

REGIONAL DISTRICT OF NANAIMO

**REGULAR BOARD MEETING
TUESDAY, JULY 23, 2013
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
 - 10 **Pat Kucey**, re Bylaws No. 813.51, 889.65, 1686, and 1687 – Hawthorne Rise Sanitary Sewer Capital Financing Service Establishing Bylaw, and Loan Authorization Bylaw.
 - 11 **Dianne Eddy**, re RGS Amendment No. 2011-060 – Baynes Sound Investments Ltd.
- 3. BOARD MINUTES**
 - 12-25 Minutes of the Regular Board meeting held Tuesday, June 25, 2013 (All Directors – One Vote).
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**
 - 26-28 **Julian C. Paine, and Gary Maclsaac, UBCM Green Communities Committee**, re Achievement of Carbon Neutrality for the 2012 Reporting Year (All Directors – One Vote).
 - 29 **Trudy Coates, Town of Qualicum Beach**, re Island Corridor Foundation Rail Passenger Service Funding and Corridor Use (All Directors – One Vote).
 - 30 **Coralee Oakes, Minister of Community, Sport and Cultural Development**, re Strategic Community Investment Fund Program 2013 Funding (All Directors – One Vote).
 - 31 **Patricia Grand**, re Resignation from the position of Alternate Director, Electoral Area 'A' (All Directors – One Vote).
- 6. UNFINISHED BUSINESS**
- 7. STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS**

7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

32-34 Minutes of the Electoral Area Planning Committee meeting held Tuesday, July 9, 2013 (for information) (All Directors – One Vote).

COMMUNICATIONS/CORRESPONDENCE

David Patterson, Fairwinds Community Association, re Lakes District and Schooner Cove Zoning Amendment Application Updates (All Directors – One Vote).

That the correspondence from David Patterson, re Lakes District and Schooner Cove Zoning Amendment Application Updates be received for information.

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. PL2013-049 and Request for Frontage Relaxation and Acceptance of Cash-in-Lieu of Park Land Dedication – 0960404 BC Ltd. – 743 Drew Road, Electoral Area ‘G’ (Electoral Area Directors, except EA ‘B’ – One Vote).

- 1. That Development Permit No. PL2013-049 in conjunction with a proposed eight lot subdivision be approved subject to the conditions outlined in Attachment 3, be approved.*
- 2. That the request to relax the minimum 10% perimeter frontage requirement for proposed lots 3, 4, 5, 6 and 7 in conjunction with Subdivision Application No. PL2013-043, be approved.*
- 3. That the request to pay 5% cash-in-lieu of park land in conjunction with Subdivision Application No. PL2013-043, be accepted.*
- 4. That the Board accept the applicant's voluntary donation of \$14,000 towards the construction of Stanhope Trail and/or park related improvements to existing parks near the subject property.*

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variance Application No. PL2013-045 – Chevron Canada Ltd. – 1660 Island Highway East, Electoral Area ‘E’ (Electoral Area Directors, except EA ‘B’ – One Vote).

That Development Permit with Variance Application No. PL2013-045 to permit additional signage on the subject property be denied with recommendation that the applicant submit a revised application that complies with the development permit guidelines.

OTHER

Lakes District and Schooner Cove Zoning Amendment Application Updates
(Electoral Area Directors, except EA 'B' – One Vote).

1. *That the Board receive this report for information.*
2. *That the Board send correspondence to the property owner expressing support in principle of implementation of the Neighborhood Plans policies through the proposed zoning amendments, and a commitment to finalize application review and presentation of bylaws to the Board for consideration in a timely manner.*

7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

35-40 Minutes of the Committee of the Whole meeting held Tuesday, July 9, 2013 (for information) (All Directors – One Vote).

COMMUNICATION/CORRESPONDENCE

Premier Christy Clark, re meetings with the Premier at the 2013 UBCM convention
(All Directors – One Vote).

That the correspondence from Premier Christy Clark regarding meetings with the Premier at the 2013 UBCM convention, be received.

G.M. Odsen, Greyhound Canada, re Removal of Route Point (All Directors – One Vote).

That the correspondence from G.M. Odsen, Greyhound Canada, regarding the Removal of Route Point, be received.

Jim and Eva Manly, re Metro Vancouver Waste-to-Energy Site Identification (All Directors – One Vote).

That the correspondence from Jim and Eva Manly, regarding the Metro Vancouver Waste-to-Energy Site Identification, be received.

Kris King, City of Nanaimo, re Municipal Security Issuing Resolution – Water Treatment Plant (All Directors – One Vote).

That the correspondence from Kris King, City of Nanaimo, regarding Municipal Security Issuing Resolution – Water Treatment Plant, be received.

Coralee Oakes, Minister of Community, Sport and Cultural Development, re Meetings with the Minister at the 2013 UBCM Convention (All Directors – One Vote).

That the correspondence from Coralee Oakes, Minister of Community, Sport and Cultural Development, regarding meetings with the Minister at the 2013 UBCM Convention, be received.

Dianne Eddy, re OCP Application No. 2011-060 – Baynes Sound Investments – Electoral Area 'H' (All Directors – One Vote).

That the correspondence from Dianne Eddy; including a number of petitions regarding Official Community Plan Application No. 2011-060, be received.

CORPORATE SERVICES

ADMINISTRATION

41-44

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

(All Directors – Weighted Vote)

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.

(All Directors – Weighted Vote / 2/3 Weighted)

1. *That the "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1688, 2013" be introduced and read three times.*
2. *That "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1688, 2013", be adopted.*

FINANCIAL SERVICES

45

Bylaw No. 1685 – Alberni-Clayoquot Regional District – 2014 Permissive Tax Exemption (All Directors – Weighted Vote / 2/3 Weighted).

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.*

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

District of Lantzville Official Community Plan Regional Context Statement (All Directors – One Vote).

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

Consultation Plan – RGS Amendment PL2011-060 – Baynes Sound Investments Ltd. (All Directors – One Vote).

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

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER SERVICES

Wastewater Services 2013 Open House Summary (All Directors – One Vote).

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

Liquid Waste Management Plan Amendment – Consultation Plan Update (All Directors – One Vote).

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

Greater Nanaimo Pollution Control Outfall Replacement Strategy (Nanaimo, Lantzville, Electoral Area 'C' – Weighted Vote).

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.

UTILITIES

46-54

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

(All Directors – One Vote)

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.

(All Directors – Weighted Vote)

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.

(All Directors – One Vote)

That Regional District of Nanaimo "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.51, 2013", be introduced and read three times.

That "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.65, 2013", be introduced and read three times.

TRANSPORTATION AND SOLID WASTE

SOLID WASTE SERVICES

Waste-To-Energy Meeting with Metro Vancouver Staff (All Directors – One Vote).

- 1. That the report on the staff meeting with Metro Vancouver regarding Metro Vancouver's process for developing a waste-to-energy facility, be received.*
- 2. That the Board direct staff to advise Metro Vancouver that the RDN does not support a waste-to-energy facility within the boundaries of the RDN.*

COMMISSION, ADVISORY & SELECT COMMITTEE MINUTES AND RECOMMENDATIONS

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

That the minutes of the District 69 Recreation Commission meeting held Thursday, June 20, 2013, be adopted.

Family Day Services OP/RAC Report (Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G,' 'H' – Weighted Vote).

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 \$2.50 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 (All Directors – One Vote).

That the topic of Multiplex 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 (All Directors – One Vote).

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.

BOARD INFORMATION (All Directors – One Vote).

That Board Information items for June - July 2013, be received for information.

7.4 SCHEDULED ADVISORY AND SELECT COMMITTEES

Sustainability Select Committee

55-57 Minutes of the Sustainability Committee meeting held Wednesday, July 9, 2013 (for information) (All Directors – One Vote).

58-60 **Water Budget Reports – Phase One, Gabriola, DeCoursey, & Mudge Islands and Vancouver Island Portion of the Regional District** (All Directors – One Vote).

- 1. That the Vancouver Island and Gabriola, Decoursey & Mudge Islands Water Budget Project (Phase One) reports be received.*
- 2. That staff be directed to develop an implementation plan based on the findings of the reports as part of the 2014 budget deliberations.*
- 3. That staff be directed to provide a presentation to Board members on both Water Budget reports.*

61-63 **LEED Certification - RDN Administration and Transit Administration Expansion Project** (All Directors – One Vote).

That the Board not approve the release of additional funding toward LEED Silver certification for the RDN Administration and Transit Administration buildings.

64-66 **Release of Corporate Climate Action Reserve Funds – 2013** (All Directors – Weighted Vote).

1. *That the Board approve the release of \$45,000 from the Corporate Climate Action Reserve Fund for investment in high efficiency LED lighting for the Oceanside Place Arena.*

2. *That the Board approve the release of \$25,000 from the Corporate Climate Action Reserve Fund for investment in two high efficiency condensing boilers at the Ravensong Aquatic Centre.*

3. *That the Board approve the release of \$20,000 from the Corporate Climate Action Reserve Fund for investment in efficiency related upgrades to Kennedy Hall at Moorecroft Regional Park.*

67-70 **Green Building Incentive Program Extension – 2013** (All Directors – Weighted Vote).

That the Board approve the release of up to \$15,000 from the Regional Sustainability Initiatives Reserve Fund to extend the Green Building Incentive Program for 2013.

71-72 **Green Building Incentive Program - Quarterly Update – staff to provide a presentation** (All Directors – One Vote).

That the 2013 Green Building Incentive Program Quarterly Update be received.

8. ADMINISTRATOR’S REPORTS

73-165 **Cedar Main Street Village Plan – Bylaw No. 1620.01, 2013** (All Directors – One Vote).

166-168 **Wembley Mall, Parksville, BC – Parksville Properties Corp. and Regional District of Nanaimo Review of Easements** (Parksville, Qualicum Beach, Electoral Areas ‘E’, ‘F’, ‘G,’ ‘H’ – Weighted Vote).

169-174 **Packaging and Printed Paper – Curbside Collection Financial Incentive Report – staff to provide a presentation** (All Directors – One Vote).

9. ADDENDUM

10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

11. NEW BUSINESS

Electoral Area 'A' Local Governance Restructure Study — *At the July 9, 2013 Committee of the Whole meeting Director McPherson advised that he would be bringing forward the following motions for consideration at the July 23, 2013 Board meeting (All Directors — One Vote):*

- 1. That the Regional District of Nanaimo supports the Electoral Area 'A' desire to have a local governance restructure study completed in respect of the Electoral Area and requests that the Province of B.C. provide the staff support and/or funding necessary to enable such a study to be undertaken and;*
- 2. That Staff be directed to forward correspondence to the Local Government Structure Branch of the Ministry of Community, Sport and Cultural Development communicating the Board's support for a restructure study for incorporation in Electoral Area 'A' and the request for funding / provincial resourcing for the study.*

12. BOARD INFORMATION

13. IN CAMERA

That pursuant to Sections 90 (1) (e), and (f) of the Community Charter the Board proceed to an In Camera meeting for discussions related to land acquisition and law enforcement.

14. ADJOURNMENT

From: pat kucey
Sent: Thursday, July 11, 2013 11:54 AM
To: corpsrv
Subject: hawthorne rise sanitary sewer

I wish to briefly address the Board on July 23, 2013 in support of the construction of a sanitary sewer for the residents of Hawthorne Rise in 2013 .

Thank you
Pat Kucey

From: Dianne Eddy
Sent: Wednesday, July 17, 2013 4:14 PM
To: O'Halloran, Matt
Subject: RE: July 9th RDN COW meeting and July 23 Regular Board

Hi Matt,

I have just had a meeting with a number of members of the community and other representatives. There are several concerns regarding the consultation plan for the RVC. We have just received additional information that needs to be addressed. Since the consultation process begins immediately my topic will be the consultation plan for the RVC rather than the watershed report. If you could make that change I would appreciate it.

I may not need Power Point to make my points. I'll let you know by Friday.

Thanks for your help.
Dianne Eddy
Mapleguard Ratepayers' Association

From: Dianne Eddy
Sent: Thursday, June 20, 2013 11:09 PM
To: O'Halloran, Matt
Subject: RE: July 9th RDN COW meeting and July 23 Regular Board

Matt,

Please register me as a delegation for the RDN July 9th COW and July 23 Regular Board meetings. Please send confirmation of registration.

Topics will follow as I get more communications from staff and area residents but it will centre on the BSI application. More area business people are making it known they are not happy with this application. I can't believe that there have been no public meetings on this for residents to ask questions.

As for the June 25th Board meeting I will be sending the Power Point to you next week, probably Tuesday morning. Making points on the financial/sustainable issues of having 2 "village centres" within 4 km has many ramifications. I am not sure of the maximum file size I can send to you, but I will get it to you. I may have to break it into 2 files as there are pictures, graphs and maps included that make it larger than 10MB.

Thanks.
Dianne Eddy
Mapleguard Ratepayers' Association

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR BOARD MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JUNE 25, 2013 AT 7:00 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
Director G. Anderson	City of Nanaimo
Alternate	
Director B. McKay	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Regrets:

Director B. Bestwick	City of Nanaimo
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Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
J. Harrison	Director of Corporate Services
T. Moore	Mgr. Accounting Services
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 Services
J. Hill	Mgr. Administrative Services
N. Tonn	Recording Secretary
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order and welcomed Director McKay to the meeting.

DELEGATIONS

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

Dianne Eddy spoke in opposition to Official Community Plan Application No. 2011 – 060 and provided an update report on the communities of Bowser and Deep Bay.

Kathryn Seymour, re Odors from licensed production of medical marihuana.

Ms. Seymour raised her concerns regarding the odors produced by legal marihuana grow operations in her residential neighbourhood and requested changes be made to Bylaw No. 500 to address this issue.

Sgt. Sheryl Armstrong and Erin Pollock, RCMP, re Nanaimo RCMP Victim Services Program.

Sgt. Armstrong and Ms. Pollock provided a short history and statistics regarding the Nanaimo RCMP Victim Services Program and requested that the Board consider further financial assistance with the program.

Peter Wilk, re Metro Vancouver Waste-to Energy Site Identification.

Mr. Wilk raised concerns regarding Waste-to-Energy site incinerators, citing a number of reports published on the subject.

Ian MacDonell, re OCP Application No. 2011-060 – Baynes Sound Investments – Electoral Area ‘H’ and recent comments by RDN Directors.

Mr. MacDonell provided a slide presentation, speaking in opposition to Official Community Plan Application No. 2011 – 060.

Late Delegations

MOVED Director Kipp, SECONDED Director Lefebvre, that late delegations be permitted to address the Board.

EnidMary Sangster-Kelly, re Metro Vancouver Waste-to-Energy Site Identification.

Ms. Sangster-Kelly spoke in opposition to a Waste-to-Energy site on Vancouver Island.

Brian Sangster-Kelly, re Metro Vancouver Waste-to-Energy Site Identification.

Mr. Sangster-Kelly spoke to the long-term ramifications of placing a Waste-to-Energy site in the area.

BOARD MINUTES

Minutes of the Regular Board meeting held Tuesday, May 28, 2013.

13-433 MOVED Director Holme, SECONDED Director Ruttan, that the minutes of the Regular Board meeting held on Tuesday, May 28, 2013, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Don Fast, Ministry of Community, Sport and Cultural Development, re Intergovernmental Advisory Committee.

- 13-434 MOVED Director Johnstone, SECONDED Director Brennan, that the correspondence from Don Fast, Ministry of Community, Sport and Cultural Development, re Intergovernmental Advisory Committee be received.

CARRIED

Dr. I.K. Birtwell, re Seaweed Harvesting on the East Coast of Vancouver Island.

- 13-435 MOVED Director Johnstone, SECONDED Director Brennan, that the correspondence from Dr. I.K. Birtwell, regarding the commercial harvesting of seaweed in the area of Deep Bay/Bowser be received.

CARRIED

UNFINISHED BUSINESS

BYLAW ADOPTION

Director Veenhof left the meeting citing a possible conflict of interest with the next agenda item.

Zoning Amendment Application No. PL2012-123 – Bylaw 500.383 – Pilcher / Christensen / Masson – 27155 Turnbull Road, Electoral Area ‘H’.

- 13-436 MOVED Director Holme, SECONDED Director Fell, that the report of the Public Hearing held on June 10, 2013 on “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.383, 2013” be received.

CARRIED

- 13-437 MOVED Director Holme, SECONDED Director Fell, that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.383, 2013” be read a third time.

CARRIED

- 13-438 MOVED Director Holme, SECONDED Director Fell, that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.383” be adopted.

CARRIED

Director Veenhof returned to the meeting.

Bylaw 975.58 – Pump & Haul Bylaw Amendment to Include Lot 18, District Lot 78, Nanoose District, Plan 19688 (Electoral Area ‘E’).

- 13-439 MOVED Director Holme, SECONDED Ruttan, that “Regional District of Nanaimo Pump and Haul Local Service Amendment Bylaw No. 975.58, 2013” be adopted.

CARRIED

Bylaw No. 975.59 – Pump and Haul Bylaw Amendment – 610 Gallagher Way, Gabriola Island, Electoral Area ‘B’.

- 13-440 MOVED Director Houle, SECONDED Veenhof, that “Regional District of Nanaimo Pump and Haul Local Service Amendment Bylaw No. 975.59, 2013” be adopted.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES & RECOMMENDATIONS

ELECTORAL AREA PLANNING STANDING COMMITTEE

Minutes of the Electoral Area Planning Committee Meeting held Tuesday, June 11, 2013.

- 13-441 MOVED Holme, SECONDED Director McPherson, that the minutes of the Electoral Area Planning Committee meeting held Tuesday, June 11, 2013 be received for information.

CARRIED

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. PL2013-046 – Field – Electoral Area ‘G’.

- 13-442 MOVED Director Holme, SECONDED Director Fell, that Development Permit Application No. PL2013-046 to permit the construction of a dwelling unit and garage be approved, subject to the conditions outlined in Attachments 2 - 4.

CARRIED

Development Permit Application No. PL2013-048 – Branch – 3885 & 3889 Bovanis Road, Electoral Area ‘H’.

- 13-443 MOVED Director Veenhof, SECONDED Director Young, that Development Permit Application No. PL2013-048 to permit the construction of a dwelling unit be approved, subject to the conditions outlined in Attachments 2 - 4.

CARRIED

Development Permit Application No. PL2013-055 – Holyk – 6615 Island Highway West, Electoral Area ‘H’.

- 13-444 MOVED Director Veenhof, SECONDED Director Young, that Development Permit Application No. PL2013-055 to permit the construction of an accessory building be approved subject to the conditions outlined in Attachments 2 - 4.

CARRIED

OTHER

Request to Relax the Minimum 10% Perimeter Frontage Requirement & Request for Acceptance of Park Land Dedication No. PL2013- 018 – Fern Road Consulting Ltd., on behalf of 0928323 B.C. Ltd. & Pland Land Corp. – 691 Wembley Road, Electoral Area “G”.

- 13-445 MOVED Director Holme, SECONDED Director Young, that the request to relax the minimum 10% perimeter frontage requirement for proposed Lots 5, 6 and 8, be approved.

CARRIED

- 13-446 MOVED Director Holme, SECONDED Director Young, that the request to accept the dedication of park land, as outlined in Attachment 2, be accepted.

CARRIED

COMMITTEE OF THE WHOLE STANDING COMMITTEE

Minutes of the Committee of the Whole meeting held Tuesday, June 11, 2013.

- 13-447 MOVED Director Johnstone, SECONDED Director Lefebvre, that the minutes of the Committee of the Whole meeting held Tuesday, June 11, 2013 be received for information.

CARRIED

COMMUNICATION/CORRESPONDENCE

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

- 13-448 MOVED Director McPherson, SECONDED Director Brennan, that the correspondence from Dianne Eddy, including a number of petitions regarding Official Community Plan Application No. 2011-060, be received.

CARRIED

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

- 13-449 MOVED Director McPherson, SECONDED Director Brennan, that the correspondence from Ian MacDonell, 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.

- 13-450 MOVED Director McPherson, SECONDED Director Brennan, 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.

- 13-451 MOVED Director McPherson, SECONDED Director Brennan, 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.

- 13-452 MOVED Director McPherson, SECONDED Director Brennan, that the correspondence from 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”.

- 13-453 MOVED Director McPherson, SECONDED Director Brennan, 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”.

- 13-454 MOVED Director McPherson, SECONDED Director Brennan, 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’.

13-455 MOVED Director Holme, SECONDED Director Dempsey, that “French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.50, 2013” be adopted.

CARRIED

13-456 MOVED Director Holme, SECONDED Director Dempsey, that “Morningstar Streetlighting Local Service Area Boundary Amendment Bylaw No. 869.09, 2013” be adopted.

CARRIED

13-457 MOVED Director Holme, SECONDED Director Dempsey, 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.

13-458 MOVED Director Veenhof, SECONDED Director Lefebvre, 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.

13-459 MOVED Director Lefebvre, SECONDED Director Johnstone, 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.

13-460 MOVED Director Holme, SECONDED Director Johnstone, that this report and the correspondence dated May 7, 2013 from M.J. Gray regarding the Nanoose Fire Protection Society be received for information.

CARRIED

13-461 MOVED Director Holme, SECONDED Director Johnstone, 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.

- 13-462 MOVED Director Brennan, SECONDED Director Ruttan, 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.

- 13-463 MOVED Director Lefebvre, SECONDED Director Veenhof, 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.

- 13-464 MOVED Director Ruttan, SECONDED Director Fell, 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.

- 13-465 MOVED Director Veenhof, SECONDED Director Lefebvre, 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

- 13-466 MOVED Director Veenhof, 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 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

- 13-467 MOVED Director Holme, SECONDED Director Veenhof, 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

PARKS SERVICES

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

- 13-468 MOVED Director Kipp, SECONDED Director Lefebvre, 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

Bear Smart Information Sessions 2013.

- 13-469 MOVED Director Holme, SECONDED Director Brennan, 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.

- 13-470 MOVED Director Holme, SECONDED Director Anderson, 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.

- 13-471 MOVED Director Holme, SECONDED Director Johnstone, 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, Strathcona Regional District and the Regional District of Nanaimo to provide additional detail on their proposed process to increase their WTE capacity.

A recorded vote was requested.

The motion CARRIED with Directors Brennan, Dempsey, Greves, Holme, Houle, Lefebvre, Ruttan, Stanhope, Veenhof and Willie voting in the affirmative, and Directors Anderson, Fell, Johnstone, Kipp, McKay, McPherson and Young voting in the negative.

COMMISSION, ADVISORY & SELECT COMMITTEE MINUTES AND RECOMMENDATIONS

Regional Solid Waste Advisory Committee.

- 13-472 MOVED Director Holme, SECONDED Director Fell, 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.

- 13-473 MOVED Director Veenhof, SECONDED Director Willie, 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.

- 13-474 MOVED Director Veenhof, SECONDED Director Lefebvre, 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

13-475 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.

13-476 MOVED Director Veenhof, SECONDED Director Lefebvre, that the 2013 – 2014 Northern Community Recreation Services Program Fees be approved as provided in Appendix A.

CARRIED

13-477 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

13-478 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.

13-479 MOVED Director Veenhof, 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.

13-480 MOVED Director Young, SECONDED Director Houle, that the minutes of the Grants-in-Aid Advisory Committee meeting held Wednesday, May 22, 2013 be received for information.

CARRIED

13-481 MOVED Director Young, SECONDED Director McPherson, 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

13-482 MOVED Director Young, SECONDED Director Holme, 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.

13-483 MOVED Director Holme, SECONDED Director Fell, 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

SCHEDULED ADVISORY AND SELECT COMMITTEES

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

13-484 MOVED Director Young, SECONDED Director Houle, that the minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, April 22, 2013 be received for information.

CARRIED

Agricultural Advisory Committee.

13-485 MOVED Director Johnstone, SECONDED Director Houle, that the minutes of the Agricultural Advisory Committee meeting held on Friday, May 17, 2013 be received for information.

CARRIED

AAC Resolution to Comment on ALC Applications.

- 13-486 MOVED Director Johnstone, SECONDED Director McPherson, that the Agricultural Area Plan Recommended Implementation Action 1.1A, "consider updating the Agricultural Advisory Committee (AAC) Terms of Reference to allow the AAC to make comments on every application (exclusion, non-farm use, subdivision) that is forwarded to the Agricultural Land Commission (ALC)", be referred to staff for a report on options to proceed; including in those options, the opportunity for optional Area Director comment to be incorporated into the process.

CARRIED

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

- 13-487 MOVED Director Veenhof, SECONDED Director Lefebvre, that minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held Thursday, June 5, 2013 be received for information.

CARRIED

- 13-488 MOVED Director Veenhof, SECONDED Director Lefebvre, that \$6,850 in Electoral Area 'H' Community Parks funding be provided for the Lighthouse Community Center electrical system upgrade as requested by the Bow Horn Bay Community Club.

CARRIED

Regional Parks and Trails Select Committee.

- 13-489 MOVED Director Brennan, SECONDED Director Ruttan, that the minutes of the Regional Parks and Trails Select Committee held Tuesday, June 4, 2013 be received for information.

CARRIED

ADMINISTRATOR'S REPORTS

Reduction of Sewer Development Cost Charges for the Proposed Nanaimo Travellers Lodge Society Not-for-Profit Housing Development at 1917 Northfield Road, Nanaimo.

- 13-490 MOVED Director Johnstone, SECONDED Director Kipp, that the Board approve the 50% rate reduction for the proposed Nanaimo Travellers Lodge Society development at 1917 Northfield Road, Nanaimo.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Licensed Production of Medical Marihuana.

- 13-491 MOVED Director Veenhof, SECONDED Director Young, that staff be directed to prepare a report on the zoning implications as it relates to the new regulations on the licensed production of medical marihuana for the Board's consideration.

CARRIED

RCMP Victim Services Program.

- 13-492 MOVED Director Veenhof, SECONDED Director Young, that the RCMP Victim Services Program request for additional funding be referred to the 2014 budget and to staff for further discussion.

CARRIED

NEW BUSINESS

First Nations' Recognition at all RDN Meetings.

13-493 MOVED Director Houle, SECONDED Director Brennan, that the Traditional Territory of First Nations be recognized by RDN representatives when opening all Board and RDN standing and select committee meetings.

DEFEATED

13-494 MOVED Director Houle, SECONDED Director Veenhof, that staff be directed to engage First Nations and prepare examples of suitable wording consistent with First Nations protocols for the Board's consideration.

CARRIED

Waste Disposal from outside of the Regional District of Nanaimo.

13-495 MOVED Director McPherson, SECONDED Director Young, that the Regional District of Nanaimo (RDN) opposes in principle any waste disposal method involving waste from outside the region that has the potential to significantly reduce the lifespan of the Cedar Landfill and/or necessitate the establishment of another landfill within the Regional District of Nanaimo.

CARRIED

Ministry of Agriculture (MoA) Licensing of Seaweed Harvesting.

13-496 MOVED Director Veenhof, SECONDED Director Fell, that staff be directed to write the Minister of Agriculture outlining the Board's concerns about MoA licensing of seaweed harvesting and to request a meeting between elected officials and the Minister before 2013 harvesting licences are issued."

CARRIED

BOARD INFORMATION

13-497 MOVED Director Holme, SECONDED Director Johnstone, that Board Information items for June 2013 be received for information.

CARRIED

IN CAMERA

13-498 MOVED Director Holme, SECONDED Director Johnstone, that pursuant to Sections 90(1) (e), (f) and (k) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to land acquisition, law enforcement and the proposed provision of a service.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 9:30 PM

CHAIRPERSON

CORPORATE OFFICER

RDN CAO'S OFFICE			
CAO	✓	GM R&P	
GMS&CD	✓	GM T&SW	
GM R&CU		DF	
JUL 16 2013			
DCS		BOARD	✓
CHAIR	✓	WFO.	



Ref: 153332

Mr. Joe Stanhope, Chair
and Members of the Board
Nanaimo Regional District
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Chair Stanhope and Board Members:

On behalf of the joint Provincial-Union of BC Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our sincere congratulations for successfully achieving your goal of corporate carbon neutrality for the 2012 reporting year.

As a signatory to the Climate Action Charter (Charter), you have demonstrated your commitment to work with the Province and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

Climate change is a global challenge. The work that your local government has undertaken to reduce and offset its corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in your community. This leadership and commitment is essential to ensuring the achievement of our collective climate action goals.

As you are likely aware, the GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is attached to this letter for your reference.

As a Charter signatory who has met the goal of corporate carbon neutrality of the 2012 reporting year, you have been awarded Level 3 recognition – ‘Achievement of Carbon Neutrality.’

In recognition of your significant achievements, the GCC is very pleased to provide you with carbon neutral branding for use on websites and letter heads. An electronic file with this logo will be provided to your Chief Administrative Officer. Also included with this letter is a Green Communities Carbon Neutral window decal, for use on public buildings.

.../2

Mr. Joe Stanhope, Chair

Page 2

Congratulations again on your achievement. We commend your leadership and wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality, and your efforts to reduce emissions in the broader community.

Sincerely,

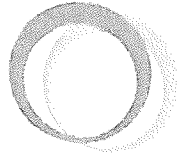
A handwritten signature in black ink that reads "Julian C. Paine". The signature is written in a cursive style with a small flourish above the 'i' in "Paine".

Julian C. Paine
Assistant Deputy Minister,
Local Government Division

A handwritten signature in black ink that reads "Gary MacIsaac". The signature is written in a cursive style with a large 'G' and 'M'.

Gary MacIsaac
Executive Director, Union of BC Municipalities

Enclosures



GREEN COMMUNITIES
COMMITTEE

GCC Communiqué on the Climate Action Recognition Program

In acknowledgment of the ongoing efforts of local leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to announce the new **Climate Action Recognition Program** for BC local governments. This is a multi-level program that will provide the GCC with an opportunity to review and publicly recognize the progress and achievements of each *Charter* signatory.

Recognition will be provided on an annual basis to local governments who demonstrate progress on their *Charter* commitments, according to the following:

Level 1: Progress on Charter Commitments

All local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments will receive a letter from the GCC acknowledging their accomplishments.

Level 2: Measurement

Local governments who have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with the Community Energy and Emissions Inventory (CEEI) will receive a 'Climate Action Community 2012' logo, for use on websites, letter head and similar.

Level 3: Achievement of Carbon Neutrality

Local governments who achieve carbon neutrality in the reporting year will receive a 'Climate Action Community – Carbon Neutral 2012' logo, for use on websites, letter head and similar.

To be eligible for this program, local governments will need to complete a Climate Action Revenue Incentive Program (CARIP)/Carbon Neutral Progress Report and submit it to the Province in accordance with the program guidelines. Determination of the level of recognition that each community will receive will be based on the information included in each community's annual CARIP report. Additional information on CARIP reporting is available online at: www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm



TOWN OF QUALICUM BEACH

INCORPORATED 1942

201 - 660 Primrose St.
P.O. Box 130
Qualicum Beach, B.C.
V9K 1S7

Telephone: (250) 752-6921
Fax: (250) 752-1243

E-mail: qbtown@qualicumbeach.com

Website: www.qualicumbeach.com

July 10, 2013

Email: pthorkelsson@rdn.bc.ca
Paul Thorkelsson, CAO
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

RDN CAOS OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	
GMS&CD		GM T&SW	
GM R&CU		DF	
JUL 15 2013			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR		Info	

Dear Paul Thorkelsson:

Island Corridor Foundation Rail Passenger Service Funding and Corridor Use

The Town of Qualicum Beach has serious concerns with the future of the Island rail service, use of the rail corridor and funding. The Town's representative to the Board, Councillor Willie, has raised these concerns at Council and Board meetings in 2012 and 2013. This letter is written at the request of Council, to seek the assistance of the Regional District of Nanaimo to address these concerns.

Council, at their July 8, 2013, regular Council meeting, passed the following motion:

THAT the Town of Qualicum Beach requests the Regional District of Nanaimo to start discussions about the future use of the rail corridor, to examine alternatives, other than rail, for use of the corridor and alternative uses for the Federal and Provincial funds (\$15 million) dedicated for the Island rail corridor.

Council previously passed the following motion:

THAT Council requests the Regional District of Nanaimo to negotiate the retention of both the Federal and Provincial funds in the amount \$7.5 million dollars each, in the event that the resumption of rail passenger service is not agreed to by October 1, 2013; AND FURTHER THAT the funds be used to further the economic benefits of retaining the rail corridor for all contributing partners in the Island Corridor Foundation.

Council emphasized the importance of addressing these issues early, given the tenuous situation with the Island Corridor Foundation. We look forward to your leadership in starting these discussions and negotiations regarding the future of the Island rail, corridor use and funding, for the benefit of our region.

Yours truly,

Trudy Coates
Corporate Administrator

c. Councillor Dave Willie; Mark Brown, CAO
N:\Letters\2013\rdn Island Rail Corridor council mtg. July 8.doc

National 'Communities in Bloom' & 'Floral' Award Winner

Ref: 153366

Mr. Joe Stanhope, Chair
and Members of the Board
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Email: corpsrv@rdn.bc.ca

cc: widema@rdn.bc.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 type="checkbox"/>
GM R&CU	<input type="checkbox"/>	DF	<input checked="" type="checkbox"/>
JUL 15 2013			
DCS	<input type="checkbox"/>	BOARD	<input checked="" type="checkbox"/>
CHAIR	<input checked="" type="checkbox"/>	<i>lms</i>	<input type="checkbox"/>

Dear Chair Stanhope and Board Members:

Strategic spending by British Columbia communities stimulates local economies, encourages growth, creates local jobs, and helps offset the effects of the ongoing, global economic downturn. Recognizing this, the Province of British Columbia developed the Strategic Community Investment Fund (SCIF) to provide accelerated grant funding to local governments. The current iteration of SCIF covers five payment installments over three calendar years (2012 through 2014).

To date, the current iteration of the SCIF program has provided local governments with \$174 million in accelerated grant funding. This has resulted in local communities receiving more provincial funding sooner, giving greater certainty and improved financial flexibility for the future.

The June 2013 payment installment will total \$53.5 million, consisting of \$28.4 million for the Traffic Fine Revenue Sharing Program to help municipalities enhance policing and community-based public safety programs, and \$25.1 million for Small Community and Regional District Grants supporting local governments to provide services in areas with smaller tax bases.

For your Regional District, this means \$61,522 was transferred to your account on or before June 28, 2013.

As with the previous Strategic Community Investment Fund program, we expect that local governments will continue to report publicly on the use of these funds through the annual reporting requirements.

Sincerely,

Coralee Oakes
Minister of Community, Sport and Cultural Development

Patricia Grand

2998A Cedar Road

P.O. Box 186, Stn.Cedar

Nanaimo, B.C.

V9X 1W2

July 16, 2013

Board of Directors

Regional District of Nanaimo

6300 Hammond Bay Road

Nanaimo, B. C. V9T 6N2

Dear Sirs and Madams:

Please accept this letter as my official resignation from the appointed position of Alternate Electoral Director, Area "A", effective immediately. I enjoyed the opportunity to, once again, participate politically in community matters; however, health concerns and other community interests have caused me to rethink my current level of involvement. I have enjoyed working with staff and have found them to be pleasant and helpful. I wish you all the best for the future.

Yours truly,



Patti Grand

Cc. Alec McPherson, Director, Area "A"

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, July 9, 2013 AT 6:30 PM IN THE
RDN BOARD CHAMBERS

In Attendance:

Director J. Stanhope	Chairperson
Director A. McPherson	Electoral Area A
Director M. Young	Electoral Area C
Director J. Fell	Electoral Area F
Alternate	
Director F. Van Eynde	Electoral Area E
Director W. Veenhof	Electoral Area H

Regrets:

Director G. Holme	Electoral Area E
-------------------	------------------

Also in Attendance:

D. Trudeau	A/Chief Administrative Officer
J. Harrison	Director of Corporate Services
Jeremy Holm	Manager, Current Planning
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
M. O'Halloran	Legislative Coordinator
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order and welcomed Alternate Director Van Eynde to the meeting.

DELEGATIONS

Dave Patterson, Fairwinds Community Association, re Lakes District and Schooner Cove Zoning Amendment Application Updates.

Mr. Patterson spoke regarding a zoning application made to the RDN, and requested that the Board take the Fairwinds re-zoning applications to a Public Hearing by November 2013. He also provided a petition of local residents conducted by the Fairwinds Community Association to request that a public hearing be held by November 2013.

ELECTORAL AREA PLANNING COMMITTEE MINUTES

MOVED Director Van Eynde, SECONDED Director Fell, that the minutes of the Electoral Area Planning Committee meeting held Tuesday, June 11, 2013 be adopted.

CARRIED

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. PL2013-049 and Request for Frontage Relaxation and Acceptance of Cash-in-Lieu of Park Land Dedication – 0960404 BC Ltd. – 743 Drew Road, Electoral Area ‘G’.

MOVED Director Fell, SECONDED Director McPherson, that Development Permit No. PL2013-049 in conjunction with a proposed eight lot subdivision be approved subject to the conditions outlined in Attachment 3, be approved.

CARRIED

MOVED Director Fell, SECONDED Director McPherson, that the request to relax the minimum 10% perimeter frontage requirement for proposed lots 3, 4, 5, 6 and 7 in conjunction with Subdivision Application No. PL2013-043, be approved.

CARRIED

MOVED Director Fell, SECONDED Director McPherson, that the request to pay 5% cash-in-lieu of park land in conjunction with Subdivision Application No. PL2013-043, be accepted.

CARRIED

MOVED Director Fell, SECONDED Director McPherson, that the Board accept the applicant's voluntary donation of \$14,000 towards the construction of Stanhope Trail and/or park related improvements to existing parks near the subject property.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variance Application No. PL2013-045 – Chevron Canada Ltd. – 1660 Island Highway East, Electoral Area ‘E’.

MOVED Director Van Eynde, SECONDED Director McPherson, that staff be directed to complete the required notification.

CARRIED

MOVED Director Van Eynde, SECONDED Director McPherson, that Development Permit with Variance Application No. PL2013-045 to permit additional signage on the subject property be denied with recommendation that the applicant submit a revised application that complies with the development permit guidelines.

CARRIED

OTHER

Lakes District and Schooner Cove Zoning Amendment Application Updates.

MOVED Director Van Eynde, SECONDED Director Fell, to receive this report for information.

CARRIED

MOVED Director Van Eynde, SECONDED Director Fell, that the Board send correspondence to the property owner expressing support in principle of implementation of the Neighborhood Plans policies and a commitment to finalize application review and presentation of bylaws to the Board for consideration in a timely manner.

CARRIED

ADDENDUM

COMMUNICATIONS/CORRESPONDENCE

David Patterson, Fairwinds Community Association, re Lakes District and Schooner Cove Zoning Amendment Application Updates.

MOVED Director Fell, SECONDED Director Van Eynde, that the correspondence from David Patterson, re Lakes District and Schooner Cover Zoning Amendment Application Updates be received for information.

CARRIED

ADJOURNMENT

MOVED Director Van Eynde, SECONDED Director Veenhof, that this meeting terminate.

CARRIED

TIME: 6:59 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE MEETING OF THE WHOLE
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JULY 9, 2013 AT 7:01 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
Alternate	
Director F. Van Eynde	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Alternate	
Director J. de Jong	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director G. Anderson	City of Nanaimo
Alternate	
Director B. McKay	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. Holme	Electoral Area E
Director B. Dempsey	District of Lantzville
Director B. Bestwick	City of Nanaimo
Director T. Greves	City of Nanaimo

Also in Attendance:

D. Trudeau	A/Chief Administrative Officer
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
D. Banman	Mgr. of Recreation Services
M. O'Halloran	Legislative Coordinator
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order and welcomed Alternate Directors Van Eynde, de Jong and McKay to the meeting.

DELEGATIONS

Nancy Grenier, Belkorp Environmental Services Inc., re Belkorp capabilities in solid waste management.

Russ Black, Vice President of Belkorp Environmental Services Inc., in place of Nancy Grenier, provided a slide presentation with regard to alternatives to incineration.

LATE DELEGATIONS

MOVED Director Anderson, SECONDED Director Lefebvre, that late delegations be permitted to address the Committee.

CARRIED

Diana Meyer, and Linda Skogstad, re Bylaws No. 813.51, 889.65, 1686, and 1687 – Hawthorne Rise Sanitary Sewer Capital Financing Service Establishing Bylaw, and Loan Authorization Bylaw.

Linda Skogstad raised concerns to the Board regarding the end of life status of some septic fields in the Hawthorne Rise area and the urgency of proceeding immediately with design, tender and construction before another system failure and the possibility of health hazards in terms of contaminated storm water due to failing systems.

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

Mr. MacDonell provided a slide presentation showing the consequences regarding the lack of parking space available for trucks and trailers at the boat launch area in Deep Bay.

COMMITTEE OF THE WHOLE MINUTES

MOVED Director Johnstone, SECONDED Director Lefebvre, that the minutes of the Committee of the Whole meeting held June 11, 2013, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Premier Christy Clark, re meetings with the Premier at the 2013 UBCM convention.

MOVED Director Johnstone, SECONDED Director Lefebvre, that the correspondence from Premier Christy Clark regarding meetings with the Premier at the 2013 UBCM convention, be received.

CARRIED

G.M. Odsen, Greyhound Canada, re Removal of Route Point.

MOVED Director Johnstone, SECONDED Director Lefebvre, that the correspondence from G.M. Odsen, Greyhound Canada, regarding the Removal of Route Point, be received.

CARRIED

Jim and Eva Manly, re Metro Vancouver Waste-to-Energy Site Identification.

MOVED Director Johnstone, SECONDED Director Lefebvre, that the correspondence from Jim and Eva Manly, regarding the Metro Vancouver Waste-to-Energy Site Identification, be received.

CARRIED

Kris King, City of Nanaimo, re Municipal Security Issuing Resolution – Water Treatment Plant.

MOVED Director Johnstone, SECONDED Director Lefebvre, that the correspondence from Kris King, City of Nanaimo, regarding Municipal Security Issuing Resolution – Water Treatment Plant, be received.

CARRIED

Coralee Oakes, Minister of Community, Sport and Cultural Development, re Meetings with the Minister at the 2013 UBCM Convention.

MOVED Director Johnstone, SECONDED Director Lefebvre, that the correspondence from Coralee Oakes, Minister of Community, Sport and Cultural Development, regarding meetings with the Minister at the 2013 UBCM Convention, be received.

CARRIED

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

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

CARRIED

CORPORATE SERVICES

ADMINISTRATION

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

MOVED Director Ruttan, SECONDED Director Brennan, 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.

CARRIED

MOVED Director Ruttan, SECONDED Director Brennan, that the "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1688, 2013" be introduced and read three times.

CARRIED

MOVED Director Ruttan, SECONDED Director Brennan, that "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1688, 2013", be adopted.

CARRIED

FINANCIAL SERVICES

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

MOVED Director Van Eynde, SECONDED Director Ruttan, that "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1685, 2013" be introduced and read three times.

CARRIED

MOVED Director Van Eynde, SECONDED Director Ruttan, that "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1685, 2013", be adopted.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Director de Jong left the meeting at 7:36 PM due to a perceived conflict of interest.

District of Lantzville Official Community Plan Regional Context Statement.

MOVED Director Anderson, SECONDED Director Fell, that the District of Lantzville Regional Context Statement be accepted by the Regional District of Nanaimo Board.

CARRIED

Director de Jong returned to the meeting at 7:38 PM.

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

MOVED Director Veenhof, SECONDED Director Houle, that the Consultation Plan in Attachment '1' of the staff report, be received.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that staff be directed to proceed with implementing the Consultation Plan in Attachment '1' of the staff report.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER SERVICES

Wastewater Services 2013 Open House Summary.

MOVED Director Anderson, SECONDED Director Houle, that the report on Wastewater Services' French Creek Pollution Control Centre and Greater Nanaimo Pollution Control Centre 2013 Open Houses, be received for information.

CARRIED

Liquid Waste Management Plan Amendment – Consultation Plan Update.

MOVED Director Lefebvre, SECONDED Director Houle, that the Board approve the Liquid Waste Management Plan Amendment — Consultation Plan Update dated June 2013.

CARRIED

Greater Nanaimo Pollution Control Outfall Replacement Strategy (*staff to provide presentation*).

MOVED Director Anderson, SECONDED Director Houle, 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.

CARRIED

UTILITIES

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

MOVED Director Veenhof, SECONDED Director Anderson, 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.

CARRIED

MOVED Director Veenhof, SECONDED Director Anderson, 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.

CARRIED

MOVED Director Veenhof, SECONDED Director Anderson, that Regional District of Nanaimo "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.51, 2013", be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Anderson, that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.65, 2013", be introduced and read three times.

CARRIED

TRANSPORTATION AND SOLID WASTE

SOLID WASTE SERVICES

Waste-To-Energy Meeting with Metro Vancouver Staff.

MOVED Director Brennan, SECONDED Director Johnstone, that the report on the staff meeting with Metro Vancouver regarding Metro Vancouver's process for developing a waste-to-energy facility, be received

CARRIED

MOVED Director Brennan, SECONDED Director Houle, that the Board direct staff to advise Metro Vancouver that the RDN does not support a waste-to-energy facility within the boundaries of the RDN.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE MINUTES AND RECOMMENDATIONS

District 69 Recreation Commission

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

MOVED Director Veenhof, SECONDED Director Willie, that the minutes of the District 69 Recreation Commission meeting held Thursday, June 20, 2013, be adopted.

CARRIED

Family Day Services OP/RAC Report

MOVED Director Willie, SECONDED Director Van Eynde, 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 \$2.50 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

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

MOVED Director Veenhof, SECONDED Director Anderson, 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

BC Government Executive Council – Potential Correspondence

MOVED Director Anderson, SECONDED Director Van Eynde, 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

NEW BUSINESS

NOTICE OF MOTION – ELECTORAL ‘A’ LOCAL GOVERNANCE RESTRUCTURE STUDY.

Director McPherson noted that the following motions will be brought forward to the July 23, 2013 Board Agenda:

That the Regional District of Nanaimo supports the Electoral Area ‘A’ desire to have a local governance restructure study completed in respect of the Electoral Area and requests that the Province of B.C. provide the staff support and/or funding necessary to enable such a study to be undertaken and;

That Staff be directed to forward correspondence to the Local Government Structure Branch of the Ministry of Community, Sport and Cultural Development communicating the Board’s support for a restructure study for incorporation in Electoral Area ‘A’ and the request for funding / provincial resourcing for the study.

BOARD INFORMATION

MOVED Director Anderson, SECONDED Director Brennan, that Board Information items for June - July 2013, be received for information.

CARRIED

IN CAMERA

MOVED Director Ruttan, SECONDED Director Van Eynde, that the Board proceed to an In Camera meeting pursuant to Section 90 (1) (f) of the *Community Charter* for discussions related to law enforcement.

CARRIED

TIME: 8:09 PM

ADJOURNMENT

MOVED Director Anderson, SECONDED Director Van Eynde, that this meeting terminate.

CARRIED

TIME: 8:47 PM

CHAIRPERSON

CORPORATE OFFICER

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

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, 2013".

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

Adopted this __ day of __, 2013.

CHAIRPERSON

CORPORATE OFFICER

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

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.

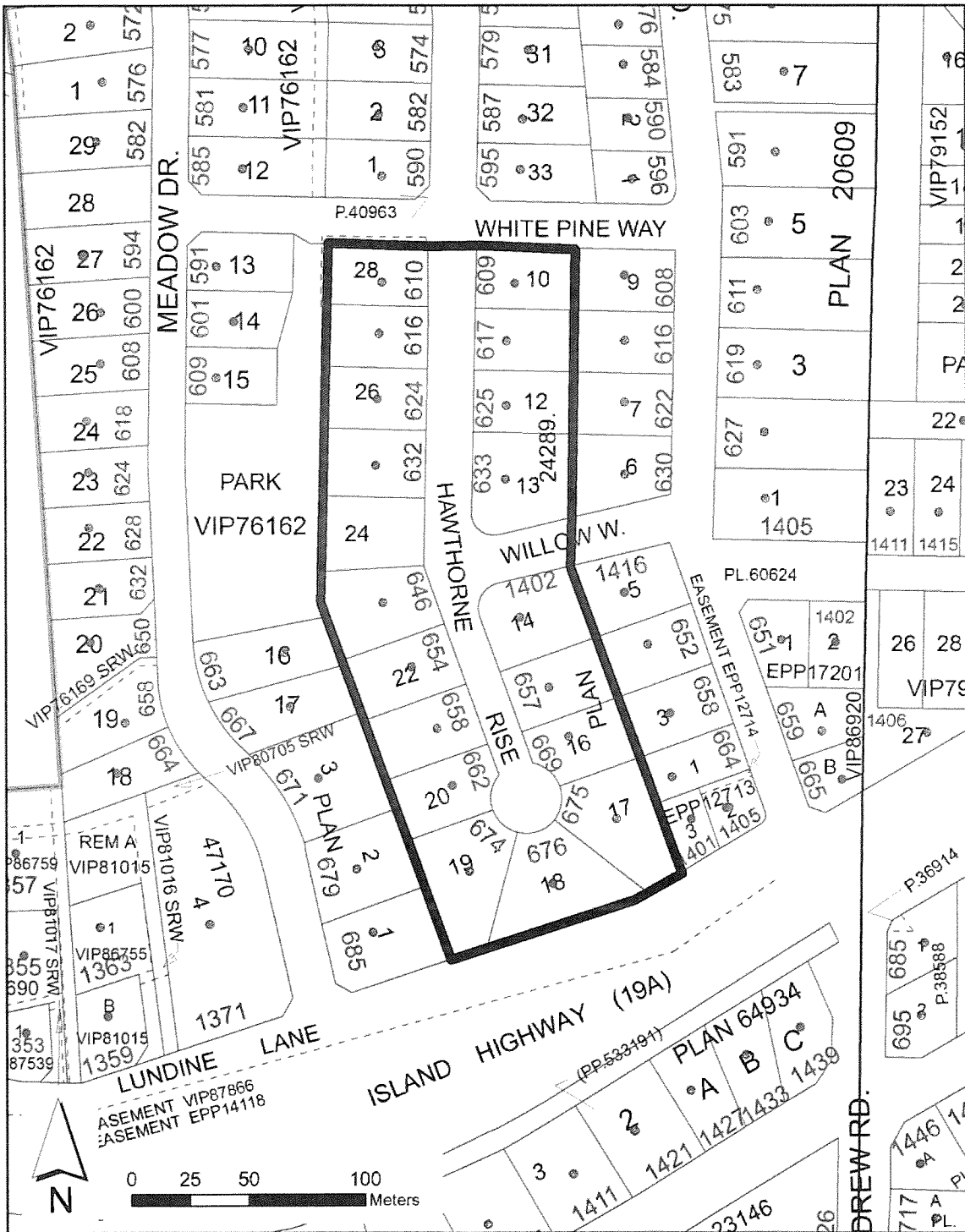
Adopted this ___ day of _____, 2013.

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.

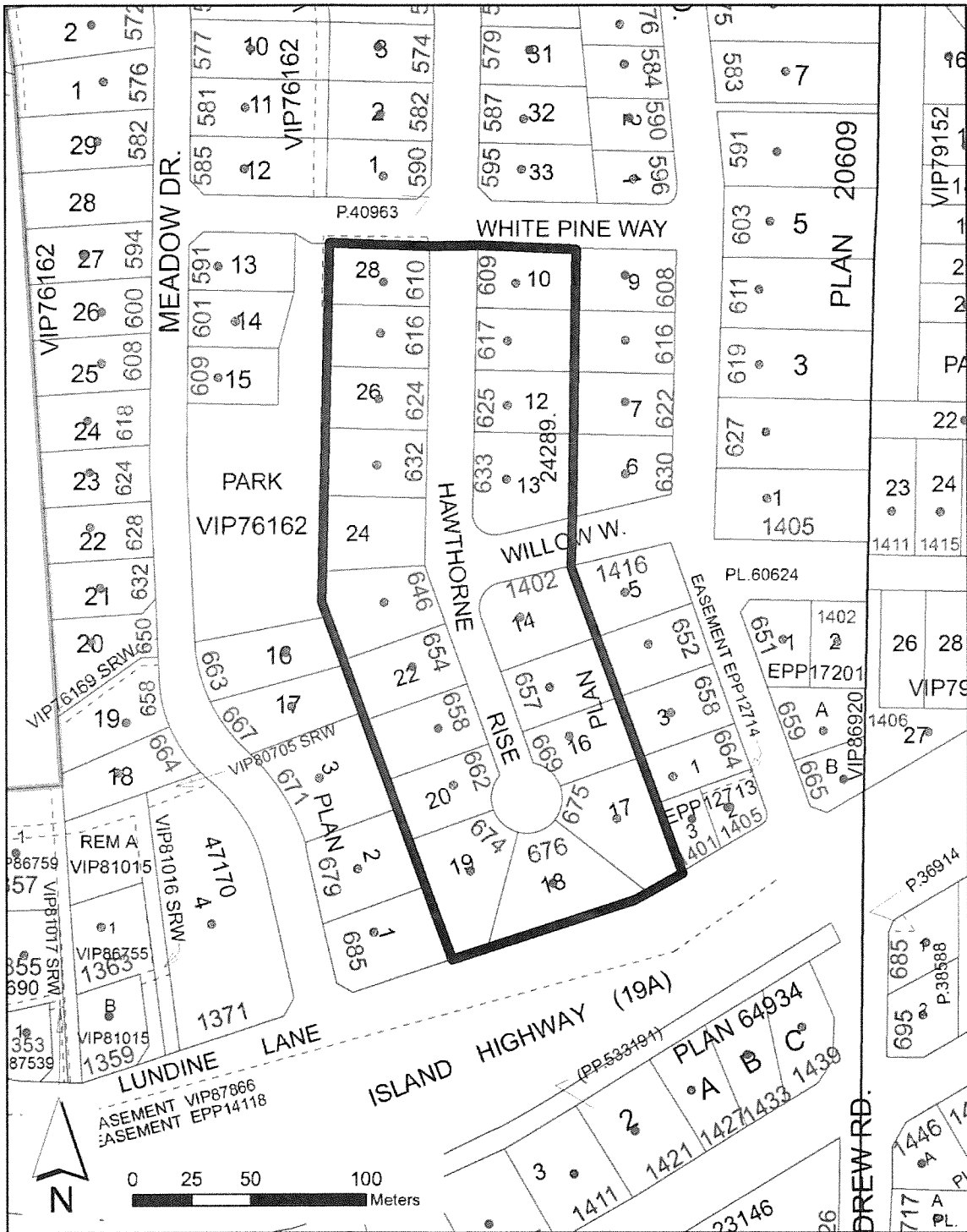
Adopted this ____ day of _____, 2013.

CHAIRPERSON

CORPORATE OFFICER

 Chairperson

 Corporate Officer



REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE SUSTAINABILITY SELECT COMMITTEE
MEETING HELD ON WEDNESDAY, JULY 9, 2013 AT 2:00 PM
IN THE RDN COMMITTEE ROOM

Present:

Director J. Stanhope	Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Veenhof	Electoral Area H
Director D. Brennan	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Also in Attendance:

Director J. Fell	Electoral Area F
D. Trudeau	A/ Chief Administrative Officer
G. Garbutt	General Manager, Strategic & Community Development
R. Alexander	General Manager, Regional & Community Utilities
C. Midgley	Manager, Energy & Sustainability
T. Pan	Sustainability Coordinator
D. Keim	Drinking Water & Watershed Protection Coordinator
N. Hewitt	Recording Secretary

CALL TO ORDER

The meeting was called to order at 2:00 p.m. by the Chair.

MINUTES

MOVED Director Lefebvre, SECONDED Director Houle, that the minutes of the Regular Meeting of the Drinking Water and Watershed Protection Technical Advisory Committee held on Wednesday June 19, 2013 be received.

CARRIED

MOVED Director Lefebvre, SECONDED Director Houle, that the minutes of the Sustainability Select Committee meeting held on Tuesday April 16, 2013 be adopted.

CARRIED

REPORTS

Water Budget Reports – Phase One, Gabriola, DeCourcey, & Mudge Islands and Vancouver Island Portion of the Regional District.

MOVED Director Kipp, SECONDED Director Lefebvre, that the Vancouver Island and Gabriola, Decourcey & Mudge Islands Water Budget Project (Phase One) reports be received.

CARRIED

MOVED Director Kipp, SECONDED Director Lefebvre, that staff be directed to develop an implementation plan based on the findings of the reports as part of the 2014 budget deliberations.

CARRIED

MOVED Director Kipp, SECONDED Director Lefebvre, that staff be directed to provide a presentation to Board members on both Water Budget reports.

CARRIED

LEED Certification - RDN Administration and Transit Administration Expansion Project.

MOVED Director Kipp, SECONDED Director Veenhof, that the Committee not approve the release of additional funding toward LEED Silver certification for the RDN Administration and Transit Administration buildings.

CARRIED

Release of Corporate Climate Action Reserve Funds – 2013.

MOVED Director Kipp, SECONDED Director Lefebvre, that the Board approve the release of \$45,000 from the Corporate Climate Action Reserve Fund for investment in high efficiency LED lighting for the Oceanside Place Arena.

CARRIED

MOVED Director Kipp, SECONDED Director Lefebvre, that the Board approve the release of \$25,000 from the Corporate Climate Action Reserve Fund for investment in two high efficiency condensing boilers or the Ravensong Aquatic Centre.

CARRIED

MOVED Director Kipp, SECONDED Director Lefebvre, that the Board approve the release of \$20,000 from the Corporate Climate Action Reserve Fund for investment in efficiency related upgrades to Kennedy Hall at Moorecroft Regional Park.

CARRIED

Green Building Incentive Program Extension – 2013.

MOVED Director Kipp, SECONDED Director Houle, that the Board approve the release of up to \$15,000 from the Regional Sustainability Initiatives Reserve Fund to extend the Green Building Incentive Program for 2013.

CARRIED

Green Building Incentive Program - Quarterly Update.

MOVED Director Brennan, SECONDED Director Veenhof, that the 2013 Green Building Incentive Program Quarterly Update be received.

CARRIED

Green Building Speaker Series 2013 (verbal).

MOVED Director Veenhof, SECONDED Director Lefebvre, that the verbal report be received.

CARRIED

Draft Residential Renewable Energy Guidebook (verbal).

MOVED Director Veenhof, SECONDED Director Lefebvre, that the verbal report be received.

CARRIED

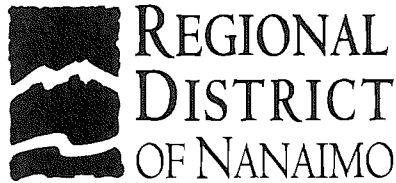
ADJOURNMENT

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

CARRIED

Time 3:50 pm

CHAIRPERSON



RDN REPORT	
CAO APPROVAL	<input checked="" type="checkbox"/>
EAP	
COW	
JUL 02 2013	
RHD	
BOARD	
SSC	DATE:

MEMORANDUM

TO: Randy Alexander
General Manager, Regional & Community Utilities

FROM: Mike Donnelly
Manager of Water & Utility Services

SUBJECT: Water Budget Reports – Phase One

- Gabriola, DeCourcey & Mudge Islands
- Vancouver Island Portion of the Regional District

DATE: June 27, 2013

FILE: 5500-22-01

PURPOSE

To bring forward the Water Budget Reports (Phase One) for Gabriola, Decourcey & Mudge Islands and for the Vancouver Island portion of the regional district for the Board’s information.

BACKGROUND

The Drinking Water and Watershed Protection program identifies the need to improve the understanding of water resources as they relate to land use planning and development. The development of Water Budgets (included as separate enclosures) for the region is a significant step forward in achieving that goal.

Support for the Water Budget studies can be found in the Drinking Water and Watershed Protection Plan and the Watershed Snapshot Report (2010). The Watershed Snapshot Report assists in guiding the implementation of the DWWP program by identifying key issues and concerns regarding water resources in the Regional District of Nanaimo and providing a set of key recommendations to address these concerns. The report identifies that a key priority for community members and technical experts is to better understand local water resources in order to ensure that there is enough clean water for human, environmental, and economic needs both today and in the future. To address this priority, it was recommended that a Water Budget be developed for each of the region’s major water regions.

Water Budgets look at water entering a watershed, how it is stored (soils, aquifers, streams, lakes, recharge areas), how water moves through these elements and how water leaves the watershed. They look at both natural systems and human (anthropegenic) impacts to assess water supply and demand which in turn provides information for the enhancement of water sensitive land use planning approaches.

Water budgets can be used to:

- assist with long term, region-wide water supply master planning;
- evaluate the cumulative effects of land and water uses within watersheds;
- provide a watershed scale framework for site scale studies (e.g. evaluation of a sewage & water system plan at a subdivision scale);
- improve our understanding of how to protect the ecological health of the region;
- help make informed decisions regarding the design of monitoring programs; and
- assist in setting targets for water conservation.

The approach used for the two Water Budgets was developed with the assistance and direction of local technical experts, provincial representatives, academics and community representatives included in the Drinking Water and Watershed Protection Technical Advisory Committee. The approach includes the development of a conceptual water balance that provides a basic understanding of the watershed systems based on known information. Data gaps and areas where further study is required were identified through this process.

Two separate studies were conducted under the umbrella of the Water Budget project. One includes all of the watersheds located within the Vancouver Island portion of the RDN (Electoral Areas A, C, E, F, G and H, and the municipal jurisdictions of Nanaimo, Lantzville, Parksville and Qualicum Beach); this is referred to as the Vancouver Island Water Budget study area. The second Water Budget study area is Gabriola, Decourcey & Mudge Islands. This approach allowed two consultant teams to focus separately on the specifics of each of those areas with respect to geological, land use and jurisdictional differences and was aligned to provide input for the Islands Trust Official Community Plan for Gabriola, Decourcey & Mudge Islands.

The Water Budgets are conceptual and represent a water balance based on available information. The studies have highlighted the need for additional information, which can be added in the future. The information used to develop the budgets was provided by various water purveyors, provincial ministries, federal departments and various records, studies and information from water professionals working in the region.

While the information contained in the budgets is considerable the picture is not yet complete. An important goal of the Water Budgets (Phase One) is to provide an early assessment of the water resource and then to build upon it. To identify where to focus efforts, the conceptual stress assessments have been provided which may help prioritize and guide future data acquisition and assessment efforts.

Staff will review the studies and begin to develop a course of action with respect to what has been learned and which priority issues need to be addressed. The outcome of the review will be an action plan focusing on the findings of the water budget reports identification of additional data gathering and assessment work and will be presented as part of the 2014 budget deliberations.

ALTERNATIVES

1. That the Sustainability Select Committee receive the Water Budget Reports.
2. That the Sustainability Select Committee provide alternate direction.

FINANCIAL IMPLICATIONS

The Board approved a budget of \$210,000 in total for the studies. The Vancouver Island study was allocated \$180,000 and the Gabriola and the Islands study allocated \$30,000. Those funds have now been expended.

SUSTAINABILITY IMPLICATIONS

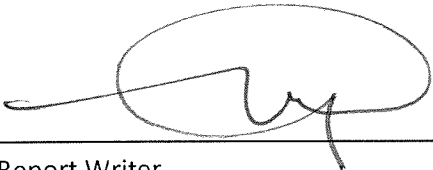
The Water Budgets provide the most comprehensive collation of information on the region’s water resources that has been made available to date. This information will be augmented with new information in the future and will become an important knowledge resource for the region.

SUMMARY/CONCLUSIONS

The Water Budget (Phase One) studies have now been completed. These studies provide a comprehensive collation of information and recommendations on the region’s water resource and are a significant contributor to the Drinking Water and Watershed Protection goals as laid out in the Action Plan. Information in the reports will assist RDN staff, water professionals and the public in understanding the issues and challenges that face the region with respect to the protection of a sustainable resource.

RECOMMENDATIONS

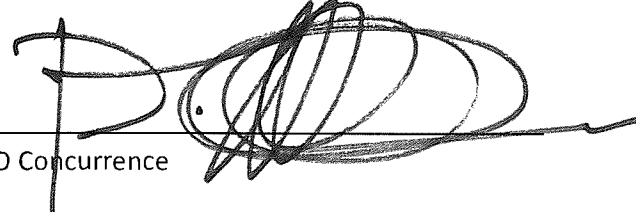
1. That the Vancouver Island and Gabriola, Decourcey & Mudge Islands Water Budget Project (Phase One) reports be received.
2. That staff be directed to develop an implementation plan based on the findings of the reports as part of the 2014 budget deliberations.
3. That staff be directed to provide a presentation to Board members on both Water Budget reports.



Report Writer



General Manager Concurrence



CAO Concurrence



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MEMORANDUM

TO: Geoff Garbutt
General Manager,
Strategic and Community Development

June 28, 2013

FROM: Chris Midgley
Manager, Energy and Sustainability

FILE: 0810-04-ADMIN/TRANS

SUBJECT: LEED Certification – RDN Administration and Transit Administration Expansion Project

PURPOSE

To consider whether to ensure Leadership in Energy and Environmental Design (LEED) Silver designation through the final stages of the LEED certification process for the RDN Administration and Transit Administration buildings.

BACKGROUND

At the Regular Board meeting held February 26, 2008, after approving completion of the design and construction documents for the RDN Administration and Transit Administration Expansion Project (the Project), the RDN Board carried the following motion:

“That the Board direct staff to hire sustainability and commissioning consultants for LEED certification for the administration and transit building expansion project for \$95,000.”

LEED certification has four designations: LEED Certified, LEED Silver, LEED Gold and LEED Platinum. LEED Certified is the lowest level designation and LEED Platinum is the highest. Each designation is determined by the number of points achieved on a standard LEED checklist. The final score is determined by a Canada Green Building Council (CaGBC) review panel.

No formal commitment was made to achieve a specific LEED designation for the Project, though the lead architect was instructed to facilitate an integrated design process with a goal to achieve LEED Silver, or 33 – 38 points on the LEED Checklist.

As we enter the final stage of the LEED review process, it is clear that the Project is very close to achieving the LEED Silver designation, but it is not assured. Presently, the Project has 35 points on the LEED checklist. As part of the third and final review, random points are selected for audit. This requires providing detailed support documentation for the audited point.

The point currently selected for audit is one that requires a mechanical engineer to provide heating load calculations for the two buildings, and recommend locations within the buildings for humidity monitors. The monitors must then be purchased and installed. The cost to complete this work is estimated at \$10,000 (\$7,000 for the heating load calculations, and \$3,000 to purchase and install humidity monitors). If the work is undertaken, achieving the LEED Silver designation is probable.

If the point is withdrawn, another point will be audited, and the maximum achievable score falls to 34. Points will continue to be audited until one is satisfied. Considering 33 points represents the threshold between LEED Silver and LEED Certified, it is possible to withdraw up to two audited points and still achieve the LEED Silver designation.

It is also possible to withdraw audited points until one is satisfied at no cost. The risk in doing so is that the Project falls below the threshold for LEED Silver, and attains the designation of LEED Certified instead.

ALTERNATIVES

1. Approve the release of up to \$10,000 from the Corporate Climate Action Reserve Fund toward LEED Silver certification for the RDN Administration and Transit Administration buildings.
2. Do not approve the release of additional funding toward LEED Silver certification for the RDN Administration and Transit Administration buildings.

FINANCIAL IMPLICATIONS

For Alternative 1, an estimated \$10,000 is necessary to satisfy the LEED Checklist thermal comfort (humidity) point currently subject to audit. Going forward with this alternative would ensure a very high likelihood of achieving LEED Silver.

Under Alternative 1, it is also possible to withdraw the thermal comfort point currently subject to audit, and dedicate the resources toward compiling support documentation for whatever point is audited next. The cost of meeting audit requirements of other points has not been determined, but could be as little as zero dollars. Alternative 1 effectively caps that cost at \$10,000.

The Regional District of Nanaimo has established a Corporate Climate Action Reserve Fund to provide funding to improve corporate energy efficiency and emissions reductions. Verifying that the RDN Administration and Transit Administration buildings meet the standards of the LEED Green Building Rating System can be considered an eligible use of those funds.

Presently, approximately \$187,000 in unallocated funds are available in the Corporate Climate Action Reserve Fund.

For Alternative 2, no additional funds will be allocated toward achieving the LEED Silver designation, and the point currently subject to audit will be withdrawn. It is possible that the LEED Silver designation will still be achieved, depending on subsequent points for audit, however that is entirely up to chance. Of the 34 remaining points the RDN has claimed, as many as five may require additional resources to satisfy if audited. If no additional resources are available, and two of those five points are selected for audit, the RDN will withdraw those points, and the Project will achieve the LEED Certified designation.

POLICY IMPLICATIONS

The Regional District of Nanaimo has a Green Building Policy for RDN Facilities, adopted in May of 2008. The Green Building policy requires all facilities designed and constructed by the RDN to follow an integrated design process. Performance targets for energy consumption are recommended, but not required in the policy. Green Building certification is not required.

For the RDN Administration and Transit Administration Expansion, the lead architect was directed to pursue LEED Silver certification and did facilitate an integrated design process in keeping with the Green Building Policy for RDN Facilities. With respect to LEED certification, a goal through the integrated design process was to achieve LEED certification, but no level of designation was specified. The Project, therefore, adheres to the Green Building Policy for RDN Facilities whether the LEED Silver or LEED Certified designations are achieved.

For the Board Strategic Plan, there are no direct implications associated with achieving one level of LEED certification or another. Directors did emphasize the importance of fiscal restraint in decision making as a Board Value. While \$10,000 is a relatively small sum, and a tiny fraction of the total Project budget (less than 0.25%), satisfying audited points at this stage will not contribute to enhanced performance of the facilities, as such there is no real return on the investment. This is not consistent with the Board Value to show fiscal restraint.

SUMMARY/CONCLUSIONS

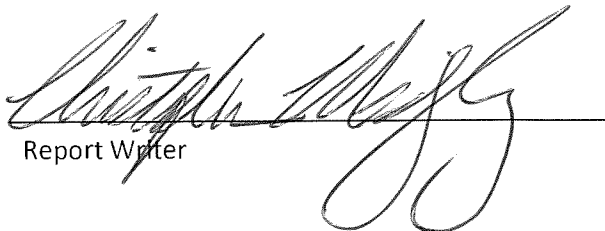
At the February 26, 2008 Board Meeting, the RDN Board directed staff to hire sustainability and commissioning consultants for LEED certification of the RDN Administration and Transit Administration Expansion Project. No formal commitment was made to achieve a specific LEED designation, though the lead architect was instructed to design the facilities to achieve the LEED Silver designation.

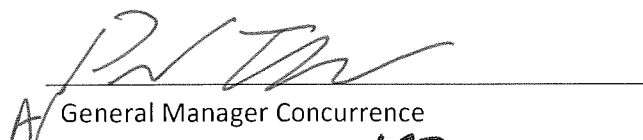
For the final review, the RDN has submitted a certification package to the Canada Green Building Council that includes a LEED Checklist score of 35, exceeding the threshold for Silver by two points. Auditing points is part of the final review process, and the CaGBC has selected a point for audit that requires additional work to satisfy. It is estimated that the additional work will cost approximately \$10,000.

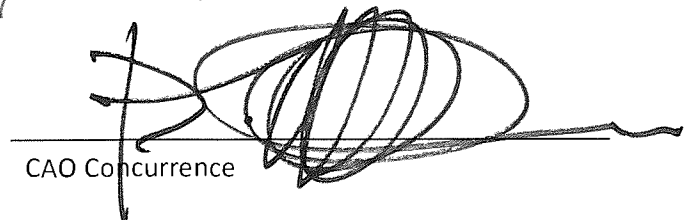
Dedicating the resources to satisfying this audited point will likely result in achieving LEED Silver. Withdrawing the audited point puts the LEED Silver designation in jeopardy, though the lower LEED Certified designation will still be achieved. Regardless of the level of LEED certification achieved, the Project will have conformed to the Green Building Policy for RDN Facilities.

RECOMMENDATION

That the Committee not approve the release of additional funding toward LEED Silver certification for the RDN Administration and Transit Administration buildings.


Report Writer


General Manager Concurrence


CAO Concurrence



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MEMORANDUM

TO: Geoff Garbutt
General Manager,
Strategic and Community Development

DATE: June 28, 2013

FROM: Chris Midgley
Manager, Energy and Sustainability

FILE: 6430-05-CCAR

SUBJECT: Release of Corporate Climate Action Reserve Funds – July 2013

PURPOSE

To request that funds up to \$90,000 be released from the Corporate Climate Action Reserve Fund for investment in three projects that contribute to corporate energy conservation and emissions reductions.

BACKGROUND

The Corporate Climate Action Reserve Fund was established by bylaw at the Regular Board Meeting held November 22, 2011. The fund is intended to support capital investment in vehicles, equipment, infrastructure and initiatives that result in corporate energy conservation and emissions reductions.

The source of revenue for the Corporate Climate Action Reserve Fund is the Provincial Climate Action Revenue Incentive Program (CARIP), which provides an annual grant to the RDN in an amount equal to that paid by the RDN in the Carbon Tax. In 2012, the CARIP grant was \$99,836 which brings the total currently available for projects to approximately \$190,000.

To select projects, managers and general managers identify projects from their 5-year capital plan for review by the Corporate Planning Committee. Successful projects are confirmed by the Corporate Planning Committee and recommended to the Board for funding.

For 2013, three capital projects have been identified that will reduce corporate energy use and emissions if investment totaling \$90,000 in high efficiency, higher initial cost equipment is enabled by the Corporate Climate Action Fund:

- **LED Lighting – Oceanside Place Arena (\$45,000)**
 - Equals the incremental additional cost of LED lighting compared to induction lighting;
 - Annual Electricity Savings (est.): Over 300,000 kwh per year, or approximately 15-20% of current annual use.

- **Condensing Boilers – Ravensong Aquatic Centre (\$25,000)**
 - Equals the incremental additional installed cost of two high efficiency boilers compared to the conventional alternative;
 - Annual savings to be determined upon completion of efficiency analysis, but condensing boilers typically achieve greater than 90% thermal efficiency, compared to 70-80% efficiency for conventional boilers.

- **Building Renovation – Kennedy Hall at Moorecroft Regional Park (up to \$20,000)**
 - Estimated cost for investing in a high efficiency heating, cooling and ventilation system, low e-value windows, added insulation and weather stripping throughout a renovated park facility.

ALTERNATIVES

1. Approve the release of up to \$90,000 from the Corporate Climate Action Reserve Fund for investment in LED lighting at Oceanside Place Arena, two condensing boilers at Ravensong Aquatic Centre, and efficiency related upgrades for Kennedy Hall at Moorecroft Regional Park.
2. Do not approve the release of funds.

FINANCIAL IMPLICATIONS

The CARIP grant is provided to the RDN by the Province on an annual basis for signing the Climate Action Charter. The grant amount equals the yearly amount paid in Carbon Tax, as reported by the RDN. In 2012, the rebate equaled \$99,836, and approximately \$190,000 is currently available in reserve.

If the funds are released as recommended, Oceanside Place Arena is expected to save up to 304,000 kwh per year in electricity costs and Ravensong Aquatic Centre is expected to reduce natural gas consumption by 10-20%. Historic consumption records are not available for Kennedy Hall at Moorecroft Regional Park.

It is anticipated that these investments will result in long term operational savings at RDN recreational facilities, among the highest energy users and emission sources in the RDN portfolio of buildings. For Kennedy Hall, the proposed improvements are intended to result in a comfortable, more efficient park facility, which could increase revenues from facility rentals and minimize expenditures on energy at the site.

STRATEGIC PLAN IMPLICATIONS

Investing \$90,000 in Corporate Climate Action Reserve Funds in three projects that offer energy conservation and emissions reduction opportunities, represent investment in projects that increase the economic viability of the RDN's recreational facilities and park amenities, while reducing corporate greenhouse gas emissions.

The use of the Corporate Climate Action Reserve Fund to achieve this minimizes the immediate impact of the taxpayer for investing in efficient infrastructure, and generates ongoing savings over the life of the new equipment.

SUMMARY/CONCLUSIONS

At the November 2, 2011 Board Meeting, the Regional District of Nanaimo Board of Directors established by bylaw the Corporate Climate Action Reserve Fund. Revenues into the Reserve Fund come from the Provincial CARIP grant, which is accessible to the RDN for signing on to the Climate Action Charter. The Provincial grant is provided annually in the amount equal to what the RDN pays in the

Carbon Tax, as reported to the Province. For 2012, the CARIP grant was \$99,836, and the total available in reserve is approximately \$190,000.

Three projects have been identified as suitable for investment from the Corporate Climate Action Reserve Fund for 2013:

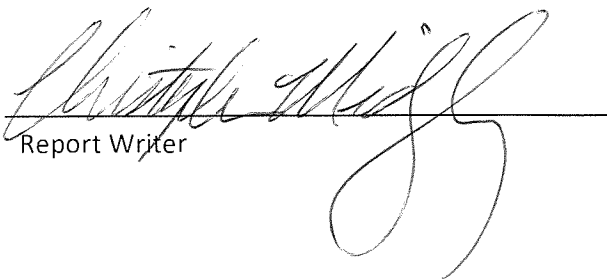
- LED lighting at Oceanside Place Arena (\$45,000)
- Two condensing boilers at Ravensong Aquatic Centre (\$25,000)
- Efficiency related upgrades for the renovation of Kennedy Hall at Moorecroft Regional Park (\$20,000).

For the recreational facilities, the proposed value equals the incremental additional cost of the higher efficiency infrastructure compared to a lower cost, less efficient, more conventional alternative. For Kennedy Hall, the value is an estimate for the efficiency related upgrades associated with the building renovation.

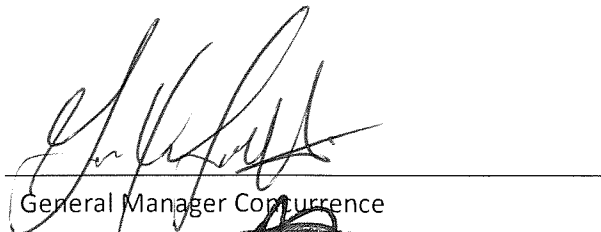
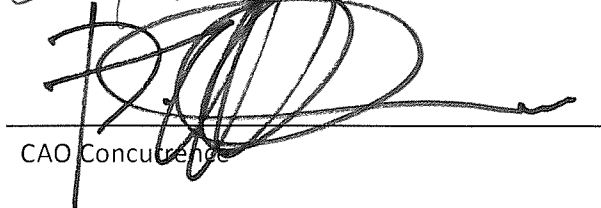
The projects will result in energy conservation, emissions reductions and reduced operating costs at each of the facilities. This enhances the economic viability of the facilities while achieving significant environmental objectives.

RECOMMENDATIONS

1. That the Board approve the release of \$45,000 from the Corporate Climate Action Reserve Fund for investment in high efficiency LED lighting for the Oceanside Place Arena.
2. That the Board approve the release of \$25,000 from the Corporate Climate Action Reserve Fund for investment in two high efficiency condensing boilers or the Ravensong Aquatic Centre.
3. That the Board approve the release of \$20,000 from the Corporate Climate Action Reserve Fund for investment in efficiency related upgrades to Kennedy Hall at Moorecroft Regional Park.



Report Writer

General Manager Concurrency

CAO Concurrency



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MEMORANDUM

TO: Geoff Garbutt
General Manager, Strategic and Community Development

DATE: July 2, 2013

FROM: Chris Midgley
Manager, Energy and Sustainability

FILE: 6430-05-GBIP

SUBJECT: Green Building Incentive Program Extension - 2013

PURPOSE

To request that funds up to \$15,000 be released from the Regional Sustainability Initiatives Reserve Fund to extend the Green Building Incentive Program for the duration of 2013.

BACKGROUND

The Regional Sustainability Initiatives Reserve Fund was established in 2010 out of a contribution from the Provincial Strategic Investment Fund to implement regional sustainability initiatives that support local economic development. The total amount placed in reserve at that time was \$94,700, and is intended to provide project support to the Energy and Sustainability Department as approved by the Board.

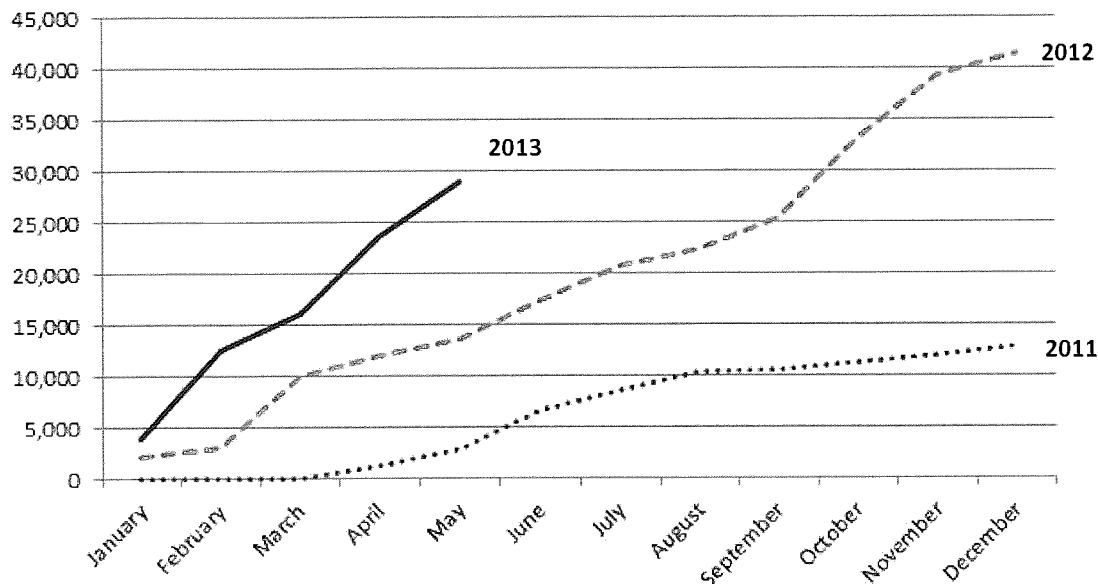
At the Regular Board Meeting held April 24, 2012 the Board approved the release of \$6,025 to cover 50% of the cost of a feasibility study for a district energy system at the Qualicum Beach Civic Centre and Ravensong Aquatic Centre. As of today, that release represents the sole release of funds from the Regional Sustainability Initiatives Fund.

In April 2011, the Regional District of Nanaimo introduced a Green Building Incentive Program. The program is funded from \$20,000 from the Building Inspection Service, and complemented by Provincial grant programs, notably the Provincial Woodstove Exchange Program. Each successive year of the Green Building Incentive Program has proven more popular than the previous, and year to date in 2013 has seen a more than doubling of the rate of uptake in incentives compared to 2012. Figure 1 illustrates the cumulative monthly dollar value of green building incentives provided by the RDN over the life of the program.

The solid line represents 2013, dashed represents 2012, and dotted is 2011. By the end of May, 2013 over \$28,000 in incentives had been disbursed. By contrast, over the same period in 2012, \$13,560 had been disbursed. In 2012, the program also benefitted from a sizeable carry-over from 2011 which is not available in 2013.

For all practical purposes the budget for the Green Building Incentive Program is exhausted. Approximately \$2,000 remains available for new incentives, which may maintain the program through the month of July.

Figure 1: Cumulative Monthly Green Building Incentive Disbursements (April, 2011-Present)



The benefits of the Green Building Incentive Program are significant. Homeowners in the region's Electoral Areas and Lantzville are eligible for incentives that support investment in:

- Home Energy Assessments;
- Woodstove Exchanges;
- Site-cut Timber;
- Residential Scale Renewable Energy Systems;
- Home Electric Vehicle Charging Stations; and
- Sustainable Builder Checklist incentives.

Each incentive represents a twofold benefit to the local community. Firstly, the incentives provide a direct contribution toward the improvement of existing residential housing stock, the use of renewable resources and energy, and investment in high efficiency, low emission systems, resulting in reduced greenhouse gas emissions and particulate matter pollution. In addition, the resources that support the program ultimately go to local businesses that sell the systems and services encouraged through the program, generating economic spin-off benefits to the local economy.

ALTERNATIVES

1. Approve the release of up to \$15,000 from the Regional Sustainability Initiatives Reserve Fund to extend the Green Building Incentive Program for 2013.
2. Do not approve the release of the funds, or provide alternate direction to staff.

FINANCIAL IMPLICATIONS

If Alternative 1 is approved, providing an additional \$15,000 will extend the Green Building Incentive Program through much of the remainder of 2013, ensuring that the benefits of the program continue to flow to regional residents and the local economies that they support.

With that amount, the total value of green building incentives available over 2013 will be approximately \$48,000 (including \$9,000 provided through the Provincial Woodstove Exchange Program), or roughly \$6,000 more than was available for the whole of 2012. If the current pace of incentive applications continues, the additional funding is anticipated to extend the program through to October 2013. If the pace slows significantly over the duration of 2013, and the full \$15,000 is not necessary, only the amount needed will be withdrawn from reserve.

Presently, the funds held in the Regional Sustainability Initiatives reserve amount to \$88,675, originally provided through the provincial Strategic Community Investment Fund. Allocating funds from this reserve will meet the needs of the Green Building Incentive Program with no impact on regional taxpayers. If approved, the Regional Sustainability Initiatives reserve will be reduced to \$73,675.

STRATEGIC PLAN IMPLICATIONS

The Board Strategic Plan emphasizes regional resilience and self-sufficiency, as well as economic viability. The Green Building Incentive Program assists homeowners in the region's Electoral Areas and Lantzville invest in home improvements and equipment that reduces home energy use and encourages investment in renewable energy and resource use. The incentives provided typically go toward the purchase of equipment or services provided by local businesses, building regional momentum around green economic development. As such, extending the Green Building Incentive Program over much of the duration of 2013 continues to advance the strategic priorities for the region supported by the Board.

SUMMARY/CONCLUSIONS

In April 2011, the Regional District of Nanaimo introduced a Green Building Incentive Program intended to assist homeowners invest in a range of technologies and services that would result in more efficient homes that consume less energy, and produce fewer greenhouse gas emissions and other forms of pollution.

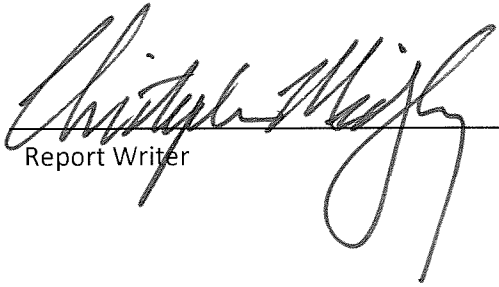
Each year of the program has increased in popularity among residents, with incentives in 2013 doubling 2012 over the first half of the year. As a result of this unanticipated rate of uptake, approximately \$2,000 remains available to the Green Building Incentive Program for the duration of 2013. To ensure that the program extends over much of the duration of the year, additional funds are required.

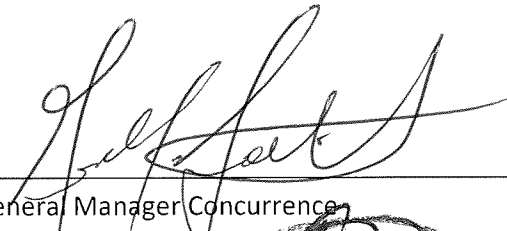
In April 2010, the RDN Board of Directors established the Regional Sustainability Reserve fund out of a provincial contribution from the Strategic Community Investment Fund. A total of \$94,700 was placed in reserve, with \$6,025 withdrawn to date.

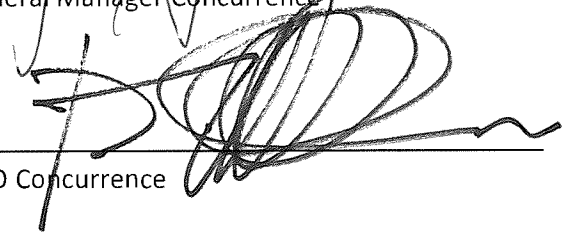
The intent of the Regional Sustainability Reserve Fund is to implement regional sustainability initiatives that also support local economic development. Local investment in green building systems and services achieves both ends, and continuing the program for much of 2013 will ensure ongoing community and economic benefits that result from the program.

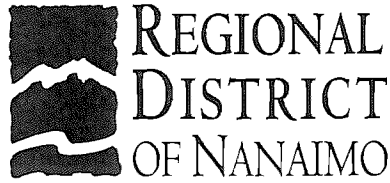
RECOMMENDATION

That the Board approve the release of up to \$15,000 from the Regional Sustainability Initiatives Reserve Fund to extend the Green Building Incentive Program for 2013.


Report Writer


General Manager Concurrence


CAO Concurrence



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MEMORANDUM

TO: Chris Midgley
Manager, Energy and Sustainability

DATE: June 26, 2013

FROM: Ting Pan
Sustainability Coordinator

FILE: 6430-05-GBIP

SUBJECT: 2013 Green Building Incentive Program Quarterly Update

PURPOSE

To provide the Committee with a quarterly update on 2013 Green Building Incentive Program.

BACKGROUND

The Green Building Incentive Program (the Program) was established in April 2011 as a pilot program for residents in the region’s Electoral Areas and the District of Lantzville. In May 2012 and May 2013 the program was refined to increase residents’ awareness and uptake. Since the implementation of the Program, the number of applications has been steadily increasing.

Information collected for the first half of the year 2013 indicates that participation rate is on the rise for most incentives. **Table 1** below summarizes how incentives were distributed as of June 26th, 2013.

Table 1: 2013 Green Building Incentive Program Summary (January 1 - June 26, 2013)

Incentive	Completed Rebates	Funds Disbursed or Committed
Home Energy Assessment	109	\$ 7,670.00
Woodstove Exchange*	31	\$ 9,750.00
Site-cut Timber	1	\$ 238.00
Renewable Energy System	0	\$ 250
EV Charging Station	0	\$ 0
Checklist Meeting	1	\$ 50.00
Checklist Score	1	\$ 4,000.00
Total Disbursed to Date (2013)		\$ 21,958.00
Total Program Funding (2013)		\$ 24,014.80
Total Remaining (06/26/2013)		\$ 2,056.80

*The BC Lung Association provided external funding to support an additional 36 woodstove exchange rebates to the Electoral Areas and Lantzville residents. Of those, 29 have been awarded as of June 2013.

Due to higher than anticipated interest, funds allocated for 2013 will not be sufficient to support the Program through to the end of the year. Based on 2011 and 2012 trends, the two most popular incentives (The Home Energy Assessment and Woodstove Exchange Rebates) are anticipated to attract more applications later this year when heating season begins. Three new home projects in the region are eligible to receive the highest level Checklist incentive (\$1,000) by the end of this year. One is also eligible to receive the \$250 Renewable Energy System rebate.

ALTERNATIVES

1. That the 2013 Green Building Incentive Program Update is received.
2. That alternate direction be given to staff.

FINANCIAL IMPLICATIONS

For 2013, the Program was funded with \$20,000 from the Building Inspection service. With \$4,014.80 carried over from 2012, the total funds available in 2013 are \$24,014.80. With rebates committed and distributed to date, \$2,056.80 remains for the rest of the 2013.

STRATEGIC PLAN IMPLICATIONS

Since beginning the Program, over 160 homes in the Electoral Areas and Lantzville obtained an EnerGuide Rating. Close to 100 homes incorporated energy efficiency measures, resulting in an average increase in EnerGuide rating by 10 points. About 380 inefficient woodstoves were replaced with more efficient, less polluting EPA certified woodstoves across the region. New homes eligible to receive the Checklist Incentive have been built to the highest industry standard such as BuiltGreen Platinum certification level, have achieved high EnerGuide ratings or have incorporated sizable renewable energy and rainwater harvesting systems. All of these actions yielded tangible benefits to the individual homeowners as well as to the community at large through reduced greenhouse gas emissions and pollution, and improved households' self-sufficiency and resilience. Most of these improvements require the involvement of local trades and professionals and continue to help build a stronger and more knowledge-based regional economy.

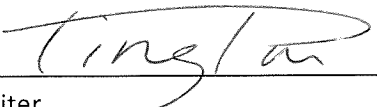
The region-wide Woodstove Exchange Incentive Program that was successful in securing the provincial funding and delivered to all residents in the region two years in a row demonstrated the effectiveness of a collaborative regional approach and could be a model for other programs in the future. The experience and knowledge gained through administering the Program is a valuable resource to be shared with all member municipalities.

SUMMARY/CONCLUSIONS

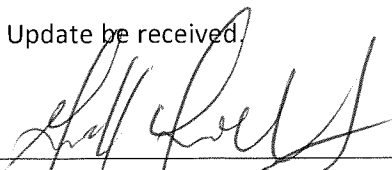
The 2013 Green Building Incentive Program has been successful in encouraging residents to take actions on improving home energy efficiency, reducing air pollution, incorporating renewable energy and building high performance houses. The very high level of uptake in 2013 indicates that the Program has grown in popularity relative to 2012. But the consequence of this popularity is that the current funding level will not sustain the Program through the duration of 2013.

RECOMMENDATION

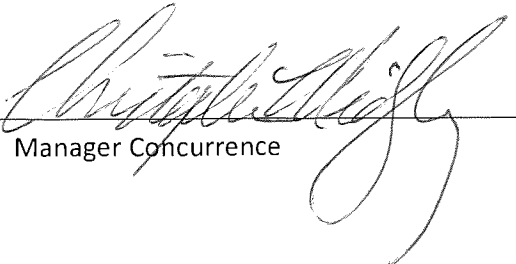
That the 2013 Green Building Incentive Program Quarterly Update be received.



Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence



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MEMORANDUM

TO: Paul Thompson
 Manager of Long Range Planning

DATE: July 10, 2013

FROM: Greg Keller
 Senior Planner

FILE: 6480 20 CMS

SUBJECT: Cedar Main Street Village Plan - Bylaw No. 1620.01, 2013

PURPOSE

To receive the report of the Public Hearing containing the summary of the minutes and submissions of the Public Hearing held June 27, 2013, and to consider "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.01, 2013" (Bylaw No. 1620.01) for 3rd reading.

BACKGROUND

The Cedar Main Street (CMS) project has been underway since July 2011. Recent actions on this planning project include the following:

1st and 2nd Reading

The Regional Board granted 1st and 2nd reading to Bylaw No. 1620.01 at its regular meeting held on May 28, 2013 (see Attachment No. 3).

Public Information Meeting

A Public Information Meeting was held at 7:00 pm on June 24, 2013 at Woodbank Primary School. Five people attended the event and as a result of the low attendance meeting notes were not taken. The purpose of the meeting was to provide an opportunity for the community to obtain information on the draft village plan and to ask questions prior to the Public Hearing. Overall discussions were of a positive nature.

Bylaw Referrals

The Bylaw was referred to the City of Nanaimo; Cowichan Valley Regional District; Fisheries and Oceans Canada; School District No. 68; Vancouver Island Health Authority; North Cedar Improvement District, British Columbia Hydro; Fortis BC; Ministry of Community, Sport and Cultural Development; Ministry of Transportation and Infrastructure; Ministry of Forests, Lands and Natural Resource Operations; Ministry of Agriculture; Agricultural Land Commission; Snuneymuxw First Nation; and Stz'uminus First Nation. Responses from referral agencies were available prior to and at the Public Hearing for public inspection and are included as part of the written submissions and comments included in Attachment No. 2.

Comments on the draft were received from the Ministry of Transportation and Infrastructure (MOTI) which relate to five policies that specify community preference on various aspects of design and transportation. Staff recommend that these policies be maintained as they are merely identifying transportation improvement options that the community would like to see considered in the future. The

subject policies do not commit the RDN or MOTI to any particular course of action at this time and they will provide a basis for discussions at the time of new development or subdivision.

Public Hearing

A Public Hearing was held pursuant to the *Local Government Act* on June 27, 2013 with eleven people in attendance (see Attachment No. 1 for the Report of the Public Hearing).

ALTERNATIVES

1. To receive the Report of the Public Hearing, grant 3rd reading to Bylaw No. 1620.01, and refer the Bylaw to the Ministry of Community Sport and Cultural Development for approval.
2. To receive the Report of the Public Hearing on Bylaw No. 1620.01 and not grant 3rd reading and provide staff with further direction.

PUBLIC CONSULTATION IMPLICATIONS

Bylaw No. 1620.01 is the result of a comprehensive planning process involving extensive public consultation with a Citizen's Advisory Group, residents, property owners, stakeholders, First Nations and municipal, provincial, and federal agencies. Throughout the process, the community has been involved in developing the objectives, goals, policies, and Development Permit Area Guidelines included in the Plan.

INTERGOVERNMENTAL IMPLICATIONS

Should the Regional District Board grant 3rd reading to Bylaw No. 1620.01, the Bylaw will be referred to the Ministry of Community, Sport and Cultural Development (MCSCD) for Ministerial approval. In consideration of its approval, the Ministry will take into account the comments of the agencies to which the Bylaw has been referred.

Following 3rd reading and the Minister's approval, the Board may consider adoption of Bylaw No. 1620.01.

SUMMARY/CONCLUSIONS

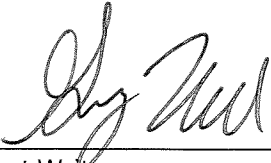
The Regional District Board gave 1st and 2nd reading to Bylaw No. 1620.01 at its regular Board meeting held on May 28, 2013. Bylaw No. 1620.01 has been considered in conjunction with the RDN financial and waste management plans. In addition, formal referrals were sent to applicable provincial and federal agencies, First Nations, and other agencies with interests in the Plan Area.

A Public Hearing was held on June 27, 2013 with eleven people in attendance. The Summary of the minutes and written submissions to the Public Hearing are attached for the Board's consideration.

All requirements of the *Local Government Act* have been fulfilled and Bylaw No. 1620.01 may now be considered for 3rd reading.

RECOMMENDATIONS

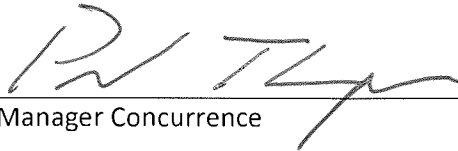
1. That the report of the Public Hearing held on June 27, 2013 on Bylaw No. 1620.01, be received.
2. That "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.01, 2013", be read a 3rd time and forwarded to the Minister of Community, Sport, and Cultural Development for approval.



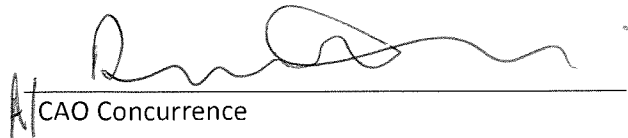
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

Attachment No. 1

**REPORT OF THE PUBLIC HEARING HELD THURSDAY, JUNE 27, 2013 AT 7:00 PM AT
WOODBANK PRIMARY GYM, 1984 WOOBANK ROAD
TO CONSIDER REGIONAL DISTRICT OF NANAIMO ELECTORAL AREA 'A'
OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW NO. 1620.01, 2013**

Note: This Report is not a verbatim recording of the proceedings but is intended to summarize the comments of those in attendance at the Public Hearing.

Present for the Regional District of Nanaimo:

Patricia Grand	Chair, Alternate Director, Electoral Area 'A'
Greg Keller	Senior Planner
Stephen Boogaards	Planner

There were approximately eleven people in attendance at the Public Hearing.

The Chair, Alternate Director Grand opened the meeting at 7:05 pm and introduced those attending the meeting from the RDN.

The Chair, Alternate Director Grand stated the purpose of the Public Hearing and requested that staff provide a description of the Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.01, 2013.

Greg Keller, Senior Planner provided a description of the Bylaw.

The Chair, Alternate Director Grand outlined the Public Hearing procedures and invited submissions with respect to the proposed Bylaw from the audience.

Janelle Park, 1821 Cedar Road, expressed concerned with the location of Cedar Main Street between York Lake and the Nanaimo River where there is a vulnerable aquifer. Ms. Park also expressed concern with the density supported by the plan due to North Cedar Improvement District water shortages. Ms. Park stated that an up to date count of traffic volume has not been conducted and the immediate needs of pedestrians or sewage disposal has not been considered. Ms. Park expressed concern over the closure of the schools in Cedar that were announced last night. Ms. Park indicated that more children will be travelling on roads without sidewalks. Ms. Park expressed concern over the possibility of increased traffic levels and speeds on alternate routes which go by Woodbank School that drivers may choose to take as a result of increased traffic levels on Cedar Road.

The Chair, Alternate Director Grand asked if there were any other comments or submissions.

The Chair, Alternate Director Grand asked for a second time if there were any other comments or submissions.

The Chair, Alternate Director Grand asked for a third time if there were any other comments or submissions. Hearing none, the Chair thanked those in attendance and announced that the Public Hearing was closed at 7:15 pm.

Alternate Director Patricia Grand
Alternate Director Electoral Area 'A'

Recording Secretary

Attachment No. 2

**Forming Part of the Report of the Public Hearing Attached as Schedule No. 1
Written Submissions and Comments Received at and Prior to the Public Hearing**



June 6, 2013
Attention Greg Keller

Re: Cedar Main Street review

The ministry has the following comments:

- Page 33, Policy 3: The ministry does not issue permits to individual property owners or developers for the maintenance of street trees, furniture or other amenities on highway right of way. The ministry may issue permits to a local/regional government for these works.
- Page 36, Policy 12: The orientation of commercial buildings is not an aspect the ministry regulates at the time of subdivision.
- Page 41, Policy 8: The retention of trees on private property is not regulated by the ministry. The ministry cannot enforce tree retention covenants on private property and is therefore uninterested in being a party to such covenants.
- Page 47, Policy 2: Limiting access to Cedar Main Street is primarily analyzed from a safety perspective, not an aesthetic perspective.
- Page 53, Policy 1: The ministry cannot create a 30km/hr zone on Cedar Main Street
- Page 54, Policy 2: Speed humps are not permitted on ministry highways.

If you have any questions, please contact me at 250-751-3270 or stuart.johnson@gov.bc.ca

Sincerely,

A handwritten signature in black ink, appearing to read "Stu Johnson".

Stu Johnson
District Development Technician

Ministry of
Transportation and
Infrastructure

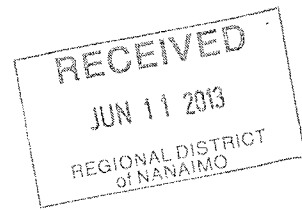
Vancouver Island District
South Coast Region

Mailing Address
3rd Fl., 2100 Labaree Road
Nanaimo BC V9T 6E9
Telephone: 250 751-3246
Fax: 250 751-3289

www.gov.bc.ca/tran

2137 FURN RD.,
NANAIMO, B.C.
V9X 1J8
MAY 31, 2013.

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



Dear Sir/Madam;

Before any improvements are done on the 'Cedar Main Street', there must be safe passage along Cedar Road from Gould to MacMillan. This is even more important now that the elementary students will be going to the school on MacMillan.

A wide (no parking) ~~wide~~ paved shoulder for walking and biking would be a great idea.

Also set up radar for speeders!

A very concerned grandmother,

Mary Christensen
(M. Christensen)

2.

Another idea would be to use the old fire hall beside the Cedar General Store as a recreation centre for the kids. Pool tables, shuffle boards, video-games, movie screen Perhaps parents could volunteer one after school or month to chaperon.
would the boys/girls club be interested?

**Attachment No. 3
Proposed Bylaw 1620.01, 2013**

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1620.01

**A Bylaw to Amend Regional District of Nanaimo Electoral Area 'A'
Official Community Plan Bylaw No. 1620, 2013**

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

1. This Bylaw may be cited as "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.01, 2013".
2. The "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Bylaw No. 1620, 2011" is hereby amended as set out in Schedule '1' of this Bylaw.

Introduced and read two times this 28th day of May, 2013.

Considered in conjunction with the Regional District of Nanaimo Financial Plan and any applicable Waste Management Plans this 28th day of May, 2013.

Public Hearing held this 27th day of June, 2013.

Read a third time this ____ day of ____, 20XX.

Received approval pursuant to Section 882 of the *Local Government Act* this ____ day of ____, 20XX.

Adopted this ____ day of ____, 20XX.

Chairperson

Corporate Officer

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1620.01**

Schedule '1'

1. Schedule A of "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Bylaw No. 1620, 2011" is hereby amended as follows:

a. Table of Contents

- i) By adding the following heading at the end of the Table of Contents "*Village Plans Which Form Part of this Plan*".
- ii) By adding "*Schedule B: Cedar Main Street Village Plan*" under the heading described in (i) above.

b. Section 2.3 Scope

By deleting the last paragraph and replacing with the following:

The Plan Area, including the lands subject to the Cedar Main Street Village Plan, is designated a 'development approval information area' pursuant to the RDN's Impact Assessment Bylaw No. 1165, 1999. This Bylaw outlines information requirements for zoning amendments, development permit applications, and applications for a temporary industrial or commercial use permit. The Cedar Main Street Village Plan is attached to and forms part of this Bylaw to provide detailed guidance on future land use and community preference and desirable changes within the Cedar Main Street Plan Area.

c. Section 2.5 Organization of the Plan

- i) By adding the following text to the end of the paragraph:

The Electoral Area 'A' Official Community Plan includes Schedule A and Maps 1-10 which specify the policies and Development Permit Area Guidelines applicable to all of The Plan Area and Schedule B and Maps 1-4, the Cedar Main Street Village Plan which provides policies and Development Permit Area Guidelines specific to Cedar Main Street.

The Cedar Main Street Village Plan forms part of this OCP. The location and boundary of the Cedar Main Street Village Plan is shown on Map No. 3 Land Use Designations and Growth Containment Boundaries.

- ii) By deleting Figure No. 2 - OCP Structure and replacing it with the diagram included in Attachment 1.

d. 6.2 Cedar Main Street

By deleting Section 6.2 and replacing with the following:

6.2 Cedar Main Street Village Plan

The Cedar Main Street Village Plan (Schedule B) is the principal guiding document for all land use decisions within the Cedar Main Street Village Plan. The Village Plan is based on the results of a Community Design Charrette held in 2012 and was adopted as a bylaw amendment to this OCP. The Design Ideas, Land Use Designations, Development Policies, Development Permit Area Guidelines, and implementation actions of the Village Plan detail community preferences and desirable changes within Cedar Main Street.

Future land use and other improvements within Cedar Main Street must be consistent with both the Official Community Plan and the Cedar Main Street Village Plan. Where a particular issue is not covered by the Cedar Main Street Plan, the Electoral Area 'A' Official Community Plan will take precedence within the Cedar Main Street Plan Area. Where a conflict exists between the OCP and the Cedar Main Street Village Plan, the designation or policies of the Cedar Main Street Village Plan will take precedence.

e. 12.6 Cedar Main Street Development Permit Area

By deleting Section 12.6 and replacing it with the following:

This DPA includes the properties identified within the Cedar Main Street Development Permit Area on Map No. 10. Refer to the Cedar Main Street Development Permit Area Guidelines contained in Section 6 of the Cedar Main Street Village Plan attached as Schedule B.

f. Maps

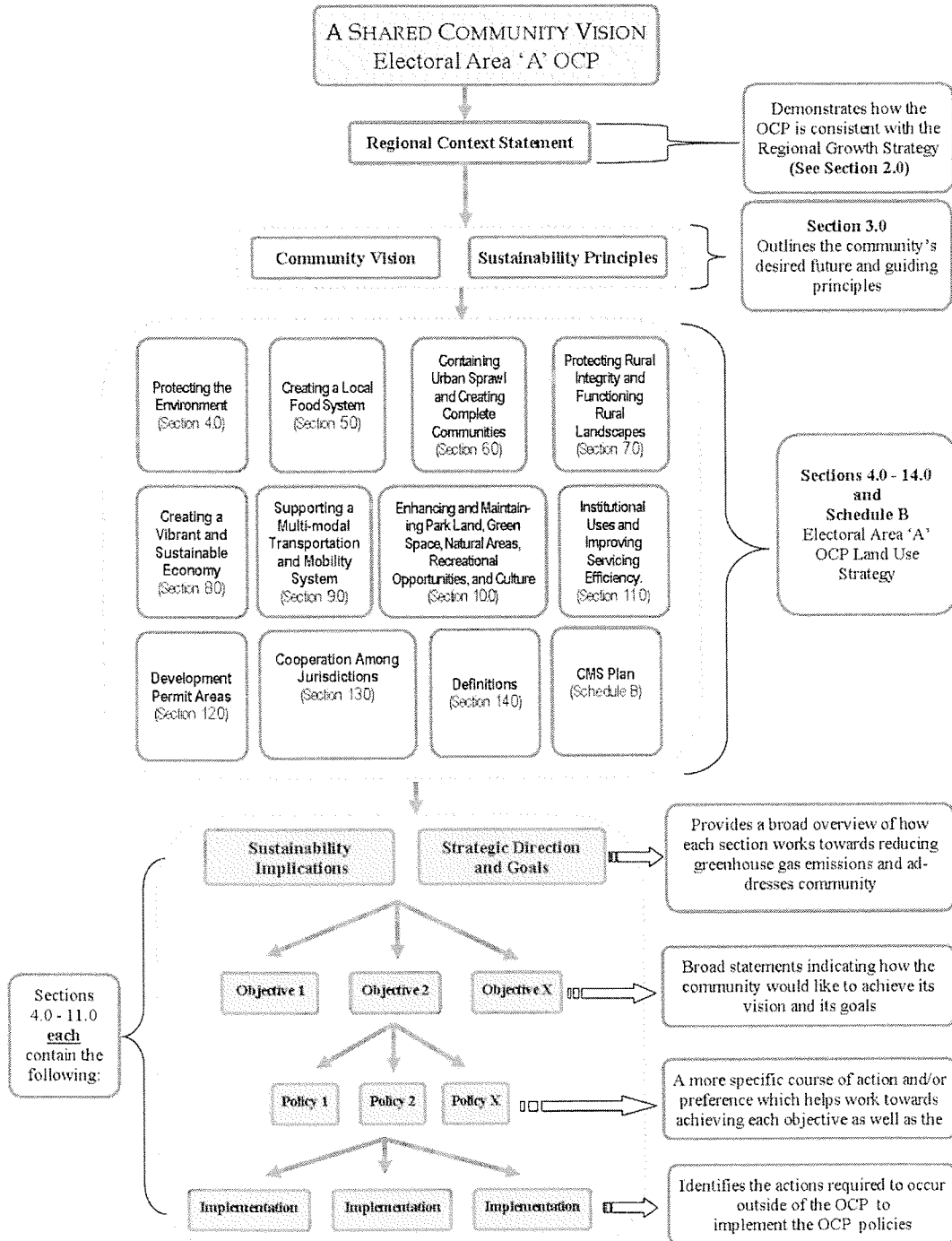
The following Maps which form part of Bylaw 1620, 2011 are hereby amended as follows:

- i) Map No. 3 is deleted and replaced with Attachment 2.*
- ii) Map No. 5 is deleted and replaced with Attachment 3.*
- iii) Map No. 6 is deleted and replaced with Attachment 4.*
- iv) Map No. 7 is deleted and replaced with Attachment 5.*
- v) Map No. 10 is deleted and replaced with Attachment 6.*

- 2. "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Bylaw No. 1620, 2011" is hereby amended by attaching Schedule 'B' cited as the "Cedar Main Street Village Plan" attached as Schedule 2 of this Bylaw.

**REGIONAL DISTRICT OF NANAIMO
 BYLAW NO. 1620.01**

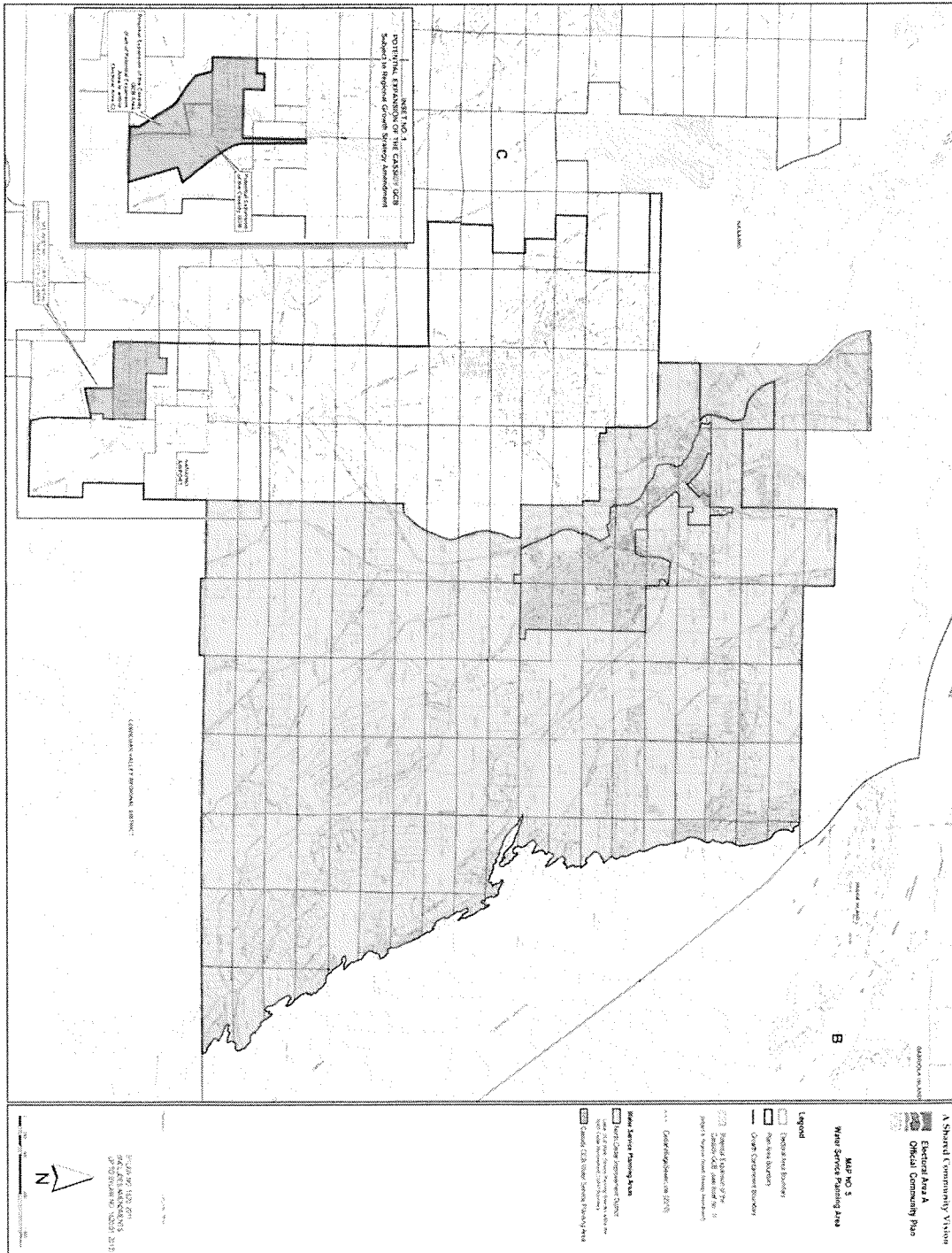
Attachment 1



REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1620.01

Attachment 3

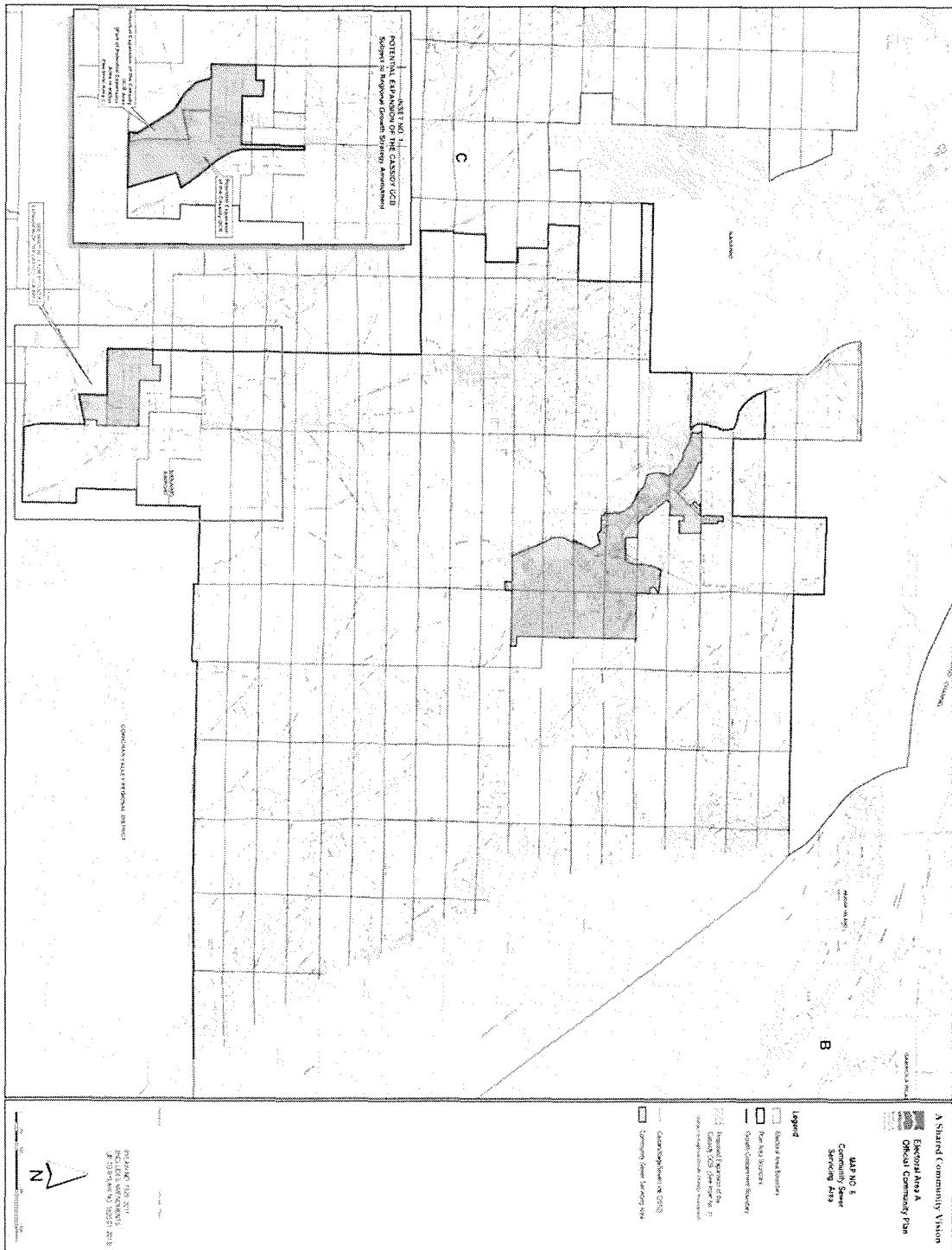
Map No. 5 Water Service Planning Area



REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1620.01

Attachment 4

Map No. 6 Community Sewer Servicing Area



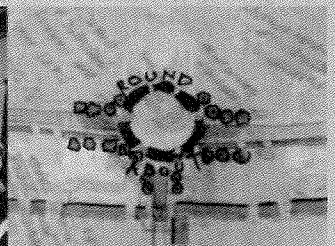
**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1620.01
Schedule '2' – Cedar Main Street Village Plan'**

**Schedule 'B' of Bylaw 1620, 2011
Cedar Main Street Village Plan**

REGIONAL
DISTRICT
OF NANAIMO

Cedar Main Street Draft Village Plan

Schedule 'B' Electoral Area 'A' OCP Bylaw No. 1620, 2011



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MAPS

Map No. 1: Illustration of Select Design Ideas

Map No. 2: Land Use Designations

Map No. 3: Parks, Trails, and Transportation

Map No. 4: Cedar Main Street Development Permit Area

Acknowledgements

This Plan is the result of the collaboration and dedication of community members, business owners, community leaders, RDN Staff, design professionals, and others who contributed their time and effort towards the creation of this document.

A special thanks goes out to the following individuals for their contribution towards the Plan.

Cedar Main Street Citizen's Advisory Group

Alec McPherson	Kenn Joubert	Eike Jordan
Andriana Wilson-Busby	Howie Adan	Delbert Horrocks
Bonnie Stevenson	Eric Bertram	Angela Vincent-Lewis
Rick Hastings	Donna Hawksworth	Shelagh Gourlay
Mayta Ryn	Margaret Mills	Anne Fiddick
Rick Hyne	Brian Bancroft	
Sheri Duchane	Patricia Grand	

Cedar Main Street Technical Advisory Group (not including RDN Staff)

Rodger Cheetham	Ted Olynyk	Devon Wyatt
Justin Filik	Fiel Murillo	Rob Heaslip
Heike Schmidt	Doug Glenn	Heather Sarchuk
Andrew Jones	Dave Edgar	Margaret Henigman
Chris Good	Johnathan Tilley	
Dean Mousseau	Stu Johnson	

RDN Staff which provided technical assistance and attended meetings to support the process

Greg Keller	Wendy Marshall	Shelley Norum
Paul Thompson	Wayne Moorman	Mike Donnelly
Keri House	Wendy Idema	Al Dick
Pamela Newton	Angela Buick	Daniel Pearce
Tom Sohier	Nicole Hewitt	Elaine McCulloch
Stephen Boogaards	Karen Hamilton	
Kristy Marks		

Thank you to JWT Architecture and Planning who lead the community design charrette and provided graphic support.

Last but not least a special thanks to all who participated in the Cedar Main Street Design Project.

1 Cedar Main Street Village Plan Overview

Based on the community vision, sustainability principles, and goals contained in the Electoral Area 'A' OCP, the Cedar Main Street (CMS) Village Plan provides direction and policies that reflect how the residents of Electoral Area 'A' wish to see Cedar Main Street change and grow over time.

The Design Ideas and Land Use Concepts together with Policies, Development Permit Area Guidelines, and implementation actions detail desirable changes and improvements within Cedar Main Street.

This plan, based on the results of a Community Design Charrette held in 2012, provides direction on community preferences and priorities with respect to a number of planning considerations. Some of these considerations include land use, building design, transportation, housing, pedestrian and cyclist movement, affordable and seniors housing, parks and recreation, and community infrastructure.

The Cedar Main Street Plan also addresses key issues relating to reducing greenhouse gas emissions (GHG) and the associated impacts of climate change by encouraging compact forms of housing, local employment, and transportation choices that promote the efficient use of energy and resources.

1.1 Abbreviations

BCT	British Columbia Transit	OCP	Official Community Plan
CMS	Cedar Main Street	PO's	Property Owner(s)
GCB	Growth Containment Boundary	RDN	Regional District of Nanaimo
GHG	Greenhouse Gas	RVC	Rural Village Centre
MCSCD	Ministry of Community, Sport, & Cultural Development	RGS	Regional Growth Strategy
MOTI	Ministry of Transportation and Infrastructure	SD68	School District 68
NCFM	Nanaimo Cedar Farmers Market		
NCID	North Cedar Improvement District		

1.2 Why A Village Plan?

The Cedar Main Street Village Plan is intended to capture the community's preferences for future growth and change. It provides an opportunity to proactively pursue desirable change and create a shared vision rather than react to development applications on a one-off basis. This Plan will assist the community by:

- Providing a basis for residents to focus on priority issues and opportunities, develop solutions, and ultimately influence decisions about future change.
- Giving developers a clear understanding of what the community wants to see built in the Cedar Main Street Plan Area so that they are better able to develop projects that meet community expectations.

- Providing the RDN Board and Planning Staff with a better understanding of how residents would like to see Cedar Main Street evolve to accommodate growth sustainably.
- Creating a valuable tool to assist the RDN Board and Planning Staff in evaluating how well development proposals meet community expectations as reflected by the Plan.
- Acting as a resource/ reference that shows community direction in order to leverage funding for projects that are consistent with the goals, objectives and policies of the Plan and the OCP.

1.3 History

The Cedar Area has a rich history. It was first inhabited by First Nations People for thousands of years prior to European's arriving in the area. The Cedar Main Street Plan Area is within the Snuneymuxw First Nations Traditional Territory.

In 1850 it is thought that James Stove settled in the area to help develop a coal mine. At that time Cedar was a vast untamed wilderness with few settlers in the area. The journey from Nanaimo to Cedar was difficult because there was no bridge crossing the Nanaimo River. As a result, settlers had to travel to Cedar by canoe. In 1865, the first bridge was constructed crossing the Nanaimo River near the current bridge site below the Cranberry Arms Hotel. Since then the bridge has been replaced several times.



Red Lion Brewery in Stovely. Date unknown. Courtesy of Tom Teer

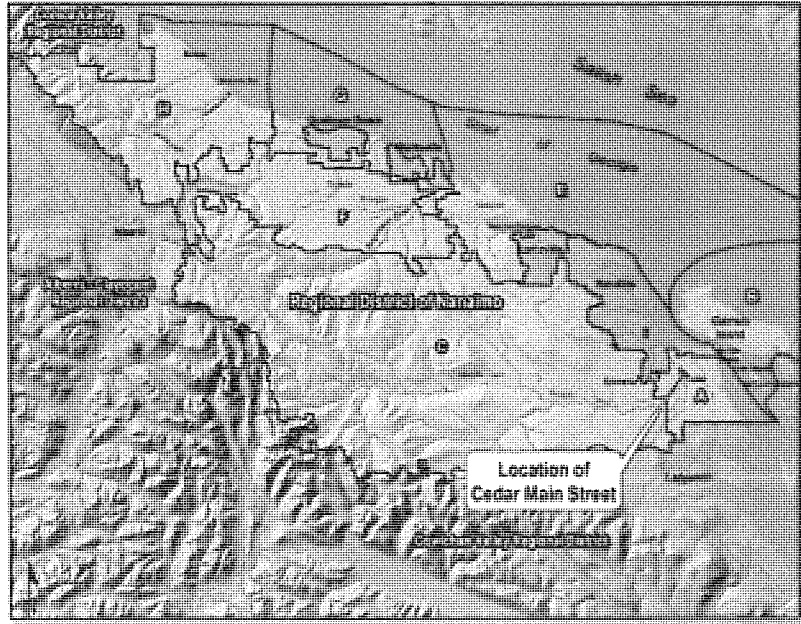
The first settlers of European descent typically worked in resource-oriented industries such as logging and mining to support their families. Settlers moving to the area were faced with the arduous task of improving the land by clearing it for cultivation and settlement.

Most of the local landmarks and streets were named after prominent families in the community including the surnames of Haslam, York, Quennell, MacMillan, Gould, Hemer, Cassidy, Holden, and Corso. Many of the founding families still reside in the community today.

The Cedar Area also has deep agricultural roots. Many of the pioneer families were farmers and ranchers. In many cases clearing and improving the land for cultivation was a condition of the pre-emption of land from the Crown which was how many settlers obtained land.

Cedar's past is still evident today through its historic buildings which include the Mahle House, the Wheatsheaf Inn, North Cedar School (Cedar Heritage Centre), St. Philips Anglican Church, Cranberry Arms Pub, and Cedar Community Hall. It should be noted that the historic buildings in Cedar include a variety of architectural styles rather than a unified design scheme.

For more information please refer to the Technical Background Report prepared as part of the Cedar Main Street Design Project which is available from the RDN Planning Department.



Section 1: Overview

1.4 Plan Area and Context

Cedar Main Street is located in the Cedar Rural Village Centre within the unincorporated community of Cedar within Electoral Area 'A' of the RDN. Cedar is a rural community, with strong roots in agriculture and other resource uses. The community strongly supports maintaining and enhancing the rural character and rural way of life. This is achieved by directing opportunities for future growth into well-defined areas such as the Cedar Main Street land use designation and controlling future growth on lands located outside of the Cedar Village Core.

The Plan Area consists of 51 parcels of land which occupy approximately 23.1 hectares. Cedar Road runs through the centre of the Plan Area and runs parallel to the Nanaimo River. The Plan Area varies from approximately 2 to 48 metres above sea level. The Nanaimo River flows gently in a northwesterly direction towards the ocean where its estuary (one of the largest on the east coast of Vancouver Island) meets the Strait of Georgia.

The Plan Area is located on a narrow ridge located between the Nanaimo River, York Lake and surrounding wetland. The topography of the Plan Area nearest Cedar Road is relatively flat. However, the land quickly slopes down towards the Nanaimo River on the southwest side of Cedar Road and towards York Lake on the northeast side of Cedar Road.

1.5 Plan Authority

The CMS Village Plan is adopted as a bylaw amendment to the Electoral Area 'A' Official Community Plan, Bylaw No. 1620, 2011.

The CMS Village Plan is the principal guiding document for all land use decisions within CMS.

Where a particular issue is not covered by the CMS Village Plan, the Area 'A' OCP will be consulted for direction. Where a conflict exists between the OCP and the CMS Village Plan, the designations and/or policies of the CMS Village Plan will take precedence within the designated CMS Village Plan Area.

1.6 Plan Application

The CMS Village Plan accompanies the Electoral Area 'A' OCP by providing more detailed policies and Development Permit Area (DPA) Guidelines. It is intended that this Plan will be used in conjunction with the OCP (policies and DPA Guidelines) and not separate from it. Where no direction is provided by this Plan on a particular topic, reference should be made to the OCP.

This Plan will be considered in the review of all planning and land use related matters for lands located within the CMS Land Use Designation as identified in the OCP Map No. 2. Applications for development, re-development and public improvement projects must be consistent with plan policies.

Future land use within CMS will be guided by this Plan which may also be used to review and revise RDN Land Use and Subdivision Bylaw No. 500, 1987 (Zoning Bylaw No. 500), and other RDN Bylaws to ensure that future land use and development is consistent with the direction provided in this Plan.

Variances to Zoning Bylaw No. 500 may be required to meet the intent, policies, and guidelines of this Plan.

It is recognized that some current land uses are not consistent with the policies, guidelines, or ideas identified in this Plan. This plan is intended to illustrate a preferred pattern of land use as development and re-development occurs. It does not affect ongoing use of land under current zoning and does not require property owners to change a land use that is not consistent with the Plan. Future zoning changes will be initiated by property owners and not imposed by the RDN.

This Plan identifies a variety of desirable community amenities. The provision of community amenities will be considered through the rezoning process and in accordance with Section 5.4 of this Plan, Section 14 of the OCP, and community consultation

1.7 Plan Monitoring and Review

The CMS Village Plan will be reviewed in conjunction with the Electoral Area 'A' Official Community Plan review process.

1.8 Relationship to other RDN Plans

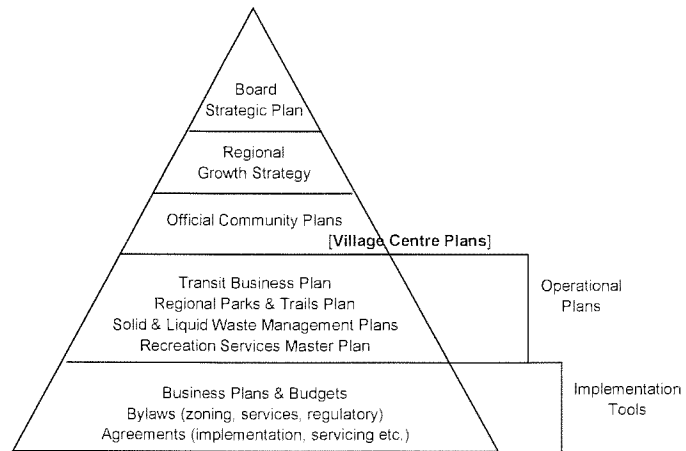
The CMS Village Plan was created as a result of a recommendation of the Electoral Area 'A' Official Community Plan. This Plan is considered to be part of the OCP.

This Section describes briefly how the CMS Village Plan relates to other key RDN strategic plans and regulations.

The diagram shows how the CMS Village Centre Plan fits into the hierarchy of RDN plans and strategies.

The 2013-2015 RDN Board Strategic Plan “Working Together for a Resilient Future” outlines the RDN vision for a sustainable region: “The RDN in 2050...Our region is environmentally, socially, and economically healthy; resilient and adaptable to change. Residents of the region meet their needs without compromising the ability of future residents to do the same....”

The Strategic Plan provides direction to the Regional Growth Strategy (RGS) which in turn provides direction to several community level strategic plans (including OCP’s and Village Centre Plans).



The policies and actions of the Electoral Area ‘A’ OCP and Village Plans are implemented through regulatory bylaws (including zoning, subdivision and servicing bylaws) along with the allocation of resources through departmental business plans and budgets.

1.9 Rural Village Centres in the Regional District of Nanaimo

CMS is located within the Cedar Rural Village Centre as designated by the Regional Growth Strategy (RGS). Rural Village Centres (RVC) are intended to be the focus of housing, employment, and service provision in unincorporated rural areas of the RDN.

RVC’s are central to the RDN’s approach to managing growth in EA’s in order to achieve sustainability goals as outlined in the RGS.

Directing and encouraging denser development within Rural Village Centres will help protect and enhance rural qualities of life and interrelated environmental values by:

- Creating conditions that increase opportunities to live, work, learn and play in compact, complete Rural Village Centres;
- Increasing the feasibility of providing cost effective servicing and amenities by concentrating demand;
- Linking adjacent rural and residential suburban areas to RVC’s through the use of bicycle paths, pedestrian walkways, multi-use trails, and public transit;
- Providing development opportunities within the RVC thereby reducing development pressure on lands located outside of the RVC and helping to preserve lands which are valued for agriculture and other rural uses.

1.10 Community Participation

The CMS Village Plan is the result of a comprehensive public engagement process which provided numerous opportunities for community input early and throughout the planning process. Dedicated community members, community leaders, and business owners worked collaboratively with RDN staff and design professionals to share knowledge and ideas that resulted in the direction and policies in this Plan.

The community engagement process included:

- Multiple Community Workshops and Open Houses
- Displays at Community Events
- A four day Community Design Charrette
- A Citizen's Advisory Group which met numerous times to discuss issues related to the Plan
- Informational Mail Outs and Press Releases
- Commercial Needs Assessment
- Online Questionnaires
- Press Releases
- Radio Interviews
- Shaw Cable Interview

2 Cedar Main Street Vision

The CMS Village Plan builds upon the Electoral Area 'A' OCP by providing more detailed objectives, policies, and guidelines. Extensive community input went in to the creation of the vision titled '*A Shared Community Vision*' that is in the OCP. As a result, the CMS Village Plan works towards achieving that vision rather than creating a separate vision that only applies to CMS.

A Shared Community Vision can be found in Section 3.1 of the Electoral Area 'A' OCP.

2.1 A Vision for Cedar Main Street

The CMS Village Plan helps achieve 'A Shared Community Vision' by:

- Encouraging new opportunities for local employment;
- Supporting a range of housing types and sizes that cater to a range of age groups and income levels;
- Creating a vibrant village that attracts and retains new area residents;
- Encourages the creation of a more complete community;
- Supporting land uses and development patterns which help reduce automobile dependence and greenhouse gas emissions;
- Creating a strong sense of place and enhancing community pride; and,
- Creating safer opportunities for pedestrian, cyclist, and non-motorized forms of transportation.

2.2 Sustainability Principles

As an integral component of the Electoral Area 'A' OCP, the CMS Village Plan is consistent with the Sustainability Principles contained within Section 2.3 of the Electoral Area 'A' OCP. In summary, the principles are as follows:

- Principle 1: Nature Has Value
- Principle 2: Maintain Local History, Culture, and Rural Character
- Principle 3: Leaders in Local Food Production and Local Marketing
- Principle 4: Manage Growth Carefully
- Principle 5: Safe, Healthy, and Active Communities for all Residents
- Principle 6: Participatory Democracy
- Principle 7: A Diverse Community
- Principle 8: A Diversified Local Economy
- Principle 9: Efficient and Cost Effective Services

For more information, refer to Section 2.3 of the OCP

2.3 Community Goals

As an integral component of the Electoral Area 'A' OCP, the CMS Village Plan helps achieve the Community Goals contained within Section 3.3 of the Electoral Area 'A' OCP. Please refer to the OCP to view the complete list of community goals.

3 Design Ideas

A four day Community Design Charrette, held from January 25th to 28th, 2012 at the Cedar Heritage Centre, provided an opportunity for the community to work with a team of highly skilled design professionals to visually explore participants' ideas for CMS. The Charrette resulted in 14 distinct Design Ideas which were further tested through an online questionnaire to determine the level of community support. All 14 of the Design Ideas are supported at varying degrees by the community. Please refer to the CMS Community Design Charrette Report for results of the online questionnaire available at the RDN Planning Department or online at www.rdn.bc.ca.

The purpose of this Section is to provide guidance to the RDN Board and Staff, senior government agencies, property owners, and developers with respect to what the community has identified as desirable future development and improvements within CMS.

The Design Ideas provide general guidance, inspiration, and transferable design elements that could be considered within the Plan Area. While the Design Ideas generally encourage growth and change, inform the objectives, policies and guidelines, and specify implementation actions of this Plan, they do not commit the RDN, senior government agencies, property owners, or developers to undertake any of these specific projects or ideas. Refer to Sections 4, 5, and 6 for detailed direction on the preferred characteristics and requirements of growth and change within the Plan Area.

This Section is also intended to assist in identifying future projects and preparing work plans and budgets.

How to use this Section

The subsections below provide a short description of each of the 14 Design Ideas. The Design Ideas are intended to:

1. Provide inspiration to builders, developers, and land owners;
2. Indicate community preference on various building and landscape improvements; and,
3. Represent desirable projects, land uses, form and character, and features that should be encouraged as part of any future development proposal in CMS.

Please refer to Sections 4 – 6 for detailed policies, guidelines, and requirements related to future development. Should an inconsistency arise between this Section and Sections 4 - 6 of this Plan, Sections 4 - 6 shall prevail.

3.1 Design Idea 1 – Preserve the Rural Character of the Larger Lots

There is strong community desire to strike a balance between accommodating future growth and preserving the rural character of the larger lots within the CMS. Residents strongly support maintaining a rural village quality within Cedar. In order to achieve these seemingly opposite goals, this Design Idea supports development of the larger lots in CMS in a way which preserves their rural character and charm.

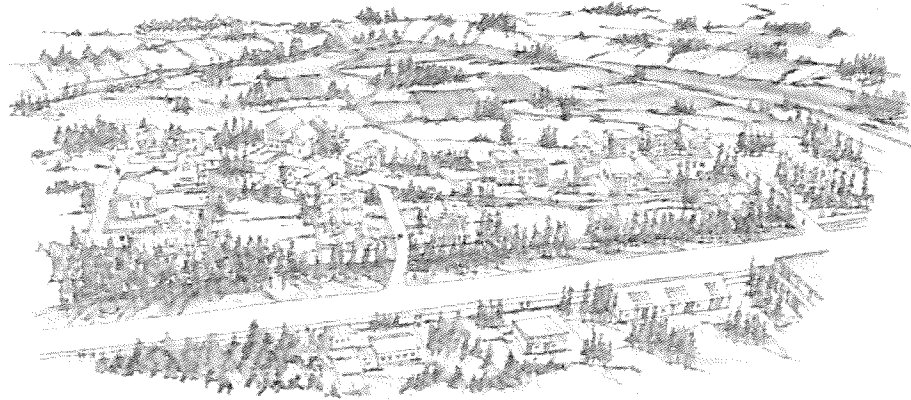


Illustration of what residential development might look like if this idea was constructed. Notice the retention of mature trees and minimal access to Cedar Road.

This Design Idea primarily applies to what are considered to be the 'larger' lots within CMS which have maintained a buffer of mature vegetation and trees adjacent to Cedar Road. The mature trees located on these lots are valued by the community and help create a rural atmosphere.

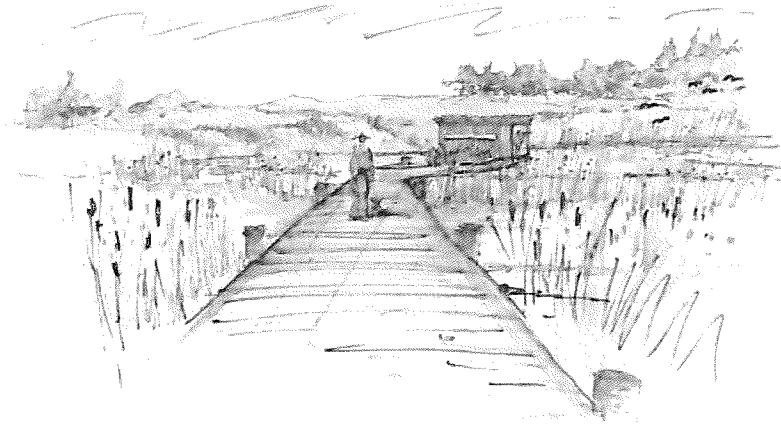
This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 3**
Increase the percentage of development that is located within well-defined areas within the GCB.
- **Goal 7**
Protect the rural character of Electoral Area 'A' from the impacts of future development.
- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.

(See Section 4.2.1 for site specific development policies.)

3.2 Design Idea 2 – Engage with the York Lake Wetlands

CMS lies on a ridge of land located between the Nanaimo River and York Lake, yet there is currently little physical connection between CMS and the surrounding natural environment. The location of CMS provides an opportunity to develop low impact connections with nature such as access to the York Lake wetlands.



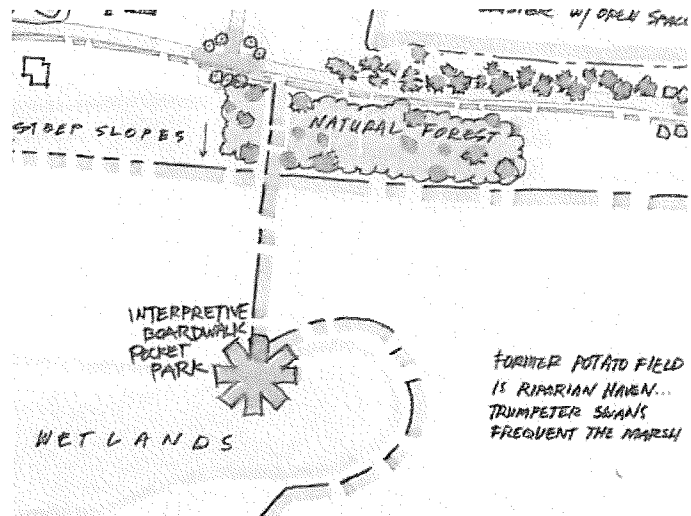
Conceptual illustration of what a boardwalk and viewing platform could look like.

Having a low impact access trail, viewing platform, and or/boardwalk would provide

opportunity for wildlife viewing and nature appreciation as well as opportunities for local recreation. A boardwalk around York Lake may help improve pedestrian connectivity between CMS and Cedar Community Secondary School and nearby residences. This type of community amenity may also provide educational opportunities for students who attend school in the area.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 10**
Ensure that community services are geared towards all ages including active transportation, recreation, culture, sports, the arts, and education.
- **Goal 13**
Increase public awareness of environmental issues and the importance of environmental stewardship.
- **Goal 15**
Reduce Greenhouse Gas Emissions.



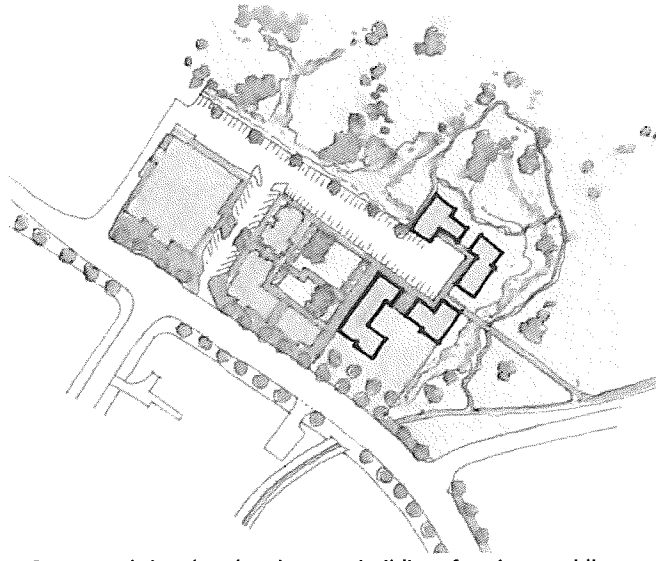
Conceptual plan of boardwalk viewing platform at York Lake

Section 3: Design Ideas

3.3 Design Idea 3 – Expand the Village Square Shopping Centre

An expansion to the village shopping area (49th Parallel Plaza) to include a broader range of uses including more shops, services, and a public plaza.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:



Conceptual site plan showing new buildings framing a public space.

- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.
- **Goal 16**
Increase economic diversity.
- **Goal 17**
Ensure that opportunities exist for economic development which creates local employment, minimizes negative environmental impacts, and does not detract from the quality of life enjoyed by area residents.

(See Section 4.2.2 for site specific development policies.)

3.4 Design Idea 4 - Ensure that Commercial Development Embraces the Natural and Rural Setting

In keeping with the community's desire to maintain a rural village feel for CMS, it is important to ensure that commercial development embraces the natural and rural setting.

Further direction around this Design Idea is provided within the Development Permit Area Guidelines in Section 6 of this Plan.



Conceptual illustration showing how future development could be integrated into the environment by using energy and water conservation measures, green building practices, and quality design and building materials.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 4**
Ensure the demand for water does not exceed the sustainable supply.
- **Goal 11**
Increase the amount of green development which makes efficient use of land, energy, and resources.
- **Goal 14**
Ensure that the impacts of development on the natural environment are identified and minimized.

3.5 Design Idea 5 – Support Redevelopment of the Anglican Church Site

During the Design Charrette the Anglican Church was open to consider the redevelopment of its property to include some community space and a village square, while retaining the historic portion of the existing church. It was suggested that the church site could include additional worship space, a community library, public meeting space, and community open space.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:



Conceptual illustration showing Anglican Church site redevelopment

- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.
- **Goal 10**
Ensure that community services are geared towards all ages including active transportation, recreation, culture, sports, the arts, and education.
- **Goal 18**
Ensure that infrastructure and community services are provided in an efficient manner.

(See Section 4.2.3 for site specific development policies.)

3.6 Design Idea 6 – Encourage the Redevelopment of Private Property

Nearly all of the lands located within the CMS are privately owned. As such, individual property owners can choose to either develop in accordance with existing zoning or apply to the RDN to rezone their property in accordance with this Plan.

The focus of this Plan is to guide future growth and change within CMS most of which is expected to primarily come from redevelopment of previously developed lands. As buildings reach the end of their useful lives, or when property owners wish to redevelop their lands, this Plan encourages redevelopment that will help achieve the vision for CMS and make a positive contribution to the community.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 3**
Increase the percentage of development that is located within well-defined areas on lands within the GCB.
- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.
- **Goal 17**
Ensure that opportunities exist for economic development which creates opportunities for local employment, minimizes negative environmental impacts, and does not detract from the quality of life enjoyed by area residents.



Illustration of a carriage home facing York Lake with a triplex facing Cedar Road.

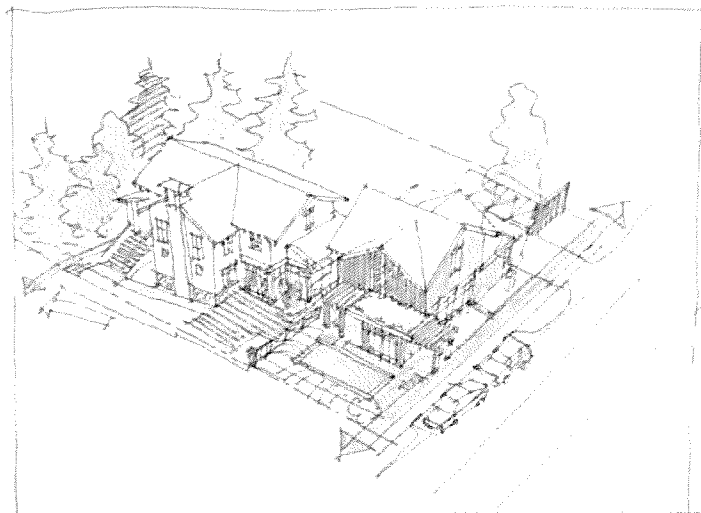


Illustration of a carriage home storefront facing Cedar Main Street. The main house is facing the rear of the lot.

Section 3: Design Ideas

3.7 Design Idea 7 – Support Buildings Up to Three Storeys

Three storey buildings that take the appearance of a two storey building, provide opportunities to increase density and promote mixed-use buildings on existing lots while maintaining the rural character associated with two storey buildings.

Although three storey buildings are supported in some cases, fire protection and rescue services are important considerations which must be addressed prior to considering approval of any three storey buildings.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 3**
Increase the percentage of development that is located within well-defined areas on lands within the GCB.
- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.
- **Goal 17**
Ensure that opportunities exist for economic development which creates opportunities for local employment, minimizes negative environmental impacts, and does not detract from the quality of life enjoyed by area residents.

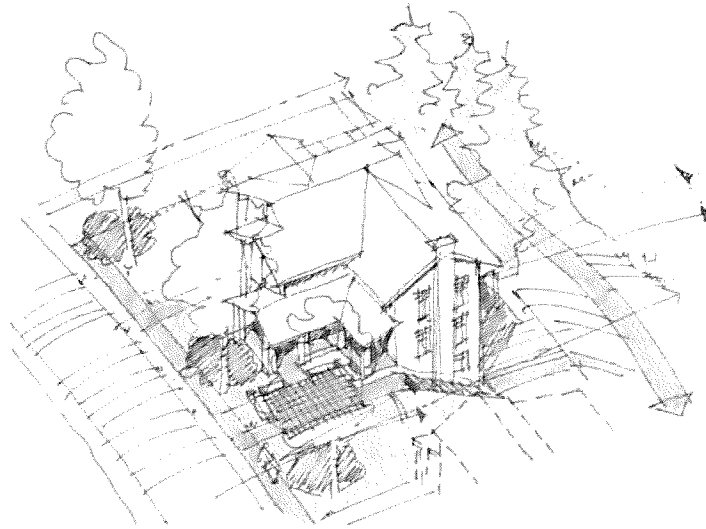


Illustration showing how topography or creative roofscape architecture can fit a third floor into the roof or as a walkout basement.

3.8 Design Idea 8 – Get Creative with Parking and Park on the Street

On street parking acts as a buffer between pedestrians and traffic. It is easy for a moving car to jump a curb and hit a pedestrian but it is difficult for cars to hit pedestrians if parked cars sit between the travel ways and the sidewalk.

As well, traffic moves slower along tight streets with on street parking. Parked cars create a warning to drivers that car doors may open so they should drive slower. Parked cars also become hazards that moving cars do not want to hit, thus slowing traffic.



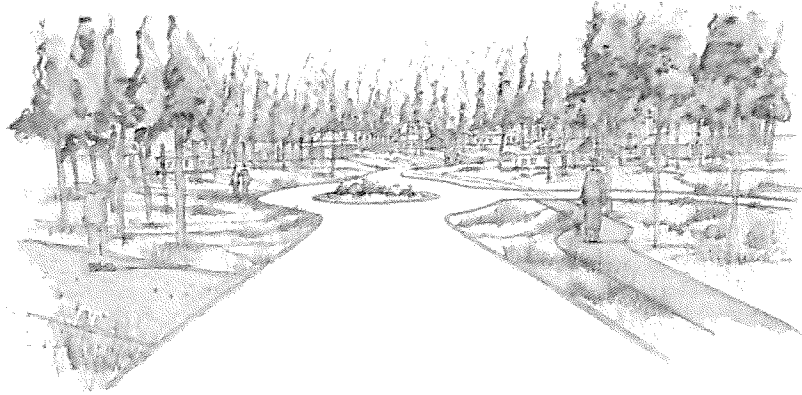
Illustration showing the use of a combination of on street and off-street parking to slow traffic and reduce the need for large parking lots.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 3**
Increase the percentage of development that is located within well-defined areas on lands within the GCB.
- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.

3.9 Design Idea 9 – Support Roundabouts

Roundabouts are an effective method for controlling traffic movements at key intersections and are safer for drivers than stop signs and traffic lights as the landscape median makes it nearly impossible for two cars to collide. They also act as visual reference points announcing the beginning and end of a ‘place’, such as a Main Street.



Conceptual illustration of a roundabout in a rural setting.
Note the location of sidewalks.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 10**
Ensure that community services are geared towards all ages including active transportation, recreation, culture, sports, then arts, and education.
- **Goal 9**
Ensure that infrastructure and community services are provided in an efficient manner.

3.10 Design Idea 10 – Support Mixed Use Buildings

Mixed use buildings are buildings which contain a range of uses, typically having street-front ground floor commercial with residential and/or office space above. Having mixed-use buildings within CMS supports the concept of complete compact communities.

Mixed use buildings also increase community safety and security by increasing the number of residents who live on CMS. They may also increase commercial viability by providing live/work arrangements and/or rental space to offset building costs.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 3**
Increase the percentage of development that is located within well-defined areas on lands within the GCB.
- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.
- **Goal 16**
Increase economic diversity.



Mixed use buildings need not appear like standard commercial buildings. This illustrates that the character of a mixed use building, if creatively designed, can fit alongside a traditional dwelling unit.

3.11 Design Idea 11 – Support Improvements Within the Road ROW

Pedestrian and cyclist safety and the speed at which traffic moves through the CMS corridor were the most significant concerns raised by the Community at the Community Design Charrette. Improvements within the road right-of-way (ROW) are highly desirable and are required to enhance cyclist and pedestrian safety. In addition, improvements within the road ROW are critical for the creation of a successful Main Street in Cedar.

For most of its length, Cedar Road is contained within a standard 20 metre road ROW with private land on either side. The paved surface of Cedar Road does not occupy all of the road ROW. This standard width provides a number of possibilities for how the road ROW could be used in the future. This Plan does not identify a preferred road ROW design option, but rather indicates support for significant improvements within the road ROW. Two examples of road ROW designs that could be accommodated within the existing 20 metre road ROW are shown on the following page. More examples are available in the Charrette Final Report.

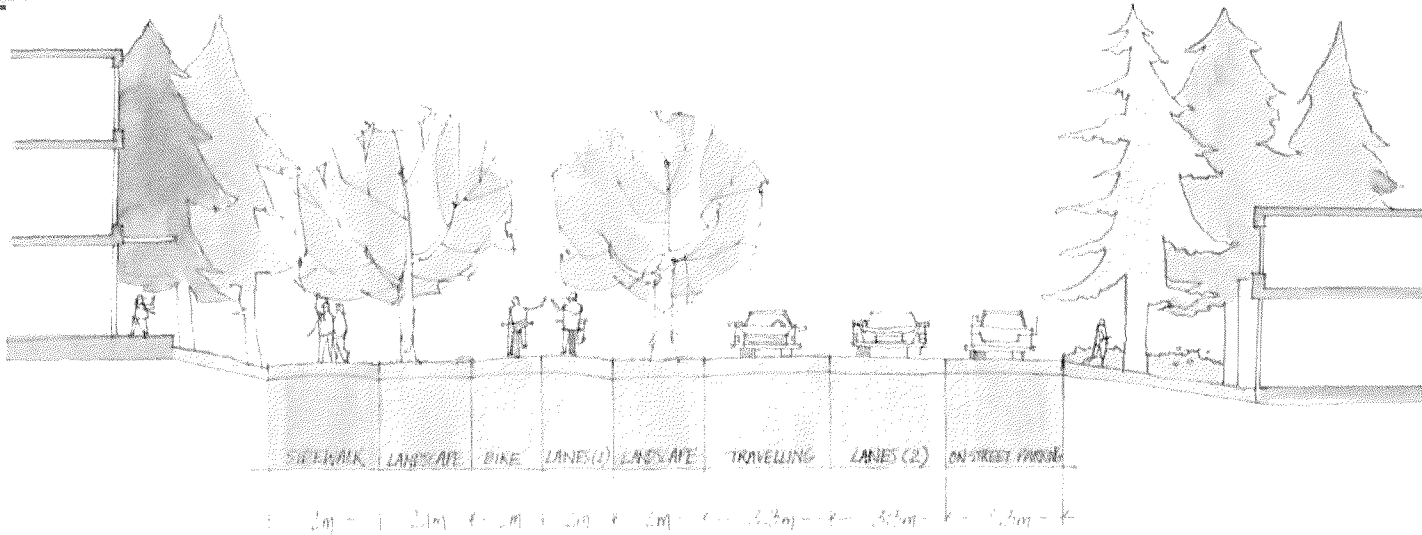
The ideal streetscape improvements could result in reduced traffic speed as well as increased pedestrian and cyclist safety. In addition, creating better conditions for pedestrians and cyclists offers alternatives and thereby supports reduced automobile dependence. Improvements within the road ROW also help create conditions that encourage walking and cycling and a healthy community.

One of the challenges associated with this Design Idea is that the RDN does not have jurisdiction to make improvements within the road ROW without MOTI approval. In addition this Design Idea may require the RDN to obtain new authorities from the Provincial Government which allow the establishment of a local service area to fund construction and maintenance of uses within the road right of way and which permit the RDN to regulate sidewalks and/or roadside trails.

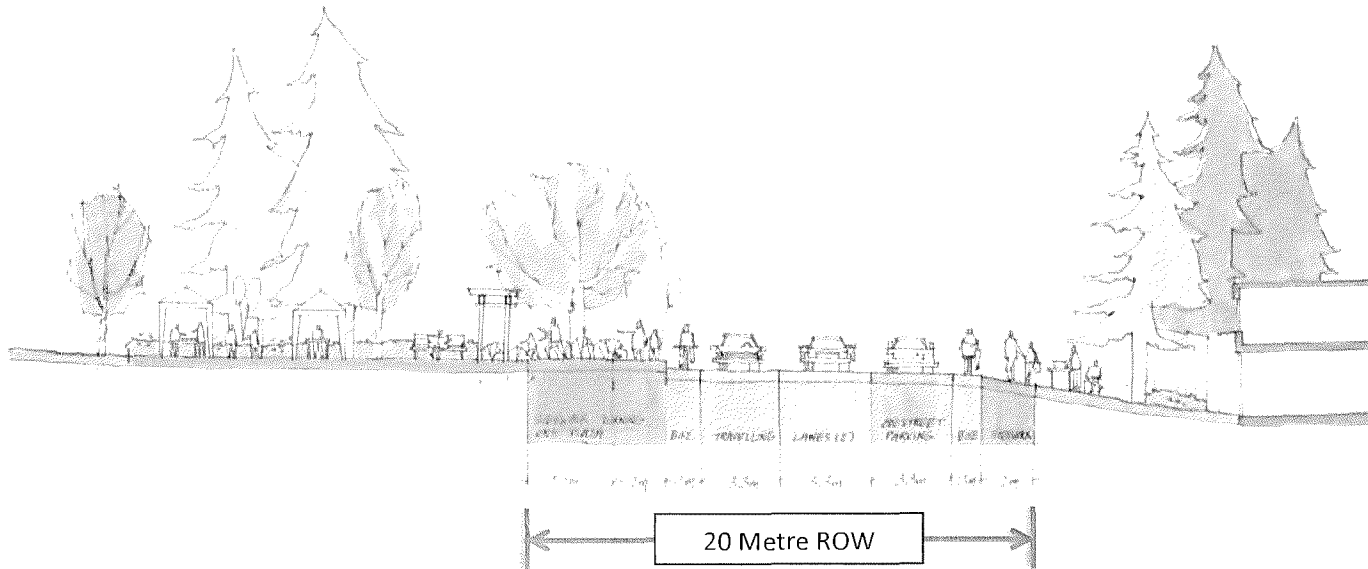
This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.
- **Goal 10**
Ensure that community services are geared towards all ages including active transportation, recreation, culture, sports, the arts, and education.
- **Goal 16**
Reduce GHG emissions.

Section 3: Design Ideas



20 Metre ROW



20 Metre ROW

3.12 Design Idea 12 – Create an Entry Monument

An entry monument creates a gateway which signifies the entrance to a community and welcomes guests. Many communities utilize entry monuments as it provides an opportunity to showcase local culture, unique history or attributes, or artistic talent.

Entry monuments also help create a gateway to the community which aids in building community identity by clearly marking the entrance to the community.

This Design Idea helps work towards the following Community Goal as outlined in the OCP:

- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.

(See Section 4.2.4 for site specific policies.)

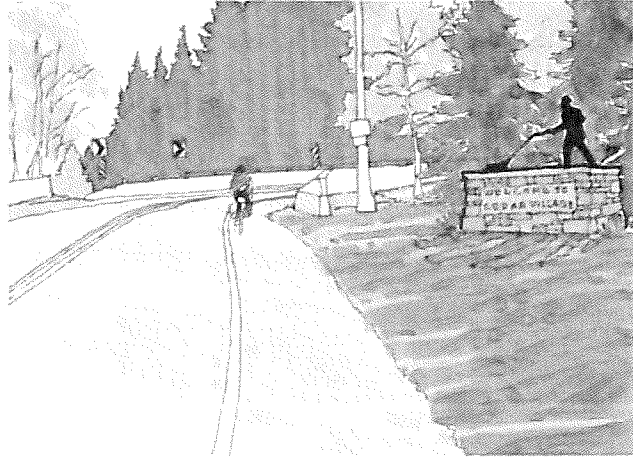


Illustration of what an entry monument could look like.

3.13 Design Idea 13 – Encourage a Variety of Architectural Expressions

Rather than re-create history with a unified design scheme, home owners, architects, and developers could strive for creative expression that speaks to the climate, site, and character of the landscape as well as the history of the site. Residents spoke to the desire for a mixture of materials, architectural details, and styles rather than a single design theme such as west coast, frontier, or craftsman style architecture.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.



A photo montage showing a range of architectural styles and various Design Ideas that were favoured at the Community Design Charrette

3.14 – Design Idea 14 - Create an Alternate Route Around Cedar Main Street

Although public roadways are under the jurisdiction of the MOTI, this Plan indicates the community's support for future road improvements.

Cedar Road is currently the primary road running through the community. An alternate route may:

- 1 Allow Cedar Road to be temporarily closed for special events;
- 2 Support a reduced speed limit; and,
- 3 Reduce traffic volumes during highway incidents.



Powell River Blackberry Festival

This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 5**
Ensure that the community is provided an opportunity to be involved in decisions that affect them.
- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.
- **Goal 10**
Ensure that community services are geared towards all ages including active transportation, recreation, culture, sports, the arts, and education.

3.15 Illustration of Select Design Ideas

Map No. 1 is an illustration of select Design Ideas based on the 14 Design Ideas from the Charrette. Map No. 1 represents how the Design Ideas could be configured based on community input and is not intended to be a blueprint for future development.

Map No. 1 provides context to the Design Ideas and is intended to assist the RDN Board and Planning Staff visualize how the CMS corridor could be redeveloped over time. Although development will be encouraged to be generally consistent with Map No. 1, an amendment to this Plan shall not be required for development which differs from this arrangement but is still generally in keeping with the direction of this Plan. More detailed direction on land use patterns is provided on Map No. 2. Land Use Designations. It should be noted that Map No. 2 shall take precedence over Map No. 1.

The following provides a summary of the preferred land use concept identified on Map No. 1.

Suggested locations for roundabouts

Three strategically placed roundabouts are supported: the first at the intersection of MacMillan and Cedar Roads; the second at the intersection of Burchell Road and Cedar Road; and the third at the location of the Wheatsheaf Inn intersection at Cedar Road.

Suggested locations for sidewalks, crosswalks and trails

A range of pedestrian and cyclists' safety improvements and traffic calming measures such as sidewalks and bicycle lanes is supported. In addition, an alternative pedestrian route between Cedar Community Secondary School and the 49th Parallel Plaza along the perimeter of the York Lake wetlands is supported.

Section 3: Design Ideas

4 Development Policies

This Section is intended to compliment Section 3.0 in guiding future land use within CMS by providing objectives and policies that apply to new development. The objectives and policies in this Section are derived from the results of the Community Design Charrette and the ideas and comments from the community. The objectives and policies primarily apply when a property is subject to a rezoning application and to a lesser extent when properties are proposed to be subdivided and the RDN provides its comments to the MOTI. Future land uses and direction provided by this Plan are based on the Charrette results and guided by the objectives and policies contained within this Section.

4.1 General Land Use Policies

CMS is intended to guide future change and development in the community towards the creation of a 'village atmosphere' in Cedar by supporting traditional main street development that is fitting with what might be found in a small village. Higher residential densities than compared with other lands within the Cedar Rural Village Centre as well as a range of local commercial services, and public space are desirable characteristics for CMS.

The CMS land use designation supports the community's desire to create and preserve community identity and a sense of place, and provide opportunities for local employment, services, and a range of housing types and sizes. The CMS land use designation is a mixed use, commercial residential corridor, which is intended to create a vibrant place for local residents to live, work, shop, access services, socialize, and participate in recreational activities.

This Section guides development and focuses on site planning, building, and design criteria that are not specifically addressed through the Development Permit Area (DPA) Guidelines included in Section 6.0 of this Plan.

This Section is intended to compliment the policies included within the Electoral Area 'A' OCP. References to the OCP are made throughout this Section. Where a topic is not specifically addressed by this Plan, please refer to the OCP for further guidance.

4.1.1 General Land Use and Design Policies

Almost all of the lands within CMS are privately owned. Therefore, this Plan provides direction for future development and change which, for the most part, are dependent on property owners initiating redevelopment of their lands. The following general policies apply to redevelopment of private property within CMS.

Objectives and Policies

Objective 4.1.1.1 To encourage redevelopment within CMS in a way that is consistent with the community vision and values.

Section 4: Development Policies

Section 4.1.1	Policies	Related Actions	Who	When
Policy 1	Rezoning of any lands shall not be supported unless the subject property(s) is serviced with community water and a sewage treatment and disposal system that is acceptable to the RDN. Connection to a system operated by the RDN is preferred.	n/a	n/a	n/a
Policy 2	CMS shall serve as the predominant employment centre in Cedar due to its current and supported broad mix of commercial, residential, recreational, and institutional uses.	n/a	n/a	n/a
Policy 3	The development form for CMS should be predominately commercial, mixed use, intensive residential, recreational in a form that is compact and readily accessible by foot, wheelchair, bicycle, transit, and car.	n/a	n/a	n/a
Policy 4	Preference shall be given to development proposals which include: 1. Storefronts along Cedar Road; 2. buildings that maintain a rural design character; and, 3. Creative site planning including the creation of small scale plazas, patios, courtyards, creative placement of garages, and creative parking strategies.	n/a	RDN	Ongoing
Policy 5	Buildings shall: 1. Be a maximum of three storeys; 2. Take the character of one or two storeys as viewed from Cedar Road; and; 3. Be designed to minimize size and massing, especially as viewed from Cedar Road and York Lake.	n/a	RDN	Ongoing
Policy 6	Notwithstanding Policy 5 above, where a third storey is proposed, it shall be integrated in the roof design, or as a walk out basement.			
Policy 7	Fire protection should be addressed early in the development review process.	Refer all rezoning applications to the Fire Chief of the NCID at the application submission stage.	RDN NCID	Ongoing

Section 4.1.1	Policies	Related Actions	Who	When
		Work with NCID to address any fire protection/building safety issues.		
Policy 8	Sight lines between buildings to protect views towards York Lake or enhance and create views towards Nanaimo River should be maintained.	Where the possibility of an impact exists, require applicants to provide a sight line analysis identifying potential and existing sight lines in relation to proposed development as seen from Cedar Road.	RDN PO's	Ongoing
Policy 9	The use of drive-throughs is not supported.	n/a	RDN	n/a
Policy 10	A location for a year-round farmers market is supported.	n/a	n/a	n/a
Policy 11	The preservation of historic buildings is encouraged.	n/a	n/a	n/a
Policy 12	Development within the 1:200 year floodplain (both setback and elevation) is not supported. Agriculture, seasonal recreation, and other uses not affected by and which do not require protection from floodwaters may be supported.	n/a	n/a	n/a
Policy 13	Should development occur adjacent to land within the Agricultural Land Reserve (ALR), consideration must be given to the need for edge planning along the ALR boundary.	n/a	n/a	n/a

Objective 4.1.1.2 To create an attractive outdoor realm that is inviting and encourages social interaction.

Section 4.1.1	Policies	Related Actions	Who	When
Policy 1	Outdoor improvements such as benches, drinking fountains, and other street furniture are encouraged.	Work with MOTI and developers to create acceptable standards.	RDN MOTI	Ongoing
Policy 2	The creation of outdoor publically accessible space is encouraged. Target a minimum of 20% green space (both private and publically accessible).	Use DPA Guidelines to encourage the provision of outdoor public space.	RDN	Ongoing
Policy 3	The provision of street trees to provide shade and define pedestrian spaces and give scale to larger buildings is encouraged.	1. Use DPA to require landscaping. 2. Work with MOTI to establish criteria and	RDN MOTI	Ongoing

Section 4: Development Policies

Section 4.1.1	Policies	Related Actions	Who	When
		guidelines for trees planted within or near the road ROW.		
Policy 4	Opportunities for sidewalk cafes and sitting areas should be considered wherever possible.	<ol style="list-style-type: none"> 1. Consider a reduced minimum setback requirement adjacent to Cedar Road for structures relating to outdoor cafes, outdoor spaces, and outdoor displays that are publically accessible. 2. Work with MOTI to develop guidelines for uses close to or within the Road Right-of-Way 	RDN MOTI MCSCD	Ongoing
Policy 5	Design should encourage interaction between storefront and sidewalk.	Ensure that proposed site plans illustrate connectivity.	RDN	Ongoing

Objective 4.1.1.3 To encourage a variety of Architectural Types

Section 4.1.1	Policies	Related Actions	Who	When
Policy 1	In evaluating development applications, a variety of complementary architectural types is preferred over a unified design scheme at both a site and street level.	Use DPA Guidelines to support a variety of Architectural Expressions.	RDN	Ongoing

4.1.2 Commercial Mixed Use

Commercial uses provide local employment and a broader range of local services which can encourage residents to shop locally and be less car dependant. Mixed use buildings typically provide space for both commercial and residential uses to occupy one building. Mixed use buildings provide opportunities for live/work arrangements or rental income which can help business viability and increase community security and vibrancy by having people live on Cedar Main Street.

The creation of commercial and mixed use buildings and sites that integrate well within a rural setting is desirable within the Plan Area.

Objectives and Policies

Objective 4.1.2.1 To support commercial and mixed use buildings and sites within CMS

Section 4.1.2	Policies	Related Actions	Who	When
Policy 1	Lands within the Commercial Mixed Use land use designation are shown on Map No. 2.	n/a	RDN	Ongoing
Policy 2	Permitted uses within this designation shall generally include local commercial, professional office use, personal service, mixed residential commercial buildings and sites, and intensive residential.	n/a	RDN	Ongoing
Policy 3	Notwithstanding Policy 2 above, preference shall be given to applications which propose local commercial and/or mixed use fronting Cedar Road and in the case of mixed use buildings where commercial uses are on the first floor and fronting Cedar Road.	n/a	RDN	Ongoing
Policy 4	Residential development should only be supported where densities are maximized on the site. Net densities below 20 dwelling units per hectare are generally not supported. Single detached forms of housing should generally be avoided.	n/a	RDN	Ongoing
Policy 5	Commercial and mixed use development must be pedestrian oriented and should include publically accessible outdoor space.	n/a	RDN	Ongoing
Policy 6	Buildings that can be adapted to multiple uses (i.e. commercial to residential and vice versa) to reflect market demands are encouraged.	Work with developers to consider flexible space requirements and adaptive building design.	RDN	Ongoing
Policy 7	Mixed use buildings should be in scale with surrounding buildings.	At the time of rezoning, require building elevations which illustrate how a proposed building relates to adjacent properties.	RDN	Ongoing

Section 4: Development Policies

Policy 8	Mixed use buildings should be designed to be visually compatible with surrounding buildings.	At the time of rezoning or DP, require building elevations which illustrate: <ol style="list-style-type: none"> How the proposed buildings integrate with Cedar Road and adjacent buildings. Where applicable, the potential impacts of shading on the adjacent properties. 	RDN	Ongoing
Policy 9	Larger buildings should be ‘stepped’ to reduce overall appearance and massing.	n/a	RDN	Ongoing
Policy 10	Commercial and mixed use buildings should integrate well within a rural setting and not take the form of large format retail, highway commercial, strip commercial, warehouse, or uses that include a drive-through.	n/a	RDN	Ongoing
Policy 11	Commercial and mixed use development must, where feasible, be pedestrian-oriented and have minimal set-backs from Cedar Road except for the purpose of enhancing the pedestrian street level appeal. This may include recessed entrances, planters, shrubs, street furniture, outdoor seating, public art and walkways.	Amend Bylaw No. 500 to allow reduced minimum front lot line setback requirements for commercial and mixed use buildings following the completion of a satisfactory strategy for the provision of sidewalks and/or pedestrian pathways. Amend Bylaw No. 500 to exempt that portion of Cedar Road within the Cedar Main Street Plan Area from Bylaw No. 500 landscaping requirements.	RDN	Short Term
Policy 12	The creation of new lots that will include commercial use that do not front Cedar Road is not supported.	At the time of subdivision, advise MOTI of this policy.	n/a	n/a

4.1.3 Residential

Most of the land within the CMS Plan Area is currently developed with low density residential uses. Although these historic residential uses may continue, the intent of this Plan is to encourage a transition towards the creation of a compact village that includes a range of housing types and sizes suitable to

accommodate a range of ages and income levels. Higher densities and a range of housing types and sizes that are well designed and respect the rural character of CMS are supported and are critical to the success of CMS.

Objectives and Policies

Objective 4.1.3.1 To increase the density, overall number, and diversity of dwelling units within CMS

Section 4.1.3	Policies	Related Actions	Who	When
Policy 1	Lands within the Residential Land Use Designation are shown on Map No. 2.	n/a	n/a	n/a
Policy 2	Residential development may be supported at the following densities (note a rezoning may be required): Single Unit Residential: <ul style="list-style-type: none"> • 20 - 25 dwelling units per hectare (400m² – 500m² maximum parcel size) Multiple unit residential: <ul style="list-style-type: none"> • Minimum of 20 dwelling units per hectare • Maximum of 50 dwelling units per hectare 	n/a	RDN	Ongoing
Policy 3	Mixed Housing Type Development <ul style="list-style-type: none"> • Minimum of 20 dwelling units per hectare • Maximum of 50 dwelling units per hectare Rezoning applications that propose residential development at densities less than 20 dwelling units per hectare should generally not be supported as they are not considered to be consistent with the vision of CMS. Exceptions may be made in cases where a significant natural feature is proposed to be preserved and density is maximized on developable portions of the land.	n/a	RDN	Ongoing
Policy 4	Larger developments shall be strongly encouraged to include a range of housing types and/or sizes.	n/a	RDN	Ongoing
Policy 5	Comprehensive development proposals which include a mix of single residential units, duplex, ground oriented multi-unit residential, and other unit types shall be encouraged.	n/a	RDN	Ongoing

Section 4: Development Policies

Section 4.1.3	Policies	Related Actions	Who	When
Policy 6	Dwelling units should: 1. Create visual interest when viewed from Cedar Road; and, 2. Avoid repetitious design features; and; use a variety of textures and colours.	n/a	RDN	Ongoing
Policy 7	Residential development should maximize green space in keeping with a rural theme in Cedar. Note: Green space requirements include both publically accessible and private green space.	n/a	RDN	Ongoing

4.1.4 Cedar Main Street Reserve

According to some members of the community, the natural northern boundary of CMS, is located near the intersection of Cedar and Harmac Roads where the rocky outcrop with the signs on it are located. In recognition, Map No. 1 designates the Cedar Main Street Reserve which follows the GCB. The intent of the reserve area is to identify an area where CMS could expand once the existing Plan Area is built out.

Objectives and Policies

Objective 4.1.4.1 To support phased, timely, and controlled expansion of CMS towards the north.

Section 4.1.4	Policies	Related Actions	Who	When
Policy 1	Lands within the Cedar Main Street Reserve are shown on Map No. 2.	n/a	RDN	Ongoing
Policy 2	All lands which are not within the Commercial Mixed Use Land Use Designation, shall only support residential in accordance with the Suburban Residential Land Use Designation.	Amend the OCP to change the land use designation of all lands designated Rural Residential to Suburban Residential.	RDN	Short Term
Policy 3	Preference is that amendments to the CMS Boundary should generally be considered in conjunction with an OCP review. However, it is recognized that a property adjoining the current CMS Boundary may be included through an amendment to this Plan.	n/a		

<p>Policy 4</p>	<p>Guiding principles for CMS expansion such as:</p> <ol style="list-style-type: none"> 1. Demonstrated demand for additional commercial space and residential use; 2. All lands are within the Growth Containment Boundary; 3. Community walkability; 4. Existing vacancy rates and development potential; and, 5. Community water and sewer servicing <p>are supported.</p>	<p>n/a</p>		
<p>Policy 5</p>	<p>Prior to amending this Plan to include additional lands within CMS, a Community Design Charrette and/or village planning process must be completed.</p>	<p>n/a</p>		
<p>Policy 6</p>	<p>Notwithstanding the area identified as Cedar Main Street Reserve on Map No. 3, future expansion may be considered to the south as an alternate to expansion to the north.</p>	<p>n/a</p>		

4.1.5 Recreation

Recreational uses are an important component of a community as they provide opportunities for activities that promote active healthy lifestyles. This designation applies to a recreational property, currently developed with baseball diamonds and other outdoor recreational uses located on the west side of Cedar Road where it intersects Hemer Road.

The intent of this plan is to support a range of recreational uses that are compatible with and contribute towards the creation of a vibrant village in Cedar.

Objectives and Policies

Objective 4.1.4.1 To support and enhance recreational opportunities within the Plan Area

Section 4.1.4	Policies	Related Actions	Who	When
<p>Policy 1</p>	<p>Lands within the Recreation Land Use Designation are shown on Map No. 2.</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>
<p>Policy 2</p>	<p>A range of recreational uses including outdoor recreation, recreation facility, and uses accessory to the recreational use of the property are supported.</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>
<p>Policy 3</p>	<p>Subdivision of the subject property is generally not supported.</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>
<p>Policy 4</p>	<p>Residential development shall be limited to one dwelling unit per parcel.</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>

4.2 Site Specific Land Use Policies and Community Projects

The Community Design Charrette produced a number of Design Ideas relating to specific properties. It is not the intent of this Plan to require property owners to develop the specific projects identified, but rather to ensure that these properties are developed in ways which are generally consistent with the Design Ideas or at least include elements or inspiration from the applicable Design Idea.

These Design Ideas also represent projects that may be supported by the community and the RDN. Where an inconsistency is found between this section and the OCP, this section shall prevail.

This section provides site specific development policies which apply in addition to the underlying land use designation policies.

4.2.1 Residential on Larger Parcels

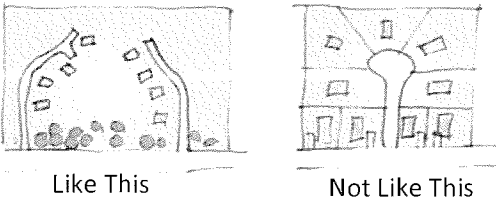
There are three larger parcels with significant development potential that have a dense buffer of mature vegetation adjacent to Cedar Road. The shrub and tree canopy along Cedar Road is an important scenic, heritage, and environmental amenity that enhances the rural character of Cedar Main Street This Plan encourages redevelopment of these properties in a way which preserves the trees to benefit the natural environment and preserve rural character.

The following objectives and policies shall apply to the development of the three specified 'larger lots' within the Residential Land Use Designation identified in Map No. 2.

Objectives and Policies

Objective 4.2.1.1 To preserve the rural character of the larger lots on Cedar Main Street

Section 4.2.1	Policies	Related Actions	Who	When
Policy 1	Lots that are larger within the context of CMS and have significant residential development potential are identified on Map No. 2.			
Policy 2	The policies of Section 4.1.4 – Residential Land Use Designation shall apply to the identified lands in addition to the policies in this subsection 4.2.1.	n/a	n/a	n/a
Policy 3	Rezoning to accommodate residential densities as provided in Section 4.1.3 – residential policies of this Plan is supported.	n/a	n/a	n/a
Policy 4	Despite policy three above, preference shall be given to applications which propose to maximize residential density in a form consistent with this section.	n/a	n/a	n/a

<p>Policy 5</p>	<p>Residential development shall be encouraged to take the form of small cottages or units within a multi-unit building rather than large detached homes.</p>	<p>Through the rezoning process, limit the dwelling unit maximum floor area and secure the use of a variety of housing types and sizes.</p>	<p>RDN</p>	<p>Short Term/ Ongoing</p>
<p>Policy 6</p>	<p>Dwelling units should be sited in clusters around open green spaces rather than facing Cedar Road and must minimize driveway entrances onto Cedar Road.</p>  <p style="text-align: center;">Like This Not Like This</p>	<p>Discourage the creation of cul-de-sacs and dwelling units facing Cedar Road.</p>	<p>RDN MOTI</p>	<p>Short Term/ Ongoing</p>
<p>Policy 7</p>	<p>As a condition of rezoning and/or Development Permit Area Guidelines the retention of existing healthy trees adjacent to Cedar Road shall be required.</p>	<ol style="list-style-type: none"> 1. Consider requesting tree cutting authority for CMS. 2. Consider the use of covenants to preserve mature trees and vegetation along Cedar Road. 3. Work with MOTI to identify and preserve trees located within the Road ROW. 	<p>RDN MCS CD MOTI</p>	<p>Short Term/ Ongoing</p>
<p>Policy 8</p>	<p>Development should be designed to minimize visibility from Cedar Road (i.e. development should not generally be seen from Cedar Road).</p>	<ol style="list-style-type: none"> 1. Ensure that rezoning applications maximize tree retention adjacent to Cedar Road. 2. Work with MOTI to request tree retention covenants at the time of subdivision. 3. Use Development Permit Area Guidelines to require tree retention. 	<p>RDN MOTI PO's Deve loper s</p>	<p>Ongoing</p>

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		4. Work with Property owners to preserve trees adjacent to Cedar Road.		
Policy 9	Development proposals should preserve open space and healthy trees.	<ol style="list-style-type: none"> 1. Support conservation design. 2. Encourage shared green space. 3. Use Development Permit Area Guidelines to preserve open space and trees. 4. Support park land dedication where opportunities for tree preservation and community use exist. 	RDN MOTI	Ongoing
Policy 10	Residential development is not supported within the Nanaimo River Floodplain.	n/a	n/a	n/a
Policy 11	New access to Cedar Road should be minimized.	<ol style="list-style-type: none"> 1. Require consolidated access through the rezoning process. 2. Work with MOTI through the rezoning and subdivision process to limit additional access. 	RDN MOTI	Ongoing

4.2.2 Village Square Shopping Centre

The Village Square Shopping Centre is the commercial core of CMS and provides a number of local services including a grocery store, restaurant, bank, and a number of small retail stores. There is vacant land adjacent to the shopping centre that may suitable for future development.

This Section is based on Design Idea 4 which supports expansion of the Village Square Shopping Centre to include a broader range of commercial services and publically accessible space.

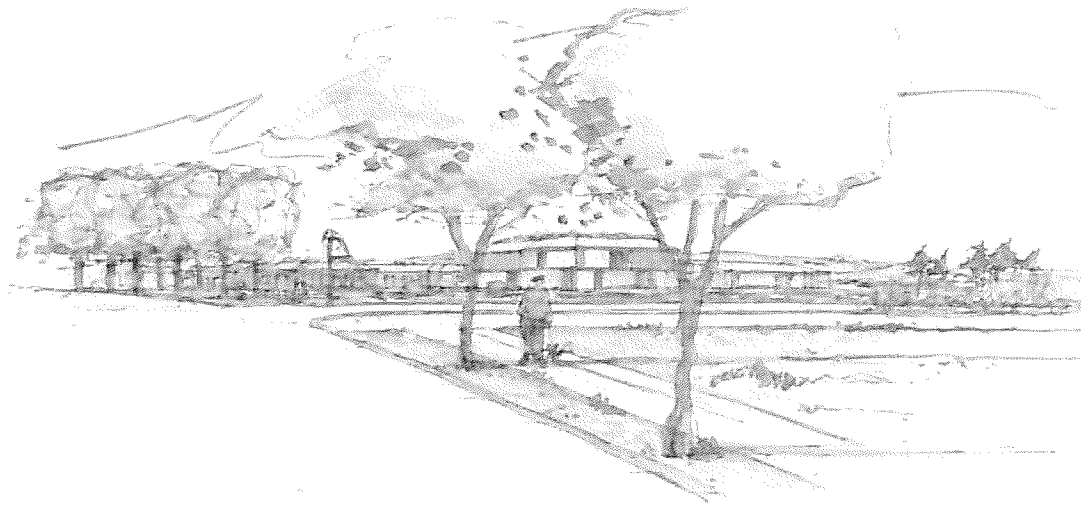
The following objectives and policies shall apply to the lands within the Village Square Shopping Centre as identified on Map No. 2.

Objectives and Policies

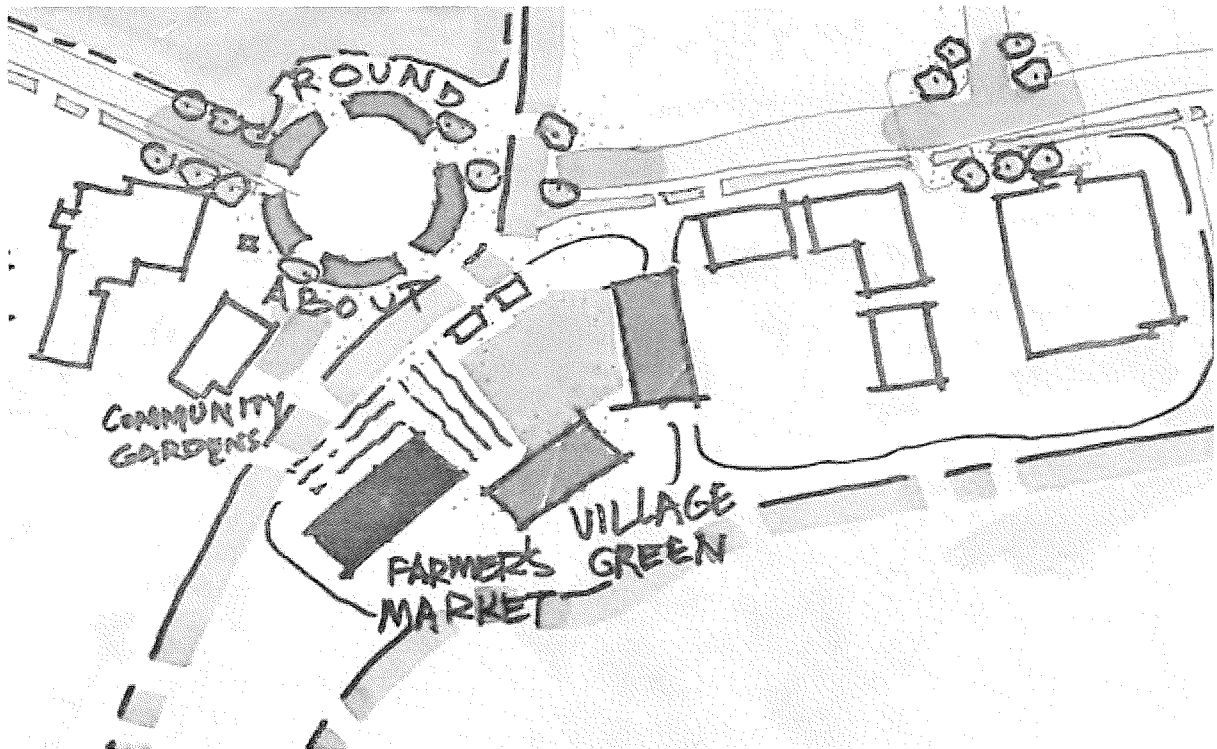
Objective 4.2.2.1 To expand the range of uses within the village square shopping centre

Section 4.2.2	Policies	Related Actions	Who	When
Policy 1	The expansion of the Village Square Shopping Centre to include a broader range of uses including more shops and public plazas is supported.	n/a	n/a	n/a
Policy 2	Residential use in a mixed use building is supported provided it is not located at ground level (with the exception of housing for seniors and those with disabilities).	n/a	n/a	n/a
Policy 3	The one and two storey feeling of the existing Village Square Shopping Centre should be maintained. A third storey may be supported where it is built into the roof line and the building takes on the appearance of a two storey building from Cedar Road (Refer to Objective 4.1.1.1 Policy 7 regarding fire protection).	n/a	RDN	Ongoing
Policy 4	Development applications should include publically accessible outdoor gathering space.	n/a	n/a	n/a
Policy 5	The provision of a permanent farmers market shall be encouraged as a desirable community amenity.	Liaise with the developer, the community, and Nanaimo Cedar Farmers Institute and Cedar Farmers Market Association to determine community farmers' market needs.	RDN PO's NCFI	Long term

Section 4: Development Policies



Conceptual illustration showing the idea of a village green and farmers market



Conceptual sketch showing new buildings framing a public gathering space.

4.2.3 St. Philips Anglican Church Site

The St. Phillips Anglican Church is the only church located within the Plan Area. The property has potential to support a variety of institutional and civic uses if redeveloped in the future. This Section provides the policies that shall apply to the property should it be considered for future redevelopment.

Objectives and Policies

Objective 4.2.3.1 To support the redevelopment of the Anglican Church Site

Section 4.2.3	Policies	Related Actions	Who	When
Policy 1	The following uses are supported on this site: <ol style="list-style-type: none"> 1. additional worship space; 2. a community library; 3. public meeting space; and, 4. community open space. 	n/a	RDN PO's	n/a
Policy 2	Development should include publically accessible civic space.	Work with the property owner to consider opportunities for cooperation on building and maintaining publically accessible indoor and outdoor space. The creation of outdoor publically accessible space and/or a community building shall be considered a desirable community amenity.	RDN PO's	n/a
Policy 3	The retention of the heritage portion of the existing church is strongly encouraged.	Work with the property owner to consider preserving the heritage portion of the church. Look at options for encouraging heritage conservation.	RDN PO's	n/a
Policy 4	The use of a tower element as a focal point shall be supported.	n/a	RDN	n/a

Policy 5	Development should facilitate connections to York Lake and adjacent properties.	n/a	RDN	n/a
Policy 6	The provision of a bus shelter adjacent to the Church site is supported.	n/a	RDN BCT	

4.2.4 Gateway Monuments

There is strong community desire to create a distinct identity for Cedar which is separate from the surrounding communities. One way of achieving this desire is to construct gateway monuments which signify the entrance to a Community. This Plan supports the creation of gateway monuments following an additional public consultation to aid in their design and location.

Objectives and Policies

Objective 4.2.4.1 Design and construct a distinctive gateway monument by the end of 2015.

Section 4.2.4	Policies	Related Actions	Who	When
Policy 1	The creation of a gateway monument at each end of CMS is supported.	<ol style="list-style-type: none"> 1. Hold a design competition. 2. Engage the community on preferred design and location. 3. Obtain necessary approvals from MOTI if the location is within the road ROW. 4. Work with local business owners and residents to consider funding options. 5. Seek grant funding. 	RDN Parks PO's	Short Term

4.3 Protecting the Natural Environment

The policies and DPA guidelines included in Section 4 and 12 of the Electoral Area 'A' OCP shall apply where applicable to development proposals within CMS.

4.4 Parking

A combination of on and off street parking is supported within the Plan Area. It is the intent of this plan to encourage parking which serves the needs of the community and businesses, reduces the need for large parking lots, encourages safe pedestrian access, and promotes traffic calming. The following policies shall apply to new parking within CMS.

Objectives and Policies

Objective 4.4.1 To support on street parking.

Section 4.4	Policies	Related Actions	Who	When
Policy 1	On street parking in portions of CMS served by a sidewalk, separated path, or other means of providing clear distinction between pedestrian and parking space is supported.	<ol style="list-style-type: none"> 1. Ensure that on street parking will not impede pedestrian movements. 2. Require applicants who propose on street parking to provide an engineered parking plan. 3. Work with MOTI to address on street parking. 4. Consider variances and/or amendments to Schedule 3B – Off-Street Parking and Loading Spaces of RDN Land Use and Subdivision Bylaw to permit on street parking. 	RDN MOTI	Short Term
Policy 2	Shared driveways and parking lots and smaller shaded parking lots are encouraged.	<p>Work with MOTI to request that access to Cedar Road be limited.</p> <p>Consider reducing onsite parking requirements.</p>	RDN MOTI	Short Term
Policy 3	Bike racks and scooter parking facilities are encouraged near store fronts and offices.	Use DPA guidelines to require the provision of at least one bike rack per development.	RDN	Ongoing

4.5 Green Buildings and Site Planning Practices

The CMS Plan seeks to reduce energy and water use and greenhouse gas emissions by encouraging green building and site planning practices. This Section is intended to complement Section 4.6 of the Electoral Area 'A' OCP by providing additional policies which are only applicable to the CMS Plan Area. Should there be a conflict between this Section and Section 4.6 of the OCP, this Section of the CMS Plan shall prevail.

The following policies shall apply.

Objectives and Policies

Objective 4.5.1 To increase the number of green buildings within CMS

Section 4.5	Policies	Related Actions	Who	When
Policy 1	Energy conservation and green building features in new commercial development is encouraged. These could include green roofs, high performance mechanical systems, and drought tolerant landscaping.	<ol style="list-style-type: none"> 1. Use DPA Guidelines to guide form and character and energy and water conservation. 2. Consider the use of incentives and rebates to encourage green building and site planning features. 	RDN	Ongoing
Policy 2	High quality rural design that integrates well within the natural setting is encouraged.	<ol style="list-style-type: none"> 1. Ensure light pollution is minimized. 2. Encourage the use of high quality materials and landscape design that integrate well within the natural environment. 3. Require that onsite natural areas be maintained for rainwater infiltration. 4. Ensure that disturbance to native vegetation and the natural environment is minimized. 	RDN	Ongoing

Section 4: Development Policies

5 Community Infrastructure and Services

This Section is intended to compliment the OCP by providing more detailed policies applicable to CMS. Should an inconsistency be found between the OCP and this Plan, the policies in this Plan shall prevail.

5.1 Active Transportation

Active Transportation (AT) is any form of human powered mode of transportation used for both commuting and recreation. The community strongly supports transportation improvements which encourage AT and result in safer and more comfortable conditions for pedestrians and cyclists.

In response to strong community support, improved roadside conditions, increased public safety, and reduced traffic speeds are a top priority in CMS. It is recognized that the RDN must work closely with MOTI and the Ministry of Community, Sport, and Cultural Development (MCSCD) to achieve the desired improvements to the on and off road transportation system within CMS.

The following objectives and policies shall apply.

Objectives and Policies

Objective 5.1.1 To increase connectivity to York Lake Wetlands and the Nanaimo River

Section 5.1	Policies	Related Actions	Who	When
Policy 1	Desirable active transportation improvements are shown on Map No. 3 – Parks, Trails, and Transportation.	n/a	n/a	n/a
Policy 2	A low impact boardwalk and/or trail accessing and around York Lake is considered a desirable community amenity.	<ol style="list-style-type: none"> At the time of rezoning, where opportunity exists, negotiate for trail, park, and improvements towards the York Lake low impact trail and/or boardwalk. At the time of subdivision, where the opportunity exists, preference shall be given to the provision of land over cash in lieu where the land contributes towards access to or creation of a trail around York Lake. 	RDN MOTI PO's	Ongoing

Section 5: Community Infrastructure and Services

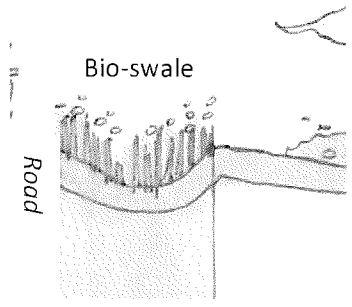
Section 5.1	Policies	Related Actions	Who	When
Policy 3	Existing road ROW's should be used where possible to provide access to York Lake, notwithstanding the fact that additional lands may be required.	n/a	RDN MOTI	Ongoing
Policy 4	Work with landowners adjacent to York Lake to identify opportunities for acquiring land for park, access, and trail.	<ol style="list-style-type: none"> 1. Maintain a willing buyer and seller policy where the RDN shall only acquire lands where there is agreement from the affected property owner. 2. Provide incentives such as waiving development application fees, charitable gift receipts, support for conservation covenants, etc. for property owners wishing to donate land for park, trail, or access. 	RDN	Ongoing
Policy 5	The York Lake low impact access trail is a priority community parks project.	<ol style="list-style-type: none"> 1. Apply for grant funding towards the design construction. 2. Consider allocating gas tax funding towards creating a pedestrian commuter route connecting the secondary school to CMS. 3. Consider establishing a York Lake low impact trail fund. 	RDN	Ongoing
Policy 6	Improved public access to and the provision of park land along the Nanaimo River is supported.	<ol style="list-style-type: none"> 1. Work with property owners, developers, NCID, and senior levels of Government to acquire park lands 	RDN NCID	Ongoing

Section 5.1	Policies	Related Actions	Who	When
		located adjacent to the Nanaimo River.		
Policy 7	Lands located within the Nanaimo River flood plain between York and Meynell Roads are identified as preferred areas for riverfront park(s).	n/a	n/a	n/a
Policy 8	Space for a community garden on lands within the Nanaimo River floodplain is supported.	n/a	n/a	n/a

Objective 5.1.2 To improve the safety and efficiency of the Road ROW for pedestrians and cyclists.

Section 5.1	Policies	Related Actions	Who	When
Policy 1	Improvements within the road ROW that increase pedestrian and cyclist safety are strongly supported.	Work with MOTI and other stakeholders to prepare a Transportation Management Plan that includes a preferred design concept for sidewalks, bicycle lanes, and travel lanes, cost estimate, and implementation plan.	RDN MOTI SD68	Short Term
Policy 2	The provision of sidewalks, roadside trails, and landscaped boulevards are supported. The provision of sidewalks either within or adjacent to the road ROW is the preferred option though this may be reconfirmed through completion of a Transportation Management Plan or other similar study.	<ol style="list-style-type: none"> 1. Pursue the authority to regulate sidewalks and/or roadside trails. 2. Work closely with MOTI to obtain necessary approvals. 3. Establish a local service area for the purpose of owning, constructing, operating, and maintaining sidewalks, roadside trails, and landscaped boulevards. 4. Negotiate for sidewalk improvements at the time of rezoning. 	RDN MOTI	Short Term

Section 5: Community Infrastructure and Services

<p>Policy 3</p>	<p>With respect to the creation of sidewalks and landscaped boulevards a phased approach is preferred. Efforts should be focused on extension of the existing sidewalks and boulevards located in front of the 49th Parallel to create a continuous pedestrian pathway on one side of Cedar Road between Macmillan and Hemer Roads. Once complete, efforts should be redirected towards creation of a similar pathway on the opposite side of Cedar Road.</p>	<ol style="list-style-type: none"> 1. Conduct a Transportation Management Plan that includes design and cost estimates for construction of sidewalks within the Plan Area. 2. Explore and pursue funding options. 3. Work with developers and property owners to construct sidewalks within the Plan Area. 		
<p>Policy 4</p>	<p>The use of green drainage infrastructure such as a bio-swale is supported where possible.</p> 	<p>n/a</p>	<p>RDN MOTI</p>	<p>Long Term</p>

5.2 On Road Transportation

In response to community concern over traffic speeds and pedestrian and cyclist safety, this Plan supports a number of on road transportation improvements. It is recognized that MOTI has jurisdiction over public roads within Electoral Area 'A'. Therefore, the intent of this section is to indicate the community's preferences with respect to future improvements within the road right of way and provide direction to the RDN Board in future discussions with respect to on road transportation within CMS.

The following objectives and policies shall apply.

Objective 5.2.1 To support the construction of roundabouts at key intersections within CMS

Section 5.2	Policies	Related Actions	Who	When
<p>Policy 1</p>	<p>The construction of roundabouts in the general location shown on Map No. 1 is supported.</p>	<ol style="list-style-type: none"> 1. Work with MOTI to develop appropriate roundabout engineering standards. 2. Seek funding from 	<p>RDN MOTI</p>	<p>Long Term</p>

Section 5.2	Policies	Related Actions	Who	When
		<p>the Province, infrastructure grant programs, and Federal funding programs to design and construct roundabouts.</p> <p>3. Consider the provision of roundabouts as a desirable community amenity.</p>		

Objective 5.2.2 To support the construction of an alternate route around Cedar Main Street

Section 5.2	Policies	Related Actions	Who	When
Policy 1	Further consideration of an alternate route around CMS is supported.	<ol style="list-style-type: none"> 1. Meet with MOTI to discuss the creation of an alternate route. 2. At the time of subdivision and rezoning, consider opportunities for road dedication. 	RDN	Long Term

Objective 5.2.3 To reduce the speed that vehicular traffic moves through CMS.

Section 5.2	Policies	Related Actions	Who	When
Policy 1	The creation of a 30 km per hour park speed zone adjacent to the Wheatsheaf Ball Diamonds and Morden Colliery Regional Trail crossing is supported.	Request MOTI to consider the creation of a park zone near the Wheatsheaf Baseball Diamonds and Morden Colliery Regional Trail crossing.	RDN MOTI	Short Term

Section 5: Community Infrastructure and Services

Policy 2	Traffic calming and safety measures such as on street parking, narrow streets, lighted crosswalks, roundabouts, landscaped boulevards and medians, and speed humps are supported.	<ol style="list-style-type: none"> 1. Seek opportunities to incorporate traffic calming measures at the time of rezoning and subdivision. 2. Work with MOTI when road upgrades/maintenance is proposed to incorporate traffic calming measures. 	RDN MOTI	Long Term
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5.3 Public Transit

Public transit is provided within the Plan Area. It is important to consider public transportation in the future development of CMS to ensure that the community's transit needs are met and that new development is compatible with transit services.

The following general objectives and policies shall apply in addition to those included in the OCP.

Objective 5.3.1 To reduce the speed that vehicular traffic moves through CMS.

Section 5.3	Policies	Related Actions	Who	When
Policy 1	When/if Cedar Road is improved, sidewalks are installed, or other changes occur within the road ROW, the RDN should ensure that bus stops and other transit improvements are coordinated with these changes.	Coordinate road and transit improvements.	RDN MOTI BCT	Ongoing
Policy 2	Transit pullouts, bus shelters, and other improvements which make transit use safer and more convenient are supported.	n/a	RDN MOTI	Ongoing
Policy 3	Development should be designed to accommodate transit service.	Review development proposals to ensure that transit is accommodated.	RDN	Ongoing
Policy 4	Bus stops should be provided at regular intervals and at popular destinations throughout CMS.	Review the location and separation distance between bus stops periodically to ensure that enough are provided at the appropriate locations.	RDN	Ongoing

5.4 Development Amenities

Development amenities shall be considered in accordance with the objectives and policies contained in Section 14 – Development Amenities of the OCP. However, the following specific development amenities are considered desirable in conjunction with new development within CMS.

- Sidewalk and trail improvements
- Affordable housing
- Traffic circle(s) and other traffic calming measures
- Publically owned roadside beautification improvements (i.e. landscaped boulevards and medians, ornamental street lighting, bus shelter, street art, etc.)
- Outdoor publically accessible space
- Community meeting space
- A play area/playground near the Baseball Fields
- Boardwalk and viewing platform accessing York Lake
- Electric vehicle charging stations
- Park and ride and car share spaces
- Permanent location and building(s)/structures for a farmers market

6 Cedar Main Street Development Permit Area (DPA)

6.1 Purpose

The Cedar Main Street Development Permit Area (DPA) is a critical component of the Cedar Main Street (CMS) Village Plan's Strategy to ensure that future development contributes to the community in a positive way. The Guidelines herein are intended to direct future development in accordance with the vision created by the OCP and this Plan. All developments proposed within CMS must generally satisfy the CMS DPA Guidelines in order to obtain a DP prior to proceeding with any development activities to which the DPA applies.

This Development Permit Area (DPA) has been designated pursuant to the following Sections of the Local Government Act:

- i. 919.1(a): *protection of the natural environment, its ecosystems, and biological diversity*
- ii. 919.1(f): *establishment of objectives for the form and character of commercial, industrial, or multi-family residential development*
- iii. 919.1(e): *establishment of objectives for the form and character of intensive residential development*
- iv. 919.1(h): *establishment of objectives to promote energy conservation*
- v. 919.1(i): *establishment of objectives to promote water conservation*
- vi. 919.1(j): *establishment of objectives to promote the reduction of GHG emissions*

6.2 Area

This DPA includes all properties within the Cedar Main Street Land Use designation as shown as Map No. 4.

6.3 Application

A development permit is required for the following development activities unless specifically exempt:

1. Alteration of land or disturbance of soils such as grubbing, scraping, and removal of top soils;
2. Construction, alteration, or erection of buildings and structures; and,
3. Creation of non-structural impervious or semi-pervious surfaces.
4. Subdivision of land(s).

6.4 Justification

The Cedar Main Street DPA has been designated in recognition of the community's desire to support diversity, create and preserve community identity, develop a sense of place, and provide opportunities for local employment, services, and a range of housing types and sizes. In doing so, the coordination of development within this DPA is paramount to ensure consistent standards which will help work towards achieving the community's goals.

The Cedar Main Street Land Use designation is a mixed use commercial residential corridor which is intended to create a vibrant place for local residents to shop, access services, socialize, work, and play. In accordance with the community's vision of becoming a more sustainable community, it is important for development within this DPA to be designed to ensure that groundwater resources are protected and to incorporate features and construction standards that make more efficient use of energy, resources, and water. In addition, the Cedar Main Street designation is intended to reduce GHG emissions by encouraging more efficient building forms and pedestrian and cyclist use.

6.5 Exemptions

A Development Permit shall not be required for the following¹:

1. Construction, renovation, or addition to a single or duplex dwelling unit or accessory residential building on a lot.
2. The replacement or repair of an existing sign provided that the sign is not enlarged or moved and is replaced with the same type of sign (i.e. fascia, freestanding, canopy, etc.).
3. Subdivision of land, except in the case of subdivision for intensive residential².
4. Renovations or alterations within a building.
5. Alterations or additions to a building which do not require a building permit, except where new signage requires a development permit.
6. Development activities that are not visible from Cedar Road or other public spaces.
7. Invasive species removal on lands located outside of the 30 metre Riparian Assessment Area or the Streamside Protection and Enhancement Area as established by a Qualified Environmental Professional.

6.6 Variances to Bylaw No. 500

The requirements of this Plan may not be consistent with the Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987. Where there is inconsistency between Bylaw No. 500 and these DPA Guidelines, a variance to Bylaw No. 500 may be required to meet the intent of this Plan.

¹ Although a development proposal may be exempt from the CMS DPA under this section, a Development Permit may still be required pursuant to Section 12 – Development Permit Areas of the OCP.

² For the purpose of this DPA, intensive residential shall mean any residential development with an average minimum parcel size less than 2000 m² or density greater than 5 dwelling units per ha whether fee simple or strata.

6.7 Permit Security

1. The RDN may require applicants for any development permits within the Cedar Main Street Development Permit Area to provide security in the form of cash or an unconditional, irrevocable and automatically renewing letter of credit in cases where:
 - The RDN considers that damage to the natural environment (including ground and surface water) could result as a consequence of a contravention of a condition in a development permit issued;
 - The permit holder is required to retain, restore or replace vegetation;
 - The permit holder is required to provide landscaping; and/or,
 - The permit holder is required to provide onsite rainwater management.

The amount of these securities shall be determined by a qualified person and shall be sufficient to cover the cost of materials and labour.

6.8 Guidelines

The Cedar Main Street Development Permit Area Guidelines are organized into the following eleven categories.

- | | |
|--|----------------------------|
| 1. General Guidelines | 7. Architectural Detailing |
| 2. Building Massing | 8. Landscape Design |
| 3. Site Planning and Pedestrian Design | 9. Signage |
| 4. Green Building | 10. Lighting |
| 5. Groundwater Protection | 11. Parking and Loading |
| 6. Façade Design | |

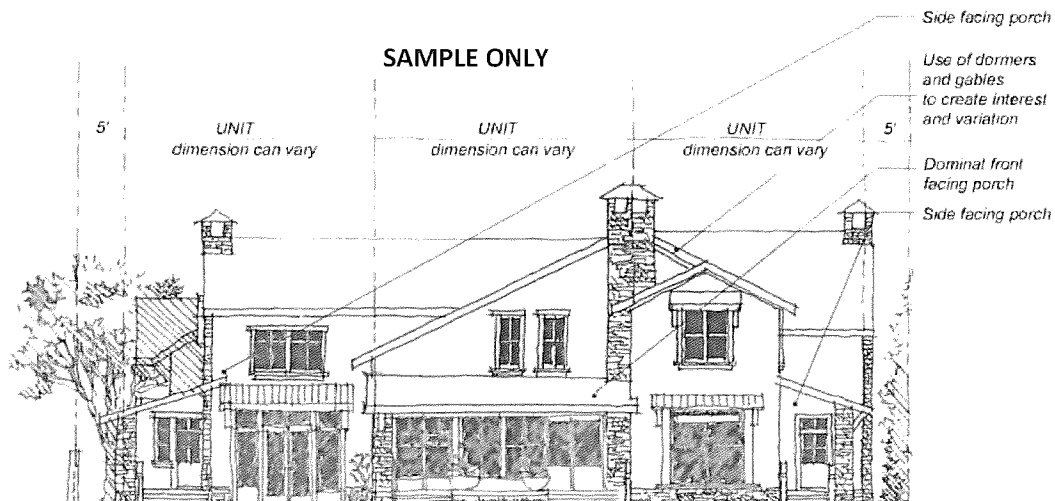
Development applications must generally satisfy all applicable Development Permit Area Guidelines in order for staff to recommend approval of a Development Permit application.

6.8.1 General Guidelines

1. Development is encouraged to incorporate design elements and reflect the general intent of the Design Ideas included in Section 3 and 4 of this Plan.
2. Where new or alterations to buildings and structures are proposed, the RDN may require building elevations prepared by an architect or other qualified designer.
3. In the case of subdivision for intensive residential development, each dwelling unit shall be designed in a way which is consistent with the direction provided in this DPA. Building elevations showing how the proposed buildings comply may be required and may be secured at the time of subdivision through the use of a Section 219 covenant.

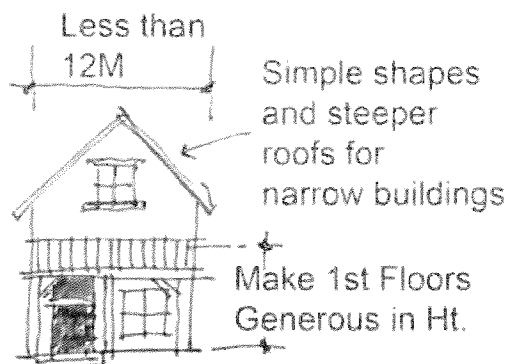
6.8.2 Building Massing

1. A variety of architectural styles shall be used that create visual interest, complement adjacent buildings, and reflect local culture and history. Applicants are encouraged to refer to the Visual Preference Exercise results contained in the Final Charrette Report dated June 2012 for inspiration.
2. Larger buildings (>12 metres in width) shall be designed in such a way as to avoid large flat building expanses which are visible from Cedar Road. Large expanses shall include trim, design features (such as windows, gables, projections, and porches), varied façade materials, and architectural design.



Sample of how a larger building could be designed to avoid large flat building expanses.

3. Larger buildings should be consistent with the height and emerging character of other buildings on the street.



SAMPLE: Building with vertical orientation

4. Smaller buildings (\leq 12 metres in width) should include one or more of the following design features:
 - a. Design which maintains a residential scale and simplicity in façade and roof design;
 - b. Generous first floor heights;

Section 6: Cedar Main Street Development Permit Area

- c. Front porches or patios;
- d. A vertical orientation not in a rancher style;
- e. Gable ends of the roof facing Cedar Road. (exceptions can be made for flat roofed buildings and buildings utilizing passive solar and requiring certain roof orientations; and,
- f. Architectural design which compliments adjacent buildings through contrasting roof orientations and shapes. Roof design that provides usable space through dormers and gables is strongly encouraged.

5. Multi-tenant/Multi-use buildings should include independent entrances and visual separation between uses. Visual separation could include both colour, façade, and/or other design elements.

6. New buildings should appear to be two storeys as viewed from Cedar Road.

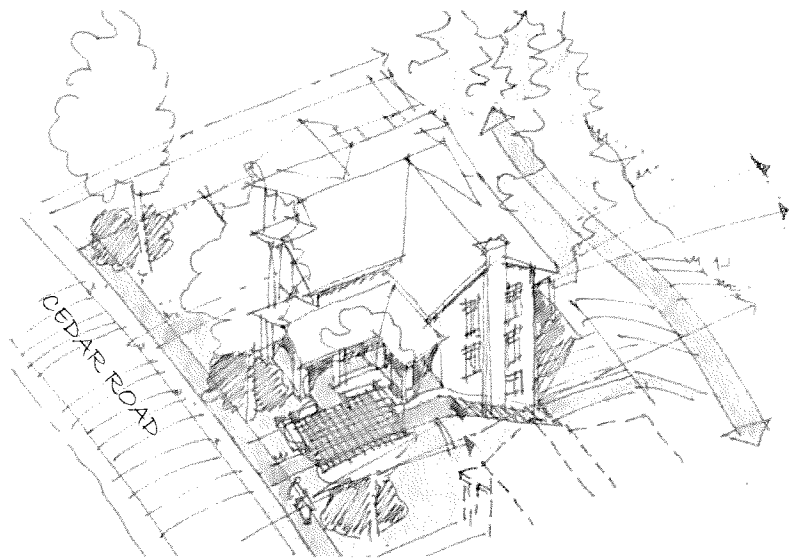
7. A third floor can be included where:

- a. It is fully contained within the roof and the building.
- b. It maintains a two storey appearance from Cedar Road.
- c. The building meets the fire protection and rescue requirements of the North Cedar Fire Department.³



Example of third floor space built into the roofscape.

SAMPLE ONLY



Example of how topography could be used to support of third storey within the roof on the downslope side of a parcel.

8. Buildings should emphasize a 'small town' or 'rural' scale and should utilize a variety of heights, varied building faces, and artistic design features to add interest to the streetscape.

³ Applicants may be required to submit correspondence from the North Cedar Fire Department regarding both fire protection and rescue.

6.8.3 Site Planning and Pedestrian Design

1. Travel ways which straddle lot lines to accommodate shared access and/or parking facilities are preferred. Travel ways should be avoided between every building.

SAMPLE ONLY

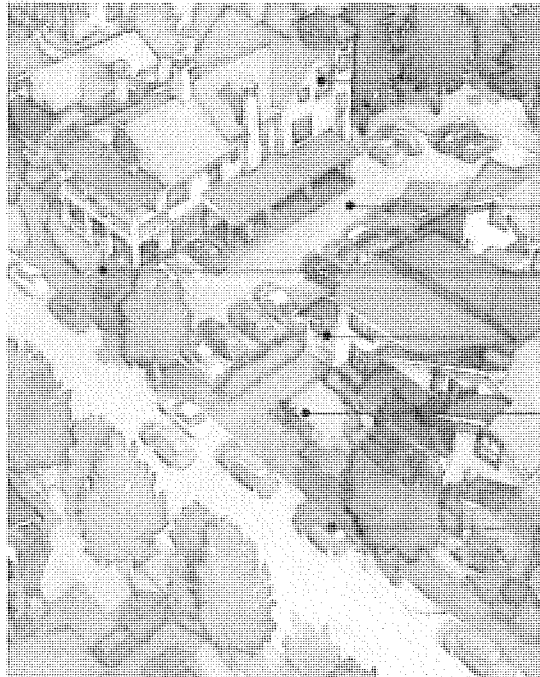


Illustration of desirable design elements such as mixed on and off street parking and shared travel ways between developments.

2. Mixed use and commercial buildings shall be located in close proximity to the sidewalks and the pedestrian space.
3. Design, siting, and construction of sidewalks shall be determined through discussions with the owner/developer and MOTI where applicable.
4. Where mixed use or commercial buildings are proposed, avoid large spaces between buildings.
5. Maximize opportunities for the creation of accessible public space such as patios, plazas, and courtyards.
6. The use of drive-through shall not be part of building or site design.

SAMPLE ONLY



Illustration of commercial building storefront located in close proximity to the sidewalk.

Section 6: Cedar Main Street Development Permit Area

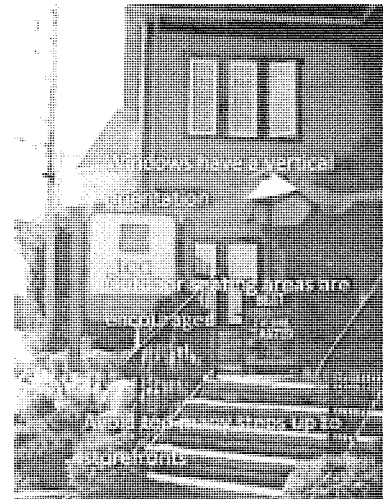
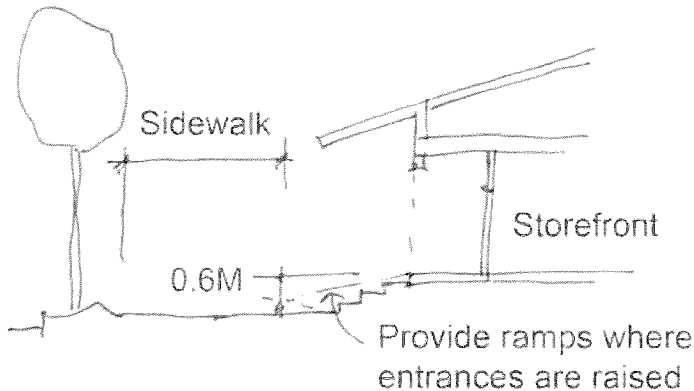
7. For commercial and mixed-use developments continuous weather protection for pedestrians should be provided on the exterior of the building. This can be accomplished in a number of ways including:

- a. Maintaining covered porch areas adjacent to building entrances;
- b. Providing canopies above storefront doors constructed of wood or other quality, durable materials which are colour-fast and resistant to deterioration caused by dampness; and,
- c. Extending roof elements at least 1.8 metres past the building envelope provided the roof above is no more than 5.5 metres in average above the storefront threshold.



Example of a covered walkway.

8. Safe, convenient pedestrian routes for all units should be provided from the unit to an abutting street. All pedestrian access points and routes should be designed for universal access to accommodate persons with disabilities.



9. Where the possibility for view exists, the protection and creation of view corridors towards York Lake or the Nanaimo River should be incorporated in a site's design.

10. Where a building is adjacent to Cedar Road, its principal elevation should be oriented towards Cedar Road and designed in such a manner as to promote a lively energetic, pedestrian-oriented, streetscape. Residential developments proposed to be screened from Cedar Road are exempt from this guideline.

11. Buildings located on corner lots should be oriented towards both streets and building design should add significant prominence to the corner.
12. Outdoor seating areas should be provided.

6.8.4 Green Building

1. The use of rainwater harvesting for landscape irrigation and other indoor and outdoor non-potable uses should be used. The use of potable rainwater harvesting systems for potable is encouraged⁴ where supported by a report from a Professional Engineer or other qualified person that the system⁵ produces water that meets or exceeds Canadian Drinking Water Standards in a quantity sufficient for the proposed use.
2. Sites should be evaluated for passive solar gain opportunities. On sites with substantial solar exposure, buildings should be sited, designed, and landscaped to take advantage of passive solar gain in winter and reduce sun exposure in summer.
3. Electric vehicle charging stations are encouraged.
4. All new commercial, mixed use, and multi-unit residential buildings within the DPA should strive to achieve a third party certification such as built green gold or Leadership in Energy and Environmental Design (LEED). The RDN may provide assistance in the Planning and Design Process and may offer grants and incentives in accordance with current offers and rebate programs.
5. The use of solar panels, geothermal heating and other efficient or renewable energy use alternatives are encouraged in building and site design.



Example of an outdoor seating area on a corner lot

6.8.5 Groundwater Protection

1. Building and site designs shall incorporate facilities to properly manage and/or dispose of substances or contaminants that may be harmful to area aquifers, lakes, wetlands, and rivers.
2. A rainwater management plan prepared by a professional engineer or other qualified professional may be required which must ensure that any run off, rainwater, or other liquid from any of the proposed land uses, buildings and impervious surfaces does not negatively impact groundwater quality. The plan must include recommendations on how to minimize the risk of deleterious

⁴ May require approval from outside jurisdiction such as Vancouver Island Health Authority or North Cedar Improvement District.

⁵ System includes roofing material, collection, treatment, and all other components.

substances entering the groundwater. The applicant may be required to implement the report's recommendations as a condition of the Development Permit.

3. Drainage from all impervious surfaces and areas where vehicles and machinery are stored, cleaned, operated, and maintained must be directed through an appropriately sized and engineered sedimentation, oil, water and grease separator or other engineered solution to the satisfaction of the RDN. The engineer must provide an appropriate maintenance schedule.
4. The RDN may require the applicant to enter into a Section 219 covenant registering on title the maintenance schedule and a commitment to maintain the sedimentation, oil, water and grease separator as per the engineer's recommendations.
5. Proposed developments that cannot demonstrate that there will be no detrimental impacts on either the quality or quantity of groundwater shall not be supported.
6. There shall be no net increase in peak rain water run-off from the subject property to adjoining lands.
7. Development of land should be designed to:
 - a. Replicate the function of a naturally vegetated watershed;
 - b. Maintain the hydraulic regime of surface and groundwater and pre-development flow rates;
 - c. Not interfere with groundwater recharge; and,
 - d. Not introduce or remove materials where it would cause erosion of or the filling in of natural watercourses and/or wetlands.

6.8.6 Façade Design

1. Visually appealing quality siding materials shall be used.
2. Building design shall avoid large expanses of any one type or style of cladding.
3. The use of vinyl siding should be minimized.
4. To create visual interest the following design strategies shall be used:
 - a. Create different textures by using both horizontal and vertical façade elements;
 - b. Break up large building expanses;
 - c. Separate uses with trim and exterior design features; and,

SAMPLE ONLY



- d. Use a variety of complementary types of siding material, trim, colour, etc.
- 5. A variety of complementary colours shall be used. The use of at least three different colours on the building exterior is encouraged.
- 6. Materials must be high quality, practical, durable, and hard wearing and must be appropriate for a west coast environment. Materials that integrate well within the natural environment should be included in the design.

6.8.7 Architectural Detailing

- 1. Buildings should utilize a variety of high quality complimentary architectural styles rather than a unified design theme.
- 2. Exposed structural elements such as exposed rafter tails, timber brackets, posts, and beams are encouraged.

SAMPLE ONLY



Example of different architectural types that are supported.

- 3. At gable ends, encourage the use of frieze boards, details, and other trim.

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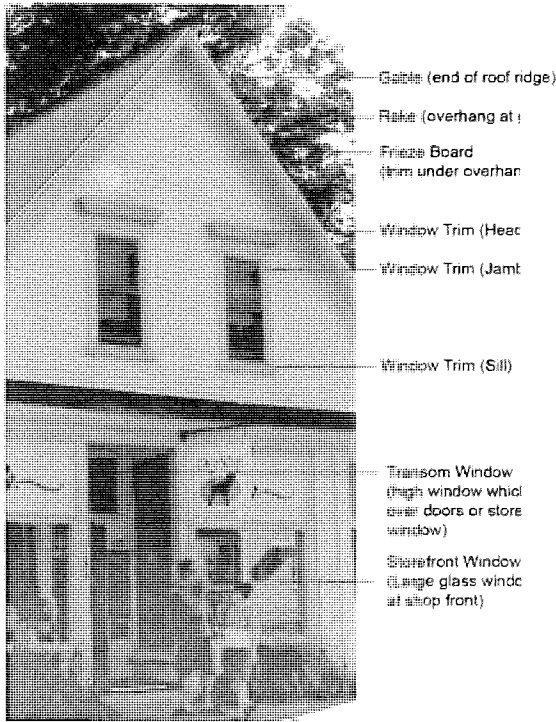
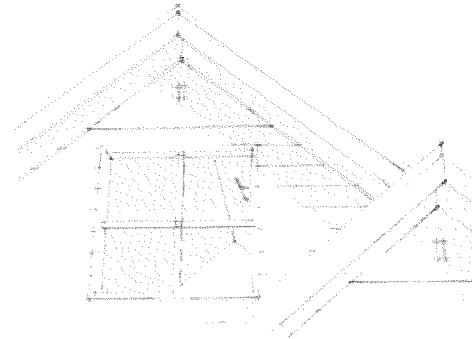


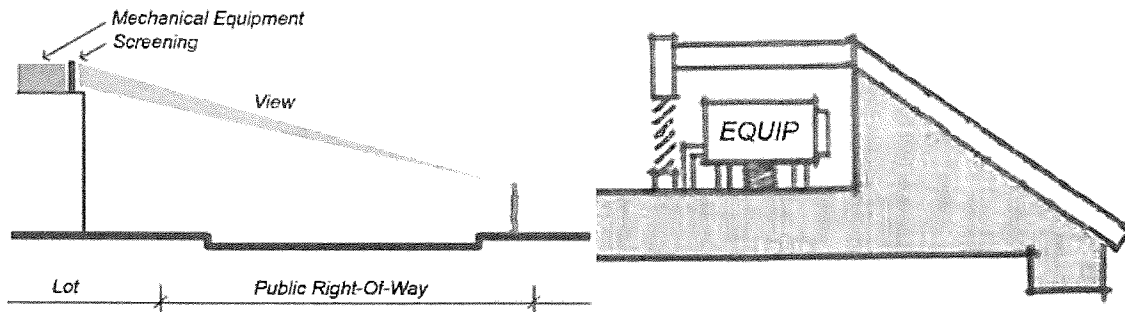
Illustration showing the use of frieze boards and other trim

SAMPLE ONLY



Care should be taken in detailing the façade. Use trim in appropriate dimensions and locations.

- 4. Larger buildings shall utilize accent design features/ strategies to break up large expanses of siding.
- 5. Rooftop mechanical units shall be screened from view with design elements that are incorporated within the architectural massing. Consideration should be given to impacts on adjacent properties.



Examples of rooftop screening

6.8.8 Landscape Design

- 1. Where landscaping is required as part of the DP, the applicant shall submit a landscaping plan prepared by a landscape architect or equivalent designer which meets the British Columbia Landscape Standard and satisfies the following objectives:

- a. To use a variety of drought tolerant deciduous and evergreen native plant species that are best suited to the site specific growing conditions;
 - b. To protect, enhance, or retain existing mature healthy vegetation;
 - c. To minimize water consumption through means such as micro-irrigation and xeriscaping;
 - d. To promote compatibility with surrounding uses;
 - e. To improve the aesthetic appeal of the development and adjacent streetscape;
 - f. To assist in the safe movement of pedestrians throughout the site;
 - g. To reduce the amount of impervious surfaces on the site;
 - h. To shade the proposed development from the summer sun;
 - i. To complement the development and surrounding uses; and/or,
 - j. To establish or enhance habitat values on the development site where appropriate.
2. Notwithstanding 1 above, edible landscapes (food producing plants, shrubs, and trees) are encouraged and may be considered part of the landscape design where suitable arrangements have been made for ongoing care and maintenance as well as produce harvesting to the satisfaction of the RDN. Community gleaning is strongly encouraged.
 3. The landscaping plan must be drawn to scale and show the type, size, and location of proposed landscaping and shall be submitted with the Development Permit application.
 4. To provide separation between residential and non-residential uses (excluding mixed use buildings and developments and shared parking and laneways), a landscaped screen of at least 2.0 metres in width along the shared property lines, excluding access points, between all commercial and residential zoned properties should be provided.
 5. Landscaping should be provided adjacent to all roadways to improve aesthetic appeal, minimize impervious surfaces, and provide a visual screen for all outdoor storage, refuse, parking, loading, and unloading facilities and must also work towards the objectives identified in Guideline 6.8.8(1) above.
 6. Landscaping of boulevards should be provided, including the provision of street trees in accordance with the following:
 - a. All landscaping and works within the public road ROW require MOTI approval with a maintenance agreement arranged between the property owner/developer, MOTI, and the RDN.
 - b. Where the opportunity exists, street trees should generally be provided as follows:
 - i. One high branched tree, of at least 5 centimetre caliper at breast height at time of planting, for every 6.0 metres of street property line with a maximum distance between trees of 12.0 metres, where the type and spacing of trees is to form a sidewalk canopy. Existing native vegetation may be considered provided it satisfies the general intent of this guideline;

- ii. Tree species should be compatible with the local growing conditions and character of the area; and,
 - iii. A minimum of 3 cubic metres of appropriate soil and growing space is provided for each tree.
7. Garbage and recycling containers shall be screened with landscaping and/or gated fencing to a minimum height of 2.0 metres. Chain link fence may only be used in accordance with Guideline 13 below. Similarly, utilities, service kiosks, metres, elevator housing, exhaust elements, satellite dishes, etc. shall be screened with fencing, landscaping, or a combination of the two.
 8. Buildings and structures should be sited in a manner that minimizes the disturbance of existing native vegetation.
 9. A principle of 'no net loss' of significant native vegetation in any development should be considered. Where it is necessary to remove significant vegetation in order to develop a property, replacement plantings should be provided of a sufficient number, size, type, and maturity to off-set its removal.
 10. Plant species used in replanting, restoration, and enhancement shall be selected to suit the local soils; light conditions, and groundwater regime of the site and should be native to the area, and where applicable, selected for erosion control and/or fish and wildlife habitat values.
 11. Unless otherwise noted above, all landscaping shall require the following minimum depth of topsoil or amended organic soils on all landscaped areas of a property:
 - a. Shrubs – 45 cm;
 - b. Groundcover and grass – 30 cm; and,
 - c. Trees – 30 cm around and below the root ball.
 12. Where irrigation is required to maintain proposed landscaping, it should be designed by an Irrigation Industry Association of British Columbia certified irrigation designer and be installed by an Irrigation Industry Association of British Columbia irrigation contractor or other equivalent to the satisfaction of the RDN.
 13. The RDN shall require the applicant to submit a landscaping and security deposit equal to the total estimated costs of all materials and labour, as determined by a landscape architect or other similarly qualified person to the satisfaction of the RDN. The security shall be released following the completion of all approved landscaping and/or site improvements as specified in the Development Permit to the satisfaction of the RDN. Notwithstanding the above, the RDN shall withhold 25% of the security for one year to ensure proper maintenance.
 14. Chain link fencing shall be used only when screened by landscaping. Decorative fences are encouraged which complement the materials used for the principle building.

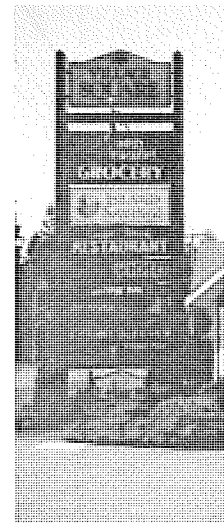
6.8.9 Signage

1. Signs should be hand crafted and provide individuality to each establishment.
2. Materials chosen for signage should be durable enough to last for several years of continuous use, except for the special cases of temporary signage or banners.
3. The following types of signs are not considered acceptable:
 - a. reader board;
 - b. neon;
 - c. flashing;
 - d. animated;
 - e. rotating,
 - f. backlit; and,
 - g. signs which are illuminated in a way which projects light beyond the sign's surface or results in light being directed beyond the sign's surface or towards the sky.
4. Signs should be designed to cater to the pedestrian (limit height, size, and placement) and be in scale with the building and be related to a use or a business within.

SAMPLE ONLY



Example of a hand crafted sign



Example of a consolidated free standing sign

SAMPLE ONLY



Example of a fascia sign that is complementary to the design of the building and graphically communicates a message.

5. Free standing signage should be consolidated where possible with other businesses or uses as illustrated.

6. Creativity in how signs are designed (i.e. different shapes, colours, materials, and fonts) is supported.

7. The size, location, and design of freestanding signage shall be architecturally integrated with the overall design of the buildings and

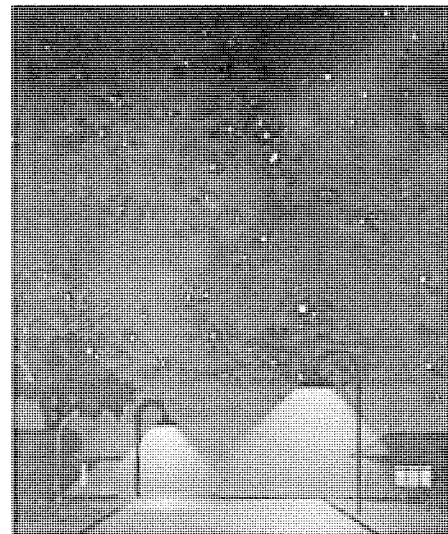
landscaping. The design of fascia signs containing individual business signage shall be complementary to the design of the building.

8. Signage should be visually unobtrusive and particular emphasis should be given to signage which is aesthetically pleasing and requires a minimal amount of lighting or boldness to be effective.
9. Signs should graphically communicate a message.
10. If there is a conflict between these DPA guidelines and the RDN Sign Bylaw No. 993, 1995 as amended or replaced from time to time, these guidelines shall prevail. However, a variance to the sign bylaw may be required.

6.8.10 Lighting

1. The use of solar lighting is encouraged.
2. Lighting should be designed for security and safety in accordance with Crime Prevention Through Environmental Design (CPTED) principles.
3. Site illumination must not result in glare directed towards neighbouring properties, adjacent roads, or light directed towards the sky.
4. Building façades may be discreetly illuminated through the use of strategically placed lighting which shines down from the buildings surface.
5. All new, replacement, and upgraded exterior lighting in existing and proposed developments shall be Full Cut-off Flat Lens (FCO/FL) luminaries to light roads, parking, loading, and pedestrian areas. Exterior building lighting will also be required to have FCO lighting fixtures.
6. Decorative street lights which are compatible with existing decorative street lighting and are in scale with their surroundings are encouraged.

SAMPLE ONLY



Full cut off light fixtures direct light below the horizontal plane reducing light pollution and protecting the night sky.

6.8.11 Parking and Loading

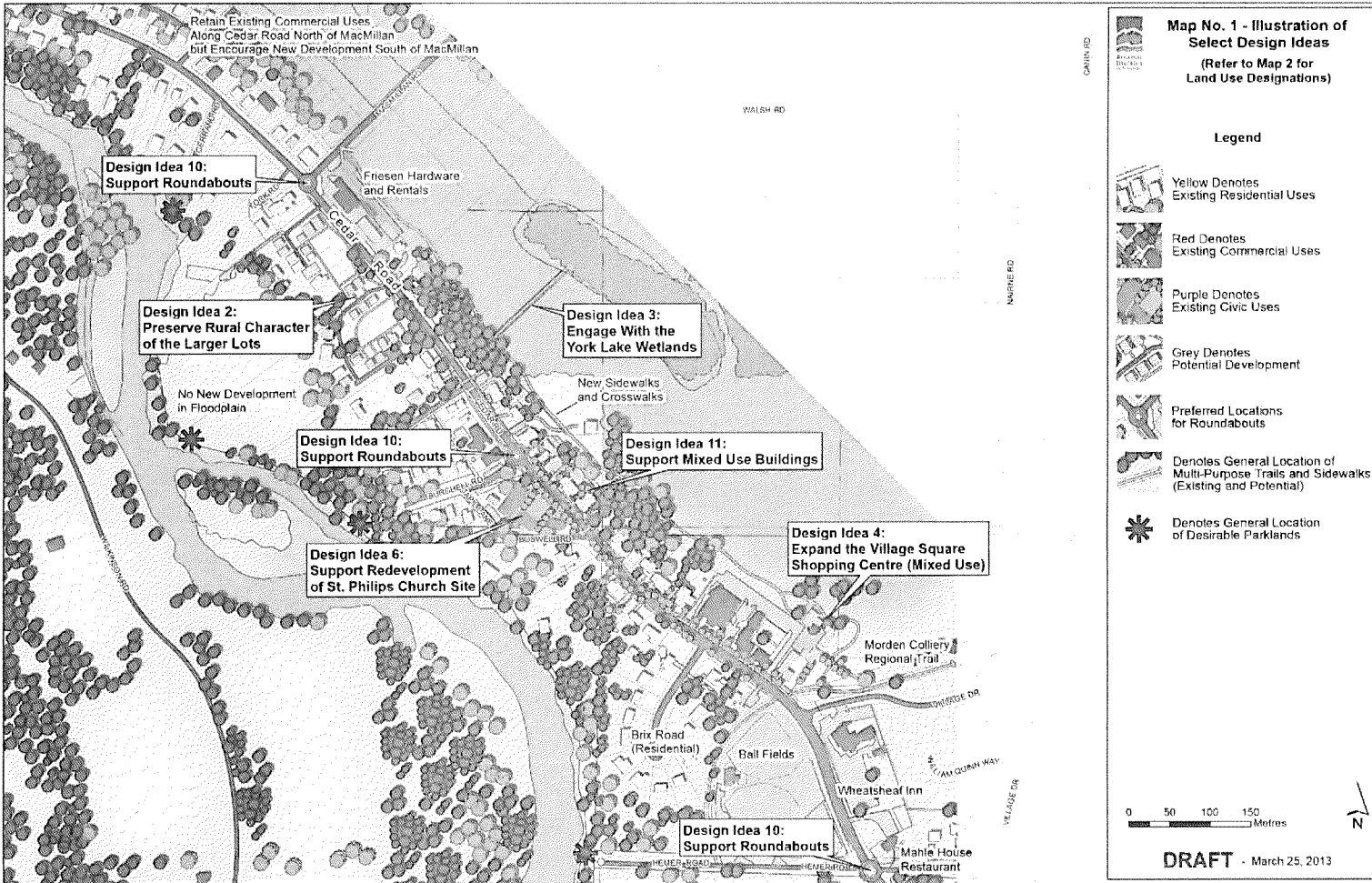
1. If on street parking is proposed, it must be designed by a Professional Engineer and approved by the Ministry of Transportation and Infrastructure.
2. On site parking and loading areas should generally be located to the rear or side of buildings, should be screened from view from the adjacent road, and be located outside of the minimum required building setback. The screening should consist of landscaping, fencing, or a combination of landscaping and fencing.

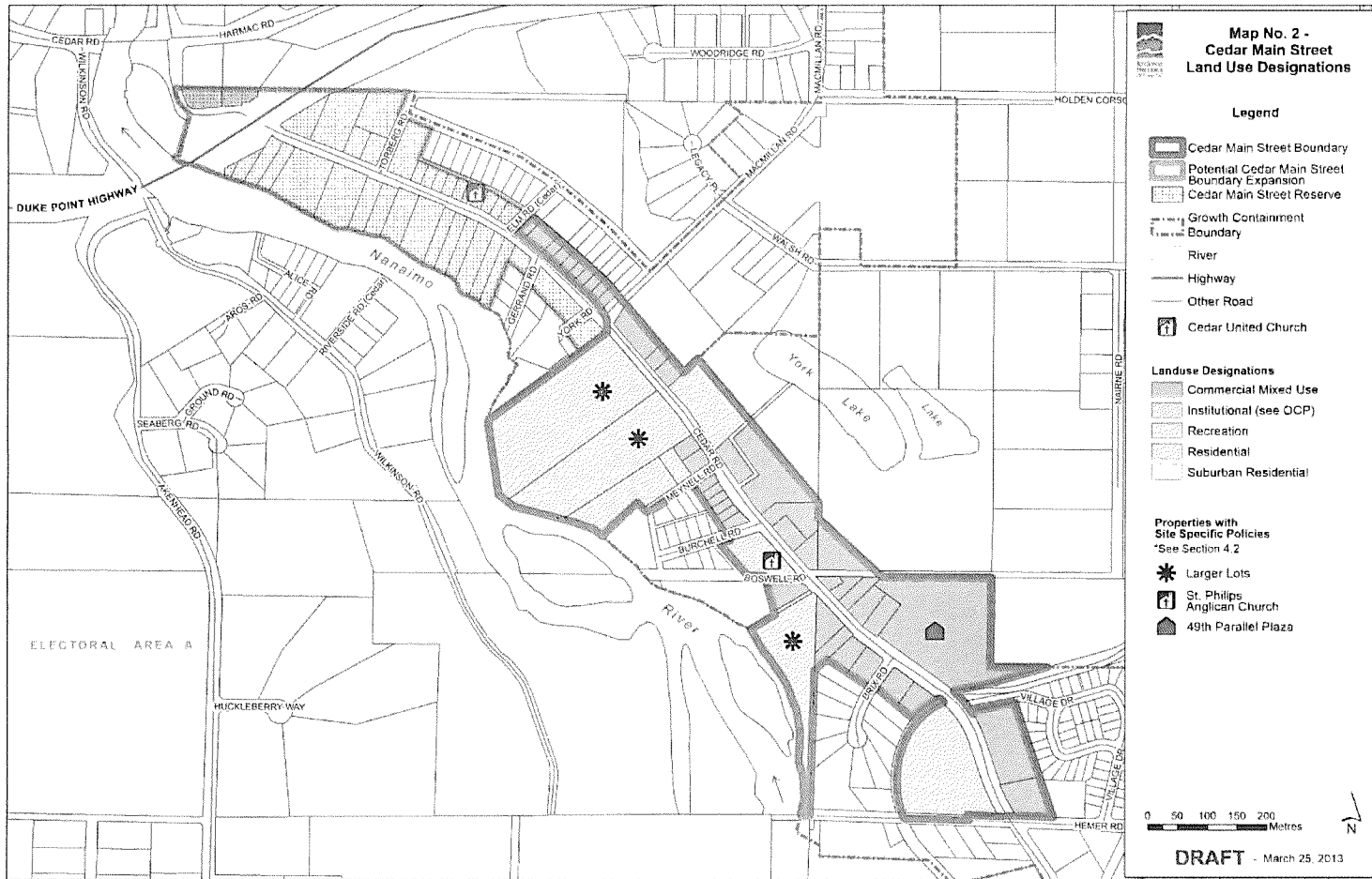
Section 6: Cedar Main Street Development Permit Area

3. Vehicular and truck movement patterns must be illustrated on the site plan submitted by the applicant to ensure adequate circulation. A professional engineer may be required to ensure that adequate lane widths and turning radii are provided for all forms of vehicles intended to use the property.
4. Provision should be made for public transit, emergency vehicles, delivery and service vehicles.
5. Safe and effectively designed and located internal roadways, entrance points, parking areas, pedestrian paths and open spaces shall be provided.
6. Parking areas should be designed to be aesthetically pleasing and should include smaller groupings of parking spaces separated by landscaping and shade trees. Large expanses of open parking area should be avoided.
7. The use of permeable paving materials is encouraged in parking areas where it can be demonstrated that oil, water, and other potential contaminants will not enter the aquifer, river, lake, or wetland.
8. Bicycle parking facilities should be provided for each use in accordance with the following:
 - a. Office use: 0.5 - 1 space per 100 m² of gross floor area;
 - b. Institutional: 0.5 – 0.8 spaces per 100 m² of gross floor area;
 - c. Commercial: 1 space per 750 m² of gross floor area with a minimum of four spaces per establishment; or,
 - d. Multi-unit residential: 0.2 spaces per dwelling unit.

Where calculation results in a fractional number, the nearest whole number above the calculation shall be taken.

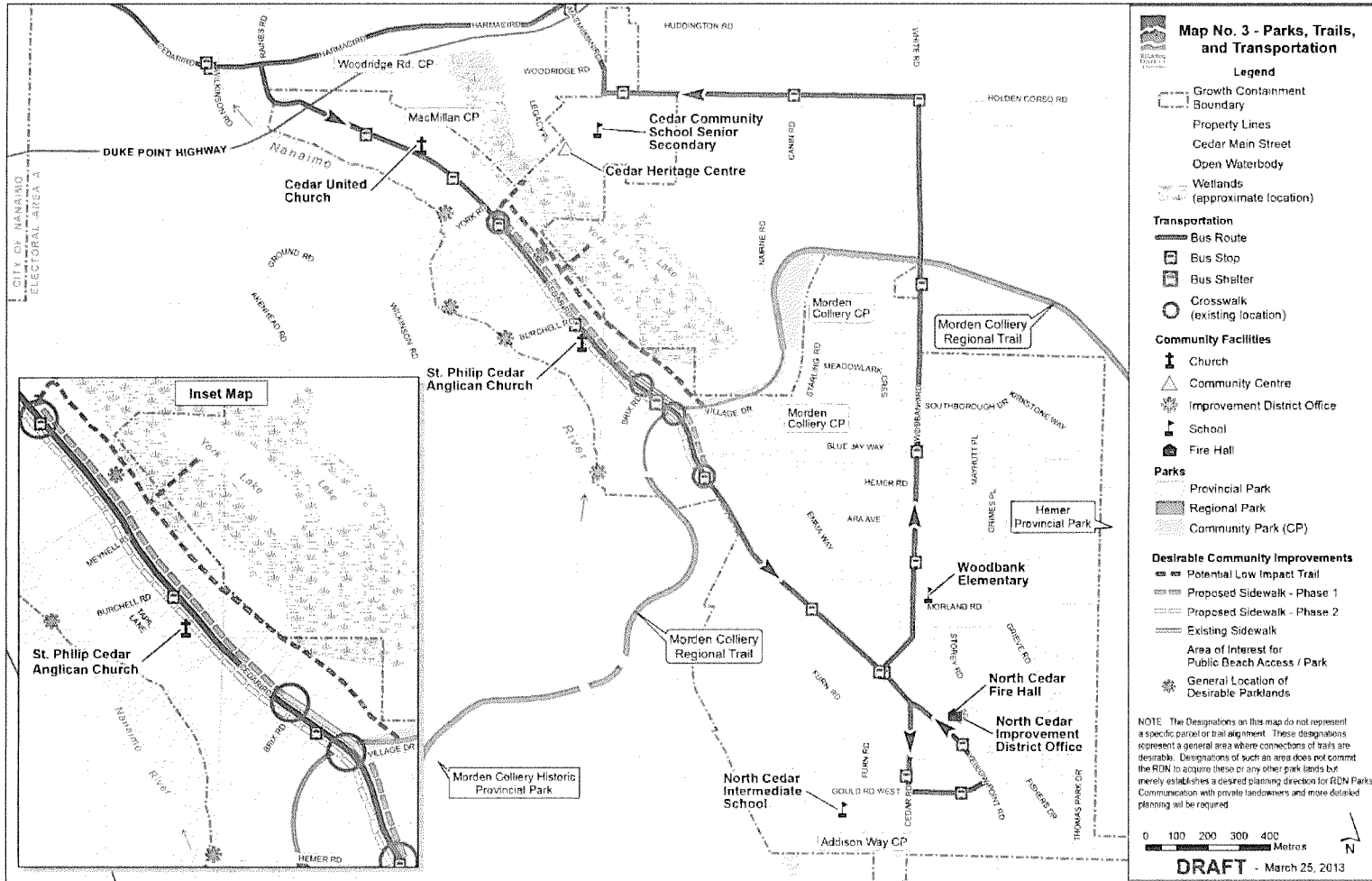
Section 6: Cedar Main Street Development Permit Area





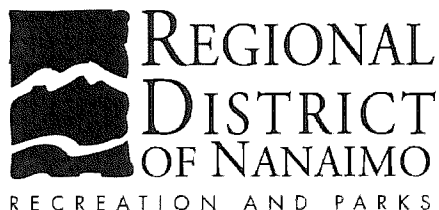
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Section 6: Cedar Main Street Development Permit Area



RDN REPORT		[Handwritten initials]
CAO APPROVAL		
EAP		
COW		
JUL 12 2013		
RHD		
BOARD	✓	

MEMORANDUM

TO: Tom Osborne
General Manager, Recreation and Parks

DATE: July 12, 2013

FROM: Dean Banman
Manager of Recreation Services

FILE:

SUBJECT: WEMBLEY MALL, PARKSVILLE, BC – PARKSVILLE PROPERTIES CORP. AND REGIONAL DISTRICT OF NANAIMO REVIEW OF EASEMENTS

PURPOSE

To review and update existing easements (ET 145216 and ET 145218) between Parksville Properties and the Regional District of Nanaimo.

BACKGROUND

During the development and construction of Oceanside Place multi-plex two easements were necessary to address access and parking (ET 145215 / ET 145216) and one for utilities (ET 145218). Collectively these easements are known as the Centre Easements. The access and parking easements allow for both the Regional District of Nanaimo and Parksville Properties mall tenants access/egress to the entire property by all existing points and park in any spaces on the property. In short staff and users of Oceanside Place can access the facility and the ability to use any of the park spaces on the property and likewise for mall tenants and customers. Due to new financing, building construction, renovation to existing buildings and the granting of some exclusive rights to certain tenants Parksville Properties have requested some modifications to the Centre Easements. Since March of 2013 the RDN, Parksville Properties and their legal representatives have been in contact and working on the changes requested by Parksville Properties. The RDN in consultation with Stewart McDannold Stuart (SMS) have effected to ensure these requested changes will not compromise the needs of the Regional District in relation to the operation and use of Oceanside Place. *Appendix A* provides the specific request from Parksville Properties on the changes to ET 145216 and ET 145218. Correspondence from SMS confirming that the changes to the Centre Easements as shown in *Appendix A* still are in keeping with the original purpose of the existing easements has been received by the Regional District.

Relevant to the access and parking easements is the agreement between the two organizations related to the maintenance, care and responsibility of the parking lot and grounds immediately surrounding Oceanside Place. With its relevance to the easement this agreement was also modified and is briefly discussed here. No longer will the RDN be required to pay an annual fee to Parksville Properties for the maintenance of the property parking lot and grounds. Under real life conditions it is more practicable for the RDN to maintain the grounds, roads and parking immediately surrounding Oceanside Place in lieu of an annual fee to Parksville Properties. This agreement would be updated giving the RDN the option but not the obligation to maintain the grounds and parking immediately around Oceanside Place in lieu of

an annual fee. Ultimate responsibility for the grounds, parking and access would continue to rest with Parkville Properties.

Parkville Properties has the intention of modifying the existing location of Stanhope Road and is seeking approval of this project as it relates to the Centre Easements. The relocation of the road would not in a practical sense affect the utilities, access and parking related to Oceanside Place. The fact that the Centre Easements are blanket easements requires Parkville Properties to seek approval. After some adjustments to the original request from Parkville Properties, staff recommend that approval be given. Correspondence to Parkville Properties has clearly identified that an approval is strictly in relation to the easements in question and not approval that supersedes any existing application process and/or requirement(s) related to modifying Stanhope Road or changes to the site that may require future RDN approval.

ALTERNATIVES

1. That the Regional District of Nanaimo approve the request from Parkville Properties as shown in *Appendix A*.
2. To provide alternative direction for staff.

FINANCIAL IMPLICATIONS

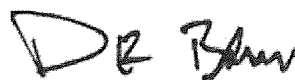
Under the existing utilities easement (ET 145218) the RDN is responsible for the costs associated with creating the necessary plans and survey costs associated with converting the current blanket utilities easement into an easement that is specific to the actual areas of the utilities as identified in a survey. Under the new easement agreement Parkville Properties would be responsible for these costs. Depending on the final configuration of the mall, the cost savings to the RDN is estimated to be between \$5000 and \$10,000. Legal fees associated with the work to date have been incurred as will some further costs related to legal and documentation.

SUMMARY


Wembley Mall owner Parkville Properties require modifications to existing blanket easements with the RDN (Oceanside Place) on the property as they relate to parking, access and utilities. The easements need to be removed from areas of the property where pending mall development will be taking place. Since March of this year staff and legal counsel have reviewed and required changes to Parkville Properties original requests and now present *Appendix A* to the Board for consideration.

RECOMMENDATION

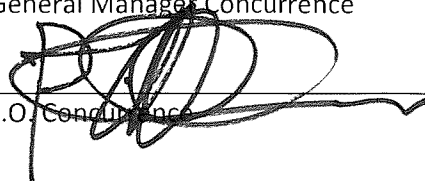
That the Regional District of Nanaimo approve the requests from Parkville Properties as shown in Appendix A



 Report Writer



 A/General Manager Concurrence



 C.A.O. Conduff

APPENDIX A

Parksville Properties seek approval from the Regional District of Nanaimo as follows:

- A. As owner of the District Land, and for the purpose of the proposed modifications of the Centre Easements, the District approves, in principle, the Centre Modifications.
- B. Concurrently with the road exchange between the City of Parksville and the Centre Owner in respect of the relocation of Stanhope Road, the District agrees in its capacity as the holder of the Centre Easements to execute and deliver such documentation to amend the Centre Easements by releasing the Centre Easements from the area to be dedicated as new road and extending the Centre Easements over the area of closed road, in each case in such form as may be approved by legal counsel to the District, acting reasonably.
- C. The District agrees that the charge of the Centre Easement that relates to utilities (ET145218) will be released from the 5 Acre Portion and that as part of the amendment to the Centre Easements that relates to access and parking (ET145216), that Centre Easement shall charge only that portion of the 5 Acre Portion immediately to the north of the District Land that is reasonably required by the District for access and parking, as contemplated under Section 4.1(b) of the Centre Easement that relates to access and parking (ET145216).
- D. The District agrees to execute and deliver such amending documentation as the Centre Owner may reasonably require, in such form as may be approved by legal counsel to the District to clarify that the Shopping Centre Lands and the 5 Acre Portion, after completion of the Centre Modifications, will be compliant under the terms of the Centre Easements.
- E. The Centre Owner agrees to execute and deliver such documentation as the District may reasonably require, in such form as may be approved by legal counsel to the District to clarify that the District Lands will be compliant under the terms of the District Easement and so that the Centre Modifications will not cause the District to be in default under the Centre Easements of the District Easement.
- F. Each party will pay the costs involved in drafting and recording the documentation required by it as contemplated herein.



RDN REPORT	
CAO APPROVAL 	
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JUL 17 2013	
RHD	
BOARD	<input checked="" type="checkbox"/>

MEMORANDUM

TO: Carey McIver
 Manager of Solid Waste Services

DATE: July 17, 2013

FROM: Jeff Ainge
 Zero Waste Coordinator

FILE: 5380-20-STEW

SUBJECT: Packaging and Printed Paper - Curbside Collection Financial Incentive Report

PURPOSE

To update the Board on the financial incentive offered by Multi-Material British Columbia to collect packaging and printed paper from residents as required under the Provincial Recycling Regulation.

BACKGROUND

In May 2011, the BC Government amended the Recycling Regulation (the Regulation) to include packaging and printed paper (PPP) generated by the residential sector. This amendment shifts financial and administrative responsibility for managing these materials from local governments to the producers of packaging and printed paper. This transfer of responsibility is intended to improve the recovery of PPP in BC as well as incent producers of PPP to incorporate environmental considerations into the design of their products. In other words, the ultimate goal is to generate less waste.

Under the amended Regulation, producers of PPP became obligated to submit a stewardship program plan to the province by November, 2012. To meet the requirements of the Regulation, the key industry players formed a not-for-profit agency, Multi-Material British Columbia, (MMBC) to develop and implement a residential stewardship plan (the Plan) for PPP by May 2014.

In August 2012, the Board received a staff report on the design of the new stewardship program. As well the Board endorsed recommendations contained in a UBCM Packaging and Printed Paper Working Group policy paper. This policy paper captured the concerns expressed by local governments with respect to the scope, design, funding, environmental impacts, service provision, and the role of local governments in the proposed new program.

In particular, the design of the new stewardship program was of concern to local governments, such as the RDN and City of Nanaimo, which operate well established, efficient and successful residential PPP collection programs. Consequently the UBCM policy paper recommended that local governments be given right of first refusal for providing PPP collection services.

In February 2013, the Board received a staff report on the draft stewardship plan submitted by MMBC to the Province in November 2012. The draft plan proposed that local governments be given first right of refusal to become qualified collectors of PPP as well as offering a financial incentive to qualified collectors and processors of PPP materials. The formal response to MMBC prepared by staff from the RDN and the City of Nanaimo was appended to the February report for information.

MMBC Stewardship Plan

On April 15, 2013 the Province approved the MMBC stewardship plan. Under the approved plan, MMBC splits the delivery of the stewardship program into two elements: PPP collection services (from residential and multi-family households) and PPP processing services. MMBC's approach to collecting PPP is to provide opportunities for those currently collecting PPP to continue collecting it under contract to them.

Accordingly, MMBC has offered local governments which were providing residential PPP curbside collection in November 2012 a collection incentive to continue providing PPP curbside collection after May 2014. MMBC has also offered a collection incentive to local governments and qualified private companies and not-for-profit organizations to provide collection of PPP from multi-family buildings and to operate depots to accept PPP from residents.

In the RDN, there are roughly 53,000 single family households and over 13,400 multi-family households. The City of Nanaimo collects residential PPP from 26,000 single-family household and the Regional District program provides collection to the other 27,000 households. Private companies collect PPP from multi-family households in accordance with RDN disposal bans at the landfill. Residential PPP is also accepted at 12 depots; two operated by not-for-profit societies (Nanaimo Recycling Exchange and Gabriola Island Recycling Organization), two public sector sites (Regional Landfill and Church Road Transfer Station) and eight private companies.

On June 17, 2013 both the City of Nanaimo and the Regional District received separate Letters of Offer to become MMBC service providers for curbside collection of PPP. As neither the City nor Regional District provides services to multi-family buildings we have not been offered a collection incentive by MMBC for this housing sector. We have advised private haulers of the pending changes and financial incentives on offer and encouraged them to be involved. With respect to depots, not-for-profit and private depot operators are in separate negotiations with MMBC regarding the requirements for depot operators and the amount of the incentives on offer.

With respect to the two public depots operating at the Regional Landfill and Church Road Transfer Station, MMBC has offered a financial incentive to the RDN to collect residential PPP. A condition of the incentive is that residential customers are not charged to drop-off these materials. Given that the PPP collected at these sites is primarily from the commercial sector, that it is accepted as a convenience for residential customers (the vast majority of whom receive curbside PPP collection), and that all customers pay a minimum fee to use these facilities, it would be problematic to accept the incentive. A report being prepared for the August Board meeting will recommend the Board decline the depot operator incentive.

Letter of Offer to the RDN for Curbside Collection Services

MMBC is offering the Regional District of Nanaimo a financial incentive of \$34 per year for each household serviced with curbside collection of PPP (i.e., curbside recycling collection). Additional "top up" allowances of \$0.75 and \$2.50 per household per year are being offered to cover Resident Education Materials and Service Administration respectively.

A response to MMBC is required by September 16, 2013. Should the RDN (or any local government who received an offer to continue collection services) decline the financial incentive, MMBC will initiate a process to set up collection. Although the offer is positive in our case, staff needs to work through a number of details to ensure the proposed change in recycling collection maintains and enhances the current service.

New Relationship

If the RDN accepts the offer and qualifies to be a PPP Collection Service Provider a number of changes will occur to how our current collection program is administered. While the collection of garbage and food waste would remain unchanged, in terms of PPP collection we would become the prime contractor providing the service on behalf of MMBC. With this new role comes a responsibility to provide tracking, monitoring and reporting of PPP collection performance to MMBC.

Our relationship with the current contractor (BFI Canada Inc.) would also change for the collection of PPP. They would become a sub-contractor to the RDN. Staff has met with BFI to discuss the situation and seek assurance that the new administrative and service requirements can be met. They are confident the new requirements are manageable and expressed an interest for the RDN to apply the five year extension clause in the current contract a year earlier to assist with their service provision.

The relationship with MMBC would be that of a collector only (and not a processor of PPP). We have sought assurance from BFI that our current contract with them, and the work for which we pay them, is for collection services only. MMBC will be entering into separate agreements with, and offering separate incentives for, those involved with the processing of residential PPP.

Master Services Agreement and Statement of Work

To assist those considering the MMBC Letters of Offer, sample contract documents have been provided by MMBC for review. The terms and conditions of the relationship are set out in the Master Services Agreement, while the Statement of Work is the document detailing the service to be performed.

In reviewing the boilerplate documents staff have identified a number of items to be discussed and clarified with MMBC in advance of accepting the financial incentive offer and setting a new contractual relationship in motion. In general these items include provision of curbside containers, timing for review and adjustment of the serviced household count, and performance targets. Also of concern are the new administrative obligations such as tracking, record keeping and reporting mechanisms required for customer service interactions, itemizing materials collected, monitoring customer compliance along with sub-contractor performance and truck contamination levels, as well as administering submission of claims.

Timeline for Next Steps

Although staff believes the offer is positive, in advance of the September 16, 2013 response deadline staff will spend additional time reviewing the details with MMBC to ensure the proposed change in recycling collection maintains and enhances the current service. It is staffs' intention to follow this information report up with a report to the August 2013 Regular Board meeting which will seek the Board's direction in communicating acceptance or rejection of the MMBC offer.

ALTERNATIVES

1. To receive the Packaging and Printed Paper Curbside Collection Financial Incentive Report for information.
2. To provide staff with alternate direction.

FINANCIAL IMPLICATIONS

The 2013 Curbside Collection program budget is a \$4 million utility fully funded by user fees (no taxation is levied to provide this service). As Table 1 illustrates, the user fee is made up of a number of components.

Table 1: 2013 Curbside Collection User Fee

Expense	User Fee ¹	MMBC Incentive
Collection Fee		
Garbage	\$ 32	-
Food Waste	\$ 32	-
Recycling (PPP)	\$ 32	\$ 34
Tipping Fees		
Garbage	\$ 18	-
Food Waste	\$ 10	-
Administration	\$ 23	\$ 2.50
Resident Education	\$ 3	\$.75
Total User Fee	\$ 150 ²	\$ 37.25

Notes: ¹ Amounts shown are rounded to whole numbers for illustration and convenience
² The 2013 actual user fee of \$147.75 was achieved by applying prior year's surplus

With the RDN's collection system utilizing split-body packer trucks collecting three material streams over a two week cycle it is difficult to de-couple recycling collection from the other two material streams. The cost breakdown in Table 1 shows a simple three-way split of collection costs, which is a fair representation. The MMBC incentive offer of \$34 per household is a reasonable offer in our case in that it covers the PPP collection cost (currently \$32 paid to the collection contractor) with money left over to apply to other aspects of the program's administration.

Administration costs shown reflect direct program costs (such as staff wages for program coordination, costs of billing, training and travel allowance) and corporate administration which is charged to all department budgets. The \$2.50 per household Service Administration top-up is an acknowledgement that becoming a contracted service provider to MMBC brings with it a new level of administrative obligations.

The \$0.75 per household top-up available for the production of Resident Education Material is a realistic amount to contribute for newsletters, website content, and collection schedules.

Should the RDN accept the invitation to be a collection service provider of residential PPP under contract to MMBC, the value of the annual financial incentive offer would exceed \$1 million (based on the current service house count of 27,280 homes).

With an implementation date of May 19 2014, the incentive amount would be pro-rated for 2014. The intent is that the annual user fee for curbside collection will be decreased by the amount of the incentive to meet the aim of the Regulation.

However, this does not mean that consumers are not paying for the cost to recycle the products that they purchase. Under the PPP stewardship program, recycling fees will be included in the cost of products. Although these will be invisible fees, unlike the visible fees charged for a new computer or television, they

will still be designed to reflect the full cost of collection and processing. Consequently, curbside customers who consume more products (and associated packaging) will pay more for collection and processing at the time of purchase than those who consume less of these products, which is truly a user pay system.

The changes to collection services agreements will require legal review for both the current collection contract with BFI Canada Inc., and for a new service agreement with MMBC. A limited allocation is available for this in the 2013 curbside collection budget.

STAFFING IMPLICATIONS

The annual Curbside Collection budget includes a temporary 0.5 FTE position to assist with program operations and administration since the implementation of the green bin in 2010. As indicated in previous reports to the Board, adding food waste collection to the curbside program did result in the need for additional administrative support. Acceptance of the \$2.50 per household Service Administration top-up amount could be channeled into funding this as a full-time staff position at no additional cost to the region's program customers. Such a position would ensure the new contract obligations of tracking and reporting PPP collection performance, responding to resident enquiries, and monitoring sub-contractor performance would be met with no reduction in focus to the other program areas.

SUSTAINABILITY IMPLICATIONS

Under the Recycling Regulation, MMBC is required to recover 75% of all the PPP supplied into BC households within a reasonable time frame. Although the current recovery rate is estimated by MMBC to be between 50% and 57%, their aspiration is to have all residential PPP effectively collected and recycled. To achieve this outcome, the plan includes an extensive breakdown of materials to be collected, much of which is already included in our curbside programs.

While staff is encouraged by the move to improve PPP recovery across the Province, locally the impact of the changes may be less dramatic. Recent work completed as part of the Solid Waste Management Plan review process indicates that 76% of residential PPP available in the region is already recovered through local curbside collection, multi family or depot programs. With the addition of new materials for curbside collection such as plastic garden plant pots, gable top and aseptic containers (i.e., Tetra Pak type packaging), non-paint aerosol containers, and a wider range of household plastic containers along with depot collection for glass and Styrofoam, staff estimates that the region's residential PPP recovery rate could increase to 85% which would only modestly reduce the region-wide disposal rate from 350 kg per capita to 347 kg per capita.

More importantly for sustainability in the RDN would be to increase the recovery of PPP from the combined ICI (industrial, commercial and institutional) and residential sectors which already stands at an impressive 74%. An increase in PPP recovery to 85% across these sectors, combined with an increase in food waste recovery from the current 38% to 75% will result in a region-wide disposal of 250 kg per capita (all sectors). The eventual addition of stewardship programs planned for textiles, furniture and construction/demolition waste, means an 80% diversion rate in the RDN is achievable in the foreseeable future.

As previously stated, the ultimate goal of the BC Recycling Regulation is to reduce waste generation. The ultimate result of the new Plan should not only increase material recovery but also reduce waste generation and disposal rates as producers begin to design, produce and market products that eliminate unnecessary packaging, and that have been designed for recycling and reuse.

SUMMARY


Under the Packaging and Printed Paper (PPP) Stewardship Plan, the stewardship agency Multi Material British Columbia (MMBC) approach to collecting PPP is to provide opportunities for those currently collecting PPP (such as local governments) to collect PPP in May 2014 under contract to them. On June 17, 2013, the RDN received the MMBC offer of a curbside collection financial incentive to provide this service.

Although the offer is positive and would offset curbside collection costs by over \$1 million per year, staff requires additional time to work through a number of details with MMBC to ensure the proposed change in recycling collection does not detract from the current service provided. Staff believes a portion of the incentive (the Service Administration top-up) could be used to offset a staff position dedicated to ensuring the new contract obligations can be met.

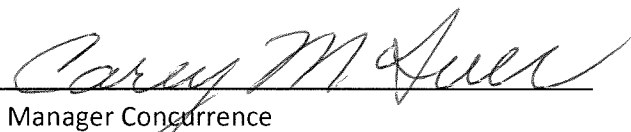
A report seeking direction in communicating acceptance or rejection of the MMBC offer to qualify as a PPP collector will be prepared for the August 27, 2013 Regular Board meeting.

RECOMMENDATIONS

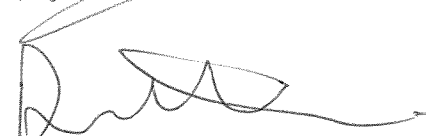
That the Board receive the Packaging and Printed Paper Curbside Collection Financial Incentive Report for information.



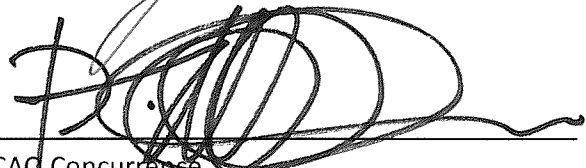
Report Writer



Manager Concurrence



General Manager Concurrence



CAC Concurrence