

**REGIONAL DISTRICT OF NANAIMO**

**REGULAR BOARD MEETING  
TUESDAY, JULY 27, 2010  
7:00 PM**

*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

- 1. CALL TO ORDER**
  - 2. DELEGATIONS**

**Cheryl Zapotichny & Sheryl Armstrong, District 68 RCMP**, re Funding Request for Victim Services Program.
  - 3. BOARD MINUTES**

10 - 26 Minutes of the regular Board meeting held June 22, 2010 and the Special Board meeting held July 13, 2010.
  - 4. BUSINESS ARISING FROM THE MINUTES**
  - 5. COMMUNICATIONS/CORRESPONDENCE**
  - 6. UNFINISHED BUSINESS**
- BYLAWS**
- For Adoption.**
- 27 - 31 **OCP & Zoning Amendment Application No. PL2009-502 – Williamson & Associates – Virostko Road & Midora Road – Area ‘C’**
- Bylaw No. 500.353.** (Electoral Area Directors except EA ‘B’ – One Vote)
- That “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.353, 2010” be adopted.*
- This bylaw rezones the Area ‘C’ subject property from Rural 1 Subdivision ‘D’ (RU1D) to Residential 2 Subdivision District ‘M’ (RS2M).
- Bylaw No. 1148.05.** (Electoral Area Directors except EA ‘B’ – One Vote)
- That “Regional District of Nanaimo Arrowsmith Benson – Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.05, 2010” be adopted.*

This bylaw clarifies that community sewer includes a system owned and operated by a strata corporation.

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

**7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE**

32 - 35 Minutes of the Electoral Area Planning Committee meeting held July 13, 2010. (for information)

**COMMUNICATIONS/CORRESPONDENCE**

**Michael & Jan Wilby, re Proposed Schooner Cove Development.** (All Directors – One Vote)

*That the communication from Michael & Jan Wilby be received.*

**Nettie & William Kokura, re Proposed Lakes District and Schooner Cove Development.** (All Directors – One Vote)

*That the communication from Nettie & William Kokura be received.*

**PLANNING**

**AMENDMENT APPLICATIONS**

**Regional Growth Strategy Amendment to Support OCP Amendment Application No. PL2010-105 - Walbern Ventures - Claudet Road - Area 'E'.** (Electoral Area Directors except EA 'B' – One Vote)

- 1. That the Electoral Area Planning Committee not support consideration of a site specific amendment to the RGS.*
- 2. That the Electoral Area Planning Committee refer this report and application to amend the Regional Growth Strategy to the Sustainability Select Committee for consideration and recommendation.*
- 3. That OCP Amendment Application No. PL2010-105 be denied.*

**Bylaw No. 500.357 Zoning Amendment Application No. PL2010-011 – Maibach - 2115 South Wellington Road - Area 'A'.** (Electoral Area Directors except EA 'B' – One Vote)

- 1. That the Summary of the Public Information Meeting held on June 28, 2010 be received.*
- 2. That Application No. PL2010-011 to rezone the subject property from Commercial 4 (CM4) to Industrial I (IN1) be approved subject to the conditions included in Schedule No. 1.*

3. *That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.357, 2010" be given 1<sup>st</sup> and 2<sup>nd</sup> reading.*
4. *That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.357, 2010" be delegated to Director Burnett or his alternate.*

**Bylaw No. 500.358 Zoning Amendment Application No. PL2009-006 - Atkey and Polgari - 2800 Kilpatrick Road - Area 'C'. (Electoral Area Directors except EA 'B' – One Vote)**

1. *That Application No. PL2009-006 to rezone the subject property from Subdivision District 'D' to Subdivision District 'F' be approved subject to the conditions included in Schedule No. 1.*
2. *That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.358, 2010" be given 1<sup>st</sup> and 2<sup>nd</sup> reading.*
3. *That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.358, 2010" be delegated to Director Young or her alternate.*

***DEVELOPMENT PERMIT APPLICATIONS***

**Development Permit Application No. PL2010-094 & Request for Frontage Relaxation - Fern Road Consulting Ltd. - 226 Kenmuir Road - Area 'H'. (Electoral Area Directors except EA 'B' – One Vote)**

1. *That Development Permit Application No. PL2010-094, in conjunction with a two lot subdivision be approved subject to the conditions outlined in Schedule No. 1.*
2. *That the request to relax the minimum 10% perimeter frontage requirement for proposed Lot 1 and Lot 2 be approved.*

**Development Permit Application No. PL2010-118 & Request for Frontage Relaxation - Fern Road Consulting Ltd. - 6190 & 6208 Island Highway West - Area 'H'. (Electoral Area Directors except EA 'B' – One Vote)**

1. *That Development Permit Application No. PL2010-118, in conjunction with a lot line adjustment subdivision be approved subject to the conditions outlined in Schedule No. 1.*
2. *That the request to relax the minimum 10% perimeter frontage requirement for proposed Lot 1 be approved.*

***DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS***

**Development Permit with Variances Application No. PL2010-097 - Fern Road Consulting Ltd. - 771 Miller Road - Area 'G'. (Electoral Area Directors except EA 'B' – One Vote)**

**Delegations wishing to speak to Development Permit with Variance Application No. PL2010-097.**

*That Development Permit with Variance No. PL2010-097 to permit the construction of an accessory building by varying the maximum accessory building height, be approved subject to the conditions outlined on Schedules No. 1-4.*

**Development Permit with Variances Application No. PL2010-099 - Anderson Greenplan Ltd. - Janes Road - Area 'A'. (Electoral Area Directors except EA 'B' – One Vote)**

**Delegations wishing to speak to Development Permit with Variance Application No. PL2010-099.**

*That Development Permit with Variances and Site Specific Exemption Application No. PL2010-099 to permit the construction of a dwelling unit with variances to the watercourse, other (exterior) lot line setback, and height be approved subject to the conditions outlined in Schedules No. 1- 3.*

***DEVELOPMENT VARIANCE PERMIT APPLICATIONS***

**Development Variance Permit Application No. PL2010-101 - Fern Road Consulting Ltd. - 863 Cavin Road - Area 'G'. (Electoral Area Directors except EA 'B' – One Vote)**

**Delegations wishing to speak to Development Variance Permit Application No. PL2010-101.**

*That Development Variance Permit Application No. PL2010-101 to relax the minimum setback requirement from the front lot line of the future road be approved subject to the conditions outlined in Schedule No. 1.*

**Development Variance Permit Application No. PL2010-103 – Mitchell - 1407 Marina Way - Area 'E'. (Electoral Area Directors except EA 'B' – One Vote)**

**Delegations wishing to speak to Development Variance Permit Application No. PL2010-103.**

*That Development Variance Permit Application No. PL2010-103, be approved subject to the conditions outlined in Schedules No. 1-3.*

**7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE**

36 - 41 Minutes of the Committee of the Whole meeting held July 13, 2010. (for information)

**DELEGATIONS**

**FINANCE AND INFORMATION SERVICES**

**FINANCE**

**Cassidy Waterloo Fire Protection Service - Agreement for Ownership of Highway Signal Equipment & Establishment of Capital Reserve Fund by Bylaw No. 1602.**

(All Directors – Weighted Vote)

1. *That staff be authorized to execute an ownership transfer and maintenance agreement for highway pre-emption signals installed within the Cassidy Waterloo Fire Protection Service Area.*

(All Directors – One Vote)

2. *That "Cassidy Waterloo Fire Protection Service Capital Reserve Fund Bylaw No, 1602, 2010" be introduced and read three times.*

(All Directors – 2/3)

3. *That "Cassidy Waterloo Fire Protection Service Capital Reserve Fund Bylaw No. 1602, 2010" be adopted.*

**District 69 Fire Protection Services - Mutual Aid Agreement Between the RDN (Bow Horn Bay, Dashwood, Errington, Coombs-Hilliers & Nanoose Bay Fire Protection Services) and Other Service Providers. (All Directors – Weighted Vote)**

*That the fire services mutual aid agreement between District 69 local government fire departments be approved as presented.*

**Local Calling Area in a Portion of Electoral Area 'H'. (All Directors – One Vote)**

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

**Bylaw No. 1603 - 2011 Permissive Tax Exemption for Alberni Clayoquot Regional District.**

(All Directors – One Vote)

1. *That "Property Tax Exemption (Mt. Arrowsmith Regional Park) Bylaw No. 1603, 2010" be introduced for first three readings.*

(All Directors – 2/3)

2. *That "Property Tax Exemption (Mt. Arrowsmith Regional Park) Bylaw No. 1603, 2010" be adopted.*

**Final Report on Use of Strategic Communities Investment Funds.** (All Directors – One Vote)

*That the report of the use of the Strategic Community Investment Funds be received.*

**Nanoose Fire Protection Service - Support for Sponsored Crown Land Grant Application.** (All Directors – One Vote)

*That the Board supports the submission of an application for a sponsored crown grant for fire department purposes over Lot 6, District Lot 130, Plan 27190, Nanoose District.*

**Mid Vancouver Island Habitat Enhancement Society - Request for Grant in Aid.** (Parksville, Qualicum Beach, EAs 'E', 'F', 'G' 'H' – Weighted Vote)

1. *That a Grant in Aid in the amount of \$1,500 be approved for the Mid Vancouver Island Habitat Enhancement Society, for assistance in the production of educational materials regarding the importance of the nearshore to our ecosystem.*
2. *That the Grant in Aid be funded from the District 69 portion of Grants in Aid funds.*

## **DEVELOPMENT SERVICES**

### **PLANNING**

**Electoral Area 'A' Draft Official Community Plan - Nanaimo Regional Airport.**

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

1. *That the Board support Alternative 1: To remove the airport section and potential Growth Containment Boundary expansion on airport lands from the draft Electoral Area 'A' OCP with the understanding that there are issues surrounding the airport lands that are unresolved and that the OCP may be amended at a later date in response to the outcome of a separate process.*

(All Directors – One Vote)

2. *That the Board forward the consideration of the external process included in Alternative 1 to the 2011 budget deliberations.*

(All Directors – One Vote)

3. *That the Board direct staff to prepare a public consultation plan in preparation for the 2011 budgeting process.*

**REGIONAL AND COMMUNITY UTILITIES**

**WASTEWATER**

**Bylaw No. 1577 - Reduction of Sewer Development Cost Charges for Not-for-Profit Rental Housing (Northern Community, Southern Community, Duke Point & Fairwinds Sewer Services).** (All Directors except EA 'B' – Weighted Vote)

1. *That "Regional District of Nanaimo Not-for-Profit-Rental Housing Sewer Development Cost Charge Reduction Bylaw No.1577, 2010" be rescinded at third reading.*
2. *That " Not-for-Profit-Rental Housing Sewer Development Cost Charge Reduction Bylaw No.1577, 2010" be amended at second reading to include a 50% reduction in sewer DCCs for not-for-profit rental housing for the Southern Community, Fairwinds (Nanoose) and Duke Point Sewer Service Areas.*
3. *That "Regional District of Nanaimo Not-for-Profit-Rental Housing Sewer Development Cost Charge Reduction Bylaw No.1577, 2010" be read a third time, as amended, and forwarded to the Inspector of Municipalities for approval.*

**Bylaws No. 813.45 & 889.57 - Amend the Boundaries of the French Creek & Northern Community Sewer Services to Include an Area 'G' Property.** (All Directors – One Vote)

1. *That "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.45, 2010" be introduced and read three times.*
2. *That "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.57. 2010" be introduced and read three times.*

**WATER**

**Drinking Water & Watershed Protection Service - Request for Funding by the Mid Vancouver Island Habitat Enhancement Society for Phase 2 of the Lower Englishman River Watershed Study.** (Electoral Area Directors – Weighted Vote)

1. *That funding in the amount of \$4,000 to MVIHES for Phase 2 of the "Lower Englishman River Watershed - Groundwater and Surface Water Interaction Study" be approved.*
2. *That the funding be provided from the Drinking Water Watershed Protection Volunteer Support budget.*

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**Arrowsmith Water Service Management Committee.** (All Directors – One Vote)

*That the minutes of the Arrowsmith Water Service Management Committee meeting held March 22, 2010 be received for information.*

**Electoral Area ‘B’ Parks and Open Space Advisory Committee.** (All Directors – One Vote)

*That the minutes of the Electoral Area ‘B’ Parks and Open Space Advisory Committee meeting held May 4, 2010 be received for information.*

**Drinking Water & Watershed Protection Advisory Committee.** (All Directors – One Vote)

*That the minutes of the Drinking Water Protection Advisory Committee meeting held June 7, 2010 be received for information.*

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Campbell Connor, Coalwatch Comox Valley, re Raven Underground Coal Project.** (All Directors – One Vote)

*That this issue be referred to the Sustainability Select Committee.*

**7.3 EXECUTIVE STANDING COMMITTEE**

**7.4 COMMISSIONS**

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

**8. ADMINISTRATOR’S REPORTS**

42 - 46 Bylaw No. 1604 – Establishes the Bowser Village Sewer Feasibility Study Service. (All Directors – One Vote)

47 - 53 Bylaw No. 975.53 – Amends the Boundaries of the Pump & Haul Service to Exclude an Area ‘H’ Property. (All Directors – One Vote)

54 - 63 Nanoose Bay Pollution Control Centre Upgrade Study. (All Directors – One Vote)

64 - 68 Bowser Waterworks District Infrastructure Planning Grant Application – Request for Support. (All Directors – One Vote)

VIU Transit Exchange Agreement. (All Directors –Weighted Vote) (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) (g) of the Community Charter the Board proceed to an In Camera Committee meeting to consider items related to legal issues.*

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR MEETING OF THE BOARD  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, JUNE 22, 2010 AT 7:00 PM AT  
NANOOSE PLACE COMMUNITY CENTRE**

**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. Westbrook	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director L. Sherry	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director D. Johnstone	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	Sr. Mgr., Corporate Administration
P. Thorkelsson	Gen. Mgr., Development Services
J. Finnie	Gen. Mgr., Regional & Community Utilities
T. Osborne	Gen Mgr., Recreation & Parks Services
N. Avery	Gen. Mgr., Finance & Information Services
D. Trudeau	Gen. Mgr., Transportation & Solid Waste Services
N. Hewitt	Recording Secretary

**DELEGATIONS**

**Dianne Eddy, re Building Inspection & Permits in Rural Electoral Areas.**

Ms. Eddy spoke with respect to building inspection and permits in rural areas.

**Mike Gogo, re Building Permits & Inspections in Area 'C'.**

Mr. Gogo spoke with respect to building inspection that is proposed for Area 'C'.

**Don Hewitt, re Proposed Expansion of Building Inspection into Electoral Areas 'A', 'C', 'F' & 'H'.**

Mr. Hewitt spoke with respect to building inspection in rural areas.

**Reg Nosworthy, re Building Inspection & Permit Fees.**

Mr. Nosworthy spoke with respect to building inspection and permit fees.

**Lorne Pal, re Proposed Expansion of Building Inspection Service into Areas 'A', 'C', 'F' & 'H'.**

Mr. Pal spoke with respect to building inspection services for the electoral areas.

**Leanne Salter, re Implementation of Building Permits in Area 'F'.**

Ms. Salter spoke with respect to building inspection that is proposed for Area 'F'.

**Arthur Skipsey, re Introduction of Building Inspection in the Rural Areas of District 69.**

Mr. Skipsey spoke with respect to building inspection that is proposed for District 69.

**Steve Vogel, re Expansion of Building Inspection Service.**

Mr. Vogel spoke with respect to building inspection services for the electoral areas.

**LATE DELEGATIONS**

MOVED Director Westbroek, SECONDED Director Bartram, that 7 late delegations be permitted to address the Committee.

CARRIED

**Phil Carson, re Building Permit Revolution.**

Mr. Carson spoke with respect to building inspection for rural areas.

**Lavonne Garnett, re Building Permits & Inspections - Pros & Cons.**

Ms. Garnett spoke with respect to building inspection that is proposed for Area 'A'.

**Steve Harris, re Building Inspection Bylaw No. 787.13.**

Mr. Harris spoke with respect to Building Inspection Bylaw 787.13.

**Francois Jacob, re Proposed Expansion of Building Inspection Service.**

Mr. Jacob did not appear as a delegation.

**Cathy Lychak, re My Home & the Community I live In.**

Ms. Lychak spoke with respect to building inspection in Area 'A'.

**Mark Rautiainen, re We Pay Our Taxes & We Need Your Support.**

Mr. Rautiainen spoke with respect to his ALC application.

**Enid Mary Sangster-Kelly, re Proposed Building Inspections & Permits in the Rural Areas.**

Ms. Sangster-Kelly spoke with respect to building inspection for rural areas.

**BOARD MINUTES**

MOVED Director Holme, SECONDED Director Mayne, that minutes of the regular Board meeting held May 25, 2010 and the Special Board meeting held June 8, 2010 be adopted.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Karen St Cyr & Brenda Stupich, Cedar School & Community Enhancement Society, re Request for Funding.**

MOVED Director Haime, SECONDED Director Bartram, that the correspondence from Karen St Cyr and Brenda Stupich be received.

CARRIED

**Jim & Vera Kennedy, re Development Permit with Variances Application No. PL2010-102 - Sims - 664 Johnstone Road - Area 'G'.**

MOVED Director Haime, SECONDED Director Bartram, that the correspondence from Jim and Vera Kennedy be received.

CARRIED

**Charlie, Karen & Jose DeBorba, re Development Permit with Variances Application No. PL2010-102 - Sims - 664 Johnstone Road - Area 'G'.**

MOVED Director Haime, SECONDED Director Bartram, that the correspondence from Charlie, Karen and Jose DeBorba be received.

CARRIED

**Michael Jessen, French Creek Residents' Association, re Development Permit with Variances Application No. PL2010-102 - Sims - 664 Johnstone Road - Area 'G'.**

MOVED Director Haime, SECONDED Director Bartram, that the correspondence from Michael Jessen from the French Creek Residents' Association be received.

CARRIED

**Michael Murphy, re Development Permit with Variances Application No. PL2010-102 - Sims - 664 Johnstone Road - Area 'G'.**

MOVED Director Haime, SECONDED Director Bartram, that the correspondence from Michael Murphy be received.

CARRIED

**Rob Roycroft, re Building Inspection Service.**

MOVED Director Haime, SECONDED Director Bartram, that the correspondence from Rob Roycroft be received.

CARRIED

**Hans Heringa, re Development Permit with Variances Application No. PL2010-102 - Sims - 664 Johnstone Road - Area 'G'.**

MOVED Director Haime, SECONDED Director Bartram, that the correspondence from Hans Heringa be received.

CARRIED

**UNFINISHED BUSINESS**

**Building Inspection Services – Proposed Expansion.**

MOVED Director Holdom, SECONDED Director McNabb, that the "Regional District of Nanaimo Building Inspection Extended Service Bylaw Amendment Bylaw No. 787.13, 2010" be taken from the table.

CARRIED

MOVED Director Holdom, SECONDED Director Westbroek, that the "Regional District of Nanaimo Building Regulations Amendment Bylaw No. 1250.05, 2010" be taken from the table.

CARRIED

MOVED Director Holdom, SECONDED Director Haime, that the "Building Regulation Fees and Charges Bylaw No. 1595, 2010" be taken from the table.

CARRIED

**Bylaw No. 1250.05**

MOVED Director Holdom, SECONDED Director Haime, that the "Regional District of Nanaimo Building Regulations Amendment Bylaw No. 1250.05, 2010" be rescinded at third reading.

CARRIED

MOVED Director Holdom, SECONDED Director Johnstone, that the "Building Regulations Amendment Bylaw No. 1250.05" be amended at second reading to include the following:

- i) Extend the permitting time for owner-builders with conditional occupancy and eliminate building permit renewal fees and replace with an administrative charge;
- ii) Establish a specific exemption for farm buildings from the building regulation bylaw requirements.

MOVED Director Westbroek, SECONDED Director Young, that the question of building inspection be deferred to a referendum in the next general election in the areas that do not have building inspection.

DEFEATED

MOVED Director Westbroek, SECONDED Director Young, that the Building Inspection Bylaws be abandoned.

DEFEATED

MOVED Director Haime, SECONDED Director Mayne, that Bylaw 1250.05 and related bylaws be referred back to staff to prepare a report to review alternative no. 3 and explore voluntary opt out of building inspection for single family dwellings

DEFEATED

The question was called on the main motion to amend "Regional District of Nanaimo Building Regulations Amendment Bylaw No. 1250.05, 2010" at second reading.

The motion CARRIED.

MOVED Director Holdom, SECONDED Director Bartram, that the "Regional District of Nanaimo Building Regulations Amendment Bylaw No. 1250.05, 2010" be read a third time, as amended.

CARRIED

MOVED Director Holdom, SECONDED Director Johnstone, that the "Regional District of Nanaimo Building Regulations Amendment Bylaw No. 1250.05, 2010" be adopted.

CARRIED

**Bylaw No. 1595**

MOVED Director Holdom, SECONDED Director Johnstone, that "Building Regulation Fees and Charges Bylaw No. 1595, 2010" be rescinded at third reading.

CARRIED

MOVED Director Holdom, SECONDED Director Johnstone, that "Building Regulation Fees and Charges Bylaw No. 1595, 2010" be amended at second reading to include the following under Special Permit fees:

- i) Owner Built and Condition Certificate of Occupancy Renewal \$100.

CARRIED

MOVED Director Holdom, SECONDED Director Johnstone, that "Building Regulation Fees and Charges Bylaw No. 1595, 2010" be read a third time, as amended.

CARRIED

MOVED Director Holdom, SECONDED Director Ruttan, that "Building Regulation Fees and Charges Bylaw No. 1595, 2010" be adopted.

CARRIED

**Bylaw 787.13**

MOVED Director Holdom, SECONDED Director Johnstone, that "Regional District of Nanaimo Building Inspection Extended Service Bylaw Amendment Bylaw No. 787.13, 2010" be adopted.

CARRIED

MOVED Director Holdom, SECONDED Director Holme, that staff be directed to investigate and report back to the Board on the RDN providing site grading of cut lumber under the building inspection service at minimal or no additional cost.

CARRIED

A short recess was called at 9:31 PM.

The Board reconvened at 9:46 PM.

## **BYLAWS**

### **Public Hearing & Third Reading.**

#### **Report of the Public Hearing held June 9, 2010 re Bylaw No. 500.355 - Keith Brown & Associates - Fielding Road - Area 'A'.**

MOVED Director Burnett, SECONDED Director Young, that the associated conditions of approval be amended to secure landscaping and screening along the east property line, and a covenant to limit the hours of operation from 7am – 7pm on weekdays and 8am – 6pm on Saturday.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the Report of the Public Hearing containing the Summary of Minutes and Submissions of the Public Hearing held June 9, 2010 as a result of public notification of “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.355, 2010” be received.

CARRIED

MOVED Director Burnett, SECONDED Director Holme, that “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.355, 2010” be given 3<sup>rd</sup> reading.

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 8, 2010 be received for information.

CARRIED

#### **PLANNING**

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

#### **Development Permit with Variances Application No. PL2010-102 - Sims - 664 Johnstone Road - Area 'G'.**

Mr. Thornton, representing the French Creek Residents Association spoke in opposition to this application and requested that this application be referred back to staff for further consultation with the owner and members of the community.

Ms. Chase, French Creek Residents Association, spoke in opposition to this application stating that this application does not fit with the neighbourhood.

MOVED Director Bartram, SECONDED Director Holme, that Development Permit with Variance Application No. PL2010-102 be referred back to staff.

CARRIED

***DEVELOPMENT VARIANCE PERMIT APPLICATIONS***

**Development Variance Permit Application No. PL2010-082 - O'Hara - 2230 Godfrey Road - Area 'C'.**

Director Young left the meeting noting a possible personal conflict of interest with this issue.

Mr. O'Hara spoke in support of his application.

MOVED Director Bartram, SECONDED Director Holme, that Development Variance Permit Application No. PL2010-082, be approved subject to the conditions outlined in Schedules No. 1-3.

CARRIED

Director Young rejoined the meeting.

**COMMITTEE OF THE WHOLE STANDING COMMITTEE**

MOVED Director Young, SECONDED Director McNabb, that the minutes of the Committee of the Whole meeting held June 8, 2010 be received for information.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Diane Sampson, Nile Creek Enhancement Society, re Proposed Building Inspection in Area 'H'.**

MOVED Director Holdom, SECONDED Director Bartram, that the correspondence from the Nile Creek Enhancement Society be received.

CARRIED

***FINANCE AND INFORMATION SERVICES***

**FINANCE**

**Operating Results for the Period Ending March 31, 2010.**

MOVED Director Bestwick, SECONDED Director Sherry, that the summary report of financial results from operations to March 31, 2010 be received for information.

CARRIED

***DEVELOPMENT SERVICES***

**PLANNING**

**Area Agricultural Plan.**

MOVED Director Burnett, SECONDED Director Biggemann, to forward the consideration of an Area Agricultural Plan to the 2011 budget deliberations.

CARRIED

MOVED Director Burnett, SECONDED Director Johnstone, that the Board direct staff to make an application to the Investment Agricultural Foundation for funding of an Area Agricultural Plan.

CARRIED



**Consultation Plan 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 Burnett, that the Board approve the consultation plan as outlined in Attachment 1, titled Consultation Plan - Regional Growth Strategy and Official Community Plan Amendment for 2610 Myles Lake Road.

CARRIED

***REGIONAL AND COMMUNITY UTILITIES***

**WASTEWATER**

**Southern Community Sewer Service - Award of Tender & Release of Reserve Funds for Third Digester at the Greater Nanaimo Pollution Control Centre.**

MOVED Director Holme, SECONDED Director Bestwick, that the Board award the detailed design and tendering services for the new Digester 3 at the Greater Nanaimo Pollution Control Centre to AECOM for \$347,687.

CARRIED

MOVED Director Bestwick, SECONDED Director Ruttan, that funds from the Southern Community Development Cost Charge Reserve Fund be used for the Greater Nanaimo Pollution Control Centre Digester 3 Project.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**District 69 Recreation Commission.**

MOVED Director Bartram, SECONDED Director Westbrook, that the minutes of the District 69 Recreation Commission meeting held May 20, 2010 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that the District 69 Recreation Recognition Program Policy be approved as presented in Appendix A.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the following District 69 Recreation Youth Grants be approved:

<i>Community Group</i>	<i>Amount Recommended</i>
Arrowsmith Community Enhancement Society (sports equipment)	\$ 2,464
Erik Goetzinger BMX Society Qualicum Beach (start gate ram and generator)	\$ 2,500
Kwalikum Senior Secondary School (prom & dry grad committee)	\$ 1,250
One Five One Outreach Association (insurance, rent and utilities)	\$ 2,500
Qualicum & District Curling Club (helmets and shoes)	\$ 2,000
Oceanside Community Arts Council (youth theatre program)	\$ 800

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the following District 69 Recreation Community Grants be approved:

<i>Community Group</i>	<i>Amount Recommended</i>
Family Resource Association (room rental)	\$ 1,035
Oceanside Community Arts Council (supplies for youth arts day camp)	\$ 225
The Old School House (harvest of music - van rental)	\$ 1,200
Parksville Curling Club (building exterior painting materials)	\$ 2,000
Parksville & District 69 Team (transportation)	\$ 1,400
Qualicum Beach Historical & Museum Society (children's day event)	\$ 752
Wildwood Community Church (projector)	\$ 1,000

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the District 69 Recreation Recognition Program be implemented beginning in the fall of 2010 which includes a certificate, RDN lapel pin and a \$75 RDN recreation program voucher.

CARRIED

**Electoral Area 'A' Parks, Recreation and Culture Commission.**

MOVED Director Burnett, SECONDED Director Ruttan, that the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held May 19, 2010 be received for information.

CARRIED

MOVED Director Burnett, SECONDED Director Ruttan, that the Electoral Area 'A' Recreation and Culture Services Fees and Charges Policy be approved as outlined in Appendix A.

CARRIED

MOVED Director Burnett, SECONDED Director Ruttan, that the annual fee increase, recovery rates, administration fee, and the revenue-sharing percentage ratio for Program Instructor agreements associated with the 'A' Recreation and Culture Services Fees and Charges Policy be approved for 2010 - 2011 as outlined in Appendix B.

CARRIED

MOVED Director Burnett, SECONDED Director Ruttan, that the Financial Assistance Program for the Electoral Area 'A' Recreation and Culture Services function be approved as outlined in Appendix A.

CARRIED

MOVED Director Burnett, SECONDED Director Ruttan, that the unused grant funds of \$876 for the 2008 Run, Jump, Throw Program be reallocated to the Cedar School and Community Enhancement Society 2010 Cedar Fun Zone summer camp, subject to the receipt and staff approval of a clear, detailed program budget.

CARRIED

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

MOVED Director Young, SECONDED Director Ruttan, that the minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held May 10, 2010 be received for information.

CARRIED

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

MOVED Director Holme, SECONDED Director Bestwick, that the minutes of the NanOOSE Bay Parks and Open Space Advisory Committee meeting held May 3, 2010 be received for information.

CARRIED

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

MOVED Director Bartram, SECONDED Director Westbroek, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held April 28, 2010 be received for information.

CARRIED

**Sustainability Select Committee.**

MOVED Director Holme, SECONDED Director Holdom, that the minutes of the Sustainability Select Committee meeting held May 19, 2010 be received for information.

CARRIED

MOVED Director Holme, SECONDED Director Holdom, that the Board direct staff to give a more detailed consideration to establishing a Climate Action Team upon conclusion of the public consultation planned for the Community Energy and Emission Plan.

CARRIED

MOVED Director Holme, SECONDED Director Holdom, that the Board receive the Yellow Cedar Project report and direct staff to maintain dialogue with the Yellow Cedar Project proponents.

CARRIED

MOVED Director Holme, SECONDED Director Holdom, that staff send a letter to Mid-Island Sustainability Stewardship Initiative president Mr. Laurie Gourlay summarizing the motions concerning the Climate Action Team and the Yellow Cedar Project.

CARRIED

MOVED Director Holme, SECONDED Director Holdom, that the Energy Manager Quarterly Update report be received for information purposes.

CARRIED

MOVED Director Holme, SECONDED Director Holdom, that the Board adopt the Plug-in Hybrid Electric Vehicle Policy and the Green Housekeeping Policy proposed for LEED certified RDN facilities.

CARRIED

MOVED Director Holme, SECONDED Director Holdom, that staff investigate the implications of including all RDN facilities in the Green Housekeeping Policy.

CARRIED

MOVED Director Holme, SECONDED Director Holdom, that staff revise portions of Plug-in Hybrid Electric Vehicle Policy to ensure consistency with present conditions for RDN staff.

CARRIED

MOVED Director Holme, SECONDED Director Holdom, that the Board direct staff to update the Green Building Action Plan to incorporate suggested actions contained in the final report: Overcoming Barriers to Green Building in the RDN.

CARRIED

MOVED Director Holme, SECONDED Director Holdom, that the Board direct staff to revise the Sustainable Community Builder Checklist and proceed with the proposed phased approach for implementing the revised checklist and green building incentive program.

CARRIED

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

**Duane Round, Parksville Lions Housing Society, re Bylaw No. 1577 - Reduction of Sewer Development Cost Charges for Not-for-Profit Rental Housing.**

MOVED Director Westbroek, SECONDED Director Young, that staff prepare a resolution that would give the Parksville Lions Housing Society project a 100% reduction of DCC's in the Oceanside Area.

CARRIED

**Michele Deakin, Mid Vancouver Island Habitat Enhancement Society, re Nearshore Education Proposal.**

MOVED Director Bartram, SECONDED Director Westbroek, that staff prepare a report to determine if the Nearshore Education Proposal fits into the Grants In Aid program.

CARRIED

#### **EXECUTIVE STANDING COMMITTEE**

#### **COMMISSIONS**

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

**Regional Liquid Waste Advisory Committee.**

MOVED Director Holme, SECONDED Director Johnstone, that Minutes of the Regional Liquid Waste Advisory Committee meeting held June 3, 2010 be received for information.

CARRIED

#### **ADMINISTRATOR'S REPORTS**

**Northern Community Sewer Service - Parksville Lions Housing Society Request for Development Cost Charge Exemption.**

MOVED Director Westbroek, SECONDED Director Mayne, that the Board support, in principle, a 100% reduction in Sewer Development Cost Charges for the Parksville Lions Society supportive living housing development at 201 East Jensen Avenue, Parksville.

CARRIED

MOVED Director Westbroek, SECONDED Director Mayne, that staff be directed to amend the "Regional District of Nanaimo Not-for-Profit Rental Housing Sewer Development Cost Charge Reduction Bylaw No. 1577, 2010" to provide a 50% reduction in sewer DCCs for not-for profit rental housing for the Southern Community Sewer Service area and a 100% reduction in sewer DCCs for not-for-profit rental housing for the Northern Community Sewer Service Area.

CARRIED

**Regional Parks & Trails Service - Award of Tender for Pedestrian-Cyclist Bridges Along South Loop of the Lighthouse Country Regional Trail.**

MOVED Director Bartram, SECONDED Director Mayne, that Coastal Ventures Inc. be awarded the contract for the design and construction of the Nash and Ridgewil Creek Bridges for the tendered price of \$118,964.

CARRIED

**Raven Underground Coal Project.**

MOVED Director Bartram, SECONDED Director Mayne, that the Board receive this report for information and comments be submitted to the BC Environmental Assessment Office that the Application Information Requirements document must include an independent professional engineering assessment of any potential short and long term negative environmental impacts that the proposed Raven Underground Coal Project will have on ground and surface water, transportation of the product from the mine site to the overseas shipping destination, air quality to include GHG emissions, and the Baynes Sound Shellfish Aquaculture Industry in the Regional District of Nanaimo.

CARRIED

**BC Transit 2010/2011 Annual Operating Agreement.**

MOVED Director Holdom, SECONDED Director McNabb, that the 2010/2011 Annual Operating Agreement (AOA) with BC Transit be approved.

CARRIED

MOVED Director Mayne, SECONDED Director Holdom, that the Regional District of Nanaimo approach the Minister of Transportation and Infrastructure to seek an appointment of a RDN Director to the BC Transit Board.

CARRIED

**BUSINESS ARISING FROM DELGATIONS OR COMMUNICATIONS**

**Cedar School & Community Enhancement Society, re Request for Funding.**

MOVED Director Burnett, SECONDED Director McNabb, that the Electoral Area 'A' Recreation and Culture Grant funding request in the amount of \$2,425 for the Cedar School and Community Enhancement Society for the Cedar Fun Zone summer camp be approved.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 10:16 PM

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE SPECIAL MEETING OF THE BOARD  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, JULY 13, 2010, AT 7:57 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 Alternate	Electoral Area F
Director D. Heenan	Electoral Area H
Director C. Haime	District of Lantzville
Director E. Mayne	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director J. Ruttan	City of Nanaimo
Director L. McNabb Alternate	City of Nanaimo
Director M. Unger Alternate	City of Nanaimo
Director F. Pattje	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director L. Sherry	City of Nanaimo

**Also in Attendance:**

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

**BYLAWS**

**For Adoption.**

**French Creek Sewer**

**Bylaw No. 813.44.**

MOVED Director Holme, SECONDED Director McNabb, that "French Creek Sewer Local Service Area Amendment Bylaw No. 813.44, 2010" be adopted.

CARRIED

**Bylaw No. 889.56.**

MOVED Director Holme, SECONDED Director McNabb, that "Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.56, 2010" be adopted.

CARRIED

**Fire Protection Services**

**Bylaw No. 821.08.**

MOVED Director Holme, SECONDED Director Johnstone, that "Errington Fire Protection Service Amendment Bylaw No. 821.08, 2010" be adopted.

CARRIED

**Bylaw No. 964.05.**

MOVED Director Holme, SECONDED Director Johnstone, that "Dashwood Fire Protection Service Amendment Bylaw No. 964.05, 2010" be adopted.

CARRIED

**Bylaw No. 991.03.**

MOVED Director Holme, SECONDED Director Johnstone, that "Nanoose Fire Protection Service Amendment Bylaw No. 991.03, 2010" be adopted.

CARRIED

**Bylaw No. 1022.07.**

MOVED Director Holme, SECONDED Director Johnstone, that "Coombs Hilliers Fire Protection Service Amendment Bylaw No. 1022.07, 2010 " be adopted.

CARRIED

**Bylaw No. 1385.06.**

MOVED Director Holme, SECONDED Director Johnstone, that "Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.06, 2010 " be adopted.

CARRIED

**Bylaw No. 1439.03.**

MOVED Director Holme, SECONDED Director Johnstone, that "Extension Fire Protection Service Amendment Bylaw No. 1439.03, 2010" be adopted.

CARRIED

**COMMISSIONS**

**District 69 Recreation Commission.**

MOVED Director Westbroek, SECONDED Director Mayne, that the minutes of the District 69 Recreation Commission meeting held June 17, 2010 be received for information.

CARRIED

MOVED Director Holme, SECONDED Director Mayne, that the 2010/2011 Northern Community Recreation Services Program Fees be increased by 3% and approved as provided in Appendix A.

CARRIED



MOVED Director Holme, SECONDED Director Mayne, that the 2010/2011 program, admission and rental fees for Oceanside Place be increased by 3% and approved as provided in Appendix B.

CARRIED

MOVED Director Holme, SECONDED Director Mayne, that the 2010/2011 program, admission and rental fees for Ravensong Aquatic Centre be increased by 3% and approved as provided in Appendix C.

CARRIED

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

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

MOVED Director Biggemann, SECONDED Director Holme, that minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held May 31, 2010 be received for information.

CARRIED

MOVED Director Biggemann, SECONDED Director Holme, that the Regional District Board approve financial assistance in the amount of \$20,000 to the Arrowsmith Agriculture Association to be used for the heating upgrade to the Association's Community Activity building from the Electoral Area 'F' Community Parks Capital Reserve Fund.

CARRIED

### **Regional Parks & Trails Advisory Committee.**

MOVED Director McNabb, SECONDED Director Westbrook, that the minutes of the Regional Parks & Trails Advisory Committee meeting held July 10, 2010 be received for information.

CARRIED

MOVED Director McNabb, SECONDED Director Westbrook, that the Regional District of Nanaimo apply to the Province for a long-term lease or a statutory right of way over the six Crown parcels comprising the Morden Colliery Regional Trail currently secured by a non-exclusive Crown licence of occupation set to expire in 2015.

CARRIED

MOVED Director McNabb, SECONDED Director Westbrook, that the 2010-2019 Management Plan for the Little Qualicum River Estuary Regional Conservation Area be approved.

CARRIED

MOVED Director Westbrook, SECONDED Director Mayne, that the concerns with respect to the Canada Geese population be referred back to staff for a report on options for a coordinated response to address their impact on sensitive habitat.

CARRIED

## **ADMINISTRATOR'S REPORTS**

### **Fire Protection Services - Authority to Respond to Emergencies Outside of Service Areas (Extension, Nanoose Bay, Coombs Hilliers, Errington, Dashwood & Bow Horn Bay Fire Protection Services).**

MOVED Director Holme, SECONDED Director Biggemann, that the Extension, Dashwood, Nanoose Bay, Errington and Coombs Hilliers Volunteer fire departments be authorized to deploy fire-fighting resources outside their statutory boundaries for the 2010 fire season as outlined in this report.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 8:11 PM

The meeting reconvened at 8:28 PM

**ADMINISTRATOR'S REPORTS**

**Renewal of Legal Services Contract.**

MOVED Director McNabb, SECONDED Director Ruttan, that the Board renew its legal services agreements with Staples McDannold Stewart in the area of municipal law and Harris & Co. in the area of labour law for a three year term expiring July 2013.

CARRIED

**Area 'A' Community Parks Service - Proposed Boat Harbour Park Acquisition.**

MOVED Director Burnett, SECONDED Director McNabb, that the Regional District of Nanaimo withdraw from acquisition negotiations on the Agreement of Purchase and Sale with Townline Ventures Boat Harbour Ltd. for the proposed Lot 7 on Flewett Point as an Electoral Area 'A' Community Park

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the Regional District of Nanaimo terminate the alternative approval process for Bylaw 1601.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that "Regional District of Nanaimo Bylaw No. 1601, 2010" be abandoned.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 8:30 PM

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION



RDN REPORT		
CAO APPROVAL <i>CAW</i>		
EAP		
GOW		
JUL 21, 2010		
RHD		
BOARD	✓	July 27/10

# MEMORANDUM

**TO:** Dale Lindsay  
Manager, Current Planning

**DATE:** July 2, 2010

**FROM:** Susan Cormie  
Senior Planner

**FILE:** PL2009-502 and  
PL2009-797

**SUBJECT:** Amendment Bylaws No. 1148.05 & 500.353 - Williamson & Associates, BCLS  
Lot 4, Section 13, Range 2, Cranberry District, Plan VIP69191  
510 Virostko Road  
Electoral Area 'C'

## PURPOSE

To consider Bylaws No. 1148.05, 2010 and 500.353, 2010 for adoption.

## BACKGROUND

Bylaws No. 1148.05 and 500.353 were introduced and given 1<sup>st</sup> and 2<sup>nd</sup> reading on January 26, 2010. This was followed by a Public Hearing held on February 8, 2010. The Board granted 3<sup>rd</sup> reading for these amendment bylaws on February 23, 2010.

The purpose of the Official Community Plan (OCP) amendment bylaw is to amend Policy No. 2 d) ii) under Goal 2 – Create Complete Communities, by adding a description of a community sewer in order to clarify that community sewer includes a sewage system owned and operated by a strata corporation. The purpose of the zoning amendment bylaw is to rezone a portion of the subject property from Rural 1 Subdivision District 'D' (2.0 ha minimum parcel size) to Residential 2 Subdivision District 'M' (2000 m<sup>2</sup> minimum parcel size with community water service) to facilitate the subdivision of the parent parcel to create 15 bare land strata lots with an average parcel size of 2000 m<sup>2</sup>.

The Conditions for Approval included the registration of a section 219 covenant to secure connection to a future community sanitary sewer should one be established by the local government, to restrict the location of buildings on future proposed Lot 1, and to register a geotechnical report. The covenant has now been registered.

## ALTERNATIVES

1. To adopt Bylaws No. 1148.05, 2010 and 500.353, 2010.
2. To not adopt Bylaws No. 1148.05, 2010 and. 500.353, 2010.


## SUMMARY

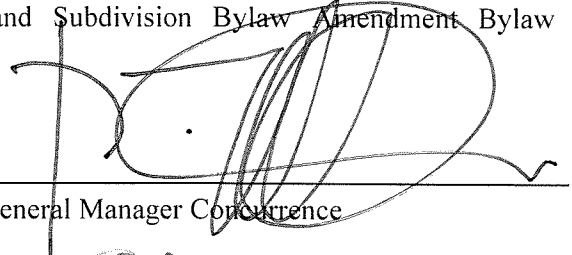
Regional District of Nanaimo Arrowsmith Benson- Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.05” and "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw 500.353, 2010” were introduced and given 1<sup>st</sup> and 2<sup>nd</sup> reading on January 26, 2010. Subsequent to that, a Public Hearing was held on February 8, 2010 and the Board granted 3<sup>rd</sup> reading on

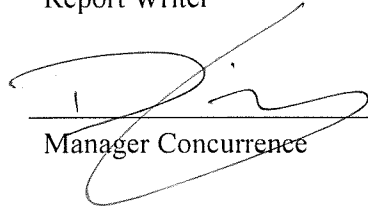
February 23, 2010. As the conditions of approval, as outlined in Schedule No. 1, have been completed, this amendment bylaw may now be considered for adoption.


**RECOMMENDATIONS**

1. That "Regional District of Nanaimo Arrowsmith Benson – Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.05, 2010" be adopted.
2. That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.353, 2010" be adopted.

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

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

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

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

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**Schedule No. 1**  
**Zoning Amendment Application No. PL2009-502**  
**Conditions of Approval**

The applicant is to provide the following documentation prior to the amendment application being considered for 4<sup>th</sup> reading:

Applicant to prepare a section 219 covenant to secure the following conditions. These covenants are to be prepared and registered by the applicant to the satisfaction of the Regional District of Nanaimo prior to consideration of 4<sup>th</sup> reading. Draft covenant document is to be forwarded to the RDN for review prior to registration at Land Title Office, Victoria, BC.

The applicant agrees that all requirements set out in this Development Agreement must be fulfilled prior to final approval of subdivision of any portion of the land.

**Future Community Sewer**

The applicant, at the applicant's expense, is to prepare and register a section 219 covenant requiring that if a community sewer operated by a public utility becomes available, the owners at their expense, will disconnect the private septic service and connect to the community sewer service.

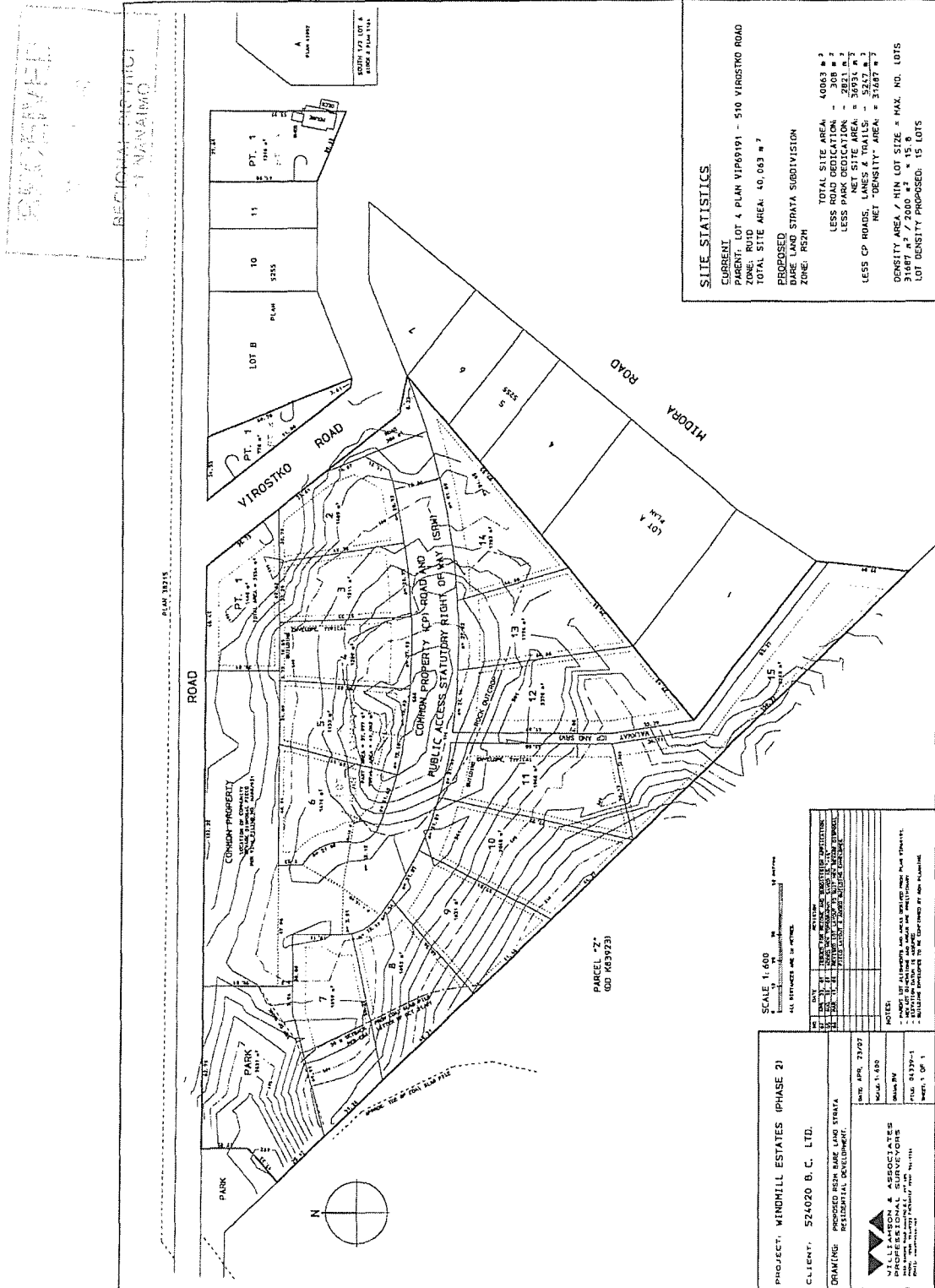
**Proposed Strata Lot 1**

The applicant, at the applicant's expense, is to prepare and register a section 219 covenant restricting that, the portion of Strata Lot 1, as shown on the plan of subdivision as 776 m<sup>2</sup> in size from locating any buildings or structures.

**Geotechnical Report**

The applicant, at the applicant's expense, is to prepare and register a section 219 covenant that registers the geotechnical reports and correspondence entitled Geotechnical Hazard Assessment: Windmill Estates, Extension, BC and dated May 5, 1998 prepared by EBA Engineering; Review of Previous Geotechnical Report – Windmill Estates Phase 2, Remainder of Parcel C, Section 13, Range 2, Cranberry District in Nanaimo, BC, correspondence entitled Geotechnical Setback from Coal Slag Pile – Windmill Estates Phase 2 Remainder of Parcel C, Section 13, Range 2, Cranberry District in Nanaimo, BC and includes a save harmless clause that releases the RDN from all losses and damages as a result of erosion, slippage and/or landslide. This document is to be registered concurrently with the plan of subdivision at Land Title Office, Victoria. Applicant's solicitor is to submit a legal letter undertaking to register this document concurrently with the plan of subdivision.

Schedule No. 2  
 Amendment Bylaws No. 1148.05 & 500.353  
 Proposed Plan of Subdivision



**SITE STATISTICS**

**CURRENT**  
 CURRENT LOT 4 PLAN V1P69191 - 510 VIROSTKO ROAD  
 ZONE: R2Z  
 TOTAL SITE AREA: 40,063 m<sup>2</sup>

**PROPOSED**  
 PARCELS STRATA SUBDIVISION  
 ZONE: R2Z  
 TOTAL SITE AREA: 40062 m<sup>2</sup>  
 LESS COMMON PROPERTY: 2838 m<sup>2</sup>  
 LESS PARK CREATION: 3693 m<sup>2</sup>  
 NET SITE AREA: 5277 m<sup>2</sup>  
 LESS CP ROADS, LANES & TRAILS: 31687 m<sup>2</sup>  
 NET "DENSITY" AREA: 31687 m<sup>2</sup>  
 DENSITY AREA / MIN LOT SIZE \* MAX. NO. LOTS  
 31687 m<sup>2</sup> / 2000 m<sup>2</sup> \* 15.8  
 LOT DENSITY PROPOSED: 15 LOTS

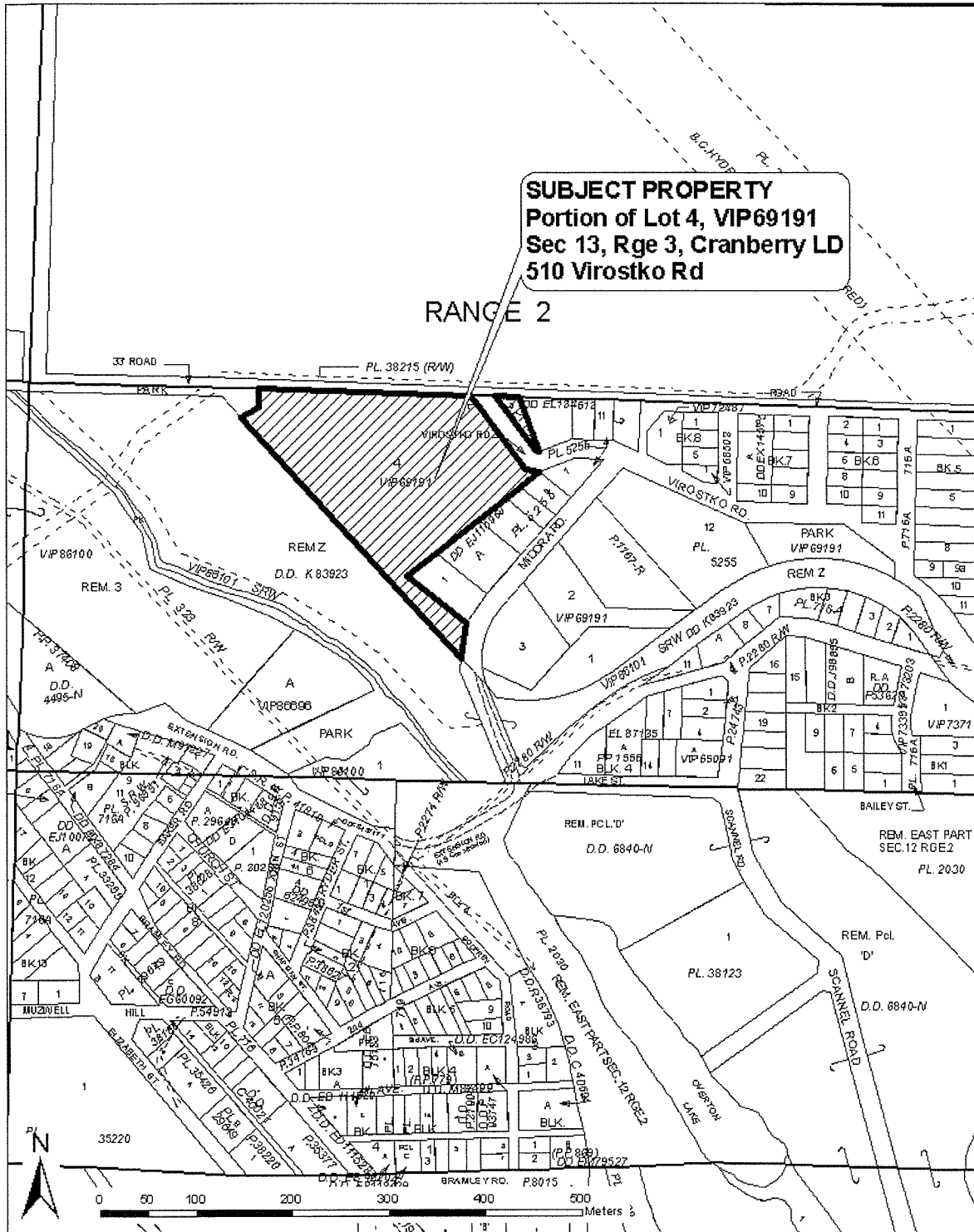
SCALE 1:600  
 ALL DIMENSIONS ARE IN METERS

NOTES:  
 - THIS PLAN IS VALID FOR THE PERIOD OF 12 MONTHS FROM THE DATE OF ISSUANCE.  
 - ANY CHANGES TO THIS PLAN MUST BE APPROVED BY THE SURVEYOR.  
 - THIS PLAN IS VALID FOR THE PERIOD OF 12 MONTHS FROM THE DATE OF ISSUANCE.

PROJECT: WINDMILL ESTATES (PHASE 2)  
 CLIENT: 524020 B. C. LTD.  
 DRAWING: REVISIONS FROM B.C. STRATA  
 DATE: APR. 23/07  
 SCALE: 1:600  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 DATE: 03/20/10  
 SHEET 1 OF 1

WINDMILL ESTATES ASSOCIATIONS  
 PROFESSIONAL SURVEYORS  
 1000 WEST 10TH AVENUE, SUITE 101  
 VANCOUVER, BC V6H 3Y1

Attachment No. 1  
Amendment Bylaws No. 1148.05 & 500.353  
Subject Property Map



**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE  
MEETING HELD ON TUESDAY, JULY 13, 2010, 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:**

M. Pearse	Senior Manager, Corporate Administration
P. Thorkelsson	General Manager, Development Services
D. Lindsay	Manager, Current Planning
N. Hewitt	Recording Secretary

**DELEGATIONS**

**Bernie Walsh, Michele Cloghesy & Vaughan Roberts, re Regional Growth Strategy Amendment to Support OCP Amendment Application No. PL2010-105 -Walbern Ventures - Claudet Road - Area 'E'.**

Ms. Cloghesy provided a visual and verbal overview of OCP Amendment Application No. PL2010-105.

**MINUTES**

MOVED Director Burnett, SECONDED Director Young, that the minutes of the regular Electoral Area Planning Committee meeting held June 8, 2010 be adopted.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Michael & Jan Wilby, re Proposed Schooner Cove Development.**

MOVED Director Stanhope, SECONDED Director Burnett, that the communication from Michael & Jan Wilby be received.

CARRIED

**Nettie & William Kokura, re Proposed Lakes District and Schooner Cove Development.**

MOVED Director Stanhope, SECONDED Director Burnett, that the communication from Nettie & William Kokura be received.

CARRIED



**PLANNING**

***AMENDMENT APPLICATIONS***

**Regional Growth Strategy Amendment to Support OCP Amendment Application No. PL2010-105 - Walbern Ventures - Claudet Road - Area 'E'.**

MOVED Director Young, SECONDED Director Burnett, that the Electoral Area Planning Committee not support consideration of a site specific amendment to the RGS.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that the Electoral Area Planning Committee refer this report and application to amend the Regional Growth Strategy to the Sustainability Select Committee for consideration and recommendation.

CARRIED

MOVED Director Burnett, SECONDED Director Stanhope, that OCP Amendment Application No. PL2010-105 be denied.

CARRIED

**Bylaw No. 500.357 Zoning Amendment Application No. PL2010-011 – Maibach - 2115 South Wellington Road – Area 'A'.**

MOVED Director Burnett, SECONDED Director Young, that the Summary of the Public Information Meeting held on June 28, 2010 be received.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that Application No. PL2010-011 to rezone the subject property from Commercial 4 (CM4) to Industrial I (IN1) be approved subject to the conditions included in Schedule No. 1.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.357, 2010" be given 1<sup>st</sup> and 2<sup>nd</sup> reading.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.357, 2010" be delegated to Director Burnett or his alternate.

CARRIED

**Bylaw No. 500.358 Zoning Amendment Application No. PL2009-006 – Atkey and Polgari - 2800 Kilpatrick Road - Area 'C'.**

MOVED Director Young, SECONDED Director Burnett, that Application No. PL2009-006 to rezone the subject property from Subdivision District 'D' to Subdivision District 'F' be approved subject to the conditions included in Schedule No. 1.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.358, 2010" be given 1<sup>st</sup> and 2<sup>nd</sup> reading.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.358, 2010" be delegated to Director Young or her alternate.

CARRIED

***DEVELOPMENT PERMIT APPLICATIONS***

**Development Permit Application No. PL2010-094 & Request for Frontage Relaxation - Fern Road Consulting Ltd. - 226 Kenmuir Road - Area 'H'.**

MOVED Director Heenan, SECONDED Director Stanhope, that Development Permit Application No. PL2010-094, in conjunction with a two lot subdivision be approved subject to the conditions outlined in Schedule No. 1.

CARRIED

MOVED Director Heenan, SECONDED Director Stanhope, that the request to relax the minimum 10% perimeter frontage requirement for proposed Lot 1 and Lot 2 be approved.

CARRIED

**Development Permit Application No. PL2010-118 & Request for Frontage Relaxation - Fern Road Consulting Ltd. - 6190 & 6208 Island Highway West - Area 'H'.**

MOVED Director Stanhope, SECONDED Director Biggemann, that Development Permit Application No. PL2010-118, in conjunction with a lot line adjustment subdivision be approved subject to the conditions outlined in Schedule No. 1.

CARRIED

MOVED Director Stanhope, SECONDED Director Biggemann, that the request to relax the minimum 10% perimeter frontage requirement for proposed Lot 1 be approved.

CARRIED

***DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS***

**Development Permit with Variances Application No. PL2010-097 - Fern Road Consulting Ltd. - 771 Miller Road - Area 'G'.**

MOVED Director Stanhope, SECONDED Director Burnett, that staff be directed to complete the required notification.

CARRIED

MOVED Director Stanhope, SECONDED Director Burnett, that Development Permit with Variance No. PL2010-097 to permit the construction of an accessory building by varying the maximum accessory building height, be approved subject to the conditions outlined on Schedules No. 1-4.

CARRIED

**Development Permit with Variances Application No. PL2010-099 – Anderson Greenplan Ltd. - Janes Road - Area 'A'.**

MOVED Director Burnett, SECONDED Director Young, that staff be directed to complete the required notification.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that Development Permit with Variances and Site Specific Exemption Application No. PL2010-099 to permit the construction of a dwelling unit with variances to the watercourse, other (exterior) lot line setback, and height be approved subject to the conditions outlined in Schedules No. 1- 3.

CARRIED

***DEVELOPMENT VARIANCE PERMIT APPLICATIONS***

**Development Variance Permit Application No. PL2010-101 - Fern Road Consulting Ltd. – 863 Cavin Road - Area 'G'.**

MOVED Director Stanhope, SECONDED Director Burnett, that staff be directed to complete the required notification.

CARRIED

MOVED Director Stanhope, SECONDED Director Burnett, that Development Variance Permit Application No. PL2010-101 to relax the minimum setback requirement from the front lot line of the future road be approved subject to the conditions outlined in Schedule No. 1.

CARRIED

**Development Variance Permit Application No. PL2010-103 - Mitchell – 1407 Marina Way - Area 'E'.**

MOVED Director Young, SECONDED Director Stanhope, that staff be directed to complete the required notification.

CARRIED

MOVED Director Young, SECONDED Director Stanhope, that Development Variance Permit Application No. PL2010-103, be approved subject to the conditions outlined in Schedules No. 1-3.

CARRIED

**ADJOURNMENT**

MOVED Director Burnett, SECONDED Director Stanhope, 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 13, 2010 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 C. Haime	District of Lantzville
Director E. Mayne	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director J. Ruttan	City of Nanaimo
Director L. McNabb	City of Nanaimo
Alternate	
Director M. Unger	City of Nanaimo
Alternate	
Director F. Pattje	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director L. Sherry	City of Nanaimo

**Also in Attendance:**

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

**CALL TO ORDER**

The Chairperson welcomed Alternate Director Heenan, Unger, and Pattje to the meeting.

**DELEGATIONS**

**Campbell Connor, Coalwatch Comox Valley, re Raven Underground Coal Project.**

Mr. Conner spoke in opposition of the Raven Underground Coal Project and requested Board support for three motions with respect to the project.

## **LATE DELEGATIONS**

MOVED Director Holme, SECONDED Director Johnstone, that three late delegations be permitted to address the Committee.

CARRIED

### **Steve Harris, re Adoption of Building Inspection Bylaw No. 787.13.**

Mr. Harris requested that the adoption of the Building Inspection bylaws be rescinded and be put to a referendum.

### **Arthur Skipsey, re June 22, 2010 Board Meeting.**

Mr. Skipsey spoke in opposition of the Building Inspection bylaws and requested that an advisory committee for the rural people be created.

### **Leanne Salter, re The Democratic Process and Extension of Building Permits & Inspections to Areas 'A', 'C', 'H' & 'F'.**

Ms. Salter requested that the Building Inspection bylaws be rescinded.

## **MINUTES**

MOVED Director Holme, SECONDED Director Johnstone, that the minutes of the regular Committee of the Whole meeting held June 8, 2010 be adopted.

CARRIED

## ***FINANCE AND INFORMATION SERVICES***

### **FINANCE**

#### **Cassidy Waterloo Fire Protection Service - Agreement for Ownership of Highway Signal Equipment & Establishment of Capital Reserve Fund by Bylaw No. 1602.**

MOVED Director Burnett, SECONDED Director Young, that staff be authorized to execute an ownership transfer and maintenance agreement for highway pre-emption signals installed within the Cassidy Waterloo Fire Protection Service Area.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that "Cassidy Waterloo Fire Protection Service Capital Reserve Fund Bylaw No, 1602, 2010" be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that "Cassidy Waterloo Fire Protection Service Capital Reserve Fund Bylaw No. 1602, 2010" be adopted.

CARRIED

**District 69 Fire Protection Services - Mutual Aid Agreement Between the RDN (Bow Horn Bay, Dashwood, Errington, Coombs-Hilliers & Nanoose Bay Fire Protection Services) and Other Service Providers.**

MOVED Director Holme, SECONDED Director McNabb, that the fire services mutual aid agreement between District 69 local government fire departments be approved as presented.

CARRIED

**Local Calling Area in a Portion of Electoral Area 'H'.**

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

CARRIED

**Bylaw No. 1603 - 2011 Permissive Tax Exemption for Alberni Clayoquot Regional District.**

MOVED Director Johnstone, SECONDED Director Mayne, that "Property Tax Exemption (Mt. Arrowsmith Regional Park) Bylaw No. 1603, 2010" be introduced for first three readings.

CARRIED

MOVED Director Johnstone, SECONDED Director Mayne, that "Property Tax Exemption (Mt. Arrowsmith Regional Park) Bylaw No. 1603, 2010" be adopted.

CARRIED

**Final Report on Use of Strategic Communities Investment Funds.**

MOVED Director Holdom, SECONDED Director Westbroek, that the report of the use of the Strategic Community Investment Funds be received.

CARRIED

**Nanoose Fire Protection Service - Support for Sponsored Crown Land Grant Application.**

MOVED Director Holme, SECONDED Director Ruttan, that the Board supports the submission of an application for a sponsored crown grant for fire department purposes over Lot 6, District Lot 130, Plan 27190, Nanoose District.

CARRIED

**Mid Vancouver Island Habitat Enhancement Society - Request for Grant in Aid.**

MOVED Director Young, SECONDED Director Westbroek, that a Grant in Aid in the amount of \$1,500 be approved for the Mid Vancouver Island Habitat Enhancement Society, for assistance in the production of educational materials regarding the importance of the nearshore to our ecosystem.

CARRIED

MOVED Director Young, SECONDED Director Westbroek, that the Grant in Aid be funded from the District 69 portion of Grants in Aid funds.

CARRIED

***DEVELOPMENT SERVICES***

**PLANNING**

**Electoral Area 'A' Draft Official Community Plan - Nanaimo Regional Airport.**

MOVED Director Burnett, SECONDED Director Unger, that the Board support Alternative 1: To remove the airport section and potential Growth Containment Boundary expansion on airport lands from the draft Electoral Area 'A' OCP with the understanding that there are issues surrounding the airport lands that are unresolved and that the OCP may be amended at a later date in response to the outcome of a separate process.

CARRIED

MOVED Director Burnett, SECONDED Director Unger, that the Board forward the consideration of the external process included in Alternative 1 to the 2011 budget deliberations.

CARRIED

MOVED Director Burnett, SECONDED Director Unger, that the Board direct staff to prepare a public consultation plan in preparation for the 2011 budgeting process.

CARRIED

***REGIONAL AND COMMUNITY UTILITIES***

***WASTEWATER***

**Bylaw No. 1577 - Reduction of Sewer Development Cost Charges for Not-for-Profit Rental Housing (Northern Community, Southern Community, Duke Point & Fairwinds Sewer Services).**

MOVED Director Westbrook, SECONDED Director Holdom, that "Regional District of Nanaimo Not-for-Profit-Rental Housing Sewer Development Cost Charge Reduction Bylaw No.1577, 2010" be rescinded at third reading.

CARRIED

MOVED Director Westbrook, SECONDED Director Holdom, that " Not-for-Profit-Rental Housing Sewer Development Cost Charge Reduction Bylaw No.1577, 2010" be amended at second reading to include a 50% reduction in sewer DCCs for not-for-profit rental housing for the Southern Community, Fairwinds (Nanoose) and Duke Point Sewer Service Areas,

CARRIED

MOVED Director Westbrook, SECONDED Director Holdom, that "Regional District of Nanaimo Not-for-Profit-Rental Housing Sewer Development Cost Charge Reduction Bylaw No.1577, 2010" be read a third time, as amended, and forwarded to the Inspector of Municipalities for approval.

CARRIED

**Bylaws No. 813.45 & 889.57 - Amend the Boundaries of the French Creek & Northern Community Sewer Services to Include an Area 'G' Property.**

MOVED Director Westbrook, SECONDED Director Johnstone, that "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.45, 2010" be introduced and read three times.

CARRIED

MOVED Director Westbrook, SECONDED Director Johnstone, that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.57. 2010" be introduced and read three times.

CARRIED

## **WATER**

### **Drinking Water & Watershed Protection Service - Request for Funding by the Mid Vancouver Island Habitat Enhancement Society for Phase 2 of the Lower Englishman River Watershed Study.**

MOVED Director Westbrook, SECONDED Director Mayne, that funding in the amount of \$4,000 to MVIHES for Phase 2 of the "Lower Englishman River Watershed - Groundwater and Surface Water Interaction Study" be approved.

CARRIED

MOVED Director Westbrook, SECONDED Director Mayne, that the funding be provided from the Drinking Water Watershed Protection Volunteer Support budget.

CARRIED

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

### **Arrowsmith Water Service Management Committee.**

MOVED Director Holme, SECONDED Director McNabb, that the minutes of the Arrowsmith Water Service Management Committee meeting held March 22, 2010 be received for information.

CARRIED

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

MOVED Director Rudischer, SECONDED Director Holdom, that the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held May 4, 2010 be received for information.

CARRIED

### **Drinking Water & Watershed Protection Advisory Committee.**

MOVED Director Burnett, SECONDED Director Mayne, that minutes of the Drinking Water Protection Advisory Committee meeting held June 7, 2010 be received for information.

CARRIED

## **BUSINESS ARISING FROM DELGATIONS OR COMMUNICATIONS**

### **Campbell Connor, Coalwatch Comox Valley, re Raven Underground Coal Project.**

MOVED Director Westbrook, SECONDED Director Young, that this issue be referred to the Sustainability Select Committee.

CARRIED

## **BOARD INFORMATION**

### **City of Vancouver – BC Bicycling Development Program.**

Director Burnett requested that staff contact UBCM to request a change to the City of Vancouver's BC Bicycling Development Program resolution to broaden the reference from municipalities to local governments.



**RCMP Contract Renewal.**

Director Westbroek raised the RCMP contract renewal negotiations as an item to be discussed at a future Committee meeting.

**ADJOURNMENT**

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

CARRIED

TIME: 7:56 PM

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CHAIRPERSON



RDN REPORT	
CAO APPROVAL	
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JUL 21 2010	
RHD	
SCABB	✓ July 27/10
DATE:	

**MEMORANDUM**

**TO:** John Finnie, General Manager  
Regional and Community Utilities

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

**SUBJECT:** Bylaw No. 1604 - Establishing a service to undertake a community sewer servicing study for a portion of Electoral Area H

**FILE:** 5280-20-AREA H

**DATE:** July 8, 2010

**PURPOSE**

To establish a service which will contribute funds to a sewer servicing study in Electoral Area H and approve the use of other funds to complete the study.

**BACKGROUND**

In October 2009, the Regional District was asked by several owners of undeveloped land in Bowser to take a lead in exploring opportunities for a community wastewater system. Seven landowners within the Bowser Village Centre are considering developing their lands and realize that to achieve the proposed densities, economies of scale and environmental protection for the village area, a community wastewater system should be considered in lieu of several independent treatment and disposal systems.

Staff have organized and participated in a number of meetings with the landowners to discuss and review the scope of the study and options for funding the cost of the study. Staff have also reviewed the terms of reference for the study with AECOM, consulting engineers. A fee proposal has been obtained from AECOM to undertake a feasibility study to identify community wastewater handling options and costs suitable for these initial seven properties, and with the ability to expand for all properties within the Bowser Village Core. The cost to complete the study is \$40,000. The interested property owners have agreed to contribute \$20,000 to the study and have signed petitions to establish a service for this purpose. Bylaw 1604 establishes a service to undertake the study.

The study will have longer term benefits for planning wastewater treatment in the village core and \$10,000 is recommended to be provided from Community Works Funds designated for Electoral Area H. It was anticipated that the remaining \$10,000 would be provided by a provincial study grant; however, that application was not approved. Staff are therefore recommending that this \$10,000 be provided from the Liquid Waste Management Planning service on a feasibility basis. This approach allows the study to proceed in 2010 with repayment of the funds following either the establishment of a new service to construct a community system or, if no service is established, from future feasibility funds from the electoral area.

**ALTERNATIVES**

1. Approve a sewer servicing feasibility study in the amount of \$40,000 for seven properties in Electoral Area H and establishing a service to collect a contribution of \$20,000 from the property owners; authorize a contribution of \$10,000 from Electoral Area H Community Works Funds; and approve a contribution of \$10,000 from the Liquid Waste Management Planning Service on a feasibility study basis.
2. Provide alternative direction to staff.

### FINANCIAL IMPLICATIONS

Three sources of funds have been identified to undertake a sewer servicing feasibility study for properties in the Bowser Village Centre area. Seven property owners will contribute approximately \$2,860 each for a total of \$20,000, and \$10,000 will be provided from Electoral Area H Community Works Funds. The remaining \$10,000 is suggested to come from the Liquid Waste Management Planning budget on a feasibility basis. This provides a temporary source of funds which will be recovered from either a service established to construct a sewer system or if no service is established, from future Electoral Area feasibility funds.

### SUSTAINABILITY IMPLICATIONS

The Bowser Village Centre Plan reflects goals and objectives based on sustainability principles. New land use designations inside the Village Centre encourage increased densities needed to achieve the Plan's principles and goals. A community wastewater system would support increased densities and minimize the environmental impacts of ground disposal of wastewater. The study will assist in identifying strategies to best implement a solution in this village centre.



### SUMMARY/CONCLUSIONS

Several property owners within the Bowser Village Centre who are considering developing their land have asked the RDN to take a lead in exploring opportunities for a community wastewater disposal system. A feasibility study to review community wastewater options for these properties and the greater village centre area will cost \$40,000 to complete.

Seven property owners in the Bowser Village Centre have agreed to contribute a total of \$20,000 to the cost of the study and Bylaw No. 1604 establishes a service for that purpose. The remaining \$20,000 will come partially from Community Works Funds held for Electoral Area H and partially from the Liquid Waste Management Planning service on a feasibility study basis. Once the results of the study are known, the funds drawn from the Liquid Waste Management service will be repaid either through a new service established to construct the system or through future feasibility funds from the electoral area.

### RECOMMENDATIONS

1. That "Bowser Sewer Study Service Establishing Bylaw No. 1604, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
2. That \$10,000 from the Community Works Funds held for Electoral Area H be applied to the Bowser Centre Sewer Feasibility study.
3. That \$10,000 be provided on a temporary feasibility study basis from the Liquid Waste Management Planning service for the Bowser Centre Sewer study.

  
\_\_\_\_\_  
Report Writer  
\_\_\_\_\_  
General Manager Concurrence  
\_\_\_\_\_  
CAO Concurrence

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1604**

**A BYLAW TO ESTABLISH A SEWER FEASIBILITY STUDY SERVICE  
IN A PORTION OF ELECTORAL AREA 'H'**

WHEREAS under sections 796 and 800 of the *Local Government Act* a regional district may, by bylaw, establish and operate any service the board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish the service of undertaking a sewer feasibility study in the Bowser Village Centre of Electoral Area 'H';

AND WHEREAS a sufficient petition for services has been received, pursuant to section 797.4 (3) of the *Local Government Act*;

AND WHEREAS the Electoral Area 'H' Director has consented, in writing, to the adoption of this bylaw, pursuant to section 801.5 of the *Local Government Act*;

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

1. **Service**

A service is hereby established for the purpose of undertaking a sewer feasibility study in the Bowser Village Centre of Electoral Area 'H'.

2. **Boundaries**

The boundaries of the service area are that portion of Electoral Area 'H' shown outlined in Schedule 'A' of this bylaw.

3. **Participating Area**

Electoral Area 'H' is the only participating area in this service.

4. **Cost Recovery**

In accordance with section 803 of the *Local Government Act*, the annual cost of providing this service shall be recovered by one or more of the following:

- (a) parcel taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (b) revenues raised by other means authorized by the *Local Government Act* or another Act; and
- (c) revenues received by way of agreement, enterprise, gift, grant or otherwise.

5. **Maximum Requisition**

In accordance with section 800.1 (1) (e) of the *Local Government Act*, the maximum amount that may be requisitioned annually in support of this service shall be the greater of:

- (a) twenty thousand dollars (\$20,000.00); or
- (b) the amount obtained by applying a property value tax rate of \$4.05 per \$1,000 to the net taxable value of land and improvements in the service area.

6. **Citation**

This bylaw may be cited for all purposes as the “Bowser Village Centre Sewer Feasibility Study Service Establishment Bylaw No. 1604, 2010”.

Introduced and read three times this 27th day of July, 2010.

Received the approval of the Inspector of Municipalities this \_\_\_ day of \_\_\_\_\_, 2010.

Adopted this \_\_\_ day of \_\_\_\_\_, 2010.

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CHAIRPERSON

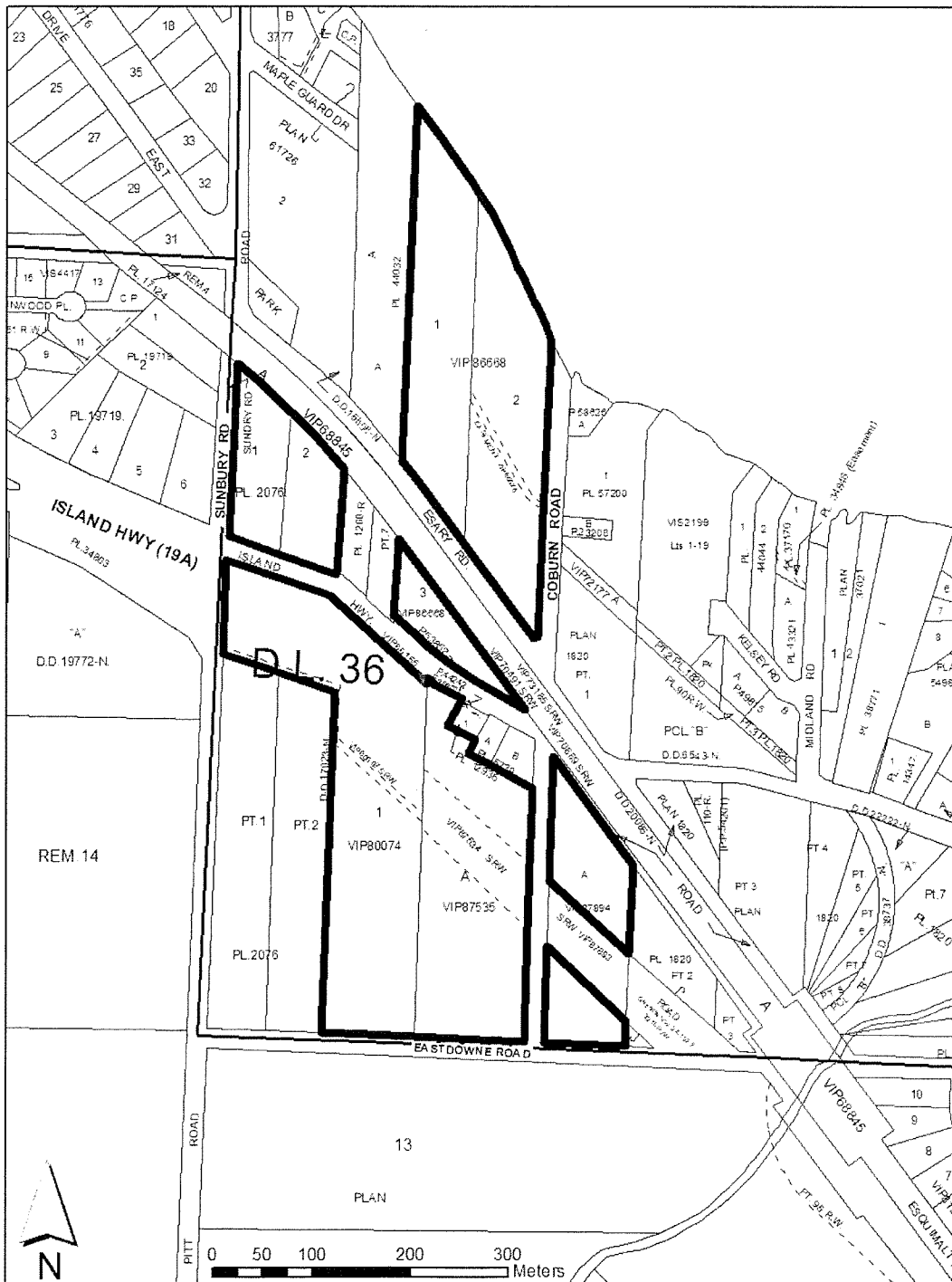
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SR. MGR., CORPORATE ADMINISTRATION

Schedule 'A' to accompany " Bowser Village  
 Centre Sewer Feasibility Study Service  
 Establishment Bylaw No. 1604, 2010".

Chairperson

Sr. Mgr., Corporate Administration





RDN REPORT	
CAO APPROVAL <i>CMV</i>	
EAP	
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JUL 16 2010	
RHD	
BOARD	✓ July 27/10

# MEMORANDUM

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

**DATE:** July 9, 2010

**FROM:** Ellen Hausman  
Wastewater Program Coordinator

**FILE:** 4520-20-58

**SUBJECT:** Bylaw No. 975.53 - Pump & Haul Bylaw Amendment to exclude District Lot 2001, Nanaimo Land District (Electoral Area 'H').

## PURPOSE

To recommend an amendment to the “Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995” to remove a property from the service area.

## BACKGROUND

A request has been received to exclude the following property in Electoral Area H (see page 3) from the “Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995”:

District Lot 2001, Nanaimo Land District  
180 Burne Road, Bowser, Electoral Area H

The original inclusion of the property in the Pump and Haul Local Service Area was adopted on June 8th, 2004. On June 26th, 2010 written notice was provided by the Deep Bay Harbour Authority requesting that the property be removed from the pump and haul local service area. A type 3 (UV filter) septic system has been installed on the property by the Federal Department of Fisheries and Oceans, Small Craft Harbours Division. Therefore the property no longer requires the pump and haul service.

## ALTERNATIVES

1. Approve an amendment to the “Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995” to exclude District Lot 2001, Nanaimo Land District (Electoral Area 'H').
2. Do not approve the amendment.

## FINANCIAL IMPLICATIONS

There are no financial implications. The pump and haul program is a user pay service, in which the participant pays an application fee and an annual user fee.


## SUMMARY/CONCLUSIONS

The Deep Bay Harbour Authority has provided written notice requesting that District Lot 2001, Nanaimo Land District (Electoral Area H) be excluded from the pump and haul local service area as an on-site treatment system has been installed by Federal Department of Fisheries and Oceans, Small Craft Harbours Division.

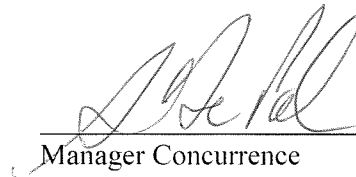
Wastewater Services staff are recommending that the Board approve an amendment to the “Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995”, to exclude District Lot 2001, Nanaimo Land District (Electoral Area ‘H’).

**RECOMMENDATIONS**

1. That the boundaries of the “Regional District of Nanaimo Pump and Haul Local Service Establishment Bylaw No. 975, 1995” be amended to exclude District Lot 2001, Nanaimo Land District (Electoral Area ‘H’)
2. That the “Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.53, 2010” be introduced and read three times.



Report Writer



Manager Concurrence

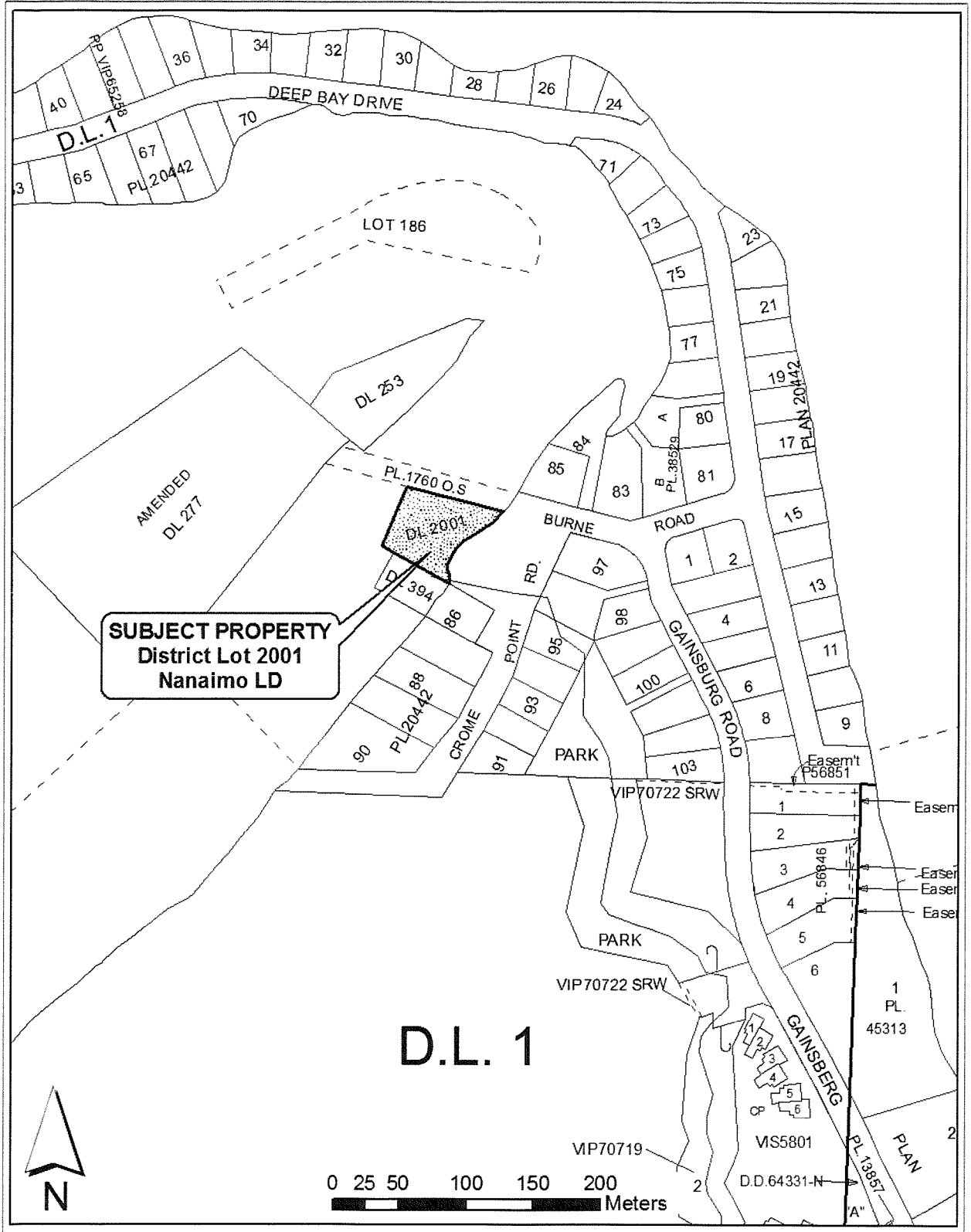


General Manager Concurrence



CAO Concurrence





**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 975.53**

**A BYLAW TO AMEND THE BOUNDARIES OF THE  
PUMP & HAUL SEWER SERVICE**

WHEREAS the Regional District of Nanaimo established a *Pump and Haul Service* pursuant to Bylaw No. 975, cited as “Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995”;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owner (s) to reduce the boundaries of the service area to exclude the land (s) legally described as:

District Lot 2001, Nanaimo Land District

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 802 of the *Local Government Act*;

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

**1. Amendment**

“Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995” is amended by deleting Schedule ‘A’ and replacing it with the Schedule ‘A’ attached to this bylaw.

**2. Citation**

This bylaw may be cited for all purposes as “Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.53, 2010”.

Introduced and read three times this 27th day of July, 2010.

Adopted this 24th day of August, 2010.

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION

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Chairperson

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Sr. Mgr., Corporate Administration

**BYLAW NO. 975.53**

**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 A, Section 31, Plan VIP84225, Gabriola Island, Nanaimo 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 1, District Lot 72, Plan 17681, Nanoose Land District.
2. Lot 17, District Lot 78, Plan 14212, Nanoose Land District.
3. Lot 32, District Lot 68, Plan 26680, Nanoose Land District.
4. Lot 13, Block E, District Lot 38, Plan 13054, Nanoose Land District.
5. Lot 13, District Lot 78, Plan 25828, Nanoose Land District.
6. Lot 58, District Lot 78, Plan 14275, Nanoose Land District.
7. Lot 28, District Lot 78, Plan 15983, Nanoose Land District.
8. Lot 23, District Lot 78, Plan 14212, Nanoose Land District.
9. Lot 23, District Lot 78, Plan 28595, Nanoose Land District.
10. Lot 53, District Lot 78, Plan 14275, Nanoose Land District.
11. 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. Lot 1, District Lot 40, Plan 16121, Newcastle District.
8. 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.

EAP	
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JUL 12 2010	
RHD	
Checked	✓ Jul 27 '10

**MEMORANDUM**

**TO:** John Finnie, General Manager  
Regional and Community Utilities **DATE:** July 12, 2010

**FROM:** Sean De Pol  
Manager of Wastewater Services **FILE:** 5330-20-NPCC-UPGRADE-Plan

**SUBJECT:** Nanoose Bay Pollution Control Centre Upgrade Study – Report

**PURPOSE**

To provide the Board with the Nanoose Bay Pollution Control Centre Upgrade Study for information.

**BACKGROUND**

At the February 26, 2008 Board meeting, the Board supported an Infrastructure Planning Grant Application to the Ministry of Community and Rural Development Infrastructure Planning Grant program for the Nanoose Bay Pollution Control Centre (NBPCC) Upgrade Study. On February 26, 2009, the Ministry approved a \$10,000 grant for this study.

The NBPCC Upgrade Study (Attachment 1) was completed by AECOM, consulting engineers. AECOM reviewed plant performance, population growth, and future development information. Their report provides updated cost estimates for trunk sewers to connect the various service areas to the NBPCC, as well as cost estimates to upgrade the NBPCC to secondary treatment.

The cost estimates from the completed upgrade study will be used to update the NBPCC DCC bylaw and 10 year financial plan. Staff will present this information to the Board in the Fall of 2010.

**FINANCIAL IMPLICATIONS**

The total cost to complete the Nanoose Pollution Control Centre Upgrade Study was \$15,000. The Ministry of Community & Rural Development contributed \$10,000 towards the study and the remaining \$5,000 was paid for through the NBPCC budget.

**SUMMARY/CONCLUSIONS**

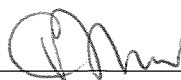
The Nanoose Bay Pollution Control Centre Upgrade Study was recently completed at a cost of \$15,000. The Ministry of Community and Rural Development provided an Infrastructure Planning Grant of \$10,000 towards the completion of this study. The results of this study will be used to update the NBPCC DCC bylaw and 10 year financial plan which will be presented to the Board in the Fall of 2010. At this time, the study report is being provided to the Board for information.

**RECOMMENDATION**

That the Nanoose Bay Pollution Control Centre Upgrade Study be received for information.

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

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

  
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CAO Concurrence

**Regional District of Nanaimo**  
**Nanoose Pollution Control Centre Upgrade Study -**  
**Report**

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Prepared by:

**AECOM Canada Ltd.**

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Project Number:

114501

Date:

March 26, 2010

## Executive Summary

Review of past studies, annual monitoring reports, the Official Community Plan, current population numbers, past and current population projections, cost estimates, and service areas has provided the information summarized below:

- The plant currently operates at approximately 42% of its current design capacity.
- The plant encounters little inflow and infiltration.
- Previous population and sewer connection projections have significantly overestimated actual population growth in the area.
- Observed population growth is approximately 0.3% per year.
- The NPCC currently (2009) has approximately 766 sewer connections, of which 596 are being actively billed including 3 commercial properties. These connections are all from the Fairwinds area.
- The Madrona area will connect to the French Creek Pollution Control Centre. This will reduce the NPCC service area to Beach Comber, Delanice Way, Dophin Drive, Shooner Cove, Garry Oak, Red Gap, and Fairwinds.
- The total cost for trunk sewers to connect these areas to the NPCC is approximately **\$6,500,000**.
- The cost to upgrade the NPCC to secondary treatment and service 1,500 residents (625 properties) is approximately **\$3,500,000**.
- The cost to upgrade the NPCC to secondary treatment and service 3,000 residents (1250 properties) is approximately **\$7,500,000**.
- The cost to increase the capacity to 6,000 residents (2500 properties) and upgrade to secondary treatment as well as to provide sludge thickening and dewatering equipment is approximately **\$11,000,000**.



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# 1. NPCC Performance

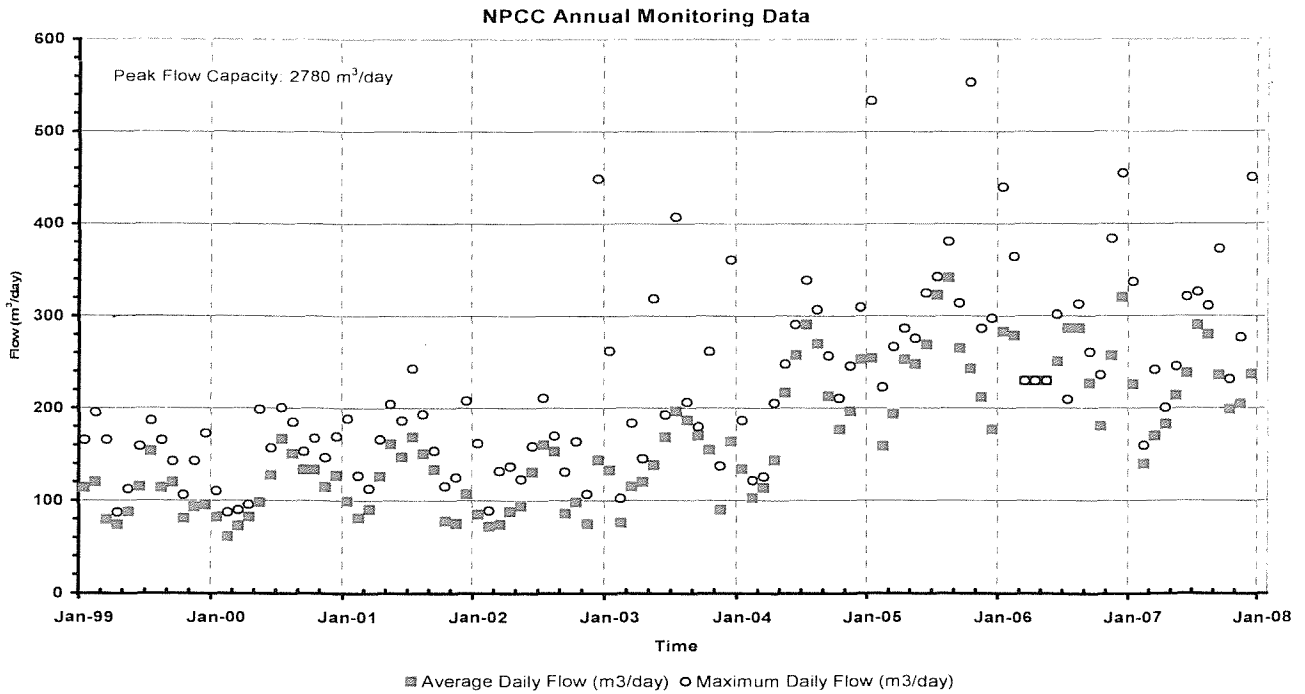
## 1.1 Hydraulic Capacity

The Nanoose Pollution Control Centre (NPCC) was originally designed for a population of 3,000 (1250 properties<sup>1</sup>), an average dry weather flow of 530 m<sup>3</sup>/d, and a peak wet weather flow of 2,780 m<sup>3</sup>/d. During construction only enough pumping capacity was installed to serve a population of 1,500 (625 properties<sup>1</sup>), the existing sedimentation tanks can support primary treatment for a population of 3,000 (1250 properties<sup>1</sup>) with the addition of sludge pumps.

The NPCC currently sees an average flow of approximately 220 m<sup>3</sup>/d and a maximum flow of approximately 450 m<sup>3</sup>/d. It is of particular note that this plant does not encounter peak hourly flows that approach the rated peak flow capacity of 2,780 m<sup>3</sup>/d. The plant currently operates at approximately 42% of its original design capacity.

1. The NPCC catchment collection system is relatively new and is isolated from wet weather flows; minimal I&I.
2. The NPCC average daily flow is currently 220 m<sup>3</sup>/d.
3. The NPCC has an hydraulic capacity of 2,780 m<sup>3</sup>/d.

Flow data from the annual monitoring reports for NPCC has been summarized and plotted in Figure 1 to illustrate the change in flow through the plant since 1999. The average annual flow has increased from 120 m<sup>3</sup>/d to 220 m<sup>3</sup>/d over the past 10 years.



**Figure 1 Summary of Annual Monitoring Reports – Average and Maximum Daily Flows**

The plant was originally designed to handle approximately five times the average dry weather flow in order to accommodate peak hourly flows associated with wet weather events. However the collection system

<sup>1</sup> assume 2.4 residents per property

connected to the NPCC is strictly a sanitary sewer system which is isolated from storm water inflow. Operations staff has confirmed that the collection system is also relatively new and little infiltration through cracks or poor piping joints has been observed.

## 1.2 Population Projections for the Area Serviced by the NPCC

Based on the Nanoose Bay Official Community Plan there are nine areas that form part of the NPCC catchment area. These are Madrona, Beach Comber, Delanice Way, Dolphin Drive, Schooner Cove, Garry Oak, Red Gap, the Department of National Defence, and Fairwinds. Madrona will be serviced by the French Creek Pollution Control Center. Fairwinds is the only neighbourhood currently physically connected to the NPCC. In addition, there are 129 parcels of land at Gary Oak with the potential to connect immediately, for a total of 846 physical sanitary sewer connections to the plant. The remaining areas use private septic fields.

The Schooner Cove condominium complex was connected this summer and has added an estimated 49 residential connections to be serviced by NPCC bringing current active sewer connections to 766, however according to the latest billing information provided by the RDN only 596 connections are being actively billed.

There have been several population projections made in the past and Table 1 summarizes past lot counts, house counts, and latest population projections. Generally, the actual population growth and sewer connections observed have been significantly less than had been projected in the past. The observed population growth is approximately 0.3%.

**Table 1 House Count and Population Projections**

Area	2006 lot count	2009 house count*	2009 Population based on house count**	Projected population based on OCP build out**
Madrona	n/a	n/a	n/a	0 - Connecting to FCPCCC
Beachcomber	n/a	465	1116	1320
Delanice Way	n/a	27	67	84
Dolphin Drive	366	328	788	1174
Schooner Cover	n/a	49***	118	449
Garry Oak	138	129	310	762
Red Gap	165	252-290	504-580	1000-1100
DND	n/a	n/a	40-74	131
Fairwinds	658	623***	1495	5366
<b>TOTALS</b>			<b>~3600</b>	<b>~10400</b>

Notes: \* the current house count is based on recent discussions with RDN staff.

\*\* Populations are based on a factor of 2.4 people per lot applied to the projected OCP build out lots

\*\*\* denotes houses that are physically connected to the NPCC

## 2. Updated Capital Cost Estimates

### 2.1 Trunk Sewer Projects

Original cost estimates for trunk sewers put forward by Dayton & Knight in 1997 included the following trunk sewers:

1. Madrona pump station and trunk connection to Beachcomber pump station;
2. Delanice Way pump station and trunk connection to Madrona trunk connection;
3. Beachcomber pump station and trunk connection to NPCC;
4. Red Gap pump station and trunk connection to NPCC; and
5. Garry Oak pump station (part of Red Gap trunk connection to NPCC).

In the current context Madrona will no longer require sewage treatment from NPCC as a recent referendum was passed to connect Madrona to the French Creek Pollution Control Center.

The following Table 2 summarizes original and updated cost estimates for Delanice Way, Beachcomber, Red Gap, and Garry Oak, based on the technical details outlined in Dayton & Knight 1997 Sewer System Concept Design report on file at the RDN. Update cost estimates are based on the trunk sewer lengths and diameters put forward by Dayton & Knight. Current labour and material costs have been applied to generate the 2009 estimates.

**Table 2 Updated Trunk Sewer Cost Estimates**

Area	1997 Estimates	2009 Estimate
Madrona pump station and trunk connection to Beachcomber pump station	\$778,000	n/a
Delanice Way pump station and trunk connection to Madrona trunk connection	\$338,000	\$659,295
Beachcomber pump station and trunk connection to NPCC (option b)	\$1,401,000	\$2,873,850
Red Gap pump station and trunk connection to NPCC	\$1,234,000	\$2,502,675
Garry Oak pump station (part of Red Gap trunk connection to NPCC)	\$352,000	\$527,546
<b>TOTAL</b>	<b>\$4,103,000</b>	<b>\$6,563,366</b>

Details of the original and revised cost estimates are attached as Appendix A.

### 2.2 Upgrade to Secondary Treatment

In 1996 Dayton & Knight provided the RDN cost estimates to take the NPCC to secondary treatment. Several treatment alternatives were screened and compared on a capital cost basis. The total project cost included 10% contingencies, 15% engineering and project management fees, 8% interim financing, and 6% taxes. The technologies and original cost estimates are summarized in Table 3 using 1996 dollars. The total project cost for conversion to sequencing batch reactors in 1996 was \$2,910,000.

**Table 3 Conceptual Cost Estimates for Various Technologies**

Technology	1996 Cost Estimate (\$)
Oxidation Ditch	\$3,060,000
Sequencing Batch Reactor	\$2,910,000
Trickling Filter/Solids Contact	\$3,220,000
Ecofluid	\$3,890,000
Hydroxyl	\$4,110,000
Solar Aquatics	\$3,560,000
ZenoGem	\$3,710,000

It is important to note that the design basis for the upgrade to secondary treatment put forward in 1996 assumed that the existing primary sedimentation tanks would be converted to SBR basins, and that three additional SBR basins would be required to service an anticipated 6,000 people.

AECOM prepared an independent conceptual level cost estimate to convert the NPCC to secondary treatment using SBR technology based on an ADWF of 530 m<sup>3</sup>/d. This cost estimate is summarized in Table 4 below. AECOM estimates it will cost approximately \$3,500,000 to convert the NPCC to secondary treatment using SBR technology without making allowances for expansion of the plant for additional flow capacity.

**Table 4 Conceptual Cost Estimate – Secondary Upgrade to SBR for more Residents**

Item	Description	AECOM Estimate (\$)		
		1,500 resident	3,000 residents	6,000 residents
1.0	General	\$65,000	\$65,000	\$65,000
2.0	Structural	\$316,000	\$602,000	\$1,024,000
3.0	Process Mechanical	\$1,234,000	\$2,911,000	\$4,190,000
4.0	Building Mechanical	\$85,000	\$85,000	\$85,000
5.0	Electrical	\$250,000	\$350,000	\$500,000
6.0	Instrumentation	\$250,000	\$350,000	\$600,000
	<b>Subtotal</b>	<b>\$2,200,000</b>	<b>\$4,363,000</b>	<b>\$6,464,000</b>
	Engineering (15%)	\$330,000	\$654,450	\$969,600
	Contractor's Overhead and Profit (10%)	\$220,000	\$436,300	\$646,400
	<b>Subtotal</b>	<b>\$2,750,000</b>	<b>\$5,453,750</b>	<b>\$8,080,000</b>
	Contingency Allowance (25%)	\$687,500	\$1,908,813	\$2,828,000
	<b>TOTAL (not including taxes)</b>	<b>\$3,437,500</b>	<b>\$7,362,563</b>	<b>\$10,908,000</b>

The 1996 Dayton and Knight report also recommends SBR in combination with thickening untreated waste biosolids and trucking the thickened biosolids to the FCPCC for treatment and reuse.

AECOM therefore also prepared an independent conceptual level cost estimate to convert the NPCC to secondary treatment using SBR technology and adding sludge thickening and dewatering capabilities based on a population of 3,000 and 6,000. This cost estimate is summarized in Table 4 above. AECOM estimates it will cost approximately \$7,500,000 to treat sewage from 3,000 residents and approximately \$11,000,000 for 6,000 residents by converting the NPCC to secondary treatment using SBR technology. The property is large enough to accommodate the additional infrastructure required for this upgrade.

Detailed cost estimates are attached as Appendix B.

### 3. Conclusions

Based on the review that AECOM has completed of previous information, and updated capital cost estimates, the following can be concluded:

- NPCC is currently running at 42% of full capacity and providing adequate primary treatment.
- An upgrade to secondary treatment for 1,500 residents will cost approximately \$ 3,500,000 using SBR technology.
- An upgrade to secondary treatment for 3,000 residents will cost approximately \$ 7,500,000 using SBR technology.
- An upgrade to secondary treatment for 6,000 residents will cost approximately \$ 11,000,000 based on SBR technology and the inclusion of sludge thickening equipment.
- Trunk sewers to connect the entire catchment area will cost approximately \$ 6,500,000.



RDN REPORT	
CAO APPROVAL <i>(Signature)</i>	
EAP	
COW	
JUL 21, 2010	
RHD	
BOARD	✓ July 27/10

**MEMORANDUM**

**TO:** John Finnie, General Manager  
Regional and Community Utilities

**DATE:** July 20, 2010

**FROM:** Mike Donnelly  
Manager of Water Services

**FILE:** 5500-31-BW-01

**SUBJECT:** Infrastructure Planning Grant Application – Request for Support  
Bowser Waterworks District

**PURPOSE**

To present the Bowser Waterworks District Infrastructure Planning Grant application request for support to the Board.

**BACKGROUND**

The Bowser Waterworks District Board has requested that their staff submit an Infrastructure Planning Grant application to the Ministry of Community & Rural Development for a study to investigate the availability of source water to compliment their future water system balancing reservoir project.

The Ministry of Community & Rural Development Infrastructure Planning Grant application process requires improvement districts such as Bowser Waterworks to receive regional district approval for their grant request prior to submission to the Ministry.

The purpose of the grant request is to support a \$20,000 study to determine the best geographical location for a well to assist with the siting of a future water system balancing reservoir. As stated in the application (Attachment 1), a new well would serve future population growth, reduce the possibility of a single point of failure, and reduce water extraction from the current well inventory. In addition, a future reservoir would provide additional storage for fire protection, increase water pressure for the majority of the system and minimize service disruptions.

**ALTERNATIVES**

1. Support Bowser Waterworks District’s application for a Ministry of Community & Rural Development Infrastructure Planning Grant to investigate the availability of additional source water to compliment a future water system balancing reservoir project.
2. Do not support the application.

**FINANCIAL IMPLICATIONS**

There are no financial implications for the RDN associated with this request.

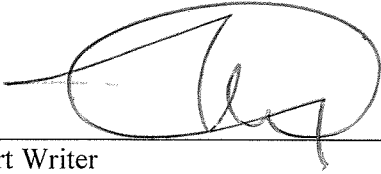


**SUSTAINABILITY IMPLICATIONS**

The proposed study supports the need for improvements for water supply and distribution in the Bowser Waterworks District to prepare for increased population growth as identified in the Official Community Plan. Carrying out the necessary pre-planning for additional water supplies in advance of projected growth pressures ensures issues associated with the long term sustainable supply of water will be identified and addressed.

**RECOMMENDATION**

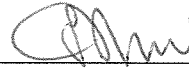
That the Board support The Bowser Waterworks District application for a Ministry of Community & Rural Development Infrastructure Planning Grant to investigate the availability of additional source water to compliment a future water system balancing reservoir project.



Report Writer



General Manager Concurrence



C.A.O. Concurrence



Ministry of  
Community  
Development

INFRASTRUCTURE PLANNING GRANT PROGRAM

APPLICATION FORM

PLEASE READ THE PROGRAM GUIDE before completing this Application Form. A separate Application Form must be completed for each project. Applicants should be aware that information collected is subject to provincial freedom of information legislation.

This Application Form is designed to be filled in electronically using word processing software. If you have any questions, please contact Local Government Infrastructure and Finance at: Phone: (250) 387-4060, Fax: (250) 356-1873 or Email: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)

For Administrative Use Only

### A. Applicant Information

Legal Name of Applicant: Bowser Waterworks District		
Address: PO Box 17		
Town/City: Bowser		Postal Code: V0R 1G0
Phone No: 250 757 8363	Fax No: 250 757 8363	Email Address: <a href="mailto:bowserww@shaw.ca">bowserww@shaw.ca</a>
Primary Contact Name: Ken Carter		
Title of Primary Contact: Administrator		

### B. Project Description

Project Title: Investigation of Availability of Water Source to complement Water System Balancing Reservoir
Brief Project Description (less than 200 words): Goal: Determine the best site for a new groundwater well. In a 2008 Water System Evaluation engineering report it was recommended that a Balancing Reservoir be installed to meet the following goals: "Provide additional emergency storage; Provide storage for fire protection; Increase pressures for the majority of the system; and Minimize disruption of service to users due to repair or maintenance". As Bowser Waterworks has a linear distribution system with source and storage at one end, the value of the redundancy provided by secondary source and storage is clear. Benefits of finding a new groundwater well site include: the ability to serve the increased population as envisioned in the new Bowser OCP, protecting the present system from a "single point of failure", and reducing water extraction from the current wells to equalize the environmental zones of influence. Bowser Waterworks began raising the funds from ratepayers for the \$800,000 Balancing Reservoir in 2009. To maximize the value of the additional reservoir storage, it would be beneficial to site the works in an area where a new groundwater well could be put in to service. Prudent planning ensures capital investments provide maximum benefit to the community and anticipates ongoing requirements.

### C. Project Information

1. What are the main objectives of the project? Find a location for a safe, economical source of groundwater within a predefined set of geographical boundaries, to assist in the siting of a Balancing Reservoir. Site to provide redundancy for efficient operations, distributed source to protect against single-source failure, and increased level of service for majority of District.
2. What is the estimated total cost of the project? \$20,000.00



3. What is the estimated completion date of the project?	
December 31 , 2011	
4. If multiple applications are being submitted, this project is ranked as priority 1 out of 1 applications.	
5. The project will be completed by:	
<input type="checkbox"/> Local government staff <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Other (please specify):	
6. a) Will the project enhance environmental protection? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
b) If yes, describe: By providing a new source geographically separated from current groundwater wells, extraction will be balanced to reduce the aquifer stress in the current location.	
7. a) Will the project improve public health and safety? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
b) If yes, describe: The project will provide potable water piped to mid-system to alleviate the concern of single main failure causing loss of water to entire District, and be available for Fire Protection demand.	
8. a) Does the project support any community sustainability goals? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
b) If yes, describe:	
9. a) Does the project support the development or implementation of any long-term plans? e.g. Regional Growth Strategy, Liquid Waste Management Plan <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
b) If yes, describe: The Official Bowser Community Plan calls for an increase in population from 684 currently to 1875 at completion, which could at full density achieve a population of 3645 (See Figure 4.1.5). The current water source is inadequate to meet this increase. Even after we achieved a 32% reduction in Average Daily Demand in 2009 through our conservation pricing initiative (See "2008 Water System Evaluation Report Review"), a tripling of the population will require the addition of new water sources.	
10. a) Does the project use any innovative technologies or approaches? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
b) If yes, describe:	
11. a) Will the project be developed in partnership with any organizations? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
b) If yes, list the partners and describe their role in this project:	
12. a) Has/will this project receive any funding or in-kind contributions from a third party? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
b) If yes, list the parties and describe the contributions:	
13. a) Will there be any public consultation and/or participation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
b) If yes, describe:	
14. a) What is the population of the community? 684	
b) What is the estimated population that will be served by this project? 1875	



15. This application should be submitted with any supporting documentation that may help with the assessment process (e.g. terms of reference, consultant's proposal, letters of support). If applicable, please list the supporting documentation that will be submitted with the application.

McElhanney 2008 Water System Evaluation engineering study

McElhanney follow-up April 2010 Water System Evaluation Report Review

McElhanney report detailing a cost / benefit analysis of different storage and pumping strategies

Referenced sections from the Bowser Centre Village Plan

Water System Map

Board Resolution

Please email the completed Application Form and any supporting documentation to: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)

Hardcopies can be mailed to: Ministry of Community Development  
Infrastructure and Finance Division  
PO Box 9838 Stn Prov Govt  
Victoria BC V8W 9T1

**To complete the application process you must sign and mail the Certification Form to the address above.** By signing the Certification Form you are certifying that the information contained in this application is to the best of your knowledge correct and complete. Applications are not eligible for assessment until the Certification Form is received by the Ministry of Community Services. The Certification Form can be downloaded from [http://www.cd.gov.bc.ca/lgd/infra/infrastructure\\_grants/infrastructure\\_planning\\_grant.htm](http://www.cd.gov.bc.ca/lgd/infra/infrastructure_grants/infrastructure_planning_grant.htm)