

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, JULY 9, 2013

7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 4 **Nancy Grenier, Belcorp Environmental Services Inc.**, re Belcorp capabilities in solid waste management.

MINUTES

- 5-12 Minutes of the Regular Committee of the Whole meeting held Tuesday, June 11, 2013.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

- 13 **Premier Christy Clark**, re meetings with the Premier at the 2013 UBCM convention.
- 14-16 **G.M. Odsen**, Greyhound Canada, re Removal of Route Point.
- 17 **Jim and Eva Manly**, re Metro Vancouver Waste-to-Energy Site Identification.
- 18-20 **Kris King, City of Nanaimo**, re Municipal Security Issuing Resolution – Water Treatment Plant.

UNFINISHED BUSINESS

BYLAW ADOPTION

COPORATE SERVICES

ADMINISTRATION

- 21-26 Bylaw 1688 – A Bylaw to Secure Long Term Debt for the City of Nanaimo Water Treatment Plant.

FINANCIAL SERVICES

- 27-29 Bylaw No. 1685 – Alberni-Clayoquot Regional District – 2014 Permissive Tax Exemption.

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

- 30-36 District of Lantzville Official Community Plan Regional Context Statement.
- 37-68 Consultation Plan – RGS Amendment PL2011-060 – Baynes Sound Investments Ltd.

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER SERVICES

- 69-71 Wastewater Services 2013 Open House Summary.
- 72-74 Liquid Waste Management Plan Amendment – Consultation Plan Update.
- 75-78 Greater Nanaimo Pollution Control Outfall Replacement Strategy (*staff to provide presentation*).

UTILITIES

- 79-94 Bylaws No. 813.51, 889.65, 1686, and 1687 – Hawthorne Rise Sanitary Sewer Capital Financing Service Establishing Bylaw, and Loan Authorization Bylaw.

COMMISSION, ADVISORY & SELECT COMMITTEE MINUTES AND RECOMMENDATIONS

District 69 Recreation Commission

- 95-98 Minutes of the District 69 Recreation Commission meeting held Thursday, June 20, 2013.

- 99-103 **Family Day Services OP/RAC Report**

That Ravensong Aquatic Centre and Oceanside Place be opened for four hours each at offsetting times on Family Day holidays at the special admission rates of \$1.50 child/student, \$3.00 Adult/Senior and free admission for families and that staff pursue sponsorship opportunities for both facilities that will reduce operating expenses for the day.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

That the topic of Mulitplex and Ballenas track be separated and have staff report back about the options and costs for Ballenas track resurfacing.

BC Government Executive Council – Potential Correspondence

That a letter be written on behalf of the Board to MLA Stillwell and provincial Minister Offices relevant to sport and health extending the opportunity to become familiar with the local sport and health initiatives taking place within District 69.

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION

104

Items received for Board Information, June-July, 2013.

IN CAMERA

That pursuant to Section 90 (1) (f) of the Community Charter the Board proceed to an In Camera meeting for discussions related to law enforcement.

ADJOURNMENT

Matt, please see presentation write up below. We request to appear at the up-coming CoW meeting, July 9th. I hope you will consider this submission. Many thanks.

Increasing waste reduction through material recovery --

On the way to zero waste, what should be done with what's left after 50%, 60% or 70% diversion from source-separated recycling and composting? Highlights of recent work on the financial and environmental benefits of recycling over incineration of municipal solid waste. A material recovery approach is proposed to maximize recycling before disposal to incineration or landfilling.

Through its experience, Belkorp Environmental Services Inc. has demonstrated leadership and capability in the development, design, construction, and operation of recycling, composting, waste material transfer and processing systems, and disposal facilities. Since the early 1980s, Belkorp has pioneered a number of innovative recycling and resource recovery businesses contributing to the foundation of a now burgeoning green economy in western Canada.

Nancy Grenier
Communications + Community Engagement

Belkorp Environmental Services Inc.
mobile: 778-994-3485 | office: 604-681-7926
705 - 744 W. Hastings Street, Vancouver, V6C 1A5

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE MEETING OF THE WHOLE
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JUNE 11, 2013 AT 7:05 PM IN THE
RDN BOARD CHAMBERS

In Attendance:

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
Director B. Veenhof	Electoral Area H
Director B. Dempsey	District of Lantzville
Director J. Ruttan	City of Nanaimo
Alternate	
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Regrets:

Director G. Anderson	City of Nanaimo
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Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
W. Idema	Director of Finance
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
G. Garbutt	Gen. Mgr. Strategic & Community Development
R. Alexander	Gen. Mgr. Regional & Community Utilities
M. O'Halloran	Legislative Coordinator
N. Tonn	Recording Secretary
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order and welcomed Alternate Director McKay to the meeting. The new Senior Secretary, Administrative Services was also introduced to the Committee.

DELEGATIONS

Dianne Eddy, re OCP Application No. 2011-060 – Baynes Sound Investments – Electoral Area ‘H’.

Ms. Eddy spoke in opposition to Official Community Plan Application No. 2011-060 and provided a visual overview to accompany her presentation.

LATE DELEGATIONS

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

CARRIED

Mike Gray, re Correspondence from M.J. Gray re: Nanoose Bay Fire Protection Service.

Mr. Gray raised his concerns regarding the cost, structure and accountability of the Nanoose Fire Protection Service and requested the support of the Board for an independent third party audit on the Nanoose Fire Protection Society/Volunteer Fire Department.

Ian MacDonnell, re OCP Application No. 2011-060 – Baynes Sound Investments – Electoral Area ‘H’.

Mr. MacDonnell spoke in opposition to Official Community Plan Application No. 2011-060 providing a chronological overview of the application’s process.

COMMITTEE OF THE WHOLE MINUTES

MOVED Director Johnstone, SECONDED Director Brennan, that the minutes of the Regular Committee of the Whole meeting held May 14, 2013, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Dianne Eddy, re OCP Application No. 2011-060 – Baynes Sound Investments – Electoral Area ‘H’.

MOVED Director Brennan, SECONDED Director Ruttan, that the correspondence from Dianne Eddy including a number of petitions regarding Official Community Plan Application No. 2011-060, be received.

CARRIED

Ian MacDonnell, re OCP Application No. 2011-060 – Baynes Sound Investments – Electoral Area ‘H’.

MOVED Director Brennan, SECONDED Director Ruttan, that the correspondence from Ian MacDonnell regarding Official Community Plan Application No. 2011-060 be received.

CARRIED

Greg Moore & Malcolm Brodie, Metro Vancouver, re New Waste-to-Energy Capacity for Metro Vancouver – Potential Site Identification.

MOVED Director Brennan, SECONDED Director Ruttan, that the correspondence from Metro Vancouver regarding a high level potential site evaluation criteria for new Waste-to-Energy capacity for Metro Vancouver, be received.

CARRIED

Ted Olynyk, BC Hydro, re BC Hydro Smart Meters.

MOVED Director Brennan, SECONDED Director Ruttan, that the correspondence from BC Hydro regarding the Regional District of Nanaimo’s concerns with respect to Smart Meters, be received.

CARRIED

Steve Carr, Ministry of Energy, Mines and Natural Gas, re BC Hydro Smart Meters.

MOVED Director Brennan, SECONDED Director Ruttan, that the correspondence from the Ministry of Energy, Mines and Natural Gas regarding BC Hydro's installation of Smart Meters, be received.

CARRIED

Dianne Eddy, re OCP Application No. 2011-060 – Baynes Sound Investments – Electoral Area 'H'.

MOVED Director Brennan, SECONDED Director Ruttan, that the correspondence from Dianne Eddy containing notes used as reference in her presentation, be received.

CARRIED

Lavonne Garnett, re OCP Application No. 2011-060 – Baynes Sound Investments – Electoral Area 'H'.

MOVED Director Brennan, SECONDED Director Ruttan, that the correspondence from Lavonne Garnett regarding Official Community Plan Application No. 2011-060, be received.

CARRIED

UNFINISHED BUSINESS

BYLAW ADOPTION

Bylaws No. 813.50, 869.09 and 889.64 – Inclusion of 691 Wembley Road into Sewer and Streetlighting Service Areas, Electoral Area 'G'.

MOVED Director Holme, SECONDED Director Brennan, that "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.50, 2013" be adopted.

CARRIED

MOVED Director Holme, SECONDED Director Brennan, that "Morningstar Streetlighting Local Service Area Boundary Amendment Bylaw No. 869.09, 2013" be adopted.

CARRIED

MOVED Director Holme, SECONDED Director Brennan, that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.64, 2013" be adopted.

CARRIED

CORPORATE SERVICES

Volunteer Mileage Reimbursement Policy.

MOVED Director Veenhof, SECONDED Director Houle, that the Volunteer Mileage Reimbursement Policy be adopted.

CARRIED

FINANCIAL SERVICES

2012 Annual Financial Report (Audited Financial Statements), Board and Committee Member Expenses, Remuneration and Statement of Financial Information.

MOVED Director Veenhof, SECONDED Director Houle, that the 2012 Annual Financial Report, Statement of Board and Committee Members Expenses and Remuneration, and the Statement of Financial Information be received and approved as presented.

CARRIED

Correspondence from M.J. Gray re: Nanoose Bay Fire Protection Service.

MOVED Director Holme, SECONDED Director Brennan, that this report and the correspondence dated May 7, 2013 from M.J. Gray regarding the Nanoose Fire Protection Society be received for information, and that staff be directed to investigate training standard recommendations and requirements for volunteer fire departments and report back to the Board on their findings.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Intergovernmental Advisory Committee.

MOVED Director Brennan, SECONDED Director Veenhof, that the Regional District of Nanaimo request the Minister of Community, Sport and Cultural Development to reappoint provincial agency staff to the Intergovernmental Advisory Committee.

CARRIED

City of Parksville Official Community Plan Regional Context Statement.

MOVED Director Veenhof, SECONDED Director Lefebvre, that the City of Parksville's Regional Context Statement be accepted by the Regional District of Nanaimo Board.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER SERVICES

License Agreement with the City of Nanaimo for Use of a Portion of RDN Land at the Greater Nanaimo Pollution Control Centre for the Neck Point Park Trail Network.

MOVED Director Ruttan, SECONDED Director Brennan, that the ten-year License Agreement permitting the City of Nanaimo to continue to use the Regional District of Nanaimo lands at 3075 Shores Drive for the Neck Point Park trail network be approved.

CARRIED

RECREATION AND PARKS

RECREATION SERVICES

District 69 Sport Field and Sport Court Booking Agreements.

MOVED Director Lefebvre, SECONDED Director Willie, that the Local Services Agreement for sport field and court bookings between the Regional District of Nanaimo and the City of Parksville be approved as provided in Appendix 'I' with the following section added:

"Section 3 vi)

The Regional District will work with the Local Government on the possible transition of the Regional District scheduling and programming of the Local Government's sport field lighting through a remote computer system, as well as the development of fee collection process to be implemented should the necessary hardware, software and related resources to provide for this transition be secured."

CARRIED

MOVED Director Lefebvre, SECONDED Director Willie, that the Local Services Agreement for sport field and court bookings between the Regional District of Nanaimo and the Town of Qualicum Beach be approved as provided in Appendix 'II' with the following section added:

"Section 3 vi)

The Regional District will work with Local Government on the possible transition of the Regional District scheduling and programming of the Local Government's sport field lighting through a remote computer system, as well as the development of fee collection process to be implemented should the necessary hardware, software and related resources to provide for this transition be secured."

CARRIED

MOVED Director Lefebvre, SECONDED Director Willie, that the Local Services Agreement for sport field and court bookings between the Regional District of Nanaimo and the Board of Education of School District 69 (Qualicum) be approved as provided in Appendix 'III'.

CARRIED

Director Veenhof requested that these motions also be forwarded to the District 69 Recreation Commission for their information.

PARKS SERVICES

Wildfire Response Agreement with the Ministry of Forests, Lands and Natural Resource Operations.

MOVED Director Willie, SECONDED Director Kipp, that the Wildfire Response Agreement with the Ministry of Forest, Lands and Natural Resource Operations be approved as shown on Appendix I.

CARRIED

TRANSPORTATION AND SOLID WASTE

SOLID WASTE SERVICES

Bear Smart Information Sessions 2013.

MOVED Director Veenhof, SECONDED Director Houle, that staff be directed to ensure bear smart related information is kept current and easily accessible on the Regional District and Beyond Composting websites.

CARRIED

Amendment to the Regional Solid Waste Advisory Committee Terms of Reference.

MOVED Director Veenhof, SECONDED Director Lefebvre, that the Board approve the amended Regional Solid Waste Advisory Committee Terms of Reference as attached to the staff report.

CARRIED

Metro Vancouver Waste-To-Energy Site Identification.

MOVED Director Willie, SECONDED Director McKay, that the Board report on Metro Vancouver's potential WTE site identification be received and that staff submit comments to Metro Vancouver indicating the RDN requires a detailed consultation process if there is a proposal that involves siting a Waste-To-Energy (WTE) facility on Vancouver Island, and that Metro Vancouver staff be requested to meet with the Capital Regional District, Cowichan Valley Regional District, Comox Valley Regional District and the Regional District of Nanaimo to provide additional detail on their proposed process to increase their WTE capacity.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE MINUTES AND RECOMMENDATIONS

Regional Solid Waste Advisory Committee.

MOVED Director Holme, SECONDED Director Brennan, that the minutes of the Regional Solid Waste Advisory Committee meeting held Thursday, May 16, 2013 be received for information.

CARRIED

District 69 Recreation Commission.

MOVED Director Veenhof, SECONDED Director Lefebvre, that the minutes of the District 69 Recreation Commission meeting held Thursday, May 16, 2013 be received for information.

CARRIED

District 69 Recreation Youth and Community Grants.

MOVED Director Veenhof, SECONDED Director Willie, that the following District 69 Recreation Youth Grants be approved:

Arrowsmith Community Enhancement Society	\$ 1,220
- Youth drop in facility rental	
Bard to Broadway Theatre Society	1,500
- Performing Arts Series; facility rental	
Bard to Broadway Theatre Society	1,000
- Summer Youth Theatre; facility rental	
Bow Horne Bay Community Club	2,500
- Lighthouse Country Fall Fair; physical activity for youth	

CARRIED

MOVED Director Veenhof, SECONDED Director Willie, that the following District 69 Recreation Community Grants be approved:

Arrowsmith Agricultural Association	\$ 465
- Storage for non-profit groups	
Bowser Elementary School	700
- Outdoor education / subsidy for financial hardship applicants	
Corcan Meadowood Residents Association	1,500
- Halloween event	
Family Resource Association	2,000
- Music program	
Jugmentals Community Jug Band	1,424
- Facility rental; copying supplies	
Parksville and District 69 Team	1,300
- Transportation	
Special Olympics BC Oceanside	2,000
- Pool rental; bowling costs	
Vancouver Island Opera	1,500
- Facility rental; sound and lighting costs	
Winchelsea Elementary School PAC	10,094
- Playground	

CARRIED

District 69 Recreation Service Fees & Charges – September 1, 2013 – August 31, 2014.

MOVED Director Veenhof, SECONDED Director Willie, that the 2013-2014 Northern Community Recreation Services Program Fees be approved as provided in Appendix A.

CARRIED

MOVED Director Veenhof, SECONDED Director Willie, that the 2013-2014 program, admission and rental fees for Oceanside Place be approved as provided in Appendix B.

CARRIED

MOVED Director Veenhof, SECONDED Director Willie, that the 2013-2014 program, admission and rental fees for Ravensong Aquatic Centre be approved as provided in Appendix C.

CARRIED

Membership Program.

MOVED Director Lefebvre, SECONDED Director Willie, that staff report on the implications in offering a membership discount program on facility admissions at the Ravensong Aquatic Centre and Oceanside Place or extending the existing membership program to businesses and organizations at the two facilities.

CARRIED

Grants-in-Aid Committee.

MOVED Director Young, SECONDED Director Willie, that the minutes of the Grants-in-Aid Advisory Committee meeting held Wednesday, May 22, 2013 be received for information.

CARRIED

MOVED Director Young, SECONDED Director Willie, that Grant-in-Aid funds for District 68 be awarded to the following applicants:

Cedar 4-H Club	\$ 175.00
Friends of the Morden Mine Society	\$ 1,000.00
Gabriola Arts Council	\$ 1,000.00
Gabriola Athletic Movement Society	\$ 770.25
Jonanco Hobby Workshop Association	\$ 250.00

CARRIED

MOVED Director Young, SECONDED Director Willie, that Grant-in-Aid funds for District 69 be awarded to the following applicants:

Lighthouse Community Centre Society	\$ 3,060.00
Lighthouse Country Marine Rescue Society	\$ 2,100.00
Oceanside Community Arts Council	\$ 5,000.00
Oceanside Volunteer Association	\$ 1,225.00

CARRIED

BOARD INFORMATION

Leslie Baird, Mayor, Village of Cumberland, re Promoting Mason Bees.

MOVED Director Holme, SECONDED Director Ruttan, that the correspondence from the Village of Cumberland promoting the use of mason bees to promote pollination in communities and parks in the Regional District be received.

CARRIED

IN CAMERA

MOVED Director Holme, SECONDED Director Ruttan, that pursuant to Section 90 (1) (e), (f) and (i) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to land acquisition, law enforcement and solicitor-client privilege.

CARRIED

TIME: 8:13 PM

CHAIRPERSON

CORPORATE OFFICER



BRITISH
COLUMBIA

June 26, 2013

Dear Mayors and Regional District Chairs:

As we prepare for the upcoming UBCM Convention at the Vancouver Convention Centre in September, I wanted to let you know that my caucus colleagues and I are looking forward to listening to the discussions around the issues and initiatives that affect your communities. We will review and consider all of your recommendations with regard to provincial government matters and incorporate them into our discussions.

As governments at every level face difficult economic times, the theme of the 2013 Convention, *Navigating the Local Landscape*, and the symbol of *The Compass*, are good metaphors. Together you will identify the best course of action to navigate through the global economic downturn. Your discussions will guide you and your successes will be instructive.

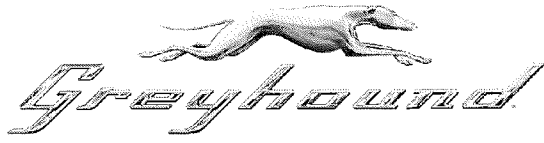
If you would like to request a meeting with me or a Cabinet Minister on a specific issue during this year's convention, please fill out the online form at <http://www.fin.gov.bc.ca/UBCM/>. The invitation code is MeetingRequest2013 and it is case sensitive.

I look forward to seeing you at the 2013 UBCM Convention. If you have any questions, please contact my UBCM Meeting Request Coordinator, Tara Zwaan, at 604-775-1600.

Sincerely,

A handwritten signature in black ink that reads "Christy Clark".

Christy Clark
Premier



*From the desk of
Grant Odsen*

Regional Manager, Passenger Services, British Columbia
Greyhound Canada Transportation ULC.
725 Notre Dame Dr.
Kamloops, B.C. V2C 5N8
Tel: 250-374-1226
EMAIL: GRANT.ODSEN@GREYHOUND.CA

RDN CAO'S OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	<input type="checkbox"/>
GMS&CD	<input type="checkbox"/>	GM T&SW	<input checked="" type="checkbox"/>
GM R&CU	<input type="checkbox"/>	DF	<input type="checkbox"/>
JUN 25 2013			
DCS	<input type="checkbox"/>	BOARD	<input checked="" type="checkbox"/>
CHAIR	<input checked="" type="checkbox"/>	Info	<input type="checkbox"/>

June 21, 2013

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

Board Chair and Directors:

Greyhound Canada Transportation ULC has filed an application with the B.C. Passenger Transportation Board for the removal of route point(s) that has the possibility of affecting your Regional District. The service change is detailed in the enclosed Public Notice(s).

Should your Regional District have any comments regarding this proposal, please notify the B.C. Passenger Transportation Board at the address set out in the Public Notice(s).

Sincerely,

G.M. Odsen
Regional Manager
Passenger and Garage Services, British Columbia
Greyhound Canada Transportation ULC



Route U

GREYHOUND CANADA TRANSPORTATION ULC

PUBLIC NOTICE: PROPOSED REMOVAL OF ROUTE POINT

Greyhound Canada Transportation ULC has made application to the B.C. Passenger Transportation Board to remove route point Craig's Crossing between **Nanaimo** and **Campbell River**.

The proposed route points and current route points are set out on the attached worksheet for **Route U**.

Interested parties may provide written comments on or before **July 10, 2013**:

B.C. Passenger Transportation Board
Box 9850 Stn Prov Govt
Victoria, BC V8W 9T5

By Fax: 250.953.3788
By E-Mail: ptboard@gov.bc.ca
Quote Application # 142-13 / Route U

For further information on this application, please refer to an explanatory paper by Greyhound Canada and to the existing terms and conditions of Greyhound Canada's BC Passenger Transportation Licence both posted on Passenger Transportation Board web page www.th.gov.bc.ca/ptb/bus.htm and also posted on the Greyhound Canada website www.greyhound.ca and then go to the "Regulatory Alert BC" link on the home page.

Written comments are forwarded by the Board to Greyhound Canada. Comments from private individuals are subject to a privacy and confidentiality undertaking made by Greyhound Canada with the Passenger Transportation Board.

ICB Route Worksheet

Route U
City of Nanaimo to District of Campbell River

Table 734A / 734B

	Current Daily Minimum (each direction)	Current Weekly Minimum	Proposed Daily Minimum (each direction)	Proposed Total Weekly Minimum
<i>Route Points</i>				
City of Nanaimo	1	14	NO CHANGE	
Nanoose	1fd	14fd		
Craig's Crossing	1fd	14fd	0	0 (remove route point)
City of Parksville	1	14	NO CHANGE	
French Creek	1fd	14fd		
Town of Qualicum Beach	1fd	14fd		
Home Lake Road *	1fd	14fd		
Bowser	1fd	14fd		
Fanny Bay	1fd	14fd		
Buckley Bay	1fd	14fd		
Union Bay	1fd	14fd		
Cumberland	alt	alt		
Royston	1fd	14fd		
City of Courtenay	1	14		
Merville	1fd	14fd		
Black Creek	1fd	14fd		
Oyster River	1fd	14fd		
District of Campbell River	1	14		

* should read Horne Lake Road

Proposed Changes

Route U – remove route point Craig's Crossing and correct typo (Horne Lake Road not Home Lake Road)

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

From: Jim & Eva Manly [<mailto:ejmanly@islandnet.com>]

Sent: Tuesday, June 25, 2013 12:16 PM

To: corpsrv

Subject: Incinerator for Metro Vancouver grabage

Directors, Regional District of Nanaimo

Dear friends,

We note that there is a proposal from the Metro Vancouver area to construct a "waste to energy" incinerator at Duke Point, Nanaimo. We are greatly concerned about the possible health and negative environmental effects of such a facility. While we support the idea of converting waste into energy, we have serious questions about the advisability of building such a facility at Duke Point.

Before granting any approval for such a project, please insist upon a thorough review of health and environmental effects and hold a series of public hearings to ensure that the public is both informed and consulted.

Thank you for giving this your attention.

With best wishes, yours truly

Jim and Eva Manly

3625 Manly Road, Nanaimo, B.C. V9R 6X3

Phone 250-758-0966.

2013-JUN-27

Ms. Jacquie Hill
Manager, Administrative Services
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

Dear Ms. Hill:

Re: Municipal Security Issuing Resolution – Water Treatment Plant

Please be advised that at the Regular Council Meeting held 2013-JUN-24, Council passed the following resolution:

It was moved and seconded that Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2013 Fall Borrowing Session, \$13.3 million as authorized through "Water Treatment Plant Loan Authorization Bylaw 2011 No. 7127" (A bylaw to authorize the borrowing of up to \$22.5 million for the construction of a water treatment plant) and that the Regional District of Nanaimo be requested to consent to the borrowing over a 20 year term and include the borrowing in their Security Issuing Bylaw. The motion carried unanimously.

The City of Nanaimo requests that the Regional District of Nanaimo, by resolution and bylaw, consent to the borrowing of \$13.3 million from the Municipal Finance Authority of BC for the construction of a water treatment plant. A copy of the Staff Report is attached for your information. Please advise when the Board provides its consent so that the City may proceed with the borrowing process.

Sincerely,



Kris King Acting Manager
LEGISLATIVE SERVICES

pc: I. Howat, Acting General Manager, Corporate Services, City of Nanaimo
B. E. Clemens, Director of Finance, City of Nanaimo

City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2013-JUN-24

AUTHORED BY: B. E. CLEMENS, DIRECTOR OF FINANCE

RE: MUNICIPAL SECURITY ISSUING RESOLUTION – WATER TREATMENT PLANT

STAFF RECOMMENDATION:

That Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2013 Fall Borrowing Session, \$13.3 million as authorized through "Water Treatment Plant Loan Authorization Bylaw 2011 No. 7127" and that the Regional District of Nanaimo be requested to consent to the borrowing over a 20 year term and include the borrowing in their Security Issuing Bylaw.

PURPOSE:

To get Council's authorization to carry out the first phase of the long term borrowing required to fund the water treatment plant construction.

DISCUSSION:

All long term debenture financing under the *Community Charter* must be done by the Regional District, through the Municipal Finance Authority (MFA) by Council resolution. To facilitate the borrowing process for the \$22.5 million that was approved by Bylaw 7127 in 2011, Council must endorse a municipal security issuing resolution which will then be forwarded to the Regional District of Nanaimo (RDN) for consent. Once endorsed by the Board, the RDN will proceed with the issuing of the Regional District Security Issuing Bylaw. The funds raised during a fall borrowing session are normally received in October.

The borrowing for the water treatment plant will be done in two phases with \$13.3 million being borrowed in 2013 and \$9.2 million being borrowed in the fall of 2014. This helps to spread out the impact on water user rates when the debt repayments start to be made.

The term of the loan is 20 years, which is specified in Bylaw 7127 and is consistent with borrowing done in recent years. The loan rate will not be set until the actual time of borrowing. The current estimated rate is 3.2%.

STRATEGIC PLAN CONSIDERATIONS

Delivering safe drinking water is a key element of Council's strategic priority: water.

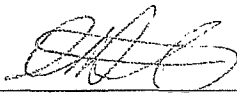
Council
 Committee
 Open Meeting
 In-Camera Meeting
Meeting Date: 2013 JUN 24

Respectfully submitted,



B. E. Clemens
Director of Finance

Concurrence by:



I. Howat
Director of Strategic Relationships

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2013-JUN-12
BEC/tw
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RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
JUN 26 2013	
RHD	
BOARD	

MEMORANDUM

TO: J. Harrison
Director, Corporate Services

DATE: July 9, 2013

FROM: J. Hill
Manager, Administrative Services

SUBJECT: A Bylaw to Secure Long Term Debt for the City of Nanaimo Water Treatment Plant

PURPOSE:

To introduce "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1688, 2013" for three readings and adoption.

BACKGROUND:

City of Nanaimo Bylaw No. 7127 authorizes the borrowing of \$22.5 million for the construction of a water treatment plant. City of Nanaimo Council has adopted a resolution authorizing the Regional District to secure \$13.3 million dollars for the first phase of borrowing for this project. The City of Nanaimo plans to borrow the remaining \$9.2 million in the fall of 2014. On the basis of the resolution, staff have prepared a security issuing bylaw for the Board's consideration, which can be adopted by the Board without further assents or approvals.

ALTERNATIVES:

1. Give "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1688, 2013" three readings and adopt the bylaw as presented.
2. Take no action on the request.

FINANCIAL IMPLICATIONS:

Alternative 1

Under the terms of the bylaw the Regional District and its member municipalities are responsible for repayment of the debt; however, the City of Nanaimo is obligated to raise sufficient funds annually to make the debt payments. The City of Nanaimo has accounted for the debt in its five year plan so that this request is consistent with their budget documents.

Alternative 2

The Regional District could determine that it is not in the best interests of the region to secure these borrowings. Staff are not aware of any reason to do so and recommend proceeding to adopt the bylaw.

SUMMARY/CONCLUSIONS:

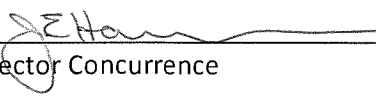
Following the procedures for securing long term debt, the City of Nanaimo has adopted a resolution authorizing the Regional District to prepare a bylaw to secure \$13.3 million dollars for the purpose of the Water Treatment Plant construction project. Bylaw No. 1688 is introduced for this purpose and may be adopted without further assents or approvals. Staff recommend proceeding with the bylaw as presented.

RECOMMENDATION:

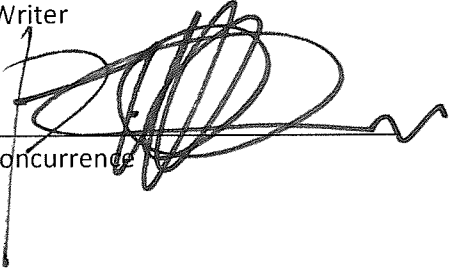
1. That the Board consent to the borrowing of \$13.3 million dollars from the Municipal Finance Authority of British Columbia over a 20 year term for the purpose of funding the City of Nanaimo's Water Treatment Plant construction project.
2. That "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1688, 2013" be introduced and read three times.
3. That "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1688, 2013" be adopted.



Report Writer



Director Concurrence



C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1688

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") ON BEHALF OF THE CITY OF NANAIMO

WHEREAS the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for Regional Districts or 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 the City of Nanaimo is a member municipality of the Regional District of Nanaimo (the "Regional District");

AND WHEREAS the Regional District is to finance from time to time on behalf of and at the sole cost of the member municipality, under the provisions of Section 824 of the *Local Government Act*, the works to be financed pursuant to the following loan authorization bylaw;

Municipality	L/A Bylaw No.	Purpose	Amount Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue (Yrs.)	Amount of Issue
City of Nanaimo	7127	Water Treatment Plant	\$22,500,000	Nil	\$22,500,000	20	\$13,300,000
Total Financing pursuant to Section 824							<u>\$ 13,300,000</u>

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

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

1. The Regional Board hereby consents to financing the debt of the City of Nanaimo in the amount of Thirteen Million Three Hundred Thousand Dollars (\$13,300,000) in accordance with the following terms.
2. 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 Regional District and its member municipalities up to, but not exceeding Thirteen Million Three Hundred Thousand Dollars (\$13,300,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$13,300,000 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and the Director of Finance 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 this 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.
4. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under 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.
5. The obligation 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.
6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chairperson and the Director of Finance of the Regional District.
7. 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.
8. During the currency of the obligation incurred under the said Agreement to secure borrowings in respect of City of Nanaimo Loan Authorization Bylaw 7127, there shall be requisitioned

annually an amount sufficient to meet the annual payment of interest and the repayment of principal.

9. 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, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the *Municipal Finance Authority Act* to be paid into 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.
11. This bylaw may be cited as "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1688, 2013".

Introduced and read three times this day of , 2013

Adopted this day of , 2013

CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1688, 2013"

Chairperson

Corporate Officer

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 _____ Dollars (\$ _____) in lawful money of Canada, together with interest calculated semi-annually in each and every year during the currency of this Agreement; and payments shall be as specified in the table appearing on the reverse hereof commencing on the _____ day of _____, 20__, 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. 1688 cited as "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1688, 2013". This Agreement is sealed with the Corporate Seal of the Regional District of Nanaimo and signed by the Chairperson and the Director of Finance thereof.

Chairperson

Director of Finance

Pursuant to the *Local Government Act*, I certify that this 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



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COW	✓	
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BOARD		

MEMORANDUM

TO: W. Idema
Director of Finance

DATE: June 19, 2013

FROM: T. Moore
Manager, Accounting Services

FILE:

SUBJECT: Bylaw No. 1685 – Alberni-Clayoquot Regional District – 2014 Permissive Tax Exemption

PURPOSE

To introduce for adoption “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1685, 2013”.

BACKGROUND

Where a Regional District is the owner of property outside of its boundaries, it is no longer automatically exempt from property taxes. The Alberni-Clayoquot Regional District is the owner of the Alberni-Clayoquot Mt. Arrowsmith Regional Park, which is located within Electoral Area ‘C’ of the Regional District of Nanaimo. The Board has adopted bylaws annually since 2004 to provide a permissive tax exemption for this property. Permissive tax exemption bylaws must be adopted annually or, with the assent of the electors, may cover a period not exceeding 10 years. Nanaimo and Alberni-Clayoquot Regional District staff have agreed that it is administratively easier to adopt a permissive tax exemption bylaw annually, and Bylaw 1685 covering the 2014 tax year is presented with this report.

ALTERNATIVES

1. Introduce and adopt “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1685, 2013” for the 2014 taxation year as presented.
2. Do not grant a permissive tax exemption for the 2014 taxation year for the Alberni-Clayoquot Regional District Mt. Arrowsmith Regional Park properties.

FINANCIAL IMPLICATIONS

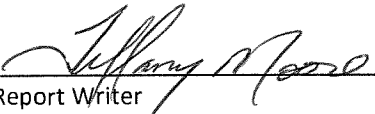
The 2013 assessed values for the two properties in question (folios 768 002268.420 and 768 002268.416) total \$2,231,000. Had the exemption not been in place for the 2013 taxation year, the properties would have been assessed Regional District taxes of approximately \$2,890. However, if the properties were no longer to be statutorily exempt, the assessment value could increase and the property taxes payable would also be higher. Despite this implication, there is an intent and expectation that local governments will be exempt on any land they own directly. These properties represent the only permissive tax exemption provided by the Regional District of Nanaimo.


SUMMARY/CONCLUSIONS

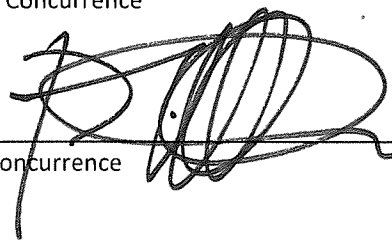
The bylaw introduced with this report continues the Nanaimo Regional District's acknowledgement that the Alberni Clayoquot Regional District's Mt. Arrowsmith Regional Park should be a tax exempt property. The park is located within the boundaries of the Regional District of Nanaimo but is owned by the Alberni Clayoquot Regional District. Permissive tax exemption bylaws must be adopted annually. Staff recommend the bylaw as presented.

RECOMMENDATION

1. That "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1685, 2013" be introduced and read three times.
2. That "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1685, 2013" be adopted.


Report Writer


Director Concurrence


C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1685

**A BYLAW TO AUTHORIZE A PROPERTY
TAX EXEMPTION FOR THE YEAR 2014**

WHEREAS a Board may, by bylaw adopted by at least 2/3 of the votes cast, exempt property from property taxes under Section 809(3), in accordance with Section 809(4) of the *Local Government Act*;

AND WHEREAS the Alberni-Clayoquot Regional District is the owner of properties located within the boundaries of the Regional District of Nanaimo and the properties are used as a public park;

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

1. The properties described as:

- a) District Lot 2000, Cameron Land District
- b) Lot 1, Block 1324, Plan 28909, Cameron Land District

which are owned by the Alberni-Clayoquot Regional District and are used for public park purposes, are authorized to be exempt from property taxes in accordance with Section 809(4)(g) of the *Local Government Act* for the year 2014.

2. This bylaw may be cited as the "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1685, 2014".

Introduced and read three times this _____ day of _____, 2013.

Adopted this _____ day of _____, 2013.

CHAIRPERSON

CORPORATE OFFICER



RDN REPORT		[Signature]
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COW	✓	
JUN 25 2013		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thompson
 Manager of Long Range Planning

DATE: June 24, 2013

FROM: Stephen Boogaards
 Planner

FILE: 6480 40 RGCS

SUBJECT: District of Lantzville Official Community Plan Regional Context Statement

PURPOSE

To consider the District of Lantzville’s Official Community Plan Regional Context Statement for acceptance.

BACKGROUND

The District of Lantzville has revised the Regional Context Statement (RCS) in its Official Community Plan (OCP) to be consistent with the eleven goals of the new Regional Growth Strategy (RGS) adopted in November 2011. The RCS submitted identifies how the current OCP is either consistent or how it will become consistent with the goals of the new RGS. The District of Lantzville has submitted this revised RCS for Regional District of Nanaimo (RDN) Board approval.

Where a RGS applies to a municipality, the municipal OCP is required under Section 866 of the *Local Government Act* to include a RCS. When a new RGS is adopted each member municipality has two years to submit a RCS that is consistent with the RGS. As the RGS was adopted in November of 2011, each municipality has until November of 2013 to submit a revised RCS for acceptance. Municipalities use the RCS to explain the relationship between the policies of the OCP and the regional goals of the RGS. If an OCP contains goals or policies that are not consistent, then a municipality has to identify in its RCS how it will become consistent with the RGS over time.

Council is required by Section 866(8) of the *Local Government Act* to submit the RCS to the Regional Board for acceptance in relation to the goals of the RGS (*Attachment 1*). The Board has 120 days to either accept or refuse to accept the RCS. If the Board refuses to accept the RCS then it must provide: (a) each provision to which it objects; and, (b) the reason for the objection. Failure to resolve conflicts would require a dispute resolution process as outlined in the governing legislation.

ALTERNATIVES

1. Accept the District of Lantzville’s Regional Context Statement.
2. Refuse to accept the District of Lantzville’s Regional Context Statement and identify each provision to which the Board objects and the reason for the objection.

LAND USE IMPLICATIONS

Growth Management Implications

All RDN municipalities are required to have an RCS in their OCP that explains the relationship between the OCP and the goals and policies in the RGS. The municipal OCP must be consistent with this statement. Below is a summary of the relationship of the District of Lantzville's RCS with the RGS goals.

Goal 1 – Prepare for Climate Change and Reduce Energy Consumption

Lantzville's greenhouse gas emissions reduction targets are identified in the RCS. The RCS suggests that the OCP will include policies and actions to achieve these targets as part of a future OCP review. This is consistent with direction in the RGS to achieve emissions reduction targets by implementing policies that 'prepare for climate change'. As part of the future OCP review the District will consider the RGS greenhouse gas emissions reduction policies such as promoting energy conservation and encouraging renewable energy sources.

Goal 2 – Protect the Environment

The RCS identifies OCP policies and Development Permit Area guidelines that protect environmentally sensitive features from the impacts of development. These policies protect watercourses, preserve ecosystems and help mitigate property damage in hazardous areas. This is consistent with direction in the RGS to 'enhance the environment and minimize ecological damage related to growth and development.' The RCS also suggests that a future OCP review may consider the new direction in the RGS, such as policies to protect the Coastal Douglas Fir ecosystem and groundwater sources.

Goal 3 – Coordinate Land Use and Mobility

The RCS identifies how the OCP supports a variety of transportation options within the village centre. This reflects direction in the RGS to create 'mixed-use centres' where housing, employment and services are within a walkable area and frequent transit service can be provided cost effectively. A future OCP may include new RGS direction to recognize regional transportation facilities or infrastructure that are essential for the movement of goods from commercial and industrial land uses.

Goal 4 – Coordinate Housing and Jobs in Growth Centres

The RCS identifies an inconsistency between the Growth Containment Boundary (GCB) in the OCP and the new RGS. The GCB in the RGS was adjusted during the preceding RGS review to encompass a larger area than supported by the OCP. During a future OCP review the District will consider adjusting the GCB in the OCP to be consistent with the larger boundary in the RGS.

The RCS also explains that in the OCP higher density residential, commercial and industrial development will be directed into the village core area. Focusing density in the village core creates a mixed-use centre that is pedestrian oriented while still being compatible with the existing community character. Consistent with RGS policy the diversity and forms of housing in the village core also considers the housing needs of an aging population, those who are differently-abled and those with moderate or low incomes.

Goal 5 – Enhance Rural Integrity

Consistent with growth management goals of the RGS, the RCS states the OCP directs future development to land within the GCB. This strategy relieves development pressure on agricultural and resource lands outside of the GCB. The RCS also identifies how the OCP supports the protection of agricultural and resources land uses, such as by preserving lands within the Agricultural Land Reserve.

Goal 6 – Facilitate the Provision of Affordable Housing

The RCS also identifies how the OCP supports a range of affordable housing options for aging residents and young people. Since the diverse housing options are within the village core, or a mixed-use centre, it is also close to other services such as retail, schools and transit needed by persons with moderate to low incomes. The RCS suggests that future OCP reviews may consider options to increase affordable housing in the District, such as allowing secondary suites in some areas.

Goal 7 – Enhance Economic Resiliency

The RCS identifies how the OCP directs retail and services that provide for the needs of the local community into the village core. This is consistent with policy in the RGS to direct commercial land uses into mixed-use centres where government services such as transit can be cost effectively provided. The RCS also identifies how the OCP 'links commercial and industrial strategies to land use' by maintaining the existing Lantzville Industrial Lands for industrial related activities.

Goal 8 – Food Security

The RCS identifies how the OCP supports the mandate of the Agricultural Land Commission to preserve agricultural land and expand the range of on-farm activities. These policies are supportive of the direction in the RGS to 'enhance the capacity of the region to produce and process food' and provides support to farmers to improve the economic viability of their farms. A future OCP review may consider opportunities for locally grown food consistent with the policies of the RGS.

Goal 9 – Pride of Place

The RCS describes OCP support for the preservation and enhancement of the community character and heritage in the village core through policies and Development Permit Area guidelines. The OCP also promotes the health, happiness and well-being of residents by supporting the development of community parks and trails.

Goal 10 – Efficient Services

The RCS identifies OCP support for the RGS policy to provide community water and sewer to lands only within the GCB. Due to water shortages in the District, the OCP also supports the development of additional water supply options. In the future review of the OCP the District will consider policies that encourage proposed developments to incorporate energy efficiency and water conservation. This is consistent with direction in the RGS to provide 'infrastructure and services efficiently and effectively.'

Goal 11 – Cooperation Among Jurisdictions

The RCS identifies how the OCP supports working with local, regional, First Nations and senior governments to provide services and protect natural resources. As part of a future OCP review the District will consider promoting growth management goals among public and private stakeholders.

Sustainability Implications

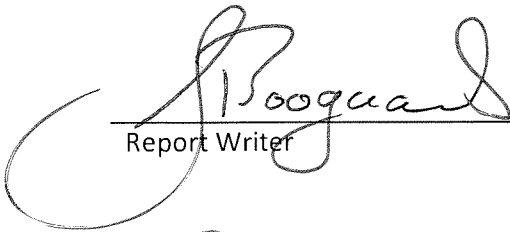
The RGS is the coordinating document for the RDN and member municipalities on matters affecting the management of growth and regional sustainability. The RGS provides partners with a framework to achieve shared goals while maintaining the autonomy of the local jurisdictions. The RCS in the District of Lantzville's OCP confirms that the goals and policies of the OCP are consistent or will become consistent with the regional goals of the RGS to create a sustainable region.

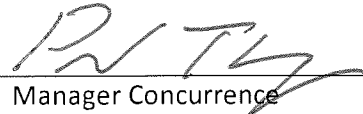
SUMMARY

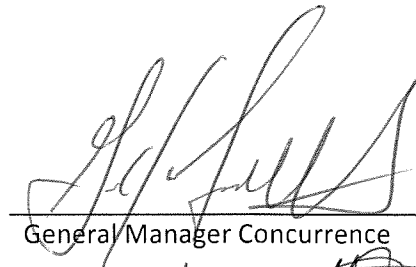
The District of Lantzville has prepared a RCS for acceptance by the Regional District Board pursuant to the requirements of Section 866 of the *Local Government Act*. As a new RGS was adopted in November 2011, each member municipality has two years or until November 2013 to submit an RCS that is consistent with the new RGS. Lantzville's context statement identifies the relationship between the OCP and the RGS, and confirms that the OCP is consistent or will become consistent with the goals of the RGS.

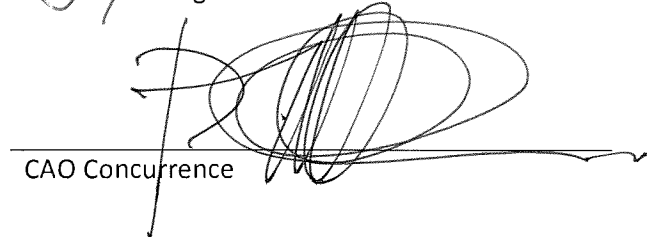
RECOMMENDATION

That the District of Lantzville Regional Context Statement be accepted by the Regional District of Nanaimo Board.


Report Writer


Manager Concurrence


General Manager Concurrence


CAO Concurrence

Attachment No. 1
Lantzville Regional Context Statement

3.2 Regional Context Statement

In accordance with section 866 of the *Local Government Act*, an Official Community Plan (OCP) must be consistent with the Regional Growth Strategy (RGS). The District of Lantzville OCP works to achieve consistency with the goals of the Regional Growth Strategy (adopted 2011) by addressing the RGS goals in the goals, policies, and actions of the OCP. The District of Lantzville OCP supports the goals of the RGS in the following ways:

RGS Goal No. 1 - Prepare for Climate Change and Reduce Energy Consumption

The OCP supports the reduction of greenhouse gas (GHG) emissions through objectives including targets to reduce GHG emissions. The Plan also recommends specific policies and actions will be considered as part of a future review of the Plan. As part of this future review, alternative sources of energy production and measures to address the impacts of climate change along with new development permit areas concerning the establishment of objectives to promote energy conservation; promote water conservation; and promote the reduction of greenhouse gas emissions will be considered.

RGS Goal No. 2 - Protect the Environment

The OCP supports and recognizes the importance of protecting the natural environment through a number of goals, objectives, and policies relating to natural ecosystems and sensitive areas, ecological storm water management, protecting the waterfront, and using green infrastructure. In addition, development permit areas for the protection of the natural environment, its ecosystems and biological diversity have been designated to protect environmental features including watercourses and their riparian areas, coastlines, sensitive ecosystems, and the ecological integrity of forest resource lands. The OCP also includes measures to protect land uses from natural hazards through the designation of lands in the Steep Slope Protection Development Permit Area. While the Plan includes the protection of older forest through the development permit process, retention of the Coastal Douglas Fir zone will be considered. In addition, as part of a future review of the Plan, policies for groundwater protection will also be considered.

RGS Goal No. 3 - Coordinate Land Use and Mobility

The District of Lantzville's OCP supports a village centre served by a variety of transportation means including automobile, public transit, and human powered forms of transportation such as walking and cycling. The Plan also supports many innovative mobility policies including the creation of a pedestrian trail network. The OCP supports the future road network as shown on Map No. 6 of the OCP. As part of a future review of the OCP, recognition of the regional major transportation facilities such as ports, airports, and railways as strategic transportation facilities and economic assets will be considered, ensuring their long-term viability as industrial and commercial activity areas.

RGS Goal No. 4 - Concentrate Housing and Jobs in Rural Village and Urban Growth Centres

The OCP establishes two Urban Containment Boundaries (UCBs, now referred to as Growth Containment Boundaries – GCBs) which include the village core, surrounding residential lands, an industrial area, and the Foothills area. The RDN's Regional Growth Strategy establishes a larger GCB which encompasses all of the estate and rural residential areas as well as the commercial / Industrial and Resource – Open Space areas, and excludes the majority of Resource – Agricultural and Resource – Forestry lands. A future OCP review to make the UCBs consistent with the RDN's GCB will be considered.

The OCP includes density bonus provisions for the residential area adjacent to the village core and supports the development of a 100-unit congregate care facility in the village core area. The form of residential development supported in the OCP for the village core includes patio homes, town homes, and apartments on the second floor of commercial development as well as congregate care facilities. It is intended that these higher density forms of development will provide new, more easily maintained housing options for aging residents who wish to remain in Lantzville, or for new residents attracted to the amenities available in Lantzville. The OCP also supports directing future commercial and institutional development to the Village core area whenever possible thus promoting a variety of mixed land uses in this core area.

RGS Goal No. 5 - Enhance Rural Integrity

The OCP supports the enhancement of rural integrity by supporting land uses such as agriculture, forestry, and resource-based uses. Policies include the support of the mandate of the Provincial Agricultural Land Commission (PALC) to preserve and enhance Agricultural Land Reserve (ALR) designated lands, including the retention of such lands.

The OCP also supports directing future development to lands within the Growth Containment Boundaries (GCB) to minimize possible impact on those lands outside of the GCB. The OCP does not support the extension of community services to lands within the Resource Open Space, Resource Forestry, Resource Agricultural, and the Rural Residential Land Use Designations for the purposes of development, only for environmental or health reasons.

RGS Goal No. 6 – Facilitate the Provision of Affordable Housing

While there are no specific policies in the OCP addressing affordable housing, the Plan does support the broadening of housing options to include housing for aging residents and young people such as patio homes, townhomes, apartments on the second floor of commercial buildings, as well as the development of a congregate care facility with up to 100 units. A future OCP review to include strategies to increase the amount of affordable housing units in the community – such as by allowing secondary suites in some areas – will be considered.

RGS Goal No. 7 - Enhance Economic Resiliency

The OCP supports the development of the village core area for retail and service needs for the local community. Home based businesses are also permitted in some areas, allowing residents to work from home. In addition to the village core area, the Plan supports the continued use of the Lantzville Industrial Lands for industrial related activities, which enhance the regional economy.

RGS Goal No. 8 - Enhance Food Security

The OCP supports the enhancement of food security through its support of the retention and protection of the ALR lands. The OCP further supports the strengthening of the role of

agriculture in the local economy through numerous policies including support of the Provincial Agricultural Land Commission's mandate to preserve and enhance the development of agricultural land for food production, the principle of expanding the range of on-farm activities, and the retention of larger agricultural parcels. A future OCP review to provide opportunities to grow, process and buy locally produced food will be considered.

RGS Goal No. 9 - Celebrate Pride of Place

The OCP supports the celebration of Lantzville through its support of community events, preservation of the community character, and recognition of the local history. The OCP also supports the development of community parks and non-motorized trails which are considered an important component of the community. The OCP supports the development of a Commercial Core Improvement Plan and until this Plan is completed, a Village Form and Character Development Permit Area, which includes a number of design guidelines, has been designated for the commercial core area. The Plan also encourages the use of architecture, design, and construction materials based on LEED principles and standards.

RGS Goal No. 10 - Provide Services Efficiently

The OCP supports the efficient delivery of services for those lands designated within the Growth Containment Boundaries (GCBs). The delivery of community sewer to residential areas is currently underway in an orderly and planned manner as shown on Map No. 8 of the OCP. Community water continues to be challenging; however, the OCP supports the continued development of additional water supply options. As part of a future OCP review, encouraging proposed developments that incorporate energy efficiency, water conservation, and recycling will be considered.

RGS Goal No. 11 - Enhance Cooperation Among Jurisdictions

The OCP supports cooperation among jurisdictions through various policies such as working with senior governments for the protection of groundwater, to mitigate negative impacts on the natural environment, by supporting the Regional Liquid Waste Management Planning process, and to ensure the integrity of pedestrian and bicycle connections between jurisdictions. The OCP also provide policy for working with the Nanoose First Nation and other adjacent jurisdictions to explore possible economies of combined or shared services. At the time of a future review of the OCP, policies for the understanding of, and the commitment to, the goals of growth strategy among all levels of government, members of the public, and key private and voluntary sector partners, will be considered."



RDN REPORT		#
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JUN 27 2013		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thompson
Manager of Long Range Planning

DATE: June 26, 2013

FROM: Lisa Bhopalsingh
Senior Planner

FILE: PL2011-060

SUBJECT: Consultation Plan - RGS Amendment PL2011-060 –Baynes Sound Investments Ltd.

PURPOSE

To present a Consultation Plan that meets the requirements of the *Local Government Act* by establishing a process that the Regional District of Nanaimo (RDN) will use to gather feedback on a development application that involves proposed changes to the Regional Growth Strategy (RGS).

BACKGROUND

This report and Consultation Plan in Attachment '1' have been drafted in response to RDN Board direction to staff (April 23, 2013) to proceed with a process to review a development application by Baynes Sound Investments Ltd. The application involves a proposed amendment to the RGS and Electoral Area 'H' Official Community Plan (OCP) to expand the Growth Containment Boundary by adding a new Rural Village Centre in the Deep Bay area of Electoral Area 'H'.

The designation of a new Rural Village Centre is necessary to support the proposed density of development and mix of land uses. The application includes a mix of 386 residential units including single family detached, single family attached units and multi-family units; 6,975 square metres of commercial land with a 1,254 square metre building footprint; and 292 Recreational Vehicles (RV) unit spaces.

The attached Consultation Plan outlines the way in which those who are interested and affected will be provided opportunities to comment on the proposed amendment. The Plan is intended to meet the RDN Board's responsibilities under Sections 855(2) and 879 of the *Local Government Act* and, also be consistent with Board consultation policies¹ and procedures bylaws.

¹ Regional District of Nanaimo, June 2, 2008 Public Consultation/Communication Framework Policy No. A1.23

ALTERNATIVES

1. To receive this report and Consultation Plan in Attachment '1' and direct staff to proceed with the consultation process outlined within it.
2. To not receive this report and Consultation Plan in Attachment '1' and provide staff with alternative direction.

FINANCIAL IMPLICATIONS

There are no financial implications with respect to receiving the information in this report. However, there are costs associated with directing staff to implement the Consultation Plan. As noted in the staff report to the Board dated March 27, 2013, the majority of the costs associated with processing this application will be incurred by the RDN. The Consultation Plan identifies the costs that will be the responsibility of the applicant versus the RDN.

Staff time, materials and other resources (printing, survey, meeting expenses, etc.) needed to implement the Consultation Plan were not included in the 2013 Long Range Planning Department Budget. However, given that undertaking the consultation part of the application review process is a priority for the RDN Board, funds will be re-allocated from various projects to allow for the Consultation Plan to be implemented during 2013.

As outlined in Section 8 of the attached Plan, potential costs range significantly (\$15,000 - \$28,000) based on the number of meetings required and the scope of conducting the mailed survey (number of households to be included and the response rate for returned surveys). Although a dollar value is not included in the Plan, staff time involved with undertaking consultation activities will be the most significant cost for the RDN.

LAND USE IMPLICATIONS

Growth Management Implications

The Consultation Plan identifies and describes actions that have already been completed along with proposed steps to meet the requirements of the *Local Government Act* to provide consultation opportunities for proposed changes to the RGS.

Official Community Plan Implications

Given that the RGS amendment is being reviewed and processed concurrently with an OCP amendment, the legislated consultation requirements for an OCP amendment are also identified in the Plan. The Plan addresses the requirements under Section 890 of the *Local Government Act* to hold a public hearing for an OCP amendment. Other consultation requirements for the OCP amendment are also outlined and incorporated with consultation for the RGS amendment.

Sustainability Implications

The majority of the issues that have been raised through public feedback received on this application to date relate to sustainability concerns, particularly at the local level. Information that fully addresses sustainability and environmental concerns related to wastewater treatment and ground and surface

water protection is still required from the applicant. Without this information it will be difficult for community members, both locally and regionally, to understand the short and long term implications of approving the proposed change to the RGS and OCP.

The Consultation Plan recognizes that for community members to be able to provide “informed input” on whether or not they support the proposed changes to the RGS and Area ‘H’ OCP, they first need to receive more information on a variety of sustainability issues and opportunities. Subsequently, the Plan proposes initiating more in-depth consultation opportunities once this information has been provided.

Public Consultation Implications

Consultation is an important part of the process for reviewing the subject development application by affording those who will be impacted by the proposal an opportunity to have their views considered by the RDN Board. The Consultation Plan outlines how community members and other interested/affected parties at both the local and regional level will be provided opportunities to receive information and give feedback. This includes engaging community groups, member municipalities, adjacent regional districts, First Nations and provincial and federal agencies.

For consultation to be meaningful there must be sufficient information provided to community members and other interested/affected parties to allow them to fully evaluate the potential implications of the proposed land use changes at both the local and regional level.

The applicant has provided much of the required information. However, as mentioned earlier, there is outstanding information that is necessary for community members to provide ‘informed’ feedback on the application. This includes how the applicant will address wastewater treatment, rainwater management and environmental concerns related to ground and surface water.

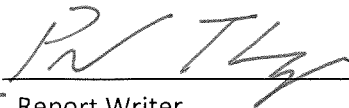
The applicant has indicated that all outstanding information will be submitted to the RDN by July 31, 2013. The proposed timing of further consultation activities (community outreach, mailed household and online surveys along with public information meetings) is based upon the RDN receiving all the required information from the applicant by this date.


SUMMARY/CONCLUSIONS

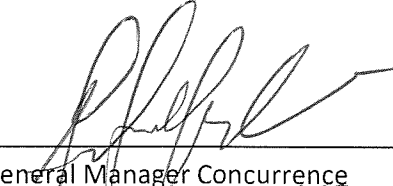
This report presents a Consultation Plan that is intended to meet the requirements of the *Local Government Act* for considering an amendment to the RGS. The Plan establishes a process that will be used to gather feedback on the Baynes Sound Investments Ltd. application that involves creating a new Rural Village Centre in the Deep Bay area of Electoral Area ‘H’. It also identifies the role of the RDN versus the applicant for implementing and paying for different consultation activities. The timing of different consultation activities is linked to the provision of all the required information from the applicant by July 31, 2013. This is necessary to allow opportunities to provide ‘informed’ feedback on the application from those being consulted.

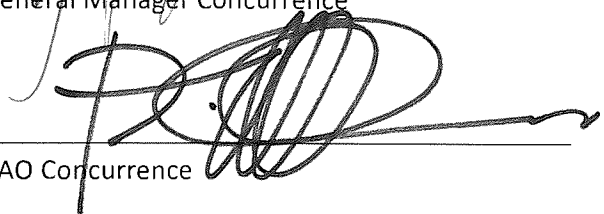
RECOMMENDATIONS

1. That the Consultation Plan in Attachment '1' of this report be received.
2. That staff be directed to proceed with implementing the Consultation Plan in Attachment '1' of this report.


for Report Writer


Manager Concurrence


General Manager Concurrence


CAO Concurrence

Consultation Plan

RGS Amendment Application

Baynes Sound Investments Ltd

PL2011-060

DRAFT

June 26, 2013

Prepared by
Long Range Planning,
Strategic & Community
Development



REGIONAL
DISTRICT
OF NANAIMO

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ACRONYMS

ALR – Agricultural Land Reserve

COW – Committee of the Whole

DBID – Deep Bay Improvement District

GCB – Growth Containment Boundary

IAC – Intergovernmental Advisory Committee

LGA – Local Government Act

OCP – Official Community Plan

RDN – Regional District of Nanaimo

RGS – Regional Growth Strategy

1 PURPOSE

The purpose of this Consultation Plan is to establish a process that the Regional District of Nanaimo (RDN) will use to gather public input on a development application by Baynes Sound Investments Ltd. This Plan outlines the way in which those who are interested and affected will be provided opportunities to comment on the proposed amendment.

The application involves a proposed amendment to the Regional Growth Strategy (RGS) and Electoral Area 'H' Official Community Plan (OCP) to expand the Growth Containment Boundary (GCB) by adding a new Rural Village Centre in the Deep Bay area of Electoral Area 'H'.

The designation of a new Rural Village Centre is necessary to support the proposed density of development and mix of land uses. The application includes a mix of 386 residential units including single family detached, single family attached units and multi-family units; 6,975 square metres of commercial land with a 1,254 square metre building footprint; and 292 Recreation Vehicle (RV) unit spaces.

This Plan is intended to meet the RDN Board's responsibilities under Sections 855(2) and 879 of the *Local Government Act*, and also be consistent with Board consultation policies¹ and procedures bylaws.

2 SCOPE

The scope of this Consultation Plan is limited to addressing issues related to the specific development application noted above. No additional properties or lands will be considered other than those included in the applicant's proposal.

3 PROCESS

The chart in Appendix A shows how public consultation fits in with the overall process to amend the RGS and OCP. The proposed amendments to both the RGS and OCP will be processed together until the final stages of the review process when the RDN Board will have to first consider approval of the RGS amendment. The OCP amendment can only be considered for adoption if the RDN Board first approves the amendment to the RGS.

¹ Regional District of Nanaimo, June 2, 2008 Public Consultation/Communication Framework Policy No. A1.23

4 LEGISLATIVE REQUIREMENTS FOR CONSULTATION

Regional Growth Strategy Amendments

This Consultation Plan is intended to meet Sections 855(1) and (2) of the *Local Government Act* that requires the RDN to provide consultation opportunities relating to proposed changes to a Regional Growth Strategy. Section 855 (2) of the *Act* specifically states that:

"...as soon as possible after the initiation of [a process to amend] a Regional Growth Strategy, the board must adopt a Consultation Plan that, in the opinion of the Board, provides opportunities for early and ongoing consultation with, at a minimum,

- (a) its citizens,*
- (b) affected local governments²,*
- (c) First Nations,*
- (d) school district boards, greater boards and improvement district boards, and*
- (e) the Provincial and Federal governments and their agencies."*

Under Section 854 (1) of the *Local Government Act*, the preparation [and amendment] of a Regional Growth Strategy must be initiated by resolution of the board. Following a resolution to initiate a process to consider an amendment, the RDN Board must give written notice to affected local governments and to the Minister (Section 854 (2)). The RDN Board, through its decision on April 23, 2013, effectively adopted a resolution to initiate a process to consider an amendment to the RGS. During the week of May 7, 2013 formal notice regarding initiating the review process was given to 'affected local governments', First Nation governments and the British Columbia Minister of Community, Sport and Cultural Development. In addition to this notice, opportunities will be provided for 'affected local governments' along with other stakeholders to provide feedback prior to receiving formal referrals as required by the *Local Government Act* (see Appendix A).

The RDN Board is required to consider whether the Consultation Plan should include a public hearing to provide an opportunity for individuals and organizations to make their views known before proposed amendments to the RGS are submitted for acceptance by 'affected local governments' (Section 857 of the *LGA*). It should be noted that the regular process established by the RDN for amending the RGS (see Appendix A) includes holding a public hearing prior to referring the amending bylaw/s to 'affected local governments' for their acceptance.

Should the bylaw amendments receive First and Second readings, a public hearing is recommended prior to considering the bylaw for third reading. This is important given the scale and significance of the proposed amendment. Furthermore, the public hearing for the

² For the RDN an "affected local government" means the council of each municipality all or part of which is covered by the regional growth strategy and the board of each regional district that is adjoining an area to which the regional growth strategy is to apply. See the *Local Government Act* Sections 854 & 857.

RGS amendment can be done in conjunction with the required public hearing for the OCP amendment.

Official Community Plan Amendments

The completion of a Consultation Plan is not a requirement for considering an amendment to an Official Community Plan. However, because the RGS amendment is being reviewed and processed concurrently with an OCP amendment the legislative requirements for an OCP amendment are identified here for clarity and convenience.

Section 890 of the *Local Government Act* addresses the RDN's requirements to hold a public hearing for an OCP amendment. In addition to holding a public hearing, Section 879 of the *Local Government Act* outlines consultation requirements for an OCP amendment specifying that there must be one or more opportunities for consultation provided. In the case of an OCP it is up to the RDN to consider whether or not consultation is required with a similar list of groups identified for an RGS amendment. As these groups must be consulted for the RGS amendment, discussion on the OCP amendment will be done at the same time.

In addition to the requirements of *Local Government Act* Section 879, Section 881 (1) provides some specific requirements to engage the board/s of education for any school district/s that fall within the area to be considered for an OCP amendment. This requires the RDN to seek specific input from the School Board on the following:

- (a) the actual and anticipated needs for school facilities and support services in the school districts;*
- (b) the size, number and location of the sites anticipated to be required for the school facilities referred to in paragraph (a);*
- (c) the type of school anticipated to be required on the sites referred to in paragraph (b);*
- (d) when the school facilities and support services referred to in paragraph (a) are anticipated to be required;*
- (e) how the existing and proposed school facilities relate to existing or proposed community facilities in the area.*

5 CONSIDERATIONS

In addition to the legislative requirements for consultation for both Regional Growth Strategies and OCPs, there are several key issues and pre-existing decisions that influence the approach outlined in this Consultation Plan. This includes a need to:

1. Consider the high level of local interest from members of the community regarding this application/subject property both currently and over the past years dating back nearly three decades. This includes public input received relating to various development applications, including one that resulted in part of the subject property being removed from the Agricultural Land Reserve in 2003. This fact speaks to the need for early and ongoing engagement with the community and other interested and/or affected parties.
2. Build understanding of the role of RDN staff in facilitating a fair and open review process that encourages broad participation and input.
3. Encourage and look for opportunities through the consultation process to build a collaborative environment and reach consensus about issues related to the application amongst community members with divergent views.
4. Be aware of conflicting sources of information and views relating to the potential impacts of different forms of land use (relating to the subject property) upon aquaculture, ground water, and the marine environment.
5. Seek opportunities to engage Vancouver Island University about how this proposed development affects their interests as it relates to the Deep Bay Marine Field Station.
6. Receive further information from the applicant to meet the information required for applications to amend the RGS that involve expansion to the Growth Containment Boundary (GCB)³. This information is important to allow community members and other stakeholders to fully evaluate the application. The applicant has confirmed that all outstanding information will be submitted to the RDN by July 31, 2013.
7. Clarify the role of the applicant in the RDN's public consultation process and ensure coordination of consultation activities.
8. Be aware that although there have been some meetings held by the applicant about the proposed development, many residents in Area 'H' have yet to have an opportunity to fully understand and provide their thoughts on the project based on the application submitted to the RDN in 2011 and additional information that is needed to evaluate the application.

³ Regional Growth Strategy Bylaw No. 1615, November 22, 2011 – Schedule A Policy 4.3, Page 28

9. Provide opportunities for input from residents both locally in Area 'H' and from the region-wide community, given the region-wide implications of a proposed development of this scale.
10. Evaluate and determine the need to provide the community and other interested stakeholders with different levels of detail and access to background information in order to allow for opportunities to provide 'informed' input.
11. Use the Inter-Governmental Advisory Committee (IAC) to provide opportunities for discussion and feedback on the application from staff representing 'affected local governments' and Provincial agencies.
12. Coordinate with the applicant to ensure that information is presented in a consistent manner to the community.
13. Ensure a range of opportunities for community input is provided. This includes selecting suitable timing and locations for meetings and providing a range of ways to provide input.
14. Make best use of contacts with existing community groups and suitable community events to provide information and maximize opportunities to gather feedback.

6 APPROACH

The proposed development application in Deep Bay represents a significant change to regional and local land use by introducing a new Rural Village Centre that would support a large increase in the density and change of uses presently allowed on the lands involved in the application. As such, it is essential and in keeping with the Guiding Principles of the RDN Public Consultation/Communication Framework that *"Anyone likely to be affected by a decision ...have opportunities for input into that decision"*. This Consultation Plan provides opportunities for those affected by the proposed application to share their views with RDN representatives.

As this application involves a change to the RGS with region-wide implications, consultation opportunities must be provided to all residents of the region and not only the residents of Electoral Area 'H'. Furthermore, the RDN is also required to consult with affected local governments, First Nations, school district boards, improvement district boards, and Provincial and Federal governments and their agencies.

This section describes the different methods that will be used to provide information and opportunities to engage community members.

A. Public Access to Information on the Application

For community members to be able to provide “informed input” on whether or not they support the proposed changes to the RGS and Electoral Area ‘H’ OCP, they first need to receive information on issues and opportunities related to the application. Without this information it will be difficult for community members both locally and regionally to understand the short and long term benefits/challenges of approving changes to the RGS and OCP.

The ‘Frequently Asked Questions’ (FAQs) in Appendix B provides answers to questions that are anticipated and information that is key to helping community members understand and evaluate the application.

The RDN will ensure that information is available, opportunities are provided to ask questions and receive feedback, and that the applicant is invited to participate in events. The applicant will continue to be encouraged to do their own community outreach and will be asked to inform and coordinate with the RDN on any community/stakeholder meetings and distribution of information they may organize.

1. Application and Background Information – Hard Copy

Information on the application has been available for review at the RDN offices since the application was received by the RDN in April 2011. Following the RDN Board decision to support the review of the application in April 2013, these documents have also been made available for review in two binders and on CDs at the Bowser Library. One binder includes all background studies and documents submitted to date by the applicant in support of the application. The other binder includes copies of the application form, staff reports, RDN Board motions and the process chart.

2. Application and Background Information – Website

A section on the RDN website (<http://www.rdn.bc.ca/cms.asp?wpID=3020>) has been created to provide information on the application. All documents submitted by the applicant as part of the application are accessible on the website, along with staff reports and RDN Board motions. This website will be a vehicle for providing ongoing information on the application including where the review process is at, meeting notices and any new information provided by the applicant.

The applicant has also been encouraged to provide updated information on their website. Once their website has been updated a link to the applicant’s website will be provided on the RDN website.

3. E-Mail Alerts

An RDN e-mail alert under the name ‘Baynes Sound Investments Development Application’ (<http://www.rdn.bc.ca/cms.asp?wpID=1625>) has been set up specifically to provide information and updates on the application.

4. Media Releases

Media releases will be used as appropriate to provide information about the application and opportunities for community consultation.

5. RDN Website Notices/Twitter/Facebook

The RDN website notices page (<http://www.rdn.bc.ca/cms.asp?wpID=852>) will be used as another vehicle to update the community on activities related to the RGS amendment process. Use of Facebook and Twitter will also be used as appropriate. An example of a notice already posted to the website on May 14, 2013 is included in Appendix C.

6. RDN Newsletters

Where possible, RDN Perspectives (<http://www.rdn.bc.ca/cms.asp?wpID=452>) will be used to provide information and updates on this application. Electoral Area Directors will also be provided the option of providing this information in their own newsletters (<http://www.rdn.bc.ca/cms.asp?wpID=319>). Examples of existing newsletter articles on this application are provided in Appendix C.

7. Advertising

Local newspapers will be used to advertise public meetings and public hearings related to this application. This includes newspapers with region-wide distribution and local Area 'H' media such as *Eyes on BC*.

8. Community Organizations

A database of community organizations and other stakeholders will be used to distribute information, offer presentation materials and invitations to events, online surveys and discussion forums (see Appendix D).

9. Community Events

Community events in Electoral Area 'H' (such as the Lighthouse Pancake Breakfasts on the second Sunday of every month and the Fall Fair) are opportunities to provide information to community members in Electoral Area 'H' on the application. Section 7 of this report identifies opportunities to attend community events that fit with the proposed timing of the consultation process. Should this timing need to be readjusted, Appendix D provides a list of potential events that the RDN is presently aware of.

10. RDN Staff Availability in Electoral Area 'H'

The RDN provides weekly access to a building inspector in Electoral Area 'H' at the Lighthouse Community Hall (Nordin Room) in Qualicum Bay on Wednesdays from 9 am to 12 pm. This provides a venue for Long Range Planning staff to be accessible in Area 'H' once every two weeks to answer questions during the time that the mail in and online survey are open. Other options include having staff available at the Bowser Legion, Magnolia Court in Bowser, Ship and Shore in Deep Bay, Vancouver Island University Deep Bay Marine Field Station or the Deep Bay Improvement District Office.

B. Public Engagement & Feedback Opportunities

1. Electoral Area 'H' Resident Survey

A survey mailed to all residents and businesses in Area 'H' will be used to gather local community feedback on the application. A draft survey with a brief overview of the application is included in Appendix E. The survey will be administered and the results analyzed by an independent third party company with expertise in conducting mailed surveys. The survey mail-out will include advertising for a public meeting where residents can find further information on the application. Survey results will be presented to the RDN Board and made available for public review online and in hard copy.

2. Region-wide Survey of Residents

An online survey will also be used to provide residents of the wider region an opportunity to provide their feedback on the application. The online survey will be administered and the results analyzed by RDN staff. Survey results will be presented to the RDN Board and made available for public review online and in hard copy.

3. Public Meetings

A minimum of two RDN facilitated public meetings will be held on the application. These meetings will provide opportunities for residents and other stakeholders to find out more information on the application and provide feedback. The applicant will be invited to present information at these meetings.

The first public information meeting will take place prior to the launch of the mail-out survey and online survey. This will provide residents with an opportunity to ask questions and receive the information they need prior to providing their feedback. A second meeting will also be held while the surveys are still open.

4. Presentations to Community Groups

Community groups/organizations will be given the opportunity to host a presentation for RDN staff. This includes the community groups identified in Appendix D. As with the proposed public meetings, the applicant will be invited to present information at community group meetings.

5. Public Hearing

Public hearings are formal meetings that provide opportunities for those who consider themselves impacted to have their views heard and recorded. Unlike a public meeting a public hearing does not provide opportunities for back and forth dialogue between RDN elected officials, staff and those attending/presenting their views.

Should the RDN Board give First and Second Readings to the bylaws to amend both the RGS and Electoral Area 'H' OCP then the next step in the public consultation process will be to hold a public hearing on the amending bylaw. Unlike the public meeting, the public hearing is a required step under the *Local Government Act* for OCP amendments that involve changes in density and use of land.

The *Local Government Act* allows the RDN Board to choose whether or not it holds a public hearing for RGS amendments. Given the scale of this application it is recommended that the RDN include a public hearing on the RGS amendment in the consultation process. This can be held at the same time as the public hearing on the OCP amendment.

6. Ongoing Ways for the RDN to Receive Comments and Feedback

In addition to the opportunity to participate in surveys, provide feedback at public meetings and public hearings, those wishing to provide feedback on this application can at any time provide written comments to the RDN by e-mail, mail, fax or in-person. Community members and other stakeholders may also appear as delegations or submit comments on the application to the RDN Board or committees of the Board.

This communication will be documented as part of the public record on this application and will be made available for review. It should be noted that the RDN Board will not be able to consider any correspondence / feedback received after the end of a scheduled public hearing on this application.

7 ACTIVITIES AND TIMING

The table below shows the proposed timing of different consultation activities and identifies the roles and responsibilities of the RDN and the applicant. While some preliminary consultation actions have already taken place, the timing of future consultation activities will depend upon the following factors:

- RDN Board approval of the Consultation Plan during July 2013.
- Receipt of outstanding information from the applicant by July 31, 2013. There is currently information that the community needs to have (including how servicing and environmental concerns will be addressed) before the RDN can proceed with consultation .
- The level of community interest on this application will determine whether or not there is a need for more consultation opportunities than those outlined in this Plan.

STAGE 1 - Completed/Ongoing Consultation Activities			
	Activity	Completed/Ongoing	Lead
STAGE 1	Information on the application has been available at RDN offices since May 2011 and more recently at Bowser Library since May 2013. This will be updated as needed.	Accessible since May 2011 Update as necessary	RDN staff
	RDN Board supports application proceeding through review process (resolution to initiate process to amend the RGS).	April 23, 2013	RDN Board
	RDN Website updated with information on process.	Completed May 2013 Update as necessary	RDN staff
	Provide updates on the process via e-mail alerts and other media as appropriate and available.	Ongoing	RDN staff
	Required initiation letters sent to 'Affected Local Governments', First Nations and the Minister.	May 7-9, 2013	RDN staff
	Develop draft Consultation Plan and staff report.	May – June 2013	RDN staff
	Meeting with staff from member municipalities to discuss application.	May 31, 2013	RDN staff
	Present Consultation Plan and staff report to Committee of the Whole (COW).	July 9, 2013	RDN staff
	Recommendations of COW go to RDN Board.	July 23, 2013	RDN COW
	RDN Board approve Consultation Plan.	July 23, 2013	RDN Board
	Complete information received by RDN.	July 31, 2013	Applicant

STAGE 2 - Consultation Activities following RDN Board Approval of Consultation Plan and Receipt of Complete Information from Applicant			
STAGE 2	Activity	Date/Ongoing	Lead
	IAC meeting to discuss application.	July- August 2013	RDN staff
	Provide updates on the process via e-mail alerts and other media (FB, Twitter, Website, RDN Perspectives*, Area Updates*) as appropriate and available.	Ongoing	RDN staff
	Send information to community groups/organizations offering presentations about the application.	July- August 2013	RDN staff
	Organize meetings/discussions with Vancouver Island University regarding their interests and concerns.	July- Sept. 2013	RDN staff
	Lighthouse Community Hall RDN staff office hours 9 am-12 noon.	August 28, 2013	RDN staff
	Lighthouse Fall Fair, Lighthouse Community Centre, Qualicum Bay - booth with information on application.	August 31, 2013	RDN staff
	Open House / Facilitated Information Meeting Lighthouse Community Hall - 4 - 8 pm.	September 2-6, 2013	RDN staff
	Mail out Area 'H' survey – open 6 -7 weeks.	September 2-6, 2013	RDN staff
	Online survey launched - open 6 - 7 weeks.	September 2-6, 2013	RDN staff
	Lighthouse Community Hall RDN staff office hours 9 am-12 noon.	September 4, 2013	RDN staff
	Pancake Breakfast, Lighthouse Community Centre, Qualicum Bay - booth and presentation on application and survey.	September 8, 2013	RDN staff
	Lighthouse Community Hall RDN staff office hours 9 am-12 noon.	September 11, 2013	RDN staff
	Lighthouse Community Hall RDN staff office hours 9 am-12 noon.	September 25, 2013	RDN staff
Lighthouse Community Hall RDN staff office hours 9 am-12 noon.	October 2, 2013	RDN staff	
Open House / Facilitated Information Meeting Lighthouse Community Hall - 4 - 8 pm.**	October 7-11, 2013	RDN staff	

	Activity	Date/Ongoing	Lead
	Online survey and mail in survey closes.	October 18, 2013	RDN staff
	Compile and analyze results from input received from mail-in, on-line survey and other feedback. Prepare staff report on next steps based on consultation results.	Oct 21-Nov 8, 2013	Survey company & RDN Staff
	Consultation results and staff report presented to COW.	January 14, 2014	RDN staff
	Recommendations from COW on consultation results and First and Second reading of bylaw to amend the RGS go to RDN Board.	January 28, 2014	COW
	If the RDN Board decides <u>not to proceed</u> with the process at this point (by not giving the bylaw to amend the RGS First and Second reading) then the consultation process stops at this point.	January 28, 2014	RDN Board
	Provide community with updates on consultation results via e-mail alerts and other media as appropriate and available.	January 14-31, 2014	RDN staff
STAGE 3 - Board Gives Proposed Bylaw First and Second Reading (decides to continue with bylaw amendment process - public hearings and required referrals)*			
	Activity	Completed/Ongoing	Lead
STAGE 3	Public Information Meeting on proposed bylaw amendments.	February 2014	RDN staff
	Public Hearing on proposed bylaw amendments.	Feb-March 2014	RDN staff
	Prepare report on results of Public Hearing.	Feb-March 2014	RDN staff
	Take proposed bylaws for third reading.	February 2014	RDN staff
	Referral for acceptance to 'affected local governments' - 60 days to respond.	March –April –May 2014	RDN staff
	As per RDN Board direction, adopt bylaw amendments to RGS and Electoral Area 'H' OCP. Update website, prepare insert for RDN Perspectives***, Area Updates*** with information on outcome of Board decision.	May – June 2014 May – June 2014	RDN staff RDN staff

* Specific timing for these activities will be scheduled following the outcome of First and Second Reading.

** Depending on potential meetings hosted by community organizations this meeting will be included as needed.

*** The ability to use this media will depend on the timing of other steps in relation to publishing dates.

8 BUDGET

The staff time, materials and other resources (printing, advertising, hall rentals etc.) needed to implement this Consultation Plan were not included in the 2013 Long Range Planning Department budget. However, given that undertaking the consultation part of the application review process is a priority for the RDN Board, funds will be re-allocated from various projects to allow for this Consultation Plan to be implemented during 2013.

Below are various items that have been identified for the consultation process along with estimated costs and who is responsible for covering those costs. It should be noted that some costs may vary considerably based on the options selected particularly for conducting the survey of Electoral Area 'H' residents.

	Resources	Cost	Responsibility
Printed Materials			
1	Newsletters – RDN Perspectives and Electoral Area Updates (both sent out as unaddressed ad-mail) are part of the Corporate Communications budget and so have no cost to the Long Range Planning Budget.	N/A	RDN
2	Copies of documents to be provided for Public Information Meeting/s, review at the Bowser Library.	\$200-400	RDN
3	CDs with electronic data of documents to be provided upon request.	\$10-30	RDN
4	Documents requested as part of Freedom of Information requests.	Unknown	RDN
5	Posters, maps and other display materials for Public Information Meeting/s – these will be done in-house through the GIS department.	N/A	RDN
Mailed survey to all Area 'H' Households			
6	Costs vary widely for a mailed out survey administered by an independent company depending upon if there is an online component, and response rate. Quotes include costs of printing survey and background information, mailing, return stamped addressed envelope, collating and reporting on survey results.	\$8,000- \$20,000	RDN

Online Media			
7	Website/Facebook and Twitter updates are covered under both the Long Range Planning Budget and the RDN Corporate budget.	N/A	RDN
8	The online survey will be hosted by a free or low cost web application such as SurveyMonkey.	N/A	RDN
Advertising			
9	Advertising for public information meetings and any public hearings related to this application will follow the requirements of Section 892 of the LGA. Costs for advertising public hearings and any public meetings related to this application will be the responsibility of the applicant as specified by the RDN's Planning Fees Bylaw No. 1259.	\$2,000-\$5,000 (Approx \$500-\$600 for one ad. in PQ & Nanaimo Daily news).	RDN Applicant responsible for costs
Meeting Room Rentals			
10	Options for meeting room rentals are limited to a few venues in Area 'H' depending on the anticipated number of attendees. Every effort will be made to take advantage of opportunities to use venues that are suitable for the meeting format and convenient to the majority of Area 'H' residents.	\$200-\$500	RDN
Meeting Facilitation			
11	Use of neutral third party facilitator for one or two public information meetings at (\$800/meeting including disbursements).	\$800-1,600	RDN
Refreshments			
12	Limited refreshments (tea/coffee/light snacks) will be provided for public information meetings.	\$150-300	RDN
Estimated Totals		Low Estimate \$14,860	Applicant Share \$2,000
		High Estimate \$27,830	Applicant Share \$5,000

9 STAFF RESOURCES

File Manager

The RDN file manager for this application is the Senior Planner reporting to the Manager of Long Range Planning.

Planning Staff Time

The 2013 Long Range Planning Budget did not account for any staff time or resources for an application of this scale. However, following RDN Board direction, other projects in the Work Plan have been put on hold in order to re-direct staff time to process this application.

RDN Departmental Feedback

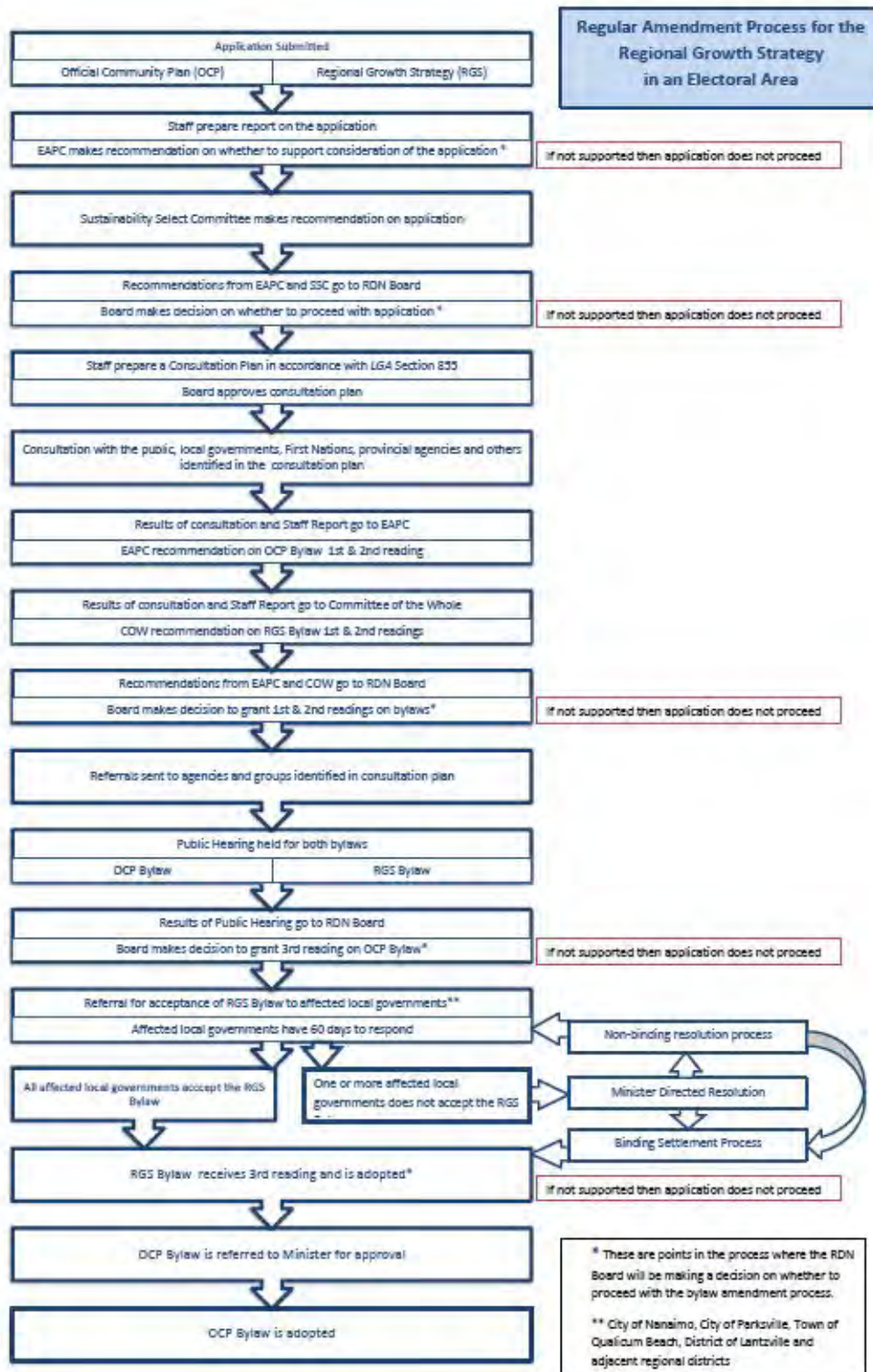
Several RDN departments, particularly those dealing with service provision (including Regional and Community Utilities and Transit) will be asked to review specialized studies submitted by the applicant and provide comments on the impacts of the application on different service areas.

Corporate Communications

The RDN's Corporate Communications Coordinator has reviewed and provided comment on this Consultation Plan to ensure it is consistent with the RDN's Communication Policies and that it is coordinated with other communications and consultation initiatives scheduled by the RDN for 2013.

APPENDICES

APPENDIX A – DETAILED PROCESS CHART



APPENDIX B – FREQUENTLY ASKED QUESTIONS

BAYNES SOUND INVESTMENTS APPLICATION TO AMEND THE ELECTORAL AREA ‘H’ OFFICIAL COMMUNITY PLAN

FREQUENTLY ASKED QUESTIONS

Why is the RDN considering a new Rural Village Centre at Deep Bay?

The RDN is considering an application from Baynes Sound Investments Ltd. (BSI), the owners of three large parcels of land in Deep Bay, to change the designation in the Official Community Plan (OCP) from Rural Lands and Resource Lands to Village Centre. This change to the OCP is required before the applicants can make an application to rezone the properties. The Village Centre Land Use Designation is the only designation in the Electoral Area ‘H’ OCP that supports the type of higher density mixed-use development being proposed.

What is being proposed as part of the development?

The proposal is for a mixed-use development on 76 hectares of land consisting of 386 single and multi-family dwelling units, 6,795 square metres of commercial space, parks and other public spaces, and a 292-space recreational vehicle park. The land is currently zoned for rural residential use with the potential to create up to 20 - 25 lots that are 2 hectares or larger.

Why is an amendment to the Regional Growth Strategy required?

The application to amend the OCP requires an amendment to the Regional Growth Strategy (RGS) because all electoral area OCPs must be consistent with the RGS. A change to a land use designation in the OCP is not permitted unless the change is consistent with the RGS. The RGS has designated areas for growth in the electoral areas which are called Rural Village Centres. As the RGS does not currently designate a Rural Village Centre in Deep Bay, a change to the RGS is required. Even though the RGS must be changed before the OCP can be changed, the two amendments will be considered concurrently.

Why does a new Rural Village Centre have to be created for the applicant to be able to rezone the properties?

Under the structure of the RGS, Rural Village Centres are the only places where developments like the BSI proposal are supported. There are currently 15 Rural Village Centres in the RDN’s electoral areas with three of those in Electoral Area ‘H’: Dunsmuir, Qualicum Bay and Bowser.

What is the process for making a change to the Regional Growth Strategy?

Unlike the OCP and zoning bylaws, an owner of land cannot make an application to amend the RGS bylaw. An owner of land may make an application to amend the OCP and if that OCP amendment also requires an amendment to the RGS then the RDN’s Electoral Area Planning Committee (consisting of the six electoral area directors for Electoral Areas ‘A’, ‘C’, ‘E’, ‘F’, ‘G’ and ‘H’) must agree to support the application and get approval from the RDN Board to consider a change to the RGS. If the RDN Board agrees to consider a change to the RGS then the process to amend the RGS is in Part 25 of the *Local Government Act*.

Why was the community not consulted before the RDN Board decided to consider the application?

The process to amend the RGS is outlined in the *Local Government Act*. The first step in the process to amend the RGS is for the RDN Board to adopt a resolution that it intends to consider a change to the RGS. If the RDN Board decides to consider a change to the RGS, as it did at the April, 2013 Board meeting, then the next step is for the RDN Board to adopt a Consultation Plan. The Consultation Plan must state how its citizens, affected local governments, First Nations, school district boards, greater boards and improvement district boards, and the Provincial and Federal governments and their agencies will be consulted. Community consultation follows adoption of the Consultation Plan.

If the Regional Growth Strategy and Official Community Plan do not support the creation of a new village centre then why is this application being considered?

As with any parcel in the RDN, a land owner can make an application to amend the bylaws that apply to land use on their property. The RDN Board has the discretion to decide whether an application will proceed through the bylaw amendment process. For this application, the RDN Board has decided that it wants to hear from the community before deciding on whether to support the application moving further in the bylaw amendment review process.

How will the sewage generated from the proposed development be dealt with?

The applicant is proposing to build a new sewage treatment and disposal system to service the development. A preliminary study states that land-based disposal is possible with the potential for some spray irrigation for agricultural use. Protection of the aquifer and the water quality in Baynes Sound is a priority, so the sewage treatment and disposal system that is provided must protect these important values. Details regarding the type of treatment and location of facilities will be required as part of the OCP and RGS bylaws amendment process.

Is the existing community water system capable of servicing the proposed development?

Water will be provided by the Deep Bay Improvement District (DBID) which uses groundwater supplies. The applicant has provided a preliminary servicing report that indicates that there is enough water in the aquifer to supply the proposed development along with all other users of the DBID system. The DBID water delivery system is currently not sufficient to service the proposed development so upgrades to the system are required. Proof that there is sufficient water and that the required infrastructure will be in place prior to the development proceeding will be required as part of the OCP and RGS bylaws amendment process.

What measures will be used to protect surface and ground water?

The applicants are proposing to take a number of measures to protect the environment. One is to dedicate 50 percent of the land as park and open space with areas set aside for conservation and rehabilitation. Second, the development will employ best management practices to conserve, reduce and re-use water as well as provide a high level of waste water treatment. The developer is committed to reducing the amount of impermeable surfaces to allow aquifer recharge, incorporating best management practices for storm water management into the development and preventing deleterious substances from entering surface and ground water and the marine environment. Exact details are still to be developed and will be required as part of the OCP and RGS amendment.

Won't a development of this size result in a lot of traffic through the existing adjacent neighbourhood?

The applicant is proposing to have a direct connection to the proposed development from the Old Island Highway (19A). A traffic impact assessment concludes that this new connection will be able to handle peak traffic flows at build out. As well, the assessment also concludes that there will be little impact on adjacent roads. Confirmation from the Ministry of Transportation and Infrastructure that they will accept the new road connection to Highway 19A is required as part of the OCP and RGS bylaws amendment process.

What is the form of ownership proposed for the development?

The form of ownership for the residential component of the development will be a mix of fee simple and strata. A strata subdivides a property into individual units (strata lots) and common property. Strata ownership is most often used where individual dwelling units share a common wall such as a townhouse or apartment condominium. Each strata owner has title to their individual unit plus a proportional share of the common property. A strata development does not necessarily preclude public access to the development. Streets, parks and other community amenities can be open and accessible to the public. The only parts of the development closed to the public are generally the private dwellings and their associated yards. A "gated community" is not supported in the OCP or RGS and therefore a requirement of the OCP amendment will be that all main roads, parks, trails, waterfront and other community amenities are open and accessible to the public.

APPENDIX C – EXAMPLES OF RDN NEWSLETTER INFORMATION AND WEBSITE NOTICES

May 14, 2013

<http://www.rdn.bc.ca/cms.asp?wpID=3026>

RDN Public Notice

Baynes Sound Investments Development Application

Now that the RDN Board has decided to proceed with a review of the Baynes Sound Investments Development Application for lands located at Deep Bay, details of the application are available on the RDN Web Site and at the Bowser Public Library located at Magnolia Court, 6996 Island Highway West. The materials include all of the background reports submitted in support of the application, as well as RDN staff reports and Board resolutions related to the application. [Follow this link to the Baynes Sound Investments Development Application home page.](#)

Information related to the application has been accessible for viewing at the RDN main office at 6300 Hammond Bay Road in Nanaimo since May of 2011, and will continue to be available to the public at this location.

Questions on the application can be directed to growthmanagement@rdn.bc.ca or call 250-390-6510 or 250-954-3798 from the Oceanside area or toll free 1-977-607-4111.

h RDN AREA 'H' ELECTORAL AREA UPDATE

In BC, fire records show that the wildfire season has been increasing in length by one to two days a year since at least 1980 (Climate Change and Fire Management Research Strategy, February 2009).

Wildland urban interface fire threatens about 20 communities and 70,000 people annually in Canada, and fire management costs about \$700 million a year. As both the area burned by wildfire and the costs associated with fire management continue to rise, local authorities are adapting how to prepare for and adjust to unavoidable climate change and its impacts on the intensity and frequency of wildland urban interface fire.

In the RDN Electoral Areas, Community Wildfire Protection Plans for each fire department's protection area define the risk areas for interface fires; identify ways to reduce risk; and outline ways to improve fire protection and prevention in the interface zone. To view the Community Wildfire Protection Plans for Electoral Area 'H' fire protection areas, visit the Emergency Planning section of the RDN website at www.rdn.bc.ca.

Residents play a key role in protecting public forests and range lands. The RDN encourages anyone who sees potentially harmful smoke or flame, or suspicious fire activity, to report it as soon as possible. Fires can be reported to 1-800-663-5555, or *5555 on mobile devices; suspicious and destructive fire activity can be reported by calling 911.

Report Fires

1-800-663-5555

Mobile*5555

911 Suspicious/Destructive

Keep these numbers handy

Henry Morgan Park Update

Construction on Phase 1 improvements to Henry Morgan Community Park began on March 8, when Parksville-Qualicum MLA Ron Cantelon, RDN Chairperson Joe Stanhope and members of the community joined me to participate in a ceremonial sod-turning. Funding for this community project was achieved through \$100,000 in reserve funds from the Electoral



Parksville-Qualicum MLA Ron Cantelon, RDN Chairperson Joe Stanhope and Electoral Area 'H' Director Bill Veenhof turn the sod at Henry Morgan Park.

Area 'H' Community Parks budget and a grant in the amount of \$85,000 from the Province of British Columbia's Community Recreation Program. I would like to take this opportunity to thank the Province for supporting these improvements, and for recognizing the importance of Henry Morgan Park to the people of this area.

Completion of construction is anticipated for June 2013, weather permitting. For more information about the design plan or the construction process visit www.rdn.bc.ca or contact Dave Palidwor, Superintendent, Parks Planning and Development at 250-947-2569.



Baynes Sound Application Update

On October 4, 2011 the RDN Board considered an application from Baynes Sound Investments Ltd. for a development that includes a mix of 386 single and multi-family residential units, 6,975 m² of commercial land and 292 Recreational Vehicle spaces. In order to proceed, this development application requires amendments to the Area 'H' OCP and Regional Growth Strategy to allow a new Rural Village Centre in Deep Bay. A new Rural Village Centre is necessary to allow the increase in density and more intensive use of land in the proposed resort community on 76 hectares of land. The RDN Board directed staff to include the proposal for a new Rural Village Centre in Deep Bay in a planned region-wide study of Rural Village Centres and put the application on hold pending the completion of that study.

With the recent completion of the Rural Village Centres study, the RDN is now able to re-consider the Baynes Sound application. The Electoral Area Planning Committee, a Board committee made up of the RDN's Electoral Area Directors, has made the recommendation to support the application proceeding through a review process. The RDN Board has approved this recommendation.

To date, the Area 'H' Community and the wider RDN regional community have not had an opportunity to fully discuss and understand the implications of the proposed changes put forward in the application. A public consultation process will now occur. As per the statutory requirements for proposed RGS amendments, the Board must approve a public consultation plan. This plan will identify meaningful opportunities for the public to speak to the proposed amendments in relation to the regional sustainability goals of the RGS. I will recommend to the RDN Board that a survey engaging the community is included in the approved consultation plan.

contacts

Electoral Area Director | Bill Veenhof
bill.veenhof@shaw.ca
Regional District of Nanaimo Website | www.rdn.bc.ca
250-390-4111 1-877-607-4111 (Toll-free access to all departments)



APPENDIX D – COMMUNITY EVENTS & ORGANIZATIONS

The first list below contains information about upcoming community events that may be suitable venues for local community engagement. This list is not exhaustive and will be updated as more information becomes available. Please note that this list is for reference only and is not intended to suggest that RDN staff will be available at all of these events.

Event	Location	Date
Pancake Breakfast	Lighthouse Community Centre, Qualicum Bay	August 11, 2013
Fall Fair	Lighthouse Community Centre, Qualicum Bay	August 31, 2013
Pancake Breakfast	Lighthouse Community Centre, Qualicum Bay	September 8, 2013
Pancake Breakfast	Lighthouse Community Centre, Qualicum Bay	October 13, 2013
Pancake Breakfast	Lighthouse Community Centre, Qualicum Bay	November 10, 2013
Pancake Breakfast	Lighthouse Community Centre, Qualicum Bay	December 8, 2013

The second list (below) is of known community organizations that will be provided with information and offered opportunities to host presentations about the proposed application. This list is not exhaustive and will be updated as the RDN becomes aware of any other community organizations.

Area 'H' Community Organization	Contact Name	Phone	Email	Website
Bow Horne Bay Community Club	Pat McLean President	250-757-8806	imclean01@shaw.ca	http://sites.google.com/site/communityclubweb/contacts
Bowser Legion	Ben Evans, President	(250) 757-9222	rc1211@shaw.ca	https://www.facebook.com/pages/Evens-at-the-Bowser-Legion-br211/368799556487 http://bowser-seniors-housing-society.org/
Bowser Seniors Housing Society	Dick Stubbs President	(250) 757-9364	dick.stubbs@gmail.com	
Corcan & Meadowood Residents Association (includes Qualicum River Estates area)	Elaine Peligren President	250-816-3130	info@meadowoodresidents.com	
Deep Bay Harbour Authority	Robert Neal Harbour Manager Dan Wild, Asst. Mgr.	250-757-9331	Deepbay_mgr@shawcable.com	http://www.dbha.ca/
Deep Bay Yacht Club	Bill Chubb, Commodore	250-757-9498	commodore@dbyc.ca	http://www.dbyc.ca
Deep Bay Improvement District	Leslie Carter, Administrator	250-757-9312	admin@dbid.ca	http://dbid.ca/
Horne Lake Strata Association	Murray Hamilton Property Manager	250-951-0877	murrayhamilton@shaw.ca	
Lighthouse Country Business Association	Betsy Poel President	250-757-8442	lcpa@shaw.ca	www.lighthousecountry.ca
Lighthouse Landing Estates	John Gurak Vice President and Financial Officer	250-757-8333 Cell: 250-702-1333	jgurak@shaw.ca jgurak@telus.net	
Mapleguard Ratepayers Association	Dianne Eddy President	250-757-2036	mapleguard@shaw.ca	
Nile Creek Enhancement Society	Diane Sampson	250-757-8775	nile.creek@shaw.ca	www.nilecreek.org
Oceanside Development and Construction Association	Duane Round, President	250-248-8285 or 250-586-2282	odca@shaw.ca	http://www.odca.ca/
Spider Lake Community Association	Lynne Wood, Secretary	250-757-9590	woody1@gmail.com	
Qualicum Bay Lions Club	George Dussault	250 757 8422	bowserbirds@shaw.ca	https://sites.google.com/site/qualicumbaylionsclub/home

APPENDIX E – DRAFT SURVEY

The following questions are proposed for a mailed survey to Electoral Area ‘H’ households and an online survey for region-wide residents.

Area ‘H’ Household /Business Owner Survey - Mail

The mailed survey question will be accompanied by an information sheet with background information on the application (including sources of more detailed information on the RDN website, at the RDN offices and Bowser Library), along with a map showing the location of the project. With this information respondents will be asked to answer the following question.

Please select one of the following statements that best reflects your views:

I support changing the Regional Growth Strategy and Area ‘H’ Official Community Plan to allow the creation of a new Rural Village Centre in Deep Bay on lands owned by Baynes Sound Investments Ltd.

I do not support changing the Regional Growth Strategy and Area ‘H’ Official Community Plan to allow the creation of a new Rural Village Centre in Deep Bay on lands owned by Baynes Sound Investments Ltd.

Comments

I am a resident of Electoral Area ‘H’.

I own/operate business in Electoral Area ‘H’.

Region-wide Survey – Online

The online survey question will be accompanied by background information on the application (links to more detailed information on the RDN website), along with a map showing the location of the project. With this information respondents will be asked to answer the following question.

Please select one of the following statements that best reflects your views:


I support changing the Regional Growth Strategy to allow the creation of a new Rural Village Centre in Deep Bay.

I do not support changing the Regional Growth Strategy to allow the creation of a new Rural Village Centre in Deep Bay.

Comments

I am a resident of:



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COW	✓
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MEMORANDUM

TO: Sean De Pol
Manager, Wastewater Services

DATE: June 24, 2013

FROM: Jessica Dorzinsky
Wastewater Program Coordinator

FILE: 5340-01

SUBJECT: Wastewater Services 2013 Open House Summary

PURPOSE

To provide summaries for the Greater Nanaimo Pollution Control Centre Open House on May 25, 2013, and the French Creek Pollution Control Centre Open House on June 1, 2013.

BACKGROUND

The Regional District of Nanaimo’s Wastewater Services recently held two Open House events, one at the Greater Nanaimo Pollution Control Centre (GNPCC) and the second at the French Creek Pollution Control Centre (FCPCC). The events were organized to allow residents an opportunity to tour the treatment facilities and receive information about their history, current operations, and planned improvements and upgrades. The public’s role in preventing detrimental substances from entering the wastewater system (Source Control), was also addressed. For example, information was provided on the Province’s Medications Return Program.

Information on Wastewater Services’ Septic Smart program and the Liquid Waste Management Plan Review were also available. The Liquid Waste Management Plan is currently being amended, a process which will include public consultation. The Open Houses provided a good opportunity to inform the public that the amendment is underway, and that their upcoming review and comment of the Plan will be sought after.

Several groups, both external and internal, participated in these events. SYLVIS Environmental and Vancouver Island University, partners with the RDN in the recently-announced agreement for biosolids management, both prepared informative presentations describing the use of RDN biosolids in the Vancouver Island Forest Fertilization Program. They demonstrated how RDN biosolids applications are having a positive impact on tree growth rates. RDN Water Services, Solid Waste, Energy and Sustainability and Long Range Planning also provided brochures on programs currently underway, including information on the Regional Growth Strategy and Team WaterSmart.

The GNPCC Open House held on Saturday May 25, 2013 attracted approximately 80 people. The FCPCC Open House was held on Saturday June 1, 2013 and attracted approximately 35 people. Guests were given a comprehensive tour of the plant, followed by an opportunity to peruse display material and present their questions and concerns to staff.

Summary of Survey Responses

Guests at both events had the opportunity to complete a survey covering a range of questions on the overall service provided by Wastewater Services, as well as focused questions on Source Control education and the Liquid Waste Management Plan ammendment. Comments are summarized below.

- As in previous years, most people indicated limited knowledge of wastewater and the treatment process prior to attending the events. They agreed that Wastewater Services has done a good job in managing tax dollars and providing a reliable, valuable service.
- A significant portion of respondants indicated that they are interested in attending an upcoming Liquid Waste Management Plan public consultation session. All respondents agreed that there should be more Source Control education for both residents and businesses.
- Respondants' concerns about wastewater treatment varied between odour, cost, and environmental contamination. Some respondants did not have concerns with the process.

Overall comments from survey respondents and guests at the event were very favourable. One participant took the time to contact Wastewater Services to express her thanks for putting on the event, complimenting the quality of information that was offered. In general, people found the event to be informative, interesting, professional and well organized. They were also interested in future developments at both wastewater treatment facilities.

FINANCIAL IMPLICATIONS

The cost of hosting each event was approximately \$1,500 plus staffing.

ALTERNATIVES

There are no alternatives. The report has been presented for information only.

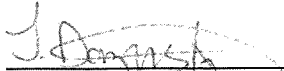
SUMMARY/CONCLUSIONS

The Regional District of Nanaimo's Wastewater Services recently held its annual Open House events at the Greater Nanaimo Pollution Control Centre on May 25, 2013 and the French Creek Pollution Control Centre on June 1, 2013.

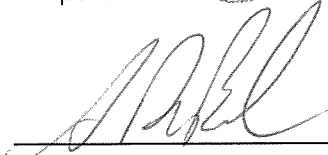
Both events were well attended; approximately 80 people at the GNPCC event and 35 people at the FCPC event. Information on wastewater treatment was provided, as well as on the Liquid Waste Management Plan ammendment, currently underway. Guests completed surveys covering a range of questions on the overall treatment service provided by Wastewater Services. Comments indicated that people found the events to be very informative, interesting, professional and well organized.

RECOMMENDATION

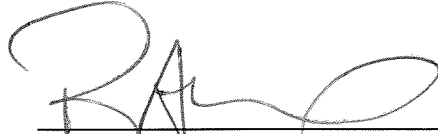
That the report on Wastewater Services' French Creek Pollution Control Centre and Greater Nanaimo Pollution Control Centre 2013 Open Houses be received for information.



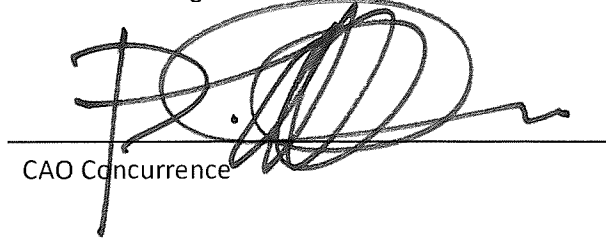
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence



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MEMORANDUM

TO: Sean De Pol
Manager of Wastewater Services

DATE: June 28, 2013

FROM: Shelley Norum
Wastewater Coordinator

FILE: 5345-20

SUBJECT: Liquid Waste Management Plan Amendment – Consultation Plan Update

PURPOSE

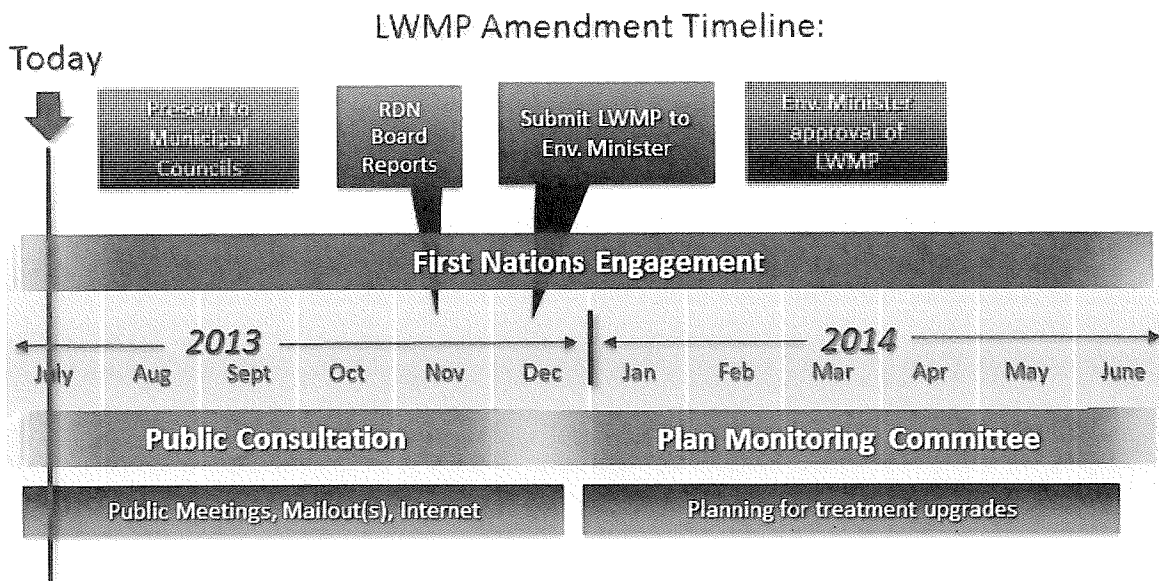
To update the Consultation Plan for the Liquid Waste Management Plan Amendment.

BACKGROUND

In January 1999, the Ministry of Environment (MOE) approved the Regional District of Nanaimo’s Liquid Waste Management Plan (LWMP). A review or amendment of the plan is required every five to ten years and in 2008, the Regional District of Nanaimo initiated the process to amend the Liquid Waste Management Plan.

In March 2008, the Board approved a Public Consultation Plan for the Liquid Waste Management Plan Amendment. Although First Nations, municipal officials, and councils were not specifically identified in the 2008 Public Consultation Plan, the intent of that plan has always been to engage those groups throughout the consultation process. The attached Consultation Plan Update clearly outlines mechanisms to engage the public, First Nations, municipal officials, and councils in the consultation process. Subject to the outcome of the consultation process and Board consideration, the target for completion of the amendment process, including consultation, is December 31, 2013 (see Timeline).

Timeline:



ALTERNATIVES

1. Approve the Liquid Waste Management Plan Amendment – Consultation Plan Update dated June 2013.
2. Amend the Liquid Waste Management Plan Amendment – Consultation Plan Update dated June 2013.
3. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The approved Wastewater Services Liquid Waste Management Planning budget for 2013 includes costs to complete the activities in the Consultation Plan Update.

SUMMARY/CONCLUSIONS

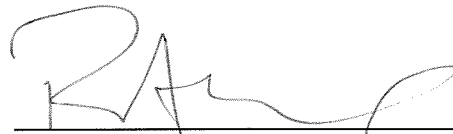
In March 2008, the Board approved a Public Consultation Plan for the Liquid Waste Management Plan Amendment. Although First Nations, municipal officials, and councils are not specifically mentioned in the 2008 Public Consultation Plan, the intent of that plan is to engage those groups during the consultation process. The attached Consultation Plan Update clearly outlines mechanisms to engage the public, First Nations, municipal officials, and councils in the consultation process.

RECOMMENDATIONS

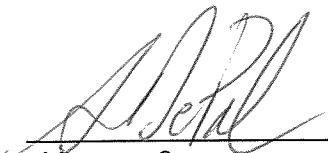
1. That the Board approve the Liquid Waste Management Plan Amendment – Consultation Plan Update dated June 2013.



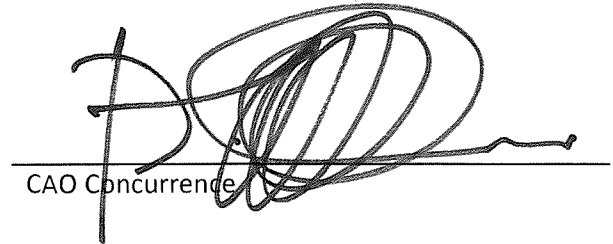
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

**Liquid Waste Management Plan Amendment
Consultation Plan Update
June 2013**

Objective

To provide opportunities for First Nations, the public, stakeholders, and member municipalities to review and provide input on the Liquid Waste Management Plan (LWMP) amendment process.

Methodology

Consultation will be achieved through mechanisms including, but not limited to:

- A Regional Liquid Waste Advisory Committee with representatives from First Nations, the public, stakeholders (business and environment sectors), member municipalities, the RDN Board, Ministry of Environment, Environment Canada, Vancouver Island Health Authority. Meetings appear in the Board Calendar and are open to the public.
- Ensuring a range of opportunities for First Nations to meet, engage, and participate directly with the RDN and others in the liquid waste management planning process.
- A website with information on the review, existing LWMP, discussion papers, committee agendas and minutes, and mechanisms for providing input.
- Mail-out(s) and newspaper notice(s) with information on the LWMP amendment process and ways to get involved and provide feedback.
- Pollution control centre open houses and public meetings during the review process to discuss key components of the LWMP Amendment with the public.
- Meetings with municipal officials and councils.

Wastewater Services will obtain feedback from parties through Regional Liquid Waste Advisory Committee meetings, and through mail, phone, email, and one-on-one conversations with the public.

Outcomes and Products

The proceedings and results of consultation activities will be documented and available to the public at the conclusion of the consultation process. The LWMP Amendment will be revised to address consultation feedback and will include a Consultation Report.

Schedule

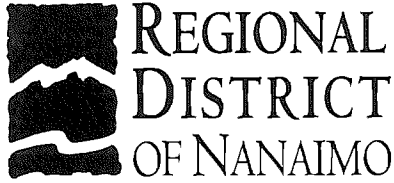
The amended LWMP will be submitted to the RDN Board for their consideration for submission to the Minister of Environment. Subject to the outcome of the consultation process and Board consideration, the target for completion of the amendment process, including consultation, is December 31, 2013.

Resources

The RDN Wastewater Program Coordinator will coordinate and facilitate the public consultation activities under the supervision of the Manager of Wastewater Services.

Budget

Consultation activities are considered in the approved 2013 Wastewater Services Liquid Waste Management Planning budget.



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BOARD		

MEMORANDUM

TO: Randy Alexander
General Manager, Regional and Community Utilities

DATE: June 28, 2013

FROM: Sean De Pol
Manager of Wastewater Services

FILE: 5330-20-GNPCC-Outfall

SUBJECT: Greater Nanaimo Pollution Control Centre Outfall Replacement Strategy

PURPOSE

To obtain Board approval to replace the Greater Nanaimo Pollution Control Centre (GNPCC) outfall in a single stage approach with a targeted completion by 2015.

BACKGROUND

The GNPCC outfall is a 36-inch diameter epoxy-coated steel pipe, installed in 1973. The outfall carries treated effluent a distance of 2.5 kilometers, to its discharge point 70 meters below sea level near Five Fingers Island in the Strait of Georgia. The outfall piping is reaching the end of its functional life.

In 2009 and 2011, two significant failures occurred in the inter-tidal zone where the land and marine sections of the outfall meet, resulting in environmental incidents and costly emergency repairs. Failures in the marine section of the outfall are increasing in frequency, with 5 failures identified in 2012. Failures in the marine section of the outfall are typically easier to manage however they are occurring annually, with increasing frequency and depth.

Failures in the inter-tidal section of the outfall are the result of deterioration of the internal coating, and subsequent corrosion. Failures at the inter-tidal area are predicted to continue occurring as a result of the steep grade of the outfall pipe in this area. These failures are expected to increase in complexity, environmental risk and cost.

In 2012, the RDN Board approved allocation of funds for replacement of the land section of the outfall, to address failures at Morningside Beach with the marine section to be addressed after 2020. Preliminary engineering for this project has now identified significant risks associated with staged replacement of the land and marine outfall sections. Wastewater Services' contract engineers have also concluded that the replacement of the land section cannot be completed by 2013 as original scheduled due to limited construction windows (fisheries windows and Morningside Drive access).

Risks associated with replacement of land section only:

- Staged replacement requires construction of a large “tie-in chamber” in the inter-tidal area, to connect the new land section to the existing marine section, requiring complex construction techniques.
- The location of the tie-in chamber poses significant risks and uncertainty that could result in significant cost increases and/or spills during construction.
- Geotechnical concerns related to the potential for soil liquefaction have been identified with construction in the intertidal area.
- The tie-in chamber creates long term challenges and costs for maintenance and operation.
- Increasing frequency of failures in deep water are more difficult and expensive to repair. The increasing failure rate and severity argues for earlier replacement of the marine section.
- Morningside Beach is an area of high public visibility and interest, spills in the intertidal area pose significant environmental and social risks.
- MOE considers outfall leaks a contravention of the discharge authorization, and requires that the RDN implement a plan to address the leaks.

Other risk mitigation options evaluated:

- Re-lining the outfall: Not possible due to lengthy shutdown requirements, and lack of alternate means of effluent disposal.
- Encasing critical areas with an outer shell: not practical as the casing will not contain the pressure.
- Sacrificial anodes: have been installed with limited effectiveness as the pipe is already degraded.

As a result of the outfall failures, Wastewater Services’ engineers were asked to provide an estimate for the replacement of both the land and marine section of the outfall, sufficiently sized to accommodate ultimate Stage V flows, which would allow the facility to service a population equivalent of approximately 160,000 people (approximately double the current population). Below are the cost estimates for both a single stage and two stage approaches.

TABLE 1:	Outfall Replacement Capital Cost
Two Stage Replacement <ul style="list-style-type: none"> • Land section only • Marine Section only Total Capital Cost	\$3 million \$16 million \$19 million
Single Stage Replacement Total Capital Cost	\$18 million

The capital costs of the two staged approach is estimated to be over \$1 million more than the single stage approach.

ALTERNATIVES

1. Replace land and marine portions of the Greater Nanaimo Pollution Control Centre outfall in a single stage approach, with completion in 2015.
2. Status quo: two stage approach, replacement of land section only by 2015, with marine section replacement after 2020.

FINANCIAL IMPLICATIONS

Alternative 1

The total cost of the single staged approach for both the land and marine section of the GNPCC is \$18 million. There will be a \$2 million contribution from the Gas Tax Revenue Transfer Program under the Strategic Priorities Funding, the remaining \$16 million will be funded from DCC's and general reserves.

The single staged approach will have a capital cost that is approximately \$1 million less than the two staged approach; will have a reduced environmental, social and regulatory risk; and a lower cost to operate and maintain.

Alternative 2

The two staged approach is estimated to cost \$19 million; \$1 million more than the single staged approach. In addition the two staged approach will have ongoing long term costs for maintenance and operation of the tie-in chamber as well as increasing costs, complexity, compliance and environmental implication associated with ongoing failures in the marine section of the outfall.

There will also be engineering, geotechnical, cost and environmental challenges associated with construction of tie-in chamber at the inter-tidal area.

SUSTAINABILITY IMPLICATIONS

To improve accessibility, reduce risk of damage to private properties, and to reduce future operations and maintenance costs, a realignment of the outfall through City of Nanaimo parkland has been explored with city staff, rather than using the existing outfall right of way through the back sections of eight properties along Hammond Bay Road.

This new alignment will bring the outfall into close proximity to Hammond Bay School. RDN staff have assessed the feasibility of constructing an effluent heat recovery system to provide heat to the school, similar to the Saanich Peninsula Thermal Energy Project, which uses recovered heat energy from effluent from the Saanich Peninsula Wastewater Treatment Plant to supplement pool heating requirements for the Panorama Recreation Centre.

A partnership initiated by the RDN has resulted in provincial funding for School District 68 to install a sewage heat exchange system at Hammond Bay Elementary. This project will allow the school district to tap into the residual heat from the treated wastewater leaving the GNPCC and capture it as the primary heat source for the school. This unique system will reduce the school's overall carbon footprint by 78 per cent and its operating cost by \$4,800 each year.

SUMMARY/CONCLUSIONS

The Greater Nanaimo Pollution Control Centre (GNPCC) outfall is prematurely reaching the end of its functional life. In 2009 and 2011, two significant failures occurred in the inter-tidal zone of the outfall furthermore the marine section of the outfall is experiencing an increasing frequency of failures with five occurring last year.

In 2012, the RDN Board approved allocation of funds for engineering design on the first stage of a two staged approach for the replacement of the GNPCC outfall. The engineering design that was approved for the first stage looked at the replacement of the land section of the outfall; with the second stage not scheduled until after 2020. The capital cost of this approach will be approximately \$3 million for the land section and \$16 million for the marine section.

However, preliminary engineering for the two staged approach has now identified significant risks associated replacing the land and marine outfall sections separately. Wastewater Services' engineers have also concluded that the replacement of the land section cannot be completed by 2013 as original scheduled due to limited construction windows (fisheries windows and Morningside Drive access). As a result of the identified issues with the two staged approach, the single staged approach is now the preferred option.


If the Board approves the recommendation below, staff will prepare a request for proposals for detailed engineering design for the entire outfall targeting design completion in 2014. Recommendation to award the design will be brought to the Board in the Fall of 2013.

RECOMMENDATION

- 1. That the Board approves advancing the schedule for replacement of the Greater Nanaimo Pollution Control Centre outfall in a single stage approach with project completion by 2015.



Report Writer



General Manager Concurrence



CAO Concurrence



CAO APPROVAL		<input checked="" type="checkbox"/>
EAP		
COW	<input checked="" type="checkbox"/>	
JUN 28 2013		
RHD		
BOARD		

MEMORANDUM

TO: Mike Donnelly
Manager, Water & Utility Services

DATE: June 27, 2013

FROM: Deb Churko, ASCT
Engineering Technologist

FILE: 5500-20-HR

SUBJECT: Bylaws No. 813.51, 889.65, 1686 and 1687 - Hawthorne Rise Sanitary Sewer Capital Financing Service Establishing Bylaw, and Loan Authorization Bylaw

PURPOSE

To present the petition results and bylaws associated with the inclusion of properties within the French Creek Sewer Service in Electoral Area 'G' and to obtain Board approval for the associated bylaws.

BACKGROUND

The subject properties are comprised of 19 lots located in the southern half of Hawthorne Rise, near Johnstone Road and Island Hwy West in French Creek (see Location Plan in Figure 1). This section of Hawthorne Rise was one of the earlier developments in the French Creek area, and the properties have been serviced by individual septic tanks and on-site septic field disposal systems for over 25 years. As the area has become more developed, sanitary sewer mains have been installed by developers nearby, and most of the properties in the area are now serviced by the community sanitary sewer system. Several Hawthorne Rise residents have recently expressed an interest in having sanitary sewer mains extended to include the southern half of Hawthorne Rise.

Regional District of Nanaimo staff held a public meeting on December 6, 2012 at the St. Columba Hall. At that meeting a number of issues and questions associated with a sanitary sewer main extension were discussed. Those questions and the answers were subsequently published on the RDN website for consideration by all parties. Residents were advised that recent engineering costs were used to estimate the value of the proposed sewer main extension, at approximately \$20,000 per property. With sufficient support, a sewer main extension could be administered by the RDN, and financed by the Municipal Finance Authority if a service area and a loan authorization bylaw were established. Sewer mains are located adjacent to the south section of Hawthorne Rise thereby making a sewer main extension possible.

At the owners' request, petitions were mailed to the Hawthorne Rise property owners in May 2013. The petitions outlined the maximum costs to be incurred by property owners and described the method of cost recovery for the service area (see Petition in Figure 2). Signed petitions were received at the RDN Administration Office, with 12 of the 19 property owners in favour of proceeding with the project (more than 50%). The combined value of these properties represents more than 50% of the net taxable value of all land and improvements in the proposed service area. Therefore, with sufficient petition support received, the sanitary sewer capital financing service establishing bylaw and the loan authorization bylaw may proceed. An expansion of the Regional District of Nanaimo French Creek Sewer Local Service Area Bylaw No. 813 (1990) and Northern Community Sewer Local Service Area Bylaw No. 889 (1993)

would also be required in order to include sewage flows from this service to the French Creek Pollution Control Center. These bylaws, along with the associated loan authorization bylaws, are attached for Board consideration (see attachments 1-4). Community water in this area is supplied by EPCOR Water Services, so there will be no application by the owners to join an RDN community water system.

ALTERNATIVES

1. To establish the Hawthorne Rise Sanitary Sewer Capital Financing Service, and proceed with first, second and third readings of the bylaws.
2. That the Board provides alternative direction.

FINANCIAL IMPLICATIONS

Under Option 1 (above), there are no financial implications to the RDN. The property owners will be responsible for all costs. The property owners would pay the RDN Capital Charges of \$2,807 per property pursuant to *French Creek Sewer Local Service Area Capital Charge Bylaw No. 1330 (2003)* and *Northern Community Sewer Local Service Area Capital Charge Bylaw No. 1331 (2003)*. The loan authorization bylaw would authorize the expenditure of up to \$380,000 for sewer main construction and engineering costs. Each property owner would be expected to pay approximately \$20,000 each. Property owners will be advised of the exact amount owing once construction is complete and all costs have been accounted for. Owners will be able to pay their share of the construction up front as a 'lump sum' or their construction amount can be amortized over 20 years and added to parcel taxes. The amortized amount is estimated to be a maximum of \$1,792 (includes initial finance fee) in the first year following construction, and \$1,472 per property for 19 years thereafter.

Property owners will be responsible to arrange and pay for their own septic tank abandonment and installation of a sewer line from the home to the new sanitary sewer service located at their property line. A further *annual user fee* for French Creek will be charged by the RDN once a property is connected to the sanitary sewer system, in the amount of approximately \$160 per year, and a parcel tax of approximately \$270 will be assessed to each property annually on the Rural Taxation Notice.

Under Option 2 (above), if the Board does not wish to adopt the Hawthorne Rise Sanitary Sewer Capital Financing Service Establishing Bylaw and Loan Authorization Bylaw as presented, there are no financial implications to the RDN. No expenses have been incurred to date, and no fees have been collected from property owners.

SUSTAINABILITY IMPLICATIONS

By including the subject properties in a community sewer system, domestic sewage would be collected and treated at the French Creek Pollution Control Centre. The provision of community sewer servicing would help avoid future problem areas from on-site sewage disposal systems installed in an urban setting. Staff suggest that facilitating the connection of these properties to the RDN community sewer system is a more sustainable alternative to the continued use of on-site sewage disposal systems.

DEVELOPMENT IMPLICATIONS

The *Electoral Area 'G' Official Community Plan (OCP) Bylaw No. 1540, 2008* recognizes that sewer servicing boundary expansions may be required in order to avoid potential future problem areas from on-site sewage disposal systems.

The subject properties are all zoned Residential RS1-Q pursuant to *Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987*. The "Q" subdivision district provides a minimum parcel size of 700 m² when a property is serviced with community water and sewer. Most of the subject properties are less than 1200 m²; therefore subdivision into smaller lots would not be possible under the current zoning. However, the three southernmost of the subject properties are 1600 to 1950 m² in size and would potentially be subdividable with the provision of community sewer.

CONCLUSIONS

Petitions have been received from over 50% of the property owners in the southern section of Hawthorne Rise, representing more than 50% of the net taxable value of all land and improvements in the proposed service area. Bylaws establishing the Hawthorne Rise Sanitary Sewer Capital Financing Service and detailed borrowing requirements now require Board approval in order to proceed. A boundary amendment to Bylaw No. 813 (1990) and Bylaw No. 889 (1993) would also be required in order to include sewage flows from the new connections to the French Creek Pollution Control Center.

RECOMMENDATIONS

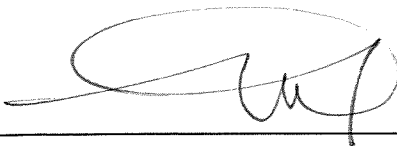
1. That Regional District of Nanaimo "Hawthorne Rise Sanitary Sewer Capital Financing Service Establishing Bylaw No. 1686, 2013", be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
2. That Regional District of Nanaimo "Hawthorne Rise Sanitary Sewer Capital Financing Loan Authorization Bylaw No. 1687, 2013", be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
3. That Regional District of Nanaimo "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.51, 2013", be introduced and read three times.
4. That "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.65, 2013", be introduced and read three times.



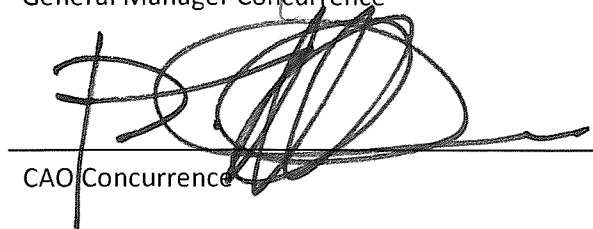
Report Writer



General Manager Concurrence

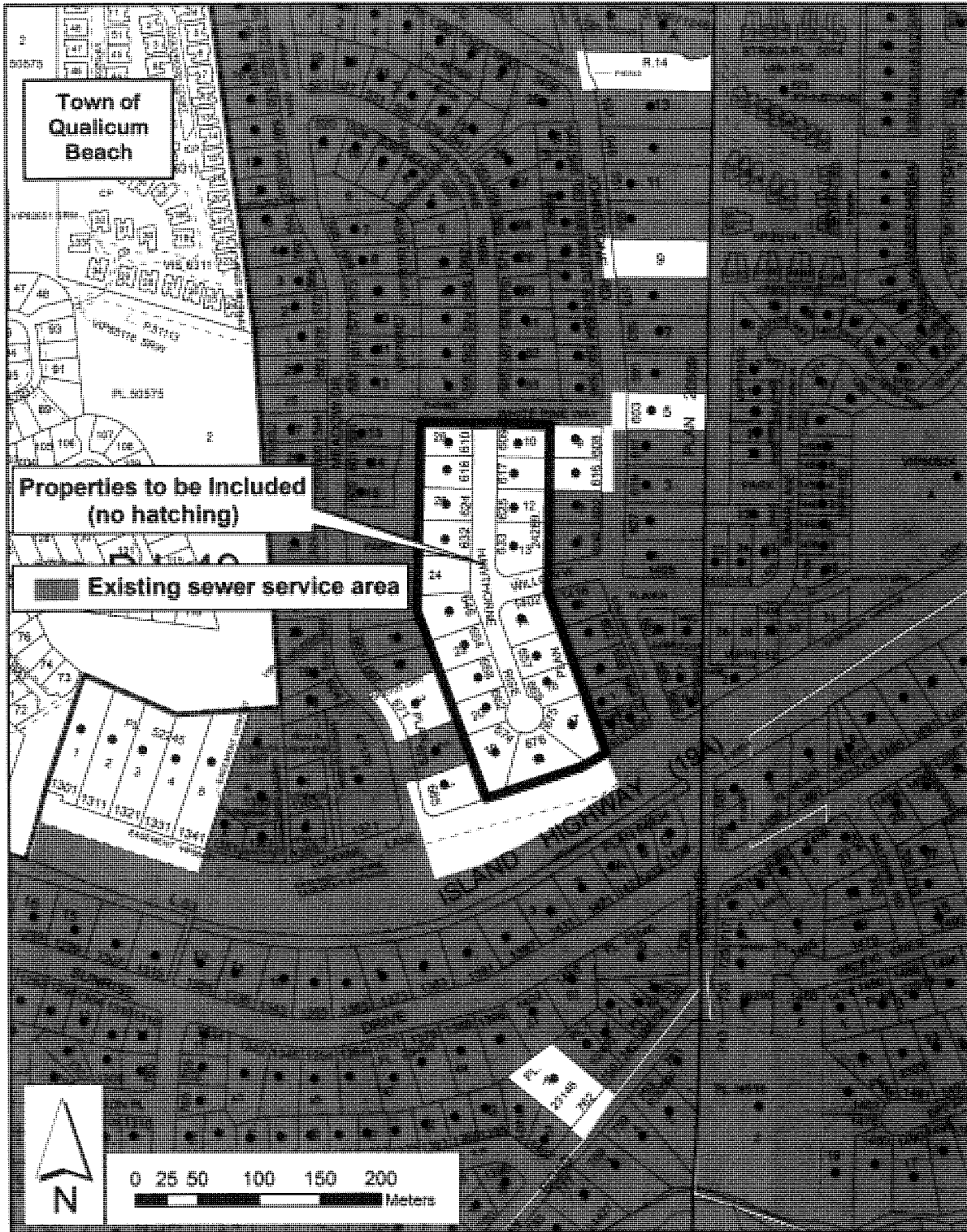


Manager Concurrence



CAO Concurrence

Figure 1 – Location Plan



BCGS MAPSHEET: 92F.039.1.3

Figure 2 – Hawthorne Rise Petition

Page 1/3

A Petition to Amend Boundaries and Authorize Borrowing to Construct a Sewer Collection System in a Portion of Electoral Area 'G' (Hawthorne Rise)

May 2013

To the Board of Directors
Regional District of Nanaimo

Date: _____, 2013

I/We the undersigned owner(s) of land within the area outlined in black on the attached Schedule 'A', do hereby petition the Regional District of Nanaimo to:

1. Establish a service for the purposes of financing and constructing a sanitary sewer, and financing the capital charges to join the French Creek and Northern Community Sewer Local Service Areas. This service will be known as the *Hawthorne Rise Sanitary Sewer Capital Financing Service*.
2. Amend the boundaries of the French Creek Sewer Local Service Area (Bylaw No. 813) to include the properties shown outlined in black on the attached Schedule 'A'.
3. Amend the boundaries of the Northern Community Sewer Local Service Area (Bylaw No. 889) to include the properties shown outlined in black on the attached Schedule 'A' to the benefitting area.

By signing this petition I/we understand that the following four bylaws are required to be adopted by the Regional District of Nanaimo:

Service Establishing Bylaw

This bylaw establishes the boundaries of the *Hawthorne Rise Sanitary Sewer Capital Financing Service* area, and establishes the authority of the Regional District to recover capital costs, including debt payments, which result from the construction of the sewer system and financing of capital charges to connect to the French Creek and Northern Community Sewer Local Service Areas. The bylaw shall state the following in addition to any other statutory requirements:

1. The maximum amount which may be raised to recover the annual costs of the service (the debt repayment) is the greater of \$35,000 or the equivalent amount obtained by multiplying the net taxable property values in the service area by a rate of \$5.92 per thousand dollars.
2. The annual costs for this service will be recovered within the local service area using one or more of the following pursuant to section 803(1) of the *Local Government Act*:
 - a. property value taxes;
 - b. parcel taxes;
 - c. fees and charges;
 - d. revenues raised by other means authorized under this or another Act;
 - e. revenues received by way of agreement, enterprise, gift, grant or otherwise.

These statements are required by statute and allow the service to be financed by multiple sources of revenues; however, the Regional District intends to recover the annual debt servicing costs by parcel taxes.

Figure 2 (Continued) – Hawthorne Rise Petition

Page 2/3

Loan Authorization Bylaw

A bylaw must be adopted to permit borrowing to fund the construction of a sanitary sewer for Hawthorne Rise and pay the capital charge to join the French Creek Sewer Local Service Area (\$726.00) and the capital charge to join the Northern Community Sewer Local Service Area (\$2,081.00). A maximum amount of \$380,000 is expected to be borrowed over a maximum term of 20 years, and the repayment of that debt would be reflected in annual budgets beginning in 2014 and ending in 2034.

Estimated total costs:

By signing this petition you are agreeing to have your property charged for the financing of the *Hawthorne Rise Sanitary Sewer Capital Financing Service*. Based on information currently available it is estimated that a property would pay the following amounts beginning in 2014:

Estimated Annual Parcel Tax in Year 1	\$1,792.00
Estimated Annual Parcel Tax in subsequent 19 years	\$1,472.00

This represents the cost to make an annual debt payment on the initial borrowing of \$380,000.

French Creek Sewer Local Service Area Amendment Bylaw

A bylaw to amend the boundaries of the French Creek Sewer Local Service Area (Bylaw No. 813) must be adopted to expand the boundaries of the service area to provide sewer collection to the properties shown outlined in black on the attached Schedule 'A'. You will pay for costs related to the operation of the sewer collection system under this bylaw. The Regional District has the authority to recover the operating costs by one or more methods which may include property taxes, parcel taxes, direct billed fees or charges. The current annual operating costs will total approximately \$429.00 which includes the following:

- A parcel tax of approximately \$270.00 which is included in your annual property tax notice.
- An annual user fee of approximately \$159.00 which is billed to you directly.

Northern Community Sewer Local Service Area Amendment Bylaw

A bylaw to amend the boundaries of the Northern Community Sewer Local Service Area (Bylaw No. 889) must be adopted to expand the boundaries of the service benefitting area to provide wastewater treatment to the properties shown outlined in black on the attached Schedule 'A'. There are no annual operating costs related to this bylaw as all operating costs are recovered by levying parcel taxes and user fees under the French Creek Sewer Local Service Area bylaw as stated above.

Other Information

1. The property owner(s) is solely responsible for the purchase, construction and installation of any works, and any permits for those works, necessary to move sewage from any building(s) on the property to the main sewer line.
2. The property owner(s) is solely responsible for the decommissioning of septic tanks and septic fields.

Figure 2 (Continued) – Hawthorne Rise Petition

Petition Approval

In order for the Regional District of Nanaimo to proceed to introduce and adopt bylaws as noted in this petition, property owners of at least 50% of the parcels liable to be charged for the proposed service that represent 50% of the net taxable value of all land and improvements in the proposed service area must validly sign and return this form.

The section below must be signed by the **majority** of owners on title to the property (i.e. 2 owners, both must sign; 3 owners, 2 must sign). The information below has been provided to the best of the Regional District of Nanaimo's knowledge, but it is the owners' responsibility to identify all owners and ensure the signatures of the majority of owners are in place.

Legal Description		Registered Owner	Signature
Street Address			
Lot			
Block			
Plan			
District Lot			
Land District			
Folio			
Assessed Value			

ONCE THIS FORM IS SIGNED PLEASE RETURN IT **BEFORE 4:30 pm, Friday, June 21, 2013** to:

By mail: Regional District of Nanaimo
 Regional & Community Utilities
 6300 Hammond Bay Rd.
 Nanaimo, BC V9T 6N2

By fax: Attention: Regional & Community Utilities
 250-390-1542

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1686, 2013

**A BYLAW TO ESTABLISH THE HAWTHORNE RISE SANITARY SEWER
CAPITAL FINANCING SERVICE**

WHEREAS pursuant to section 796 and 800 of the *Local Government Act* ("Act") a regional district may, by bylaw, establish and operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Regional District of Nanaimo ("Regional District") wishes to establish a service for the purpose of financing, constructing, owning, operating, and maintaining a system for the collection, conveyance, and disposal of sanitary sewage in a portion of Electoral Area 'G';

AND WHEREAS the owners of parcels in a portion of Electoral Area 'G' have petitioned the Regional District pursuant to Section 707.4 of the *Act* to establish a service for the purposes of financing, constructing, operating, and maintaining a sewer collection system;

AND WHEREAS the petitions have been deemed sufficient pursuant to Section 797.4(4) of the *Act*;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 801(1)(a) of the *Act*;

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

1. Citation

This bylaw may be cited for all purposes as the "Hawthorne Rise Sanitary Sewer Capital Financing Service Establishing Bylaw No. 1686, 2013".

2. Service

A service to finance, construct, operate and maintain a system for the collection, conveyance and disposal of sanitary sewage is hereby established (the "Service").

3. Boundaries

The boundaries of the service area is that part of Electoral Area 'G' shown in heavy outline on the plan attached as Schedule 'A', attached to and forming part of this bylaw.

4. Participating Area

Electoral Area 'G' is the sole participating area for the Service.

5. Cost Recovery

As provided in section 803 of the *Local Government Act*, the annual cost of providing the Service may be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of the *Local Government Act*;
- (b) parcel taxes imposed in accordance with Division 4.3 of the *Local Government Act*;
- (c) fees and charges imposed under section 363 of the *Local Government Act*;
- (d) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

6. Maximum Requisition

In accordance with section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is the greater of:

- (a) Thirty Five Thousand (\$35,000) Dollars; or
- (b) the amount equal to the amount that could be raised by a property value tax rate of \$5.92 per \$1,000 applied to the net taxable value of land and improvements in the service area.

Introduced and read three times this ___ day of _____, 2013.

Approved by the Inspector of Municipalities this ___ day of _____, 2013.

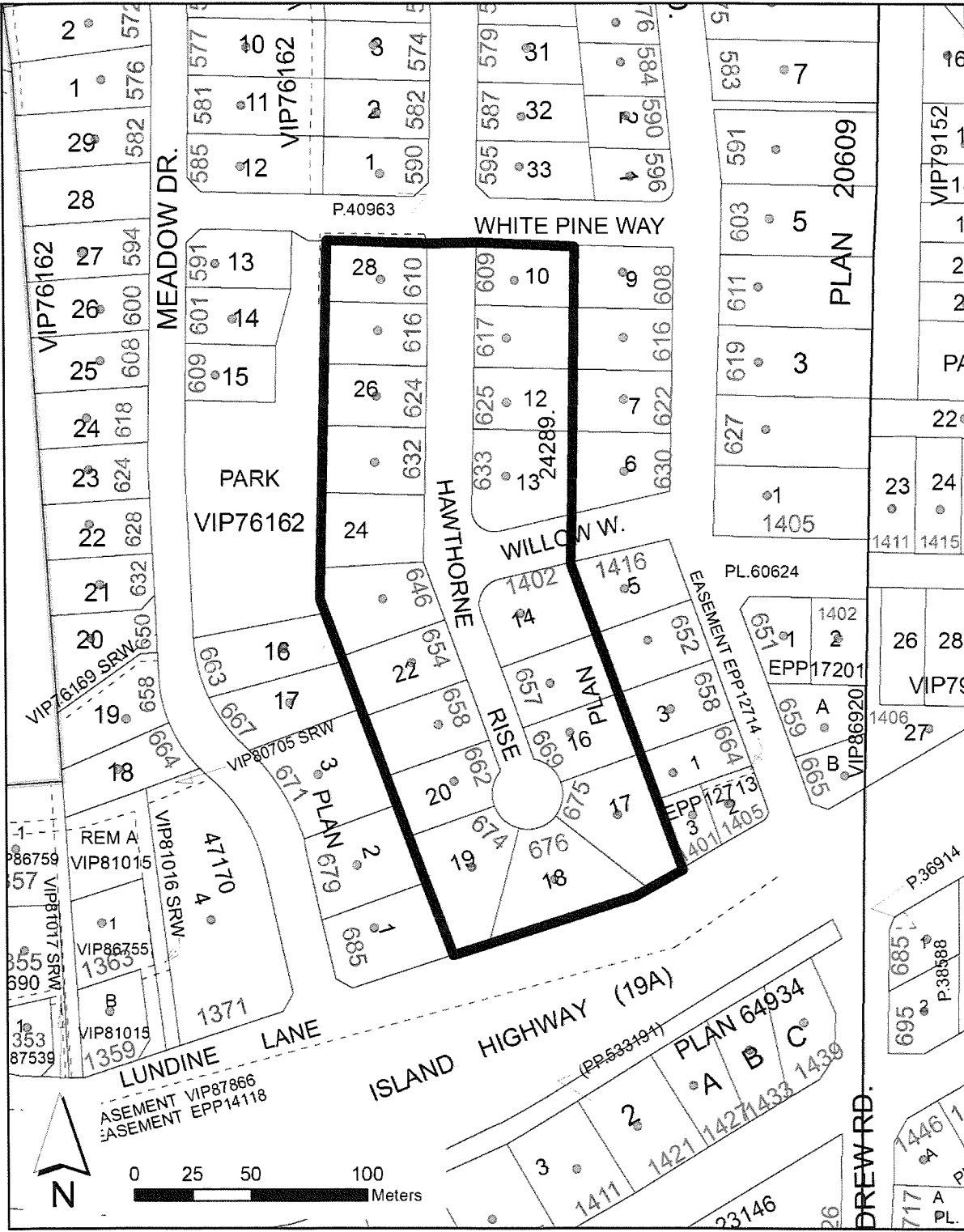
Adopted this ___ day of _____, 2013.

CHAIRPERSON

CORPORATE OFFICER

Chairperson _____

Corporate Officer _____



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1687

**A BYLAW TO AUTHORIZE THE BORROWING OF
THREE HUNDRED EIGHTY THOUSAND DOLLARS (\$380,000)
FOR THE HAWTHORNE RISE SANITARY SEWER CAPITAL FINANCING SERVICE**

WHEREAS the Board of the Regional District of Nanaimo (the "Regional District") established the Hawthorne Rise Sanitary Sewer Capital Financing Service pursuant to Bylaw No. 1686, cited as "Hawthorne Rise Sanitary Sewer Capital Financing Service Establishing Bylaw No. 1686, 2013" for the purpose of financing, constructing, owning, operating, and maintaining a system for the collection, conveyance, and disposal of sanitary sewer in a portion of Electoral Area 'G';

AND WHEREAS the Board wishes to design and install a system of sanitary sewer mains and services (the "Works") on the southern portion of Hawthorne Rise;

AND WHEREAS the estimated cost of the Works, including expenses incidental thereto, is the sum of Three Hundred Eighty Thousand Dollars (\$380,000);

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

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

1. This bylaw may be cited for all purposes as the "Hawthorne Rise Sanitary Sewer Capital Financing Loan Authorization Bylaw No. 1687, 2013".
2. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the design, tender, and construction of a system of sanitary sewer mains and services, and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - (a) to borrow upon the credit of the Regional District a sum not exceeding Three Hundred Eighty Thousand Dollars (\$380,000).
3. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 20 years.
4. The borrowing authorized relates to the Hawthorne Rise Sanitary Sewer Capital Financing Service established pursuant to Bylaw No. 1686, cited as "Hawthorne Rise Sanitary Sewer Capital Financing Service Establishing Bylaw No. 1686, 2013".

Introduced and read three times this ___ day of _____, 2013.

Approved by the Inspector of Municipalities this ___ day of _____, 2013.

Adopted this ___ day of _____, 2013.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 813.51

**A BYLAW TO AMEND THE BOUNDARIES OF THE
FRENCH CREEK SEWER SERVICE**

WHEREAS the Regional District of Nanaimo established the French Creek Sewer Service pursuant to Bylaw No. 813, cited as "French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990";

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owners to extend the boundaries of the service area to include the lands shown outlined in black on Schedule 'B' of this bylaw and legally described as:

- Lots 10 to 28 (inclusive), District Lot 49, Nanoose District, Plan 24289;

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

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

1. Amendment

"French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990" is amended as follows:

By amending Schedule 'A' of Bylaw No. 813 to add the lands shown outlined in black on Schedule 'B' of this bylaw.

2. Citation

This bylaw may be cited for all purposes as "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.51, 2013".

Introduced and read three times this ___ day of ___, 2013.

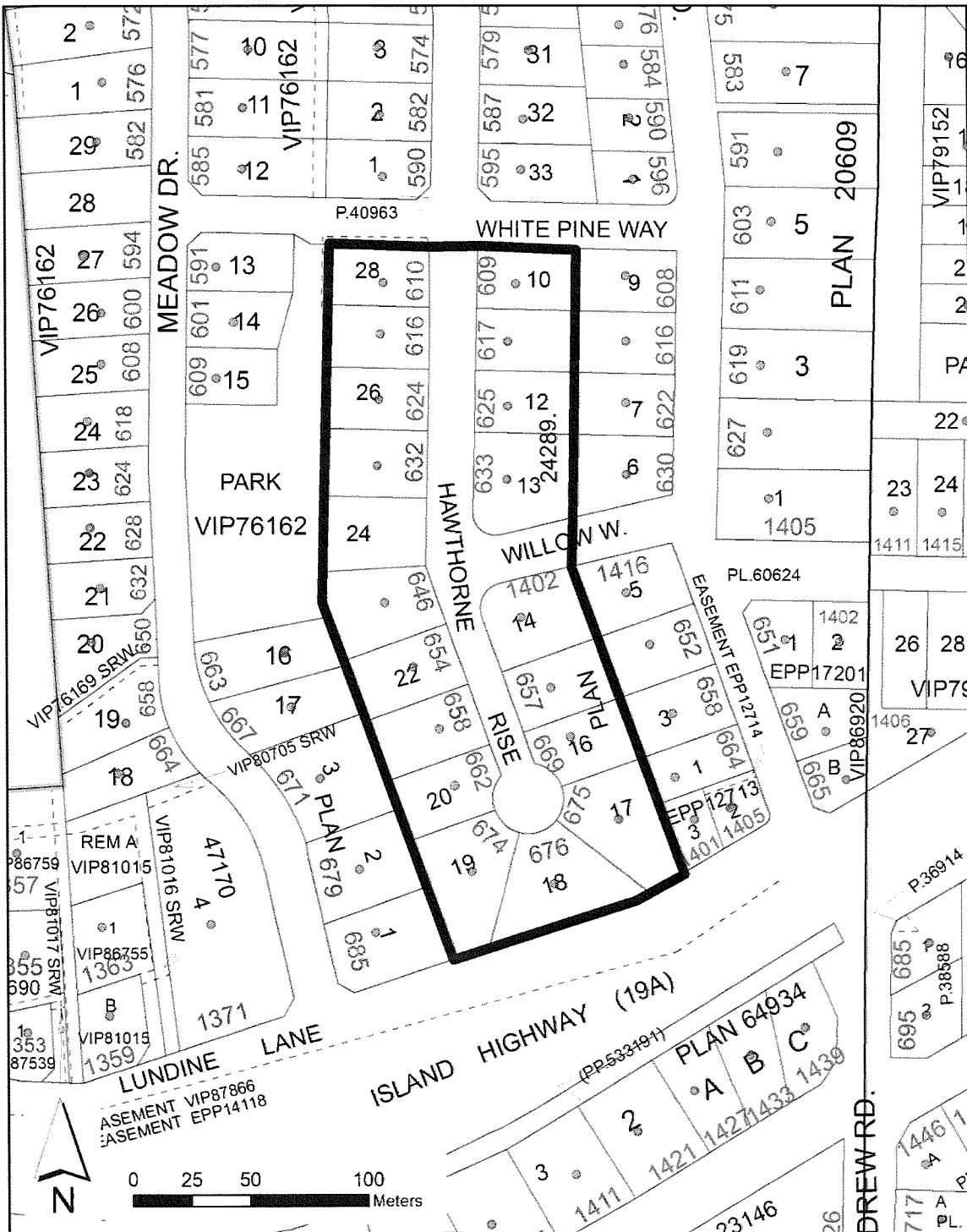
Adopted this ___ day of _____, 2013.

CHAIRPERSON

CORPORATE OFFICER

 Chairperson

 Corporate Officer



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.65

A BYLAW TO AMEND THE BOUNDARIES OF THE
NORTHERN COMMUNITY SEWER SERVICE

WHEREAS the Regional District of Nanaimo established the Northern Community Sewer Service pursuant to Bylaw No. 889, cited as "Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993";

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owners to extend the boundaries of the benefitting area of the service area to include the lands shown outlined in black on Schedule 'B' of this bylaw and legally described as:

- Lots 10 to 28 (inclusive), District Lot 49, Nanoose District, Plan 24289;

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

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

1. Amendment

"Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993" is amended as follows:

- (1) By amending Schedule 'C' of Bylaw No. 889 (Benefitting Areas) to *add* the lands outlined in black on Schedule 'B' of this bylaw; and
- (2) By amending Schedule 'E' of Bylaw No. 889 (Non-Benefititing Areas) to *remove* the lands outlined in black on Schedule 'B' of this bylaw.

2. Citation

This bylaw may be cited as "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.65, 2013".

Introduced and read three times this ____ day of _____, 2013.

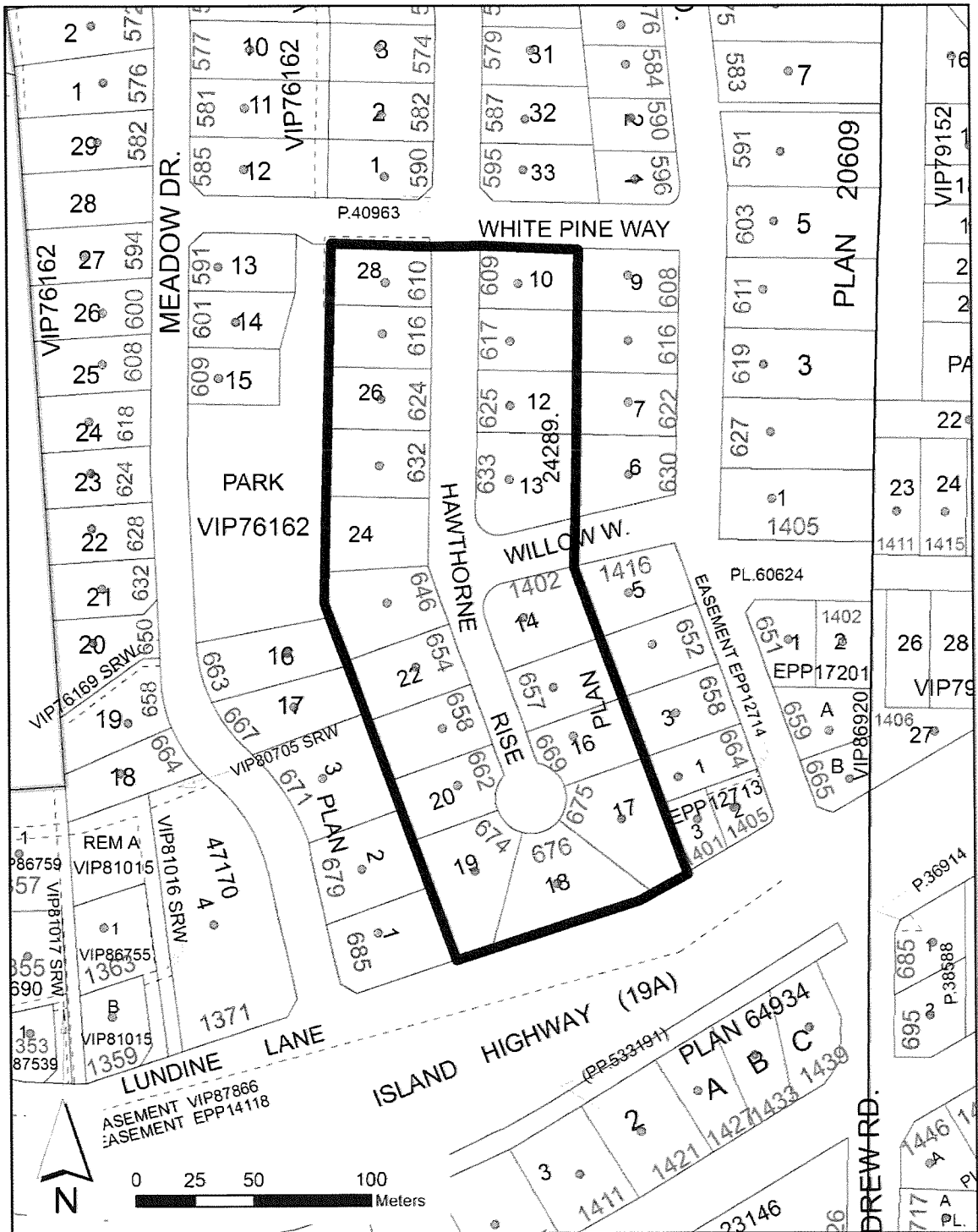
Adopted this ____ day of _____, 2013.

CHAIRPERSON

CORPORATE OFFICER

 Chairperson

 Corporate Officer



REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE
DISTRICT 69 RECREATION COMMISSION REGULAR MEETING
HELD ON THURSDAY, JUNE 20, 2013 AT 2:00pm
AT OCEANSIDE PLACE – MULTI-PURPOSE ROOM

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

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

CALL TO ORDER

Chair Tanner called the meeting to order at 2:01

PRESENTATION

K. Valade – Youth Strategic Plan Year 2 (2012) Review & Future Workplan.

Ms. Valade gave a review of the Youth Strategic Plan Year 2 and the accomplishments of the youth, partnerships and the community. As well, she explained next steps in Year 3 of the Youth Strategic plan.

MINUTES

MOVED Commissioner Veenhof, SECONDED Commissioner Stanhope that the Minutes of the Regular District 69 Recreation Commission meeting May 16, 2013 be received.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner Veenhof, SECONDED Commissioner Wiebe that the following correspondence be received:

J. Hill, RDN to D. Edgeley, RE: Appointment to the District 69 Recreation Commission

CARRIED

UNFINISHED BUSINESS

Track and Field Sports Complex Update – Information exchange with invited guest - Oceanside Track and Field Club Representative .

The Commission discussed with K. Longmuir, the Oceanside Track and Field Club Representative, the track

size and surface preferences for the club and the uses for the community and schools.

- Track would be used by all levels of the community
- Current safety issues with the condition of the existing track due to uneven wear, weeds, ruts, etc.
- Club currently takes athletes to Nanaimo track when required, especially for sprint training
- Changing the existing configuration of the track likely would not be welcomed by school as more lanes means losing space on north field
- Good relationship with school. Lack of maintenance a concern but club realizes SD69 has no money or limited funds for work. Have to work around other field uses
- Peter Morrison mentioned a tire stewardship grant program that might be relevant for access to recycled tires as surface. Suitability would need to be confirmed
- Facility on school property scheduling a problem, other events plus promoting day use of a new or improved facility on school property would run into scheduling problems while school in session
- Club not interested in moving to KSS or an asphalt track of any kind. All their throwing and field events established with space at BSS along with storage. These items would need to be moved. No room at KSS.
- Rubber track the best, proper cinder would be ok. Proper cinder very hard/expensive to get. Alberta may be closest source for proper cinder. Last time cinder was used after a few rains and wind, new cinder eroded and blew away. Rubber offers accessibility which may make it eligible for grant funding.
- No space at BSS for 8 lanes
- Club would be happy with 2-3 lanes, 6 ideal for them. 8 needed for events.
- In other communities that have a facility suitable for meets, they host meets as a fundraiser.
- May be possible to get 2-3 lanes in now, consideration for 6 lanes for 100 metre

REPORTS

Monthly Update – Oceanside Place – May 2013

Mr. Banman updated the Commission with a summary of the Oceanside Place report.

Monthly Update – Ravensong Aquatic Centre – May 2013

Mr. Banman updated the Commission with a summary of the Ravensong report.

Monthly Update – Northern Recreation Program Services – May 2013

Mr. Banman updated the Commission with a summary of the Northern Recreation Program Services report.

Monthly Update of Community and Regional Parks and Trails Projects May 013.

Mr. Osborne updated the Commission with a summary of the Community and Regional Parks and Trails Projects in District 69.

MOVED Commissioner Stanhope, SECONDED Commissioner Morrison that the functions reports be received.

CARRIED

Family Day Services OP/RAC Report

MOVED Commissioner Morrison, SECONDED Commissioner Wiebe That Ravensong Aquatic Centre and Oceanside Place be opened for four hours each at offsetting times on Family Day holidays at the special admission rates of \$1.50 child/student, \$3.00 Adult/Senior and free admission for families and that staff pursue sponsorship opportunities for both facilities that will reduce operating expenses for the day.

CARRIED

D69 Sport Field and Facility Agency Agreements Report

The Commission discussed the report information. Mr. Osborne clarified and explained the changes made at the Board and questions from the Commissioners.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

MOVED Commissioner Veenhof, SECONDED Commissioner Edgeley, that the topic of Multiplex and Ballenas track be separated and have staff report back about the options and costs for Ballenas track resurfacing.

CARRIED

NEW BUSINESS

BC Government Executive Council – Potential Correspondence

MOVED Commissioner Stanhope, SECONDED Commissioner Morrison that a letter be written on behalf of the Board to MLA Stillwell and provincial Minister Offices relevant to sport and health extending the opportunity to become familiar with the local sport and health initiatives taking place within District 69.

CARRIED

Electronic Agenda Distribution

The Commission agreed to start receiving agenda's via a PDF email and receive a hard copy of the agenda upon arrival at the meetings to save on courier costs.

COMMISSIONER ROUNDTABLE

Commissioner Milligan – Invited Commissioners to the School Board meeting where they would be discussing the D69 Sport Field and Facility Agency Agreement.

Commissioner Leontowich – Blue Grass Festival in Qualicum Bay - Friday, Saturday and Sunday of next week 28-30th.

Commissioner Wiebe – New Nanoose Fire Dept Open House this weekend. Fish Bake on Sunday at the library for donations to the Food Bank. Water treatment plant Open house across from the firehall the same day.

Commissioner Edgeley – A message from M. Sims that 200 people attended Arrowsmith Annual Potluck. A Box Social at the Coombs Fairground Sunday July 7th. The 2nd Annual Sp-Arts summer camp, July 15th-19th at the Coombs Fairgrounds.

Commissioner Tanner - Impressed at the usage of the Parksville Links bicycle path on Lee Rd.

ADJOURNMENT

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison to adjourn the meeting at 3:50pm.

CARRIED

Chair



RDN REPORT	
CAO APPROVAL	
EAP	
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JUN 13 2013	
RHD	
BOARD	
D69 Rec	

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: June 13, 2013

FROM: Dean Banman
Manager of Recreation Services

FILE:

SUBJECT: Opening Ravensong Aquatic Centre and Oceanside Place on the Family Day Statutory Holiday

PURPOSE

To provide the Board information on opening the Ravensong Aquatic Centre and Oceanside Place on statutory holidays, specifically Family Day.

BACKGROUND

In October of 2011 the provincial government announced that a new statutory provincial holiday would be observed beginning in February of 2013. It was announced in May of 2012 that Family Day would be observed on the second Monday in February each year, starting February 11, 2013.

Due to additional staffing expenses associated with opening on statutory holidays, the current practice in place since 2003 is for RDN recreation facilities (Ravensong Aquatic Centre and Oceanside Place) to be closed on statutory holidays. This practice was followed for the 2013 Family Day. After concerns from the public and elected officials that neither facility was open, the Regional Board passed the following resolution at the March 26, 2013 meeting as recommended by the District 69 Recreation Commission:

That staff prepare a report on the cost implications of opening Ravensong Aquatic Centre and Oceanside Place on Family Day and to review options to offset any increased costs including sourcing grants or sponsorships, limiting facility operational hours and adjusting user fees.

While a common requirement of Union Collective Agreements is to pay double time wages on statutory holidays, approximately seven municipalities throughout BC were provided provincial grants that reduced or eliminated the additional costs these organizations would have incurred in the opening of facilities or providing community recreation events on British Columbia's first Family Day.

Specifically the City of Nanaimo received \$8,000 in funding that allowed them to open both the Nanaimo Aquatic Centre and the Nanaimo Ice Centre with free admissions to both ice skating and swimming from 12:00 pm - 5:00 pm. RDN staff are currently not aware of any future grants of similar nature or if the provincial government will provide in 2014 the same communities or a different group of communities direct financial support as they did in 2013.

RDN operated recreation facilities do occasionally open on a statutory holiday when individuals or organizations wish to privately rent the facilities. More frequently this occurs at Oceanside Place when a long weekend hockey tournament is taking place. On these occasions users may be charged additional

fees to cover the extra costs associated with statutory holiday operations. When there is an opportunity during these private rentals the RDN does attempt to leverage the opening by adding public events (Remembrance Day and Boxing Day) when possible.

ALTERNATIVES

1. To open both Ravensong Aquatic Centre and Oceanside Place for a reduced schedule on the Family Day statutory holiday at a special discounted admission rates.
2. To open both Ravensong Aquatic Centre and Oceanside Place for a reduced schedule on the Family Day statutory holiday with free admissions to families.
3. To open both Ravensong Aquatic Centre and Oceanside Place for a reduced schedule on the Family Day statutory holiday at regular admission rates.
4. To open both Ravensong Aquatic Centre and Oceanside Place for a reduced schedule on the Family Day statutory holiday at higher than regular admission rates to offset increased statutory holiday expenses.
5. To continue to open RDN recreation facilities on statutory holidays only when other private rentals or special events are planned and scheduled.
6. Provide staff with an alternative direction.

FINANCIAL IMPLICATIONS

Both the Ravensong Aquatic Centre and Oceanside Place are operated on a continuous basis over a 24 hour period. Other than staff wages, the majority of operating costs occur seven days a week, 24 hours a day regardless of public use.

When public demand decreases for longer periods of time based on the season, the hours of operation are changed (ice is removed, annual maintenance occurs, office hours are reduced) to lower operating costs. Savings are seen in the areas of utilities such as electricity, natural gas and water usage. These facility based operational costs are negligible when considered for a short period of time and are not significant factors in the consideration to open the facilities on Family Day.

In the past both facilities have partnered with organizations in the hosting/sponsorship of a swim or skating session. In return for a specified amount of advertising and public awareness, a community group or business will host free admissions for swimming and skating along with possibly free skate rentals.

When hosting or sponsoring free admissions the business or organization pays the RDN a predetermined amount that is based on either anticipated lost revenue or costs incurred to staff the session(s). The most regular occurrence of such an event is the Parksville Lions and Save On Foods Free Family Skate on Sundays in the Fall / Winter Season from 12:15 pm to 1:45 pm. This is a regular event held September through to March that attracts an average attendance of 185. Prior to this session being free of charge the average paid attendance at that time was 25. The cost per session to the sponsor of this event is \$200. Other examples include Coastal Community Credit Union Skate and Qualicum Beach Family Day Free Swim sponsored by Qualicum Beach Royal Bank. Seventy-two individuals attended this recent free event which cost the sponsor \$400.

The existing union contract calls for all bargaining unit employees working on statutory holidays be paid double time. Minimum shifts are required to be 4 hours and staff are entitled to an additional working day off with pay. With the inclusion of Family Day, there are now twelve recognized statutory holidays in the RDN's Collective Agreement with CUPE 401.

Table 1 provides a breakdown of staff costing for the operation of Ravensong Aquatic Centre and Oceanside Place during two possible scenarios related to Family Day or statutory holiday opening. It is important to note that currently on all statutory holidays one maintenance staff person at both Oceanside Place and Ravensong Aquatic Centre are required to work a four hour shift. This shift is required to manually check the larger operating systems (boilers, ice plant, HVAC, circulating pumps, building security, etc.) at both facilities and is in accordance with the existing collective agreement for a four hour minimum shift(s). In the table below the wages for maintenance to work these four hour shifts have not been included. The hours within the table included for maintenance are the additional costs associated with opening to the public on a statutory holiday. The four and six hour openings referred to in Table 1 speak to the hours actually open to the public. Some staff hours amounting to more than four or six hours would be required to prepare the facility for opening as well as clean and secure the facility after closing. In contrast some staff (Reception) may not be required through the entire opening and would start prior to opening and may leave prior to the end of the session.

TABLE 1- SIX AND FOUR HOUR STAFFING FOR STATUTORY HOLIDAY OPENINGS RAVENSONG AQUATIC CENTRE & OCEANSIDE PLACE

Ravensong Aquatic Centre				OCEANSIDE PLACE			
Open for 6 hours	Wage	Hours	TOTAL WAGE	Open for 6 hours	Wage	Hours	TOTAL WAGE
Employee			and BENEFITS	Employee			and BENEFITS
Team Leader	27.18	7	\$456.62	Skate Session Leader 1	16.96	6.5	\$256.44
Guard 1	22.28	5	\$267.36	Skate Session Leader 2	16.96	6	\$227.94
Guard 2	22.28	5	\$267.36	Skate Session Leader 3	16.96	6	\$227.94
Guard 3	22.28	4	\$213.89	Maintenance	26.46	5	\$436.06
Maintenance	26.46	4	\$313.02	Reception	25.77	6	\$342.23
Reception	25.77	5	\$309.24				
Total wages and benefits for 6 hour opening			\$1,827.49	Total wages and benefits for 6 hour opening			\$1,490.61
Open for 4 hours	Wage	Hours	TOTAL WAGE	Open for 4 hours	Wage	Hours	TOTAL WAGE
Employee			and BENEFITS	Employee			and BENEFITS
Team Leader	27.18	5	\$326.16	Skate Session Leader 1	16.96	5	\$189.95
Guard 1	22.28	4	\$213.89	Skate Session Leader 2	16.96	4	\$151.96
Guard 2	22.28	4	\$213.89	Skate Session Leader 3	16.96	4	\$151.96
Guard 3	22.28	4	\$213.89	Maintenance	26.46	3	\$309.05
Maintenance	26.46	5	\$317.52	Reception	25.77	5	\$280.38
Reception	25.77	4	\$247.39				
Total wages and benefits for 4 hour opening			\$1,532.74	Total wages and benefits for 4 hour opening			\$1,083.31

Opening four or six hours on the statutory holiday compared to four or six hours on a non-statutory day incurs an increase cost of between 55% and 60%. The additional expenses for opening on a statutory holiday are quite fixed so viable options to eliminate or reduce the level of tax subsidization would be to; increase the price of admission, locate and secure an event sponsor, and minimize operating costs by reducing hours of operation or a combination of. Existing levels of sponsorship for similar events are between \$200 - \$400 and based on discussion held with current sponsors it is unlikely a sponsor would be willing to contribute more than this amount for an event occurring on a statutory holiday.

Typically sponsorship provides a guaranteed amount of revenue. The public is admitted for free or in theory paid for by the sponsor. Staff feel that to charge regular or increased admissions at an event that has a sponsor would not be successful. This would remove the goodwill the sponsor wishes to create with the public by offering a free or discounted event and would not be seen as attractive by the public.

As noted above, staff have approached some organizations on their interest in sponsoring a family type of event on Family Day in the facilities. These inquiries have been met with interest in sponsoring being at existing levels of \$200-\$400. There has been no interest to date from possible sponsors to contribute more than this amount to any event.

Although the costs of opening on a Family Day can be accurately calculated, projecting the revenue is more problematic and will depend on the securing of sponsorship, the admissions rates, if any, that are charged and the volume of admissions sold. The maximum cost would be the amounts shown in Table 1 and would decline if sponsorship is secured and admissions of any amount are charged.

SUSTAINABILITY / CITIZEN IMPLICATIONS

Offering opportunities for families to participate as a unit in events that promote healthy living and connections with their community are critical to a healthy and productive family unit and community. Throughout the year the Recreation and Parks Department, along with other local community groups host a variety of events that benefit the community by bringing residents together. The addition of a statutory holiday event specifically meant to celebrate families and encourage them to further strengthen their connection fits well with the Department's philosophy. Although the opening of a facility and the need for RDN staff to work does limit those individuals opportunity to enjoy the holiday with their own families, the financial compensation and additional time off is considered to be fair compensation.

SUMMARY

Due to additional staffing expenses (Table 1) associated with opening on statutory holidays, current practice for the last ten years is for RDN recreation facilities to be closed on statutory holidays. This practice was followed for the 2013 Family Day. After concerns from the public and elected officials that neither facility was open, the District 69 Recreation Commission and Regional Board requested staff to look into the possibility of opening both the Ravensong Aquatic Centre and Oceanside Place on future Family Days. Reducing the hours of operation, finding an event sponsor and the possibility of charging higher admissions were to be considered by staff in helping reduce or eliminate the additional costs associated in opening on a statutory holiday.

Opening Ravensong Aquatic Centre on a reduce schedule of four or six hours on a Family Day would cost \$817 (6hr.) and \$716 (4hr.) more than the same hours of operation on a non-statutory day. The additional costs for Oceanside Place under the same premises would be \$854 (6hr.) and \$434 (4hr.). Staff have had some interest in local sponsorship for a Family Day event that would contribute between \$400 and \$200. It is likely this sponsorship would wish to have free admissions and/or discounted rates to the event.

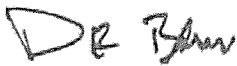
With the holiday specific for the celebration of the family, free admissions to families should be considered with discounted rates to those wishing to attend but not part of a family unit. This combination of free admissions and discounted rates would provide a balance of offering a low cost

community event with the additional costs associated with operating the facilities on a statutory holiday. Sponsorship opportunities with local businesses and organizations should also be further explored to further reduce expenses and if possible, offer free admissions to all.

With Family Day being a truly new holiday with no existing preconceived traditions or existing commitments there is an opportunity to promote a day truly set aside for families to not only spend time together but also engage in active healthy lifestyle pursuits within their community.

RECOMMENDATION

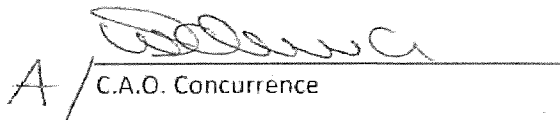
That Ravensong Aquatic Centre and Oceanside Place be opened for four hours each at offsetting times on Family Day holidays at the special admission rates of \$1.50 child/student, \$3.00 Adult/Senior and free admission for families and that staff pursue sponsorship opportunities for both facilities that will reduce operating expenses for the day.



Report Writer



General Manager Concurrence



A / _____
C.A.O. Concurrence

June 19, 2013

To: All LCLB staff
All Licensed Stadiums
All Industry Associations
All Local Government, First Nations, and Police Agencies

Re: Allowing Plastic Bottles in Stadiums

The purpose of this policy directive is to announce a change in policy allowing the sale of beer, cider and coolers from plastic bottles in stadiums.

BACKGROUND

The sale and service of beer, cider and coolers is already permitted in the stands of stadiums with authorization of the general manager. To serve or sell liquor in stadium seating, the stadium must have prior written permission from the event organizers, serve all liquor in plastic, paper or other disposable containers (unless otherwise authorized by the general manager) and set aside a reasonable amount of the stadium's tiered seating where liquor is not allowed. Up to this time bottle service has not been permitted over fear that bottles may be used as projectiles, creating a public safety risk.

POLICY

Effective immediately, the Liquor Primary Terms and Conditions guide has been amended to allow beer, cider or coolers to be served in plastic bottles in stadium seating. To address the concern of bottles being used as projectiles, plastic bottles must be uncapped at the time of service. Current serving size rules remain in place: stadiums may serve a maximum of two standard-sized or one large-sized (up to 24 oz or 680 ml) bottle of beer, cider or cooler to a single patron at one time.

FURTHER INFORMATION

Further information regarding liquor control and licensing in British Columbia is available on the Liquor Control and Licensing Branch website at www.pssg.gov.bc.ca/lclb. If you have any questions regarding this change, please contact the Liquor Control and Licensing Branch toll free in Canada at 1-866-209-2111 or 250-952-5787 if calling from the Victoria area.

Original signed by:

Karen Ayers
Assistant Deputy Minister and General Manager