

REGIONAL DISTRICT OF NANAIMO

**REGULAR BOARD MEETING
TUESDAY, FEBRUARY 24, 2015
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
 - 16 **June Ross**, re Establishment of a Watershed Board.
 - 17 **Paul Manly**, re Petition to Bring Jump Lake Community Drinking Watershed Under Public Ownership.
 - 18 **Sheila Malcolmson, Nanaimo-Ladysmith Federal NDP Candidate**, re Support for Bill C-638 to resolve hazards posed by derelict vessels.
 - 19 **John Hofman, Friends of Morden Mine Society**, re Results of the Recently Completed Engineering Study.
 - 20 **Clem Remillard**, re Electoral Area 'C' Bus Route 15-A Jingle Pot Lack of Ridership.
- 3. BOARD MINUTES**
 - 21-36 Minutes of the Regular Board meeting held Tuesday, January 27, 2015 (All Directors – One Vote).
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**

(All Directors – One Vote)

 - 37-40 **Barry Pages, Skeena-Queen Charlotte Regional District**, re Regional District Representation in BC Environmental Stewardship Initiatives.
 - 41-42 **Elin Bjarnason, Island Health**, re Nanaimo Community Advisory Board Housing First Model.
- 6. UNFINISHED BUSINESS**

BYLAW ADOPTION

Electoral Area 'F' Community Parks Amendment Bylaw No. 804.07 (All Directors – One Vote).

43 *That "Electoral Area 'F' Community Parks Local Service Amendment Bylaw No. 804.07, 2014" be adopted.*

2015 Service Area Tax Requisition Amendment Bylaws (All Directors – One Vote).

44 *That Southern Community Restorative Justice Program Service Amendment Bylaw No. 1490.02, 2015" be adopted.*

45 *That "Electoral Area 'H' Community Parks Local Service Amendment Bylaw No. 806.06, 2015" be adopted.*

46 *That "Fairwinds Streetlighting Local Service Amendment Bylaw No. 789.04, 2015" be adopted.*

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

7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

47-50 Minutes of the Electoral Area Planning Committee meeting held Tuesday, February 10, 2015 (for information) (All Directors – One Vote).

DEVELOPMENT PERMITS

Development Permit Application No. PL2015-005 – Tomm's Food Marketing Group Ltd. – 6990 West Island Highway – Electoral Area 'H' (Electoral Area Directors, Except EA 'B' - One Vote).

That Development Permit No. PL2015-005 to permit the construction of an addition to a commercial building on the subject property be approved subject to the conditions outlined in Attachment 2.

Development Permit Application No. PL2015-003 and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement Subdivision Application No. PL2014-127 – Ballard – 745 Drew Road – Electoral Area 'G' (Electoral Area Directors, Except EA 'B' - One Vote).

1. *That Development Permit No. PL2015-003 to permit a two-lot subdivision be approved subject to the conditions outlined in Attachment 2.*

2. *That the request to relax the minimum 10% perimeter frontage requirement for proposed Lot B, as shown on Attachment 3, be approved.*

Development Permit Application No. PL2015-004 – Buckles – 1838 Fielding Road – Electoral Area ‘A’ (Electoral Area Directors, Except EA 'B' - One Vote).

That Development Permit No. PL2015-004 to amend previously issued Development Permit with Variance No. PL2013-066, be approved subject to the conditions outlined in Attachments 2 to 4.

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. PL2014-146 – Williams – 2457 Rowland Road – Electoral Area ‘E’ (Electoral Area Directors, Except EA 'B' - One Vote).

Delegations Wishing to Speak to Development Variance Permit Application No. PL2014-146 – Williams – 2457 Rowland Road – Electoral Area ‘E’.

That Development Variance Permit No. PL2014-146 to increase the maximum permitted accessory building floor area and reduce the minimum required setback to the interior side lot line to facilitate the reconstruction of two accessory buildings on the subject property be approved subject to the conditions outlined in Attachments 2 to 4.

Development Variance Permit Application No. PL2014-142 – Rinehart – 1667 Strougler Road – Electoral Area ‘E’ (Electoral Area Directors, Except EA 'B' - One Vote).

Delegations Wishing to Speak to Development Variance Permit Application No. PL2014-142 – Rinehart – 1667 Strougler Road – Electoral Area ‘E’.

That Development Variance Permit No. PL2014-142 to increase the maximum floor area for accessory buildings, the maximum floor area for an accessory building containing a suite and the side yard setback for an accessory building containing a suite be approved subject to the conditions outlined in Attachments 2 to 4.

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variance Application No. PL2015-009 — Parksville Redi-Mix Ltd. Inc. Co. BC 0620483 – 10 Nanaimo River Road—Electoral Area ‘A’ (Electoral Area Directors, Except EA 'B' - One Vote).

Delegations Wishing to Speak to Development Permit with Variance Application No. PL2015-009 — Parksville Redi-Mix Ltd. Inc. Co. BC 0620483 – 10 Nanaimo River Road—Electoral Area ‘A’.

That Development Permit with Variance No. PL2015-009 to permit the construction of a concrete batch plant be approved subject to the conditions outlined in Attachments 3 to 6.

OTHER

Liquor License Amendment Application No. PL2015-001 – Smoke 'N Water Restaurant Inc. BC 0998469 – 1-1600 Stroulger Road – Electoral Area 'E' (Electoral Area Directors, Except EA 'B' - One Vote).

1. *That the Board consider any written submissions or comments from the public.*
2. *That the Board adopt the resolution attached to the report as Attachment 2 as follows:*

Be it resolved that:

1. *The Board of the Regional District of Nanaimo recommends the amendment of the liquor licence to food-primary entertainment endorsement.*
2. *The Board's comments on the prescribed considerations are as follows:*
 - a) *The potential for noise if the application is approved is minimal as the potential for noise to impact the surrounding community associated with the change to food-primary entertainment endorsement is minimal given that there is no change to the hours of permitted liquor sales, the property has been in place for many years, and special and private events already take place on the subject property.*
 - b) *The impact on the community if the application is approved is considered to be minimal as there is no change to the hours of permitted liquor sales, the property has been in place for many years, and special and private events already take place on the subject property.*
 - c) *The views of the residents were solicited and no notable objections to the application were received. A notice of the Board's intent to receive public input and consider a resolution regarding a proposed amendment to the existing liquor licence was delivered to owners and tenants in occupation of land within a distance of 200 metres from the property. The Regional District of Nanaimo also provided a similar notice in the local newspaper. All interested residents were invited to attend the Board meeting and provide comments on the proposal. Prior to considering the resolution attached as Schedule No.1, the Board asked for comments from the gallery on this application. A notice was also posted on the property advertising that the property is the subject of a development application and directing inquiries to the Strategic and Community Development Department.*

7.2. COMMITTEE OF THE WHOLE STANDING COMMITTEE

51-60 Minutes of the Committee of the Whole meeting held Tuesday, February 10, 2015
(for information) (All Directors – One Vote).

COMMUNICATION/CORRESPONDENCE

(All Directors – One Vote)

Andrew Gage, West Coast Environmental Law, re Water Well/Utility at 2729 Parker Road, Nanoose Bay.

That the correspondence from Andrew Gage, West Coast Environmental Law, regarding the Water Well/Utility at 2729 Parker Road, Nanoose Bay, be received.

Glen Davidson, Ministry of Forests, Lands & Natural Resource Operations, re Water Well/Utility at 2729 Parker Road, Nanoose Bay.

That the correspondence from Glen Davidson, Ministry of Forests, Lands & Natural Resource Operations, regarding the Water Well/Utility at 2729 Parker Road, Nanoose Bay, be received.

Douglas Marshall, Marshall & Lamperson, re Water Well/Utility at 2729 Parker Road, Nanoose Bay.

That the correspondence from Douglas Marshall, Marshall & Lamperson, regarding the Water Well/Utility at 2729 Parker Road, Nanoose Bay, be received.

Greg Field, Arrowsmith Search and Rescue, re Project Status Update.

That the correspondence from Greg Field, Arrowsmith Search and Rescue, regarding the project status update be received.

George Williamson, Lighthouse Country Marine Rescue Society, re Appreciation for RDN Grant-in-Aid Funding.

That the correspondence from George Williamson, Lighthouse Country Marine Rescue Society, regarding their appreciation for the Regional District of Nanaimo Grant-in-Aid funding be received.

Todd G. Stone, Ministry of Transportation and Infrastructure, re Wembley Road.

That the correspondence from Todd G. Stone, Ministry of Transportation and Infrastructure, regarding Wembley Road be received.

Norm Letnick, Ministry of Agriculture, re Proposed Review of Section 11.1 of the Livestock Act.

That the correspondence from Norm Letnick, Ministry of Agriculture, regarding the proposed review of Section 11.1 of the Livestock Act be received.

Heather Sarchuk, North Cedar Improvement District, re Gas Tax Funding – Capital Infrastructure Project Additional Reservoir Zone I - \$1,831,800.

That the correspondence from Heather Sarchuk, North Cedar Improvement District, regarding Gas Tax Funding – Capital Infrastructure Project Additional Reservoir Zone I - \$1,831,800 be received.

Eric Costen, Health Canada, re Concerns with Potential Marijuana Production Site.

That the correspondence from Eric Costen, Health Canada, regarding concerns with a potential marijuana production site be received.

Ross Peterson, Ian Birtwell, re Seaweed Harvesting – Reliability of Ministry of Agriculture Information.

That the correspondence from Ross Peterson and Ian Birtwell regarding Seaweed Harvesting – Reliability of Ministry of Agriculture Information, be received.

George Hanson, Vancouver Island Economic Alliance, re membership with the Vancouver Island Economic Alliance.

That the correspondence from George Hanson, Vancouver Island Economic Alliance, regarding membership with the Vancouver Island Economic Alliance be received.

Bruce R. Barlow, re Bridge from Gabriola to Vancouver Island.

That the correspondence from Bruce R. Barlow regarding a bridge from Gabriola Island to Vancouver Island be received.

CAO

2014 Departmental Activities and Accomplishments (All Directors – One Vote).

That the Board receive the summary of activities and departmental accomplishments for the Regional District of Nanaimo for 2014.

2014 Updates and 2015 Service Area Work Plan Projects and Activities (All Directors – One Vote).

That the Board receive the progress report on the status of the 2014 and 2015 Service Area work plan projects and activities for information.

CORPORATE SERVICES

ADMINISTRATION

Disclosure of Contracts 2014 - Section 107(1) of the Community Charter (All Directors – One Vote).

That the report titled "Disclosure of Contracts 2014 - Section 107(1) of the Community Charter" be received for information.

Amendment to Regional Growth Management Service (All Directors – One Vote).

That "Regional Growth Management Service Amendment Bylaw No. 1553.03, 2015" be introduced and read three times and forwarded to the Inspector of Municipalities for approval.

FINANCE

2015 Proposed Budget Request for Additions (All Directors – One Vote).

That the report on the 2015 funding requests from community groups be received and that the Board provide direction to staff on any further analysis or information required regarding the seven requests as detailed above, or that the individual requests be approved/amended or denied as submitted.

Arrowsmith Search and Rescue – Funding Request (Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G', 'H' – Weighted Vote).

That the Board grant \$5,000 to Arrowsmith Search and Rescue for a one-time funding bequest for 2015; and that staff provide the Board with options to create a District 69 Search and Rescue Service Area for 2016 and onwards.

Ladysmith RCMP Victim Services – Funding Request (All Directors – Weighted Vote).

That the \$1,000 funding request from Ladysmith RCMP Victim Services for providing victim services for Electoral Areas 'A' and 'C' be approved.

Nanaimo & Area Land Trust (NALT) – Funding Request (All Directors - Weighted Vote).

That the budget be amended to include the \$30,000 funding request from Nanaimo & Area Land Trust.

Acknowledgement of the Three First Nations in the Regional District of Nanaimo (All Directors - Weighted Vote).

That staff be directed to set aside \$30,000 dollars in the 2016 Grants-in-Aid budget to acknowledge the three First Nations in the Regional District of Nanaimo, and that acknowledgement be in the form of significant art work from each of the three First Nations.

2015-2019 Financial Plan

(All Directors – One Vote)

1. *That the Board receive the report on the 2015 budget and 2015 – 2019 Financial Plan.*

(Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G', 'H' – Weighted Vote).

2. *That the Zamboni detailed on page 301 of the budget be the cheapest model that will still “do the job”.*

(All Directors – One Vote)

3. *That an Electoral Area Planning Committee meeting be held once annually in each Electoral Area, and that the meeting be followed by a town hall session. Regional District of Nanaimo staff are to report back on the financial implications and recommendations for additional funding to the Electoral Area Administration budget to support these meetings which are to commence in 2015.*
4. *That staff be directed to undertake the establishment of a half-time position focused on First Nations relationships and issues of inter-governmental affairs for 2015.*

Transit Reserve Fund Operating Transfer (All Directors – One Vote).

That the report be received for information.

REGIONAL AND COMMUNITY UTILITIES

WATER AND UTILITY

61 **Inter-Water Service Area Supply Water Use Regulation Amendment Bylaw**
(Electoral Areas 'A', 'E', 'F', 'G' – Weighted Vote / 2/3 Weighted).

1. *That "Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.01, 2015" be introduced and read three times.*
2. *That "Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.01, 2015" be adopted.*

62-64 **Bylaws 813.54 and 889.70 – Inclusion of Electoral Area 'G' Property into the French Creek Sewer Service – 838 Reid Road** (All Directors – One Vote).

1. *That "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.54, 2015" be introduced and read three times.*
2. *That "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.70, 2015" be introduced and read three times.*

WASTEWATER

French Creek Pollution Control Centre Decontamination Building Proposal Award
(All Directors – Weighted Vote).

That the Board award the French Creek Pollution Control Centre Decontamination Building replacement project to Manley Design + Construction Management Ltd. for the lump sum price of \$347,585.

Duke Point Pollution Control Centre “Regionally Significant Projects Program” Discussions (All Directors – One Vote).

That the Board direct staff to pursue discussions with the City of Nanaimo in regards to the allocation of capacity at the Duke Point Pollution Control Centre, for the purposes of drafting a new Agreement and expanded sewer service area bylaws for Cedar Village Centre and Cable Bay areas.

Supply of Ferrous Chloride – Agreement with Tree Island Industries (All Directors - Weighted Vote).

That the Board recommend that the Regional District of Nanaimo enter into a new 5-year agreement with Tree Island Industries Ltd. for ferrous chloride supply for \$237,833.

Departure Bay Sewage Pumping Station Pump No. 1 Replacement Project Award
(All Directors - Weighted Vote).

That the Board award the construction contract for the Departure Bay Sewage Pumping Station Pump No. 1 Replacement contract to C.M.F. Construction for a value of \$535,760.

Transition from Wastewater Service Requisition to User-Pay System for Septage Disposal (All Directors – One Vote).

That the Board directs staff to draft bylaw amendments for presentation to the Board in March 2015, for the purpose of converting septage disposal to a user-pay system, whereby user-fees will increase from \$0.18/gallon to \$0.23/gallon to recover treatment costs, effective July 1, 2015.

TRANSPORTATION AND SOLID WASTE

SOLID WASTE

65-66

Bylaw 1591.05 – Solid Waste and Recycling Collection Service – Rates and Regulations Amendment Bylaw (All Directors, except Nanaimo – Weighted Vote / 2/3 Weighted).

- 1. That "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.05, 2015" be introduced and read three times.*
- 2. That "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.05, 2015" be adopted.*

Waste Stream Management License Application – Coast Environmental Ltd (All Directors – One Vote).

That the Board receive the report on the Waste Stream Management License application from Coast Environmental Ltd.

ADVISORY AND SELECT COMMITTEE, AND COMMISSION

Englishman River Water Service Management Board.

Minutes of the Englishman River Water Service Management Board Meeting held Thursday, November 13, 2014 (All Directors – One Vote).

That the minutes of the Englishman River Water Service Management Board meeting held Thursday, November 13, 2014, be received for information.

Regional Solid Waste Advisory Committee.

Minutes of the Regional Solid Waste Advisory Committee Meeting held Thursday, December 11, 2014 (All Directors – One Vote).

That the minutes of the Regional Solid Waste Advisory Committee meeting held Thursday, December 11, 2014, be received for information.

Transit Select Committee.

Minutes of the Transit Select Committee Meeting held Thursday, January 22, 2015 (All Directors – One Vote).

That the minutes of the Transit Select Committee meeting held Thursday, January 22, 2015, be received for information.

Transit Select Committee Terms of Reference (All Directors – One Vote).

That the Transit Select Committee Terms of Reference be amended to accommodate general discussion of transit related issues in the Region.

Future Plan and Executive Summary (All Directors, except EAs 'B' and 'F' – Weighted Vote).

That staff provide a report outlining costs per bus per service hour, and figures regarding cost recovery.

Regional District of Nanaimo/Cowichan Valley Regional District Service Discussion Report Memorandum of Understanding – Transit (All Directors – One Vote).

That the Regional District of Nanaimo and Cowichan Valley Regional District Service Discussion Report Memorandum of Understanding be received for information.

Extension of Transit Service to the Qualicum First Nation Reserve (All Directors, except EAs 'B' and 'F' – Weighted Vote).

That staff be directed to work with BC Transit and the Qualicum First Nation on a one month trial to extend transit to the reserve via Route 99 and that staff report back to the Transit Select Committee on the results of the pilot.

Extension of Transit Service to Electoral Area 'H' and Courtenay (All Directors, except EAs 'B' and 'F' – Weighted Vote).

That staff be directed to work with BC Transit and the Area Director to examine all opportunities to efficiently and effectively connect the Regional District of Nanaimo and the Comox Valley Regional District public transit service.

Agricultural Advisory Committee.

Minutes of the Agricultural Advisory Committee meeting held Friday, January 23, 2015 (All Directors – One Vote).

That the minutes of the Agricultural Advisory Committee meeting held Friday, January 23, 2015, be received for information.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

North Cedar Improvement District – Gas Tax Funding – Capital Infrastructure Project Additional Reservoir Zone 1 - \$1,831,800 (All Directors – One Vote).

That staff be directed to prepare correspondence to the North Cedar Improvement District from the Regional District of Nanaimo Chair that the Board is not in a position to support the application for grant funding for the project(s) as proposed given:

- 1. That there is a need for a shovel ready plan before the Regional District of Nanaimo can reasonably entertain prioritizing applications for any grant fund programs. This plan should clearly identify the effect North Cedar Improvement District is trying to achieve and how it will be achieved and provide a supporting timeline. It should be noted that all planning, technical evaluation, staff and legal costs need to be borne by the North Cedar Improvement District as they are not supported by any of the grant funding programs; and*
- 2. That the North Cedar Improvement District needs to clearly and fully detail their funding plan. This funding plan should also detail the North Cedar Improvement District approach if no exterior (gas tax) funding is available and how the North Cedar Improvement District can support 1/3 funding (assuming North Cedar Improvement District project planning and design completed and supported for prioritization) if the proposal received support on a 2/3 funding basis from the Federal and Provincial governments.*

Letter of Support for the Society of Organized Services and the Island Crisis Care Society (All Directors – One Vote).

That the Board provide a letter of support to BC Housing for funding for the Society of Organized Services and the Island Crisis Care Society for their joint initiative to create a shelter, drop in centre, supported housing and outreach office space in Parksville for Oceanside residents.

NEW BUSINESS

Amendment of Animal Control Bylaw No. 941, 1994 in Electoral Area 'F' (All Directors – One Vote).

That staff be directed to prepare a report on amending "Animal Control Bylaw No. 941, 1994" to add regulations for the control of dogs at large in Electoral Area 'F' for the Board's consideration.

Bill C-638 – Derelict and Abandoned Vessels Legislation (All Directors – One Vote).

That staff be directed to prepare a letter for the signature of the Chair in support of Member of Parliament Jean Crowder's private member's Bill C-638, derelict and abandoned vessels legislation.

8. SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES

Regional Parks and Trails Select Committee

67-69 Minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, February 3, 2015 (For Information) (All Directors – One Vote).

70-92 **Little Qualicum River Regional Park Bridge Assessment Report**

(All Directors – Weighted Vote)

1. That the bridge at Little Qualicum River Regional Park be upgraded for pedestrian, cyclist, service vehicle and emergency use, but not seismic upgrades funded by the Regional Parks Capital Budget following dissolution of the easement over the structure.

(All Directors – One Vote)

2. That the Regional District not explore the full replacement of the bridge at Little Qualicum River Regional Park and related land use agreements in order for the bridge to be used as an emergency evacuation route as there are other more viable routes to consider.

Appointments to Regional Park Management Plan Committee for Fairwinds
(All Directors – One Vote).

1. That Director Rogers and Director Young be appointed to the Regional Park Management Plan Committee for Fairwinds.

2. That Director Lefebvre be appointed as an Alternate committee member to the Regional Park Management Plan Committee for Fairwinds.

Friends of Morden Mine – Tipple Restoration (All Directors – One Vote).

That the Regional District lobby the Province of British Columbia to undertake the restoration of the tipple at Morden Colliery Historic Provincial Park and that Regional District staff investigate grant funding opportunities to assist with the restoration project.

9. ADMINISTRATOR’S REPORTS

- 93-106 **Electoral Area ‘B’ Taxi Saver Service Agreement**
Recommendation 1 - (All Directors – Weighted Vote)
Recommendation 2 - (All Directors – One Vote)
- 107-108 **Asset Management Grant Application** (All Directors – One Vote).
- 109-110 **Property Insurance Brokerage and Risk Advisory Services Contract Award** (All Directors – Weighted Vote).
- 111-116 **Zoning Amendment Application No. PL2014-028 – Steve Atkinson – 3119 Jameson Road, Electoral Area ‘C’ – Amendment Bylaw 500.393 - Adoption** (Electoral Area Directors, except EA ‘B’ – One Vote).
- 117-122 **Zoning Amendment Application No. PL2012-012 – Trustees of the Little Mountain Congregation of Jehovah’s Witnesses – 1069 Smithers Road, Electoral Area ‘F’ – Amendment Bylaw No. 1285.23 – Third Reading** (Electoral Area Directors, except EA ‘B’ – One Vote).
- 123-129 **Zoning Amendment Application No. PL2014-092 – Allsbrook Estates Ltd. – Evergreen Way, Electoral Area ‘F’ - Amendment Bylaw No. 1285.24 - Third Reading** (Electoral Area Directors, except EA ‘B’ – One Vote).
- 130-136 **Zoning Amendment Application No. PL2013-062 – Keith Brown Associates Ltd. – 1868 Fielding Road, Electoral Area ‘A’ – Amendment Bylaw No. 500.392 - Adoption** (Electoral Area Directors, except EA ‘B’ – One Vote).
- 137-144 **Amendments to Regional District of Nanaimo Land Use & Subdivision Bylaw No. 500, 1987 and Electoral Area ‘F’ Zoning & Subdivision Bylaw No. 1285, 2002 (Green Building Bylaws) - Amendment Bylaws No. 500.396 and No. 1285.22 - Adoption** (Electoral Area Directors, except EA ‘B’ – One Vote).

10. ADDENDUM

11. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

12. NEW BUSINESS

13. IN CAMERA

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

14. ADJOURNMENT

Re: Establishment of a Watershed Board

Delegation rescheduled to the February 24, 2015, Regular Board Meeting.

From: June Ross

Sent: Monday, January 05, 2015 5:22 PM

Subject: Delegation Request for Committee of the Whole Meeting February 10th, 2015

I am writing to request to appear before the Board at their Feb. 10th, 2015, Committee of the Whole Meeting.

I will be speaking on behalf of Vancouver Island Water Watch Coalition concerning the establishment of a Watershed Board.

Thank you in advance.

Sincerely,

June Ross

#5, 3400-Rock City Road,

Nanaimo, BC

V9T 6E4

(250) 729-0185

Re: Petition to Bring the Jump Lake Community Drinking Watershed Under Public Ownership

Delegation rescheduled to the February 24, 2015, Regular Board Meeting.

From: Paul Manly

Sent: Tuesday, January 06, 2015 9:28 AM

Subject: Delegation Request for Committee of the Whole Meeting February 10th, 2015

I am writing to request to appear before the Board at their Feb. 10th, 2015, Committee of the Whole Meeting.

I will be speaking on behalf of the Mid Island Council of Canadians concerning our petition to bring the Jump Lake community drinking watershed under public ownership.

Thank you

Paul Manly

paulmanly@shaw.ca

250 729-1254

www.ManlyMedia.com

February 4, 2015

Dear Chair Stanhope and Regional District of Nanaimo Board members;

I'm writing to request a delegation slot on your February 24 meeting agenda.

As our coastal communities know too well, derelict and abandoned vessels, barges and docks continue to pose environmental contamination and safety risks. They also create visual pollution in our communities that negatively impacts tourism and commercial activities. With the age of vessels in Canadian waters increasing and climate change likely to affect storm patterns, the incidence of abandoned and derelict vessels is expected to increase. Yet no provincial or federal ministry has taken ownership of the problem, despite repeated local government and community appeals.

I'm grateful for your Board and Directors' leadership, advocating for a derelict vessel solution. In my former role as Chair of Islands Trust Council, together we've helped establish both Union of BC Municipalities and Association of Vancouver Island Coastal Communities consensus on the need for a senior government coast-wide solution to the derelict vessel problem.

Derelict vessel legislation will finally be debated in the House of Commons February 26, and I'm encouraging local government support throughout the Nanaimo Ladysmith federal riding. After my February 2 delegation to Ladysmith Council, I was glad to have Council's unanimous support for Bill C-638.

MP Jean Crowder's private member's Bill C-638 will designate the Coast Guard as a receiver of wrecks and require it to take reasonable steps to contact the owner, and make regulations on the removal, disposition or destruction of derelict vessels. The intention is to give the Coast Guard the regulatory power it needs to take action before a derelict vessel becomes a problem. The legislation can be viewed here: <http://jeancrowder.ndp.ca/derelict-vessels>

Bill C-638 will need multi-party support to become legislation. I will ask at your February 24 Board meeting **that the Regional District of Nanaimo convey to MP Jean Crowder and Minister of Transportation Lisa Raitt support for Bill C-638, to resolve the environmental, economic and navigational hazards posed by derelict vessels.**

In addition, I will bring a petition for individuals to sign, urging federal government action on the problem of derelict vessels.

Thank you for your consideration,

Sheila Malcolmson
Nanaimo-Ladysmith federal NDP Candidate
250-247-8078 www.sheilamalcolmson.ca

Re: Results of the Recently Completed Engineering Study

From: John Hofman

Sent: Tuesday, February 10, 2015 9:42 AM

Subject: delegation at RDN board meeting of Feb 24, 2015

Please book some time for the Friends of the Morden Mine Society's delegation (3 to 4 individuals) during the RDN Board meeting on Feb 24, 2015 to present the results of the recently completed engineering study and report of the Morden Mine structures, and to outline proposals for action and funding avenues to save this structure.

Thank you

John Hofman

jhofman@rjc.ca

250 716 1550

Re: Electoral Area 'C' Bus Route 15-A Jingle Pot Lack of Ridership

From: CLEM REMILLARD

Sent: Tuesday, February 17, 2015 9:52 AM

Subject: Re: Delegation request - Feb 24 Board

I would like to address the board regarding the bus route 15-A Jingle pot (3 stops) and the lack of ridership and the effect on our proposed tax increase and present our Area director Maureen Young Area C a petition from many opposed residents.

Thanks Clem Remillard 250 753-7100

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR BOARD MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JANUARY 27, 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. Kipp | City of Nanaimo |
| Director M. Lefebvre | City of Parksville |
| Director T. Westbroek | Town of Qualicum Beach |

Regrets:

| | |
|---------------------|-----------------|
| Director J. Hong | City of Nanaimo |
| Director W. Pratt | City of Nanaimo |
| Director I. Thorpe | City of Nanaimo |
| Director B. Yoachim | City of Nanaimo |

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 and acknowledged the Coast Salish Nations whose traditional territory the meeting takes place.

The Chairperson welcomed Chief Michael Recalma of the Qualicum First Nation to the meeting.

Director Lefebvre welcomed Alternate Director Sue Powell from the City of Parksville to the meeting.

DELEGATIONS

Paul Liddy, Cedar Road Bioenergy Inc., re Update on Reaching Goals and Royalty Payment to the RDN.

Paul Liddy provided a visual presentation and overview of the expansion goals of the facility and presented options to the Board to increase capture efficiencies that could lead to royalty payments to the Regional District and increase economic success in the community.

LATE DELEGATIONS

15-024 MOVED Director Young, SECONDED Director Lefebvre, that late delegations be permitted to address the Board.

CARRIED

Penny Spence, re Water for Development Scheme on Parker Road.

Penny Spence spoke in opposition to the Parker Road well and Agreement with Maz Can Investments, and voiced her concerns about the lack of consultation with the residents and neighboring farmers and fisheries.

Ed Garner, re South Wellington Cell Tower at 1957 Plecas Road.

Ed Garner voiced his concerns regarding the placement of a cell phone tower at 1957 Plecas Road due to the instability of the land and safety concerns for his property and asked the Board for more time to present an alternate location site for the cell tower.

BOARD MINUTES

Minutes of the Inaugural Board meeting held Tuesday, December 9, 2014.

15-025 MOVED Director Houle, SECONDED Director Veenhof, that the minutes of the Inaugural Board meeting held Tuesday, December 9, 2014, be adopted.

CARRIED

Minutes of the Special Board meeting held Tuesday, January 13, 2015.

15-026 MOVED Director Houle, SECONDED Director Veenhof, that the minutes of the Special Board meeting held Tuesday, January 13, 2015, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

UBCM, re Elected Official Sought for MMBC Advisory Committee.

15-027 MOVED Director Veenhof, SECONDED Director Lefebvre, that the correspondence from the Union of BC Municipalities regarding Elected Official sought for Multi-Material BC's Advisory Committee, be received.

CARRIED

Mike and Kerry Owens, re Development Variance Permit Application No. PL2014-122.

- 15-028 MOVED Director Veenhof, SECONDED Director Lefebvre, that the correspondence from Mike and Kerry Owens regarding Development Variance Permit Application No. PL2014-122, be received.
CARRIED

Charlie DeBorba, re Development Variance Permit Application No. PL2014-132.

- 15-029 MOVED Director Veenhof, SECONDED Director Lefebvre, that the correspondence from Charlie DeBorba regarding Development Variance Permit Application No. PL2014-132, be received.
CARRIED

UNFINISHED BUSINESS

BYLAW ADOPTION

Bylaws No. 813.53, 869.10, 889.69, and 1021.11

- 15-030 MOVED Director Veenhof, SECONDED Director Lefebvre, that "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.53, 2014", be adopted.
CARRIED
- 15-031 MOVED Director Veenhof, SECONDED Director Lefebvre, that "Morningstar Streetlighting Local Service Boundary Amendment Bylaw No. 869.10, 2014", be adopted.
CARRIED
- 15-032 MOVED Director Veenhof, SECONDED Director Lefebvre, that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.69, 2014", be adopted.
CARRIED
- 15-033 MOVED Director Veenhof, SECONDED Director Lefebvre, that "Pacific Shores Sewer Local Service Boundary Amendment Bylaw No. 1021.11, 2014", be adopted.
CARRIED

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS

ELECTORAL AREA PLANNING STANDING COMMITTEE

Minutes of the Electoral Area Planning Committee meeting held Tuesday, January 13, 2015.

- 15-034 MOVED Director Veenhof, SECONDED Director Young, that the minutes of the Electoral Area Planning Committee meeting held Tuesday, January 13, 2015, be received for information.
CARRIED

DEVELOPMENT PERMIT APPLICATIONS

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

- 15-035 MOVED Director Veenhof, 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’.

- 15-036 MOVED Director Veenhof, SECONDED Director Lefebvre, 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’.

- 15-037 MOVED Director Veenhof, SECONDED Director Fell, 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’.

- 15-038 MOVED Director McPherson, SECONDED Director Veenhof, 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’.

- 15-039 MOVED Director Fell, SECONDED Director Veenhof, 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’.

- 15-040 MOVED Director Veenhof, 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’.

- 15-041 MOVED Director Veenhof, 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'.

- 15-042 MOVED Director Veenhof, 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'.

- 15-043 MOVED Director McPherson, SECONDED Director Young, that the Board approve the Proposed Public Consultation Plan as outlined in Attachment 7.

CARRIED

- 15-044 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

- 15-045 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

- 15-046 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

- 15-047 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

- 15-048 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.

- 15-049 MOVED Director Fell, SECONDED Director McPherson, that the "Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.23, 2015" be introduced and read two times.

CARRIED

- 15-050 MOVED Director Fell, SECONDED Director McPherson, 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

15-051 MOVED Director Fell, SECONDED Director McPherson, 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'.

15-052 MOVED Director Fell, SECONDED Director McPherson, that "Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.24, 2015" be introduced and read two times.

CARRIED

15-053 MOVED Director Fell, SECONDED Director McPherson, 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

15-054 MOVED Director Fell, SECONDED Director McPherson, 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

COMMITTEE OF THE WHOLE STANDING COMMITTEE

Minutes of the Committee of the Whole meeting held Tuesday, January 13, 2015.

15-055 MOVED Director Veenhof, SECONDED Director Westbrook, that the minutes of the Committee of the Whole meeting held Tuesday, January 13, 2015, be received for information.

CARRIED

COMMUNICATION/CORRESPONDENCE

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

15-056 MOVED Director Westbrook, SECONDED Director Lefebvre, 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.

15-057 MOVED Director Westbrook, SECONDED Director Lefebvre, 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.

15-058 MOVED Director Westbrook, SECONDED Director Lefebvre, 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.

15-059 MOVED Director Westbroek, SECONDED Director Veenhof, 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

15-060 MOVED Director Westbroek, SECONDED Director Veenhof, 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.

15-061 MOVED Director Fell, SECONDED Director Lefebvre, 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

15-062 MOVED Director Haime, SECONDED Director Veenhof, that the following resolution regarding Regional District legislation 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:

WHEREAS the Final Report from the Regional District Task Force entitled “Enhancing the Tools for Problem Solving in Regions” was presented to the members of the Union of BC Municipalities (UBCM) and to the Province in January 2010;

AND WHEREAS one of the recommendations of the Task Force was “that the Province consider the Task Force consultation finding that a number of RD elected officials are requesting an “RD Charter””;

NOW THEREFORE BE IT RESOLVED THAT the Province be urged to continue the work started with the enactment of the *Community Charter* and proceed with a full review of Regional District legislation with a goal to enact a Regional District Charter or incorporate Regional District legislation fully within the *Community Charter*.

CARRIED

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

15-063 MOVED Director Westbroek, SECONDED Director Veenhof, 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

15-064 MOVED Director Westbroek, SECONDED Director Veenhof, 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'.

- 15-065 MOVED Director Veenhof, SECONDED Director Young, that the staff report be received information.
CARRIED
- 15-066 MOVED Director Veenhof, SECONDED Director Young, 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
- 15-067 MOVED Director Veenhof, SECONDED Director Young, 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.

- 15-068 MOVED Director Veenhof, SECONDED Director Westbroek, 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.

- 15-069 MOVED Director Rogers, SECONDED Director Haime, that "2015 Parcel Tax Assessment Roll Bylaw No. 1721, 2015", be introduced and read three times.
CARRIED
- 15-070 MOVED Director Haime, SECONDED Director Rogers, that "2015 Parcel Tax Assessment Roll Bylaw No. 1721, 2015", be adopted.
CARRIED
- 15-071 MOVED Director Haime, SECONDED Director Veenhof, 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.

- 15-072 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

- 15-073 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.

- 15-074 MOVED Director Lefebvre, SECONDED Director Houle, 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.

- 15-075 MOVED Director Veenhof, SECONDED Director Lefebvre, 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.

- 15-076 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

- 15-077 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.

- 15-078 MOVED Director Lefebvre, SECONDED Director Houle, 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

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

- 15-079 MOVED Director Fell, SECONDED Director Young, 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.

CARRIED

15-080 MOVED Director Fell, SECONDED Director Young, 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.

CARRIED

15-081 MOVED Director Fell, SECONDED Director Young, that "Westurne Heights Water Service Area Security Issuing Bylaw No. 1720, 2014" be introduced and read three times.

CARRIED

15-082 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.

15-083 MOVED Director Veenhof, SECONDED Director Westbroek, that the title of "Sewage Control Manager" be appointed to the "current Manager of Wastewater Services".

CARRIED

15-084 MOVED Director Veenhof, SECONDED Director Westbroek, 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.

15-085 MOVED Director Rogers, SECONDED Director Fell, 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.

15-086 MOVED Director Young, SECONDED Director Fell, 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.

15-087 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.

15-088 MOVED Director Houle, SECONDED Director Veenhof, that the Rollo McClay playground project be endorsed as presented by the Softball Association contingent upon the approval of a detailed plan, staff time and monetary provisions.

CARRIED

Off Leash Dog Park.

- 15-089 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.

- 15-090 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.

- 15-091 MOVED Director McPherson, SECONDED Director Young, 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.

- 05-092 MOVED Director McPherson, SECONDED Director Young, 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.

- 15-093 MOVED Director McPherson, SECONDED Director Young, 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.

- 15-094 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.

- 15-095 MOVED Director Houle, SECONDED Director Fell, 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.

MOVED Director Westbroek, SECONDED Director Lefebvre, that the Board amend the main motion by adding the words “and to participate in one of the booths at the fair on April 26, 2015”.

CARRIED

The vote was taken on the main motion as amended:

15-096 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 and to participate in one of the booths at the fair on April 26, 2015.

CARRIED

Nanaimo and Area Land Trust – 2015 Funding Request.

15-097 MOVED Director Bestwick, SECONDED Director Fell, 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.

15-098 MOVED Director Haime, SECONDED Director Fell, that staff be directed to renew the membership to the Federation of Canadian Municipalities for 2015-16.

CARRIED

NEW BUSINESS

Island Timberlands.

15-099 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.

15-100 MOVED Director Houle, SECONDED Director Lefebvre, 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

SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES

Regional Solid Waste Advisory Committee.

- 15-101 MOVED Director Veenhof, SECONDED Director Haime, that the minutes of the Regional Solid Waste Advisory Committee meeting held Wednesday, October 8, 2014, be received for information.

CARRIED

ADMINISTRATOR'S REPORTS

Recreation Facility, Programs and Sports Field Services 2015 Survey.

Brian Johnston, Professional Environmental Recreation Consultants (PERC), presented the methodology to be used regarding data collection to determine the 2015 program, rental and drop-in usage for the Regional District of Nanaimo recreation facilities.

- 15-102 MOVED Director Westbroek, SECONDED Director Veenhof, that the report on the Recreation Facility and Sports Field Services 2015 Survey be received for information.

CARRIED

Municipal Insurance Association – Associate Members Program.

- 15-103 MOVED Director Young, SECONDED Director Veenhof, 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.

CARRIED

Contract Renewal - BC Emergency Health Services (BCEHS) for Descanso Bay.

- 15-104 MOVED Director Houle, SECONDED Director Veenhof, 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.

CARRIED

2015 Service Area Tax Requisition Amendment Bylaws.

- 15-105 MOVED Director Haime, SECONDED Director McPherson, that Southern Community Restorative Justice Program Service Amendment Bylaw No. 1490.02, 2015" be introduced and read three times.

CARRIED

- 15-106 MOVED Director Haime, SECONDED Director McPherson, that "Southern Community Transit Service Area Amendment Bylaw No. 1230.05, 2015" be introduced and read three times.

CARRIED

- 15-107 MOVED Director Haime, SECONDED Director McPherson, that "Liquid Waste Management Planning Service Amendment Bylaw No. 1543.01, 2015" be introduced and read three times.

CARRIED

- 15-108 MOVED Director McPherson, SECONDED Director Haime, 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.

CARRIED

15-109 MOVED Director Veenhof, SECONDED Director Young, that "Electoral Area 'H' Community Parks Local Service Amendment Bylaw No. 806.06, 2015" be introduced and read three times.

CARRIED

15-110 MOVED Director Rogers, SECONDED Director Bestwick, that "Fairwinds Streetlighting Local Service Amendment Bylaw No. 789.04, 2015" be introduced and read three times.

CARRIED

Zoning Amendment Application No. PL2014-034 – Bylaw 500.394 – Windward Developments Ltd. – 1032 Robertson Boulevard, Electoral Area 'G'.

15-111 MOVED Director Veenhof, SECONDED Director Young, 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.

CARRIED

15-112 MOVED Director Veenhof, SECONDED Director Young, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014" be read a third time.

CARRIED

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.

15-113 MOVED Director Rogers, SECONDED Director McPherson, 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.

CARRIED

15-114 MOVED Director Rogers, SECONDED Director Veenhof, that Bylaw 500.396 be amended by inserting the following after Part 5, Section 11), Height Exemptions, b) i) b: "; and c. the system must be affixed to a roof with a pitch not exceeding 3:12."

CARRIED

15-115 MOVED Director Rogers, SECONDED Director Fell, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.396, 2014" be read a third time as amended.

CARRIED

15-116 MOVED Director Fell, SECONDED Director Veenhof, that the report of the Public Hearing held on January 15, 2015, for "Regional District of Nanaimo Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.22, 2014", be received.

CARRIED

15-117 MOVED Director Fell, SECONDED Director Veenhof, that "Regional District of Nanaimo Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.22, 2014", be read at third time.

CARRIED

2015 Electoral Area 'H' Highway Infrastructure Community Works Project.

- 15-118 MOVED Director Veenhof, SECONDED Director Young, 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.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

South Wellington Cell Tower at 1957 Plecas Road.

- 15-119 MOVED Director Young, SECONDED Director Kipp, that staff be directed to inform Industry Canada and the proponent of the telecommunication tower proposed at 1957 Plecas Road that, prior to the Board receiving a request for concurrence regarding the proposed tower, the Board requests that the proponent explore additional siting locations, hold an additional advertised public information meeting not less than 60 days after February 15, 2015, and extend the required consultation period by at least 90 days from February 15, 2015.

CARRIED

Cedar Road Bioenergy Inc.

- 15-120 MOVED Director Westbroek, SECONDED Director Bestwick, that this item be referred back to staff.

CARRIED

NEW BUSINESS

Notice of Motion – Acknowledgement of the Three First Nations in the Regional District of Nanaimo.

Director Houle noted that the following motion will be brought forward to the February 10, 2015 Committee of the Whole Agenda:

That staff be directed to set aside \$10,000 per year for three years to acknowledge the three First Nations in the Regional District of Nanaimo, and the acknowledgement to be in the form of significant art work from each Nation.

Notice of Motion – Amendment of Animal Control Bylaw No. 941, 1994 in Electoral Area 'F'.

Director Fell noted that the following motion will be brought forward to the February 10, 2015 Committee of the Whole Agenda:

That staff be directed to prepare a report on amending "Animal Control Bylaw No. 941, 1994" to add regulations for the control of dogs at large in Electoral Area 'F' for the Board's consideration.

Acknowledgment of Local Government Executive Management Award.

The Chairperson presented a framed Certificate in Local Government Executive Management to the Chief Administrative Officer, Paul Thorkelsson, that was awarded by the Board of Examiners in recognition of his academic qualifications and work experience in the local government field.

IN CAMERA

- 15-121 MOVED Director Veenhof, SECONDED Director Lefebvre, 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.

CARRIED

TIME: 9:03 PM

RISE AND REPORT

Nanoose Bay Parks & Open Space Advisory Committee Appointment.

- 15-122 MOVED Director Rogers, SECONDED Director Veenhof, that Debbie Mitchell be appointed to the Nanoose Bay Parks & Open Space Advisory Committee for a term ending December 31, 2015.

CARRIED

Regional Park Management Plan Committee for Fairwinds.

- 15-123 MOVED Director Rogers, SECONDED Director Veenhof, that Diana Young be appointed to the Regional Park Management Plan Committee for Fairwinds from the Nanoose Bay Parks and Open Space Advisory Committee.

CARRIED

ADJOURNMENT

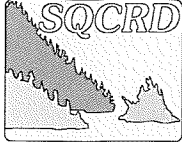
MOVED Director Veenhof, SECONDED Director Young, that this meeting be adjourned.

CARRIED

TIME: 9:15 PM

CHAIRPERSON

CORPORATE OFFICER



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

14 – 342 3rd Avenue West Prince Rupert, BC V8J 1L5

Phone: (250) 624-2002 Fax: (250) 627-8493

Website: www.sqcrd.bc.ca

February 2, 2015

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

Attention: Board of Directors

| | | | |
|-----------------|-------------------------------------|---------|-------------------------------------|
| RDN CAQS OFFICE | | | |
| CAO | <input checked="" type="checkbox"/> | GM R&P | |
| GMS&CD | | GM T&SW | |
| GM R&CU | | DF | |
| FEB 10 2015 | | | |
| DCS | | BOARD | <input checked="" type="checkbox"/> |
| CHAIR | | | |

Dear Board of Directors:

Re: Regional District Representation in B.C. Environmental Stewardship Initiatives

Please be advised that, at its January 23, 2015 Regular meeting, the Board of the Skeena-Queen Charlotte Regional District passed the following resolutions:

MOVED by Director Nobels, SECONDED by Director Racz, that correspondence be sent to the Premier of British Columbia expressing the need for local government representation in Environmental Stewardship Initiatives and consultation processes;

AND THAT the correspondence be copied to the Ministry of Environment.

038-2015

CARRIED

MOVED by Director Brain, SECONDED by Director Nobels, that correspondence be sent to Regional Districts to notify them of the Skeena-Queen Charlotte Regional District's intent to request, from the Province of B.C., inclusion in Environmental Stewardship Initiatives and consultation processes;

AND THAT a copy of the letter sent to the Premier of B.C. expressing the need for local government representation in environmental stewardship initiatives be copied to all Regional Districts.

039-2015

CARRIED

The Environmental Stewardship Division of the Ministry of Environment works to develop, promote and measure achievement of provincial goals for the conservation of living resources, and provides fish and wildlife recreation services. Further to this, the Ministry of Environment's 2013/14 – 2015/16 Service Plan highlights, throughout the document, a plan to promote stewardship with other provincial agencies, industry, First Nations, local government, federal government and other stakeholders.

Currently, the provincial government is not upholding its commitment to engage with all levels of local government throughout the environmental stewardship consultation process taking place throughout the province, as Regional Districts are not receiving any information or invitation to that effect.

Regional Districts have a strong interest in participating in the development of information used to make resource management decisions. The intent in developing these environmental stewardship initiatives is for varied levels of government to incorporate different values and feedback into resource management decisions. As the environmental stewardship consultation process is currently structured, Regional Districts are not afforded the opportunity to provide feedback or consultation.

At this time, the Board of the Skeena-Queen Charlotte Regional District is requesting that the provincial government review the consultation process framework to allow for Regional District representation in the environmental stewardship initiatives taking place throughout the province, and would invite your Regional District Board to do the same.

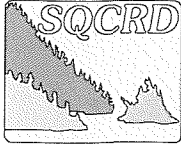
If you have any further questions or comments, please do not hesitate to contact the office of the Skeena-Queen Charlotte Regional District.

Yours truly,

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT



Barry Pages
Chair



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

14 – 342 3rd Avenue West Prince Rupert, BC V8J 1L5

Phone: (250) 624-2002 Fax: (250) 627-8493

Website: www.sqcrd.bc.ca

February 1, 2015

Office of the Premier of British Columbia
PO Box 9041 STN Prov Govt
Victoria, B.C. V8W 9E1

Attention: Honourable Premier Christy Clark

Dear Premier Clark:

Re: Regional District Representation in Environmental Stewardship Initiatives

The Skeena-Queen Charlotte Regional District (Regional District) aims to provide a forum for direct representation of those areas that, without the Regional District, would have no political voice. It provides for greater control over services and issues of local importance to rural areas and it provides a mechanism for advancing the issues of those areas.

The Environmental Stewardship Division of the Ministry of Environment works to develop, promote and measure achievement of provincial goals for the conservation of living resources, and provides fish and wildlife recreation services. Further to this, the Ministry of Environment's 2013/14 – 2015/16 Service Plan highlights, throughout the document, a plan to promote stewardship with other provincial agencies, industry, First Nations, local government, federal government and other stakeholders.

Currently, the provincial government is not upholding its commitment to engage with all levels of local government throughout the environmental stewardship consultation process taking place in the Skeena region, as the Regional District has not received any information or invitation to that effect.

The Regional District has a strong interest in participating in the development of information used to make resource management decisions. The intent in developing these environmental stewardship initiatives is for varied levels of government to incorporate different values and feedback into resource management decisions. As the environmental stewardship consultation process is currently structured, Regional Districts are not afforded the opportunity to provide feedback or consultation.

At this time, the Board of the Skeena-Queen Charlotte Regional District requests that you please review the consultation process framework to allow for Regional District representation in the environmental stewardship initiatives taking place throughout the province.

Yours truly,

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

Barry Pages
Chair

Cc: Minister of Environment
B.C. Regional Districts

DRAFT

Excellent health and care, for everyone,
everywhere, every time.



February 2, 2015

Ref # 16324

Paul Thorkelsson
Chief Administrative Officer, Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

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

| RDN CAOS OFFICE | | | |
|-----------------|-------------------------------------|---------|-------------------------------------|
| CAO | <input checked="" type="checkbox"/> | GM R&P | <input type="checkbox"/> |
| GMS&CD | <input type="checkbox"/> | GM T&SW | <input type="checkbox"/> |
| GM R&CU | <input type="checkbox"/> | DF | <input type="checkbox"/> |
| FEB 6 2015 | | | |
| DCS | <input type="checkbox"/> | BOARD | <input checked="" type="checkbox"/> |
| CHAIR | <input checked="" type="checkbox"/> | | <input type="checkbox"/> |

Dear Mr. Thorkelsson and Mr. Stanhope,

Thank you for your letter dated December 8th, 2014 to Dr. Brendan Carr and your efforts to work with Island Health and other agencies to address the important problem of homelessness in Nanaimo. Dr. Carr has asked that I respond on his behalf.

Island Health understands how important housing and support services are to vulnerable populations and the immense impact homelessness has on individuals and communities across our region. This is why we appreciate the services provided by community based organizations that are skilled in engaging with people experiencing homelessness and providing innovative and cost effective solutions.

Through discussions with our local Mental Health and Substance Use leadership I understand that a group called the Nanaimo Community Advisory Board (NCAB) is currently working to develop a Housing First model for Nanaimo based on the At Home/Chez Moi Mental Health Commission of Canada pilot project. The NCAB has strong representation from all the non-profit organizations who work with the homeless as well as the United Way (Chair), a representative from the City of Nanaimo and our local Island Health leaders. Island Health is committed to participating in these discussions and has found that longer term solutions to homelessness often requires a collective response from organizations such as local municipalities, BC Housing, Health Services and non-profit service providers.

While we are not able to provide immediate funding at this time, we believe that these broad discussions and partnerships are the best approach to identifying long term service and funding solutions for this important cause. We do provide and fund a range of services for patients living with mental health and substance use issues and are interested in hearing how we can strengthen the services we provide. I would note that should Island Health be in a position to fund a program, service or initiative in the future, a public tendering process would be undertaken, in accordance with our commitment to fair business practices.

.../2

Executive Office


Located at: 2101 Richmond Road | Victoria, BC V8R 4R7 Canada
Mailing address: 1952 Bay Street | Victoria, BC V8R 1J8 Canada

Tel: 250-370-8699 | Fax: 250-370-8750

viha.ca

Thank you once again Mr. Stanhope for your leadership and the very important work of your organization.

Sincerely,

A handwritten signature in black ink, consisting of a series of loops and a long horizontal tail.

Elin Bjarnason
A/Executive Vice President & Chief Operating Officer

cc: Dr. Brendan Carr, President & CEO
Cheryl Damstetter, Executive Director, Mental Health, Family and Public Health Services
Kelly Reid, Director of Operations, Mental Health and Substance Use

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 804.07

A BYLAW TO AMEND THE PURPOSE OF THE
ELECTORAL AREA 'F' COMMUNITY PARKS LOCAL SERVICE

WHEREAS, the Regional District established a service to provide assistance for the operations and improvement of buildings owned and operated by incorporated non-profit organizations for the purpose of providing recreation and cultural opportunities to residents within Electoral Area 'F';

AND WHEREAS the Regional District wishes to provide additional assistance for the operations and improvement of land owned or operated by incorporated non-profit organizations for the purpose of providing recreation and cultural opportunities to residents within Electoral Area 'F';

AND WHEREAS it is necessary to amend the purpose for which the Community Parks service was established to acknowledge the intent to provide the additional assistance;

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 'F' Community Parks Local Service Amendment Bylaw No. 804.07, 2014".

2. Amendment

"Electoral Area 'F' Community Parks Local Service Establishment Bylaw No. 804, 1990" is amended by deleting section 1 and replacing it with the following:

1. Community Parks is established as a service for the purpose of acquiring, developing, operating and maintaining land and facilities on land acquired by the Regional District of Nanaimo and designated as community park land and to provide assistance for the operations and improvements of land or buildings owned or operated by incorporated non-profit organizations for the purpose of providing recreation and cultural opportunities to residents within Electoral Area 'F'.

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

Approved by the Inspector of Municipalities this 22nd day of January, 2014.

Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER

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 27th day of January, 2015.

Adopted this day of , 2015.

CHAIRPERSON

CORPORATE OFFICER

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 Seven 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 27th day of January, 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 27th day of January, 2015.

Adopted this day of , 2015.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, FEBRUARY 10, 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 |
| 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 | A/Director of Corporate Services |
| J. Holm | Mgr. Current Planning |
| 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, January 13, 2015.

MOVED Director Stanhope, SECONDED Director Young, that the minutes of the Electoral Area Planning Committee meeting held Tuesday, January 13, 2015, be adopted.

CARRIED

DEVELOPMENT PERMITS

Development Permit Application No. PL2015-005 – Tomm’s Food Marketing Group Ltd. – 6990 West Island Highway – Electoral Area ‘H’.

MOVED Director Stanhope, SECONDED Director Young, that Development Permit No. PL2015-005 to permit the construction of an addition to a commercial building on the subject property be approved subject to the conditions outlined in Attachment 2.

CARRIED

Development Permit Application No. PL2015-003 and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement Subdivision Application No. PL2014-127 – Ballard – 745 Drew Road – Electoral Area ‘G’.

MOVED Director Stanhope, SECONDED Director Fell, that Development Permit No. PL2015-003 to permit a two-lot subdivision be approved subject to the conditions outlined in Attachment 2.

CARRIED

MOVED Director Stanhope, SECONDED Director Fell, that the request to relax the minimum 10% perimeter frontage requirement for proposed Lot B, as shown on Attachment 3, be approved.

CARRIED

Development Permit Application No. PL2015-004 – Buckles – 1838 Fielding Road – Electoral Area ‘A’.

MOVED Director McPherson, SECONDED Director Fell, that Development Permit No. PL2015-004 to amend previously issued Development Permit with Variance No. PL2013-066, be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. PL2014-146 – Williams – 2457 Rowland Road – Electoral Area ‘E’.

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

CARRIED

MOVED Director Rogers, SECONDED Director McPherson, that Development Variance Permit No. PL2014-146 to increase the maximum permitted accessory building floor area and reduce the minimum required setback to the interior side lot line to facilitate the reconstruction of two accessory buildings on the subject property be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

Development Variance Permit Application No. PL2014-142 – Rinehart – 1667 Strougler Road – Electoral Area ‘E’.

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

CARRIED

MOVED Director Rogers, SECONDED Director Young, that Development Variance Permit No. PL2014-142 to increase the maximum floor area for accessory buildings, the maximum floor area for an accessory building containing a suite and the side yard setback for an accessory building containing a suite be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variance Application No. PL2015-009 — Parksville Redi-Mix Ltd. Inc. Co. BC 0620483 – 10 Nanaimo River Road—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 Permit with Variance No. PL2015-009 to permit the construction of a concrete batch plant be approved subject to the conditions outlined in Attachments 3 to 6.

CARRIED

Director Fell left the meeting at 6:43 pm citing a perceived conflict of interest with the next agenda item.

OTHER

Liquor License Amendment Application No. PL2015-001 – Smoke ‘N Water Restaurant Inc. BC 0998469 – 1-1600 Stroulger Road – Electoral Area ‘E’.

MOVED Director Rogers, SECONDED Director Young, that the Board consider any written submissions or comments from the public.

CARRIED

MOVED Director Rogers, SECONDED Director Young, that the Board adopt the resolution attached to the report as Attachment 2 as follows:

Be it resolved that:

1. The Board of the Regional District of Nanaimo recommends the amendment of the liquor licence to food-primary entertainment endorsement.
2. The Board's comments on the prescribed considerations are as follows:
 - a) The potential for noise if the application is approved is minimal as the potential for noise to impact the surrounding community associated with the change to food-primary entertainment endorsement is minimal given that there is no change to the hours of permitted liquor sales, the property has been in place for many years, and special and private events already take place on the subject property.
 - b) The impact on the community if the application is approved is considered to be minimal as there is no change to the hours of permitted liquor sales, the property has been in place for many years, and special and private events already take place on the subject property.
 - c) The views of the residents were solicited and no notable objections to the application were received. A notice of the Board's intent to receive public input and consider a resolution regarding a proposed amendment to the existing liquor licence was delivered to owners and tenants in occupation of land within a distance of 200 metres from the property. The Regional District of Nanaimo also provided a similar notice in the local newspaper. All interested residents were invited to attend the Board meeting and provide comments on the proposal. Prior to considering the resolution attached as *Schedule No.1*, the Board asked for comments from the gallery on this application. A notice was also posted on the property advertising that the property is the subject of a development application and directing inquiries to the Strategic and Community Development Department.

CARRIED

Director Fell returned to the meeting at 6:45 pm.

ADJOURNMENT

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

CARRIED

TIME: 6:45 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY FEBRUARY 10, 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 |
| Alternate | |
| Director D. Brennan | 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 |
| Alternate | |
| Director S. Powell | City of Parksville |
| Alternate | |
| Director B. Avis | Town of Qualicum Beach |

Regrets:

| | |
|-----------------------|------------------------|
| Director B. Bestwick | 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 |
| 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 | A/Director of Corporate Services |
| C. Golding | Recording Secretary |

CALL TO ORDER

The Chairperson called the meeting to order and welcomed Alternate Directors Brennan, Powell and Avis to the meeting.

DELEGATIONS

Ken Neden, Arrowsmith Search and Rescue, re Activities of the ASAR.

Ken Neden provided a slide presentation to accompany his overview of how funding was allocated in 2014 including training exercises and capital projects, and asked for the Board's support by providing a funding grant for 2015.

Sarah Poole, re Oceanside Task Force on Homelessness.

Sarah Poole provided an update on the status of homelessness in the Oceanside area and highlighted the progress in finding affordable housing, outreach support, and access to services for the homeless in the region over the last year.

Violet Hayes, re Coldest Night of the Year Walk on February 21.

Violet Hayes updated the Board on the progress made on raising awareness of homelessness in the community and asked the Board to support the Coldest Night of the Year walk, and to provide a letter of support for their initiative to open a shelter to provide beds and to provide drop-in access to services for the homeless year round.

Carla Sampson, Ladysmith RCMP Victim Services, re Programs Provided in Electoral Areas 'A' and 'C'.

Carla Sampson provided an overview of the services provided by the RCMP Ladysmith Victim Services program in Electoral Areas 'A' and 'C' and asked for the Board's support by providing \$1,000 to fund additional staff support.

LATE DELEGATIONS

MOVED Director Young, SECONDED Director Avis, that late delegations be permitted to address the Board.

CARRIED

Steve Quinn, re Rogers Cell Tower on Plecas Road.

Steve Quinn thanked the Board for supporting the motion on January 27, 2015 and advised the Board that a package including petitions, letters of support from the residents, and alternate sites for the cell tower is forthcoming.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Committee of the Whole meeting held Tuesday, January 13, 2015.

MOVED Director Veenhof, SECONDED Director Houle, that the minutes of the Committee of the Whole meeting held Tuesday, January 13, 2015, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Andrew Gage, West Coast Environmental Law, re Water Well/Utility at 2729 Parker Road, Nanoose Bay.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from Andrew Gage, West Coast Environmental Law, regarding the Water Well/Utility at 2729 Parker Road, Nanoose Bay, be received.

CARRIED

Glen Davidson, Ministry of Forests, Lands & Natural Resource Operations, re Water Well/Utility at 2729 Parker Road, Nanoose Bay.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from Glen Davidson, Ministry of Forests, Lands & Natural Resource Operations, regarding the Water Well/Utility at 2729 Parker Road, Nanoose Bay, be received.

CARRIED

Douglas Marshall, Marshall & Lamperson, re Water Well/Utility at 2729 Parker Road, Nanoose Bay.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from Douglas Marshall, Marshall & Lamperson, regarding the Water Well/Utility at 2729 Parker Road, Nanoose Bay, be received.

CARRIED

Greg Field, Arrowsmith Search and Rescue, re Project Status Update.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from Greg Field, Arrowsmith Search and Rescue, regarding the project status update be received.

CARRIED

George Williamson, Lighthouse Country Marine Rescue Society, re Appreciation for RDN Grant-in-Aid Funding.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from George Williamson, Lighthouse Country Marine Rescue Society, regarding their appreciation for the Regional District of Nanaimo Grant-in-Aid funding be received.

CARRIED

Todd G. Stone, Ministry of Transportation and Infrastructure, re Wembley Road.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from Todd G. Stone, Ministry of Transportation and Infrastructure, regarding Wembley Road be received.

CARRIED

Norm Letnick, Ministry of Agriculture, re Proposed Review of Section 11.1 of the *Livestock Act*.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from Norm Letnick, Ministry of Agriculture, regarding the proposed review of Section 11.1 of the *Livestock Act* be received.

CARRIED

Heather Sarchuk, North Cedar Improvement District, re Gas Tax Funding – Capital Infrastructure Project Additional Reservoir Zone I - \$1,831,800.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from Heather Sarchuk, North Cedar Improvement District, regarding Gas Tax Funding – Capital Infrastructure Project Additional Reservoir Zone I - \$1,831,800 be received.

CARRIED

Eric Costen, Health Canada, re Concerns with Potential Marijuana Production Site.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from Eric Costen, Health Canada, regarding concerns with a potential marijuana production site be received.

CARRIED

Ross Peterson, Ian Birtwell, re Seaweed Harvesting – Reliability of Ministry of Agriculture Information.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from Ross Peterson and Ian Birtwell regarding Seaweed Harvesting – Reliability of Ministry of Agriculture Information, be received.

CARRIED

George Hanson, Vancouver Island Economic Alliance, re membership with the Vancouver Island Economic Alliance.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from George Hanson, Vancouver Island Economic Alliance, regarding membership with the Vancouver Island Economic Alliance be received.

CARRIED

Bruce R. Barlow, re Bridge from Gabriola to Vancouver Island.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from Bruce R. Barlow regarding a bridge from Gabriola Island to Vancouver Island be received.

CARRIED

CAO

2014 Departmental Activities and Accomplishments.

MOVED Director Kipp, SECONDED Director Powell, that the Board receive the summary of activities and departmental accomplishments for the Regional District of Nanaimo for 2014.

CARRIED

2014 Updates and 2015 Service Area Work Plan Projects and Activities.

MOVED Director Haime, SECONDED Director Avis, that the Board receive the progress report on the status of the 2014 and 2015 Service Area work plan projects and activities for information.

CARRIED

CORPORATE SERVICES

ADMINISTRATION

Disclosure of Contracts 2014 - Section 107(1) of the *Community Charter*.

MOVED Director Haime, SECONDED Director Rogers, that the report titled "Disclosure of Contracts 2014 - Section 107(1) of the *Community Charter*" be received for information.

CARRIED

Amendment to Regional Growth Management Service.

MOVED Director Houle, SECONDED Director Powell, that "Regional Growth Management Service Amendment Bylaw No. 1553.03, 2015" be introduced and read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

FINANCE

2015 Proposed Budget Request for Additions.

MOVED Director Houle, SECONDED Director Young, that the report on the 2015 funding requests from community groups be received and that the Board provide direction to staff on any further analysis or information required regarding the seven requests as detailed above, or that the individual requests be approved/amended or denied as submitted.

CARRIED

Arrowsmith Search and Rescue – Funding Request.

MOVED Director Fell, SECONDED Director Rogers, that the Board grant \$5,000 to Arrowsmith Search and Rescue for a one-time funding request for 2015; and that staff provide the Board with options to create a District 69 Search and Rescue Service Area for 2016 and onwards.

CARRIED

Ladysmith RCMP Victim Services – Funding Request.

MOVED Director McPherson, SECONDED Director Young, that the \$1,000 funding request from Ladysmith RCMP Victim Services for providing victim services for Electoral Areas 'A' and 'C' be approved.

CARRIED

Nanaimo & Area Land Trust (NALT) – Funding Request.

MOVED Director Brennan, SECONDED Director Kipp, that the budget be amended to include the \$30,000 funding request from Nanaimo & Area Land Trust.

CARRIED

Acknowledgement of the Three First Nations in the Regional District of Nanaimo.

MOVED Director Houle, SECONDED Director Powell, that staff be directed to set aside \$30,000 dollars in the 2016 Grants-in-Aid budget to acknowledge the three First Nations in the Regional District of Nanaimo, and that acknowledgement be in the form of significant art work from each of the three First Nations.

CARRIED

2015-2019 Financial Plan.

W. Idema presented a powerpoint summary of the 2015 – 2019 Financial Plan report.

MOVED Director Veenhof, SECONDED Director Brennan, that the Board receive the report on the 2015 budget and 2015 – 2019 Financial Plan.

CARRIED

MOVED Director Veenhof, SECONDED Director McKay, that the Zamboni detailed on page 301 of the budget be the cheapest model that will still “do the job”.

CARRIED

MOVED Director Veenhof, SECONDED Director Kipp, that an Electoral Area Planning Committee meeting be held once annually in each Electoral Area, and that the meeting be followed by a town hall session. Regional District of Nanaimo staff are to report back on the financial implications and recommendations for additional funding to the Electoral Area Administration budget to support these meetings which are to commence in 2015.

CARRIED

MOVED Director Veenhof, SECONDED Director Young, that the currently funded Long Range Planning position recently vacated by Lisa Bhopalsingh be filled as soon as possible, with the focus and priority of this position's duties being First Nations liaison.

DEFEATED

MOVED Director Houle, SECONDED Director Veenhof, that staff be directed to undertake the establishment of a half-time position focused on First Nations relationships and issues of inter-governmental affairs for 2015.

CARRIED

Transit Reserve Fund Operating Transfer.

MOVED Director Thorpe, SECONDED Director Powell, that the report be received for information.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WATER AND UTILITY

Inter-Water Service Area Supply Water Use Regulation Amendment Bylaw.

MOVED Director Veenhof, SECONDED Director Powell, that "Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.01, 2015" be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Powell, that "Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.01, 2015" be adopted.

CARRIED

Bylaws 813.54 and 889.70 – Inclusion of Electoral Area 'G' Property into the French Creek Sewer Service – 838 Reid Road.

MOVED Director Powell, SECONDED Director Veenhof, that "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.54, 2015" be introduced and read three times.

CARRIED

MOVED Director Powell, SECONDED Director Veenhof, that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.70, 2015" be introduced and read three times.

CARRIED

WASTE WATER

French Creek Pollution Control Centre Decontamination Building Proposal Award.

MOVED Director Avis, SECONDED Director Thorpe, that the Board award the French Creek Pollution Control Centre Decontamination Building replacement project to Manley Design + Construction Management Ltd. for the lump sum price of \$347,585.

CARRIED

Duke Point Pollution Control Centre “Regionally Significant Projects Program” Discussions.

MOVED Director McPherson, SECONDED Director Brennan, that the Board direct staff to pursue discussions with the City of Nanaimo in regards to the allocation of capacity at the Duke Point Pollution Control Centre, for the purposes of drafting a new Agreement and expanded sewer service area bylaws for Cedar Village Centre and Cable Bay areas.

CARRIED

Supply of Ferrous Chloride – Agreement with Tree Island Industries.

MOVED Director Pratt, SECONDED Director Thorpe, that the Board recommend that the Regional District of Nanaimo enter into a new 5-year agreement with Tree Island Industries Ltd. for ferrous chloride supply for \$237,833.

CARRIED

Departure Bay Sewage Pumping Station Pump No. 1 Replacement Project Award.

MOVED Director Brennan, SECONDED Director Powell, that the Board award the construction contract for the Departure Bay Sewage Pumping Station Pump No. 1 Replacement contract to C.M.F. Construction for a value of \$535,760.

CARRIED

Transition from Wastewater Service Requisition to User-Pay System for Septage Disposal.

MOVED Director Veenhof, SECONDED Director Houle, that the Board directs staff to draft bylaw amendments for presentation to the Board in March 2015, for the purpose of converting septage disposal to a user-pay system, whereby user-fees will increase from \$0.18/gallon to \$0.23/gallon to recover treatment costs, effective July 1, 2015.

CARRIED

TRANSPORTATION AND SOLID WASTE

SOLID WASTE

Bylaw 1591.05 – Solid Waste and Recycling Collection Service – Rates and Regulations Amendment Bylaw.

MOVED Director Powell, SECONDED Director Houle, that "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.05, 2015" be introduced and read three times.

CARRIED

MOVED Director Powell, SECONDED Director Houle, that "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.05, 2015" be adopted.

CARRIED

Waste Stream Management License Application – Coast Environmental Ltd.

MOVED Director McPherson, SECONDED Director Hong, that the Board receive the report on the Waste Stream Management License application from Coast Environmental Ltd.

CARRIED

ADVISORY AND SELECT COMMITTEE, AND COMMISSION

Englishman River Water Service Management Board.

Minutes of the Englishman River Water Service Management Board Meeting held Thursday, November 13, 2014.

MOVED Director Powell, SECONDED Director Haime, that the minutes of the Englishman River Water Service Management Board meeting held Thursday, November 13, 2014, be received for information.

CARRIED

Regional Solid Waste Advisory Committee.

Minutes of the Regional Solid Waste Advisory Committee Meeting held Thursday, December 11, 2014.

MOVED Director Haime, SECONDED Director Houle, that the minutes of the Regional Solid Waste Advisory Committee meeting held Thursday, December 11, 2014, be received for information.

CARRIED

Transit Select Committee.

Minutes of the Transit Select Committee Meeting held Thursday, January 22, 2015.

MOVED Director Avis, SECONDED Director Houle, that the minutes of the Transit Select Committee meeting held Thursday, January 22, 2015, be received for information.

CARRIED

Transit Select Committee Terms of Reference.

MOVED Director Thorpe, SECONDED Director McKay, that the Transit Select Committee Terms of Reference be amended to accommodate general discussion of transit related issues in the Region.

CARRIED

Future Plan and Executive Summary.

MOVED Director Haime, SECONDED Director Houle, that staff provide a report outlining costs per bus per service hour, and figures regarding cost recovery.

CARRIED

Regional District of Nanaimo/Cowichan Valley Regional District Service Discussion Report Memorandum of Understanding.

MOVED Director McPherson, SECONDED Director Haime, that the Regional District of Nanaimo and Cowichan Valley Regional District Service Discussion Report Memorandum of Understanding be received for information.

CARRIED

Extension of Transit Service to the Qualicum First Nation Reserve.

MOVED Director Rogers, SECONDED Director Fell, that staff be directed to work with BC Transit and the Qualicum First Nation on a one month trial to extend transit to the reserve via Route 99 and that staff report back to the Transit Select Committee on the results of the pilot.

CARRIED

Extension of Transit Service to Electoral Area 'H' and Courtenay.

MOVED Director Rogers, SECONDED Director Fell, that staff be directed to work with BC Transit and the Area Director to examine all opportunities to efficiently and effectively connect the Regional District of Nanaimo and the Comox Valley Regional District public transit service.

CARRIED

Agricultural Advisory Committee.

Minutes of the Agricultural Advisory Committee meeting held Friday, January 23, 2015.

MOVED Director Houle, SECONDED Director Thorpe, that the minutes of the Agricultural Advisory Committee meeting held Friday, January 23, 2015, be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

North Cedar Improvement District – Gas Tax Funding – Capital Infrastructure Project Additional Reservoir Zone 1 - \$1,831,800.

MOVED Director Fell, SECONDED Director Rogers, that staff be directed to prepare correspondence to the North Cedar Improvement District from the Regional District of Nanaimo Chair that the Board is not in a position to support the application for grant funding for the project(s) as proposed given:

1. That there is a need for a shovel ready plan before the Regional District of Nanaimo can reasonably entertain prioritizing applications for any grant fund programs. This plan should clearly identify the effect North Cedar Improvement District is trying to achieve and how it will be achieved and provide a supporting timeline. It should be noted that all planning, technical evaluation, staff and legal costs need to be borne by the North Cedar Improvement District as they are not supported by any of the grant funding programs; and
2. That the North Cedar Improvement District needs to clearly and fully detail their funding plan. This funding plan should also detail the North Cedar Improvement District approach if no exterior (gas tax) funding is available and how the North Cedar Improvement District can support 1/3 funding (assuming North Cedar Improvement District project planning and design completed and supported for prioritization) if the proposal received support on a 2/3 funding basis from the Federal and Provincial governments.

CARRIED

Letter of Support for the Society of Organized Services and the Island Crisis Care Society.

MOVED Director Powell, SECONDED Director Avis, that the Board provide a letter of support to BC Housing for funding for the Society of Organized Services and the Island Crisis Care Society for their joint initiative to create a shelter, drop in centre, supported housing and outreach office space in Parksville for Oceanside residents.

CARRIED

NEW BUSINESS

Amendment of Animal Control Bylaw No. 941, 1994 in Electoral Area 'F'.

MOVED Director Fell, SECONDED Director Avis, that staff be directed to prepare a report on amending "Animal Control Bylaw No. 941, 1994" to add regulations for the control of dogs at large in Electoral Area 'F' for the Board's consideration.

CARRIED

Bill C-638 – Derelict and Abandoned Vessels Legislation.

MOVED Director Houle, SECONDED Director Brennan, that staff be directed to prepare a letter for the signature of the Chair in support of Member of Parliament Jean Crowder's private member's Bill C-638, derelict and abandoned vessels legislation.

CARRIED

IN CAMERA

MOVED Director Avis, SECONDED Director McKay, that pursuant to Sections 90(1)(e), (f) and (j) of the *Community Charter* the Committee proceed to an In Camera Meeting for discussions related to land acquisitions, law enforcement and third party business interests.

TIME: 9:34 PM

ADJOURNMENT

MOVED Director Avis, SECONDED Director Powell, that this meeting be adjourned.

CARRIED

TIME: 9:50 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1654.01

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO WATER
USE REGULATION BYLAW. NO. 1654, 2012**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend “Regional District of Nanaimo Water Use Regulation Bylaw No. 1654, 2012”;

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 “Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.01, 2015”.

2. Amendments

“Regional District of Nanaimo Water Use Regulation Bylaw No. 1654, 2012” is amended as follows:

(1) By adding a new Section 12 as follows:

12. Inter Water Service Area Supply

- (1) Water transfers between Regional District of Nanaimo Water Service Areas are permitted for temporary operational or emergency purposes only.
- (2) Water transfers require the approval of the Manager of Water Services.
- (3) Reimbursement rate for water supplied will be in accordance with Schedule “C” of this bylaw.

(2) By renumbering the subsequent sections.

Introduced and read three times this day of , 2015.

Adopted this day of , 2015.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 813.54

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 land shown outlined in black on Schedule ‘A’ of this bylaw and legally described as:

- Lot 11, District Lot 29, Nanoose District, Plan VIP13406;

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. 813.54, 2015”.

Introduced and read three times this ____ day _____ of , 2015.

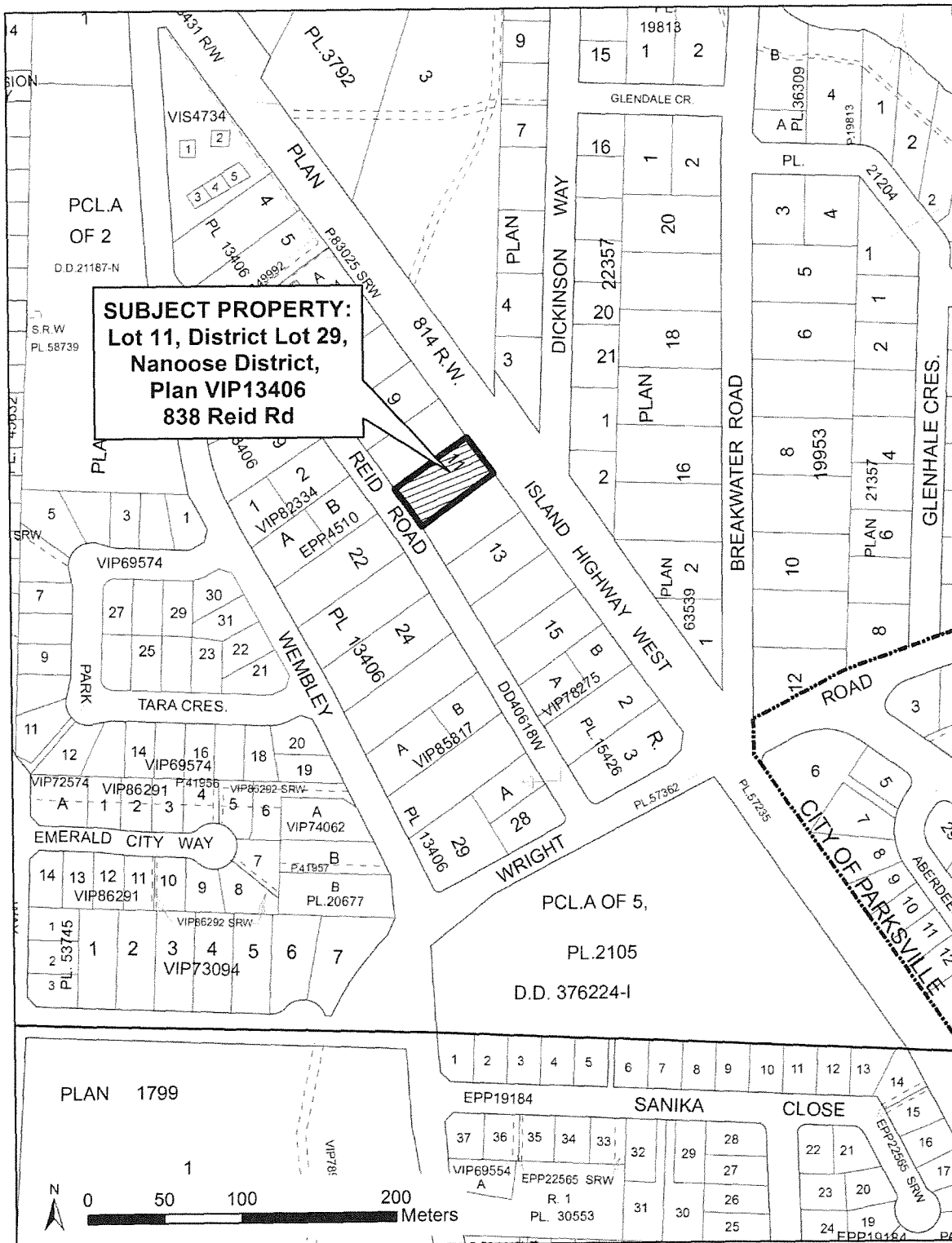
Adopted this ____ day of _____, 2015.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.70

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 land shown outlined in black on Schedule ‘A’ of this bylaw and legally described as:

- Lot 11, District Lot 29, Nanoose District, Plan VIP13406;

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. 889.70, 2015”.

Introduced and read three times this ____ day of _____, 2015.

Adopted this ____ day of _____, 2015.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1591.05

**A BYLAW TO AMEND THE SOLID WASTE AND RECYCLING
COLLECTION SERVICE RATES AND REGULATIONS BYLAW**

WHEREAS the Regional District of Nanaimo established the Solid Waste and Recycling Collection Service pursuant to Bylaw No. 793, cited as "Recycling and Compulsory Collection Local Service Establishment Bylaw No. 793, 1989";

AND WHEREAS the Regional District of Nanaimo adopted a rates and regulations bylaw in relation to the Solid Waste and Recycling Collection Service, cited as "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates And Regulations Bylaw No. 1591, 2010";

AND WHEREAS the Board of the Regional District of Nanaimo wishes to update user rates;

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

1. Amendments

"Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010" is amended as follows:

- (a) By deleting Schedule 'A' and replacing it with the Schedule 'A' attached to and forming part of this bylaw.

2. Citation

This bylaw may be cited as "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.05, 2015".

Introduced and read three times this ___ day of _____, 2015.

Adopted this ___ day of _____, 2015.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer

SCHEDULE 'A'

BYLAW NO. 1591

User Fees associated with Collection of Garbage, Food Waste and Recyclable Materials

The rates in this schedule apply to the jurisdictions as outlined in the body of this bylaw.

| Service Area | Prompt Payment Rate (rates rounded for convenience) | Payment after Due Date | Other Charges |
|--|--|-------------------------------|--|
| Electoral Areas ⁽¹⁾ | \$121.50 | \$135.00 | |
| City of Parksville ⁽¹⁾ | \$121.50 | \$135.00 | |
| District of Lantzville ⁽¹⁾ | \$121.50 | \$135.00 | |
| Town of Qualicum Beach ⁽²⁾ | \$80.10 | \$89.00 | |
| Recycling Only ⁽³⁾ | \$22.50 | \$25.00 | |
| Tags for set out of additional Garbage Containers (excluding Town of Qualicum Beach) | - | - | \$2.00 per garbage container |
| Green Bin food waste containers | | | \$25.00 ⁽⁴⁾ each \$26.00 ⁽⁴⁾ each |

Explanation of Service Level Container Limits included in Basic Rate

(1) Service Level Basic Rates Container Limits =

The basic rate will include up to one container of Residential Garbage per collection period (one container per two weeks), one container of Residential Food Waste per collection period (one container per week), and unlimited Recyclable Materials per collection period.

(2) Service Level Basic Rates Recycling and Food Waste Collection for Town of Qualicum Beach =

The basic rate will include up to one container of Residential Food Waste per collection period (one container per week), and unlimited Recyclable Materials per collection period.

(3) Service Level Basic Rates Recycling Only Collection =

The basic rate includes unlimited Recyclable Materials only per collection period.

(4) Charge for Green Bin food waste container includes taxes. Old stock (model # NPL 280) charged at \$25.00 each. Upon depletion of old stock, charge of \$26.00 each for new stock (model # NPL 280A).

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE
REGIONAL PARKS AND TRAILS SELECT COMMITTEE MEETING
HELD ON TUESDAY FEBRUARY 3, 2015 AT 12:00 PM
IN THE RDN COMMITTEE ROOM

Attendance: Director Colin Haime, Chair, District of Lantzville
Director Maureen Young, Electoral Area 'C'
Director Alec McPherson, Electoral Area 'A'
Director Julian Fell, Electoral Area 'F'
Director Bob Rogers, Electoral Area 'E'
Director Ian Thorpe, City of Nanaimo
Director Teunis Westbroek, Town of Qualicum Beach
Director Marc Lefebvre, City of Parksville

Staff: Tom Osborne, General Manager of Recreation and Parks
Paul Thorkelsson, Chief Administrative Officer
Ann-Marie Harvey, Recording Secretary

Also in Attendance: Director Joe Stanhope, RDN Board Chair

CALL TO ORDER

Chair Haime called the meeting to order at 12:03pm.

MINUTES

MOVED Director Lefebvre, SECONDED Director McPherson that the minutes of the Regular Regional Parks and Trails Select Committee meeting held October 21, 2014 be approved.

CARRIED

ORIENTATION

Mr. Osborne gave a summary of the contents of the Regional Parks & Trails Select Committee binder. He gave a presentation to the committee that summarized information about all the regional parks within the RDN.

REPORTS

Monthly Update of Community and Regional Parks and Trails Projects - October 2014
Monthly Update of Community and Regional Parks and Trails Projects - Nov-Dec 2014

Mr. Osborne gave an update of the monthly Community and Regional Parks and Trails Reports.

E & N Rail Trail Project Update

Mr. Osborne updated the committee on the status of the E&N Trail project. The trail is at the engineering stage and at about 70% completed design of the trail will look like. Mr. Osborne noted 3 areas of challenge that are mostly to do with private land matters and sourcing the best route within or adjacent to the ICF corridor. Staff also met with the ALC on routing options are waiting for a formal response from the Commission.

Little Qualicum River Regional Park Bridge Assessment Report

MOVED Director Westbrook, SECONDED Director Fell that the bridge at Little Qualicum River Regional Park be upgraded for pedestrian, cyclist, service vehicle and emergency use, but not seismic upgrades funded by the Regional Parks Capital Budget following dissolution of the easement over the structure.

CARRIED

MOVED Director Fell, SECONDED Director Westbrook that the Regional District not explore the full replacement of the bridge at Little Qualicum River Regional Park and related land use agreements in order for the bridge to be used as an emergency evacuation route as there are other more viable routes to consider.

CARRIED

MOVED Director Rogers, SECONDED Director McPherson that the reports be received.

CARRIED

NEW BUSINESS

Friends of Morden Mine - Eric Ricker/Chris Sholberg Presentation - RJC Preliminary Evaluation Report

Mr. Ricker gave an overview of the RJC Preliminary Evaluation Report and requested grant application support from the RDN for the costs associated with the restoration of the tipple. The probable cost for the report's recommended approach is \$2,858,000.

Island Trust – Density Banking for Lots Rezoned as Parks

Mr. Osborne spoke to the Island Trust's staff report on density banking on lands zoned as parks on Gabriola Island and summarized the background to this report and the next steps for the rezoning bylaws.

MOVED Director Lefebvre, SECONDED Director Westbrook that the update be received.

CARRIED

Benson Creek Park Parking Lot

Mr. Osborne gave an update to the Committee on the parking issues, enforcement and towing of illegally parks cars at Benson Creek Falls Regional Park at the Jameson Road staging area.

MOVED Director Young, SECONDED Director Lefebvre that the update be received.

CARRIED

Appointments to Regional Park Management Plan Committee for Fairwinds

MOVED Director Westbrook, SECONDED Director Lefebvre that Director Rogers and Director Young be appointed to the Regional Park Management Plan Committee for Fairwinds.

CARRIED

MOVED Director Westbrook, SECONDED Director Fell that Director Lefebvre be appointed as an Alternate committee member to the Regional Park Management Plan Committee for Fairwinds.

CARRIED

BUSINESS ARISING FROM DELEGATIONS, COMMUNICATION OR PRESENTATIONS

MOVED Director Westbroek, SECONDED Director Lefebvre that the Regional District lobby the Province of British Columbia to undertake the restoration of the tipple at Morden Colliery Historic Provincial Park and that Regional District staff investigate grant funding opportunities to assist with the restoration project.

CARRIED

IN CAMERA

MOVED Director Lefebvre, SECONDED Director Westbroek, that pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land issues.

Time: 2:50pm

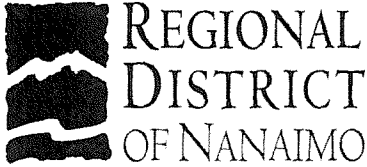
CARRIED

ADJOURNMENT

MOVED Director Lefebvre, that the meeting be adjourned at 3:15pm.

CARRIED

Chairperson



| | | |
|--------------|--|------------------------|
| RDN REPORT | | [Handwritten initials] |
| CAO APPROVAL | | |
| EAP | | |
| COW | | |
| JAN 27 2015 | | |
| RHD | | |
| BOARD | | |
| RPTSC | | |

MEMORANDUM

TO: Wendy Marshall
Manager Parks Services

DATE: January 26, 2015

FROM: Kelsey Cramer
Parks Planner

FILE:

SUBJECT: Little Qualicum River Regional Park Haul Bridge - Easement Dissolution & Upgrades

PURPOSE

To assess future use of the haul bridge over the Little Qualicum River within the Little Qualicum River Regional Park (LQRRP) and to determine the scale of bridge upgrades to be required.

BACKGROUND

The Little Qualicum River Regional Park (LQRRP) is a 44 hectare (108.5 acre) riparian corridor property located in Electoral Area 'F'. Bordering both sides of one of Vancouver Island's large rivers, it protects 2.7 km of valuable riparian margin along the middle reaches of the river.

The Regional District acquired the Little Qualicum River property in 1999 as parkland dedication from the Qualicum River Estates subdivision process. The Park is bordered by private residential lands, private development lands (Wicklow West Holdings), the Little Qualicum Falls Provincial Park to the south, and Island Timberlands property to the northeast. Meadowood Community Park also adjoins the LQRRP along Galvin PI (see Appendix 1 - Map).

Haul Road & Bridge

During the subdivision process for the Little Qualicum Estates area, the Regional District of Nanaimo acquired the LQRRP, which includes the haul bridge across the river (Figure 1). The gravel haul road on either side of the bridge is on private land owned by Wicklow West Holdings, and is not managed by the Ministry of Transportation and Infrastructure (MOTI). The MOTI manages Corcan Rd and Melrose Place, that abut the haul road on the west and east sides of the river, respectively.

On the east side of the river, the haul road passes through Wicklow West Holdings land, Island Timberlands land, and Crown land before abutting Melrose Place (see Appendix 1 - Map). The haul road and bridge originated during the logging activity that occurred on the lands prior to purchase by Wicklow West Holdings.

Since the acquisition of the park, the haul bridge has been used, controlled and maintained for gravel extraction operations, by way of Easement over the bridge. Ozero Sand & Gravel, through affiliation with Wicklow West Holdings, has controlled and maintained the bridge and the gravel haul road from Corcan Rd to Melrose Pl.

There are two gates located at the end of Corcan Rd and near the gravel pit on the east side of the river (see Appendix 1 – Map & Figure 2). Ozero Sand & Gravel has typically closed the gates during the weekends and during heavy snow or risk of fire. When the gates are open, many residents in the Little Qualicum Estates area used the gravel haul road and bridge as a short-cut to the Alberni Highway, even though the gravel road is private. ATV use in the area is also prevalent and ATVs use the bridge even if the gates are closed.

Bridge Access & Use

The only legal access to the bridge is via Statutory Right of Way (SROW) that permits parking and public pedestrian access from the end of Corcan Rd to the regional park boundary. The narrow serpentine route and steep banks will not accommodate a separate pedestrian path to the river. Therefore, as long as the road is in use by gravel trucks, this route is not safe for pedestrians. There is no access agreement in place on the east side of the river.

During the management plan process, Parks staff met with Wicklow West Holdings to discuss development plans on lands surrounding the LQRRP. The company identified many constraints to further subdivision and development of their lands. On the west side of the river, the property is geotechnically un-usable due to steep slopes. Riparian setbacks, environmentally sensitive areas, current zoning and uncertain market demand also limit development potential. On the east side of the river, environmental sensitivity (salmon spawning channels, floodplain, steep slopes) and the great expense required to construct a road and bridge crossing to current standards, mean that subdivision and development on the east side of the river is not likely within the foreseeable future. The management plan does introduce the idea of parkland acquisition or land use agreements on the east side of the river to both protect the sensitive habitat and also expand on day-use recreation near the river (Figure 3).

Bridge Damage and Easement Dissolution

In May, 2014 RDN Parks received correspondence that the bridge had been damaged and that there was a desire by Wicklow West Holdings and Ozero Sand & Gravel to see the bridge returned to RDN control (see Appendix 2 – Email Correspondence). In other words, the easement over the bridge would need to be legally dissolved through the Land Titles Office. The RDN sought legal counsel as to the mechanism and implications for doing so. It is clear that all liability associated with the bridge would fall on the RDN once the easement is dissolved. The RDN, as part owner of the bridge, already has the right to repair and maintain the bridge. Any action by the RDN to restore or replace the bridge will trigger provincial consent under the *Water Act* and the new proposed *Water Sustainability Act*.

Ozero Sand & Gravel has kept the gates closed since May since the bridge is no longer safe.

Emergency Response

From an Emergency Response and Preparedness perspective, it was made clear during the management planning process, that the bridge and haul road are valuable for evacuating the Little Qualicum Estates area in the event of an interface-fire or other emergency.

In the Little Qualicum Estates Area, Corcan Rd (Ballis Rd from the Inland Island Hwy) is the only road in and out of the area. The only other options for exiting this community are: (1) The gated Nahmint Rd emergency access to Highway 19, southbound (see Appendix 1 – Map & Figure 4) and; (2) The private haul road connecting Corcan Rd and Melrose Pl, via the LQRRP bridge.

With recent destruction and closure of the haul bridge, the question has been posed: Should the RDN invest in upgrading this bridge for emergency evacuation use when:

- a) the Nahmint Rd emergency exit exists;
- b) the roads on either side of the bridge are private and there is no guarantee they will be maintained over time?

If this bridge is to be used for emergency evacuation purposes, funding and coordinating access to the bridge with the adjacent property owner should occur outside the Parks function.

Bridge Condition Report

The RDN Parks division commissioned Herold Engineering to conduct an engineering study to assess the repair/replacement options and associated costs (see Appendix 3). The costs presented are based on a preliminary assessment. Detailed design of the selected option will inform the final cost estimate. The assessment offers 4 options:

- *Full Replacement (\$650,000 to \$850,000)*
- *Full Access Upgrade including Seismic Retrofit (\$360,000 to \$480,000)*
- *Pedestrian, Cyclist, Service Vehicles and Emergency Vehicles, No Seismic Upgrade (\$115,000 to \$125,000)*
- *Pedestrian and Cyclists Only, No Seismic Upgrade (\$80,000 to \$100,000).*

The report recommends that if seismic resistance is required (e.g. if the bridge is to form part of an emergency evacuation route) then the *Full Replacement Option* is recommended over the *Full Access Upgrade* due to an increased lifespan of a new structure (75 vs. 25 years). If the bridge is to be primarily used by RDN service vehicles and occasional emergency traffic, then the third option is recommended. The pedestrian only option does not offer enough savings to warrant consideration over the third option. As a minimum, the log stringer spans should be replaced.

FUTURE IMPLICATIONS

From a Parks perspective, the bridge is not critical to the general functioning of the park. The park is primarily a Conservation area. Recreation within the park is limited to the hydro corridor and an isolated swimming spot downstream of the bridge. Pedestrian access from the end of Corcan Rd to the park and the swimming spot can be achieved by the SROW already in place. If the swimming spot increases in popularity and development of a day use area becomes a high priority in the community, or if lands on the east side of the river are acquired for park use, it would be beneficial to have the bridge in place for pedestrian access and service vehicle use.

Another factor to consider is the high use of ATVs in the neighbourhood. While ATVs are not permitted in RDN Parks and Trails, the LQRRP management plan speaks to future Board consideration for a unique allowance for ATV use of this bridge. One issue with this would be the indirect granting of ATV access onto the adjacent private lands.

It would be requested of the adjacent landowner that he keep the gates closed for his own protection and prevention of public use of his private road. Should he choose to leave the gates open, the RDN could consider installing new gates directly adjacent to the bridge to prevent unauthorized access and limit RDN liability. New gates at the bridge would be required if: a) the bridge is to be upgraded for pedestrian access only, b) ATV's are to be prohibited from accessing the bridge, or c) no action is taken to improve the bridge at this time.

See Appendix 4 for relevant policies from the 2013-2023 Management Plan.

ALTERNATIVES

1. That the bridge at Little Qualicum River Regional Park be upgraded for pedestrian, cyclist, service vehicle and emergency vehicle use, but not for seismic upgrades, funded by the Regional Parks Capital Budget following dissolution of the easement over the structure.
2. That the bridge at Little Qualicum River Regional Park be replaced and be integrated and used as an emergency evacuation route funded by any applicable emergency response grant programs.

FINANCIAL IMPLICATIONS

Based on the recommendations from the engineering study, the two most cost-effective options are:

- 1) *A Full Replacement* of the bridge if it is to be part of an emergency evacuation route at a cost of \$650,000 to \$850,000
- 2) *An Upgrade of the bridge for Pedestrian, Cyclist, Service Vehicles and Emergency Vehicles (No Seismic Upgrade)* for a cost of \$115,000 to \$125,000

A 20% contingency is recommended to be added to these values to cover unforeseen design and construction factors. Detailed design of the selected option will still need to occur and an allowance of \$10,000 is recommended. Following detailed design, the above cost estimates and contingency will be refined. Two new gates on each side of the bridge may also be required to limit unauthorized access at a cost of approximately \$5,000 each.

The funding source for the bridge repair will depend on Board Direction. If the bridge is deemed an essential link in an emergency response route, then the process for funding, replacing and ensuring access to the bridge would be better handled outside the Parks Function, grant funding will need to be sourced and public use easements will need to be secured for the intended emergency use.. If the bridge is not intended to form part of an emergency response route, then funding from the Parks Capital Budget could be allocated to finalize design, upgrade the bridge, and install new gates in 2015-2016.

STRATEGIC PLAN IMPLICATIONS

Upgrading the haul bridge to allow for safe pedestrian and emergency/service vehicle access is consistent with following goal from the RDN Board Strategic Plan 2013-2015: *Develop existing parks and trails as guided by management plans.* Specifically, Action 9.5 of the Little Qualicum River Regional Park Management Plan states: *Commission an engineering study to assess required safety upgrades to the haul bridge for safe pedestrian and emergency vehicle crossing to the remainder of the regional park on the east side of the river. The implementation of any upgrades will depend on the outcomes of the study.*

See Appendix 4 for additional relevant policies from the 2013-2023 Management Plan.

SUMMARY/CONCLUSIONS

Recent correspondence from the easement holder over the Little Qualicum River haul bridge indicates that they would like to see the easement dissolved and all liability for the bridge handed over to the RDN. The bridge is currently damaged and access to it via two private roads is currently gated. Parks staff had an engineering study assess replacement/upgrade requirements and costs.

The outcome of replacing or upgrading the bridge and the source of funding to either replace or upgrade the bridge depends on whether the haul bridge and private roads are considered an essential second emergency evacuation route for the Little Qualicum Estates Area. There is an existing gated Highway 19 emergency access located off of Nahmint Rd. From a parks perspective, the bridge does not serve a critical role and public vehicle access is not authorized on the private roads leading to it.

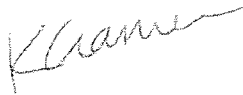
Based on an engineering study, the costs to replace the bridge range from \$80,000 for pedestrian only to \$850,000 for a full replacement. Parks staff recommend that, following dissolution of the easement over the LQRRP bridge, detailed design for the upgrade of the bridge (as per the Condition Assessment Report) for *Pedestrian, Cyclist, Service Vehicles and Emergency Vehicles (No Seismic Upgrade)* occur for an estimated maximum cost of \$10,000. Repair work will follow for an estimated cost of \$115,000 to \$125,000 (plus 20% contingency). This will be funded through the Regional Parks Capital Budget.

At this time, sourcing funding to replace the bridge and use as an emergency route has not taken place nor has discussions with the landowner to provide easement over their lands to provide for an evacuation route. The Regional Board may wish to direct staff to undertake this task in future year work plans.

In the interim, Parks staff recommend installing new gates to control unauthorized access at the bridge itself and limit RDN liability.

RECOMMENDATION

1. That the bridge at Little Qualicum River Regional Park be upgraded for pedestrian, cyclist, service vehicle and emergency vehicle use, but not for seismic upgrades, funded by the Regional Parks Capital Budget following dissolution of the easement over the structure.
2. That the Regional District continue to explore in long range planning the full replacement of the bridge at Little Qualicum River Regional Park and the related land use agreements that will be required for the site to be integrated and used as an emergency evacuation route.



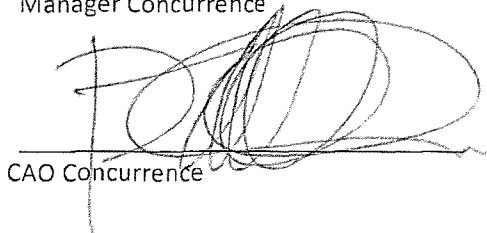
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence



Figure 1. Haul bridge that crosses the river within the LQRRP.



Figure 2. Haul Rd gate at the end of Corcan Rd (above).
Haul Rd gate near the gravel pit east of river (below).

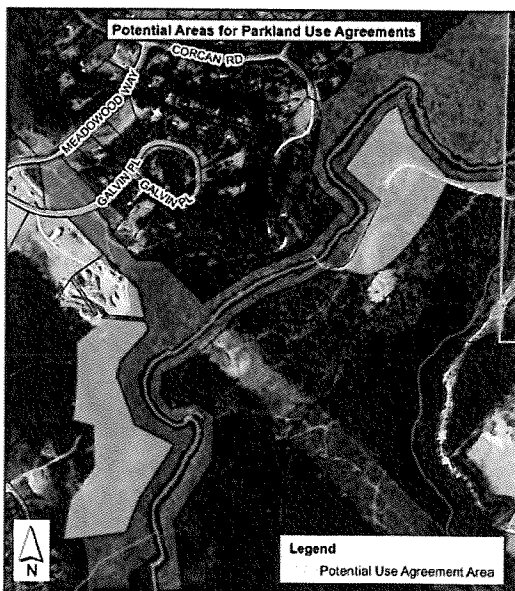
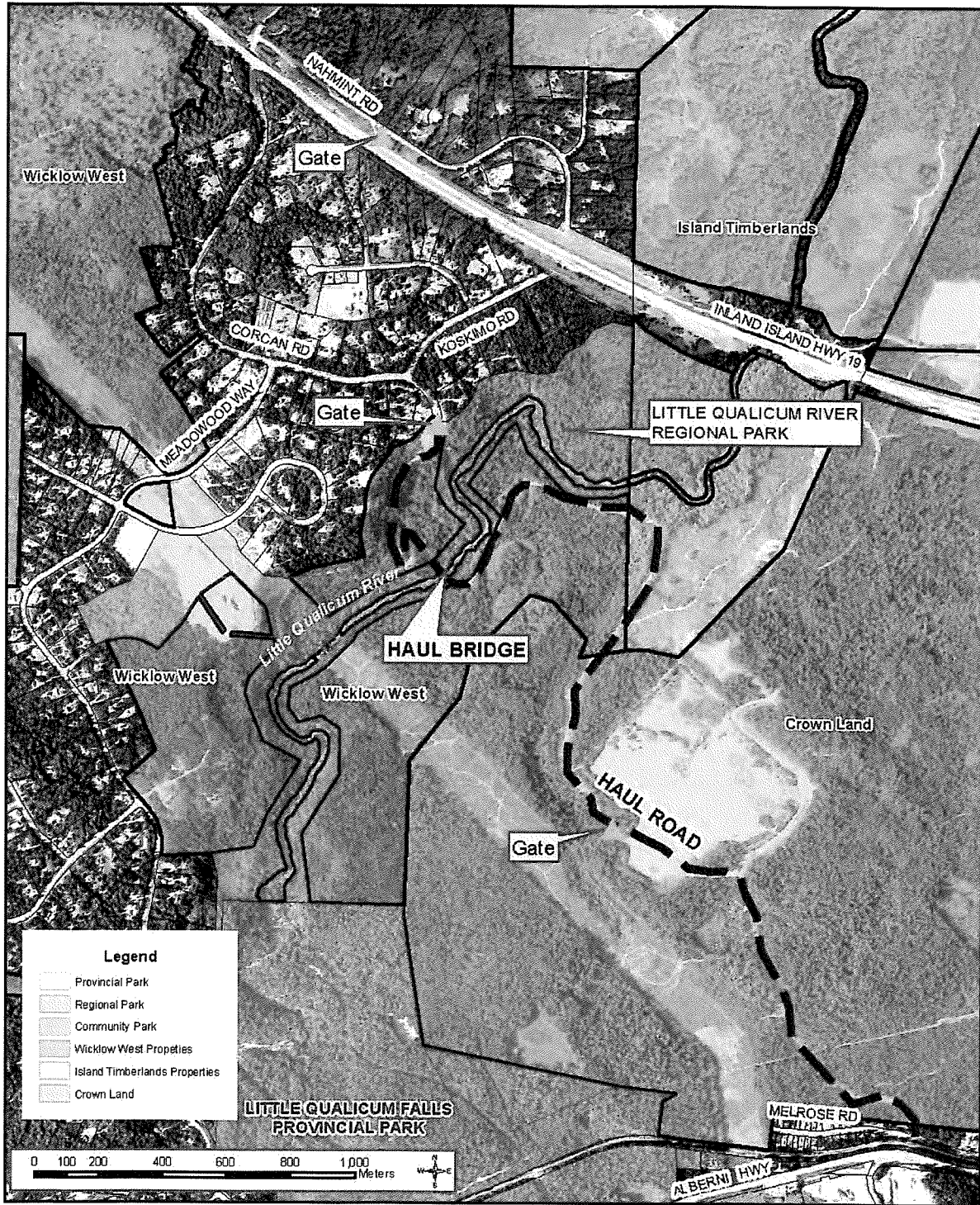


Figure 3. Potential areas for parkland use agreements, either for conservation or recreation purposes (as per Figure 9 in the Management Plan).



Figure 4. Nahmint Rd gated emergency access to Highway 19 - southbound.

APPENDIX 1 - MAP



APPENDIX 2 – EMAIL CORRESPONDENCE

Cramer, Kelsey

From: Wally Campbell <wcampbell@WicklowWest.com>
Sent: Thursday, May 22, 2014 2:54 PM
To: Cramer, Kelsey; mozero@shaw.ca; ozerosg@telus.net
Cc: Marshall, Wendy; Osborne, Tom
Subject: RE: Bridge over the Little Qualicum River

Follow Up Flag: Follow up
Flag Status: Completed

Kelsey,

My understanding is Hydro does not need access over the bridge, but does need access from the end of Corcan to the bridge.

Regards,

Wally

From: Cramer, Kelsey [<mailto:KCramer@rdn.bc.ca>]
Sent: Thursday, May 22, 2014 11:40 AM
To: Wally Campbell; 'mozero@shaw.ca'
Cc: Marshall, Wendy; Osborne, Tom
Subject: RE: Bridge over the Little Qualicum River

Hi Wally,

We will be looking into the legal mechanisms required to officially transfer the bridge to the park. In the meantime, our preference would be to keep the gates closed and a key given to BC Hydro for their access needs. I can provide a contact with BC Hydro if helpful.

We will get back to you once our solicitor has had a chance to review the legal property documents.

Best regards,
Kelsey

From: Wally Campbell [<mailto:wcampbell@WicklowWest.com>]
Sent: Wednesday, May 21, 2014 4:07 PM
To: Cramer, Kelsey; mozero@shaw.ca
Cc: Marshall, Wendy; Osborne, Tom
Subject: RE: Bridge over the Little Qualicum River

Hello Kelsey,

I had a talk with Dennis and we agreed on the following:

1. The bridge is on parkland.
2. The road from Corcan to the bridge should be left open due to B.C. Hydro requirements.
3. The bridge will be closed to the best of Dennis's ability, while you have the right and the responsibility to make any changes you wish.

If you do not agree with the above please advise.

Thank you.

Wally

From: Cramer, Kelsey [<mailto:KCramer@rdn.bc.ca>]
Sent: Friday, May 16, 2014 12:44 PM
To: 'mozero@shaw.ca'
Cc: Wally Campbell; Marshall, Wendy; Osborne, Tom
Subject: Bridge over the Little Qualicum River

Hi Dennis,

I wanted to follow up on our phone call yesterday. We understand that you are no longer planning to use/maintain the private road and bridge and that the landowner (Wicklow West Holdings, Wally Campbell) discussed with you the desire to see the bridge become part of the use and responsibility of the RDN within the Little Qualicum River Regional Park.

We are now aware of the situation and will look at our options, including what is described in our management plan for the park and what are the details in the documents describing the right-of-way from the end of Corcan Rd to the bridge.

As discussed, please keep the gates closed until we are able to further discuss the topic of the bridge over the Little Qualicum River.

Thank you for your call yesterday.

Have a good long weekend,
Kelsey

Kelsey Cramer
RDN Parks Planner

Regional District of Nanaimo
Recreation and Parks
Okeanade Place
830 West Island Highway
Parksville BC V8P 2X4
250 248-3252 or 1 888 828-2069
www.rdn.bc.ca

**APPENDIX 3 – Herold Engineering Condition Assessment: River Crossing at the Little Qualicum
Regional Park.**

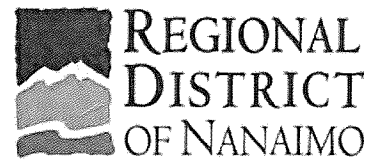


Project 0837-034

CONDITION ASSESSMENT

**River Crossing
at the Little Qualicum
Regional Park**

submitted to



The Regional District of Nanaimo
Recreation & Parks Department

830 West Island Highway
Parksville, BC V9P 2X4

December 3 2014

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1 PROJECT SUMMARY

For this project, Herold Engineering Limited was retained by the Regional District of Nanaimo's Recreation and Parks Department (RDN) to review the bridge crossing on the Little Qualicum River at approximate UTM coordinates of E 387435 and N 5464975. The intent of the site visit was to perform an overall visual assessment of the structure's current condition, as well as to perform a drilling assessment on the log-stringers that support the approximately 9.7m (32 ft.) northern span. In addition, the RDN requested an opinion of probable upgrade costs for the structure, as well as options for improving access over the bridge.

Herold Engineering attended the bridge site with an RDN representative on September 30th 2014.

2 SITE DESCRIPTION AND HISTORY

2.1 Bridge

The log stringer/ steel girder bridge crosses the Little Qualicum River at the coordinates indicated previously. The structure is comprised of 2 spans supported by concrete abutments and a single concrete pier wall within the river. The age of this structure is unknown and we understand that there are no drawings available showing the details of construction. It is our understanding that the bridge is currently used as part of a resource road for the primary purpose of transporting gravel.

2.2 Trail Design, Potential Future Use

We understand that the easement currently in place over the bridge is under consideration for dissolution. Once dissolved, all liability associated with the bridge will fall on the RDN. The roads on either side are privately owned and maintained, therefore the RDN cannot promote public vehicle access over the bridge. Currently the roads are gated, however, if the gates are left open at the discretion of the private landowner, the public will be able to cross the bridge (unless the RDN installs new gates directly at the bridge). In addition, in the event of an emergency, this route is a possible evacuation route.

The RDN has requested that this report consider an option for pedestrian access only across the bridge and an option for both vehicle and pedestrian access (including emergency vehicles).

2.3 Seismic Considerations

While the type of design used for abutments and piers is not known, the visual review of this structure indicates that it does not have the seismic resistant characteristics that would be required to consider it an emergency route or lifeline bridge in the event of an earthquake. In the structure's current form, it is likely that this structure would undergo significant damage and possibly collapse in the event of a significant seismic event. Seismic retrofits could be undertaken for the bridge, but would require a more detailed assessment including an investigation of the type of construction used below grade (piles versus footings).

2.4 River Channel

At the time of the site visit, the water level was approximated 1.8m (6 ft.) below the underside of the steel girders on the longer span (main river channel) and approximately (10.5 ft.) below the underside of the log stringers on the shorter north span (side channel). The depth of water in the North span was less than 0.6m (2 feet). Depth of water in the main channel is estimated at roughly 1.8 – 2.4m (6 – 8 ft.) and it is presumed that the water level was nearly at its highest for the season.

Based upon the above observations, it is reasonable to assume that the structure has adequate clearance to pass a 200 year flood event, but further studies would be necessary to draw a more definitive conclusion. Scour of the center pier is likely a much higher risk for the structure (refer to more detailed discussion of piers and abutments that follows).

3 SITE INVESTIGATION

3.1 Steel Span

The Southern span is comprised of two steel I-Girders of unknown age and origin. The Girders were measured at approximately 1.8m (6 feet) deep and are constructed of flanges riveted to the web plate. It is likely that these components were salvaged from a de-commissioned rail or other bridge and re-purposed for the current arrangement. The span of this structure is estimated at 25.6m (84 ft.), by scaling off of photos (measurement was not taken while on site). Visually, the girders are in serviceable condition, with no significant loss of material (i.e. flaking or holes) noted. There is a significant amount of moss on the outside bottom flanges, making it difficult for a good visual assessment of these components. The riveted construction may or may not indicate significant age. The use of rivets is no longer common practice in BC due to a lack of personnel trained in their installation and the inherent lack of seismic resistance of riveted connections. It is most likely that the girders are in the range of 45 – 70 years old. The anticipated life of structural steel in a non-corrosive environment (i.e. not in a marine location and limited use of road salts) is in the order of **75 to 100 years**. The girders may well have a significant life expectancy left, but the actual age would have to be known to make a judgement.

The steel girders are likely suitable in their current form to support pedestrian loads. If the intent is to use the bridge for vehicle traffic, including emergency vehicles, further NDT would be required beyond the visual assessment. Further NDT processes (MPI or UT) would require closer access via scaffolding. This could be accomplished by removing a portion of the timber decking and installing access scaffold on the bottom of the girders.

3.2 Log Stringer Span

It should be noted that log stringers are considered a temporary crossing option and are commonly used in logging and other industries to temporarily access remote sites. The use of log stringers beyond an age of **15 years** is not recommended. Log stringers are inherently at risk of deterioration due to various

forms of rot, some of which can go undetected until a collapse occurs. The extent of deterioration in log stringers depends on several factors including the presence of gravel decks on top, whether or not logs have been de-barked, proximity to water levels below, presence of shading and lack of sunlight (i.e. rainforest location would tend to prevent logs from drying completely).

The 4 log stringers were drilled in 6 locations on either the top (mid-span and ¼ spans) or sides (North abutment). The mid-span underside of girders was not accessible due to height above the stream bed. While the drilling indicated residual life of the stringers in the locations investigated, it is not possible to determine the precise level of deterioration and critical locations (mid-span underside) were not accessible. The drilling program should be considered inconclusive in this regard.

3.3 Abutments and Centre Pier

Abutments and the center pier for this bridge are constructed of cast in place concrete of unknown age and design. Visual review of the concrete structures did not indicate any significant signs of distress (i.e. cracking, settlement or shifting). The center pier does have evidence of scour occurring at the base of its southern side (the side subject to much higher water flows). The extent of scour could not be determined due to high water levels at the time of the site visit. It is unknown whether this structure is founded on piles or spread footings. If spread footings, then it is at risk of further scour and eventual settlement or washout of the center pier. It is also possible that the pier was constructed on a footing placed directly on shallow bedrock, in which case scour would not be as much of a concern, further investigation is recommended.

Based on visual observations, the likelihood of structural collapse of piers and abutments is much smaller than the risk of scour and potential washout. In order to provide a more definitive assessment, a site visit during low water would have to take place along with some local excavation to determine footing arrangement or pile configuration.

4 OPTIONS AND COST ESTIMATES

4.1 Full Replacement

The estimated cost for constructing a new single lane, 35-40m single span, dual steel girder and cast in place concrete deck bridge to the current CSA Bridge Code and BC MoTI standards for low volume roads would be in the order of **\$650,000 to \$850,000** (depending upon subgrade conditions). This replacement structure would have an ultimate life expectancy of 75 years, with no major repairs required for 30 years.

A clear-span structure would be at much less risk of washout and the seismic provisions of the bridge code are generally easier to meet with single span bridges. Additionally scour issues at the center pier would be eliminated with a clear-span structure.

4.2 Full Access Upgrade including Seismic Retrofit

- Re-deck existing steel girder portion of bridge with timber decking: \$15,000
- Replace log stringer section with precast concrete slab-girders: \$75,000
- Provide new guardrails for entire length of structure on both sides: \$10,000
- Perform seismic upgrades (including an upgrade to bracing): \$250,000 to \$350,000
- Address scour at center pier: \$10,000 to \$30,000

Total estimated cost for this option is therefore **\$360,000 to \$480,000**

This structure would require periodic monitoring of the steel girders and timber deck and would require timber deck repairs and maintenance every 5 years. Remaining life expectancy of the steel girders may be only 25 years (depending on current age which is unknown)

4.3 Pedestrian, Cyclist, Service Vehicles and Emergency Vehicles, No Seismic Upgrade

- Re-deck existing steel girder portion of bridge with full width timber decking: \$15,000
- Replace log stringer section with full width precast concrete slab-girders: \$75,000
- Provide new guardrails for entire length of structure on both sides: \$5,000
- Address scour at center pier: \$10,000 to \$30,000

Total estimated cost of this option is therefore **\$115,000 to \$125,000**

This structure would require periodic monitoring of the steel girders and timber deck and would require repairs and maintenance every 5 years. Remaining life expectancy of the steel girders may be only 25 years (depending on current age which is unknown)

4.4 Pedestrian and Cyclists Only, no Seismic Upgrade

- Re-deck existing steel girder portion of bridge with 3m width timber decking: \$10,000
- Replace log stringer section with 3m width precast concrete slab-girders: \$55,000
- Provide new guardrails for entire length of structure on both sides: \$5,000
- Address scour at center pier: \$10,000 to \$30,000

Total estimated cost of this option is therefore **\$80,000 to \$100,000**

This structure would require periodic monitoring of the steel girders and timber deck and would require repairs and maintenance every 5 years. Remaining life expectancy of the steel girders may be only 25 years (depending on current age which is unknown)

5 LIMITATIONS OF THIS REPORT

5.1 Limited NDT and Access

The opinions and observations given in this report are based on a relatively limited visual review and spot drilling of the log stringers. If more definitive conclusions are required, further NDT would be required and the opinions of a materials specialist is recommended.

Drilling assessment of log stringers was limited to the top and sides of girders. It is possible that significant rot could be present on the underside, which was not accessible at the time of our field review.

5.2 Limitations and Cost Risks

The cost estimates provided in this study are intended to be order of magnitude only and are based on preliminary design and site data. Any project planning, budgeting or funding requests that are undertaken based upon this report should carry adequate contingencies to allow for unforeseen circumstances that may occur as the project proceeds. Based on the preliminary data and site conditions, we recommend a **20% project contingency** at this stage (on top of the estimates given in section 4), which could be reviewed if and when detailed design proceeds.

5.3 Use and Reproduction of this Report

This report has been prepared for the sole and exclusive use of the Regional District of Nanaimo. The report has been prepared in accordance with generally accepted engineering practice for preliminary or routine assessment of bridge structures. The use of or reliance upon this report by third parties is neither authorized nor warranted. This report is protected by copyright and shall not be reproduced in any form without the express written consent of Herold Engineering Limited.

6 RECOMMENDATIONS

6.1 Cost-Benefit Analysis

Because the costs of seismic upgrades and retrofits can approach 50-75% of the replacement cost of a multi-span structure, retrofits are generally not recommended unless there is historic value to the structure being considered. If seismic resistance is required for this bridge, then a full replacement is recommended (i.e. option given in 4.1 is recommended over 4.2)

We understand that the road on either side of this structure is not currently open for public vehicle access. If vehicle access onto the bridge is limited to RDN service vehicles and emergency traffic only, then the option given in 4.3 would be recommended. Pedestrian only access on the bridge, while less expensive, doesn't appear to offer enough of a savings to warrant consideration over option 4.3.

Residual life of the structure would have to be considered in relation to the costs of upgrades and repairs. Apart from the option given in 4.1, this structure will need ongoing assessment and repairs and may only have 20-25 years of serviceable life remaining.

6.2 Recommendations

If the RDN elects to upgrade this structure for the purpose of providing safe vehicle or pedestrian access through the Little Qualicum River Regional Park, we recommend that, as a minimum, the log stringer span be replaced.

In its current form, the structure should be monitored frequently by the operators for signs of deterioration in the log stringers and should be investigated at least annually by a professional engineer, professional forester, NDT technician or other personnel trained in the assessment of log stringers using drilling techniques.

If seismic upgrades are considered for the structure, full replacement is recommended.

If seismic upgrades and flood resistance are not required for this structure (i.e. if damage or collapse of the structure is tolerable because the road is not a public or emergency access route for natural disasters), then the option outlined in 4.3 gives the best benefit-to-cost ratio.

Signed,



Steve Scott, P.Eng., P.E.

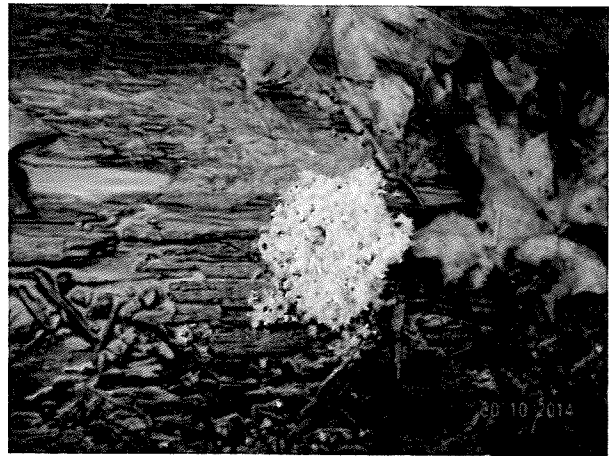
Principal

Herold Engineering Limited

APPENDIX A
PHOTOS



Drill sampling - shavings from top of log



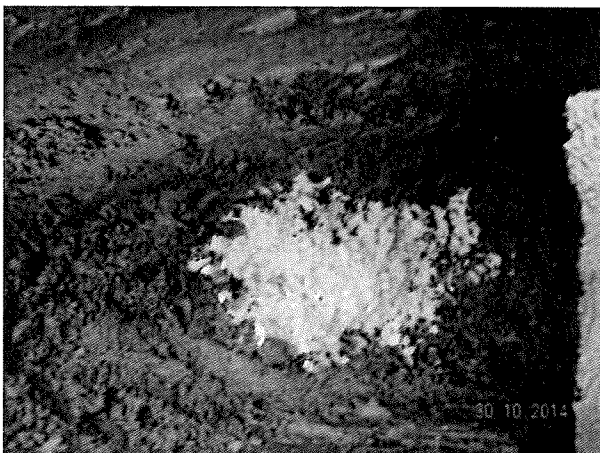
Drill sampling - shavings from side of log



Drill sampling - shavings from top of log



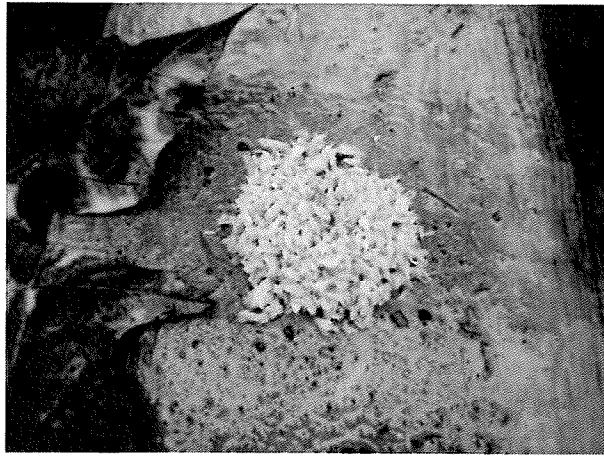
Drill sampling - shavings from side of log



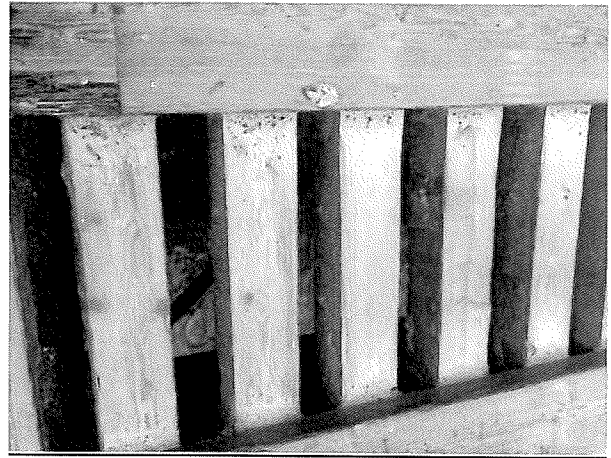
Drill sampling - shavings from top of log



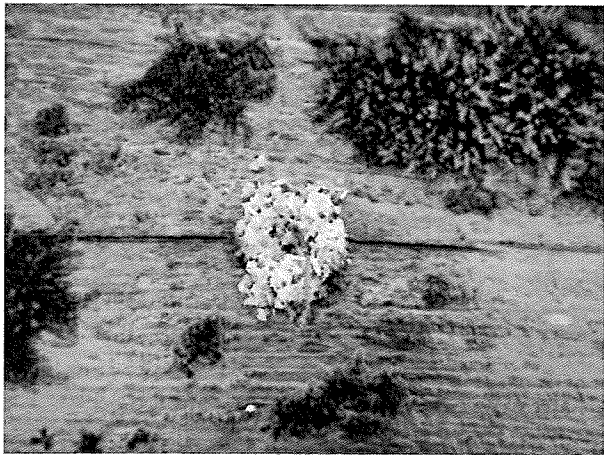
Drill sampling - shavings from top of log



Drill sampling - shavings from top of barrier



Deck Stringers



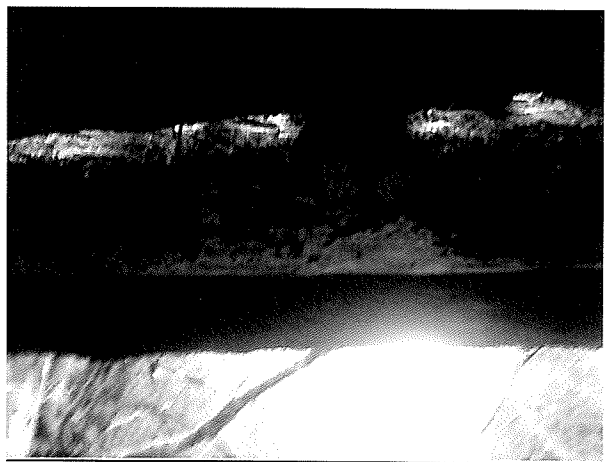
Drill sampling - shavings from top of barrier



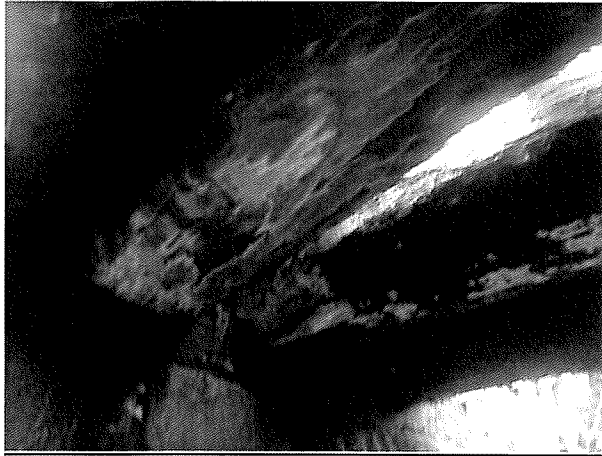
Deck near North Abutment



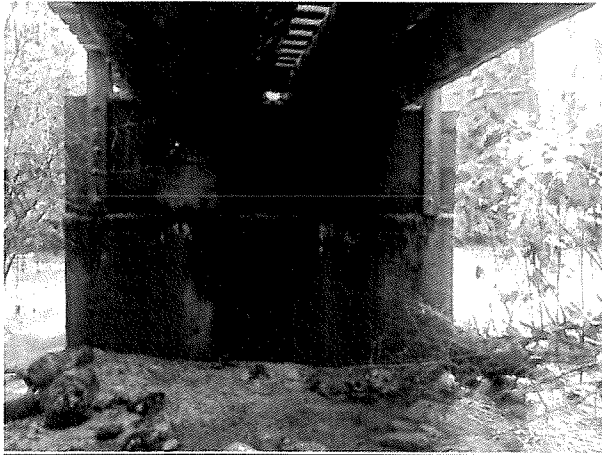
Bridge Deck



Underside of Log Stringers – note presence of biological growth



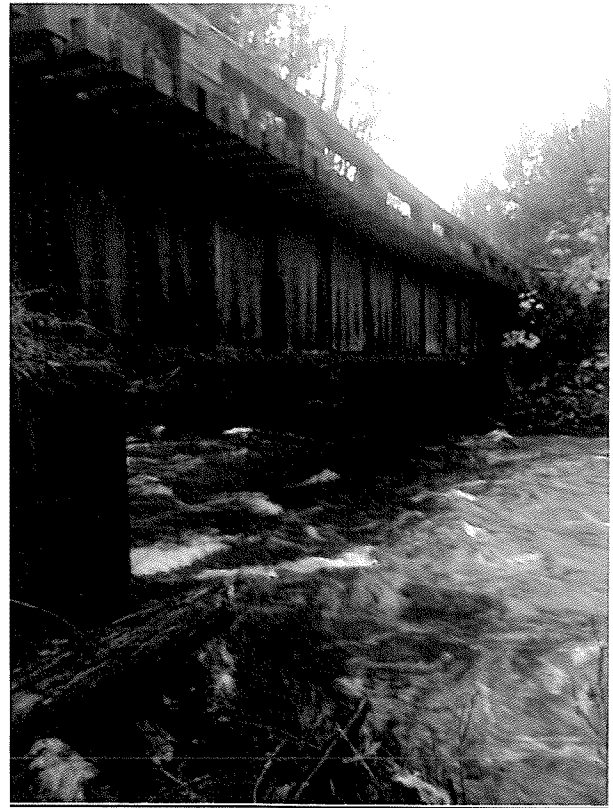
Underside of Log Stringers – note presence of biological growth



Centre Pier



Centre Pier



Main River Channel – Steel Girder Span



Muddy debris on Deck

APPENDIX 4 – RELEVANT MANAGEMENT PLAN POLICIES

Policy 9: Park Access

Vehicular access/parking for the LQRRP will be provided as shared parking with the Meadowood Community Park, including the development of a trail connection from the community park to the regional park within the hydro corridor.

Vehicular parking specifically for the LQRRP will be limited to the end of Corcan Rd until a time when the road is upgraded to safety standards. Vehicle access and use of the private haul road is controlled by Wicklow West and Ozero. Liability associated with the road is also their responsibility. If the road was upgraded and vehicle access was legally granted, the RDN could explore the possibility of locating parking on the west side of the river within the SROW.

Pedestrian access from Corcan Rd to the park is legally possible within the SROW, however, since it is unsafe to have pedestrians and vehicles using the road at the same time, the RDN needs to ensure due diligence. Due to safety conflicts with active gravel trucks, the private haul road will be available for pedestrian access only on the weekends, when the gate at the end of Corcan Rd is closed.

Sanctioned use of the haul bridge (for pedestrians and emergency vehicles) would also require an engineering study and recommended upgrades to the bridge. The RDN could not provide for general vehicular access across the bridge without securing legal use of the private haul road on the east side of the river. Therefore, use of the bridge would be limited to pedestrians and emergency vehicles.

***Action 9.1:** Formalize shared parking and a trail connection with the Meadowood Community Park.*

***Action 9.2:** Work with MOTI or developer to formalize and install parking at the end of Corcan Rd.*

***Action 9.3:** Maintain contact with Wicklow West and Ozero regarding the status of the haul road and associated controls.*

***Action 9.4:** Pending the improvement of the road, look at developing additional parking with signage on the west side of the river near the bridge.*

***Action 9.5:** Commission an engineering study to assess required safety upgrades to the haul bridge for safe pedestrian and emergency vehicle crossing to the remainder of the regional park on the east side of the river. The implementation of any upgrades will depend on the outcomes of the study.*

Policy 13: Motorized Vehicles

ATV use in the area surrounding the LQRRP is prominent. Motorized vehicles (ATVs, dirt bikes) are not permitted within regional parks under the current Parks Use Bylaw. Given the strong interest for this use within the immediate community, the RDN will look to ways it can support the ATV community specifically around the LQRRP (eg. providing designated staging areas/parking for ATV users), acknowledging however, that such use will bring forth liability and safety management concerns and will set a precedent for other regional parks, that the Regional Board will have to consider.

***Action 13.1:** Seek further direction from the Regional Parks and Trail Select Committee on the topic of ATV access through and/or staging areas at the LQRRP specifically.*



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| BOARD | ✓ | |

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: February 12, 2015

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

FILE: 8600-01

SUBJECT: Electoral Area 'B' Taxi Saver Service Agreement

PURPOSE

To bring forward the Gabriola Island Taxi Saver Agreement and consider proceeding with the alternative approval process.

BACKGROUND

At the August 28, 2012 Regular Board meeting the Board adopted a motion, "That staff be directed to develop a service area establishment bylaw for the creation of a Taxi Saver Service for Gabriola Island to be submitted to the electors of Electoral Area 'B' for approval."

Staff have developed a Gabriola Island Taxi Saver Agreement between the Regional District of Nanaimo and the Gabriola Recreation Society (*Appendix A*).

The Agreement states that the Gabriola Recreation Society will administer the Taxi Saver Program on Gabriola Island for the residents of Gabriola Island who are persons with disabilities or seniors with low incomes. Schedule 'A' of the agreement establishes that low income seniors will need to be evidenced by documentation indicating enrolment in the MSP Regular Assistance Program, or other income assistance program, and that the person is over the age of 65. Schedule 'A' defines persons with disabilities as evidenced by a doctor's note or other medical record demonstrating restricted mobility.

The Gabriola Island Taxi Saver Program is modeled after the Parks and Recreation Program; it is not part of the BC Transit System and is not eligible to receive funding from BC Transit. For an Electoral Area funded Taxi Saver Program to be established, an establishing bylaw needs to be adopted. Since this would be a new service, elector approval by the electors of the proposed service area would be required. Staff are recommending that this be accomplished by the alternative approval process.

To establish an Electoral Area 'B' funded Taxi Saver Program, up to \$15,000 will need to be included in the 2015 budget. These funds will be used for elector approval and to establish the service.

The term of the Agreement is five (5) years.

ALTERNATIVES

1. That the Board approve the Gabriola Island Taxi Saver Agreement and direct staff to include up to \$15,000 under the Electoral Area 'B' Feasibility Service budget.
2. That the Board direct staff to proceed with the alternative approval process to establish a Taxi Saver service on Gabriola Island.
3. That the Board provide alternative direction to staff.

FINANCIAL IMPLICATIONS

The Agreement establishes a \$1,000 per year payment to the Gabriola Recreation Society for services and covenants performed. Additionally, the Society will have a \$10,000 budget per year for the Taxi Saver Program.

The cost to obtain elector approval by the alternative approval process would be approximately \$1,600 for advertising costs.

STRATEGIC PLAN IMPLICATIONS

The Electoral Area 'B' Taxi Saver Agreement aligns with the Strategic Goal and Action Items to "support increased rail, marine, and air transportation between the region and other areas."

SUMMARY / CONCLUSIONS

At the direction of the Board, staff is bringing forward a Gabriola Island Taxi Saver Service Agreement that would serve low income seniors, in addition to those riders with disabilities in Electoral Area 'B'. The Agreement will be administered by the Gabriola Recreation Society.

For a Gabriola Island funded Taxi Saver service to be established, an establishing bylaw will have to be adopted. Since this would be a new service, elector approval by the electors of the proposed service area would be required. This could be accomplished by using the alternative approval process. To proceed with establishing this new service up to \$15,000 will need to be included in the 2015 budget.

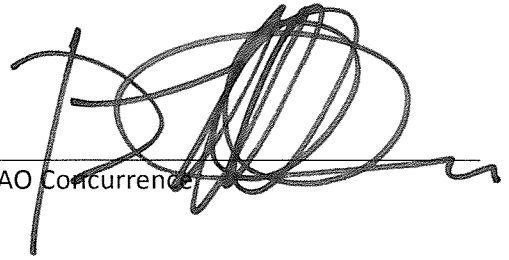
The Gabriola Island Taxi Saver Program is not eligible for BC Transit funding and will be funded by the Electoral Area 'B' Feasibility Service.

RECOMMENDATION

1. That the Board approve the Gabriola Island Taxi Saver Agreement and direct staff to include up to \$15,000 under the Electoral Area 'B' Feasibility Service budget.
2. That the Board direct staff to proceed with the alternative approval process to establish a Taxi Saver service on Gabriola Island.



Report Writer



CAO Concurrer

Appendix A

THIS AGREEMENT is made the ____ day of _____, 2014.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

(the "Regional District")

OF THE FIRST PART

AND:

GABRIOLA RECREATION SOCIETY
(Incorporation No. S-44262)
387 Lyngail Place, PO Box 355
Gabriola, BC V0R 1X1

(the "Society")

OF THE SECOND PART

WHEREAS

- A. The Regional District has authority under Bylaw No. ____, being _____ to provide transportation services to Electoral Area B, including to the residents of Gabriola Island, and to provide financial contributions to the Society to perform these services;
- B. Under Section 176(1)(a) of the *Local Government Act* the Regional District may make agreements for the undertaking, provision and operation of its services; and
- C. The Regional District has agreed to engage the Society and the Society has agreed to be engaged by the Regional District in respect of the services described in Schedule "A" to this Agreement (the "Services"), upon the terms and subject to the conditions set out in this Agreement.

NOW THEREFORE, this agreement witnesses that in consideration of premises, the terms and conditions hereinafter contained, and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by the parties), the Regional District and the Society covenant and agree as follows:

1.0 SERVICES

- 1.1 The Society shall provide the Services within Gabriola Island and for the residents of Gabriola Island who are persons with disabilities or seniors with low incomes, in accordance with the terms and conditions set out in this Agreement and as set out in Schedule "A".
- 1.2 The Society shall render the Services to the Regional District under this Agreement with that degree of care, skill and diligence normally provided by societies qualified to perform duties of a similar nature to the Services contemplated by this Agreement at the time and place that such Services are rendered.
- 1.3 The Society shall not undertake any work for the Regional District that is additional to or supplemental to or in substitution of the Services, unless authorized in writing by the Regional District.
- 1.4 In providing the Services, the Society shall abide by:
 - (a) all enactments that apply to the provision of the Services, including all applicable bylaws of the Regional District, as amended or replaced from time to time;
 - (b) all policies of the Regional District that govern the manner in which the Services is to be provided, or that specify the level of the Services, as such policies may be amended or replaced from time to time;
 - (c) any standard operational guidelines for the Services that are developed by or for the Society and that are approved from time to time by the Regional District;
 - (e) the requirements of the *Workers Compensation Act* and the Occupational Health and Safety Regulation under that Act; and
 - (f) the directions of any Regional District employee or officer appointed by the Board to supervise and direct the provision of the Services.

2.0 TERM

- 2.1 The Term of this Agreement is five (5) years, commencing on the 1st day of _____, 2014 and terminating on the 31st day of _____, 2019.

3.0 PAYMENT FOR SERVICES

- 3.1 In consideration of the Services to be provided and the covenants to be performed by the Society under this Agreement, subject to this Agreement, the Regional District shall pay to the Society \$1000.00 per year of this Agreement,

payable on September 1st of each year of the Term (the "**Regional District Payment**").

4.0 FINANCIAL MATTERS

- 4.1 On or before June 1st in each year of the Term, and as soon as practicable following the termination or expiry of the Agreement, the Society shall provide the Regional District with one set of review engagement financial statements for revenue and expenditures and balance sheets for the Society in relation to the Services for the preceding fiscal period, January 1st to December 31st, or shorter period, as applicable (the "**Financial Statements**").
- 4.2 In the event that the Financial Statements show that any amount of the Regional District Payment was applied toward anything other than the Services, or remained unused on termination of this Agreement, the Society shall immediately return such amount of the Regional District Payment to the Regional District.

5.0 REPORT TO REGIONAL DISTRICT

- 5.1 On September 1st of each year of the Term, and as soon as practicable upon expiry or termination of this Agreement, the Society shall provide to the Regional District a report of the Services provided during the preceding year of the Term (the "**Report**"), which Report shall include:
- (a) a current list of Eligible Residents (as defined in Schedule "A");
 - (b) a list of all taxi rides and any other form of transportation service provided pursuant to this Agreement for the previous year, including the amount of the fare and name of the Eligible Resident passenger; and
 - (c) any other information that the Regional District requires to be included in the Report from time to time.

6.0 COVENANTS OF THE SOCIETY

- 6.1 The Society covenants agrees that it will, during the term of this Agreement:
- (a) maintain its corporate existence, carry on and conduct its affairs in a proper and businesslike manner and keep or cause to be kept properly books of account in accordance with generally accepted accounting principles applied consistently;
 - (b) maintain, at all times, separate and accurate books, records and accounts for the Services, including all receipts and invoices supporting any expenditures in accordance with generally accepted accounting principles applied consistently;

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- (c) perform all its obligations under this Agreement at its own cost;
- (d) ensure that the Regional District Payment is spent solely on the Services;
- (e) keep the Regional District Payment and all expenditures relating to the Services separate in the Society's books of accounts;
- (f) permit the Regional District and its auditors at any time and from time to time to have access to and inspect the Society's books of accounts, documents, cheques, vouchers and other records that relate to the provision of the Services, and to make copies thereof;
- (g) permit the Regional District at any time and from time to time to have access to and inspect all facilities, equipment, goods and chattels that are used in connection with the provision of the Services;
- (h) abide by its constitution, bylaws and other requirements of the *Society Act* and hold annual meetings and file annual reports and other documents to be filed with the Registrar of Companies;
- (i) not borrow any funds in relation to the Services without the prior written approval of the Regional District;
- (j) maintain proper records relating to the provision of the Services, in accordance with this Agreement and all applicable policies of the Regional District from time to time; and the Society acknowledges that in the course of providing Services it may be required to receive and record "personal information" (as defined in the *Freedom of Information and Protection of Privacy Act*) of individuals who receive the benefit of the Services, and the Society agrees that it shall maintain all records relating to the provision of Services to the Regional District, including but not limited to personal information, in accordance with the requirements of the *Freedom of Information and Protection of Privacy Act*, and that the Society shall not disclose any information relating to the provision of the Services under this Agreement to any person except with the authorization of the Regional District; and
- (k) not adopt a resolution to dissolve the Society unless it has first given written notice to the Regional District 30 days prior to the meeting at which such resolution is to be considered, and in any event not to adopt a resolution to dissolve the Society that is effective prior to the end of the term of this Agreement, or if applicable, prior to the date of early termination under section 10.1 or 11.1 of this Agreement.

7.0 INSURANCE

- 7.1 The Society shall, throughout the Term of this Agreement, obtain and maintain a policy or policies of liability insurance, with a deductible and in a form acceptable to the Regional District, and in the amount of not less than TWO MILLION DOLLARS (\$2,000,000.00) per occurrence, protecting the Society and the Regional District against:
- (a) any claim for personal injury, bodily injury (including death) or property damage sustained by any person, arising or resulting from the Society's provision of the Service;
 - (b) liability arising from an act, error, omission or breach of duty on the part of the Society, and its officers, directors, members, employees and volunteers, in the provision of the Service.
- 7.2 The Society shall, throughout the Term of this Agreement, obtain and maintain in force for all motor vehicles used in the provision of the Service, whether owned or leased by the Society or the Regional District, automotive liability insurance in accordance with the *Insurance (Motor Vehicle) Act* of British Columbia, and in the amount of not less than TWO MILLION DOLLARS (\$2,000,000.00) per accident.
- 7.3 The Society shall insure and keep insured against all risks of loss or damage any and all other chattels and equipment owned by the Regional District or the Society and maintained and utilized by the Society to provide the Services under this Agreement, including without limitation all motor vehicles used in the provision of the Service, and whether owned by the Regional District or the Society, to the full replacement value thereof, such policy or policies to be on terms and with such deductible as is acceptable to the Regional District.
- 7.4 Every policy of insurance must name the Regional District as an additional insured and contain a waiver of subrogation in favour of the Regional District and contain a clause stating that the policy is not to be cancelled or materially altered without at least 30 days written notice to the Regional District.
- 7.5 The Society shall provide the Regional District for each year of the Term with a certificate signed by an authorized signatory of each insurer confirming that the coverage required under section 7.0 has been provided, and upon request shall provide a copy of the said policy or policies.
- 7.6 The Society shall be responsible for the cost of providing all insurance required under this Agreement.

8.0 INDEMNITY

- 8.1 The Society agrees to save harmless, release and indemnify the Regional District and its elected and appointed officers, employees and agents from and against all fines, suits, claims, liabilities, damages, costs, expenses, demands

and actions of any kind or nature whatsoever (collectively, "liability") for which the Regional District or its officers and employees may become liable, suffer or incur by reason of or related to or arising from this Agreement or the Service provided under this Agreement, including, without limiting the generality of the foregoing:

- (a) any breach, violation, default or non-performance by the Society of any provision of this Agreement;
- (b) any wrongful act, omission or negligence of the Society or its members, directors, officers, employees, agents, volunteers, contractors, subcontractors or others for whom it is responsible; and
- (c) any death, bodily injury, property damage, property loss, economic loss or other loss or harm suffered by any person, including the Society, on or in relation to the provision of the Service

except to the extent that such liability arises from the negligence of or breach of this Agreement by the Regional District.

9.0 AUDIT

- 9.1 At any time the Regional District may give the Society written notice that it desires its appointed representative to examine and audit the books of account of the Society in respect of the Services.

10.0 TERMINATION

- 10.1 Either party may terminate this Agreement at any time by giving written notice of termination to the other party, and the Agreement shall terminate on the ___th day following receipt of such notice by the other party, provided however that, in any event, the Agreement shall terminate not later than the 31st day of _____, 2019[end of Term].

11.0 EARLY TERMINATION

- 11.1 Notwithstanding any other provision of this Agreement, the Regional District may terminate this Agreement upon giving 30 days notice of its intention to so terminate:
 - (a) should the Society fail to file its Annual Report or otherwise no longer be in good standing with the Registrar of Companies under the *Societies Act*;
 - (b) should the Society default in any term or condition of this Agreement or fail to perform any covenant required to be performed by the Society under this Agreement;
 - (c) should the Regional District or any successor to the Regional District provide alternate transportation services within the Service Area; or

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- (d) should the Society, in the sole opinion of the Regional District, fail to provide the Services in accordance with the requirements of this Agreement.

12.0 GENERAL PROVISIONS

12.1 Notice

- (a) All notices required or permitted to be given under this Agreement shall be in writing and may be delivered by hand, sent by facsimile transmission or forwarded by first-class prepaid registered mail to the following addresses or such other address as may from time to time be notified in writing by the parties:

To the Regional District:
Attention: Corporate Administrator

6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Fax:

To the Society:
Attention:

387 Lyngail Place, PO Box 355
Gabriola, BC V0R 1X1

Fax:

- (b) Any notice delivered or sent by hand or by facsimile transmission shall be deemed to be given and received at the time of sending. Any notice mailed shall be deemed to have been given and received on the expiration of 3 days after it is posted, provided that if there shall be between the time of mailing and the actual receipt of the notice a mail strike, slow down or other labour dispute which might affect the delivery of such notice by the mails, then such notice shall only be effective once delivered.

12.2 Authority

The Society represents and warrants to the Regional District that it has the authority to enter into this Agreement and carry out its transactions and all necessary resolutions and procedural formalities have been completed and the persons executing this Agreement on its behalf are duly authorized to do so.

12.3 Relationship

The legal relationship between the Society and the Regional District arising pursuant to this Agreement is that of an independent contractor and purchaser of services. Nothing in this Agreement shall be interpreted so as to render the Regional District the employer or partner of the Society, or anyone working for the Society. The Society is not, and must not claim to be, the agent of the Regional District for any purpose.

12.4 **Assignment**

This Agreement shall not be assignable by the Society.

12.5 **Enurement**

This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors.

12.6 **Time**

Time is to be of the essence of this Agreement.

12.7 **Further Assurances**

The parties hereto shall execute and do all such further deeds, acts, things and assurances that may be reasonably required to carry out the intent of this Agreement.

12.8 **Entire Agreement**

This Agreement is the entire agreement among the parties as at the date hereof and neither the Regional District nor the Society has given or made representations, warranties, guarantees, promises, covenants or agreements to the other except those expressed in writing in this Agreement, and no amendment of this Agreement is valid or binding unless in writing and executed by the parties.

12.9 **Waiver**

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

12.10 **Cumulative Remedies**

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

12.11 **Amendment**

No amendment, waiver, termination or variation of the terms, conditions, warranties, covenants, agreements and undertakings set out herein will be of any force or effect unless they are in writing and duly executed by all parties to this Agreement.

12.12 Law Applicable

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

13.0 INTERPRETATION

13.1 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise.
- (b) articles and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) reference to a particular numbered section or article, or to a particular lettered Schedule, is a reference to the correspondingly numbered or lettered article, section or Schedule of this Agreement;
- (d) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (e) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (f) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
- (g) reference to time or date is to the local time or date in Victoria, British Columbia;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a "party" is a reference to a party to this Agreement and to their respective successors, assigns, trustees, administrators and receivers;
- (j) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided;

SCHEDULE A

SERVICES

This Schedule forms part of the Agreement between the Regional District and the Society.

1. SERVICES

1.1 The Services described herein shall be available only to residents of Gabriola Island who meet one or more of the following criteria:

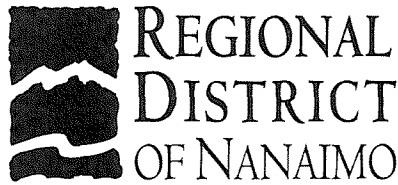
(a) Low income seniors, as evidenced by documentation indicating enrolment in the MSP Regular Premium Assistance program or other income assistance program, which satisfies the Society, acting reasonably, that a person is over the age of 65 and has financial need; and

(b) Persons with disabilities, as evidenced by a doctor's note or other medical record that demonstrates restricted mobility.

(collectively, the "**Eligible Recipients**")

1.2 The Society shall be responsible for determining eligibility of residents of Gabriola Island for the Services pursuant to section 1.1 of this Schedule "A", and in making such determinations, shall at all times act reasonably and in good faith.

1.3 The Society shall provide the following Services during the Term:



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| BOARD | ✓ | |
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MEMORANDUM

TO: Randy Alexander
General Manager, Regional and Community Utilities

DATE: February 12, 2015

FROM: Mike Donnelly
Manager of Water & Utility Services

FILE: 0360-20-ASSET

SUBJECT: Asset Management Grant Application

PURPOSE

To bring forward a candidate project for submission for funding under the Ministry of Community Sport & Cultural Development Asset Management Planning Program.

BACKGROUND

The Asset Management Planning Program was created in 2014 through a \$1.5 million grant from the Ministry of Community, Sport & Cultural Development. The intent of the program is to assist local governments in delivering sustainable services by extending and deepening asset management practices within their organizations.

Matching grants of up to \$10,000.00 are available to support activities that advance a local government’s asset management planning or practices, and facilitate better integration of asset management planning with long term financial planning.

UBCM has provided leadership in the development of key principles associated with good asset management practices. Their “Asset Management for Sustainable Service Delivery: A BC Framework” forms the basis of work recently completed in the Regional District of Nanaimo (RDN) on a Strategic Framework for Asset Management in the RDN and the subsequent Asset Management Implementation Plan.

The BC Framework, if followed by local government in the development of asset management in their communities, will not only enhance the long term financial management of their assets but will maximize the ability to obtain both Provincial and Federal grant funding. Grant funding is increasingly contingent on a community’s ability to demonstrate good asset management practices such as those outlined in the BC Framework.

In 2015, there will be a number of activities that will provide the necessary foundation for all subsequent work on the development of the Asset Management system. The information gathered at this stage will assist in streamlining data gathering, strengthening areas of data weakness and assist in the development of a data acquisition and management strategy.

ALTERNATIVES

1. That the Board support an application under the Asset Management Program under the Ministry of Community, Sport & Cultural Development.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Under option 1 the grant would provide up to \$10,000 in matching funds for expenditures identified in the grant application. The 2015 asset management activities planned include work related to the development of a comprehensive dataset management plan with estimated costs for this portion of the asset management work estimated at \$19,100 resulting in estimated grant revenue of \$9,550. The 2015 proposed budget includes transfers from the computer/software reserve for asset management expenditures that would be used to fund the RDN’s share of the project.

Funding for these expenditures are included in the 2015 proposed budget.

STRATEGIC PLAN IMPLICATIONS

| Board Value | Value Statement | Asset Management Practices |
|---------------------------------------|---|---|
| Show Fiscal Restraint | Through the annual budgetary cycle, the board will ensure prudent use of tax dollars, delivering services expected by residents of the region as efficiently as possible. | Understanding true total cost of assets and services; Comparative prioritization across multiple asset groups. |
| Be Fair and Equitable | Appropriate service levels should be available to residents, and the costs for those services should be shared as fairly as possible among those who benefit. | Monitoring all assets and risks; Understanding the relationship between level of service, cost and risk. |
| Be Transparent and Accountable | The RDN are committed to openness and clarity about decisions and transparency in financial reporting. Board members are accountable to the public. | Better information to decision-makers and more robust, equitable, and transparent methods of making decisions. |

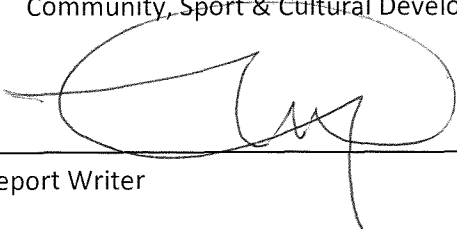
CONCLUSIONS

Grant funding in support of Asset Management plan development has been made available through the Asset Management Planning Program from the Ministry of Community, Sport & Cultural Development.

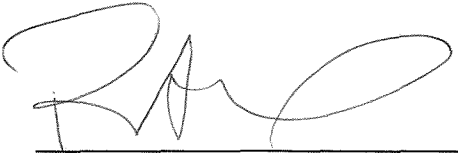
Staff recommend the Board support an application for this grant.

RECOMMENDATIONS

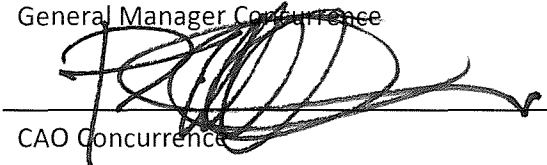
1. That the Board support an application under the Asset Management Program under the Ministry of Community, Sport & Cultural Development.



 Report Writer



 General Manager Concurrence



 CAO Concurrence



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| BOARD | ✓ | |

MEMORANDUM

TO: W. Idema
Director of Finance **DATE:** February 13, 2015

FROM: T. Moore **FILE:**
Manager, Accounting Services

SUBJECT: Property Insurance Brokerage and Risk Advisory Services Contract Award

PURPOSE:

To obtain approval to award a three-year contract for Property Insurance Brokerage and Risk Advisory Services.

BACKGROUND:

In August 2008 the Regional District of Nanaimo (RDN) Board approved a resolution to award AON Reed Stenhouse Inc. a five year term agreement for property insurance brokerage services commencing April 1, 2009. In February 2014, the Board directed staff to extend the AON Reed Stenhouse contract for one year. A Request for Proposal for Insurance Brokerage and Risk Advisory Services was issued in January 2015 with the closing date of February 6, 2015. The insurance coverage includes property insurance, crime insurance, boiler and machinery, personal accident insurance for board and general liability coverage for volunteer fire departments for social events at their firehalls.

The Regional District received proposals from the following firms:

1. Aon Reed Stenhouse Inc.
2. Municipal Insurance Association of British Columbia
3. Willis Canada Inc.

All of the proposals met the minimum qualifications and have been included in the evaluation. The fee estimate was evaluated at 35% of the possible points, Experience and Qualifications of the firm (18%), Qualifications of Key Staff (18%) and Approach and Methodology (29%).

The results of the evaluation were:

| | Score | First Year Fee | Three Year Estimate | Fee | Projected Premium |
|---------------------------------------|-------|----------------|---------------------|-----|-------------------|
| Aon Reed Stenhouse Inc. | 70 | \$ 15,000 | \$ 45,000 | | \$228,258 |
| Municipal Insurance Association of BC | 63 | \$ 0 | \$ 0 | | \$300,000 |
| Willis Canada Inc. | 82 | \$ 12,000 | \$ 36,000 | | \$151,000 |

On the basis of the evaluation and pricing criteria, the firm of Willis Canada Inc. (Willis) is the successful proponent. In addition to having good pricing, Willis has proposed value added services as part of the proposed annual fee. These services include:

1. Two Engineering Inspection Reports for two of our key facilities per year which can assist in reducing premium and/or reducing risk.
2. Earthquake and Flood catastrophe risk assessment evaluations to determine the expected damage to individual buildings or properties in specific geographic areas. This type of evaluation was identified by our existing broker to be a tool that could be used to keep premium costs down. Unlike our existing broker, Willis is including this service in their proposed fee.
3. Share existing expertise with premium allocation tools that can be tailored to for us to support our risk management objectives.

We also received very good references for Willis from its existing municipal clients.

Staff recommend awarding a three year contract to Willis. Prior to the end of the three year initial contract, management could review and assess whether to extend or request further proposals.

ALTERNATIVES:

1. Award a three year contract for insurance brokerage and risk advisory services to the firm of Willis Canada Inc. with the potential for a two year extension.
2. Do not award a contract to Willis Canada Inc. and select an alternative proposal.

FINANCIAL IMPLICATIONS:


The estimate of fees received from Willis Canada Inc. falls within the 2015 budget allocation for insurance services. As well, their proposal offers some additional services which may result in lower premiums.

SUMMARY/CONCLUSIONS:

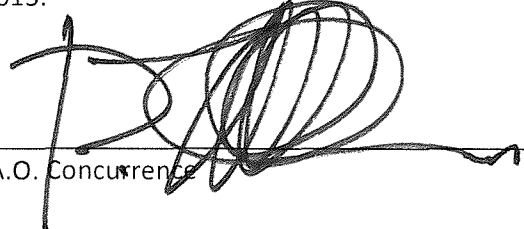
A request for proposals for external property insurance brokerage and risk advisory services for a three year period with possible two year extension resulted in the receipt of three proposals from qualified firms. The firm of Willis Canada Inc. achieved the best overall score.

RECOMMENDATION:

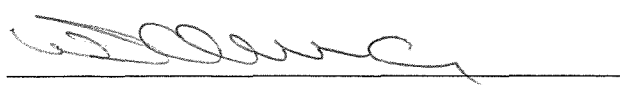
That the Regional District of Nanaimo approve and enter into a three-year agreement with the possibility of a two year extension with Willis Canada Inc. for the provision of property insurance brokerage and risk advisory services commencing April 1, 2015.



Report Writer



C.A.O. Concurrence



Director Concurrence



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| BOARD | <input checked="" type="checkbox"/> | |

MEMORANDUM

TO: Jeremy Holm
Manager, Current Planning

DATE: February 11, 2015

FROM: Tyler Brown
Planner

FILE: PL2014-028

SUBJECT: Zoning Amendment Application No. PL2014-028 – Steve Atkinson
Lot 5, Section 12 and 13, Range 3, Mountain District, Plan 30398
3119 Jameson Road – Electoral Area ‘C’
Amendment Bylaw 500.393, 2014 - Adoption

PURPOSE

Consider “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.393, 2014” for adoption.

BACKGROUND

Amendment Bylaw No. 500.393 was introduced and given first and second reading on July 22, 2014 (see Attachment 1). A public hearing was held on September 16, 2014, and the Bylaw received third reading on September 30, 2014. 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. In accordance with Section 894 of the *Local Government Act*, a Board member who was not present at the public hearing may vote on the adoption of a bylaw if an oral or written report of the hearing has been given to the member by an officer or employee of the local government or the delegate who conducted the public hearing. As the public hearing and third reading of the bylaw occurred prior to the 2014 local government elections, the minutes of the public hearing held on September 16, 2014, are included with this report (see Attachment 2). As such, having received the minutes of the public hearing, eligible Board members may vote on the Bylaw.

The proposed Bylaw would rezone the property from Rural 1 Zone (RU1), Subdivision District ‘D’ (2.0 ha minimum parcel size) to Rural 1 Zone, Subdivision District ‘F’ (1.0 ha minimum parcel size). The requested amendment would permit a proposed two-lot subdivision pursuant to the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The proposed lots would be approximately 1.0 ha in area and would be limited to one dwelling unit per parcel.

As a condition of rezoning approval, and prior to the adoption of the Bylaw, the applicant is required to complete the following:

1. The applicant shall register a Section 219 restrictive covenant requiring that wells be constructed and tested for each new parcel, and a report is to be submitted to the RDN, prior to the final approval of subdivision.
2. The applicant shall register a section 219 restrictive covenant registering the Groundwater Capability Assessment for 3119 Jameson Road, prepared by GW Solutions Inc. and dated March 8, 2013, on the property title, which includes a clause requiring that all development of the subject property must be done in accordance with recommendations of the report.

The applicant has satisfied the conditions of approval. As such, the Bylaw is presented to the Board for consideration for adoption.

ALTERNATIVES


1. To adopt "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.393, 2014".
2. To not approve the Bylaw and provide alternate direction.

SUMMARY/CONCLUSIONS

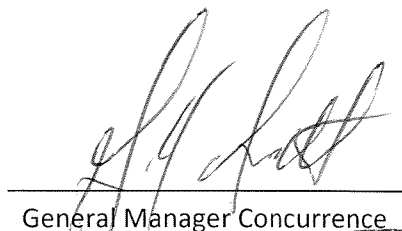
The proposed Amendment Bylaw No. 500.393 would rezone the subject property from Rural 1 Zone, Subdivision District 'D' to Rural 1 Zone, Subdivision District 'F' in order to permit a subdivision of the property into two lots. The Amendment Bylaw was introduced and read two times on July 22, 2014, proceeded to Public Hearing on September 16, 2014, and received third reading on September 30, 2014. Given that the applicant has completed the conditions of approval, staff recommend that the Board adopt Amendment Bylaw No. 500.393, 2014.

RECOMMENDATION

That the "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.393, 2014" be adopted.



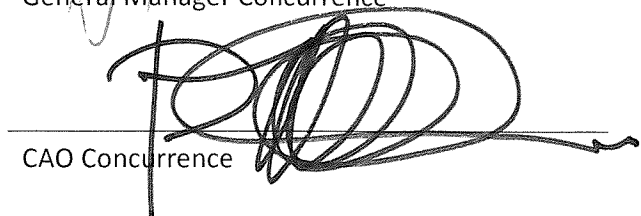
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

Attachment 1

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.393**

**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. 500.393, 2014”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

By rezoning the lands as shown on the attached Schedule ‘1’ and legally described as:

Lot 5, Sections 12 and 13, Range 3, Mountain District, Plan VIP30398

from Rural 1 Zone, Subdivision District ‘D’ to Rural 1 Zone, Subdivision District ‘F’.

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

Public Hearing held this 16th day of September, 2014.

Read a third time this 30th day of September, 2014.

Adopted this ___ day of _____ 20__.

Chairperson

Corporate Officer

**Attachment 2
Summary of the Public Hearing**

**Held at Beban Social Centre
2300 Bowen Road, Nanaimo BC
Tuesday, September 16, 2014 at 6:30 PM
To Consider Regional District of Nanaimo Land Use and Subdivision
Amendment Bylaw No. 500.393, 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:

Maureen Young, RDN
Tyler Brown, RDN
Steve Atkinson

Chair, Director, Electoral Area 'C'
Planner
Agent

Three members of the public attended the meeting.

The Chair called the hearing to order at 6:32 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 500.393, 2014.

No written submissions were received at the hearing. The following comments were received.

Bob Jepson, 7095 Vipond Road, stated his strong support for the application.

Ty Jepson, 6850 Doumont Road, stated his strong support for the application.

Steve Atkinson, 2904 Jameson Road, declared that although he is representing the applicant he requested that his comments be included in the public record as a member of the public and resident of Area 'C.' Mr. Atkinson would like the RDN to rezone many of the properties in the area to permit subdivision without requiring individual zoning amendments. Moreover, Mr. Atkinson expressed his concern that the current zoning forces strata development which is outside of the RDN's authority to prevent. He continued that RDN Planning staff need to understand what happens in the real world and that it is his understanding that if the bathroom and kitchen were removed from the house, with regard to the existing proposal, the property could be stratified. Furthermore, such a process would have been cheaper and quicker for the applicant and avoided the need for RDN approval. Mr. Atkinson concluded that allowing strata development in the area results in hap-hazard development, the same overall density, but without RDN approval.

Bob Jepson, 7095 Vipod Road, stated that the zoning bylaw needs to change to limit strata development in the area.

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 6:46 pm.

Certified true and accurate this 16th day of September, 2014.

Tyler Brown
Recording Secretary



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| BOARD | ✓ | |

MEMORANDUM

TO: Jeremy Holm
Manager, Current Planning

DATE: February 12, 2015

FROM: Angela Buick
Planner

FILE: PL2012-012

SUBJECT: Zoning Amendment Application No. PL2012-012 — Trustees of the Little Mountain Congregation of Jehovah's Witnesses, Parksville BC
Lot A, District Lot 99, Nanoose District, Plan 37533
1069 Smithers Road - Electoral Area 'F'
Amendment Bylaw 1285.23, 2015 - Third Reading

PURPOSE

To receive the report summarizing the minutes and submissions received at the Public Hearing held on February 11, 2015 and to consider "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.23, 2015" for third reading.

BACKGROUND

Amendment Bylaw No. 1285.23, 2015 was introduced and given first and second reading on January 27, 2015 (see Attachment 3). This was followed by a Public Hearing held on February 11, 2015. The summary of the minutes and submissions is attached for the Board's consideration (see Attachment 1).

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 eligible Board members may vote on the Bylaw.

The proposed Amendment Bylaw would rezone a portion of the subject property from T-1 (Institutional/Community Facility 1) to C-3 (Commercial 3) in order to facilitate a lot-line adjustment between the subject property and 1093 Smithers Road (the adjacent parcel to the west). Pending adoption of the zoning amendment bylaw, and approval of the lot line adjustment, it is the intention of the neighbouring property owner at 1093 Smithers Road, to expand his existing utility trailer sales business as permitted in the C-3 zone.

ALTERNATIVES


1. To receive the report of the Public Hearing and give third reading to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.23, 2015".
2. To receive the report of the Public Hearing and deny "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.23, 2015".

SUMMARY/CONCLUSIONS

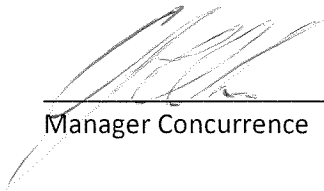
The applicant proposes to rezone a portion of the subject property from T-1 (Institutional/Community Facility 1) to C-3 (Commercial 3) in order to facilitate a lot-line adjustment between the subject property and 1093 Smithers Road (the adjacent parcel to the west). The Amendment Bylaw was introduced and given first and second reading on January 13, 2015, and proceeded to Public Hearing on February 11, 2015. The requirements set out in the Conditions of Approval are to be completed by the applicant prior to the Board’s consideration of the Bylaw for adoption (see Attachment 2). Staff recommend that Amendment Bylaw No. 1285.23, 2015 be considered for third reading.

RECOMMENDATIONS

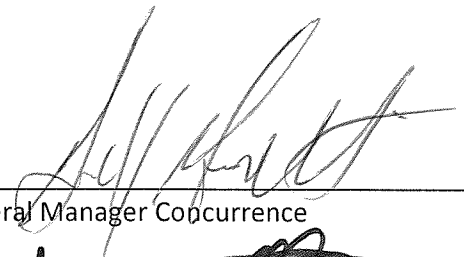
1. That the report of the Public Hearing held on February 11, 2015 for “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.23, 2015” be received.
2. That “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.23, 2015” be read a third time.



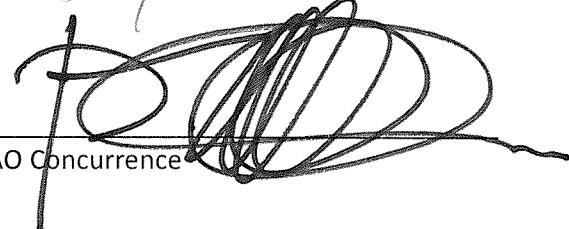
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

Attachment 1
Summary of the Public Hearing
Held at Bradley Centre
975 Shearome Road, Electoral Area 'F'
February 11, 2015, 6:00pm
To Consider "Regional District of Nanaimo Electoral Area 'F' Zoning and
Subdivision Amendment Bylaw No. 1285.23, 2015

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:

Director Julian Fell, RDN
Jeremy Holm, RDN
Angela Buick, RDN
Sean Coulter

Chair Person, Electoral Area 'F'
Manager of Current Planning
Planner
Agent

Four members of the public attended the meeting.

The Chair called the hearing to order at 6:05 pm, introduced those present representing the Regional District, and outlined the procedures to be followed during the Hearing.

Angela Buick provided an explanation of the proposed Amendment Bylaw and application process.

The Chair called for formal submissions with respect to Bylaw 1285.23, 2015.

No written submissions were received at the hearing. The following comments were received.

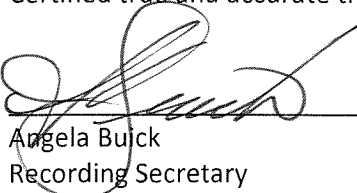
Steve Harris, 1000 Bellevue Road, Requests that no access be granted onto Highway 4A from 1093 and 1069 Smithers Road due to danger and speed.

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 6.17 pm.

Certified true and accurate this 12th day of February, 2015.



Angela Buick
Recording Secretary

Attachment 2
Conditions of Approval

The following is required prior to the “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.23, 2015” being considered for adoption:

1. That the applicant complete the conditions of Preliminary Layout Approval (PLA) for Subdivision Approval prior to consideration of Adoption of Bylaw 1285.23, 2015;
2. The applicant must provide proof of source approval for a water supply to 1093 Smithers Road from the Ministry of Health prior to consideration of Adoption of Bylaw 1285.23, 2015;
3. The applicant must provide proof by an “Authorized Person” that an on-site septic system will be provided to 1093 Smithers Road to the satisfaction of the Ministry of Health’s “standard practice” prior to consideration of Adoption of Bylaw 1285.23, 2015;
4. That the property owner at 1093 Smithers Road, extinguish Registered Easement No. ED53391 concurrent final approval of subdivision by the Ministry of Transportation and Infrastructure.
5. The applicant is to obtain an access permit for the change in use from the Ministry of Transportation and Infrastructure.
6. The applicant is required to obtain all necessary building permits in accordance with Regional District of Nanaimo Building Regulations.

Attachment 3
Proposed Amendment Bylaw No. 1285.23, 2015

**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 27th day of January 2015.

Public Hearing held this 11th day of February 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

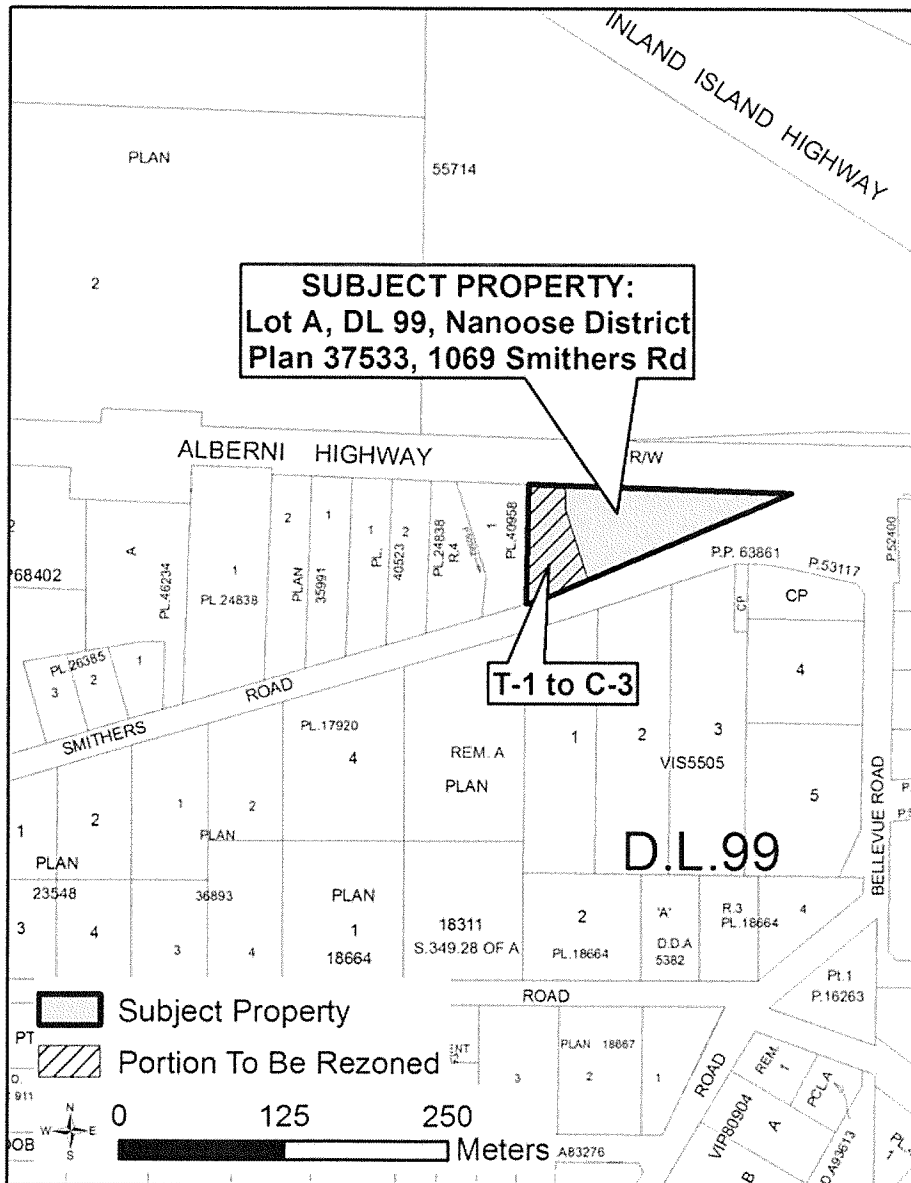
Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.23, 2015".

Chairperson

Corporate Officer

Schedule '1'





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| EAP | |
| COW | |
| FEB 16 2015 | |
| RHD | |
| BOARD | ✓ |

MEMORANDUM

TO: Jeremy Holm
Manager, Current Planning

DATE: February 12, 2015

FROM: Angela Buick
Planner

FILE: PL2014-092

SUBJECT: Zoning Amendment Application No. PL2014-092 – Allsbrook Estates Ltd. BC 912782
Lot A, District Lot 115, Nanoose District, Plan EPP46196
Evergreen Way (Errington) - Electoral Area 'F'
Amendment Bylaw 1285.24, 2015 - Third Reading

PURPOSE

To receive the report summarizing the minutes and submissions received at the Public Hearing held on February 11, 2015 and to consider "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.24, 2015" for third reading.

BACKGROUND

Amendment Bylaw No. 1285.24, 2015 was introduced and given first and second reading on January 27, 2015 (see Attachment 3). This was followed by a Public Hearing held on February 11, 2015. The summary of the minutes and submissions is attached for the Board's consideration (see Attachment 1).

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 eligible Board members may vote on the Bylaw.

The proposed Amendment Bylaw would rezone the subject property From (Agriculture 1) A-1 to a new zone Rural 4 (R-4) to facilitate a future 3-lot subdivision. The existing A-1 zoning of the subject property permits Dwelling Unit, Farm Use and Medical Marihuana Production as permitted principle uses. The proposed R-4 zoning will retain Dwelling Unit and Farm Use as permitted principle uses but will not include Medical Marihuana Production. The existing A-1 zone largely applies to properties within the Agricultural Land Reserve and has a minimum parcel size of 4.0 ha. The applicant proposes to amend the zoning to reflect the recent removal of the lands from the ALR and permit a minimum parcel size of 2.0 ha, as outlined in the R-4 zone

ALTERNATIVES

1. To receive the report of the Public Hearing and give third reading to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.24, 2015".
2. To receive the report of the Public Hearing and deny "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.23, 2015".

SUMMARY/CONCLUSIONS

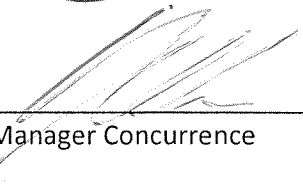
The applicant proposes to rezone the subject property from (Agriculture 1) A-1 to Rural 4 (R-4) to facilitate a future 3-lot subdivision. The applicant proposes to amend the zoning to reflect the recent removal of the lands from the ALR and to reduce the minimum parcel size from 4.0 ha to 2.0 ha as reflected in the R-4 zoning. The requirements set out in the Conditions of Approval are to be completed by the applicant prior to the Board's consideration of the Bylaw for adoption (see Attachment 2). Staff recommend that Amendment Bylaw No. 1285.24, 2015 be considered for third reading.

RECOMMENDATIONS

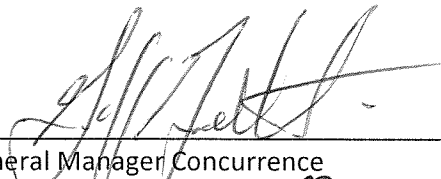
1. That the report of the Public Hearing held on February 11, 2015, for "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.24, 2015" be received.
2. That "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.24, 2015" be read a third time.



Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

Attachment 1
Summary of the Public Hearing
Held at Bradley Centre
975 Shearmer Road, Electoral Area 'F'
February 11, 2015, 6:00pm
To Consider "Regional District of Nanaimo Electoral Area 'F' Zoning
and Subdivision Amendment Bylaw No. 1285.24, 2015

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:

Director Julian Fell, RDN
Jeremy Holm, RDN
Angela Buick, RDN
Helen Sims
Rachel Hamling

Chair, Electoral Area 'F'
Manager of Current Planning
Planner
Agent
Agent

Four members of the public attended the meeting.

The Chair called the hearing to order at 6:05 pm, introduced those present representing the Regional District, and outlined the procedures to be followed during the hearing.

Angela Buick provided an explanation of the proposed amendment bylaw and application process.

The Chair called for formal submissions with respect to Bylaw 1285.24, 2015.


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 6.22 pm.

Certified true and accurate this 12th day of February, 2015.



Angela Buick
Recording Secretary

Attachment 2
Conditions of Approval

The following is required prior to the “Regional District of Nanaimo Area Electoral ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.24, 2015” being considered for adoption:

1. The applicant shall register a Section 219 covenant on the property title requiring the preservation and maintenance, and if required the installation, of a 15.0 metre vegetative buffer with a height of at least 6.0 metres along the ALR boundary to the north and west of the subject property in accordance with the Ministry of Agriculture's - Guide to Edge Planning. The Section 219 covenant should include conditions that if the existing forest cover is insufficient to provide a buffer; fencing is to be installed along the property line bordering the ALR. Moreover, the Section 219 covenant shall also include a disclosure statement, in accordance with the Ministry of Agriculture's Guide to Edge Planning, indicating the potential for nearby farming activity on ALR lands
2. The applicant shall register a Section 219 covenant on the property title requiring that wells be constructed and tested on each new parcel, and a report submitted to the RDN, prior to final approval of subdivision.
3. The applicant shall register a Section 219 Covenant to secure the following community amenity contribution options with the final community amenity contribution to be determined through subdivision application review and provided prior to the earlier of final approval of subdivision or the end of October 2015:
 - a) \$6000 to be given towards Errington Community Park and/or trail improvements within Electoral Area 'F'; or
 - b) \$10,000 in construction value toward area park improvements or parking improvements for the Englishman River Regional Park to be completed by October 2015, or prior to final approval of subdivision.

Attachment 3
Proposed Amendment Bylaw No. 1285.24, 2015

**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 27th day of January 2015.

Public Hearing held this 11th day of February 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

Schedule '1' to accompany "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.24, 2015".

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

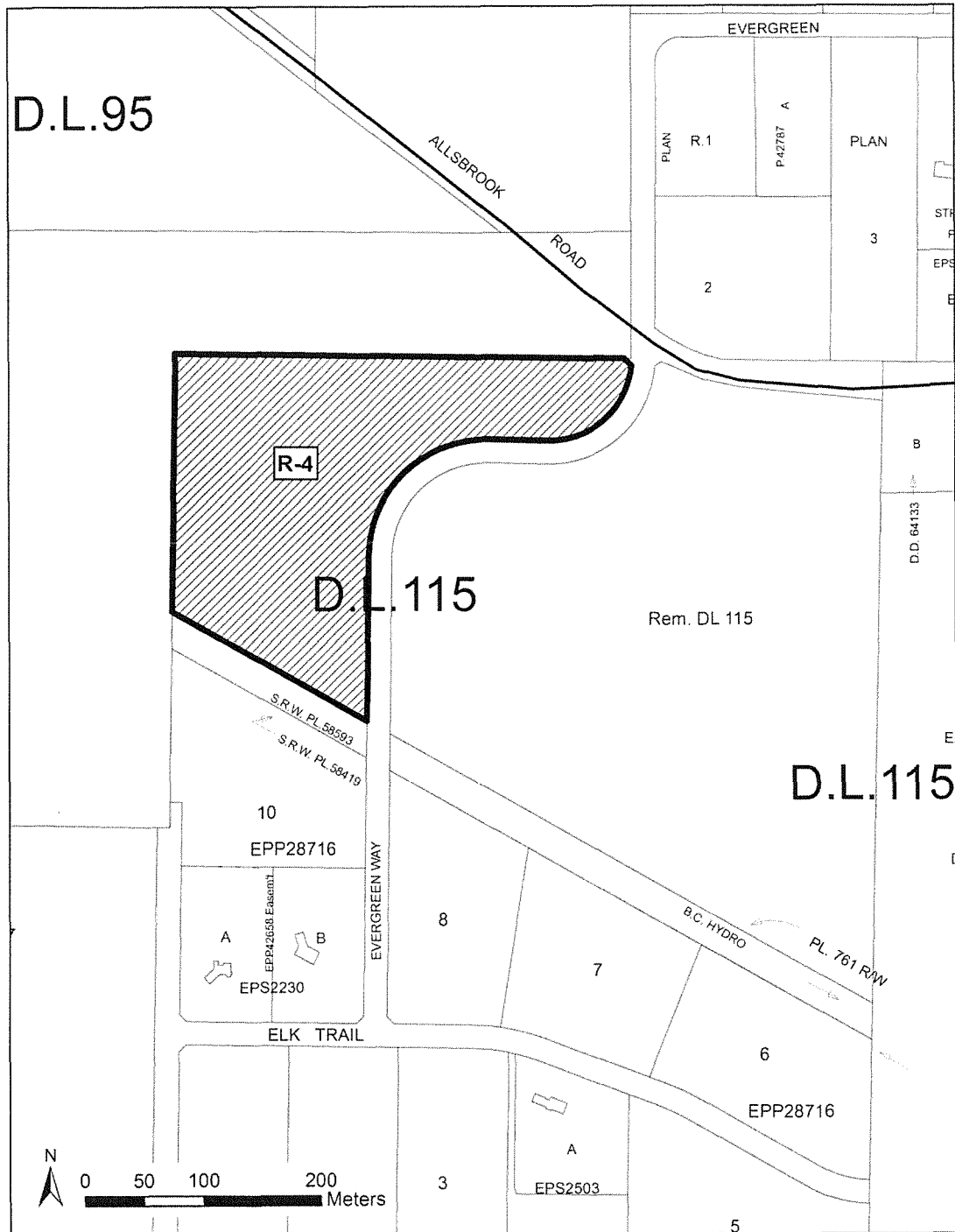
4.15A.3 Regulations Table

| Categories | Requirements |
|--|---|
| 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> i) All Lot Lines | 30.0 metres |
| h) Minimum Setback Requirement to the Agricultural Land Reserve Boundary <ul style="list-style-type: none"> 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'





| | | |
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| RDN REPORT | | ### |
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| BOARD | ✓ | |
| | | DATE: |

MEMORANDUM

TO: Jeremy Holm
Manager, Current Planning

DATE: February 12, 2015

FROM: Lainya Rowett
Senior Planner

FILE: PL2013-062

SUBJECT: Zoning Amendment Application No. PL2013-062 – Keith Brown Associates Ltd.
Parcel A (DD EW109567) of Lot 1, Section 14, Range 6, Cranberry District, Plan 7832
1868 Fielding Road - Electoral Area 'A'
Amendment Bylaw 500.392, 2014 - Adoption

PURPOSE

To consider "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.392, 2014" for adoption.

BACKGROUND

Amendment Bylaw No. 500.392 was introduced and given first and second reading on July 22, 2014, (see Attachment 2). A public hearing was held on August 21, 2014, and the Bylaw received third reading on August 26, 2014. The Ministry of Transportation and Infrastructure approved the Bylaw on September 9, 2014.

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. In accordance with Section 894 of the *Local Government Act*, a Board member who was not present at the public hearing may vote on the adoption of a bylaw if an oral or written report of the hearing has been given to the member by an officer or employee of the local government or the delegate who conducted the public hearing. As the public hearing and third reading of the Bylaw occurred prior to the 2014 local government elections, the minutes of the public hearing held on August 21, 2014 are included with this report (see Attachment 1). As such, having received the minutes of the public hearing, eligible Board members may vote on the Bylaw.

The proposed Bylaw would rezone the subject property from Residential 2 (RS2), Subdivision District 'F' to Fielding Road Light Industrial Comprehensive Development Zone 49 (CD49 Zone) in order to permit an industrial development for the service, repair, manufacturing and storage of modular buildings.

As a condition of rezoning approval, and prior to the adoption of the Bylaw, the applicant was required to complete the following:

- The applicant agrees to voluntarily provide a community amenity contribution in the amount of \$10,000 for park and trail improvements within the local community, specifically for the Morden Colliery Trail Bridge;

- Register a Section 219 Covenant on the property title requiring that development of the land occur in a manner consistent with the Hydraulic Report prepared by John H. Morley dated January 12, 2012.

The applicant has satisfied the conditions of approval. As such, the Bylaw is presented to the Board for consideration for adoption.

ALTERNATIVES

1. To adopt "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.392, 2014".
2. To not approve the Amendment Bylaw and provide alternate direction.

SUMMARY/CONCLUSIONS

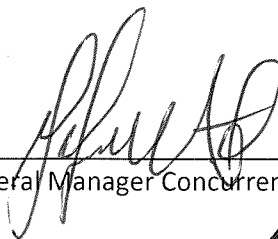
The proposed Amendment Bylaw No. 500.392 would rezone the subject property from Residential 2, Subdivision District 'F' to Fielding Road Light Industrial Comprehensive Development Zone 49 (CD49 Zone) in order to permit a light industrial development. The Amendment Bylaw was introduced and read two times on July 22, 2014, proceeded to public hearing on August 21, 2014, and received third reading on August 26, 2014. The Amendment Bylaw was approved by the Ministry of Transportation and Infrastructure on September 9, 2014, following which the applicant completed the conditions of approval. Given that the applicant has completed the conditions of approval, staff recommend that the Board adopt Amendment Bylaw No. 500.392, 2014.

RECOMMENDATION

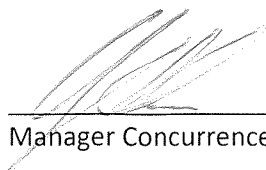
That the "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.392, 2014" be adopted.



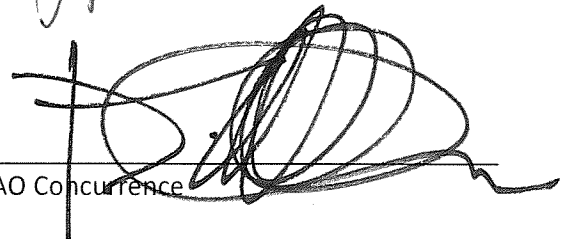
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

**Attachment 1
 Summary of the Public Hearing
 Held at Cranberry Community Hall
 1555 Morden Road
 Thursday, August 21, 2014 at 6:30 PM
 To Consider Regional District of Nanaimo Land Use and Subdivision
 Amendment Bylaw No. 500.392, 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:

| | |
|--|-------------------------------------|
| Alec McPherson, RDN | Chair, Director, Electoral Area 'A' |
| Lainya Rowett, RDN | Senior Planner |
| Keith Brown, Keith Brown Associates Ltd. | Agent |

Four members of the public attended the meeting.

The Chair called the hearing to order at 6:34 pm, introduced those present representing the Regional District, and outlined the procedures to be followed during the hearing.

Lainya Rowett provided an explanation of the proposed amendment bylaw and application process.

The Chair called for formal submissions with respect to Bylaw 500.392, 2014.

One written submission was received at the hearing from Keith Brown in support of the application.

The following comments were also received at the hearing.

Keith Brown (Agent), 5102 Somerset Drive, expressed support for the proposed amendment and described how the proposed development is comparable to surrounding light industrial uses. He explained that the amendment is supported by the Official Community Plan and will result in economic benefits, local employment, and a donation of \$10,000 as a community amenity contribution towards the Morden Colliery Trail Bridge in Electoral Area 'A'.

Doug Catley, 2165 Nictash Road, opposed the proposed amendment. He expressed concerns about the amount of industrial development in this area, the increased industrial traffic, and the impact on the rural character of the area with the conversion of more residential land for industrial use.

Michelle Catley, 2165 Nictash Road, opposed the proposed amendment. She expressed the concern that the proposed development does not reflect the OCP priority to maintain a rural character in the area. She is also concerned about the increased industrial traffic, and the potential impacts of new development on water quality and quantity.

John Steers, 1788 Fielding Road, expressed support for the proposed amendment. He owns the property adjacent to the subject property and has lived there for 10 years. He said he was pleased to learn that the truck turn-around movements would be accommodated on-site within the proposed development.

Keith Brown (Agent), provided additional comments on the planning process and OCP policies which are in place and support the proposed development. He also spoke about the configuration of the community development pattern and how it is limited to a linear highway system.

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 7:02 pm.

Certified true and accurate this 21st day of August, 2014.



Lainya Rowett
Recording Secretary

Attachment 2
Proposed Amendment Bylaw No. 500.392

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.392**

**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. 500.392, 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 CD43:

Fielding Road Light Industrial

Comprehensive Development Zone 49 (CD49)

2. By adding Section 3.4.149 (CD49) 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

Parcel A (DDEW109567) of Lot 1 Section 14 Range 6 Cranberry District Plan 7832

from Residential 2 Zone (RS2), Subdivision District ‘F’ to Fielding Road Light Industrial Comprehensive Development Zone 49 (CD49), Subdivision District ‘F’.

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

Public Hearing held this 21st day of August 2014.

Read a third time this 26th day of August 2014.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this 9th day of September 2014.

Adopted this ___ day of _____ 20__.

Chairperson

Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.392, 2014".

Chairperson

Corporate Officer

Schedule '1'

Section 3.4.149

FIELDING ROAD LIGHT INDUSTRIAL COMPREHENSIVE DEVELOPMENT ZONE 49

CD49

3.4.149.1 Permitted Principal Uses

- a) Heavy Equipment Display
- b) Light Industry
- c) Manufacturing
- d) Residential Use

3.4.149.2 Permitted Accessory Uses

- a) Marshalling Yard

3.4.149.3 Maximum Number and Size of Buildings and Structures

| | |
|-----------------------|-------|
| Dwelling units/parcel | 1 |
| Height | 9.0 m |
| Parcel coverage | 40% |

3.4.149.4 Minimum Setback Requirements

| | |
|-----------------|-------|
| Front lot line | 4.5 m |
| Other Lot Lines | 5.0 m |

except where:

- a) the adjoining parcel is zoned industrial or commercial then the setback from the common interior side lot line may be reduced to zero.

3.4.149.5 Other Regulations

For the purpose of this zone:

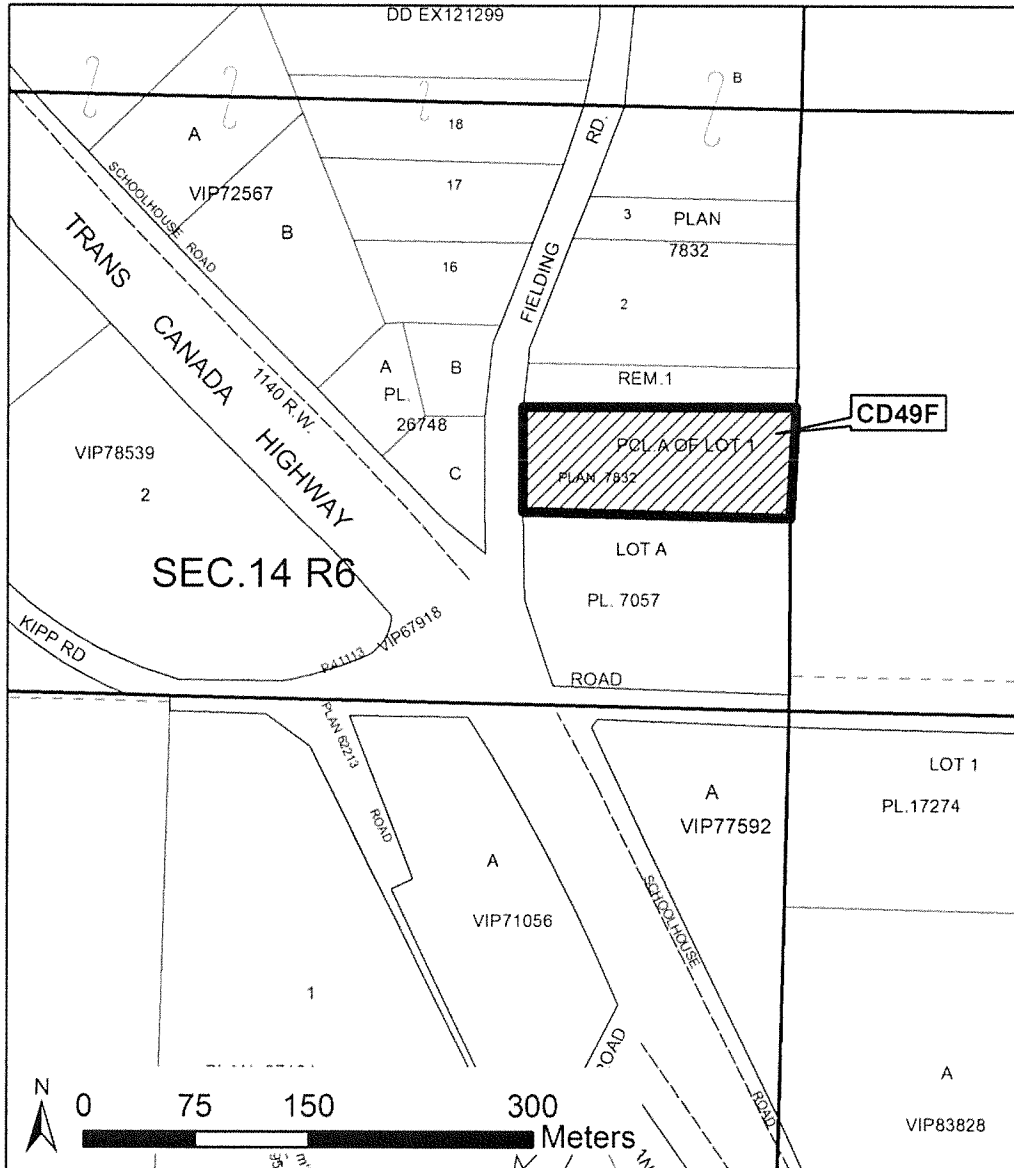
- a) Manufacturing means the assembling, producing, inspecting, finishing, altering, servicing, and repairing of any goods, substance, article, or materials, and must be contained within a building and may include accessory office use and accessory retail sales of the product(s) produced, up to a maximum of 10% of the floor area of a building.
- b) For the purposes of this zone, notwithstanding Schedule '3B', Off-Street Parking & Loading Spaces, the minimum number of required parking spaces is 1 per 115 m² of floor area plus 1 loading space per building.

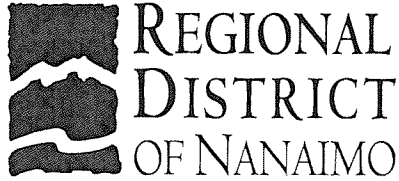
Schedule '2' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.392,2014"

Chairperson

Corporate Officer

Schedule '2'





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| RDN REPORT | | |
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| BOARD | <input checked="" type="checkbox"/> | |

MEMORANDUM

TO: Chris Midgley
Manager, Energy & Sustainability

DATE: February 16, 2015

FROM: Lainya Rowett
Senior Planner

PFILE: 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 - Adoption

PURPOSE

To consider "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.396, 2014" and "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.22, 2014" for adoption.

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 Bylaws received third reading on January 27, 2015, and at the same meeting, the Board passed a resolution to amend Bylaw 500.396 by inserting the following after Part 5, Section 11), Height Exemptions, b) i) b: "; and c. the system must be affixed to a roof with a pitch not exceeding 3:12". Bylaw 500.396 received third reading as amended, and the Ministry of Transportation and Infrastructure approved both Amendment Bylaws on February 13, 2015.

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 eligible 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. The detailed text amendments are provided in Attachment 1: Proposed Amendment Bylaw No. 500.396, 2014, as amended on January 27, 2015, and Attachment 2: Proposed Amendment Bylaw No. 1285.22, 2014.

There are no conditions to be met prior to approval. As such, the Bylaws are presented to the Board for consideration for adoption.

ALTERNATIVES

1. To adopt "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.396, 2014" and "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.22, 2014".
2. To not approve the Amendment Bylaws and provide alternate direction.

SUMMARY/CONCLUSIONS

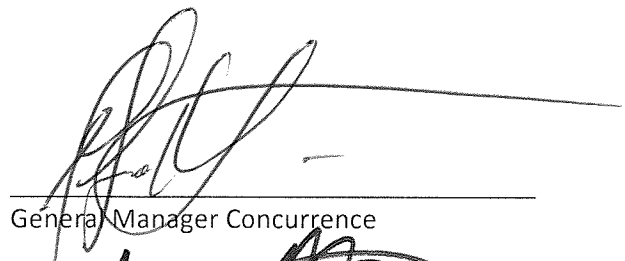
The proposed bylaw amendments are intended to remove potential regulatory barriers to green building features, systems and technologies by providing clarity for these systems in the *General Regulations* and *Definitions* sections of RDN Zoning Bylaws 500 and 1285. The Amendment Bylaws 500.396 and 1285.22 were introduced and read two times on October 28, 2014, and proceeded to Public Hearings on January 15, 2015. The Board granted third reading to Amendment Bylaw 500.396, as amended, and Bylaw 1285.22 on January 27, 2015. The Bylaws were then approved by the Ministry of Transportation and Infrastructure on February 13, 2015. Given that there are no conditions of approval, staff recommend that the Board adopt Amendment Bylaws 500.396 and 1285.22.

RECOMMENDATIONS

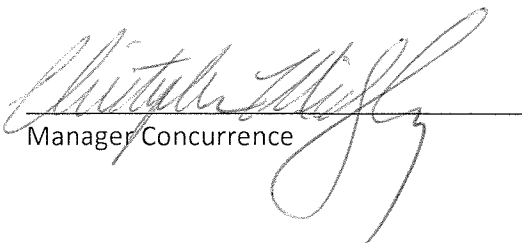
1. That the "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.396, 2014", as amended on January 27, 2015, be adopted.
2. That the "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.22, 2014" be adopted.



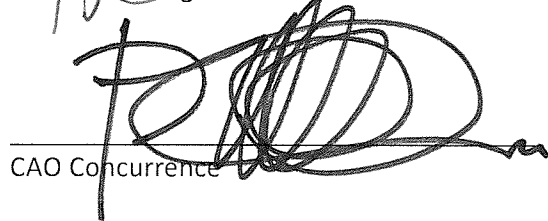
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

Attachment 1

**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 m² in area
 - a. the over-height portion of such system is limited to 50% of the roof width to which the system is attached;
 - b. no portion of such system exceeds 0.6 metre above the maximum permitted height; and
 - c. the system must be affixed to a roof with a pitch not exceeding 3:12.
 - ii) On a parcel 5,000 m² 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, as amended, this 27th day of January 2015.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this 13th day of February 2015.

Adopted this ___ day of _____ 20__.

Chairperson

Corporate Officer

Attachment 2

**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 m² 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 m² 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 27th day of January 2015.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this 13th day of February 2015.

Adopted this ___ day of _____ 20__.

Chairperson

Corporate Officer