

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, OCTOBER 9, 2012
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

MINUTES

3 - 6 Minutes of the regular Committee of the Whole meeting held Tuesday, September 11, 2012 (All Directors – One Vote).

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

STRATEGIC AND COMMUNITY DEVELOPMENT

ENERGY AND SUSTAINABILITY

7 - 11 Board Strategic Plan (attached under separate cover) – Staff Presentation

CURRENT PLANNING

12 - 17 Agricultural Area Plan (referred from the September 11, 2012 Committee of the Whole meeting).

REGIONAL AND COMMUNITY UTILITIES

18 - 21 Nash Creek Fishery Enhancement.

RECREATION AND PARKS

PARKS SERVICES

22 - 31 Community Parks and Trails Strategy – Northern Electoral Areas.

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission

32 - 35

Minutes of the District 69 Recreation Commission meeting held Thursday, September 20, 2012 (for information) (All Directors – One Vote).

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA

That pursuant to Section 90 (1) (i) of the Community Charter, the Committee proceed to an In Camera meeting to consider advice that is subject to solicitor-client privilege.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, SEPTEMBER 11, 2012 AT 7:00 PM
IN THE RDN BOARD CHAMBERS

Present:

Director J. Stanhope	Chairperson
Director D. Brennan	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director J. Fell	Electoral Area F
Alternate	
Director R. Wahlgren	Electoral Area H
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach
Director B. Dempsey	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director T. Greves	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director G. Anderson	City of Nanaimo

Also in Attendance:

P. Thorkelsson	CAO, Interim & Gen. Mgr., Strategic and Community Development
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
J. Finnie	Gen. Mgr., Regional & Community Utilities
T. Osborne	Gen. Mgr., Recreation & Parks Services
D. Trudeau	Gen. Mgr., Transportation & Solid Waste Services
T. Nohr	Recording Secretary

Regrets:

Director B. Veenhof	Electoral Area H
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CALL TO ORDER

The Chairperson welcomed Alternate Director Wahlgren to the meeting.

DELEGATIONS

Wendy Pratt, Nanaimo Community Hospice, re proposed Hospice expansion.

Ms. Pratt provided a verbal and visual background presentation regarding the proposed Hospice expansion. She requested that the Board consider providing financial aid towards the expansion project.

Connie Clifford and Anne Banford, Gabriola Historical and Museum Society, re 2012 Society Operations.

Ms. Clifford and Ms. Banford provided a verbal presentation regarding the 2011 financial reports and 2012 operations of the Gabriola Historical and Museum Society.

LATE DELEGATIONS

Laurie Gourlay, re Mount Arrowsmith Biosphere Reserve and Green Gateway to Vancouver Island.

MOVED Director Holme, SECONDED Director Fell, that Laurie Gourlay be permitted to address the Board.

CARRIED

Mr. Gourlay provided a verbal presentation regarding the Mt. Arrowsmith Biosphere and Green Gateway to Vancouver Island.

MINUTES

MOVED Director Brennan, SECONDED Director Holme, that the minutes of the regular Committee of the Whole meeting held Tuesday, July 10, 2012 be adopted.

CARRIED

FINANCIAL SERVICES

Proposed Schedule to Adopt the 2013 to 2017 Financial Plan.

MOVED Director Lefebvre, SECONDED Director Anderson, that the following schedule for the review and adoption of the 2013 to 2017 financial plan be approved:

November 20, 2012	Information seminar to Board for 2013 preliminary budget
November 27, 2012	Presentation of 2013 preliminary budget at Board meeting
January 29, 2013	2013 to 2017 financial plan presentation at Special Committee of the Whole
February 18, 2013	Publication of budget edition of Regional Perspectives
March 12, 2013	Introduce bylaw to adopt 2013 to 2017 financial plan
March 26, 2013	Adopt financial plan bylaw

CARRIED

WASTEWATER SERVICES

Bylaw No. 1004.06 – A bylaw to amend the boundaries of the Duke Point Sewer Service to include the property at 500 Duke Point Highway (within the City of Nanaimo).

MOVED Director Brennan, SECONDED Director Ruttan, that “Duke Point Sewer Service Amendment Bylaw No. 1004.06, 2012” be introduced and read three times.

CARRIED

Greater Nanaimo Pollution Control Centre Sedimentation Tank 4 Project Construction Award.

MOVED Director Kipp, SECONDED Director Anderson, that the Board award the construction contract for the new Primary Sedimentation Tank 4 at the Greater Nanaimo Pollution Control Centre to Palladian Developments Inc. for a value of \$2,205,744.50.

CARRIED

MOVED Director Kipp, SECONDED Director Anderson, that the Board award the engineering services during the construction of Primary Sedimentation Tank 4 and the SCADA programming services to AECOM for a total value of \$198,000.

CARRIED

MOVED Director Kipp, SECONDED Director Anderson, that the funds from the Southern Community Development Cost Charge Reserve Fund be used for the Greater Nanaimo Pollution Control Centre Primary Sedimentation Tank 4 Project.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Nanaimo Airport Land Use Process.

MOVED Director McPherson, SECONDED Director Brennan, that the final report from City Spaces Consulting on phase one of the Nanaimo Airport Land Use Process be received.

CARRIED

MOVED Director McPherson, SECONDED Director Brennan, that staff be directed to proceed with phase two of the Nanaimo Airport Land Use Process as outlined in the Nanaimo Airport Land Use Final Report by City Spaces Consulting.

CARRIED

CURRENT PLANNING

Agriculture Area Plan – Completion of Final Draft.

MOVED Director Brennan, SECONDED Director Young, that the “Growing Our Future Together – Regional District of Nanaimo Agriculture Area Plan” (AAP) dated August 2012 be referred to the October 9th, 2012 Committee of the Whole meeting.

CARRIED

Proposed Amendments to “Regional District of Nanaimo Planning Services Fees and Charges Bylaw No. 1259, 2002.

MOVED Director Holme, SECONDED Director Johnstone, that “Regional District of Nanaimo Planning Services Fees and Charges Amendment Bylaw No. 1259.09, 2012” be introduced and read three times.

MOVED Director Holme, SECONDED Director Johnstone, that application fees in the amount of \$36,875 for the Lakes District and \$4,000 for Schooner Cove amendment applications (No. PL2012-097 and No. PL2012-097) be refunded to Bentall Kennedy (Canada) LP should “Regional District of Nanaimo Planning Services Fees and Charges Amendment Bylaw No. 1259.09, 2012” be adopted.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Wendy Pratt, Nanaimo Community Hospice, re Proposed Hospice Expansion.

MOVED Director Young, SECONDED Director Brennan, that the request for financial assistance be forwarded for consideration to the 2013 financial budget.

CARRIED

BOARD INFORMATION

ADJOURNMENT

MOVED Director Kipp, SECONDED Director Lefebvre, that this meeting adjourn to allow for an In Camera meeting.

CARRIED

IN CAMERA

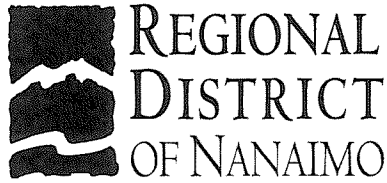
MOVED Director Holme, SECONDED Director Young, that pursuant to Sections 90(1)(e) of the *Community Charter*, the Committee proceed to an In Camera meeting to consider discussions related to legal issues.

CARRIED

TIME: 8:31 PM

CHAIRPERSON

CORPORATE OFFICER



RDN REPORT		
CAO APPROVAL <i>[Signature]</i>		
EAP		
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OCT 02 2012		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thorkelsson
GM Strategic and Community Development/
Interim CAO

DATE: October 1, 2012

FROM: Chris Midgley
Manager, Energy and Sustainability

FILE:

SUBJECT: Board Strategic Plan

PURPOSE

To provide the Board with a final draft of the Board Strategic Plan based on the Board Strategic Planning Session held April 4th and 5th, 2012, and feedback on a preliminary draft of the Plan provided by Directors between August 7th and 14th, 2012.

BACKGROUND

Process

On April 4th and 5th, 2012, the Board of Directors participated in a Strategic Planning Session to discuss priorities and actions for the current term of office. On the evening of the 4th, each Director shared their individual priorities for the term; listened to a Keynote Address from former Metro Vancouver Director Mr. Gordon Price; reviewed survey results concerning the Board Vision, Mission and Values as captured in the 2010-2012 Strategic Plan; and began to refine the Vision, Mission and Values for an updated Strategic Plan.

The second day of the Session was dedicated to reviewing the RDN’s Action Areas – the five key areas of work that reflect the traditional structure of the RDN organization – and to describe the objectives and actions to be undertaken by each RDN department for the period from 2013 – 2015.

All discussions during the Strategic Planning Session were captured and recorded by staff. This material was provided to a writer and editor with experience in local government policy and planning, and formed the basis for a preliminary draft, presented to the Board of Directors at a Board Seminar held on July 24th, 2012. Directors provided feedback on this initial draft over the first two weeks of August, and staff revised the Board Strategic Plan based on comments received. The revised Plan is provided under separate cover.

Feedback on Initial Draft

Of the seventeen members of the Board of Directors, substantive feedback was provided by six Directors. Comments oriented around the following themes:

- **The need to include austerity measures in the plan;**
- **The Vision is too far reaching;**
- **The Action Areas include too many imprecise objectives; and**
- **Minor issues relating to length, tone, semantics and word choice.**

Austerity Measures

Considering the persistent economic uncertainty lingering since 2007/2008, directors remain especially concerned about taxation rates, and particularly about increases to taxation over the current term. The suggested response has been to emphasize 'austerity' in this Strategic Plan.

One challenge with using the word 'austerity' is that it has come to mean more than simply extreme plainness, or self-imposed minimalism. Due to economic conditions in Europe and the United States, 'austerity measures' have come to refer to a specific suite of policy measures that pair deep cuts to services with increases in taxation. Such measures are typically necessary to dramatically reduce deficits over a short time-frame thereby demonstrating solvency to creditors. Austerity measures in this sense are implemented to deal with the consequences of a habitual practice of spending in excess of revenues.

In British Columbia, regional districts are required by statute (*Local Government Act, Section 815(5)*) to ensure budgets are balanced year to year. Budgeting a deficit is not permitted therefore it is not possible for spending to exceed revenues on a habitual basis. If a deficit is incurred as a result of unanticipated costs associated with the delivery of a service, that deficit must be reconciled in the immediate year following, through the requisition for that service. Austerity measures in their latest sense are therefore not applicable in regional districts in British Columbia.

This is distinct from the concern shared by several RDN directors that rising taxes represent an increasingly unbearable condition for residents. To capture this underlying sentiment, the Board Value of *Be Fiscally Responsible* has been changed to *Show Fiscal Restraint*, with revised language to reflect the need to deliver expected services efficiently rather than to deliver beneficial services transparently:

Show Fiscal Restraint

Through the annual budgetary cycle, the Board will ensure prudent use of tax dollars, delivering services expected by residents of the region as efficiently as possible.

By emphasizing the annual budgetary cycle, this revised Board Value reflects the process by which decisions regarding service delivery are made, and explicitly states that the Board will exercise restraint to the extent possible in making those decisions. This represents a significant step beyond the responsibility to develop and approve balanced budgets in an open and transparent manner, and is an attempt to acknowledge the Directors' desire to limit increases to services, and consequently to taxation.

Vision

A critique of the previous plan that emerged at the Strategic Planning session, and reiterated in comments on the draft provided to date is that the vision for the future of the RDN is unrealistic, impractical, utopian, even delusional. Based on the survey results preceding the strategic planning session and the comments provided since, this is a minority view, but one worth addressing.

The vision has been revised to address some concerns, but it remains visionary. It is a description of the region that directors of successive Boards have expressed as the legacy they wish to leave to future generations over the long term; a region where the air remains clean and water is available to residents and businesses, where communities are diverse, and where a thriving economy provides meaningful employment that attracts and retains families and young professionals, among other things.

Much in the vision is outside the legislated authority or specific jurisdiction of the Regional District of Nanaimo. Nevertheless, it represents a future that Directors and staff have consistently worked toward through the development of efficient infrastructure, through outreach and communications, and through collaborative community development, long-range planning and sustainability initiatives.

Action Areas

Critiques of the Action Areas have oriented around the fact that they are unnecessary in a strategic plan; that there are so many actions outlined as to render them meaningless; that precise financial impacts must be connected to each action; or that the RDN has not done a good enough job at various actions.

The Action Areas reflect the five discrete departments within the RDN organization. Each of the five areas has goals and objectives for work over the next three years, built by the General Managers of each of those departments, dictated by mid- to long-term business and capital plans, and guided by the RDN's mission, vision, values and strategic priorities.

While there is a great deal of information in the Action Areas, this is a testimony to the success of the Regional District of Nanaimo at planning and implementing complex projects across a large and diverse area, and the aspiration to continue that success into the future. It is valuable to include this information in the Strategic Plan, as it provides clear direction to General Managers and staff and demands that staff stays on task with projects over time.

Including precise financial impacts with each action outlined is an impractical level of detail for the Board Strategic Plan. Such details, particularly for major capital projects, typically arise out of extensive professional analysis, which becomes the foundation for informed discussions concerning annual and longer term budgets to determine options to finance a given project, and whether to proceed. Including this information to an adequate level of accuracy would require many months of additional work and contribute significant additional length to the Board Strategic Plan.

A final critique of the Action Areas is that while they may be good in and of themselves, the RDN has an inconsistent record at delivering on the actions outlined. This highlights the importance of including this information in the Strategic Plan, and holding the organization as a whole to account. If the RDN is not meeting expectations on specific actions, then a discussion about how this is the case and how it could be addressed is necessary.

Minor Issues

Lastly, a number of minor issues about the plan were raised by directors, including that it is too long, or it includes non-specific or undefined terms, as examples.

Regarding length, the document has been reduced by approximately 2,000 words when compared to the version circulated on July 24th, though some additional excerpts, such as a Chairperson's message have been added. This was achieved by deleting words and phrases that were undefined and eliminating passages that seemed repetitive or otherwise unnecessary. These edits occurred almost entirely in Part 1 of the document, and attempted to address concerns about word choice and tone as well.

ALTERNATIVES

1. Approve the Board Strategic Plan as presented.
2. Request further amendments or provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Professional fees for the development of the Board Strategic Plan, including facilitation of the Strategic Planning Session, drafting and editing of a preliminary version of the document, and design and layout of the final document were included in the 2012 annual budget, and expenditures to date are within the \$15,000 allocated.

Dedicating staff resources to completion of the Strategic Plan is the responsibility of Corporate Administration and the Strategic and Community Development Department. Work to date has been managed within the workload of the Energy and Sustainability department, with assistance from all general managers and corporate administration staff. Additional tasks, if required by the Board can be accommodated, but at the expense of the delivery of projects already planned.

The present version of the Strategic Plan is intended to represent a reasonable approximation of consensus for the Board as a whole, and attempts to alleviate the most major objections to the Plan provided at the end of July. If the present version of the Plan adequately meets the expectations of the Board, no further resources will be dedicated to its completion.

SUSTAINABILITY IMPLICATIONS

The Board Strategic Plan is the document that expresses the Board of Director's approach for the current term of office. During the Strategic Planning Session, Directors made it clear that the time has come to move beyond sustainability as the primary motivating force for actions undertaken by the RDN. With a keynote address emphasizing the need to accommodate and respond to inevitable change, coupled with ongoing concern about instability and the prospect of unpredictable economic and environmental shocks to local communities, the theme of sustainability has evolved to one of resilience. Resilience offers somewhat greater specificity than sustainability in that it focuses more directly on local opportunities to strengthen our communities against external drivers of change.

Much of the discussion at the Strategic Planning Session oriented around ideas that are integral to the theme of resilience, including the need to take responsibility of our own success, adapting to change, collaborating with partners to reach our goals, planning to meet long term needs efficiently, and monitoring progress as we implement projects and policies. To capture these ideas, four strategic priorities are included in the Strategic Plan:

- Self Sufficiency;
- Regional Collaboration;
- Economic Viability; and
- Monitoring and Communication.

The underlying notion of resilience, as well as these strategic priorities will shape how staff report back to the Board on all departmental work.

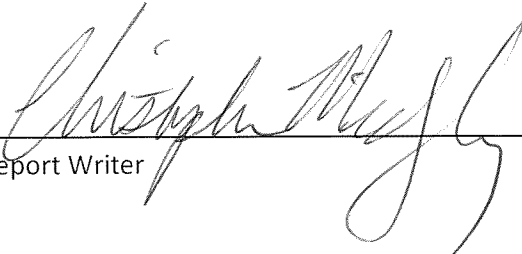
SUMMARY/CONCLUSIONS

Each successive Board of Directors participates in Strategic Planning Session in the first year of the term of office. The Board Strategic Plan is the product of that session, and is intended to reflect the main issues and priorities of the sitting Board. The Board Strategic Plan is the highest level plan for the RDN, influencing all plans, policies and programs developed by the Regional District of Nanaimo.

Based on input from the Strategic Planning Session held April 4th and 5th, 2012, and feedback provided on a preliminary draft circulated on July 24th, 2012, the Plan provided here aims to address concerns raised over content, without changing direction so significantly as to alter a document that had general support by most Board Directors.

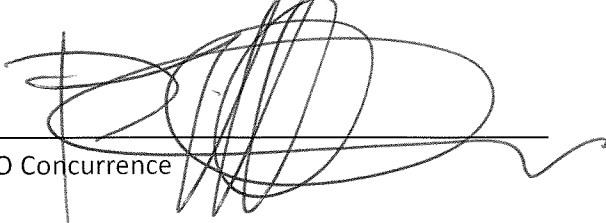
RECOMMENDATION

That the Board Strategic Plan be approved as presented.



Report Writer

General Manager Concurrence



D/ CAO Concurrence



RDN REPORT		
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BOARD		

MEMORANDUM

TO: Jeremy Holm
Manager, Current Planning

DATE: September 27, 2012

FROM: Lainya Rowett
Senior Planner

FILE: 0360 20 AAC

SUBJECT: Agricultural Area Plan – Completion of Final Draft

PURPOSE

To present the final draft of the RDN Agricultural Area Plan (AAP) to the Committee of the Whole and receive the Committee’s recommendations to the Board regarding adoption and implementation of the Plan.

BACKGROUND

The Regional District of Nanaimo (RDN) Agricultural Area Plan (AAP) project began in July 2011 and included a fourteen-month research and community engagement process guided by the AAP Steering Committee (RDN Agricultural Advisory Committee), staff, and the project consultant (Upland Consulting). Although project activities did not formally start until 2011, a grassroots movement to address agriculture-related issues first emerged in 2007 and 2008 through Board delegations and community concerns raised during the Regional Growth Strategy and Official Community Plan reviews (see Attachment 1 for a detailed timeline of the project).

The draft AAP goals and recommendations were reviewed extensively by the Steering Committee, staff, external agencies, provincial ministries, the BC Agricultural Land Commission, and many community stakeholders and citizens (residents, food producers, farmers, educators, retailers, grocers, etc.). The AAP process successfully increased public awareness of agriculture and aquaculture in the region, and was met with broad community support and an interest to see the Plan implemented and more food grown locally.

In July 2012, the Committee of the Whole received the AAP survey results and proposed revisions to the Plan endorsed by the Steering Committee at its meeting June 22, 2012. These revisions were incorporated into the Plan and the final AAP was presented to the Committee of the Whole on September 11, 2012. Upon receiving the Plan and staff report, the Committee passed the following resolution:

That the “Growing Our Future Together - Regional District of Nanaimo Agricultural Area Plan” (AAP) dated August 2012 be referred to the October 9, 2012 Committee of the Whole meeting.

As a result, the Plan dated August 2012 (as circulated to the Committee of the Whole September 11, 2012) has been brought back to the Committee with the same recommendations for adoption and implementation. No further changes were made to the Plan dated August 2012 or the staff recommendations.

DISCUSSION

Agricultural Area Plan Objectives & Results

The purpose of conducting an Agricultural Area Plan study for the RDN is summarized in five key objectives:

- Identify issues, trends, constraints and barriers to opportunities for agriculture and aquaculture;
- Establish an inventory of agricultural uses, products and farming practices;
- Articulate a meaningful vision for agriculture, including aquaculture, as a vibrant industry;
- Increase public awareness and understanding of the importance of agriculture and aquaculture as an economic drivers; and
- Work with the agricultural community to develop recommendations and an implementation strategy to support and enhance local agriculture and aquaculture.

The RDN Agricultural Advisory Committee served as the Steering Committee for the AAP providing continuous support and input during the Plan process, from the selection of the project consultant to the review of the AAP goals and recommendations. The Committee included representatives from the local agricultural and aquaculture (shellfish) communities and staff from the BC Ministry of Agriculture.

At its meeting of June 22, 2012, the Steering Committee received the draft AAP along with a summary of survey results and related recommended revisions. The Steering Committee provided recommendations for additional final revisions to the AAP and adopted the following motion:

That the Draft Agricultural Area Plan dated June 15, 2012, as amended be received and forwarded to the Regional Board upon completion of the final revisions with a recommendation that the Board adopt the Plan.

The AAP includes recommendations for action in support of local agriculture and aquaculture in the RDN. The Plan also includes a review of the regional planning framework; a vision statement for agriculture/aquaculture; eight broad goals and objectives to achieve the vision; an implementation strategy and work plan; a monitoring and evaluation plan; and a list of potential funding resources. Collectively, the AAP Public Consultation Summary Report (January 2012), technical Background Report (February 2012), and final Plan comprehensively address the project objectives and provide a framework for taking action towards achieving the eight AAP goals to:

- 1) Protect and Enhance the Agricultural Land Base in the RDN;
- 2) Strengthen the Local Agriculture and Aquaculture Economy;
- 3) Improve Training, Skills, and Labour Opportunities in the RDN;
- 4) Improve Opportunities for On-Farm Water Resource Management;
- 5) Address Environmental Sustainability, Wildlife, and Climate Change Challenges in the RDN;
- 6) Promote Awareness and Value of Local Agriculture and Aquaculture;
- 7) Support Agriculture and Aquaculture in Land Use Regulations and Policies; and
- 8) Consider Agriculture in Emergency Planning Initiatives.

Implementation of AAP

Many of the recommended actions in the AAP require resources that extend beyond the RDN’s mandate and jurisdiction. Implementation of the AAP will therefore be a shared responsibility between the RDN and other stakeholders. One approach to implementation, as recommended in the AAP, is to establish an Implementation Steering Committee (see Section 7.1 in Attachment 2, as circulated). Members of this Committee could include:

- Staff and Elected Officials from the RDN and member municipalities;
- Members of the RDN Agricultural Advisory Committee;
- BC Shellfish Growers Association;
- Local chamber of commerce;
- Economic Development Corporation;
- Vancouver Island University;
- VIEX;
- BC Ministry of Agriculture;
- Other representatives, as required.

The Committee would be tasked with several functions: to develop a work plan; identify funding resources; monitor and evaluate progress of implementation; prepare regular reports to the Board; and review/revise the work plan as required. The creation of this committee and its Terms of Reference would require Board approval, as would any recommendations from the Committee to the Board.

The Board could consider other options including implementation overseen by the RDN Agricultural Advisory Committee (the Steering Committee for the AAP) or RDN staff in the absence of an organized committee; or the Board may choose an alternate arrangement for implementation. Each of these options will result in different resource commitments.

The AAP recommends that the first task for implementation would be to develop a three-year work plan to address the “high priority”, “short term” recommendations, and that this work plan be developed within the budget year following the AAP adoption. Therefore, the Board’s consideration of adoption at this time coincides well with the upcoming 2013 budget review.

The AAP further identifies seven key actions for the work plan, which are “high priority” items to be addressed in the “short term”, and in some cases necessary to allow other actions to proceed (see Section 7.2, Table 8 in Attachment 2, ‘Growing Our Future Together – Regional District of Nanaimo Agricultural Area Plan’ as circulated September 11, 2012). Each recommendation and associated action will require further direction from the Board if the Plan is adopted.

ALTERNATIVES

1. To adopt the “Growing Our Future Together - Regional District of Nanaimo Agricultural Area Plan” (AAP) dated August 2012.
2. To adopt the “Growing Our Future Together - Regional District of Nanaimo Agricultural Area Plan” (AAP) dated August 2012 and to direct staff to develop an Implementation Strategy and Work Plan for the Board’s consideration.
3. To provide staff with alternative direction.

FINANCIAL IMPLICATIONS

If the Agricultural Area Plan is adopted, there will be financial and resource implications for the Board’s consideration and prioritization in order to effectively implement the recommended actions of the AAP. It is intended that these resource commitments would be reviewed in conjunction with an approved work plan and would require direction from the Board as they are considered through the adoption of annual budgets along with other competing priorities.

SUMMARY/CONCLUSIONS

The RDN Agricultural Area Plan (AAP) has been completed and was presented to the Committee of the Whole on September 11, 2012. The Committee passed a resolution to refer the Plan to the next Committee meeting. The Plan is being presented again to the Committee in order to receive a recommendation for the Board’s consideration of adoption and implementation of the Plan. There are no changes to the Plan document or staff recommendations that were circulated at the September 11, 2012 Committee of the Whole meeting.

Despite challenges to the profitability and viability of agriculture and aquaculture in the region the AAP reveals that there are opportunities for growth and diversification in these industries, and it recommends eight broad goals and numerous actions for the RDN and other stakeholders in support of local agriculture/aquaculture. Given the significance of these sectors to the local economy and cultural landscape, and the need for a clear strategy to support these uses, staff recommends the AAP be adopted and that an AAP Action Plan be developed to determine resource allocations within the 2013 budget year.

RECOMMENDATIONS

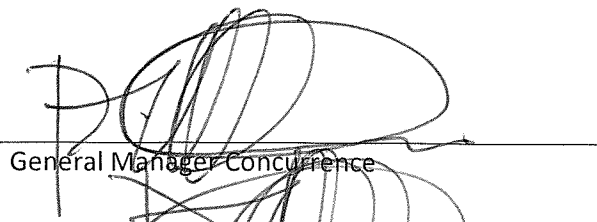
1. That the “Growing Our Future Together - Regional District of Nanaimo Agricultural Area Plan” (AAP) dated August 2012 be adopted.
2. That staff be directed to develop an AAP Action Plan for the Board’s consideration within the 2013 budget process.



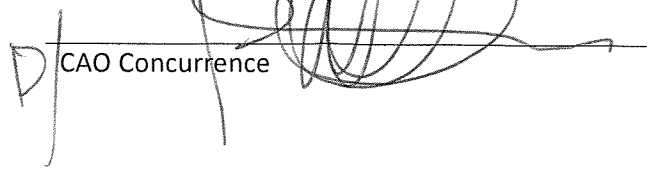
Report Writer



Manager Concurrence



General Manager Concurrence



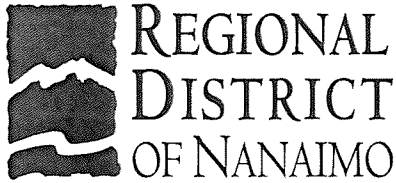
CAO Concurrence

Attachment 1 AAP Project Timeline

Date	Action	Board Consideration
April 2007	Delegation to Board from agricultural groups requesting formation of AAC.	Board directed staff to review opportunity to establish an AAC.
2008	Agricultural issues raised by community during OCP and RGS reviews.	
June 2008		Board resolution to establish AAC.
2009	AAC established.	
January 2010	AAC recommended development of Agricultural Area Plan (AAP).	
March 2010		Board received recommendation from AAC and directed staff to review.
May 2010		Board directed staff to apply for AAP project funding.
January 2011	Funding request approved by Investment Agriculture Foundation of BC (IAF).	
April 2011	Terms of Reference for AAP established.	Board appointed AAC as Steering Committee.
April – May 2011	Request for Proposal advertised.	
July 2011	Project consultant selected by AAC.	Board received an update on selection of consultant.
August – September 2011	Information hand-outs & displays presented at community events to publicly launch the project; Land Use Inventory completed; Growing our Future web site created.	
October 2011	AAP video interviews completed.	
November 2011	Public open houses & focus group #1 held.	
January 2012	Focus group #2 held; public consultation report and AAP story-telling video series 'Agriculture in Action' completed.	Board received the Public Consultation Summary Report and Agricultural Area Plan video series.
February 2012	AAP draft recommendations completed and reviewed by staff; project website updated.	Board received AAP – Phase 1: Background Report containing results of Land Use Inventory.
March 2012	AAP – Phase 2: Draft Plan completed and reviewed by staff and AAC.	
April 2012		Board received AAP – Phase 2: Draft Plan.
May 2012	Online public opinion survey of AAP Goals.	Board workshop to discuss draft AAP.
June 2012	Survey complete; Plan revised based on comments from the public, Board, AAC and referrals.	Board follow-up workshop; Board received survey results and proposed revisions to AAP.
July 2012	Revisions incorporated into final AAP.	
September 2012	Final AAP submitted to Committee of the Whole with a recommendation for the Board to adopt the Plan.	Board referred the Plan to the Committee of the Whole meeting in October.
October 2012	Final AAP submitted to Committee of the Whole with a recommendation for the Board to adopt the Plan.	

Attachment 2
“Growing Our Future Together -
Regional District of Nanaimo Agricultural Area Plan”
(August 2012)

As circulated to the Committee of the Whole at its regular meeting held on September 11, 2012, and as made available on the Agricultural Area Plan website: www.growingourfuture.ca.



RDN REPORT	
CAO APPROVAL 11/11	
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BOARD	

MEMORANDUM

TO: John Finnie, General Manager
Regional and Community Utilities

DATE: September 11, 2012

FROM: Wayne Moorman, P.Eng.

FILE: 5225-15-NASH

SUBJECT: Nash Creek Fishery Enhancement

PURPOSE

To consider establishing a new Regional District of Nanaimo fish protection service area for Nash Creek.

BACKGROUND

The Nile Creek Enhancement Society (NCES) has established a very successful hatchery program on Nile Creek in Electoral Area H. This program has brought back the pink salmon to the creek and area and is an example of successful fishery management and stewardship.

Nash Creek and its tributary Ridgewell Creek are located south of Nile Creek and have a reasonable run of cutthroat trout and Coho salmon. Nile Creek enters the ocean but due to natural wave action and storm events, the mouth of Nash Creek becomes plugged annually with woody debris and gravels. Sometimes natural flow in the stream clears the debris but often it does not and minnows trapped in the stream cannot make their way to the ocean during their spring migration. Area residents and volunteers with the NCES have been successfully trapping the minnows by hand and transporting them directly to the ocean or over to Nile Creek for re-introduction to the Nile Creek estuary. The Society would like to make this process more efficient and have been looking into stream bed management and/or stream diversion to permit minnows to swim to the ocean during low flows in the stream and when the natural stream bed is blocked off from the ocean.

The option of annually cleaning out the creek bed to permit free flow to the ocean has not been successful as the creek gradient is low at the stream mouth and the stream flows generally become so low in the spring that water seeps into the gravels and no flow remains in the creek. This situation therefore makes it necessary to devise another method of conveying fish from the stream to the ocean. One option involves providing piping or constructing a swale from the mouth of Nash and Ridgewell Creeks to the ocean, a distance of approximately 75 meters. The construction of this pipe or swale requires a water license or permit. A water license or permit cannot be issued to NCES but must be issued to a property owner or government agency.

Staff has met with representatives of NCES who have indicated NCES has the funds and ability to operate and maintain a fish pipe or swale and are committed to rescuing the trapped fish every spring. They are impeded by the licensing or permitting requirements. NCES has approached the RDN to acquire this license to support their activity.

The RDN would need to establish a local service area for this purpose as there are costs and potential liabilities associated with the licensing and the construction and operation of works. A legal opinion has been obtained from the RDN solicitor, who advised that he is “not aware of any other regional districts that have undertaken this higher level of involvement in fish habitat protection” and that “typically, these areas of jurisdiction have been left entirely to the federal government (which has constitutional jurisdiction over fisheries) and the provincial government, which has extensive jurisdiction over protection of the environment.” He further advised that:

- Legal authority does exist to permit local government to create a service for stream enhancement purposes.
- Defining the property service area boundaries and obtaining sufficient electoral support to create a service may be a challenge.
- The proposal represents an important precedent for the Regional District.
- The broader liability and cost implications of becoming involved in maintaining or enhancing streams should be given careful consideration as factors affecting the decision.

ALTERNATIVES

1. Form a Local Service Area for the purpose of fishery enhancement.
2. Contact Fisheries and Oceans Canada (DFO) and the Ministry of Environment (MOE) to discuss options for working cooperatively with NCES to facilitate their initiative for fishery enhancement in Nash Creek.
3. Do not establish a fishery enhancement function as a specified RDN service.

FINANCIAL IMPLICATIONS

For Alternative 1, the service would have to be supported and any costs incurred paid for by the participating properties within the service area. The assent of electors in the service area would be required to establish a new Regional District service, for which the level of costs and staff resources are currently unknown. Some legal costs have already been incurred in investigating this matter for Nash Creek.

Of particular concern is the precedent of establishing a fishery enhancement service. The Regional District has no mandate specific to fish habitat protection, which, as outlined by our solicitor, falls under the jurisdiction of the federal government which has constitutional jurisdiction over fisheries, and the provincial government. Similar projects or initiatives on other streams exist or are planned so RDN could be requested to become a license holder for other initiatives as well. Inquiries have been received and discussions held about RDN becoming a license holder for fishery dams on lakes, and operating and maintaining the associated works. These activities come with certain resource requirements, responsibilities and liabilities, and a need to create service areas with taxation authority.

To accommodate other possible requests for RDN involvement, a region-wide fishery enhancement service area with taxation authority may be a preferred approach to multiple, site-specific service areas.

For Alternative 2, staff would undertake to initiate a cooperative approach to a fish migration strategy on Nash Creek between DFO, MOE and NCES, with a goal of facilitating organizations such as NCES to proceed with fish enhancement projects and if required, to hold a water license or permit for that purpose. Alternatively, an approach could involve DFO holding any required license or permit and NCES operating the fish enhancement facilities on behalf of DFO; this would mean that DFO, who has the jurisdiction and expertise over fisheries, would be involved in the habitat protection and fishery enhancement project.

INTER-DEPARTMENTAL IMPLICATIONS

Fisheries and Oceans Canada is facing significant changes as evidenced by recent announcements regarding the reduction in staffing levels and re-focusing the Fisheries Protection Measures under the Fisheries Act. These changes apparently will come into effect over the coming months and may affect DFO's ability to fully deliver on their mandate and support organizations such as NCES.

However, the new Fisheries Protection Measures contain two key aspects that are pertinent to this discussion including "delegation" from the Federal to Provincial levels and a new focus on working with conservation groups. With regard to delegation, the DFO website on the Fisheries Protection Measures states:

Provinces and Territories are important partners for the federal government in protecting fisheries. The new measures will include new tools such as enabling delegation and equivalency to enable us to work more effectively together and ensure consistent regulatory approaches. As we move forward we will work closely with our provincial and territorial partners to ensure the effective implementation of these new measures."

Delegation from the Federal to Provincial level may imply a shift in resource allocation supporting fishery activities. While this has not been laid out in detail a concern arises regarding the downloading of responsibilities from senior government. This may have implications at the local government level however this has not been determined as yet.

The second important aspect relates to the new focus on partnering with conservation groups. In this regard, the DFO website states:

"The Minister would be able to enter into agreements with third parties, such as conservation groups, to enable them to undertake measures to enhance fisheries protection. This could include innovative approaches to protect habitat, support for aquatic invasive species outreach and engagement, developing standards for fish protection or other matters."

This approach may assist in developing a working solution to this and other fisheries enhancement proposals. Working with Federal and Provincial governments may facilitate a new partnership opportunity that would not require the development of a local government service area and thereby retain the jurisdictional authority for fish habitat protection with the federal government.

SUSTAINABILITY IMPLICATIONS

Salmon and trout are an important resource for Vancouver Island for both commercial and recreational fisheries. Currently fish migration in Nash Creek is periodically hampered by debris deposits. The installation of a structure(s) to assist in this fish migration would benefit this resource and help to ensure its sustainability.


SUMMARY/CONCLUSIONS


The RDN has been asked by the Nile Creek Enhancement Society to acquire a water license or permit on Nash and Ridgewell Creeks to facilitate the spring time rescue of small fish migrating to the ocean to complete their life cycle process. In order to undertake this activity, RDN would need to create a new service. A legal opinion of the request has been obtained and RDN is advised that even though legislation enables local government to form a stream enhancement function, defining the service area boundaries and obtaining electoral support may be a challenge.

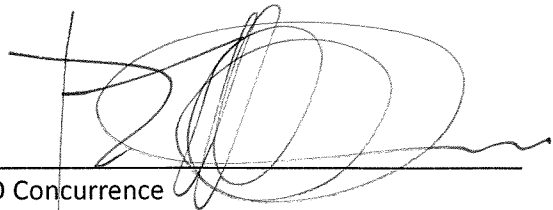
Furthermore, the establishment of this function may represent an important precedent for the Regional District. Fisheries management is the constitutionally established jurisdiction of the federal government; the responsibility for protection of the environment rests with the province. The implications of the RDN accepting this responsibility through the establishment of a new function are significant and extend beyond the request specific to Nash Creek. Further detailed examination of the costs and liabilities should be considered by the Board before proceeding with establishing a new function. Accordingly, staff are recommending the approach outlined in Alternative 2.

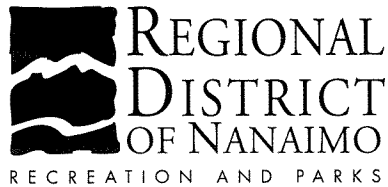
RECOMMENDATION

That the Board direct staff to initiate joint discussions with the Department of Fisheries & Oceans, Ministry of Environment and the Nile Creek Enhancement Society with a goal of advancing a cooperative approach to fishery enhancement on Nash Creek that would serve the interests of NCES, address the current water licensing issues and not require the RDN to establish a new service for this activity.


per Report Writer


General Manager Concurrence


d/ CAO Concurrence



RDN REPORT		
<input checked="" type="checkbox"/>	CAO APPROVAL	<input checked="" type="checkbox"/>
EAP	<input type="checkbox"/>	<input type="checkbox"/>
COW	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SEP 27 2012		
RHD	<input type="checkbox"/>	<input type="checkbox"/>
BOARD	<input type="checkbox"/>	<input type="checkbox"/>

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: September 27, 2012

FROM: Wendy Marshall
Manager of Parks Services

FILE:

SUBJECT: Community Parks and Trails Strategy – Northern Electoral Areas

PURPOSE:

To approve the Terms of Reference for the development of the Community Parks and Trails Strategy (CPTS) for Electoral Areas E, F, G and H.

BACKGROUND

In February, 2012, the Board approved the development of a Community Parks and Trails Strategy (CPTS) as a Community Works Fund project. The provision of Community Parks and Trails in the Electoral Areas is primarily accomplished through the land development process. Land development requirements and policies are implemented through the OCP's, Regulatory Bylaws, and the Subdivision Bylaw. While the Regional Parks and Trails Master Plan, 2005-2015, provides the direction, policies, priorities and actions for Regional Parks and Trails in the RDN, a similar document does not exist at the community level. Therefore, the provision of Community Parks and Trails tends to be ad hoc and reactive, as opposed to systematically planned. Trail design guidelines and construction standards are also absent from the OCP's and the Subdivision Bylaw.

The northern Electoral Areas were selected for the Strategy at this time as in recent years there has been high volumes of subdivision applications and approvals taking place in this half of the region with no master plan to assist in the community park dedication process. Upon completion of this project and based on Board direction, a Community Parks and Trail Strategy can be undertaken and funded by Community Works Funds, for Electoral Areas B, and C with updates to the trail planning documents previously completed in Electoral Area A.

PROPOSED TERMS OF REFERENCE

Through a comprehensive public engagement process, a CPTS will be developed that will include a Community Park and Trails classification framework; Community Park provision standard and acquisition criteria; and conceptual park and trail plans for Electoral Areas E, F, G, and H. (*Appendix 1*). Trail design guidelines and construction standards are also being developed by staff, with funding provided by Community Works Funds, as a separate document in tandem with the CPTS.

The Terms of Reference (Appendix II) provide a detailed outline of the work program for this project including the proposed schedule and public engagement approach and deliverables. The project is being managed by the Superintendent of Park Planning and Development (Temporary Employment Contract Position) with assistance from other RDN staff, as needed.

The Terms of Reference proposes that an Advisory Committee be established to provide advice and direction on the plan development and process. The proposed composition of the Committee consists of:

- The Electoral Area Director plus one representative from each of four northern Electoral Area Parks & Open Space Committees (POSAC) E, F, G, H
- One representative from Nanoose First Nation
- One representative from Qualicum First Nation
- One representative from K'omoks First Nation

PROPOSED SCHEDULE

The project is scheduled to be completed by September 2013 based on the following schedule.

Phase 1: Inventory & Analysis (Sep – Dec 2012)

Research, inventory & analysis, scope of work, base mapping, Web page, logistics, draft community survey.

Phase 2: Vision & Principles (Jan – Feb 2013)

Draft Issues, vision, principles, Advisory Committee review, workshop #1, online survey, Community Park and Trail mapping in each EA.

Phase 3: Plan Development (March – July 2013)

Park & trail classifications, park acquisition criteria, park provision guidelines, concept plans, Advisory Committee review, workshop #2, online survey, implementation priorities.

Phase 4: Final Plan & Implementation (August – Sept 2013)

Undertake final changes, Advisory Committee review, submit final plan for Board approval.

ALTERNATIVES

1. That the Terms of Reference for the Community Parks and Trails Strategy for Electoral Areas E, F, G and H be approved
2. That the Terms of Reference for the Community Parks and Trails Strategy for Electoral Areas E, F, G and H not be approved and alternative direction be provided.

FINANCIAL IMPLICATIONS

The Board approved the development of the CPTS in February 2012, as a Community Works Fund projects in the 2012 budget. The budget allocation from the Community Work Fund program for this project is \$50,000.

SUSTAINABILITY IMPLICATIONS

This project is consistent with several of the Sustainability Principles in the Regional Growth Strategy. Developing this strategy for Community Parks and Trails in Electoral Areas in collaboration with local residents will ensure that:

- The interconnectedness and interdependence of natural and human systems are recognized and respected
- The qualities of place that create pride and a sense of community are nurtured
- There is equity amongst all citizens and across generations, including future generations
- The decision-making process is based on participation, collaboration and co-operation with citizens, other authorities and organizations.
- Land use patterns and mobility networks are mutually supportive and work together to reduce automobile dependency

CONCLUSIONS

The Board approved in February 2012 the development of the Community Parks and Trails Strategy for Electoral Areas E, F, G and H as a Community Works Fund project. The CPTS will include a Community Park and Trails classification framework; Community Park provision standard and acquisition criteria; and conceptual park and trail plans.

The Terms of Reference (Appendix II) provide a detailed outline of the work program for this project including the proposed schedule, public engagement approach and deliverables. The process is to be guided by an Advisory Committee for the term of the project that includes representation from Electoral Areas E, F, G, H and local First Nations.

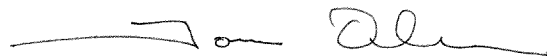
As the project has commenced and appointments to an Advisory Committee are required when the four northern electoral area Parks and Open Space Advisory Committees meet in this fall, it is recommended the Terms of Reference for the Community Parks and Trails Strategy be approved.

RECOMMENDATIONS

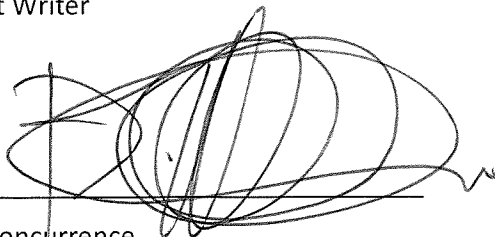
That the Terms of Reference for the Community Parks and Trails Strategy for Electoral Areas E, F, G and H be approved.



Report Writer

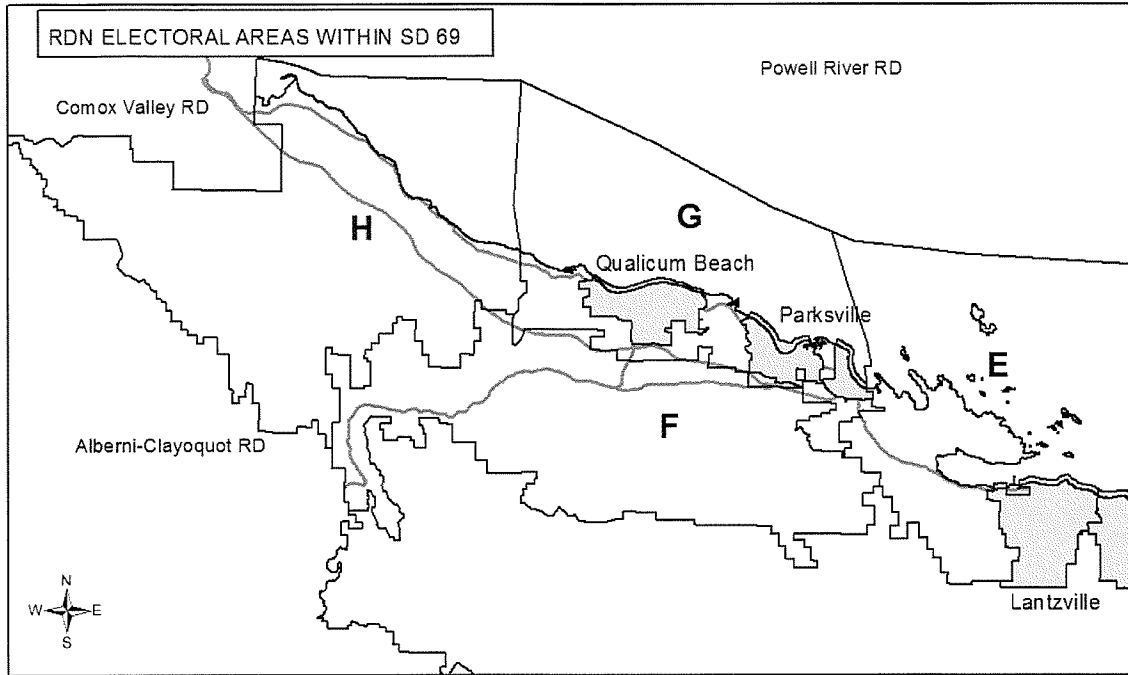


GM Concurrence



CAO Concurrence

APPENDIX I



APPENDIX II

Community Parks and Trails Strategy *Terms of Reference*

BACKGROUND

The provision of Community Parks and Trails in the Electoral Areas is primarily accomplished through the land development process. Land development requirements and policies are implemented through the OCP's, Regulatory Bylaws, and the Subdivision Bylaw. With regards to Community Parks and Trails, there are general parkland acquisition criteria but what is lacking is a park type classification system and park land provision guidelines. Therefore, the provision of Community Parks and Trails tends to be adhoc and reactive, as opposed to systematically planned. Trail design guidelines and construction standards are also absent from the OCP's and Subdivision Bylaw.

The Regional Parks and Trails Master Plan, 2005-2015, provides the direction, policies, priorities and actions for Regional Parks and Trails in the RDN. However, this guiding document only deals with parks and trails at the regional scale and does not address parks and trails at the community level. Community Parks and Trails are intended to provide for the needs of the local community and are not intended to attract or service the broader population. Each of the Electoral Areas has their own separate tax base and funding system to acquire and manage their system of Community Parks and Trails. Therefore, it is expected that these facilities would primarily benefit the local residents while complementing the regional system.

There is a need for more detailed plans that inform decisions at the community level and to ensure a systematic and holistic approach across the RDN. While individual EA OCP's include policies that encourage and support the provision of Community Parks and Trails, this plan will provide the next level of detail needed to respond to development applications in Electoral Areas E, F, G and H.

CONTEXT

The Community Parks and Trails Strategy (CPTS) will provide specific direction regarding the acquisition/protection, development and management of Community Parks and Trails. Although this plan focuses on the neighbourhood and community levels, it is intended to be complementary to the larger Regional Parks and Trails system. It is further understood that this strategy will include linkages and partnership opportunities between the neighbourhoods, communities, Electoral Areas, and First Nation territories. The completed document will provide both a long range plan to guide future Community Parks and Trails decision-making and a short term plan that lays out a program for the period 2013-2018. Trail design guidelines and construction standards will be developed by staff in tandem with the CPTS.

The CPTS is limited to Electoral Areas E, F, G, and H. Given the scope of this project and staff resources it is not possible to undertake all the Electoral Areas in one planning process. The three southern Electoral Areas will be done in the future pending funding and resources.

Each Electoral Area is unique in terms of landscape, character, demographics, growth rates, and socio-economics so it is important that each Electoral Area develops their own vision and Community Parks and Trails strategy. However, there are overarching principles, goals and objectives that are common to all Electoral Areas. Therefore the CPTS will provide a planning framework that is consistent for all Electoral Areas and it will provide separate plans for each Electoral Area E, F, G, and H that will be complementary to their respective OCP.

At present, Electoral Area E is the only Electoral Area in the RDN with a Parks and Trails strategy. The Parks and Open Space Plan for Nanoose Bay was completed in 2001 and includes recommendations at both the regional and community levels. Some of this work is reflected in the recently completed Lakes District Neighbourhood Plan in Fairwinds. This work will be included in the development of the CPTS and will provide a good reference point for work to be done in the other Electoral Areas.

PROJECT GOALS AND OBJECTIVES

Goals:

1. Develop a community-based parks and trails classification system and park provision guidelines in order to rationalize existing facilities and to plan for future needs within available resources.
2. Plan for a network of community connections that supports non-motorized circulation, promotes social interaction and is complementary to the regional trails system.

Objectives:

The following objectives are applicable to all of the Electoral Areas (E, F, G, H):

- Develop a Community Park classification framework
- Develop a Community Park land provision standard e.g. Hec/1000 population
- Review Community parkland acquisition criteria and revise as needed
- Identify significant local natural, cultural and historical features that contribute to community character and enjoyment
- Develop a Community Trails classification framework and map existing and proposed trails

The following objectives are specific to each of the Electoral Areas (E, F, G, and H):

- Develop a Vision for the Community Parks and Trails system in each Electoral Area.
- Develop Concept Plan identifying park requirements and trail connections that need to be formalized either through the development process and/or through RDN capital works/partnerships
- Set of specific implementation strategies

PLANNING APPROACH

The planning approach will be undertaken in four phases over the next year, as detailed in the following Table:

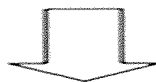
1. Inventory and Analysis
2. Visioning/principles
3. Plan Development
4. Final Plan and Implementation

SCHEDULE AND PROCESS

Timeline	Activity	Planning Phase	Outcomes
Sept – Dec	Staff working group	Inventory & Analysis	<ul style="list-style-type: none"> ▪ Research, base mapping, logistics, scope of work, analysis, web page, survey
Nov	Report to POSACs		<ul style="list-style-type: none"> • POSAC representation on Advisory Committee
Jan	Advisory Committee #1	Principles & Visioning	<ul style="list-style-type: none"> ▪ Terms of Reference, schedule, issues, vision, principles
Jan/Feb	Online survey		<ul style="list-style-type: none"> ▪ Vision, existing park & trail use, future needs
Feb	Workshop #1		<ul style="list-style-type: none"> ▪ Overview, principles & issues ▪ Map significant features, routing, destinations & park gaps for each EA ▪ Vision/themes



March/April	Staff working group	Plan Development	<ul style="list-style-type: none"> ▪ Draft Vision, Concept Plan, park & trail classifications, park acquisition criteria
May	Advisory Committee #2		<ul style="list-style-type: none"> ▪ Review vision, plan, classifications & criteria
June	Online Survey		<ul style="list-style-type: none"> ▪ Review plan , priorities
June	Workshop #2		<ul style="list-style-type: none"> • Review plan, priorities
July	Staff Working Group		<ul style="list-style-type: none"> ▪ Finalize plan



July	Advisory Committee #3	Final Plans & Implementation	<ul style="list-style-type: none"> ▪ Finalize plan ▪ Implementation ▪ Final Draft Plan
September	Board Report		<ul style="list-style-type: none"> ▪ Adopt Plan

PUBLIC ENGAGEMENT

It is proposed that an Advisory Committee be established to provide advice and direction on materials produced prior to public review including: vision statements, goals and objectives, issues, summaries from public input, concept plans and other deliverables such as park classifications, park land provision guidelines, and park acquisition criteria. The proposed composition of the Committee consists of:

- Director plus one representative from each of four northern Electoral Area Parks & Open Space Committees (POSAC) E, F, G, H
- One representative from Nanoose First Nation
- One representative from Qualicum First Nation
- One representative from K'omoks First Nation

The Term of the Committee will be for duration of the project and will end upon approval of the CPTS by the Regional Board.

Several modes of engagement are proposed and include: Advisory Committee; workshops; online questionnaires (using Survey Monkey); dedicated project page on the RDN website; email and telephone correspondence including interviews with key stakeholders. The RDN website will serve as a window into the project and the various means of participation. General advertising for engagement events will occur, with specific invitations provided to community interest groups.

PRELIMINARY ISSUES

Parks staff have generated a preliminary list of issues that will be broadened and better understood through the public consultation process and addressed in the Final Plans.

Trails

1. Connectivity
2. Safety
3. Design standards
4. Jurisdiction/ownership
5. Capital and operating costs

Parks

1. Land ownership
2. Land tenure
3. Implementation strategies e.g. dedication, cash in lieu, partnerships, etc.
4. Cost
5. Potential disposal of existing park land

PROJECT MANAGEMENT

The project will be managed by the Superintendent of Park Planning and Development with assistance from other RDN staff, as needed. RDN staff will be responsible for all aspects of project implementation including: administrative tasks, liaison and communication, technical output, research, writing, public consultation preparation and participation, and strategy development.

Graphics and technical support will also be needed. The services will include setting up the webpage; survey development and management; document formatting; workshop panels and logistics; concept plan and analysis graphics.

Preliminary list of stakeholders

Community organizations:

- Northwest Nanoose Residents Association
- Fairwinds Residence Association
- French Creek Residents Association
- Shorewood and San Pareil Owners and Residents Association
- Dashwood Residents Group
- Bow Horne Bay Community Club
- Corcan & Meadowood Residents Association
- Horne Lake Strata Association
- Mapleguard Ratepayers Association
- Spider Lake Community Association

Government Agencies and First Nation Councils:

- City of Parksville
- Town of Qualicum Beach
- Qualicum First Nation, Nanoose First Nation, K'omoks First Nation
- School District #69 (Qualicum)
- Ministry of Transportation and Infrastructure
- Ministry of Forests, Lands, and Natural Resource Operations
- Ministry of Environment

REFERENCE MATERIAL

The following is a preliminary list of reference documents:

RDN Public Consultation Policy

The Regional District of Nanaimo's Public Consultation/Communication Framework Policy No.A1.23 measures a successful project as one that provides for meaningful and on-going public involvement. The success of the public process component of the CPTS will be achieved through meeting the following goals:

- Anyone likely to be affected by a decision shall have opportunities for input into that decision;
- The consultation process shall allow for a meaningful level of involvement;
- All positions and input received will be considered; not all input can and will be accommodated;
- The process shall recognize and take into account the different characteristics and abilities of the community;

- The process shall recognize interdepartmental issues and concerns, and shall involve and coordinate internal staff resources as necessary or appropriate.
- The integrity of broad public involvement must be paramount to the process and must not be superseded by any individual or interest group;
- The RDN shall provide feedback, in a timely manner, about how public input has been utilized in Board decisions, and how the public will be affected;

Official Community Plans

- Nanoose Bay Official Community Plan Bylaw #1400, 2005
- Electoral Area F Official Community Plan Bylaw #1152, 1999
- Electoral Area G Official Community Plan Bylaw #1540, 2008
- Electoral Area H Official Community Plan Bylaw #1335, 2003

Other Documents

- Parks and Open Space Plan for Nanoose Bay 2001
- Regional Parks and Trails Plan 2005-2015
- Access to Water Sites, inventory and site descriptions for EA H, 2000
- Electoral Area A Community Trails Study, 2002

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR
MEETING HELD ON THURSDAY, SEPTEMBER 20, 2012
AT OCEANSIDE PLACE**

Attendance: Reg Nosworthy, Chair, Electoral Area 'F'
Joe Stanhope, Director, RDN Board, Electoral Area 'G'
Scott Tanner, Deputy Chair, Councillor, Town of Qualicum Beach
Ross Milligan, Trustee, District #69 School Board
Bill Veenhof, Director, RDN Board, Electoral Area 'H'
Peter Morrison, Councillor, City of Parksville
Gordon Wiebe, Electoral Area 'E'
Richard Leontowich, Electoral Area 'H'

Staff: Tom Osborne, General Manager of Recreation and Parks
Dean Banman, Manager of Recreation Services
Ann-Marie Harvey, Recording Secretary

CALL TO ORDER

Chair Nosworthy called the meeting to order at 2:00pm.

MINUTES

MOVED Commissioner Stanhope, SECONDED Commissioner Morrison that the Minutes of the District 69 Recreation Commission Regular Meeting held June 21, 2012 be approved.

CARRIED

COMMUNICATION/CORRESPONDENCE

MOVED Commissioner Morrison, SECONDED Commissioner Milligan that following correspondence be received:

D. Banman, RDN to City of Parksville, RE: Permissive Taxation Exemption Application

CARRIED

UNFINISHED BUSINESS

RAC Survey Update

Mr. Banman updated the Commission that the deadline for the Ravensong Aquatic Survey deadline is September 30, 2012. There have been approximately 100 surveys received to date and he is anticipating having a report for the October or November Commission meeting.

BC Senior Games Bid Update

Mr. Banman updated that the City of Parksville, Town of Qualicum Beach, School District, Oceanside Tourism and RDN have met as a working group and had a good dialogue. A report on the viability of hosting a future Senior Games as well as other possible sports events that could be successful in Oceanside was requested by the working group. RDN staff will be working with Oceanside Tourism Association on preparing the report with a scheduled completion in November.

District 69 Track and Field Sports Complex Update

Mr. Banman informed the Commission that a report is being worked on that will outline the steps needed to take to undertake the development of a District 69 Track and Field Sports Complex. Past history and studies will be used and possible land options will be included in the report.

Blue Communities Update

Mr. Banman reported that the RDN has partially endorsed the Blue Communities initiative. There will not be a ban on bottled water sales but a promotion of the local water services. Water stations have now been installed at the two RDN recreation facilities in the Oceanside area. The stations provide filtered and refrigerated water that also tally the number of water bottles diverted from the landfill with each use. Promotional items will be made available and promotional signage of the water fountains will be displayed.

FUNCTION REPORTS

Monthly Update – Oceanside Place – June-August 2012

Mr. Banman reviewed some highlights of the Oceanside Place – June –August Monthly Update

Monthly Update – Ravensong Aquatic Centre – June-August 2012

Mr. Banman reviewed some highlights of the Ravensong Aquatic Centre – June –August Monthly Update

Monthly Update – Northern Recreation Program Services – June-August 2012

Mr. Banman reviewed some highlights of the Northern Recreation Program – June –August Monthly Update

Monthly Update of Community and Regional Parks and Trails Projects – June-August 2012

Mr. Osborne updated the Commission on the applicable Community and Regional Parks and Trail Projects for the northern portion of the regional district for June – August 2012.

MOVED Commissioner Morrison, SECONDED Commissioner Stanhope, that the Function Reports be received.

CARRIED

NEW BUSINESS

School Community Connection (SCC) Program and Application

Mr. Banman reviewed the current SCC Program that only boards of education within BC are eligible for. Although School District 69 is eligible to apply for a \$12,500 grant in the final rounding of funding, they have not come to the RDN to be a part of any application which has an application deadline of October 26, 2012. Commission members were made aware of the funding should something come in at the last minute.

Planning Session

The Commission agreed that a Planning session would be a benefit to the members and that a weekday would work for the commission members. Mr. Osborne and Mr. Banman will contact Commission members with some potential dates between October and December.

2013 Budget Timeline

The Commission reviewed the timeline for the 2013 Annual Budget and Five Year Financial Plan. The Regional Board will begin reviewing and providing direction on the 2013 Budget at a seminar on November 20, 2012. The Budget is then scheduled for adoption on March 26, 2013. Staff will provide a status update on the 2012 budget for Oceanside Place, Ravensong Aquatic Centre and Northern Community Recreation Services in November and a presentation will be made to the Commission in January for their input and recommendations to the Regional Board on the 2013 Annual Budget and Five year Financial Plan.

ALG handed out

Commission members receive their copy of the Fall Active Living Guide in their Agenda packages.

COMMISSIONER ROUNDTABLE

Commissioner Tanner and Commissioner Milligan attended the Sport Tourism workshop.

Commissioner Milligan noted School District 69 is looking at branding their International Student program.

Commissioner Stanhope commented on the Habitat Enhancement Project in French Creek at Miller Road Community Park and the works were able to be funded from Community Works funds. Commissioner Stanhope also mentioned BC Rivers Day is September 30th and important in this area because of our rivers are a huge resource to us

Commissioner Leontowich reported that the Lighthouse Fall Fair on September 1st went well. They established a new parking layout in the Lions area in the upper fields and this took the congestion off of the highway and roadsides.

Commissioner Veenhof highlighted and thanked Commissioner Leontowich for his role in getting a community sign on Lions Way to indicate local facilities in the area.

Commissioner Morrison mentioned that the City of Parksville is working on the greenway plan that connects the Community Park and Rath Trevor. He also noted Sunday September 23 is

Michelle Stillwell Day and there will be a BBQ/Reception at the PCCC at 4pm to honor the local Olympic Athletes.

Chair Nosworthy mentioned the success of the Sparts Camp in Arrowsmith and was well attended. Parents asked for the hours to be extended it next year.

ADJOURNMENT

MOVED Commissioner Veenhof, that the meeting be adjourned at 3:20pm.

CARRIED

Reg Nosworthy, Chair