

**REGIONAL DISTRICT OF NANAIMO  
ELECTORAL AREA SERVICES COMMITTEE  
AGENDA**

**Tuesday, September 12, 2017**

**1:30 P.M.**

**RDN Board Chambers**

*This meeting will be recorded*

**Pages**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ADOPTION OF MINUTES**

That the following minutes be adopted:

  - 3.1 Electoral Area Services Committee Meeting - July 11, 2017** 4
  - 3.2 Special Electoral Area Services Committee - August 22, 2017** 11
- 4. DELEGATIONS**
  - 4.1 Richard Strachan and Laurie MacDonald, Gabriola Island Community Hall Association, re Gabriola South Island Emergency Reception Centre & Generator** 14
- 5. CORRESPONDENCE**
- 6. COMMITTEE MINUTES**

That the following minutes be received for information:

  - 6.1 Electoral Area 'B' Parks and Open Space Advisory Committee Meeting - July 24, 2017** 15

## 7. COMMITTEE RECOMMENDATIONS

### 7.1 Electoral Area 'B' Parks and Open Space Advisory Committee

#### 7.1.1 Bylaw Referral Park Implications Gabriola Local Trust Committee Bylaw Nos. 289 and 290 (Potlatch Density Transfer) 19

1. That the Board advise the Gabriola Island Local Trust Committee that the Regional District of Nanaimo will accept the proposed 16.4-hectare parkland dedication through subdivision under Section 510 of the *Local Government Act* following adoption of Bylaws 289 and 290 by the Islands Trust.

2. That the Board advise the Gabriola Island Local Trust Committee that the Regional District of Nanaimo will accept proposed SRW #1, #2, #3 and #4 as public trail connections through subdivision following adoption of Bylaws 289 and 290 by the Islands Trust.

3. That the Board direct staff to include planning and development of the parkland dedication and trails in the Electoral Area 'B' Parks and Open Spaces Advisory Committee work planning session for prioritization and \$186,000 be included in the long term Financial Plan.

## 8. PLANNING

### 8.1 Zoning Amendment

#### 8.1.1 Zoning Amendment Application No. PL2015-172 - 846 Island Highway West, Electoral Area 'G' - Amendment Bylaw 500.404, 2017 - First and Second Reading 62

1. That the Board receive the Summary of the Public Information Meeting held on October 3, 2016.

2. That the conditions set out in Attachment 3 of the staff report be completed prior to Amendment Bylaw No. 500.404 being considered for adoption.

3. That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.404, 2017", be introduced and read two times.

4. That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.404, 2017", be chaired by Director Stanhope or his alternate.

**9. EMERGENCY PREPAREDNESS**

**9.1 Gabriola Island Reception Centre – South Island 87**

That the Board enter into a 5 year License of Use agreement at \$1 per year, with the Gabriola United Church for an Emergency Reception Centre and that the Regional District of Nanaimo purchase and install a 30 kW emergency standby generator for the purposes of an Emergency Reception Centre at the Gabriola United Church.

**10. FIRE PROTECTION**

**10.1 Fire Protection Services Agreement with City of Parksville 91**

That the Board approve the addendum to the Fire Protection Services Agreement with the City of Parksville covering portions of Electoral Area 'G'

**11. BUILDING INSPECTION**

**11.1 Building Permit Activity – Second Quarter 2017 121**

That the report on building permit activity for the second quarter of 2017 be received for information.

**12. BUSINESS ARISING FROM DELEGATIONS**

**13. NEW BUSINESS**

**13.1 Directors' Forum**

- Planning
- Community Parks
- Emergency Preparedness
- Fire Protection
- Bylaw Enforcement
- Building Inspection
- Other Electoral Area Matters

**14. ADJOURNMENT**

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA SERVICES COMMITTEE MEETING**

**Tuesday, July 11, 2017**

**4:00 P.M.**

**RDN Board Chambers**

|                     |                       |  |
|---------------------|-----------------------|--|
| In Attendance:      | Director J. Stanhope  | Chair  |
|                     | 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                                       |
|                     | Alternate             |  |
|                     | Director M. Recalma   | Electoral Area H                                       |
| Regrets:            | Director W. Veenhof   | Electoral Area H                                       |
| Also in Attendance: | P. Carlyle            | Chief Administrative Officer                           |
|                     | R. Alexander          | Gen. Mgr. Regional & Community Utilities               |
|                     | G. Garbutt            | Gen. Mgr. Strategic & Community Development            |
|                     | W. Idema              | Director of Finance                                    |
|                     | W. Marshall           | A/Gen Mgr. Parks & Recreation                          |
|                     | D. Trudeau            | Gen. Mgr. Transportation & Emergency Planning Services |
|                     | T. Armet              | Mgr. Building and Bylaw Services                       |
|                     | J. Hill               | Mgr. Administrative Services                           |
|                     | J. Holm               | Mgr. Current Planning                                  |
|                     | J. Wilson             | Mgr. Emergency Services                                |
| B. Ritter           | Recording Secretary   |  |

**CALL TO ORDER**

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved as amended to include the correspondence on the addendum.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**Electoral Area Services Committee Meeting - June 13, 2017**

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting held June 13, 2017, be adopted.

CARRIED UNANIMOUSLY

**CORRESPONDENCE**

It was moved and seconded that the following correspondence be received for information:

Stephanie and Mike Francis re Fairwinds Landing - Development Permit with Variance Application No. PL2016-188 and Lakes District and Schooner Cove Phased Development Agreement Amendment Agreement - 3521 Dolphin Drive, Electoral Area 'E'

Correspondence re Fairwinds Landing - Development Permit with Variance Application No. PL2016-188 and Lakes District and Schooner Cove Phased Development Agreement Amendment Agreement - 3521 Dolphin Drive, Electoral Area 'E'

CARRIED UNANIMOUSLY

**COMMITTEE MINUTES**

It was moved and seconded that the following minutes be received for information:

East Wellington / Pleasant Valley Parks and Open Space Advisory Committee Meeting - May 29, 2017

Electoral Area 'G' Parks and Open Space Advisory Committee Meeting - June 7, 2017

Electoral Area 'H' Parks and Open Space Advisory Committee Meeting - June 8, 2017

Nanoose Bay Parks and Open Space Advisory Committee Meeting - June 14, 2017

Nanoose Bay Parks and Open Space Advisory Committee Meeting - June 28, 2017

CARRIED UNANIMOUSLY

**COMMITTEE RECOMMENDATIONS**

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

**Fireplace Stove from Anders and Dorrit's Community Park House**

It was moved and seconded that Regional District of Nanaimo staff send a letter to the Chairman of the Mountain Fire Protection District Board of Trustees to request the possibility of the fireplace stove being stored in perpetuity at East Wellington Fire Hall as a community museum piece.

CARRIED UNANIMOUSLY

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

**Dashwood Community Hall**

It was moved and seconded that the demolition of the Dashwood Community Park Hall be postponed until a review and consultation with the community can be done.

CARRIED UNANIMOUSLY

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

**Highway 19A Thames Creek Road Pullout Improvement Request**

It was moved and seconded that no further action is to be taken regarding the request for the Regional District of Nanaimo to undertake improvements to the Thames Creek pullout on Highway 19A.

CARRIED UNANIMOUSLY

**McColl Rd. Beach Access**

It was moved and seconded that staff be directed to contact Ministry of Transportation and Infrastructure regarding encroachment onto the McColl Rd undeveloped Right of Way.

CARRIED UNANIMOUSLY

**Nanoose Bay Parks and Open Space Advisory Committee**

**Natural Playgrounds**

It was moved and seconded that staff be directed to provide a scoped concept report regarding natural playground equipment, budget and location around the Madrona area for the next Electoral Area 'E' Parks and Open Space Advisory Committee meeting.

CARRIED UNANIMOUSLY

**Nanoose Road Community Park**

It was moved and seconded that staff be directed to submit a request to Crown Lands to expand the potential uses for the Nanoose Road Community Park to include a dog park.

CARRIED UNANIMOUSLY

**Snaw-Naw-As First Nation - Hul'q'umi'num Name New Community Park**

It was moved and seconded that the Electoral Area 'E' Community Park on Oak Leaf Drive be named Es-hw Sme~nts Community Park. Pronunciation: Eshk-Sments.

CARRIED UNANIMOUSLY

**PLANNING**

**Development Permit with Variance**

**Development Permit with Variance Application No. PL2016-188 and Lakes District and Schooner Cove Phased Development Agreement Amendment Agreement - 3521 Dolphin Drive, Electoral Area 'E'**

Staff provided a presentation and overview of the application.

Leo Mariotto, the applicant's agent, spoke in support of the application.

Ian Porter of Seacliff Properties spoke in support of the application.

Stephanie Francis, local resident, spoke in opposition of the application.

John Tosney, local resident, spoke in opposition of the application.

It was moved and seconded that the Summary of the Public Information Meeting held on May 30, 2017, be received.

Opposed (1): Director Young

CARRIED

It was moved and seconded that the Board approve the Lakes District and Schooner Cove Phased Development Agreement Amendment Agreement to include changes primarily relating to the proposed waterfront boardwalk and pathway, maintenance of the multi-use pathway, timing and trigger mechanisms, the boat ramp, and fire protection as proposed in Attachment 13.

Opposed (1): Director Young

CARRIED

It was moved and seconded that the Board approve Development Permit with Variance No. PL2016-188 to permit the construction of a multi-residential and mixed use commercial development subject to the terms and conditions outlined in Attachments 2 to 7 and the variances outlined in Attachment 2.

Opposed (1): Director Young

CARRIED

It was moved and seconded that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2016-188.

Opposed (1): Director Young

CARRIED

It was moved and seconded that the Board direct staff to send a letter to the Ministry of Transportation and Infrastructure advising them that it is the Regional District Nanaimo's expectation that Ministry of Transportation and Infrastructure will retain responsibility for new and existing sidewalks in the Lakes District and Schooner Cove as per Minister Stone's commitment of August 28, 2013.

Opposed (1): Director Young

CARRIED

### **Development Variance Permit**

#### **Development Variance Permit Application No. PL2017-059 - 2226 South Lake Road, Electoral Area 'H'**

It was moved and seconded that the Board approve Development Variance Permit No. PL2017-059 to increase the maximum floor area on a single storey of a recreational residence from 70 m<sup>2</sup> to 105 m<sup>2</sup> subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2017-059.

CARRIED UNANIMOUSLY

#### **Development Variance Permit Application No. PL2017-063 - 3036 Bay Road, Electoral Area 'H'**

It was moved and seconded that the Board approve Development Variance Permit No. PL2017-063, subject to the terms and conditions outlined in Attachments 2 to 4, to:

- a) increase the maximum permitted floor area and increase the maximum permitted height to allow the construction of an accessory building and;
- b) reduce the maximum accessory building floor area for any additional accessory building, accessory water storage structure, or accessory wood storage structure.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2017-063.

CARRIED UNANIMOUSLY

#### **Development Variance Permit Application No. PL2016-123 - Brynmarl Road, Electoral Area 'E'**

It was moved and seconded that the Board approve Development Variance Permit No. PL2016-123 to reduce the setback from the natural boundary of the sea for a swimming pool and patio and reduce the setback from the interior side lot line for a patio subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY



It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2016-123.

CARRIED UNANIMOUSLY

### **Zoning Amendment**

#### **Zoning Amendment - File No. PL2017-089 - Electoral Areas 'A', 'C', 'E', 'G' and 'H' - Amendment Bylaw 500.410, 2017 - First and Second Reading; Amendment Bylaw 500.411, 2017 - First and Second Reading**

It was moved and seconded that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.410, 2017" be introduced and read two times.

CARRIED UNANIMOUSLY

It was moved and seconded that the public hearing for "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.410, 2017" be waived and notice in accordance with Section 467 of the *Local Government Act* be given.

CARRIED UNANIMOUSLY

It was moved and seconded that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.411, 2017" be introduced and read two times.

CARRIED UNANIMOUSLY

It was moved and seconded that the public hearing for "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.411, 2017" be waived and notice in accordance with Section 467 of the *Local Government Act* be given.

CARRIED UNANIMOUSLY

### **MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN**

#### **Amendment to Bylaw No. 1285**

It was moved and seconded that staff be directed to draft amendments to Bylaw No. 1285 (Section 1.4 and Section 5 "Lot"); so as to enable land strata subdivision in harmony with that enabled by Bylaw No. 500.

CARRIED UNANIMOUSLY

**NEW BUSINESS**

**Amendment to Bylaw No. 1285**

It was moved and seconded that Bylaw No. 1285 be amended as follows: the maximum density requirement for Rural 1 (R-1) Zone be set at 2 Dwelling Units per lot; with the specification of 1 Dwelling Unit per hectare removed.

CARRIED UNANIMOUSLY

**Directors' Forum**

The Directors' Forum included discussions related to Electoral Area matters.

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 5:55 PM

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CHAIR

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CORPORATE OFFICER

## REGIONAL DISTRICT OF NANAIMO

## MINUTES OF THE SPECIAL ELECTORAL AREA SERVICES COMMITTEE MEETING

Tuesday, August 22, 2017

5:30 P.M.

RDN Board Chambers

|                     |                       |   |
|---------------------|-----------------------|---|
| In Attendance:      | Director J. Stanhope  | Chair                                       |
|                     | 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 W. Veenhof   | Electoral Area H                            |
| Regrets:            | Director J. Fell      | Electoral Area F                            |
| Also in Attendance: | P. Carlyle            | Chief Administrative Officer                |
|                     | R. Alexander          | Gen. Mgr. Regional & Community Utilities    |
|                     | G. Garbutt            | Gen. Mgr. Strategic & Community Development |
|                     | T. Osborne            | Gen. Mgr. Recreation & Parks                |
|                     | J. Harrison           | Director of Corporate Services              |
|                     | W. Idema              | Director of Finance                         |
|                     | J. Hill               | Mgr. Administrative Services                |
|                     | J. Holm               | Mgr. Current Planning                       |
|                     | B. Ritter             | Recording Secretary                         |

**CALL TO ORDER**

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

**PLANNING**

**Development Permit with Variance**

**Development Permit with Variance Application No. PL2017-069 - 1682 Cedar Road, Electoral Area 'A'**

It was moved and seconded that the Board approve Development Permit with Variance No. PL2017-069 to permit the construction of an automotive repair shop subject to the terms and conditions outlined in Attachments 2 to 6.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2017-069.

CARRIED UNANIMOUSLY

**Development Permit with Variance Application No. PL2017-073 - 126 Kinkade Road, Electoral Area 'G'**

It was moved and seconded that the Board approve Development Permit with Variance No. PL2017-073 to permit the construction of a dwelling unit subject to the terms and conditions outlined in Attachments 2 to 5.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2017-073.

CARRIED UNANIMOUSLY

**Development Variance Permit**

**Development Variance Permit Application No. PL2017-096 - 1856 Cedar Road, Electoral Area 'A'**

It was moved and seconded that the Board approve Development Variance Permit No. PL2017-096 to reduce the minimum required front and other lot line setback requirements to recognize an existing kiosk structure, subject to the conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2017-096.

CARRIED UNANIMOUSLY

**Other**

**Development Permit Application No. PL2017-078 and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2016-130 - 300 Dan's Road and Myles Lake Road, Electoral Area 'C'**

It was moved and seconded that the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed lot A in relation to Subdivision Application No. PL2016-130.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board approve Development Permit No. PL2017-078 to permit a lot line adjustment subdivision, subject to the terms and conditions outlined in Attachments 2 and 3.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

TIME: 5:41 PM

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CHAIR

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CORPORATE OFFICER

**Delegation:** Richard Strachan and Laurie MacDonald, Gabriola Island Community Hall Association, re Gabriola South Island Emergency Reception Centre & Generator.

**Summary:**

- A brief history of the Community Hall and its Roll on Gabriola
- History of the Hall as an Emergency Reception Centre (ERC)
- Community reaction to a proposal to move the ERC to the United Church
- Comparison between Hall & Church as emergency resources for Gabriola
- Options for an emergency generator for the Hall
- Hall petition to the RON & its significance for emergency preparedness

We will be submitting a powerpoint file for visual presentation

**Action Requested:** We would like the RDN to keep the Gabriola South Island Emergency Reception Centre at the Gabriola Community Hall, and install an emergency generator for the Hall.

**REGIONAL DISTRICT OF NANAIMO****MINUTES OF THE ELECTORAL AREA 'B' PARKS AND OPEN SPACE ADVISORY COMMITTEE MEETING****Monday, July 24, 2017****7:00 P.M.****Gabriola Arts Centre**

|                     |                   |                                     |
|---------------------|-------------------|-------------------------------------|
| In Attendance:      | Director H. Houle | Chair                               |
|                     | D. Kilbourn       | Member, Gabriola Recreation Society |
|                     | K. Clifford       | Member at Large                     |
|                     | G. Borsuk         | Member at Large                     |
| Regrets:            | A. Johnston       | Member at Large                     |
|                     | R. Brockley       | Member at Large                     |
| Also in Attendance: | E. McCulloch      | RDN Parks Planner                   |

**CALL TO ORDER**

The Chair called the meeting to order.

**ELECTION OF SECRETARY**

D. Kilbourn volunteered for position of secretary for the meeting.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved as amended to include Election of Secretary.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES****Electoral Area 'B' Parks and Open Space Advisory Committee Meeting - January 23, 2017**

It was moved and seconded that the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held January 23, 2017, be adopted as amended, to change the seconder of the March 2, 2016, Electoral Area 'B' Parks and Open Space Advisory Committee minutes to K. Clifford.

CARRIED UNANIMOUSLY

**UNFINISHED BUSINESS****Feasibility of Lions Club Building on Rollo McClay**

Staff reported that putting a building at Rollo for the Lions is not feasible. H. Houle said the zoning of the park (Islands Trust jurisdiction) does not allow it.

## **Feasibility of Boat Launch and Parking at Bells Landing**

Staff explained that Bells Landing launch is on the long term work plan.

## **REPORTS**

### **Bylaw Referral Park Implications Gabriola Local Trust Committee Bylaw Nos. 289 and 290 (Potlatch Density Transfer)**

It was moved and seconded that the Board advise the Gabriola Island Local Trust Committee that the Regional District of Nanaimo will accept the proposed 16.4-hectare parkland dedication through subdivision under Section 510 of the *Local Government Act* following adoption of Bylaws 289 and 290 by the Islands Trust.

Opposed (2): K. Clifford, and G. Borsuk

DEFEATED

It was requested that the discussion on the above matter be noted in the minutes.

K. Clifford said he could not support Recommendation 1 (as per the agenda) without the developer bearing some of the park development costs.

It was moved and seconded that the Board advise the Gabriola Island Local Trust Committee that the Regional District of Nanaimo will accept proposed SRW #1, #2, #3 and #4 as public trail connections through subdivision following adoption of Bylaws 289 and 290 by the Islands Trust.

CARRIED UNANIMOUSLY

It was moved and seconded that the following matter be brought back for reconsideration:

That the Board advise the Gabriola Island Local Trust Committee that the Regional District of Nanaimo will accept the proposed 16.4-hectare parkland dedication through subdivision under Section 510 of the *Local Government Act* following adoption of Bylaws 289 and 290 by the Islands Trust.

CARRIED UNANIMOUSLY

The Chair called the vote on the matter being reconsidered:

That the Board advise the Gabriola Island Local Trust Committee that the Regional District of Nanaimo will accept the proposed 16.4-hectare parkland dedication through subdivision under Section 510 of the *Local Government Act* following adoption of Bylaws 289 and 290 by the Islands Trust.

CARRIED UNANIMOUSLY

It was requested that the discussion on the above matter be noted in the minutes.

D. Kilbourn said if POSAC members were willing to accept the undeveloped statutory right of way trail corridors, then it did not make sense to oppose accepting the park land based on the fact that the developer is not helping cover the cost of developing the park. H. Houle said the change being requested by K. Clifford did not sit with the POSAC or RDN, but with the Islands Trust as the government in control of the Official Community Plan. Both H. Houle and D. Kilbourn pointed out the proposed 16.4-hectare dedication of park land is well over the 4-hectare provincial requirement. K. Clifford said he believed his



point had been heard, and wanted to make sure his concerns were noted so it can go to the Islands Trust and not become a question for every park referral.

It was moved and seconded that the Board direct staff to include planning and development of the parkland dedication and trails in the Electoral Area 'B' Parks and Open Spaces Advisory Committee work planning session for prioritization and \$186,000 be included in the long term Financial Plan.

Opposed (1): K. Clifford

CARRIED

### **Parks Quarterly Update Report Jan - Mar 2017**

#### **Huxley Park**

E. McCulloch reported the Huxley Park Skatepark Design had been received from the consultants, and community information meetings would be held in the fall of 2017 to prepare a shelf-ready project. This would allow the Regional District of Nanaimo to seek out grants for actual construction of the skatepark. Queried by K. Clifford on if ground would be broken before 2019, McCulloch said if the funding is found ground could be broken in 2018.

Requests for Proposals for Huxley Park Tennis Court have gone out; as have Request for Proposals for the dasher board replacements for the Huxley Sport Court. K. Clifford said there are concerns from the tennis players the new surface being considered for the court may not be the most appropriate.

A tender for construction for the Tot Lot at Huxley Park closes the day after the POSAC meeting. Ground is expected to be broken on the playground this fall.

It was moved and seconded that the Parks Quarterly Update for January to March 2017 be received as information.

CARRIED UNANIMOUSLY

### **NEW BUSINESS**

#### **Whalebone Water Access (Handout)**

The Regional District of Nanaimo (RDN) has temporarily closed the Bluewhale, Hummingbird and Joyce Lockwood beach access stairs located in the Whalebone Community Parks due to safety concerns owing to erosion, damage, and other site challenges. E. McCulloch reported the drainage improvements are complete at the beach access stairs at Queequeg Community Park and they have been re-opened. The stairs at Bluewhale Community Park remain closed; the drainage work and surfacing are complete and new aluminum stairs have been ordered and will be installed this fall (2017). The stairs at Hummingbird Community Park will remain closed; the 2017 Community Parks budget will not allow replacement this year. The stairs at Joyce Lockwood Community Park also remain closed; construction requires a new bottom landing which requires Department of Fisheries and Oceans permission for Foreshore work including footings for new landing and stairs. This fall staff will proceed with site assessments, design, and costing.

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 8:20 PM

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CHAIR

**TO:** Electoral Area B Parks and Open Space Committee      **MEETING:** July 24, 2017  
**FROM:** Elaine McCulloch  
Parks Planner      **FILE:**  
**SUBJECT:** Bylaw Referral Park Implications – Gabriola Islands Trust Bylaw Nos. 289 & 290

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**RECOMMENDATION**

1. That the Board advise the Gabriola Island Local Trust Committee that the RDN will accept the proposed 16.4-hectare parkland dedication through subdivision under Section 510 of the Local Government Act following adoption of Bylaws 289 and 290 by the Islands Trust.
2. That the Board advise the Gabriola Island Local Trust Committee that the RDN will accept proposed SRW #1, #2, #3 and #4 as public trail connections through subdivision following adoption of Bylaws 289 and 290 by the Islands Trust.
3. That the Board direct staff to include planning and development of the parkland dedication and trails in the Electoral Area ‘B’ Parks and Open Spaces Advisory Committee work planning session for prioritization and \$186,000 be included in the long term Financial Plan.

**SUMMARY**

The Gabriola Island Local Trust Committee (LTC) has requested that the Regional District of Nanaimo (RDN) review the amended draft rezoning Bylaw Nos. 289 and 290 and indicate if the RDN would accept the proposed 16.4-hectare parkland dedication and the four public trail Statutory Right-of-ways (SRW) which would result from the future subdivision of the rezoned lands. The proposed 16.4 hectares of parkland addition and public trail connections would connect the village center with the waterfront at Descanso Bay Regional Park and would expand Cox Community Park to 50 hectares (123.5 acres) (Attachment 1).

After the lands are transferred to the RDN, a master planning process for the park will be required to determine the community’s expectation for park development. Assuming minimal park development similar to that of the 707 Community Park on Gabriola, \$186,000 will need to be put into the Electoral Area ‘B’ Long-Term Financial Plan for planning and park development. It is estimated that once park development has been completed, the annual park and trail operational costs for the park and its associated community trails will be approximately \$15,000 - \$18,500.

**BACKGROUND**

On March 10, 2017, the Islands Trust provided the RDN a referral request to review the amended draft rezoning Bylaw Nos. 289 and 290 and indicate how the RDN’s park interests are affected by the proposed parkland dedication and the four public trail SRWs that would result from the future subdivision of the subject property (Attachment 2).

Future subdivision of the subject property will require a dedication of 5% of the area of land being subdivided as per Section 510 of the *Local Government Act (LGA)*. The total area of the subject property

is 67.8 ha (167.5 acres) requiring a dedication of 3.4 ha (8.4 acres) of usable park land. The conceptual strata subdivision plan shows a 25 lot subdivision with 16.4 hectares (40.5 acres) of community park, constituting 25% of the subject property. However, when taking into consideration the 5.3 hectares of park area which will be encumbered by a flight path covenant and the additional 0.44 hectare of park located within the riparian area of Mallet Creek, the remaining area of unencumbered, usable park land is 10.66 ha (26.3 acres) or 15.7% of the subject property. The subject property, including the dedicated park and community trail SRWs, are proposed to be re-designated to Rural Residential 2 (RR2). The appropriate 'Park' zoning is to be determined in consultation with the LTC at a later date.

As a condition of park land acceptance, the applicant is requiring the RDN agree to be a signatory to a restrictive covenant with the Gabriola Health Care Foundation Medical Clinic (GHCF) to allow the maintenance of a flight path over the park land for the Helipad that serves the Gabriola Community Health Centre (Attachment 3). The GHCF has prepared a draft covenant that would allow the GHCF to prune or remove trees within the proposed park to maintain the required clearance within the flightpath with all flight path maintenance costs to the GHCF (Attachment 4). The impact of the height restriction on park vegetation and the location of any future park structures will be most evident in the south-east corner of the park closest to the helipad and encompasses approximately 2.38 hectares or 14.5% of the park land (Attachment 5). It should be noted that while the height restriction covenant restricts the height of vegetation and built structures within in a certain area, it does not preclude the development of trails, fields, parking lots, playground structures or other park amenities within that same area.

The proposed park land generally slopes at an 8% - 10% grade down to Mallet Creek, and flattens out where it intersects with existing Cox Community Park. The park land is located within the Coastal Douglas Fir moist marine subzone and has been selectivity logged in the recent past. In 2012 the area of the park within the flight path was cleared upon completion of the Helipad. The higher elevation, southern half of the proposed park lands is an early successional pole-sapling regenerative forest composed of primarily regenerating Douglas fir, shore pine and arbutus interspersed with forest openings featuring exposed bedrock. The Mallet Creek riparian area which includes the incised draws that lead to the creek is a mature stage winter wet - summer moist ecotype composed of primarily western red cedar, with red alder, big leaf maple, and western hemlock.

The Islands Trust's *Regional Conservation Strategy, 2005-2010* identifies an objective to achieve at least 15% protection of the total area of Gabriola Island. The proposed parkland addition as presented would bring that number up to 12% from the existing 9.1% of the Island that is currently identified as being protected from development in parks and nature reserves.

The proposed parkland corresponds with the park acquisition policies identified in Section 4.2, subsections C and D of the *Gabriola Island OCP, Bylaw 262 (2017)* based on the following considerations: the proposed parkland is centrally located within the subdivision with a portion of the northern park boundary contiguous with Cox Community Park; the park land has potential for recreational capability and can be easily connected to Cox Community Park with a trail across Mallet Creek; and the existing access roads within the park land will serve as logical future trail connections (Attachment 6). The subdivision layout has maximized the park frontage onto the new Church Road connection and minimized the interface between the park and adjacent residential lots which will help reduce potential property owner/park user conflicts. There is an appropriate location for a public parking lot off Church Road that can serve as a trailhead for the new park as well as for Cox Community Park. There is no provision to develop a well in the park and no water service connection will be provided.

In addition to the parkland dedication outlined above, the revised conceptual strata subdivision plan identifies four statutory right-of-ways allowing public trail use. Trail SRW #1 provides an 8-meter wide

trail corridor that provides community trail connections through the proposed subdivision between Cox Community Park, and the village centre; Trail SRW #2 provides an 8-meter wide trail corridor that connects the village centre and the proposed community park and the Gabriola Community Health Centre; Trail SRW #3 allows the public non-vehicular access along the internal strata driveway and connects Taylor Bay Road to Trail #2 and the proposed community park; Trail SRW #4, width undefined, does not provide any connection and provides a limited winter vista when the trees are bare but it would provide a wildlife corridor. The provision of these community trails, with the exception of trail #4, corresponds with park acquisition policies identified in Section 4.2, subsections e, f and g of the *Gabriola Island OCP, Bylaw 262 (2017)* (Attachment 6). Trail SRWs #1, #2, and #3 are to be located on strata common property with a statutory right-of-way for public access with the RDN, whereas, trail SRW #4 would be placed on the title of lot 8. Trail development and maintenance is to be the responsibility of the RDN.

As a condition of rezoning, the LTC will be requiring the applicant register a Section 219 covenant on the subject property which will include a copy of the conceptual subdivision plan and the associated park land dedication and community trail SRWs. These lands will be transferred to the RDN at the time of final subdivision approval and will be in substantial compliance with the conceptual subdivision plan. Both the LTC and the RDN will be a signatory to this Section 219 covenant as the covenant deals with park land as well as land use planning.

If accepted, the proposed 16.4 ha addition to Cox Community Park will create a linear parkland and public trail network connecting the village center with the waterfront at Descanso Bay Regional Park. In addition to new trail development, parking lot construction and improvements to existing access road trails within the new park, a new trail within existing Cox Community Park and bridges across Mallet Creek will be required to link the two parks together (Attachment 7). With the expansion of Cox Community Park to approximately 50 hectares (123.5 acres) and its associated interconnected trail network, it is recommended that a park master plan be completed for the park that includes public consultation.

Parks staff and the Electoral Area Director conducted a site tour of the proposed parkland and trail corridors in August 2016 followed by the Parks and Open Space Committee on May 23<sup>rd</sup>, 2017.

## **ALTERNATIVES**

1. That the Gabriola Island Local Trust Committee be advised that the proposed 16.4-hectare parkland dedication is acceptable and that the RDN will accept SRW #1, #2, #3 and #4 as public trail connections; and that planning and development costs of \$186,000 be included in the Area 'B' long-term work plan and financial plan.
2. That the Gabriola Island Local Trust Committee be advised that the proposed 16.4-hectare parkland dedication is not acceptable and that the RDN will not accept SRW #1, #2, #3 and #4 as public trail connections.
3. That the Board provide alternative direction to staff.

## **FINANCIAL IMPLICATIONS**

The extent of future park development will be confirmed through the Park master planning process. The following development and operational cost estimates are based on the assumption that the park will require minimal development as outlined in Attachment 8. Preliminary cost estimates for park development could be provided once final trail routes, creek crossings, and parking lot design have been determined. Trail development and footbridge crossings within the Mallet Creek riparian area will

require provincial approvals and the guidance of a registered professional biologist and a geotechnical engineer.

|                       |  |
|-----------------------|--|
| \$20,000 - \$25,000   | Master Plan (including a site assessment and environmental overview) |
| \$100,000 - \$133,000 | Park development   |
| \$20,000 - \$28,000   | Community Trail development (Trail #1, #2, and #3)                   |

Assuming minimal park development as described above, annual park and trail operational costs for the park addition and its associated community trails would be approximately \$15,000 - \$18,500 which is comparable to the average yearly operational costs for similarly developed parks such as the Englishman River Regional Park and Nanaimo River Regional Park.

Currently, no other funds have been identified for Cox Community Park addition development or maintenance in the five-year financial plan.

### STRATEGIC PLAN IMPLICATIONS

The Strategic Plan 2016-2020 identifies a focus on service and organizational excellence, and through the acquisition of the proposed parkland addition to Cox Community Park and the associated community trail corridors linking Gabriola's village core with the park, the RDN will provide for community mobility and secure an additional recreational amenity for the residents of Electoral Area 'B'. The addition of parkland that enlarges an existing park is supported by the RDN's strategic priority to focus on protecting and enhancing our environment.



---

Elaine McCulloch  
emcculloch@rdn.bc.ca  
June 29, 2017

#### Reviewed by:

- W. Marshall, Manager, Park Services
- T. Osborne, General Manager, Recreation and Parks
- P. Carlyle, Chief Administrative Officer

#### Attachments

1. Park Land Dedication Context Map
2. Islands Trust Referral Request March 10, 2017
3. Letter from Gabriola Health Care Foundation to Regional District of Nanaimo Re. Flight Path Covenant background information
4. Draft Flightpath Covenant, Gabriola Health Care Foundation and Regional District of Nanaimo
5. Helicopter Flight Path Plan and Profiles through Park Land
6. Excerpt from Gabriola Official Community Plan; Bylaw No. 166, 1997 (consolidated Feb 2017)
7. Potential Trail Connections
8. Park and Trail Development and Operational Cost Estimates

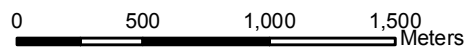
**ATTACHMENT 1**  
**Proposed park Land Dedication Context Map**



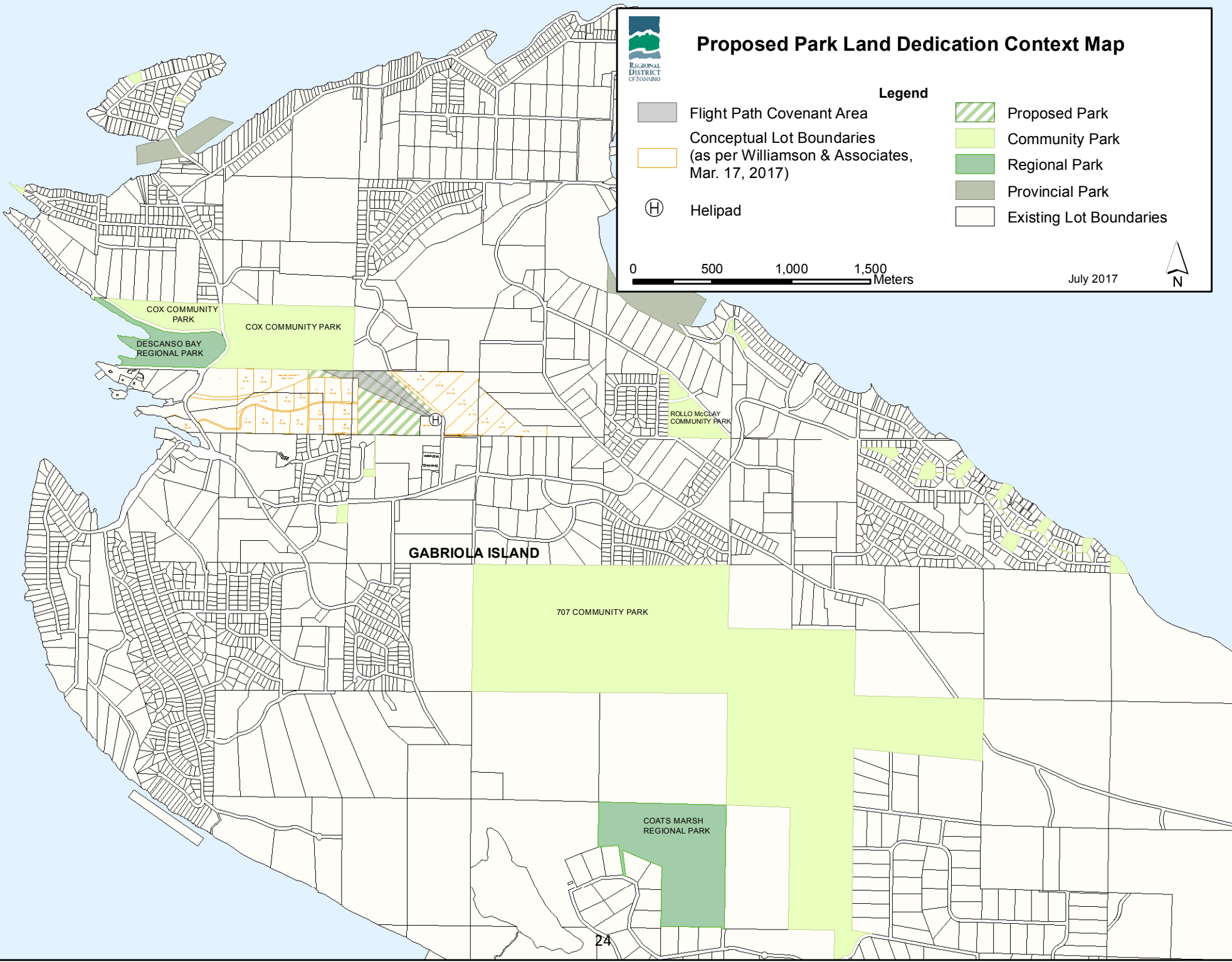
# Proposed Park Land Dedication Context Map

### Legend

- Flight Path Covenant Area
- Conceptual Lot Boundaries (as per Williamson & Associates, Mar. 17, 2017)
- Helipad
- Proposed Park
- Community Park
- Regional Park
- Provincial Park
- Existing Lot Boundaries



July 2017





**ATTACHMENT 2**

**Islands Trust Referral Request March 10, 2017**

**Including draft bylaws No. 289 and No. 290 and revised subdivision layout**



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

Toll Free via Enquiry BC in Vancouver 604.660.2421 Elsewhere in BC **1.800.663.7867**

Email [northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca)

Web [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca)

March 10, 2017

VIA EMAIL [wmarshall@rdn.bc.ca](mailto:wmarshall@rdn.bc.ca)

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

**Attention: Wendy Marshall, Manager of Parks Services**

Dear Wendy Marshall,

**Re: Parkland Dedication for Bylaw Amendment Application GB-RZ-2016.1 (Williamson and Associates, Potlatch Properties), Gabriola Island**

The Gabriola Island Local Trust Committee (LTC) passed the following resolution at their March 9, 2017 regular business meeting:

*It was MOVED and SECONDED that the Gabriola Island Local Trust Committee refer Proposed Bylaws No. 289, cited as "Gabriola Island Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2016", and Bylaw No. 290 cited as "Gabriola Island Land Use Bylaw No. 177, 1999, Amendment No. 1, 2016", (GB-RZ-2016.1) to the Regional District of Nanaimo Board for a decision regarding proposed parkland dedication on the receiving lands and for consideration of accepting proposed Trail #4 as a statutory right of way.*

CARRIED

The RDN has accepted by resolution, the proposed 136 hectare addition to the 707 Community Park in the 'donor lands' of this application. The applicant is proposing a 16.4 hectare park on the receiver lands (Attachment 1) to satisfy the 5% parkland dedication requirements of the *Local Government Act* for the proposed 17 strata and 8 fee simple lot subdivision. This proposed parkland is in excess of the 5% required and no longer includes Mallett Creek or the existing pond. These water features are now proposed to be part of the Strata Common Property. The applicant is also proposing four statutory rights-of-way (SRW) shown on Attachment 1 as Trails #1 through #4, as community trails to link Cox Bay Community Park and the adjacent neighbourhoods.

The Gabriola Lands and Trails Trust (GALTT) board has indicated it would be willing to secure proposed Trail #4 through a licence of occupation or a SRW. The LTC is interested in hearing from the RDN as to whether or not the RDN Board would consider all four SRWs as trail connections to Community Parks.

The LTC is hosting a 'Community Information Meeting' on the proposed application on Monday March 20, 2017 from 7:00 pm – 8:30 pm at the Gabriola Island Community Hall, 2200 South

Road. We would like to extend an invitation for the members of the RDN Parks and Open Space Advisory Committee to attend. The LTC has also scheduled a Public Hearing on Proposed Bylaw Nos. 289 and 290 for March 29, 2017 at 7:00 pm at the Haven, Phoenix Auditorium, 240 Davis Road, Gabriola Island.

Application details including recent staff reports and a copy of the draft restrictive covenant for the receiver lands, are posted on our applications page of the website:

<http://www.islandstrust.bc.ca/islands/local-trust-areas/gabriola/current-applications/>

Please contact me directly at [szupanec@islandstrust.bc.ca](mailto:szupanec@islandstrust.bc.ca) or 250.247.2211 if you require information or have any questions.

Sincerely,



Sonja Zupanec  
Island Planner  
Local Planning Services, Islands Trust

Copy:  
Gabriola Island Local Trust Committee  
Ann Kjerulf, Regional Planning Manager

Attachments:

1. Conceptual park and trail map for the 'receiver lands'
2. Proposed Bylaws No. 289 and 290

# PROPOSED

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**GABRIOLA ISLAND LOCAL TRUST COMMITTEE  
BYLAW NO. 289**

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**A BYLAW TO AMEND GABRIOLA ISLAND OFFICIAL COMMUNITY PLAN, 1997**

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The Gabriola Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Gabriola Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited as “Gabriola Official Community Plan (Gabriola) Bylaw, 1997, Amendment No. 1, 2016”.

2. Gabriola Island Local Trust Committee Bylaw No. 166, cited as “Gabriola Official Community Plan (Gabriola ) Bylaw, 1997”, is amended as shown on Schedule 1, attached to and forming part of this bylaw.

|   |                  |        |         |        |
|---|------------------|--------|---------|--------|
| READ A FIRST TIME THIS  | 26 <sup>TH</sup> | DAY OF | MAY     | , 2016 |
| READ A SECOND TIME THIS   | 12 <sup>TH</sup> | DAY OF | JANUARY | , 2017 |
| PUBLIC HEARING HELD THIS  |                  | DAY OF |         | , 201x |
| READ A THIRD TIME THIS  |                  | DAY OF |         | , 201x |
| APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST              |                  |        |         |        |
| THIS  |                  | DAY OF |         | , 201x |
| APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT |                  |        |         |        |
| THIS  |                  | DAY OF |         | , 201x |
| ADOPTED THIS  |                  | DAY OF |         | , 201x |

---

**SECRETARY**

---

**CHAIRPERSON**

**Gabriola Island Local Trust Committee**

**Bylaw No. 289**

**Schedule 1**

Gabriola Island Local Trust Committee Bylaw No. 166, cited as “Gabriola Official Community Plan (Gabriola ) Bylaw, 1997”, is amended as follows:

1. Schedule B –Land Use Designations – North Sheet is amended as follows:

a. On those lands described as :

- i. The South East  $\frac{1}{4}$  of Section 13, Gabriola Island, Nanaimo District Except The South West  $\frac{1}{4}$  of the South West  $\frac{1}{4}$  of The Said South East  $\frac{1}{4}$ ;
- ii. The South West  $\frac{1}{4}$  of Section 14, Gabriola Island, Nanaimo District; and
- iii. The West  $\frac{1}{2}$  of the North East  $\frac{1}{4}$  of Section 10, Gabriola Island, Nanaimo District;

the land use designation is changed:

from “Forestry” to “Parks”;

as shown on Plan No. 1 attached to and forming part of this bylaw.

b. On those lands described as :

- i. The South  $\frac{1}{2}$  of the North West  $\frac{1}{4}$  of Section 19, Gabriola Island, Nanaimo District Except Part in Plan EPP13396;

the land use designation is changed:

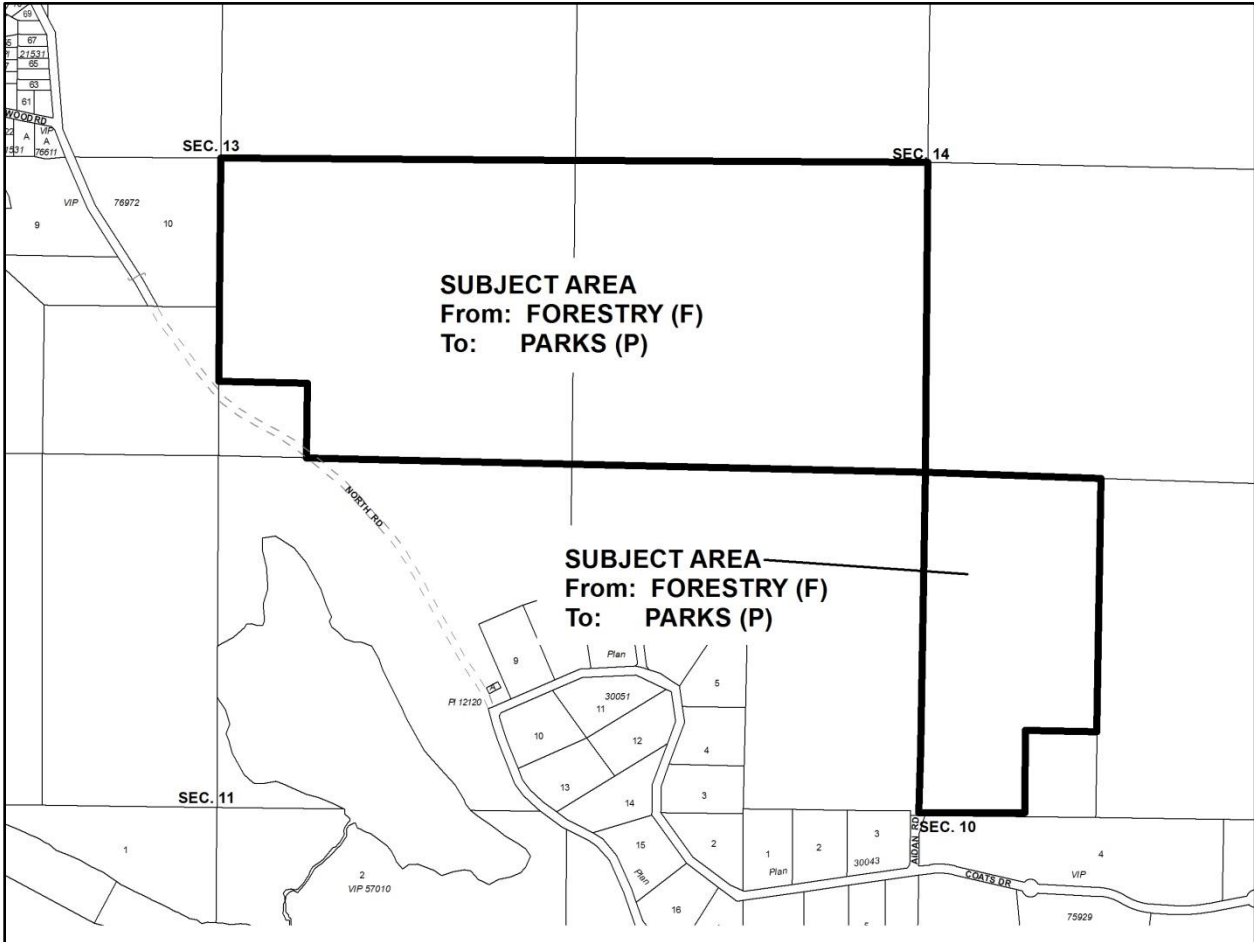
from “Forestry” to “Resource”;

as shown on Plan No. 2 attached to and forming part of this bylaw.

GABRIOLA ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 289

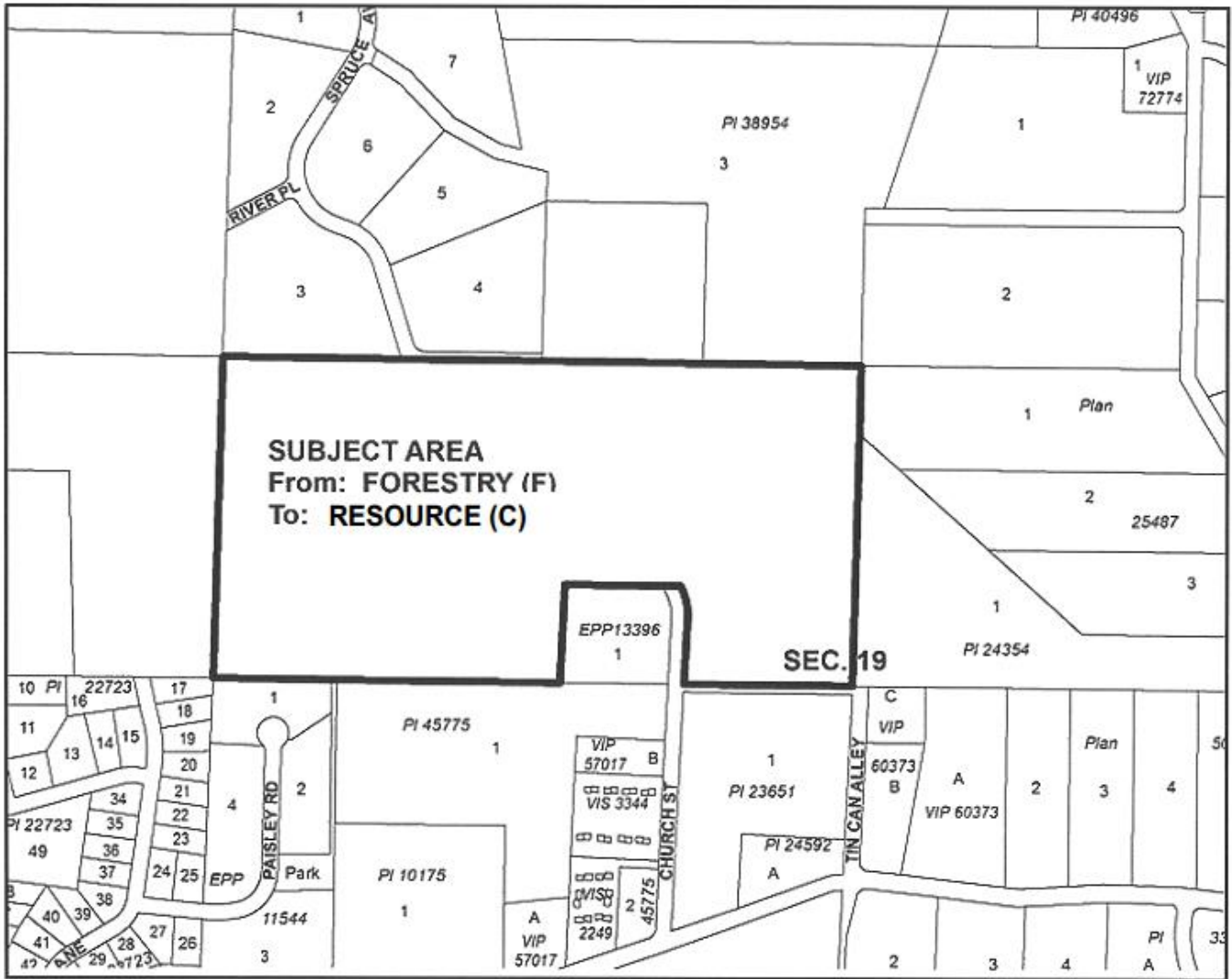
PLAN NO. 1



GABRIOLA ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 289

PLAN NO. 2



# PROPOSED

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**GABRIOLA ISLAND LOCAL TRUST COMMITTEE  
BYLAW NO. 290**

---

**A BYLAW TO AMEND GABRIOLA ISLAND LAND USE BYLAW, 1999**

---

The Gabriola Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Gabriola Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Gabriola Land Use Bylaw, 1999, Amendment No. 1, 2016”

2. Gabriola Island Local Trust Committee Bylaw No. 177, cited as “Gabriola Island Land Use Bylaw, 1999,” is amended as shown on Schedule 1, attached to and forming part of this bylaw.

|  |                  |        |         |        |
|--|------------------|--------|---------|--------|
| READ A FIRST TIME THIS                                   | 26 <sup>TH</sup> | DAY OF | MAY     | , 2016 |
| READ A SECOND TIME THIS                                  | 12 <sup>TH</sup> | DAY OF | JANUARY | , 2017 |
| PUBLIC HEARING HELD THIS                                 |                  | DAY OF |         | , 201x |
| READ A THIRD TIME THIS                                   |                  | DAY OF |         | , 201x |
| APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST |                  |        |         |        |
| THIS   |                  | DAY OF |         | , 201x |
| ADOPTED THIS   |                  | DAY OF |         | , 201x |

---

**SECRETARY**

---

**CHAIRPERSON**



## GABRIOLA ISLAND LOCAL TRUST COMMITTEE

### BYLAW NO. 290

#### SCHEDULE 1

Gabriola Island Land Use Bylaw No. 177 cited as “Gabriola Island Land Use Bylaw, 1999,” is amended as follows:

1. Schedule “A” - Section D.2 RESOURCE ZONES, insert new Subsection D.2.6(A) (Resource Residential 2 (RR2) after Subsection D.2.6 Resource Residential 1 (RR1) as shown on Appendix 1 attached to and forming part of this bylaw.
2. Schedule “B” - Zoning North Sheet is amended by changing the zoning classifications as follows:
  - a. On those lands described as :
    - i. The South East  $\frac{1}{4}$  of Section 13, Gabriola Island, Nanaimo District Except The South West  $\frac{1}{4}$  of the South West  $\frac{1}{4}$  of The Said South East  $\frac{1}{4}$ ;
    - ii. The South West  $\frac{1}{4}$  of Section 14, Gabriola Island, Nanaimo District; and
    - iii. The West  $\frac{1}{2}$  of the North East  $\frac{1}{4}$  of Section 10, Gabriola Island, Nanaimo District;the land use zoning is changed:

from “Forestry” to “Forestry/Wilderness Recreation”;

as shown on Plan No. 1 attached to and forming part of this bylaw.
  - b. On those lands described as :
    - i. The South  $\frac{1}{2}$  of the North West  $\frac{1}{4}$  of Section 19, Gabriola Island, Nanaimo District Except Part in Plan EPP13396;the land use designation is changed:

from “Forestry” to “Resource Residential 2”;

as shown on Plan No. 2 attached to and forming part of this bylaw.
  - c. On a portion of those lands described as :
    - i. Lot 7, Section 20, Gabriola Island, Nanaimo District, Plan VIP86742the land use zoning is changed:

from “Resource” to “Resource Residential 2”;

as shown on Plan No. 3 attached to and forming part of this bylaw.
  - d. On a portion of those lands described as :

i. Lot 6, Section 20, Gabriola Island, Nanaimo District, Plan VIP86742;  
the land use zoning is changed:

from "Resource" to "Resource Residential 2";  
as shown on Plan No. 4 attached to and forming part of this bylaw.

e. On a portion of those lands described as :

i. Lot 1, Section 19, Gabriola Island, Nanaimo District, Plan 24354;  
the land use designation is changed:

from "Resource" to "Resource Residential 2";  
as shown on Plan No. 5 attached to and forming part of this bylaw.

# GABRIOLA ISLAND LOCAL TRUST COMMITTEE

## BYLAW 290

### APPENDIX 1

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#### D.2.6 (A) Resource Residential 2 (RR 2)

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##### D. 2.6(A).1 Permitted Uses

In addition to the uses permitted in Article B.1.1.1, the following uses and no others are permitted in the Resource Residential 2 (RR2) zone:

##### a. Permitted Principal Uses

- i. single family residential
- ii. agriculture
- iii. horticulture

##### b. Permitted Accessory Uses

- i. *home occupation, subject to Section B.3*
- ii. *cottage residential*
- iii. processing and sale of agricultural products, limited to those grown or raised on the lot
- iv. agri-tourism

##### D. 2.6(A).2 Buildings and Structures

The buildings and structures permitted in Article B.1.1.2, plus the following buildings and structures and no others are permitted in the Resource Residential 2 (RR2) zone:

##### a. Permitted Buildings and Structures

- i. Maximum of:
  - one single family dwelling per lot;
  - three buildings per lot that exclude a cottage, pump/utility house and woodshed, and that are accessory to all dwellings;
  - one produce stand per lot, not exceeding 20.0 square metres (215.3 square feet) in floor area, accessory to an agricultural use; and,
  - one accessory cottage dwelling per lot, not exceeding 65.0 square metres (699.7 square feet), provided that the lot is 2.0 hectares (4.94 acres) or larger.
- ii. Other non-residential buildings and structures to accommodate:

- agriculture and horticulture.

### **D.2.6(A).3**

#### **Regulations**

The general regulations in Part B, plus the following regulations apply in the Resource Residential 2 (RR2) zone:

##### **a. Buildings and Structures Siting Requirements**

- i. On lots less than 2.0 hectare (4.94 acres), except for a sign, fence, or pump/utility house, the minimum setback for buildings or structures is:
  - 6.0 metres (19.7 feet) from all lot lines.
- ii. On lots 2.0 hectare (4.94 acres) or larger, except for a sign, fence, or pump/utility house, the minimum setback for buildings or structures is:
  - 10.0 metres (32.8 feet) from any lot line, except the minimum setback for greenhouses is 7.5 metres (24.6 feet) from any lot line.
- iii. the minimum setback for an agricultural produce stand in the Resource Residential 2 (RR2) zone is 4.5 metres (14.7 feet) from the front lot line.

##### **b. Lot Coverage Limitations**

- i. The maximum combined lot coverage by buildings and structures is 10 percent of the lot area.

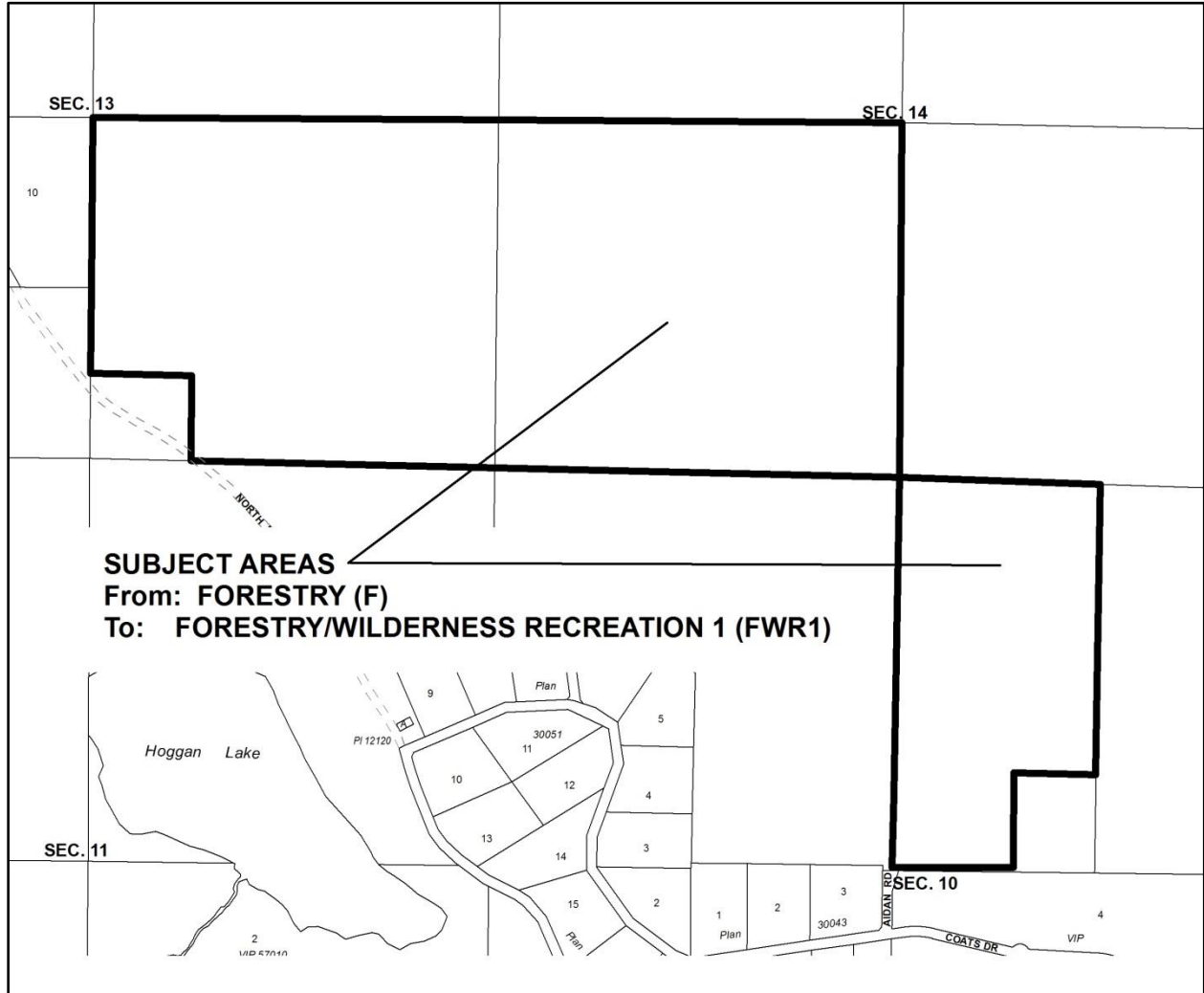
##### **c. Lot Area Requirements for Subdivision**

- i. The minimum average lot area is 1.9 hectares (4.7 acres);
- ii. The minimum lot area is 1.0 hectare (2.47 acres);
- iii. Despite any other provision of this Bylaw, the maximum number of lots permitted in the Resource Residential 2 (RR2) zone is 25.

# GABRIOLA ISLAND LOCAL TRUST COMMITTEE

## BYLAW 290

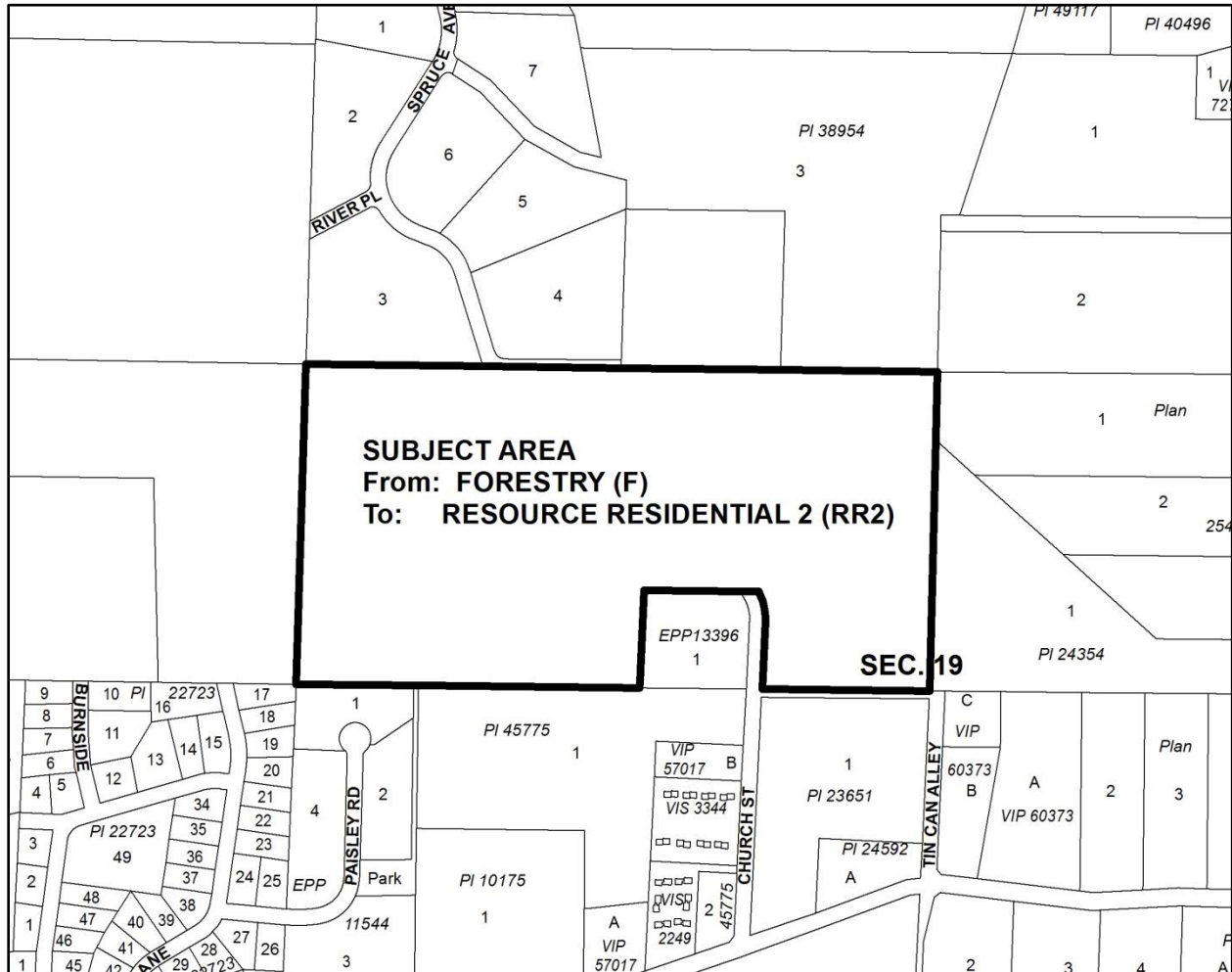
### PLAN No. 1



# GABRIOLA ISLAND LOCAL TRUST COMMITTEE

## BYLAW 290

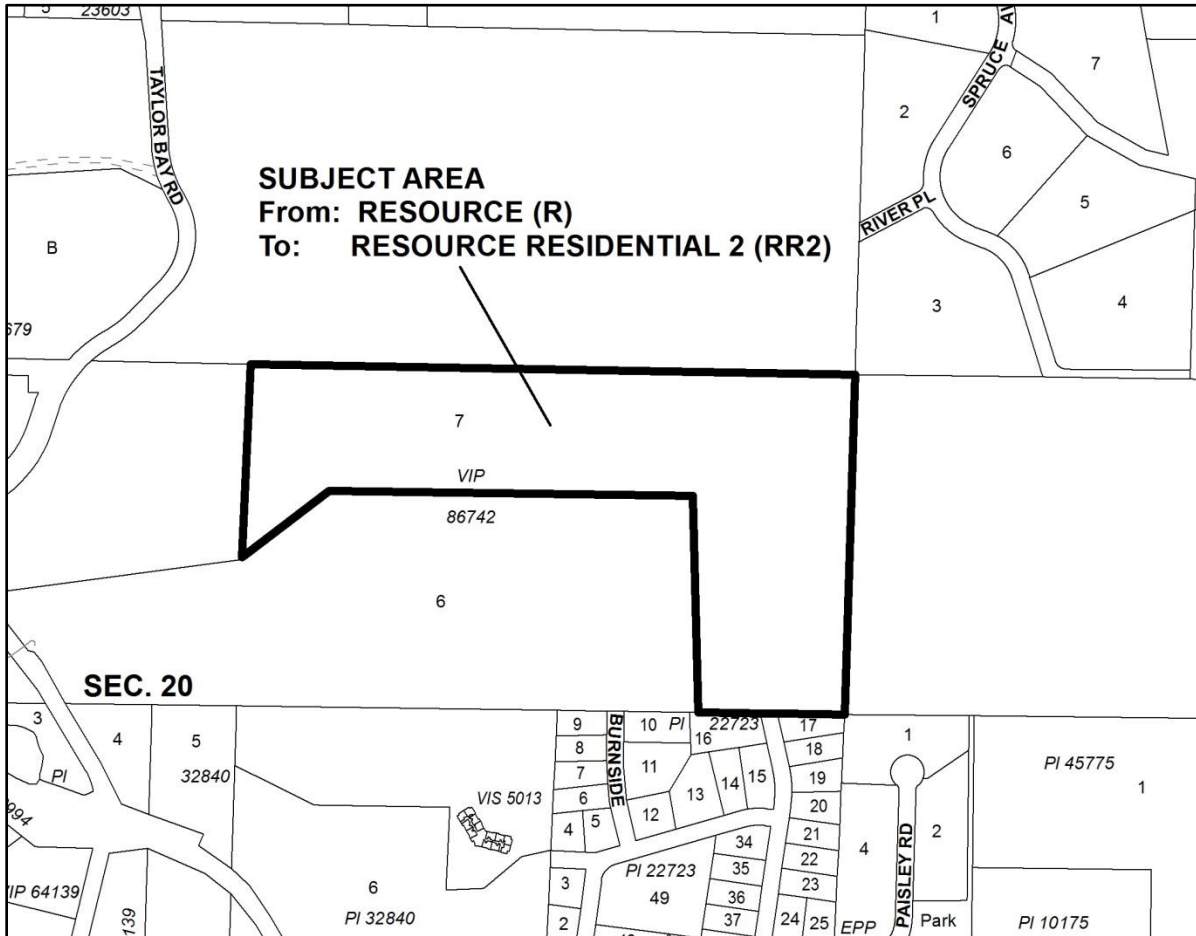
### PLAN No. 2



# GABRIOLA ISLAND LOCAL TRUST COMMITTEE

## BYLAW 290

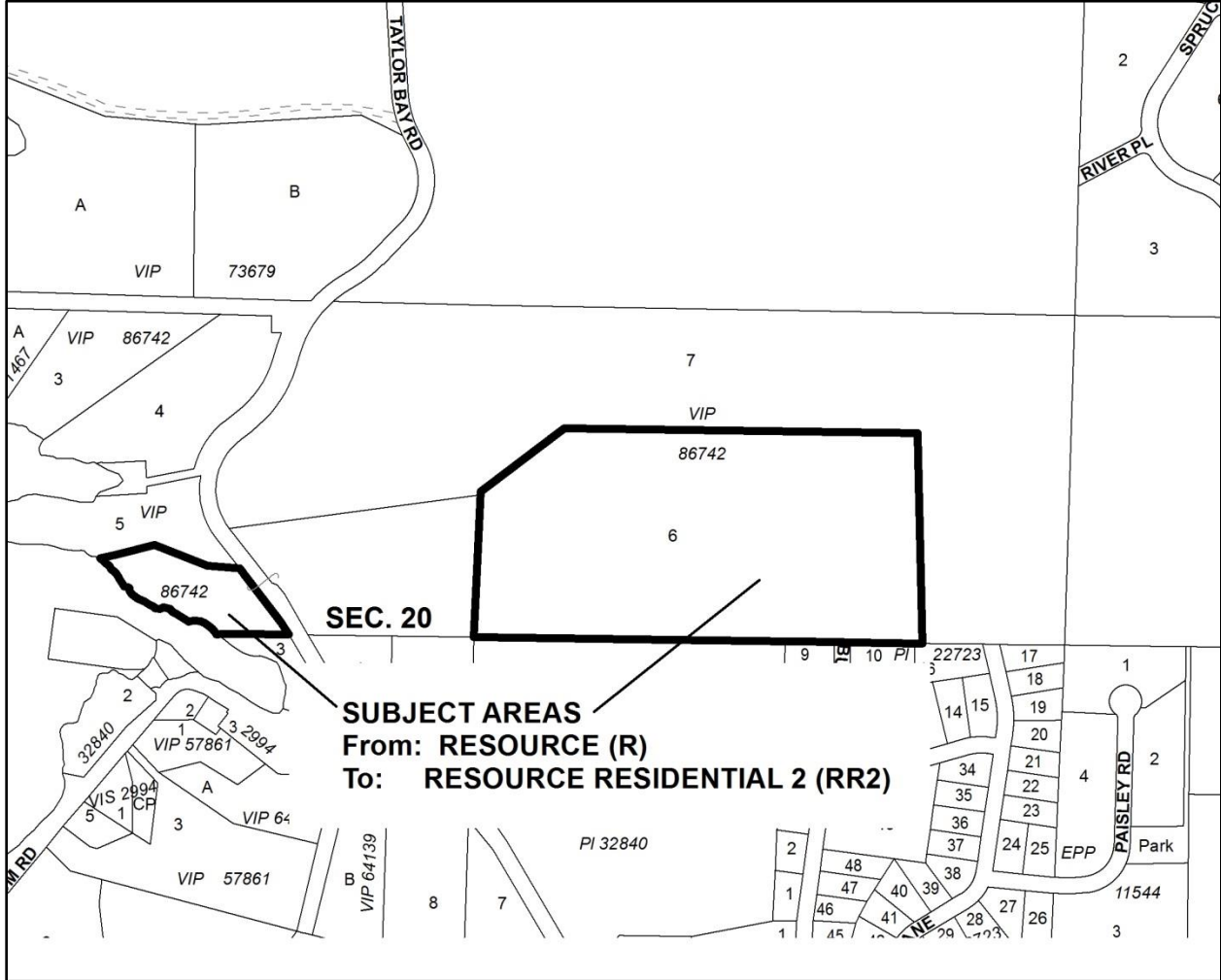
### PLAN No. 3



# GABRIOLA ISLAND LOCAL TRUST COMMITTEE

## BYLAW 290

### PLAN No. 4

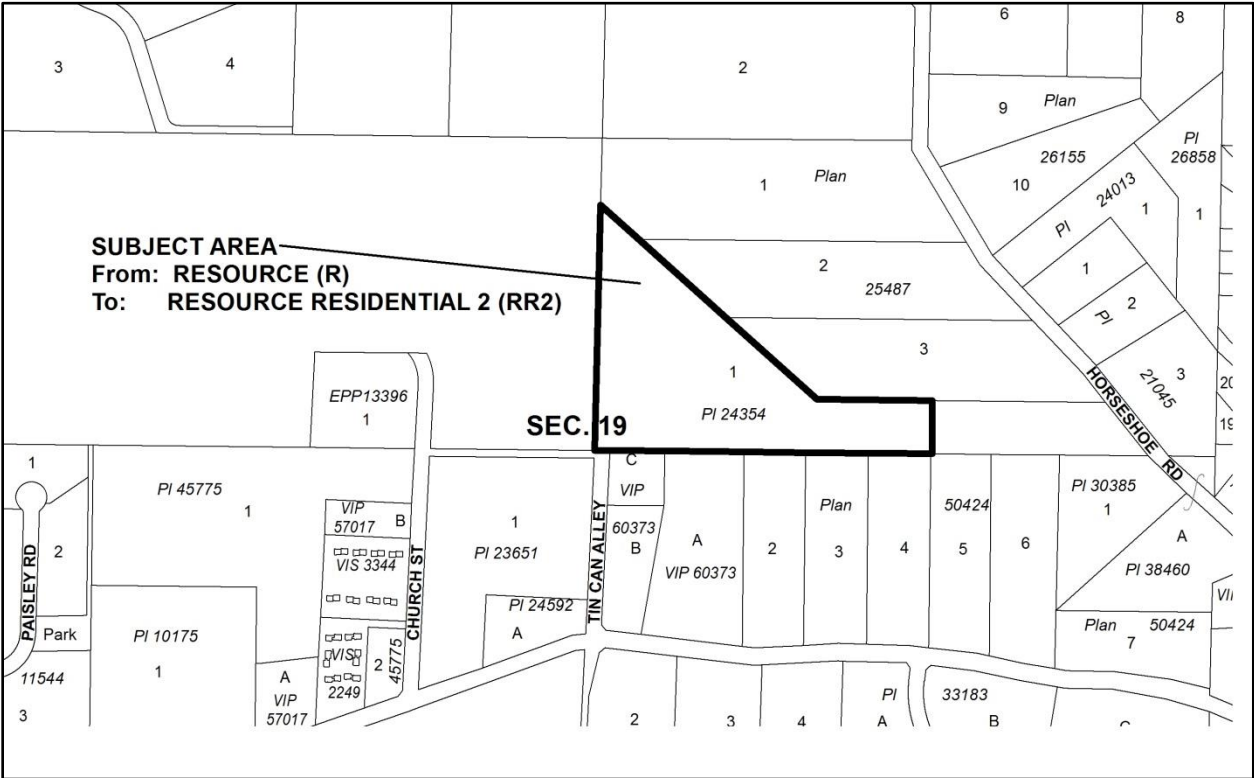




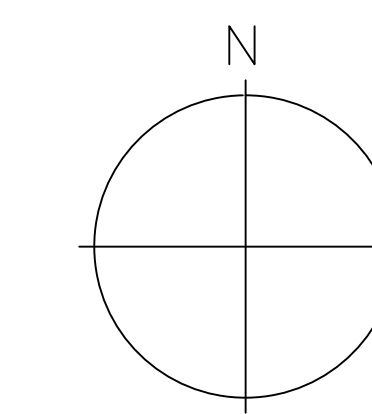
# GABRIOLA ISLAND LOCAL TRUST COMMITTEE

## BYLAW 290

### PLAN No. 5

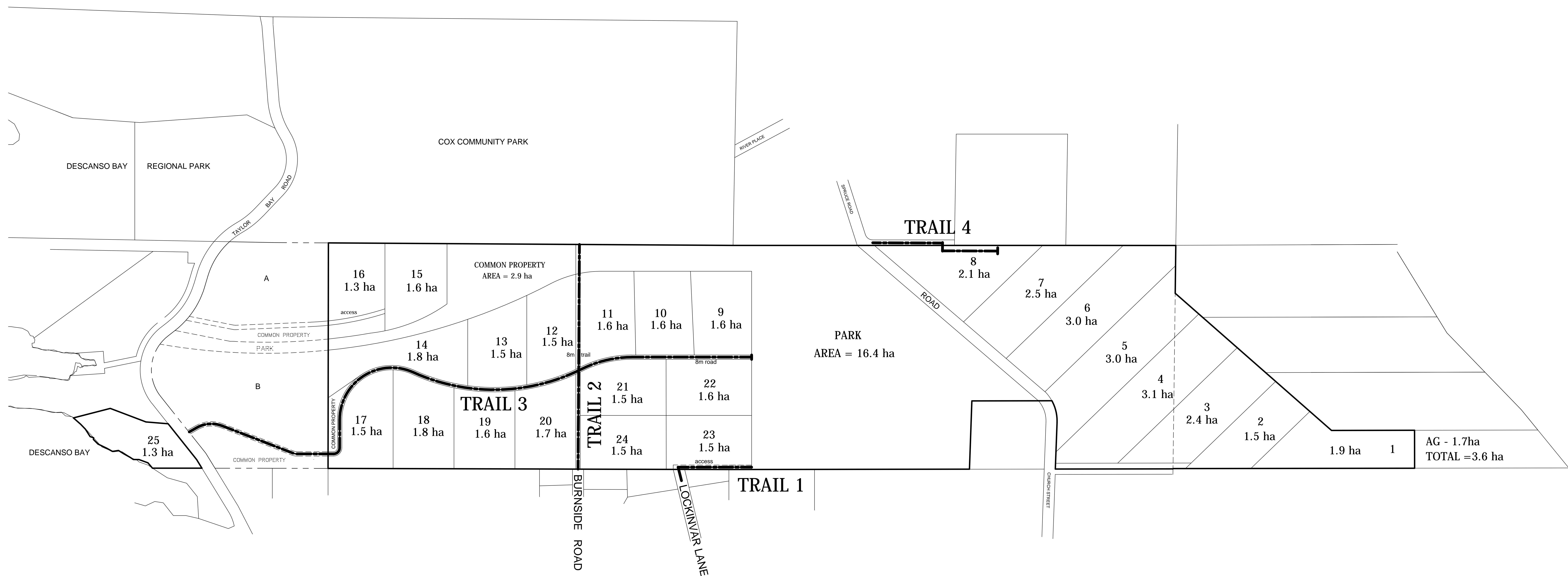


SPRUCE TO CHURCH  
 MALLET CREEK  
 DENSITY TRANSFER



CONCEPTUAL TRAIL  
 PLAN

- 1 - TRAIL SRW, CLINIC CONNECTOR
- 2 - TRAIL SRW, COX PARK CONNECTOR
- 3 - TRAIL SRW, ACCESS ROAD
- 4 - TRAIL LICENCE, TO VIEW POINT



FEBRUARY 27, 2017

| NO. | DATE              | REVISION  |
|-----|-------------------|---|
| 00  | MAY 05 2015       | FIRST ISSUE                                     |
| 01  | NOVEMBER 17, 2015 | ADD PROPERTY TO THE EAST AND REVISE LOT LAYOUT. |
| 02  | NOVEMBER 09, 2016 | ADJUST COMMON PROPERTY AND PARK.                |
|     |                   |   |
|     |                   |   |
|     |                   |   |
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|     |                   |   |
|     |                   |   |
|     |                   |   |

|  |   |
|--|---|
| DRAWING: CONCEPTUAL SUBDIVISION LAYOUT |   |
| DATE: MAY 05/15                        | <p>WILLIAMSON &amp; ASSOCIATES<br/>                 PROFESSIONAL SURVEYORS</p> <p>3088 BARONS ROAD NANAIMO B.C. V1T 4B5<br/>                 PHONE: (250) 756-7723 FACSIMILE: (250) 756-7724<br/>                 EMAIL: WAPS@TELUS.NET</p> |
| SCALE: 1:2500                          |   |
| DRAWN: CH                              |   |
| FILE: 04191-122                        |   |
| SHEET: 1 OF 1                          |   |

**ATTACHMENT 3**

**Letter from Gabriola Health Care Foundation to Regional District of Nanaimo  
Re: Flight Path Covenant background information**



**Gabriola Health Care Foundation**

PO Box 295, Gabriola Island, BC V0R 1X0  
(250) 247-9555 Email: [ghcf@ghcf.ca](mailto:ghcf@ghcf.ca)  
Web site: <http://www.ghcf.ca/>  
Charity BN/Registration # 85193 0586 RR0001

April 25, 2017

Ms. Elaine McCulloch  
RDN Recreation and Parks  
6300 Hamond Bay Road  
Nanaimo, BC V9T 6N2

Dear Elaine,

Further to your visit to the helicopter pad at the Gabriola Community Health Centre last Friday, the following background information may be helpful:

- The Health Centre is owned by the Gabriola Health Care Foundation, a nonprofit society, on behalf of the community and is complete with an Urgent Treatment facility which serves all residents and visitors to Gabriola.
- The helipad is a vital part of the Health Centre and allows the evacuation of a critically ill or injured patient in both day or night situations. Emergency medical air evacuations on Gabriola are very infrequent but vital (typically less than 10 per year).
- The helipad was designed with the guidance of both Transport Canada and Helijet, the operators of the BC air ambulances, and complies with all current regulations.
- The flight path bearings and gradients were determined by Transport Canada in compliance with their regulations.
- The Gabriola flight paths are published by Nav Canada and provide the navigational information to pilots for day or night approaches.
- The air space within the flight paths was cleared of trees to provide unobstructed flight paths on completion of the Helipad in 2012.
- It is the responsibility of the Helipad owner (GHCF) to maintain the unobstructed airspace in compliance with safety regulations.
- Transport Canada has the authority to and will shut down helicopter operations in the event clear flight paths are not maintained. (The emergency helipad at Tofino was a recent case in point.)

The GHCF is working with the current owners to develop a suitable covenant on the adjacent property that allows GHCF to have trees pruned, or removed, when necessary to maintain the required clearances within the flight paths. The GHCF believes this is a necessary and prudent action to ensure the future operation of the Helipad.

Please advise if there is any further information you may require.

Regards,

Chuck Connor, President and Director  
Gabriola Health Care Foundation

**ATTACHMENT 4**  
**Draft Flightpath Covenant**  
**Gabriola Heath Care Foundation and Regional District of Nanaimo**

GENERAL INSTRUMENT – PART 2  
Revised May 14, 2016

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**FORM C – GENERAL INSTRUMENT – PART 2**

WHEREAS the Transferor is the registered owner of all and singular that certain parcel or tract of land situate, lying and being in the Nanaimo/Cowichan Assessment Area, in the Province of British Columbia, and more particularly known and described as:

PID: 006-0635-121  
The South 1/2 of the North West ¼ of Section 19, Gabriola Island, Nanaimo  
District except Part in Plan EPP1336

(hereinafter call the "**Servient Tenement**");

AND WHEREAS the Transferee is the registered owner of all and singular that certain parcel or tract of land situate, lying and being in the Nanaimo/Cowichan Assessment Area, in the Province of British Columbia, and more particularly known and described as:

PID: 028-750-632  
Lot 1, Section 19, Gabriola Island, Nanaimo District, Plan EPP13396

(hereinafter called the "**Dominant Tenement**");

AND WHEREAS the Transferor has agreed that the Transferee may have the clear and unfettered use of the flight path airspace as described in Schedule "A" attached hereto (the "**Flight Path Airspace**") for the approach and departure of helicopters to and from a helipad situate upon the Dominant Tenement.

AND WHEREAS the Transferor has agreed to grant in favour of the Transferee an easement over the Servient Tenement to allow the Transferee to prune and/or remove trees and other foliage which encroach onto the Flight Path Airspace.

AND WHEREAS the Transferor has agreed to grant in favour of the Transferee a restrictive covenant over the Servient Tenement restricting the construction of any improvements on the Servient Tenement that encroach into the Flight Path Airspace.

NOW THEREFORE WITNESSETH that in consideration of the sum of FIVE (\$5.00) DOLLARS and other good and valuable consideration, now paid by the Transferee to the Transferor, the receipt and sufficiency of which is hereby expressly acknowledged, the parties agree as follows:

1. The Transferor, as owner of the Servient Tenement, DOES HEREBY GRANT to the Transferee and its successors, as owner of the Dominant Tenement, the non-exclusive right and easement to the Flight Path Airspace for the use and passage through the Flight

Path Airspace by helicopters approaching and departing to and from the helipad situate on the Dominant Tenement .

2. It is acknowledged by the Transferor that the approach and departure of helicopters to and from the helipad situate on the Dominant Tenement will not be considered a nuisance, and the Transferor covenants with the Transferee that the Transferor will not do or permit to be done any act or thing which will interfere with the exercise of the rights of the Transferee set out in paragraph 1.
3. The Transferor, as owner of the Servient Tenement, DOES HEREBY GRANT to the Transferee, as owner of the Dominant Tenement, the nonexclusive right and easement to allow the Transferee and its agents and contractors to prune and/or remove trees and other foliage upon the Servient Tenement which encroach into the Flight Path Airspace, subject to the following restrictions:
  - (a) the Transferee will limit its activities to that portion of the Servient Tenement that lies beneath the Flight Path Airspace and to those areas of the Servient Tenement that are reasonably required in order to gain access to and egress from that portion of the Servient Tenement that lies beneath the Flight Path Airspace;
  - (b) the Transferee will provide the Transferor with reasonable notice of its proposed activities on the Servient Tenement;
  - (c) if requested by the Transferor, the Transferee will hire a certified arborist to oversee the pruning and/or removal of trees; and
  - (d) the Transferee will remove all debris resulting from the pruning and for removal of trees and other foliage from the Servient Tenement in a timely manner.
4. The Transferor covenants with the Transferee that the Transferor will not do or permit to be done any act or thing which will interfere with the exercise of the rights of the Transferee set out in paragraphs 1 and 3.
5. The Transferor, as owner of the Servient Tenement, DOES HEREBY COVENANT with the Transferee, as owner of the Dominant Tenement, not to construct or allow any improvements to be constructed on the Servient Tenement that will encroach into the Flight Path Air Space.
6. The easement set forth in paragraphs 1 and 3 and the restrictive covenant set forth in paragraph 4 shall burden and run with the Servient Tenement and shall benefit and run with the Dominant Tenement.
7. No part of the fee simple of the Servient Tenement shall pass or be vested in the Transferee by virtue of this Agreement.
8. Notwithstanding anything to the contrary contained herein:

- (a) in the event of a transfer by the Transferor of a freehold interest in the Servient Tenement and to the extent that the purchaser of the freehold interest assumes the covenants and obligations of the Transferor contained in this Agreement, the Transferor will, without further written agreement, be freed and relieved of any further liability with reference to such covenants and obligations that arise after the date of such assumption; and
  - (b) in the event of a transfer by the Transferee of the freehold interest in the Dominant Tenement and to the extent that the purchaser of such interest assumes the covenants and obligations of the Transferee under this Agreement, the Transferee will, without further written agreement, be freed and relieved of any further liability with reference to such covenants and obligations that arise after the date of such assumption.
9. Each party will, at its own expense, execute and deliver such further agreements and other documents and do such further acts and things as the other party may reasonably request to evidence, carry out and give full force and effect to the intent of this Agreement including, without limitation, taking all such steps to file in the Land Title Office such documents as may be required to ensure full registration of the easements and restrictive covenant contained in this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement on Form C, to which this Agreement is attached and which forms a part of this Agreement, effective as of the date first above written.



**SCHEDULE "A"**  
**FLIGHT PATH AIRSPACE**

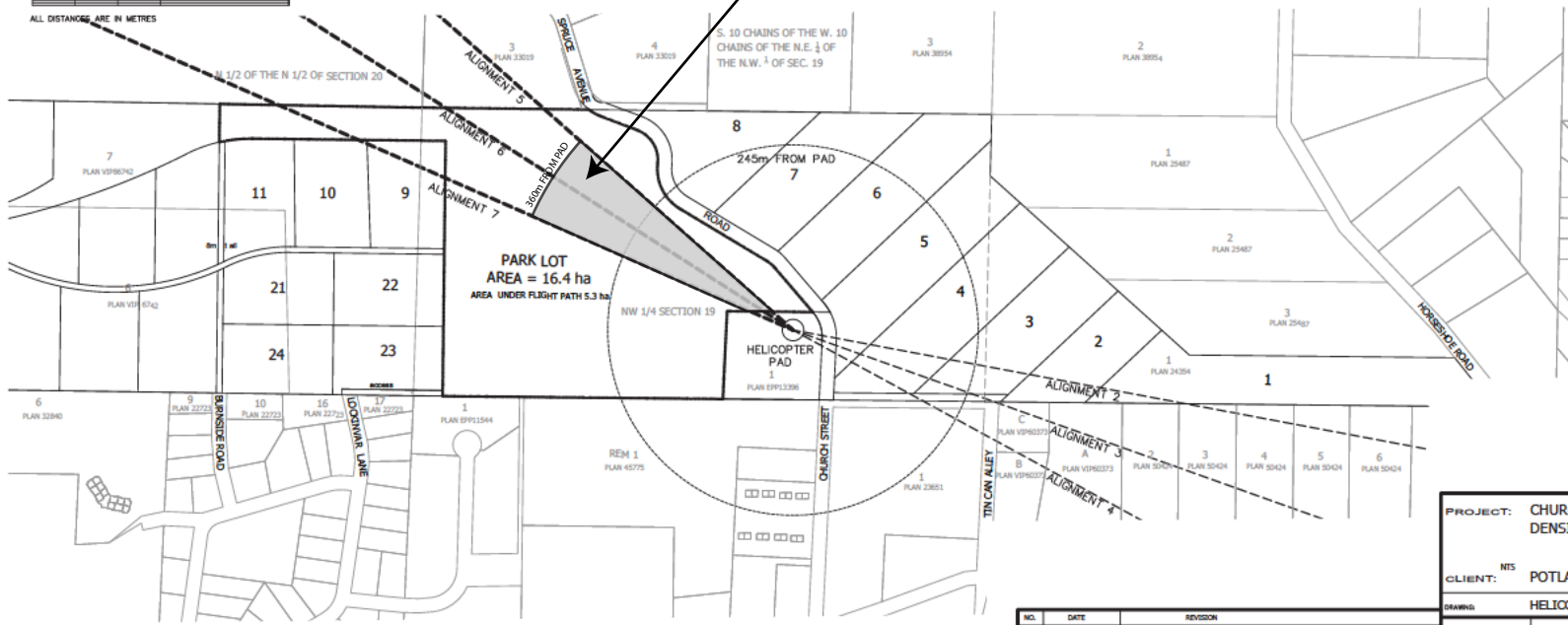
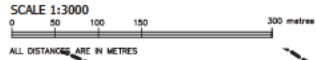
"**Flight Path Airspace**" means the area that extends a total of 1075 meters distant from the edge of the safety area as shown thereon and bounded by 293 and 311 true degrees, and 100 and 118 true degrees, respectively, and the airspace above an 8% incline from the edge of the safety area for the first 245 meters and the airspace above a 16% incline for a further 830 meters and which Flight Paths extend into the Servient Tenement, as more particularly depicted and described in the Survey of { Surveyor } dated { Date } attached [ Attach Survey Document ]



**ATTACHMENT 5**

**Helicopter Flight Path Plan and Profiles through Park Land**

FLIGHT PATH AREA WITHIN PARK  
WITH IMPACT TO MATURE VEGETATION



PROJECT: CHURCH TO SPRUCE MALLET CREEK  
DENSITY TRANSFER

CLIENT: NTS  
POTLATCH / PILOT BAY

DRAWING: HELICOPTER FLIGHT PATH PLAN

DATE: JUNE 2017

SCALE: 1:3000

DRAWN: CH

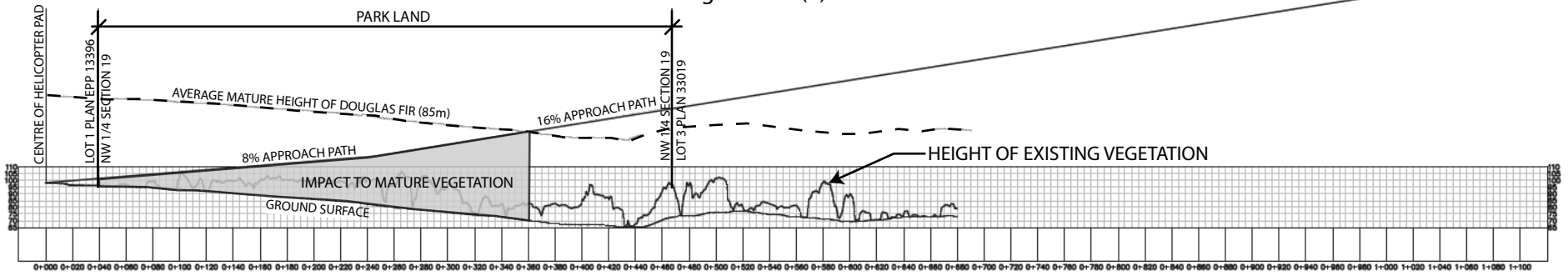
FILE: 04131

SHEET: 1 OF 1

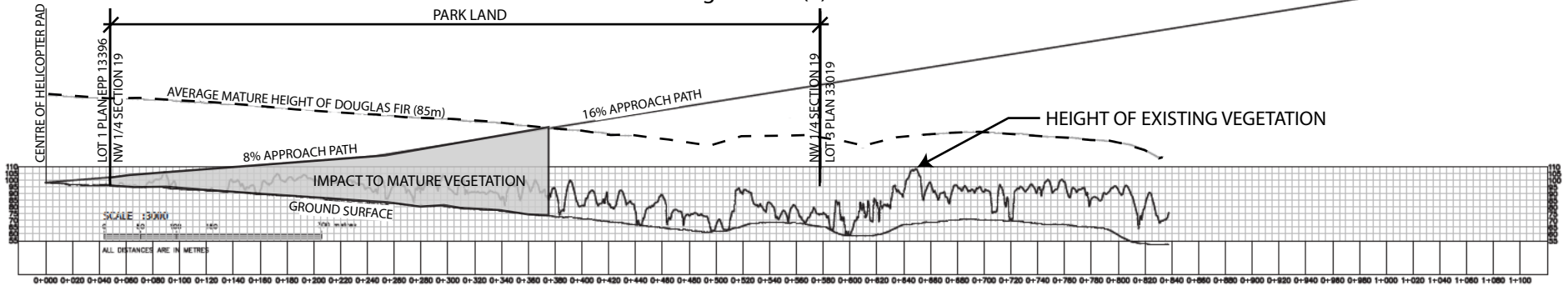
**WILLIAMSON & ASSOCIATES**  
PROFESSIONAL SURVEYORS  
2008 HARBOUR ROAD NANAIMO B.C. V1T 4R5  
PHONE: (250) 758-7723 FACSIMILE: (250) 758-7724  
EMAIL: WAF@TELUS.NET

| NO. | DATE          | REVISION    |
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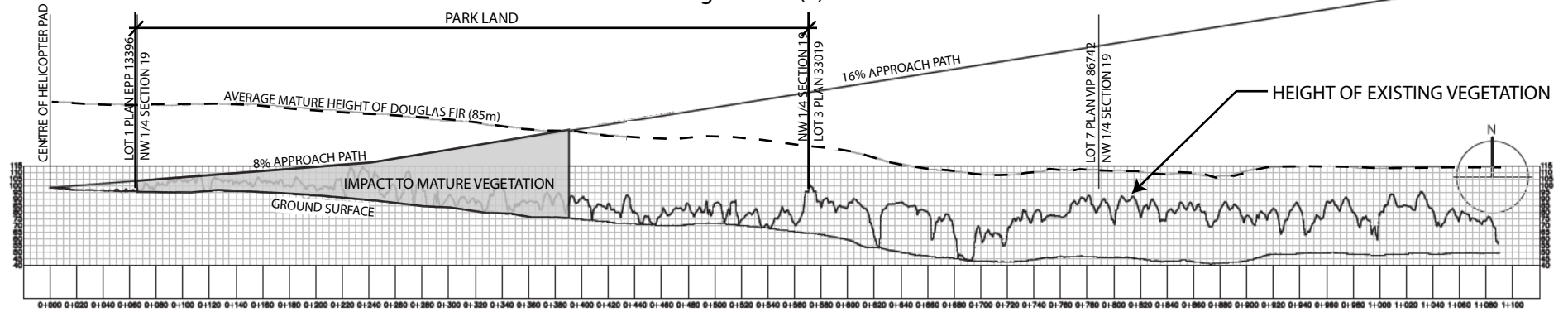
### Alignment - (5) PROFILE



### Alignment - (6) PROFILE



### Alignment - (7) PROFILE



PROJECT: CHURCH TO SPRUCE MALLET CREEK DENSITY TRANSFER  
 CLIENT: POTLATCH / PILOT BAY  
 DRAWING: HELICOPTER FLIGHT PATH PLAN PROFILES  
 DATE: JUNE 2017

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 FILE: 04151  
 SHEET: 1 OF 1

**WILLIAMSON & ASSOCIATES**  
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**ATTACHMENT 6**  
**Excerpt from Gabriola Official Community Plan,**  
**Bylaw No. 166, 1997 (consolidated version February 2017)**

## 4.2 Parks and Outdoor Recreational Use

BL 262

**Background:** Gabriola's approximate ten percent of total land area in parks and protected areas is considered to be inadequate to meet the community's current and future needs. Parks form an important component of any community. Gabriola's island setting places a high demand on opportunities for public recreational access to the waterfront and land for outdoor recreational activities, which can be as varied as team sports and nature hiking.

In the planning area the Provincial Government and Regional District of Nanaimo are the two main government authorities responsible for the provision and care of park sites. BC Parks operates three Class "A" Provincial Parks on Gabriola: Drumbeg, Gabriola Sands and Sandwell Parks. Drumbeg Provincial Park occupies 20 hectares of land in the Southeast corner of Gabriola. Gabriola Sands Provincial Park is located on the small isthmus which separates Taylor Bay from Pilot Bay. Sandwell Provincial Park, located on Lock Bay on the east side of Gabriola, includes 3 hectares of land and 9 hectares of foreshore. It is the least developed of the three parks and is accessible by pedestrian or water access only.

The community parks function on Gabriola is provided by the Regional District of Nanaimo (RDN). At present there are twenty-seven community parks on the island - six are at waterfront locations and twenty-one are inland sites. They range in size from 0.1 hectares to 286.5 hectares, and are, in total, about 349.6 hectares (863.8 acres) in size. Cox Community Park (45.7 hectares) was acquired by the community through a tax requisition. The 707 Community Park (286.5 hectares) was acquired by way of a transfer of density from Forestry lands. Additional community park sites are being added to this inventory on an on-going basis, when received as a condition of subdivision approval.

The RDN also has two Regional Parks on Gabriola: Descanso Bay Regional Park (16.2 hectares) which is a waterfront park and campground, and Coats Marsh Regional Park (45.7 hectares). In total, Gabriola has 411.5 hectares (1016.8 acres) of parkland. The difference between a regional and community park is that a community park is intended to satisfy principally local requirements and is funded locally (meaning only by property owners from Electoral Area B), whereas a regional park is intended to include sites deemed to be of regional significance and is funded from tax requisition obtained from all property owners in the entire RDN.

In terms of outdoor recreational facilities, there are tennis and basketball courts at Huxley Park, near the Village Centre. The island's main ball diamond is located at the Rollo McClay community park site near Sandwell Park, and playing field space at Gabriola Elementary School site is used for recreational purposes. Gabriola golf course is the most land expansive outdoor recreation use in the planning area. It is located on private land, leased by a non-profit society. Public road endings providing access to the waterfront, the Crown foreshore and the island's network of trails are further important components of Gabriola's overall outdoor recreation and open space system.

In 2006, the Islands Trust Fund acquired the 65 hectare (162 acres) property know as the Elder Cedar (S'ul-hween X'pey) Nature Reserve under the Province of British Columbia's Free Crown Grant Program. This property is home to red and blue listed plant communities, blue-listed wildlife species, and significant wetland areas, as well as Gabriola's last remaining stand of old-growth trees. Island residents worked for more than 15 years to have this property protected.

The Islands Trust has no direct jurisdiction over the operation of park sites on Gabriola. Yet, in recognition of the importance of parks and outdoor open space to the overall fabric of the Gabriola community (for residents and visitors alike), the community plan contains a set of objectives and policies intended to outline preferences pertaining to the island's outdoor recreational assets in the future.

Figure 2 shows the location of park sites in the planning area.

## Parks and Outdoor Recreation Objectives

The objectives of this section are:

1. *To work co-operatively with provincial ministries and agencies in acquiring and managing provincial parkland on Gabriola;*
2. *To acquire parkland that is representative of the bioregion (i.e. wetlands, first growth forest);*
3. *To involve the community in parks planning;*
4. *To limit development within Provincial parks; and*
5. *To work in cooperation with the Regional District of Nanaimo in acquiring and managing community parks.*

## Parks and Outdoor Recreation Policies

- a) The creation of RDN community park sites in existing residential neighbourhoods should be utilized as local tot-lots, children's playgrounds, greenbelts and pocket parks.
- b) Where land is proposed to be subdivided, in compliance with or required by Section 941 of the *Local Government Act*, the owner of the land shall dedicate parkland in the following circumstances:
  - i. where the subdivision is of such a size and at such a location that the Trust Committee considers that a park for community recreation is or will be required in the area being subdivided, in which case the location of the community park land shall be determined by the Trust Committee in consultation with the Regional District of Nanaimo (RDN), which has responsibility for the Community Parks function on Gabriola; and
  - ii. where the land proposed to be subdivided contains a site that the Trust Committee or the RDN (based on a referral), considers is of local scenic or ecological importance, waterfront, land adjacent to Crown land or parkland or land containing heritage or old growth trees; and/or
  - iii. where the land proposed to be subdivided contains a site that the Trust Committee considers would contribute to a trail network, whether or not the trail network is identified in the Official Community Plan, then the location of the park land to be dedicated shall be the area required for the trail network.

Where none of the circumstances in the above exist, the owner of the land shall provide cash in lieu of dedicating park land, which shall be in reserve to acquire community park land only on Gabriola.

- c) To the extent practical, at the time of park dedication or the acquisition of new park sites, effort shall be made to secure sites which exhibit good recreational capability and/or can be easily connected to existing parks or park sites on neighbouring properties as they undergo subdivision.
- d) There shall be no minimum or average parcel size for parks.
- e) A community trails network shall be encouraged to be established incorporating existing public trails. Effort should be made to maintain the contiguous nature of existing, established traditional trails. Such initiative is subject to the consent of the private property owners affected and the provision of appropriate signage being provided to indicate where a trail crosses private property.
- f) Where practical, the community's network of trails should endeavour to connect to public parks and to existing trails within parks.
- g) Trails may be acquired at the time of subdivision or as a condition of rezoning or through voluntary measures. Dedicated trails shall be registered by means of a right of way plan, easement or other means and registered on title of the lands affected in the Land Titles Office.
- h) Public boat launch facilities may be permitted within community parks and at public road endings providing waterfront access subject to adequate parking being provided.
- i) Existing road endings providing access to the waterfront shall be retained open for public and emergency vehicle access to the foreshore. Subject to securing a permit from the Ministry of Transportation and Infrastructure (MOTI) the development of stairs or trails to improve the means of access, the provision of limited parking and identification signage shall be encouraged.
- j) At the time of subdivision of waterfront properties, public road access to the foreshore shall be required in compliance with Section 75(1)(c) of the *Land Titles Act*. Priority shall be placed on



sites which provide good waterfront access and consolidation of road dedications may be considered where it would create a more useable means of public access or is contiguous to an existing or proposed public park dedication.

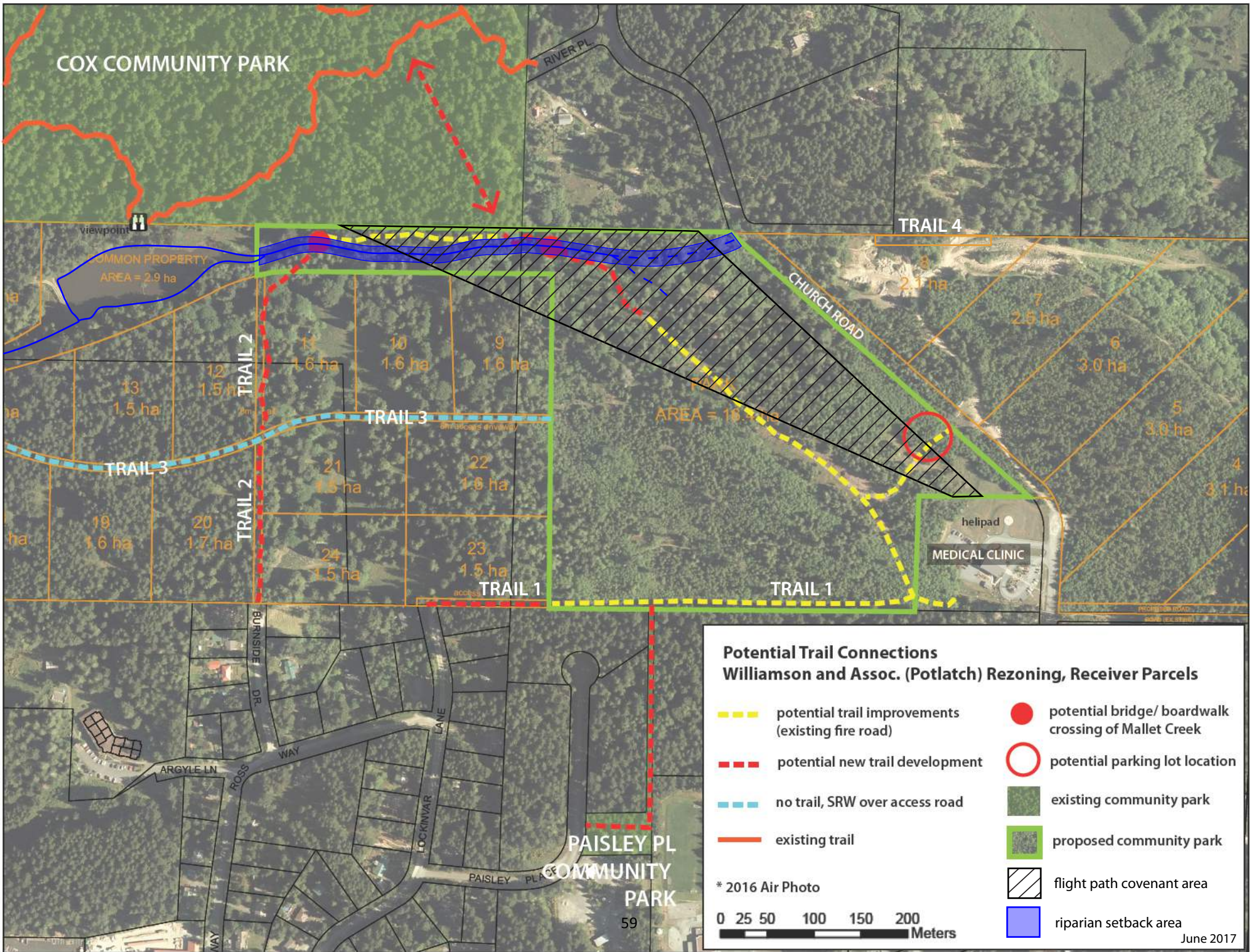
- k) The development of additional community field space in close proximity to the Village Centre or existing playing fields shall be encouraged.
- l) The Trust Committee shall work with the Regional District of Nanaimo ensuring a smooth co-ordination of efforts between the two agencies respecting the securing, use, development and planning for park and outdoor recreational space on Gabriola.

BL 262

### **Parks and Outdoor Recreation Advocacy Policies**

- m) *It is recommended that the Provincial Government place top priority on the acquisition of waterfront sites for Provincial Park purposes, including enlarging the size of existing Provincial Park sites, where feasible.*
- n) *The Regional District of Nanaimo shall be strongly encouraged to establish additional regional park sites on Gabriola. Such sites should be:*
  - i. *either a regionally significant waterfront site or an upland woodland site of substantial size;*
  - ii. *retained predominantly in a natural state, except for a small parking area, a public trail network, and interpretative signs.*
- o) *BC Parks shall be requested to preserve natural features and provide maximum protection of the environment in Provincial Parks on Gabriola.*
- p) *the Ministry of Transportation and Infrastructure shall be requested to mark public road ending providing waterfront access; ensure that they are maintained for public access to the waterfront and not obstructed by adjacent land owners and prevent them from being used for camping or overnight parking.*
- q) *The Ministry of Community, Sport and Cultural Development shall be requested to give consideration to permitting the Islands Trust to implement a development cost charge bylaw for park purposes as an alternative means of generating funds for parkland acquisition purposes on Gabriola.*
- r) *For each new regional park created, the Regional District of Nanaimo shall be requested to prepare a park plan.*
- s) *Prior to considering the sale of Crown lands in residential areas, which have reverted to the Crown through property tax default. B.C. Lands shall be requested to consider the parcel's suitability for park purpose.*
- t) *The Regional District of Nanaimo shall be requested to apply to have the status of the 40 acre Crown parcel located in the NE 1/4 of the SE 1/4 of Section 18, changed from gravel pit (Under the Ministry of Transportation and Infrastructure) to community park.*

**ATTACHMENT 7**  
**Potential Trail Connections**



**ATTACHMENT 8**

**Park and Trail Development and Operational Cost Estimates**

## Park and Trail Development and Operational Cost Estimates

### Park and Trail Development Cost Estimates

|                                    |  | cost range       |                  |
|------------------------------------|--|------------------|------------------|
| <b>Park Development</b>            |  | <b>\$100,000</b> | <b>\$133,000</b> |
| Trailhead                          |  |                  |                  |
|                                    | parking lot  | \$25,000         | \$30,000         |
|                                    | gate   | \$5,000          | \$7,000          |
|                                    | outhouse with surround                             | \$10,000         | \$12,000         |
|                                    | garbage and recycling cans                         | \$2,000          | \$2,000          |
|                                    | kiosk signage                                      | \$12,000         | \$15,000         |
| Trails                             |  |                  |                  |
|                                    | directional/regulation signage                     | \$3,000          | \$5,000          |
|                                    | trail improvements (existing trails)               | \$3,000          | \$5,000          |
|                                    | trail construction (new trails)                    | \$10,000         | \$15,000         |
|                                    | footbridge construction                            | \$20,000         | \$30,000         |
|                                    | professional fees (RPBio & Geotech)                | \$10,000         | \$12,000         |
| <b>Community Trail Development</b> |  | <b>\$20,000</b>  | <b>\$28,000</b>  |
| Trail #1                           | approx. 80 l.m.                                    | \$5,000          | \$8,000          |
| Trail #2                           | approx. 550 l.m.                                   | \$15,000         | \$20,000         |
| Trail #3                           | approx. 1,200 l.m. (no trail development required) | \$0              | \$0              |

### Park and Trail Operational Cost Estimates

|                               | cost range      |                 |
|-------------------------------|-----------------|-----------------|
| Gate open/close               | 10,000          | \$12,000        |
| Parking lot maintenance       | \$500           | \$1,000         |
| Toilet servicing (year-round) | \$1,500         | \$2,000         |
| Garbage servicing             | \$1,000         | \$1,000         |
| Trail/bridge maintenance      | \$1,000         | \$1,500         |
| Sign/kiosk maintenance        | \$1,000         | \$1,000         |
| <b>Total</b>                  | <b>\$15,000</b> | <b>\$18,500</b> |

**TO:** Electoral Area Services Committee                   **MEETING:** September 12, 2017

**FROM:** Kristy Marks  
Planner   **FILE:** PL2015-172

**SUBJECT:** **Zoning Amendment Application No. PL2015-172**  
**846 Island Highway West – Electoral Area ‘G’**  
**Amendment Bylaw 500.404, 2017 – First and Second Reading**  
**That Part of District Lot 87, Lying to the West of Pym Road, Except Parcels B (DD4369N)**  
**and C (DD 9872N) of Said District Lot and Except That Part in Plans 14729, 50690,**  
**VIP60116 and VIP64801**

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**RECOMMENDATIONS**

1. That the Board receive the Summary of the Public Information Meeting held on October 3, 2016.
2. That the conditions set out in Attachment 3 of the staff report be completed prior to Amendment Bylaw No. 500.404 being considered for adoption.
3. That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.404, 2017”, be introduced and read two times.
4. That the Public Hearing on “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.404, 2017”, be chaired by Director Stanhope or his alternate.

**SUMMARY**

The applicant proposes to rezone the subject property from Residential 1 (RS1), Subdivision District ‘Q’ to a Comprehensive Development Zone 51 (CD51) to permit the construction of a 20 unit strata patio home development. A Public Information Meeting was held on October 3, 2016. 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 3). Staff recommends that Amendment Bylaw No. 500.404, 2017 be granted first and second reading and proceed to public hearing.

**BACKGROUND**

The Regional District of Nanaimo has received an application from Fern Road Consulting Ltd. on behalf of Gebhard Investments Ltd. to rezone the subject property to a new Comprehensive Development Zone (CD51) in order to permit the construction of a 20 unit strata patio home development (see Attachment 4 – Site Plan). The subject property is approximately 1.29 hectares in area and is currently undeveloped. The property is triangular in shape and is bordered by the City of Parksville on three sides including the unconstructed Stanhope Road right-of-way and Wembley shopping centre to the south, Island Highway 19A to the east, and undeveloped parkland to the north. Lands to the west include Ackerman Road and

existing residential parcels within Electoral Area 'G' of the RDN. The portion of Ackerman Road to the west falls within the jurisdiction of MOTI however road dedication for Stanhope Road immediately to the south of the subject property and the Island Highway 19A to the east fall within the jurisdiction of the City of Parksville (see Attachment 1 – Subject Property Map and Attachment 2 – Subject Property Context Map).

The property is subject to the Multi-Residential, Intensive Residential, Industrial, and Commercial Form and Character Development Permit Area per the "Regional District of Nanaimo Electoral Area 'G' Official Community Plan Bylaw No. 1540, 2008" (OCP), and a development permit is required prior to development of the subject property. The applicant has submitted a development permit application concurrently with this zoning amendment application in accordance with OCP policy. Should the Board approve third reading of Amendment Bylaw No. 500.404, the development permit application will be brought forward for consideration by the Electoral Area Services Committee. The development permit application will then be scheduled for Board consideration of approval concurrently with the Board's consideration of adoption of Amendment Bylaw No. 500.404.

### ***Proposed Development***

The applicant proposes to rezone the subject property from Residential 1 (RS1), Subdivision District 'Q' to a new Comprehensive Development Zone (CD51) to permit the construction of a 20 unit strata patio home development. The development is proposed to be serviced with community water (EPCOR) and the property is within the French Creek sewer service area. Access to the subject property will be from Ackerman Road. The proposal includes public road dedication to widen Ackerman Road along the frontage of the subject property from Stanhope Road to the northern boundary of Esslinger Road and also includes the design and construction of a pedestrian trail within the Ackerman road right-of-way fronting the subject property (see Attachment 4 – Proposed Site Plan).

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

The subject property is located within the designated Wembley Neighbourhood Centre pursuant to the OCP. The Wembley Neighbourhood Centre supports a mix of residential and neighbourhood commercial development to create a more complete nodal centre for residents both in the Plan Area and the City of Parksville. This designation encourages development that is compatible with adjoining neighbourhoods and supports safe pedestrian and vehicular movement through the Neighbourhood Centre. The Wembley Neighbourhood Centre policies require the development to be coordinated with the City of Parksville to ensure compatibility with development guidelines and servicing approaches for adjoining areas.

The property is currently zoned to permit subdivision of the parcel with a minimum parcel size of 700 m<sup>2</sup> with connections to both community water and sewer service. The OCP includes policies that support a base density of 20 units per hectare, or one dwelling unit per 500 m<sup>2</sup>, and a maximum parcel coverage of 35%. The proposed CD51 zone is consistent with these policies.

The proposed development has been designed to be compatible with the surrounding neighbourhood while providing housing options and opportunities for young families entering the market or seniors wishing to downsize. The applicant proposes community amenity contributions and improvements to ensure that the proposed development results in pedestrian safety and connectivity enhancements. Staff has coordinated with City of Parksville staff and MOTI to ensure that servicing, access and road

improvements are compatible between jurisdictions. The proposed amendment is consistent with applicable OCP policies.

### ***Land Use Implications***

The existing Residential 1 zoning of the subject property allows one dwelling unit with a minimum permitted parcel size of 700 m<sup>2</sup> with community water and sewer services. The proposed Comprehensive Development Zone (CD51) would allow a multiple dwelling unit development at a density of one dwelling per 500 m<sup>2</sup> where the parcel is serviced with both community water and sewer services. The CD51 zone would require a minimum setback of 10.0 metres adjacent to the Island Highway 19A and 6.0 metres from front and exterior side lot lines. A setback of 0.0 metres between phased strata boundaries is proposed to prevent the need for variances to temporary interior lot lines in the event the developer chooses to phase the development (see Attachment 8 – Proposed Amendment Bylaw 500.404, 2017).

The applicant has provided a site plan, concept building elevation plans and a concept landscape plan in support of the application. These plans are consistent with the Multi-Residential, Intensive Residential, Industrial, and Commercial Form and Character DPA guidelines. The proposed site plan is shown on Attachment 4 and concept building elevation plans and concept landscape plans are shown in Attachments 5 and 6.

### ***Community Amenities and Off-Site Improvements***

In recognition of the increased development potential that would be achieved through rezoning the subject property, the applicant proposes to contribute the following amenity contribution:

- Cash contribution of \$76,000 to the City of Parksville for the design and construction of improvements within the Stanhope Road right-of-way. These improvements are anticipated to include the future construction of a sidewalk, curb and gutter, and streetlights within the Stanhope Road right-of-way fronting the property.
- Design and construction of a temporary 3.0 metre wide utility access road within the unconstructed Stanhope Road, which would provide the City of Parksville improved maintenance access to its existing utility infrastructure within the Stanhope Road right-of-way and would also serve as a temporary pedestrian trail.
- Design of the drainage works/ditch infill at Stanhope Road and the Island Highway.
- Registration of a statutory right-of-way in favour of the City of Parksville over a corner cut with a radius of 10.0 metres and the intersection of Stanhope Road and the Island Highway.

The proposed amenity contributions and improvements are consistent with OCP policies, requiring coordination with the City of Parksville and MOTI to ensure the compatibility of servicing approaches for adjoining areas. In addition, the proposed improvements within the Stanhope Road right-of-way will help to formalize linear walking trails identified in the OCP, linking neighbourhoods to neighbourhood centres and community focal features like Wembley shopping centre. The provision of the above amenity contributions and other improvements are noted in the Conditions of Approval in Attachment 3.

In addition to the above contributions, and to meet OCP policies related to the creation of safe pedestrian trails and linkages and improved mobility within the Neighbourhood Centre, the applicant also proposes to design and construct a pedestrian trail within the Ackerman Road right-of-way from the



corner of Stanhope Road to the Island Highway. The proposed trail would be 2.0 metres in width and would be paved from Stanhope Road to the existing public access at Kasba Circle. The remainder of the trail, from the existing Kasba Circle trail access to the Island Highway would be a 2.0 metre wide gravel path and would include the installation of a culvert to provide pedestrian access over the ditch along the Island Highway. This proposal has been reviewed by MOTI and RDN Parks and Recreation staff who have confirmed that a permit will be required for the construction of the trail within the right-of-way and that the trail will be maintained by the RDN. The provision of this trail amenity, including design and construction to the satisfaction of MOTI and RDN Parks and Recreation, is noted as a condition of approval (see Attachment 3 - Conditions of Approval).

The provision of additional road dedication, sidewalk and trail improvements, and other improvements identified through community consultation and the referral process are consistent with OCP policies. Therefore, staff recommend that the Board accept the proposed amenity contributions (see Attachment 3 – Conditions of Approval).

### *Traffic and Servicing*

In accordance with OCP policy, the applicant has provided a Traffic Impact Assessment (TIA) prepared by Watt Consulting Group, dated September 28, 2016. The TIA confirms that additional traffic generated from the proposed development will not negatively impact the junction of Wembley Road and Ackerman Road. In response to a request by MOTI to provide an updated assessment the applicant provided an updated memorandum to the TIA, prepared by Watt Consulting Group, dated May 19, 2017. The purpose of this memorandum was to review the effect of traffic generated by both the proposed development and a proposed 54 lot subdivision at Robertson Boulevard and Lowry's Road to determine if the additional traffic will require a connection for the Island Highway/Stanhope Road intersection, linking to Ackerman Road. The memorandum concluded that that traffic from both developments can be handled by the intersection of Island Highway and Wright Road and that the construction of the Stanhope Road to Ackerman Road connector is not required to accommodate the proposed development. The City of Parksville and MOTI have reviewed the TIA and have accepted its findings. Further, City of Parksville staff have advised that the Stanhope Road to Ackerman Road connector, which is with the City of Parksville's jurisdiction, is anticipated to be constructed through future development of Wembley shopping centre, which is also within the City of Parksville.

A Servicing Report prepared by ParkCity Engineering, dated June 2016, has also been submitted by the applicant. This report reviews the proposed sanitary sewer, water servicing, storm sewer servicing and roadways for the proposed development and confirms that the site can be adequately serviced with minimal impact to local services. In addition, the Servicing Report includes a recommendation that a stormwater detention pond be constructed on the property to detain water and restrict flows prior to entering the City of Parksville system. It is recommended that the applicant be required to register a 219 covenant on title requiring development of the land occur in a manner consistent with the Servicing Report and that the proposed storm detention pond be designed to the satisfaction of the City of Parksville and maintained by the owner (see Attachment 3 – Conditions of Approval).

### *Intergovernmental Implications*

The application was referred to the Ministry of Transportation and Infrastructure (MOTI), City of Parksville, Town of Qualicum Beach, Parksville Fire Department, EPCOR, and School District 69 for review and comment.

EPCOR has provided confirmation that the subject property is within their licensed area and that they have sufficient water to allow for the proposed development. The Town of Qualicum Beach and School District 69 have not expressed any concerns with the proposed amendment. As the fire service provider, Parksville Fire Department has not provided written comments but have verbally confirmed they have no concerns with the proposed development including access and egress to the property, internal road widths and proposed hammerhead turnarounds. The applicant has been made aware of this and have been advised that if there are issues identified by the Fire Department subsequent to the rezoning, they will have to be addressed at Development Permit or Building Permit stage.

The Ministry of Transportation and Infrastructure has reviewed the proposed development and issued a preliminary approval letter for the amendment application. MOTI has advised that no additional drainage is to be directed to the Ministry's drainage system, direct access to Island Highway 19A is not permitted, a valid access permit will be required, all parking must be contained within the development and public road dedication will be required to widen a portion of Ackerman Road fronting the property.

City of Parksville staff have reviewed the proposed amendment application and confirmed that the proposed cash contribution of \$76,000 would provide adequate funding to facilitate the future construction of a sidewalk, curb and gutter, and streetlights within the unconstructed Stanhope Road right-of-way fronting the subject property. In addition, City of Parksville Council received a report on August 17, 2017 for information purposes outlining the proposed amenity contribution and other proposed improvements within the City. Parksville staff have confirmed that, given that the subject property is not within the City's boundaries, this development is not responsible for the construction of Stanhope Road. They have also confirmed that the timing of construction and triggers for the completion of the portion of Stanhope Road adjacent to the subject property are ultimately determined as part of Council's review of the City's capital works program or may be triggered by future expansion of the Wembley Mall through an existing agreement that would require the construction and servicing of Stanhope Road.

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

A Public Information Meeting (PIM) was held on October 3, 2016 and twenty-four members of the public attended and no written submissions were received prior to the PIM (see Attachment 7 – Summary of Minutes of the Public Information Meeting).

In response to community concern regarding increased traffic, traffic safety, and pedestrian connectivity the applicant has provided an updated memorandum to the TIA prepared by Watt Consulting Group. This memorandum confirms that the increased traffic from the proposed development and the proposed 54 lot subdivision at Robertson Boulevard and Lowry's Road can be accommodated by the intersection of Island Highway and Wright Road without triggering the Stanhope connection to Ackerman Road.

To address community interest in having the portion of Stanhope Road within the City of Parksville constructed and to improve pedestrian connectivity the applicant has offered a cash amenity contribution to the City of Parksville for the future design and construction of improvements within the Stanhope Road right-of-way. In addition, the applicant proposes to design and construct a pedestrian trail within the Ackerman Road right-of-way from the corner of Stanhope Road to the Island Highway.

In accordance with Section 464 of the *Local Government Act*, should the Board grant first and second reading to the amendment bylaw, a Public Hearing is required to be held or waived prior to the Board's consideration of third reading. The purpose of the Public Hearing is to provide an opportunity for those who believe that their interest in property is affected by the proposed bylaw to be heard by the Regional Board. In addition, the Regional Board may delegate the Public Hearing by resolution in accordance with Section 469 of the *Local Government Act*. Therefore, staff recommends, that should the Board grant first and second reading to the proposed amendment bylaw, that a Public Hearing be held in accordance with Section 464 of *The Local Government Act* and that the Public Hearing be delegated to Director Stanhope or his alternate.

#### **ALTERNATIVES**


1. To proceed with Zoning Amendment Application No. PL2015-172, consider first and second reading of the Amendment Bylaw and proceed to Public Hearing.
2. To not proceed with the Amendment Bylaw readings and Public Hearing.

#### **FINANCIAL IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2017–2021 Financial Plan.

#### **STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposed zoning amendment is in keeping with the 2016–2020 Board Strategic Plan. The proposed development is consistent with OCP policies and the Plans priorities ensuring cooperation and collaboration across jurisdictions and recognizing community mobility and recreational amenities as core services.



---

Kristy Marks  
kmarks@rdn.bc.ca  
August 31, 2017

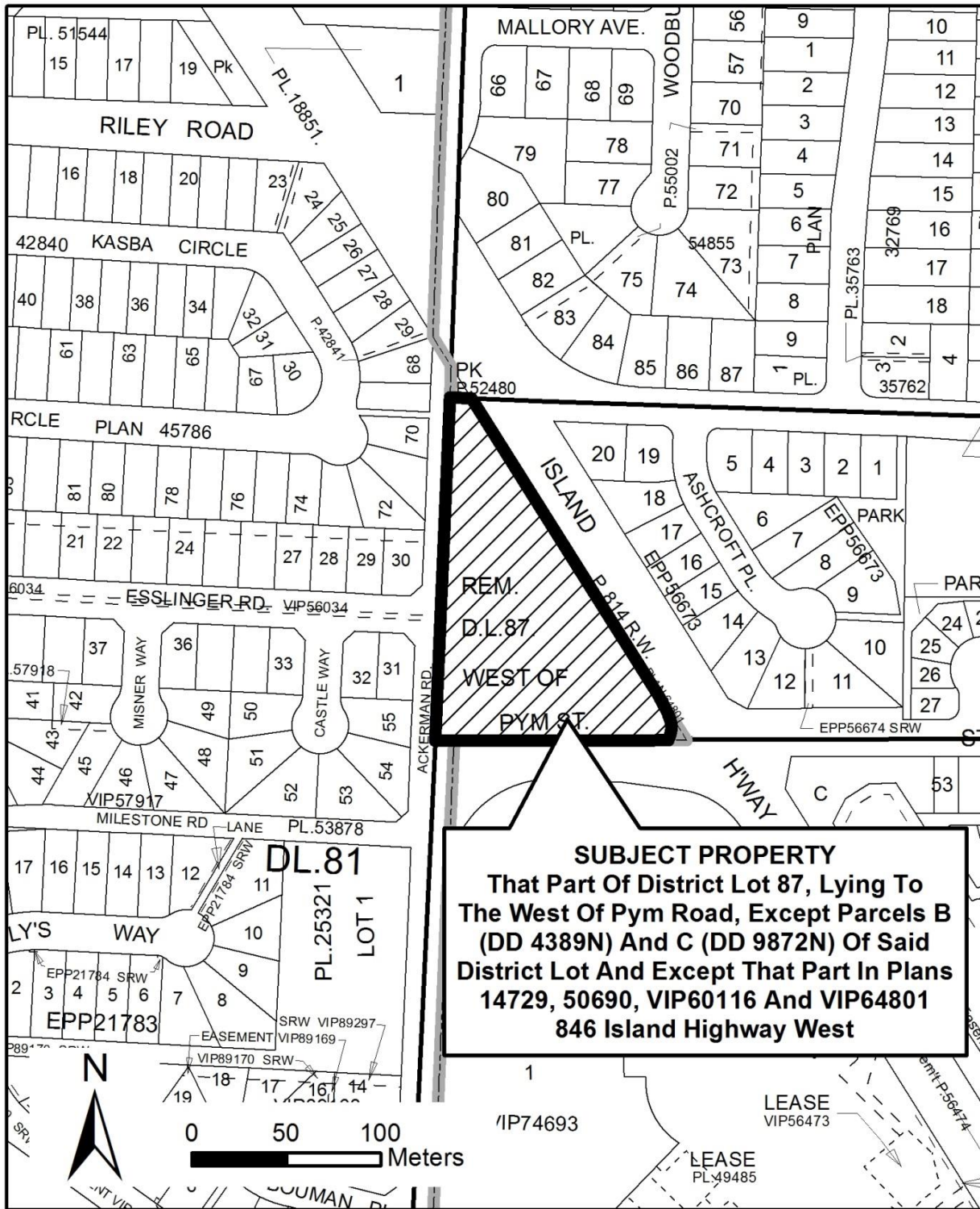
#### Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

#### Attachments

1. Subject Property Map
2. Subject Property Context Map
3. Conditions of Approval
4. Proposed Site Plan
5. Concept Building Elevations
6. Concept Landscape Plan
7. Summary of Minutes of the Public Information Meeting
8. Proposed Amendment Bylaw No. 500.404, 2017

**Attachment 1  
 Subject Property Map**



**Attachment 2**  
**Subject Property Context Map**



**Attachment 3**  
**Conditions of Approval**

The following is required to be secured prior to the “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.404, 2017” being considered for adoption:

1. The applicant shall provide a community amenity contribution including the following:
  - a. Cash contribution in the amount of \$76,000.00 to the City of Parksville for the future construction of a sidewalk, curb and gutter, and streetlights within the Stanhope Road right-of-way.
  - b. Design and Construction of a 3.0 metre wide utility access road on the existing subgrade of Stanhope Road.
  - c. Design of the ditch infill at Stanhope Road and the Island Highway 19A
  - d. Design and construction a pedestrian trail within the Ackerman Road right-of-way from the corner of Stanhope Road to the Island Highway to the satisfaction of the RDN and Ministry of Transportation and Infrastructure.
2. Registration of a SRW in favour of the City of Parksville over a corner cut at the intersection of Stanhope Road and the Island Highway 19A.
3. The applicant is required to register, at the applicant’s expense, a Section 219 Covenant on the property title requiring development of the land occur in a manner consistent with the Servicing Report prepared by ParkCity Engineering Ltd. dated June 2016. This covenant is to include a requirement that the proposed storm detention pond be designed to the satisfaction of the City of Parksville and maintained by the owner.
4. The applicant is required to register, at the applicant’s expense, a Section 219 covenant on the property title restricting the removal of vegetation or the construction of buildings or structures within 10.0 metres of Island Highway 19A.
5. The applicant shall obtain all necessary permits from the Ministry of Transportation and Infrastructure and the City of Parksville for the proposed works within the road right-of-way.

**Attachment 4**  
**Proposed Site Plan**  
 (Page 1 of 2)





**Attachment 4**  
**Proposed Site Plan – Detail**  
 (Page 2 of 2)



**Attachment 5**  
**Concept Building Elevations**  
 (Page 1 of 2)



⊙ Perspective - Sketch 1  
 scale = 1/8"

⊙ Perspective - Sketch 2  
 scale = 1/8"

**C.A. DESIGN**  
 1011 17th Street, Suite 100  
 Victoria, BC V8W 2E1  
 Tel: 250-383-1111  
 Fax: 250-383-1112  
 Email: info@cadesign.ca

Project: 1011 17th Street  
 Date: 09/12/17  
 Scale: 1/8"

Drawn by: [Name]  
 Checked by: [Name]  
 Date: 09/12/17

Project: 1011 17th Street  
 Date: 09/12/17  
 Scale: 1/8"

Drawn by: [Name]  
 Checked by: [Name]  
 Date: 09/12/17

|            |                  |
|------------|------------------|
| Sheet      | 1                |
| Project    | 1011 17th Street |
| Date       | 09/12/17         |
| Scale      | 1/8"             |
| Drawn by   | [Name]           |
| Checked by | [Name]           |
| Date       | 09/12/17         |

A-4

**Attachment 5**  
**Concept Building Elevations**  
 (Page 2 of 2)



Perspective - Sketch 3

Perspective - Sketch 4

**C.A. DESIGN**

301-781-1111 • 1000-10th Street, NW  
 Calgary, Alberta T2K 2E1

THE CITY OF CALGARY  
 Planning Department

1000-10th Street, NW  
 Calgary, Alberta T2K 2E1  
 Tel: 403-243-1111

1000-10th Street, NW  
 Calgary, Alberta T2K 2E1  
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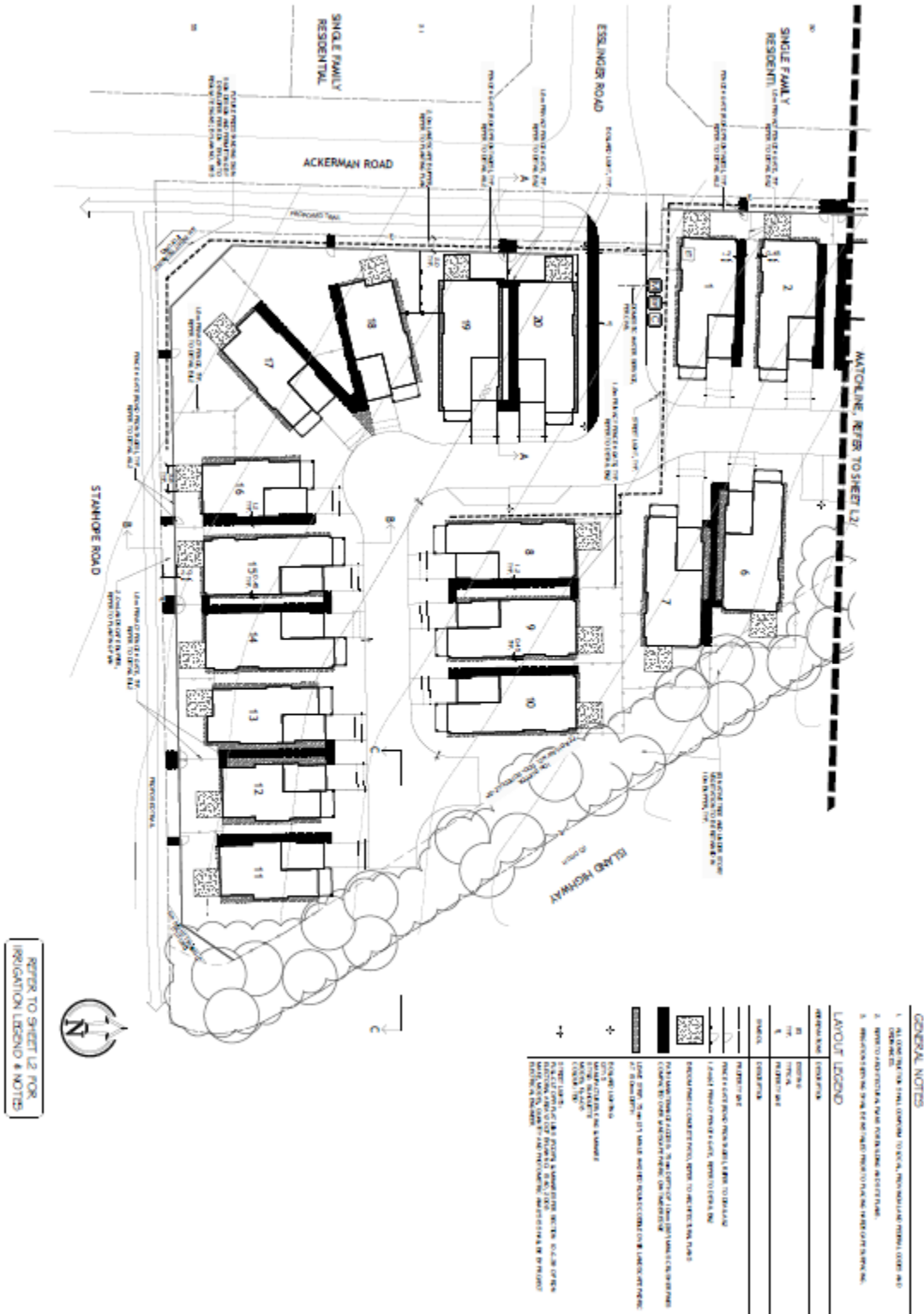
1000-10th Street, NW  
 Calgary, Alberta T2K 2E1  
 Tel: 403-243-1111

1000-10th Street, NW  
 Calgary, Alberta T2K 2E1  
 Tel: 403-243-1111

|         |                      |
|---------|----------------------|
| Project | 1000-10th Street, NW |
| Client  | City of Calgary      |
| Date    | 2017-09-12           |
| Scale   | 1:100                |
| Sheet   | A-4                  |

A-4

**Attachment 6  
 Concept Landscape Plan  
 (Page 1 of 2)**





**Attachment 7**  
**Summary of the Public Information Meeting**  
**Held in the Multi-Purpose Room in Oceanside Place**  
**830 Island Highway West**  
**Monday, October 3, 2016 at 7:00 pm**

**Application No. PL2015-172**  
**846 Island Highway West**

*Note: This summary of the meeting is not a verbatim recording of the proceedings, but is intended to summarize the comments and questions of those in attendance at the Public Information Meeting.*

There were approximately 24 members of the public in attendance at this meeting.

**Present for the Regional District of Nanaimo:**

Director Stanhope, Electoral Area 'G' (the Chair)  
Lainya Rowett, Senior Planner handling the development application  
Jeremy Holm, Manager of Current Planning  
Greg Keller, Senior Planner

**Present for the Applicant:**

Helen Sims, Sims Associates Land Surveying Ltd.  
John Larson, C.A. Design  
Cara MacDonald, MacDonald Gray Consultants  
Vaughan Roberts, the applicant's Engineer

The Chair opened the meeting at 7:00 pm, outlined the evening's agenda, and introduced the Regional District of Nanaimo staff and the applicant in attendance. The Chair then stated the purpose of the Public Information Meeting and asked RDN staff to provide background information concerning the development application.

The Chair invited the applicant to give a presentation of the development proposal.

Helen Sims provided a brief summary of the proposed zoning amendment application, supporting documents provided by the applicant, and the application process.

John Larson presented an overview of the proposal focusing on the proposed dwelling unit design and site layout.

Cara MacDonald presented an overview of the proposal focusing on the proposed landscaping plan and site design.

Following the presentations, the Chair invited questions and comments from the audience.

Peter Fenske, 929 Wally's Way asked the applicant a number of questions including if the proposed development is a strata, what the strata fees would be, and if the proposed development will be a gated community.

Helen Sims responded to Mr. Fenske's questions by explaining that the proposed development would be a strata, the strata fees are not known at this time, and that the proposed development will not be a gated community.

Peter Fenske, 929 Wally's Way spoke to his concern over an increase in traffic on Wembley Road and Wally's Way and the traffic speed.

Helen Sims responded by explaining that the applicant has prepared a traffic impact assessment which indicates that the existing road network is capable of accommodating the anticipated increase in traffic which results from the proposed development. Ms. Sims also explained that the assessment cannot address traffic speeds.

Mr. Fenske reiterated his concerns with respect to traffic speed, excessive traffic, and safety on Wembley Road.

The Chair indicated that he spoke to Minister Stone and MLA Stilwell about community concerns over Wembley Road.

Bob Ashton, 880 Stanhope Road asked if the proposal includes the construction of Stanhope Road.

Helen Sims explained that the application does not include the construction of Stanhope Road and that it would be constructed with the expansion of Wembley Mall.

Warren Ackerman, 545 Ackerman Road spoke to his concern over traffic on Ackerman Road.

Vaughan Roberts indicated that the traffic impact analysis concludes that the proposed increase in traffic can be accommodated by the existing road network.

Lainya Rowett explained that the existing road network can accommodate more traffic.

Berna Claxton, 815 Kasba Circle requested clarification on the proposed path located within the undeveloped portion of Ackerman Road. Ms. Claxton asked if the existing path would be widened and what would happen to the ditch.

Cara MacDonald explained that the proposed path will not disrupt the ditch.

Berna Claxton, 815 Kasba Circle asked about landscaping adjacent to Ackerman Road and site illumination.

Cara MacDonald reviewed the proposed landscaping plan.

Peggy Ackerman, 545 Ackerman Road spoke to her concern about road safety at the intersection of Wembley Road and Ackerman Roads. Ms. Ackerman stated that Stanhope Road needs to be constructed as part of the proposed development.

Debbie Schiller, 902 Kasba Circle asked if the traffic impact assessment considered traffic during the school year.

Helen Sims explained that traffic counts occurred on September 8 and September 20, 2016.

Debbie Schiller, 902 Kasba Circle suggested that there be an alternate access to the development further south on Ackerman where unit 18 is shown.

Helen Sims explained that the Ministry of Transportation and Infrastructure (MOTI) requires a minimum separation distance between intersections and moving the proposed access further south on Ackerman Road would not meet the minimum separation distance.

Blair Shinski, 594 Castle Way indicated that he was concerned with the intersection of Ackerman Road and Esslinger Road being too narrow. Mr. Shinski asked what the plan is for Ackerman Road.

Vaughan Roberts indicated that upon application to the MOTI road upgrades will be reviewed.

R. Rutter, 897 Esslinger Road asked when Stanhope Road will be constructed and spoke to her concern over community water and sewer services.

Vaughan Roberts explained that a servicing report has been prepared which indicates that the proposed development can be adequately serviced with community water and sewer services.

Wayne Wurtz, 923 Wally's Way suggested that the construction of Stanhope Road should be the applicant's responsibility and should be completed before the development is approved as it would resolve a lot of the issues. Mr. Wurtz stated that if Stanhope Road was not constructed before the development is approved that he is opposed to the proposed development.

Ralph Wilson, 917 Wally's Way indicated that the issue of community water is not adequately addressed. Mr. Wilson questioned why residents must be subject to watering restrictions in the summer months and at the same time more development is proposed.

Vaughan Roberts explained that there are typical watering restrictions put in place during peak summer demand.

R. Rutter, 897 Esslinger Road spoke to her concern over the cost of EPCOR water.

Mable Klee, 932 Esslinger Road expressed interest in the emergency gate to the Oceanside Place Arena being opened.

Darlene McCutcheon, 917 Wally's Way asked if the proposed dwelling units would be low income housing.

John Larson responded by saying that the proposed dwelling units would not be low income housing.

Blair Shinski, 594 Castle Way asked what the plans are for the small triangular-shaped park located at the north end of the subject property.



Cara MacDonald explained that this particular park is a City of Parksville park and the proposal is to maintain it in its natural state.

Berna Claxton, 815 Kasba Circle requested clarification on the proposed trail linkage to Kasba Circle.

Bev Kettlewell, 835 Kasba Circle asked if the existing ditch within the proposed trail corridor be filled in.

Cara MacDonald responded by explaining that the ditch would not be filled in.

Peter Fenske, 929 Wally's Way asked how many storeys are proposed for the dwelling units.

John Larson indicated that the proposed dwelling units would be 1 to 1 ½ stories.

Peter Fenske, 929 Wally's Way asked how much the units would cost.

John Larson explained that the price point has yet to be determined.

Peter Fenske, 929 Wally's Way asked when the proposed development would be constructed.

Helen Sims explained the rezoning process and suggested that construction could begin as early as the spring of 2017.

Peter Fenske, 929 Wally's Way asked if access to the proposed development could be provided from the Island Highway.

Helen Sims explained that access from the highway is not possible.

D Schiller, 902 Kasba Circle asked if it would be useful to pressure the City of Parksville to construct Stanhope Road. Ms. Schiller also asked if constructing Stanhope Road would change the location of the proposed access to the development.

Jeremy Holm indicated that the future construction of Stanhope Road will not provide alternate access to the site.

Helen Sims indicated that the proposed access and widening of Ackerman Road is preliminary in design and that the details will be addressed based on MOTI requirements.

Blair Shinski, 594 Castle Way indicated that traffic safety is a concern at the end of Ackerman Road and that there needs to access off Stanhope Road.

Vaughan Roberts explained that MOTI has road standards that the proposal must satisfy and that the developer will be surveying roads to determine the required upgrades prior to development.

Helen Sims reiterated that the road upgrades shown on the proposed site plan are conceptual at this time and will be detailed with further dialogue.

Jeremy Holm explained that the purpose of the meeting is to inform the public about the proposal and for the applicant to get feedback from the public on the proposal prior to the application proceeding to the RDN Board for consideration.

Richard, a resident of Kasba Circle spoke to his concerns over traffic speeds on Wembley Road and the intersection of Wembley Road and Ackerman Road.

Ted Malyk, 1355 Hodges Road suggested that Regional District of Nanaimo should approach the City of Parksville to share the cost of building Stanhope Road.

A resident of 714 Kasba Circle asked if the trees along the Island Highway are proposed to be maintained.

Cara MacDonald indicated that the trees along the Island Highway would be maintained.

R. Rutter, 897 Esslinger Road asked when the last upgrade to the French Creek Pollution Control Centre was done.

A resident of 714 Kasba Circle asked if the development could provide access off of Stanhope Road.

Helen Sims indicated that the proposed development will not be providing access off of Stanhope Road.

The Chair asked if there were any further questions or comments.

Being none, the Chairperson thanked those in attendance and announced that the Public Information Meeting was closed.

The meeting was concluded at 8:07 pm.

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Greg Keller  
Recording Secretary

**Attachment 8**  
**Proposed Amendment Bylaw No. 500.404, 2017**

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 500.404**

**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. 500.404, 2017”.
- B. “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

- 1. Under **PART 3, LAND USE REGULATIONS, Section 3.1 Zones** by adding the following zoning classification and corresponding short title after CD50 Zone :

Comprehensive Development Zone 51

- 2. By adding Section 3.4.151 (CD51)

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

That Part of District Lot 87, Lying to the West of Pym Road, Except Parcels B (DD 4389N) and  
C (DD 9872N) of Said District Lot and Except That Part in Plans 14729, 50690, VIP60116  
and VIP64801

from Residential 1 Zone, Subdivision District ‘Q’ to Comprehensive Development Zone 51

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

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

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

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

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

\_\_\_\_\_  
Chairperson

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

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.404, 2017".

\_\_\_\_\_  
Chairperson

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

**Schedule '1'**

Section 3.4.151

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**Comprehensive Development Zone 51** **CD51**

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**3.4.151.1 Permitted Uses & Minimum Site Area**

| Permitted Uses                         | Required Site Area with:       |                        |                       |
|--|--------------------------------|------------------------|-----------------------|
|  | Community Water & Sewer System | Community Water System | No Community Services |
| a) Multiple Dwelling Unit Development: |                                |                        |                       |
| - per dwelling unit                    | 500 m <sup>2</sup>             | 1600 m <sup>2</sup>    | 1.0 ha                |
| b) Home Based Business                 | N/A                            | N/A                    | N/A                   |

---

**3.4.151.2 Maximum Number and Size of Buildings and Structures**

|                 |       |
|-----------------|-------|
| Height          | 9.0 m |
| Parcel coverage | 35%   |

---

**3.4.151.3 Minimum Setback Requirements**

|  |        |
|--|--------|
| Lots lines fronting the Island Highway | 10.0 m |
| Front and Exterior side lot line       | 6.0 m  |
| Interior side and rear lot line        | 3.0 m  |
| Phased Strata lot line                 | 0.0 m  |

Except:

- a) one dwelling unit is permitted to be 2.0 metres from an exterior side lot line or front lot line.
- b) where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3.8 shall apply.

**3.4.151.4 Other Regulations**

For the purpose of this zone no further subdivision is permitted, including a bare land strata pursuant to the Bare Land Strata regulation, except a building strata pursuant to the *Strata Property Act*.

Chairperson

Corporate Officer

Schedule '2'



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**TO:** Electoral Area Services Committee      **MEETING:** September 12, 2017  
**FROM:** Jon Wilson  
          Manager of Emergency Services      **FILE:** 7130-01 GIRC  
**SUBJECT:** Gabriola Island Reception Centre – South Island

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**RECOMMENDATION**

That the Board enter into a 5 year License of Use agreement at \$1 per year, with the Gabriola United Church for an Emergency Reception Centre and that the Regional District of Nanaimo purchase and install a 30 kW emergency standby generator for the purposes of an Emergency Reception Centre at the Gabriola United Church.

**SUMMARY**

Gabriola Island currently has an Emergency Reception Centre (ERC) with a standby generator on its north end at the Rollo Seniors Centre. In the event of a large scale emergency, residents on the South end could become isolated from accessing this ERC. Two options have been reviewed for an ERC on the South end of Gabriola Island, namely the Gabriola United Church or the Gabriola Island Community Hall. Neither location has back-up power, however, the Regional District of Nanaimo (RDN) has budgeted capital funds to install a generator. The Gabriola United Church has all of the amenities needed for an ERC, and is the most efficient and cost effective option for installation of a standby emergency generator.

**BACKGROUND**Stand-by Generators for Emergency Reception Centres

The RDN has budgeted for and installed emergency stand-by generators at ERCs as part of the ongoing program for emergency preparedness. The 2017 Capital Budget has \$50,000 for a generator at an ERC at the south end of Gabriola Island.

Gabriola Island Community Hall

The RDN has an existing License of Use agreement with the Gabriola Island Community Hall Association (GICHA) to use the hall as an ERC during emergencies with capacity for 260 persons on the main floor and 234 persons downstairs. The Regional District of Nanaimo pays a license fee of \$1.00 per year, and the License of Use agreement expires March 31<sup>st</sup>, 2018 and may be cancelled by either party upon receiving forty-eight (48) hours written notice through registered mail. The difficulty with this location is the hall does not have a back-up power supply. The RDN has intended on installing a standby generator at this facility to support an ERC during power outages. In preparation for this, a review of the GICHA BC

Hydro records reflected that peak electrical demand was often near to or had greatly exceeded the electrical supply that a 50kW (kiloWatt) generator could provide, as the total potential electrical load must be under 48kW to meet requirements of the BC Electrical Code.

Within the past three years, the peak electrical demand surpassed 48kW on several occasions to as high as 58.1kW. GICHA indicates that repairs to the heating system following these peak periods in 2014/2015, resulted in lowered levels to well below 48kW. January 2017 was the highest period of electrical demand since 2015, consuming 45.1kW during a period of cold weather. Despite this, the Community Hall has a 3-stage water boiler heating system that requires 48kW of power when operating at full capacity. The community hall heating could therefore reach the maximum output of a 50kW generator, before lighting, appliances, and other power consumption is factored in. The RDN's proposed supplier advises that a 150 kW generator would be required to support both heat and other electrical needs of the Hall due to the 48kW boiler system and a 600 Amp service to the building.

To install a 50kW generator at the GICHA Hall, it is necessary to isolate power within the facility to ensure the boiler system cannot be used, reducing the overall potential electrical load to well under 48kW. An ERC requires heat and electricity for all amenities necessary to operate and to provide for the necessary equipment and comfort of volunteers and persons being assisted during cold weather periods. GICHA has pursued options for having a standby generator installed at their facility. The options GICHA has examined vary substantially, including purchasing a used reconditioned generator, isolating electrical use in the hall, twinning generators for greater power supply, asking to use RDN funds to purchase and install a different type of generator such as propane fueled instead of diesel, and potential modifications for heat co-generation. GICHA is clear in their opinion that having the RDN generator at their hall affords the greatest community benefit, given it is larger than the church, and the benefit they would have from incidental use during power outages, etc. To outline their position on the matter, GICHA sent a proposal to staff as well as the RDN Board on August 15, 2017.

The GICHA proposal or an installation of the generator at the GICHA hall is not recommended for the following reasons:

- 1) Consistent Equipment – The RDN has purchased diesel powered generators for all other ERCs as they are more durable (greater life expectancy of equipment) and are the most reliable for the proposed use. The RDN's supplier of this equipment advises 99% of their installs on Vancouver Island are diesel with perhaps 1% being propane for this reason. In the event of emergency, diesel is likely to be the most stable and readily available fuel source given industrial and marine usages of diesel. Propane on the other hand, may present an explosive / fire hazard to the ERC if a supply line or tank were damaged in an earthquake. Propane is also susceptible to problems in cold weather due to vapor locks in supply lines, if not installed and maintained properly. Propane delivery/availability on Gabriola Island an emergency may be problematic, whereas diesel will be easier to obtain and transport in smaller quantities if necessary. For these reasons, diesel powered generators are the preferred type of equipment for installation.
- 2) Purpose of Budgeted Funds – Capital Asset – The funds budgeted for an ERC generator are provided for RDN owned and managed equipment that will remain an asset of the RDN. Providing funds for GICHA to design and build would essentially change the purpose of the funding to a grant to an association. Further, if the equipment was ultimately owned by the RDN as GICHA suggests, servicing and terms of use would need to be directly managed by the RDN, not the facility, as the



RDN has statutory responsibility for emergency preparedness and to ensure the equipment is maintained and ready for use.

- 3) Versatility of Equipment – As an asset of the RDN, a diesel standby generator may be relocated if the location of an ERC is changed over time. GICHA's proposal to design and build a standby power generation system tied into heat co-generation, etc. makes the equipment very much site specific to their needs, and therefore less feasible for relocation to another ERC location if it were needed at a later date.
- 4) New vs Old – The supplier cautions buying used or reconditioned generators as maintenance issues and problems from prior uses may not be readily known. While perhaps more affordable initially, service and repair of used generators can end up being costly to maintain them as a long term investment. New diesel generators afford better warranty, local servicing, direct knowledge of use and maintenance, and therefore reliability in emergency situations.

#### Gabriola United Church

The Gabriola United Church is a smaller facility (100 person capacity) than the GICHA Hall and operates on a smaller electrical service (200 Amp), therefore a 50kW or smaller generator can be used for the building. The church has all of the amenities the RDN needs for operation of an ERC including sufficient parking outside and room inside the building to receive large groups of people. It should be noted that that an Emergency Reception Centre does not provide group lodging or accommodation. An ERC is a place where evacuees attend to be registered for access to provincial funding and emergency services, meaning after being registered, they would in most cases travel to Nanaimo as the closest community with hotels, large stores, etc. The church is an appropriate sized facility for an ERC with seating for large groups, a kitchen, and washroom facilities (including handicap accessibility), similar to other designated ERC locations in the RDN such as the Cedar Community Hall and Bowser Legion.

With this in mind, the RDN reviewed the BC Hydro records of the Gabriola United Church and determined peak hydro demand has not exceeded 23kW over the past three (3) years. The RDN's supplier and installer of the generator equipment advises the United Church facility can therefore be operated on a 30kW generator which will provide a more cost effective solution for setting up an ERC with standby electrical power on the south end of Gabriola Island.

#### **ALTERNATIVES**

1. That the Board enter into a 5 year License of Use agreement at \$1 per year, with the Gabriola United Church for an Emergency Reception Centre and that the Regional District of Nanaimo purchase and install a 30 kW emergency standby generator for the purposes of an Emergency Reception Centre at the Gabriola United Church.
2. Provide alternative direction to staff.

#### **FINANCIAL IMPLICATIONS**

The RDN currently has \$50,000 budgeted in the 2017 Capital Plan. Additional funds (approx. \$13,000.00) are available in the Emergency Planning Service Capital Reserve Fund to address the amount this is over budget (\$5,855.00) but this allocation will impact the reserve fund intended for covering emergency program costs that may exceed the annual budget for a year.

Quotations from Simson-Maxwell, the RDN supplier of standby emergency generators reflects the following prices:

1. Gabriola Island United Church (48 hour run time before refueling)
  - a. 30 kW Generator w/ install: \$ 55,855.00 CAD (taxes not included)

*Note: A 30 kW Generator can provide full electricity for the Gabriola United Church including heat, appliances, lights and other electrical needs.*

2. Gabriola Island Community Hall (48 hour run time before refueling)
  - a. 50 kW Generator w/install: \$ 61,825.00 CAD (taxes not included)

*Note: A 50 kW Generator cannot be used to provide full power to the GICHA Hall and will only cover appliances, lights, etc. but not heat.*

## STRATEGIC PLAN IMPLICATIONS

A focus on Economic Health is one of the strategic priorities in the RDN Strategic Plan 2016 - 2021. The recommendations provide delivery of the most efficient, effective and economically viable solution for completion of this project. It also provides the most viable solution to complete the installation of a standby emergency generator, while keeping the project aligned with the designated budget amount, ensuring the equipment remains an asset of the RDN, and while ensuring all essential amenities are afforded for an ERC.



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Jon Wilson, Manager of Emergency Services  
[jwilson@rdn.bc.ca](mailto:jwilson@rdn.bc.ca)  
August 28, 2017

Reviewed by:

- D. Pearce, Director, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

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**TO:** Regional District of Nanaimo Board  
Committee of the Whole

**MEETING:** September 12, 2017

**FROM:** Daniel Pearce  
Director, Transit and Emergency Services

**FILE:** 2240 20 FSA PSKV

**SUBJECT:** Fire Protection Services Agreement with City of Parksville

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### **RECOMMENDATION**

That the Board approve the addendum to the Fire Protection Services Agreement with the City of Parksville covering portions of Electoral Area 'G'.

### **SUMMARY**

The Regional District of Nanaimo has an established Fire Services Agreement with the City of Parksville for provision of fire protection in portions of Electoral Area 'G'. The original agreement from 2007 has been included as Attachment 1 for reference. The original Fire Services Agreement was extended by the Board with a 5 year addendum to the agreement in 2011 (attachment 2) which expired December 31, 2016. An addendum (attachment 3) requires Board approval to extend the Fire Services Agreement with the City of Parksville for another 5 year term, beginning in 2017 and ending in 2021.

### **BACKGROUND**

The City of Parksville provides fire protection services to portions of Electoral Area 'G', from the City's boundaries to Drew Road in French Creek (French Creek Fire), as well as within the San Pareil neighbourhood. The Regional District and the City entered into a service agreement in 2007. The first term was for 2007 through to 2011. A subsequent agreement was approved for a five year term ending December 31, 2016.

Under the terms of the last agreement the parties apportioned the firefighting costs between the City of Parksville and the Regional District on the basis of net taxable values for land and improvements. The costs for fire protection for the term of the agreement were derived by referring to the City of Parksville financial plan at the beginning of the term. The budgets are comprised of operating costs and minor and major capital equipment.

Operating costs include administration (includes wages), training, small equipment & clothing, and fire hall operations. Minor capital equipment includes capital items less than \$100,000 while major capital equipment includes capital items greater than \$100,000. Operating costs and minor capital equipment are recorded in the years that they occur while major capital items are averaged over a twenty year period.

The City of Parksville has advised the Regional District of Nanaimo (RDN) that costs have increased significantly for the provision of fire protection. The 5-Year annual costs have increased from \$6,370,609 in 2012-2016 to \$8,991,855 in 2017-2021. The increases are related to increased remuneration for fire fighters, new staff, volunteer retention initiatives, self-contained breathing apparatus (SCBA) upgrades and emergency lighting. While the increase was more than what was expected or forecast, it does represent the pressures the RDN is recognizing in the regional fire service areas.

The introduction of the Office of the Fire Commissioner's Structure Firefighters Competency and Training Playbook has been a major impact to local government management of fire services. The Playbook requires the local authority having jurisdiction to set the level of service to be provided by its fire departments and to ensure that these standards are met, that a training program is in place and that proper records are maintained. These new requirements are driving up costs in providing this important service. The Office of the Fire Commissioner has indicated that, in its view, where a local government has established and is funding the service, it will be expected to fulfil that responsibility.

Within attachment 3, Schedules B and B-1 represent the estimates and calculations for costs of services for the period January 1, 2017 to December 31, 2021. Operating and minor capital items under \$100,000 are cost shared as shown in the five year plan. Major capital items are amortized over 20 years and then included in the five year plan at amortized values. Every five years a comparison of budget to actuals is prepared and if the difference is greater than \$10,000 the amount is returned or recovered from the Regional District over the next five years. Except for new buildings that may be considered, the twenty year period captures the entire current inventory of vehicle replacements and potential new additions reflected in the City's twenty year plan. It will be up to the City to determine exactly when vehicles are replaced and how those replacements are funded. The Regional District's share of those assets is essentially funded on a reserve fund approach.

Staff from both jurisdictions have met to review the reconciliation and discussed the future timing points for reconciliations. Since the increase is significant and was unexpected for 2017 the new agreement proposed to spread the increased costs over the five years of the agreement. In addition, staff recommend a clause be added to the agreement that on or before January 31 of each year the parties will meet and review the 5 year capital plan in order that upcoming changes can be reflected in the RDN service area financial plans. The City of Parksville staff has indicated that they concur with the recommended changes.

## **ALTERNATIVES**

1. That the addendum to the Fire Protection Services Agreement with the City of Parksville covering portions of Electoral Area 'G' be approved.
2. Recommend further amendments and seek the City's concurrence.

## **FINANCIAL IMPLICATIONS**

The amounts projected in the Regional District's financial plan for cost sharing over the next five year term will have to be amended to be consistent with the amounts shown in the addendum Schedules B and B-1. French Creek Fire Service area property owners currently pay \$42.30 per \$100,000 of assessment using 2017 assessments. There are other items that impact the costs of this fire service such

as the annual costs of fire hydrant maintenance in the Epcor Water Service; however, pending final information for the 2018 budget the impact of this agreement to a property owner results in an additional \$8.72 per \$100,000 using 2017 assessments.

### **STRATEGIC PLAN IMPLICATIONS**

Participating in an agreement with the City of Parksville to provide fire protection in the region will address RDN Strategic Priority of supporting Emergency Services as a core element of community safety.



Daniel Pearce  
[dpearce@rdn.bc.ca](mailto:dpearce@rdn.bc.ca)  
August 31, 2017

#### Reviewed by:

- W. Idema, Director, Finance
- P. Carlyle, Chief Administrative Officer

#### Attachments

1. Fire Services Agreement (2007-2011)
2. Addendum to Fire Services Agreement (2012-2016)
3. Addendum to Fire Services Agreement (2017-2021)

**FIRE SERVICES AGREEMENT**

THIS AGREEMENT made the 11<sup>th</sup> day of November, 2007:

BETWEEN

**THE CITY OF PARKSVILLE  
P.O. BOX 1390  
PARKSVILLE, B.C.  
V9P 2H3**

(hereinafter called the "City")

**OF THE FIRST PART**

AND

**THE REGIONAL DISTRICT OF NANAIMO  
6300 HAMMOND BAY RD  
NANAIMO, BC  
V9T 6N2**

(hereinafter called the "District")

**OF THE SECOND PART**

**WHEREAS** the District is authorized by its Bylaws No. 794 and No. 1001 to provide fire protection services to the French Creek Fire Protection Local Service Area and to the Parksville (Local) Fire Protection Service Area which are contained within portions of Electoral Areas 'F', 'G' and 'H' as hereinafter defined and to levy funds for that purpose;

**AND WHEREAS** it has been agreed that the City will provide fire protection services as hereinafter defined to the Parksville (Local) Fire Protection Service Area (Schedule 'C') and that portion of the French Creek Fire Protection Service Area shown outlined on Schedule 'D';

**AND WHEREAS** the boundaries of Schedule 'C' or 'D' are deemed to coincide with any subsequent boundary amendments associated with Bylaws No. 794 and 1001;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the premises, mutual covenants and agreements hereinafter contained, it is agreed as follows;

**1. SERVICES**

The City will provide fire protection services to the Parksville (Local) Fire Protection Service Area (Schedule 'C') and that portion of the French Creek Fire Protection Service Area outlined in heavy black on the attached Schedule 'D', including any subsequent boundary amendments.

**2. TERM**

- i. The Term of this Agreement is January 1, 2007 to December 31, 2011, unless otherwise terminated as provided herein.
- ii. This Agreement shall be automatically renewed at the end of the initial Term for a further two, five year terms unless earlier terminated as provided herein.

### 3. DESCRIPTION OF SERVICE

For the purposes of this Agreement the services provided include but are not limited to the provision of personnel and equipment for the purpose of fighting fires, fire prevention and inspections, administration and enforcement of the Regional District's burning bylaws applicable to the area, response to other classes of emergencies including medical emergencies and non-emergencies such as false alarms. The services provided shall be comparable to those provided within the City boundaries or as is possible with the facilities provided by the District

### 4. CITY OF PARKSVILLE

Within the boundaries for fire protection services as outlined under this agreement, the City will not be responsible for:

- i. maintaining or providing fire flow water at hydrants;
- ii. providing storage of water for fire fighting purposes;
- iii. replacing or repairing damaged hydrants except where negligence by the City is the cause;
- iv. providing, maintaining, servicing or flushing hydrants;
- v. paying for any of the above except for negligence as stated in Article 4(iii).

The City will have the right to:

- i. inspect, flow test, and check any or all hydrants;
- ii. advise the District of any deficiencies noted in hydrants or the water system;
- iii. operate hydrants and hook up hoses for the purposes of fire fighting and practice;
- iv. draw water at no charge for fire fighting and for practice.

### 5. REGIONAL DISTRICT OF NANAIMO

1. The District will ensure that the hydrants are serviced annually in accordance with the program as set out in the Regional District's policy as amended from time to time. The policy in effect at the date this agreement is signed in attached as Schedule 'A'.
2. The District will provide the City within ONE (1) MONTH of the signing of this Agreement with a copy of a drawing showing the location of all hydrants appropriately numbered, water mains, storage, and pumping facilities, and shall advise the City prior to the installation of all hydrants in order to provide the City the opportunity to comment on the locations.
3. The District will ensure that the City is notified in a timely manner of the identification, number of hydrants as and when they are:
  - i. damaged or out of service for whatever reason
  - ii. being repaired
  - iii. draining poorly and in all cases
  - iv. when they are back in service.

4. The District agrees to indemnify and save harmless the City from any and all actions, claims, suits or judgements arising out of or in connection with the performance by the City, or its officers or employees, of the obligations of the City under this Agreement, except:
  - i. where such action, claim, suit or judgement is due to the negligence of the City, or its officers or employees; and
  - ii. as specified in Section 4(iii) and (v).

## 6. ANNUAL REPORTS

1. Each year, on or before November 1<sup>st</sup>, the City shall provide a report on activities relative to this Agreement in a form mutually agreeable to the parties.
2. On or before February 1<sup>st</sup> of each year of the term, for information purposes the City shall provide a report comparing actual costs to budgeted costs for information purposes.

## 7. APPORTIONMENT OF ANNUAL COSTS

1. Fire fighting costs shall be apportioned between the City and the District on the basis of net taxable values for land and improvements.
2. The costs for fire protection for the Term and subsequent Terms of this Agreement shall be derived as follows:

Referring to the City's financial plan at the beginning of the Term or any renewal Term annual budgets will be comprised of:

**Operating costs** as estimated in the financial plan for the following categories:

Administration (includes wages)  
Training  
Small Equipment & Clothing  
Fire Hall Operations  
Other Equipment Costs plus;

**Minor Capital Equipment** - capital items less than \$100,000 plus;

**Major Capital Equipment** - capital items greater than \$100,000.

Operating Costs and Minor Capital Equipment shall be recorded in the years that they occur, Major Capital items shall be averaged over the five year period.

Total costs for the Term shall be allocated to each year in the Term or any renewal Term in a manner mutually acceptable to the parties

For the purposes of the initial Term, Schedules B and B-1 represent the estimates and calculations for the period 2007 to 2011.



4. On or about January 15 of every third calendar year following the execution of this agreement the Parties shall reconcile actual amounts incurred by the City compared to the amounts remitted by the District under this Agreement in the prior three years. Where there is a difference over the three year period of more than \$10,000 ( higher or lower) between the amounts remitted for that period and the amounts which would have been remitted based on actual costs, the difference shall be adjusted over the following three year period.
5. Notwithstanding Paragraph 7.4, the parties agree that it is not the intent of this adjustment to result in unreasonable changes to the annual costs for any party and should that be the result, the parties will work to resolve the change in a mutually acceptable manner.

**8. AMOUNTS PAYABLE**

An amount due under this Agreement shall be payable on or before the first day in August in each year.

**9. AMENDMENTS**

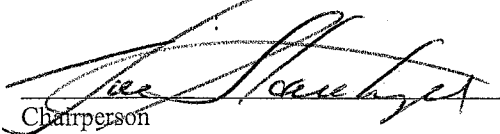
This Agreement may be amended by mutual agreement.

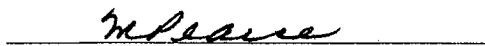
**10. TERMINATION**


1. This agreement may be terminated or take affect at the end of any calendar year by the giving of notice, in writing, by either party to the other no later than January 1st of that year.
2. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties have hereunto caused their presents to be executed under the hands of their proper officers duly authorized in that behalf on the day and year first above written.

FOR THE REGIONAL DISTRICT OF NANAIMO )

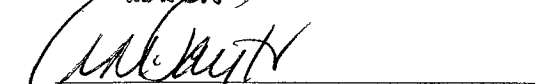
  
Chairperson )

  
Sr. Mgr., Corporate Administration )

|                   | Initial   | Date     |
|-------------------|---|----------|
| Content (Mgr)     | na  | 11/30/07 |
| Approved (GM)     |   | 11/30/07 |
| Legal Form (SMCA) | ml  | 14/12    |
| Authority (CAO)   |  | Dec 4/07 |

FOR THE CITY OF PARKSVILLE )

  
SANDRA R. HERLE )  
MAYOR )

  
LAURIE TAYLOR )  
CORPORATE ADMINISTRATOR )

**SCHEDULE 'A'**

**FIRE SERVICES AGREEMENT  
 BETWEEN THE CITY OF PARKSVILLE  
 AND REGIONAL DISTRICT OF NANAIMO**

**HYDRANT SERVICE PROGRAM**

**REGIONAL DISTRICT OF NANAIMO  
*Utilities Department***

**OPERATING PROCEDURES**

|   |  |
|---|--|
| SUBJECT: <i>Fire Hydrant Inspection and Maintenance</i> | PROCEDURE NO.: <i>Water-01</i>         |
|   | PAGE: <i>1 of 4</i>                    |
| EFFECTIVE DATE: <i>April 20, 2006</i>                   | LAST REVISED: <i>February 15, 2007</i> |
| PREPARED BY: <i>D. Churko / M. LaForest</i>             | APPROVED BY: <i>M. Donnelly</i>        |

**1.0 PURPOSE**

1.1 To ensure staff follow proper procedures when servicing fire hydrants.

**2.0 RESPONSIBILITY**

2.1 It is the responsibility of the Chief Operator to inform staff of these procedures and to update these procedures as necessary.

2.2 It is the responsibility of staff to read and understand these procedures.

**3.0 PROCEDURES**

3.1 As per the Environmental Services Operational Policy dated February 1, 2004 (see attached), fire hydrants shall be inspected regularly and repaired as required to ensure their satisfactory operation.

3.2 Fire hydrants shall be inspected and flushed annually.

3.3 Fire hydrants shall be provided full maintenance every two years. Refer to Manufacturers recommended procedures- copies available in Utilities 3 Technician's desk, and in Chief Operator's office.

**REGIONAL DISTRICT OF NANAIMO**

**Environmental Services Operational  
POLICY**

|   |                    |
|---|--------------------|
| SUBJECT: <i>Fire Hydrant Inspection and Maintenance</i> | POLICY NO:         |
| EFFECTIVE DATE: <b>February 1, 2004</b>                 | APPROVED BY: GM ES |
| REVISION DATE:  | PAGE 1 OF 1        |

**PURPOSE**

Fire hydrants shall be inspected regularly and repaired as required to ensure their satisfactory operation. This policy outlines the frequency of fire hydrant inspections and maintenance.

**POLICY**

1. Annual Inspections – fire hydrants shall be inspected and flushed annually in accordance with the procedure outlined in Schedule “A”.
2. Fire hydrants shall be inspected after every use and hydrant maintenance shall be performed, if required, in accordance with the procedure outlined in Schedule “B”.
3. Fire Hydrant Maintenance – fire hydrants shall be provided full maintenance every two years in accordance with the procedure outlined in Schedule “B”.
4. Records shall be maintained of all inspections and maintenance activities.

Regional District of Nanaimo  
Fire Hydrant Maintenance

Schedule "A"

Annual Inspection Procedure for all Fire Hydrants within RDN Water Systems

1. Check for any obvious obstructions and brush out around hydrant within 1 metre radius if required. Report obstructions that cannot be removed to the Chief Operator.
2. Inspect condition of paint; power wash and re-paint as required.
3. Check, record and report any external structural damage to the hydrant to the Chief Operator.
4. Check and clear any obstruction or foreign material from hose ports.
5. Check for ease of operation; if difficult to operate record and report.
6. Check for leaks at ground level and at all gasket joints.
7. Listen for internal leakage
8. Flush hydrant and branch line with very low flow so as not to disturb the main.
9. Check for drainage by suction at hose port.
10. Check that all ports are accessible and that the steamer port is facing the principle access route.
11. Complete inspection report.
12. Report any deficiencies that require further repair immediately to the Chief Operator.

Regional District of Nanaimo  
Fire Hydrant Maintenance

Schedule "B"

Full Bi-annual Service Maintenance Procedure for all Fire Hydrants within RDN Water Systems

1. Close the hydrant isolation valve and check the operation of the valve.

Record and report any repairs required.

Disassemble the hydrant to remove serviceable parts, check for worn or broken parts and leaks in the assembly or their component parts:

- head or "O" ring assembly
- independent cut-off assembly
- drain valve assembly
- main gate or main valve assembly
- hose nozzle assembly

2. Lubricate all external and internal working parts while reassembling the hydrant.
3. Open the hydrant isolation valve
4. Operate the hydrant from fully open to fully closed with caps in place. Record pressure and number of turns required opening the hydrant.
5. Flush the hydrant with a low flow so as not to disturb the main.
6. Complete the maintenance report.

**\*\* END OF DOCUMENT \*\***

**SCHEMULE B**

**TO FIRE SERVICES AGREEMENT BETWEEN THE  
CITY OF PARKSVILLE AND THE REGIONAL DISTRICT OF NANAIMO**

|                           |                            | City of Parksville                    |                  |                  |                  |                  |                  |
|---------------------------|----------------------------|---------------------------------------|------------------|------------------|------------------|------------------|------------------|
|                           |                            | Forecast Fire Department Expenditures |                  |                  |                  |                  |                  |
|                           |                            | 2007                                  | 2008             | 2009             | 2010             | 2011             | Total            |
| Operating Expenditures    | Administration             | 390,873                               | 432,950          | 444,300          | 456,058          | 468,240          | 2,192,421        |
|                           | Training                   | 59,192                                | 61,649           | 64,218           | 66,910           | 69,731           | 321,700          |
|                           | Small Equipment & Clothing | 41,220                                | 42,931           | 44,720           | 46,594           | 48,559           | 224,024          |
|                           | Fire Hall #1               | 37,249                                | 38,795           | 40,412           | 42,106           | 43,881           | 202,443          |
|                           | Equipment                  | 55,055                                | 57,340           | 59,730           | 62,233           | 64,858           | 299,216          |
|                           | <b>Total Operating</b>     | <b>583,589</b>                        | <b>633,665</b>   | <b>653,380</b>   | <b>673,901</b>   | <b>695,269</b>   | <b>3,239,804</b> |
| Capital                   | Minor Capital Equipment    | 68,600                                | 137,547          | 10,404           | 71,313           | 0                | 287,864          |
|                           | Major Capital Equipment    | 346,512                               | 346,512          | 346,512          | 346,512          | 346,512          | 1,732,560        |
|                           | <b>Total Capital</b>       | <b>415,112</b>                        | <b>484,059</b>   | <b>356,916</b>   | <b>417,825</b>   | <b>346,512</b>   | <b>2,020,424</b> |
| <b>Total Annual Costs</b> | <b>998,701</b>             | <b>1,117,724</b>                      | <b>1,010,296</b> | <b>1,091,726</b> | <b>1,041,781</b> | <b>5,260,228</b> |                  |

|                              | 2007 Assessments | Percentage | Allocated annual costs |           |           |           |           |           |
|------------------------------|------------------|------------|------------------------|-----------|-----------|-----------|-----------|-----------|
| City of Parksville           | 1,747,105,471    | 70.77%     | 602,764                | 632,902   | 697,774   | 807,743   | 981,812   | 3,722,995 |
| French Creek Area            | 514,903,117      | 20.86%     | 177,645                | 186,527   | 205,646   | 238,056   | 289,358   | 1,097,233 |
| Parksville Local Area        | 206,781,942      | 8.38%      | 71,341                 | 74,908    | 82,586    | 95,602    | 116,204   | 440,642   |
|                              | 2,468,790,530    | 100.00%    | 851,750                | 894,338   | 986,007   | 1,141,402 | 1,387,374 | 5,260,870 |
| Regional District of Nanaimo |                  |            | \$248,986              | \$261,435 | \$288,232 | \$333,658 | \$405,562 |           |

**SCHEDULE D-1**  
**TO FIRE SERVICES AGREEMENT BETWEEN THE**  
**CITY OF PARKSVILLE AND THE REGIONAL DISTRICT OF NANAIMO**


City of Parksville – Fire Department Capital Expenditures


|   | 2007                         | 2008       | 2009       | 2010       | 2011       |            |
|---|------------------------------|------------|------------|------------|------------|------------|
| <u>Budgeted Major Equipment (over \$100,000)</u>      |                              |            |            |            |            |            |
| Major   | Fire Hall #1 Addition        | 0          |            | 259,100    | 259,100    | 259,100    |
| Major   | Fire Rescue Truck R-41       | 0          | 0          | 0          | 0          | 0          |
| Major   | Tanker (Replace Chassis)     | 0          | 0          | 0          | 0          | 0          |
| Major   | Rplace Ladder 41             | 0          | 0          | 0          | 0          | 0          |
| Major   | Replace E-42                 | 0          | 0          | 468,180    | 0          | 0          |
| Major   | New Fire Truck E-43          | 0          | 0          | 0          | 0          | 0          |
| Major   | Replace E-41                 | 0          | 0          | 0          |            | 487,080    |
| Major   | Fire Hall #2                 | 0          | 0          | 0          | 0          | 0          |
|   | Total                        | \$ -       | \$ -       | \$ 727,280 | \$ 259,100 | \$ 746,180 |
|   | Average Annual Costs         | \$ 346,512 | \$ 346,512 | \$ 346,512 | \$ 346,512 | \$ 346,512 |
| <u>Budgeted Minor Equipment (less than \$100,000)</u> |                              |            |            |            |            |            |
|   | Replace C-42 (Dodge P/U)     | 28,600     | 0          | 0          | 0          | 0          |
|   | Fire Inspector Truck         | 30,000     |            |            |            |            |
|   | Emergency Generator          | 0          | 29,750     | 0          | 0          | 0          |
|   | Replace Air Compressor       | 0          | 34,100     | 0          | 0          | 0          |
|   | Replace Photocopier          | 0          | 11,000     | 0          | 0          | 0          |
|   | Replace C 41                 | 0          | 0          | 0          | 28,600     | 0          |
|   | SCBA Upgrade                 | 0          | 50,000     | 0          | 0          | 0          |
|   | Foam System                  | 0          | 0          | 0          | 28,600     | 0          |
|   | Training Ground Improvements | 10,000     | 10,000     | 10,000     | 10,000     | 0          |
|   | Total                        | 68,600     | 134,850    | 10,000     | 67,200     | 0          |
|   | Inflated Minor Equipment     | \$ 68,600  | \$ 137,547 | \$ 10,404  | \$ 71,313  | \$ -       |
|   | Total Annual Capital Costs   | \$ 415,112 | \$ 484,059 | \$ 356,916 | \$ 417,825 | \$ 346,512 |


2008 Debt costs relate to repayment of \$3,250,000 debt to build new firehall. Interest assumed at 5%. Only 50% in 2008.

Major Equipment is averaged over a 10 year period to smooth the estimated costs.

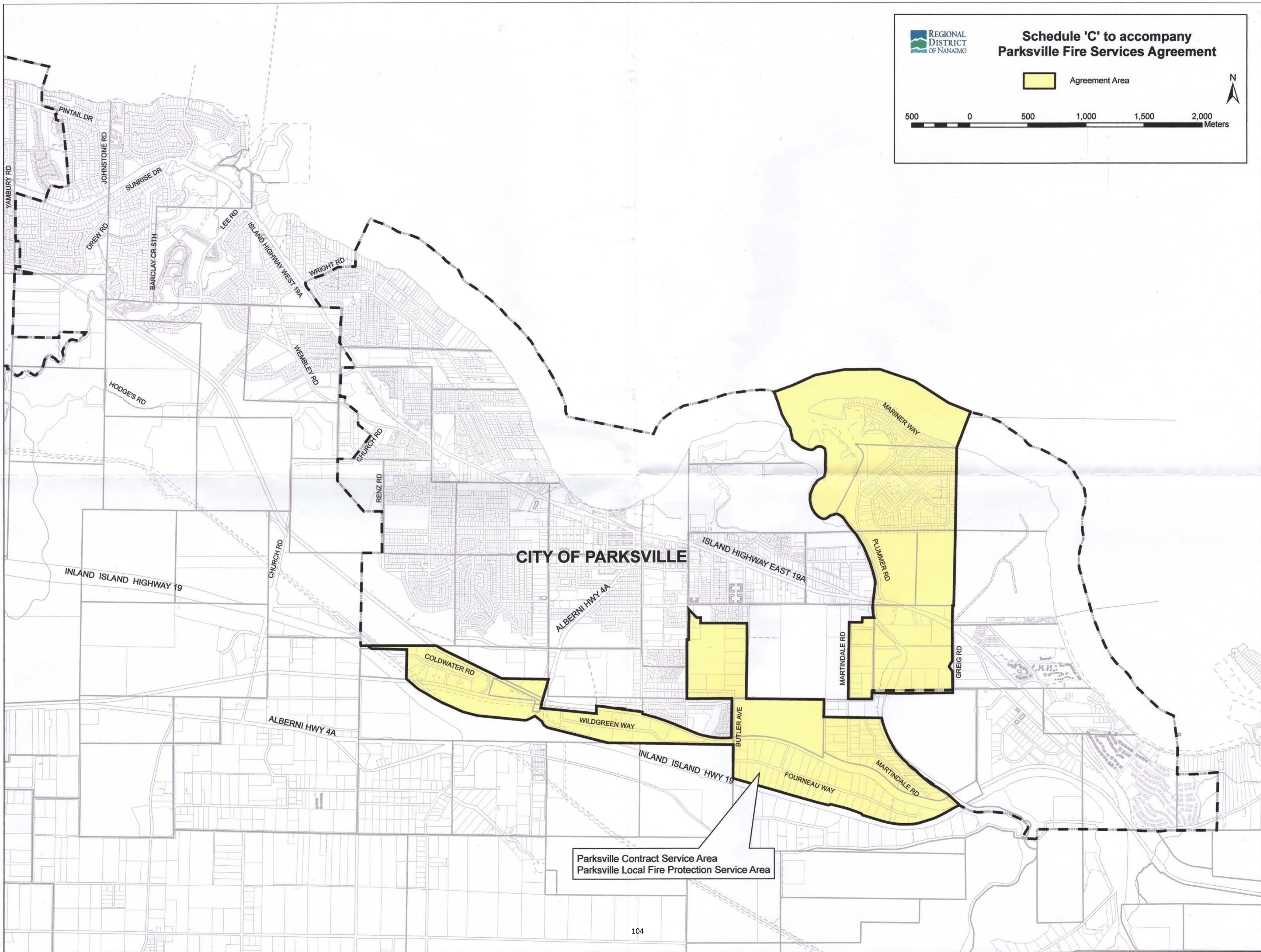
Minor Equipment under \$100,000 is not averaged.


**Schedule 'C' to accompany  
Parksville Fire Services Agreement**

 Agreement Area

 N

500 0 500 1,000 1,500 2,000 Meters



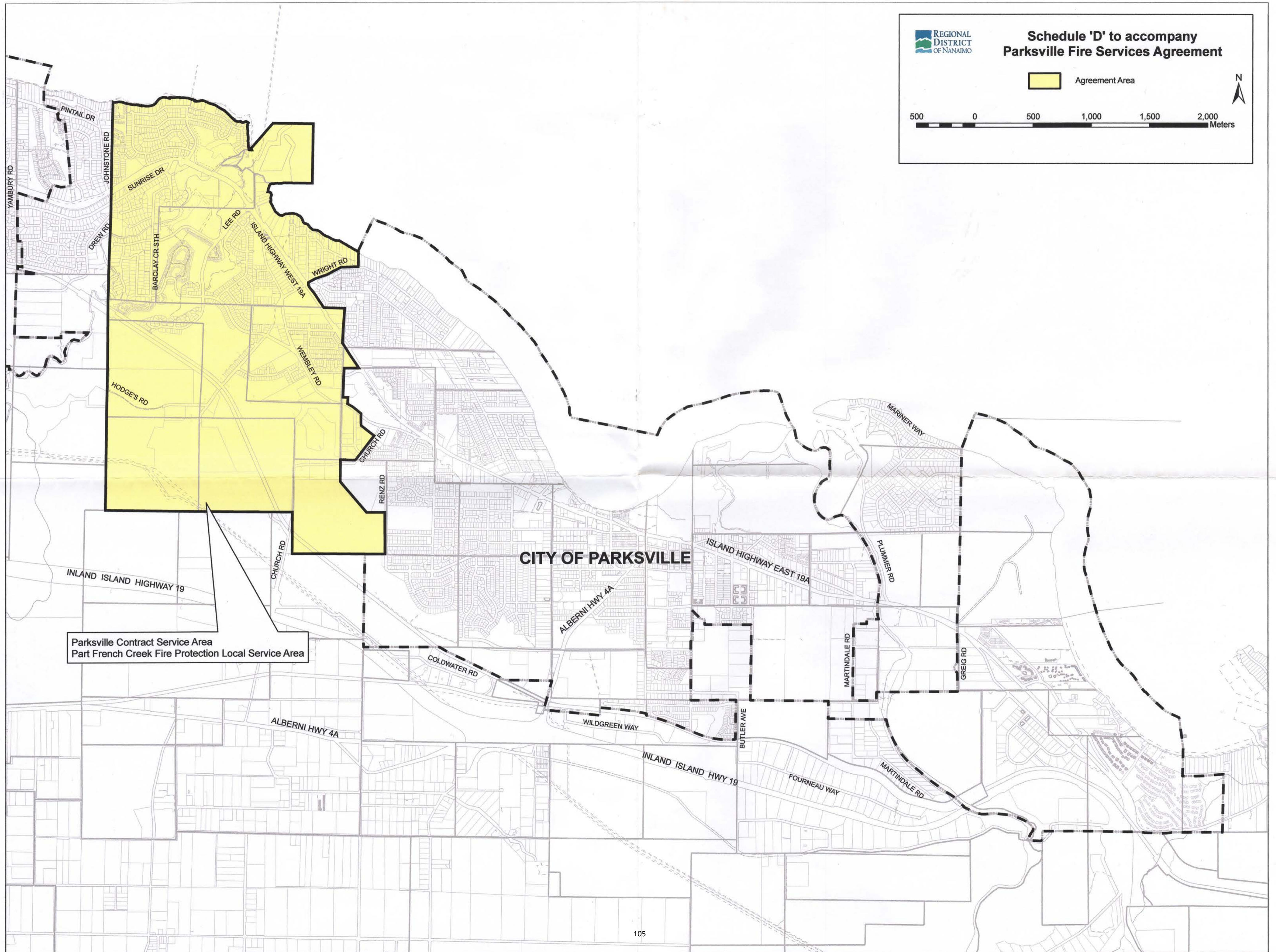
Parksville Contract Service Area  
 Parksville Local Fire Protection Service Area





### Schedule 'D' to accompany Parkville Fire Services Agreement

 Agreement Area



Parkville Contract Service Area  
Part French Creek Fire Protection Local Service Area

**CITY OF PARKVILLE**

**Attachment 2 - Addendum Fire Services Agreement**

**ADDENDUM TO FIRE SERVICES AGREEMENT**

**PURSUANT TO THE AGREEMENT** made the 11th day of November, 2007:

**BETWEEN**

**THE CITY OF PARKSVILLE  
P.O. BOX 1390  
PARKSVILLE, B.C.  
V9P 2H3**

(hereinafter called the "City")

**OF THE FIRST PART**

**AND**

**THE REGIONAL DISTRICT OF NANAIMO  
6300 HAMMOND BAY RD  
NANAIMO, BC  
V9T 6N2**

(hereinafter called the "District")

**OF THE SECOND PART**

**WHEREAS** the initial term of the Fire Services Agreement for the period January 1, 2007 to December 31, 2011 has concluded;

**AND WHEREAS** the Parties wish to set out the costs which will be shared for the renewal period January 1, 2012 to December 31, 2016;

**NOW THEREFORE THIS ADDENDUM WITNESSETH** that in consideration of the premises, mutual covenants and agreements hereinafter contained, it is agreed as follows;

Sections 7(1), (2) and (4) are deleted and the following is substituted therefore:

**7. APPORTIONMENT OF ANNUAL COSTS**

1. Fire fighting costs shall be apportioned between the City and the District on the basis of net taxable values for land and improvements.
2. The costs for fire protection for the Term and subsequent Terms of this Agreement shall be derived as follows:

Referring to the City's financial plan at the beginning of the Term or any renewal Term annual budgets will be comprised of:

**Operating costs** as estimated in the financial plan for the following categories:

Administration (includes wages)  
Training  
Small Equipment & Clothing  
Fire Hall Operations  
Other Equipment Costs plus;

**Minor Capital Equipment** - capital items less than \$100,000 plus;

**Major Capital Equipment** - capital items greater than \$100,000.

Operating Costs and Minor Capital Equipment shall be recorded in the years that they occur.

Major Capital items shall be averaged over a twenty year period.

Schedules B and B-1 represent the estimates and calculations for the period January 1, 2012 to December 31, 2016.

- On or about January 31 in the final year of each term the parties shall reconcile actual amounts incurred by the City for Operating and Minor Capital Costs compared to the amounts remitted by the District in the prior five years. Where there is a difference of more than \$10,000 the amounts payable by the Regional District in each year of the subsequent five year term shall be adjusted by one fifth of the difference from the prior five year term.

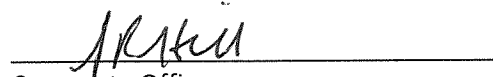
Section 7(5) is renumbered 7(4).

Hydrant Service Program as shown in Schedule A is replaced with the attached revised documents.

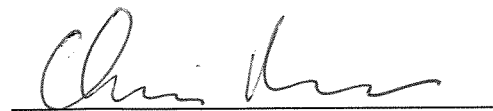
**IN WITNESS WHEREOF** the parties have hereunto caused their presents to be executed under the hands of their proper officers duly authorized in that behalf on the day and year first above written.


**FOR THE REGIONAL DISTRICT OF NANAIMO**

  
 \_\_\_\_\_  
 Chairperson

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

**FOR THE CITY OF PARKSVILLE**

  
 \_\_\_\_\_  
**CHRIS BURGER**  
 Mayor

  
 \_\_\_\_\_  
**DEBBIE COMIS**  
 Corporate Officer

**SCHEDULE B**

**TO FIRE SERVICES AGREEMENT BETWEEN THE  
CITY OF PARKSVILLE AND THE REGIONAL DISTRICT OF NANAIMO**

|                        |                                |                                | Budget           | Budget           | Budget           | Budget           | Budget           | Total            |
|------------------------|--------------------------------|--------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                        |                                |                                | 2012             | 2013             | 2014             | 2015             | 2016             |                  |
| <b>OPERATING</b>       | Administration                 |                                | 470,210          | 485,111          | 496,449          | 508,063          | 519,957          | 2,479,790        |
|                        | Training                       |                                | 125,940          | 134,347          | 135,148          | 139,063          | 143,096          | 677,594          |
|                        | Small Equipment & Clothing     |                                | 61,500           | 64,140           | 65,996           | 67,908           | 69,876           | 329,420          |
|                        | Fire Hall #1                   |                                | 36,050           | 37,598           | 38,686           | 39,806           | 40,960           | 193,100          |
|                        | Equipment                      |                                | 82,400           | 85,937           | 88,425           | 90,986           | 93,623           | 441,371          |
|                        | Minor Capital – Operating      |                                | 14,700           | 0                | 0                | 0                | 0                |                  |
|                        |                                |                                | <b>790,800</b>   | <b>807,133</b>   | <b>824,704</b>   | <b>845,826</b>   | <b>867,512</b>   | <b>4,135,975</b> |
| <b>CAPITAL</b>         | Minor Capital                  |                                | 123,600          | 61,000           | 0                | 0                | 28,600           | 213,200          |
|                        | Major Capital                  |                                | 404,287          | 404,287          | 404,287          | 404,287          | 404,287          | 2,021,434        |
|                        | Total Annual Cost              |                                | <b>1,318,687</b> | <b>1,272,420</b> | <b>1,228,991</b> | <b>1,250,113</b> | <b>1,300,399</b> | <b>6,370,609</b> |
|                        | AVERAGE ANNUAL COST            |                                | 1,274,122        |                  |                  |                  |                  |                  |
|                        | Less: RDN adjustment 2007-2011 |                                | (30,445)         | (30,445)         | (30,445)         | (30,445)         | (30,445)         | (152,224)        |
|                        |                                |                                | <b>1,243,677</b> | <b>1,243,677</b> | <b>1,243,677</b> | <b>1,243,677</b> | <b>1,243,677</b> | <b>6,218,386</b> |
| Assessments            | 2012                           | Percentage allocation          |                  |                  |                  |                  |                  |                  |
| City of Parksville     | 2,220,863,819                  | 72.00%                         | <b>917,425</b>   | <b>917,425</b>   | <b>917,425</b>   | <b>917,425</b>   | <b>917,425</b>   | <b>4,587,125</b> |
| RDN French Creek       | 627,307,898                    | 20.34%                         | 259,137          | 259,137          | 259,137          | 259,137          | 259,137          | 1,295,685        |
|                        |                                | Less: RDN adjustment 2007-2011 | (22,118)         | (22,118)         | (22,118)         | (22,118)         | (22,118)         | (110,590)        |
|                        |                                |                                | <b>237,019</b>   | <b>237,019</b>   | <b>237,019</b>   | <b>237,019</b>   | <b>237,019</b>   | <b>1,185,095</b> |
| RDN Parksville( Local) | 236,169,074                    | 7.66%                          | 97,560           | 97,560           | 97,560           | 97,560           | 97,560           | 487,800          |
|                        |                                | Less: RDN adjustment 2007-2011 | (8,327)          | (8,327)          | (8,327)          | (8,327)          | (8,327)          | (41,635)         |
| Total assessments      | 3,084,340,791                  |                                | <b>89,233</b>    | <b>89,233</b>    | <b>89,233</b>    | <b>89,233</b>    | <b>89,233</b>    | <b>446,165</b>   |
|                        |                                |                                | <b>1,243,677</b> | <b>1,243,677</b> | <b>1,243,677</b> | <b>1,243,677</b> | <b>1,243,677</b> | <b>6,218,386</b> |

**SCHEDULE B-1**

**TO FIRE SERVICES AGREEMENT BETWEEN THE  
CITY OF PARKSVILLE AND THE REGIONAL DISTRICT OF NANAIMO**

|   | 2012           | 2013           | 2014           | 2015           | 2016           | 2017           | 2018           | 2019           | 2020           | 2021           |                     |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------------|
| <b>Budgeted Major Capital (more than \$100,000)</b> |                |                |                |                |                |                |                |                |                |                |                     |
| Fire Hall #1 Addition                               | 152,313        | 152,313        | 152,313        | 152,313        | 152,313        | 152,313        | 152,313        | 152,313        | 152,313        | 152,313        |                     |
| Fire Rescue/Pumper Truck R-41                       | 0              | 0              | 0              | 0              | 0              | 735,400        | 0              | 0              | 0              | 0              |                     |
| Dedicated Rescue Truck                              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |                     |
| Tanker (Chassis and Tank)                           | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |                     |
| Replace Ladder 41                                   | 0              | 0              | 0              | 1,165,500      | 0              | 0              | 0              | 0              | 0              | 0              |                     |
| Replace E-42  | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 624,500        |                     |
| New Fire Truck E-43                                 | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |                     |
| Replace E-41  | 0              | 512,500        | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |                     |
| Fire Hall #2  | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 822,400        | 0              |                     |
| Training Ground Improvements                        | 250,000        | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |                     |
|   | <b>2022</b>    | <b>2023</b>    | <b>2024</b>    | <b>2025</b>    | <b>2026</b>    | <b>2027</b>    | <b>2028</b>    | <b>2029</b>    | <b>2030</b>    | <b>2031</b>    | <b>Total</b>        |
| Fire Hall #1 Addition                               | 152,313        | 152,313        | 152,313        | 152,313        | 152,313        | 152,313        | 152,313        | 152,313        | 0              | 0              | 2,741,634           |
| Fire Rescue/Pumper Truck R-41                       | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 735,400             |
| Dedicated Rescue Truck                              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0                   |
| Tanker (Chassis and Tank)                           | 0              | 0              | 0              | 0              | 0              | 434,500        | 0              | 0              | 0              | 0              | 434,500             |
| Replace Ladder 41                                   | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 1,165,500           |
| Replace E-42  | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 624,500             |
| New Fire Truck E-43                                 | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 799,300        | 799,300             |
| Replace E-41  | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 512,500             |
| Fire Hall #2  | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 822,400             |
| Training Ground Improvements                        | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 250,000             |
| <b>Total Plan 20 yrs</b>                            |                |                |                |                |                |                |                |                |                |                | <b>\$ 8,085,734</b> |
| <b>Average Annual Cost (20 yrs)</b>                 | <b>404,287</b> | <b>404,287</b> | <b>404,287</b> | <b>404,287</b> | <b>404,287</b> | <b>404,287</b> | <b>404,287</b> | <b>404,287</b> | <b>404,287</b> | <b>404,287</b> | <b>\$ 8,085,734</b> |

**SCHEDULE B-1 (cont'd)**

**TO FIRE SERVICES AGREEMENT BETWEEN THE  
CITY OF PARKSVILLE AND THE REGIONAL DISTRICT OF NANAIMO**

| <b>Budgeted Minor Equipment (less than \$100,000)</b> |                |               |             |             |               |
|---|----------------|---------------|-------------|-------------|---------------|
|   | <b>2012</b>    | <b>2013</b>   | <b>2014</b> | <b>2015</b> | <b>2016</b>   |
| Tanker Truck & Tank                                   | 50,000         | 0             | 0           | 0           | 0             |
| On Board computer Hardware                            | 0              | 0             | 0           | 0           | 0             |
| Emergency Generator                                   | 0              | 0             | 0           | 0           | 0             |
| Replace Air Compressor                                | 0              | 0             | 0           | 0           | 0             |
| Replace Photocopier                                   | 0              | 11,000        | 0           | 0           | 0             |
| Replace C-41  | 0              | 0             | 0           | 0           | 28,600        |
| Replace C-42 (Dodge P/U)                              | 28,600         | 0             | 0           | 0           | 0             |
| Replace C-43 (Fire Inspector Truck)                   | 25,000         | 0             | 0           | 0           | 0             |
| SCBA Upgrade  | 0              | 50,000        | 0           | 0           | 0             |
| Turnout Gear Cleaning apparatus                       | 0              | 0             | 0           | 0           | 0             |
| Thermal Imaging Cameras                               | 20,000         | 0             | 0           | 0           | 0             |
| Auto Extrication Tools                                | 0              | 0             | 0           | 0           | 0             |
| Foam System   | 0              | 0             | 0           | 0           | 0             |
| <b>Total</b>  | <b>123,600</b> | <b>61,000</b> | <b>0</b>    | <b>0</b>    | <b>28,600</b> |

**SCHEDULE 'A'**

**FIRE SERVICES AGREEMENT  
BETWEEN THE CITY OF PARKSVILLE  
AND REGIONAL DISTRICT OF NANAIMO**

**HYDRANT SERVICE PROGRAM**

**REGIONAL DISTRICT OF NANAIMO  
*Utilities Department***

**OPERATING PROCEDURES**

|   |                                   |
|---|-----------------------------------|
| SUBJECT: <i>Fire Hydrant Inspection and Maintenance</i> | PROCEDURE NO.: <i>Water-01</i>    |
|   | PAGE: <i>1 of 4</i>               |
| EFFECTIVE DATE: <i>April 20, 2006</i>                   | LAST REVISED: <i>July 5, 2012</i> |
| PREPARED BY: <i>D. Churko / M. LaForest</i>             | APPROVED BY: <i>M. Donnelly</i>   |

**1.0 PURPOSE**

1.1 To ensure staff follow proper procedures when servicing fire hydrants.

**2.0 RESPONSIBILITY**

2.1 It is the responsibility of the Chief Operator to inform staff of these procedures and to update these procedures as necessary.

2.2 It is the responsibility of staff to read and understand these procedures.

**3.0 PROCEDURES**

3.1 As per the Regional and Community Utilities Operational Policy dated February 1, 2004 (see attached), fire hydrants shall be inspected regularly and repaired as required to ensure their satisfactory operation.

3.2 Fire hydrants shall be inspected and flushed annually.

3.3 Fire hydrants shall be provided full maintenance every two years. Refer to Manufacturers recommended procedures- copies available in Utilities 3 Technician's desk, and in Chief Operator's office.

**REGIONAL DISTRICT OF NANAIMO**  
**REGIONAL AND COMMUNITY UTILITIES**  
**P O L I C Y**

|                 |  |              |        |
|-----------------|--|--------------|--------|
| SUBJECT:        | <i>Fire Hydrant Inspection and Maintenance</i> | POLICY NO:   |        |
| EFFECTIVE DATE: | <b>February 1, 2004</b>                        | APPROVED BY: | GM RCU |
| REVISION DATE:  |  | PAGE         | 1 OF 1 |

**PURPOSE**

Fire hydrants shall be inspected regularly and repaired as required to ensure their satisfactory operation. This policy outlines the frequency of fire hydrant inspections and maintenance.

**POLICY**

1. Annual Inspections – fire hydrants shall be inspected and flushed annually in accordance with the procedure outlined in Schedule “A”.
2. Fire hydrants shall be inspected after every use and hydrant maintenance shall be performed, if required, in accordance with the procedure outlined in Schedule “A-1”.
3. Fire Hydrant Maintenance – fire hydrants shall be provided full maintenance every two years in accordance with the procedure outlined in Schedule “A-1”.
4. Records shall be maintained of all inspections and maintenance activities.



Regional District of Nanaimo  
Fire Hydrant Maintenance

Schedule "A"

Annual Inspection Procedure for all Fire Hydrants within RDN Water Systems

1. Check for any obvious obstructions and brush out around hydrant within 1 metre radius if required. Report obstructions that cannot be removed to the Chief Operator.
2. Inspect condition of paint; power wash and re-paint as required.
3. Check, record and report any external structural damage to the hydrant to the Chief Operator.
4. Check and clear any obstruction or foreign material from hose ports.
5. Check for ease of operation; if difficult to operate record and report.
6. Check for leaks at ground level and at all gasket joints.
7. Listen for internal leakage
8. Flush hydrant and branch line with very low flow so as not to disturb the main.
9. Check for drainage by suction at hose port.
10. Check that all ports are accessible and that the steamer port is facing the principle access route.
11. Complete inspection report.
12. Report any deficiencies that require further repair immediately to the Chief Operator.

Regional District of Nanaimo  
Fire Hydrant Maintenance

Schedule "A-1"

Full Bi-annual Service Maintenance Procedure for all Fire Hydrants within RDN Water Systems

1. Close the hydrant isolation valve and check the operation of the valve.

Record and report any repairs required.

Disassemble the hydrant to remove serviceable parts, check for worn or broken parts and leaks in the assembly or their component parts:

- head or "O" ring assembly
- independent cut-off assembly
- drain valve assembly
- main gate or main valve assembly
- hose nozzle assembly

2. Lubricate all external and internal working parts while reassembling the hydrant.
3. Open the hydrant isolation valve
4. Operate the hydrant from fully open to fully closed with caps in place. Record pressure and number of turns required opening the hydrant.
5. Flush the hydrant with a low flow so as not to disturb the main.
6. Complete the maintenance report.

**\*\* END OF DOCUMENT \*\***

**Attachment 3 - Addendum to Fire Services Agreement**

**ADDENDUM TO FIRE SERVICES AGREEMENT**

**PURSUANT TO THE AGREEMENT** made the 11th day of November, 2007:

**BETWEEN**

**THE CITY OF PARKSVILLE  
P.O. BOX 1390  
PARKSVILLE, B.C.  
V9P 2H3**

(hereinafter called the "City")

**OF THE FIRST PART**

**AND**

**THE REGIONAL DISTRICT OF NANAIMO  
6300 HAMMOND BAY RD  
NANAIMO, BC  
V9T 6N2**

(hereinafter called the "District")

**OF THE SECOND PART**

**WHEREAS** the amended term of the original Fire Services Agreement for the period January 1, 2012 to December 31, 2016 has concluded;

**AND WHEREAS** the Parties wish to set out the costs which will be shared for the renewal period January 1, 2017 to December 31, 2021;

**NOW THEREFORE THIS ADDENDUM WITNESSETH** that in consideration of the premises, mutual covenants and agreements hereinafter contained, it is agreed as follows;

Sections 7(1), (2) and (4) are deleted and the following is substituted therefore:

**7. APPORTIONMENT OF ANNUAL COSTS**

1. Fire fighting costs shall be apportioned between the City and the District on the basis of net taxable values for land and improvements.
2. The costs for fire protection for the Term and subsequent Terms of this Agreement shall be derived as follows:

Referring to the City's financial plan at the beginning of the Term or any renewal Term annual budgets will be comprised of:

**Operating costs** as estimated in the financial plan for the following categories:

Administration (includes wages)  
Training  
Small Equipment & Clothing

Fire Hall Operations  
Other Equipment Costs plus;

**Minor Capital Equipment** - capital items less than \$100,000 plus;

**Major Capital Equipment** - capital items greater than \$100,000.

Operating Costs and Minor Capital Equipment shall be recorded in the years that they occur.

Major Capital items shall be averaged over a twenty year period.

Schedules B and B-1 represent the estimates and calculations for the period January 1, 2017 to December 31, 2021.

- 3. On or before January 31 of each year the parties will meet and review the 5 year capital plan in order that upcoming changes can be reflected in the RDN service area financial plans.
- 4. On or before June 30, 2020 of this term the parties shall reconcile actual amounts incurred by the City for Operating and Minor Capital Costs compared to the amounts remitted by the District in the prior five years. Where there is a difference of more than \$10,000 the amounts payable by the Regional District in each year of the subsequent five year term shall be adjusted by one fifth of the difference from the prior five year term.

Section 7(5) is renumbered 7(4).

**IN WITNESS WHEREOF** the parties have hereunto caused their presents to be executed under the hands of their proper officers duly authorized in that behalf on the day and year first above written.

**FOR THE REGIONAL DISTRICT OF NANAIMO** )  
 )  
 )  
 \_\_\_\_\_ )  
 Chairperson )  
 )  
 )  
 \_\_\_\_\_ )  
 Corporate Officer )

**FOR THE CITY OF PARKSVILLE** )  
 )  
 )  
 \_\_\_\_\_ )  
 )  
 )  
 \_\_\_\_\_ )

**SCHEDULE B**

**FIRE SERVICE AGREEMENT BETWEEN THE CITY OF PARKSVILLE  
AND THE REGIONAL DISTRICT OF NANAIMO**

|                              |                            | <b>Budget<br/>2017</b>       | <b>Budget<br/>2018</b> | <b>Budget<br/>2019</b> | <b>Budget<br/>2020</b> | <b>Budget<br/>2021</b> | <b>Total</b>     |
|------------------------------|----------------------------|------------------------------|------------------------|------------------------|------------------------|------------------------|------------------|
| <b>OPERATING</b>             | Administration             | 725,929                      | 859,761                | 879,315                | 965,928                | 1,009,194              | 4,440,127        |
|                              | Training                   | 128,900                      | 135,200                | 133,375                | 128,180                | 120,651                | 646,306          |
|                              | Small Equipment & Clothing | 68,100                       | 70,141                 | 72,603                 | 75,144                 | 77,751                 | 363,739          |
|                              | Fire Hall #1               | 48,460                       | 50,642                 | 52,412                 | 54,239                 | 56,113                 | 261,866          |
|                              | Equipment                  | 92,170                       | 96,319                 | 99,686                 | 103,161                | 106,726                | 498,062          |
|                              | Minor Capital - Operating  | 50,500                       | 265,000                | 0                      | 0                      | 35,000                 | 350,500          |
|                              | <b>Total Operating</b>     | <b>1,114,059</b>             | <b>1,477,063</b>       | <b>1,237,391</b>       | <b>1,326,652</b>       | <b>1,405,435</b>       | <b>6,560,600</b> |
| <b>CAPITAL</b>               | Minor Capital Equipment    | 22,000                       | 53,000                 | 20,000                 | 65,000                 | 30,000                 | 190,000          |
|                              | Major Capital Equipment    | 449,028                      | 449,028                | 449,028                | 449,028                | 449,028                | 2,245,140        |
|                              | <b>Total Capital</b>       | <b>471,028</b>               | <b>502,028</b>         | <b>469,028</b>         | <b>514,028</b>         | <b>479,028</b>         | <b>2,435,140</b> |
|                              | Total Annual Costs         | 1,585,087                    | 1,979,091              | 1,706,419              | 1,840,680              | 1,884,463              | 8,995,740        |
|                              | <b>AVERAGE ANNUAL COST</b> | <b>1,799,148</b>             |                        |                        |                        |                        |                  |
|                              |                            | <b>1,799,148</b>             | <b>1,799,148</b>       | <b>1,799,148</b>       | <b>1,799,148</b>       | <b>1,799,148</b>       | <b>8,995,740</b> |
| <b>Assessment</b>            | <b>2017</b>                | <b>Percentage allocation</b> |                        |                        |                        |                        |                  |
| <b>City of Parksville</b>    | 2,570,506,258              | 70.67%                       |                        | <b>1,271,427</b>       | <b>1,271,427</b>       | <b>1,271,427</b>       | <b>6,357,135</b> |
| <b>RDN French Creek</b>      | 793,460,889                | 21.81%                       |                        | <b>392,463</b>         | <b>392,463</b>         | <b>392,463</b>         | <b>1,962,315</b> |
| <b>Parksville Local Area</b> | 273,458,505                | 7.52%                        |                        | <b>135,258</b>         | <b>135,258</b>         | <b>135,258</b>         | <b>676,290</b>   |
| <b>Total assessments</b>     | <b>3,637,425,652</b>       | <b>100.00%</b>               |                        | <b>1,799,148</b>       | <b>1,799,148</b>       | <b>1,799,148</b>       | <b>8,995,740</b> |

**SCHEDULE B (Cont'd)**

**FIRE SERVICE AGREEMENT BETWEEN THE CITY OF PARKSVILLE  
AND THE REGIONAL DISTRICT OF NANAIMO**

|  | <b>Revised Agreement Transfer</b> |                |                |                |                | <b>2017 - 2021</b> |
|--|-----------------------------------|----------------|----------------|----------------|----------------|--------------------|
|  | <b>2017</b>                       | <b>2018</b>    | <b>2019</b>    | <b>2020</b>    | <b>2021</b>    | <b>Total</b>       |
| French Creek   | 293,930                           | 392,463        | 392,463        | 392,463        | 392,463        | 1,863,782          |
| French Creek 2017 shortfall repaid 2019 - 2021                 |                                   |                | 32,844         | 32,844         | 32,845         | 98,533             |
| <b>Total French Creek</b>                                      | <b>293,930</b>                    | <b>392,463</b> | <b>425,307</b> | <b>425,307</b> | <b>425,308</b> | <b>1,962,315</b>   |
| <br>   |                                   |                |                |                |                |                    |
| <b>Parksville Local (San Pareil)</b>                           | <b>135,258</b>                    | <b>135,258</b> | <b>135,258</b> | <b>135,258</b> | <b>135,258</b> | <b>676,290</b>     |
| <br>   |                                   |                |                |                |                |                    |
| <b>Total Transfer to Parksville for Fire Service Agreement</b> | <b>429,188</b>                    | <b>527,721</b> | <b>560,565</b> | <b>560,565</b> | <b>560,566</b> | <b>2,638,605</b>   |

**SCHEDULE B-1**

**FIRE SERVICE AGREEMENT BETWEEN THE CITY OF PARKSVILLE  
AND THE REGIONAL DISTRICT OF NANAIMO**

|   | 2017             | 2018           | 2019           | 2020           | 2021           | 2022           | 2023           | 2024           |
|---|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Budgeted Major Capital (more than \$100,000)</b> |                  |                |                |                |                |                |                |                |
| Fire Hall #1 Addition                               | 152,313          | 152,313        | 152,313        | 152,313        | 152,313        | 152,313        | 152,313        | 152,313        |
| Fire Rescue/Pumper Truck R-41                       | 0                | 765,000        | 0              | 0              | 0              | 0              | 0              | 0              |
| Dedicated Rescue Truck                              | 0                | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| Tanker (Chassis and Tank)                           | 0                | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| Replace Ladder 41                                   | 1,400,000        | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| Replace E-42  | 0                | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| New Fire Truck E-43                                 | 0                | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| Replace E-41  | 0                | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| Fire Hall #2  | 0                | 0              | 0              | 0              | 0              | 0              | 0              | 775,300        |
| Training Ground Improvements                        | 439,600          | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| <b>Annual Total</b>                                 | <b>1,991,913</b> | <b>917,313</b> | <b>152,313</b> | <b>152,313</b> | <b>152,313</b> | <b>152,313</b> | <b>152,313</b> | <b>927,613</b> |
| <b>Average Annual Cost (20 yrs)</b>                 | <b>449,028</b>   | <b>449,028</b> | <b>449,028</b> | <b>449,028</b> | <b>449,028</b> | <b>449,028</b> | <b>449,028</b> | <b>449,028</b> |

|  | 2025           | 2026           | 2027           | 2028           | 2029             | 2030           | 2031           | Total            |
|--|----------------|----------------|----------------|----------------|------------------|----------------|----------------|------------------|
| Fire Hall #1 Addition                  | 152,313        | 152,313        | 152,313        | 152,313        | 152,313          | 0              | 0              | 1,980,069        |
| Fire Rescue/Pumper Truck R-41          | 0              | 0              | 0              | 0              | 0                | 0              | 0              | 765,000          |
| Dedicated Rescue Truck                 | 0              | 0              | 0              | 0              | 0                | 0              | 0              | 0                |
| Tanker (Chassis and Tank)              | 0              | 0              | 426,600        | 0              | 0                | 0              | 0              | 426,600          |
| Replace Ladder 41                      | 0              | 0              | 0              | 0              | 0                | 0              | 0              | 1,400,000        |
| Replace E-42                           | 0              | 0              | 0              | 0              | 0                | 0              | 989,600        | 989,600          |
| New Fire Truck E-43                    | 0              | 0              | 0              | 0              | 951,200          | 0              | 0              | 951,200          |
| Replace E-41                           | 0              | 0              | 0              | 0              | 0                | 0              | 0              | 0                |
| Fire Hall #2                           | 0              | 0              | 0              | 0              | 0                | 0              | 0              | 775,300          |
| Training Ground Improvements           | 0              | 0              | 0              | 0              | 0                | 0              | 0              | 439,600          |
| <b>Annual Total</b>                    | <b>152,313</b> | <b>152,313</b> | <b>578,913</b> | <b>152,313</b> | <b>1,103,513</b> | <b>0</b>       | <b>989,600</b> | <b>7,727,369</b> |
| <b>Total Plan 20 yrs (2012 - 2031)</b> |                |                |                |                |                  |                |                | <b>8,980,560</b> |
| <b>Average Annual Cost (20 yrs)</b>    | <b>449,028</b> | <b>449,028</b> | <b>449,028</b> | <b>449,028</b> | <b>449,028</b>   | <b>449,028</b> | <b>449,028</b> |                  |

**SCHEDULE B-1 (cont'd)**

**FIRE SERVICES AGREEMENT BETWEEN THE CITY OF PARKSVILLE  
AND THE REGIONAL DISTRICT OF NANAIMO**

| <b>Budgeted Minor Equipment (less than \$100,000)</b> |               |               |               |               |               |
|---|---------------|---------------|---------------|---------------|---------------|
|   | <b>2017</b>   | <b>2018</b>   | <b>2019</b>   | <b>2020</b>   | <b>2021</b>   |
| Tanker Truck & Tank                                   | 0             | 0             | 0             | 0             | 0             |
| On Board computer Hardware                            | 0             | 0             | 0             | 0             | 0             |
| Emergency Generator                                   | 0             | 0             | 0             | 0             | 0             |
| Replace Air Compressor                                | 0             | 0             | 0             | 0             | 0             |
| Replace Photocopier                                   | 0             | 11,000        | 0             | 0             | 0             |
| Replace C-41  | 0             | 0             | 0             | 0             | 30,000        |
| Replace C-42 (Dodge P/U)                              | 0             | 22000         | 0             | 0             | 0             |
| Replace C-43 (Fire Inspector Truck)                   | 22,000        | 0             | 0             | 0             | 0             |
| SCBA Upgrade  | 0             |               | 0             | 0             | 0             |
| Turnout Gear Cleaning apparatus                       | 0             | 0             | 0             | 15,000        | 0             |
| Thermal Imaging Cameras                               |               | 0             | 0             | 0             | 0             |
| Auto Extrication Tools                                | 0             | 0             | 0             | 50,000        | 0             |
| Foam System   | 0             | 0             | 0             | 0             | 0             |
| Training Ground Improvements                          |               | 20,000        | 20,000        |               |               |
| <b>Total</b>  | <b>22,000</b> | <b>53,000</b> | <b>20,000</b> | <b>65,000</b> | <b>30,000</b> |



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**TO:** Electoral Area Services Committee      **MEETING:** September 12, 2017

**FROM:** Tom Armet      **FILE:**  
Manager, Building & Bylaw Services

**SUBJECT:** **Building Permit Activity – Second Quarter 2017**

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### RECOMMENDATION

That the report on building permit activity for the second quarter of 2017 be received for information.

### SUMMARY

This report contains second quarter summary information on building permit activity for the Regional District of Nanaimo's (RDN's) seven Electoral Areas as well as the District of Lantzville, where the RDN provides building permit and inspection services under contract. Overall, the RDN has experienced continued growth during the past three years at a level higher than the provincial average in the residential sector permit activity both in terms of permit volumes and construction values. This trend has continued into the second quarter with 25% more permit applications received than in the same period in 2016. An update on innovations that the Department is continuing to implement to improve the efficiency of building permit processing is also provided in this report.

### BACKGROUND

Building activity is an indicator of the strength and diversity of the economy within the region. Building permit data is collected and disseminated monthly to various federal and provincial agencies such as Statistics Canada and BC Assessment where the data is used for tracking, property valuation and forecasting of development trends. RDN staff also post monthly permitting activity reports on the RDN website and provide copies to the Area Directors by email.

Construction activity in the RDN Electoral Areas tends to be predominately residential, with a relatively small number of non-residential (commercial/industrial) building permits issued. This report provides a brief summary of both residential and non-residential building permit activity in the Electoral Areas and the District of Lantzville for the second quarter (April to June) of 2017. Data for the same periods in 2016 and 2015 is shown for comparison.

#### ***Building Permit Applications and Approvals***

In the first six months of 2017, the RDN received 447 building permit applications, representing a 25% increase over the same period in 2016, and a 44% increase from the same period in 2015.

A total of 230 building permits were issued in the second quarter, compared with 179 permits in 2016 and 165 permits in the second quarter of 2015. The overall construction value of the permits issued is \$46.1 million, representing a 54% increase over the same period in 2016 and a 102% increase in construction values in the second quarter of 2015.

***Non-Residential Building Permits***

Non-residential (commercial/industrial) building permits represent a small number of the overall permits issued. However, the value of these permits can be high, depending on the scope of the commercial or industrial projects. In the second quarter of 2017, the RDN issued 25 non-residential permits valued at \$5.7 million, 10 permits valued at \$3.4 million for the same period in 2016, and 21 non-residential permits valued at \$2.3 million in the second quarter of 2015.

***Building Permits by Electoral Area***

As noted above, the RDN continues to experience increased building activity levels in the electoral areas, particularly Areas A, E and F in the second quarter. The following table provides a breakdown of building permits issued by electoral area and Lantzville in the second quarters of 2015 to 2017:

| Electoral Area    | Building Permits Issued (2 <sup>nd</sup> Quarter) |      |      | Construction Value (millions) |        |        |
|-------------------|---|------|------|-------------------------------|--------|--------|
|                   | 2015  | 2016 | 2017 | 2015                          | 2016   | 2017   |
| <b>A</b>          | 23  | 26   | 39   | \$3.4                         | \$3.3  | \$5.2  |
| <b>B</b>          | 27  | 22   | 32   | \$1.5                         | \$1.3  | \$3.9  |
| <b>C</b>          | 5   | 14   | 18   | \$0.9                         | \$3.8  | \$5.3  |
| <b>E</b>          | 38  | 30   | 45   | \$6.0                         | \$6.8  | \$12.2 |
| <b>F</b>          | 20  | 19   | 41   | \$2.8                         | \$3.8  | \$8.4  |
| <b>G</b>          | 27  | 31   | 33   | \$4.8                         | \$6.0  | \$7.8  |
| <b>H</b>          | 14  | 22   | 13   | \$2.1                         | \$3.2  | \$2.1  |
| <b>Lantzville</b> | 11  | 15   | 9    | \$1.1                         | \$1.7  | \$1.2  |
| <b>Totals</b>     | 165   | 179  | 230  | \$22.6                        | \$29.9 | \$46.1 |

***Building Permit Processing Times***

During the first quarter of 2017, the turn-around time for permit approvals was 2 to 3 weeks. However, as anticipated, this increased to 3 to 4 weeks on average, due to the increased volume of permit applications in the second quarter, typically the busiest period for construction activity. Inspection scheduling remained at the 24-hour benchmark in this quarter. Permit approvals and inspection scheduling times in the RDN remain consistent with or lower than other regional districts and municipalities on Vancouver Island.

### **Service Enhancements**

Permit processing times and the delivery of inspection services impacts our customers' ability to deliver product to their clients. In response to this, we have incorporated a continuous improvement model to review our processes, incorporate technology and adjust service levels accordingly. As previously reported, the department is fully staffed and work is underway on the public portal scheduled for introduction this fall that will give residents and builders the ability to:

- Apply for building permits and submit supporting documents on-line through the RDN website;
- Pay permit fees on-line;
- Schedule inspections through the portal;
- View the progress of their permit application;
- Initiate bylaw complaints;
- View public information on specific properties.

The public portal will be fully integrated with the RDN's internal processes and is designed to give the public the option to "self-serve" their building permit application and inspection requests from their home, office or mobile device. Use of the portal will eliminate the need for clients to travel to the RDN office or schedule their inspections by telephone, which in turn will enhance the overall efficiency of the permit/inspection process for the public and staff alike.

### **ALTERNATIVES**

1. Receive the report on second quarter building permit activity for information.
2. Provide alternate direction to staff.

### **FINANCIAL IMPLICATIONS**

There are no financial implications in receiving this report.

### **STRATEGIC PLAN IMPLICATIONS**

Quarterly reporting on building permit activity enhances regional governance by providing Area Directors with information on development activity and trends within each Electoral Area and the region overall.



Tom Armet  
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August 24, 2017

Reviewed by:

- G. Garbutt, General Manager, Strategic and Community Development
- P. Carlyle, Chief Administrative Officer