

**REGIONAL DISTRICT OF NANAIMO**

**REGULAR BOARD MEETING  
TUESDAY, AUGUST 27, 2013  
7:00 PM**

***(RDN Board Chambers)***

**A G E N D A**

**PAGES**

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
  - 6 **Mary Ashley, Judith Sayers, and Graham Bruce, Island Corridor Foundation,** re Status of Negotiations with Via Rail.
  - 7 **Alison Cutler, Emma Isaac, and Devon MacFarlane, Vancouver Island Health Authority,** re Support for the development of a Community Health Network in Oceanside.
  - 8 **Ian MacDonnell,** re RGS and OCP Amendment Application No. PL2011-060 – Baynes Sound Investments.
  - 9 **Jim Crawford, Baynes Sound Investments,** re RGS and OCP Amendment Application No. PL2011-060 – Baynes Sound Investments.
  - 10 **Dianne Eddy,** re RGS and OCP Amendment Application No. PL2011-060 – Baynes Sound Investments.
- 3. BOARD MINUTES**
  - 11-22 Minutes of the Regular Board meeting held Tuesday, July 23, 2013 (All Directors – One Vote).
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**
  - 23 **Brock Carlton, Federation of Canadian Municipalities,** re Payment for Greater Nanaimo Pollution Control Centre Cogeneration Field Test (All Directors – One Vote).
  - 24 **Mayor Mary Sjostrom, President, UBCM,** re Gas Tax Agreement Community Works Fund Payment (All Directors – One Vote).

- 25-26 **Mayor Mary Sjostrom, President, UBCM**, re Federal Additions to Reserve Policy – Feedback Requested (All Directors – One Vote).
- 27-28 **David Graham, Chair, Gabriola Island Local Trust Committee**, re Duke Point as potential waste incineration site (All Directors – One Vote).
- 29 **Vickie Cochrane**, re Metro Vancouver Waste-to-Energy (All Directors – One Vote).
- 30-31 **Ross Peterson**, re Proposed Fairwinds Development – Public Consultation (All Directors – One Vote).
- 32 **Don Lawseth**, re Fairwinds development planning process (All Directors – One Vote).
- 33 **John Purcell, Bentall Kennedy**, re Lakes District and Schooner Cove Amendment Applications No. PL2012-096/97 (All Directors – One Vote).
- 34 **Wendy Pratt, Nanaimo Community Hospice**, re RDN Grant to Hospice (All Directors – One Vote).
- 35-37 **Greg Field, Arrowsmith Search and Rescue**, re 2013 organization and activities (All Directors – One Vote).
- 38-40 **Jim Kincaid, District of Stewart**, re Ambulance Services Resolution.
- 41 **Stewart Young, Mayor, City of Langford**, re Downloading of Infrastructure Costs from BC Hydro.
- 42-43 **Lois Halko, Mayor, District of Sparwood**, re Proposals to Develop Coal Shipping Facilities within the Port Metro Vancouver System.

**6. UNFINISHED BUSINESS**

**Bylaws No. 1686, 1687, 813.51 and 889.66 – Hawthorne Rise Sanitary Sewer Capital Financing Service Establishing Bylaw, and Loan Authorization Bylaw.**

(All Directors – One Vote)

- 44-46 *That Regional District of Nanaimo "Hawthorne Rise Sanitary Sewer Capital Financing Service Establishing Bylaw No. 1686, 2013", be adopted.*

(All Directors – Weighted Vote)

- 47-48 *That Regional District of Nanaimo "Hawthorne Rise Sanitary Sewer Capital Financing Loan Authorization Bylaw No. 1687, 2013", be adopted.*

(All Directors – One Vote)

- 49-50                    *That Regional District of Nanaimo "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.51, 2013", be adopted.*

(All Directors – One Vote)

- 51-52                    *That "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.65, 2013", be adopted.*

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

**7.4                  SCHEDULED ADVISORY AND SELECT COMMITTEES**

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

- 53-54                    Minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday, April 2, 2013 (for information) (All Directors – One Vote).

- 55-57                    Minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday, July 2, 2013 (for information) (All Directors – One Vote).

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

- 58-69                    Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Monday, May 6, 2013 (for information) (All Directors – One Vote).

**Electoral Area 'E' Parks and Open Space Advisory Committee**

- 60-62                    Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Monday, May 13, 2013 (for information) (All Directors – One Vote).

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

- 63-64                    Minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, June 17, 2013 (for information) (All Directors – One Vote).

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

- 65-68                    Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, June 19, 2013 (for information) (All Directors – One Vote).

**Liquid Waste Advisory Committee**

69-72 Minutes of the Liquid Waste Advisory Committee meeting held Monday, July 8, 2013 (for information) (All Directors – One Vote).

**8. ADMINISTRATOR’S REPORTS**

73-78 **Development Permit Application No. PL2013-077 – Busch/Gauthier Development Ltd. – 957 & 959 Shorewood Drive, Electoral Area ‘G’** (Electoral Area Directors, except EA ‘B’ – One Vote).

*Delegations wishing to speak to Development Permit Application No. PL2013-077.*

79-127 **Status Update Regional Growth Strategy and Official Community Plan Amendment Application No. PL2011-060 – Baynes Sound Investments – Electoral Area ‘H’** (All Directors – One Vote).

128-139 **Lakes District & Schooner Cove Zoning Amendment Application Updates** (All Directors – One Vote).

140-148 **Operating Results for the Period Ending June 30, 2013** (All Directors – One Vote).

149-170 **Update to Fire Protection Services Agreement with the City of Parksville.** (All Directors – Weighted Vote).

171-189 **Request from the Oceanside Hospice Society for Financial Support** (All Directors – One Vote).

190-196 **Letter to Vancouver Island Regional Library re Community Library Branch – Cedar Rural Village Centre** (All Directors – One Vote).

197-199 **Family Day Sponsorship – Oceanside Place & Ravensong Aquatic Centre** (Parksville, Qualicum Beach, Electoral Areas ‘E’, ‘F’, ‘G,’ ‘H’ – Weighted Vote).

200-225 **Land Management and Maintenance Partnership Agreement with Recreation Sites and Trails BC for the Witchcraft Lake Regional Trail to Mount Benson Regional Park** (All Directors – Weighted Vote).

226-228 **707 Community Park Bank Stabilization Project – Electoral Area ‘B’** (All Directors – One Vote).

229-231 **Cedar Skateboard/Bike Park Construction Tender Award** (All Directors – Weighted Vote).

232-234 **Regional Landfill Infrastructure Works Relocation and Upgrade Tender Award** (All Directors – Weighted Vote).



**9. ADDENDUM**

**10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**11. NEW BUSINESS**

**Arrowsmith Community – Electoral Area ‘F’ Restructure Study Committee** — *At the July 23, 2013 Board meeting Director Fell noted that the following motions would be brought forward to the August 27, 2013 Board meeting (All Directors — One Vote):*

- 1. That the Regional District of Nanaimo support the Arrowsmith Community (Electoral Area ‘F’) Restructure Study Committee in the Community’s desire to resume and complete a Restructure Study for self-governance as a District;*
- 2. That the Regional District of Nanaimo request that the Province provide the funding and support for this study in the usual manner; and*
- 3. That the RDN staff communicate with the Minister of Community, Sport and Cultural Development and to the Local Government Structure Branch of the Ministry, informing these of the Board’s support for this restructure study and requesting the usual funding and support that attends these studies.*

**13. IN CAMERA**

*That pursuant to Sections 90 (1), (e), (f), (g), and (i) of the Community Charter the Board proceed to an In Camera meeting for discussions related to land acquisitions, law enforcement, litigations, and solicitor-client privilege.*

**14. ADJOURNMENT**

**RE: Status of Negotiations with Via Rail.**

**From:** Island Corridor Foundation  
**Sent:** Monday, July 29, 2013 12:59 PM  
**To:** Harrison, Joan  
**Cc:** 'Mary Ashley'; 'Judith Sayers'  
**Subject:** Board mtg August 27th

Paul mentioned to me the Board would like ICF to attend the August 27th Board mtg and that I should coordinate through you. Our co chairs and myself would be pleased to be present.

*Graham Bruce*  
Chief Executive Officer  
Island Corridor Foundation

**RE: Support for the development of a Community Health Network in Oceanside**

**From:** Isaac, Emma

**Sent:** Friday, August 16, 2013 10:37 AM

**To:** O'Halloran, Matt

**Cc:** Macfarlane, Devon

**Subject:** RE: Delegation - August 27 Board meeting

Our delegates will be: Alison Cutler (Executive Director, Primary Health Care, Population and Family Health), Emma Isaac (Developer, Community Development and Service Integration), Devon MacFarlane (Manager, Community Development and Service Integration), with possibly one additional delegate.

The topic of the presentation is "Support for the development of a Community Health Network in Oceanside."

Emma Isaac

Primary Care Developer | Integrated Primary and Community Care | Gorge Road Hospital

**RE: RGS and OCP Amendment Application No. 2011-060 – Baynes Sound Investments**

From: Ian MacDonell  
Sent: Tuesday, August 13, 2013 9:20 PM  
To: O'Halloran, Matt  
Subject: Board meeting August 27 203

I would like to sign up as a delegation for the upcoming board meeting. The subject will be the consultation process and the confusion being caused by the four different names being used to describe just what BSI has applied for to date in the plan, advertising by the developer, and in communications with the RDN.

Ian MacDonell

**Re: RGS and OCP Amendment Application No. PL2011-060 – Baynes Sound Investments.**

**From:** Jim Crawford

**Sent:** Tuesday, August 20, 2013 12:53 PM

**To:** O'Halloran, Matt

**Cc:** Garbutt, Geoff

**Subject:** August 27th Delegations

Matt, we would like to book 2 delegations for the August 27<sup>th</sup>, 2013 RDN Board Meeting. One will be a delegation from Baynes Sound Investments Ltd., speaking about our application and the current Public Consultation process.

The second delegation will be Sunny Mangat from Mangat Environmental Solutions. He will provide an overview of recent consultant technical work. Thanks Matt. JWC.

**Re RGS and OCP Amendment Application No. PL2011-060 – Baynes Sound Investments.**

**From:** Dianne Eddy

**Sent:** Wednesday, August 21, 2013 2:50 PM

**To:** O'Halloran, Matt

**Subject:** RE: August 27 Board Meeting

The topic will be about concerns regarding the consultation plan for the RGS and OCP changes. The consultation plan lacks details about the process. I would like to highlight those concerns.

Dianne Eddy

Mapleguard Ratepayers' Association

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, JULY 23, 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
Alternate	
Director F. Van Eynde	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director B. Dempsey	District of Lantzville
Director J. Ruttan	City of Nanaimo
Alternate	
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Regrets:

Director G. Holme	Electoral Area E
Director G. Anderson	City of Nanaimo

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
G. Garbutt	Gen. Mgr. Strategic & Community Development
R. Alexander	Gen. Mgr. Regional & Community Services
C. McIver	Mgr. Solid Waste
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

## CALL TO ORDER

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

## DELEGATIONS

**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.**

Pat Kucey requested the support of the Board regarding implementation of the Hawthorne Rise Sanitary Sewer, and urged the Board to move forward with the project as quickly as possible.

**Dianne Eddy, re Regional Growth Strategy (RGS) Amendment No. 2011-060 – Baynes Sound Investments Ltd.**

Dianne Eddy raised her concerns regarding the RGS Consultation Plan process.

## BOARD MINUTES

**Minutes of the Regular Board meeting held Tuesday, June 25, 2013.**

13-499 MOVED Director Lefebvre, SECONDED Director Veenhof, that the minutes of the Regular Board meeting held on Tuesday, June 25, 2013, be adopted.

CARRIED

## COMMUNICATION/CORRESPONDENCE

**Julian C. Paine, and Gary MacIsaac, UBCM Green Communities Committee, re Achievement of Carbon Neutrality for the 2012 Reporting Year.**

13-500 MOVED Director Van Eynde, SECONDED Director Brennan, that the correspondence from Julian C. Paine, and Gary MacIsaac, UBCM Green Communities Committee, regarding Achievement of Carbon Neutrality for the 2012 Reporting Year, be received.

CARRIED

Director Greves left the meeting at 7:15 pm citing a conflict of interest regarding the Island Corridor Foundation Rail Passenger Service Funding and Corridor Use.

**Trudy Coates, Town of Qualicum Beach, re Island Corridor Foundation Rail Passenger Service Funding and Corridor Use.**

13-501 MOVED Director Van Eynde, SECONDED Director Brennan, that the correspondence from Trudy Coates, Town of Qualicum Beach, regarding Island Corridor Foundation Rail Passenger Service Funding and Corridor Use, be received.

CARRIED

Director Greves returned to the meeting at 7:28 pm.



**Coralee Oakes, Minister of Community, Sport and Cultural Development, re Strategic Community Investment Fund Program 2013 Funding.**

- 13-502 MOVED Director Van Eynde, SECONDED Director Brennan, that the correspondence from Coralee Oakes, Minister of Community, Sport and Cultural Development, regarding Strategic Community Investment Fund Program 2013 Funding, be received.

CARRIED

**Patricia Grand, re Resignation from the position of Alternate Director, Electoral Area 'A'.**

- 13-503 MOVED Director Van Eynde, SECONDED Director Brennan, that the correspondence from Patricia Grand, regarding resignation from the position of Alternate Director, Electoral Area 'A', be received.

CARRIED

**Dianne Eddy, re RGS and OCP Amendment Application No. PL2011-060 – Baynes Sound Investments Ltd.**

- 13-504 MOVED Director Van Eynde, SECONDED Director Brennan, that the correspondence from Dianne Eddy including a number of petitions regarding Regional Growth Strategy and Official Community Plan Amendment Application No. PL2011-060, be received.

CARRIED

**UNFINISHED BUSINESS**

**STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES & RECOMMENDATIONS**

**ELECTORAL AREA PLANNING STANDING COMMITTEE**

**Minutes of the Electoral Area Planning Committee meeting held Tuesday, July 9, 2013.**

- 13-505 MOVED Director Veenhof, SECONDED Director Houle, that the minutes of the Electoral Area Planning Committee meeting held Tuesday, July 9, 2013, be received for information.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

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

- 13-506 MOVED Director Willie, SECONDED Director Veenhof, that the correspondence from David Patterson, Fairwinds Community Association, regarding Lakes District and Schooner Cove Zoning Amendment Application Updates, be received for information.

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’.**

13-507 MOVED Director Veenhof, SECONDED Director Young, 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

13-508 MOVED Director Veenhof, SECONDED Director Young, 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

13-509 MOVED Director Veenhof, SECONDED Director Young, that the request to pay 5% cash-in-lieu of park land in conjunction with Subdivision Application No. PL2013-043, be accepted.

CARRIED

13-510 MOVED Director Veenhof, SECONDED Director Young, 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’.**

13-511 MOVED Director Van Eynde, SECONDED Director Veenhof, 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.**

13-512 MOVED Director Van Eynde, SECONDED Director Fell, that the Board receive this report for information.

CARRIED

13-513 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 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.

CARRIED

## COMMITTEE OF THE WHOLE STANDING COMMITTEE

### Minutes of the Committee of the Whole meeting held Tuesday, July 9, 2013.

- 13-514 MOVED Director Johnstone, SECONDED Director Ruttan, that the Minutes of the Committee of the Whole meeting held Tuesday, July 9, 2013, be received for information.

CARRIED

### **COMMUNICATION/CORRESPONDENCE**

#### **Premier Christy Clark, re meetings with the Premier at the 2013 UBCM Convention.**

- 13-515 MOVED Director Lefebvre, SECONDED Director Veenhof, 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.**

- 13-516 MOVED Director Lefebvre, SECONDED Director Veenhof, 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.**

- 13-517 MOVED Director Lefebvre, SECONDED Director Veenhof, 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.**

- 13-518 MOVED Director Lefebvre, SECONDED Director Veenhof, 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.**

- 13-519 MOVED Director Lefebvre, SECONDED Director Veenhof, that the correspondence from 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’.**

- 13-520 MOVED Director Lefebvre, SECONDED Director Veenhof, 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.**

13-521 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

13-522 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

13-523 MOVED Director Ruttan, SECONDED Director Brennan, that the “Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1688, 2013”, be adopted.

CARRIED

**FINANCIAL SERVICES**

**Bylaw 1685 – Alberni-Clayoquot Regional District – 2014 Permissive Tax Exemption.**

15-524 MOVED Director Van Eynde, SECONDED Director Veenhof, that “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1685, 2013”, be introduced and read three times.

CARRIED

13-525 MOVED Director Van Eynde, SECONDED Director Veenhof, that “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1685, 2013”, be adopted.

CARRIED

**STRATEGIC AND COMMUNITY DEVELOPMENT**

**LONG RANGE PLANNING**

**District of Lantzville Official Community Plan Regional Context Statement.**

13-526 MOVED Director Dempsey, SECONDED Director Kipp, that the District of Lantzville Regional Context Statement be accepted by the Regional District of Nanaimo Board.

CARRIED

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

13-527 MOVED Director Veenhof, SECONDED Director Houle, that the Consultation Plan in Attachment ‘1’ of the staff report, be received.

CARRIED

13-528 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.**

- 13-529 MOVED Director Lefebvre, SECONDED Director Young, 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.**

- 13-530 MOVED Director Willie, SECONDED Director Veenhof, that the Board approve the Liquid Waste Management Plan Amendment — Consultation Plan Update dated June 2013.

CARRIED

**Greater Nanaimo Pollution Control Outfall Replacement Strategy.**

- 13-531 MOVED Director Johnstone, SECONDED Director Ruttan, 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.**

- 13-532 MOVED Director Van Eynde, SECONDED Director Brennan, 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

- 13-533 MOVED Director Van Eynde, SECONDED Director Fell, 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

- 13-534 MOVED Director Veenhof, SECONDED Director Lefebvre, 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

- 13-535 MOVED Director Veenhof, SECONDED Director Lefebvre, 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.**

13-536 MOVED Director Lefebvre, SECONDED Director Veenhof, 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

13-537 MOVED Director Lefebvre, SECONDED Director Veenhof, 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**

13-538 MOVED Director Veenhof, SECONDED Director Fell, that the minutes of the District 69 Recreation Commission meeting held Thursday, June 20, 2013, be adopted.

CARRIED

**Family Day Services OP/RAC Report.**

13-539 MOVED Director Veenhof, SECONDED Director Lefebvre, 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.

DEFEATED

13-540 MOVED Director Willie, SECONDED Director Fell, that Ravensong Aquatic Centre and Oceanside Place be opened for four hours each at offsetting times on Family Day holidays and admission fees be waived, and that staff pursue sponsorship opportunities for both facilities that will reduce operating expenses for the day.

DEFEATED

13-541 MOVED Director Fell, SECONDED Director Lefebvre, that Ravensong Aquatic Centre and Oceanside Place charge a uniform admission rate for everyone on Family Day holidays.

CARRIED

13-542 MOVED Director Fell, SECONDED Director Lefebvre, that Ravensong Aquatic Centre and Oceanside Place be opened for four hours each at offsetting times on Family Day holidays at the special admission rate of \$2.00/person, and that staff pursue sponsorship opportunities for both facilities that will reduce operating expenses for the day.

CARRIED

**Business Arising from Delegations or Communications.**

13-543 MOVED Director Veenhof, SECONDED Director Lefebvre, 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.**

- 13-544 MOVED Director Lefebvre, SECONDED Director Dempsey, 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

**BOARD INFORMATION**

- 13-545 MOVED Director Veenhof, SECONDED Director Lefebvre, that Board Information items for June - July 2013, be received for information.

CARRIED

**SCHEDULED ADVISORY AND SELECT COMMITTEES**

**Sustainability Select Committee**

**Minutes of the Sustainability Select Committee held Wednesday, July 9, 2013.**

- 13-546 MOVED Director Kipp, SECONDED Director Houle, that the minutes of the Sustainability Select Committee meeting held Wednesday, July 9, 2013, be received for information.

CARRIED

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

- 13-547 MOVED Director Houle, SECONDED Director Kipp, that the Vancouver Island and Gabriola, DeCourcey & Mudge Islands Water Budget Project (Phase One) reports be received.

CARRIED

- 13-548 MOVED Director Houle, SECONDED Director Kipp, that staff be directed to develop an implementation plan based on the findings of the reports as part of the 2014 budget deliberations.

CARRIED

- 13-549 MOVED Director Houle, SECONDED Director Kipp, 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.**

- 13-550 MOVED Director McPherson, SECONDED Director Brennan, that the Board 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.**

- 13-551 MOVED Director Brennan, SECONDED Director Van Eynde, 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

13-552 MOVED Director Brennan, SECONDED Director Van Eynde, 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.

CARRIED

13-553 MOVED Director Brennan, SECONDED Director Van Eynde, 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.**

13-554 MOVED Director Brennan, SECONDED Director Johnstone, 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.**

13-555 MOVED Director Kipp, SECONDED Director Veenhof, that the 2013 Green Building Incentive Program Quarterly Update, be received.

CARRIED

**ADMINISTRATOR'S REPORTS**

**Cedar Main Street Village Plan – Bylaw No. 1620.01, 2013.**

13-556 MOVED Director McPherson, SECONDED Director Young, that the report of the Public Hearing held on June 27, 2013 on Bylaw No. 1620.01, be received.

CARRIED

13-557 MOVED Director McPherson, SECONDED Director Young, that the "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.

CARRIED

**Wembley Mall, Parksville, BC – Parksville Properties Corp. and Regional District of Nanaimo Review of Easements.**

13-558 MOVED Director Veenhof, SECONDED Director Lefebvre, that the Regional District of Nanaimo approve the requests from Parksville Properties as shown in Appendix A.

CARRIED

**Packaging and Printed Paper – Curbside Collection Financial Incentive Report.**

13-559 MOVED Director Houle, SECONDED Director Veenhof, that the Board receive the Packaging and Printed Paper – Curbside Collection Financial Incentive report, for information.

CARRIED



**NEW BUSINESS**

**Electoral Area 'A' Local Governance Restructure Study.**

- 13-560 MOVED Director McPherson, SECONDED Director Young, 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.

CARRIED

- 13-561 MOVED Director McPherson, SECONDED Director Young, 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.

CARRIED

Director Brennan left the meeting at 8:30 pm citing a possible conflict of interest.

**School District 68 School Closures and Disposal of Properties.**

- 13-562 MOVED Director McPherson, SECONDED Director Young, that staff be directed to correspond in writing with the School District 68 Board and the Minister of Education indicating the Board's concern that the Regional District of Nanaimo as a local government in British Columbia has not been directly consulted in the District's plans to close schools in the region.

CARRIED

- 13-563 MOVED Director McPherson, SECONDED Director Young, that staff request that the School District 68 Board add the Regional District of Nanaimo as a specific stakeholder for consultation under the District policies in place for public consultation when school closure and disposal of properties are under consideration to ensure that such an oversight does not occur in the future.

CARRIED

Director Brennan returned to the meeting at 8:34 pm.

**Notice Of Motion – Arrowsmith Community - Electoral Area 'F' Restructure Study Committee.**

Director Fell noted that the following motions will be brought forward to the August 27, 2013 Board Agenda:

That the Regional District of Nanaimo supports the Arrowsmith Community (Electoral Area 'F') Restructure Study Committee in the Community's desire to resume and complete a Restructure Study for self-governance as a District;

That the Regional District of Nanaimo request that the Province provide the funding and support for this study in the usual manner; and

That the RDN staff communicate with the Minister of Community, Sport and Cultural Development and to the Local Government Structure Branch of the Ministry, informing these of the Board's support for this restructure study and requesting the usual funding and support that attends these studies.

Director Houle noted that Jim Phillipoff submitted his resignation as a member of the Electoral Area 'B' Parks and Open Space Advisory Committee.

**IN CAMERA**

13-564 MOVED Director Van Eynde, SECONDED Director Johnstone, 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.

CARRIED

**ADJOURNMENT**

MOVED Director Brennan, SECONDED Director Ruttan, that this meeting terminate.

CARRIED

TIME: 9:12 PM

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CHAIRPERSON

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CORPORATE OFFICER



FEDERATION OF CANADIAN MUNICIPALITIES

FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

RDN CAO'S OFFICE			
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GM R&CU	<input checked="" type="checkbox"/>	DF	
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CHAIR	<input checked="" type="checkbox"/>		

August 8, 2013

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Président  
Claude Dauphin  
Maire,  
Arrondissement de Lachine,  
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Chief Executive Officer  
Chef de la direction  
Brock Carlton  
Ottawa, ON

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

**Project Title:** Greater Nanaimo Pollution Control Centre Cogeneration  
Field Test  
**Application Number:** GMF 9069

Dear Chair Stanhope and Members of the Regional Board:

We would like to inform you that a payment was made from FCM to the Regional District of Nanaimo in the amount of \$122,500. This amount constitutes payment for the third and final contribution in regard to the Green Municipal Fund Study Grant Agreement for the project mentioned above.

The FCM is grateful to the Regional District of Nanaimo for its initiative and its partnership with the Green Municipal Fund.

Yours sincerely,

Brock Carlton  
Chief Executive Officer

BC:vl

10, rue Rideau Street,  
Ottawa, Ontario

Mailing address/  
Adresse postale  
24, rue Clarence Street,  
Ottawa, Ontario K1N 5P3

T. 613-241-5221  
F. 613-244-1515

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# Gas Tax Program Services

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Funding provided by:  
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In partnership with:  
The Province of BC



Gas Tax Program Services

Local Government House  
525 Government St  
Victoria BC V8V 0A8

Phone: 250 356-5134  
Fax: 250 356-5119

Website:

www.ubcm.ca  
under  
Funding Programs

Gas Tax Fund, Gas Tax  
Agreement

July 19, 2013

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

Dear Chair Joe Stanhope and Board:

**RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND  
PAYMENT**

I am pleased to advise that UBCM is in the process of distributing the first of two Community Works Fund (CWF) payments for fiscal 2013/2014. An electronic transfer of \$519,031.72 is expected to occur on **Friday, July 26**. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see Addendum #1 of your Agreement).

CWF are made available to eligible local governments by the Government of Canada pursuant to the Agreement on the Transfer of Federal Gas Tax Revenues between UBCM and the governments of Canada and British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories and that are in keeping with the Agreement's intended outcomes of reduced greenhouse gas emissions, cleaner air and cleaner water.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and on our web site at [www.ubcm.ca](http://www.ubcm.ca).

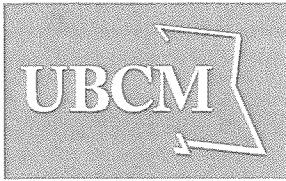
For further information, please contact Brant Felker, Gas Tax Policy and Program Manager, Victoria Operations, by e-mail at [bfelker@ubcm.ca](mailto:bfelker@ubcm.ca) or by phone at 250-356-0893.

Sincerely,

Mayor Mary Sjostrom,  
President

pc: Chief Financial Officer

RDN CAO'S OFFICE			
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CHAIR		<i>Info</i>	



## MEMBER RELEASE

August 6, 2013

TO: Mayor and Council; Chair and Board; CAOs

FROM: Mayor Mary Sjostrom, UBCM President  
Councillor Murry Krause, Chair, UBCM First Nations Relations  
Committee

RE: Federal Additions to Reserve Policy – Feedback Requested

---

**Local governments have an opportunity to provide feedback on the proposed revisions to the federal Policy on Additions to Reserves/New Reserves until September 30, 2013.**

The Additions to Reserve (ATR) policy sets out the conditions and issues to be addressed before land can become reserve. The policy was created to fill a legislative gap, as ATRs are not addressed in the *Indian Act* or other federal legislation.

The UBCM First Nations Relations Committee has been monitoring the ATR policy review since December 2010. The Standing Senate Committee on Aboriginal Peoples conducted a review of the policy, culminating in the November 2012 report, *Additions to Reserve: Expediting the Process*. The Government Response to this report indicated that it would take action on issues raised by the Standing Committee, committing to:

- *Better support productive negotiations between First Nations and local governments and/or third parties through improved guidelines, tools and resources under the ATR policy and access to negotiating expertise through the National Aboriginal Land Managers Association;*
- *Identify and implement measures to mitigate predatory pricing on the sale of private land to First Nations, including an expanded ATR toolkit that outlines best practices and land acquisition strategies;*
- *Examine the provisions of existing federal legislation on claim settlement implementation, which authorize pre-reserve designation and replacement interests, and consider potential policy and legislative replacement changes that would assist in dealing with third party interests in all regions of Canada and expedite the overall ATR process; and*
- *Streamline procedural requirements in relation to the ATR policy through continued implementation or recommendations from the Auditor General, a re-design of internal lands processes, development of service standards for Canada's contribution to the reserve creation process and expansion of the National ATR Tracking System to allow First Nations to view progress on their ATRs.*

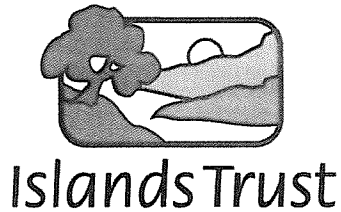
Aboriginal Affairs and Northern Development Canada (AANDC) recently released the proposed revised policy, and is looking for comments and feedback from First Nations practitioners and other interested parties. The proposed revisions aim to:

1. streamline the ATR proposal and remove duplication;
2. clarify roles and responsibilities; and
3. facilitate economic development.

The online feedback form, as well as a summary of the proposed policy changes, is available at the following link:

<http://www.aadnc-aandc.gc.ca/eng/1332267668918/1332267748447>

**UBCM is requesting a copy of any member feedback submitted to AANDC on the revised policy by September 13, 2013**, so that a consolidated member response may be submitted prior to the feedback deadline. Please submit a copy of the feedback provided to Angela Turner ([aturner@ubcm.ca](mailto:aturner@ubcm.ca), 604.270.8226 Ext. 117).



700 North Road, Gabriola Island, BC V0R 1X3  
 Telephone 250-247-2063 Fax 250. 247-7514

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC 1.800.663.7867

Email northinfo@islandstrust.bc.ca

Web www.islandstrust.bc.ca

August 7, 2013

City of Nanaimo Mayor and Council  
 455 Wallace Street  
 Nanaimo, BC V9R 5J6

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CHAIR	<input checked="" type="checkbox"/>		

File Number: 3030-03

Dear City of Nanaimo Mayor and Council:

**Re: Duke Point as potential waste incineration site**

Recognizing that Metro Vancouver's investigation of Duke Point as a waste incineration site is preliminary, and acknowledging that the City of Nanaimo is not the proponent of any such plan, I nonetheless wish to convey the Gabriola Island Local Trust Committee's opposition to any proposal that results in burning garbage at this location. Duke Point is within one kilometre of Mudge Island and the Gabriola Island Local Trust Area, and failing to oppose a waste incineration site there would violate several fundamental principles and policies of our guiding documents and local plans. Policies that underpin our opposition include:

- "Trust Council encourages actions and programs of other government agencies which: place priority on the side of protection for Trust Area ecosystems when judgement must be exercised, protect the diversity of native species and habitats in the Trust Area, and prevent pollution of the air, land and fresh marine waters of the Trust Area." (*Islands Trust Policy Statement* section 3.1.9)
- "It is Trust Council's policy that there should be a reduction in the burning of solid waste in the Trust Area." (*Islands Trust Policy Statement* section 5.4.3)
- Gabriola Island Solid Waste Management Objectives (*Gabriola Island Official Community Plan Bylaw 166* section 7.6)
  - "To ensure that there is no degradation of air, water, or soil quality on Gabriola Island as a result of waste recycling and disposal;
  - To promote co-operation among citizens and all levels of government to improve the ecology on Gabriola Island and the wise use of the earth's finite resources; and
  - To encourage recycling."
- Mudge Island Solid Waste Management and Utility Policies (*Mudge Island Official Community Plan Bylaw 227* section 3.4)
  - "Advocacy Policy 14: Residents and visitors must take individual responsibility for appropriate waste disposal and recycling; the burning of toxic plastics is a health hazard and not an acceptable or responsible method of disposal."

- Advocacy Policy 19: The community is opposed to any fossil fuel power plant and any other venture that increases acute and chronic air pollution within the Plan Area.”

The Gabriola Local Trust Committee is concerned about the negative effects of toxic fly ash, odour, and diminished air quality on the ecology and residents of the Gabriola Island Trust Area. We appreciate City of Nanaimo Mayor and Council taking our concerns into consideration.

Sincerely,

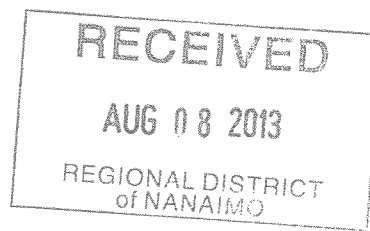


David Graham, Chair  
Gabriola Island Local Trust Committee  
[dgraham@islandstrust.bc.ca](mailto:dgraham@islandstrust.bc.ca)  
250-335-3033

cc: ✓ Regional District of Nanaimo Board of Directors  
British Columbia Minister of Forests, Lands and Natural Resource Operations  
Snuneymuxw First Nation Chief and Council  
Metro Vancouver Regional District Board  
Doug Routley, MLA  
Islands Trust Council Executive Committee



#112 5620 Edgewater Ln  
Nanaimo  
V9T 6K1  
Aug 5, 2013



Board of Directors  
Regional District of Nanaimo  
6300 Hammond Bay  
Nanaimo BC.

re: Metro Vancouver Waste-to-Energy

I see by the minutes of RDN meeting dated July 23, 2013 that the directors of RDN voted to advise Metro Vancouver that RDN does not support a WTE facility within RDN boundaries.

I want to say thankyou for your foresight + for staying true to RDN principles regarding waste which are so eloquently conveyed in the RDN website regarding Zero Waste "Why Care".  
My thanks + respect.

Nickie Cochrane.

George Holme, Area E Director  
Regional District of Nanaimo

August 5, 2013

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G Holme			

George:

**Re: Proposed Fairwinds Development – Public Consultation.**

The Fairwinds Community Association and the BCiMC are increasing their pressure for RDN to accelerate the review/approval process for the proposed Fairwinds development. I urge you to take whatever time is necessary to do a good job in properly representing the best interests of the Nanoose Bay community.

This is a massive development proposal and is likely to change Nanoose Bay in ways still not fully understood. With the 2011 passing of the bylaw incorporating the Fairwinds Neighbourhood Plans into the NB OCP, this development has the necessary authority to proceed, but there are still significant steps yet to be taken via the Phased Development Agreement(s) to insure the best interests of the community are being met. The PDAs will articulate, among other things, how the proposed development will meet the various environmental protection requirements of the OCP, and the environmental protection measures promised by the Fairwinds Corporation itself. All of this demands caution and care to ensure that your decisions will reflect the best interests of the entire community and not just the BCiMC.

If anything, I think RDN's proposed timeline for this may be optimistic – that is if RDN wishes to complete a meaningful public consultation program. As I have pointed out in previous correspondence, the public engagement thus far has been extremely limited, focussing only on matters involving form and character, with no discussion of the potential impacts and their mitigation – a very serious omission. My contention has always been that RDN cannot base its decisions on an informed public opinion without open discussion that can only come from a comprehensive public consultation program. Importantly, it's not too late to institute this.

As I understand them, the PDAs will include such major environmental issues as: (1) rainwater management, to protect the ecological integrity of Enos Lake, (2) park management plans to protect sensitive ecosystems, (3) covenants on private lands for environmental protection, and (4) monitoring of construction and post construction activities to measure environmental impacts. The development of these elements of the PDAs would greatly benefit from open discussion. For one thing, there are local experts in the community who could contribute technical knowledge, and secondly, as the PDAs will affect the entire community, the general public has a right to participate in a meaningful way in the PDAs' development.

I therefore urge RDN to engage the Nanoose Bay community in the development of the PDAs in a more meaningful way than was done for the incorporation of the Neighbourhood Plans into the OCP. Specifically, I suggest that a series of open discussions be scheduled on the major PDA elements mentioned above in order to: (a) provide additional technical advice to staff, and (b) help in enunciating

a more useful and informed public opinion on the acceptability or otherwise of this proposed development.

The June 26<sup>th</sup>, 2013 **“Consultation Plan, RGS Amendment Application Baynes Sound Investments Ltd.”** demonstrates the kind of strategy that I have been advocating be undertaken for the proposed Fairwinds development for some time. This document demonstrates that RDN knows how to construct a useful and open public consultation strategy, so I ask why this wasn’t done for the proposed Fairwinds development, which has an array of public issues equal to if not more important and contentious than those for Baynes Sound. Is it just because this more comprehensive process was “required” for Baynes Sound (because of the need to amend the RGS), and not for Fairwinds (which only needed an OCP amendment)?

I note that **5. Considerations** in this document includes several needs, such as the following:

- *“encourage broad participation and input”*
- *“build a collaborative environment and reach consensus...divergent views”*
- *“be aware of conflicting sources of information and views relating to potential impacts”*
- *“...to allow for opportunities to provide “informed” input*
- *“ensure a range of opportunities for community input is ensured”*

These needs are common with Fairwinds, and after reading the document I get the distinct feeling that we in Nanoose Bay are not being given the same consideration as those in Electoral Area H. Why is this?

If RDN was relying on the Fairwinds Community Advisory Group as its major consultation instrument, then it would have been appropriate for staff to have been more in control of the Group in terms of its scope (including discussion of potential impacts), and its longevity. Why wasn’t such control exercised?

Again, it’s not too late to apply a meaningful public consultation plan to the development of the PDAs for Fairwinds. A useful template has been developed for the Baynes Sound development. Let’s use it.

Sincerely,

Ross Peterson

cc. Joe Stanhope, Board Chair

Geoff Garbutt, General Manager, Strategic and Community Development

# Don Lawseth

1895 Sea Lion Crescent, Nanoose Bay, BC V9P 9J3

July 28, 2013

Regional District of Nanaimo  
Attention: Joe Stanhope, RDN Board Chair

Delivered by Email

Dear Mr. Stanhope,

I wish to express my appreciation for the RDN Board's decision to stay the course and resist private interest pressure to accelerate and compromise the Fairwinds development planning process.

In taking this approach, I am encouraged that the RDN appears to be looking after the public interest, over private and special interests. It is obvious to me that the BC Investment Management Corporation, as demonstrated in their recent letter to the Fairwinds Community Association, are engaging in the old tried-and-true corporate power play of manipulation by fear. I'm at awe with how they have duped a few people in the Fairwinds community to think that adding 1,675 shiny new housing units will actually increase the value of their properties, defying the simple market principle of supply and demand.

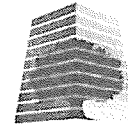
That two months difference in the planning schedule represents a make-or-break timeline for the \$92 billion corporation bring into question viability of the project in the first place. I'm sure bclMC have done their homework and are themselves questioning the investment viability of the project given the potential market for that type of development in current times. With threats of throwing out the neighbourhood plans (which, by the way is not in their power to do, as it is an OCP bylaw) and selling off the property in chunks, one must wonder about bclMC's commitment to the project and the community; and what will prevent them from selling the whole package once the rezoning and Phased Development Agreement are completed and thus become a marketable "product" in and of itself.

From my perspective, as a person who plans to live in the area for decades yet to come, I would like to see more rather than fewer opportunities for meaningful and cooperative public input into many of the irreversible decisions at hand. The adversarial nature of the traditional RDN public information meetings and public hearings will not provide the knowledge and input required for success in such a large project. Absent the Neighbourhood Plan OCP amendment approach, planning and development of the Fairwinds property would likely have taken 10 to 20 years, with as many or more public information meetings and public hearings. I suggest some of those savings in time and money be invested into a little more consultation with the broader Nanoose Bay community.

Sincerely yours,

Don Lawseth

cc: George Holm, RDN Director  
Geoff Garbutt, RDN General Manager of Strategic and Community Development



**Bentall  
Kennedy**

**VIA EMAIL AND COURIER**

August 13, 2013

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

Suite 1800  
1055 Dunsmuir Street  
Four Bentall Centre  
PO Box 49001  
Vancouver BC  
Canada V7X 1B1  
T 604.661.5000  
F 604.661.5055

**Attention: Joe Stanhope  
Chair, Regional District of Nanaimo**

[www.bentallkennedy.com](http://www.bentallkennedy.com)

Dear Mr. Stanhope:

**Re: Lake District and Schooner Cove Amendment Applications No. PL2012-096/097**

Thank you for your letter dated July 30, 2013 addressed to Mary Garden of bcIMC. We are responding on bcIMC's behalf.

We appreciate the RDN's commitment to bring the zoning stage applications to the Board for consideration in a timely manner, and we are encouraged by staff's efforts to accelerate the process to allow us to reach our critical milestones.

As set out previously in bcIMC's letter dated May 8, 2013 to the Fairwinds Community Association (copied to RDN), those milestones remain:

Fairwinds Public Open House	June 2013 (completed)
RDN Public Information Meeting	September 2013
RDN Public Hearing	November 2013

We remain focused on working with the RDN to successfully meet this timeline. As the Fairwinds Community Association was an original correspondent in this discussion, we have copied them on this letter.

Sincerely,

**Bentall Kennedy (Canada) LP**

John Purcell  
Senior Vice President & Portfolio Manager

cc: Mary Garden, bcIMC  
Russell Tibbles, Bentall Kennedy (Canada) LP  
Paul Thorkeilsson, RDN  
Geoff Garbutt, RDN  
Gerry Thompson, FCA



NANAIMO COMMUNITY  
**HOSPICE**

*Caring • Commitment • Compassion*

August 1, 2013

Joe Stanhope, Chairperson  
Board of Directors  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, B.C.

Dear Joe,

On behalf of everyone at Nanaimo Community Hospice, the Expand the Heart of Hospice Capital Campaign Cabinet, the staff and the volunteers, I want to thank you and the RDN Board of Directors for providing us with such a generous grant.

On July 24<sup>th</sup> we physically moved into our new location at 1080 St. George Crescent and we are all in awe of this beautiful new space that we can now call home. On the morning of July 29<sup>th</sup> we welcomed our first clients and since then the doors have been swinging with volunteers, donors, friends and family of Hospice to get sneak peeks of this incredible facility which gives us double the floor space, two sun decks and twenty one parking spaces plus so much more.

We are still settling in as work is beginning on the Children's Therapy, Teen and Memory Gardens which we will have the pleasure of watching come together with the help of several community groups. We feel blessed and honored and are anxiously planning our formal open house to be held on September 27<sup>th</sup> – please save the date. We hope you and your board will join us to celebrate not only our new home but also the individuals, families, businesses and organizations who have made our dream come true by supporting this huge endeavor.

Thanks again to everyone at the Regional District for trusting our organization by providing this grant to move Hospice forward in this exciting opportunity to ensure that our community is strong and healthy. Your support means more to us than we can say.

Sincerely,

Wendy Pratt  
Executive Director



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CHAIR	<input checked="" type="checkbox"/>		
D69 EA Directors			

3237 Alberni Highway  
Qualicum Beach, B.C.  
V9K 1Y6

Phone: 250-752-7774  
Website: www.asar.ca

August 7, 2013

Joe Stanhope,  
Board Chair  
Director, Electoral Area G  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

As the summer of 2013 is well underway we at Arrowsmith Search and Rescue (ASAR) would like to update you on our organization and activities.

Since 1986 ASAR has been providing volunteer Ground Search and Rescue services to the residents of Oceanside. Over the years we have evolved and expanded in order to keep up with the demands of modern era Search and Rescue.

The most important part of Arrowsmith Search and Rescue is the diverse group of people who make up the organization. Our volunteer members constantly train and practice to maintain their readiness to perform our rescue services. First Aid, Rope Rescue, Water Rescue, Tracking, Ground Search techniques, and Critical Incident Stress are a few of the training topics for our members. Some of our training is covered by government funding through the Provincial Emergency Program and the Justice Institute, some has been generously funded by donations and our members often contribute their own funds to their training.

Other components of ASAR include:

**Facilities** – Our members and community volunteers put an enormous number of labour hours into the construction of our search hall. Financial support from the community helped with materials and sub-contractors.

**Rescue Vehicles** – Our new Command Vehicle is now fully operational. Funding to procure, build and equip it came from many sources, including Community Gaming Grants, local government grants, and donations from service clubs, corporations and private citizens. In addition we have an Equipment Truck and Equipment Trailer.

**Equipment** – We are constantly expanding and upgrading our inventory of rescue equipment. Again, support from the Oceanside community helps ASAR to equip itself with the latest and best equipment for our search and rescue tasks.

During actual search operations Arrowsmith SAR receives funding from EMBC and its members receive reimbursement for their personal expenses. However, we rely on fund raising activities, grants (which we must apply for) and the generous support of the Oceanside community for the bulk of funding for our facilities, equipment and operational overhead.

As Arrowsmith SAR enters its 27<sup>th</sup> year, in addition to being available 24/7 to perform our volunteer SAR duties, we again find ourselves busy with projects and training, all with the purpose of improving the volunteer Ground Search and Rescue services our members provide to the Oceanside Community. Our 'To Do' list includes adding a 10 meter telescopic antenna to our Command Vehicle, additional protective equipment for our volunteers, an Automated Position Reporting System to track our Search Teams in the field, and additional rope and water rescue equipment.

This year ASAR has added an additional dimension to our rescue activities with our participation in Project Lifesaver. Project Lifesaver is a program to track and rescue seniors and others with cognitive issues who tend to wander away from their homes. Enclosed is a brief description of Project Lifesaver with more information.

Soon we will start the planning process for our next large project, the replacement of our Equipment Truck. Our existing unit is showing its age and is too small to transport all the equipment we require in order to properly support our tasks.

We hope that this short update has been informative. Please visit our website ([www.asar.ca](http://www.asar.ca)) if you would like to learn more about our organization and its volunteers.

Regards,



Greg Field

Arrowsmith Search and Rescue,

Cc: Ken Neden, President, ASAR





July 8, 2013

## PROJECT LIFESAVER

Project Lifesaver is a program to track and rescue seniors and others with cognitive issues who tend to wander away from their homes. The client is fitted with a wristwatch sized transmitter set up with its own unique frequency. If the person wanders away, their caregiver can notify the RCMP, who in turn call Arrowsmith Search And Rescue. We then respond using a special tracking receiver, which picks up the signal that is constantly transmitted from the person's wristband.

Project Lifesaver International (PLI) is the founding non-profit organization behind the program. Project Lifesaver is active in 47 US states, Australia and Canada with over 1200 participating organizations. PLI provides equipment, training and certification to law enforcement, public safety organizations, and community groups.

On Vancouver Island the Project Lifesaver program has been previously established in greater Victoria and is being considered in other areas. In Oceanside Project Lifesaver is known as "Arrowsmith SAR Project Lifesaver". Arrowsmith SAR is the responding agency registered with Project Lifesaver International; we have teamed with the Nanaimo Lifeline Program who will be responsible for client management.

The Nanaimo Lifeline Program is operated by the Nanaimo and District Hospital Foundation and currently provides monitoring services for individuals who are medically at risk when alone. As the client management agency for the Project Lifesaver program Nanaimo Lifeline's responsibilities include registering participants, providing them with a wrist or ankle transmitter and ensuring transmitter batteries are changed regularly.

Arrowsmith Search and Rescue members have been trained and certified in the use of the directional receivers used to locate a missing person wearing a Project Lifesaver wristband. When called upon to find a client ASAR members detect and home in on the individualized transmitter of the missing individual. Most who wander are found within a few kilometers from home, and search times have been reduced from hours and days to minutes.

With the increasing elderly population in the Oceanside area we hope that Project Lifesaver will help ensure their safety and allow them to enjoy the Oceanside lifestyle longer.

For more information on Project Lifesaver please visit ASAR's website (<http://www.asar.ca/>) or the Nanaimo Lifeline Program website (<http://www.nanaimohospitalfoundation.com/lifeline>).



# DISTRICT OF STEWART

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Canada's Most Northerly Ice-Free Port

August 14, 2013

Mayor & Councils  
B.C. Municipalities

## Re: AMBULANCE SERVICES RESOLUTION

The District of Stewart has submitted the attached resolution for consideration at the 2013 UBCM Convention. The District Council would appreciate your support of this resolution.

By way of background, the District of Stewart is currently facing an unacceptable level of ambulance service. It is not out of the ordinary to see us with no ambulance for periods of three to five days in a row. The nearest backup is some two to four hours away – if it is not tied up on another call. Emergency helicopter response is an hour and a half away in Prince Rupert and is only available in daylight hours. In winter, our one highway access is subject to closure from avalanches. We understand that much of rural BC is facing similar circumstances.

The District has had several meetings with BC Ambulance Services senior staff and has received nothing but stonewalling and being blamed for not attracting enough “volunteers”. Two of our three part time paramedics recently resigned because of stress and lack of support from the Ambulance Authority. Our only other paramedic is rarely available because of work in the resource industry out of town. The Ambulance Authority is currently bringing in outside help but usually they are only available from Monday to Thursday less the travel time from and to their home base.

It is the District of Stewart's view that the model being used to provide rural ambulance service is unworkable and needs to change. Poor salaries and on call compensation, plus a too heavy reliance on “volunteers” combined with excessive standards and training requirements are making it difficult to attract staff in small communities. Thus the resolution is advocating a change to the service delivery model and adequate funding from the province to implement a new model.

Thank you for your consideration in this regard.

Jim Kincaid  
Interim Chief Administrative Officer



**DISTRICT OF STEWART**  
**UBCM – RESOLUTION**  
2013 CONVENTION – Vancouver, B.C.

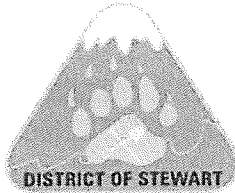
**SUBJECT: B.C. Ambulance Services**

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*Resolution Submitted by the District of Stewart to the 2013 UBCM Convention:*

**WHEREAS** communities in British Columbia are facing a severe deterioration of ambulance services as a result of cuts to provincial funding and a serious disconnection between the service model used by the BC Ambulance Service and the service model required to meet the needs of communities, now

**THEREFORE be it resolved** that the Union of British Columbia Municipalities urge the Provincial Health Minister to require the B.C. Ambulance Service to amend its service model to meet the actual needs of the communities, and for the Minister to provide adequate funding to implement that model.



## **DISTRICT OF STEWART**

### **UBCM – Background Information**

2013 CONVENTION – Vancouver, B.C.

#### **SUBJECT: B.C. Ambulance Service**

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Communities throughout British Columbia are experiencing severe and life threatening shortcomings in the level of ambulance service in the Province. This shortfall is caused by a number of factors, including but not limited to:

- Budget allocations that are inadequate for the service required.
- Lower wages being paid for ambulance attendants in smaller communities than are paid firefighters in the provincial forest service (\$2.00 per hour standby for ambulance attendants versus 50% of regular wages for standby firefighters).
- A service model that relies too heavily on volunteers and does not account for the difficulty in recruiting and retaining ambulance attendants (e.g. lack of volunteers and uncompetitive wage rates).
- Service areas in remote communities that are too large to provide adequate emergency response times.

The District of Stewart situation is not an unusual example of the situation in many B.C. communities. It includes:

- Potential and impending loss of all or part of the 24 hour service resulting from lack of staff.
- A winter reliance on ground transportation because the local airport is closed in winter.
- Roads that are subject to closure from floods and avalanches, thereby cutting off access to full service hospitals.
- The nearest full service hospitals are three or more hours distance by ground transport.
- A single local ambulance attendant who cannot leave town because the communication services are below third world standards and she has no backup.
- Difficulty in recruiting volunteers because every capable individual in the community is fully employed, has families to feed or kids to look after.
- Increasing pressure on ambulance services resulting from resource development.

If the Province is not prepared to transfer adequate resource revenues into the ambulance service, then perhaps it should consider making resource project approval conditional on the resource industry contributing directly to the ambulance service.



MAYORS OFFICE

2013/08/12

Attn: Mayor & Council  
All BC Municipalities

Dear City Council:

**RE: Downloading of Infrastructure Costs from BC Hydro**

The City of Langford has noted a marked change in the manner in which BC Hydro is downloading costs to local developers due to BC Hydro's interpretation of the Electric Tariff. The City of Langford is a growing municipality and is slated under the Regional Sustainability Strategy to be the location of future growth in the Capital Regional District (CRD). Our developers are constructing in areas of new development, not just infill, and therefore require extension of hydro services to realize this planned growth.

Traditionally BC Hydro has required that subdivision distribution services be paid for by developers. However more recently BC Hydro is downloading 100% of the cost of the feeder extension services to local developers as well. The City of Langford currently has two Master Planned Development Communities stalled or near to stalled due to the cost to construct the feeder extension services that BC Hydro has traditionally paid for.

The City of Langford is respectfully asking all member municipalities to join us in imploring BC Hydro to re-evaluate their current position on funding the extension of hydro electric power into new, planned development areas.

Sincerely,

Stewart Young  
Mayor

# SPARWOOD

July 4, 2013

Greg Moore, Chair  
Greater Vancouver Regional District (GVRD)/Metro Vancouver  
4330 Kingsway  
Burnaby, B.C. V5H 4G8

Dear Chair Moore,

**Re: Proposals to Develop Coal Shipping Facilities within the Port Metro Vancouver System**

District of Sparwood Council unanimously supported a resolution at their Meeting of June 24, 2013 regarding support for the expansion of coal shipping facilities within the Port Metro Vancouver system. Council is writing to express our strong and unwavering support for BC's coal industry and the economic activity and jobs created in our community, region, province, and country through the coal supply chain.

Coal mining is part of Sparwood's history. It has been our economic heart for more than 100 years. It is this connection to the coal supply chain that creates high paying employment opportunities for families in our community, throughout the province and across the country. The coal mining industry creates over 26,000 jobs in mining, transport, equipment and other related sectors, and generates over \$5 billion in economic activity each year, including about \$400 million in revenues that go to support critical public services such as health care and education. Restricting or delaying the development of the coal supply chain will result in the loss of a livelihood for a significant number of families in British Columbia and impact the government's ability to deliver public services.

Research has noted that coal is not a toxic substance and is, in fact, inert. Transport Canada does not classify coal as a dangerous or hazardous material and further, the International Agency for Research on Cancer (IARC) does not list coal as possibly carcinogenic to humans or as a carcinogenic agent. As for the environmental and safety regulations that are in place regarding Canada's mining operations, the regulatory expectations are among the highest in the world. Precautions are taken every step of the way to ensure the health and safety of the communities not only where mines are located, but along the rail lines as well.

Dust suppression systems, monitoring, and investigation programs are extensive. They are present in all of the region's terminals and any concerns are fully investigated. Additionally, discharge of air or water from a terminal is regulated and controlled by permit.

...2/  
DISTRICT OF SPARWOOD  
Box 520  
136 Spruce Avenue  
Sparwood, BC V0B 2G0  
Phone: 250.425.6271  
Fax: 250.425.7277  
[www.sparwood.ca](http://www.sparwood.ca)

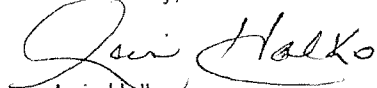
Rail carriers within the Province of BC have also taken it upon themselves to implement dust mitigation programs which have been designed to address concerns related to dust releases from rail cars that are in transit.

Coal is important to the District of Sparwood, the Province of BC, and Canada. It is an important commodity for steel and energy production on a global scale - so much so that the coal exports from the Elk Valley alone account for 1% of the GDP. Steelmaking coal is a vital part of everyday life around the world. It is used to produce household appliances, automobiles, accommodations, rapid transit vehicles, and business infrastructure. As the lower mainland looks to expand its rapid transit system, steel made from coal remains an important part of that expansion plan. Let us not forget that steel also is critical in green energy production and that 100 tonnes of steelmaking coal is required to produce the 185 tonnes of steel used in a typical wind turbine.

The impact of coal from a global perspective is also worth noting. Not only is the use of coal as an energy source critical to developed and developing nations economies, almost half of the world's population relies on coal as their primary energy source. Quality of life, as well as economic improvement is related to access to electricity. Without this access, millions of people will remain in poverty.

Rigorous regulatory and environmental processes, along with the responsibility for public consultation on projects such as the port expansion need to continue to occur. Respectful dialogue and fact driven information that recognizes all sides of the discussion is critical to this process. As part of this process, the District of Sparwood would like to reiterate our strong support for the important role BC's coal industry plays in the economic lives of British Columbians.

Yours truly,



Lois Halke  
Mayor

RM/rm

pc: Robin Silvester, President and CEO, Port Metro Vancouver  
Paul Van Buynder, VP, Public Health/Chief Medical Officer, Fraser Health Authority  
Members of the UBCM  
Dave Wilks, MP Kootenay Columbia  
Honourable Bill Bennett, MLA Kootenay East  
District of Elkford  
City of Fernie  
Municipality of Crowsnest Pass  
Regional District of East Kootenay  
Teck Coal Ltd.

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 23rd day of July, 2013.

Approved by the Inspector of Municipalities this 8th day of August, 2013.

Adopted this \_\_\_ day of \_\_\_\_\_, 2013.

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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 23rd day of July, 2013.

Approved by the Inspector of Municipalities this 8th day of August, 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 23rd day of July, 2013.

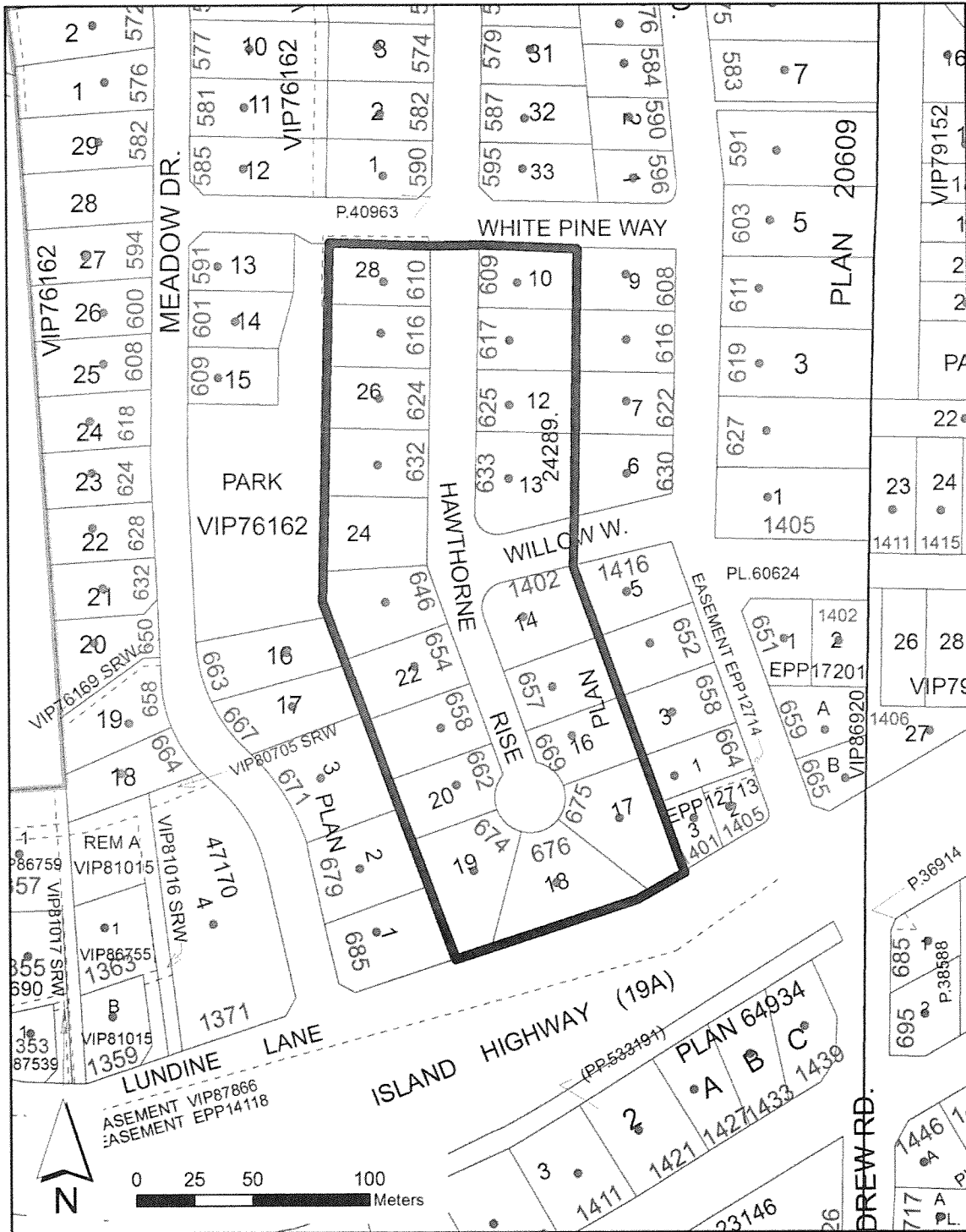
Adopted this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
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-Benefitting 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 23rd day of July, 2013.

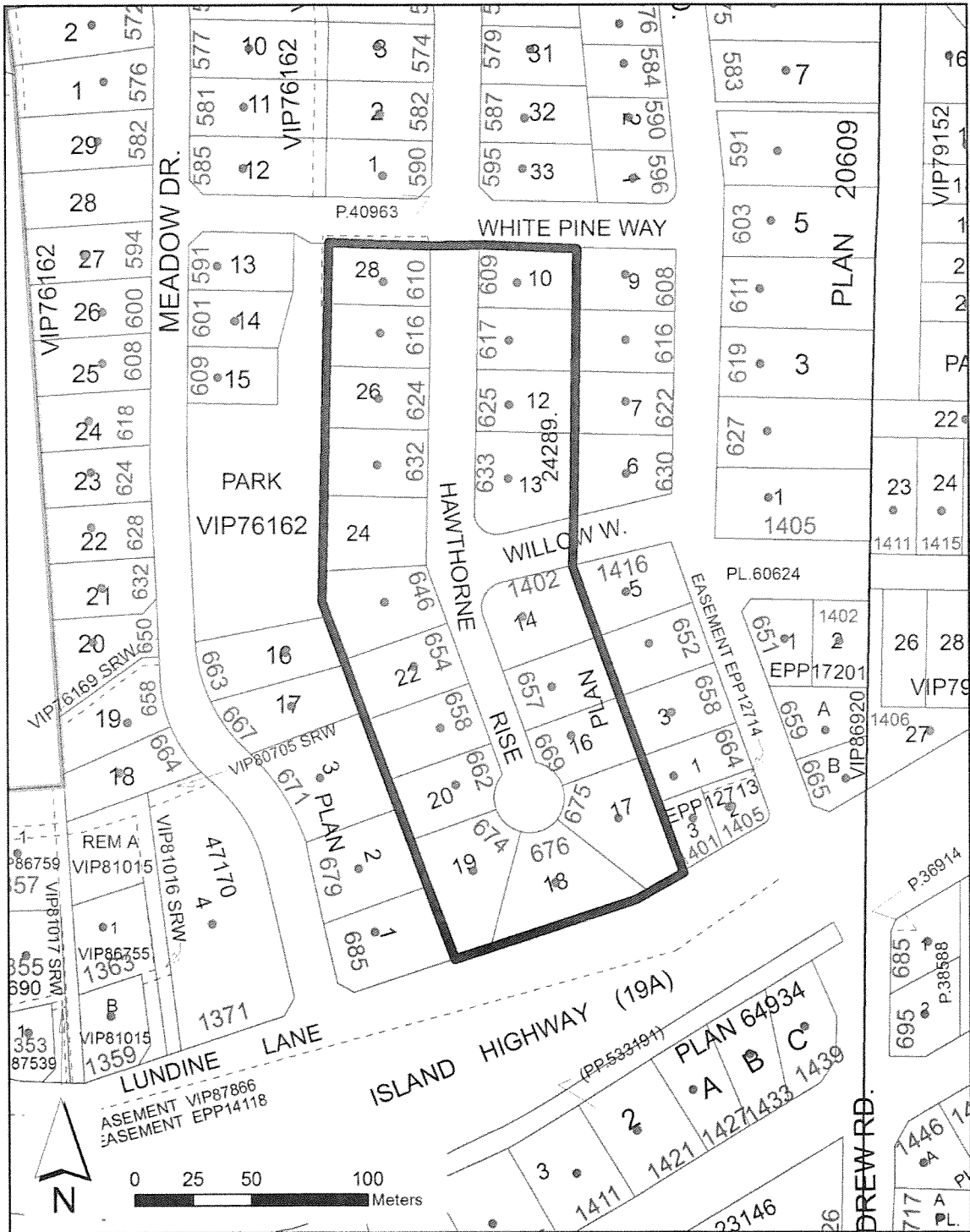
Adopted this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Officer





**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'B' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING HELD  
TUESDAY APRIL 2, 2013, 7:00PM  
AT GABRIOLA WOMEN'S INSTITUTE HALL**

**Attendance:** Howard Houle, Director, RDN Board, Chair  
Jacinthe Eastick  
Megan Dickinson  
Randy Young  
Jim Phillipoff

**Staff:** Elaine McCulloch, Parks Planner

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**CALL TO ORDER**

Chair Houle called the meeting to order at 7:00 p.m.

New member, Jim Phillipoff, was welcomed and introduced to the committee.

**Election of Secretary**

MOVED J. Eastick, SECONDED J. Young, that J. Phillipoff be nominated for the position of Secretary.

As there were no other nominations, H. Houle declared J. Phillipoff as Secretary.

**MINUTES**

The October 30, 2012 POSAC meeting did not have a quorum.

MOVED M. Dickinson, SECONDED J. Phillipoff that the notes of the Oct 30, 2013 meeting be received.

CARRIED

**UNFINISHED BUSINESS**

**Huxley Community Park Planning Process**

E. McCulloch provided a brief overview of the Huxley Community Park Planning Process. The Open House date is set for Saturday, July 13<sup>th</sup> from 10am to 1pm at the Women's Institute Hall. POSAC members are encouraged to attend.

**707 CP - South Road Gate**

A gate will be installed on private property to provide emergency access through 707 Community Park from South Road. Staff will negotiate an agreement with the affected landowner.

## REPORTS

### **Monthly Update of Community Parks and Regional Parks and Trails Projects – November/December 2012**

### **Monthly Update of Community Parks and Regional Parks and Trails Projects – January 2013**

Director Houle provided a summary of the Community Parks and Regional Parks and Trails Projects – November/December 2012 and January 2013.

### **Electoral Area 'B' Community Park 2013 Detailed Project Plan**

E. McCulloch provided an update on the Electoral Area 'B' Community Park 2013 Detailed Project Plan.

### **Electoral Area 'B' Community Park 5-Year Project Planning: 2013-2017**

E. McCulloch provided an update on the Electoral Area 'B' Community Park 5-Year Project Planning: 2013-2017. The following changes are noted:

- Change 707CP: gate installation (North Rd) to 707CP: gate installation (South Rd)
- Remove Rollo CP: Parking Lot improvements from 2013 project list and place in 2014 project list.

### **Draft – Mudge Island Water Access: Survey #1 Compilation of Responses**

E. McCulloch presented the Draft – Mudge Island Water Access: Survey #1 Compilation of Responses. The final report will be posted on the [rdn.bc.ca/parks](http://rdn.bc.ca/parks) website.

The committee discussed the planning logistics of the Mudge Island Water Access Open House with members of the audience. The open house will be held on Saturday, May 25<sup>th</sup> from 1-3pm. POSAC members are invited to attend.

MOVED M. Dickinson, SECONDED J. Phillipoff that the reports be received.

CARRIED

## NEW BUSINESS

### **Change of Meeting Time**

It was the Committee's decision to keep the 7pm meeting time for future meetings.

## IN CAMERA

That pursuant to Section 90(1)(c) and (e) of the Community Charter the Board proceed to an In Camera meeting for discussions related to land issues.

TIME: 8:10pm

## ADJOURNMENT

MOVED J. Phillipoff that the meeting be adjourned at 8:25 p.m.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'B' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING HELD  
TUESDAY, JULY 2, 2013, 7.00 P.M.  
AT GABRIOLA WOMEN'S INSTITUTE HALL

**Attendance:** Howard Houle, Director, RDN Board, Chair  
Jacinthe Eastick  
Randy Young  
Sam Betts

**Staff:** Elaine McCulloch

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**CALL TO ORDER**

Chair Houle called the meeting to order at 7.00 p.m.

**ADOPTION OF AGENDA**

MOVED J. Eastick, SECONDED R. Young to adopt the agenda with the addition of the following items:  
707 Trail Upgrade -Stumps to Jeannette; Bells Landings, MacDonald West- future trail , Village Trail.

**CARRIED**

Due to Jim Phillipoff's resignation, it was MOVED by R. Young, seconded by S. Betts to appoint J. Eastick as Area "B" POSAC secretary.

**CARRIED**

**DELEGATIONS**

**Erin Mancor** presented the committee members with a hand-out (attached) outlining her willingness to facilitate workshops in different settings to help youth ( 18 years or under) to think realistically and to plan sustainably for a Youth Skate Park and possibly for a broader vision about recreation on Gabriola.

MOVED S. Betts, SECONDED R. Young to receive Erin Mancor's delegation.

**CARRIED**

**MINUTES**

MOVED R. Young, SECONDED S. Betts to receive the Minutes of the Regular Electoral Area 'B' Parks and Open Space Advisory Committee meeting held April 2, 2013 as amended with the deletion of J. Eastick's name as attending the meeting.

**CARRIED**

## **CORRESPONDENCE/COMMUNICATIONS**

MOVED J. Eastick, SECONDED R. Young to receive the following correspondence:

**N. Crozier' resignation as Area 'B' POSAC member**

**J. Hill from RDN re appointment of Sam Betts as Area 'B' POSAC member**

**Dr. John W. Pierce re. Request of assistance in obtaining a MOTI Trail license across "Honeysuckle gravel pit".**

**CARRIED**

## **BUSINESS ARISING FROM THE CORRESPONDENCE/COMMUNICATIONS**

In his letter, Dr. Pierce, GALTT President, explained that MOTI is not willing to negotiate with community groups but that formalizing the current trail use between Honeysuckle and Wild Cherry would be a good thing. GALTT will help pay the cost of surveying the trail. It was noted by staff that work relating to implementing of trails projects and applying for permits will need to be added to the Annual Work Plan for prioritization

MOVED R. Young, SECONDED S. Betts that RDN staff apply for an MOTI permit to construct the trails between Honeysuckle Road and Wild Cherry Road and that RDN staff provide trail construction standards to GALTT for construction.

**CARRIED**

## **UNFINISHED BUSINESS**

### **Huxley Community Park Consultation Process**

A drop-in for skateboarders had a good 50 + youth turn-out. Every park stakeholder group will have a formal consultation. Gabriolans will get their first opportunity to add their thoughts at the Open House on July 13 at W.I Hall from 10am to 1 pm. Consultation is on-going.

### **Mudge Island Water Access Planning**

The circulated draft is very rough and not available for distribution. Sam Betts would like to see a photo of the sites identified as developable. Elaine has no real concerns about "stacking" of the survey. It never was purported to be a statistically valid survey; the results will serve as guidelines and all comments are useful when making decisions.

### **707 Trail Upgrade – stumps to Jeannette**

R. Young put forward a request to have the trail from the stumps to Jeannette upgraded for bicycle use. Director Houle commented that this stretch of trails is quite good as is and that he cycles there himself often. A drainage problem along this trail was identified; it is considered to be low priority at this time.

### **McDonald West Trail**

GALLT proposed to build a walkway but now feels that a causeway would be a better way to link Peterson Road to MacDonald Road. A MOTI permit to construct should be amended to read causeway instead of walkway. R. Young supplied drawing of same to E. McCulloch.

### **The Strand Boat Launch**

R. Young has found someone willing to donate time and equipment to do some levelling and re-site the ditch. E. McCulloch informed the members that Jonathan Lobb, Community Parks Operation Coordinator, needs to be involved with any and all work in all Community Parks. Director Houle will contact Mr. Lobb regarding this.

### **REPORTS**

#### **Monthly Update of Community Parks and Region Parks and Trails – Feb/Mar**

Ms. McCulloch provided a summary of the Monthly Update Community Parks and Regional Parks and Trails projects for Feb/Mar 2013, April 2013 and, May 2013.

### **NEW BUSINESS**

#### **Community Works Project – Roadside Trail along portion of North Road**

\$65,000 has been allocated for design, from the Community Works fund. There will be consultation with MOTI and the community. Bidding process timeline is for late September.

### **ADJOURNMENT**

MOVED J. Eastick that the meeting be adjourned at 8:20 pm.

CARRIED

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Chairperson

**REGIONAL DISTRICT OF NANAIMO**  
**MINUTES OF THE ELECTORAL AREA 'F'**  
**PARKS AND OPEN SPACE ADVISORY COMMITTEE (POSAC)**  
**REGULAR MEETING HELD**  
**MONDAY MAY 6, 2013**  
**AT THE ERRINGTON WAR MEMORIAL HALL, ERRINGTON**

**ATTENDANCE:** Julian Fell, director RDN board, Chair  
Alfred Jablonski  
Colin Anderson  
David Edgeley  
Barbara Smith  
Skye Donald

**STAFF:** Elaine McCulloch, Parks Planner  
Wendy Marshall, Manager of Park Services  
David Palidwor, Superintendent of Community Park

**REGRETS:** Steve Chomolok

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**CALL TO ORDER**

Chair Fell called the meeting to order at 3:40 p.m.

As Reg Nosworthy has resigned from the District 69 Recreation Commission due to other commitments, David Edgeley, the new member was welcomed and introduced to the participants.

**MINUTES**

MOVED A. Jablonski, SECONDED D. Edgeley that the Minutes of the Electoral Area F Parks and Open Space Advisory Committee (POSAC) dated March 6, 2013 be approved.

CARRIED

**REPORTS**

**Monthly Update of Community Parks and Regional Parks and Trail Projects – February/March 2013.**

Ms. McCulloch reviewed the Monthly Update of Community and Regional Parks and Trail Projects – February/March 2013.

There has been interest expressed by a community member regarding the potential development of Romain Road Community Park as a bike skills park.

Ms. Michel presented an update on the Arrowsmith Community Trails (ACT) planning. The following handout was distributed: *Arrowsmith Community Trails (ACT) update March 2013*. Ms. Michel is working with the adjoining the owners of Carrothers, and Lundine Trails. Price Road trail just needs MOTI permit for signage.

At the Committee's request, Ms. McCulloch reviewed the background on the potential location of the Malcolm Park trailhead. The preferred location of the trailhead has always been from the Whiskey Creek Store parking lot. However, to achieve a trail connection to the store requires crossing private land which involves acquiring a trail licence agreement from the store as well as from the adjoining neighbour. At this time the neighbour is not interested in providing a trail licence with the RDN. The RDN currently has a permit with the Ministry of Transportation and Infrastructure (MoTI) for the access trail along undeveloped Redden Road as well as trailhead signage and roadside parking off Redden Road.

C. Anderson asked about hazard trees in Malcolm Park, and whether they had been dealt with.

### **Community Parks and Trails Strategy Update**

Mr. Palidwor gave an overview of the progress of the RDN Community Parks and Trails Strategy Committee, (CPTS) and referred to the new Area F Trails survey, which would be online at <https://www.surveymonkey.com/s/VR2XTZ3>.

Mr. Palidwor also reviewed the handout, Vision Statement and the survey results. He noted there was good feedback from the Meadowood side. He reviewed the maps and the 1 km radius circle around neighbourhood parks and the area that they service. Members noticed gaps where areas are not being serviced.

Mr. Palidwor explained that the next step in the process is to present the Draft Report to the RDN Board in September.

MOVED A. Jablonski, SECONDED by C. Anderson to receive the Reports.

CARRIED

### **AJOURNMENT**

MOVED B. Smith that the meeting be adjourned at 4:45 p.m.

CARRIED

CPTS Open House followed this adjournment.

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Chairperson

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF ELECTORAL AREA 'E' PARKS AND OPEN SPACES ADVISORY  
REGULAR COMMITTEE MEETING HELD**

**Monday May 13, 2013**

**At Nanoose Place, Nanoose Bay**

Attendance: Director Geo Holme - Chair  
Peter Law – Secretary  
Gordon Wiebe  
Robert Rogers  
George Jarvis  
Vicki Voros

Staff: Elaine McCulloch, Parks Planner  
Dave Palidwor, Superintendent of Park Planning and Development  
Wendy Marshall, RDN Manager of Park service

Regrets: Randy Orr

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**CALL TO ORDER**

Director Holme called the meeting to order at 3:30pm

**MINUTES**

MOVED G. Wiebe, SECONDED G. Jarvis that the minutes of the March 4, 2013 meeting of the Nanoose Bay (Area E) POSAC be approved.

CARRIED

**UNFINISHED BUSINESS**

**Blueback Park Implementation**

A timeline and events spreadsheet was provided by Ms. McCulloch. She pointed out that we are now at the end of Phase 1 of a 3 Phase process to determine the park's new design, to be completed by the spring of 2014.

P.Law asked whether some of the requests from the diving fraternity can be accommodated in this small park (parking, staging area, toilets). Ms. McCulloch thought they could be considered in the design.

R.Rogers asked about the high recreational dive use at the park now, and whether the commercial use by outfitters/instructors is going to be allowed to operate as they have in the past. Ms. McCulloch indicated there are issues in how this park is being used by commercial operators without proper permitting, and that this will have to be part of the process going forward.



R. Rogers asked about how the Dive Community will be engaged through the process. Perhaps we can encourage their early involvement if we organized a meeting at Blueback Park sometime in the mid to late summer. Ms. McCulloch will organize this.

## **REPORTS**

### **Fairwinds Rezoning Update**

Ms. Marshall provided an update on the rezoning application. She noted that RDN planners have met with Fairwinds to negotiate park issues over the past number of months. She indicated that a meeting may be scheduled with Area E POSAC in August to discuss/comment on the Fairwinds application.

Director Holme commented that he had attended a “public” meeting called by the Fairwinds Community Association to discuss the status of the Fairwinds CDP process. He stated that there was pressure being applied by the developer to speed up the RDN approval process. He stated the application process is proceeding, but due to the number of issues and players involved, they are about two months behind.

### **Electoral Area ‘E’ Community Parks and Trails Strategy (CPTS)**

Mr. Palidwor provided a summary of the results of the Community Parks and Trails Strategy Survey for Area E. He handed out the following material:

1. Community Parks and Trails Strategy – Electoral Area E Public Engagement #1 Summary: Survey and Open House.
2. RDN Area E Park “Classifications” (by park)
3. CPTS Draft Key Principles
4. (Community) Parks Class Comparison

Mr. Palidwor commented that only 14 residents responded to this survey. He noted that half of the respondents were from the Fairwinds area. The sample size is so small that the RDN cannot derive any conclusive results from the survey. He noted that a “Parks Classification” was recently completed by an Area E POSAC “subcommittee”. This was helpful for this CPTS process, however these classifications are not written in stone, and can be changed over time.

An Executive Summary was then reviewed by Mr. Palidwor, where he provided a staff analysis and recommendations:

- The need for a community park in the Beachcomber area.
- There is a community desire for improved and managed “water access sites” in the Northwest Bay area, Craig bay, Madrona Point and Nanoose Harbour area.

Mr. Palidwor provided a summary of what to expect in Phase #2 of the CPTS. The 2<sup>nd</sup> Open House was held immediately after the POSAC meeting.

P.Law asked about the Area E Park Classification table, and why the subcommittee had not identified any parks in the “surplus” category, specifically Crab Road. Subcommittee members provided their rationale for not placing this park in a surplus category.

G. Jarvis gave positive note to the proposal for having a link trail between Red Gap and Moorecroft Reg. Park.

## **Monthly Update of Community Parks and Regional Parks and Trails Projects -Feb/March 2013**

Ms. McCulloch provided a brief summary of the Community Parks and Regional Parks and Trails Projects for Area E – Feb and March 2013.

### **Electoral Area ‘E’ Community Parks 2013 Detailed Project Plan**

Ms. McCulloch asked POSAC members whether they had any objections to allowing the results of the Blueback Park - Community Survey to be made public (to be posted on the RDN Parks website). POSAC members had no concerns.

Ms. McCulloch referred to the Community Parks Area E 2013 Detailed Project Plan. There are two projects slated for 2013: A letter to Schooner Cove Yacht Club and the Blueback Park Master Plan.

P.Law asked about why this park remediation project is going to take so long to implement? Ms. McCulloch responded that her workplan for other RDN Electoral Areas limits her time to deal with this project. She indicated that the biggest workload for the project this year will be to hire a consultant who will develop a design through open houses and stakeholder interviews.

MOVED G. Wiebe, SECONDED R. Rogers to receive the reports.

CARRIED

### **ADJOURNMENT**

MOVED G. Wiebe, SECONDED R. Rogers that the meeting be adjourned at 4:30 pm.

CARRIED

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Chairperson

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE EAST WELLINGTON AND PLEASANT VALLEY  
PARKS AND OPEN SPACE ADVISORY COMMITTEE  
REGULAR MEETING HELD  
MONDAY, JUNE 17, 2013, 7:00PM  
(*East Wellington Fire Hall, 3269 Jingle Pot Road*)

**Attendance:** Maureen Young, Director RDN Board, Chair  
Judith Wilson  
Rick Heikkila  
Bruce Erickson

**Staff:** Elaine McCulloch, Park Planner

**Regrets:** Doug Cawthorne  
Charles Pinker

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**CALL TO ORDER**

Chair Young called meeting to order at 7:08 p.m.

**MINUTES**

MOVED R. Heikkila, SECONDED J. Wilson that the Minutes of the April 22, 2013 meeting be received.

CARRIED

**CORRESPONDENCE**

**Jen Merner, Bike Rack at Meadow Drive Community Park**

The Commission requested that funds for an additional bike rack at Meadowood CP be included in the 2014 budget and that Mountain View School be informed once the bike rack has been installed.

**UNFINISHED BUSINESS**

**Anders Dorit CP: Community Consultation**

The Committee decided to change the Opening to September 5, 2013 after which the park will be open to the public. The Committee discussed Open House Planning (Draft Survey, Display Boards, Advertising, Logistics) It was agreed that parking signs are needed in the driveway of the park. Once the hay field is cut it can be used for parking for the Open House.

## REPORTS

### Monthly Update of Community Parks and Regional Parks and Trails Projects – April 2013 Monthly Update of Community Parks and Regional Parks and Trails Projects – May 2013

Ms. McCulloch reviewed Monthly Updates of Community and Regional Parks

#### Meadow Drive Picnic Shelter Update

D. Cawthorne did not attend and could not give this update.

MOVED R. Heikkila, SECONDED J. Wilson that the reports be received.

CARRIED

## NEW BUSINESS

### Benson Creek Falls Management Plan-Open House June 22, 2013

Committee members took pamphlets to be handed out in the community.

## COMMITTEE ROUND TABLE

The Committee discussed Nanaimo Mountain Bike Club wanting a bike trail from Witchcraft Lake, along Harrow Road right of way to Dumont Road.

## ADJOURNMENT

MOVED J. Wilson, SECONDED R. Heikkila that the meeting be adjourned at 9:15 p.m.

CARRIED

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Chairperson

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'A'  
PARKS, RECREATION AND CULTURE COMMISSION  
REGULAR MEETING HELD  
WEDNESDAY, JUNE 19, 2013 AT 7:00PM  
AT CEDAR HERITAGE CENTRE

**Attendance:** Alec McPherson, RDN Director, Chair  
Eike Jordan  
Jim Fiddick  
Angela Vincent-Lewis  
Kerri-Lynne Wilson  
Carolyn Mead  
Patti Grand  
Chris Pagan

**Staff:** Sandra Pearson, Superintendent of Recreation Program Services  
Elaine McCulloch, Parks Planner  
Ann-Marie Harvey, Recording Secretary

**Regrets:** Bernard White

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**CALL TO ORDER**

Chair McPherson called the meeting to order at 7:10pm.

MOVED Commissioner Grand, SECONDED Commissioner Fiddick that the revised agenda be approved.

CARRIED

**MINUTES**

MOVED Commissioner Jordan, SECONDED Commissioner Mead that the minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held April 17, 2013 be received.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

**CSCES Agreement**

Ms. Pearson gave an update of the Cedar Schools and Community Enhancement Society Agreement that was approved by the Board and has been sent to CSCES for signing. Upon its return, a cheque will be issued as per the agreement.

**Grant Approvals**

Ms. Pearson advised that the four grants approved by the Area 'A' Grants sub-committee were approved by the board on May 28<sup>th</sup> and payments have been sent to the organizations.

## **Cedar Skateboard Park**

Chair McPherson reported back that he had spoken to Vikki Suddaby from the Cedar Skateboard Park Association regarding the naming of the Skateboard Park. The Association recommended the name *Cedar Skateboard Park*.

The Commission discussed whether or not to involve the public in naming the park. Ms. McCulloch suggested having a naming contest incorporated to the Opening of the park. Ms. McCulloch will look into some options for involving the community in naming the park. Chair McPherson will follow up with the Cedar Skateboard Park Association.

## **REPORTS**

### **PARKS**

#### **Monthly Update of Community and Regional Parks and Trails Projects – May 2013**

Ms. McCulloch gave a summary of the Community and Regional Parks and Trails projects report for Area 'A'.

#### **Cedar Skate Park Update**

Ms. McCulloch advised that the tender package is almost ready to be issued. The technical drawings have been submitted to SD68 for review as required by the License of Use Agreement with School District No.68. Staff have been in contact with local concrete suppliers regarding potential donations to the project.

The Commission discussed the options of having graffiti put on the Skateboard Park.

MOVED Commissioner Fiddick, SECONDED Commissioner Grand that graffiti art or tagging at the Cedar Skateboard Park not be permitted.

CARRIED

#### **5 Year Goals and Projects (handout)**

The Commission continued their discussions for their 5 year Goals and Projects with Ms. McCulloch. The overall consensus was a focus on trail development, connections and water accesses. Ms. McCulloch will compile the specific items and priorities to a spreadsheet for the Commission members.

MOVED Commissioner Jordan, SECONDED Commissioner Wilson the reports be received.

CARRIED

## **NEW BUSINESS**

### **Morden Colliery Bridge**

Chair McPherson advised the Commission that he has recommended the Community Works Funds for Area 'A' go towards design, engineering and geotechnical studies for the proposed Morden Colliery Bridge across the Nanaimo River. The studies are to be completed within a year with the intention of including the bridge construction as a capital item in future year's budget.

### **Cedar Softball Association Field**

Chair McPherson reported that staff from RDN, City of Nanaimo and School District 68 met to discuss how the Cedar Softball Association Field located at the Cedar Community Secondary School can be upgraded. He will keep the Commission informed of any updates on this item.

Ms. McCulloch noted that the annual \$12,000 Licence of Use fee the RDN pays to the School District for the Cedar Skatepark land was agreed to be allocated to fund projects for field upgrades in Electoral Area 'A' such as this one.

### **Compensation for Committee Members**

Chair McPherson told the Commission Members that the Board is reviewing compensation for volunteer Committee member's mileage to and from meetings on quarterly basis to cover the expense to attending various meetings with the RDN.

### **Grad Bench Donation**

Chair McPherson told the Commission about a gift the graduating class gives to the community of Cedar each year. This year they would like to donate a bench Morden Colliery Trail or to the new Cedar Skateboard Park. He has passed this along to Tom Osborne to follow up on details.

Ms. McCulloch advised that staff recommend the bench donation be placed at the Cedar Skateboard park. A bench at this location would be a nice complement to the youth and new facility.

### **Agenda Delivery**

MOVED P. Grand, SECONDED E. Jordan that to save on the costs of having Agenda's couriered, Commission members will receive Agenda's for meetings via a PDF email and receive a hard copy of the Agenda at the meeting for their records.

CARRIED

### **COMMISSIONER ROUND TABLE**

**Commissioner Vincent** gave a brief report about her time at the BC Recreation and Parks Association (BCRPA) Symposium, noting how the City of Pemberton presents its Cultural Mapping of Arts, Culture, facilities and events on a web portal that highlights a Google calendar system that displays community events and programs all in one place. The calendar is kept current and updated by each individual organization that contributes to it. She noted its affordability and sees a good use for it in EA 'A' for programs, community events, etc.

**Commissioner Mead** attended the Public Forum regarding the school closures and saw concerns and fears of people in the area.

**Commissioner Jordan** gave a brief report about her experience at the BCRPA Symposium emphasising the importance of exercise in education and physical play. Trend of fitness overall is decreasing in membership numbers but play of pickle ball or hockey is increasing due to their low cost. She noted we should keep in mind about outdoor fitness equipment to keep our aging population healthy. She is looking forward to the

webinars offered by the BCRPA. She also stressed the importance of having community greenhouses and expressed concern that there is a requirement to get a building permit for such a structure. The Harvest Festival is coming up - contact Commissioner Jordan for information and volunteering.

**Commissioner Grand** advised the Commission that she was now Director McPherson's Alternate for the RDN Board.

**Commissioner Pagan** mentioned he spends a lot of time on Hornby Island where they have great trail systems and pathways all linking to Mount Geoffrey Regional Park. They are used by walkers, bike riders, and horseback riders and make the roads much safer by having them. He noted Cassidy has many pathways on roadways, private land and along creeks.

#### **IN CAMERA**

MOVED P. Grand, SECONDED E. Jordan that pursuant to Section 90(1) (e) of the Community Charter, the Commission proceed to an In Camera Commission meeting to consider items related to land issues.

TIME: 9:05pm

#### **ADJOURNMENT**

MOVED Commissioner Jordan, SECONDED Commissioner Mead, that this meeting be adjourned.

TIME: 9:08 PM

CARRIED

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Chairperson



**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE  
REGIONAL LIQUID WASTE ADVISORY COMMITTEE  
REGULAR MEETING  
HELD ON MONDAY, JULY 8, 2013  
IN THE RDN BOARD CHAMBERS**

**Present:** George Anderson Meeting Chair, City of Nanaimo  
Bob Weir Town of Qualicum Beach  
John Elliott City of Nanaimo  
Fred Spears District of Lantzville  
Kirsten White Ministry of Environment  
Frank Van Eynde Public Representative (North)  
Michelle Jones Business Representative (North)

**Also in attendance:**

Randy Alexander General Manager, Regional & Community Utilities, RDN  
Sean De Pol Manager of Wastewater Services, RDN  
Shelley Norum Wastewater Coordinator, RDN  
Rebecca Graves Recording Secretary, RDN

**Absent:**

George Holme Director Electoral Area 'E'  
Bill Bestwick Director (Nanaimo)  
Brian Dempsey Director (Lantzville)  
Vaughn Figueira City of Parksville  
James Arnott Environment Canada  
Baljeet Mann Ministry of Environment  
Glenn Gibson Vancouver Island Health Authority  
James Wesley Snuneymuxw First Nation  
Douglas Anderson Public Representative (South)  
Blair Nicholson Business Representative (South)  
Christianne Wilhelmson Environment Representative

**CALL TO ORDER**

Chairman Anderson called the meeting to order at 12:14 pm.

**MINUTES**

MOVED F. Van Eynde, SECONDED F. Spears, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of February 29, 2012 be approved.

CARRIED

## REPORTS

### **Update of the Liquid Waste Management Plan Amendment (S. Norum)**

S. Norum updated the committee on the current status of the LWMP Amendment (information is in the attached presentation). Many activities have occurred since the last committee meeting including LWMP implementation and meetings with MOE to discuss drafts of the LWMP Amendment. RDN staff proposes to take the plan to consultation in the upcoming months and complete the amendment process by year end of 2013, subject to the outcome of consultation and Board consideration. Submission of the LWMP Amendment is critical to establishing achievable timelines for capital projects.

S. Norum also summarized the main points of discussion between the MOE and RDN regarding the Draft LWMP Amendment. The main topics include the timing and costing of NBPCC & GNPCC secondary upgrade projects and Rainwater Management Planning. Letters between the MOE and RDN detailing this information were distributed at the meeting (letters attached).

### **Greater Nanaimo Pollution Control Centre Outfall Replacement (S. De Pol)**

S. De Pol presented the history of failures on the outfall line and the cost of the replacement (information is in the attached presentation). In 2009 and 2011, two failures occurred to the intertidal section at Morningside Park. Failures in the inter-tidal section of the outfall are a result of deterioration of the internal coating, and subsequent corrosion. Failures at the inter-tidal area will likely continue to occur if the outfall is not replaced. These failures are expected to increase in complexity, environmental risk, and cost. Failures in the marine section of the outfall are also occurring, and with increasing frequency. Two failures were identified each year from 2009 to 2011 and five failures were identified in 2012. Failures in the marine section are attributed to exterior corrosion. Currently, there are three failures in the deep water section of the outfall (200+ feet/60 m deep) that have not been repaired; repair is difficult and expensive. This issue must be addressed as it contravenes our discharge permit.

S. De Pol stated that in 2012, the RDN Board approved allocation of funds for replacement of the land section (including intertidal) of the outfall, with the marine section to be addressed after 2020. Preliminary engineering for this project has now identified significant risks associated with staged replacement of the land and marine outfall sections. The capital cost of replacing the outfall in a two-staged approach is estimated to be \$19 million; \$1 million more than the single stage approach which is estimated at \$18 million. S. De Pol commented that we can expect to see more of these leaks and need to consider advancing replacement of the marine section.

R. Alexander commented that, since the Board approved a two-staged approach, staff are proposing to go back to the Board to recommend replacing the outfall in a single-stage project. The single-stage outfall replacement has the best long term engineering and operational solution for the outfall and has lower overall capital costs.

### **Asset Management (S. De Pol)**

S. De Pol updated the Committee on the GNPCC and that over half of the assets are about 40 years old.

J. Elliot asked if the leaks could be considered to diffuse the sewage at the outfall. S. De Pol pointed out that our discharge permit defines where the outfall, and its diffusers, may be. K. White commented that there is limited flow modeling information and therefore it is hard to make an assessment.

F. Spears inquired if the RDN has looked at routing the outfall north, through Neck Point Park, instead of its current alignment. S. De Pol replied that they have not. The scope of the design work will include routing.

#### **Nanoose Bay Pollution Control Centre Upgrade (S. Norum)**

S. Norum provided details on the NBPCC and how it provides chemically enhanced primary treatment to a population of approximately 1,350 people. For comparison, the flow produced represents less than 1% of the flow discharged by GNPCC.

The approved 1997 LWMP contemplated an upgrade from primary to secondary treatment by 2010. Funding for the upgrade was based on projected growth and service area expansion, specifically, with a NBPCC population base of 6000 by 2010. The services are based on a user pay principle, through the existing service area bylaw. The capital and operating costs associated with a service cannot be charged to RDN ratepayers living outside of the established service area. For that reason, the cost of upgrading and operating the NBPCC must be born entirely by Nanoose residents living within the service area. Without the population base, the project cannot proceed as planned in 1997. S. Norum commented that the LWMP Amendment will seek to revise the commitment schedule for upgrading to secondary treatment and that funding and timing options will be clearly outlined during the consultation process.

#### **Public Consultation Plan Revision (S. Norum)**

S. Norum reviewed the consultation plan (attached) and the intent to engage the public, First Nations, municipal offices and municipal council. S. Norum mentioned that we will present the public with highlights of the LWMP amendment and timing and funding options. Feedback will be addressed in the final LWMP Amendment.

F. Van Eynde questioned if there was going to be any particular consultation with the Fairwinds Association. S. Norum responded that the RDN will approach community associations during consultation.

K. White commented that it is very important that the RDN consultation process align with the Ministry standards and that the Ministry would be happy to comment on that information beforehand.

#### **Schedule (S. Norum)**

S. Norum informed the committee that the final LWMP Amendment will be brought to the committee and MOE, before it goes to the Board for approval and submission to the Minister. The LWMP Amendment process has been underway for over 5 years, and it is time to complete the amendment so that we can seek the Minister's approval, and continue with secondary treatment planning.

S. Norum mentioned that, subject to the outcome of the consultation process and Board consideration, the target date for completion of the amendment process, including consultation, is December 31, 2013.

**NEXT MEETING**

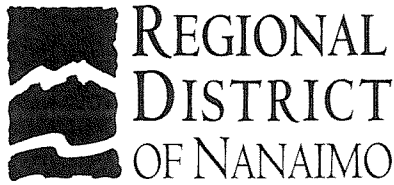
TBA

**ADJOURNMENT**

Chairman Anderson adjourned the meeting at 1:10 pm.

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G. Anderson, Chairman



RDN REPORT	
A/	CAO APPROVAL <i>[Signature]</i>
EAP	
COW	
AUG 15 2013	
RHD	
BOARD	<input checked="" type="checkbox"/>

**MEMORANDUM**

**TO:** Jeremy Holm  
Manager, Current Planning

**DATE:** August 14, 2013

**FROM:** Tyler J. Brown  
Planner

**FILE:** PL2013-077

**SUBJECT:** Development Permit Application No. PL2013-077 – Busch / Gauthier Development Ltd.  
Lot F, District Lots 1 and 181, Nanoose District, Plan 10875  
957 & 959 Shorewood Drive  
Electoral Area 'G'

**PURPOSE**

To consider an application for a Development Permit to allow for the construction of a dwelling unit on the subject property.

**BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from Gauthier Developments Ltd. on behalf of Robert and Susan Bush in order to permit the construction of a dwelling unit on the subject property. The subject property is approximately 0.11 ha in area and is zoned Residential 1 (RS1) pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987".

The subject property is bordered by developed residential parcels to the east and west; Shorewood Drive to the south; the Strait of Georgia to the north, and is located within the Englishman River Floodplain. The property currently contains a single family dwelling unit which is to be replaced with a newly constructed single family dwelling unit.

The proposed development is subject to the Hazard Lands Development Permit Area as per "Regional District of Nanaimo Electoral Area 'G' Official Community Plan Bylaw No. 1540, 2008".

***Proposed Development***

The applicant is proposing to construct a single family dwelling unit on the subject property (see Attachment 3 for site plan and building elevation). The flood construction level for the property is 4.1 metres GSC (Geodetic Survey of Canada datum). The lowest elevation of the building envelope ground surface, the north eastern corner of the proposed building, is approximately 2.4 metres GSC which is 1.7 metres below the flood construction level. The applicant proposes to construct a single family dwelling with the underside of the main floor joists raised above the prescribed flood elevation (4.1 metres GSC). All habitable floor space will be elevated above the prescribed flood construction level in accordance with the "Regional District of Nanaimo Floodplain Management Bylaw No. 1469, 2006".

Building height is measured from natural grade. In this case natural grade is 1.7 metres below the flood construction level. Based on the information provided by the applicant in support of the development permit application, the building will comply with the 8.0 metre maximum dwelling unit height permitted in the RS1 zone.

## ALTERNATIVES

1. To approve the Development Permit Application No. PL2013-077 subject to the conditions outlined in Attachment 2 and 3.
2. To deny the Development Permit Application No. PL2013-077.

## LAND USE IMPLICATIONS

### *Development Implications*

The applicant submitted a Geotechnical Hazards Assessment report prepared by Lewkowich Engineering Associates Ltd. and dated August 14, 2013, to satisfy the Hazard Lands Development Permit Area guidelines. The report concludes that the site is considered safe and suitable for the proposed residential use with the recommendation that backflow preventers be installed in sewer and drainage piping. Staff recommends that the applicant be required to register a Section 219 covenant that registers the Geotechnical Hazards Assessment report on the property title and includes a save harmless clause that releases the Regional District of Nanaimo from all losses and damages to life and property as a result of potential geotechnical and flood hazards.

Separate from the Geotechnical Hazards Assessment report, the applicant has submitted an Erosion and Sediment Control Plan prepared by Lewkowich Engineering Associates Ltd. and dated June 19, 2013. The plan includes a permeable clear crushed rock access way, a silt fence to prevent sediment runoff into the Georgia Strait and several other minor provisions for the builder to consider during construction of the dwelling unit. Development of the site in accordance with the Erosion and Sediment Control Plan is included in the Terms and Conditions of the development permit (Attachment 2).

### *Sustainability Implications*

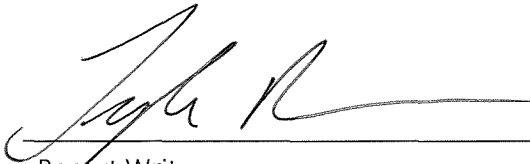
In keeping with Regional District of Nanaimo Board policy, staff reviewed the proposed development with respect to the "Regional District of Nanaimo Sustainable Development Checklist" and note that the proposed development will utilize an existing serviced lot.

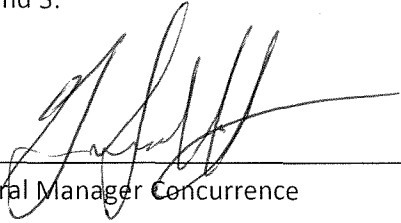
## SUMMARY/CONCLUSIONS

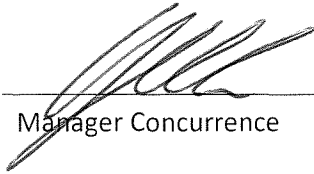
This is an application for a Development Permit to permit the construction of a dwelling unit within the Hazard Lands Development Permit Area. The applicant provided a Geotechnical Hazards Assessment report prepared by Lewkowich Engineering Associates Ltd. which is consistent with the guidelines of the Hazard Lands Development Permit Area. Staff recommends that the requested Development Permit be approved subject to the conditions outlined in Attachment 2 and 3.

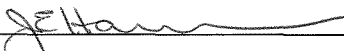
**RECOMMENDATION**

That Development Permit Application No. PL2013-077 to permit the construction of a dwelling unit be approved subject to the conditions outlined in Attachment 2 and 3.

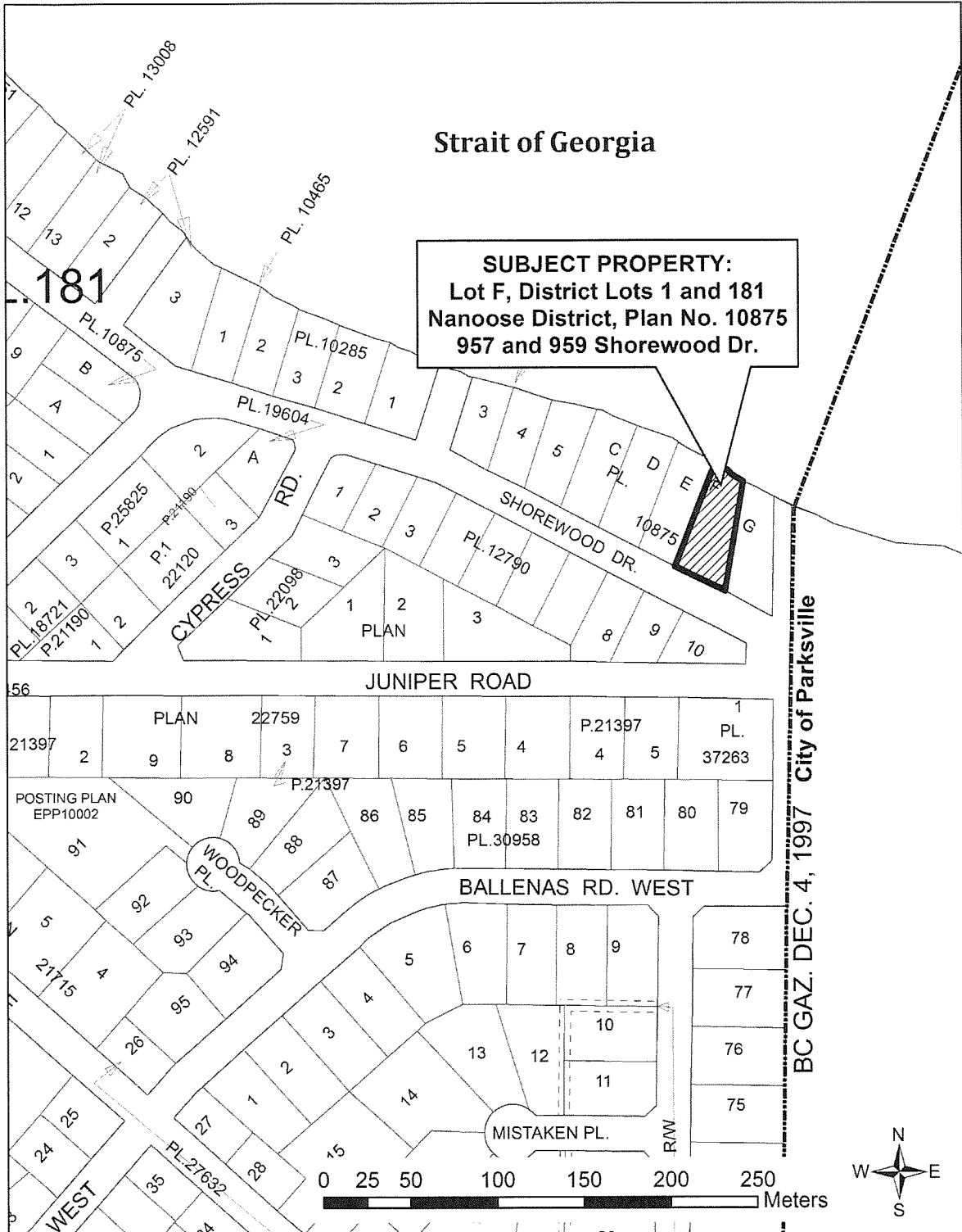
  
\_\_\_\_\_  
Report Writer

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

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

  
\_\_\_\_\_  
A/CAO Concurrence

**Attachment 1**  
**Location of Subject Property**





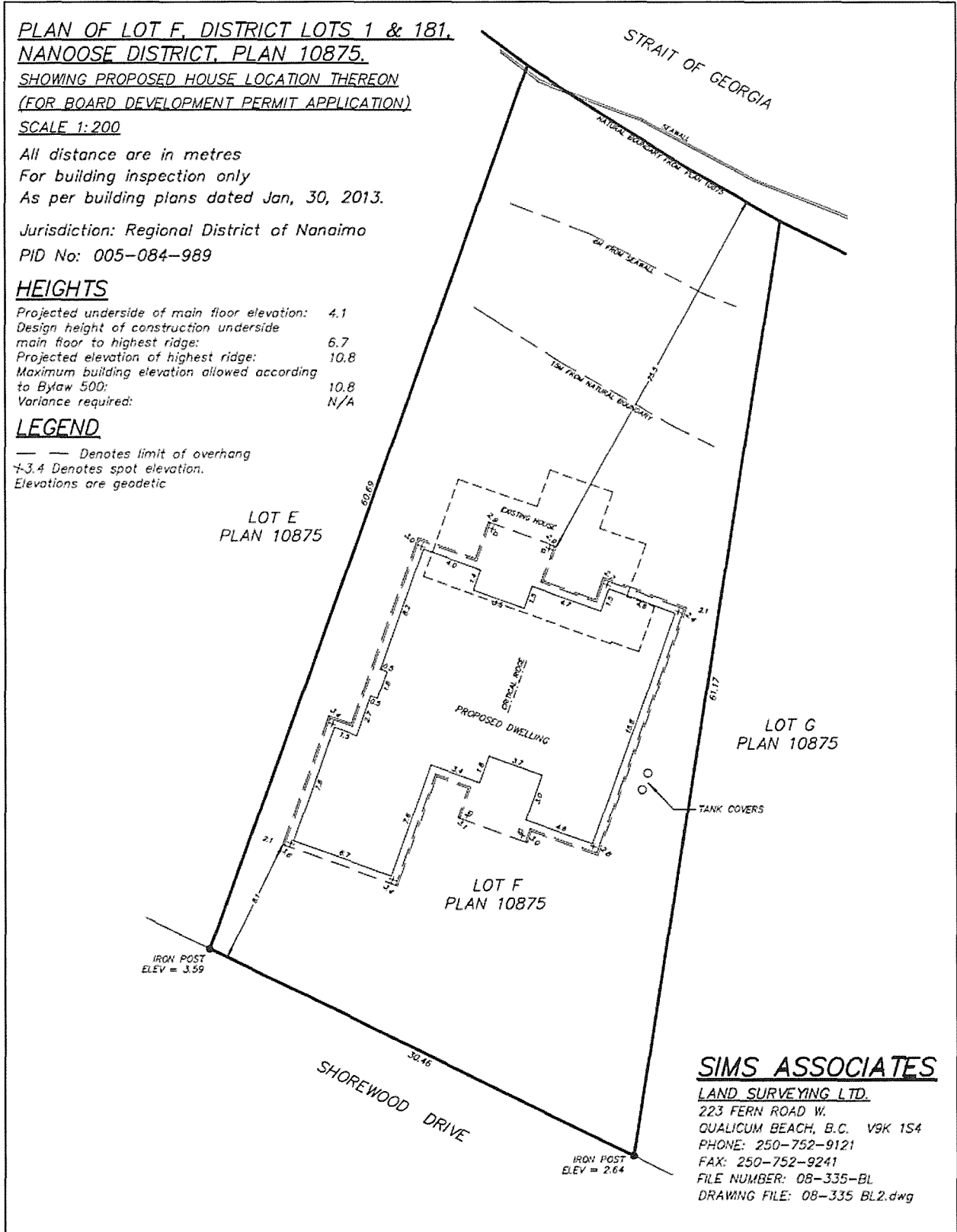
**Attachment 2  
Terms and Conditions**

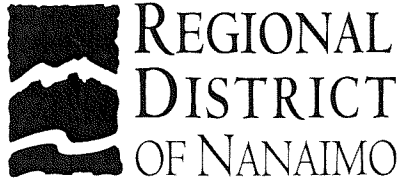
The following sets out the terms and conditions of Development Permit Application No. PL2013-077:

Conditions of Approval

1. The dwelling unit shall be sited and constructed generally in accordance with the site plan and stated building elevations prepared by Sims Associates Land Surveying Ltd. and received July 22, 2013, attached as Attachment 3.
2. The Lands shall be developed in accordance with the geotechnical report prepared by Lewkowich Engineering Associates Ltd. and dated August 14, 2013.
3. The Lands shall be developed in accordance with the Erosion and Sediment Control Plan prepared by Lewkowich Engineering Associates Ltd. and dated June 19, 2013.
4. Staff shall withhold the issuance of this permit until the applicant, at the applicant's expense, registers a Section 219 covenant that registers the Geotechnical Hazards Assessment report prepared by Lewkowich Engineering Associates Ltd. (dated August 14, 2013), on the subject property title, and includes a save harmless clause that releases the Regional District of Nanaimo from all losses and damages to life and property as a result of potential geotechnical and flood hazards.
5. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

**Attachment 3  
Site Plan and Building Elevation**





RDN REPORT	
CAO APPROVAL	✓
EAP	
COW	
AUG 20 2013	
RHD	
BOARD	✓

**MEMORANDUM**

**TO:** Paul Thompson  
 Manager of Long Range Planning **DATE:** August 15, 2013

**FROM:** Lisa Bhopalsingh  
 Senior Planner **FILES:** PL2011-060

**SUBJECT:** Status Update RGS and OCP Amendment Application No. PL2011-060 – Baynes Sound Investments  
 Lot A, District Lots 1 and 86, Newcastle District, Plan 48840;  
 Lot B, District Lots 1 and 86, Newcastle District, Plan 38643;  
 Lot C, District Lot 86, Newcastle District, Plan 38643  
 Electoral Area 'H'

**PURPOSE**

To update the Board on the status of information requested for RGS and OCP Amendment Application No. PL2011 – 060 and to consider alternatives for next steps in the application review process.

**BACKGROUND**

On April 23, 2013 the RDN Board adopted the following resolution:

*That the Board support a review of the application of the Baynes Sound Investments for a new Rural Village Centre at Deep Bay and that the application proceed through the process to amend the Electoral Area 'H' Official Community Plan and the Regional Growth Strategy.*

Immediately after the Board meeting the Applicant was advised of the Board’s decision and asked to submit additional information in support of their application. The Applicant committed to providing the RDN with all requested information by July 31, 2013. This date was integral to the schedule for consultation activities outlined in the Consultation Plan adopted by the Board on July 23, 2013.

The Consultation Plan indicates that the timing of consultation activities is dependent upon “receipt of outstanding information from the Applicant by July 31, 2013”.

The schedule for the actions outlined in the Consultation Plan is no longer achievable as the Applicant failed to provide all the required information by July 31, 2013. A summary of the information received as of August 15, 2013, and a preliminary evaluation of its adequacy based on RDN requirements is outlined in the table below. Depending upon Board direction, a more detailed evaluation of the information provided by the Applicant will be conducted.

Information Requested	Status – August 15, 2013 and Adequacy for Proceeding with Public Consultation
<p>1. A land inventory demand and supply analysis that shows there is a need to include additional land inside the Growth Containment Boundary (GCB).</p>	<p><b>Received Aug 6, 2013</b>  <i>RDN Capacity Review &amp; Deep Bay Impact Study</i>, G.P. Rollo &amp; Associates, August 2013</p> <p><b>Adequate</b>  The study does provide a land inventory demand and supply analysis. However, staff have concerns with the methodology used and concluded that it fails to provide justification for a new village centre.</p>
<p>2. An analysis of the potential impacts from the proposed development on the development of land inside GCBs located elsewhere in the region. In particular those RVCs in Electoral Area 'H' and the Urban Areas of Parksville and Qualicum Beach.</p>	<p><b>Received Aug 6, 2013</b>  <i>RDN Capacity Review &amp; Deep Bay Impact Study</i> by G.P. Rollo &amp; Associates, dated August 2013</p> <p><b>Not Adequate</b>  The study does present the potential impacts from the proposed development on other lands within the GCB from a housing perspective, forecasting a low impact from the proposed development. However, it does not address the impacts on retail/commercial particularly for the nearby Bowser RVC. There is also no discussion on the need to expand the GCB for an RV park nor the impacts of this land use on tourist accommodation in other RVC's in Area 'H' and the Urban Areas of Parksville and Qualicum Beach.</p>
<p>3. Additional information on the method of sewage treatment and wastewater disposal including more detail on the location of facilities and the measures that will be taken to protect the aquifer, surface water and the marine environment. An environmental impact assessment as recommended in the feasibility report.</p>	<p><b>Received Aug 6, 2013</b>  <i>Wastewater Management Preliminary Feasibility Report-Draft</i> by Mangat Environmental Solutions, dated July 31, 2013</p> <p><b>Not Adequate</b>  While several tasks (as identified in the RDN's scope of work for the additional sewage treatment information) appear to be addressed to a reasonable level, some tasks are partially completed and others not completed. There is no environmental impact assessment done for Option 1 which involves an onsite wastewater treatment facility for the subject property only. There is no analysis to support the conclusion that discharge to ground or surface water (a local creek or wetland) is feasible.</p>

<p>4. Address how the proposed ownership of the sewage treatment facility will be consistent with RGS Policy 10.4 that requires that new community sewer systems must be publically owned.</p>	<p><b>Received Aug 6, 2013</b>  <u>See page 67</u> - <i>Wastewater Management Preliminary Feasibility Report-Draft</i> by Mangat Environmental Solutions, dated July 31, 2013</p> <p><b>Adequate</b>                  Report contains language clearly indicating the intent for the proposed wastewater treatment plant to be owned and operated by the RDN following design, installation and commissioning.</p>
<p>5. A report on the measures that will be taken and the potential impacts of the development on watershed function including recharge capacities and surface runoff.</p>	<p><b>Received Aug 6, 2013</b>  <u>See pages 49-58</u> - <i>Wastewater Management Preliminary Feasibility Report-Draft</i> by Mangat Environmental Solutions, dated July 31, 2013</p> <p><b>Not Adequate</b>                  In this section, the report provides a general overview of theory and principles of water use technologies including:</p> <ul style="list-style-type: none"> <li>- Greywater reuse</li> <li>- Stormwater recycling system &amp; rainwater harvesting</li> </ul> <p>Common risks associated with grey water reuse are listed and pro &amp; cons are listed for different storm water practices. Best management practice(s) are listed and promoted. This section is limited to generalities related to water use technologies; potential impacts on the subject aquifer resulting from the proposed development have not been identified or quantified.</p>
<p>6. An evaluation of the impacts of the proposed development on the provision of emergency services.</p> <p><u>NOTE</u> - This report needs to include: an evaluation of the impacts on community vulnerability to disasters and impacts upon the provision of emergency services; (as per RGS Policy 4.3)</p>	<p><b>Received Aug 6, 2013 – Inadequate more information needed</b>                  Letter from Boulevard Transportation Group dated July 22, 2013</p> <p><b>Not Adequate</b>                  The letter deals primarily with emergency access to the proposed development.</p> <p>The letter indicates that anticipated impact on BC Ambulance Service due to the seniors units is low. There was no discussion of impacts as a result of the overall increase in population on Ambulance, Fire, Police and other Emergency Support Services. Furthermore there is no evaluation of the impacts to</p>

	<p>community vulnerability to disasters relating to known hazards (e.g. wildfire, motor vehicle and earthquake).</p> <p>It does not appear that any First Response and other Emergency Support Services were involved in providing information as part of this evaluation.</p>
<p>7. An inventory of aggregate deposits within the subject properties.</p> <p>Note: the Applicant is not proposing mining of aggregates. The request for aggregate information is part of the RGS requirements for GCB expansions and a requirement of the LGA to maintain access to known sources of aggregates.</p>	<p><b>Received Aug 6, 2013</b>  <i>Preliminary Aggregate Survey Report</i> dated July 30, 2013 by Lewkowich Engineering &amp; Associates Ltd.</p> <p><b>Not Adequate</b>                  The report provides an inventory of the aggregate deposits on the subject properties noting that the <i>“aggregates form part of the regional aquifer”</i> and that an environmental impact should be done prior to any mining.</p> <p>The report indicates that there is aggregate material that could be mined; however there is no conclusion about whether or not this aggregate resource should be extracted given the volumes estimated, accessibility and relationship to the aquifer.</p>
<p>8. Additional information on how the proposed development will affect demand for transit service.</p>	<p><b>Received August 8, 2013</b></p> <p><b>Adequate</b>  <i>Traffic Impact Assessment for Deep Bay Development on Highway 19A, July 5, 2013, Boulevard Transportation Group (Note this report is an update of the report submitted with application dated January 14, 2011).</i></p> <p>Section 7.2 (page 14) of the report provides information on how the proposed development will affect demand for transit service. It concludes that <i>approximately five residents</i> will use transit (based on an assumed 0.7% transit use by future residents of the proposed development). Based on current service the <i>“result is ten one-way trips each service day (currently only Tuesday) and approximately 500 new annual trips.”</i></p>

9. Confirmation that the Ministry of Transportation and Infrastructure (MOTI) will accept the proposed connection to Highway 19A.	<p><b>Received July 4, 2013</b></p> <p><b>Adequate</b> MOTI e-mail confirms acceptance of the proposed connection to Highway 19A at the location identified, and site data included in the <i>Traffic Impact Assessment for Deep Bay Development on Highway 19A</i>, January 14, 2011, Boulevard Transportation Group.</p>
10. Need written confirmation that Deep Bay Improvement District (DBID) can provide water and fire service for the proposed development.	<p><b>Not Provided as of Aug 15, 2013</b></p> <p>Information on water and fire service is central to the review of this application and proceeding with public consultation. Water provision and impacts of the development on water supply is of high interest to community members.</p> <p>Based on conversations between RDN staff and DBID there appears to be a strong likelihood that the DBID Board will not be able to consider providing confirmation of water provision to BSI in time for use within the proposed schedule of consultation activities outlined in the Consultation Plan.</p>
11. Confirmation from Island Corridor Foundation (ICF) regarding Railway Crossing.	<p><b>Not Provided as of August 15, 2013</b></p>
12. Proposal of OCP policy changes that BSI is requesting/would support.	<p><b>Received August 13, 2013</b> RDN Staff will assist BSI planning consultants as needed.</p>
13. Replacement Binder (with Applicant information on the proposed development) for the one submitted by RDN to the Bowser Library in May 2013.	<p><b>Received Aug 6, 2013</b></p> <p><b>Adequate</b></p>

As documented in the table above, the RDN received only one of the required pieces of information – see #a – received July 4, 2013. Some of the required information was submitted on August 6, 2013. To date, key information remains either outstanding or incomplete, this includes the following:

- Confirmation of the availability of water for household use and fire protection remains one of the key outstanding items.
- The additional information provided for wastewater treatment is not sufficient and requires further work in order to meet the RDN's requirements. This includes completing an environmental assessment of the treatment option proposed for the subject property.

- Information on the anticipated impacts on watershed function including recharge capacities and surface runoff and specific mitigation measures.

Confirmation of water and wastewater service and measures to protect watershed function (including aquifer protection) is an essential part of the RDN's due diligence for considering a change of this magnitude to the RGS and Area 'H' OCP. This information is also of great importance to the public consultation process. Proceeding with public consultation without this information will compromise the public consultation process and as such is not considered a viable option.

The timing for starting public consultation was determined by the Applicant when they chose and committed to July 31, 2013 as the date by which they would provide the RDN with all the required information. This deadline has not been met. Key information is outstanding and some of the information submitted will need substantial revisions in order to meet the RDN's requirements. To date a substantial amount of staff time has been spent on processing this application. Ongoing delays in receiving the required information will result in greater costs to the RDN in staff time and resources not covered by the application fees.

#### **ALTERNATIVES**

1. Establish a deadline of September 19, 2013, for receipt of all the required information to the satisfaction of the RDN.
  - a. If the required information is not provided to the satisfaction of the RDN by September 19, 2013, the Applicant be advised that failure to provide all required information will result in the Board reconsidering the application.
  - b. If the required information is provided by the deadline then develop a new Consultation Plan with a revised timeline for approval by the Board.
2. Postpone public consultation for Application No. PL2011-060 to amend the RGS and Area 'H' OCP to create a new RVC in Deep Bay until all the required information is provided to the satisfaction of the RDN, and develop a new Consultation Plan with a revised timeline for approval by the Board.
3. Withdraw support for a review of Application No. PL2011-060 and not proceed through the process to amend the RGS and Area 'H' OCP.
  - a. Discuss options with the Applicant about developing the site consistent with the RGS and OCP direction.
  - b. Work with Vancouver Island University to explore creative alternatives that support the objectives of the Deep Bay Marine Field Station.

#### **FINANCIAL IMPLICATIONS**

This section addresses financial implications for the RDN relating to the alternatives presented above.



### **Alternative 1**

This alternative has the greatest financial impact in the short term should the Applicant meet the established deadline and the Application proceed through the review process. As the Electoral Area Planning Committee (EAPC) chose to sponsor the application, the RDN incurs all costs not covered by application fees related to processing the bylaw amendments. As outlined in the March 27, 2013, staff report, processing an application to amend the RGS requires a significant amount of staff time. This is particularly the case for a major amendment where public interest is high.

Delaying the public consultation until all information has been provided to the satisfaction of the RDN will avoid the need to repeat consultation activities (as would be necessary should consultation activities proceed with incomplete information). Providing a clear deadline and consequence for failing to meet it ensures clear expectations for both the Applicant and the community. This will also help ensure that the process remains fair and the Applicant is provided with an opportunity to provide the required information. It will also ensure that RDN staff time and resources are not unnecessarily wasted by having an unlimited timeframe for meeting requirements. Should the Applicant fail to meet the extended deadline and the Board withdraw support for a review then this alternative would have relatively low financial impact.

### **Alternative 2**

This alternative would have similar costs to Alternative 1 and potentially higher depending on when the RDN receives the information and how much discussion is needed with the Applicant regarding the provision of complete information to the satisfaction of the RDN. Delaying the public consultation until all information has been provided will avoid the need to repeat consultation activities as would be otherwise necessary should the process proceed with incomplete information. However without a clear deadline and consequence, the process could be extended indefinitely and staff time significantly increased.

### **Alternative 3**

This alternative would have the least costs to the RDN in the immediate to near future. This would enable staff resources to be redirected back to the 2013 Long Range Planning work plan items. This alternative also allows for the RDN to work with the Applicant to explore options for developing the subject property within the parameters of existing RDN Bylaws. Vancouver Island University (VIU) has identified a number of obstacles related to the Deep Bay Marine Field Station that can be addressed through further discussions with RDN staff.

## **LAND USE IMPLICATIONS**

The March 27, 2013, staff report provides a detailed discussion of the implications for land use, sustainability, the environment and, servicing that provides a solid background to this report. This report is provided in Attachment 2. Depending on Board direction, a full review of the implications for land use, sustainability, the environment, and servicing will be conducted once all of the requested information is received and RDN staff have had sufficient time to review the materials.

### **Public Consultation Implications**

As noted above, the Board approved the Consultation Plan in July 2013, following a decision to support a review of the Application. The Consultation Plan identifies opportunities for the public to provide informed feedback on the proposed amendment. The Plan was based upon the Applicant providing information by July 31, 2013. The Applicant failed to provide the required information by July 31, 2013, and although some information has been provided as of August 15, 2013, information continues to be outstanding or inadequate for water, wastewater, watershed protection and other items.

A failure to meet the July 31, 2013, deadline means that the schedule of actions in the Consultation Plan approved by the Board cannot be achieved and a new Plan with a revised timeline will have to be considered by the Board in order to proceed with public consultation.

Attempting to proceed with the public consultation in the absence of key information will cause frustration on the part of community members and lead to increased costs for the RDN associated with having to repeat consultation activities as information becomes available. Staff recommends that the RDN first receive all the outstanding information prior to approving a new Consultation Plan.

### **SUMMARY/CONCLUSIONS**

Following the April 23, 2013, motion of the Board to support a review of the RGS and OCP amendment application in Deep Bay and subsequent approval of the related Consultation Plan the Applicant has been unable to provide the RDN with all of the required information by their own deadline of July 31, 2013.


The Consultation Plan approved by the Board is based on the RDN receiving all the required information from the Applicant by July 31, 2013. As this has not happened, meeting the schedule for the actions in the Consultation Plan is no longer achievable and a new one will need to be approved should the RDN Board wish to proceed with public consultation activities. The Board originally supported a review of the Application without establishing a firm deadline for the Applicant to provide information. The subsequent adoption of the Consultation Plan did not specifically state whether there would be any consequences for failing to meet the established deadline.

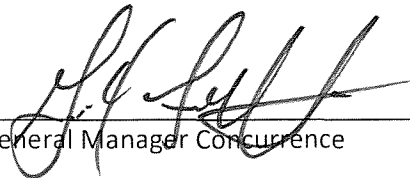
Moving forward, staff recommends that the Board extend the deadline for providing all the outstanding information as deemed sufficient by RDN staff to September 19, 2013, and clearly state that the consequences of failing to meet this deadline will be that the Board will consider withdrawing support for a review of the application and not proceed through the RGS and OCP amendment process.

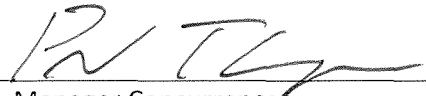
In light of the information presented in this report staff recommends the Board choose Alternative 1.

**RECOMMENDATIONS**

1. That the Board not proceed with public consultation for Application No. PL2011-060 at this time and that should the process proceed, a new Consultation Plan with revised timelines be considered for approval.
2. That a deadline of September 19, 2013, be established for receipt of all required information to the satisfaction of the RDN for Application No. PL2011-060.
3. That the Applicant be advised that failure to provide all required information to the satisfaction of the RDN by September 19, 2013, will result in the Board reconsidering the application.

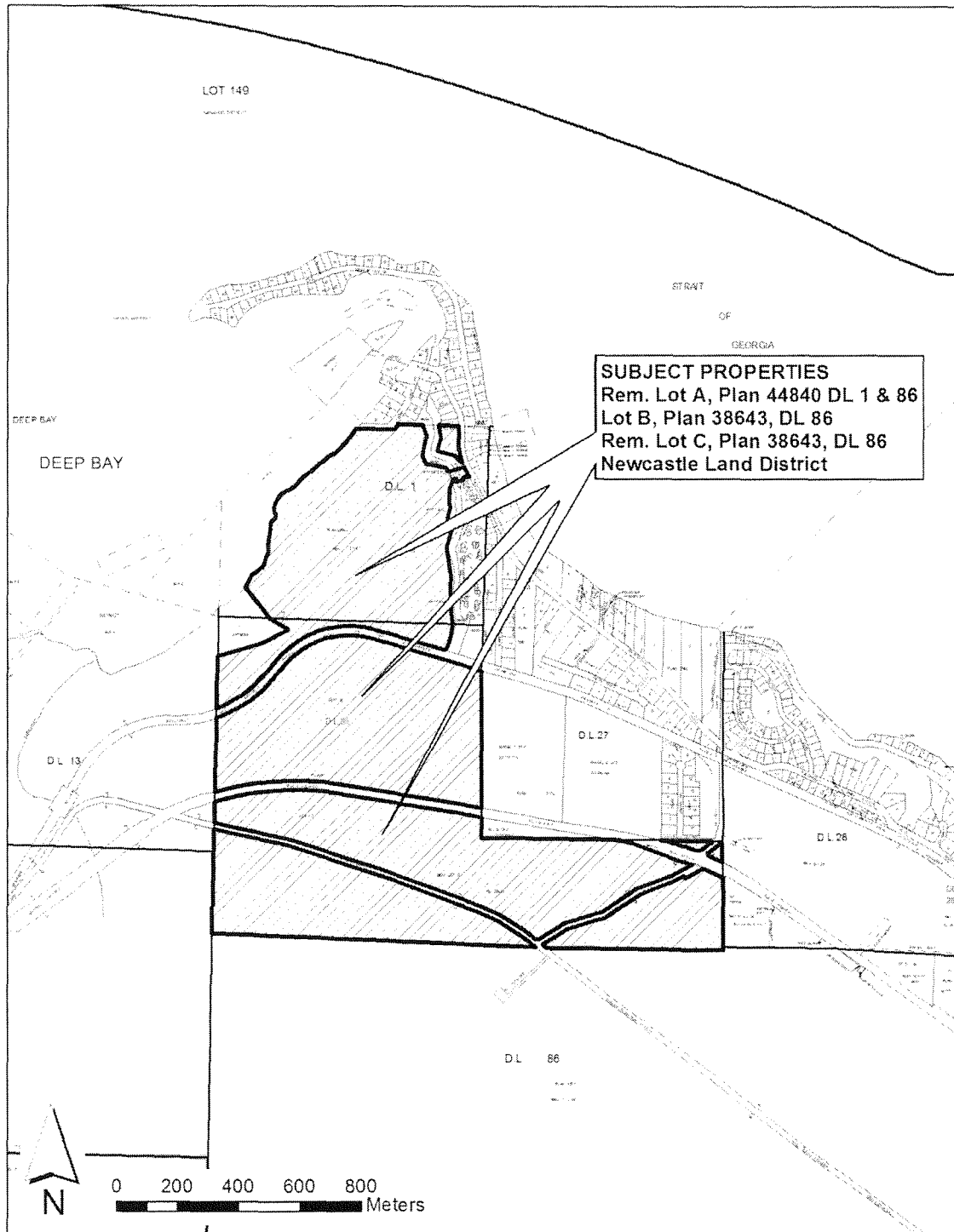
  
\_\_\_\_\_  
Report Writer

  
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General Manager Concurrence

  
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Manager Concurrence

  
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A/ CAO Concurrence

**Attachment 1**  
**Location of Subject Properties in Deep Bay Development Proposal**



BOGS MAPSHEET 92F 047 3 2

**Attachment 2**  
**RDN Staff Report March 27, 2013**



Attachment 2

CAO APPROVAL	<input checked="" type="checkbox"/>
EAP	<input checked="" type="checkbox"/>
GOW	<input type="checkbox"/>
APR 02 2013	
RHD	<input type="checkbox"/>
BOARD	<input type="checkbox"/>

**MEMORANDUM**

**TO:** Paul Thompson  
Manager of Long Range Planning

**DATE:** March 27, 2013

**FROM:** Lisa Bhopalsingh  
Senior Planner

**FILES:** PL2011-060

**SUBJECT:** Reconsideration of RGS and OCP Amendment Application No. PL2011-060 – Baynes Sound Investments  
Lot A, District Lots 1 and 86, Newcastle District, Plan 48840; Lots B, District Lots 1 and 86, Plan 38643; Lot C, District Lot 86, Plan 38643  
Electoral Area ‘H’

**PURPOSE**

To re-consider an application to amend the Regional Growth Strategy (RGS) and the Electoral Area ‘H’ Official Community Plan (OCP) to include a new Rural Village Centre (RVC) within the Growth Containment Boundary (GCB) for a proposed development in Deep Bay.

**BACKGROUND**

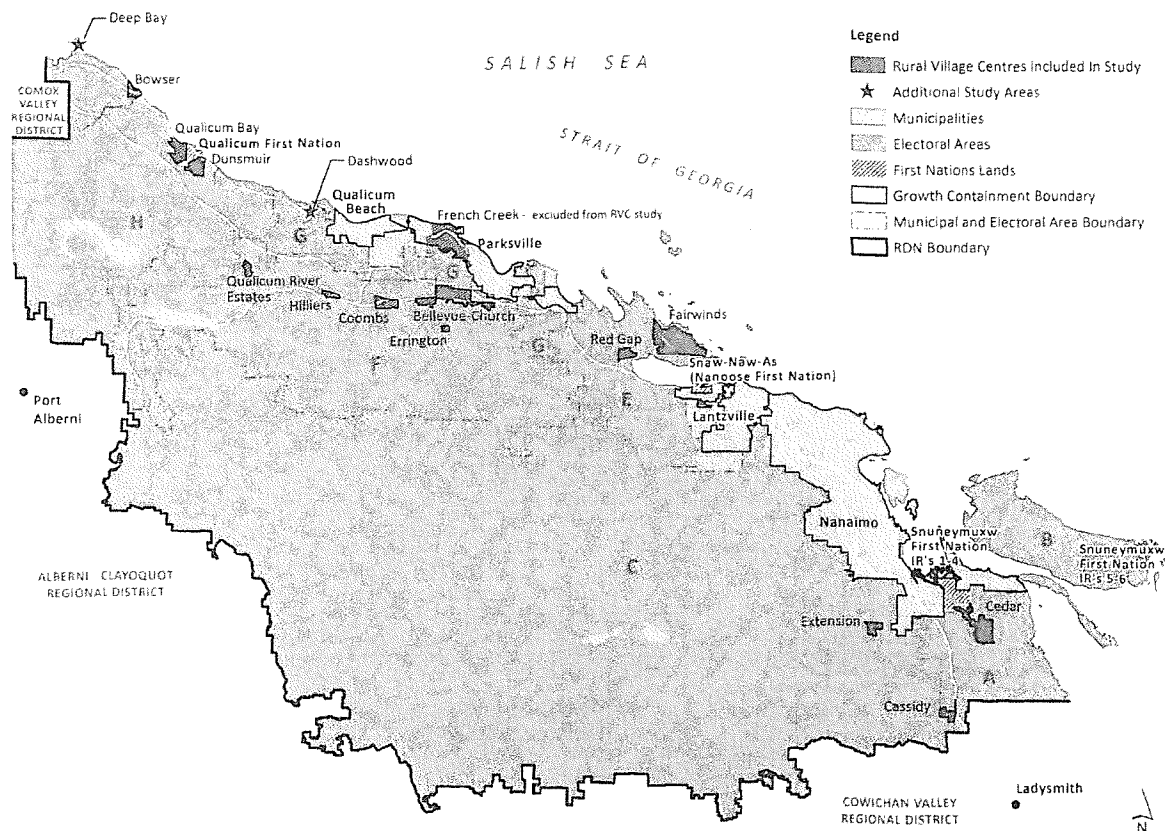
On October 4, 2011 the RDN Board considered an application for a development (see attachment 1 for subject property map) that requires amendments to the Area ‘H’ OCP and RGS to allow a new Rural Village Centre in Deep Bay. The designation of a new Rural Village Centre is necessary to support the density of development proposed for a resort community involving 76 ha of land. This includes a mix of 386 single and multi-family residential units, 6,975 m<sup>2</sup> of commercial land and 292 recreational vehicle spaces (see attachment 2 for concept plan). The RDN Board directed staff to include the proposal for a new Rural Village Centre in Deep Bay in a region-wide study of Rural Village Centres and put the application on hold pending completion of the study.

The Rural Village Centre study fulfills direction in the Regional Growth Strategy (Policy 4.11) by investigating concerns that some RVCs may never reach their intended function as mixed-use, compact, complete communities. This work will aid the Board and respective communities in prioritizing the investment needed to provide community water and sewer, and transit.

Including Deep Bay in the study allowed for the area to be considered objectively as part of a technical evaluation in order to show how it performs relative to existing RVCs in the study and within a larger regional growth management context. The study also provides potential implications of designating an additional RVC in Deep Bay upon neighbouring RVCs in Electoral Area ‘H’. The Rural Village Centre Study was received by the RDN Board on March 26, 2013. Now that the study has been completed, the RDN Board can reconsider the application for a new RVC at Deep Bay within the context of the information provided by the study.

The RVC study included 13 of the 14 existing Rural Village Centres (see Map 1) in the Regional Growth Strategy<sup>1</sup>. Deep Bay was included as an additional Study Area (SA) along with Dashwood in Electoral Area 'G'. In order for the study to determine what is required for each RVC and SA to grow from where it is now to the ideal mixed-use centre as envisioned in the RGS, the study established a baseline for the evaluation based on existing conditions. As well, projections for future growth were based on existing OCP policies. As such it did not take into account any future development proposals for any of the RVCs or SAs including the application under discussion.

Map 1 – Existing Rural Village Centres



The RVC study shows how close/far each of the included RVCs and study areas are from becoming complete, compact, mixed-use communities based on the established criteria. By doing so it highlights each area's strengths and weaknesses. While the study looked at certain characteristics based on current conditions it also provides a projection of future retail demand by analyzing development and market viability based on projections for each RVC as well as anticipated growth and distribution of population throughout the region. The study gives a clear indication of what it would take for each RVC to reach optimum levels of performance.

<sup>1</sup> French Creek RVC was excluded because it is considered to be a mostly developed, mixed-use community with transit service and large areas served by community water and sewer.

The RVC study ranked the Deep Bay study area (which includes the land that forms part of the Bayne Sound Investment Ltd. application) amongst one of the mid to lower performing areas based on the study criteria with a ranking of 5 on a scale of 1-6 (with 1 being the best and six the lowest) along with Dashwood, Dunsmuir, Extension and Hilliers (see attachment 3). The RVC study provides an indication of what would need to happen at Deep Bay in order for it to perform better as a future RVC that would benefit Area 'H' and the region as a whole.

This report provides a discussion of the implications of considering the application which requires the creation of a new RVC at Deep Bay. The results of the RVC study are used to provide context for the application including the need for additions to the Growth Containment Boundary in the Region. Further details on the RVC Study are included in the staff report received by the RDN Committee of the Whole (COW) on March 12, 2013.

### ALTERNATIVES

1. That the Electoral Area Planning Committee supports a review of the application by Bayne Sound Investments (BSI) for a new RVC in Deep Bay and that the application proceed through the process to amend the Electoral Area 'H' Official Community Plan and the Regional Growth Strategy.
2. That the Electoral Area Planning Committee recommends that the application be held in abeyance until the completion of the next Electoral Area 'H' Official Community Plan review.
3. That the Electoral Area Planning Committee does not support a review of the application by BSI for a new RVC in Deep Bay and that the application be denied.
4. That the Electoral Area Planning Committee provide an alternate recommendation for the application by BSI for a new RVC in Deep Bay.

### FINANCIAL IMPLICATIONS

The financial implications for the RDN, regional communities and Electoral Area 'H' residents vary greatly depending on RDN Board direction. This section of the report addresses financial implications for the RDN. A discussion of longer term economic impacts is included under the section addressing the RGS economic goal.

The staff report received by the Board in October 2011 indicates that if the RDN Board supports amending the RGS and OCP to allow a new RVC at Deep Bay, the potential subdivision that could result would not result in *"any direct short term infrastructure costs for the RDN"*. The report further states that *"the capital cost for the development of local road improvements and community services would be borne by the applicant. The applicant proposes to construct an advanced wastewater treatment system that will be owned and maintained by the strata corporation"*. However it was noted that there would be financial implications if the RDN was asked to take over a wastewater treatment system in the future.

The application includes a preliminary study indicating that the Deep Bay Improvement District (DBID) aquifer has sufficient water to supply the development. The feasibility study specifies that upgrades to water storage capacity and the DBID piping network will be needed to service the proposed



development. The recovery of any capital costs related to supplying water to the proposed development would be the responsibility of DBID to negotiate with the developer.

In the long term there are a variety of unknown potential long term costs, liabilities and risk for the RDN associated with future maintenance of infrastructure such as wastewater treatment, water, sidewalks, parks and rainwater management/stormwater infrastructure.

In terms of staff time and impacts on other ongoing projects, the financial implications of the different alternatives presented in this report are outlined below. Some of these financial implications are the same for the alternatives presented in the staff report to the EAPC on September 2, 2011 and to the RDN Board on October 4, 2011:

**Alternative 1** has the greatest immediate impact. Processing an application to amend the RGS requires a significant amount of staff time that would normally be spent on other projects. The RGS establishes criteria under which proposed amendments can follow one of two processes depending upon whether or not the amendment is deemed minor<sup>2</sup>. Based on these criteria, if the RDN Board supports the Baynes Sound Investments Ltd. application proceeding as an amendment application, it would not be considered a minor amendment. The application would have to follow the regular RGS amendment process for land in an electoral area as outlined in Attachment 4. This process reflects steps required under the *Local Government Act* to amend a Regional Growth Strategy.

By supporting the application to amend the RGS, the Electoral Area Planning Committee (EAPC) effectively becomes a sponsor of the application and as such, the RDN incurs all costs associated with a bylaw amendment not covered by application fees. At the time that the application was submitted the only fees applicable were for amending an OCP as there were no provisions to recoup costs specific to amending the RGS<sup>3</sup>. As a result, for this application, the RDN will have to absorb the additional costs of processing the RGS amendment application beyond the \$800 OCP amendment fee collected in April 2011. As well, staff time spent on this application means that work on other projects in the 2013 Work Plan may have to be deferred.

**Alternative 2** would have the greatest financial impact in the near to medium future. An OCP review requires an extensive amount of staff time and other resources. A project of this scale must be included in the yearly budgeting and work plan process and could cost upwards of \$200,000. Depending on the scope of the OCP review there will be costs associated with resources for staff time, studies by professional consultants, committees and public consultation. An OCP review can be expected to take a minimum of one year, however more recent experience suggests OCP reviews take much longer to complete (over 2 years). An OCP review for Electoral Area 'H' has not been included in the 2013 departmental work plan.

**Alternative 3** would have the least financial impact as no additional staff time would be required for this application. Costs related to **Alternative 4** are unknown and would depend on the nature of the direction provided to RDN staff.

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<sup>2</sup> Regional Growth Strategy, Bylaw No. 1615, November 22, 2011 Page 4.

<sup>3</sup> Amendments to RDN Bylaw No. 1259 (A Bylaw to Establish Fees for Planning Related Products and Services) in November 2011 now require applicants to pay for an RGS amendment in addition to the application fee for the OCP amendment.

## LAND USE IMPLICATIONS

### *Growth Management Implications*

The application involves proposed amendments to the Electoral Area 'H' OCP as well as the RGS to add a new Rural Village Centre in Deep Bay. The previous staff report to the Board (received on October 4, 2011) states that growth management implications "*must be considered at the regional level as well as the site level. At the site level the main considerations are design and layout, providing for a mix of uses, efficient servicing and the measures taken to protect environmentally sensitive areas.*"

The previous staff report on the application refers to the 2003 RGS that was in place at the time. This has since been replaced by an updated RGS adopted by the Board in November 2011. The updated RGS carries forward much of the same growth management direction from the 2003 RGS with additional emphasis and new goals addressing climate change and energy consumption, affordable housing, economic resiliency, and food security. The application is discussed below in relation to the goals of the 2011 RGS.

The application includes an extensive amount of information justifying the development. This information is available upon request. An additional submission titled *Deep Bay; A Rural Village Centre* summarizes the applicant's perspective on why the application should be supported (see Attachment No. 6).

At the site level, the development concept put forward in the application demonstrates many of the desirable characteristics specified by the RGS for Rural Village Centres to be compact, complete communities with efficient servicing. This includes a mix of uses, range of housing types and a compact arrangement that supports walking. The application also shows consistency with other RGS Goals to protect environmentally and archaeologically sensitive areas through dedication of green space and strategies to mitigate the impacts of the development on surface water (including the ocean) and groundwater.

Regional level considerations are discussed below with reference to the updated RGS goals and the technical results of the RVC Study. The RGS provides direction on what must be considered when considering changes to the Growth Containment Boundary. *At the regional level the main considerations are:*

1. Have they demonstrated that there is a need for a new village centre;
2. What are the impacts on other established village centres; and
3. Does it contribute to regional goals for urban containment, transportation, GHG emission reductions, affordable housing, agriculture, the economy and protection of rural and resource lands.

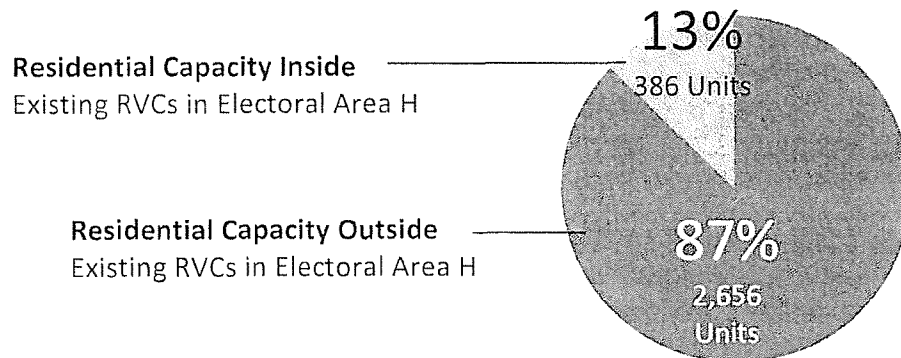
#### **1. Demonstrated need for a new village centre**

The RVC study and staff report received by the Board is a resource to help the Board evaluate the 'bigger picture' regional growth management implications of proposals for changes to the GCB in electoral areas including this application that requires a new RVC at Deep Bay.

The results of the RVC study combined with details of the 2011 Census results and the RDN's 2007 Land Inventory and Capacity analysis show that from a housing needs perspective there is ample land to accommodate anticipated growth in the region for the next 30 years. This includes ample capacity to accommodate growth in existing RVCs in Area 'H' as well as in the RGS Rural Residential Land use designation outside of RVCs.

The 2011 Census count for Electoral Area 'H' was 3,509 people. This reflected an increase of 1% or 35 people for the five years between 2006 and 2011 Census. With the exception of Electoral Area B, Electoral Area H had the slowest growth of all the RDN's electoral areas. This fact reinforces the findings of the RDN's 2007 Land Inventory and Capacity Analysis that, subject to some dramatic change in current and projected growth, there is adequate land to accommodate future demand for residential growth in Electoral Area 'H' until 2036 if not beyond.

The RDN's 2007 Land Inventory and Capacity Analysis calculated capacity for an additional 3,042 residential units in Electoral Area 'H' based on OCP land use<sup>4</sup>. With an average Census household size of 2.4 this means that there is the potential to accommodate an additional 7,300 people based on existing land use policies. While some of this residential capacity (13%) is within existing Rural Village Centres the majority (87%) of the residential growth potential is outside RVCs and mostly on lands designated Rural Residential.



The significant growth potential outside of the existing RVCs in Electoral Area 'H' is an important consideration in evaluating the need for another RVC in Electoral Area 'H', particularly when the existing RVCs continue to struggle to maximize their potential due in part to the ample development potential outside their boundaries.

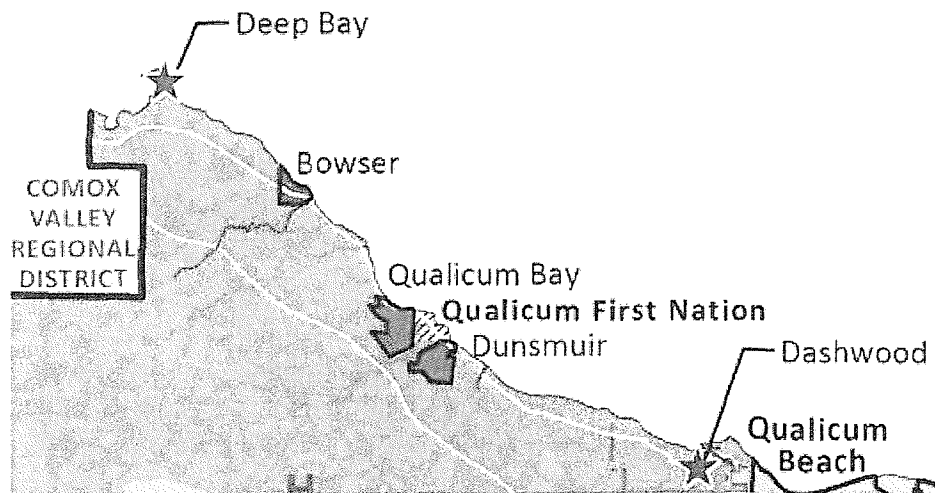
Based on future demand for housing, there is currently no demonstrated need at either the local or regional level for a new RVC at Deep Bay. The proposal mentions a planned expansion of oyster production for a specific company within the shellfish industry and the role of an adjacent Centre for Shellfish Research in drawing "a large number of people to the community for various programmed events". However, no details are given about what this means in terms of an increased demand for housing and commercial space and how the proposed development would accommodate these needs.

<sup>4</sup> This calculation for the 3 Area 'H' RVCs was based on existing levels of servicing and prior to the completion of the Bowser Rural Village Centre Plan. With wastewater treatment systems in place there would be greater residential capacity within the existing RVCs.

Since the RDN Board put the application on hold, changes to the RGS now allow OCPs to include policies that allow more flexible density based rural residential development rather than the standard parcel size based form of development. The 2011 RGS now allows for OCPs to include policies that support "Alternative Forms of Development" on lands designated Rural Residential. A suite of potential options for communities to consider in their OCPs are outlined in the study received by the Board. The intent of these options is to provide creative solutions to mitigate the environmental impacts of ongoing fragmentation of rural lands currently allowed through the traditional subdivision process. This would allow for clustering of development (without any increase in allowed density) in order to preserve environmentally and archaeologically sensitive areas as well as hazardous lands. Alternative forms of rural development also promote opportunities to service land more efficiently with roads, water and wastewater systems.

## 2. Impacts on other established village centres

Electoral Area 'H' has three designated RVC's - Bowser, Qualicum Bay and Dunsmuir. Bowser, the closest RVC to the proposed development, is recognized as the commercial centre in Electoral Area 'H' with the greatest variety of commercial services and amenities. In contrast to the mostly residential land uses in Dunsmuir, Qualicum Bay has a greater mix of uses and distinct character with its established tourism focus and location of key community amenities serving Area 'H' (including the Lighthouse Community Hall, Ambulance and Fire Station).



Bowser performs well in the RVC study evaluation categories both regionally and compared to the other areas included in the study for Area 'H' (see Attachment 3). Region-wide Bowser performs the second best in all the evaluation categories behind Cedar RVC which is ranked the highest overall. Qualicum Bay, Dunsmuir and the Deep Bay study area ranked mid to low in all the evaluation categories with Qualicum Beach ranking fourth place and Dunsmuir and the Deep Bay study area ranking fifth. Arguably if Deep Bay were developed according to the concept included in the application it would score higher based on having a more walkable, compact design and wastewater services.

The RVC study indicates that commercial development at Deep Bay "would likely negatively impact some sales from Bowser" noting that "Bowser could be expected to continue to capitalize on tourist spending, and spending from the Deep Bay area if the development at Deep Bay does not proceed" (RVC

Study pages 61, 63 and 67). The study does not speak to negative impacts of the proposed Deep Bay development on Qualicum Bay and Dunsmuir. That being said, the RV Park included in the proposed development at Deep Bay is likely to have an impact on similar tourist accommodation businesses like the RV parks in the Qualicum Bay area as well as the smaller resorts in Bowser.

### **3. Does it contribute to Regional Goals?**

At the site level, the layout and design of the proposed new village centre at Deep Bay as shown in the concept plan has many of the desirable characteristics the RGS outlines for compact, complete communities. This includes a mix of uses, range of housing types, and community gathering spaces organized to create a compact and walkable community. The proposed layout aims to protect the environment by setting aside 41 ha of the development as dedicated parkland in order to protect significant ecological sites and provide community amenities (including trails, parks and community gardens).

With respect to the specific goals of the RGS, the following discussion outlines how the proposed application contributes to the goals of the 2011 RGS:

#### **1. Prepare for Climate Change and Reduce Energy Consumption**

From an energy perspective the applicant indicates that they support the use of LEED principles and promote the use of Alternative Development Standards that use building design, landscaping and site design to reduce infrastructure costs and reduce energy consumption. Onsite rainwater management techniques, walking trails, bike paths, recycling and waste reduction measures are all cited as ways of reducing greenhouse gas emissions.

In terms of including adaptive measures to prepare for the impacts of climate change, the proponents indicate that design elements will be used to help mitigate the impacts of the urban heat island. The proposal indicates that an integrated water management plan will be developed that includes onsite rainwater management and technologies to reduce and re-use water. Furthermore, the intent to retain green space and set back any development from coastal waterfront can also be viewed as an adaptive measure given the increased risks of erosion and landslide associated with more extreme weather events and sea level rise that is anticipated as a result of climate change.

The biggest challenge for the proposed application, from an energy reduction standpoint, is that although the development concept includes a compact, well connected layout that supports walking and cycling and reducing energy consumption, the densities are not high enough to support a truly walkable and transit supported community. The application does not clearly show how it will help reduce energy consumption given that the proposed residential and employment densities are not close to what is needed to support transit or walkability (in terms of going beyond recreational needs to meeting daily employment, retail, educational and other service needs).

#### **2. Protect the Environment**

According to studies submitted with the application, the site has been heavily disturbed through logging activities resulting in damage to watercourses. The proponents commit over 50% of the development site area to park and open space with areas set aside for conservation and rehabilitation.

The proposed development concept includes day lighting streams and habitat enhancement to encourage restoration of fish habitat.

The proposal indicates that best practices will be used to conserve, reduce and re-use water as well as for treating wastewater (although it does not say specifically how this will be done). Water for the proposed development would be supplied by the Deep Bay Improvement District (DBID) which uses groundwater supplies. Preliminary studies provided by DBID indicate that there is sufficient capacity to provide water to the Development. The developers indicate that a variety of alternative development standards would be used to reduce the amount of impermeable surfaces.

The impacts of the proposed development versus what would be allowed under current regulations on groundwater re-charge and the marine environment are at this stage unclear. On the one hand there are indications that higher levels of groundwater vulnerability and negative impacts on the marine water quality tend to coincide with the location of development and intensity of human activity. However there appears to be limited research on which types of human activity are most damaging because it is very difficult to identify the source point of contamination.

The proposed development would require a community wastewater treatment system. Benefits to the shellfish industry are mentioned several times in relation to providing a community wastewater treatment system that could be eventually extended to existing neighbourhoods. If a community wastewater treatment system is built and local residents are willing to invest in infrastructure to access community wastewater treatment then this could potentially address issues of ageing and failing septic systems. More study is required to determine the feasibility of this and understand the financial implications for the RDN and local residents.

Details about the method of wastewater treatment are not fully defined. There are preliminary indications that land based disposal would be considered with potentially some spray irrigation for agricultural use and re-use of treated water to enhance stream flows. Additional detailed information is required to fully determine potential impacts arising from this proposal.

Concerns about the impacts of the currently allowed type and level of development upon shellfish aquaculture have been cited as a rationale for supporting the higher levels of development serviced by a wastewater treatment system as proposed in the application. The RDN's recently completed Agricultural Area Plan (AAP) notes the potential conflicts between aquaculture and agriculture as well as the impacts of urban development on both forms of land use. The AAP supports a variety of actions that resolve these conflicts.

There is no demonstrated evidence that more intensive urban development of 386 residential units, 292 RV units, commercial and recreational buildings along with roads and paved recreation areas (tennis courts, basketball courts) serviced by a community sewage treatment system would be any better than the scale of development that is currently allowed. More details on the proposed wastewater treatment system and disposal options are needed to ascertain the environmental impacts of higher density development on a community wastewater treatment system versus lower density development using modern individual or package treatment systems.

### 3. Coordinate Land Use and Mobility

The proposed development is compact, fitting well into a 5-10 minute walking radius (200-400 metre distance) with the majority of residential use within close walking distance of the proposed commercial/retail centre and a variety of recreational opportunities.

At the site level the proposed development concept effectively links land use to inter-connected trails and road networks. This includes separate biking and walking paths, and traffic calming that promotes a range of transportation choices including walking, cycling, rail and car use.

The developer indicates that once the development is *“fully realized there is an economic potential for a shuttle bus service to be developed for residents and visitors”*. Deep Bay currently has bus transit service one day a week. This service has not been well used in Electoral Area ‘H’ since it was introduced in March 2012. Although the development if fully built out would result in a significant increase in current residential density, both the residential and employment densities proposed by the development are too low to support a regular transit system that is economically viable.

A preliminary road transportation study provided by the developer indicates that the development will not have a major impact on existing road networks though there will be a need for improvements to allow for a new highway access to the development site. An additional positive aspect of the proposal is that it would provide road access to the Deep Bay Marine Station that currently does not have dedicated highway access.

### 4. Concentrate Housing and Jobs in Rural Village and Urban Growth Centres

The proposed development aims to concentrate housing and jobs through the creation of a new Rural Village Centre. As a new RVC the development proposal if realized would provide opportunities for a variety of housing types, recreation opportunities and some potential longer term employment through the commercial/retail space.

The number of permanent jobs that the proposed development is anticipated to support at build out is quite low (27 direct Full Time Equivalent (FTE) and 5 indirect FTEs) in contrast to the potential number of residents (approximately 926) that could live in the development at build out. While it is arguable that potential residents might have a home based business, the lack of major growth in local employment suggests that the main market for the development would be retirees or those commuting to workplaces outside the area.

Despite the proposals design concept and expressed intentions to follow a variety of sustainability concepts, including Smart Growth Principles, its green field location outside of the existing GCB remains contrary to the intent of the RGS to concentrate growth within existing mixed use centres within the GCB.

In recognition of the significance of considering changes to the GCB, the RGS (Policy 4.3) requires several criteria to support proposed expansion of GCBs. These criteria and the extent to which they are addressed through the proposal received by the RDN Board are discussed in the Summary/Conclusion.

## 5. Enhance Rural Integrity – Protect and Strengthen the Region’s Rural Economy and Lifestyle.

The proposed development is primarily on lands designated Rural Residential in the Electoral Area ‘H’ OCP. The RGS recognizes that one of the challenges to increasing the proportion of growth within GCBs is the extensive potential for large lot development in rural areas particularly on land designated Rural Residential. Residential development outside of the GCB continues to fragment ecosystems and lands valued for groundwater recharge and aquifer protection as well as resource uses (agriculture, aquaculture, and forestry).

To address this issue the RGS does not support the designation of more Rural Residential land and provides policies intended to minimize the impacts of development that is currently allowed. The RGS also allows for OCPs to be amended to include alternative forms of development on Rural Residential land that would allow smaller minimum parcel sizes outside the GCB providing there is no overall increase in density or the potential number of new lots (RGS Policy 5.13). This is intended to reduce the fragmentation of land and allow for more land to be conserved in order to mitigate the ecological and economic impacts of residential development of rural lands.

The RDN Board received a study on November 27, 2012 that presented a range of options to minimize the impacts of development of Rural Residential lands. This study of Alternative Forms of Rural Development provides a suite of options that can be considered by communities as amendments to their Official Community Plans.

Should the RDN Board decide not to proceed with considering the application to amend the RGS there would be an opportunity for the applicant to request that the Area ‘H’ OCP be amended to include options for alternative forms of development that would better meet RGS goals to protect the environment and rural areas while supporting community appropriate levels of development.

## 6. Facilitate the Provision of Affordable Housing

The development proposal includes: 84 single family attached units, 136 single family detached units, 120 multi-family residential units and, 46 seniors housing units. A range of housing types caters to a variety of life stages from singles, to families to seniors. The proposal indicates that the developer will work with the RDN to explore options including *“the provision of secondary suites and live/work studios and apartments above the commercial space”*. Rental suites can help make housing more attainable for owners and renters. Well designed and adaptable suites can also support the ability of housing to adapt to changing needs of individuals and families.

The application states that a range of price points and tenure types will be available but does not specify what these will be. The application also notes that through the development of comprehensive zoning *“the opportunity is provided to increase densities that allows for the negotiation of public amenities including affordable housing”*. Future negotiated agreements will be required to guarantee that the development will meet the thresholds for affordability that make housing attainable for a range of income levels.



Reliance on owning a private automobile is another factor for housing affordability particularly in more rural areas. The development lacks the densities needed to support an efficient transit service. This means that housing costs will be compounded by transportation costs associated with the need to own a private vehicle to access jobs, schools, retail, medical and other daily needs.

Given the significance of the proposed change, should the Board decided to proceed with considering the application then it would be wise to consider OCP policies to ensure that a proportion of the proposed units in the development meets the intent of RGS Goal 6 and structure agreements so that the provision of affordable housing units are secured and tied to the land irrespective of future changes in ownership.

## **7. Enhance Economic Resiliency**

One of the challenges for local governments is evaluating the full costs of development by weighing anticipated economic benefits with the long term costs of providing services and amenities to low density populations. This level of analysis is rarely undertaken given the complexity of factors involved and the way costs are distributed amongst different levels of government. In rural areas of the RDN this includes ongoing servicing and maintenance of rural roads and storm water infrastructure that are paid for through provincial taxes.

Another challenge is the role of local government in considering the market viability of proposed developments and the financial stability of developers to undertake projects. There are many examples of projects both within the RDN and neighbouring regional districts that have been approved at the OCP level and that have stalled or been scaled back due to lack of market demand or inadequate funds to follow through on the development.

Some may argue that market viability and financial stability of proposals should not be a consideration for local governments in making substantial changes to land use bylaws to accommodate growth. However, a failure to consider market conditions may see local governments undertake processes that are resource intensive and require a high level of community engagement only to be left with lands that remain undeveloped or underdeveloped due to lack of demand for many years. In such cases the lands may change hands multiple times over many years before being fully developed. The result is any anticipated benefits to the community of accepting significant land use changes may not be realized.

Should the Board support the development proceeding, the applicant's economic study<sup>5</sup> estimates that from project start-up to build out "total government revenue from the project is expected to be \$14.3 million by 2025" of which \$8.4 million would be generated by regional property tax and \$1.66 million from RDN permits and fees. The RDN is estimated to benefit from over \$925,000 in anticipated annual tax revenues once the project is fully build out.

The applicant puts forward estimates for employment generated during the construction phase and resulting from the commercial development after build out is completed. Forecasts for retail expenditures by residents of the proposed development are also provided with estimates of \$25 million being generated by build out. This is based on an anticipated 60% average occupancy rate of the RV

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<sup>5</sup> Deep Bay Benefits Analysis, G.P. Rollo & Associates, Land Economists Ltd, January 2010, Section 8, page 13, Deep Bay Development Concept.

park. The commercial space if built out is estimated to create 27 FTE direct jobs plus and an additional 5 FTE indirect jobs.

The RGS supports the provision of new tourism facilities and developments that attract new tourists and increase length of stay (Policy 7.11). In keeping with this policy, the proposal includes RV Resort Units with 292 spaces and a range of amenities intended to attract longer term visits. Increased tourism would benefit local businesses including the proposed retail on the site. Like retail, employment in service industry jobs related to tourism are typically not high paying. Nevertheless there would be spin-off opportunities for small business to capitalize on tourism traffic.

It is not currently known whether or not there is demand for an RV park of this scale and to what extent a new RV park in this location would impact business for existing RV parks in electoral Area 'H' and other tourist accommodations like bed and breakfasts, motels or resorts. Although not intended, the RV park may also potentially be used as a form permanent housing. This is difficult to regulate and occurs in other areas of the region where RV parks are allowed.

## **8. Enhance Food Security**

The RDN Board adopted the region's first Agricultural Area Plan (AAP) on October 23, 2012. The AAP was created with the input of a diversity of stakeholders including agricultural and aquaculture producers, processors, retailers and consumers.

One of the AAP's Goals is to "Support Agriculture and Aquaculture in Land Use Regulations and Policies". A specific action identified under this goal is to "continue to work with member municipalities to encourage the efficient use of existing urban and future urban lands as identified in the RDN's Regional Growth Strategy" (7.1E page 53 AAP).

Both the RGS and AAP support aquaculture and agriculture. The AAP recognizes the potential sources of conflict between agriculture and aquaculture, in particular citing "*issues of water use and the potential effects of runoff from agricultural and urban land uses into aquaculture sites*" (AAP page 2). This includes coordinated actions to address surface water issues and concerns (4.2B) such as strengthening the RDN's development approval process to consider the water-related impacts of new development on both aquaculture and agriculture (7.1D).

In keeping with RGS policies, the majority of the ALR lands on Lot C within the development proposal are not identified for subdivision or development aside from a portion identified for commercial along Highway 19A. The ALR lands on Lot C are identified as being potentially suitable for wastewater disposal using spray irrigation.

## 9. Celebrate Pride of Place

The proposed development includes a variety of initiatives that support Goal 9 of the RGS. This includes:

- Protection of the waterfront areas that include archeological and environmentally sensitive sites.
- Public access to the waterfront and recreational areas through parks and trails.
- Extensive areas set aside to preserve ecologically sensitive areas.
- A community centre and amenities that are intended to be accessible to the wider community beyond the development.

The proposed development site is in an area of great historic and cultural significance to First Nations particularly Qualicum and K'ómoks First Nation. The application includes a summary of Archaeological Studies, Future Requirements and Opportunities for the site that states *"the archaeological site on the property may be one of the most significant in British Columbia"*. The summary references an Archaeological Impact Assessment (AIA) that was finalized in 2007 (also included in the application) that clearly maps out a site on the northwest coastal boundary of the site which shows signs of *"long-term prehistoric human occupation"*. The summary notes that if this site (identified as DiSe 13) can be avoided then no further archaeological studies will be required.

It should be noted that the AIA was done using an early development concept that is not part of the current application. In keeping with the RGS policies to protect important historic and cultural resources and cultural sites (Policy 9.1), the proposed development concept appears to dedicate the majority of this DiSe 13 area as "natural open space" however, there appears to be proposed trails and possibly residential development either within or close to the DiSe 13 boundary. If the Board allows the application to proceed then the AIA mapping should be updated to show how the proposed development concept will affect the archaeological areas identified.

## 10. Provide Services Efficiently – Provide Efficient, Cost-Effective Services and Infrastructure.

The RGS does not support the provision of *"new community water and/or sewer services to land designated as Rural Residential"* with the possibility of exceptions *"in situations where there is a threat to public health or the environment due to the domestic water supply or wastewater management method being used"* (Policy 10.2).

The RGS also supports new community water and wastewater systems that are publically owned (Policy 10.3). The proposed development would tie into the water services provided by the Deep Bay Improvement District (DBID). The proposal includes a preliminary servicing report that indicates that the DBID aquifer has enough water to supply the development (along with existing development). However, the water system does not have sufficient capacity (water storage volume and piping network) to provide the flows needed for water consumption and fire protection.

As there is no nearby community wastewater treatment system, the proposed development requires a new system. Based on RGS policies this would have to be publically owned. The servicing report indicates that the *"entire wastewater system will be privately owned, operated and maintained by the strata corporations set up during the development"*. Should the application proceed, further

information regarding the provision of wastewater treatment and ownership would need to be resolved.

The RGS also includes a policy (10.7) about not rezoning lands to implement OCP policies for higher density development until community water and sewer services can be provided. Given the significance of water and wastewater treatment on the ability to develop to the densities proposed, if the Board supports the development application to proceed then proof of water and wastewater treatment will be required as part of the RGS and OCP amendment process.

Consistent with the RGS (Policy 10.10) the application indicates that the developer will work with the RDN to develop a system for three streams of onsite solid waste recycling. This includes providing facilities for recycling, composting and a section for re-use of household goods.

### **11. Enhance Cooperation Among Jurisdictions**

The decision about whether or not to proceed with reviewing this development application has implications for relationships with the development industry and private land owners with regard to supporting the growth management goals of the RGS. Considering an application of this magnitude sets a precedent that other applications to consider major changes to the GCB will be considered in rural electoral areas. If the RGS is continually challenged and amended, this will compromise attempts to get support for a coordinated approach to growth management and 'buy in' to the RGS.

Allowing the application for proposed development in Deep Bay to proceed does not necessarily mean the RDN Board will approve the development. It does however establish an expectation for considering future applications for developments that require significant amendments to the Growth Containment Boundary to create new RVCs.

#### ***Official Community Plan Implications***

Lots A and B are currently designated Rural Lands in the OCP with a minimum parcel size of 4.0 ha (10 acres). Lot C is within the ALR and designated in the OCP as Resource with a minimum parcel size of 8.0 (20 acres). A small portion of Lot C, located to the north of Highway 19A, is proposed for commercial development. To allow the proposal as currently expressed, the rural designated properties would need to be amended to the village centre designation. The portion on the northeast corner of Lot C would also need to be included in the new village centre designation as the OCP requires (Policy 2, Section 5.5 – Village Centres) that "*commercial sites shall only be located in areas designated as village centres*". This proposed commercial area would also need to be removed from the ALR.

OCPs are created for and by the community. They are policy documents that reflect community expectations regarding future land use and development for a defined area. Significant changes to OCP policies require comprehensive public consultation with the community. The public consultation section of the proposal outlines a lengthy list of meetings and discussions with consultants, local individuals, groups, commercial interests, RDN staff and other stakeholders undertaken in the development of this proposal. Although there appear to be a few Open Houses providing information to the community, as a whole the Electoral Area 'H' community (and the RDN Board) has not had the opportunity to fully discuss, debate and understand the implications of a new rural village centre. Furthermore, as the

designation of a new rural village centre has region-wide implications there have also been no opportunities for the regional community to provide input.

The Board will recall the lengthy and comprehensive process to develop the Bowser Village Centre Plan involving the Electoral Area 'H' community. A similar process for the Cedar Village Centre in Electoral Area 'A' was initiated in 2011 and is still underway (Cedar Main Street Project). These planning processes provide community members with an opportunity to 'flesh out' the detail of community expectations for development in rural village centres that already exist and that are recognized within an electoral area OCP and the RGS. Given the significant changes expected and required by the creation of a new rural village centre, from an OCP perspective, consideration of such a proposal would benefit from a full community consultation process along the lines of the periodic full OCP review.

### ***Sustainability Implications***

As with the growth management implications, the sustainability implications must also be considered at the site level and the regional level. At the site level, the applicant is proposing to take several measures to make the development more sustainable. Among the measures focused at the site level: a compact walkable community, a mix of housing, local shops and services, green buildings, preservation of greenspace, the potential for local food production, narrower streets, on-site rainwater management and servicing.

At the regional level however, the proposal requires that a new rural village centre be created in a location that is not currently intended as a developed area. RVCs are intended to accommodate smaller amounts of growth in keeping with their rural settings. To date there is no information that supports a demonstrated need for a new RVC in this location particularly when adjacent RVCs and surrounding rural areas have ample land for future residential growth.

There are aspects of the proposed development at Deep Bay (including the full servicing of development) that set it apart from many of the existing RVCs that continue to struggle with implementation. The benefits of a fully serviced development could possibly be extended to existing development in Deep Bay. However, more information is needed to fully understand the implications to the RDN and community members if the RDN is asked to be responsible for the wastewater treatment system in this area.

### ***Public Consultation Implications***

The RGS and 2013-2015 Board Strategic Plan both support transparency in decision making and involving community members in decisions that affect them. The *Local Government Act* requires opportunities for public consultation regarding amendments to Official Community Plans and the Regional Growth Strategy.

To date, the Area 'H' Community and the wider RDN regional community have not had an opportunity to fully discuss and understand the implications of the proposed changes put forward in the application. As per the statutory requirements, the Board must approve a public consultation plan for RGS amendments considered under both regular and minor amendment processes. The plan will identify meaningful opportunities for the public to speak to the amendment in relation to the regional sustainability goals of the RGS.

Considering the scale of the amendment and the provisions in the OCP for comprehensive consultation with the community, it would be necessary to consider a more extensive process than undertaken for previous RGS amendment applications. As outlined in the Financial Implications of this report, this consultation process is both yet to be fully outlined and is not part of the departmental work plan established in the 2013 Business Planning and Budgeting process.

### ***Inter-governmental Implications***

A decision to alter the Growth Containment Boundary would be of interest to member municipalities who have jurisdiction over lands intended to receive the majority of the Region's future growth along with adjacent regional districts and their member municipalities as well as First Nation governments.

Should the EAPC support bringing the application forward and the Board agree to consider it as an amendment to the RGS then it will proceed as a 'regular' amendment to the RGS and follow a legislated process as outlined in the *Local Government Act* (see Attachment 4). If the addition of a new RVC at Deep Bay is approved through a full Electoral Area 'H' OCP review process then it can be considered as a 'minor amendment' to the RGS. This means that it can proceed through a relatively less onerous RGS amendment process. *Attachment 5* shows the steps involved in a minor amendment process.

As outlined in the 'regular' and 'minor' RGS amendment process (Attachment 4 and 5), consideration of the application will require referrals to each member municipality and adjacent Regional District. Referrals will also be provided to provincial and federal agencies and First Nations. Section 857 of the *Local Government Act* requires that before an RGS amendment can be adopted by the Board, it must be accepted by each member Municipal Council and adjacent Regional Board during an established referral period. If one or more local governments do not accept the amendment, then the Minister of Community, Sport and Cultural Development will establish a dispute resolution process between the affected parties.

### **SUMMARY/CONCLUSIONS**

Following the completion of a region-wide study of Rural Village Centres, the EAPC can now re-consider an application to create a new Rural Village Centre at Deep Bay in Electoral Area 'H'. An amendment to the RGS is required to support the proposed development which involves including an area of 76 ha inside the GCB .

The development proposal must be examined from both the site level and the regional level. At the site level, the proposal is to create a master planned resort community based on compact residential neighbourhoods that are walkable to a central commercial area that includes small retail, a community building and public gathering spaces. The applicant proposes 51% of the land be designated for park land and open space, being used for trails to connect the community and for conservation of the undisturbed natural areas of the site. The proposal also envisions development that is fully serviced by the local water district and a strata operated sewage collection and treatment system. While it does have a mix of uses and range of housing types, the proposed densities are low for a newly designated village centre.

From a regional growth management perspective, the proposal does not fit with the RDN's established growth management strategy which is aimed at containing growth within existing designated urban areas and village centres. Indeed, the proposal presents significant competition to existing RVCs that are not yet fully realized or able to reach their own potential as desired under the RGS and respective OCP.

While the proposal provides for positive action on a number of goals established in the Regional Growth Strategy it does not address in a comprehensive way the established RGS policy requirements for a GCB expansion.

Requirement for GCB Expansions (RGS Policy 4.3)	How well requirements are addressed by the application
<ul style="list-style-type: none"> <li>A land inventory demand and supply analysis that assesses the need for additional land to be included within the GCB and the impact the proposed expansion would have on the development of land inside GCBs located elsewhere in the region;</li> </ul>	<p>The application does not show a demand for the proposed residential or tourist development. Nor does it provide an evaluation of the impacts upon other developable land inside the GCB located elsewhere in the region.</p> <p>The last region-wide residential land inventory demand and supply analysis done in 2007 showed that there was ample land in the region and in Area 'H' to accommodate anticipated growth. Since then the 2011 Census showed that growth was slower than anticipated and predominantly occurring within the GCB in Urban Centres like the City of Nanaimo. There has also been a significant increase in land included in the GCB.</p> <p>The RVC study reinforces findings that there is ample development capacity in existing RVCs and discusses the impacts of the proposed RVC in Deep Bay upon Bowser.</p> <p>An updated land inventory would be useful to verify information that strongly suggests that there is no need for additional land to be included in the GCB.</p>
<ul style="list-style-type: none"> <li>A land use concept plan;</li> </ul>	<p>The application includes a well-developed land use concept plan.</p>
<ul style="list-style-type: none"> <li>An environmental impact assessment that identifies environmentally sensitive areas;</li> </ul>	<p>The application includes an "Ecology and Wildlife Assessment" that identifies environmentally sensitive areas including wetlands, riparian areas along with nesting and perch trees. It is noted that this assessment was used to guide the development of the land use concept.</p>
<ul style="list-style-type: none"> <li>A surface water or hydro-geological study that assesses the availability and quality of water to service the proposed development with a community water system, and the potential impacts of development on watershed function, including recharge capacities and surface runoff, as well as, on long term water supply to existing development and undeveloped lands located within GCBs;</li> </ul>	<p>The application includes a "Ground Water Feasibility Study". The study provides information about the long term capacity of aquifers in the Deep Bay Improvement District to supply water to the development in addition to existing development.</p> <p>Also included is an "Aquatic Resource Environmental Assessment Report" which provides a list of objectives that it is recommended that the development meet. More detail is needed about the measures that will be taken and the potential impacts of the development on watershed function including recharge capacities and surface runoff.</p>

Requirement for GCB Expansions (RGS Policy 4.3)	How well requirements are addressed by the application
	Further study that includes the use of a water balance model would help understand the impacts of the proposed development concept on rainwater management and the watershed as a whole.
<ul style="list-style-type: none"> <li>• A study that identifies how wastewater disposal will be addressed and what the impacts will be on the capacities of existing treatment facilities;</li> </ul>	<p>The application includes a "Wastewater Treatment and Disposal Considerations Feasibility Report" that discusses potential options but does not specify how wastewater treatment and disposal will be addressed.</p> <p>This is a preliminary report that indicates the need for a proper Environmental Impact Summary to be done to establish the impacts of the selected option for wastewater treatment and disposal. This information is needed to evaluate the environmental impacts of the proposed development.</p> <p>There are no nearby treatment facilities for the proposed development to connect to or have an impact upon so this information is not needed.</p>
<ul style="list-style-type: none"> <li>• An evaluation of the impacts on community vulnerability to disasters and impacts upon the provision of emergency services;</li> </ul>	<p>The application includes a 2005 Geotechnical Report that recommends the suitability of the site for residential use provided appropriate setbacks (10-5 meters) are used for waterfront and riparian channel slopes that have a higher risk of failure due to seismic events or erosion.</p> <p>This report does not include an evaluation of the proposed developments impact on community vulnerability to disasters and the impacts upon the provision of emergency services (police, fire, ambulance). Further study would be required should the application proceed.</p>
<ul style="list-style-type: none"> <li>• An inventory of aggregate deposits within the proposed boundaries of the GCB;</li> </ul>	There is no inventory of aggregate deposits provided with the application. This would be required should the application proceed.



Requirement for GCB Expansions (RGS Policy 4.3)	How well requirements are addressed by the application
<ul style="list-style-type: none"> <li>• A transportation study that identifies:</li> <li>• Existing road traffic conditions;</li> <li>• Downstream impacts of additional traffic resulting from the proposed development; and</li> <li>• Demand for transit service.</li> </ul>	<p>The proposal includes a "Traffic Impact Assessment" conducted in January 2011 that focuses on vehicular traffic by looking at existing conditions and forecasting anticipated changes based on the build out of the development.</p> <p>The traffic assessment indicates that the developer should provide a new intersection for an access road to the development from Highway 19A. The assessment concludes that such an intersection would be able to accommodate the anticipated peak traffic flows post build out with a stop control until 2020. The study concludes that additional traffic resulting from the development will have little impact on the adjacent roads and the intersection of Gainsberg Road/Highway 19A.</p> <p>The traffic impact assessment does not discuss the anticipated demand for transit although the application mentions the possibility of a shuttle bus service and working with the RDN to provide transit. This information would be required should the application proceed.</p>

From an OCP perspective a proposal of this scale and scope necessitates a broad and comprehensive community review, such as that typically undertaken during the review of an Electoral Area OCP. At this time a review of the Electoral Area 'H' OCP is not included in approved departmental work plans nor is such a review expected to be considered in the near term.

Considering the housing and RVC needs of Electoral Area 'H' and the region as a whole there is no demonstrated need to designate a new Rural Village Centre given the following factors:

- Adequate undeveloped land in the RDN's existing RVC's and Rural Residential designated lands to accommodate future growth;
- Existing capacity to absorb future population growth in the region's Urban Centres including large proposed developments in Nanaimo;
- Potential impact from proposed developments in the adjacent Comox Valley Regional District including a large development in Union Bay which may affect the successful implementation of the proposed development plan;
- Potential negative impacts on the Bowser RVC if there is additional retail growth in Deep Bay to compete for the same pool of residents;
- Potential negative impacts on small resorts, tourist accommodation and RV Parks in Bowser and Qualicum Bay as the proposal will provide significant competition to existing operators; and
- Likely negative impacts on the residential growth in Bowser due to competing development potential.

There is currently no demonstrable evidence that a development of this scale with wastewater treatment will have less impact on the environment (including marine ecosystems) than the level of

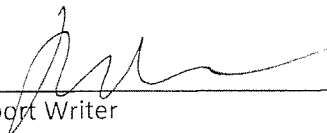
development currently allowed. Particularly given the existence of a variety of policies and legislation to ensure that currently allowed land uses adhere to measures to mitigate impacts on the environment including water quality. This includes the opportunity to amend the Area 'H' OCP to accommodate Alternative Forms of Development.

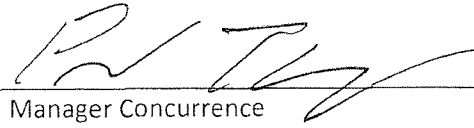
Should the EAPC and RDN Board support the application proceeding staff recommend that the applicant be required to provide further information to fulfill the requirements for proposed RGS amendments and better demonstrate the need for a change of this magnitude to the Area 'H' OCP and RGS.

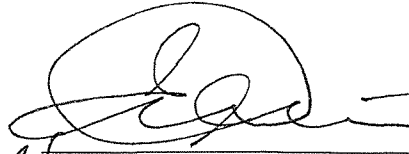
In light of the information presented in this report Staff recommends the Board consider Alternative 3.

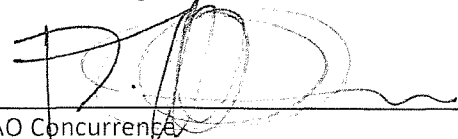
**RECOMMENDATIONS**

1. That the Electoral Area Planning Committee not support the Deep Bay development application by recommending that the Board deny the application.
2. That staff be directed to discuss potential options with the applicant about developing the site consistent with RGS and OCP direction.

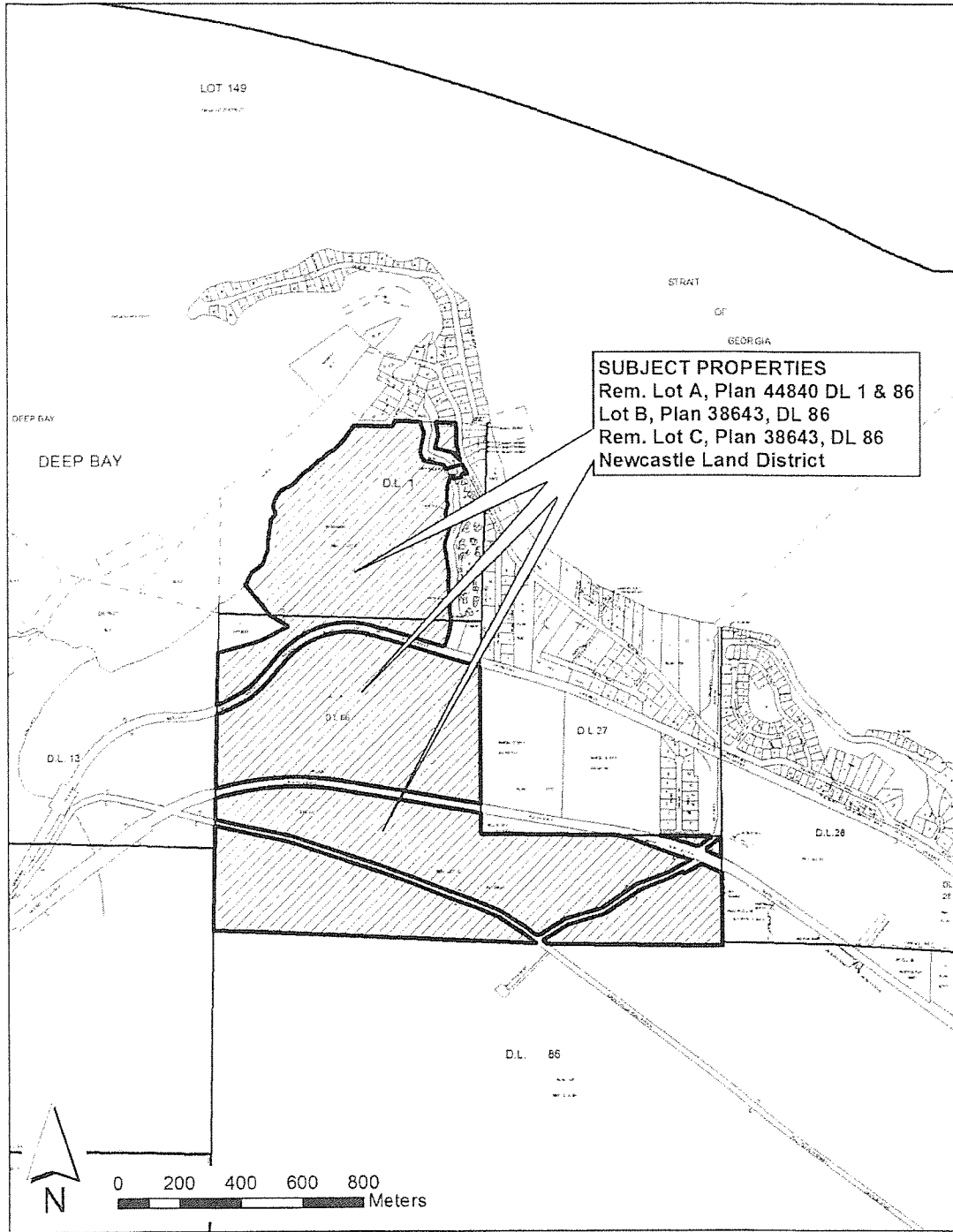
  
\_\_\_\_\_  
Report Writer

  
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Manager Concurrence

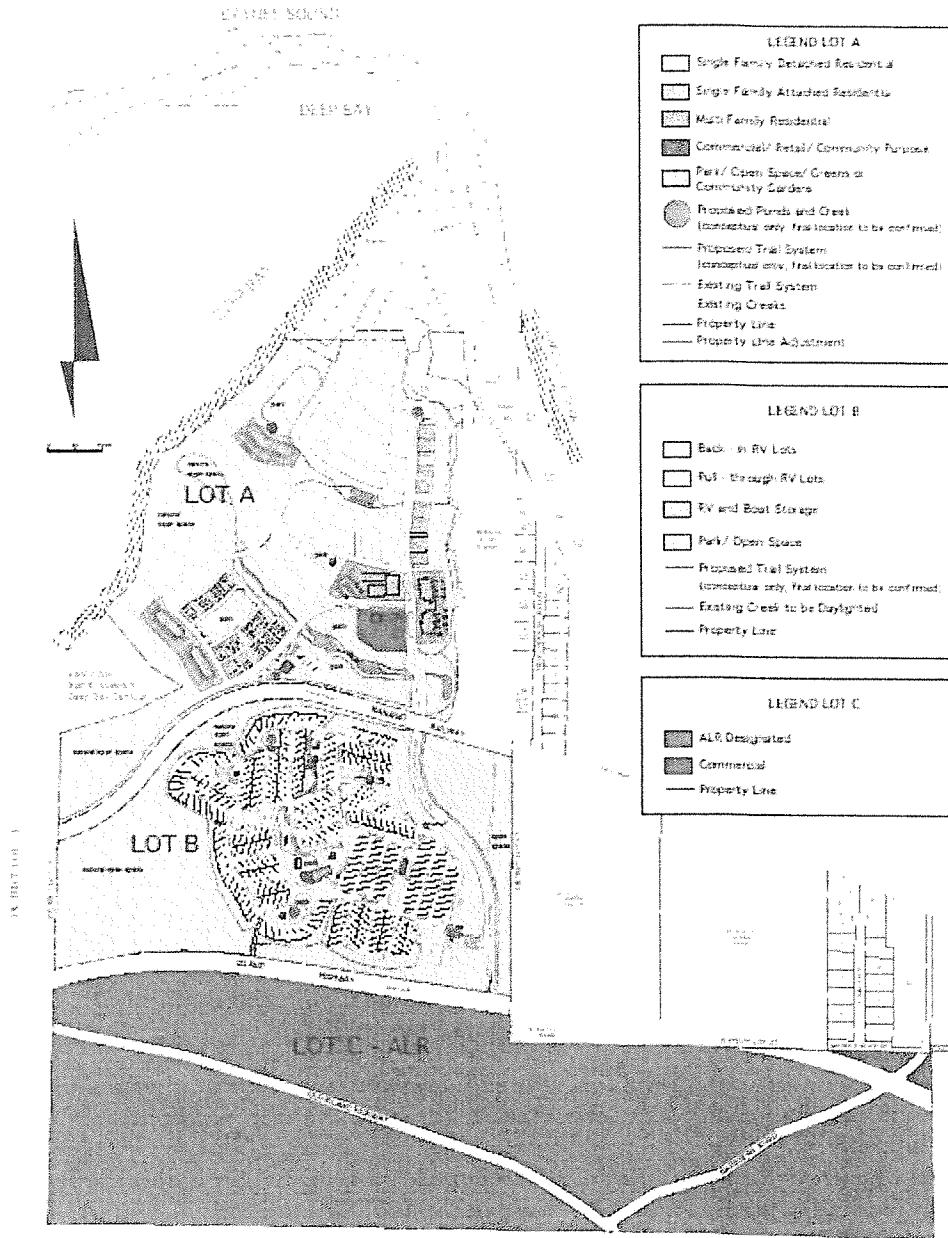
  
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A/ General Manager Concurrence

  
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CAO Concurrence

Attachment 1  
Location of Subject Properties in Deep Bay Development Proposal



### Attachment 2 Concept Plan



DEEP BAY DEVELOPMENT

Proposed Development Layout

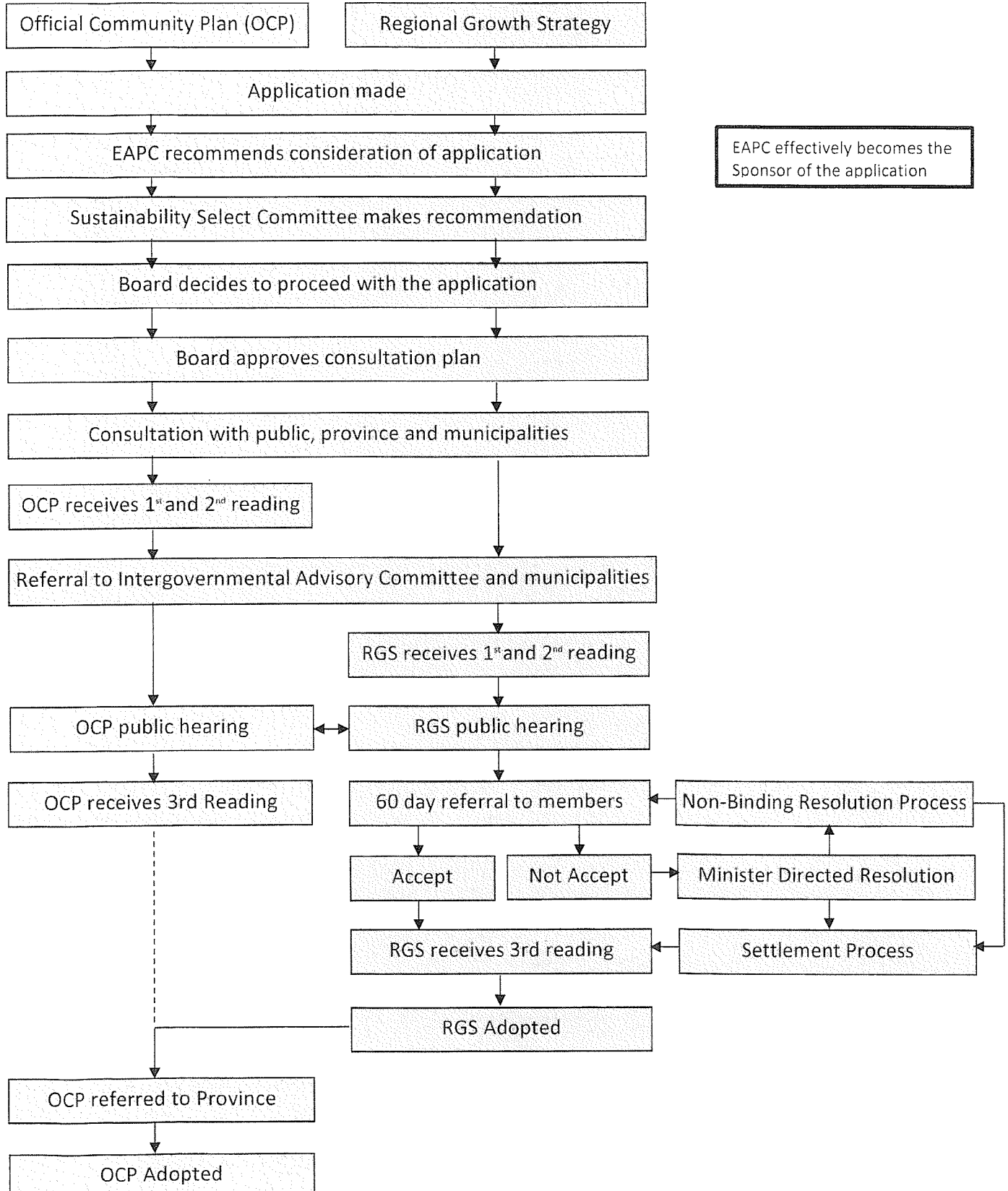
January 2011

## Attachment 3

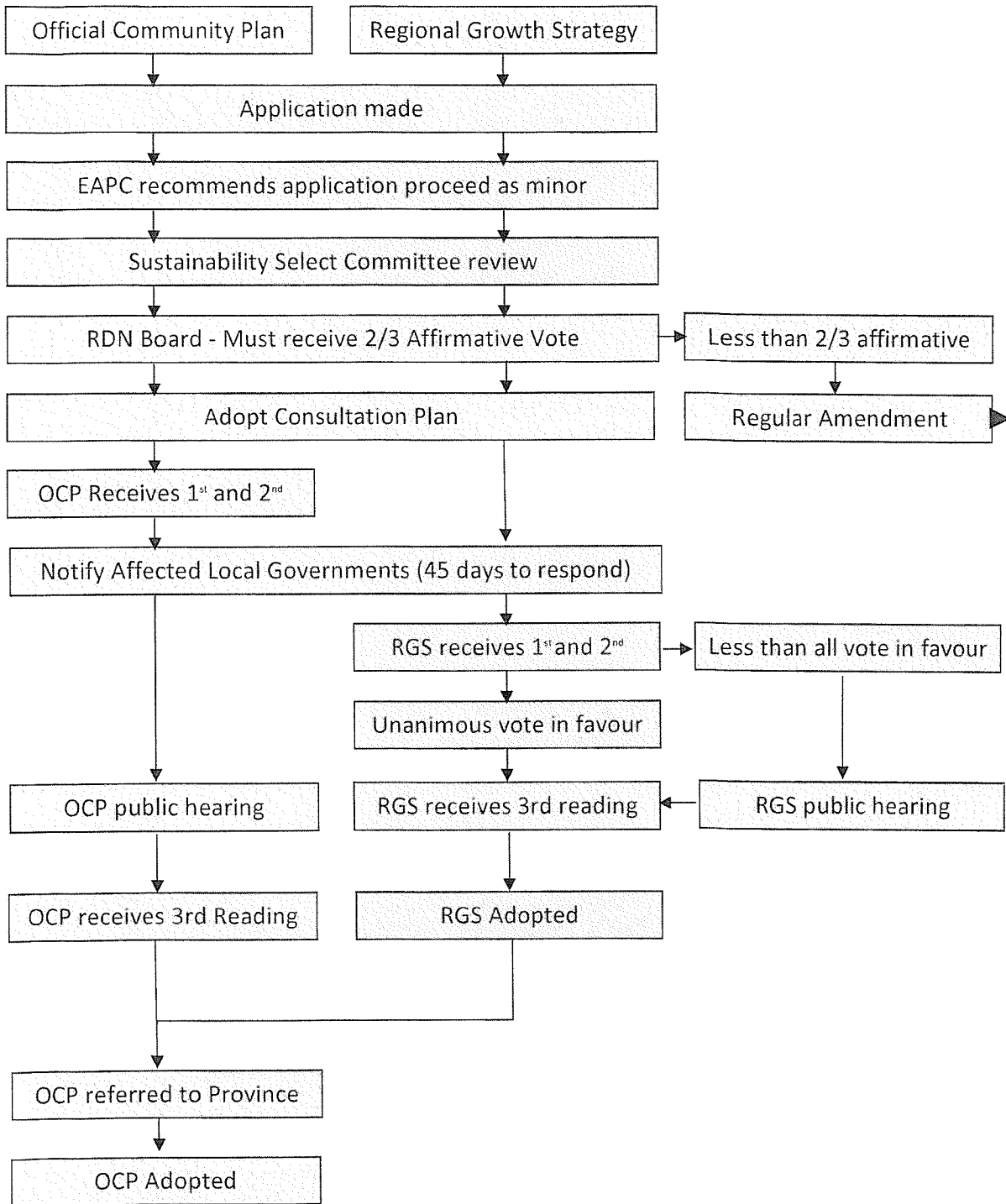
The table below shows how the RVC's are ranked relative to each other for each evaluation category and for all three categories combined.

<b>OVERALL EVALUATION SUMMARY WITH RVC'S RANKED</b>					
<b>Electoral Area</b>	<b>RVC/SA</b>	<b>Community Structure &amp; Land Use</b>	<b>Development &amp; Market Viability</b>	<b>Water &amp; Wastewater Infrastructure</b>	<b>RANKING (lowest is best)</b>
A	Cedar	1	1	1	1
H *	Bowser	1	1	2	2
E	Red Gap	1	1	2	2
F	Coombs	1	1	3	3
E	Fairwinds	3	1	1	3
F	Bellevue - Church Road	3	1	2	4
A	Cassidy	3	1	2	4
F	Errington	1	2	3	4
H *	Qualicum Bay	2	2	2	4
G	Dashwood SA	2	3	2	5
H *	Deep Bay SA	3	2	2	5
H *	Dunsmuir	2	3	2	5
C	Extension	2	3	2	5
F	Hilliers	2	2	3	5
F	Qualicum River Estates	3	3	3	6

Attachment No. 4  
 Regular Amendment Process for the Regional Growth Strategy – Electoral Area



Attachment 5  
 RGS Minor Amendment Process Triggered by OCP Amendment Application in Electoral Area



Attachment 6

Applicants Submission Supporting the Proposed Development  
Deep Bay; A Rural Village Centre



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## Deep Bay, a Rural Village Centre

Submitted to the Regional District of Nanaimo  
by Baynes Sound Investments Ltd.

May, 2011



## Deep Bay, a Rural Village Centre

Baynes Sound Investments Ltd.  
May, 2011

### Background

Baynes Sound Investments Ltd. has submitted an application to the Regional District for the proposed nodal residential development within the community of Deep Bay. As the subject site is currently zoned for large acreage lots, the Electoral Area 'H' OCP will have to be amended designating Deep Bay as a Rural Village Centre creating the zoning for a higher density.

Located in the most northeast section of the Regional District of Nanaimo, Deep Bay is part of a grouping of small village communities along the Island's east coast referred to as Lighthouse Country ([www.travelbritishcolumbia.com](http://www.travelbritishcolumbia.com)). The largest community within a 50 mile [80 km] radius of Deep Bay is Nanaimo, located about 42 miles [67 km] to the southeast has a population of 84,549 (BC Statistics 2006 estimate). The next largest community is Campbell River, located about 44 miles [70 km] to the northwest of Deep Bay and that has a population of 31,940 people (census 2006).

The community of Deep Bay is both an existing success story and an opportunity for the future. In the early 1800's settlers began to arrive in the Deep Bay area drawn to the logging and fishing opportunities. At the turn of the century a cannery and reduction plant were the prominent industries in the area until 1951 when the cannery closed.

Today the community is home to approximately 1200 residents, has an established Fire Department, and supports it's own water system. The Deep Bay Waterworks District services approximately 594 connections and provides fire protection to 639 properties (DBID Annual Report April 13, 2010). Under the administration of the Deep Bay Harbor Authority, the harbor is the homeport to approximately 300 commercial and pleasure boats during the busy spring and summer seasons, and now has immediate plans for expansion and is undertaking a long term planning study (May 2011).

The Shellfish Industry is the largest employer in the RDN Electoral Area H, specifically within Deep Bay. The expansion to double the oyster production was recently announced by Keith Reid at Stellar Bay Shellfish Ltd. The community of Deep Bay is in the center of one of the most protected shellfish growing areas on the Pacific Coast and is now home to the Region's brand new Vancouver Island University (VIU) Deep Bay Marine Field Station.

The VIU Deep Bay Marine Field Station is located on a seven acre site at the southwest corner of Lot A of the proposed Deep Bay Development. Developed as

a 'green design' facility with anticipated LEED® Platinum accreditation to promote and showcase practical applications of alternative technologies for energy and water usage, the Field station building has recently been awarded the 2011 SAB award, a National Green Building Award for Sustainable Architecture and Building.

The mandate of the Field Station is to cluster scientific, environmental, economic and public engagement programming into one facility thereby creating a centre of excellence and innovation to support sustainable shellfish aquaculture development and preservation of coastal ecosystems (viudeepbay.com). Sustainable Development is the foundation of the Field Station.

The proposed Deep Bay Development fully supports the VIU vision for a more sustainable world and has been designed fully embracing the tenets of Sustainable Development. The proposed development embraces the principles of smart growth and the tenets of triple bottom line sustainability. Our approach has been firmly anchored within this combined philosophy, fully realizing the integration of the social, economic and environmental pillars into land use planning and decision-making.

The design team adhered to the project goals, objectives and principles as well as a specific set of sustainability initiatives. A sustainability matrix and design guidelines will track our goals and ensure that the development is built using the best practices throughout the design and construction. These measures are in keeping with the Regional planning goals for creating sustainable nodal development communities and they fully support the sustainability goals of the VIU Marine Field Station.

### Regional Policy

In the document *Nodal Development: Creating Compact, Complete Mixed-use Communities* the RDN states that in order to help manage population growth and keep the Region sustainable, the Regional growth strategy establishes four clear goals:

- to prevent costly and environmentally damaging sprawl;
- to protect rural areas and farmland;
- to reduce municipal servicing costs; and,
- to improve regional transportation options and connections.

The document further states that one of the most important planning concepts is nodal development (*Nodal Development: Creating Compact, Complete Mixed-use Communities*, RDN, pg. 1).

*"A nodal development is a complete compact, mixed use community that includes places to live, work, learn, play, shop and access services.*

*These communities are called nodal developments because they act as nodes, or hubs, for both the residents living in the centre itself and for the people in nearby communities" (Nodal Development: Creating Compact, Complete Mixed-use Communities, RDN, pg. 2).*

While nodal development tends to be focused within existing urban areas to increase density and create specific communities within the larger urban fabric, the Regional District identifies Village Centres as one form of nodal development. Rural Village Centres are part of the RDN's Regional Growth Strategy focus of managing growth in order to achieve sustainability goals, and which serves to benefit the rural areas of the Region.

The RDN defines Village Centres as "nodes in rural areas in unincorporated electoral areas. With a semi-rural, rustic character, they are intended to provide for limited development of service centers outside of existing urbanized areas and are considered urban enclaves in the midst of more rural communities" (*Nodal Development: Creating Compact, Complete Mixed-use Communities, RDN, pg. 6*).

*"Village Centres are intended to provide for limited development of services centres outside of existing urbanized areas. Lands within the Village Centre designation are intended to be developed into mixed use communities that include places to live, work, learn, play, shop and access services" (Summary VPAG Mtg #8 Apr 15 2009 FINAL.doc, pg.8).*

A sustainable future for Deep Bay will mean planning for growth in a manner more consistent with the RDN Regional Growth Strategy (RGS) at the Village Centre level.

### Benefits of Rural Village Centres

The RDN's Nodal Development: Creating Compact, Complete Mixed-use Communities document states that rural Village Centres create conditions that increase opportunities to live, work, learn and play, and while these Centres are compact and complete, they increase the feasibility of providing cost effective servicing and amenities by concentrating demand.

The benefits to creating a rural Village Centre nodal development include social, environmental, public health, and economic benefits, not only for the Village community but also for the larger Regional community.

Village Centres provide mobility linkages integral to the health of the residents, both physically and emotionally, and to the health of the environment. Bicycle paths, pedestrian walkways, senior and handicapped accessible scooter pathways linking neighborhoods and amenities increase opportunities for healthy, energy efficient modes of transportation, and reduce private vehicle use.

Directing and encouraging denser development within rural Village Centres helps to protect and enhance the rural qualities of life and the interrelated environmental values.

Economic opportunities can be realized through the Village commercial/retail centre, opportunities for home based businesses, enhanced tourist and recreational opportunities and the ripple effect of development: construction related jobs, tax income, etc.

Key planning goals to be achieved within a Rural Village Centre include: increased public transit viability; less driving for daily needs; efficient servicing; expanded housing choices; increased economic opportunity and viability; and the retention of green spaces and ecosystems.

### Proposed Deep Bay Development

The proposed Deep Bay Development is a master planned **nodal community** development with an aggregate area of **341 acres (138 hectares)**. At build out, the development will provide **386** residential units consisting of single family detached, attached, multi family and senior's housing units; 6,975 square meters (75,078.275 square feet) of commercial land with an approximate **1,254 square meter building footprint**; a community building that will house a fitness facility with basketball and tennis courts; a passenger train station; a future transit bus loop; a first class RV resort that will include **292** RV units spaces with **222** back in units and **70** pull through lots along with a **full range of amenities** to support the RV Resort including a clubhouse with pool, laundry facilities, small convenience store, general office, lap pool, golf green, children's play facilities, secured pet areas, washroom facilities, horseshoes, tennis, basketball, badminton and bocce ball.

The proposed Deep Bay Development is committed to preserving **102 acres (41 hectares)** of the total development to parkland/open space/conservation, and community gardens, comprising of over **50%** of the total site developable area\*. \* This calculation includes the two small proposed commercial designations in the northeast section of Lot C –north of the Island Highway - but does not include the road dedications and the ALR designated lands within Lot C).

Both, the residential area and the RV Resort of the proposed development have been designing for an intergenerational population and the design team specifically incorporated our design principles and features into the layout to accommodate an aging population.

## Proposed Development within RDN Policy Context

A sustainable future for Deep Bay will mean planning for growth in a manner more consistent with the RDN Regional Growth Strategy (RGS) at the Rural Village Centre level. Designating Deep Bay as a Rural Village Centre will allow for a higher density mixed-use development to support a variety of sustainability goals and objectives including providing a range of housing types and prices for an aging population, providing community amenities, providing opportunities for reduced automobile use and decreased infrastructure and utility costs, protecting natural open space and habitat areas, protecting ocean and aquifer water quality, and providing economic opportunities.

## Policy Alignment

### **Nodal Structure:**

The proposed Deep Bay Development is a mixed-use development that provides the opportunities to live, work and play, and allows the opportunity to age in place. The proposed development promotes a sense of public community not only through its pedestrian friendly character and a range of public spaces and buildings, but through being inclusive, providing affordable housing and amenities for all age groups, and through sensitive and informed design.

### **Rural Integrity:**

The proposed Deep Bay Development, has adhered to the guiding principle to respect the rural integrity and has applied the universal principles of compact, walkable and complete neighborhoods, and has captured a scale and character appropriate to the rural context and respects the integrity of the surrounding rural community.

### **Environmental Protection:**

The proposed Deep Bay Development concept reflects a deep commitment to the over-arching principles of triple bottom line sustainability and smart growth. The design team has adhered to the commitment of preserving over 50% of the lands to park and open space. We have worked extensively to protect the water supply of the Deep Bay area.

The development will implement best practices into our design for stormwater management, sewage treatment and water systems. With on-site servicing utilizing sustainable and innovative technologies, the proposed Deep Bay Development will not burden the water systems or pose a threat to the existing shellfish industry as is a current concern when implementing the currently

permissible rural large lots serviced with septic technologies.

Pollution from municipal sewage and storm water outfalls, faulty septic fields, agricultural run-off, or discharge from vessels resulted in closures of 121-200 hectares, including shellfish habitat, in 2007, which is a slight decrease in closed area from 2005. There is potential for additional foreshore to be closed each year and the level of contamination in growing waters remains a serious issue. This issue is significant to the commercial fishery because new closures mean a loss of available beach to fish on openings.

In the Baynes Sound area, which is heavily tenured, the aquaculture industry and B.C. Ministry of Agriculture and Lands have worked with the Department, CFIA, and EC to develop a management plan to do extra monitoring of water and shell stock quality to meet CSSP requirements. This initiative is called the **Baynes Sound Management Plan**. The Baynes Sound Management Plan allows for the area to be open at times when rainfall levels are low. The shellfish farming industry must do regular sampling of water quality and have a plan in place to contact shellfish growers when the rainfall exceeds acceptable levels and the area closes. This initiative is a special management plan to allow harvesting in an area with identified fecal contamination under certain circumstances such as heavy rainfall events. Similar initiatives may need to be developed with stakeholders in other areas to address fecal contamination problems.

The Canadian Shellfish Sanitation Program continues to be audited by both the US Food and Drug Administration and the European Union (EU) for assurances that exported commercial product is wholesome and from approved areas. As issues arise with respect to classification of growing waters, harvesting opportunities may be reduced or specific controls put in place. INTEGRATED FISHERIES MANAGEMENT PLAN INTERTIDAL CLAMS, JANUARY 1, 2010 TO DECEMBER 31, 2012  
Fisheries and Oceans Canada

#### Improved Mobility:

The proposed Deep Bay Development is a walkable and bike-friendly community with enhanced opportunities for hiking. The development provides opportunities for transit links and has allowed for a future transit loop in the design. With the goal of providing alternative modes of transportation, the design includes a passenger train station for the community to easily access the Nanaimo Railway transportation opportunities.

The residential blocks have been designed in short rectangular forms promoting a walkable neighborhood design for all ages. In the residential neighborhood of Lot A, sidewalks, set back from vehicular flow, will be wide enough for both persons with walkers, strollers or tricycles, and will be graded with minimal slopes. Seating opportunities will be provided every 100 meters along every walkway of extended

length. Crosswalks will be raised and clearly delineated with contrasting pavement markings making it easy to identify for both seniors and young children. Parks of varying sizes have been incorporated into each neighborhood, preserving green space while providing opportunities for social gathering, and both passive and active recreation. The landscape plantings within the park areas will be a mixture of both evergreen and deciduous native and naturalized hardy species, which not only benefit the environment but also help the elderly as studies indicate that the seasonal transitions within the natural environment are beneficial to a large portion of the elderly population.

#### **A Vibrant and Sustainable Economy:**

The proposed development provides an enhancement of the tourist and recreational economy as well as opportunities for home based businesses, the inclusion of a commercial/ retail centre, Live/Work opportunities and the ripple effect of development: construction related jobs, etc. The Deep Bay Development will significantly contribute to the Regional economy. The project will be developed and marketed over the next ten years, with a value of \$225 million, almost \$25 million will be generated within the local economy through retail, and over \$14.3 million in Regional Tax Revenues as a result of the development over 15 years.

#### **Efficient Services:**

The proposed development promotes Alternative Development Standards, which are proven to lower costs of development (environmental and economic), improve quality of life, improve affordability, reduce greenhouse gases, preserve natural habitats and ecosystems and allow for integrated stormwater management techniques and sewer treatment. The development will employ innovative technologies to reduce and re-use water throughout the development, with waste reduction and recycling programs as well as the use of rain gardens and stormwater ponds within the integrated water management plan.

#### **Cooperation Among Jurisdictions:**

The Deep Bay Development team has undertaken extensive consultation within the Regional Community. It has the support of the Vancouver Island University as well as the Shellfish Industry. Public open houses have provided very positive and supportive feedback, as well as suggestions that were incorporated into the final concept plan.

Ongoing dialogue with the First Nations continues to build a strong and supportive relationship.

## Why Here? Why Now?

- In 1996 Bowser, Dunsmuir, and Qualicum Bay were designated as Villages "in recognition of their existing and anticipated future role in concentrating retail, service, institutional, recreational and tourist activity". While it was decided to focus on developing a plan for Bowser Village Centre<sup>1</sup> first, the majority of the Village Planning Advisory Group agreed that the Deep Bay Area should be reviewed along with Qualicum Bay and Dunsmuir when considering the role and status of other Village Centres in Electoral Area 'H'.
- Deep Bay currently has a population of 1200.
- Deep Bay has an established Fire Department.
- Deep Bay has it's own water system.
- The Shellfish Industry is the largest employer in Area H, specifically within Deep Bay, and is planning an expansion to double the oyster production, as was recently announced by Keith Reid at Stellar Bay Shellfish Ltd.
- Vancouver Island University has a new seven (7) acre satellite campus in Deep Bay, which is dedicated to the research, development, and conservation of the Shellfish Industry. This Center for Shellfish Research, the Deep Bay Marine Field Station, supports the competitive, social and environmental sustainability of the B.C. Shellfish aquaculture industry.
- The programming for the Centre includes scientific, environmental, economic and public engagement. This new facility is expected to draw a large number of people to the community for the various programmed events.
- Currently the Deep Bay Harbor moors approximately 300 commercial and pleasure boats, under the administration of the Deep Bay Harbor Authority.
- The Harbor Authority has approved plans for immediate expansion, and is undertaking a long term planning study (May 2011).
- Deep Bay has it's own yacht club.

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<sup>1</sup> The Bowser Village Plan was completed in 2010. Bowser has a population of approximately 300 residents and has a small commercial/retail centre.



- Tourism within Deep Bay is currently centered on the nautical activities in the Deep Bay Harbor. However, the VIU Center for Shellfish and Marine Research program will soon provide added tourism opportunities.
- The proposed Deep Bay Development will increase tourism opportunities through the proposed **first class RV Resort**.
- Currently, there is no high-end resort in the area for tourists, and there is an overall lack of tourist accommodation available in the area, therefore the proposed Development at Deep Bay will help fill this void.
- The proposed Baynes Sound Investments Ltd. Deep Bay Development will add an environmentally friendly, sustainable development to the existing Deep Bay community. The planned Development is centered on the principles of sustainability, supporting the planning direction of the Regional District, as well as the foundation of the Centre for Shellfish Research.
- The Deep Bay Development proposes a mix of residential units, seniors housing, retail and commercial space, a community centre with recreational opportunities, parks and open spaces, a first class RV Resort with supporting amenities and a dry land storage facility, all of which will provide the much needed accommodation and amenities for students, working people, retirees, and tourists, as well as the members of the existing community.
- The proposed Development **provides attainable housing** and a variety of housing **choices** into the market.
- Deep Bay Development will provide an **accessible connection** of people, land, water, and wildlife.
- The proposed Development **protects the coastal shoreline** and provides public access to the water views.
- The proposed Development provides opportunities for residents to live, work and play and **promotes health & wellbeing** by promoting an active lifestyle.
- The Deep Bay Development has been **designed for an intergenerational population** and **encourages walking and cycling**. Designed as a

pedestrian friendly neighborhood community the Development provides interconnectivity to the larger neighborhood and the Region through providing extended pedestrian trails, connections to existing trails, and a bike lane system.

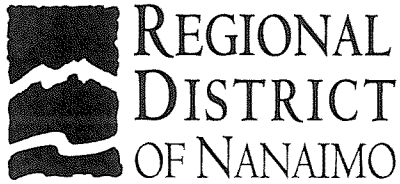
- The Deep Bay Development encourages alternative modes of transportation and **encourages pedestrian movement to a commercial node.**
- The Development provides well-connected streets, incorporating boulevards and **traffic calming measures** with planted street edges, **rain gardens**, planted medians, and **raised crosswalks** with textured pavement.
- The proposed Development preserves & enhances environmental areas, providing over **50% of the site for park and open space.**
- The proposed Development **protects water corridors, restores and enhances damaged aquatic and riparian systems, daylight culverted streams and exceeds regulated riparian setbacks.**
- The proposed Development provides a **comprehensive** approach to **stormwater management** through a connective, multi-functioning infrastructure for **harvesting water, restoring biodiversity, and enhancing the community's sense of place and identity.**
- The proposed development removes servicing operations and responsibility from the Regional District, **reduces infrastructure costs** required to service the development, and proposes a **comprehensive approach to the management and disposal of sewage.**
- The Deep Bay Development provides **long-term economic benefits** to the Regional District through an **enhancement of the tourist and recreational economy** as well as opportunities for home based businesses, the inclusion of a commercial/ retail centre, Live/Work opportunities and the ripple effect of development.
- The proposed Development will be implemented and marketed over the next ten years, with a value of \$225 million, almost **\$25 million will be generated within the local economy** through retail, and **over \$14.3 million in Regional Tax Revenues** as a result of the development over 15 years.

- The proposed Deep Bay Development will also **provide a new entrance to Deep Bay from Highway 19A and provide a second emergency exit.**

### Conclusion

In summary, both the recent and proposed developments within the community of Deep Bay fully support an amendment to the OCP allowing for the designation of Deep Bay as a Rural Village Centre within Electoral Area 'H'.

A sustainable future for Deep Bay will mean planning for growth in a manner more consistent with the RDN Regional Growth Strategy (RGS) at the Rural Village Centre level. The proposed Deep Bay Development fully supports a sustainable future.



RDN REPORT	
CAO APPROVAL	✓
EAP	
COW	
AUG 21 2013	
RHD	
BOARD	✓

**MEMORANDUM**

**TO:** Jeremy Holm  
Manager, Current Planning

**DATE:** August 21, 2013

**FROM:** Lainya Rowett  
Senior Planner

**FILE:** PL2012-096 / PL2012-097

**SUBJECT:** Lakes District & Schooner Cove Zoning Amendment Application Updates

**PURPOSE**

To provide a status update on the zoning amendment application reviews for the Lakes District and Schooner Cove developments on the Nanoose Bay Peninsula.

**BACKGROUND**

In July 2013, staff provided a report to the Board on the status and next steps in the zoning amendment application reviews for the long term phased development of the Lakes District and Schooner Cove Neighbourhood Plan areas. The report highlighted the RDN’s progress in completing a comprehensive technical review; negotiating the phasing of park and trail amenities (both dedication and improvements), initiating public consultation, and, seeking support in principle from the Ministry of Transportation and Infrastructure (MOTI) with regards to servicing in the road rights-of-way including sidewalks. The staff report also included a tentative timeline for the applications review and critical milestones necessary to achieve the timeline.

Subsequently, on July 26, 2013, the applicant submitted a revised Implementation Framework (i.e. the terms which will be used to inform the draft Phased Development Agreement (PDA), draft zoning regulations, and additional information in support of their applications for review. The following discussion provides an update to the Board on key aspects of the applications review and project timeline.

**DISCUSSION**

***Inter-governmental Implications***

The proposed developments include an urban level of services with the road rights-of-ways including: parking bays, curbs, gutters, boulevards, rain gardens, sidewalks and streetlighting. On July 10, 2013, staff received correspondence from MOTI, the approving authority, confirming its support *in principle* to consider the proposed Project Specific Street Standards through a future subdivision application in connection with the proposed developments (see Attachment 1). This correspondence also references MOTI’s previous communications (June 3 and 4, 2013) in which MOTI advised that it will maintain, repair and rehabilitate constructed sidewalks that are situated, with MOTI approvals, in the road rights-of-way.

### ***Project Phasing & Zoning Implications***

The PDAs will outline the provision of amenities and future works and services for the phased developments in accordance with the Neighbourhood Plan (NP) policies, and as agreed through the zoning amendment process. Staff have been working with the applicant to ensure the draft terms (Implementation Framework) address the commitments as expressed in the Plan policies. The applicant provided a draft of the Implementation Framework to the RDN on Friday July 26, 2013 and this document was circulated internally to RDN departments and reviewed for compliance with the Official Community Plan, related RDN policies and bylaws as well as the *Local Government Act*.

Staff provided detailed comments on the proposal to the applicant on Friday August 16, 2013. At the time of writing this report, staff is scheduled to meet with the applicants and their consultants to discuss RDN comments and issues related to the proposed Implementation Framework on Thursday August 22, 2013. At this time, there remain some critical items under discussion with regard to the project phasing; local service areas required to implement the development proposal; water service; the provision of parkland and amenities; draft zoning regulations; environmental monitoring; and management of stormwater all in compliance with the policies in the Lakes District and Schooner Cove Neighbourhood Plans.

In order to ensure timely review and concurrence on the zoning regulations and draft terms for the PDA, it will be critical that the scope of the PDAs focus on matters that relate to the zoning amendment applications and amenities in accordance to the applicable sections of the *Local Government Act*. Staff will continue to work with the applicant to determine a path forward in drafting the PDAs in accordance with the Neighbourhood Plan policies.

### ***Applications Review & Timeline***

In the July report to the Board it was noted that the property owner British Columbia Investment Management Corporation (BCIMC) has sent correspondence to the Fairwinds Community Association (FCA) expressing concerns about the timeline for the applications review. In accordance with the Board's direction, correspondence was sent to the property owner expressing support in principle of implementation of the Neighbourhood 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 (see Attachment 2). We have received correspondence on behalf of the property owner reiterating their request for a Public Hearing in November 2013.

As discussed in the staff report from July 2013, the tentative timeline for application review (see Attachment 3) represents an achievable schedule that allows staff to address the outstanding items and ensure the public interest is protected as well as meeting Board policy and legislative approval requirements. This timeline anticipates introduction of the proposed amendment bylaws and phased development agreements in November of 2013, pending the submission and review of the PDAs and related legal instruments. A critical factor in achieving this timeline is a resolution on any issues surrounding the PDA terms, such as the phasing of amenities and provision of services as discussed above. Once these outstanding issues are resolved, staff will bring forward the applications for the Boards' consideration.

**Public Consultation Implications**

Staff will continue to work with the applicant to resolve these matters in order to proceed with a Public Information Meeting (PIM), tentatively scheduled for September 2013. The formal public process and statutory hearing will be scheduled once the zoning amendment bylaws and phased development agreements have been drafted by the applicant and reviewed by the RDN.

**ALTERNATIVE**

Receive this report for information only.

**SUMMARY/CONCLUSIONS**

In July 2013, staff provided an update to the Board on the progress of the zoning amendment application reviews for Lakes District and Schooner Cove. Following this update, the applicant provided new information for review, and MOTI confirmed its support in principle to consider the proposed project specific street standards through a future subdivision application. MOTI also confirmed that it will maintain and repair proposed sidewalks as constructed, with MOTI approvals, in the road rights-of-ways for these developments. Staff continue to work with the applicant to resolve the remaining issues in relation to the project phasing and zoning requirements, such as parks phasing and the provision of community amenities in accordance with the Neighbourhood Plan policies.

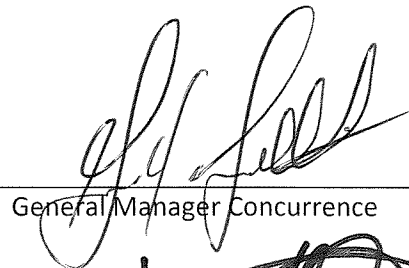
A tentative timeline for the applications review has been communicated with the applicant and anticipates introduction of the proposed amendment bylaws and phased development agreements in November of 2013, pending the drafting and review of the phased development agreements and zoning regulations. This information is provided to the Board as a status update and summary of the next steps in the applications review.

**RECOMMENDATION**

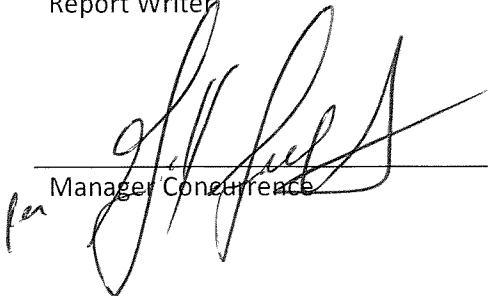
That the Board receive this report for information.



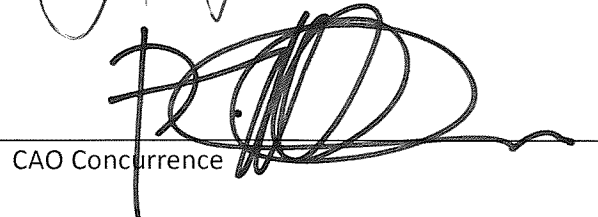
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

**Attachment 1 – Ministry of Transportation & Infrastructure Correspondence**



File: Fairwinds

July 10, 2013

Bentall Kennedy (Canada) LP  
**Attention: Russell Tibbles**  
3455 Fairwinds Drive  
NanOOSE Bay BC V9P 9K6

Dear Russell Tibbles:

**Re: Lakes District & Schooner Cove – Project Specific Street Standards**

I write further to your letter dated June 23, 2013. I understand your purpose in providing the letter was to consolidate your understanding of the responses, comments and input that MoTI staff have provided to you in connection with the captioned matter in the interim period since your receipt of my letter dated April 30, 2013.

I've had an opportunity to review your June 23, 2013 letter and my comments follow. You will note that a number of my comments build on or refer to my comments set out in my letter to you dated April 30, 2013. Accordingly I am attaching a copy of the April 30, 2013 letter for purposes of greater certainty and ease of reference.

In considering these comments please bear in mind that these comments supplement and are not intended to supersede the actual responses, comments and input that have been provided to you and your staff and consultants by MoTI staff. Should you have any questions or concerns regarding any of the comments set out in this letter or in the actual responses, comments and input provided by MoTI staff please do not hesitate to let us know.

We understand that the captioned matters remain subject to ongoing planning, change and development as part of your firm's (you describe as the "Fairwinds team") ongoing internal decision-making processes and as part of the various iterative processes involved in land developments and subdivision processes, including with applicable regulatory and governmental agencies.

Ministry of  
Transportation and  
Infrastructure

Vancouver Island District  
South Coast Region

Mailing Address:  
3<sup>rd</sup> Flr, 2100 Labieux Road  
Nanaimo BC V9T 6E9  
Telephone: 250 751-3246  
Fax: 250 751-3289

[www.gov.bc.ca/tran](http://www.gov.bc.ca/tran)

Page 2

In your June 23, 2013 letter you state that a number of items in the August 13, 2012 Street Standards package are concepts which your firm (the "Fairwinds team") intends to apply to specific sites within the Lakes District and the Schooner Cove neighborhood plan areas in subsequent applications for subdivision. You explain that such applications are intended to be submitted over a number of years as each phase of the project proceeds.

With respect to your stated intention to apply such concepts going forward, you should have regard to my letter of April 30, 2013, the various responses, comments and input that have been provided by MoTI staff. Moreover, as you may be aware, in context of provincial subdivision review, the approving officer is appointed by order in council and is required by law to carry out the functions and duties of an approving officer and administer the subdivision review process, as an independent statutory decision – maker. The Legislature has enacted and the law has developed numerous criteria and considerations which are relevant to the approving officer's exercise of decision-making authority in respect of applications for subdivision. Accordingly, as further referenced at the end of this letter, the relevance or applicability of any such concepts at any point in the future in context of a proposed subdivision will be subject to the discretions, principles and requirements (including legal, technical and regulatory discretions, principles and requirements) that govern the subdivision review process.

**1.(a) Lakes District & Schooner Cove Project Specific Street Standards & Detailed Cross Sections**

Please have regard to the design criteria sheets dated June 25, 2013 and our comments set out in our letter dated April 30, 2013 in respect of these matters. The design criteria sheets are not comprehensive of technical requirements and considerations but have as their purpose to provide a reasonable measure of guidance around reasonable design parameters for these projected developments as they progress and their components continue to be identified, defined or modified, as the case may be. We understand that you intend the "Project Specific Street Standards" booklet" which formed part of the August 13, 2012 Street Standards package to illustrate conceptual parameters for the amenities described in the booklet. I would anticipate that to the extent relevant and applicable and in conformance with the requirements of a particular proposed development, MoTI would review and consider information set out in the booklet together with all relevant information and requirements that are defined and implemented, including the design criteria sheets, as the projected developments further progress. Ultimately submission for approval and full review and consideration of all such parameters would occur during the course of any subdivision applications that may be submitted in connection with the projected developments.



Page 3

**1.(b) Schooner Cove Drive Alignment Plan and Vertical Profiles**

Please have regard to our April 30, 2013 letter. While MoTI is prepared to consider, in conceptual form, the alignment and profile as set out in Section 3 of the August 13, 2012 Street Standards package these are subject to detailed engineering design proving viability, which we anticipate would be progressed during any future subdivision application process.

**1.(c) Schooner Cove Drive Cross Sections**

Please have regard to our April 30, 2012 letter. While MoTI is prepared to consider, in conceptual form, the cross sections as set out in Section 3 of the August 13, 2012 Street Standards package, these proposed cross sections remain subject to detailed engineering design proving viability. We anticipate that such detailed engineering would be progressed during the course of any future subdivision application in connection with the projected development.

**1.(d) Schooner Cove Drive Cedar Creek Bridge Crossing (section 6 of the August 13, 2012 submission to MoTI)**

Please have regard to the email communication exchanges between Allan Galambos of the MoTI and Rob Warren of Kerr Wood Leidal of June 14<sup>th</sup>, June 18<sup>th</sup> and June 19<sup>th</sup> 2013 regarding structure types and related matters for the Cedar Creek Crossing. In particular you will note that while MoTI is prepared to consider the multiplate option providing longevity, design code and environmental issues are addressed to the reasonable satisfaction of the MoTI and the applicable regulatory agencies, we anticipate that during the detailed engineering phase geotechnical and hydraulic considerations will be required to be addressed including by the commissioning and provision of appropriate assessments and reports and implementation of appropriate measures.

**1.(e) Integrated Stormwater Management Plan**

Please have regard to our letter of April 30, 2013. As you are aware the integrated stormwater management plan and resulting design strategies described in the August 13, 2012 Street Standards package continue to be subject to ongoing consideration and detailed review with MoTI staff, your team and the RDN to identify and address the varying requirements and interests of the MoTI, the projected developments and the RDN. Generally speaking, MoTI permits would be issued to permit third parties to undertake certain functions in regard to such works situated within highway lands and the terms of such permits would be subject to discussion and modification to ensure that the permits are tailored to reflect the particular circumstances. The issuance of such permits, if any, in connection with the projected developments would be subject to satisfactory conclusion of the above noted ongoing consideration and detailed review. It is anticipated that

Page 4

progression of and conclusion of such review and considerations would be part of future subdivision applications submitted in connection with the projected developments.

**1.(f) Boulevards, Landscaping and Streetlights**

As regards the boulevards, landscaping and streetlights amenities described in the August 13, 2012 Street Standards package, MoTI is prepared to favourably consider the siting of such amenities within highway lands, subject to considerations similar to those set out above in regard to the integrated stormwater management plan.

**1.(g) Operation and Maintenance of Sidewalks**

Please have regard to my email communications of June 3 and June 4, 2013 addressed to you and others. Any sidewalks that are situated in accordance with MoTI approvals within highway lands would form part of the MoTI's operations, including maintenance and repair/rehabilitation, on completion of construction. The level of and delivery mechanisms for maintenance would form part of the usual policy considerations of the MoTI, taking into account a number of factors including budgets and resourcing.

**1.(h) Lakes District and Schooner Cove Infrastructure Phasing Plans (section 9 of the August 13, 2012 submission to MoTI)**

Please have regard to our letter of April 30, 2013. As noted in that letter, given the projected developments continue to be structured, we anticipate that phasing strategies for the developments also remain subject to planning and we anticipate would be considered during any future subdivision applications in connection with the developments.

**2.(a) Phased development of the Schooner Cove Parkway**

Please have regard to our letter of April 30, 2013. While MoTI considers the proposed alignment reasonable in concept, the proposed alignment will be subject to detailed design which is anticipated to be progressed and considered as part of subdivision applications which may be submitted in connection with the developments.

**2.(b) Phased development of the Schooner Cove Parkway – statutory right of way for construction traffic until publicly dedicated**

Please have regard to our letter of April 30, 2013. While the MoTI considers a statutory right of way over the anticipated alignment to be acceptable in concept, the requirements of any such statutory right of way including terms, and scheduling of dedication etc., would be reviewed and determined as part of a subdivision process. Should your team wish to forward its proposed form of statutory right of way to MoTI, we are prepared to receive it and forward to our legal advisors for general comment. Any such comments

Page 5

and review would not in any way fetter or derogate from the considerations and review that would be required in connection with any proposed statutory rights of way which may be included as part of any subdivision applications submitted in connection with the developments.

- 2.(c) **Phased development of the Schooner Cove Parkway – Phased construction**  
Please have regard to our letter of April 30, 2013.

- 3 **MoTI designation of Fairwinds Growth Containment Boundary and contiguous Dolphin Beach area as a designated low speed vehicle (LSV) area**

Please have regard to our letter of April 30, 2013 and the email communication exchanges between you and Janelle Erwin of the MoTI May 22, 2013 regarding the designated low speed vehicle matter. I understand that the current intention is for MoTI staff to undertake over the course of the summer the appropriate assessments of constructed highways within the Fairwinds Growth Containment Boundary and within the contiguous Dolphin Beach area. The intention is to have such assessments completed by the end of the summer and forwarded to the appropriate offices of the MoTI, including that of the Chief Engineer for review and consideration. We anticipate that as part of that process, the considerations contemplated under the *Motor Vehicle Act Regulations* will also follow. As to timing for responses, while we are not in a position to presume the timing of regulatory authorities, we would anticipate that these matters would be reviewed and considered and responses issued in an expeditious manner, given other urgent matters that may be before such authorities, as is the normal course.

4. **Design Criteria Sheets dated June 25, 2013, MoTI letter dated April 30, 2013, MoTI Email Communications and Input, August 13, 2012 Street Standards package, other letters, communications and email exchanges referenced in this letter**

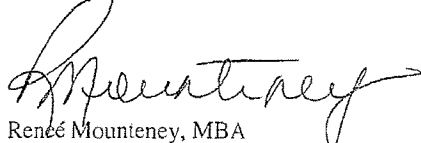
We understand that you will provide our office with certain material in hard copy binder and electronic form. While we are prepared to receive such material, we would note that you remain mindful that the receipt and consideration of such material will neither derogate from or fetter nor be considered to derogate from or fetter the exercise of lawful discretions and decision making powers of the provincial approving officer or any other legal authority. The relevance and applicability of such material and any part of such material in connection with any subdivision, regulatory, technical or other approval or authorization would be subject to the particular site – specific and issue – specific matters and input, considerations, laws, and requirements of stakeholders, government authorities and regulatory agencies relating to the specific application, development, plan, structure or other thing that is subject to the approval or authorization. Moreover, to the extent applicable and relevant, such material and any part of such material would be subject to

Page 6

ongoing modification and supplement to take into account the passage of time, particular site – specific and issue – specific matters and input, considerations, laws, and requirements of stakeholders, government authorities and regulatory agencies.

I look forward to continuing to work with you on the Lakes District and Schooner Cove developments. Should you have any questions or would like to discuss further, please do not hesitate to contact me at Renee [Mounteney@gov.bc.ca](mailto:Mounteney@gov.bc.ca) or at (250) 751 – 3282.

Sincerely

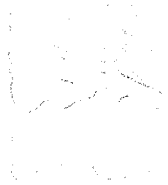


Renee Mounteney, MBA  
District Manager, Transportation  
Vancouver Island District

Encl: April 30, 2013 letter Renee Mounteney to Russell Tibbles

Cc: Geoff Garbutt, Regional District of Nanaimo  
Debbie O'Brien, Ministry of Transportation & Infrastructure  
Dave Edgar, Ministry of Transportation & Infrastructure  
Janelle Erwin, Ministry of Transportation & Infrastructure

## Attachment 2 – RDN Letter to BCIMC



REGIONAL  
DISTRICT  
OF NANAIMO

July 30, 2013

Mary Garden  
Senior Vice President, Real Estate  
British Columbia Investment Management Corporation  
301-2940 Jutland Road  
Victoria, BC V8T 5K6

Re: Lakes District and Schooner Cove Zoning Amendment Applications  
PL2012-096/097

Please be advised that the Board of the Regional District of Nanaimo (RDN) passed the following motion at its regular scheduled meeting of July 23, 2013:

*"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."*

Please find attached a copy of the staff report and recommendations regarding these important applications.

Through the adoption of the Lakes District and Schooner Cove Neighbourhood Plans as amendments to the Nanoose Bay Official Community Plan Bylaw No. 1400, the RDN recognized and acknowledged the importance of revitalization of the development program at Fairwinds both in economic development terms and in terms of its support for the RDN's regional growth management initiatives.

Your correspondence to the Fairwinds Community Association and subsequent comments by your manager, Bentall Kennedy, has outlined concern with the pace of the development review process for this project. Please be assured that staff are meeting on a very regular basis with your manager and their consultants to address all outstanding issues to support the consideration of these bylaws and phased development agreements in a timely manner. It is our understanding that the majority of the outstanding issues, have been addressed or will be addressed very shortly. As outlined in the staff report, resolution of these issues is critical to addressing the timeline that has been received by our Board.

The RDN is committed to moving these applications forward for Board consideration as expeditiously as possible. To that end, we have directed staff that, when the applications are ready for introduction and outstanding issues have been addressed, we are prepared to hold special scheduled Board meetings in relation to these applications. We trust that your concerns regarding the process timeline has been addressed and it is clear that from a policy perspective

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

Ph: (250)390-4111  
Toll Free: 1-877-607-4111  
Fax: (250)390-4163

RDN Website: [www.rdn.bc.ca](http://www.rdn.bc.ca)

BCIMC Correspondence Re: PL2012-096 & PL2012-097

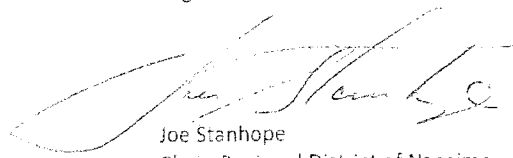
July 30, 2013

Page 2

there is support for the two zoning amendment applications and the approval process will unfold subject to the legal requirements of the *Local Government Act*.

If you have any questions or if we can provide you with any additional information please do not hesitate to contact Geoff Garbutt, General Manager of Strategic and Community Development directly at 250 390-6510 or by email at [ggarbutt@rdn.bc.ca](mailto:ggarbutt@rdn.bc.ca).

Regards,

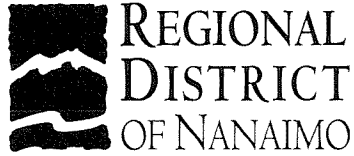


Joe Stanhope  
Chair, Regional District of Nanaimo

cc: RDN Board Directors  
Paul Thorkelsson, Chief Administrative Officer, RDN  
Geoff Garbutt, General Manager of Strategic & Community Development, RDN  
Russell Tibbles, Vice President, Development & Operations - Fairwinds

## Attachment 3 - Tentative Timeline for Zoning Amendment Applications

Project Task	Tentative Timeframe	Resources
Initial Application Submission & Review	July – October 2012	Applicant/RDN
Revised Application Submission & Review	December 2012 – May 2013	Applicant/RDN
Agency Referrals	October 2012 – June 2013	RDN/External Agencies
First Nations Outreach	May – July 2013	Applicant/RDN
Public Open House	June 26, 2013	Applicant-led
Integrated Stormwater Management Plan and Local Service Area Implications Review	July – August 2013	Review by Independent Consultant
Phased Development Agreement (PDA) Draft & Review	July – November 2013	Applicant/RDN
Public Information Meeting	September/October 2013	RDN-led
Zoning Amendment Bylaws and PDAs introduced for 1 <sup>st</sup> and 2 <sup>nd</sup> Reading	November 2013	RDN
Public Hearing on Zoning Amendment Bylaws and PDAs	Subject to Board approval	RDN
Zoning Amendment Bylaw considered for 3 <sup>rd</sup> Reading	Subject to Board approval	RDN
Legal & Statutory Approvals by Provincial Ministries	Ministerial approval process 2014 (the proposed twenty year PDA term requires Provincial approval)	RDN/Provincial Ministries
Zoning Amendment Bylaw considered for 4 <sup>th</sup> Reading/Adoption & PDA signed	Subject to Board approval	RDN



RDN REPORT		
CAO APPROVAL		✓
EAP		
COW		
AUG 19 2013		
RHD		
BOARD	✓	

## MEMORANDUM

**TO:** Wendy Idema  
Director of Finance

**DATE:** August 16, 2013

**FROM:** Manvir Manhas  
Senior Accountant

**FILE:**

**SUBJECT:** Operating Results for the Period Ending June 30, 2013

### PURPOSE:

To present a summary of the operating results for the period ending June 30, 2013.

### BACKGROUND:

The Regional Board reviews quarterly financial progress statements in order to identify both positive and negative budget trends as they occur. This report provides information on the operating results for the period January 1 to June 30, 2013.

The year-to-date statements are prepared primarily on a cash paid/received or invoiced basis. Exceptions are property taxes and debt payments, which are recorded or accrued at 1/12 of the annual amount each month and the prior year surpluses (deficits), which are recorded in full at the beginning of the year.

Assuming an even distribution of revenues and expenses throughout the year, the current financial performance benchmark would be approximately 50% versus budget. Where significant variances have been observed staff have provided comments in the individual sections below.

Attached as appendices to this report are the following:

- Appendix 1 Overall Summary by Division
- Appendix 2 Summary of Total Revenues/Total Expenditures by Department

### **Overall Summary by Division (Appendix 1)**

This appendix provides an overview of the year to date results at an organizational level.

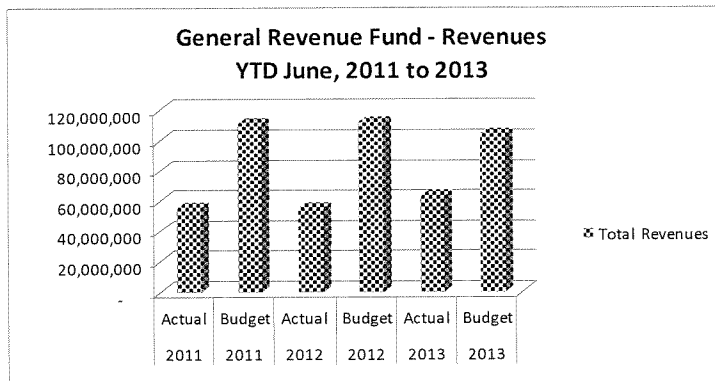
#### *Revenues*

Total revenues are at 60% of budget with property tax revenues at the expected 50%. There is an \$8.6 million impact to both revenues and expenses for 2013 resulting from the borrowing and flow through transfer to the Vancouver Island Regional Library (VIRL) which was approved after the budget was



completed. With the impact of this transaction removed, Total revenues would be 52% of budget and Other revenues would be 36% of budget which is typical for this time of year. Grant revenues are at 43%, which is also in line with previous years. Both Grant revenues and Other revenues are impacted by the timing of large projects which don't begin until budgets are finalized in March. Capital projects use a drawdown accounting approach where revenues are recorded as project expenses are incurred.

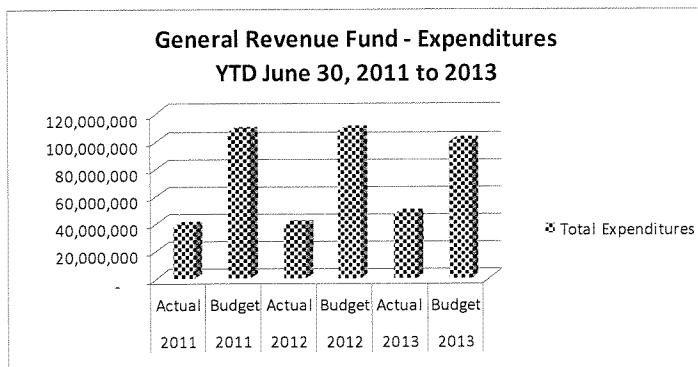
Operating revenues are at 58% of the budget as they reflect the first utility services billings which occur at the end of May but do not include the impact of the summer water billing which will show in October. The charts below show the 3 year trend for revenues and expenses at June 30 with the higher trend in 2013 a result of the VIRL transaction.



*Expenditures*

Overall expenditures are at 48% of budget and with the impact of the VIRL transaction removed, they would be 39%, again consistent with previous years. Expenditure items noticeably under budget include Community Grants (11%), Professional Fees (19%), and Capital Expenditures (23%). Professional fees and capital expenditures are directly related to the timing of payments for projects which incur more costs in Summer and Fall, and the bulk of community grant funds will be allocated during the Summer and Fall and will be impacted by the outcome of the Island Corridor Foundation (ICF) agreement. Wages & Benefits are at the expected 51%. Further details are provided under Operating Results by Department, below.

Expenditures for Debt Interest (41%) and Debt Principal (59%) vary from budget at this time because of the timing of debt payments made on behalf of municipalities. Transfers to Reserve (15%) are largely completed and recorded in August every year with only specific transfers made earlier in the year.



## **Summary of Operating Results by Department (Appendix 2)**

This appendix lists the total year to date revenues and expenditures for functions within each organizational division. This listing illustrates at a glance the overall status of an individual service as at June 30 compared to the overall budget for that service.

### **Corporate Services**

The Corporate Services division of Appendix 2 is being skewed at 97% for revenue and 91% for expense because of the \$8.6 million borrowing flow through transfer to the Vancouver Island Regional Library (see Regional Library at 439%) which was not incorporated in the budget for the year. With the impact of this transaction removed, year to date total revenues are at 50% and expenditures are at 42% which is largely related to the Fire Protection service areas.

Under Fire Services, the French Creek (57% revenue/0% expenditures) and Parksville Local Service (San Pareil) (69% revenue/0% expenditures) have service contracts with Parksville and Qualicum where the contract payments will be transferred to their Fire Departments in August after the tax revenues are received from the province. As well for departments such as Extension (17%), Nanaimo River (4%) and Bow Horn Bay (26%), their expenditures will increase when the reserve transfer occurs in August.

Wellington Fire Service (96% of expenditures) and the District 69 E911 Service (99% of expenditures) reflect that the transfers to the City of Nanaimo and to the North Island 911 Corporation have already been made per our agreements with them.

### **Development Services**

The Development Services division of Appendix 2 shows year to date total revenues at 63% and expenditures at 45%. The service areas showing variances in revenue and expenditures are as follows:

- VIHA Homelessness Grants (100% revenue/0% expenditures) is because additional grants will be issued at a later date as new initiatives are funded.
- Economic Development South (50% revenue/91% expenditures) reflects that the transfer of the bulk of funds to the Nanaimo Economic Development Corporation has occurred.
- Economic Development North (64% revenue/69% expenditures) shows variances in both revenue and expenses. The revenue includes prior year surplus which is recorded in full at the beginning of the year. On the expense side grant funds were disbursed in the Spring based on grants approved to date.
- Emergency Planning (38% revenue/37% expenditures) reflects outstanding grant revenues that have been claimed, but not received; and for expenditures, it reflects the timing of the transfer to reserve for \$35,000 which will occur in August.
- Search & Rescue (51% revenue/29% expenditures) reflects the timing of the transfer to the Nanaimo Search & Rescue and Nanaimo Marine Search and Rescue groups which occurs in August.

### Regional and Community Utilities

The Regional and Community Utilities division of Appendix 2-A shows year to date total revenues at 52% and expenditures at 35%. The service areas with variances at June 30 are as follows:

- Wastewater Management Plan (77% revenues/40% expenditures) reflects unspent program costs pending approval of the liquid waste management plan by the Ministry.
- Southern Community Wastewater (47% revenue/35% expenditures), Northern Community Wastewater (62% revenue/41% expenditures) and Duke Point Wastewater (66% revenue/32% expenditures) are a result of the timing of capital projects where revenues will be accrued as the expenses are incurred as well as timing for transfers to reserves.
- Under the Water Supply service areas only the San Pareil Fire Improvements (4% revenue/5% expenditures) is significantly low in both revenues and expenditures as a result of the capital project work planned for the Fall. Several other water services show lower than budget expenditures such as Whiskey Creek (40% revenue/18% expenditures), Decourcey (70% revenue/21% expenditures) and Englishman River (65% revenue/29% expenditures). These also reflect the timing of capital projects and transfers to reserves which occur in Summer.
- The Nanoose Bay Bulk Water (49% revenue/14% expenditures) and French Creek Bulk Water (29% revenue/8% expenditures) budgets include transfers to the Englishman River Water Service Joint Venture capital work for \$428,000 funded by DCC's and reserves which have not been completed.
- In general the revenues for water and sewer services reflect the fact that the first utility billing for the year occurs in May. The second billing occurs in September and will include the higher use Summer season. As well, as noted above, the transfers to reserves for these services will occur in August which will impact the expenditures.

### Recreation and Parks Services

The Recreation and Parks division of Appendix 2-B shows year to date total revenues at 54% and expenditures at 39%. The service areas with variances at June 30 are as follows:

- Regional Parks (62% revenue/39% expenditures) and all of the Community Parks Service areas have projects and reserve transfers where the timing is impacting revenues and expenditures as well. This is particularly noticeable in Area A (12% revenue/8% expenditures) and Area F (41% revenue/25% expenditures) which have capital projects underway (Meadowood Way Park, and the Cedar Skatepark) funded by both grants and reserve transfers.
- Gabriola Island Recreation (97% revenue/134% expenditures) is high for two reasons: transfers to the Gabriola Recreation Society are done in two installments (January 1<sup>st</sup> & June 1<sup>st</sup>) during the year; and because they transferred \$43,000 in surplus funds back to the RDN to hold in reserve for them which was not included in the budget.
- Area A Recreation & Culture (60% revenue/14% expenditures) also reflects unspent capital funds related to renovations at the Cedar Heritage Centre as well as reserve funds transfers to occur in August.
- Southern Community Recreation at 1% and the Port Theatre at 0% for expenditures reflect that the transfers of funds to the recipients for these services are made in August.

Transportation and Solid Waste Services

The Transportation and Solid Waste division of Appendix 2-B shows year to date total revenues at 51% and expenditures at 39%. The service areas with variances at June 30 are as follows:

- Solid Waste Disposal (40% revenue/29% expenditures) reflects lower transfers in from reserves as well as lower capital expenditures due to timing of large projects such as the redevelopment of the closed portion of the landfill which are planned for later this year and into 2014.
- Solid Waste Collection and Recycling is at 84% of its revenue budget vs. 38% of expenses because the annual utility billing is largely completed in May each year generating significant revenues at that time. The expenditure side will catch up later in the year as well as billings from haulers tend to lag behind a month or two.

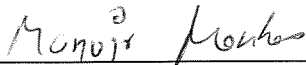
**SUMMARY:**


The attached appendices reflect the operating activities of the Regional District recorded up to June 30, 2013. Appendix 1 summarizes the overall results across the organization. To date 60% of budgeted revenues and 48% of budgeted expenditures have been recorded. There is an \$8.6 million impact to both revenues and expenses for 2013 resulting from the borrowing and flow through transfer of funds to VIRL which was approved after the budget was completed. With the impact of this transaction removed, total revenues would be 52% of budget and expenditures would be 39%, which is consistent with previous years. Grants (43%) are below the benchmark for seasonal and other timing reasons noted above.

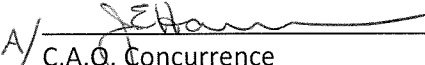
Expenditures for professional fees (19%) and capital projects (23%) are lower overall due to the summer time commencement for many capital projects. Community Grants (11%) are lower because several of the grant transfers occur in August after funds are transferred from the province and because the ICF transfer will not occur until the terms of the agreement are completed. Across all services, wages and benefits are in line with expectations at 51% of the budget.

**RECOMMENDATION:**

That the summary report of financial results from operations to June 30, 2013 be received for information.

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

  
\_\_\_\_\_  
Director of Finance Concurrence

  
\_\_\_\_\_  
A/ C.A.O. Concurrence



GENERAL REVENUE FUND  
June 30, 2013

	CORPORATE SERVICES			DEVELOPMENT SERVICES			REGIONAL & COMMUNITY UTILITIES			RECREATION & PARKS SERVICES			TRANSPORTATION AND SOLID WASTE SERVICES			TOTAL REVENUE FUND		
	Actual 2013	Budget 2013	% Var	Actual 2013	Budget 2013	% Var	Actual 2013	Budget 2013	% Var	Actual 2013	Budget 2013	% Var	Actual 2013	Budget 2013	% Var	Actual 2013	Budget 2013	% Var
<b>REVENUES</b>																		
TAX REQUISITION	\$3,583,222	\$7,166,442	50%	\$1,220,538	\$2,441,076	50%	\$6,344,902	\$12,689,801	50%	\$4,733,915	\$9,467,830	50%	\$4,167,693	\$8,335,384	50%	\$20,050,270	\$40,100,533	50%
GRANTS	96,736	143,590	67%	62,633	274,050	23%	140,425	193,515	73%	77,061	725,927	11%	2,757,135	5,889,105	47%	3,133,990	7,226,187	43%
OPERATING REVENUE	214,248	183,550	117%	694,696	1,125,731	62%	1,070,084	1,642,530	65%	863,758	1,475,856	59%	9,397,422	16,735,656	56%	12,240,208	21,163,323	58%
OTHER REVENUE	12,545,750	9,514,083	132%	126,375	258,457	49%	4,451,619	11,491,215	39%	485,971	905,617	54%	553,253	4,220,912	13%	18,162,968	26,390,284	69%
PRIOR YEAR'S SURPLUS (DEFICIT)	1,383,288	1,383,289	100%	1,356,102	1,356,101	100%	2,975,303	2,975,447	100%	1,340,037	1,340,037	100%	2,210,196	2,210,196	100%	9,264,926	9,265,070	100%
<b>TOTAL REVENUES</b>	<b>17,823,244</b>	<b>18,390,954</b>	<b>97%</b>	<b>3,460,344</b>	<b>5,455,415</b>	<b>63%</b>	<b>14,982,333</b>	<b>28,992,508</b>	<b>52%</b>	<b>7,500,742</b>	<b>13,915,267</b>	<b>54%</b>	<b>19,085,699</b>	<b>37,391,253</b>	<b>51%</b>	<b>62,852,362</b>	<b>104,145,397</b>	<b>60%</b>
<b>EXPENSES</b>																		
OFFICE OPERATING	650,448	1,272,835	51%	397,901	907,997	44%	549,964	1,123,104	49%	353,781	793,544	45%	2,017,995	4,119,531	49%	3,970,089	8,217,011	48%
COMMUNITY GRANTS	0	517,916		22,000	39,857	55%	0	0		52,556	103,200	51%	0	0		74,556	660,973	11%
LEGISLATIVE	167,884	337,085	50%	0	0		0	0		0	0		0	0		167,884	337,085	50%
PROFESSIONAL FEES	82,779	345,989	24%	143,385	498,770	29%	90,140	753,098	12%	18,479	263,010	7%	130,086	612,110	21%	464,869	2,472,977	19%
BUILDING - OPER & MAINT	133,886	251,704	53%	33,695	75,763	44%	124,923	300,862	42%	487,898	953,721	51%	186,823	491,737	38%	967,225	2,073,787	47%
VEH & EQUIP - OPER & MAINT	137,948	304,357	45%	29,512	43,755	67%	258,432	872,618	30%	74,988	190,886	39%	2,296,965	5,815,150	39%	2,797,845	7,226,766	39%
OTHER OPERATING COSTS	14,759	329,000	4%	83,818	178,900	47%	1,654,354	4,336,116	38%	154,418	468,296	33%	2,430,737	6,778,335	36%	4,338,086	12,090,647	36%
WAGES & BENEFITS	1,826,504	3,534,320	52%	1,184,804	2,409,419	49%	1,948,346	4,175,807	47%	2,127,364	4,206,346	51%	7,097,844	13,484,697	53%	14,184,862	27,810,589	51%
PROGRAM COSTS	0	0		31,816	50,000	64%	0	0		50,088	143,555	35%	0	0		81,904	193,555	42%
CAPITAL EXPENDITURES	84,732	1,466,500	6%	51,904	72,890	71%	4,023,255	11,723,984	34%	195,198	1,740,317	11%	151,960	4,365,880	3%	4,507,049	19,369,571	23%
DEBT FINANCING - INTEREST	1,156,874	2,608,080	44%	0	0		119,779	417,077	29%	249,892	730,119	34%	0	0		1,526,545	3,755,276	41%
DEBT FINANCING - PRINCIPAL	846,264	2,004,385	42%	0	0		173,015	346,035	50%	1,236,094	1,483,075	83%	0	0		2,255,373	3,833,495	59%
CONTINGENCY	0	0		0	0		0	0		0	35,000		0	278,725		0	313,725	
TRSF TO RESERVE FUND	97,602	669,814	15%	10,285	112,490	9%	671,310	3,481,782	19%	43,941	763,502	6%	0	329,345		823,138	5,356,933	15%
TRSF TO OTHER GOVT/AGENCIES	10,877,714	3,990,401	273%	148,000	365,300	41%	839	6,000	14%	167,534	1,542,524	11%	0	0		11,194,087	5,904,225	190%
<b>TOTAL EXPENDITURES</b>	<b>16,077,394</b>	<b>17,632,386</b>	<b>91%</b>	<b>2,137,120</b>	<b>4,755,141</b>	<b>45%</b>	<b>9,614,357</b>	<b>27,536,483</b>	<b>35%</b>	<b>5,212,231</b>	<b>13,417,095</b>	<b>39%</b>	<b>14,312,410</b>	<b>36,275,510</b>	<b>39%</b>	<b>47,353,512</b>	<b>99,616,615</b>	<b>48%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$1,745,850</b>	<b>\$758,568</b>		<b>\$1,323,224</b>	<b>\$700,274</b>		<b>\$5,367,976</b>	<b>\$1,456,025</b>		<b>\$2,288,511</b>	<b>\$498,172</b>		<b>\$4,773,289</b>	<b>\$1,115,743</b>		<b>\$15,498,850</b>	<b>\$4,528,782</b>	

**REGIONAL DISTRICT OF NANAIMO**  
**SUMMARY OF OPERATING RESULTS**  
June 30, 2013

	Revenues			Expenditures			Surplus	
	2013 Actual	2013 Budget	Variance	2013 Actual	2013 Budget	Variance	2013 Actual	2013 Budget
<b><u>CORPORATE SERVICES</u></b>								
General Administration	\$3,515,133	\$6,487,302	54%	\$2,512,645	\$6,064,694	41%	\$1,002,488	\$422,608
Electoral Areas Administration	415,349	710,299	58%	262,599	605,478	43%	152,750	104,821
Public Safety								
D68 E911	63,421	119,496	53%	47,170	117,530	40%	16,251	1,966
D69 E911	319,972	592,912	54%	541,068	543,880	99%	(221,096)	49,032
Community Justice	44,937	87,580	51%	0	87,580		44,937	0
Fire Protection - Volunteer								
Coombs-Hilliers	267,012	733,012	36%	282,714	733,012	39%	(15,702)	0
Errington	156,276	312,351	50%	153,491	312,351	49%	2,785	0
Nanoose	560,846	821,063	68%	147,314	775,325	19%	413,532	45,738
Dashwood	215,008	584,630	37%	265,436	584,630	45%	(50,428)	0
Meadowood	76,491	139,363	55%	51,313	139,360	37%	25,178	3
Extension	123,231	194,794	63%	32,221	194,794	17%	91,010	0
Nanaimo River	8,900	17,797	50%	625	17,795	4%	8,275	2
Bow Horn Bay	163,963	731,464	22%	188,948	731,464	26%	(24,985)	0
Fire Protection - Service Contracts								
French Creek (Area G)	275,694	479,998	57%	283	428,950	0%	275,411	51,048
Parksville Local (Area G)	111,957	162,004	69%	250	89,733	0%	111,707	72,271
Cassidy/Waterloo (Area A & C)	122,519	218,402	56%	116,901	218,401	54%	5,618	1
Wellington (Area C)	40,343	70,943	57%	57,636	59,865	96%	(17,293)	11,078
Regional Library	9,424,179	2,145,614	439%	9,628,504	2,145,614	449%	(204,325)	0
Municipal Debt Transfers	1,907,263	3,760,430	51%	1,777,264	3,760,430	47%	129,999	0
House Numbering	10,750	21,500	50%	10,750	21,500	50%	0	0
	<b>\$17,823,244</b>	<b>\$18,390,954</b>	<b>97%</b>	<b>\$16,077,394</b>	<b>\$17,632,386</b>	<b>91%</b>	<b>\$1,745,850</b>	<b>\$758,568</b>
<b><u>DEVELOPMENT SERVICES</u></b>								
EA Community Planning	\$1,247,162	\$1,922,035	65%	\$737,982	\$1,647,839	45%	\$509,180	\$274,196
VIHA Homeless Grants	\$188,000	\$188,000	100%	\$0	\$188,000		\$188,000	
Economic Development South	\$68,500	\$137,000	50%	\$125,000	\$137,000	91%	(\$56,500)	
Economic Development North	\$34,901	\$54,857	64%	\$37,974	\$54,857	69%	(\$3,073)	
Community Works Fund - Dev Svcs	102,428	240,025	43%	102,428	240,025	43%	\$0	0
Regional Growth Management	474,205	675,478	70%	209,758	521,620	40%	264,447	153,858
Emergency Planning	131,398	344,191	38%	119,917	320,386	37%	11,481	23,805
Search & Rescue	20,984	41,484	51%	12,000	41,300	29%	8,984	184
Building Inspection	929,937	1,325,830	70%	560,743	1,099,612	51%	369,194	226,218
Bylaw Enforcement								
Animal Control F	26,447	29,437	90%	13,532	19,810	68%	12,915	9,627
Animal Control A, B, C & Lantzville	38,067	69,862	54%	31,868	68,255	47%	6,199	1,607
Animal Control E, G & H	46,380	90,720	51%	45,327	88,860	51%	1,053	1,860
Nuisance Premises	10,047	38,339	26%	3,632	33,055	11%	6,415	5,284
Hazardous Properties	4,838	18,438	26%	3,362	17,420	19%	1,476	1,018
Noise Control								
Electoral Area A	5,899	8,759	67%	3,401	6,920	49%	2,498	1,839
Electoral Area B	3,623	7,901	46%	3,384	7,865	43%	239	36
Electoral Area C	3,467	7,037	49%	3,373	6,865	49%	94	172
Electoral Area E	3,118	6,903	45%	3,374	6,865	49%	(256)	38
Electoral Area G	4,242	8,447	50%	3,359	7,915	42%	883	532
General Enforcement	116,701	240,672	48%	116,703	240,672	48%	(2)	0
	<b>\$3,460,344</b>	<b>\$5,455,415</b>	<b>63%</b>	<b>\$2,137,117</b>	<b>\$4,755,141</b>	<b>45%</b>	<b>\$1,323,227</b>	<b>\$700,274</b>

**REGIONAL DISTRICT OF NANAIMO**  
**SUMMARY OF OPERATING RESULTS**  
June 30, 2013

	Revenues			Expenditures			Surplus	
	2013 Actual	2013 Budget	Variance	2013 Actual	2013 Budget	Variance	2013 Actual	2013 Budget
<b><u>REGIONAL &amp; COMMUNITY UTILITIES</u></b>								
Regional & Community Utilities Administration	\$127,912	\$352,242	36%	\$125,375	\$352,241	36%	\$2,537	\$1
Wastewater Management								
Wastewater Management Plan	287,462	374,318	77%	89,050	223,978	40%	198,412	150,340
Southern Community Wastewater	6,664,728	14,085,208	47%	4,862,471	13,887,778	35%	1,802,257	197,430
Northern Community Wastewater	3,455,085	5,544,779	62%	2,185,331	5,277,206	41%	1,269,754	267,573
Duke Point Wastewater	212,128	320,961	66%	77,744	240,695	32%	134,384	80,266
Water Supply								
San Pareil fire	29,444	707,200	4%	36,438	707,200	5%	(6,994)	0
Whiskey Creek	75,285	187,907	40%	30,755	169,696	18%	44,530	18,211
French Creek	89,774	167,338	54%	49,644	144,546	34%	40,130	22,792
Surfside	30,263	44,252	68%	11,800	31,353	38%	18,463	12,899
Decourcey	10,190	14,661	70%	2,063	9,929	21%	8,127	4,732
San Pareil	97,656	189,968	51%	80,611	179,807	45%	17,045	10,161
Driftwood	3,934	7,860	50%	2,752	7,850	35%	1,182	10
Englishman River	105,072	161,303	65%	30,480	105,630	29%	74,592	55,673
Melrose Terrace	17,135	28,788	60%	10,386	26,327	39%	6,749	2,461
Nanoose Bay Peninsula	948,425	1,967,194	48%	614,323	1,820,154	34%	334,102	147,040
Drinking Water/Watershed Protection	553,884	838,079	66%	394,872	746,715	53%	159,012	91,364
Nanoose Bay Bulk	530,146	1,082,589	49%	134,396	954,590	14%	395,750	127,999
French Creek Bulk	96,012	327,345	29%	24,111	309,417	8%	71,901	17,928
Sewer Collection								
French Creek	552,241	966,718	57%	394,316	960,169	41%	157,925	6,549
Nanoose (Fairwinds)	625,717	908,570	69%	237,497	774,812	31%	388,220	133,758
Pacific Shores	63,335	92,138	69%	25,491	76,097	33%	37,844	16,041
Surfside	26,614	77,070	35%	16,263	76,606	21%	10,351	464
Cedar	118,849	179,214	66%	55,645	158,734	35%	63,204	20,480
Englishman River Stormwater	13,553	15,915	85%	740	8,480	9%	12,813	7,435
Cedar Estates Stormwater	9,188	11,550	80%	613	10,500	6%	8,575	1,050
Barclay Crescent	150,225	215,820	70%	83,883	194,935	43%	66,342	20,885
Pump & Haul	2,835	2,400	118%	1,350	2,400	56%	1,485	0
Streetlighting	82,491	121,121	68%	30,447	78,640	39%	52,044	42,481
Engineering Services	2,750	0		5,509	0		(2,759)	0
	<b>\$14,982,333</b>	<b>\$28,992,508</b>	<b>52%</b>	<b>\$9,614,356</b>	<b>\$27,536,485</b>	<b>35%</b>	<b>\$5,367,977</b>	<b>\$1,456,023</b>

REGIONAL DISTRICT OF NANAIMO  
SUMMARY OF OPERATING RESULTS  
June 30, 2013

	Revenues			Expenditures			Surplus	
	2013 Actual	2013 Budget	Variance	2013 Actual	2013 Budget	Variance	2013 Actual	2013 Budget
<b><u>RECREATION &amp; PARKS SERVICES</u></b>								
Regional Parks	\$1,737,446	\$2,780,345	62%	\$1,045,114	\$2,700,288	39%	\$692,332	\$80,057
Community Parks								
Electoral Area A	97,306	804,068	12%	65,022	787,572	8%	32,284	16,496
Electoral Area B	151,874	259,547	59%	89,723	216,119	42%	62,151	43,428
Electoral Area C	64,704	97,651	66%	20,462	81,208	25%	44,242	16,443
Electoral Area D	45,346	106,261	43%	28,609	98,406	29%	16,737	7,855
Electoral Area E	47,680	138,001	35%	43,393	118,532	37%	4,287	19,469
Electoral Area F	87,688	211,383	41%	47,070	189,726	25%	40,618	21,657
Electoral Area G	90,032	140,320	64%	48,035	118,437	41%	41,997	21,883
Electoral Area H	285,135	330,079	86%	209,537	310,134	68%	75,598	19,945
Area A Recreation & Culture	114,302	190,695	60%	22,289	163,527	14%	92,013	27,168
Northern Community Recreation	882,320	1,534,987	57%	593,286	1,524,852	39%	289,034	10,135
Oceanside Place Arena	1,320,514	2,674,843	49%	1,055,619	2,563,266	41%	264,895	111,577
Ravensong Aquatic Centre	1,931,348	3,450,413	56%	1,807,288	3,349,301	54%	124,060	101,112
Gabriola Island Recreation	91,075	93,630	97%	124,062	92,803	134%	(32,987)	827
Southern Community Recreation	513,717	1,023,024	50%	12,722	1,023,024	1%	500,995	0
Port Theater Contribution	40,255	80,020	50%	0	79,900		40,255	120
	<b>\$7,500,742</b>	<b>\$13,915,267</b>	<b>54%</b>	<b>\$5,212,231</b>	<b>\$13,417,095</b>	<b>39%</b>	<b>\$2,288,511</b>	<b>\$498,172</b>
<b><u>TRANSPORTATION AND SOLID WASTE SERVICES</u></b>								
Gabriola Island Emergency Wharf	\$8,117	\$10,959	74%	\$369	\$6,150	6%	\$7,748	\$4,809
Southern Community Transit	9,554,848	18,756,557	51%	8,509,114	18,362,720	46%	1,045,734	393,837
Northern Community Transit	1,023,031	1,827,266	56%	744,577	1,581,770	47%	278,454	245,496
Solid Waste Disposal	5,097,915	12,769,296	40%	3,563,419	12,363,525	29%	1,534,496	405,771
Solid Waste Collection & Recycling	3,401,788	4,027,175	84%	1,494,931	3,961,344	38%	1,906,857	65,831
	<b>\$19,085,699</b>	<b>\$37,391,253</b>	<b>51%</b>	<b>\$14,312,410</b>	<b>\$36,275,509</b>	<b>39%</b>	<b>\$4,773,289</b>	<b>\$1,115,744</b>
<b>TOTAL ALL SERVICES</b>	<b>\$62,852,362</b>	<b>\$104,145,397</b>	<b>60%</b>	<b>\$47,353,508</b>	<b>\$99,616,616</b>	<b>48%</b>	<b>\$15,498,854</b>	<b>\$4,528,781</b>





RDN REPORT	
CAO APPROVAL	
EAP	
COW	
AUG 19 2013	
RHD	
BOARD	✓

# MEMORANDUM

**TO:** Paul Thorkelsson  
Chief Administrative Officer

**DATE:** August 19, 2013

**FROM:** Wendy Idema  
Director of Finance

**FILE:**

**SUBJECT:** Update to Fire Protection Services Agreement with City of Parksville

**PURPOSE:**

To endorse an agreement addendum for the second renewal term of the Electoral Area 'G' fire protection services agreement with the City of Parksville.

**BACKGROUND:**

The City of Parksville provides fire protection services to portions of Electoral Area 'G', from the City's boundaries to Drew Road in French Creek (French Creek Fire), as well as within the San Pareil neighbourhood (Parksville Local). The Regional District and the City entered into a service agreement with an initial five year term ending December 31, 2011. The agreement automatically renews for a further two five year terms unless otherwise terminated.

Under the agreement the parties use the City's five year financial plan forecast for cost sharing purposes. Operating and minor capital items under \$100,000 are cost shared as shown in the five year plan. Major capital items were averaged over a five year period. Every three years a comparison of budget to actuals is prepared and if the difference is greater than \$10,000 the amount is returned or recovered from the Regional District over the next three years.

The period 2007-2011 was the first term under the revised agreement and staff found that the three year interval was administratively challenging. Staff also discussed challenges regarding the approach to funding major capital items such as vehicles and buildings which have long useful lives. In the initial renewal only those items which were forecast to be purchased within five years were reflected in the amounts to be cost shared. This could result in large swings in cost sharing if a number of vehicles needed to be replaced within a short period of time and/or a new building became part of the plan in a subsequent period. As an alternative it is recommended that major capital items be averaged over a twenty year period. Except for new buildings a twenty year period captures all of the current inventory of vehicle replacements and potential new additions reflected in the City's 20 year plan. It will be up to the City to determine exactly when vehicles are replaced and how those replacements are funded. The Regional District's share of those assets is essentially funded on a reserve fund approach.

Staff also recommend using the fifth year of each term for the reconciliation of actual to budget for operating and minor capital costs. The City of Parksville has indicated that they concur with the recommended changes.

**ALTERNATIVES:**

1. Approve the addendum attached with this report.
2. Recommend further amendments and seek the City's concurrence.

**FINANCIAL IMPLICATIONS:**

Alternative 1

The amounts projected in the Regional District's financial plan for cost sharing over the next five year term are consistent with the amounts shown in the addendum Schedules B and B-1. For information purposes the original agreement is also attached to this report. Staff have no further recommendations at this time.

**SUMMARY/CONCLUSIONS:**

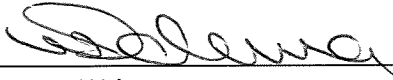
The City of Parksville provides fire protection services to a portion Electoral Area 'G', from the City's boundaries to Drew Road in French Creek (French Creek Fire), as well as within the San Pareil neighbourhood (Parksville Local). The Regional District and the City entered into a service agreement with an initial five year term ending December 31, 2011. The agreement automatically renews for a further two five year terms unless otherwise terminated. Under the agreement the parties use the City's five year financial plan forecast for cost sharing purposes. Operating and minor capital items under \$100,000 are cost shared as shown in the five year plan. Major capital items were averaged over a five year period. Every three years a comparison of budget to actuals is prepared and if the difference is greater than \$10,000 the amount is returned or recovered from the Regional District over the next three years.


Staff from both jurisdictions have met to review the reconciliation and discussed the future timing points for reconciliations as well as re-examining how major capital items are dealt with in the agreement. Presently, only major capital items listed in the five year financial plan are included for cost sharing which could lead to large swings if in a subsequent period more capital items are replaced than in the previous five year period. To address this, staff recommend using a twenty year plan horizon and averaging the total inventory over a twenty year period. This approach captures all existing vehicles as well as one or two additions and includes the value of the recent addition to the firehall. Under this approach the Regional District's cost share is akin to a reserve fund contribution. The City will determine the final timing and financing approach that meets its budget requirements.

Staff also recommend using the fifth year of each term for the reconciliation of actual to budget for operating and minor capital costs. The City of Parksville has indicated that they concur with the recommended changes.

**RECOMMENDATION:**

That the addendum to the Fire Protection Services Agreement with the City of Parkville covering portions of Electoral Area 'G' be approved as presented.

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

  
\_\_\_\_\_  
A/ CAO Concurrence

**ADDENDUM TO FIRE SERVICES AGREEMENT**

**PURSUANT TO THE AGREEMENT** made the 11th day of November, 2007:

**BETWEEN**

**THE CITY OF PARKSVILLE  
P.O. BOX 1390  
PARKSVILLE, B.C.  
V9P 2H3**

(hereinafter called the "City")

**OF THE FIRST PART**

**AND**

**THE REGIONAL DISTRICT OF NANAIMO  
6300 HAMMOND BAY RD  
NANAIMO, BC  
V9T 6N2**

(hereinafter called the "District")

**OF THE SECOND PART**

**WHEREAS** the initial term of the Fire Services Agreement for the period January 1, 2007 to December 31, 2011 has concluded;

**AND WHEREAS** the Parties wish to set out the costs which will be shared for the renewal period January 1, 2012 to December 31, 2016;

**NOW THEREFORE THIS ADDENDUM WITNESSETH** that in consideration of the premises, mutual covenants and agreements hereinafter contained, it is agreed as follows;

Sections 7(1), (2) and (4) are deleted and the following is substituted therefore:

**7. APPORTIONMENT OF ANNUAL COSTS**

1. Fire fighting costs shall be apportioned between the City and the District on the basis of net taxable values for land and improvements.
2. The costs for fire protection for the Term and subsequent Terms of this Agreement shall be derived as follows:

Referring to the City's financial plan at the beginning of the Term or any renewal Term annual budgets will be comprised of:

**Operating costs** as estimated in the financial plan for the following categories:

Administration (includes wages)  
Training  
Small Equipment & Clothing  
Fire Hall Operations  
Other Equipment Costs plus;

**Minor Capital Equipment** - capital items less than \$100,000 plus;

**Major Capital Equipment** - capital items greater than \$100,000.

Operating Costs and Minor Capital Equipment shall be recorded in the years that they occur.

Major Capital items shall be averaged over a twenty year period.

Schedules B and B-1 represent the estimates and calculations for the period January 1, 2012 to December 31, 2016.

3. On or about January 31 in the final year of each term the parties shall reconcile actual amounts incurred by the City for Operating and Minor Capital Costs compared to the amounts remitted by the District in the prior five years. Where there is a difference of more than \$10,000 the amounts payable by the Regional District in each year of the subsequent five year term shall be adjusted by one fifth of the difference from the prior five year term.

Section 7(5) is renumbered 7(4).

Hydrant Service Program as shown in Schedule A is replaced with the attached revised documents.

**IN WITNESS WHEREOF** the parties have hereunto caused their presents to be executed under the hands of their proper officers duly authorized in that behalf on the day and year first above written.

**FOR THE REGIONAL DISTRICT OF NANAIMO** )

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\_\_\_\_\_  
Chairperson )

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Director of Corporate Services )

)

**FOR THE CITY OF PARKSVILLE** )

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**SCHEDULE 'A'**

**FIRE SERVICES AGREEMENT  
BETWEEN THE CITY OF PARKSVILLE  
AND REGIONAL DISTRICT OF NANAIMO**

**HYDRANT SERVICE PROGRAM**

**REGIONAL DISTRICT OF NANAIMO  
*Utilities Department***

**OPERATING PROCEDURES**

SUBJECT: <i>Fire Hydrant Inspection and Maintenance</i>	PROCEDURE NO.: <i>Water-01</i>
	PAGE: <i>1 of 4</i>
EFFECTIVE DATE: <i>April 20, 2006</i>	LAST REVISED: <i>July 5, 2012</i>
PREPARED BY: <i>D. Churko / M. LaForest</i>	APPROVED BY: <i>M. Donnelly</i>

**1.0 PURPOSE**

1.1 To ensure staff follow proper procedures when servicing fire hydrants.

**2.0 RESPONSIBILITY**

2.1 It is the responsibility of the Chief Operator to inform staff of these procedures and to update these procedures as necessary.

2.2 It is the responsibility of staff to read and understand these procedures.

**3.0 PROCEDURES**

3.1 As per the Regional and Community Utilities Operational Policy dated February 1, 2004 (see attached), fire hydrants shall be inspected regularly and repaired as required to ensure their satisfactory operation.

3.2 Fire hydrants shall be inspected and flushed annually.

3.3 Fire hydrants shall be provided full maintenance every two years. Refer to Manufacturers recommended procedures- copies available in Utilities 3 Technician's desk, and in Chief Operator's office.

REGIONAL DISTRICT OF NANAIMO

REGIONAL AND COMMUNITY UTILITIES  
P O L I C Y

SUBJECT:	<i>Fire Hydrant Inspection and Maintenance</i>	POLICY NO:	
EFFECTIVE DATE:	<b>February 1, 2004</b>	APPROVED BY:	GM RCU
REVISION DATE:		PAGE	1 OF 1

**PURPOSE**

Fire hydrants shall be inspected regularly and repaired as required to ensure their satisfactory operation. This policy outlines the frequency of fire hydrant inspections and maintenance.

**POLICY**

1. Annual Inspections – fire hydrants shall be inspected and flushed annually in accordance with the procedure outlined in Schedule “A”.
2. Fire hydrants shall be inspected after every use and hydrant maintenance shall be performed, if required, in accordance with the procedure outlined in Schedule “A-1”.
3. Fire Hydrant Maintenance – fire hydrants shall be provided full maintenance every two years in accordance with the procedure outlined in Schedule “A-1”.
4. Records shall be maintained of all inspections and maintenance activities.

Regional District of Nanaimo  
Fire Hydrant Maintenance

Schedule "A"

Annual Inspection Procedure for all Fire Hydrants within RDN Water Systems

1. Check for any obvious obstructions and brush out around hydrant within 1 metre radius if required. Report obstructions that cannot be removed to the Chief Operator.
2. Inspect condition of paint; power wash and re-paint as required.
3. Check, record and report any external structural damage to the hydrant to the Chief Operator.
4. Check and clear any obstruction or foreign material from hose ports.
5. Check for ease of operation; if difficult to operate record and report.
6. Check for leaks at ground level and at all gasket joints.
7. Listen for internal leakage
8. Flush hydrant and branch line with very low flow so as not to disturb the main.
9. Check for drainage by suction at hose port.
10. Check that all ports are accessible and that the steamer port is facing the principle access route.
11. Complete inspection report.
12. Report any deficiencies that require further repair immediately to the Chief Operator.



Regional District of Nanaimo  
Fire Hydrant Maintenance

Schedule "A-1"

Full Bi-annual Service Maintenance Procedure for all Fire Hydrants within RDN Water Systems

1. Close the hydrant isolation valve and check the operation of the valve.

Record and report any repairs required.

Disassemble the hydrant to remove serviceable parts, check for worn or broken parts and leaks in the assembly or their component parts:

- head or "O" ring assembly
- independent cut-off assembly
- drain valve assembly
- main gate or main valve assembly
- hose nozzle assembly

2. Lubricate all external and internal working parts while reassembling the hydrant.
3. Open the hydrant isolation valve
4. Operate the hydrant from fully open to fully closed with caps in place. Record pressure and number of turns required opening the hydrant.
5. Flush the hydrant with a low flow so as not to disturb the main.
6. Complete the maintenance report.

**\*\* END OF DOCUMENT \*\***

**SCHEDULE B**

**TO FIRE SERVICES AGREEMENT BETWEEN THE  
CITY OF PARKSVILLE AND THE REGIONAL DISTRICT OF NANAIMO**

			Budget	Budget	Budget	Budget	Budget	Total
			2012	2013	2014	2015	2016	
<b>OPERATING</b>	Administration		470,210	485,111	496,449	508,063	519,957	2,479,790
	Training		125,940	134,347	135,148	139,063	143,096	677,594
	Small Equipment & Clothing		61,500	64,140	65,996	67,908	69,876	329,420
	Fire Hall #1		36,050	37,598	38,686	39,806	40,960	193,100
	Equipment		82,400	85,937	88,425	90,986	93,623	441,371
	Minor Capital – Operating		14,700	0	0	0	0	
			<b>790,800</b>	<b>807,133</b>	<b>824,704</b>	<b>845,826</b>	<b>867,512</b>	<b>4,135,975</b>
<b>CAPITAL</b>	Minor Capital		123,600	61,000	0	0	28,600	213,200
	Major Capital		404,287	404,287	404,287	404,287	404,287	2,021,434
	Total Annual Cost		<b>1,318,687</b>	<b>1,272,420</b>	<b>1,228,991</b>	<b>1,250,113</b>	<b>1,300,399</b>	<b>6,370,609</b>
AVERAGE ANNUAL COST			1,274,122					
Less: RDN adjustment 2007-2011			(30,445)	(30,445)	(30,445)	(30,445)	(30,445)	(152,224)
			<b>1,243,677</b>	<b>1,243,677</b>	<b>1,243,677</b>	<b>1,243,677</b>	<b>1,243,677</b>	<b>6,218,386</b>
Assessments	2012	Percentage allocation						
<b>City of Parksville</b>	2,220,863,819	72.00%	<b>917,425</b>	<b>917,425</b>	<b>917,425</b>	<b>917,425</b>	<b>917,425</b>	<b>4,587,125</b>
<b>RDN French Creek</b>	627,307,898	20.34%	259,137	259,137	259,137	259,137	259,137	1,295,685
Less: RDN adjustment 2007-2011			(22,118)	(22,118)	(22,118)	(22,118)	(22,118)	(110,590)
			<b>237,019</b>	<b>237,019</b>	<b>237,019</b>	<b>237,019</b>	<b>237,019</b>	<b>1,185,095</b>
<b>RDN Parksville( Local)</b>	236,169,074	7.66%	97,560	97,560	97,560	97,560	97,560	487,800
Less: RDN adjustment 2007-2011			(8,327)	(8,327)	(8,327)	(8,327)	(8,327)	(41,635)
Total assessments	3,084,340,791		<b>89,233</b>	<b>89,233</b>	<b>89,233</b>	<b>89,233</b>	<b>89,233</b>	<b>446,165</b>
			<b>1,243,677</b>	<b>1,243,677</b>	<b>1,243,677</b>	<b>1,243,677</b>	<b>1,243,677</b>	<b>6,218,386</b>

**SCHEDULE B-1**

**TO FIRE SERVICES AGREEMENT BETWEEN THE  
CITY OF PARKSVILLE AND THE REGIONAL DISTRICT OF NANAIMO**

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	
<b>Budgeted Major Capital (more than \$100,000)</b>											
Fire Hall #1 Addition	152,313	152,313	152,313	152,313	152,313	152,313	152,313	152,313	152,313	152,313	
Fire Rescue/Pumper Truck R-41	0	0	0	0	0	735,400	0	0	0	0	
Dedicated Rescue Truck	0	0	0	0	0	0	0	0	0	0	
Tanker (Chassis and Tank)	0	0	0	0	0	0	0	0	0	0	
Replace Ladder 41	0	0	0	1,165,500	0	0	0	0	0	0	
Replace E-42	0	0	0	0	0	0	0	0	0	624,500	
New Fire Truck E-43	0	0	0	0	0	0	0	0	0	0	
Replace E-41	0	512,500	0	0	0	0	0	0	0	0	
Fire Hall #2	0	0	0	0	0	0	0	0	822,400	0	
Training Ground Improvements	250,000	0	0	0	0	0	0	0	0	0	
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>Total</b>
Fire Hall #1 Addition	152,313	152,313	152,313	152,313	152,313	152,313	152,313	152,313	0	0	2,741,634
Fire Rescue/Pumper Truck R-41	0	0	0	0	0	0	0	0	0	0	735,400
Dedicated Rescue Truck	0	0	0	0	0	0	0	0	0	0	0
Tanker (Chassis and Tank)	0	0	0	0	0	434,500	0	0	0	0	434,500
Replace Ladder 41	0	0	0	0	0	0	0	0	0	0	1,165,500
Replace E-42	0	0	0	0	0	0	0	0	0	0	624,500
New Fire Truck E-43	0	0	0	0	0	0	0	0	0	799,300	799,300
Replace E-41	0	0	0	0	0	0	0	0	0	0	512,500
Fire Hall #2	0	0	0	0	0	0	0	0	0	0	822,400
Training Ground Improvements	0	0	0	0	0	0	0	0	0	0	250,000
<b>Total Plan 20 yrs</b>											<b>\$ 8,085,734</b>
<b>Average Annual Cost (20 yrs)</b>	<b>404,287</b>	<b>404,287</b>	<b>404,287</b>	<b>404,287</b>	<b>404,287</b>	<b>404,287</b>	<b>404,287</b>	<b>404,287</b>	<b>404,287</b>	<b>404,287</b>	<b>\$ 8,085,734</b>

**SCHEDULE B-1 (cont'd)**

**TO FIRE SERVICES AGREEMENT BETWEEN THE  
CITY OF PARKSVILLE AND THE REGIONAL DISTRICT OF NANAIMO**

<b>Budgeted Minor Equipment (less than \$100,000)</b>					
	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Tanker Truck & Tank	50,000	0	0	0	0
On Board computer Hardware	0	0	0	0	0
Emergency Generator	0	0	0	0	0
Replace Air Compressor	0	0	0	0	0
Replace Photocopier	0	11,000	0	0	0
Replace C-41	0	0	0	0	28,600
Replace C-42 (Dodge P/U)	28,600	0	0	0	0
Replace C-43 (Fire Inspector Truck)	25,000	0	0	0	0
SCBA Upgrade	0	50,000	0	0	0
Turnout Gear Cleaning apparatus	0	0	0	0	0
Thermal Imaging Cameras	20,000	0	0	0	0
Auto Extrication Tools	0	0	0	0	0
Foam System	0	0	0	0	0
<b>Total</b>	<b>123,600</b>	<b>61,000</b>	<b>0</b>	<b>0</b>	<b>28,600</b>

**FIRE SERVICES AGREEMENT**

THIS AGREEMENT made the 11<sup>th</sup> day of November, 2007:

**BETWEEN**

**THE CITY OF PARKSVILLE  
P.O. BOX 1390  
PARKSVILLE, B.C.  
V9P 2H3**

(hereinafter called the "City")

**OF THE FIRST PART**

**AND**

**THE REGIONAL DISTRICT OF NANAIMO  
6300 HAMMOND BAY RD  
NANAIMO, BC  
V9T 6N2**

(hereinafter called the "District")

**OF THE SECOND PART**

**WHEREAS** the District is authorized by its Bylaws No. 794 and No. 1001 to provide fire protection services to the French Creek Fire Protection Local Service Area and to the Parksville (Local) Fire Protection Service Area which are contained within portions of Electoral Areas 'F', 'G' and 'H' as hereinafter defined and to levy funds for that purpose;

**AND WHEREAS** it has been agreed that the City will provide fire protection services as hereinafter defined to the Parksville (Local) Fire Protection Service Area (Schedule 'C') and that portion of the French Creek Fire Protection Service Area shown outlined on Schedule 'D';

**AND WHEREAS** the boundaries of Schedule 'C' or 'D' are deemed to coincide with any subsequent boundary amendments associated with Bylaws No. 794 and 1001;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the premises, mutual covenants and agreements hereinafter contained, it is agreed as follows;

**1. SERVICES**

The City will provide fire protection services to the Parksville (Local) Fire Protection Service Area (Schedule 'C') and that portion of the French Creek Fire Protection Service Area outlined in heavy black on the attached Schedule 'D', including any subsequent boundary amendments.

**2. TERM**

- i. The Term of this Agreement is January 1, 2007 to December 31, 2011, unless otherwise terminated as provided herein.
- ii. This Agreement shall be automatically renewed at the end of the initial Term for a further two, five year terms unless earlier terminated as provided herein.

### 3. DESCRIPTION OF SERVICE

For the purposes of this Agreement the services provided include but are not limited to the provision of personnel and equipment for the purpose of fighting fires, fire prevention and inspections, administration and enforcement of the Regional District's burning bylaws applicable to the area, response to other classes of emergencies including medical emergencies and non-emergencies such as false alarms. The services provided shall be comparable to those provided within the City boundaries or as is possible with the facilities provided by the District

### 4. CITY OF PARKSVILLE

Within the boundaries for fire protection services as outlined under this agreement, the City will not be responsible for:

- i. maintaining or providing fire flow water at hydrants;
- ii. providing storage of water for fire fighting purposes;
- iii. replacing or repairing damaged hydrants except where negligence by the City is the cause;
- iv. providing, maintaining, servicing or flushing hydrants;
- v. paying for any of the above except for negligence as stated in Article 4(iii).

The City will have the right to:

- i. inspect, flow test, and check any or all hydrants;
- ii. advise the District of any deficiencies noted in hydrants or the water system;
- iii. operate hydrants and hook up hoses for the purposes of fire fighting and practice;
- iv. draw water at no charge for fire fighting and for practice.

### 5. REGIONAL DISTRICT OF NANAIMO

1. The District will ensure that the hydrants are serviced annually in accordance with the program as set out in the Regional District's policy as amended from time to time. The policy in effect at the date this agreement is signed is attached as Schedule 'A'.
2. The District will provide the City within ONE (1) MONTH of the signing of this Agreement with a copy of a drawing showing the location of all hydrants appropriately numbered, water mains, storage, and pumping facilities, and shall advise the City prior to the installation of all hydrants in order to provide the City the opportunity to comment on the locations.
3. The District will ensure that the City is notified in a timely manner of the identification, number of hydrants as and when they are:
  - i. damaged or out of service for whatever reason
  - ii. being repaired
  - iii. draining poorly and in all cases
  - iv. when they are back in service.

4. The District agrees to indemnify and save harmless the City from any and all actions, claims, suits or judgements arising out of or in connection with the performance by the City, or its officers or employees, of the obligations of the City under this Agreement, except:
  - i. where such action, claim, suit or judgement is due to the negligence of the City, or its officers or employees; and
  - ii. as specified in Section 4(iii) and (v).

## 6. ANNUAL REPORTS

1. Each year, on or before November 1<sup>st</sup>, the City shall provide a report on activities relative to this Agreement in a form mutually agreeable to the parties.
2. On or before February 1<sup>st</sup> of each year of the term, for information purposes the City shall provide a report comparing actual costs to budgeted costs for information purposes.

## 7. APPORTIONMENT OF ANNUAL COSTS

1. Fire fighting costs shall be apportioned between the City and the District on the basis of net taxable values for land and improvements.
2. The costs for fire protection for the Term and subsequent Terms of this Agreement shall be derived as follows:

Referring to the City's financial plan at the beginning of the Term or any renewal Term annual budgets will be comprised of:

**Operating costs** as estimated in the financial plan for the following categories:

Administration (includes wages)  
Training  
Small Equipment & Clothing  
Fire Hall Operations  
Other Equipment Costs plus;

**Minor Capital Equipment** - capital items less than \$100,000 plus;

**Major Capital Equipment** - capital items greater than \$100,000.

Operating Costs and Minor Capital Equipment shall be recorded in the years that they occur, Major Capital items shall be averaged over the five year period.

Total costs for the Term shall be allocated to each year in the Term or any renewal Term in a manner mutually acceptable to the parties

For the purposes of the initial Term, Schedules B and B-1 represent the estimates and calculations for the period 2007 to 2011.

4. On or about January 15 of every third calendar year following the execution of this agreement the Parties shall reconcile actual amounts incurred by the City compared to the amounts remitted by the District under this Agreement in the prior three years. Where there is a difference over the three year period of more than \$10,000 ( higher or lower) between the amounts remitted for that period and the amounts which would have been remitted based on actual costs, the difference shall be adjusted over the following three year period.
  
5. Notwithstanding Paragraph 7.4, the parties agree that it is not the intent of this adjustment to result in unreasonable changes to the annual costs for any party and should that be the result, the parties will work to resolve the change in a mutually acceptable manner.

**8. AMOUNTS PAYABLE**

An amount due under this Agreement shall be payable on or before the first day in August in each year.

**9. AMENDMENTS**

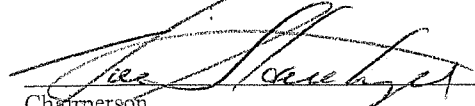
This Agreement may be amended by mutual agreement.


**10. TERMINATION**


1. This agreement may be terminated or take affect at the end of any calendar year by the giving of notice, in writing, by either party to the other no later than January 1st of that year.
  
2. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties have hereunto caused their presents to be executed under the hands of their proper officers duly authorized in that behalf on the day and year first above written.


FOR THE REGIONAL DISTRICT OF NANAIMO )

  
 \_\_\_\_\_  
 Chairperson

  
 \_\_\_\_\_  
 Sr. Mgr., Corporate Administration

	Initial	Date
Content (Mgr)	na	11/30/07
Approved (GM)		11/30/07
Legal Form (SMCA)	ml	14/12
Authority (CAO)		Dec 4/07

FOR THE CITY OF PARKSVILLE )

  
 \_\_\_\_\_  
 SANDRA R. HERLE  
 MAYOR

  
 \_\_\_\_\_  
 LAURIE TAYLOR  
 CORPORATE ADMINISTRATOR



**SCHEDULE 'A'**

**FIRE SERVICES AGREEMENT  
BETWEEN THE CITY OF PARKSVILLE  
AND REGIONAL DISTRICT OF NANAIMO**

**HYDRANT SERVICE PROGRAM**

**REGIONAL DISTRICT OF NANAIMO  
*Utilities Department***

**OPERATING PROCEDURES**

SUBJECT: <i>Fire Hydrant Inspection and Maintenance</i>	PROCEDURE NO.: <i>Water-01</i>
	PAGE: <i>1 of 4</i>
EFFECTIVE DATE: <i>April 20, 2006</i>	LAST REVISED: <i>February 15, 2007</i>
PREPARED BY: <i>D. Churko / M. LaForest</i>	APPROVED BY: <i>M. Donnelly</i>

**1.0 PURPOSE**

- 1.1 To ensure staff follow proper procedures when servicing fire hydrants.

**2.0 RESPONSIBILITY**

- 2.1 It is the responsibility of the Chief Operator to inform staff of these procedures and to update these procedures as necessary.
- 2.2 It is the responsibility of staff to read and understand these procedures.

**3.0 PROCEDURES**

- 3.1 As per the Environmental Services Operational Policy dated February 1, 2004 (see attached), fire hydrants shall be inspected regularly and repaired as required to ensure their satisfactory operation.
- 3.2 Fire hydrants shall be inspected and flushed annually.
- 3.3 Fire hydrants shall be provided full maintenance every two years. Refer to Manufacturers recommended procedures- copies available in Utilities 3 Technician's desk, and in Chief Operator's office.

**REGIONAL DISTRICT OF NANAIMO**

**Environmental Services Operational  
POLICY**

SUBJECT:	<i>Fire Hydrant Inspection and Maintenance</i>	POLICY NO:
EFFECTIVE DATE:	February 1, 2004	APPROVED BY: GM ES
REVISION DATE:		PAGE 1 OF 1

**PURPOSE**

Fire hydrants shall be inspected regularly and repaired as required to ensure their satisfactory operation. This policy outlines the frequency of fire hydrant inspections and maintenance.

**POLICY**

1. Annual Inspections – fire hydrants shall be inspected and flushed annually in accordance with the procedure outlined in Schedule “A”.
2. Fire hydrants shall be inspected after every use and hydrant maintenance shall be performed, if required, in accordance with the procedure outlined in Schedule “B”.
3. Fire Hydrant Maintenance – fire hydrants shall be provided full maintenance every two years in accordance with the procedure outlined in Schedule “B”.
4. Records shall be maintained of all inspections and maintenance activities.

Regional District of Nanaimo  
Fire Hydrant Maintenance

Schedule "A"

Annual Inspection Procedure for all Fire Hydrants within RDN Water Systems

1. Check for any obvious obstructions and brush out around hydrant within 1 metre radius if required. Report obstructions that cannot be removed to the Chief Operator.
2. Inspect condition of paint; power wash and re-paint as required.
3. Check, record and report any external structural damage to the hydrant to the Chief Operator.
4. Check and clear any obstruction or foreign material from hose ports.
5. Check for ease of operation; if difficult to operate record and report.
6. Check for leaks at ground level and at all gasket joints.
7. Listen for internal leakage
8. Flush hydrant and branch line with very low flow so as not to disturb the main.
9. Check for drainage by suction at hose port.
10. Check that all ports are accessible and that the steamer port is facing the principle access route.
11. Complete inspection report.
12. Report any deficiencies that require further repair immediately to the Chief Operator.

Regional District of Nanaimo  
Fire Hydrant Maintenance

Schedule "B"

Full Bi-annual Service Maintenance Procedure for all Fire Hydrants within RDN Water Systems

1. Close the hydrant isolation valve and check the operation of the valve.

Record and report any repairs required.

Disassemble the hydrant to remove serviceable parts, check for worn or broken parts and leaks in the assembly or their component parts:

- head or "O" ring assembly
- independent cut-off assembly
- drain valve assembly
- main gate or main valve assembly
- hose nozzle assembly

2. Lubricate all external and internal working parts while reassembling the hydrant.
3. Open the hydrant isolation valve
4. Operate the hydrant from fully open to fully closed with caps in place. Record pressure and number of turns required opening the hydrant.
5. Flush the hydrant with a low flow so as not to disturb the main.
6. Complete the maintenance report.

**\*\* END OF DOCUMENT \*\***

SCHEMULE B

**TO FIRE SERVICES AGREEMENT BETWEEN THE  
CITY OF PARKSVILLE AND THE REGIONAL DISTRICT OF NANAIMO**

		City of Parksville					
		Forecast Fire Department Expenditures					
		2007	2008	2009	2010	2011	Total
Operating Expenditures	Administration	390,873	432,950	444,300	456,058	468,240	2,192,421
	Training	59,192	61,649	64,218	66,910	69,731	321,700
	Small Equipment & Clothing	41,220	42,931	44,720	46,594	48,559	224,024
	Fire Hall #1	37,249	38,795	40,412	42,106	43,881	202,443
	Equipment	55,055	57,340	59,730	62,233	64,858	299,216
	<b>Total Operating</b>	<b>583,589</b>	<b>633,665</b>	<b>653,380</b>	<b>673,901</b>	<b>695,269</b>	<b>3,239,804</b>
Capital	Minor Capital Equipment	68,600	137,547	10,404	71,313	0	287,864
	Major Capital Equipment	346,512	346,512	346,512	346,512	346,512	1,732,560
	<b>Total Capital</b>	<b>415,112</b>	<b>484,059</b>	<b>356,916</b>	<b>417,825</b>	<b>346,512</b>	<b>2,020,424</b>
<b>Total Annual Costs</b>	<b>998,701</b>	<b>1,117,724</b>	<b>1,010,296</b>	<b>1,091,726</b>	<b>1,041,781</b>	<b>5,260,228</b>	

		2007								
		Assessments	Percentage			Allocated annual costs				
City of Parksville	1,747,105,471	70.77%	602,764	632,902	697,774	807,743	981,812	3,722,995		
French Creek Area	514,903,117	20.86%	177,645	186,527	205,646	238,056	289,358	1,097,233		
Parksville Local Area	206,781,942	8.38%	71,341	74,908	82,586	95,602	116,204	440,642		
	<b>2,468,790,530</b>	<b>100.00%</b>	<b>851,750</b>	<b>894,338</b>	<b>986,007</b>	<b>1,141,402</b>	<b>1,387,374</b>	<b>5,260,870</b>		
Regional District of Nanaimo			<b>\$248,986</b>	<b>\$261,435</b>	<b>\$288,232</b>	<b>\$333,658</b>	<b>\$405,562</b>			

**SCHEDULE D-1**  
**TO FIRE SERVICES AGREEMENT BETWEEN THE**  
**CITY OF PARKSVILLE AND THE REGIONAL DISTRICT OF NANAIMO**

City of Parksville – Fire Department Capital Expenditures

	2007	2008	2009	2010	2011	
<u>Budgeted Major Equipment (over \$100,000)</u>						
Major	Fire Hall #1 Addition	0		259,100	259,100	259,100
Major	Fire Rescue Truck R-41	0	0	0	0	0
Major	Tanker (Replace Chassis)	0	0	0	0	0
Major	Rplace Ladder 41	0	0	0	0	0
Major	Replace E-42	0	0	468,180	0	0
Major	New Fire Truck E-43	0	0	0	0	0
Major	Replace E-41	0	0	0		487,080
Major	Fire Hall #2	0	0	0	0	0
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 727,280</b>	<b>\$ 259,100</b>	<b>\$ 746,180</b>
	<b>Average Annual Costs</b>	<b>\$ 346,512</b>	<b>\$ 346,512</b>	<b>\$ 346,512</b>	<b>\$ 346,512</b>	<b>\$ 346,512</b>
<u>Budgeted Minor Equipment (less than \$100,000)</u>						
	Replace C-42 (Dodge P/U)	28,600	0	0	0	0
	Fire Inspector Truck	30,000				
	Emergency Generator	0	29,750	0	0	0
	Replace Air Compressor	0	34,100	0	0	0
	Replace Photocopier	0	11,000	0	0	0
	Replace C 41	0	0	0	28,600	0
	SCBA Upgrade	0	50,000	0	0	0
	Foam System	0	0	0	28,600	0
	Training Ground Improvements	10,000	10,000	10,000	10,000	0
	<b>Total</b>	<b>68,600</b>	<b>134,850</b>	<b>10,000</b>	<b>67,200</b>	<b>0</b>
	<b>Inflated Minor Equipment</b>	<b>\$ 68,600</b>	<b>\$ 137,547</b>	<b>\$ 10,404</b>	<b>\$ 71,313</b>	<b>\$ -</b>
	<b>Total Annual Capital Costs</b>	<b>\$ 415,112</b>	<b>\$ 484,059</b>	<b>\$ 356,916</b>	<b>\$ 417,825</b>	<b>\$ 346,512</b>

2008 Debt costs relate to repayment of \$3,250,000 debt to build new firehall. Interest assumed at 5%. Only 50% in 2008.

Major Equipment is averaged over a 10 year period to smooth the estimated costs.

Minor Equipment under \$100,000 is not averaged.



RDN REPORT		
CAO APPROVAL		✓
EAP		
COW		
AUG 07 2013		
RHD		
BOARD	✓	

**MEMORANDUM**

**TO:** Wendy Idema  
Director of Finance

**DATE:** August 1, 2013

**FROM:** Tiffany Moore  
Accounting Services Manager

**SUBJECT:** Request from the Oceanside Hospice Society for financial support

**PURPOSE:**

To discuss alternatives with respect to the request for funding, from the Oceanside Hospice Society.

**BACKGROUND:**

At the Regional District of Nanaimo Committee of the Whole meeting held November 13, 2012, Lynn Wood, Executive Director, Oceanside Hospice Society appeared as a delegation. The following motion was passed in response to the request from the Oceanside Hospice Society for a letter of support for the Society to be a regional service provider to assist them in applying for grants from other funding agencies:

*MOVED Director Willie, SECONDED Director Veenhof, that the Regional District of Nanaimo support Oceanside Hospice as a regional service provider.*

At the Regional District of Nanaimo Board meeting held March 26, 2013, the following motion was passed in response to a request from the Oceanside Hospice Society to explore the development of a service area in support of the provision of hospice care:

*MOVED Director Veenhof, SECONDED Director Lefebvre, that staff be directed to review the request from Oceanside Hospice Society for ongoing funding support, discuss with the Society specific needs as necessary, and report back to the Board on options for consideration in the 2014 budget.*

The Oceanside Hospice Society has requested support in the amount of \$60,000 from the Regional District of Nanaimo, to ensure that all staff wages and benefits, as well as contracted counseling services could be continued to be provided to serve the Society’s client base. A copy of their letter is attached for information. The total expenses for the year ended December 31, 2012 were \$281,357, with \$135,151 related to wages and benefits and \$9,366 related to contracts. For the year ended December 31, 2012, the Society raised \$449,051 from the following sources: 47% bequests; 22% fundraising; 11% donations; 10% gaming; 5% contracts; 3% VIHA; and 2% memberships and other. As well at December 31, 2012, the

society's financial statements report an internally restricted fund balance of \$100,000 and an unrestricted fund balance (surplus) of \$341,269.

The Oceanside Hospice Society's official catchment area encompasses City of Parksville, Town of Qualicum Beach, Electoral Areas E, F, G and H. In 2012 services were provided to 600 clients, which increased from 100 clients in 2004.

This request from Oceanside Hospice Society is for a contribution to operating expenses including wages and benefits, as well as contracted counseling services which are not eligible for Grants-In-Aid Funding under current RDN approved criteria. The RDN has previously provided funding for operational purposes through the establishment of a service including a voter approval process such as those used to provide funds to the Oceanside Victims Services Program and the Restorative Justice Program. Under Section 796 of the Local Government Act, a Regional District may operate any service the board considers necessary or desirable for all or part of the Regional District. The establishment of a service requires the approval of the Electors, participating municipalities, and the Inspector of Municipalities per Section 801 of the Local Government Act. The Board may consider establishing a service to provide ongoing funding support to the Oceanside Hospice Society and the voter approval process could be incorporated with the 2014 election.

Additionally, consideration must be given to whether the request falls within the objectives of programs or services provided by the Regional District of Nanaimo. Operational funding of health care has not been included in RDN services in the past. The Nanaimo Regional Hospital District provides capital funding to designated hospital facilities and the RDN has provided capital funding for health care through Grants in Aid Funding. In 2013 a Grant in Aid of \$10,000 was provided to the Nanaimo Hospice Society toward the capital cost of their new building.

Oceanside Hospice Society has provided us with information that the Cowichan Valley Regional District (CVRD) is forwarding a resolution to the UBCM for consideration at its 2013 Annual Convention. The resolution requests that the Hospital District Act be amended to provide enabling legislation authorizing Regional Hospital Districts to requisition funds to support the capital and operating costs of hospice societies and centres located within a Regional Hospital District. If the UBCM resolution is successful, there would no longer be a need for the establishment of a service.

#### **ALTERNATIVES:**

1. Pending the outcome of the CVRD's resolution through UBCM to amend the Hospital District Act, that staff be directed to plan for the establishment of a service to provide ongoing funding support to the Oceanside Hospice Society by incorporating a voter approval process with the 2014 election.
2. Pending the outcome of the CVRD's resolution through UBCM to amend the Hospital District Act, that staff be directed to notify the Oceanside Hospice Society that funding is only available through the Grants in Aid program at this time.



**FINANCIAL IMPLICATIONS:**

Alternatives 1

If a service was established, the costs would be shared among participants on the basis of assessments. Under Alternative 1, based on 2013 assessments, at a \$60,000 grant amount, the tax rate is estimated at \$0.60 cents per \$100,000 of assessment. The table below indicates the share of this Grant-in-Aid.

	<b>Alternative 1</b>
Parksville	15,089
Qualicum Beach	12,019
Area E	10,702
Area F	7,296
Area G	9,180
Area H	5,714
Total	\$60,000

With regard to future budget impacts, there are currently requests for additional or new funding from several community service organizations including the Oceanside Hospice Society, the Oceanside/District 69 RCMP Community Policing Program, the Deep Bay Royal Canadian Marine Search and Rescue Unit 59, and the Nanaimo RCMP Victim Services Program. Although no request has been received to date, the Nanaimo Community Hospice Society would likely be interested in similar operational funding if the Board was to approve operational funding for Oceanside Hospice Society.

Alternative 2

The financial implications associated with Alternative 2 would not be determined until Oceanside Hospice Society provided us with a funding request that meets the Grants in Aid Funding criteria.

**STRATEGIC PLAN IMPLICATIONS:**

The Oceanside Hospice Society aims to provide dignity and peace to community members at the end of their lives, assists people caring for the terminally ill, and supports those grieving the loss of a friend or family member. In the 2013-2015 Strategic Plan, the Board acknowledges that RDN communities are home to a high proportion of elders, and that innovative approaches to caring for elders including housing and health care options that allow for aging within one's community, are important aspects of community development in the region.

**SUMMARY/CONCLUSIONS:**

At the Regional District of Nanaimo Committee of the Whole meeting held November 13, 2012, Lynn Wood, Executive Director, Oceanside Hospice Society appeared as a delegation. The following motion was passed in response to the request from the Oceanside Hospice Society for a letter of support for the Society to be a regional service provider to assist them in applying for grants from Western Economic Diversification Canada and Provincial Gaming:

*MOVED Director Willie, SECONDED Director Veenhof, that the Regional District of Nanaimo support Oceanside Hospice as a regional service provider.*

At the Regional District of Nanaimo Board meeting held March 26, 2013, the following motion was passed in response to a request from the Oceanside Hospice Society to explore the development of a service area in support of the provision of hospice care:

*MOVED Director Veenhof, SECONDED Director Lefebvre, that staff be directed to review the request from Oceanside Hospice Society for ongoing funding support, discuss with the Society specific needs as necessary, and report back to the Board on options for consideration in the 2014 budget.*


This request from Oceanside Hospice Society is for a contribution to operating expenses, including wages and benefits, as well as contracted counseling services which are not eligible for Grants in Aid funding under current RDN approved criteria. The Board may consider establishing a service to provide ongoing funding support to the Oceanside Hospice Society and the required voter approval process could be incorporated with the 2014 election.


Additionally, consideration must be given to whether the request falls within the objectives of programs or services provided by the Regional District of Nanaimo. Operational funding of health care has not been included in RDN services in the past. The Nanaimo Regional Hospital District provides capital funding to designated hospital facilities and the RDN has provided capital funding for health care through Grants in Aid Funding. In 2013, a Grant in Aid of \$10,000 was provided to the Nanaimo Hospice Society toward the capital cost of their new building.


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**RECOMMENDATION:**

1. Pending the outcome of the CVRD's resolution through UBCM to amend the Hospital District Act, that staff be directed to notify the Oceanside Hospice Society that funding is only available through the Grants in Aid program at this time.

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

  
\_\_\_\_\_  
Director Concurrence

  
\_\_\_\_\_  
C.A.O. Concurrence



May 30, 2013

Ms Wendy Idema  
Director of Finance  
Regional District of Nanaimo  
6300 Hammond Bay Rd  
Nanaimo, BC V9T 6N2

Dear Ms Idema

Further to our email of April 11, 2012 I am enclosing a copy of the financial statements for our Non Profit charity, for the period ending December 31, 2012. These statements were approved at the 25 April 2013 AGM of the society.

My delay in forwarding this information to you has been that our society has taken steps to change the society year end to March 31<sup>st</sup>, in concert with many of the government agencies and funders with which we interact.

We are in the process of finalizing the January 2013 – March 31, 2013 audit with our auditor and will likely conduct a second AGM in the summer of 2013.

In addition, our society is planning to develop a long term base of operations, so the board is setting aside capital as internally restricted funds for that purpose. These funds are generally generated from wills, bequests and gifts.

Our presentation to the RDN, earlier this year was to receive consideration by the RDN for provision of regional hospice services. This, as our organization serves the citizens in the areas from Deep Bay to Nanoose and at the Palliative Care Unit in NGRH, as well as out to Whiskey Creek and Errington.

In that we cover a considerable geographic area, our staff and volunteers mainly provide services in the home of the client, at the PCU, or in any of the six LTC

*It's a path we'll all walk someday.... Let us share the journey.*

210 Crescent Road W., Qualicum Beach, British Columbia V9K 1J9

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facilities within the area. Our volunteers, all RDN residents, through their donated time and efforts bring over \$100,000 in kind value to the community service delivery.

Our major funder is Gaming. However, that funding does not cover our operational costs for four part time staff. Our staff and volunteer efforts, therefore, are often redirected from direct client services to fund development (through events and fundraisers).

Sustainable annual funding through the RDN would clearly assist our organization in being able to plan and deliver more effectively the programs and services the community tells us it needs.

An RDN sum of \$60,000 per annum would ensure that all staff wages and benefits, as well as contracted counselling services could be continued to be provided to serve our client base, which in past years has been in excess of 600 individuals.

An annual RDN contribution of approximately \$100 per person to ensure that residents of the Oceanside area receive end of life community support and assistance navigating through the palliative care system, does not seem onerous.

Kindly let me know if you would like copies of the January – March audited statements and new year budget, once they are approved at our AGM.

I am happy to supply any other details in support of your request.

Best wishes,

A handwritten signature in cursive script that reads "Lynn Wood".

Lynn Wood, CAE  
Executive Director

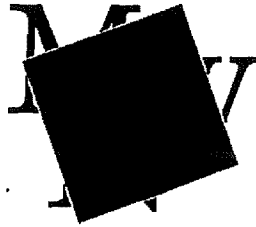
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**OCEANSIDE HOSPICE SOCIETY  
FINANCIAL STATEMENTS  
December 31, 2012**



McINTOSH | NORTON | WILLIAMS  
certified general accountants

Cory McIntosh, CGA, CAFM, CFP \*  
Jay R. Norton, FCGA, CAFM \*  
Michael K. Williams, CGA \*  
Jason S. Moore, BA, CGA \*

*\*practising as a professional corporation*

*"It's not what you earn, it's what you keep!"*

## INDEPENDENT AUDITOR'S REPORT

### To the Members of Oceanside Hospice Society

We have audited the accompanying financial statements of Oceanside Hospice Society, which comprise the statement of financial position as at December 31, 2012, December 31, 2011, and January 01, 2011 and the statements of operations, statement of changes in fund balances and statement of cash flows for the years ended December 31, 2012, December 31, 2011, and a summary of significant accounting policies and other explanatory information.

#### **Management's responsibility for the financial statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### **Auditor's responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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178

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**Basis for qualified opinion**

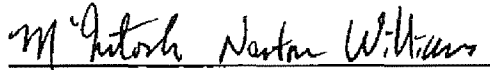
Oceanside Hospice Society derives a significant portion of its revenues from donations and fundraising, the completeness of which is not susceptible to audit verification. Consequently, we were unable to obtain sufficient appropriate audit evidence to support the completeness of donation and fundraising revenue, and we were unable to determine whether any adjustments were necessary.

**Qualified opinion**

In our opinion, except for the effects of the matter described in the Basis for qualified opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Oceanside Hospice Society as at December 31, 2012, December 31, 2011, and January 01, 2011 and its financial performance and its cash flows for the years ended December 31, 2012, and December 31, 2011, in accordance with Canadian accounting standards for not-for-profit organizations.

**Report on other legal and regulatory requirements**

As required by the British Columbia Society Act, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

  
MCINTOSH NORTON WILLIAMS  
certified general accountants

Qualicum Beach, B.C.  
March 21, 2013

Oceanside Hospice Society  
Financial Statements  
December 31, 2012

TABLE OF CONTENTS

	Page
Statement of Operations	1
Statement of Changes in Fund Balances	2
Statement of Cash Flows	3
Statement of Financial Position	4
Notes to the Financial Statements	5 - 9



**Oceanside Hospice Society**  
**Statement of Operations**  
**Year Ended Monday, December 31, 2012**

	2012	2011
	\$	\$
<b>Revenue</b>		
Bequests	211,508	19,263
Fundraising	98,207	62,949
Donations	47,983	47,188
Gaming	45,000	66,000
Contracts	22,711	12,286
Vancouver Island Health Authority	15,700	11,700
Other grants	4,988	4,748
Memberships and other	2,954	3,165
	<u>449,051</u>	<u>227,299</u>
<b>Expenses</b>		
Advertising and promotion	1,220	1,216
Amortization	2,480	2,846
Bank charges	1,535	1,277
Board meetings	1,145	2,314
Client services	1,542	149
Contracts	9,366	7,396
Equipment	500	248
Fundraising	79,714	23,059
Insurance	2,571	2,677
Memberships and licences	573	1,606
Office	11,759	9,955
Professional fees	5,900	8,322
Rent	9,595	9,749
Repairs and maintenance	1,718	3,437
Telephone	1,392	1,373
Travel	5,523	3,207
Utilities	3,521	5,042
Vehicle	4,572	4,196
Volunteer	1,580	1,752
Wages and employee benefits	135,151	115,713
	<u>281,357</u>	<u>205,534</u>
Excess of revenue over expenses before other items	<u>167,694</u>	<u>21,765</u>
<b>Other income</b>		
Investment income (Note 10)	15,924	-
Loss on disposal of investments (Note 11)	(31,931)	-
	<u>(16,007)</u>	<u>-</u>
Excess of revenue over expenses	<u>151,687</u>	<u>21,765</u>

The attached notes are an integral part of these financial statements.

Oceanside Hospice Society  
Statement of Changes in Fund Balances  
Year Ended December 31, 2012

	Invested In Capital Assets \$	Internally Restricted \$ (Note 6)	Unrestricted \$	Total 2012 \$	Total 2011 \$
Balance, beginning of year	<u>10,292</u>	<u>100,000</u>	<u>187,102</u>	<u>297,394</u>	<u>275,629</u>
Excess of revenue over expense	-	-	151,687	151,687	21,765
Amortization of capital assets	<u>(2,480)</u>	<u>-</u>	<u>2,480</u>	<u>-</u>	<u>-</u>
	<u>(2,480)</u>	<u>-</u>	<u>154,167</u>	<u>151,687</u>	<u>21,765</u>
Balance, end of year - page 4	<u>7,812</u>	<u>100,000</u>	<u>341,269</u>	<u>449,081</u>	<u>297,394</u>

The attached notes are an integral part of these financial statements.

Oceanside Hospice Society  
Cash Flow Statement  
Year Ended December 31, 2012

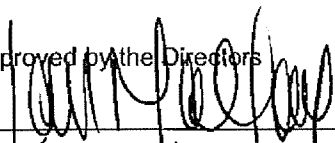
	2012 \$	2011 \$
Operating activities		
Excess of revenue over expenses	151,687	21,765
Items not involving cash		
Amortization	2,480	2,846
Loss on disposal of investments	<u>31,931</u>	<u>-</u>
	186,098	24,611
Changes in non-cash working capital		
Accounts receivable	(4,613)	(68)
GST/HST refund	(3,893)	(1,041)
Accounts payable and accrued liabilities	1,520	2,425
Wages payable	1,206	(641)
Due to government agencies	<u>605</u>	<u>(365)</u>
Cash provided	<u>180,923</u>	<u>24,921</u>
Investing activities		
Advances from (repayments to) related parties	153,903	(64,807)
Acquisition of capital assets	-	(4,200)
Investment in equities	<u>(205,408)</u>	<u>-</u>
Cash used	<u>(51,505)</u>	<u>(69,007)</u>
Increase (decrease) in cash during the year	129,418	(44,086)
Cash - beginning of year	<u>109,531</u>	<u>153,617</u>
Cash - end of year	<u><u>238,949</u></u>	<u><u>109,531</u></u>

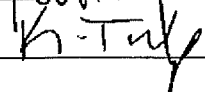
The attached notes are an integral part of these financial statements.

**Oceanside Hospice Society  
Statement of Financial Position  
As at December 31, 2012**

	December 31, 2012 \$	December 31, 2011 \$	January 01, 2011 \$
<b>ASSETS</b>			
Current			
Cash	238,949	109,531	153,617
Accounts receivable	5,585	974	899
GST/HST refund	<u>7,662</u>	<u>3,769</u>	<u>2,728</u>
	<u>252,196</u>	<u>114,274</u>	<u>157,244</u>
Long-term investments (Note 4)	205,508	100	100
Due from related parties	-	185,834	121,027
Capital Assets (Note 5)	<u>7,812</u>	<u>10,292</u>	<u>8,937</u>
	<u><u>465,516</u></u>	<u><u>310,500</u></u>	<u><u>287,308</u></u>
<b>LIABILITIES</b>			
Current			
Accounts payable and accrued liabilities	10,488	8,970	6,537
Wages payable	2,939	1,733	2,374
Due to government agencies	<u>3,008</u>	<u>2,403</u>	<u>2,768</u>
	<u>16,435</u>	<u>13,106</u>	<u>11,679</u>
<b>NET ASSETS</b>			
Unrestricted - page 2	341,269	187,102	166,691
Restricted - page 2 (Note 6)	100,000	100,000	100,000
Investment in capital assets - page 2	<u>7,812</u>	<u>10,292</u>	<u>8,938</u>
	<u>449,081</u>	<u>297,394</u>	<u>275,629</u>
	<u><u>465,516</u></u>	<u><u>310,500</u></u>	<u><u>287,308</u></u>

Approved by the Directors

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Director

The attached notes are an integral part of these financial statements.

**Oceanside Hospice Society  
Notes to Financial Statements  
December 31, 2012**

**1. Purpose of the Organization**

The Oceanside Hospice Society ("Society") offers compassionate supportive care to individuals and families who are facing advanced illness, death and bereavement. The Society is incorporated under the B.C. Society Act as a not-for-profit organization and is a registered charity under the Income Tax Act.

**2. Significant Accounting Policies**

- a) The society prepares its financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).
- b) The Society uses the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.
- c) Cash equivalents are comprised of highly liquid term deposits that are readily convertible to cash with maturities that are less than three months from the date of acquisition.
- d) Comparative figures have been reclassified, where applicable, to conform to current presentation.
- e) Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution. Amortization is provided annually at rates calculated to write off the assets over their useful lives. In the year of acquisition only one-half of the following amortization rate is applied:

Van	30 %	diminishing balance
Computer equipment	55 %	diminishing balance
Medical equipment	20 %	diminishing balance

**Oceanside Hospice Society  
Notes to Financial Statements  
December 31, 2012**

**2. Significant Accounting Policies (continued)**

- f) The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reporting amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses, gains and losses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they became known. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant. Since a precise determination of many assets and liabilities depends on future events, actual results may differ from such estimates and approximations.
- g) Volunteers contribute an invaluable amount of hours per year to assist the Oceanside Hospice Society in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.
- h) The society has elected to apply CICA Handbook Section 3861 in place of CICA Handbook Section 3862 "Disclosure" and Section 3863 "Presentation". Section 3862 and 3863 require extensive disclosures about the significance of financial instruments for an entity's financial position and results of operations overall, as quantitative and qualitative disclosures on the nature and extent of risks arising from financial instruments. Management believes that the cost of preparing the additional disclosures exceed any incremental benefit.

**3. First Time Adoption of Accounting Standards for Not for Profit Organizations**

Effective January 01, 2011, the society adopted the Canadian accounting standards for Not for Profit Organizations (ASNPO). Previously, the financial statements were presented in accordance with Canadian generally accepted accounting principles for not-for-profit organizations (GAAP) as issued in the Handbook — Accounting Part V Section 4400 Pre-changeover standards. On adoption of the ASNPO, a society is permitted to selectively elect certain exemptions and choose accounting policies that may differ from the previously presented financial statement information. This can result in adjustments to the opening equity at the transition date, which is the first day of the period for which comparative information is presented. Although the society made no changes to the previously presented financial statements, an opening statement of financial position at the date of transition has been presented, as required.

**Oceanside Hospice Society  
Notes to Financial Statements  
December 31, 2012**

**4. Investments**

	2012	2011
	\$	\$
Royal Bank of Canada Shares	205,508	-
100 Class A Common Shares in 0828912 BC Ltd.	<u>-</u>	<u>100</u>
	<u><u>205,508</u></u>	<u><u>100</u></u>

Investments are initially recorded at fair value at the date of acquisition. Subsequently, investments in debt securities, such as treasury bills and government bonds, are recorded at amortized cost. Investments in publicly traded equity securities are recorded at fair value based on quoted market prices. Unrealized gains or losses are recognized in the statement of operations. Transaction costs, such as commissions, arising from investments in publicly traded equity securities are expensed when incurred.

**5. Capital assets**

	Cost	Amortization	2012 Net	2011 Net
	\$	\$	\$	\$
Van	26,071	23,464	2,607	3,724
Computer equipment	938	876	62	139
Medical equipment	<u>8,179</u>	<u>3,036</u>	<u>5,143</u>	<u>6,429</u>
	<u><u>35,188</u></u>	<u><u>27,376</u></u>	<u><u>7,812</u></u>	<u><u>10,292</u></u>

**6. Internally Restricted Net Assets**

In 2012, the society's board of directors internally restricted funds from the General Fund. These internally restricted amounts are not available for unrestricted purposes without approval of the board of directors.

**7. Lease Obligations**

The society has entered into an operating lease for rental of a photocopier. The total obligation under this lease over the next three years is as follows:

	Year	\$
	2013	2,379
	2014	2,379
	2015	<u>396</u>
Balance of operating lease obligation		<u><u>5,154</u></u>

**Oceanside Hospice Society  
Notes to Financial Statements  
December 31, 2012**

**8. Parksville Qualicum Community Foundation**

The Society has established a fund with the Parksville Qualicum Community Foundation whereby individuals can donate funds to the Foundation in the name of the Society. The funds cannot be accessed or controlled by the Society, but are invested by the Foundation and pay investment income annually to the Society. As a result, the value of this investment is not recognized in the financial statements. The market value of the account was valued at September 30, 2012 at \$7,115 (2011 - \$6,712).

**9. Strategic Charitable Giving Foundation - Investor's Group**

The Society has contributed \$25,000 to the Investor's Group Charitable Giving Foundation in memory of Betsy Christian. The funds cannot be accessed or controlled by the Society, but are invested by the Foundation and pay investment income annually to the Society. As a result, the value of this investment is not recognized in the financial statements. The market value of the account at December 31, 2012 was \$25,360 (2011 - \$25,410)

**10. Investment Income**

Investment income includes unrealized gains on investments in publicly traded equity securities and dividend income. The unrealized gains in the current year are \$11,909 (2011 - Nil), and dividend income in the current year is \$4,015 (2011 - Nil).

**11. Loss on disposal of investment**

The company 0828912 BC Ltd. was dissolved in the current year. The loss on disposal of investments relates to the amount owed to the society from the company.

**12. Subsequent Events**

The Society received approval to change it's year end date to March 31. This change will be effective March 31, 2013.



**Oceanside Hospice Society  
Notes to Financial Statements  
December 31, 2012**

**13. Financial Instruments**

The financial instruments of the Society consist of cash, accounts receivable, investments, related-party loans receivable, and accounts payable and accruals. Unless otherwise noted, it is management's opinion that the Society is not exposed to significant interest, currency, or credit risks arising from these financial instruments. The fair value of the instruments approximates their carrying values, unless otherwise noted.

The Society is exposed to financial risk that arises from the fluctuation in interest rates and in the credit quality of its customers and related-parties.

**Credit Risk**

The Society's credit risk consists principally of cash and cash equivalents, and accounts receivable. The Society maintained cash and cash equivalents with reputable and major financial institutions.

**Interest Rate Risk**

The Society is exposed to interest rate risk with respect to cash and cash equivalents. There are no derivative financial instruments to mitigate these risks.

**Fair Value**

The Society's cash and cash equivalents, accounts receivable, and accounts payable and accrued liabilities are short-term financial instruments whose fair value approximates their carrying values.

Investments in Royal Bank of Canada shares are recorded at market value.



RDN REPORT	
CAO APPROVAL <input checked="" type="checkbox"/>	
EAP	
COW	
AUG 14 2013	
RHD	
BOARD	<input checked="" type="checkbox"/>

**MEMORANDUM**

**TO:** Paul Thorkelsson  
Chief Administrative Officer

**DATE:** August 27, 2013

**FROM:** Joan Harrison  
Director of Corporate Services

**SUBJECT:** Letter to VIRL re Community Library Branch – Cedar Rural Village Centre

**PURPOSE:**

To present a draft letter of support to the Vancouver Island Regional Library (VIRL) Board for a Community Library Branch in the Cedar Rural Village Centre.

**BACKGROUND:**

The Regional District of Nanaimo (RDN) Board adopted the following motion at their regular meeting of May 28, 2013:

*That staff be directed to contact Vancouver Island Regional Library and to enter into discussions on requirements to establish a new community library branch within Electoral Area 'A', and more specifically, within the Cedar Rural Village Centre.*

Since that time, staff and the Director for Electoral Area 'A' have met with staff from the VIRL as per the above motion. VIRL staff indicated that the appropriate next step would be for the RDN Board to send a letter to the VIRL Board (through their Executive Committee) indicating support for the establishment of a new community library branch within the Cedar Rural Village Centre and providing information that would support a new library in this location.

The attached letter has been prepared by staff and reviewed by the Electoral Area Director, and is presented for the Board's review and consideration. Should the Board support the letter as written, staff recommend that the letter be signed by the Chair and forwarded to the VIRL Board.

**RECOMMENDATION:**

1. That the draft letter supporting a new community library branch within the Cedar Rural Village Centre be approved, signed by the RDN Board Chair and forwarded to the Vancouver Regional Library Board.

Report Writer

C.A.O. Concurrency

August 28, 2013

Vancouver Island Regional Library Board  
Box 3333  
Nanaimo, BC  
V9R 5N3

Dear Board of Directors:

RE: Community Library Branch – Cedar Rural Village Centre

As you may be aware, the Regional District of Nanaimo (RDN) Board adopted the following motion at their regular meeting of May 28, 2013:

*That staff be directed to contact Vancouver Island Regional Library and to enter into discussions on requirements to establish a new community library branch within Electoral Area 'A', and more specifically, within the Cedar Rural Village Centre.*

The Director for Electoral Area 'A', Alec McPherson, along with RDN Director of Finance, Wendy Idema, met with Rosemary Bonanno, Vancouver Island Regional Library (VIRL) Executive Director and Adrian Maas, VIRL Director of Finance, on July 30, 2013. This letter stems from those discussions and provides additional information to assist the Board in its deliberations regarding the establishment of a new community library within the Cedar Rural Village Centre.

As stated in the VIRL Consolidated Facilities Master Plan: Companion Report, "the library is becoming a must-have element in the services sought after by a community." As the Board is aware, public libraries are a vital component in any community. These types of facilities help build a sense of place and strong community identity while at the same time promote the creation of vibrant public spaces. In addition to providing an important service to the community, libraries also contribute towards a high quality of life through both community education and personal well-being. In addition, many residents view a library as a desirable community amenity which is one of the key components that encourage population growth and future economic development.

From a policy perspective, the Regional District of Nanaimo Regional Growth Strategy, Electoral Area 'A' Official Community Plan, and Cedar Main Street Village Plan encourage the creation of vibrant community spaces, particularly on lands located within the Growth Containment Boundary as in the case of the Cedar Rural Village. The establishment of a community library in Cedar is consistent with a number of Regional Growth Strategy Goals and Official Community Plan and Village Plan Policies including:

**Goal 3: Coordinate Land Use and Mobility** – providing a library in Cedar provides opportunities for local residents to access books and other materials in their local community without having to drive to Nanaimo. This helps reduce vehicle trips and greenhouse gas emissions.

**Goal 7: Enhance Economic Resiliency** – a library would encourage new investment in the area by providing an additional community amenity to attract new residents and businesses to locate in Cedar.

**Goal 9: Celebrate Pride of Place** - a library in Cedar would help preserve and protect the unique beauty, culture, and history of the community through education, increased opportunities for social interaction, and artistic expression.

### **Official Community Plan Policies**

The Electoral Area 'A' Official Community Plan encourages Institutional uses, such as libraries to be located within the Growth Containment Boundary. In the context of Electoral Area 'A' Cedar and Cassidy are within Growth Containment Boundaries.

### **Cedar Main Street Village Plan**

During the recent Cedar Main Street Village Planning Process, the community showed support for the establishment of new services in Cedar such as a pharmacy, medical clinic, and public library. The creation of a library in Cedar is included in the Cedar Main Street Village Plan within Design Idea 5 – Support Redevelopment of the Anglican Church site.

The RDN recognizes that the VIRL Board would proceed with a Request for Proposals for space to house a library should it be determined that one should be established and that the preference is for ownership or partnerships over leasing of space. While such opportunities may present themselves and the planned closures of schools in the area may provide for such an opportunity, the Electoral Area Director for Area 'A' has stated his support for leasing available space within the 49<sup>th</sup> Parallel Mall.

Director McPherson sees the 49<sup>th</sup> Parallel Mall as a key location for services within the Cedar area. It has become the heart of the community, providing easy access and parking for residents with services that are compatible with the inclusion of a library. The Cedar Main Street Village Plan supports the expansion of this commercial core to include a broader range of shops, services and public space before expanding into other areas. Current lease rates for space within this complex are extremely favourable.

The attached chart provides distance and travel times to both the Harbourfront Branch and the Ladysmith Branch from various locations within Electoral Area 'A', along with distance and travel times to the 49<sup>th</sup> Parallel Mall. RDN staff have done rough calculations of the population in the vicinity of the Mall and estimate approximately 1,282 dwelling units for a population of 3,075 within a 2 km radius and approximately 2,364 dwelling units for a population of 5,673 within a 5 km radius of the Mall.

Census figures show that the population in Electoral Area 'A' increased by 5.1 per cent between the years 2001 and 2006 and continued to grow by 2.3 per cent between 2006 and 2011. It is anticipated that similar growth will continue. As stated above, a library is

viewed as a desirable community amenity which will encourage population growth and future economic development in the area.

The RDN Board supports the VIRL Board's serious consideration of a community library in the Cedar Rural Village Centre. While it is recognized that the VIRL Board is faced with many priorities, we would ask that the establishment of the library be discussed at the October 18, 2013 VIRL Executive Committee and that a favourable recommendation be brought forward to the VIRL Board.

Sincerely,

Joe Stanhope  
Chair  
Regional District of Nanaimo

DRAFT

**Travel Time and Distance Chart to Existing and Proposed Library Branches\*\***  
*See Locations shown on attached map*

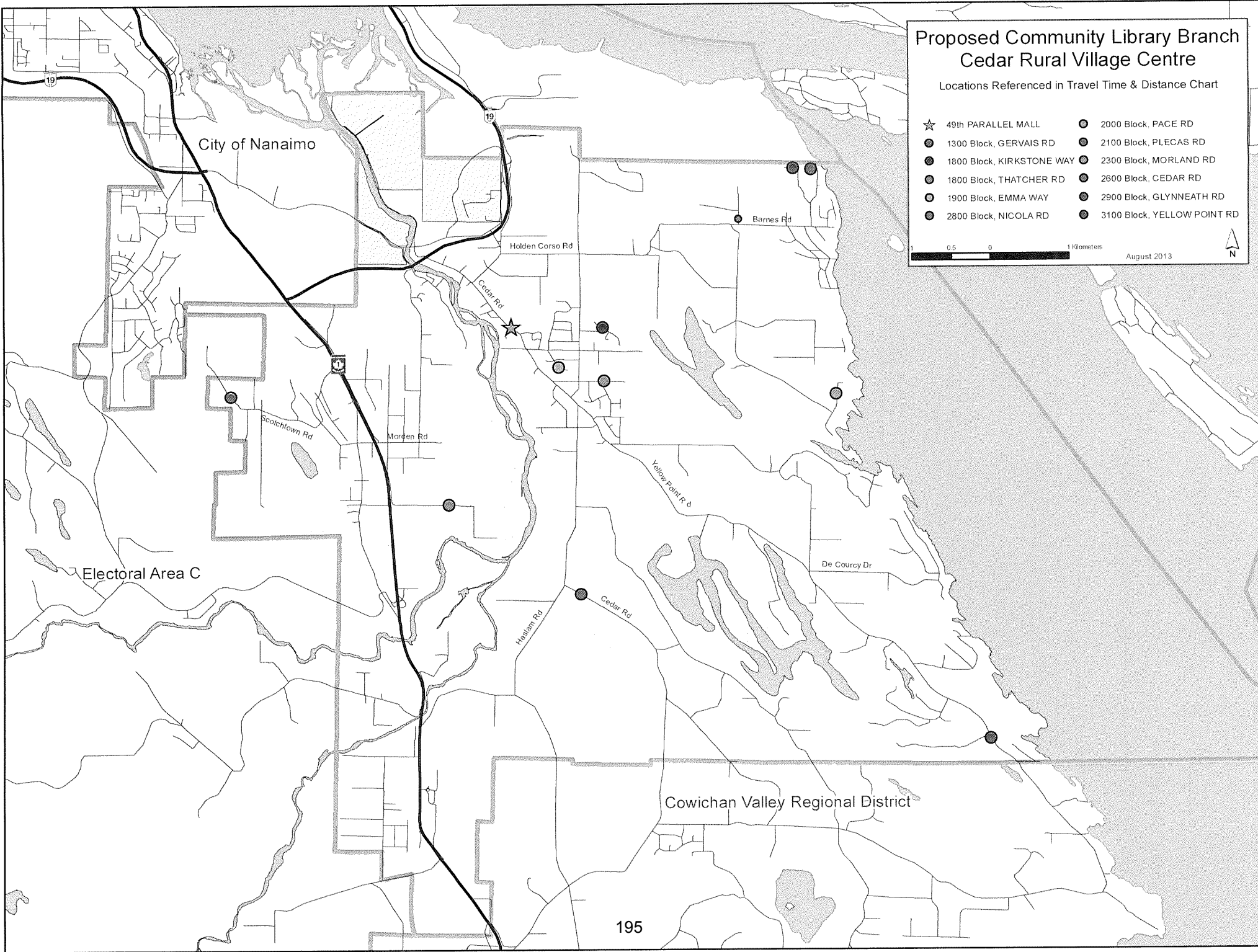
Location	To Harbourfront Branch	To Ladysmith Branch	To 49 <sup>th</sup> Parallel Mall
49 <sup>th</sup> Parallel Mall	10 km 13 min	22.5 km 21 min	0.00
2900 Block Glynneath Road	14.5 km 21 min	25.6 km 26 min	6.03 km 10 min
1800 Block Kirkstone Way	11.4 km 16 min	22.9 km 21 min	1.45 km 2 min
1300 Block Gervais Road	14.5 km 21 min	25.5 km 26 min	5.99 km 10 min
2000 Block Pace Road	15.11 km 21 min	26.23 km 27 min	6.64 km 11 min
2100 Block Plecas Road	11.2 km 13 min	15.06 km 15 min	7.39 km 13 min
3100 Block Yellowpoint Road	26.9 km 25 min	16.85 km 16 min	8.62 km 11 min
1900 Block Emma Way	10.6 km 15 min	22.6 km 23 min	0.65 km 1 min
2300 Block Morland Road	11.4 km 16 min	15 km 18 min	1.45 km 2 min
2600 Block Cedar Road	17.0 km 18 min	19.23 km 17 min	4.4 km 7 min
1800 Block Thatcher Road	10.5 km 12 min	12.64 km 12 min	6.97 km 11 min
2800 Block Nicola Road	13.01 km 18 min	24.2 km 24 min	4.53 km 8 min

\*\*Information obtained through MapQuest

# Proposed Community Library Branch Cedar Rural Village Centre

Locations Referenced in Travel Time & Distance Chart

- ★ 49th PARALLEL MALL
- 1300 Block, GERVAIS RD
- 1800 Block, KIRKSTONE WAY
- 1800 Block, THATCHER RD
- 1900 Block, EMMA WAY
- 2800 Block, NICOLA RD
- 2000 Block, PACE RD
- 2100 Block, PLEGAS RD
- 2300 Block, MORLAND RD
- 2600 Block, CEDAR RD
- 2900 Block, GLYNNEATH RD
- 3100 Block, YELLOW POINT RD





### Proposed Community Library Branch Cedar Rural Village Centre

- ★ 49th Parallel Mall
- 2 km Radius from 49th Parallel Mall
- 5 km Radius from 49th Parallel Mall

0 0.5 1 Kilometers

August 2013



Cowichan Valley Regional District





RDN REPORT	
CAO APPROVAL	✓
EAP	
COW	
AUG 07 2013	
RHD	
BOARD	✓

**MEMORANDUM**

**TO:** Paul Thorkelsson  
Chief Administrative Officer

**DATE:** August 6, 2013

**FROM:** Tom Osborne  
General Manager, Recreation and Parks

**FILE:**

**SUBJECT:** Family Day Sponsorship – Oceanside Place & Ravensong Aquatic Centre

**PURPOSE**

To provide the Board with information on confirmation of sponsorship that will allow for free admissions to the Ravensong Aquatic Centre and Oceanside Place on Family Day.

**BACKGROUND**

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

Due to additional staffing expenses associated with opening on statutory holidays, the practice in place for the RDN since 2003 has been to close Oceanside Place and Ravensong Aquatic Centre on statutory holidays. This practice was followed for the 2013 Family Day. After concerns from the public and elected officials that neither facility was open, the Regional Board then considered options to open the two facilities on Family Day.

At the July 23, 2013 Regular Board Meeting, a staff report and recommendations from the District 69 Recreation Commission were received and the following two resolutions were approved:

1. *That Ravensong Aquatic Centre and Oceanside Place charge a uniform admission rate for everyone on Family Day holidays.*
2. *That Ravensong Aquatic Centre and Oceanside Place be opened for four hours each at offsetting times on Family Day holidays at the special admission rate of \$2.00/person, and that staff pursue sponsorship opportunities for both facilities that will reduce operating expenses for the day.*

Leading up to and following the adoption of the two resolutions, there was discussion on providing free admissions to all patrons and it was suggested that if a sponsor could be secured to cover off the approximately \$1,200 dollars in additional staffing costs that is incurred by opening on Family Day, the \$2.00 per person admission fee could be eliminated.

Connections were made with Quality Foods who had expressed an interest in sponsoring Family Day at the two recreation facilities. Quality Foods confirmed that they would like to be the sponsor of Family Day events and would contribute \$1,200 in 2014. They also requested that they be a long term sponsor for the annual event.

Quality Foods and the RDN already have a long-standing community recreation partnership through the Rec Bucks program, where Quality Foods shoppers can redeem their Quality Foods points for Rec Bucks. Rec Bucks can then be used to purchase swim and skate passes, program registration, RDN camping fees and facility rentals.

This latest sponsorship will provide for free admissions to Oceanside Place and Ravensong Aquatic Centre on Family Day and the two facilities will be open for four hours on February 10, 2014. The facilities will also be open at offsetting times so residents can make use of both if they wish.

As the Active Living Guide was going to print at the end of July, staff were able to make changes to the guide to reflect the new sponsorship with Quality Foods. A media release will also be issued in early August to notify the public of the sponsorship and that the skating and swimming sessions will be free. Now that a sponsor has been secured that will provide free admissions to the two facilities on Family Day, the Board is requested to formally approve the changes.

## **ALTERNATIVES**

1. That Oceanside Place and Ravensong Aquatic Centre be opened for four hours each on Family Day holidays with free admissions and for Quality Foods to be the annual sponsor for the Family Day events at the two recreation facilities.
2. Provide staff with alternative direction.

## **FINANCIAL IMPLICATIONS**

Opening the Ravensong Aquatic Centre for four hours on Family Day will cost approximately \$720 more than the same hours of operation on a non-statutory day. The additional costs for Oceanside Place under the same premises would be \$435. The \$1,200 provided through the sponsorship with Quality Foods will offset these increased costs.

Providing free admissions to the RDN's recreation facilities is consistent with other sponsorship agreements already with the RDN Recreation and Parks Department as stated further in this report.

## **SUSTAINABILITY / CITIZEN IMPLICATIONS**

Offering opportunities for families to participate as a unit in events that promote healthy living and connections with their community are critical to a healthy and productive family unit and community. Efforts are continually made by the department to reduce the financial barriers that may prohibit residents from participating in community events and activities.

This sponsorship with Quality Foods is in addition to existing sponsorship events that provide free access to recreation facilities throughout the year. Current sponsorships include the Parksville Lions Club and Save On Foods Free Family Skates, Coastal Community Credit Union Free Skate, Generals Hockey Team Free Skate Sessions and Tim Horton’s Winter Wonderland Skate Sessions.

**SUMMARY**

At the July 23, 2013 Regional Board Meeting, two resolutions were approved that provided for opening of the Ravensong Aquatic Centre and Oceanside Place on Family Day. During the debate on the matter there was discussion that the admissions should be free to all patrons attending the public skate and swim sessions and staff were encouraged to secure a sponsorship that could cover the additional costs of opening the recreation facilities on Family Day.

Connections were made with Quality Foods who confirmed that they would like to be the sponsor of Family Day events and requested they be a long term sponsor for the annual events. This latest sponsorship will provide for free admissions to Oceanside Place and Ravensong Aquatic Centre on Family Day and will be open for four hours each on February 10, 2014.

As the Active Living Guide was going to print at the end of July, staff were able to make changes to the guide to reflect the new sponsorship with Quality Foods and to notify the public that the skating and swimming sessions will be free. Now that a sponsor has been secured that will provide free admissions to the two facilities on Family Day, the Board is requested to formally approve the changes.

**RECOMMENDATION**

That Oceanside Place and Ravensong Aquatic Centre be opened for four hours each on Family Day holidays with free admissions and for Quality Foods to be the annual sponsor for the Family Day events at the two recreation facilities.



Report Writer



A/ C.A.O. Concurrence



RDN REPORT		
CAO APPROVAL		✓
EAP		
COW		
AUG 26 2013		
RHD		
BOARD	✓	

## MEMORANDUM

**TO:** Wendy Marshall  
Manager of Parks Services

**DATE:** August 15, 2013

**FROM:** Joan Michel  
Parks and Trails Coordinator

**FILE:**

**SUBJECT:** Land Management and Maintenance Partnership Agreement with Recreation Sites and Trails BC for the Witchcraft Lake Regional Trail to Mount Benson Regional Park

### PURPOSE

To seek approval to conclude a partnership agreement with the Province to manage and maintain the Crown land portion of the Witchcraft Lake Regional Trail, the only authorized public access route to Mount Benson Regional Park.

### BACKGROUND

Over time, the public has created numerous trails up to Mt. Benson in order to explore the mountain and take in the spectacular views. These trails have crossed both public and private lands. To this point, none of the trails have been officially sanctioned by the landowner.

The Crown owned portion of Vancouver Island University's Woodlot 0020 borders the northern flank of Mount Benson Regional Park, acquired in 2006, and provides the only public land access to the regional park. In the 2008 VIU Woodlot Plan, allowance was made for the designation of a single permanent buffered trail to run through the woodlot from the City of Nanaimo's Witchcraft Lake lands on Benson View Road up to Mount Benson Regional Park. This permanent trail would not be logged over and a buffer of trees would be maintained either side in order to ensure a positive trail experience. RDN Staff then proceeded to work with Park partner the Nanaimo Area Land Trust and the VIU Woodlot manager to identify the specific location of the preferred single trail route through the woodlot to the regional park. At the same time, Staff concluded a trail agreement with the City of Nanaimo for the lower portion of the Witchcraft Lake Regional Trail beginning at Benson View Road. The land access agreement with the City was approved by the Board in October 2012. The entire route of the Witchcraft Lake Regional Trail to Mount Benson Regional Park is shown in Map 1, in Appendix I.

In November 2011, Staff submitted a request to Recreation Sites and Trails BC to have the Province recognize the selected woodlot trail under s. 56 of the *Forest and Range Practices Act* as formal recreational trail. The request cleared First Nation consultation in the spring of 2012 and in August of

that year, the Minister responsible for the Act granted the trail s. 56 status. In the spring of 2013, Recreation Sites and Trails BC created a new partnership agreement for management and maintenance of s. 56 trails and forwarded copy to the RDN. The details of an RDN-Recreation Sites and Trails BC partnership agreement for the Crown land portion of the Witchcraft Lake Regional Trail have now been concluded and the final version, attached here for approval, is found in Appendix II.

The Recreation Sites and Trails BC partnership agreement sets out the terms by which the RDN shall manage and maintain the Crown land portion of the Witchcraft Lake Regional Trail. The term of the renewable agreement is ten years (January 2013 – 2023). The Crown’s management and maintenance expectations of the RDN are in keeping with the RDN’s own operational standards so it is ‘business as usual’ for Staff on the Witchcraft Lake Regional Trail. Insofar as all Witchcraft Lake Regional Trail staging area facilities are situated on City of Nanaimo and MoTI road allowance lands at Benson View Road, there is little on the Crown lands portion to manage and maintain but the trail itself. This existing trail is being maintained to natural path standards and no new development is foreseen in the short to mid-term.

#### **ALTERNATIVES**

1. To approve execution of the attached partnership agreement with Recreation Sites and Trails BC for management and maintenance of the Crown lands portion of the Witchcraft Lake Regional Trail, which provides official public access to Mount Benson Regional Park.
2. To decline approval and provide alternative direction to Staff.

#### **FINANCIAL IMPLICATIONS**

There are no fees related to the attached land management and maintenance agreement. The cost of operating the Crown land portion of the Witchcraft Lake Regional Trail will be subsumed within regular Regional Parks and Trails annual operating budgets. No required capital improvements to the trail have been identified; annual expenditures will be limited to regular maintenance of a simple natural surface footpath.

#### **SUMMARY**

The only public access available to Mount Benson Regional Park is via the Crown land component of Vancouver Island University’s Woodlot 0020. The woodlot flanks the regional park to the north and adjoins the City of Nanaimo’s parkland at Witchcraft Lake on Benson View Road. In 2012, the RDN concluded a land use agreement with the City for use of its Witchcraft Lake lands as part of the proposed Witchcraft Lake Regional Trail to Mount Benson Regional Park. Work with the Provincial Crown on securing the remainder of the Witchcraft Regional Trail as it moves through the woodlot has now concluded. Map 1 in Appendix I shows the entire route of the regional trail that provides access to Mount Benson Regional Park.

The Province has provided formal status to the Witchcraft Lake Regional Trail which means the trail through the woodlot will not be logged over and will be buffered from active logging areas. The Province has also now agreed to the RDN managing and maintaining the trail in order to provide the

public with a clear authorized route to Mount Benson Regional Park. A management and maintenance partnership agreement with Recreation Sites and Trails BC, attached in Appendix II, is ready for execution. There is no fee associated with the 10-year agreement; management and maintenance of the Crown lands portion of the Witchcraft Lake Regional Trail can be readily subsumed within annual operating budgets for Regional Parks and Trails. No capital development of the Witchcraft Lake Regional Trail, a natural surface footpath, is foreseen in the short to mid-term.

**RECOMMENDATION**

That the Board authorize execution of the Recreation Sites and Trails BC Management and Maintenance Partnership Agreement for the Crown lands portion of the Witchcraft Lake Regional Trail as attached as Appendix II.



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Report Writer



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Manager Concurrence



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General Manager Concurrence



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A/CAO Concurrence



## **Appendix II**

Recreation Sites and Trails BC – RDN  
Management and Maintenance Partnership Agreement  
for the Crown Lands Portion of the  
Witchcraft Lake Regional Trail





Recreation Sites  
and Trails BC

Administrative Use Only:

Agreement # PA(CY)DR#-XX	
District	
Expiration Date	

**RECREATION SITES AND TRAILS BC  
PARTNERSHIP AGREEMENT**

THIS AGREEMENT, dated for reference this First day of January, 2013, is

**BETWEEN:**

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,  
represented by the Minister responsible for the *Forest and Range Practices Act*  
at the following address:

**4885 Cherry Creek Road  
Port Alberni, British Columbia V9Y 8E9**

**the "Province"**

**AND:**

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

**the "Agreement Holder"**

both of whom are sometimes referred to as "the Parties" and each of whom is a "Party" to this Agreement.

Whereas the Province owns the land subject to this Agreement and wishes to have the land managed and maintained for the purpose of recreational and/or conservation activities;

And Whereas the Province wishes to encourage groups and individuals having an interest in undertaking the management and maintenance required to provide conditions which are conducive to enhancing public recreational and/or conservation activities in the Agreement Area;

And Whereas the Agreement Holder confirms that it has the skills necessary to ensure the requirements of this Agreement can be performed in the Agreement Area in a diligent and timely manner and fully adopts the related recreation and/or conservation objectives set for the Agreement Area by the Province and contained within this Agreement and confirms that those objectives are consistent with those of the Agreement Holder;

Therefore, in consideration of the mutual exchange of benefits resulting from this Agreement, the Province and the Agreement Holder agree as follows:

#### **ARTICLE I - SERVICES AGREEMENT**

- 1.01 The Province engages the Agreement Holder to provide management and maintenance services as set out in Schedule B to this Agreement (the "Services") in the Agreement Area. The Agreement Holder will provide all Services without financial remuneration from the Province.
- 1.02 The Agreement Holder will perform the Services to the best of its ability in workman like manner using qualified personnel and will provide all labour and related coordination and supervision and subject to 1.09, all tools, equipment, materials and supplies required to do the work in accordance with the requirements of this Agreement and the operational requirements laid out in the Schedules, as listed in Article 12.01.
- 1.03 The Agreement Area is the land outlined on the map in bold black line and/or described in Schedule A and all structures and other addresses/specified locations listed in Schedule A, except land and structures that are excluded in notations made on the maps and Schedule A.
- 1.04 The Province authorizes the Agreement Holder to enter the Agreement Area for the purposes of this Agreement but nothing in this Agreement grants to the Agreement Holder the exclusive use and occupancy of the Agreement Area. Existing conditions and land uses of Province lands within or in the vicinity of the Agreement Area are subject to change including the status of roads, visual landscape conditions and the location and status of existing and new resource tenures.
- 1.05 Nothing in the Agreement constitutes the Agreement Holder as the agent, joint venturer, or partner of the Province or conveys any authority or power for the Agreement Holder to bind the Province in any way.
- 1.06 Nothing in the Agreement inhibits the Province from conducting its mandate on the Agreement Area, including the right to reserve for its own purpose and to grant

dispositions of the land within the Agreement Area, or any part of it. The Agreement Holder may be afforded an opportunity to comment on management issues.

- 1.07 The obligations of the Agreement Holder under this Agreement are subject to other rights of use and occupation granted by the Province, and the Agreement Holder must not interfere with the exercise of those rights by any other person.
- 1.08 The Agreement Holder shall not, assign, transfer or subcontract its obligations under this Agreement without the prior written consent of the Province. This does not limit the Agreement Holder's right to perform services under this Agreement using their employees or registered volunteers.
- 1.09 The Province is under no obligation to provide management assistance, support services, patrols, or conduct inspections during the term of this Agreement. At its sole discretion, the Province may contribute certain raw materials, supplies, access to tools, or reimburse the Agreement Holder for incidental expenses but is under no obligation to do so at any time under this Agreement.
- 1.10 Nothing in this Agreement constitutes a grant of any right to use the Agreement Area for any purpose other than as set out in the Schedules.

## **ARTICLE II—DURATION AND MODIFICATION**

- 2.01 The duration of this Agreement is for a term of **10** years commencing on **January 1 2013** and ending on **January 1 2023** inclusive.
- 2.02 The Agreement may not be modified except by a subsequent agreement in writing between the Parties.
- 2.03 Nothing in this Agreement will be considered to have been waived by the Province unless such a waiver is in writing.
- 2.04 Either Party may cancel this Agreement by giving 60 days prior written notice to the other Party. Upon receiving cancellation notice, the party receiving the cancellation notice will have the opportunity to be heard by the party serving the cancellation notice and the Parties will use their best efforts to conclude the opportunity to be heard within the 60 day period.
- 2.05 Subject to 2.03, not later than 6 months prior to the expiry date of the Agreement, the Province will make a written offer to the Agreement Holder setting out the conditions upon which the Province may renew this Agreement.
- 2.06 The Agreement Holder shall have a period of 3 months from receipt of the renewal offer to accept in writing, the renewal offer on the terms and conditions contained in such offer, provided the Agreement Holder is in compliance with the terms and conditions of this agreement at that time.
- 2.07 Notwithstanding anything to the contrary in this Agreement, the Province, in its sole discretion, may elect to not make a renewal offer to the Agreement Holder.

### **ARTICLE III—REPRESENTATION OF THE AGREEMENT HOLDER**

3.01 The Agreement Holder warrants and represents to the Province that:

- (a) it has the legal capacity to enter into the Agreement and to carry out its obligations under this Agreement, all of which have been duly and validly authorized by all necessary corporate proceedings, if required;
- (b) to the best of its knowledge, it is not in breach of any statute, regulation or by-law applicable to it or its operations;
- (c) it will not be in breach of any legal restriction by entering into this Agreement and performing the services required under it; and
- (d) to the best of its knowledge, it holds all permits, licences, consents and authorities issued by any federal, provincial, regional or municipal government or an agency of any of them, that are necessary in connection with the Services.

3.02 The Agreement Holder acknowledges and agrees that:

- (a) it has inspected the Agreement Area, including Provincial improvements;
- (b) access to the Agreement Area is not guaranteed by the Province; and
- (c) it will comply with all applicable municipal, provincial and federal legislation and regulations. Nothing in this Agreement, and no inspection performed by the Province in relation to this Agreement, constitutes an inspection for the purposes of any such enactment.
- (d) it is solely responsible for any applicable employee labour costs including statutory contributions.
- (e) when the Agreement Holder hires a worker, or contracts with an employer, the Agreement Holder shall observe and enforce all safety measures required by the Workers Compensation Act of British Columbia, attendant regulations, and all applicable statutes.
- (f) In the event that the Province creates a multiple employer workplace as defined in the Workers Compensation Act Section 118 (1) through contracting employers for its purposes in the Agreement Holder's area, the Province shall be Prime Contractor (or designate a Prime Contractor) for that workplace. The Province shall inform the Agreement Holder in writing of the project scope and duration during which time Province (or designate) shall be Prime Contractor for the workplace.

The Agreement Holder accepts the role of Prime Contractor if it employs workers and/or engages contractors creating a multiple employer workplace under the Workers Compensation Act, and must fulfil the obligations required of a prime contractor under the Worker's

Compensation Act Section 118 and the Occupational Health and Safety Regulation.

The Agreement holder may relinquish its role as Prime Contractor provided that it be done in writing as per the Workers Compensation Act Section 118 (1)(a) and copy is forwarded to the Province.

#### **ARTICLE IV—INDEMNITY AND WAIVER**

4.01 The Agreement Holder will indemnify and save harmless the Province, its servants, employees and agents against all losses, claims, damages, actions, costs and expenses that the Province, its servants, employees and agents may sustain, incur, suffer or be put to arising:

- (a) directly from the performance of the Services during the Term of this Agreement by the Agreement Holder.
- (b) from breach of the obligations of this Agreement by the Agreement Holder, or
- (c) the wilful misconduct, gross negligence or the bad faith actions of the Agreement Holder, its employees, members, volunteers and subcontractors,

except to the extent that any such loss or claim is caused or contributed to by the negligence of the Province, its servants, employees or agents.

4.02 The Province hereby releases and waives its rights of recourse against the Agreement Holder for all loss, claims, damages, actions, costs and expenses that the Province may sustain, incur, suffer or be put to at any time arising:

- (a) from the completed performance of the Services; or
- (b) damage to the property in the Agreement Area owned by the Province directly caused by the Agreement Holder, its employees, members, volunteers and subcontractors in the performance of the Services

unless any such loss, claim, damage, action, costs or expenses are caused or contributed to by the gross negligence, bad faith actions or wilful misconduct of the Agreement Holder, its employees, members, volunteers and subcontractors, or if the Agreement Holder was in breach of its obligations under this Agreement, including breach of section 4.03, or was caused by any activity by the Agreement Holder outside the scope of this Agreement.

4.03 The Agreement Holder will exercise due diligence and all reasonable care to prevent damage to, or loss of any property in the Agreement Area. On the occurrence of damage or loss to property, the Agreement Holder will immediately take appropriate action to mitigate or prevent further damage or loss and immediately notify the Province so the Province can provide direction as to remedial measures to be undertaken. The Agreement Holder will comply with any directions given by the Province under this paragraph 4.03 in a timely manner.

## **ARTICLE V—INSURANCE**

5.01 The Agreement Holder and the Province will comply with the insurance requirements set out in Schedule C.

## **ARTICLE VI—RECORDS MANAGEMENT & INSPECTION**

- 6.01 The Agreement Holder is responsible for the safety of its registered volunteers at all times. The Agreement Holder must keep records of its registered volunteers and volunteer activities as set out in Schedule B, including proof of certification and training required to perform activities where applicable. Records must be kept for 7 years following the termination of this Agreement.
- 6.02 The Province may conduct inspections or audits during the term of this Agreement pertaining to the Agreement Holder's performance or obligations under this Agreement. The Province will advise the Agreement Holder in writing or verbally followed up in writing of any conditions requiring correction to meet the terms and conditions of this Agreement, and include a reasonable time period to comply.
- 6.03 The Agreement Holder will comply with requirements of the Province under this section in a timely manner.

## **ARTICLE VII—DISPOSITION OF IMPROVEMENTS**

- 7.01 All structures other than the Agreement Holder's structures listed in Schedule E, subject to paragraph 7.03, be and remain vested in the Province absolutely.
- 7.02 On the termination of this Agreement, the Agreement Holder may within one year of the date of such termination, remove any or all of the Agreement Holder's structures and must do so if required in writing by the Province, and leave the Agreement Area in a safe and clean condition to the satisfaction of the Province, and the Agreement Holder is authorized to enter and cross Crown land in order to have reasonable access to the Agreement Area for the sole purpose of such removal.
- 7.03 All structures not removed by the Agreement Holder pursuant to paragraph 7.02 within one year of termination of the Agreement, become the property of the Province and the Agreement Holder releases the Province from any claims of ownership with respect to the property.
- 7.04 Subject to the operational requirements set out in the Schedules, the Agreement Holder acknowledges that all improvements on Provincial land are for general public usage and not for the exclusive use of the Agreement Holder.

## **ARTICLE VIII—MISCELLANEOUS TERMS AND CONDITIONS**

- 8.01 Any notice or document required to be given under this Agreement shall be conclusively deemed to be validly given or delivered to and received by the Parties:
- (a) if hand delivered, including by bonded courier, to a Party at the address specified in this Agreement, as amended from time to time, on the date of that personal delivery; or

- (b) if mailed, on the third business day after the mailing of the same by prepaid post to the addresses specified in this Agreement, as amended from time to time; or
  - (c) if sent by facsimile transmission, when transmitted, only if transmitted to the facsimile machine numbers specified in this Agreement, as amended from time to time. The onus of proving transmission and valid delivery lies with the transmitting Party, by copy of a facsimile transmission confirmation to the appropriate fax number.
  - (d) if sent by email as of the time of verified reception to an email address specified in this Agreement, as amended from time to time. The onus of proving reception lies with the mailing Party, by copy of an email confirmation to the appropriate email address.
- 8.02 The documents to be submitted by the Agreement Holder to the Province are set out in Schedules attached to this Agreement, become the property of the Province, and as such, may be subject to the disclosure provisions of the *Freedom of Information and Protection Act*.
- 8.03 If this Agreement is with a Band (or First Nation), the Agreement Holder is advised that nothing in this Agreement addresses aboriginal rights or aboriginal title, limits the positions that the parties may take in treaty negotiations or litigation pertaining to aboriginal rights or title, nor affects the legal relationship between the Government of British Columbia and the Agreement Holder other than with respect to the matters that are the subject of this Agreement.

#### **ARTICLE IX—FEES**

- 9.01 If the Agreement Holder is entitled to collect User Fees on its own behalf under this Agreement, the Agreement Holder will comply with the User Fee Schedule attached as Schedule D to this Agreement.
- 9.02 Upon reasonable notice and at reasonable times, the Province may inspect and take copies of and cause an audit to be undertaken of the books and records of the Agreement Holder as they pertain to total fee revenue collected under this Agreement.
- 9.03 All books and records referred to in 9.02 are to be retained by the Agreement Holder for a period of 7 years from the end of the calendar year to which they pertain.

#### **ARTICLE X—INTERPRETATION**

- 10.01 In this Agreement, unless the Agreement otherwise requires, the singular includes the plural and the masculine includes the feminine, corporation and body politic.
- 10.02 The captions and headings contained in the Agreement are for convenience only and are not to be construed as defining or in any way limiting the scope or intent of the provisions of the Agreement.
- 10.03 In this Agreement, a reference to an enactment of the Province of British Columbia or of Canada includes a reference to any subsequent enactment of like effect, and unless the

Agreement otherwise requires, all statutes referred to in this Agreement are enactments of the Province of British Columbia.

10.04 If any part of this Agreement is found to be illegal or unenforceable, that part will be considered separate and the remaining parts will be enforceable to the fullest extent permitted by law.

10.05 Those parts which survive the termination or expiration of this Agreement are Articles I (1.05 only), IV, VII and IX (9.02 and 9.03 only).

#### **ARTICLE XI—DESIGNATED CONTACT**

11.01 Each Party will nominate a primary contact as set out in the Schedules for communicating all matters dealing with this Agreement.

#### **ARTICLE XII—SCHEDULES**

12.01 The Schedules to this Agreement form part of this Agreement. In the event of a conflict between the main body of this Agreement and a Schedule, the main body of this Agreement shall prevail. This Agreement includes the following Schedules:

<b>Schedule</b>	<b>Title</b>
Schedule A	Agreement Area
Schedule B	Services & Special Provisions
Schedule C	Insurance
Schedule E	Annual Reporting
Schedule F	Operational Standards
Schedule G	Province and Agreement Holder Structures



This Agreement may be executed by the Parties on separate copies of the Agreement which becomes complete and binding upon the latter of the two executions.

IN WITNESS WHEREOF the Parties have duly executed this Agreement as of the day and year last written below.

Signed and Delivered on behalf of the Province by a duly authorized representative of the Province.

Alistair McCrone	Acting Recreation Officer
_____	_____
<b>Duly authorized representative name</b>	<b>Title</b>

_____	_____
<b>Signature</b>	<b>Date</b>

Signed and Delivered on behalf of the Agreement Holder by a duly authorized representative of the Agreement Holder.

_____	_____
<b>Duly authorized representative name</b>	<b>Title</b>

_____	_____
<b>Signature</b>	<b>Date</b>



Recreation Sites  
and Trails BC

## **Schedule A**

### **Agreement Area**

Attachment to the Agreement with Nanaimo Regional District for Partnership Agreement No. PA13DSI-01.

**Recreation Project No.(s) included in this Agreement:** REC166770

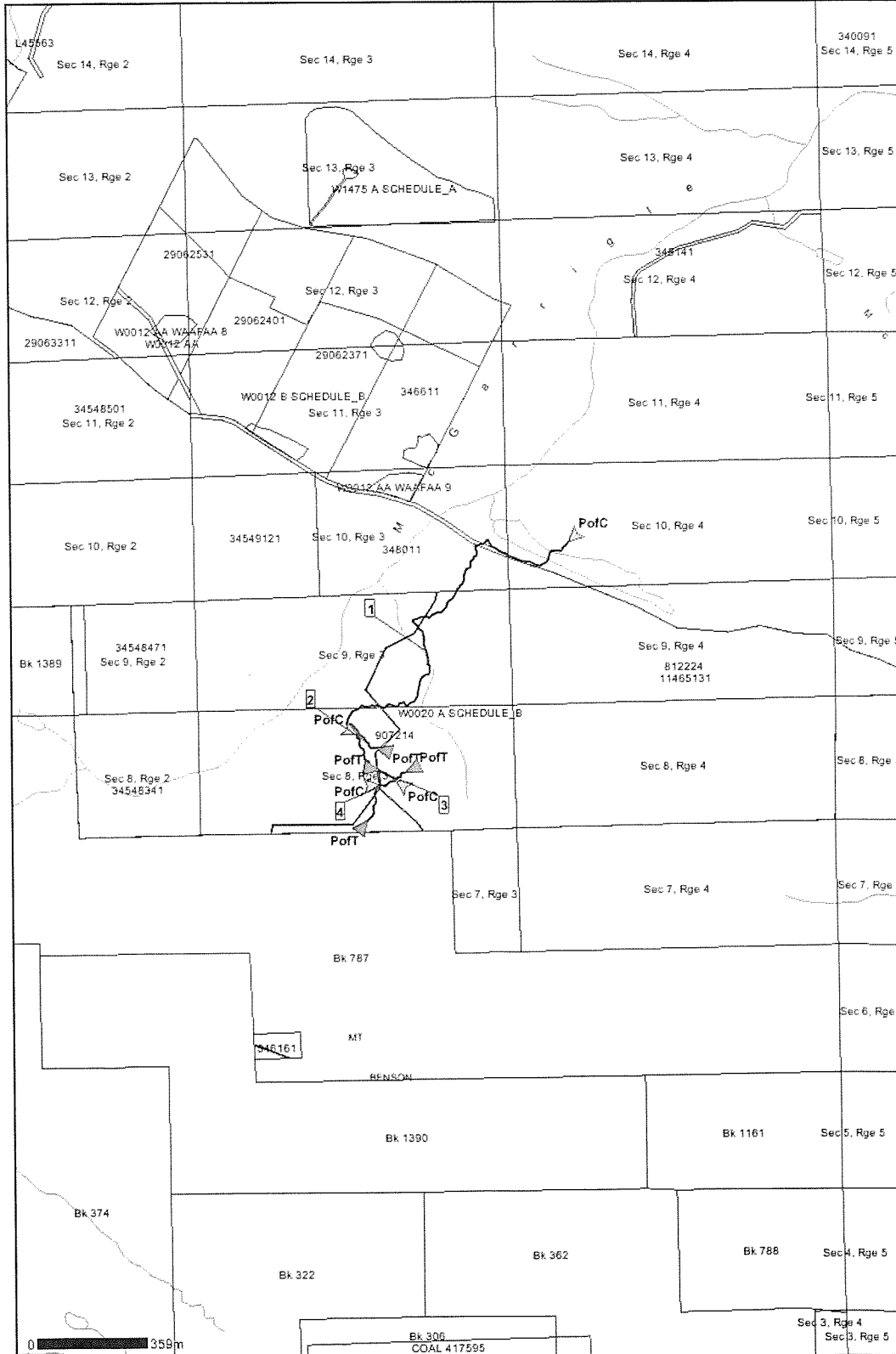
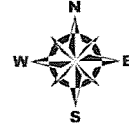
**Agreement Area Description:**
























The Agreement Area is described below and outlined on maps included in the Schedule.

See Attached Exhibit A



<b>MAP OF : REC166770 (shown in bold black)</b>			
FOREST REGION : RCO FOREST DISTRICT : DSI	TSA : 38 LAND DISTRICT : South Island Forest District	PULPWOOD AGREEMENT :	MGT UNIT TYPE : MGT UNIT NO :
ESF SUBMISSION ID : 1041398 BCGS MAPSHEET NO : 92F.020	SCALE : 1:20000 at A Size Length (Km): 2.059	UTM : 10 NAD : NAD 83	DRAWN BY : FTA DATE : Jan 18, 2012



Legend	
	Tenure Application
	Tenure Road Application
	Retired Tenure Road
	P of C
	P of T
	Tenure Feature
	Range
	TFL
	Provincial Forest
	Forest Service Road
	Highway
	Municipal Road
	Non Status Road
	Recreation Trails
	Road Permit
	SUP Road
	Right of Way
	Schedule B CP Road
	Mineral Tenure Points
	Cities
	Waterbodies
	River/Stream
	Coastline / Island
1 (1.789 Km) PoC UTM10 424289, 5446273 PoT UTM10 423598, 5445405 2 (0.085 Km) PoC UTM10 423581, 5445681 PoT UTM10 423637, 5445636 3 (0.062 Km) PoC UTM10 423695, 5445529 PoT UTM10 423644, 5445563 4 (0.123 Km) PoC UTM10 423643, 5445515 PoT UTM10 423727, 5445553	



**Schedule B**  
**Services &**  
**Special Provisions**

Attachment to the Agreement with Nanaimo Regional District for Partnership Agreement No. PA13DSI-01.

**1. Purpose & Operating Season**

This Agreement is issued to the Agreement Holder for the management and maintenance of the Mount Benson Trail, also known publicly as the Witchcraft Lake Regional Trail.

The Operating Season for this Agreement is: year round.

**2. Agreement Holder Designated Representative**

The Agreement Holder designates the following representative to be responsible for liaising between the Province and the Agreement Holder:

Name: Wendy Marshall, Manager of Parks Services  
Address: 830 W. Island Highway, Parksville, BC V9P 2X4  
Telephone: ph 250-248-3252 or 1-888-828-2069  
Email: Wmarshall@rdn.bc.ca

**3. Province Designated Representative(s):**

The Province designates the following representative to be responsible for liaising between the Province and the Agreement Holder:

Name: Jessica McKierahan  
Title: Recreation Officer  
Address: 4885 Cherry Creek Road Port Alberni, BC V8Y 8E9  
Telephone: 250-731-3024  
Email: Jessica.McKierahan@gov.bc.ca

**4. Services**

In accordance with this Agreement, and as more specifically set out in the current Annual Operating Plan attached to this Agreement as referenced in Schedule E, the Agreement Holder will perform the Services set out below in the Agreement Area. The Agreement Holder must obtain the written approval of the Province (which approval will not be unreasonably withheld) for any modifications to the Services or to the current approved Annual Operating Plan.

**Ecological restoration, research and conservation projects**

- Use hand tools to remove invasive plants and conduct restoration projects.
- Use hand tools to plant trees and shrubs in approved locations.
- Collect and remove garbage by hand.

### **Trail & Facility Work**

- Install approved signage and trail markers.
- Use hand tools to maintain and restore trails, facilities and/or campgrounds (e.g. rake, shovel, hammer, etc.).
- Use power tools to construct or maintain trails and facilities;
- Fall trees;
- Use machinery to construct, maintain or restore trails, facilities and/or campgrounds.
- Travel by hiking, horseback, mountain bike, self-propelled boats (e.g. canoes and kayaks), skis and snowshoes to monitor and maintain backcountry trails and to transport materials.

### **Public Services/Outreach**

- Deliver educational workshops and seminars, which may include guided walks or interpretive tours.
- Monitor visitor use (counting visitors and recording their activities).
- Public outreach including providing general information to visitors.
- Record photographs and/or videos
- Park or Facility Condition Reporting
- Observe and take photographs to report back to staff on trail, facility, general conditions.

## **5. Record Keeping**

The Agreement Holder will keep accurate records of all of its personnel (employees and volunteers) including name, address, date of birth, qualifications, the dates the person started and stopped performing work for the Agreement Holder and, as a condition of insurance, keep records of the specific dates that each individual performed Services under this Agreement.

A formalized volunteer agreement is recommended between the Agreement Holder and any individual volunteers that are not employees or members of the Agreement Holder organization. The agreement should set out the roles and responsibilities of each party, describe the approved activities, and record the training, certification or training requirements of the individual.

By January 31 of each year, the Agreement Holder will complete and submit to the Province the *Partnership Engagement Agreement Summary* form provided by the Province, providing aggregate information for the previous calendar year for underwriting and statistical purposes.

By *Jan 31<sup>st</sup>* of each year, the Agreement Holder must submit to the Province an electronic report summarizing the Services completed during the previous year.

If a volunteer is already insured to operate motorized equipment used to carry out the Services (e.g. ICBC for vehicles), volunteers must disclose insurance coverage before project commences.

Any of the records required to be kept under this section may be audited by the Province per section 6.02 of the Partnership Agreement or by an insurer providing insurance arranged by the Province under this Agreement.

## **6. Certification, Training and Qualifications**

The minimum licensing, certification, training and qualifications for individuals performing related activities are as follows. The Agreement Holder must obtain or witness proof of compliance before permitting an individual to perform related Services:

1. Power Tools and other machinery: (e.g. skill saw, brush cutters, lawn mowers) must show competency with power tools that will be used to perform the Services. Operators must have sufficient training and expertise in operation of equipment being used.
2. Chain Saws: Operator must show proof of BC Forest Safety Council's Basic Chainsaw Operator Training course or equivalent qualification.
3. Tree Falling: Must be certified at the appropriate faller level by BC Forest Safety Council and must adhere to the Province's Hand Falling Activities Guidelines [http://gwww.nro.gov.bc.ca/home/safety/directives\\_procedures/guideline\\_for\\_hand\\_falling.pdf](http://gwww.nro.gov.bc.ca/home/safety/directives_procedures/guideline_for_hand_falling.pdf)
4. Snowmobile: operator must have sufficient training and expertise in operation of equipment being used.
5. ATV: operator must have sufficient training and expertise in operation of equipment being used.
6. Watercraft: operator must show proof of Transport Canada Pleasure Craft License (if boat owner) and/or Pleasure Craft Operator Card.
7. Divers: must be certified by PADI as an Adventure Diver and if appropriate, with the relevant Speciality for the project (e.g. wreck, underwater videography, dry suit).
8. Snow Monitoring: must be certified in Avalanche Skills Training Course Level 1 or higher.

## **7. Accidents and Incidents**

The Agreement Holder will report to the Province any serious accident or safety concerns reported to the Agreement Holder or involving an employee or volunteer to the Agreement Holder or which the Agreement Holder discovers involving or regarding trails and structures within the Agreement Area.



## Schedule C Insurance

Attachment to the Agreement with Nanaimo Regional District for Partnership Agreement No. PA13DSI-01.

### Insurance

- A. Unless the Agreement Holder is a local government, a government corporation, a board of education, a public post secondary institution, or similar public sector entity:
1. On behalf of the Agreement Holder, the Province will purchase and maintain General Liability insurance in the amount of \$2,000,000 inclusive per occurrence against claims by third parties for bodily injury and property damage arising out of the performance of the Services set out in this Agreement. The Province will obligate the insurer's managing broker to provide the Agreement Holder with a Certificate of Insurance and a copy of the policy wording.
  2. On behalf of the Agreement Holder, the Province will purchase and maintain on behalf of the registered volunteers to the Agreement Holder Accidental Death and Dismemberment insurance with a principal sum of \$40,000 covering injury to registered volunteers under the age of 85 while performing the Services set out in this Agreement. The Province will provide information about this policy to the Agreement Holder.
  3. As a condition of the insurance provided by the Province, the Agreement Holder must provide annual underwriting information to the Province in the format and at time(s) required by the insurers.
  4. The Province will take reasonable steps to ensure the coverage specified in sections (a) and (b) is continuous for the duration of this Agreement. The Province will not be responsible for providing coverage in the event the insurance is cancelled or reduced by the insurers.
  5. The Province does not represent or warrant that the insurance purchased by the Province covers any and all losses. The Agreement Holder is responsible for ascertaining the nature and extent of coverage as well as the terms and conditions of the policies. No term or condition of this Agreement amends, extends or alters the coverage afforded by the insurance policies.
- B. The Agreement Holder will provide, maintain, and pay for any additional insurance which the Agreement Holder is required by law to carry or which the Agreement Holder considers necessary to cover risks not otherwise covered by insurance specified in this Schedule. The Agreement Holder waives all rights of recourse against the Province and releases the Province from all liability for any losses or damage to any property owned

by the Agreement Holder including the Agreement Holder's structures, improvements and equipment in the Agreement Area regardless of whether the Agreement Holder purchased property insurance.





Recreation Sites  
and Trails BC

## Schedule E Annual Reporting

Each year, the Annual Operating Plan will be attached and forms part of this Agreement.

By January 31 of each year, the Agreement Holder will complete and submit to the Province the *Partnership Engagement Agreement Summary*<sup>1</sup> form provided by the Province, providing aggregate information for the previous calendar year for underwriting and statistical purposes.

By **Jan 31<sup>st</sup>** each year, the Agreement Holder must submit to the Province an electronic report summarizing the Services completed during the previous year.



**RECREATION TRAIL OPERATIONAL STANDARDS**  
**Partnership Agreement No. PA13DSI-01**

**Trail Maintenance**

**Trail maintenance is carried out to:**

- provide user safety
- protect the environment
- provide user access and convenience
- protect investments

**1. Trail Maintenance Priorities**

- a) Safety considerations should *always* be the first priority. Unsafe conditions should be corrected or normal use restricted
- b) Environmental and trail damage should be corrected and actions taken to prevent further damage
- c) User convenience should be considered

**2. Pre Season Trail Maintenance**

- a) **Signs**—all signs will be checked prior to the season of operation to ensure they are in place and visible and any additional signs required to meet the objectives of this Agreement should be installed. Conduct minor repairs and stain/paint trail signs as required
- b) **Deadfall**—on a priority bases cut out windfall/deadfall over the trail, remove wood a minimum of 0.5 metre from the tread centre and dispose downhill when possible
- c) **Brushing**—on a priority bases remove all juvenile trees and woody brush for 0.5 metre on either side of tread centre within 3 centimetres of ground level. Scatter the cut material out of sight of the trail
- d) **Erosion control**—clean and repair any existing water bars and ditches as necessary to drain water away from the trail and prevent erosion
- e) **Route marking**—mark obscure routes with flagging or delineating tags as required
- f) **Litter cleanup**—remove litter and garbage at the trailhead and along the trail
- g) **Limbing**—remove tree limbs to allow 2.5 metres of overhead clearance above the trail, with 1.0-1.5 metres total clearance width. Scatter cut limbs a minimum of 1.0 metres from the trail edge, out of sight where possible. Ensure limbing cuts are clean, without scarring the main trunk of the tree

**3. Routine Trail Maintenance**

Routine trail maintenance or minor repairs should be conducted on:

a) Vegetation

- Brush clearing, including removal of hazardous branches
- Windfall removal
- Hazard tree removal
- Slope re-vegetation
- Viewpoint maintenance
- Close off unwanted trails and shortcuts, and restore vegetation

b) Drainage

- Culverts
- Cross drains
- Waterbars
- Grade dips
- Drainage ditches

c) Structures

- Bridge repair
- Cribbing & retaining wall repair
- Steps and stair repair
- Barrier and handrail repair
- Boardwalk repair
- Deck board replacement
- Shelter repair
- Toilets

d) Trail tread

- Draining/hardening of mud holes and boggy areas
- Washout repair
- Slump repair
- Grubbing rocks, roots, stumps
- Turnpike section repair
- Surface repair and removal of loose rocks
- Surface replenishment (similar or minimal maintenance material)

e) Signs

- Sign repair
- Sign replacement
- Cairn repair
- Barricade or closure device repair
- Trail marker replacement or additions

#### **4. Trail Hazards**

Repair or eliminate known trail hazards when possible. If a natural hazard becomes known to the Agreement Holder during routine maintenance visits, such as river/creek crossings, slides/washouts and hazard trees, the local forest district office must be advised. In addition the Agreement Holder must make a reasonable effort to ensure users do not enter the trail head, if in the Agreement Holders opinion, the trail is unsafe due to existing or potential hazards.

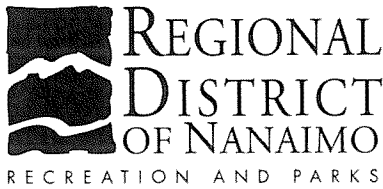


Recreation Sites  
and Trails BC

**Schedule G**  
**Provincial and Agreement**  
**Holder Structures**

List of Structures owned by the Province: N/A

List of Structures owned by the Agreement Holder: N/A



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**MEMORANDUM**

**TO:** Tom Osborne  
General Manager of Recreation and Parks

**DATE:** August 15, 2013

**FROM:** Wendy Marshall  
Manager of Parks Services

**FILE:**

**SUBJECT:** 707 Community Park Bank Stabilization Project – Electoral Area ‘B’

**PURPOSE:**

To approve the release of \$25,000 from the Electoral Area ‘B’ Community Parks Reserve Account for the 707 Community Park Bank Stabilization Project.

**BACKGROUND**

During the spring of 2009, Parks staff were contacted by the owner of the property at 880 Christina Close on Gabriola Island regarding a retaining wall and the stability of a steep slope and exposed rock above his residence. The owner was concerned about the stability of the slope and of the failing retaining wall. The retaining wall was located on 880 Christina Close and the wall was rebuilt by the property owner. However, the slope is located in the 707 Community Park and the owner reported that the surface of the slope was loose and that there were several large boulders sliding down the hill towards his home.

The RDN had the slope and rock fall threat assessed by an Engineering firm. The Preliminary Geotechnical Slope Stability Assessment for the site from Levelton Consultants Ltd was received in April, 2009. A more detailed report, a Rockfall/Slope Stability Review was required and was received in May 2010. This report presented two options for dealing with potential rock fall events. First was “Avoidance/Hazard Removal”, which was cost-prohibitive and included the removal of the majority of the trees on the slope along with a substantial volume of earthworks above the house footprint. The second option was a “Managed Approach” that involved some scaling of bedrock outcrop exposures, along with a double line of rock fall fences to capture remaining rocks before they reached the residence. In October 2011 a Rockfall Remediation Report from Levelton Consultants Ltd., containing details and drawings for the chosen option, was received. Based on construction cost estimates from Levelton Consultants Ltd., \$20,000 was budgeted for in the 2013 Electoral Area B Community Parks Budget.

## **DISCUSSION**

In May, 2013 staff placed a request for quotes via BC Bid with a closure date of May 20, 2013. Upon closing, two submissions were received. The first one from Global Mountain Solutions did not meet all the requirements. The second submission from Abbott Stabilization (Division of Abbott Shoring and Foundations) was for \$58,644.40 and was well above the allotted budget. Staff had several discussions with the proponent and determined that they are highly experienced in carrying out bank stabilization and scaling work.

In past discussions the Municipal Insurance Agency (MIA) has indicated that we need to reduce our risk for potential litigation by managing the risk associated with the steep slope. The location of the house, cut into the toe of the slope, leaves it at risk if boulders were to roll down the bank. MIA does provide grant money to local governments to reduce liabilities such as these. For 2013, there is approximately \$15,000 that can be applied to this project.

## **ALTERNATIVES**

1. To approve the release of \$25,000 from the Electoral Area B Community Parks Reserve Fund.
2. Not approve the release of \$25,000 and delay the 707 Bank Stabilization Project.

## **FINANCIAL IMPLICATIONS**

The approved EA B Community Parks Budget has \$20,000 available for this project and there is approximately \$15,000 available from MIA for a total of \$35,000. This leaves a short fall of \$25,000 that could be covered by transferring funds from the reserve account. The reserve fund for Electoral Area 'B' has a total of \$102,328.

## **CONCLUSIONS**

During the spring of 2009, Parks staff were contacted by the owner of the property at 880 Christina Close on Gabriola Island regarding a retaining wall and the stability of a steep slope and exposed rock above his residence. The owner was concerned about the large exposed rock on the slope.

The RDN commissioned studies of the bank and drawings for engineered solutions and the project was placed on BC Bid in May. The only successful proposal came in at \$58,644.40, well above the \$20,000 budgeted. MIA grant money is available for this project, in the amount of approximately \$15,000 and the Electoral Area B Community Park Reserve fund has \$102,328 to cover the \$25,000 shortfall.

## **RECOMMENDATIONS**

That the release of \$25,000 from the Electoral Area 'B' Community Parks Reserve Fund be approved.



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Report Writer



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GM Concurrence



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A/CAO Concurrence





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**MEMORANDUM**

**TO:** Tom Osborne  
General Manager, Recreation and Parks

**DATE:** August 12, 2013

**FROM:** Elaine McCulloch  
Parks Planner

**FILE:**

**SUBJECT: Cedar Skateboard/Bike Park Construction Tender Award**

**PURPOSE**

To award the tender for the construction of the Cedar Skateboard/Bike Park.

**BACKGROUND**

After ten years of planning and fundraising to build a skateboard park in Electoral Area 'A', the goal to raise the necessary project funds was achieved in 2012. The estimated \$625,000 required to construct the skateboard park was attained through a grant of \$439,410 from the Provincial Community Recreation Program, \$139,000 from the Electoral Area 'A' Community Parks Operational Reserves, and a \$47,763 donation from the Cedar Skatepark Association.

In February 2013, a ten year Licence of Use Agreement with School District No. 68 was signed for the 3,100 sq. m. Cedar Skatepark site and the adjacent 7,900 sq.m. staging area located on the Cedar Community Secondary School site off Walsh Road. Once the land was secured, staff directed the design consultant, van der Zalm and Associates to proceed with completing the construction and tender documents for the project. RDN staff review and input has been incorporated into the detailed design and tender documents for the project.

The Cedar Skateboard/Bike Park Construction Project was competitively tendered between July 10, 2013 and July 31, 2013. A total of three bids were received at closing. The bid results were as follows:

- New Line Skateparks Ltd.                   \$ 475,454
- EHR Mechanical Ltd.                       \$ 556,488
- Spectrum Skatepark Creations Ltd.       \$ 530,280

All bidders indicated that they are available to start construction in August 2013 with a substantial completion date of November 2013. This timeline will allow the project to commence this fall and be completed within the timelines provided under the Province of BC Community Recreation Program.

New Line Skateparks Ltd., the lowest tender, has submitted a compliant bid. Van der Zalm and Associates has worked with New Line Skateparks on numerous cast-in-place skatepark construction projects, and considers them suitably qualified to carry out the work. In 2009 the Regional District of Nanaimo retained the services of New Line Skateparks to work with the Cedar community and staff to develop the Cedar Skatepark concept design.

**ALTERNATIVES**

1. Award a contract to New Line Skateparks Ltd. for the Cedar Skateboard/Bike Park Construction Project for the tendered price of \$475,454.
2. That the contract for the Cedar Skateboard/Bike Park Construction Project not be awarded to New Line Skateparks Ltd. and alternative direction be provided.

**FINANCIAL IMPLICATIONS**

The total cost for the completion of the Cedar Skateboard/Bike Park is as follows:

Design Services (Completed)	\$ 31,125
Construction Services	\$ 4,000
Construction Contract	\$ 475,454
Additional site furnishings	\$ 17,500
Project Contingency	\$ <u>35,000</u>
<b>Total Project Cost</b>	<b>\$ 563,079</b>

The total budget for the Cedar Skateboard/Bike Park Construction Project is \$625,000, including design services, construction services, construction contract, taxes and contingency. New Line Skateparks Ltd.'s price for the construction of this project is \$475,454. Based on the anticipated total project cost of \$563,079 the project is expected to come in under budget by \$61,921. It is of note that the total project cost also includes a project contingency of \$35,000.

The cost-sharing formula for the Community Recreation grant allows for up to 80% provincial contribution. Therefore, the RDN's financial contribution to the project may be reduced to \$75,906 from the original \$139,000 set aside for the project from Electoral Area 'A's Community Parks operational reserve budget – a potential savings to the RDN of \$63,094.

\$ 439,410	grant (78% of project cost)
\$ 47,763	donations
<u>\$ 75,906</u>	RDN contribution
\$ 563,079	

**SUMMARY/CONCLUSIONS**

A competitive public tendering process was completed on July 31, 2013 for the Cedar Skateboard/Bike Park Construction project. Of the three bids that were received the lowest compliant bid was New Line Skateparks Ltd. for a value of \$475,454. Following Board review and approval, construction is scheduled to commence on September 3, 2013.

Van der Zalm and Associates recommend that New Line Skateparks Ltd. be awarded the Cedar Skateboard/Bike Park Construction project for the price of \$475,454. Staff supports this recommendation.

**RECOMMENDATION**

That the Cedar Skateboard/Bike Park Construction Project be awarded to New Line Skateparks Ltd. for the tendered price of \$475,454.



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Report Writer

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Manager Concurrence

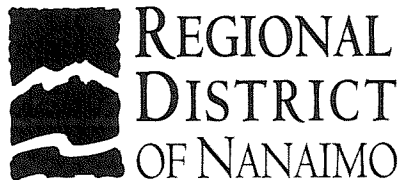


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General Manager Concurrence

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A/CAO Concurrence



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**MEMORANDUM**

**TO:** Carey McIver  
Manager Solid Waste

**DATE:** August 20, 2013

**FROM:** Helmut Blanken, P. Eng.  
Superintendent, Engineering & Disposal Operations

**FILE:** 5330-20-RL

**SUBJECT:** Regional Landfill Infrastructure Works Relocation and Upgrade Tender Award

**PURPOSE**

To consider awarding a tender to relocate and upgrade water and storm water infrastructure works at the Regional Landfill.

**BACKGROUND**

The Regional Landfill, located on Cedar Road in Nanaimo, consists of two distinct areas: Cell One, the unlined closed landfill and Cell Two, the lined engineered operating landfill. In 2009, the Board approved the Regional Landfill Design & Operations (D&O) Plan which integrates the long-term development of the landfill and associated infrastructure improvements, with the progressive closure of the site as a nature park. The D&O Plan incorporates surface water, leachate, and landfill gas management controls into the landfill development plan to mitigate landfill derived impacts. Based on current filling rates and the projects identified in D&O Plan the Regional Landfill has another 20 years of disposal capacity.

One of the key projects identified in the D&O Plan is the construction of a toe stabilization berm (North Berm) in Cell Two to address geotechnical stability issues and optimize airspace. North Berm construction will be implemented in three stages. The first stage is the relocation and upgrade of water and storm water infrastructure works (\$0.7 million), followed by the relocation of the operations building, maintenance shop and north sanitary line (\$2.6 million) and finally the construction of the North Berm itself (\$3 million). The relocation and upgrade of the infrastructure, operations building and maintenance shop must be completed before the construction of the North Berm can take place. The approved 2013 capital plan for the Regional Landfill includes funds for the infrastructure relocation and upgrade works.

On June 25, 2013, our engineering consultants issued an invitation to tender for this project. The Form of Tender for the project was structured on a best case basis, placing work items that may not be required in the Schedule of Additional Unit Prices. This was done so that the bidders were tendering on the smallest known and well defined scope of work to complete the infrastructure works, while providing cost competitive pricing for potential worse case and poorly defined conditions associated with unknowns, in particular the elevation of bedrock which may be encountered while digging trenches for the water mains. This approach restricts the liability of the RDN to claims for reduction in the scope

of work while ensuring the best value for potential additional work items which may be required to address unforeseeable and unknown site conditions.

The tender closed on July 29, 2013. The following two companies responded to the tender.

Bidder	Schedule of Prices
Knappett Industries Ltd.	\$529,837
Stone Pacific Contracting Ltd.	\$612,546

Knappett Industries submitted the lowest bid. The bid also provides the lowest unit prices for additional work. The company is experienced in working on landfill sites and has successfully completed several projects at the Regional Landfill.

**ALTERNATIVES**

1. Award the contract to Knappett Industries Ltd. for the tendered price of \$529,837
2. Do not award the contract.

**FINANCIAL IMPLICATIONS**

*Alternative 1*

The budget estimate included in the 2013 capital plan for this project was \$700,000 with \$100,000 for engineering services and \$600,000 for the construction.

Based on the final tender amounts the total cost of the project is estimated as follows:

**Table 1: 2013 Infrastructure Works Project Costs**

	Budget Cost Estimate	Final Cost Estimate
Engineering Services - Design & Tender	\$55,000	\$75,000
Construction Supervision	\$45,000	\$45,000
Sub-Total	\$100,000	\$120,000
Construction	\$530,000	\$530,000
Construction Contingency	\$70,000	\$70,000
<b>Total</b>	<b>\$700,000</b>	<b>\$720,000</b>

As indicated in Table 1 above, the engineering budget for this project exceeds the budget estimate by \$20,000. Due to the results of the preliminary design, it was determined that the storm water pipe would be significantly deeper than originally anticipated necessitating a geotechnical investigation and report. In addition, our engineering consultants retained a surveyor and utility locates contractor to delineate the project areas as the historic as build drawing set is incomplete. Also, in order to make the project cost effective, our engineers proposed placing the storm water and water main in a common trench which resulted in extra design work to meet City of Nanaimo requirements.

Although the budget may be exceeded by \$20,000, if the contingency for unforeseen work comes fully into place, there are adequate funds in the solid waste reserve to complete this project.

*Alternative 2*

The Infrastructure relocation and upgrade is an essential component of the North Berm Project as outlined in the D&O Plan. If the Board does not proceed with the project in 2013, the completion of the North Berm project will be delayed resulting in shortage of disposal capacity in late 2016.

**ENVIRONMENTAL IMPLICATIONS**


The Regional Landfill must be operated in accordance with the design, performance and operational requirements of the Operational Certificate (OC) for the site issued by the Ministry of Environment in 2004 and amended in 2011. The OC requires that surface water must be collected, retained, detained and conveyed as specified in the D&O Plan. The relocation of the storm water line includes the decommissioning of an existing storm water pipe underneath the Cell 2 area, which is required with respect to the North berm construction and also shows due diligence with respect to eliminating a potential risk of surface water contamination.

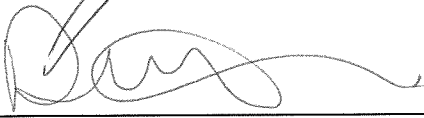
**SUMMARY/CONCLUSIONS**

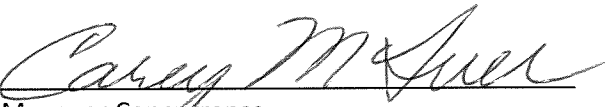
The approved 2013 capital plan for the Regional Landfill includes funds for the relocation and upgrade of infrastructure works associated with the North Berm project. On July 29, 2013, Knappett Industries Ltd. submitted the low qualified tender for this project. Our consulting engineers recommend the award of the contract to Knappett Industries Ltd. for the tendered amount of \$529,837. There are adequate funds in the 2013 budget to fund this project; consequently staff recommends that the Board award this tender to Knappett Industries Ltd.

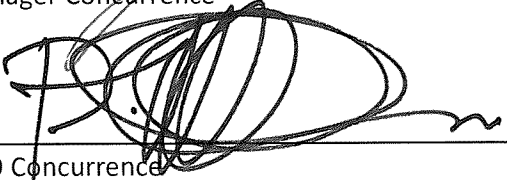
**RECOMMENDATION**

That the Board awards the relocation and upgrade of infrastructure works at the Regional Landfill to Knappett Industries Ltd. for the tendered amount of \$529,837.

*per*   
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Report Writer

  
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General Manager Concurrence

  
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Manager Concurrence

  
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CAO Concurrence