

**REGIONAL DISTRICT OF NANAIMO**

**REGULAR BOARD MEETING  
TUESDAY, JANUARY 27, 2015  
7:00 PM**

***(RDN Board Chambers)***

**A G E N D A**

**PAGES**

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
  - 14 **Paul Liddy, Cedar Road Bioenergy Inc.,** re Update on Reaching Goals and Royalty Payment to the RDN.
- 3. BOARD MINUTES**
  - 15-17 Minutes of the Inaugural Board meeting held Tuesday, December 9, 2014 (All Directors – One Vote).
  - 18-22 Minutes of the Special Board meeting held Tuesday, January 13, 2015 (All Directors – One Vote).
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**
- 6. UNFINISHED BUSINESS**
  - BYLAW ADOPTION**

(All Directors – One Vote)

**Bylaws No. 813.53, 869.10, 889.69, and 1021.11** (All Directors – One Vote).
  - 23-24
    1. *That "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.53, 2014", be adopted.*
  - 25-26
    2. *That "Morningstar Streetlighting Local Service Boundary Amendment Bylaw No. 869.10, 2014", be adopted.*
  - 27-28
    3. *That "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.69, 2014", be adopted.*

- 29-30                                    4. *That "Pacific Shores Sewer Local Service Boundary Amendment Bylaw No. 1021.11, 2014", be adopted.*

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

**7.1                ELECTORAL AREA PLANNING STANDING COMMITTEE**

- 31-35                                    Minutes of the Electoral Area Planning Committee meeting held Tuesday, January 13, 2015 (for information) (All Directors – One Vote).

***DEVELOPMENT PERMIT APPLICATIONS***

**Development Permit Application No. PL2014-062 – Hezz Camp Co. Ltd – 924 Island Highway East, Electoral Area ‘G’** (Electoral Area Directors, Except EA ‘B’ – One Vote).

*That Development Permit No. PL2014-062 to permit the expansion of a resort vehicle park through the addition of 67 camping spaces with accessory covered decks, a picnic shelter and new reception building on the subject property be approved subject to the conditions outlined in Attachments 2 to 10.*

**Development Permit Application No. PL2014-128 – Schultz / Bollinger – 971 Maple Lane Drive, Electoral Area ‘G’** (Electoral Area Directors, Except EA ‘B’ – One Vote).

*That Development Permit No. PL2014-128 to permit a subdivision and future residential construction on proposed Lots A and B in the Hazard Lands and Environmentally Sensitive Features (Aquifer Protection) Development Permit Areas be approved subject to the conditions outlined in Attachments 2 and 3.*

***DEVELOPMENT VARIANCE PERMIT APPLICATIONS***

**Development Variance Permit Application No. PL2014-132 – Lost Lake Properties Ltd. – Electoral Area ‘G’** (Electoral Area Directors, Except EA ‘B’ – One Vote).

**Delegations wishing to speak to Development Variance Permit Application No. PL2014-132 – Lost Lake Properties Ltd. – Electoral Area ‘G’.**

*That Development Variance Permit No. PL2014-132 to reduce the minimum front lot line setback distance from 8.0 metres to 5.0 metres for proposed Lots A, G and H, and to increase the minimum interior side and rear lot line setback distance from 2.0 metres to 4.0 metres for the northern lot lines on proposed Lot H be approved subject to the conditions outlined in Attachments 2 and 3.*

**Development Variance Permit Application No. PL2014-135 – Broughton – 2458 Pylades Drive, Electoral Area ‘A’** (Electoral Area Directors, Except EA ‘B’ – One Vote).

**Delegations wishing to speak to Development Variance Permit Application No. PL2014-135 – Broughton – 2458 Pylades Drive, Electoral Area ‘A’.**

*That Development Variance Permit No. PL2014-135 to reduce the other lot line setback from 5.0 metres to 3.2 metres be approved subject to the conditions outlined in Attachments 2 to 4.*

**Development Variance Permit Application No. PL2014-122 – Vogel – 984 Ford Road, Electoral Area ‘F’** (Electoral Area Directors, Except EA ‘B’ – One Vote).

**Delegations wishing to speak to Development Variance Permit Application No. PL2014-122 – Vogel – 984 Ford Road, Electoral Area ‘F’.**

*That Development Variance Permit No. PL2014-122 to reduce the minimum setback requirement from the exterior lot line from 4.5 metres to 2.9 metres be approved subject to the conditions outlined in Attachments 2 and 3.*

**Development Variance Permit Application No. PL2014-133 – 0928323 BC Ltd. & Pland Land Corp Inc. BC0928626 – Electoral Area ‘G’** (Electoral Area Directors, Except EA ‘B’ – One Vote).

**Delegations wishing to speak to Development Variance Permit Application No. PL2014-133 – 0928323 BC Ltd. & Pland Land Corp Inc. BC0928626 – Electoral Area ‘G’.**

*That Development Variance Permit No. PL2014-133 to reduce the minimum front lot line setback distance from 8.0 metres to 6.0 metres for proposed Lots 17 – 30, 33, 34, and 36 be approved subject to the conditions outlined in Attachments 2 and 3.*

#### **DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS**

**Development Permit with Variances Application No. PL2014-130 – Lightfoot – 6203 Island Highway West, Electoral Area ‘H’** (Electoral Area Directors, Except EA ‘B’ – One Vote).

**Delegations wishing to speak to Development Permit with Variances Application No. PL2014-130 – Lightfoot – 6203 Island Highway West, Electoral Area ‘H’.**

*That Development Permit with Variances No. PL2014-130 to permit the construction of a proposed dwelling within the Coastal Protection Development Permit Area, and variances to legalize an existing building be approved subject to the conditions outlined in Attachments 2 to 4.*

**Development Permit with Variance Application No. PL2014-131 – DHR Enterprises Ltd. – 3850 Island Highway West, Electoral Area ‘G’** (Electoral Area Directors, Except EA ‘B’ – One Vote).

**Delegations wishing to speak to Development Permit with Variance Application No. PL2014-131 – DHR Enterprises Ltd. – 3850 Island Highway West, Electoral Area ‘G’.**

*That Development Permit with Variance No. PL2014-131 to permit changes to commercial signage on the subject property be approved subject to the conditions outlined in Attachments 2 to 5.*

**OTHER**

**Official Community Plan Amendment Application No. PL2014-095 and Zoning Amendment Application No. PL2014-098 – Stauffer – 2930 Trans Canada Hwy., Electoral Area ‘A’** (Electoral Area Directors, Except EA ‘B’ – One Vote).

1. *That the Board approve the Proposed Public Consultation Plan as outlined in Attachment 7.*
- 36-38 2. *That "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.03, 2015" be introduced and be given first reading.*
3. *That, having considered the impact on the current Financial Plan and Solid Waste Management Plan, "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.03, 2015" be given second reading.*
- 39-41 4. *That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.397, 2015", be introduced and read two times.*
5. *That the Public Hearing on "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.03, 2015" be chaired by Director McPherson or his alternate.*
6. *That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.397, 2015" be chaired by Director McPherson or his alternate.*

**Zoning Amendment Application No. PL2012-012 – Trustees of the Little Mountain Congregation of Jehovah’s Witnesses, Parksville, BC – Bylaw 1285.23, 2015 – First and Second Reading** (Electoral Area Directors, Except EA ‘B’ – One Vote).

- 42-43 1. *That "Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.23, 2015" be introduced and read two times.*

2. *That the Public Hearing on "Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.23, 2015" be chaired by Director Fell or his alternate.*
3. *That the conditions set out in Attachment 2 of the staff report, as amended, be completed prior to "Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.23, 2015" being considered for adoption.*

**Zoning Amendment Application No. PL2014-092 – Allsbrook Estates Ltd. – Electoral Area 'F'** (Electoral Area Directors, Except EA 'B' – One Vote).

44-46

1. *That "Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.24, 2015" be introduced and read two times.*
2. *That the Public Hearing on "Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.24, 2015" be chaired by Director Fell or his alternate.*
3. *That the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 1285.24 being considered for adoption.*

**7.2. COMMITTEE OF THE WHOLE STANDING COMMITTEE**

47-55

Minutes of the Committee of the Whole meeting held Tuesday, January 13, 2015 (for information) (All Directors – One Vote).

**COMMUNICATION/CORRESPONDENCE**

(All Directors – One Vote)

**Sav Dhaliwal, UBCM President, re Gas Tax Agreement Community Works Fund Payment.**

*That the correspondence from Sav Dhaliwal, Union of BC Municipalities President, regarding the Gas Tax Agreement Community Works Fund payment be received.*

**UBCM, re Applications Invited to Federal Gas Tax Fund.**

*That the correspondence from the Union of BC Municipalities regarding applications invited to Federal Gas Tax Fund be received.*

**Brad Woodside, FCM President, re Membership for 2015-16.**

*That the correspondence from Brad Woodside, Federation of Canadian Municipalities President, regarding membership for 2015-16 be received.*

## **CORPORATE SERVICES**

### **ADMINISTRATION**

#### **2015 AVICC Resolutions Notice and Call for Nominations (All Directors – One Vote).**

1. *That the Board receive the 2015 Association of Vancouver Island and Coastal Communities Resolutions Notice and Call for Nominations and identify topics for which the Board wishes staff to draft resolutions.*
2. *That the Board direct staff to present the resolutions to the Board for consideration of adoption and submission to the Association of Vancouver Island and Coastal Communities.*

#### **AVICC Resolution – Land Title Fees (All Directors – One Vote).**

*That the attached resolution regarding Land Title Fees be adopted as presented and forwarded to the Association of Vancouver Island and Coastal Communities for consideration at the 2015 Annual General Meeting and Convention.*

#### **Designation of “Local Government Liaison” under the Public Health Act (All Directors – One Vote).**

1. *That Paul Thorkelsson, Regional District of Nanaimo Chief Administrative Officer, be designated as the local government liaison in accordance with Section 83 of the Public Health Act.*
2. *That the Regional District of Nanaimo send notice of the designation of the local government liaison to Island Health by way of the local Medical Health Officer.*

## **STRATEGIC AND COMMUNITY DEVELOPMENT**

### **LONG RANGE PLANNING**

#### **Options to Influence Seaweed Harvesting in Electoral Area ‘H’ (All Directors – One Vote).**

1. *That the staff report be received information.*
2. *That staff arrange for another meeting with the Ministry of Agriculture prior to the issuance of the 2015-2016 seaweed harvesting licences and work with the Ministry of Agriculture on a communications strategy.*
3. *That the Regional District of Nanaimo not continue with the applications for a Notation of Interest and a Crown land lease.*

**Regional Growth Strategy Indicators and Targets Project – Recommended Indicators and Targets** (All Directors – Weighted Vote).

*That staff be directed to proceed with initiating a program to monitor the Regional Growth Strategy using the recommended list of indicators and targets identified in the attached report.*

**FINANCE**

**Bylaw No. 1721 – A Bylaw to Authorize preparation of 2015 Parcel Tax Rolls** (All Directors – One Vote).

56-58

1. *That "2015 Parcel Tax Assessment Roll Bylaw No. 1721, 2015", be introduced and read three times.*
2. *That "2015 Parcel Tax Assessment Roll Bylaw No. 1721, 2015", be adopted.*
3. *That the Board appoint the Chairperson, the Manager of Administrative Services and the Director of Finance to preside as the 2015 parcel tax review panel.*

**New Building Canada Fund – Small Communities Fund** (All Directors – One Vote).

1. *That the Board endorse the following project list for possible applications to the New Building Canada Fund – Small Communities Fund (NBCF-SCF) for the February 18, 2015 application intake:*
  - Greater Nanaimo Pollution Control Centre – Centrifuge and Polymer System – \$1.4 million
  - French Creek Pollution Control Centre – Interceptor/Pumpstation Expansion – \$3.5 million
  - San Pareil Water System – Treatment Upgrades – \$1.2 million
  - Whiskey Creek Water System – Treatment Upgrades – \$1.2 million
2. *That staff be directed to pursue discussions with Province of BC representatives regarding the applicability of these projects and to further refine the list based on those discussions to meet the funding criteria.*

**2015 Proposed Budget Overview** (All Directors – One Vote).

*That the report on the proposed 2015 budget be received and that any requested additions from community groups as well as any other requested analyses or recommended adjustments for the 2015 budget be further reviewed at a Committee of the Whole meeting in February, 2015.*

**Northern Community Wastewater Service Requisition** (Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G', 'H' – Weighted Vote).

*That staff be directed to review the Northern Community Wastewater Service requisition allocated to properties not in community sewer service areas from a user pay perspective and to report back for February consideration.*

**RECREATION AND PARKS**

**PARKS SERVICES**

**Meadowood Way Community Park – Proposed Community Recreation Facility** (All Directors – One Vote).

- 1. That surplus portables from School Board 69 be purchased and installed at Meadowood Way Community Park (School District 69 Lands) to be used as a community recreation facility and the moving and siting costs be funded by Community Works Funds for Electoral Area 'F' as detailed in Appendix I.*
- 2. That a Sub-Licence of Use Agreement between the Regional District of Nanaimo and the Corcan-Meadowood Residents Association for management of the community recreation facility be established.*

**REGIONAL AND COMMUNITY UTILITIES**

**WATER AND UTILITY**

**Water Services Operations Centre Lease Agreement Renewal** (All Directors – Weighted Vote).

*That the Board approve the lease for Unit #7, 1065 Herring Gull Way for a 5 year period commencing May 1, 2015, with one further 5 year period with terms to be mutually agreed upon.*

**Westurne Heights Water Service Area – Establishment Bylaw and Associated Loan Authorization and Security Issuing Bylaws.**

(All Directors – One Vote)

59-61

*That "Westurne Heights Water Service Area Establishment Bylaw No. 1718, 2014" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.*



(All Directors – Weighted Vote)

- 62-63                    1. *That "Westurne Heights Water Service Area Loan Authorization Bylaw No. 1719, 2014" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.*
- 64-67                    2. *That "Westurne Heights Water Service Area Security Issuing Bylaw No. 1720, 2014" be introduced and read three times.*

(All Directors – One Vote)

*That staff be directed to proceed with obtaining a Statutory Right of Way, in favour of the RDN, on the parcel of land where the existing wellhead and pump house are situated.*

### **WASTEWATER**

**Appointment of Sewage Control Manager and Municipal Sewage Control Officers**  
(All Directors – One Vote).

1. *That the title of "Sewage Control Manager" be appointed to the "current Manager of Wastewater Services".*
2. *That the title of "Municipal Sewage Control Officer" be appointed to the "current Project Engineer of Wastewater Services" and to the "current Wastewater Program Coordinators of Wastewater Services".*

### **ADVISORY AND SELECT COMMITTEE, AND COMMISSION**

**Electoral Area 'E' Parks and Open Space Advisory Committee** (All Directors – One Vote).

*That the minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Monday, October 20, 2014 be received for information.*

**East Wellington and Pleasant Valley Parks and Open Space Advisory Committee**  
(All Directors – One Vote).

*That the minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, October 27, 2014, be received for information.*

**Electoral Area 'B' Parks and Open Space Advisory Committee** (All Directors – One Vote).

*That the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday, November 4, 2014, be received for information.*

**Rollo McClay Playground Proposal**

*That the Rollo McClay playground project be endorsed as presented by the Softball Association contingent upon the approval of a detailed plan, staff time & monetary provisions.*

**Off Leash Dog Park**

*That the creation of a dog park on Gabriola Island be supported, pending the approval of a detailed plan and location.*

**Electoral Area 'F' Parks and Open Space Advisory Committee** (All Directors – One Vote).

*That the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Monday, November 17, 2014, be received for information.*

**Electoral Area 'A' Parks, Recreation, and Culture Commission** (All Directors – One Vote).

*That the minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, November 19, 2014, be received for information.*

**Grant Approvals** (All Directors – One Vote)

That the Electoral Area 'A' Grant-In-Aid application for Cedar Family of Community Schools be approved for a total of \$440.00 to purchase equipment for a community cooking bin.

**Cedar Sport Court** (All Directors – Weighted Vote)

That the Regional District of Nanaimo enter into a contribution agreement for up to \$120,000 of Electoral Area 'A' Community Works Funds with Snuneymuxw First Nation for the construction of a sport court, subject to the conclusion of an agreement between the two parties for long term community use.

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Island Futures – Request for Community Works funding for Gabriola Community Bus** (All Directors – Weighted Vote).

*That staff be directed to amend the agreement with the Island Futures Society to increase the total funding to \$70,500 in order to accommodate the transfer of up to \$5,000 of Community Works funding allocated to Electoral Area 'B', for their purchase of a used bus for the G.E.R.T.I.E bus system on Gabriola Island and to extend the period of the Regional District of Nanaimo's obligation to make payments under the agreement to July 31, 2016.*

**Gabriola Island Recycling Organization – Grant-in-Aid Request** (All Directors – Weighted Vote).

*That staff be directed to include a one-time increase to the 2015 Grants-in-Aid budget in order to raise up to a maximum of \$1,500 to be provided as a Grant-in-Aid to the Gabriola Island Recycling Organization for 50 percent of the cost of a building permit for their new addition.*

**Communities to Protect Our Coast – Flourishing in a Green Economy Fair** (All Directors – One Vote).

*That the Board provide a letter of support to the Communities to Protect Our Coast, and to promote the Flourishing in a Green Economy Fair in Regional District of Nanaimo communications.*

**Nanaimo and Area Land Trust – 2015 Funding Request** (All Directors – One Vote).

*That the 2015 funding request (\$30,000) for Nanaimo Area Land Trust be added to the 2015 budget discussions.*

**Federation of Canadian Municipalities – Membership for 2015-16** (All Directors – One Vote).

*That staff be directed to renew the membership to the Federation of Canadian Municipalities for 2015-16.*

**NEW BUSINESS**

**Island Timberlands (All Directors – One Vote)**

*That staff be directed to send correspondence to Island Timberlands (IT) and the Ministry of Transportation and Infrastructure (MOTI) of the concerns raised by residents of Electoral Area 'C' regarding the use of Godfrey Road for the hauling of timber harvested by IT in the Extension Community area, and further; that Island Timberlands, in conjunction with the Ministry, consider alternative transportation routes that will have less negative impact on the safety and condition of the local road network.*

**Feasibility Study for Bridge Connecting Gabriola Island to Nanaimo (All Directors – One Vote).**

*That further to the Province's announcement that a feasibility study for a bridge connecting Gabriola Island to Nanaimo has been awarded, that a letter be sent from the Regional District of Nanaimo Chair to the Minister of Transportation and Infrastructure, Todd Stone, requesting that a social economic study on the impact of such a bridge on Mudge Island, Gabriola Island and the downtown Nanaimo business area also be conducted.*

**8. SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES**

**Regional Solid Waste Advisory Committee**

68-73 Minutes of the Regional Solid Waste Advisory Committee meeting held Wednesday, October 8, 2014 (For Information) (All Directors – One Vote).

**9. ADMINISTRATOR'S REPORTS**

74-83 **Recreation Facility, Programs and Sports Field Services 2015 Survey** (All Directors – One Vote) – *Report to be accompanied by presentation at meeting.*

84-89 **Municipal Insurance Association – Associate Members Program** (Electoral Area Directors, Except EA 'B' – Weighted Vote).

90-93 **Contract Renewal - BC Emergency Health Services (BCEHS) for Descanso Bay** (All Directors – Weighted Vote).

94-102 **2015 Service Area Tax Requisition Amendment Bylaws** (All Directors – One Vote).

103-114 **Zoning Amendment Application No. PL2014-034 – Bylaw 500.934 – Windward Developments Ltd. – 1032 Robertson Boulevard, Electoral Area 'G'** (Electoral Area Directors, Except EA 'B' – One Vote).

115-133            **Amendments to Regional District of Nanaimo Land Use & Subdivision Bylaw No. 500, 1987; and Regional District of Nanaimo Electoral Area 'F' Zoning & Subdivision Bylaw No. 1285, 2002 – Green Building Bylaw Amendments, Electoral Areas 'A', 'C', 'E', 'F', 'G', 'H' – Third Reading** (Electoral Area Directors, Except EA 'B' – One Vote).

134-136            **2015 Electoral Area 'H' Highway Infrastructure Community Works Project** (All Directors – One Vote).

**10.        ADDENDUM**

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

**12.        NEW BUSINESS**

**13.        IN CAMERA**

*That pursuant to Sections 90 (1) (a) and (e) of the Community Charter the Board proceed to an In Camera meeting for discussions related to Board Appointments and land acquisitions.*

**14.        ADJOURNMENT**

**Re: Update on Reaching Innovation Goals and Royalty Payment to the RDN**

**From:** Paul Liddy

**Sent:** Tuesday, January 06, 2015 1:24 PM

**Subject:** Cedar Road Bioenergy Inc.

Dear Sir, Cedar Road Bioenergy is the Collaborative partnership with the RDN at the Nanaimo Bioenergy Centre.

We have been operational since 2010 at the Regional landfill. Presently we are advancing with the Phase II expansion of the centre. I am requesting 15 min at the RDN board meeting to provide a update report to the council on the centre's collaborative progress in reaching innovation goals and royally payment to the RDN.

Regards,

Paul Liddy  
Managing Director  
Cedar Road Bioenergy Inc.

**REGIONAL DISTRICT OF NANAIMO**  
**MINUTES OF THE INAUGURAL BOARD MEETING**  
**OF THE REGIONAL DISTRICT OF NANAIMO HELD ON**  
**TUESDAY, DECEMBER 9, 2014 AT 7:02 PM IN THE**  
**RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director C. Haime	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Also in Attendance:

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

## **CALL TO ORDER**

The Chief Administrative Officer called the meeting to order, congratulated the Board of Directors, and recognized the Coast Salish Nations whose traditional territory this meeting takes place.

The Chief Administrative Officer welcomed Chief David Bob, Councillors Natasha Bob, Gordon Edwards, and Brent Edwards from Snaw-Naw-As, Councillors Emmy Manson and Sandy Good of the Snuneymuxw First Nation, and Chief Michael Recalma of the Qualicum First Nation to the meeting.

The Chief Administrative Officer invited Chief David Bob and Councillor Manson to welcome the Regional District of Nanaimo Board on behalf of the Nations.

Chief Bob invited his Uncle Jim Bob to do the opening welcome in the traditional language and his Aunt Anne Bob to perform the prayer.

Councillor Emmy Manson spoke on behalf of the Snuneymuxw Community and their Council stating that they are really honoured to be included in the ceremony and expressed the importance of recognizing this historic event. Councillor Manson noted that her brother Bill Yoachim now sits at the table, which is historic for their community. Garry Manson performed a drumming song as part of the Coast Salish welcome.

Chief Bob spoke of the progress that has been made by both the Regional District of Nanaimo and the Snaw-Naw-As in working together collaboratively and wished the Board luck.

Chief Michael Recalma of the Qualicum First Nation echoed the words of Chief Bob and expressed his pleasure at being invited to participate in the evening and also wished the Board good luck.

The Chief Administrative Officer confirmed receipt of notification from the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach, and the District of Lantzville advising of their Council appointments to the Board for the year 2015.

## **OATHS OF OFFICE**

Honourable Judge Justine Saunders conducted the Oaths of Office for the Electoral Area Directors and the Municipal Directors.

## **ELECTION OF CHAIRPERSON**

The Chief Administrative Officer called for nominations for the position of Chairperson for the year 2015.

Director McKay nominated Director Stanhope.

There being no further nominations, the Chief Administrative Officer declared Director Stanhope as Chairperson of the Board for 2015.

## **ELECTION OF DEPUTY CHAIRPERSON**

The Chief Administrative Officer called for nominations for the position of Deputy Chairperson for the year 2015.

Director Bestwick nominated Director Haime.

There being no further nominations, the Chief Administrative Officer declared Director Haime as Deputy Chairperson of the Board for 2015.



The Chairperson claimed his seat and expressed thanks to the Coast Salish Nations for witnessing the Inaugural Board meeting and acknowledged that the Regional District of Nanaimo is on the traditional territory of several Coast Salish Nations.

**BOARD MINUTES**

**Minutes of the Regular Board Meeting held Tuesday, November 25, 2014.**

- 14-832 MOVED Director Lefebvre, SECONDED Director Houle, that the minutes of the Regular Board meeting held Tuesday, November 25, 2014 be adopted with one change to motion 14-825 by replacing the word 'support' with 'hosting'.

CARRIED

**ADMINISTRATOR'S REPORTS**

**2015 Board and Standing Committee Regular Meeting Schedule.**

- 14-833 MOVED Director Bestwick, SECONDED Director McKay, that the 2015 Board and Standing Committee regular meeting schedule be approved as presented.

CARRIED

**RECEPTION**

The Chairperson extended an invitation to stay and join the Board at the reception following the meeting.

**ADJOURNMENT**

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

CARRIED

TIME: 7:35 PM

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CHAIRPERSON

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CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE SPECIAL BOARD MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, JANUARY 13, 2015 AT 7:00 PM IN THE  
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director C. Haime	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Also in Attendance:

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

**CALL TO ORDER**

The Chairperson called the meeting to order.

The Chairperson acknowledged that the Regional District of Nanaimo is on the traditional territory of several Coast Salish Nations.

**COMMUNICATION/CORRESPONDENCE**

**Rosemary Bonanno, Vancouver Island Regional Library, re Appointment to the 2015 Vancouver Island Regional Library Board.**

- 15-001 MOVED Director Lefebvre, SECONDED Director Veenhof, that the correspondence from Rosemary Bonanno, Vancouver Island Regional Library, regarding the appointment to the 2015 Vancouver Island Regional Library Board be received.

CARRIED

**Kim Burden, Parksville and District Chamber of Commerce, re request to participate as a member of the Oceanside Initiatives management team for the Economic Development Strategic Plan project.**

- 15-002 MOVED Director Lefebvre, SECONDED Director Veenhof, that the correspondence from Kim Burden, Parksville and District Chamber of Commerce, regarding the request to participate as a member of the Oceanside Initiatives management team for the Economic Development Strategic Plan project be received.

CARRIED

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

**Board Appointments.**

MOVED Director Haime, SECONDED Director McPherson, that the Board approves the 2015 appointments to Advisory Committees and Commissions, as follows:

**ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION**

- 15-003 MOVED Director Haime, SECONDED Director McPherson, that Graham Gidden, Patricia Grand, Bernard White, and Kerri-Lynne Wilson be appointed to the Electoral Area 'A' Parks, Recreation and Culture Commission for terms ending December 31, 2016.

CARRIED

- 15-004 MOVED Director Haime, SECONDED Director McPherson, that John O'Connor be appointed to the Electoral Area 'A' Parks, Recreation and Culture Commission for a term ending December 31, 2015.

CARRIED

**ELECTORAL AREA 'B' PARKS & OPEN SPACE ADVISORY COMMITTEE**

- 15-005 MOVED Director Haime, SECONDED Director McPherson, that Samuel Betts, Megan Walker, and James Randolph Young be appointed to the Electoral Area 'B' Parks & Open Space Advisory Committee for terms ending December 31, 2016.

CARRIED

**EAST WELLINGTON/PLEASANT VALLEY PARKS & OPEN SPACE ADVISORY COMMITTEE**

- 15-006 MOVED Director Haime, SECONDED Director McPherson, that Leo Boon and Douglas Cawthorne be appointed to the East Wellington/Pleasant Valley Parks & Open Space Advisory Committee for terms ending December 31, 2016.
- CARRIED

**ELECTORAL AREA 'E' / NANOOSE BAY PARKS & OPEN SPACE ADVISORY COMMITTEE**

- 15-007 MOVED Director Haime, SECONDED Director McPherson, that Peter Law, Vicki Voros, and Diana Young be appointed to the Nanoose Bay Parks & Open Space Advisory Committee for terms ending December 31, 2016.
- CARRIED

**ELECTORAL AREA 'F' PARKS & OPEN SPACE ADVISORY COMMITTEE**

- 15-008 MOVED Director Haime, SECONDED Director McPherson, that Colin Anderson be appointed to the Electoral Area 'F' Parks & Open Space Advisory Committee for a term ending December 31, 2016.
- CARRIED

**ELECTORAL AREA 'G' PARKS & OPEN SPACE ADVISORY COMMITTEE**

- 15-009 MOVED Director Haime, SECONDED Director McPherson, that Robert Coath, Ted Malyk, and Elaine Peterson be appointed to the Electoral Area 'G' Parks & Open Space Advisory Committee for terms ending December 31, 2016.
- CARRIED

**ELECTORAL AREA 'H' PARKS & OPEN SPACE ADVISORY COMMITTEE**

- 15-010 MOVED Director Haime, SECONDED Director McPherson, that Barry Ellis, Valerie Weismiller, and David Wiwchar be appointed to the Electoral Area 'H' Parks & Open Space Advisory Committee for terms ending December 31, 2016.
- CARRIED

**DISTRICT 69 RECREATION COMMISSION**

- 15-011 MOVED Director Haime, SECONDED Director McPherson, that Gordon Wiebe and Reg Nosworthy be appointed to the District 69 Recreation Commission for terms ending January 1, 2018.
- CARRIED

**GRANTS-IN-AID ADVISORY COMMITTEE**

- 15-012 MOVED Director Haime, SECONDED Director McPherson, that Bruce Erickson, Edward Yewchin, Aileen Fabris, and Gordon Wiebe be appointed to the Grants-in-Aid Advisory Committee for terms ending December 31, 2015.
- CARRIED

**AGRICULTURAL ADVISORY COMMITTEE**

- 15-013 MOVED Director Haime, SECONDED Director McPherson, that Joanne McLeod, Janet Thony, and Keith Reid be appointed to the Agricultural Advisory Committee for terms ending December 31, 2016.
- CARRIED

**LIQUID WASTE MANAGEMENT PLAN MONITORING COMMITTEE**

- 15-014 MOVED Director Haime, SECONDED Director McPherson, that G. Daniel Hooper, Frank Van Eynde, Ted Malyk, and Blake Medlar be appointed to the Liquid Waste Management Plan Monitoring Committee for terms ending December 31, 2016.

CARRIED

**NANAIMO AIRPORT PLANNING PROCESS ADVISORY COMMITTEE**

- 15-015 MOVED Director Haime, SECONDED Director McPherson, that Kim Burden, David Dunaway, M. Anne Fiddick, Patricia Grand, Ken Griffith, David Hammond, Garry Laird, Dan Lutz, R. Bruce MacLock, and Robert Willis be appointed to the Nanaimo Airport Planning Process Advisory Committee for terms ending December 31, 2015.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Kim Burden, Parksville and District Chamber of Commerce, re request to participate as a member of the Oceanside Initiatives management team for the Economic Development Strategic Plan project.**

- 15-016 MOVED Director Haime, SECONDED Director Westbroek, that the Board direct Paul Thorkelsson to participate as part of the Oceanside Initiatives management team for the Economic Development Strategic Plan project.

CARRIED

**CHAIR REPORT**

**Board Appointments to Standing, Select and Advisory Committees.**

- 15-017 MOVED Director McPherson, SECONDED Director Yoachim, that the appointments to the 2015 Regional District of Nanaimo Standing Committees be received for information.

CARRIED

- 15-018 MOVED Director McPherson, SECONDED Director Yoachim, that the appointments to the 2015 Regional District of Nanaimo Select Committees be received for information.

CARRIED

- 15-019 MOVED Director McPherson, SECONDED Director Yoachim, that the recommendations for appointments to the 2015 Regional District of Nanaimo Scheduled Standing Committees, Advisory Committees and Commissions be endorsed with the following revisions:

- Regional Parks and Trails Select Committee – replace Director Houle with Director McPherson.
- Northern Community Economic Development Select Committee – replace Director Holme with Director Rogers.
- Agricultural Advisory Committee – replace Director McPherson with Director Houle (Chair) and add Director Haime.

CARRIED

- 15-020 MOVED Director Haime, SECONDED Director Young, that the Board recess and reconvene immediately following the In Camera Committee of the Whole meeting for the purpose of moving In Camera.

CARRIED

RECESS: 7:05 PM

15-021 MOVED Director Haime, SECONDED Director Lefebvre, that the Board reconvene.

CARRIED

RECONVENE: 8:35 PM

**IN CAMERA**

15-022 MOVED Director Haime, SECONDED Director Lefebvre, that pursuant to Sections 90 (1)(a),(c),(e),(i), and (j) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to Board appointments, labour relations, land disposition, solicitor-client privilege, and third party business interests.

CARRIED

TIME: 8:35 PM

**RISE AND REPORT**

15-023 **2013-2014 CUPE Negotiations.**

MOVED Director Bestwick, SECONDED Director Veenhof, that the Board approve the December 19, 2014, Memorandum of Agreement between the Regional District of Nanaimo and CUPE Local 401 authorizing the Chair to sign the 2014-2017 Regional District of Nanaimo — Canadian Union of Public Employees (Local 401) Collective Agreement.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 10:25 PM

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CHAIRPERSON

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CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 813.53

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 ‘A’ of this bylaw and legally described as:

- Lot 3, District Lot 81, Nanoose District, Plan 1799; and
- Lot A, District Lot 81, Nanoose District, Plan 48067.

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 ‘A’ of this bylaw.

**2. Citation**

This bylaw may be cited for all purposes as “French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.53, 2014”.

Introduced and read three times this 25th day of November, 2014.

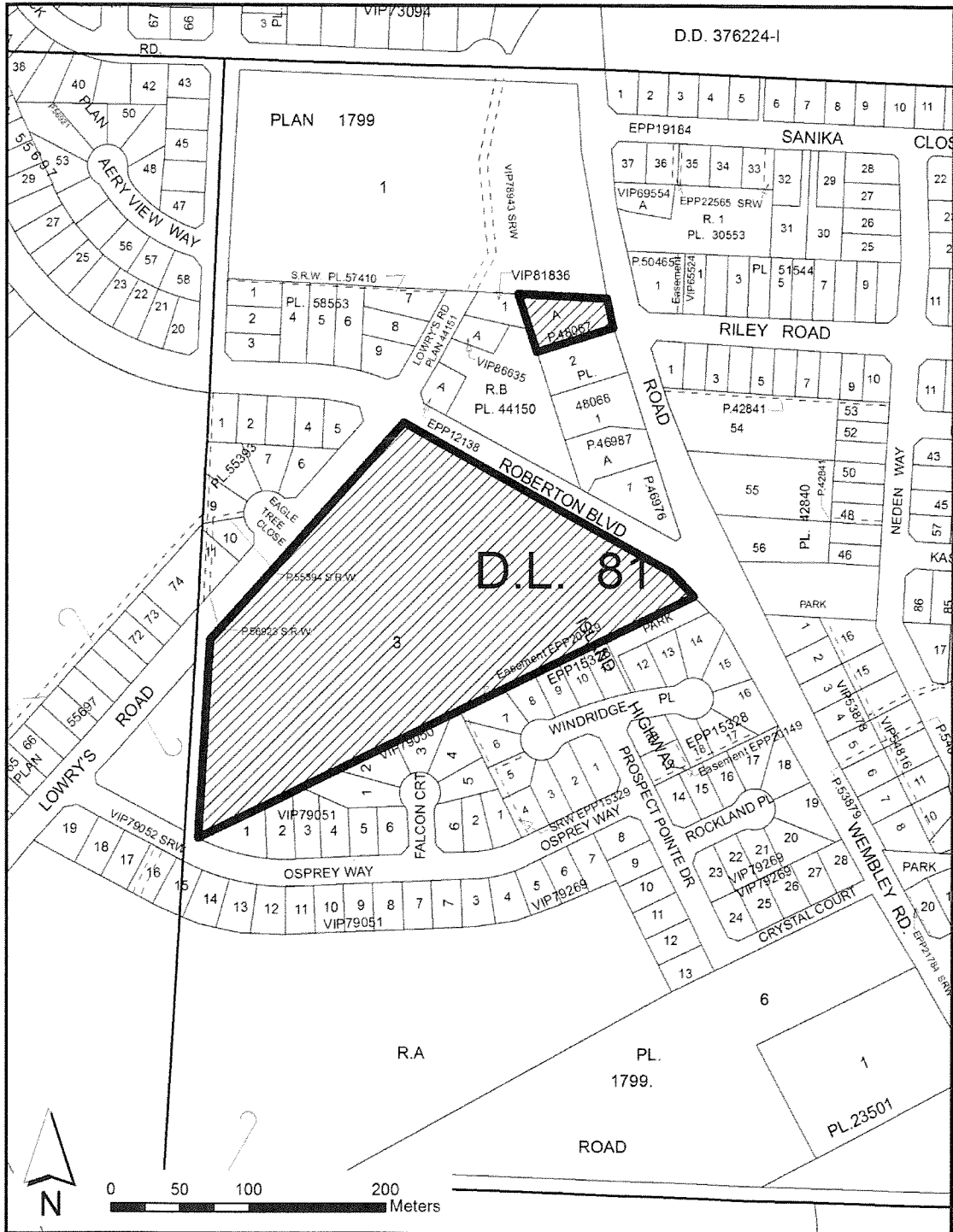
Adopted this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
CHAIRPERSON

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

Chairperson

Corporate Officer





REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 869.10

A BYLAW TO AMEND THE BOUNDARIES OF THE  
MORNINGSTAR STREETLIGHTING SERVICE

WHEREAS the Regional District of Nanaimo established the Morningstar Streetlighting Service pursuant to Bylaw No. 869, cited as "Morningstar Streetlighting Local Service Area Establishment Bylaw No. 869, 1992";

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

- Lot 3, District Lot 81, Nanoose District, Plan 1799;

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**

"Morningstar Streetlighting Local Service Area Establishment Bylaw No. 869, 1992" is amended as follows:

By amending Schedule 'A' of Bylaw No. 869 to add the land shown outlined in black on Schedule 'A' of this bylaw.

**2. Citation**

This bylaw may be cited as "Morningstar Streetlighting Local Service Boundary Amendment Bylaw No. 869.10, 2014".

Introduced and read three times this 25th day of November, 2014.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2014.

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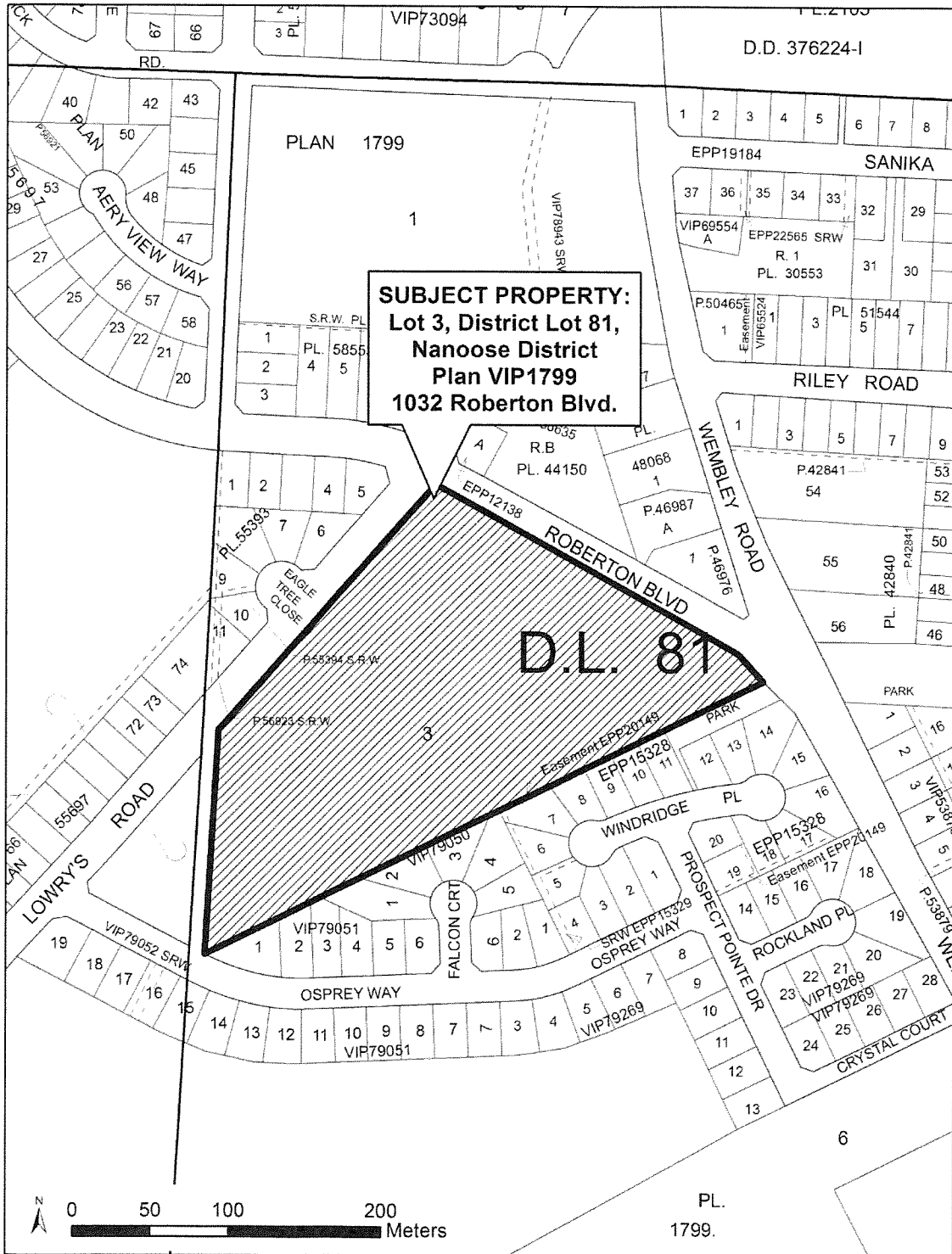
CHAIRPERSON

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CORPORATE OFFICER

Chairperson

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.69

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 ‘A’ of this bylaw and legally described as:

- Lot 3, District Lot 81, Nanoose District, Plan 1799;
- Lot A, District Lot 81, Nanoose District, Plan 48067; and
- Lot 2, District Lot 22, Nanoose District, Plan 26956

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 ‘A’ of this bylaw; and
- (2) By amending Schedule ‘D’ of Bylaw No. 889 (Non-Benefititing Areas) to *remove* the lands outlined in black on Schedule ‘A’ of this bylaw.

**2. Citation**

This bylaw may be cited as “Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.69, 2014”.

Introduced and read three times this 25th day of November, 2014.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2014.

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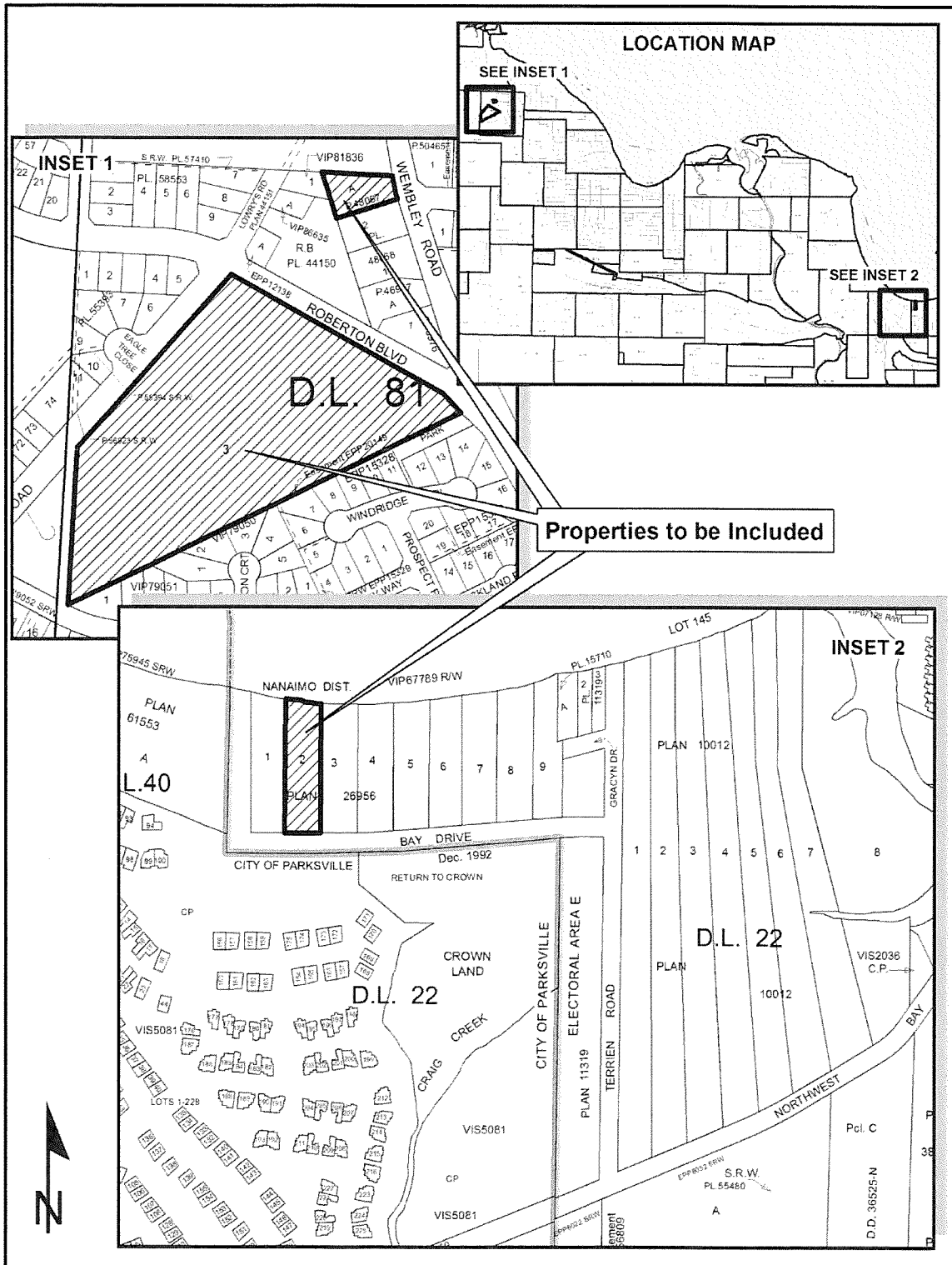
CHAIRPERSON

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CORPORATE OFFICER

\_\_\_\_\_  
Chairperson

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



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1021.11

A BYLAW TO AMEND THE PACIFIC SHORES  
SEWERAGE FACILITIES LOCAL SERVICE AREA  
ESTABLISHMENT BYLAW NO. 1021

WHEREAS the Regional District of Nanaimo established the Pacific Shores Sewer Service pursuant to Bylaw No. 1021, cited as "Pacific Shores Sewer Local Service Area Establishment Bylaw No. 1021, 1996";

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owner to extend the boundary of the local service area to include the land shown outlined in black on Schedule 'A' of this bylaw and legally described as:

- Lot 2, District Lot 22, Nanoose Land District, Plan 26956;

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**

"Pacific Shores Sewer Local Service Area Establishment Bylaw No. 1021, 1996" is amended as follows:

By amending Schedule 'A' of Bylaw No. 1021 to add the land shown outlined in black on Schedule 'A' of this bylaw.

**2. Citation**

This bylaw may be cited for all purposes as "Pacific Shores Sewer Local Service Boundary Amendment Bylaw No. 1021.11, 2014".

Introduced and read three times this 25th day of November, 2014.

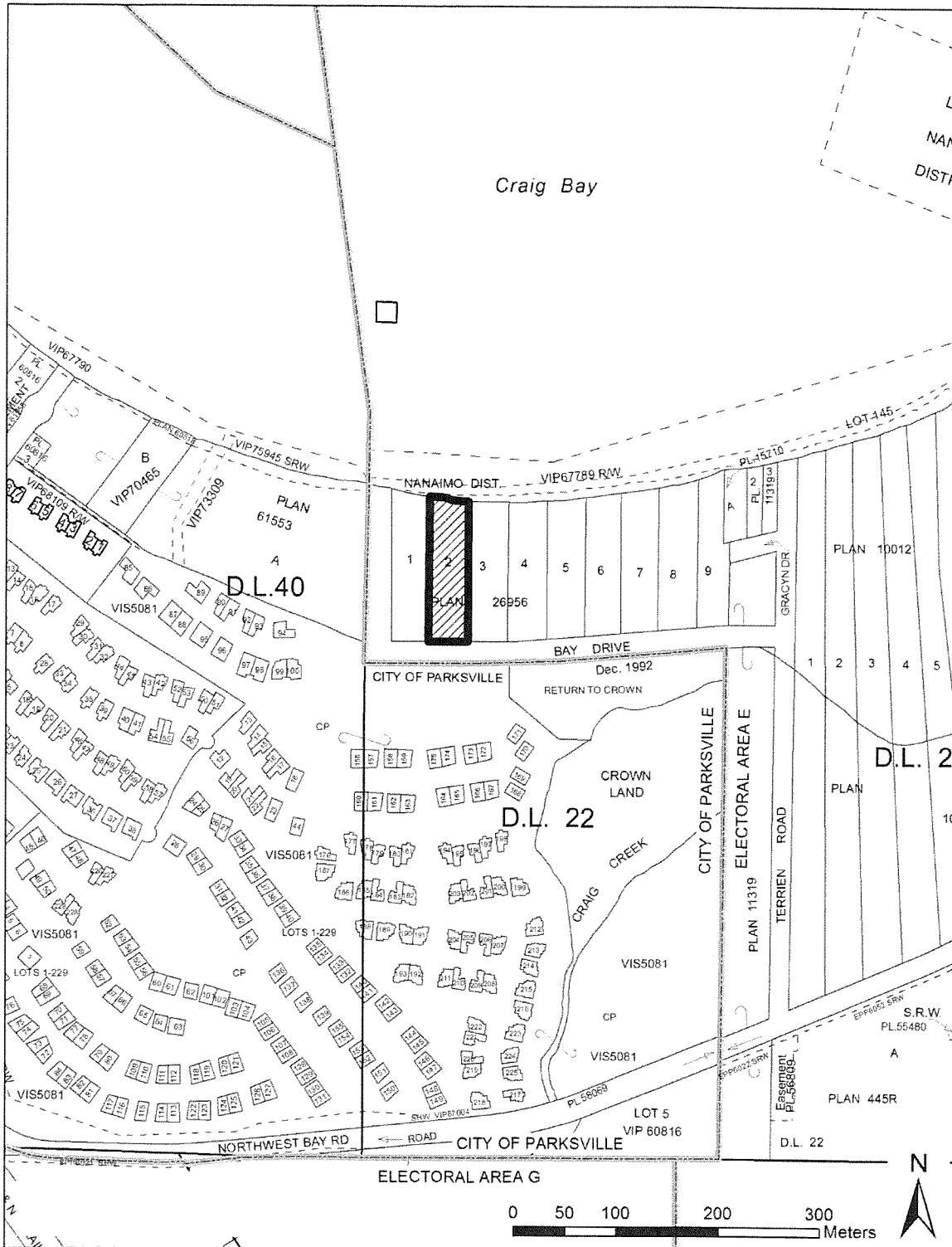
Adopted this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
CHAIRPERSON

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

\_\_\_\_\_  
Chairperson

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



REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, JANUARY 13, 2015 AT 6:30 PM IN THE  
RDN BOARD CHAMBERS

In Attendance:

Director B. Veenhof	Chairperson
Director A. McPherson	Electoral Area A
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
J. Harrison	Director of Corporate Services
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
D. Pearce	A/Gen. Mgr. Transportation & Solid Waste
J. Holm	Mgr. Current Planning
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

**CALL TO ORDER**

The Chairperson called the meeting to order.

**ELECTORAL AREA PLANNING COMMITTEE MINUTES**

**Minutes of the Regular Electoral Area Planning Committee meeting held Tuesday, October 14, 2014.**

MOVED Director McPherson, SECONDED Director Stanhope, that the minutes of the regular Electoral Area Planning Committee meeting held October 14, 2014, be adopted.

CARRIED

**Minutes of the Special Electoral Area Planning Committee meeting held Tuesday, October 14, 2014.**

MOVED Director Young, SECONDED Director McPherson, that the minutes of the Special Electoral Area Planning Committee meeting held October 14, 2014, be adopted.

CARRIED

## **DEVELOPMENT PERMIT APPLICATIONS**

### **Development Permit Application No. PL2014-062 – Hezz Camp Co. Ltd – 924 Island Highway East, Electoral Area ‘G’.**

MOVED Director Stanhope, SECONDED Director Young, that Development Permit No. PL2014-062 to permit the expansion of a resort vehicle park through the addition of 67 camping spaces with accessory covered decks, a picnic shelter and new reception building on the subject property be approved subject to the conditions outlined in Attachments 2 to 10.

CARRIED

### **Development Permit Application No. PL2014-128 – Schultz / Bollinger – 971 Maple Lane Drive, Electoral Area ‘G’.**

MOVED Director Stanhope, SECONDED Director Young, that Development Permit No. PL2014-128 to permit a subdivision and future residential construction on proposed Lots A and B in the Hazard Lands and Environmentally Sensitive Features (Aquifer Protection) Development Permit Areas be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

## **DEVELOPMENT VARIANCE PERMIT APPLICATIONS**

### **Development Variance Permit Application No. PL2014-132 – Lost Lake Properties Ltd. – Electoral Area ‘G’.**

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

CARRIED

MOVED Director Stanhope, SECONDED Director Young, that Development Variance Permit No. PL2014-132 to reduce the minimum front lot line setback distance from 8.0 metres to 5.0 metres for proposed Lots A, G and H, and to increase the minimum interior side and rear lot line setback distance from 2.0 metres to 4.0 metres for the northern lot lines on proposed Lot H be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

### **Development Variance Permit Application No. PL2014-135 – Broughton – 2458 Pylades Drive, Electoral Area ‘A’.**

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

CARRIED

MOVED Director McPherson, SECONDED Director Fell, that Development Variance Permit No. PL2014-135 to reduce the other lot line setback from 5.0 metres to 3.2 metres be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

### **Development Variance Permit Application No. PL2014-122 – Vogel – 984 Ford Road, Electoral Area ‘F’.**

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

CARRIED



MOVED Director Fell, SECONDED Director Young, that Development Variance Permit No. PL2014-122 to reduce the minimum setback requirement from the exterior lot line from 4.5 metres to 2.9 metres be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

**Development Variance Permit Application No. PL2014-133 – 0928323 BC Ltd. & Pland Land Corp Inc. BC0928626 – Electoral Area ‘G’.**

MOVED Director Stanhope, SECONDED Director Fell, that staff be directed to complete the required notification.

CARRIED

MOVED Director Stanhope, SECONDED Director Fell, that Development Variance Permit No. PL2014-133 to reduce the minimum front lot line setback distance from 8.0 metres to 6.0 metres for proposed Lots 17 – 30, 33, 34, and 36 be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

#### **DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS**

**Development Permit with Variances Application No. PL2014-130 – Lightfoot – 6203 Island Highway West, Electoral Area ‘H’.**

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

CARRIED

MOVED Director Stanhope, SECONDED Director Young, that Development Permit with Variances No. PL2014-130 to permit the construction of a proposed dwelling within the Coastal Protection Development Permit Area, and variances to legalize an existing building be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

**Development Permit with Variance Application No. PL2014-131 – DHR Enterprises Ltd. – 3850 Island Highway West, Electoral Area ‘G’.**

MOVED Director Stanhope, SECONDED Director Rogers, that staff be directed to complete the required notification.

CARRIED

MOVED Director Stanhope, SECONDED Director Rogers, that Development Permit with Variance No. PL2014-131 to permit changes to commercial signage on the subject property be approved subject to the conditions outlined in Attachments 2 to 5.

CARRIED

#### **OTHER**

**Official Community Plan Amendment Application No. PL2014-095 and Zoning Amendment Application No. PL2014-098 – Stauffer – 2930 Trans Canada Hwy., Electoral Area ‘A’.**

MOVED Director McPherson, SECONDED Director Young, that the Board approve the Proposed Public Consultation Plan as outlined in Attachment 7.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.03, 2015" be introduced and be given first reading.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that, having considered the impact on the current Financial Plan and Solid Waste Management Plan, "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.03, 2015" be given second reading.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.397, 2015" be introduced and read two times.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that the Public Hearing on "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.03, 2015" be chaired by Director McPherson or his alternate.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.397, 2015" be chaired by Director McPherson or his alternate.

CARRIED

**Zoning Amendment Application No. PL2012-012 – Trustees of the Little Mountain Congregation of Jehovah’s Witnesses, Parksville, BC – Bylaw 1285.23, 2015 – First and Second Reading.**

MOVED Director Fell, SECONDED Director Stanhope, that "Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.23, 2015" be introduced and read two times.

CARRIED

MOVED Director Fell, SECONDED Director Stanhope, that the Public Hearing on "Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.23, 2015" be chaired by Director Fell or his alternate.

CARRIED

MOVED Director Fell, SECONDED Director Stanhope, that the conditions set out in Attachment 2 of the staff report, as amended, be completed prior to "Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.23, 2015" being considered for adoption.

CARRIED

**Zoning Amendment Application No. PL2014-092 – Allsbrook Estates Ltd. – Electoral Area 'F'.**

MOVED Director Fell, SECONDED Director Stanhope, that "Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.24, 2015" be introduced and read two times.

CARRIED

MOVED Director Fell, SECONDED Director Stanhope, that the Public Hearing on "Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.24, 2015" be chaired by Director Fell or his alternate.

CARRIED

MOVED Director Fell, SECONDED Director Stanhope, that the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 1285.24 being considered for adoption.

CARRIED

**ADJOURNMENT**

MOVED Director Stanhope, SECONDED Director Young, that this meeting be adjourned.

CARRIED

TIME: 6:49 PM

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CHAIRPERSON

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CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 1620.03**

**A Bylaw to Amend Regional District of Nanaimo Electoral Area 'A'  
Official Community Plan Bylaw No. 1620, 2011"**

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

- A. This Bylaw may be cited as "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.03, 2015".
  
- B. The "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Bylaw No. 1620, 2011" is hereby amended as set out in Schedule 'A' of this Bylaw.

Introduced and read two times this \_\_\_ day of \_\_\_\_\_ 20\_\_.

Considered in conjunction with the Regional District of Nanaimo Financial Plan and any applicable Waste Management Plans this \_\_\_ day of \_\_\_\_\_ 20\_\_.

Public Hearing held pursuant to Section 890 of the *Local Government Act* this \_\_\_ day of \_\_\_\_\_ 20\_\_.

Read a third time this \_\_\_ day of \_\_\_\_\_ 20\_\_.

Received approval pursuant to Section 882 of the *Local Government Act* this \_\_\_ day of \_\_\_\_\_ 20\_\_.

Adopted this \_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Chairperson

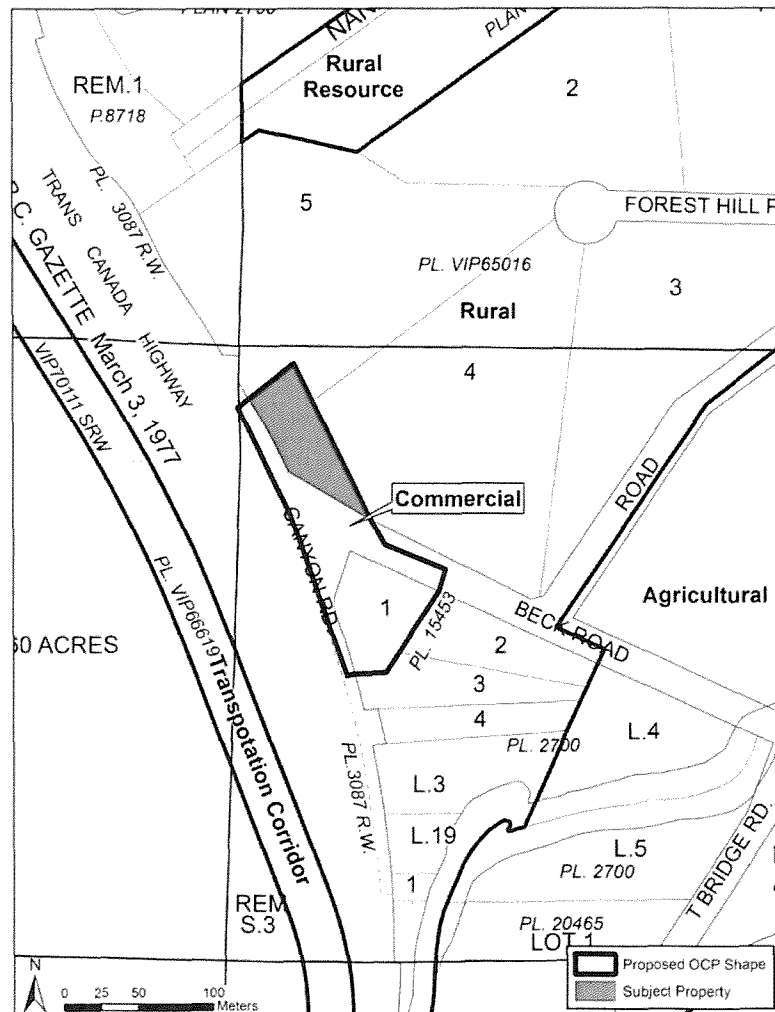
\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Chairperson

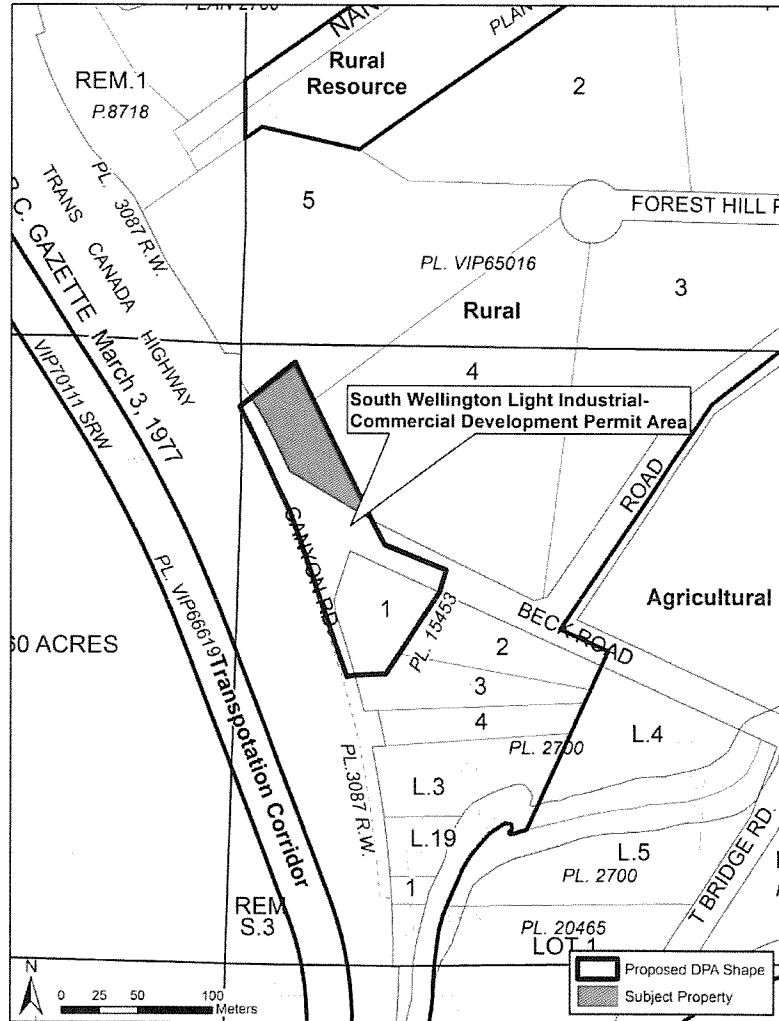
\_\_\_\_\_  
Corporate Officer

### Schedule 'A'

1. "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Bylaw No. 1620, 2011" is hereby amended as follows:
  - a) On "Map No. 3 Land Use Designations and Growth Containment Boundaries", by expanding the "Commercial" designation to include the lands legally described as Lot A, Section 3, Range 8, Cranberry District, Plan VIP54591 and adjacent portions of Trans Canada Highway and Beck Road as illustrated in the map below and contained in this Schedule:



- b) On "Map No. 10 Development Permit Areas for the Purpose of Form & Character and Protecting Farm Land", by expanding the "South Wellington Light Industrial – Commercial Development Permit Area" designation to include the lands legally described as Lot A, Section 3, Range 8, Cranberry District, Plan VIP54591 and adjacent portions of Trans Canada Highway and Beck Road as illustrated in the map below and contained in this Schedule:



**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 500.397**

**A Bylaw to Amend Regional District of Nanaimo  
Land Use and Subdivision Bylaw No. 500, 1987**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.397, 2014”.
- B. “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
1. Under **PART 3 LAND USE REGULATIONS, Section 3.1 Zones** by adding the following zoning classification and corresponding short title after CD50 Zone:

Beck Road Comprehensive Development Zone 50
  2. By adding Section 3.4.150 (CD50)

as shown on Schedule ‘1’ which is attached to and forms part of this Bylaw.
  3. By rezoning the lands shown on the attached Schedule ‘2’ and legally described as

Lot A, Section 3, Range 8, Cranberry District, Plan VIP54591 and adjacent portions of  
Trans Canada Highway and Beck Road

from Rural 4 (RU4), Subdivision District ‘D’ to Beck Road Comprehensive Development Zone 50  
(CD50), Subdivision District ‘D’.

Introduced and read two times this \_\_\_ day of \_\_\_\_\_ 20\_\_.

Public Hearing held this \_\_\_ day of \_\_\_\_\_ 20\_\_.

Read a third time this \_\_\_ day of \_\_\_\_\_ 20\_\_.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this \_\_\_ day of \_\_\_\_\_ 20\_\_.

Adopted this \_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Chairperson

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

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.397, 2015".

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Chairperson

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Corporate Officer

### Schedule '1'

Section 3.4.150

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## BECK ROAD COMPREHENSIVE DEVELOPMENT ZONE 50

CD50

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### 3.4.150.1 Permitted Uses

#### Permitted Uses

- a) Neighbourhood Pub
- b) Residential Use
- c) Restaurant
- d) Tourist Information Booth
- e) Tourist Store

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### 3.4.150.2 Maximum Number and Size of Buildings and Structures

Dwelling units/parcel	1
Floor Area Ratio	0.40
Height	10.0 m
Parcel coverage	40%

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### 3.4.150.3 Minimum Setback Requirements

For all buildings and structures unless otherwise set out in Part 3 Land Use Regulations:

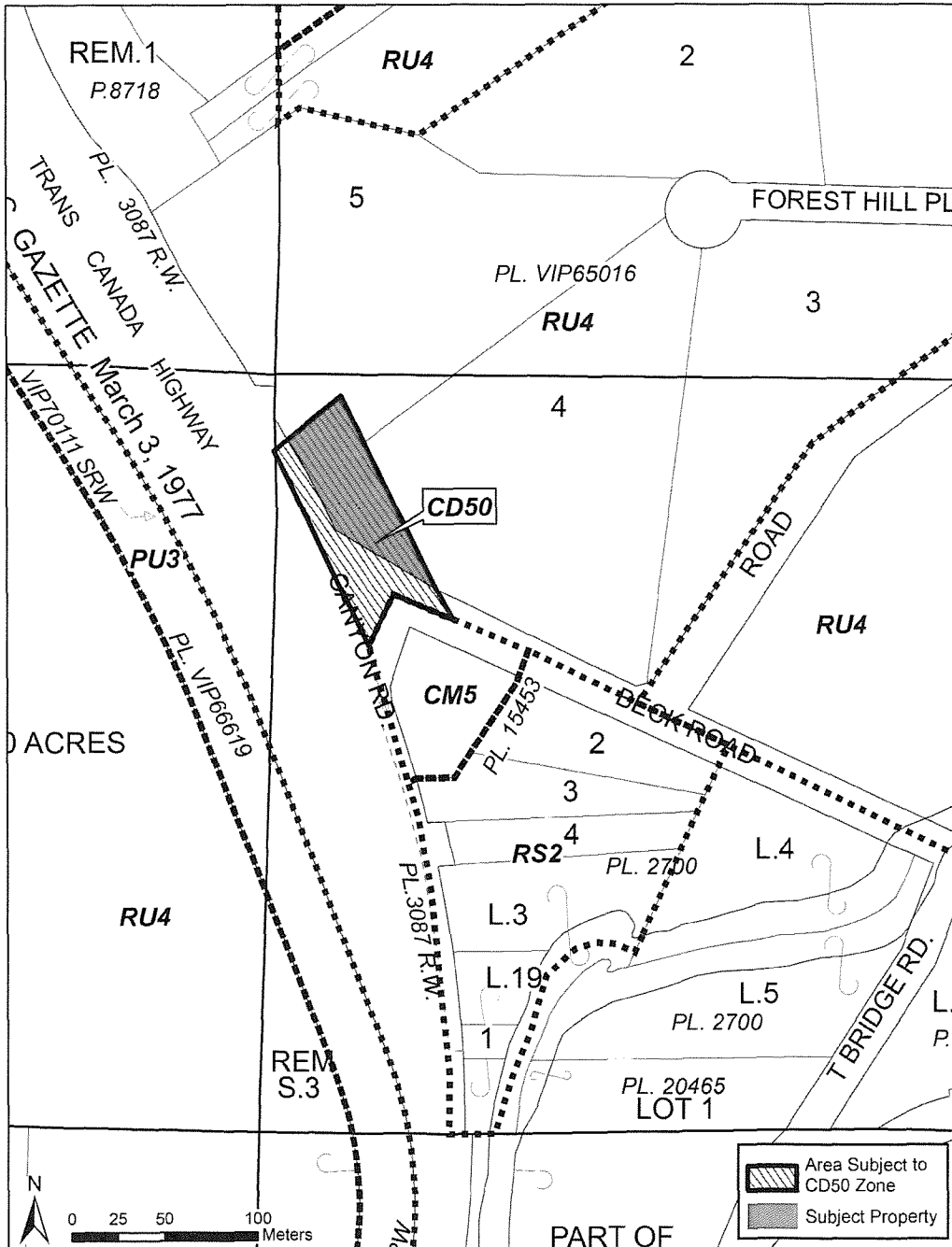
Front lot line	8.0 m
Other lot lines	5.0 m



Chairperson

Corporate Officer

Schedule '2'



**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 1285.23**

**A Bylaw to Amend Regional District of Nanaimo  
Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002**

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

- A. This Bylaw may be cited as "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.23, 2015".
- B. The "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002", is hereby amended as follows:

- 1. By rezoning part of the lands shown on the attached Schedule '1' and legally described as:

Lot A, District Lot 99, Nanoose District, Plan 37533

From T-1 (Institutional/Community facility 1) to C-3 (Commercial 3)

Introduced and read two times this \_\_\_ day of \_\_\_\_\_ 20\_\_.

Public Hearing held this \_\_\_ day of \_\_\_\_\_ 2015.

Read a third time this \_\_\_ day of \_\_\_\_\_ 2015.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this \_\_\_ day of \_\_\_\_\_ 2015.

Adopted this \_\_\_ day of \_\_\_\_\_ 2015.

\_\_\_\_\_  
Chairperson

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



**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 1285.24**

**A Bylaw to Amend Regional District of Nanaimo  
Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002**

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

- A. This Bylaw may be cited as "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.24, 2015".
- B. "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002", is hereby amended as follows:
  - 1. Under SECTION 2 – GENERAL REGULATIONS, 2.18 Secondary Suites, 1, by inserting “, R-4” after “R-3”.
  - 2. Under SECTION 4 – ZONES, by adding the following zoning classification and corresponding short title after Section 4.15 R-3 (Village Residential 3):

Section 4.15A, R-4 – (Rural 4)
  - 3. By adding Section 4.15A, (R-4 – Rural 4) as shown on Schedule '1' which is attached to and forms part of this Bylaw.
  - 4. By rezoning the lands shown on the attached Schedule '2' and legally described as Lot A, District Lot 115, Nanoose District, Plan EPP 46196 from A-1 (Agriculture 1) to R-4 (Rural 4).

Introduced and read two times this \_\_\_ day of \_\_\_\_\_ 20\_\_.

Public Hearing held this \_\_\_ day of \_\_\_\_\_ 2015.

Read a third time this \_\_\_ day of \_\_\_\_\_ 2015.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this \_\_\_ day of \_\_\_\_\_ 2015

Adopted this \_\_\_ day of \_\_\_\_\_ 2015.

\_\_\_\_\_  
Chairperson

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

\_\_\_\_\_  
Chairperson

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

**Schedule '1'**

**R-4 – RURAL 4**

**SECTION 4.15A**

**4.15A.1 Permitted Principal Uses**

- a) Dwelling Unit
- b) Farm Use

**4.15A.2 Permitted Accessory Uses**

- a) Accessory Buildings and Structures
- b) Home Based Business
- c) Secondary Suite

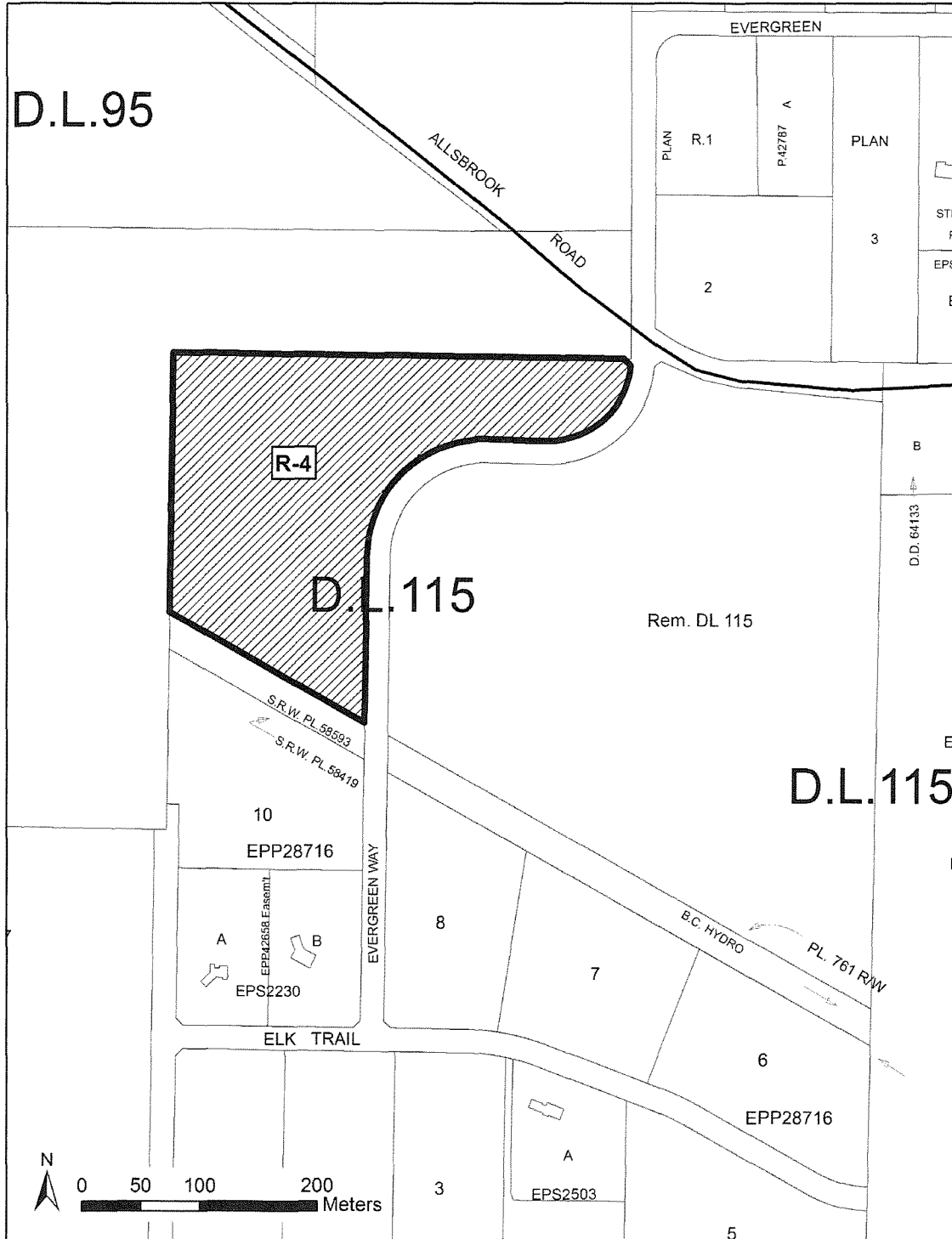
**4.15A.3 Regulations Table**

<b>Categories</b>	<b>Requirements</b>
a) Maximum Density	1 Dwelling Unit per ha to a maximum of 2 Dwelling Units per lot
b) Minimum Lot Size	2 ha
c) Minimum Lot Frontage	80 metres
d) Maximum Lot Coverage	10 %
e) Maximum Building and Structure Height	10 metres
f) Minimum Setback Requirement for all buildings and structures i) Front and Exterior Side Lot Lines ii) All Other Lot Lines	4.5 metres 2 metres
g) Minimum Setback Requirement for buildings and structures housing livestock or storing manure i) All Lot Lines	30.0 metres
h) Minimum Setback Requirement to the Agricultural Land Reserve Boundary i) Dwelling Unit and Secondary Suites ii) Accessory buildings and structures	30.0 metres 15.0 metres
i) General Regulations	Refer to Section 2 – General Regulations

Chairperson

Corporate Officer

Schedule '2'



**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY JANUARY 13, 2015 AT 7:06 PM IN THE  
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director C. Haime	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Also in Attendance:

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

## **CALL TO ORDER**

The Chairperson called the meeting to order.

## **DELEGATIONS**

### **Island Futures, re Request for Community Works funding for Gabriola Community Bus.**

Steven Earle provided an update on how the 2014 funding was allocated, and requested up to \$5,000 for the difference between the cost to purchase a 17 passenger shuttle bus and the sale of the school bus currently being used.

### **Neila Coe, Gabriola Island Recycling Organization, re Grant-in-Aid Request.**

Neila Coe highlighted the organization's activities in 2014 and asked the Board to consider a Grant-in-Aid of 50 percent of the cost of the building permit needed for the building expansion.

### **Rob Christopher, Nanaimo Search and Rescue, re 2014 Operations.**

Rob Christopher thanked the Board for the funding received in 2014 and provided a slide presentation to accompany his overview of how the funding was used, the number of operational events, and ongoing fundraising efforts to replace the mobile Command Centre Vehicle.

### **Gail Adrienne, Nanaimo and Area Land Trust, re 2015 Funding Request.**

Fraser Wilson provided a brief history and overview of the services provided to the community by the Nanaimo and Area Land Trust and asked the Board to provide \$30,000 in funding to the organization for 2015.

## **LATE DELEGATIONS**

MOVED Director Westbroek, SECONDED Director Houle, that late delegations be permitted to address the Board.

CARRIED

### **Sheri Plummer, Communities to Protect Our Coast, re "Flourishing in a Green Economy" – A Fair with a focus on exhibits on alternative energies and carbon reducing practices.**

Sheri Plummer asked for the Board's endorsement of the fair by advertising the event on the Regional District of Nanaimo website and participation with one or more exhibits relating to green technology accomplishments.

## **COMMITTEE OF THE WHOLE MINUTES**

### **Minutes of the Regular Committee of the Whole meeting held Tuesday, October 14, 2014.**

MOVED Director Houle, SECONDED Director Lefebvre, that the minutes of the regular Committee of the Whole meeting held October 14, 2014, be adopted.

CARRIED

## **COMMUNICATION/CORRESPONDENCE**

### **Sav Dhaliwal, UBCM President, re Gas Tax Agreement Community Works Fund Payment.**

MOVED Director McPherson, SECONDED Director Pratt, that the correspondence from Sav Dhaliwal, Union of BC Municipalities President, regarding the Gas Tax Agreement Community Works Fund payment be received.

CARRIED



**UBCM, re Applications Invited to Federal Gas Tax Fund.**

MOVED Director McPherson, SECONDED Director Pratt, that the correspondence from the Union of BC Municipalities regarding applications invited to Federal Gas Tax Fund be received.

CARRIED

**Brad Woodside, FCM President, re Membership for 2015-16.**

MOVED Director McPherson, SECONDED Director Pratt, that the correspondence from Brad Woodside, Federation of Canadian Municipalities President, regarding membership for 2015-16 be received.

CARRIED

**CORPORATE SERVICES**

**ADMINISTRATION**

**2015 AVICC Resolutions Notice and Call for Nominations.**

MOVED Director Lefebvre, SECONDED Director Thorpe, that the Board receive the 2015 Association of Vancouver Island and Coastal Communities Resolutions Notice and Call for Nominations and identify topics for which the Board wishes staff to draft resolutions.

CARRIED

MOVED Director Lefebvre, SECONDED Director Thorpe, that the Board direct staff to present the resolutions to the Board for consideration of adoption and submission to the Association of Vancouver Island and Coastal Communities.

CARRIED

**AVICC Resolution – Land Title Fees.**

MOVED Director Haime, SECONDED Director Young, that the attached resolution regarding Land Title Fees be adopted as presented and forwarded to the Association of Vancouver Island and Coastal Communities for consideration at the 2015 Annual General Meeting and Convention.

CARRIED

**Designation of “Local Government Liaison” under the *Public Health Act*.**

MOVED Director Veenhof, SECONDED Director Lefebvre, that Paul Thorkelsson, Regional District of Nanaimo Chief Administrative Officer, be designated as the local government liaison in accordance with Section 83 of the *Public Health Act*.

CARRIED

MOVED Director Veenhof, SECONDED Director Lefebvre, that the Regional District of Nanaimo send notice of the designation of the local government liaison to Island Health by way of the local Medical Health Officer.

CARRIED

**STRATEGIC AND COMMUNITY DEVELOPMENT**

**LONG RANGE PLANNING**

**Options to Influence Seaweed Harvesting in Electoral Area ‘H’.**

MOVED Director Yoachim, SECONDED Director Veenhof, that the staff report be received information.

CARRIED

MOVED Director Yoachim, SECONDED Director Veenhof, that staff arrange for another meeting with the Ministry of Agriculture prior to the issuance of the 2015-2016 seaweed harvesting licences and work with the Ministry of Agriculture on a communications strategy.

CARRIED

MOVED Director Yoachim, SECONDED Director Veenhof, that the Regional District of Nanaimo not continue with the applications for a Notation of Interest and a Crown land lease.

CARRIED

**Regional Growth Strategy Indicators and Targets Project – Recommended Indicators and Targets.**

MOVED Director Haime, SECONDED Director Lefebvre, that staff be directed to proceed with initiating a program to monitor the Regional Growth Strategy using the recommended list of indicators and targets identified in the attached report.

CARRIED

**FINANCE**

**Bylaw No. 1721 – A Bylaw to Authorize preparation of 2015 Parcel Tax Rolls.**

MOVED Director Veenhof, SECONDED Director Thorpe, that the "2015 Parcel Tax Assessment Roll Bylaw No. 1721, 2015", be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Thorpe, that the "2015 Parcel Tax Assessment Roll Bylaw No. 1721, 2015" be adopted.

CARRIED

MOVED Director Veenhof, SECONDED Director Thorpe, that the Board appoint the Chairperson, the Manager of Administrative Services and the Director of Finance to preside as the 2015 parcel tax review panel.

CARRIED

**New Building Canada Fund – Small Communities Fund.**

MOVED Director Veenhof, SECONDED Director Westbroek, that the Board endorse the following project list for possible applications to the New Building Canada Fund – Small Communities Fund (NBCF-SCF) for the February 18, 2015 application intake.

- Greater Nanaimo Pollution Control Centre – Centrifuge and Polymer System \$1.4 million
- French Creek Pollution Control Centre – Interceptor/Pumpstation Expansion \$3.5 million
- San Pareil Water System – Treatment Upgrades \$1.2 million
- Whiskey Creek Water System – Treatment Upgrades \$1.2 million

CARRIED

MOVED Director Veenhof, SECONDED Director Westbroek, that staff be directed to pursue discussions with Province of BC representatives regarding the applicability of these projects and to further refine the list based on those discussions to meet the funding criteria.

CARRIED

**2015 Proposed Budget Overview.**

MOVED Director Veenhof, SECONDED Director Lefebvre, that the report on the proposed 2015 budget be received and that any requested additions from community groups as well as any other requested analyses or recommended adjustments for the 2015 budget be further reviewed at a Committee of the Whole meeting in February, 2015.

CARRIED

**Northern Community Wastewater Service Requisition.**

MOVED Director Veenhof, SECONDED Director Kipp, that staff be directed to review the Northern Community Wastewater Service requisition allocated to properties not in community sewer service areas from a user pay perspective and to report back for February consideration.

CARRIED

**RECREATION AND PARKS**

**PARKS SERVICES**

**Meadowood Way Community Park – Proposed Community Recreation Facility.**

MOVED Director Fell, SECONDED Director Young, that surplus portables from School Board 69 be purchased and installed at Meadowood Way Community Park (School District 69 Lands) to be used as a community recreation facility and the moving and siting costs be funded by Community Works Funds for Electoral Area 'F' as detailed in Appendix I.

CARRIED

MOVED Director Fell, SECONDED Director Young, that a Sub-Licence of Use Agreement between the Regional District of Nanaimo and the Corcan-Meadowood Residents Association for management of the community recreation facility be established.

CARRIED

**REGIONAL AND COMMUNITY UTILITIES**

**WATER AND UTILITY**

**Water Services Operations Centre Lease Agreement Renewal.**

MOVED Director Veenhof, SECONDED Director Westbroek, that the Board approve the lease for Unit #7, 1065 Herring Gull Way for a 5 year period commencing May 1, 2015, with one further 5 year period with terms to be mutually agreed upon.

CARRIED

**Westerne Heights Water Service Area – Establishment Bylaw and Associated Loan Authorization and Security Issuing Bylaws.**

MOVED Director Fell, SECONDED Director Young, that the "Westerne Heights Water Service Area Establishment Bylaw No. 1718, 2014" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Fell, SECONDED Director Young, that the "Westerne Heights Water Service Area Loan Authorization Bylaw No. 1719, 2014" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Fell, SECONDED Director Young, that the "Westurne Heights Water Service Area Security Issuing Bylaw No. 1720, 2014" be introduced and read three times.

CARRIED

MOVED Director Fell, SECONDED Director Young, that staff be directed to proceed with obtaining a Statutory Right of Way, in favour of the Regional District of Nanaimo, on the parcel of land where the existing wellhead and pump house are situated.

CARRIED

## **WASTEWATER**

### **Appointment of Sewage Control Manager and Municipal Sewage Control Officers.**

MOVED Director Haime, SECONDED Director Veenhof, that the title of "Sewage Control Manager" be appointed to the "current Manager of Wastewater Services".

CARRIED

MOVED Director Haime, SECONDED Director Veenhof, that the title of "Municipal Sewage Control Officer" be appointed to the "current Project Engineer of Wastewater Services" and to the "current Wastewater Program Coordinators of Wastewater Services".

CARRIED

## **ADVISORY AND SELECT COMMITTEE, AND COMMISSION**

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

#### **Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee Meeting held Monday, October 20, 2014.**

MOVED Director Rogers, SECONDED Director Veenhof, that the minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Monday, October 20, 2014 be received for information.

CARRIED

### **East Wellington and Pleasant Valley Parks and Open Space Advisory Committee.**

#### **Minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee Meeting held Monday, October 27, 2014.**

MOVED Director Young, SECONDED Director Veenhof, that the minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, October 27, 2014, be received for information.

CARRIED

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

#### **Minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee Meeting held Tuesday, November 4, 2014.**

MOVED Director Houle, SECONDED Director Veenhof, that the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday, November 4, 2014, be received for information.

CARRIED

**Rollo McClay Playground Proposal.**

MOVED Director Houle, SECONDED Director Kipp, that the Rollo McClay playground project be endorsed as presented by the Softball Association contingent upon the approval of a detailed plan, staff time & monetary provisions.

CARRIED

**Off Leash Dog Park.**

MOVED Director Houle, SECONDED Director Veenhof, that the creation of a dog park on Gabriola Island be supported, pending the approval of a detailed plan and location.

CARRIED

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

**Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee Meeting held Monday, November 17, 2014.**

MOVED Director Fell, SECONDED Director Young, that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Monday, November 17, 2014, be received for information.

CARRIED

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

**Minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission Meeting held Wednesday, November 19, 2014.**

MOVED Director McPherson, SECONDED Director Haime, that the minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, November 19, 2014, be received for information.

CARRIED

**Grant Approvals.**

MOVED Director McPherson, SECONDED Director Haime, that the Electoral Area 'A' Grant-In-Aid application for Cedar Family of Community Schools be approved for a total of \$440.00 to purchase equipment for a community cooking bin.

CARRIED

**Cedar Sport Court.**

MOVED Director McPherson, SECONDED Director Fell, that the Regional District of Nanaimo enter into a contribution agreement for up to \$120,000 of Electoral Area 'A' Community Works Funds with Snuneymuxw First Nation for the construction of a sport court, subject to the conclusion of an agreement between the two parties for long term community use.

CARRIED

## **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

### **Island Futures – Request for Community Works funding for Gabriola Community Bus.**

MOVED Director Houle, SECONDED Director Veenhof, that staff be directed to amend the agreement with the Island Futures Society to increase the total funding to \$70,500 in order to accommodate the transfer of up to \$5,000 of Community Works funding allocated to Electoral Area 'B', for their purchase of a used bus for the G.E.R.T.I.E bus system on Gabriola Island and to extend the period of the Regional District of Nanaimo's obligation to make payments under the agreement to July 31, 2016.

CARRIED

### **Gabriola Island Recycling Organization – Grant-in-Aid Request.**

MOVED Director Houle, SECONDED Director Thorpe, that staff be directed to include a one-time increase to the 2015 Grants-in-Aid budget in order to raise up to a maximum of \$1,500 to be provided as a Grant-in-Aid to the Gabriola Island Recycling Organization for 50 percent of the cost of a building permit for their new addition.

CARRIED

### **Communities to Protect Our Coast – Flourishing in a Green Economy Fair.**

MOVED Director Westbroek, SECONDED Director Lefebvre, that the Board provide a letter of support to the Communities to Protect Our Coast, and to promote the Flourishing in a Green Economy Fair in Regional District of Nanaimo communications.

CARRIED

### **Nanaimo and Area Land Trust – 2015 Funding Request.**

MOVED Director Haime, SECONDED Director Young, that the 2015 funding request (\$30,000) for Nanaimo Area Land Trust be added to the 2015 budget discussions.

CARRIED

### **Federation of Canadian Municipalities – Membership for 2015-16.**

MOVED Director Haime, SECONDED Director Lefebvre, that staff be directed to renew the membership to the Federation of Canadian Municipalities for 2015-16.

CARRIED

## **NEW BUSINESS**

### **Island Timberlands.**

MOVED Director Young, SECONDED Director Houle, that staff be directed to send correspondence to Island Timberlands (IT) and the Ministry of Transportation and Infrastructure (MOTI) of the concerns raised by residents of Electoral Area 'C' regarding the use of Godfrey Road for the hauling of timber harvested by IT in the Extension Community area, and further; that Island Timberlands, in conjunction with the Ministry, consider alternative transportation routes that will have less negative impact on the safety and condition of the local road network.

CARRIED

**Feasibility Study for Bridge Connecting Gabriola Island to Nanaimo.**

MOVED Director Houle, SECONDED Director Veenhof, that further to the Province's announcement that a feasibility study for a bridge connecting Gabriola Island to Nanaimo has been awarded, that a letter be sent from the Regional District of Nanaimo Chair to the Minister of Transportation and Infrastructure, Todd Stone, requesting that a social economic study on the impact of such a bridge on Mudge Island, Gabriola Island and the downtown Nanaimo business area also be conducted.

CARRIED

**IN CAMERA**

MOVED Director Veenhof, SECONDED Director Houle, that the pursuant to Section 90(1)(e) of the *Community Charter* the Committee proceed to an In Camera Meeting for discussions related to land acquisitions.

CARRIED

TIME: 8:29 PM

**ADJOURNMENT**

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

CARRIED

TIME: 8:34 PM

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CHAIRPERSON

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CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1721

A BYLAW TO PROVIDE FOR THE PREPARATION OF  
PARCEL TAX ROLLS FOR THE YEAR 2015

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

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

1. Assessment rolls for the purpose of levying a parcel tax for the Year 2015 are to be prepared for the following services:

**Sewer:**

French Creek Sewerage Facilities Local Service Area	Establishing Bylaw No. 813, 1990
Fairwinds Sewerage Facilities Local Service Area	Conversion Bylaw No. 947, 1994
Pacific Shores Sewer Local Service Area	Establishing Bylaw No. 1021, 1996
Surfside Sewer Local Service Area	Establishing Bylaw No. 1124, 1998
Barclay Crescent Sewer	Establishing Bylaw No. 1391, 2004
Cedar Sewer Service	Establishing Bylaw No. 1445, 2005
Cedar Sewer Commercial Properties Capital Financing Service	Establishing Bylaw No. 1513, 2007
Cedar Sewer Large Residential Properties Capital Financing Service	Establishing Bylaw No. 1517, 2007
Cedar Sewer Sportsfield Capital Financing Service	Establishing Bylaw No. 1519, 2007
Cedar Sewer Small Residential Properties Capital Financing Service	Establishing Bylaw No. 1521, 2007
Cedar Sewer Small Residential Properties Stage 2 Capital Financing Service	Establishing Bylaw No. 1565, 2009
Hawthorne Rise Sanitary Sewer Capital Financing Service	Establishing Bylaw No. 1686, 2013
Reid Road Sanitary Sewer Capital Financing Service	Establishing Bylaw No. 1707, 2014



**Water:**

Surfside Properties Water Supply Specified Area	Establishing Bylaw No. 694, 1985
French Creek Water Local Service	Conversion Bylaw No. 874, 1992
French Creek Bulk Water Supply Local Service Area	Establishing Bylaw No. 1050, 1996
Nanoose Bay Bulk Water Supply Local Service Area	Establishing Bylaw No. 1049, 1996
Decourcey Water Local Service Area	Establishing Bylaw No. 1096, 1998
San Pareil Water Local Service Area	Establishing Bylaw No. 1170, 1999
Driftwood Water Supply Service Area	Establishing Bylaw No. 1255, 2001
Englishman River Community Water Service	Establishing Bylaw No. 1354, 2003
Melrose Terrace Community Water Service	Establishing Bylaw No. 1397, 2004
Nanoose Peninsula Water Service	Establishing Bylaw No. 867.01, 2005
Whiskey Creek Water Services	Establishing Bylaw No. 1605, 2010
San Pareil Water System (Fire Protection Improvements) Service	Establishing Bylaw No. 1646, 2013
Westurne Heights Water Service	Establishing Bylaw No. 1718, 2015 (Board approval pending)

**Other:**

Regional Parks	Establishing Bylaw No. 1231, 2001
Cassidy Waterloo Fire Protection Service Area	Establishing Bylaw No. 1388, 2004
Meadowood Fire Protection Service Area	Establishing Bylaw No. 1509, 2006
Crime Prevention and Community Justice Support	Establishing Bylaw No. 1479, 2006
Drinking Water and Watershed Protection Service Area	Establishing Bylaw No. 1556, 2008
Northern Community Economic Development Service	Establishing Bylaw No. 1649, 2011

2. The bylaws referred to in (1) above include any subsequent amendments.

3. Unless otherwise noted herein a parcel tax shall be levied on the basis of a single amount for each taxable property with land and improvements or land only within the service area.
4. Parcel taxes for Regional Parks, Cassidy Waterloo Fire Protection, Drinking Water & Watershed Protection, Northern Community Economic Development and Crime Prevention & Community Justice Support shall be levied on the basis of a single amount for each parcel, which shall be defined as a taxable folio within the service area assessed for land and improvements, or land only or improvements only.
5. Parcel taxes with respect to the Cedar Sewer Commercial Capital Financing Service will be levied on the basis of the size of each parcel with a parcel defined as a taxable folio within the service area assessed for land and improvements, or land only or improvements only and the amount of the parcel tax will be established as a rate per hectare.
6. Parcel taxes with respect to the Cedar Sewer Large Residential Properties Capital Financing Service will be levied on the basis of a rate per unit of size with a unit of 1 established for a property up to 2 hectares in size and a unit of 2 established for properties greater than 2 hectares in size.
7. Parcel taxes with respect to the Cedar Sewer Service (sewer collection and treatment) will be levied on the basis of a rate per unit of size with units established as:
  - Parcel of land less than or equal to .2 ha = 1
  - Parcel of land greater than .2 ha up to 1 ha = 2
  - Parcel of land greater than 1 ha up to 3 ha = 3
  - Parcel of land greater than 3 ha = 6
8. Parcel taxes under Sections (3) and (4) above shall not be levied on folios with the following characteristics:
  - i) water, including but not limited to foreshore leases
  - ii) continuous structures physically identifiable as telephone, hydro, or other utility wires, fiber or cables.
9. It is the responsibility of taxpayers with properties described under Section 8 to notify the Regional District in order to note those properties as exempt from the particular parcel taxes otherwise applicable.
10. This bylaw may be cited as "2015 Parcel Tax Assessment Roll Bylaw No. 1721, 2015".

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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CHAIRPERSON

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CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1718

A BYLAW TO ESTABLISH A WATER SERVICE  
IN A PORTION OF ELECTORAL AREA 'F'

WHEREAS under sections 796 and 800 of the *Local Government 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 wishes to establish a water service in a portion of Electoral Area 'F';

AND WHEREAS a sufficient petition for the service has been received in accordance with section 797.4 of the *Local Government Act*;

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

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

1. **Service**

A service is hereby established to acquire, construct, obtain and improve land, buildings, vehicles and equipment for the purpose of operating a service for the supply, treatment, conveyance, storage and distribution of water to be known as the "Westurne Heights Water Service Area".

2. **Boundaries**

The boundaries of the service area is that portion of Electoral Area 'F' shown outlined on Schedule 'A' of this bylaw.

3. **Participating Area**

Electoral Area 'F' is the only participating area in this service.

4. **Cost Recovery**

In accordance with section 803 of the *Local Government Act*, the annual cost of providing this 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; and
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

5. **Maximum Requisition**

In accordance with section 800.1 (1) (e) of the *Local Government Act*, the maximum amount that may be requisitioned annually in support of this service shall be the greater of:

- (a) nineteen thousand dollars (\$19,000.00); or
- (b) the amount obtained by applying a property value tax rate of \$6.00 per \$1,000 to the net taxable value of land and improvements in the service area.

6. **Citation**

This bylaw may be cited for all purposes as the "Westurne Heights Water Service Area Establishment Bylaw No. 1718, 2014".

Introduced and read three times this    day of    , 2015.

Received the approval of the Inspector of Municipalities this    day of    , 2015.

Adopted this    day of    , 2015.

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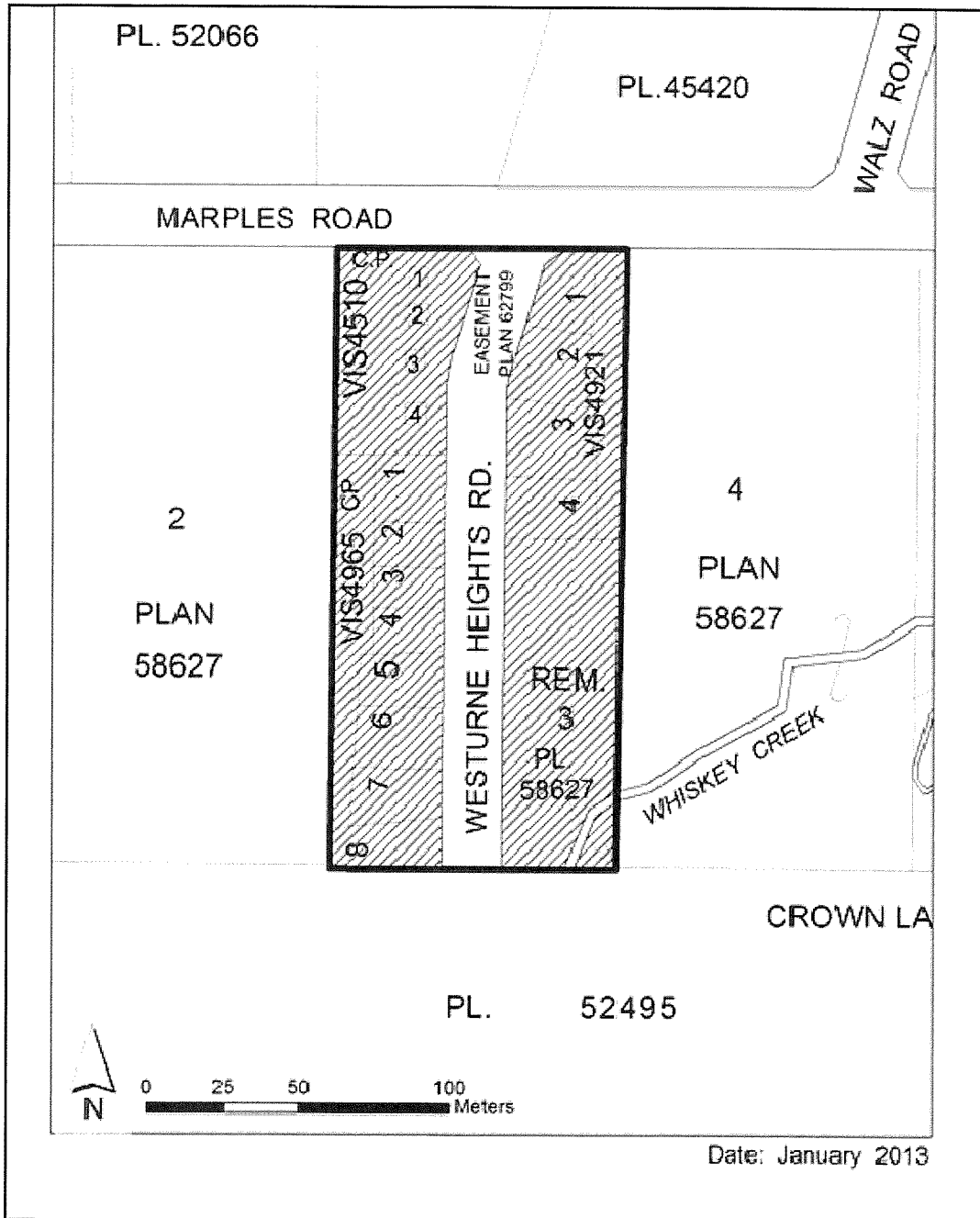
CHAIRPERSON

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CORPORATE OFFICER

\_\_\_\_\_  
Chairperson

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



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1719

**A BYLAW TO AUTHORIZE BORROWING FOR THE PURPOSE OF  
ACQUIRING, CONSTRUCTING AND UPGRADING LAND, BUILDINGS,  
VEHICLES AND EQUIPMENT FOR THE WESTURNE HEIGHTS WATER SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo established the Westurne Heights Water Service Area (the "Service") pursuant to Bylaw No. 1718 cited as "Westurne Heights Water Service Area Establishment Bylaw No. 1718, 2014;

AND WHEREAS the Board has obtained the consent of the electors in the Service Area by way of a sufficient petition in accordance with Section 823.1 of the *Local Government Act*, to borrow in order to acquire, construct and improve land, buildings, vehicles and equipment for the Service;

AND WHEREAS the estimated cost of acquiring, constructing or otherwise obtaining and improving land, buildings, vehicles and equipment for the Service is the sum of \$70,000;

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

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

1. The Board is hereby empowered and authorized to acquire all such real and personal property, rights or authorities as may be requisite or desirable for, or in connection with, the foregoing capital program, and all related ancillary works and equipment deemed necessary by the Board for the management of the service authorized under "Westurne Heights Water Service Area Establishment Bylaw No. 1718, 2014".
2. To borrow upon the credit of the Regional District a net sum not exceeding seventy thousand dollars (\$70,000).
3. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is 20 years.
4. This bylaw may be cited for all purposes as "Westurne Heights Water Service Area Loan Authorization Bylaw No. 1719, 2014".

Introduced and read three times this    day of    , 2015.

Received the approval of the Inspector of Municipalities this    day of    , 2015.

Adopted this    day of    , 2015.

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CHAIRPERSON

---

CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1720**

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

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

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

<b>Regional District</b>	<b>L/A Bylaw No.</b>	<b>Purpose</b>	<b>Amount Borrowing Authorized</b>	<b>Amount Already Borrowed</b>	<b>Borrowing Authority Remaining</b>	<b>Term of Issue (Yrs.)</b>	<b>Amount of Issue</b>
Nanaimo	1719	Westurne Heights Water Capital Financing Service	\$70,000	Nil	\$70,000	20	\$70,000

Total Financing pursuant to Section 825 \$70,000

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

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



1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed Seventy Thousand Dollars (\$70,000) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and Director of Finance of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of this bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and Director of Finance.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Westurne Heights Water Service Area Loan Authorization Bylaw No. 1719, the anticipated revenues accruing to the Regional District from the operation of the said Westurne Heights Water Service Area are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority of British Columbia Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as “Westurne Heights Water Service Area Security Issuing Bylaw No. 1720, 2014”.

Introduced and read three times this    day of    , 2015.

Adopted this    day of    , 2015.

\_\_\_\_\_  
CHAIRPERSON

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

\_\_\_\_\_  
Chairperson

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

C A N A D A  
PROVINCE OF BRITISH COLUMBIA

AGREEMENT  
REGIONAL DISTRICT OF NANAIMO

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

Dated at \_\_\_\_\_ British Columbia, this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. cited as "Westurne Heights Water Service Area Security Issuing Bylaw No. 1720, 2014", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chairperson and the Director of Finance thereof.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Director of Finance

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Inspector of Municipalities of British Columbia

**REGIONAL DISTRICT OF NANAIMO  
REGIONAL SOLID WASTE ADVISORY COMMITTEE MEETING  
HELD ON WEDNESDAY, OCTOBER 8, 2014  
BOARD CHAMBERS**

**Present:**

George Holme	Chair, RDN Director	Michael Recalma	Qualicum First Nation
Frank Van Eynde	Member at Large	Al Cameron	Town of Qualicum Beach
Jeremy Jones	Business Representative	Fred Spears	District of Lantzville
Wally Wells	Business Representative	Charlotte Davis	City of Nanaimo
Jan Hastings	Non Profit Representative		
Jim McTaggart- Cowan	Member at Large		
Kevin Arnold	Waste Management Industry		
John Finnie	Member at Large		
Craig Evans	Member at Large		
Ellen Ross	Member at Large		
Brian Dietrich	Member at Large		
Gerald Johnson	Member at Large		
Michele Green	Member at Large		
Amanda Ticknor	Member at Large		
Rod Mayo	Institutional Waste Generator		

**Also in Attendance:**

Larry Gardner	Manager of Solid Waste, RDN
Sharon Horsburgh	Senior Zero Waste Coordinator, RDN
Jeff Ainge	Zero Waste Program Coordinator, RDN
Paul Thorkelsson	CAO, RDN
Maureen Young	RDN Director, Area C
Ted Greaves	City of Nanaimo
Geoff Goodall	City of Nanaimo
Jim Kipp	City of Nanaimo

**Regrets:**

Chief & Council	Nanoose First Nation
Chief & Council	Snuneymuxw First Nation
Al Metcalf	City of Parksville
Karen Muttersbach	Environment Canada
Glenn Gibson	Island Health
Ed Walsh	Waste Management Industry
Al Leuschen	Ministry of Environment

**CALL TO ORDER**

The Chairperson called the meeting to order at 5:15 pm.

## **INTRODUCTIONS**

Larry Gardner welcomed the new members and round table introductions were done by individual committee members.

## **RSWAC TERMS OF REFERENCE & MEETING STRUCTURE**

Sharon Horsburgh gave a presentation which gave an overview of the purpose, background and roles and responsibilities of the committee.

Frank Van Eynde asked if the general public could contact/call the committee? S. Horsburgh replied that the public is welcome to contact us whether by phone, email or attending meetings. This is all part of our consultation plan so the more feedback the better.

Gerry Johnson questioned the procedure that has to be followed to receive delegations? S. Horsburgh explained that individuals or groups can contact herself or Corporate Services and arrangements to appear as a delegation at future RSWAC meetings.

Craig Evans enquired on the role of the Select Committee? S. Horsburgh explained that there is the Terms of Reference for the Select Committee. Any work done by the Advisory Committee, whether it is a plan or policy statement, would be reviewed by the select committee. The Select Committee provides feedback to the RSWAC that may require further analysis or review prior to recommendations going forward to the board.

Larry Gardner commented the Select Committee is a sub-set of the Regional Board. The Select Committee provides an opportunity for the board to keep tabs on what we (the RSWAC) are doing and make sure we are on track. The purpose of the RSWAC is to inform the board and so that they may make informed decisions.

Gerry Johnson asked if the Select Committee was required by Ministry of Environment (MOE) or was it additional to the RSWAC?

Larry Gardner explained that the Select Committee is in addition to the MOE requirements for public consultation. The RSWAC is a blended committee as it is a public and technical committee. Sign off of the new plan will be done by political level, the Regional Board; the Select Committee is a sub-set of the Board

Charlotte Davies asked about a slide in the presentation and if the 80% is realistic and what is the background on that figure?

Sharon Horsburgh explained that when the RDN conducted its 2012 waste composition study we looked at existing regulations, participation in the residential and commercial food waste program as well as upcoming EPR programs, these areas provide opportunities for teasing out additional volumes of recyclables from the waste stream and could boost our region wide diversion rate. Based on the data from the waste composition that identifies what is still going into the landfill and future potential programs 80% is a realistic future target.

Jan Hastings questioned if we increase public accessibility and opportunities to have input to the RSWAC, is the Select Committee a vetoing board or a clarifying role?

Larry Gardner explained that the process works when you get a diverse group together that put forward a concerted effort and present good balanced information to our political leaders', good decisions result from it.

Paul Thorkelsson commented on role of Select Committee vs role of Advisory Committee. The Select Committee is a typical model that's used at the RDN for almost all service areas. Any of the public planning processes that the RDN undertakes, eventually there is a political reality about adoption of bylaws that go along with it. That job rests with the elected officials and that will be the role of the Select Committee to make sure that what the committee brings forward has the best chance of final adoption.

Larry Gardner held a brief discussion on future proposed times for the meeting. There was a variety of different suggestions. i.e. keep proposed time, earlier before dinner hour, Sunday meetings.

#### **RDN SOLID WASTE MANAGEMENT SYSTEM OVERVIEW**

Larry Gardner gave an overview of Solid Waste in the RDN. The presentation included the economics of waste, tipping fees, illegal dumping, solid waste plan and alternatives to RDN disposal including stewardship programs.

Jim McTaggart-Cowan questioned the difference between self-haul vs. curb-side and enquired with self-haul what portion is garbage vs. yard waste? Has staff done any analysis of the number of trips and the amount of trips from the self-haul? Larry Gardner commented that the yard waste is not covered in the numbers shown in the presentation and no analysis has been done of the self-haul trips.

Gerry Johnson asked if we can you translates the tax requisition into dollars per ton? Larry Gardner will get back to him on that.

Jan Hastings questioned if it is true that the zero waste initiative was funded from a shrinking budget? Larry Gardner confirmed that it was and he will review the topic in the upcoming presentation.

Paul Thorkelsson commented that the Solid Waste budget is a fixed cost budget and declining is the tipping fee revenue which has implications going forward.

The question was raised if staff can perform a benefit cost analysis and Larry Gardner replied that the RDN has skilled staff that could do an analysis but if it's something more specific or detailed we can go outside RDN.

Craig Evans questioned the need to adjust the timetable as there are only 10-11 weeks left in the year? Larry Gardner commented that he would like to start off with an aggressive schedule and if we need to defer. Wally Wells questioned to what degree waste is actually waste, a lot of wood products that were considered waste years ago is actually recyclable? Larry Gardner commented that tracking the transition from waste to commodity is always a challenge. The province is requiring that regional districts use per capita disposal as a performance measure.

Charlotte Davies asked if the RDN could do a survey on the self-haul and how closely is it policed when a customer shows up at the landfill? Larry Gardner commented that there is an opportunity to do a study and put some thought to it. As far as how well it is policed the CRTS and RL staff are diligent about tracking what is going in and giving advice as to where customers can take other materials and encouraging beneficial use of materials brought to the site. Jim McTaggart-Cowan questioned if we have a good handle on the curbside vs residential multi-family homes that aren't in the curbside program? Charlotte Davies commented that the City of Nanaimo doesn't have the figures to show which buildings are providing which services to their residents but we do know that 21% residents live in multi-family dwellings. Jan Hastings mentioned that MMBC program has failed multi-family and they don't have a suitable program to work with. Sharon Horsburgh stated that in 2011, the RDN conducted a field study of all multi-family the buildings and stratified properties to identify the level of service provided by private sector haulers to multi-family residences. This information is contained in a data base and provides baseline information. The Stage 1 Report and the 2012 waste composition study quantify the volume of waste collected from the Multi-family buildings. Kevin Arnold replied that there is strong interest by multi-family residents for organics collection but there is an extra costs associated with that. Ellen Ross commented that the education and demographics need to be considered i.e. elderly vs younger generation.

#### **SOLID WASTE MANAGEMENT PLAN REVIEW PROCESS**

Sharon Horsburgh gave a presentation on the review process and engaged the committee members on their input and noting that with this process we can restructure the way we look at waste, how it's generated and also managed. The Solid Waste Management Plan (SWMP) is a tool that will help create a sustainable and integrated waste management system that fits the needs of our community. The committee broke into groups for a table top discussion and asked to identify issues and opportunities around the following topics:

##### **1. Residual Management**

- I. Don't generate garbage in the first place*
  - Education to the people and commercial sector
  - Bans for certain products
  - Don't sell plastic bags
  - Energy from waste such as Thermal energy, pyrolysis
  
- II. Breaking bags*
  - Recovery before landfill
  - Multi Material recovery facility
  
- III. Define "Zero"*
  - ZWIA Definition? RCBC Definition?
  - Stop residuals at the source
  - Penalties and bans before landfill

- Extend producer responsibility
- Standardize facilities such as ICC

## 2. RDN "Zero Waste" Plan

### I. *Organics Diversion Strategy*

- Green Bin

### II. *Issues and Opportunities*

- C+D strategy Wood Waste ban: Conflicting strategies for wood waste → Permits ahead issues with recycling wood.
- Lack of education and programs → RDN's Deconstruction policy
- Multi residential organization- Diversion → Develop building codes with all of this
- Incentives → Provide some help such as subsidized compostable bags
- Waste collectors and resident issues → Get them together as well as strata meetings to problem solve.

## 3. Multi Family Residents

### I. *Multi Residential – All aspects of recycle should be available*

- Commercial
- Hotels
- Restaurants
- Office buildings
- Health facilities
- Care homes

### II. *Deconstruction*

- Policy and reuse → Policy Permit
- Educational training

### III. *Disposal – US - Elimination*

## 4. - Regulation & Enforcement

### I. *Illegal dumping*

- Ship waste out of RDN – Bylaw 280
- 2 sides to the issue
  - More bang for our buck if flow control exists
  - Slippery slope trying to control what resources can leave the RDN
- Slippery slope trying to control what resources can leave the RDN
- Organics Restaurants – should be investigated
- Multi family recyclables and food waste
- Investigate and recommend solutions
- "Zero Waste Hero or Garbage Bum?"



- Carrot or stick approach
- Enforcement

## 5. Public Education & Outreach

### I. Issues

- Confusion: What's in/What's not and where
- Non-Participants: don't care
- How do we reach people who don't care
- Lack of public understanding of the solid waste process, costs and impacts
- Pressures of a Throw away consumer society

### II. Opportunities

- Education / in form
- Education of kids via school programs
- KISS
- Peer pressure
- Competitions/contests

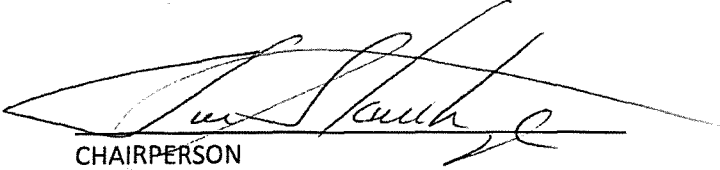
## 6. Direct Responsibility Partnerships

- Partner with recyclers to manage "hard to recycle" materials
- Promote re-use facilities
- Partner for education programs CBSM (community based social marketing)
- Help entrepreneurs – for example provide research and support Cost Benefit Analysis for business plans to recycle hard to recycle materials or products that have no local market for glass, household recyclables, gypsum, tires
- Costs of:
  - Disposal
  - Recycling
  - Education
  - Not acting
- Partner with media to promote purchase of re-use, re-purposed, upcycled stuff
- Consumerism/capitalism don't really co-exist with "Reduce"

The committee reconvened and each group gave a review of the outcomes of the topics.

## ADJOURNMENT

The meeting was adjourned at 7:35 pm.



CHAIRPERSON



RDN REPORT		<del>###</del>
CAO APPROVAL		
EAP		
COW		
JAN 19 2015		
RHD		
BOARD	/	

**MEMORANDUM**

**TO:** Tom Osborne  
General Manager of Recreation and Parks

**DATE:** December 30, 2014

**FROM:** Dean Banman  
Manager of Recreation Services

**FILE:**

**SUBJECT:** Recreation Facility, Programs and Sports Field Services 2015 Survey

**PURPOSE**

To provide information to the RDN Board on the survey methodology to be used for the 2015 collection of usage data for recreation facilities and programs as per usage agreements with City of Nanaimo, District of Lantzville, City of Parksville and Town of Qualicum Beach.

**BACKGROUND**

The Regional District has since 2000, shared in the annual operating cost of certain municipal recreation facilities and sports fields through agreements with the City of Nanaimo, the City of Parksville and the Town of Qualicum Beach.

In District 68, the City of Nanaimo, District of Lantzville and Electoral Areas 'A', 'B' and 'C' share in the annual operating costs of the City's four major recreation centres (ice arenas and pools), eleven City sports fields and two Electoral Area sports fields (Area 'B' and Area 'C'). In District 69, Electoral Areas 'E', 'F', 'G' and 'H' share in the annual operating costs of two City of Parksville sports fields, one Town of Qualicum Beach sports field, and one in Electoral Area 'E'.

The current agreements expire December 31, 2025.

In addition, the Bylaws for Oceanside Place (Bylaw #1358) and Ravensong Aquatic Centre (Bylaw #899) were amended by the Board in 2013 to be based on; 1) usage of the facilities as determined by a statistically valid survey that is to be done every five years and 2) land assessment for hospital purposes. The ratio (apportionment) of usage to land improvements for these two recreation facilities in District 69 are shown in Table I.

Table I – Apportionment District 69 Recreation Facilities (Oceanside Place & Ravensong Aquatic Centre)

Requisition Year	Percentage allocation of requisition to be based on converted value of land and improvements for hospital purposes	Percentage allocation of requisition to be based on a survey of usage carried out by the Regional District of Nanaimo
2014	Ninety percent (90%)	Ten percent (10%)
2015	Eighty percent (80%)	Twenty percent (20%)
2016	Seventy percent (70%)	Thirty percent (30%)
2017	Sixty percent (60%)	Forty percent (40%)
2018	Fifty percent (50%)	Fifty percent (50%)
2019 and thereafter	Fifty percent (50%)	Fifty percent (50%)

The cost sharing for sportfields in the District 69 agreement (Bylaw #861) is apportioned 100% of operational costs based on usage percentages established by the survey every five years and then averaged over three survey cycles.

In District 68 under Bylaw #1059 the sportsfields and sport facilities is apportioned 100% of operational costs based on usage percentages established by the survey every five years and then averaged over three survey cycles.

The firm Professional Environmental Recreation Consultants Ltd. (PERC) were engaged in 2010 to carry out the survey and tabulation of the results and have been contracted to provide similar services in 2015 as per the proposal for services attached as Appendix A.

### Survey Methodology

The methodology used in 2010 provided results with a margin of error no greater than 2.5%, 19 times out of 20. This level of accuracy exceeded the industry standard of 5%, in 19 times out of 20 replications. Data was obtained in three ways; 1) reviewing registration data from the City of Nanaimo’s and Regional District’s recreation program registration systems, 2) attending public drop in sessions at which residential address information related to actual participation was obtained from adult patrons exiting the facility, 3) collecting sport membership lists and tabulating the residential addresses of their members and calculating usage percentages.

Usage at the three types of facilities (arenas, pools, sportsfields) was weighted to provide as accurate a reflection of how the facilities are used as possible. The profile of usage at pools is typically 50% from drop in use, 40% from program registrations and 10% through rentals. By contrast arenas and sportsfields are mostly (90% and 100% respectively) towards group rentals.

The data collection methods and their weighted use will again be carried out the same way in 2015 as it was in 2010 with some modifications. The number of aquatic facility surveys and their timing during the year will be changed to further increase the reliability of the results. To further increase the reliability of arena usage exit surveys will be carried out in arena facilities that host public skating sessions. The complete survey methodology can be found on page 2 of Appendix A and is summarized in Table II along with text that provides comparison to the 2010 survey methodology.

Table II – 2015/2010\* Survey Methodology Summary

FACILITY	TARGET MARKET	DATE
Nanaimo Aquatic Centres	19 yrs +	February 2015 – random public drop in sessions over a 2 week period April or May 2015 – random public drop in sessions over a 2 week period
	User Information Details	Jan. to June 2015 - Collection of current membership lists and registered program usage showing residential addresses
Nanaimo Arenas	19 yrs +	February 2015 – random public drop in sessions over a 2 week period
	User Information Details	Jan. to June 2015 - Collection of current membership lists and registered program usage showing residential addresses
Ravensong Aquatic Centre	19 yrs +	February 2015 – random public drop in sessions over a 2 week period April or May 2015 - random public drop in sessions over a 2 week period
	User Information Details	Jan. to June 2015 - Collection of current membership lists and registered program usage showing residential addresses
Oceanside Place	19 yrs +	February 2015 – random public drop in sessions over a 2 week period
	User Information Details	Jan. to June 2015 - Collection of current membership lists and registered program usage showing residential addresses
Sport Fields	User Information Details	March to June 2015 - Collection of current membership lists showing residential addresses

*\* In 2010 no exit surveys were undertaken at arena facilities and exit surveys at aquatic facilities were undertaken only over a two week period in the month of May and first week of June 2010. For 2015 in addition to surveying the aquatic facilities over a longer range of months, exit surveys at arena facilities will be completed in 2015.*

**ALTERNATIVES**

1. That the report on the Recreation Facility and Sports Field Services 2015 Survey be received as information.
2. That alternative direction be provided in regards to the implementation of the Recreation Facility and Sports Field Services 2015 Survey.

### FINANCIAL IMPLICATIONS

The survey project is budgeted for in 2015 at a cost of \$28,620 and funded proportionally through the following functions: Southern Community Recreation, Northern Community Recreation, Oceanside Place, and Ravensong Aquatic Centre.

### STRATEGIC PLAN IMPLICATIONS

The availability of recreational facilities is of benefit to all residents in the region. The current approach to funding these facilities achieves the goal of recognizing that not all areas benefit in quite the same way, particularly with respect to access. A survey captures the ebb and flow of residents within the region ensuring that the cost of local government facilities is reasonably shared by all who use them. The amount of use could be expected to correspond to some degree with the proportion of population in each area of the Regional District.

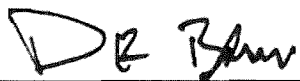
### SUMMARY

As per the terms of the two usage agreements with local government partners in both District 68 and 69, a usage survey is scheduled to be conducted in 2015 similar to what was completed in 2010. This survey is meant to apportion annual operating costs of specific recreation facilities that are used by all members of the regional federation. Usage information from the 2015 survey will be used to calculate apportionment payments towards annual facility and sport field operating costs.

A summary of apportionment for District 69 recreation facilities (Oceanside Place, Ravensong Aquatic Centre) is shown in Table I. The 2015 survey methodology has been improved upon over the 2010 format by adding exit survey data collection at the arenas and increasing from two weeks to four months the time frame that exit survey data will be collected from aquatic facilities. Attached as Appendix 'A' is the successful proponent's (PERC) proposal for carrying out the 2015 survey.

### RECOMMENDATION

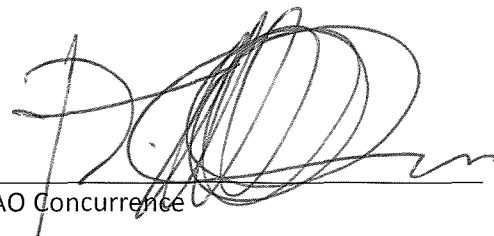
That the report on the Recreation Facility and Sports Field Services 2015 Survey be received as information.



Report Writer



General Manager Concurrence



CAO Concurrence

## **APPENDIX A**

### **PERC 2015 RECREATION FACILITY AND SPORTS FIELD USAGE ANALYSIS PROPOSAL**

Professional Environmental  
Recreation Consultants Ltd.

Suite 400  
505-8840 210th Street  
Langley, BC V1M 2Y2  
> www.perconline.com

Brian Johnston, Partner  
Phone: 604.868.3604  
brian@perconline.com

P E R C

December 16th, 2014

Dean Banman, MBA  
Manager of Recreation Services  
Regional District of Nanaimo  
Oceanside Place  
830 W. Island Highway  
Parksville, BC V9P 2X4

Dear Dean:

**Re: 2014-15 Sportsfield and Recreation Facilities Usage Survey**

I would like to document PERC's keen interest in being retained to undertake this project by submitting herein our firm's Proposal of Services. If you find that it fully meets your needs, and that we are the best candidate to undertake the work, you may consider the content herein as our commitment to do the work at the cost outlined. If, however, the proposal requires some adjustments to the workplan or budget, you may consider this proposal as a basis for further discussion.

Our firm has a keen interest in supporting valid and reliably accurate decisions with respect to public sector provision of and financing for leisure services. Also, we are uniquely positioned to provide such services with a vast amount of experience in survey research and data tabulation, coupled with a deep understanding of how services are provided and the vagaries of user self-reported data.

Please allow me to detail our proposal under a number of headings as follows.

**Deliverables**

The final report will be delivered as an electronic document suitable for printing as well as a searchable electronic database for more flexible future use.

The report will include:

- In percentage terms, a breakdown of users of recreation facilities and sportsfields that reside in District 68 by area of residence (i.e. which of the six participating members of the RDN the user resides in). More specifically, this will include specific sportsfields within The City of Nanaimo

as well as one sportsfield in Electoral B and one in Electoral Area C. It will also include two pools, two arena sites in Nanaimo and the Oliver Woods Community Centre. As an “extra” we have also quoted on including Tennis Courts at Bowen Park, a Lawn Bowling Green at the same site, and the outdoor pool on the same site.

- In percentage terms, a breakdown of users of sportsfields that reside in District 69 by area of residence (i.e. which of the participating members of the RDN the user resides in). More specifically, this includes two sportsfield complexes in Parksville, one in Qualicum Beach and one in Electoral Area E.
- In percentage terms, a breakdown of users of Ravensong Aquatic Centre, Oceanside Place and Northern Community Recreation Programs that reside in District 69 by area of residence (i.e. which of the participating members of the RDN the user resides in). As an “extra” we have also quoted Tennis Courts in Parksville and Qualicum Beach.

The specific residential addresses of users will be collected and attributed to a geographic member of the RDN (or “other” designation) by the client.

The data base will be provided by the consultants to the client in Microsoft Excel format with one worksheet for each of the facility/sportsfield/program registration categories.

### **Survey Parameters**

Given that pool use patterns vary by season, it will be impossible to obtain a fully “random” sample of pool users within the four month data collection period. However, it will be possible to obtain a “stratified” sample which will be as close to being “representative” as possible and still be an excellent base on which to assess costs from each of the funding jurisdictions. Also, the four month period with two separate data collection windows will be significantly more representative than the one month single window of data collection in the 2010 study, for which this project is an update.

A representative cross section of days and times that cover a wide range of public use configurations in each of the three pools will be selected and a “target” sampling frame assigned to each survey session. It is suggested that four data collection sessions at each of the three pools be selected over a two week period in February and again another four sessions in April or May to cover as wide a cross section of public use as possible. In the eight sessions, which may vary in length, a total of 500 completed responses will be targeted at each site. Even though the three facilities have widely divergent total use, they do not need to be compared within this project, so, the total for each facility does not need to vary with the total facility usage.

For the three arena sites a single two week period in February would be selected and three sessions during public skating identified for exit interviews. This reduced three session protocol reflects the fact that only about 10% of arena use is by drop in users at public sessions.

The 500 data points for the pools and the 200 data points for the arena facilities will be sufficient to render results by area of residence which are reliable to within +/- 4% nineteen times out of twenty overall; which is somewhat better than an industry standard, and the most cost effective sample size. To achieve slightly greater accuracy, it would require a doubling of the sample size, with a corresponding significant increase in the project budget.

For the survey of membership and program registration addresses, as close to 100% of the membership and registration population will be used on the thinking that it is readily available and no more costly to use that a sample derived from those lists. The confidence level of that assessment should therefore be at least +/- 1% ninety nine times out of one hundred.



## The Consulting Team

If successful in this bid, Brian Johnston, a Principal with the firm, will be assigned as Project Manager. He would be responsible for all aspects of the project and for all quality control required of the data and its analysis. Brian has taken survey research course work (along with related statistics course work) at a post graduate level and has personally worked on hundreds of survey research projects.

Brian would be assisted in this project by John McMurchy, who would provide support in survey methodology and data base systems. John has been a lead resource in survey research work, sample frames, results tabulation and presentation for the past four years at PERC.

Brian and John would undertake all aspects of the project and submit the final deliverables. They would recruit, train and supervise a small team of data gatherers who will personally collect the completed sample at each of the three aquatic centres and three arena sites.

## Workplan

If selected to undertake this work, we suggest an eight step methodology.

1. **Initial Presentation** – Brian would attend a presentation to the RDN Board of Directors on January 27<sup>th</sup> to provide an overview of the process and discuss any issues or concerns with the methodology or the outcomes.
2. **Finalize Survey Logistics and Instruments** – Signage prepared for the 2010 study would be reviewed and printed by the RDN. It would refer questions to the Information and Privacy Coordinator at the RDN office. A sign would accompany each survey research station which would be placed at the exit to each of the three aquatic facilities and each of the three arena sites during data collection sessions. Two data collection team members would be stationed at each survey research station and would be trained in how to approach facility patrons over the age of 19 as they exit the facility and ask questions about the number of people in the party that used the facility, and their residential. Only patron party size, the number of participants within that party that changed into a bathing suit or skates, and the addresses of those users would be recorded. The recording sessions would be set by the client to ensure that the sessions constitute the most representative possible cross section of users in winter and spring months. Patrons would be approached while exiting the facility after a use.
3. **Survey Pool and Arena Users** – A survey crew would be recruited\* and trained to the point where each member was competent in completing the survey process. The user survey sessions would be arranged in conjunction with facility staff. They would vary in duration with a total of about 6 hours per pool at each of two periods and 4 hours per arena at a single survey period. At the completion of this step, officials would be debriefed to determine if there was any indication of reasons for any non responses.
4. **Review User Group Membership Data Supplied by the Client** – The client will survey groups that rent space at fields and facilities at two points; namely January for fall 2014 and winter 2015 user groups and then again in June for spring/summer 2015 user groups. For each group, membership lists with names deleted would include residential addresses that the client will be able to code for specific jurisdiction within the RDN or “other”.
5. **Review Program Registration Data Supplied by Client** – The client will collate and develop reports on the number of registrants for programs for each of the facilities (and the Northern Community Recreation Programs function)

and code addresses for each by jurisdiction within the RDN, or other. The time frame for the programs will be fall winter of 2014-2015 and spring summer of 2015. The information provided by the client will be reviewed by the consultant and any anomalies identified and discussed with the client.

6. **Analyze Data** – Separate work sheets would be prepared by the consultants for each of the three categories of deliverables outlined within the list of deliverables above.
7. **Prepare Draft Report** – The draft deliverables would be prepared and submitted to the client for its review. A meeting to discuss the draft deliverables would be scheduled. Any required alterations to the draft report (for clarification or completeness) would be agreed to at that meeting.
8. **Finalize and Submit Report** – All agreed alterations of the report would be undertaken and the deliverables would be finalized. They would be sent electronically to the client. Three hard copies of the final report would also be prepared and submitted to the client. No further presentations have been included in the budget. However, they could be scheduled at an additional cost.

\* PERC would approach Vancouver Island University’s Recreation and Tourism Management program with a request to use recreation students to undertake the survey. If students are not available, we have many contacts and colleagues in the study area that would be available to allocate time to collect the pool user data.

**Cost**

Brian would be involved in each phase of the work. His time would be billed at the rate of \$170 per hour. John would be involved in many, but not all phases. His time would be billed at the rate of \$140 per hour. PERC would recruit, train and supervise people to collect the survey data in the aquatic centres. The cost of these people would be considered as expenses, as would travel disbursements in several of the steps. The total cost of all consulting activity, including all fees and expenses, would be \$28,620 plus GST.

Activity	BJ	JM	Expenses	Total
1. Initial Presentations	850	0	200	1,050
2. Survey logistics and instruments	510	1400	100	2,010
3. Survey pool and arena users	850	2940	4200	7,990
4. Review coded membership records	850	2100	100	3,050
5. Review coded program registration data	850	2100	100	3,050
6. Analyze data	1020	2100	700	3,820
7. Prepare, submit and discuss draft report	2720	3360	300	6,380
8. Submit final report	510	560	200	1,270
Totals	\$8,160	\$14,560	\$5,900	\$28,620

For the first “extra” facility, the consultants would add an additional \$2500 if survey work is not required and an extra \$5000 if it is required. For the second and third “extra” facility, the consultants would add an additional \$2000 if survey work is not required and an extra \$4000 if it is required. For each “extra” facility after the first three, the consultants would add an additional \$2000 if survey is not required and \$3500 if it is required. The high cost of adding facilities like tennis courts and lawn bowling greens relate to the low frequency of use which translates to more hours of survey work to obtain reasonable sample sizes.

If consulting input is required above the default level, our consultant would be available at the hourly rates quoted above. It should also be noted that the consultants believe the budget is sufficient to ensure that the target sample sizes referred to in the methodology can be met.

**Schedule**

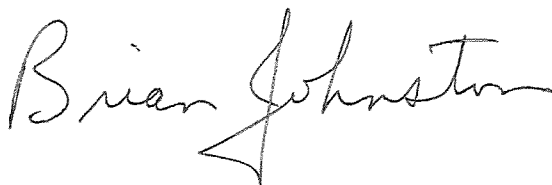
It is assumed that the consultants would be retained in the mid December and would begin work immediately. In that scenario, it would be possible to submit the final report by November 2015 as shown in the table below.

Activity	Month											
	D	J	F	M	A	M	J	J	A	S	O	N
1. Initial Presentation												
2. Survey logistics and instruments												
3. Survey pool and arena users												
4. Review membership residences supplied by client												
5. Review Program Data supplied by client												
6. Analyze data												
7. Prepare, submit and discuss draft report												
8. Submit final report												

In summary, our firm is amply qualified, very interested and available to undertake this project in a manner that will meet or exceed your high expectations.

Thank you for considering our services.

Respectfully Submitted;  
PERC



Brian L. Johnston  
Principal



RDN REPORT		<del>2/11</del>
CAO APPROVAL		
EAP		
COW		
JAN 12 2015		
RHD		
BOARD	✓	

**MEMORANDUM**

**TO:** Paul Thorkelsson  
Chief Administrative Officer

**DATE:** January 12, 2015

**FROM:** Wendy Idema  
Director of Finance

**SUBJECT:** Municipal Insurance Association – Associate Members Program

**PURPOSE:**

To report on the new Associate Members Program of the Municipal Insurance Association (MIA) and to recommend support for the program to be applied to volunteer fire department society boards.

**BACKGROUND:**

Effective 2015, MIA has expanded its liability/errors and omissions coverage to provide for associate members defined as individuals, groups and associations that provide services for, or on behalf of MIA members per attached information (Attachment 1). Changes to the Regional District of Nanaimo’s MIA policy effective 2013 removed the directors of the various volunteer fire societies that we contract with from coverage under the Regional District’s liability insurance. Since that time, the actual volunteers performing firefighter services under agreement with the RDN have had protection under the MIA policy; however, the society boards have purchased separate directors’ and officers’ coverage at approximately \$900 per society for their board members.

The individual, group or association must be sponsored by a member in order to qualify for the Associate Member status, must provide services to the community on behalf of the sponsoring member and must have an agreement with the Regional District in order to qualify. The program would be applicable to the boards for the following departments:

- Extension and District Volunteer Fire Department Society
- Nanoose Fire Protection Society
- Errington and District Volunteer Fire Department
- Coombs-Hilliers Volunteer Fire Department
- Dashwood Volunteer Fire Department
- Bow Horn Bay Volunteer Fire Department

Staff are discussing implementation of this coverage with the various fire society boards and recommend that the Board support the associate member program under MIA for those volunteer departments that choose to pursue this coverage.

**ALTERNATIVES:**

1. Approve support of the Municipal Insurance Association Associate Member Program for the board members of the volunteer fire societies contracted by the Regional District of Nanaimo for fire services.
2. Provide alternate direction to staff.

**FINANCIAL IMPLICATIONS:**

The cost to add an associate member to the RDN's liability coverage is \$250.00 which provides up to \$5 million in liability coverage for society board members vs: the approximately \$900.00 per department that the societies are currently paying. The RDN's liability coverage does include a \$100,000 deductible which would need to be recovered from the service area if there was a claim up to this dollar amount. It is likely any such recovery would be made over several years in order to minimize impact on any one service area. Coverage for the volunteer firefighters which falls under the RDN's standard MIA policy is unchanged under this plan.

**STRATEGIC PLAN IMPLICATIONS:**

Supporting volunteer opportunities for residents is supported in the Regional Federation section of the Action Areas of the 2013-2015 Strategic Plan. Providing insurance support to fire service board members helps to ensure ongoing community involvement in the management of these organizations.


**SUMMARY/CONCLUSIONS:**

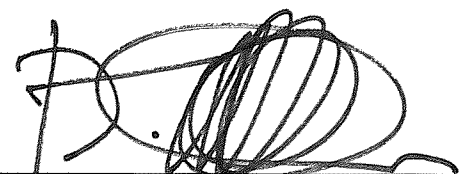
Effective 2015, the Municipal Insurance Association (MIA) has expanded its coverage to provide for associate members defined as individuals, groups and associations that provide services for, or on behalf of MIA members. This program allows for expansion of RDN liability/errors & omissions coverage to the board members of the volunteer fire societies the RDN contracts with in several electoral areas. This is additional to existing coverage for the actual volunteer firefighters under the original plan.

The cost to add an associate member to the RDN's liability coverage is \$250.00 which provides up to \$5 million in liability coverage for society board members vs: the approximately \$900.00 per department that the societies are currently paying.

**RECOMMENDATIONS:**

1. That the Board approve support of the Municipal Insurance Association Associate Member Program for the board members of the volunteer fire societies contracted by the Regional District of Nanaimo and that staff be directed to implement this coverage for those volunteer fire societies that choose this coverage.

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

  
\_\_\_\_\_  
C.A.O. Concurrence

**ALTERNATIVES:**

1. Approve support of the Municipal Insurance Association Associate Member Program for the board members of the volunteer fire societies contracted by the Regional District of Nanaimo for fire services.
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**SUMMARY/CONCLUSIONS:**

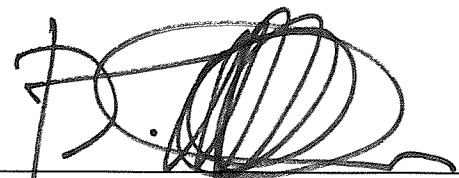
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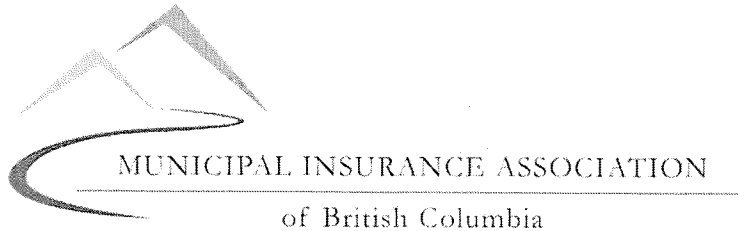
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**RECOMMENDATIONS:**

1. That the Board approve support of the Municipal Insurance Association Associate Member Program for the board members of the volunteer fire societies contracted by the Regional District of Nanaimo and that staff be directed to implement this coverage for those volunteer fire societies that choose this coverage.

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

  
\_\_\_\_\_  
C.A.O. Concurrence



## Expansion of Coverage to the Liability Protection Agreement 2015

At the September 2014 AGM the membership voted in favor of expanding coverage in two significant areas, both of which will take effect as of January 1, 2015.

### Associate Members

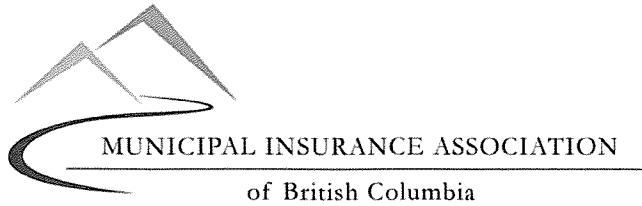
Coverage will now be extended to individuals, groups and associations **that provide services for, or on behalf of our members**, upon request of an MIABC member, up to a limit of \$5,000,000. These individuals, groups and associations must be individually sponsored by a member in order to qualify for “associate member” status. Once accepted as an associate member, these parties will be entitled to full coverage under the Liability Protection Agreement, but only for services provided for, or on behalf of, the sponsoring member.

In order to qualify as an associate member, the following conditions must be met:

- The associate member is sponsored by an existing MIABC member;
- The sponsoring member has a written agreement for the provision of services with the associate member (the “Service Provider Agreement”);
- The services provided are services to the community provided for or on behalf of the sponsoring member;
- The Service Provider Agreement has been approved by the sponsoring member’s council or board by resolution or bylaw; and
- The MIABC has received payment of a premium from, or on behalf of, the associate member.

It is important to understand that the sponsoring member’s deductible will apply to claims brought against the associate member and the sponsoring member will be responsible for the payment of any costs incurred below the deductible. In addition, all claims brought against the associate member will form part of the sponsoring member’s claims history and experience rating.

The MIABC has drafted a service provider agreement template for your convenience, which can be obtained by emailing Susan Ackerman at [sackerman@miabc.org](mailto:sackerman@miabc.org) or Megan Chorlton at [mchorlton@miabc.org](mailto:mchorlton@miabc.org).



## SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the "Agreement") is made and entered into this \_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_ by and in between \_\_\_\_\_

(the "Local Government") and \_\_\_\_\_ (the "Service Provider").

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

The term of the Agreement is from the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

The term of the Agreement is perpetual commencing the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government.

The Local Government agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 on an occurrence basis with respect to third party liability claims for bodily injury, property damage, and personal injury while providing the agreed service. The Service Provider agrees to carry its own statutory worker's compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.



- The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.
- The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

**ON BEHALF OF <LOCAL GOVERNMENT>**

**ON BEHALF OF <SERVICE PROVIDER>**

Name:

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Name:

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Title:

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Title:

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Signature:

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Signature:

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Date:

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Date:

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**TO:** Paul Thorkelsson  
CAO

**DATE:** January 16, 2015

**FROM:** Daniel Pearce  
General Manager, Transportation and Solid Waste Services

**FILE:** 8700-20-DEBA

**SUBJECT:** Contract Renewal - BC Emergency Health Services (BCEHS) for Descanso Bay Emergency Wharf

---

**PURPOSE**

To consider renewing the existing contract with BC Emergency Health Services (BCEHS), operating BC Ambulance Service for the use of the emergency wharf facility at Descanso Bay, Gabriola.

**BACKGROUND**

In April, 2005 the Board approved a contract between the BCEHS, operating BC Ambulance Service for the use of the Descanso Bay emergency wharf. The agreement was subsequently modified in December, 2009. The contract expired on December 31, 2014 and the BCEHS is requesting a renewal of the contract (see Appendix A) for two (2) additional periods of five (5) years, with each period needing to be agreed upon by both parties. The contract renewal changes only the dates of the existing contract; no other areas of the existing contract will be changed.

The Descanso Bay emergency wharf has proven to be a vital connection between Gabriola Island and the City of Nanaimo for the BC Ambulance Service. It is critical to both the BC Ambulance Service and residents of Gabriola Island that this link be maintained.

**ALTERNATIVES**

1. That the Board approve the BC Emergency Health Services (BC Ambulance Service) contract renewal for the use of the emergency wharf facility at Descanso Bay, Gabriola, for two (2) additional periods of five (5) years each upon mutual agreement of the parties.
2. That the Board not approve BC Emergency Health Services (BC Ambulance Service) contract renewal and provide further direction to staff.

**FINANCIAL IMPLICATIONS**

There are no financial implications with the renewal of this contact.

**CONCLUSION**

The contract between the RDN and the BCEHS, operating BC Ambulance Service for the use of the Descanso Bay emergency wharf expired on December 31, 2014. BCEHS is requesting a renewal for two (2) additional periods of five (5) years, with each period needing to be agreed upon by both parties.

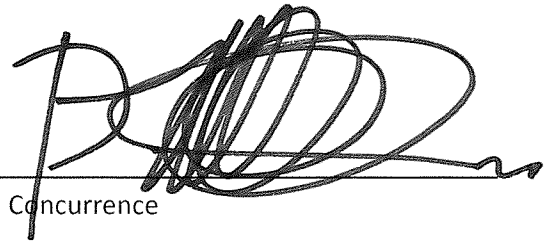
The Emergency Wharf has been a vital connection between Gabriola Island, the City of Nanaimo and BC Ambulance service. Staff recommends renewal of the contract.

**RECOMMENDATION**

That the Board approve the BC Emergency Health Services (BC Ambulance Service) contract renewal for the use of the emergency wharf facility at Descanso Bay, Gabriola, for two (2) additional periods of five (5) years each upon mutual agreement of the parties.



Report Writer



CAO Concurrency

## APPENDIX A



Modification Number: 002  
Contract Number: 2005/393

---

### MODIFICATION AGREEMENT

#### BETWEEN

BRITISH COLUMBIA EMERGENCY HEALTH SERVICES ("BCEHS") with the following specified address and fax number:

BC Ambulance Service  
Block C – 2261 Keating Cross Road  
Saanichton, BC V8M 2A5  
Fax: 250-953-3119

REGIONAL DISTRICT OF NANAIMO ("District") with the following specified mailing address and fax number:

6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2  
Fax: 250-390-2757

#### BACKGROUND

- A. The Parties entered into an Agreement dated April 18, 2005 that was subsequently modified on December 31, 2009.
- B. The Parties have agreed to modify the Agreement.

#### AGREEMENT

The Parties agree as follows:

- I. That all references to "Her Majesty the Queen," the "Emergency and Health Services Commission," the "Commission" and "EHSC" be replaced by "**British Columbia Emergency Health Services**."
- II. That *Section 4.0 - Term* is modified to read as follows.
  - 4.0 TERM
  - 4.1 The term of this Agreement shall be for the period beginning January 1, 2004 and ending **December 31, 2019** unless otherwise terminated as provided herein.
  - 4.2 The term of this Agreement may be renewed for **two (2) additional periods of five (5) years** each upon mutual agreement of the parties.

Modification Number: 002  
Contract Number: 2005/393

III That *Section 12.0* is modified to read as follows:

**12.0 NOTICE**

12.1 It is hereby mutually agreed that any notice required to be given under this Agreement shall be deemed to be sufficiently given if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

**Regional District of Nanaimo**  
Attention: Manager, Transit Operations  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

Telephone: 250-390-4531  
Fax: 250-390-2757

and

**British Columbia Emergency Health Services**  
Attention: Chief Operating Officer  
PO Box 9600 Stn Prov Govt  
2261 Keating X Road  
Victoria, BC V8W 9P1

Telephone: 250-953-3298  
Fax: 250-953-3119

IV That in all other respects, the Agreement is confirmed.

**SIGNED AND DELIVERED** on behalf of BCEHS  
by an authorized representative of BCEHS

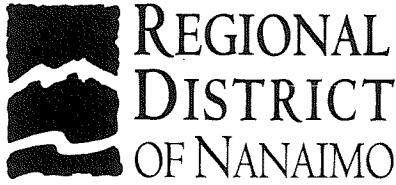
**SIGNED AND DELIVERED** by the District or  
on behalf of the District by an authorized  
signatory

\_\_\_\_\_  
(Authorized Representative)

\_\_\_\_\_  
(Contractor or Authorized Signatory)

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2014.



RDN REPORT	
CAC APPROVAL	
EAP	
COW	
JAN 19 2015	
RHD	
BOARD	<input checked="" type="checkbox"/>

# MEMORANDUM

**TO:** W. Idema  
Director of Finance

**DATE:** January 14, 2015

**FROM:** M.Manhas  
Senior Accountant

**FILE:**

**SUBJECT:** 2015 Service Area Tax Requisition Amendment Bylaws

**PURPOSE:**

To introduce bylaws to amend the tax requisition limits for the Southern Community Restorative Justice Program, Southern Community Transit, Liquid Waste Management Planning, Electoral Area 'A' and 'H' Community Parks and the Fairwinds Streetlighting services.

**BACKGROUND:**

As budgets are prepared each year, staff review the requisitions in relation to the establishing bylaws. Generally speaking, changes in property assessments provide room for additional taxation as operating budgets change over time. However, depending on the extent of changes to the activities in an operating budget, the limit may be exceeded and require amendment. The six services noted above have reached or will very shortly reach their maximum limits and require bylaws amendments at this time.

If an amendment to an establishing bylaw increases the requisition limit by less than or equal to 25 percent over five years, the bylaw does not require the approval of the Inspector. After five years from establishment, the baseline date is five years before the date of the proposed amendment. With the exception of Electoral Area 'A' Community Parks all the other bylaws amendments are within the 25 percent over five years threshold and therefore will not require the approval of the Inspector.

The Electoral Area 'A' Community Parks requisition was increased by 25% in 2014. The 2015 bylaw amendment 789.09 amends the requisition limit to match the projected value in the fifth year of the 2015-2019 financial plan.

**ALTERNATIVES:**

1. Approve the bylaws as presented.
2. Amend the bylaws for a lower requisition limit and approve the amended bylaws.

**FINANCIAL IMPLICATIONS:**

Alternative 1

The table below shows the options for amending these bylaws. The recommended limit does not obligate the Board to adopt budgets with the maximum amount noted in the bylaw - it does however provide the ability to draft future budgets which reflect the wishes of the community.

Service	Current Limit	Amended Limit
Southern Community Restorative Justice Program Service (Appendix A)	greater of \$10,000 or \$0.004 per thousand of net taxable values	greater of \$13,950 or \$0.0049 per thousand of net taxable values
Southern Community Transit Service (Appendix B)	greater of \$2,808,160 or \$0.512 per thousand of net taxable values	greater of \$9,215,000 or \$0.6399 per thousand of net taxable values
Liquid Waste Management Planning (Appendix C)	greater of \$150,000 or \$0.0063 per thousand of net taxable values	greater of \$202,890 or \$0.0078 per thousand of net taxable values
Electoral Area 'A' Community Parks (Appendix D)	greater of \$146,650 or \$0.1375 per thousand of net taxable values t	greater of \$190,000 or \$0.1778 per thousand of net taxable values
Electoral Area 'H' Community Parks (Appendix E)	greater of \$55,000 or \$0.137 per thousand of net taxable values	greater of \$153,275 or \$0.1712 per thousand of net taxable values
Fairwinds Streetlighting Service (Appendix F)	greater of \$23,030 or \$0.0562 per thousand of net taxable values	greater of \$29,600 or \$0.0702 per thousand of net taxable values

Alternative 2

Other than Electoral Area 'A' Community Parks, a reduced requisition limit has no immediate financial implications. If a future budget approval exceeded the bylaw limit it can be amended at that time. Electoral Area 'A' Community Parks does require a \$164,000 requisition for 2015 and the current limit is \$146,850

**SUMMARY/CONCLUSIONS:**

Six services have been identified as reaching or shortly reaching their taxation limits in and beyond 2015. Bylaw amendments are required for these services and staff recommend revising the bylaws to a maximum requisition limit indicated in the table presented under Alternative 1. The recommended limit does not obligate the Board to adopt budgets with the maximum amount noted in the bylaws - it does however provide the ability to draft future budgets which reflect the wishes of the community. Staff recommend adopting the bylaws as presented.

**RECOMMENDATION:**

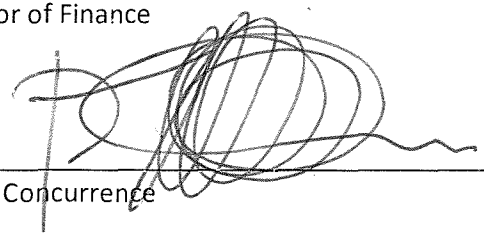
1. That "Southern Community Restorative Justice Program Service Amendment Bylaw No. 1490.02, 2015" be introduced and read three times.
2. That "Southern Community Restorative Justice Program Service Amendment Bylaw No. 1490.02, 2015" be adopted.
3. That "Southern Community Transit Service Area Amendment Bylaw No. 1230.05, 2015" be introduced and read three times.
4. That "Southern Community Transit Service Area Amendment Bylaw No. 1230.05, 2015" be adopted.
5. That "Liquid Waste Management Planning Service Amendment Bylaw No. 1543.01, 2015" be introduced and read three times.
6. That "Liquid Waste Management Planning Service Amendment Bylaw No. 1543.01, 2015" be adopted.
7. That "Electoral Area 'A' Community Parks Local Service Amendment Bylaw No. 798.09, 2015" be introduced and read three times and forwarded to the Inspector of Municipalities for approval.
8. That "Electoral Area 'H' Community Parks Local Service Amendment Bylaw No. 806.06, 2015" be introduced and read three times.
9. That "Electoral Area 'H' Community Parks Local Service Amendment Bylaw No. 806.06, 2015" be adopted.
10. That "Fairwinds Streetlighting Local Service Amendment Bylaw No. 789.04, 2015" be introduced and read three times.
11. That "Fairwinds Streetlighting Local Service Amendment Bylaw No. 789.04, 2015" be adopted.



Report Writer



Director of Finance



C.A.O. Concurrence



Appendix A

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1490.02

A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO  
SOUTHERN COMMUNITY RESTORATIVE JUSTICE  
PROGRAM SERVICE ESTABLISHING BYLAW NO. 1490, 2006

WHEREAS the Board of the Regional District of Nanaimo wishes to amend "Southern Community Restorative Justice Program Service Establishing Bylaw No. 1490, 2006";

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

**1. Citation**

This Bylaw may be cited as "Southern Community Restorative Justice Program Service Amendment Bylaw No. 1490.02, 2015".

**2. Amendment**

"Southern Community Restorative Justice Program Service Establishing Bylaw No. 1490, 2006" is amended as follows:

(1) By deleting Section 6 and substituting it with the following:

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

(a) \$13,950 (Thirteen Thousand Nine Hundred and Fifty Dollars), or;

(b) the amount obtained by multiplying the net taxable value of lands and improvements within the Service Area by a property tax value rate of \$0.0049 per thousand dollars of assessment."

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
CHAIRPERSON

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

Appendix B

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1230.05

A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO  
SOUTHERN COMMUNITY TRANSIT SERVICE AREA  
CONVERSION BYLAW NO. 1230, 2001

WHEREAS the Board of the Regional District of Nanaimo wishes to amend "Southern Community Transit Service Area Conversion Bylaw No. 1230, 2001";

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

**1. Citation**

This Bylaw may be cited as "Southern Community Transit Service Area Amendment Bylaw No. 1230.05, 2015".

**2. Amendment**

"Southern Community Transit Service Area Conversion Bylaw No. 1230, 2001" is amended as follows:

(1) By deleting Section 5 and substituting it with the following:

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

(a) \$9,215,000 (Nine Million Two Hundred and Fifteen Thousand Dollars), or;

(b) the amount obtained by multiplying the net taxable value of lands and improvements within the Service Area by a property tax value rate of \$0.6399 per thousand dollars of assessment."

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
CHAIRPERSON

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

Appendix C

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1543.01

A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO  
LIQUID WASTE MANAGEMENT PLANNING SERVICE  
ESTABLISHMENT BYLAW NO. 1543, 2008

WHEREAS the Board of the Regional District of Nanaimo wishes to amend "Liquid Waste Management Planning Service Establishment Bylaw No. 1543, 2008";

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

1. Citation

This Bylaw may be cited as "Liquid Waste Management Planning Service Amendment Bylaw No. 1543.01, 2015".

2. Amendment

"Liquid Waste Management Planning Service Establishment Bylaw No. 1543, 2008" is amended as follows:

(1) By deleting Section 6 and substituting it with the following:

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

(a) \$202,890 (Two Hundred and Two Thousand Eight Hundred and Ninety Dollars), or;

(b) the amount obtained by multiplying the net taxable value of lands and improvements within the Service Area by a property tax value rate of \$0.0078 per thousand dollars of assessment."

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
CHAIRPERSON

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

Appendix D

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 798.09

A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO  
ELECTORAL AREA 'A' COMMUNITY PARKS LOCAL SERVICE  
ESTABLISHMENT BYLAW NO. 798, 1990

WHEREAS the Board of the Regional District of Nanaimo wishes to amend "Electoral Area 'A' Community Parks Local Service Establishment Bylaw No. 798, 1990";

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

1. Citation

This Bylaw may be cited as "Electoral Area 'A' Community Parks Local Service Amendment Bylaw No. 798.09, 2015".

2. Amendment

"Electoral Area 'A' Community Parks Local Service Establishment Bylaw No. 798, 1990" is amended as follows:

(1) By deleting Section 4 and substituting it with the following:

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

(a) \$190,000 (One Hundred and Ninety Thousand Dollars), or;

(b) the amount obtained by multiplying the net taxable value of lands and improvements within the Service Area by a property tax value rate of \$0.1778 per thousand dollars of assessment."

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Approved by the Inspector of Municipalities this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
CHAIRPERSON

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

Appendix E

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 806.06

A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO  
ELECTORAL AREA 'H' COMMUNITY PARKS LOCAL SERVICE  
ESTABLISHMENT BYLAW NO. 806, 1990

WHEREAS the Board of the Regional District of Nanaimo wishes to amend "Electoral Area 'H' Community Parks Local Service Establishment Bylaw No. 806, 1990";

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

1. Citation

This Bylaw may be cited as "Electoral Area 'H' Community Parks Local Service Amendment Bylaw No. 806.06, 2015".

2. Amendment

"Electoral Area 'H' Community Parks Local Service Establishment Bylaw No. 806, 1990" is amended as follows:

(1) By deleting Section 4 and substituting it with the following:

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

(a) \$153,275 (One Hundred and Fifty Three Thousand Two Hundred and Seveny Five Dollars),  
or;

(b) the amount obtained by multiplying the net taxable value of lands and improvements within the Service Area by a property tax value rate of \$0.1712 per thousand dollars of assessment."

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
CHAIRPERSON

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

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 789.04

A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO  
FAIRWINDS STREETLIGHTING LOCAL SERVICE  
ESTABLISHMENT BYLAW NO. 789, 1989

WHEREAS the Board of the Regional District of Nanaimo wishes to amend "Fairwinds Streetlighting Local Service Establishment Bylaw No. 789, 1989";

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

1. Citation

This Bylaw may be cited as "Fairwinds Streetlighting Local Service Amendment Bylaw No. 789.04, 2015".

2. Amendment

"Fairwinds Streetlighting Local Service Establishment Bylaw No. 789, 1989" is amended as follows:

(1) By deleting Section 2 and substituting it with the following:

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

(a) \$29,600 (Twenty Nine Thousand and Six Hundred Dollars), or;

(b) the amount obtained by multiplying the net taxable value of lands and improvements within the Service Area by a property tax value rate of \$0.0702 per thousand dollars of assessment."

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
CHAIRPERSON

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



RDN REPORT		[Handwritten initials]
CAO APPROVAL		
EAP		
COW		
JAN 16 2015		
RHD		
BOARD	✓	

**MEMORANDUM**

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

**DATE:** January 8, 2014

**FROM:** Tyler Brown  
Planner

**FILE:** PL2014-034

**SUBJECT:** Zoning Amendment Application No. PL2014-034 – Bylaw 500.394 – Windward Developments (2002) Ltd.  
Lot 3, District Lot 81, Nanoose District, Plan 1799 - 1032 Robertson Boulevard  
Electoral Area 'G'

**PURPOSE**

To receive the report of the Public Hearing containing the summary of the minutes and submissions of the Public Hearing held on December 2, 2014, and to consider Amendment Bylaw No. 500.394, 2014, for third reading.

**BACKGROUND**

Amendment Bylaw No. 500.394 (see Attachment 1) was introduced and given first and second reading on July 22, 2014. In addition to the recommendations outlined by RDN Staff in the first and second reading report, the Board carried the following two motions:

*MOVED Director Holme, SECONDED Director Veenhof, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014", be scheduled following written confirmation from EPCOR that it can provide sufficient water to service the proposed development.*

and;

*MOVED Director Holme, SECONDED Director Veenhof, that the applicant provide a concept design of a fence, landscaping and tree retention, where feasible, along the rear lot line of the lot proposed to back onto Lowry's Road and the re-named Robertson Boulevard prior to staff scheduling a Public Hearing.*

The applicant satisfied the two motions and a Public Hearing was held on December 2, 2014. The summary of the minutes and submissions is attached for the Board's consideration (see Attachment 2).

The proposed Amendment Bylaw would rezone the subject property located at 1032 Robertson Boulevard in Electoral Area 'G' from Rural 1 Zone, Subdivision District 'F', to a new Residential 1.2 Zone, Subdivision District 'T' in order to facilitate a proposed subdivision of the property into approximately 54

residential lots and park dedication (see Attachment 3 for subject property map and Attachment 4 for proposed plan of subdivision).

**ALTERNATIVES**


1. To receive the report of the Public Hearing and give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014.”
2. To receive the report of the Public Hearing and deny “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014.”

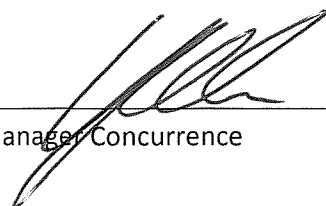
**SUMMARY/CONCLUSIONS**


The purpose of Amendment Bylaw No. 500.394, 2014 is to amend the existing zoning for the subject property located at 1032 Robertson Boulevard in Electoral Area ‘G’ to facilitate a proposed subdivision of the property into approximately 54 residential lots with park land dedication. The Amendment Bylaw was introduced and given first and second reading on July 22, 2014 and it proceeded to Public Hearing on December 2, 2014. The requirements set out in the Conditions of Approval (see Attachment 5) are to be addressed by the applicant prior to the Board’s consideration of the Bylaw for adoption. The Bylaw must also be approved by the Ministry of Transportation and Infrastructure prior to adoption. Staff recommends that Bylaw No. 500.394, 2014, be considered for third reading.

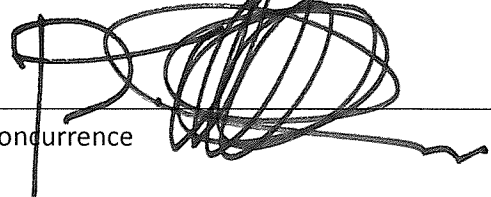
**RECOMMENDATIONS**

1. That the report of the Public Hearing held on December 2, 2014 on “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014” be received.
2. That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014” be read a third time.

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

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

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

  
\_\_\_\_\_  
CAO Concurrence



**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 500.394**

**A Bylaw to Amend Regional District of Nanaimo  
Land Use and Subdivision Bylaw No. 500, 1987**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014”.
- B. “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

1. Under **PART 3 LAND USE REGULATIONS, Section 3.3.16 a)** by inserting “RS1.2,” after “RS1.1,”.
2. Under **PART 3 LAND USE REGULATIONS, Section 3.1 Zones** by adding the following zoning classification and corresponding short title after Residential 1.1 Zone:

Residential 1.2 Zone	RS1.2
----------------------	-------

3. By adding Section 3.4.61.3 Residential 1.2 Zone  
as shown on Schedule ‘1’ which is attached to and forms part of this Bylaw.
4. By rezoning the lands shown on the attached Schedule ‘2’ and legally described as:  
Lot 3, District Lot 81, Nanoose District, Plan 1799 and the part of road shown on Plan 1799  
from Rural 1 (RU1), Subdivision District ‘F’ to Residential 1.2, Subdivision District ‘T’

5. **PART 4 SUBDIVISION REGULATIONS, SCHEDULE '4B' Subdivision Districts – Minimum Parcel Sizes** is hereby amended by inserting the following row in the table, below Subdivision District "S" and above Subdivision District "V":

T	600 m <sup>2</sup>	No further subdivision
---	--------------------	------------------------

Introduced and read two times this 22nd day of July, 2014.

Public Hearing held this 2nd day of December, 2014.

Read a third time this \_\_\_ day of \_\_\_\_\_ 20\_\_.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this \_\_\_ day of \_\_\_\_\_ 20\_\_.

Adopted this \_\_\_ day of \_\_\_\_\_ 20\_\_.

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Chairperson

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Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014".

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Chairperson

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Corporate Officer

### Schedule '1'

#### Section 3.4.61.3

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## RESIDENTIAL 1.2

RS1.2

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### Permitted Uses and Minimum Site Area

#### Permitted Uses

- a) Home Based Business
- b) Residential Use
- c) Secondary Suite

---

### Maximum Number and Size of Buildings and Structures

Accessory buildings	Combined floor area of 100 m <sup>2</sup> or 8% of area of parcel whichever is greater, but shall not exceed 250 m <sup>2</sup> .
Accessory building height	6.0 m
Dwelling units/parcel	1
Dwelling unit height	8.0 m
Parcel coverage	45%

---

### Minimum Setback Requirements

Front lot line	5.0 m
	6.0 m to any garage door or carport entrance way facing a highway
Interior side lot line	1.5 m
Rear lot line	2.0 m
Other lot lines	5.0 m

Except where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3.8 shall apply.

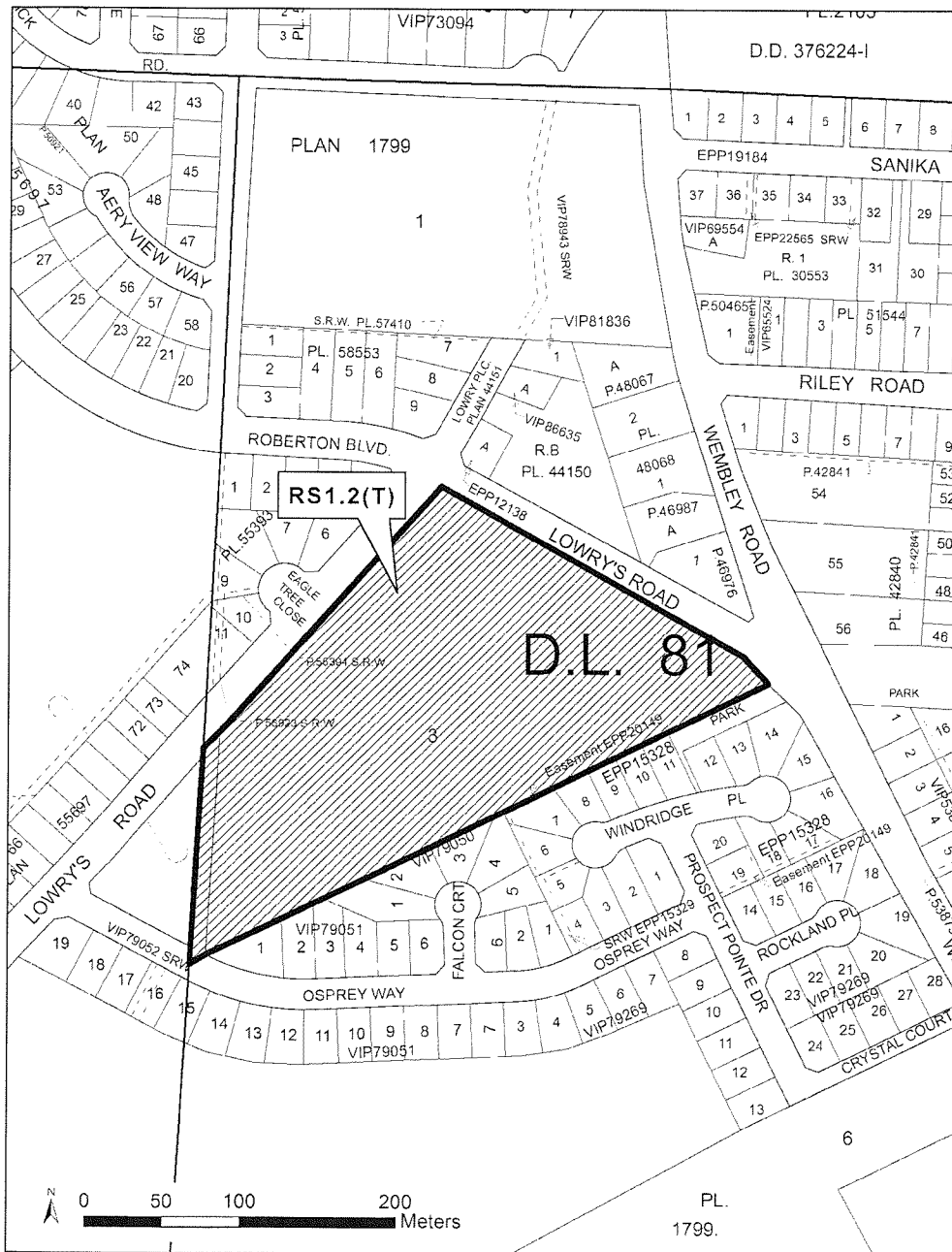
No setback from an interior or rear lot line shall be required for one accessory building not exceeding a floor area of 10 m<sup>2</sup> and with a maximum height of 3.0 metres.

Schedule '2' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014"

Chairperson

Corporate Officer

Schedule '2'



## Attachment 2

**Summary of the Public Hearing  
Held at Oceanside Place, 830 West Island Highway, Parksville  
Tuesday, December 2, 2014 at 6:00 pm  
To Consider Regional District of Nanaimo Land Use and Subdivision  
Amendment Bylaw No. 500.394, 2014**

*Note: This report is not a verbatim recording of the proceedings but a summary of the comments of those in attendance at the Public Hearing.*

### **PRESENT:**

Joe Stanhope, RDN	Chair, Director, Electoral Area 'G'
Jeremy Holm, RDN	Manager of Current Planning
Tyler Brown, RDN	Planner
Helen Sims, Fern Road Consulting	Agent
Adam Sturliss and Paul Turner	Windward Developments (2002) Ltd.

Nineteen members of the public attended the meeting.

The Chair called the hearing to order at 6:00 pm, introduced those present representing the Regional District, and outlined the procedures to be followed during the hearing.

Tyler Brown provided an explanation of the proposed amendment bylaw and application process.

The Chair called for formal submissions with respect to Bylaw 500.394, 2014.

One written submission was received at the Hearing, and the following comments were received:

Teddy Malyk, 1355 Hodges Road, questioned whether the width of Robertson Boulevard and Lowry's Road were wide enough to accommodate biking trails, sidewalks, and parking for the E & N trail connection.

Don Peech, 1063 Osprey Way, expressed concern that although EPCOR has stated there is sufficient water supply for the proposed lots, they have not addressed where the new connections will be and whether existing properties will be unaffected by the additional connections. He also stated concern that pedestrian connections and space for automobile parking on Wembley Road was inadequate. Lastly, he stated that Robertson Boulevard was too narrow and did not contain any lighting, and all these issues should be addressed prior to approving new subdivisions.

Director Stanhope commented that providing a solution to the issues highlighted were a priority of his.

Rob Williams, 794 Mulholland Drive, commented that the landscaping, fencing, and interfacing concerns along Lowry's Road and Robertson Boulevard raised at the Public Information Meeting have not been addressed by the applicant.

Tyler Brown explained that the applicant was required to provide a landscaping and fencing concept prior to the scheduling of the Public Hearing. Moreover, he stated that the concept was available for viewing at the RDN Main Office as well as at the Public Hearing.

Roderick Horte, 591 Prospect Pointe Drive, questioned whether the old road right of way, shown on the concept subdivision plan as part of Lots 15 through 20, had been purchased from the Ministry of Transportation and Infrastructure by the developer.

Helen Sims, Agent, stated that approval to close the road had been granted from the Ministry.

Michael Jessen, 1266 Jukes Place, stated that he does not fundamentally disagree with the proposed zoning and that it is relatively consistent with the surrounding RS1 zoning. However, he questioned what studies have been done to justify a decrease in the minimum lot size permitted from the 700 m<sup>2</sup> to 600 m<sup>2</sup>. In addition, he commented that cul-de-sac subdivision design is a concern.

The Chair called for further submissions for the second time.

The Chair called for further submissions a third and final time.

There being no further submissions, the Chair adjourned the Public Hearing at 6:15 pm.

Certified true and accurate this 3<sup>rd</sup> day of December, 2014.



Tyler Brown  
Recording Secretary

**Brown, Tyler**

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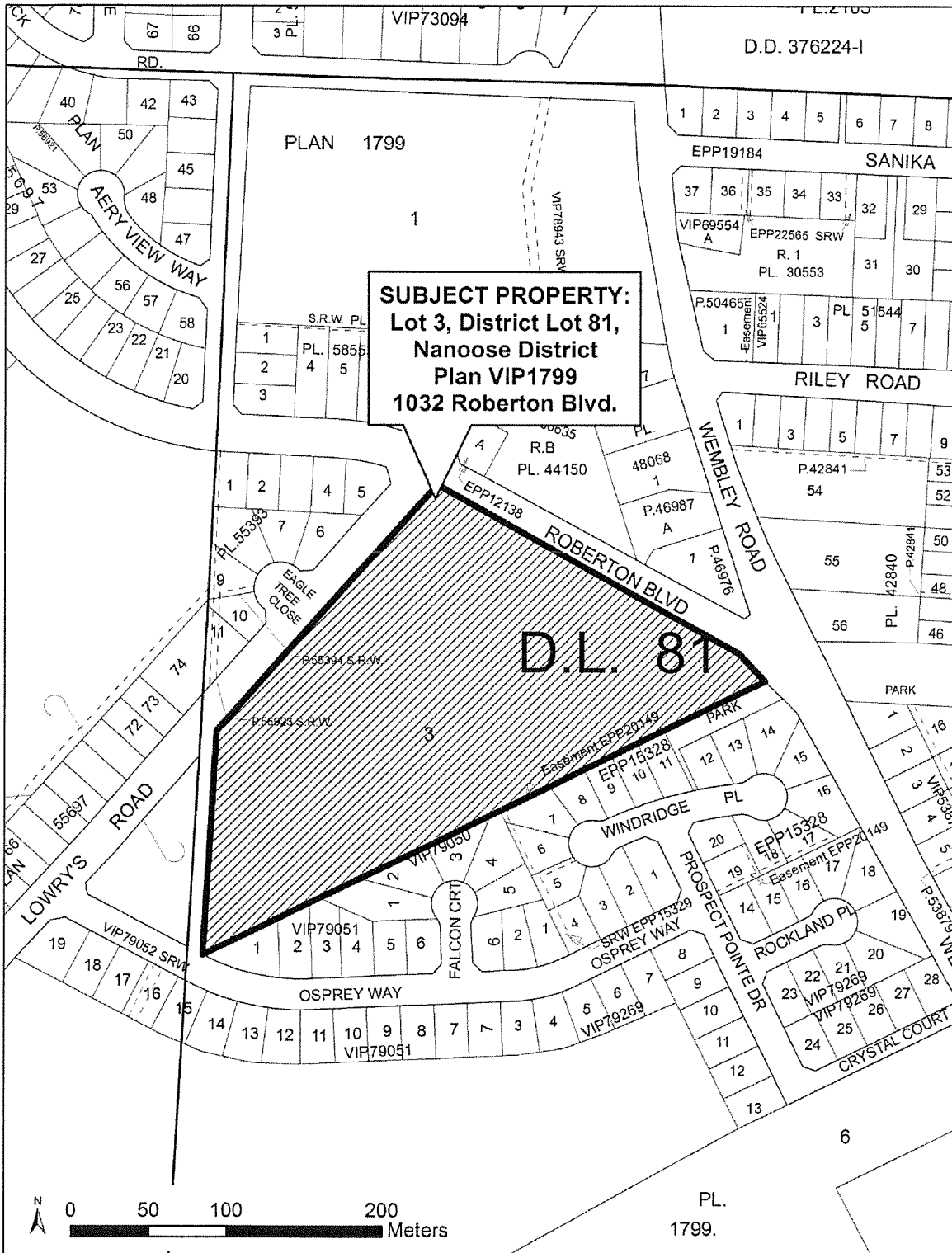
**From:** Hamilton, Karen on behalf of Planning Email  
**Sent:** Wednesday, December 03, 2014 10:06 AM  
**To:** Brown, Tyler  
**Subject:** FW: Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394,2014

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**From:** Mac Forbes [<mailto:dormacforbes@shaw.ca>]  
**Sent:** Tuesday, December 02, 2014 9:40 AM  
**To:** Planning Email  
**Cc:** Robbie & Leslie Baird; Larry & Bev Tollefson  
**Subject:** Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394,2014

Re Notice of a Public Hearing, Application No. PL2014-034,1032 Robertson Boulevard, Electoral Area "G".  
Both my neighbors and I are very concerned about the prospect of the vehicle traffic from 54 families and their visitors using the nearby **single** entrance to a neighborhood of 54 residences on Lot 3, District Lot 81, Nanoose District Plan VIP1799, 1032 Robertson Blvd.. If this development must occur, please insure that an appropriate number of entrances are included.  
L. M. (Mac) Forbes, 647 Eagle Tree Close, Parksville.

Attachment 3  
Location of Subject Property



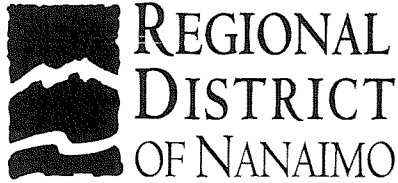




**Attachment 5  
Conditions of Approval**

The following is required prior to the Amendment Bylaw No. 500.394, 2014 being considered for adoption:

1. The applicant shall provide a community amenity contribution in the amount of \$45,000 to the Electoral Area 'G' Parks Amenity Fund of which \$5,000 is to be earmarked for the development of a trail through the proposed park.
2. The applicant shall register a Section 219 covenant requiring that post-development storm water flows will not exceed pre-development levels as recommended in the Preliminary Servicing Study prepared by Park City Engineering Ltd. and dated May 16, 2014.



RDN REPORT		[Signature]
CAC APPROVAL		
EAP		
COW		
JAN 20 2015		
RHD		
BOARD	✓	

**MEMORANDUM**

**TO:** Chris Midgley  
 Manager, Energy & Sustainability **DATE:** January 16, 2015

**FROM:** Lainya Rowett  
 Senior Planner **FILE:** 3900-02 GBBA

**SUBJECT:** Amendments to Regional District of Nanaimo Land Use & Subdivision Bylaw No. 500, 1987; and  
 Regional District of Nanaimo Electoral Area 'F' Zoning & Subdivision Bylaw No. 1285, 2002  
 Electoral Areas 'A', 'C', 'E', 'F', 'G', 'H'  
 Amendment Bylaws 500.396, 2014 and 1285.22, 2014 - Third Reading

**PURPOSE**

To receive the report summarizing the minutes and submissions received at the Public Hearings held on January 15, 2015 and to consider "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.396, 2014" and "Regional District of Nanaimo Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.22, 2014" for third reading.

**BACKGROUND**

Amendment Bylaws No. 500.396 and 1285.22 were introduced and given first and second reading on October 28, 2014, (see Attachments 1 and 2). This was followed by Public Hearings held on January 15, 2015. The summary of the minutes and submissions of the Public Hearings are attached for the Board's consideration (see Attachments 3 and 4).

Following the close of a Public Hearing no further submissions or comments from the public or interested persons can be accepted by members of the Board, as established by legal precedent. Having received the minutes of the Public Hearing entitled Board members may vote on the Bylaw.

The proposed bylaw amendments are intended to remove regulatory barriers to green building features, systems and technologies on properties located within the Regional District of Nanaimo (RDN) Electoral Areas. The proposed amendments include amendments to the *General Regulations* and *Definitions* sections of Zoning Bylaws 500 and 1285 as summarized below. The detailed text amendments are provided in Attachment 1: Proposed Amendment Bylaw No. 500.396, 2014 as introduced on October 28, 2014, and Attachment 2: Proposed Amendment Bylaw No. 1285.22, 2014.

Bylaw 500.396 amendments:

- New height exemptions to permit solar systems to exceed maximum permitted height by up to 60 cm, with roof coverage provisions for the over-height portion relating to parcel size; and one micro wind turbine system per parcel to be up to twice the maximum permitted height.

- A revised section on setbacks adds provisions for micro wind turbine systems to ensure minimum distances from parcel boundaries and eagle and heron nesting trees.
- The existing definition of floor area is replaced with a definition that measures floor area from the inside surface of the outer perimeter walls of a structure.
- For clarity, a definition for '*micro wind turbine system*' is added to the *Bylaw Definitions*.

Bylaw 1285.22 amendments:

- Revised height exemptions to permit solar systems to extend up to 1.0 m above the highest point of the roof, with roof coverage provisions for the over-height portion relating the parcel size; one micro wind turbine system per parcel to be up to twice the maximum permitted height; and one small wind turbine system per parcel to exceed the maximum permitted height to up to 30 m in height.
- A revised section on setbacks adds provisions for micro and small wind turbine systems that ensure minimum distances from parcel boundaries and eagle and heron nesting trees.
- Setback exemptions are revised to allow components of rainwater harvesting systems to encroach into setback areas, provided height and volume constraints are met.
- The existing definition of floor area is replaced with a definition that measures floor area from the inside surface of the outer perimeter walls of a structure.
- For clarity, '*micro wind turbine system*' and '*small wind turbine system*' are added to the *Bylaw Definitions*.

In addition to the proposed bylaw amendments, it was also proposed that Board Policy B1.5 be revised, which guides RDN planning staff and elected officials in considering land use justifications for variances to zoning regulations. The revised Board Policy B1.5 was received and approved by the Regional Board on October 28, 2014. The revised Board Policy includes provisions to consider acceptable land use justifications for variances to accommodate renewable solar or wind energy systems, and rainwater harvesting systems proposed for the operation of a building or structure.

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

In response to the public notification, staff received three written submissions, all in favour of the proposed amendments. At the public hearing for Amendment Bylaw 500.396, one attendee spoke in opposition to the "height exemptions" provision of the bylaw to allow solar systems on rooftops to exceed the maximum permitted building height (up to 60 cm). He requested that the proposed bylaw be revised to limit this height exemption to roofs with a pitch of 3:12 or less.

As currently proposed, this height exemption is permitted on all roof types regardless of pitch. This was intended to allow maximum flexibility, particularly for retrofits of existing buildings which may already be at the maximum permitted building height. The implication of revising the bylaw provisions, to limit height exemptions to roofs with a pitch of 3:12 or less, is that buildings with steeper roof pitches may require a variance to allow a solar panel to be installed if it results in an over-height structure.

To maintain maximum flexibility in the bylaw to support green building systems, staff recommend that Amendment Bylaw 500. 396 proceed as proposed in Attachment 1.

## ALTERNATIVES

1. To receive the reports of the Public Hearings and give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.396, 2014” and “Regional District of Nanaimo Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.22, 2014”.
2. To receive the reports of the Public Hearings and provide alternate direction to staff.
3. To receive the reports of the Public Hearings and deny “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.396, 2014” and “Regional District of Nanaimo Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.22, 2014”.

## SUMMARY/CONCLUSIONS

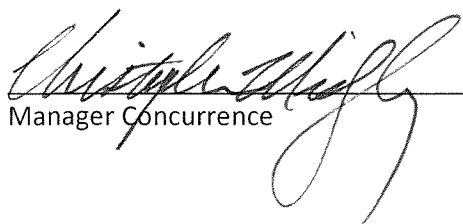
The proposed bylaw amendments are intended to remove potential regulatory barriers to green building features, systems and technologies by providing clarity for these systems in the *General Regulations* and *Definitions* sections of RDN Zoning Bylaws 500 and 1285. The Amendment Bylaws 500.396 and 1285.22 were introduced and given first and second reading on October 28, 2014, and proceeded to Public Hearing on January 15, 2015. Staff recommend that Amendment Bylaw No. 500.396, 2014 and Amendment Bylaw No. 1285.22, 2014 be considered for third reading.

## RECOMMENDATIONS

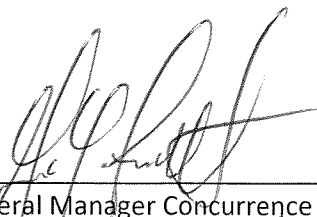
1. That the report of the Public Hearing held on January 15, 2015, for “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.396, 2014” be received.
2. That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.396, 2014” be read a third time.
3. That the report of the Public Hearing held on January 15, 2014, for and “Regional District of Nanaimo Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.22, 2014” be received.
4. That “Regional District of Nanaimo Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.22, 2014” be read a third time.



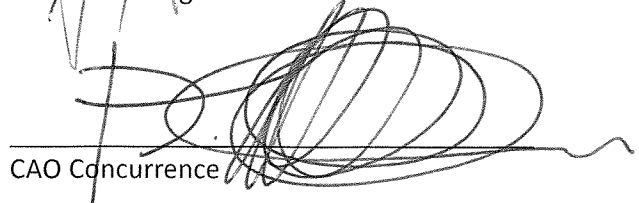
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

**Attachment 1**  
**Proposed Amendment Bylaw No. 500.396, 2014**

**REGIONAL DISTRICT OF NANAIMO**  
**BYLAW NO. 500.396**  
**A Bylaw to Amend Regional District of Nanaimo**  
**Land Use and Subdivision Bylaw No. 500, 1987**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.396, 2014”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

1. **Part 2 Interpretation, Section 2.1 Definitions**, by deleting the definition of “floor area” and replacing with the following:

*floor area* means the sum total of the gross horizontal area of each floor of a building as measured from the inside surface of the outermost exterior walls.

2. **Part 2 Interpretation, Section 2.1 Definitions**, by deleting the following text from the definition of “height”:

“but specifically excludes chimney, mast aerial, church spire, flag pole, watertank, observation and transmission tower, mechanical devices necessary for the operation of a building, and agricultural buildings or structures where permitted in the applicable zone.”

3. **Part 2 Interpretation, Section 2.1 Definitions**, by inserting the following definition after “medium industry”:

*micro wind turbine system* means a wind energy conversion system consisting of a wind turbine, associated structures and mechanical devices with a nameplate rated capacity of not more than 1 kW.

4. **Part 3 Land Use Regulations, Section 3.3 General Regulations**, by renaming subsection 10) Setbacks - Agricultural Buildings to:

**10) Setbacks – Buildings and Structures**

and replace the text in subsection 10) with the following:

- a) Agricultural Buildings

All buildings and structures for housing animals, other than pets, and for the storage of manure shall be a minimum of 30.0 metres from a watercourse or any property line adjoining a residential zone.

b) Micro wind turbine systems

- i) For a system installed on the ground, the minimum setback from all parcel boundaries shall be equal to the height of the system as measured from the natural grade at the base of the wind turbine tower to the top of the highest vertical extension of the wind turbine at the top of the rotor blade arc; or
- ii) For a system installed on a rooftop or side of a building, the minimum setback from all parcel boundaries shall be equal to the height of the system as measured from the lowest point of the micro wind turbine system to the top of the highest vertical extension of the wind turbine at the top of the rotor blade arc.
- iii) No such system shall be located within 60 metres of any eagle or heron nesting tree, as determined by a Qualified Environmental Professional (QEP), measured from the base of the nesting tree to the base of the wind turbine system.

5. **Part 3 Land Use Regulations, Section 3.3 General Regulations**, by inserting the following text as a new subsection 11) and renumbering subsections 11) through 16) in sequential order:

**11) Height Exemptions**

The following structures, mechanical devices or parts of buildings may exceed a height restriction under this Bylaw:

- a) Chimney stacks, mast aerials, church spires, flag poles, water tanks, observation and transmission towers, mechanical devices necessary for the operation of a building, and agricultural buildings or structures.
- b) Components of solar photovoltaic or solar thermal systems where:
  - i) On a parcel less than 5,000 m<sup>2</sup> in area
    - a. the over-height portion of such system is limited to 50% of the roof width to which the system is attached; and
    - b. no portion of such system exceeds 0.6 metre above the maximum permitted height.
  - ii) On a parcel 5,000 m<sup>2</sup> or greater in area, no portion of such system exceeds 0.6 metre above the maximum permitted height.
- c) One over-height micro wind turbine system per parcel provided that no such system exceeds twice the maximum permitted height, as measured from the natural grade at the base of the wind turbine tower to the top of the highest vertical extension of the wind turbine at the top of the rotor blade arc.

Introduced and read two times this 28th day of October 2014.

Public Hearing held this 15th day of January, 2015.

Read a third time this \_\_\_ day of \_\_\_\_\_ 20\_\_.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this \_\_\_ day of \_\_\_\_\_ 20\_\_.

Adopted this \_\_\_ day of \_\_\_\_\_ 20\_\_.

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Chairperson

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Corporate Officer



**Attachment 2**  
**Proposed Amendment Bylaw No. 1285.22, 2014**

**REGIONAL DISTRICT OF NANAIMO**  
**BYLAW NO. 1285.22**  
**A Bylaw to Amend Regional District of Nanaimo**  
**Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.22, 2014”.
- B. The “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002”, is hereby amended as follows:

1. **Section 5 Definitions**, by deleting the definition of “floor area” and replacing with the following:

*floor area* means the sum total of the gross horizontal area of each floor of a building as measured from the inside surface of the outermost exterior wall.

2. **Section 5 Definitions**, by inserting the following definition after “Medical Marihuana Production”:

*Micro Wind Turbine System* means a wind energy conversion system consisting of a wind turbine, associated structures and mechanical devices with a nameplate rated capacity of not more than 1 kW.

3. **Section 5 Definitions**, by inserting the following definition after “Silviculture”:

*Small Wind Turbine System* means a wind energy conversion system consisting of a wind turbine, a wind turbine tower and associated equipment, machinery, and structures with a nameplate rated capacity of greater than 1 kW but not more than 10 kW.

4. **Section 2 General Regulations**, by renaming subsection 2.9 Setbacks to:

**2.9 Setbacks – Buildings and Structures**

and add the following text after d):

- e) Micro wind turbine systems

- i) For a system installed on the ground, the minimum setback from all parcel boundaries shall be equal to the height of the system as measured from the natural grade at the base of the wind turbine tower to the top of the highest vertical extension of the wind turbine at the top of the rotor blade arc; or

- ii) For a system installed on a rooftop or side of a building, the minimum setback from all parcel boundaries shall be equal to the height of the system as measured from the lowest point of the micro wind turbine system to the top of the highest vertical extension of the wind turbine at the top of the rotor blade arc.
    - iii) No such system shall be located within 60 metres of any eagle or heron nesting tree, as determined by a Qualified Environmental Professional (QEP), measured from the base of the nesting tree to the base of the wind turbine system.
  - f) Small wind turbine systems
    - i) The minimum setback from all parcel boundaries shall be equal to the height of the small wind turbine system as measured from natural grade at the base of the wind turbine tower to the highest vertical extension of a wind turbine at the top of the rotor blade arc.
    - ii) No such system shall be located within 100 metres of any eagle or heron nesting tree, as determined by a Qualified Environmental Professional (QEP), measured from the base of the nesting tree to the base of the wind turbine system.
- 5. **Section 2 General Regulations, subsection 2.11 Setback Exemptions**, by adding the following text after h):
  - i) rainwater harvesting structures, equipment and apparatus, including rain barrels and cisterns which are 2.0 metres or less in height and 4,546 litres or less in volume.
- 6. **Section 2 General Regulations, subsection 2.12 Height Exemptions**, by adding the following text after i):
  - j) Components of solar photovoltaic and solar thermal systems where:
    - (i) On a parcel less than 5,000 m<sup>2</sup> in area
      - a. the over-height portion of such system is limited to 50% of the roof width to which the system is attached; and
      - b. no portion of such system exceeds 1.0 metre above the highest point of the roof to which the system is attached.
    - (ii) On a parcel 5,000 m<sup>2</sup> or greater in area, no portion of such system exceeds 1.0 metre above the highest point of the roof to which the system is attached.
  - k) One over-height micro wind turbine system per parcel provided that no such system exceeds twice the maximum permitted height, as measured from the natural grade at the base of the wind turbine tower to the top of the highest vertical extension of the wind turbine at the top of the rotor blade arc.

- l) One over-height small wind turbine system per parcel provided that no such system exceeds 30 metres in height as measured from the natural grade at the base of the wind turbine tower to the highest vertical extension of a wind turbine at the top of the rotor blade arc.

Introduced and read two times this 28th day of October 2014.

Public Hearing held this 15th day of January 2015.

Read a third time this \_\_\_ day of \_\_\_\_\_ 20\_\_.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this \_\_\_ day of \_\_\_\_\_ 20\_\_.

Adopted this \_\_\_ day of \_\_\_\_\_ 20\_\_.

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Chairperson

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Corporate Officer

**Attachment 3**  
**Summary of the Public Hearing – Amendment Bylaw 500.396**

**Summary of the Public Hearing**  
**Held at Regional District of Nanaimo Board Chambers**  
**6300 Hammond Bay Road, Nanaimo**  
**Thursday, January 15, 2015 at 6:00 pm**  
**To Consider Regional District of Nanaimo Land Use and Subdivision**  
**Amendment Bylaw No. 500.396, 2014**

*Note: This report is not a verbatim recording of the proceedings but a summary of the comments of those in attendance at the Public Hearing.*

**PRESENT:**

Joe Stanhope, RDN	Chair, Director, Electoral Area 'G'
Alec McPherson, RDN	Director, Electoral Area 'A'
Maureen Young	Director, Electoral Area 'C'
Kathleen Lowe, RDN	Alternate Director, Electoral Area 'E'
Julian Fell, RDN	Director, Electoral Area 'F'
Jeremy Holm, RDN	Manager of Current Planning
Chris Midgley, RDN	Manager of Energy & Sustainability
Lainya Rowett, RDN	Senior Planner
Ting Pan, RDN	Sustainability Coordinator

Nine (9) members of the public attended the meeting.

The Chair called the hearing to order at 6:00 pm, introduced those present representing the Regional District, and outlined the procedures to be followed during the hearing.

Chris Midgley provided an explanation of the proposed amendment bylaw.

The Chair called for formal submissions with respect to Bylaw 500.396, 2014.

The following written submissions and comments were received at the hearing.

**William Hamilton - 2430 Andover Drive**, commended the RDN on the initiative but expressed opposition to the 0.6 m height exemption for solar panels on pitched roofs on smaller parcels. Mr. Hamilton recommended the exemption not apply to roofs with a pitch greater than 3:12 located on parcels less than 5,000 m<sup>2</sup> in area. For the record, Mr. Hamilton submitted diagrams and images illustrating potential view impacts resulting from the proposed amendments, and in support of his recommendation. These are included as Schedule 'A' to this Summary.

**Patrick Murray – 3362 Rockhampton Road**, requested that in the future, the hosting of Public Information Meetings be extended to all Electoral Areas.

The Chair called for formal written submissions with respect to Bylaw 500.396. Written submissions were received from the following:

*Cynthia Pollak, 2160 Spurs Place,  
Scott Fleenor, 211-2459 Cousins Avenue  
Matthias Raatz and Ina-Griet Raatz von Hirschhausen, 1860 Ashling Road*

The Chair called for further submissions for the second time.

The Chair called for further submissions a third and final time.

There being no further submissions, the Chair adjourned the Public Hearing at 6:21 pm.

Certified true and accurate this 16<sup>th</sup> day of January, 2015.



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Lainya Rowett  
Recording Secretary

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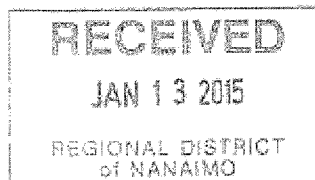
**Subject:** FW: Green Bylaw 500 amendments

**From:** Cynthia Pollak [mailto:cpollak@shaw.ca]  
**Sent:** Tuesday, January 13, 2015 1:46 PM  
**To:** sustainability  
**Subject:** Green Bylaw 500 amendments

RE: Green Bylaw 500 amendments

These sound great! I'm glad to live in an area that is working to make renewables happen. Fuel prices will not stay low forever, and carbon emissions need to decrease regardless. We must keep making progress ensuring that research, development, and implementation are all facilitated at many levels. Being able to install a system means people can buy a system and will encourage more production of same.

Regards,  
Cynthia Pollak  
2160 Spurs Place  
Nanoose Bay  
V9P 9C2



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**Subject:** FW: Comments on Bylaw Amendments

**From:** Scott Fleenor [<mailto:scott@terratek.ca>]  
**Sent:** Wednesday, January 14, 2015 10:27 AM  
**To:** Pan, Ting  
**Subject:** RE: Upcoming Home Tour and CEM books

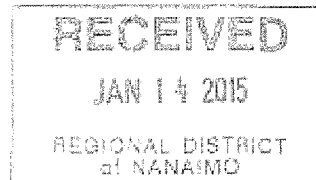
Hello Ting,

After looking through your proposed green bylaw amendments, it is refreshing to see a regional district so progressive in future technologies. As an installer, I found the amendments accurately describe the technologies and set the ground work/framework for renewable energy contractors to follow. Good job and I look forward to the implementation of them.

Kind Regards,  
Scott

Scott Fleenor, B.Comm, C.E.M.  
Principal  
Terratek Energy Solutions Inc.  
877.335.1415 / [www.terratek.ca](http://www.terratek.ca)  
"Your Gateway to Green Energy"  
Address: #211 2459 Cousins Ave.  
Courtenay, BC V9N 3N6

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**Subject:** FW: comments on bylaw amendments

**From:** Ina Griet [<mailto:igrvh@yahoo.ca>]  
**Sent:** Thursday, January 15, 2015 11:50 AM  
**To:** Pan, Ting  
**Subject:** adress and name

Hi Ting

I included the requested down below!

- Amend the definition of floor area to allow thicker insulation without restricting livable floor area;
- Allow rooftop solar collector systems to exceed the maximum permitted building height by 0.6 m; and
- Allow one micro wind turbine system per parcel (1kW capacity or less) up to twice the maximum permitted building height with a minimum setback equal to the height of the system.

**the first amendment:** My husband and I agree that this is something that be should allowed. The standart insulation in north american and canadian building ist still pretty "slim"..which results in higher use of heating- and cooling energy.

**the second amendment:** The solar rooftop collector to my opion should be allowed to be raised AS LONG no adjacent properties are affected in terms of distructive views.

**the third amendment:** My husband likes the wind turbine, I don't---in germany vast areas of the country get "uglified by it" ---plus there is the problem of shadow castiung, which can have severe affect on physical and pscological health. So my idea would be: allow a wind turbine on any property AS LONG it stays 100% out of sight from all adjacent areas/properties.

Good luck, looking forward to meeting you in person. I have heard a lot about you so far and ALL sounds lie a very nice person and from our talks now I can say: You take your job serious and put a lot of effort into it. NICE!  
Smiles Ina

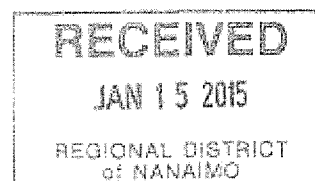
P.S. here is the full written name and adress, that I like to include in my comment:

**Matthias Raatz**

and

**Ina-Griet Raatz-von Hirschhausen**

1860 Ashling road  
Qualicum Beach (BC)  
V9K 2V1





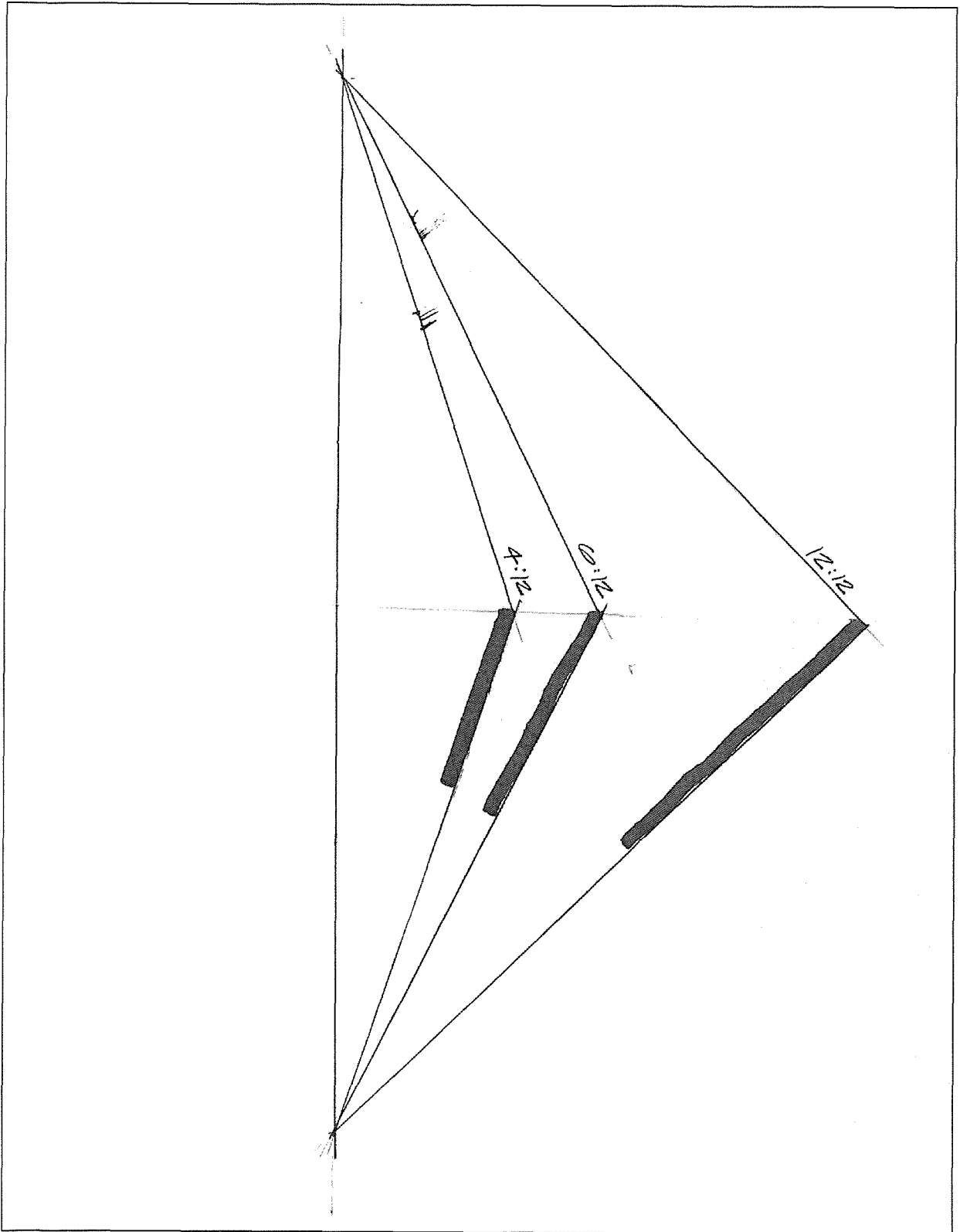
**Schedule 'A' to  
Summary of the Public Hearing  
Held at Regional District of Nanaimo Board Chambers  
6300 Hammond Bay Road, Nanaimo  
Thursday, January 15, 2015 at 6:00 pm  
To Consider Regional District of Nanaimo Land Use and Subdivision  
Amendment Bylaw No. 500.396, 2014**

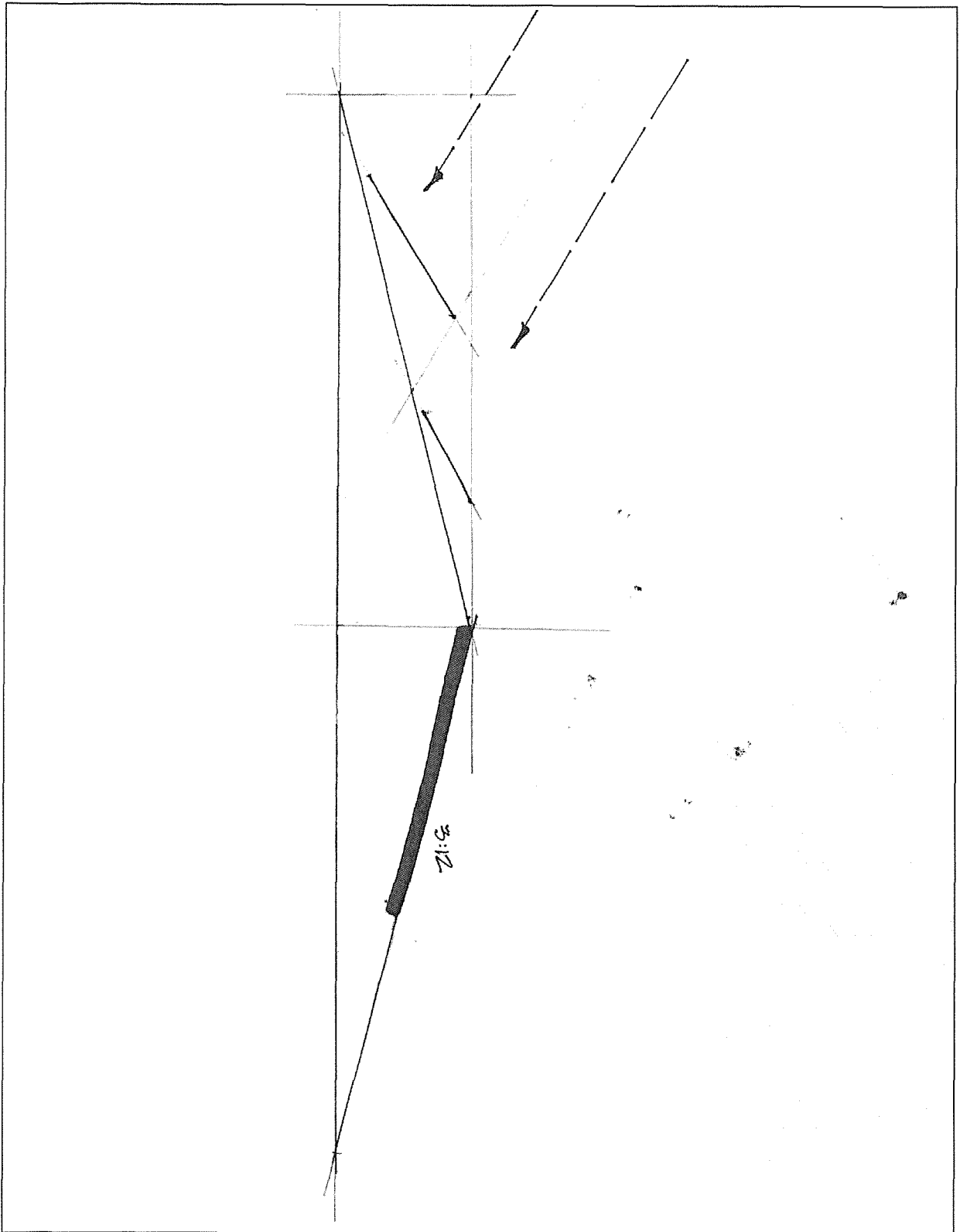
**Diagrams and Images Submitted by Mr. William Hamilton, 2430 Andover Place**





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**Attachment 4  
Summary of the Public Hearing – Amendment Bylaw 1285.22**

**Summary of the Public Hearing  
Held at Regional District of Nanaimo Board Chambers  
6300 Hammond Bay Road, Nanaimo  
Thursday, January 15, 2015 at 6:00 pm  
To Consider Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision  
Amendment Bylaw No. 1285.22, 2014**

*Note: This report is not a verbatim recording of the proceedings but a summary of the comments of those in attendance at the Public Hearing.*

**PRESENT:**

Julian Fell, RDN	Chair, Director, Electoral Area 'F'
Alec McPherson, RDN	Director, Electoral Area 'A'
Maureen Young, RDN	Director, Electoral Area 'C'
Kathleen Lowe, RDN	Alternate Director, Electoral Area 'E'
Joe Stanhope, RDN	Director, Electoral Area 'G'
Jeremy Holm, RDN	Manager of Current Planning
Chris Midgley, RDN	Manager of Energy & Sustainability
Lainya Rowett, RDN	Senior Planner
Ting Pan, RDN	Sustainability Coordinator

Nine (9) members of the public attended the meeting.

The Chair called the hearing to order at 6:22 pm, introduced those present representing the Regional District, and outlined the procedures to be followed during the hearing.

Chris Midgley provided an explanation of the proposed amendment bylaw.

The Chair called for formal submissions with respect to Bylaw 1285.22, 2014.

No written submissions or comments were received at the hearing.

The Chair called for further submissions for the second time.

The Chair called for further submissions a third and final time.

There being no further submissions, the Chair adjourned the Public Hearing at 6:34 pm.

Certified true and accurate this 16<sup>th</sup> day of January, 2015.



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Lainya Rowett  
Recording Secretary



RDN REPORT		<input checked="" type="checkbox"/>
CAO APPROVAL		<input checked="" type="checkbox"/>
EAP	<input type="checkbox"/>	
GOW	<input type="checkbox"/>	
JAN 20 2015		
RHD	<input checked="" type="checkbox"/>	
BOARD	<input checked="" type="checkbox"/>	

**MEMORANDUM**

**TO:** Geoff Garbutt  
GM Strategic and Community Development

**DATE:** January 20, 2015

**FROM:** Jeremy Holm  
Manager of Current Planning

**FILE:** 2240 20 CWF

**SUBJECT:** 2015 Electoral Area 'H' Highway Infrastructure Community Works Project

**PURPOSE**

To obtain Board approval for the use of up to \$15,000 of Community Works Funds for the installation of a speed reader board as a highway infrastructure project in Electoral Area 'H' in 2015.

**BACKGROUND**

The Bowser Village Centre Plan was adopted by the Regional District of Nanaimo (RDN) Board in June 2010. The Plan goals include connecting people and places in ways that promote safe, enjoyable and healthy movement. The Plan policies specifically support infrastructure improvements (traffic calming measures) designed to reduce vehicle speeds and promote safe active transportation within the Bowser Village centre. Through community engagement in 2014 it was specifically identified that the installation of a speed reader board on Highway 19A near the northern entrance to Bowser Village was desired to help achieve the Plan objectives.

At its meeting of September 22, 2014, the Board received a report confirming execution of the 2014-2024 Community Works Fund (CWF) agreement and outlining the eligible funding categories under the new agreement. The speed reader board would be considered eligible under the CWF category of 'Highways – Highway Infrastructure'. Under this CWF category funds are available for the construction, renewal, or material enhancement of highway infrastructure, which will be a publicly owned tangible capital asset for public use or benefit. In accordance with the CWF agreement the speed reader board would remain a tangible capital asset of the RDN for a minimum of five years. Staff have worked with Ministry of Transportation and Infrastructure (MOTI) to establish an estimate of \$15,000 for the purchase and installation of a fixed, hard-wired speed reader board. The project is scheduled to proceed in early 2015, pending Board approval to use CWF for the project.

**ALTERNATIVES**

1. Endorse the use of Community Works Funds for the installation of a speed reader board in Electoral Area 'H' (Bowser Village) as a highway infrastructure project to be installed in 2015.
2. Not endorse the proposed Community Works Funds project and provide alternate direction.

## **FINANCIAL IMPLICATIONS**

Approximately \$490,000 in CWF are currently available for Electoral Area 'H' and allocation of \$15,000 for the purchase and installation of the speed reader board in Bowser Village will leave approximately \$475,000 available for future projects in Electoral Area 'H'. If approved, the speed reader board will become a tangible capital asset of the RDN.

The RDN does not currently have a service function that would cover costs for the ongoing operation and maintenance of a speed reader board and such costs are not eligible for CWF funding. As the speed reader board is proposed to be fixed-in-place and hard-wired, it will have low ongoing operation and maintenance costs relative to a portable and/or solar powered reader board. As such, MOTI has advised that it is prepared to look after ongoing operations and maintenance of the reader board subject to a Letter of Understanding regarding the project as outlined in the Intergovernmental Implications section of this report.

## **INTERGOVERNMENTAL IMPLICATIONS**

The Ministry of Transportation and Infrastructure has been engaged in discussions regarding the installation of a speed reader board on Highway 19A near the northern entrance to Bowser Village. MOTI staff have advised that they support the project in principle and are prepared to look after routine operations and maintenance of the speed reader board subject to a Letter of Understanding with the RDN that would cover items such as permitting requirements and ownership.

## **STRATEGIC PLAN IMPLICATIONS**

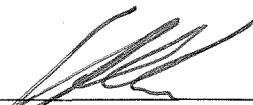
Staff have reviewed the proposed speed reader board in relation to the 2013-2015 Board Strategic Plan and have identified that the proposal is consistent with the Board's value of being responsive to the needs of the region in a timely manner, prioritizing projects and activities that advance residents' well-being.

## **SUMMARY/CONCLUSIONS**

The Bowser Village Centre Plan supports infrastructure improvements (traffic calming measures) designed to reduce vehicle speeds and promote safe active transportation within the Bowser Village centre. Through community engagement in 2014, it was specifically identified that the installation of a speed reader board on Highway 19A near the northern entrance to Bowser Village was desired to help achieve the Plan objectives. The speed reader board would be considered under the CWF category of 'Highways – Highway Infrastructure'. Staff have worked with MOTI to establish an estimate of \$15,000 for the purchase and installation of a fixed-in-place, hard-wired speed reader board. The project, which is scheduled to proceed in early 2015, pending Board approval, will be the subject of a Letter of Understanding with the MOTI regarding issues such as permitting requirements, ownership and ongoing operations and maintenance.


**RECOMMENDATION**

That staff be directed to proceed with the purchase of a speed reader board and related installation using Electoral Area 'H' Community Works Fund allocation up to a maximum of \$15,000 and that staff also be directed to complete a Letter of Understanding with the Ministry of Transportation and Infrastructure for the operation of the speed reader board under the highway infrastructure component of the Community Works Agreement.



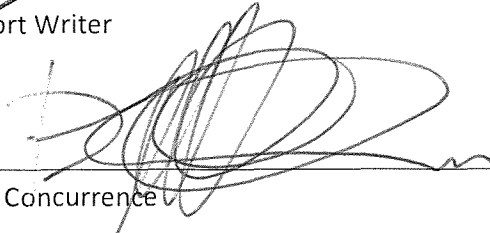
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Report Writer



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General Manager Concurrence



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CAO Concurrence