

REGIONAL DISTRICT OF NANAIMO

**REGULAR BOARD MEETING
TUESDAY, JANUARY 25, 2011
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

1. CALL TO ORDER

2. DELEGATIONS

3. BOARD MINUTES

9 - 23 Minutes of the inaugural Board meeting held December 14, 2010 and the Special Board meeting held January 11, 2011.

4. BUSINESS ARISING FROM THE MINUTES

5. COMMUNICATIONS/CORRESPONDENCE

6. UNFINISHED BUSINESS

BYLAWS

Public Hearing & Third Reading.

For Adoption.

Bylaws No. 500.359, 500.360, 500.361 and 500.362 - Electoral Area 'G' Official Community Plan Implementation. (Electoral Area Directors except EA 'B' – One Vote)

- 1. That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.359, 2010" be adopted.*
- 2. That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.360, 2010" be adopted.*
- 3. That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.361, 2010" be adopted.*

4. *That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.362, 2010” be adopted.*

These bylaws implement changes to the Electoral Area ‘G’ Official Community Plan.

Bylaw No. 500.366 – BC Housing – 280 Lions Way – Area ‘H’. (Electoral Area Directors except EA ‘B’ – One Vote)

That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.366, 2010” be adopted.

This bylaw rezones a portion of the Area ‘H’ subject property from Public 1 (PU 1) to Comprehensive Development (CD41) to permit the development of 10 additional housing units at the Qualicum Seniors’ Development.

Bylaw No. 1385.08. (All Directors – One Vote)

That “Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.08, 2010” be adopted.

This bylaw expands cost recovery options for the Bow Horn Bay Fire Protection Service.

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

7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

From the Special Electoral Area Planning Committee meeting held November 23, 2010.

AMENDMENT APPLICATIONS

Development Permit Application No. 2010-214 to Support Zoning Amendment Application No. 2010-084 – BC Housing – 280 Lions Way – Area ‘H’. (Electoral Area Directors except EA ‘B’ – One Vote)

That Application No. PL2010-214 for a development permit in relation to the proposed rezoning for the subject property be approved subject to the conditions included in Schedule No. 2.

24 - 26

Minutes of the Electoral Area Planning Committee meeting held January 11, 2011. (for information)

PLANNING

AMENDMENT APPLICATIONS

OCP Amendment to Support Zoning Amendment Application No. PL2009-778 – Addison - 2610 Myles Lake Road - Area ‘C’. (Electoral Area Directors except EA ‘B’ – One Vote)

1. *That "Regional District of Nanaimo Arrowsmith Benson – Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.07, 2011" be introduced and read two times.*
2. *That the public hearing on "Regional District of Nanaimo Arrowsmith Benson – Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.07, 2011" be delegated to the Chair or his alternate.*

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. PL2010-210 – Longridge & Pearson – 3800 Horne Lake Caves Road – Area ‘H’. (Electoral Area Directors except EA ‘B’ – One Vote)

That Development Permit Application No. PL2010-210, to permit the excavation and re-vegetation of a portion of the subject property within 15 meters of the natural boundary of Horne Lake, be approved subject to the conditions outlined in Schedules No. 1-2.

Development Permit Application No. PL2010-220 – Walman – 3844 Horne Lake Caves Road – Area ‘H’. (Electoral Area Directors except EA ‘B’ – One Vote)

That Development Permit Application No. PL2010-220, to permit additions to an existing cabin, and the construction of an accessory building, be approved subject to the conditions outlined in Schedules No. 1-5.

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variance Application No. PL2010-228 – Couverdon Real Estate – Pratt Road – Area ‘F’. (Electoral Area Directors except EA ‘B’ – One Vote)

Delegations wishing to speak to Development Permit with Variance Application No. PL2010-228. (maximum speaking time 5 minutes)

That Development Permit with Variance No. PL2010-228 be approved subject to the conditions outlined in Schedules No. 1-2.

OTHER

Development Permit Application No. PL2010-237 and Associated Request for Frontage Relaxation & Park Land Dedication – Island West Consulting Inc. – 2560/2570 South Forks Road – Area ‘C’. (Electoral Area Directors except EA ‘B’ – One Vote)

1. *That Development Permit Application No. PL2010-237, in conjunction with the 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 Lots A and the Remainder of Lot 2 be approved.*
3. *That the offer to dedicate park land in the amount and location as shown on Schedule No. 2 be accepted.*

Bylaw No. 1621 – Proposed New Board of Variance Bylaw. (Electoral Area Directors except EA ‘B’ – One Vote; Electoral Area Directors except EA ‘B’ – 2/3)

1. *That "Regional District of Nanaimo Board of Variance Bylaw No. 1621, 2011" be introduced and read three times.*
2. *That "Regional District of Nanaimo Board of Variance Bylaw No. 1621, 2011" be adopted.*

7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

27 - 31 Minutes of the Committee of the Whole meeting held January 11, 2011. (for information)

COMMUNICATIONS/CORRESPONDENCE

Elena Andrade, re Petition to Support Urban Agriculture. (All Directors – One Vote)

That the petition to support urban agriculture be received.

Laurie Gourlay, Mid Island Sustainability & Stewardship Initiative, re Proposed Mid Island Biosphere Reserve, RDN Water Resources Report and Area ‘A’ OCP. (All Directors – One Vote)

That the correspondence from Laurie Gourlay of Mid Island Sustainability and Stewardship Initiative be received.

FINANCE AND INFORMATION SERVICES

FINANCE

Bylaws No. 861.03 and 1059.04 – Amend Cost Apportionment Provisions for the Northern and Southern Community Recreation Services. (All Directors – One Vote)

1. *That "Northern Community Recreation Service Amendment Bylaw No. 861.03, 2011" be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.*
2. *That "Southern Community Recreation Service Amendment Bylaw No. 1059.04, 2011" be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.*

Proposed Cell Tower on Greater Nanaimo Wastewater Treatment Plant Lands. (All Directors – Weighted Vote; All Directors – One Vote)

1. *That staff be authorized to conclude an agreement with Telus to locate a cell tower at 4600 Hammond Bay Rd. as outlined in this report subject to the results of the public consultation process.*
2. *That Telus be advised that the Board agrees that Telus may include descriptions and illustrations of the monopole and monopine tower options in its public consultation materials in order to seek feedback on the preferred option.*

DEVELOPMENT SERVICES

BUILDING & BYLAW

District of Lantzville Service Agreements – 2011/2012. (All Directors – Weighted Vote)

1. *That the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Administrative Services beginning January 1, 2011 and ending December 31, 2012, be approved.*
2. *That the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Animal Control beginning January 1, 2011 and ending December 31, 2012, be approved.*
3. *That the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Building Inspection beginning January 1, 2011 and ending December 31, 2012, be approved.*
4. *That the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Emergency Planning beginning January 1, 2011 and ending December 31, 2012, be approved.*

5. *That the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Bylaw Enforcement beginning January 1, 2011 and ending December 31, 2012, be approved.*

PLANNING

Ministerial Approval of Official Community Plans and Regulatory Bylaws. (All Directors – One Vote)

That the Regional District of Nanaimo declines participation in the trial project to waive the requirement for ministerial approval of Official Community Plans and land use regulation bylaws.

RECREATION AND PARKS SERVICES

PARKS

Area ‘H’ Community Parks - Lighthouse Community Centre Lease Agreement. (All Directors – Weighted Vote)

That the Lease agreement between the Lighthouse Community Centre Society and the Regional District of Nanaimo for the property legally described as Lot 1, District Lot 32, Newcastle District, Plan 42674 for a ten year term be approved.

REGIONAL AND COMMUNITY UTILITIES

WATER

Drinking Water & Watershed Protection – Watershed Snapshot Report 2010. (All Directors – One Vote)

That the Board receive the Watershed Snapshot Report 2010 and direct staff to make the report available for public information and comment.

COMMISSION, ADVISORY & SELECT COMMITTEE

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

1. *That the minutes of the District 69 Recreation Commission meeting held December 16, 2010 be received for information.*
2. *That the following recommendation be forwarded to the Board for consideration at the 2011 budget deliberations:*

That the Board support increasing the service funding to the Arrowsmith Community Enhancement Society from \$28,000 to a maximum of \$44,000.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Laurie Gourlay, Mid Island Sustainability & Stewardship Initiative, re Proposed Mid Island Biosphere Reserve, RDN Water Resources Report and Area ‘A’ OCP. (All Directors – One Vote)

That the correspondence from Laurie Gourlay of Mid Island Sustainability & Stewardship Initiative, be referred back to staff for a response.

Nanaimo & Area Land Trust, re Request for Renewed Annual Funding. (All Directors – One Vote)

That the request for renewed annual funding from Nanaimo & Area Land Trust be referred to the Special Committee of the Whole Committee on January 18, 2011.

NEW BUSINESS

Draft Policy for Water Sustainability Act. (All Directors – One Vote)

That staff review the draft policy proposal on the Water Sustainability Act and provide the Province with comments to include supporting the proposal if appropriate.

7.3 EXECUTIVE STANDING COMMITTEE

7.4 COMMISSIONS

7.5 SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS

Fire Services Advisory Committee. (All Directors – One Vote)

32 - 34 Minutes of the Fire Services Advisory Committee meeting held January 13, 2011. (for information)

35 - 84 **Sustainability Select Committee.** (All Directors – One Vote)

Minutes of the Sustainability Select Committee meeting held January 19, 2011. (for information)

- 1. That “Regional Growth Strategy Bylaw No. 1309.01, 2011” be introduced and read two times.*
- 2. That the public hearing on “Regional Growth Strategy Bylaw No. 1309.01, 2011” be delegated to Director Stanhope or his alternate*
- 3. That staff be directed to proceed with the actions included in the report “Regional Growth Strategy Review – December 2010 Update” and that a*

Board seminar be arranged to review the concerns with the Draft RGS identified by RDN members that require further discussion.

4. That the attached Wood First Policy for RDN Facilities be approved.

8. ADMINISTRATOR'S REPORTS

- 85 - 99 Bylaws No. 1616, 1617, 1618 – To Secure Borrowing to Construct a New Firehall for the Nanoose Bay Fire Protection Service. (All Directors – One Vote; All Directors – 2/3; All Directors – Weighted Vote)
- 100 - 103 Bylaws No. 1622 and 1623 - Release Funds from the Northern and Southern Community Wastewater Development Cost Charge Reserve Funds. (Parksville, Qualicum Beach, EAs 'E', 'F' 'G' & 'H' – Weighted Vote; Parksville, Qualicum Beach, EAs 'E', 'F' 'G' & 'H' – 2/3 Weighted Vote; Nanaimo, Lantzville, EA 'C' – Weighted Vote; Nanaimo, Lantzville, EA 'C' – 2/3 Weighted Vote)
- 104 - 107 Bylaw No. 1624 – 2011 Parcel Tax Rolls Bylaw. (All Directors – Weighted Vote; All Directors – 2/3 Weighted; All Directors – One Vote)
- 108 - 127 Affordable Housing Action Plan. (All Directors – One Vote)

9. ADDENDUM

10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

11. NEW BUSINESS

12. BOARD INFORMATION (Separate enclosure on blue paper)

13. ADJOURNMENT

14. IN CAMERA

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

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE INAUGURAL MEETING OF THE BOARD
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, DECEMBER 14, 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
Director D. Bartram	Electoral Area H
Alternate	
Director C. Burger	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director J. Ruttan	City of Nanaimo
Alternate	
Director F. Pattje	City of Nanaimo
Director L. Sherry	City of Nanaimo
Alternate	
Director M. Unger	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

CALL TO ORDER

The Chief Administrative Officer called the meeting to order and welcomed Alternate Directors Burger, Unger and Pattje to the meeting.

Notification from the City of Nanaimo, City of Parksville, Town of Qualicum Beach and the District of Lantzville advising of their Council appointments to the Board for the year 2011 were confirmed.

ELECTION OF BOARD CHAIRPERSON

The Chief Administrative Officer called for nominations for the position of Chairperson for the year 2011.

Director Holme nominated Director Stanhope.

There being no further nominations, the Chief Administrative Officer declared Director Stanhope Chairperson for 2011.

ELECTION OF DEPUTY CHAIRPERSON

The Chief Administrative Officer called for nominations for the position of Deputy Chairperson for the year 2011.

Director Holdom nominated Director McNabb.

There being no further nominations, the Chief Administrative Officer declared Director McNabb Deputy Chairperson for the year 2011.

ELECTION OF ALTERNATE DEPUTY CHAIRPERSON

The Chief Administrative Officer called for nominations for the position of Alternate Deputy Chairperson for the year 2011.

Director Ruttan nominated Director Holdom.

There being no further nominations, the Chief Administrative Officer declared Director Holdom Alternate Deputy Chairperson for the year 2011.

BOARD MINUTES

MOVED Director Unger, SECONDED Director Johnstone, that minutes of the regular Board meeting held November 23, 2010 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Donna Allen, School District 68, re Request for Sidewalks, Electronic & Marked Crosswalks and Streetlighting in Cedar.

MOVED Director Burnett, SECONDED Director Ruttan, that the correspondence from Donna Allen, School District 68 be received.

CARRIED

Gregory Phelps, Comox Valley Regional District, re CVRD Regional Growth Strategy.

MOVED Director Burnett, SECONDED Director Ruttan, that the correspondence from Gregory Phelps, Comox Valley Regional District be received.

CARRIED

UNFINISHED BUSINESS

BYLAWS

For Adoption.

Bylaw No. 813.46

MOVED Director Westbroek, SECONDED Director Bartram, that "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.46, 2010" be adopted.

CARRIED

Bylaw No. 889.58

MOVED Director Westbroek, SECONDED Director Burger, that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.58, 2010" be adopted.

CARRIED

Bylaw No. 1062.03

MOVED Director Westbroek, SECONDED Director Bartram, that "French Creek Village Streetlighting Service Boundary Amendment Bylaw No. 1062.03, 2010" be adopted.

CARRIED

Bylaw No. 1385.07

MOVED Director Bartram, SECONDED Director Burger, that "Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.07, 2010" be adopted.

CARRIED

Bylaw No. 1004.05

MOVED Director Burnett, SECONDED Director Johnstone, that "Duke Point Sewer Service Amendment Bylaw No. 1004.05, 2010" be adopted.

CARRIED

Bylaw No. 1445.04

MOVED Director Burnett, SECONDED Director Johnstone, that "Cedar Sewer Service Amendment Bylaw No. 1445.04, 2010" be adopted.

CARRIED

Bylaw No. 1521.01

MOVED Director Burnett, SECONDED Director Johnstone, that "Cedar Sewer Small Residential Properties Capital Financing Service Amendment Bylaw No. 1521.01, 2010" be adopted.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS

ELECTORAL AREA PLANNING STANDING COMMITTEE

MOVED Director Bartram, SECONDED Director Young, that minutes of the Special Electoral Area Planning Committee meeting held November 23, 2010 be received for information.

CARRIED

AMENDMENT APPLICATIONS

Bylaw No. 500.365 to Support Zoning Amendment Application No. 2010-179 – Atkinson – 2913 Jameson Road – Area ‘C’.

MOVED Director Young, SECONDED Director Bartram, that Zoning Amendment Application No. PL2010-179 to rezone the subject property from Subdivision District 'D' to Subdivision District 'F' be approved excluding the conditions set out in Schedule No. 1.

CARRIED

MOVED Director Young, SECONDED Director Bartram, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.365, 2010" be introduced and read two times.

CARRIED

MOVED Director Young, SECONDED Director Bartram, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.365, 2010" be delegated to Director Young or her alternate.

CARRIED

Director Stanhope asked staff what the implications were of removing the requirement for a covenant. The CAO responded that staff would prepare a report providing clarification on the impacts of requiring covenants on amendments to protect groundwater services.

Bylaw No. 500.366 to Support Zoning Amendment Application No. 2010-084 & Development Permit Application No. 2010-214 – BC Housing – 280 Lions Way – Area ‘H’

MOVED Director Bartram, SECONDED Director Holme, that the summary of the public information meeting held on November 18, 2010 be received.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that Application No. PL2010-084 to rezone a portion of the subject property from Public 1(PU 1) to Comprehensive Development (CD41) be approved subject to the conditions in Schedule No. 1.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.366, 2010" be introduced and read two times.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.366, 2010" be delegated to Director Bartram or his alternate.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variances Application No. 2010-125 – Summit Signs – 587 Alberni Highway – Area ‘G’.

MOVED Director Bartram, SECONDED Director Holme, that Development Permit with Variances Application No. PL2010-125 to permit the construction of a freestanding sign be denied.

CARRIED

OTHER

Bylaw No. 1432.01 – Amends the Development Approval Procedures & Notification Bylaw.

MOVED Director Bartram, SECONDED Director Holme, that “Regional District of Nanaimo Development Approval Procedures and Notification Amendment Bylaw No. 1432.01, 2010” be introduced and read three times.

CARRIED

COMMISSIONS

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Burger, that the minutes of the District 69 Recreation Commission meeting held November 18, 2010 be received for information.

CARRIED

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

MOVED Director Burnett, SECONDED Director Young, that the minutes of the Electoral Area ‘A’ Parks, Recreation and Culture Commission meeting held November 17, 2010 be received for information.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the Cedar Community Hall Association funding request be referred back to staff for clarification on the concerns raised by the Commission.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the Cedar Scouts Grant-In-Aid application for camping equipment in the amount of \$1,625 be approved.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that Commissioner Rangno’s resignation be received.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that staff investigate the development of either a certificate or letter of appreciation for retiring Electoral Area ‘A’ Parks, Recreation and Culture Commission members

CARRIED

SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS

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

MOVED Director Young, SECONDED Director Burnett, that the minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held November 8, 2010 be received for information.

CARRIED

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

MOVED Director Rudischer, SECONDED Director Bartram, that the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held October 7, 2010 be received for information.

CARRIED

Drinking Water Watershed Protection Advisory Committee.

MOVED Director Bartram, SECONDED Director Holdom, that the minutes of the Drinking Water Watershed Protection Advisory Committee meeting held September 21, 2010 and November 23, 2010 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Holdom, that the Drinking Water Watershed Protection Advisory Committee terms of reference be amended to include a representative from the Ministry of Transportation and Infrastructure.

CARRIED

Regional Liquid Waste Advisory Committee.

MOVED Director Holme, SECONDED Director Ruttan, that the minutes of the Regional Liquid Waste Advisory Committee meeting held October 7, 2010 be received for information.

CARRIED

Sustainability Select Committee.

MOVED Director Bartram, SECONDED Director Kipp, that the minutes of the Sustainability Select Committee meeting held November 17, 2010 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Kipp, that the correspondence regarding the Green Building Leaders Program be endorsed by the Board, signed by the Board Chair, and forwarded to the Green Building Leaders program coordinator for delivery to the Province.

CARRIED

MOVED Director Bartram, SECONDED Director Kipp, that the letter also be forwarded to the AVICC and UBCM.

CARRIED

ADMINISTRATOR'S REPORTS

Municipal Finance Authority.

MOVED Director Sherry, SECONDED Director Holme, that this report be received for information.

CARRIED

2010 Departmental Accomplishments & Activities.

MOVED Director Holdom, SECONDED Director Bartram, that the Board receive the summary of activities and departmental accomplishments for the Regional District of Nanaimo for 2010.

CARRIED

2011 Meeting Schedule.

MOVED Director Holdom, SECONDED Director Burger, that the 2011 meeting schedule be received for information.

CARRIED

Bylaws No. 1612, 1613 & 1614 – Establishes Reserve Funds for Nanaimo River Fire Protection Service, Fairwinds Streetlighting Service and Morningstar Streetlighting Service.

MOVED Director Westbroek, SECONDED Director Holme, that "Nanaimo River Fire Protection Service Capital Reserve Fund Establishment Bylaw No. 1612, 2010" be introduced and read three times.

CARRIED

MOVED Director Westbroek, SECONDED Director Holme, that "Nanaimo River Fire Protection Service Capital Reserve Fund Establishment Bylaw No. 1612, 2010" be adopted.

CARRIED

MOVED Director Westbroek, SECONDED Director Holme, that "Fairwinds Streetlighting Local Service Area Reserve Fund Establishment Bylaw No. 1613, 2010" be introduced and read three times.

CARRIED

MOVED Director Westbroek, SECONDED Director Holme, that "Fairwinds Streetlighting Local Service Area Reserve Fund Establishment Bylaw No. 1613, 2010" be adopted.

CARRIED

MOVED Director Westbroek, SECONDED Director Holme, that "Morningstar Streetlighting Local Service Area Reserve Fund Establishment Bylaw No. 1614, 2010" be introduced and read three times.

CARRIED

MOVED Director Westbroek, SECONDED Director Holme, that "Morningstar Streetlighting Local Service Area Reserve Fund Establishment Bylaw No. 1614, 2010" be adopted.

CARRIED

Bylaw 1385.08 – Expands Cost Recovery Options for the Bow Horn Bay Fire Protection Service.

MOVED Director Bartram, SECONDED Director Young, that "Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.08, 2011" be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

Bylaw No. 500.364 to Support Zoning Amendment Application No. 2010-031 – Peter Mason Land Surveying – 1120 Keith Road – Area 'H'.

MOVED Director Bartram, SECONDED Director Young, that Zoning Amendment Application No. PL2010-031 to rezone the subject from Subdivision District 'B' to Subdivision District 'CC' be approved.

CARRIED

MOVED Director Bartram, SECONDED Director Young, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.364, 2010" be introduced and read two times.

CARRIED

MOVED Director Bartram, SECONDED Director Young, that the public hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.364, 2010" be delegated to Director Bartram or his alternate.

CARRIED

District 68 Animal Control Service – Renewal of Agreement with Coastal Animal Control Services of BC Ltd.

MOVED Director Burnett, SECONDED Director Johnstone, that the contract for Animal Control Services in District 68 with Coastal Animal Control Services of BC Limited commencing January 1, 2011 and ending December 31, 2013 be approved.

CARRIED

Whiskey Creek Water Service – Approval of Agreements to Acquire System and Adoption of Bylaws No. 1605 & 1606.

MOVED Director Biggemann, SECONDED Director Holme, that the Land and Waterworks/Utility Transfer Agreement between the Whiskey Creek Water District and the Regional District of Nanaimo be approved.

CARRIED

MOVED Director Biggemann, SECONDED Director Holme, that the Contract of Sale of Goods (Absolute) between the Whiskey Creek Water District and the Regional District of Nanaimo be approved.

CARRIED

MOVED Director Biggemann, SECONDED Director Holme, that the Assignment of Water Licenses Agreement between the Whiskey Creek Water District and the Regional District of Nanaimo be approved.

CARRIED

MOVED Director Biggemann, SECONDED Director Holme, that the Transfer of Charge Agreement between the Whiskey Creek Water District and the Regional District of Nanaimo be approved.

CARRIED

MOVED Director Biggemann, SECONDED Director Holme, that the "Whiskey Creek Water Services Establishment Bylaw No. 1605, 2010" be adopted.

CARRIED

MOVED Director Biggemann, SECONDED Director Holme, that the "Whiskey Creek Water Services Loan Authorization Bylaw No. 1606, 2010" be adopted.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Donna Allen, School District 68, re Request for Sidewalks, Electronic & Marked Crosswalks and Streetlighting in Cedar.

MOVED Director Burnett, SECONDED Director Young, that this issue be referred back to staff to arrange and facilitate a meeting with School District 68, MOTI and North Cedar Improvement District.

CARRIED

NEW BUSINESS

Chairperson Stanhope advised the Board that the Municipal Finance Authority would be available to make a presentation to the Board if desired.

Wood First Act.

MOVED Director Holme, SECONDED Director Johnstone, that staff prepare a report with recommendations regarding the development of a “Wood First” policy.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 7:40 PM

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SPECIAL BOARD
MEETING HELD ON TUESDAY, JANUARY 11, 2011 AT 7:51 PM
IN THE RDN BOARD CHAMBERS**

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director G. Rudischer	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director L. Sherry	City of Nanaimo
Director M. Unger	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

ELECTION OF DEPUTY CHAIRPERSON

The Chairperson called for nominations for the position of Deputy Chairperson for the year 2011.

Director Ruttan nominated Director Holdom.

There being no further nominations, the Chairperson declared Director Holdom Deputy Chairperson for the year 2011.

COMMUNICATIONS/CORRESPONDENCE

Lynn Kitchen, City of Parksville, re Appointment to the District 69 Recreation Commission.

MOVED Director Holme, SECONDED Director Johnstone, that the correspondence from Lynn Kitchen from the City of Parksville, appointing Councillor Teresa Patterson to the District 69 Recreation Commission be received.

CARRIED

Lynn Kitchen, City of Parksville, re Appointment to the Arrowsmith Water Service Management Committee.

MOVED Director Holme, SECONDED Director Johnstone, that the correspondence from Lynn Kitchen from the City of Parksville, appointing Councillor Marc Lefebvre to the Arrowsmith Water Service Management Committee be received.

CARRIED

Fred Manson, City of Parksville, re 2011 Council Appointments.

MOVED Director Holme, SECONDED Director Johnstone, that the correspondence from Fred Manson from the City of Parksville be received.

CARRIED

Joan Harrison, City of Nanaimo, re Appointment of 2011 Regional District of Nanaimo Director.

MOVED Director Holme, SECONDED Director Johnstone, that the correspondence from Joan Harrison from the City of Nanaimo be received.

CARRIED

Fred Manson, City of Parksville, re Appointment of 2011 Regional District of Nanaimo Director.

MOVED Director Holme, SECONDED Director Johnstone, that the correspondence from Fred Manson from the City of Parksville be received.

CARRIED

Lynn Kitchen, City of Parksville, re Appointment of 2011 Regional District of Nanaimo Director.

MOVED Director Holme, SECONDED Director Johnstone, that the correspondence from Lynn Kitchen from the City of Parksville be received.

CARRIED

BYLAWS

Public Hearing & Third Reading.

Report of the Public Hearing held December 6, 2010 on Bylaws No. 500.359, 500.360, 500.361 and 500.362 - Electoral Area 'G' Official Community Plan Implementation.

MOVED Director Bartram, SECONDED Director Holme, that the summary of the Open Houses held November 1, 2 and 3, 2010 be received.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the report of the Public Hearing held December 6, 2010 on Bylaws No. 500.359, 500.360, 500.361 and 500.362 be received.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.359, 2010” be read a third time, as amended, and forwarded to the Ministry of Transportation and Infrastructure for approval.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.360, 2010” be read a third time, as amended, and forwarded to the Ministry of Transportation and Infrastructure for approval.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.361, 2010” be read a third time and forwarded to the Ministry of Transportation and Infrastructure for approval.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.362, 2010” be read a third time, as amended, and forwarded to the Ministry of Transportation and Infrastructure for approval.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that staff be directed to work with the affected resort commercial property owners who came forward at the Public Hearing to address their concerns and introduce an amendment to Bylaw No. 500 to consider a new Resort Commercial zoning designation which is consistent with the Electoral Area 'G' Official Community Plan and supports a sustainable local tourism industry.

CARRIED

Report of the Public Hearing held January 6, 2011 on Bylaw No. 500.366 – BC Housing – 280 Lions Way – Area ‘H’.

MOVED Director Bartram, SECONDED Director Holme, that the report of the Public Hearing held January 6, 2011 on “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No 500.366, 2010” be received.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.366, 2010” be read a third time.

CARRIED

For Adoption.

Bylaw No. 1432.01.

MOVED Director Bartram, SECONDED Director Holme, that “Regional District of Nanaimo Development Approval Procedures and Notification Amendment Bylaw No. 1432.01, 2010” be adopted.

CARRIED

SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS

Electoral Area ‘G’ Parks and Open Space Advisory Committee.

MOVED Director Holme, SECONDED Director Bartram, that the minutes of the Electoral Area ‘G’ Parks and Open Space Advisory Committee meeting held November 15, 2010 be received for information.

CARRIED

Arrowsmith Water Service Management Committee.

MOVED Director Lefebvre, SECONDED Director Bartram, that the minutes of the Arrowsmith Water Service Management Committee meeting held December 9, 2010 be received for information.

CARRIED

Selection Committee.

Grants In Aid Committee.

MOVED Director Bartram, SECONDED Director Johnstone, that the terms of reference for the Grants In Aid Committee be amended to increase the membership from 3 public members to 4 public members.

CARRIED

Regional Parks & Trails Advisory Committee.

MOVED Director Bartram, SECONDED Director Holme, that Craig Young be appointed to the Regional Parks & Trails Advisory Committee for a term ending December 31, 2012.

CARRIED

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

MOVED Director Bartram, SECONDED Director Holme, that Kerri-Lynne Wilson and Shannon Wilson be appointed to the Electoral Area ‘A’ Parks, Recreation and Culture Commission for terms ending December 31, 2012.

CARRIED

Electoral Area ‘B’ Parks & Open Space Advisory Committee.

MOVED Director Bartram, SECONDED Director Holme, that Catherine Williams be appointed to the Electoral Area ‘B’ Parks & Open Space Advisory Committee for a term ending December 31, 2012.

CARRIED

East Wellington/Pleasant Valley Parks & Open Space Advisory Committee.

MOVED Director Bartram, SECONDED Director Holme, that Doug Cawthorne be appointed to the East Wellington/Pleasant Valley Parks & Open Space Advisory Committee for a term ending December 31, 2012.

CARRIED

Nanoose Bay Parks & Open Space Advisory Committee.

MOVED Director Bartram, SECONDED Director Holme, that Gabrielle Carlidge, Randy Orr and Glenn Thornton be appointed to the Nanoose Bay Parks & Open Space Advisory Committee the terms ending December 31, 2012.

CARRIED

Electoral Area 'F' Parks & Open Space Advisory Committee.

MOVED Director Bartram, SECONDED Director Holme, that Lela Perkins and Barbara Smith be appointed to the Electoral Area 'F' Parks & Open Space Advisory Committee for terms ending December 31, 2011.

CARRIED

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

MOVED Director Bartram, SECONDED Director Holme, that Robert Coath and Jacqueline Thomson be appointed to the Electoral Area 'G' Parks & Open Space Advisory Committee for terms ending December 31, 2012.

CARRIED

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

MOVED Director Bartram, SECONDED Director Holme, that Barry Ellis, Maggie Little, and Valerie Weismiller be appointed to the Electoral Area 'H' Parks & Open Space Advisory Committee for terms ending December 31, 2012.

CARRIED

Grants In Aid Committee.

MOVED Director Bartram, SECONDED Director Holme, that Patty Biro, Bruce Erickson, Cheryl Knapp and Frank Van Eynde be appointed to the Grants In Aid Committee for terms ending December 31, 2011.

CARRIED

Agricultural Advisory Committee.

MOVED Director Bartram, SECONDED Director Holme, that Joanne McLeod be appointed as the Agriculture Organization member, Keith Reid as the Shellfish Aquaculture Organization member for terms ending December 31, 2012 and that Andrew Brown and Richard Thompson be appointed as the General Public (North) member, Albert Benson, as the General Public (South) member for terms ending December 31, 2011.

CARRIED

Drinking Water Watershed Protection Advisory Committee.

MOVED Director Bartram, SECONDED Director Holme, that Faye Smith be appointed as the Environment Community member, Gordon Buckingham as the General Public (North) member and Gilles Wendling as the General Public (South) member for terms ending December 31, 2012.

CARRIED

Board of Variance.

MOVED Director Bartram, SECONDED Director Holme, that Frank Van Eynde be appointed to the Board of Variance for a term ending December 31, 2013.

CARRIED

ADMINISTRATOR'S REPORTS

Board Appointments to Standing, Select and Advisory Committees.

MOVED Director Bartram, SECONDED Director Westbrook, that the appointments to the 2011 Regional District of Nanaimo Select Committees be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that the recommendations for appointments to the 2011 Regional District of Nanaimo Standing Committees be endorsed.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that the recommendations for appointments to the 2011 Regional District of Nanaimo Scheduled Standing Committees, Advisory Committees and Commissions be endorsed as follows:

Arrowsmith Water Service Management Committee – J. Stanhope, G. Holme, Alternate.

Central South RAC for Island Coastal Economic Trust – J. Stanhope, G. Holme.

Deep Bay Harbour Authority – D. Bartram.

Island Corridor Foundation – B. Holdom, J. Stanhope, Alternate.

Mount Arrowsmith Biosphere Foundation – L. Biggemann.

Municipal Finance Authority – J. Stanhope, G. Holme, Alternate.

Municipal Insurance Association (MIA) – D. Johnstone.

North Island 911 Corporation – J. Stanhope, M. Lefebvre, Alternate.

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

Te'Mexw Treaty Negotiations Committee – C. Haime, G. Holme, Alternate.

Vancouver Island Regional Library Board – G. Holme, G. Rudischer, Alternate.

CARRIED

ADJOURNMENT

MOVED Director Holme, SECONDED Director Westbrook, that pursuant to Sections 90(1) (g) of the Community Charter the Board proceed to an In Camera Committee meeting to consider items related to legal issues.

TIME: 8:00 PM

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE
MEETING HELD ON TUESDAY, JANUARY 11, 2011 AT 6:30 PM
IN THE RDN BOARD CHAMBERS**

Present:

Director D. Bartram	Chairperson
Director J. Burnett	Electoral Area A
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director J. Stanhope	Electoral Area G

Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearse	Sr. Mgr., Corporate Administration
P. Thorkelsson	Gen. Mgr., Development Services
D. Lindsay	Manager of Current Planning
N. Hewitt	Recording Secretary

DELEGATIONS

Linda Addison, re OCP Amendment to Support Zoning Amendment Application No. PL2009-778 - Addison - 2610 Myles Lake Road - Area 'C'.

Ms. Addison spoke in support of their application.

Ross Peterson, Arrowsmith Parks and Land-Use Council, re Concerns with the Proposed Fairwinds Lakes District Neighbourhood Plan.

Mr. Peterson voiced his concerns with respect to the proposed Fairwinds Lakes District Neighbourhood Plan.

J. Lettic, Nanoose Property Owners & Residents Association, re Area 'E' OCP Amendment Procedures & Public Consultation Process.

Mr. Lettic spoke in opposition of the Area 'E' OCP Amendment procedures and public consultation process.

MINUTES

MOVED Director Stanhope, SECONDED Director Burnett, that the minutes of the regular Electoral Area Planning Committee meeting held November 9, 2010, as amended, and the Special Electoral Area Planning Committee meeting held November 23, 2010 be adopted.

CARRIED

PLANNING

AMENDMENT APPLICATIONS

OCP Amendment to Support Zoning Amendment Application No. PL2009-778 – Addison - 2610 Myles Lake Road - Area 'C'.

MOVED Director Young, SECONDED Director Burnett, that "Regional District of Nanaimo Arrowsmith Benson – Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.07, 2011" be introduced and read two times.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that "Regional District of Nanaimo Arrowsmith Benson – Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.07, 2011" be delegated to the Chair or his alternate.

CARRIED

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. PL2010-210 – Longridge & Pearson – 3800 Horne Lake Caves Road – Area 'H'.

MOVED Director Stanhope, SECONDED Director Holme, that Development Permit Application No PL2010-210, to permit the excavation and re-vegetation of a portion of the subject property within 15 metres of the natural boundary of Horne Lake, be approved subject to the conditions outlined in Schedules No. 1-2.

CARRIED

Development Permit Application No. PL2010-213 – Fern Road Consulting – 6209 Island Highway West – Area 'H'.

The application was pulled from the agenda.

Development Permit Application No. PL2010-220 – Walman – 3844 Horne Lake Caves Road – Area 'H'.

MOVED Director Stanhope, SECONDED Director Burnett, that Development Permit Application No. PL2010-220, to permit additions to an existing cabin, and the construction of an accessory building, be approved subject to the conditions outlined in Schedules No. 1-5.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variance Application No. PL2010-228 – Couverdon Real Estate – Pratt Road – Area 'F'.

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

CARRIED

MOVED Director Biggemann, SECONDED Director Young, that Development Permit with Variance No. PL2010-228 be approved subject to the conditions outlined in Schedules No. 1 – 2.

CARRIED

OTHER

Development Permit Application No. PL2010-237 and Associated Request for Frontage Relaxation & Park Land Dedication – Island West Consulting Inc. – 2560/2570 South Forks Road – Area ‘C’.

MOVED Director Young, SECONDED Director Burnett, that Development Permit Application No. PL2010-237, in conjunction with the two lot subdivision be approved subject to the conditions outlined in Schedule No. 1.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that the request to relax the minimum 10% perimeter frontage requirement for proposed Lots A and the Remainder of Lot 2 be approved.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that the offer to dedicate park land in the amount and location as shown on Schedule No. 2 be accepted.

CARRIED

Bylaw No. 1621 – Proposed New Board of Variance Bylaw.

MOVED Director Stanhope, SECONDED Director Holme, that "Regional District of Nanaimo Board of Variance Bylaw No. 1621, 2011" be introduced and read three times.

CARRIED

MOVED Director Stanhope, SECONDED Director Holme, that "Regional District of Nanaimo Board of Variance Bylaw No. 1621, 2011" be adopted.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 7:10 PM

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, JANUARY 11, 2011 AT 7:13 PM
IN THE RDN BOARD CHAMBERS**

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director G. Rudischer	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director L. Sherry	City of Nanaimo
Director M. Unger	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 asked for a minute of silence to mark the passing of Deputy Chairperson Larry McNabb. Director McNabb was well-respected as a Director and worked on the Board for 26 years.

The Chairperson welcomed newly appointed Director Lefebvre and Director Unger to the Board.

DELEGATIONS

Gail Adrienne, Nanaimo & Area Land Trust, re 2010 Annual Report and Request for Renewed Annual Funding.

Mr. Tanasichuk provided a visual/verbal presentation on the 2010 Annual Report for Nanaimo & Area Land Trust and requested funding for 2011.

MINUTES

MOVED Director Bartram, SECONDED Director Johnstone, that the minutes of the regular Committee of the Whole meeting held November 9, 2010 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Elena Andrade, re Petition to Support Urban Agriculture.

MOVED Director Holdom, SECONDED Director Burnett, that the petition to support urban agriculture be received.

CARRIED

Laurie Gourlay, Mid Island Sustainability & Stewardship Initiative, re Proposed Mid Island Biosphere Reserve, RDN Water Resources Report and Area 'A' OCP.

MOVED Director Holdom, SECONDED Director Burnett, that the correspondence from Laurie Gourlay of Mid Island Sustainability and Stewardship Initiative be received.

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

Bylaws No. 861.03 and 1059.04 – Amend Cost Apportionment Provisions for the Northern and Southern Community Recreation Services.

MOVED Director Westbroek, SECONDED Director Bartram, that "Southern Community Recreation Service Amendment Bylaw No. 1059.04, 2011" be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Westbroek, SECONDED Director Bartram, that "Northern Community Recreation Service Amendment Bylaw No. 861.03, 2011" be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

Proposed Cell Tower on Greater Nanaimo Wastewater Treatment Plant Lands.

MOVED Director Westbroek, SECONDED Director Kipp, that staff be authorized to conclude an agreement with Telus to locate a cell tower at 4600 Hammond Bay Rd. as outlined in this report subject to the results of the public consultation process.

CARRIED

MOVED Director Westbrook, SECONDED Director Kipp, that Telus be advised that the Board agrees that Telus may include descriptions and illustrations of the monopole and monopine tower options in its public consultation materials in order to seek feedback on the preferred option.

CARRIED

DEVELOPMENT SERVICES

BUILDING & BYLAW

District of Lantzville Service Agreements – 2011/2012.

MOVED Director Haime, SECONDED Director Bartram, that the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Administrative Services beginning January 1, 2011 and ending December 31, 2012, be approved.

CARRIED

MOVED Director Haime, SECONDED Director Bartram, that the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Animal Control beginning January 1, 2011 and ending December 31, 2012, be approved.

CARRIED

MOVED Director Haime, SECONDED Director Bartram, that the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Building Inspection beginning January 1, 2011 and ending December 31, 2012, be approved.

CARRIED

MOVED Director Haime, SECONDED Director Bartram, that the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Emergency Planning beginning January 1, 2011 and ending December 31, 2012, be approved.

CARRIED

MOVED Director Haime, SECONDED Director Bartram, that the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Bylaw Enforcement beginning January 1, 2011 and ending December 31, 2012, be approved.

CARRIED

PLANNING

Ministerial Approval of Official Community Plans and Regulatory Bylaws.

MOVED Director Holdom, SECONDED Director Ruttan, that the Regional District of Nanaimo declines participation in the trial project to waive the requirement for ministerial approval of Official Community Plans and land use regulation bylaws.

CARRIED

RECREATION AND PARKS SERVICES

PARKS

Area 'H' Community Parks - Lighthouse Community Centre Lease Agreement.

MOVED Director Bartram, SECONDED Director Rudischer, that the Lease agreement between the Lighthouse Community Centre Society and the Regional District of Nanaimo for the property legally described as: Lot 1, District Lot 32, Newcastle District, Plan 42674 for a ten year term be approved.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WATER

Drinking Water & Watershed Protection – Watershed Snapshot Report 2010.

MOVED Director Bartram, SECONDED Director Westbrook, that the Board receive the Watershed Snapshot Report 2010 and direct staff to make the report available for public information and comment.

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 December 16, 2010 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that the the following recommendation be forwarded to the Board for consideration at the 2011 budget deliberations:

That the the Board support increasing the service funding to the Arrowsmith Community Enhancement Society from \$28,000 to a maximum of \$44,000.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Laurie Gourlay, Mid Island Sustainability & Stewardship Initiative, re Proposed Mid Island Biosphere Reserve, RDN Water Resources Report and Area 'A' OCP.

MOVED Director Burnett, SECONDED Director Holme, that the correspondence from Laurie Gourlay of Mid Island Sustainability & Stewardship Initiative, be referred back to staff for a response.

CARRIED

Nanaimo & Area Land Trust, re Request for Renewed Annual Funding.

MOVED Director Holdom, SECONDED Director Kipp, that the request for renewed annual funding from Nanaimo & Area Land Trust be referred to the Special Committee of the Whole Committee on January 18, 2011.

CARRIED

NEW BUSINESS

Draft Policy for Water Sustainability Act.

MOVED Director Bartram, SECONDED Director Young, that staff review the draft policy proposal on the Water Sustainability Act and provide the Province with comments to include supporting the proposal if appropriate.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 7:50 PM

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE FIRE SERVICES ADVISORY COMMITTEE
MEETING HELD ON THURSDAY, JANUARY 13, 2010, AT 7:00 PM
IN THE RDN COMMITTEE ROOM**

Present:

Director G.Holme	Chairperson
Director M. Young	Electoral Area C
Director J.Stanhope	Electoral Area G
Director D. Bartram	Electoral Area H
Bill Grose	Trustee, Extension Volunteer Fire Department
Kevin Young	Fire Chief, Extension Volunteer Fire Department
Will Geselbracht	Chairperson, Nanoose Bay Volunteer Fire Department
Doug Penny	Fire Chief, Nanoose Bay Volunteer Fire Department
Patti Whittaker	Chairperson, Errington Volunteer Fire Department
Ken Armour	Deputy Fire Chief, Errington Fire Department
David Neden	Vice Chairperson, Coombs Hilliers Fire Department
Richard Reedel	Fire Chief, Coombs Hilliers Fire Department
Don Alberg	Chairperson, Dashwood Volunteer Fire Department
Nick Acciavatti	Fire Chief, Dashwood Volunteer Fire Department
Rodney Luck	Chairperson, Bow Horn Bay Volunteer Fire Department
Steve Anderosov	Fire Chief, Bow Horn Bay Volunteer Fire Department

Also in Attendance:

C. Mason	Chief Administrative Officer
N. Avery	General Manager, Finance & Information Services
T. Armet	Manager, Building, Bylaw Enforcement & Emergency Planning

Absent:

Lou Biggemann	Electoral Area F
---------------	------------------

CALL TO ORDER

The Chairperson welcomed all of the attendees to the inaugural meeting of the Fire Services Advisory Committee.

REPORTS

Terms of Reference

N.Avery introduced the terms of reference highlighting the purpose of the committee as a forum for discussion, collaboration and advice on fire department related issues. Decisions of the committee would be by consensus, but where applicable, votes would be taken. Regional District staff are responsible for preparing minutes and agendas and soliciting topics from the committee members in advance of each meeting.

Committee members were asked whether there were any deletions or additions recommended to the terms of reference. No further recommendations were made and the terms of reference were deemed approved.

UBCM – First Responder Consumables

Correspondence from Al Richmond, Electoral Area Representative to the Union of BC Municipalities (UBCM) received through Director D. Bartram identifying the schedule of supplies which the BC Ambulance Service has committed to re-supplying or reimbursing to departments. Information had been received by Director Richmond indicating some departments had been experiencing an inconsistent approach on this matter with the Ambulance Service.

Members of the Committee provided brief comments, indicating that they had no concerns at this time and that this topic was also under consideration through the Fire Chiefs Association.

Director Bartram advised the Committee that the UBCM one of the most significant provincial forums through which local governments discuss concerns with the Province and encouraged the members to bring any other similar items to the Fire Services Advisory Committee for discussion and if applicable, forwarding to the UBCM.

Out of Boundary Authorizations

N.Avery described a growing emphasis by Provincial agencies and departments such as PEP , requiring local government fire departments to have documented resolutions regarding their authority to respond out of boundary for assistance on fire fighting, road rescue, first responder and similar assistance activities. In 2010 the Regional Board provided authorizations for out of boundary fire fighting on Vancouver Island (for Errington, SPU equipment was authorized within the Province) and for river rescue for the Extension Volunteer Fire Department. Most recently it appears that road rescue authorizations are required for the Extension Volunteer fire Department and the Coombs Hilliers Fire Department.

N.Avery requested that departments review their out of boundary rescue activities and provide information back regarding boundaries to be established. N.Avery would follow up by obtaining Regional Board resolutions which would be provided to the 911 dispatch centres and which, if required will be provided to any Provincial agency which requests evidence of the authority to respond out of boundary.

A number of committee members provided anecdotes regarding out of boundary requests and the challenges of identifying locations (ie. victims calling 911 do not know where they are).

2011 Vehicle Purchases

N.Avery initiated a discussion regarding a committee of fire department members reviewing truck specifications with an eye to creating a base template for future vehicle purchases. There was considerable discussion with concerns expressed regarding the differences each department faces in its territory and that a template may not respond sufficiently to those needs.

After further discussion the topic was generally left with staff to consider reviewing recent specifications and developing a summary which the committee or a sub-committee could review at a later date.

ROUNDTABLE

Fire hall building projects

Rodney Luck, Chairperson, Bow Horn Bay Fire Department asked several questions regarding the use of reserve funds for new fire hall buildings, expressing concern that the RDN is pursuing design approaches that will incur costs which could be avoided by using designs already available in the market, such as pre-engineered buildings. Additionally, Bow Horn Bay is concerned that attention is focused on seismically upgrading the main fire hall which may be inaccessible as a result of two bridges flanking the location of the hall. The Society wishes to work on a fire hall at Spider Lake to improve response to that area.

N.Avery responded by explaining that in 2010, funds from the building reserves on hand for Bow Horn Bay, Coombs Hilliers and Dashwood were intended to assist in developing a baseline design – however, there was no consensus achieved on the approach and no work was undertaken in 2010. N.Avery further responded that the intent of a common design approach was in part to reduce design costs and coordinate aspects of the Regional District's Green Building Policy which is focused on highly energy efficient buildings. Responding specifically to Bow Horn Bay's suggestion that attention be given to a Spider Lake fire hall, N.Avery responded that if a base design could be achieved, that it could be applied equally to a Spider Lake location.

R.Luck reiterated the Bow Horn Bay Fire Department's concerns with costs and the reason for design work.

No consensus was reached at this time and given that this is the first committee meeting, the topic of fire hall design approaches was set aside for further discussion with individual departments.

ADJOURNMENT

The Chair thanked all in attendance, stating that the elected Regional Board members regard highly the time, effort and commitment of the volunteer fire department members and expressed the hope that this Committee will be a useful forum for open and frank discussions regarding fire department operations in the Regional District of Nanaimo.

MOVED Director Bartram, SECONDED Director Stanhope, that this meeting terminate.
CARRIED

TIME: 8:30 PM

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SUSTAINABILITY SELECT COMMITTEE
MEETING HELD ON WEDNESDAY, JANUARY 19, 2011
IN THE RDN COMMITTEE ROOM**

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director M. Young	Electoral Area C
Director D. Bartram	Electoral Area H
Director J. Kipp	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director M. Lefebvre	City of Parksville

Also in Attendance:

Carol Mason	Chief Administrative Officer
Paul Thorkelsson	General Manager of Development Services
Paul Thompson	Manager of Long Range Planning
Chris Midgley	Manager, Energy & Sustainability
Ting Pan	Sustainability Coordinator
Karen Sanders	Recording Secretary

CALL TO ORDER

The meeting was called to order at 2:04 pm by the Chair.

DELAGATIONS

Linda and Chuck Addison provided further information to gain support for the OCP and RGS amendments.

MINUTES

MOVED Director Bartram, SECONDED Director Burnett that the minutes of the Sustainability Select Committee meeting held on November 17, 2010, be adopted.

CARRIED

REPORTS

OCP Amendment to Support Zoning Amendment Application No. P12009-778 - Addison

MOVED Director Bartram, SECONDED Director Holdom that the application be tabled until after the OCP amendment receives 3rd reading.

CARRIED

MOVED Director Bartram, SECONDED Director Holdom that the motion be withdrawn.

CARRIED

MOVED Director Young, SECONDED Director Kipp that “Regional Growth Strategy Bylaw No. 1309.01, 2011” be introduced and read two times.

CARRIED

MOVED Director Young, SECONDED Director Kipp that the public hearing on “Regional Growth Strategy Bylaw No. 1309.01, 2011” be delegated to Director Stanhope or his alternate.

CARRIED

Minutes of the Intergovernmental Advisory Committee

MOVED Director Holdom, SECONDED Director Kipp that the minutes of the Intergovernmental Advisory Committee be received.

CARRIED

Regional Growth Strategy Review

MOVED Director Bartram, SECONDED Director Kipp that the report “Regional Growth Strategy Review – December 2010 Update’ be received.

CARRIED

MOVED Director Bartram, SECONDED Director Kipp that staff be directed to proceed with the actions included in the report “Regional Growth Strategy Review – December 2010 Update” and that a Board seminar be arranged to review the concerns with the Draft RGS identified by RDN members that require further discussion.

CARRIED

Wood First Policy

MOVED Director Holdom, SECONDED Director Kipp, that the attached Wood First Policy for RDN Facilities be approved.

CARRIED

MOVED Director Kipp, SECONDED Director Holdom, that this meeting be adjourned.

CARRIED

Time: 4:04 pm

CHAIRPERSON



CAO APPROVAL	
EAP	
COW	
RHD	
BOARD	
Sustainability Jan 19 11	

MEMORANDUM

TO: Paul Thorkelsson
General Manager of Development Services

DATE: January 6, 2011

FROM: Paul Thompson
Manager of Long Range Planning

FILE: PL2009-778 AA

SUBJECT: **Regional Growth Strategy Amendment and Arrowsmith Benson – Cranberry Bright Official Community Plan Amendment
OCP & Zoning Amendment Application PL2009-778 AA
2610 Myles Lake Road
Electoral Area ‘C’**

PURPOSE

To consider an application to amend the Regional Growth Strategy (RGS) in conjunction with an amendment to the Arrowsmith Benson – Cranberry Bright Official Community Plan (OCP) to re-designate the subject property from the Resource designation to the Rural designation to permit rezoning and subsequent subdivision of four lots.

BACKGROUND

An amendment application was received in 2006 by the Planning Department for a property located on 2610 Myles Lake Road in Area ‘C’ (*property map included as Attachment 1*). The application was made to amend the OCP and zoning bylaw to allow for the subdivision of the subject property into four lots with a minimum parcel size of 2 ha (*proposed subdivision included as Attachment 2*). Currently, the subject property is designated for a minimum parcel size of 50 ha in the OCP and is zoned for a 50 ha minimum parcel size in Bylaw 500. The proposal is to change the OCP designation from Resource to Rural and then amend the zoning bylaw from Rural 6V to Rural 6D.

Following the adoption of the Arrowsmith Benson – Cranberry Bright OCP in 1999, an implementation bylaw was adopted to rezone to 50 ha all properties within Area ‘C’ that were in the Forest Land Reserve (FLR). The adoption of the current RGS in 2003 does not allow for a change to the OCP or zoning bylaw without first amending the RGS. Policy 3A of the RGS requires that the minimum parcel size on lands designated as Resource Lands and Open Space or Rural Residential not be reduced below the minimum parcel size in place at the date of adoption of the RGS.

For the OCP and zoning amendment to proceed, the RGS must be amended to acknowledge that the property is exempted from Policy 3A. The RGS designation must also be changed from Resource Land and Open Space to Rural Residential. The RDN Board originally considered the amendment request in 2006 and resolved to hold the application in abeyance until the completion of the RGS Review. In 2009 the applicant requested that the Board reconsider its decision due to the time taken for the completion of the RGS review. The Electoral Area Planning Committee recommended that the Board consider the application to amend the RGS. At its May 2010 meeting the RDN Board decided to consider the application as a site specific amendment.

ALTERNATIVES

1. That 1st and 2nd reading be approved on the application to amend the RGS by including a site-specific exemption to Policy 3A.
2. That the proposed amendment to the RGS be denied.

FINANCIAL IMPLICATIONS

The Electoral Area Planning Committee has consented to sponsoring the application to the RGS. This means that all staff time, consultation, legal and process expenditures specifically for the RGS amendment will be incurred by the RDN. Application fees for the OCP and zoning bylaw will cover part of the fees for staff time and public consultation, since much of the public engagement for the RGS and OCP bylaws will occur concurrently. The zoning bylaw may be initiated at any time, though adoption must not occur prior to the OCP bylaw amendment.

LAND USE IMPLICATIONS

Process Implications

As noted earlier in this report, the RGS and OCP bylaw amendment processes run concurrently. Prior to the adoption of the OCP bylaw, the RGS amendment must be accepted by each affected local government and adopted by the Regional Board. The RGS amendment is required to allow an exception to Policy 3A, stating that the policy does not apply to the subject property. As part of the RGS bylaw amendment process, the application is referred to the RDN's Intergovernmental Advisory Committee and Sustainability Select Committee prior to the Board considering first and second reading for the RGS bylaw amendment.

The Intergovernmental Advisory Committee met on November 18th 2010 where they reviewed the application in relation to the regional sustainability goals of the RGS and made the following recommendation:

The IAC members present were in agreement with the recommendation made by RDN staff "That the application to amend the RGS be denied".

The IAC had concerns that the application is contrary to the direction of the RGS and that supporting it would set a 'precedent' for how future applications for amendments to the RGS would be considered.

The timeline for the Regional Board consideration of 1st and 2nd reading for the RGS amendment is in February after the Sustainability Select Committee has had an opportunity to review the application and make a recommendation. If the two bylaws both receive first and second reading then a public hearing will be scheduled.

Growth Management Implications

The growth management implications of this application have been outlined in detail in previous reports to the EAPC, SSC and RDN Board. In summary, the proposed subdivision would conflict with most goals of the RGS since it is increasing the density outside of the designated Urban Containment Boundary (UCB). Maintaining large lot sizes is deemed to be beneficial to minimizing the disturbance of sensitive ecosystems and wildlife corridors, reducing the conflict between resource and residential lands and directing growth into existing urban areas where services exist. The only designation in the RGS that supports a decrease in minimum parcel size is Urban Areas located within the UCB in order to support nodal development and complete compact communities. More detail on growth management implications can be found in Appendix 1.

Official Community Plan Implications

The proposal is to amend the OCP land use designation on the property from Resource to Rural which would allow for the change in the minimum parcel size from 50 ha to 2 ha. The intention of the 50 ha parcel size is to maintain resource lands as open space and to reduce the amount of suburban forms of housing possible outside of the designated growth centres. Amending the OCP to permit the 2 ha lots will conflict with the RGS goals meant to encourage new development in designated areas. If approved the number of lots will still be limited to the permitted density under the Rural designation.

Development Implications

As a condition of the rezoning, the applicants should be required to submit technical information to support the development of the site as proposed. In particular, one of the concerns to address will be how the proposed development and trail will affect the ecosystem and water regimes of Blind Lake with recommended measures for ecosystem protection and mitigation of impacts. A concern was expressed by the Ministry of the Environment (MOE) and the Stz'uminus First Nation that the development as proposed would degrade the lake ecosystem. The recommendations of the Ministry of the Environment are that the RDN ensure that the subdivision complies with the provincial environmental guidelines, reduce impervious surfaces and establish minimum tree retention policies. The MOE recommendations include preparation of a biological assessment that is then registered as a covenant on the property prior to rezoning approval. This is consistent with Board policy. The applicants may also be required to submit further reports for safety or on-site servicing prior to the adoption of the zoning amendment.

If the application was to receive the RGS and OCP amendment, the development potential of the lot would be limited by policies of the Rural land use designation in the OCP and the land use zoning. Under the OCP designation the lots may have a minimum parcel size of 2 ha and one dwelling unit per new lot created after the adoption of the OCP in 1999.

Based on the correspondence received from MOE, the proposed trail may not be appropriately located. Accessing Heather Way Park from Myles Lake Road may be impossible without damaging the sensitive wetland at the northwest end of Blind Lake. The correspondence explains that fill used to establish the wetland crossing will permanently destroy the wetland and affect the biodiversity of the entire lake. If the Board does decide to proceed with the application then the parkland dedication may need to be revised prior to approval of the zoning bylaw to address such outstanding concerns.

Sustainability Implications

The proposed subdivision contrasts with the intent of RGS goals for 'urban containment' and to maintain 'rural integrity', by perpetuating urban sprawl and automobile dependent forms of development. If approved, the application will also set a precedent for consideration of similar properties that were designated with a 50 ha minimum parcel size to revert back to previous zoning. Interest has been expressed by many property owners in similar circumstances that would like their property included as an amendment to the RGS. Allowing this subdivision may impede rural integrity objectives to halt the suburbanisation of rural lands. Allowing the subdivision also contradicts the RGS goal for 'nodal development', by permitting growth to occur outside of the Extension Village Centre boundaries. Growth in the rural areas detracts from efforts to establish healthy and functioning complete communities.

Intergovernmental Implications

As part the initial phase of the consultation plan for the RGS amendment application, the RDN has sent early referrals to local governments who must accept the amendment prior to adoption and to other government agencies who may be affected by the amendment. The responses to the agency referral are included as *Attachment 3*. Responses to the initial referrals received are:

Sliammon First Nation – Though within their traditional territories, the Sliammon defers responsibility for responding to the referral to the Vancouver Island Bands.

District of Lantzville – That the Council has no objection at this time to the RGS amendment.

Alberni-Clayoquot Regional District – Reported that the regional district is unaffected by the RGS amendment.

Stz'uminus First Nation – Staff have stated that they will not support the proposal as submitted and prefer that the RDN maintain the existing regulations on the property. The Stz'uminus recommends that if the amendment does proceed then the subdivision should be set back from the lake significantly. The recommendation is that there also be a wildlife corridor be designated along the lake. This should not be available for public use. The RDN must consider whether further consultation with the Stz'uminus is required and also whether their interests can be accommodated. Should the OCP and RGS amendments be approved, the concern about development around Blind Lake could be addressed during the rezoning and/or subdivision process.

Ministry of the Environment – Ministry staff indicated that they do not recommend the approval of the development of 2 ha lots and the pedestrian pathway as it will permanently alter the water intake and species composition of the lake. The Ministry does provide recommendations that the development minimize environmental damage according to provincial guidelines and maintain water infiltration if the project is approved by the Board.

K'omoks First Nation – Chose not to comment on the application as the subject property is not within the traditional territory of the K'omoks First Nation.

City of Nanaimo – City staff do not support the proposed amendment to the RGS and its comments reinforce the original goal of the RGS, that density is not increased beyond what was supported by the Electoral Area OCPs in 2003. Comments also identify that the amendment does not achieve the region's growth management or sustainability goals. This includes compromising the achievement of more sustainable development patterns possible when growth is directed into the Urban Containment Boundaries.

Town of Qualicum Beach – Staff does not support the proposed amendment to the RGS as it will depreciate the long term vision for the region, establish precedence for further amendments to the RGS and is contrary to Policy 3A of the RGS.

Cowichan Valley Regional District – Reported that the regional district declines to comment on the application.

Public Consultation Implications

A Public Information Meeting for the application was held on Thursday September 9, 2010 at Extension Community Hall. The meeting was intended to address each of the RGS, OCP and zoning amendments. However, another meeting may be required at the time of rezoning if deemed necessary. Notification was included in both the Nanaimo News Bulletin and the Parksville Qualicum News due to the regional implications of the RGS amendment. Property owners within 200 metres of the subject property were also mailed a notice for the meeting. Twenty two people attended the information meeting and provided comments with respect to the proposal (*see Attachment No. 4 'Proceedings of the Public Information Meeting'*).

Proceedings at the meeting included expressions of support for the project by local residents who requested that their names be included in the minutes to show support for the project. Concern by some

attending the meeting would be that the amendment may establish precedence for the RDN to consider similar other amendments to the RGS. Specific concern was in regards to large land owners such as forestry companies. It was clarified at the meeting that any land owner seeking to follow a similar process first must receive the consent of the Regional Board, similar to the application for the subject property.

CONCLUSIONS

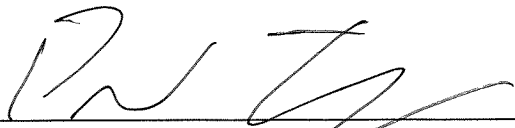
The Board at its May 2010 meeting approved consideration of an OCP and rezoning application for a four lot subdivision that requires an amendment to the RGS. The proposal is to amend the OCP land use designation from Resource to Rural and the zoning bylaw from subdivision district 'V' to subdivision district 'D'. This would decrease the minimum parcel size on the subject property from 50 hectares to two hectares. Prior to the adoption of these bylaws the RGS must also be amended, specifically to provide exception to Policy 3A which restricts new subdivisions on resource lands and change the land use designation from Resource Lands and Open Space to Rural Residential.

Staff believe that allowing the subdivision to proceed may establish precedence for similar requests to amend the RGS. Though the individual subdivision may not have a substantial impact on growth management goals, giving equitable consideration to other RGS amendment requests will significantly compromise these goals. The RGS has never been amended for an application of this type since its inception. Encouraging growth in designated areas helps maintain growth management goals to promote more efficient use of land by creating population thresholds necessary for public and private services, reducing automobile trips, using infrastructure more efficiently and preserving rural lands for open space. As has been recorded in earlier reports, based on established regulations and policy, staff do not recommend support of this amendment to the OCP and RGS. The staff recommendation is supported by the Intergovernmental Advisory Committee.

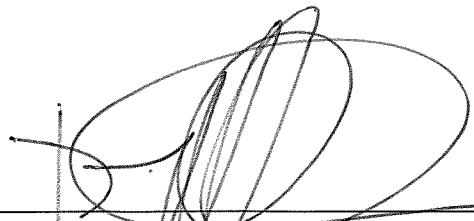
If the Board does grant the OCP bylaw and the RGS bylaw 1st and 2nd reading, the bylaws will be forwarded to member municipalities and adjacent regional districts for their comments on the proposed bylaw amendments. Feedback from the local governments through the Intergovernmental Advisory Committee and the Sustainability Select Committee will inform the recommendation made to the RDN Board when it considers the RGS amendment for 1st and 2nd reading early in 2011.

RECOMMENDATION


1. That the application to amend the RGS be denied.



Manager Concurrence



General Manager Concurrence



CAO Concurrence

APPENDIX 1

Growth Management Implications

The proposed subdivision would conflict with most goals of the RGS since it is increasing the density outside of the designated Urban Containment Boundary (UCB). Maintaining large lot sizes is deemed to be beneficial to minimizing the disturbance of sensitive ecosystems and wildlife corridors, reducing the conflict between resource and residential lands and directing growth into existing urban areas where services exist. The only designation in the RGS that supports a decrease in minimum parcel size is Urban Areas located within the UCB in order to support nodal development and complete compact communities.

Through Policy 3A, the RGS specifically states that there shall not be a decrease in minimum parcel size outside of the designated Urban Areas. The intent of Policy 3A is to support the goals of Urban Containment and Rural Integrity by not providing for an increased amount of development outside of the designated Urban Areas which include the Village Centres. Further, Policy 3A is intended to prevent further fragmentation of the existing large lots in both the Resource Lands and Open Spaces and Rural Residential designations.

The proposal, while insignificant if looked at in isolation, is very significant in terms of setting a precedent for development consideration in the RDN. There are hundreds of parcels in the RDN that are either still classified as privately managed forest lands or have been recently declassified. Decreasing the minimum parcel size on these parcels would significantly increase the development potential in the rural areas. The rate of development in parts of the rural areas is already much higher than the urban areas (Canada Census, 2006). This high rate of growth in the rural areas is inconsistent with the urban containment goal of the RGS, as the primary intent is to encourage more growth in the urban areas and less growth in the rural areas. In addition, such a change in policy would conflict significantly with the broader strategic goals of the RDN with respect to sustainability, greenhouse gas reduction and work underway in relation to action on climate change.

The original justification and basis presented by the applicant for the amendment was that the RDN should address former Forest Land Reserve properties, such as the property concerned, which were designated for a 50 ha minimum parcel size through the rezoning process on all Resource Lands and Open Space lands. The intention of rezoning resource lands to 50 ha was to protect these lands from fragmentation and reduce the amount of development outside of urban areas. In Electoral Area 'C' the rezoning was specifically meant to address the former FLR lands.

The full impacts of allowing increased development on current and former privately managed forest lands is not known other than that there will be more people living farther from shopping, jobs, schools and other daily services. There is no justification in terms of meeting a specific housing need. The residential capacity study prepared for the RGS review indicates that there is enough land supply to meet demand for housing for at least 30 years. In addition, providing for more automobile dependent development located far from services does not contribute to RDN goals related to more efficient forms of land use intended to result in greenhouse gas reduction, walkable communities, increased transit opportunities, jobs located close to residences, and more efficient provision of services.

In the original submission to the RDN requesting consideration of an RGS amendment, the applicant suggested that the protection of environmentally sensitive areas will be observed through the setbacks to Blind Lake and the maintenance of green space. These actions will only reduce the impacts of development according to guidelines in existing development permit areas. In the context of the Environmental Protection goal, maintaining large lot sizes can be more effective to prevent the disturbance of sensitive ecosystems through the protection of open space that serves as a natural corridor "capable of sustaining native plant and animal communities." The precedence created through such a

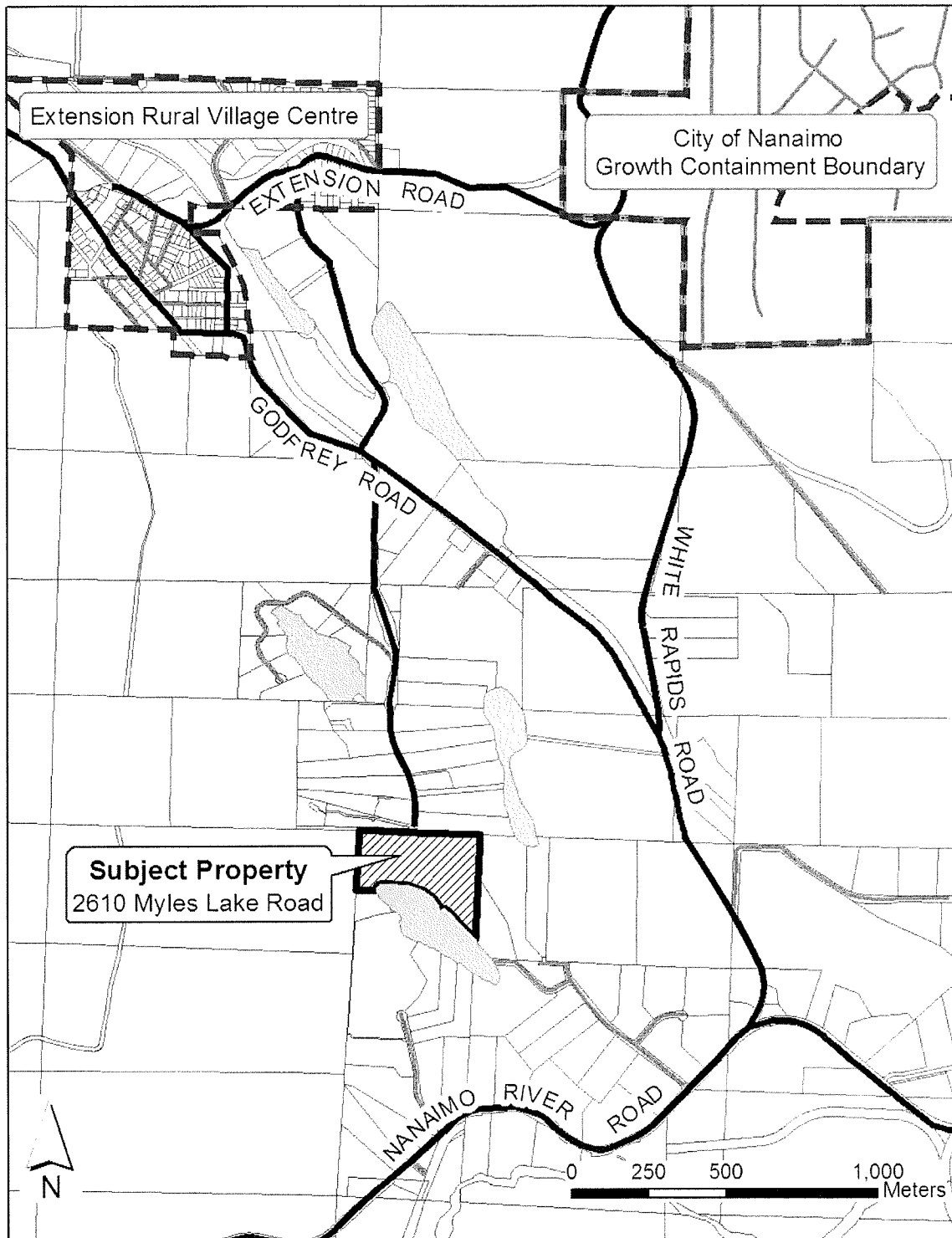
subdivision will also place designated properties that serve as wildlife habitat under development pressure of other Resource Lands and Open Space.

The applicants in their original submission also identified that the subdivision would "contribute to the economy and increase the tax base". However, this economic contribution will not increase the type of economic development envisioned in the Vibrant and Sustainable Economy goal. The RGS goal supports business and industries that are sustainable and contribute to local employment opportunities. This form of economic development is contrary to the intent of other goals of the RGS for sustainability and the creation of healthy communities. In addition, the amount of taxes levied by the Province on the proposed lots will not significantly increase the funding of community services in the area.

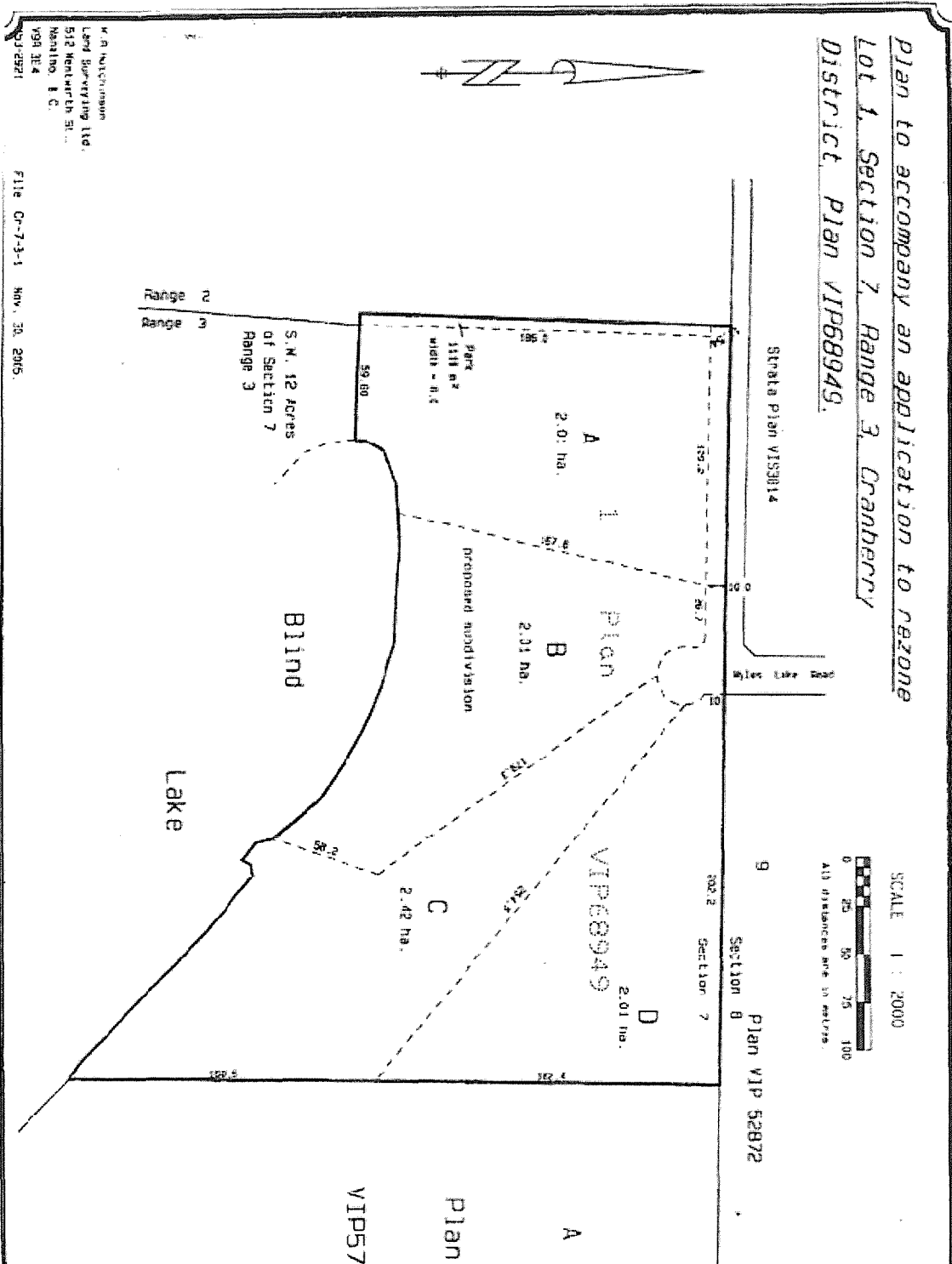
Since the property is outside of the Extension Village UCB, it cannot be serviced with community water and sewer. The applicants acknowledge that the proposed lots will be serviced by well and on-site septic, and do not anticipate the provision of community services. However, many areas in the RDN that currently rely on on-site water supply and sewage disposal are now facing problems with water shortages and failure of septic fields. When this happens, the land owners generally go to the RDN to address the problem by requesting the installation of community water and/or sewer systems. Establishing these services is very expensive and landowners are reluctant to pay the full cost of providing these services.

Finally, in the Cooperation Among Jurisdictions goal, the RDN commits to maintaining the goals and policies of the RGS. As detailed above, the subdivision does conflict with most goals and will have implications for other resource designated properties in the region. Such a specific change to the RGS will require the support of member municipalities through the bylaw adoption process. It is also important to note that to date within the RGS review process there has been little indication of community support for changing policy with respect to development of resource lands.

Attachment No. 1
Location of Subject Property



Attachment No. 2
 Proposed Subdivision Plan



Attachment No. 3
Responses Received from Initial Agency Referral

07/14/2010 WED 10:23 FAX 604 483 9645 Tla'amin Timber Products

001/001

Sliammon First Nation

Tla'Amin Timber Products Ltd.
RR#2, Sliammon Road, Powell River, B.C. V8A 4Z3
Phone (604) 483 9696 / Fax (604) 483 9645



July 14, 2010

Via Fax: (250) 390-4163

Dear Paul Thompson:

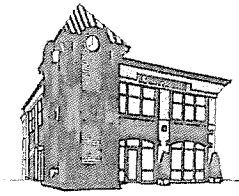
Re: Application for Permit File: PL2009-778 ZA0604 Regional Growth Strategy
Amendment Application

Please note that the Sliammon First Nation hereby defers the responsibility of responding to, identifying and resolving issues (including archaeological) related to the referral noted above, to the Vancouver Island Bands.

This area is under Sliammon protected areas vision, and it is identified as a resource stewardship zone. This is still in the draft stages with the four nations process.

If you have any questions, please feel free to call me at the number below, (604) 483-9696 ext. 224 or email craig.galligos@sliammon.bc.ca

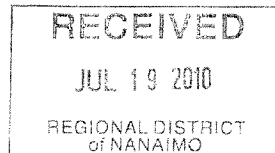
Craig Galligos, Sliammon First Nation, Crown Land Referrals Manager



District of Lantzville

Incorporated June 2003

July 14th, 2010



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

Attention: Mr. Paul Thompson, Manager

Dear Mr. Thompson

**Re: Regional Growth Strategy Amendment Application
2610 Myles Lake Road, Electoral Area 'C'**

Further to your letter dated June 23rd, 2010, regarding the above-noted RGS amendment application, I wish to advise that Council considered this application at its Regular Meeting held Monday, July 12th, 2010, and passed the following motion:

C-121-10 **MOVED** and **SECONDED** that Council direct staff to advise the Regional District of Nanaimo that the District of Lantzville has no objection at this time to the Regional Growth Strategy Amendment Application for Lot 1, Section 7, Range 3, Cranberry District, Plan VIP68949, 2610 Myles Lake Road. **CARRIED**

Yours truly

Donna Smith
Deputy Director of Corporate Administration
District of Lantzville

Files: 6530-60
G: corr/10/rdn_thompson_rgсамend_2610 Myles Lake Rd
C: T. Graff, CAO

Phone: (250) 390-4006 • Fax: (250) 390-5188
Email: district@lantzville.ca • Website: www.lantzville.ca
P.O. Box 100, 7192 Lantzville Road, Lantzville, B.C. V0R 2J0

2010 Jul 20 4:25PM ALBERNI-CLAYOQUOT REG DIS 2507231327

p. 2



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni, B.C. CANADA V9Y 2E3

Telephone (250) 720-2700 FAX: (250) 723-1327

July 20, 2010

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

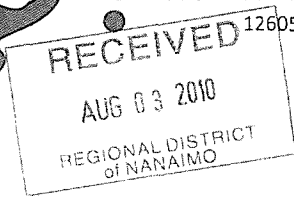
Re: Regional Growth Strategy Amendment Application Referral for Lot 1, Section 7, Range 3, Cranberry District, Plan VIP68949 – 2610 Myles Lake Road, Electoral Area 'C' – Linda & George Addison

Your referral was reviewed by our Board of Directors at our Committee-of-the-Whole meeting held on July 14, 2010. The Alberni-Clayoquot Regional District's interests are unaffected by the proposed Regional Growth Strategy Amendment. Please contact our planning department if you have any further questions.

Sincerely,



Mike Irg
Manager of Planning and Development



THUY'SHE'NUM PROPERTY MANAGEMENT LP.

12605 TRANS CANADA HIGHWAY, LADYSMITH, BC V9G 1M5
250-924-2444 FAX 250-924-2445

July 23, 2010

Regional District of Nanaimo
Attn: Paul Thompson, Manager
Long Range Planning
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Mr. Thompson;

RE: your referral PL2009-778 AZ 0604 -- Regional Growth Strategy Amendment Application
Lot 1, Section 7, Range 3, Cranberry Bright District, Plan VIP68949
2610 Myles Lake Road, Electoral Area 'C'
Applicants: Addison, Linda and George

Thuy'she'num Property Management LP., an incorporated entity of the Stz'uminus (Chemainus) First Nation, is in receipt of your referral described above. We bring to your attention that you have not provided information necessary to conduct an aboriginal title and rights assessment.

We wish to advise you that our understanding is this area is *fully within* our core title and rights area of interest. However, the nature and character of our title and rights must be confirmed via a Traditional Use and Occupancy Study and we are willing to commit to this study if your applicant is willing to provide sufficient funding. If your applicant is not willing to fund such a study, then we must maintain existing and unextinguished interests at the site and given its locale these interests include a strong *prima facie* title interest.

The applicant is proposing to create a four lot subdivision with a minimum parcel size of 2 ha from the 8.71 ha property. As a component of the application, pedestrian access to an adjacent park will be designated. We bring to your attention; the maps provided do not clearly indicate where the park is located relative to the parcel. We also note the parcel connects to a significant portion of the northern end of Blind Lake and the parcels of the proposed subdivision will all but one front the lake itself.


The comments of the Stz'uminus First Nation are as follows:

1. We will not support this proposal as it is submitted. Our preference is for the Regional District of Nanaimo to maintain the current zoning and not encourage or permit subdivisions outside of the set containment boundaries in this area.
2. If the proposal must proceed and we remind you that the courts have stated that the first duty of the Crown (government) is to avoid impacts to First Nations title and rights interests, the next duty of the Crown *if and only if the project must proceed*, is to mitigate to the greatest extent possible. However, if the project must proceed, then we expect the subdivision parcels to be set back from the lake significantly, such that no private parcel connects to the lake.
3. As well we expect a wildlife corridor designated or covenanted and not a pedestrian or public access way, surrounding the lake. Our preference is for this wildlife corridor to be set at a number of metres to be determined back from the shoreline, but sufficiently that wildlife will not feel or be harassed.

Our concerns are to protect the lake and its wildlife and habitat attributes - staples of Stz'uminus culture, title and rights - to continue to be maintained in perpetuity.

Finally, there may be other matters that would need to be reviewed, without appropriate studies for wildlife, habitat and environment, this letter forms only our preliminary comments and expresses very high level concerns. However, we are willing to discuss suitable opportunities for accommodation of Stz'uminus title and rights interests and we look forward to reviewing these reports. We would like to hear from your staff about this project and encourage you to contact Kathleen Johnnie, Referrals Impact Assessment Consultant at 250-924-2444. To facilitate communications, as Kathleen is at the office on a sporadic schedule, we provide the following emails: referrals@coastsalishdevcorp.com or outside the office kathleen.johnnie@smartraven.com.

Sincerely,



Ray R. Gauthier
Chief Executive Officer

From: Henigman, Margaret ENV:EX [mailto:Margaret.Henigman@gov.bc.ca]
Sent: Tuesday, July 13, 2010 2:09 PM
To: Thompson, Paul
Cc: Barr, Brenda M ENV:EX
Subject: Blind Lake rezone referral

I've taken a look at the subject rezone for Blind lake in Extension. There are two Sensitive Ecosystem polygons on Blind Lake, one at each end. One wetland polygon lies on the south end and one at the north end, on proposed Lot A. I have an enquiry in to our Victoria office to establish if these polygons were ground truthed or photo interpreted and how they were classified. A look on Google Earth indicates that these units may represent Hardhack swamps. There does not appear to be a defined inlet channel on this lake so it is likely that the lake is fed through soil infiltration from adjacent lands. Maintaining proper functioning condition and biodiversity in this lake should be key considerations in the review of this proposal.

Development of the proposed 2 ha lots will permanently alter water intake to the lake and change its ecology and species composition. Development of the park access through the west end of polygon No270A will introduce a variety of human activity challenges to the wetland and lake ecology including domestic waste dumping, vegetation damage and removal and the spread of invasive species. Fill, used to establish a wetland crossing to accommodate the Park access, will permanently destroy this SEI polygon, alter flow through the wetland, changing water chemistry and altering the species composition and distribution thus altering biodiversity in the wetland and lake.

Another concern is that the lake is annually stocked with Rainbow trout and our Fisheries Program would like to ensure that some form of access is maintained at the lake. For the reasons outlined above we would not support the establishment of a trail at the expense of existing species and ecosystems. Again, lot boundary establishment and access within the wetland polygon on the north end of Blind Lake is not recommended.

Should the RDN board choose to grant this zoning amendment we ask that the developer be required to adhere to the environmental principals outlined in Develop With Care and that the development be required to meet the Water Balance Model to minimize impervious surfaces and infiltrate rain water. We also recommend that the RDN establish minimum tree retention policies so that rainwater is captured and infiltrated to the lake as much as possible.

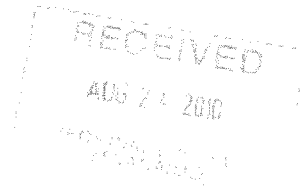
Finally the RAR will apply to this development so that an RAR Assessment is completed and Streamside Protection and Enhancement Areas (SPEAs) established, including any measures to protect the SPEAs.

Maggie Henigman, MA, CCEP
Ecosystems Biologist
Ministry of Environment
(250) 751-3214
margaret.henigman@gov.bc.ca



Kómoks First Nation

3320 Cormox Road, Courtenay BC V9N 3P8 Tel: (250) 339-4545 Fax: (250) 339-7053



August 18, 2010

Mr. Paul Thompson, Manager of Long Range Planning
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Mr. Thompson,

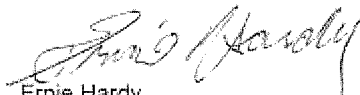
Thank you for your letter dated June 23, 2010 on a proposed amendment to the Regional Growth Management Plan (Addison).

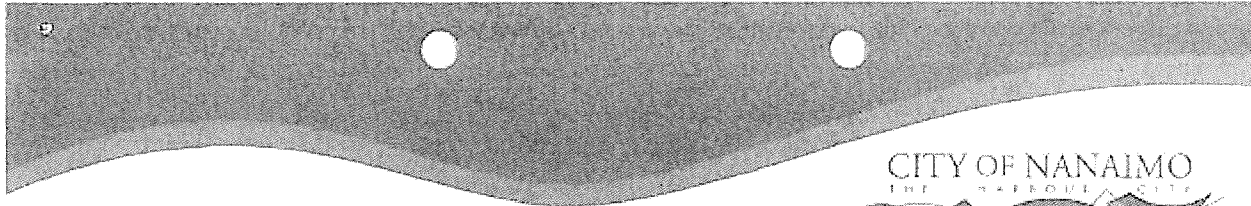
We chose not to comment on this proposed amendment as our interests are unaffected and the subject property is not within the Traditional Territory of the Kómoks First Nation. However, we appreciate being kept informed of potential changes to the Regional Growth Strategy, and we remain interested in being involved in this process as it unfolds. We request that we receive copies of any draft documents as soon as they are completed, prior to the initiation of the formal reading process, to ensure that our interests in shellfish, aquaculture, and lands are adequately represented in these documents. The statutory time frame provided to referral agencies is insufficient for us to adequately review the documents.

Kómoks First Nation hereby provides notice that we reserve the right to raise objectives if any cultural use or archaeological sites are identified or if we discover impacts of our rights or interests we had not foreseen, given the information provided to us as part of the Regional Growth Strategy Review.

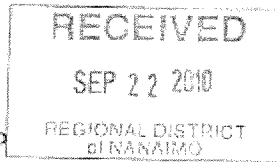
We look forward to full and meaningful participation in this planning process.

Sincerely,


Ernie Hardy
Chief



2010-SEP-14



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

File: 0470-30-R01-02

Attention: Paul Thompson, Manager of Long Range Planning

Dear Sir:

Re: RGS Amendment Application – 2610 Myles Lake Road (Addison)

Thank you for the opportunity to provide our initial comments on behalf of the City of Nanaimo respecting the above-noted application. We understand the application is for an OCP/ZBL amendment in Electoral Area 'C', however the nature and significance of the proposed development would also require an amendment to the Regional Growth Strategy (RGS). The following comments are confined to the proposed amendment to the RGS.

As noted in your letter of June 23, 2010 (attached), we understand the application requires an exemption to the RGS Policy 3A to allow a minimum parcel size reduction from 50 hectares to 2 hectares to allow a rural residential subdivision on the subject lands. As well, the Resource Lands and Open Space designation in the RGS would have to be changed to Rural Residential for the subject property to permit the proposed residential subdivision.

The RGS acknowledged a level of rural residential development that was reflected in Electoral Area OCPs at the time of RGS adoption in 2003. The current RGS does not contemplate any increased levels of rural residential development beyond this in the region.

The proposed development represents rural sprawl and does not assist the region in achieving the goals set out in the RGS, including those regarding growth management and sustainability. City staff concur with the concerns respecting the impact of the application respecting the RGS as outlined in the February 26, 2010, RDN staff memorandum (File 3360 30 0604).

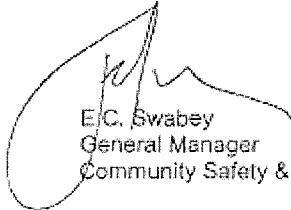
For the City of Nanaimo, the implications include compromising on the achievement of more sustainable development patterns in the region – attempting to focus more of region's growth within the Growth Containment Boundary. Rural residential development takes away from this effort to concentrate growth in urban centres.

Letter to RDN (Addison Referral)
2010-Sep-14
Page 2

The RGS Review process currently underway has led to discussions around the value of reducing or at least limiting the extent of the Rural Residential designated lands in the region. The compromise position in the current Draft RGS document is the inclusion of a policy that does not permit any additional Rural Residential designations in the RDN.

A fundamental intent of the RGS policy is to direct growth to urban and village centres, and to a lesser extent to designated rural residential areas in the region. This application, in effect, rejects this policy direction and would encourage residential growth in a low density form of development in rural areas of the region. For the above reasons, the City is not in a position to recommend support for the proposed amendment to the RGS.

Yours truly,



E.C. Swabey
General Manager
Community Safety & Development

cc Mayor and Councillors
A. Kenning, City Manager
D. Holmes, Assistant City Manager/General Manager, Corporate Services
A.W. Laidlaw, General Manager, Community Services
A. Tucker, Director of Planning
B. Anderson, Manager of Community Planning

g:\commplan\mgr\rdn\rgs referral_addison



TOWN OF QUALICUM BEACH

300-1000 Peninsula St.
100 Bay St.
Qualicum Beach, BC
V9K 1S5

Phone: (250) 753-6901

Telephone: (250) 753-6901
Fax: (250) 753-6904
E-mail: info@qualicum.bc.ca
Website: www.qualicum.bc.ca

September 22, 2010

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

Attention: Paul Thompson, RDN Manager of Long Range Planning

Dear Mr. Thompson

Re: Regional Growth Strategy Amendment Application, Lot 1, Section 7, Range 3,
Cranberry District, Plan VIP68949, 2610 Myles Lake Road, Electoral Area 'C'
Applicants: Linda E Addison & George C Addison

Thank you for the opportunity to comment on the amendment bylaw described above. The Town of Qualicum Beach staff does not support the bylaw amendment application for the following reasons:

1. To allow site specific exemptions to the goals and policies of the RGS, OCP and Zoning Bylaws will depreciate the long term vision for the region;
2. If the bylaws are amended for one property it may create a precedent for further applications of this nature;
3. Staff support Policy 3a in the RGS that was adopted to stop fragmentation and loss of viability of the resource lands; and reduce the amount of development outside of urban areas. Policy 3a does not allow the minimum parcel size of lands in the Rural Residential and Resource Lands and Open Space designations to be reduced below the minimum parcel size established in the OCP in place at the date of the adoption of the RGS in 2003.

If you have any questions or wish to discuss this matter further, please contact me.

Yours truly,

P.T. (Paul) Butler
Director of Planning
Town of Qualicum Beach

N:\letters\2010\res amendment referral\m.doc
National Communities in British Columbia Award Winner



September 27, 2010



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

Attention: Paul Thompson
Manager of Long Range Planning

Dear Paul Thompson:

Re: **Regional Growth Strategy Amendment Application**
2610 Myles Lake Road, Electoral Area C
Lot 1, Section 7, Range 3, Cranberry District, Plan VIP68949

I am writing in response to your request for feedback from the CVRD on the RDN Regional Growth Strategy Amendment Application concerning Lot 1, Section 7, Range 3, Cranberry District, Plan VIP 68949 (2610 Myles Lake Road, Electoral Area C).

We wish to advise you that at the September 8, 2010, Regular Meeting of Cowichan Valley Regional District Board, Resolution No. 10-486.4 was passed as follows:

"That a letter be forwarded to the Nanaimo Regional District advising that the CVRD declines comment respecting the NRD Regional Growth Strategy Amendment Application at 2610 Myles Lake Road."

Further to this, it is understood that, in the event that an RGS bylaw amendment is pursued, the CVRD Board will be asked to formally accept or refuse the amendment.

Sincerely,

Ann Kjerulf, MCIP
Planner III
Community and Regional Planning Division

AK/mca

Cowichan Valley Regional District
175 Ingram Street
Duncan, British Columbia V9L 1N8

Toll Free: 1.800.665.3955
Tel: 250.746.2500
Fax: 250.746.2513

cowichan
www.cvrdb.ca

**Attachment No. 4
Summary of Comments And Submissions to the Public Information Meeting for
2610 Myles Lake Road**

REGIONAL DISTRICT OF NANAIMO

**REPORT OF THE PUBLIC INFORMATION MEETING HELD MONDAY,
SEPTEMBER 9, 2010 AT 7:00 PM AT EXTENSION COMMUNITY HALL,
2140 RYDER STREET, EXTENSION, BC**

Note that this report is not a verbatim recording of the proceedings, but are intended to summarize the comments of those in attendance at the Public Information Meeting.

Present for the Regional District of Nanaimo:

Maureen Young	Chair, Director, Electoral Area 'C'
Paul Thompson	Manager of Long Range Planning
Stephen Boogaards	Planner

Present for the applicants:

Linda Addison

There were approximately 22 people in attendance at the Public Information Meeting.

Written submissions were received during the Public Information Meeting from:

June Ross, #5, 3400 Rock City Road
Ralph Bennett, 2505 Godfrey Road
Paul and Heather Gallant, 2390 Myles Lake Road

The Chair, Director Young opened the meeting at 7:00 pm, introduced those attending the meeting from the RDN and the applicants.

The Chair stated the purpose and procedures for the Public Information Meeting.

Stephen Boogaards, Planner provided a description of the RDN bylaws and application process.

The Chair asked the applicants to provide a brief description of the proposed application.

Linda Addison explained that they want to subdivide a five acre parcel for their son and this can only be done through rezoning. The property was originally zoned for a five acre minimum parcel size and they were told by RDN staff during the OCP review that they could rezone the property to the original zoning if it was ever removed from the Forest Land Reserve. The proposal includes the dedication of a pathway to Blind Lake. They intend to remain living on the property and are already surrounded by five acre parcels. They are requesting a site specific zoning for their property and ask for the neighbour's support.

The Chair invited submissions with respect to the proposed amendment from the audience.

June Ross, 3400 Rock City Road, asked why the Official Community Plan needed to be amended for a site specific change. She believes that the change will set a precedence that could endanger the little remaining undeveloped land. It is not sustainable to keep breaking up the land. She asked how the RDN

defines sustainability. She discussed water modeling planning that can be used to determine how surface and groundwater may be affected by development. She asked if the applicant can guarantee that water is available for all households and that quality will not be affected. She stated that she is not in favour of the amendment and it is contrary to the Official Community Plan and Regional Growth Strategy.

Paul Thompson, Manager of Long Range Planning, addressed the questions from the previous speaker. He explained that the RDN definition of sustainability is in the RDN Board Strategic Plan. He also explained that the RDN does have a new function for watershed protection including the mapping of groundwater resources. The confirmation of water quality and quantity is done at the time of subdivision.

Linda Addison responded to the question by explaining that they have water rights on the lake. She has never seen the water level fluctuating and believes it to be a suitable source of water that will not impact the neighbours.

Wayne Hamilton, 2150 John Street, explained that 13 years ago when the Official Community Plan was being reviewed, the community had established what they wanted at the community meetings. The document was rewritten by the RDN and was never what the community wanted.

Sharon Bennett, 2505 Godfrey Road, read the submission from Ralph Bennett. She added that the property was supposed to be five acres previously and should have reverted back to that zoning after the Forest Land Reserve disbanded. She discussed the 'Green Building' lectures from the night before and the use of cisterns to provide water. She does not believe that the Addison property would affect available water for the neighbours.

Jack Keen, 2680 Heather Way, explained that the land had already been subdivided numerous times. His property is facing onto the subject property and he fully supports the application.

Linda Addison explained that the property was originally purchased by the coal company and had passed through several private owners before being purchased by MacMillian Bloedel in 1980 when it became forestry land.

Sharon Bennett, 2505 Godfrey Road, explained that the rest of the McLean property has already been subdivided into five acre parcels.

Linda Addison addressed the concern over precedence setting. She reviewed the staff report that compared the Myles Lake Road property to other similar lands that have been downzoned to 50 hectares. Only a small number of the properties rezoned to 50 hectares meet the same criteria as her property, and most of these are owned by forestry companies or the Crown. This does not set precedence for others.

Robin Robinson, 484 Columbia Drive, stated that she is a member of the Friends of French Creek Conservation Society. Their organization is very concerned about the precedence that is being set. She would like to see the change being made without the having to amend these documents. She is very concerned that the forestry companies will do the same thing.

Sandy Robinson, 484 Columbia Drive, asked if there was any guarantee that forestry companies could not do the same thing.

Paul Thompson, Manager of Long Range Planning explained that there was no guarantee as it is a Board decision to proceed with an amendment application.

The Chair explained that each request is considered on an individual basis by the Board. Each applicant and forestry company would have to make an application.

Paul Thompson, Manager of Long Range Planning emphasized that the Board has turned down another request to amend the Regional Growth Strategy since deciding to proceed with the Addison's application.

Sandy Robinson, 484 Columbia Drive, asked to clarify that it is Board decision.

Paul Thompson, Manager of Long Range Planning suggested that there is no guarantee that they would not consider another application.

Chuck Addison, 2610 Myles Lake Road, explained that the Board members voting on the application were from both the municipalities and the regional district. The impetus for having it pass, is to recognize that it is unique and we are just getting the zoning back. It is not a property that has never been five acres.

June Ross, 3400 Rock City Road, explained that she does understand arguments but asked why the Regional Growth Strategy needs amending.

Paul Thompson, Manager of Long Range Planning explained that to change the zoning also requires a change to the OCP and RGS. A site specific exception must be identified in the RGS for the application to proceed.

Sharon Bennett, 2505 Godfrey Road, suggested that there were properties that were grandfathered in during the Official Community Plan review. The planner during the review also said that the original zoning would stay on the property.

Paul Thompson, Manager of Long Range Planning suggested that the only way for that to happen is if there was a policy in the Official Community Plan suggesting that if the affected properties were taken out of the Forest Land Reserve, then they would revert back to the original zoning. There is no such policy in the OCP.

Linda Addison explained that she has already considered the other options, and this is the only way.

Gary Britt, 2129 John Street, asked the applicant why it is necessary to subdivide the property into four lots if they just need one for their son.

Linda Addison explained that for a subdivision for a relative the RDN requires the parent parcel to be a minimum of 50 hectares.

Gary Britt, 2129 John Street, asked if they could just apply for just one lot.

Chuck Addison, 2610 Myles Lake Road, explained that the remaining piece would need to be 50 hectares. This is a requirement of the RDN.

Sandy Robinson, 484 Columbia Drive, asked what the process would be.

Paul Thompson, Manager of Long Range Planning, explained the process for the amendment. After the bylaw receives 1st and 2nd reading it would be referred to the local governments that are affected by the Regional Growth Strategy for discussion. A public hearing would be held to receive public comments on the proposed amendment. He emphasized that for the formal government referrals each local government must accept the bylaw. If not, then the affected governments must enter arbitration to come to a resolution on the amendment. The bylaw may be adopted by next summer if every local government agrees to the amendment.

Linda Addison explained that this has been a four year process and they are not even at the subdivision stage. If they are setting precedence, then it will be a 4 – 8 year process.

Ceri Peacey, 661 Gilbert Road, explained that the purpose of zoning was not to prevent the small developer. It is unfortunate there is not a simpler way, but she does have concern for the amount of land that is corporately held.

Linda Addison suggested that some corporations are finding ways of bypassing the RDN.

Ceri Peacey, 661 Gilbert Road, suggested that this has been a particular problem on Vancouver Island.

Linda Addison expressed that they do care about the environment.

June Ross, 3400 Rock City Road, expressed her concern that too many forestry companies were becoming development companies.

Linda Addison expressed that this property would have been exactly the same as surrounding properties.

Ceri Peacey, 661 Gilbert Road, stated that she lives in Area 'F' where regulations are contentious, but she is concerned about the precedents.

Sharon Bennett, 2505 Godfrey Road, asked anyone who support the project to give their names.

Gary Britt, 2129 John Street, suggested that it was not appropriate to have a vote at an information meeting.

Sharon Bennett, 2505 Godfrey Road, stated that there should be a record of the positive support for the application.

Jim Slotte, 1755 Nanaimo River Road, supports the application.

Wayne Hamilton, 2150 John Street, supports the application.

Anita Pangborne – Lahue, 2521 Myles Lake Road, states she is in support of the change and it is good to bring families onto the property. She would be the first one to go to the RDN if forestry companies begin developing land in their community.

Sherrell Blois, 280 Dan's Road, states that she supports the applications as well. It is just a family who wants their son to move onto the property.

Jack Addison, 300 Dan's Road, states that he supports the application. He just wants to get the family together. It should not take four years to say yes or no.

Paul Thompson, Manager of Long Range Planning, clarified that it was a Board decision to hold the application in abeyance until after the review of the Regional Growth Strategy. When the review took longer than expected the Board decided to reverse its decision.

Bill Grose, 2530 Myles Lake Road, expressed his support for the application.

Gary Britt, 2129 John Street, expressed his concern that the meeting changed from an information meeting to a vote. This is flawed. This is the applicant's opportunity to sell the idea.

Paul Thompson, Manager of Long Range Planning, clarified that only Directors get to vote on the approval of the application. The intent of the meeting is meant for information but people can say whatever they want.

The Chair suggested that if people are not at the meeting they can write in.

Brad Whiteside, 2901 Extension Road, suggested that they are only responding to negative comments said. They need to level it out and show that people are for it.

Roberto Rossetto, 1866 Nanaimo River Road, stated that he agrees with the application.

Linda Addison suggested that they have talked to Myles Lake Road residents over four years. Many of these neighbours have appeared at RDN meetings. If people have a strong feeling about the project they come and state it.

Jack Keen, 2680 Heather Way, suggested that the process does not sound democratic. He is not sure if the show of support will matter.

Paul Thompson, Manager of Long Range Planning, suggested that the RDN Board of Directors listen to all comments received.

Linda Addison suggested that if people were opposed they would be out in large numbers.

The Chair asked for clarification that if one municipality opposes the bylaw then it would be the end of the process.

Paul Thompson, Manager of Long Range Planning, explained that provincial legislation establishes that if one local government opposes the bylaw then it must go to arbitration.

The Chair asked if there were any other comments or submissions. Hearing none, the Chair thanked those in attendance and announced that the Public Information Meeting was closed.

The meeting concluded at 8:30 pm.

Recording Secretary

Director Maureen Young
Electoral Area 'C'

Written Submissions Received at the Public Information Meeting:

RDN- OCP AMENDMENT
Electoral Area A
Myles Lake Road

As a citizen of Nanaimo, I am most tired of what is occurring in our community! We have OCP's, that for the most part, are rammed down our throats...as was the City of Nanaimo OCP. We have OCP's that in the end, are not worth the paper they are written on because it appears that anyone we elect into positions to look after the common good... ignores the OCP's, goes against what the diligent community knows is necessary to protect the little remaining land we have on our Island. Development absolutely MUST stop! It is insanity...to say the very least.

POLICY 3A

You have passed Policy 3A which says in part..

The Regional District of Nanaimo and member municipalities agree to promote and encourage the retention of large rural holdings on land designated as Resource Lands and Open Space and lands designated as Rural Residential. To this end, the RDN and member municipalities agree that the minimum parcel size established in official community plans....

Is that minimum size 50 hac? If it is... why are we here???
Why is the answer to these kinds of applications for amendments not simply NO??

SUSTAINABILITY

All of the OCP's use the word "sustainable" within their context. There are very few, if any, that define this word sustainable. "Sustainable" must be defined as....

The outcome of practices, customs, beliefs, regulations and decisions that, over time, enable one generation to leave to the next generation a legacy of land, water, air, infrastructure, energy and health systems, education, social and civic relationships, and economic well-being that is better than what it received."

If you look at this definition in its entirety... are any of you practicing this philosophy and in what manner?

WATER MODEL PLANNING

We need to discuss a change in our planning processes. Are you familiar with Water Modeling Planning??

This is a system that exercises due diligence on behalf of the citizens of a municipality. It maps the aquifers of the area and determines the amount of available water. It maps the above surface sources (rivers, streams, lakes) and determines the water available. It takes possession of watersheds and determines the available water, and treats them with respect due to them being a finite resource.

Once the mapping of all water sources is complete, a series of equations determine what any given water source can support in terms of development, whether it be residential or commercial usage.

If the available water cannot support a proposal well into the future, it just does not happen.

It is time for massive change within municipalities, not only in BC, but our entire country, as our access to quality and quantity of fresh water supplies becomes even further remote from our communities.

This island and other sections in BC are in huge trouble in terms of an adequate supply of clean water. Yet, I find our elected officials unwilling to pay attention to this fact. The process must change. What knowledge or experience have you got on water sources?

Our water sources are not infinite. Is each of you aware of the extent of the finiteness of this supply? Is it not time for you to create positive change empowering and demanding due diligence from staff when you look at development in our areas?

Can you guarantee that each development will be self sufficient in quantity and quality of drinking water without permanent damage to existing aquifers and well structure for the existing homeowners? If you cannot make this guarantee, you are in contravention of the Groundwater Act that states there must be no damage to existing wells.

We insist that all land development and subdivisions approvals be based on available water resources AFTER guaranteeing (as in the regs.) the quantity and quality of potable water resources for existing property owners, under the current zoning status.

It is my opinion you have not performed due diligence to date in terms of water supply, or in terms of environmental impact on the area. If you had...we would not all be here!!

The answer to this amendment proposal must be NO!

Sincerely,
June Ross
#5, 3400-Rock City Road,
Nanaimo, V9T 6E4
(250) 729-0185

To: Regional District of Nanaimo

From: Ralph Bennett
2505 Godfrey Rd
Nanaimo, BC V9X 1E6

Date: 9 September 2010

Re: Application to Rezone Lot 1, VIP68949, 2610 Myles Lake Road

The purpose of this letter is to express my support for the above application.

The application proposes a logical extension of the neighborhood of small-acreage lots currently found along Myles Lake Road. In addition, it fits in with the group of existing lots of a similar size to the south of it, toward Nanaimo River Road.

In my opinion, the proposed subdivision of this property would serve to complete the neighborhood grouping of small acreages, and would in no way detract from it. I therefore support the application and urge you to approve it.

Thank you.

Yours sincerely,



Sept. 9, 2010.

As a resident in the same area
of the Addition's, we wish to express
our support in favour of a successful
rezoning application for them.

Thank you

Paul & Heather Gallant

Attachment No. 5

*Correspondence Received Prior to the Public Information
Meeting*

FRIENDS OF FRENCH CREEK
CONSERVATION SOCIETY

September 04, 2010

Members, Electoral Area Planning Committee
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, B.C. V9T 6N2

Dear RDN Directors:

Re: PIM Myles Lake Road, Extension, Electoral Area C

The Friends of French Creek Conservation Society would like to express its concern regarding the proposed changes and subdivision of property located at 2610 Myles Lake Road.

We consider the water body, Myles Lake, to be an essential element of resource land that supports the current land use designation of Resource Lands and Open Space. It's important to maintain consistency across the entire region as regards the Regional Growth Strategy currently in place. To subdivide these lands, which are also beyond current urban containment boundaries and outside of service areas is a complete contradiction to the vision of the Regional Growth Strategy, a vision intended to reduce urban sprawl and to retain strong rural characteristics.

The RDN and its various bodies have been working for years to achieve overall planning tools through the Regional Growth Strategy (RGS), Official Community Plans (OCP) and the consequent zoning bylaws. Currently, the RGS is under revision by RDN Staff with community input since the spring of 2008. The current RGS "Goal 3: Rural Integrity – To protect and strengthen the region's rural economy and lifestyle" does not appear to have been amended since it was implemented in 2003, to do so now when the RGS is under revision does not make sense. Further, to overthrow all the above effort by setting a precedent with ad hoc planning, which once begun will inevitably allow for further decisions to be made on the same basis, totally undermines the years of effort on the part of many individuals, groups and RDN staff.

Amending the RGS to allow this individual piece of property to go from Resource Lands and Open Space to Rural Residential Lands; allowing for amendments to both the Area 'C' OCP and further a zoning amendment is both wrong and expensive in terms of dollars and staff time. We take note that on May 11 of this year an RDN staff report recommended to the EAPC and the Sustainability Select Committee that the application NOT proceed and yet the RDN Committee of the Whole approved consideration for a site specific

P.O. Box 331 Qualicum Beach, B.C. V9K 1S6
PHONE: (250) 752-4720 • FAX: (250) 752-4794
email:ccsr1@bcinput.net.com

- 2 -

September 4, 2010

amendment. The Friends of French Creek Conservation Society also recommend that the application not proceed.

We live on east coast Vancouver Island where almost 95% of the land is privately owned. In this case, we are dealing with a small scale development, however, the implications of allowing a precedent to be set are significant. The drive for development in the RDN is enormous. The RDN takes pride in informing the public of its efforts to achieve sustainable planning; please also act accordingly.

We support the efforts of all the people who contributed their valuable time to shaping the Regional Growth Strategy and other planning documents. These efforts should not be undermined as this could set a precedent which would greatly impact public participation in all planning processes of the Regional District of Nanaimo.

Submitted by,

Ceri Peacey, President
Friends of French Creek Conservation Society

cc:
Dale Lindsay, Manager of Current Planning, RDN
Paul Thompson, Manager of Long Range Planning, RDN

Attachment No. 6

Proposed Amendment Bylaw No. 1148.07, 2010

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1148.07

**A BYLAW TO AMEND “REGIONAL DISTRICT OF NANAIMO
ARROWSMITH BENSON-CRANBERRY BRIGHT OFFICIAL COMMUNITY PLAN
BYLAW NO. 1148, 1999”**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend “Regional District of Nanaimo Arrowsmith Benson-Cranberry Bright Official Community Plan No. 1148, 1999”:

THEREFORE IT BE RESOLVED that the Board of the Regional District of Nanaimo, in open meeting assembled ENACTS AS FOLLOWS:

1. This Bylaw may be cited as "Regional District of Nanaimo ARROWSMITH BENSON-CRANBERRY BRIGHT OFFICIAL COMMUNITY PLAN BYLAW NO. 1148.07, 2010”.
2. The “Regional District of Nanaimo ARROWSMITH BENSON-CRANBERRY BRIGHT OFFICIAL COMMUNITY PLAN BYLAW AMENDMENT BYLAW NO. 1148, 1999” is hereby amended as follows:
 - (1) **MAP 1 LAND USE DESIGNATIONS**, is hereby amended from Resource to Rural the land legally described as:

Lot 1 Section 7 Range 3 Cranberry District Plan VIP68949

as shown in heavy outline on Schedule No. '1' which is attached to and forms part of this Bylaw.

Introduced and read two times this XX day of XX, 2010.

Considered in conjunction with the Regional District of Nanaimo Financial Plan and any applicable waste management plans this XX day of XX, 2010.

Public Hearing held pursuant to Section 890 of the *Local Government Act* this XX day of XX.

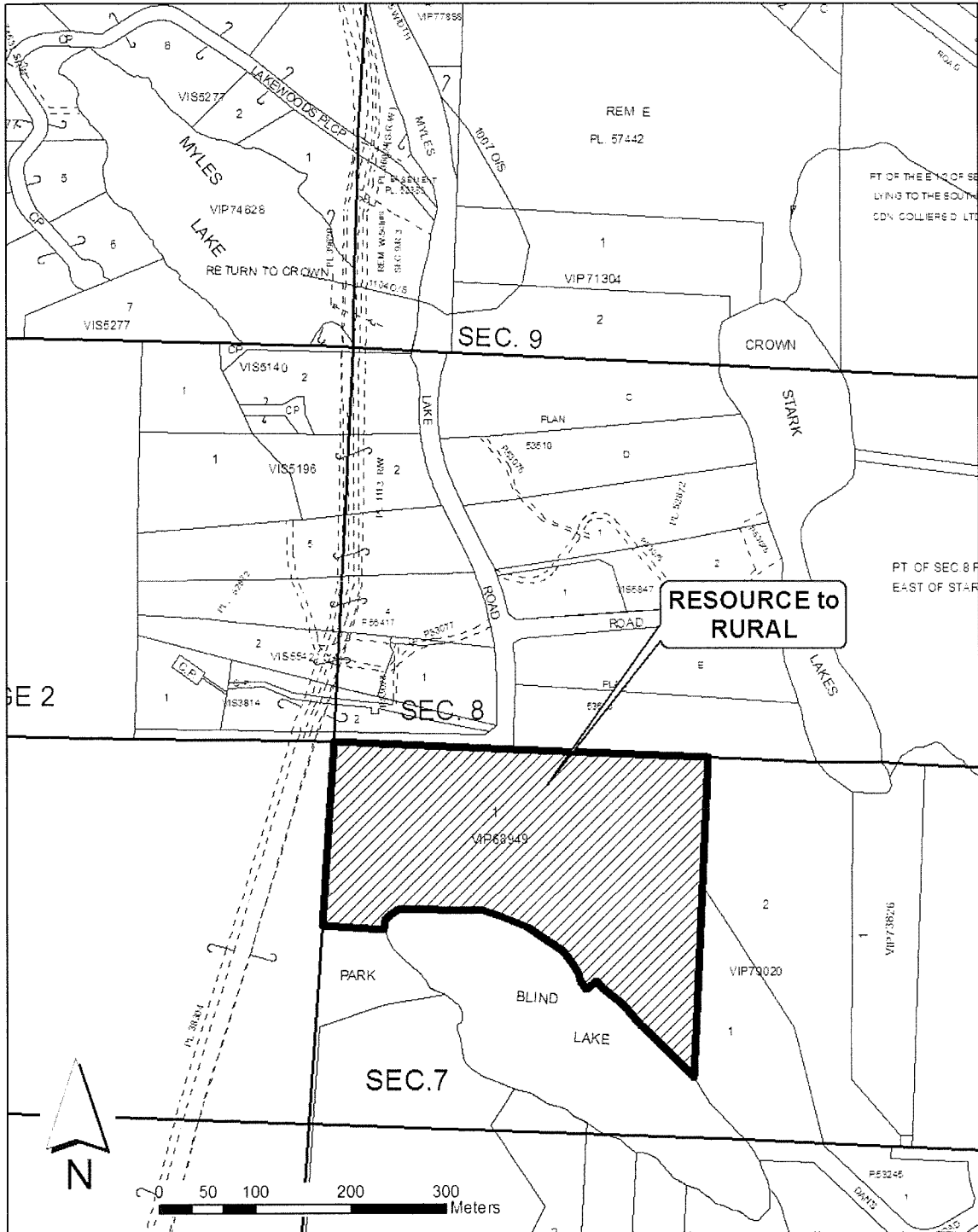
Read a third time this XX day of XX.

Adopted this XX day of XX.

Chairperson

Sr. Mgr., Corporate Administration

Bylaw No. 1148.07
Schedule '1'



BCGS MAPSHEET 92G 001 43



EAP		
COW		
RHD		
BOARD		

Sustainability - Jan 19 '11

MEMORANDUM

TO: Paul Thompson
Manager, Long Range Planning

DATE: December 30, 2010

FROM: Lisa Bhopalsingh
Senior Planner

FILE: 6780 30 RGS

SUBJECT: **Regional Growth Strategy Review – December 2010 Update**

PURPOSE

The purpose of this report is to provide an update on the Regional Growth Strategy (RGS) review process and to propose a public consultation plan for the release of a revised draft RGS.

BACKGROUND

In September 2009, the Sustainability Select Committee received a report ‘Regional Growth Strategy Review – Update’ (dated September 3, 2009) which outlined a public consultation process to gather input to guide changes to the RGS. Since September 2009, Phase 2 of public consultation for the RGS review has been completed and a revised RGS was prepared based upon the public feedback received.

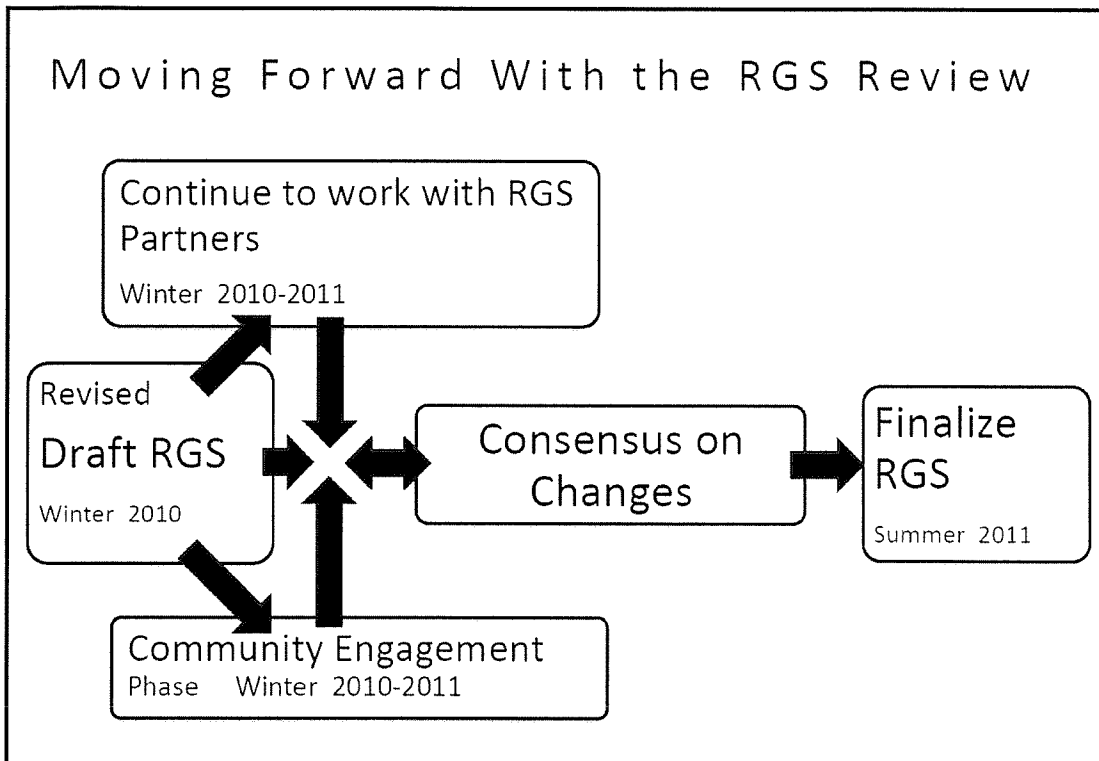
As per the process outlined in the September 2009 report, acceptance and approval of a draft RGS by the RDN Board is needed prior to releasing it for public review. A revised draft RGS has been under review by RDN Electoral Area Directors and municipalities since October 2009 with the last draft to be reviewed dated April 29, 2010. As of November 16th 2010, written feedback on the April 29, 2010 draft RGS was received from Electoral Area Directors and all member municipalities.

Some of the feedback involves changes that do not alter the previously agreed upon intent of a revised RGS (such as edits that improve the clarity of the document) while others are significant and require further discussion and agreement amongst the RDN and member municipalities. This is especially the case where changes proposed by one municipality or Electoral Area Director contradict those proposed by another.

Given that it has been well over a year since the public has been engaged in the RGS review process and resolving outstanding issues amongst RDN members will require more time, RDN staff received the following direction from the Ideas and Updates Seminar on November 30, 2010 on a strategy to move forward with the RGS review (see Appendix 1):

1. Move forward with public consultation on the draft RGS while having a parallel process to resolve outstanding issues amongst the RDN partners (see Diagram 1 next page).
2. Provide RDN Directors with an opportunity to review and approve the release of another draft of the RGS (see Appendix 2) which includes ‘minor’ revisions (see Appendix 3) made to the April 29, 2010 Draft RGS together with a document listing outstanding concerns (see Appendix 4). The list of outstanding concerns will be made available for public review along with the draft RGS.
3. Update Phase 3 of the RGS Review Public Consultation Plan (see Appendix 5).

Diagram 1



Supporting Documents

This report includes the following documents:

- Appendix 1 - Ideas and Updates Seminar November 30th 2010 Meeting Notes (attached).
- Appendix 2 - Revised December 30th 2010 Draft RGS with the 'minor' changes as listed in Appendix 3 (provided under separate cover).
- Appendix 3 - List of 'minor' changes requested by the electoral areas and municipalities (provided under separate cover).
- Appendix 4 - List of concerns with the Draft RGS identified by the electoral areas and municipalities that require further discussion (provided under separate cover).
- Appendix 5 - An updated Phase 3 RGS Review Consultation Plan (attached).

ALTERNATIVES

1. That the report "Regional Growth Strategy Review – December 2010 Update" be received for information and staff be directed to proceed with the actions outlined in the report.
2. That the report "Regional Growth Strategy Review – December 2010 Update", be received and alternative direction be provided to staff.

FINANCIAL IMPLICATIONS

Resources to facilitate ongoing discussions with RDN partners to resolve outstanding issues, undertake activities related to Phase 3 of community engagement and, make amendments to the draft RGS based on the outcome of community feedback and RDN Board direction have been included in the 2011 budget. There are no additional financial implications arising from this report.

LAND USE IMPLICATIONS

Sustainability Implications

While the majority of RDN Electoral Area Directors and Municipalities support most of the broader sustainability principles and goals of the Draft RGS, there are substantial areas of disagreement on how to implement these goals through various policies contained in the RGS. Several of these policies directly impact development, growth management and long term sustainability in the Region. How these outstanding issues are resolved will have an impact on where and how growth takes place.

Inter-governmental Implications

The RGS represents an agreement between all the RDN participants (Electoral Area Directors and Municipalities). Working together to constructively resolve areas of outstanding concern amongst the RDN partners is critical to the successful adoption of a revised RGS. The process of building consensus on RGS policies and reaching ‘agreement’ on the final document will set the foundation for the effective working relationships and strong collaboration required to implement the RGS.

Public Consultation Implications

Proceeding with Phase 3 of the RGS Review Public Consultation Plan will help to re-engage members of the public who participated in the first two phases of public consultation on the RGS review. Phase 3 of public consultation will be an opportunity for the public to review how well the revised draft RGS addresses the concerns and comments they expressed during earlier rounds of public consultation.

It is hoped that public feedback on the draft and outstanding issues will help guide the RDN partners in their efforts to resolve their outstanding issues.


SUMMARY

Since the start of the RGS review in 2007, a revised draft RGS was produced in September 2009. The draft was initially based upon public input conducted during 2009, legislative requirements and direction provided by the RDN Board. Since October 2009, the draft RGS has been under review by RDN Electoral Area Directors and Municipalities with various revisions being made. As of November 2010, comments on the most recent draft of the revised RGS (April 29, 2010) have now been received from all the RDN partners. These comments include several that have significant implications for the Draft RGS and require more time to resolve amongst the RDN partners.

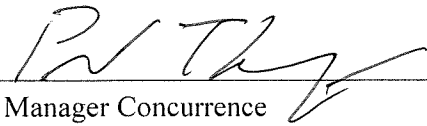
In order to re-engage the public while still moving the RGS review process forward, a draft RGS (December 30th 2010) will be released for public input while work continues with the RDN partners to resolve outstanding areas of concern.

RECOMMENDATIONS

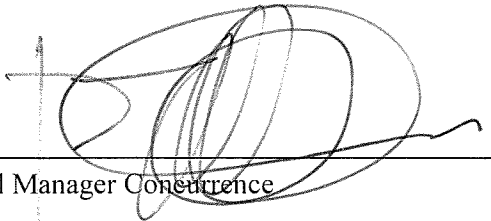
1. That the report “Regional Growth Strategy Review – December 2010 Update” be received.
2. That staff be directed to proceed with the actions included in the report “Regional Growth Strategy Review – December 2010 Update”



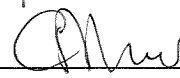
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

Appendix 1 - RDN Directors Meeting November 30th 2010 Meeting Notes

Meeting Notes
Nov 30th 2010 RGS Review Presentation RDN Board Ideas and Updates Meeting

Present

Electoral Area Directors	City of Nanaimo	City of Parksville
Director, Joe Stanhope (Board Chair)	Councillor Jim Kipp	Councillor Chris Burger
Director George Holme	Councillor Bill Holdom	
Director Lou Biggemann	Councillor Lloyd Sherry	Town of Qualicum Beach
Director Joe Burnett	Councillor Dianne Johnstone	Mayor, Tuenis Westbroek
Director Giselle Rudischer	Councillor Larry McNabb	

RDN Staff

Carol Mason	City of Nanaimo Staff	City of Parksville Staff
Nancy Avery	Andrew Tucker	Fred Manson
Maureen Pearse	Doug Holmes	Town of Qualicum Beach Staff
Paul Thorkelsson		Mark Brown
John Finnie		Paul Butler
Dennis Trudeau		Luke Sales
Tom Osborne		
Lisa Bhopalsingh		

A. Paul Thorkelsson – gave presentation on RGS Review that outlined the following:

1. The RGS Review Process

Described the stages of the Review and noted that we are currently at the stage of having received comments from Electoral Area Directors and all member municipalities on the April 29th 2010 Draft.

2. Changes made to the Draft RGS between Nov 9th 2009 and the most recent Draft dated April 29th 2010

A brief overview of key changes to the draft leading up to the April 29th version was given. This includes changes made (as requested) by the City of Nanaimo to move the Growth Containment Boundary (GCB) to match the City's municipal boundaries.

3. Comments on the - April 29 Draft RGS.

Comments from Electoral Area Directors and Municipalities were summarized and areas where further agreement is needed highlighted.

4. Moving Forward

Propose moving forward with public consultation on the draft RGS while having a parallel process to resolve outstanding issues amongst the RDN partners. Public input will help provide direction on resolving these issues.

B. The following is a summary of discussion following the presentation:

- Support expressed for releasing the draft RGS immediately for public consultation and providing the public with an opportunity to comment. Some members of the public have been asking where the RGS is at and several have expressed concern the draft RGS is a ‘done deal’ that the public will not be able to have much influence upon it.
- Need to do more ‘wordsmithing’ and define terminology. It will be difficult to agree on how words like ‘shall’, ‘will’, ‘do’ etc are used and the meanings of different terms.
- Public wanted to see more ‘wills’, ‘shalls’ and ‘musts’, partners want to see less. Important to understand the context that these words are used in. Many instances where words are used such as “will consider”, “shall consider”. The word “must” is not used in the policies.
- Last May the Electoral Area Directors put forward their concerns and the changes they wanted to see made to the Draft RGS. Since then RDN staff has met with Municipalities. Concerned that EA Directors changes have not been made.
- No changes have been made to the April 29th Draft RGS. Need to receive comments from all partners and get agreement before making any changes. Unfortunately it has taken some time to receive everyone’s comments.
- Understood that a draft with these changes included would come back to the EA directors to review. A step has been skipped.
- Intent is to make changes to the draft which are minor and don’t need further discussion. A draft with minor changes would be taken to the public while at the same time continuing to address major issues with the RDN partners.
- We can make changes [to the draft] and let it go to the Board in January and get the okay to take it public.
- Think we should move forward now with taking the draft public.
- Is it possible to convince the public that the RGS is not a done deal? Can we let the public know that there are areas of outstanding issues to make it clear that it is a document in progress and not a done deal? Can we let the public know what the outstanding issues are?
- That could be a very beneficial approach and we could easily do this as all the outstanding issues have been tracked in a database. However there is a risk of side tracking on the ‘big issues’.
- Can we emphasize the ‘legal’ nature of the RGS?
- The RGS is a bylaw but not a regulatory bylaw. It is a bylaw that provides guidance and represents an agreement to follow certain policies.
- Just to clarify, can we have an addendum to the Draft plan with the issues?
- Yes we can.
- Need to show all the changes in the draft and need to get feedback on the issues from the public.
- Is there a public consultation plan?
- There is a public consultation plan that went before the Board at the beginning of the process. In January staff will update the Board on Phase 3 of the consultation plan.
- Important to remember that the RDN is a Federation and when the RGS was first agreed to, everyone lost a little autonomy so that everyone could gain collectively [by jointly addressing concerns about rapid growth and development].

Actions Resulting From Direction Received During the Meeting

For the January 2011 RDN Board Meeting:

- Make ‘minor’ changes to the April 29th 2010 Draft RGS based upon comments received from EA Directors and Municipal Partners that can be made without further discussion.
- Create a list of ‘major’ comments that will substantially alter the direction of the RGS and that require further discussion and agreement before changes can be made to the RGS. This list will be suitable to accompany the Draft RGS when it goes for public review.
- Update Phase 3 of the RGS Review Public Consultation Plan

Inferred Actions

- Establish a schedule of meetings that will enable work to continue with EA Directors and Municipal partners to resolve outstanding issues major issues.
- Ensure that representatives from the District of Lantzville (who were not present at the meeting), are briefed on the meeting discussion and outcomes. Set up a meeting/s to work towards resolving concerns and issues expressed by the District of Lantzville.

Appendix 5 - An updated Phase 3 RGS Review Consultation Plan

Engagement Plan for “Shaping the Future” Phase 3

Objectives:

- Raise profile of the RGS review with the general public and specific key groups.
- Reconnect with all who've been involved to date and show responsiveness by RDN.
- Communicate and generate interest in proposed policies in Draft RGS to strengthen sustainability. Gather comments from wide range of groups on Draft RGS.
- Continue to build trust in RDN capacity and RGS utility for sustainability.

Timing:

- Launch on February 7th – end on April 1st (10 week engagement)

Factors:

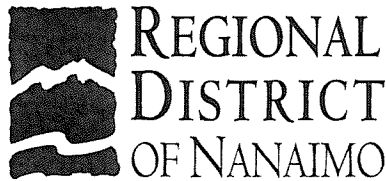
- Must be consistent with Consultation Plan that was approved by RDN Board.
- This phase will mark beginning of community engagement on the Draft RGS that will end with the adoption of the RGS bylaw.
- Provide opportunities for public who have not read the Draft RGS to comment.
- Want informed comments on Draft RGS not general comments on sustainability.
- Have to be cost and time-efficient and strategic in methods used. Need to use range of methods to ensure open process.
- Large ads and mail outs have provided generally low return on investment.
- Public meetings have proven to be time consuming for staff and so far have been the least effective form of engagement.

Recommend:

- Build on 2009 community engagement, continue approach and brand, update key messages.
- Use a “Did you know” message to generate interest, show responsiveness
- Show that we listened in Phase 2.
- Tighten the range of engagement activities to have best effect for resources used.
- Use existing email networks and lists of groups to raise awareness quickly.
- Use some passive methods (ads, email, website, media) but focus on active outreach.
- RDN staff actively seeking to make presentations to key groups will be key strategy.
- Use banners, handouts, display boards at events to drive traffic to website & survey.
- Have simple input mechanism (short “preferences” survey) on website

Activities: See table on next page

#	Activity	Lead	Timing
1	Revamp all text/diagrams on website by Feb 1 st launch	RDN Staff	Nov '10
2	Release Vision, Sustainability Principles and Goals from Draft RGS)	RDN Staff	Nov
3	Develop short simple web survey (using Survey Monkey)	RDN Staff	Dec
4	Develop "Support Sheets" for RGS Goals and post on web-site	RDN Staff	Nov
5	Develop 8 to 9 Display Boards providing explanation of goals	RDN Staff	Dec
6	Develop Power Point Presentation for events and web-site	RDN Staff	Dec
7	Prepare display boards and handouts for promotional events	RDN Staff	Dec
8	Revise key messages and develop "Did You Know" language	RDN Staff	Dec
9	Develop list of possible groups to present to	RDN Staff	Jan '11
10	Develop earned media and paid media (ads) strategy	RDN Staff	Jan
11	Update message on postcards and distribute at events and meetings	RDN Staff	Jan
12	Establish and advertise survey incentive	RDN Staff	Jan
13	Develop Power Point Presentation for events and web-site	RDN Staff	Jan
14	Revise press releases and assist with ad layout/copy	RDN Staff	Jan
15	Local government meetings to resolve outstanding concerns with the Draft RGS	RDN & Mun Staff	Jan -April
16	Support earned media strategy (articles, editorials, interviews)	RDN Staff	Jan-April
17	Press releases	RDN Staff	Jan-April
18	Develop and place ads on transit buses	RDN Staff	Feb
19	Update Facebook page; increase profile of page	RDN Staff	Feb
20	Promote survey at events	RDN Staff	Feb-April
21	Identify and attend community events with display/postcards	RDN Staff	Feb-April
22	Develop insert for Spring 2011 Regional Perspectives	RDN Staff	Mar
23	Send out regular updates using email alert system	RDN Staff	Feb-April
24	Utilize municipalities and EA directors to promote Draft RGS	RDN Directors	Feb-April
25	Summarize comments on Draft RGS from all input received	RDN Staff	Mar-April
26	Prepare suggested changes to Draft RGS based on input from the community and local governments	RDN Staff	April
27	Update project website with results of engagement	RDN Staff	April



CAO APPROVAL	
EAP	
COW	
RHD	
BOARD	
<i>Sustainability Jan 19 '11</i>	

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: January 6, 2011

FROM: Chris Midgley
Manager, Energy and Sustainability

FILE: 6780-50

SUBJECT: Wood First Policy for RDN Facilities

PURPOSE

The purpose of this report is to bring forward a *Wood First Policy for RDN Facilities* for Board consideration. The proposed policy is included as Appendix 1.

BACKGROUND

At the Regular Board Meeting held December 14, 2010, the following Motion was carried:

Wood First Act

MOVED Director Holme, SECONDED Director Johnstone, that staff prepare a report with recommendations regarding the development of a "Wood First" policy.

This motion follows from the Provincial *Wood First Act* (Bill 9, 2009), which has as its purpose "to facilitate a culture of wood by requiring the use of wood as the primary building material in all new provincially funded buildings, in a manner consistent with the British Columbia Building Code."¹

In adopting a wood first policy, the Regional District of Nanaimo would join two Regional Districts (Cariboo and Columbia-Shuswap) and fifteen other local governments in BC that have developed policies, bylaws, or other formal commitments to prioritize the use of wood in local government construction and renovation projects (Figure 1).

The policies developed in all seventeen jurisdictions are very similar in content, and the attached policy for the Regional District of Nanaimo borrows heavily from this work. Of these existing policies, only Campbell River references the use of wood for the purpose of energy production. Given wood-based biomass has the potential to be a renewable, carbon neutral fuel, the attached policy includes the provision to consider the use of wood and wood-based biomass as an energy source for new RDN facilities.

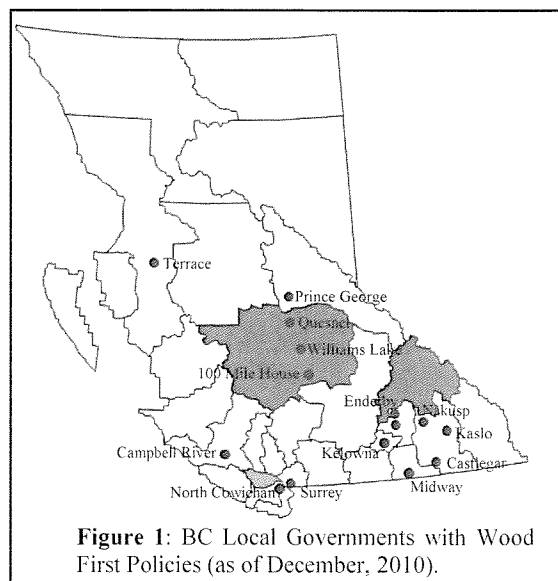


Figure 1: BC Local Governments with Wood First Policies (as of December, 2010).

¹ See Bill 9 – 2009: Wood First Act at http://www.leg.bc.ca/39th1st/1st_read/gov09-1.htm, accessed December 23, 2010.

A distinguishing feature of the Wood First Policy for RDN Facilities is the provision to consider the use of certified sustainable wood products in construction projects. Given that forest management practices have a profound impact on the renewability of the forest resource, it is reasonable to recommend that at least a portion of wood used for Regional District of Nanaimo facilities is derived from forests managed in an environmentally responsible manner. As such, the policy requires that consultant teams engaged in construction projects for the RDN establish a goal for the percent content of certified wood as an initial step in the integrated design process. No minimum percent is included, and this is expected to vary from project to project.

ALTERNATIVES

1. That the attached Wood First Policy for RDN Facilities be approved.
2. That the attached Wood First Policy for RDN Facilities not be approved and that alternate direction be provided.

FINANCIAL IMPLICATIONS

The financial implications of prioritizing the use of wood in construction projects are difficult to determine, however the Regional District of Nanaimo has already demonstrated a strong commitment to the use of wood in construction projects. This is evident in the recently completed Administration Building and Transit Administration Building – recipient of the Woodworks! Community Recognition Award from the Canadian Wood Council, portions of the Church Road Transfer Station project, as well as the proposed design for a new fire hall on the Nanoose peninsula. With this history, it is assumed that budgets for projects with a Wood First Policy in place will be comparable to projects recently completed by the RDN.

More significant financial implications can be expected on projects that include considerable use of certified sustainable wood products. A recent publication² suggests a cost premium of 0-10% for Forest Stewardship Council certified wood products used in LEED certified buildings in Vancouver leading up to the 2010 Olympic Winter Games. Due to uncertainty in the potential costs of using certified wood products, no minimum quantity for the use of certified wood is included in the policy. Instead, project teams will be required to set a goal for a quantity of certified wood as part of the requisite integrated design process at the outset of projects.

There is also financial uncertainty around the use of wood-based biomass for energy production as this is an unconventional energy source for institutional facilities. To ensure flexibility and cost effectiveness, the policy does not require the use of wood-based biomass as an energy source, only that it be given due consideration. When considering wood as an energy source, a full life-cycle cost analysis should be undertaken, including carbon taxes and offset costs associated with the use of more conventional fuels.

For all cases, the policy includes the statement that staff may give favourable consideration to RFP respondents that can demonstrate how the use of wood is a cost effective choice for a given project.

SUSTAINABILITY IMPLICATIONS

When derived from forests managed in a responsible manner, wood products represent an ideal sustainable building material. They come from a locally available, renewable resource, and wood's

² See pages 27-28 of "Certified Wood and the Impact of LEED" located here: <http://www.cwc.ca/NR/rdonlyres/550B8757-EDBB-442E-BFFD-B0D176E2127C/0/CertifiedWoodandtheImpactofLEEDCWCMLeslie.pdf>

structural flexibility provides resilience against seismic activity. In addition, wood products used in construction represent a form of long-term stored carbon.

When wood-based biomass is used as an energy source for fuel efficient, low emission technologies, it provides a renewable, carbon neutral energy source with a potential local origin.

The Board Strategic Plan identified Economic Resilience as a Strategic Priority, and aims to “advance sustainable approaches to the traditional sectors that built the regional economy,” while building “local capacity to capitalize on a transition for a greener, more efficient economy,” (*Integrated Solutions for a Sustainable Future*, p. 14). In adopting a *Wood First Policy for RDN Facilities*, the Regional District of Nanaimo, advances this strategic priority, facilitating strength and diversity in the local economy while supporting renewable resource development and innovation in pursuit of carbon neutral energy sources.

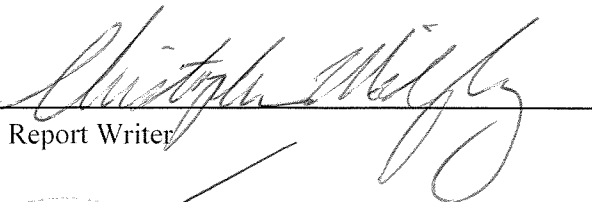
SUMMARY

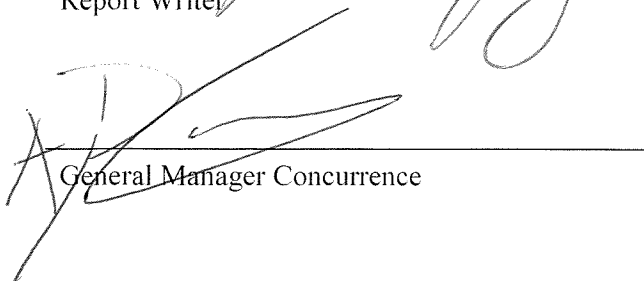
The attached *Wood First Policy for RDN Facilities* is provided in response to a Board Motion carried at the Regular Board Meeting held December 14, 2010. This initiative follows on the heels of the Provincial Wood First Act (Bill 9, 2009), and subsequent wood first policy development in seventeen jurisdictions across BC. Borrowing from the work done elsewhere, the RDN policy builds on the general requirement to prioritize the use of wood as a primary building material to include provisions to consider wood-based biomass as a carbon neutral energy source, and to set goals for quantities of certified wood products in construction projects where appropriate and cost-effective.

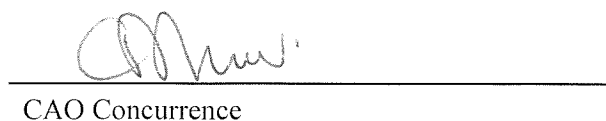
Implementing this policy carries some financial uncertainty as material costs can vary considerably from project to project, and over time. This is particularly the case for projects that aspire to include large quantities of certified wood, or to achieve carbon neutrality through the use of wood-based biomass as an energy source. Given this uncertainty, flexibility to weigh multiple options is built into the policy in order to maximize its cost-effectiveness. This flexibility meshes well with the existing Green Building Policy for RDN Facilities. Regarding the Board Strategic Plan “*Integrated Solutions for a Sustainable Future*”, implementation of the *Wood First Policy for RDN Facilities* advances the strategic priority of Economic Resilience, and contributes to renewable resource development and innovation in pursuit of carbon neutral energy in the Region.

RECOMMENDATION

That the attached Wood First Policy for RDN Facilities be approved.


Report Writer


General Manager Concurrence


CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

P O L I C Y

SUBJECT:	<i>Wood First Policy for RDN Facilities</i>	POLICY NO: A1.XX
		CROSS REF.:
EFFECTIVE DATE:	Date of Adoption, 2011	APPROVED BY: Board
REVISION DATE:		PAGE: 1 of 1

PURPOSE

To ensure the use of wood products as primary building materials, and to give consideration to wood-based biomass as a renewable energy source wherever practical and appropriate in the design and construction of building and renovation projects owned or funded by the Regional District of Nanaimo, and in a manner consistent with the BC Building Code and the Green Building Policy for RDN Facilities.

POLICY

1. For this policy, *wood product* refers to wood that has been prepared for use in construction or energy production and may include but is not limited to sawn and dressed timber, plywood, fabricated wood, wooden structural components, fittings and joinery, oriented strand board, trusses, preservative treated wood, glulams, and engineered wood products such as laminated veneer lumber and wooden furniture; as well as pelletized wood or other wood-based biomass fuel sources.
2. For this policy, *primary building material* refers to a building material that is used as a structural component or as a major architectural component in the design of a facility or structure.
3. In Requests for Proposals (RFP) for Regional District of Nanaimo construction and renovation projects, staff are to include as a key criterion provisions that require respondents to detail expertise, experience and excellence in the use of wood as a primary building material, and how the use of wood could be incorporated in the project for which the RFP has been issued. This includes the potential use of wood as a renewable energy source.
4. In evaluating proposals, staff may give favourable consideration to respondents that demonstrate:
 - The best understanding of the potential use of wood as a primary building material or energy source for the specific project;
 - The highest level of experience and innovation in the use of wood products; and
 - How the use of wood is a cost-effective choice for the construction project.
5. Where practical and appropriate, the use of certified sustainable forest products is preferred. At the outset of the project, and as part of the requisite Integrated Design Process, the project team will establish a goal for the percent content of certified wood for the project.



CAO APPROVAL		✓
EAP		
COW		
JAN 2 2011		
RHD		
BOARD	✓	Jan 25 '11

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: January 19, 2011

FROM: Nancy Avery
General Manager, Finance & Information Services

File:

SUBJECT: Bylaws No. 1616, 1617, 1618 – to Secure Borrowing to Construct a New Nanoose Bay Fire Protection Service Fire Hall

PURPOSE:

To obtain approval to proceed to referendum, to borrow for the replacement of the Nanoose Bay Fire Protection Service fire hall.

BACKGROUND:

In 2006/07 the Nanoose Bay Fire Protection Society commissioned a seismic review of the fire hall located at 2471 Nanoose Rd., in Nanoose Bay B.C. The report indicated that upgrades in the range of \$525,000 would help improve the basic safety of the building. Considering the age of the building (1972 to 1991), new Building Code requirements for post disaster construction standards for emergency services buildings and the Regional District’s legislated role in ensuring and coordinating responses to major disasters, the Board approved a further detailed review to establish the practicality and cost to remediate the building. Early on in the course of that review the consultants determined that remediating the building would not only require significant costs, it would not resolve many of the operational aspects of the hall which have become dysfunctional over time. A copy of the staff report from August 2008 summarizing the conclusions of that review is attached for information. With the support of the Society Board and the Electoral Area Director, the design process for a replacement fire hall was initiated.

Commencing in June 2009 members of the Society, staff and a consultant team developed a design brief for the fire hall, based on the Regional District’s Green Building Policy which targets a “50% reduction in tonnes of CO₂e for all new construction and major renovations starting in 2010, relative to the Model National Energy Code, and as measured by an energy modeling specialist” and encourages designs which meet the LEED silver standard for construction.

In March of this year staff reported on the outcomes of the pre-design work as follows:

The building design includes:

- Construction to the most current seismic requirements of the BC Building Code
- Extensive use of wood as a structural element and seismic loading element as well as being a locally sourced building material
- Innovative use of water and heat pumps to provide heating and cooling, dramatically reducing dependency on fossil fuels
- Radiant floor heating in vehicle bays which provide an ideal, low demand source of heat for drying wet vehicles and equipment
- Rainwater harvesting into above ground storage tanks for vehicle filling, washing and landscape maintenance

- Low maintenance exterior finishes

The proposed design exceeds the 2010 reduction in carbon emissions objective of the Green Building Policy. The results of an energy model analysis comparing the proposed heat pump system to a more conventional boiler system, indicates a near to 80% reduction in tonnes of CO₂e emitted.

The functionality of the building has been improved by locating workshop and equipment storage spaces along a central spine, with administrative and vehicle bays on either side. The revised space layout provides a new and visible public entrance to the building as well as separating training spaces (lower floor) from “living spaces” – kitchen, day room, clothing lockers and personnel washrooms (upper floor). The upper floor space can be reconfigured in the future to provide sleeping areas should the fire hall be more permanently occupied by firefighting personnel.

At the pre-design stage (30% design drawings) the construction budget was estimated at \$3,339,485, including contingencies to complete the design and potential unforeseen construction circumstances. Detailed design work was authorized to proceed and in September 2010 at the 75% stage the budget estimate was decreased to \$3,214,000, including construction contingencies for unknown elements such as the compaction of soil under the original building.

The projected budget to complete the fire hall is estimated as follows:

Building construction (including contingencies and taxes)	\$ 3,214,000
Consultant fees for tendering and construction (architectural, Mechanical, electrical, civil engineer, geotechnical & landscaping)	<u>106,200</u>
	\$ 3,320,200
Available from funds on hand	<u>(117,655)</u>
Project costs to be financed by borrowing	<u>\$ 3,202,545</u>

Over the course of 2010 and the proposed 2011 budget, \$180,000 has been included in the financial plan to cover some of the project costs before borrowing. Of that amount \$117,655 would be applied to the construction budget and \$62,345 will cover the costs of rental for storage of equipment, temporary office space during construction, interim financing and referendum costs. Based on recent experience with construction projects in our region, staff are recommending borrowing \$3,200,000 for this project.

ALTERNATIVES:

1. Seek approval to borrow up to \$3.2 million by way of referendum.
2. Seek approval to borrow up to \$3.2 million by way of alternative approval process.
3. Do not proceed and provide alternate direction.

FINANCIAL IMPLICATIONS:

Alternative 1

Under this alternative a referendum would be held on Saturday, March 26th, 2011. A majority of votes cast in favour of the borrowing would result in the project being completed some time in early 2012. Eligible voters in the service area have an opportunity to vote on the proposed borrowing. The cost to hold a referendum is estimated at \$8,125. This includes three statutory voting opportunities, advertising, hall rentals, production of a newsletter and mailing costs.

If the project proceeds, borrowing would be amortized over 20 years at an approximate annual cost of \$13.70 per \$100,000 of property assessment. The impact of the borrowing will occur over 2011 and 2012 with approximately \$5.70 per \$100,000 being assessed in 2011 and an additional \$8.00 per \$100,000 being assessed in 2012.

The average property value in the Nanoose Bay Fire Protection service area is estimated at \$491,000. The additional tax cost for the new fire hall would total approximately \$67.30 with \$28.00 being assessed in 2011 and a further \$39.30 being assessed in 2012.

Alternative 2

Under this alternative, if 486 voters oppose approving the fire hall construction by alternative approval process, the bylaw would be deemed as not having received the assent of the electors. Voters in favour of the initiative do not need to respond in any specific way. Alternative approval processes are useful when the topic has no significant financial implications and voters are evaluated as most likely to be in favour regardless of the method of voting. The cost for an Alternative Approval Process is estimated at \$5,125 (room rentals and election officials are not required).

Alternative 3

The most recent additions to the building are 20 years old and much of the building is more than 35 years old. The functionality of the building will not permit further upgrades at a reasonable cost regardless of the direction to improve the seismic stability of the structure. There do not appear to be any other options except to replace the building. Competitive construction costs and low interest rates offer an opportunity to proceed with the replacement under better than normal conditions.

COMMUNICATIONS:

Staff will prepare a newsletter which will be mailed to all residences in the service area. The newsletter will be used to invite residents to an information meeting tentatively scheduled for the week of March 7th, approximately two weeks before the referendum date set for March 26th, 2011. On the advice of the fire department, attention will also be given to posting the newsletter and meeting invitation at key locations in the service area. There are also statutory requirements for advertising the referendum in accordance with the *Local Government Act*.

SUSTAINABILITY IMPLICATIONS:

As noted earlier in this report, the re-designed Nanoose Bay fire hall exceeds the 2010 objective for a reduction of CO₂e emissions stated in the Regional District's Green Building Policy. The proposed building has a very lean carbon footprint compared to the existing building or a replacement hall fitted with a conventional heating system. The new fire hall will emit approximately 2-3 tonnes of CO₂e based on the energy model analysis – a decrease of more than 80% from the current building. In addition to significantly reduced emissions, the energy model evaluation indicates good annual cost savings compared to a building with a more traditional gas fired boiler system. Assuming a standard daily building occupancy level, the energy model indicates that a mid-efficiency boiler system would cost about \$12,230 annually compared to \$10,185 for the proposed heat pump/fan coil unit HVAC system (annual savings of about \$2,045 or 19.6%). At the lower occupancy level which is currently the case for the volunteer force, the estimated annual savings is in the range of \$1,700 per year (13.9%).

Other key features include a site design emphasizing native plants in landscaped areas and the aforementioned rainwater collection system to reduce the use of community water for vehicle washing/filling and maintenance of landscaping. The building contains additional administrative space which responds to operational limitations of the existing facility and prepares the building for anticipated

ongoing growth of the Nanoose Bay community. The integrated planning and design process has resulted in a proposed fire hall facility that can ably accommodate current operations, while ensuring adaptability to future staffing and occupancy requirements.

The construction cost estimate at \$3.2 million is about 7% higher than the initial budget target of \$3.0 million. Some of the difference in cost can be attributed to the geo-exchange heat pump system and the installation of hydronic (water based) in floor heating in the vehicle bays. These features are expected to have a significant impact on the overall comfort and performance of the building both in terms of improved equipment life and maintenance as well as improvements to the health and safety of the volunteer firefighters (faster drying and more consistent temperatures in equipment spaces).

SUMMARY/CONCLUSIONS:

Detailed design work for the replacement of the Nanoose Bay Fire Protection Service fire hall has been completed. The cost to construct the fire hall is estimated, at the 75% design completion stage at \$3.2 million. This is generally consistent with an earlier 30% design stage estimate.

Including consultant fees during construction the total estimated budget is \$3.3 million, however, approximately \$117,655 has already been raised through the 2010 and 2011 departmental budget, leaving a balance to be obtained of \$3.2 million. If the initiative is successful, an average property owner in the service area (value of \$491,000) will have additional property taxes of about \$67.00 annually after construction. The projected increase in 2011 is \$28.00 for a property valued at \$491,000.

Staff have discussed two options for obtaining elector consent to borrow \$3.2 million and recommend that a referendum be held on Saturday March 26th, 2011. The question which would be placed on the ballot would be:

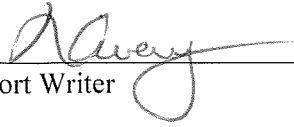
“Are you in favour of “Nanoose Bay Fire Protection Service Loan Authorization Bylaw No. 1616, 2011” which if approved would authorize the Regional District of Nanaimo to borrow up to \$3.2 million to demolish the current fire hall and construct a new fire hall at 2471 Nanoose Road, Nanoose Bay, BC?”

The bylaws for this purpose are attached to this report.

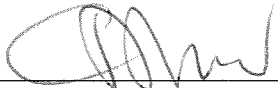
RECOMMENDATIONS:

1. That the Board authorize proceeding to referendum to obtain consent of the electors in the Nanoose Bay Fire Protection Service Area to borrow up to \$3.2 million to replace the Nanoose Bay fire hall.
2. That the referendum to be held on March 26, 2011 with respect to Bylaw 1616 be obtained by a vote taken throughout the entire service area.
3. That “Nanoose Bay Fire Protection Service Loan Authorization Bylaw No. 1616, 2011” be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.
4. That “Nanoose Bay Fire Protection Service Security Issuing Bylaw No. 1617, 2011” be introduced for three readings.
5. That "Nanoose Bay Fire Protection Service Temporary Borrowing Bylaw No. 1618, 2011" be introduced for three readings.

6. That Maureen Pearce, Senior Manager of Corporate Administration be appointed as the Chief Election Officer and Jane Armstrong, Legislative Coordinator, be appointed as the Deputy Chief Election Officer for the purposes of conducting the March 26th referendum.



Report Writer



CAO Concurrence



MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: August 29, 2008

FROM: N. Avery
General Manager, Finance & Information Services

FILE:

SUBJECT: Nanoose Bay Firehall – Final Seismic Review Report

PURPOSE:

To report on the results of further seismic examination of the Nanoose Bay Firehall.

BACKGROUND:

A seismic review of the Nanoose Bay Firehall was conducted in February 2007. That report outlined possible costs and structural elements, which could be addressed to make the building safe in a seismic event. The report was not intended at that time, to be a complete evaluation of the building structure and systems – nor was it intended to address requirements for post disaster safety. The Board received a staff report in February 2008 recommending further evaluation of the fire hall, to determine whether a structural upgrade would be sufficient to ensure this building and its volunteers can respond during an earthquake.

Staff and members of the fire department met with the consultant team led by the architecture firm of Johnston, Davidson Inc. on April 17, 2008. The team included the principal architects from the firm, as well as representatives of Flow Consulting (mechanical) and RB Engineering Ltd. (electrical). The following summarizes the findings of the evaluation:

Architectural

- While the building functions as a fire hall, it has been modified many times over the years and the spatial layout needs considerable improvement to make it more efficient into the future.

Structural

- The building condition ranges from good in a 1991 addition to poor in the original 1972 construction with none of the building in that part meeting seismic, fire separation, accessibility or environmental code standards.
- The actual functioning of the building is compromised compared to modern operating standards in a number of ways including enclosed vehicle bays (a result of additions) restricting movement and access to vehicles, overhead doors less wide than the optimum 14 feet, air breathing and

personal protective gear cannot be stored in separate areas to control contaminants to the equipment.

- The building requires extensive upgrading to walls, floors and roofs to meet the minimum seismic standards of the BC Building Code – upgrading to a post disaster standard would be difficult and expensive to achieve, requiring the replacement of many exterior walls and the addition of new footings as well as reinforcing to many of the existing concrete block walls.
- The hose drying tower cannot be upgraded and should be replaced

Mechanical

- Critical systems such as heating, water boiler are nearing the end of their life cycle and will require replacing.
- Code infractions for plumbing systems were observed and may require extensive re-piping.
- Ventilation systems do not meet required comfort needs and do not prevent the migration of vehicle fumes.
- Fire separations are not adequate between different areas of the building.

Electrical

- The current electrical service is fully loaded and cannot be expanded.
- There is no fire alarm system – the recommendation is for a fully functional monitored system.
- Exterior and interior lighting is poor and not energy efficient.
- Generally most of the electrical systems need considerable upgrading if the building is retained.

Given the extensive upgrades observed during this review staff advised the consultants not to carry out any further detailed investigation and to summarize their conclusions. Their report recommends that the Regional District not consider upgrading the building as a fire hall.

The re-construction of the Nanoose Bay fire hall would be managed according to our Green Building policy. The firm of Johnston Davidson has provided an estimate of fees which would result in the following deliverables:

- Detailed space development
- LEED/sustainable goals identified and costed
- Design manual which would incorporate the sustainable design elements – architectural floor plans and all finishes, mechanical, electrical, structural drawings

LEED principles would be used during the design phase but the cost to pursue certification would be decided upon as the project advanced to final design and tendering. The design manual would be used for an independent cost estimate which would lead to a budget scope for consultation and approval by property owners in the Nanoose Bay fire protection service area. The breakdown of fees is shown below.

ALTERNATIVES:

1. Receive the report on the additional seismic review and direct staff to work with the architect to design a replacement fire hall following our Green Building Policy.
2. Receive the report and direct staff to work with the architect to design upgrades, which will provide basic seismic stability for the fire hall.

FINANCIAL IMPLICATIONS:

Alternative 1

The Board earlier approved the expenditure of up to \$60,000 to carry out this additional detailed seismic examination and some initial design work if the building were to be renovated. Approximately \$10,460 will be expended for the report examination to date, leaving an unexpended balance of \$49,540.

The following costs are estimated for bringing this project to a stage where the Regional District would be in a position to understand the budget and request borrowing authority from the property owners:

Architectural, Structural, Mechanical Electrical consultant team	\$105,825
Landscape consultant	10,000
Civil engineering	6,000
Cost consultant	7,000
Site survey	4,500
Geotechnical	4,000
Disbursements	3,000
Consulting contingency	<u>10,000</u>
	\$150,325
Incurred for seismic review to date	<u>10,640</u>
Revised authorization	\$ 160,965
Current authorization	<u>(60,000)</u>
Additional authorization	<u>\$ 100,965</u>

The consultant contingency might be needed for specialized analyses during the design phase such as energy modeling.

Alternative 2

It is almost impossible to estimate the cost to upgrade this building without more design work. The building has been evaluated as significantly deficient not only in its structure, but in most of its mechanical and electrical systems given current building codes and standards. Staff recommends proceeding to design a new fire hall.

SUMMARY/CONCLUSIONS:

On April 17, 2008 staff and members of the Nanoose Bay fire department met with a consultant team to further examine the building for seismic upgrading to a post disaster standard. The visual examination of the structure, mechanical and electrical systems was sufficient to result in a recommendation not to upgrade the building as a fire hall. A budget of \$60,000 was approved in February to undertake this further review and \$10,460 has been expended to date. This report recommends proceeding to establish the integrated design team as outlined in our Green Building Policy and moving forward with designing a replacement building. Fees for the team are estimated at \$150,325. An additional reserve fund authorization in the amount of \$100,965 is required to move to this next phase.

RECOMMENDATIONS:

1. That this report on the final seismic review of the Nanoose Bay fire hall be received.
2. That staff continue to work with the firm of Johnston, Davidson Architecture Inc. to design a replacement fire hall following the Regional District's Green Building Policy.
3. That an amount of \$100,965 be released from the Nanoose Bay Fire Protection Service building reserve und to cover cost as outlined in this report.

Report Writer

C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1616

**A BYLAW TO AUTHORIZE BORROWING FOR THE
NANOOSE BAY FIRE PROTECTION SERVICE**

WHEREAS the Regional District of Nanaimo established the Nanoose Bay Fire Protection Service pursuant to Bylaw No. 991, cited as “Nanoose Bay Fire Protection Service Area Establishment Bylaw No. 991, 1995”;

AND WHEREAS the Board wishes to demolish and construct a new fire hall in the service area;

AND WHEREAS the estimated cost of demolishing, constructing and otherwise improving the fire hall is the sum of \$3,200,000;

AND WHEREAS the financing of this capital purchase is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between the Authority and the Regional District of Nanaimo;

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

1. The Board is hereby empowered and authorized to acquire and carry out or cause to be carried out the demolition and construction of the new Nanoose Bay fire hall located at 2471 Nanoose Rd., Nanoose Bay, B.C.
2. To borrow upon the credit of the Regional District a sum not exceeding \$3,200,000.
3. To acquire all such real and personal property, rights or authorities as may be requisite or desirable for, or in connection with, the foregoing capital program, and all related ancillary works and equipment deemed necessary by the Board for the management of the service authorized under “Nanoose Bay Fire Protection Service Area Establishment Bylaw No. 991, 1995”.
4. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is 20 years.
5. This bylaw relates to the “Nanoose Bay Fire Protection Service Area Establishment Bylaw No. 991, 1995”.
6. This bylaw may be cited for all purposes as “Nanoose Bay Fire Protection Service Loan Authorization Bylaw No. 1616, 2011.”

Introduced and read three times this 25th day of January, 2011.

Received the approval of the Inspector of Municipalities this day of , 2011.

Received the assent of the electors this day of , 2011.

Adopted this day of , 2011.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1617

**A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT
RESPECTING FINANCING BETWEEN THE REGIONAL DISTRICT OF NANAIMO
(THE "REGIONAL DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY OF
BRITISH COLUMBIA (THE "AUTHORITY")**

WHEREAS the Authority may provide financing of capital requirements for regional districts and for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS, pursuant to the provisions of Section 825 of the *Local Government Act*, the amount of borrowing authorized by the following Loan Authorization Bylaw, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder and the amount being issued under the authority thereof by this bylaw is as follows:

Regional District	L/A Bylaw No.	Purpose	Amount Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue (Yrs.)	Amount of Issue
Nanaimo	1616	Nanoose Bay Fire	\$3,200,000	Nil	\$3,200,000	20	\$3,200,000
Total Financing pursuant to Section 825							<u>\$3,200,000</u>

AND WHEREAS the Regional Board, by this bylaw, hereby requests that such financing shall be undertaken through the Authority;

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

1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed Three Million, Two Hundred Thousand Dollars (\$3,200,000) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and Manager of Financial Services of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in

the form annexed hereto as Schedule 'A' and made part of the bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.

3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and General Manager, Finance & Information Services.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Loan Authorization Bylaw No. 1616, the anticipated revenues accruing to the Regional District from the operation of the said Nanoose Bay Fire Protection Service are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.
8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority of British Columbia Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.

10. This bylaw may be cited as "Nanoose Bay Fire Protection Service Security Issuing Bylaw No. 1617, 2011".

Introduced and read three times this 25th day of January, 2011.

Adopted this day of , 2011.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Schedule 'A' to accompany
"Nanoose Bay Fire Protection
Service Security Issuing Bylaw No.
1617, 2011.

Chairperson

Sr. Mgr., Corporate Administration

C A N A D A

PROVINCE OF BRITISH COLUMBIA

AGREEMENT

REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of _____ in lawful money of Canada, together with interest thereon from the _____, at varying rates of interest, calculated semi-annually in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the table appearing on the reverse hereof commencing on the _____, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at _____ British Columbia, this _____ of _____, 20__.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. cited as "Nanoose Bay Fire Protection Service Security Issuing Bylaw No. 1617, 2011", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chairperson and the General Manager of Finance & Information Services thereof.

Chairperson

Gen. Mgr., Finance & Information Services

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any court of the Province of British Columbia.

Dated this _____ day of _____, 20__.

Inspector of Municipalities of British Columbia

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1618

**A BYLAW TO AUTHORIZE TEMPORARY BORROWING OF MONEY PENDING
THE ISSUANCE OF SECURITIES WHICH HAVE BEEN AUTHORIZED**

WHEREAS it is provided by Section 834 of the *Local Government Act* that the Regional Board may, where it has adopted a loan authorization bylaw and, without further assents or approvals, borrow temporarily from any person under the conditions therein set out;

AND WHEREAS by “Nanoose Bay Fire Protection Service Loan Authorization Bylaw No. 1616, 2011”, the Board of the Regional District of Nanaimo was authorized to borrow upon the credit of the Regional District a sum not exceeding \$3,200,000 for the purpose of demolishing and reconstructing a fire hall in the service area;

AND WHEREAS no notice has been served on the Board or its Secretary in regard to quashing the said, “Nanoose Bay Fire Protection Service Loan Authorization Bylaw No. 1616, 2011”;

AND WHEREAS the authorized borrowing power under the said Bylaw No. 1616 has not been previously hypothecated;

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

1. The Board of the Regional District of Nanaimo is hereby authorized and empowered to borrow temporarily from any person or body corporate, sums not exceeding \$3,200,000 solely for the purposes specified in the said “Nanoose Bay Fire Protection Service Loan Authorization Bylaw No. 1616, 2011.”
2. The form of obligations, to be given to the lender in acknowledgement of the liability of the said Regional District Board shall be a promissory note, or notes, bearing the Corporate Seal of the Regional District of Nanaimo and signed by the Chairperson or Deputy Chairperson and General Manager, Finance & Information Service of the Regional District.
3. The proceeds from the sale of debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
4. This bylaw may be cited as "Nanoose Bay Fire Protection Service Temporary Borrowing Bylaw No. 1618, 2011.

Introduced and read three times this 25th day of January, 2011.

Adopted this day of , 2011.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



CAO APPROVAL		<i>[Signature]</i>
EAP		
COW		
JAN 17 2011		
RHD		
BOARD	✓	<i>[Signature]</i> Jan 25 '11

MEMORANDUM

TO: N. Avery
General Manager, Finance & Information Services

DATE: January 12, 2011

FROM: W. Idema
Manager, Financial Reporting

FILE:

SUBJECT: Bylaws No. 1622 and 1623 to authorize the use of Development Cost Charge Funds

PURPOSE

To obtain approval for Bylaws No. 1622 and 1623 which authorize expenditures from the Northern and Southern Community Sewer Service Area Development Cost Charge (DCC) Reserve Funds.

BACKGROUND

Section 935(5) of the *Local Government Act* requires that expenditures from Development Cost Charge Reserves be authorized by bylaw. The following projects were approved to proceed earlier in 2010 and the attached bylaws complete the statutory approval process.

Date of Approval	Project	Location	Initial Estimate	Final Budget
June 22, 2010	Construction of third digester	Greater Nanaimo Pollution Control Centre (GNPCC)	\$7,800,000	\$7,800,000
November 23, 2010	Installation of second dewatering centrifuge	French Creek Pollution Control Centre (FCPCC)	\$850,000	\$715,430

Bylaw No. 1622 releases \$715,430 from the Northern Community Wastewater DCC Reserve Fund and Bylaw No. 1623 authorizes expenditures up to \$7,800,000 from the Southern Community Wastewater DCC Reserve Fund.

ALTERNATIVES

1. Approve Bylaws No. 1622 and No. 1623 as presented.
2. Amend the bylaws and approve the bylaws as amended.

FINANCIAL IMPLICATIONS

Alternative 1

The above noted capital projects and use of DCC funds were approved at earlier Board meetings in 2010. The use of development cost charges for these projects is in accordance with the background information used to calculate the current DCC rates. Staff recommend approving the bylaws as presented.

SUMMARY/CONCLUSIONS

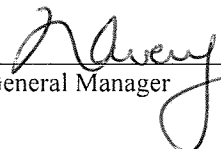
Section 935(5) of the *Local Government Act* requires that expenditures from Development Cost Charge Reserves be authorized by bylaw. Bylaw No. 1622 for the installation of a second dewatering centrifuge at the French Creek Pollution Control Centre in the amount \$715,430 and Bylaw No. 1623 for the third digester project at the Greater Nanaimo Pollution Control Centre in the amount of \$7,800,000 complete the statutory approvals for these DCC related projects.

RECOMMENDATION


1. That "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1622, 2011" be introduced and read three times.
2. That "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1622, 2011" be adopted.
3. That "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1623, 2011" be introduced and read three times.
4. That "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1623, 2011" be adopted.



Report Writer



General Manager



C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1622

**A BYLAW TO AUTHORIZE AN EXPENDITURE FROM THE
NORTHERN COMMUNITY SEWER SERVICE AREA
DEVELOPMENT COST CHARGE RESERVE FUND**

WHEREAS the Northern Community Sewer Service Area Development Cost Charge Reserve Fund was established under Bylaw No. 1442, 2005;

AND WHEREAS in accordance with Section 935(5) of the Local Government Act, the use of development cost charge funds must be authorized by bylaw;

AND WHEREAS the Board has approved the use of development cost charge funds for the purpose of completing the dewatering project at the French Creek Pollution Control Centre, and the project is an eligible development cost charge project;

AND WHEREAS the estimated amount to be expended is \$715,430;

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

1. The sum of Seven Hundred and Fifteen Thousand Four Hundred and Thirty Dollars (\$715,430) is hereby appropriated for the purpose of completing the dewatering upgrade project at the French Creek Pollution Control Centre.
2. Should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as the "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1622, 2011".

Introduced and read three times this 25th day of January, 2011.

Adopted this 25th day of January, 2011.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1623

**A BYLAW TO AUTHORIZE AN EXPENDITURE FROM THE
SOUTHERN COMMUNITY SEWER SERVICE AREA
DEVELOPMENT COST CHARGE RESERVE FUND**

WHEREAS the Southern Community Sewer Service Area Development Cost Charge Reserve Fund was established under Bylaw No. 1547, 2005;

AND WHEREAS in accordance with Section 935(5) of the Local Government Act, the use of development cost charge funds must be authorized by bylaw;

AND WHEREAS the Board has approved the use of development cost charge funds for the design and construction of a third digester at the Greater Nanaimo Pollution Control Centre, and the project is an eligible development cost charge project;

AND WHEREAS the estimated amount to be expended is \$7,800,000;

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

1. The sum of Seven Million, Eight Hundred Thousand Dollars (\$7,800,000) is hereby appropriated for the purpose of designing and constructing a third digester at the Greater Nanaimo Pollution Control Centre.
2. Should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as the "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1623, 2011".

Introduced and read three times this 25th day of January, 2011.

Adopted this 25th day of January, 2011.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



RDN REPORT	
CAO APPROVAL <i>QW</i>	
EAP	
COW	
JAN 17 2011	
RHD	
BOARD	<i>✓ Jan 25 '11</i>

MEMORANDUM

TO: N. Avery
General Manager, Finance &
Information Services

DATE: January 12, 2011

FROM: W. Idema
Manager, Financial Reporting

FILE:

SUBJECT: Bylaw No. 1624 – A Bylaw to authorize preparation of 2011 parcel tax rolls

PURPOSE:

To introduce for three readings and adoption “2011 Parcel Tax Assessment Roll Bylaw No. 1624, 2011”.

BACKGROUND:

Section 806.1(2) of the *Local Government Act* requires that the Board adopt a bylaw to provide for the preparation of rolls for the purpose of levying parcel taxes. The “2011 Parcel Tax Assessment Roll Bylaw No. 1624, 2011” introduced with this report identifies twenty seven services for which parcel taxes form a part of the annual revenues.

We expect to levy parcel taxes for the first time for the newly acquired Whiskey Creek Water Service. When a parcel tax is to be imposed for the first time, a parcel tax review panel must be established to consider any concerns respecting the parcel tax roll (i.e. corrections to an owner’s name and address, whether a parcel is correctly included or excluded from the service, or whether an exemption has been properly or improperly allowed). For the most part, corrections involve updating owner’s names and addresses due to recent property sales and these may be done by direct communication with staff. The review panel consists of 3 people, which may be any combination of staff and Board members. A tentative date for the review panel would be Wednesday, February 23, 2011 between 4:30 pm and 5:30 pm in the Regional District Committee Room. The Surveyor of Taxes office controls the time the rolls are received by our offices and therefore the dates outlined in this report may be amended slightly to ensure sufficient notice to property owners and Board appointed panel members.

ALTERNATIVES:

There are no alternatives to this process.

FINANCIAL IMPLICATIONS:

Advertising and mailing costs are provided in the 2011 budget for this purpose.

SUMMARY/CONCLUSIONS:

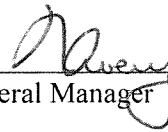
Pursuant to the *Local Government Act* this report introduces a bylaw which will provide for the preparation of parcel tax rolls for 2011. The parcel tax review panel will meet tentatively on Wednesday, February 23, 2011 between 4:30 and 5:30 pm to hear any concerns regarding information contained in the parcel tax rolls.

RECOMMENDATION:

1. That "2011 Parcel Tax Assessment Roll Bylaw No. 1624, 2011", be introduced and read three times.
2. That "2011 Parcel Tax Assessment Roll Bylaw No. 1624, 2011" be adopted.
3. That the Board appoint the Chairperson, the Senior Manager, Corporate Administration and the General Manager, Finance and Information Services to preside as the 2011 parcel tax review panel.



Report Writer



General Manager



C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO 1624

A BYLAW TO PROVIDE FOR THE PREPARATION OF PARCEL TAX ROLLS FOR THE YEAR 2011

WHEREAS the Board of the Regional District of Nanaimo shall, pursuant to Section 806.1(2)(a) of the *Local Government Act*, provide by bylaw for the preparation of an assessment roll for the purpose of imposing a parcel tax under Section 806.1(2);

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

1. Assessment rolls for the purpose of levying a parcel tax for the Year 2011 are to be prepared for the following services:

Barclay Crescent Sewer	Establishing Bylaw No. 1391, 2004
Cedar Sewer Service	Establishing Bylaw No. 1445, 2005
Cedar Sewer Commercial Properties Capital Financing Service	Establishing Bylaw No. 1513, 2007
Cedar Sewer Large Residential Properties Capital Financing Service	Establishing Bylaw No. 1517, 2007
Cedar Sewer Sportsfield Capital Financing Service	Establishing Bylaw No. 1519, 2007
Cedar Sewer Small Residential Properties Capital Financing Service	Establishing Bylaw No. 1521, 2007
Cedar Sewer Small Residential Properties Stage 2 Capital Financing Service	Establishing Bylaw No. 1565, 2009
Decourcey Water Local Service Area	Establishing Bylaw No. 1096, 1998
Driftwood Water Supply Service Area	Establishing Bylaw No. 1255, 2001
Englishman River Community Water Service	Establishing Bylaw No. 1354, 2003
Fairwinds Sewerage Facilities Local Service Area	Conversion Bylaw No. 947, 1994
French Creek Sewerage Facilities Local Service Area	Establishing Bylaw No. 813, 1990
French Creek Bulk Water Supply Local Service Area	Establishing Bylaw No. 1050, 1996
French Creek Water Local Service	Conversion Bylaw No. 874, 1992
Meadowood Fire Protection Service Area	Establishing Bylaw No. 1509, 2006
Melrose Terrace Community Water Service	Establishing Bylaw No. 1397, 2004
Nanoose Bay Bulk Water Supply Local Service Area	Establishing Bylaw No. 1049, 1996
Nanoose Peninsula Water Service	Establishing Bylaw No. 867.01, 2005
Pacific Shores Sewer Local Service Area	Establishing Bylaw No. 1021, 1996
San Pareil Water Local Service Area	Establishing Bylaw No. 1170, 1999
Surfside Sewer Local Service Area	Establishing Bylaw No. 1124, 1998
Surfside Properties Water Supply Specified Area	Establishing Bylaw No. 694, 1985
Regional Parks	Establishing Bylaw No. 1231, 2001
Crime Prevention and Community Justice Support	Establishing Bylaw No. 1479, 2006
Drinking Water and Watershed Protection Service Area	Establishing Bylaw No. 1556, 2008
Cassidy Waterloo Fire Protection Service Area	Establishing Bylaw No. 1388, 2004
Whiskey Creek Water Service	Establishing Bylaw No. 1605, 2010

2. The bylaws referred to in (1) above include any subsequent amendments.
3. Unless otherwise noted herein a parcel tax shall be levied on the basis of a single amount for each taxable property with land and improvements or land only within the service area.
4. Parcel taxes for Regional Parks, Cassidy Waterloo Fire Protection, Drinking Water & Watershed Protection and Crime Prevention & Community Justice Support shall be levied on the basis of a single amount for each parcel, which shall be defined as a taxable folio within the service area assessed for land and improvements, or land only or improvements only.
5. Parcel taxes with respect to the Cedar Sewer Commercial Capital Financing Service will be levied on the basis of the size of each parcel with a parcel defined as taxable folio within the service area assessed for land and improvements, or land only or improvements only and the amount of the parcel tax will be established as rate per hectare.
6. Parcel taxes with respect to the Cedar Sewer Large Residential Properties Capital Financing Service will be levied on the basis of a rate per unit of size with a unit of 1 established for a property up to 2 hectares in size and a unit of 2 established for properties greater than 2 hectares in size.
7. Parcel taxes with respect to the Cedar Sewer Service (sewer collection and treatment) will be levied on the basis of a rate per unit of size with units established as:
Parcel of land less than or equal to .2 ha = 1
Parcel of land greater than .2 ha up to 1 ha = 2
Parcel of land greater than 1 ha up to 3 ha = 3
Parcel of land greater than 3 ha = 6
8. Parcel taxes under Sections (3) and (4) above shall not be levied on folios with the following characteristics:
 - i) water, including but not limited to foreshore leases.
 - ii) continuous structures physically identifiable as telephone, hydro, or other utility wires, fiber or cables.
9. This bylaw may be cited as “2011 Parcel Tax Assessment Roll Bylaw No.1624, 2011”.

Introduced and read three times this 25th day of January, 2011.

Adopted this 25th day of January, 2011.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



EAP		GAO APPROVAL
COW		
JAN 11, 2011		
RHD		
BOARD		✓ Jan 25 '11

MEMORANDUM

TO: Paul Thompson
Manager, Long Range Planning

DATE: January 11, 2011

FROM: Lisa Bhopalsingh
Senior Planner

FILE: 6700 02 HAP

SUBJECT: Housing Action Plan

PURPOSE

The purpose of this report is to provide an evaluation of different strategies the Regional District of Nanaimo (RDN) can consider to support the development of affordable housing and present a Housing Action Plan which sets out how the RDN can support and facilitate the provision of appropriate, adequate, attainable and affordable housing throughout the region.

BACKGROUND

This report builds upon the research and recommendations from the RDN’s 2009 Housing Affordability Study. The study was conducted in two phases with the first report confirming that the supply of affordable housing throughout the region falls short of meeting the needs of those least able to afford adequate housing (Housing Needs Overview).

The second report, Connecting Housing Needs and Opportunities addresses solutions to the housing needs identified in the first report by:

- Identifying housing types that will best accommodate those most in need in the region and specifically, stating that:
 - The initiatives “most likely to succeed” in rural areas are those that are “best fit” with the existing scale and character of development. These include secondary suites, secondary dwellings, manufactured home parks, cluster housing, and small-scale townhouses.
- Recommending appropriate locations within designated Village Centres and Urban Areas within the RDN’s electoral areas. The proposed locations were selected based upon the needs of different groups to have access to employment and amenities such as transportation, health services, and schools together with availability of infrastructure to support housing (water and wastewater treatment); and
- Presenting several strategies (see Table 1) to meet housing needs that involve:
 1. Using existing opportunities to accelerate the provision of affordable housing units in electoral areas by third party providers.
 2. Using opportunities to become more directly involved in developing and maintaining affordable housing units in electoral areas.

The strategies are listed in order of priority based upon a preliminary evaluation of the scope of work involved and ease of implementation with one requiring the least amount of resources and eleven the greatest (see Table 1).

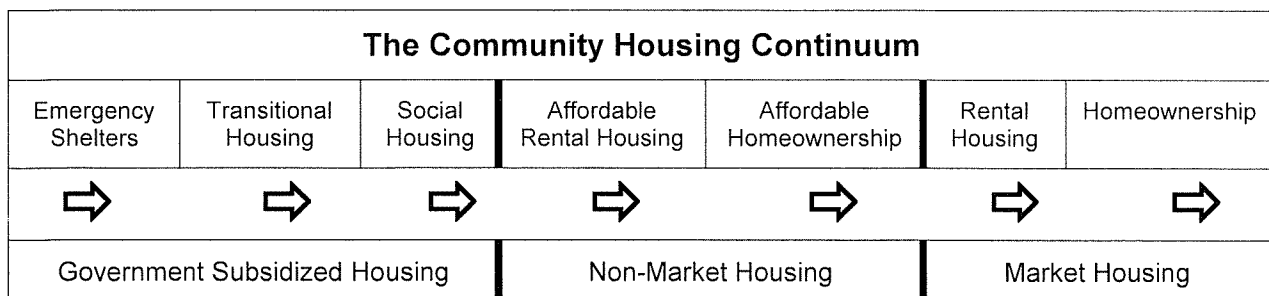
Table 1. Implementation Hierarchy – Connecting Housing Needs and Opportunities

Potential Strategies To Support Development Of Affordable Housing In The RDN	
1	Raise Awareness. Of existing housing needs. Of existing housing programs.
2	Support for Others’ Initiatives. Assist non-profit societies that are actively pursuing government funding for special needs groups. Encourage non-market housing providers to “regenerate” existing social housing sites.
3	Research and Networking. Work with major employers and business associations to investigate an “employer assisted housing program”. Seek funding from BC Real Estate Foundation.
4	Policy. Continue to support infill/development, including manufactured housing, in serviced Village Centres.
5	Policy. Include housing policies in RGS. Include housing policies in OCPs.
6	Policy. Develop a region-wide policy on secondary units (suites, secondary dwellings) in Village Centres and rural parts of electoral areas.
7	Policy. Continue to implement the 2006 Manufactured Home Park Redevelopment Policy.
8	Regulatory Tool — Amenity Rezoning. Develop a policy / program to generate affordable home ownership through new development. AKA known as “Inclusionary Housing”.
9	Regulatory Tool — Zoning. Update zoning bylaws in serviced Village Centres to encourage small houses on small lots / infill or new subdivisions. Meets other sustainability objectives.
10	Financial Measure. Investigate the establishment of a Regional Housing Trust Fund.
11	Regional Housing Corporation. Build and maintain rental housing.

This report provides a more in depth evaluation of the implications of pursuing these different strategies and introduces additional strategies intended to help work towards achieving the RDN’s strategic housing priorities. Based upon this evaluation of options, the attached Housing Action Plan outlines specific steps the RDN can take to address housing needs in the region.

Housing Continuum

Canada Mortgage and Housing Corporation (CMHC) use a graphic tool called The Community Housing Continuum to understand housing affordability (see the diagram below). The Community Housing Continuum shows a range of housing and tenures, inferring that there are options for people to move along a continuum of housing types ranging from Government-Subsidized Housing to Market Housing.



As documented in the 2006 State of Sustainability Report, the RDN has been experiencing increasing shortages of affordable rental and owned housing for those with low to moderate incomes over that last ten years. This has been the result of widening gaps between the cost of housing relative to incomes and a shortage of adequate rental stock. As the market fails to provide suitable affordable rental and ownership options, the number of people requiring access to 'Affordable Non-Market Housing' and 'Government Subsidized Housing' has been increasing.

Given an understanding of the RDN's organizational mandate, jurisdiction, expertise and resources, the RDN can most effectively focus efforts to address regional housing needs by:

1. Influencing the provision of market rental housing.
2. Influencing the provision of non-market housing (both rental and owned) through the RDN's regulatory authority.
3. Continuing to support and encourage the provision of government subsidized housing.

Please see Appendix 1 for a diagram that shows how the RDN can influence the provision of housing at different intervals on The Community Housing Continuum within the scope of existing functions, budget and resources.

ALTERNATIVES

1. That the "Housing Action Plan" report be received for information and staff be directed to proceed with the actions outlined in the "Housing Action Plan".
2. That the report "Housing Action Plan", be received and additional direction be provided to staff.

FINANCIAL IMPLICATIONS

The Housing Action Plan focuses initially on actions the RDN can undertake relatively easily to support the development of affordable housing by capitalizing upon existing staffing and resources. The initial implementation actions of the Housing Action Plan will have minimal impact on RDN budgets. The greatest impact will be on the allocation of staff resources to work on affordable housing related initiatives.

Once the effectiveness of more immediate and lower cost actions can be evaluated, it is then recommended the RDN consider the pros and cons of pursuing more costly and complex strategies.

For specific implications of each strategy please see Appendix 2.

LAND USE IMPLICATIONS

Development Implications

Currently, the real estate market in the region is not delivering suitable housing options to meet the current and future predicted needs of those with lower incomes or with special needs. Over the past several years, rising housing prices in the region have not been matched by the incomes of individuals and families with earnings at or below the annual median income. Exacerbating this is the fact that little development of purpose-built rental housing stock is taking place and existing units are at risk of conversion to non-rental forms of housing. The result is a community that is becoming less affordable to live in over time.

As the region continues to have a higher proportion of older residents, the incidence of disability will increase and there will be an increasing need for a range of housing types that can adapt to a variety of special needs, family size and financial circumstances as residents go through different life stages. The

provision of a range of housing types must be matched with suitable locations to ensure that residents have easy access to sources of employment, services and other amenities.

Single family residential continues to be the predominant form of housing, especially in rural electoral areas of the RDN. The implementation of the Housing Action Plan will involve encouraging a greater diversity of other forms of housing including more dense development in Rural Village and Urban Growth Centres. In some areas of the region this may take the form of secondary suites and small lot infill while in others this may mean manufactured home parks, more apartment units or town-homes as part of mixed-use developments.

The Housing Action Plan will continue to support directing the greatest diversity and density of housing types to designated Village Centres. Throughout the region, implementing actions that support the retrofit of existing housing stock to improve both the lifespan and energy efficiency of existing housing will help increase the long term affordability of living in those homes while reducing their impact on GHG emissions and water consumption.

Sustainability Implications

Implementing the Housing Action Plan will help make the vision of a “socially, economically and environmentally healthy region where residents meet their needs without compromising the ability of future generations to do the same” a reality. Essential to this vision is the view that in our society housing is “affordable, and a variety of different types and sizes of housing are available to accommodate the current and future needs of residents”.¹

The Housing Action Plan supports the provision of well-located housing that meets the needs of the current and future needs of residents of all income levels, family sizes, ages and abilities. Meeting these housing needs is essential to having a “socially healthy region”. Communities with adequate, affordable housing that allow residents to ‘age in place’ help foster social diversity and community resilience. Increasing opportunities for residents to stay within their communities through changing life stages, economic cycles and health circumstances will enable greater community stability. This in turn will help improve the ability of people to participate better in the regional economy, build stronger social capital, and engage more in the civic life and governance of their communities.

Providing affordable housing through strategies that result in increased density (lot sizes and buildings) in walkable, transit supported, mixed-use centres will reduce the need to use private vehicles and encourage more efficient use of land and infrastructure.

In addition to addressing the social elements of sustainability, the provision of adequate, attainable and affordable housing close to sources of employment is essential to meeting economic sustainability goals. Ensuring that affordable housing is available for lower and moderate income employees close to sources of employment will enhance the region’s long-term economic resilience.

The development of a Regional Housing Strategy will involve the participation and collaboration between RDN electoral areas and member municipalities, residents, other levels of government, non-profit agencies and private business. This broad and open participation will facilitate sustainable decision making and long term governance affecting housing provision in the region.

Growth Management Implications

An important aspect of providing a range of housing types and sizes to meet varying needs is ensuring that housing is located close to places and services that people need to access on a daily basis such as shops, services, schools, sources of employment and other amenities. The Regional Growth Strategy (RGS) suggests that designated ‘Growth Centres’ in the region should be designed to accommodate people from a variety of cultural, economic and employment backgrounds, providing for the housing

needs of many groups – families, singles, retired, working, the aged, the disadvantaged, and those of lavish or modest means.

The updated draft RGS envisions “complete, compact communities designed to provide housing that meets the needs of all households, and that provide excellent access to nearby workplaces, goods and services, learning institutions, recreation opportunities, and natural areas”.

The draft Housing Action Plan supports the growth management direction in the current and updated draft RGS. The RGS aims to direct future growth to be accommodated by intensifying land uses in mixed-use areas within designated ‘Growth Centres’ in the region (Urban/ Rural Village Centres). The updated draft RGS also contains a specific goal “to support and facilitate the provision of appropriate, adequate, affordable, attainable and adaptable housing”. Policies to achieve this goal include direction to prepare a Regional Housing Strategy, adopt OCPs and zoning bylaws that increase housing options in mixed-use centres well served by transit, provide incentives for building affordable housing and encouraging adaptable housing design, and exploring opportunities for energy upgrades to existing housing stock to increase affordability and reduce GHG emissions. The Housing Action Plan includes steps to implement all of these policies. Furthermore, the Housing Action Plan directly implements an action item in the draft RGS to “identify next steps to addressing affordable housing issues”.

Intergovernmental Implications

The successful implementation of the Housing Action Plan requires ongoing support and collaboration with federal and provincial levels of government and member municipalities of the RDN. Collaboration with non-profit housing providers and other service providers whose clients face housing challenges is another very important aspect of implementing the plan.

Public Consultation Implications

The Housing Action Plan responds to public input received through the Regional Growth Strategy Review process to address the issue of housing affordability in the region. The Housing Action Plan outlines a number of actions that will involve active consultation and integration with community members, other levels of government, non-profit groups and the business community. The level of public consultation involved will vary from providing information and education as part of raising awareness (for the need for affordable housing) to providing opportunities to receive detailed feedback that will be used by the Board to evaluate changes to RDN bylaws and policies.

SUMMARY/CONCLUSION

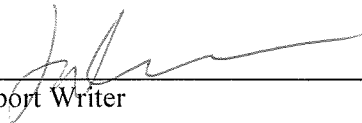
The Housing Action Plan sets out clear actions that the RDN can undertake to address the issue of housing affordability in order to meet the needs identified by the Regional Housing Affordability Study. The Housing Action Plan focuses on effective actions that the RDN can take to improve access to affordable and appropriate housing within a short period of time using existing budgets and staffing resources.

While many of the Housing Action Plan actions do not require increases to Development Services Department budgets, they do require a significant amount of staff time. Based on available staff resources, staff are proposing to commence with three of the actions in the Housing Action Plan in 2011. The first is Action 1 Documenting Housing Resources. As the RDN has had very little involvement in affordable housing to date, RDN staff need to become better informed about the various organizations and programs involved in the provision of affordable housing. The second is Action 2 Providing Information on Housing Resources. If the RDN is to play a larger role in education and awareness about affordable housing then it must be able to respond to requests from the community and potential housing providers. The third is Action 8 Adopting a Secondary Suites Bylaw. The RDN has long recognized that secondary

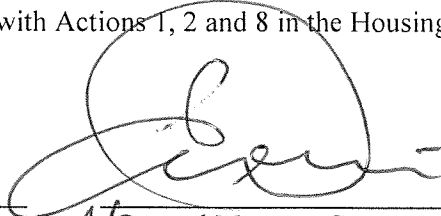
suites are a key part of an affordable housing strategy. A review of where secondary suites should be permitted and related regulations could be initiated in 2011.

RECOMMENDATION

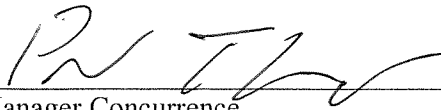
1. That the report on the proposed Housing Action Plan be received.
2. That for 2011 staff be directed to proceed with Actions 1, 2 and 8 in the Housing Action Plan.



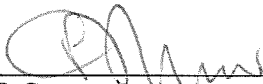
Report Writer



A/General Manager Concurrence

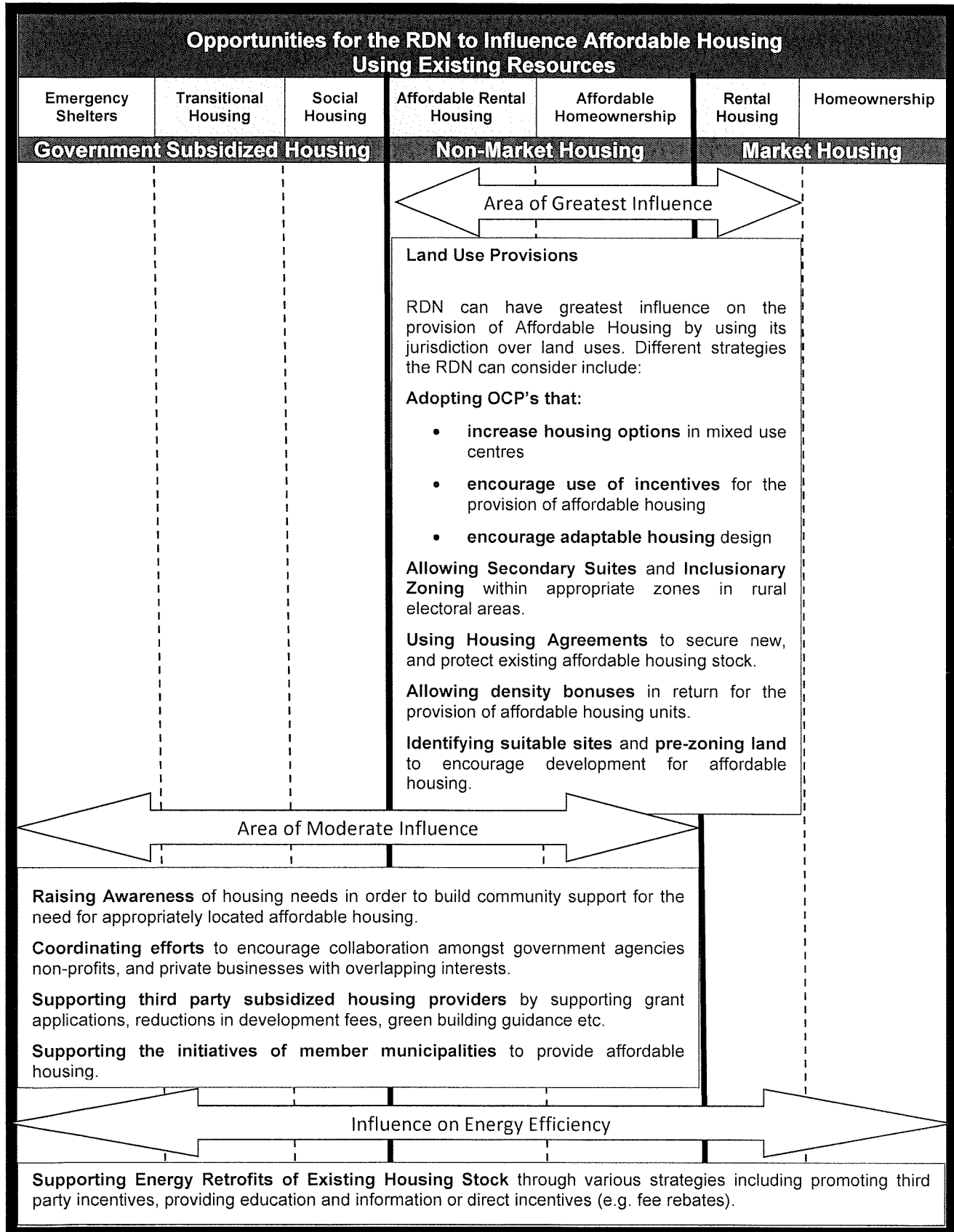


Manager Concurrence



CAO Concurrence

APPENDIX 1



APPENDIX 2

Specific Implications of Strategies Identified in the Connecting Housing Needs to Housing Opportunities Report

The following provides an assessment of the strategies identified in the Connecting Housing Needs to Housing Opportunities Report in terms of ease of implementation and required financial and staff resources.

1. **Raising Awareness** - of existing housing needs and programs

Raising awareness and fostering understanding about housing needs is the foundation to building community support for all strategies used to address regional housing needs. The RDN is well positioned to help coordinate the collection and distribution of housing information that is of benefit to individuals and organizations in both rural electoral areas and municipalities.

Information to raise awareness can be tailored and used for several purposes:

- To build wider community understanding of regional housing needs and the importance of taking action to meet those needs.
- To provide community members, non-profits and member municipalities in the region with a summary of available programs and other opportunities to address housing needs within their jurisdictions. This involves promoting the strategies already in effect in some parts of the region such as bylaws permitting secondary suites, carriage homes etc.
- To provide information about housing resources to those with specific housing needs.
- To provide non-profit and private landlords with information and resources to improve building standards (energy efficiency, health and safety).

The creation of awareness materials requires gathering, summarizing and promoting information from existing resources including:

- Housing Needs and Affordability Studies conducted by the RDN and other organizations.
- Data on regional housing resources or initiatives including funding opportunities maintained by several non-profit and governmental organizations like BC Housing and Canada Housing and Mortgage Corporation (CMHC).
- The use of materials created by other organizations to help specific groups meet their housing needs (seniors, those with disabilities and renters etc.)

The RDN can easily help raise awareness about housing needs and opportunities using existing staffing and communication channels.

2. **Regional Housing Working Group** - Coordinate efforts through the development of a housing strategy

Following the implementation of awareness raising activities, the RDN is well positioned to help non-profit, private and public agencies collaborate to develop long and short term housing solutions. The formation of a Regional Housing Working Group would help make best use of scarce funding resources by encouraging partnerships and discouraging duplication of efforts. The Group would be tasked with developing and implementing a Regional Housing Strategy (similar to the Housing Action Plans promoted by CMHC). The formation of the Housing Working Group would help to:

- Ensure better understanding of the close interrelationship between the availability of affordable housing in rural and urban areas within the region that impact the choices residents make in an attempt to balance the location of affordable housing with access to services, jobs and schools.
- Support and coordinate the efforts of existing working groups lead by municipal partners (City of Nanaimo, City of Parksville).
- Support and coordinate the efforts of non-profit agencies focused on meeting specific housing needs in rural areas (e.g., Bowser Senior's Housing Society).

Forming a Housing Working Group and developing a detailed Housing Strategy with multiple partners will require additional resources beyond those available through internal RDN budgets. The RDN will need to seek alternate resources through grants and other funding sources. This is a longer term, more involved strategy that can be initiated alongside some of the other strategies outlined in this report. The following actions are recommended:

- Apply to the Real Estate Foundation of BC and/or other applicable funding sources to fund a Housing Working Group and develop a Regional Housing Strategy.

3. Support for Others' Initiatives - Assist non-profit societies that are actively pursuing government funding for special needs groups

Encourage non-market housing providers to “regenerate” existing social housing sites.

The RDN has a track record of providing support to non-profit societies and municipalities in their efforts to address housing needs for special needs groups.

- Staff support can involve: the provision of support letters, advocacy for other levels of government to provide assistance, attending meetings and participating in working groups or task forces lead by municipal partners (City of Nanaimo, City of Parksville), assistance with grant/funding/Crown lands applications, provision of meeting space, promotion of events, identification of suitable sites for housing projects, extra guidance through the development/regeneration process or providing information about initiatives and funding available through other levels of government /agencies (see ‘Raising Awareness’ strategy above).
- Use of RDN budgets to waive or reduce application fees for non-profit housing developments.
- Provision or redirection of grant funding to address regional housing needs.

Continuing to provide this level of support is an easy and effective way of maintaining good working relationships with non-profit societies, community organizations and housing task forces/working groups lead by other municipalities. Supporting the initiatives of other groups/organizations helps ensure that the RDN is aware of different initiatives and strengthens the RDN's role in promoting awareness of initiatives in the region. Participating in and supporting the initiatives of other organizations will enable the RDN to encourage collaboration amongst groups with similar interests. This would include opportunities for the RDN to actively approach housing providers who typically operate in more urban settings to encourage them to consider meeting housing needs in rural areas by developing and operating housing within Rural Village Centres.

At present, assistance has typically been provided upon request and based upon consistency with RDN policies. To date the costs of support provided has been absorbed within existing staffing levels and budgets and it is anticipated that this could easily continue.

- 4. Research and Networking** - Work with major employers and business associations to investigate an “employer assisted housing program”.

Coordinate with Business Associations and Chambers of Commerce as well as larger corporate entities. It is recommended that this strategy be undertaken as part of developing a Regional Housing Strategy as representatives of major employers and business associations should be involved in a Regional Housing Working Group. This action should also be tied to any efforts the RDN may decide to initiate to undertake regional economic development. This group could also be included in actions to ‘Raise Awareness’. This may include helping distribute information to employers on ways in which they can influence and impact housing affordability for their workers and distributing information to employees about available resources to help them meet their housing needs. Seek funding from BC Real Estate Foundation.

- 5. Policy** - Continue to support infill/development, including manufactured housing, in serviced Village Centres

This is an ongoing implementation item that does not require any increase in staffing or budgets to address. This strategy should be part of raising awareness about areas where different forms of affordable and special needs housing will be supported.

- 6. Policy** - Include housing policies in the RGS and in OCPs

Draft housing policies are already included in the revised draft RGS. These draft policies provide direction to address affordable and special needs housing, and communities that enable ‘ageing in place’ through municipal and rural Electoral Area Official Community Plans (OCPs). It should be noted that more recent OCPs and Rural Village Centre Plans already contain goals and policies in support of this.

If this strategy is determined to be a priority then resources would need to be reallocated to update those OCPs that currently do not include policies on affordable housing.

- 7. Policy** - Develop a region-wide policy on secondary units (suites, secondary dwellings) in Village Centres and rural parts of electoral areas

Secondary suites, garden suites and carriage homes are an effective way to quickly increase the availability of affordable housing. This makes good use of existing housing and infrastructure. A secondary suite strategy can be pursued and implemented relatively quickly.

Developing a secondary suite policy will require decisions on where within the RDN secondary suites should be permitted and establishing appropriate requirements (parking spaces, ceiling heights etc.). The recent ability to enforce building regulations throughout all electoral areas of the RDN will assist in ensuring that secondary suites/dwellings meet minimum safety standards.

- 8. Policy** - Continue to implement the 2006 Manufactured Home Park Redevelopment Policy

This strategy is part of daily business with no additional staffing implications. However, it is recommended that consideration be given to the RDN’s role in actively encouraging mobile home parks as a form of affordable housing in rural electoral areas.

9. Regulatory Tool - Amenity zoning

Develop a policy / program to generate affordable home ownership through new development by using amenity zoning or “Inclusionary Housing”.

There are several existing examples that the RDN can consider. This initiative has moderate staffing implications and can be included in budgets depending on board priorities.

10. Regulatory Tool – Zoning

Update zoning bylaws in serviced Village Centres to encourage small houses on small lots, secondary suites, infill and new subdivisions. Updating zoning bylaws in serviced Village Centres can be undertaken but would require a reallocation of staff resources.

11. Financial Measure - Investigate the establishment of a Regional Housing Trust Fund

Preliminary staff investigation on establishing a Regional Housing Trust Fund indicates that this would require more in depth research to establish the financial implications of creating a trust and how the trust funds would be administered. Contributions to the fund could come from a range of sources including:

- A parcel tax similar to the contributions for the RDN’s Drinking Water and Watershed Protection program.
- A portion of application fees for certain types of new development.
- Contributions from third party organizations.

This is a longer term initiative for addressing regional housing needs. It is likely to take years to accumulate sufficient funds to realize the development of new/improved units either by the RDN or by providing funds collected to a third party housing provider. It is recommended that establishing a Regional Housing Trust Fund be reviewed as part of developing a more in-depth Housing Strategy.

12. Regional Housing Corporation - Build and maintain rental housing

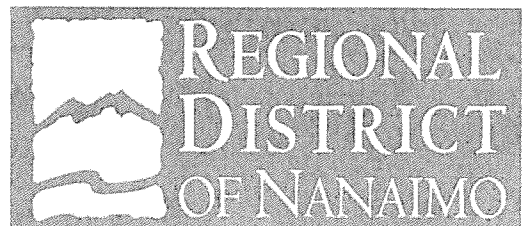
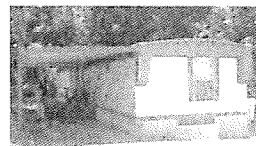
Establishing a Regional Housing Corporation that builds and maintains rental housing would be a major undertaking for the RDN, requiring a new department, staffing positions and financing to support it. This would be a long term initiative that would represent a new regional service. Given that the RDN does not have experience or expertise in undertaking the building or maintenance of rental housing this would be a significant addition to the types of services provided by the RDN. It is recommended that the RDN first undertake and evaluate the success of other less costly initiatives to increase affordable rental housing before considering establishing a Regional Housing Corporation.

APPENDIX 3

Housing Action Plan

Meeting Regional Housing Needs

December 30th 2010



Background

The provision of appropriate, adequate, attainable, affordable and adaptable housing throughout the region is being increasingly recognized as an essential component of social and economic sustainability. As documented in the State of Sustainability Report¹, the Regional District of Nanaimo (RDN) has been experiencing increasing shortages of affordable rental and owned housing for those with low to moderate incomes over the last ten years.

The shortage of affordable housing is due to widening gaps between the cost of housing relative to incomes and a shortage of adequate rental stock. As the market continues to fail to provide suitable affordable rental and ownership options, the number of people requiring access to 'Affordable Non-Market Housing' and 'Government Subsidized Housing' has been increasing.

The Regional District of Nanaimo (RDN) 2010 Board Strategic Plan recognizes access to housing as part of the vision for a more sustainable region. The Board Strategic Plan vision reflects the 2006 State of Sustainability Report which identified housing affordability as one of the characteristics of social sustainability.

2010 Board Strategic Plan

Vision

.....Housing is affordable, and a variety of different types and sizes of housing are available to accommodate the current and future needs of residents.

Goal 6

Increase affordable housing and housing choices that support "ageing in place"

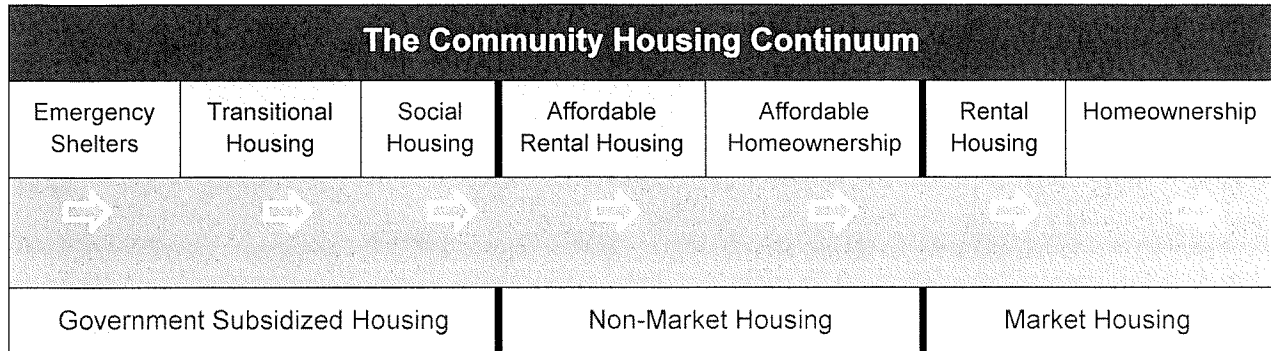
- a) Build on the Regional Housing Affordability Study to develop strategies that promote the development of affordable housing and housing that supports "ageing in place".*
- b) Develop region-wide strategies, incentives and options for increasing density in current and planned neighbourhoods to increase the cost-effectiveness of infrastructure, services and transit.*
- c) Explore ways to encourage higher density development on land inside the Growth Containment Boundary.*
- d) Ensure future costs of infrastructure are allocated fairly.*
- e) Lobby senior governments to provide resources and support for affordable and senior's housing.*

Consistent with the findings of the State of Sustainability Report and the Board's direction in the 2010 Strategic Plan, the December 30th 2010 Draft Regional Growth Strategy (RGS) contains goals and policies that directly address affordable housing.

¹ 2006 Regional District of Nanaimo State of Sustainability Report (Prospering Today, Protecting Tomorrow: The State Of Sustainability of the Regional District of Nanaimo)

Housing Continuum

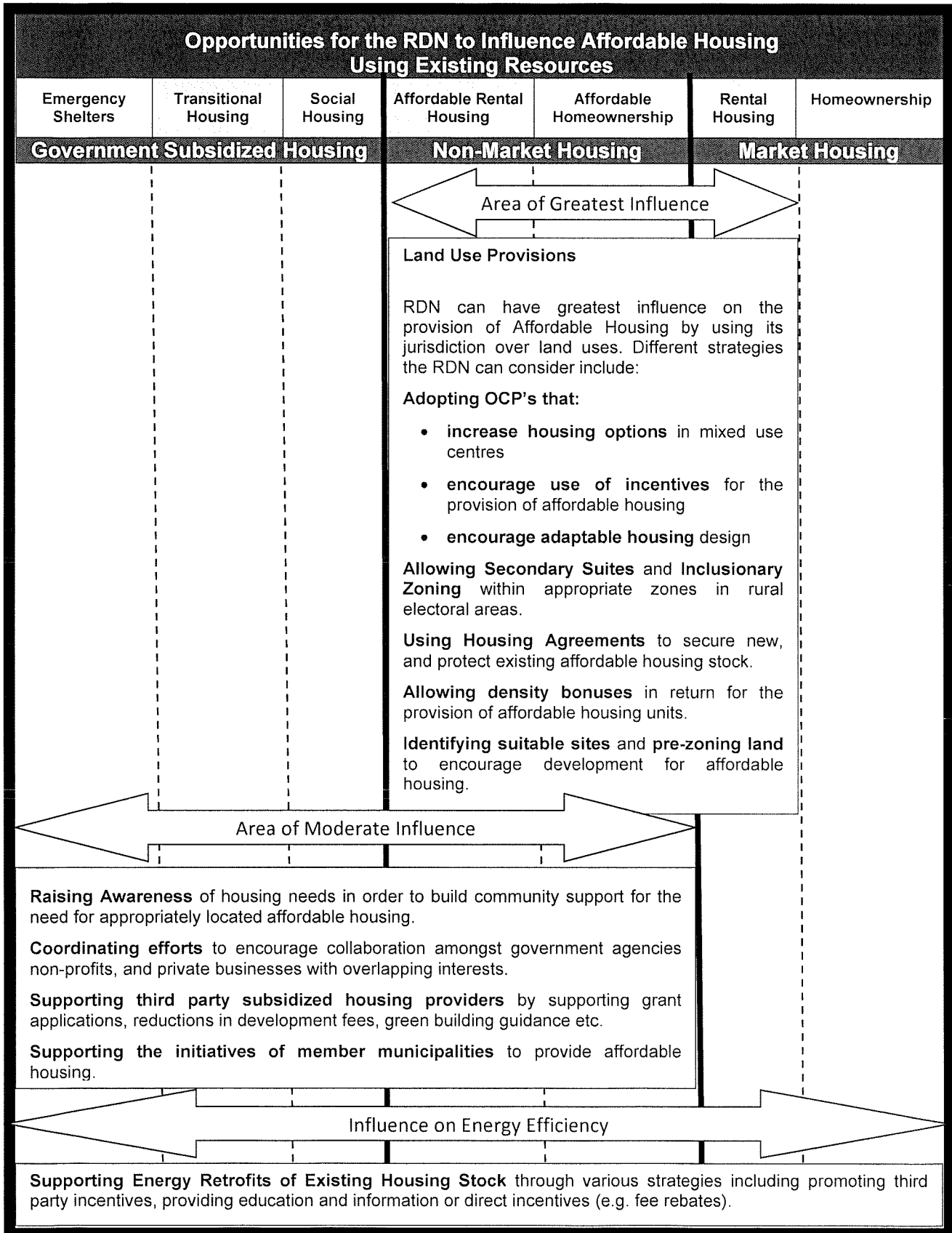
Canada Mortgage and Housing Corporation (CMHC) use a graphic tool called *The Community Housing Continuum* to understand housing affordability (see the diagram below). *The Community Housing Continuum* shows a range of housing and tenures, inferring that there are options for people to move along a continuum of housing types ranging from Government-Subsidized Housing to Market Housing.



Given an understanding of the RDN's organizational mandate, jurisdiction, expertise and resources, the RDN can most effectively focus efforts to address regional housing needs by:

1. Influencing the provision of market rental housing.
2. Influencing the provision of non-market housing (both rental and owned) through the RDN's regulatory authority.
3. Continuing to support and encourage the provision of government subsidized housing.

The diagram below shows how the RDN can influence the provision of housing at different intervals on *The Community Housing Continuum* within the scope of existing functions, budget and resources.



This *Housing Action Plan* sets out clear actions that the RDN can take to work towards reaching the Board's vision and meet the housing needs identified by the RDN's 2009 *Regional Housing Affordability Study*. The Plan focuses on effective actions that can be accomplished using existing budgets and staffing resources.

Goal

To increase the number and choice of affordable rental and market housing units designed to meet the needs of lower income residents with different household sizes, ages and special needs.

Objectives

Based on previous work on affordable housing, this Action Plan identifies a number of objectives related to the construction, attainment and provision of affordable housing.

1. To support and facilitate the provision of appropriate, adequate, affordable, attainable and adaptable housing.
2. To raise public awareness of regional housing needs and understanding of ways to address these needs.
3. To promote and support the efforts of existing organizations and partnerships mandated to address housing needs within the region.
4. To lobby other levels of governments to provide adequate resources and take concrete measures to support those experiencing homelessness and with high core housing needs.
5. To build partnerships to address regional housing needs.
6. To inform landlords and tenants about ways to improve housing and lower costs for tenants.
7. To inform employers about the benefits of providing or supporting the provision of affordable and adequate employee housing.
8. To identify barriers to constructing and maintaining affordable rental and owned housing units.
9. To encourage the development and construction industries to undertake projects that include affordable rental and owned housing units as well as market based rental units.
10. To identify and consider incentives to encourage the construction, provision and maintenance of affordable housing units (both rental and owned).
11. To increase the supply of housing in the region to meet the needs of seniors, youth, those with special needs, those with moderate or low incomes, and the homeless.
12. To reduce the number of people in core housing need, especially low income renters.
13. To reduce the number of people experiencing homelessness and support the transition out of homelessness.

Actions

1. Documenting Housing Resources

The RDN will consider maintaining a list of organizations and the resources they provide to support meeting different housing needs. The purpose of this is to monitor regional housing resources and how well they are meeting needs identified in the RDN's *Regional Housing Affordability Study* and to use this information to promote the programs and resources provided by these organizations to RDN residents and member municipalities.

2. Providing Information on Housing Resources

The RDN will consider undertaking the following actions as part of an education and awareness program. The purpose of undertaking these actions are to raise awareness of existing housing needs so that future initiatives receive community support and to promote maximum use of currently available third party programs and initiatives.

a. Developing and distributing brochures and web-based data:

The RDN will consider publishing and distributing one or more brochures and having online information about affordable housing. The purpose of this is to provide information about:

- Current and predicted regional housing needs.
- Third party programs and opportunities to help RDN partners and non-profits meet housing needs.
- Organizations, programs and resources for those with low incomes or other specialized housing needs (e.g. modifying the City of Nanaimo's *'Surviving in Nanaimo Guide'* to include other regional resources).
- Programs to help create, maintain and improve the quality and availability of affordable, appropriate housing stock for private landlords and non-profits.
- Techniques and resources for landlords and tenants to improve the energy efficiency of rental housing stock.
- Techniques and resources for landlords, tenants and home owners to build and retrofit existing homes to enable 'aging in place'.
- The role of employers in supporting affordable housing within close proximity to places of work.

As appropriate and available, the RDN will use existing information and brochures produced by third parties or partner with other agencies with shared interests in promoting similar information (e.g. Habitat for Humanity, Nanaimo Citizen Advocacy Association, Canada Housing and Mortgage Association, Central Vancouver Island Multi-cultural Society).

b. Conducting information sessions on affordable and adaptable housing:

The RDN will consider conducting one or more information sessions for builders and community members on adaptable housing to facilitate 'ageing in place'. The purpose of the sessions is to provide information about:

- Methods for building owned and rental housing designed to adapt as the needs of householders change (e.g. family size, physical ability, income levels) and to improve energy efficiency.
- Available funding or programs to support building or converting homes designed to adapt as the needs of householders change.

c. Conducting information sessions on secondary suites:

Based upon the outcome of the secondary suites study and subsequent changes to RDN bylaws, the RDN will consider conducting one or more information sessions for builders and community members on secondary suites in electoral areas.

3. Building Partnerships through a Regional Housing Working Group

The RDN will consider establishing a Regional Housing Working Group. The purpose of the Working Group is to build partnerships and coordinate efforts to address short and long term housing needs. A key mandate of the Working Group would be to develop and implement a Regional Housing Strategy.

The RDN will consider pursuing grants and other sources of funding to establish a Regional Housing Working Group and hiring a consultant to develop a Regional Housing Strategy.

4. Developing a Regional Housing Strategy

As noted above, the RDN will consider hiring a consultant to develop a Regional Housing Strategy. The purpose of the strategy is to prioritize and coordinate efforts to address regional housing needs.

5. Supporting the initiatives of others

The RDN will consider assisting third party organizations in their efforts to provide affordable and adaptable housing in designated centres. The RDN can assist and support the efforts of non-profit and for profit organizations to provide housing by:

- Encouraging collaboration between different groups to avoid duplication of effort and maximize best use of resources.
- Continuing to participate and support the efforts of existing working groups including the City of Nanaimo's Homelessness Working Group and the Oceanside Homelessness Task Force coordinated by the City of Parksville.
- Providing guidance and information on RDN studies, policies and land use bylaws will help ensure that initiatives are aligned to meet identified needs and regional regulations.

6. Provide Incentives for Creating and Maintaining Affordable and Adaptable Housing

The RDN will consider undertaking a study to identify incentives that the RDN and member municipalities could provide to encourage the creation of new and maintenance of existing affordable and adaptable housing units. Incentives could include expedited permitting, lower development cost charges and density bonuses in return for making commitments to maintain determined levels of rent or ownership costs over a set period of time.

7. Updating Official Community Plans and Zoning Bylaws to support Affordable and Adaptable Housing

The RDN will consider undertaking a process to review and update all electoral area Official Community Plans (OCPs) and zoning bylaws to support the provision of affordable and adaptable housing. The purpose of this is to ensure that RDN bylaws adequately support the provision of suitably located affordable and adaptable forms of housing.

8. Adopting a Secondary Suites Bylaw

The RDN will consider undertaking a study to identify where secondary suites and carriage homes should be permitted in the electoral areas of the RDN. The study would also consider appropriate land use regulations (e.g. parking spaces, floor area).

Based upon the outcome of the study above, the RDN will consider updating OCPs and zoning bylaws to allow secondary suites.

9. Supporting the efforts of municipalities to maximize secondary suites

The RDN will consider encouraging and assisting municipalities (that have adopted bylaws permitting secondary suites) in their efforts to increase the number of suites in new and existing single family dwelling units. The purpose of this would be to maximize efforts already underway to make use of existing housing stock and infrastructure in growth centres that are well served by transit, shopping and other services.

Activities to support this could include:

- Sharing educational information (e.g. documents, brochures, posters)

- Co-hosting seminars on the benefits of secondary suites and ways of including them in existing and new homes
- Helping identify barriers to constructing suites and ways of overcoming them (e.g. reducing parking requirements or providing incentives such as reduced development cost charges or fee reductions for solid and liquid waste).

10. Promoting the maintenance of existing and increasing the provision of new market rental stock

The RDN will consider encouraging the maintenance of existing rental housing and the provision of new rental housing by providing information to developers and landlords about:

- Where different forms of rental housing would be supported in the region (e.g. mobile homes, apartments, carriage homes, secondary suites, condominiums).
- Access to funding to support improving the quality of existing rental housing.
- The importance of maintaining mobile home parks as a form of affordable housing in rural areas.

The purpose of this would be to ensure that the lifespan and energy efficiency of existing affordable homes and rental housing is maximized, so that longer term use is possible. This is far more cost effective and sustainable compared to having to replace or re-build new dwellings.

11. Promoting third party programs that support the provision of new affordable housing units and improving existing housing in rural areas

The RDN will consider promoting third party programs that support the provision of new affordable housing units and improving existing housing in rural areas. For example, Canada Mortgage and Housing Corporation (CMHC) offers:

- The Residential Rehabilitation Assistance Programs (RRAPs) to provide financial assistance for maintaining the quality of affordable housing units for homeowners and renters and the creation new affordable units for renters including seniors and those with disabilities.
- The Emergency Repair Program (ERP) to help low-income households in rural areas, for emergency repairs required for the continued safe occupancy of their home.

12. Supporting the efforts of higher levels of government and non-profits to build the resilience of those most at risk of experiencing homelessness

The RDN will consider advocating for the provincial and federal governments to take the lead in coordinating efforts to monitor and reduce the risk of individuals and households at risk of experiencing homelessness. The purpose of this would be to mitigate increases in the numbers of people experiencing homelessness by increasing the resilience of fragile individuals and households.

This could involve coordinating the efforts of various ministries and programs that have overlapping involvement with the health and welfare of individuals, families and children work with non-profit agencies to ensure that:

- There is a coordinated team of agencies monitoring and assisting those at risk of experiencing homelessness.
- Available resources can be accessed through one primary source so that those needing support are not overwhelmed by complicated processes or multiple referrals. For example the Nanaimo Area Resources for Families (NARSF) outreach workers that were supported by federal funding.

13. Supporting the efforts of others to adequately house and provide support to those experiencing homelessness

The RDN will consider supporting the efforts of provincial and federal agencies, member municipalities, non-profits and addressing the needs of those experiencing homelessness. This includes:

- Advocating for the creation of a multi-disciplinary community outreach team to provide services for the 'hidden' homeless in rural electoral areas. Such a team or position would ensure that other service providers provide information and coordinate services to minimize people 'slipping through the cracks'.
- Advocating for a multi-faceted and coordinated approach beyond providing shelter to meeting the mental, physical and spiritual needs of those experiencing homelessness.

14. Working with employers to provide 'employer assisted housing'

The RDN will consider working with employee groups and employers to raise awareness of the need for employees to have access to adequate, affordable housing and encourage employers to participate in strategies and undertake actions to ensure their employees are adequately housed. For new developments, incentives could be considered to obtain employee housing.

B u d g e t

The RDN will consider the allocation of staffing resources and funds to implement selected components of the Action Plan as a part of the budget approval process for each year.

T i m e l i n e

The RDN Board will consider undertaking one or more action items each year, starting in 2011, as a part of the budgetary process for each year.