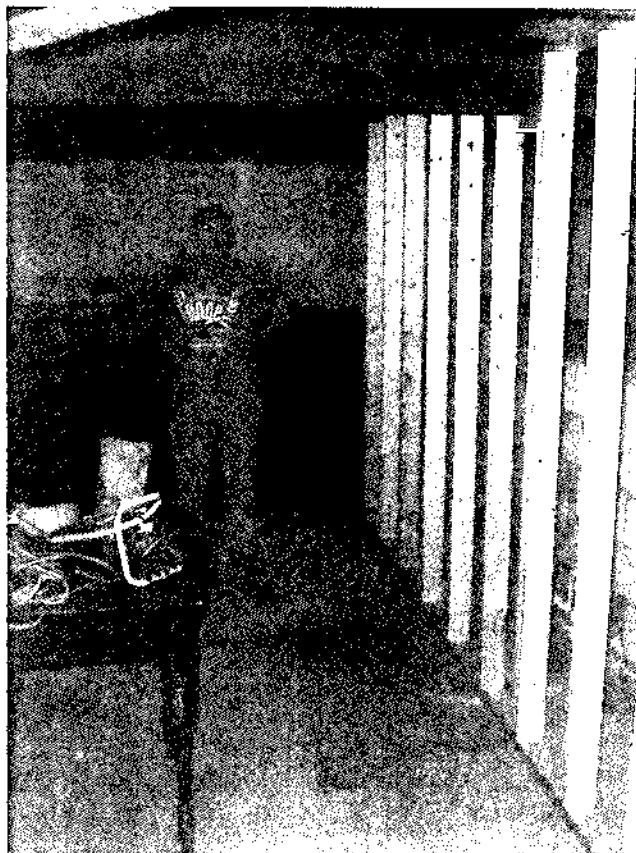
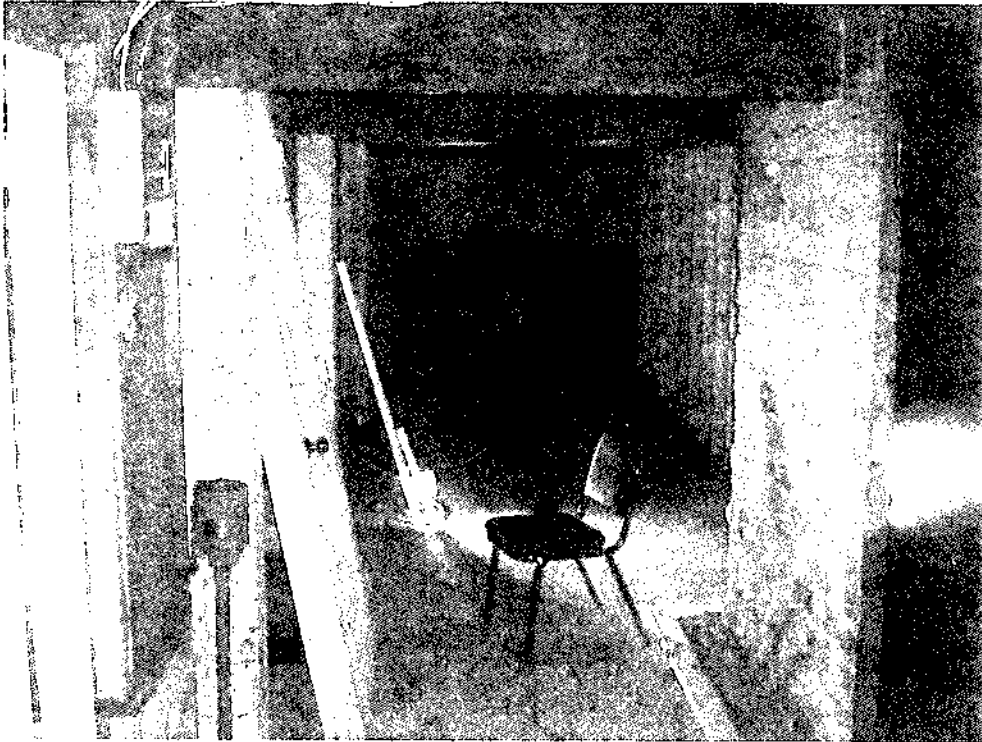
A handwritten signature in cursive script, appearing to read "Brian March".

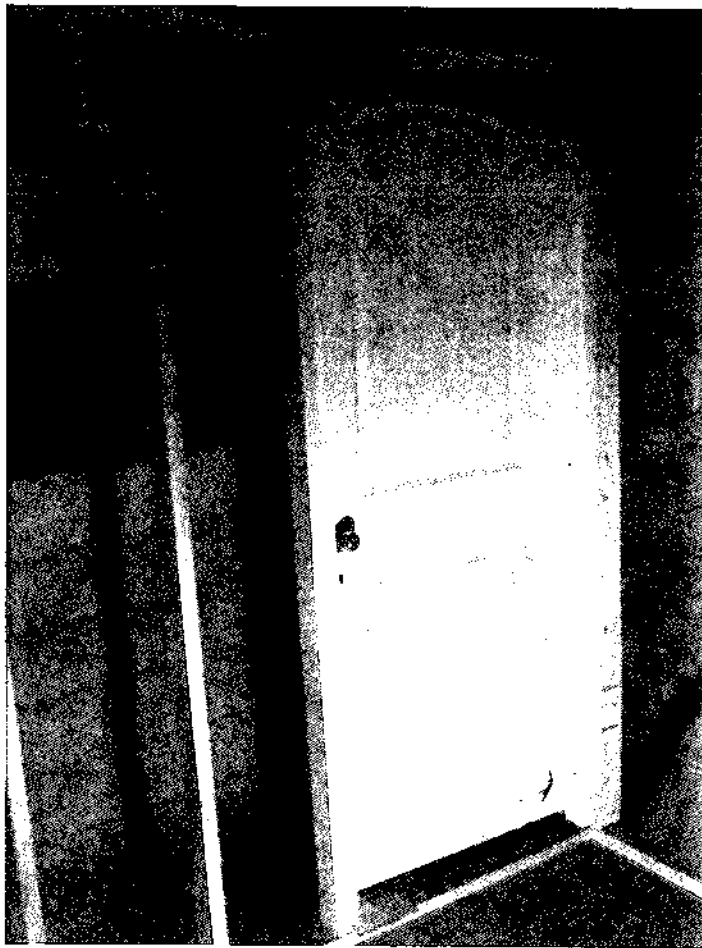
Brian March/ YPDG president  
1648 Cedar Rd.  
Nanaimo, B.C. V9X 1L4



Appendix II –

Costume Room Storage Room Progress Pictures / July 9, 2009







RDN REPORT	
CAO APPROVAL	
EAP	
COW	
JUL 27 2009	
END	
BOARD	✓ July 28/09

**MEMORANDUM**

**TO:** Tom Osborne  
General Manager of Recreation and Parks

**DATE:** July 22, 2009

**FROM:** Dean Banman  
Manager of Recreation Services

**FILE:**

**SUBJECT:** Electoral Area 'A' Recreation and Culture Services Office

**PURPOSE**

To obtain Regional Board approval to enter into an agreement for leased space for the Electoral Area 'A' Recreation and Culture Services office.

**BACKGROUND**

At the January 27, 2009 Regular Board Meeting the Board received a staff report on Electoral Area 'A' Recreation and Culture Services Delivery Options and the following resolution was approved:

*"That the Regional District retain a Recreation Coordinator to provide recreation and culture services in Electoral Area 'A'."*

Factored into the approved service delivery option was consideration that a local staff presence is necessary for success. Staff based within the area would be able to connect with the community and provide recreation and cultural services to the rural communities in Electoral Area 'A'. As discussed within the report, providing the service will require physical space for staff in the form of office space with some room for storage. More specific criteria includes: accessibility, parking, possible meeting/program space, suitable lighting, separate entrance, short term lease to allow for flexibility, physical separation from other possible tenants and minimal leaseholder improvements required. Consideration also needs to be given to WCB, Occupational Health and Safety as well as requirements within the Collective Agreement specific to workplace conditions and standards.

Three buildings were reviewed for possible viability:

1) **Cedar Village Square – Suite 3C – 1824 Cedar Road**

<b>Size</b>	Approximately 2,000 sq. ft. Very large space with variety of different sized rooms. Too large for planned use at this time.
<b>Accessibility</b>	Good location – centrally located in Cedar area close to Cedar Heritage Centre and Cedar Community Secondary School, considerable traffic flow; located around the back of the facility.

<b>Features /Constraints</b>	Separate entrance, room to expand, good lighting, front office windows, security system in place, a lot of work needed to prepare office space.
<b>Improvements Required</b>	Considerable leaseholder improvements required inside the facility include some ceiling tile replacement, baseboards to be added, some kind of flooring over concrete (carpets, rugs, laminate, tile), doors required, painting, etc. These leasehold improvements would be at the tenant's expense would likely not be completed by September/October.
<b>Rent</b>	Rent approximately \$400-\$500 per month - would be competitive but Landlord would require tax receipt for variance in paid rent and market value of rent.

### 2) Old Cedar Fire Hall – 1779 Cedar Road

<b>Size</b>	Approximately 600 sq. ft.
<b>Accessibility</b>	Good location, centrally located in Cedar area, close to 49 <sup>th</sup> Parallel Mall, Cedar Heritage Centre and Cedar Community Secondary School.
<b>Features / Constraints</b>	Separate entrance – good parking at side of building off the roadway, high ceilings, plenty of natural light through windows and well lit interior, security system in place, minimal work needed to prepare for office space.
<b>Improvements Required</b>	Minor leaseholder improvements include painting of walls and ceiling, re-carpet and removal of stored equipment and materials. The improvements would be covered by owner. Would be able to complete improvements within a few of weeks of approval – mid August; available within required timeline.
<b>Rent</b>	\$640 per month.

### 3) Cedar Community Hall – 2388 Cedar Road

<b>Size</b>	Approximately 300 sq. ft.
<b>Accessibility</b>	More remote, rural location; however, located on main road through Cedar. Not as centrally located in Cedar Community as Options 1 and 2.
<b>Features / Constraints</b>	Within a community hall with gym floor space, kitchen, stage, some storage. Small office space that would be shared office space with Hall Board and as an RDN Emergency Program Reception Centre. Plenty of parking; however, office is located in back corner of facility, access around the facility to back door. No security system in place.
<b>Improvements Required</b>	Facility requires work; landlord in the process of renovating for RDN Emergency Program Reception Centre storage space; however improvements completed by required timeline may not be possible. A security system would need to be considered for the office area.
<b>Rent</b>	Upon preliminary discussions, Hall Board representative suggested \$1.00 annual lease.
<b>Other</b>	Shared space creates some concerns and challenges. Clear roles and responsibilities would have to be established to ensure clear separation between the roles of both groups.

## ALTERNATIVES

1. Approve entering into a one year lease for office space at the old Cedar Fire Hall:
2. Approve entering into a one year lease at one of the other facilities considered in this report.

## FINANCIAL IMPLICATIONS

1. As outlined in the report *Electoral Area 'A' Recreation and Culture Services Delivery Options*, leased space expenses to provide the approved recreation service, along with wages, have been accounted for within the Electoral Area 'A' Recreation and Culture Budget. The monthly rental for suitable space was originally projected at \$6,000 per year. After recent review \$8,000 per year has now been earmarked for rent (includes triple net) and possible leasehold improvements.

The cost of leasing at the old Cedar Fire Hall would be approximately \$7,700, including heat, light, etc. However, there would be no additional costs to the RDN for leasehold improvements to establish an office space.

2. The cost of leasing at the Cedar Village Square would be approximately \$5,000-\$6,000 per annum; however, a substantial amount of funding would be required to cover the leasehold improvements to establish an office space. These improvements would be at the tenant's expense and require considerable time to complete. A short term lease offers the flexibility to establish an immediate presence in the community and once program services are established, focus on a more permanent location.

The cost of leasing at the Cedar Community Hall would include an annual nominal fee of \$1.00. However, terms for other factors would need to be negotiated, for example, heat and light. There would be no additional costs to the RDN for leasehold improvements to establish an office space. While the cost of the lease is very attractive, at this time the office space is not in a condition where an employee in a full-time capacity could be located. In addition the area is relatively small and located in a somewhat remote area of the building.

## SUSTAINABILITY IMPLICATIONS

Physical space within the community centrally located and in close proximity of businesses, community organizations, schools, and community halls will significantly reduce emissions by alleviating frequent sole occupant vehicle trips.

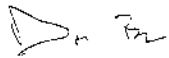
## SUMMARY

At the January 27, 2009 RDN Board Regular Meeting, the Board reviewed a staff report titled *Electoral Area 'A' Recreation and Culture Services Delivery Options* and passed a resolution to retain a Recreation Coordinator position to provide the service delivery for Electoral Area 'A' Recreation and Culture Services. Included in the report were details and financial implications for providing a physical work site within Electoral Area 'A' for a recreation programmer. The position is scheduled to be filled by September and viable lease space has been explored by staff. Three possible buildings have been located, Cedar Village Square, the old Cedar Fire Hall, and Cedar Community Hall. All sites were reviewed by staff to determine which site would be the most suitable.

Based on a review of desirable criteria and site visits by staff, the old Cedar Fire Hall provides the best physical space and features required for the Electoral Area 'A' Recreation and Culture Services office.

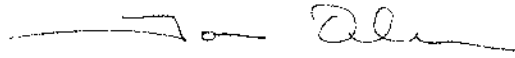
**RECOMMENDATION**

That the Regional District of Nanaimo enter into a one year lease agreement for office space, with an option to renew, at the old Cedar Fire Hall located at 1779 Cedar Road, to be used for the delivery of recreation and cultural services in Electoral Area 'A'.



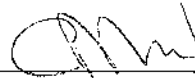
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Report Writer



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General Manager Concurrence



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CAO Concurrence