

**REGIONAL DISTRICT OF NANAIMO  
REGULAR BOARD MEETING  
AGENDA**

**Tuesday, October 24, 2017**

**7:00 P.M.**

**RDN Board Chambers**

*This meeting will be recorded*

**Pages**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ADOPTION OF MINUTES**  
(All Directors - One Vote)  
That the following minutes be adopted:
  - 3.1 Regular Board Meeting - October 3, 2017** 10
- 4. DELEGATIONS - AGENDA ITEMS**
- 5. CORRESPONDENCE**  
(All Directors - One Vote)  
That the following correspondence be received for information:
  - 5.1 Marijke Edmondson, re 2016 Census Impact on Regional District of Nanaimo Board Composition and Voting Strength.** 22
- 6. COMMITTEE MINUTES**  
(All Directors - One Vote)  
That the following minutes be received for information:
  - 6.1 Electoral Area Services Committee - October 10, 2017** 24
  - 6.2 Committee of the Whole - October 10, 2017** 30
  - 6.3 District 69 Community Justice Select Committee - October 16, 2017** 35
  - 6.4 Regional Parks and Trails Select Committee - October 17, 2017** 38

**7. COMMITTEE RECOMMENDATIONS**

**7.1 Electoral Area Services Committee**

**7.1.1 Cedar Skatepark**

*Please note: Committee recommendation has no accompanying staff report*

(All Directors - One Vote)

That staff investigate the potential options of creating an area for a viewing platform for the Cedar Skatepark.

**7.1.2 Natural Playgrounds - Summary Report**

41

(All Directors - One Vote)

That Stone Lake Community Park be pursued as a pilot project for a natural playground and moved forward in the work plan to begin community engagement.

**7.1.3 Development Variance Permit Application No. PL2017-099 - 1360 Valley Road, Electoral Area 'F'**

56

**Delegations Wishing to Speak to Development Variance Permit Application No. PL2017-099 - 1360 Valley Road, Electoral Area 'F'**

(Electoral Area Directors, except 'B' - One Vote)

That the Board approve Development Variance Permit No. PL2017-099 to increase the maximum permitted floor area of a building from 1,500 m<sup>2</sup> to 2,000 m<sup>2</sup> to permit the construction of a new commercial building and to reduce the number of parking spaces required for the existing building supply and lumber outlet from 53 to 20, subject to the terms and conditions outlined in Attachments 2 to 4.

**7.1.4 Development Variance Permit Application No. PL2017-126 - 2471 Nanoose Road, Electoral Area 'E'**

67

**Delegations Wishing to Speak to Development Variance Permit Application No. PL2017-126 - 2471 Nanoose Road, Electoral Area 'E'**

(Electoral Area Directors, except EA 'B' - One Vote)

1. That the Board approve Development Variance Permit No. PL2017-126 to permit a parking area within the Front Lot Line and Other Lot Line setbacks subject to the terms and conditions outlined in Attachments 2 to 4.

2. That, as the 2017 Budget includes \$7,500 for the project and as an additional \$20,000 is required for a total of \$27,500, the additional funds requested be considered by the Board during the 2018 Budget deliberations.

- 7.1.5 Subdivision Application No. PL2017-034 - Stewart Road, Electoral Area 'E'** 76  
 (Electoral Area Directors, except for EA 'B' - One Vote)  
 That five percent (5%) cash-in-lieu of parkland dedication be accepted in conjunction with Subdivision Application No. PL2017-034.
- 7.1.6 Rural Area Signage Project Results and Recommendations** 84  
 (Electoral Area Directors, except EA 'B' - One Vote)
1. That the Board receive the results of the open houses included as Attachment 1 and questionnaire results included as Attachment 2.
  2. That the Board direct staff to prepare a report on potential amendments to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002", "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987", and, "Regional District of Nanaimo Sign Bylaw No. 993, 1995" to enhance the ability to construct community kiosks, and community identification and wayfinding signage.
  3. That the Ministry of Transportation and Infrastructure be requested to consider implementing the specific signage improvements identified through the rural area signage project community engagement process as presented in Attachment 3.
  4. That the Board direct staff to prepare an informational webpage advising members of the public and community groups how to request signage improvements and how to obtain approval to install signage.
  5. That the Board recognize the communities as listed in Attachment 4 for the purpose of making application to the Ministry of Transportation and Infrastructure to install signage in the road rights-of-way under the Ministry's Policy Manual for Supplemental Signs.
  6. That the Ministry of Transportation and Infrastructure be requested to include the communities identified in Attachment 4 in its Guide Sign and Service and Attraction signage programs.
- 7.1.7 Electoral Area 'H' Official Community Plan Review - Amendment Bylaw No. 1335.06 - First and Second Reading** 124  
*Please note: The original recommendation was varied by the Committee (Items 1 & 2 added).*

(Electoral Area Directors, except EA 'B' - One Vote)

1. That staff be directed to amend the Draft Electoral Area 'H' Official Community Plan Section 5, Deep Bay Policies and corresponding sections for the Deep Bay South West lands to indicate that a maximum of 300 residential units are permitted in Deep Bay South West.
2. That staff be directed to amend paragraph 25 b of the Draft Electoral Area 'H' Official Community Plan, adding at the end of the section, "this is to include..., to be determined at rezoning stage."
3. That the Board introduce and give first reading to "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.06, 2017".
4. That the Board give second reading to "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.06, 2017".
5. That the Board direct the Public Hearing on "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.06, 2017", be chaired by Director Veenhof or his alternate.
6. That the Board direct an additional public information meeting prior to the public hearing to provide information and answer questions related to the draft Official Community Plan.

**7.1.8 Government of British Columbia Cannabis Regulation Engagement 302**

(All Directors - One Vote)

1. That the Board receive the Government of British Columbia Cannabis Regulation Engagement report for information.
2. That the Board direct staff to prepare a report on the implications of cannabis legalization to the Regional District of Nanaimo and bring it forward to the Board when the opportunity for local government engagement is provided by the Province.

**7.1.9 1415 Spruston Road - Unsightly/Hazardous Property 326**

(All Directors - One Vote)

That the Board direct staff to proceed with the clean up and remediation of Lot 1, Section 3, Range 6, Plan VIP62055, Cranberry District (1415 Spruston Road) at the owner's expense, in accordance with the BC Supreme Court Order dated July 10, 2017.

**7.1.10 Ministry of Transportation and Infrastructure / Provincial Approving Officer - Cycling and Pedestrian Road Improvements**

*Please note: Committee recommendation has no accompanying staff report*

(All Directors - One Vote)

That the Ministry of Transportation and Infrastructure and the Provincial Approving Officer be requested to take every opportunity through development and road improvement projects to enhance pedestrian and cycling infrastructure within Ministry roadways within rural areas of the Regional District of Nanaimo.

**7.2 Committee of the Whole**

**7.2.1 Parksville Curling Club 338**

*Please note: Committee recommendation has no accompanying staff report*

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

That the results of the master plan regarding the District 69 Arena and the sport of curling in Oceanside be given priority.

**7.2.2 Oceanside Youth Soccer 339**

*Please note: Committee recommendation has no accompanying staff report*

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

1. That the need for an increase in sport fields, including all weather, for District 69 be considered high priority in the recreation services master plan.

2. That staff work with the City of Parksville, Town of Qualicum Beach, School District 69 and local sport field organizations to determine if there is a need for a sport field allocation policy.

3. That staff explore funding opportunities for the construction of additional fields and an all-weather turf field in District 69.

**7.2.3 State of Recreation Research Report for District 69 (Oceanside) 340**

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

That the State of Recreation in District 69 (Oceanside) research report be used as a reference document in the development of the Recreation Services Master Plan for District 69 (Oceanside).

**7.2.4 Communications Services Vendor Selection 465**

(All Directors - Weighted Vote)

That the Regional District of Nanaimo enter into a five-year Communications Services Agreement with TELUS Communications Company for a total cost of \$843,271 over five years commencing October 25, 2017.

- 7.2.5 Agricultural Area Plan Implementation – Composting Facility Project** 468
- (All Directors - One Vote)
1. That the Board receive the Agricultural Area Plan Implementation - Composting Facility Project report and the results of the composting needs questionnaire.
- (All Directors - Weighted Vote)
2. That the Board direct staff to update the “Growing Our Future” website with details of the existing commercial compost facilities in the region.
  3. That the Board deem the Composting Facility Project complete.
- 7.2.6 Funding for INfilm through a Regional Economic Development Service** 485
- (All Directors - One Vote)
1. That the Board direct staff to proceed with the process to establish a new regional economic development service which will provide the funding to INfilm.
- (All Directors - Weighted Vote)
2. That the Board enter into an agreement to provide funding to INfilm for a three year period at a maximum of \$50,000 per year and that the agreement include provisions for reporting and to make annual funding contingent on meeting performance objectives.
- (All Directors - One Vote)
3. That a service review for the new regional economic development service be conducted in 2018.
- 7.2.7 Biosolids Management Program** 499
- (All Directors - Weighted Vote)
1. That the Regional District of Nanaimo (RDN) enter into an agreement (Attachment 1) with SYLVIS Environmental Services (SYLVIS) to continue biosolids forest fertilization activities to May 31, 2021.
  2. That the Board direct staff to enter into negotiations with Nanaimo Forest Products, Harmac Division (Harmac) as a contingency option where Regional District of Nanaimo biosolids would be used to fabricate soil for cover at the Harmac landfill.
- 7.2.8 Wheel Loader Tender – July 2017** 548
- (All Directors - Weighted Vote)
- That the Board approve the purchase of a John Deere 544KII Wheel Loader from Brandt Tractor Ltd. for an amount of \$231,000.

- 7.2.9 Youth Involvement with the Regional District of Nanaimo** 550  
*Please note: Committee recommendation came from Business Arising from Delegations*
- (All Directors - One Vote)
- That Youth Involvement with the Regional District of Nanaimo be referred to staff to investigate and provide a report on forming a Youth Advisory Council.
- 7.2.10 Support for Tulnuxw Lelum Cultural Learning Space at Bowser Elementary School** 551  
*Please note: Committee recommendation has no accompanying staff report*
- (All Directors - Weighted Vote)
- That staff be directed to revise the Community Works Funding agreement with the Bowser Elementary School Parent Advisory Committee for the Tulnuxw Lelum - Bowser Cultural Learning Space project to increase the Electoral Area 'H' Community Works Funding allocation to an amount up to \$60,000 and to extend the agreement term to November 2018.
- 7.3 District 69 Community Justice Select Committee**
- 7.3.1 2017 District 69 Community Justice Funding and District 69 Community Justice Grants in Aid Applications** 563  
*Please note: Attachments 2-4 of the report are not included with the agenda.*

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

1. That \$5,000 of funding historically approved for Oceanside Community Safety Volunteers through District 69 Community Justice Grants in Aid for mileage and safety equipment for Citizens on Patrol and Speed Watch be incorporated into the core budget for D69 Community Justice funding bringing the Community Safety Volunteer funding to \$34,220 annually.
2. That the 2018 District 69 Community Justice requisition for funding to support Victim Services, Restorative Justice and safety programs run by the Oceanside Community Safety Volunteers be approved at \$102,796 and that \$26,425 of 2017 carry forward surplus be applied to 2018 funding.
3. That a grant in the amount of \$800 for the Corcan-Meadowood Residents Association be approved subject to the Meadowood Community Centre project moving forward.
4. That a grant in the amount of \$4,800 for the Shorewood San Pareil Owners and Residents Association be approved subject to completion of an agreement with the Regional District of Nanaimo's Emergency Planning Department for the evacuation plan and subject to Shorewood – San Pareil Owners & Residents Association (SSPORA) obtaining required government approvals related to signage.
5. That a grant in the amount of \$2,000 for the Men's Centre be approved.
6. That staff be directed to review the District 69 Community Justice Grants in Aid process in order to incorporate the District 69 Community Justice Grants in Aid process with the general Regional District of Nanaimo community grants process.

**7.3.2 Oceanside RCMP**

568

*Please note: Committee recommendation came from Business Arising from Delegations*

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

That staff be directed to prepare a report identifying current levels of service provided by the RCMP in District 69, including an analysis for one additional traffic officer and to examine whether the funding is proportionate from each of the service levels.

**7.4 Regional Parks and Trails Select Committee**



**7.4.1 Moorecroft Regional Park - Site Planning for New Amenities 591**

(All Directors - Weighted Vote)

1. That \$72,500 be considered for inclusion in the 2018 Regional Parks Operations Budget for the construction of a double vault toilet, removal of Ms. Moore's cabin and installation of seating on the site at Moorecroft Regional Park.

2. That funding of the remaining improvements identified at the planning workshop for Moorecroft Regional Park be considered for allocation in the five year Financial Plan.

**8. REPORTS****8.1 Transportation Services Building Roof Replacement – Construction Contract Award 606**

(All Directors - Weighted Vote)

That the Board award a contract for the Transportation Services Building Roof Replacement to G & G Roofing Ltd. in the amount of \$196,330.00 (excluding GST).

**8.2 Zoning Amendment Application No. PL2016-161 - Pratt Road, Electoral Area 'F' - Amendment Bylaw No. 1285.27, 2017 – Adoption 609**

(Electoral Area Directors, except EA 'B' - One Vote)

That the Board adopt "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017".

**8.3 UBCM Funding Application for Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning 615**

(All Directors - One Vote)

That the Board endorse the coastal flood plain mapping project for submission under the Union of British Columbia Municipalities Community Emergency Preparedness Fund.

**9. BUSINESS ARISING FROM DELEGATIONS****10. NEW BUSINESS****11. IN CAMERA**

(All Directors - One Vote)

That pursuant to Sections 90 (1) (e), (g) and (m) of the Community Charter the Committee proceed to an In Camera meeting for discussions related to land acquisition, litigation, and intergovernmental relations.

**12. ADJOURNMENT**

**REGIONAL DISTRICT OF NANAIMO  
MINUTES OF THE REGULAR BOARD MEETING**

**Tuesday, October 3, 2017, 7:00 P.M.  
RDN Board Chambers**

In Attendance:	Director W. Veenhof	Chair
	Director I. Thorpe	Vice Chair
	Alternate	
	Director K. Wilson	Electoral Area A
	Director H. Houle	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director J. Stanhope	Electoral Area G
	Director B. McKay	City of Nanaimo
	Director B. Bestwick	City of Nanaimo
	Director G. Fuller	City of Nanaimo
	Director J. Hong	City of Nanaimo
	Director J. Kipp	City of Nanaimo
	Director B. Yoachim	City of Nanaimo
	Director M. Lefebvre	City of Parksville
	Director B. Colclough	District of Lantzville
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director A. McPherson	Electoral Area A
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
	D. Pearce	Director of Transportation & Emergency Services
	J. Hill	Mgr. Administrative Services
	C. Golding	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.

The Chair welcomed Alternate Director Wilson to the meeting.

## **APPROVAL OF THE AGENDA**

17- 465

It was moved and seconded that the agenda be approved, as amended, to include correspondence, revised voting on committee recommendations, and new business on the addendum.

CARRIED UNANIMOUSLY

## **ADOPTION OF MINUTES**

17- 466

It was moved and seconded that the following minutes be adopted:

Regular Board Meeting - August 22, 2017

Special Board Meeting - September 12, 2017

CARRIED UNANIMOUSLY

## **INVITED PRESENTATIONS**

### **Steve Slawuta, RC Strategies and Brian Johnston, PERC, re Regional District of Nanaimo Draft District 69 (Oceanside) Recreation Services Master Plan**

Steve Slawuta provided a project process update and overview of the Draft Master Plan key recommendations and set out the next steps in finalizing the Master Plan.

## **DELEGATIONS - AGENDA ITEMS**

### **Tracy Samra, Charlotte Davis, and Wendy Fulla, City of Nanaimo, re Zero Waste Recycling Services**

Tracy Samra stated the importance of zero waste recycling and asked the Regional District of Nanaimo to collaborate with the City of Nanaimo to address the issue and the request made by the Nanaimo Recycling Exchange. Charlotte Davis and Wendy Fulla presented options for continued zero waste recycling services within the Region and stated that the preferred option would be for the Regional District of Nanaimo to fully partner with the Nanaimo Recycling Exchange.

### **Jan Hastings, Nanaimo Recycling Exchange, re Update on NRE**

Jan Hastings provided the Board with an update on the future of the Nanaimo Recycling Exchange and asked the Board to consider entering into discussions with Nanaimo Recycling Exchange to secure a location for their facility to enable them to continue advancing the Region's target of 90% waste diversion.

**CORRESPONDENCE**

17- 467

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

Lynette Jackson, Gabriola Senior Citizens Association, re Proposal to Regional District of Nanaimo for Financial Assistance in Upgrading Rollo Centre Interior in Compliance with VIHA Standards

Snuneymuxw First Nation re Mid-Island Regional Forestry Initiative, Letters of Support, and Key Components of the MOU

Nina Evans-Locke and Dean Gaudry, Nanaimo & Area Land Trust, re Mount Benson Regional Park Trails

Paul Hasselback, Island Health, re Air Quality Related Health Concerns due to Domestic Wood Burning

Ron Amos, School District No. 69 (Qualicum), re Appointment to the District 69 Recreation Commission

CARRIED UNANIMOUSLY

17- 468

It was moved and seconded that up to \$42,000 be allocated from the Electoral Area 'B' Community Works fund allocation for an agreement with the Gabriola Senior Citizens Association for upgrades to the Rollo Centre.

CARRIED UNANIMOUSLY

17- 469

It was moved and seconded that the Board supports the Snuneymuxw First Nation's proposed Mid-Island Regional Forestry Initiative, which will stimulate the regional forest economy, create jobs and build capacity within the Snuneymuxw First Nation, and provide certainty for the forest sector, and that a letter of support be sent to the Premier of BC.

CARRIED UNANIMOUSLY

17- 470

It was moved and seconded that Dr. Hasselback be invited to a Board meeting to speak to the Board regarding air quality related health concerns due to domestic wood burning.

CARRIED UNANIMOUSLY

**COMMITTEE MINUTES**

17- 471

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

Electoral Area Services Committee Meeting - September 12, 2017

Committee of the Whole Meeting - September 12, 2017

Transit Select Committee Meeting - September 14, 2017

Solid Waste Management Select Committee Meeting - September 14, 2017

CARRIED UNANIMOUSLY

**COMMITTEE RECOMMENDATIONS**

**Electoral Area Services Committee**

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

17- 472

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.

CARRIED UNANIMOUSLY

17- 473

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

17- 474

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 Space Advisory Committee work planning session for prioritization and \$186,000 be included in the long term Financial Plan.

CARRIED UNANIMOUSLY

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

17- 475

It was moved and seconded that the Board receive the Summary of the Public Information Meeting held on October 3, 2016.

CARRIED UNANIMOUSLY

17- 476

It was moved and seconded 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.

CARRIED UNANIMOUSLY

17- 477

It was moved and seconded that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.404, 2017", be introduced and read two times.

CARRIED UNANIMOUSLY

17- 478

It was moved and seconded 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.

CARRIED UNANIMOUSLY

**Gabriola Island Reception Centre – South Island**

17- 479

It was moved and seconded that staff be directed to provide alternative Emergency Reception Centre sites for Gabriola Island.

CARRIED UNANIMOUSLY

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

17- 480

It was moved and seconded that the Board approve the addendum to the Fire Protection Services Agreement with the City of Parksville covering portions of Electoral Area 'G'.

CARRIED UNANIMOUSLY

**Electoral Area 'B' Community Works Funds - Huxley Community Park Playground Project**

17- 481

It was moved and seconded that up to \$66,500 of Electoral Area 'B' Community Works Funds be allocated for Phase 2 Playground Equipment to be used if required to complete the Huxley Community Park Playground Project.

CARRIED UNANIMOUSLY

**Committee of the Whole**

**Bylaw No. 1764 Alberni-Clayoquot Regional District 2018 Permissive Tax Exemption**

17- 482

It was moved and seconded that “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1764, 2017” be introduced and read three times.

CARRIED UNANIMOUSLY

17- 483

It was moved and seconded that “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1764, 2017” be adopted.

CARRIED UNANIMOUSLY

**2018 to 2022 Financial Plan Schedule and Preliminary 2018 Budget Information**

17- 484

It was moved and seconded that the preliminary 2018 budget information provided be received and that the proposed schedule of meetings to review and approve the 2018 to 2022 Financial Plan be approved as presented.

CARRIED UNANIMOUSLY

**Board Procedure Amendment Bylaw No. 1754.01**

17- 485

It was moved and seconded that “Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1754.01, 2017” be introduced and read three times.

CARRIED UNANIMOUSLY

17- 486

It was moved and seconded that “Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1754.01, 2017” be adopted.

CARRIED UNANIMOUSLY

17- 487

It was moved and seconded that staff be directed to draft a resolution for consideration by the Board and submission to the Association of Vancouver Island and Coastal Communities, recommending legislative changes to notice requirements for Directors.

CARRIED UNANIMOUSLY

17- 488

It was moved and seconded that the Minister of Municipal Affairs & Housing be requested to review the legislation to modernize the notice requirements for Directors.

CARRIED UNANIMOUSLY

**Service Agreement with Gabriola Island Chamber of Commerce to provide Economic Development For Electoral Area 'B'**

17- 489

It was moved and seconded that the Gabriola Island Economic Development Plan be received.

CARRIED UNANIMOUSLY

17- 490

It was moved and seconded that the Regional District of Nanaimo enter into an agreement with the Gabriola Island Chamber of Commerce to provide economic development services for Electoral Area 'B' for 2017 to 2020 (three years).

CARRIED UNANIMOUSLY

17- 491

It was moved and seconded that the agreement include the following requirements:

- a. That the Gabriola Island Chamber of Commerce submit an annual work plan including expenses to the Regional District of Nanaimo in support of their funding request.
- b. That regular reporting on the Key Performance Indicators as outlined in the Gabriola Island Economic Development Plan be a requirement for continued funding.

CARRIED UNANIMOUSLY



17- 492

It was moved and seconded that the Regional District of Nanaimo provide funding to the Gabriola Island Chamber of Commerce in the amount of \$29,925 for economic development services for the period ending March 31, 2018 and then \$65,000 per year thereafter in accordance with the agreement.

CARRIED UNANIMOUSLY

**2017 Operational Plan Update and 2017 – 2021 Operational Report and Forecast**

17- 493

It was moved and seconded that the Board endorse the Regional District of Nanaimo 2017 Operational Plan Update.

CARRIED UNANIMOUSLY

17- 494

It was moved and seconded that the Board endorse the Regional District of Nanaimo 2017 – 2021 Operational Report and Forecast.

CARRIED UNANIMOUSLY

**September 2017 Drinking Water and Watershed Protection Program Update**

17- 495

It was moved and seconded that the Board endorse the September 2017 update on the Drinking Water and Watershed Protection program.

CARRIED UNANIMOUSLY

**Transit Select Committee**

**Financial Implications of Transit Service to Duke Point**

It was moved and seconded that the 5,000 hour conventional transit expansion for January 2018 be approved, and public transit service to the Duke Point ferry terminal area be implemented in January 2018.

17- 496

It was moved and seconded that transit service to Duke Point be referred back to staff.

Opposed (3): Director Thorpe, Director Wilson, and Director McKay

CARRIED

**CNG Bus Exterior Advertising**

17- 497

It was moved and seconded that BC Transit be advised that the RDN is not permitting exterior bus advertising on the RDN Conventional fleet until BC Transit advises the paint defects are resolved.

Opposed (3): Director Young, Director Bestwick, and Director Kipp

CARRIED

**Transit Expansion within Electoral Area 'A'**

17- 498

It was moved and seconded that staff be directed to provide a report incorporating the following elements with a view to extending and improving the current transit services within Electoral Area 'A':

The cost of extending bus service beyond Woobank Road along Holden Corso Road, Barnes Road, Fawcett Road, Murdoch Road, Barnes Road, Holden Corso to White and Woobank Roads;

The cost of extending bus service through IR #4 along MacMillan Road, Gordon Road to Cedar Road;

A potential bus service schedule for each of the above routing both separately and combined;

The cost to situate a bus shelter to accommodate the Snuneymuxw First Nation residents within IR #4 both under the current service and the extended service proposal; and

The feasibility of including the extended services within the next expansion of transit service hours within the Regional District of Nanaimo.

Opposed (1): Director Bestwick

CARRIED

**Low Income Family Bus Pass Program**

17- 499

It was moved and seconded that staff be directed to investigate the possibility of a free bus pass for families below the poverty line within the Regional District of Nanaimo.

CARRIED UNANIMOUSLY

**Solid Waste Management Select Committee**

**Waived Tipping Fees for Charitable Organizations – Follow up**

17- 500

It was moved and seconded that the Waived Tipping Fees for Charitable Organization – Follow up report be received for information.

CARRIED UNANIMOUSLY

17- 501

It was moved and seconded that there be no change to the current policy on tipping fees for Charitable Organizations.

CARRIED UNANIMOUSLY

## REPORTS

### **Draft Recreation Services Master Plan for Oceanside (District 69)**

17- 502

It was moved and seconded that the Draft Recreation Services Master Plan for Oceanside (District 69) be presented to the District 69 Recreation Commission and the Recreation Services Master Plan Advisory Committee for information and comment.

CARRIED UNANIMOUSLY

17- 503

It was moved and seconded that the Draft Recreation Services Master Plan for Oceanside (District 69) be presented to the communities of Oceanside for feedback and comment in the form of open houses and online community engagement.

CARRIED UNANIMOUSLY

### **Zoning Amendment Application No. PL2017-015 - 2720 Benson View Road - Electoral Area 'C' - Amendment Bylaw No. 500.409 - Adoption**

17- 504

It was moved and seconded that the Board adopt "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.409, 2017".

CARRIED UNANIMOUSLY

### **Zoning Amendment Application No. PL2016-060 - 4775 & 4785 Anderson Avenue - Electoral Area 'H' - Amendment Bylaw No. 500.407 - Adoption**

17- 505

It was moved and seconded that the Board adopt "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.407, 2017".

CARRIED UNANIMOUSLY

**NEW BUSINESS**

**Electoral Area 'A' Community Works Fund Allocation - Cedar Community Association**

17- 506

It was moved and seconded that up to \$3,000 be allocated from the Electoral Area 'A' Community Works Fund allocation for an agreement with the Cedar Community Association regarding the accessibility project at the Cedar Community Centre.

CARRIED UNANIMOUSLY

**432 Howard Street, Nanaimo; Contaminated Soil, Zero Waste, Regulation and the Function of Solid Waste**

Director Kipp introduced and shared his concerns regarding this matter.

**Electoral Area 'F' Official Community Plan**

17- 507

It was moved and seconded that an Official Community Plan review for Electoral Area 'F' be added to the works list, and to commence upon completion of the Electoral Area 'H' Official Community Plan review.

CARRIED UNANIMOUSLY

**IN CAMERA**

17- 508

It was moved and seconded that pursuant to Sections 90 (1) (e), (j), and (m) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to land acquisition, third party business interests, and intergovernmental relations.

CARRIED UNANIMOUSLY

TIME: 9:22 PM

**RISE AND REPORT**

**Nanaimo Recycling Exchange**

The Board is continuing consideration of the Nanaimo Recycling Exchange request and intends to have future meetings on the matter.

**Mount Benson Regional Park – Purchase of Land for Parking Lot and Trailhead Amenities**

17- 509

It was moved and seconded that the Offer to Purchase Agreement for 2761 Benson View Road (LOT A, SECTIONS 9 & 10, RANGE 4, MOUNTAIN DISTRICT, PLAN VIP87469) be approved.

CARRIED UNANIMOUSLY

17- 510

It was moved and seconded that up to \$1,100,000 be considered for inclusion in the 2018 Regional Parks Capital Budget for detailed design and construction of a paved (asphalt) parking lot, trail connection and trailhead amenities at 2761 Benson View Road and that the future Annual Operation Budget impacts of \$16,500 be considered in the 2018 Budget.

CARRIED UNANIMOUSLY

17- 511

It was moved and seconded that the residents of Benson View Road be consulted on the configuration and design of public parking to serve Mount Benson Regional Park and adjacent provincial lands.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 10:22 PM

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CHAIR

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CORPORATE OFFICER

**From:** Edmondson, Marijke MAH:EX [<mailto:Marijke.Edmondson@gov.bc.ca>]  
**Sent:** Monday, October 16, 2017 4:14 PM  
**To:** Bill Veenhof  
**Cc:** MAH LG Governance MAH:EX; Carlyle, Phyllis; Hill, Jacquie  
**Subject:** 2016 Census impact on Regional District of Nanaimo Board composition and voting strength

Chair William Veenhof and Board Directors  
Regional District of Nanaimo

Dear Chair Veenhof,

Attached please find the 2016 Census population figures that serve as the basis for voting strength and number of municipal directors.

These population figures reflect the number of people living within regional district boundaries, which may be different from the federal Census boundaries of the same name. In determining these total population figures, Ministry staff have made adjustments to ensure that Indian Reserve populations are included for the appropriate local government areas and to account for 2016 municipal boundary changes. Population is a defined term in the *Community Charter* and is the basis for voting rights and municipal representation on the Regional District Board and for allocation of certain local government grant amounts.

As a result of the 2016 Census and adjustments, the Regional District of Nanaimo Board composition will expand by two (2) directors to accommodate one (1) additional director for each of the City of Nanaimo and the City of Parksville as a result of increased population and voting strength.

The following areas see an increase in voting strength, and additional municipal votes will need to be allocated among municipal directors:

- The City of Nanaimo receives three (3) additional votes.
- The City of Parksville receives one (1) additional vote.
- Electoral Area F receives one (1) additional vote.

The Ministry is aware that the Regional District of Nanaimo is seeking a change to its voting unit. As the proposed voting unit has not yet been amended, the voting strength and number of directors described above will have effect for first meeting after November 1. Should the voting unit be amended in Letters Patent, we would follow-up with revised calculations.

Regional Districts are encouraged to inform their member municipalities of any changes as soon as possible. Municipal councils are required to appoint any new directors (who must take their municipal director oath of office) and adjust the number of votes assigned as necessary, before the Board's first meeting held after November 1st.

Should you have any questions regarding the census population certification process, please contact Elizabeth Lane, Program Analyst, Governance and Structure Branch. Elizabeth can be reached by phone at 778-698-3225 or by email at [lggovernance@gov.bc.ca](mailto:lggovernance@gov.bc.ca).

Sincerely,

**Marijke Edmondson** | Director, Governance Structures  
Governance and Structure Branch | Ministry of Municipal Affairs and Housing  
Direct: 778.698.3227 | Mobile: 250.889.8198 | Fax: 250.387.7972 | Email: [marijke.edmondson@gov.bc.ca](mailto:marijke.edmondson@gov.bc.ca)

**Regional District of Nanaimo**

(incorporated August 24, 1967)

Voting Unit: 2,500 population

	<b>2016 Census including subsequent population changes certified by the Minister <sup>1</sup></b>	<b>Number of Directors (voting strength/5)</b>	<b>Voting Strength (population/ voting unit)</b>
<b>Cities:</b>			
Nanaimo	90,504	8	37
Parksville	12,514	2	6
<b>District:</b>			
Lantzville	3,605	1	2
<b>Town:</b>			
Qualicum Beach	8,943	1	4
<b>Electoral Areas:</b>			
A	7,058	1	3
B	4,033	1	2
C	3,168	1	2
E	6,355	1	3
F	7,724	1	4
G	7,465	1	3
H	3,958	1	2
<b>Totals:</b>	<b>155,327</b>	<b>19</b>	<b>68</b>

Populations certified as necessary by the Minister of Municipal Affairs and Housing under sections 196 and 197 of the *Local Government Act* as per the definition in the Schedule to the Community Charter.

Effective November 1, 2017.

These population figures are to be used only in the determination of voting strength and Director representation.

1. Population includes people residing on Indian Reserves and boundary extensions to December 31, 2016.

**REGIONAL DISTRICT OF NANAIMO**

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

**Tuesday, October 10, 2017**

**1:30 P.M.**

**RDN Board Chambers**

In Attendance:	Director J. Stanhope Alternate	Chair
	Director K. Wilson	Electoral Area A
	Director H. Houle	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director W. Veenhof	Electoral Area H
Regrets:	Director A. McPherson	Electoral Area A
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
	D. Pearce	Director of Transportation & Emergency Services
	T. Armet	Mgr. Building & Bylaw Services
	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.

The Chair welcomed Alternate Director Wilson to the meeting.

**APPROVAL OF THE AGENDA**

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

**CARRIED UNANIMOUSLY**



**ADOPTION OF MINUTES**

**Electoral Area Services Committee Meeting - September 12, 2017**

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting held September 12, 2017, be adopted.

CARRIED UNANIMOUSLY

**COMMITTEE MINUTES**

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

Electoral Area 'A' Parks, Recreation and Culture Commission - September 20, 2017

Nanoose Bay Parks and Open Space Advisory Committee - September 13, 2017

CARRIED UNANIMOUSLY

**COMMITTEE RECOMMENDATIONS**

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

**Cedar Skatepark**

It was moved and seconded that staff investigate the potential options of creating an area for a viewing platform for the Cedar Skatepark.

CARRIED UNANIMOUSLY

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

**Natural Playgrounds - Summary Report**

It was moved and seconded that Stone Lake Community Park be pursued as a pilot project for a natural playground and moved forward in the work plan to begin community engagement.

CARRIED UNANIMOUSLY

**PLANNING**

**Development Variance Permit**

**Development Variance Permit Application No. PL2017-099 - 1360 Valley Road, Electoral Area 'F'**

It was moved and seconded that the Board approve Development Variance Permit No. PL2017-099 to increase the maximum permitted floor area of a building from 1,500 m<sup>2</sup> to 2,000 m<sup>2</sup> to permit the construction of a new commercial building and to reduce the number of parking spaces required for the existing building supply and lumber outlet from 53 to 20, 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. PL2017-099.

CARRIED UNANIMOUSLY

**Development Variance Permit Application No. PL2017-126 - 2471 Nanoose Road, Electoral Area 'E'**

It was moved and seconded that the Board approve Development Variance Permit No. PL2017-126 to permit a parking area within the Front Lot Line and Other Lot Line setbacks 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. PL2017-126.

CARRIED UNANIMOUSLY

It was moved and seconded that, as the 2017 Budget includes \$7,500 for the project and as an additional \$20,000 is required for a total of \$27,500, the additional funds requested be considered by the Board during the 2018 Budget deliberations.

CARRIED UNANIMOUSLY

**Subdivision Application**

**Subdivision Application No. PL2017-034 - Stewart Road, Electoral Area 'E'**

It was moved and seconded that five percent (5%) cash-in-lieu of parkland dedication be accepted in conjunction with Subdivision Application No. PL2017-034.

CARRIED UNANIMOUSLY

**Other**

**Rural Area Signage Project Results and Recommendations**

It was moved and seconded that the Board receive the results of the open houses included as Attachment 1 and questionnaire results included as Attachment 2.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to prepare a report on potential amendments to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002", "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987", and, "Regional District of Nanaimo Sign Bylaw No. 993, 1995" to enhance the ability to construct community kiosks, and community identification and wayfinding signage.

CARRIED UNANIMOUSLY

It was moved and seconded that the Ministry of Transportation and Infrastructure be requested to consider implementing the specific signage improvements identified through the rural area signage project community engagement process as presented in Attachment 3.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to prepare an informational webpage advising members of the public and community groups how to request signage improvements and how to obtain approval to install signage.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board recognize the communities as listed in Attachment 4 for the purpose of making application to the Ministry of Transportation and Infrastructure to install signage in the road rights-of-way under the Ministry's Policy Manual for Supplemental Signs.

CARRIED UNANIMOUSLY

It was moved and seconded that the Ministry of Transportation and Infrastructure be requested to include the communities identified in Attachment 4 in its Guide Sign and Service and Attraction signage programs.

CARRIED UNANIMOUSLY

**Electoral Area 'H' Official Community Plan Review - Amendment Bylaw No. 1335.06 - First and Second Reading**

Staff provided a presentation showing an overview of draft Amendment Bylaw No. 1335.06 as recommended for first and second reading and the changes proposed for the current Electoral Area 'H' Official Community Plan.

It was moved and seconded that staff be directed to amend the Draft Electoral Area 'H' Official Community Plan Section 5, Deep Bay Policies and corresponding sections for the Deep Bay South West lands to indicate that a maximum of 300 residential units are permitted in Deep Bay South West.

CARRIED UNANIMOUSLY

It was moved and seconded that staff be directed to amend paragraph 25 b of the Draft Electoral Area 'H' Official Community Plan, adding at the end of the section, "this is to include..., to be determined at rezoning stage."

CARRIED UNANIMOUSLY

It was moved and seconded that the Board introduce and give first reading to "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.06, 2017".

CARRIED UNANIMOUSLY

It was moved and seconded that the Board give second reading to “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 1335.06, 2017”.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct the Public Hearing on “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 1335.06, 2017”, be chaired by Director Veenhof or his alternate.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct an additional public information meeting prior to the public hearing to provide information and answer questions related to the draft Official Community Plan.

CARRIED UNANIMOUSLY

### **Government of British Columbia Cannabis Regulation Engagement**

It was moved and seconded that the Board receive the Government of British Columbia Cannabis Regulation Engagement report for information.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to prepare a report on the implications of cannabis legalization to the Regional District of Nanaimo and bring it forward to the Board when the opportunity for local government engagement is provided by the Province.

CARRIED UNANIMOUSLY

### **EMERGENCY PREPAREDNESS**

#### **Emergency Program Gap Analysis – Projects Update**

It was moved and seconded that the Emergency Program Gap Analysis - Project Update be received for information.

CARRIED UNANIMOUSLY

### **FIRE PROTECTION**

#### **Fire Services Review – 2017 Projects Update**

It was moved and seconded that the Fire Services Review - 2017 Projects Update be received for information.

CARRIED UNANIMOUSLY

**BYLAW ENFORCEMENT**

**1415 Spruston Road - Unsightly/Hazardous Property**

It was moved and seconded that the Board direct staff to proceed with the clean up and remediation of Lot 1, Section 3, Range 6, Plan VIP62055, Cranberry District (1415 Spruston Road) at the owner's expense, in accordance with the BC Supreme Court Order dated July 10, 2017.

CARRIED UNANIMOUSLY

**NEW BUSINESS**

**Ministry of Transportation and Infrastructure / Provincial Approving Officer - Cycling and Pedestrian Road Improvements**

It was moved and seconded that the Ministry of Transportation and Infrastructure and the Provincial Approving Officer be requested to take every opportunity through development and road improvement projects to enhance pedestrian and cycling infrastructure within Ministry roadways within rural areas of the Regional District of Nanaimo.

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: 2:52 PM

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CHAIR

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CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO  
MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING**

**Tuesday, October 10, 2017  
3:00 P.M.  
RDN Board Chambers**

In Attendance:	Director W. Veenhof	Chair
	Director I. Thorpe	Vice Chair
	Alternate	
	Director K. Wilson	Electoral Area A
	Director H. Houle	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director J. Stanhope	Electoral Area G
	Director B. Bestwick	City of Nanaimo
	Director G. Fuller	City of Nanaimo
	Director J. Hong	City of Nanaimo
	Director J. Kipp	City of Nanaimo
	Director B. Yoachim	City of Nanaimo
	Director M. Lefebvre	City of Parksville
	Director B. Colclough	District of Lantzville
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director A. McPherson	Electoral Area A
	Director B. McKay	City of Nanaimo
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
	D. Pearce	Director of Transportation & Emergency Services
	J. Hill	Mgr. Administrative Services
	C. Golding	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.

The Chair welcomed Alternate Director Wilson to the meeting.

**APPROVAL OF THE AGENDA**

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

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

It was moved and seconded that the following minutes be adopted:

Regular Committee of the Whole Meeting - September 12, 2017

CARRIED UNANIMOUSLY

**DELEGATIONS**

**Michael Ribicic, Youth Advisory Council, re Youth Involvement with the Regional District of Nanaimo**

Michael Ribicic, Youth Advisory Council Chair, shared his views of the importance of having youth representation in local government and asked for the Board's support in forming a Youth Advisory Council within the Regional District of Nanaimo.

**Lindy Sisson, The Port Theatre Society, re Annual Update**

Lindy Sisson thanked the Board for their ongoing support and provided an overview of the 2016 Annual Report and Financial Statements and highlighted the theatre's activities and upcoming 2017-2018 Spotlight Series.

**CORRESPONDENCE**

It was moved and seconded that the following item of correspondence be received:

Laura Bonnor, Dave MacVicar, and Lindsey Genoe, Bowser Elementary School, re Regional District of Nanaimo support for Tulnuxw Lelum Cultural Learning Space

CARRIED UNANIMOUSLY

**COMMITTEE MINUTES**

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

Agricultural Advisory Committee - September 22, 2017

District 69 Recreation Commission - September 21, 2017

CARRIED UNANIMOUSLY

**COMMITTEE RECOMMENDATIONS**

**District 69 Recreation Commission**

**Parksville Curling Club**

It was moved and seconded that the results of the master plan regarding the District 69 Arena and the sport of curling in Oceanside be given priority.

CARRIED UNANIMOUSLY

**Oceanside Youth Soccer**

It was moved and seconded that the need for an increase in sport fields, including all weather, for District 69 be considered high priority in the recreation services master plan.

CARRIED UNANIMOUSLY

It was moved and seconded that staff work with the City of Parksville, Town of Qualicum Beach, School District 69 and local sport field organizations to determine if there is a need for a sport field allocation policy.

CARRIED UNANIMOUSLY

It was moved and seconded that staff explore funding opportunities for the construction of additional fields and an all-weather turf field in District 69.

CARRIED UNANIMOUSLY

**State of Recreation Research Report for District 69 (Oceanside)**

It was moved and seconded that the State of Recreation in District 69 (Oceanside) research report be used as a reference document in the development of the Recreation Services Master Plan for District 69 (Oceanside).

CARRIED UNANIMOUSLY

**CORPORATE SERVICES**

**Communications Services Vendor Selection**

It was moved and seconded that the Regional District of Nanaimo enter into a five-year Communications Services Agreement with TELUS Communications Company for a total cost of \$843,271 over five years commencing October 25, 2017.

CARRIED UNANIMOUSLY



**STRATEGIC AND COMMUNITY DEVELOPMENT**

**Agricultural Area Plan Implementation – Composting Facility Project**

It was moved and seconded that the Board receive the Agricultural Area Plan Implementation – Composting Facility Project report and the results of the composting needs questionnaire.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to update the “Growing Our Future” website with details of the existing commercial compost facilities in the region.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board deem the Composting Facility Project complete.

CARRIED UNANIMOUSLY

**Funding for INfilm through a Regional Economic Development Service**

It was moved and seconded that the Board direct staff to proceed with the process to establish a new regional economic development service which will provide the funding to INfilm.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board enter into an agreement to provide funding to INfilm for a three year period at a maximum of \$50,000 per year and that the agreement include provisions for reporting and to make annual funding contingent on meeting performance objectives.

CARRIED UNANIMOUSLY

It was moved and seconded that a service review for the new regional economic development service be conducted in 2018.

CARRIED UNANIMOUSLY

**REGIONAL AND COMMUNITY UTILITIES**

**Biosolids Management Program**

It was moved and seconded that the Regional District of Nanaimo (RDN) enter into an agreement (Attachment 1) with SYLVIS Environmental Services (SYLVIS) to continue biosolids forest fertilization activities to May 31, 2021.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to enter into negotiations with Nanaimo Forest Products, Harmac Division (Harmac) as a contingency option where Regional District of Nanaimo biosolids would be used to fabricate soil for cover at the Harmac landfill.

CARRIED UNANIMOUSLY

**Wheel Loader Tender – July 2017**

It was moved and seconded that the Board approve the purchase of a John Deere 544KII Wheel Loader from Brandt Tractor Ltd. for an amount of \$231,000.

Opposed (4): Director Young, Director Stanhope, Director Bestwick, and Director Hong

CARRIED

**BUSINESS ARISING FROM DELEGATIONS**

**Youth Involvement with the Regional District of Nanaimo**

It was moved and seconded that Youth Involvement with the Regional District of Nanaimo be referred to staff to investigate and provide a report on forming a Youth Advisory Council.

CARRIED UNANIMOUSLY

**NEW BUSINESS**

**Laura Bonnor, Dave MacVicar, and Lindsey Genoe, Bowser Elementary School, re Regional District of Nanaimo support for Tulnuxw Lelum Cultural Learning Space**

It was moved and seconded that staff be directed to revise the Community Works Funding agreement with the Bowser Elementary School Parent Advisory Committee for the Tulnuxw Lelum - Bowser Cultural Learning Space project to increase the Electoral Area 'H' Community Works Funding allocation to an amount up to \$60,000 and to extend the agreement term to November 2018.

CARRIED UNANIMOUSLY

**Directors' Roundtable**

Directors provided updates to the Board.

**ADJOURNMENT**

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 4:15 PM

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CHAIR

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CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE DISTRICT 69 COMMUNITY JUSTICE SELECT COMMITTEE MEETING**

**Monday, October 16, 2017**

**2:00 P.M.**

**Oceanside Place**

In Attendance:	Director M. Lefebvre	Chair
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director J. Stanhope	Electoral Area G
	Director T. Westbroek	Town of Qualicum Beach
	Director B. Veenhof	Electoral Area H
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	W. Idema	Director of Finance
	D. Pearce	Director of Transportation & Emergency Services
	J. Wilson	Mgr. Emergency Services
	Staff Sgt. M. Pelletier	Oceanside RCMP Detachment
	Cpl. J. Foreman	Oceanside RCMP Detachment
	M. Garland	Oceanside Community Safety
	D. Joyce	Family Resource Association
	M. Lewis	Family Resource Association
	N. Hewitt	Recording Secretary

**CALL TO ORDER**

The Chair called the meeting to order.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be received.

CARRIED UNANIMOUSLY

**INFORMATION ITEMS**

**Terms of Reference**

It was moved and seconded that the Terms of Reference be received.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**District 69 Community Justice Select Committee Meeting - November 14, 2016**

It was moved and seconded that the minutes of the District 69 Community Justice Select Committee meeting held November 14, 2016, be adopted.

CARRIED UNANIMOUSLY

**DELEGATIONS**

**S/Sgt. Marc Pelletier, Oceanside RCMP Detachment and Cpl. Jesse Foreman, Community Policing NCO re Update for Restorative Justice Program and Community Policing / Oceanside Community Safety Volunteers**

Staff Sgt. Marc Pelletier provided a verbal update relating to community policing within District 69.

Cpl Jesse Foreman, Oceanside RCMP Detachment updated the Committee regarding traffic enforcement, bike safety and Keeping in Touch (KIT) program.

**Deborah Joyce, Chief Executive Officer and Mia James Lewis, Director of Services, Family Resource Association, re Victim Services Funding**

Deborah Joyce provided a verbal introduction to the Family Resource Association, Victim Services Funding. Mia Lewis spoke regarding the day to day function of the Family Resource Association.

**REPORTS**

**2017 District 69 Community Justice Funding and District 69 Community Justice Grants in Aid Applications**

It was moved and seconded that \$5,000 of funding historically approved for Oceanside Community Safety Volunteers through District 69 Community Justice Grants in Aid for mileage and safety equipment for Citizens on Patrol and Speed Watch be incorporated into the core budget for D69 Community Justice funding bringing the Community Safety Volunteer funding to \$34,220 annually.

CARRIED UNANIMOUSLY

It was moved and seconded that the 2018 District 69 Community Justice requisition for funding to support Victim Services, Restorative Justice and safety programs run by the Oceanside Community Safety Volunteers be approved at \$102,796 and that \$26,425 of 2017 carry forward surplus be applied to 2018 funding.

CARRIED UNANIMOUSLY

It was moved and seconded that a grant in the amount of \$800 for the Corcan-Meadowood Residents Association be approved subject to the Meadowood Community Centre project moving forward.

CARRIED UNANIMOUSLY

It was moved and seconded that a grant in the amount of \$4,800 for the Shorewood San Pareil Owners and Residents Association be approved subject to completion of an agreement with the Regional District of Nanaimo's Emergency Planning Department for the evacuation plan and subject to Shorewood – San Pareil Owners & Residents Association (SSPORA) obtaining required government approvals related to signage.

CARRIED UNANIMOUSLY

It was moved and seconded that a grant in the amount of \$2,000 for the Men's Centre be approved.

CARRIED UNANIMOUSLY

It was moved and seconded that staff be directed to review the District 69 Community Justice Grants in Aid process in order to incorporate the District 69 Community Justice Grants in Aid process with the general Regional District of Nanaimo community grants process.

CARRIED UNANIMOUSLY

#### **BUSINESS ARISING FROM DELEGATIONS**

##### **Oceanside RCMP**

It was moved and seconded that staff be directed to prepare a report identifying current levels of service provided by the RCMP in District 69, including an analysis for one additional traffic officer and to examine whether the funding is proportionate from each of the service levels.

CARRIED UNANIMOUSLY

#### **ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

Time: 3:30 PM

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CHAIR

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGIONAL PARKS AND TRAILS SELECT COMMITTEE MEETING**

**Tuesday, October 17, 2017**

**12:00 P.M.**

**Committee Room**

In Attendance:	Director H. Houle	Electoral Area 'B'
	Director M. Young	Electoral Area 'C'
	Director B. Rogers	Electoral Area 'E'
	Director J. Fell	Electoral Area 'F'
	Director B. Veenhof	Electoral Area 'H'
	Director G. Fuller	City of Nanaimo
	Director I. Thorpe	City of Nanaimo
	Director M. Lefebvre	City of Parksville
	Director T. Westbroek	Town of Qualicum Beach
	Director B. Colclough	District of Lantzville
	Alternate	
Director K. Wilson	Electoral Area 'A'	
Regrets:	Director A. McPherson	Electoral Area 'A'
	Director J. Hong	City of Nanaimo
	Director B. Yoachim	City of Nanaimo
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	T. Osborne	General Manager of Recreation & Park Services
	W. Marshall	Manager of Park Services
	A. Harvey	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

**ADOPTION OF MINUTES**

**Regional Parks and Trails Select Committee Meeting - May 19, 2017**

It was moved and seconded that the minutes of the Regional Parks and Trails Select Committee meeting held May 19, 2017, be adopted.

CARRIED UNANIMOUSLY

**DELEGATIONS**

**Ceri Peacey, Chairperson, Friends of French Creek Conservation Society, Hamilton Marsh Committee, re Hamilton Marsh – Video and Presentation**

Ms. Peacey presented a video highlighting the area resident's desire to preserve the entire 360 hectares of the Hamilton Marsh.

**CORRESPONDENCE**

Mr. Osborne provided some background and additional information regarding each correspondence.

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

R. O'Donnell, Benson View Rd Resident, re Mount Benson Regional Park - Gate Installation

S. Hobson, Access Oceanside Association, re Lighthouse Trail

D. Podetz, President of Strata VIS 5826, re La Selva Place Trail

J. Wood, Nature Conservancy of Canada, re Conservation Covenant Agreement

CARRIED UNANIMOUSLY

**REPORTS**

**Parks Update Report - Spring and Summer 2017**

Ms. Marshall provided some updates to items in the report.

It was moved and seconded that the Parks Update Report - Spring and Summer 2017 be received for information.

CARRIED UNANIMOUSLY

**Moorecroft Regional Park - Site Planning for New Amenities**

It was moved and seconded that \$72,500 be considered for inclusion in the 2018 Regional Parks Operations Budget for the construction of a double vault toilet, removal of Ms. Moore's cabin and installation of seating on the site at Moorecroft Regional Park

CARRIED UNANIMOUSLY

It was moved and seconded that funding of the remaining improvements identified at the planning workshop for Moorecroft Regional Park be considered for allocation in the five year Financial Plan.

CARRIED UNANIMOUSLY

**BUSINESS ARISING FROM DELEGATIONS**

This item was forwarded to be discussed In Camera.

**NEW BUSINESS**

**Beachcomber Regional Management Park Open House**

Ms. Marshall told the Committee about the community's issues and concerns that were brought forward at the open house held October 4, 2017.

**IN CAMERA**

It was moved and seconded that pursuant to Section 90(1) (e) of the *Community Charter* the Committee proceed to an In Camera Committee meeting to consider items related to land issues.

CARRIED UNANIMOUSLY

**TIME: 12:42 PM**

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

**TIME: 1:20 PM**

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CHAIR



# Natural Playgrounds

Summary report prepared for the  
Nanoose Bay Parks and Open Spaces Advisory Committee  
September 13, 2017

Included are two precedents undertaken by the RDN Parks Department. Specific elements of “natural playgrounds” are included within both of these examples, however, these parks also contain other features such as covered pavilion or playhouse, small sport court, pump track, and other typical park elements (benches, garbage, toilet, signs).

Costing information is provided for the overall park design and implementation. Both projects were funded with support from the BC Recreation Grant.

Two Community Park sites within Electoral Area E were visited by Staff in July 2017 in considering integrating a “natural playground” into the Madrona/Timberstone area of Nanoose Bay, as per the POSAC motion:

*It was moved and seconded that staff be directed to provide a scoped concept report regarding natural playground equipment, budget and location around the Madrone area for the next Electoral Area E POSAC meeting.*

A suitability analysis of these two sites (Amelia Crescent Community Park and Stone Lake Drive Community Park), as well as at Claudet Road Community Park, is included.

# LEGEND

- PAVING**
  - ASPHALT
  - CRUSHED STONE (PARKING)
  - CRUSHED STONE (PATHS)
  - BIRD'S EYE (OR PEA) GRAVEL
- PLANTING**
  - CONIFEROUS TREES
    - #1 POT: PINUS CONTORTA VAR. CONTORTA SHORE PINE (1)
    - #6 POT: PSEUDOTSUGA MENZIESII DOUGLAS FIR (2)
  - DECIDUOUS TREES
    - 4in CAL. QUERCUS COCCINEA CORKLEAF OAK (7)
  - SEEDING - REFER TO SPECIFICATIONS
- HARD LANDSCAPE AND FINISHINGS**
  - LEAPFROG LOG STEPS (2)
  - ROCK SCRAMBLE (12 TO 16 LARGE ROCKBOULDERS)
  - ROCK IN VARIOUS SIZES - RANDOM PATTERN OF BOULDERS (APPROXIMATELY 35 BOULDERS)
  - TIMBER BALANCING BRIDGES - (8 - 10'X10, 2.3m TO 3.6m LENGTHS) REFER TO DETAIL.
- HARD LANDSCAPE AND FINISHINGS**
  - FACE WIRE FENCE
  - SPLIT RAIL FENCE
  - WELCOME SIGN (1)
  - SEATING PAVILION (1)
  - WILLOW TUNNEL (1)
  - BIKE RACK (1)
  - GARBAGE (1)
  - BOLLARD (1)
  - BENCH (2)
  - CONC. PARKING STOPS
  - BATHROOM (1)
- PLAY EQUIPMENT**
  - HILL SLIDE - 6' SUPERSLIDE (1)
  - OVERHEAD LADDER (1)
  - PLAY SURFACING
  - BASKETBALL NET (1)
  - SWINGS - 2 BAYS (1) WITH PLAY SURFACING

# Meadowood Way Community Park Concept Plan March 2014

GALVIN PLACE



MEADOWOOD  
COMMUNITY PARK  
PHASE 1



## LAYOUT AND MATERIALS

Seal

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Issues & Revisions

No.	Date	Details
1	14/01/23	50% REVIEW PACKAGE
2	14/02/04	REVISED 50%
3	14/02/13	DRAFT TENDER
4	17/03/13	REV. DRAFT TENDER



Project: MCP13  
Date: MARCH 2014  
Drawn: JG Checked: JG  
Scale: 1:200 (NTS @ 11X17)  
sheet: L1

## Meadowood Way Community Park - Photos of Completed Park



**Total project cost: \$192,000** (approximate value)

**Funding Sources: Various** (see attached)

**Timeframe:** Initiation in Summer/Fall 2011  
Park Opening in Spring 2015

**Meadowood Community Park - Phase 1 Construction: Financial Overview 2014**

<b>FUNDING SOURCES</b>	<b>Source</b>	<b>Description</b>
BC Recreation Grant	\$ 54,500	Province of BC
CMRA Contribution	\$ 5,000	Toward the project
Community cash donation Sept 9/14	\$ 1,297	CMRA For pavilion construction
RDN:		
Contribution from Reserves	\$ 17,500	
Contribution from Operating Budget	\$ 23,000	
2014 contribution from Reserves	\$ 48,500	
<b>Subtotal (funding sources to 2014)</b>	<b>\$ 149,797</b>	
Expenses 2012-13		
		Company
	\$ 3,014	Sims Land survey
	\$ 8,618	MacD Gray Concept dwgs 2012-13
	\$ 462	Gemella Final construction dwgs
<b>Total 2012-13 expenses</b>	<b>\$ 12,094</b>	
2014 Actual Expenses		Company
Contract Admin	\$ 15,000	Gemella
Park Construction	\$ 95,985	Milestone (base contract \$63,257+ additional work)
Playground Equipment (includes part)	\$ 14,322	Henderson Supply only
RDN works	\$ 10,832	
<b>Total expenses 2014</b>	<b>\$ 136,139</b>	
<b>Total expenses to date</b>	<b>\$ 148,233</b>	
<b>Total funds remaining</b>	<b>\$ 1,564</b>	
<b>REMAINING WORKS (pavilion)</b>	<b>Estimate</b>	<b>Source</b>
Timber cost	\$ 1,090	
Shop cost Pickles TimberWorks	\$ 1,125	Pickles \$225/day x 5 days = \$1125
Crane cost	\$ 450	\$75/hr x 6 hr = \$450
Hardware	\$ 250	
Roofing	\$ 1,000	In-kind? Decking, metal roof
Finishing	\$ 85	85 Stojin
<b>Milestone Additional Work</b>		
Playground installation	\$ 10,693	Footings, gravel, inspection
Fencing	\$ 9,004	Form and split rail
Rough grading	\$ 4,773	Extra rough grading required
Concrete pads	\$ 2,497	sign, garbage, bike rack, toilet
Pavilion footing and pad	\$ 3,541	concrete pad, knifeplate fabr.
Project Credits	\$ (1,537)	Concrete, reduced area, edging
Additional soil and one tree	\$ 3,756	Soil for gravel area
<b>Total addl work value</b>	<b>\$32,727</b>	
<b>RDN Works</b>		
RDN miscellaneous construc. costs	\$ 778	Done Permit, temp signs, survey, etc
Beaproof garbage can	\$ 1,254	
Toilet pad surround	\$ 2,000	
Bike rack	\$ 700	
Park signs	\$ 3,700	
Wheelstops and boulders	\$ 1,000	
2 Bollards	\$ 1,000	
Accessible picnic table	\$ 400	
<b>Total RDN works value</b>	<b>\$ 10,832</b>	
<b>IN-KIND DONATIONS</b>	<b>Est.Value</b>	<b>Source</b>
Initial community donation	\$ 5,000	CMRA Support of Rec grant proposal
Community cash donation Sept 9/14	\$ 1,297	CMRA For pavilion construction
Rough grading	\$ 2,300	Tim Peligren/ Dennis Ozero
Boulders from Peligren	\$ 400	Tim Peligren two boulders
Ozero pit run	\$ 2,500	Dennis Ozero 200 cum.
Pavilion construction drawings	\$ 500	Alf Jablonski, community member
Pro bono timberframing services	\$ 4,500	Darcy Pickles, Pickles TimberWorks
Pro bono Engineering services	\$ 1,000	Sorenson Eng, Sorenson & Assoc Engineering Ltd
Concrete	\$ 1,200	Mayco 7 cum.
<b>Total in-kind est. value</b>	<b>\$ 18,697</b>	



Future Rd



2 3 4 5  
parking

main entrance



log steppers  
root wad/log play structure

wood cookies

play rocks

bridge

picnic area

pump track



rock hill scramble

slide

platform

willow tunnel

climbing boulder

sport court



wind turbine

stepping stones

music grove (instruments amongst the trees)

gravel path

sloped viewing area

Scale 1:250

# Henry Morgan Community Park Concept Plan

Presented to Area H POSAC  
August 24, 2011

Esray Rd (future alignment)

## Henry Morgan Community Park - Photos of Completed Park



**Total project cost:**  
**\$208,000** (approx. value)

**Funding Sources:**  
**Various** (see attached)

**Timeframe:** Initiation in  
Summer/Fall 2010  
Park Opening in Fall 2014

**Community Recreation Program - Detailed Summary of Expenditures**

Refer to Program Guide for Eligibility of Expenditures

Project Name: Regional District of Nanaimo  
 Project Number: CRP-16051 (Henry Morgan Community Park)  
 Start date (refer to column D): 23-Dec-11  
 End date (refer to column D): 24-Oct-13

● Only paid holdbacks are included.

Journal Entry # or Invoice #	Date of Invoice	Good and Services/ Work Rendered (Start Date)	Good and Services/ Work Rendered (End Date)	Payment Date	Supplier	Description	Gross Invoice Amount \$	Total PST Paid \$	Total GST Paid \$	Total HST Paid \$	Tax Rebate \$	Claim Amount \$
<b>Construction / Materials</b>												
HMFI01	27/Mar/13	1/Mar/13	31/Mar/13	18/Apr/13	MVC Excavating	Park Construction	44,717.35	0.00	0.00	4,791.15	4,092.45	40,524.91
213	4/Apr/13	26/Mar/13	27/Mar/13	2/May/13	Hoods Bicycle Accessories	Pump Track Construction	2,782.50	0.00	113.18	0.00	113.18	2,669.32
	10/42	11/May/13	1/Apr/13	30/Apr/13	60Luvr/13	Playhouse Construction	7,517.25	0.00	367.75	0.00	367.75	7,150.00
	10/43	11/May/13	1/Apr/13	30/Apr/13	60Luvr/13	Playhouse Construction	1,795.00	0.00	85.00	0.00	85.00	1,710.00
	379952	10/May/13	1/Apr/13	30/Apr/13	130Luvr/13	The Willow Way	1,990.00	0.00	0.00	0.00	0.00	1,990.00
HMFR2REV	25/Apr/13	1/Apr/13	30/Apr/13	27/Jun/13	MVC Excavating	Park Construction	41,517.37	0.00	1,977.02	0.00	1,977.02	39,540.35
1113	14/May/13	1/May/13	31/May/13	27/Jun/13	Hoods Bicycle Accessories	Pump Track Construction	5,040.00	0.00	240.00	0.00	240.00	4,800.00
HMFI03	24/May/13	1/May/13	31/May/13	27/Jun/13	MVC Excavating	Construction	42,189.18	0.00	2,009.01	0.00	2,009.01	40,180.17
PCARD	8/Jun/13	8/Jun/13	8/Jun/13	8/Jun/13	LightHouse Fees & Garden	Seeds	6.72	0.42	0.30	0.00	0.30	6.42
EMT2010	23/Jun/13	1/Jun/13	30/Jun/13	15/Aug/13	Scott Signs	Signage	217.96	0.00	10.38	0.00	10.38	207.58
EMT2041	12/Aug/13	1/Jun/13	31/Jul/13	5/Sep/13	Scott Signs	Signage	23.52	1.47	1.05	0.00	1.05	22.47
28256	16/Aug/13	14/Aug/13	16/Aug/13	12/Sep/13	Ken Mackay & Sons	Garbage Can Supply	738.96	46.05	32.90	0.00	32.90	704.06
223326	22/Aug/13	22/Aug/13	22/Aug/13	19/Sep/13	Albertson's Home Hardware	Plaque mounting supplies	30.87	1.93	1.38	0.00	1.38	29.49
202056	7/Aug/13	7/Aug/13	7/Aug/13	5/Sep/13	Hyland Precast	Parking Wheel Stops	268.80	16.80	12.00	0.00	12.00	256.80
19322	8/Aug/13	1/Jul/13	8/Aug/13	5/Sep/13	Engage It	Grant Plaque	1,312.99	82.04	59.60	0.00	59.60	1,253.99
502895/9	21/Aug/13	21/Aug/13	21/Aug/13	19/Sep/13	Metal Supermarkets Nanaimo	Grant Plaque	46.89	2.21	2.08	0.00	2.08	43.81
BC-NAN62762	21/Aug/13	21/Aug/13	21/Aug/13	19/Sep/13	Federal Canada	Msc. Sprockets / Saw Blade	196.89	12.24	8.75	0.00	8.75	187.14
22364	23/Aug/13	23/Aug/13	23/Aug/13	19/Sep/13	Albertson's Home Hardware	Screws	6.76	0.42	0.30	0.00	0.30	6.46
HMFR1REV	25/Jun/13	1/Jun/13	30/Jun/13	26/Sep/13	MVC Excavating	Park Construction	4,287.86	0.00	204.18	0.00	204.18	4,083.68
22364	23/Aug/13	23/Aug/13	23/Aug/13	3/Oct/13	Albertson's Home Hardware	Concrete for Slide	40.26	2.52	1.80	0.00	1.80	38.46
723	11/Sep/13	11/Sep/13	11/Sep/13	10/Oct/13	Beadfort Forest Products	Park Fence	604.00	31.50	22.50	0.00	22.50	481.50
211387	12/Sep/13	1/Aug/13	31/Aug/13	10/Oct/13	Jack Sirel	Park Force	2,200.00	0.00	0.00	0.00	0.00	2,200.00
EMT088	17/Sep/13	1/Aug/13	31/Aug/13	10/Oct/13	Scott Signs	Park Entrance Sign	1,734.88	108.43	77.45	0.00	77.45	1,657.43
54219	19/Sep/13	19/Sep/13	19/Sep/13	17/Oct/13	Green Thumb Nursery	Landscaping Trees	420.80	26.25	18.75	0.00	18.75	401.25
14138	12/Sep/13	12/Sep/13	12/Sep/13	17/Oct/13	Central Builders	Fencing Materials	253.88	15.67	11.33	0.00	11.33	237.52
HMFR1B	25/Jun/13	1/Mar/13	31/Aug/13	26/Sep/13	MVC Excavating	Construction Holdback	9,177.27	0.00	465.89	0.00	465.89	9,311.57
43747	28/Aug/13	28/Aug/13	28/Aug/13	28/Aug/13	Home Depot	Hill Side Materials	127.27	7.95	5.88	0.00	5.88	121.59
80311315	26/Sep/13	26/Sep/13	26/Sep/13	24/Oct/13	Cherisdale Paint	Fencing Materials	86.03	5.32	3.80	0.00	3.80	81.23
88	14/Oct/12	14/Oct/12	14/Oct/12	17/Oct/12	Nature's Instruments	Hill Side	6,992.21	0.00	0.00	748.09	639.00	6,343.21
12986	28/Oct/12	28/Oct/12	28/Oct/12	31/Jun/13	Hakht Systems	Basketball Hoop	1,394.90	0.00	0.00	149.45	127.86	1,267.24
1. Construction / Materials Sub-Total:							78,148	361	5,721	5,689	10,580	167,568
<b>Design / Engineering</b>												
HMFR1286	30/Nov/11	1/Nov-11	30/Nov/11	15/Oct/11	Gemella Design	Concept Design - not construction	3,625.64	0.00	0.00	386.46	331.86	3,293.79
HMFR1302	30/Jun/12	1/Dec/11	31/Dec/11	19/Jan/12	Gemella Design	Concept Design - not construction	9,327.24	0.00	0.00	1,063.63	908.51	9,109.73
HMFR1326	30/Jun/12	1/May/12	31/May/12	26/Jul/12	Gemella Design	Construction Drawings	901.80	0.00	0.00	96.60	82.51	819.09
1789	13/Jul/12	1/Jun/12	30/Jun/12	18/Aug/12	Krfaa Construction	Geo Tech Engineering	940.80	0.00	0.00	100.80	86.10	854.70
HMFR1332	31/Jul/12	1/Jul/12	31/Jul/12	30/Aug/12	Gemella Design	Construction Drawings	1,691.70	0.00	0.00	198.40	169.47	1,522.23
HMFR1334	30/Aug/12	1/Aug/12	31/Aug/12	16/Nov/12	Gemella Design	Construction Drawings	10,256.89	0.00	0.00	1,089.96	998.88	9,316.20
HMFR1346	15/Oct/12	1/Sep/12	15/Oct/12	15/Nov/12	Gemella Design	Construction Drawings	1,723.95	0.00	0.00	184.71	167.77	1,566.18
HMFR1351	16/Nov/12	15/Oct/12	15/Nov/12	13/Oct/12	Gemella Design	Construction Drawings	1,732.15	0.00	0.00	185.59	168.52	1,573.63
HMFR1352	19/Nov/12	15/Oct/12	15/Nov/12	13/Oct/12	Gemella Design	Construction Drawings	1,680.00	0.00	0.00	180.00	163.75	1,526.25
HMFR1356	31/Dec/12	16/Nov/12	31/Dec/12	17/Jan/13	Gemella Design	Construction Drawings	1,217.22	0.00	0.00	130.42	111.40	1,105.82
HMFR1380	31/Jan/13	1/Jan/13	31/Jan/13	4/Apr/13	Gemella Design	Construction Drawings	128.80	0.00	0.00	13.80	11.79	117.01
1388FL	28/Mar/13	17/Feb/13	28/Feb/13	25/Apr/13	Sims Associates	Construction Saw e'ring	1,313.20	0.00	0.00	140.70	120.18	1,193.02
HMFR1366	31/Mar/13	17/Feb/13	31/Mar/13	2/May/13	Gemella Design	Construction Drawings	1,125.26	0.00	0.00	120.56	102.98	1,022.28
HMFR1373	15/Apr/13	1/Apr/13	30/Apr/13	13/Jun/13	Gemella Design	Construction Drawings	1,571.94	0.00	75.14	0.00	75.14	1,507.80
HMFR1376	30/Jun/13	1/Jun/13	30/Jun/13	8/Aug/13	Gemella Design	Construction Drawings	5,892.85	0.00	265.06	0.00	265.06	5,317.00
HMFR1379	31/Jul/13	1/Jul/13	31/Jul/13	12/Sep/13	Gemella Design	Construction Drawings	544.40	0.00	25.92	0.00	25.92	518.48
2. Design / Engineering Sub-Total:							44,130	0	367	3,903	3,700	40,429
<b>Environmental Assessment (May be applicable to Federal Programs only)</b>												
							0.00	0.00	0.00	0.00	0.00	0.00
							0.00	0.00	0.00	0.00	0.00	0.00
							0.00	0.00	0.00	0.00	0.00	0.00
3. Environmental Assessment Sub-Total:							0	0	0	0	0	0
<b>Other Eligible Costs</b>												
PR12-00612	12/Oct/12	12/Oct/12	12/Oct/12	12/Oct/12	RDN	Building Permit	166.00	0.00	0.00	0.00	0.00	166.00
PL12-00142	6/Nov/12	6/Nov/12	6/Nov/12	RDN	Development Permit		200.00	0.00	0.00	0.00	0.00	200.00
317810066	18/Nov/12	15/Nov/12	18/Oct/12	Black Press	Tender Advertising		493.30	0.00	0.00	52.96	45.16	448.15
4. Other Eligible Costs Sub-Total:							698	0	0	53	45	813
<b>TOTAL EXPENDITURES:</b>							<b>223,135</b>	<b>361</b>	<b>6,088</b>	<b>9,644</b>	<b>14,325</b>	<b>208,810</b>

## Summary of Natural Playground Element Costs based on included precedents

Natural Playground Item	Approximate Cost*
Living Tunnel	\$1,750
Slide	\$7,250
Wood cookies/Leapfrog Steps	\$2,000
Rock Work/Boulder Scramble	\$5,500
Pump Track	\$7,000
Playhouse/Pavilion	\$17,000
Fibar Surfacing	\$4,500 (for 25 sq.m.)

\*Costs are approximate and aim to capture labour and material. Other fees related to general construction (site preparation, drainage and site finishing) may apply. *(Fees reflect 2013-2014 works)*  
Design fees are not included.



# Amelia Crescent Community Park

Address: 1808 Amelia Crescent

Area: 0.973 acres

## Site Visit Comments

- **Existing features/amenities:** None – undeveloped park. Informal trail exists but not well-worn. Adjacent 1.28 acre lot (1809 Ballenas Road) is RDN owned Water Services, mailboxes and small parking/pull-out area.
- **Vegetation:** Treed, mixed species.
- **Topography:** Relatively flat
- **Exposure:** Shade

## Suitability for Natural Playground?

Less suitable for natural playground or other park development. Use of adjacent RDN lot would be required, but would result in park amenities being tucked away, hidden behind water services building.

**Pros:** Within neighbourhood requested by delegation.

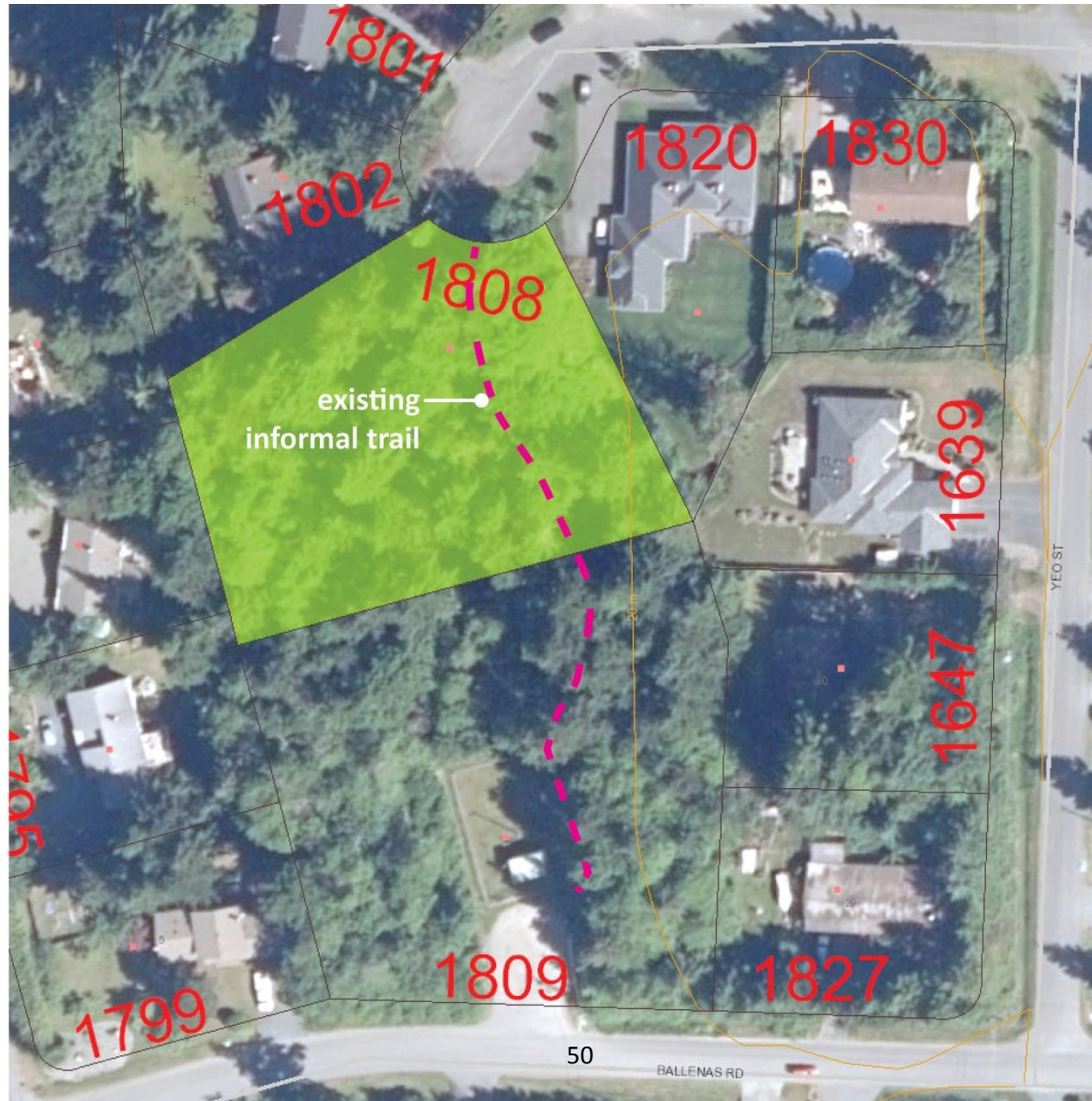
**Cons:** Poor visibility into site from Ballenas Road. Substantial veg. clearing required. Parking/access from Amelia Crescent cul-de-sac unlikely due to limited room and anticipated neighbour response (could poll neighbours to confirm).



# Amelia Crescent Community Park

Address: 1808 Amelia Crescent

Area: 0.973 acres



# Stone Lake Drive Community Park

Address: 1565 Stone Lake Drive

Area: 2.96 acres

## Site Visit Comments

- **Existing features/amenities:** Trails, fenced retention ponds installed by the developer. Park entry sign. RDN Water Services on site.
- **Vegetation:** Patch of blackberry, alders, mixed shrubs and open grass area.
- **Topography:** Sloping down from road to low relatively flat area.
- **Exposure:** Morning Sun, Evening Shade.

## Suitability for Natural Playground?

Appears highly suitable for small natural playground pilot project in Nanoose Bay. Approximate 280sq.m. area between road and trees could be considered (to be confirmed by site survey).

**Pros:** Within neighbourhood requested by delegation. Some amenities (trails and signs in place). Room for limited roadside parallel parking under MOTI permit. Likely to be walked or biked to.

**Cons:** No room for off-road parking development. Existing water retention ponds limit further site development, could be considered safety concern for small children.



# Stone Lake Drive Community Park

Address: 1565 Stone Lake Drive

Area: 2.96 acres



# Claudet Road Community Park

Address: 2030 Claudet Road

Area: 9.88 acres (two lots)

## Site Visit Comments

- **Existing features/amenities:** Trails, parking lot, fencing, garbage can, toilet, picnic table and signage installed in 2016. **Approximate Cost: \$97,500**
- **Vegetation:** Mixed shrub and grass, few trees.
- **Topography:** Flat
- **Exposure:** Sun

## Suitability for Natural Playground?

Appears highly suitable for multi-amenity park development including natural playground, sport court(s), and pump track similar to the existing RDN precedents.

**Pros:** Central within Nanoose Bay neighbourhoods that have expressed interest in playground. Many amenities already installed. Room to expand parking lot if needed.

**Cons:** Less likely to be walked to, most likely to be accessed by car.



# Claudet Road Community Park

Address: 2030 Claudet Road

Area: 9.88 acres (two lots)



# Summary

## **Natural Playground Development Opportunities:**

- Stone Lake Drive Community Park – small natural playground pilot project
- Claudet Road Community Park – larger multi-amenity park project (e.g. natural playground, sport court, pump track)

## **Anticipated Next Steps:**

1. POSAC to consider and identify if/when one of the above projects will be added to the Parks work plan.
2. Parks staff undertake community consultation (e.g. letters to neighbours/Area E residents, poll priority play elements. Depending on site, examples include: balance logs, leapfrog steps, slide, rock scramble, tunnel, sand pit with digger, pump track, sport court, shelter/pavilion, toilet, musical interaction, etc.)
3. Allocate funds for site survey, design and installation.
4. Parks staff develop conceptual design options based on input from 2 above. Second round of public input to refine and confirm concept design.
5. Engage design professional to develop construction drawings to current playground standards.
6. Parks staff explore opportunities for funding support if available.
7. Tender construction and install the project!

---

**TO:** Electoral Area Services Committee      **MEETING:** October 10, 2017

**FROM:** Kristy Marks  
Planner      **FILE:** PL2017-099

**SUBJECT:** **Development Variance Permit Application No. PL2017-099**  
**1360 Valley Road – Electoral Area ‘F’**  
**Lot 11, District Lot 156, Nanoose District, Plan 1964**

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## RECOMMENDATIONS

1. That the Board approve Development Variance Permit No. PL2017-099 to increase the maximum permitted floor area of a building from 1,500 m<sup>2</sup> to 2,000 m<sup>2</sup> to permit the construction of a new commercial building and to reduce the number of parking spaces required for the existing building supply and lumber outlet from 53 to 20, subject to the terms and conditions outlined in Attachments 2 to 4.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2017-099.

## SUMMARY

If approved, this development variance permit application will increase the maximum permitted floor area of a building from 1,500 m<sup>2</sup> to 2,000 m<sup>2</sup> to permit the construction of a new commercial building and reduce the required number of parking spaces required for the existing building supply and lumber outlet from 53 to 20. The applicant proposes to provide 120 of the 153 required parking spaces for the whole site, which should be sufficient to address on-site parking demand for the existing and proposed uses. Given that the applicant has provided an acceptable rationale for the requested variances and no negative impacts are anticipated as a result of the proposed variances, staff recommends that the Board approve the development variance permit pending the outcome of public notification and subject to the terms and conditions outlined in Attachment 2.

## BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Carsten Jensen Architect on behalf of CCM Land Corp., Inc. No. BC0791608 to permit the construction of a new commercial building with a maximum floor area of 2,000 m<sup>2</sup>. The subject property is approximately 1.6 hectares in area and is zoned C-3 (Commercial 3), pursuant to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002”. The property is surrounded by Valley Road to the north, Church



Road to the west, and developed commercial properties to the south and east (see Attachment 1 – Subject Property Map).

The property is currently occupied by Central Construction Materials and contains a 1,353 m<sup>2</sup> metal building, a 211 m<sup>2</sup> accessory storage building and an outdoor storage area. The property is serviced by a well and on-site wastewater system, however, the applicant has indicated they may connect to nearby EPCOR community water service. With respect to on-site wastewater, proof of disposal will be addressed at the building permit stage, there is area available for expansion if required. The applicant has provided confirmation from EPCOR that the subject property is within its licensed area and that sufficient quality and quantity of potable water is available to allow a service connection to the subject property.

### ***Proposed Development and Variances***

The proposed development includes the construction of a new commercial building that exceeds the maximum floor area for an individual building of 1,500 m<sup>2</sup> permitted in the C-3 zone. The proposed 2,000 m<sup>2</sup> building would be located to the west of the existing building and would be accessed from Church Road. The proposed building would have a maximum footprint of 1,757 m<sup>2</sup> with the additional 243 m<sup>2</sup> of floor area taking the form of a mezzanine. The proposed building will meet the maximum height, parcel coverage and other provisions of the C-3 zone. The applicant is also requesting a variance to reduce the number of parking spaces required, from 53 to 20 spaces, for the building supply and lumber outlet use that currently occupies the existing buildings. The applicant has provided a site plan, building elevation plans, and rationale for the requested variances in support of the application (see Attachment 3 – Site Plan and Attachment 4 – Building Elevations).

The applicant proposes to vary the following regulations from the “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002”:

- **Section 4.4.3.f – Maximum Building and Structure Floor Area** to increase the maximum building floor area from 1,500 m<sup>2</sup> to 2,000 m<sup>2</sup> for a proposed commercial building.
- **Section 2.17 Parking – Table 2.2 Required Parking Spaces** to reduce the number of parking spaces required for the existing Building Supply and Lumber Outlet from 53 to 20.

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

The applicant has indicated that while the proposed building has been designed to accommodate either one large tenant or be divided into a number of smaller units, there is a current market demand in the area for larger tenancies and the prospective tenant is seeking a building of 2,000 m<sup>2</sup> for product assembly. While the applicant has provided 100 parking spaces for the proposed new building (based on the highest possible parking rate of one space per 20 m<sup>2</sup>) in order to allow the full range of uses permitted in the C-3 zone within the new building, the applicant is requesting a reduction in the parking requirements from 53 to 20 spaces for the existing building supply and lumber outlet.

“Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation” for evaluation of Development Variance Permit Applications requires

that there is an adequate demonstration of an acceptable land use justification prior to the Board's consideration.

*Maximum Building Floor Area*

With respect to the requested variance to the maximum permitted floor area to allow the construction of a building with a floor area of 2,000 m<sup>2</sup>, the applicant has indicated that the proposed size of the building is based on increasing market demand for larger tenancies and the prospective tenant is seeking a building of this size that would permit product assembly. In addition, the applicant has indicated that the community and immediate area would benefit from the proposed development which would provide additional employment opportunities and services. The variance would also allow for more efficient and effective development of a property that is currently underutilized.

*Required Parking Spaces*

With respect to the requested parking variance, the applicant is proposing to provide a total of 120 of the 153 parking spaces required for both the existing and proposed uses on the site. The proposed new building requires a total of 100 spaces and the existing building supply and lumber outlet requires 53 spaces. The applicant is requesting a variance to reduce the number of parking spaces required for the existing building supply and lumber outlet from 53 to 20. In support of this request, they have indicated that greater than ninety percent of the existing 1,564 m<sup>2</sup> of floor area used for building supply and lumber outlet is dedicated to the wholesale, or storage of materials. Less than ten percent (only 120 m<sup>2</sup>) of floor area is currently dedicated to retail sales. Wholesaling, as a principal permitted use, requires a significantly lower parking rate, one per 200 m<sup>2</sup>, than building supply and lumber outlet does at one per 30 m<sup>2</sup> where retail sales would be anticipated to account for a large proportion of the use. While wholesaling is not a principal permitted use in the C-3 Zone the wholesale and retail sale of building supplies is permitted within the definition of building supply and lumber outlet. As such, given that greater than ninety percent of the existing building supply and lumber outlet floor area is dedicated to wholesale or storage, it is reasonable to consider a reduced parking requirement for the existing use.

In addition, the applicant has indicated that the exiting building supply and lumber outlet, Central Construction Materials, currently provides approximately 16 parking spaces for employees and customers. These parking spaces have adequately serviced the business for several years and there are no changes proposed for the existing buildings or uses. The proposed reduction from 53 to 20 spaces is supported and it is anticipated that the proposed number of spaces will meet the needs of the existing use based on demonstrated demand. Should the use of the existing building change in the future additional parking may be required to accommodate any change in use.

Given that the applicant has provided sufficient rationale and the requested variances are not anticipated to result in negative implications for adjacent properties and would allow for the more efficient use of a currently underutilized property, the applicants have made reasonable efforts to address Board Policy B1.5 guidelines.

***Intergovernmental Implications***

The application was referred to the Errington Fire Department, the RDN Fire Service Coordinator and the Ministry of Transportation and Infrastructure (MOTI). The MOTI has confirmed they have no concerns with the proposed development and are prepared to issue an access permit based on the site plan and a

traffic impact study provided by the applicant. The Errington Fire Chief did not identify any concerns with the proposed development, but noted that he would like to see a fire hydrant adjacent to the property on Church Road. While there is no explicit requirement for the property owner to extend a fire hydrant to provide fire protection for the building, this is an approach that the owner's engineer could consider in order to meet fire flows through the building permit process.

Based on the drawings submitted in support of the development variance permit application, and regardless of whether the building floor area is 1,500 m<sup>2</sup> as permitted, or 2,000 m<sup>2</sup> as proposed, the proposed building would be considered a complex building under the BC Building Code. Fire flow calculations and the approach to meeting fire flows are required to be prepared by a professional engineer as a standard item through the building permit process for complex buildings.

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

Pending the Electoral Area Services Committee's recommendation and pursuant to the *Local Government Act* and the "Regional District of Nanaimo Development Approvals and Notification Procedures Bylaw No. 1432, 2005", property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board's consideration of the application.

### **ALTERNATIVES**

1. To approve Development Variance Permit No. PL2017-099 subject to the conditions outlined in Attachments 2 to 4.
2. To deny Development Variance Permit No. PL2017-099.

### **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 proposal will support traditional industries and foster economic development in keeping with the 2016 – 2020 Board Strategic Plan.



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Kristy Marks  
kmarks@rdn.bc.ca  
September 21, 2017

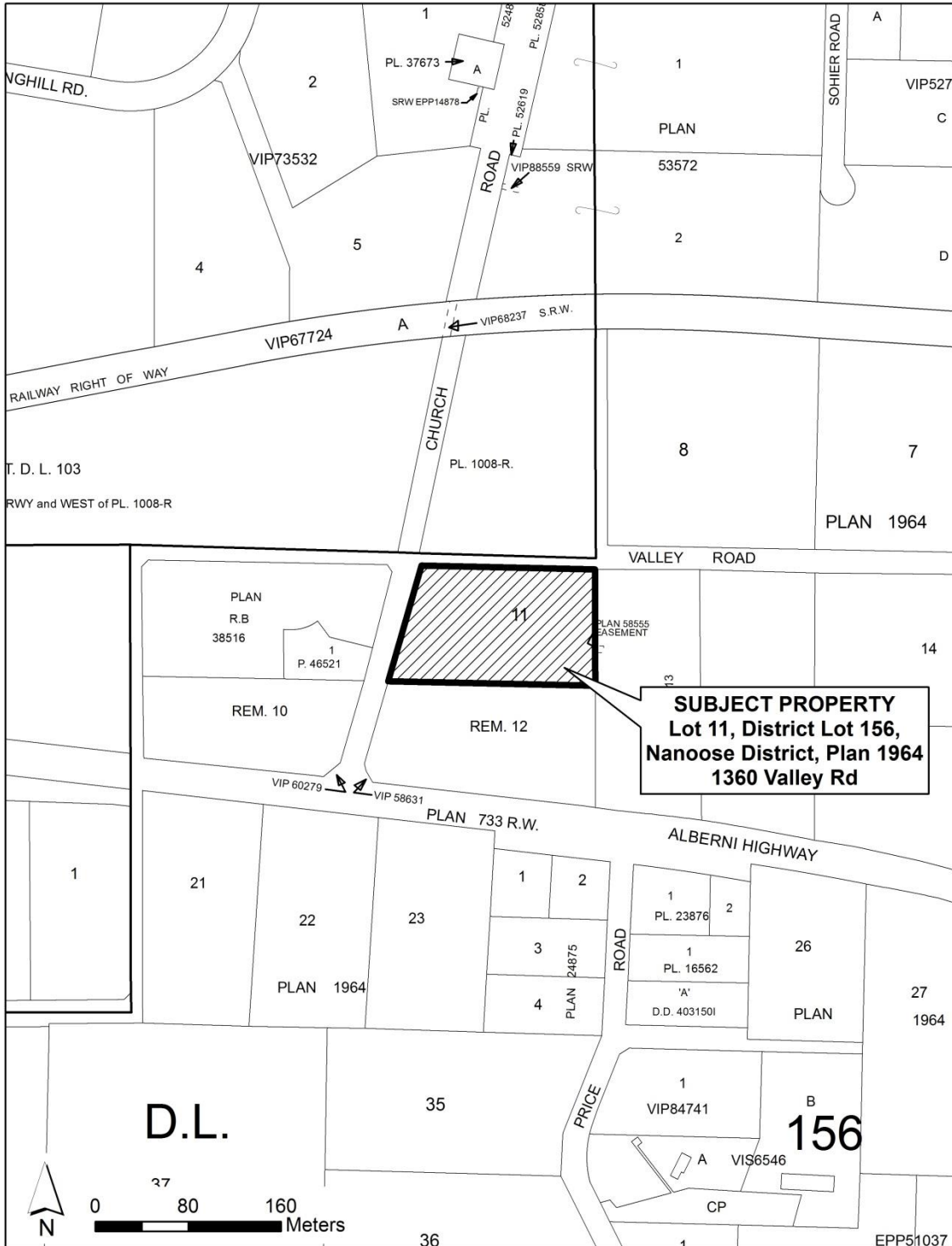
Reviewed by:

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

Attachments

1. Subject Property Map
2. Terms and Conditions of Permit
3. Proposed Site Plan and Variances
4. Building Elevations and Plans

### Attachment 1 Subject Property Map



## **Attachment 2 Terms and Conditions of Permit**

The following sets out the terms and conditions of Development Variance Permit No. PL2017-099:

### Bylaw No. 1285, 2002 Variance

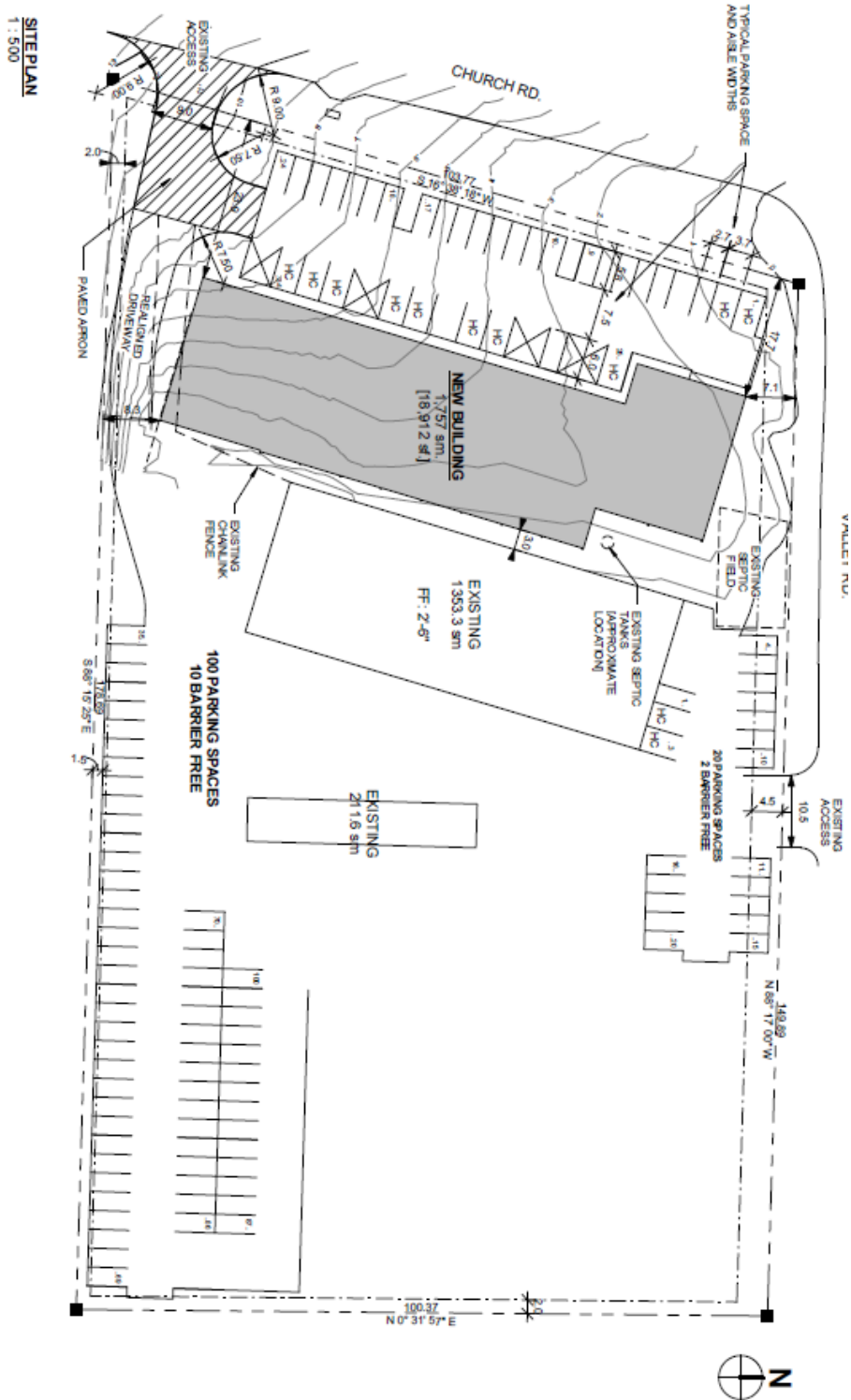
With respect to the lands, “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002” is varied as follows:

1. **Section 4.4.3.f – Maximum Building and Structure Floor Area** to increase the maximum building floor area from 1,500 m<sup>2</sup> to 2,000 m<sup>2</sup> for a proposed commercial building.
2. **Section 2.17 Parking – Table 2.2 Required Parking Spaces** to reduce the number of parking spaces required for the existing building supply and lumber outlet from 53 to 20.

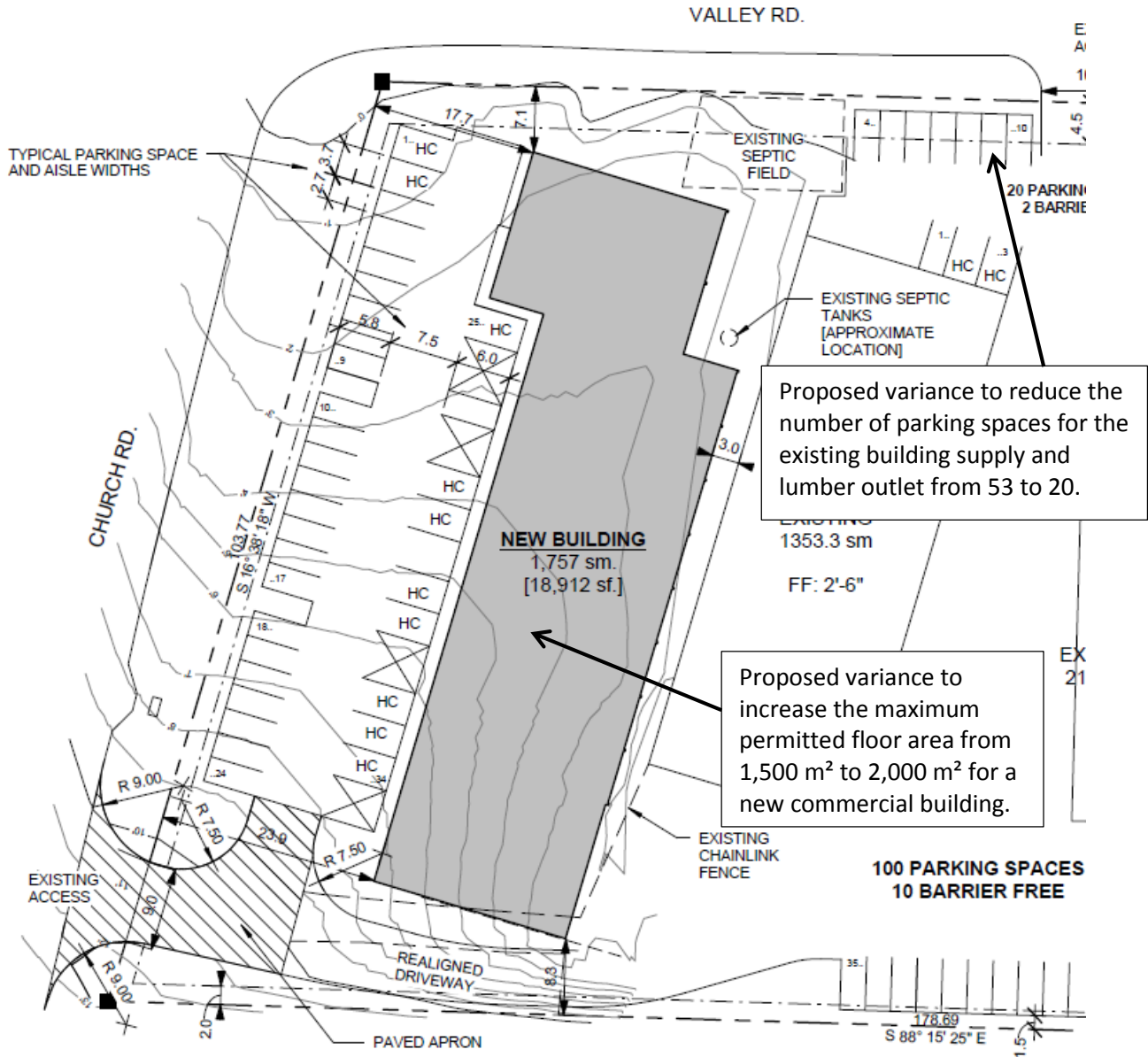
### Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by Carsten Jensen Architect, dated September 20, 2017 and attached as Attachment 3.
2. The proposed development is in general compliance with the plans and elevations prepared by Carsten Jensen Architect, dated September 20, 2017 and attached as Attachment 4.
3. The subject property shall be developed in accordance with the Runoff Control Standards outlined in “Regional District of Nanaimo Zoning and Subdivision Bylaw 1285, 2002” and must provide for the discharge or disposal of all surface runoff or stormwater into stormwater collection and discharge systems that are designed to include grease, oil, and sedimentation removal facilities.
4. The property owner shall obtain the necessary permits for construction in accordance the “Regional District of Nanaimo Building Regulations and Fees Bylaw No. 1250, 2001” as replaced or amended.

**Attachment 3**  
**Proposed Site Plan and Variances**  
**(Page 1 of 2)**



**Attachment 3**  
**Proposed Site Plan - Detail**  
 (Page 2 of 2)



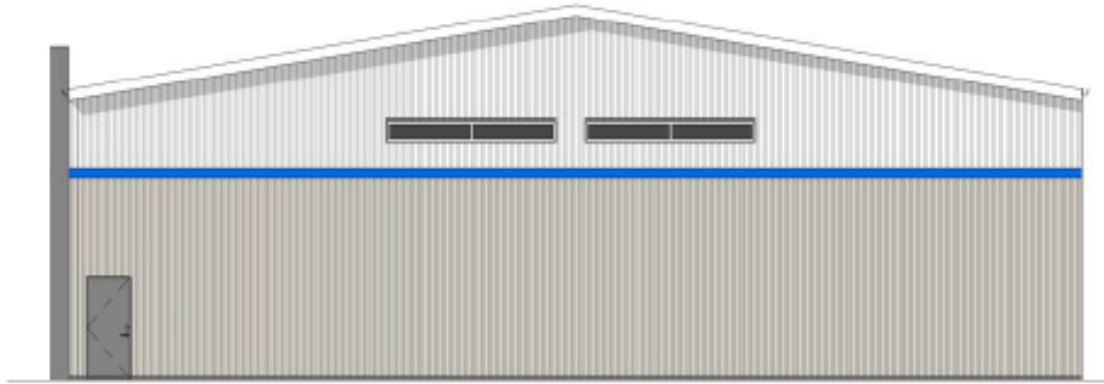
**SITE PLAN**  
 1 : 500



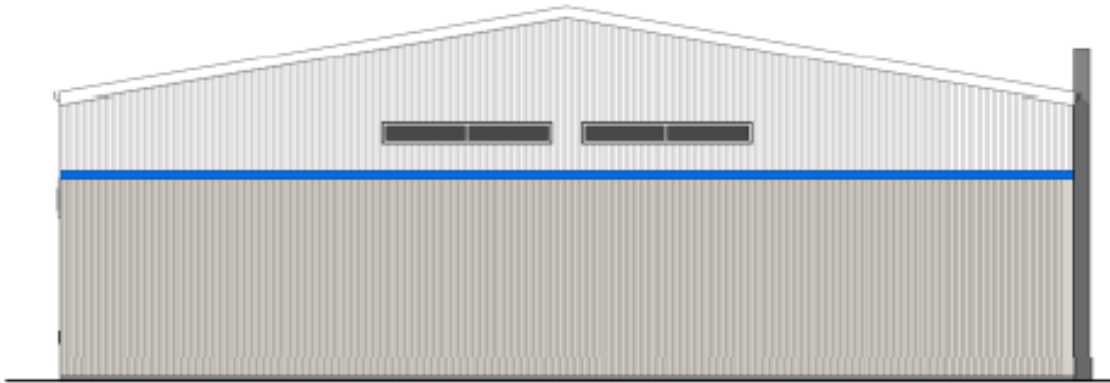
**Attachment 4**  
**Building Elevations**  
**(Page 1 of 2)**



**Attachment 4**  
**Building Elevations**  
**(Page 2 of 2)**



**NORTH ELEVATION**  
1 : 150



**SOUTH ELEVATION**  
1 : 150

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**TO:** Electoral Area Services Committee                      **MEETING:** October 10, 2017  
**FROM:** Sarah Preston  
                Planning Technician    **FILE:**            **PL2017-126**  
**SUBJECT:    Development Variance Permit Application No. PL2017-126**  
                  **2471 Nanoose Rd – Electoral Area ‘E’**  
                  **Lot 7, District Lot 130, Nanoose District, Plan 27190**

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#### RECOMMENDATIONS

1. That the Board approve Development Variance Permit No. PL2017-126 to permit a parking area within the Front Lot Line and Other Lot Line setbacks subject to the terms and conditions outlined in Attachments 2 to 4.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2017-126.
3. That, as the 2017 Budget includes \$7,500 for the project and as an additional \$20,000 is required for a total of \$27,500, the additional funds requested be considered by the Board during the 2018 Budget deliberations.

#### SUMMARY

If approved, this development variance permit will allow three new parking spaces, near the front entrance of the Nanoose fire station, to be located within the Front Lot Line and Other Lot Line setbacks. The proposed parking spaces will serve to identify the main entrance, provide safe access to the site, and minimize conflict with normal site operation. Given that “Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation” has been met, staff recommend that the Board approve the development variance permit, pending the outcome of public notification. Given the cost of the proposed works that are the subject of the requested variance, it is further recommended that additional funds of \$20,000 be included in the 2018 Nanoose Fire Protection Services budget for the completion of the works.

#### BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Regional & Community Utilities & Solid Waste Services on behalf of the Nanoose Volunteer Fire Department to permit the development of a new parking area. The subject property is approximately 0.45 hectares in area and is zoned Public 1

(PU1), Subdivision District 'N', pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The property is located to the west of Northwest Bay Road abutting RDN park-use property. The immediate area is largely zoned for residential use (see Attachment 1 – Subject Property Map).

The property contains a fire station and associated accessory uses and structures. The fire station is serviced by community water and an on-site sewerage system located on the abutting RDN park use property.

### ***Proposed Development and Variance***

The proposed development includes the construction of three additional parking stalls and an extension of the existing concrete apron and asphalt pavement, along the front of the subject property. The applicant proposes to vary the following regulations from the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987":

- **Section 3.4.41 - Minimum Setback Requirements** to reduce the minimum Front Lot Line Setback from 8.0 metres to 1.0 metres to accommodate the proposed off-street parking spaces as shown on Attachment 3.
- **Section 3.4.41 - Minimum Setback Requirements** to reduce the minimum Other Lot Line Setback (west lot line) from 5.0 metres to 1.0 metres to accommodate the proposed off-street parking spaces as shown on Attachment 3.

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

The applicant has provided a parking layout, landscape plan, and recommendations from J.E. Anderson & Associates regarding stormwater management. A previous development variance permit (PL2011-085) for re-development of the site was issued in 2011. Three additional parking stalls are proposed immediately outside the main entrance to the fire station, within an area of existing landscaping abutting the RDN park use property.

As the existing landscaping is being removed, the applicant proposes to provide a 1.0 metre wide, drought tolerant shrub bed, buffering the proposed parking area along the western Interior Lot Line. This bed will be elevated within a landscape retaining wall of up to 0.6 metres in height. In addition, a landscaped area featuring fractured rock, three large boulders, and drought tolerant shrubs will be provided at the main entrance abutting the western Interior Lot Line. Plant materials will be salvaged from the existing landscaping; largely consisting of flowering currant and Oregon grape. The applicant proposes to hand water the plant materials for one to two years until it has become re-established and drought hardy (see Attachment 4 – Landscape and Parking Plan).

The applicant proposes to site the new parking stalls on an extension of the existing concrete apron. Each stall will include a concrete bumper to protect the proposed landscaping and retaining wall along the western Interior Lot Line. One of the three proposed parking stalls has been designed to accommodate disability parking. The applicant's rationale for the requested variances is that there is insufficient parking available to volunteer staff during weekly practice sessions, which involve crew for all four fire engines maintained on site. At present, in the event that all four engines are dispatched in an emergency, some volunteer staff are forced to park on the Road Right-of-Way. These parking spaces are

additionally impacted by the lack of space for maintaining the engines on the front apron. The fourth engine must be accommodated in front of the east parking area, which puts users of that parking in direct conflict with volunteer staff and equipment. Such individuals accessing the main entrance must currently cross the area fronting the apparatus bays, where the fire engines are stored, maintained, and egress during an emergency. The additional parking area will also aid in identifying the location of the main entrance and minimize conflict between individuals accessing the main entrance and normal operation of the station.

With regard to managing the additional stormwater runoff generated by the expansion of impervious surfaces, the applicant has submitted an assessment prepared by J.E. Anderson & Associates, dated June 19, 2017. The assessment states that the proposed extension of the existing surfaces and french drain system should pose little concern and no underground infrastructure is recommended. The surface drainage will be adequately collected and controlled via the french drain (see Attachment 4). Drainage will be directed to an existing vegetated ditch which will provide adequate treatment and sediment collection, as needed.

#### ***Intergovernmental Implications***

Staff recommend that the property owner obtain the necessary approvals from the Ministry of Transportation and Infrastructure regarding widening of the driveway access, as required, prior to issuance of this permit.

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

Pending the Electoral Area Services Committee's recommendation and pursuant to the *Local Government Act* and the "Regional District of Nanaimo Development Approvals and Notification Procedures Bylaw No. 1432, 2005", property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board's consideration of the application.

#### **ALTERNATIVES**

1. To approve Development Variance Permit No. PL2017-126 subject to the terms and conditions outlined in Attachments 2 to 4.
2. To deny Development Variance Permit No. PL2017-126.

#### **FINANCIAL IMPLICATIONS**

Staff have received confirmation from the Manager of Emergency Services that the proposed total project budget is \$27,000 of which \$7,500 was included in the 2017 Nanoose Bay Fire Protection budget and can be carried forward for inclusion in the total project budget for 2018. Additional funds of approximately \$20,000 will need to be approved in the 2018 Nanoose Fire Protection Services budget for completion of the proposed work. The project budget will be incorporated in the 2018-2022 Financial Plan.

## STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the proposed development and note that the proposal will be in keeping with the 2016 – 2020 Board Strategic Plan. The Plan’s “Focus on Service and Organizational Excellence” states that the Board will focus on emergency services as core elements of community safety. Ensuring emergency services have adequate infrastructure to ensure onsite safety while supporting timely emergency responses upholds this strategic priority.



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Sarah Preston  
spreston@rdn.bc.ca  
September 5, 2017

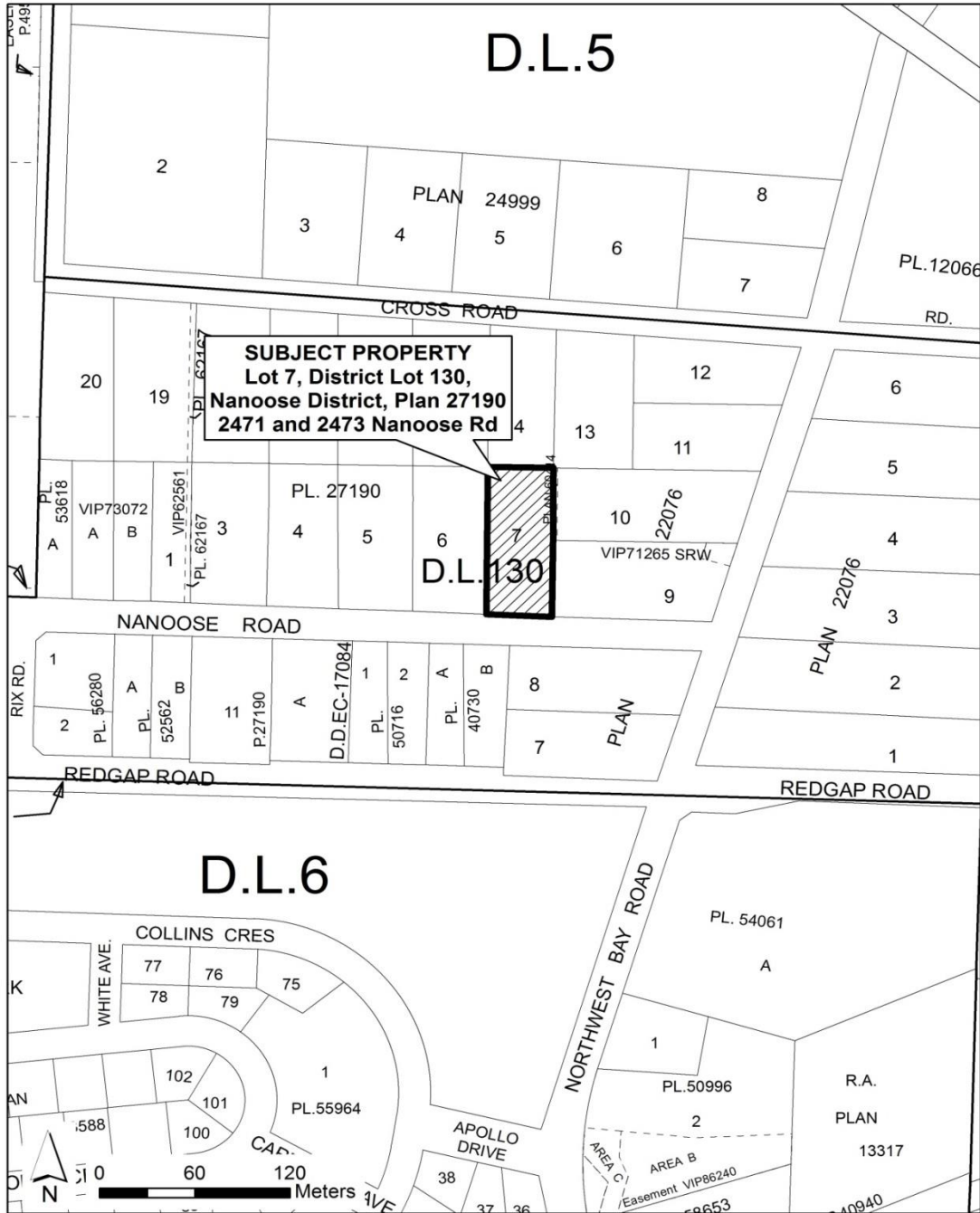
### Reviewed by:

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

### Attachments

1. Subject Property Map
2. Terms and Conditions of Permit
3. Proposed Site Plan and Variances
4. Landscape and Parking Plan

**Attachment 1**  
**Subject Property Map**



## **Attachment 2 Terms and Conditions of Permit**

The following sets out the terms and conditions of Development Permit with Variance No. PL2017-126:

### Bylaw No. 500, 1987 Variances

With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

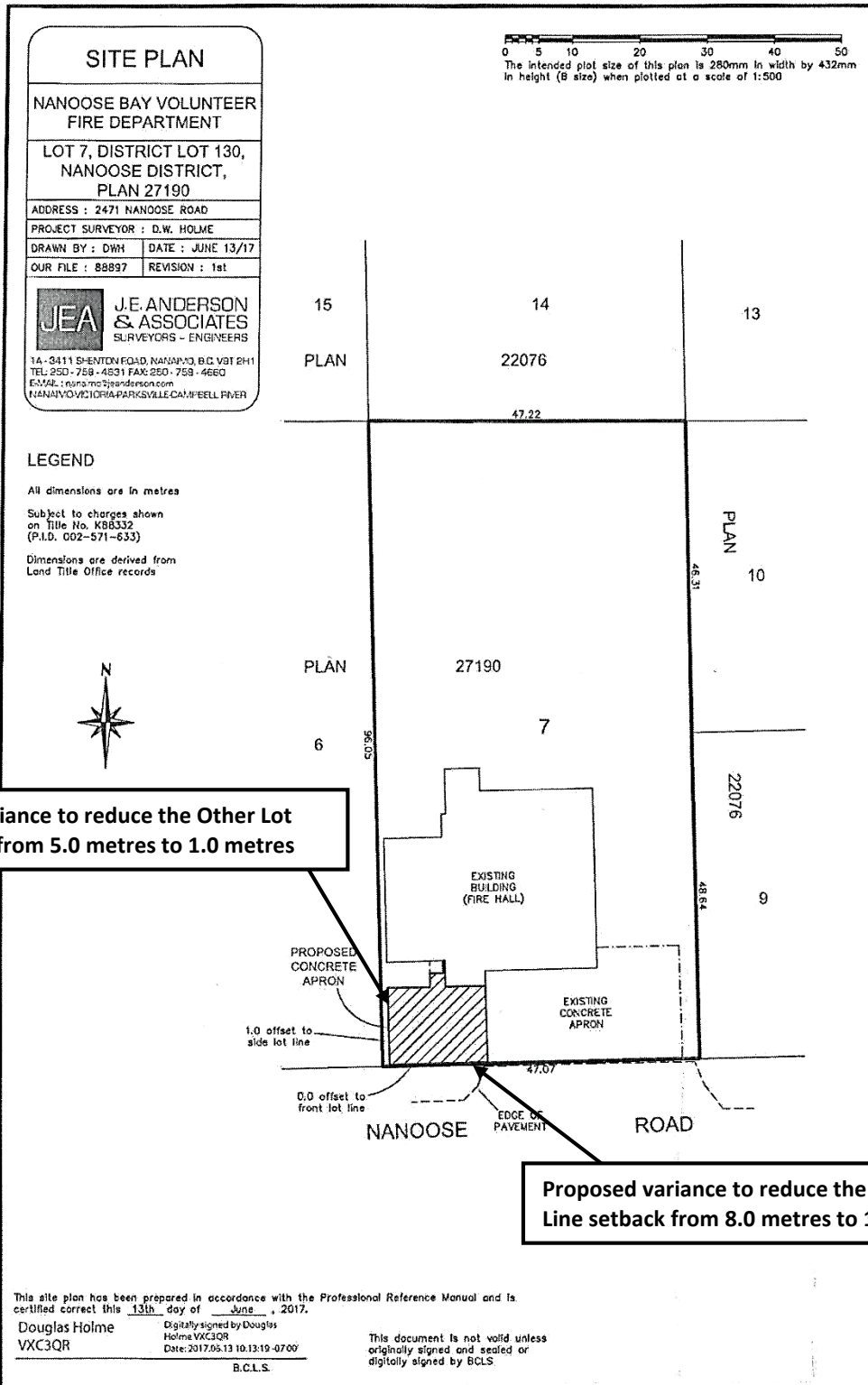
1. **Section 3.4.41 - Minimum Setback Requirements** to reduce the minimum Front Lot Line Setback from 8.0 metres to 1.0 metres to accommodate the proposed off-street parking spaces as shown on Attachment 3.
2. **Section 3.4.41 - Minimum Setback Requirements** to reduce the minimum Other Lot Line Setback (west lot line) from 5.0 metres to 1.0 metres to accommodate the proposed off-street parking spaces as shown on Attachment 3.

### Conditions of Approval

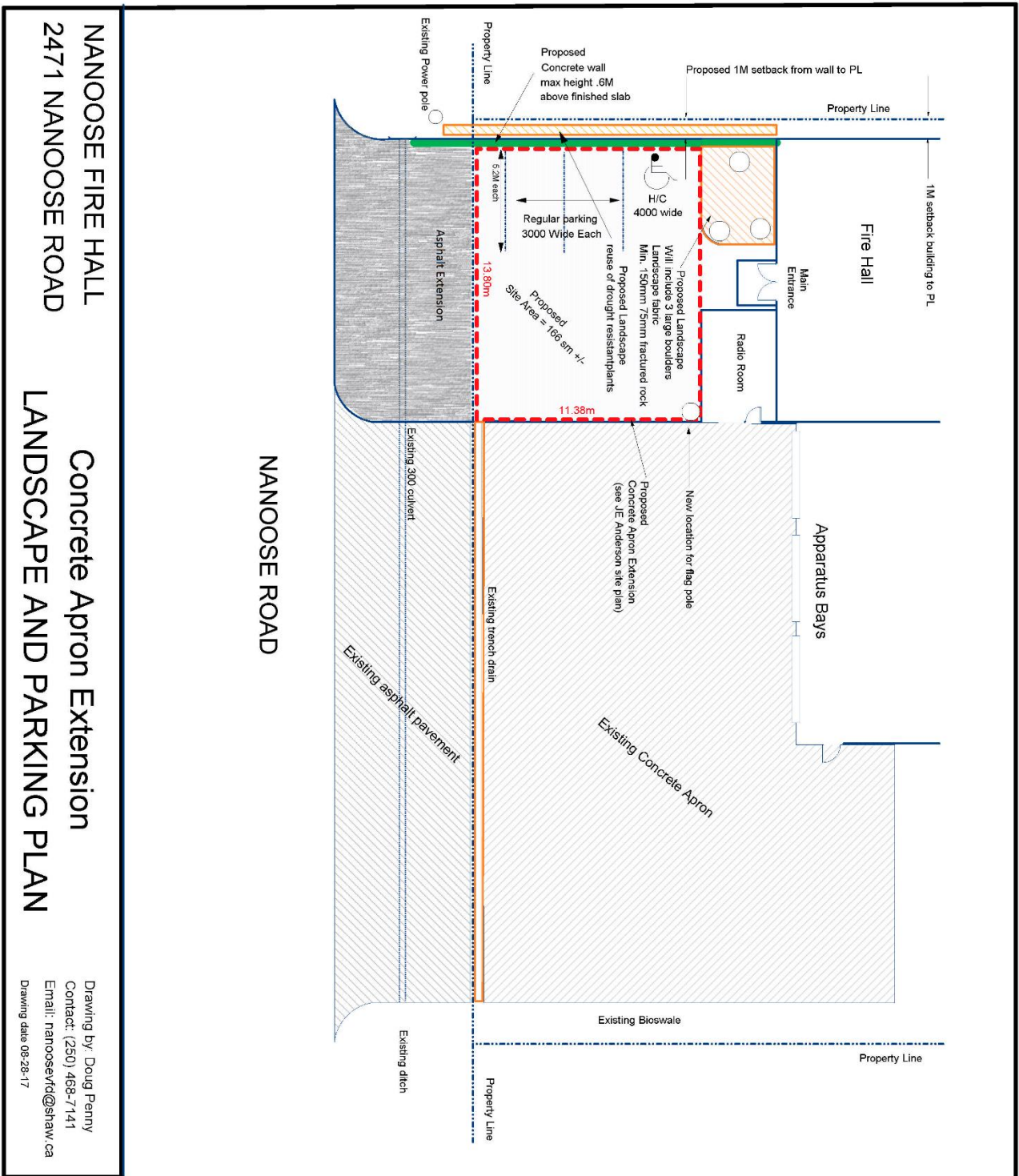
1. The site is developed in accordance with the Site Plan prepared by J.E. Anderson & Associates, dated June 13, 2017 and attached as Attachment 3.
2. The proposed development is in general compliance with the plans prepared by Doug Penny, dated August 28, 2017 and attached as Attachment 4.
3. The off-street parking spaces shall be located as shown on Attachment 4, and shall be clearly delineated with painted lines and include bumper curbs. Bollards shall be installed along the main entrance area and building face as necessary.
4. The proposed landscaping shall be provided and maintained in general accordance with the Landscaping Plan as shown in Attachment 4.
5. The subject property shall be developed in accordance with the recommendations contained in the Engineers Report prepared by J.E. Anderson & Associates, dated June 19, 2017. Any changes to the proposed drainage system extension shall require a revised Engineers Report to the satisfaction of the General Manager of Strategic and Community Development prior to commencement of the proposed development.
6. The property owner shall obtain the necessary approvals from the Ministry of Transportation and Infrastructure regarding widening of the driveway access, as required, prior to issuance of this permit.
7. The property owner shall obtain the necessary permits for construction in accordance with the Regional District of Nanaimo Building Regulations.



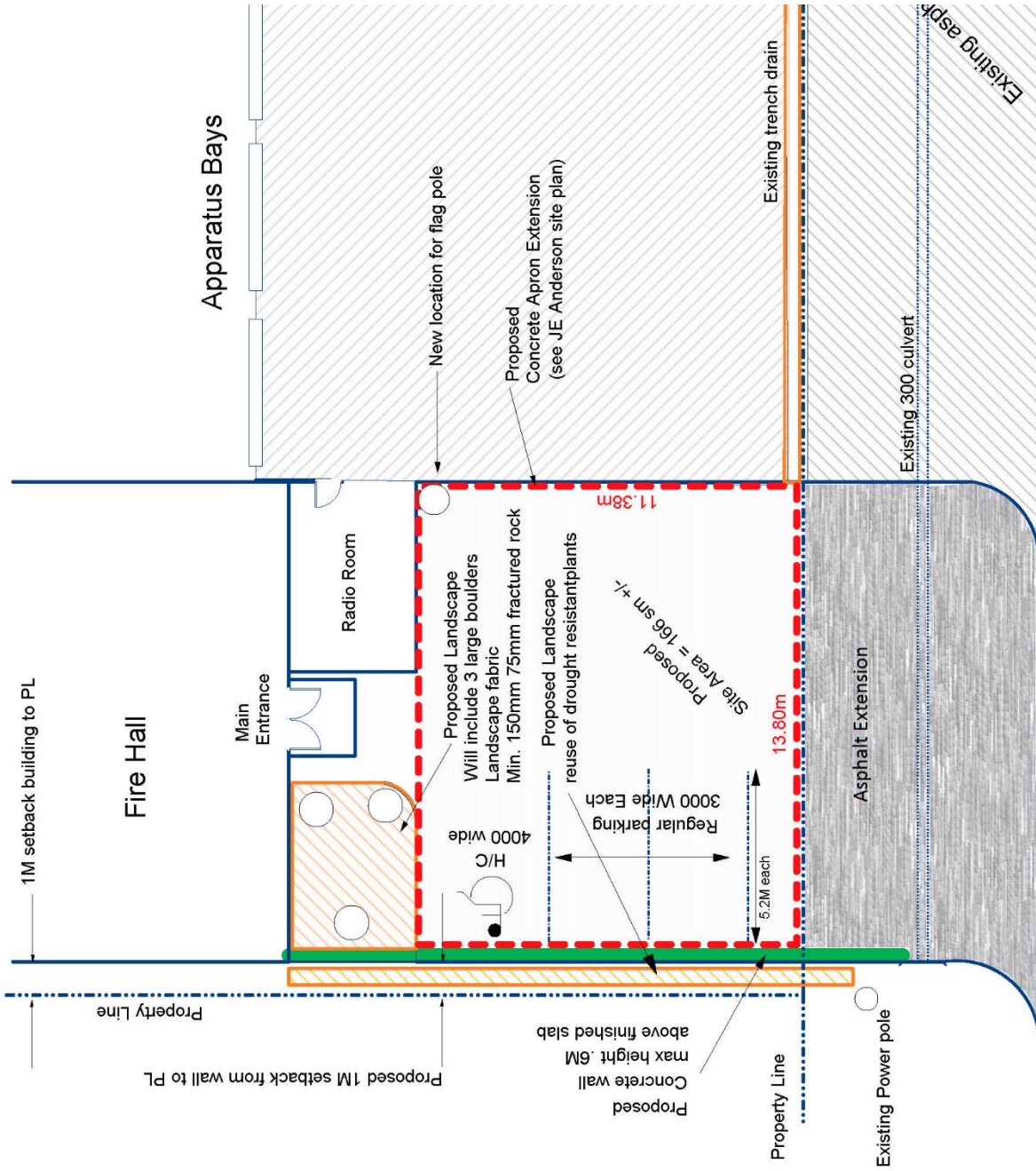
**Attachment 3  
 Proposed Site Plan and Variances**



**Attachment 4**  
**Landscape and Parking Plan**  
**(1 of 2)**



**Attachment 4**  
**Landscape and Parking Plan**  
**(2 of 2)**



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**TO:** Electoral Area Services Committee      **MEETING:** October 10, 2017

**FROM:** Stephen Boogaards  
Planner      **FILE:** PL2017-034

**SUBJECT: Subdivision Application PL2017-034**  
**Lot 1, District Lot 137, Nanoose District, Plan 31921, Except Part in Plan 49001**  
**Stewart Road – Electoral Area ‘E’**

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## RECOMMENDATION

That five percent (5%) cash-in-lieu of parkland dedication be accepted in conjunction with Subdivision Application No. PL2017-034.

## SUMMARY

The applicant proposes a nine-lot subdivision on lands located southeast of the Stewart Road and Davenham Road intersection. Parkland dedication, or cash-in-lieu of parkland dedication is required in relation to the proposed subdivision under Section 510 of the *Local Government Act*. Staff and the Electoral Area ‘E’ Parks and Open Space Advisory Committee recommend the Board accept five percent cash-in-lieu of parkland dedication.

## BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Fern Road Consulting Ltd. on behalf of 1090102 BC Ltd. for a nine-lot subdivision. The subject property is approximately 1.865 hectares in area and is zoned Residential 1 (RS1), Subdivision District ‘N’, pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The property is currently vacant and is located southeast of the intersection of Stewart Road and Davenham Road (see Attachment 1 – Subject Property Map).

Parkland dedication, or cash-in-lieu is required, pursuant to Section 510 of the *Local Government Act*. Under the policies of “Regional District of Nanaimo Nanoose Bay Official Community Plan Bylaw No. 1400, 2005”(OCP), the RDN shall determine if the developer is to provide park in a location acceptable to the local government, cash-in-lieu representing five percent value of the parent parcel, or a combination of land and cash-in-lieu. In this case the applicant proposes to provide cash-in-lieu of parkland dedication.

## Park Implications

Staff and the Electoral Area ‘E’ Parks and Open Space Advisory Committee (POSAC) considered acquiring parkland dedication in the form of park or trail. Five percent parkland dedication would be 932 m<sup>2</sup>,

which would not be large enough to provide useable park space. Dedication of a roadside trail along Stewart and Davenham Road was also considered, however, due to steep topography and wetlands on the property, it would not be safe or suitable location for the trail. MOTI also stated that there is no safe location for pedestrian crossing of Stewart Road or Davenham Roads fronting the site, which would limit the connection with other RDN parks and trails. Given factors constraining trail development fronting the site and the limited parkland that would be provided through dedication, cash-in-lieu of parkland is recommended in this case.

Consistent with Section 510 of the *Local Government Act* and “RDN Board Policy C1.2 Cash-in-lieu of Parkland”, the five percent cash-in-lieu of parkland would be calculated by an independent appraisal of the undeveloped raw land value. The applicant has provided an appraisal of the property, prepared by an accredited appraiser with the Appraisal Institute of Canada, establishing the market value of the subject property as \$610,000. Based on 5% of the appraised value, the required cash-in-lieu dedication would be valued at \$30,500. Under the requirements of the *Local Government Act*, if cash-in-lieu of parkland is accepted it may only be used for parkland acquisition within Electoral Area ‘E’.

The Electoral Area ‘E’ POSAC considered the cash-in-lieu proposal at its September 13, 2017 meeting, and recommended that the five percent cash-in-lieu of parkland dedication be accepted in conjunction with the subdivision application (see Attachment 3 – Electoral Area ‘E’ Parks and Open Space Advisory Committee Recommendations). Staff concurs with the POSAC’s recommendation and recommends that the Board accept cash-in-lieu of parkland in relation to the proposed subdivision.

### **Intergovernmental Implications**

Staff have encouraged the Provincial Approving Officer (PAO) to require road widening in association with the subdivision to better accommodate pedestrians and cyclists along Stewart Road and Davenham Road. The POSAC also provided comments to encourage MOTI to improve the road shoulder around the subject property.

### **PUBLIC CONSULTATION IMPLICATIONS**

A Public Information Meeting (PIM) was held on September 14, 2017 at Nanoose Place (see Attachment 4 – Summary of Public Information Meeting). Approximately eight people were in attendance. Comments from the PIM include concerns around blasting, water, and safe access to Stewart Road. For access onto Stewart, comments received from the PIM reflect concern with the location of the strata road within proximity to the corner with Davenham Road. The proposal is consistent with policy within the OCP, which minimizes the number of direct access points onto major roads such as Stewart Road, though the visibility from the proposed location of the Davenham Road intersection is poor. Along with comments for roadside improvement and POSAC recommendations, RDN planning staff will also communicate public concerns for road safety to MOTI and the Provincial Approving Officer.

### **ALTERNATIVES**

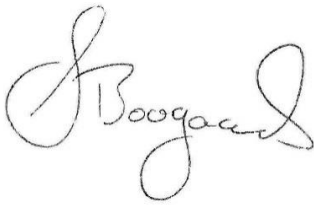
1. To accept the cash-in-lieu of parkland dedication.
2. To not accept the cash-lieu of parkland dedication and provide further direction.

## 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 cash-in-lieu dedication in relation to the 2016 - 2020 Board Strategic Plan, and the proposal is in compliance with Strategic Priority for Focus on Service and Organization Excellence by directing sources of funding to priority recreational amenities. The proposal also recognizes that other parks goals for improved mobility may be achieved through the requirements of provincial agencies.



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Stephen Boogaards  
sboogaards@rdn.bc.ca  
September 18, 2017

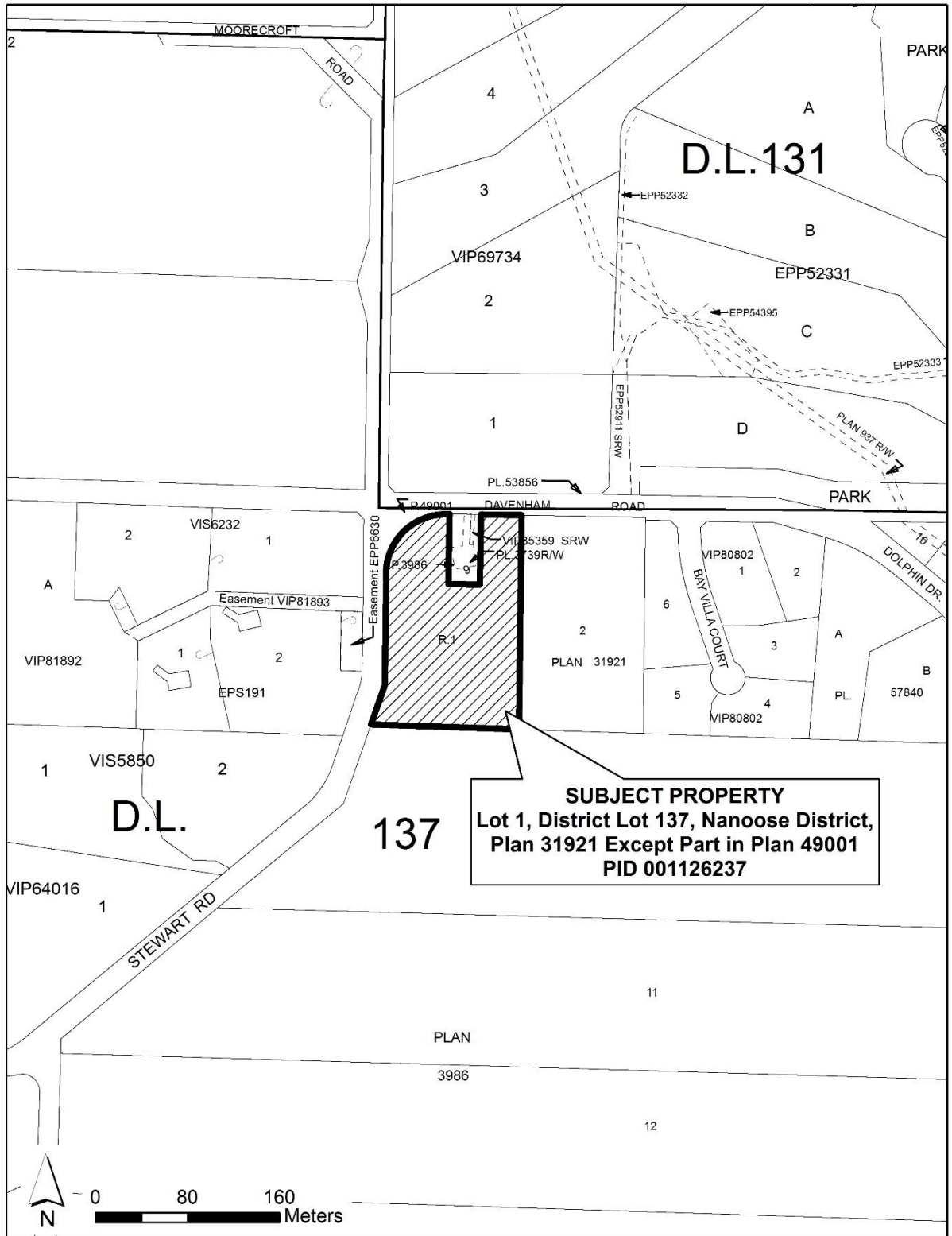
### Reviewed by:

- Jeremy Holm, Manager of Current Planning
- Geoff Garbutt, General Manager of Strategic & Community Development
- Phyllis Carlyle, Chief Administrative Officer

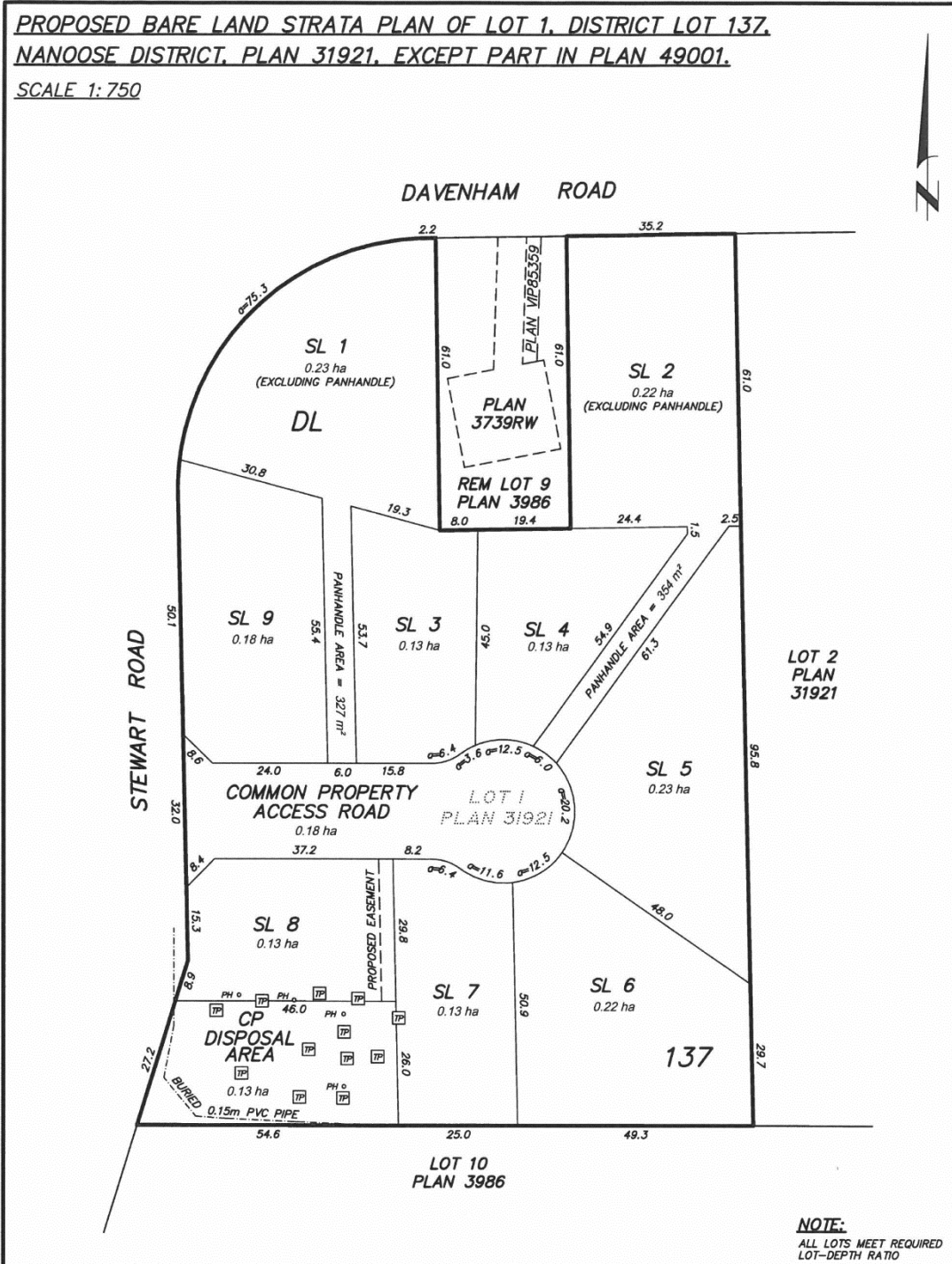
### Attachments

1. Subject Property Map
2. Plan of Subdivision
3. Electoral Area 'E' Parks and Open Space Advisory Committee Recommendations
4. Summary of the Public Information Meeting

**Attachment 1**  
**Subject Property Map**



**Attachment 2**  
**Plan of Subdivision**

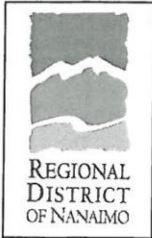


<b>LEGEND</b>		No.	DATE	REVISION
ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF		1	2016/08/26	
ALL DISTANCES ALONG CURVES ARE ARC DISTANCES		2	2016/12/14	ALTER PLAN TO BARE LAND STRATA WITH CP FOR DISPOSAL – ADD 1 LOT
ALL DIMENSIONS AND AREA ARE SUBJECT TO FINAL SURVEY.		3	2017/02/15	ADD TEST PITS, PERC HOLES AND PROPOSED EASEMENT
DL DENOTES DISTRICT LOT		4	2017/02/15	ADJUST LOT LINES TO COMPLY WITH LOT-AVERAGING REQUIREMENTS
REM DENOTES REMAINDER				
ha. DENOTES HECTARES				
CP DENOTES COMMON PROPERTY				
TP DENOTES TEST PIT				
PH DENOTES PERC HOLE				

<b>SIMS ASSOCIATES</b> LAND SURVEYING LTD. 223 FERN ROAD W. QUALICUM BEACH, B.C. V9K 1S4 PHONE: 250-752-9121 FAX: 250-752-9241 FILE NUMBER: 16-295-S DRAWING NUMBER: 16-295 P4.DWG DATE: 2017/02/15
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**Attachment 3**  
**Electoral Area 'E' Parks and Open Space Advisory Committee Recommendations**



**PARK LAND DEDICATION REVIEW**  
**Referral Form**  
**Parks and Open Space Advisory Committee**

Advisory Committee Name: Nanoose Bay Parks + Open Spaces Advisory Committee.

In conjunction with the subdivision application for the property legally described as:

Lot 1, District Lot 137, Nanoose District, Plan 31921, except part in Plan 49001  
and located at Stewart Road - Electoral Area 'E'

Attachments:

- Location map
- Park Proposal Map
- Other Staff Report

The Parks and Open Space Advisory Committee has reviewed the request submitted by the applicant/owner and forwarded by the Regional District Planning Department for either dedication of park land or cash in-lieu-of park land or a combination of both and has the following advisory comments and recommendations to the Electoral Area Planning Committee and the Regional District Board:

Comments:

Encourage MOTI to improve road shoulder around the subject property. Staff to clarify requirements noted in the PLA regarding roadside improvements.

Recommendations:

As per the Staff Report: That the 5% cash-in-lieu of parkland dedication be accepted in conjunction with Subdivision Application No. PL 2017-034.

Date: Sept. 13, 2017

**Note:** POSAC comments and recommendations must be submitted to the RDN Recreation and Parks Department two business days prior to the Public Information Meeting.

**Attachment 4**  
**Summary of the Public Information Meeting**  
**Held at Nanoose Place**  
**2925 Northwest Bay Road, Nanoose Bay**  
**Thursday September 14, 2017 at 6:30 pm**  
**RDN Application PL2017-034**

*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 (8) members of the public in attendance at this meeting.

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

Director Bob Rogers, Electoral Area 'E' (the Chair)  
Jeremy Holm, Manager of Current Planning  
Stephen Boogaards, Planner

**Present for the Applicant:**

Rachel Hamling, Fern Road Consulting Ltd. (Agent)

The Chair opened the meeting at 6:30 pm, outlined the evening's agenda, and introduced the RDN staff and the applicant's agent (Fern Road Consulting Ltd). The Chair then stated the purpose of the Public Information Meeting and asked RDN staff to provide background information concerning the development application.

The planner provided a brief summary of the nine lot subdivision application and the proposal for cash-in-lieu of parkland dedication in accordance with Section 510 of the *Local Government Act*. The planner also explained that the Electoral Area 'E' Parks and Open Space Advisory Committee at its meeting of September 13, 2017, recommended that cash-in-lieu of parkland dedication be accepted.

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

Rachel Hamling presented an overview of the proposed subdivision and explained the rationale for the proposed cash-in-lieu of parkland dedication. She explained that the Parks and Open Space Advisory Committee supported the cash-in-lieu proposal due to the unsuitable conditions for a trail and unsafe conditions for a crosswalk for Stewart Road. She also presented the results of the appraisal completed for the property, which appraised the undeveloped land at \$610,000. Based on 5% of the undeveloped land being subdivided, the cash-in-lieu of parkland dedication would be \$30,500.

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

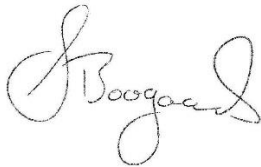
Miranda Hendricks, 1786 Oak Leaf Drive, asked if blasting will take place and if the subdivision will affect drinking water. The applicant responded that they are not sure about blasting and that servicing of the lot will be reviewed by an engineer.

Terry Pope, 3031 Park Place, stated he was concerned about access onto Stewart Road, particularly given the proximity to blind corner at the Davenham Road intersection. The applicant responded that the access is through the strata road, which was approved by the Ministry of Transportation and Infrastructure.

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

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

The meeting was concluded at 6:45 pm.

A handwritten signature in cursive script, appearing to read 'S. Boogaards', is positioned above a horizontal line.

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Stephen Boogaards  
Recording Secretary

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**TO:** Electoral Area Services Committee      **MEETING:** October 10, 2017  
**FROM:** Greg Keller  
Senior Planner      **FILE:** 6630-01  
**SUBJECT:** Rural Area Signage Project Results and Recommendations

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### RECOMMENDATIONS

1. That the Board receive the results of the open houses included as Attachment 1 and questionnaire results included as Attachment 2.
2. That the Board direct staff to prepare a report on potential amendments to “*Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002*”, “*Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987*”, and, “*Regional District of Nanaimo Sign Bylaw No. 993, 1995*” to enhance the ability to construct community kiosks, and community identification and wayfinding signage.
3. That the Ministry of Transportation and Infrastructure be requested to consider implementing the specific signage improvements identified through the rural area signage project community engagement process as presented in Attachment 3.
4. That the Board direct staff to prepare an informational webpage advising members of the public and community groups how to request signage improvements and how to obtain approval to install signage.
5. That the Board recognize the communities as listed in Attachment 4 for the purpose of making application to the Ministry of Transportation and Infrastructure to install signage in the road rights-of-way under the Ministry’s Policy Manual for Supplemental Signs.
6. That the Ministry of Transportation and Infrastructure be requested to include the communities identified in Attachment 4 in its Guide Sign and Service and Attraction signage programs.

### SUMMARY

The purpose of this report is to present the findings of the Rural Area Signage Project community engagement process and to present recommendations for addressing community concerns, comments and ideas related to improving the effectiveness of signage in rural areas.

### BACKGROUND

Effective and informative signage is important to the local economy, is a public safety factor and can strengthen community identity and pride. Despite the importance of effective signage, there continue to be challenges to effective signage in rural areas. The rural area sign project is intended to identify and

respond to these challenges and community concerns. The Board approved community consultation program has been completed and recommended actions to support effective signage in rural areas have been prepared for the Board's consideration.

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

The comprehensive community outreach process included open houses held April 24<sup>th</sup> at the Royal Canadian Legion in Bowser, May 1<sup>st</sup> at the Cranberry Community Hall in South Wellington, and May 4<sup>th</sup> at the Parksville Community and Conference Centre. The community engagement process also included an online questionnaire which was available from April 2017 through the summer months. A referral was also sent to stakeholder groups and organizations and a project website was established. In addition to formal Regional District of Nanaimo (RDN) sponsored events, staff also met with representatives from the Ministry of Transportation and Infrastructure (MOTI) and individual community members upon request.

While the public response was lower than anticipated, the engagement process was a success given the quality of feedback and meaningful input that was provided. The following is a summary of the community input.

#### *Open House Summary*

Approximately 30 people in total attended the three open houses. The majority of comments and concerns raised by open house participants related to signage in road rights-of-way and specifically lack of directional signage and driver safety and informational signage. See Attachment 1 for the results of the open houses.

#### *Questionnaire Summary*

A total of 85 respondents participated in the questionnaire. As none of the questions were mandatory, respondents had discretion to complete as many or as few questions as they chose.

The following is a summary of the questionnaire results (see Attachment 2 for the results of the questionnaire):

- a. More than half of respondents indicated that there is no community identification signage in their community.
- b. Participants identified a number of locations for additional community and wayfinding signage to be installed throughout the region. A common theme is that more directional and community identification signage is desired on Highway 19 and Highway 19A directing traffic towards the village centres and established communities.
- c. Participants indicate that there are not enough signs providing directions to public facilities, local attractions and services including public beach access points, parks, community halls, boat launches, and trails.
- d. When asked how signage for businesses, services, and accommodations and tourist attractions can be improved, the top three response categories were signs should have improved aesthetics and character, signs should be more visible, and signs should be larger.

- e. The top three sign categories that respondents indicated were most in need of improvement included community identification, wayfinding, and information signage.
- f. Online searches, online maps and word of mouth were identified as being more important than signage in locating businesses, services, accommodations, and tourist attractions.
- g. Thirty-eight percent of respondents indicated that they were from Electoral Area 'H'. Electoral Area 'E' had the second highest percentage of respondents at 14%.
- h. A few respondents indicated that there should be fewer signs in the rural areas and that signs should be reduced in size and minimally illuminated.
- i. Although only 15% of respondents indicated that there are barriers to identification signage in their community, 48% of survey participants did not respond to the question.

### *Summary of Community Input*

There is support for improved community identification, wayfinding and directional signage throughout the region. Many of the ideas and concerns were in relation to signage that can already be accommodated for in existing MOTI sign policy. In addition, a number of electoral area specific signage improvements were identified by the community through the public consultation process (see Attachment 3 for a list of location specific signage improvements).

### *Issues and Recommended Actions*

Despite not having a role in the regulation of signs located in road rights-of-way, the RDN can assist in improving the effectiveness of signage in rural areas within road rights-of-way by advocating for signage improvements, making application to MOTI for signage on behalf of community groups, and by assisting with information. The RDN can also provide financial assistance to community groups proposing to install signage through such funding sources as community works funds and Northern Community Economic Development Funds. As a result of the importance that MOTI plays in the regulation of signs in rural areas, further discussion on MOTI's role is provided in the intergovernmental implications section of this report.

Based on community input, the following four key issues have been identified and the following associated actions are recommended to assist in making signage in rural areas more effective.

**Issue 1** There is not enough community identification signage and signage on community facilities such as community halls, recreation facilities, and fire departments.

- a. Recommended Action - Amend RDN zoning bylaws and sign regulations to enhance the ability to construct community kiosks and community identification and wayfinding signage.
- b. Recommended Action - Consider including community signage goals, objectives, and policies in all OCP reviews.
- c. Recommended Action - Continue to consider providing financial support for the installation of community signage such as was provided for the Nanoose Bay signs, Lighthouse Country Business Association signs, and signage at Nanoose Place.

- d. Recommended Action - Continue to advocate for the provision of effective signage in rural areas.

**Issue 2** Many of the specific sign requests and suggestions were for signs within road rights-of-way for sign types that could be accommodated under existing MOTI policy. This may suggest that information related to obtaining MOTI approval for signage in road rights-of-way is not easy to find or readily available.

- a. Recommended Action - Develop and promote a webpage to advise members of the public and community groups how to request signage improvements and how to obtain approval to install signage.

**Issue 3** A number of requests for specific signage improvements were identified through community input.

- a. Recommended Action - Request MOTI to consider implementing the specific signage improvements within road rights-of-way identified by the community (see Attachment 3 – Electoral Area Specific Sign Improvement Requests).

**Issue 4** Community identification and wayfinding signage is lacking in most Electoral Areas and village centres in the RDN and may not currently be eligible for MOTI Guide and Service and Attraction Signage (such as identifying the distance to rural communities).

- a. Recommended Action - Recognize all of the Rural Village Centres designated by the Regional Growth Strategy named in Attachment 4 as distinct communities for the purpose of making application to MOTI to install community identification, entrance, and wayfinding signage within road rights-of-way.
- b. Recommended Action - Request MOTI to include all of the Rural Village Centres designated by the Regional Growth Strategy named in Attachment 4 in its Guide Sign and Service and Attraction signage programs.

### ***Intergovernmental Implications***

Ministry of Transportation and Infrastructure regulates signs within road rights-of-way and plays a critical role in signage in rural areas. MOTI utilizes three documents for regulating signs within road rights-of-way including the Manual of Standard Traffic Signs and Pavement Markings, the Policy Manual for Supplemental Signs, and the Service and Attraction Sign Manual. All signs must be consistent with these documents.

With respect to the specific signage improvement requests (Issue 3 above), many of the requests are for signs that would be located within road rights-of-way and would be under MOTI jurisdiction. The RDN can advocate for these improvements by requesting MOTI to consider implementing the specific signage improvements identified through the rural area signage project community engagement process as presented in Attachment 3

With respect to the lack of community identification and wayfinding signage (Issue 4 above), the MOTI Policy Manual for Supplemental Signs and the Service and Attraction Sign Manual provide guidance for a number of different types of signs within road rights-of-way. Supplemental Signs are regulated by the MOTI and are considered for approval through the MOTI permitting process. The “Nanose Bay –

Nurtured By Nature” signs were approved by the MOTI under its supplemental sign policy. These types of signs can be used to provide additional community identification and wayfinding information.

The MOTI Manual of Standard Traffic Signs and Pavement Markings include strict province-wide standards for eight functional sign groups located within the road right-of-way including Guide Signs (green and white distance markers found within the road rights-of-way). As signage addressed by this manual is standardized across the province, MOTI staff have indicated, that the Ministry is not likely to favourably consider requests that are inconsistent with this manual.

Ministry of Transportation and Infrastructure policy requires a host regional district to recognize a community as a distinct community, approve the name of the community, or pass a motion supporting an application to the MOTI for the sign installation depending on the type of sign being requested. In order to satisfy MOTI requirements, a community must have clear geographic boundaries. It is recommended that designated Rural Village Centres be recognized as distinct communities as they are geographically defined and reflective of unincorporated communities in the RDN (see Attachment 4 – Recognized Distinct Communities). Please note other communities can be identified as distinct communities through requesting a Board resolution at a later date on a case by case basis.

#### *Signage for RDN Parks, Trails, and Public Facilities*

Community input suggests that there may not be enough signs providing direction to public facilities including public beach access points, parks, trails, and boat launches. When considering wayfinding signage for regional parks and trails, staff work with MOTI to have signs permitted through the Ministry’s sign policies. In addition, a Parks and Trails Master Planning Process is scheduled to begin next year and it is expected that directional signage related to parks and trails will be considered through that process.

In addition to providing wayfinding signage the RDN facilities can also be found using both printed and online tools. The RDN has prepared a Regional Parks and Trails Guide that provides directions and maps to all of the Regional Parks and Trails. The RDN also offers an interactive parks and trails finder as well as georeferenced PDF maps. With respect to recreational facilities, the location of Oceanside Place Arena and Ravensong Aquatic have been provided to both Garmin and Tom Tom and can be found on Google Maps. These online resources are easily accessed using smart phone technology and the georeferenced pdf maps can be used with some smart phones using onboard GPS technology even without an internet connection.

#### **ALTERNATIVES**

1. That the Board approve the staff recommendations included in this report.
2. That Board not approve the staff recommendations included in this report and provide further direction.

#### **FINANCIAL IMPLICATIONS**

The cost of the recommended bylaw amendments and the proposed webpage design are estimated at \$8,000. Should the Board approve this work as recommended, it will be included for consideration by the Board in the 2018 Community Planning budget.



The Board may choose to financially support community identification signage similar to the Nanoose Bay signs and Nanoose Place sign, in which case funding could be provided through Community Works funds for individual projects. The Board may also choose to financially support individual signage projects that qualify for other RDN funding programs, such as Northern Community Economic Development funds, as was the case with the Lighthouse Community Business Association sign. These projects would be considered on a case-by-case basis and as funding sources allow, as such there is no impact to the 2017-2021 Financial Plan.

### **STRATEGIC PLAN IMPLICATIONS**

Taking actions in support of effective signage in rural areas is consistent with the Board's 2016-2020 Strategic Plan priority to facilitate/advocate for issues outside of the RDN's jurisdiction and would help foster economic development and tourism in the region.



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Greg Keller  
gkeller@rdn.bc.ca  
September 25, 2017

#### Reviewed by:

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

#### Attachments

1. Summary of Open Houses
2. Questionnaire Results
3. Location Specific Signage Improvements
4. Recognized Distinct Communities

## **Attachment 1 Summary of Open Houses**

The following is a summary of the comments received at the open houses held on April 24<sup>th</sup> at the Royal Canadian Legion in Bowser, May 1<sup>st</sup> at the Cranberry Community Hall in South Wellington, and May 4<sup>th</sup> at the Parksville Community and Conference Centre.

### **Ideas**

1. There should be a directional signage installed near Laburnum Road indicating the distance to Deep Bay and Bowser.
2. There should be a three-way stop sign near Horne Lake Road and Kenmuir Road.
3. Support for directional signage on Nanaimo River Road, White Rapids Road, and Godfrey Road towards Extension Park.
4. A sign in Extension Village to indicate the coal mining history.
5. Signage to indicate creeks, rivers, and lakes.
6. Signage to indicate that there are children walking to school in areas that have no shoulder or very narrow roadside shoulders.
7. Support for signage in high accident areas.
8. Wayfinding signage to indicate the distance from Extension Road/White Rapids Road intersection and Nanaimo River Road/White Rapids Road intersection. Concerns over traffic volume and speed.
9. Support for signage in high traffic areas such as along Jingle Pot Road to indicate children walking to school. Specifically Mountain View School.
10. Require address numbers to be more visible from the street.
11. Support for signage indicating farm implements on the road in rural areas. Share the road signs were suggested as well.
12. Support for a playground sign near Extension Hall and to reduce the speed limit to 30 km per hour.
13. Allow farm gate and farmers market signs.
14. Construct a welcome sign at each end of Cedar.
15. Want limits on size and number of signs.

16. Install a fish protection sign at Scannel Creek.
17. Less signage is more.
18. More safety signs for Farm equipment, animals, and wildlife on rural roads. Establish a committee with representatives from community groups, local government, and MOTI to increase roadside safety signs for farm equipment, farm animals, and wildlife on roads to develop a comprehensive approach that goes beyond one sign at a time.
19. Require removal of temporary signs and monitor removal date.

### **Concerns**

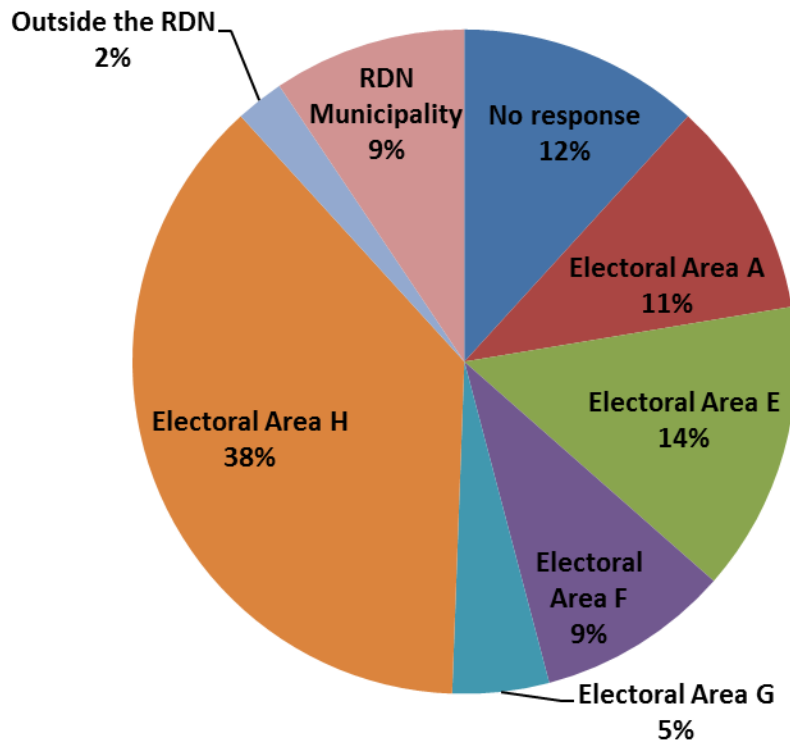
1. MOTI has not fulfilled its commitment to install a services and attractions sign near Horne Lake Road.
2. Fire Truck access on Benson View Road.
3. Benson View Road is too narrow and there are concerns with children walking and cycling.
4. No more ditching if not necessary as it takes away the only roadside walking paths that are available in the rural areas.
5. There should be a weight limit enforced on White Rapids Road as there are large volumes of heavy truck traffic using the road. Also the passing lane on White Rapids Road was not painted.
6. Signage should be limited to two signs or less per parcel.
7. Signs that are not maintained and are not well designed.
8. Over illumination of signs that cause light pollution.
9. Street signs that are lacking and are difficult to read due to small font size.
10. Need for more parking signs for Ammonite Falls parking areas near Creekside Place.
11. Overnight parking next to the French Creek Pollution Control Centre. There should be a no parking or no overnight parking sign installed.
12. Traffic speed in rural areas.

**Attachment 2  
 Questionnaire Results**

**Question 1: Which RDN Electoral Area do you live or own property in?**

Answer Options	Response Count	Percent of Responses
Electoral Area A	9	11
Electoral Area E	12	14
Electoral Area F	8	9
Electoral Area G	4	5
Electoral Area H	32	38
Outside the RDN	2	2
RDN Municipality (Nanaimo Parksville Qualicum Beach Lantzville)	8	9
No response	10	12
Total number of responses	85	

**Which RDN Electoral Area do you live or own property in?**

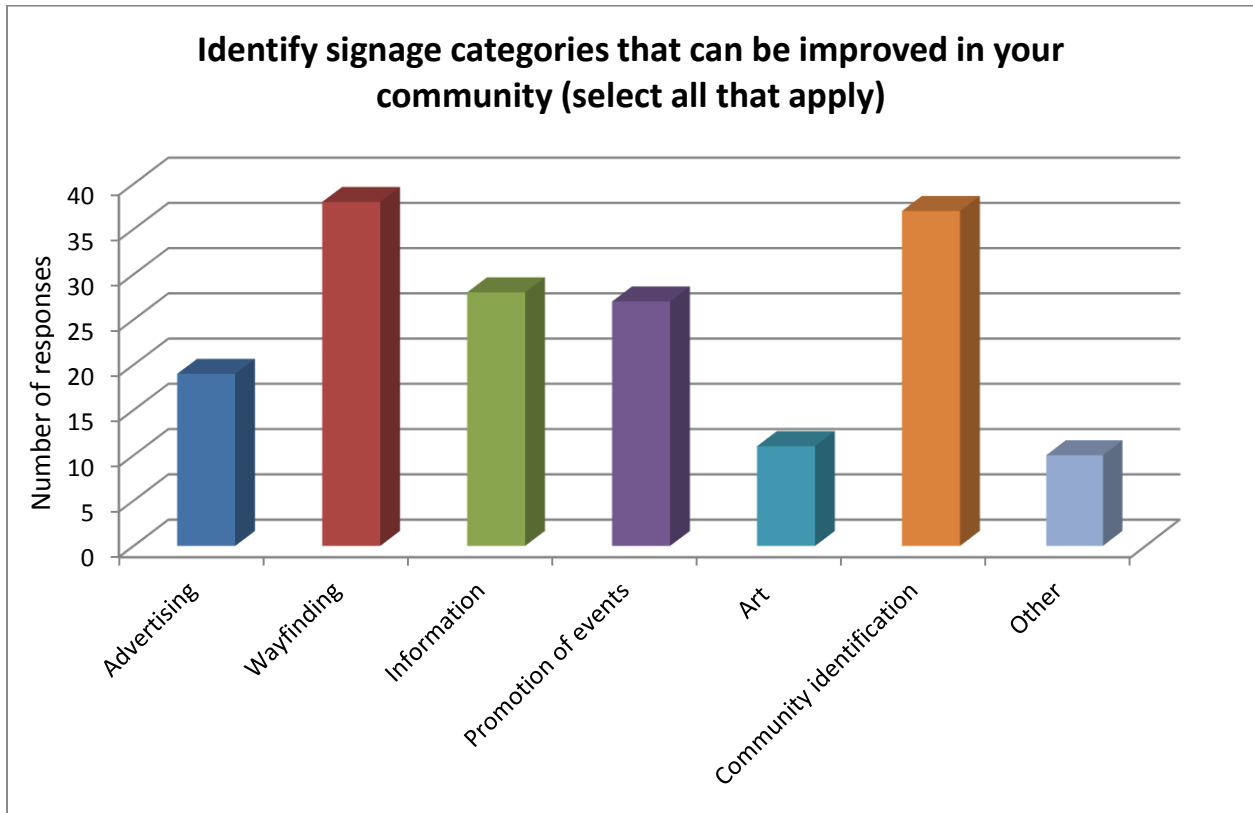


**Question 2: Which community or neighbourhood do you live in or identify most with?**

	<b>Comments received on Question 2 (Which community or neighbourhood do you live in or identify most with?)</b>
1	Bowser
2	Errington Village Area
3	Parksville
4	Burnaby
5	Qualicum Bay
6	Errington
7	Horne Lake
8	Fairwinds
9	Dashwood
10	Fairwinds, Nanoose Bay
11	French Creek
12	Bow Horne Bay
13	Meadowood Village Centre
14	Cedar
15	South Wellington
16	Parksville
17	Bowser
18	Nanoose Bay
19	Beachcomber
20	Nanoose Bay
21	Dorcas Point Estates
22	North Cedar
23	Bowser
24	Qualicum Bay
25	Better late than never. We should have had signs allocated to Bowser before the new highway was in. Leaving Qualicum Beach on 19A says next stop 62 km to Courtenay, same goes coming out of Courtenay. The M.O.T hand book prescribes what is needed in a Community to allocate signage. We have more requirements then Qualicum Beach, and certainly more than "Goats of a Roof" Coombs. Yet it seems every year Coombs gets bigger and better signage, along with Spider and Horne Lake, which are not Communities by the standards set out in the handbook. We have a University, Gasoline, liquor Store, Grocery Store, Accommodations, restaurants, a marina and various other shops. The First Nations Hatchery is a Valuable Tourist destination. Directional signage is required on BOTH 19A and 19. Maybe we can finally get on a map, other than to have people lost in order to find us
26	Deep Bay. As we are on Deep Bay water I think it appropriate that there is signage at Jamieson Rd Identifying us as Deep Bay.
27	Nanoose Bay
28	Lighthouse Country
29	Bowser
30	Cedar Yellow Point
31	Deep Bay

	<b>Comments received on Question 2 (Which community or neighbourhood do you live in or identify most with?)</b>
32	Dashwood
33	Spider Lake
34	Parksville
35	Bowser
36	Bowser, BC
37	Bowser
38	Bowser/Deep Bay
39	Dunsmuir
40	Bowser & Qualicum Beach
41	Fairwinds, Nanoose Bay
42	Nanoose Bay
43	Fairwinds
44	Qualicum Bay Horne Lake area
45	I work with the rural and farming community in the Nanaimo Regional District. Primarily this would be Cedar, Coombs-Errington and Oceanside.
46	Parksville
47	Errington
48	Bowser
49	Spider Lake
50	Parksville
51	Nanaimo
52	H
53	Cedar, Area A of Nanaimo physically although I do most shopping in Ladysmith or Duncan as easier and faster to get to and stores are more centralized than driving all over Nanaimo.
54	Bowser
55	Bowser
56	Bowser
57	North Cedar
58	Bowser and Deep Bay
59	South Wellington
60	Dunsmuir
61	Does not matter I am a Nanoose Resident I do not want any more signs telling me anything!
62	Nanoose
63	Qualicum Bay
64	Newcomers to Whiskey Creek although postal address is Qualicum Beach
65	Yellow Point
66	Cedar / South Wellington
67	Nanoose Bay

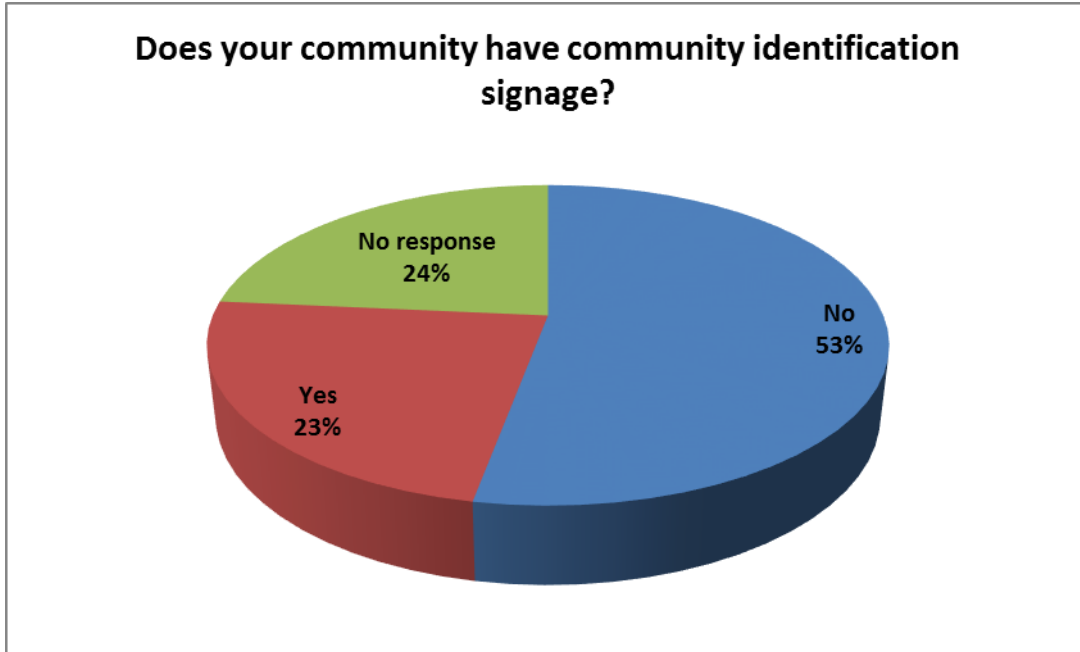
**Question 3: Identify signage categories that can be improved in your community (select all that apply)**



A total of 85 responses to Question 3 were received.

<b>Comments received on Question 3 (Identify signage categories that can be improved in your community – Other)</b>	
1	Pedestrian/Cycling Signage/Markings
2	Signage into Dashwood, much like into Lighthouse Country, Coombs/Errington, Nanoose. Dashwood does not have any signage like the other areas do.
3	Where our Fire Dept sign is at the bottom of NWBAY Rd
4	Farm tractors and implements sharing the road
5	Destination, directional
6	Speed limits
7	Larger school zone signs on Northwest Bay Rd for Nanoose Elementary. Very few people slow down at the appropriate place, they hit their brakes at the school
8	Farm Implements on Road
9	Private residences posting their business for advertising
10	Speed limit signage

**Question 4: Does your community have community identification signage? If so, where is it?**



A total of 65 responses to question 4 were received.

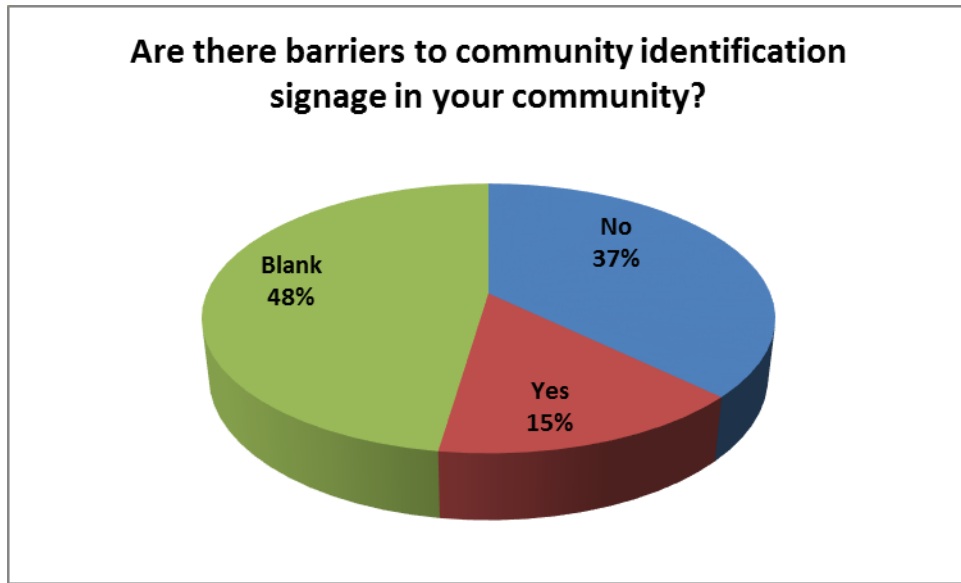
Answer	Number of Responses	Percentage of Responses
Yes	45	23
No	20	53
No response	20	24

	<b>Comments received on Question 4 (Does your community have community identification signage? If so, where is it?)</b>
1	At a pull out just below the Horne Lake interchange to 19A
2	Entrance sign on highway
3	Entrance to Nanoose & Fairwinds
4	Entrance to Parksville
5	Everywhere
6	Highway
7	Highway 19 and Northwest Bay Road
8	Hwy 19A
9	It is a wood carving done by a local artisan and is located at Qualicum Bay. It is well done but does not stand out as well as the roadside signage at Nanoose Bay.
10	Nanoose Bay
11	North and south entrances to community
12	On 19A
13	On boundaries
14	On highway and on NW Bay Road



	<b>Comments received on Question 4 (Does your community have community identification signage? If so, where is it?)</b>
15	On highway right of way
16	On the highway
17	On the side of the road
18	Powder Point Road / Fairwinds Drive
19	Two on the highway and one on Northwest Bay Road by Craig Bay
20	You know where because I said I live in Nanoose

**Question 5: Are there barriers to community identification signage in your community? If so, what are they?**



A total of 45 responses to question 5 were received.

Answer	Number of Responses	Percentage of Responses
Yes	13	15
No	32	37
Blank	41	48

<b>Comments received on Question 5 (Are there barriers to community identification signage in your community? If so, what are they?)</b>	
1	There are none
2	Area G covers a large area, therefore is not appropriate
3	Bureaucratic inertia
4	Bylaws, MOTI regulations
5	community service sign
6	Lighthouse Country is.....pretty vague... and there are other...lighthouse country areas
7	None exist
8	Not sure how to answer this question as I don't know what the barriers would be.
9	Ours is a small community - but it could incorporate Bowser/Deep Bay together
10	Poor city council
11	3rd party signage, MoTI rules, signage size
12	There is none...
13	Visibility and choice of location for signs

**Question 6: Do you think there should be community identification signage installed to better identify your community or is existing community identification signage adequate to identify your community?**

	<b>Comments received on Question 6 (Do you think there should be community identification signage installed to better identify your community or is existing community identification signage adequate to identify your community?)</b>
1	No
2	Yes! There is a lack of community signage in my area.
3	We do have some nice signage but it would be lovely to see something come up like the beautiful one that Nanoose has created. We have a simple sign on the North coming from Courtenay and the info signage on the reserve land pull out. It is a pretty busy signage and travelers that do not stop at it really have no other full on info you made it to Qualicum Bay or Bowser
4	Current signage identifies Coombs but not Errington
5	Adequate
6	Yes
7	There should be signage into the Dashwood/Meadowood areas.
8	No. It is adequate as is.
9	Could use some simple signs like Welcome to..... or Now entering..... Then 'Thanks for Visiting' when leaving the area. Install only on major roads entering or leaving an RDN area.
10	Qualicum Bay, Bowser and Deep Bay
11	No allowance whatsoever for signage along our only access route and its connection to Highway 19 (coastal)
12	We don't have any signage identifying Cedar.
13	More signage creates a sense of community pride and beautifies our communities
14	Adequate
15	Great new signs
16	Yes, there is no community identifying signage at this time.
17	Yes!
18	We've had to do everything for ourselves here. Welcome aboard. Forever hopeful.
19	It's fine
20	Absolutely I think we should have Deep Bay signage at Jamieson Rd to Identify the area. We are on Deep Bay water therefore should be identified as Deep Bay.
21	I would like to see Highway 19 "distance to signage" for Qualicum Bay, Bowser and Deep Bay in the same manner as Cumberland, Courtenay and Comox at points north of Nanaimo and Parksville. Also similar signage on the outskirts of Qualicum Beach.
22	Yes
23	Yes we need to identify Bowser at the highway and the Spider Lake Horne Lake region at the highway too
24	No
25	YES.
26	Yes we need more community identification signage.
27	Better signage is required for Qualicum Bay. Nobody even knows it exists.

	<b>Comments received on Question 6 (Do you think there should be community identification signage installed to better identify your community or is existing community identification signage adequate to identify your community?)</b>
28	There could be a bit more signage along the inland Hwy 19 to indicate services offered as well as direction
29	It's adequate now with the new Welcome to Nanoose Bay signs.
30	New signage should be installed
31	n/a
32	No
33	On the old highway there is a pull in for Lighthouse country information, however not sure if many people stop here to read it.
34	adequate
35	Locals know suburb or development names but visitors do not.
36	Adequate
37	Yes
38	Definitely
39	No
40	While we have signage on Hwy #19A there needs to be additional signage on Junction off Hwy #19 at Horne Lake and Cooks Creek for support of small business and artisans
41	No, not needed
42	No more signs
43	Yes
44	I think there is adequate signage.
45	The new signs are excellent and sufficient for Nanoose Bay.

**Question 7: If you support the installation of additional community identification signage in your community, please tell us where you think it should be located.**

	<b>Comments received on Question 7 (If you support the installation of additional community identification signage in your community, please tell us where you think it should be located.)</b>
1	Errington village area (Grafton Ave @ Errington Rd) has no publicly funded identification signage. As a small, sprawling community, a well-designed village sign near or at this central location would be incredibly beneficial in fostering a more collective atmosphere.
2	I think something a little more prominent on the North end coming into deep bay bowser are from Courtenay
3	On Dolphin Drive off Stewart, i.e. coming from Northwest Bay Road/Stewart onto Dolphin.
4	On the boarder of each area
5	Should be located at the QB/Dashwood boarder, and south at Shaw's Hill.
6	No. Additional signs are not required.
7	On major roads crossing into other jurisdictions. Make the message simple and easy to read - no gimmicky comments that are not borne out by reality.
8	Yes. On the four lanes north of Qualicum Beach (Baylis Rd). Along the route up to the village centre. In the Little Qualicum River Park (inside the provincial park for trails accessing our area).
9	Probably near the bridge on Cedar Road in the north and west, near the junction of Yellow Point Road and Cedar Road in the south.
10	Close to the centre of town, possibly at the Chevron corner light or at Craig Street and Island Hwy? Possibly at the top/centre of the sledding hill across from the Dairy Queen?
11	Cedar road, at the Nanaimo River Bridge for North Cedar. Cedar Road at the boundary of the RDN and the Cowichan Valley Regional District for South Cedar
12	Intersection of 19a and Kenmuir Qualicum Bay business area
13	Where the Tourists can see them!!!
14	The present highway sign for Deep Bay should be moved down to Jamieson and there needs to be an attractive sign at the entrance of Jamieson and Hwy 19A as well.
15	I am more concerned with signage drawing attention to travelers on Hwy 19 than with signs once they have found the Horne Lake Road exit.
16	Inland highway (19Hwy). There is no signage for Deep Bay or Bowser on the highway.
17	Prior to exit 75 Horne lake Rd intersection for North and South Bound traffic
18	At the beginning and end of the village core (Crosley in the North and Georgia Park in the South).
19	On Highway 19A and Highway 19
20	On the #19 highway
21	Hwy 19 before exits from south & north
22	Exit at Horne Lake and Hwy 19 pullout to read services and a map
23	n/a
24	No, only specific attraction signage.
25	A sign similar to Nanoose Bay would be nice on the Inland Highway so people could come off at Horne Lake Road and head down to Qualicum Bay, Bowser & Deep Bay
26	Start of each neighbourhood.
27	Yes

	<b>Comments received on Question 7            (If you support the installation of additional community identification signage in your community, please tell us where you think it should be located.)</b>
28	On the Old Island Highway AND 19
29	At the Hwy #19 Junctions at Horne Lake and Cook Creek. Along Hwy #19A as the junction with service road to the attraction, business or artisan location.
30	No more signs anywhere
31	Going towards WC from Coombs/Qualicum signage around entrance of Britain Rd or Poplar Way. When you are new to the community it is easy to miss the turn off since there is no indication that the residential area is on your left side.

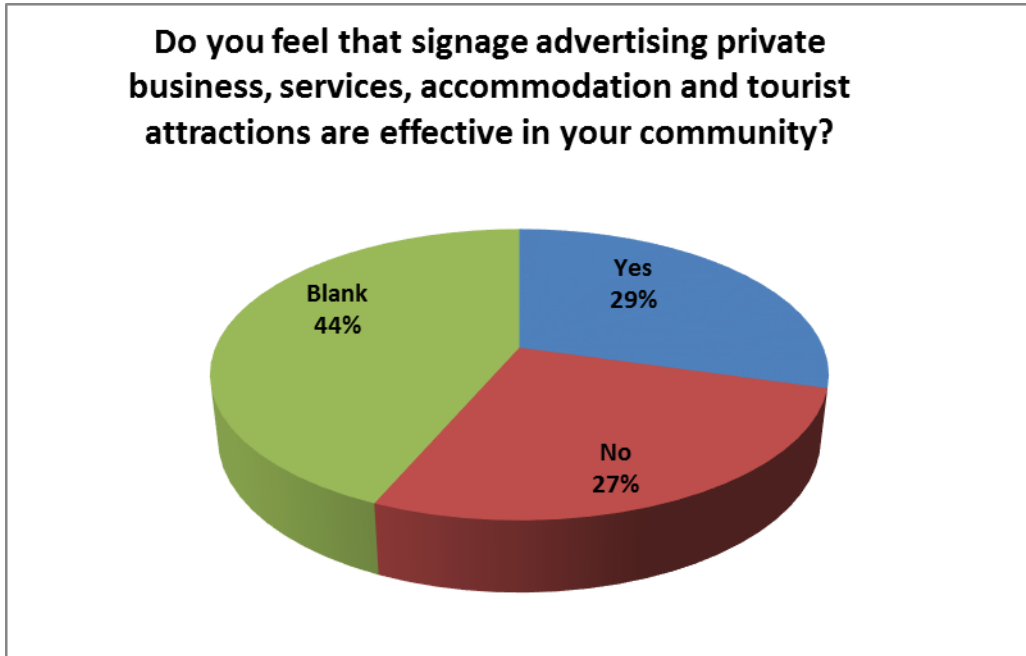
**Question 8: Do you have any general concerns related to community identification signage in your community?**

	<b>Comments received on Question 8 (Do you have any general concerns related to community identification signage in your community?)</b>
1	If people can't spot the signage while they are driving through they are driving too fast and are willfully blind to existing signage.
2	I would hope that beyond just identifying the community, signage would promote active, environmental transportation options.
3	No
4	No
5	Dashwood seems to be the last area that does not have signage, so it's needed, if it's being done in other RD areas, we need it too.
6	Excessive signage would be a distraction and eye sore.
7	To my knowledge Area G and French Creek don't have any identification. At one time Service Cubs would build signs that identified the community and all the active clubs.
8	We have 1000's of residents living around a planned village centre with no appreciable signage for way finding or to identify services such as the Meadowood Store. Current signs are limited to private property only.
9	No
10	Street signs are difficult to read. Need higher contrast and larger lettering
11	No
12	Ya....there are no signs
13	In my community, not so much.
14	Yes...no one knows where Bowser or Deep Bay is!!! Unless you travel on 19A
15	Concern is for small business there is nothing to draw people in to let them know we are here
16	No
17	There is no signage except on Highway 19 at Cook Creek.
18	No
19	I just don't want too many signs
20	Bigger letters for night visibility.
21	No
22	N/A
23	None
24	No
25	Must be simple, no complex graphics
26	We are a community that is full of artists and artisans and yet not one municipal sign for any of us. I have a highway sign thru the government, but nothing special
27	Road safety
28	We have should have more signage for notification of where ambulance and fire halls are located (e.g. Deep Bay is obscure being on Gainsburg Road). There are also no signs pointing out the boundaries of Improvement Districts.
29	It's a residential area, but dump trucks, logging trucks, and cement trucks use South Wellington Rd like a major highway to and from Hub City Paving. Road is deteriorating road, not wide

	<b>Comments received on Question 8 (Do you have any general concerns related to community identification signage in your community?)</b>
	enough to walk on, speed also is a huge factor for large vehicles and cars. Ruckledge store sells liquor and in summer road is full of drunk drivers speeding to river and back. Also have a crack shack that is over 25 years old and no authority (RDN, police, fire department) will address.
30	Community too spread out for signage
31	Yes I cannot stand signs
32	Something as elegant and low-key would perhaps benefit the Yellow Point area in identification, but could it also have the double-edged effect of increasing the population and the resulting stresses on the ecology of the area.
33	No concerns.



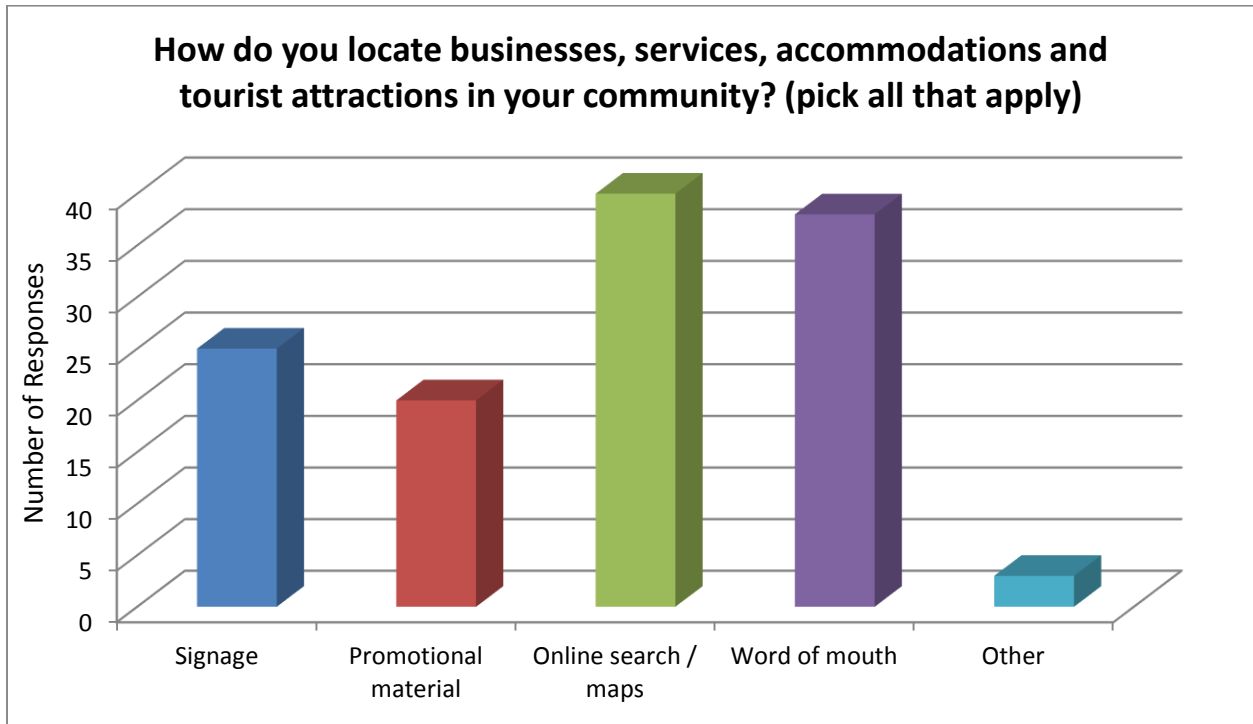
**Question 9: Do you feel that signage advertising private business, services, accommodation and tourist attractions are effective in your community?**



A total of 48 responses to question 9 were received.

Answer	Number of Responses	Percentage of Responses
Yes	25	29
No	23	27
Blank	37	37

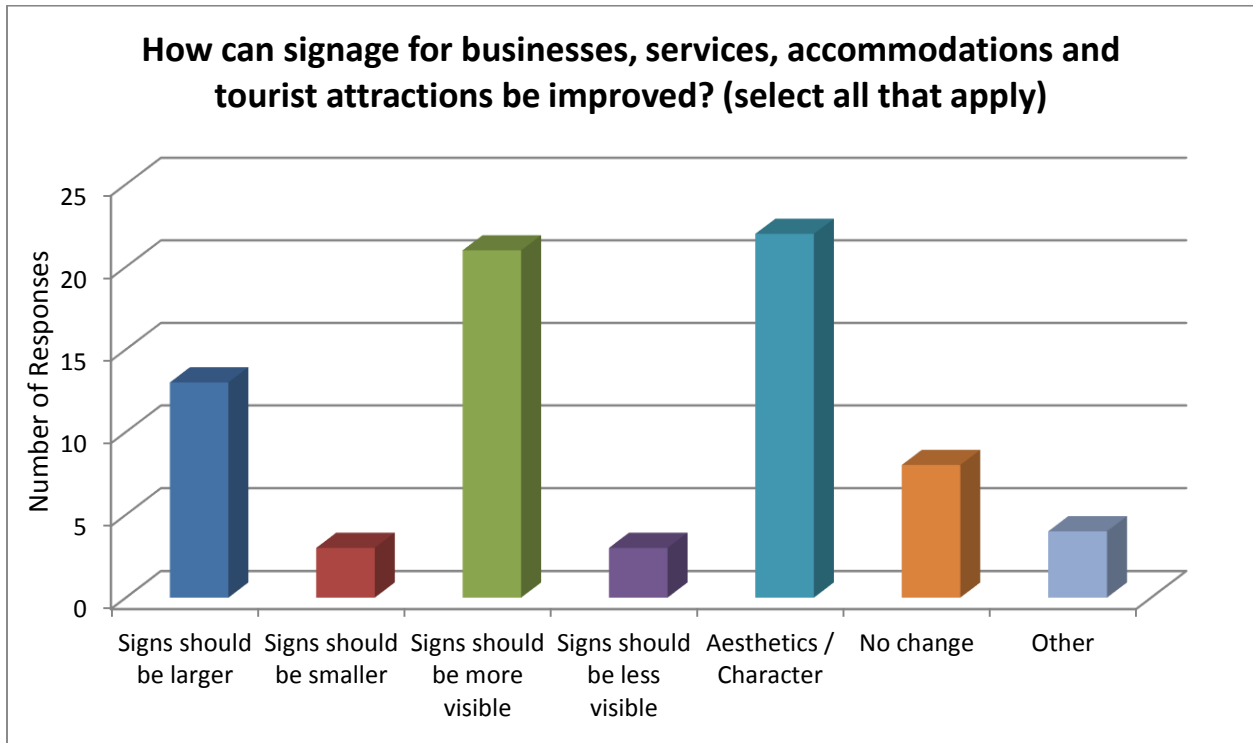
**Question 10: How do you locate businesses, services, accommodations and tourist attractions in your community? (pick all that apply)**



A total of 84 responses to question 10 were received.

<b>Comments received on Question 10 (How do you locate businesses, services, accommodations and tourist attractions in your community?)</b>	
1	Community Business Directory that comes out biweekly.
2	Let businesses find their own ways of advertising - don't clutter up our streets with more commercial signs than already exist. Teepee or sandwich boards are scourge.
3	Google, newspaper

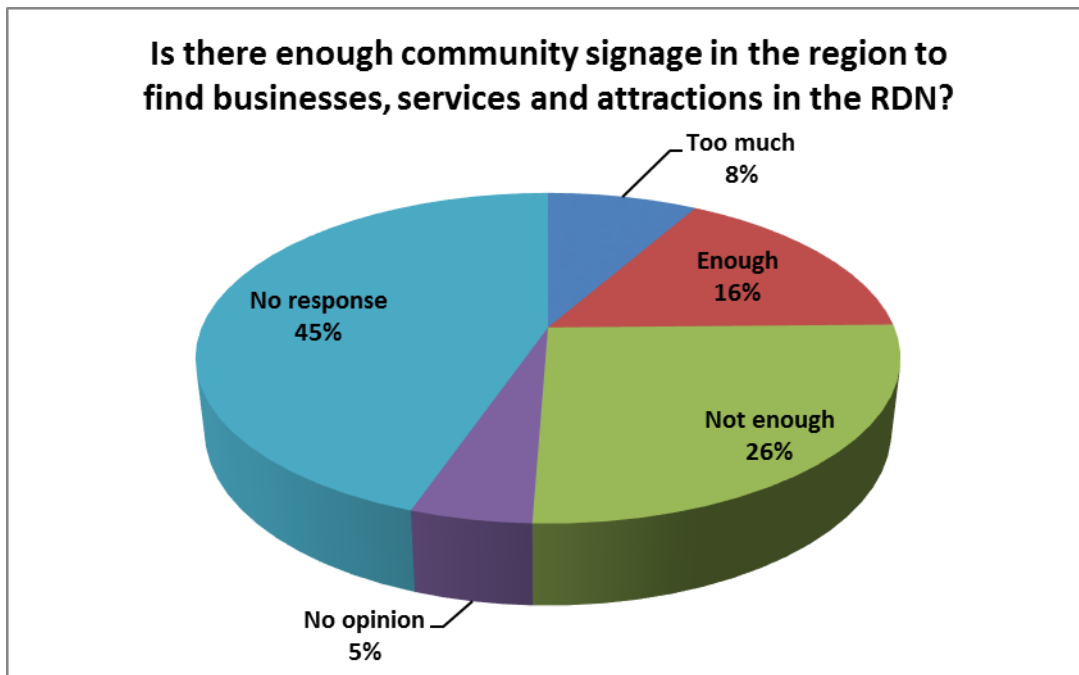
**Question 11: How can signage for businesses, services, accommodations and tourist attractions be improved? (select all that apply)**



A total of 84 responses to question 11 were received.

<b>Comments received on Question 11 (How can signage for businesses, services, accommodations and tourist attractions be improved?)</b>	
1	Signs should be limited in height. Animation should be prohibited as a dangerous distraction for drivers. Follow signage rules for places like Banff and Carmel, Ca.
2	Just Bring Us Signs
3	Too many signs now
4	Should not be allowed

**Question 12: Is there enough community signage in the region to find businesses, services and attractions in the RDN?**



A total of 47 responses to question 12 were received.

Answer	Number of Responses	Percentage of Responses
Too much	7	8
Enough	14	16
Not enough	22	26
No opinion	4	5
No response	38	45

**Question 13: What are the desirable characteristics of signage in rural areas?**

	<b>Comments received on Question 13 (What are the desirable characteristics of signage in rural areas?)</b>
1	Accurate/adjustable information areas on signage to accommodate seasonal schedules, creative, art inspired designs, and promotion of healthy transportation options through signage such as bike route signs.
2	I think a general 'you have entered the area of' type signage. Like neighborhoods do in Qualicum....The Woods.... Chartwell, Eaglecrest. I love Parksville branded signage and the new signs for Nanoose.
3	My main concern is the proliferation of new high intensity illuminated signs advertising businesses along the highways. These are not only ugly, but also potentially dangerous in that they are distracting to drivers. They are usually in addition to already existing signage for the particular business. Some businesses may even have 2 of these large flashing signs on the same property. The result is basically a MESS of signage that has no aesthetic appeal and having more and more signs may actually make it harder to read any of them.
4	Informative rather than splashy advertising
5	Visible and easy to read.
6	Low profile signage, yet visible.
7	Less signage in the rural environment is better. That is one of the reasons why we like the rural area, is because we "want to get away from the urban environment". With increasing use and adoption of GPS systems signage is less and less important. Possibly have stronger regulations about the size and nature of address lettering - and maintenance.
8	Visible but not cluttered
9	Not intrusive, not lit and not too large.
10	Visible, high contrast, and consistent design that reflects attributes of our community (seaside, community connectedness, and inclusive)
11	To support rural businesses - farm stores, artists' studios, etc.
12	Durable, and fit with the surroundings.
13	Some sort of branding for each community. Historic points of interest. More local farm signs.
14	Visible and continual
15	We could use signage for more of the accommodations in the Deep Bay area that are not visible from the highway.
16	Tasteful, with a clear indication of the business's function.
17	To actually HAVE signage
18	To keep with the common theme as you travel up island and other community signs of the cedar west coast style consist with the Nanoose sign indicated as an example on previous pages here
19	Consistent in style, sympathetic in language and style to local culture and interests (i.e., arts, First Nations), reminiscent and celebrating of the local history in the area (historical Bowser, Mike the dog, other characters)
20	That they be attractive, visible, but not overwhelming.
21	They show you how far it is to your destination. Point out items of interest such as artisans and accommodation.
22	Originality
23	That signs advertising a furniture store hanging on the side of a broken down truck on the side

	<b>Comments received on Question 13 (What are the desirable characteristics of signage in rural areas?)</b>
	of a highway not be allowed. There should be a minimum standard and a maximum size to the signs.
24	Unique signs that reflect the area.
25	Small community, diverse signage. I don't pay much attention because I know the area and where business are located
26	As many farms are located in isolated areas it is important to have a number of options. Driveway signage that is visible and large enough to attract attention but in keeping with the rural area. Directional signage for hard to find locations is also important for businesses.
27	To blend in with the natural environment in a pleasing way. To be professionally done
28	Not be built
29	Visible, direct to local business
30	Classy - no big billboards, something not too commercial looking
31	We need signs to be larger print size and located along both Hwy 19 and 19A to help direct tourists and other traffic to local attractions, communities, services and artisans.
32	Obey local bylaws.
33	There are no desirable characteristics in rural signs. Keep them out
34	To be visible and suit the environment, visually pleasing.
35	A very tightly controlled set of characteristics that effectively mute the visual effect on the roadways of the area. Businesses often post many of their business signs on hydro poles, road intersections, etc. For example, a water hauling firm based in Yellow Point posted dozens of their signs of hydro poles, trees on private property throughout the RDN. Without effective regulation/enforcement, we will face the prospect of signs of all sizes littering our roadsides. If a business located in this rural area wishes to establish a larger advertising footprint, road signage must be tightly controlled. A neighbourhood located off Yellow Point Road might well have numerous businesses located along their feeder road. Those living along that feeder route now face the prospect of each of those businesses advertising with signage. Signs would be located up and down Yellow Point Road for up to a kilometer.
36	Signs should be large with highly visible print. I believe the only regulations should be that the sign does not interfere with traffic visibility and not those horribly bright LED signs that disrupt the entire area.
37	RDN should give priority to signage for public buildings, parks, etc. We are less concerned about directional signage for every artisan, tourist attraction, farm or business in the area. It should be up to the individual business to promote their own operations. It's fine for them to put signage to identify their place of business, but we should not be cluttering up our public roadways with wayfinding signage to private businesses.

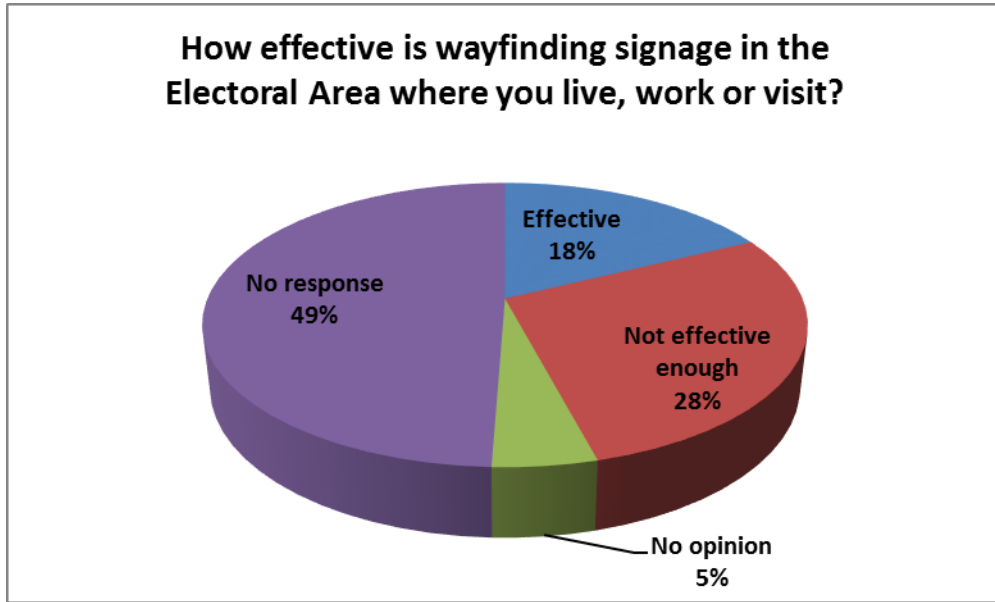
**Question 14: Are there barriers to effective economic development and tourism signage in your community?**

	<b>Comments received on Question 14 (Are there barriers to effective economic development and tourism signage in your community?)</b>
1	It would be helpful that any further economic development not be same crap that already exists.
2	Lack of Bylaw 1073 (Unsightly Premises Bylaw) in Area F severely deters economic development specifically in the Errington village area. The tourism appeal would be greatly increased if the appearance of residential properties was improved/enforced.
3	There seems to be adequate for our businesses
4	?
5	None.
6	Probably just the cost of creating, fabricating and installing good quality signage. Should we be encouraging businesses into the rural environment that need a lot of signs?
7	Yes. As the only community store we are unable to access the highway signage program due to distance and rely on private property for our signage. No allowance for a sign on the turnoff from the highway.
8	Don't know.
9	Yes. There is a lack of informative signage such as informational maps etc. Parksville is a walkable community yet no directional information exists outside of the city. Would be nice to have a few signs that provide historical fact or info about where to find services.
10	I don't think so
11	No, we have lots of space for signage.
12	Not sure
13	Ya....we have no signs!!!
14	Not that I am aware of.
15	I am not sure. I don't want to see a barrage of billboards but I'd like tasteful, well maintained signs indicating to travelers, tourists and potential new residents that Lighthouse Country has most essential shopping and services for a comfortable place to reside.
16	Yes
17	Yes
18	The speed limits on the highway through Bowser would seem to contradict the "rural village" feel. Cars and trucks come through too fast to be able to read any signs.
19	Yes, there is not enough signage.
20	None that I know of.
21	Do not know the logistics
22	Naysayers.
23	No
24	Rural business could benefit from professional signage. Develop opportunities for neighbouring farms to share directional signs, cluster development. Upkeep of signs plus removal of signs when businesses are no longer functional can be issues in the farming community.
25	Poor city council
26	Yes, not enough legal opportunity to place signs

	<b>Comments received on Question 14 (Are there barriers to effective economic development and tourism signage in your community?)</b>
27	Yes
28	Yes, since Hwy 19 was constructed much of the tourist traffic levels speed past our communities.
29	No, with only cottage businesses allowed, any change will only cause visual pollution.
30	No. There are too many people here now.
31	Not quite enough



**Question 15: How effective is wayfinding signage in the Electoral Area where you live, work or visit?**



A total of 43 responses to question 15 were received.

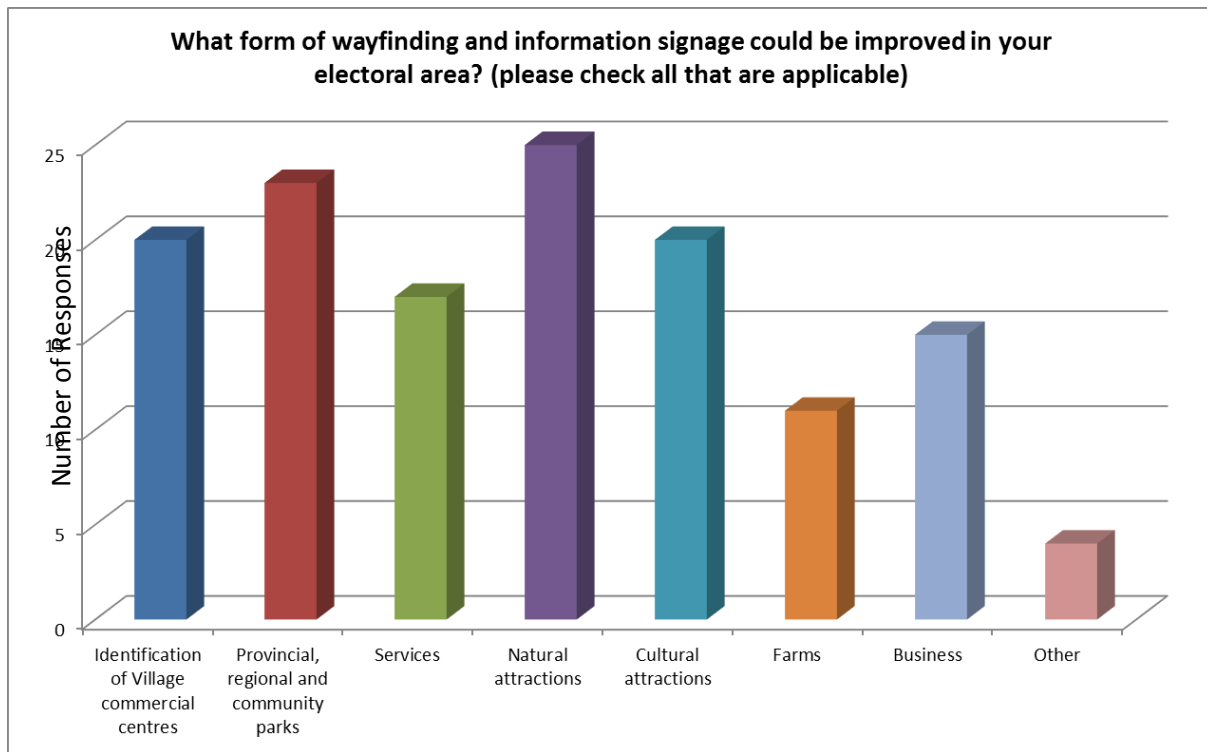
Answer	Number of Responses	Percentage of Responses
Effective	15	18
Not effective enough	24	28
No opinion	4	5
No response	42	49

**Question 16: How can wayfinding signage be improved?**

	<b>Comments received on Question 16 (How can wayfinding signage be improved?)</b>
1	Not required
2	Way finding signage along Errington Rd. could be improved. A pull out area with multiple signs and a map, similar to the one in Area H, would be fantastic.
3	I think this is in a short window of opportunity for the traveler to spot and have time to pull off. It is at the bottom of a short hill after an s turn and really not enough obvious turn around area to come back. We travel with our RV or just road trips. I know that throughout the states or Canada the info signs are marked with 'info ahead' signs or 'rest area' signs. I think ours though beautiful just doesn't give the traveler time to notice it!
4	The Stewart Road/Dolphin Roads could use more signage for 'Fairwinds', Schooner Cove and the golf course
5	We don't have any in Dashwood/Meadowood so anything would be an improvement.
6	Better signs for community and regional parks.
7	I personally find highly detailed wayfinding signage to be almost useless. I have probably stopped to read only one in my lifetime. Individual site-specific signs can be useful if they are not cluttered and easy to read at let's say 60 KPH. Signs with a lot of information must have large parking areas and must not pose potential traffic movement hazards.
8	Installation at appropriate locations
9	More of it.
10	Include more informational signage that would encourage walkability for residents and tourists
11	Signs indicating distance
12	By adding signage
13	More attractive signage
14	By having directional signs stating distance to the Destination, from Both Qualicum Beach and Courtenay on Both Highways
15	I feel that the sign we have for this area is beautiful but too small and most people will not pull off of the highway to read it.
16	To HAVE wayfinding signage
17	Can be located within the village centre.
18	The one above is very attractive in giving an overview of the area, but individual and specific signage is needed.
19	Identify the turnoff to Bowser and Qualicum Bay and Deep Bay on the #19 and say how far each one is.
20	Placed in strategic locations
21	There should be one or two signs installed similar to Lighthouse Country ( as shown )
22	More signage is needed to denote were the Village, School, Hiking trails and especially Beach accesses are
23	Need a no exit sign at start of Shayla road. Better signage for when fires can be lit.
24	Get rid of it
25	More of it, support from MoTI
26	There should be signage on Hwy #19 identifying the location and distance to smaller communities. Nowhere on Hwy #19 are there any signs indicating mileage or the upcoming community centres of Bowser or deep Bay...

	<b>Comments received on Question 16 (How can wayfinding signage be improved?)</b>
27	It cannot be. I don't want more signs.
28	Sign at entrances to community required.

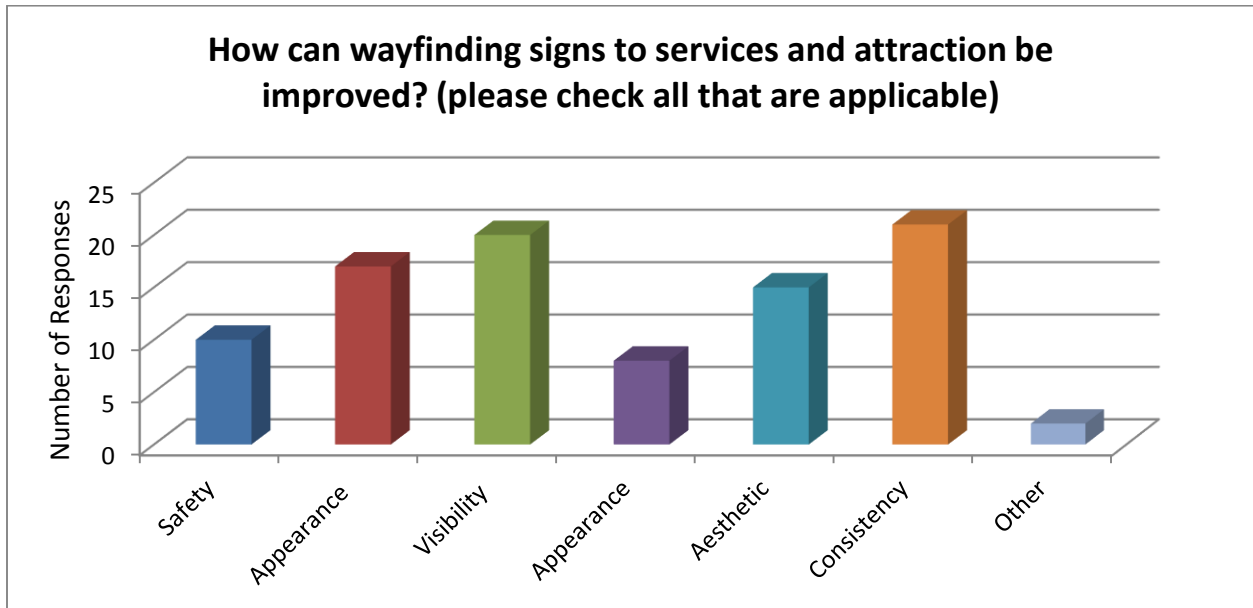
**Question 17: What form of wayfinding and information signage could be improved in your electoral area?**



A total of 84 responses to question 17 were received.

<b>Comments received on Question 17 (What form of wayfinding and information signage could be improved in your electoral area?)</b>	
1	All
2	Would be better to spend the time and energy to get points of interest entered into Google and other mapping tools.
3	Artisan studios
4	Residential in Whiskey Creek

**Question 18: How can wayfinding signs to services and attraction be improved? (please check all that are applicable)**



A total of 84 responses to question 18 were received.

<b>Comments received on Question 18 (How can wayfinding signs to services and attraction be improved?)</b>	
1	Aim for easy to read at 60 km/h. Strong contrasting colours. Standardization for attraction, eateries, accommodation, services, etc.
2	More needed

**Question 19: Are there specific improvements to wayfinding signage you would like to see in your community? Please explain.**

	<b>Comments received on Question 19 (Are there specific improvements to wayfinding signage you would like to see in your community?)</b>
1	I would love to see community specific signage design and art on signs.
2	Additional signs ... never too many
3	Start the process to have this.
4	None.
5	The goal should be to reduce the number of signs. There is already too much for a visitor to take in with respect to safety signs without overloading with "nice to have" information signs. Signage could be a waste of money in a world in which "every new car" will come is built-in GPS.
6	No way finding signage exists other than for Artists.
7	Consistent application of the rules by the Ministry of Transportation
8	Signage that is consistent and reflects the image of our community. More signage is needed to encourage walkability and provide information about the community that could be accessed after hours (especially in the summer when tourism visitation is high and more people walk through the community in the evenings)
9	Visible and consistent signs installed.
10	Just get the signs...
11	To have more
12	No private business advertising
13	More signage needed referring to specific places.
14	For farms using one directional sign for multiple farms would be an improvement.
15	There are too many signs on Highway 4 from Parksville west, and that makes them less effective.
16	When I go for a walk in my community a lot of the time I don't know where the beach accesses are, except for the obvious ones and also people are walking on private property not knowing that it is not a public trail, right of way, beach access etc. I think a lot of beach accesses are hidden from view by homeowners, so would like some kind of map as to where they are.
17	By each tourist info centre
18	A sign promoting artists' studios in the area - the names and website ALL on one sign. AND individual signs along the road that would lead you to them. Every year there are at least 2 studio tours here that bring much needed cash and recognition to our area. Why are we not being supported?
19	While Hwy #19A has enough speed signage, many heavily used side roads have little or no speed limit signs. During "rush" hour traffic goes any darn speed they like and pedestrians and bikes have to be very careful as there are limited or no road shoulders to rise upon.
20	Yes.... stop wasting my money on stupid signs
21	Use the brand for the new Nanoose Bay sign as a consistent brand for other signage in the area.

**Question 20: Do you have any general comments or concerns regarding signage in your community?**

	<b>Comments received on Question 20 (Do you have any general comments or concerns regarding signage in your community?)</b>
1	My community needs signage to promote healthy and environmental modes of transportation. I also recommend that white road marking lines be re-instituted along the Errington Rd. and Grafton Ave corridors. Pedestrian/Cyclist/Powerchair safety in this area is at an all-time low. Ideally, Errington Road's paved shoulders should be widened and marked as such. This is a dangerous route and I would hope the RDN could lobby some improvements from the province or from other sources of funding.
2	Please note previous comment about large, high intensity flashing illuminated signs.
3	More signage is required
4	Consistent address signage that is reflective, easy to see, and have by-laws to ensure that every resident has them. Then have the enforcement by RDN staff to ensure that people follow through with the proper address signs. It's one thing to have the Bylaw, it's another to enforce it. Much like the new developments and having to have a visible/reflective/lit up address sign, no one enforces this by-law, and should be part of the building inspection sign off on new homes.
5	The large bill boards along Highway 19 near Lantzville are an eye sore and need to be minimized.
6	I hope this isn't an effort to further move commercial business further into the country at the expense of trying to build "critical business and service mass" in our urban centres. Qualicum Beach is already a poor excuse for a business centre because it has huge gaps in the types of businesses that can be accessed in a centre supposedly capable of serving 12,000 people. I hope this isn't an exercise created by those of us in rural areas to try and get more business from people who live in urban communities. Not everyone who lives in a rural setting wants it to evolve into an urban community. If you want the business volumes that can be achieved in an urban setting, then move to or locate your business in a town or city. Don't force me to drive "all over God's creation" looking for you - and expect someone else to pay for wayfinding signs to help find you.
7	Grateful to see this being examined. We need to be able to have signage on the highway and for our village centre. Provincial program is out of date and access to our village centre which is very close to a major campground should also be considered for hikers, bikers etc.
8	None.
9	I would love the opportunity to contribute to this initiative if possible. It is a needed improvement throughout the RDN and I would be excited to contribute to the outcome if at all possible.
10	Our fire danger rating and FD sign is non-existent. A nice sign such as Lantzville.
11	I would like to see signage for farm tractors/implements sharing the roads within the farming districts of area A.
12	I have been trying to get signs for over 20 years. I have had to go it alone, as we are not as important as Goats on a friggin' Roof. Tired of the B.C. Just get the signs
13	Please don't make our community look like the horribly ugly stretch of highway on Hwy 19 in Nanoose

	<b>Comments received on Question 20 (Do you have any general comments or concerns regarding signage in your community?)</b>
14	Signage in general IS non-existent.
15	We have a small thriving community that is beautiful as is and which may not be enhanced with more signs that pollute our natural environment. Nobody has ever claimed to be lost here.
16	Bowser and Deep Bay are not identified by any specific signage except for those advertising businesses in the area.
17	Night time visibility.
18	Signage in the farming community is very important to successful marketing of farm products and services. Also identifying farmers markets and farm markets in rural communities. I would look at areas that have had signage initiatives that have involved the farming community as examples of success.
19	Less signs and a few more effective ones.
20	No
21	Road safety signage needed recognizing farming equipment is present on roads and respect for such equipment.
22	Back roads throughout the Regional District are often subject to illegal dumping of garbage, yard waste and house hold crap. Follow the example of Major Forest Companies in South Island stating Illegal Dumping is Subject to Prosecution and place MANY more signs up. It is very effective when signs state "smile you are being viewed by video surveillance" even if no video equipment is used... been there done that for major forest industry. Within Deep Bay there is very limited parking in the marina for trucks and boat trailers. We urgently need signs to state trucks and trailers blocking residential home access are subject to towing or fines. Or better yet BUILD marina parking for this marina location.
23	No more signs for business signs to keep large commercial vehicles off south Wellington Road period use highway and clover leaf to Nanaimo river road put a barrier up at end of south Wellington Rd at Nanaimo River Road.
24	Keep signage on private property or signage will become like on Indian reserves.
25	You may have noticed I do not want any more money wasted on signs of any kind!!!!
26	No high intensity (super bright) streaming marquee signage permitted at all.
27	I have concerns about the new LED business signs along the old Alberni Hwy in Errington. Mainly the one at the new mini storage. It is far brighter than others along that route and is very hard on the eyes as one drives past there at night. Also the light pollution off that one sign may be a bit of a concern as it changes the night skyline for a good distance. Is there a way of limiting the brightness or size to have less effect on the rural areas nearby?
28	Signage is sufficient for now.
29	We think there is sufficient signage in our community and do not see a compelling need to add more signage. The RDN should focus primarily on signage to promote public spaces like parks and public buildings. Individual businesses, services, artisan and farms should focus on signage to clearly identify their place of business, but we do not need to clutter up our public roadways with wayfinding signage to individual businesses.



**Attachment 3**

**Location Specific Signage Improvements – Identified through community consultation process**

Electoral Area	Improvements
A	<ul style="list-style-type: none"> <li>• A community identification sign on Cedar Road at the Nanaimo River Bridge and at the boundary of the CVRD.</li> </ul>
C	<ul style="list-style-type: none"> <li>• Directional signage on Nanaimo River Road, White Rapids Road, and Godfrey Road towards Extension Park.</li> <li>• A sign in Extension Village to indicate the coal mining history.</li> <li>• There should be signage in high accident areas (Jingle Pot Road).</li> <li>• Wayfinding signage to indicate the distance from Extension Road/White Rapids Road intersection and Nanaimo River Road/White Rapids Road intersection. Concerns over traffic volume and speed.</li> <li>• Support for signage in high traffic areas such as along Jingle Pot Road to indicate children walking to school. Specifically Mountain View School.</li> <li>• Support for a playground sign near Extension Hall and to reduce the speed limit to 30km per hour.</li> <li>• Fire Truck access on Benson View Road.</li> <li>• Benson View Road is too narrow and there are concerns with children walking and cycling.</li> <li>• Need for more parking signs for Ammonite Falls parking areas near Creekside Place.</li> </ul>
E	<ul style="list-style-type: none"> <li>• Larger school zone signs on Northwest Bay Road for Nanoose Elementary.</li> <li>• Stewart Road/Dolphin Road could use more signage for Fairwinds, Schooner Cove, and the golf course.</li> </ul>
F	<ul style="list-style-type: none"> <li>• Community identification sign for Errington, Meadowood</li> <li>• A business area sign for Errington similar to the Lighthouse business association sign.</li> </ul>
G	<ul style="list-style-type: none"> <li>• Community identification signage for Dashwood and French Creek.</li> <li>• Overnight parking next to the French Creek Pollution Control Centre. There should be a no parking or no overnight parking sign installed.</li> </ul>
H	<ul style="list-style-type: none"> <li>• Wayfinding sign for Bowser on Highway 19A leaving Qualicum Beach. The existing sign says 62 Km to Courtenay.</li> <li>• Directional signage to the Qualicum Fish Hatchery from Highway 19A and 19.</li> <li>• Directional signage to Bowser on Highway 19 providing directions and indicating available services.</li> <li>• Directional signage on Highway 19 at Horne Lake Road and Cook Creek Road.</li> <li>• Community Identification sign for Deep Bay at Jamieson Road.</li> <li>• Community identification signage for Qualicum Bay.</li> <li>• Install distance sign to Qualicum Bay, Bowser, and Deep Bay.</li> <li>• Business area signage for Qualicum Bay at the intersection of Highway 19A and Kenmuir Road.</li> <li>• No exit sign at the start of Shayla Road.</li> <li>• No marina parking signs and enforcement in the residential area near Deep Bay Harbour.</li> </ul>

Electoral Area	Improvements
	<ul style="list-style-type: none"> <li>• There should be a directional signage installed near Laburnum Road indicating the distance to Deep Bay and Bowser.</li> <li>• There should be a three-way stop sign near Horne Lake Road and Kenmuir Road.</li> </ul>
<b>General Requests</b>	<ul style="list-style-type: none"> <li>• Install more farm implements on the road signs in rural areas</li> <li>• More speed limit signage</li> <li>• Street signs are difficult to read</li> <li>• No billboards or LED signs should be allowed.</li> <li>• More signage relating to natural attractions.</li> <li>• More exit signs off of Highway 19 identifying unincorporated communities and the services provided.</li> <li>• Signs for fire danger rating.</li> <li>• Allow community specific signage design and art on signs.</li> <li>• Signs for public beach access points.</li> <li>• Signage for farms, farmers markets, and artisans.</li> <li>• More signage in school zones and on school routes.</li> <li>• Signs identifying lakes, rivers, and streams (both identification and fish protection).</li> <li>• Remove temporary signs.</li> </ul>

**Attachment 4**  
**List of Recognized Distinct Communities**

Electoral Area	Community Name (Village Centre/Neighbourhood)
<b>Electoral Area A</b>	Cassidy Cedar
<b>Electoral Area C</b>	Extension
<b>Electoral Area E</b>	Fairwinds Red Gap Schooner Cove
<b>Electoral Area F</b>	Coombs Errington Hilliers Qualicum River Estates
<b>Electoral Area G</b>	French Creek
<b>Electoral Area H</b>	Bowser Qualicum Bay Dunsmuir

\*Please note the communities listed above are geographically defined by Rural Village Centre boundaries.

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**TO:** Electoral Area Services Committee      **MEETING:** October 10, 2017  
**FROM:** Courtney Simpson  
Senior Planner      **FILE:** 6480 00 EAH  
**SUBJECT:** **Electoral Area ‘H’ Official Community Plan Review  
Amendment Bylaw No. 1335.06 – First and Second Reading**

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### RECOMMENDATIONS

1. That the Board introduce and give first reading to “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 1335.06, 2017”.
2. That the Board give second reading to “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 1335.06, 2017”.
3. That the Board direct the Public Hearing on “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 1335.06, 2017”, be chaired by Director Veenhof or his alternate.
4. That the Board direct an additional public information meeting prior to the public hearing to provide information and answer questions related to the draft Official Community Plan.

### SUMMARY

To consider a draft bylaw that updates the Official Community Plan (OCP) for Electoral Area ‘H’. The current Electoral Area ‘H’ OCP was adopted in 2004 and amended in 2010 to add the Bowser Village Centre Plan. Resulting from an extensive public consultation and internal review process, this amending bylaw will replace the main OCP text and maps, and make amendments to policies and maps in the Bowser Village Centre Plan, which is a schedule to the main OCP.

### BACKGROUND

The Electoral Area ‘H’ OCP Review was initiated in December 2015 with letters to First Nations and stakeholders, and a community survey. An initial community meeting was held in February 2016. The project was intended to target updates of sections of the OCP that were known to be outdated or needed improvement based on staff and community input. The project also considered requests from property owners to change the designation for their property to allow different and expanded uses, and incorporated recommendations and information from three recent reports for Electoral Area ‘H’, which are the Active Transportation Plan, Agricultural Land Reserve Preliminary Boundary Review, and Archaeological Overview Assessment.

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

Significant land use changes in the draft amendment bylaw include:

- Policies enabling more environmentally and financially sustainable, “alternative forms of rural development” outside Village Centres which includes clustering dwellings and transfer of dwelling potential (also known as “density transfer”) where the remainder land is protected for agricultural, archaeological, ecological, aquifer protection, or other public good purpose. This implements Regional Growth Strategy Policy 5.13.
- In the Rural designation, policies to support tourist commercial and service commercial development that is small-scale and compatible with the local area and adjacent properties. This is in response to community input asking for more flexibility in the OCP to support new business ideas and initiatives in these areas.
- New designation of “Deep Bay Southwest” for two lots totalling 75 hectares, southwest of the Deep Bay Harbour:
  - The designation supports up to 40 tourist accommodation units and associated tourist commercial use, small-scale service commercial use, and residential development under new “alternative forms of rural development” policies. By clustering the current dwelling potential in Deep Bay Southwest, approximately 50 dwellings could be developed in a mixed form of single, duplex and up to fourplex units with secondary suites permitted in single dwellings, and a large remainder area left for parks, trails, and conservation. Allowing all three of tourist commercial, service commercial and residential use on the same property is unique to the Deep Bay Southwest designation.
  - From a servicing and environmental sustainability perspective, clustering of the existing dwelling potential is a significant improvement to development under the current OCP, which supports approximately 22 large rural lots spread over the 75 hectares with no statutory ability to have land set aside for parks, trails or conservation.
  - The addition of tourist commercial use responds to the Vancouver Island University’s interest in tourist accommodation adjacent to the Deep Bay Marine Field Station, and the addition of service commercial use enables light industry related to the shellfish aquaculture industry. Through the rezoning process that would be required after adoption of the OCP, access, servicing and community amenity contributions would be achieved pursuant to OCP policies to accommodate the change of use and increase in intensity and to reflect the additional value conferred on the land.
  - In addition, Deep Bay Southwest is an eligible receiver area for transfer of residential dwelling potential and specific policies for this designation set a maximum of 240 residential units, including the approximately 50 already possible without transfer. This responds to community support for a much greater number of dwellings than 50, but without requiring an amendment to the Regional Growth Strategy (RGS) because there would be no overall increase in the potential number of dwellings outside the Growth Containment Boundary. An earlier draft set the maximum number of dwellings at 300 and through this draft, staff recommends reducing the maximum to 240 in response to community concern that secondary suites would be in addition to the maximum number of dwellings. The increase of over 4.8 times the number of dwellings permitted under the current OCP and zoning in Deep Bay Southwest (from approximately 50 to 240) is

greater than the 1.5 - 2 times increase supported in all other receiver areas identified in the draft OCP. Policies establish additional requirements for access, servicing and amenities as the number of dwellings increases through transfer.

- Lastly, there is a policy stating that if the RGS is amended to support the full 240 dwellings without requirement for them to be transferred from other lots, the full suite of access, servicing and amenities plus 10% affordable housing and construction of wastewater collection system outside the boundaries of Deep Bay Southwest would be required. Such an RGS amendment would result in an increase of approximately 190 dwellings outside the Growth Containment Boundary and is not recommended by staff. While this increase in dwellings without a requirement for transfer of dwelling potential was considered as part of the OCP review, such an amendment is not supported by a technical assessment (see Attachment 3 – Property Specific Development Requests). Should this amendment be included with the other RGS amendments put forth as part of this OCP Review, staff considers it to be a Regular amendment to the RGS. Through the amendment process, the RDN will determine if the amendment to the RGS is Regular or Minor.
- Re-designation of one lot from the Bowser Village Centre Future Use Area to the Bowser Village Centre commercial mixed-use designation to facilitate construction of a road to the Crown lots leased for the purpose of seniors housing.
- New policy supporting a study of the impacts and benefits of re-designating the Horne Lake Strata properties from Recreation to allow residential (year-round) use.
- New policy section for the Deep Bay area addressing this distinct area with specific objectives and policies resulting from public consultation.
- New section entitled “Affordable and Accessible Housing” to reflect community input regarding the need to address housing affordability, and to implement the 2010 RDN Affordable Housing Action Plan.
- New designation of “Resource – Agricultural” for land in the Agricultural Land Reserve to separate unique policies for this area from the rest of the Resource designation.
- Temporary use permits can now be issued to allow commercial or industrial activities to take place under prescribed conditions, for a period of up to three years and subject to renewal.
- New development permit area to further farmland protection that is applicable to the subdivision of land adjacent to the Agricultural Land Reserve that includes guidelines for road layout and screening.
- Revisions to Bowser Village Centre development permit area to add exemptions for minor development, remove guidelines duplicated in other development permit areas, and improve consistency with other development permit areas.
- New designation of “Institutional” that includes the Vancouver Island University Marine Station and Bowser Elementary School to ensure these locations remain as institutional use.
- Adjustment of the south-eastern boundary of the Bowser Village Centre to follow property lines instead of Thames Creek, which aligns the boundary with the proposed Bowser Sewer Service Area for consistency.

- Revised boundary between the Tourist Commercial / Rural Residential designations at the Deep Bay Campground and adjacent properties to remove designations split across lots that were adopted in the past when a subdivision along those lines was anticipated.
- Designation changed from Resource to Rural on the lot including addresses 850, 860, 870 Spider Lake Road, as it was previously excluded from the Agricultural Land Reserve.

Several other land use changes were considered as part of the OCP review that are not included in the draft exactly as requested by the applicable property owner. The requests are based on a desire for increased flexibility to allow clustered residential development in suitable rural locations (such as adjacent to the school in one example), and support for small-scale tourist commercial or service commercial use in rural areas (such as the intersection of Horne Lake Road and the Highway 19 in another example). New policies for “alternative forms of rural development” and support for rezoning for small-scale tourist commercial and service commercial uses Rural designation address the basis of the requests, finding a way to accommodate these types of rural development without requiring amendment to the RGS (see Attachment 3 – Property Specific Development Requests).

### ***Environmental Implications***

The draft OCP improves protection of the natural environment in a number of ways including:

- Inclusion of new aquifer mapping and well protection and groundwater recharge area mapping for community water systems, with associated policy and development permit area guidelines to improve groundwater protection.
- New objectives and policies for protection of marine ecosystems and natural coastal processes including new policy and development permit area guidelines that require that structural modification to the shoreline, such as with sea walls and rip rap, will only be permitted when a Green Shores (softer) approach is not a practical alternative.
- Significant revision to all development permit areas that are designated for protection of the natural environment to improve clarity and process for landowners while maintaining or improving protection of the sensitive feature.
- New eagle nest mapping which will be completed in the fall of 2017 and the OCP mapping can be updated prior to bylaw adoption.

### ***Intergovernmental Implications***

A new section is added to the draft OCP “First Nations and Reconciliation” that recognizes existing and future partnerships and economic opportunities with Qualicum First Nation, and includes objectives and policies for protection of First Nations heritage and archaeological sites. Staff met with both Qualicum and K’ómoks First Nations regarding the draft OCP and no outstanding concerns have been identified. The draft OCP includes a policy to support the economic development initiatives of the Qualicum First Nation.

In accordance with Section 475 of the *Local Government Act*, during the development of an official community plan, or the repeal or amendment of an official community plan, the local government must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected.

The local government must specifically consider whether consultation is required with:

- i) The board of the regional district in which the area covered by the plan is located,
- ii) The board of any regional district that is adjacent to the area covered by the plan,
- iii) The council of any municipality that is adjacent to the area covered by the plan,
- iv) First Nations,
- v) School district boards, greater boards, and improvement district boards, and
- vi) The provincial and federal governments and their agencies.

This consultation is in addition to the public hearing required under Section 477 of the *Local Government Act*.

After first reading, formal referrals of the proposed bylaw will be sent to the adjacent regional district and municipalities, First Nations, the local School District Board and relevant provincial and federal agencies listed in the Terms of Reference for the project. As a result of the referrals already completed in accordance with this proposed consultation plan, no outstanding concerns have been identified.

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

Public consultation for this project follows the Engagement Plan endorsed by the Board on November 24, 2015 with the following additional live events: an Open House in conjunction with the Bowser Parents Advisory Council, a Deep Bay Workshop, a Community Development Forum, and several additional Community Working Group meetings. The Board received a report summarizing community engagement for the first phases of the project in September 2016.

Since September 2016 there have been 10 Working Group meetings to prepare for and review Version 1 of the draft OCP. Draft Version 2 was released to the public in May, 2017 with development permit areas released in June (see Attachment 3 – Summary of Changes in Draft Version 2 and Attachment 4 – Property Specific Development Requests). A Community Open House regarding this draft was held on June 28, 2017. Approximately 70 members of the public attended and 97 written submissions were received regarding the draft. Draft Version 3 is recommended here for first and second reading, and takes into account input received on the previous draft (see Attachment 2 – Summary of Changes in Draft Version 3).

After first reading has been given to the bylaw, Phase 4 of the project will be initiated in accordance with the Terms of Reference and Engagement Plan. In addition to the website updates and public hearing identified at this phase in the Engagement Plan, staff recommends an additional public information meeting prior to the Public Hearing be held to provide information and answer questions related to the draft OCP.

#### ***Regional Growth Strategy Implications***

Once an RGS is adopted, all bylaws and services undertaken by a Regional District, including OCP's, must be consistent with the RGS. The draft OCP is consistent with the goals and intent of the current and draft RGS. However, it is noted that the draft OCP contains policies that may require an amendment to the RGS before they can be implemented (see Attachment 5 – Draft Policies that Require Amendments to the RGS).



## ALTERNATIVES

1. Proceed with the Area 'H' Official Community Plan Review Project and consider first and second reading of the Amendment Bylaw and proceed to public hearing.
2. Do not proceed with the Amendment Bylaw readings and public hearing.

## FINANCIAL IMPLICATIONS

In accordance with Section 477 of the *Local Government Act*, following the first reading of an OCP bylaw amendment, a local government must consider the amendment in conjunction with its financial plan and any applicable waste management plan. Following first reading of the draft bylaw, there will be further analysis regarding any implications of the proposed OCP amendments for the current Financial Plan, Liquid Waste Management Plan, or the Solid Waste Management Plan.

## STRATEGIC PLAN IMPLICATIONS

Development of an OCP is one of the ways in which the RDN achieves its vision as stated in the 2016-2020 Strategic Plan. The objectives and policies in an OCP address all five of the Strategic Plan's strategic priorities: focus on governance, focus on service and organizational excellence, focus on relationships, focus on economic health, and focus on the environment.



---

Courtney Simpson  
csimpson@rdn.bc.ca  
September 21, 2017

### Reviewed by:

- P. Thompson, Manager, Long Range Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

### Attachments

1. Draft Amendment Bylaw No. 1335.06, 2017
2. Summary of Changes in Draft Version 3
3. Property Specific Development Requests
4. Summary of Changes in Draft Version 2
5. Draft Policies that Require Amendments to the RGS

**Attachment 1**  
**Draft Amendment Bylaw No. 1335.06, 2017**

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 1335.06**

**A Bylaw to Amend Regional District of Nanaimo Electoral Area 'H'  
Official Community Plan Bylaw No. 1335, 2003"**

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

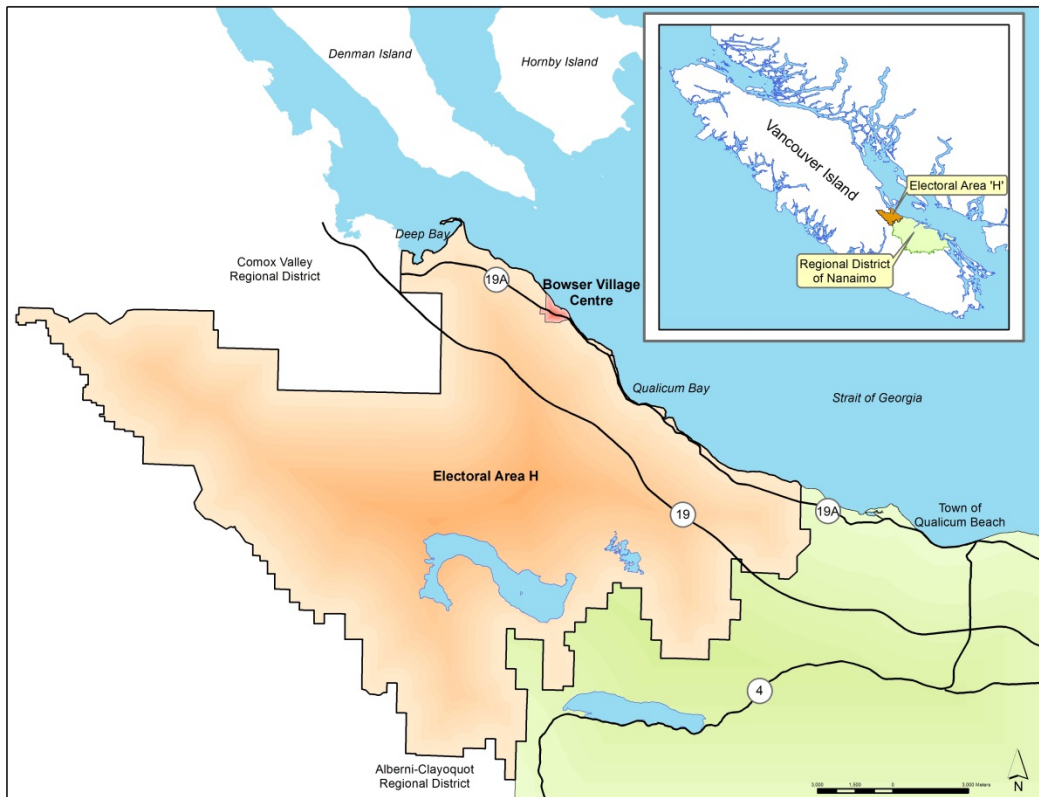
**1. TITLE**

This Bylaw may be cited as "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.06, 2017".

**2. AMENDMENT**

"Regional District of Nanaimo Electoral Area 'H' Official Community Plan Bylaw No. 1335, 2003" is hereby amended as follows:

- a) by deleting Schedule 'A' Electoral Area 'H' Official Community Plan, and replacing it with Schedule 'A' attached to and forming part of this bylaw.
- b) by amending Schedule 'B' Bowser Village Centre Plan as follows:
  - 1. by deleting Map 1.3.1 and replacing with the following:



2. by deleting Map 1.4.1 and replacing with the following:



3. by deleting the last paragraph in Section 1.5 that reads: “The Bowser Village Centre Plan takes precedence over, and replaces references to the Bowser Village Centre in Section 5.5 and Appendix A: 2 of the 2004 Electoral Area ‘H’ OCP.”
4. by adding to Section 1.9 the following text at the end of the third to last paragraph, after “2004” and before the period: “and 2017”
5. by adding policy 1.1.2 and text in the associated “related action”, “time” and “who” columns as follows:

Policy: “Rezoning proposals shall meet the density target in the “more realistic” column of Figure 4.1.5 at a minimum. Where the full build-out of a property is intended to be phased or developed over time, the rezoning should include a plan for phasing where the full build-out meets the objectives and policies of this Plan.”

Related action: “d. When reviewing rezoning applications, require that the “more realistic” density targets are the minimum density of the new zone.”

Who: “RDN”

Time: “Ongoing”

6. by adding policy 1.4.6 and text in the associated “related action”, “time” and “who” columns as follows:

Policy: “If a wastewater management system exists within Bowser Village Centre, connection to the system is a requirement of any rezoning or amendment to this Plan.”

Related action: “j. Establish a process for requiring connection to wastewater management system at time of rezoning.”

Who: “RDN”

Time: “Short Term”

7. by adding policy 3.4.6 and text in the associated “related action”, “time” and “who” columns as follows:

Policy: “The RDN supports establishment of a seniors housing facility on the two Crown lots leased for that purpose.”

Related action: “h. Support the Bowser Seniors Housing Society in the process towards establishing a seniors housing facility.”

Who: “RDN Com”

Time: “Ongoing”

8. by adding policy 3.4.7 and text in the associated “related action”, “time” and “who” columns as follows:

Policy: “Rezoning of LOT A, DISTRICT LOT 85, NEWCASTLE DISTRICT, PLAN EPP67156 at the corner of Crosley Road and Highway 19A will only be supported if a road is constructed to access the Seniors Housing site described in 3.4.6 above.”

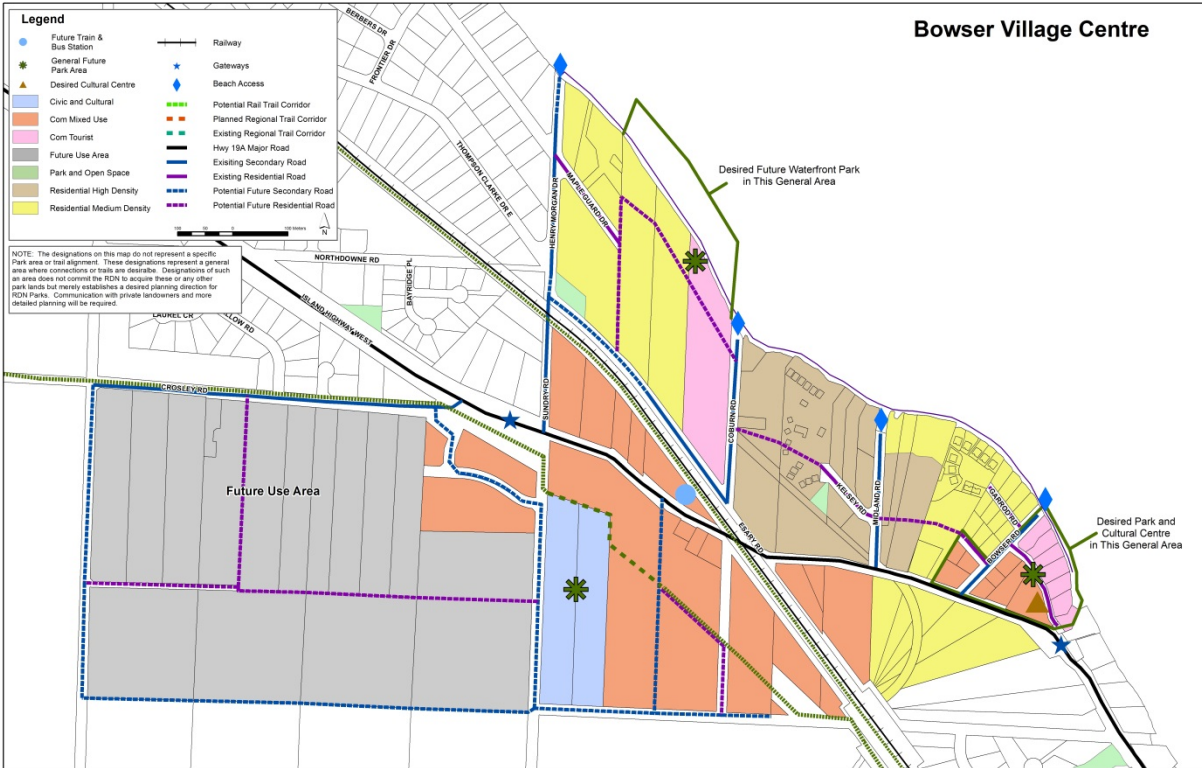
Related action: “i. Ensure that the road is constructed as a condition of any rezoning. This lot was taken from the Future Use Area and added to the Commercial Mixed Use designation of the Bowser Village Plan in 2017, on the condition that prior to rezoning, the owner would construct, at their cost, a road to access the future Seniors Housing on adjacent Crown lots.”

Who: “RDN”

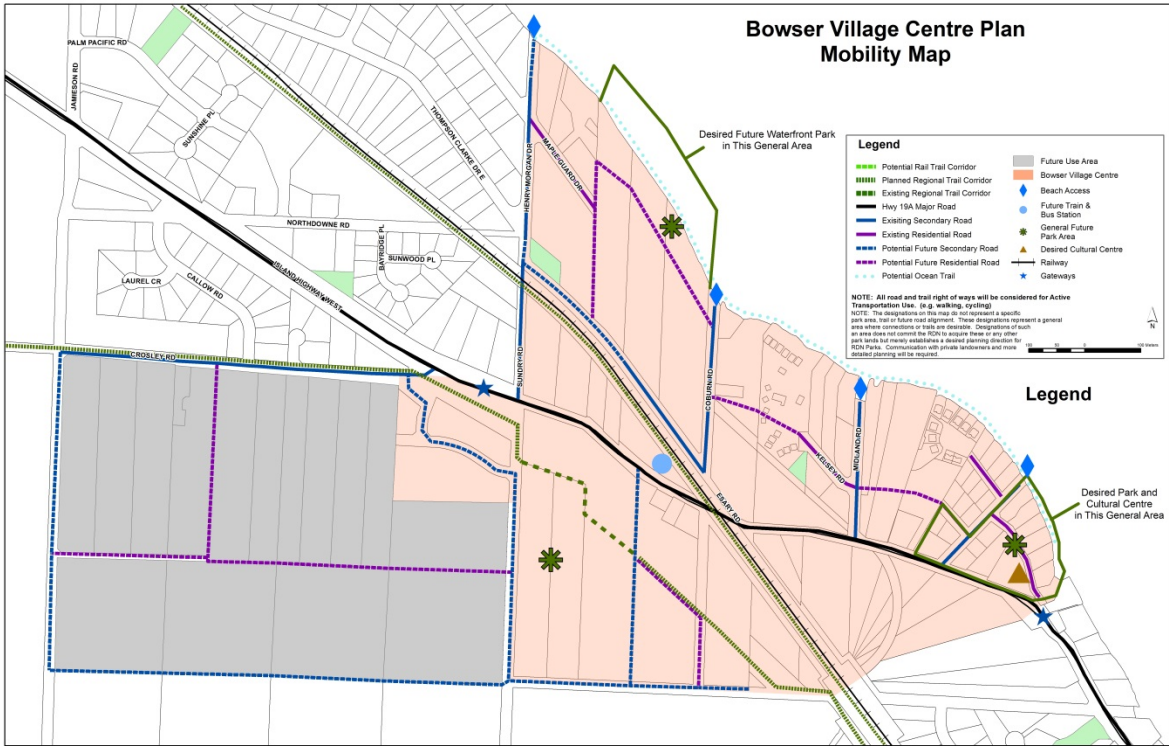
Time: “Ongoing”

9. by deleting the following text in policy 6.1.3: “as identified through a BEAT plan for Bowser Village Centre”, and replacing with “as identified in the Electoral Area ‘H’ Active Transportation Plan, 2017”

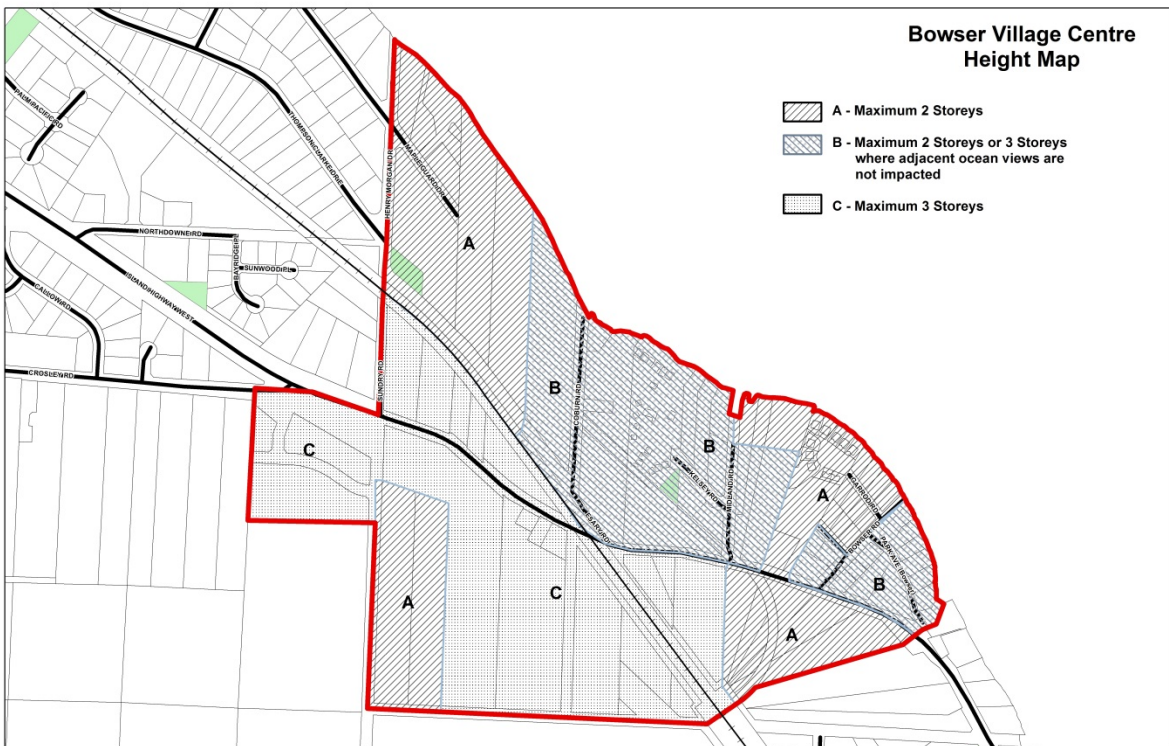
10. by adding to policy 6.1.4 the following text after “community”: “to implement the Electoral Area ‘H’ Active Transportation Plan, 2017”, and deleting the following text: “to develop and implement a plan to create a safer environment for pedestrians, cyclists and scooters that considers”
11. by deleting Map 4.1.2 and replacing with the following:



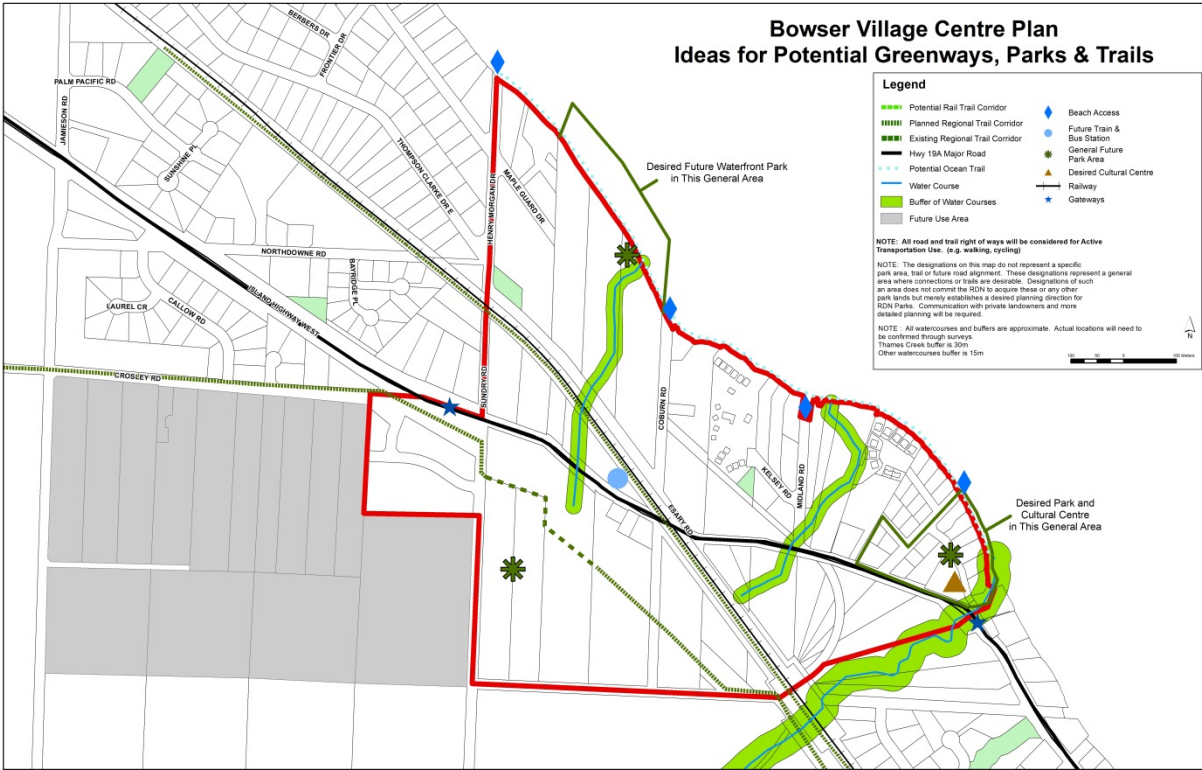
12. by deleting Map 4.1.3 and replacing with the following:



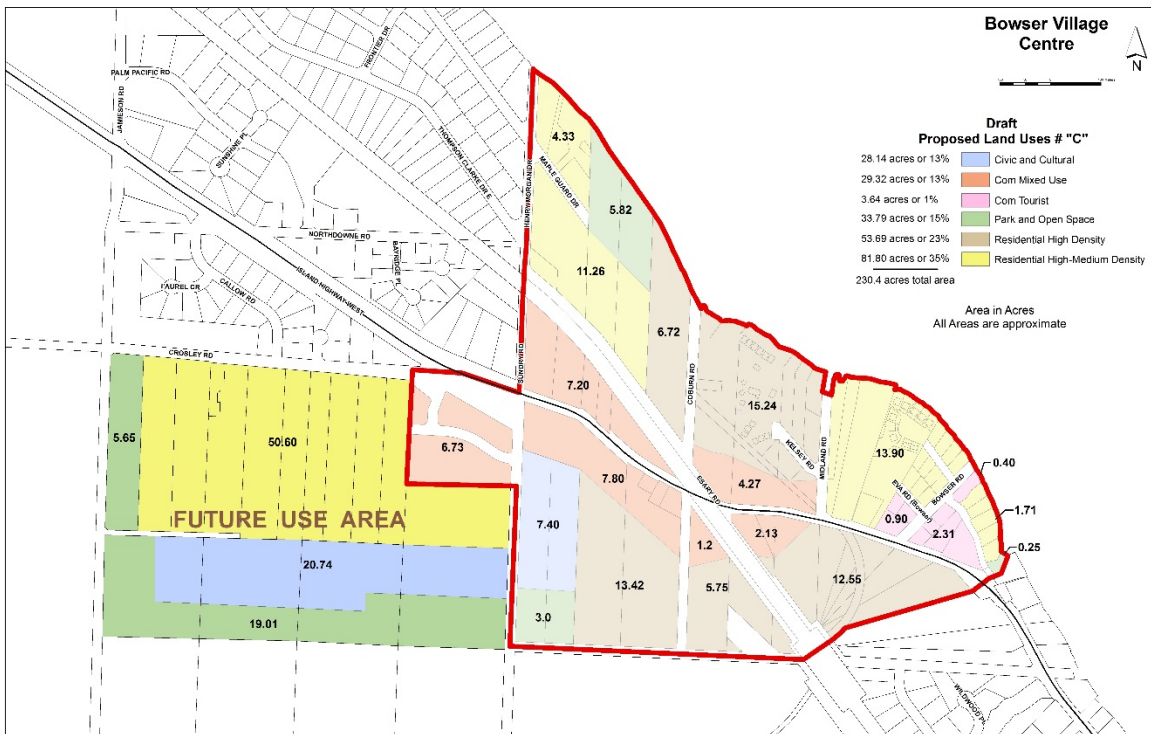
13. by deleting Map 4.1.4 and replacing with the following:



14. by deleting Map 4.2.6 and replacing with the following:



15. by deleting Map 4.2.7 and replacing with the following:





16. by deleting Section 5 "Development Permit Area" and replacing with Schedule 'B' attached to and forming part of this bylaw
- c) by deleting Section 1 (Title) and replacing it with the following:
1. Title

This Bylaw may be cited as "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Bylaw No. 1335, 2017".

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

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

Public Hearing held pursuant to Section 464 of the *Local Government Act* this \_\_\_ day of \_\_\_\_\_ 20 XX.

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

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

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Chair

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Corporate Officer

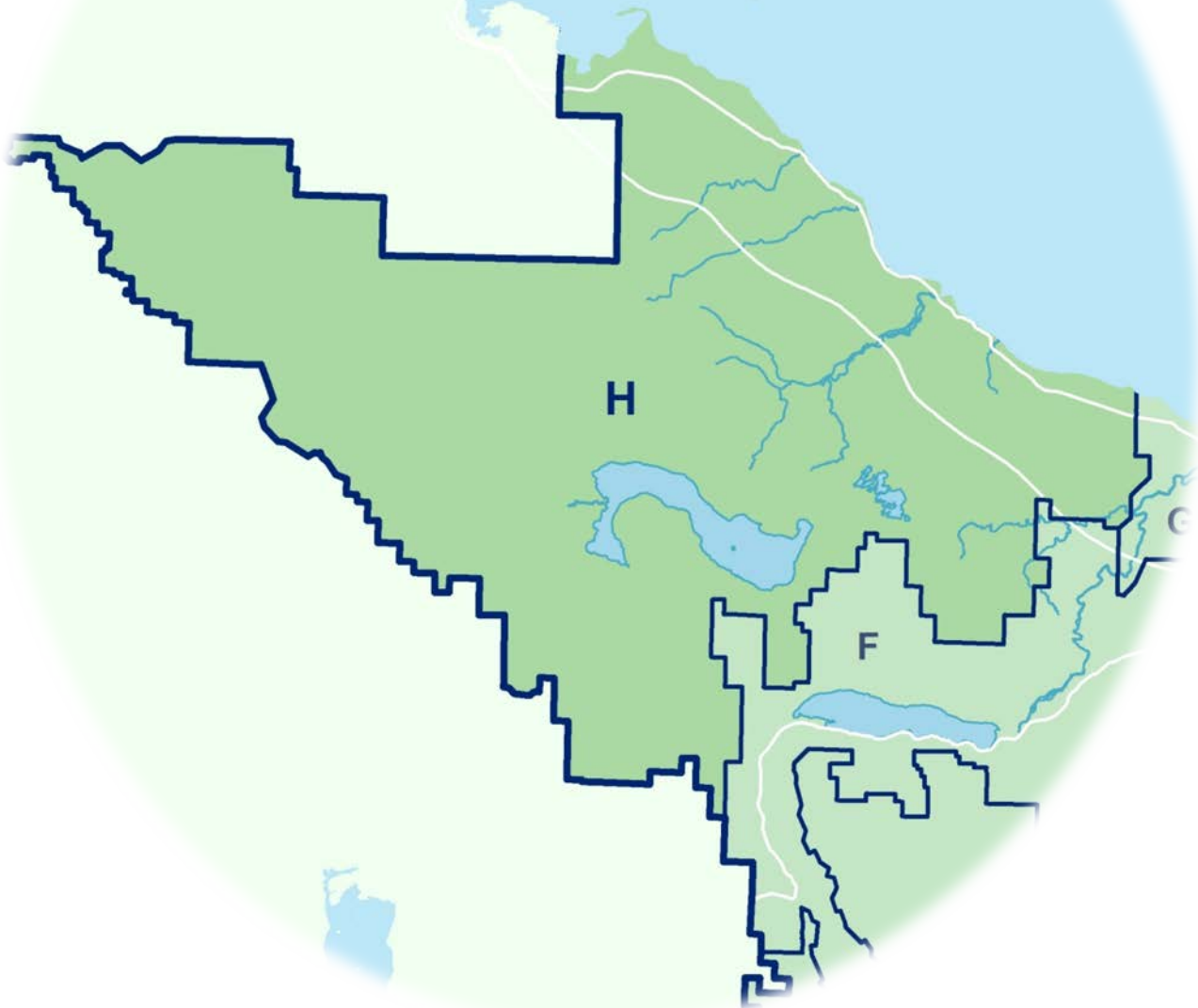
**Schedule 'A'**

to accompany "Regional District of Nanaimo  
Electoral Area 'H' Official Community Plan  
Amendment Bylaw No. 1335.06, 2017"



# Electoral Area 'H' Official Community Plan

Bylaw No. 1335, 2017 amendment



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**Maps forming part of this Plan:**

1. Electoral Area ‘H’ Official Community Plan Area (Page 1)
  - 2a. Environmental Features
  - 2b. Groundwater
3. Community Resources
4. Active Transportation
5. Land Use Designations
6. Environmentally Sensitive Areas Development Permit Areas
7. Form and Character and Farmland Protection Development Permit Areas
8. Steep Slopes Development Permit Area

SCHEDULE A – POLICY DOCUMENT

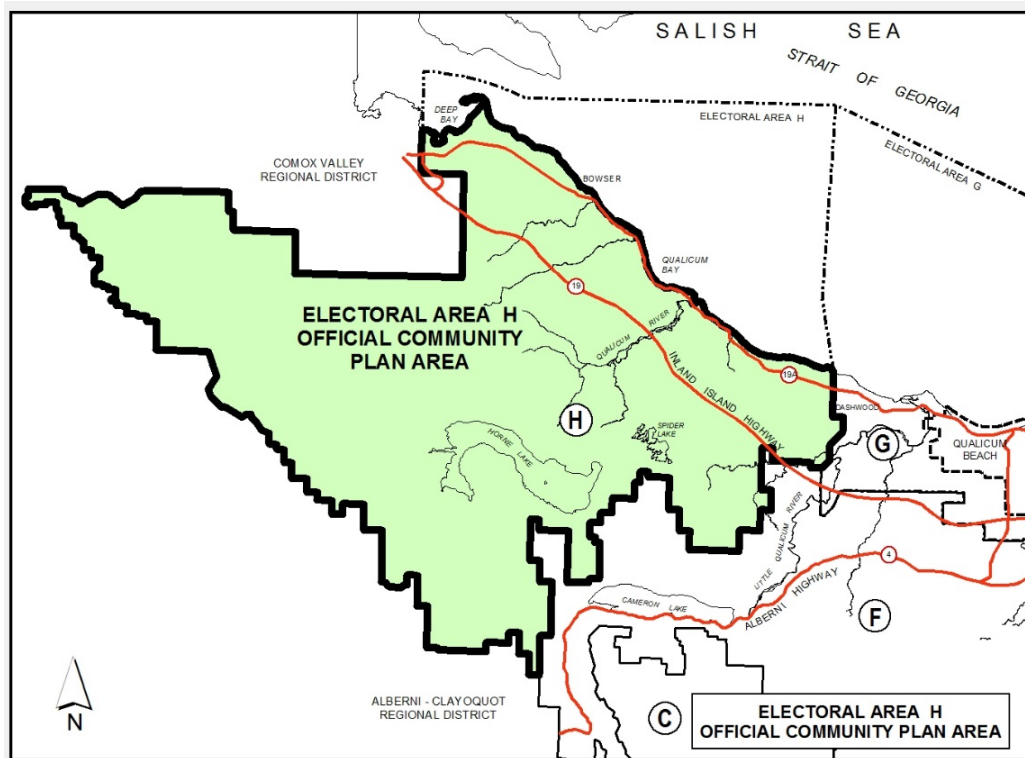
## SECTION 1 - INTRODUCTION AND PURPOSE

The *Local Government Act* defines an Official Community Plan as a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government.

The purpose of the Electoral Area 'H' Official Community Plan (OCP) is to provide a comprehensive set of objectives and policies for managing existing and future uses of land, coastal areas and the surface of the water within the Plan Area. The objectives and policies contained in this OCP are a reflection of community values and the regulations of the local, provincial, and federal government with interests in the Plan Area.

The Electoral Area 'H' Official Community Plan Area includes approximately 28,615 hectares of land and is bordered by the Comox Valley Regional District to the north, Alberni-Clayoquot Regional District to the west, the Strait of Georgia to the east, and Electoral Areas 'G' and 'F' to the south. The Qualicum First Nation community is surrounded by Electoral Area 'H'. For the purposes of community planning and this OCP, the Qualicum First Nation community is recognized as independent yet at the same time a part of the fabric of the Plan Area.

The Plan Area is shown on Map No. 1 and includes 26,320 km of coastline and several distinct neighbourhoods including Deep Bay, Bowser, Qualicum Bay, Qualicum First Nation, Dunsmuir, Shaw Hill/Baylis Area, Spider Lake, and Horne Lake.



Map 1: Electoral Area H Official Community Plan Area

It is important to distinguish the OCP from land use and subdivision bylaws. The OCP acts as a guide for the RDN Board, land developers, consultants, property owners, and other agencies in determining community desired uses for land and water surfaces in the community. The Plan provides direction and a basis for the preparation of related bylaws to regulate land use and development. In addition, the Plan will also provide criteria from which development proposals will be considered by the community and the RDN Board.

The Electoral Area 'H' Official Community Plan has been prepared based on the direction provided by the community in the "Community Values Statement". This OCP has benefited from past work from the previous 'Shaw Hill—Deep Bay Official Community Plan' and the Regional Growth Strategy (RGS). The Plan will guide development in a manner that reflects the "Community Value Statement" and "Development Guideline Criteria" drafted by the residents of Electoral Area 'H' for the 2004 OCP. Additionally, in 2016 – 2017 this OCP went through a significant update process with engagement from the community.

The intent of this OCP is to provide direction on how the Plan Area will grow and change over the next 10-30 years. However, with changes in legislation, growth projection expectations, changing attitudes of the residents and landowners, and amendments to the RGS, the Plan should be reviewed as necessary.

## 1.1 Population Growth, Demographics, and Housing Needs

The population of the Plan Area increased from 1,648 residents in 1986 to 3,884 residents in 2016. During this time, the Area experienced two distinct periods of growth; annual population growth of over five percent per year in the late 1980s and early 1990s, followed by a period of slower growth starting in the later half of the 1990s that continued through 2016.

Taking a modest growth rate of 6% which is the average of the past two census periods, the population will surpass 5,000 people by the 2036 census. This estimate is based on a linear growth and does not take into account changing growth rate from year-to-year due to the age structure of the population or migration.

Population estimates are imperfect. They are only estimates and cannot factor in future influences of climate, economy and migration. They also do not anticipate any new government initiatives in land use policies, development or housing.

**Table 1: Electoral Area 'H'  
Growth Rate, 1991 - 2016**

Census Year	Population	Growth Rate
1986	1805	10%
1991	2357	31%
1996	2951	25%
2001	2108	5%
2006	3474	12%
2011	3509	1%
2016	3884	11%

The Area's population has aged significantly since 1981 with the majority of the population now over the age of fifty. In 2016 the median age of residents was 58.8 years old compared with the provincial median age of 43.0 years old. This trend is expected to continue which has significant implications for land use, housing, services and employment.

The estimated population growth rate has the potential to translate into demand for an additional 100-150 dwelling units in Electoral Area 'H' over the next five years. With the continued trend of an ageing population it is anticipated that some of this demand will be for housing that is sought by the senior's population such as smaller dwellings close to amenities or a seniors' housing facility. Housing needs over this time period will generally be accommodated in the Rural Village Centres and through the infill and subdivision of existing Rural and Rural Residential Lands and within surrounding municipalities that

have greater levels of services.

## 1.2 Public Engagement

This Electoral Area 'H' Official Community Plan (OCP) is the result of two comprehensive public consultation processes. First in 2003-2004, and again in 2016-2017 when updates were made to the Plan. In 2003-2004 the community came together to discuss key issue areas, to establish community priorities and to outline the vision for the future development of the area in Community Values and Development Guideline Criteria Statements.

A public engagement process began in 2016 for an update to this OCP. It was initiated with an online survey asking community members to describe what has changed and what has stayed the same in their community since the last OCP Review, and what are the most important issues for the community right now. Through a series of public open houses and Community Working Group meetings, these issues were further explored. A project website, email subscriber list, and outreach activities at local events aimed to spread the word about the project and invite input via email, letter, and meeting with the lead planner at weekly office hours held in Bowser.

The resulting updates to the OCP confirm continued relevance of the Community Values and Development Guideline Criteria, and add renewed emphasis on economic development, affordable housing, active transportation (such as walking and cycling) and climate change adaptation.

The Regional District of Nanaimo (Regional District) recognizes the need for ongoing public consultation through the implementation of this Plan. The community will continue to be consulted through public information meetings held on development applications and through other ongoing Regional District consultation initiatives.

## 1.3 Community Values Statement

The Plan Area is made up of distinct neighbourhoods that have a diverse range of activities and interests but share many common values. Over the years, the area has developed to accommodate a broad mix of rural, residential, recreational, tourist, small scale commercial, and resource uses with an emphasis on mutual respect and diversity. The combination of climate, spectacular natural environment, outdoor recreation opportunities, water resources, entrepreneurial spirit, and the progressive attitude of residents have resulted in a highly desirable and vibrant community.

Given the attributes of the area, residents recognize that there will be pressure for change and development in their neighbourhoods. As the future unfolds, residents will embrace compatible development, while at the same time maintaining the values that are fundamental to the health and prosperity of the community. The future growth and development of the community will require that a balance is struck among these values. These values have been formed based on the input and priorities of the residents who make up the neighbourhoods of the Plan Area and will be used to help guide future decisions on development proposals, environmental protection initiatives, and infrastructure development for the community, the Regional District and senior government agencies. These values are as follows:



## Community Values Statement

1. Protect rural character and contain urban development to village nodes;
2. Identify and protect watersheds and aquifers from degradation, inappropriate development and pollution to ensure a continued safe water supply;
3. Recognition that the sustainable development of the area must be linked to groundwater quality and quantity for all residents;
4. Protection and promotion of natural, environmental, and geographic features;
5. Support for development regulations to protect environmentally sensitive areas, natural hazard lands, the marine/freshwater foreshores, and aquifer recharge areas;
6. Recognition that a comprehensive approach to managing sewage/septage is required;
7. Recognition that a comprehensive approach to stormwater management is required;
8. Support for a diversified economy, focusing on small scale commercial, human service sectors, and tourism, primarily within the Rural Village Centres;
9. Support for economic diversity in new and existing developments that complement the rural integrity of Area 'H';
10. Recognition of the importance of home based businesses in the growth and diversification of the area;
11. Respect for First Nations, as well as consultation and collaboration to develop approaches to issues of mutual interest;
12. Protection of resource lands for suitable resource uses;
13. Minimize the encroachment of incompatible land uses;
14. Recognition of Horne Lake as a unique recreational opportunity;
15. Support for environmentally responsible shellfish aquaculture, recreational and commercial fishery, and salmon enhancement;
16. Recognize and support Deep Bay Harbour as a viable commercial and recreational port;
17. Preservation and enhancement of green space, access to public lands, integrated trails and beaches;
18. Recognize the need for and continued support for Electoral Area 'H' local schools and community centres;
19. Promotion of a mixed community providing economic opportunities, affordable housing, and services for all residents;
20. Recognition and support for enhanced transportation corridors; and
21. Require comprehensive public consultation with respect to decisions about the future development of all lands and services within our communities.

## 1.4 Consistency with Regional Growth Strategy

Electoral Area 'H' is one of seven electoral areas within the Regional District of Nanaimo. These electoral areas, in partnership with the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach, and the District of Lantzville have agreed to limit sprawl and contain development through the adoption of a Regional Growth Strategy. The Regional Growth Strategy (RGS) articulates a vision of a desirable, future Region and sets out eleven goals for attaining this vision. In accordance with Section 445 of the *Local Government Act*, this OCP must be consistent with the Regional Growth Strategy. In response to the RGS goals, the Electoral Area 'H' OCP does the following:

### *RGS Goal 1: Prepare for Climate Change and Reduce Energy Consumption*

In accordance with Section 437(3) of the *Local Government Act*, this OCP includes targets for greenhouse gas emissions reduction and policies and actions to achieve the targets; this OCP encourages increased density and a mix of uses in Village Centres to reduce the reliance of residents on the private automobile and to increase viability of public transit. The need to understand the future impacts of climate change is addressed in this OCP, as well as steps that need to be taken to adapt to these impacts.

### *RGS Goal 2: Protect the Environment*

Through the use of policies and development permit areas, this OCP provides protection to the area's environmentally sensitive features such as aquifers, streams, coastal areas, eagle and heron nests. The OCP includes policies that apply at the time of rezoning, policies that encourage property owners to protect these sensitive areas, and policies that communicate the community's preference to other levels of government and other agencies.

### *RGS Goal 3: Coordinate Land Use and Mobility*

This OCP supports land use patterns and mobility networks to reduce automobile dependency and provide for efficient movement of people and goods. This plan supports the creation of compact communities served by active transportation networks and a multi-modal system of transportation that includes the automobile, transit, cycle and foot.

### *RGS Goal 4: Concentrate Housing and Jobs in Rural Villages and Urban Growth Centres*

This OCP supports a range of housing types and sizes, as well as areas for commercial and mixed-use development within rural villages. In doing so, the plan provides opportunities for people to live closer to their place of employment and the services that they require on a daily basis; thereby reducing auto dependency and creating vibrant rural communities.

### *RGS Goal 5: Enhance Rural Integrity*

This OCP seeks to enhance rural integrity by supporting agricultural, aquaculture, forestry and small-scale economic and tourism opportunities in the residential areas outside Village Centres. It also provides opportunities for more efficient use of land by supporting alternative approaches to subdivision and development that allow residential dwelling potential to be clustered into a smaller footprint or transferred from other areas where there is land set aside for community or environmental benefit.

### *RGS Goal 6: Facilitate the Provision of Affordable Housing*

This OCP supports the provision of affordable housing through policies that provide for the creation of a range of parcel sizes and housing types and support secondary suites. This OCP also supports the provision of affordable housing as a community amenity, and supports establishment of seniors housing in Bowser Village Centres on Crown lots leased for that purpose, and expansion of existing seniors housing in Qualicum Bay Village Centre.

*RGS Goal 7: Enhance Economic Resiliency*

This OCP encourages and supports a range of light industrial, commercial and institutional development in appropriate locations. The Bowser Village Centre Plan encourages economic development as the economic centre of the area. Policies for the other Village Centre recognizes the focus of Qualicum Bay on tourist and resort commercial services, and Dunsmuir with its location along Horne Lake Road serves as a “gateway” to the coastal resorts, scenic and recreational opportunities within the Plan Area with a vision to develop into a comprehensive mixed-use community. In the rural areas, redevelopment of the historic tourist accommodation is encouraged, as well as new small-scale tourist accommodation and small scale service commercial.

*RGS Goal 8: Enhance Food Security*

This OCP recognizes the value of agricultural land for land-based farming, and marine areas for shellfish aquaculture, for present and future food production. It also recognizes the unique position of this area to grow an economy related to aquaculture and processing. This OCP includes a designation for the Agricultural Land Reserve, and policies aimed at maintaining agricultural land and providing resources to farmers.

*RGS Goal 9: Celebrate Pride of Place*

The Community Values Statement in this OCP grounds the entire Plan in values in which the community takes pride. The natural environment, history of tourism, recreation and fishing, are all recognized with policies to support their continuation and enhancement.

*RGS Goal 10: Provide Services Efficiently*

This OCP supports efficient, cost-effective community services by encouraging growth into well-defined compact areas at densities that support the efficient use of land and are capable of funding the long-term maintenance and operating costs of these services. The plan supports the provision of community water and sewer to areas within the GCB for the purpose of facilitating the additional development supported by this plan. The plan also recognizes that these services may be required outside of the GCB to address health or environmental concerns, but not to facilitate additional development beyond that which is supported without community water or sewer servicing.

*RGS Goal 11: Enhance Cooperation Among Jurisdictions*

This OCP supports ongoing communication and cooperation among jurisdictions throughout, with many of the advocacy policies aimed at collaborating with other jurisdictions to meet the objectives of this Plan.

## 1.5 Legislative Framework

This Official Community Plan has been prepared in accordance with the provisions of Part 14 of the *Local Government Act*, implementing Regional District policies for land use and development. All bylaws, permits issued and works undertaken within the Plan Area shall be consistent with the provision of this Plan. The Community Plan may be implemented by regulatory bylaws of the Regional District including the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987".

## 1.6 Organization of the Plan

This Official Community Plan includes text and corresponding maps; it is organized around the key issue areas identified during the public consultation processes, and includes development permit areas which are regulatory tools that assist in implementing objectives and policies of this Plan.

Each section of the Plan contains objectives and policies. Objectives express the community's values and long term aspirations. They are the community's statements of what is important to the residents and land owners of Electoral Area 'H'. Policies express the community's response to these objectives. The policies are the 'how to' for each objective and provide specific direction to the Regional District Board, the community, land developers, and provincial and federal agencies on future uses in the Plan Area. Abbreviations used in this Plan include the following:

**RDN**- Regional District of Nanaimo

**RGS** - Regional Growth Strategy

**ALR** - Agricultural Land Reserve

**MOTI** - Ministry of Transportation and Infrastructure

**DPA** - Development Permit Area

**OCP** - Official Community Plan

**ALC** – Agricultural Land Commission

**DFO** - Department of Fisheries and Oceans Canada

**MOE** – Ministry of Environment

If any section, subsection, sentence, clause or phrase in this Bylaw is for any reason held to be invalid by the decision of any court, such section, subsection, sentence, clause or phrase may be severed from the remaining portion of this Bylaw.

## SECTION 2 – THE NATURAL ENVIRONMENT

### 2.1 Sensitive Ecosystems

### 2.2 Natural Hazard Areas

### 2.3 Freshwater Resources

### 2.4 Marine Environment

### 2.5 Climate Change & Energy

Residents are drawn to the Plan Area for its rural characteristics enhanced by abundant natural features, the coastal area, numerous watercourses, streams, wetlands, lakes and areas of natural forest. The protection of these natural features is critically important to residents throughout the plan review process.

The majority of the developed land in the Plan Area is within the Coastal Douglas Fir moist maritime biogeoclimatic sub-zone (CDFmm) which is limited to low elevations along southeastern Vancouver Island from Bowser to Victoria, the

Gulf Islands south of Cortes Island, and a narrow strip along the Sunshine Coast. It is the smallest and most at-risk zone in British Columbia. Of all the zones in the province, the CDFmm zone has been most altered by human activities, and less than 1% remains as old growth forests.

The marine environment including intertidal and subtidal areas, are diverse ecosystems sensitive to human activity. The coastline is a focal point of the Plan Area for tourism, recreation, and residential development. This plan aims to protect the integrity of these ecosystems while continuing to allow development subject to conditions.

In addition to the protection afforded through local government bylaws, the protection of environmentally sensitive features falls under the jurisdiction of federal, and provincial, governments. Fisheries and Oceans Canada and the Provincial Ministry of Forests, Lands Natural Resources Operations and Ministry of Environment are responsible for protecting fisheries and water resources through legislation such as the *Fish Protection Act*, the *Water Sustainability Act*, and the *Waste Management Act*.

The natural environment of the Plan Area also includes areas subject to natural hazards such as floodplain, steep slopes, areas of active erosion, forest fire and earthquakes.



Photo: Meghan Towers

## 2.1 Sensitive Ecosystems

### INTRODUCTION

Only fragments of the rich mosaic of ecosystems in the coastal lowlands of east Vancouver Island remain after over a century of logging and human activities. In the late 1990's the Province of BC created a "Sensitive Ecosystem Inventory" of ecosystem remnants in the coastal lowlands of east Vancouver Island and the adjacent Gulf Islands. These sensitive ecosystems as well as location of known eagle nests and heron rookeries, are shown on Map No. 2.

Sensitive ecosystems and their component plants and animals are in need of protection not only because they are rare, but also for the significant role they play in creating healthy and attractive communities for people. Wetlands purify drinking water and help provide protection from flooding through natural stormwater management. Forests clean the air, refresh the spirit and provide visual relief from urban settings. Riparian forests are cool, moist havens during hot, dry summers. Significant features in the Plan Area include the Deep Bay estuary, Thames and Nile Creeks, Cook Creek, and the Big Qualicum River. All coastal areas fronting the Strait of Georgia are important and sensitive ecosystems, and they are addressed specifically in section 2.4.

Parks and protected areas are shown on Map No. 3. Protection of sensitive ecosystems on private land largely relies on stewardship by property owners.

Within the Plan Area, the location of known Great Blue Heron and Bald Eagle nests are shown on Map No. 2. They are protected from damage or destruction under the *Wildlife Act*. In addition, the Great Blue Heron is federally and provincially listed as a species of special concern meaning that it is not immediately threatened but is particularly susceptible to disturbance due to human activities or natural events.

Other plants, animals and ecosystems at risk are studied, inventoried and ranked as to their level of threat by the federal and provincial governments. They are not mapped in this OCP but may be identified at the site level and require consideration in development proposals.

This sensitive ecosystem data will continue to be refined as mapping data and other information becomes available. Amendments to Map No. 2 may be undertaken to reflect changing on-site conditions or more comprehensive environmental assessments.

### SENSITIVE ECOSYSTEM POLICIES

1. Streams, floodplain areas, watercourses, and Bald Eagle and Great Blue Heron nesting trees, and the entire coastline of the Plan Area, are designated as development permit areas to allow for the evaluation of development proposals with the objective of protecting these features.
2. The Regional District shall preserve sensitive ecosystem areas, their living resources, and connections between them in a natural condition and maintain these areas free of development and human activity to the maximum extent possible.

### OBJECTIVES

1. *Identify* sensitive ecosystems and wildlife habitat
2. *Maintain* a healthy environment and *preserve* and *protect* sensitive ecosystems and wildlife habitat
3. *Support* the establishment of new protected areas for wildlife and sensitive ecosystems.
4. *Provide* education about sensitive ecosystems and wildlife habitat and *encourage* sustainable land use practices

3. The Regional District shall only support amendments to this Plan on or near sensitive ecosystems or near eagle or heron nesting trees where the applicant or appropriate authority presents evidence that the proposed development will not adversely affect the environmentally sensitive areas, and that development design reflects best management practices.
4. Notwithstanding Policy 2.1.3 above, this Plan supports the Agricultural Land Commission's mandate of preserving and encouraging the development of Agricultural Land Reserve lands, and supports the development of farmland in a manner that recognizes and protects environmentally sensitive features on these lands.
5. The Regional District shall support and encourage the retention, enhancement or development of wildlife corridors to ensure that safe and secure routes are available to wildlife in the Plan Area.
6. The Regional District shall support the identification and designation of areas for the protection of sensitive ecosystems in perpetuity. In particular, the Regional District shall support initiatives associated with the following areas: provincial protected areas, provincial parks, ecological reserves, fisheries reserves and hatcheries, wildlife refuge, waterfowl habitat, and Regional District park land.
7. The Regional District supports the protection and conservation of the following priority sensitive ecosystem areas:
  - a) Crown Land west of Deep Bay including Gainsburg Swamp and the unconfined aquifer on Crown Land in District Lot 86;
  - b) Proposed Protected Area expansion of Horne Lake Caves Provincial Park located at the west end of Horne Lake at the mouth of the Qualicum River tributary;
  - c) Expansion of Spider Lake Provincial Park to include Illusion Lake; and
  - d) Protection of Annie's Woods (*PID 006 696 252; Lot 36, Plan 1967 DL 81, Newcastle Land District*), located on Crown Lands at Grovehill Road adjacent to the Island Highway through the establishment of an ecological reserve in recognition of the old growth forest values on site.
8. The Regional District will collaborate with other levels of government, First Nations, non-governmental organizations, and neighbouring local governments in inventorying, mapping, and conserving sensitive ecosystems, including development of consistent approaches to shared watersheds.

#### ADVOCACY POLICIES

9. The habitat protection initiatives of the BC Ministry of Environment and Fisheries and Oceans Canada along rivers, streams, and wetland areas shall be strongly supported and complemented with Regional District park land and greenway protection initiatives.

## 2.2 Natural Hazard Areas

### INTRODUCTION

Natural hazard areas are sources of potentially dangerous chance events. Examples of natural hazards are: flooding, landslide, forest fire, strong winds, and earthquakes. Natural hazard areas are often also areas of high environmental value. Known areas of potential hazard are identified on Map No. 2.

#### *Flooding*

Within the Plan Area the lands surrounding river mouths and estuaries have the highest flood risk. Other areas with flood potential are isolated lowland areas and shore land adjoining watercourses, lakes, creeks, and wetlands. The Horne Lake area also faces the risk of potential flooding as the rate of water released from the Big Qualicum River Dam can modify the level of the lake significantly.

Low-lying coastal lands bordering the Strait of Georgia are expected to experience increasing flood risk with sea level rise and increasing frequency and severity of storms due to climate change. Flood risk for lands on the marine coast is different from that of freshwater bodies and streams. Flooding at the marine coast is caused by wave run-up at high tides during storm events that is likely to recede relatively quickly and unlike riverine flooding, does not produce substantial flows that would cause bank erosion.

The lower reach of Nash Creek is a particularly notable environment where it parallels the shoreline before exiting into the Strait of Georgia and in doing so passes through several residential lots of relatively small size. Flood events in the past have been relieved by the creation of outflow weirs, but this area continues to be an active environment.

#### *Landslide*

The Horne Lake road and Mount Mark slide areas are known areas with potential for mass movement of land. Steep Slopes along the marine coastline are also a major concern within the Plan Area. Some areas along the marine coastline are straddling steep wave cut bluffs (with slopes between 30% and 60%) and are composed of unconsolidated sand. The threat of landslides is particularly concerning in areas where homes have been constructed near the edges or below these unstable slopes. A submarine landslide at the west end of Mapleguard Spit (also known as Deep Bay Spit) was recorded as a result of the 1946 earthquake. Outside of the developed area, the highland and mountain areas are particularly susceptible to mass movements of land, such as rock falls and avalanches.

#### *Wildfire*

Between 2006 and 2007, Community Wildfire Protection Plans were developed for Bow Horne Bay Fire Service Area, Deep Bay Improvement District, and the Horne Lake area. There are a number of areas where extreme interface fire risk is identified. It is important that FireSmart recommendations for building and landscaping are encouraged to mitigate any loss of life, property and the environment as a result of forest fires.

#### *Strong Winds*

Wind storms can have a significant impact on the Plan Area causing power outages, downed trees across roads, and damage to buildings and structures. A particularly damaging wind is known as the “Qualicum”, a

### OBJECTIVES

1. ***Protect*** area residents from loss of property and personal injury.
2. ***Direct*** development away from natural hazard areas where possible, and where development does occur in or near a natural hazard area, ensure appropriate measures are taken to mitigate the impacts.
3. ***Mitigate*** and ***adapt*** to the impacts of climate change on hazardous conditions within the Plan Area
4. ***Encourage*** use of FireSmart recommendations to reduce the susceptibility of buildings and property to wildfire.



strong southerly that moves across Vancouver Island, passes over Horne Lake, and out on to the Strait of Georgia typically between Crome Island and Qualicum Beach.

### *Earthquake*

Seismic activity is a distinct possibility within the Plan Area. Vancouver Island is classified as a high risk for seismic activity by Natural Resources Canada. A major earthquake may result in serious damage to the Plan Area. Potential damage caused by seismic activity may be further exacerbated given that many buildings and structures within the Plan Area that may have been constructed on or adjacent to unstable slopes, and/or below Building Code standards.

The hazard land mapping will continue to be refined as mapping data and other information becomes available. Changes to Map No. 2 may be undertaken to reflect changing on-site conditions or more comprehensive hazard assessments.

## NATURAL HAZARD AREAS POLICIES

1. Natural Hazard areas shall be designated as Development Permit Areas to ensure that proposed development is reviewed by the appropriate professionals so that it is protected from hazardous conditions.
2. The Regional District will map low lying areas anticipated to be impacted by sea level rise, develop an understanding of the long term impacts, and consider implementing measures to mitigate and adapt to these impacts.
3. The Regional District will implement recommendations of Community Wildfire Protection Plans and update the Plans on an ongoing basis.
4. The Regional District will consider adopting a development permit area for protection of development from wildfire hazard.

## ADVOCACY POLICIES

5. Property owners are encouraged to adopt FireSmart recommendations such as vegetation management and use of fire-resistant building materials.
6. BC Hydro and local landowners are encouraged to cooperate in regular removal of invasive/flammable plant species (i.e. broom) along power lines.
7. In the event of an emergency such as earthquake or power outage, residents and businesses are encouraged to be prepared to care for themselves for a minimum of 72 hours (three days), and up to two weeks.

## 2.3 Freshwater Resources

### INTRODUCTION

The Plan Area contains many streams, watercourses, wetlands, and aquifers. Each of these natural resources is worthy of protection through careful land use planning both for their importance in supporting human settlements in the area, and for their value as significant ecosystems. It is recognized that there may be many significant areas of groundwater that have not yet been identified, and identification of these special features is an ongoing process. The Drinking Water and Watershed Protection program of the Regional District works to continually improve our knowledge and understanding of groundwater and surface water resources.

The Regional District of Nanaimo has seven major water regions, which are basin-scale geographic areas defined by common surface water drainage and groundwater aquifer features. The Plan Area is within the Big Qualicum River Water Region (See Map XX?). The Big Qualicum River and its tributaries, which include Hunts Creek and Horne Lake, comprise the largest watershed in the Plan Area. Other watercourses within the Plan Area include Nile Creek, Thames Creek, Chef Creek, Fletcher Creek, and the Deep Bay Estuary area.

Spider and Illusion Lakes are part of an enclosed drainage system with no surface outflow streams. The enclosed nature of the drainage system makes both of these lakes susceptible to potential negative impacts caused by contaminated runoff and increased erosion. Best practice rainwater management is essential to ensure that runoff does not impact the environmental integrity as well as the recreational appeal of these lakes.

Groundwater resources are particularly important to the Plan Area as residents rely on these resources for both domestic water and agricultural supplies. Three water Improvement Districts supply potable water to approximately 64% of dwellings, representing 1,540 connections, with the balance of parcels utilizing on-site wells.

In certain locations, particularly in the central and eastern portions of the Plan Area, soils are thin and fractured bedrock is common. As a result, both surface and groundwater sources may be sporadic and unreliable and residents of this area wish to maintain the integrity of these resources through land use management. By contrast, the Deep Bay – Bowser area is characterized by well-draining sand and gravel that has high groundwater yields but is vulnerable to surface contamination. (2016. Waterline Resources Inc. “Hydrogeological Review of Aquifers in Electoral Area ‘H’ in support of the Official Community Plan Update”).

The protection and sustainability of groundwater and surface water supplies are critical to maintaining the rural character of the Plan Area and protecting the natural environment.

### OBJECTIVES

1. *Identify and protect* freshwater resources and ecosystems to maintain their natural habitat, environmental quality and quantity, aesthetic appeal, and recreational value.
2. *Conserve, protect and enhance* the quality and quantity of freshwater sources for existing and future agricultural and domestic uses in cooperation with local and provincial water authorities and landowners.
3. *Recognize* that the quality and quantity of domestic water supply is essential and land development must be planned in a manner that minimizes impact on existing aquifers and groundwater sources
4. *Consider* the potential impact of increased demand or risk of contamination on aquifers as a result of new development when making any land use decisions
5. *Recognize* the value of natural rainwater retention and encourage rainwater management during development that mimics natural processes.

## FRESHWATER RESOURCES POLICIES

1. Streams, lakes, wetlands and aquifer areas are designated as Development Permit Areas to allow for evaluation of development proposals pursuant to the objectives of this section. Both mapped and unmapped streams are included in the development permit area, and where streams move over time or mapping accuracy is improved, mapped streams will be updated on maps in the Plan.
2. Aquifer recharge areas should be protected, particularly those within the well protection areas or well capture zones of community water supply wells. . The site of the now closed Bowser Seed Orchard should not have any use that could contaminate the aquifer as it is within the recharge area of the nearby Bowser Waterworks wells.
3. Applications to amend this Plan or the relevant zoning bylaw must consider potential impacts to surface and groundwater, as outlined in Section 5.1 *Development Guideline Criteria*.
4. Due to its unique environment and very sensitive enclosed drainage system, the Regional District will not support any introduction of motors to Spider or Illusion Lakes.

## ADVOCACY POLICIES

5. The Regional District shall request that the Approving Officer require subdivisions to be designed to maintain the hydraulic regime of streams while providing sufficient drainage in a manner which does not interfere with groundwater recharge or allow the intrusion of erosion material into natural watercourses, streams, lakes, and wetlands.
6. The Regional District shall encourage the Approving Officer to require protective covenants or the designation of Return to Crown along the bed of, and buffering riparian corridor of watercourses, streams, creeks, lakes and wetlands wherever subdivision on adjacent land is proposed. The Regional District shall encourage the Ministry of Forests, Lands and Natural Resources Operations to ensure a future use of the Bowser Seed Orchard lands that contribute to the protection of aquifer and community water supply wells.
7. The Regional District shall support and encourage the restoration and enhancement of streams and their riparian corridors wherever possible by community groups, corporate bodies or land owners.
8. The Regional District shall coordinate with the Province in sharing data about aquifers and groundwater, to ensure the most current information is used in decisions that affect the Plan Area.

## 2.4 Marine Environment

### INTRODUCTION

The marine coastline is a focal point of the Plan Area, representing diverse ecosystems, which are sensitive to human activity and jurisdictionally complex. Historically, the marine coastline has been the focus of residential and tourist commercial development.

The majority of the marine coastline in the Plan Area is composed of sand and gravel. Except for the protected harbour of Deep Bay, the coastline is exposed to significant wave energy from prevailing winter storms from the southeast. This combination of sand and gravel beaches, high wave energy and longshore drift means the shoreline is constantly changing; some areas are eroding while others are accreting, and backshore bluffs in some areas are susceptible to erosion and landslides. Estuaries are areas of high biodiversity as well as high energy, resulting in actively changing shorelines and flood risk.

The marine environment of the Plan Area, both intertidal and subtidal, comprises habitats that ensure the existence of rich species diversity. Included are fish, birds, mammals, invertebrates such as shellfish, and many plant species such as eelgrass. This region is an important area for herring spawning, for other forage fish, is home to salmon enroute to their spawning sites in the Area's streams, is a salmon nursery area, and part of an Important Bird Area.

The marine environment supports a shellfish aquaculture industry focused in the Deep Bay estuary and one area east of Chrome Island where there is a scallop farm. Commercial fishing fleets visit the area primarily in the spring for the herring fishery and prawning, and later in the year for salmon. Recreational fishing is a popular activity for residents and tourists, including sport fishing, fly fishing and shellfish harvesting.

### MARINE ENVIRONMENT POLICIES

1. The marine shores and nearshore waters of the Plan Area is designated a Development Permit Area to allow for the evaluation of development proposals with the objective of protecting the natural environment and natural coastal processes.
2. The waters 1000 m from the foreshore beginning at Deep Bay spit and extending to the eastern boundary of the Plan Area are designated as a "Marine" land use designation in this Plan and are subject to the objectives and policies in this section of this Plan.
3. The Plan recognizes the existing shellfish aquaculture leases. All water lots leased for shellfish aquaculture purposes shall be zoned accordingly.

### OBJECTIVES

1. **Recognize** the foreshore, waterfront and marine areas as an integral part of the community, and as a major destination for leisure, commercial and recreational pursuits
2. **Recognize** the marine environment as a finite resource
3. **Support** the development of shellfish aquaculture
4. **Protect** the integrity of marine ecosystems and natural coastal processes.
5. **Maintain and enhance** public pedestrian access to and along the shoreline.
6. **Advocate** cooperation and coordination among agencies responsible for the use and management of marine foreshore and upland resources.
7. **Advance** public ownership and stewardship of the waterfront.

4. The use of shoreline stabilization measures on Crown foreshore, in a manner that obstructs public access to and along public beaches or foreshore areas, shall not be supported. All works below the high water mark require Fisheries and Oceans Canada approval and Crown foreshore lease or license from the Province. Where approval for Crown foreshore use is obtained, the Regional District may support proposals for shoreline stabilization measures below the high water mark, provided they are designed so that public access along the coastline is not inhibited, and do not have negative environmental impacts.
5. The Regional District will only consider permitting structural modification of the shoreline, such as those composed of lock blocks, poured concrete or rip rap, where it can be demonstrated that such a modification is necessary to protect an existing use or structure and that a Green Shores (softer) approach to shoreline protection is not a practical alternative. In addition, the construction of shoreline stabilization measures including marine retaining walls must be in compliance with the Regional District's Marine Retaining Wall Policy B1-09, as amended or replaced from time to time.
6. The integrity of marine ecosystems and natural coastal processes should be maintained by:
  - a. discouraging uses that disrupt natural features and processes, and encouraging owners of shoreline properties to retain, wherever possible, native vegetation and natural features on areas sloping towards the foreshore;
  - b. land use regulations that provide for waterfront developments to be setback sufficiently to allow for natural erosion and accretion processes, without endangering structures; and
  - c. promoting conservation of the marine environment below the high water mark without precluding aquaculture within areas leased f.
7. The Regional District supports the use of Crown foreshore for shoreline protection works following *Green Shores* approaches of the Stewardship Centre of BC, when designed by qualified professionals and where it does not impede public access along the shoreline.
8. In order to maintain public beach road rights-of-way whether or not they are currently improved, encroachment onto them by adjacent private property owners and approval of permits from Ministry of Transportation and Infrastructure to formalize the encroachment are generally not supported.
9. Private, residential docks are not supported by this Plan. Limited development of boat ramps is supported and subject to development permit area guidelines.
10. Marinas are supported within the Deep Bay Harbour, subject to development permit area guidelines.
11. Rezoning proposals for waterfront lots must demonstrate a high level of wastewater treatment to protect the marine environment from contamination.

#### ADVOCACY POLICIES

12. The Regional District will work with the Ministry of Transportation and Infrastructure to improve public beach accesses within road rights-of-way where appropriate.
13. The Regional District shall encourage those who live and recreate on the foreshore and in the waters of the Plan Area to adopt environmentally responsible practices to protect these sensitive ecosystems.
14. Development activities as well as commercial operations such as fishing and aquaculture are encouraged to follow best management practices to minimize environmental impact.
15. The Ministry of Agriculture and Fisheries and Oceans Canada are encouraged to consult with local residents and the Regional District prior to issuing any new or amended licenses for seaweed

harvesting on the foreshore of the Plan Area, and are encouraged to communicate with local residents and the Regional District about the terms of the licenses and ongoing scientific study of the sustainability of the fishery.

16. The Regional District will coordinate shoreline management with the Ministry of Transportation and Infrastructure as owner of foreshore areas of beach access road rights-of-way.
17. Island Health or other appropriate government ministry is encouraged to study the impact on marine water quality from onsite wastewater treatment near the foreshore.

## 2.5 Climate Change and Energy

### INTRODUCTION

The climate worldwide is changing, and observations in this region over the past 100 years show that average annual temperature, average annual precipitation, and the surface temperature of the Strait of Georgia have all increased. There are many impacts of these changes that will affect the sensitive ecosystems, species at risk, natural hazards, groundwater, and the people and businesses that rely on them. Some of the most significant impacts to be expected include ocean acidification; hotter, drier summers causing drought and increased risk of wildfire; and increasing frequency and severity of storms coupled with sea level rise causing more significant and frequent flooding events. Decisions and plans made today should look to anticipate the future effects of climate change and adapt to, or mitigate them.

Climate change mitigation refers to the ongoing attempts to prevent significant climate change through the reduction of greenhouse gasses (GHG) in the atmosphere. Mitigation locally can also provide direct community benefits including reduced energy costs, reduced vulnerability to energy markets, economic development, and more resilient communities. The greatest contributors to greenhouse gasses in the Regional District are transportation and buildings.

Adaptation refers to actions taken to respond to the impacts of climate change by reducing the associated risks. Examples of adaptation actions include modifications of coastal development to account for sea level rise, changes to agricultural crops better suited to hotter and drier summers, or reduction of water use.

In 2007, the Province of BC set province-wide greenhouse gas emission reduction targets of 33% below 2007 levels by 2020 and 80% by 2080. In addition, the Province amended the *Local Government Act* to require that an official community plan include targets for the reduction of greenhouse gas emissions in the area covered by the plan, and policies and actions of the local government with respect to achieving those targets.

Throughout this Plan, there are objectives and policies in relevant sections to address climate change adaptation and mitigation. The Implementation section of this Plan includes specific actions the Regional District can take to effect changes.

### CLIMATE CHANGE POLICIES

1. This Plan encourages increased density and a mix of uses in Rural Village Centres to reduce the reliance of residents on the private automobile and to increase viability of public transit. Rezoning proposals within Rural Village Centres should contribute to neighbourhood form that facilitates energy efficient modes of transportation such as walking, cycling, or public transit and contributes to implementation of the Active Transportation Plan, 2017 where applicable.

### OBJECTIVES

1. **Reduce greenhouse gas emissions to 33% below 2007 levels by 2020 and 80% by 2050, as identified in the RDN Community Energy and Emission Plan.**
2. **Support energy conservation and greenhouse gas emission reduction at the community and at the site-specific scale.**
3. **Identify anticipated local climate changes, associated impacts, and potential adaptation actions.**
4. **Encourage energy efficiency in buildings and site design.**
5. **Recognize the importance of natural areas for carbon sequestration.**
6. **Support efforts to maintain sustainable, locally produced sources of food.**
7. **Promote private and public infrastructure that uses energy more efficiently.**

2. Outside Rural Village Centres, alternative forms of rural development that contribute to a reduction in greenhouse gas emissions through design and in some cases also through conservation of natural areas that sequester carbon, are encouraged through policies in Section 5.10 of this Plan.
3. The Regional District should develop tools and incentives to facilitate the encouragement of development in Village Centres.
4. In all parts of the Plan Area, rezoning proposals should contribute to implementation of the Active Transportation Plan, 2017 where the location of the property to be rezoned allows.
5. Greater energy efficiency, water conservation and greenhouse gas emission reductions in the development and redevelopment of sites and buildings shall be encouraged through development permit area guidelines, community amenity contribution policies, and the continued use of a sustainability checklist in conjunction with the BC Energy Step Code of the BC Building Code during rezoning and development permit application processes.
6. The Regional District will provide education and resources to the building industry, owner-builders, and consumers about energy efficiency in renovations and new construction, and pursue partnerships with the private sector for green building demonstration projects such as net zero homes.
7. This Plan supports recovery of energy and materials from both public and private sector waste streams that may be used to service communities or facilities.
8. This Plan supports proposals for renewable energy generation as an economic opportunity for residents and businesses that show compatibility with surrounding land uses and the environment by mitigating noise, vibration, visual impacts by distance separations, screening and buffering. The Regional District should develop criteria in order to enable evaluation of these and any other relevant community impacts of such proposals.
9. Agricultural land and aquaculture areas are recognized as necessary for current and future local food production. Proposals to increase production and availability of local food are encouraged, and proposals that would reduce the future potential for local food production are discouraged.
10. The Regional District should work with First Nations, the public and stakeholders to develop a climate change adaptation plan including an assessment of vulnerability and risk of climate change impacts such as sea level rise, hotter and drier summers, changes to agriculture, and increased frequency and severity of storms.
11. The marine coast is designated a development permit area to allow for the protection of the natural environment, its ecosystems and biological diversity, which includes evaluation of the resiliency of coastal development to climate change, and the impacts on natural coastal processes..
12. The Regional District recognizes the role of forests in carbon sequestration, which is an important component of climate change mitigation.

#### ADVOCACY POLICIES

13. The Provincial government is encouraged to undertake new floodplain mapping for use by local governments in planning for sea level rise and other impacts of climate change.
14. Residents are encouraged to install wiring for an electric vehicle charging station in all new home and garage construction for ease and cost-effectiveness of installing the charging station itself in the future.



15. The Regional District encourages installation of electric vehicle charging stations in commercial and community areas.

## SECTION 3 – NATURAL RESOURCE MANAGEMENT

### 3.1 Agriculture and Aquaculture

### 3.2 Forestry

### 3.3 Mineral, Gravel and Hydrocarbon Resources



Natural resources in this section refer to those areas and features that are relied on by industries for growing or rearing foods and for extracting commodities such as lumber or gravel. These natural resource industries are an important part of the economy in the Plan Area, and are important for food security and for sustainable growth and development when products can be used locally.

Many of these industries rely on a healthy natural environment to thrive and can be a barometer for ecosystem health. In turn, the health of the ecosystems rely on sustainable industry practices being established and followed.

## 3.1 Agriculture and Aquaculture

### INTRODUCTION

Agriculture and aquaculture are important activities as economic drivers and as part of a local food system. They rely on land and water that is designated for these purposes and on the health of the ecosystems of which they are a part.

A local food system allows farmers, food producers, and their customers to interact either face-to-face at the point of sale or through community partnerships or initiatives which encourage local products. It also supports a “farm to plate” relationship by encouraging farm products to be grown, stored, processed, sold and handled locally.

The Province designated an Agricultural Land Reserve (ALR) in the early 1970’s based on maps of agricultural land capability. In 1987 the boundary was reviewed in the Plan Area and elsewhere on Vancouver Island based on new mapping at a larger scale and other local considerations, resulting in some lands being added to the ALR and some removed. Currently, 24% of the Plan Area is designated as ALR.

The mandate of the Agricultural Land Commission is to ensure the future productivity of lands within the ALR. Non-agricultural development, including subdivision or non-farm use of these lands is not permitted without Agricultural Land Commission approval.

Shellfish aquaculture is a significant industry for the province of BC, and much of the production is within Baynes Sound. The main species farmed are clams, mussels, oysters and scallops. The Plan Area includes the southern part of Baynes Sound as well as Deep Bay Harbour which is an important port for the industry. The rest of Baynes Sound is within the Comox Valley Regional District and the Islands Trust.

The community is supportive of the aquaculture industry in recognition of its contribution to the local economy, and also for increased availability of local shellfish at stores and restaurants.

### AGRICULTURE AND AQUACULTURE POLICIES

1. The Regional District supports the Agricultural Land Commission's mandate of preserving and encouraging the use of land for agriculture.
2. The retention of large land holdings within the ALR is encouraged, to maintain future opportunities for farm use.
3. The Regional District discourages encroachment and fragmentation of farmland by non-farm related uses, particularly land that is known to be of high value for agriculture.

### OBJECTIVES

1. *Protect* agricultural land resources of the Plan Area for present and future food production.
2. *Support* the aquaculture industry by protecting marine water quality and supporting associated land-based activities in suitable locations.
3. *Recognize* and protect the needs and activities of agricultural and aquaculture operations when considering residential uses on adjacent lands and vice versa.
4. *Advocate* for comprehensive resource management decisions where agricultural land is competing with forestry, or environmental protection objectives.
5. *Encourage* sustainable farming methods in order to protect fresh and marine water resources and adjacent properties.
6. *Ensure* that the quantity and quality of the water supply is protected..

4. The availability of water for agriculture irrigation should be maintained and impacts considered when there are proposals for land use change or development in surrounding areas.
5. Land-based components of aquaculture such as rearing, processing, storing and distributing shellfish or aquatic plants are supported:
  - a) in the ALR where considered a farm use; and
  - b) in the Resource Lands and Rural Lands designations in a location that is not expected to negatively impact the natural environment or the use and enjoyment of nearby properties; and for land in the Rural designation, also pursuant to Rural Lands Policy 4 which supports rezoning for service commercial uses subject to a list of criteria.
6. Subdivision of land adjacent to the ALR is regulated by development permit to prevent future conflicts between agricultural uses and other adjacent uses.
7. Agrology reports submitted in support of applications for subdivision within or exclusion from the ALR should fully consider non-soil based farming activities and environmental best practices.
8. The Regional District supports the continued referral to the Agricultural Advisory Committee of land use applications and amendments to this Plan that affect land in the ALR.
9. The Regional District should consider regulating the size and location of residential uses in the ALR so that they are farm-oriented and do not reduce the likelihood that the land will be farmed in the future.

## ADVOCACY POLICIES

10. The owners of land adjacent to ALR lands are encouraged to provide a vegetative buffer between their lands and the ALR lands and follow all Ministry of Agriculture policies and best management practices.
11. The Ministry of Agriculture and local farm organizations are encouraged to assist and support owners of agricultural land with options and opportunities related to all aspects of farming, including business development and other land tenure options if they are unable to or uninterested in farming.
12. The Ministry of Transportation and Infrastructure and other relevant agencies are encouraged to ensure that the location and construction of new roads, utility or communication rights-of-way should be sited to avoid ALR lands wherever possible. Where unavoidable, these rights-of-way should be sited in a manner that will cause minimal impact on agricultural operations. Alignments should avoid road endings or stubs which point directly into the ALR and half roads along the ALR boundary, and be established in consultation with affected landowners and the Agricultural Land Commission

## 3.2 Forestry

### INTRODUCTION

Forestry is a significant land use in the majority of the Plan Area. Private Managed Forest Lands cover 56% of the land base, and there are also large areas of Provincial Forest owned by the Crown. Most of these Crown lands are concentrated between Qualicum Bay and Deep Bay and in the lowland areas of the Plan Area. In 2010, part of this Crown Provincial Forest was protected under a Coastal Douglas Fir Land Use Order where harvesting is no longer permitted.

Although most of the first growth forests in the Plan Area have long since been harvested, second growth forests are now in various stages of maturity. This Plan supports the protection of forest lands for silviculture in the same manner as agricultural lands are protected for agriculture, and also supports protection of significant forest lands for conservation purposes. Where policies in this section relate to matters beyond the jurisdiction of the Regional District, they serve only as broad objectives to help guide senior governments and private forest landowners in decisions for the management of forest lands.

### OBJECTIVES

1. **Ensure** the Area's forest lands are managed on a sustained yield basis and are protected against activities that may disrupt their renewable resource potential.
2. **Support** sustainable forestry practices.
3. **Support** the Area's forest lands availability for recreational enjoyment and education.
4. **Encourage** best use of FireSmart recommendations to reduce susceptibility of buildings and property to wildfire.

### FORESTRY POLICIES

1. This Plan supports the use of Resource Lands for forestry-related uses where appropriately zoned. In addition, the Plan supports the use of Resource Lands for recreational activities (such as hiking trails), where such uses do not contribute to the degradation of the natural environment and are permitted by the landowner.
2. The Regional District shall coordinate with the Ministry of Forests, Lands and Natural Resource Operations and commercial forest companies to develop public access to private logging roads and trails during non-operational periods, except in times of high or extreme fire hazard or active logging.

### ADVOCACY POLICIES

3. The Province and private forest land owners shall be encouraged to manage their forest lands so that they do not:
  - a. Pose a threat to the quantity and quality of fresh water within the drainage system of watercourses, streams, lakes or wetlands;
  - b. Alter the aesthetic appeal and visual integrity of the Plan Area;
  - c. Disturb areas of unique vegetation or wildlife; and
  - d. Increase, or contribute to, soil erosion.
4. The Ministry of Forests, Lands and Natural Resource Operations and commercial forest companies shall be encouraged to ensure the sustainability of outdoor recreation in the natural woodlands of this area in conjunction with the management of the forest. This would include supporting the public

access to private logging roads and areas during non-operational periods , except in times of high or extreme fire hazard or active logging.

5. The Regional District will encourage Provincial leadership towards ensuring environmentally sound forestry practices on private forest land.
6. The Ministry of Forests, Lands and Natural Resource Operations, commercial forest companies and private forest landowners will be encouraged to use FireSmart recommendations to reduce susceptibility of buildings and property to wildfire.

## 3.3 Mineral, Gravel and Hydrocarbon Resources

### INTRODUCTION

The predominant known mineral resource within the Plan Area is gravel concentrations around Horne Lake, Spider Lake, and Nile Creek. Other potential resources include deposits of limestone and clay. It is important to note that aggregate resources such as sand and gravel have greater potential value in mineral production than metallic metals and hydrocarbon resources in the Plan Area. As other areas become depleted of aggregate resources or are lost to development, there may be increasing pressure for access to aggregates in the Plan Area.

The regulation of aggregate extraction falls primarily within the jurisdiction of the Ministry of Energy & Mines and the Ministry of Forests, Lands & Natural Resource Operations. The province is responsible for operational issues, such as public/worker safety, environmental protection, closure and reclamation of aggregate operations. The Regional District may regulate areas where processing of aggregate resources is permitted. The Regional District cannot regulate mining and mineral exploration activities as they are subject to the *Mines Act* and *Mineral Tenure Act*.

The objectives and policies of this section remain broad in nature to offer guidance to senior governments in their decision-making process, as part of the referral process.

### OBJECTIVES

1. ***Protect*** lands underlain by gravel, sand, mineral or hydrocarbon resources from surface developments, which would render them inaccessible.
2. ***Minimize*** conflicts between extraction activities and adjacent land and water uses.
3. ***Support*** good conservation practices during mining operations so as not to prejudice the long-term renewable resource potential of the area.
4. ***Encourage*** site rehabilitation and reclamation of damaged landscapes for subsequent productive use and environmental protection.

### MINERAL, GRAVEL AND HYDROCARBON RESOURCES POLICIES

1. Prior to allowing development in an area underlain by mineral resources, the feasibility of removing the resource should be adequately considered by the province and the Regional District.
2. The Regional District will recommend that environmentally sound reclamation and conservation practices be undertaken at all mineral and aggregate resource extraction operations to protect long-term resource potential in the Plan Area. Specifically, where a mine or earthworks may cause significant disturbance to the surface of the land, the Province shall be encouraged to require that a performance bond be posted to ensure the proper reclamation of the damaged landscape (this reclamation is controlled by Part 10 of the *Mines Act*, Health, Safety and Reclamation Code).

### ADVOCACY POLICIES

3. The Province will be encouraged to provide adequate consideration to possible impacts on neighbouring residential and/or rural parcels and the natural environment prior to issuing a permit considering a new mining operation or re-opening an old mine (or pit). Particular attention should be focused on assessing the potential impacts of resource removal on the quantity or quality of surface and groundwater or social impact on neighbouring residences. This information should be referred to the Regional District and adjoining landowners for comment prior to a decision.

## SECTION 4 – COMMUNITY RESOURCES

4.1 Parks and Open Space

4.2 Community and Institutional

4.3 Community Water and Sewer Systems

4.4 Transportation Network

4.5 Public Transportation

4.6 Marine Transportation



Peter Mason and Dagmar Seydel at the Magnolia Court Summer Market

Photo credit: Corinne Roby

The community resources described in this section include parks and open space, centres of education and community life, infrastructure, and transportation services.

Where these lands or services are not under the direct jurisdiction of the Regional District, planning relies on coordination with other organizations, levels of government, and First Nations.



## 4.1 Parks and Open Space

### INTRODUCTION

Lands set aside for recreation and active transportation in the Plan Area include the Regional District’s regional and community parks and trails, provincial parks, and federal fisheries lands on the Big Qualicum River and at Horne Lake. These are shown on Map No. 3 Community Resources. This section focuses primarily on parks for public use, and Section 2.1 of this Plan addresses sensitive ecosystem protection.

There are extensive trail networks on Crown lands and Private Managed Forest Land in the Plan Area; however, their long-term protection is not guaranteed. The Regional District does not have the resources to consider managing informal trail systems on Crown lands, but support them through mapping, and by working with community groups with interest in trail building and marketing. Private Managed Forest Lands are not considered publicly accessible; historic use of logging roads and trails for recreation in these areas is common, but since the tenure is private there is no guarantee of ongoing protection of the trails or public access.

There is a sports field at the Lions Community Hall property. Henry Morgan Park near the Bowser Village Centre includes a playground, shelter and washroom. Dunsmuir Community Park has a small tennis court and basketball half-court, and at the time of updating this Plan in 2017, there were plans for improvements to this park in the near future.

There are numerous unconstructed road rights-of-way in the Plan Area, some of which were dedicated in the past for highway plans that never came to fruition. These rights-of-ways are assets for future trail construction and are an integral part of Regional District trail and active transportation planning.

### PARKS AND OPEN SPACE POLICIES

1. Parkland and trails shall be permitted in all land use designations.
2. This Plan designates all Provincial/Crown lands above known unconfined aquifers as Park Lands to protect finite groundwater resources into the future.
3. This Plan designates Department of Fisheries and Ocean owned properties along the Big Qualicum River, at Horne Lake, and that part Block 40, plan 1339R, Alberni Land District as Park Land to protect this important river and regional park area.

### OBJECTIVES

1. *Ensure* that parks and recreational uses form an integral part of the community infrastructure.
2. *Recognize* the importance of regionally significant parks and natural features.
3. *Support* the parkland acquisition strategies of the Regional District’s Regional Parks and Trails Plan and the Community Parks and Trails Strategy.
4. *Support* public open space opportunities on Provincial, Federal, and Regional District park lands.
5. *Improve* public water access, and linear recreational connections.
6. *Identify, maintain and improve* wildlife corridors.
7. *Work* with public and private institutions to facilitate integration of schools, community halls, the E&N Rail Corridor, and associated open space as an integral part of the community parks and open space system.
8. *Encourage* private forest land owners to continue to make their land available for public recreation.

4. Although park land is supported for the protection of environmentally sensitive features, protection of these features should be in addition to the minimum 5% park land dedication in the *Local Government Act*.
5. Parkland proposals should provide a benefit to the community and lands with no benefit to the community should not be accepted.
6. It is strongly preferred that land being considered for parkland be maintained in its original state and should not be cleared. Cleared and disturbed lands should only be accepted where the proposed parkland is to be used for recreational uses which requires cleared lands.
7. Pursuant to the *Local Government Act*, at the time of subdivision the Regional District shall determine whether the owner of land being subdivided shall:
  - a. provide without compensation, useable park land equivalent to 5% of the parcel size and in a location acceptable to the Regional District Board, or
  - b. pay to the Regional District an amount that equals the market value of the land that may be required for park purposes, or
  - c. provide a combination of land and cash to the satisfaction of the Regional District Board.
8. In areas where parkland is desired, developers are encouraged to dedicate greater than 5% parkland.
9. Known priorities and criteria for park acquisition must be considered and given priority at the time of park dedication such as those indicated in this Plan or by any other Plan of the Regional District such as the Community Parks and Trails Strategy, the Regional Parks and Trails Plan, or Active Transportation Plan. Key priorities for parkland acquisition and development in the Plan Area include:
  - a. “Olympic Torch Relay Trail” that would connect the Lighthouse Country Regional Trail through Bowser Village Centre;
  - b. Historic Horne Lake Trail;
  - c. Trails in Oakdowne Park through License of Occupation with the Province;
  - d. Connection between the Bowser Elementary at the end of Faye Road and the Thompson Clark Ocean Trail Community Trail via unconstructed Jackrabbit Road;
  - e. Those identified in Section 2.1 Sensitive Ecosystems Policy 7 of this Plan; and
  - f. Those identified in Goal 4.1 of Schedule B, the Bowser Village Centre Plan.
10. The Regional District shall evaluate the suitability of parkland proposals and may also consider parks and publicly accessible open space provision through means other than subdivision approval in accordance with Policy 11 of this Section.
11. The Regional District may consider accepting parkland at the time of subdivision or rezoning on any land within the Plan Area where there is an opportunity for park dedication to meet one or more of the following preferred park criteria:
  - a. The land improves access to water including the ocean, a lake and any other watercourse.
  - b. The land is identified for parkland, trail, or conservation area by this Plan or any other RDN parks and trails plan.

- c. The land connects parks and natural areas, contributing to an interconnected greenways network that links neighbourhoods to parks, schools and cultural resources.
  - d. The land includes areas for the protection of environmentally sensitive areas to be retained in a natural, undisturbed state or archaeological features to be protected, although generally the protection of environmentally sensitive lands or archaeological features should be in addition to the minimum parkland dedication requirements pursuant to the *Local Government Act*.
  - e. The land includes viewpoints and opportunities for nature appreciation and/or focal features such as a public square or community gathering space in village centres.
  - f. Land that is a single contiguous parcel is preferred where other parkland acquisition criteria are not considered to offer a greater community benefit.
  - g. The subject property contains a locally or regionally significant feature or ecosystem that if preserved or managed would result in a net benefit to the community
  - h. Notwithstanding lands deemed appropriate for environmental protection by a qualified environmental professional, the land in question must be useable land that would be suitable for a multitude of recreational uses such as baseball diamonds, tennis courts, children's tot lots, and basketball courts.
  - i. Preference shall be given to the acquisition of those lands identified in Map No. 3 for future community and regional parks, trails and corridors, and natural areas, and Map No. 2b for well protection areas and recharge areas for community water systems. However, other lands may be considered in accordance with the criteria outlined in this policy.
12. The Regional District will not support encroachment applications into rights of way to beach areas, the foreshore, streams, or watercourses in the Plan Area.
  13. All trails proposed on lands located within the Agricultural Land Reserve shall require approval from the Agricultural Land Commission and should be developed and used in accordance with the Ministry of Agriculture's publication titled "*A Guide to Using and Developing Trails in Farm and Ranch Areas*".
  14. When responding to referrals from the Ministry of Transportation and Infrastructure for road closure applications, the Regional District will:
    - a. consider the value of retaining the right-of-way as public land for recreation and active transportation purposes;
    - b. refer to its parks and trails and active transportation plans and strategies, and
    - c. not support the closure if retaining the right-of-way as public land will benefit parks and trail development or active transportation.
  15. This Plan supports the creation of a parks development cost charge bylaw to support acquisition and development of select Community Park amenities.
  16. The Regional District recognizes that public involvement is essential in the planning, acquisition, and development of the community and regional parks. Consultation with the public, as well as parks and recreation commissions, volunteer groups and service organizations is encouraged and is considered vital for the success of the Parks System.

*ADVOCACY POLICIES*

17. The Regional District shall encourage management of Crown lands as Parks/Reserve south and west of Bowser along Nile Creek, Thames Creek, Lymn/Chef Creek, Gainsburg Swamp, Annie’s Woods and the unconfined aquifer on Crown Land in District Lot 86 (see Map No. 2).
18. The Regional District shall support the prohibition of motors on Spider Lake to protect the water quality and the existing character of human-powered recreation.
19. The Regional District shall encourage the Province and forest companies to provide opportunities for controlled use of trails and private logging roads during non-operation periods for outdoor recreation except during times of high and extreme fire hazard.
20. The Regional District shall encourage and support volunteer assistance in the development and management of community parks, Streamkeeper projects and trails.
21. Partnerships among residents, landowners, business owners, and government agencies to improve Park Lands are encouraged and supported by this Plan.

## 4.2 Community and Institutional

### INTRODUCTION

Community and institutional uses include facilities such as schools, universities, religious and service organizations, community halls, community care facilities, fire halls, ambulance stations, and marinas and wharfs in the Plan Area.

Institutional uses are permitted in all designations of this Plan, and these uses generally require appropriate institutional zoning prior to the use of land for such purposes.

School District No. 69 has jurisdiction for the Bowser Elementary School, the single public school within the Plan Area (high school students attend school in Qualicum Beach or Courtenay). With current school enrollment and population trends, there is no anticipated need for additional school facilities over the next 10 years.

Community fire protection is provided by three volunteer fire departments in the Plan Area. The Deep Bay Volunteer Fire Department is administered and financed by the Deep Bay Improvement District, and the Bow-Horn Bay and Dashwood are volunteer fire department societies financed by property taxes collected through the Regional District.

While current community and institutional facilities are found throughout the Plan Area, future uses shall be encouraged to locate within the Rural Village Centres. Some of the key existing community and institutional facilities are illustrated on Map No. 3.

### COMMUNITY AND INSTITUTIONAL POLICIES

1. Institutional uses will be permitted in all land use designations in this Plan but may require rezoning to institutional use.
2. The Regional District shall encourage the integration of future school sites into Rural Village Centres and integrate their location with the parks, trails and open space network.
3. This Plan supports the continued service of Bowser Elementary School. The Regional District shall work with School District No. 69 on the long-term plans for this school.
4. The Regional District will consider future agreements with the School District to implement the School Site Acquisition Provisions in the *Local Government Act*.
5. The Regional District shall encourage new proposals for institutional facilities to be situated within the Village Centres, except where a location outside of a Village Centre is demonstrated to be more appropriate or essential to its use.
6. Establishment of a cemetery in the Plan Area is supported subject to rezoning and adherence with applicable provincial requirements.

### OBJECTIVES

1. ***Work*** with School District No. 69 in planning for the future needs of the community and coordination of school site and parks and open space planning.
2. ***Encourage*** community use and support of community facilities.
3. ***Direct*** the location of new institutional facilities for public assembly, for educational, religion, cultural and service organizations to Village Centres.
4. ***Recognize*** the existing emergency services provided within the Plan Area.
5. ***Support*** coordination for providing emergency services for existing and future residents.
6. ***Support*** the strategic location of fire halls and future ambulance and police stations to serve the growing needs within the Plan Area.

7. The Plan recognizes the location of existing fire halls, and fully supports the valuable volunteer fire fighting and emergency services provided by the Deep Bay, Bow Horn Bay, and Dashwood Volunteer Fire Departments.
8. The Regional District will continue to develop coordination, communication, and information sharing with Improvement Districts and volunteer fire departments to ensure that adequate fire fighting services are able to accommodate the future development of the Rural Village Centres at Dunsmuir, Qualicum Bay, and Bowser and to improve fire protection service to rural areas, to include, but not be limited to, development of emergency evacuation plans and encouragement of community emergency preparedness, in coordination with the appropriate federal and provincial government agencies.
9. The Regional District will coordinate with fire departments in planning for future growth and development and in review of applications to amend this Plan and the zoning bylaw.
10. At the time of updating this Plan in 2017, the Regional District is coordinating an expansion of a Crown lease area at the end of Shayla Road near Spider Lake for the Bow-Horn Bay Volunteer Fire Department to construct a new hall. This Plan supports consideration of expansion of the Bow-Horn Bay Volunteer Fire Department service area to the south-west up to and including the properties around the shores of Horne Lake.

## ADVOCACY POLICIES

11. The Regional District encourages public consultation with District 69 School Trustees on any future plans or uses for area schools.
12. The Regional District shall encourage the School District to complement other community facilities by continuing to be make available schools and school grounds for recreation, cultural activities, and educational programs during non-school hours.
13. The Regional District encourages Vancouver Island University to continue community programming and events at its Marine Research Station and to integrate its future growth and development with the surrounding community.
14. The Ministry of Transportation and Infrastructure is encouraged to request that all proposed subdivision plans are reviewed by the relevant fire department.

## 4.3 Community Water and Sewer Systems

### INTRODUCTION

There are three community water systems that serve the developed coastal area. These are Deep Bay Water District, Bowser Water District, and Qualicum Bay Horne Lake Water District. The Plan Area relies on groundwater resources in the vicinity of Bowser and Dunsmuir. These areas have an undefined quantity of water in unconfined Quadra Sands and associated aquifers. The water quantity and quality continues to be sufficient and is expected to remain so if precautions are taken to protect this valuable resource.

#### *Deep Bay Improvement District:*

A 2016 *Aquifer and Well Protection Plan for the Deep Bay Improvement District* by Payne Engineering Geology identifies a well protection area for the District's wells. Approximately 80% of the well protection area is within the Coastal Douglas Fir land use order area which is designated for ecosystem protection and therefore effectively also offers some protection for the Deep Bay Improvement District wells. The rest of the well protection area is on private property within the Agricultural Land Reserve.

#### *Bowser Waterworks:*

A 2015 *Aquifer and Wellhead Protection Plan for Bowser Waterworks District* by Payne Engineering Geology identifies a wellhead protection area for the District's wells in close proximity to its wells on Crosley Road. The well capture zone extends from the wells south and west through Crown Land that was formerly the Bowser Seed Orchard, and including private properties on Cowland Road. All of the wells and some of the protection area are within the Coastal Douglas Fir land use order area which effectively offers some protection. The site of the former Bowser Seed Orchard is not protected by the Coastal Douglas Fir land use order area and any proposed future use of that property should be considered in relation to potential contamination of the water supply for Bowser Waterworks.

#### *Qualicum Bay Horne Lake Water District:*

A 2017 *Well Protection Plan* for Qualicum Bay Horne Lake Waterworks identifies a well protection area for the District's wells that extends upslope to Highway 19. The well capture zone extends further up slope, and both of these areas include rural and agricultural properties, as well as the inland highway. The Well Protection Plan also identifies an area at risk of artesian conditions below its wells, which requires care during development to protect from uncontrolled artesian flow.

### OBJECTIVES

1. ***Encourage*** the efficient location of public utilities to serve the needs of residents.
2. ***Liaise*** with the local water purveyors to ensure water quantity and quality is sufficient and can be sustained for current and future development.
3. ***Identify and protect*** groundwater recharge areas.
4. ***Advocate*** the environmentally safe and economically feasible development of community sewer systems.
5. ***Prepare*** strategies for provision of community wastewater services within Village Centres, in coordination with the Qualicum First Nation for Dunsmuir and Qualicum Bay.
6. **Support** provision of community sewer outside of village centres where there is a threat to public health or the environment due to the wastewater management method being used.
7. **Support** provision of community water and sewer outside of village centres where necessary to support other goals of this plan related to alternative forms of rural development

## COMMUNITY WATER AND SEWER SYSTEM POLICIES

1. The Regional District recognizes the important role played by Improvement Districts in providing community water and will liaise to ensure adequate quantity and quality of water is available for any future development.
2. Where identified, groundwater recharge areas and well protection areas shall be protected through land use regulation and development permit area.
3. Except for agriculturally-designated lands, the Regional District does not support the drilling of wells for domestic purposes where community water services exist and have adequate capacity to meet reasonable domestic demand.
4. In the absence of a groundwater protection bylaw that otherwise recommends such development, the creation of new parcels, serviced by private wells within community water services areas, is not supported.
5. This Plan supports the comprehensive development of community sewer systems within the Rural Village Centres.
6. This Plan supports provision of community sewer outside of Rural Village Centres where there is a threat to public health or the environment due to the wastewater management method being used.
7. Provision of community water and sewer outside of Rural Village Centres is supported where necessary to achieve other objectives of this plan related to alternative forms of rural development, and where small systems are not proposed to be owned by the Regional District. Implementation of this policy is subject to amendment of the Regional Growth Strategy.
8. This Plan supports locating future community infrastructure where it will have the least impact to environmentally sensitive areas and the environment.
9. This Plan supports establishing a mandatory septic maintenance program in all areas not served by community sewer system in order to protect the environment including surface, marine and ground water from contamination.



## 4.4 Transportation Network

### INTRODUCTION

The effective integration of transportation modes such as automobile, transit, cycling and walking creates well connected communities and results in other significant benefits. Communities that have good active transportation facilities that are well connected with other modes such as public transit, have lower rates of obesity and chronic illness. In addition, transportation networks that provide alternatives to automobile travel help reduce greenhouse gas emissions. The recreational trail system is addressed in section 4.1 of this Plan and is part of the overall transportation network. Movement around the Plan Area by foot or bicycle can include a combination of road shoulders and off-road trails.

Island Highway No. 19A had long been the sole vehicular route connecting north and south Island communities until the completion of the Inland Island Highway No. 19 in the late 1990's. Today, both of these highways accommodate passenger, freight and service transportation up and down the Island. The Plan Area includes two major intersections connecting the Inland Island Highway with Island Highway No. 19A: at Horne Lake Road and Cook Creek Road. The highways and major roads in the Plan Area are shown on Map No. 3.

Emergency access to neighbourhoods with only one road in and out is a concern for residents. New road connections are desired in two key locations where Gainsburg Road is the only access: new access connecting Highway 19A with the western portion of Gainsburg Road, and a connection between Thompson Clark Drive and Ocean Trail.

### TRANSPORTATION NETWORK POLICIES

1. The Regional District supports improvements to the efficiency, effectiveness, and safety of Island Highway No. 19A including the safety of those travelling by foot, bicycle or other non-vehicular means on the road shoulders.
2. The Regional District supports the eventual upgrading of Inland Island Highway No. 19 intersections to overhead interchanges at Horne Lake and Cook Creek Roads.
3. The Regional District shall coordinate with the Ministry of Transportation and Infrastructure for developing bicycle and pedestrian routes along Island Highway No. 19A and other roads to implement the Active Transportation Plan, 2017.
4. Known priorities for active transportation facilities in the Active Transportation Plan, 2017 must be considered at the time of rezoning for community amenity contribution pursuant to policies in Section

### OBJECTIVES

1. *Accommodate* safe, efficient, and effective passenger, freight, and service transportation throughout the Plan Area.
2. *Enable* safe, non-vehicular mobility through improved walking and cycling trails or routes between neighbourhoods, schools and commercial areas.
3. *Improve* safe bicycle and pedestrian routes on Island Highway No. 19A.
4. *Support* the visual protection of the Inland Island Highway Corridor with buffer areas including setbacks, greenways, and landscaping requirements.
5. *Encourage* appropriately located wayfinding and tourist and attraction signage on Island Highway Nos. 19 and 19A.
6. *Encourage* second road accesses to neighbourhoods with only one way in and out.

6.2 of this Plan. At the time of adoption of this Plan, key priorities for active transportation facilities include:

- a. Pedestrian crossings of Highway 19A in Bowser near Magnolia Court, at Coburn Road, and near Lions Way
  - b. Paved shoulder on all of Highway 19A with a higher priority on the section from Crosley Road to just north of Fisheries Road
  - c. Improvements to safety of walking and cycling on Faye Road
  - d. Trail construction on unopened Jackrabbit Road that connects the end of Faye Road to the Thompson Clark Ocean Trail Community Trail
  - e. Shoulder widening on Gainsburg Road
5. Preserve the natural visual character of the rural portions of Highway Corridors on Highways 19, and 19A.

#### ADVOCACY POLICIES

6. The Ministry of Transportation and Infrastructure is encouraged to improve bicycle and pedestrian routes on Highway No. 19A in coordination with the Regional District and pursuant to the Active Transportation Plan, 2017.
7. The Ministry of Transportation and Infrastructure is encouraged to coordinate with the Regional District and local business community to ensure that wayfinding and tourist and attraction signage is current and best serves the needs of the local community and travelling public.
8. The Ministry of Transportation and Infrastructure is encouraged to construct or require through subdivision, roads that provide a second access to neighbourhoods with only one way in and out.
9. The Ministry of Transportation and Infrastructure is encouraged to improve the safety of Horne Lake Road between the Highway 19 and Highway 19A which may include realignment if the opportunity exists.

## 4.5 Public Transportation

### INTRODUCTION

As of the 2017 review of this Plan, VIA Rail’s passenger train service has not run through the Plan Area for several years and its future is uncertain. The E&N rail corridor remains a valuable community asset that if not used for rail, should be used for as a non-vehicular (active) transportation and recreation corridor.

In 2014, Regional District of Nanaimo Transit Services began operating a bus to and from Deep Bay and connecting to Nanaimo via Qualicum Beach in the morning and afternoon on Tuesdays. The service is planned for expansion to 5 days per week in September, 2017. It is a long standing desire for this community to have public transit connection north into the Comox Valley Regional District, where many residents travel to regularly for work, shopping and appointments as it is often more convenient than travelling to Nanaimo. Transit service in the Comox Valley Regional District currently goes as far south as Fanny Bay, less than 10 km from where transit service ends in Deep Bay. Focussing growth and development in Rural Village Centres will make continued expansion of the frequency of service more viable.

### OBJECTIVES

1. *Support* existing transit service in Area ‘H’ and *encourage* expansion.
2. *Support* the development of commuter transportation opportunities for residents of Area ‘H’ in addition to the current transit service.
3. *Protect* the E&N railway line as a continuous linear transportation corridor by designating the lands as a transportation corridor for rail travel and for non-vehicular mobility options.

### PUBLIC TRANSPORTATION POLICIES

1. The E&N Railway corridor lands shall be designated Transportation Corridor where subdivision is not supported.
2. The Regional District shall support the development of public transportation nodes in Rural Village Centres such as bus shelters in strategic locations linked with active transportation facilities.
3. Should rail transportation services cease to exist, this Plan supports the establishment of walking and cycling trails on the E&N railway corridor.
4. The Regional District shall encourage the development of alternative transportation opportunities such as mini-bus commuter services, carpooling, and park and ride connections to Regional District Transit routes in consultation with Regional District Transit Services.
5. The Regional District supports accessibility in public transportation; an accessible transportation system works to support aging place, and the independence, comfort, self esteem, and security of everyone, including people with disabilities.

### ADVOCACY POLICIES

6. BC Transit and the Comox Valley Regional District are encouraged to work with the Regional District of Nanaimo to develop a public transit connection between the Deep Bay area and transit in the Comox Valley Regional District.

## 4.6 Marine Transportation

### INTRODUCTION

The Deep Bay Harbour provides opportunities for recreational and commercial marine transportation. Commercial fishing, shellfish aquaculture, and recreational boat travel are accommodated within the Deep Bay Harbour.

The Government Wharf provides facilities for commercial fishing, shellfish aquaculture and recreational vessels, and the adjacent private marina is home to the Deep Bay Yacht Club which shares a floating clubhouse with the Lighthouse Country Marine Rescue Society. The Deep Bay Harbour Authority manages the federal government wharf on behalf of DFO Small Craft Harbours Program. There is a privately owned boat ramp adjacent to the parking lot for the Harbour.

There are no publically-owned boat launches in the Plan Area, however there is a private boat launch open to the general public to the south of the marina parking lot.

### OBJECTIVES

1. *Recognize* the role of the Deep Bay Harbour Authority in managing the federal government wharf at Deep Bay.
2. *Encourage* opportunities for recreational and commercial marine transportation from Deep Bay Harbour.
3. *Support* solutions to marina parking lot overflow for vehicles and trailers.

### MARINE TRANSPORTATION POLICIES

1. The Regional District encourages the tourist, recreational, fishing and aquaculture industries to continue their use of Deep Bay Harbour.
2. The Regional District recognizes the importance of existing private boat launch in the Plan Area for recreation, tourism, and emergencies, but does not support development of new private boat launches due to their impact on the foreshore environment
3. This Plan supports development of new public boat launches in locations with minimal environmental impact and sufficient trailer parking, and subject to development permit area guidelines.
4. The Regional District shall develop a plan in coordination with the Deep Bay Harbour Authority and local businesses for accommodating overflow parking for the harbour.
5. The Regional Board shall not consider rezoning the surface of the water in Deep Bay Harbour without consultation with the Deep Bay Harbour Authority and local residents.

### ADVOCACY POLICIES

6. The Regional District encourages the Deep Bay Harbour Authority to provide additional off-street parking to reduce reliance on the nearby road shoulders for boat trailer parking during the busy season.

## SECTION 5 – THE DEVELOPMENT STRATEGY

5.1 Development Guideline Criteria

5.7 Recreation

5.2 Resource

5.8 Deep Bay

5.3 Rural

5.9 Affordable and Accessible Housing

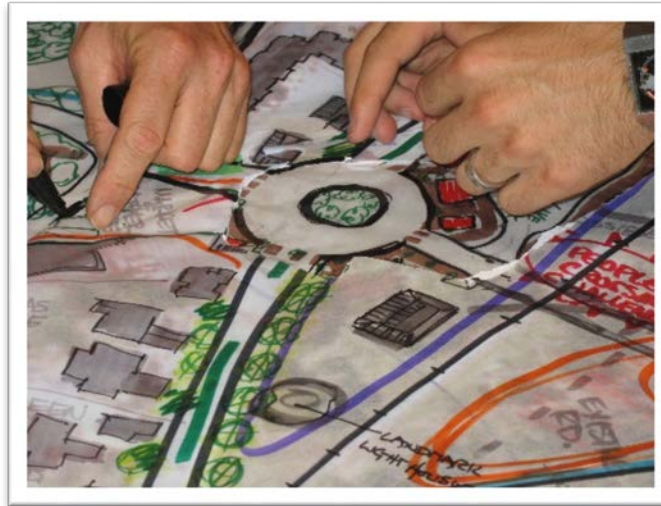
5.4 Rural Residential

5.10 Alternative Forms of Rural Development

5.5 Rural Village Centres

5.11 Temporary Use Permits

5.6 Tourist Commercial



The Development Strategy is a key component of this Plan and sets the parameters for development within the community. The development strategy provides a framework for focusing future growth into Rural Village Centres and protecting rural character. The strategy for this Plan is driven by the Community Values Statement (see Section 1 of this OCP) and the Development Guideline Criteria (paragraph 5.1) and is consistent with the Regional Growth Strategy (RGS). Where revisions during the 2016/17 review of this Plan added policies that require changes to the RGS, the actions or uses identified in the policies shall not be supported unless there is an amendment to the RGS.

The Development Strategy is illustrated through mapped 'Land Use Designations' that match the written objectives and policies to land uses, densities and parcel sizes. These Designations are shown on Map No. 5.

There are three designated Rural Village Centres in this OCP: Dunsmuir, Qualicum Bay, and Bowser. In addition, the area near Deep Bay Harbour is an important focal point for marine, aquaculture, and tourism industries, and neighbourhood services for local residents.

This Plan encourages and supports Home Based Businesses as an economic activity conducted as an accessory use on any parcel consistent with zoning regulations.

## 5.1 Development Guideline Criteria

In Electoral Area 'H', prior to considering an application to amend this Official Community Plan or the applicable zoning bylaw, an applicant must show that the proposal:

1. Is consistent with the Community Values Statement, the rest of the Official Community Plan and the Regional Growth Strategy;
2. Preserves and protects the rural character of the area and contains urban development to the Rural Village Nodes;
3. Protects and promotes natural, environmental, and geographic features through an environmental impact study.
4. Where outside a community water service area, identifies a source of water with sufficient quantity and quality for the proposed use and mitigation measures for any anticipated impacts on the aquifer or surface water through a hydro-geologic assessment in accordance with the Board Policy on "Groundwater – Application requirements for rezoning of un-serviced lands" as amended from time to time.
5. Preserves, enhances, and dedicates useable parkland that provides linkages to public lands, and integrated trail system and waterfront access where appropriate;
6. Minimizes greenhouse gas emissions resulting from the development through energy efficient site design, and consideration of active transportation where applicable.
7. Proposes a comprehensive approach to management and disposal of sewage and/or septage;
8. Proposes a comprehensive approach to drainage and management of rainwater demonstrating that impervious surfaces are minimized, slowing, detaining and infiltrating rainwater is considered, and that there is no increase to rainwater flow onto adjacent lands;
9. Protects and conserves archaeological sites through adherence to the provincial *Heritage Conservation Act*;
10. Has been presented to the community for review and comment on the overall proposal including any studies prepared to satisfy the above.

Where development is within a community water service area:

11. the Regional District will refer the application to the local water provider for comment.

### ***DEVELOPMENT APPROVAL INFORMATION – CIRCUMSTANCES AND SPECIAL CONDITIONS***

12. Applicants for zoning amendment, development permit, or temporary use permit in all designations of this Plan may be required to provide development approval information.
13. This Plan attempts to embrace compatible development while at the same time maintaining the values that are fundamental to the health and prosperity of the community. In order to achieve the goals of this Plan and ensure compatibility with the Community Values Statement and the Development Guideline Criteria, future land use and development decisions must consider the anticipated impacts of proposed development on the environment and community resources; the Plan Area is designated a development approval information area. Development approval information may be required to ensure that development may be adequately serviced and accommodated in a manner that sustains natural resources, environmentally sensitive areas and protects rural character while containing urban development to Rural Village nodes. Development approval information may be required to help the Regional District of Nanaimo determine appropriate uses, density and siting of future development.

## 5.2 Resource

### INTRODUCTION

This land use designation applies to lands that are used and valued for agriculture, land-based components of aquaculture, forestry, natural resource extraction, or environmental conservation. All lands within the Agricultural Land Reserve are in this land use designation. Lands that are classified as Private Managed Forest Lands and large parcel Crown lands (other than those designated as Park Lands) are also within this land use designation.

Where land is in the Agricultural Land Reserve and is proposed for subdivision or a non-farm use, approval must first be obtained from the Agricultural Land Commission.

It is recognized that certain matters considered in this section are beyond the jurisdiction of the Regional District. The objectives and policies relating to these matters are intended to serve as indicators of community preference and assist senior levels of government in planning and decision-making.

### RESOURCE POLICIES

1. Lands within this designation shall have a minimum permitted parcel size of 50.0 hectares, except for lands within the Agricultural Land Reserve.
2. Lands within the Agricultural Land Reserve are designated “Resource – Agricultural”, and an 8.0-hectare minimum permitted parcel size is supported .
3. Notwithstanding Resource Policy 2 above, any lands within the Agricultural Land Reserve having a minimum permitted parcel size of less than 8.0 hectares pursuant to the Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987 at the date of adoption of this Official Community Plan shall retain that minimum parcel size.

### ADVOCACY POLICIES

4. Areas with environmentally sensitive or significant ecological resources within the Resource Lands designation are identified on Map No. 3. Protection of these areas shall be encouraged through federal, provincial, Regional District or private initiatives and incentives. The Regional District may consider proposals for increased development on a portion of a property to facilitate conservation of the environmentally sensitive areas elsewhere on the property, where the proposal meets the values, criteria, objectives and policies of this Plan.
5. All development in the Resource designation is encouraged to follow FireSmart recommendations to reduce the susceptibility of buildings and property to fire.

### OBJECTIVES

1. *Maintain* the renewable natural resource land base and protect it from activities that may diminish resource value and potential.
2. *Encourage* more comprehensive management of the resource land base.
3. *Protect* the environment.
4. *Encourage* and protect outdoor recreational opportunities.
5. Encourage farm activities on productive agricultural lands.
6. *Protect* agricultural lands for present and future food production.

## 5.3 Rural

### INTRODUCTION

This land use designation applies to large lots, not located within the Agricultural Land Reserve, and generally 2.0 hectares or more in size. These lands are intended to provide for traditional rural pursuits, and serve as a buffer between Resource Lands and the more urbanized areas of Electoral Area 'H'. This designation also applies to lands in the Spider Lake Area, where larger parcel sizes are the typical form of development and where residents in the area promote the retention of large parcel sizes to protect each individual property's privacy and rural quality of life.

Rural lands are characterized by the suitability to accommodate unserviced rural activities. These parcels typically have an adequate water supply and wastewater can be treated and disposed of through on-site ground disposal systems.

### RURAL POLICIES

1. Lands within the Rural designation shall have a minimum permitted parcel size of 4.0 hectares.
2. Notwithstanding Rural Policy 1, any lands within the Rural designation having a minimum permitted parcel size of less than 4.0 hectares pursuant to the Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987 at the date of adoption of this Official Community Plan shall retain that minimum permitted parcel size (these parcels are illustrated on Map No. 5).
3. In addition, notwithstanding 5.3.2, lands within the Rural land use designation may be considered for a rezoning to the 2.0 hectare minimum permitted parcel size where the proposal meets the following criteria:
  - a) One dwelling unit per parcel
  - b) Bare land strata subdivision shall not be permitted
  - c) No frontage relaxation required
  - d) No further road dedication to accommodate parcel frontage or additional parcels (as verified as of the date of adoption of this Plan)
  - e) Provision of a comprehensive plan for subdivision of the area being rezoned with a report from a recognized professional with geotechnical and geohydraulic experience indicating an assessment of the environmental suitability of the subdivision that is accepted by the RDN, Water, Land and Air Protection, and the Environmental Health Officer.
4. New residential development shall be permitted at a maximum density of 1 dwelling unit per 2.0 hectares to a maximum of 2 per parcel. Allowing two dwellings on a lot in rural areas supports affordable housing and aging in place.
5. Secondary suites are supported in the Rural designation and regulated by the applicable zoning bylaw. Secondary suites are not included in the count of dwellings for the purpose of determining permitted dwelling density in this Plan.
6. While this Plan recognizes an existing Industrial parcel within the Plan Area that is currently zoned for Industrial use, this Plan does not support additional heavy industrial zoning within the Rural designation. This Plan does support rezoning for additional light industrial use, or "service

### OBJECTIVES

1. *Preserve* the rural character of lands within the Plan Area
2. *Contain* the extent of growth of urban and suburban lands
3. *Encourage* alternative subdivision design to help limit sprawl, reduce fragmentation of ecological systems, and create more sustainable land use patterns
4. *Support* Tourist Commercial and service commercial development that is compatible with the local area and adjacent properties



commercial” use in the Rural designation provided it is a value-added shellfish aquaculture use or small scale and suitable to the location by demonstrating the following:

- a) does not negatively impact ground or surface water or sensitive ecosystems;
  - b) does not unduly affect neighbouring properties through its scale and impacts such as noise, odour and significant increase to traffic;
  - c) is visually screened from neighbouring properties and roads; and
  - d) provides a community need that is not provided elsewhere in the Plan Area or where its location is optimal to the use.
7. This Plan supports rezoning for Tourist Commercial uses in the Rural Designation provided it complies with policies in section 5.6 of this Plan.

## 5.4 Rural Residential

### INTRODUCTION

The Rural Residential designation recognizes the existing pattern of smaller lots primarily along the coastal areas near Highway No. 19A. All lots in the Rural Residential designation are served by one of the three improvement districts: Deep Bay Improvement District, Bowser Waterworks District, and Qualicum Bay Horne Lake Waterworks District.

Most lots in this designation are subdivided to their full potential with some infill subdivision potential remaining. However, the potential of some of the larger parcels may be constrained due to ground and soil conditions. It is essential that further infilling be provided in compliance with Ministry of Health regulations.

### RURAL RESIDENTIAL POLICIES

1. The Rural Residential designation maintains the existing single and duplex residential and neighbourhood characteristics of the area.
2. Lands in the Rural Residential designation shall have a minimum permitted parcel size of 2000 m<sup>2</sup>.
3. Residential development on Rural Residential designated lands shall be permitted at a maximum density of 1 dwelling unit per 2000 m<sup>2</sup> (5 units per hectare) with community water service to a maximum of two dwelling units per lot
4. Secondary suites are supported in the Rural Residential designation and regulated by the zoning bylaw. Secondary suites are not included in the count of dwellings for the purpose of determining permitted dwelling density in this Plan.
5. Existing small scale commercial uses in Rural Residential areas shall be recognized for their benefits including accessibility and social contribution to the character of their neighbourhoods.

### OBJECTIVES

1. *Protect and enhance* the characteristics of the Rural Residential neighbourhoods.
2. *Ensure* that the rural residential areas with natural hazards along the coastal shore of the Plan Area are identified and that development is protected from hazardous conditions.
3. *Ensure* that environmentally sensitive areas along marine and riparian coastlines within rural residential areas are protected from impacts associated with development.
4. *Encourage* alternative subdivision design to help limit sprawl, reduce fragmentation of ecological systems, and create more sustainable land use patterns

## 5.5 Rural Village Centres

### INTRODUCTION

Dunsmuir, Qualicum Bay and Bowser are designated as Rural Village Centres, which are the mixed-use ‘focal points’ of the Plan Area, and are intended to support a variety of commercial, recreational, community and professional services, as well as residential development. It is anticipated that future residential growth in the Plan Area will be accommodated within the Rural Village Centres, which will include a range of housing types. The objectives and policies below are intended to guide the development of these centres as strong community focal points. The Bowser Village Centre Plan (Schedule B) should be referred to for objectives and policies for that Rural Village Centre.

The Bowser Village Centre Plan is the principal guiding document for all land use decisions within the Bowser Village Centre boundary. The Bowser Village Centre Plan forms a part of this Plan as a schedule to the Electoral Area ‘H’ OCP. Where a particular issue is not covered by the Bowser Village Centre Plan, the Electoral Area ‘H’ OCP will be consulted for direction. Where a conflict exists between the OCP and the Bowser Village Centre Plan, the designations and/or policies of the Bowser Village Centre Plan will take precedence within the designated Bowser Village Centre Plan Area.

For Qualicum Bay and Dunsmuir Rural Village Centres, the Rural Village Centre land use designation encourages further mixed use, residential and commercial zoning of land as part of comprehensive development of the centres. Existing local commercial sites may be redeveloped over time which will benefit the viability, character and form of the Rural Village Centres.

The **Qualicum Bay Village Centre** with its central location serves as the main commercial area for Qualicum Bay. The focus for this village centre is on tourist and resort commercial services.

The **Dunsmuir Village Centre** with its location along Horne Lake Road serves as a “gateway” to the coastal resorts, scenic and recreational opportunities within the Plan Area. The vision for this village centre is the development of a comprehensive mixed-use community.

### RURAL VILLAGE CENTRES POLICIES

1. New commercial sites shall only be located within Rural Village Centres with the exception of service commercial and Tourist Commercial uses pursuant to Rural Policies 4 and 5.
2. Lands within the Rural Village Centres are designated as Development Permit Areas for revitalization of an area in which a commercial use is permitted, and to establish objectives for the form and character of commercial and industrial development.

### OBJECTIVES

1. *Concentrate* compatible uses within the Rural Village Centres.
2. *Promote* the provision of full community services (sewer and water) to parcels within the Rural Village Centre Designation.
3. *Encourage* development of mixed commercial uses in the Rural Village Centre designation.
4. *Avoid* conflicts between residential and commercial uses.
5. *Ensure* that the type and scale of commercial development follows community preferences.
6. *Encourage* the location of commercial development and services to support Rural Village Centres and serve the needs of local residents and the traveling public.
7. *Accommodate* a range of housing types and sizes, including affordable housing.

3. Bowser Village Centre is the primary commercial and service centre of the Plan Area. All land use within the Bowser Village Centre boundary must be consistent with the Bowser Village Centre Plan.
4. Affordable housing is encouraged to be located within the Rural Village Centre designation through secondary suites where suitable, and through amenity contribution at the time of rezoning.
5. Development within Rural Village Centres must be consistent with the objectives and policies of this section and with Section 5.1 Development Guideline Criteria.
6. In order to achieve a compact form of development in Village Centres, rezoning for low-density residential development generally less than 15 units per hectare will not be supported. Incremental development over time is supported where an initial phase or phases are clustered on a portion of a property to allow for future development on the rest of the property.
7. Rezoning which includes a privately owned wastewater treatment system must be accompanied by a covenant requiring connection to a Regional District sewer service should one be established.
8. A future review of this Plan should consider reducing the area of Qualicum Bay and Dunsmuir Village Centres and re-designating them as Local Service Areas in order to focus the commercial mixed-use centre of the area in Bowser, and encourage local services or tourist commercial uses in the other two Village Centres.

## 5.6 Tourist Commercial

### INTRODUCTION

Beyond the boundaries of the Rural Village Centres, it is recognized that there are commercial uses that cater to the traveling public and are generally located along the Highway No. 19A corridor and near Deep Bay Harbour. These tourism-related commercial uses include a variety of facilities: marinas, cabins, boat launches, small resorts, motels, and recreational vehicle parks. In recent years, many of the tourist accommodation businesses have closed or converted to year-round housing and community members have expressed a need for more tourist accommodation.

### TOURIST COMMERCIAL POLICIES

1. This Plan recognizes existing tourist commercial uses in the Plan Area. These uses will be encouraged to continue and the Regional District will consider rezoning applications for expansion of such facilities subject to Development Permit Area guidelines.
2. Lands designated as Tourist Commercial shall be within designated development permit areas.
3. This Plan supports rezoning for new, small-scale, tourist commercial use in the Rural designation provided it:
  - a) is primarily accommodation intended to serve the travelling public and may include associated tourism services
  - b) is not expected to negatively impact ground or surface water or sensitive ecosystems;
  - c) does not unduly affect neighbouring properties through its scale and impacts such as noise and significant increase to traffic; and
  - d) complies with the objectives and policies of this Plan.
4. The Regional District shall not support strata conversion of tourist commercial uses to residential uses where it would reduce opportunities for tourism.
5. Proposals for new or expanded tourist commercial accommodation should consider providing staff housing on site, and the Regional District will consider securing the staff housing through housing agreement.

### OBJECTIVES

1. **Recognize** existing tourist commercial uses in the Plan Area.
2. **Encourage** the development of the coastal zone of the Plan Area as a tourist commercial destination in a manner that does not detract from Qualicum Bay Village Centre and the Bowser Village Centre as the focus for tourism services.
3. **Ensure** that the type and scale of new tourist commercial development follows community preference as determined through public consultation.

## 5.7 Recreation

### INTRODUCTION

The Plan Area includes various Recreation Land uses that may be distinguished from Tourist Commercial Land uses by their orientation to recreational-type activities benefiting from rural environmental settings. At the time of writing this Plan there are three areas with this designation: Arrowsmith Golf course, Spider Lake Springs Resort, and the seasonal, off-grid strata community around the shores of Horne Lake. The latter two such Recreation Lands provide regular seasonal use opportunities to a longer-term resort population than would normally be associated with hotels, motels, overnight campgrounds or RV parks.

### OBJECTIVES

1. *Recognize* existing recreation resort uses in the Plan Area.
2. *Ensure* that recreation resort uses are developed in a manner that does not have negative impact on the environment.
3. *Consider* conditions under which Horne Lake Strata could be re-designated for residential use.

### RECREATION POLICIES

1. Lands designated as Recreation Lands shall be within designated Development Permit Areas in order to assure that the type and scale of future expansions or alterations to the recreational development does not impact on the environment or the character of surrounding neighbourhoods.
2. This Plan supports a study of the impacts and benefits of re-designating the Horne Lake Strata properties (legally described in Strata Plan VIS5160) to residential use. If the considerations listed in this policy are addressed to the satisfaction of the Regional District, this Plan supports the re-designation. During the 2016/17 review of this Plan, many Horne Lake Strata property owners indicated they would like to make their recreational home their primary residence and be permitted to live there year-round. The following should be included in the study, as well as any other relevant considerations, and the study will be completed by the property owner(s) in consultation with the Regional District:
  - a) Analysis of the impacts and benefits to the region of the loss of 400 recreational lots; this change could put pressure on other areas for new recreational development.
  - b) Analysis of the impacts and benefits to the region of adding 400 residential lots outside the Growth Containment Boundary. While these lots are existing and there are some similarities between the impact of recreational and residential use, the study should provide an understanding of the increased expectation of services by residents such as school bussing, road improvements, and solid waste collection. The analysis should also include how the new market of year-round residential dwellings and lots at Horne Lake would affect the market demand inside the Growth Containment Boundary.
  - c) Consultation with the Ministry of Environment and Fisheries and Oceans Canada, and an analysis of the impacts and benefits to the watershed of increasing the intensity of use to full-time with recommended mitigation measures. Horne Lake is within a significant watershed that includes the Big Qualicum River and supports salmon populations, and the existing recreational lots are located within a sensitive riparian area.
  - d) Consultation with Island Health regarding the potential need for community water and wastewater treatment to be established. The existing methods of wastewater disposal and provision of potable water were established for seasonal occupancy; wastewater disposal is through pump and haul, and provision of water is under water license for individual intakes from Horne Lake.

- e) Access, road condition, emergency, utilities
- f) Assessment of the expansion of hydro service to the properties.
- g) Analysis of improvements required for emergency services, including analysis of expansion of the Bow-Horn Bay fire service area to include the Horne Lake Strata.

## 5.8 Deep Bay

### INTRODUCTION

The Deep Bay Harbour is a focal point of the Plan Area with several existing properties designated as Tourist Commercial. It is the only natural harbour in the Plan Area, is important to the aquaculture industry and for pleasure craft, and includes a marina operated by the Deep Bay Harbour Authority and adjacent private marina. It is an important local commercial area, and small-scale growth and development of the area is encouraged to support economic development including marine, aquaculture, tourism, and services for local residents while maintaining the primarily residential character beyond the immediate area of the marina.

Deep Bay is at the southern end of Baynes Sound which is a significant and economically important shellfish aquaculture area, has cultural significance as a major settlement for First Nations people in the past, and is ecologically important, designated as an Important Bird Area.

There is a strong sense of community identity, and the area covered by the Deep Bay Improvement District is often referred to by residents as what they consider to be the boundaries of the community of “Deep Bay”.

As identified at a community workshop in September, 2016, the vision for the Deep Bay community includes many things that are shared with the rest of the Plan Area such as protection of the natural environment and drinking water, and some that are unique to the local neighbourhood. The objectives and policies in this section of the Plan are intended to reflect the community vision unique to the Deep Bay area.

The presence of archaeological sites is a limiting factor for future development, as is sea level rise and climate change impacts particularly on the Deep Bay Spit.

The Vancouver Island University Marine Field Station is a recent addition to Deep Bay and draws students, researchers, and tourists to the area. Services and accommodations that are complimentary to the Marine Station could be developed to support it and to better connect it with the rest of the Deep Bay community.

Two large, undeveloped lots located between the developed portion of Deep Bay and the Marine Station known as Deep Bay Southwest, have been identified for possible additional development. Policies related to the development of these lots are found in this section.

### OBJECTIVES

1. *Support* a diversity of businesses related to the marine, aquaculture and tourism industries.
2. *Encourage* growth of marine recreational opportunities.
3. *Encourage* commercial development of the area near the Deep Bay Harbour in a way that compliments and supports marine, aquaculture, and tourism activities, or provides services for local residents, while supporting Bowser Village Centre as the commercial and service centre for the area.
4. *Recognize* and *protect* archaeological sites.
5. *Improve* road connections.
6. *Ensure* compatibility and support for the Vancouver Island University Marine Station.
7. *Maintain* and *enhance* the sense of community, safe walking routes and trails, and natural environment.
8. *Provide* housing options for different ages and income levels.
9. *Ensure* wastewater disposal and rainwater management does not negatively impact the water quality of Baynes Sound.
10. *Recognize* the constraints to redevelopment of small waterfront lots, particularly on Deep Bay Spit.



## DEEP BAY POLICIES

1. Redevelopment in the existing Tourist Commercial designation in the Deep Bay area is encouraged where it compliments and supports the marine, aquaculture and tourism industries centred around the harbour, and where sufficient off-street parking is provided.
2. Rezoning proposals for tourist commercial use in the Rural Residential or Rural designations near the Deep Bay Harbour may be supported if the proposal compliments and supports the marine, aquaculture or tourism industries, provides sufficient off street parking, is consistent with Tourist Commercial policies in section 5.6, and is of a scale consistent with the primarily residential character of the area.
3. When new roads are constructed or existing roads are improved, they should be designed to allow for safe walking and cycling on the shoulder or a separated path.
4. A second public boat launch in Deep Bay is supported, subject to development permit area guidelines to ensure that environmental impact is minimized, and subject to sufficient off-street trailer parking being provided.

## ADVOCACY POLICIES

5. Fisheries and Oceans Canada is encouraged to ensure derelict vessels are removed before they become an environmental or navigational hazard.
6. The Deep Bay Harbour Authority is encouraged to communicate with local residents and the Regional District regarding plans for expansion or other changes to facilities.
7. The Provincial government is encouraged to communicate with local residents regarding permits for beach cast seaweed harvest, and to consider the impact of the harvest on the enjoyment of waterfront property and on the marine and intertidal ecosystems and on archaeological sites when considering issuing and renewing permits.
8. The Provincial government and the shellfish aquaculture industry are encouraged to monitor water quality of Baynes Sound in order to determine if poorly-functioning onsite wastewater treatment systems are having an impact on the marine environment.

### DEEP BAY SOUTHWEST

“Deep Bay Southwest” is a land use designation of this Plan comprised of two lots totaling approximately 75 hectares. Deep Bay Southwest is envisioned as a clustered residential development with tourist commercial and service commercial uses that complement the Deep Bay Harbour, existing tourist commercial uses, residential neighbourhoods, and the Deep Bay Marine Field Station. Development of Deep Bay Southwest must meet the objectives of the Deep Bay Section 5.8 and is pursuant to the following policies 9 to 25 of this section and all other relevant policies in this Plan.

Table 2 Dwelling and tourist accommodation maximums and secondary suite estimate for Deep Bay Southwest

Type of Unit	Fixed maximum	Estimated within maximum of 240	Possible scenario	Total
Dwelling unit through cluster (policy 10)		50		50
Dwelling unit through transfer (policy 11)		190		190
Tourist accommodation unit (policy 15)	40			40
Secondary suite			60 <sup>1</sup>	60
<b>Total</b>	<b>40</b>	<b>240</b>	<b>60</b>	<b>340</b>

### RESIDENTIAL POLICIES FOR DEEP BAY SOUTHWEST

9. The objectives and policies of the Rural designation in Section 5.3 apply to Deep Bay Southwest, and the policies in this section 5.8 support further development if specific access, servicing and amenities are provided.
10. In the Deep Bay Southwest designation, clustering residential dwelling unit potential is supported pursuant to Alternative Forms of Rural Development Policies in Section 5.10 through reduction of minimum lot size. Adjacent parcels may be considered as a single parcel for the purposes of design of the development.
11. The Deep Bay Southwest designation is an eligible receiver area for transfer of dwelling unit potential pursuant to Alternative Forms of Rural Development Policies in Section 5.10. Despite the maximum increase in number of dwelling units to receiver parcels in Section 5.10, Deep Bay Southwest may have a total of 240 residential units. For clarity, this does not include secondary suites, which are permitted in addition to this number.
12. The form of residential development must be consistent with the following:
  - a) dwelling units must include a mix of housing choices including single, townhouses to a maximum of a four-plex, and courtyard housing; and
  - b) secondary suites are permitted within single dwelling units.
13. Residential development is designated a development permit area for establishment of objectives for the form and character of intensive residential and multi-family residential development Area in accordance with Section 488.1 of the *Local Government Act*.
14. For subdivision of Deep Bay Southwest under the current zoning regulations, the Approving Officer is requested to require the following:

<sup>1</sup> This possible scenario is for illustrative purposes and is based on 50% of dwellings being single (120) and therefore permitted a secondary suite, and 50% of those permitted being constructed (60).

- a) road access from Gainsburg Road to the development through the portion of Lot A that splits Deep Bay Creek 2 Community Park to ensure that the existing driveway extending beyond Crome Point Road and to the Deep Bay Marine Station is not used as the public access;
- b) road dedication from Highway 19A and construction to a level for emergency access;
- c) upgrades to Gainsburg Road necessary due to increased traffic which may include improvements for safety of bicycle and pedestrian travel;
- d) high level of wastewater treatment to ensure protection of the water quality of Baynes Sound;
- e) connection to the existing Deep Bay Waterworks community water system in accordance with Improvement District bylaws; and
- f) rainwater management designed to ensure protection of the water quality of Baynes Sound.

#### TOURIST COMMERCIAL POLICIES FOR DEEP BAY SOUTHWEST

15. In Deep Bay Southwest, the following tourist commercial uses are supported pursuant to Tourist Commercial Policy 3 in Section 5.6:
  - a) small-scale, 2 storey lodge-type accommodations with up to 20 rooms and up to 20 small cabins not exceeding 50 m<sup>2</sup> in gross floor area, which provide temporary accommodation to the travelling public as well as students and researchers and the adjacent Vancouver Island University Deep Bay Marine Field Station; and
  - b) restaurant, small-scale recreation facilities, and other amenities related to tourism services and that are not expected to compete with Bowser Village Centre as the commercial centre of the area.
16. In Deep Bay Southwest, tourist commercial uses are designated a Development Permit Area for establishment of objectives for the form and character of commercial development in accordance with Section 488.1 of the *Local Government Act*.

#### SERVICE COMMERCIAL POLICIES FOR DEEP BAY SOUTHWEST

17. In Deep Bay Southwest, service commercial uses that complement and enhance the aquaculture industry, aquaculture research, and marine tourism and business are supported pursuant to Rural Policy 4 in Section 5.3 that supports rezoning for service commercial use.

#### ENVIRONMENTAL DESIGN AND CLIMATE CHANGE POLICIES FOR DEEP BAY SOUTHWEST

18. In Deep Bay Southwest, in addition to meeting Development Guideline Criteria in section 5.1 of this Plan, development proposals must also demonstrate that:
  - a) site design establishes areas to remain free from development and disturbance including the marine coastline, steep slopes, wetlands, ravines and watercourses, archaeological sites, and environmentally sensitive areas including eagle nest and perch trees;
  - b) approximately 40% of the area of each lot in which development is proposed (Lot A or Lot B) is free from development for environmental protection and/or public use in perpetuity;
  - c) on the portion of Lot C that is within the well protection area for the Deep Bay Improvement District wells, no uses that have the potential to contaminate the aquifer should be permitted, subject to approval from the Agricultural Land Commission for any proposed restrictions to agricultural use;

- d) the area described in 18b above is intended to meet the requirements of Alternative Forms of Rural Development policies in Section 5.10 in order to allow for smaller minimum lot sizes and/or transfer of potential dwelling units; and
  - e) site design retains trees and vegetation where possible in and around the housing and tourist commercial development areas.
19. In Deep Bay Southwest, commercial and residential development is designated a development permit area for establishment of objectives to promote the reduction of greenhouse gas emissions, to promote water conservation and to promote energy conservation in accordance with section 488.1 of the *Local Government Act*.

#### ACCESS AND SERVICING POLICIES FOR DEEP BAY SOUTHWEST

20. Development proposals for Deep Bay Southwest must meet Development Guideline Criteria in Section 5.1. In addition, a high standard of wastewater treatment must be met in order to protect the waters of Baynes Sound from contamination.
21. In Deep Bay Southwest, road layout and design must emphasize pedestrian and bicycle mobility over vehicles in order to promote active transportation, and all roads must include roadside paths or trails for safe walking and cycling.
22. As a condition of any rezoning under Alternative Forms of Rural Development policies in Section 5.10, or to permit tourist commercial or service commercial use under Section 5.3 and Section 5.6:
- a) road access must be constructed from Gainsburg Road to the development through the portion of Lot A that splits Deep Bay Creek 2 Community Park to ensure that the existing driveway extending beyond Crome Point Road and to the Deep Bay Marine Station is not used as the public access;
  - b) a road must be dedicated through the development and directly to Highway 19A and constructed to a level suitable for emergency access from the Deep Bay area and service vehicle access during construction; and
  - c) a road must be dedicated to the Vancouver Island University Deep Bay Marine Station property.
23. As a condition of any rezoning to permit additional residential units that would take the total number in Deep Bay Southwest to greater than 50, the road access directly to Highway 19A must be constructed to Ministry of Transportation and Infrastructure standards as a public road and must include a separated trail for active transportation.

#### COMMUNITY AMENITY POLICIES FOR DEEP BAY SOUTHWEST

24. The following community amenities have been identified as desirable in the Deep Bay area in general and on the Deep Bay Southwest properties specifically. In addition to Section 7.2, which identifies community amenity contributions, the following must be provided at the time of rezoning of Deep Bay Southwest, with the extent of amenity contributions being related to the additional value conferred on the land.
- a) For rezoning pursuant to policy 10 (clustering):
    - i. construction of a comprehensive trail and park system that is connected to the rest of Deep Bay trail system, to the existing Deep Bay community, the Vancouver Island University Marine Research Station and waterfront viewing and picnic areas. The trail network must be publically owned or with legal public access. The trail network should be designed with

- areas along the trail in appropriate locations of a width suitable to be developed into playgrounds or meeting areas;
- ii. an area for boat trailer parking located as near to the Deep Bay Harbour as possible. At the time of writing this Plan, the portion of Lot A approximately 0.65 ha in area between Gainsburg Road and a portion of Deep Bay Creek 2 Community Park is identified as a suitable location. Other potential locations can be explored at the time of rezoning application;
- b) For rezoning pursuant to policy 15 (tourist commercial), policy 17 (service commercial), or policy 11 (transfer) or combination thereof:
- i. a small scale, publically accessible recreational building as part of the tourist commercial development;
  - ii. provision of affordable housing secured by housing agreement, or contribution to a Regional District affordable housing fund, should one be established;
  - iii. development of the parking area indicated in Policy 24a)ii above including clearing, grading, surfacing, and any other associated improvements to create a trailer parking area; and
  - iv. contribution to construction of a new fire hall for Deep Bay Improvement District taking into account the existing community's contribution through taxation to raise the required funds.
- c) Additionally, for rezoning pursuant to policy 11 (transfer):
- i. a sewage collection, treatment and disposal system for the development, to be owned and operated by the Regional District, capable of expansion to at least 320 additional connections outside of Deep Bay Southwest which represents the number of existing dwellings accessible by road from Gainsburg Road.

#### *REGIONAL GROWTH STRATEGY AMENDMENT FOR DEEP BAY SOUTHWEST*

25. Subject to an amendment to the Regional Growth Strategy, Deep Bay Southwest may have up to 240 residential dwelling units without the requirement to transfer the residential dwelling unit potential from eligible donor parcels. The development must be in accordance with policies 9-24 above, the full extent of access, servicing and community amenities identified in these policies must be provided, and in addition:
- a) ten percent of dwelling units must be affordable as secured by housing agreement, and the form of affordability may be rental or affordable home ownership; and
  - b) the sewer collection system must also be constructed to the satisfaction of the Regional District, beyond the boundaries of Deep Bay Southwest to include at least the lots on Crome Point Road, Deep Bay Drive and Burne Road. This is to include all costs and works associated with design and approvals.

#### *FUTURE REVIEW OF DEEP BAY SOUTHWEST POLICIES*

26. During a future review of this Plan, the policies for Deep Bay Southwest should be reviewed in consideration of housing demand, growth patterns, and community need.

## 5.9 Affordable and Accessible Housing

### INTRODUCTION

Area 'H' has a high retirement population with most of the recent population growth in the 50 – 70 age group. Increasing housing options to enable seniors to stay within the community as they age, and to allow people of all ages and abilities with moderate or low incomes to find adequate housing are important goals for this community.

Housing is more affordable in the Plan Area than the rest of the Regional District and the province, yet 24% of households spend over 30% of their household income on housing, a commonly accepted measure of housing affordability (2011 Census). A 2009 Regional District-wide housing needs study identified that there is an insufficient supply of affordable housing throughout the region. A 2010 Affordable Housing Action Plan made recommendations for OCPs that have been included in objectives and policies in this section.

There is currently one seniors housing development in the Plan Area owned and operated by the Qualicum Bay Lions with 20 units, 10 of which are subsidized. In 2012, two Crown parcels in Bowser Village Centre were leased by the Regional District for several community purposes including a seniors supportive living housing complex. The Bowser Seniors Housing Society is currently developing plans to construct and manage such a facility on these lots.

### AFFORDABLE AND ACCESSIBLE HOUSING POLICIES

1. This Plan supports the provision of affordable housing and does not prohibit rental housing or community care facilities under Section 20 of the *Community Care and Assisted Living Act*, in any land use designation in or any future zone created to implement this Plan.
2. Secondary suites are supported in the Rural, Rural Residential and Rural Village Centre land use designations.
3. Multi-unit seniors and affordable housing developments should be located in Rural Village Centres to be close to community amenities and transit.
4. The Regional District should use housing agreements entered into by bylaw, to secure new affordable housing stock.
5. Notwithstanding Agriculture and Aquaculture Policies 3 and 4, the Regional District supports the expansion of the seniors' subsidized housing development operated by the Qualicum Bay Lions, at the end of Lions Way.

### OBJECTIVES

1. ***Support and facilitate*** the provision of affordable, attainable and accessible housing.
2. ***Increase*** the supply of housing to meet the needs of seniors, youth, those with special needs, those with moderate or low incomes, and the homeless.
3. ***Encourage*** universal design of all housing for accessibility to people with disabilities and older people.

6. Acquire affordable housing through provision of community amenity contributions at the time of rezoning, either through the housing itself or contribution to a Regional District affordable housing fund should one be established.

#### *ADVOCACY POLICIES*

7. The Regional District is supportive of partnerships between all levels of government and community groups to provide sufficient housing to meet the needs of a diverse community.
8. The Regional District encourages that all new housing, particularly secondary suites and rental housing, are constructed to universal design standards for accessibility to people with disabilities and older people.
9. The Regional District supports the Bowser Seniors Housing Society in their work to establish seniors supporting housing the Bowser Village Centre.
10. The Regional District supports energy retrofits to existing housing stock through education and rebates.

## 5.10 Alternative Forms of Rural Development

### INTRODUCTION

In order to encourage more sustainable forms of rural development outside the Growth Containment Boundary (Rural Village Centres), this section provides opportunities for flexibility in minimum lot size and for transfer of dwelling unit potential where the overall number of potential dwelling units does not increase outside the Rural Village Centres.

Flexibility in minimum lot size and transfer of dwelling unit potential facilitates moving future residential development from sensitive and important areas to other areas more suited to development. These sensitive or important areas can be protected for a number of purposes such as aquifer protection, ecological conservation, agriculture, or public parks, trails and facilities.

### ALTERNATIVE FORMS OF RURAL DEVELOPMENT POLICIES

1. Rezoning to permit subdivision with a smaller minimum lot size than otherwise set in this Plan is supported in the Rural Residential and Rural designations provided the proposal does not result in more dwellings than what is permitted by this Plan or the zoning bylaw at the time the application is made, and where it meets the following criteria. Where more than one dwelling unit is permitted on a lot by the current zoning bylaw, each dwelling unit can be counted as a lot where subdivision is designed pursuant to this policy.
  - a) Residential development is clustered on an area of land that has the best capacity for residential development and the least value for agriculture, ecological protection, aquifer protection, or another public good purpose.
  - b) An area of significance (the “protected parcel”) is protected in perpetuity for agricultural, , ecological, aquifer protection, or other public good purposes. No further subdivision of the protected parcel is permitted and this is ensured through rezoning and either covenant, transfer of ownership to a public body, or both.
  - c) The protected parcel must meet one of the following criteria:
    - If protected for agriculture, the parcel is suitable for farming as confirmed by an Agrologist, and included in the ALR, If protected for ecological values, a report from a Registered Professional Biologist must indicate the ecological values that warrant protection, and recommend the size and location of the protected parcel to protect those values.
    - If protected for aquifer protection, the parcel must be within the groundwater recharge area or well protection area of a community water system and a hydrogeological report indicates that moving the residential use to another part of the development is expected to have a positive impact on aquifer protection.

### OBJECTIVES

1. *Encourage* creativity in forms of rural development without increasing the overall number of dwelling units permitted outside the Growth Containment Boundary.
2. *Support* the transfer of potential dwelling units in rural areas where residual lands are conserved in perpetuity for agricultural, ecological, aquifer protection purposes or other public good purposes.
3. *Support* retention of large land holdings for agriculture and forestry.



- If protected for other public good purposes, proposals may include donation of land for a community need such as a fire hall, school, playing field, or other community or institutional use, where an organization or government body has agreed to own and manage the parcel for that use.
- d) The minimum lot size of the residential lots is sufficient to provide onsite wastewater disposal in a manner that does not degrade from the environment or water sources. In areas that are not within an existing community water system, the minimum lot size must also be sufficient for onsite provision of water.
  - e) Subject to Regional Growth Strategy amendment, shared wastewater disposal and shared provision of water are supported in the Rural Residential designation of this Plan in order to allow for smaller residential lots and a larger protected parcel.
  - f) In the Rural Residential designation, single and duplex dwelling units are permitted, and in the Rural designation, dwelling units may only be single.
  - g) Adjacent parcels may be considered as a single parcel for the purpose of subdivision design under this section.
2. Rezoning to permit transfer of dwelling unit potential involving lands outside the Growth Containment Boundary is supported by this Plan provided the proposal does not result in more dwellings than what is permitted by this Plan or the zoning bylaw at the time the application is made and where the proposal is consistent with the following. The parcel of land from which the dwelling unit potential is removed is referred to as the “donor parcel”, and the parcel of land to which the dwelling unit potential is transferred is referred to as the “receiver parcel”.
- a) Donor parcels shall be in the Resource – Agricultural, Rural or Rural Residential land use designations.
  - b) Removing or reducing development potential will benefit agriculture, ecological protection, aquifer protection, archaeological protection, or provide another public good purpose.
  - c) Receiver parcels shall be in the Rural and Rural Residential land use designations and only in the area eastward of Highway 19
  - d) The portion of the receiver parcel to be developed shall not include a sensitive ecosystem, hazardous area, archaeological site, or be within a well protection area or well capture zone for a community water system.
  - e) In the Rural Residential designation, the maximum number of potential dwelling units on a receiver parcel is equal to twice the number of potential dwelling units on the receiver parcel before the transfer.
  - f) In the Rural designation, the maximum number of potential dwelling units on a receiver parcel is equal to 1.5 times the number of potential dwelling units on the receiver parcel before the transfer.
  - g) The transfer is achieved by simultaneously amending the zoning on the donor and receiver parcels to reflect the changed subdivision potential or permitted number of units on each.
  - h) The donor parcel or the portion of the donor parcel with no residential development potential must be conserved in perpetuity for agricultural, ecological protection, archaeological site protection, aquifer protection, or other public good purpose.

- i) If all of the potential dwelling units are transferred from the donor parcel or a portion of the donor parcel that is intended to become a separate lot, ownership of that lot must be transferred to a public body.
3. Calculation of the number of potential dwelling units available for reduction of minimum lot size in Policy 1 or transfer from a donor parcel in Policy 2, will be through the following steps:
  - Step 1:** The area of the donor parcel is divided by the minimum average lot size for the zone in which the donor parcel is located (in the absence of a minimum average lot size, the minimum lot size shall be used).

If this calculation results in 4 or more lots, it will be re-calculated reducing the parcel area by 20% before dividing by the minimum average or minimum lot size. This is to account for such requirements as road, sensitive areas, and park dedication that would likely be required if the donor parcel itself were to be subdivided.

If one dwelling unit is permitted per lot in the applicable zone for the donor parcel, then the number of potential dwelling units available for transfer equals the number of potential lots calculated in Step 1.
  - Step 2:** If more than one dwelling unit is permitted per lot in the applicable zone for the donor parcel, then another step is required as follows. To the resulting number of potential dwelling units from Step 1, the additional number of dwelling units permitted on each lot is added to the total number of potential dwelling units available for transfer. For clarity, a secondary suite is not counted as a dwelling unit for the purposes of this section.
4. The future use of a protected parcel or donor parcel in Policy 1 or 2 must be ensured through zoning that allows a reduced level of development or only a public use, registration of covenant to ensure the land will be conserved for the intended use in perpetuity, and one of the following:
  - a) Dedication to a public body or non-governmental conservation organization
  - b) inclusion in the Agricultural Land Reserve
  - c) Heritage designation as outlined in Section 611 of the Local Government Act
  - d) Protection mechanisms developed in consultation with First Nations where there are sites of significance to First Nations.
5. Applications where the donor parcel or protected parcel is in the Agricultural Land Reserve will be subject to the approval of the Agricultural Land Commission. If the existing zone regulations on a donor parcel in the Agricultural Land Reserve allows for two dwellings, potential for two dwellings units must remain in order to be consistent with the *Agricultural Land Reserve Use, Subdivision, and Procedure Regulation* that permits up to two dwelling units on a parcel where the second dwelling meets certain conditions.
6. Applicants for a zoning amendment to reduce minimum lot size or transfer potential dwelling units may be required to provide Development Approval Information for the special conditions outlined in Section 5.1 of this Plan.
7. Applicants shall hold a community information meeting prior to submitting a rezoning application in order to gauge community support, and to have the opportunity to incorporate changes suggested from the community before making a formal application. The Regional District will be notified of the meeting, and a record of the meeting must be kept and submitted with the application.
8. Transfer of dwelling potential may involve lands covered by other Official Community Plans of the Regional District of Nanaimo, subject to supportive policies in the relevant plan.

## GUIDELINES FOR APPLICATIONS FOR TRANSFER OF DWELLING POTENTIAL

1. Generally, applications should demonstrate the overall unsuitability of the donor parcel for the zoned dwelling potential and the overall suitability of the receiver parcel for an increase in dwelling potential.
2. The Regional District should give consideration to the suitability of the receiver parcel for the proposed level of development. The following criteria, as appropriate, should be used in assessing the suitability of the land for development:
  - a) environmental values are identified prior to site clearing and design.
  - b) development is located away from areas with high environmental values, and natural buffers placed between the development site and sensitive features.
  - c) development is concentrated in areas with lower environmental values.
  - d) development is located away from areas that may be subject to erosion, flooding, wildfires, and wildlife conflicts.
  - e) the impacts of roads are minimized and development is located in proximity to and accessible to existing services, constructed roads and transit, and the development should have the potential to contribute to reducing community dependence of travel by automobile.
  - f) the fragmentation of habitat is minimized.
  - g) potable water quality is maintained and an adequate supply is available to support the permitted level of development.
  - h) air quality is maintained and energy efficient design, greenhouse gas emissions and climate change adaptation are considered.
  - i) energy- and water-efficient development is designed to conserve natural resources.
  - j) that the development would not compromise archaeological, First Nations cultural, historical, heritage sites or significant or outstanding landscape features.
  - k) that the development would be located away from groundwater recharge areas or well protection areas of a community water system.
3. Applications should be accompanied by a site plan that shows how the transferred development potential will be arranged to reduce impacts on the surrounding neighbourhood.

## 5.11 Temporary Use Permits

### INTRODUCTION

To maintain and encourage a vibrant and sustainable economy and provide flexibility in zoning regulations, this plan supports the issuance of temporary use permits within the Plan Area as described below.

The Regional District may issue a permit by resolution that allows commercial or industrial activities to take place under the conditions specified in the permit, including the posting of security to ensure compliance with the terms of the permit. Notice of the intent to consider the issuance of a permit must be given. Under a temporary use permit the specified uses may be carried out for a period of up to three years and the permit may be renewed for up to a further three years. Applicants may be required to provide development approval information pursuant to sections 5.1.10 and 5.1.11 of this Plan.

### OBJECTIVES

1. *Support appropriate commercial and industrial development both inside and outside Village Centres on a temporary basis.*
2. *Ensure that the integrity of an existing neighbourhood would not be adversely disrupted should an application for a temporary uses permit be approved.*

### TEMPORARY USE PERMIT POLICIES

1. The Regional District will consider issuance of temporary use permits on any parcel to temporarily allow a use not permitted by the relevant zoning bylaw. The following general conditions will guide the consideration of such applications. The Regional District may waive any of the following should they be deemed to not be relevant, and may give consideration to additional conditions relevant to the specific proposal.
  - a) The applicant demonstrates how any anticipated impact on the surrounding area will be mitigated (for example: noise, light, hours of operation, dust, odour, vibration, aesthetic impact, etc.).
  - b) The applicant provides a projection of anticipated impact on local road networks, and proposes mitigating measures if necessary.
  - c) The applicant provides an assessment of the impact of the proposed use on the natural environment, including groundwater, wildlife, and environmentally sensitive areas.
  - d) The applicant provides a rationale for the suitability of the location and the inability to conduct the use in another area where the use is already permitted.
  - e) The Regional District may specify conditions in a permit including, but not limited to, environmental protection measures, odour abatement, hours of operation, buffering, and groundwater protection and may require the posting of a bond or other applicable security to ensure compliance with the conditions of the permit.
  - f) Submission of a satisfactory decommissioning and reclamation plan, which may require a security deposit to be held by the RDN until completion of the proposed works.
  - g) The proposal addresses concerns related to visual integrity and buffering of the Inland Island Highway if applicable.
  - h) Where the land is in the ALR, approval from the Provincial Agricultural Land Commission is required.

2. Notwithstanding any other policy in this plan, should a temporary use continue to prove satisfactory upon completion of the terms of the renewed permit, a rezoning to permit the continued use of the subject property for the use authorized by the temporary use permit may be supported without an amendment to this plan. Note that an amendment to the RGS may be required.
3. The RDN may require security and/or an undertaking to secure the conditions of the permit in accordance with the *Local Government Act*.



## SECTION 6 – FIRST NATIONS AND RECONCILIATION

6.1 Partnerships and Economic Opportunities

6.2 Heritage Site Protection

## 6.1 Partnerships and Economic Opportunities

### INTRODUCTION

For at least 8,000 years, the area covered by this Plan has been home to Aboriginal people and is part of their traditional territory. Traditional territory describes the ancestral and contemporary connections of Indigenous peoples to a geographical area. Territories may be defined by kinship ties, occupation, seasonal travel routes, trade networks, management of resources, and cultural and linguistic connections to place.

There are several First Nations who assert Aboriginal rights in this area, and who the Regional District engages with on land use planning initiatives. Aboriginal rights are practices, customs or traditions integral to a distinctive culture of a First Nation and they may be historically connected to a particular area of land. Examples may include hunting, fishing, plant gathering and use of wood for domestic purposes. More than one First Nation may have rights in the same area and the types of rights may vary across communities. An important sub category of Aboriginal rights is Aboriginal title. Aboriginal title refers to Aboriginal rights to land based on long-standing land use and occupancy by contemporary Indigenous peoples and their ancestors as the original peoples in Canada.

The Qualicum First Nation has a federally-designated Reserve at the mouth of the Big Qualicum River where their home community is located today. The Plan Area does not include Federal lands such as this Reserve, but it surrounds these lands. For the purposes of community planning and this OCP, the Qualicum First Nation community is recognized as part of the fabric of the Plan Area. The Qualicum First Nation operates a large campground on their Reserve lands which is a significant portion of the tourist accommodation in the area.

In 2016, the Qualicum First Nation and the Regional District signed a cooperation protocol. The Qualicum First Nation is seeking economic development opportunities in the area.

### OBJECTIVES

1. ***Recognize*** that First Nations assert Aboriginal title and rights within the Plan Area.
2. ***Encourage*** Qualicum First Nation's economic development initiatives.
3. ***Seek*** partnerships with Qualicum First Nation related to Regional District servicing.

### POLICIES

1. The Regional District will engage with First Nations on land use planning initiatives and amendments to this Plan.
2. The Regional District will continue to provide street numbering service to the Qualicum First Nation.
3. The Regional District will work with Qualicum First Nation to explore the coordination of community services. These areas may include recreation programming, infrastructure services such as water and liquid waste, and public transit.
4. The Regional District encourages economic development initiatives of the Qualicum First Nation to advance the process of reconciliation at the local level.
5. In accordance with Board commitment to reconciliation, the Regional District supports economic development initiatives of the Qualicum First Nation on lands that are added or intended to be added to Reserve, without amendment to this Plan.

## 6.2 Heritage Site Protection

### INTRODUCTION

First Nations heritage sites include archaeological sites as well as other places of cultural importance that do not necessarily have any physical marker. Archaeological sites consist of the physical remains of past human activity and are essential to understanding and appreciating the cultural history of the region.

Archaeological sites are protected under the *Heritage Conservation Act*, and it is illegal to disturb them without a permit. The Regional District contributes to protection of archaeological site by informing property owners who make land use application or enquiry if their proposed development is on or near an identified archaeological site, or if it is within an area of high potential to encounter an unrecorded archaeological site.

In 2017 the Regional District undertook an Archaeological Overview Assessment for the Plan Area. This Assessment will be used to inform a property owner if a proposed development is in an area of high archaeological potential. In this area, high archaeological potential is mainly found close to water bodies including the sea, lakes, and rivers as well as between Horne Lake and Port Alberni which is a historic travel route.

### POLICIES

1. All development applications will be reviewed for the presence of recorded archaeological sites, and for having high potential to contain unrecorded archaeological sites. Applicants will be notified if the proposed development is in conflict with a recorded archaeological site or in an area with significant potential to contain an unrecorded, protected archaeological site. Notification may include direction to contact the BC Archaeology Branch for more information, or direction to engage a professional consulting archaeologist to determine if an archaeological impact assessment is necessary to manage development related impacts.
2. In order to protect and preserve archaeological sites or a First Nations heritage site when planning for development, this Plan supports measures available to property owners and the Board including applications to change or vary zoning, setbacks or parking requirements.
3. When considering applications to amend this Plan or the zoning bylaw for land with a known archaeological site, other First Nations heritage site, or area of high archaeological potential, the Regional District may require development approval information to assess the impacts of the proposal. This Plan does not support proposed development where there are unavoidable conflicts with significant archaeological sites, unless measures are required to manage the impacts.
4. Where possible, applicants should modify or revise development proposals to avoid archaeological site impacts as the best means of preserving archaeological resources. Alteration of an archaeological site requires a Provincial Heritage Alteration Permit prior to land altering activities.

### OBJECTIVES

1. ***Encourage* protection of archaeological sites and other sites of First Nations significance.**
2. ***Improve* public awareness of the importance of protecting archaeological sites.**



5. The Regional District should, in cooperation with the Qualicum First Nation and relevant agencies, develop improved methods of determining and assessing impacts on potential archaeological sites, or other First Nations heritage sites, when it is considering development applications.

## SECTION 7 – IMPLEMENTATION

### 7.1 Implementation Actions

### 7.2 Community Amenity Contributions



The Electoral Area 'H' Official Community Plan has been prepared in accordance with the provisions of the Local Government Act. The objectives and policies of this Plan are reflected in the land use designations as illustrated on Map No. 2.

The implementation of this Plan must remain consistent with the Regional District of Nanaimo initiatives including the Regional Growth Strategy, water, liquid waste and solid waste management plans and other regional strategic initiatives. Implementation will also require continued coordination with Regional District member municipalities, surrounding electoral areas, First Nations, local water districts, and senior levels of government.

This Plan will be implemented through a variety of measures, including through development, new bylaws, amended or new legislation, and the direct involvement of Area 'H' citizens. Certain measures are to be implemented immediately; others may require years to complete. Some implementation measures are intended to be ongoing, such as providing increased opportunities for citizen involvement in planning in Area 'H'. The involvement of senior levels of government is required for some initiatives, others will only be implemented through the involvement of the business community and citizens in Area 'H'.

## 7.1 Implementation Actions

The following chart outlines key implementation actions and the responsible party (or parties) for each action. Senior government refers to provincial or federal agencies with jurisdiction in the Plan Area. RDN refers to all departments within the Regional District of Nanaimo. Community refers to the citizens of Electoral Area ‘H’. The timing of implementation actions set out as follows:

- Immediate (to be initiated and/or completed in 2018)
- Short Term (to be completed within 5 years, prior to the next scheduled review of this Plan)
- Long Term (to be completed over the next 20 to 25 years, as part of the implementation of the Regional Growth Strategy)
- Ongoing (to be initiated in the short term with no planned date of completion).

Action Item	Timing	Responsibility Of:		
		Senior Gov.	RDN	Community
Update and improve sensitive ecosystem mapping	Ongoing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Implement Community Wildfire Protection Plans	Short Term	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Undertake a study on the impacts of sea level rise and prepare options for mitigation and adaptation	Immediate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Promote and incentivize Green Shores shoreline development and amend Floodplain Bylaw	Short Term		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide community education about FireSmart	Ongoing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Support stream restoration	Ongoing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Prepare climate change adaptation plan	Short Term		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adopt a regional parks development cost charge bylaw	Short Term		<input checked="" type="checkbox"/>	
Develop existing and acquire new parks and trails	Ongoing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Explore expansion of Bow-Horn Bay Fire Department Service Area to include Horne Lake	Immediate		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Implement top priorities of Active Transportation Plan	Immediate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Improve signage for businesses on Inland Island Highway	Immediate	<input checked="" type="checkbox"/>		
Connect Regional District of Nanaimo Transit to Comox Valley Regional District Transit from Deep Bay area	Short Term			
Increase off street boat trailer parking in Deep Bay	Short Term	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Improve knowledge and protection of aquifers	Ongoing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ensure site of Bowser Seed Orchard protected for groundwater recharge	Short Term	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Review the location, size and boundaries of Rural Village centres and consider changes.	Short Term		<input checked="" type="checkbox"/>	
Create plans for all Rural Village Centres	Long Term		<input checked="" type="checkbox"/>	
Create affordable and accessible housing	Ongoing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide education on wildfire protection	Short Term		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## 7.2 Community Amenity Contributions

### INTRODUCTION

To facilitate the acquisition and development of amenities of value to the residents of Electoral Area 'H'; this section provides a framework for negotiating amenities in consideration of changes to the zoning bylaw for increased development potential. The basic premise of development amenities is that the increased value, often conveyed with the approval of a new zoning designation, should be shared between the community and the developer. Negotiating public amenities as a part of an application to develop land can be a "win-win" arrangement, in which both the community benefits from acquiring these amenities while the developer benefits from the increased value associated with having those amenities on or nearby the site.

### OBJECTIVES

1. **Acquire and develop public amenities of value to Plan Area residents in conjunction with development.**

### COMMUNITY AMENITY CONTRIBUTIONS POLICIES

1. In recognition of the increased value usually conferred on land in the course of rezoning, and the need for new development to contribute to the amenities and services from which they will also benefit, development proposals that include rezoning should generally be requested to include some public amenity as a part of the completed project.
2. In determining the appropriate amenities, the provisions of this section as well as any other applicable sections of this OCP or policies and plans of the Regional District will provide guidance.
3. Amenities should be customized for each rezoning proposal with consideration of various factors such as the following:
  - a. Developer and community input
  - b. Location of project
  - c. Increase in density
  - d. Projected burden on community infrastructure and facilities
  - e. Financial viability
4. The following list of potential amenities should be considered, not in any order of priority:
  - a. Affordable housing
  - b. Transit stop infrastructure such as pull-outs and shelters
  - c. Trails and paths, particularly those that are identified in existing Regional District plans
  - d. Emergency response facilities and equipment
  - e. Entrance / Gateway signage, infrastructure and beautification
  - f. Rest stop at Horne Lake Road and Highway 19A
  - g. Tourist information signage, area, or facility
  - h. Parks, conservation lands, outdoor gathering spaces and play areas (in the case of subdivision, in excess of 5% required under the *Local Government Act*)
  - i. Cross walks
  - j. Green building features including energy efficient and net-zero-ready construction
  - k. Design amenities

I. Electric vehicle charging station

## SECTION 8 – DEVELOPMENT PERMIT AREAS

### General Policies and Exemptions

DPA 1 – Freshwater and Fish Habitat Protection

DPA 2 – Eagle and Heron Nesting Trees

DPA 3 - Aquifers

DPA 4 – Marine Coast

DPA 5 – Steep Slope Hazard

DPA 6 – Farmland Protection

DPA 7 – Rural Commercial

DPA 8 – Qualicum Bay and Dunsmuir Village Centres

DPA 9 – Deep Bay Southwest

In addition to the objectives and policies stated in the Plan, the Regional District has, pursuant to Section 488 and 489 of the *Local Government Act* designated certain lands as Development Permit Areas.

In general terms, the purpose of a development permit area is to regulate certain aspects of development that are not directly addressed in the zoning bylaw or building bylaw, and where the Regional District considers that special conditions exist in accordance with one or more of the following categories:

- a. Protection of the natural environment, its ecosystems and biological diversity;
- b. Protection of development from hazardous conditions;
- c. Protection of farming;
- d. Revitalization of an area in which commercial use is permitted;
- e. Establishment of objectives for the form and character of commercial, industrial, multi-family or intensive residential development; and
- f. To promote conservation of water and energy and the reduction of greenhouse gas (GHG) emissions.

## General Policies and Exemptions

### INTRODUCTION

The following general policies and exemptions apply to all development permit areas. In addition, specific guidelines and exemptions that apply to each development permit area follows.

### GENERAL POLICIES

1. Designated development permit areas are shown on Map Nos. 6, 7 and 8.
2. Where land is designated within a development permit area, a landowner is required to obtain a development permit prior to either subdivision of the land, the construction of, addition to or alteration of a building or structure on the land, or the alteration of the land within a development permit area, except where exemptions apply.
3. Where land is within more than one development permit area, only one development permit application is required, and the application will be subject to meeting the guidelines of all applicable development permit areas.
4. To minimize development within development permit areas, the Board may consider variances to or support exemptions from the land use and subdivision bylaw in accordance with Regional District Board Policy No. B1.5 “Development Variance Permit, Development Permit with Variance & Floodplain Exemptions Application Evaluation”, as amended from time to time.

### GENERAL EXEMPTIONS

The following activities are exempt from any requirement for a development permit:

1. Development or alteration of land to occur outside the designated development permit area, as determined by a BC Land Surveyor or by the Regional District.
2. The activity is part of a farm operation as defined by the *Farm Practices Protection (Right to Farm) Act*, is a permitted farm use as defined in Section 2(2) of the *Agricultural Land Reserve Use, Subdivision, and Procedures Regulations*, and the lands are assessed as “farm” under the *BC Assessment Act*. The farm operation of land clearing is only exempt from the requirement of a development permit if conducted in accordance with a current Environmental Farm Plan (less than 5 years old); otherwise, land clearing as part of a farm operation is not exempt. Note that other provincial legislation such as the *Waste Management Act* and the *Water Sustainability Act* may apply to farm operation activities.
3. Interior alterations or renovations to existing buildings or structures within the existing building footprint.
4. Emergency procedures to prevent, control, or reduce erosion, or other immediate threats to life and property including:
  - a. Emergency flood or protection works;
  - b. Clearing of an obstruction from bridge, culvert, or drainage flow; repairs to bridges and safety fences;
  - c. Any emergency works to be undertaken in accordance with the Provincial *Water Sustainability Act* and *Wildlife Act*, and the Federal *Fisheries Act*.

Notwithstanding the above, emergency actions for flood protection and clearing of obstructions by anyone other than the Regional District or Ministry must be reported to the Regional District and applicable Ministry immediately to secure exemption under this provision. Note that once the emergency has passed, a development permit may be required for remediation or permanent protection works.

5. Removal of trees deemed hazardous by a certified arborist or Registered Professional Forester that pose an immediate threat to buildings or life safety. Removal of hazardous trees that also contain an eagle or heron nest is exempt only if a permit under the *Wildlife Act* has been obtained.
6. The small-scale, manual removal of invasive plants or noxious weeds or planting of non-invasive, native vegetation on a small scale conducted in accordance with 'Develop with Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia, 2014' published by the B.C. Ministry of Environment, or any subsequent editions.
7. Except for where the *Riparian Areas Regulation* applies, the removal of invasive plants or noxious weeds or planting of non-invasive, native vegetation at a large scale involving machinery, for the purpose of enhancing the habitat values and/or soil stability, provided:
  - a. the works are conducted in accordance with a re-vegetation plan prepared by a qualified professional (e.g., biologist, QEP or landscape architect);
  - b. the planting is carried out in accordance with the guidelines provided in "Develop With Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia, 2014", published by Ministry or any subsequent editions;
  - c. the Regional District is notified of works commencing; and
  - d. sediment control measures are established to prevent discharge into a stream, as required.
8. Works conducted and/or approved by the Regional District, Department of Fisheries and Oceans and/or Ministry of Environment with respect to trail construction, stream enhancement, fish and wildlife habitat restoration and in-stream works as defined by Section 11 of the Water Sustainability Act.
9. All forest management activities on lands subject to the *Forest Act* or *Private Managed Forest Land Act* and classified as "Forest Lands" on the property assessment.
10. Works conducted by the Regional District or its agents where appropriate measures have been undertaken to satisfy the applicable development permit area Guidelines as determined by the Regional District.
11. Subdivision where no land alteration is to occur and involving only line adjustment or lot consolidation.



## DPA 1 – Freshwater and Fish Habitat Protection

### DESIGNATION

The Freshwater and Fish Habitat Protection Development Permit Area is shown on Map No. 6, and applies to all mapped and unmapped streams subject to the *Riparian Areas Regulation* (RAR) of the *Riparian Areas Protection Act*, and all other mapped and unmapped lakes, wetlands, ponds and watercourses. Specifically, the Development Permit Area is defined as follows:

#### *Where the RAR applies:*

All mapped and unmapped “streams” and “riparian assessment areas: as defined in the RAR as follows:

- a) for a stream, a 30 metre strip on both sides of the stream measured from the high water mark;
- b) for a ravine less than 60 metres wide, a strip on both sides of the stream measured from the high water mark to a point that is 30 metres beyond the top of the ravine bank; and
- c) for a ravine 60 metres wide or greater, a strip on both sides of the stream measured from the high water mark to a point that is 10 metres beyond the top of the ravine bank.

#### *Where the RAR does not apply:*

- a) For Lakes, Wetlands, and Ponds – the development permit area shall be 15 metres as measured from the high water mark.
- b) For all other Watercourses – the development permit area shall be 15 metres as measured from the high water mark or top of the bank, whichever is greater.

This development permit area also applies in estuarine areas (areas of tidal influence) of all watercourses and streams. For clarity, in these areas the Marine Coast Development Permit Area also applies.

### AUTHORITY

The Freshwater and Fish Habitat Protection Development Permit Area is designated a development permit area for the protection of the natural environment, its ecosystems and biological diversity, and protection of development from hazardous conditions pursuant to Section 488(1)(a) and (b) of the *Local Government Act*.

Terms used in this development permit area that are defined in the provincial *Riparian Areas Regulation* (RAR), of the *Riparian Areas Protection Act*, are intended to be interpreted in accordance with the definition given in the Regulation, as it may be amended from time to time. This Regulation and Act may be obtained from the provincial Ministry of Forests, Lands and Natural Resource Operations or from the BC Laws website.

### JUSTIFICATION

Freshwater and riparian ecosystems perform a number of valuable services to humans, plants and animals alike. They support a diversity of plants and animals, provide important refuges and migration routes for birds and wildlife, and support fish life processes. Vegetation in riparian areas moderates the volume and rate of water flowing through the watershed contributing to effective rainwater management and stabilizing stream banks by holding soil in place. Plant root systems enhance the soil’s ability to absorb water by making it more porous. This allows water to be stored and released slowly into the watercourse, reducing erosion and flooding. Soils also filter impurities and sediment from runoff water, improving water quality in the stream channel.

Riparian vegetation provides food and shelter for fish. Shade from trees within the riparian area regulates water temperatures within the stream, which is critical for salmon, trout and other fish species that need cool water to survive. Logs and other woody debris fall into streams from the riparian area influencing stream channel morphology, dissipating the stream's natural erosive energy and providing habitat for a diverse range of species. Erosion of banks and slopes can also pose a hazard to development, and maintaining and enhancing natural features and vegetation can reduce this hazard.

Land use practices including land clearing, road building, construction of buildings and structures, and location of wastewater disposal systems in or near riparian areas can jeopardize these habitats and water quality. Protection of riparian vegetation and watercourses is therefore necessary to protect the natural environment, ecosystems and biological diversity of the Plan Area. Land use practices can also change the hydraulic flow of a stream and create or exacerbate a flooding hazard.

Furthermore, the Province of British Columbia's *Riparian Areas Protection Act*, requires that local governments establish regulations to protect riparian areas, and not allow development to proceed until the requirements of the *Riparian Areas Regulation* are met.

## OBJECTIVES

1. To protect freshwater ecosystems to maintain their natural habitat and environmental quality.
2. To restore freshwater ecosystems to improve their natural habitat and environmental and hazard mitigation quality if they have been previously degraded.
3. To protect riparian areas from development so that the areas can provide natural features, functions and conditions that support fish life processes.
4. To protect development from flood and slope hazard.

## APPLICABILITY

A development permit is required for the following activities wherever they occur within this Development Permit Area, unless specifically exempted:

1. removal, alteration, disruption, or destruction of vegetation;
2. disturbance of soils; including grubbing, scraping and the removal of top soils;
3. construction or erection of buildings and structures;
4. creation of non-structural impervious or semi-impervious surfaces;
5. flood protection works;
6. construction of roads, trails, docks, wharves, and bridges; and
7. subdivision of land.

The following specific activities require a development permit where the Riparian Areas regulation applies:

8. provision and maintenance of sewer and water services;
9. development of drainage systems; and
10. development of utility corridors.

## EXEMPTIONS

The following activities are exempt from any requirement for a development permit:

1. Exemptions listed in Section 8.3 Development Permit Area – General Exemptions.

*Exemptions Applicable to all Watercourses:*

2. Where Provincial and Federal approvals have been obtained for Stream Enhancement and Fish and Wildlife Habitat restoration, notification to the Regional District has been given and the works are carried out in compliance with Provincial and Federal legislation.
3. All park or parkland ancillary uses not containing commercial, residential, or industrial activities.
4. Changes in and about a stream approved under Section 11 of the Water Sustainability Act, provided there are no associated upland works outside of Section 11 approval.

*Exemptions Applicable to Streams under the Riparian Areas Regulation only:*

5. For streams subject to the RAR, in the case where a simple assessment is submitted which assign a Streamside Protection and Enhancement Area (SPEA), a development proposed outside of the SPEA where:
  - a. the assessment report has been completed by a Qualified Environmental Professional (QEP) in accordance with the Riparian Areas Regulation Assessment Methods; and
  - b. notification of the assessment report has been received by the provincial ministry responsible and the Regional District.
6. Subdivision where:
  - a. a QEP has determined there are no streams subject to the RAR, or their associated riparian assessment areas, on the subject property, or
  - b. no new parcel lines or amendments to existing parcel lines are being proposed within the Riparian Assessment Area, the minimum lot size is met exclusive of the SPEA, and no works are proposed within the Riparian Assessment Area.

*Exemptions Applicable to this development permit area where the RAR does not apply:*

7. Where the *Riparian Areas Regulation* does not apply, a property owner may construct a single trail within this development permit area in accordance with the principals and standards of “Access Near Aquatic Areas” of the Stewardship Series published by the provincial and federal governments, and subject to the following conditions:
  - a. the trail provides the most direct route of feasible passage through the development permit area;
  - b. sensitive habitat will not be negatively impacted by the presence of the trail and where there is limited excavation and removal of native soils;
  - c. the ground is stable, i.e. erodible stream banks or other erosion prone areas shall be avoided;
  - d. no motorized vehicles are permitted on the trail;
  - e. the trail is not to exceed a maximum width of 1.5 metres;
  - f. no trees, which are greater than 5 metres in height and 10 centimetres in diameter, are to be removed; instead limbing and pruning of trees shall be done, where necessary, to facilitate the construction of the single trail;
  - g. the trail’s surface shall only be composed of pervious materials.

2. Where the *Riparian Areas Regulation* does not apply, minor additions to existing buildings or structures to a maximum of 25% of the ground floor area, provided that the addition is located on the side or part of the building or structure most distant from the waterbody or stream.
3. Where the *Riparian Areas Regulation* does not apply, second storey addition, excluding cantilevered construction, to a legally sited structure, provided the second storey addition is within the existing footprint of the existing structure.
4. The construction of a small accessory building or structure such as a pump house, gazebo, garden shed or play house if all the following apply:
  - a) the building is located within an existing landscaped area;
  - b) no native trees with a diameter at breast height of 20 cm or greater are removed;
  - c) there is no permanent foundation;
  - d) the building is located a minimum of 10 metres from the high water mark or, where the bank has a slope greater than 3:1, 10 metres from the top of the bank; and
  - e) the total area of the small accessory building is less than 10 metres square.

## GUIDELINES

Development permits shall be issued in accordance with the following:

1. An assessment must be prepared by a Registered Professional Biologist (a Qualified Environmental Professional for streams applicable the RAR) with the objectives of identifying sensitive biophysical features on or near the property and providing recommendations and conditions for development to avoid or mitigate impacts to these features. The assessment should list which of the guidelines in this development permit area are applicable and how the proposed development is consistent with them and should indicate on a site plan, areas to remain free from development. See Guideline 12 for additional requirements of this report for streams applicable to the RAR.
2. If development or alteration of land is proposed within the development permit area, it shall be located where it will cause the least impact on the stream or waterbody. It should be demonstrated that locating development entirely outside of the development permit area has been considered, and a description of why that is not being proposed should be provided.
3. Where the applicant's biologist or other qualified professional recommends revegetation and/or enhancement works, the Regional District may require the applicant to submit a landscaping plan and a security deposit equal to the total estimated costs of all materials and labour as determined by a Landscape Architect or other qualified professional to the satisfaction of the Regional District.
4. For the Streamside Protection and Enhancement Area (SPEA) or where the applicant's biologist or other qualified professional recommends other specific areas that must remain free from development:
  - a. the Regional District may require a Section 219 covenant to be prepared at the applicant's expense, to the satisfaction of the Regional District, to ensure that the identified areas remain free from development; and
  - b. prior to construction commencing, the installation of temporary fencing or flagged stakes marking the protection area is required to avoid encroachment within the areas to be protected through to the completion of the development.

5. The applicant's biologist or QEP may be required to provide confirmation to the Regional District that the property has been developed in accordance with the QEPs recommendations.

*Guidelines Related to Rainwater Management and Protection of Development from Hazardous Conditions*

6. Treated effluent and diverted rainwater collection and discharge systems on commercial, industrial, multi-residential, intensive residential and other developments where there is potential for silt and petroleum-based contaminants to enter a watercourse directly or infiltrate into the ground will require the provision for grease, oil, and sedimentation removal facilities and the on-going maintenance of these facilities.
7. Directing drainage of rainwater from development sites into the Stream Protection Enhancement Area (SPEA) and other watercourses and water bodies shall be avoided. Instead, rainwater is to be managed on-site with an emphasis on infiltration approaches to management. If impacts cannot be avoided through on-site infiltration, a sediment and erosion control plan may be required, and grading plan may be required where fill is placed near the freshwater feature.
8. In low-lying areas subject to flooding, development should not increase the flood risk on the subject property or on adjacent or nearby properties.
9. Where there is a slope greater than 30% over a minimum horizontal distance of 10 m, an assessment report prepared by a Professional Engineer with experience in geotechnical engineering may be required to assist in determining what conditions or requirements shall be included in the development permit so that proposed development is protected from the hazard and no increase in hazard is posed to existing development. The geotechnical report will form part of the Development Permit terms and conditions, and may include registration of a Section 219 Covenant, prepared at the applicant's expense and to the satisfaction of the Regional District.

*Additional Guidelines Applicable to Streams Subject to the Riparian Area Regulations (RAR)*

10. No development shall take place within any SPEA except where:
  - a. a QEP has determined that no serious harm is likely to occur or that it can be mitigated by following prescribed measures; or
  - b. the owner has obtained an authorization under subsection 35(2) the *Fisheries Act*.
11. The Regional District shall require the applicant to retain a qualified environmental professional (QEP), at the expense of the applicant, for the purpose of preparing an assessment report, pursuant to Section 4(2) of the *Riparian Areas Regulation (RAR)* and the RAR Assessment Methodology Guidebook, and the assessment report must be electronically submitted to the provincial ministry responsible, via the Riparian Area Regulations Notification System, and a copy must be provided to the Regional District.
12. In addition to implementing the measures in the assessment report, to ensure the integrity of the SPEA the Regional District and landowner may consider the following:
  - c. dedicate back to the Crown or Regional District all or part of the SPEA,
  - d. gift to a nature preservation organization all or part of the SPEA, or
  - e. register a restrictive covenant or conservation covenant on title securing the measures prescribed in the assessment report.
13. For the purpose of subdivision design, proposed lot configuration should consider the protection of the SPEA. The proposed lot configuration should demonstrate that enough developable land is

available on each lot to establish a development envelope that includes a reasonable yard area outside of the SPEA.

14. In the case of a proposed subdivision within the development permit area, minimum parcel size should be met exclusive of the SPEA.
15. Permanent fencing and/or other means of clearly delineating the SPEA boundary such as signage must be installed to the satisfaction of the Regional District prior to land alteration and in the case of subdivision prior to the Regional District notifying the Approving Officer that the conditions of the development permit have been met. Fencing must be designed to allow for the free and uninterrupted movement of organisms between riparian and upland ecosystems and must be maintained in good order.

## DPA 2 – Eagle and Heron Nesting Trees

### DESIGNATION

The Eagle and Heron Nesting Trees Development Permit Area is shown on Map No. 6, The development permit area is defined as follows:

- a) For **Bald Eagle Nesting Trees** – the development permit area applies to all mapped and unmapped trees containing bald eagle nests and is a 60 metre radius from the nesting tree; the “nesting tree area”.
- b) For **Great Blue Heron Nesting Trees** – the development permit area applies to all mapped and unmapped trees containing great blue heron nests, and shall be a 60 metre radius from the nesting tree; the “nesting tree area”.

The location and characteristics of the eagle and heron nesting trees identified on Map No. 6 of this plan are intended to provide an approximate location only. Ground-truthing may be required by Regional District staff, a Registered Professional Biologist or British Columbia Land Surveyor to accurately determine the geographical location and characteristics of the features identified.

### AUTHORITY

The Eagle and Heron Nesting Trees Development Permit Area is designated a development permit area for protection of the natural environment, its ecosystems and biological diversity, pursuant to Section 488(1)(a) of the *Local Government Act*.

### JUSTIFICATION

Nesting birds such as the Great Blue Heron and Bald Eagle are sensitive to impact from development and disturbance by human activity and require special treatment in order to protect their ecological value, now and for the future.

Pacific Great Blue Herons are a Species of Special Concern in Canada and are Blue-listed in British Columbia. There are only about 500 nests on Vancouver Island and the Gulf Islands. Bald Eagles are territorial and generally require 1000 meters between nesting sites. Both species nest near lakes, rivers and shorelines throughout BC where they are close their food source. The loss of available nesting habitat near their food source, as well as disturbance from human presence, reduces the birds’ ability to thrive and successfully raise their young. While Section 34 of the *Wildlife Act* provides for the protection of Bald Eagles and Pacific Great Blue Herons and several other at risk bird species, this development permit protects the nesting habitat essential to ensuring breeding populations are maintained.

### OBJECTIVES

1. To implement Regional Growth Strategy Policy 2.14 to protect sensitive eagle and heron nests from the impacts of development.
2. To reflect the Community Value in this Official Community Plan of “support for development regulations to protect environmentally sensitive areas, natural hazard lands, the marine/freshwater foreshores, and aquifer recharge areas”.

### APPLICABILITY

A development permit is required for the following activities wherever they occur within this development permit area, unless specifically exempted:

1. removal, alteration, disruption or destruction of natural features, including mature and native vegetation;
2. disturbance of soils, including grubbing, scraping and the removal of top soils;
3. construction or erection of buildings and structures;
4. creation of non-structural impervious or semi-pervious surfaces; and
5. subdivision of land as defined in the *Land Title Act* or *Strata Property Act*.

## EXEMPTIONS

The following activities are exempt from any requirement for a development permit:

1. Exemptions listed in Section 8.3 Development Permit Area – General Exemptions.
2. The landowner has offered and entered into a restrictive covenant to maintain an acceptable no disturbance buffer as determined by a registered professional biologist.
3. A registered professional biologist with relevant experience has confirmed in writing that no Bald Eagle, or no Great Blue Heron has established a nest and is present during the breeding and nesting season. In general terms, this is from February to June for Great Blue Herons; and January to September for Bald Eagles
4. Removal, trimming or alteration of vegetation other than the nest tree; onsite sewage disposal system installations and well drilling within the nest tree development permit area is permitted without an environmentally sensitive areas development permit where:
  - a) the activity is conducted entirely outside of the nesting season which is from February to June for Pacific Great Herons and January to September for Bald Eagles, or
  - b) a registered professional biologist with relevant experience has confirmed in writing that the activity will not negatively impact the nest tree and/or nesting tree area.

## GUIDELINES

Development permits shall be issued in accordance with the following:

1. Development shall be located where it will cause the least impact to the environmentally sensitive areas. It should be demonstrated that locating development entirely outside of the development permit area has been considered, and a description of why that is not being proposed should be provided.
2. Where the applicant's biologist or other qualified professional recommends specific areas that must remain free from development and/or identifies a natural feature for protection:
  - a. the Regional District may require a Section 219 covenant to be prepared at the applicant's expense, to the satisfaction of the Regional District, to ensure that the identified areas remain free from development; and
  - b. prior to construction commencing, the installation of temporary fencing or flagged stakes marking the protection area is required to avoid encroachment within any area to be protected through to the completion of the development.
3. The Regional District, as a condition of the issuance of a development permit, shall, where feasible require compliance with any or all conditions and recommendations in the assessment report prepared by the registered biologist or other qualified professional.



4. The Regional District will require the applicant to provide a biophysical assessment prepared by a registered professional biologist with relevant experience to assess the potential impact of the proposed development on the function of the nest tree and alteration within the 60 metre development permit area (or that portion of the development permit area on the subject property). The report should include, but is not limited, to the following:
  - a. define the study area and the proposed activities in relation to the nesting tree area, including map(s) identify the location of nesting trees, 60 metre nesting tree area and proposed or existing buildings and structures;
  - b. identify the breeding season;
  - c. assess the impacts of the proposed activities in relation to the resident birds (i.e., Bald Eagle or Great Blue Heron) and prescribe appropriate measures to preserve, protect, restore or enhance the function of the nesting tree area and any alteration of the 60 metre development permit area (or that portion of the development permit area on the subject property);
  - d. provide recommendations on how to mitigate negative impacts during and after construction, if permitted under the *Wildlife Act*, to protect the long term integrity of the nesting habitat.
  - e. In developing recommendations and best practices for the protection of the nesting tree and nesting tree area, the biologist should review and reference '*Guidelines for Ecosystem and Species Protection*' and/or '*Guidelines for Raptor Conservation during Urban and Rural Land Development in BC*' found in '*Develop with Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia*', published by the B.C. Ministry of Environment, or any subsequent editions.
5. Where a biophysical assessment report is required, the recommendations will form part of the Development Permit terms and conditions, and may include registration of a Section 219 Covenant, prepared at the applicant's expense and to the satisfaction of the Regional District.
6. The applicant's biologist may be required to provide confirmation to the Regional District that the property has been developed in accordance with their recommendations.

## DPA 3 – Aquifers

### DESIGNATION

The Aquifers Development Permit Area is shown on Map No. 6 and applies to the land above all known aquifers.

### AUTHORITY

The Aquifers Development Permit Area is designated a development permit area for protection of the natural environment, its ecosystems and biological diversity, pursuant to Section 488(1)(a) of the *Local Government Act*.

### JUSTIFICATION

Aquifers are sensitive to impact from development and disturbance by human activity and require special treatment in order to protect their ecological value, and community value as a drinking water source now and for the future.

Aquifers and surface water are connected and interact with each other as typically, surface waters recharge aquifers in months with precipitation and snow melt. The groundwater system contributes to baseflow in rivers and streams, maintaining habitat for fish, wildlife and plants and is the sole domestic water supply for many residents. Maintaining both water quality and quantity requires careful management for the long-term sustainability of ecosystems and drinking water values. Within the Big Qualicum Water Region, the sand and gravel aquifers are productive, though vulnerable to surface contamination. Significant surface water features in the water region include the Big Qualicum River, Rosewall Creek, Thames Creek, Nile Creek and Horne Lake and Spider Lake.

Care must be taken in construction methods, excavation, surface drainage and the storage, handling and manufacture and use of products on parcels of land within this DPA to avoid contamination of the underlying aquifer and to protect and promote its sustainable use as a drinking water source. Penetration of the aquitard that confines the aquifer could cause an uncontrolled release of large volumes of groundwater under artesian pressure.

### OBJECTIVES

1. To implement Regional Growth Strategy Policy 2.14 to protect groundwater aquifers and environmentally sensitive areas from contamination and reduced supply caused by land use and development activities.
2. To reflect Community Value in this Official Community Plan of “support for development regulations to protect environmentally sensitive areas, natural hazard lands, the marine/freshwater foreshores, and aquifer recharge areas”.
3. To protect the integrity of the low-permeable till layer (the aquitard) in the area identified as at risk of artesian conditions.

### APPLICABILITY

A development permit is required for the following activities wherever they occur within this development permit area, unless specifically exempted:

1. removal, alteration, disruption or destruction of natural features, including mature and native vegetation;

2. disturbance of soils, including grubbing, scraping and the removal of top soils;
3. construction or erection of buildings and structures;
4. creation of non-structural impervious or semi-pervious surfaces;
5. subdivision of land as defined in the *Land Title Act* or *Strata Property Act*; and
6. excavation or sub-surface disturbance in the sub-area defined as “risk of artesian conditions”.

## EXEMPTIONS

The following activities are exempt from any requirement for a development permit:

1. Exemptions listed in Section 8.3 Development Permit Area – General Exemptions.
2. Construction, renovation, repair or addition to a single dwelling unit, duplex dwelling unit, secondary suite, accessory building, or structure, except for excavation of a depth greater than 1.5 m in the area of “risk of artesian conditions”.
3. Onsite wastewater disposal system installation meeting the requirements of the *Sewerage System Regulation* of the *Public Health Act*.
4. Subdivision of land where a maximum of three parcels are proposed, including the remainder, where the subject property has a “low” vulnerability as identified on Map No. 6 - Environmentally Sensitive Development Permit Areas.
5. Subdivision of land where the application is limited to lot line adjustment and no additional parcels are created.
6. Subdivision of land where each lot has an approved connection to a community water system.

## GUIDELINES

Development permits shall be issued in accordance with the following:

1. A report must be prepared by a Professional Engineer or Geoscientist with experience in hydrogeology. The report should follow the Regional District “Guidelines for Preparation of Hydrogeological Reports” as amended from time to time, and should also include, but is not limited, to the following:
  - a. definition of the study area and the relationship of the proposed development to the protected aquifer, including map(s) indicating community water well locations;
  - b. recharge area and capture zone analysis for existing and proposed new wells;
  - c. an assessment of the ability of the aquifer to accommodate additional groundwater demand proposed by the development, which shall include the anticipated water demand of the proposed uses based on the development potential of the subject property based on the current zoning;
  - d. identification of potential impacts on adjacent properties and land uses; and
  - e. recommendations on what measures are required to ensure the quality and quantity of water in the aquifer is protected.
2. Where a proposed development will include any of the purposes or activities listed in Schedule 2 of the Contaminated Sites Regulation, (B.C. Reg. 375/96), a report prepared by a Professional Engineer or Geoscientist with experience in hydrogeology shall be required to confirm the protection of the aquifer in relation to the intended uses. The report should include, but is not limited, to the following:

- a. define the study area and the relationship of the proposed development to the protected aquifer, including map(s) indicating well locations, proposed or existing above ground or underground fuel storage tanks, abandoned or operational water wells, and underground utilities, such as water, sanitary, and storm water drainage or natural gas lines;
  - b. assess the potential for contamination and the expected results should a spill occur;
  - c. identify appropriate site-specific groundwater protection measures;
  - d. address site design, and best management practices for site drainage, sewage disposal and hazardous material use, handling, storage, disposal and spill response; and
  - e. provide recommendations, a conclusion and a reference site layout plan.
3. Where a proposed development is within the sub-area “risk of artesian conditions”:
  - a. the professional report shall determine the depth of the overlying till aquitard, and provide recommendations for its protection during excavation, well drilling, and construction; and
  - b. wells must be drilled by a registered well driller who is qualified to control artesian flow.
4. Where a proposed development is within the well protection area or well capture zone of a community water system as shown for information on Map 2b, the professional report must refer to the relevant well protection plan and provide recommendations for the development to ensure mitigation of any potential risk to the community water source.
5. Recommendations within the professional report will form part of the development permit terms and conditions, and may include registration of a Section 219 covenant, prepared at the applicant's expense and to the satisfaction of the Regional District.
6. Developments that are found to pose detrimental impact(s) on either the quality or quantity of groundwater which cannot be adequately mitigated shall not be supported by the Regional District.

## DPA 4 – Marine Coast

### DESIGNATION

The Marine Coast Development Permit Area is shown on Map No. 6 and applies to all lands 30 metres seaward of the present natural boundary, and 15 metres upland from the present natural boundary. In estuarine areas, it applies upstream, both on land and water, to the extent of tidal influence. For clarity, in estuarine areas the Freshwater and Fish Habitat Development Permit Area also applies.

### AUTHORITY

The Marine Coast Development Permit Area is designated a development permit area for protection of the natural environment, its ecosystems and biological diversity and for the protection of development from hazardous conditions, pursuant to Section 488(1)(a) and (b) of the *Local Government Act*.

### JUSTIFICATION

The marine coast of the Plan Area is primarily composed of high and low bank sand and gravel shorelines, with estuarine coastline found in Deep Bay. Except for the protected harbour of Deep Bay, the shoreline is exposed to significant wave energy from prevailing winter storms from the southeast. The combination of a sand and gravel shoreline and high wave energy means the shoreline is actively changing; some areas are eroding while others are accreting. The intertidal and nearshore biological communities of sand and gravel shores are dominated by burrowing invertebrates such as worms and clams that live in the sediment, and attract large concentrations of birds. Eelgrass, an important habitat, often grows in sand/mud substrates and is sensitive to disruption of sand and gravel shores.

The Plan Area's shorelines have high ecological value and need to be carefully managed to avoid potential negative impacts of development. They are particularly sensitive to human activities that disrupt sediment processes, such as seawalls, or upland development that is poorly sited, including vegetation clearing for yard areas. Upland development over the years has significantly altered the native coastal vegetation so that in many areas there is little habitat and natural erosion protection value left. Backshore vegetation (dune grass, salt adapted plants and shrubs) forms a distinct habitat zone and is important in stabilizing the upland sediments and preventing erosion.

### OBJECTIVES

1. To work towards the “protection of the environment” goal of the Regional Growth Strategy, in particular by following the policy to “minimize impacts of development in coastal zones by ensuring use of low impact development”.
2. To pursue the Community Value in this Official Community Plan of “support for development of regulations to protect environmentally sensitive areas, natural hazard lands, the marine/freshwater foreshore, and aquifer recharge areas”.
3. To plan and regulate new development in a manner that preserves, protects and restores the long-term physical integrity and ecological values of shorelines and associated foreshore and upland areas.
4. To balance development opportunities with the ecological conservation and restoration of the shoreline environment.
5. To maintain the public's safe use and access to these important recreation areas in a way that does not compromise the ecological integrity of the shoreline.

## APPLICABILITY

A development permit is required for the following activities wherever they occur within this development permit area, unless specifically exempted:

1. removal, alteration, disruption or destruction of vegetation, including trees, plants and shrubs;
2. disturbance of soils, including grubbing, scraping and the removal of top soils;
3. construction or erection of buildings and structures;
4. creation of non-structural impervious or semi-pervious surfaces; and
5. subdivision of land as defined in the *Land Title Act* or *Strata Property Act*.

## EXEMPTIONS

The following activities are exempt from any requirement for a development permit:

5. Exemptions listed in Section 8.3 Development Permit Areas – General Exemptions.
6. The placement of impermanent structures such as benches, tables and garden ornaments.
7. Repair, maintenance, or alteration of existing legal buildings, structures or utilities except for shoreline protection structures, provided the footprint of the building is not expanded (a building permit may still be required). For clarity, repair, maintenance, alteration or reconstruction of shoreline protection works such as rip rap and stacked rocks, requires a development permit whether or not they meet the definition of “structure” in other bylaws of the Regional District.
8. Minor additions to existing buildings or structures to a maximum of 25% of the ground floor area, provided that the addition is located on the side or part of the building or structure most distant from the foreshore.
9. A second storey addition, excluding cantilevered construction, to a legally sited structure, provided the second storey addition is within the existing footprint of the existing structure.
10. Repair and maintenance of existing roads, driveways, paths and trails, provided there is no expansion of the width or length of the road, driveway, path or trail, and no creation of additional impervious surfacing, including paving, asphaltting or similar surfacing.
11. Construction of a fence so long as no native trees with a diameter at breast height of 20 cm or greater are removed and the disturbance of native vegetation is restricted to 0.5 metres on either side of the fence.
12. Gardening and yard maintenance activities within an existing landscaped area, such as lawn mowing, tree and shrub pruning, vegetation planting and minor soil disturbance that do not alter the general contours of the land.
13. The construction of a small accessory building or structure such as a pump house, gazebo, garden shed or play house if all the following apply;
  - f) The building is located within an existing landscaped area;
  - g) No native trees with a diameter at breast height of 20 cm or greater are removed;
  - h) There is no permanent foundation
  - i) The building is located a minimum of 10 metres from the natural boundary of sea or, where the bank has a slope greater than 3:1, 10 metres from the top of the bank; and
  - j) The total area of the small accessory building is less than 10 square metres.

14. The installation of mooring buoys.
15. Aquaculture operations.

## GUIDELINES

### *General Guidelines*

1. Development within the development permit area should be limited and not negatively impact the ecological health of the immediate area, disrupt coastal sediment transport processes, or impede public access along the shore.
2. An assessment must be prepared by a Registered Professional Biologist with the objectives of identifying sensitive biophysical features on or near the property and providing recommendations and conditions for development to avoid or mitigate impacts to these features. The assessment should list which of the guidelines in this development permit area are applicable and how the proposed development is consistent with them and should indicate on a site plan, areas for yard and driveway and areas to remain free from development.
3. Existing native vegetation should be retained wherever possible to minimize disruption to habitat and to protect against erosion:
  - a. Dune grass is particularly sensitive to foot traffic and often keeping foot traffic away through fencing or signage can result in regeneration in short time periods. Replanting of dune grass and associated plants where it has been previously disturbed may be a condition of a development permit.
  - b. Coniferous trees provide important perches for eagles, and older trees may be used by eagles for nests. It is important that some trees are retained or replanted within and close to the development permit area when properties are developed, even if the trees are young.
  - c. Trees and shrubs to be retained should be clearly marked prior to development, and temporary fencing installed at the drip line to protect them during clearing, grading, storage of fill or building materials, and other development activities.
  - d. Temporary fencing at a prescribed distance from the natural boundary or top of bank should be required to protect the shoreline vegetation.
4. New or additions to upland buildings and structures should be located and designed to avoid the need for shore protection works throughout the life of the building or structure. Only if all options to locate and design without the need for shore protection measures are exhausted should such works be considered.
5. Shore protection measures shall not be allowed for the sole purpose of reducing the setback pursuant to the Floodplain Bylaw.
6. Where shoreline protection works are proposed they shall be designed by a Professional Engineer and:
  - a. be limited to that necessary to prevent damage to existing structures or established uses on adjacent upland;
  - b. be the 'softest' possible shore protection measure that will still provide satisfactory protection;

- c. not be expected to cause erosion or other physical damage to adjacent or down-current properties;
  - d. address compatibility with any adjacent shore protection works; and
  - e. in compliance with the Regional District's Marine Retaining Wall Policy B1-09, as amended or replaced from time to time.
7. Where protection from erosion is proposed as either new works or replacement, every effort will be made to design shoreline protection in accordance with the *Green Shores* programs of the Stewardship Centre of BC. These programs provide resources for, and examples of, shoreline erosion protection involving creation or maintenance of low-angle slopes allowing for dissipation of wave energy, retaining native plants and habitat, and providing a natural appearance. Some *Green Shores* approaches rely on use of the beach below the natural boundary, which requires permission from the Province.
8. Where erosion protection works are proposed below the natural boundary, they should not obstruct public access along the foreshore or beach.
9. Heavy equipment shall not be permitted on the beach unless existing conditions do not permit upland access and, if required, mitigation methods acceptable to the RDN shall be identified as part of the application. Procedures shall be in compliance with the Regional District's Marine Retaining Wall Policy B1-09, as amended or replaced from time to time. For commercial and multi-family developments, the *Green Shores for Coastal Developments* program of the Stewardship Centre of BC should be reviewed and referenced and every effort made to design the development in accordance with its recommendations and best practices.
10. Entirely 'hard' structural shore protection measures such as concrete walls, lock block, or stacked rock (rip rap), may be considered as a last resort only when a geotechnical and biophysical analysis demonstrates that:
  - a. the erosion is not being caused by upland conditions, such as the loss of vegetation and drainage associated with upland development;
  - b. All possible on-site drainage solutions away from the shoreline edge have been exhausted;
  - c. Green Shores non-structural or structural measures are not feasible or not sufficient to address the stabilization issues;
  - d. The shore protection measure is designed so that neighbouring properties are not expected to experience additional erosion; and
  - e. All shore protection structures are installed upland of the present natural boundary of the sea.
11. Where the installation of a hydrothermal and geoexchange unit is proposed, the Regional District will require the applicant to provide a report by a Registered Professional Biologist with experience in marine ecology, to assess the potential impact of the proposed installation on the marine environment, public users of the foreshore, the anchoring of vessels, and First Nation shellfish harvesting, and provide recommendations to restore or enhance those areas impacted by the proposed development.
12. Where the applicant's biologist or other qualified professional recommends revegetation and/or enhancement works within the development permit area, the Regional District may require the



applicant to submit a landscaping and security deposit equal to the total estimated costs of all materials and labour as determined by a Landscape Architect or other qualified professional.

13. The applicant's biologist or engineer may be required to provide confirmation to the Regional District that the property has been developed in accordance with their recommendations.

#### *Guidelines Applicable to Subdivisions and New Development*

14. Subdivisions shall be designed so that the new lots will not require shore protection measures in order for useable, safe building sites to be created when considering sea level rise, over a 100 year time horizon.
15. New development on steep slopes or bluffs shall be set back sufficiently from the top of the bluff to ensure that shore protection measures will not be necessary during the life of the structure, as demonstrated by a geotechnical analysis.
16. New driveways, parking lots, and wastewater disposal systems should not be located in the development permit area. If such a location cannot be avoided, the encroachment into the development permit area must be minimized, and the design and construction of the road, parking lot or wastewater disposal system be supervised by a qualified professional to ensure that the objectives and guidelines of the development permit area are met. These works may be required to be completed prior to final approval of the subdivision.

#### *Guidelines Applicable to Vegetation Management, Restoration and Enhancement*

17. If the area has been previously cleared of native vegetation or is cleared during the process of development, replanting should be required in accordance with these guidelines and according to the recommendations of a Registered Professional Biologist. Where it is not practical to replace all vegetation that is or has been removed, replanting should be focused on the areas of highest ecological value such as foreshore dune grass ecosystems, trees suitable for eagle perching, or other areas identified in the biophysical assessment. Areas of undisturbed bedrock exposed to the surface of natural sparsely vegetated areas should not require planting.
18. Vegetation species used in replanting, restoration or enhancement should be salt and wind tolerant, and selected to suit the soil, light and groundwater conditions of the site, should be native to the area, and be selected for erosion control and/or wildlife habitat values as needed. A minor amount of suitably adapted, non-invasive, non-native vegetation may also be considered acceptable subject to supportive recommendations in a biophysical report.
19. All replanting should be maintained by the property owner for a minimum of 2 years from the date of completion of the planting. This may require removal of invasive, non-native weeds (e.g., Himalayan blackberry, Scotch broom, English ivy) and irrigation. Unhealthy, dying or dead stock should be replaced at the owner's expense within that time in the next regular planting season.

#### *Guidelines Applicable to Beach Nourishment and Upland Fill*

20. Fill on land above of the natural boundary greater than 10 cubic metres in volume should be considered only when necessary to assist in the enhancement of the natural shoreline's stability and ecological function. Such fills should be located, designed, and constructed to protect shoreline ecological functions and ecosystem-wide processes, including channel migration, and the Regional District may require a sediment and erosion plan.
21. Fill below (seaward of) the natural boundary should be considered only when necessary to assist in the enhancement of the natural shoreline's stability and ecological function, typically as part of a beach nourishment design. This would also require permission from the Province.

*Guidelines Applicable to Commercial and Industrial Development*

22. New boating facilities that provide moorage shall not be constructed unless access is available to adequate and convenient facilities for pump-out of holding tanks.
23. New boat maintenance and repair facilities shall be designed, located and operated in a way that ensures there will be no discharge of toxic materials from boats (fuels, oils, maintenance by-products, etc.)
24. In order to minimize the impact on aquatic life, lighting of commercial and industrial developments built over the water surface should be kept to the minimum necessary for safety and visibility. Light fixtures on such sites should focus light on the area to be illuminated and avoid spillage of light into other areas. Fixtures should not result in glare when viewed from areas that overlook the sea. Low-glare fixtures with a high-cutoff angle should be used. Full-spectrum fixtures are preferred. Neon lighting should not be used outside buildings.
25. Signs on commercial and industrial developments built over the water surface should not move or be audible and should not incorporate lighting that moves or flashes or gives the impression of doing so.

*Guidelines Applicable to Boat Launch Facilities or Ramps*

26. Boat launch ramps are the least desirable of all water access structures and may only be located on stable, non-erosional banks where a minimum amount of substrate disturbance or stabilization is necessary. Ramps should be kept flush with the slope of the foreshore to minimize interruption of natural geo-hydraulic processes. The ramp width should be minimized, and paved strips versus a full concrete pad is preferable. Development Permit applications must demonstrate all applicable provincial and federal guidelines have been followed and approvals are in place.

## DPA 5 – Coastal Steep Slope Hazard

### DESIGNATION

The Coastal Steep Slope Hazard Development Permit Area is shown on Map No. 8 and applies to those lands within the development permit area with a slope angle of 30 percent or greater for a minimum horizontal distance of 10 metres along the marine coast.

### AUTHORITY

The Coastal Steep Slope Development Permit Area is designated a development permit area for the protection of development from hazardous conditions, pursuant to Section 488(1) (b) of the *Local Government Act*.

### JUSTIFICATION

Steep slopes are generally found along the marine and riverine coast as well as the Horne Lake Road and the Mount Mark slide area. The threat of landslides is particularly concerning in areas where homes have been constructed near the edges or below unstable slopes.

The development permit area boundaries were derived from 2 metre contour and digital elevation mapping obtained by the Province of BC in 2017. The Regional District isolated areas where this mapping shows a slope of 30% or greater along the marine coast, to improve the boundaries of the the previous Hazard Lands Development Permit Area. The “Mount Mark Slide” area and other, isolated areas of 30% slope are shown on Map No. 8 for reference but do not form part of this development permit area. Riverine slope hazard is addressed in Development Permit Area 1 and the Horne Lake area slope hazard has been addressed through the subdivision of the Horne Lake Strata in the early 2000’s.

### OBJECTIVES

1. To minimize the risk to people and property from slope hazard;
2. To develop safely and minimize the impacts on or near steeply sloped lands, including the potential run out area below steep slopes;
3. To reduce slope hazards and landslide risk to people and property by carefully managing development and construction practices on or near steeply sloped lands;
4. To avoid alteration of steeply sloped lands that may cause increased instability of the land or adjacent areas;
5. To encourage ongoing maintenance and monitoring of steep slopes.

### APPLICABILITY

A development permit is required for the following activities wherever they occur within a development permit area, unless specifically exempted:

1. alteration of land, placement of fill, disturbance of soils, including grubbing, scraping and the removal of top soils;
2. construction or erection of buildings and structures;
3. creation of non-structural impervious or semi-pervious surfaces;
4. subdivision of land as defined in the *Land Title Act* or *Strata Property Act*.

## EXEMPTIONS

The following activities are exempt from any requirement for a development permit:

1. Exemptions listed in Section 8.3 Development Permit Areas – General Exemptions.
2. Where a building permit is required for the proposed development, the Regional District building inspector has either required an assessment report by a Professional Engineer with experience in geotechnical engineering or determined that one is not required, and no other land alterations, buildings or structures, is proposed.
3. Subdivision where land alteration such as installation of driveways or services, is not required as part of the subdivision.
4. Subdivision where no new parcel lines or amendments to existing parcel lines are proposed within the development permit area.
5. Where there is no steep slope hazard, confirmation of which may require a letter from a Professional Engineer with experience in geotechnical engineering.

## GUIDELINES

1. An assessment report prepared by a Professional Engineer with experience in geotechnical engineering shall be required to assist in determining what conditions or requirements shall be included in the development permit so that proposed development is protected from the hazard and no increase in hazard is posed to existing development.
2. No unnecessary disturbance of the steep slope shall be permitted. Site development shall preserve natural vegetation on steep slopes and retain the natural terrain, topography of the site, and minimize cutting into the slopes.
3. Prior to construction commencing, the installation of temporary fencing or flagged stakes marking any areas to be avoided due to hazardous conditions, is required.
4. The geotechnical report will form part of the Development Permit terms and conditions, and may include registration of a Section 219 Covenant, prepared at the applicant's expense and to the satisfaction of the Regional District.

## DPA 6 – Farmland Protection

### DESIGNATION

The Farmland Protection Development Permit Area is shown on Map No. 7 and applies to all properties adjacent to lands designated within the Provincial Agricultural Land Reserve (ALR).

### AUTHORITY

The Farmland Protection Development Permit Area is designated a development permit area for the protection of farming, pursuant to Section 488(1)(c) of the *Local Government Act*.

### JUSTIFICATION

This development permit area concerns lands adjoining or adjacent to land within the ALR. The Regional District acknowledges that development of land adjoining or in close proximity to farmlands may compromise the agricultural use of ALR lands. As such, these lands require special treatment in order to protect the long-term agricultural potential of these areas.

### OBJECTIVES

1. To pursue the Community Value in this Official Community Plan of “protection of resource lands for sustainable resource use”.
2. To protect the agricultural land resource of the Plan Area for present and future production of food and other agricultural products.

### APPLICABILITY

A development permit is required for the following activities wherever they occur within the Development Permit Area, unless specifically exempted:

1. Subdivision of land as defined in the *Land Title Act* or bare land strata under the *Strata Property Act*.

### EXEMPTIONS

The following activities are exempt from any requirement for a development permit:

1. Exemptions listed in Section 8.3 Development Permit Areas – General Exemptions.
2. Lands within the ALR
3. Lot line adjustment or where subdivision does not result in an increase in the number of potential dwelling units.
4. Subdivision of land for public utility, nature reserve, or park use.

### GUIDELINES

1. Subdivision design must minimize the impacts that may occur between farm and non-farm uses on adjacent ALR lands including but not limited to the following:
  - a. Site design to allow the clustering of lots, buildings or structures away from ALR lands.
  - b. Avoid road endings or stubs which point directly into the ALR, and half roads along the ALR boundary, except where required for access by farm vehicles.

- c. Where a parkland dedication is required, the dedication should be located next to the ALR boundary and include the required vegetated buffer outlined in Development Permit Area Guideline No.3 below.
2. For land to be subdivided that is adjacent to or adjoining an ALR boundary, a 15 metre wide vegetated buffer should be retained, or established and maintained. All buffer areas shall generally be designed and landscaped using materials set out in *Guide to Edge Planning: Appendix B*, published by the BC Ministry of Agriculture, or any subsequent editions.
3. Within the vegetated buffer area mature trees shall be preserved and where possible integrated with the new landscaping. The planting of trees is strongly encouraged.
4. Plant layout, spacing and support shall generally be in accordance with *Guide to Edge Planning: Appendix B*, published by the BC Ministry of Agriculture, or any subsequent editions. The planting material should include non-invasive, low maintenance, native vegetation which can thrive with little or no fertilizer.
5. No new buildings and structures, except for fencing, shall be situated within the 15 metre vegetated buffer area.
6. A Section 219 covenant as per the *Land Title Act* for the vegetation buffer area may be required which restricts the removal of vegetation and the construction of any buildings or structures other than fencing within the buffer area.
7. Where the introduction of vegetation is required within the Development Permit Area, the Regional District may require the applicant to submit a landscaping and security deposit equal to the total estimated costs of all materials and labour as determined by a landscape architect or other qualified person to the satisfaction of the Regional District.

## DPA 7 – Rural Commercial

### DESIGNATION

The Rural Commercial Development Permit Area is shown on Map No. 7, and applies to those lands designated Resort Commercial and Tourist Commercial, which are outside of Village Centres, and also applies to lands rezoned for Tourist Commercial and Service Commercial uses in the Rural designation.

### AUTHORITY

The Rural Commercial Development Permit Area is designated a development permit area to establish objectives for the form and character of commercial and industrial development, for protection of the natural environment, its ecosystems and biodiversity, for establishment of objectives to promote energy conservation, water conservation and reduction of greenhouse gas emissions pursuant to Section 488(1)(a)(f)(h)(i) and (j) of the *Local Government Act*.

### JUSTIFICATION

Outside of the Village Centres, commercial uses generally cater to the traveling public and are generally located within a short distance of the Highway No. 19A corridor. The variety and intensity of uses associated with tourism-related commercial uses and service commercial uses may compromise the aesthetic appeal of the rural landscape, cause conflict with adjacent residential uses and impact environmental values.

### OBJECTIVES

1. To ensure that new or additional commercial and service commercial uses outside of Rural Village Centers are developed in a manner that is consistent with and enhances the rural character of the area and minimizes negative impacts on the natural environment and nearby residential uses.

### APPLICABILITY

A development permit is required for the following activities wherever they occur within the development permit area, unless specifically exempted:

1. Construction, erection, renovation or addition of buildings or structures on the land, including signage over 1.0 meter in height.
2. Alteration of land, removal of vegetation, disturbance of soils, including grubbing, scraping and removal of top soil.

### EXEMPTIONS

The following activities are exempt from any requirement for a development permit:

1. Exemptions listed in Section 8.3 Development Permit Areas – General Exemptions.
2. Construction, renovation, or addition to single dwelling unit, duplex dwelling unit, or accessory residential buildings.
3. Alterations or additions to a building which does not require a building permit. This exemption excludes new signage.
4. Construction of a building or structure with a total floor area of 10 square meters or less which is not visible from a public roadway.

5. Addition to an existing building or structure that is screened from view from a public roadway or other public space by the existing building or structure.
6. Subdivision of land as defined in the *Land Title Act* or *Strata Property Act*.
7. Maintenance of existing landscaping, existing roads, parking areas, paths and trails.
8. Construction of unpaved driveways and walkways not exceeding 4 meters in width.

## GUIDELINES

1. The character of the development will generally:
  - a. be designed to utilize the existing topography and vegetation in a manner that is visually unobtrusive and blends into the surrounding landscape,
  - b. be designed to mimic the natural water balance by maximizing infiltration of uncontaminated rainwater,
  - c. integrated with and enhance the character of existing development to avoid mass and character that would be overwhelming to adjacent non-commercial properties, and
  - d. include gathering places such as seating areas, patios, garden entry areas that are visible and accessible and encourage pedestrian uses, where possible.
2. Incorporating natural materials to create a “west coast” style into the design is encouraged.
3. Where buildings present an aspect to the highway or to highly visible areas, continuous blank wall surfaces (longer than 5 meters) shall be avoided. Consider using building articulation, visually-interesting rooflines (e.g., variations in cornice lines and roof slopes); architectural elements (e.g., balconies, bay windows, cupolas, dormers), and other detailing that creates rhythm along the lines of the building.
4. Safe pedestrian and cycling routes that connect the property with the waterfront, open spaces and active transportation networks shall be identified and where applicable, constructed in accordance with the Regional District’s *Community Parks and Trails Strategy*, *Regional Parks and Trails Plan*, or *Active Transportation Plan*, and any subsequent editions.
5. Walls, fences, shrubs, grade changes or other site features should not obscure the vision of vehicle drivers with respect to pedestrians or bicycle routes.
6. Off-street parking and off-street loading areas shall be located to the rear of buildings wherever possible, shall be complimentary to the development, and shall be screened with landscaping. Small clustered parking areas are preferable to large paved areas.
7. Off-street parking and off-street loading areas, located adjacent to residential or rural land uses, shall be adequately screened from the residential uses.
8. All outdoor refuse and storage areas shall be screened with a combination of landscape plants and fencing, and wherever possible, located to the rear of the buildings or in unobtrusive locations. For waterfront properties, consideration should also be given to screening these areas from the beach front.
9. For land to be developed where it abuts a residential zoned property(s), a landscaped buffer shall be retained or planted to provide a visual screen.



10. Porous and permeable surfaces should be used where practical and techniques such as rain gardens and vegetative swales to assist in the treatment of rainwater runoff from a site are encouraged in accordance with *Develop with Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia*, published by the B.C. Ministry of Environment, or any subsequent editions. The Regional District may require a rainwater management plan prepared by a professional engineer or other qualified professional.
11. Mature trees shall be preserved and, where possible, integrated with new landscaping. The planting of trees is strongly encouraged.
12. Proposed new plantings should consist of indigenous vegetation or other non-invasive vegetation suitable for local environmental conditions.
13. Where the introduction of vegetation is required within the development permit area, the Regional District may require the applicant to submit a landscape plan and security deposit equal to the total estimated costs of all materials and labour as determined by a landscape architect or other qualified professional to the satisfaction of the Regional District.
14. Exterior lighting shall be low intensity, pedestrian-orientated with an emphasis on public safety and the prevention of glare onto adjacent properties, roads or sky. The use of solar power lightening is encouraged.
15. All new or replacement exterior lighting in commercial areas shall use Full-Cut Off/Flat Lens (FCO/FL) lighting fixtures on exterior to light roads, parking, loading and pedestrian areas.
16. Signage should be visually unobtrusive and grouped whenever possible. Particular emphasis should be given to signage that is complementary to the scenic qualities of the area and requires a minimal amount of lighting to be effective. Animated, flashing, oscillating or moving signs and roof top signs shall be avoided to retain a rural appearance and not be distracting to drivers.

## DPA 8 – Qualicum Bay and Dunsmuir Village Centres

### DESIGNATION

The Qualicum Bay and Dunsmuir Village Centres Development Permit Area is shown on Map No. 7, and applies to Qualicum Bay and Dunsmuir Village Centres.

### AUTHORITY

The Qualicum Bay and Dunsmuir Village Centers Development Permit Area is designated a development permit area for revitalization of an area in which a commercial use is permitted, to establish objectives for the form or character of intensive residential development and commercial, industrial or multi-family development, for protection of the natural environment, its ecosystems and biodiversity, for establishment of objectives to promote energy conservation, water conservation and reduction of greenhouse gas emissions pursuant to Section 488(1)(a)(d)(e)(f)(h)(i) and (j) of the *Local Government Act*.

### JUSTIFICATION

The Regional Growth Strategy recognizes three areas as the Village Centres for Electoral Area ‘H’. (The Bowser Village Centre is subject of its own Plan and DPA, so is not included here.) Village Centres are included within a development permit area due to the existing commercial activities and in recognition of the opportunity to integrate multi-family residential and tourist oriented commercial, institutional, service commercial development or mixed-use development into one or more of these locations.

In establishing these centres, it is important to ensure compatibility of development with adjacent land uses, to recognize the importance of visual appearance and design of development, and to ensure that future development within the villages has a positive impact on the long-term needs of the community. The Village DPA guidelines focus on village commercial, institutional, and residential themes while maintaining the rural and residential characteristics of the surrounding communities.

The **Qualicum Bay Village Centre** with its central location serves as the main commercial area for Qualicum Bay. The focus for this village centre is on tourist and resort commercial services.

The **Dunsmuir Village Centre** with its location along Horne Lake Road serves as a “gateway” to the coastal resorts, scenic and recreational opportunities within the Plan Area. The vision for this village centre is the development of a comprehensive mixed-use community.

### OBJECTIVES

1. To pursue the Community Values in this Official Community Plan to “support for a diversified economy, focusing on small scale commercial, human service sectors, and tourism within the Rural Village Centres.
2. To provide a safe and cohesive village area that enhances the relationship between the built and natural environment through building design and landscaping.

### APPLICABILITY

A development permit is required for the following activities wherever they occur within the development permit area, unless specifically exempted:

1. Construction, erection, renovation or addition of buildings or structures on the land, including signage over 1.0 meters in height.
2. Alteration of land, removal of vegetation, disturbance of soils, including grubbing, scraping and removal of top soil.

## EXEMPTIONS

The following activities are exempt from any requirement for a development permit:

1. Exemptions listed in Section 8.3 Development Permit Areas – General Exemptions.
2. Construction, renovation, or addition to single dwelling unit, duplex dwelling unit, or accessory residential buildings.
3. Alterations or additions to a building which does not require a building permit. This exemption excludes new signage.
4. Addition to an existing building or structure that is not visible from a public roadway or other public spaces.
5. Subdivision of land except for intensive residential which for the purpose of this exemption, means any residential development with an average minimum parcel size less than 2000 m<sup>2</sup> or density greater than 5 dwellings per ha whether fee simple or strata.
6. Maintenance of existing landscaping, existing roads, parking areas, paths and trails.
7. Construction of unpaved driveways and walkways not exceeding 4 meters in width.

## GUIDELINES

1. For Qualicum Bay Village Centre, tourist and business frontage for the Village shall be encouraged to be oriented toward the central portion of District Lot 20, Newcastle District and shall provide linkage and integration with the existing commercial lands along the Island Highway No. 19A and institutional uses including the Lighthouse Community Hall, seniors housing and park land.
2. For Dunsmuir Village Centre, the tourist and business frontage for the Village shall be encouraged to be oriented toward Horne Lake Road and existing commercial areas along the Island Highway No. 19A. New development shall provide pedestrian and vehicle linkages with the existing residential areas and currently vacant lands adjacent to Horne Lake Road.
3. The character of commercial development will generally:
  - a. be integrated with and enhance the character of the existing development,
  - b. be designed with a mix of commercial building styles, and constructed as small scale, low-rise structures that are clustered together,
  - c. be oriented toward adjacent streets where possible, and
  - d. be designed to have separate buildings or buildings that appear as small, individual buildings rather than a single large building.
5. The character of multi-family development will generally:
  - a. be in keeping with the village character and surrounding residential or rural areas,
  - b. provide a range of housing types,
  - c. be clustered in small groups,
  - d. provide pedestrian linkages to areas beyond the development,
  - e. be ground oriented wherever possible; and
  - f. incorporate landscaping to separate residential clusters.

6. Incorporating natural materials to create a “west coast” style into the design is encouraged.
7. Safe pedestrian and cycling routes that connect the property with the waterfront, open spaces and active transportation networks shall be identified and where applicable, constructed in accordance with the Regional District’s Community Parks and Trails Strategy, Regional Parks and Trails Plan, or Active Transportation Plan, and any subsequent editions.
8. Walls, fences, shrubs, grade changes or other site features should not obscure the vision of vehicle drivers with respect to pedestrians or bicycle routes.
9. Development shall not be separated or ‘gated’ with walled or fenced enclaves.
10. Off-street parking and off-street loading areas shall be located to the rear of buildings wherever possible, shall be complimentary to the development, and shall be screened with landscaping. Small clustered parking areas are preferable to large paved areas.
11. Off-street parking and off-street loading areas, located adjacent to residential or rural land uses, shall be adequately screened from the residential uses.
12. All outdoor refuse and storage areas shall be screened with a combination of landscape plants and fencing, and wherever possible, located to the rear of the buildings or in unobtrusive locations. For waterfront properties, consideration should also be given to screening these areas from the beach front.
13. Sites and buildings must be designed to use best practices for integrated rainwater management and water conservation techniques, including appropriate source controls such as porous and permeable surfaces, bioswales, absorbent landscaping, infiltration facilities, re-use systems and other techniques. Water quality should be maintained by ensuring that no deleterious substances enter ground or surface water. Rainwater should be managed onsite wherever possible, and management approaches should be aligned with *Develop with Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia*, published by the B.C. Ministry of Environment, or any subsequent editions. The Regional District may require a rainwater management plan prepared by a professional engineer or other qualified professional.
14. Applicants are encouraged to refer to the most recent edition of the British Columbia Landscape Standards published by the BC Society of Landscape Architects when creating their plan. Landscaping should be used in site design to achieve the following list of objectives:
  - a) retain existing healthy, mature trees to provide shading and enhance the streetscape;
  - b) new plantings should consist of indigenous vegetation or other non-invasive vegetation suitable for local environmental conditions;
  - c) utilize a variety of native plants that are drought tolerant suitable to local growing conditions;
  - d) enhance the pedestrian experience (e.g., aesthetics, weather conditions, safe movement throughout site and visual separation from and between uses) and compliment the development and surrounding area;
  - e) add texture and three dimensional components to the site (e.g., ground level planting, raised beds, shrubs, tree canopy) and avoid creating areas that are predominately bark mulch, gravel or other similar materials;
  - f) minimize water consumption through conservation techniques such as micro-irrigation and xeriscaping;

- g) respect required sightlines from roadways and enhance public views;
  - h) help screen parking areas, electrical and mechanical features, and refuse and recycling facilities; and
  - i) contribute to a sense of personal safety and security.
15. Where the introduction of vegetation is required within the development permit area, the Regional District may require the applicant to submit a landscape plan and security deposit equal to the total estimated costs of all materials and labour as determined by a landscape architect or other qualified person to the satisfaction of the Regional District.
16. Exterior lighting shall be low intensity, pedestrian-oriented with an emphasis on public safety and the prevention of glare onto adjacent properties, roads or sky. The use of solar power lighting is encouraged.
17. All new or replacement exterior lighting in commercial areas shall use Full-Cut Off/Flat Lens (FCO/FL) lighting fixtures on exterior to light roads, parking, loading and pedestrian areas.
18. Signs should be visually unobtrusive, grouped wherever possible and primarily pedestrian-oriented, designed at a pedestrian scale. Handcrafted signs of a professional quality, designed to be effective with minimal lighting and integrated into the overall design of the building and landscape are preferred.
19. For land to be developed where a commercial property abuts residential zoned property(s), a landscaped buffer area should be provided between the commercial property and the residential property(s) to provide a visual screen.
20. For land to be developed that is adjacent to or adjoining an Agricultural Land Reserve boundary a buffer area containing vegetation or fencing or a combination of both shall be retained, or established and maintained. All buffer areas shall generally be designed and landscaped using materials set out in Guide to Edge Planning: Appendix B, published by the BC Ministry of Agriculture, or any subsequent editions.

## DPA 9 – Deep Bay Southwest

### DESIGNATION

The Deep Bay Southwest Development Permit Area is shown on Map No. 7, and applies to the Deep Bay Southwest land use designation.

### AUTHORITY

The Deep Bay Southwest Development Permit Area is designated a development permit area to establish objectives for the form or character of intensive residential development and commercial, industrial or multi-family development; for protection of the natural environment, its ecosystems and biodiversity; and for establishment of objectives to promote energy conservation, water conservation and reduction of greenhouse gas emissions pursuant to Section 488(1)(a)(e)(f)(h)(i) and (j) of the *Local Government Act*.

### JUSTIFICATION

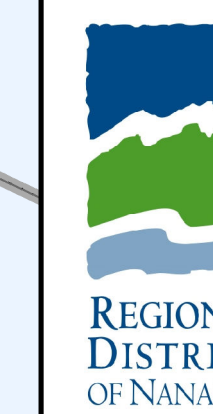
Deep Bay Southwest is envisioned as a clustered residential development with tourist commercial and service commercial uses that complement the Deep Bay Harbour, existing tourist commercial uses, residential neighbourhoods, and the Deep Bay Marine Station.

In the development of Deep Bay Southwest, it is important to ensure compatibility with adjacent land uses, to recognize the importance of visual appearance and design. Pedestrian connections, active transportation, accessible design, and housing for different ages and income levels are all important. The development should be progressive in its design and construction resulting in a high standard of water conservation, energy conservation, low greenhouse gas emissions, and conservation and restoration of sensitive ecosystems and mature trees and vegetation.

### OBJECTIVES

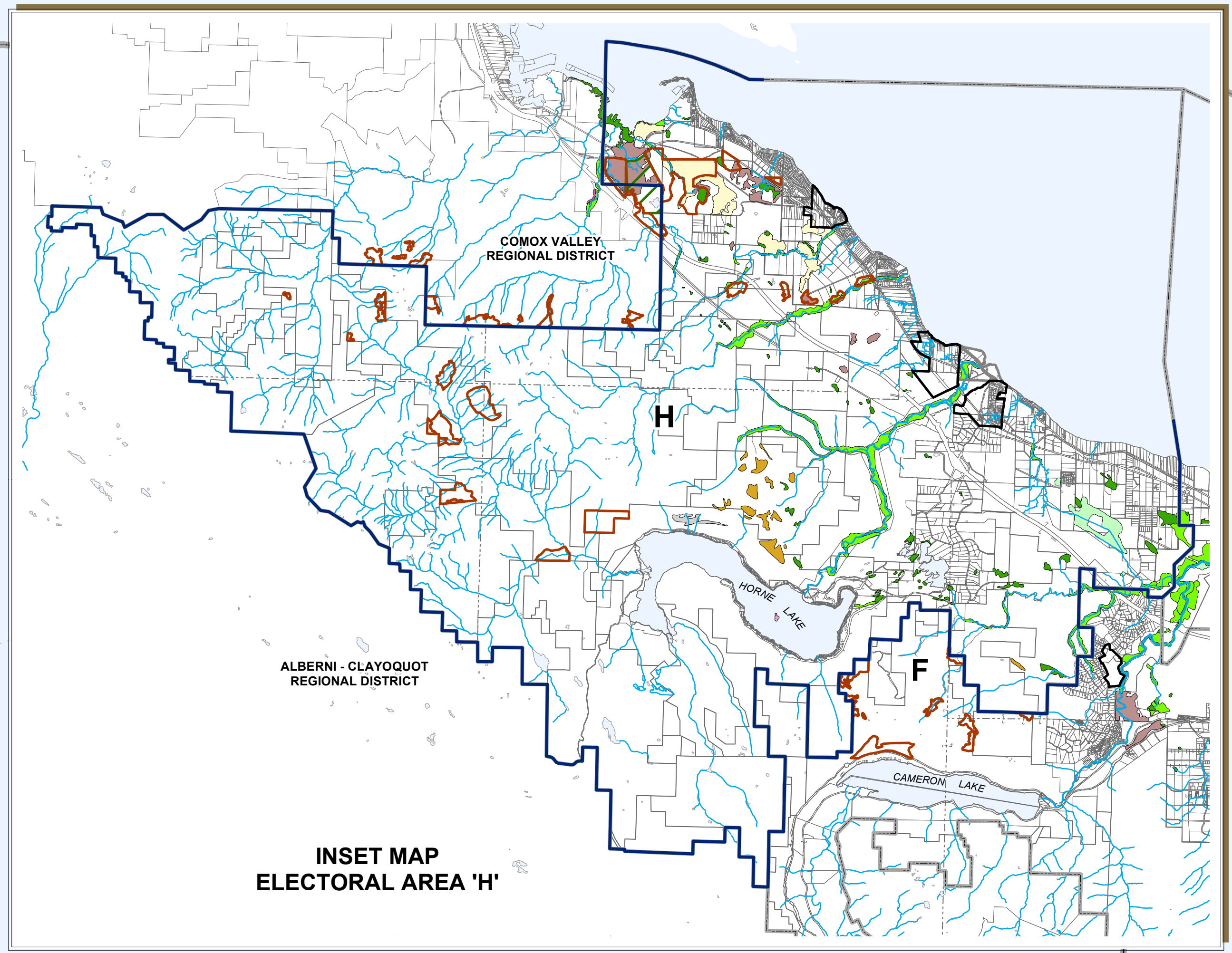
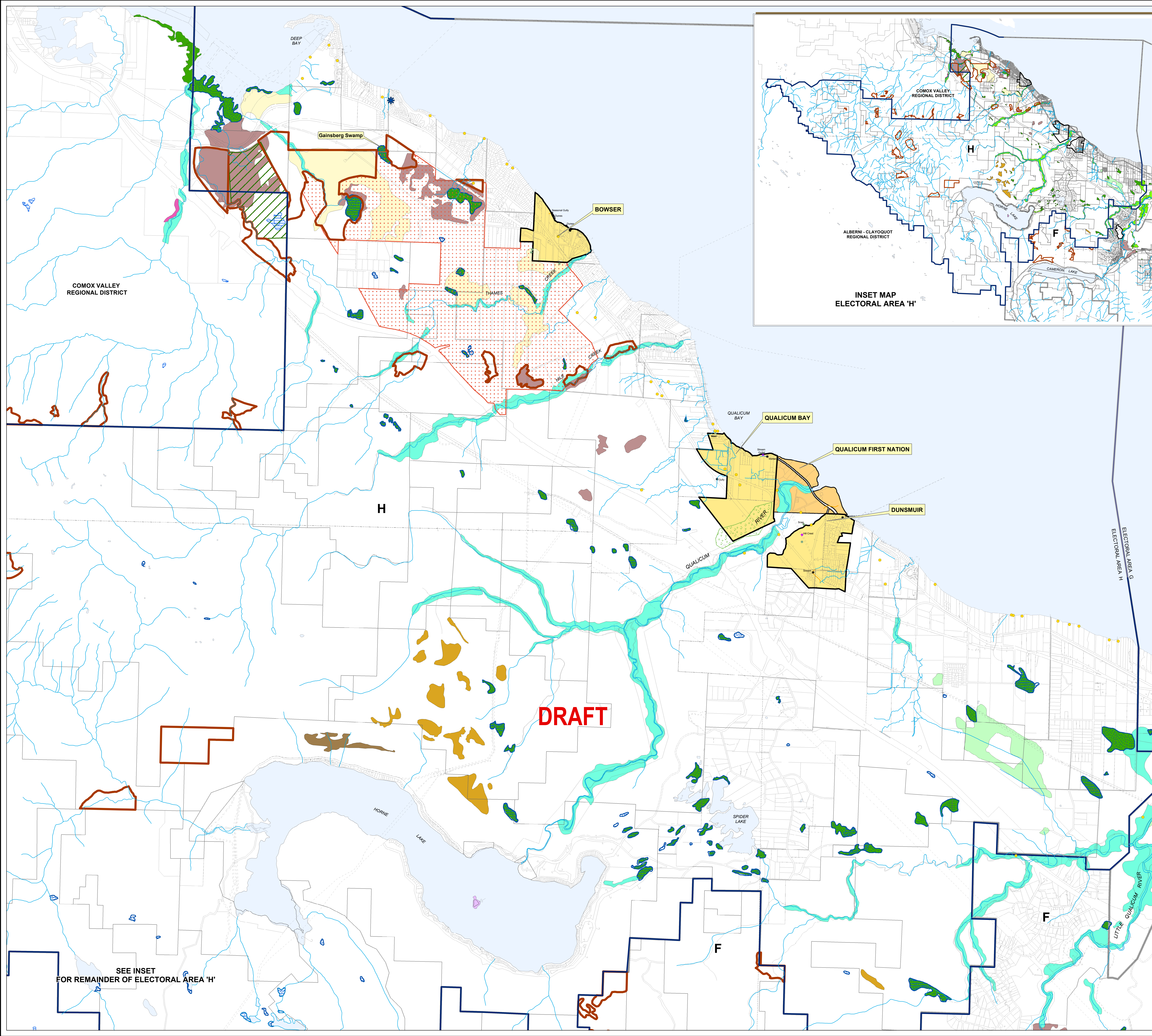
1. To create residential neighbourhoods and commercial areas that emphasize pedestrian and bicycle mobility over vehicles.
2. To achieve a form and character that includes a variety of housing types in a clustered pattern preserving greenspace, sensitive ecosystems and trails on the remainder.
3. To connect with the existing nearby residential and commercial areas in form and character and through bicycle, pedestrian and road connection(s).
4. To conserve energy and water and minimize greenhouse gas emissions.

*Note: the applicability, exemptions and guidelines for this development permit area will be adopted in the zoning bylaw through a future rezoning process for Deep Bay Southwest.*



# ELECTORAL AREA H OFFICIAL COMMUNITY PLAN **DRAFT**

## MAP NO. 2 ENVIRONMENTAL FEATURES AND PROTECTED AREAS



- Eagle Tree  
Source: Wildlife Tree Service 2016
- Great Blue Heron Colonies  
Source: Province of BC 2016
- Watercourses
- Electoral Area H Official Community Plan Area Boundary
- Wetlands, Ducks Unlimited
- Wetlands, Fresh Water Atlas
- Old Growth Management Areas
- Bowser Ecological Reserve
- Coastal Douglas Fir Land Use Order (Crown Land)
- Electoral Area Boundary
- Village Centres
- Qualicum First Nation

- ### Significant Environmental Features of Village Areas
- Miscellaneous
  - New ESA/SEI
  - Veteran Tree
  - Stream (Estimated)
  - Dunes
  - Lodgepole Pine Forest
  - Wetland

SOURCE: M.Mather & T. Giesbrecht, 2002. Biophysical analysis of village nodes in Electoral Area H.

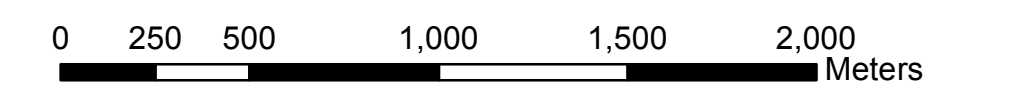
- ### Sensitive Ecosystem Inventory
- Coastal Bluff**  
Vegetated rocky islet, rocky shoreline/grassland, rocky shoreline/moss, coastal cliff.
  - Terrestrial Herbaceous**  
Natural grasslands or bryophyte-dominated vegetation, including rock outcrop/grassland and rock outcrop/moss types >20% shrub cover.
  - Older Forest**  
Forest ecosystem with dominant age class > 100 years; coniferous, mixed with broadleaf component > 15%.
  - Riparian**  
All stages of floodplain vegetation including riparian vegetation associated with gullies.
  - Sparsely Vegetated**  
Ecosystems with sparse vegetation; cliff, sand dune, spit.
  - Wetland**  
Ecosystem with wet soil and moisture-dependent plants; bog, fen, marsh, swamp, shallow water, wet meadow.
  - Woodland**  
Open woodlands (stands of Garry oak, and mixed stands of Garry oak/Arbutus, Garry oak/Douglas-fir, Arbutus/Douglas-fir).

- ### Areas With General Biodiversity Values
- Seasonally flooded agricultural field**
  - Second Growth Forest**  
Forested ecosystem with dominant age class 60 - 100 years; coniferous, mixed with broadleaf component > 15%.

Source: Sensitive Ecosystems of East Vancouver Island & Gulf Islands. Environment Canada and the BC Ministry of Environment, Lands and Parks. March, 2004

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

SEE INSET  
FOR REMAINDER OF ELECTORAL AREA 'H'



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October 3, 2017



# ELECTORAL AREA H OFFICIAL COMMUNITY PLAN **DRAFT**

## MAP NO. 2b GROUNDWATER FEATURES

- Electoral H Official Community Plan Boundary
  - Electoral Area Boundary
  - Village Centres
  - Qualicum First Nation
  - Watercourses
  - Contour Interval 20m
  - Waterbodies
  - Watershed Boundary
  - Aquifer
- Classification
- Development Subclass  
 II - Moderate Demand  
 (demand is moderate relative to productivity)  
 III - Light Demand  
 (demand is light relative to productivity)
- Vulnerability Subclass  
 (vulnerability to contamination from surface source)
- A - High  
 B - Moderate  
 C - Low

Aquifer 416 Groundwater Recharge Area  
 Source: Aquifer and Well Protection Plan for the Deep Bay Improvement District, Payne Engineering Geology, 2016

**Deep Bay Waterworks Improvement District**

Well  
 Well Protection Area  
 Source: Aquifer and Well Protection Plan for the Deep Bay Improvement District, Payne Engineering Geology, 2016

**Bowser Waterworks Improvement District**

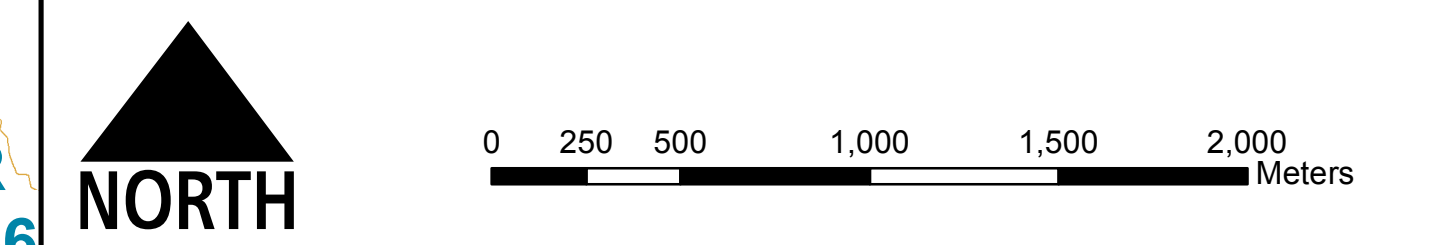
Well  
 Well Capture Zone  
 Source: Aquifer and Wellhead Protection Plan for Bowser Waterworks District, Payne Engineering Geology, 2015

**Qualicum Bay - Horne Lake Waterworks Improvement District**

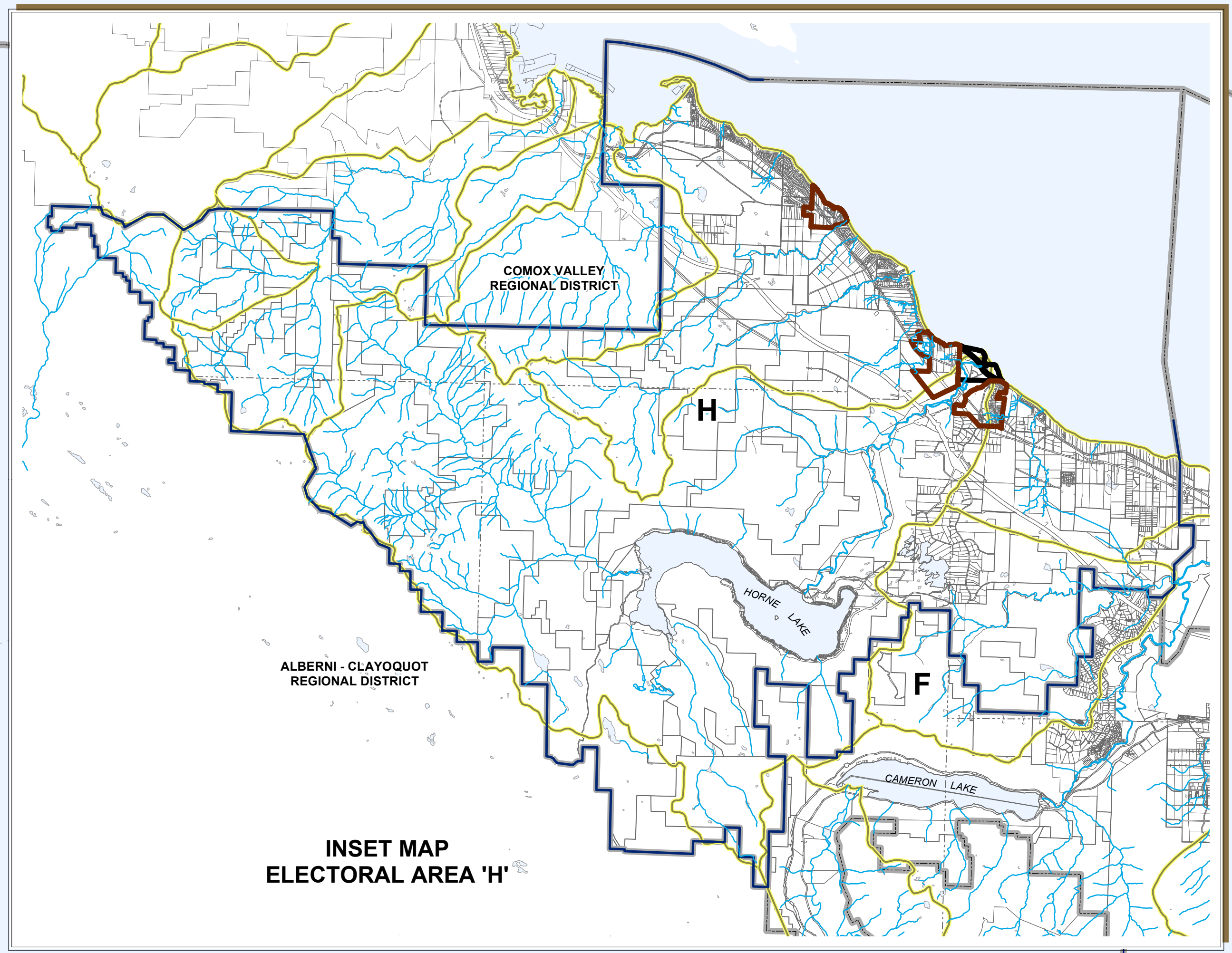
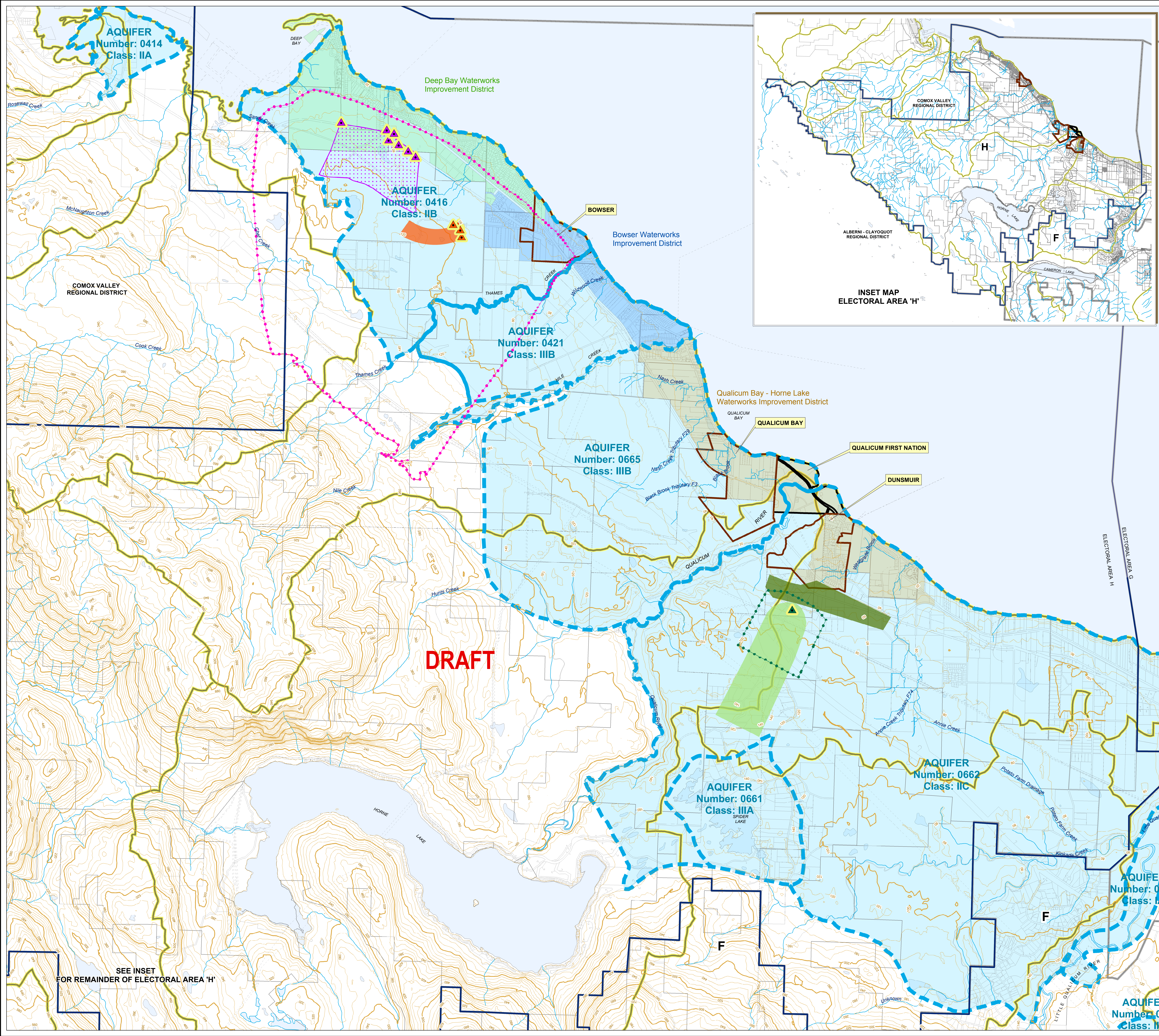
Well  
 Well Capture Zone  
 Risk of Artesian Conditions  
 Well Protection Area  
 Source: Qualicum Bay Horne Lake Well Protection Plan, Waterline Resources Inc, 2016

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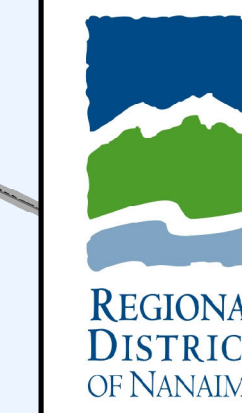
October 3, 2017



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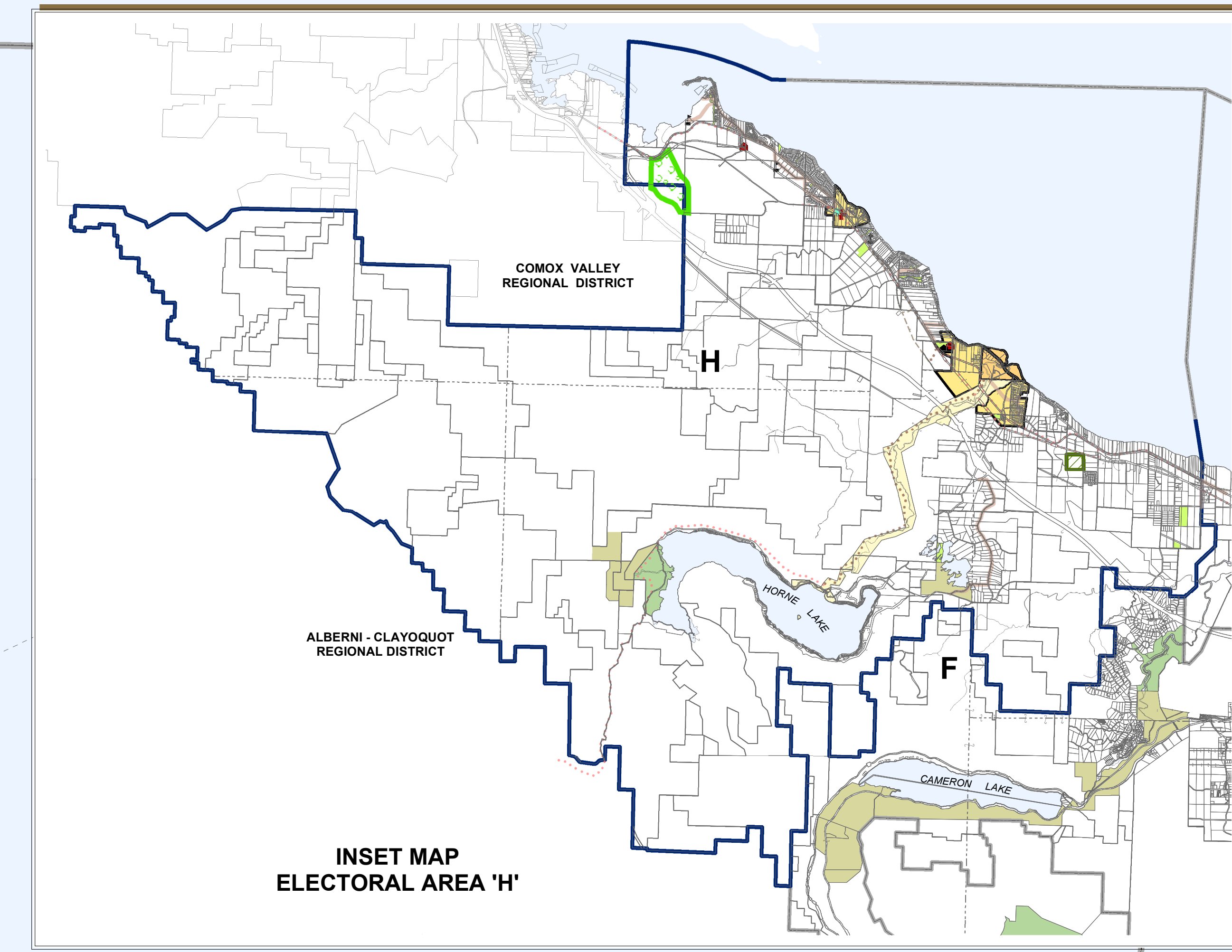
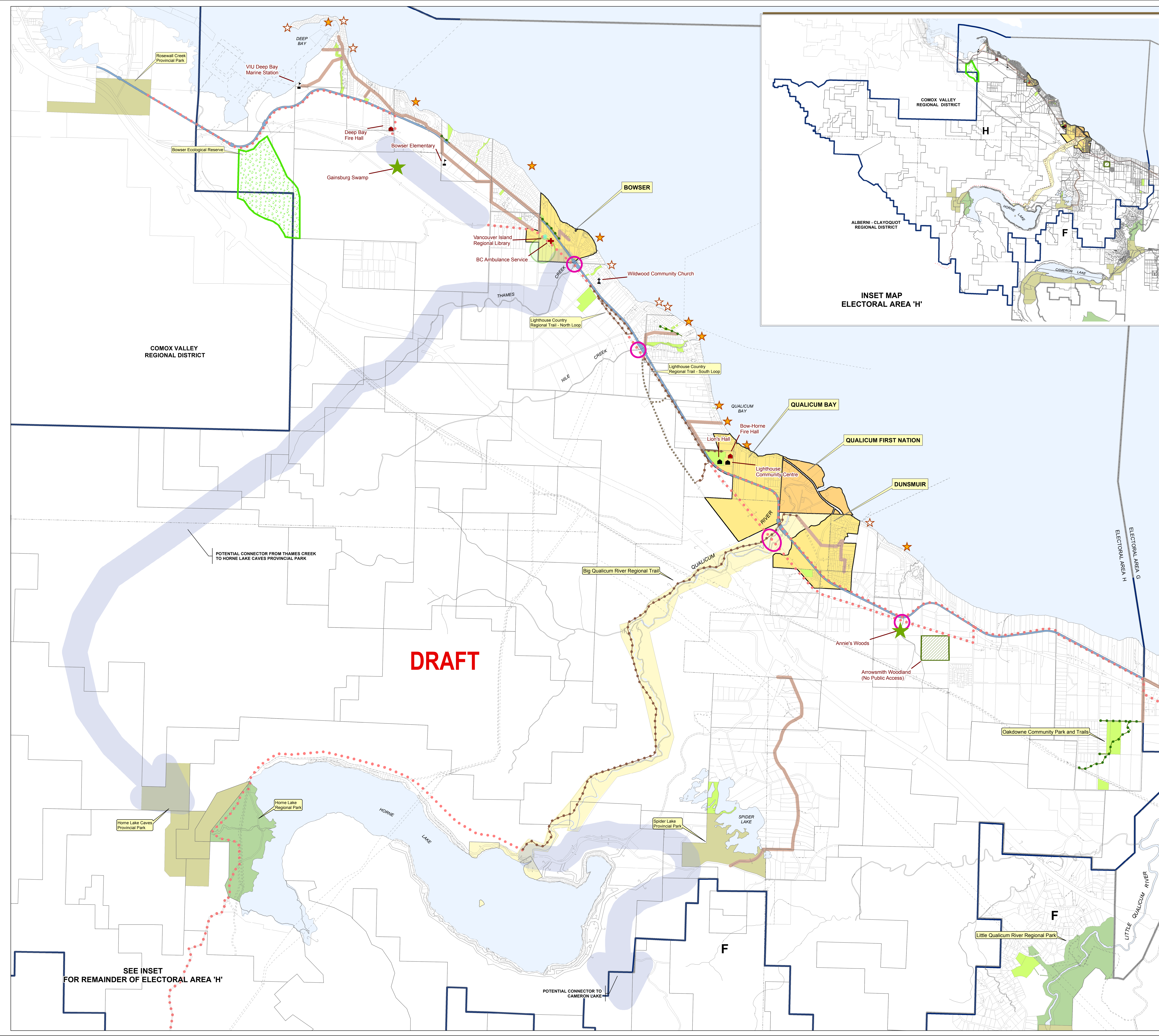
SEE INSET  
FOR REMAINDER OF ELECTORAL AREA 'H'





# ELECTORAL AREA H OFFICIAL COMMUNITY PLAN **DRAFT**

## MAP NO. 3 COMMUNITY RESOURCES



- Electoral Area H Official Community Plan Area Boundary
- Electoral Area Boundary
- Village Centres
- Qualicum First Nation
- Water Access**
- ★ RDN Improved Site
- ★ Future Priority

- Provincial Park
- Regional Park
- Community Park
- Federal Lands
- Provincial Protected Area
- Nature Trust Conservation Lands
- Potential Community Park
- ★ Sensitive Ecosystems Identified for Protection

- Existing Regional Trail
- Existing Community Trail
- Woodlot Road
- Proposed Regional Trail
- Proposed Community Trail
- Railway Corridor
- Proposed Trail Bridge
- Conceptual Regional Trail Corridor

- +
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  - ⚓
- Ambulance Station  
Church  
Community Hall  
Fire Hall  
Library  
School

# DRAFT

SEE INSET FOR REMAINDER OF ELECTORAL AREA 'H'

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

BYLAW NO. XXXX, 2017

0 250 500 1,000 1,500 2,000 Meters

**NORTH**

October 3, 2017



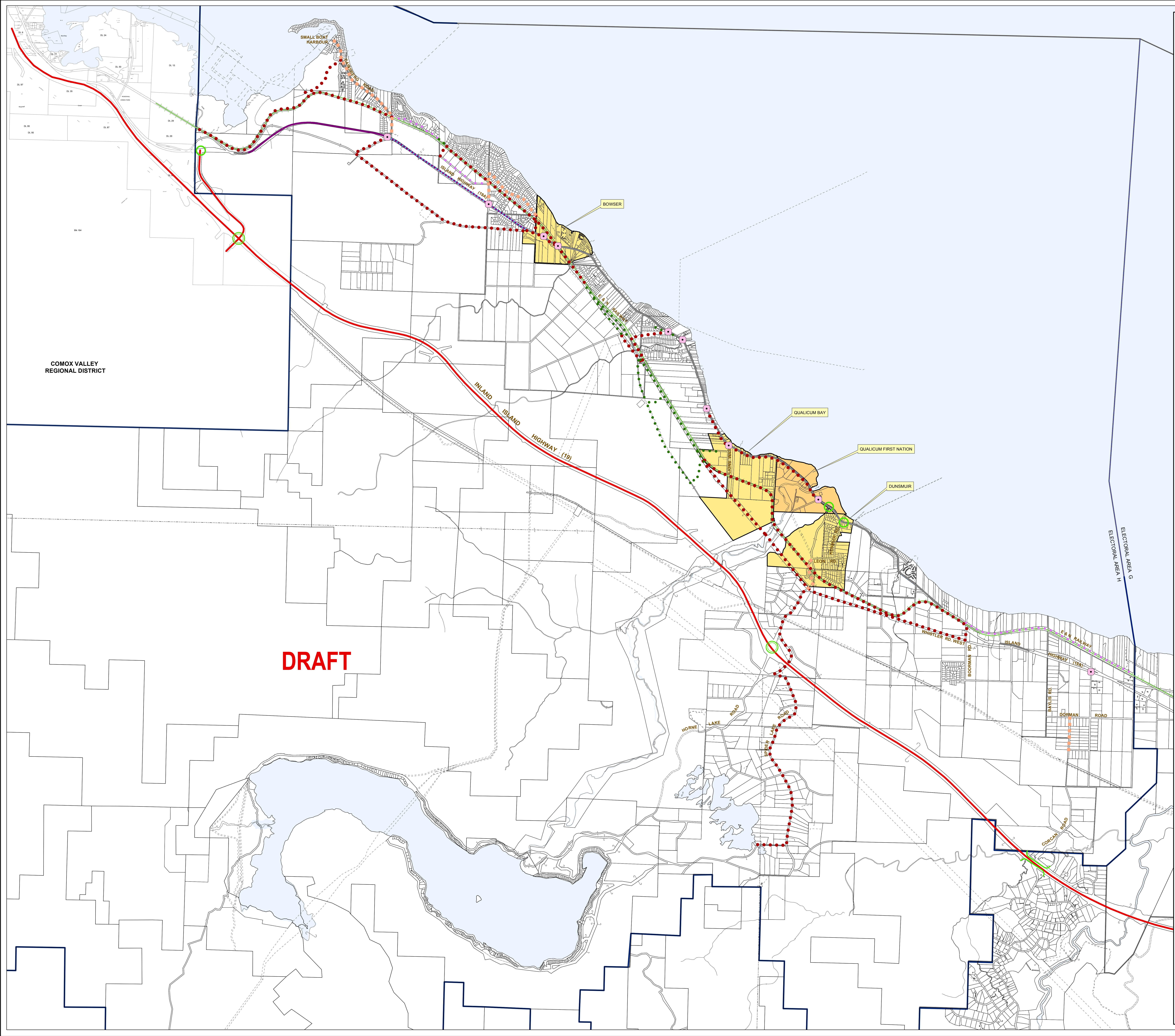
**ELECTORAL AREA 'H'**  
**OFFICIAL COMMUNITY**  
**PLAN**  
**DRAFT**

**MAP NO. 4**  
**TRANSPORTATION**

- Electoral Area H Official Community Plan Area Boundary
- Electoral Area Boundary
- Village Centres
- Qualicum First Nation
- Inland Island Highway (19)
- Major Road
- Railway
- Existing Community Trail
- Overpass
- Proposed Interchange (Existing Inland Island Highway Intersection)
- Major Highway Intersection

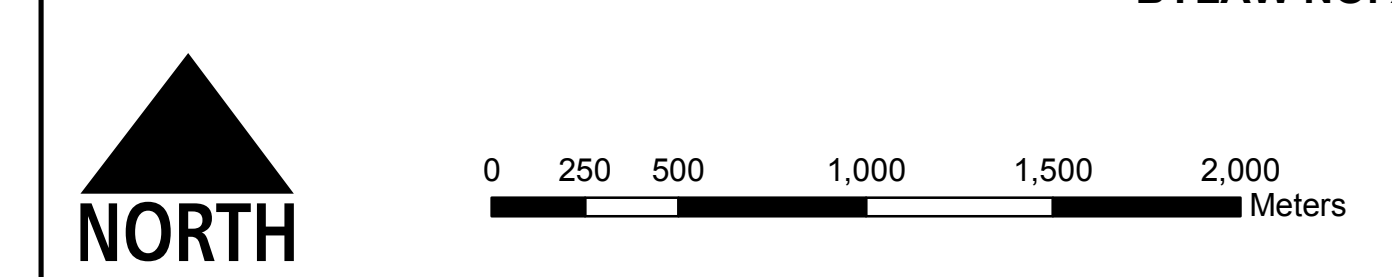
**Active Transportation Plan Data**

- Improved Pedestrian Crossing
- Add/Improve Multi-Use Trail
- Traffic Calming
- Add/Improve Road Shoulder
- Speed Reduction
- Road Diet
- Add/Improve Local Street Greenway



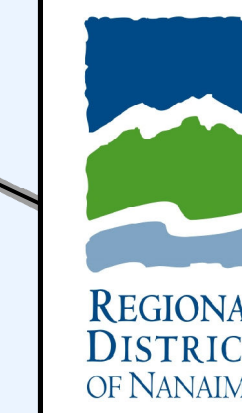
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# ELECTORAL AREA 'H' OFFICIAL COMMUNITY PLAN **DRAFT**

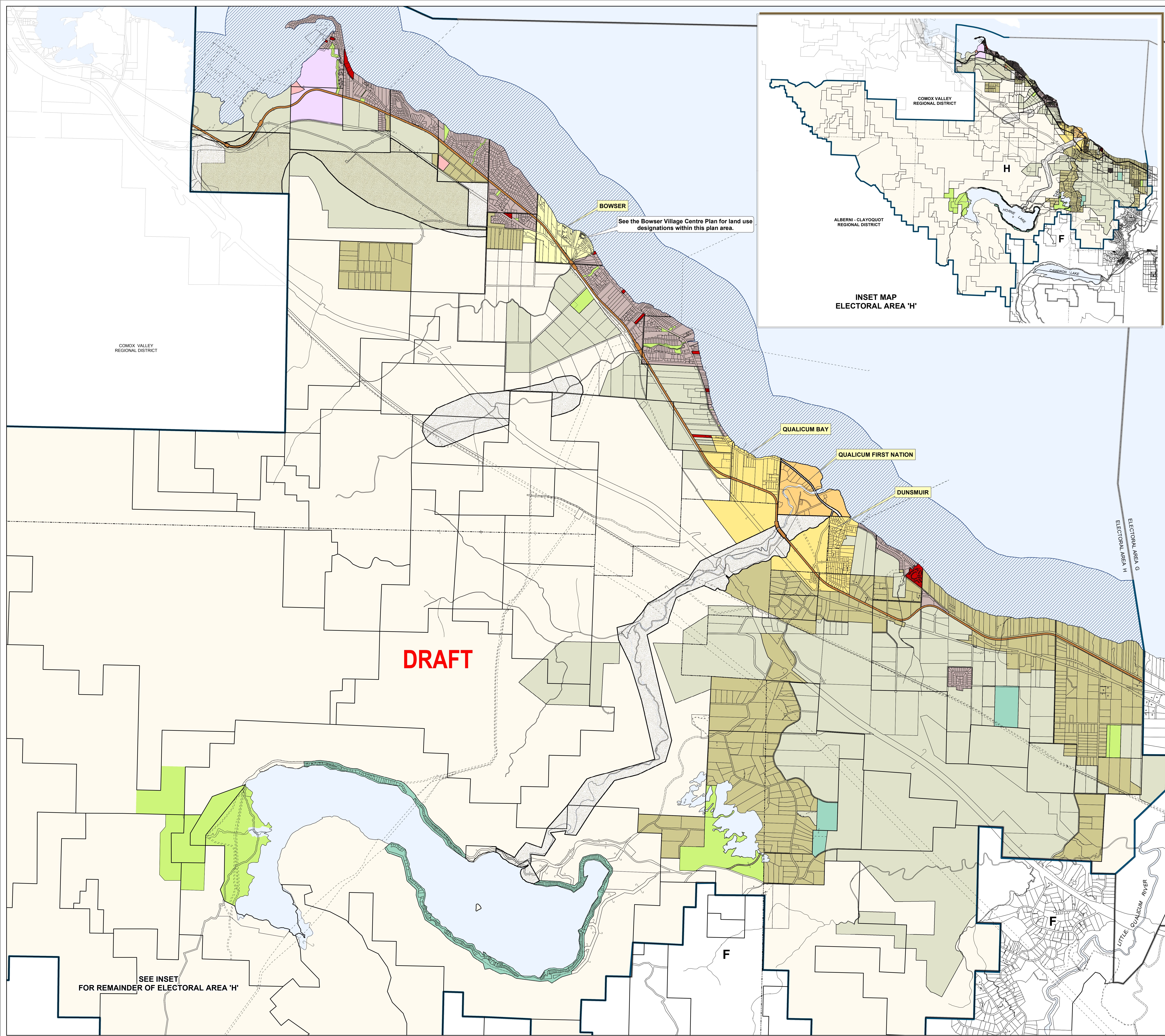
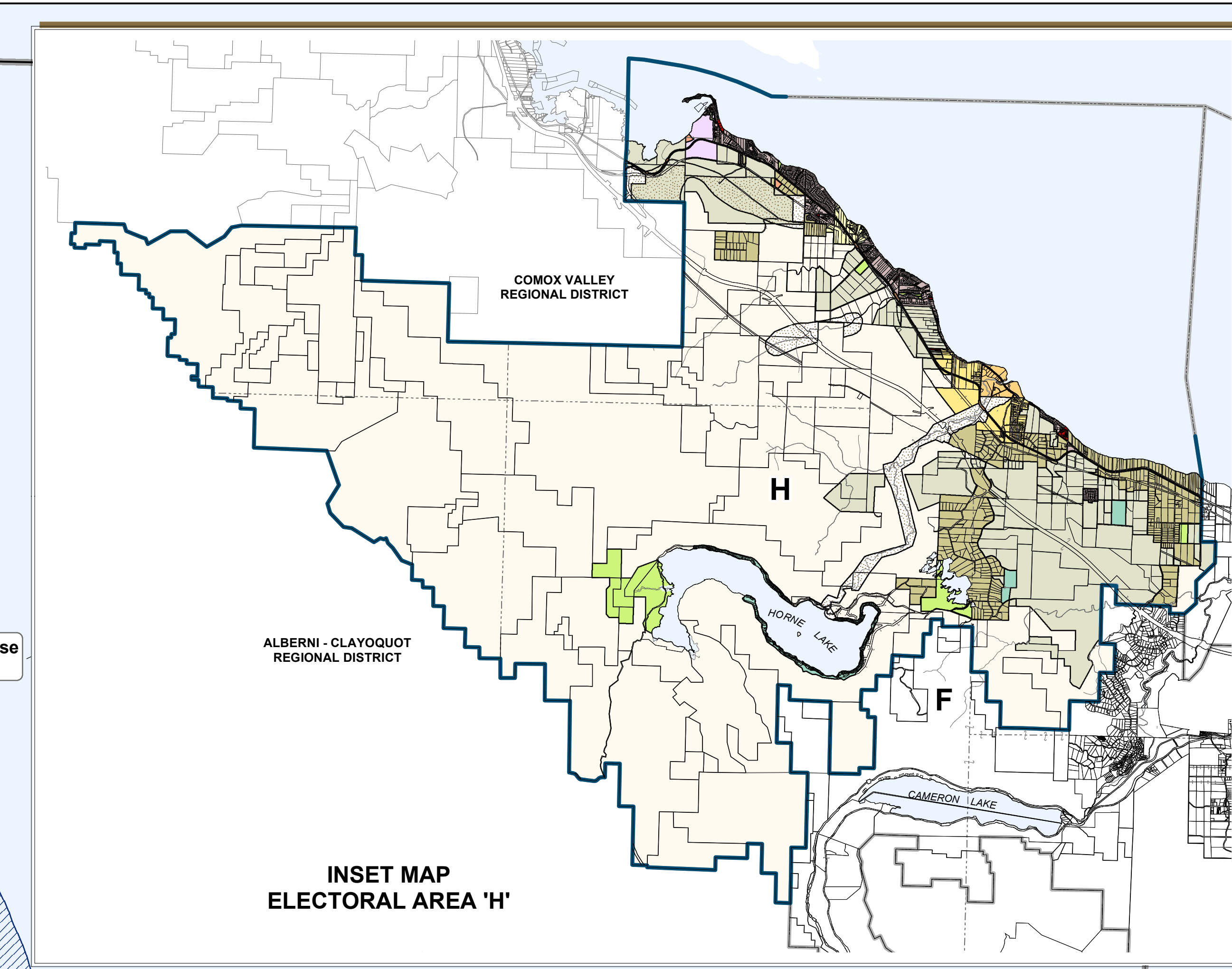
MAP NO. 5  
LAND USE DESIGNATIONS

- Electoral Area H Official Community Plan Area Boundary
- Electoral Area Boundary
- Qualicum First Nation

**Land Use Designations**

- Rural Village Centre
- Deep Bay Southwest
- Resource
- Resource - Agricultural
- Rural
- Rural Residential
- Tourist Commercial
- Recreation Resort
- Institutional
- Transportation Corridor
- Park
- Park Lands (Unconfined Aquifer within Crown Land)
- Bowser Village Centre Plan Area
- 1000 Metre Marine Designation

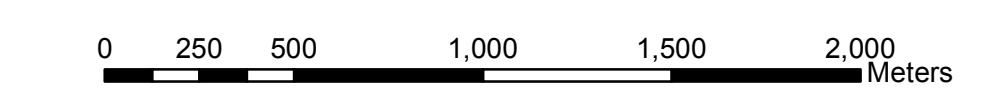
Schedule 'C' to accompany "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.03, 2010"



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October 3, 2017



# ELECTORAL AREA H OFFICIAL COMMUNITY PLAN **DRAFT**

## MAP NO. 6 ENVIRONMENTALLY SENSITIVE DEVELOPMENT PERMIT AREAS

- Electoral Area H Official Community Plan Area Boundary
- Electoral Area Boundary
- Village Centres
- Qualicum First Nation

### Development Permit Area No. 1 Freshwater and Fish Habitat Protection

- All Mapped and Unmapped Streams that are Subject to the "Riparian Areas Regulation" within the shaded area shown on inset Map
- Qualicum River, Thames Creek and Nile Creek
- Watercourses
- Waterbodies
- Wetlands (Compiled from multiple sources)

### Development Permit Area No. 2 Eagle and Heron Nesting Trees

- Blue Heron Nesting Site
- Bald Eagle Nesting Tree  
Source: Wildlife Tree Service 2016

### Development Permit Area No. 3 Aquifers

- Aquifer

#### Classification

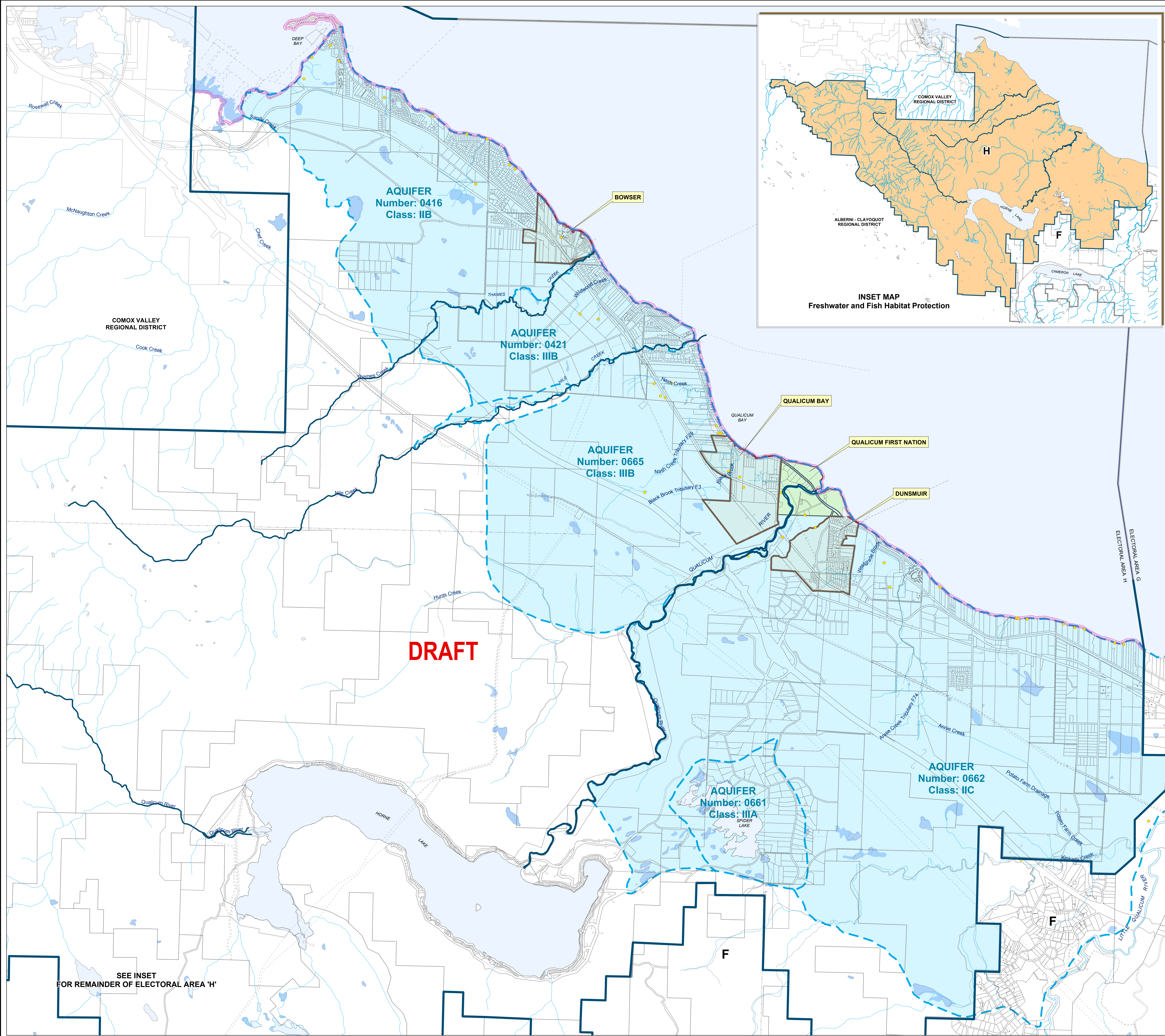
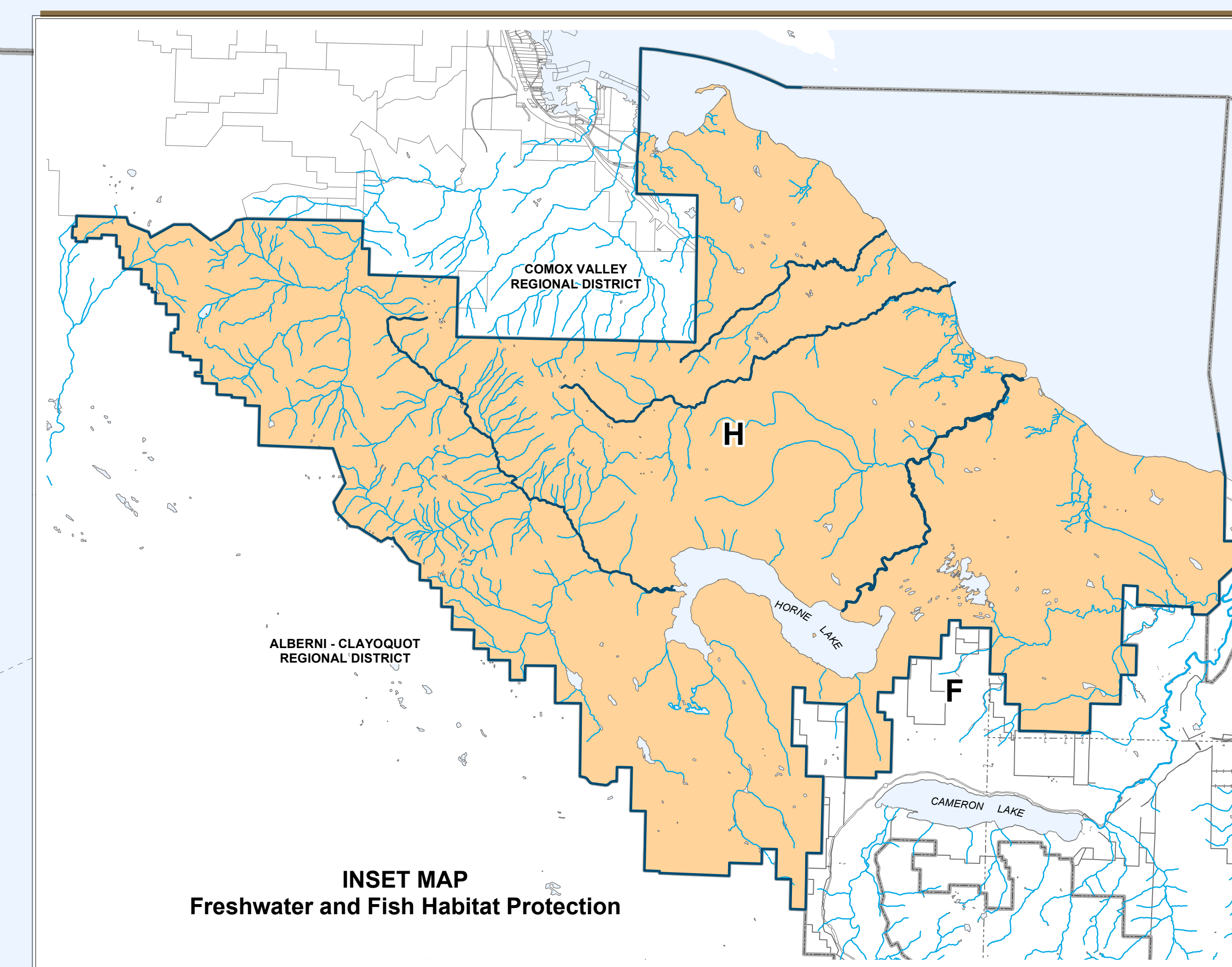
- Development Subclass
- II - Moderate Demand  
(demand is moderate relative to productivity)
- III - Light Demand  
(demand is light relative to productivity)

#### Vulnerability Subclass (vulnerability to contamination from surface source)

- A - High
- B - Moderate
- C - Low

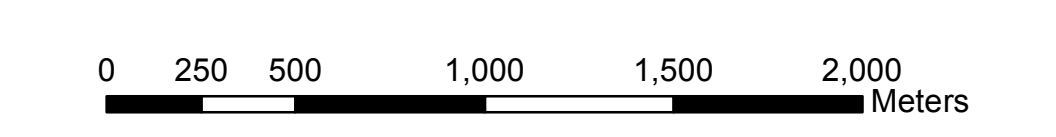
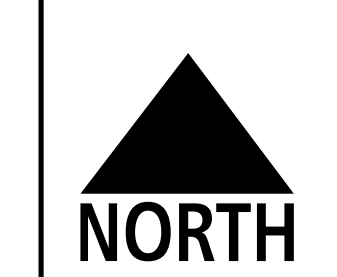
### Development Permit Area No. 4 Marine Coast

- Development Permit Area No. 4 - Marine Coast



SEE INSET  
FOR REMAINDER OF ELECTORAL AREA 'H'

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



BYLAW NO. XXXX, 2017

October 3, 2017



**ELECTORAL AREA H  
OFFICIAL COMMUNITY  
PLAN** **DRAFT**

**MAP NO. 7  
FORM AND CHARACTER AND FARMLAND  
PROTECTION DEVELOPMENT PERMIT AREAS**

- Electoral Area H Official Community Plan Area Boundary
- Electoral Area Boundary
- Qualicum First Nation

**Development Permit Area No. 6**

- Farmland Protection  
As shown on Inset Map

**Development Permit Area No. 7**

- Rural Commercial

**Development Permit Area No. 8**

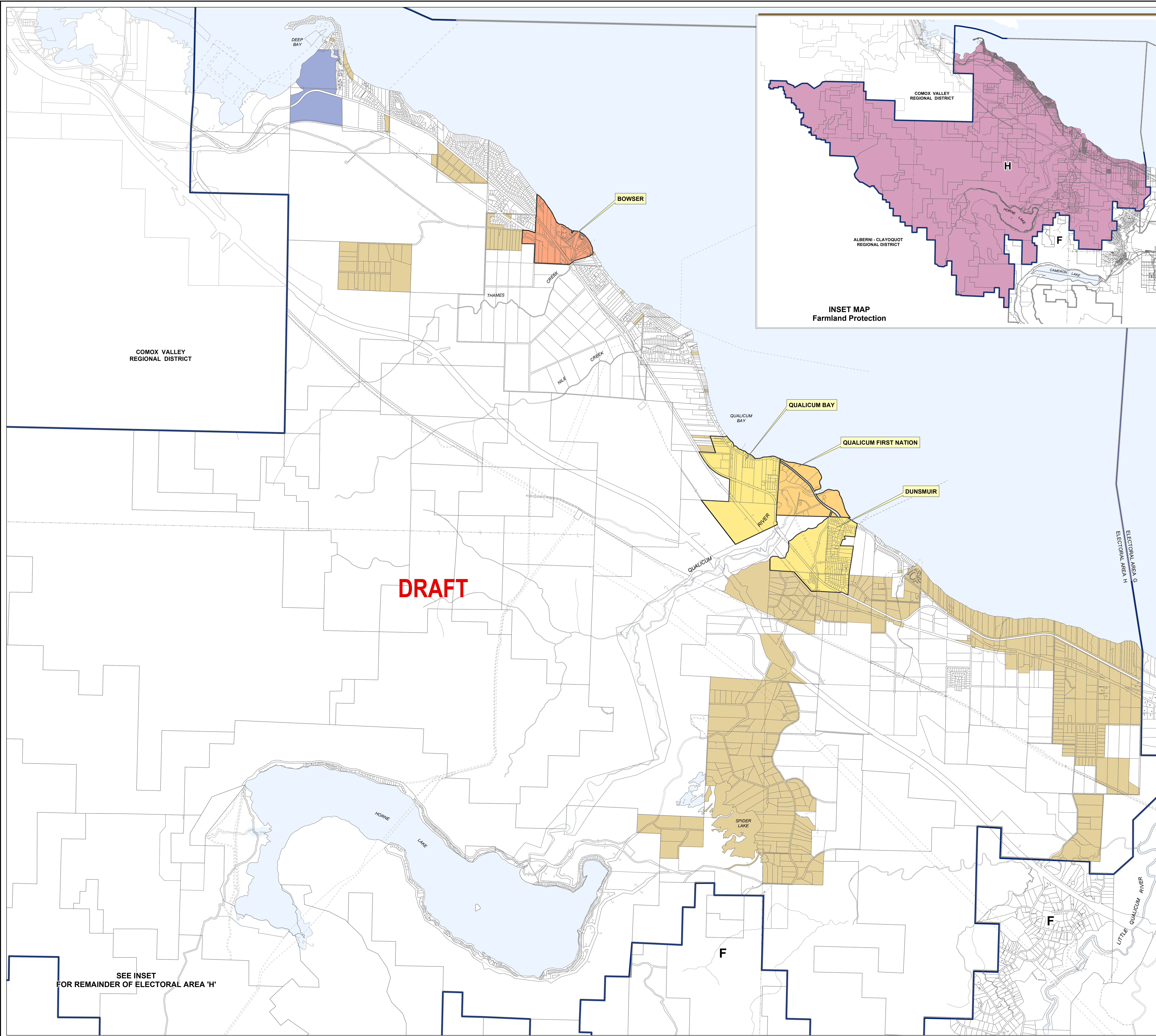
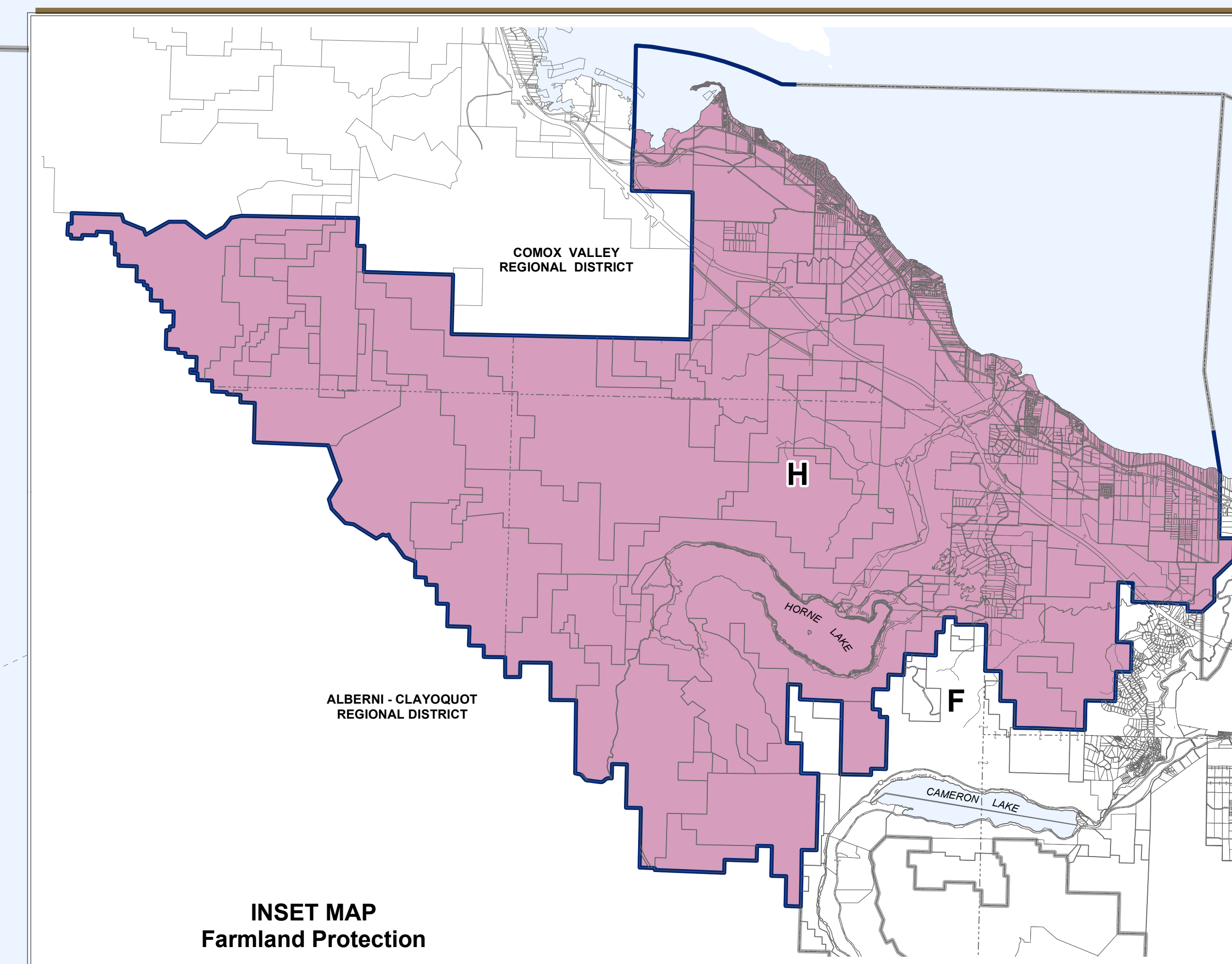
- Dunsmuir and Qualicum Bay

**Development Permit Area No. 9**

- Deep Bay Southwest

**Bowser Village Centre Development Permit Area  
(See Bowser Village Plan)**

- Bowser



SEE INSET  
FOR REMAINDER OF ELECTORAL AREA 'H'

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

**BYLAW NO. XXXX, 2017**

NORTH

0 250 500 1,000 1,500 2,000 Meters

October 3, 2017



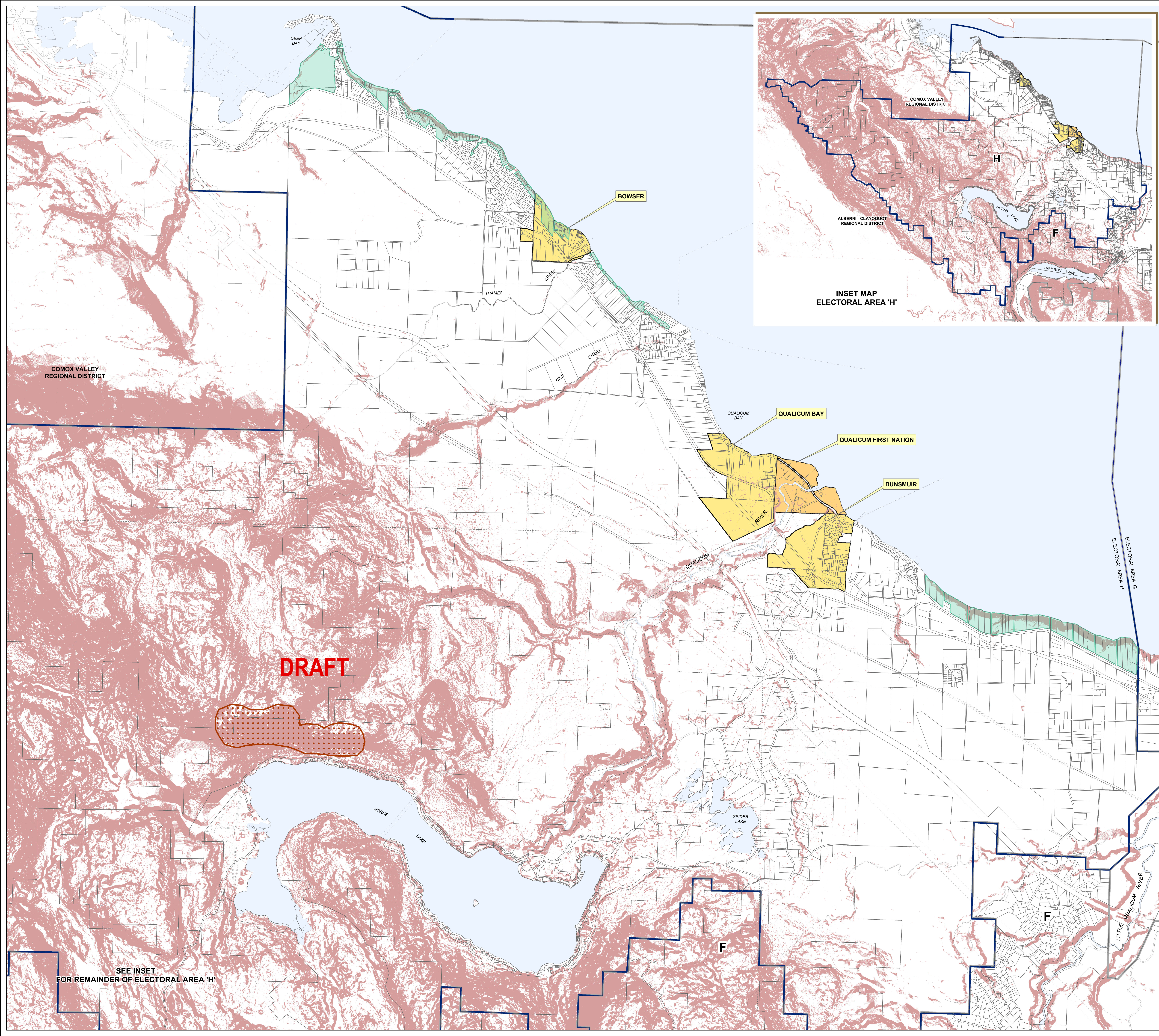
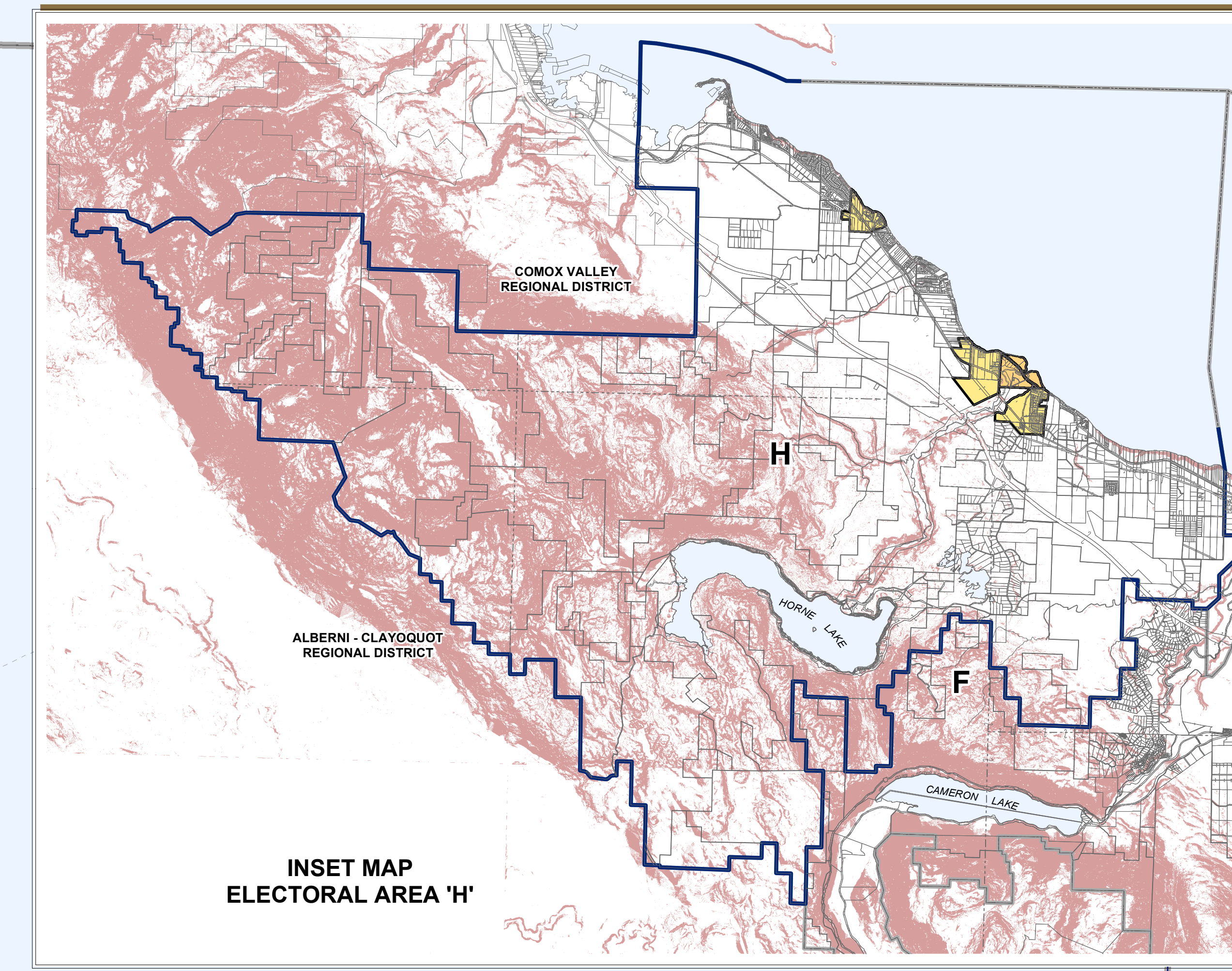
# ELECTORAL AREA H OFFICIAL COMMUNITY PLAN **DRAFT**

## MAP NO. 8 STEEP SLOPES DEVELOPMENT PERMIT AREA

- Electoral H Official Community Plan Area Boundary
- Electoral Area Boundary
- Village Centres
- Qualicum First Nation
- Land With 30 Percent Slope or Greater
- Mt. Mark Slide Area

### Development Permit Area No. 5 Steep Slopes

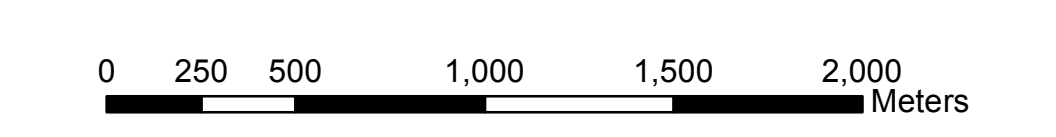
- Development Permit Area



**DRAFT**

SEE INSET  
FOR REMAINDER OF ELECTORAL AREA 'H'

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



BYLAW NO. XXXX, 2017

October 3, 2017

# Development Permit Area 5



## BOWSER VILLAGE CENTER

# DEVELOPMENT PERMIT AREA

## Section 5

### Table of Contents

1. Introduction
2. Exemptions
3. Design Concepts
4. Guidelines

# Development Permit Area 5

## 1. DESIGNATION

The Bowser Village Center Development Permit Area is shown on Map No.6 and applies to the Bowser Village Centre.

## 2. AUTHORITY

The Bowser Village Center Development Permit Area is designated a development permit area for the following purposes, pursuant to Section 488(1)(a)(e)(f)(h)(i)(j) of the *Local Government Act*:

- (a) protection of the natural environment, its ecosystems and biological diversity;
- (e) establishment of objectives for the form and character of intensive residential development;
- (f) establishment of objectives for the form and character of commercial, industrial or multi-family residential development;
- (h) establishment of objectives to promote energy conservation;
- (i) establishment of objectives to promote water conservation; and
- (j) establishment of objectives to promote the reduction of greenhouse gas emissions.

## 3. JUSTIFICATION

The Bowser Village Centre Development Permit Area has been designated in recognition of the community's desire to see Bowser Village Centre evolve into a 'compact', 'mixed-use' village where people can live, work, play and learn in a safe, healthy and attractive environment.

Historically, for the past 90 - 100 years, the Bowser Village Center has been the location for businesses providing products and services to the wider community. The community has expressed its desire to see Bowser Village Centre maintain its role as focal point supporting a variety of commercial, recreational, community and professional services, and to gradually become a more vibrant mixed use core with residential uses close to shops, services and other amenities. Further to this, the community vision is to become a more sustainable community in terms of environmental and groundwater protection and to incorporate features and construction standards that promote more efficient use of energy and water resources. In addition, the Bowser Village Center is intended to reduce greenhouse gas emissions through the more efficient building design and active transportation uses.



The Bowser Hotel with Charlie "Cappy" and Florence Winfield, 1920 circa.  
Photo by: Janice Young.



# Development Permit Area 5

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## 4. OBJECTIVES

1. Create a more compact village center that supports a diverse, healthy population by allowing a mix of land uses that encourages a range of housing affordability and types, services, employment and recreational arrangements.
2. Provide a safe and cohesive pedestrian-oriented environment with strong connections within Bowser Village Center and between adjacent neighbourhoods.
3. Enhance and integrate the relationship between the built and natural environment through building design and landscaping.
4. Ensure that ground and surface water resources are protected from potential negative impacts associated with development.
5. Promote energy efficiency, water conservation and the reduction of greenhouse gas emissions through innovative building design, site planning and management.
6. Create a 'sense of place' through effective design that reflects and enhances the valued rural character of the area.
7. Provide a clearly defined attractive entrances to the community.

## 5. APPLICABILITY

A development permit is required for the following activities wherever they occur within the development permit area, unless specifically exempted:

1. alteration of land, placement of fill, disturbance of soils, including grubbing, scraping and the removal of top soils;
2. construction of new buildings and structures;
3. creation of non-structural impervious or semi-pervious surfaces; and
4. subdivision of land as defined in the Land Title Act or Strata Property Act.

## 6. EXEMPTIONS

The following activities are exempt from any requirement for a development permit:

1. Construction, renovation, or addition to a single dwelling unit, detached secondary suite or duplex dwelling unit.
2. Addition to an existing building or structure that is not visible from a public road way or other public spaces.
3. The replacement or repair of an existing sign providing the sign is not enlarged or moved and is replaced with the same type of sign (i.e., fascia, freestanding, etc).
4. Subdivision of land as defined in the *Land Title Act* or *Strata Property Act*, except for intensive residential<sup>1</sup>.

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<sup>1</sup> For the purpose of this DPA, intensive residential shall mean any residential development with an average minimum parcel size less than 2000 m<sup>2</sup> or density greater than 5 dwelling units per hectare, whether fee simple or strat.

# Development Permit Area 5

5. Maintenance and minor modifications to existing landscaping, existing roads, parking areas, paths and trails.
6. Construction of unpaved driveways and walkways not exceeding 4 meters in width.

## 7. DESIGN CONCEPTS

The following design concepts were identified by local residents at the Bowser Village Charette (Design Workshop) held June 8-9, 2009:

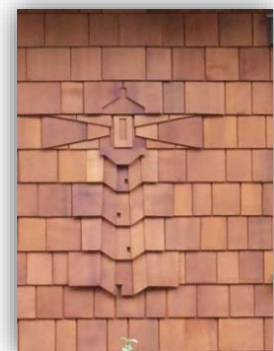
1. Increase visual appeal, starting from the points of entry into the Bowser Village; these points of entry are the intersection of Crosley Road and Highway 19A and the intersection of McColl Road and Highway 19A.
2. Create a pedestrian friendly environment through design, height and siting of buildings (3 storey heights, buildings close to street, accessible sidewalks, parking to the rear of buildings out of sight of roads and highway).
3. Use natural systems as 'green infrastructure' with a network of streets and parks performing natural drainage functions and providing a pedestrian friendly environment.
4. Increase greenways and separate pedestrians from vehicles by green borders, boulevards and swales; slow down traffic, and improve safety.
5. Group similar commercial activities together so that residents can park once and then walk to several destinations.
6. Encourage live-work buildings, where owners might live above their businesses
7. Increase density of residences and of commercial space in order to gain green-space around the buildings.



## 8. GUIDELINES

### *Context and Regional Expression*

1. Incorporate form and images that relate to the natural and cultural landscape of Bowser by integrating one or more of the following themes:
  - a. Lighthouse Country
  - b. First Nations History
  - c. Post 1900's historical themes such as logging, fishing and shellfish aquaculture
  - d. Connect to water such as Thames Creek, Strait of Georgia, surface water and aquifers



*Example of desired design detail.*

# Development Permit Area 5

- e. West coast influenced design incorporating BC wood products
2. Through building design and placement, address sunlight penetration, natural ventilation, and protection from different weather elements to improve the pedestrian experience in commercial areas (e.g., covered walkways, awnings, canopies, overhangs, pergolas and shade trees).
3. Protect and enhance public views of landmarks, buildings, open spaces, natural features and the ocean through careful building siting, height and form.

## Human Scale

1. Design from human scale and visual interest in all building elevations. This can be achieved by placing an emphasis on street facing building entrances, windows and landscaping relative to walls and building structure.
2. Mixed use and commercial buildings shall be located in close proximity to the sidewalks and pedestrian spaces.
3. Where mixed use or commercial buildings are proposed, avoid large spaces between buildings.
4. The use of drive-through shall not be a part of building or site design.
5. Design, siting and construction of sidewalks or paths in the road right-of-way shall be consistent with the Active Transportation Plan for Electoral Area H, 2017 or provide rationale for taking a different approach as presented in that Plan. Note that approval from the Ministry of Transportation and Infrastructure is required for works in the road right-of-way.



*Example of mixed-used building, orientated to the street with covered walkway.*

## Building Massing, Height and Form

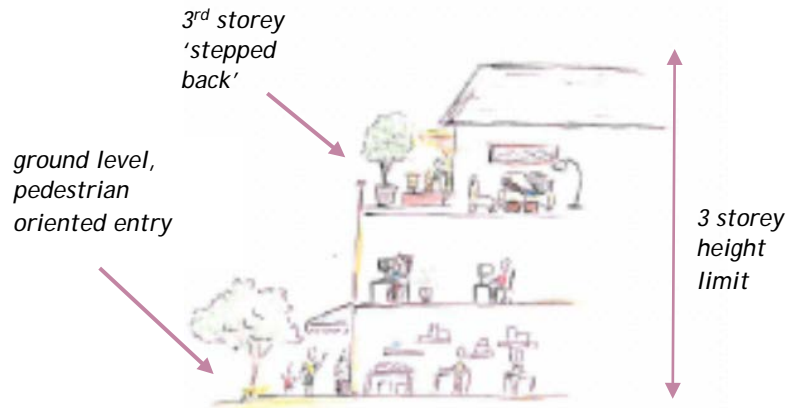
1. Larger buildings (e.g., > 12meters in width) shall be designed to avoid large, flat building expanses by creating multiple, separate buildings such that individual buildings appear as many small buildings that are compatible in shape, mass, and exterior finishes. Consider using building articulation, visually-interesting rooflines (e.g., variations in cornice lines and roof slopes); architectural elements (e.g., balconies, bay windows, cupolas, dormers), and other detailing that creates rhythm along the lines of the building.



*Example of building articulation, varying rooflines & exterior architectural design detail.*

# Development Permit Area 5

- Utilize landscaping treatments to further soften the mass of building form (e.g., strategic location of trees, hedge borders, trellis and surface materials such as pavers).
- On slopes, building design should step with the natural topography. Building form should depict a series of buildings nested into the hillside, rather than a single, uniform building form.



- Building height is limited to a maximum of 12 meters (i.e., 3 storeys) unless otherwise specified.
- Where building height is 12 meters (i.e., 3 storeys), incorporate step back and/or terrace above the second floor to reduce visual impact and to strengthen the pedestrian-scale of the building.
- Development shall not be separated or 'gated' with walled or fenced enclaves.

## *Building Style & Exterior Materials*

- High quality, functional exterior finishes suited to a west coast climate should be used to ensure the integrity of the building envelope and to present an attractive appearance.
- Natural, local non-combustible materials should be used to the greatest extent possible, with an emphasis on British Columbia wood products.
- Use exterior colours that are found in or complement the area's natural and cultural landscape.
- Use materials in combination to create contrast, enhance human scale and reduce massing of a building.



*Example of different materials and colours used in combination to create contrast and to reduce massing of a prominent building in the Qualicum Beach village center.*

# Development Permit Area 5

## Signs, Canopies & Lighting

1. Signs should be visually unobtrusive, grouped wherever possible and primarily pedestrian-oriented, designed at a pedestrian scale. Handcrafted signs of a professional quality, designed to be effective with minimal lighting and integrated into the overall design of the building and landscape are preferred.
2. The following types of signage shall be encouraged:
  - a. projecting two dimensional signs suspended from canopies, awnings or overhangs,
  - b. externally, front lit signs especially with LED Lighting,
  - c. fascia signs integrated into the design of the building,
  - d. letter signs mounted on storefronts, and
  - e. carved wooden signs.
3. The following types of signage shall be avoided:
  - a. awnings as signs or large signage on awnings (letter heights over 30 cm/12 inches)
  - b. internally lit, plastic face, aluminum box style signage
  - c. animated, flashing, oscillating or moving signs
  - d. pylon (stand alone) signs
  - e. roof top signs
4. Continuous weather protection for pedestrian's comfort should be provided in commercial areas (e.g., awnings, canopies, overhangs, pergolas and shade trees). All design elements should complement the overall building and public realm.
5. Exterior lighting shall be low intensity, pedestrian-orientated with an emphasis on public safety and the prevention of



Examples of desired signage that is attractive and informative for both pedestrians and the travelling public.



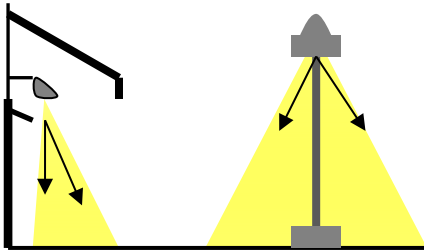
Example of undesirable signage within the Bowser Village Center.



# Development Permit Area 5

glare onto adjacent properties, roads or sky. The use of solar power lighting is encouraged.

6. All new or replacement exterior lighting in commercial areas shall use Full-Cut Off/Flat Lens (FCO/FL) lighting fixtures on exterior to light roads, parking, loading and pedestrian areas.
7. Light fixtures should be concealed, unless they are decorative and then the style shall be consistent with the design and character of the building.



*Examples of Full-Cut Off Lighting and decorative exterior lighting.*

## *Outdoor Public Open Spaces*

1. Outdoor patios and dining areas should be designed to create a compatible and complementary relationship with the adjacent streetscape, building architecture, and uses. These spaces should be well defined by landscaping, decorative fencing or other vertical barriers while being generally open and visible from public areas.
2. Public art or features should be considered for public plazas and courtyards.
3. All play areas for children should have adequate shade and seating for adults.
4. The retention of natural features (like trees, rock or other landscape features) in open spaces shall be encouraged.
5. Street furniture to enhance the pedestrian experience, such as benches, decorative street lamps, bicycle racks and refuse containers shall be incorporated in the landscape design. These shall be required to be consistent, similar, or identical in character to the architectural character of the development and identified by type and source in the application.



*Examples of decorative street furniture with complementary landscaping to define public outdoor spaces.*

# Development Permit Area 5

## Accessibility & Connectivity

1. Universal design principals shall be employed to ensure meaningful access for people of all ages, stages and abilities, including children, parents, older adults and seniors. Meaningful, access is determined by the users' complete experience of a building, connecting pathways, sidewalks, entrances, doors and hallways. Features include things such as accessible, barrier-free travel routes to the main building entry, smooth, ground-level entrances without stairs, and wide interior doors and hallways. Consider those using such equipment as wheelchairs, other walking-aids, strollers and bicycles.
2. Accessible travel routes shall be provided that incorporate transitions between public walkways, together with private walkways, parking areas, retail shops and services, and roads to provide seamless and interesting access for all users, including those of



Example of accessible, laneways that connect commercial areas to public/social spaces.

different ages and abilities.

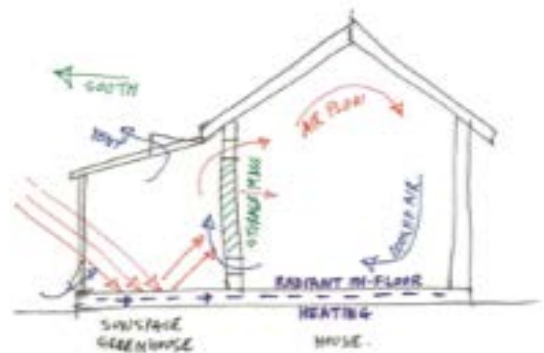
## Crime Prevention

1. Best practices for "Crime Prevention through Environmental Design" should be incorporated into building design, such as:
  - a. Natural surveillance, 'eyes on the street': visibility, light and openness should maximize the ability to see throughout the site through placement of windows that access all areas, appropriate lighting to avoid darken spaces and walkways, entrances and site features should be designed to avoid areas for hiding.
  - b. Define spaces: creating a clear definition between public and private space that express ownership and boundaries, particularly for multi-residential and mixed-use developments.
  - c. Active Spaces: Encourage legitimate activity in public spaces by locating uses in complementary arrangements. Avoid spaces that appear confined, isolated, or unconnected, or appear without a clear purpose or function.

# Development Permit Area 5

## Green & Healthy Buildings

1. Evaluate site design for passive solar gain and cooling opportunities (e.g., passive solar water heating, solar mass wall, passive solar heating of intake air). On sites with substantial solar exposure, buildings should be sited, designed, and landscaped to take advantage of passive solar gain in winter and reduce sun exposure in summer.
2. Minimize exposure to noise and pollution through site and building design, especially for those developments located along busy roads (e.g. triple-pane glazing, orient courtyards, playgrounds, open spaces, and building air intakes away from the road).
3. Utilize sustainable construction methods and materials, including the reuse, rehabilitation, restoration, and recycling of buildings and/or building elements.
4. All new commercial, mixed-use, and multi-unit residential buildings within the development permit area are encouraged to be efficient and healthy, and are encouraged to seek third party certification, such as Built Green Gold or Leadership in Energy and Environmental Design (LEED). The Regional District may be able to provide assistance in the planning process and may offer financial assistance in accordance with Regional District's environmental rebate and grant programs.
5. The design and layout of open spaces that can accommodate buildings and areas for edible landscapes and food production are encouraged (e.g., planter boxes, green house, compost facility, private and/ or community gardens, arbours and associated planting, bee hives).
6. The installation of electric vehicle charging stations are encouraged. The Regional District may be able to provide assistance in the planning process and may be able to identify applicable rebate and grant programs.



Example of a passive solar gain designed house.

## Relationship to the Street

1. Orient residential and commercial buildings to face the street.
2. Commercial and mixed-use buildings should be sited within close proximity to sidewalks and the pedestrian space to enhance the pedestrian experience, unless where a setback may be considered to provide transition to adjacent building or pedestrian-friendly features such as a patio, courtyard or plaza.



Example of an animated, mixed-use streetscape that provides a buffer between pedestrians and road traffic.



# Development Permit Area 5

3. Building setbacks from lot lines should:
  - a. be designed to create an intimate, pedestrian friendly streetscape;
  - b. be between 0.0 m and 3.0 m (RDN in collaboration with Ministry of Transportation and Infrastructure will determine minimum building setbacks from lot lines);
  - c. consider relationship and transition to adjacent buildings;
  - d. corner sites are encouraged to feature landmark design or alternatively to provide a semi-public or public open space; and
  - e. include “corner cuts” or similar treatment to expand sidewalks adjacent to intersections.



*Example of site plan demonstrating a “corner cut”.*



*Example of site plan demonstrating a ‘woonerf’ style streetscape.*

4. Pedestrian sidewalks or defined walkways connecting building entrances to and through parking areas and sidewalks or road right-of-ways of the adjacent streets shall be provided.
5. All internal pedestrian walkways shall be distinguished from driving surfaces through the use of a clearly delineated pathway or durable, low maintenance surface materials such as pavers, bricks, or concrete to enhance pedestrian safety and comfort, as well as the attractiveness of the walkways.
6. In residential areas, side street should consider ‘woonerf’ style streets that integrate needs of multiple users such as walking, cycling, playing, gardening and socializing.
7. Pedestrian sidewalks or defined walkways connecting building entrances to and through parking areas and sidewalks or road right-of-ways of the adjacent streets shall be provided.

# Development Permit Area 5

## *Pedestrian Access, Provisions for Cyclists Circulation, Vehicles and Loading*

1. Clearly defined, safe pedestrian access shall be provided through sites and parking areas to maintain a pattern of active transportation that is integrated with building entrances, walkways, sidewalks, trails and adjacent streets.
2. Locate parking areas to the rear of buildings, internal to the building, or below grade.
3. Avoid large expanses of parking. Provide paved surfaces with visual interest and landscaped areas to create safe pedestrian walkways and visual breaks between clusters of parking stalls (approximately every seven stalls).
4. Bicycle and scooter parking facilities should be provided at grade near primary building entrances.



*Example of BC Transit bus shelter stop with wet-weather shelter and parking areas that integrate active transportation.*

5. Where side road access is not feasible, shared driveways to access business and residential properties from Highway No. 19A shall be encouraged for new development.
6. Vehicular and truck movement patterns must be illustrated on the site plan submitted by the applicant to ensure adequate circulation. A professional engineer may be required to ensure that adequate lane widths and turning radiuses are provided for all forms of vehicles intended to use the property.
7. All loading and storage areas shall be complementary to the development, screened with landscaping and/or gated fencing to a minimum 2.0 meters as appropriate and wherever possible be located to the rear of the building in unobtrusive areas.
8. Provision should be made for promoting easy access to public transit, emergency vehicle, delivery and service vehicles and may include construction of a bus shelter or pad.

# Development Permit Area 5

## Landscaping & Screening

1. Where landscaping is required within the development permit area, the Regional District may require the applicant to submit a landscaping plan prepared by a landscape architect or other qualified professional and security deposit equal to the total estimated costs of all materials and labour as determined by a landscape architect or other qualified person to the satisfaction of the Regional District.
2. Applicants are encouraged to refer to the most recent edition of the British Columbia Landscape Standards published by the BC Society of Landscape Architects when creating their plan. Landscaping should be used in site design to achieve the following list of objectives:

- a. retain existing healthy, mature trees and new plantings should consist of indigenous vegetation or other non-invasive vegetation suitable for local environmental conditions;
- b. utilize a variety of native plants that are drought tolerant suitable to local growing conditions;
- c. enhance the pedestrian experience (e.g., aesthetics, weather conditions, safe movement throughout site and visual separation from and between uses) and compliment the development and surrounding area;
- d. add texture and three dimensional components to the site (e.g., ground level planting, raised beds, shrubs, tree canopy) and avoid creating areas that are predominately bark mulch, gravel or other similar materials;
- e. minimize water consumption through conservation techniques such as micro-irrigation and xeriscaping;
- f. respect required sightlines from roadways and enhance public views;
- g. help screen parking areas, electrical and mechanical features, and refuse and recycling facilities;
- h. contribute to a sense of personal safety and security;



*Example of parking plan with safe pedestrian access and landscaping features.*

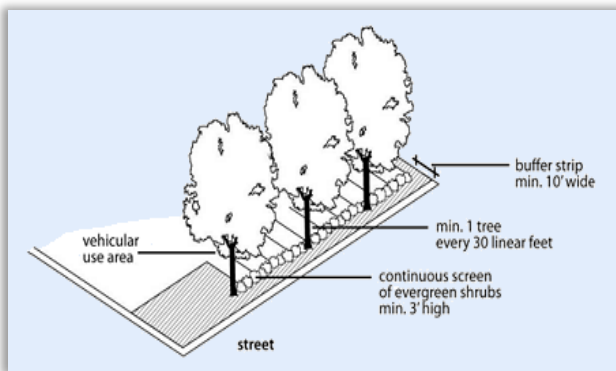
3. Mitigate undesirable architectural elements (e.g., blank walls can be covered with trellis and vines).



*Example of a vertical green wall system.*

# Development Permit Area 5

4. Minimize water consumption through conservation techniques such as micro-irrigation and xeriscaping. Landscaping is to meet the minimum depth of topsoil or amended organic soil on all landscaped areas of a property:
  - a. Shrubs - 45 cm
  - b. Groundcover and grass - 30 cm
  - c. Trees - 30 cm around and below the root ball
5. Landscape plans must be drawn to scale and show type, size and location of proposed landscaping works and planting materials and shall be submitted with the development permit application.
6. Where irrigation is required to maintain proposed landscaping, it should be designed and installed by an Irrigation Industry Association of British Columbia certified irrigation designer or another qualified person.



*Example of landscaped buffer from street or between residential properties.*



*Example of decorative fencing and landscaped screening.*

7. Where a commercial property abuts residential zoned property, landscaped buffer area should be provided between the commercial property and the residential property(s).
8. High-efficiency, water saving, automatic irrigation systems are encouraged.
9. All refuse and recycling facilities shall be screened with landscaping and/or gated fencing to a minimum 2.0 meters. Similarly, utilities, electrical and mechanical features shall be screened with fencing, landscaping or a combination of the two.
10. Decorative fences are encouraged. Where chain link fencing used, it shall be screened with landscaping.

# Development Permit Area 5

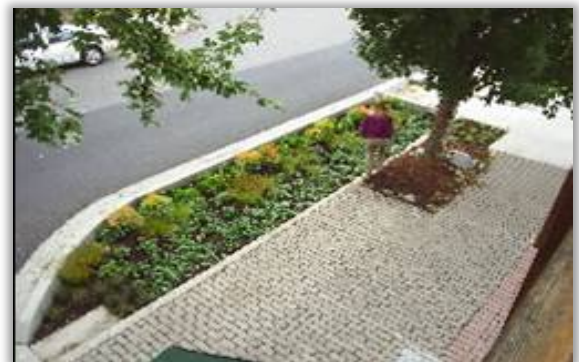
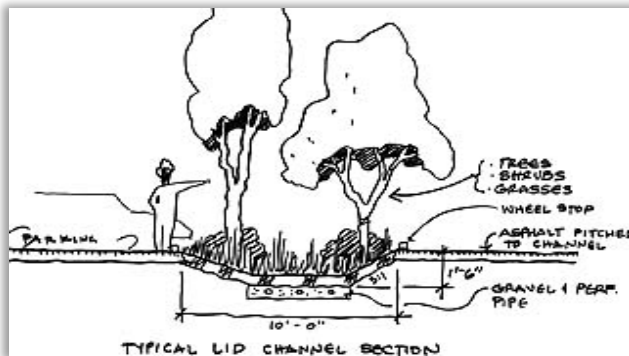
## Rainwater Management

1. Design sites and buildings to use best practices for integrated rainwater management and water conservation techniques, including appropriate source controls such as porous and permeable surfaces, bioswales, absorbent landscaping, infiltration facilities, and re-use systems and other techniques aligned with *Develop with Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia, 2014*, published by the B.C. Ministry of Environment, or any subsequent editions.



Examples of a rain garden and rainwater harvesting system.

2. Water quality should be maintained by ensuring that no deleterious substances enter ground or surface water.
3. The Regional District may require a rainwater management plan prepared by a Professional Engineer or other qualified professional.
4. New buildings are encouraged to include non-potable water harvesting in the form of rainwater catchment or green roofs.



Examples of bioswales, permeable surfaces and absorbent landscaping.

# Development Permit Area 5

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## *Multi-Residential and Intensive Residential Development Guidelines*

1. Residential units should be clustered to make the most efficient use of land and preserve as much land as possible for open space.
2. Residential land uses should be arranged to achieve gradual transition and minimize conflicts with adjacent housing types and surrounding neighbourhoods.
3. Residential units shall be designed to allow residents privacy as well as a sense of community such that each unit has at least one private outdoor space with access to or views of adjacent semi-public spaces.
4. Use landscaping and design to clearly distinguish and provide transitions between public and private spaces especially where residential uses are mixed with commercial uses.
5. Children's play areas should be located to facilitate 'natural surveillance' with high visibility from residential units.

## *Additional Commercial Mixed-Use Development Guidelines*

1. The maximum floor area for individual retail and commercial units should be 300 m<sup>2</sup> with the exception of grocery stores where a maximum 1,500 m<sup>2</sup> of retail space will be allowed.
2. Building size for institutional and commercial service/light industrial uses shall be a maximum 1,000 m<sup>2</sup>.



*Example of mixed-use building with third floor roof scape.*

## *Additional Service Commercial/Light Industrial Development Guidelines*

1. Retail and office uses in commercial service development should be ground oriented, located adjacent to the street with non-retail functions located to the rear of the property.
2. Residential 'live-work' units shall be located above street level over top of commercial service uses.
3. Where possible residential 'live-work' units should be oriented to overlook public streets.
4. Residential 'live-work' units shall have at least one private outdoor space with access to or views of adjacent semi-public spaces.

**Attachment 2**  
**Summary of Changes in Draft Version 3**

# Summary of Changes in Draft Version 3

September, 2017

## Introduction

Based on public submissions received on the draft version 2, community input at the June 28, 2017 Open House and further review by Regional District staff, there are a number of revisions in draft Version 3. An annotated draft showing the changes listed in this document as well as more minor typographical changes is also available.

## Section 1 – Introduction and Purpose

- Section 1.4 Consistency with the Regional Growth Strategy is added.

## Section 2 – The Natural Environment

- Revised introductory text to 2.3 Freshwater Resources to reflect the current way of characterizing the water landscape from RDN Drinking Water and Watershed Protection Program.
- Added policy of non-support for introduction of motors to Spider or Illusion Lakes.
- Added advocacy policy to encourage the Ministry of Forests, Lands and Natural Resources Operations to ensure a future use of the Bowser Seed Orchard lands that contributes to the protection of aquifer and community water supply wells.
- Added policy that rezoning proposals for waterfront lots must demonstrate a high level of wastewater treatment to protect the marine environment from contamination.
- Added advocacy policy: Island Health or other appropriate government ministry to study the impact on marine water quality from onsite wastewater treatment near the foreshore.

## Section 3 – Natural Resource Management

Two new Agriculture policies are added based on referral to the Agricultural Advisory Committee:

- The Regional District supports the continued referral to the Agricultural Advisory Committee of land use applications and amendments to this Plan that affect land in the ALR.
- The Regional District should consider regulating the size and location of residential uses in the ALR so that they are farm-oriented and do not reduce the likelihood that the land will be farmed in the future.

## Section 4 – Community Resources

- Several new and revised policies based on referral to the RDN Parks Department to provide more clarity for future park acquisition through rezoning or park dedication through subdivision.





- New advocacy policy: The Regional District encourages Vancouver Island University to continue community programming and events at its Marine Research Station and to integrate its future growth and development with the surrounding community.
- Two new policies related to community water systems based on referral to Improvement Districts:
  - Except for agriculturally-designated lands, the Regional District does not support the drilling of wells for domestic purposes where community water services exist and have adequate capacity to meet reasonable domestic demand.
  - In the absence of a groundwater protection bylaw that otherwise recommends such development, the creation of new parcels, serviced by private wells within community water services areas, is not supported.
- Additional new policy based on community feedback: This Plan supports establishing a mandatory septic maintenance program in all areas not served by a community sewer system in order to protect the environment including surface, marine and ground water from contamination.

## Section 5—The Development Strategy

- In the Rural designation, additional clarity to Policy 4 that supports rezoning for service commercial use.
- In the previous version of the draft, there were two notes in the Rural policy section 5.3 about policies being presented to the community regarding two development proposals located at the Horne Lake Road and Highway 19 intersection, and on Faye Road. The notes indicated that policy options were being presented to the community and site-specific policies could be included in this section in the next draft. Draft Version 3 does not include site-specific policies, instead relying on other new policies that may allow additional development opportunities at these locations, specifically Rural Policies 4 and 5 and Alternative Forms of Rural Development.
- Rural Lands Policy 4 is returned to the draft OCP (as Rural Policy 3). It is in the current OCP and was removed in the previous draft with the intent that Alternative Forms of Rural Development policies in Section 5.10 would take its place. It is returned to the OCP based on community input and analysis that there are very few lots remaining to which it would apply.
- In Rural Village Centres, new policy to require rezoning which includes a privately owned wastewater treatment system be accompanied by a covenant requiring connection to a Regional District sewer service should one be established.
- Additional clarity to Tourist Commercial Policy 3 which supports rezoning in the Rural designation for new small-scale tourist commercial use.
- Clarification to Recreation Policy 2, that the OCP supports re-designation of the Horne Lake Strata from Recreation to residential use subject to the outcome of a study of the impacts and benefits.
- For the Deep Bay Southwest designation, approximately 50 residential dwellings are supported through clustering of the existing development potential on Lots A, B and C. Draft Version 3 adds the additional access requirement that a road from the development to Highway 19A is constructed to a level suitable for emergency access and service vehicle access during



construction. The following additional changes are made to the policies for Deep Bay Southwest in Section 5.8:

- The maximum number of dwellings that could be achieved through transfer of residential dwelling potential is changed from 300 to 240 in response to community concern that secondary suites are allowed in addition to the number of dwelling units. The new number takes into account the potential number of secondary suites if 50% of principal dwellings are single and permitted a secondary suite, and of those, only 50% of homeowners actually construct secondary suites.
- Additional requests to the Approving Officer related to access and servicing if Deep Bay Southwest is subdivided under current zoning.
- New policy that the well protection area for the Deep Bay Improvement District should be protected
- Addition that as a condition of any rezoning, a road must be dedicated directly to Highway 19A and constructed to a level suitable for emergency access and service vehicle access during construction. The previous draft only included requirement for emergency access, and service vehicle access was required for rezoning for more than 50 dwellings.
- Additional desired community amenity of a sewage collection, treatment and disposal system for the development, to be owned and operated by the RDN, capable of expansion to at least 320 additional connections outside of Deep Bay Southwest. The number of 320 comes from a 2016 dwelling count for the Deep Bay area accessible by road from Gainsburg Road.
- Added desired community amenity of contribution to construction of a new fire hall for Deep Bay Improvement District.
- New policies for a Regional Growth Strategy amendment to allow the full 240 dwellings without any requirement for transfer from other lots. Under this scenario the full list of desired amenities must be provided, 10 percent of dwellings must be affordable housing and the sewer collection system must be constructed beyond the boundaries of Deep Bay Southwest to include at least the lots on Crome Point Road, Deep Bay Drive and Burne Road.
- New policy that during a future review of this Plan, the policies for Deep Bay Southwest should be reviewed in consideration of housing demand, growth patterns, and community need.
- Significant changes to Section 5.10 Alternative Forms of Rural Development to respond to Working Group and community concern that: donor and receiver areas needed to more limited, density in receiver areas more clearly defined, and concern about significant development potential being available for transfer from Resource land where it would be unlikely to be developed without transfer, and with little discernable benefit to the environment or community.
  - The Resource designation is no longer an eligible donor area, but Resource-Agriculture (lands in the ALR) remains a donor area.
  - Receiver areas are those in the Rural and Rural Residential designations with added limitation that only eastward of Highway 19.



- Receiver parcel density is limited as follows:
  - Rural Residential designation: 2 times the number of potential dwellings permitted on the parcel before the transfer
  - Rural designation: 1.5 times the number of potential dwellings permitted on the parcel before the transfer
  - Note: see notes in margin of annotated OCP Draft Version 3 for further explanation
- New section added with a list of guidelines for applications for transfer of dwelling potential to improve certainty for community, applicants, and the RDN.

## Section 8 – Development Permit Areas

- Aquifer protection is separated into its own development permit area for clarity.
- Based on new information received in the Qualicum Bay Horne Lake Waterworks Well Protection Plan, additional guidelines are added to the Aquifer Development Permit Area to protect an area at risk of artesian conditions.
- To Qualicum Bay and Dunsmuir Village Centres Development Permit Area:
  - Change to the exemption for subdivision so that intensive residential subdivision is not exempt.
  - Addition of objectives for landscaping consistent with the Bowser Village Centre Development Permit Area.
- Designation of a new Deep Bay Southwest Development Permit Area. The OCP includes justification and objectives, and at the time of rezoning for Deep Bay Southwest, guidelines would be created and adopted in the zoning bylaw.

**Attachment 3**  
**Property Specific Development Requests**

# Electoral Area H

## Official Community Plan Review



## Draft Version 2 Explained: Property-Specific Development Requests

June 19, 2017

### Introduction

Several requests for property-specific changes to the OCP were made through this OCP Review project. This document summarizes the requests, community and Working Group input so far, and a recommended approach to address them. Further community input is sought. More detailed information on each of the proposals can be found in a “Companion Reading to Draft Version 2 - OCP Section 5” for the [Working Group meeting of April 26, 2017](#).

There were eight development requests for properties in different land use designations, as follows:

#### Rural Lands

1. *Horne Lake Intersection with Highway 19*
2. *Two Faye Road lots near Bowser Elementary*
3. *Crosley Rd Realignment*
4. *Baynes Sound Investments / Deep Bay Southwest – draft policies in Attachment A*
5. *Lot Adjacent to Arrowsmith Golf Course*

#### Resource Lands

6. *Deep Bay Lot 13*

#### Resort Commercial Lands

7. *Qualicum Landing*

#### Recreation Lands

8. *Horne Lake Strata*

The draft OCP proposes a number of general changes that apply to some or all land use designations, and that are intended to respond to community input during this OCP Review or further the regional goals of sustainable development.

- *Temporary Use Permits (5.11)* new ability for a property owner to obtain a temporary use permit for a commercial or industrial use on a property that is not permitted in the zoning, on a temporary basis without the need to rezone. *Applies to all designations.*
- *Alternative Forms of Rural Development (5.10)* new section supporting flexibility in minimum lot size and transfer of dwelling unit potential where the overall number of potential dwelling units does not increase outside village centres. This facilitates moving future development from sensitive and/or

important areas to other areas more suited to development. Proposals must include protection of important or sensitive lands for conservation or community use. *Applies to Rural and Rural Residential Lands, and to Resource lands where dwelling unit potential is transferred out of that designation to Rural or Rural Residential.*

- *Support for rezoning to Tourist Commercial or Service Commercial Use (Rural Policies 4 and 5):*

A property owner in the Rural designation can apply to rezone to tourist commercial or service commercial use if the proposal meets a number of criteria aimed at keeping the use small-scale so as not to detract from growth of Village Centres, and non-disruptive to the surrounding neighbourhood.

## 1. HORNE LAKE INTERSECTION WITH HIGHWAY 19

The owners of the 32-acre property in the Rural designation that includes the four corners of the Horne Lake Road and Highway 19 intersection have asked that the OCP support mixed-use commercial development on their lot. Their vision is that “the development of the Horne Lake Road Intersection will enhance businesses within Bowser/Qualicum Bay, support the travelling public and promote economic diversity...”

Desired uses mentioned by the owners or community members include such things as: boat storage, mini storage, gas station, or light industrial / service commercial development. Public washrooms and tourist information signage were considered important components of any new development.

### **Current Development Potential:**

Can be subdivided into 5 lots for residential use.

### **Community and Working Group feedback:**

The concept as presented by the property owner was generally well received by at the Community Development Forum and by the Working Group, with the caveat that some kind of welcome signage to “Lighthouse Country”, tourist information, and public washrooms be provided. Input from some have expressed concern that any commercial development at this location would take away from growth of Bowser, an identified community goal.

### **Recommendation:**

Designating this property specifically in the OCP for future mixed-use commercial development does not follow established growth objectives for the region as it could detract from growth and viability of the existing Growth Containment Boundary and contribute to a sprawling pattern of development.

However, the type of potential uses mentioned by the property owner and community members could be supported through the new policies that support rezoning in the Rural designation to tourist commercial or service commercial use, at a less-intensive scale.

**Note:** it was previously mentioned in supporting documents for this OCP Review that all uses requested except for a gas station could be supported in the new Rural policies 4 and 5, but this document now clarifies that a gas station could be supported in this policy. Other factors would be taken into consideration at the time of rezoning such as the Vancouver Island Highways Agreement between the RDN and Ministry of Transportation and Infrastructure regarding keeping the Highway 19 corridor in a “predominately natural, green, “parklike” state”.

## 2. TWO FAYE ROAD LOTS NEAR BOWSER ELEMENTARY

The owner of Lots 6 and 7 at the end of Faye Road of approximately 2 ha each, has asked that the OCP be amended to allow a residential “conservation development” of 16 lots. The owner proposes a subdivision design that protects a wetland on the property, and would contribute cash to the RDN for construction of a trail and pedestrian rail crossing to connect Faye Road (and Bowser Elementary) with the Ocean Trail / Jamieson road areas. The owner also proposes that the housing would be affordable home ownership and is interested in a condition of rezoning being registration of a housing agreement that would set an affordable purchase price for some of the homes.

### **Current Development Potential:**

These two lots cannot currently be subdivided but each could have 4 dwelling units for a total of 8 dwellings on the two lots, as follows:

- 4 principal dwelling units of any square footage
- 2 dwellings limited in square footage as secondary suites but detached
- 2 secondary suites limited in square footage and within a principal dwelling unit

### **Community and Working Group feedback**

This proposal was presented at the Deep Bay Workshop and Community Development Forum and discussed by the Working Group and was met with support. Community members found that the location next to the school was a logical place for more residential density, and that the construction of the trail would be a significant community asset allowing school children living in areas to which it would connect, to walk or bike to school on quiet roads and trails. It was also felt that this community wanted to encourage the initiatives of local residents such as the owner of these lots.

### **Recommendation:**

A site specific designation for this property to increase the number of principal dwellings from 4 to 16 does not follow established growth objectives for the region as it would be an increase in the number of potential dwellings outside the Growth Containment Boundary. However, the new (draft) Alternative Forms of Rural Development policies aim to provide new opportunities for rural subdivisions such as proposed by the owner. These new policies allow residential lot sizes to be smaller so they can be clustered over a smaller area to protect another important area, and for efficiency of servicing. They also allow potential dwelling units to be transferred from another lot or lots in the Plan Area. For development under these new Alternative Forms of Rural Development policies to be supported, it must not result in an overall increase in the number of potential dwellings outside the Growth Containment Boundary.

On these Faye Road lots 6 and 7, the draft policies for Alternative Forms of Rural Development for clustering would support rezoning to 4 lots, one for each of principal dwellings currently permitted, each with a secondary suite. This doubles the subdivision potential without increasing the overall number of dwellings. The policies would also allow for smaller lot sizes so they could be clustered closer to one another to achieve the conservation design desired by the owner.

These draft policies would also support the transfer of potential dwellings from another lot or lots to reach the desired total of 16, and this location has obvious community value in establishing a trail to connect with Thompson Clark - Ocean Trail.

While relying on the Alternative Forms of Rural Development policies does not immediately provide the owner with the number of units they asked for, it provides a path forward to transfer potential units from another lot or lots, without compromising the regional growth objectives.

### 3. CROSLEY RD REALIGNMENT

The owner of Lot 14 directly adjacent to and south-east of the intersection of Crosley Rd and Highway 19A is pursuing a road realignment and land exchange with the Ministry of Transportation and Infrastructure in order to provide road access to the two Crown lots leased by the RDN and where the Bowser Seniors Housing Society plans to construct a seniors supportive living complex. The new road access would be constructed at the owner's cost, who in exchange has requested that his Lot 14 be added to the Bowser Village Centre commercial mixed-use designation.

***Current Development Potential:***

This property could have 4 dwelling units: 2 principal dwellings and two suites, and cannot be subdivided.

***Community and Working Group Feedback:***

This proposal received strong support from the Working Group and at the Community Development Forum.

***Recommendation:***

In consideration of:

- The road access being created and constructed for Bowser Seniors Housing Society's proposed seniors supportive housing complex and
- The logical location for addition of land to Bowser Village Centre (it is within the designated "future use area")

a site-specific OCP amendment for this property is recommended. The OCP amendment to include the lot in the Bowser Village Centre mixed use commercial designation would be subject to the construction of the new road access to the future Seniors Housing site.

### 4. LOT ADJACENT TO ARROWSMITH GOLF COURSE

The owners of the Arrowsmith Golf Course also own another lot across the street. They requested to change the future land use designation from Rural to Tourist Commercial to allow for the expansion of facilities, amenities and uses in support of a destination golf resort. In particular they would like to develop an RV park to "diversify operations and create new business opportunities".

***Community and Working Group Feedback:***

This proposal was met with support at the Community Development Forum although it led to a discussion that the community did not want any new Resort Commercial developments approved with the 180-day occupancy clause that has led to difficult-to-enforce full time residential use instead. After the Community Development Forum, planning staff heard from residents of the local area with concerns about environmental sensitivity of the development, vehicle traffic, and other potential impacts on their neighbourhood.

***Recommendation:***

Given draft Rural Policy 5 that supports rezoning for Tourist Commercial uses in the Rural designation, there is no need for an OCP amendment to this specific property for the owners to accomplish their proposal through rezoning. Issues such as sensitive ecosystems and impact on the neighborhood would be addressed at the time of rezoning.



## 5. BAYNES SOUND INVESTMENTS “DEEP BAY SOUTHWEST”

The owners of three lots adjacent to and southwest of the developed portion of Deep Bay request that the following be supported in the OCP on Lot A:

- a residential development of 300 units; and
- tourist accommodation in the form of a lodge building and up to 20 small cabins and associated support services such as a restaurant and recreation facility.

They propose to provide the following access, service and amenities that would be a requirement of future rezoning to allow for this increased density and commercial use:

- a boat trailer parking area as near to Deep Bay Harbour as possible
- construction of public road with a separated walking trail from Highway 19A to Gainsburg Road
- a wastewater treatment facility that has the possibility of servicing lands outside the area
- public trail and park system that is connected to the rest of the Deep Bay trail system
- at least one public view park

The owners plan to consider a similar scale of development of Lot B in the future.

Some level of development on Lots A and B has been proposed by the owners since the beginning of this OCP Review project, and was subject of a 2011 zoning amendment / OCP amendment / Regional Growth Strategy amendment application.

In order to fit 300 units into the developable area after land is set aside for roads, park, trail, and sensitive ecosystems, and to create a compact residential development with different housing forms, there would be a combination of single family lots, townhouses and courtyard clusters. Single dwelling lots would be approximately 4,000 – 5,000 square feet, or approximately 80 x 50 ft to 100 x 50 ft.

### **Community and Working Group Feedback:**

Extensive conversation on this proposal resulted in a range of levels of support. Many if not most Working Group members are in support of this proposal as requested by the property owners. Some Working Group members are not in support of any change to the status quo, and others have indicated some build-out of less than 300 units but more than what is currently permitted would be more suitable. Some Working Group and community members feel the second road access to Deep Bay that would be provided with this development is essential, and others think that it is not, as there are many other neighbourhoods with only one way in and out.

### **Current Development Potential:**

Estimated OCP and Zoning Subdivision Potential for Deep Bay Southwest Lot A

	Lot size (ha)	Min lot size OCP (ha)	Gross Lots OCP	Net* Lots OCP	Min lot size zoning (ha)	Gross Lots Zoning	Net* Lots Zoning	Max lots without OCP amendment
<i>Lot A</i>	38.85	4.0	9	7	2.0	19	15	15

*\* This estimate deducts 20% of land that may be required for roads, parks, environmentally sensitive areas, septic fields etc. The actual number of lots possible is generally 80% of gross*

Under current zoning there is the net potential for approximately 15 lots. For each of the estimated 15 potential lots if each lot is greater than 2 ha, two dwelling units are permitted and up to two secondary suites are also permitted, one of which can be detached. This means that the total number of dwelling units is estimated at 60, on 30 lots:

**15 lots greater than 2 ha:**

**30 principal dwellings + 30 suites = 60 dwelling units/suites**

**Recommendation:**

Designating this property specifically in the OCP for future mixed-use commercial development does not follow established growth objectives for the region as it would be an increase in the number of potential dwellings outside the Growth Containment Boundary, which could detract from growth and viability of the existing Growth Containment Boundary. However, a new opportunity has been created for housing development through the draft Alternative Forms of Rural Development policies and the requested 300 units could be achieved through transfer of potential dwelling units from other lots. This way, the proposal becomes consistent with the establish growth objectives for the region as there would be no overall increase in the number of potential dwellings outside the Growth Containment Boundary.

Under Alternative Forms of Rural Development policies, approximately 56 residential units could be developed without transfer, and the remainder could be developed if transferred from other parts of the Regional District. There is a requirement that lands be protected for some public good purpose, and the owners have identified the general areas of parks, trails and conservation lands that would be likely candidates.

The proposed lodge building and tourist accommodation could be developed pursuant to new Rural Policy 5 supporting rezoning to these uses in the Rural designation. Further, while not currently proposed, service commercial uses could be developed pursuant to Rural Policy 4 supporting rezoning for service commercial uses.

A site-specific policy is required to secure the access, servicing and amenities desired by the community, and to support the use of several different supportive rezoning policies as part of the same development, which are generally only intended to be used individually. **The draft policies are included in Appendix A.**

## 6. DEEP BAY LOT 13

The owners of Lot 13 (54.7 ha) fronting Deep Bay propose that the OCP support rezoning to 0.5 acre lots to enable a conservation-designed development with possible uses relating to resort accommodations and eco-tourism activities intended to attract global tourism. They propose a large wetland conservation area and waterfront trail as community amenities. They originally presented their proposal in conjunction with adjacent Lot 14 to the west and included a trail through both properties to Cook Creek and to Rosewall Creek Provincial Park, however the proposal is now only for Lot 13. The lot is currently in the Agricultural Land Reserve (ALR) and before additional residential dwellings could be permitted by the RDN it would have to be removed.

The owners had applied for exclusion from the ALR in the Fall of 2016, but recently withdrew their application. A significant rationale stated by the owners for allowing increased development is that the land is not suitable for farming, and poor farm practices could lead to contamination of the waters of Baynes Sound, which would have a detrimental impact on the shellfish industry.

**Community and Working Group Feedback:**

This proposal originally received strong support at the Deep Bay Workshop, Community Development Forum and from the Working Group. Since the change noted above with only Lot 13 available for the proposed development, staff has recommended no change occur in the OCP at this time and there has been little Working Group discussion on it.

**Current Development Potential:**

The OCP supports subdivision as small as 8 ha. Subject to rezoning and approval of the Agricultural Land Commission, subdivision to 8 ha would result in approximately 5 – 6 lots.

Being in the ALR, if the land was to be actively farmed and classified as farm for tax assessment purposes, up to 10 tourist accommodation units would be permitted. There are numerous other potential agritourism uses given the lot's current inclusion in the ALR depending on the nature of potential farm operations.

**Recommendation:**

Designating this property specifically in the OCP for future development does not follow established growth objectives for the region as it could detract from growth and viability of the existing Growth Containment Boundary. As it is within the ALR, Alternative Forms of Rural Development policies would not support increased density, but would support potential dwelling units being transferred off this lot.

If farm operations on this lot follow best practices there is unlikely to be a negative impact on the waters of Baynes Sound. The idea that any farming activity on this lot is too risky given its adjacency to Baynes Sound is one with varying perspectives. Following the same logic, it could also be said that any residential development on this lot is too risky, with the potential for contamination from wastewater disposal, runoff from streets and driveways, or some unexpected contamination from residential use such as propane or chemical storage. Whatever future use is on this property it will be important to ensure measures are in place to reduce the likelihood of contamination of the waters of Baynes Sound.

A site-specific OCP amendment for this property is not recommended. If the lot is removed from the ALR through some future application, change in use and density of this property could be considered in a future OCP review, or by application to amend the OCP from the property owner at any time.

## 7. QUALICUM LANDING

The Qualicum Landing Strata Council request that full time residential occupancy be permitted by removing the maximum of 180-day occupancy covenant.

Qualicum Landing is an approximately 6.3 ha strata development of 62 detached residences, a clubhouse, an outdoor pool and a tennis court. It is in the Tourist Commercial OCP designation and is zoned for commercial use. It was redeveloped from the former Costa Lotta trailer park beginning around 2009. The development has its own wastewater treatment system and is served by the Qualicum Bay – Horne Lake Waterworks.

As described by the Strata Council, currently approximately half of the owners rent their units to vacationers, one quarter occupy their units for short periods and they remain otherwise unoccupied through most of the year, and one quarter are full time residents. The net effect of this is that during peak season half or more of the units are occupied and off season three quarters of the units are unoccupied. It was also noted by the Strata Council that many owners were not aware of the 180 day limit on residency when they purchased their unit.

This request was met with little support at the Community Development Forum. Comments from the audience indicated that if owners did not do their due diligence when purchasing the property that was not something that should be corrected through a change to the OCP. Others noted that changing the OCP and zoning to allow full-time residential use now amounts to a work-around, in that if the development had been created under residential zoning from the start, fewer units would have been permitted, and there would have been requirement for community amenities such as park dedication and public beach access.

### **Current Development Potential:**

The property is currently developed to its full potential for overnight accommodation units. When Qualicum Landing was redeveloped from the former Costa Lotta trailer park, the RDN required that a covenant be registered on the property titles with a limitation on occupancy of 180 days per year. The zone does not allow for residential use, and overnight accommodation is intended to be for seasonal or shorter-term use by the travelling public.

### **Community and Working Group Feedback:**

This request was met with little support at the Community Development Forum. Comments from participants indicated that if owners did not do their due diligence when purchasing the property that was not something that should be corrected through a change to the OCP. Others noted that changing the OCP and zoning to allow full-time residential use now amounts to a work-around, in that if the development had been created under residential zoning from the start, fewer units would have been permitted, and there would have been requirement for community amenities such as park dedication and public beach access.

### **Recommendation**

While Qualicum Landing requested simply that the 180 day limit on overnight stays is removed, in their presentation they indicated they had put some thought into potential for some kind of combination of use whereby a percentage of units would be allowed full time occupancy and a percentage would have to be available for short-term rental. They indicated that they found that having some owners living there year-round was valuable for maintenance and oversight of the development which is beneficial to the short-term rental component. These concepts have potential from a land use planning perspective, and the Strata Council may wish to further develop these concepts in discussion with the Regional District.

A rezoning proposal involving a combination of tourist accommodation and residential use could be supported within the OCP Tourist Commercial Policy 4: "The Regional District shall not support strata conversion of tourist commercial uses to residential uses where it would reduce opportunities for tourism".

A rezoning proposal involving a combination of tourist accommodation and residential use should include amenities such as public beach access and park dedication and consideration of any other requirements there would have been should the subdivision have been for residential use originally.

## **8. HORNE LAKE STRATA**

The Horne Lake Strata requests a change to the OCP to acknowledge the Horne Lake community as a node in Area 'H' and to support an application to amend the current zoning to permit full time occupancy. The Horne Lake Community consists of 400 bare land strata lakefront lots on approximately 280 acres and 3200 acres of private managed forest lands. Of the 400 strata lots, 374 have been sold and are occupied with cottages or RVs and the balance of the strata lots will be sold over time. The strata development is not serviced by BC Hydro or within a fire protection area, water is provided by water license for individual intakes from Horne Lake, and wastewater disposal is via pump-and-haul.

There is a long history of a cottage community at Horne Lake dating back to the 1920's. In 2001 a rezoning and subdivision were completed to formalize tenure and regulation for these cabin properties. For more information about this history of these policies and regulations, the RDN prepared a backgrounder document, which can be accessed [on the website](#). As a condition of the rezoning, the owners purchased approximately 280 acres at the west end of Horne Lake and donated it to the RDN for the Horne Lake Regional Park and campground.

**Current Development Potential:**

The property is currently subdivided to its maximum potential.

**Community and Working Group Feedback:**

This proposal was met with support at the Community Development Forum and from the Working Group. While there are similarities to the request from Qualicum Landing which did not receive support, it was noted that the OCP designation is different, and although the Horne Lake community is subject to a similar restriction on seasonal occupancy, it was never intended to provide short-term rental accommodation to the travelling public, so converting to full-time residential use would not take away from that tourist commercial rental stock.

**Recommendation:**

Designating this property specifically in the OCP for future development does not follow established growth objectives for the region as it could detract from growth and viability within the existing Growth Containment Boundary. While this proposal does not request an increase in the number of cabins, the change to allowing the existing recreational cabins and lots to become full-time residences could have an impact on growth management in the region. The Regional District's growth management policies aim to concentrate growth in the Growth Containment Boundary where services such as transit, retail, and community facilities already exist or are more economically feasible to create. By converting 400 cabins to the ability to be full time homes to an existing housing stock of under 2,500, there could be a negative impact on the ability to attract residential growth to the Village Centres.

There are a number of practical considerations for changing the use from recreational (where owners can only occupy the cabins for part of the year) to full-time residential. These considerations relate to environmental protection, as the strata lots are in a significant riparian area that is part of a watershed that includes the Big Qualicum River and supports salmon populations, and to public health and safety.

In consideration of the unique nature of this development, a site-specific OCP amendment for the Horne Lake Strata property is included in Section 5.7 of the draft OCP that includes conditions under which a re-designation to residential use in the OCP would be supported. The study referred to in that policy could be conducted as part of a rezoning application by the Horne Lake Strata, and if all conditions of the study are met to the satisfaction of the RDN Board, a rezoning could proceed. This change is contingent on the Regional Growth Strategy first being amended.

# DRAFT

## APPENDIX A

### DRAFT DEEP BAY SOUTHWEST POLICIES

These policies would be added to the end of draft OCP Section 5.8. The numbering starts at policy 9, to following policy 8 of the existing draft section.

#### DEEP BAY SOUTHWEST

“Deep Bay Southwest” is a land use designation of this Plan comprised of two lots totalling 75 hectares. This Plan envisions Deep Bay Southwest as a mixed-use development focused on residential, tourist commercial and service commercial uses and meeting the objectives of the Deep Bay section 5.8 of this Plan and pursuant to the following policies 9 to 18 of this section as well as all other relevant policies in this Plan.

#### RESIDENTIAL POLICIES FOR DEEP BAY SOUTHWEST

9. In the Deep Bay Southwest designation, up to 300 residential dwelling units may be supported pursuant to Alternative Forms of Rural Development Policies in section 5.10 of this Plan through transfer of dwelling unit potential and reduction of minimum lot size, and consistent with the following:
  - a) Dwelling units must include a mix of housing choices including single-family, townhouses to a maximum of a four-plex, and courtyard housing.
  - b) Secondary suites are only permitted within single-family dwelling units.
  - c) Residential building height is limited to 2 storeys and 11 metres.
  - d) Residential development is designated a development permit area for establishment of objectives for the form and character of intensive residential and multi-family residential development Area in accordance with Section 488.1 of the *Local Government Act*.
10. In the case of subdivision under the current zoning regulations, the following should be provided:
  - a) road access from Gainsburg Road to the development through the portion of Lot A that splits Deep Bay Creek 2 Community Park to ensure that the existing driveway extending beyond Crome Point Road and to the Deep Bay Marine Station is not used as the public access; and
  - b) Emergency road access from Highway 19A.

#### TOURIST COMMERCIAL POLICIES FOR DEEP BAY SOUTHWEST

11. In Deep Bay Southwest, tourist commercial uses include:
  - a) small-scale, 2 storey lodge-type accommodations with up to 20 rooms and up to 20 small cabins not exceeding 50 m<sup>2</sup> in gross floor area, which provide temporary accommodation to the travelling public as well as students and researchers and the adjacent Vancouver Island University Deep Bay Marine Field Station; and
  - b) restaurant, small-scale recreation facilities, and other amenities related to tourism services and that are not expected to compete with Bowser as the commercial centre of the area.
12. In Deep Bay Southwest, tourist commercial development is designated a Development Permit Area for establishment of objectives for the form and character of commercial development in accordance with Section 488.1 of the *Local Government Act*.

# DRAFT

## *SERVICE COMMERCIAL POLICIES FOR DEEP BAY SOUTHWEST*

13. In Deep Bay Southwest, service commercial uses that complement and enhance the aquaculture industry, aquaculture research, and marine tourism and business are supported, pursuant to Rural Policy 4 of this Plan that supports rezoning for service commercial use.

## *ENVIRONMENTAL DESIGN AND CLIMATE CHANGE POLICIES FOR DEEP BAY SOUTHWEST*

14. In Deep Bay Southwest, in addition to meeting Development Guideline Criteria in section 5.1 of this Plan, development proposals must also demonstrate that:

- a) site design establishes areas to remain free from development and disturbance including the marine coastline, steep slopes, wetlands, ravines and watercourses, archaeological sites, and environmentally sensitive areas including eagle nest and perch trees;
- b) approximately 40% of the area of each lot in which development is proposed (Lot A or Lot B) is free from development for environmental protection and/or public use in perpetuity;
- c) the area described in 13b above is intended to meet the requirements of alternative forms of rural development policies in order to allow for smaller minimum lot sizes and/or transfer of potential dwelling units; and
- d) site design retains trees and vegetation where possible in and around the housing and tourist commercial development areas;

15. In Deep Bay Southwest, commercial and residential development is designated a development permit area for establishment of objectives to promote the reduction of greenhouse gas emissions, to promote water conservation and to promote energy conservation in accordance with section 488.1 of the *Local Government Act*.

## *ACCESS AND SERVICING POLICIES FOR DEEP BAY SOUTHWEST*

16. Development proposals for Deep Bay Southwest must meet Development Guideline Criteria in Section 5.1 of this Plan. In addition, a high standard of wastewater treatment must be met in order to protect the waters of Baynes Sound from contamination, which is to include a sewer collection and treatment system.

17. In Deep Bay Southwest, road layout and design must emphasize pedestrian and bicycle mobility over vehicles in order to promote active transportation, and all internal roads must include roadside paths or trails for safe walking and cycling.

18. Development in Deep Bay Southwest is likely to occur in phases, and access may also be developed in phases. The following lists access requirements for different thresholds of development:

- a) As a condition of any rezoning under Alternative Forms of Rural Development policies, or to permit tourist commercial or service commercial use:
  - road access must be constructed from Gainsburg Road to the development through the portion of Lot A that splits Deep Bay Creek 2 Community Park to ensure that the existing driveway extending beyond Crome Point Road and to the Deep Bay Marine Station is not used as the public access;
  - a road must be dedicated from the development directly to Highway 19A and constructed to a level suitable for emergency access from the Deep Bay area; and

# DRAFT

- a road must be dedicated to the Vancouver Island University Deep Bay Marine Station property.
- b) As a condition of any rezoning to permit additional residential units that would take the total number of residential units in Deep Bay Southwest to greater than 50, the road access directly to Highway 19A must be constructed to a level suitable for service vehicle access during construction.
- c) As a condition of any rezoning to permit additional residential units that would take the total number of residential units in Deep Bay Southwest to greater than 150, the road access directly to Highway 19A must be constructed to Ministry of Transportation and Infrastructure standards as a public road, and must include a separated trail for active transportation.

## *COMMUNITY AMENITY POLICIES FOR DEEP BAY SOUTHWEST*

19. Several specific community amenities have been identified by the community as desirable in the Deep Bay area in general and on the Deep Bay Southwest properties specifically. In anticipation of a phased development of Deep Bay Southwest, desired community amenities will be phased with the scale of residential and commercial development:

- a) Provision of affordable housing or contribution to a Regional District affordable housing fund, should one be established.
- b) Construction of a comprehensive trail and park system that is connected to the rest of Deep Bay trail system, to the existing Deep Bay community, the Vancouver Island University Marine Research Station and waterfront viewing and picnic areas. The trail network must be publically owned or with legal public access. The trail network should be designed with areas along the trail in appropriate locations of a width suitable to be developed into playgrounds or meeting areas.
- c) An area for boat trailer parking located as near to the Deep Bay Harbour as possible. At the time of writing this Plan, the portion of Lot A approximately 0.65 ha in area between Gainsburg Road and a portion of Deep Bay Creek 2 Community Park is identified as a suitable location. Other potential locations can be explored at the time of rezoning application.
- d) Development of the parking area indicated in Policy 18c above including clearing, grading, surfacing, and any other associated improvements to create a trailer parking area.
- e) A small scale, community accessible recreational building as part of the potential lodge development.



**Attachment 4**  
**Summary of Changes in Draft Version 2**

# Summary of Proposed Changes in Draft Official Community Plan Version 2

May, 2017

### Section 1 – Introduction and Purpose

This section includes background information and demographics as well as the Community Values Statement which functions as a “vision” for the document, or “guiding principles”. The overall direction for this Plan as captured in the Community Values Statement is confirmed through this review process, to continue to be relevant.

- New reference to Qualicum First Nation reserve in description of the area
- Reference to the 2016/17 update to the Plan and description of the process
- Updated population growth to include recent Census data and growth projections
- New information on significant aging of the population over time
- Updated Community Values Statement #11 regarding First Nations consultation

### Section 2 – The Natural Environment

Community input identified a few key priorities for this section: ongoing and enhanced understanding and protection of aquifers, reducing the proliferation of seawalls and riprap on the marine coast, improved protection of the coastal and marine environment, and addressing climate change. OCP updates in the Draft reflect these priorities as well as others listed below:

- Changed title from Environmentally Sensitive Areas to Sensitive Ecosystems to broaden scope
- Previous section 2.5 Protection of Wildlife and Native Plants is now incorporated into section 2.1
- New “advocacy policy” sub-heading to group policies that are outside the ability of the RDN to directly implement (added throughout the Plan)
- Objectives and policies directly related to surface and groundwater protection are merged with to section 2.3 Freshwater Resources to reduce duplication
- New background information about the coastal Douglas Fir biogeoclimatic zone
- New references to climate change and associated impacts
- Updated references to “best practice interface building and landscaping techniques” to refer to “FireSmart” (updated throughout the Plan)
- New policy for protection of aquifer recharge areas, particularly well head capture areas of water improvement districts



- New map of groundwater features
- Section 2.4 Coastal Zone Management re-titled to “Marine Environment” to reflect current terminology
- New background information on characteristics of the marine coastline to support new policies for protection of coastal processes and natural shorelines
- New objective and policies for protection of marine ecosystems and natural coastal processes including new policy that structural modification to the shoreline such as with sea walls and rip rap will only be permitted when a Green Shores (softer) approach is not a practical alternative
- New policy to not support encroachment permits on public beach access rights-of-way
- New advocacy policy encouraging the Ministry of Agriculture and Fisheries and Oceans Canada to consult with local residents and the RDN prior to issuing any new or amended licenses for seaweed harvesting, and to encourage them to communicate about the harvest and to continue to conduct scientific research
- New section 2.5 Climate Change and Energy moved from section 6 in current OCP and significantly re-worded to reflect actions already undertaken and to be consistent with the format of the rest of the OCP where each section has an introduction, objectives, and policies.
- In addition, development permit areas (Section 8) for the protection of the natural environment have been revised and updated to reflect community input.

### Section 3 – Natural Resource Management

A key focus of updates to this section is on agriculture and the Agricultural Land Reserve (ALR). To respond to concerns of ALR property owners, as part of this OCP Review the RDN contracted an agrologist to review the boundary of the ALR and make recommendations for amendments. The Final Report and Existing Conditions Report on that study can be found on the [project website](#).

- Section 3.1 “Agriculture” title amended to “Agriculture and Aquaculture” to reflect recommendations in the 2012 RDN Agriculture Area Plan for OCPs to better support agriculture, including aquaculture.
- Add reference to local food system to reflect current views of and priorities for food security
- Add background on ALR designation and 1987 boundary review in Area ‘H’
- Add background on shellfish aquaculture industry and objective to support it
- Revised Objective 2 to improve support for aquaculture industry.
- New Objective 3 to recognize the potential conflict between residential and agriculture/aquaculture uses at the interface between the two.
- New Policy 4 to support applications for non-farm use or exclusion of land from the ALR where an essential community service is provided that outweighs the loss to agriculture.
- New Policy 5 to support land-based components of aquaculture.
- New Policy 7 to introduce a development permit area for subdivision on lands adjacent to the ALR (not on the ALR lands themselves) to reduce future conflicts between agricultural uses and other adjacent uses.
- New Policy 8 for agrology reports submitted in support of subdivision within or exclusion of land from the ALR to fully consider non-soil based farming activities. As the Agricultural Land Commission considers this a significant factor in their decisions, requiring that agrology reports



include this is consideration is hoped to assist owners of ALR land in considering other options, and assist the AAC in making their recommendations.

- Add advocacy policy encouraging the Ministry of Agriculture and local farm organizations to assist and support owners of agricultural land will options and opportunities related to all aspects of farming.
- To the Forestry section, add reference to the Coastal Douglas Fir Land Use Order protection area established in 2010, and update percentage land cover statistics

## Section 4 – Community Resources

Key updates to the Community Resources section reflect park acquisition priorities accomplished and new priorities set, creation of an Active Transportation Plan, wellhead protection plans created by Improvement Districts, the future of rail service on the E&N railway being uncertain, and a new RDN Transit service to Area H. In particular, the following updates are included in the Draft OCP:

- Revised introductory text in 4.1 Parks and Open Space for clarity and to reduce duplication with Section 2.1 Sensitive Ecosystems
- New references to Active Transportation Plan for Area 'H' in order to assist in its implementation. The Active Transportation Plan can be found on the [project website](#).
- New reference to informal trail systems to acknowledge the full extent of trails in the area regardless of whether or not the RDN manages them
- Updated accomplishments such as Henry Morgan Park and current work on Dunsmuir Park
- New policy on RDN considerations for review of road closure applications to ensure that their value as public land for active transportation and recreation is considered and to not support road closure applications if retaining the right-of-way will benefit future parks and trails development. This responds to concern that in recent years, at least one right-of-way was eliminated that reduces the ability to establish a future trail in a key location.
- Updated references to Community Parks and Trails Strategy and Regional Parks and Trails Plan
- Clarified policy for park dedication at time of subdivision for ease of interpretation
- Updated parkland acquisition priorities and consolidated into one policy to assist in implementation
- New policy to support creation of a regional parks development cost charge bylaw
- Add background on well head protection plans for the three water improvement districts and policy to protect through land use regulation and development permit area
- Add policy supportive of community sewer outside of village centres where there is a threat to public health
- Add policy supportive of community sewer outside of village centres to achieve other objectives of this Plan related to alternative forms of rural development (this has be supported by an amendment to the Regional Growth Strategy before it can be implemented).
- Add reference to active transportation as part of the overall transportation network and requirement that facilities be considered for community amenity contributions at the time of rezoning
- Add objective for second access to neighbourhoods with only one way in and one way out



- Strengthened advocacy policies for the Ministry of Transportation and Infrastructure to improve bicycle and pedestrian infrastructure and wayfinding and tourist attraction signage.
- Add advocacy policy to encourage BC Transit and the Comox Valley Regional District to work with the RDN to develop a public transportation connection between Deep Bay and transit in the Comox Valley Regional District
- Add advocacy policy to encourage the Deep Bay Harbour Authority to provide additional off-street parking
- Add policy to support new boat launches

## Section 5—The Development Strategy

The Development Strategy includes objectives and policies for each of the land use designations found on Map No. 5.

The broad community input guiding changes to this section is to encourage growth in Village Centres and keep the rural lands rural, but consider some development in key locations that meet specific conditions. A number of changes address this feedback including policies supporting rezoning in the Rural designation for tourist commercial and service commercial uses, allowing temporary use permits which were not previously available, and adding one lot from the Bowser Village Centre “future use area” into the Village Centre to provide road access to the proposed Bowser Seniors Housing Society development. A new section on Alternative Forms of Rural Development opens opportunity for creativity and flexibility in subdivision design without increasing the overall development potential outside the Growth Containment Boundary.

There are three significant, potential changes to the development strategy that are subject to further community input prior to recommendation from the RDN in the form of draft OCP language: development at Deep Bay Southwest (Baynes Sound Investments), two lots at Faye Road, and commercial development at the Horne Lake and Highway 19A intersection.

### 5.1 Development Guideline Criteria:

- #4 expanded for clarity of when a hydro-geological study is required and terminology updated.
- #7 new to reflect integration of the Climate Change and Energy OCP section throughout.
- #9 changes the term “stormwater” management to “rainwater” management to reflect current terminology.
- Shortened and revised some wording
- Revised for clarity how confirmation of quality and quantity of water is confirmed when within a community water service area. Will be by referral from the RDN to the Improvement District which is consistent the process for RDN-operated water systems.
- Expanded section on development approval information – technical addition

### 5.2 Resource:

- Added mention of aquaculture
- New Objective 5 to encourage farm activities on productive agricultural lands moved from the Rural designation



- New Objective 6 to protect agricultural lands for present and future food production.
- In Policy 2, creation of new land use designation for ALR lands called “Resource – Agricultural”. This will be shown on Map No. 5 – Land Use Designations
- Working Group feedback included suggestion of setting a maximum house size in the ALR to reduce likelihood of estate development instead of farming. This question will be put to further public consultation along with the question noted in the draft of section 5.2: if Policy 3 should be removed that supports subdivision into lots smaller than 8 ha if supported by the current zoning bylaw.

### 5.3 Rural:

- New Objective 3 to encourage alternative subdivision design to help limit sprawl, reduce fragmentation of ecological systems, and create more sustainable land use patterns. This objective is implemented through new Section 5.10.
- New Objective 4 to support tourist commercial and service commercial development that is compatible with the local area and adjacent properties. This is in response to community input asking for more flexibility in the OCP to support new business ideas and initiatives in these areas.
- New Policies 4 and 5 to implement Objective 4 related to supporting tourist commercial and service commercial development
- New Policy 3 to recognize support for secondary suites that were previously permitted through another RDN project that amended the zoning bylaw.
- Removed former Policy 4 that supported consideration of rezoning to a 2.0 hectare minimum parcel size (lower than the 4.0 hectare size in the overall policies for this land use designation) if a list of criteria were met. Instead, smaller minimum parcel sizes are supported through a new section 5.10 of this OCP called “Alternative Forms of Rural Development”.
- Two potential site-specific OCP amendments in the Rural designation have been identified and the OCP Draft Version 2 includes two notes to refer to the locations: the intersection of Horne Lake Road and Highway 19, and lots 6 and 7 on Faye Road near the school. A separate document will describe options for addressing these proposals for which there has been support from the Community Working Group.

### 5.4 Rural Residential:

- New Objective 4 to encourage alternative subdivision design to help limit sprawl, reduce fragmentation of ecological systems, and create more sustainable land use patterns. This objective is implemented through new Section 5.10.

### 5.5 Rural Village Centres

- Additional text in the Introduction to describe the distinct characteristics of Qualicum Bay and Dunsmuir Village Centres. (The Bowser Village Plan, adopted in 2010, provides objectives and policies specific to Bowser).
- New Objective 7 and Policy 4 encouraging a range of housing types including affordable housing.
- New Policies 5 and 6 to provide direction to rezoning proposals.



- New Policy 7 supporting a future review of this Plan to consider reducing the area of Qualicum Bay and Dunsmuir Village Centres and re-designating them as Local Service Areas in order to focus the commercial mixed-use centre of the area in Bowser, and encourage local services or tourist commercial uses in the other two Village Centres.

### *5.6 Tourist Commercial*

- Name of this land use designation changed from Resort Commercial to Tourist Commercial to more broadly refer to the type of development supported in this designation.
- Revised policy 4 to add consideration of scale and make terminology more consistent with other policies of the Plan.
- Revised Policy 3 to provide more guidance for consideration of rezoning applications for new tourist commercial uses
- New Policy 5 to consider providing staff housing on site of new or expanded tourist commercial accommodation.

### *5.7 Recreation*

- New Objective 3 to consider conditions under which Horne Lake Strata could be re-designated for residential use.
- New Policy 2 to outline conditions under which the OCP would support re-designation of the Horne Lake Strata properties to residential use.

### *Park Land Use Designation*

- This designation was removed from Section 5 of the OCP as the objectives and policies are adequately covered in Section 4.1 Parks and Open Space.

### *5.8 Deep Bay*

- New land use designation to reflect community input that there should be specific objectives and policies for the area to reflect unique issues and opportunities. This section was developed in consideration of input received throughout the OCP Review so far include a workshop on Deep Bay specifically.
- A potential site-specific OCP amendment in the Deep Bay area (Rural designation) has been identified and the OCP Draft Version 2 includes a note to refer to this. These lands have recently been known as the "Baynes Sound Investment" lands and are being referred to in this project as Deep Bay Southwest to remove attachment to a particular owner in the name. A separate document will describe options for policies on these lands which the Working Group has had extensive discussion on and there are a variety of views.

### *5.9 Affordable and Accessible Housing*

- New section to reflect community input regarding the need to address housing affordability, and to implement the 2010 Affordable Housing Action Plan of the RDN that made recommendations for OCPs.



### 5.10 Alternative Forms of Rural Development

- New section. In order to encourage more sustainable forms of rural development outside the Growth Containment Boundary (Rural Village Centres), this section provides opportunities for flexibility in minimum lot size and for transfer of potential dwelling units where the overall number of potential dwelling units does not increase outside the Rural Village Centres.
- Learn more about flexibility in minimum lot sizes with the [Alternative Subdivision Design information sheet](#).

### 5.11 Temporary Use Permits

- New Section that allows the RDN Board to issue a permit that allows commercial or industrial activities to take place under conditions, for a period of up to three years and subject to renewal.
- This is a standard section in many Official Community Plans and is a tool for local governments to encourage economic development.

### Map No. 5 – Land Use Designations

- New “Institutional” designation added that includes the Vancouver Island University Marine Station and Bowser Elementary to ensure that these locations remain as Institutional use
- Revised Tourist Commercial / Rural Residential boundary at the Deep Bay Campground and adjacent properties to remove designations split across lots that were adopted in the past when a subdivision along those lines was anticipated.
- New “Resource – Agricultural” designation for land in the Agricultural Land Reserve
- Designation changed from Resource to Rural on the lot including addresses 850, 860, 870 Spider Lake Road as it was excluded from the Agricultural Land Reserve

## Section 6—First Nations and Reconciliation

New section recognizing the partnerships and economic opportunities currently existing and aimed for with the First Nations who have interest in the Plan Area, and including objectives and policies for protection of heritage sites (which includes archaeological sites).

## Section 7 – Implementation

- The table of implementation actions is updated to reflect the changes in the draft OCP
- New Community Amenity Contribution section to provide clarity for developers and stronger assurance for the community that desired amenities identified through this OCP Review will be obtained when the opportunity arises through development.

## Section 8 – Development Permit Areas

Development permit areas are a tool used by local government to regulate certain aspects of development that are not directly addressed in the zoning or building bylaw, and where there are special conditions such as environmentally sensitive areas, hazardous lands, or objectives for the form and





character of a commercial area. The development permit areas in this OCP were thoroughly reviewed and revised as follows:

- Removing the need for a development permit where a building permit is required – the current development permit areas were adopted before there was building inspection in the Plan Area.
- Clarifying language where use of these development permits over time has shown areas that lack clarity
- Adding more preamble to provide clarity for property owners, consultants, and the RDN on what are the objectives of the development permit area and what is trying to be achieved.
- Adding more exemptions wherever possible for small/minor developments that are unlikely to impact the objectives of the development permit area.

*A list of specific changes to each development permit area will be outlined in an updated version of this document when the draft development permit areas are distributed to the public.*

# Electoral Area H

## Official Community Plan Review



### Summary of Proposed Changes in Draft Official Community Plan Version 2 – **Development Permit Areas**

June 21, 2017

#### Section 8 – Development Permit Areas (and Bowser Village Plan)

Development permit areas (DPAs) are a tool used by local government to regulate certain aspects of development that are not directly addressed in the zoning or building bylaw, and where there are special conditions such as environmentally sensitive areas, hazardous lands, or objectives for the form and character of a commercial area. The DPAs in this OCP were thoroughly reviewed and revised as follows:

- Removing the need for a development permit where a building permit is required and the development permit area would not require anything additional not addressed in the building permit process – the current development permit areas were adopted before there was building inspection in the Plan Area.
- Clarifying language where use of these development permits over time has shown the need
- Adding more preamble to provide clarity for property owners, consultants, and the RDN on what are the objectives of the development permit area and what is trying to be achieved.
- Adding more exemptions wherever possible for small/minor developments that are unlikely to impact the objectives of the development permit area.

#### *General Policies and Exemptions:*

- New section to cover policies and exemptions that apply to all DPAs to reduce duplication.

#### *DPA 1 – Freshwater and Fish Habitat Protection*

- Combines Fish Habitat Protection DPA and the surface water aspect of the Environmentally Sensitive Features DPA from current (2004) OCP. The Fish Habitat Protection DPA was added to the OCP in 2007 to implement the *Riparian Areas Regulation*, and this 2017 update streamlines for ease of interpretation.
- New Justification and Objectives sections for clarity.
- Updated exemptions and guidelines for clarity based on other RDN OCP's.

#### *DPA 2 – Environmentally Sensitive Areas*

- Moved surface water to separate DPA 1 and coastal areas to separate DPA 3.
- Aquifer map designation changed to reflect new aquifer mapping from Province of BC.



- Heron and eagle nest map designation changed to reflect new mapping from Wildlife Tree Service.
- Clarified and expanded exemptions from aquifer areas.
- Added exemptions from heron and eagle nest tree areas.
- Added clarity on requirements for hydrogeological reports and biophysical assessments to improve consistency in reports and reduce time in processing applications when further information is requested from the consultant .

#### *DPA 3 – Marine Coast*

- Moved coastal DPA from former Environmentally Sensitive Features DPA.
- Reduced Coastal DPA to 15 m upland from Natural Boundary from 30 m to be consistent with adjacent RDN Electoral Area G, and to encourage development to remain entirely outside of the 15 m area from the natural boundary, and reduce the number of development permit applications.
- Clarified intent of the DPA, justification and objectives.
- Added exemption for minor development.
- Added guidelines for erosion protection measures to ensure that hard protection such as lock block walls and rip rap are only used as a last resort, and that *Green Shores* approaches are first considered.
- Added guideline for ocean loop geothermal exchange installation.
- Added guideline for subdivision that new lots must have safe building sites without requiring shore protection measures when considering 0.8 metres of local sea level rise.
- Clarified guidelines on replanting.
- New guidelines on boating facilities including new boat ramps.

#### *DPA 4 – Steep Slope Hazard*

- Clarified that the focus of this DPA is on steep slopes and that flooding hazard is covered in either DPA 1, DPA 3, and / or by the Floodplain Bylaw.
- Updated steep slope mapping based on new 2m contour data.
- Revised area of application to include lots where a slope of 30% or greater exists, when the lot is near the marine coast. The intent of revising the DPA based on new contour data was to improve the existing boundaries focused on the marine coast. While other areas of 30% slope or greater exists throughout the Plan Area, when away from the coast they will either be captured through the Riparian Areas Regulation requirements (riverine), or are on Resource lands or large rural lots where there are likely to be sufficient buildings sites away from the hazardous area.
- A map showing all slopes of 30% or greater is included in this OCP for information purposes which could be used to inform building inspection or bylaw amendment processes.
- A future project involving a geotechnical review of the 30% slope mapping could further refine or add to the development permit area.

#### *DPA 5 – Farmland Protection*



- New DPA that applies only to subdivision of lands adjacent to Agricultural Land Reserve (ALR).
- Purpose of this DPA is to guide subdivision design to ensure a landscaped buffer on the non-ALR land to reduce future conflicts between residential and farm use.
- Similar DPA has been adopted in Electoral Area 'A' and is considered a best practice.

#### *DPA 6 – Rural Commercial*

- Revised title from “Resort Commercial and Recreational Lands” DPA.
- Area of application extended to also include the Rural land use designation to reflect new OCP policy that support rezoning of lands in the Rural designation to tourist commercial or service commercial use. There would only be a requirement for this development permit area on the Rural lands if they were rezoned to allow tourist commercial or service commercial use.
- Revised guidelines for consistency with some of the Bowser Village Centre DPA guidelines, and to generally improve clarity.

#### *DPA 7 – Qualicum Bay and Dunsmuir Village Centres*

- Revised title from “Village Centres” DPA. Since the current Plan was adopted the Bowser Village Centre Plan was created a DPA written just for Bowser.
- Revised guidelines for consistency with some of the Bowser Village Centre DPA guidelines, and to generally improve clarity.

#### *Bowser Village Plan Development Permit Area*

- Removed guidelines related to hazards and aquifer protection as they are covered in another DPA.
- Added exemption for addition to an existing building or structure not visible from a public roadway.
- Some revisions for consistency with DPA 7 – Qualicum Bay and Dunsmuir Village Centres.
- A number of guidelines reworded for clarity.

**Attachment 5**  
**Draft Policies that Require Amendments to the RGS**

<b>OCP Section / Policy</b>	<b>RGS Policy / Map</b>	<b>Rationale</b>
<i>Section 5.10, Policy 2.e</i> “Subject to Regional Growth Strategy Amendment, shared wastewater disposal and shared provision of water are supported in the Rural Residential designation of this Plan in order to allow for smaller residential lots and a larger protected parcel”	10.2 “Not support the provision of new community water and/or sewer services to land designated as Rural Residential or Resource Lands and Open Space...”	Section 5.10 of the draft OCP implements RGS policy 5.13 to encourage alternative forms of rural development. In this context, shared wastewater and water should be allowed, or the ability to achieve these alternative forms of rural development will be significantly limited.
<i>Section 5.5 “Rural Village Centres”</i>	10.3 “only support new community water and wastewater systems that are publically owned.”	In addition to the above where small, privately owned systems are to be supported through alternative forms of rural development policies, this OCP also supports them in Village Centres not served by community wastewater systems. Although there are policies supporting establishment of community sewer in Dunsmuir and Qualicum Bay Village Centres, there is nothing on the horizon. This RGS policy would inhibit their ability to grow into the compact, mixed use centres before a community wastewater system is constructed.
Bowser Village Centre Plan change to re-designate one lot from the Future Use Area to the Bowser Village Centre	Maps - Growth Containment Boundary for Bowser Village Centre	This addition to the Bowser Village Centre will facilitate construction of road access to the Crown lots leased by the RDN for seniors housing.
All maps – Bowser Village Centre south-east boundary realignment	Maps - Growth Containment Boundary for Bowser Village Centre	The realignment of the south-eastern boundary from following Thames Creek to following property lines with bring it into consistency with the Bowser sewer service area boundary.
<i>Policy 25 in Section 5.8 re Deep Bay Southwest</i> supporting up to 240 dwellings with provision of specified amenities	5.2 “The minimum parcel size of lands designated Resource Lands and Open Space or Rural Residential, will not be decreased below the minimum size established in the relevant official community plan in place at the time of adoption of this RGS”.	This policy is written such that an RGS amendment could be applied for at a later date.

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**TO:** Electoral Area Services Committee      **MEETING:** October 10, 2017  
**FROM:** Nick Redpath  
Planner      **FILE:** 0125-20-BC-Cannabis  
**SUBJECT:** Government of British Columbia Cannabis Regulation Engagement

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**RECOMMENDATIONS**

1. That the Board receive the Government of British Columbia Cannabis Regulation Engagement report for information.
2. That the Board direct staff to prepare a report on the implications of cannabis legalization to the Regional District of Nanaimo and bring it forward to the Board when the opportunity for local government engagement is provided by the Province.

**SUMMARY**

The federal government's plan to legalize non-medical cannabis by July 2018 creates a need for regulation by provincial, territorial and local governments. The Province of BC has commenced public engagement to gather input on key issues that will help shape the Province's policy decisions. At this time, the Province has opened an online public feedback form through to November 1, 2017, in order to gather individual public input on aspects of cannabis use and regulation. The Government of BC has indicated that specific engagement with local governments on the implications of non-medical cannabis regulation will occur later this fall. At its convention in September 2017, the Union of BC Municipalities (UBCM) passed a resolution to endorse guiding principles for BC local government advocacy on cannabis legalization, including an expectation that the Province engage in fulsome and meaningful consultation with local governments. Key public input issues identified are Minimum Age, Maximum Possession Limit, Public Consumption, Personal Cultivation, Impairment and Driving, Distribution and Retailing.

**BACKGROUND**

In 2015, the federal government committed to legalizing non-medical cannabis in Canada. A federal task force on cannabis and regulation was subsequently established to advise on the design of a new legislative framework. A report released by the task force in 2016 provided a comprehensive set of recommendations for all levels of government to consider. On April 13, 2017, the federal government introduced Bill C-45, the *Cannabis Act* in the House of Commons with plans to bring it into force in July 2018, effectively making non-medical cannabis legal in Canada as of that date. The federal government's plan to legalize non-medical cannabis by July 2018 creates a need for regulation by provincial, territorial and local governments.

To engage the public and prepare for legalization of non-medical cannabis, the Government of BC issued a Cannabis Regulation Engagement Press Release (see Attachment 1) on September 25, 2017, that included an online public feedback form and discussion paper. The Cannabis Legalization and Regulation in British Columbia Online Feedback Form (see Attachment 2) encourages input from BC residents on key issues identified by the Province. The online feedback form can be accessed at the following link: <http://engage.gov.bc.ca/BCcannabisregulation/>. The key issues identified include minimum age, public possession and consumption, drug-impaired driving, personal cultivation, and distribution and retail. The online feedback form will be open to the public until November 1, 2017, and is intended to help the Province make decisions about how non-medical cannabis will be regulated upon legalization in 2018. The Cannabis Legalization and Regulation in British Columbia Discussion Paper (see Attachment 3) provides context and options to consider in regard to these key issues to help inform this online public engagement, which are summarized under the Provincial/Territorial and Local Government Implications section of the report.

In addition to the open public feedback process, the Province has indicated that it will provide specific engagement opportunities for local governments and other agencies on non-medical cannabis regulation later this fall.

At its September 2017 convention, the UBCM membership passed a resolution (see Attachment 4) to endorse the following principles to guide UBCM's advocacy with the Province regarding local government's role in a BC framework for cannabis:

- Fulsome and meaningful consultation with local governments;
- provision of adequate provincial funding to cover any responsibilities and increase in administrative burden;
- equitable sharing of tax revenues from cannabis between all orders of government; and
- respect for local choice, jurisdiction and authority, including but not limited to land use and zoning decisions.

The Province has invited UBCM to establish a standing committee on cannabis legalization to create an opportunity for local governments to share their experience, knowledge and concerns as BC's regulatory framework develops.

### ***Federal Framework & Outstanding Issues***

The federal government will be responsible for the supply of cannabis (regulation, production and product standards). The federal government will set industry-wide standards around the types of products available, packaging and labelling requirements, serving sizes and potency standards, prohibiting the use of certain ingredients and promotional restrictions. The federal government is also responsible for establishing minimum conditions that provincial and territorial legislation for distribution and retail will be required to meet to ensure consistency. The conditions set by the federal government relate to personal possession limits (maximum 30 grams per adult), personal cultivation (maximum 4 plants per residence) and setting of a minimum age of consumption (18 years). The federal government will also be responsible for the continued oversight of the medical cannabis regime.

Despite the federal legislation giving stakeholders and Canadians a better idea of what the legalized cannabis regime will entail, many unresolved issues exist. These issues include, but are not limited to:

- Federal and provincial tax rates;
- packaging rules and regulations;
- date that edibles will be introduced into the legalized framework;
- restrictions for making cannabis products at home (e.g. foods, drinks);
- information around police enforcement tools and regulations; and
- compensation for provinces, territories and local governments related to enforcement and other resources expended as part of the legalization and regulation of cannabis.

### ***Provincial/Territorial and Local Government Implications***

Provincial and territorial governments will assume responsibility for many aspects of non-medical cannabis regulation in their respective jurisdictions. These aspects will include, but are not limited to: distribution and retail; compliance and enforcement regimes; increase of minimum age limits; restrictions on possession and personal cultivation; public consumption; and amendments to road safety laws.

Given the statutory framework local governments operate in within British Columbia, the role of BC local governments in the legalization process are likely to focus on regulations pertaining to retail sales of cannabis (through zoning, business licensing in the case of municipalities) and enforcement of regulation around public consumption in local government facilities. Working within the federal and provincial statutory frameworks, local governments will play a key role in protecting the public health and safety of communities throughout the legalization process.

The Cannabis Legalization and Regulation in British Columbia Discussion Paper, which was released by the Province to inform the public and stakeholder engagement, provides background information and options on the following key policy issues facing BC as non-medical cannabis approaches legalization:

- Minimum Age:** A minimum age of 18 to grow, purchase or have public possession of dried cannabis has been established by the federal government. It is at the discretion of provinces and territories to establish a higher minimum age within their respective jurisdictions.
- Maximum Possession:** A maximum possession limit per adult has been set at 30 grams of dried cannabis by the federal government. Provinces and territories have the authority to decrease, but not increase the maximum limit.
- Public Consumption:** The federal government has prohibited cannabis in federally-regulated places (e.g. trains, planes), but regulation of public consumption will fall under provincial, territorial and local government jurisdiction. Provinces, territories and local governments have the ability to restrict and prohibit where non-medical cannabis is consumed, however, if restrictions are not legislated by the date of legalization, it will be legal to smoke, vape and consume other forms of cannabis in public.
- Personal Cultivation:** Personal cultivation of up to 4 cannabis plants per household, of a maximum size of 100 centimetres is permitted by the federal government. Provinces and territories have the ability to decrease this maximum and also establish further restrictions. These restrictions could include, but are not limited to: Registration for persons growing cannabis plants; restricting where plants can be grown (indoor vs. outdoor); and require certain



security measures to be implemented for persons undertaking personal cultivation of cannabis.

- e) **Drug-impaired Driving:** The federal government has the authority to set a blood tetrahydrocannabinol (THC) limit beyond which a person can be criminally charged with cannabis-impaired driving. The federal government still has not determined what constitutes an illegal blood drug concentration and research into the development of a device that can detect THC levels from individual saliva is ongoing. The Province will have to address the risk of cannabis legalization and potential increased impaired driving through new detection and other methods.
- f) **Distribution:** The federal government has tasked each province or territory with deciding the distribution model for cannabis in its jurisdiction. The three basic models of warehousing and distribution of cannabis to retailers in BC are government, private, or direct. The government distribution model would make the government responsible for warehousing and distribution of cannabis. Licenced producers would send cannabis products to a government distributor, which would then fill orders for cannabis retailers. The private distribution model would allow for private business to be responsible for physical warehousing and distribution of cannabis product under significant government oversight in relation to licensing, inspecting and tracking. The final model is direct distribution. This model would see the Province authorize federally licensed producers to distribute their own products directly to retailers under government oversight.
- g) **Retail:** The federal government authorizes each province and territory to dictate the retail model for cannabis in its jurisdiction. A number of options exist. The Province could establish a public or private retail system, or potentially a mix of both, similar to alcohol. Other options could require that cannabis be sold in dedicated storefronts, or it could allow cannabis to be sold out of existing businesses such as liquor stores or pharmacies. The Province could also establish a direct-to-customer mail-order system. While the federal government allows provinces and territories to decide the retail model in its jurisdiction, if retail regimes are not established by July 2018, the federal government will implement an online retail system as an interim solution.

## ALTERNATIVES

1. That the Board receive the Government of British Columbia Cannabis Regulation Engagement report for information.
2. That the Board direct staff to prepare a report on the implications of cannabis legalization to the Regional District of Nanaimo and bring it forward to the Board when the opportunity for local government engagement is provided by the Province.
3. That the Board provide alternate direction to staff.

## FINANCIAL IMPLICATIONS

This report is prepared in response to an opportunity provided by the Province to engage individual BC residents on specific issues related to cannabis legalization. As such, no implications to the Board 2017 – 2021 Financial Plan have been identified at this time. A future report to the Board on the implications of

cannabis legalization to the Regional District of Nanaimo, as recommended, can be accommodated within the existing Community Planning budget. The broader financial implications of cannabis legalization to the RDN will largely depend on the policy framework selected by the Province. It is anticipated that the Province will seek specific input from local governments on a draft policy framework later in the fall. The broad financial implications to the RDN of cannabis legalization will be given consideration in a report on the implications of cannabis legalization to the RDN, which is recommended to be brought forward to the Board when the opportunity for local government engagement is provided by the Province.

### **STRATEGIC PLAN IMPLICATIONS**

A focus on Economic Health is one of the strategic priorities in the RDN Strategic Plan 2016 – 2020. In particular, the strategic plan directs that the RDN will foster economic development and support diversification of our regional economy. Certain distribution models being considered by the Province could provide local business opportunities in this emerging sector and promote economic health through the diversification of our regional economy.



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Nick Redpath  
nredpath@rdn.bc.ca  
October 5, 2017

#### Reviewed by:

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

#### Attachments

1. Cannabis Regulation Engagement Press Release
2. Cannabis Legalization and Regulation in British Columbia Online Feedback Form
3. Cannabis Legalization and Regulation in British Columbia Discussion Paper
4. 2017 UBCM Resolutions for Local Government Role in BC Framework for Cannabis

Legal cannabis: help B.C. lead the way on safety, health | BC Gov News

British Columbia News

## Legal cannabis: help B.C. lead the way on safety, health

<https://news.gov.bc.ca/15473>

Monday, September 25, 2017 10:30 AM

**Vancouver** - Government is inviting British Columbians to share their views about how the Province can keep young people, neighbourhoods and roads safe after Canada legalizes non-medical cannabis next year.

“We want to hear from as many people as possible about how we can best protect our kids, keep our roads safe, and lock criminals out of the non-medical cannabis industry,” said Minister of Public Safety and Solicitor General Mike Farnworth. “It’s critical that we work together to ensure the legalization of non-medical cannabis results in safer, healthier communities.”

Today through Nov. 1, people can share their views about B.C.’s approach to non-medical cannabis legalization at: [engage.gov.bc.ca/BCcannabisregulation/](https://engage.gov.bc.ca/BCcannabisregulation/)

Under the federal government’s new laws, provinces and territories have the power to regulate distribution and retail sales of non-medical cannabis. British Columbia can also upgrade traffic-safety laws to protect people on the roads from cannabis impaired drivers.

“I hope British Columbians will get involved, be heard, and help us shape how we maximize public health and safety when non-medical cannabis is legalized by the federal government next year,” said Farnworth. “While we already have laws banning drug-affected driving, and they remain in effect, this is also an opportunity for people to let us know how we can make them stronger and more effective.”

In addition to the open public engagement process, government will also proactively seek opinions from a representative cross-section of British Columbians on their views concerning non-medical cannabis regulations, with a random telephone survey.

Local governments, Indigenous governments and organizations, and stakeholders from law enforcement, health, agriculture and other sectors will also have specific engagement opportunities with the Province on cannabis regulation later this fall. As well, the Province has invited the Union of B.C. Municipalities to establish a standing committee on cannabis legalization so local governments can share their experience, knowledge and concerns as B.C.’s regulatory framework develops.

“Local governments welcome the start of the consultation process as we move towards creating a made-in-B.C. approach to legalization,” said Union of B.C. Municipalities president Murry Krause. “Our members want to discuss issues like taxation, retail sales and personal cultivation in advance the regulatory framework being set in place. The proposed standing committee sounds like a good vehicle to support discussions.”

### Learn More:

Cannabis public engagement: [engage.gov.bc.ca/BCcannabisregulation](https://engage.gov.bc.ca/BCcannabisregulation)

Information on medical marijuana: <https://www.healthlinkbc.ca/health-topics/aa52518>

Federal information on medical cannabis access and becoming a licensed producer:  
<https://www.canada.ca/en/health-canada/topics/cannabis-for-medical-purposes.html>

## **Contacts**

### **Media Relations**

Ministry of Public Safety and Solicitor General  
250 213-3602

Attachment 2

B.C. Cannabis Regulation - Online Feedback Form

0%

**Are you completing the feedback form as:**

- An individual
- A local government (please specify below)
- An Indigenous government / Indigenous organization
- An organization or association (please specify below)
- A business
- Other (please specify below)

If applicable, please specify:

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B.C. Cannabis Regulation - Online Feedback Form

6%

*The following four questions ask about personal cannabis usage. These questions, along with all questions in the feedback form, are voluntary and will be confidential. All responses will be compiled and analyzed as a group. Responses will not be identified by individual.*

**Do you currently use cannabis?**

- Yes
- No
- Prefer not to say

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B.C. Cannabis Regulation - Online Feedback Form

18%

**How strongly do you or your organization support the legalization of cannabis?**

	Strongly Support	Somewhat Support	Neither Support nor Oppose	Somewhat Oppose	Strongly Oppose	Don't know / No Opinion
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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B.C. Cannabis Regulation - Online Feedback Form

21%

**Minimum Age**

Provinces and territories can choose to set a legal age for a person to possess, purchase and consume cannabis greater than 18 years of age - the age set under the proposed Cannabis Act. B.C. will need to balance the decision to set a higher legal age based on a number of factors. For example, emerging evidence indicates that cannabis use may impact a person's developing brain until the age of 25. However, setting the minimum age too high may not help reduce the illegal market, as those under the minimum age may continue to obtain cannabis from the illegal market. In British Columbia, the legal age to purchase alcohol/tobacco is 19. The age of majority, the age when minors become legal adults, is 19 in B.C.

**Do you support setting the minimum age to possess, purchase and consume cannabis in B.C. to 19 (to correspond with British Columbia's age of majority)?**

Yes  
 No. It should be older than 19  
 Don't Know/No opinion

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24%

**Personal Possession**

Provinces and territories have the option of reducing the personal possession limit for adults. A consistent possession limit across provinces and territories would make it easier for the public to understand and comply with. Under the proposed Cannabis Act, adults will be allowed to possess up to 30 grams of dried legal non-medical cannabis in public, and will be able to share up to 30 grams of dried legal cannabis with other adults. (For context, one joint typically contains between .33g to 1g of cannabis). The legislation sets equivalent possession limits for other forms of cannabis (e.g., oils, solids containing cannabis, seeds).

**Do you support the proposed federal 30g possession limit?**

	Strongly Support	Somewhat Support	Neither Support nor Oppose	Somewhat Oppose	Strongly Oppose	Don't know / No Opinion
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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27%

**Public Consumption**  
 Provinces and territories have the option of regulating where people may use cannabis, as the proposed Cannabis Act does not set restrictions on where cannabis can be consumed. B.C. must determine where people may use cannabis without affecting the health and well-being of others similar to public consumption restrictions placed on alcohol and tobacco. For example, you cannot drink alcohol in public unless you are in a licensed place. You cannot smoke tobacco, hold lighted tobacco, or vape tobacco (use or hold an activated e-cigarette) in the following locations:

- Most public and workplaces (except for adult-only vapour product shops where up to two customers can test a vapour product for purchase at the same time);
- Cars with children under the ages of 16;
- Within six metres of doors, air intakes and open windows to indoor public/workplaces;
- K-12 public and private school sites at all times; and
- Health authority property, unless in designated areas.

**What is your level of agreement for the following statements?**

	Strongly Agree	Somewhat Agree	Neither Agree nor Disagree	Somewhat Disagree	Strongly Disagree	Don't know / No Opinion
Adults should be allowed to use non-medical cannabis in some spaces outside their homes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Limitations on public consumption of non-medical cannabis should be the same for any form of cannabis (e.g., smoked, vaped, eaten, lotions, tinctures/drops, etc.).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public smoking/vaping of non-medical cannabis should be allowed in any public place where tobacco smoking/vaping is currently allowed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B.C. should consider establishing licensed establishments, such as tasting lounges or cannabis cafés.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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39%

**Drug-Impaired Driving**  
 B.C. must carefully look at the best ways to deter drug-impaired driving to keep the public safe. Currently, there are two kinds of penalties, or sanctions, for drugs and driving. Under federal law, if police believe a driver's ability to operate a vehicle is impaired by a drug they may pursue criminal impaired driving charges. Under provincial law, if police believe a driver's driving ability is affected by a drug, other than alcohol, they may serve an administrative 24-hour driving prohibition at the roadside and impound the vehicle for that same period – in conjunction with or instead of criminal impaired driving charges.

The proposed federal [Bill C-46](#) would establish new laws and tools under the Criminal Code to help police detect and investigate drug-impaired driving cases. Penalties would depend on the level of THC (Tetrahydrocannabinol, the principal psychoactive constituent of cannabis) in blood and the presence of alcohol or another drug in addition to cannabis at or above set levels. The [penalties](#) range from a fine to a maximum penalty of 10 years in jail (doubling the current maximum of 5 years).

**Do you think the legalization of non-medical cannabis will result in increased problems with cannabis-impaired driving in B.C.?**

Yes. More British Columbians will be likely to drive impaired after it is legalized.  
 No. Those British Columbians who most likely drive impaired by cannabis are already doing it and I don't expect it'll be any more of an issue after legalization.  
 Maybe – it is too early to tell, more research will be required.  
 Don't Know / No Opinion

**Do you think the proposed Criminal Code penalties for drug impaired driving are sufficient, or should B.C. consider additional actions to deter drug-impaired driving?**

Yes. The proposed Criminal Code penalties for drug-impaired driving are adequate.  
 No. The Province should take additional measures to curb drug-impaired driving.  
 Don't know / No opinion

**What is your level of agreement for the following actions to reduce drug-impaired driving?**

	Strongly Agree	Somewhat Agree	Neither Agree nor Disagree	Somewhat Disagree	Strongly Disagree	Don't know / No Opinion
Public education and awareness campaigns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increased police enforcement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Longer driving prohibitions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Immediate roadside driving prohibitions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vehicle impoundment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remedial drug education and counselling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Zero tolerance for new drivers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you have other actions you would like to suggest, please tell us:

B.C. Cannabis Regulation - Online Feedback Form

65%

**Personal Cultivation**

Provinces and territories have the option of regulating personal cultivation of non-medical cannabis. The proposed Cannabis Act allows adults to grow a maximum of four plants per residence, to a height of 100 cm each. Adults cannot designate or transfer this allowance to another residence.

Under the proposed Act, adults will be allowed to alter cannabis at home to prepare different types of products for personal use, such as cannabis-infused food or beverages, but may not use dangerous chemicals or solvents in the process. Provinces and territories may establish restrictions on personal cultivation beyond those set out in [Bill C-45](#).

B.C. has several options regarding restrictions on personal cultivation, such as setting restrictions on where and how non-medical cannabis can be grown at home. B.C. could also establish a registration requirement for persons who want to grow non-medical cannabis for personal use. When considering possible restrictions it may be helpful to keep in mind that it is legal in Canada to grow tobacco and produce wine or beer at home for personal use with very few restrictions.

**What is your level of agreement for the following statement?**

	Strongly Agree	Somewhat Agree	Neither Agree nor Disagree	Somewhat Disagree	Strongly Disagree	Don't know / No Opinion
B.C. should set additional restrictions on where and how British Columbians can grow non-medical cannabis for personal use at home.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you agree, what additional restrictions should B.C. set on personal cultivation of non-medical cannabis?

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**Distribution & retail of non-medical cannabis**

Provinces and territories must decide the distribution and retail model for non-medical cannabis in their own jurisdiction. Under the proposed Cannabis Act, provinces and territories are responsible for choosing:

- How non-medical cannabis will be distributed
- How non-medical cannabis will be sold

**Distribution** is the process of making a product or service available for the consumer or business (for example, a retailer) that needs it. **Retailing** is the process of selling goods or services to a consumer (the end user).

Although the proposed Cannabis Act does not place any restrictions on whether cannabis can be sold with other products such as liquor, there are health and [public safety concerns associated with co-consumption and co-sale of liquor and cannabis](#). As a reference point, none of the U.S. states, that have legalized non-medical cannabis, allow liquor and cannabis to be sold together.

**Who should be responsible for distributing non-medical cannabis products?**

A government operated distribution organization

A private distribution organization or organizations

Mix of both

Don't know/No opinion

**Where should non-medical cannabis be sold?**

Government-owned and operated retail stores

Private retail stores

Mix of government and private retail stores

Online mail order only

Don't know/No opinion

**Do you support selling non-medical cannabis in liquor stores?**

	Strongly Support	Somewhat Support	Neither Support nor Oppose	Somewhat Oppose	Strongly Oppose	Don't know / No Opinion
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**If sold in retail stores, which requirements should be considered for regulating retail regardless of who operates the stores? (select your top 3)**

Where stores can be located

Whether under age youth are allowed on the premises

Number of stores in a given area

Hours stores are open

Training requirements for staff who work in stores

Background checks on staff

Other products that can be sold in stores

Other (please specify below)

None of the above

Don't know/No opinion



B.C. Cannabis Regulation - Online Feedback Form X

 80%

**Do you have any additional comments about Cannabis Regulation in B.C. that you would like to share?**

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B.C. Cannabis Regulation - Online Feedback Form X

Thank you for taking the time to complete this feedback form.  
**Please click "Submit" below to submit your responses.**

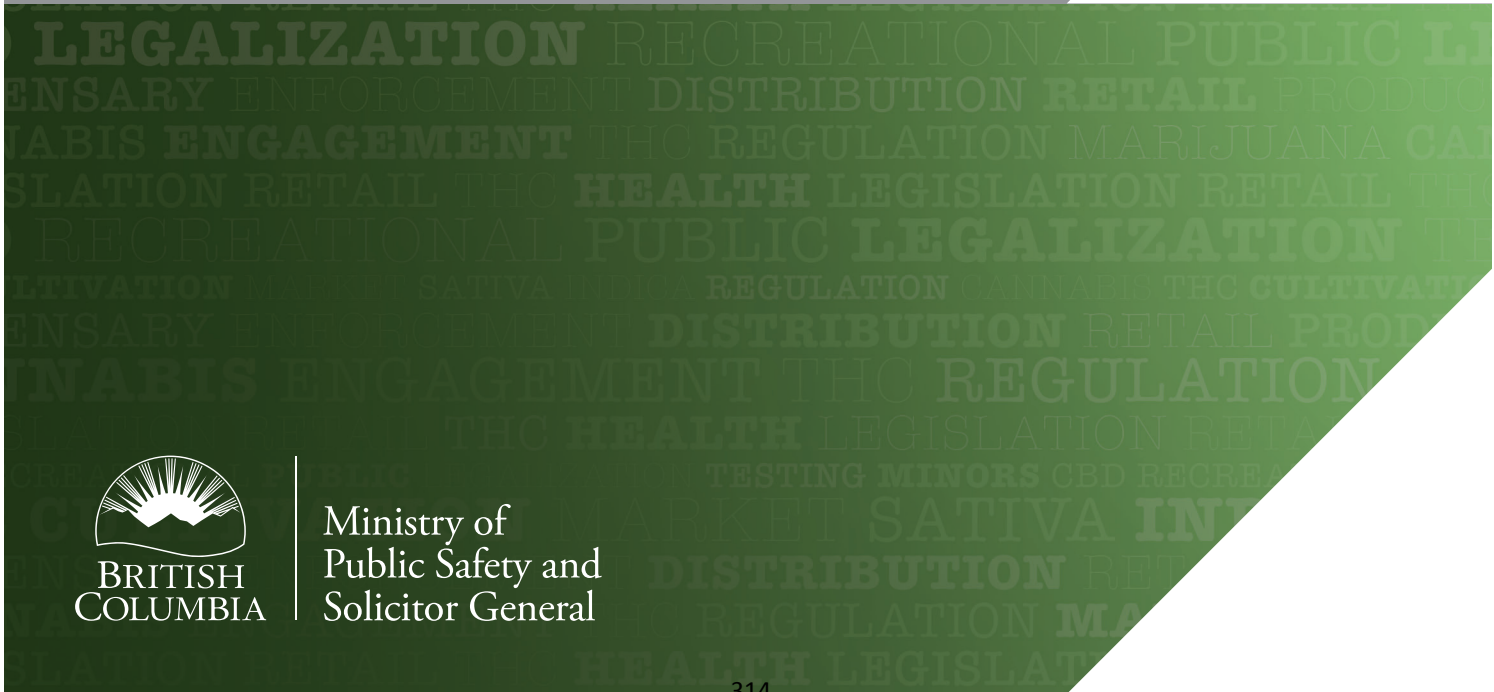
Your feedback will be used along with input from local governments, indigenous groups and organizations as it works to develop a regulatory framework for non-medical cannabis in British Columbia.

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# Cannabis Legalization and Regulation in British Columbia

## Discussion Paper



Ministry of  
Public Safety and  
Solicitor General

# Introduction

In 2015, the federal government committed to legalizing non-medical cannabis in Canada. On June 30, 2016, it established the Task Force on Cannabis Legalization and Regulation (the Task Force) to consult and advise on the design of a new legislative and regulatory framework. The [Task Force report](#) was released on December 13, 2016, and provides a comprehensive set of recommendations for governments to consider.

On April 13, 2017, the federal government introduced Bill C-45, the *Cannabis Act* and Bill C-46 (the Act to amend the *Criminal Code*), in the House of Commons. The Bills are currently making their way through the parliamentary process. Bill C-46 amends the *Criminal Code* to simplify and strengthen its approach to alcohol and drug impaired driving, and the federal government plans to move quickly to bring the amendments into force once the Bill receives Royal Assent.

The federal government plans to bring Bill C-45 into force in July 2018; this will make non-medical cannabis legal in Canada as of that date. Bill C-45 is largely based on the recommendations of the Task Force. It seeks to balance the objectives of providing access to a regulated supply of cannabis, implementing restrictions to minimize the harms associated with cannabis use, and reducing the scope and scale of the illegal market and its associated social harms.

The federal government's decision to legalize cannabis creates a corresponding need for provincial and territorial governments to regulate it. While the federal government intends to assume responsibility for licensing cannabis producers and regulating production and product standards, provinces and territories will be responsible for many of the decisions about how non-medical cannabis is regulated in their jurisdictions. These include, but are not limited to: distribution and retail systems; compliance and enforcement regimes; age limits; restrictions on possession, public consumption and personal cultivation; and amendments to road safety laws.

As it considers these important decisions, the BC Government wants to hear from local governments, Indigenous governments and organizations, individual British Columbians, and the broad range of other stakeholders that will be affected by cannabis legalization.

This discussion paper has been prepared to help inform this public and stakeholder engagement. It addresses a number of key policy issues for BC, including minimum age, public possession and consumption, drug-impaired driving, personal cultivation, and distribution and retail. It draws heavily from the analysis of the Task Force, and identifies policy options to consider in developing a BC regulatory regime for non-medical cannabis.

Note that this paper does not address regulation of medical cannabis. For now, the federal government has decided to maintain a separate system for medical cannabis. The Province has a more limited role in the medical cannabis system, and the policy issues and policy choices available are very different, in part because of a history of court cases related to the *Canadian Charter of Rights and Freedoms*.

## Minimum Age

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While Bill C-45 establishes a minimum age of 18 years to buy, grow, and publicly possess up to 30 grams of non-medical cannabis, provinces and territories can choose to establish a higher minimum age in their jurisdictions. This is consistent with the Task Force recommendations.

- BC could accept the federal minimum age of 18. However, the minimum age to buy tobacco and alcohol in BC is 19. 19 is also the BC age of majority, when minors become legal adults. In addition, since significant numbers of high school students turn 18 before they graduate, a minimum age of 18 could increase the availability of cannabis to younger teens.
- BC could set the minimum age at 19. This would be consistent with the minimum ages for tobacco and alcohol, and with the BC age of majority.
- BC could set the minimum age at 21 or higher. Emerging evidence suggests that cannabis use could affect brain development up to age 25. As a result, many health professionals favour a minimum age of 21.

However, as the Task Force recognized, setting the minimum age too high could have unintended consequences. Currently, persons under 25 are the segment of the population most likely to use cannabis. The greater the number of young users who cannot buy legal cannabis, the more likely that there will continue to be a robust illegal market where they can continue to buy untested and unregulated cannabis.

Finally, it's important to note that a legal minimum age is not the only tool to discourage cannabis use by young persons. As an example, public education campaigns that provide information about how cannabis use can limit academic performance and future opportunities have been found to be effective.

## Personal Possession - Adults

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Bill C-45 establishes a 30 gram limit on public possession of dried cannabis. Practically, this means that this is the maximum amount that an adult could buy and take home at any one time (for context, one joint typically contains between .33g to 1g of cannabis). The legislation also sets possession limits for other forms of cannabis (e.g. oils, solids containing cannabis, seeds) and the federal government intends to add other types of cannabis products (e.g. edibles) by regulation at a later date.

The 30 gram limit is consistent with the Task Force recommendation and with public possession limits in other jurisdictions that have legalized non-medical cannabis. The reason for public possession limits is that possession of large amounts of cannabis can be an indicator of intent to traffic, so a public possession limit can help law enforcement to distinguish between legal possession for personal use, and illegal possession for the purpose of trafficking.

Provinces and territories cannot increase the public possession limit, but they can set a lower limit. However, a consistent possession limit across the provinces and territories would be easier for the public to understand and comply with.

## Personal Possession – Youths

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While persons under 18 will not be able to buy or grow cannabis under Bill C-45, they are not prohibited from possessing up to 5 grams of dried cannabis or equivalent amounts for other cannabis products. This is consistent with the Task Force report, which took the position that youth should not be criminalized for possession of relatively small amounts of cannabis. However, provinces and territories can establish laws that prohibit possession by persons under an established provincial minimum age. Such a provincial law would not result in a criminal conviction and would be similar to how BC deals with alcohol – persons under 19 are prohibited from possessing alcohol, and a law enforcement officer can confiscate it and has the option of issuing a ticket.

## Public consumption

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Bill C-45 will amend the federal *Non-smokers' Health Act* to prohibit cannabis smoking and vaping in certain federally-regulated places (e.g. planes, trains), but regulation of public consumption of cannabis will otherwise fall within provincial and territorial jurisdiction.

BC can restrict where non-medical cannabis can be consumed, and can place different restrictions on different types of consumption (e.g. smoked, eaten). If BC does not legislate restrictions on public consumption by the time Bill C-45 comes into force, it will be legal to smoke, vape, and otherwise consume cannabis in public, including in places where tobacco smoking and vaping are forbidden.

For the purpose of considering potential restrictions on public consumption, it may be helpful to consider cannabis smoking and vaping separately from other forms of consumption.

### *Cannabis Smoking and Vaping*

The Task Force recommended that current restrictions on public tobacco smoking be extended to cannabis. In BC, both tobacco smoking and vaping are currently prohibited in areas such as workplaces, enclosed public spaces, on health authority and school board property, and in other prescribed places such as transit shelters, and common areas of apartment buildings and community care facilities.

BC has a number of options to consider:

- BC could extend existing restrictions on tobacco smoking and vaping to cannabis smoking and vaping – under provincial law, adults would then be allowed to smoke or vape cannabis anywhere they can smoke or vape tobacco. Depending on the regulatory scheme established by the Province, local governments may also be able to establish additional restrictions, such as prohibiting cannabis smoking and vaping in public parks.
- BC could prohibit public cannabis smoking altogether, but allow cannabis vaping wherever tobacco smoking and vaping are allowed. Compared to smoking, vaped cannabis has a reduced odour and is less likely to be a nuisance to passersby. In addition, banning public cannabis smoking could help avoid normalizing cannabis use.

- BC could also prohibit public cannabis smoking and vaping altogether and establish a licensing scheme to allow designated consumption areas, e.g. cannabis lounges. However, it is unlikely that such a licensing scheme could be implemented in time for legalization.

### *Other forms of consumption:*

While edible, drinkable, and topical forms of cannabis will not be commercially available immediately upon legalization, the federal government intends to regulate the production and manufacturing of these products for sale at some point. In addition, adults will be allowed to make their own edible and other products at home.

Public consumption of non-inhaled forms of cannabis would be very difficult to detect and enforce. While BC could legislate restrictions on public consumption of these forms of cannabis, it may be more practical to rely on public intoxication and disorderly conduct laws to manage intoxication issues related to public consumption.

## Drug-impaired Driving

With 17% of British Columbians reporting cannabis use within the previous year<sup>1</sup>, we know that it's very likely that a number of British Columbians are already driving with cannabis in their system, whether they are impaired or not. In 2016, drugs (cannabis or otherwise) were a contributing factor in fewer than 8% of BC road fatalities; however, legalization raises legitimate concerns about the potential for cannabis-impaired driving to increase, and make our roads less safe.

Drug-impaired driving is already prohibited under the *Criminal Code*, but Bill C-46 would overhaul existing impaired driving provisions and specifically address cannabis impairment. The amendments will provide authority for the federal government to set a blood tetrahydrocannabinol (THC) limit beyond which a person can be criminally charged with cannabis-impaired driving. This is similar to the blood alcohol limits in place for alcohol-impaired driving.

The proposed federal criminal penalties for drug-impaired driving range from a minimum of a \$1,000 fine to up to a maximum of 10 years in jail.

In BC, police who stop an alcohol-impaired driver can charge the driver criminally, but they also have the option of issuing an [Immediate Roadside Prohibition](#) (IRP) or an Administrative Driving Prohibition (ADP) under the BC *Motor Vehicle Act*. Sanctions can include licence prohibitions, monetary penalties, vehicle impoundment, and license reinstatement fees. These programs have been very effective in reducing the number of road fatalities on BC roads.

While the IRP and ADP schemes do not currently apply to drug-impaired driving, police officers in BC do have the option to issue a 24-hour roadside prohibition to a suspected drug-affected driver, with or without a criminal charge.

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<sup>1</sup> Canadian Tobacco, Alcohol and Drugs Survey, 2015

One key challenge is that unlike with blood alcohol, there is not enough scientific evidence to link a particular blood THC level with impairment. In fact, it is known that THC can remain in the blood after any impairment has resolved, particularly for frequent users. An IRP or ADP-type scheme would therefore have to rely on other ways to assess impairment, such as a Standard Field Sobriety Test (SFST) conducted by a trained police officer, or evaluation by a Drug Recognition Expert (DRE). The approval of oral fluid screening devices and/or the setting of per se limits by the federal government could also influence the introduction of an administrative regime for drug-impaired driving.

BC could consider one or more of the following to address the risk that cannabis legalization could lead to increased impaired driving:

- BC could launch a public education and awareness campaign to inform British Columbians about the risks and potential consequences of cannabis-impaired driving.
- BC could set a zero-tolerance standard in respect of blood THC content for drivers in the Graduated Licensing Program (drivers with an “L” or “N” designation) and/or for drivers under a specific age threshold.
- BC could invest in SFST and DRE training for more police officers.
- BC could expand the IRP and/or ADP programs to include drug-impaired driving.

## Personal Cultivation

Bill C-45 allows adults to grow up to 4 cannabis plants per household, up to a maximum plant height of 100 centimetres. Bill C-45 does not place restrictions on where plants can be located (indoor vs. outdoor) and does not require home growers to put any security measures in place, but it is open to provinces and territories to establish such restrictions.

In considering personal cultivation, the Task Force acknowledged concerns about risks such as mould, fire hazards associated with improper electrical installation, use of pesticides, and risk of break-in and theft. However, it noted that these concerns were largely shaped by experience with large scale illegal grow operations, and found that on balance, allowing small-scale home cultivation of up to four plants was reasonable.

The Task Force recognized the need for security measures to prevent theft and youth access, and for guidelines to ensure that cannabis plants are not accessible to children. The Task Force also suggested that local authorities should establish oversight and approval frameworks, such as a requirement that individuals be required to notify local authorities if they are undertaking personal cultivation.

In thinking about possible restrictions on personal cannabis cultivation, it may be helpful to keep in mind that it is legal in Canada to grow tobacco and to produce wine or beer at home for personal use with

very few restrictions. In particular, the law does not require specific security measures to prevent theft, or access by children and youth.<sup>2</sup>

BC has several options to consider regarding restrictions on home cultivation of non-medical cannabis:

- BC could adopt a lower limit than 4 plants per household for non-medical cannabis cultivation.
- BC could set restrictions regarding where and how non-medical cannabis can be grown at home. For example, it could: prohibit outdoor cultivation; allow outdoor cultivation but require that plants not be visible from outside the property; and/or require that any outdoor plants be secured against theft.
- BC could establish a registration requirement for persons who want to grow non-medical cannabis at home. However, there would be significant costs associated with administering a registration requirement, and the benefits may be questionable, since those who do not plan to comply with laws on home cultivation may be unlikely to register in the first place.
- If BC decides not to implement one or more of the above measures, local governments could be authorized to do so.

## Distribution Model

Under Bill C-45, each province or territory will decide how cannabis will be distributed in its jurisdiction. Distribution is the process by which goods are supplied to retailers that sell to consumers. Distributors are often called wholesalers.

There are three basic models for the warehousing and distribution of cannabis to retailers in BC: government, private, or direct.

- Government distribution – In this model, government would be responsible for warehousing and distribution of cannabis. Licensed producers would send cannabis products to a government distributor, which would then fill orders from cannabis retailers. Government distribution allows for direct control over the movement of cannabis products, but requires significant up-front investment and set-up. The Task Force heard strong support for government distribution, noting that it has proven effective with alcohol.
- Private distribution – In this model, one or more private businesses could be responsible for the physical warehousing and distribution of cannabis. However, significant government oversight would be required in the form of licensing, tracking and reporting requirements, as well as regular audits and inspections.
- Direct distribution – In this model, the province would authorize federally licensed producers to distribute their own products directly to retailers. This model would also require significant

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<sup>2</sup> Parents have a general legal duty to supervise and keep their children safe, but the law does not create specific requirements to protect children from all of the potential dangers that may be present in a home (e.g., alcohol, prescription drugs, and poisons).



government oversight and could make it challenging for smaller producers to get their products to market.

## Retail

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Under Bill C-45, each province or territory will decide the retail model for cannabis in its jurisdiction. Recognizing that the July 2018 timeline may not give provinces or territories enough time to establish their retail regimes before legalization, the federal government will implement an online retail system as an interim solution.

BC has a number of options for retail:

- BC could establish a public or private retail system, or potentially a mix of both, as currently exists for alcohol. A public system would require significant up-front investment in retail infrastructure, but there could also be additional revenue generated from retail sales. A private system would require a more robust licensing, compliance and enforcement system, but the associated costs could be recovered through licensing fees.

In a private retail system, it could be possible to allow some existing illegal dispensaries to transition into the legal system; in a public system such as that planned in Ontario, this would not be possible.

- BC could require that cannabis be sold in dedicated storefronts, or it could allow cannabis to be sold out of existing businesses such as liquor stores or pharmacies.

One public health concern about co-locating cannabis with other products is that it could expose significant numbers of people to cannabis products who might not otherwise seek them out; this could contribute to normalization or more widespread use. In addition, the Task Force strongly recommended against allowing co-location of alcohol or tobacco sales with cannabis, but recognized that separating them could be a challenge in remote communities where a dedicated cannabis storefront might not be viable.

- BC could establish a direct-to-consumer mail-order system. This could help provide access to legal cannabis for those in rural and remote locations and persons with mobility challenges.

## Conclusion

Cannabis legalization presents complex policy challenges for the Province. We expect that, as in other jurisdictions that have legalized, it will take several years to develop, establish, and refine an effective non-medical cannabis regime that over time eliminates the illegal market. The information gathered through this engagement will inform the Province's policy decisions. We appreciate your interest and feedback.

## Section SR

### SR1 Local Government Role in BC Framework for Cannabis

### UBCM Executive

Whereas the federal government intends to legalize cannabis by July 2018, and to date the provincial government has conducted minimal consultation with local government regarding the development and implementation of a BC framework for cannabis;

And whereas within a BC framework for cannabis, it is likely that a substantial portion of the regulatory burden and associated costs—for example, in the areas of compliance and enforcement—will fall on local government:

Therefore be it resolved that the UBCM membership endorse the following principles to guide UBCM's advocacy with the provincial government regarding local government's role in a BC framework for cannabis:

- fulsome and meaningful provincial consultation with local governments;
- provision of adequate provincial funding to cover any responsibilities and increase in administrative burden of any provincial framework that requires local government participation;
- equitable sharing of tax revenues from cannabis between all orders of government; and
- respect for local choice, jurisdiction and authority, including but not limited to land use and zoning decisions.

UBCM Resolutions Committee recommendation: **Endorse**

UBCM Resolutions Committee comments:

*The Resolutions Committee understands that legalization of cannabis has emerged as a major policy issue for UBCM and its membership, as local governments stand to face widespread impacts. Recently tabled federal legislation (Bill C-45 and Bill C-46) has provided greater clarity regarding federal and provincial frameworks that may be developed, and potential areas of responsibility for all orders of government. With the expectation that a 'made in BC' framework will be developed by July 2018, the UBCM Executive has put forward Special Resolution 1 (SR1), consistent with current policy, to provide broad organizational direction.*

#### 1. Rationale

*Special Resolution 1 addresses an emerging policy issue for British Columbia local governments; one that was only recently given some clarity through the tabling of federal legislation (Bill C-45 and Bill C-46). Legislation has provided information on federal, provincial and potential local government areas of responsibility, while also leaving provinces and territories to create their own unique cannabis legalization frameworks. The federal government intends to legalize cannabis by July 2018, leaving provinces and territories little time to develop their frameworks, or allow a federal mail order system to prevail.*

*With this in mind, the UBCM Executive has proposed SR1 to provide broad organizational direction going forward. SR1 is consistent with past policy (2016-A2 and 2016-A3), the results of UBCM's cannabis survey, and information obtained through participation in local government working groups. UBCM's Community Safety Committee and Healthy Communities Committee have vetted the resolution, which was endorsed by UBCM's Executive in July 2017.*

#### 2. Current UBCM Policy

*BC local governments endorsed two resolutions at UBCM's 2016 Convention that are directly related to the federal government's initiative to legalize cannabis:*

2016-A2      *Marijuana Regulations*

*That UBCM request that the federal and provincial governments directly involve local government, through UBCM and FCM, in the process of establishing a regulatory approach to marijuana in Canada, while ensuring that all orders of government are granted adequate time to align and integrate regional and local regulations and practices with new federal laws.*

*That UBCM call on the federal government to request that a portion of any future federal or provincial tax collected through marijuana sales and distribution be shared with local governments, and that the concept of tax sharing with local governments be forwarded to the task force looking into the new system of marijuana sales and distribution, for consideration.*

### **3. UBCM Cannabis Legalization Survey**

*On March 29, 2017, UBCM distributed a survey to its membership, seeking input on a number of issues related to the legalization and regulation of non-medical cannabis (e.g. revenue sharing, consultation, implementation, potential repercussions, and attitudes towards legalization) as well as issues related to medical cannabis.*

*One of the most cited concerns among the 57 respondents was the potential for a transfer of responsibilities to local governments without accompanying funding from other orders of government. When asked to indicate their three primary concerns regarding a legalized cannabis regime, 78.9% of respondents selected “downloading of duties onto local governments” as a concern. Many respondents were also concerned with the potential distribution of revenue, and the necessity for local governments to receive a share, especially if they were to assume new responsibilities. This is consistent with UBCM resolution 2016-A3, which requested that a portion of any future federal or provincial tax collected through cannabis sales and distribution be shared with local governments.*

*The lack of communication and consultation between federal and provincial orders of government and local governments was also apparent, with only 7.2% of respondents having been directly consulted by the federal government, federal Task Force on Cannabis Legalization and Regulation, or the provincial government. Many respondents refrained or were unable to answer portions of the survey due to a lack of federal/provincial communication.*

*The survey results are available on the Cannabis Regulation page of the UBCM website:*

*<http://ow.ly/ub0G30eLye0>*

### **4. Background**

*On April 13, 2017, following approximately ten months of work by the federal Task Force on Cannabis Legalization and Regulation, the federal government tabled long awaited cannabis legalization and enforcement legislation (Bill C-45 and Bill C-46), with the intention of legalizing cannabis by July 2018.*

*Federal legislation places emphasis on keeping cannabis away from children, and profits out of the hands of criminals. This is accomplished in part by imposing a set of strict penalties for those who operate outside the legalized system, including but not limited to:*

- up to 14 years in jail for selling cannabis to anyone under 18, or using someone under 18 to commit a cannabis-related offence;*
- up to 14 years in jail for taking cannabis across international borders; and*
- up to 14 years in jail for production beyond permitted personal cultivation.*

*There are also promotional restrictions, including a ban on any promotion (e.g. celebrity endorsements), packaging or labeling that could be appealing to children. This includes a restriction on selling cannabis through any self-service display or vending machine.*

*Initially, sales will be restricted to fresh and dried cannabis, oils and seeds, and plants for cultivation. Edibles will be legalized and regulated once appropriate rules for their production and sale are developed. Individuals will initially be able to make cannabis products (e.g. foods, drinks) at home under some restrictions.*

*Cannabis production, distribution and possession outside the federal medical cannabis program will remain illegal until new laws are in place. This includes a ban on importing and exporting cannabis-related products. The federal government has set aside \$9.6 million for a comprehensive public awareness campaign that will focus on youth, health and safety risks, and surveillance.*

*a) Federal Responsibilities*

*As expected, the federal government will be responsible for the supply of cannabis. This entails a number of responsibilities, including:*

- *establishing a federal licensing regime for cannabis production;*
- *monitoring and setting requirements for federally licenced producers;*
- *setting industry-wide standards around the following:*
  - *types of products available;*
  - *packaging and labelling requirements;*
  - *serving sizes and potency standards;*
  - *prohibiting the use of certain ingredients;*
  - *promotional restrictions;*
- *seed to sale registry to track products and ensure cannabis comes from a legal source;*
- *restrictions on adult access to cannabis;*
- *establishing criminal penalties for those operating outside the legal system;*
- *enforcing law at the border; and*
- *managing Canada's international treaty commitments.*

*The federal government has also been placed in charge of establishing minimum conditions that provincial and territorial legislation for distribution and retail would be required to meet to ensure consistency. These minimum conditions are in areas such as minimum age of consumption, personal possession limits, and personal cultivation.*

*Should provinces and territories fail to enact legislation regulating cannabis sales prior to the date of legalization, there are provisions in place that will allow recreational cannabis to be purchased by individuals through mail orders from federally licenced producers.*

*b) Provincial Responsibilities*

*There are a number of responsibilities transferred to provincial and territorial governments as part of Bill C-45; some are constrained by minimum federal conditions, while others are at the discretion of provinces and territories. These responsibilities include:*

- *setting a minimum age for consumption (minimum set at 18 by the federal government);*
- *establishing distribution and personal possession limits within the federal maximum of 30 grams per adult, 5 grams per "young person" aged 12-18 (adults and young persons are permitted to distribute limited quantities of cannabis, but are not permitted to sell cannabis);*
- *regulation of personal cultivation operations (maximum number of plants set at 4 per residence with a 100 cm height limit by the federal government);*
- *creating restrictions around where adults can consume cannabis (e.g. public places, vehicles, designated lounges, etc.);*
- *licensing distribution and retail operators (where cannabis will be sold), and carrying out associated compliance and enforcement activities;*
- *establishing provincial zoning rules; and*
- *amending provincial traffic safety laws to address impaired driving.*

c) *Other Issues*

*In addition to Bill C-45, the federal government concurrently tabled Bill C-46, providing for new enforcement powers related to cannabis and alcohol. Essentially, it will be considered impaired driving to have “a blood drug concentration that is equal to or exceeds the blood drug concentration for the drug that is prescribed by regulation” within two hours of operating a motor vehicle. How this will be measured and determined is not clear. The federal government still has not determined what constitutes an illegal blood alcohol or blood drug concentration. Research continues into the development of a device that can detect tetrahydrocannabinol (THC) levels from an individual’s saliva.*

*As part of this legislation, the police will have the authority to request a roadside alcohol breath test at any time, but may only request a cannabis saliva sample if they have reason to suspect an individual has been using cannabis.*

*Despite legislation giving stakeholders and Canadians a better idea of what a legalized regime will entail, it still leaves unresolved issues. These issues include, but are not limited to:*

- federal and provincial tax rates;*
- packaging rules and regulations;*
- date that edibles will be introduced into the legalized framework;*
- restrictions for making cannabis products at home (e.g. foods, drinks);*
- information around police enforcement tools and regulations; and*
- compensation for provinces, territories and local governments related to enforcement and other resources expended as part of the legalization and regulation of cannabis.*

*See also resolutions B88 and C2.*

Conference decision:

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**TO:** Electoral Area Services Committee      **MEETING:** October 10, 2017  
**FROM:** Tom Armet  
          Manager, Building & Bylaw Services      **FILE:** CE20160000049  
**SUBJECT:** 1415 Spruston Road - Unsightly/Hazardous Property

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**RECOMMENDATION**

That the Board direct staff to proceed with the clean up and remediation of Lot 1, Section 3, Range 6, Plan VIP62055, Cranberry District (1415 Spruston Road) at the owner's expense, in accordance with the BC Supreme Court Order dated July 10, 2017.

**SUMMARY**

In 2007, the Regional District of Nanaimo (RDN) took action in response to multiple complaints from area residents about the unsightly condition and use of the subject property, located in a rural residential area of Electoral Area 'C'. The RDN sought and obtained a BC Supreme Court Order (see Attachment 1. BC Supreme Court Order dated July 24, 2007), that permanently restrained the owners of the property from using or permitting the property to be used in contravention of Regional District of Nanaimo regulations. Under the terms of the Order, the owners were required to remove from the property all refuse, tires, pallets and plastic containers. The Order also required the owners to pay costs of the action to the RDN. Over the next few years, the owners took minimal steps to clean up the property however its current condition has deteriorated significantly. On July 10, 2017, the owners were found in contempt of the original Order and the Court has directed they clean up the property in default of which, the RDN is authorized to do so at the owner's expense (see Attachment 2. BC Supreme Court Order dated July 17, 2017).

**BACKGROUND**

In 2007, the Regional District of Nanaimo took action in response to multiple complaints from area residents about the unsightly condition and use of the subject property, located in a rural residential area of Electoral Area 'C'. The RDN sought and obtained a BC Supreme Court Order that permanently restrained the owners of the property from using or permitting the property to be used in contravention of Regional District of Nanaimo regulations. Under the terms of the Order, the owners were required to remove from the property all refuse, tires, pallets and plastic containers. The Order also required the owners to pay costs of the action to the RDN. Over the next few years, the owners took minimal steps to clean up the property.

In 2014, the property was forfeited to the Province for tax arrears, and the former owners continued to live on the property. In 2016, numerous area residents complained about the hazardous and unsightly condition of the property, which remained under the ownership of the Province. Despite extensive

efforts by RDN staff, the occupants failed to respond to direction to clean up the property. In January 2017, the RDN was informed that the property was re-registered to the previous owner and current occupant. The RDN subsequently advised the owners that the terms and conditions of the 2007 Court Order remained in effect however, the owners continued to defy the Order by bringing more debris onto the property.

In July 2017, BC Supreme Court Justice Gaul found the owners in contempt of the original Court Order by breaching the permanent injunction restraining them from using the property in contravention of RDN regulations, and failing to pay the outstanding costs to the RDN. The Court ordered the owners to comply with the original Court Order and to remove all debris from the property within 30 days, in default of which the RDN is authorized to do the work at the owner's expense. To date, the owners have failed to comply with the Court Orders and the property continues to be the subject of numerous, ongoing complaints and concerns by residents and other agencies, including first responders. Rather than cleaning up the property the owners now appear to be depositing additional material on site.

The property owners have demonstrated an inability or unwillingness to maintain the property in a safe manner and in compliance with RDN regulations and Court Orders requiring they do so. The BC Supreme Court Order of July 10, 2017 states in part:

Within 30 days of the date of this Order, the Defendants comply with the terms of Order of Madam Justice Bruce granted July 16, 2007, failing which the Plaintiff (RDN) be at liberty to remove all refuse, tires, pallets and plastic containers from the Lands at the expense of the Defendants.

As illustrated in the photos (see Attachment 3. 1415 Spruston Road Photos), the amount of debris, discarded materials and derelict vehicles on the property is extensive and may include hazardous materials, requiring specialized removal procedures. The area fire chief and the police have expressed concerns about the safety of first responders in the event of a fire or other emergency occurring on or near the property. It is estimated that more than 100 large truckloads of material will need to be removed. Preliminary cost estimates to remediate the hazardous condition of the property range as high as \$80,000. The presence of unknown hazardous chemicals and materials could raise those costs substantially.

#### **ALTERNATIVES**

1. That staff be directed to proceed with the clean-up of the subject property in accordance with the Court Order dated July 10, 2017.
2. That no further action be taken in this matter.

#### **FINANCIAL IMPLICATIONS**

The RDN is authorized by Court Order to undertake the clean-up of the property and bill the property owners for the cost associated with the work. It is likely however that the owners will not reimburse the RDN and the amount owing will then be transferred to the Surveyor of Taxes for collection of the debt through payment of taxes by the owners or from the proceeds of the sale of the property. If after a period of two years a tax debt remains unpaid, the property is absolutely forfeited to the Province and all charges and liens are cleared from the title in accordance with the *Taxation (Rural Area) Act*,

including any debt owed to the RDN. It would then be necessary for the RDN to assign those costs back to the service area participants, which will raise the tax requisition for the service over a multi-year period.

In the absence of Provincial legislation or provisions that would permit a regional district to recover remediation costs after property forfeiture, Ministry of Forest, Lands and Natural Resource Operations (MFLNRO) staff have indicated a willingness to consider reimbursement on a case-by-case basis. To that end, there are ongoing discussions between RDN and MFLNRO staff in this and other cases to ensure that we are providing the necessary support for consideration of reimbursement of costs by the Province at a future date, in the event of property forfeiture.

Given the significant public and environmental concerns associated with the condition of this property, and the owner's inability or unwillingness to do the work, staff recommends that the RDN proceed with clean up and remediation of the property at the owner's expense, and in accordance with the Court Order of July 10, 2017.

### **STRATEGIC PLAN IMPLICATIONS**

Enforcement of the Court Order to address public and environmental concerns in relation to the subject property is aligned with the Governing Principals in the Board's 2016-2020 Strategic Plan to be responsive to the needs of the Region that advance residents' well-being.



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Tom Armet  
tarmet@rdn.bc.ca  
2017.09.27

Reviewed by:

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

Attachments

1. BC Supreme Court Order dated July 24, 2007
2. BC Supreme Court Order dated July 10, 2017
3. 1415 Spruston Road Photos



Supreme  
Court of  
British  
Columbia



Nanaimo  
Registry

JUL 24 2007

No.: S50363  
Nanaimo Registry

**IN THE SUPREME COURT OF BRITISH COLUMBIA**

**BETWEEN:**

REGIONAL DISTRICT OF NANAIMO

**PLAINTIFF**

**AND:**

ROY MORGAN UZELAC and  
DEBORAH ANNE UZELAC

**DEFENDANTS**

**ORDER**

BEFORE THE HONOURABLE )  
MADAM JUSTICE BRUCE )  
MONDAY, THE 16TH DAY  
OF JULY, 2007

**THE APPLICATION** of the Plaintiff, coming on for hearing before me on the 16th day of July, 2007, at Nanaimo, B.C. and upon hearing Bruce Jordan, counsel for the Plaintiff;

**THIS COURT DECLARES** that:

1. The Defendants' use of the lands having a legal description Parcel Identifier No.: 023-210-907, Lot 1, Section 3, Range 6, Cranberry District, Plan

**ENTERED**  
Nanaimo Registry

Vol 434 Fol 121

VIP62065, and municipally described as 1415 Spruston Road, Nanaimo, B.C. (the "Lands"), contravenes the Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987;

**THIS COURT ORDERS that:**


2. A permanent injunction is granted restraining the Defendants, their servants, agents, and employees, and anyone else having notice of such an Order from using or permitting the use of the Lands in contravention of the Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987;

3. Without limiting the generality of the foregoing, the Defendants are hereby required to forthwith remove from the Lands all refuse, tires, pallets and plastic containers;

4. The Defendants pay costs and disbursements to the Plaintiff in the sum of \$1,700.00, payable forthwith.

**APPROVED BY:**

**BY THE COURT**

  
\_\_\_\_\_  
Bruce Jordan,  
Solicitor for the Plaintiff

  
\_\_\_\_\_  
Registrar

No.: S50363  
Nanaimo Registry

**IN THE SUPREME COURT OF BRITISH COLUMBIA**

**BETWEEN:**

REGIONAL DISTRICT OF NANAIMO

**PLAINTIFF**



**AND:**

ROY MORGAN UZELAC and  
DEBORAH ANNE UZELAC

**DEFENDANTS**

---

**ORDER**

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Staples McDannold Stewart  
Barristers and Solicitors  
2nd Floor - 837 Burdett Avenue  
Victoria, B.C. V8W 1B3  
(Victoria Court Box #91)  
Telephone: (250) 380-7744  
Facsimile: (250) 380-3008

**Return to  
C.L. GAILLOUX**

Bj:si

195 484\160707\order

20 SEP 2007 14 20

FBI00674

DO NOT WRITE ABOVE THIS LINE, FOR LAND TITLE USE ONLY.

REGISTRATION (OR RENEWAL) OF A JUDGMENT

FORM 421

NOTE: Before submitting this application, applicants should check and satisfy themselves as to the tax position, including taxes of the Crown Provincial, a municipality and improvement, water and irrigation districts.

NATURE OF INTEREST: CHARGE (JUDGMENT)

HEREWITH FEE OF: \$27.00

Legal description:

Address of person entitled to be registered as owner if different than shown in instrument:

Parcel Identifier No.: 023-210-907  
Lot 1, Section 3, Range 6, Cranberry District,  
Plan VIP62065

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

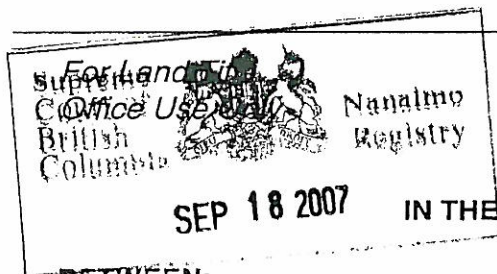
Full name, postal address and occupation of judgment debtor:

Full name, address, telephone number of person presenting application:

Roy Morgan Uzelac  
Deborah Anne Uzelac  
1415 Spruston Road  
Nanaimo, B.C.  
V9X 1S8

**STAPLES McDANNOLD STEWART**  
Barristers and Solicitors  
2nd Floor, 837 Burdett Avenue  
Victoria, B.C. V8W 1B3 Telephone: (250) 380-7744  
Fax: (250) 380-3008  
Attention: Bruce Jordan

  
\_\_\_\_\_  
Signature of Applicant, Solicitor or Authorized Agent



No.: S50363  
Nanaimo Registry

BETWEEN:

REGIONAL DISTRICT OF NANAIMO

PLAINTIFF

AND:

ROY MORGAN UZELAC and  
DEBORAH ANNE UZELAC

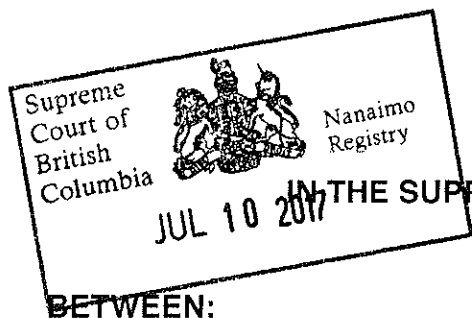
DEFENDANTS

CERTIFICATE OF JUDGMENT

I, the undersigned, Registrar of the said Court, do hereby certify that on the 16th day of July, 2007, the Plaintiff, Regional District of Nanaimo, obtained judgment against the Defendants, Roy Morgan Uzelac and Deborah Anne Uzelace, in the within proceeding, for the sum of \$1,700.00.

AS WITNESS my hand and the Seal of the said Court, this 18 day of September, 2007.

  
\_\_\_\_\_  
District Registrar



No.: S50363  
Nanaimo Registry

**IN THE SUPREME COURT OF BRITISH COLUMBIA**

**BETWEEN:**

REGIONAL DISTRICT OF NANAIMO

**PLAINTIFF**

**AND:**

ROY MORGAN UZELAC and  
DEBORAH ANNE UZELAC

**DEFENDANTS**

**ORDER MADE AFTER APPLICATION**

BEFORE THE HONOURABLE )  
JUSTICE *Gaul* )  
 )  
 ) MONDAY, THE 10<sup>th</sup> DAY  
 ) OF JULY, 2017

**ON THE APPLICATION** of the Plaintiff, Regional District of Nanaimo, dated June 28, 2017, coming on for hearing at Nanaimo, British Columbia on July 10, 2017; and on hearing Marie Watmough, Lawyer for the Plaintiff and no one appearing for the Defendants although duly served:

**THIS COURT DECLARES** that:

1. The Defendants, ROY MORGAN UZELAC and DEBORAH ANNE UZELAC, are in contempt of an Order of this Honourable Court by wilfully disobeying the Order of the Honourable Madam Justice Bruce granted July 16, 2007 by:
  - (a) Breaching the permanent injunction restraining them, their servants, agents and employees from using or permitting the use of the lands

municipally described as 1415 Spruston Road, Nanaimo, British Columbia, legally described as: PID 023-210-907, Lot 1, Section 3, Range 6, Cranberry District, Plan VIP62055 (the "Lands"), in contravention of the Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987;

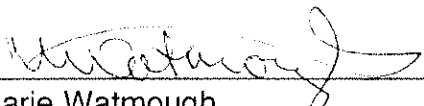
- (b) Failing to remove all refuse, tires, pallets and plastic containers from the Lands; and
- (c) Failing to pay, to the Regional District, the costs and disbursements awarded in the amount of \$1700.00.


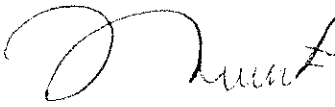
**THIS COURT ORDERS that:**

- 2. Within 30 days of the date of this Order, the Defendants comply with the terms of Order of Madam Justice Bruce granted July 16, 2007, failing which the Plaintiff be at liberty to remove all refuse, tires, pallets and plastic containers from the Lands at the expense of the Defendants;
- 3. Any expense incurred by the Plaintiff in removing all refuse, tires, pallets and plastic containers from the Lands be collected by the Plaintiff as a special fee, to be reimbursed by the Defendants on or before December 31, 2017, after which the expenses shall become taxes on the Lands pursuant to sections 399(1)(c) and 418(2) of the *Local Government Act*;
- 4. The Defendants forthwith pay the amount of \$1,700.00 to the Plaintiff.

5. The Defendants pay special costs of this application to the Plaintiff.

**THE FOLLOWING PARTIES APPROVE THE FORM OF THIS ORDER AND  
CONSENT TO EACH OF THE ORDERS, IF ANY, THAT ARE INDICATED ABOVE AS  
BEING BY CONSENT.**

  
\_\_\_\_\_  
Marie Watmough  
Lawyer for the Plaintiff

**BY THE COURT**   
  
\_\_\_\_\_  
Registrar

No.: S50363  
Nanaimo Registry

**IN THE SUPREME COURT OF BRITISH COLUMBIA**

**BETWEEN:**

REGIONAL DISTRICT OF NANAIMO

**PLAINTIFF**

**AND:**

ROY MORGAN UZELAC and  
DEBORAH ANNE UZELAC

**DEFENDANTS**

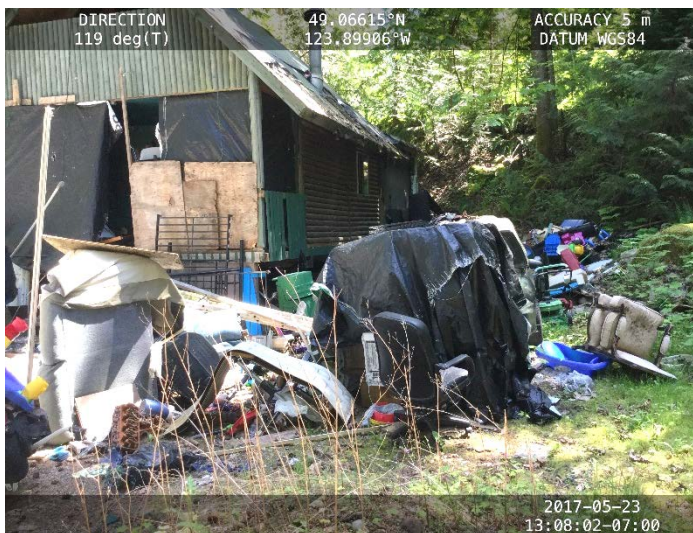
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**ORDER MADE AFTER APPLICATION**

---

Stewart McDannold Stuart  
Barristers and Solicitors  
2<sup>nd</sup> Floor, 837 Burdett Avenue  
Victoria, BC V8W 1B3  
Telephone: (250) 380-7744  
Facsimile: (250) 380-3008  
Email: logolaw@sms.bc.ca





**Delegation:** Ron Boag, Parksville Curling Club

**Summary:** Discussion Document – Renewal of Lease Agreements covering the District 69 Arena ( to be submitted)

**Action Requested:** The current lease for the District 69 Arena, between the RDN and the Parksville Curling Club, is due to expire on March 31, 2018. On November 17, 2016, a delegation from the Parksville Curling Club presented to the RDN Recreation Commission, the Current Status and Future Plans of the club, which included a list of future capital expenditures required to maintain the District 69 Arena. Preliminary investigations into securing grant funds from federal and provincial governments, non-profit granting agencies, and potential facility sponsors, for the capital projects, have identified the current lease arrangements as a barrier to financing.

Specifically, the lease term of 5 years is insufficient for granting agencies or potential sponsor entities to approve the allocation of fund to capital(as opposed to operating) expenditures.

Our current delegation will be presenting several lease options to help rectify this situation, for your consideration and decision, prior to the expiration of the lease for District 69 Arena.

**Delegation:** John Cooper, Registrar and Director, Oceanside Youth Soccer Society and Suzanne Beauchesne, President, Oceanside Youth Soccer Society

**Summary:** Sport fields in Oceanside: Availability and Allocation

There are currently too few maintained sport fields available in Oceanside to accommodate all the users. No new fields have been added for about 25 years. School District 69 fields are not sufficiently maintained and are consistently unsafe and are not at all playable for soccer during wet seasons October to April. The only fields that may be playable during the wet seasons are Parksville Community Park, Springwood and Qualicum Rec. Oceanside is the only major community on eastern Vancouver Island south of Port McNeill without an all weather "turf" field. Lack of an all weather field eliminates tournament options.

OYSS is the largest user group of sports fields in Oceanside in spring, fall and winter and yet was excluded from use of PCP in spring 2017 by the RON field scheduler, even though we had used that field for three hours on Saturday mornings for over ten years for spring soccer. The scheduler gave exclusive use of the fields in prime time (weekday evenings and all day on weekends) to a single user group (softball).

In the spring of 2017, 219 children age 5 to 9 were without a field to play on until they were moved to Springwood temporarily where a double booking became apparent at which point the group was moved to Qualicum Rec. The unexpected cost of laying out new fields and moving nets was born by OYSS. Seventy children age 10 to 12 played at Arrowview Elementary School with coaches having safety concerns for players. Sixty three youth aged 13 to 17 played at Qualicum Elementary School, many of whom quit due to field condition issues. It is extremely difficult to offer programs for soccer players without some assurance of access to playable fields.

OYSS would like the Rec Commission to push for new sports fields, an artificial sport field complex, and to consult with the RON field scheduler for equitable treatment for sport field user groups. OYSS has a \$200,000 segregated fund set aside for the development of an all-weather field complex in Oceanside if partners are available.

**Action Requested:**

1. Pursue construction if new sports fields in Oceanside
2. Pursue construction of an all-weather sport field complex in Oceanside
3. Create a booking policy that allocates field time equitably between user groups without allowing blanket booking of all prime time by a single user group.



Findings from the Research Report indicate that 98% of residents across all the communities of District 69 view recreation opportunities as important. Residents view recreational opportunities important at an individual level but they also the value and attractiveness these opportunities bring to the region overall.

Overall satisfaction with recreation services and facilities in District 69 is 80%. This has increased from 67% in 2006 when the last master plan was developed.

Reasons for participating in recreation activities vary but predominantly are for: health and exercise, entertainment, relaxation and time with family and friends. Barriers that limit participation of District 69 residents have also been identified. The top six barriers to participation in descending order are: lack of facilities, age/health issues, inconvenient times, location of facilities, cost and lack of time.

## **BACKGROUND**

The Draft State of Recreation in District 69 (Oceanside) Research Report provides the research findings in the areas of: facility inventory, recreation programming, operation and utilization of key RDN facilities and programs, financial plan summaries, usage and participation by geographic area, accomplishments, trends and finally a summary with key findings.

In June 2016 the RDN Board approved the Terms of Reference for the District 69 (Oceanside) Recreation Services Master Plan. Deliverables within these terms included four areas that require particular attention (Ravensong Aquatic Centre expansion feasibility and demand, possible alternative uses for the District 69 Community Arena, demand and feasibility for an outdoor multi-sport complex, current and future demand for the District 69 Community Arena to operate as a curling club). These four items will be addressed in more detail in the draft of the Master Plan.

The key findings presented and summarized in the Executive Summary of Attachment 1 are based on information collected from: residents via a community survey, interview and discussion sessions with participants representing a variety of community organizations and a community group questionnaire. These findings as well as other information presented in the attachment will be further explored as recommendations and strategic directions are presented to the Board for approval.

## **RC Strategies + PERC (Consultant) Summary and Key Findings – Draft State of Recreation in District 69 (Oceanside) Research Report**

### **Areas of Strength**

Residents place a high value on recreational opportunities. Ninety-eight percent of respondents view recreation opportunities as important to their household's quality of life, community and attractiveness/appeal to the region.

An extensive number and variety of community organizations exist in the Oceanside area. Consultation findings suggest that most current organizations are successfully achieving their mandates and expect to remain viable into the future.

Overall satisfaction levels are high at 80%. Most notably pertaining to programming and customer service related functions.

While a "hub" facility (see *Specific Infrastructure Considerations and Issues* of the report for example) for recreation programming in District 69 does not exist, this circumstance has resulted in a number of successful partnerships, collaborations and a strong community level presence.

Strong maintenance and management practices are in place for RDN operated facilities and programming.

Operational roles and responsibilities between the RDN, municipalities within District 69, and community partner organizations are generally well understood and seamless.

The RDN has invested resources into the promotions and marketing of programs and opportunities.

### **Service Delivery Challenges**

There is a level of demand among residents and community organizations for new and/or enhanced facility development. Fifty one percent of respondents believe there is a need for new or enhanced indoor space while 49% believe there is a need for new or enhanced outdoor space. It is unlikely that resources will exist to meet all (or most) demands.

The service area is diverse; the RDN will be required to determine appropriate levels of service provision within available resources.

A lack of youth “critical mass” was identified as a barrier to program provision and may impact the viability of executing new opportunities.

Some residents continue to face a variety of challenges that impact their ability to access recreation opportunities. A number of these challenges, in no particular priority or order, are complex and may be difficult to fully address (e.g. transportation, cost, and physical limitations).

### **Specific Infrastructure Considerations and Issues**

Demand may exist for an indoor multi-purpose “hub” facility. Typically such a facility provides community space for a number of services ranging from recreational opportunities (pool, arena, community centre) to other community services such as library, community policing and local social services. The development of a facility of this nature would also align with observed trends in recreation provision and create efficiencies for the RDN and partner organizations. However, the benefits of developing this type of facility will need to be carefully weighed with the impacts on existing community infrastructure and resident accessibility.

The Ravensong Aquatic Centre remains a highly utilized and in demand recreation amenity. Resident survey findings reveal that Ravensong was the most utilized indoor recreation facility by District 69 residents. Utilization of the Aquatic Centre by survey respondents indicates that 64% of them used the facility at least once in the last 12 months with 37% of them making between 10 and 21+ visits in the last year. Consultation findings reflect that improvements to indoor aquatics are among the highest infrastructure priorities for residents and user groups. Sixty-five percent of those surveyed who feel new or enhanced indoor space is needed indicate it should be for indoor aquatics. However varying viewpoints exist on the best move forward approach to improve indoor aquatic provision in District 69 (e.g. enhancements to the existing facility vs. new development). The option(s) recommended by the Master Plan will need to take into account a variety of factors which include capital and operating costs, benefits, impacts on existing facilities and opportunities to address other identified recreational needs.

Although overall resident demand for an outdoor multipurpose or “multi-plex” type of sport facility (e.g. rubberized track, artificial turf field) is lower than some other facility types at 13%, demand for this type of facility among potential primary user groups is high. Thirty-six of the 60 community groups surveyed indicated a need for new or enhanced sport field and/or track and field facility. While it is likely that a facility of some type will be required at a point in the future, the Master Plan will need to further clarify

potential timing, site and amenity requirements and the overall financial impacts of developing such a facility in District 69.

In contrast to broader national trends, curling participation in the area is high at 10% and is experiencing continued growth. It is possible that there will be a community desire to sustain the current level of curling facility capacity (e.g. total number of curling sheets in the area).

Current indoor ice arena provision in District 69 appears to be sufficient as only 19% of those indicating a need for new or enhanced ice arena facilities.

While department operational and day to day roles and responsibilities of recreation services are well understood, less clarity exists around roles and responsibilities related to future facility planning and potential new development. Specifically, the role, partnerships and responsibilities of other local governments and the RDN within District 69 and local school district in the planning and provision of recreation infrastructure.

Trails and pathways are a significant leisure amenity for District 69 residents. While the provision of this amenity is not the responsibility of RDN Recreation Services, opportunities to provide input and add a recreational “lens” to planning and usage discussions led by RDN Parks Services should continue and be further enhanced.

As the Recreation Master Plan project moves through its fourth and final phase (draft and completion of final Plan), comment and input from both the District 69 Recreation Commission and Recreation Services Master Plan Advisory Committee on the attached report is sought.

Upon approval from the Board, both the Advisory Committee and Commission members would be provided a copy of the report on July 12, 2017 and it will be included as an item on the agendas of both groups’ future meetings. Discussion, comment and possible recommendation(s) for Board consideration would then occur and be considered in the draft of the District 69 Recreation Services Master Plan. Feedback on a draft of the Master Plan will include public open houses, web based community engagement and comment from the Recreation Services Master Plan Advisory Committee, District 69 Recreation Commission and stakeholders. All these feedback sessions will be occurring in October and November 2017.

## **ALTERNATIVES**

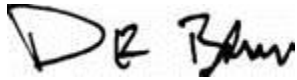
1. That the Draft State of Recreation in District 69 (Oceanside) Research Report be presented to the District 69 Recreation Commission and Recreation Services Master Plan Advisory Committee for information and comment prior to inclusion in the Master Plan as a reference document.
2. That the Draft State of Recreation in District 69 (Oceanside) Research Report be received and alternative direction be provided to staff on obtaining feedback from the District 69 Recreation Commission on the document.

## **FINANCIAL IMPLICATIONS**

There are no financial implications. The State of Recreation in District 69 (Oceanside) Research Report is part of the development of the Recreation Services Master Plan for District 69 (Oceanside). This project was budgeted for in 2017 and approved through the current Five Year Financial Plan.

## **STRATEGIC PLAN IMPLICATIONS**

Providing the Draft State of Recreation in District 69 (Oceanside) Research Report to both the District 69 Recreation Commission and Recreation Services Master Plan Advisory Committee is consistent with the Board's strategic priorities. Specifically in the areas of two way communication, partnership opportunities and recreational amenities as core services. Strategic plan implications are relevant both in the methods of how information such as community feedback should be collected as well as guiding the process to be followed when considering the report's findings.



---

Dean Banman  
dbanman@rdn.bc.ca  
June 26, 2017

Reviewed by:

- T. Osborne, General Manager, Recreation and Parks
- P. Carlyle, Chief Administrative Officer

Attachments

1. Draft State of Recreation in District 69 (Oceanside) Research Report



DISTRICT 69 (OCEANSIDE) RECREATION SERVICES MASTER PLAN

# THE STATE OF RECREATION IN DISTRICT 69 (OCEANSIDE) RESEARCH REPORT

JULY 2017 (DRAFT)

DOCUMENT # 1 OF 2 (RECREATION SERVICES MASTER PLAN TO BE PRODUCED AS A SEPARATE DOCUMENT.)





# EXECUTIVE SUMMARY

The State of Recreation in District 69 Research Report (contained herein) encompasses the research and engagement findings that will inform the new District 69 Recreation Services Master Plan. The findings provided in this report document are the product of numerous forms of research and engagement as outlined below.

While all of the research and engagement is important and will be considered in the development of the Master Plan, a number of key findings emerged and are summarized below.

## SATE OF RECREATION REPORT: ENGAGEMENT INPUTS

Consultation Mechanism	Responses/ Participants
Resident Survey	1,687
Community Group Questionnaire	60
Stakeholder Interviews/ Discussions	29 <i>(interviews/discussion sessions)</i>

## SATE OF RECREATION REPORT: OTHER RESEARCH INPUTS

- Trends and leading practices
- Strategic planning and policy documents (e.g. 2016 – 2020 RDN Board Strategic Plan).
- Data analysis (utilization, financial)
- Population and demographics
- Programming analysis
- Facility inventory

- Residents value recreation and understand the benefits that recreation services provide to both their household and the community in which they live. Sixty-nine percent (69%) of households indicated that recreation is “very important” to their household’s quality of life and 82% indicated that recreation is “very important” to the community in which they live.
- The majority (80%) of District 69 households expressed satisfaction with recreation services. This figure represents a 13% improvement from 2006.
- Operational and day-to-day roles and responsibilities are well understood between the RDN and its partners (e.g. community organizations, School District 69, local municipalities); however opportunities exist to further clarify roles and responsibilities related to future facility planning and potential new development.
- Key trends in recreation include: multi-use facilities, physical literacy, evolving nature of volunteerism, importance of partnerships, and social inclusion. The RDN is generally well aligned with these trends in the provision of recreation in District 69.
- Demographics and community characteristics are diverse across District 69. Residents and community organizations have an array of needs, demands and perspectives on recreation.

# EXECUTIVE SUMMARY

Related to future recreation infrastructure needs in District 69, some demand exists for new or enhanced facilities. The resident survey found that 51% of households believe new or enhanced indoor recreation facilities are needed in District 69; while 49% believe new or enhanced parks and outdoor recreation facilities are needed. Of note, a fairly significant proportion of residents are “unsure” if new or enhanced facilities are needed (30% answered “unsure” for indoor facilities; 29% answered “unsure” for outdoor facilities). The adjacent charts present the ranked order of indoor and outdoor amenity priorities from the household survey.<sup>1</sup>

It is also important to note that while this report document provides valuable information that will be critical to developing future strategic direction for recreation in District 69, the Master Plan will also need to consider a number of other factors such as available resources and capacity, timing, and existing service responsibilities (e.g. sustaining current infrastructure). The Master Plan will provide recommendations, tools, and options that will further priorities, potential projects, and initiatives.

Indoor Facility Priorities			
#	Type	Want New	Want Existing Enhanced
1	Indoor Swimming Pool	39%	26%
2	Health and Wellness/ Fitness Centre	35%	19%
3	Multi-purpose Recreation Facility	33%	14%
4	Performing Arts Centre	18%	16%
5	Teen/Youth Centre	22%	11%
6	Seniors Centre	14%	18%
7	Ice Arena	2%	17%

Outdoor Facility Priorities			
#	Type	Want New	Want Existing Enhanced
1	Walking/Hiking Trails	45%	39%
2	Natural Parks and Protected Areas	36%	32%
3	Picnic Areas and Passive Parks	27%	30%
4	Bicycle/Roller Blade Paths	31%	20%
5	Playgrounds	14%	20%
6	Track and Field Facility	13%	13%
7	Sport Fields	8%	15%

<sup>1</sup> Based only on the resident survey findings. Rank is based on the combined % of “want new” and “want existing enhanced”.



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# ONE

## INTRODUCTION AND PROJECT CONTEXT

### INCLUDED IN THIS SECTION:

- Overview of District 69 Recreation (historical context and areas of responsibility).
- Project background and purpose.
- Overview of the project process and methodology being used to develop the updated Recreation Services Master Plan.

### OVERVIEW: DISTRICT 69 RECREATION

The Regional District of Nanaimo (RDN) has delivered recreation services in District 69 since 1984. District 69 encompasses the City of Parksville, Town of Qualicum Beach and Electoral Areas E, F, G, and H. Guidance and recommendations are provided by the District 69 Recreation Commission which reports to the RDN Board of Directors. The following chart summarizes areas of responsibility for RDN recreation provision in District 69. **Note: Additional analysis of District 69 Recreation facility operations, utilization, and financial requirements is provided in Section 3.**

Function	Description
Major Facility Operations	The RDN directly operates Oceanside Place (includes 2 arenas, leisure ice, and program rooms) and the Ravensong Aquatic Centre.
Direct Recreation Programming	The RDN directly provides numerous recreation programs for children, youth, adults, and seniors in District 69 (under the Northern Community Recreation Program Services). The RDN currently utilizes a variety of community facilities for this programming which includes RDN operated facilities, decommissioned school buildings (Craig Street Commons, Qualicum Commons) and not-for-profit operated facilities.
Sports Field Bookings and Allocations	The RDN is responsible for the bookings and allocations of sport fields in Parksville and Qualicum Beach. <i>*The City of Parksville, Town of Qualicum Beach, and School District 69 are responsible for maintenance.</i>
Facilitation and In-Direct Provision	The RDN also facilitates recreation opportunities in a number of other ways, which include: <ul style="list-style-type: none"><li>• Agreements with community organizations to provide programming in their communities.</li><li>• Grants for community projects and initiatives</li><li>• Provision of subsidized facility time to community organizations for programming and events (e.g. ice at Oceanside Place, pool time at the Ravensong Aquatic Centre)</li><li>• Allocation of resources (staff and financial) to support programming offered by organizations (e.g. RDN staff fulfilling bookings and scheduling functions on behalf of community groups)</li><li>• Ongoing facility lease arrangements with community organizations (Parksville Curling Club)</li></ul>

# AN UPDATED RECREATION SERVICES MASTER PLAN

The RDN initiated the development of a new Recreation Services Master Plan for District 69 in the fall of 2016. The Master Plan will provide the RDN with a long-term strategic plan for the delivery of recreation opportunities in District 69 and will help guide future decision making and actions in a number of key areas including the management of current facilities, future infrastructure needs, and programming partnerships. The RDN last completed a Master Plan for District 69 Recreation in 2006, which provided valuable direction over the past decade in a number of areas and helped set priority initiatives (a number of which have been successfully executed upon). In some instances, the updated Master Plan will refresh and reset future priorities while also further embedding current practices that work well. Key areas of focus for the updated Master Plan include:

- Clarifying RDN roles and responsibilities for the provision of recreation (and related) opportunities in District 69.
- Identifying the future role of partnerships and collaborations in recreation provision.
- Identifying programming focus areas and tactics for addressing new and emerging trends.
- Identifying opportunities to optimize efficiency and the overall use of existing facilities.

The Master Plan is also tasked with providing guidance related to the following three (3) specific infrastructure issues.

1. Ravensong Aquatic Centre Expansion: demand and feasibility analysis
2. Outdoor Multi-Sport Complex: demand and feasibility analysis
3. District 69 Community Arena (curling facility):
  - a. current and future demand to operate as a curling facility; and
  - b. exploration of potential alternative use (if future demand/viability determined to be in question)

# PROJECT PROCESS

Research and engagement is critical to the development of the updated District 69 Recreation Services Master Plan. The Master Plan project has been organized into four (4) distinct project phases as illustrated by the following graphic. **The information gathered and analyzed through Phases 1 – 3 of the project is summarized in this report document and will be used to inform the strategies and recommendations outlined in the Master Plan.** This approach ensures that the Master Plan is grounded in sound and well-rounded research and engagement and is ultimately reflective of community needs.



# TWO

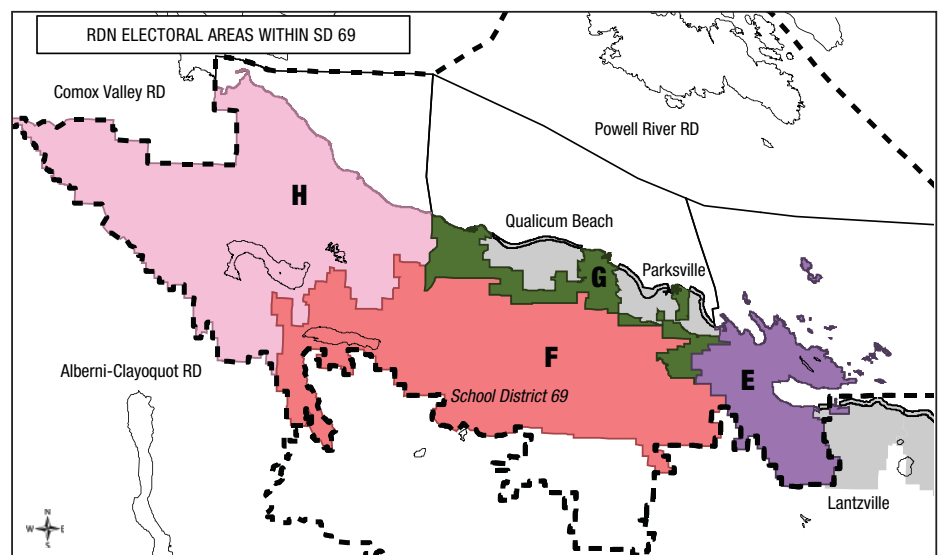
## DISTRICT 69 (OCEANSIDE) OVERVIEW

### INCLUDED IN THIS SECTION:

- Profile and overview of the District 69 (Oceanside) area.
- Analysis of key population characteristics and indicators.
- Inventory of recreation facilities in District 69.
- Overview of recreation programming in District 69.
- Planning review summary.

### AREA PROFILE

District 69, commonly referred to as Oceanside, spans a linear oriented area on the eastern coast of Vancouver Island within the Regional District of Nanaimo. District 69 is located immediately north of the City of Nanaimo/Lantzville area and extends to the southern boundary of the Comox Valley Regional District. The region is known for its natural beauty and abundant outdoor recreational opportunities, which continues to attract both visitors and residents. The accompanying map provides a visual overview of District 69.



Also important to understand within the context of recreation planning and overall provision is that District 69 encompasses a diverse area which includes a mix of urban and rural communities. The following chart summarizes each of the jurisdictions (municipality or electoral area) included within District 69. As reflected in the chart, the total population of District 69 is 46,665 residents. This population figure represents approximately 30% of the RDN's overall population of 155,698.<sup>1</sup>

Jurisdiction	Communities	Population (2016)
City of Parksville	Parksville	12,514
Town of Qualicum Beach	Qualicum Beach	8,943
Area E	Nanoose Bay	6,125
Area F	Errington, Coombs, Hilliers, Whiskey Creek, Meadowood	7,724
Area G	San Pareil, French Creek, Surfside, Dashwood	7,465
Area H	Qualicum Bay, Bowser, Deep Bay, Dunsmuir, Horne Lake, Spider Lake	3,884
<b>Total</b>		<b>46,665</b>

## POPULATION AND DEMOGRAPHICS

*Note: Complete 2016 Statistics Canada Census data is not currently available. As such, the majority of demographic and population characteristics data reflected is from the 2011 Statistics Canada Census.*

As previously mentioned, the population of District 69 is 46,665 which is an increase of 5.0% since 2011. Each jurisdiction experienced growth over the past five years including a 10.7% increase in Area H, bringing its population up to 3,884. The Electoral Areas comprise 54% of District 69's population while the municipalities of Parksville and Qualicum Beach make up the remaining 46%.

Jurisdiction	Population (2016)	Percentage of District 69 Population	Percent Growth Since 2011
Parksville	12,514	27%	4.5%
Qualicum Beach	8,943	19%	2.9%
Area E (Nanoose Bay)	6,125	13%	7.9%
Area F (Errington, Coombs, Hilliers, Whiskey Creek, Meadowood)	7,724	17%	4.1%
Area G (San Pareil, French Creek, Surfside, Dashwood)	7,465	16%	4.3%
Area H (Qualicum Bay, Bowser, Deep Bay, Dunsmuir, Horne Lake, Spider Lake)	3,884	8%	10.7%
<b>Total</b>	<b>46,665</b>		

<sup>1</sup> Population figures from Statistics Canada, 2016 Census of the Population.

## Population Growth Scenarios

Three rudimentary growth scenarios are presented below to show that there is a possibility of having to provide recreation services to over 50,000 residents by 2026. The scenarios are based on previous growth increases. For example, from 2011 to 2016, the average annual increase in population was 1.0%; if this rate were to be applied to the next ten years, the 2026 population would be 51,536.

Growth Scenario	Annual Growth	Scenario Based on Growth Experienced From	Projected District 69 Population in 2026
High	1.8%	2001 to 2011	55,767
Moderate	1.6%	2001 to 2016	54,681
Low	1.0%	2011 to 2016	51,536

## Age Distribution

Based on the 2011 Census Profile, District 69 has lower proportions of people in each age segment under 50 years old compared to the province as whole (39% of District 69's population is under the age of 50 compared to 62% in BC). Nearly two-thirds (61%) of District 69's population is above the age of 50 and the 60 – 69 age category is District 69's largest (21%).<sup>2</sup>

Age Category	District 69 (2011) <sup>2</sup>	BC (2011)
Age 0 – 4 Years	3%	5%
Age 5 – 9 Years	3%	5%
Age 10 – 19 Years	9%	12%
Age 20 – 29 Years	6%	13%
Age 30 – 39 Years	7%	13%
Age 40 – 49 Years	11%	15%
Age 50 – 59 Years	17%	15%
Age 60 – 69 Years	21%	11%
Age 70 – 79 Years	14%	7%
Age 80+ Years	9%	4%

<sup>2</sup> 2011 Census Profile does not include age distribution data for Area H.

## Immigration (2001 – 2011)

From 2001 to 2011, District 69 received an influx of 820 immigrants which totaled 1.9% of the population in 2011. Area E received the highest percentage of immigrants (3.5%) while Area G received the least (0.8%).

Jurisdiction	Percentage of Population that Immigrated from 2001 to 2011
Parksville	1.9%
Qualicum Beach	1.8%
Area E	3.5%
Area F	1.2%
Area G	0.8%
Area H	3.4%
<b>District 69</b>	<b>1.9%</b>

## Household Income and Unemployment Rate (2011)

Area E has the highest median after-tax household income (\$61,854) while Area F has the lowest (\$41,161) followed by Area H (\$44,661). District 69's unemployment rate is 7.8%.<sup>3</sup>

Jurisdiction	Median After-Tax Household Income	Unemployment Rate
Parksville	46,207	8.9%
Qualicum Beach	51,236	6.8%
Area E	61,854	7.0%
Area F	44,161	6.5%
Area G	55,137	10.1%
Area H	44,661	6.3%
<b>District 69</b>	<b>50,543</b>	<b>7.8%</b>

<sup>3</sup> 50,543 is the average median after-tax household income of each jurisdiction.

## Renters and Spending on Shelter Costs (2011)

Area F and Parksville have the highest percentage of renters (24% and 22% respectively). Area F has the highest percentage of households that spend 30% or more of their household income on shelter costs (32%).

Jurisdiction	Percentage of Households that are Rented	Percentage of Households that Spend 30% or More of Household Income on Shelter Costs
Parksville	22%	26%
Qualicum Beach	10%	17%
Area E	9%	21%
Area F	24%	32%
Area G	8%	22%
Area H	20%	24%
<b>District 69</b>	<b>16%</b>	<b>24%</b>

## Active Transportation Commuters (2011)

Of those who commute to a usual workplace, 7.8% of District 69 commuters do so by way of walking or cycling. Ten percent of commuters in Parksville and Qualicum Beach bike or walk to work.

Jurisdiction	Percentage of Commuters that Walk or Bike to Work
Parksville	10.4%
Qualicum Beach	10.1%
Area E	6.0%
Area F	6.0%
Area G	7.5%
Area H	3.5%
<b>District 69</b>	<b>7.8%</b>



# FACILITY INVENTORY

The RDN operates two major indoor recreation facilities; Oceanside Place and the Ravensong Aquatic Centre. Identified as follows is an overview of the main amenity spaces at each facility.

Oceanside Place	Ravensong Aquatic Centre
<ul style="list-style-type: none"> <li>• 2 regulation size ice arenas</li> <li>• Leisure skating area</li> <li>• Multipurpose program room</li> <li>• Lobby space and customer service desk (registration point for RDN programming)</li> </ul>	<ul style="list-style-type: none"> <li>• 6 lane program tank</li> <li>• Leisure swimming pool</li> <li>• Sauna</li> <li>• Steam room</li> <li>• Whirl pool</li> <li>• Lobby space and customer service desk (registration point for RDN programming)</li> </ul> <p><i>* Located adjacent to the Qualicum Beach Civic Centre (Town operated facility).</i></p>

Also located throughout District 69 are numerous community and recreation facilities that provide valuable space for programs, activities and events offered by community organizations and the Regional District of Nanaimo. In some instances, the RDN provides financial or in-kind support for facilities (e.g. assistance with promotions, staff resources).

Presented in the chart below is an overview of **publically provided** (RDN, municipal or community organization operated) recreation and related infrastructure in District 69.

## Indoor

Facility/Amenity Type	Location(s)	# of Facility/Amenity Type in District 69
<b>Indoor Ice Arenas</b>	• Parksville (Oceanside Place)	2 (indoor ice sheets)
<b>Indoor Aquatic Facilities</b>	• Qualicum Beach (Ravensong Aquatic Centre)	1
<b>Community Type Gymnasium Spaces<sup>A</sup></b>	<ul style="list-style-type: none"> <li>• Parksville (Parksville Community and Conference Centre, Craig Street Commons)</li> <li>• Qualicum Beach (Civic Centre, Qualicum Commons)</li> <li>• Area E (Nanoose Place)</li> <li>• Area H (Lighthouse Community Centre)</li> </ul>	6
<b>Curling Facilities</b>	<ul style="list-style-type: none"> <li>• Parksville (Parksville Curling Club, 5 ice sheets)</li> <li>• Qualicum Beach (Qualicum and District Curling Club, 4 ice sheets)</li> </ul>	2 (facilities) 9 (total sheets of ice)
<b>Multi-Purpose Program Spaces</b> (including halls)	<ul style="list-style-type: none"> <li>• Parksville (Parksville Community and Conference Centre, Craig Street Commons, Oceanside Place, Parksville Society of Organized Services, Shelly Road Centre)</li> <li>• Qualicum Beach (Civic Centre, Qualicum Commons, Community Hall)</li> <li>• Area E (Nanoose Place)</li> <li>• Area F (Errington War Memorial Hall, Bradley Centre, Arrowsmith Hall, Coombs Rodeo Hall)</li> <li>• Area G (Little Qualicum Hall)</li> <li>• Area H (Lighthouse Community Centre/Qualicum Bay Lions Hall)</li> </ul>	15 (facility locations) <sup>B</sup>

## Indoor (Continued)

Facility/Amenity Type	Location(s)	# of Facility/Amenity Type in District 69
Indoor Lawn Bowling Facilities	<ul style="list-style-type: none"> <li>Qualicum Beach (Qualicum Beach Lawn Bowling Club)</li> </ul>	1
Dedicated Visual Arts Facilities	<ul style="list-style-type: none"> <li>Parksville (Oceanside Community Art Gallery)</li> <li>Qualicum Beach (The Old School House)</li> </ul>	2
Performing Arts Facilities	<ul style="list-style-type: none"> <li>Parksville (Chrysler Theatre- Parksville Community and Conference Centre)</li> <li>Qualicum Beach (E.C.H.O. Village Players Theatre)</li> </ul>	2

A Not including operational school facilities which have varying levels of community gymnasium access.

B A number of the 15 locations identified have multiple program rooms and spaces. Does not include school classroom spaces that can be booked for some programs and classes.

## Outdoor

Facility/Amenity Type	Location(s)	# of Facility/Amenity Type in District 69
Sports Field Sites (playfields and ball diamonds)	<ul style="list-style-type: none"> <li>Parksville (Community Park, Springwood Park, Ballenas Secondary, Craig Street Commons, Winchelsea Elementary)</li> <li>Qualicum Beach (Community Park, Kwalikum Secondary, Qualicum Middle School, Arrowview Elementary, Qualicum Beach Elementary)</li> <li>Area E (Jack Bagley Field)</li> <li>Area F (French Creek Community School)</li> <li>Area G (Errington Elementary, Oceanside Middle School)</li> <li>Area H (Bowser Elementary)</li> </ul>	16 total sites: 3 major/multi-field sport field sites (Parksville Community Park, Qualicum Beach Community Park, Springwood Park) 13 school sites with sport fields (including the Jack Bagley Field) <sup>C</sup>
Lacrosse Boxes	<ul style="list-style-type: none"> <li>Parksville (Community Park)</li> </ul>	1
Skateboard Parks	<ul style="list-style-type: none"> <li>Parksville (Community Park)</li> <li>Qualicum Beach (Community Park)</li> </ul>	2
Tennis Courts	<ul style="list-style-type: none"> <li>Parksville (Springwood Park: 6 courts; Community Park: 2 courts)<sup>D</sup></li> <li>Qualicum Beach (3 courts)</li> <li>Area H (Bowser: 4 courts)</li> </ul>	14
Track and Field Spaces	<ul style="list-style-type: none"> <li>Parksville (Ballenas Secondary School)</li> </ul>	1 <sup>E</sup>

C School fields have varying levels of public use due to size of field, condition or lack of amenities.

D The court spaces at Ballenas Secondary School have been re-surfaced for multi-use and are no longer available for tennis (lines and nets have been removed).

E While included in the inventory, it is notable that the track is not rubberized or of regulation size.

In addition to the facilities identified in the charts above, there exists a number of playground and cement sport court spaces (e.g. basketball courts) located throughout District 69. The continued growth of pickleball has also resulted in a number of the above spaces being adapted to accommodate this emerging sport. The Lacrosse Box in the Parksville Community Park is used for pickleball and a number of the tennis court sites identified in the chart now have pickleball lines on selected courts. The area also includes an abundance of trails and pathways, community parks, and natural space areas which contribute to recreation and leisure opportunities.



## Private Sector and Regional Provision

The private sector and other municipalities in the Nanaimo region also provide recreation facilities and amenities that are accessed by District 69 residents. Identified in the following chart are major recreation facility and amenity types that are not currently provided by the RDN or not-for-profit organizations in District 69, but are available locally or regionally through private sector providers or municipalities located outside of District 69.

Facility/Amenity Type	Other Local Providers/Regional Provision
<b>Indoor Artificial Turf Field Facility</b>	• Arbutus Meadows (located in Area E of District 69)
<b>Outdoor Artificial Turf Fields</b>	• Provided by the City of Nanaimo (Merle Logan and Beban fields)
<b>Fitness Centres</b>	<ul style="list-style-type: none"> <li>• Private facilities and studios are located throughout the study area and broader region.</li> <li>• Public facilities provided in Nanaimo by the City of Nanaimo</li> </ul>
<b>Major Aquatics Facility</b> (50 metre program tank, specialty leisure aquatics amenities)	• Provided by the City of Nanaimo (Nanaimo Aquatic Centre)
<b>Major Track and Field Facility</b> (rubberized track, support amenities)	• Provided by the City of Nanaimo (Rotary Bowl recently transferred to the City)



## RECREATION PROGRAMMING

### Programs by Service Area

In 2015, the RDN provided 243 programs in District 69 including 40 at Oceanside Place (skating) and 57 at the Ravensong Aquatic Centre (swimming). RDN staff directly delivers programs, events, and services through its service area called Northern Community Recreation Program Services. 146 programs were offered through this service area in 2015 and 119 were offered in 2016.

2015 Program Statistics		
RDN Service Area	Programs	Registrations
Oceanside Place	40	690 <sup>F</sup>
Ravensong Aquatic Centre	57	2,539
Northern Community Recreation Services	146	6,444
<b>Total</b>	<b>243</b>	<b>9,673</b>

<sup>F</sup> RDN programming only. Does not include programs offered by youth or adult sport organizations.

### Northern Community Recreation Program Services

As seen in the chart above, 146 programs were offered by the RDN (Northern Community Recreation Program Services) in 2015. This number increased from 96 programs offered in the previous year. Opportunities are available for residents of all age groups within the six District 69 jurisdictions such as sports and fitness, arts and crafts, and summer camps. This service area also coordinates the delivery of the financial assistance program and inclusions services and manages the service agreement for the provision of recreation opportunities provided in Area F by the Arrowsmith Community Recreation Association.



## Events

The RDN hosts or provides assistance to a variety of events and awareness weeks. Examples include Active Aging Week, Qualicum Beach Day, Qualicum Beach Family Day, Kite Festival, Kidfest, Terry Fox Run, Youth Week, Hi Neighbour Day, Nanoose Family Day, Volunteer Week, Storybook Village, and Winter Wonderland.

## Financial Assistance Program

The Financial Assistance Program is available for low-income residents who live in District 69 and want to participate in recreation programs. Over 100 households received access to department programs and facilities in 2015, with the majority being for public swim admissions. This program is provided in collaboration with the Society of Organized Services (SOS) as the RDN and SOS offer complementary programs and refer clients to each other depending on eligibility.

## Inclusion Services

At no charge to the participant, the RDN provides inclusion services to ensure that all people have the opportunity to participate in programs. This service focuses on including people with disabilities in the general recreation programs provided. The most requested programs have been swimming, skating, and summer camps. In 2015, over 1,000 hours of inclusion service was provided to 25 individuals. Support workers are accommodated with free registration or admission when directly working with a client.

## Arrowsmith Community Recreation Association

Area F programs are provided by the Arrowsmith Community Recreation Association and supported by the RDN. There are three part-time program coordinators that work with members of the community to develop and deliver local programs and events. Each program is community-driven and flexible to accommodate the needs of Area F residents. Most of the opportunities take place at Errington Hall, Coombs Fairgrounds, Bradley Centre, and Errington Elementary School.

## Free Admission

Children 3 years and under and adults 80 years and older receive free admission at Oceanside Place Arena and Ravensong Aquatic Centre.

## Leaders in Training

Leaders In Training is a program for youth to develop leadership skills through training and volunteer experience. Workshops are provided in leadership, teamwork, and child management along with 45 volunteer hours in RDN summer camps and events. In 2015, a total of 51 youth were trained for leadership volunteer opportunities, each completing 16 hours of training and totaling a combined 1,575 hours of volunteering.

## Program Types

A variety of program offerings are available to residents in District 69. The following chart provides an overview of current program offerings by typology and age category using the most recent Active Living Guide published by the RDN (Spring/Summer 2017). As reflected in the chart, introductory and recreational sport, education and skill development, aquatic safety, and arts and culture programs are available for each age category. Aquatic fitness is only available for adults and seniors and more specialized sport training opportunities are only offered for youth via specific sport camps. However, it is important to note that the identification of these gaps does not necessarily suggest that additional programming is required. Other factors to consider in this regard include the appropriateness of programming (e.g. does the age category warrant programming based on the Canadian Sport for Life framework), demand, and facility availability.

Program Type	Preschool	Children	Youth	Adults and Seniors
Introductory Sport/Recreational Sport	✓	✓	✓	✓
Fitness (classes excluding aquatics)			✓	✓
Fitness (aquatics)				✓
Sport Training			✓	
Aquatics Safety	✓	✓	✓	✓
Arts and Culture	✓	✓	✓	✓
Education and Skill Development	✓	✓	✓	✓
Nature Education		✓	✓	✓

## PLANNING REVIEW

The consulting team reviewed a number of previous RDN planning and guiding documents that are pertinent to recreation in District 69. Reviewing these background documents is important in order to ensure that the updated Master Plan leverages previous data and takes into account the historical context for recreation service delivery in District 69. Summarized below are the documents that were reviewed.

- Regional District of Nanaimo Board Strategic Plan 2016 – 2020
- Recreation Services Master Plan for Oceanside (2006)
- RDN 2014 Community Survey
- Ravensong Aquatic Centre Expansion Update (2013)
- District 69 Arena (Parksville Curling Club) Building Assessment (2014)
- District 69 Track and Field Facility Feasibility Study (2008)
- RDN Operational and Efficiency Review and Recommendation Worksheets (2015)
- Youth Recreation Strategic Plan (2011 – 2016)
- Recreation Program Rationale Checklist (2013)
- District 69 Fees and Charges Report (2014)

The following documents developed by the City of Parksville and Town of Qualicum Beach were also reviewed.

- City of Parksville Vision, Mission, and Core Values (2015)
- Qualicum Beach Vision Statement (2011)

The planning review also included the following provincial and national frameworks and guiding documents. Reviewing and identifying these documents reflects an understanding of broader leading practices and perspectives in the delivery of recreation opportunities.

- A Framework for Recreation in Canada 2015: Pathways to Wellbeing
- Active People, Active Places—BC Physical Activity Strategy (2015)
- The Way Forward—A Strategic Plan for the Parks, Recreation, and Culture Sector of BC (2008)
- Canadian Sport for Life (CS4L) and Long Term Athlete Development (LTAD)



# THREE

## OPERATIONS AND UTILIZATION ANALYSIS

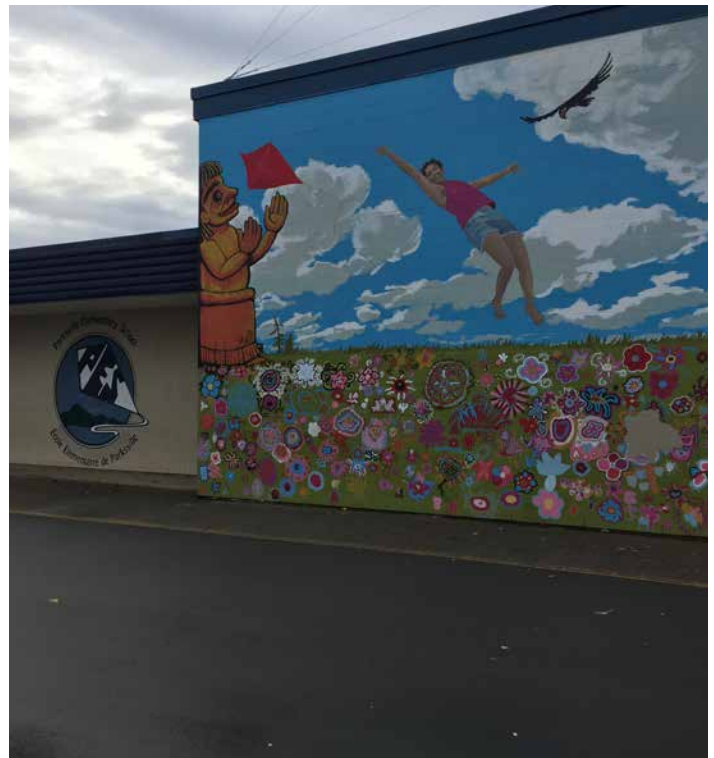
### INCLUDED IN THIS SECTION:

- Utilization analysis for Oceanside Place and the Ravensong Aquatic Centre.
- Financial overview of major District 69 Recreation functions (annual operating cost analysis).

The RDN directly manages the following recreation services in District 69:

- Oceanside Place
- Ravensong Aquatic Centre
- Northern Community Recreation Program Services

Current and projected financials are presented for each service area as they have their own budgets. Operating expenditures and revenues are compared to calculate a cost recovery percentage. The amount of taxes for each service area is presented along with capital asset expenditures and capital financing charges. A consolidated review of past business plans and external assessments provide insight into utilization. Oceanside Place is well used however additional capacity does exist to increase utilization while the Ravensong Aquatic Centre is used to full capacity during many peak hours.



# OCEANSIDE PLACE

## Facility Context

Oceanside Place is a facility containing two regulation sized ice arenas, a leisure ice surface, and a variety of meeting and gathering spaces. Spaces in the facility are rented to community groups and used for directly delivered RDN programming.

## Financial Plan 2017 – 2021

The RDN developed five-year financial projections for each of the three service areas. Through property taxes and revenues, Oceanside Place generates between \$2.5M to \$2.8M each year to cover operating expenditures, capital expenditures, and capital financing charges. For each of the next five years, the RDN will allocate \$273,052 to Oceanside Place's capital financing charges.

Oceanside Place	2017	2018	2019	2020	2021
<b>Taxes and Revenues</b> (property taxes, recreation fees, rentals, concession, etc.)	\$2,572,978	\$2,630,521	\$2,688,371	\$2,747,563	\$2,808,128
<b>Operating Expenditures</b>	\$2,250,986	\$2,302,006	\$2,293,216	\$2,329,993	\$2,368,655
<b>Capital Expenditures</b>	\$119,875	\$109,871	\$346,825	\$142,840	\$145,500
<b>Capital Financing Charges</b>	\$273,052	\$273,052	\$273,052	\$273,052	\$273,052
<b>Net Surplus/(Deficit) for the Year</b>	\$(69,935)	\$(54,408)	\$(22,722)	\$1,678	\$20,921
<b>Surplus Applied to Future Years</b>	\$158,572	\$104,164	\$81,442	\$83,120	\$104,041

In the chart below, property taxes were removed from the revenues row in order to calculate a recovery rate. From an operating standpoint in 2017, Oceanside Place will bring in \$639,079 while operating expenses will total \$2.25M. Using these figures (operating revenues divided by operating expenditures), the cost recovery for Oceanside Place is 28% and over \$1.6M is required to subsidize operations.

Oceanside Place	2017	2018	2019	2020	2021
<b>Operating Revenues</b>					
Operations	\$18,600	\$18,600	\$18,600	\$18,600	\$18,600
Recreation Fees	\$48,000	\$49,440	\$50,923	\$52,451	\$54,024
Facility Rentals	\$458,650	\$472,410	\$486,582	\$501,179	\$516,215
Vending Sales	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Concession	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Recreation Other	\$88,150	\$90,795	\$93,518	\$96,324	\$99,213
Interdepartmental Recoveries	\$17,579	\$17,579	\$17,579	\$17,579	\$17,579
Miscellaneous	\$100	\$100	\$100	\$100	\$100
<b>Total Revenues</b>	<b>\$639,079</b>	<b>\$656,924</b>	<b>\$675,302</b>	<b>\$694,233</b>	<b>\$713,731</b>

<b>Operating Expenditures</b>					
Administration	\$144,251	\$145,694	\$147,150	\$148,622	\$150,108
Legislative	\$500	\$500	\$500	\$500	\$500
Professional Fees	\$15,000	\$15,000	\$15,000	\$20,000	\$15,000
Building Ops.	\$338,045	\$341,425	\$344,840	\$348,288	\$355,254
Veh. and Equip. Ops.	\$73,226	\$73,959	\$74,698	\$75,445	\$76,200
Operating Costs	\$91,265	\$93,090	\$94,952	\$96,851	\$98,788
Program Costs	\$33,600	\$33,936	\$34,275	\$34,618	\$34,964

Oceanside Place	2017	2018	2019	2020	2021
Wages and Benefits	\$1,147,029	\$1,169,970	\$1,193,369	\$1,217,237	\$1,229,409
Contributions to Reserve Funds	\$95,540	\$115,900	\$75,900	\$75,900	\$95,900
Debt Interest	\$312,530	\$312,532	\$312,532	\$312,532	\$312,532
<b>Total Expenditures</b>	<b>\$2,250,986</b>	<b>\$2,302,006</b>	<b>\$2,293,216</b>	<b>\$2,329,993</b>	<b>\$2,368,655</b>
<b>Cost Recovery</b>					
<b>Revenues/Expenditures</b>	<b>28%</b>	<b>29%</b>	<b>29%</b>	<b>30%</b>	<b>30%</b>
<b>Required Operating Subsidy</b>					
<b>Expenditures – Revenues</b>	<b>\$1,611,907</b>	<b>\$1,645,082</b>	<b>\$1,617,914</b>	<b>\$1,635,760</b>	<b>\$1,654,924</b>

## Utilization

In 2016, Oceanside Place accommodated 8,215 hours of ice usage. The percentage of ice booked has ranged from 62% to 85% since 2012. Over 20,000 public skate admissions were tallied each year.

Oceanside Place	2012	2013	2014	2015	2016
Total Hours of Ice Available	11,800	12,050	9,978	9,725	9,620
Total Hours of Ice Booked	9,360	7,417	7,350	7,300	8,215
Percentage of Total Ice Booked	79%	62%	74%	75%	85%
Program Registrants	800	818	730	690	479
Public Skate Admissions	23,000	20,866	21,700	21,900	21,900

## RAVENSONG AQUATIC CENTRE

### Facility Context

Ravensong Aquatic Centre contains a 25 metre pool and a leisure pool. The pools are used by community groups and for RDN programming.

### Financial Plan 2017 – 2021

The Ravensong Aquatic Centre's debt has recently been paid off and no further capital financing charges are required as displayed below in the 2017-2021 Financial Plan. Over the next five years, nearly \$1.3M is expected to be allocated to capital expenditures.

Ravensong Aquatic Centre	2017	2018	2019	2020	2021
Taxes and Revenues (property taxes, recreation fees, rentals, concession, etc.)	\$2,637,699	\$2,676,846	\$2,736,675	\$2,777,600	\$2,819,349
Operating Expenditures	\$2,629,527	\$2,666,231	\$2,703,642	\$2,771,779	\$2,715,124
Capital Expenditures	\$107,050	\$620,235	\$254,325	\$102,040	\$207,500
Capital Financing Charges	\$0	\$0	\$0	\$0	\$0
Net Surplus/(Deficit) for the Year	\$(98,878)	\$(9,620)	\$(21,292)	\$(11,219)	\$(3,275)
Surplus Applied to Future Years	\$137,777	\$128,157	\$106,865	\$95,646	\$92,371

Cost recovery for the Ravensong Aquatic Centre is expected to increase from 25% to 28% over the next five years. The required operating subsidy is approximately \$2M each year as operating revenues are expected to range from \$667,370 to \$748,716 while operating expenditures are projected around \$2.6M to \$2.7M.

Ravensong Aquatic Centre	2017	2018	2019	2020	2021
<b>Operating Revenues</b>					
Operations	\$2,740	\$2,740	\$2,740	\$2,740	\$2,740
Recreation Fees	\$199,720	\$205,712	\$211,883	\$218,239	\$224,787
Facility Rentals	\$83,145	\$85,639	\$88,209	\$90,855	\$93,580
Vending Sales	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Recreation Other	\$365,265	\$376,223	\$387,510	\$399,135	\$411,109
Miscellaneous	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
<b>Total Revenues</b>	<b>\$667,370</b>	<b>\$686,814</b>	<b>\$706,842</b>	<b>\$727,469</b>	<b>\$748,716</b>
<b>Operating Expenditures</b>					
Administration	\$172,190	\$172,190	\$172,190	\$172,190	\$172,190
Legislative	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Professional Fees	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Building Ops.	\$249,315	\$254,301	\$259,387	\$264,575	\$269,867
Veh. and Equip. Ops.	\$28,580	\$28,580	\$28,580	\$28,580	\$28,580
Operating Costs	\$157,363	\$158,937	\$160,526	\$162,131	\$163,753
Program Costs	\$87,475	\$88,350	\$89,233	\$90,126	\$91,027
Wages and Benefits	\$1,463,424	\$1,492,693	\$1,522,546	\$1,552,997	\$1,568,527
Contributions to Reserve Funds	\$450,180	\$450,180	\$450,180	\$480,180	\$400,180
<b>Total Expenditures</b>	<b>\$2,629,527</b>	<b>\$2,666,231</b>	<b>\$2,703,642</b>	<b>\$2,771,779</b>	<b>\$2,715,124</b>
<b>Cost Recovery</b>					
<b>Revenues/Expenditures</b>	<b>25%</b>	<b>26%</b>	<b>26%</b>	<b>26%</b>	<b>28%</b>
<b>Required Operating Subsidy</b>					
<b>Expenditures – Revenues</b>	<b>\$1,962,157</b>	<b>\$1,979,417</b>	<b>\$1,996,800</b>	<b>\$2,044,310</b>	<b>\$1,966,408</b>

## Utilization

The Ravensong Aquatic Centre was in use for 95% of available hours in 2016 which is considered very high and nearing (or at) full capacity. The number of program registrants has remained relatively constant since 2012 and the pool facilitated over 93,000 public swims in 2016.

Ravensong Aquatic Centre	2012	2013	2014	2015	2016
Percentage of Hours Used	98%	93%	93%	93%	95%
Program Registrants	2,412	2,700	2,539	2,539	2,550
Total Program Attendance	23,242	22,650	21,427	21,427	25,500
Total Public Swim Admissions	85,000	90,490	89,127	89,127	93,724

# NORTHERN COMMUNITY RECREATION PROGRAM SERVICES

## Service Delivery Context

The purpose of Northern Community Recreation Program Services is to plan, develop and coordinate the delivery of a range of recreation programs and services to all age groups within the communities of Parksville, Qualicum Beach and Electoral Areas E, F, G and H. This includes services such as recreation grants, financial assistance program, inclusion support for individuals with disabilities, summer programs, support for community events, and community development initiatives. The department acts as the booking agent for sports fields within the City of Parksville and the Town of Qualicum Beach and School District 69. The department also oversees a service contract for additional local programming in Electoral Area F with Arrowsmith Community Recreation Association. Regional District staff act in a resource capacity and monitor the outcomes and performance of the Association.

## Financial Plan 2017 – 2021

Over the next five years combined, \$22,426 is allocated to capital expenditures while no financing charges are expected. Operating expenditures are projected to surpass \$2M in 2021 and therefore taxes/revenues will rise to match it.

Northern Community Recreation Program Services	2017	2018	2019	2020	2021
Taxes and Revenues (property taxes, municipal agreements, recreation fees, etc.)	\$1,866,745	\$1,909,893	\$1,948,303	\$1,990,002	\$2,020,512
Operating Expenditures	\$1,824,164	\$1,910,736	\$1,942,531	\$1,977,794	\$2,006,729
Capital Expenditures	\$2,325	\$1,536	\$2,825	\$11,540	\$4,200
Capital Financing Charges	\$0	\$0	\$0	\$0	\$0
Net Surplus/(Deficit) for the Year	\$40,256	\$(2,379)	\$2,947	\$668	\$9,583
Surplus Applied to Future Years	\$69,775	\$67,396	\$70,343	\$71,011	\$80,594

Northern Community Recreation Program Services requires \$1.4M to \$1.5M in operating subsidies each year. Cost recovery is projected to remain around 22% until 2021.

Northern Community Recreation Program Services	2017	2018	2019	2020	2021
<b>Operating Revenues</b>					
Operations	\$5,945	\$6,123	\$6,307	\$6,496	\$6,691
Recreation Fees	\$360,436	\$365,558	\$371,041	\$376,313	\$381,664
Operating Grants	\$58,000	\$58,000	\$58,000	\$58,000	\$58,000
Miscellaneous	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
<b>Total Revenues</b>	<b>\$425,381</b>	<b>\$430,681</b>	<b>\$436,348</b>	<b>\$441,809</b>	<b>\$447,355</b>

<b>Operating Expenditures</b>					
Administration	\$114,617	\$114,617	\$114,617	\$114,617	\$114,617
Professional Fees	\$22,300	\$12,300	\$12,300	\$18,300	\$12,300
Building Ops.	\$14,282	\$14,282	\$14,282	\$14,282	\$14,282
Veh. and Equip. Ops.	\$14,386	\$14,386	\$14,386	\$14,386	\$16,449
Operating Costs	\$102,727	\$102,727	\$102,727	\$102,727	\$102,727
Program Costs	\$504,452	\$511,179	\$518,024	\$524,991	\$532,080



<b>Northern Community Recreation Program Services</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Wages and Benefits	\$668,185	\$681,548	\$695,181	\$709,083	\$716,174
Transfer to Other Gov./Org.	\$373,035	\$389,517	\$400,834	\$409,228	\$417,920
Contributions to Reserve Funds	\$10,180	\$70,180	\$70,180	\$70,180	\$80,180
<b>Total Expenditures</b>	<b>\$1,824,164</b>	<b>\$1,910,736</b>	<b>\$1,942,531</b>	<b>\$1,977,794</b>	<b>\$2,006,729</b>
<b>Cost Recovery</b>					
<b>Revenues/Expenditures</b>	<b>23%</b>	<b>23%</b>	<b>22%</b>	<b>22%</b>	<b>22%</b>
<b>Required Operating Subsidy</b>					
<b>Expenditures – Revenues</b>	<b>\$1,398,783</b>	<b>\$1,480,055</b>	<b>\$1,506,183</b>	<b>\$1,535,985</b>	<b>\$1,559,374</b>

## Utilization

Northern Community Recreation Program Services provided organized programming for 5,782 people in 2016, to produce a total program attendance of 27,016. A range of 116 to 234 households have been supported by the Financial Assistance Program over the past five years and at least 20 individuals have received inclusion support each year.

<b>Northern Community Recreation Program Services</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Program Registrants	3,741	3,800	2,841	6,444	5,782
Total Program Attendance	14,979	14,300	16,776	17,000	27,016
Households supported by Financial Assistance Program	145	180	125	116	234
Inclusion Support: Individuals	31	35	22	25	22
Inclusion Support: Hours	992	1,020	800	1,008	860

## SUMMARY: FINANCIAL PLAN SUMMARY (2017)

In 2017, the combined cost recovery for the three services areas is expected to be 26%. Nearly \$5M will be required to subsidize the operations of the service areas.

<b>Service Area</b>	<b>Oceanside Place</b>	<b>Ravensong Aquatic Centre</b>	<b>Northern Community Recreation Program Services</b>	<b>Total</b>
Operating Revenues	\$639,079	\$667,370	\$425,381	\$1,731,830
Operating Expenditures	\$2,250,986	\$2,629,527	\$1,824,164	\$6,704,677
Cost Recovery	28%	25%	23%	26%
Required Operating Subsidy	\$1,611,907	\$1,962,157	\$1,398,783	\$4,972,847

# USE BY GEOGRAPHIC RESIDENCY

## Recreation Facility and Field Use Analysis (2015 Review)

In 2015, a review was conducted to analyze the geographic residency of the users of specific public recreation facilities that are supported by RDN taxpayers. The purpose of the information and analysis was for general management information, to guide marketing campaigns, to provide a basis for apportioning the net public subsidy to specific members of the RDN, and to fulfill the requirements of cost sharing agreements. Based on usage from each area, the percentage of tax payer subsidy from each facility type is presented below. *Note: Findings from the household survey fielded as part of the Master Plan project also provides utilization data for a number of recreation facilities and amenities. Please see Section 5 for these findings.*

### Analysis of Pool Use (Ravensong Aquatic Centre)

Electoral Area/Municipality	E	F	G	H	PV	QB
Percent of Facility Usage <sup>A</sup>	3.9% <sup>B</sup>	22%	21%	7%	27%	24%

A Not including out-of-area users/visitors.

B Area E is not a member of the cost sharing agreement for Ravensong Aquatic Centre.

### Analysis of Arena Use (Oceanside Place)

Electoral Area/Municipality	E	F	G	H	PV	QB
Percent of Facility Usage <sup>C</sup>	11%	13%	22%	4%	34%	15%

C Not including out-of-area users/visitors.

### Analysis of Sports Field Use

Electoral Area/Municipality	E	F	G	H	PV	QB
Percent of Facility Usage <sup>D</sup>	13%	16%	22%	5%	30%	14%

D Not including out-of-area users/visitors.



# ACCOMPLISHMENTS

Over the course of each year, the RDN keeps notes of recreation accomplishments. While the whole list is not displayed below, the following snapshot highlights the operational successes of recreation services in District 69.

## Northern Community Recreation Program Services

### 2013

- Renewed agreement with VIHA–Integrated Health Network (IHN) to provide seated fitness programs to IHN (and public) clients. VIHA–IHN also sponsored their clients with two or more designated chronic illnesses with access to RDN recreation services.
- Development of new youth recreation website and social media platforms.
- Five Canada Summer Jobs students were placed with the department.

### 2014

- Offered an expanded afterschool drop in sports program in Qualicum Beach that has been well attended
- Developed and launched the Grade Five Activity Pass and Grade Six Activity Card to help promote physical fitness in this age group.
- Developed and launched the Corporate and Volunteer Group Recreation Pass.

### 2015

- Leaders In Training (LITs): 35 youth were trained for summer leadership volunteer opportunities, LITs completed a total of 16 training hours each, and completed 1,575 combined hours of volunteering in July and August.
- Final year of implementation of the Youth Recreation Strategic Plan involving grant funding available to secondary schools and rural recreation organizations.
- Co-hosted forum with Island Health open to local governments, School District and First Nation Band members to increase mutual understanding of the organizations and explore potential partnerships.

### 2016

- Co-hosted forum with Island Health open to local governments, School District and First Nation Band members to increase mutual understanding of the organizations and explore potential partnerships.
- Distributed \$47,260 in grant funding from Island Health in the intervention of the five modifiable risk factors; unhealthy eating, overweight/obesity, physical inactivity, tobacco use and harmful alcohol use affecting wellbeing.
- Transitioned to new registration and facility booking system which involved the training of all reception and programming staff, transfer of existing active client database, transfer of all current memberships, review and update of procedures regarding inputting of programs, activity guide design and download process, reserving and registering clients, and an extensive communication campaign.
- Initiated a Seniors Round Table to enable community partner groups including PAGOSA, VIU Elder College, and others with the ability to collaborate on various projects and reduce the duplication of efforts in regards to services and activities for this demographic.
- Met all operating and capital financial plans.
- Recognized 48 local athletes, artist and performers through the District 69 Performance Recognition Program.

## Ravensong Aquatic Centre

### 2013

- Provided learn to swim programs for 2,496 children.
- Completed implementation of vending changeover to Complete Vending and increase Healthy Food and Beverage Initiative.
- Replaced original (1994) atmospheric boilers with High Efficiency Condensing Boilers.

### 2014

- Provided higher level aquatic leadership instruction to 203 learners.
- Continued operation of the Aquatic Centre providing over 4,700 hours of use and 90,000 admissions for public sessions.
- Aquatic programs that were offered and supported away from Ravensong, within the community, included Qualicum Beach Mile Swim, School Salmon Observation, Polar Bear Swim at Parksville Beach, various School District 69 outings to the beach, Horne Lake Summer First Aid, and Little Qualicum River Hatchery.

## 2015

- Provided swim lessons for 2,575 children and adults.
- Established a FTE Team Leader to lessen the work load on the Aquatic Programmer as per the Operational and Efficiency Review recommendations.
- Celebrated the 20<sup>th</sup> Anniversary of Ravensong Aquatic Centre.

## 2016

- Provided swim lessons to over 2,000 local children and youth.
- Provided Swim to Survive lessons for all grade seven students in District 69.
- Open to the public for over 5,400 hours.
- Ran over 340 aquafit and water based exercise programs.
- Site location was used for filming Hallmark Channel television production Chesapeake Shores.
- Met all operating and capital financial plans.

## Oceanside Place

### 2013

- Implementation of P.A.D. (Public Access Defibrillator) Program.
- Renewed facility advertising agreement after RFP process.
- Ten year anniversary celebration for Oceanside Place held.

### 2014

- Extended Winter Wonderland and developed a New Year's event for the Community.
- Continued to coordinate energy and sustainability to develop and implement a comprehensive energy management strategy for RDN recreation facilities.
- Implemented training sessions for use of PAD (AED ) for public user groups.

### 2015

- Implemented pickle ball program and orientation sessions for all ages as a dry floor activity.
- Reviewed all arena services policy and procedures and developed new tracking system.
- Enhanced facility concession services with establishing a seating area and in accordance with the Healthy Food and Beverage Initiative.

## 2016

- Continued development and support of programs for Female and Co-ed Hockey, drop in hockey for youth, birthday parties for youth, and public skate sessions for adults.
- Continued with the Annual Winter Wonderland and New Year's event for the Community.
- Participated in Asset Management Plan development for Recreation.
- Continued to host local, regional and provincial tournaments/events involving youth, adults and seniors in hockey, lacrosse and figure skating.
- Continued to develop a Pickleball program, orientation sessions, and tournaments for all ages as a dry floor activity.
- Entered into new agreements for Vending and Concession services in accordance with the Healthy Food and Beverage Initiative.
- Met all operating and capital financial plans.
- Continued to work with Parksville and District 69 Curling Club on state of good repair in the operation of the District 69 Arena.



A photograph of children ice skating in an indoor rink. They are wearing helmets and winter gear. The word "FOUR" is overlaid in large green letters.

# FOUR

## TRENDS AND LEADING PRACTICES

### INCLUDED IN THIS SECTION:

- Overview of trends in recreation participation, infrastructure and service provision.
- Pertinent leading practices with potential application in District 69.

A review of trends can help identify leading practices in the delivery of recreation services as well as emerging or evolving interests that may be important to consider when developing programming and infrastructure. Summarized in the following section are selected trends related to participation, infrastructure, and public sector provision of recreation opportunities (service delivery). The data presented in this section has been taken from a variety of publically available provincial and national research databases and sources as noted.



# PARTICIPATION TRENDS

## Physical Activity and Wellness Levels

The **BC Physical Activity Strategy**, published in 2015, identified a number of participation indicators that reveal both encouraging and troubling physical activity trends. Summarized below are key findings outlined in the Strategy.

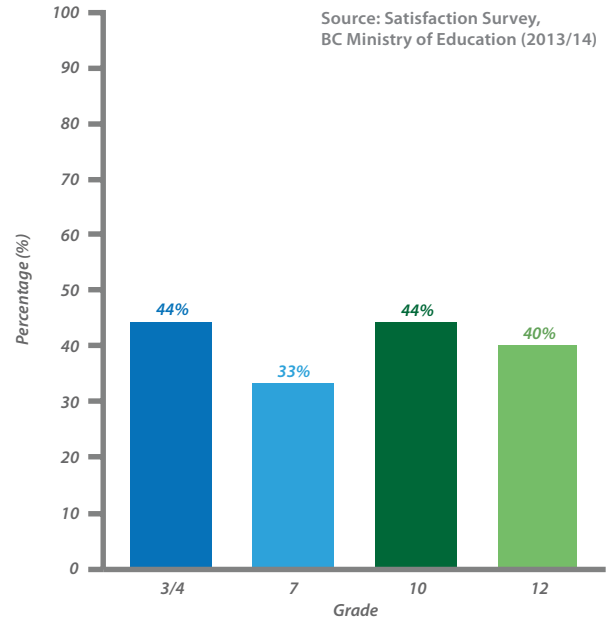
- **British Columbia is the most active province in Canada.** Almost 64% of British Columbians (age 12 and over) are active in their leisure time, highest among all provinces in Canada. However, about 1.5 million British Columbians are classified as inactive, and many of those who report being active do not do enough activity to achieve health benefits.
- **Physical activity levels among children and youth are concerning.** While 88% of students in Grades 3 and 4 report that they get physical activity at school, only 44% report doing at least 30 minutes of moderate or vigorous activity each day.

ParticipACTION is a national non-profit organization that strives to help Canadians sit less and move more. **The Report Card on Physical Activity for Children and Youth** is a comprehensive assessment of child and youth physical activity, taking data from multiple sources, including the best available peer-reviewed research, to assign grades for indicators such as overall physical activity, active play, sleep, and others. The most recent report card (2016) is a “wake-up call” for children and youth activity levels.

- Only 9% of Canadian kids aged 5 to 17 get the 60 minutes of heart-pumping activity they need each day.
- Only 24% of 5 to 17-year-olds meet the Canadian Sedentary Behaviour Guidelines recommendation of no more than 2 hours of recreational screen time per day.
- In recent decades, children’s nightly sleep duration has decreased by about 30 to 60 minutes.
- Every hour kids spend in sedentary activities delays their bedtime by 3 minutes. And the average 5 to 17-year-old Canadian spends 8.5 hours being sedentary each day.
- 33% of Canadian children aged 5 to 13, and 45% of youth aged 14 to 17, have trouble falling asleep or staying asleep at least some of the time.
- 36% of 14 to 17-year-olds find it difficult to stay awake during the day.
- 31% of school-aged kids and 26% of adolescents in Canada are sleep-deprived.

### Percentage of Students Who Report Meeting the Daily Physical Activity (DPA) Policy Requirements

Source: BC Physical Activity Strategy (2015)



## Overall Physical Activity

**70% of children aged 3 to 4** meet the recommendation of 180 minutes of daily activity at any intensity. However, as the guidelines change to 60 minutes of moderate- to vigorous-intensity physical activity per day for those aged **5 to 17, only 9%** are meeting the guidelines. <sup>2012-13 CHMS</sup>

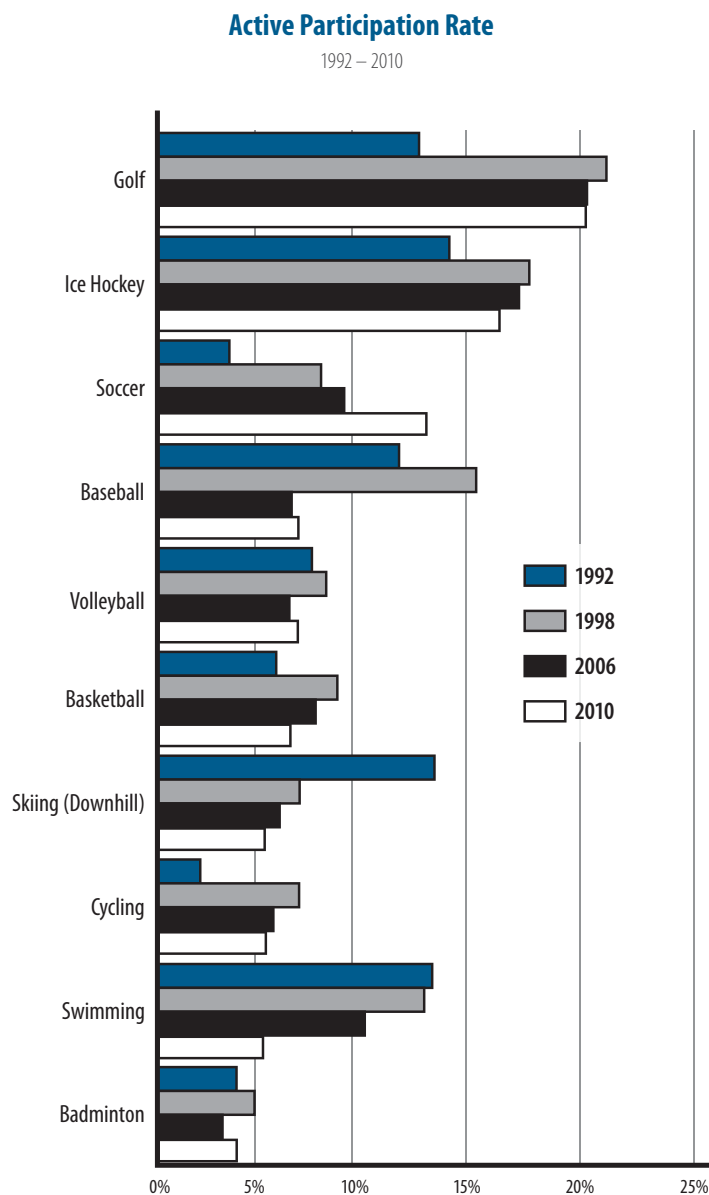
## Physical Activity Preferences

The 2013 Canadian Community Health Survey reveals data that provides some insight into the recreation and leisure preferences of Canadians. The top 5 most popular adult activities identified were walking, gardening, home exercise, swimming and bicycling. The top 5 most popular youth activities were walking, bicycling, swimming, running/jogging and basketball.<sup>1</sup>

Participation levels and preferences for sporting activities continue to garner much attention given the impact on infrastructure development and overall service delivery in most municipalities. The Canadian Fitness & Lifestyle Research Institutes 2011 – 2012 Sport Monitor Report identified a number of updated statistics and trends pertaining to sport participation in Canada.<sup>2</sup>

- The highest proportion of Canadians prefers non-competitive sports or activities. Nearly half (44%) of Canadians preferred non-competitive sports while 40% like both non-competitive and competitive sports. Only 8% of Canadians prefer competitive sports or activities and 8% prefer neither competitive nor non-competitive sports.
- Sport participation is directly related to age. Nearly three-quarters (70%) of Canadians aged 15 – 17 participate in sports, with participation rates decreasing in each subsequent age group. The largest fall-off in sport participation occurs between the age categories of 15 – 17 and 18 – 24 (~20%).
- In contrast to children and youth populations (in which gender participation rates are relatively equal), substantially more adult men (45%) than adult women (24%) participate in organized sport.
- Participation in sport is directly related to household income levels. Households with an annual income of greater than \$100,000 have the highest participation levels, nearly twice as high as households earning between \$20,000 and \$39,999 annually and over three times as high as households earning less than \$20,000 annually.
- The highest proportion of sport participants play in “structured environments.” Just under half (48%) of sport participants indicated that their participation occurs primarily in organized environments, while 20% participate in unstructured or casual environments; 32% do so in both structured and unstructured environments.
- Community sport programs and venues remain important. The vast majority (82%) of Canadians that participate in sport do so within the community. Approximately one-fifth (21%) participate at school while 17% participate in sports at work. A significant proportion (43%) also indicated that they participate in sporting activities at home.

A research paper entitled “Sport Participation 2010” published by Canadian Heritage also identified a number of trends pertaining to participation in specific sports. The following graph illustrates national trends in active sport participation from 1992 – 2010. As reflected in the graph, swimming (as a sport) has experienced the most significant decrease while soccer has had the highest rate of growth while golf and hockey remain the two most played sports in Canada. *Note: Data includes both youth, amateur, and adult sport participants.*<sup>3</sup>



1 Statistics Canada: <http://www.statcan.gc.ca/daily-quotidien/140612/dq140612b-eng.htm>

2 Canadian Fitness & Lifestyle Research Institutes 2011 – 2012 Sport Monitor: <http://www.cflri.ca/node/78>

3 Government of Canada: [http://publications.gc.ca/collections/collection\\_2013/pc-ch/CH24-1-2012-eng.pdf](http://publications.gc.ca/collections/collection_2013/pc-ch/CH24-1-2012-eng.pdf)

The Paper further identifies a number of broad participation trends related specifically to sport focused participation utilizing Statistics Canada data from the 2010 Federal Census and the General Social Survey. Broader trends effecting overall sport participation noted by the Paper include:

- National sport participation levels continue to decline. In 2010, 7.2 million or 26% of Canadians age 15 and older participated regularly in sport; this represents a 17% decline over the past 18 years.
- The gender gap in sport participation has increased.
- Sport participation decreases as Canadians age; the most significant drop off occurs after age 19.
- Education and income levels impacts impact sport participation. Canadians with a University education and those making more than \$80,000 annually have the highest rates of sport participation.
- Established immigrants participate in sport less than recent immigrants and Canadian born.
- Students (15 years and older) participate in sport in greater numbers than any labour force group.
- Participation is highly concentrated in a few sports. Participants in golf, ice hockey, and soccer tend to prefer these three sports and have less diversity in their overall sporting pursuits than participants of other sports.
- Women are more likely than men to have a coach. Female sport participants tend to use the services of a coach more often than male sport participants and this difference appears to increase with age.
- The most important benefit of sport participation is relaxation and fun. Relaxation and fun were ranked as being important by 97% of sport participants.
- A lack of time and interest are the main reasons for not participating in sport.

## Unstructured Recreation

There is an increasing demand for more flexibility in timing and activity of choice for recreational pursuits. People are seeking individualized informal pursuits that can be done alone or in small groups, at flexible times, and often near or at home. This does not eliminate the need for structured activities, but instead suggests that planning for the general population is as important as planning for traditional structured use environments.

The **Canadian Fitness and Lifestyle Research Institute** conducts a **Physical Activity Monitor (PAM)** survey that tracks physical activity and sport participation among Canadians. Additionally, the telephone survey tracks changes in physical activity patterns over time, along with factors influencing participation. The 2014-15 PAM asked 18 and older Canadians about the type of physical activities they participated in 12 months prior to the survey. This is a breakdown of the 10 most common activities by gender.

Activity	Proportion participating in the previous 12 months	
	Men	Women
Walking for exercise	80%	88%
Gardening or yard work	80%	69%
Bicycling	55%	43%
Social Dancing	33%	45%
Ice Skating	34%	24%
Exercise classes or aerobics	15%	39%
Yoga or tai chi	15%	39%
Golfing	33%	13%
Baseball or softball	23%	12%
Basketball	21%	11%
Ice hockey	21%	4%
Football	18%	4%





## Flexibility and Adaptability

Recreation and parks consumers have a greater choice of activity options than at any time in history. As a result, service providers are being required to ensure that their approach to delivery is fluid and is able to quickly adapt to meet community demand. Many municipalities have also had to make hard decisions on which activities they are able to directly offer or support, versus those which are more appropriate to leave to the private sector to provide.

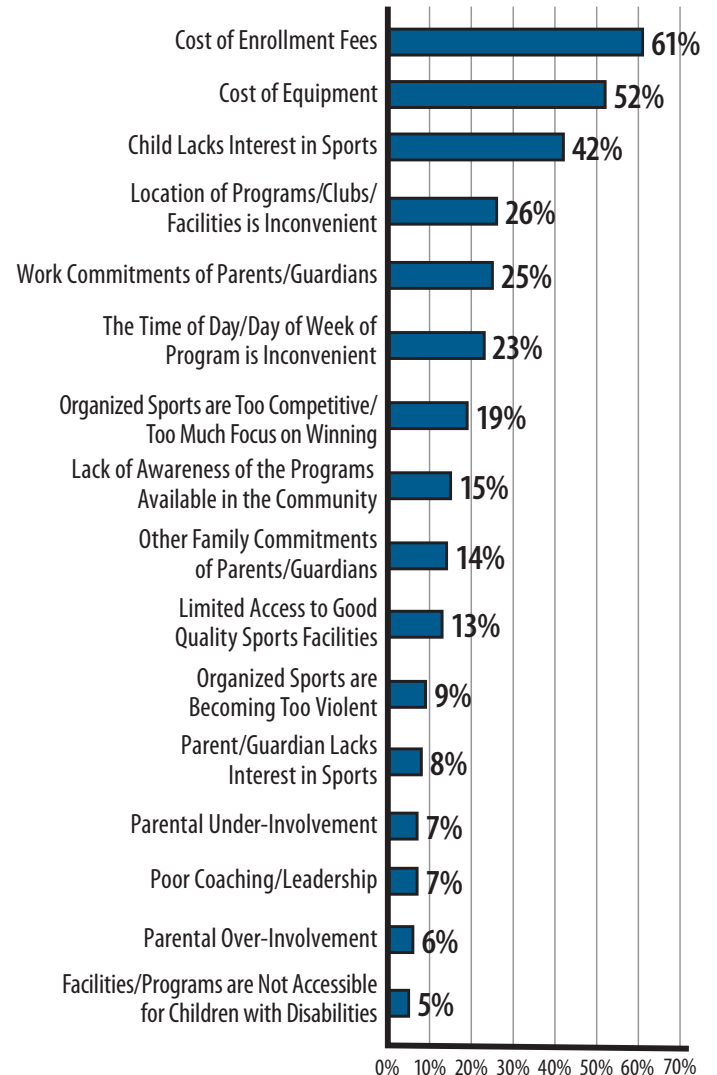
Ensuring that programming staff and management are current on trends is important in the identification and planning of programming. Regular interaction and data collection (e.g. customer surveys) from members are other methods that service providers use to help identify programs that are popular and in demand. The development of multi-use spaces can also help ensure that municipalities have the flexibility to adapt to changing interests and activity preferences.



## Barriers to Participation

Research and available data supports that many Canadians face barriers that impact their ability to reap the numerous physical, social, and mental benefits that are accrued from participation in recreation and leisure pursuits. Understanding these barriers can help service providers identify strategies to mitigate issues and encourage participation.

The adjacent graph adapted from the 2014 CIBC – KidSport Report reflects barriers to participation in sport for 3 to 17 year olds in Canada. As reflected in the graph, the cost of enrollment, the cost of equipment, and a lack of interest were identified as the top 3 barriers.



# INFRASTRUCTURE TRENDS

## Managing Aging Infrastructure

A report published in 2009 by the **British Columbia Recreation and Parks Association** titled “A Time for Renewal” identified a number of statistics related to the aging condition of recreation infrastructure in the province. Findings published in the report included:

- 68% of BC’s indoor recreation facilities are 25 years or older, and 42% of facilities are 35 years or older.
- Recreation infrastructure development is not keeping up with current or projected population growth.
- An estimated \$4 billion dollars is needed for the rehabilitation of existing indoor facilities based on life-cycle stage assumptions.
- An estimated \$1.2 billion dollars is needed to build new indoor facilities to proportionately accommodate BC’s ten-year population growth predictions.

Another more recent report, the **Canadian Infrastructure Report Card**<sup>4</sup> included an assessment and analysis of the state of sport and recreation facilities across Canada. The report revealed a number of concerns and issues that will impact the delivery of sport and recreation infrastructure over the next number of years. Key findings from the report included the following.

- The Report Card demonstrates that Canada’s infrastructure, including sport and recreation facilities, is at risk of rapid deterioration unless there is immediate investment.
- The average annual reinvestment rate in sport and recreation facilities is currently 1.3% (of capital value) while the recommended target rate of reinvestment is 1.7% – 2.5%.
- Almost 1 in 2 sport and recreation facilities are in ‘very poor’, ‘poor’ or ‘fair’ condition and need repair or replacement.
- In comparison to other municipal infrastructure assessed in the Report Card, sport and recreation facilities were in the worst state and require immediate attention.

The Report Card indicated that the extrapolated replacement value of sport and recreation facilities in ‘poor’ or ‘very poor’ condition is \$9 billion while those in ‘fair’ condition require \$14 billion.

## Multi-Use Spaces

Recreation and parks facilities are being designed to accommodate multiple activities and to encompass a variety of different components. The benefits of designing multi-use spaces include the opportunity to create operational efficiencies, attract a wide spectrum of users, and procure multiple sources of revenue. Providing the opportunity for all family members to take part in different opportunities simultaneously at the same location additionally increases convenience and satisfaction for residences.

Creating spaces within a facility that are easily adaptable and re-configurable is another growing trend observed in many newer and retrofitted facilities. Many performing arts venues are being designed in such a manner that staging, seating, and wall configurations can be easily changed as required. Similarly, visual arts spaces such as studios and galleries are being designed in a manner that allows them to be used for a multitude of different art creation and display purposes. Gymnasium spaces and field house facilities are being designed with adjustable barriers, walls, bleachers, and other amenities that can be easily set-up or removed depending on the type of activity or event.

## Integrating Indoor and Outdoor Environments

A new concept in recreation infrastructure planning is to ensure that the indoor environment interacts seamlessly with the outdoor recreation environment. This can include such ideas as indoor/outdoor walking trails, indoor/outdoor child play areas, and indoor/outdoor aquatics facilities. Although there are a number of operational issues that need to be considered when planning indoor/outdoor environments (e.g. cleaning, controlled access, etc.) the concept of planning an indoor facility to complement the site it is located on (and associated outdoor amenities included) as well as the broader community parks and trail system is prudent and will ensure the optimization of public spending on both indoor and outdoor recreation infrastructure. Integrating indoor and outdoor environments can be as “simple” as ensuring interiors have good opportunities to view the outdoors.

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4 [http://www.canadainfrastructure.ca/downloads/Canadian\\_Infrastructure\\_Report\\_2016.pdf](http://www.canadainfrastructure.ca/downloads/Canadian_Infrastructure_Report_2016.pdf)

## Ensuring Accessibility

Many current recreation and cultural facilities are putting a significant focus on ensuring that user experiences are comfortable including meeting accessibility requirements and incorporating designs that can accommodate various body types. Programming is made as accessible as possible via “layering” to provide the broadest appeal possible to people of all abilities.

Meeting the needs of various user groups is also an important aspect of accessibility. Incorporating mobile technologies, rest spaces, child-friendly spaces, crafts areas, and educational multi-purpose rooms for classes and performances is an emerging trend. Accessibility guidelines set by governments, as well as an increased understanding of the needs of different types of visitors is fueling this trend. Technology is also being embraced as a modern communication tool useful for effectively sharing messages with younger, more technologically savvy audiences.

## Revenue Generating Spaces

Facility operators of community facilities are being required to find creative and innovative ways to generate the revenues needed to both sustain current operations and fund future expansion or renovation projects. By generating sustainable revenues outside of regular government contributions, many facilities are able to demonstrate increased financial sustainability and expand service levels.

Lease spaces provide one such opportunity. Many facilities are creating new spaces or redeveloping existing areas of their facility that can be leased to food and beverage providers and other retail businesses. Short term rental spaces are another major source of revenue for many facilities. Lobby areas, programs rooms, and event hosting spaces have the potential to be rented to the corporate sector for meetings, team building activities, holiday parties, and a host of other functions.

## Social Amenities

The inclusion of social amenities provides the opportunity for multi-purpose community recreation facilities to maximize the overall experience for users as well as to potentially attract non-traditional patrons to the facility. Examples of social amenities include attractive lobby areas, common spaces, restaurants and cafeterias, spectator viewing areas, meeting facilities, and adjacent outdoor parks or green space. It is also becoming increasingly uncommon for new public facilities, especially in urban areas, to not be equipped with public wireless Internet.

Another significant benefit of equipping facilities with social amenities is the opportunity to increase usage and visitation to the facility during non-peak hours. Including spaces such as public cafeterias and open lobby spaces can result in local residents visiting the facility during non-event or non-program hours to meet friends or is simply a part of their daily routine. Many municipalities and non-profit organizations have encouraged this non-peak hour use in order to ensure that the broader populace perceives that the facility is accessible and available to all members of the community.

## SERVICE DELIVERY TRENDS

### Partnerships

Partnerships in the provision of recreation and parks opportunities are becoming more prevalent. These partnerships can take a number of forms, and include government, not for profit organizations, schools and the private sector. While the provision of recreation and parks services has historically relied on municipal levels of the government, many local governments are increasingly looking to form partnerships that can enhance service levels and more efficiently lever public funds.

Examples of partnerships include facility naming and sponsorship arrangements, lease/contract agreements, the contracted operation of spaces, entire facilities, or delivery of programs. According to one study<sup>5</sup> over three-quarters (76%) of Canadian municipalities work with schools in their communities to encourage the participation of municipal residents in physical activities. Just under half of Canadian municipalities work with local non-profits (46%), health settings (40%), or workplaces (25%) to encourage participation in physical activities amongst their residents. Seventy-six percent (76%) of municipalities with a population of 1,000 to 9,999 to 80% of municipalities over 100,000 in population have formed agreements with school boards for shared use of facilities. In fact since 2000, the proportion of municipalities that have reported working with schools, health settings, and local non-profit organizations has increased by 10% to 20%.

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5 “Municipal Opportunities for Physical Activity” Bulletin 6: Strategic partnerships. 2010, Canadian Fitness & Lifestyle Research Institute.

## Social Inclusion

The concept of social inclusion is becoming an issue communities are addressing. While always an important issue, its significance has risen as communities have become more diversified through immigration.

Social inclusion is about making sure that all children and adults are able to participate as valued, respected, and contributing members of society. It involves the basic notions of belonging, acceptance, and recognition. For immigrants, social inclusion would be manifested in full and equal participation in all facets of a community including economic, social, cultural, and political realms. It goes beyond including “outsiders” or “newcomers.” In fact social inclusion is about the elimination of the boundaries or barriers between “us” and “them.”<sup>6</sup> There is a recognition that diversity has worth unto itself and is not something that must be overcome.<sup>7</sup>

## Community Development

The combined factors of decreasing support from other levels of government, increasing demand for new and exciting recreation infrastructure and programs, and the changing nature of the volunteer has led many local government providers (e.g. municipalities and regional districts) to adopt a community development focus in service delivery. This, in addition to the direct delivery of recreation facilities and programs, includes the facilitation of empowering local non-profit groups to operate facilities and/or offer programs to residents thereby leveraging public resources and providing more value for public investment.

Community development is the process of creating change through a model of greater public participation; the engagement of the entire community from the individual up. The concept of community development has a broader reach than just the delivery of recreation and parks programs and facilities; it is commonly understood to be the broader involvement of the general public in decision making and delivery. Community development in recreation delivery encompasses supporting and guiding volunteer groups to ultimately become self-sufficient while providing facilities and programs.

While issues of social inclusion are pertinent for all members of a community, they can be particularly relevant for adolescents of immigrant families. Immigrant youth can feel pulled in opposite directions between their own cultural values and a desire to “fit in” to their new home. This tension can be exacerbated in those situations in which parents are experiencing stress due to settlement. Children living in families which are struggling are more likely to be excluded from some of the aspects of life essential to their healthy development. Children are less likely to have positive experiences at school, less likely to participate in recreation, and less likely to get along well with friends, if they live in families struggling with parental depression, family dysfunction, or violence.<sup>8</sup>

Financial barriers to participation in recreation, sport, and cultural activities continue to exist for many British Columbia residents. Understanding the potential benefits that can result from engaging citizens in a broad range of activities and programs, municipalities have undertaken a number of initiatives aimed at removing financial barriers. Current initiatives being led or supported by many municipalities include the Canadian Parks and Recreation Association’s ‘Everybody Gets to Play’ program, KidSport, and JumpStart.

## Sport Tourism

Sport Tourism is often a driver of partnerships and infrastructure development. Available Statistics Canada data (2014) indicates that the sports tourism industry in British Columbia is valued at \$300 million annually, and is the fastest growing segment of the tourism industry.<sup>9</sup> *Note: The following chart has been adapted from the Canadian Sport Tourism Alliance.*

Sport Tourism	Volume: Person Visits		
	2011	2012	Change
Canada: Same-Day	9,235,000	8,598,000	-6.9%
Canada: Overnight	8,954,000	9,903,000	10.6%
<b>Canada: Total</b>	<b>18,189,000</b>	<b>18,501,000</b>	<b>1.7%</b>
U.S.A.	499,500	501,800	0.5%
Overseas	366,300	371,800	1.5%
<b>Total</b>	<b>19,054,800</b>	<b>19,374,600</b>	<b>1.7%</b>

6 Omidvar, Ratna, Ted Richmand (2003). Immigrant Settlement and Social Inclusion in Canada. The Laidlaw Foundation.

7 Harvey, Louise (2002). Social Inclusion Research in Canada: Children and Youth. The Canadian Council on Social Development’s “Progress of Canada’s Children”.

8 Harvey, Louise (2002). Social Inclusion Research in Canada: Children and Youth. The Canadian Council on Social Development’s “Progress of Canada’s Children”.

9 Sport Tourism (Destination BC), Destination BC: Tourism Business Essentials: Sport Tourism Guide.

Many local governments (municipalities and regional districts) are reacting to the growth and opportunities associated with sport tourism by dedicating resources to the attraction and retention of events. The emergence of sport councils (or similar entities) is a trend that is continuing in many communities and regions. These organizations often receive public support and are tasked with building sport tourism capacity and working with community sport organizations and volunteers in the attraction and hosting of events. Some local governments have also decided to dedicate internal staff resources to sport tourism through the creation of new positions or re-allocation of roles.

Sport tourism generates non-local spending in a community and region (economic impact), can offset operating costs of facilities (through rentals), and can enhance community profile at the provincial, national, and international level. Sport tourism can also generate opportunities for local athlete development and can lead to varying forms of community legacy such as infrastructure development and endowment funds.

While sport tourism can be highly beneficial to a community, it is important to consider a number of factors when allocating resources in order to ensure that investment provides positive and long-lasting impacts. This is especially the case when considering the pursuit of larger scale events and competitions. Best practices that should be followed include:

- Infrastructure investment (enhancement or new development) needs to be sustainable and beneficial to a wide array of residents.
- Volunteer capacity needs to be accurately assessed and deemed appropriate.
- The pursuit of events needs to be strategically aligned with community values and goals.

## Volunteerism

The **2010 Canadian Survey of Giving, Volunteering and Participating**<sup>10</sup> helps reveal a number of current trends in individual volunteerism and the broader volunteer sector. Encouragingly, data from the Survey reflects that overall volunteerism is on the rise. Since 2007 (last available data) over 800,000 more Canadians have volunteered. In contrast to the commonly held perspective that youth aren't interested in volunteering, data from the Survey reflects that Canadians aged 15 – 24 volunteer more than any other age group.

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10 Volunteer Canada: <http://volunteer.ca/content/canada-surveygiving-volunteering-and-participating>

However data from the Survey supports that the nature of volunteerism is changing. Between 2007 and 2010, the average annual volunteer hours contributed by Canadians decreased by approximately 6% from 166 to 156. Hours contributed to volunteerism on an annual basis appear to be highly influenced by age. While a higher proportion of Canadians aged 45 – 54 volunteer on an annual basis as compared to individuals aged 55 – 64, the number of hours they contribute is less.

The British Columbia sub-segment findings of the Survey further reveal a number of trends specific to the province.

- British Columbians volunteer at a higher rate than the national average. Nearly half (49.8%) of BC residents aged 15 and over volunteered in 2010 as compared to the national average of 47.0%.
- Some interesting contrasts exist between provincial and national averages with regards to volunteerism by age-segment. Residents aged 44 and younger as well those aged 55 and older volunteer at a higher proportion in British Columbia. However volunteerism is lower than national averages in the 45 – 54 age segment.
- Education and income levels appear to influence volunteer behaviour. British Columbians with a University degree had the highest rates of volunteerism. Rates of volunteerism also increase in lock-step with household income levels.
- The presence of school aged children in a household influence volunteerism. Nearly 60% of households with school aged children volunteer as compared to just 41% of households without children and 45% of households with children that are not school aged.

Volunteer Canada<sup>11</sup> also provides a resources which identifies additional trends related to volunteerism. Identified below are nine key trends that are currently impacting the volunteer sector provincial and nationally.

- **Much comes from the few.** While 47% of Canadians volunteer, over one-third (34%) of all volunteer hours were contributed by 5% of total volunteers.
- **The new volunteer.** Young people volunteer to gain work related skills (Canadians aged 15 – 24 volunteer more than any other age group). New Canadians also volunteer to develop work experience and to practice language skills. Persons with disabilities may volunteer as a way to more fully participate in community life.
- **Volunteer job design.** Volunteer job design can be the best defense for changing demographics and fluctuations in funding.

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11 Volunteer Canada: [volunteer.ca](http://volunteer.ca)

- **Mandatory volunteering.** There are mandatory volunteer programs through Workfare, Community Service Order and school mandated community work.
- **Volunteering by contract.** The changing volunteer environment is redefining volunteer commitment as a negotiated and mutually beneficial arrangement rather than a one-way sacrifice of time by the volunteer.
- **Risk management.** Considered part of the process of job design for volunteers, risk management ensures the organization can place the right volunteer in the appropriate activity.
- **Borrowing best practices.** The voluntary sector has responded to the changing environment by adopting corporate and public sector management practices including standards, codes of conduct, accountability and transparency measures around program administration, demand for evaluation, and outcome measurement.
- **Professional volunteer management.** Managers of volunteer resources are working toward establishing an equal footing with other professionals in the voluntary sector.
- **Board governance.** Volunteer boards must respond to the challenge of acting as both supervisors and strategic planners.

## Providing Recreation and Leisure Opportunities for Older Adults

By 2031, almost one in four people in British Columbia (approximately 1.3 million people) will be over the age of 65.<sup>12</sup> This trend will require all sectors of public health and wellness to ensure that adequate opportunities exist for older adults to be healthy and active.

The World Health Organization’s (WHO) *Global Strategy on Diet, Physical Activity and Health* identifies a number of benefits that can result due to the provision of quality and appropriate physical activity opportunities for older adults.

- Lower rates of all-cause mortality, coronary heart disease, high blood pressure, stroke, type 2 diabetes, colon cancer and breast cancer, a higher level of cardiorespiratory and muscular fitness, healthier body mass and composition;
- Biomarker profile that is more favourable for the prevention of cardiovascular disease, type 2 diabetes and the enhancement of bone health; and
- Exhibit higher levels of functional health, a lower risk of falling, and better cognitive function; have reduced risk of moderate and severe functional limitations and role limitations.

The WHO further outlines six specific guideline recommendations for older adult physical activity levels.

1. Older adults should do at least 150 minutes of moderate-intensity aerobic physical activity throughout the week or do at least 75 minutes of vigorous-intensity aerobic physical activity throughout the week or an equivalent combination of moderate- and vigorous-intensity activity.
2. Aerobic activity should be performed in bouts of at least 10 minutes duration.
3. For additional health benefits, older adults should increase their moderate-intensity aerobic physical activity to 300 minutes per week, or engage in 150 minutes of vigorous-intensity aerobic physical activity per week, or an equivalent combination of moderate-and vigorous-intensity activity.
4. Older adults, with poor mobility, should perform physical activity to enhance balance and prevent falls on 3 or more days per week.
5. Muscle-strengthening activities, involving major muscle groups, should be done on 2 or more days a week.
6. When older adults cannot do the recommended amounts of physical activity due to health conditions, they should be as physically active as their abilities and conditions allow.

### Impact of the “Baby Boom” Generation

The baby boom generation is generally characterized as being born between the years of 1946-1965. Therefore, this age segment ranges between the ages of 52 and 71, comprising a significant portion of the “senior” population. Research has indicated that of all the generations within the older adult age group, the “baby boomer” generation will have the greatest impact on the future planning and delivery of recreation services. This is largely because of the size of this age cohort and the fact that their interests and behaviours will result in a new type of older adult.<sup>13</sup>

As the “baby boom” generation is a major contributor of the senior population expansion, it is interesting to note the accompanying social trends of this generation. Compared to preceding generations, “baby boomers” are found to be more highly educated, have longer life expectancy and more personal wealth. With higher education, more are recognizing the importance of physical activity, causing the recent decrease of inactivity in the senior population. However, inactivity and sedentary behaviour is still a consistent health issue for the senior population.

12 Seniors in British Columbia—A Healthy Living Framework.

13 Leisureplan International Inc. City of Vaughan Older Adult Recreation Strategy.

## Identifying and Mitigating Barriers to Participation

As the senior population of Canada, British Columbia and Vancouver Island continues to grow, demand for recreation services will increase significantly for years to come. Therefore, a comprehensive understanding of senior behaviour and recreational preferences is essential to the effective delivery of recreational services and the prevention of sedentary behaviour. Although a lack of resources may be a contributing factor to inactivity in the senior population, other social and psychological factors are as much if not greater of a contributor to senior inactivity. The most common barriers confronting recreation and physical activity participants in the older adult age group are:

- Physical accessibility, which can include a lack of transportation to recreation spaces
- Safety concerns, including fear of injury
- Lack of available or accessible information of current programs and services provided to older adults, especially those that have cognitive or language limitations
- Lack of physical and emotional support from family or friends
- Social isolation
- Lack of motivation
- Cost
- Migration Factors

## Meeting Evolving Recreation Demands and Preferences

Although many “traditional” activities such as bingo, bridge and shuffleboard remain popular among older adult populations, demands and preferences are evolving. Specifically, younger cohorts of older adults (notably the “baby boom” generation) have differing preferences than previous generations and are participating in more light to moderately vigorous forms of physical activity, such as:

- Pickleball
- Trekking
- Hiking
- Water aerobics
- Dancing
- Yoga

Participants and providers alike are also focusing on providing more opportunities for multi-generational activities and programming. This trend is driven both by participants demand (e.g. opportunities to engage in programming with younger family members and friends) as well as an increasing recognition of the social and community benefits that multi-generational interaction can provide.



# FIVE

## CONSULTATION FINDINGS

### INCLUDED IN THIS SECTION:

- Overview of the project consultation program.
- Resident Survey findings.
- Community Group Questionnaire findings.
- Key themes and findings from the stakeholder interviews/discussion sessions.

## OVERVIEW

Engagement with residents, community organizations and recreation stakeholders was identified as a key aspect of the project and provided the consulting team with valuable qualitative and quantitative information on the current state and future needs of recreation in District 69. To ensure that a diversity of feedback could be obtained, three different consultation mechanisms were used which included surveys and in-person discussions. The chart below provides an overview of the consultation mechanism and levels of participation.

Consultation Mechanism	Responses/ Participants
Resident Survey	1,687
Community Group Questionnaire	60
Stakeholder Interviews/Discussions	29 <i>(interviews/discussion sessions)</i>

Provided as follows in this section are the detailed consultation findings and analysis.





# RESIDENT SURVEY

A household survey was conducted to gather the thoughts and perspectives of District 69 residents. Postcards were sent to 17,526 households in the study area. Each postcard contained a unique access code and instructions on how to access the online survey. Hardcopies were also available in case households did not receive the postcard. In total, 1,687 responses were submitted which results in a confidence level of  $\pm 2.3\%$  nineteen times out of 20; a very high level of statistical reliability. Results from each jurisdiction are presented in addition to overall results and subsegment analysis.

## Respondents by Area

Location	Household Responses	Margin of Error <sup>A</sup>	Percentage of Total Responses	Percentage of District 69 Residents <sup>B</sup>
Parksville	439	4.5%	26%	27%
Qualicum Beach	421	4.6%	25%	19%
Area E (Nanoose Bay)	242	6.0%	14%	13%
Area F (Errington, Coombs, Hilliers, Whiskey Creek, Meadowood)	130	8.4%	8%	17%
Area G (San Pareil, French Creek, Surfside, Dashwood)	267	5.8%	16%	16%
Area H (Qualicum Bay, Bowser, Deep Bay, Dunsmuir, Home Lake, Spider Lake)	102	9.5%	6%	8%
Don't Know/Did Not Respond	86	—	5%	—
<b>Total</b>	<b>1,687</b>	<b>2.3%</b>	<b>100%</b>	<b>100%</b>

A Within the percentage 19 times out of 20.

B Private dwellings (2016 census data).

## Respondent Profile

Do you own or rent your primary residence?	%
Own	95%
Rent	5%
How long have you lived in District 69 (Oceanside)?	%
Less than 5 years	29%
5 – 10 years	21%
More than 10 years	50%
Do you expect to be residing in the District 69 (Oceanside) area for the next five years?	%
Yes	94%
Unsure	4%
No	1%
Which of the following best describes the type of household in which you live?	%
Single Adult(s) with no Dependent Children	22%
Single Parent with Dependent Children	2%
Couple with no Dependent Children	58%
Couple with Dependent Children	18%

Age Category	Survey Profile	Census Profile <sup>C</sup>
Age 0 – 4 Years	3%	3%
Age 5 – 9 Years	4%	3%
Age 10 – 19 Years	7%	9%
Age 20 – 29 Years	3%	6%
Age 30 – 39 Years	6%	7%
Age 40 – 49 Years	8%	11%
Age 50 – 59 Years	14%	17%
Age 60 – 69 Years	31%	21%
Age 70 – 79 Years	20%	14%
Age 80+ Years	4%	9%

C 2011 census data; does not include Area H as data was not available.

# Importance of Recreation

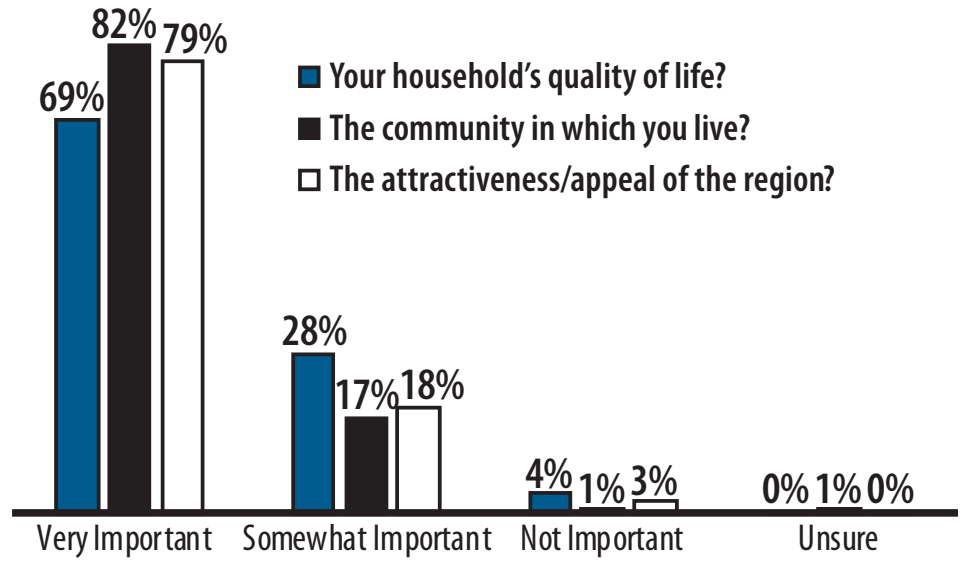
## Overall Results

**QUESTION:**

Overall, how important are recreation opportunities (facilities and programs) to:

- Your household's quality of life?
- The community in which you live?
- The attractiveness/appeal of the region?

Respondents were asked to indicate the level of importance recreation is to their household's quality of life, to the community, and to the attractiveness of the region. 82% of households believe that recreation opportunities are "very important" to the community in which they live.

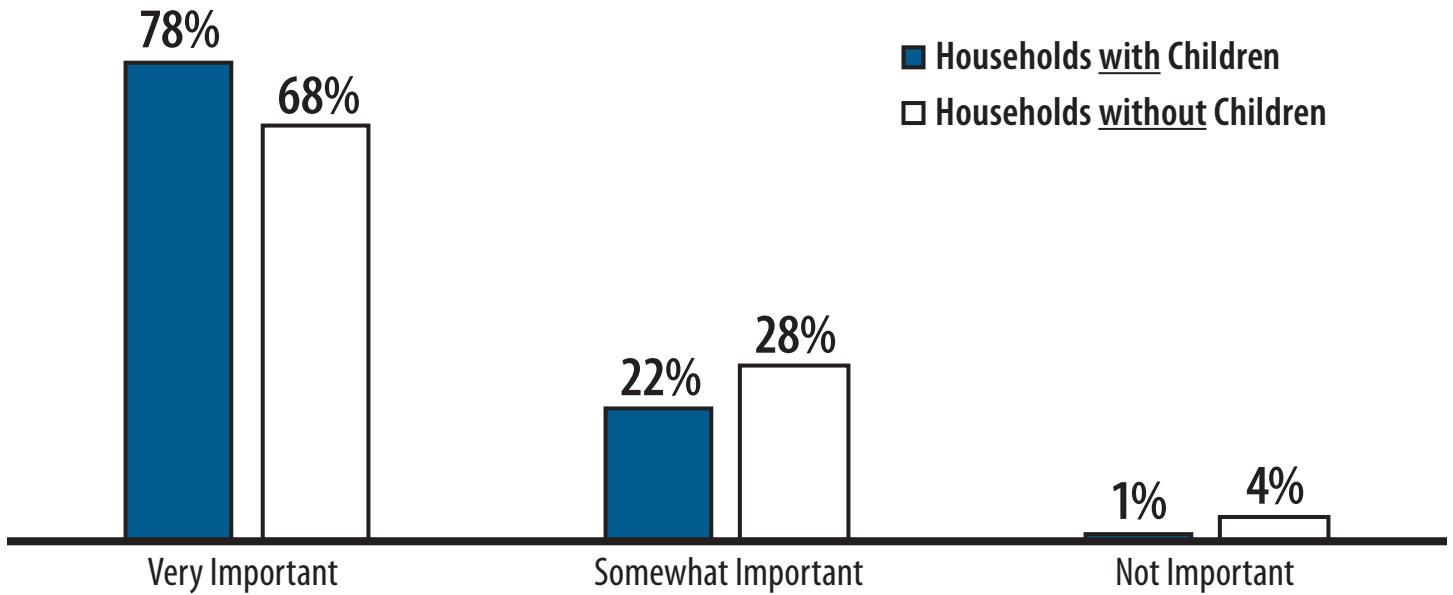


### Results by Area

Your household's quality of life?	PV	QB	E	F	G	H
Very Important	70%	74%	63%	67%	71%	62%
Somewhat Important	27%	23%	30%	31%	27%	30%
Not Important	2%	2%	7%	2%	2%	7%
Unsure	0%	0%	0%	0%	0%	1%
The community in which you live?	PV	QB	E	F	G	H
Very Important	87%	87%	73%	78%	79%	75%
Somewhat Important	12%	12%	25%	21%	20%	19%
Not Important	1%	1%	2%	1%	0%	4%
Unsure	0%	0%	0%	1%	1%	3%
The attractiveness/appeal of the region?	PV	QB	E	F	G	H
Very Important	80%	83%	73%	72%	78%	73%
Somewhat Important	19%	15%	23%	21%	18%	21%
Not Important	1%	2%	4%	5%	2%	5%
Unsure	0%	0%	0%	2%	1%	1%

## Households with Children VS. Households without Children

Overall, how important are recreation opportunities (facilities and programs) to your household's quality of life?



### Additional Analysis

Households with members over the age of 60 years	Very Important	Somewhat Important	Not Important
Overall, how important are recreation opportunities (facilities and programs) to...			
Your household's quality of life?	70%	74%	63%
The community in which you live?	27%	23%	30%
The attractiveness/appeal of the region?	2%	2%	7%

### Takeaways

- Residents appear to understand that recreation benefits individuals and the communities in which they live.
- This is clear indication that recreation is perceived as a public good.

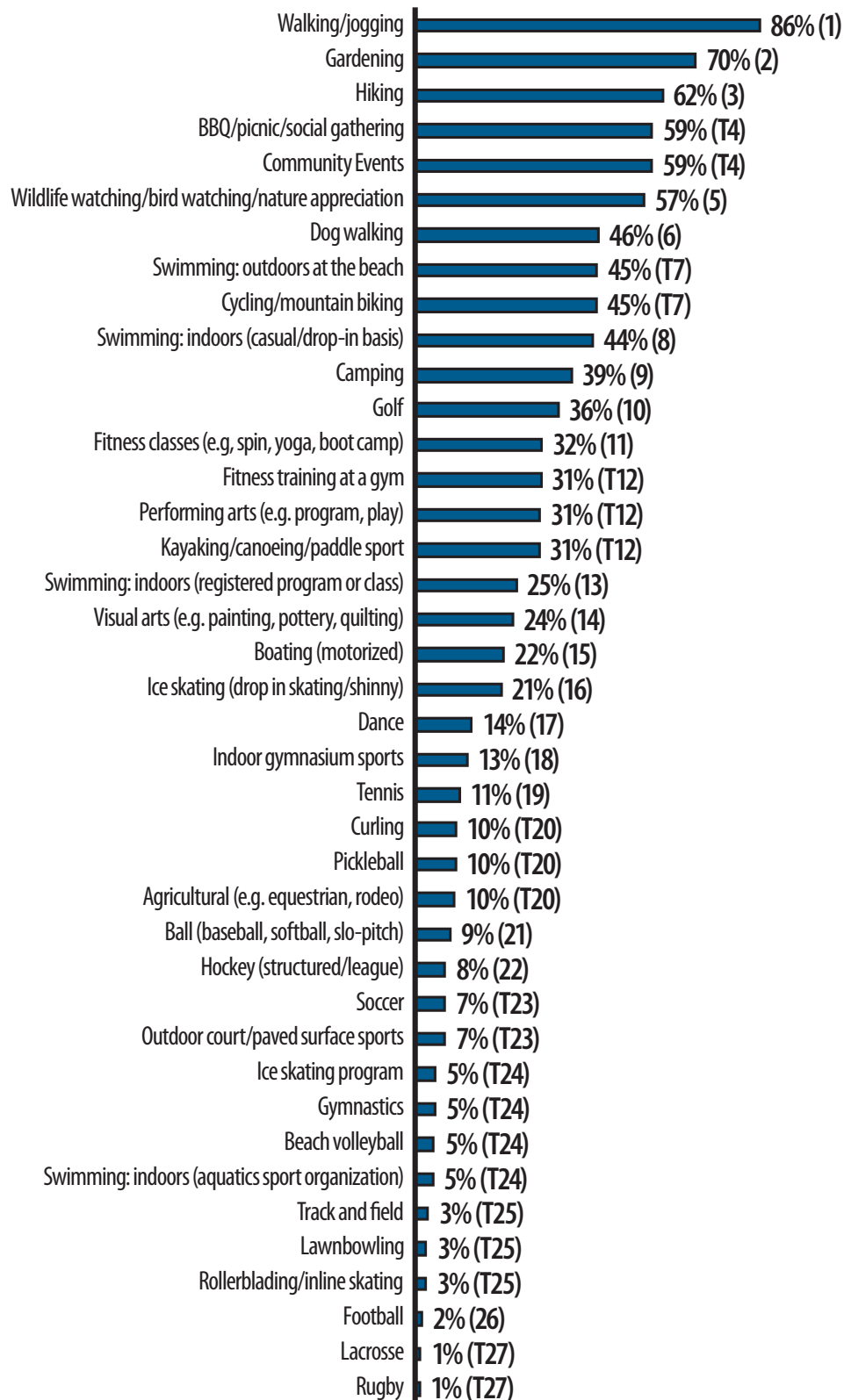
## Recreation Activities

### QUESTION:

Which of the following recreation (and related) activities did you and/or members of your household actively participate in during the past 12 months

Walking/jogging (86%), gardening (70%), and hiking (62%) are the top 3 activities in regard to the percentage of households participating in them. The top structured sports on the list include gymnasium sports (13%), tennis (11%), curling (10%), and pickleball (10%).

### Overall Results



## Results by Area

Activity	PV	QB	E	F	G	H
Walking/jogging	86%	88%	88%	84%	84%	86%
Gardening	64%	73%	69%	71%	76%	79%
Hiking	59%	60%	67%	72%	59%	72%
BBQ/picnic/social gathering	64%	58%	59%	58%	59%	64%
Community Events	65%	60%	52%	54%	63%	57%
Wildlife watching/bird watching/nature appreciation	53%	53%	62%	61%	61%	76%
Dog walking	41%	39%	54%	58%	46%	56%
Swimming: outdoors at the beach	44%	44%	45%	55%	45%	54%
Cycling/mountain biking	43%	46%	47%	43%	46%	52%
Swimming: indoors (casual/drop-in basis)	47%	46%	38%	54%	43%	45%
Camping	39%	26%	41%	57%	44%	53%
Golf	36%	40%	35%	22%	38%	32%
Fitness classes (e.g. spin, yoga, boot camp)	30%	38%	31%	32%	26%	30%
Fitness training at a gym	30%	31%	35%	32%	34%	27%
Performing arts (e.g. program, play)	30%	37%	23%	32%	34%	28%
Kayaking/Canoeing/Paddle Sport	27%	25%	39%	32%	31%	51%
Swimming: indoors (registered program or class)	28%	28%	18%	29%	23%	25%
Visual arts (e.g. painting, pottery, quilting)	25%	26%	17%	27%	23%	38%
Boating (motorized)	20%	14%	30%	28%	25%	35%
Ice skating (drop in skating/shinny)	24%	18%	19%	27%	25%	19%
Dance	14%	13%	13%	19%	16%	17%
Indoor gymnasium sports	13%	11%	11%	19%	15%	17%
Tennis	12%	11%	8%	9%	13%	12%
Curling	14%	8%	10%	6%	13%	4%
Pickleball	11%	10%	10%	4%	14%	6%
Agricultural (e.g. equestrian, rodeo)	9%	7%	11%	28%	5%	17%
Ball (baseball, softball, slo-pitch)	11%	8%	7%	7%	10%	7%
Hockey (structured/league)	9%	5%	10%	9%	10%	3%
Outdoor court/paved surface sports	8%	6%	6%	9%	8%	13%
Soccer	8%	6%	8%	9%	9%	8%
Gymnastics	5%	4%	6%	9%	5%	6%
Ice skating program	8%	3%	4%	9%	4%	4%
Beach Volleyball	7%	3%	4%	7%	5%	4%
Swimming: indoors (aquatics sport organization)	4%	4%	8%	4%	5%	5%
Track and field	3%	3%	5%	5%	3%	2%
Lawnbowling	4%	2%	1%	2%	4%	1%
Rollerblading/inline skating	4%	1%	2%	4%	4%	1%
Football	2%	1%	2%	4%	2%	0%
Lacrosse	2%	1%	1%	1%	2%	1%
Rugby	1%	1%	3%	0%	2%	1%

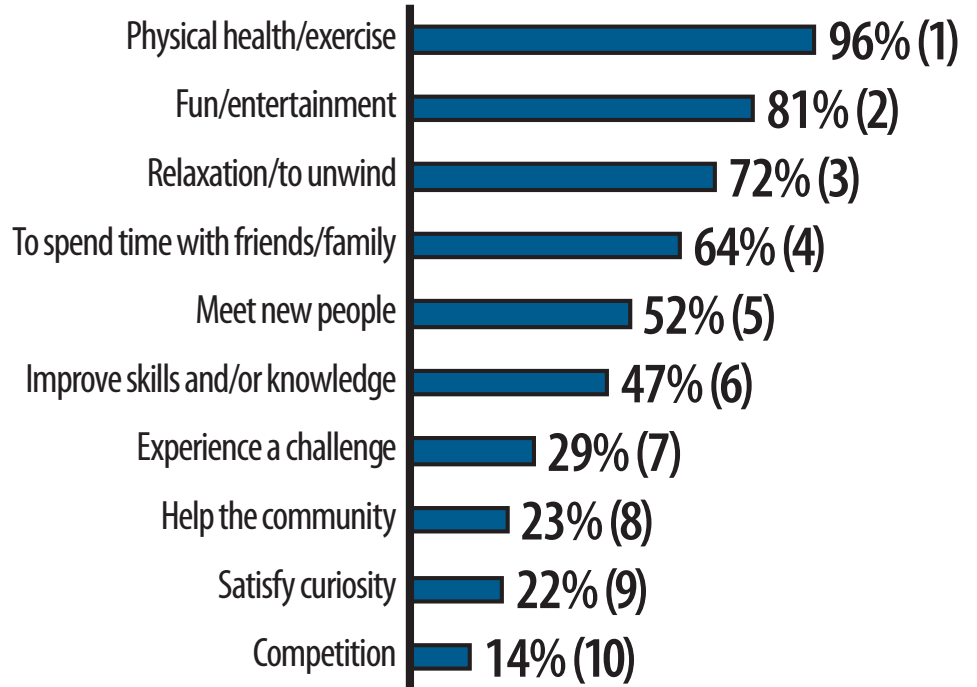
## Reasons for Participating

**QUESTION:**

*What are the main reasons you and/or members of your household participate in recreation and related activities?*

Physical health/exercise (96%) is the top reason for recreation participation. This holds true for each electoral area as well.

### Overall Results

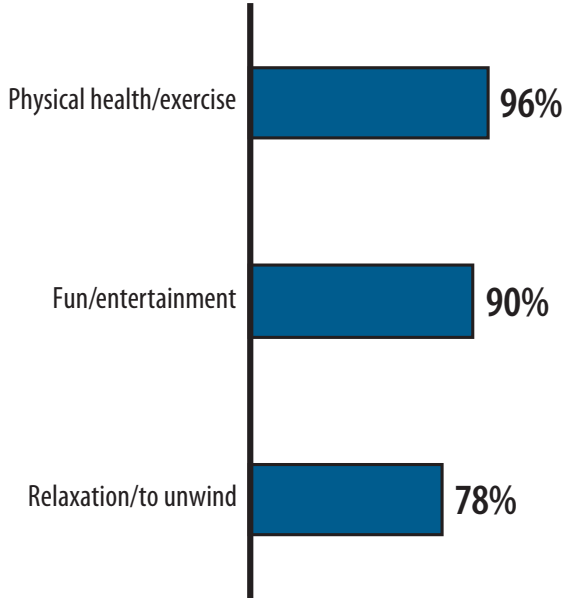


### Results by Area

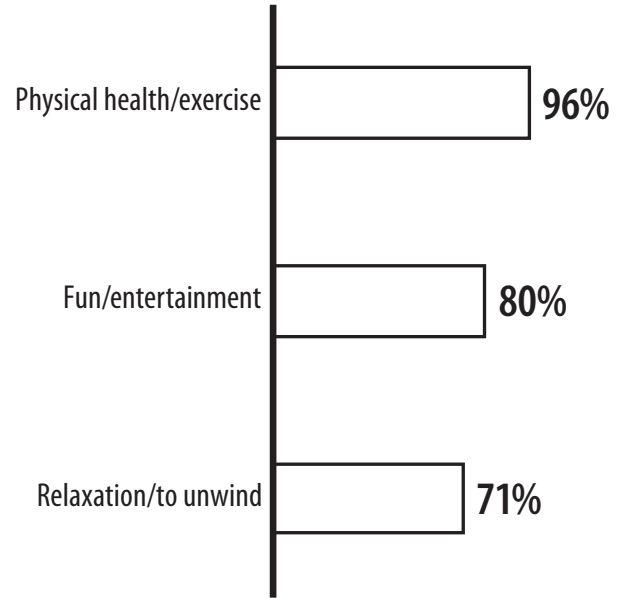
Reason	PV	QB	E	F	G	H
Physical health/exercise	95%	96%	96%	95%	97%	98%
Fun/entertainment	82%	81%	78%	78%	84%	90%
Relaxation/to unwind	73%	70%	70%	77%	71%	81%
To spend time with friends/family	64%	66%	62%	71%	65%	65%
Meet new people	55%	52%	49%	55%	50%	52%
Improve skills and/or knowledge	45%	44%	51%	52%	48%	49%
Experience a challenge	26%	29%	31%	31%	30%	37%
Help the community	22%	25%	22%	28%	19%	25%
Satisfy curiosity	23%	21%	20%	25%	23%	25%
Competition	14%	12%	18%	16%	16%	12%

## Households with Children VS. Households without Children

### Households with Children: Top 3 Reasons for Recreation Participation



### Households without Children: Top 3 Reasons for Recreation Participation



## Additional Analysis

Households with members over the age of 60 years	%
Top 3 reasons for recreation participation	
Physical Health/Exercise	96%
Fun/Entertainment	79%
Relaxation/unwind	69%
Households with members 9 years and younger	%
Top 3 reasons for recreation participation	
Fun/Entertainment	96%
Physical Health/Exercise	95%
To spend time with friends/family	84%

## Takeaways

- Physical health/exercise is the top reason for participating in recreation.
- Fun/entertainment is the second most prevalent reason. This reason is especially high among households with members nine years and younger.

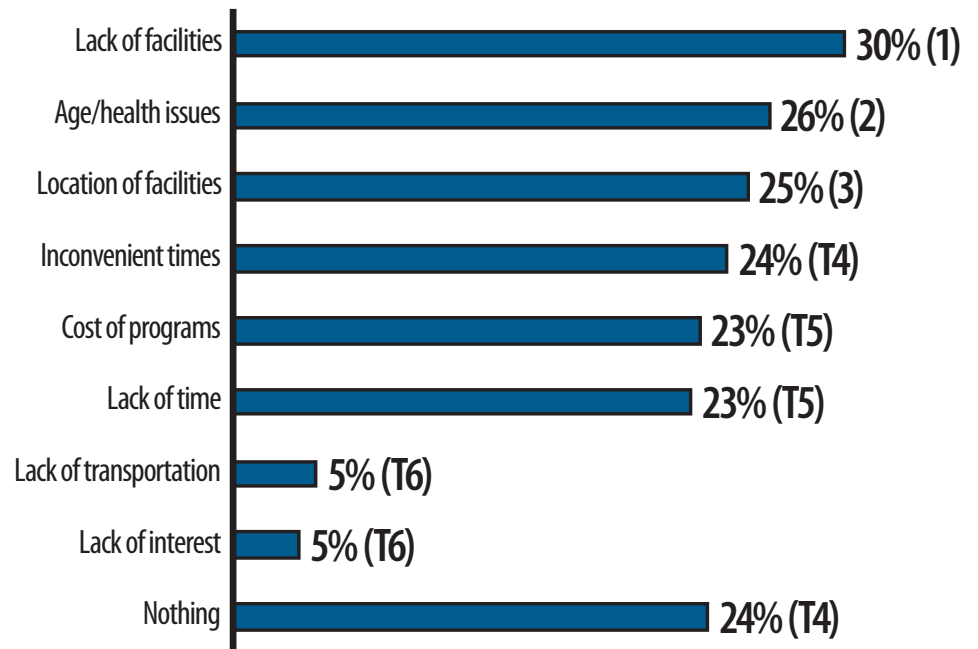
## Barriers to Participation

### Overall Results

**QUESTION:**

*What, if anything, limits you and/or members of your household from participating in recreation opportunities?*

Overall, lack of facilities (30%) is the number one barrier to recreation participation. Cost of programs is a higher barrier in Area F compared to the overall results. Lack of transportation is more prevalent in Area H compared to other areas.



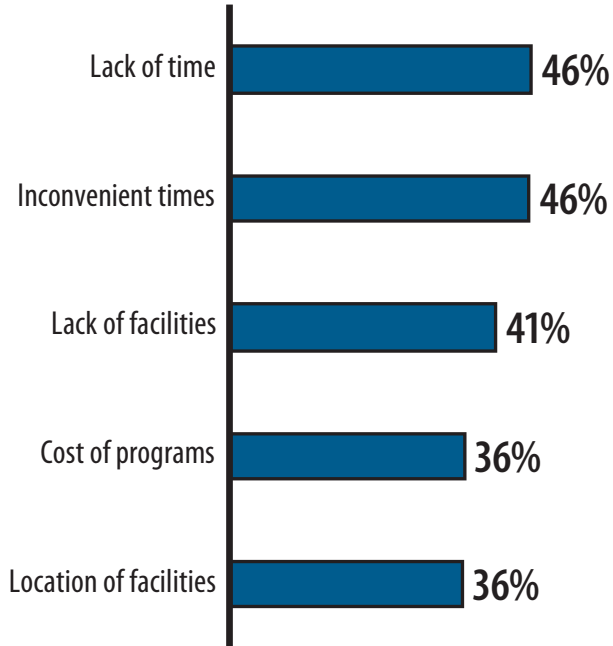
### Results by Area

Barrier	PV	QB	E	F	G	H
Lack of facilities	31%	30%	28%	39%	31%	26%
Age/health issues	29%	28%	20%	20%	29%	21%
Location of facilities	32%	10%	36%	30%	23%	43%
Inconvenient times	26%	21%	23%	30%	29%	26%
Cost of programs	24%	22%	17%	38%	22%	25%
Lack of time	21%	19%	24%	34%	22%	29%
Lack of transportation	5%	4%	6%	8%	5%	12%
Lack of interest	5%	3%	5%	6%	4%	5%
Nothing	21%	27%	28%	14%	24%	19%
Competition	14%	12%	18%	16%	16%	12%

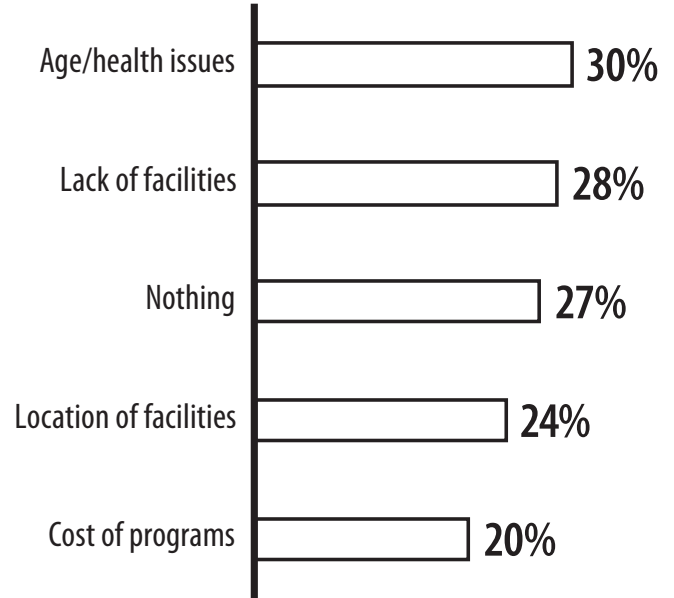


## Households with Children VS. Households without Children

### Households with Children: Top 5 Participation Barriers



### Households without Children: Top 5 Participation Barriers



### Additional Analysis

Household Type	Cost of Programs	Lack of Transportation	Location of Facilities
Single Adult(s) with no Dependent Children	25%	5%	24%
Single Parent with Dependent Children	30%	20%	40%
Couple with no Dependent Children	18%	3%	23%
Couple with Dependent Children	37%	11%	35%

### Takeaways

- Lack of facilities is the top overall barrier.
- Area H residents see the location of facilities as their top barrier; lack of transportation is more of barrier here than other jurisdictions.
- Cost of programs is a barrier for Area F residents.

# Utilization: City of Parksville

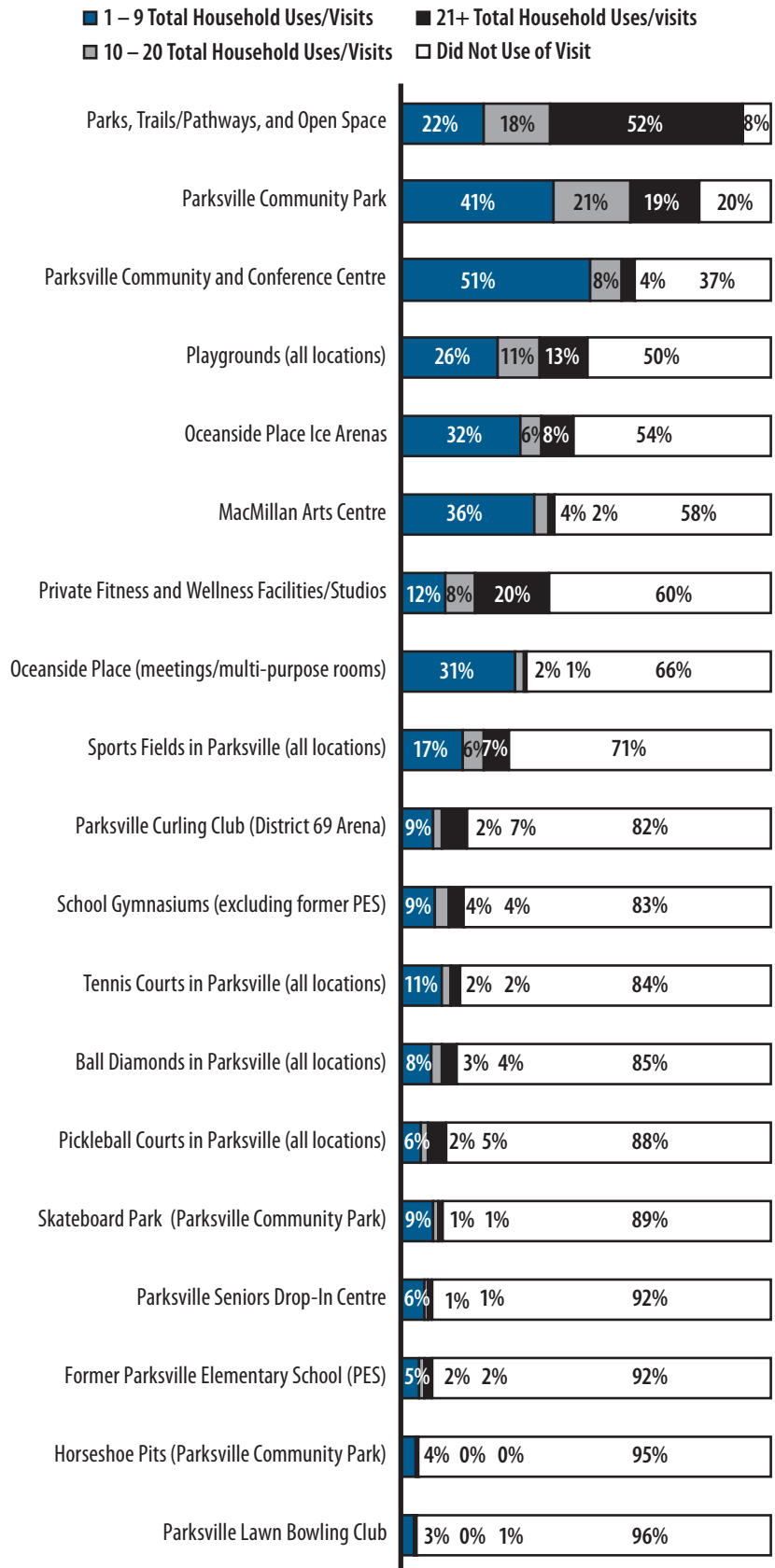
## Overall Results

**QUESTION:**  
 For each of the following recreation facilities and spaces in the **City of Parksville**, please estimate how frequently in the previous twelve (12) months someone in your household used or visited it.

92% of all respondent households have used the parks, trails, pathways, and open spaces in Parksville over the past year. Over half of Parksville households (53%) have use the Oceanside Place Ice Arenas in the past year.

### Takeaways

- Parksville parks, trails/pathways, and open space are highly utilized by residents in each jurisdiction.
- Over half of Parksville, Area F, and Area G residents used Oceanside Place arenas while less Area H and E residents used the facility.
- About a quarter of Parksville and Area G residents used the District 69 Arena (curling club) while other jurisdictions were significantly lower.



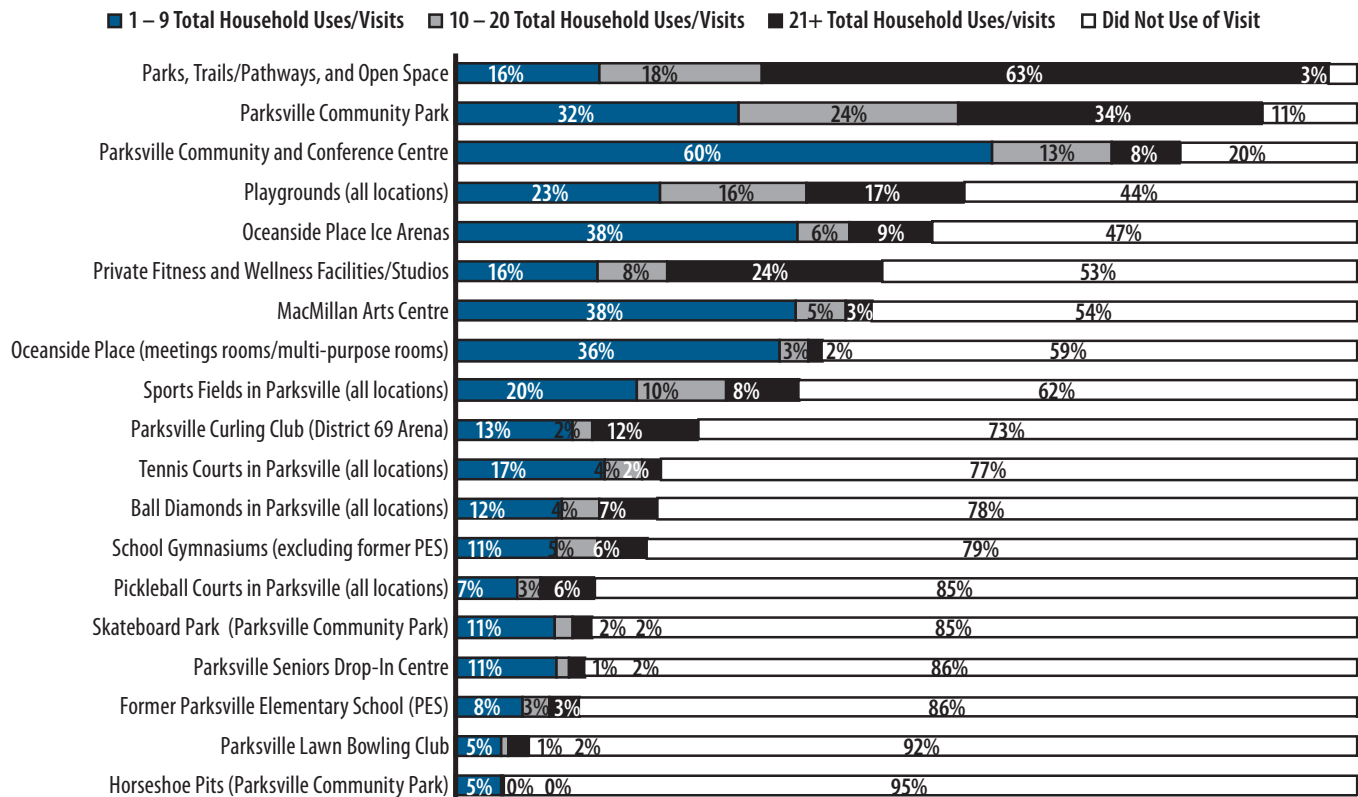
## Results by Area

Percentage of households who used the space at least once in the past year.

Recreation Space	PV	QB	E	F	G	H
<b>Parks, Trails/Pathways, and Open Space</b>	97%	89%	94%	93%	91%	85%
Parksville Community Park	89%	76%	74%	85%	87%	55%
Parksville Community and Conference Centre	80%	58%	52%	64%	66%	33%
Playgrounds (all locations)	56%	43%	46%	59%	58%	37%
Oceanside Place Ice Arenas	53%	43%	35%	54%	57%	33%
MacMillan Arts Centre	46%	44%	29%	42%	43%	36%
Private Fitness and Wellness Facilities/Studios	47%	34%	42%	47%	44%	19%
Oceanside Place (meetings/multi-purpose rooms)	41%	32%	27%	30%	43%	17%
Sports Fields in Parksville (all locations)	38%	21%	27%	33%	33%	23%
Parksville Curling Club (District 69 Arena)	27%	10%	16%	12%	24%	4%
School Gymnasiums (excluding former PES)	21%	14%	13%	24%	21%	7%
Tennis Courts in Parksville (all locations)	23%	9%	13%	12%	22%	13%
Ball Diamonds in Parksville (all locations)	22%	12%	9%	15%	18%	5%
Pickleball Courts in Parksville (all locations)	16%	10%	12%	5%	19%	4%
Skateboard Park (Parksville Community Park)	15%	5%	6%	17%	18%	9%
Parksville Seniors Drop-In Centre	14%	5%	6%	4%	8%	5%
Former Parksville Elementary School (PES)	14%	3%	5%	18%	9%	4%
Horseshoe Pits (Parksville Community Park)	5%	3%	3%	3%	9%	4%
Parksville Lawn Bowling Club	8%	1%	1%	1%	10%	0%

## Results from City of Parksville Households

### Recreation Space Usage in the Past Year



# Utilization: Town of Qualicum Beach

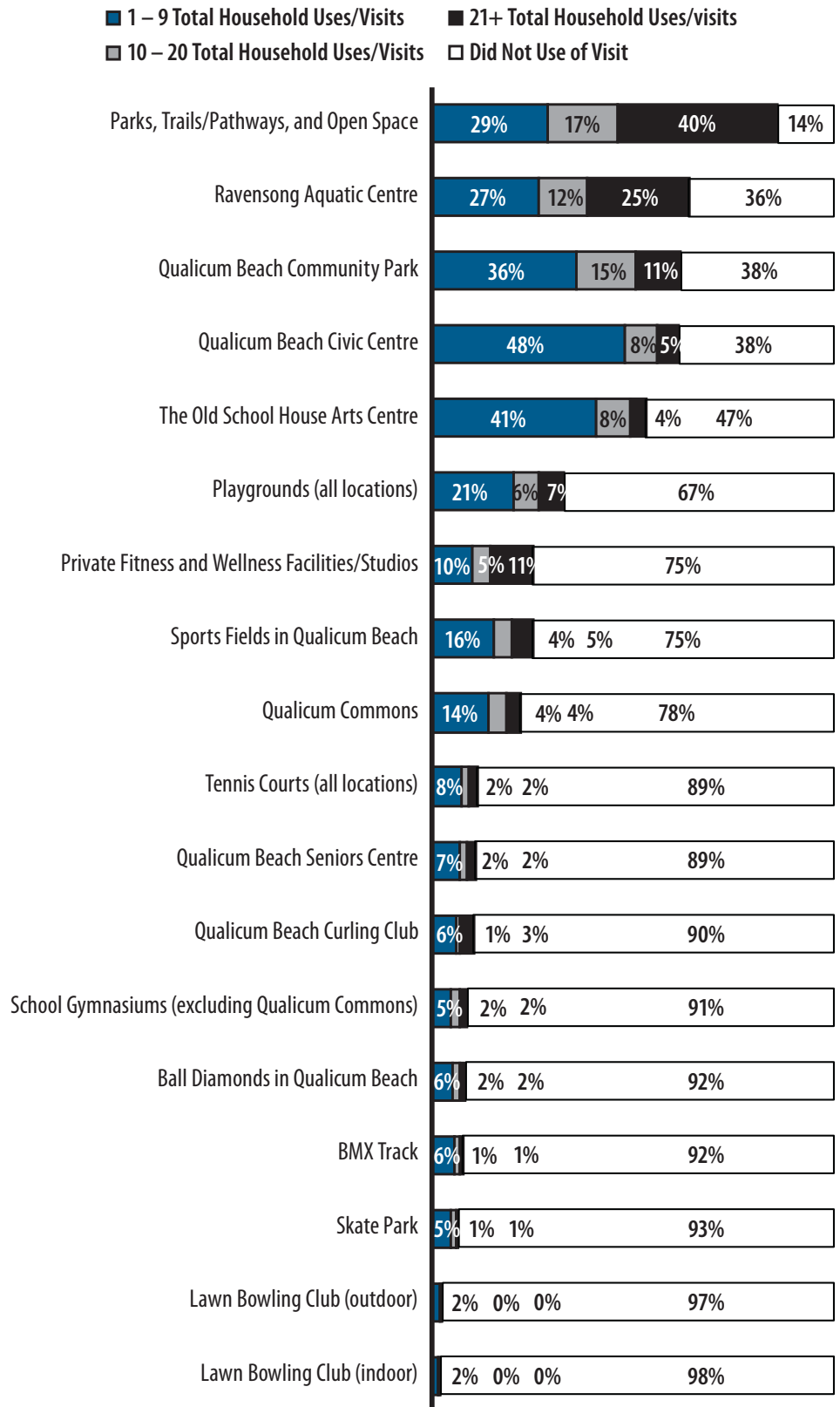
## Overall Results

**QUESTION:**  
 For each of the following recreation facilities and spaces in the **Town of Qualicum Beach**, please estimate how frequently in the previous twelve (12) months someone in your household used or visited it.

One-quarter of all respondents used Ravensong Aquatic Centre on over 21 occasions in the past year while 64% used it at least once.

### Takeaways

- A lower proportion of Area E residents used Ravensong Aquatic Centre compared to other jurisdictions.



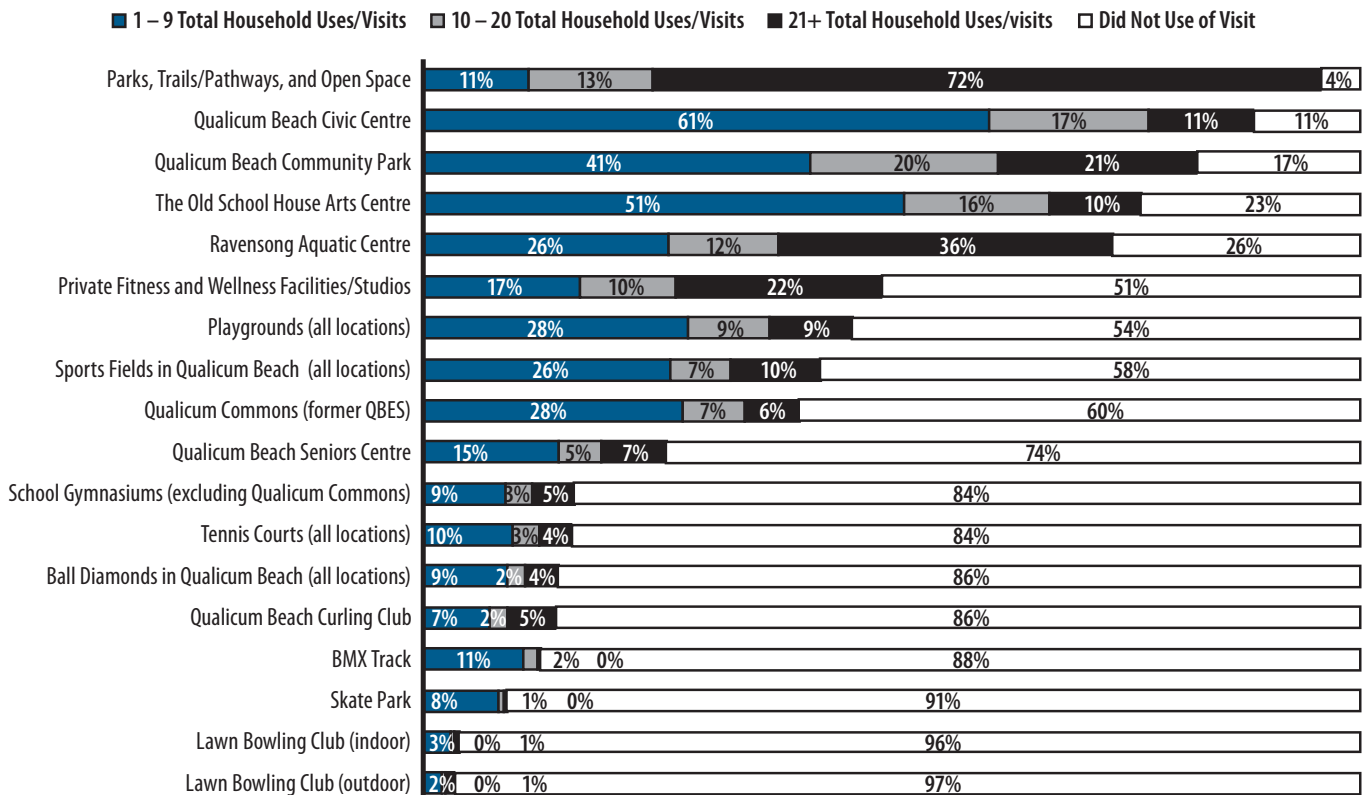
## Results by Area

Percentage of households who used the space at least once in the past year.

Recreation Space	PV	QB	E	F	G	H
Parks, Trails/Pathways, and Open Space	83%	96%	75%	92%	84%	90%
Ravensong Aquatic Centre	68%	74%	35%	80%	64%	61%
Qualicum Beach Community Park	54%	83%	43%	72%	59%	54%
Qualicum Beach Civic Centre	50%	89%	30%	77%	64%	55%
The Old School House Arts Centre	45%	77%	30%	51%	54%	51%
Playgrounds (all locations)	30%	46%	17%	39%	33%	34%
Private Fitness and Wellness Facilities/Studios	13%	49%	6%	26%	26%	25%
Sports Fields in Qualicum Beach	17%	42%	13%	28%	25%	23%
Qualicum Commons	14%	40%	11%	35%	17%	16%
Tennis Courts (all locations)	8%	16%	6%	11%	17%	13%
Qualicum Beach Seniors Centre	5%	26%	3%	8%	8%	8%
Qualicum Beach Curling Club	12%	14%	5%	6%	13%	3%
School Gymnasiums (excluding Qualicum Commons)	6%	16%	5%	11%	10%	9%
Ball Diamonds in Qualicum Beach	7%	14%	2%	8%	10%	7%
BMX Track	3%	13%	4%	10%	11%	11%
Skate Park	4%	9%	3%	14%	7%	14%
Lawn Bowling Club (outdoor)	4%	3%	1%	0%	3%	2%
Lawn Bowling Club (indoor)	2%	4%	1%	0%	3%	2%

## Results from Town of Qualicum Beach Households

### Recreation Space Usage in the Past Year



## Utilization: Area E

### Overall Results

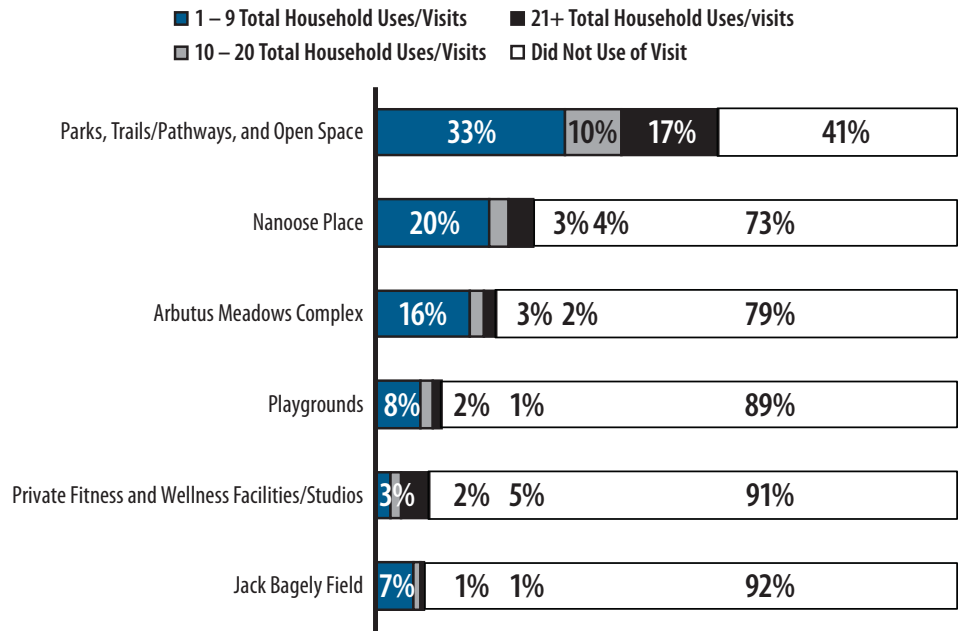
**QUESTION:**

For each of the following recreation facilities and spaces in **Electoral Area E (Nanoose Bay)**, please estimate how frequently in the previous twelve (12) months someone in your household used or visited it.

As seen on the second graph, 95% of Area E households used parks and outdoor spaces and 74% used Nanoose Place in the past year.

**Takeaways**

- Nanoose Place receives most of its usage by Area E residents
- With the exception of Area H residents, all jurisdictions made good use (at least 49%) of Parks, trails/pathways, and open space in Area E.



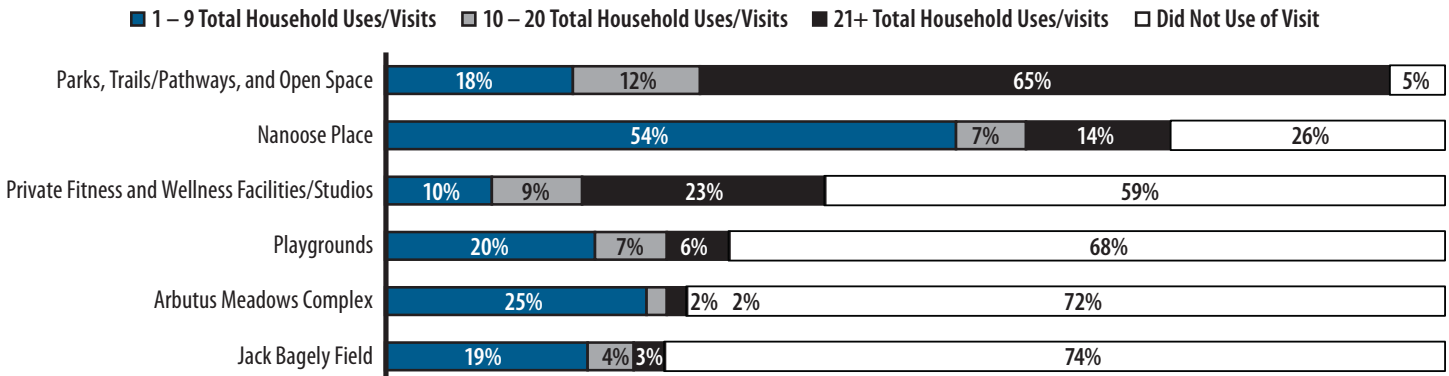
**Results by Area**

Percentage of households who used the space at least once in the past year.

Recreation Space	PV	QB	E	F	G	H
Parks, Trails/Pathways, and Open Space	57%	49%	95%	50%	53%	36%
Nanoose Place	24%	14%	74%	14%	17%	7%
Arbutus Meadows Complex	22%	16%	29%	26%	22%	9%
Playgrounds	10%	4%	32%	5%	9%	3%
Private Fitness and Wellness Facilities/Studios	3%	4%	41%	0%	2%	1%
Jack Bagely Field	6%	3%	26%	8%	3%	5%

**Results from Area E Households**

**Recreation Space Usage in the Past Year**



# Utilization: Area F

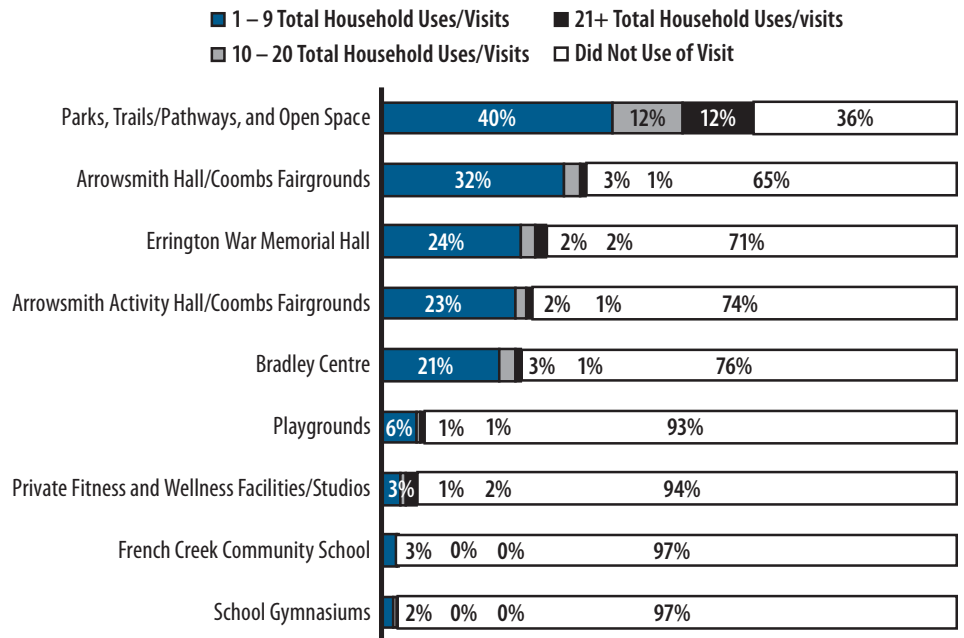
## Overall Results

**QUESTION:**  
 For each of the following recreation facilities and spaces in **Electoral Area F (Errington, Coombs, Hilliers, Whiskey Creek, Meadowood)**, please estimate how frequently in the previous twelve (12) months someone in your household used or visited it.

Sixty-nine percent (69%) of Area F households used Arrowsmith Hall/ Coombs Fairgrounds in the past year.

### Takeaways

- At least 59% of residents in each jurisdiction used parks, trails/ pathways, and open space in Area F.



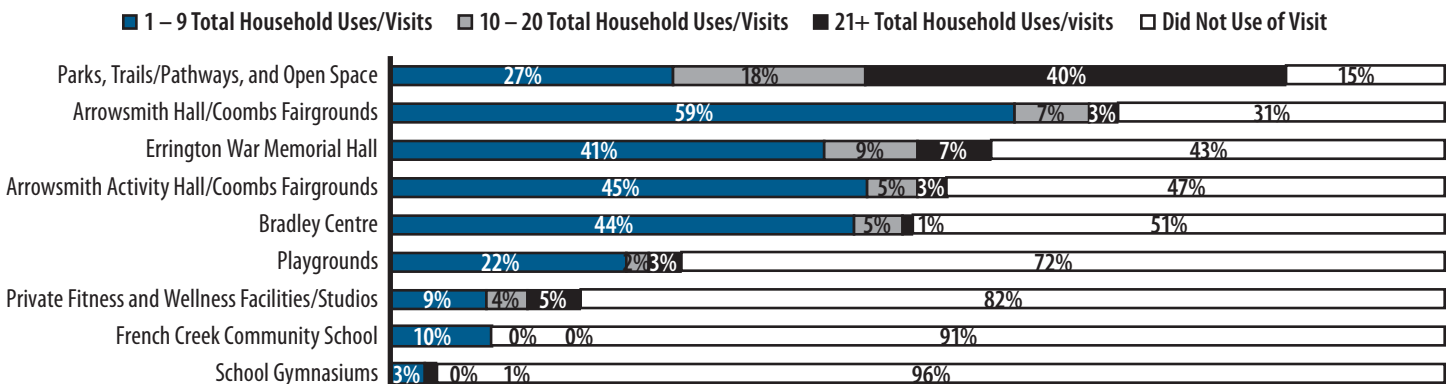
## Results by Area

Percentage of households who used the space at least once in the past year.

Recreation Space	PV	QB	E	F	G	H
Parks, Trails/Pathways, and Open Space	66%	64%	59%	85%	62%	59%
Arrowsmith Hall/Coombs Fairgrounds	37%	33%	24%	69%	35%	29%
Errington War Memorial Hall	30%	27%	14%	57%	30%	26%
Arrowsmith Activity Hall/Coombs Fairgrounds	29%	26%	16%	53%	25%	18%
Bradley Centre	24%	21%	16%	50%	24%	25%
Playgrounds	6%	5%	5%	28%	6%	7%
Private Fitness and Wellness Facilities/Studios	4%	7%	3%	18%	7%	3%
School Gymnasiums	2%	4%	2%	4%	2%	2%
French Creek Community School	2%	1%	0%	10%	5%	2%

## Results from Area F Households

### Recreation Space Usage in the Past Year



## Utilization: Area G

### Overall Results

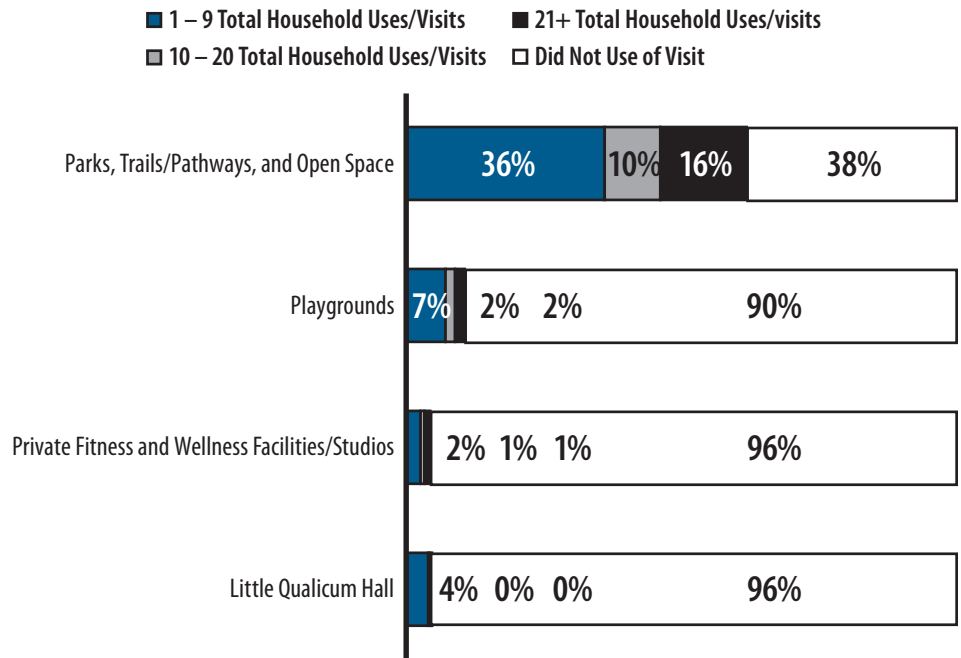
**QUESTION:**

For each of the following recreation facilities and spaces in **Electoral Area G (San Pareil, French Creek, Surfside, Dashwood)**, please estimate how frequently in the previous twelve (12) months someone in your household used or visited it.

Eighty-four percent (84%) of Area G households used parks and outdoor spaces in the past 12 months.

**Takeaways**

- Parks, trails/pathways, and open space are well utilized.



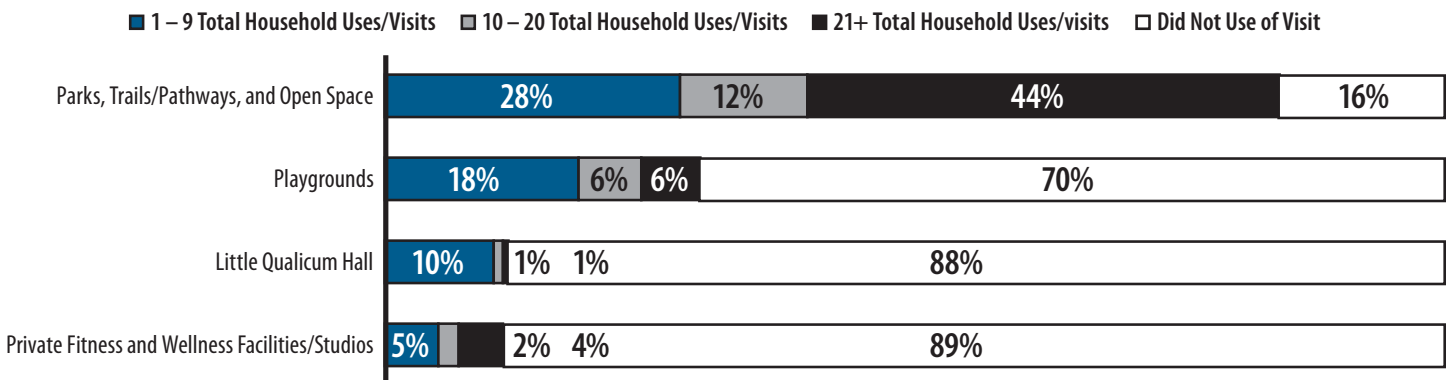
**Results by Area**

Percentage of households who used the space at least once in the past year.

Recreation Space	PV	QB	E	F	G	H
Parks, Trails/Pathways, and Open Space	60%	60%	48%	62%	84%	50%
Playgrounds	7%	7%	4%	11%	30%	5%
Private Fitness and Wellness Facilities/Studios	2%	5%	3%	1%	11%	3%
Little Qualicum Hall	3%	3%	1%	4%	12%	6%

**Results from Area G Households**

**Recreation Space Usage in the Past Year**





## Utilization: Area H

### QUESTION:

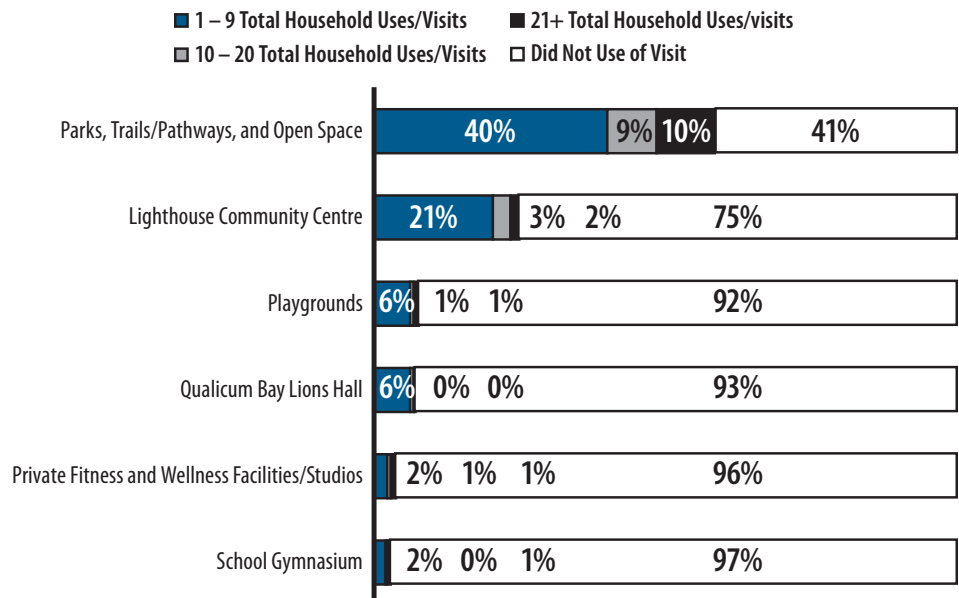
For each of the following recreation facilities and spaces in **Electoral Area H (Qualicum Bay, Bowser, Deep Bay, Dunsmuir, Horne Lake, Spider Lake)**, please estimate how frequently in the previous twelve (12) months someone in your household used or visited it.

In regard to Area H households, 82% used the Lighthouse Community Centre in the past year.

### Takeaways

- At least 45% of residents in other jurisdictions used parks, trails/pathways, and open space in Area H.
- One-third of Area F residents used the Lighthouse Community Centre.

### Overall Results



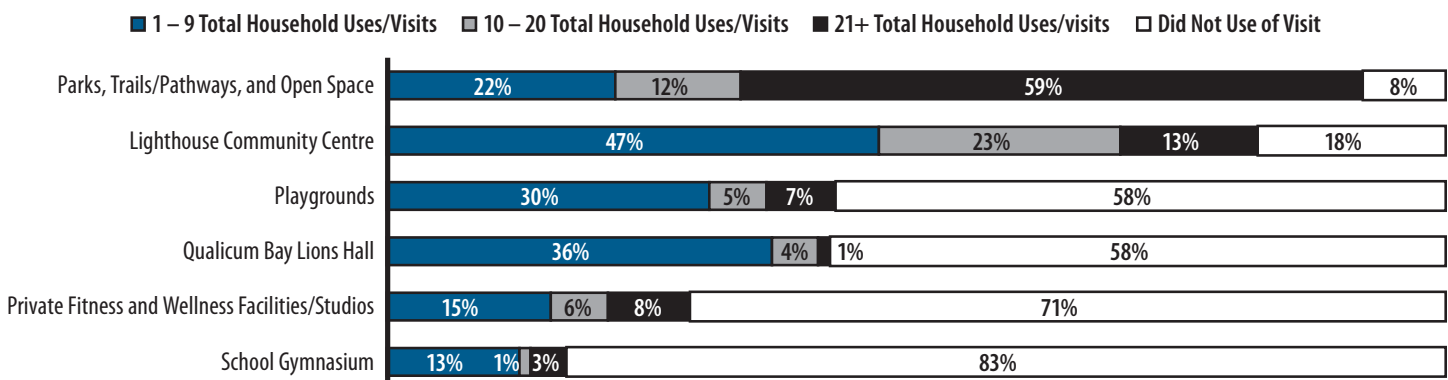
### Results by Area

Percentage of households who used the space at least once in the past year.

Recreation Space	PV	QB	E	F	G	H
Parks, Trails/Pathways, and Open Space	55%	65%	45%	64%	53%	92%
Lighthouse Community Centre	18%	25%	8%	32%	22%	82%
Playgrounds	4%	4%	3%	13%	6%	42%
Qualicum Bay Lions Hall	4%	5%	0%	8%	6%	42%
Private Fitness and Wellness Facilities/Studios	1%	2%	0%	4%	2%	29%
School Gymnasium	1%	2%	0%	5%	3%	17%

### Results from Area H Households

#### Recreation Space Usage in the Past Year



## Leaving District 69 for Recreation

**QUESTION:**

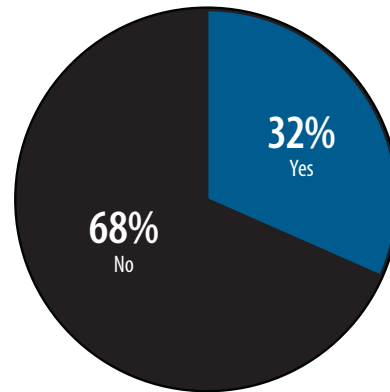
Do members of your household travel outside of District 69 (Oceanside) to access recreation facilities because they are not readily or sufficiently available?\*

If “Yes”, what types of facilities do members of your household travel outside of District 69 (Oceanside) to access because they are not readily or sufficiently available?

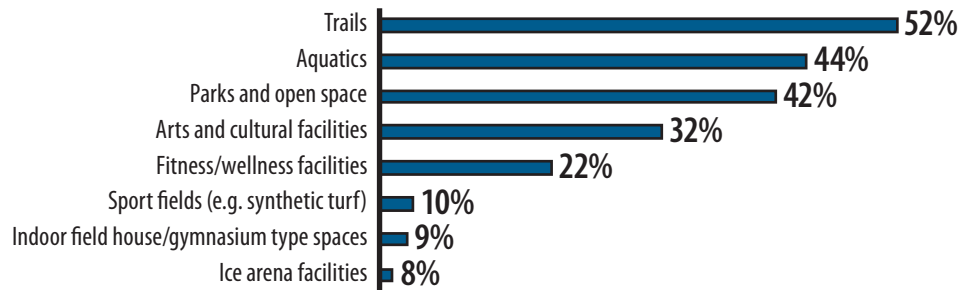
\* Excluding “away games” and competitions.

Over two-thirds (68%) of households do not leave District 69 for recreation activities that are not sufficiently provided in Oceanside. Of those who do leave, 52% leave for trails and 44% leave for aquatics.

Overall Results



Amenities Residents Leave District 69 to Access



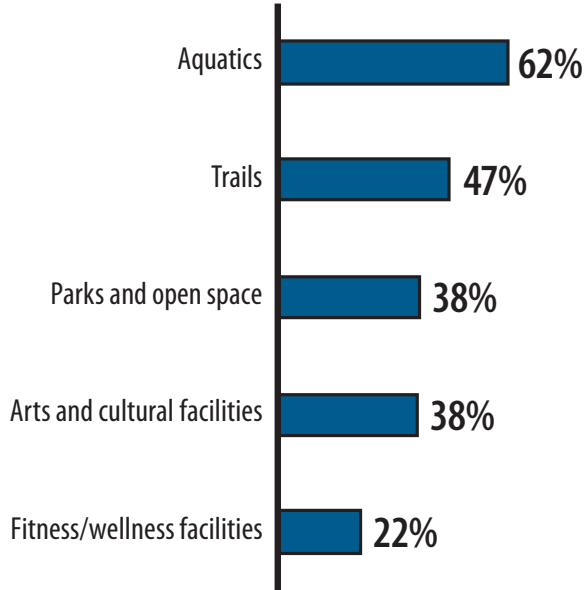
### Results by Area

Leave District 69 for Recreation	PV	QB	E	F	G	H
Yes	33%	26%	39%	34%	33%	41%
No	67%	75%	61%	66%	67%	59%

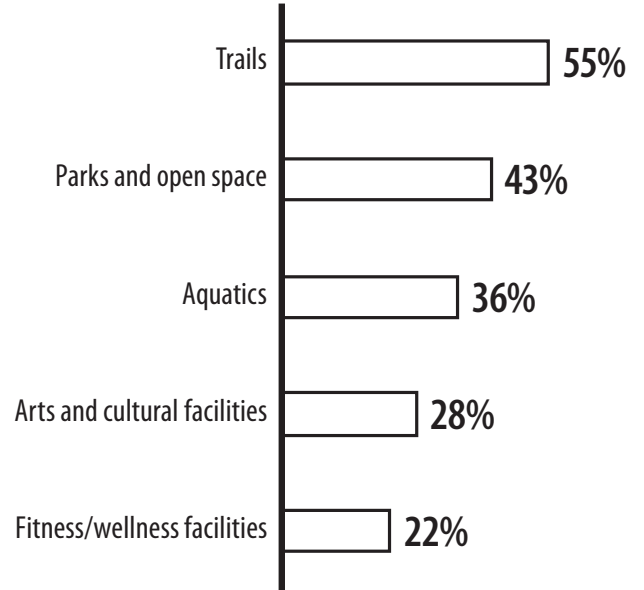
Amenity Residents Leave District 69 to Access	PV	QB	E	F	G	H
Trails	51%	50%	51%	52%	48%	67%
Aquatics	56%	30%	35%	46%	56%	43%
Parks and open space	41%	34%	41%	48%	39%	60%
Arts and cultural facilities	30%	31%	39%	30%	28%	29%
Fitness/wellness facilities	19%	18%	25%	9%	32%	31%
Sport fields (e.g. synthetic turf)	12%	10%	7%	9%	11%	7%
Indoor field house/gymnasium type spaces	9%	9%	7%	11%	15%	2%
Ice arena facilities	5%	8%	7%	16%	12%	7%

## Households with Children VS. Households without Children

**Households with Children:  
Top 5 Amenities Sought Outside of District 69**



**Households without Children:  
Top 5 Amenities Sought Outside of District 69**



### Takeaways

- Households with children are the main demographic likely to leave District 69 for use of aquatic spaces.

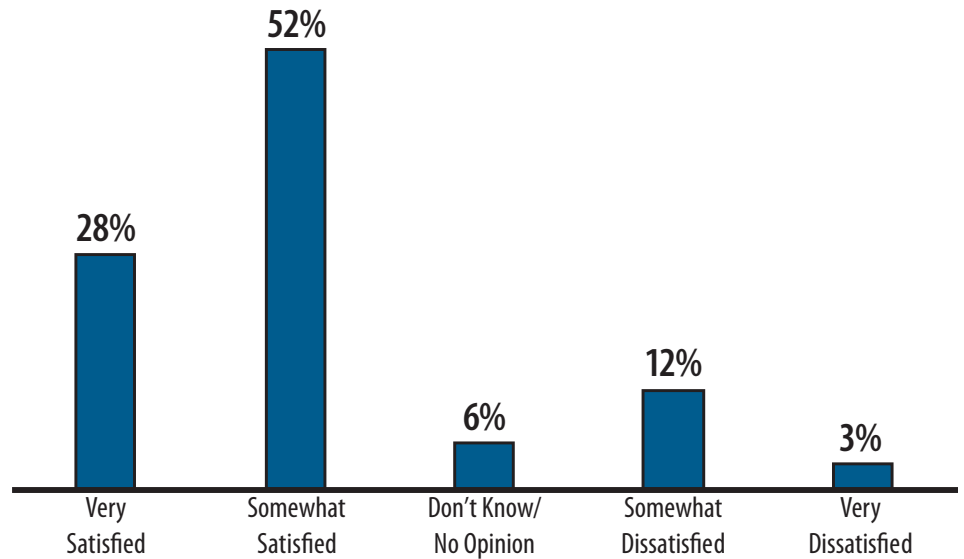
## Overall Satisfaction

### Overall Results

**QUESTION:**

Overall, how satisfied is your household with recreation services and facilities provided by the Regional District of Nanaimo in District 69 (Oceanside)?

Overall, 80% of residents indicated that they are satisfied with recreation services and facilities provided by the Regional RDN in District 69. Only 15% indicated a level of dissatisfaction.

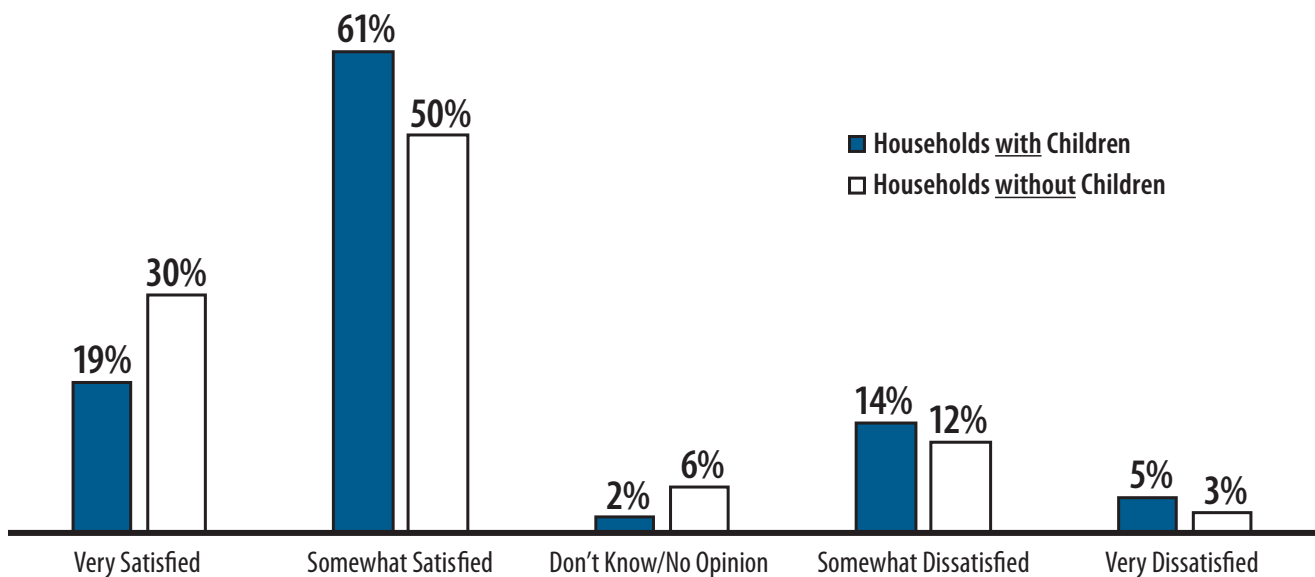


### Results by Area

Level of Satisfaction	PV	QB	E	F	G	H
Very Satisfied	26%	33%	26%	22%	28%	28%
Somewhat Satisfied	53%	52%	51%	54%	50%	50%
Don't Know/No Opinion	4%	2%	12%	2%	5%	9%
Somewhat Dissatisfied	13%	11%	8%	22%	13%	12%
Very Dissatisfied	4%	2%	3%	2%	3%	2%

### Households with Children VS. Households without Children

#### Level of Satisfaction with Recreation Services in District 69

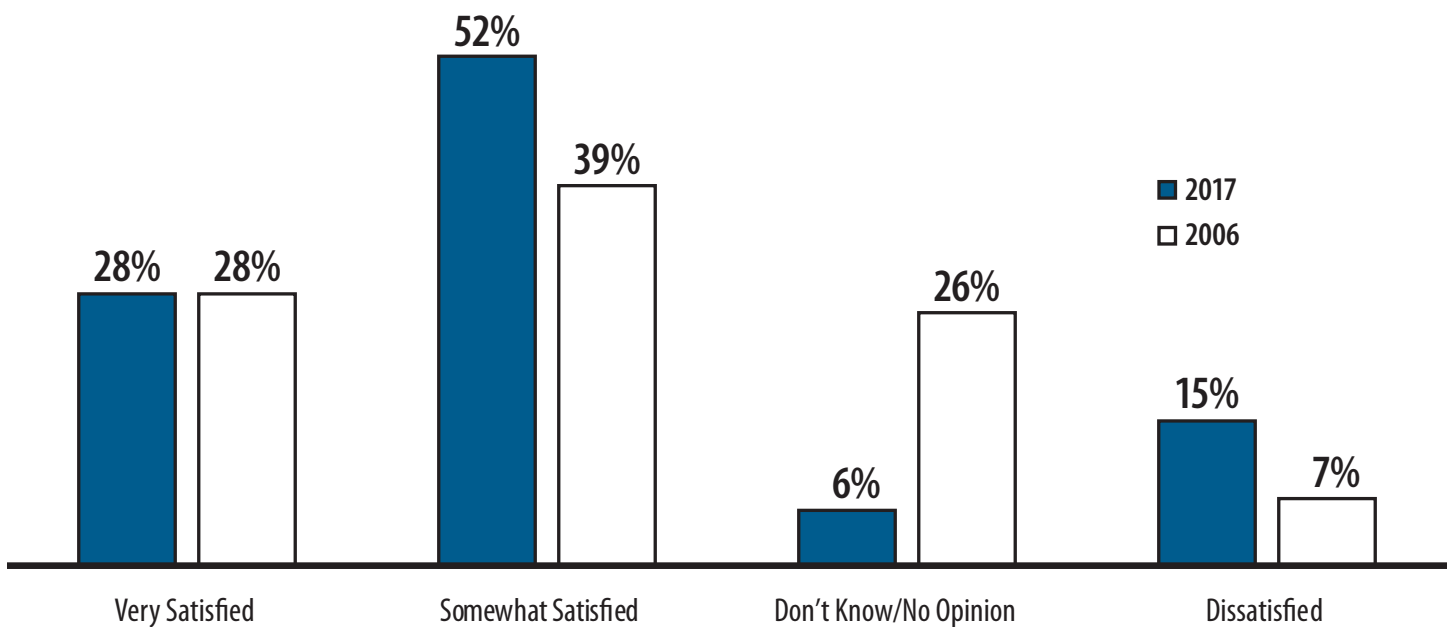


### Additional Analysis

Importance of Recreation to Quality of Life	Very Satisfied	Somewhat Satisfied	Don't Know/ No Opinion	Somewhat Dissatisfied	Very Dissatisfied
Respondents who identified that recreation is "very important" to their household's quality of life	28%	51%	3%	13%	4%
Respondents who identified that recreation is "not important" to their household's quality of life	38%	27%	30%	5%	0%

### 2006 VS. 2017 Satisfaction Comparison

Level of Satisfaction with Recreation Services in District 69



### Takeaways

- The majority of residents are satisfied with recreation services.
- Overall satisfaction levels improved by 13% from 2006 to 2017 (67% to 80%). Dissatisfaction levels increased by 8% (7% to 15%). Also worth noting, 20% fewer residents in 2017 indicated that they didn't know / had no opinion (possibly reflecting increased awareness or RDN recreation offerings in District 69).
- Area F displays the highest level of dissatisfaction among the six jurisdictions.

## Satisfaction: Facility Maintenance

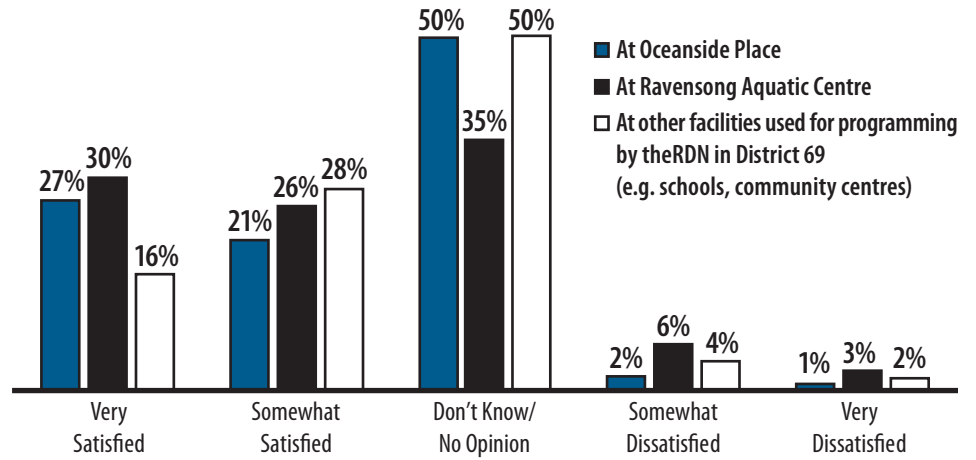
### QUESTION:

Please indicate your level of satisfaction with the following aspects of recreation services in District 69 (Oceanside): **Facility Maintenance.**

Forty-eight percent (48%) of residents are satisfied to some extent with the facility maintenance at Oceanside Place.

\* Those that responded "Don't Know/No Opinion" may not be facility users and thus weren't able to indicate their level satisfaction.

### Overall Results



### Results by Area

At Oceanside Place	PV	QB	E	F	G	H
Very Satisfied	31%	24%	17%	29%	34%	21%
Somewhat Satisfied	26%	20%	17%	24%	23%	12%
Don't Know/No Opinion	39%	55%	63%	44%	40%	64%
Somewhat Dissatisfied	3%	1%	2%	3%	2%	2%
Very Dissatisfied	1%	1%	1%	0%	2%	1%
At Ravensong Aquatic Centre	PV	QB	E	F	G	H
Very Satisfied	29%	39%	13%	32%	31%	26%
Somewhat Satisfied	28%	26%	17%	41%	26%	26%
Don't Know/No Opinion	33%	24%	67%	15%	33%	42%
Somewhat Dissatisfied	7%	8%	2%	10%	7%	5%
Very Dissatisfied	3%	3%	1%	3%	3%	2%
At other facilities used for programming by the RDN in District 69 (e.g. schools, community centres)	PV	QB	E	F	G	H
Very Satisfied	18%	19%	11%	17%	16%	13%
Somewhat Satisfied	29%	28%	24%	39%	30%	23%
Don't Know/No Opinion	46%	47%	61%	40%	47%	59%
Somewhat Dissatisfied	5%	5%	3%	4%	4%	3%
Very Dissatisfied	2%	1%	2%	1%	2%	2%

## Satisfaction: Customer Service

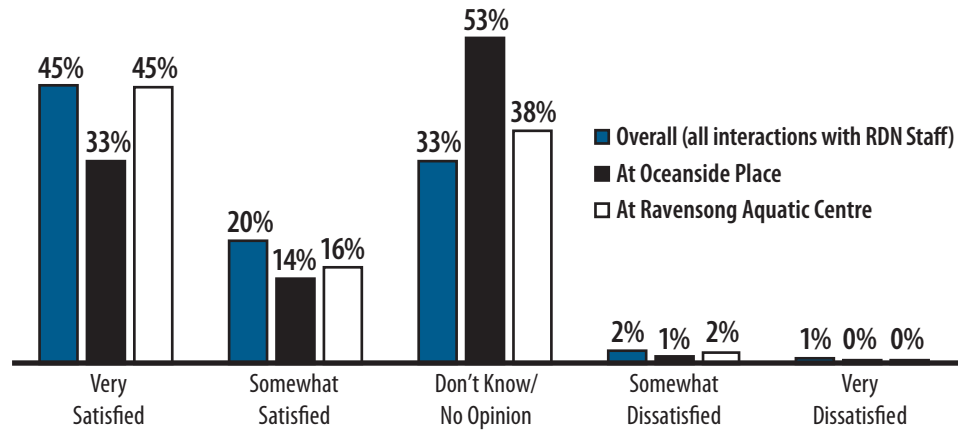
### QUESTION:

Please indicate your level of satisfaction with the following aspects of recreation services in District 69 (Oceanside): **Customer Service.**

Although customer service levels appear to be higher at Ravensong compared to Oceanside Place, dissatisfaction is very low at both facilities.

\* Those that responded "Don't Know/No Opinion" may not have interacted with staff and thus weren't able to indicate their level satisfaction.

### Overall Results



### Results by Area

Overall (all interactions with RDN staff)	PV	QB	E	F	G	H
Very Satisfied	48%	49%	34%	48%	48%	34%
Somewhat Satisfied	20%	19%	18%	25%	22%	19%
Don't Know/No Opinion	30%	30%	47%	22%	28%	43%
Somewhat Dissatisfied	2%	2%	1%	4%	1%	4%
Very Dissatisfied	1%	1%	1%	1%	1%	0%

At Oceanside Place	PV	QB	E	F	G	H
Very Satisfied	40%	30%	21%	33%	39%	23%
Somewhat Satisfied	17%	11%	13%	16%	15%	6%
Don't Know/No Opinion	42%	59%	65%	49%	43%	68%
Somewhat Dissatisfied	1%	0%	0%	2%	2%	3%
Very Dissatisfied	1%	0%	0%	0%	1%	0%

At Ravensong Aquatic Centre	PV	QB	E	F	G	H
Very Satisfied	46%	54%	20%	54%	47%	42%
Somewhat Satisfied	16%	16%	10%	23%	18%	11%
Don't Know/No Opinion	36%	28%	68%	20%	34%	44%
Somewhat Dissatisfied	2%	2%	1%	2%	1%	4%
Very Dissatisfied	1%	1%	0%	0%	0%	0%

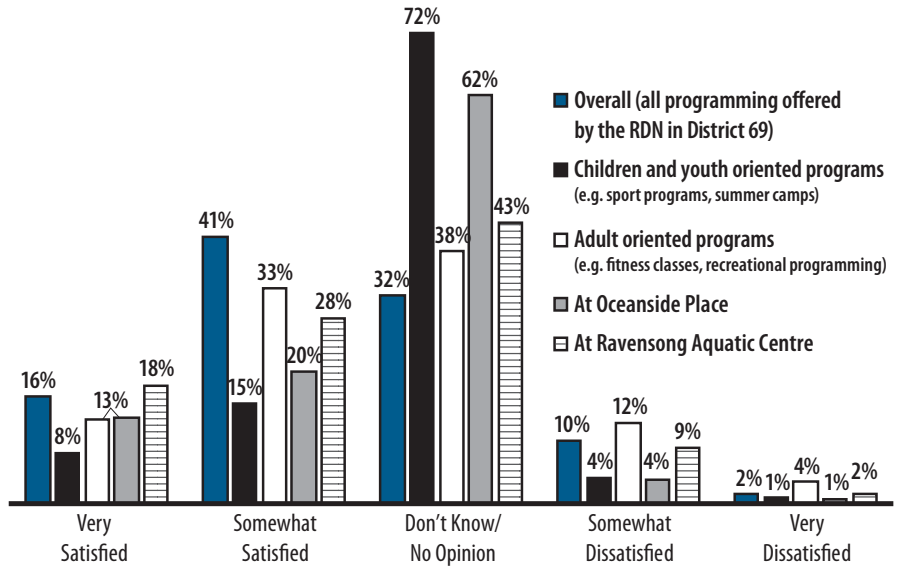
# Satisfaction: Programming

**QUESTION:**  
Please indicate your level of satisfaction with the following aspects of recreation services in District 69 (Oceanside):  
**Programming.**

Overall, fifty-seven percent (57%) are satisfied with recreation programming and 12% are dissatisfied. Levels of dissatisfaction are higher for adult oriented as compared to the other programming categories, but are still relatively low (16%).

\* Those that responded "Don't Know/No Opinion" may not have registered or participated in RDN programming and thus weren't able to indicate their level satisfaction.

## Overall Results



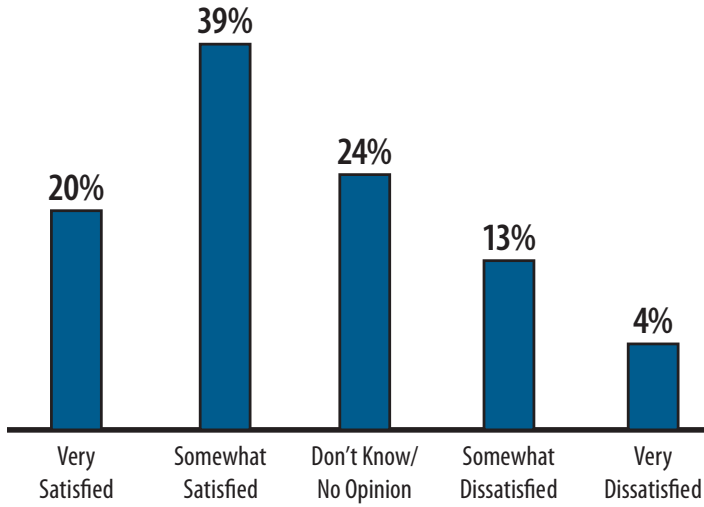
## Results by Area

Overall (all programming offered by the RDN in District 69)	PV	QB	E	F	G	H
Very Satisfied	19%	16%	9%	14%	19%	18%
Somewhat Satisfied	38%	45%	31%	52%	43%	36%
Don't Know/No Opinion	29%	29%	51%	19%	27%	34%
Somewhat Dissatisfied	11%	8%	8%	14%	10%	11%
Very Dissatisfied	2%	1%	1%	1%	2%	1%
Children and youth oriented programs (e.g. sport programs, summer camps)	PV	QB	E	F	G	H
Very Satisfied	10%	6%	6%	10%	8%	9%
Somewhat Satisfied	14%	15%	13%	23%	16%	17%
Don't Know/No Opinion	71%	76%	78%	60%	67%	70%
Somewhat Dissatisfied	4%	3%	3%	6%	8%	2%
Very Dissatisfied	1%	0%	1%	1%	2%	2%
Adult oriented programming (e.g. fitness classes, recreational programming)	PV	QB	E	F	G	H
Very Satisfied	12%	14%	9%	11%	13%	15%
Somewhat Satisfied	33%	38%	23%	38%	36%	25%
Don't Know/No Opinion	37%	33%	57%	28%	33%	41%
Somewhat Dissatisfied	13%	12%	10%	19%	11%	14%
Very Dissatisfied	4%	3%	0%	3%	7%	4%
At Oceanside Place	PV	QB	E	F	G	H
Very Satisfied	16%	10%	9%	10%	18%	14%
Somewhat Satisfied	24%	19%	15%	28%	23%	13%
Don't Know/No Opinion	55%	69%	73%	57%	51%	68%
Somewhat Dissatisfied	4%	2%	3%	5%	7%	4%
Very Dissatisfied	1%	1%	0%	0%	1%	0%
At Ravensong Aquatic Centre	PV	QB	E	F	G	H
Very Satisfied	17%	23%	7%	20%	19%	17%
Somewhat Satisfied	29%	33%	16%	44%	25%	29%
Don't Know/No Opinion	42%	31%	72%	22%	44%	43%
Somewhat Dissatisfied	9%	11%	4%	10%	10%	10%
Very Dissatisfied	3%	3%	1%	4%	2%	1%

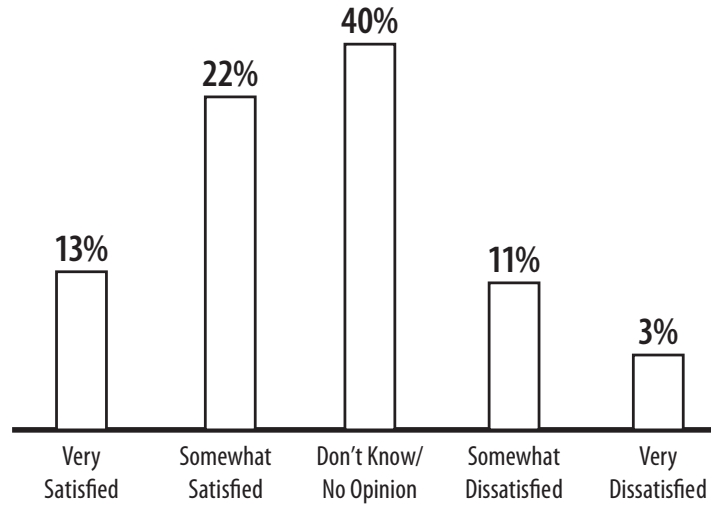


**Households with Children VS. Households without Children**

**Households with Children:  
Satisfaction with Children and Youth Oriented Programs**



**Households without Children:  
Satisfaction with Adult Oriented Programs**



## Satisfaction: Registration Process

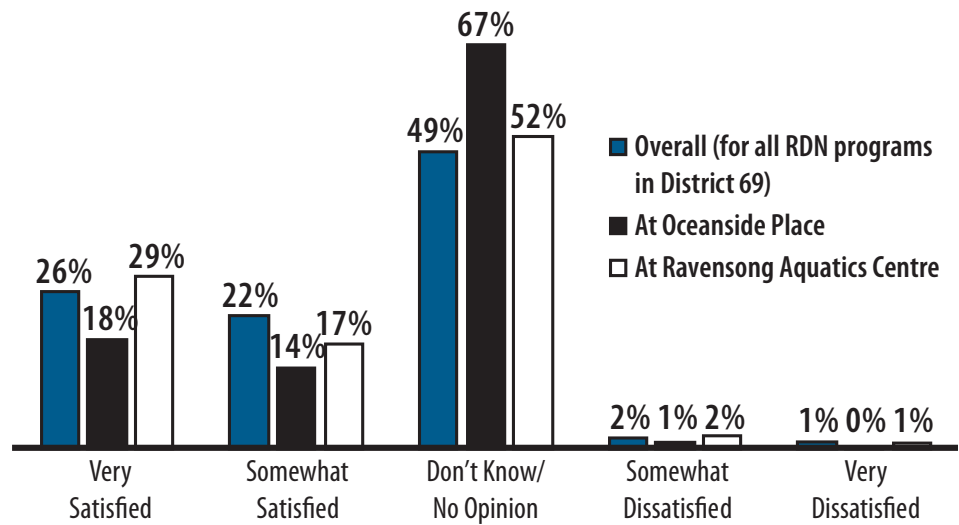
### QUESTION:

Please indicate your level of satisfaction with the following aspects of recreation services in District 69 (Oceanside): **Registration Process.**

Only 3% of respondents are dissatisfied with the registration process for overall RDN programming.

\* Those that responded "Don't Know/No Opinion" may not have registered in RDN programming and thus weren't able to indicate their level satisfaction.

### Overall Results



### Results by Area

Overall (for all RDN programs in District 69)	PV	QB	E	F	G	H
Very Satisfied	26%	29%	22%	31%	26%	25%
Somewhat Satisfied	26%	21%	18%	33%	23%	13%
Don't Know/No Opinion	46%	48%	59%	36%	46%	57%
Somewhat Dissatisfied	2%	2%	1%	0%	4%	4%
Very Dissatisfied	1%	0%	1%	1%	1%	1%
At Oceanside Place	PV	QB	E	F	G	H
Very Satisfied	23%	14%	14%	21%	21%	17%
Somewhat Satisfied	15%	14%	10%	22%	14%	7%
Don't Know/No Opinion	60%	72%	75%	57%	62%	73%
Somewhat Dissatisfied	2%	1%	0%	0%	2%	3%
Very Dissatisfied	0%	0%	1%	0%	1%	0%
At Ravensong Aquatic Centre	PV	QB	E	F	G	H
Very Satisfied	29%	37%	12%	37%	24%	29%
Somewhat Satisfied	18%	20%	10%	29%	16%	14%
Don't Know/No Opinion	50%	40%	76%	32%	56%	53%
Somewhat Dissatisfied	3%	2%	2%	1%	3%	4%
Very Dissatisfied	0%	0%	0%	1%	1%	1%

## Satisfaction: Instruction

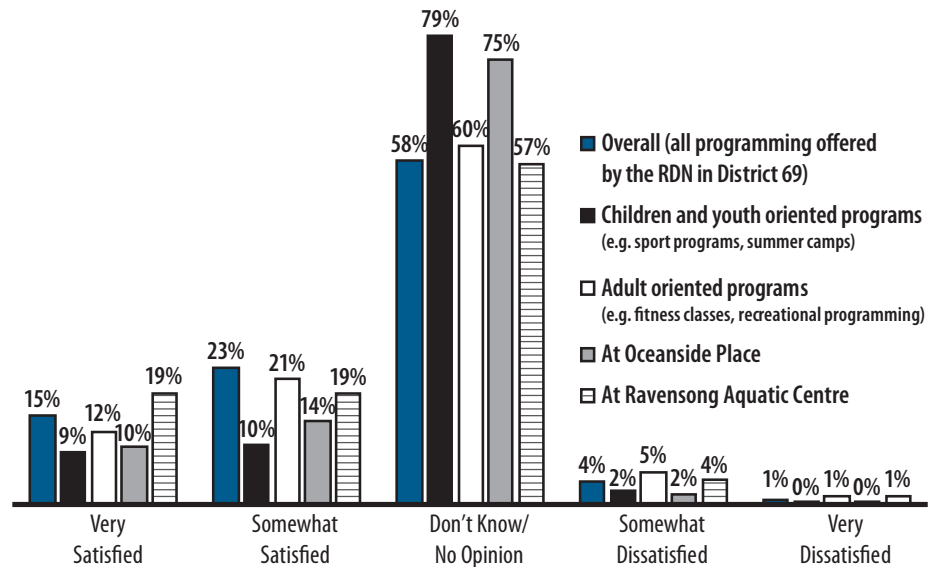
### QUESTION:

Please indicate your level of satisfaction with the following aspects of recreation services in District 69 (Oceanside):  
**Instruction.**

Please refer to the additional analysis chart to see the level of satisfaction results from household that used the Ravensong Aquatic Centre and the Oceanside Place Ice Arenas on 10 or more occasions in the past year.

\* Those that responded "Don't Know/No Opinion" may not have participated in RDN programming and thus weren't able to indicate their level satisfaction.

### Overall Results

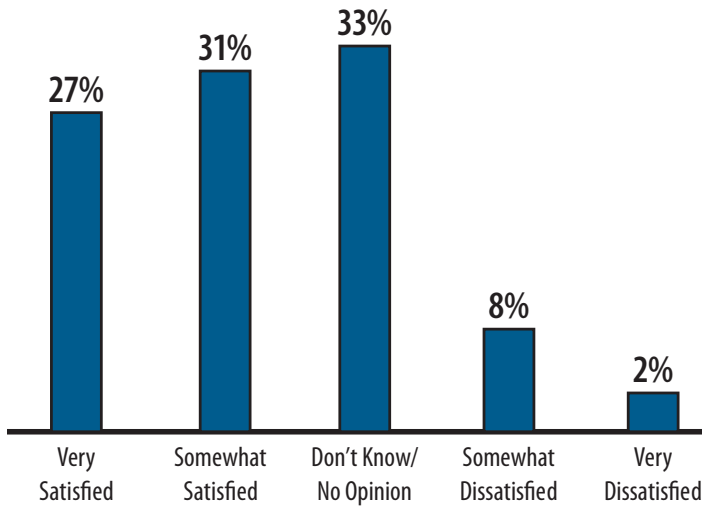


### Results by Area

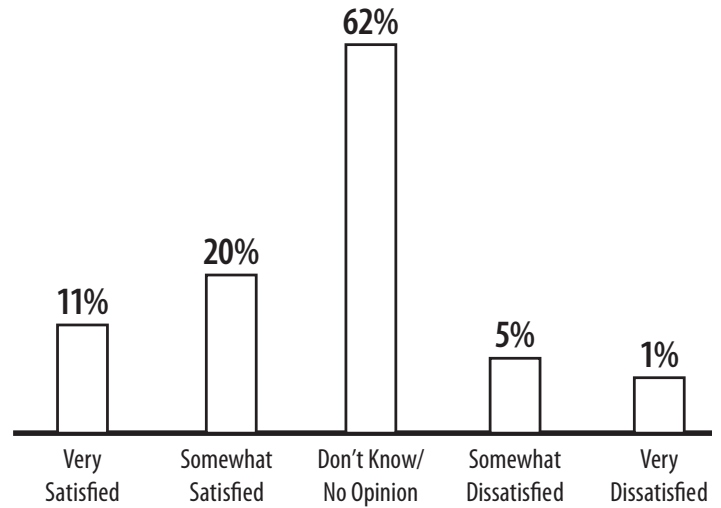
Overall (all programming offered by the RDN in District 69)	PV	QB	E	F	G	H
Very Satisfied	17%	16%	10%	16%	14%	14%
Somewhat Satisfied	25%	24%	17%	31%	25%	17%
Don't Know/No Opinion	53%	57%	68%	48%	55%	65%
Somewhat Dissatisfied	4%	3%	3%	6%	5%	4%
Very Dissatisfied	1%	1%	1%	0%	1%	0%
Children and youth oriented programs (e.g. sport programs, summer camps)	PV	QB	E	F	G	H
Very Satisfied	12%	6%	6%	11%	8%	11%
Somewhat Satisfied	10%	10%	7%	16%	14%	7%
Don't Know/No Opinion	77%	82%	85%	70%	75%	77%
Somewhat Dissatisfied	1%	3%	2%	4%	3%	4%
Very Dissatisfied	1%	0%	1%	0%	0%	1%
Adult oriented programming (e.g. fitness classes, recreational programming)	PV	QB	E	F	G	H
Very Satisfied	13%	14%	7%	13%	12%	14%
Somewhat Satisfied	22%	26%	14%	22%	24%	12%
Don't Know/No Opinion	57%	55%	74%	56%	57%	66%
Somewhat Dissatisfied	7%	4%	5%	9%	5%	7%
Very Dissatisfied	2%	1%	1%	0%	2%	1%
At Oceanside Place	PV	QB	E	F	G	H
Very Satisfied	14%	7%	7%	13%	10%	10%
Somewhat Satisfied	15%	14%	9%	17%	18%	8%
Don't Know/No Opinion	69%	78%	83%	69%	70%	78%
Somewhat Dissatisfied	2%	1%	1%	1%	2%	4%
Very Dissatisfied	1%	0%	0%	1%	1%	0%
At Ravensong Aquatic Centre	PV	QB	E	F	G	H
Very Satisfied	19%	23%	7%	24%	19%	19%
Somewhat Satisfied	20%	23%	12%	21%	20%	12%
Don't Know/No Opinion	55%	48%	78%	44%	58%	62%
Somewhat Dissatisfied	4%	5%	2%	9%	2%	6%
Very Dissatisfied	2%	1%	1%	2%	1%	1%

**Households with Children VS. Households without Children**

**Households with Children:  
Satisfaction with Instruction of  
Children and Youth Oriented Programs**



**Households without Children:  
Satisfaction with Instruction of  
Adult Oriented Programs**



**Additional Analysis**

Households that used Oceanside Place Ice Arenas on 10+ occasions	Very Satisfied	Somewhat Satisfied	Don't Know/No Opinion	Somewhat Dissatisfied	Very Dissatisfied
Facility Maintenance at Oceanside Place	61%	34%	4%	2%	1%
Customer Service at Oceanside Place	73%	21%	4%	2%	1%
Programming at Oceanside Place	37%	45%	10%	8%	1%
Registration Process at Oceanside Place	55%	27%	16%	2%	1%
Instruction at Oceanside Place	26%	31%	39%	3%	0%

Households that used Ravensong Aquatic Centre on 10+ occasions	Very Satisfied	Somewhat Satisfied	Don't Know/No Opinion	Somewhat Dissatisfied	Very Dissatisfied
Facility Maintenance at Ravensong	47%	36%	2%	11%	5%
Customer Service at Ravensong	75%	19%	2%	3%	1%
Programming at Ravensong	30%	42%	9%	14%	5%
Registration Process at Ravensong	54%	26%	16%	4%	1%
Instruction at Ravensong	37%	32%	20%	8%	2%

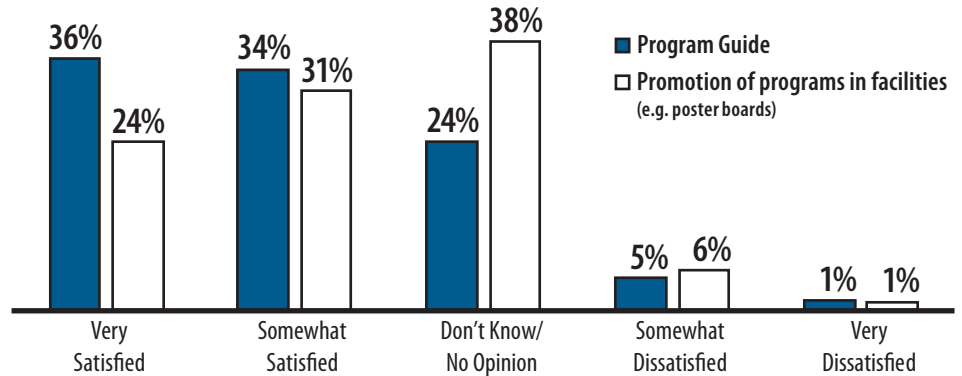
# Satisfaction: Promotions and Marketing

## Overall Results

**QUESTION:**

Please indicate your level of satisfaction with the following aspects of recreation services in District 69 (Oceanside):  
**Promotions and Marketing.**

Over two-thirds (70%) of households are satisfied to some extent with the Program Guide.



### Results by Area

Program Guide	PV	QB	E	F	G	H
Very Satisfied	38%	39%	26%	35%	37%	38%
Somewhat Satisfied	33%	37%	34%	41%	32%	33%
Don't Know/No Opinion	22%	19%	36%	17%	23%	28%
Somewhat Dissatisfied	5%	5%	3%	7%	5%	1%
Very Dissatisfied	2%	1%	0%	1%	3%	1%

Promotion of programs in facilities (e.g. poster boards)	PV	QB	E	F	G	H
Very Satisfied	27%	26%	15%	29%	22%	24%
Somewhat Satisfied	30%	39%	24%	31%	31%	26%
Don't Know/No Opinion	35%	29%	54%	34%	37%	44%
Somewhat Dissatisfied	6%	6%	5%	6%	7%	5%
Very Dissatisfied	2%	0%	1%	0%	3%	0%

### Takeaways

- Facility Maintenance: Maintenance is more of a concern at Ravensong Aquatic Centre than Oceanside Place.
- Customer Service: Customer service is very high, especially among households that regularly use Oceanside Place and Ravensong Aquatic Centre.
- Programming: More dissatisfaction was expressed for adult program opportunities than for child programs.
- Registration Process: Of the households that use the facilities on 10+ occasions, satisfaction is higher at Oceanside Place than Ravensong Aquatic Centre.
- Instruction: Satisfaction is generally high.
- Promotions and Marketing: Satisfaction is high in regards to the Program Guide.

## Need for New/Enhanced Indoor Spaces

### QUESTION:

Do you or members of your household feel that new or enhanced indoor recreation facilities are needed in District 69 (Oceanside)?

If you answered “Yes” or “Unsure”, from the list below, please identify the indoor recreation facilities that you or members of your household feel should be developed and/or enhanced.

Just over half (51%) of respondents believe there is a need for new or enhanced indoor facilities and 30% were unsure. Of these respondents, the need for a new swimming pool was expressed by 39% while 26% believe that existing facilities should be enhanced.

Space was also provided for residents to write-in other types of indoor recreation facilities that they believe are needed. Fifty-nine (59) respondents wrote that indoor pickleball courts should to be developed and 47 respondents specifically mentioned that new/enhanced curling facilities are needed.

### Results by Area

Need for New/Enhanced Spaces	PV	QB	E	F	G	H
Yes	58%	54%	40%	53%	55%	35%
No	15%	16%	28%	18%	16%	30%
Unsure	27%	30%	32%	30%	30%	34%

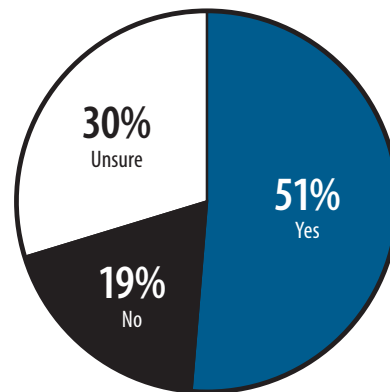
  

New Facility/Facilities Should Be Developed	PV	QB	E	F	G	H
Indoor Swimming Pool	51%	27%	41%	42%	39%	45%
Health and Wellness Centre/Fitness Centre	31%	43%	29%	37%	38%	37%
Seniors Centre	16%	13%	13%	10%	14%	18%
Ice Arena	1%	2%	1%	6%	4%	6%
Performing Arts Centre	16%	20%	15%	19%	19%	24%
Multi-Purpose Recreation Facility	33%	36%	29%	40%	35%	31%
Teen/Youth Centre	21%	24%	16%	28%	24%	24%

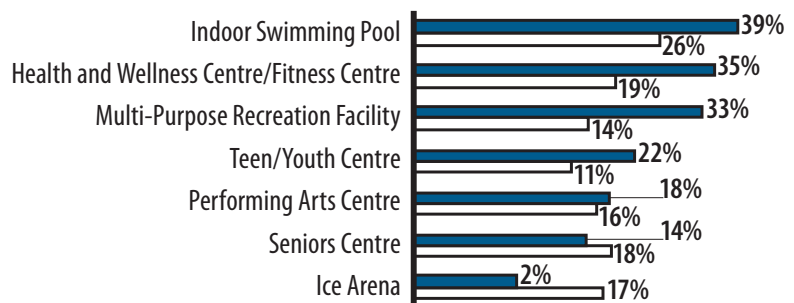
Existing Facility/Facilities Should Be Enhanced	PV	QB	E	F	G	H
Indoor Swimming Pool	20%	39%	17%	33%	23%	18%
Health and Wellness Centre/Fitness Centre	18%	20%	18%	21%	20%	14%
Seniors Centre	16%	20%	16%	23%	21%	14%
Ice Arena	16%	16%	16%	20%	21%	11%
Performing Arts Centre	16%	17%	11%	15%	18%	8%
Multi-Purpose Recreation Facility	14%	16%	10%	12%	18%	13%
Teen/Youth Centre	12%	9%	12%	15%	13%	8%

### Overall Results



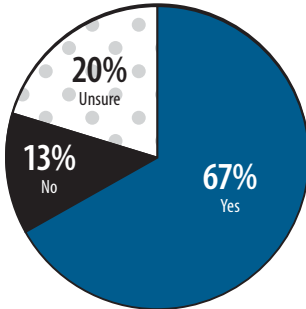
### If “Yes” or “Unsure”...

■ New facility/facilities should be developed □ Existing facility/facilities should be enhanced

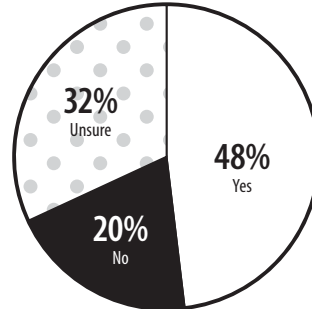


**Households with Children VS. Households without Children**

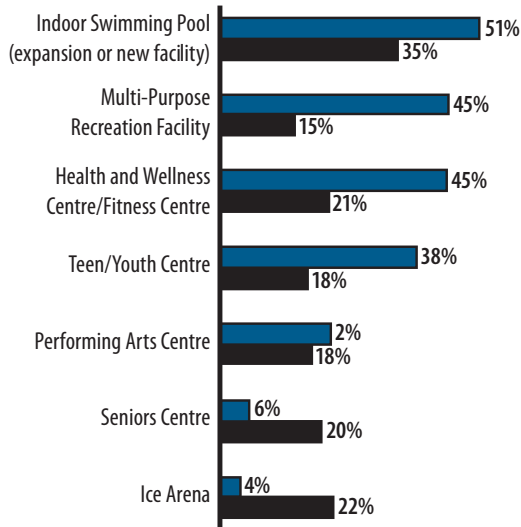
**Households with Children:  
Need for New/Enhanced Indoor Spaces**



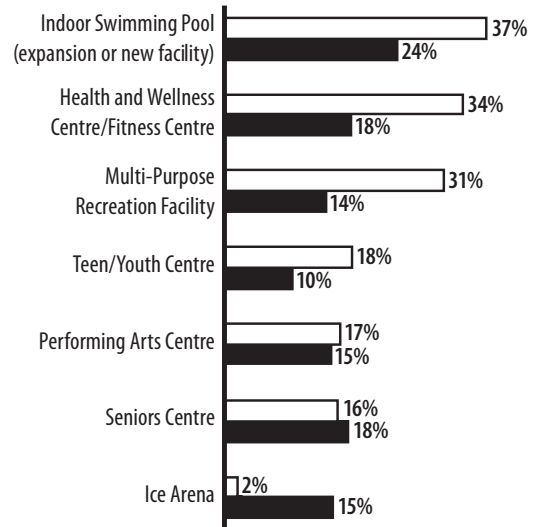
**Households without Children:  
Need for New/Enhanced Indoor Spaces**



**Households with Children:  
If "Yes" or "Unsure"**



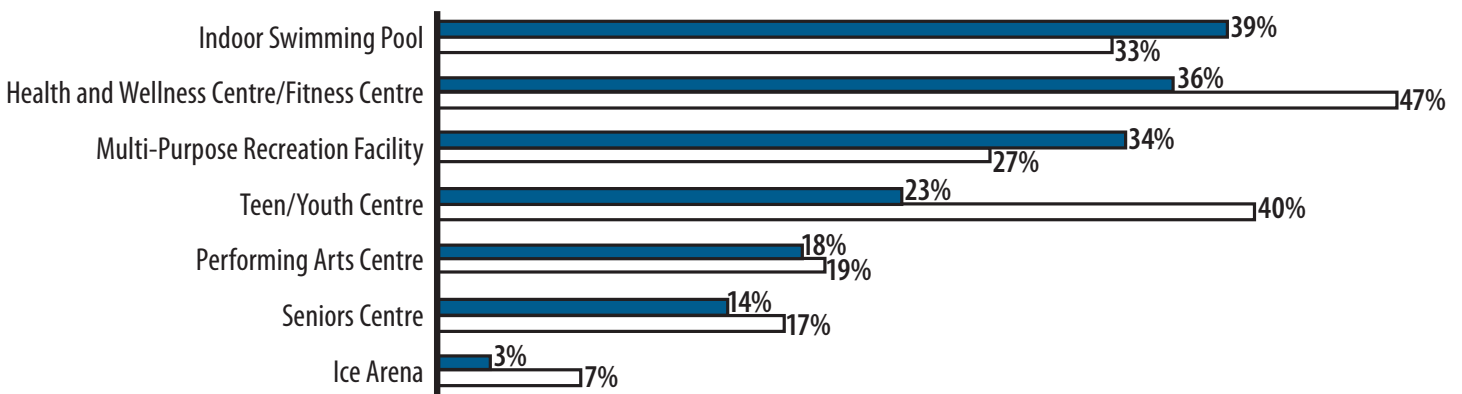
**Households without Children:  
If "Yes" or "Unsure"**



**2006 VS. 2017 Need for New/Enhanced Indoor Spaces Comparison**

**Need for New/Enhanced Indoor Spaces in District 69**

■ 2017: New facility/facilities should be developed    □ 2006: Respondents wanting new recreation facilities



# Need for New/Enhanced Outdoor Spaces

**QUESTION:**

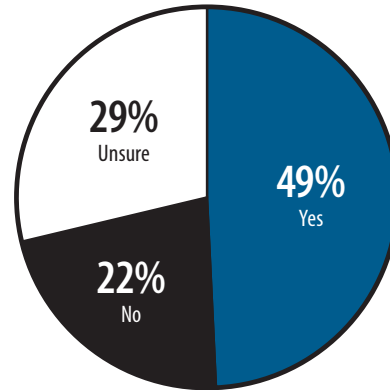
Do you or members of your household feel that new or enhanced parks and outdoor recreation facilities are needed in District 69 (Oceanside)?

If you answered "Yes" or "Unsure", from the list below, please identify the parks and outdoor recreation facilities that you or members of your household feel should be developed and/or enhanced.

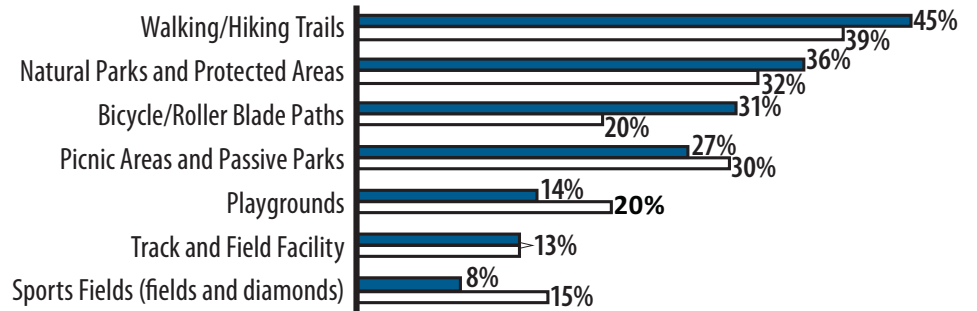
Nearly half of households indicated "yes" for new/enhanced outdoor spaces. Walking/hiking trails surfaced as the top need followed by natural parks and protected areas.

Space was also provided for residents to write-in other types of outdoor facilities and spaces that they believe are needed. Forty-seven (47) respondents wrote that new/enhanced pickleball courts are needed.

**Overall Results**



**If "Yes" or "Unsure"...**



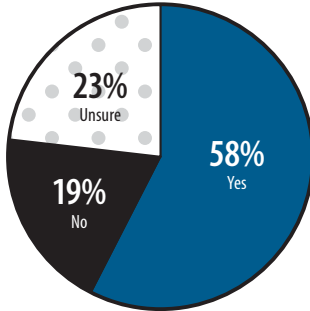
**Results by Area**

Need for New/Enhanced Spaces	PV	QB	E	F	G	H
Yes	46%	49%	50%	50%	51%	62%
No	23%	21%	25%	19%	23%	15%
Unsure	31%	30%	26%	31%	26%	24%
New Facility/Facilities Should Be Developed	PV	QB	E	F	G	H
Walking/Hiking Trails	49%	37%	49%	44%	43%	53%
Natural Parks and Protected Areas	33%	30%	45%	42%	35%	47%
Bicycle/Roller Blade Paths	31%	27%	32%	32%	32%	40%
Picnic Areas and Passive Parks	27%	25%	25%	31%	23%	41%
Playgrounds	13%	15%	12%	20%	14%	17%
Track and Field Facility	13%	13%	12%	16%	13%	15%
Sports Fields (fields and diamonds)	9%	7%	5%	10%	12%	5%
Existing Facility/Facilities Should Be Enhanced	PV	QB	E	F	G	H
Walking/Hiking Trails	38%	43%	32%	35%	40%	51%
Natural Parks and Protected Areas	34%	33%	30%	30%	30%	38%
Bicycle/Roller Blade Paths	23%	21%	14%	17%	18%	21%
Picnic Areas and Passive Parks	31%	29%	26%	34%	32%	32%
Playgrounds	20%	20%	15%	25%	23%	23%
Track and Field Facility	15%	11%	10%	13%	18%	11%
Sports Fields (fields and diamonds)	16%	14%	13%	20%	15%	16%

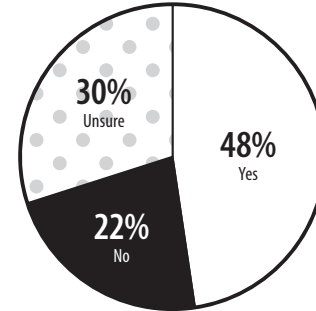


**Households with Children VS. Households without Children**

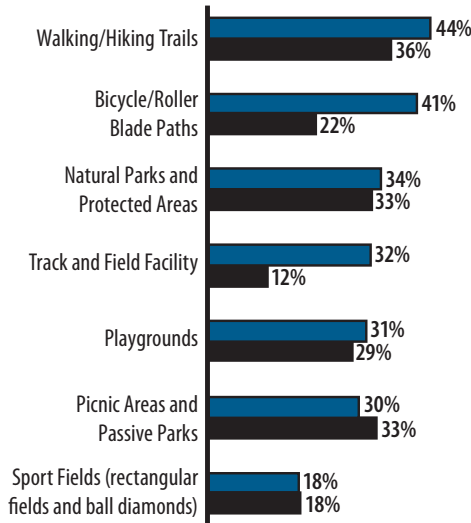
**Households with Children:  
Need for New/Enhanced Outdoor Spaces**



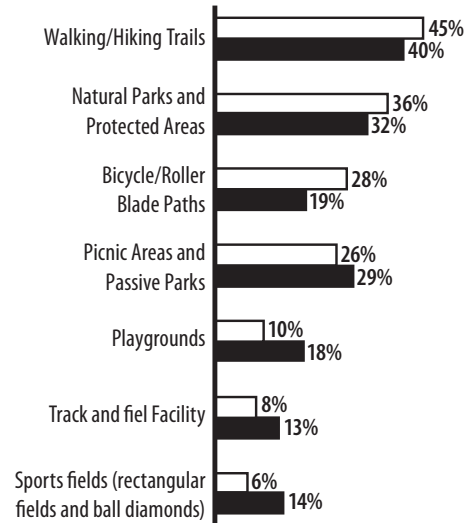
**Households without Children:  
Need for New/Enhanced Outdoor Spaces**



**Households with Children:  
If "Yes" or "Unsure"**



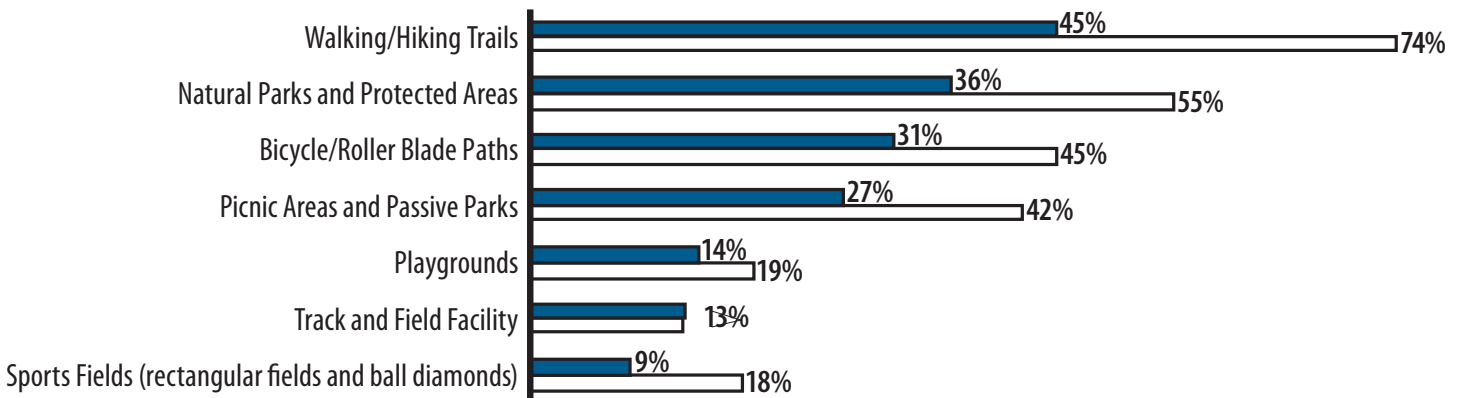
**Households without Children:  
If "Yes" or "Unsure"**



**2006 VS. 2017 Need for New/Enhanced Outdoor Spaces Comparison**

**Need for New/Enhanced Outdoor Spaces in District 69**

■ 2017: New facility/facilities should be developed    □ 2006: Respondents wanting new recreation facilities



## Willingness to Increase Taxes

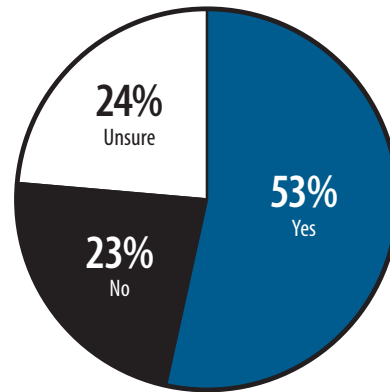
**QUESTION:**

Would your household support an annual increase in taxation in order to provide new or improved recreation, parks, and trails facilities and services?

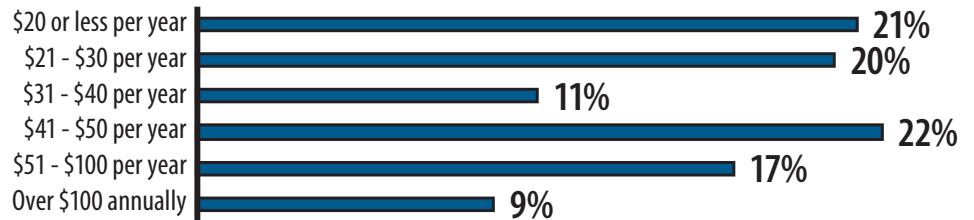
If you answered “Yes” or “Unsure”, how much in additional taxes per year would you be willing to pay to provide new or improved recreation, parks, and trails facilities and services?

Fifty-three percent (53%) of respondent households would support an annual increase in taxation in order to provide new or improved services. As indicated in the additional analysis, regular users of the Ravensong Aquatic Centre and Oceanside Place Ice Arenas are more likely to support an increase as opposed to non-users.

**Overall Results**



**If “Yes” or “Unsure”...**



**Results by Area**

Willingness to Increase	PV	QB	E	F	G	H
Yes	54%	60%	46%	47%	55%	54%
No	22%	20%	29%	26%	21%	25%
Unsure	24%	20%	25%	27%	25%	22%

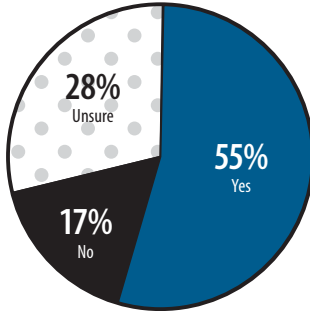
Increase Amount	PV	QB	E	F	G	H
\$20 or less per year	22%	16%	24%	30%	19%	18%
\$21 - \$30 per year	24%	19%	17%	23%	19%	20%
\$31 - \$40 per year	11%	10%	10%	11%	11%	16%
\$41 - \$50 per year	21%	22%	23%	17%	21%	26%
\$51 - \$100 per year	14%	20%	19%	8%	19%	17%
Over \$100 annually	8%	13%	8%	11%	10%	3%

**Takeaways**

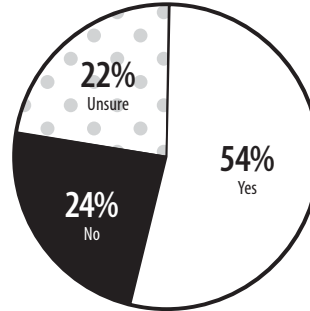
- Willingness exists in each jurisdiction to increase taxes to improve recreation services.
- Large proportions of “unsure” responses suggests that willingness depends on a specific project or amenity type.
- Households that use Oceanside Place and Ravensong Aquatic Centre are more willing to increase taxes than those who did not use the facilities.

## Households with Children VS. Households without Children

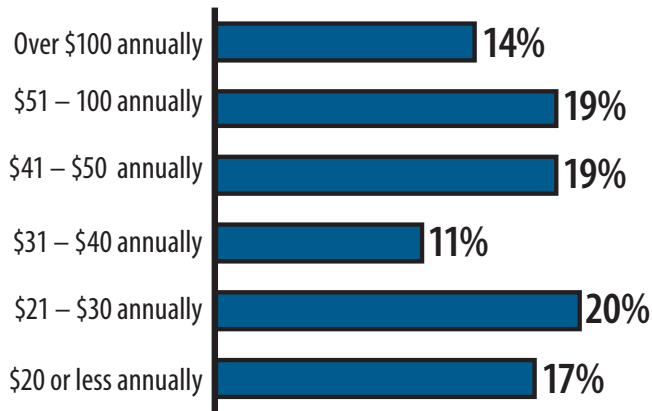
**Households with Children:  
Willingness to Increase Taxes**



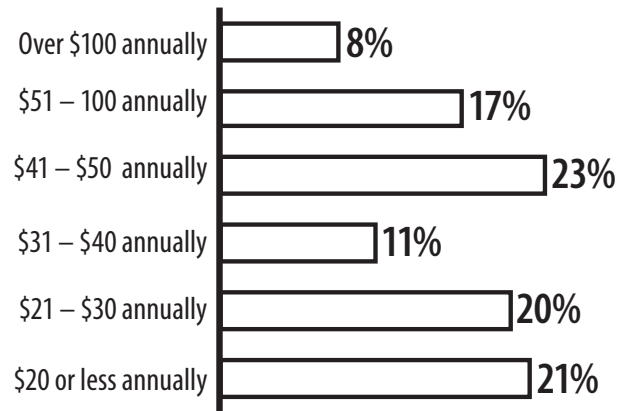
**Households without Children:  
Willingness to Increase Taxes**



**Households with Children:  
If "Yes" or "Unsure"**



**Households without Children:  
If "Yes" or "Unsure"**



## Additional Analysis

Households that used the facility on 10+ occasions in the past year	Yes	No	Unsure
Ravensong Aquatic Centre	63%	13%	24%
Oceanside Place Ice Arenas	64%	14%	22%
Parksville Curling Club	63%	16%	21%

Households that did not use the facility in the past year	Yes	No	Unsure
Ravensong Aquatic Centre	43%	34%	24%
Oceanside Place Ice Arenas	48%	29%	23%
Parksville Curling Club	51%	25%	24%

# Types of Programming Desired

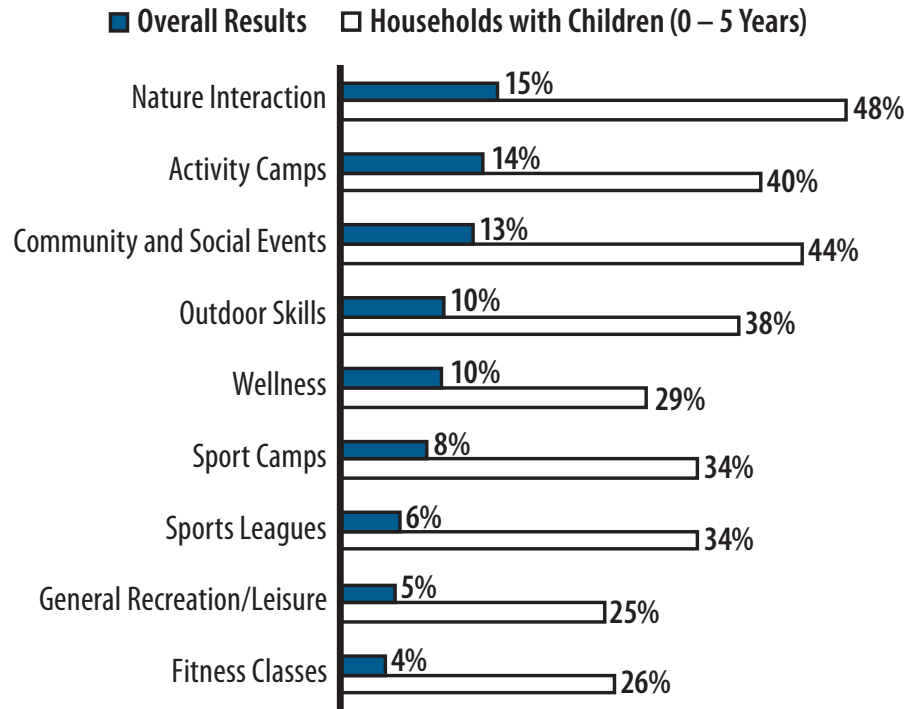
**QUESTION:**

Please identify the types of recreational programs that you think should be more readily available and/or improved in District 69 (Oceanside) for each age group.

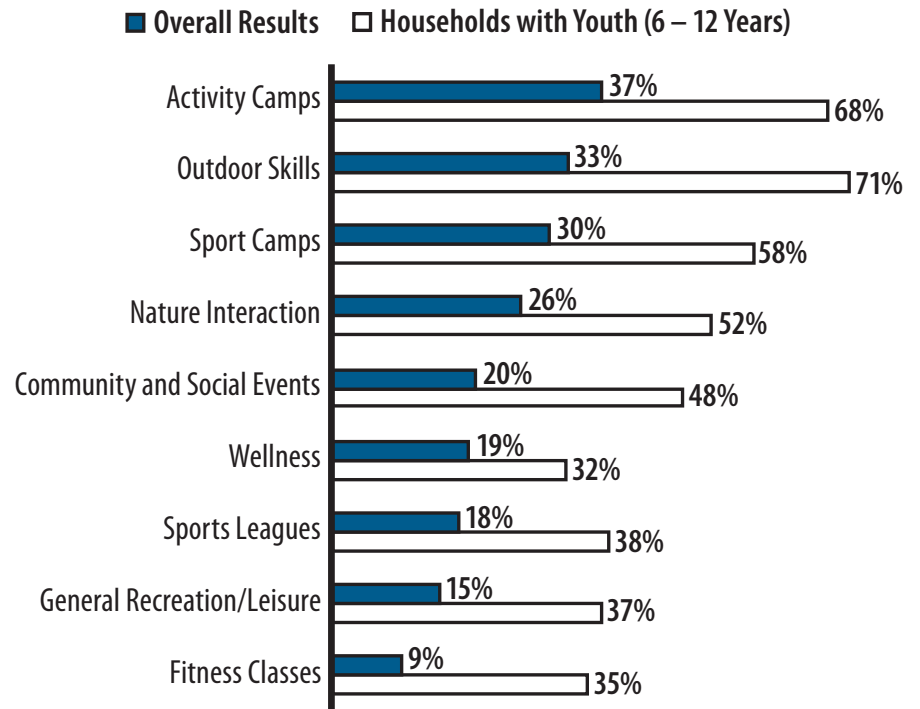
Each of the following graphs shows overall results as well as results provided by households with members in the correlating age categories. Nature interaction is the top program need for children 5 years and young while wellness programs are wanted for adults and seniors.

The graphs on this page indicate the overall results and distinction by age of household members.

## Children (0 – 5 Years)



## Youth (6 – 12 Years)



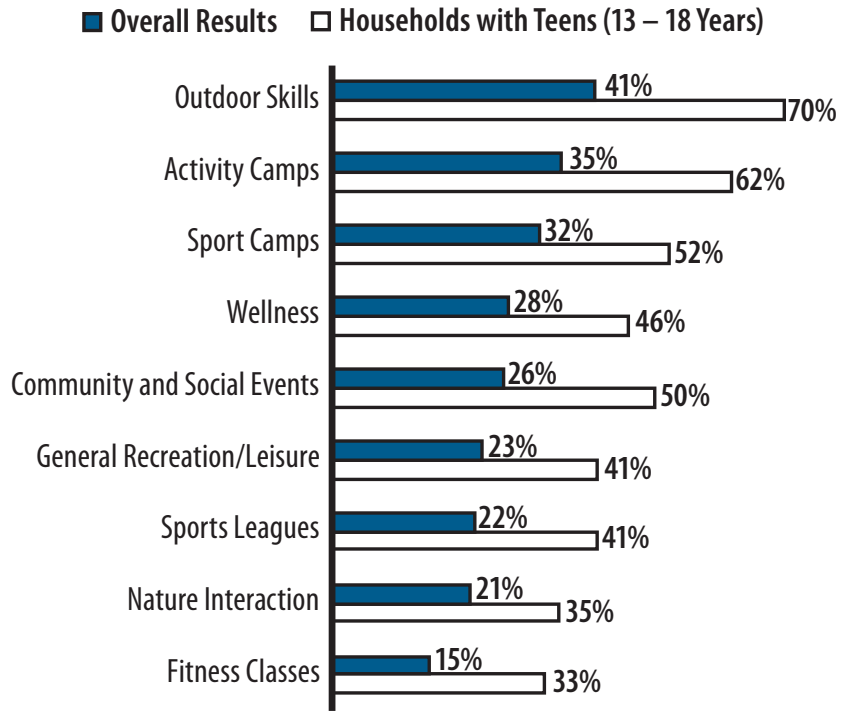
## Types of Programming Desired (Continued)

**QUESTION:**

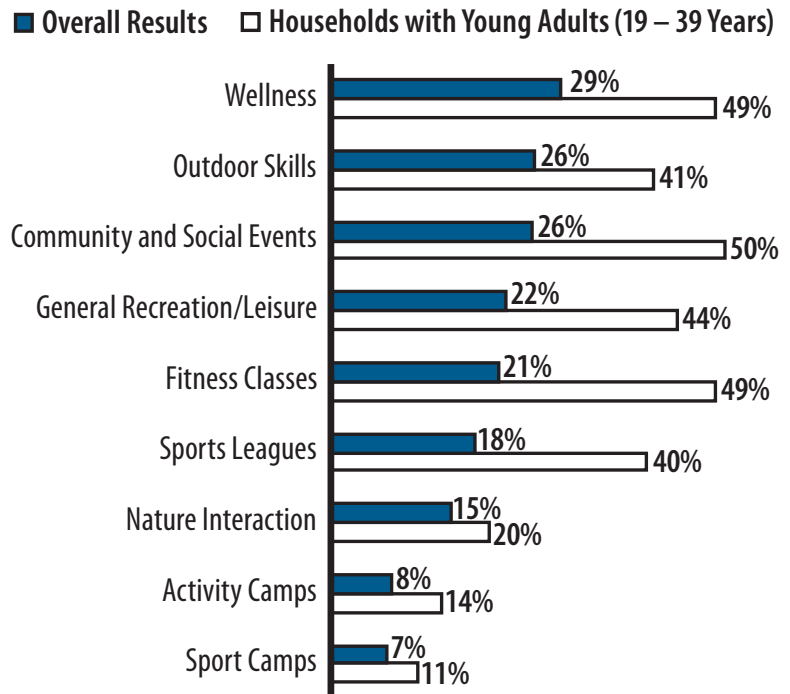
Please identify the types of recreational programs that you think should be more readily available and/or improved in District 69 (Oceanside) for each age group.

The graphs on this page indicate the overall results and distinction by age of household members.

### Teens (13 – 18 Years)



### Young Adults (19 – 39 Years)



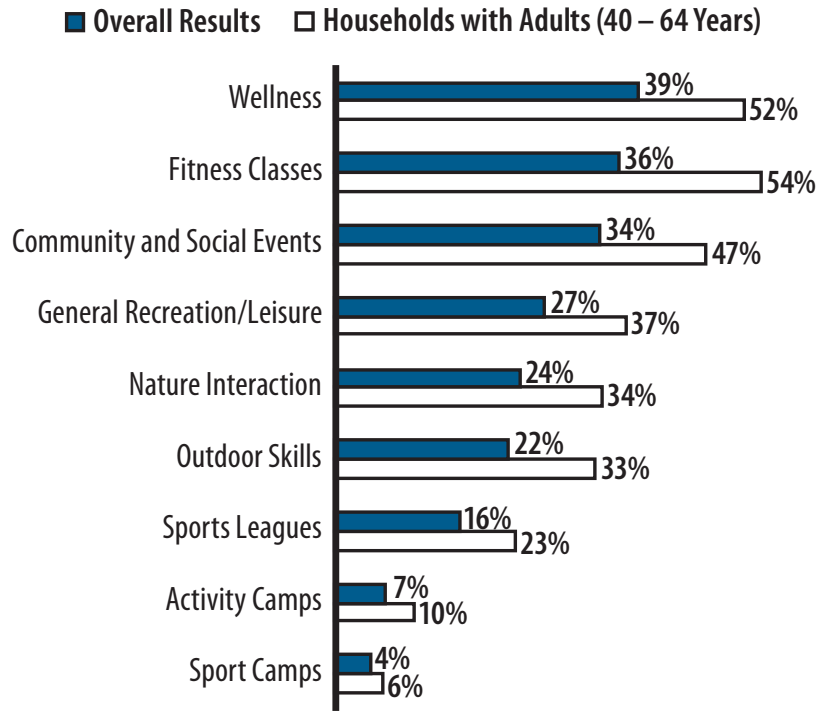
## Types of Programming Desired (Continued)

**QUESTION:**

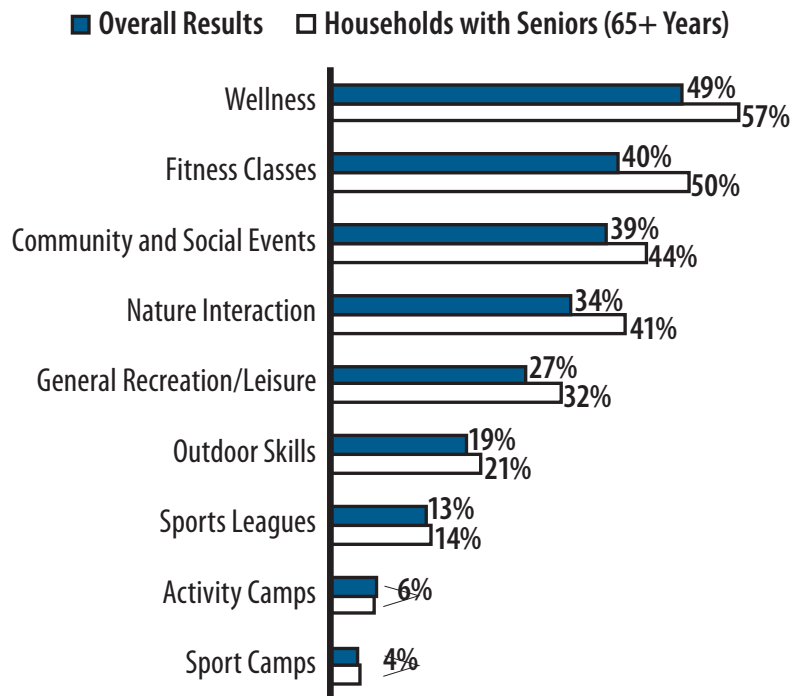
Please identify the types of recreational programs that you think should be more readily available and/or improved in District 69 (Oceanside) for each age group.

The graphs on this page indicate the overall results and distinction by age of household members.

### Adults (40 – 64 Years)



### Seniors (65+ Years)



## Results by Area

<b>Children (0 – 5 Years)</b>	<b>PV</b>	<b>QB</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Nature Interaction	14%	14%	16%	19%	15%	16%
Activity Camps	12%	12%	10%	17%	19%	12%
Community and Social Events	13%	11%	8%	24%	13%	13%
Outdoor Skills	8%	8%	10%	16%	11%	13%
Wellness	10%	7%	8%	9%	13%	12%
Sport Camps	6%	7%	5%	13%	13%	6%
Sports Leagues	5%	4%	4%	9%	7%	8%
General Recreation/Leisure	6%	4%	5%	12%	4%	6%
Fitness Classes	3%	4%	2%	5%	7%	6%
<b>Youth (6 – 12 Years)</b>	<b>PV</b>	<b>QB</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Nature Interaction	36%	37%	32%	38%	42%	42%
Activity Camps	28%	30%	30%	43%	35%	44%
Community and Social Events	27%	33%	26%	26%	35%	29%
Outdoor Skills	23%	27%	22%	35%	26%	32%
Wellness	22%	19%	13%	31%	20%	18%
Sport Camps	18%	18%	15%	20%	23%	24%
Sports Leagues	18%	19%	14%	20%	17%	20%
General Recreation/Leisure	14%	13%	12%	20%	16%	16%
Fitness Classes	9%	8%	7%	13%	13%	10%
<b>Teens (13 – 18 Years)</b>	<b>PV</b>	<b>QB</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Nature Interaction	36%	38%	40%	49%	43%	54%
Activity Camps	31%	39%	32%	38%	39%	37%
Community and Social Events	26%	38%	28%	29%	37%	34%
Outdoor Skills	25%	27%	21%	36%	32%	31%
Wellness	27%	27%	20%	35%	27%	24%
Sport Camps	24%	22%	21%	29%	25%	23%
Sports Leagues	21%	23%	19%	29%	23%	22%
General Recreation/Leisure	18%	23%	19%	25%	23%	25%
Fitness Classes	14%	16%	12%	18%	18%	15%

## Results by Area (Continued)

<b>Young Adults (19 – 39 Years)</b>	<b>PV</b>	<b>QB</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Nature Interaction	28%	27%	28%	33%	31%	36%
Activity Camps	22%	23%	30%	30%	29%	35%
Community and Social Events	28%	24%	21%	31%	27%	25%
Outdoor Skills	23%	19%	20%	26%	29%	21%
Wellness	21%	18%	23%	24%	27%	20%
Sport Camps	20%	14%	15%	30%	21%	12%
Sports Leagues	14%	15%	14%	17%	17%	21%
General Recreation/Leisure	8%	9%	5%	7%	10%	6%
Fitness Classes	8%	7%	2%	11%	9%	9%
<b>Adults (40 – 64 Years)</b>	<b>PV</b>	<b>QB</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Nature Interaction	35%	37%	33%	47%	45%	45%
Activity Camps	32%	39%	32%	42%	39%	42%
Community and Social Events	35%	35%	24%	40%	36%	37%
Outdoor Skills	27%	24%	19%	31%	36%	22%
Wellness	20%	26%	20%	24%	25%	33%
Sport Camps	20%	22%	18%	21%	25%	38%
Sports Leagues	19%	12%	10%	18%	23%	12%
General Recreation/Leisure	8%	5%	3%	7%	11%	3%
Fitness Classes	6%	4%	1%	7%	5%	6%
<b>Seniors (65+ Years)</b>	<b>PV</b>	<b>QB</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Nature Interaction	51%	53%	40%	47%	49%	51%
Activity Camps	41%	49%	30%	37%	36%	39%
Community and Social Events	43%	42%	32%	34%	36%	38%
Outdoor Skills	31%	37%	35%	25%	33%	40%
Wellness	27%	31%	22%	24%	32%	21%
Sport Camps	20%	19%	18%	13%	18%	27%
Sports Leagues	19%	10%	10%	12%	15%	11%
General Recreation/Leisure	9%	4%	4%	4%	9%	5%
Fitness Classes	5%	3%	1%	3%	5%	3%



## Methods to Promote Opportunities

### QUESTION:

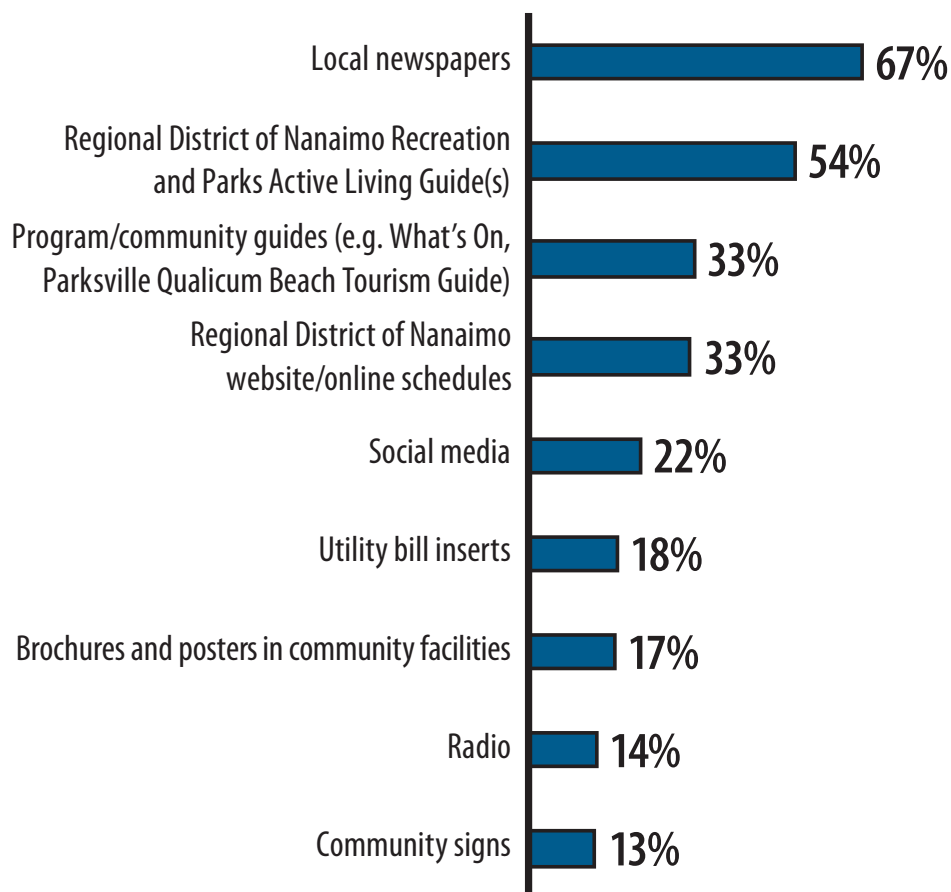
What are the three (3) best ways to get information to your household about recreation opportunities (programs and activities)?

Local newspapers was the top method to promoted opportunities in each electoral area followed by RDN's Recreation and Parks Active Living Guide(s).

### Takeaways

- Local newspapers and the Active Living Guide remain popular methods of receiving information.
- Social media is the third most desired promotion method for households with children.

### Overall Results

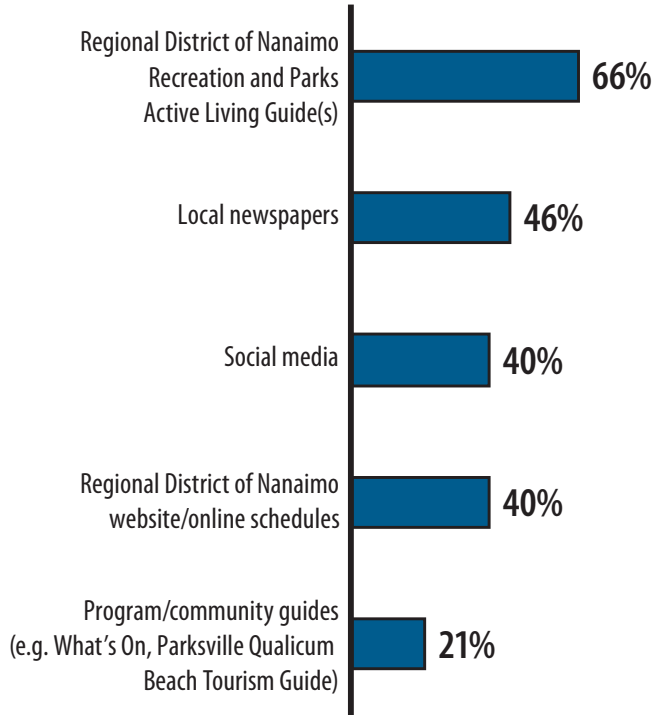


### Results by Area

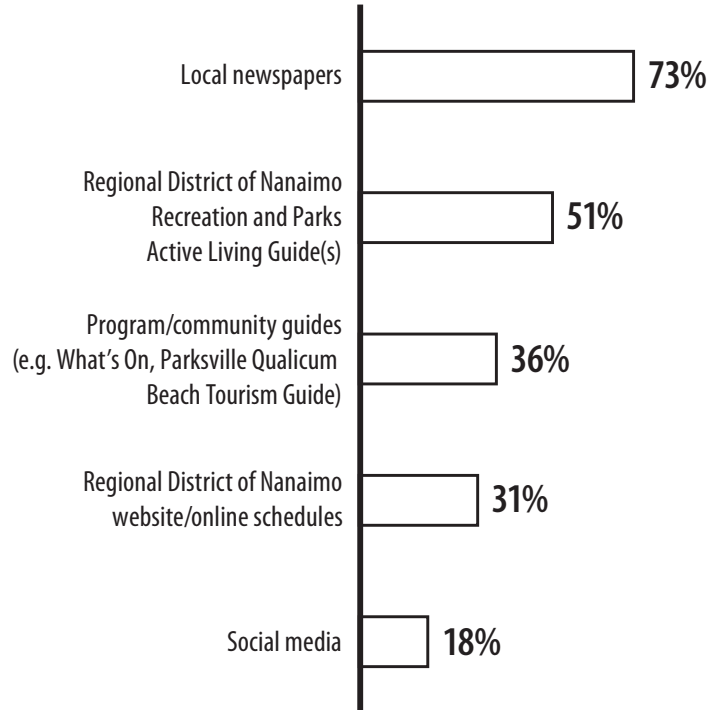
Method	PV	QB	E	F	G	H
Local newspapers	68%	78%	53%	61%	69%	66%
Regional District of Nanaimo Recreation and Parks Active Living Guide(s)	52%	52%	54%	58%	57%	54%
Program/community guides (e.g. What's On, Parksville Qualicum Beach Tourism Guide)	38%	35%	31%	21%	31%	34%
Regional District of Nanaimo website/online schedules	33%	26%	41%	29%	35%	34%
Social media	21%	19%	22%	38%	23%	26%
Utility bill inserts	14%	15%	26%	17%	20%	21%
Brochures and posters in community facilities	18%	22%	14%	15%	11%	18%
Radio	13%	14%	8%	17%	18%	12%
Community signs	15%	13%	14%	14%	12%	14%

## Households with Children VS. Households without Children

### Households with Children: Top 5 Methods of Communication



### Households without Children: Top 5 Methods of Communication



## Additional Analysis

Method	RDN Resident for Less than 5 Years	RDN Resident for 5 Years or More
Local newspapers	67%	67%
Regional District of Nanaimo Recreation and Parks Active Living Guide(s)	47%	57%
Program/community guides (e.g. What's On, Parksville Qualicum Beach Tourism Guide)	38%	32%
Regional District of Nanaimo website/online schedules	33%	33%
Social media	25%	22%
Brochures and posters in community facilities	19%	16%
Utility bill inserts	18%	17%
Community signs	14%	13%
Radio	12%	15%

# COMMUNITY GROUP QUESTIONNAIRE

A Community Group Questionnaire was fielded to a wide array of organizations in District 69. A web link to an online version of the questionnaire was emailed to group representatives and a paper copy option was also made available for completion. Group representatives were asked to complete the questionnaire by considering the perspectives of all members of their organization. To ensure a diverse range of feedback, only one submission per organization was accepted.

In total, 60 groups provided a response to the questionnaire. Participating groups represented a broad spectrum of activity and program types, interests, sizes, and locations in the Oceanside area. A list of participating groups can be found in the appendices.

**Note: Some questions in the questionnaire were not answered by every group. The percentages shown in the findings reflect the response to that specific question.**

## Profile of Participating Groups

To begin the questionnaire, group representatives were asked a number of questions pertaining to their organization. Summarized as follows are key characteristics of groups that participated in the Community Group Questionnaire.

- Participating groups represent all age ranges.
  - » 10 groups (17%) have participants that are children (ages 0 to 5 years)
  - » 23 groups (38%) have participants that are youth (ages 6 to 12 years)
  - » 28 groups (47%) have participants that are teens (ages 13 to 17 years)
  - » 47 groups (78%) have participants that are adults (ages 18 to 59 years)
  - » 44 groups (73%) have participants that are seniors (ages 60 and older)
- The majority of participating groups (33 groups, 55%) expect to grow in coming years while 25 groups (42%) expect to remain stable. Only 2 groups (3%) expect to experience a decline.
- Participating groups obtain funding for their organization's programs and activities from a variety of sources. The top five funding sources identified by participating groups are:
  1. Registration fees from participants (51 groups, 85%)
  2. Grants or funding support from the private sector (22 groups, 37%)
  3. Grants or funding support from senior levels of government (19 groups, 32%)
  4. Access to free or low cost facilities/spaces (19 groups, 32%)
  5. Grants or funding support from the Regional District of Nanaimo (18 groups, 30%)

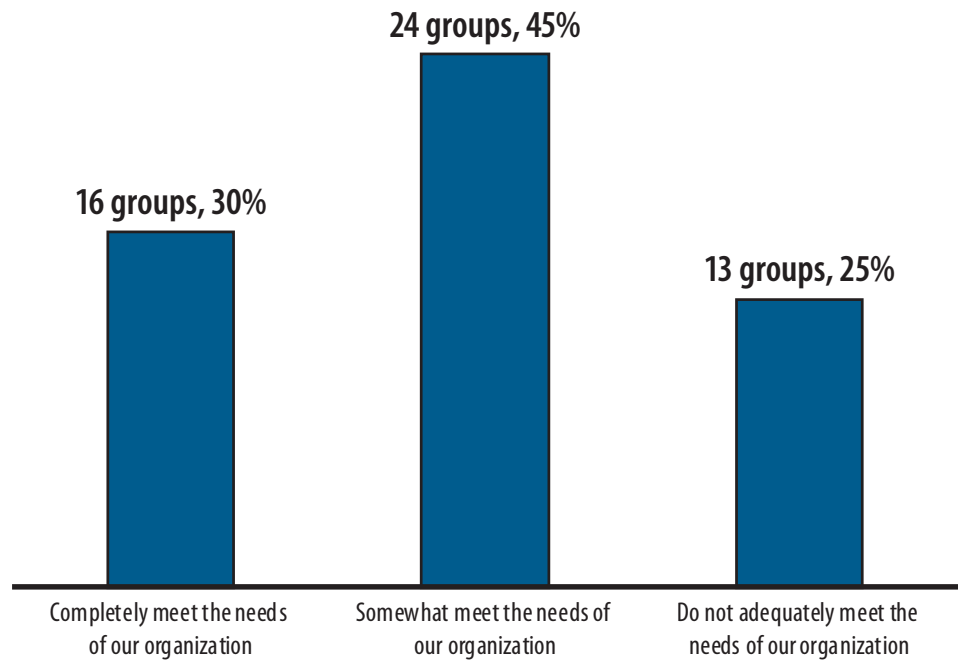
## Current Satisfaction with Facilities

As illustrated in the adjacent graph, 40 groups (75%) indicated that current recreation facilities in District 69 meet their organization's needs to some degree (completely or somewhat) while 25% indicated that current facilities are inadequate for their organization.

Space was provided in the survey for group representatives to identify any enhancements/improvements that would improve their group's enjoyment of the existing facilities used. In total, 48 comments were provided. Prevalent themes from the comments provided included:

- Challenges related to storage.
- Cost to access to facilities and spaces.
- The need for enhanced amenities such as change rooms/areas and parking.
- Occasional issues with maintenance of the facilities that their group uses.

To what degree do the current recreation facilities and spaces in District 69 (Oceanside) meet the needs of your organization?

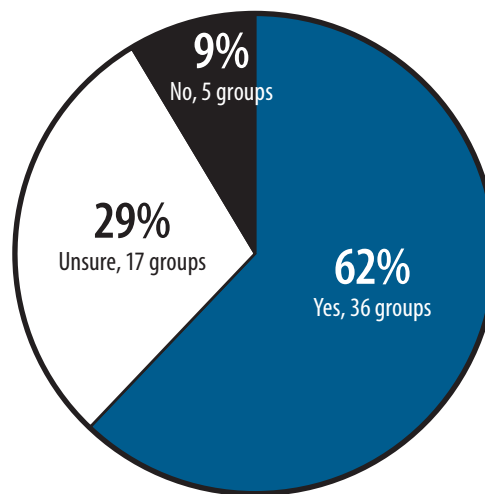


## Need for New and Enhanced Indoor Facilities

Group representatives were next asked if their organization believes that new or enhanced **indoor** recreation facilities are needed in District 69 (Oceanside). As illustrated by the adjacent graph, over half of the groups (36 groups, 62%) believe that new or enhanced indoor facilities are needed. A number of participating groups (17 groups, 29%) were unsure.

Group representatives who answered “yes” or “unsure” to the previous question were then provided with a list of **indoor** facility types and asked to indicate if their organization felt that new development of those facilities should occur and/or if existing facilities should be enhanced. Group representatives were provided with the option of selecting both answers if deemed applicable. If group representatives did not believe new or enhanced facilities were needed, they were instructed not to select a response. The chart below provides an overview of the responses.

Does your organization feel that new or enhanced **indoor** recreation facilities are needed in District 69 (Oceanside)?



Facility/Space	New Facility/ Facilities Should Be Built	Existing Facility/ Facilities Should Be Enhanced
Health and Wellness Centre/Fitness Centre	19 groups (36%)	13 groups (25%)
Teen/Youth Centre	13 groups (25%)	5 groups (9%)
Indoor Swimming Pool	11 groups (21%)	11 groups (21%)
Multi-Purpose Recreation Facility	24 groups (45%)	13 groups (25%)
Performing Arts Centre	10 groups (19%)	8 groups (15%)
Seniors Centre	8 groups (15%)	11 groups (21%)
Ice Arena	3 groups (3%)	10 groups (19%)

Space was also provided for group representatives to identify “**other**” indoor facility types that should be developed and/or enhanced. Seventeen additional responses were provided. The majority of these responses further described amenities that should be included in facilities identified in the list provided. New facility types (not included in the list) that were identified are noted as follows:

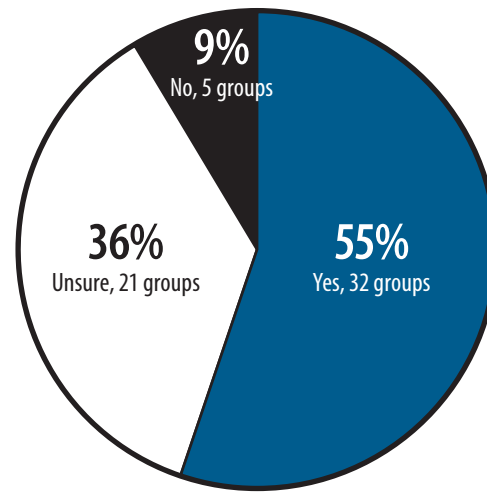
- Curling facility (3 mentions)
- Covered pickleball courts/lacrosse box (1 mention)
- Science centre/interpretive learning facility (1 mention)
- Indoor tennis facility (1 mention)

## Need for New and Enhanced Outdoor Facilities

Group representatives were next asked if their organization believes that new or enhanced **parks and outdoor** recreation facilities are needed in District 69 (Oceanside). Over half of participating groups (32 groups, 55%) indicated support for new or enhanced parks and outdoor spaces. Similar to the indoor facility question, a large proportion of groups (21 groups, 36%) are unsure if new or enhanced parks and outdoor facilities are needed.

Group representatives who answered “yes” or “unsure” to the previous question were then provided with a list of **park/open spaces and outdoor recreation** facility types and asked to indicate if their organization felt that new development of those spaces or facilities should occur and/or if existing spaces or facilities should be enhanced. Group representatives were provided with the option of selecting both answers if deemed applicable. If group representatives did not believe new or enhanced facilities were needed, they were instructed not to select a response. The adjacent chart provides an overview of the responses.

### Does your organization feel that new or enhanced parks and outdoor recreation facilities are needed in District 69 (Oceanside)?



Facility/Space	New Facility/ Facilities Should Be Built	Existing Facility/ Facilities Should Be Enhanced
Bicycle/Roller Blade Paths	10 groups (19%)	6 groups (11%)
Walking/Hiking Trails	10 groups (19%)	14 groups (26%)
Natural Parks and Protected Areas	7 groups (13%)	13 groups (25%)
Picnic Areas and Passive Parks	10 groups (19%)	14 groups (26%)
Track and Field Facility	14 groups (26%)	4 groups (8%)
Playgrounds	10 groups (19%)	8 groups (15%)
Sports Fields (rectangular fields and ball diamonds)	8 groups (15%)	10 groups (19%)

Space was also provided for group representatives to identify “**other**” parks/ open space and outdoor recreation facility types that should be developed and/ or enhanced. Nineteen additional responses were provided. New facility types mentioned (not included in the list above) are identified as follows:

- All weather or artificial turf sport fields (4 mentions)
- New pickleball facility (2 mentions)
- Public golf course (1 mention)
- Nature centre (1 mention)
- Frisbee golf course (1 mention)
- Skateboard park (1 mention)
- Pump track (1 mention)
- Outdoor chess tables (1 mention)
- Outdoor flat, covered multi-purpose surface (1 mention)

## Challenges

Group representatives were asked to identify the main overall challenges being faced by their organization. Fifty (50) group representatives provided a response and identified a wide range of challenges and issues. Identified as follows are those challenges and issues identified by multiple groups:

- Generating awareness of programs and activities
- Space needs, particularly storage
- Lack of human resources (staff and volunteers)
- Attracting new members
- Finding affordable program spaces
- Transportation issues for participants
- Overall program funding

Considering the challenges they mentioned, group representatives were next asked to identify the single most important action that the Regional District of Nanaimo and/or its partners could provide to assist their organization. Forty-nine (49) group representatives provided a response and identified supports that would benefit their organization. The majority of these desired supports were facility related and focused on the following:

- Development of more or enhanced on-site storage
- Building new infrastructure to increase the quality of spaces that are available in the area
- Further subsidization of existing facilities to address financial barriers

Other non-facility related supports that were identified by multiple groups included increased marketing and promotions assistance, funding for staff, and adaptations to bookings and allocation processes.



# STAKEHOLDER INTERVIEWS AND DISCUSSIONS

Twenty-nine (29) one-on-one interviews and small group discussion sessions were convened between November 2016 and April 2017 with recreation stakeholders in District 69. The majority of these sessions occurred in person (telephone interviews were arranged only if the stakeholder was not available to attend an in-person session). These sessions provided the opportunity for the consulting team to engage participants in a discussion on the current state of recreation, existing gaps, and potential approaches to address future needs. Findings from the interviews and discussion sessions that were held early on in the engagement process (November and December) also helped inform the development of other engagement tools such as the resident and group surveys.

The types of groups and individuals that participated in the sessions were diverse and included:

- Local amateur sports organizations
- Not for profit community organizations and service providers
- Umbrella groups (those representing multiple organizations)
- Advocacy groups
- Recreation program providers
- Community facility operators
- Private sector providers
- Facility users
- Municipalities located in District 69

\* A complete listing of participating organizations can be found in the appendices.

The topics discussed in the sessions were wide ranging as were the perspectives and opinions provided. To ensure anonymity, comments and viewpoints have not been attributed to any specific participants. As such, the summary findings presented as follows reflect **prevalent themes and findings** from the sessions as noted by the consulting team.

## Topic Area: Current State of Recreation in District 69

- The variety of program offerings was commonly identified as a strength of recreation in District 69.
- The diversity of District 69 (mix of urban and rural communities) was mentioned as a key factor to recreation, and identified as both a strength and challenge related to program and facility provision.
- Interview/discussion session participants overwhelmingly asserted the importance and benefits of recreation programs, facilities and events to individuals and communities within District 69. Commonly identified benefits included:
  - » Building strong and connected communities.
  - » Bridging generational gaps.
  - » Reduction in deviant behavior and associated costs (financial and societal).
  - » Enhanced ability of communities in District 69 to attract and retain residents (community appeal).
- Overall, interview/discussion session participants believe that the Regional District of Nanaimo is doing a good job in the provision of recreational opportunities. Common sentiments expressed included:
  - » Interactions with RDN staff are generally positive.
  - » Appreciation exists among a number of groups for the support provided by the RDN to their groups (e.g. financial, facilitation of scheduling or registrations).
- Geographic inequalities were identified as an issue by some participants, however the challenges associated with providing programs and facilities to a large and diverse region were also acknowledged.





### Topic Area: Trends and Emerging Interests/Activities

- The large population of seniors in the area was referenced by a number of session participants. Trends identified for seniors included:
  - » The continued growth and demand for pickleball.
  - » Trail and pathway use and demand for amenities (e.g. benches, picnic areas, outdoor fitness equipment).
  - » Curling growth and demand (in contrast to overall trends in the sport).
  - » Aquatics fitness programs and lane swimming.
- A number of session participants also perceive that the number of young families moving to the area is increasing, leading to increased demand for day-time parent and tot programming, adult fitness programming, and social opportunities.
- The lack of a critical mass of youth in some areas of District 69 was commonly identified as a challenge that often prohibits the growth of existing programs and/or the emergence of new ones.

### Topic Area: Future Facility Needs

- Discussion session participants generally believe that the Ravensong Aquatic Centre is deficient and does not meet community needs for aquatics.
  - » Lack of overall pool capacity, minimal support amenities (e.g. seating areas, lobby space, concessions), and minimal “leisure aquatics” amenities (e.g. play features, slides) were often mentioned during the discussions.
  - » Consensus does not appear to exist among recreation stakeholders and facility users on how to best address current and future needs for aquatics. While some believe expansion of the existing facility is the best “move forward” approach, others believe that the RDN should explore developing a new facility. Debate also occurred in a number of the sessions as to whether the area could support two separate facilities.
- Indoor ice provision is generally viewed as sufficient.
- Varying viewpoints exist on how the RDN should invest future capital and operating resources.
  - » Some session participants expressed that the RDN should focus on developing facilities in under-served rural areas. However the viewpoint that the RDN should focus on population centres or “hubs” was also commonly expressed.

- The need for and benefits of developing a synthetic turf sports field was expressed by a number of user groups.
  - » Benefits identified included: longer playing seasons, increased event and tournament hosting ability, and the potential for sport tourism.
- Concern and a lack of clarity exists over the future of the curling facility in Oceanside.
  - » Session participants that were both affiliated with the Club and not affiliated with the Club expressed that there is a need for a long term solution for the current facility (or a replacement of the current facility).
  - » As identified previously, curling was commonly identified as a growing sport in the area.

### Topic Area: Potential Enhancements to Service Delivery

- While not necessarily a significant issue, session participants acknowledged that communication among community groups, the RDN, and municipalities in the area could always be improved.
- A lack of clarity does appear to exist among some stakeholders and organizations as to future responsibilities for planning and capital development.
- Some group representatives expressed that their organizations would benefit from increased support in areas such as grant writing, volunteer recruitment, and promotions and marketing.
  - » Some group representatives believe that the RDN is ideally positioned to lead or facilitate these opportunities.
- Opportunities to further integrate recreation with arts and culture was identified.
  - » Some discussion session participants expressed that the RDN should further engage with the arts and cultural sector in Oceanside to identify collaborative opportunities.
- Some discussion session participants believe that the RDN needs to further clarify and communicate those programs and facilities it will provide directly, and what is more appropriately provided by external providers (not for profit groups, private sector).



# SIX

## SUMMARY AND KEY FINDINGS

### INCLUDED IN THIS SECTION:

- Identification of key summary findings from the research and engagement (for further exploration as the Master Plan is developed).

The research and engagement findings presented in this report document provide the project team with a wealth of information that will be used to inform the development of the Recreation Services Master Plan. Identified as follows in this section are **key summary findings** that have emerged and which will be further explored as recommendations and strategic directions are developed.

### Areas of Strength

- Residents value recreational opportunities (69% indicated that recreation is “very important” to their household’s quality of life; 82% indicated that recreation is “very important” to the community in which they live).
- There exists a large number and variety of community organizations in the Oceanside area. Consultation findings suggest that most current organizations are successfully achieving their mandates and expect to remain viable into the future.
- The majority of residents (80%) are satisfied with RDN recreation services in District 69. Since 2006, the number of residents satisfied has increased by 13%.
- While a large multi-purpose RDN facility for recreation programming in District 69 does not currently exist, this circumstance has resulted in a number of successful partnerships, collaborations and a strong community level presence.
- Strong maintenance and management practices are in place for RDN operated facilities and programming.
- Operational roles and responsibilities between the RDN, municipalities located within District 69, and community partner organizations are generally well understood and seamless.
- The RDN has invested resources into the promotions and marketing of programs and opportunities.

## Service Delivery Challenges

- Fifty-one percent (51%) of households believe that new or enhanced indoor recreation facilities are needed in District 69, while 49% believe new or enhanced parks and outdoor recreation facilities are needed.
- The service area is diverse; the RDN will be required to determine appropriate levels of service provision within available resources.
- A lack of youth “critical mass” was identified as a barrier to program provision and may impact the viability of executing on some new opportunities.
- Some residents continue to face a variety of challenges that impact their ability to access recreation opportunities. A number of these challenges are complex and may be difficult to fully address (e.g. transportation, cost, physical limitations).

## Specific Infrastructure Considerations and Issues

- There exists demand for a multi-purpose recreation facility that could accommodate programming and fitness activities. The development of a facility of this nature would also align with observed trends in recreation provision and create efficiencies for the RDN and partner organizations. However, the benefits of developing this type of facility will need to be carefully weighed with the impacts on existing community infrastructure, cost vs. benefit, and resident accessibility.
- The Ravensong Aquatic Centre remains a highly utilized and in-demand recreation amenity (resident survey findings revealed that Ravensong was the most utilized indoor recreation facility by District 69 residents). Consultation findings additionally reflect that improved indoor aquatics provision is among the highest infrastructure priorities for residents and user groups. However varying viewpoints exist on the best move forward approach to improve indoor aquatics provision in District 69 (e.g. enhancements to the existing facility vs. new development). The option(s) recommended by the Master Plan will need to take into account a variety of factors which include capital and operating costs, benefits, impacts on existing facilities and opportunities to address other identified recreational needs.
- Although overall resident demand for an outdoor multi-purpose or “multi-plex” type of sport facility (e.g. rubberized track, artificial turf field) is lower than some other facility types, demand for this type of facility among potential primary user groups is high. While this type could be required at some point in the future, the Master Plan will need to further clarify potential timing, site and amenity requirements and the overall financial impacts of developing such a facility in District 69.

- In contrast to broader national trends, curling participation in the area is high and is experiencing continued growth. It is likely that there will be a need to sustain the current level of curling facility capacity (e.g. total number of curling sheets in the area).
- Current indoor ice arena provision in District 69 appears to be sufficient.
- While operational and day to day roles and responsibilities are well understood, less clarity exists around roles and responsibilities related to future facility planning and potential new development.
- Trails and pathways are a significant leisure amenity for District 69 residents. While the provision of this amenity is not the responsibility of the District 69 Recreation Department, opportunities to provide input and add a recreational “lens” to planning discussions led by other RDN departments should be further explored. Expanded opportunities to further utilize trails for District 69 recreational programming should also be considered.





# APPENDICES

<b>A: Resident Questionnaire Tool . . . . .</b>	<b>85</b>
<b>B: Community Group Questionnaire Participating Organizations . . . . .</b>	<b>96</b>
<b>C: Interview and Discussion Session Participants . . . . .</b>	<b>97</b>
<b>D: Current Planning Review. . . . .</b>	<b>98</b>

**A**

## **RESIDENT QUESTIONNAIRE TOOL**

## DISTRICT 69 (OCEANSIDE) RECREATION SERVICES MASTER PLAN

# HOUSEHOLD QUESTIONNAIRE



**Survey Code:** \_\_\_\_\_

The Regional District of Nanaimo is developing a Recreation Services Master Plan for District 69, commonly referred to as Oceanside. The Master Plan will provide a long term strategic plan for the delivery of recreation services and will help guide decisions pertaining to current and future infrastructure, programming, and the overall delivery system.

Engagement with residents is a key aspect of the project. This feedback along with other research and engagement being conducted will be used to develop the Master Plan.

Please have an adult in your household complete this questionnaire by considering the needs of all members of your household. Responses are anonymous. If you have any questions on this survey or the project please contact Dean Banman, Regional District of Nanaimo, Recreation and Parks Department at (250) 248 – 3252 or RC Strategies+PERC at 1 (877) 727 – 9204 (toll free number).

Completed questionnaires can be dropped off to the customer service desk at the Ravensong Aquatic Centre or Oceanside Place. Alternatively they can be mailed to RC Strategies+PERC at 2004 Sherwood Drive, Sherwood Park, Alberta, Canada, T8A 0Z1.

### SECTION ONE: CURRENT RECREATION PARTICIPATION

1. Overall, how important are recreation opportunities (facilities and programs) to...

Category	Very Important	Somewhat Important	Not Important	Unsure
... your household's quality of life?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
... the community in which you live?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
... the attractiveness/appeal of the region?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Which of the following recreation (and related) activities did you and/or members of your household actively participate in during the past 12 months? Select all responses that apply.

- Agricultural (e.g. equestrian, rodeo)
- BBQ/picnic/social gathering
- Ball (baseball, softball, slo-pitch)
- Beach volleyball
- Boating (motorized)
- Camping
- Community events (e.g. Canada Day, KidFest, Qualicum Beach Family Day)
- Cricket
- Curling
- Cycling/mountain biking
- Dance
- Dog walking
- Fitness training at a gym (e.g. cardio, weight training)
- Fitness classes (e.g. spin, yoga, boot camp)
- Football
- Gardening



- Golf
  - Gymnastics
  - Hiking
  - Hockey (structured/league)
  - Ice skating program (e.g. figure skating, learn to skate)
  - Ice skating ("drop in" public skating and/or shinny)
  - Indoor gymnasium sports (e.g. basketball, volleyball, badminton)
  - Kayaking/canoeing/paddle sport
  - Lacrosse
  - Lawnbowling
  - Outdoor court/paved surface sports (e.g. street hockey, basketball)
  - Performing arts (e.g. program, play)
  - Pickleball
  - Rollerblading/inline skating
  - Rugby
  - Soccer
  - Swimming: indoors as part of a registered program or class (e.g. swimming lessons, aqua size)
  - Swimming: indoors on a casual/drop-in basis (e.g. "leisure swimming", lane swimming)
  - Swimming: indoors as part of an aquatics sport organization (swim club)
  - Swimming: outdoors at the beach
  - Tennis
  - Track and field
  - Visual arts (e.g. painting, pottery, quilting)
  - Walking/jogging
  - Wildlife watching/bird watching/nature appreciation
  - Other (please specify): \_\_\_\_\_
3. What are the main reasons you and/or members of your household participate in recreation and related activities?  
Please select all that apply.
- Competition
  - Experience a challenge
  - Fun/entertainment
  - Help the community
  - Improve skills and/or knowledge
  - Meet new people
  - Physical health/exercise
  - Relaxation/ to unwind
  - Satisfy curiosity
  - To spend time with friends/family
  - Other (please specify): \_\_\_\_\_



4. What, if anything, limits you and/or members of your household from participating in recreation opportunities? Please select all that apply.
- Lack of time
  - Lack of interest
  - Cost of programs
  - Inconvenient times
  - Age/health issues
  - Lack of facilities
  - Lack of transportation
  - Location of facilities
  - Nothing
  - Other (please specify): \_\_\_\_\_
5. For each of the following recreation facilities and spaces in District 69 (Oceanside), please estimate how frequently in the previous twelve (12) months someone in your household used or visited it.

Facility/Space	1 – 9 Total Household Uses/Visits	10 – 20 Total Household Uses/Visits	21+ Total Household Uses/Visits	Did Not Use or Visit
City of Parksville				
Oceanside Place Ice Arenas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oceanside Place (meetings rooms/ multi-purpose rooms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parksville Curling Club (District 69 Arena)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skateboard Park (Parksville Community Park)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horseshoe Pits (Parksville Community Park)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parksville Community Park (playground, gazebo, picnic area, splash park)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tennis Courts in Parksville (all locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pickleball Courts in Parksville (all locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sports Fields in Parksville (all locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ball Diamonds in Parksville (all locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Former Parksville Elementary School (PES)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parksville Lawn Bowling Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MacMillan Arts Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parksville Community and Conference Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parksville Seniors Drop-In Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Fitness and Wellness Facilities/Studios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Gymnasiums (excluding the former Parksville Elementary School)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks, Trails/Pathways, and Open Space (all locations/areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playgrounds (all locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Town of Qualicum Beach				
Ravensong Aquatic Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualicum Commons (former Qualicum Beach Elementary School)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualicum Beach Civic Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Facility/Space	1 – 9 Total Household Uses/Visits	10 – 20 Total Household Uses/Visits	21+ Total Household Uses/Visits	Did Not Use or Visit
Skate Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMX Track	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualicum Beach Community Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lawn Bowling Club (indoor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lawn Bowling Club (outdoor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualicum Beach Curling Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tennis Courts (all locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sports Fields in Qualicum Beach (all locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Fitness and Wellness Facilities/Studios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualicum Beach Seniors Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ball Diamonds in Qualicum Beach (all locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Old School House Arts Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Gymnasiums (excluding Qualicum Commons)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks, Trails/Pathways, and Open Space (all locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playgrounds (all locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electoral Area E (NanOOSE Bay)				
NanOOSE Place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Fitness and Wellness Facilities/Studios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arbutus Meadows Complex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jack Bagely Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks, Trails/Pathways, and Open Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electoral Area F (Errington, Coombs, Hilliers, Whiskey Creek, Meadowood)				
Errington War Memorial Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bradley Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrowsmith Hall/Coombs Fairgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrowsmith Activity Hall/Coombs Fairgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Fitness and Wellness Facilities/Studios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Gymnasiums	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French Creek Community School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks, Trails/Pathways, and Open Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electoral Area G (San Pareil, French Creek, Surfside, Dashwood)				
Private Fitness and Wellness Facilities/Studios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Little Qualicum Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks, Trails/Pathways, and Open Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Facility/Space	1 – 9 Total Household Uses/Visits	10 – 20 Total Household Uses/Visits	21+ Total Household Uses/Visits	Did Not Use or Visit
Electoral Area H (Qualicum Bay, Bowser, Deep Bay, Dunsmuir, Horne Lake, Spider Lake)				
Lighthouse Community Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualicum Bay Lions Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Fitness and Wellness Facilities/Studios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Gymnasium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks, Trails/Pathways, and Open Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Do members of your household travel outside of District 69 (Oceanside) to access recreation facilities because they are not readily or sufficiently available? *\* Excluding "away games" and competitions.*
- Yes
- No (Please proceed to Question #8)
7. What types of facilities do members of your household travel outside of District 69 (Oceanside) to access because they are not readily or sufficiently available?
- Aquatics
- Fitness/wellness facilities
- Ice arena facilities
- Indoor field house/gymnasium type spaces
- Sport fields (e.g. synthetic turf)
- Arts and cultural facilities
- Trails
- Parks and open space
- Other (please specify): \_\_\_\_\_

## SECTION TWO: SATISFACTION WITH RECREATION SERVICES

8. Overall, how satisfied is your household with recreation services and facilities provided by the Regional District of Nanaimo in District 69 (Oceanside)? *\* The Regional District of Nanaimo operates Oceanside Place and the Ravensong Aquatic Centre. The RDN also offers numerous programs at various community facilities in District 69.*
- Very Satisfied
- Somewhat Satisfied
- Somewhat Dissatisfied
- Very Dissatisfied
- Don't Know/No Opinion

- 9a. Please indicate your level of satisfaction with the following aspects of recreation services in District 69 (Oceanside).

Category	Very Satisfied	Somewhat Satisfied	Don't Know/No Opinion	Somewhat Dissatisfied	Very Dissatisfied
Facility Maintenance					
At Oceanside Place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At Ravensong Aquatic Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At other facilities used for programming by the RDN in District 69 (e.g. schools, community centres)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Category	Very Satisfied	Somewhat Satisfied	Don't Know/ No Opinion	Somewhat Dissatisfied	Very Dissatisfied
<b>Customer Service</b>					
<b>Overall</b> (all interactions with RDN staff)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>At Oceanside Place</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>At Ravensong Aquatic Centre</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Programming</b>					
<b>Overall</b> (all programming offered by the RDN in District 69)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Children and youth oriented programs</b> (e.g. sport programs, summer camps)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Adult oriented programming</b> (e.g. fitness classes, recreational programming)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>At Oceanside Place</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>At Ravensong Aquatic Centre</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Registration Process</b>					
<b>Overall</b> (for all RDN programs in District 69)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>At Oceanside Place</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>At Ravensong Aquatic Centre</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Instruction</b>					
<b>Overall</b> (all programming offered by the RDN in District 69)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Children and youth oriented programs</b> (e.g. sport programs, summer camps)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Adult oriented programming</b> (e.g. fitness classes, recreational programming)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>At Oceanside Place</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>At Ravensong Aquatics Centre</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Promotions and Marketing</b>					
<b>Program Guide</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Promotion of programs in facilities</b> (e.g. poster boards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 9b. Please use the space below to provide any additional comments on your level of satisfaction related to facility maintenance, customer service, programming, the registration process, instruction, and promotions and marketing.

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### SECTION THREE: FUTURE FACILITY NEEDS

10. Do you or members of your household feel that new or enhanced **indoor recreation facilities** are needed in District 69 (Oceanside)?
- Yes  
 Unsure  
 No (Please proceed to Question #12)

- 11a. From the list below, please identify the **indoor recreation facilities** that you or members of your household feel should be developed and/or enhanced.

*Please do not select a response if you do not think new development or enhancement should occur to the facility type.*

Facility Type	New Facility/Facilities Should Be Built	Existing Facility/Facilities Should Be Enhanced
Health and Wellness Centre/Fitness Centre	<input type="checkbox"/>	<input type="checkbox"/>
Teen/Youth Centre	<input type="checkbox"/>	<input type="checkbox"/>
Indoor Swimming Pool (expansion or new facility)	<input type="checkbox"/>	<input type="checkbox"/>
Multi-Purpose Recreation Facility	<input type="checkbox"/>	<input type="checkbox"/>
Performing Arts Centre	<input type="checkbox"/>	<input type="checkbox"/>
Seniors Centre	<input type="checkbox"/>	<input type="checkbox"/>
Ice Arena	<input type="checkbox"/>	<input type="checkbox"/>

- 11b. Please identify any other types of indoor facilities that should be developed and/or enhanced.

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12. Do you or members of your household feel that new or enhanced **parks and outdoor recreation facilities** are needed in District 69 (Oceanside)?
- Yes  
 Unsure  
 No (Please proceed to Question #14)

- 13a. From the list below, please identify the **parks and outdoor recreation facilities** that you or members of your household feel should be developed and/or enhanced.

*Please do not select a response if you do not think new development or enhancement should occur to the facility type.*

Facility Type	New Facility/Facilities Should Be Built	Existing Facility/Facilities Should Be Enhanced
Bicycle/Roller Blade Paths	<input type="checkbox"/>	<input type="checkbox"/>
Walking/Hiking Trails	<input type="checkbox"/>	<input type="checkbox"/>
Natural Parks and Protected Areas	<input type="checkbox"/>	<input type="checkbox"/>
Picnic Areas and Passive Parks	<input type="checkbox"/>	<input type="checkbox"/>
Track and Field Facility	<input type="checkbox"/>	<input type="checkbox"/>
Playgrounds	<input type="checkbox"/>	<input type="checkbox"/>
Sports Fields (rectangular fields and ball diamonds)	<input type="checkbox"/>	<input type="checkbox"/>



13b. Please identify any other types of outdoor facilities that should be developed and/or enhanced.

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14. Would your household support an annual increase in taxation in order to provide new or improved recreation, parks, and trails facilities and services?

- Yes  
 Unsure  
 No (Please proceed to Question #16)

15. How much in additional taxes per year would you be willing to pay to provide new or improved recreation, parks, and trails facilities and services?

- \$20 or less per year  
 \$21 – \$30 per year  
 \$31 – \$40 per year  
 \$41 – \$50 per year  
 \$51 – \$100 per year  
 Over \$100 annually

## SECTION FOUR: RECREATION PROGRAMMING

16. Please identify the types of recreational programs that you think should be more readily available and/or improved in District 69 (Oceanside) for each age group. Please select the appropriate boxes that indicate program type and age group.

Program Type	Children (0 – 5 Years)	Youth (6 – 12 Years)	Teens (13 – 18 Years)	Adults (19 – 39 Years)	Adults (40 – 64 Years)	Seniors (65+ Years)	No Additional Opportunities Required
<b>Nature Interaction</b> (e.g. birdwatching, educational)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fitness Classes</b> (e.g. yoga, spin)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Outdoor Skills</b> (e.g. camping, fishing, survival)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>General Recreation/Leisure</b> (e.g. floor curling, “pick-up” games)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sport Leagues</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sport Camps</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Activity Camps</b> (e.g. summer, weekend)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Wellness</b> (e.g. healthy eating, mental health)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Community and Social Events</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

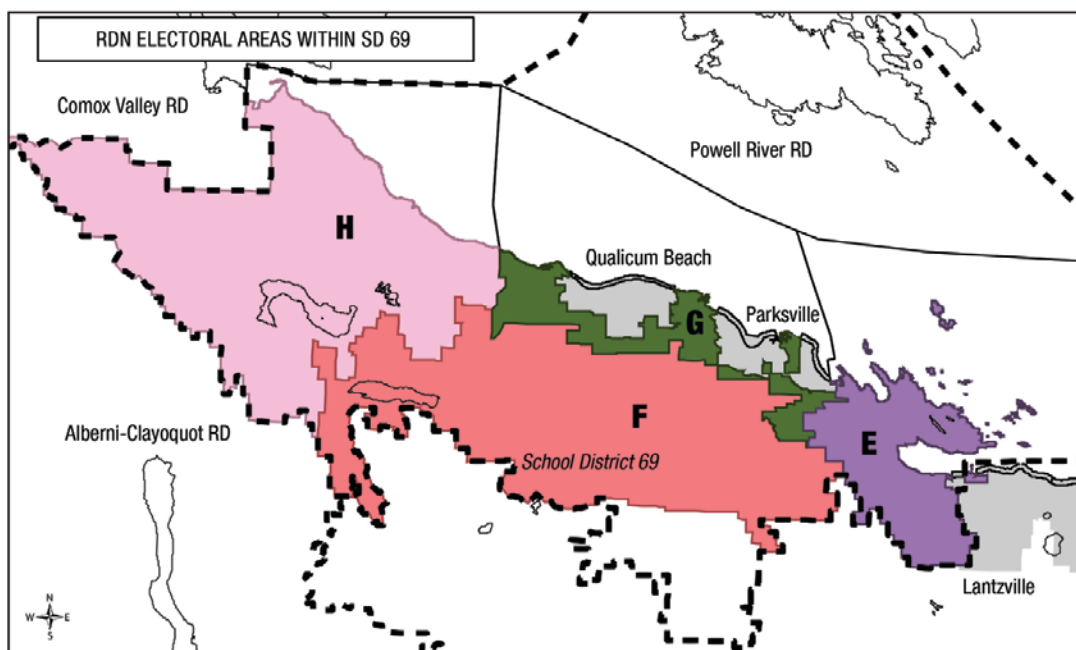
17. What are the three (3) **best ways** to get information to your household about recreation opportunities (programs and activities)?

- Local newspapers  
 Radio  
 Regional District of Nanaimo website/online schedules  
 Regional District of Nanaimo Recreation and Parks Active Living Guide(s)  
 Program/community guides (e.g. What's On, Parksville Qualicum Beach Tourism Guide)  
 Social media  
 Utility bill inserts  
 Brochures and posters in community facilities  
 Community signs  
 Other (please specify): \_\_\_\_\_

## SECTION FIVE: ABOUT YOUR HOUSEHOLD

18. Where is your primary residence?

- City of Parksville  
 Town of Qualicum Beach  
 Electoral Area E (NanOOSE Bay)  
 Electoral Area F (Errington, Coombs, Hilliers, Whiskey Creek, Meadowood)  
 Electoral Area G (San Pareil, French Creek, Surfside, Dashwood)  
 Electoral Area H (Qualicum Bay, Bowser, Deep Bay, Dunsmuir, Horne Lake, Spider Lake)  
 Don't Know  
 Other (please specify): \_\_\_\_\_





19. Do you own or rent your primary residence?
- Own  
 Rent
20. How long have you lived in District 69 (Oceanside)?
- Less than 5 years  
 5 – 10 years  
 More than 10 years
21. Do you expect to be residing in the District 69 (Oceanside) area for the next five years?
- Yes  
 Unsure  
 No
22. Which of the following best describes the type of household in which you live?
- Single Adult(s) with no Dependent Children  
 Single Parent with Dependent Children  
 Couple with no Dependent Children  
 Couple with Dependent Children
23. Please describe your household by recording the number of members in each of the following age groups.
- |                |                |
|----------------|----------------|
| 0 – 4 Years:   | 40 – 49 Years: |
| 5 – 9 Years:   | 50 – 59 Years: |
| 10 – 19 Years: | 60 – 69 Years: |
| 20 – 29 Years: | 70 – 79 Years: |
| 30 – 39 Years: | 80+ Years:     |

**THANK YOU FOR PROVIDING YOUR FEEDBACK!**

### DRAW ENTRY FORM

As a token of thanks for completing this questionnaire, four draws will be made for \$75 RDN Recreation and Parks gift certificates (redeemable at Oceanside Place Arena or Ravensong Aquatic Centre for recreation programs, camps, 10x admissions, and memberships). To be included in the draw, complete and return the entry form below with your survey by March 20<sup>th</sup>. This information will be utilized solely for the purposes of the draw and will not be reported in connection with the responses you have provided.

Name (First Name Only): \_\_\_\_\_

Phone Number: \_\_\_\_\_

# B

## COMMUNITY GROUP QUESTIONNAIRE PARTICIPATING ORGANIZATIONS

1. Better Body's Fitness
2. A Child's P.L.A.C.E
3. Arrowsmith Community Recreation Association
4. Arrowsmith Tennis Club
5. B.C. Masters Swim Program
6. Badminton and Pickleball Program, Lighthouse Community Centre
7. Bard to Broadway Theatre Society
8. Bishops of Bowser Chess Club
9. Bowser Branch #211, The Royal Canadian Legion
10. Cascadia Martial Arts
11. Central Vancouver Island Basketball
12. Coombs Hilliers Recreation and Community Organization
13. District 69 Dart Association
14. Esteem Vocals/Sound Connection Choir
15. ETRA Therapeutic Riding Association
16. Forward House Community Society
17. Fung Loy Kok Taoist Tai Chi
18. Jim's Gym Ltd.
19. Lighthouse Community Hall Society
20. Lighthouse Community Slopitch League
21. Lighthouse Country Business Association
22. Mid Island Distance Running Club
23. Mid Island Floral Art Club
24. Namaskar Yoga Studio
25. Nanaimo Duplicate Bridge Club
26. Nile Creek Environmental Society
27. Oceanside Building Learning Together Society
28. Oceanside Division of Family Practice
29. Oceanside Generals Jr. Hockey Club Society
30. Oceanside Ladies Soccer
31. Oceanside Minor Baseball
32. Oceanside Minor Hockey Association
33. Oceanside Minor Lacrosse Association
34. Oceanside Pickleball Club (OPC)
35. Oceanside Women's Hockey League "OWHL"
36. Parksville & District Historical Society
37. Parksville Adult Badminton Club
38. Parksville Curling Club
39. Parksville Golden Oldies Sports Association
40. Parksville Ladies Pool Group.
41. Parksville Newcomers Club
42. Parksville Oceanside Pickleball Society
43. Parksville Qualicum Beach Tourism
44. Parksville Royals
45. Parksville Slo-Pitch Athletic Group 55+
46. Parksville/Qualicum Tuesday Birdwalk
47. Parkville Quilt House Quilters Guild
48. Qualicum Beach Triathlon Club
49. Qualicum and District Curling Club
50. Qualicum Beach Area Newcomers Club
51. Qualicum Beach Family History Society
52. Qualicum Beach Garden Club
53. Ravensong Action Group
54. Ravensong Aquatic Club
55. Ravensong Waterdancers Synchronized Swimming Club
56. Rivers Oceans and Mountains School
57. Sandy Shores Skating Club
58. Seaside Cruizers Car Club
59. Special Olympics BC - Oceanside
60. VIU—Milner Gardens





## INTERVIEW AND DISCUSSION SESSION PARTICIPANTS

1. Aquatics Facility Users\*
2. Arbutus Meadows
3. Arrowsmith Community Recreation Association
4. Corcan Meadowood Residents Association
5. District 69 School Division—Parents Advisory Committee
6. District 69 School Division—Senior Administration
7. Lighthouse Community Slo Pitch League
8. Nanoose Place Community Centre
9. Oceanside Division of Family Practice
10. Oceanside Minor Hockey
11. Oceanside Minor Lacrosse Association
12. Oceanside Pickleball
13. Oceanside Rage Girls Fastpitch
14. Oceanside Track and Field Club
15. Oceanside Womens' Hockey League
16. Oceanside Youth Soccer Association
17. Parksville Curling Club
18. Parksville Golden Oldies Sports Association (PGOSA)
19. Parksville Seniors' Drop-In Centre
20. Qualicum Beach Curling Club
21. Qualicum Beach Lions Club
22. Qualicum Beach Newcomers' Club
23. Qualicum Seniors Activity Centre
24. Ravensong Aquatics Club
25. RDN Youth Recreation Advisors\*
26. Sandy Shores Skating Club
27. Special Olympics BC—Oceanside
28. Town of Qualicum Beach (Planning Department)
29. City of Parksville

\* Conducted as group discussion sessions. The Aquatics Facility User session included over 25 participants, the majority of whom are individual facility users (not part of an organized group).

# D

## CURRENT PLANNING REVIEW

# Regional District of Nanaimo Planning

## Regional District of Nanaimo Board Strategic Plan 2016 – 2020

The overarching Strategic Plan presents the RDN’s vision, key focus areas, and strategic priorities.

### Vision

Our Region is environmentally, socially, and economically healthy; resilient and adaptable to change. Residents of the Region meet their needs without compromising the ability of future residents to do the same.

### Focus on Service and Organizational Excellence

- We recognize community mobility and recreational amenities as core services.
- We will fund infrastructure in support of our core services employing an asset management focus.
- We recognize and plan for the impact of our aging population.
- We will advocate for transit improvements and active transportation.
- We will ensure our processes are as easy to work with as possible.

### Focus on Relationships

- We value our first nations relationships and will integrate their input in future planning and service delivery.
- We will focus on improved two-way communication within the regional district and with our communities.
- We recognize all volunteers as an essential component of service delivery. We will support the recruitment and retention of volunteers.
- We look for opportunities to partner with other branches of government/community groups to advance our region.

## Recreation Services Master Plan for Oceanside (2006)

The previous Recreation Services Master Plan was developed in 2006. The 10-year plan set direction for recreation services including a philosophic foundation and operating guidelines for service delivery and issues related to the continued provision of recreation facilities and programs. Included in this plan were 66 recommendations which provided guidance in a number of areas, which cover:

- The role of the RDN in providing recreation in the Oceanside area.
- Collaboration and partnerships that should be continued, strengthened, and evolved.
- Infrastructure priorities.
- Opportunities to improve access for individuals facing financial or social barriers.
- Opportunities to further use recreation as a community development mechanism.
- Suggested roles and responsibilities for the Board and Commission.

## RDN 2014 Community Survey

In 2014, the Regional District of Nanaimo conducted a citizen satisfaction survey to capture the perception of resident quality of life in the area. In total, 1,325 responses were gathered via mailout, telephone, and online methods. Results relating to recreation services are displayed below.

### Recreation Related Results

- Of all the RDN services asked about, residents were most satisfied with “parks, trails, and other green space” (89% satisfied, 53% “very satisfied”).
- Two-thirds of residents were satisfied with “recreational programs” (66% satisfied, 26% “very satisfied”).

RDN Service	E	F	G	H	PV	QB
Satisfaction with parks, trails, and other green space	74%	82%	77%	76%	86%	90%
Satisfaction with recreational programs	49%	74%	69%	57%	75%	77%

## Ravensong Aquatic Centre Expansion Update (2013)

Since 2006, the District 69 Recreation Commission and RDN Board have recognized the increasing usage at the Ravensong Aquatic Centre. Feasibility analysis for an expansion to the facility occurred in 2010 and an expansion update was conducted in 2013 to provide the District 69 Recreation Commission and RDN Board an update on past direction and work completed on the possibility of expanding Ravensong Aquatic Centre. Consideration was given to a fitness centre, upgrade of change rooms, pool expansion (leisure pool), multi-purpose room addition, and a new lobby. At the time, the project cost was expected to range from \$7.2M to \$7.8M.

## District 69 Arena (Parksville Curling Club) Building Assessment (2014)

The purpose of the assessment was to confirm the integrity and life expectancy of the District 69 Arena including its structure and major operating systems. Herold Engineering oversaw the completion of facility and systems assessment in 2014 and determined that between \$350,000 - \$500,000 was required over the next three to five years to maintain basic functions of the facility. It also recommended that the new Recreation Services Master Plan could take into consideration the future of the District 69 Arena.

### Recommendations from the Building Assessment Report (2014)

1. That the Parksville Curling Club continue with capital plan responsibilities as per the existing lease agreement and staff be directed to review funding options, including grants, to replace systems and upgrade the facility to continue as a curling club.
2. That Regional District consider alternative facility uses for the District 69 Arena and associated costs as part of the 2016 Recreation Services Master plan process for District 69.

## Arrowsmith Community Recreation Services Delivery Agreement (2017 – 2019)

The Arrowsmith Community Recreation Association (ACRA) currently provides recreation services in Electoral Area F. A service delivery agreement is in place that commits the RDN to support ACRA through 2019, however the agreement could be terminated at the RDN's discretion if desired. The agreement has financial implications as ACRA is supported by the RDN through Northern Community Recreation Program Services.

### Funding Support

- 2017: \$72,328
- 2018: \$72,328 + CPI (Victoria)
- 2019: \$72,328 + CPI (Victoria)

## District 69 Track and Field Facility Feasibility Study (2008)

Submitted to School District 69 and the RDN in 2008, the feasibility study was funded by the School Community Connections program (which is managed for the BC Provincial Government by the Union of BC). A need for a new track and field facility was expressed and investigated in the study. Best practices are presented as well as options and recommendations for moving towards development of a new track.

### Best Practices

- Successful tracks are municipally owned.
- Built to event standards with eight lanes.
- A majority of revenue comes from hosting events.
- Accommodate a variety of community uses when not booked.

### Options

1. A minimum investment level of \$709,000 would allow the current track at Ballenas Secondary School to have curbs (inside and outside) installed, for the track to be resurfaced with track based asphalt, with a limited level of lighting installed.
2. An investment of around \$1.5m would allow a quality training track to be developed. This would have curbs, a quality track surface and all other aspects of a full track, except it would be only four or five lanes, or six lanes on the straight-away and three on the back and curves.
3. An investment of \$2.0m to \$2.5m would allow a full eight lane track to be installed.
4. For the same investment in the track and field facility, a start could be made on a major outdoor sports complex with the track facility being the first investment into that park.

### Recommendations from the District 69 Track and Field Facility Feasibility Study (2008)

- That two strategies be developed, one for a short term approach and one for a long term approach.
- That the short term approach be option 1, using the funding within the School Community Connections (SCC) program to upgrade the current Ballenas Secondary School track, with the other local government and community partners contributing \$375,000 to the SCC \$125,000, and that the project be scaled as far back as necessary to meet this financial target.
- That the long term approach be to continue with the planning and acquisition of land for a new outdoor sports complex, with a track and field facility being one of the first facilities to be developed in that sports complex.

## RDN Operational and Efficiency Review and Recommendation Worksheets (2014)

An Operational and Efficiency Review was conducted for the entire RDN organization, including the Recreation and Parks Department. The purpose of the review was to identify opportunities to streamline service delivery where possible, achieve cost efficiencies, improve service delivery and effectiveness, reduce duplication, enhance services where required and appropriate, and facilitate ongoing performance measurement and analysis.

In connection to the Operational and Efficiency Review, in 2015 the Regional District of Nanaimo developed a comprehensive list of recommendations and desired outcomes for each RDN department. In regards to parks and recreation there are over 100 items listed; relevant items are listed on the following pages.

### Recreation Recommendations

Area	Item	Recommendation	Desired Outcome
Recreation and Parks	Department Strategic Plan	That the Department developed a strategic plan to guide its development that recognizes the diverse services it provides to a broad range of residents over varied geographic zones.	The Department has a strategic plan in place that is working in synchronization with other key planning documents to ensure the provision of recreation and parks services is being delivered at optimal levels with the resources that are made available.
Recreation and Parks	Sports Fields	That the RDN work with City of Parksville, SD69, Town of Qualicum Beach and NPOs to increase the sport field inventory to better accommodate adult (soccer and softball) and minor sport leagues and tournaments. Upgrading existing play fields to sport field standards should be considered in addition to reviewing the need for a multi sport field facility as part of the 2016 Recreation Services Master Plan	Adult and minor leagues have the facilities to host a variety of sporting events, tournaments and leagues.
Recreation and Parks	Nature Programming	That outdoor park programming provided by the RDN within regional and community parks expand to residents throughout the Regional District.	Residents and visitors of the Regional District can register or participate in outdoor programming events and activities throughout the RDN parks.
Recreation	H Programmer	Review the business case for the continuation of the programmer office in EA 'H' and the opportunity to more effectively provide service including the consideration of closure of the programmer office in Bowser and reassign duties to other programming portfolios including outdoor programming, park community liaison and permitting. Continuation to provide programs based in EA H based on demand. Review providing funding to NPO to provide services.	More efficient use of programming resources to the broader community while facilitating recreation service provision in EA H.
Recreation	School Newsletters	Review effectiveness of production of hard copies of school newsletters and reduce or discontinue. Expand digital distribution of newsletter in collaboration with School Districts.	Communication with school based users increased with a reduction of production costs.

Area	Item	Recommendation	Desired Outcome
Recreation	Culture Services	Improve partnerships and collaborations with existing NPO cultural groups in efforts to raise the profile of cultural programs and events in District 69.	Cultural events and programs profiled at an optimal level in District 69 with support from Northern Recreation Services.
Recreation	Recreation Facility Space	That the RDN work with SD69 to lease program space in centrally-located/high-demand areas (i.e. Parksville and Qualicum Beach).	Dedicated program space (gymnasium and multi-use rooms) is available to the public in the local communities based on demand for sport and recreation.
Parks	Parks and Open Space Advisory Committees	That consideration be given to restructure of committees such that EA Directors and staff can develop and maintain consistent and achievable community parks and trails program across the Regional District. Review amend the schedule of POSACs in conjunction with other organizational approaches to community meetings (revised EAPC, "pop-up" Board meetings in EAs, etc).	The community parks and trails system is planned and developed jointly and in collaboration with all Electoral Area directors while increasing opportunities in obtaining informed public feedback and input on the system.
Parks	Park Development Plans	Electoral Area Community parks that require development will use a Park Development Plan to provide public input and budget planning.	That all Community Park requiring development have plans that reflect community input and that costing and phasing is included in the 5-year financial plan.
Parks	Park System Plan	That the RDN develop a RDN Parks and Trails System Plan for all regional and community parks and trails.	The RDN has a Park and Trails System plan encompasses both Regional and Community Parks and that factors in the shared staffing resources between the eight parks and trail functions.
Parks	Bicycle Networks Plans	The each Electoral area has an approved Bicycle Network Plan that incorporates linkages to neighbouring municipalities and electoral areas.	Each Electoral Area in Regional District have approved Bicycle Networks Plans that recognize infrastructure integration with MoTI with linkages with neighbouring communities.
Parks	Community Support of Park Developments	That the RDN consider developing a program similar to the City of Nanaimo where community park development or upgrades require significant funding and participation of the community.	Ensures that park development and use of parks funds are fully supported by the community and not just a few special interest groups or one or two residents. Limited parks funds can be used on projects that are fully supported by the community
Oceanside Place	Arena Scheduling	Review facility scheduling process to increase customer service and increase revenue generation opportunities from open facilities.	Customers can review arena availability on weekends and evening in addition having access to this information on weekdays. Increased revenue to support operations and more efficient use of facilities.
Oceanside Place	Arena Advertising	To further review the contracting out of advertising at the arena to ensure the highest return on revenues is being achieved.	The confirmed method of selling and coordinating advertising at the arena is achieving the highest possible return on revenue.

Area	Item	Recommendation	Desired Outcome
Oceanside Place	Dead Ice Usage	Improve the booking process of unused ice times on evenings and weekends. Consider improved on-line software.	Customers can review and book unused ice times on weekends and evening in addition having access to this service on weekdays.
Oceanside Place	Declining dry floor use	Review operational requirements with declining dry floor use	Facility operating at capacity while factoring dry floor opportunities for community and user groups.
Oceanside Place	Facility Operations	Continue with high level of quality in facility operations, ice making and facility maintenance.	Facility operations meeting and exceeding public expectations.
Oceanside Place	Patron and Staff Safety	Continue to ensure staff and user safety remains a priority in facility operations.	Continue with safety program and inspection and make improvements where warranted.
Ravensong Aquatic Centre	Special Event Provision	Continue to provide special events including theme swims and teen night swims	The pool provides a variety of special event and theme swims to encourage pool use to a broad range of demographic groups.
Ravensong Aquatic Centre	Safety	Continue to ensure staff and user safety remains a priority in facility operations.	Continue with safety program and inspection and make improvements where warranted.
Ravensong Aquatic Centre	Upper Level Course Delivery	Ensure upper level aquatic courses are provided to community that in turn will facilitate training and recruitment of local lifeguard/instructors.	Community has improved access to upper level aquatic courses and the facility has a larger trained resource pool to draw from to use as lifeguards/instructors.
Ravensong Aquatic Centre	Increased Pool Space	That clear direction be developed that aligns community demand with aquatic pool per the feasibility study for the Aquatic Centre. Community needs to be verified through Recreation Services Master Plan in 2016.	That adequate and functional aquatic space is available that meets the needs to the community.
Ravensong Aquatic Centre	Fitness Centre: Community Demand	That clear direction be developed that aligns community demand with fitness per the feasibility study for the Aquatic Centre. Community needs to be verified through Recreation Services Master Plan in 2016.	That adequate and functional fitness space is available that meets the needs of the broader community.
Ravensong Aquatic Centre	Staffing Levels/ Facility Expansion	That as part of the facility expansion review, ensure sufficient staffing levels are achievable to operate a larger facility.	Expanded facility has sufficient staff in place to meet increased service demands.
Ravensong Aquatic Centre	Standing Surf Wave/ Wave Rider	Consider a Wave Rider when expanding the Ravensong Aquatic Centre to capitalize on the growing surfing community on Vancouver Island.	The merits of providing a Wave Rider have been considered when planning and designing the expansion of RAC.

## Youth Recreation Strategic Plan (2011 – 2016)

The purpose of the plan is to outline a clear vision statement for youth recreation services in District 69 as well as to develop programming priorities with identification of corresponding resource requirements, budget and timelines, and an outline identifying assessment benchmarks.

### Vision: Our desired future is...

- Engaged Youth
- Healthy Experiences
- Infinite Possibilities

### Mission Statement: Our core principle is...

- To promote and contribute to a vibrant youth recreation network

### Strategic Directions

Seven Strategic Directions are outlined in the plan along with specific goals, actions, outcomes, and implementation details. The overarching Strategic Directions are:

1. From Direct Programs to Community Development
2. Enhance Communication
3. Foster Youth Leadership
4. Improve Access to Facilities
5. Review Access to Transportation
6. Build Recreation Team
7. Organizational Culture and Communications

## Recreation Program Rationale Checklist (2013)

In 2013, a one-page checklist was developed to help determine whether the RDN should pursue potential new programs or not. Criteria is based on alignment with RDN organizational purpose (vision), financial viability, market positioning, and other key providers/competitors. When staff are considering program design and implementation, they can use this tool to ensure the program meets specific rationale.

### Aligns with organizational purpose: Yes or No?

- The program supports the department mission statement in full or part...
  - » To bring fun, enjoyment and vitality to our community.
  - » To enhance health and fitness.
  - » To enrich human development.
  - » To increase positive social behavior.
  - » To provide direct economic benefits.
  - » To improve the quality of life.

- Program contributes to the health of local citizens.
- Program offers life skills development (i.e. lifesaving skills (first aid, swim lessons, water safety), leadership (LIT, Babysitter's certification, SD 69 Work experience).
- Programs for youth (11-18 yrs) support the Youth Recreation Strategic Plan (2011-2016) including these strategies: From direct programs to community development, Enhance communication, Foster youth leadership, and Improve access to facilities.

### Financial viability: Good or Poor?

- Program is affordable (i.e. program can be offered at a reasonable cost to ensure access for all, is at market value, is comparable to other publicly offered programs vs private programs)
- Program follows the department's Fees and Charges Policy, or is identified as a department priority (i.e. through annual planning and budget approval, or special circumstances by Commission or management).

### Market position: Strong or Weak?

- Quality instructors are available.
- Quality facilities/equipment are available.
- Program meets the needs of the District 69 community (i.e. based on program surveys, community meetings and requests).
- Program is open to public registration/participation.
- Program volume is balanced given demographics and population (# of programs : population age and size of community)

### Other key provider/competitor coverage: High or Low?

- RDN Recreation and Parks is the best host/facilitator for the program.
- Program offers introductory and recreational opportunities (i.e. short-term, welcoming programs not otherwise available).



## District 69 Fees and Charges Report (2014)

The purpose of this 2014 report was to seek approval of fees and charges bylaws. In addition to the proposed prices, a philosophy was outlined to guide the setting of fees and charges based on recovery rates.

### Recovery Rate Philosophy

Area	Item	Recommendation	Recovery Rate
<b>Building Healthy Communities by Meeting Needs</b>	Community events of significance that benefit the majority of the community and/or citizens.	KidFest, Building Learning Together, Active Aging Week, Terry Fox	<75%
<b>Building Healthy Communities and Citizens by Meeting Goals</b>	<p>Programs and services that develop fundamental skills equally benefiting both the community and individual; youth leadership; fundamental physical movement, wellness, programs for people with consistent barriers or at risk.</p> <p>Programs and services that develop fundamental skills benefiting both the community and individual.</p>	<p>Minds in Motion, core summer programs, after school programming, inclusion</p> <p>Fundamental swimming and skating lessons, Leaders in Training</p>	75 – 100%
<b>Building Healthy Citizens by Meeting Needs</b>	Programs and services that develop fundamental skills benefiting the community but more so the individual based on market demand.	Specialized swimming and skating lessons, guided alpine hikes, Non-Impact Aerobics (NIA), Yoga	>100%
<b>Building Satisfied Citizens by Meeting Wants and Demands</b>	Programs and services that meet the hobbies or special interests demands of individuals that are not met by the private sector.	Specialized camps (sport, art, technology), private swim and skating lessons	>125%

## Planning Undertaken by Municipalities in District 69

### City of Parksville Vision, Mission, and Core Values (2015)

The City of Parksville is a critical partner in the delivery of recreation opportunities to local residents. The City's overarching strategic foundations are important to be aware of to ensure alignment. The following foundation was adopted by City Council in 2015.

#### Vision Statement

We aspire to be the City of choice for ourselves and future generations in a clean, safe, friendly, economically viable and sustainable environment.

#### Mission Statement

To provide good governance, prudent financial management, enhancing Parksville's lifestyle through effective leadership, community involvement and commitment to providing services in an effective, efficient manner to all residents.

#### Corporate Values

- Quality Service
- Fiscal Responsibility
- Environmental Awareness
- Inclusiveness

### Qualicum Beach Vision Statement (2011)

The Town of Qualicum Beach also places importance on recreational opportunities. A vision for a desired future state is found in the Town's Official Community Plan.

Qualicum Beach of the future will be recognized for its:

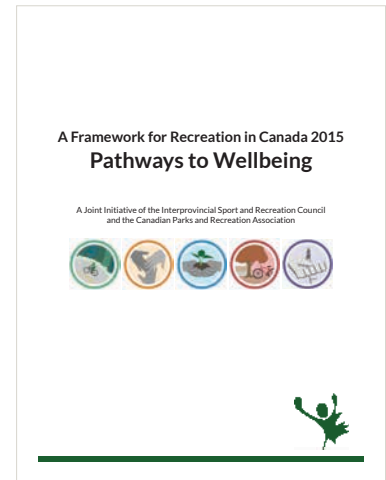
- Outstanding quality of urban and rural life and for its preservation of the natural environment.
- Small-town, village character and ambiance centred around a concentrated, attractive, commercial shopping destination.
- Safe, well-designed neighbourhoods with easy access to nearby rural areas, waterfront, natural areas, shopping, services, schools, workplaces and recreational opportunities.
- Carefully-managed growth and development, while maintaining a sustainable and high quality of life, based on the land use buildout policies contained in this OCP that project a potential maximum capacity of approximately 12,000 people.
- Containment of urban development that is surrounded by a permanently-protected rural green space.
- Preservation and enhancement of the environment, including natural areas, wildlife habitat and air and water quality.
- Vibrant, sustainable economy based on its resource assets, its appeal to tourists, and safe clean industries.
- Efficient up-to-date servicing and infrastructure. Servicing and infrastructure should reflect the goals of the Sustainability Plan, including conservation, reduced consumption, zero waste, renewable energy and reduced water consumption.

# Provincial and National Planning

## A Framework for Recreation in Canada 2015: Pathways to Wellbeing

The Framework is the guiding document for public recreation providers in Canada. The document was jointly developed by the Canadian Parks and Recreation Association and the Interprovincial Sport and Recreation Council in partnership with various stakeholders. It presents a renewed definition and vision of recreation as well as confirms common values, principles, and goals. The Framework was endorsed in February 2015 by the Provincial and Territorial Ministers of Sport, Physical Activity and Recreation, and is supported by the Government of Canada.

The Framework outlines renewed a definition and vision for recreation in Canada as well as five goals.



### Definition of Recreation

Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.

### Vision

We envision a Canada in which everyone is engaged in meaningful, accessible recreation experiences that foster:

- Individual wellbeing
- Community wellbeing
- The wellbeing of our natural and built environments

### Goals

#### Goal 1: Active Living

Foster active living through physical recreation.

- Recreation participation throughout the life course
- Physical literacy
- Play
- Reduce sedentary behaviours

#### Goal 2: Inclusion and Access

Increase access to recreation for populations that face constraints to participation.

- Equitable participation for all regardless of differences such as: socioeconomic status, age, culture, race, Aboriginal status, gender, ability, sexual orientation, or geographic location.

#### Goal 3: Connecting People and Nature

Help people connect to nature through recreation.

- Natural spaces and places are provided
- Comprehensive systems of parks are accessible
- Public awareness and education are promoted
- Negative impacts to the natural environment are minimized

#### Goal 4: Supportive Environments

Ensure the provision of supportive physical and social environments that encourage participation in recreation and help to build strong, caring communities.

- Essential spaces and places are provided
- Existing structures and spaces are being used for a variety of purposes
- Aging infrastructure is being renewed
- Active transportation is prevalent
- Partnerships are maximized
- Recreation education campaigns are established
- Assessment tools are used to ensure accountability
- Community initiatives are aligned

#### Goal 5: Recreation Capacity

Ensure the continued growth and sustainability of the recreation field.

- Increase collaborative efforts among all levels of the recreation field
- Career development to attract and educate new leaders
- Support advanced education in recreation
- Provide development opportunities for organizations and individuals (professional and volunteer)
- Develop community leadership strategies
- Rejuvenate and update volunteer strategies
- Support knowledge development to increase research efforts, data availability, support materials, and the development of new/enhanced post-secondary programs

## Active People, Active Place—BC Physical Activity Strategy (2015)

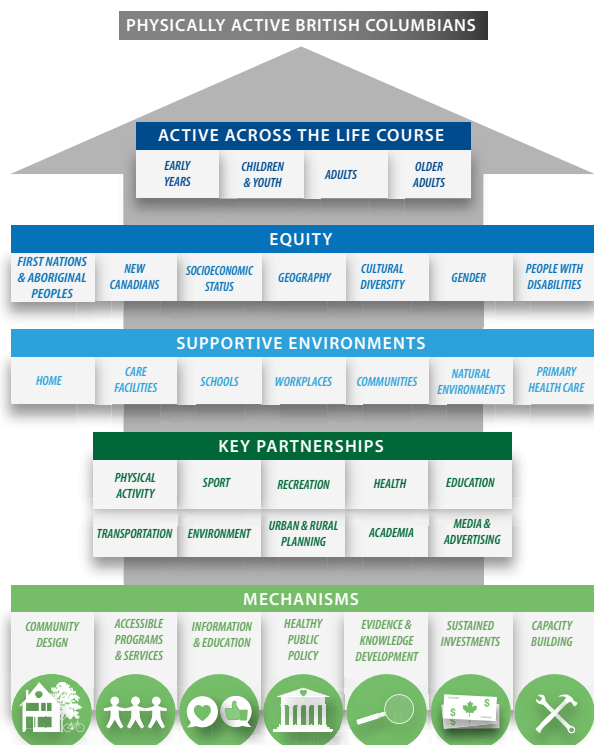
In 2015, the Government of British Columbia established its Physical Activity Strategy to guide and stimulate co-ordinated policies, practices and programs in physical activity that will improve the health and wellbeing of British Columbians.

Seven mechanisms are presented to provide strategic direction.

1. Community Design
2. Effective, Accessible Programs and Services
3. Information and Education
4. Healthy Public Policy
5. Evidence and Knowledge Development
6. Sustained Investments
7. Capacity Building

A number of goals, objectives and actions are presented to further the seven mechanisms. A couple of the objectives pertinent to local government include:

- Enhance opportunities for participation in sport across the life course.
- Build on existing partnerships between local governments, health authorities, school districts, divisions of family practice and sport and recreation at the local level to increase access to affordable physical activity through healthy community design and inclusive programs and services.



## The Way Forward—A Strategic Plan for the Parks, Recreation, and Culture Sector of BC (2008)

The British Columbia Recreation and Parks Association (BCRPA) developed a strategic plan in 2008 to assist the parks, recreation and culture sector. The plan's vision is "a high quality of life for all British Columbians healthy individuals and communities and sustainable environments and economies." The plan also outlines a number of roles for BCRPA, provincial government, post-secondary institutions, and local governments; ways that local governments can support the plan are noted as follows:

- Include healthy living elements in Official Community Plans.
- Articulate and communicate the quality of life vision and their central role in it to build clarity among elected officials, staff, and the community to propel parks, recreation and culture work into a central position of community awareness and support.
- Invest time in building partnerships with adjacent communities and other stakeholders to better articulate shared needs and to collaborate in leveraging each other's limited resources for mutual benefit.
- Educate industry associations and academia on community challenges and needs and on the advocacy they would like industry associations to conduct on their behalf to local and senior governments.
- Work with planning and social planning staff to understand and articulate the diversity, needs and preferences of their community's residents with respect to parks, recreation and culture services and its role in a good quality of life—linking parks, recreation and culture issues to other planning and social planning work.
- Integrate the dimensions of quality of life into all aspects of planning for communities, pursuing actively more sustainable development patterns.
- Explore new uses for parks, recreation and culture assets and spaces that increases their use by key groups in the community.
- Adopt green development and management guidelines for all public facilities, both indoor and outdoor.
- Reconsider the range of conventional parks, recreation and culture facilities and rethink the priority for facilities in light of partnerships with stakeholders who have a quality of life vision for BC residents.

## Canadian Sport for Life (2014)

Canadian Sport for Life (CS4L) is a movement that promotes quality sport and physical activity. It is led by Sport for Life Society, a federal not-for-profit society that was incorporated in September 2014 and comprises experts from sport, health, recreation, and academia who are employed as independent contractors, yet work cooperatively to promote the movement's goals. The movement introduces two important concepts that influence how recreation and sport activity should be planned, promoted, organized, and delivered.

**Long-Term Athlete Development** is a seven-stage training, competition, and recovery pathway guiding an individual's experience in sport and physical activity from infancy through all phases of adulthood. **Physical literacy** is the motivation, confidence, physical competence, knowledge, and understanding to value and take responsibility for engagement in physical activities for life.

Canadian Sport for Life, with Long-Term Athlete Development and physical literacy, represents a paradigm shift in the way Canadians lead and deliver sport and physical activity. The movement calls on municipalities to help further these two important concepts in a variety of ways as outlined below. As it relates to the provision of indoor recreation services and facilities, it is important to consider these roles and the fundamentals of the two concepts as they define a broader social good that is delivered through recreation, ensuring that these concepts are catalyzed through all municipal recreation services, will optimize the benefits and value for public investment in facilities and infrastructure.

Where municipalities can help further the CS4L movement:

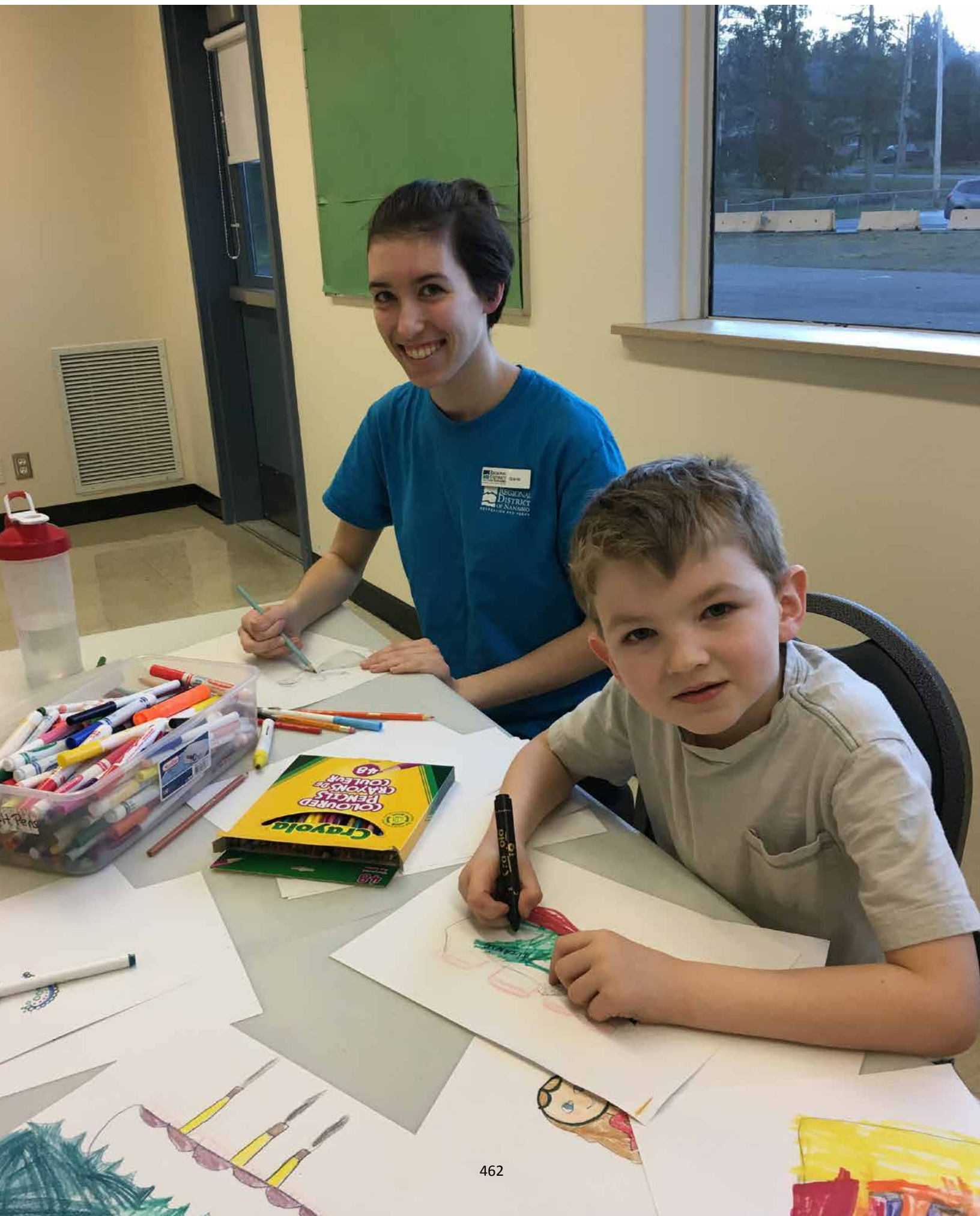
1. Physical Literacy Program Development
2. Municipal Planning and Sport Strategy Development
3. Sport Councils
4. Facility Planning
5. Access and Allocation



### Physical literacy

is the...













Under a new communications services contract, the Nanaimo and French Creek Pollution Control Centres would also be added to our high speed Wide Area Network to realize performance efficiencies for staff data access, centralized equipment monitoring, network security and facility data protection services. The new contract also includes an increased Internet capacity for improved Public on-line services.

An RFP was released on May 30, 2017. Proposals were received from TELUS and Shaw.

TELUS, who currently supplies and supports the RDN's current Layer 3 network infrastructure proposed a Layer 3 network infrastructure in their proposal. The Layer 3 network infrastructure proposed is a fully managed, 24 hours per day, seven days per week Wide Area Network that requires no RDN Information Technology staff support.

Shaw has proposed a Layer 2 network infrastructure which requires additional RDN capital and operational expenditures in order to be managed. Shaw did not schedule the recommended site visit to the RDN in order to get a complete understanding of the project scope in preparation for submitting a proposal response. Current Information Technology staffing resources are not sufficient to support the proposed Shaw solution.

TELUS provided excellent references from local governments for providing communications services for the scope of the RFP requirements. Shaw did not provide adequate references specific to the scope of the RFP requirements.

Overall, TELUS provided a better solution both technically and financially than Shaw.

## **ALTERNATIVES**

Alternative 1 – That the RDN enter into a five-year communications services agreement with TELUS Communications Company for a total cost of \$843,271 commencing October 25, 2017.

Alternative 2 – That the RDN enter into a five-year communications services agreement with Shaw Business for a cost of \$604,707 commencing October 25, 2017 and budget \$241,258 for required capital, including implementation and maintenance costs plus \$108,000 for additional RDN staffing costs for a total cost of \$953,965.

## **FINANCIAL IMPLICATIONS**

The current five-year cost for Communications Services (Wide Area Network, Internet, Local Land-lines, Long Distance and Conference Calling Rates) is \$751,169.00.

Had the current service level been maintained under this new five-year contract, the TELUS solution cost would have been reduced by \$56,820 over the current contract. The Shaw solution would have decreased the cost by \$33,144, when the additional hardware and software maintenance costs are factored in, but would impact staff support costs by approximately \$108,000 over five years.

Due to the improved service levels to be provided under a new contract as noted above, the TELUS proposal increases overall costs by \$92,102 (\$18,420 annually) and the Shaw Proposal, including associated costs, results in an increase of \$202,795 (\$40,559 annually) over the current five-year contract.

	Current Contract	Maintain Current Service Level		Increased Service Level	
	TELUS	TELUS	Shaw	TELUS	Shaw
Five Year Contract costs	751,169	694,349	513,207	843,271	604,707
Required Capital expenditures, including implementation and maintenance			204,819		241,258
Total cost excluding staffing	751,169	694,349	718,025	843,271	845,965
Estimated additional Staffing costs			108,000		108,000
<b>Totals</b>	<b>751,169</b>	<b>694,349</b>	<b>826,026</b>	<b>843,271</b>	<b>953,965</b>

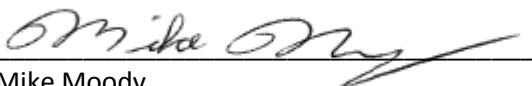
Alternative 1 – The cost of the TELUS Proposal over a five year term is \$843,271. This alternative has no additional RDN capital or staffing costs above the quoted five-year contract cost.

Alternative 2 – The cost of the Shaw Proposal over a five year term is \$604,707 plus the requirement to budget \$241,258 for capital expenditures, including implementation and maintenance, brings the Shaw proposal to approximately \$845,965, slightly over the TELUS proposal. In addition to these costs, the RDN would be responsible for the maintenance of this RDN owned equipment, which could result in as much as \$108,000 for additional RDN staffing costs. Overall, the Shaw proposal plus associated costs, is estimated at \$953,965, which is \$110,000 over the TELUS proposal.

### STRATEGIC PLAN IMPLICATIONS

The operation of communications services and proposed upgrades to those communications services supports the RDN key focus area of Organizational Excellence by creating operational efficiencies for staff and the public with:

- Efficient staff data access
- Centralized equipment monitoring
- Improved network security and data protection services for facilities
- Improved Public on-line services

  
 Mike Moody  
[mrmooody@rdn.bc.ca](mailto:mrmooody@rdn.bc.ca)  
 August 30, 2017

Reviewed by:

- J. Harrison, Director of Corporate Services
- P. Carlyle, Chief Administrative Officer

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

**MEETING:** October 10, 2017

**FROM:** Jamai Schile  
Senior Planner

**FILE:** 0360 20 AAC

**SUBJECT:** AAP Implementation – Composting Facility Project

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### **RECOMMENDATIONS**

1. That the Board receive this report and the results of the composting needs questionnaire.
2. That the Board direct staff to update the “Growing Our Future” website with details of the existing commercial compost facilities in the region.
3. That the Board deem the Composting Facility Project complete.

### **SUMMARY**

The Agricultural Area Plan Implementation Action Plan identifies Project No. 6 - the Composting Facility as a high priority to be addressed in the short-term. In response, the Composting Facility project was launched in July 2016 for the purpose of determining the need for an agricultural compost facility in the region. To date, a targeted questionnaire and a tour of commercial composting facilities in the region has been completed. The questionnaire results show that producers currently have adequate access to compost and do not produce more compostable material than what they can manage on-site. In addition, the questionnaire reveals a general lack of interest for an agricultural compost facility combined with concerns regarding funding and uncertainty about product quality. Based on these findings, staff recommend that the RDN “Growing Our Future” website be updated to include information about existing commercial composting facilities in the region, the project be deemed complete and no further works be undertaken.

### **BACKGROUND**

The Agricultural Area Plan (AAP) Implementation Action Plan for the period 2014 to 2016 identifies six projects, one of which is the Composting Facility project.

At the April 22, 2016, the Agriculture Advisory Committee (AAC) passed a motion recommending that the Board re-prioritize the Composting Facility project from low priority to high priority and from a medium timeframe to a short timeframe. In response, Regional District of Nanaimo (RDN) staff prepared a three-part approach to address the project’s objectives, which was supported by the AAC at its June 24, 2016 meeting.

In July 2016, staff initiated the Composting Facility project. However, since the AAC does not meet regularly, the minutes of the June 24, 2016 AAC meetings were considered by the Committee of the Whole (COW) at its September 13, 2016 meeting. At this meeting, the COW deferred the staff report relating to receiving the composting project update even though the project was near to completion.

*MOVED Director Houle, SECONDED Director Lefebvre, that the minutes of the Agricultural Advisory Committee meeting held Friday, June 24, 2016 be received for information.*

*AAP Implementation – Project 6: Exploration of Composting, Project Discussion.  
This item was deferred*

*Minutes of the Agricultural Advisory Committee meeting held Friday, August 26, 2016.*

*MOVED Director Houle, SECONDED Director Lefebvre, that the minutes of the Agricultural Advisory Committee meeting held Friday, August 26, 2016 be received for information.*

The focus of this report is in response to the deferral, to present the results of the questionnaire and to conclude the AAP Implementation Action Plan item – the Composting Facility project.

## **DISCUSSION**

The Composting facility project consists of three elements, including: a targeted questionnaire to obtain input from farmers, a tour for AAC members of existing composting facilities in the RDN, and an update to the “Growing Our Future” website to provide details of existing composting facilities. Of these elements, all have been completed except for the website update.

The questionnaire received a total of 28 responses from farmers representing a wide range of crops and agricultural practices. The questionnaire revealed that most respondents (74%) use compost that originates from their farm as part of their farm operation. Most respondents (71%) indicated that they do not produce more compostable materials than they need on their own farm. Though there was some interest in having access to a facility where farmers can take large quantities of compostable materials, more than half (55%) of respondents indicated that there is no need for such a facility. Additionally, the respondent’s comments show a lack of interest, concern about costs/lack of funding, considered more suitable venture for the private sector, and questioned whether the quality of the product would be suitable for organic farming. (See Attachment 1 Questionnaire Results).

Based on these findings, it is concluded that the majority of respondents have access to an adequate supply of compost material to meet their on-farm needs and do not produce more compostable material than what they can manage on-site. This combined with the general lack of support indicates that further consideration for a regional agricultural composting facility is not warranted.

While staff are not recommending proceeding further with this project, staff do recommend providing information regarding farm waste composting and the availability of local compost to farms on the RDN website “Growing Our Future”. The website would include the name and contact information for the two existing compost operators and applicable services offered. Such an update to the existing, publicly accessible website is not considered time or resource intensive.

The RDN is currently renewing the contract for food waste and yard waste processing with Nanaimo

Organic Waste (NOW). The NOW facility does provide an option for farmers with excess organic materials as NOW is able to accept vegetation for processing. This information will also be added to the Growing Our Future web site.

### **ALTERNATIVES**

1. That the Board receive this report and the results of the composting needs questionnaire and direct staff to update the “Growing Our Future” website with details of the existing commercial compost facilities in the region.
2. That the Board receives this report and the results of the composting needs questionnaire and direct staff to take no further action.
3. To provide staff with alternative direction.

### **FINANCIAL IMPLICATIONS**

Staff have reviewed the results of this report and note that the findings have no implications related to the Board 2016 – 2020 Financial Plan.

### **STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the proposed recommendations and note that they are consistent with the Board’s stated priority of recognizing the importance of agriculture and aquaculture in the region.



---

Jamai Schile  
[jschile@rdn.bc.ca](mailto:jschile@rdn.bc.ca)  
September 13, 2017

#### Reviewed by:

- P. Thompson, Manager, Long Range Planning
- L. Gardner, Manager, Solid Waste Services
- G. Garbutt, General Manager, Strategic and Community Development
- P. Carlyle, Chief Administrative Officer

#### Attachments

1. Composting Needs Questionnaire Results

# Attachment 1

## Composting Needs Questionnaire Results

[question1] Are you currently farming or have you previously farmed in the RDN?

Response	Count
<b>Yes</b>	28 100.0%
<i>Total: 28</i>	

[question2] What do you farm?

Response	Count
24 responses	

goats

Purebred registered sheep.

certified organic vegetables

Beef, Pork, Chicken, Eggs

Beef cattle

Beef & Hay

Hay, vegetables, eggs

I've farmed beef cattle, chickens, turkeys and hay. Presently farming hay and horse boarding.

vegetables, some livestock

Hay and horses

Beef cows, Raspberries

herbs, small stock animals, food crops for family and market

We were dairy for 35 years and now the next generation is running beef cattle. I am retired .

previously mixed farm on this land in past decades

sheep and other meat - pigs, cattle, turkeys

chickens

potatoes

corn

now just keep horses and

sell berry jams

mixed- fruit,beef, chickens, veg., forage

hay, grain, pigs

Dairy and Poultry

Berries/vegetables

Berries

Cattle, Hay production

We raise beef & chicken both in Egg production (5000) & meat birds as well as vegetable & sweet corn production

Certified organic vegetables and fruits

Dairy

Cattle

Do you own farmland or lease farmland?

Response

Count

**Own**

20 80.0%



**Own and Lease**

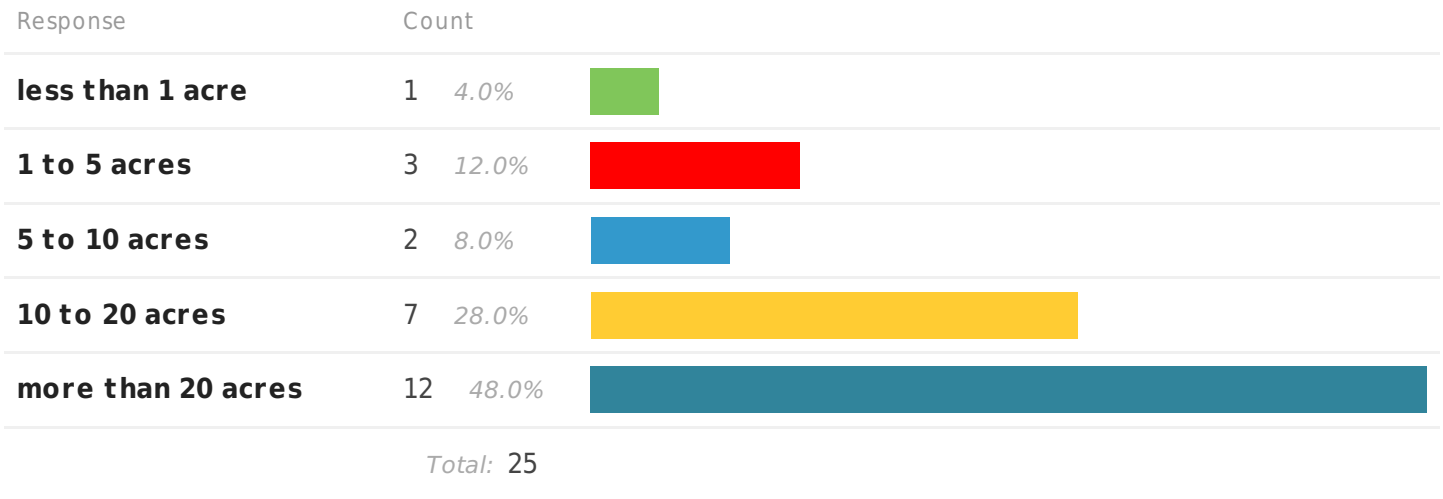
5 20.0%



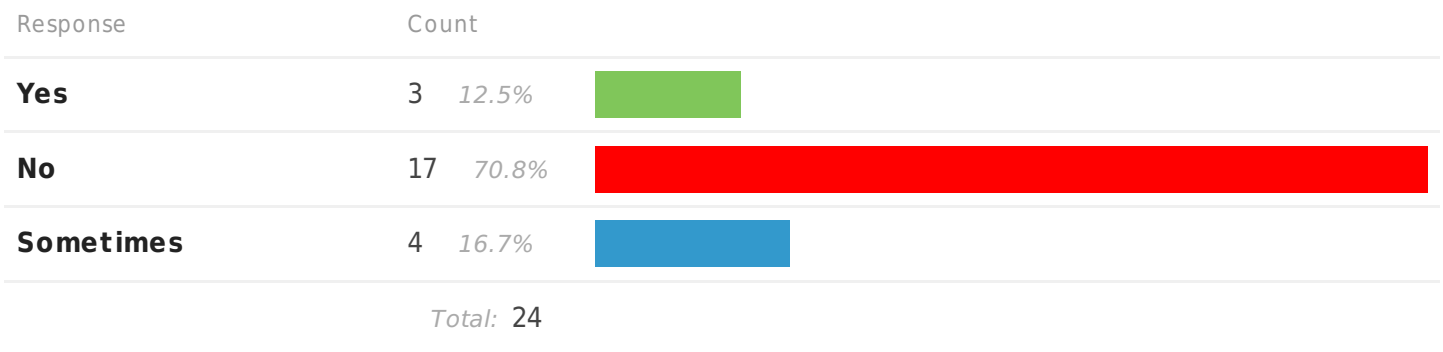
Total: 25

How many acres do you have in production?





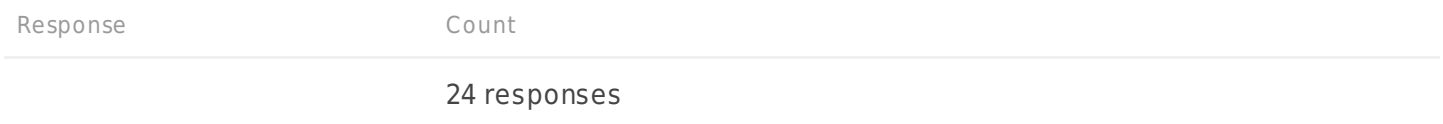
[question4] Does your farm produce more compostable materials (manure, green waste, land clearing debris, animal carcasses, agricultural byproduct, etc.) than you need for your own farm?



[question11] Is there a need to have access to a facility where farmers can take large quantities of compostable materials?



[question3] How do you currently manage on-farm compostable materials (manure, green waste, land clearing debris, animal carcasses, agricultural byproducts, etc.) ?



---

burn when allowed, give away manure, stockpile

---

Compost vegetable matter and by-products. Animal carcasses are disposed of off-site.

---

no manure,  
green waste is composted in a heap or in a worm bin, land clearing debris was burned when we developed property.

---

Compost it

---

Spread manure

Bury occasional carcass on site

---

Normally I compost manure myself & put it on my fields. I  
always have issues what to do with animal carcasses, bury them or where to compost them.

---

Land clearing > burn manure/bedding/litter > compost piles  
carcasses > bury

---

I spread my compostable wastes on the hay fields.

---

tilled into existing fields

---

Use on fields and gardens.

---

Work it into the soil

---

compost, compost, compost with minimal burning or burial of clearing debris and burial of animal carcasses

---

How many pages would you like me to write about since most of your questions can not be answered with one sentence, because they are either not legal, are against some regulation or wish list of some agency including the RDN. There is no such thing as Green waste. Land Clearing debris is subject to so many regulations that we gave up clearing additional land years ago.

---

use our manure on our property for soil enhancement for pasture and around fruit trees and garden crops

---

compost, or burn

---

on farm composting, spreading compost and/or manure on fields

---

we have 3 large concrete manure pits

---

compost box

---

Land clearing debris - burning

Agricultural by products - Compost

---

Burn land clearing debris it is not feasible in a farm environment to haul or grind, manure we use as fertilizer

---

for hay crops

we compost on farm

we do our own composting. We have a chipper to chip winter fallen branches and turn them into chips. we have no animals.

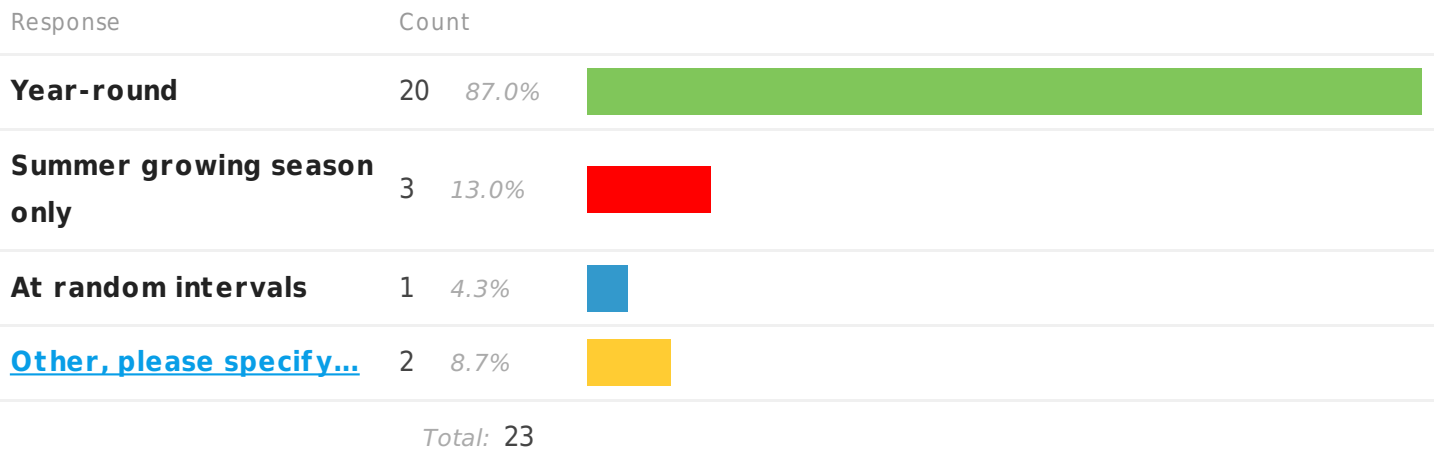
use most of it for gardens and sell what i do not use.

land clearing stuff take to private chipper

animal carcasses to the regional landfill

Bury carcasses, compost dry manure, spread liquid manure and whey on fields.

[question5] When are the majority of compostable materials produced on your farm?



bigger pile up in the fall after major harvests

We bring in organic matter as soil conditioner

Does your farm require off-site soil conditioners or fertilizers?



[question7] In general terms what soil conditioners or fertilizers do you use and how much?

Response	Count
	21 responses
n/a	
Could use more compost. Currently use general purpose 6-8-6 fertiliser for pasture and hay.	
first we cover crop as much as possible, then use non gmo alfalfa, soft rock phosphate, ag lime kelp meal, and from time to time gypsum and boron, as well as fish fertilizer as a hydrolysate and compost made from lumber waste and fish emulsion.	
None	
Commercial fertilizer/a ton or so	
approx 15 ton of fertilizer for 160acres	
none	
I fertilize with 13-16-10 or 18-18-18 fertilizer. About 2.5 tons.	
pelletized fertilizer. 250lbs per acre	
For the past 2 years a great deal of lime. In 2014 2 tons an acre and last year and this 400 pounds per acre.	
A metric ton of chemical fertilizer for grass	
besides farm compost (always 6-8 boxes going year around), green manure seed, ag lime, dolomite with occasional natural suppliments (bone meal, kelp, phosphate sources, boron)	
We can not get enough of compost that is clean, does not pollute our soils and does not cost to much. Bio Solids from the Waste Water Treatment pplant on French Creek does not qualify	
use some lime to sweeten the soil	
lime occasionally and 8 tons 18-18-18 fertilizer per year average	
you wrote "fertilizers" should be "fertilizers" :)	
We only use our own farm produced manure/compost as fertilizers and our herd size has never exceeded our land's needs capacity in manure production.	
300 pounds per acre of nitrogen based fertilizer for grass land and 350 #s per acre of p/k/n mix for corn land.	

misc types 3000s per acre

we purchase approx. 15 tonne of fertilizer as well as using all our own manure production

organic only. We use 60-80 cu yards of certified fish compost

nitrogen (lots), lime (1x every 2-3 years)

[question8] Do you use compost as part of your farm operation?



[question9] If you use compost, does the compost come from off site?



[question10] If you use compost, how much compost do you currently use on an annual basis?



---

n/a

---

Estimate we use between one and three tonnes.

---

30-40 yards per year

---

All that we produce

---

Several tons of manure

---

I use some fish compost on my fields, not sure how much we use annually.

---

1 ton

---

I use all the composted manure from my horse boarding operation on the hay fields. I don't know the amount, but it is all the economical compost that I have access to.

---

All of the compost produced by 3 horses and I bring in other horse compost from friends.

---

10-15 4x4x4 boxes of barn waste compost (not sure weight of it) and related amounts of leaf mulch composted

---

As much as we can get

---

@2 tonnes

---

whatever we produce, we use.

---

marginal

---

don't use

---

40 to 50 cubic yards

---

about 80 cu yards of fish compost

---

depending on year and what is produced it is had to say

---

tonnes

---

[question13] Do you support the creation of a facility where farmers can take compostable materials to be processed into finished compost that would be available to the farming community in the RDN? Please explain your answer.

---

Response

Count

---

23 responses

---

---

Yes that would relieve us of manure and moldy hay and make it useful to someone

---

Would depend on cost and quality of finished product.

---

I would BUT the problem for us id we would not be able to use your product unless it could be assured not to contain any materials prohibited by the Organic Certification Bodies, so it could benefit the farmers who couldn't be bothered trying to deal with their own waste but would rather just let the RDN or private enterprise do it for them. The certified organic farmers would be left to fend for them selves the same way the have had to for the last 35 years, so if I can help you find a solution to please both organic and conventional then I would make myself available for your needs as best I can.

---

Yes if it is something farmers think they would use.

---

No not cost effective

---

Yes I do support this facility, but I would be reluctant to use compost that has processed animal carcasses, on my fields that produce food for myself or my animals.

---

Yes what is to explain? I would use it.

---

I do support the creation of a facility where farmers can take their compostable materials to be processed into finished compost that would be availble to the farming community in the RDN. However, the cost of transport to and from the facility is an important consideration. At present, it doesn't seem economical for a farmer to transport his compostable materials more than a few miles. Residents get their composables picked up for a reasonable cost. Unless farmers get some sort of help with the cost of transport, they will continue to overspread their compostables on their own land with a resulting danger to the acquifers.

---

no. would be of no benefit to me.

---

Too much work for me.

---

not really ..... A sustainable farm practice should be able to use any compostable waste on the farm

---

Not sure it is necessary. On farm much closer to home. Organic or non-pesticide farmers would not take the finished compost unless ensured of its contents. Why not mix the farm compost that does come in with the other greens that come into the RDN facilities and more generally return the finished product back to the local residents. More people would bring in their grass clippings, leaf piles that end up going over the ravines into creeks etc to the transfer stations if, in return, members of the public could get finished compost by the pailfull or shoveled wagonload. And use the heat of composting to keep the compost facility warm.

---

NO- every time the RDN gets involved things get complicated in a hurry.

How do you propose to haul that compostable material. Tractors towing an implement are the only affordable option for us- try it sometime to take a piece of farm equipment to a repairshop on Church Road from Hodge's Road .

---

Finished compost can be used for vegetable gardens and produce enough for sale off the farm. Currently we do not have enough good soil to grow our own hay. We buy now.

---

Why should our tax money go to what any farmer should have . A corner somewhere to compost compostable material. If you charge to dump and charge to buy and use, why not let private industry do the job. Zone somewhere for the small farm and backyard gardeners to dump .It will be the small scale operations filling their pickups that use it as larger farms can't afford to pay hauling and trucking costs. Right now we have a major problem with people dumping garden refuse on our property even though the municipal dump is a few miles away. People do not want to pay for dumping refuse from their gardens.

---

I can't see the need for a central composting facility. That would only increase transportation cost and cost for the finished product. Why have to pay for something that everybody can handle easily on site. Exceptions are factory farms on too small land base for their operation to handle the manure produced.

---

we try to be self sufficient and our farm produces most of nutrient s required for our crops. all depends on cost and convenience, which is also related to costs.

---

Yes, I think it would help the small farmers have cheap access to compost to use on there crop.

---

not sure

---

yes . I believe it would be a good idea but the biggest problem as in the green box program would be the maintaining the quality & integrity of the product.

---

NO. RDN promote closed loop farming practices as practiced by the Organic sector. Most of the farm operations are small scale ( relative to mega farms. Food production at the local level means diverse and small scale farming)

---

yes as long if it was not too costly

---

sure, but we would only use it if it were close to us.

---

[question12] How much volume of finished compost would you use on an annual basis if you had access to it in bulk from a compost facility (assuming it was high quality and reasonably priced)?

Response

Count

21 responses

---

a small amount for our veggie garden

---

Several tonnes.

---



we pay \$50 per yard from Earthbank Resources in Parksville plus the trucking cost of about \$120 per dump truck load (15 yards) and use 3 trucks per year. could use more if it was cheaper, and would like to be buying compost that is actually finished and not still in the process which takes away some of the benefit of adding compost in the first place. I have compared this product to Sea Soil from Port Hardy and it is full of even more unbroken down wood debris that robs the nitrogen component from the compost.

Lots!!!!!! We have at least 20 acres of soil that needs improving.

Lots if the cost was minimal

Probably a lot, if it can be shown that there are no residual antibiotics left in the compost from the animal carcasses.

I don't know that I would want to be paying for it.

The equivalent of 2.5 tons. However, the cost would have to compare favourably with chemical fertilizers and the quality would have to be comparable as well.

N/a

none

none

The term reasonable has to be explained. There is no money to do soil improvements after the farm has complied to all the other stuff from Best Waste Management Plans, Environmental Farm Plan etc. etc.

Difficult to estimate - 1 tonne maybe

none, we lose money as it is.

That would depend on a couple conditions:

- would the compost be Canadian Organic rules compatible as an allowed substance
- what is reasonably priced per tonne in \$\$ trucked to my place?

I probably wouldn't use it annually, but every few years in larger quantity.

unless it is close by, trucking is very expensive, to point of being more costly than value of compost. if it was less expensive than commercial fertilizers, we would be interested, at least for corn crops, which we grow 85 acres of.

don't use compost

not sure

Not the philosophy of organic farming practices.

maybe a ton

---

---

we wouldn't. We would use facility to dump our excess.

---

## What are the challenges for establishing a composting facility for farmers in the RDN?

Response

Count

---

21 responses

---

---

unknown possibly biosecurity if carcasses are included

---

Economic viability, easy access for large transport vehicles, amenable neighbours.

---

transporting product in a cost effective manner and the right time of year. all farms should be able to deal with their own plant waste no questions asked, maybe a place to deal with animal carcasses or questionable animal waste may be the place to start?

---

Siting and transportation

---

transport of large quantities of green matter, or large carcasses

---

easily accessible sight that won't raise NIMBY complaints from those living close by.

---

The cost of transportation. If the entire cost is carried by the farmer, he will not be able to afford to use it. Tested, proven and consistent quality would also be important.

---

Transportation

---

location and money

---

mentioned the organic/inorganic farming issue, pretty major, doubtful if it would be cost effective with the transport back and forth from farm and back to farm

---

The RDN fought Hof Waldeck Farm and Earthbank Resources for over 25 years on that issue, costing us untold amounts of time and money. The Province the Federal Governments have enough rules and regulations to cover all of those issues. We do not need or want an other RDN department managing our needs- get off our backs.

---

Location - of facility

Transportation - not all farmers have vehicles to carry compost to a facility - pick up and delivery?

Administration - who will operate the facility? Contractor, RDN staff, co-op of farmers?

Specifications for compost accepted - type, volume, etc.

---

The real problem is not the composting material. It's the non compostable material like plastic wrap on hay and haylage wraps. I recently took a ton of it ( it is all food grade plastic wrap by law) to the recycling site as

it was said it could be recycled now. I was refused and told it had to be completely clean. Tell me how giant bags moved around a farm by tractor and full of grass or fermenting silage / haylage sitting outside or even in a barn can not have a bit of dirt and grass on them. There is an environmental charge put on every package of wrap bought but I can not recycle it. The operator said it was only fit for landfill. What a recycling farce! I consider the recycling of non-compostable products to be a far more important issue. I resent the RDN trying to control what farms do. People move to rural areas and then decide they don't want to see or hear or smell what goes on . It seems more and more interference by government is not going to benefit farms at all. A pile of raspberry canes that takes 3 years to rot down or a manure pile that stinks for a month in the summer may be unsightly for someone driving by but if it's not a problem for me the property owner, why should the RDN feel the need to interfere?

sorry, but the idea never crossed my mind as being necessary

centralized location, and local community acceptance.

The challenge would be have the facility in an area that would be easily accessible to farmers in the rdn.

cost

maintaining quality & a fairness around some sort recovery for use

NONE. RDN does not need it.

Cost i believe will be the big factor

The RDN is big and it is not cost effective for us to haul to or from Cedar.

[question14] Any other comments?

Response

Count

12 responses

hope that this idea comes to fruition I love the idea of using farm byproducts for a useful purpose

not yet but I'll work on some

Thanks

almost wondering instead of composting carcasses it would be safer & more economical to incinerate the carcasses, allowing the ashes to become part of the compost. That would add valuable nutrients to the compost, as well as alleviating the problem of residual antibiotics or other harmful microbes. Otherwise the compost has to be hot enough to kill everything.

I have been waiting for a long time to have local compostables available at a price and tested quality that compares with chemical fertilizers. I am concerned about local dairy farmers, for example, spreading manure in quantities that threaten aquifers just because they have no other economical alternative to take care of their excess waste. Meanwhile, I would like to have access to their manure, but the cost of transporting it to my farm does not make it economical. Waste from farmed shell fish would also be very useful for my farm. I have taken shrimp shells and spread them on my field and the increase in productivity was amazing. However, they needed to go through a composting facility first. The smell and flies were offensive to my neighbours.

would this proposed facility run by itself. that is no tax dollars needed to operate it? as a farmer it is important to us that we operate with out tax dollars. so if the proposed facility does the same, even if it is of no benefit to me, maybe it would be helping others.

If you still want to hear more from me here is the Information to contact me.



The timing of this survey will almost certainly make sure, that the voices of the farmers within the RDN will not be represented, since they have other things to do.

A great idea to have a central community owned and operated composting facility for farmers.

I the would like to know the fuel behind this initiative. Is it coming from the 5 acre or less "estate " "farmers " who want everything tidy, tidy or from city dwellers who don't understand farming. Is it coming from "environmentalists" who want to control the environment instead of letting the environment do it's own composting on it's own time on a pile of debris in my corner? Or is it just an initiative to justify jobs in the RDN? In my mind if this is a good and justifiable issue, a private firm could and should be the ones to do it.

RDN should support Organic practices and not create facilities that are counter productive to Organic practices.

great idea to explore

Although we could potentially add compost material to the mix, the best target for selling the finished compost would be gardeners, or vegetable growers.

This would also compete directly with existing fish compost businesses. Do you want to do that?



## BACKGROUND

### Funding for INfilm

Late in 2016, INfilm approached the RDN to request that the RDN consider entering into an agreement with INfilm to provide funding for a three year period. INfilm does not have a dedicated source of funding and must spend considerable time each year fundraising and reporting. This process impacts on the level of service provided to the film industry. INfilm is looking for a secure source of funding through a three year agreement with the RDN.

The value to the regions that are served by INfilm include numerous types of economic and social benefits. Filming that takes place in the region has economic spinoffs, in particular the hiring of local businesses to provide services such as accommodation, rental of equipment, catering and construction. A related benefit is film induced tourism. The benefits to the regional district also include: assisting the communities and First Nations of Vancouver Island to realize the economic potential of the Film Industry; promoting training in the film industry to facilitate job and wealth creation; partnering to mobilize available resources; promoting an understanding of the importance of film and new media as a new industry to expand economic development; education and training; and, marketing the region in partnership with Creative BC and other BC Regional Film Commissions. Estimates from INfilm are that they have facilitated over 100 million dollars in direct economic impact to the regions they service on northern Vancouver Island. The full list of services provided by INfilm and the benefits of film productions in the region is provided in Attachment 1.

When the funding request was submitted to the RDN, INfilm had already made similar requests to Nanaimo, Parksville and Qualicum Beach. The RDN Board provided \$5,000 to INfilm from the Electoral areas and Lantzville for 2017. As well, in 2017 Nanaimo also provided \$30,000, and Parksville and Qualicum Beach each provided \$5,000 for a total of \$45,000.

In response to the request for a long-term funding agreement the RDN Board adopted the following motion at its February 28, 2017 meeting:

*that the Regional District of Nanaimo meet with INfilm and the member municipalities to discuss a coordinated funding model that includes all of the regional district members to start in 2018.*

In consultation with staff at the member municipalities, there is a varied level of interest in providing funding to INfilm. There is general agreement that INfilm does provide a useful service in attracting and assisting film and television production companies. As noted above, the Regional District and its member municipalities provided a total of \$45,000 to INfilm in 2017. The request from INfilm is for the RDN to provide \$50,000 per year for three years.

Table 1 INfilm – Source of Revenue 2016 and 2017

Funder	2016 Request	2016 Received	2017 Request	2017 Received
City of Campbell River	50,000	50,000	50,000	50,000
Comox Valley RD	15,000	15,000	15,000	15,000
Alberni Clayoquot RD	10,000	7,500	10,000	7,500
RD of Nanaimo	-	-	5,000	5,000
City of Nanaimo	30,000	15,000	30,000	30,000
Town of Qualicum Beach	3,000	3,000	5,000	5,000
City of Parksville	5,000	5,000	10,000	5,000
Cowichan Valley RD	-	-	6,000	6,000
Mount Waddington RD	3,000	500	3,000	3,000
Province of BC	40,000	30,000	35,000	30,000
Campbell River Creative	-	5,000	-	-
Totals	\$156,000	\$131,000	\$169,000	\$156,500

The proposal is for each member to contribute an amount equivalent to the portion of the \$45,000 provided to INfilm last year. At this point the RDN does not have a region-wide service with which to provide the funding to INfilm. One option for coordinated funding is to establish a new regional economic development service.

Provision of this level of funding should require a clearer indication of what the funding will be used for and the benefits to the RDN. Ensuring that there is a return on the RDN's investment and that the activities of INfilm are leading to economic benefits to the region depends on a robust reporting system which should be comprised of the following:

- Submit Annual Work/Operations Plan prior to approval of annual funding;
- Progress and Outcomes reported on a monthly basis;
- Key Performance Indicators (KPI) linked to actions reported on a quarterly basis;
- An annual Report that shows link between actions and benefits and how RDN funding has resulted in funding from other sources.

The agreement should include the reporting requirements and that annual funding will depend on meeting performance objectives and clearly showing how the activities have resulted in benefits to the region. A list of the activities to be undertaken by INfilm and the reporting requirements is provided in Attachment 2.

### **Regional Economic Development Service**

As stated above, the RDN does not have a service that all members are part of that can provide funding to INfilm on a long-term basis. The RDN currently has two economic development services, the Southern Communities Economic Development (SCED) Service comprised of Electoral Areas A, B and C and the Northern Communities Economic Development (NCED) Service comprised of the City of Parksville, Town of Qualicum Beach and Electoral Areas E, F, G and H. The City of Nanaimo and the District of Lantzville are not currently part of an RDN economic development service. The SCED is currently funding economic development on Gabriola Island and the Board has agreed to enter into an agreement with the Gabriola Island Chamber of Commerce to provide economic development services

until March 31, 2020. The NCED is a grant program whereby grants are provided to projects that contribute to economic development in the service area.

While the RDN does have two economic development services the RDN Board provided direction for staff to write a report on establishing a regional economic development service:

*that staff be requested to write a report on establishing a regional economic development function. (March 28, 2017)*

While there have been a number of locally oriented economic development initiatives by RDN members recently, entering into a contract with INfilm provides an example of where a regional economic development service would be beneficial. Once established the regional service could be used to undertake economic development activities that are regional in scope.

The process to establish the new service starts with direction from the Board to proceed with a service establishment bylaw. The bylaw can receive three readings and then it is sent to the Inspector of Municipalities for approval. At the same time that the bylaw is referred to the Inspector of Municipalities, a request for consent is sent to the member municipal councils and the electoral area directors. Consent is required from each participating area. As the bylaw does not require a requisition limit, there is no requirement for elector approval.

The particulars of how much each participating area would contribute would be included in the bylaw. A region-wide funding model can be used or a specific amount can be identified for each participating member. If a bylaw is considered by the Board at the beginning of December the bylaw could be adopted by the time the budget is adopted and therefore funds would be available in 2018.

Once the service is established the first activity of the service is to support the film industry by providing funding to INfilm. Like the two existing economic development services, the bylaw would recognize that funds could be provided to a third party that could undertake economic development activities on behalf of the RDN. In the future, following a review of the service, the activities of the service could be expanded by amending the bylaw.

Funds are available to conduct a review of the new service in 2018 to determine other economic development activities that may be funded on a regional basis. As well, the review could consider how the new regional service relates to the existing sub-regional economic development services and initiatives.

## **ALTERNATIVES**

1. Provide long-term funding to INfilm through the creation of a new economic development service.
2. Provide long-term funding to INfilm through a Grant In Aid grant.
3. Provide long-term funding to INfilm through amendments to the existing economic development services by having Nanaimo and Lantzville join the SCED and then amending the requisition amounts for the SCED and NCED.
4. Do not provide funding to INfilm.



Alternative 1 – New Economic Development Service: A new service to promote economic development can be established. Establishing a new economic development service requires a resolution to proceed with a bylaw, approval of the bylaw by the Board and consent from each of the participating areas. The amounts to be collected from each participating area can be outlined in the bylaw. Contributions can be based on property assessment, population or a flat fee parcel tax.

Alternative 2 – Community Grant: Funding can be provided to INfilm through a Grant In Aid. The legislation requires that contributions be based on property assessments. This option allows for the contribution to be determined for the region as a whole or specific amounts can be identified for each municipality and electoral area. Funding provided through a Grant In Aid is not intended to provide ongoing support to any one recipient.

Alternative 3 – Amend Existing Economic Development Services: Using the two existing RDN economic development services will require amendments to the bylaws for those services. At a minimum the SCED will need to be amended to include Nanaimo and Lantzville. The requisition limits would also have to be reconsidered as those two services currently only requisition enough money to fund existing activities.

**FINANCIAL IMPLICATIONS**

Alternative 1 – New Economic Development Service: The implications for each member area depend on how the contribution provisions in the economic development service bylaw are structured. The contribution can be determined by treating the entire RDN as one entity or by setting an amount to be contributed by each municipality and electoral area. For example, the contributions by the RDN and the municipalities in 2017 can be reflected in the 2018 contribution: the City of Nanaimo could contribute \$30,000, Parksville \$5,000, Qualicum Beach \$5,000 and Lantzville and all of the electoral areas \$5,000 for a total of \$45,000. The bylaw could also be structured to use the same municipal/electoral area ratio as 2017 but increase the total amount of the contribution to \$50,000. See the Table below for the contribution by each area.

Table 2 Contributions based on 2017 Ratio Model

Area	Same amount as 2017 - \$45,000	Same Ratio as 2017 - \$50,000
Nanaimo	30,000	33,350
Parksville	5,000	5,550
Qualicum Beach	5,000	5,550
Lantzville	402	450
Total Municipal	40,402	44,900
Electoral Area A	596	650
Electoral Area B	557	620
Electoral Area C	497	550
Electoral Area E	959	1,070
Electoral Area F	641	710
Electoral Area G	841	940
Electoral Area H	507	560
Total Electoral Area	4,598	5,100
Total RDN	\$45,000	\$50,000

Table 3 Funding of \$50,000 through alternate requisition methods on a region-wide basis

Area	Parcel Tax	Population	Assessment	50% Pop/Assess
Nanaimo	25,433	29,258	26,961	28,110
Parksville	4,985	4,046	4,225	4,135
Qualicum Beach	3,582	2,891	3,411	3,152
Lantzville	1,097	1,165	1,237	1,202
Electoral Area A	2,147	2,282	1,832	2,057
Electoral Area B	2,791	1,304	1,715	1,509
Electoral Area C	1,055	908	1,532	1,220
Electoral Area E	2,533	1,980	2,953	2,467
Electoral Area F	2,216	2,497	1,982	2,240
Electoral Area G	2,759	2,413	2,587	2,500
Electoral Area H	1,869	1,256	1,565	1,408
Totals	\$50,000	\$50,000	\$50,000	\$50,000

Alternative 2 – Community Grant: INfilm does not qualify for funding through the new Community Grant Policy as the funding is for ongoing support including staff wages and other administrative costs. However, the Grant In Aid provisions in the *Local Government Act* can still be used to provide funding to INfilm based on property assessment. The amounts each area would contribute based on region-wide property assessment is provided in Table 3 above.

Alternative 3 – Amend Existing Economic Development Services: This alternative does not completely achieve the Board direction to establish a coordinated funding model nor a regional economic development service. The financial implications are similar to Alternatives 1 and 2 as specific requisition amounts can be included in the two bylaws. Funding through the SCED and NCED services will have to consider that requisitions will have to include existing activities: for the SCED, an agreement has been approved to fund the GICC through to at least the end of March 2020; and, the NCED grant program is scheduled to continue.

Alternative 4 – There are no financial implications for the RDN.

### STRATEGIC PLAN IMPLICATIONS

The activities of INfilm are consistent with the RDN Strategic Plan 2016-2020. The plan directs that the RDN look at all activities through an economic lens and that the RDN will foster economic development. The aim of INfilm is to attract and support the film and entertainment industry which will provide benefits to local businesses and the community.

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Paul Thompson  
 pthompson@rdn.bc.ca  
 August 24, 2017

Reviewed by:

- J. Hill, Manager, Administrative Services
- G. Garbutt, General Manager, Strategic and Community Development
- W. Idema, Director, Finance
- P. Carlyle, Chief Administrative Officer

Attachments

1. Letter from INfilm dated February 7, 2017.
2. Deliverables and reporting requirements.



February 7, 2017

Mr. Paul Thompson,  
Manager of Long Range Planning,  
Regional District of Nanaimo,  
6300 Hammond Bay Road,  
Nanaimo, B.C.  
V9T 6N2

Dear Mr. Thompson:

RE: 2017 Budget Request for \$50,000 for Vancouver Island North Film Commission

Vancouver Island Film Commission (INfilm) requests \$50,000 fee for service investment by the Regional District of Nanaimo. This request is the first stage towards the goal of developing a three year Centralized Funding Model for the region.

Presently INfilm has funding applications for 2017 before the municipalities of the Nanaimo Regional District: City of Parksville, \$10,000; Town of Qualicum Beach, \$5,000 and City of Nanaimo, \$30,000. In the proposed Centralized Funding Model (if implemented in 2017) these municipalities would each agree upon the funding amount and forward the funds to the regional district. It is hoped that the electoral areas of the RDN that presently benefit but do not currently fund INfilm would be capable of providing the remaining \$5,000. The Regional District of Nanaimo and INfilm would then sign a 3 year Service Contract which could be reviewed by the RDN on a yearly basis.

Our current model is unsustainable as the work load of the Film Commissioner and Locations and Special Projects Manager has greatly increased. Presenting to multiple funders and then waiting for individual budget deliberations leave staff scrambling to fulfill the production requests and unable to commit to joint marketing opportunities, trade shows or key networking industry events. Secured funding through a 3 year centralized process would allow INfilm to focus time and attention on facilitating the attraction and servicing of the film and media industry rather than fundraising and reporting.

INfilm cannot charge for its services to the film industry; it is bound by the Association of Film Commissions Certification to provide film services at no charge to the client. Consequently all initial scouting costs relating to the services provided to each production company are the responsibility of INfilm.

Other than the City of Campbell River that has been a long standing funder, the Regional District model has been the norm for the rest of our service area. In 2017 due to the close proximity of Nanaimo as a Service Centre and the Nanaimo Airport and Duke Point ferry for easy access, we are expanding our services in an agreement with the Cowichan Regional District to include Ladysmith, Chemainus and Saltair.

The present Service Agreement contract that INfilm has with the Regional Districts of Alberni-Clayoquot, Mount Waddington and Comox Valley the City of Campbell River and CreativeBC undertakes the following:

Client services include but are not limited to:

- Full service office
- Script breakdown, locations scouting and surveys
- Extensive inventory of digital location images and software tools
- 23 years' experience building industry networks and relationships

Services provided to the funder include but are not limited to:

- Promoting the Regional District as a film friendly region
- Providing liaison and fixer services to production filming in the Regional District
- Continuing to populate INfilm / CrBC digital photo libraries with Regional District images
- Including the Regional District in marketing materials distributed at industry events and trade shows
- Including Regional District filming locations on on-line film tourism map
- Including the Regional District in the Workforce Development Initiative to create a trained and experienced regional film crew

The particular services we provide the RDN attract and facilitate film and new media that infuse millions of dollars of spending into the local economy that in turn have positive economic spill over impacts on local businesses.

- Economic impacts - INfilm has facilitated over 100 million dollars in direct economic impact to the regions we service
- Businesses throughout the region have and continue to benefit from room nights for accommodation including crew per diem spent on meals
- Rental companies, heavy duty equipment, laundry and other local services.
- Lumberyards and recycling companies have benefitted
- Location fees have been paid for private, public and First Nations lands.
- Local labour hired ( carpenters, security etc and hundreds of background extras)
- INfilm has trained and hired a local locations scout who are working for us on a contract basis
- Participation in workforce training programs
- Film Induced Tourism opportunities. The second economic bump comes through film induced tourism. We are in discussions with current production to discuss the potential for a Film Tourism Campaign in the RDN

The motion picture and recording industry is the fastest growing industry in British Columbia and has created at least \$2 Billion in spending in 2016 and is on track to grow even more in 2017. According to the Workforce BC Industry Outlook Profile the industry is expected to experience above average growth and is expected to be the fastest growing industry in terms of

employment. This puts INfilm in a unique position within the film industry to expand regionally outside the successful, yet saturated, area of Vancouver and the entire lower mainland area as our 20 years of networking has resulted in close relationships with locations decision makers.

Other services INfilm is committed to pursuing include:

- Spearheading a workforce development initiative which is in the development stage to provide film training to local skilled workers in order to support the needs of productions looking to film in the region
- Leading discussions on entry level Productions Assistant training for First Nations
- Providing industry standard location packages including scouting and surveys for production clients (film, documentary, commercial, video and stills)
- Populating and maintaining a regionally focused digital online image database. Presently INfilm has 38,000+ images categorized and loaded into our data base and the Creative BC data-base
- Maintaining an active and updated web, Facebook and Twitter presence
- Providing assistance for local extras casting and crew hire
- Acting as the conduit for permitting and liability insurance requirements and liaising (e.g. Parks, BC Hydro, Highways local and regional government)
- Tracking and maintaining industry statistical data
- Global marketing at trade shows and industry events
- Continuing to develop and support Film Tourism Initiatives

Additional funding will be used to stabilize our operations budget and equalize the investment being made by other communities. Our organization has in the past relied on a few communities to carry the costs of the development of a regionally focused service organization. We have supplemented our operations budget through fundraising, grant writing and in-kind donations. We have repurposed old equipment being recycled by other organizations and in some years staff has gone without payroll to make ends meet.

<b>INfilm</b>	<b>2017 Budget Forecast</b>		<b>funding has been requested and is approved or in budget deliberations</b>
Revenue			
	City of Campbell River	\$50,000.00	approved
	Comox RD	\$15,000.00	in process
	Alberni Clayoquot RD	\$10,000.00	in process
	City of Nanaimo	\$30,000.00	in process
	Town of Qualicum Beach	\$5,000.00	approved
	City of Parksville	\$10,000.00	in process
	Cowichan Valley RD ( Ladysmith)	\$6,000.00	new agreement for 2017
	Mount Waddington Regional District	\$3,000.00	in process
	Province of BC	\$30,000.00	approved
	<b><u>TOTAL</u></b>	<b>\$159,000.00</b>	

Grants	Island Coastal Economic Trust	\$5,000.00	Website upgrade approved
IN-Kind	<u>Rent</u>	\$6,000.00	approved
	<u>BC Ferries Travel</u>	\$1,200.00	approved
Expenses			
	Bank fees	\$400.00	
	Insurance	\$2,600.00	Directors/liability/ICBC
	Licenses / Membership Dues	\$1,800.00	AFCI / RFCABC membership
	Marketing	\$5,000.00	Trade Shows / joint BC marketing
	Misc	\$1,500.00	
	Professional fees	\$2,000.00	Bookkeeper / accountant
	Location Scouts	\$7,000.00	
	Capitol/computers/cameras	\$3,000.00	replace old computer
	Repairs/maintenance	\$500.00	
	Salaries/benefits	\$108,000.00	
	Supplies/postage	\$500.00	
	Software/server maintenance	\$1,700.00	
	Website	\$10,000.00	Website update 50% ICET
	Telephone/utilities	\$2,600.00	
	Travel	\$3,000.00	Vancouver meetings / region
	<u>Vehicle</u>	<u>\$9,400.00</u>	<u>Lease / maintenance / fuel</u>
	<b><u>TOTAL</u></b>	<b>\$159,000.00</b>	

INfilm	2016 Budget Forecast	Request	Received
<b>Revenue</b>			
	City of Campbell River	\$50,000	\$50,000
	Comox RD	\$15,000	\$15,000
	Alberni Clayoquot RD	10,000	\$7,500
	City of Nanaimo	\$30,000	\$15,000
	City of Parksville	\$5,000	\$5,000
	Town of Qualicum Beach	\$3,000	\$3,000
	Mount Waddington Regional District	\$3,000	\$500
	Province of BC	\$40,000	\$30,000
	Campbell River Creative Industries for Admin services		\$5,000
	<b><u>TOTAL</u></b>	<b>156,000</b>	<b>\$131,000</b>

INfilm	2016 Budget Forecast	Request	Received
<b>IN-Kind</b>	Rent	\$6,000	\$6,000
	BC Ferries Travel	\$1,200	\$1,200
<b>Expenses</b>			
	Bank fees	\$350	
	Insurance	\$3,300	
	Lisc/Dues	\$1,800	cut \$1,000
	Marketing	\$5,000	cut \$5,000
	Misc	\$1,000	cut \$1,000
	Professional fees	\$2,000	
	Location Scouts contracted	\$7,950	cut \$6,000
	Capitol/computers/cameras	\$3,000	cut \$3,000
	Repairs/maintenance	\$500	
	Salaries/mercs	\$105,000	
	Supplies/postage	\$1,000	
	Software/server maintenance	\$2,300	
	Website	\$9,000	cut \$9,000
	Telephone/utilities	\$2,800	
	Travel	\$3,000	
	Vehicle	\$8,000	
	<b>TOTAL</b>	<b>\$156,000</b>	<b>\$131,000</b>

Cancelled AFCI Locations Expo co-marketing trip with Creative BC  
Cancelled website upgrades moved to 2017  
Moved AFCI 2016 memberships dues outstanding  
Cancelled purchase of Laptop, now 7 years old, must be replaced in 2017  
Cancelled contacted location scouts for Nanaimo area  
Supplemented budget through a contract to provide social media and admin services for Campbell River Creative Industries

INfilm looks forward to a very strong 2017 and all the economic benefit it will provide the Regional District of Nanaimo.

Respectfully,

Stephanie Tipple, President  
Vancouver Island North Film Commission



## Attachment 2

### Services, Deliverables and Reporting by INfilm

The Vancouver Island North Film Commission shall provide the following services to the RDN:

- Maintain a full service office and serve as the initial regional contact for the film industry; respond to enquiries about filming in the RDN;
- Develop and maintain an on-line location library (digital photographic files);
- Script breakdown, locations scouting and surveys for production companies;
- Continue to maintain a web-site providing regional information to production companies, along with job posting opportunities for local labour;
- Provide a venue for *extras* casting;
- Assist production companies with the permitting processes (eg Highways, Parks, Hydro);
- Maintain film industry statistical data on the economic benefits to the Regional District of Nanaimo and northern Vancouver Island;
- Market the Regional District of Nanaimo via trade shows and industry events;
- Develop new partnerships with existing film offices to avoid duplication of services and expenses for initiatives like marketing, website, locations library, and crew and business data-bases;
- Expand relationships with Tourism Vancouver Island and the local destination marketing organizations;
- Expand relationship with the Vancouver Island Economic Alliance.
- Promote the Regional District of Nanaimo as a film friendly region
- Provide liaison and fixer services to production filming in the Regional District of Nanaimo
- Continue to populate INfilm/CrBC digital photo libraries with Regional District of Nanaimo images
- Include the Regional District of Nanaimo in marketing materials distributed at industry events and trade shows
- Include Regional District of Nanaimo filming locations on an on-line film tourism map
- Provide training and workshop opportunities including workforce development Initiatives to create a trained and experienced regional film crew in the Regional District of Nanaimo;

The Vancouver Island North Film Commission shall provide the following Deliverables to the RDN:

- A five year business plan
- An annual work plan outlining the activities of INfilm
- A list of activities delivered to the RDN on a monthly basis
- An annual financial statement
- Annual presentation to the RDN Board on activities and resulting benefits to the RDN

- A set of key performance indicators linking INfilm activities with economic and social benefits to the region

The Vancouver Island North Film Commission shall provide the following information in its Reporting to the RDN:

- On a monthly basis: activities of the Film Commissioner; Progress and Outcomes
- On a quarterly basis: Key Performance Indicators (KPI) linked to actions
- In an annual report: link between actions and benefits to the region; how RDN funding has resulted in funding from other sources.

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**TO:** Regional District of Nanaimo Committee of the Whole      **MEETING:** October 10, 2017

**FROM:** Adrian Limpus  
Engineering Technologist, Wastewater Services      **FILE:** 5340-05

**SUBJECT:** Biosolids Management Program

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**RECOMMENDATIONS**

1. That the Regional District of Nanaimo (RDN) enters into an agreement (Attachment 1) with SYLVIS Environmental Services (SYLVIS) to continue biosolids forest fertilization activities to May 31, 2021.
2. That the Board direct staff to enter into negotiations with Nanaimo Forest Products, Harmac Division (Harmac) as a contingency option where RDN biosolids would be used to fabricate soil for cover at the Harmac landfill.

**SUMMARY**

On May 23, 2017, the RDN Board authorized the RDN to enter into concurrent agreements with TimberWest and the Nanaimo Mountain Bike (NMBC) to enable continuation of the forest fertilization program from June 1, 2017 to May 31, 2021. The Board also authorized a four month extension to the agreement with SYLVIS, the firm managing the biosolids application program, while a competitive procurement process was undertaken to establish a long-term contract for Qualified Professional Services for biosolids management.

The RDN issued a Request for Expressions of Interest on BC Bid to shortlist qualified firms with the capacity to operate a biosolids forest fertilization program. SYLVIS was the only firm to submit an Expression of Interest to operate the program. The RDN then negotiated an agreement with SYLVIS to ensure that forest fertilization is a cost-effective and long-term management option for RDN biosolids (Attachment 1).

The Regional Landfill is presently the contingency site for RDN biosolids when the TimberWest lands are not accessible due to winter weather conditions. However, disposal at the Regional Landfill is not a beneficial use of biosolids and an alternate contingency site is recommended. Fabricating topsoil for cover at the Harmac landfill was tested and proven as a viable cost-effective alternative contingency site.

## **BACKGROUND**

Biosolids are nutrient-rich solid residuals of wastewater treatment that are widely used in North America as a plant fertilizer and soil conditioner. The RDN currently produces approximately 4,300 metric tonnes of biosolids per year. RDN biosolids have been utilized for forest fertilization since 1992 at a woodlot leased by Vancouver Island University, from TimberWest. VIU did not renew its lease upon expiry on May 31, 2017. As a result, the RDN approached TimberWest directly for permission to continue operating the biosolids management program on their land.

Coordination of land use with the local mountain bike club was a condition of TimberWest's agreement to continue accepting RDN biosolids on their land. At the May 23, 2017 meeting, the Board authorized the RDN to enter into concurrent four year agreements with TimberWest and NMBC from June 1, 2017 to May 31, 2021 to enable continuation of the forest fertilization program. The Board also authorized a four month extension to the agreement with the firm managing the biosolids application program (SYLVIS) while a competitive procurement process was undertaken to establish a long-term contract for Qualified Professional Services for biosolids management.

The Regional Landfill is presently the contingency site for RDN biosolids when the TimberWest lands are not accessible due to winter weather conditions. However, disposal at the Regional Landfill is not a beneficial use of biosolids. An alternate contingency site is required for effective operations and to fulfil the motion carried at the March 17, 2017 Liquid Waste Management Plan Monitoring Committee meeting "that the Liquid Waste Management Plan Monitoring Committee supports the continued beneficial reuse of biosolids over long term disposal at the Regional Landfill." Thus, the RDN investigated potential biosolids contingency sites.

### SYLVIS Forest Fertilization

SYLVIS has been involved with the biosolids forest fertilization program since the origin of the program and has provided Qualified Professional Services in order to meet local site and regulatory requirements. The current agreement with SYLVIS to manage the program expires in October 2017.

Major components of the scope of work for managing the biosolids forest fertilization program includes: developing and implementing application plans; onsite storage and application of biosolids at the woodlot; ensuring application meets all requirements of Organic Matter Recycling Regulation (OMRR); undertaking monitoring and maintaining records in accordance with regulatory requirements.

In June 2017, the RDN issued a Request for Expressions of Interest on BC Bid to shortlist qualified firms with the capacity to operate a biosolids forest fertilization program. SYLVIS was the only firm to submit an Expression of Interest to operate this program. SYLVIS is an integrated biosolids management firm in Western Canada that has qualified professionals on staff as required to perform regulatory reporting under the BC Organic Matter Recycling Regulation (OMRR), and also has the specific experience and the equipment necessary to operate a biosolids forest fertilization program locally. The RDN negotiated with SYLVIS to ensure that the rates for the fertilization program were cost-effective for the RDN. RDN legal counsel developed a new agreement with SYLVIS for the operation of the forest fertilization program to May 31, 2021 (Attachment 1).

Harmac Soil Fabrication

Harmac will be closing portions of its pulp mill landfill over the next 20 years and proposes to beneficially use RDN biosolids to fabricate soil for use as cover material during its landfill closure activities. This option was tested and proven viable in April 2017. The Harmac fabricated soil program serves as an excellent long-term contingency and winter weather management option.

The soil fabrication site would only have the capacity to handle a portion of the annual production of RDN biosolids. The site could receive from 420 to 1,600 tonnes of biosolids per year. The maximum amount of biosolids that Harmac could receive over 20 years is 8,400 tonnes.

**ALTERNATIVES**

1. (a) Enter into an agreement with SYLVIS to continue fertilization activities with RDN biosolids to May 31, 2021. The total cost of the fertilization program, over the term of the agreement, is estimated to be \$1,700,000 including contract fees and additional task activities. (b) Enter into negotiations with Harmac to fabricate soil for cover material at the Harmac landfill for the beneficial use of RDN biosolids.
2. Not enter into agreements with SYLVIS and Harmac and deposit the biosolids at the landfill. Biosolids may be sent to the RDN Regional Landfill for a short-term period until a suitable alternative is secured. Disposal of biosolids at the landfill adds cost, consumes limited landfill space, and is inconsistent with the RDN's Zero Waste policy, increases RDN costs, and is not recommended.
3. Provide alternate direction to Staff.

**FINANCIAL IMPLICATIONS**

**Alternative 1:**

SYLVIS Forest Fertilization

Fees for the management of biosolids in forest fertilization will be charged using a two-tier rate structure for production up to and including 4,000 tonnes per year, and for production above this limit. Fees will be charged as outlined below. Total tonnage rates paid by the RDN to SYLVIS and VIU under the previous agreement are provided for comparison.

	<b>Base Rate (\$/tonne)</b> (≤ 4,000 tonnes per year)	<b>Discount Rate (\$/tonne)</b> (> 4,000 tonnes/year)
Previous VIU/Sylvis Agreement (2017 Total Rate)	\$110.91	\$68.17
New Sylvis Agreement (2017 Rate)	\$94.31	\$68.48

The agreement includes a 3% annual increase consistent with the previous SYLVIS/VIU agreement.

Additional tasks, not included in the tonnage rates will be required from time to time. These include: site lifetime assessment; trail planning and construction; snow removal and weather related costs; and

stockpile construction and repair, will be required on an as needed basis, and are estimated to cost \$180,000 over the term of the agreement.

Total Forest Fertilization Cost:

It is estimated that 15,800 tonnes of biosolids will be managed in the forest fertilization program from November 1, 2017 to May 31, 2021. Total forest fertilization costs including contract fees and additional task activities are estimated to be \$1,700,000 over the term. The new agreement is expected to decrease overall costs over the term, when compared to the previous VIU/SYLVIS agreement.

**Alternative 2:**

Disposal at the Landfill

The current tipping fee for biosolids disposal at the Regional Landfill is \$125/tonne. This represents an increase in cost in comparison to the proposed forest fertilization program of \$76,800/year over the term. Transportation rates to send biosolids to the Regional Landfill and the Forest Fertilization site are equivalent and are under a separate tender.

Sending biosolids to the Regional Landfill would have a negative impact on the remaining of the life of the landfill and is inconsistent with the RDN's Zero Waste Policy. Biosolids are also an operationally challenging material for the Landfill to manage.

**STRATEGIC PLAN IMPLICATIONS**

Beneficial use of biosolids supports the 2016 to 2020 Strategic Plan's Focus on the Environment. Biosolids serve as an alternative to chemical fertilizers as a means to improve soil fertility in forestry sites where nutrients are limited.

The alternative to recycling biosolids would be disposing biosolids in the Regional Landfill. Diverting biosolids from the landfill is consistent with the RDN's Zero Waste policy.

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Adrian Limpus  
alimpus@rdn.bc.ca  
3 October, 2017

Reviewed by:

- S. De Pol, Manager, Wastewater Services
- L. Gardner, Manager of Solid Waste
- R. Alexander, General Manager, Regional and Community Utilities
- P. Carlyle, Chief Administrative Officer

Attachments

1. Biosolids Management Program Agreement, 2017, RDN and SYLVIS Environmental Ltd.

## BIOSOLIDS MANAGEMENT PROGRAM AGREEMENT

made effective as of this \_\_ day of \_\_\_\_\_, 2017.

**BETWEEN**

**Regional District of Nanaimo ("RDN")**

a municipal corporation constituted  
under the laws of the Province of British Columbia  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

(hereinafter referred to as "**RDN**")

**AND**

**SYLVIS Environmental Inc. ("SYLVIS")**

a corporation constituted under  
the laws of the Province of British Columbia,  
427 Seventh Street  
New Westminster, BC V3M 3L2

(hereinafter referred to as "**SYLVIS**")

**WHEREAS:**

- A. The RDN owns and operates two wastewater treatment facilities, one located at 4600 Hammond Bay Road, Nanaimo BC, ("GNPCC") and the other at 957 Lee Road, Parksville BC ("FCPCC"). Both facilities are operated under wastewater discharge permits approved by the Ministry of Environment of the Province of British Columbia;
- B. SYLVIS can provide private, technical and operational expertise in the area of residuals land applications, and has been managing the Beneficial Use of Biosolids from the FCPCC and the GNPCC for the past five years;
- C. RDN has entered into an agreement with TimberWest to use a portion of TimberWest Lands, as defined in this Agreement, for the application of Biosolids;
- D. The RDN considers that the application of the Biosolids on the woodlot will assist the RDN in meeting the Liquid Waste Management Plan of the RDN;
- E. RDN wishes to engage SYLVIS to manage the application of Biosolids on that portion of TimberWest Lands and SYLVIS agrees.

**NOW THEREFORE** in consideration of the premises and of the mutual covenants and obligations hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which the RDN and SYLVIS each as a "**Party**" and collectively, the "**Parties**", hereto agree as follows:

**1. DEFINITIONS**

In the Agreement the following words have the following meanings:

- a) "**Agreement**" means this Agreement.
- b) "**Application Site**" means the portion of the TimberWest lands where Biosolids may be applied to the land for Beneficial Use of Biosolids in accordance with the OMRR.



- c) "**Beneficial Use**" and "**Beneficially Used**" means the application of Biosolids as a soil conditioner, in the preparation of fabricated soil, or as a fertilizer.
- d) "**Biosolids**" means municipal wastewater sludge generated from GNPCC and/or FCPCCC that has been treated such that it meets the definition for Class A or Class B Biosolids as specified in the OMRR.
- e) "**Biosolids Transporter**" means the transportation company retained by RDN to transport Biosolids from FCPCCC and GNPCC to the Storage Facility identified by SYLVIS on the Application Site.
- f) "**Contingency Site**" means a site approved by the RDN for the Beneficial Use of Biosolids in the event that Biosolids cannot be delivered to or applied at the Application Site.
- g) "**Disposal Site**" means a site including but not limited to the RDN Landfill, where Biosolids are taken when they cannot be Beneficially Used.
- h) "**Dispute**" means when one Party has a disagreement with the other Party with regard to a matter within the scope of this Agreement.
- i) "**Environmental Incident**" means the discharge of waste to the environment contrary to applicable environmental laws.
- j) "**FCPCCC**" means the French Creek Pollution Control Centre, an RDN facility at 957 Lee Road, Parksville, BC.
- k) "**Force Majeure**" means occurrences beyond the control of the Party affected, including, but not limited to, changes in legislation, acts of God, fires, floods, explosions, riots, war, rebellion, sabotage and atomic or nuclear incidents, but lack of finances shall in no event be deemed to be an occurrence beyond a Party's control.

- l) "**GNPCC**" means the Greater Nanaimo Pollution Control Centre, an RDN facility at 4600 Hammond Bay Road, Nanaimo, BC.
- m) "**Intellectual Property**" means all trade-marks, patents, copyrights and all other Intellectual Property rights owned or created by the RDN or SYLVIS during the Term of this Agreement.
- n) "**Land Application Plan**" means a Land Application Plan submitted in respect of the Application Site pursuant to the OMRR.
- o) "**Licence of Occupation**" means the Licence of Occupation granted by TimberWest to the RDN for use of the TimberWest Lands.
- p) "**MOE**" means the Ministry of Environment, or any Ministry, which may have jurisdiction in relation to the production of Biosolids and the land application of Biosolids during the term of this Agreement.
- q) "**NMBC Agreement**" means the Agreement between RDN and the Nanaimo Mountain Bike Club governing the shared use of the TimberWest Lands.
- r) "**OMRR**" means the Organic Matter Recycling Regulation, B.C. Reg. 18/2002, as amended from time to time.
- s) "**Program**" means the Biosolids Management Program of the RDN.
- t) "**Storage Facility**" means any location on the Application Site where the RDN delivers Biosolids from the GNPCC and FCPC that is compliant with OMRR and additional requirements as indicated in Schedule C.
- u) "**SYLVIS Work**" means, unless the context otherwise requires, the whole of the work, equipment, labour, matters and things required to be done, finished and performed by SYLVIS under this Agreement in relation with the generation, transportation, acceptance, storage, processing, and Beneficial Use or Disposal

of Biosolids generated at GNPCC and FCPC, as set forth in this Agreement including, without limitation, Schedule A.

- v) "**TimberWest Lands**" means the lands of which TimberWest is the beneficial owner in fee simple legally described as:

PID: 009-842-586

Block 355, Dunsmuir District

PID: 009-842-616

Block 463, Dunsmuir District, Except Part in Plan 27690; and

PD:009-438-203

Block 505, Nanoose District

- w) "**Works**" means any improvements constructed on the Application Site by SYLVIS as permitted by TimberWest, including trails, signs, storage facilities and materials used in the construction of the works.
- x) "**Year**" means twelve (12) consecutive months, starting on January 1<sup>st</sup> and ending on December 31<sup>st</sup>.

## 2. INTENT OF AGREEMENT

- 2.1 The intent of the Agreement is that SYLVIS will carry out the SYLVIS Work on the Program in a manner that ensures the long-term Beneficial Use of Biosolids.

## 3. TERM AND AMENDMENT

- 3.1 The term of this Agreement shall be for a period commencing with the date of execution of this contract by the RDN to May 31, 2021 (the "Term").

- 3.2 If the Licence of Occupation granted to RDN by TimberWest is renewed, following its expiry on May 31, 2021, the Parties, may by agreement, renew this Agreement for an additional period of time, not to exceed the renewal term of the Licence of Occupation, on the same terms and conditions contained herein.
- 3.3 The Agreement shall not be amended unless such amendment is in writing and signed by each Party, except as follows:
- i) Each Party's Representative has the right to add to or amend its own Designate positions or persons as required in Schedule D. Such amendments shall be provided in accordance with Section 39 to all Parties.

#### **4. SCHEDULES**

- 4.1 The following Schedules are expressly incorporated into and form part of the Agreement:
- i) Schedule A – SYLVIS Work
  - ii) Schedule B – Fee Schedule
  - iii) Schedule C – Termination Schedule
  - iv) Schedule D – Representatives and Contacts
- 4.2 In the event of any inconsistencies or conflicts between the terms of the main body of this Agreement and any Schedules, Appendices or other documents attached to and forming part of this Agreement, the terms of the main body of this Agreement shall prevail, unless otherwise stated in this Agreement.

#### **5. SERVICE**

- 5.1 The SYLVIS Work is set out in Schedule A.

## **6. CHANGES TO SYLVIS WORK**

- 6.1 The RDN Representative, as defined in Section 21, may, without invalidating the Agreement, and upon agreement by the Parties, make changes by altering, adding to, or deducting from the SYLVIS Work.
- 6.2 If such changes directed by the RDN Representative affect the Fees payable to SYLVIS, this will be negotiated and agreed to between the Parties prior to making such changes. If the Parties cannot agree on the value of changes, resolution shall be dealt with in accordance with the provisions of Section 16.
- 6.3 Except in an emergency endangering life or property, no change to the SYLVIS Work shall be undertaken by SYLVIS without written order of the RDN Representative and no claims for additional Fees shall be valid unless the change was so ordered by the RDN.

## **7. FEES AND PAYMENT**

- 7.1 The RDN will, on receipt of an invoice and supporting documentation submitted in compliance with this Agreement, pay to SYLVIS compensation for SYLVIS Work under this Agreement.
- i) The RDN will make payment to SYLVIS in accordance with section 1.1, 1.2, 1.3, and 1.4 of Schedule B upon confirmation of Beneficial Use by SYLVIS of the Biosolids on the Application Site as identified in Schedule A.
  - ii) The RDN will make payment to SYLVIS in accordance with section 1.5 of Schedule "B" for winter weather site management activities upon satisfactory completion as identified in Schedule "A".

- 7.2 The invoices submitted by SYLVIS under Section 7.1 must identify all applicable taxes and the RDN will include these amounts in the payment of the invoice.
- 7.3 The responsibilities of SYLVIS for final invoicing upon expiry or earlier termination of this Agreement are outlined in Schedule C.
- 7.4 The RDN shall make payment within thirty (30) days of receipt of an invoice and any required supporting documentation from SYLVIS. SYLVIS shall deliver an invoice at the end of each month.

## **8. PAYMENT WITHHELD**

- 8.1 The RDN may withhold payment, on notice to SYLVIS, by specifying the ground or grounds relied on, the whole or part of any progress payment to the extent necessary to protect the RDN from loss due to one (1) or more of the following:
- i) failure to perform the SYLVIS Work in accordance with the Agreement.
  - ii) failure by SYLVIS to make prompt payments as they become due to their subcontractors for equipment or labour.
  - iii) if there exist unsatisfied claims for damages caused by SYLVIS to anyone employed in connection with SYLVIS Work.

## **9. BIOSOLIDS PRODUCTION**

- 9.1 RDN will ensure that the quality of the Biosolids to be delivered to the Application Site under this Agreement will be a minimum of Class B, in accordance with OMRR.
- 9.2 RDN will record the number of loads and actual weight of Biosolids delivered to the Application Site.

## **10. BIOSOLIDS TRANSPORTATION**

10.1 Except as otherwise provided in this section, the RDN shall arrange for transport of Biosolids, at its cost, to the Application Site, Contingency Site, or Disposal Site.

10.2 SYLVIS's responsibilities for transportation of Biosolids upon expiry or earlier termination of the Agreement are set out in Schedule C.

## **11. SITES**

11.1 Application Site:

- i) RDN will ensure that the Application Site is available for Beneficial Use of Biosolids for the Term of the Agreement.
- ii) SYLVIS must ensure it does not do or fail to do anything that will cause the RDN to be in violation of the terms of the Licence of Occupation.

11.2 Contingency Site:

- i) The Contingency Site will be determined by the RDN with notice to SYLVIS.

11.3 Disposal Site

- i) The Disposal Site will be the RDN Landfill located at 1105 Cedar Road, Nanaimo, BC.

## **12. STORAGE OF BIOSOLIDS**

12.1 SYLVIS shall, at its cost, maintain sufficient storage capacity at the Application Site for Biosolids at all times during the Term of this Agreement.

12.2 Notwithstanding section 10.1, if SYLVIS is unable to provide sufficient storage for Biosolids delivered to the Application Site, the RDN may require Biosolids from the Application Site to be transported to the Contingency Site, or to the Disposal Site if the Contingency Site is unavailable, at SYLVIS' cost and may deduct the amount for transport and disposal from any payment due to SYLVIS. If no payment is owed to SYLVIS, then SYLVIS shall pay the amount of such transportation and disposal to the RDN within thirty (30) days of receipt of an invoice from RDN.

12.3 The SYLVIS' Work related to Storage Facilities is outlined in Schedule A.

### **13. BENEFICIAL USE OF BIOSOLIDS**

13.3 SYLVIS shall make Beneficial Use of Biosolids.

13.4 SYLVIS shall ensure that the Beneficial Use of Biosolids meets all requirements of OMRR and applicable best management practices for land application of Biosolids.

### **14. DISPOSAL OF BIOSOLIDS**

14.1 SYLVIS shall not deposit, sell, supply or provide Biosolids or Biosolids products to any other site for disposal or to any other person or corporation without the specific approval of the RDN Representative, acting reasonably.

### **15. INSPECTION OF WORK**

15.1 The RDN Representative and his or her designate will at all times have access to all aspects of the Program. SYLVIS is responsible for taking reasonable measures to facilitate access to areas where SYLVIS Work is being conducted for inspection.



15.2 Periodic inspections can be made by RDN to verify that the SYLVIS Work is being carried out in conformity with the requirements of this Agreement. Except in the case of emergency, notification of a planned inspection should be given a minimum of one week in advance so that both Parties' representatives may have the opportunity to be present at the inspection.

15.3 Where any deficiency in performance pertaining to the requirements of this Agreement is found during an inspection, the RDN shall forthwith notify SYLVIS in writing. SYLVIS, upon receipt of such notification by the RDN, will work with the RDN to determine corrective action which will rectify the deficiency and will carry out corrective measures, which shall ensure full performance in conformity with the requirements of this Agreement.

15.4 An inspection of SYLVIS Work by RDN does not relieve SYLVIS of its responsibility to perform the SYLVIS Work in accordance with the Agreement.

## **16. DISPUTE RESOLUTION**

16.1 If a Dispute arises between the Parties:

- i) Should the Parties not be able to resolve the Dispute within fourteen (14) days of identification, the Parties will schedule a teleconference involving the Representative Designate for each Party;
- ii) Should the Dispute remain unresolved thirty (30) days after the date of identification, the identifying Party will provide written notification to each Party's Representative and within seven (7) days, schedule a face to face meeting with the Representatives; and

iii) Should the Parties' Representatives not be able to settle the Dispute within sixty (60) days of original written identification (16.3 (ii) above), the Parties will refer the matter to the arbitration of a single arbitrator mutually agreed to by the affected Parties. If the Parties cannot agree on an arbitrator, the Dispute shall be referred to and finally resolved by arbitration administered by the British Columbia International Commercial Arbitration Centre. Each Party shall bear their own legal costs unless determined otherwise by an Arbitrator. The administrative cost of arbitration shall be borne equally by the Parties involved in the Dispute.

16.2 SYLVIS shall not delay any SYLVIS WORK while resolving any Dispute and shall keep accurate and detailed records of any work done under protest.

16.3 An approval to be given by the RDN under section 14, or a decision in the sole discretion of a party is not subject to arbitration under this Agreement.

## **17. TERMINATION**

17.1 SYLVIS shall have the right to terminate the Agreement if the RDN fails, upon receiving notice from SYLVIS, to resolve any of the following matters within sixty (60) days:

- i) In the event of any order of any court or other public authority, other than the RDN, causing the Program to be stopped or suspended, and when the period of such stoppage or suspension exceeds ninety (90) days, and when such stoppage or suspension occurs through no act or fault of SYLVIS or its respective agents, or servants;
- ii) If the RDN fails to pay SYLVIS, except as provided in the Agreement, any sum certified as payable by the RDN Representative within thirty (30) days from the due date of payment, and fails to remedy such default within thirty (30) days of SYLVIS's written notice of default;

and in the event of such termination, this Agreement shall be at an end.

17.2 For termination under Section 17.1(i), as a result of such stoppage or suspension, the RDN shall have no liability to SYLVIS for any loss of profits, damages or expenses.

17.3 For termination under Section 17.1(ii), the RDN shall pay SYLVIS for loss of profits, damages and expenses directly arising from RDN's default. The amount due to SYLVIS for SYLVIS Work performed and losses sustained shall be approved by the RDN Representative acting reasonably upon the receipt of records from SYLVIS summarizing the loss of profits, damages and expenses.

17.4 The RDN shall have the right to terminate the Agreement if SYLVIS fails, upon receiving notice from the RDN Representative, to resolve any of the following matters within sixty (60) days:

- i) Material default under this Agreement by SYLVIS;
- ii) SYLVIS has become insolvent or commits any act of bankruptcy;
- iii) In the event of any order of any court or other public authority, other than the RDN, causing the Program to be stopped or suspended, and when the period of such stoppage or suspension exceeds ninety (90) days, and when such stoppage or suspension occurs through no act or fault of SYLVIS or their respective agents, or servants;

and in the event of such termination this Agreement shall be at an end.

17.5 The RDN shall have a right to terminate the Agreement in the event TimberWest provides written notice to RDN terminating the Licence of Occupation in accordance with the conditions stated in the Licence of Occupation. If the Licence of Occupation is terminated, the RDN will provide SYLVIS with at least 7 days' notice of the termination to permit SYLVIS to fulfill its obligations under Schedule C.

17.6 Upon termination under Section 17.4 or 17.5, the RDN shall pay SYLVIS for all SYLVIS Work performed to the date of Termination. SYLVIS shall not have any claim for any further payment in respect of Work performed and the RDN will not be liable for any such loss of anticipated profits, damages, or expenses incurred by SYLVIS, except those identified under Section 18.

17.7 Once a Party has made reasonable, but unsuccessful efforts to resolve a Dispute as identified in Section 16, this Agreement may be terminated without cause during the Term by either Party, upon giving a minimum of one hundred and eighty (180) days written notice to the other Party.

## **18. RESPONSIBILITIES UPON EXPIRY OR EARLIER TERMINATION**

18.1 SYLVIS' tasks, upon expiry or earlier termination of the Agreement, are set out in Schedule C.

18.2 Upon expiry or earlier termination of the Agreement, all Biosolids deposited at Storage Facilities located on the Application Site shall be Beneficially Used or removed to contingency sites or Disposal Site(s) by SYLVIS, in accordance with Schedule C.

18.3 If Biosolids are not Beneficially Used or removed in accordance with Schedule C, the RDN may, in its sole discretion cause all remaining Biosolids to be removed and all expenses and costs related to clearing the Storage Facilities shall be deducted from any payment due to SYLVIS. If no payment is owed to SYLVIS, then SYLVIS shall pay all expenses and costs immediately to the RDN upon demand.

## **19. PERMITS AND LICENCES**

19.1 SYLVIS shall be responsible for all associated costs to procure all permits, certificates or licenses required to perform SYLVIS Work and to meet all requirements under federal, provincial, and local laws, regulations and bylaws

affecting the execution of the SYLVIS Work, save insofar as the Agreement specifically provides otherwise.

## **20. LAWS AND REGULATIONS**

20.1 This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia and the federal laws of Canada where applicable.

20.2 SYLVIS must comply with all statutes, regulations and bylaws and orders of authorities having jurisdiction applicable to SYLVIS Work, including, without limitation, OMRR and all other orders and requirements of the MOE applicable to the SYLVIS Work.

## **21. REPRESENTATIVES AND CONTACTS**

21.1 During the Term of the Agreement, each Party's Representative will be the persons identified in Schedule D.

21.2 Ensuring the proper execution of a Party's responsibilities under this Agreement will be the responsibility of the Representative of that Party.

21.3 The Representative for each Party may appoint a Representative Designate responsible for day to day management and administration including invoicing, payment, environmental and safety compliance. Each Party's Representative Designate will be the person identified in Schedule D.

21.4 If, in the opinion of a Representative of a Party, the other Party fails to perform any part of their responsibilities, the Representative shall give notice in writing to the other Party to complete the Work in a timely manner. If the Party receiving such notice disagrees with the Representative's notice, the matter shall be dealt with as a Dispute in accordance with the provisions of Section 16 of this Agreement.

21.5 Each Party shall advise the other Parties of changes to the contact information in Section 1.0 of Schedule D and shall use reasonable efforts to keep contact information in Section 2 of Schedule D up to date. Amendments to Schedule D may be made in accordance with Section 3.3.

## **22. RECORD KEEPING**

22.1 SYLVIS shall maintain all records and documentation as required to meet Organic Matter Recycling Regulation requirements.

22.2 Copies of all records relating to this Agreement shall be made available for inspection by the RDN.

## **23. CONFIDENTIAL AND PROPRIETARY INFORMATION**

23.1 Each Party shall advise the other Party when information is confidential or proprietary. Both Parties are responsible for ensuring all reasonable measures are taken to protect a Party's confidential and proprietary information.

23.2 No license or conveyance of any rights to any other Party is granted or implied by the exchange of confidential or proprietary information between the Parties.

## **24. INTELLECTUAL PROPERTY**

24.1 Each Party's right to use the Intellectual Property of the other Party is limited to those rights expressly set out in this Agreement. No Party shall acquire any rights or interest to any other Party's Intellectual Property other than as provided for herein. Any rights or interest so acquired shall terminate on the expiry or earlier termination of the Agreement.

24.2 Nothing in this Agreement shall diminish the Intellectual Property rights of any Party to this Agreement unless expressly provided herein. All usage of the Intellectual Property shall be in accordance with the policies and usage guidelines of the Party owning the Intellectual Property.

24.3 The Parties make no representations, extend no warranties and assume no responsibilities that the rights granted hereunder will not infringe on the rights or interests of others in any patents or trademarks not licensed hereby. The Parties represent that to their best knowledge, their copyrights, patents, and trademarks do not, as of the date of this Agreement, infringe the rights of any third party.

24.4 If it becomes advisable at any time, at the sole discretion of a Party ("Owner"), for the other Party to modify or discontinue the use of the Owner's Intellectual Property, the other Party agrees to do so.

## **25. ENVIRONMENTAL MONITORING AND INCIDENTS**

25.1 SYLVIS' responsibilities regarding environmental monitoring have been identified as part of SYLVIS Work in Schedule A.

25.2 SYLVIS shall pay all its own costs and expenses relating to environmental monitoring and incidents unless expressly identified within the Agreement or agreed to in writing.

25.3 SYLVIS shall be responsible for identifying, managing, mitigating and rectifying Environmental Incidents resulting from SYLVIS Work.

## **26. PUBLIC AND MEDIA RELATIONS**

26.1 SYLVIS' role and responsibilities regarding public and media relations have been identified as part of SYLVIS Work in Schedule A.

26.2 All publications and publicity, regardless of media, with respect to this Agreement requires the expressed written consent of each Party's Representative prior to being issued.

26.3 Each Party will pay all its own costs and expenses concerning all public and media relations matters unless expressly identified within the Agreement or agreed to in writing.

26.4 The Parties will use their best efforts to finalize a Communications Plan and Complaints Management Plan within six (6) months of the commencement of this Agreement.

**27. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (British Columbia)**

27.1 All records and Personal Information as defined in the *Freedom of Information and Protection of Privacy Act* (the "Act") received, collected, created, used, disclosed and disposed of by the RDN as a result of this Agreement are subject to the provisions of this Act. SYLVIS is considered a third party under 23(4)(b) of the Act.

27.2 All records and Personal Information (as defined in the Personal Information Privacy Act "PIPA") received, collected, created, used, disclosed and disposed of by SYLVIS as a result of this Agreement are subject to the provisions of PIPA.

**28. SAFETY REQUIREMENTS**

28.1 At any time during the Term of the Agreement, SYLVIS shall upon written request by RDN, provide reasonable evidence of compliance with the terms of this Agreement by SYLVIS and its subcontractors.

28.2 SYLVIS shall be solely and completely responsible for ensuring the safety of all persons employed and property during the performance of the Work.

28.3 SYLVIS shall be liable for any and all injuries or damages which may occur to persons or to property due to any act, omission, neglect or default of SYLVIS, or of that SYLVIS' employees, workers, agents or contractors.



28.4 SYLVIS shall comply with the provisions of the *Workers Compensation Act* (British Columbia) and shall satisfy the RDN's Representative that a safety program has been developed in accordance with the Occupational Health and Safety Regulations, Safe Work Practices and procedures of the Worker's Compensation Board.

28.5 SYLVIS will meet the SAFE standards as required by TimberWest.

## **29. FORCE MAJEURE**

29.1 Delays in or failure of performance by any Party under this Agreement shall not constitute default hereunder or give rise to any claim for damages if and to the extent such delay or default is caused by a Force Majeure.

29.2 If performance of this Agreement, in the reasonable opinion of the RDN, is made impractical by Force Majeure, RDN will notify the SYLVIS in writing of the RDN's intent to either (a) agree to terminate the Agreement, or (b) agree to amend the SYLVIS Works as required by the existence of the Force Majeure.

29.3 If SYLVIS is unable to perform the SYLVIS Work due to Force Majeure, SYLVIS shall provide written notice to RDN detailing the event believed to be one of Force Majeure and the expected impacts on the SYLVIS Work so that the RDN may make a determination in accordance with section 29.2.

29.4 The Parties shall not be liable to each other to continue performance under the terms of this Agreement if any Party is unable to perform because of activities or circumstances of Force Majeure.

### **30. LIENS**

30.1 SYLVIS shall remove or cause to be removed any claim of lien filed or registered against any land owned or held under a Licence of Occupation by the RDN that arises out of SYLVIS Work. Such removal shall be effected by SYLVIS immediately upon demand by the RDN or the RDN Representative.

30.2 Notwithstanding anything elsewhere contained in the Agreement, SYLVIS shall indemnify and hold harmless the RDN from all demands, damages, costs, losses and actions arising in any way out of claims of lien or liens which arise out of anything done or to be done under the Agreement whether the lien period binding on SYLVIS has expired or not.

30.3 The obligations imposed on SYLVIS by the provisions of this section shall not extend to a claim of lien properly and lawfully filed by SYLVIS.

### **31. ASSIGNMENT OR SUBCONTRACTING**

31.1 SYLVIS shall not subcontract, sell, transfer, or assign the Agreement or any part of the Agreement, or his right, title, or interest in the Agreement, or his obligations under the Agreement without the prior written consent of the RDN, such consent to be at the sole discretion of the RDN, except for an assignment to a bank of the payments to be received under the Agreement.

### **32. INDEMNITY**

32.1 SYLVIS shall release, save harmless and indemnify RDN and its officers and employees, servants, and agents from and against all claims, actions, costs, expenses, judgments, damages, fines and fees of whatever kind, including solicitors' fees on a solicitor and own client basis, which RDN or any other person, partnership or corporation may have or incur and which arises out of or in connection with any breach of this Agreement or negligent act or omission of SYLVIS, its agents, employees or subcontractors in the execution of SYLVIS Work and otherwise in the performance of or failure to perform the Agreement.

32.2 The RDN shall release, save harmless and indemnify SYLVIS and its officers and employees, servants and agents, from and against all claims, actions, costs, expenses, judgments, damages, fines and fees of whatever kind, including solicitors' fees on a solicitor and own client basis, which SYLVIS or any other person, partnership or corporation may have or incur and which arises out of or in connection with any breach of this Agreement or negligent act or omission of the RDN, its agents, employees or subcontractors in the performance of or failure to perform the Agreement.

### **33. INSURANCE**

34.1 SYLVIS, at its sole expense, will, unless otherwise agreed to in writing, carry insurance covering its operations under this Agreement at all times and maintain, and require its subcontractors to maintain, at least the following insurance coverage:

- i) Workers' Compensation coverage as required by the laws of the province of British Columbia;
- ii) Commercial general liability insurance in an amount not less than \$5,000,000 per occurrence, including non-owned automotive liability insurance against liability for personal injury, bodily injury, and death or broad form property damage or loss, arising from accidents or occurrences on or in the vicinity of the Application Site due to the use or occupation of the Application Site for the purposes of Biosolids land application;
- iii) Automotive insurance coverage with inclusive limits of not less than five million dollars (\$5,000,000) affording third party liability and accident benefits insurance, as provided by the Insurance Corporation of British Columbia in accordance with the *Insurance (Vehicle) Act* for all license vehicles owned, leased, rented or used in the performance of this contract;

- iv) Broad form fire-fighting expenses liability insurance in an amount not less than \$1,000,000 per occurrence; and
- v) Pollution Liability insurance with a single limit of no less than five million dollars (\$5,000,000) for each occurrence.

34.2 SYLVIS shall not operate or allow entry onto the Regional District property or the Application Site, any unlicensed motor vehicle. Unlicensed mobile equipment will be insured for physical damage and liability.

34.3 Copies of certificates of coverage shall be provided to the RDN prior to commencement of the work. Wherever the word "RDN" or "RDN Representative" or "SYLVIS" or "SYLVIS Representative" is to appear in these policies, the legal name shall be inserted.

34.4 SYLVIS shall be responsible for any deductible amounts under their own policy.

34.5 Every policy of insurance required to be maintained will:

- (a) name the RDN and TimberWest as an additional insured;
- (b) be placed with insurers licenses to do business in Canada with at least a "A" financial strength rating or better by A.M. Best;
- (c) be primary and will not require sharing of any loss by any insurer;
- (d) contain provisions for cross liability and severability of interest; and
- (e) be endorsed to provide that the insurer will not make any material adverse changes to the policy that would impact the insurance required without first giving the RDN at least 30 days written notice.

#### **34. ENTIRE AGREEMENT**

34.1 This Agreement shall supersede all communications, negotiations and Agreements prior to the execution and delivery hereof.

34.2 This Agreement constitutes the entire Agreement of the Parties with respect to the subject matter hereof and, except as stated in this Agreement, or in any instruments or documents to be executed and delivered pursuant to this Agreement, contains all the representations, undertakings and agreements of the Parties respecting the subject matter thereof. All Schedules and Appendices attached hereto form part of this Agreement.

#### **35. ORAL AGREEMENTS**

35.1 No oral instruction, objection, claim, or notice by any Party to the other shall affect or modify any of the terms or obligations contained in the Agreement, and none of the provisions of the Agreement shall be held to be waived or modified by reason of any act whatsoever, other than by a waiver or modification in writing and agreed to by the Parties.

#### **36. NON WAIVER**

36.1 Any failure by any Party or a Party's Representative at any time, or from time to time, to enforce or require the strict keeping and performance of any of the terms or conditions of the Agreement will not constitute a waiver of such terms or conditions and will not affect or impair such terms or conditions in any way or the right of the Party or the Party's Representative at any time to avail itself or himself of such remedies as it or he may have for any breach of such terms or conditions.

36.2 No provision in the Agreement, which imposes or may be deemed to impose extra or specific responsibilities or liabilities on another Party to the Agreement, shall restrict the general or other responsibilities or liabilities of the other Party in any way.

**37. BINDING EFFECT**

37.1 The Agreement shall enure to the benefit of and be binding upon the Parties and their successors, executors, administrators, and permitted assigns.

**38. NOTICES**

39.1 All notices required or permitted to be given under this Agreement will be given in writing to each Party's Representative and will be deemed to have been received by the Representative, if personally delivered, on the day of receipt, if mailed, on the third business day, or emailed, upon receipt of the email, in PDF file format attached to email, using the mailing and or email addresses listed in Section 1.0 of Schedule D.

**39. SURVIVAL**

39.1 Sections entitled "Dispute Resolution", "Permits and Licenses", "Laws and Regulations", "Record Keeping", "Confidential and Proprietary Information", "Intellectual Property", and "Indemnity" shall survive the expiry or earlier termination of this Agreement.

**SIGNED BY** the Parties or their duly authorized Representatives as of the date first above written.

**REGIONAL DISTRICT OF NANAIMO**

by its authorized signatories:

Per: \_\_\_\_\_  
Name: William Veenhof  
Title: Board Chair

**REGIONAL DISTRICT OF NANAIMO**

by its authorized signatories:

Per: \_\_\_\_\_  
Name: Joan Harrison  
Title: Director, Corporate Services

**SYLVIS ENVIRONMENTAL INC.**

by its authorized signatories:

Per: \_\_\_\_\_  
Name: Mike Van Ham  
Title: President

## **SCHEDULE A – SYLVIS WORK**

### **1.0 PRODUCTION - BIOSOLIDS QUALITY**

SYLVIS shall:

- 1.1 conduct testing in accordance with OMRR to ensure that Biosolids in storage are suitable for land application, and make results available to RDN on request.
- 1.2 coordinate annual sampling programs with the RDN to ensure that Biosolids are tested regularly throughout the year for compliance with OMRR.
- 1.3 If any sample results indicate that Biosolids in a Storage Facility, do not meet the quality requirements specified in this Agreement:
  - i) inform the RDN within three business days from the time of receipt of analysis,
  - ii) work collaboratively with the RDN to identify a solution for remediation of the Biosolids for use on the License Area.
  - iii) if no remediation is possible, then arrange for removal of the Biosolids from the Storage Facility, at the RDN's expense.

### **2.0 PRODUCTION - BIOSOLIDS QUANTITY**

SYLVIS shall:

- 2.1 maintain accurate records of the quantity of Biosolids Beneficially used at the Application Site for the preceding month and provide the records to the RDN within two (2) business days after receipt of Biosolids production records from RDN.

### **3.0 BIOSOLIDS TRANSPORTATION AND DELIVERY**

SYLVIS shall:



- 3.1 provide the RDN with operating parameters for delivery of Biosolids to the Application Site and notify the RDN of any failures by the transportation provider to comply with the operating parameters.
- 3.2 provide direction on where to deliver Biosolids within the Application Site directly to the Biosolids Transporter on a day to day basis.
- 3.3 maintain all unpaved public roads needed by the Biosolids transporter for the safe delivery of the Biosolids to the Application Site Storage Facilities.
- 3.4 maintain all Application Site storage access roads needed by the Biosolids transporter for the safe delivery of the Biosolids to the Application Site Storage Facilities.
- 3.5 notify the RDN if the Application Site is not accessible for delivery of Biosolids so that the RDN can approve and coordinate delivery of Biosolids to the Contingency Site.

#### **4.0 SITES**

SYLVIS shall:

- 4.1 obtain approval from RDN for use of the Contingency Site, prior to its use.

#### **5.0 STORAGE OF BIOSOLIDS**

SYLVIS shall:

- 5.1 maintain sufficient storage capacity for Biosolids at the Application Site for Biosolids at all times during the Term of this Agreement at its cost.
- 5.2 ensure that at no time is there more than the equivalent of nine (9) months of Biosolids production stored in total at the Application Site.

5.3 provide sufficient signage to reasonably discourage unauthorized entry onto Biosolids Storage Facilities.

5.4 ensure that Storage Facilities are maintained in a clean manner, are clearly labelled and are operated in compliance with requirements of this Agreement and OMRR.

## **6.0 BENEFICIAL USE**

SYLVIS shall:

6.1 ensure that the Beneficial Use of the Biosolids at the Application Site meets all requirements of OMRR, this Agreement and applicable best management practices for land application of Biosolids, provided the Biosolids meet Class B requirements upon delivery.

6.2 obtain and renew Land Application Plans as required by the Organic Matter Recycling Regulation for the duration of the contract.

6.3 notify the RDN and other relevant stakeholders of application schedules at least one (1) week prior to application commencement and make this information available to the RDN for placement on the Biosolids website.

6.4 consult with RDN to determine relevant stakeholders requiring notifications.

6.5 provide the RDN with updates every two weeks on the operations of the Program.

## **7.0 FEES**

7.1 SYLVIS shall submit an invoice monthly indicating the number of tonnes of Biosolids Beneficially Used at the Application Site and the rate per tonne set out in Schedule B.

## **8.0 ENVIRONMENTAL MONITORING & INCIDENTS**

SYLVIS shall:

- 8.1 conduct testing or monitoring as required to meet the requirements of this Agreement and the OMRR, and will provide the results and data to RDN, upon request.
- 8.2 maintain documented procedures to manage potential Environmental Incidents resulting from SYLVIS Work, including spill response procedures, and to identify, manage, rectify, mitigate, and record Environmental Incidents.
- 8.3 notify RDN within twenty-four (24) hours of any Environmental Incidents that may result in disciplinary action from Provincial and Federal Ministries, or media coverage.

## **9.0 SAFETY**

SYLVIS shall

- 9.1 document and follow safe work procedures related to SYLVIS Work. Procedures will meet the requirements of WorkSafe BC and any other application procedures identified in the Best Management Practices for Biosolids land applications in BC. SYLVIS shall make all procedures available to RDN upon request.
- 9.2 ensure that when WorkSafe BC Certification is required for tasks within the Application Site, individuals completing these tasks will have the appropriate WorkSafe BC certification.
- 9.3 maintain documented procedures related to SYLVIS Work, to identify, manage, rectify, mitigate and record safety incidents. SYLVIS shall make all procedures and records available to RDN upon request.
- 9.4 notify RDN within twenty-four (24) hours of any safety incidents that may result in disciplinary action from Provincial and Federal Ministries, or media coverage.

## **10.0 PUBLIC AND MEDIA RELATIONS**

SYLVIS shall:

- 10.1 participate in the development of a Communications Plan in conjunction with RDN and other relevant stakeholders to address public and media requests.
- 10.2 manage all public and media relations in accordance with the Communications Plan
- 10.3 participate in a minimum of two general open houses per year, hosted by the RDN, one at FCPC and one at GNPCC, to present the Biosolids Management Program.
- 10.4 jointly host a stakeholder engagement session once per year with the RDN. The session may include Application Site tours and application demonstrations.
- 10.5 contribute to the RDN Biosolids website as requested. The website is to be used for updates on research projects, annual reports, complaints portal, monthly news releases, upcoming land applications, and FAQ's among other things.
- 10.6 maintain signage at the Application Site to notify the public of Biosolids operations as required by OMRR and other applicable laws.

## **11.0 COMPLAINTS MANAGEMENT**

SYLVIS shall:

- 11.1 participate in the development of a Complaints Management Plan in conjunction with the RDN to manage complaints from the public. This may form part of the Communications Plan identified in Section 10.1.
- 11.2 manage all complaints in accordance with the Complaints Management Plan.

## **12.0 ANNUAL REPORTING**

SYLVIS shall:

- 12.1 participate in an annual meeting coordinated by the RDN, to be held before the end of February each year to review the Biosolids Management Program from the previous year and discuss any improvements to the Program. For the meeting to proceed the Representative Designate from RDN and SYLVIS must be present.
- 12.2 provide information as requested by the RDN for completion of an Annual Report compiled by the RDN and made available to the Ministry of Environment and the general public.
- 12.3 complete annual reports summarizing compliance and non-compliance with the Land Application Plan and OMRR. The Compliance report will be made available to the RDN upon request.

### **13.0 BIOSOLIDS TRANSPORT COORDINATION**

SYLVIS shall:

- 13.1 coordinate transportation of Biosolids to Storage Facilities near to where applications are planned or that are snow-free in winter months.
- 13.2 ensure Storage Facilities that are snow-free have sufficient capacity in the winter months to accept Biosolids delivered to the Storage Facilities.
- 13.3 monitor and manage Storage Facilities and roads for snow status and access issues; arrange for snow plowing of the Application Site roads and to enable Storage Facilities access.
- 13.4 monitor (in consultation with the Biosolids Transporter) road conditions for potential maintenance and notify the RDN which roads require maintenance and the type of maintenance.
- 13.5 based on road monitoring, work with the RDN to produce an annual road maintenance plan.
- 13.6 implement road maintenance activities upon ratification of the road maintenance plan on an as required basis.

13.7 undertake road maintenance, snow removal and Storage Facility maintenance, where they pertain solely to Biosolids management.

#### **14.0 STORAGE FACILITY MANAGEMENT**

SYLVIS shall:

14.1 manage Biosolids stockpiles efficiently to maximize the storage capacity of each Storage Facility.

14.2 only store Biosolids within Storage Facilities that have a sealed base and containment barriers.

14.3 ensure Biosolids are tarped from October 1 to March 31 of each year, as stipulated in the OMRR.

14.4 assess the Storage Facilities for lock block stability and potential paving repairs.

#### **15.0 APPLICATION PLANNING**

SYLVIS shall:

15.1 manage Biosolids trails for access (e.g. windfalls).

15.2 notify the RDN of the plan to apply Biosolids in the application areas.

15.3 identify streams, wetlands, and lakes and other resource features and accurately map them.

15.4 accurately map the proposed application areas and associated features of importance.

15.5 evaluate sites for setback requirements from wetlands, streams, trails or any other significant resource feature (e.g. bear den).

15.6 ensure that inspections and evaluations of Application Sites are documented and signed off by SYLVIS' Project Manager prior to Beneficial Use of Biosolids.

## **16.0 NANAIMO MOUNTAIN BIKE CLUB LAND USE COORDINATION**

16.1 The RDN and the Nanaimo Mountain Bike Club (NMBC) have entered into an agreement to coordinate shared land use of the Application Site ("NMBC Agreement"). SYLVIS will ensure that all conditions of this agreement are followed as pertain to the shared use of the License Area. A copy of the NMBC Agreement is attached as Appendix 1.

16.2 SYLVIS will not apply Biosolids in the Biking Area south of Weigles Road, within 30 m of the Future Bike Trails, and within the 30 m boundary areas as defined by the NMBC Agreement (collectively the "Protected Area").

16.3 If SYLVIS spreads Biosolids in the Protected Area, SYLVIS will remediate and remove all Biosolids material at its own expense within a reasonable period of time of the becoming aware of Biosolids having been spread on the Protected Area.

16.4 SYLVIS will provide enhanced notification of Biosolids applications along mountain bike trails outside of the Future Bike Trails network.

## **17.0 SYLVIS – APPLICATIONS**

SYLVIS shall:

17.1 apply Biosolids on an ongoing basis as required to comply with OMRR.

17.2 manage any equipment issues, weather issues, stakeholder issues, and Storage Facility issues to adhere, where possible to the agreed application schedule.

## **18.0 SYLVIS – RECORDS**

SYLVIS shall:

18.1 maintain detailed records and maps showing Biosolids application locations, dates and volumes.

18.2 provide these records to the RDN on request.

## **19.0 ENVIRONMENTAL MONITORING**

SYLVIS shall:

19.1 conduct water quality testing or monitoring of selected streams and make available results to RDN upon request as a continuation of the monitoring program undertaken by Vancouver Island University.

## **20.0 TIMBERWEST RULES**

SYLVIS shall:

20.1 Observe, abide by and comply with:

- i) Any rules and regulation provided by TimberWest in respect of the use and occupation of the Application Site, including rules related to fire hazards and public safety.
- ii) The Safe Road Use Procedures as defined in the TimberWest License of Occupation, which TimberWest reserves the right to change, from time to time, in its sole discretion and as such rules apply generally or to SYLVIS specifically.
- iii) Any condition imposed by TimberWest in connect with any approval granted by TimberWest to the RDN pursuant to this agreement
- iv) all applicable laws with respect to SYLVIS's use of the Application Site and construction of Works.

## **21.0 CONSTRUCTION**

SYLVIS shall:



- 21.1 Not Construct any Works on the Application Site without the prior written approval of RDN; provided however that SYLVIS may construct Works on the Application Site that are described in the Land Application Plan approved by TimberWest in writing.
- 21.2 Remove at its cost any Works forthwith upon the written direction of TimberWest if such Works have been constructed without the prior written approval of TimberWest or were not described in the Land Application Plan approved by TimberWest in writing, or if such removal is required by TimberWest in connection with the conduct of its business activities including its wood harvesting operations on the Application Site.
- 21.3 Not trim, cut or destroy any trees, whether downed or standing on the Application Site without the prior written approval of TimberWest unless such trimming or cutting is included in the then current Land Application Plan.
- 21.4 construct the Works in a good and well-made manner as determined by TimberWest.

## **22.0 FIRES**

SYLVIS shall:

- 22.1 Not start or permit any open fires or any fire menace on the Application Site except with the prior written approval of TimberWest and then only in strict compliance with all the requirements of the Wildfire Management Branch of the Ministry of Forests, Lands and Natural Resource Operations and any conditions that may be imposed by TimberWest;
- 22.2 take every reasonable precaution to prevent the escape of fire on or to any of the TimberWest Lands or timber located on the TimberWest Lands;
- 22.3 develop and implement fire prevention and suppression measures that comply with the *Wildfire Act* (British Columbia) standards; and to submit a record of those measures to RDN for approval by TimberWest; and

22.4 observe, abide by and comply with all applicable provisions of and regulations under the *Wildfire Act* (British Columbia) and any other statute that has been or may hereafter be made in respect of the prevention and suppression of fires, including the duty to immediately report any wildfire to the Wildfire Management Branch of the Ministry of Forests, Lands and Natural Resource Operations, TimberWest, a peace officer or a fire emergency response telephone number, and to immediately take action to contain, extinguish or limit the spread of wildfire, if practicable.

### **23.0 HAZARDOUS SUBSTANCE**

SYLVIS shall:

23.1 not bring or permit to be brought onto the Application Site, and will not use or permit the use of the Application Site, or any part thereof, directly or indirectly, for the handling of any Hazardous Substance, except in strict compliance with all applicable laws and with the prior written approval of TimberWest.

23.2 not release nor permit the release of any Hazardous Substance into the environment or into culverts or drains on the Application Site.

23.3 If any Hazardous Substance is brought onto the Application Site or created upon the Application Site:

(a) SYLVIS will immediately notify RDN and TimberWest in writing of the presence of such Hazardous Substance and will take any action in respect of such Hazardous Substance that may be reasonably required by RDN or TimberWest forthwith upon receipt of same; and

(b) Such Hazardous Substance will be the sole and exclusive property of SYLVIS and not of RDN or TimberWest, notwithstanding the expiration or earlier termination of this Agreement.

23.4 On or before the expiry or earlier termination of this Agreement, SYLVIS will remove all Hazardous Substances which have been brought onto or created on or about the Application Site by SYLVIS or SYLVIS' representatives, including any Hazardous Substances which may have been released into the environment.

23.5 Notwithstanding the foregoing, upon written notice to SYLVIS, RDN or TimberWest may undertake remediation of any contamination of the Application Site at the cost and expense of SYLVIS, which cost will be paid by SYLVIS within 30 days after receipt of an invoice therefor.

#### **24.0 CONDITION OF TIMBERWEST LANDS**

24.1 SYLVIS shall keep those portions of the Application Site used by SYLVIS in a safe, clean and sanitary condition satisfactory to TimberWest, acting reasonably.

#### **25.0 STORAGE**

25.1 SYLVIS shall not to store any tools, apparatus, equipment, supplies or materials on the Application Site without the prior written consent of RDN or TimberWest, in its sole discretion.

## SCHEDULE B – FEE SCHEDULE

### 1.0 CONTRACT FEES

1.1 RDN will pay to SYLVIS for completion of the Beneficial Use of Biosolids:

- a) A rate of \$94.31 per metric tonne of Biosolids for up to and including 4,000 metric tonnes of Biosolids Beneficially Used at the Application Site. After 4,000 tonnes have been delivered in any Year, the rate per metric tonne will be 68.48 per metric tonne for any additional Biosolids delivered, except as provided in (c) of this section.
- b) The fees shall be paid based upon the volume of Biosolids Beneficially used at the Application Site.
- c) In the event that RDN is unable to deliver 4,000 metric tonnes to the Application Site in one Year, the outstanding tonnage will be carried forward to the following Year or to the end of Term, to be paid at the rate per tonne for the Year in which it was to have been delivered.
- d) Fees referred to in this section shall be increased at a compounding rate of 3% each Year of this Agreement,

The rate increase for a partial calendar year will be determined using the following formula:

$$3\% \times \text{Number of Months in Partial Calendar Year} / 12$$

1.2 Despite section 1.1(a) in the case of a partial calendar year the amount payable to SYLVIS by the RDN shall be as follows:

- (a) \$94.31 per tonne for the first 4000 tonnes or less ; and
- (b) \$68.48 per tonne thereafter.

- 1.3 For the purpose of section 1.1(c) the minimum tonnage amounts used to determine carry forward totals for partial year periods set out in Column 1 of Table A shall be as set out in Column 2 of Table A:

For the purpose of section 1.1 (c), there will be no minimum tonnage applicable for the 2017 partial calendar year.

**Table A**

<b>Time</b>	<b>Tonnage</b>
2017	Not Applicable
January 1 to May 31, 2021	2,000

- 1.4 For the purpose of 1.1 (c), in the event of early termination in the middle of a calendar year of the agreement, the following process would be followed to determine minimum tonnage.

Minimum tonnage for the partial year at the end of Term will be calculated by multiplying the monthly minimum tonnage in Column 2 of Table B for the particular year in Column 1 of Table B by the number of months in the partial year.

**Table B**

<b>Time</b>	<b>Minimum Tonnage (per month)</b>
2018	333.33
2019	333.33
2020	333.33
2021	400

- 1.5 RDN will pay the following amount to SYLVIS for completion of the following winter weather site management activities subject to prior approval by the RDN.

Time	Unit Cost
<b>Snow Removal</b>	
Road to Stockpile A	\$390
Road to Stockpile B	\$510
Road to Stockpile C	\$620
<b>On-site Biosolids Transportation</b> (to accommodate winter weather conditions) <sup>1</sup>	\$4,700 per day

1. Includes time for 2 SYLVIS employees, 2 gravel trucks, and the SYLVIS wheel loader. Depending on the transport route and site conditions, this could account for the movement of 120-160 tonnes of biosolids.

- 1.6 Despite any other provision in this Agreement, the rates for the fees payable by the RDN under this Agreement may not be increased through the arbitration process under section 16 of this Agreement unless the RDN agrees.

## SCHEDULE C – TERMINATION SCHEDULE

### 1.0 RESPONSIBILITIES UPON END OF TERM

1.1 SYLVIS will ensure that the tasks set out in Column 2 of Table 1 are performed and completed by the date shown in Column 1, except as otherwise expressly stated.

**Table 1. Timeline and Responsibilities on End of Term**

Date	Action	Reference
<b>May 3, 2021</b>	Last day Biosolids may be delivered to the Storage Facilities on the Application Site	Agreement Section 10
<b>May 17, 2021</b>	Last day by which Biosolids contained in Storage Facilities must be Beneficially Used at the Application Site.	Agreement Section 18
	Last day by which any Biosolids contained in Storage Facilities not intended to be Beneficially Used at the Application Site must be removed to the Contingency Site.	Agreement Section 18
<b>May 31, 2021</b>	End of term of Agreement	Agreement Section 3
<b>June 30, 2021</b>	Delivery of final invoice under this agreement	Agreement Section 7

## 2.0 RESPONSIBILITIES UPON EARLY TERMINATION

2.1 SYLVIS will ensure that the following tasks set out in Column 2 of Table 2 are performed and completed by the date shown in Column 1, except as otherwise expressly stated for termination under section 17.5 of the Agreement.

**Table 2. Timeline and responsibilities upon termination prior to end of term**

<b>Date</b>	<b>Action</b>	<b>Reference</b>
<b>30 calendar days prior to termination date</b>	Last day for delivery of Biosolids to the Storage Facilities on the Application Site.	Agreement Section 10
<b>14 calendar days prior to termination date</b>	Last day for Biosolids contained in the Storage Facilities to be Beneficially Used at the Application Site or removed to the Contingency Site or Disposal Site.	Agreement Section 18
<b>termination date</b>	Last day for any Biosolids contained in Storage Facilities to be removed by RDN, in the event that SYLVIS does not remove the Biosolids to a Disposal Site.	Agreement Section 18.1
<b>termination date</b>	End of term of Agreement	Agreement Section 17
<b>30 calendar days after termination date</b>	Delivery of final invoice from SYLVIS under this agreement	Agreement Section 7



### 3.0 RESPONSIBILITIES ON EARLY TERMINATION OF LICENCE OF OCCUPATION

3.1 SYLVIS will ensure that the following tasks set out in Column 2 of Table 3 are performed and completed by the date shown in Column 1, except as otherwise expressly stated for termination under section 17.5 of the Agreement.

**Table 3. Timeline and Responsibilities on Termination of Licence of Occupation**

Date	Action	Reference
<b>10 Days prior to date of early termination of Licence of Occupation</b>	Final day for delivery of Biosolids to the Storage Facilities on the Application Site.	17.5
<b>2 Days prior to date of early termination of Licence of Occupation</b>	Final day for Biosolids contained in the Storage Facilities to be Beneficially Used at the Application Site or removed to the Contingency Site or Disposal Site.	17.5
<b>30 calendar days after termination date</b>	Delivery of final invoice from SYLVIS under this agreement	Agreement Section 7

## SCHEDULE D – REPRESENTATIVES AND CONTACTS

### 1.0 NOTICES

1.1 All notices will be delivered to the following mailing or email addresses:

- i) Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2  
Attention: Sean De Pol  
Email: [sdepol@rdn.bc.ca](mailto:sdepol@rdn.bc.ca)
  
- ii) SYLVIS Environmental Services  
427 Seventh Street  
New Westminster, BC V3M 3L2  
Attention: Mike Van Ham  
Email: [mvanham@sylvis.com](mailto:mvanham@sylvis.com)

**PARTY REPRESENTATIVES AND REPRESENTATIVE DESIGNATES**

1.2 All other communications will be conducted between appropriate contacts as listed in Table 4 below:

**Table 1. Contact Information**

	<b>CONTACT</b>	<b>CONTACT NAME</b>	<b>CONTACT DETAILS</b>
Representative	RDN	<i>Sean De Pol</i> Director of Water and Wastewater Services	Phone: 250-390-6560 Email: <a href="mailto:sdepol@rdn.bc.ca">sdepol@rdn.bc.ca</a>
	SYLVIS	<i>Mike Van Ham</i> President	Phone: 604-777-9788 Cell: 604-341-7345 Email: <a href="mailto:mvanham@sylvis.com">mvanham@sylvis.com</a>
Representative Designate for day to day management and administration	RDN	<i>Adrian Limpus</i> Engineering Technologist	Phone: 250-390-6560 Email: <a href="mailto:alimpus@rdn.bc.ca">alimpus@rdn.bc.ca</a>
	SYLVIS	<i>Christian Evans</i> Project Manager	Phone: 604-777-9788 Cell: 604-209-2002 Email: <a href="mailto:cevans@sylvis.com">cevans@sylvis.com</a>



Tenders were evaluated against the tender requirements, and it was determined that the lowest compliant bid was submitted by Brandt Tractor Ltd.

#### **ALTERNATIVES**

1. That the purchase of a John Deere 544KII from Brandt Tractor Ltd. for an amount of \$231,000 be approved.
2. Provide alternate direction to staff.

#### **FINANCIAL IMPLICATIONS**

The current financial plan has scheduled replacement of the wheel loader in 2017. The cost of the new John Deere wheel loader is less than the approved budget amount of \$295,000.

#### **STRATEGIC PLAN IMPLICATIONS**

The purchase of the John Deere 544KII from Brandt Tractor is consistent with the Strategic Plans focus on funding infrastructure in support of our core services employing an asset management focus.



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Larry Gardner  
LGardner@rdn.bc.ca  
September 15, 2017

#### Reviewed by:

- R. Alexander, General Manager, RCU
- W. Idema, Director of Finance
- P. Carlyle, Chief Administrative Officer

**Delegation:** Michael Ribicic, Youth Advisory Council, re Youth Involvement with the RDN

**Summary:** The summary is that we are going to ask the RDN to implement a youth council and discuss the importance of youth representation in governance with them.

**Action Requested:** We will be delivering a speech encouraging the RDN to create a youth council/ implement some sort of youth representation.

Laura Bonnor, Dave MacVicar (teachers) &  
Lindsey Genoe, (P.A.C. Chair)  
Bowser Elementary  
4830 Faye Road  
Bowser, B.C.  
V0R 2V0

Regional District of Nanaimo Board  
Attn: Wendy Idema & Bill Veenhof, Chair

Dear Board Members,

Thank you so much for your support of Tulnuxw Lelum, the Cultural learning Space, at Bowser Elementary. At this time, we are working towards improving inter-cultural relationships with local community members and our local environment. We hope that this structure and the indigenous gardens that surround it will be a step towards addressing the cultural challenges that have plagued the school system for centuries. This project will enhance the growth learning of all of our students as well as community members.

Although weather was a challenge in the spring, we have been making good progress this fall. We have begun on the foundations and are proceeding with the structure. However, construction costs throughout the process have continued to escalate. The original grant of \$30,000 is not sufficient to complete the project and we will not finish by the November deadline. We would respectfully request an increase to the grant of a further \$30,000 to a total of \$60,000 and an extension to November 11, 2018.

I have included a quote from the log building company that is able to complete the task at a reasonable cost. I've also included a more detailed budget. As we have gotten further into the project, unanticipated costs have arisen and they are included. We are continuing to fundraise. We have made contact with the Rotary club and we are continuing discussions with timber companies that may be able to donate logs. Chief Recalma and the Qualicum Band has been supportive in this regard. We have received generous donations from the community and local businesses. We hope that this will reduce costs and contribute to the successful completion of Tulnuxw Lelum.

Thankyou for your time and consideration. If you have any question, please do not hesitate to call. I look forward to hearing from you soon.

Sincerely and with Gratitude,

Laura Bonnor, Dave MacVicar (teachers) &  
Lindsey Genoe, (P.A.C. Chair)

# Tulnuxw Lelum - Bowser Cultural Learning Space

## > Expenses

			Estimated	Actual
<b>Total Expenses</b>			<b>\$86,250.00</b>	<b>\$13,559.85</b>
<b>Fire Area</b>	Estimated	Actual		
ground prep.	\$500.00	\$493.50		
ground cover (oyster shells)	\$1,000.00	\$178.50		
Equipment	\$500.00	\$400.00		
log bench seating	\$2,000.00	\$300.00		
fire ring (stones & concrete)	\$500.00			
<b>Total</b>	<b>\$4,500.00</b>	<b>\$1,372.00</b>		
<b>Indigenous Garden</b>	Estimated	Actual		
plants	\$2,000.00	\$400.00		
soil prep	\$500.00			
soil/compost/bark mulch	\$1,000.00	\$400.00		
Tools, shovels rakes, trowels, hoses, whee	\$1,000.00	\$300.00		
landscape fabric	\$300.00			
edging	\$750.00			
gardening gloves for students, safety gogg	\$400.00	\$200.00		
pathways, accessible and universal design	\$1,000.00	\$500.00		
signage (created by students)	\$500.00			
<b>Total</b>	<b>\$7,450.00</b>	<b>\$1,800.00</b>		
<b>Education</b>	Estimated	Actual		
Landscape Designer (teach and consulting	\$500.00			
First Nations Cultural Teachers (200.00)	\$800.00	\$200.00		
Environment Impact Scientist	\$200.00			
First Nations Artist	\$400.00			
Ethnobotanist (teach and advise)	\$400.00			
Microscopes, measuring tapes, binoculars,	\$1,000.00			
tech devices for student use	\$1,000.00	\$500.00		
<b>Total</b>	<b>\$4,300.00</b>	<b>\$700.00</b>		
<b>Column1</b>	Estimated	Actual		
Telephone				
Transportation				
Stationery supplies				
Fax services				
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>		
<b>Learning Structure</b>	Estimated	Actual		
designer	\$2,000.00	\$2,000.00		
surveyor		\$566.20		
engineer	\$2,000.00	\$2,000.00		
site prep	\$2,000.00	\$4,421.65		
concrete pad with foundations	\$10,000.00			
metal plates for log support	\$1,000.00			
log poles for walls and support	\$40,000.00			
wall siding for back wall and pony walls	\$2,000.00			
perimeter drain	\$1,000.00			
miscellaneous	\$1,000.00			
roofing	\$5,000.00			
seating within structure - cedar	\$2,000.00			
<b>Total</b>	<b>\$68,000.00</b>	<b>\$8,987.85</b>		
<b>Column1</b>	Estimated	Actual		
<b>Other</b>				
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>		
<b>Community Celebration/ Media</b>	Estimated	Actual		
Acknowledgements	\$1,000.00			
Celebration in May 2016	\$500.00	\$200.00		
Celebration in May 2017	\$500.00	\$500.00		
<b>Total</b>	<b>\$2,000.00</b>	<b>\$700.00</b>		





## Log Material Purchase Agreement

<<Tulnuxw Lelum>> Contract - <<Sept 13, 2017>>

### Contract Price

- Western Red Cedar Log Materials...\$35,753.00 with Latewood Finish.
- GST=\$1'787.65 if applicable
- PST=\$2'502.71 if applicable
- Grand Total-- \$40'043.36

### Log Package Includes:

- House logs, 14-inch mean diameter stacked to wall heights per plans with Post and Beam construction.
- All scarves and knots sanded.
- Log ridge poles, purlins, as per plans.
- All roof log members left to be slotted on top to receive Rafters by purchaser.
- Decorative log elements for the gables as per drawing.
- All log work to meet or exceed the Standards set forth by the International Log Building Association.
- Ongoing construction consultation.
- GST/PST Tax only.
- Assy Screws as per Engineered plans to be supplied by purchaser
- 3"x8" Exposed Rafters spaced according to Engineers Specs. (Material only)

### Not Included in the Contract Pricing:

- Crane arrangements and charges are not included. (FOB Parksville)
- Other taxes are not included.
- Steel fasteners or connectors for exposed rafters
- Professional structural engineering review and stamped plans if applicable.
- Sill sealer or metal drip flashing. **N/A**
- Anything not specifically listed within this Agreement.
- Assembly of Exposed Rafters.

## Payment

A payment of fifty-percent (50%) of the purchase price is required before a project can be submitted for production. The final fifty-percent (50%) of said purchase price shall be paid in one (1) payment due when the log work is completed as follows:

1. Completion of log shell. Final payment is due no later than two weeks after completion of the log shell at our site, and before shipment—whichever occurs first. Client must take delivery of the log work no later than two (2) months after the log work has been completed.

Progress photos will be provided to you via email every week.

See **Addendum #1** for 'Raw Log Reimbursement'

## Shipment

As a courtesy, Summit Log & Timber Homes, Inc. (Company) will make arrangements for shipping the log materials. Summit Log & Timber Homes, Inc. is not responsible for transporting the log shell structure from the log yard to customer's site. Timeliness of the delivery, the condition of the load or any other facet of the log package's transportation, is the sole responsibility of the trucking company and not the responsibility of Summit Log & Timber Homes, Inc. In the event of any disputes concerning transportation, you agree to pursue the matter solely with the trucking company and not to hold responsible Summit Log & Timber Homes, Inc. in any way.

## Building Site Access

Your building site must be accessible to, and have turn around space for, a tractor with a 26 foot long trailer. The driver will be the final authority as to the suitability of the road conditions and the final delivery site. At the driver's discretion, the load may need to be offloaded at a location other than the building site. Any additional costs involved for transporting the load to the building site shall be the Homeowner's sole responsibility.

N/A

## Offloading

It is the Homeowner's sole responsibility to provide a crane, crane operator and crew of at least three (3) men to unload the log materials. The shipper will typically allow eight (8) hours to offload the log materials. There will be additional charges to the Homeowner if the offloading requires more than eight (8) hours per truck.

The typical setup requires a 2- to 10-ton crane with a 20-foot reach. The heaviest lift will usually be 1,200 to 6000 pounds. If the plan calls for oversized timbers, a larger crane may be needed.

If you have a difficult site, e.g., a steep lot, you should have the crane company inspect the site to preview the lot, and match the crane with the positioning and load. The crane needs to be able to reach all corners of the building, and the trailer for offloading—without having to move.

### Latewood Staining

The Client understands that Latewood is a very special wood surface that requires proper preparation before staining to achieve the smooth, satiny finish that is desirable. The cleaning and staining of the wood should only be done by an experienced painter. Summit recommends Timber Pro Coatings stains which have been extensively tested for use with the Latewood finish. We cannot speak to the effectiveness on any other stain product. Latewood is not a surface finish that can be sanded or bleached.

### Warranty

**The Summit Log & Timber Homes Limited Lifetime Warranty** is part of this contract. See Page 7 for details.

### General Terms and Conditions of the Contract

1. The Company shall, at its own expense (except as herein otherwise indicated), supply a pre-built Log Shell—all in accordance with the concept drawings (blueprints) provided by the Homeowner.
2. The materials used by the Company shall be of good quality and the Contract shall be completed in a workmanlike manner.
3. After the date of execution of the Contract, any request(s) by the Homeowner for changes, variations or additions to the design, work and materials required under this Contract shall be made in writing and be accompanied by a photocopy of the section of the final blueprint that is to be altered—clearly marked with the requested modification(s) and the Homeowner's signature(s). The Homeowner is to submit the change(s), with a request for confirmation of receipt and acceptance of the modification(s), to the Company. Unless otherwise expressly provided herein, the cost thereof shall be determined by the Company as an amount payable in addition to the Contract Price. Additional costs required for extra materials or additional services shall be paid by the Homeowner.
4. At least ten (10) days prior to the scheduled delivery date, the Homeowner shall provide to the Company the correct: (a) Civic Address and (b) Legal Description of the Homeowner's selected building site and the Homeowner shall also

inform the Company, in writing, of the name and address of the local office or offices responsible for enforcing all pertinent Building Code Requirements.

(a) Street Address

(b) Legal Description

_____	_____
_____	_____
_____	_____

5. The Homeowner shall, at its sole cost and expense, timely apply for and purchase all necessary permits, shall be responsible for complying with all local by-laws, regulations, and Building Code Requirements, and shall furthermore request and timely obtain all inspections necessary to ensure that the construction is completed in full compliance with all local requirements.
6. Upon written notice by the Homeowner of the requirement for an amendment to the Construction Drawings, the Company shall modify said drawings to adopt National Building Code Standards used to comply with any and all local by-laws, regulations, and Building Codes. The Homeowner shall timely provide such requirements to the Company prior to the commencement of construction.
7. The Homeowner shall be solely responsible for designating the building site, constructing the foundation, providing required drainage, utility access and all other matters necessary to fully prepare the building site in compliance with all local Building Codes, bylaws and regulations, and in all respects necessary to adequately prepare the building site for the erection of the Log Shell.
8. The Homeowner shall provide the Company, its agents and employees with adequate and reasonable access to the building site—including an all-weather access road for delivery of the building materials. Damage or delays which have been caused due to inadequate preparation and/or inadequate reasonable access to the building site shall be the sole responsibility of the Homeowner, and all costs occurring as a result will be the sole responsibility of the Homeowner.

If the area immediately surrounding the delivery access route on the Homeowner's building site has any potential for being damaged during delivery, the Homeowner assumes full responsibility to inform the driver of such, as well as to guide and/or direct the delivery truck so as to avoid any

damage—both on the way into and out of the building site.

9. The Homeowner shall, at its sole cost and expense, provide adequate light, power and other services as may be required for the erection of the Log Shell on the Homeowner's fully prepared and duly inspected building site.
10. The Contract completion date shall be extended without penalty to the Company if the Company is delayed in performance or the pre-building of the Log Shell, delivery or erection of the Log Shell by: any act of the Homeowner or its agents, labor disputes, fire, weather, unusual delay by common carriers, unavoidable casualties or by causes otherwise beyond the Company's control.
11. If the Homeowner fails to perform any of the terms or conditions herein agreed to, or fails to make any payment as required under this Contract, the Company may terminate the Contract upon written notice to the Homeowner. Monies received by the Company from the Homeowner may be refundable less any expenses incurred by the Company.
12. In the event of a conflict between the Construction Plans and the Contract, the Contract shall prevail.
13. In the event of discovery of errors or omissions in the Construction Plans during the assembly of the Log Shell at the Company's site, re-pricing of the log package may be necessary, in the company's sole discretion.
14. Any dispute to this Contract or related work that may arise between the Company and the Homeowner—that cannot be settled in a mutually acceptable manner between the parties—shall be resolved by binding arbitration at a location selected by the Company.

**Summit Log & Timber Homes, Inc.**

Signature Page for Log Material Purchase Agreement

\_\_\_\_\_

by David Jardine, Canadian Sales Manager,

Summit Log and Timber Homes, Inc.

Date

Homeowner(s):

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



**SUMMIT LOG & TIMBER HOMES**  
Limited Lifetime Warranty

Summit Log & Timber Homes, Inc. warrants its log products to be free from defects in manufacturing or workmanship for as long as they are owned by the original purchaser, subject to the limitations set forth herein. This warranty does not extend to the inherent characteristics of wood. The owner acknowledges that it has been made fully aware that wood naturally can warp, twist, check, crack, and discolor. Owner also acknowledges

that it has been made fully aware that shrinkage and settling in log building is natural and normal.

If screw jacks are used in the log shell structure, Owner acknowledges that it is common to perform periodic screw jack adjustments as required. Summit Log & Timber Homes, Inc. will not be responsible for any damage to the home occasioned by the failure of others to adjust the screw jacks properly.

If Summit Log & Timber Homes, Inc. after inspection and verification, determines that a log component(s) were improperly manufactured, during the term of the warranty, we will repair or replace the defective log component(s). It is the sole discretion of Summit Log & Timber Homes, Inc. as to whether the defective log component is repaired or replaced. Handling and/or shipping charges in order to replace defective component(s) are covered by this warranty.

Damage to log component(s) due to improper installation and maintenance is not covered under this warranty and shall be the sole responsibility of the home owner. Owner acknowledges that through bolts must be periodically tightened until all settling has ceased and exterior wood products must be finished and maintained with a quality penetrating wood preservative that repels water, inhibits growth of mold, mildew and fungus, deters insects, and includes a UV inhibitor. Summit Log & Timber Homes, Inc. does not warrant any log products damaged by weather exposure.

This warranty is limited to the original purchaser of Summit Log & Timber Homes, Inc. only and may not be assigned or transferred by the original homeowner. Summit Log & Timber Homes, Inc. warranty does not cover any other products sold by Summit Log & Timber Homes, Inc. other than log components. The liability of Summit Log & Timber Homes, Inc. is limited to repair or replacement of any defective log component(s) supplied by Summit Log & Timber Homes, Inc. Summit Log & Timber Homes, Inc. is not liable for any other associated costs relating to a defect in manufacturing or workmanship other than the repair or replacement of the defective log component(s) and related transportation costs.

Any warranties implied by law are hereby limited to the duration and terms of this express limited warranty. To the extent permitted by law, Summit Log & Timber Homes, Inc. disclaims any and all implied warranties, including but not limited to the implied warranties of merchantability and fitness for a particular purpose. This warranty gives you specific rights, and you may have other rights which may vary from state to state. Jurisdiction, Venue and choice of laws for any action relating to this Limited Warranty shall be Ada County, Idaho.

## Handcrafted Log Shell Re-Assembly Manual

The following information is to assist you and your builder in getting prepared and organized for the re-assembly of your home. Please read this document thoroughly. **Please provide your building contractor a copy of this Log Shell Re-Assembly Manual so he will be prepared for the log delivery.** It is a standard document and some parts of it may not apply to your particular situation. If there are any questions, do not hesitate to call. All of the items covered below are at the expense of the home owner, so it is to your benefit to be completely ready for the log shell when it arrives.

**Site Prep:** The site needs to be accessible for a semi-truck and 45-foot trailer. The truck(s) need to be able to drive in and turn around without having to back up. The site should have a flat clean area where logs can be off loaded if necessary. Use plastic or straw in order to keep the logs clean. Avoid placing the logs directly on loose soil. The site also should be completely backfilled and have an adequate flat area for a crane. The crane from that location needs to be able to reach all the corners of the building, and the log trailer being unloaded. In tight areas, it may be necessary to off load the trailers on to small flatbed trucks and shuttle them to the site. This will take more time and increase your cost for labor, trucking, and crane rental.

**Trucking:** All trucking is either pre-paid or C.O.D. It generally takes one day per load of logs for re-assembly, so trucks will usually be scheduled one a day. The trucking companies typically allow eight hours of offloading time per truck. If off-loading takes longer, additional charges may apply. Make sure you discuss your offloading time allowance with the truck driver.

**Crane:** The crane arrangements and rental are the sole responsibility of the homeowner and/or the contractor. It should be in place from the time the first truck arrives until the log shell is completely re-assembled. For an estimated timeframe, please give us a call. The crane needs to have a boom long enough to reach all walls and corners of the building as well as the area where trailers will be parked and any other areas where logs may be staged. The crane also needs to be cable of lifting the appropriate weight. The typical setup requires a 4 to 10 ton crane with a 20-foot reach. Generally the heaviest lift will be 1,200 to 1,500 pounds. If the plan calls for oversized timbers, a larger crane may be needed.



**Receiving the logs:** Every reasonable effort has been made to load the logs on to the trailer in the order you will need them. However, due to log diameters, lengths and maximizing the trailer to the fullest extent, some logs will be out of order. These logs should be set off to the side for later use.

If you have a difficult site, e.g. a steep lot, you should have the crane company inspect the site to preview the lot and match the crane with the positioning and load. The crane needs to be able to reach all corners of the building and the trailer to be off loaded without having to move.

**Re-Assembly:** We will provide two/three persons to carry out re-assembly of the log package.

**Cleaning and Staining:** As the house is being built, the logs should be kept clean to prevent discoloration. Pay special attention to roof members like ridge poles and purlins because they are difficult to clean once in place. Have your crew wear something other than black-soled shoes or boots because they can mark the logs. Your crew should be instructed not to step on the logs at all. Treat the logs as you would any other finishing material. This is especially true for our Latewood finish. When nailing into the logs use galvanized nails to prevent iron stains, and after cutting through-bolts thoroughly clean up the metal shavings and paint the freshly cut ends of the through-bolts with a metal primer. You can use plastic around the bottom of the through-bolts on top of the cap log to catch the shavings which will make clean up much easier.

You should only use a stain product that is specifically designed for log and timber homes. Do **not** use a fence and deck stain. Please call us for recommendations. The stain you use is critical for the appearance and preservation of the log work. If you purchased our Latewood finish for the log work it is very important that you use TimberPro stain. It is the only product on the market that has been extensively tested on Latewood. We cannot recommend any other stain. Latewood cannot be sanded or bleached. Both will ruin the Latewood finish. Staining the log work should occur right after the log shell has been reassembled to protect it from the elements.

**Materials:** Here is a list of materials you should have on site.

- Sill sealer; to be applied to the sub floor before the log wall are to be stacked.
- Galvanized nails minimum 10dd.
- 2X4's for bracing log posts. Approximately 2-3 per post.

Summit Log & Timber Homes, Inc.

6531 W. Fairfield Ave, Boise, Idaho 83709 | 208-893-6079  
[sales@summithandcrafted.com](mailto:sales@summithandcrafted.com) | [summithandcrafted.com](http://summithandcrafted.com)

## **Addendum #1**

### **Raw Log Reimbursement:**

In addition to providing the log package, Both parties agree;

Summit wood Products ULC will supply the “Raw Logs” needed for the project until such date, Bowser Elementary is able to reimburse through donation.

-The value totaling \$11'724.00 This based on the purchase of “J” Grade logs, Handfelled and delivered to Summits building site with minimal amount of damage as per typical to Summit’s requirements.

-If precuring material proves daunting, an equivalent of “Fair Market Value” provided by BC ministry of Forests website

[http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/timber-pricing/coast-timber-pricing/coast-log-reports/3mc\\_may\\_17.pdf](http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/timber-pricing/coast-timber-pricing/coast-log-reports/3mc_may_17.pdf)

will be applied. (Note. “J” Grade remains in effect)

-If only a few logs can be found, Summit will accept those and reimburse their value while holding back the remaining owed for the remainder of the \$11'724.00

The above agreement will be considered void after Six Months from the time of signing.

If logs are not precured at all, Summit will retain the original \$11'724.00

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**TO:** D69 Community Justice Select Committee    **MEETING:** October 16, 2017  
**FROM:** Tiffany Moore    **FILE:** 0360-20-COJU  
          Manager, Accounting Services  
**SUBJECT:** 2018 D69 Community Justice Program and Budget

---

**RECOMMENDATIONS**

1. That \$5,000 of funding historically approved for Oceanside Community Safety Volunteers through District 69 Community Justice Grants in Aid for mileage and safety equipment for Citizens on Patrol and Speed Watch be incorporated into the core budget for D69 Community Justice Funding bringing the Community Safety Volunteer funding to \$34,220 annually.
2. That the 2018 District 69 Community Justice requisition for funding to support Victim Services, Restorative Justice and safety programs run by the Oceanside Community Safety Volunteers be approved at \$102,796 and that \$26,425 of 2017 carry forward surplus be applied to 2018 funding.
3. That a grant in the amount of \$800 for the Corcan-Meadowood Residents Association be approved subject to the Meadowood Community Centre project moving forward.
4. That a grant in the amount of \$4,800 for the Shorewood San Pareil Owners and Residents Association be approved subject to completion of an agreement with the Regional District of Nanaimo's Emergency Planning Department for the evacuation plan and subject to Shorewood – San Pareil Owners & Residents Association (SSPORA) obtaining required government approvals related to signage.
5. That a grant in the amount of \$2,000 for the Men's Centre be approved.
6. That staff be directed to review the District 69 Community Justice Grants in Aid process in order to incorporate the District 69 Community Justice Grants in Aid process with the general Regional District of Nanaimo Community Grants process.

**SUMMARY**

D69 Community Justice funding supports Restorative Justice, Victim Services and Community Policing in the Oceanside communities. This report makes recommendations regarding D69 Community Justice base funding and applications submitted under the D69 Community Justice Select Committee Grants in Aid. Total funding to community groups projected for 2018 for D69 Community Justice is \$102,796 and D69 Community Justice Grants in Aid is \$7,600.

**BACKGROUND****D69 Community Justice**

D69 Community Justice is funded through a service established by "Regional District of Nanaimo Crime Prevention and Community Justice Support Service Bylaw No. 1479, 2006" which includes Parksville, Qualicum Beach, and Electoral Areas E, F, G and H.

Funds raised are used to support Restorative Justice, Victim Services and Community Policing through Oceanside Community Safety Volunteers. Historical and proposed funding allocations and parcel tax rates for 2018 are as follows:

	2013	2014	2015	2016	2017	Proposed 2018	
<b>D69 Community Justice Funding</b>							
Arrowsmith Community Justice Society (Restorative Justice)	\$25,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	
Oceanside Community Safety Volunteers (OCSV)	-	29,220	29,220	29,220	29,220	34,220	<sup>1</sup>
Oceanside Victim Services	52,580	52,580	52,580	63,080	-	-	<sup>2</sup>
Family Resource Association (Victim Services)	-	-	-	-	37,917	65,001	<sup>3</sup>
<b>Total D69 Community Justice Funding</b>	<b>\$77,580</b>	<b>\$ 106,800</b>	<b>\$111,800</b>	<b>\$122,300</b>	<b>\$ 97,137</b>	<b>\$ 129,221</b>	
Adjustment to Requisition due to Funding Carryforward					\$ 26,425	\$ (26,425)	
<b>Actual D69 Community Justice Requisition</b>					<b>\$123,562</b>	<b>\$ 102,796</b>	
<b>Parcel Tax Rate Per Property</b>	<b>\$ 3.24</b>	<b>\$ 4.48</b>	<b>\$ 4.69</b>	<b>\$ 5.07</b>	<b>\$ 5.10</b>	<b>\$ 4.24</b>	<sup>4</sup>

1. Staff recommend that \$5,000 for mileage and safety equipment for Citizens on Patrol and Speed watch that is normally applied for through Grants in Aid be rolled into base funding bringing the base funding amount from \$29,220 to \$34,220 for the Oceanside Community Safety Volunteers.
2. Oceanside Victim Services ceased operations in May 2017 resulting in only a partial year of funding required for the new provider.
3. Family Resource Association has attained the contract with the Ministry of Public Safety and Solicitor General for Victim Services and has requested funding from the RDN for Victim Services in the amount of \$37,917 for 2017 and \$65,001 for 2018.
4. Due to the 2017 carry forward amount from Victim Services, the Parcel Tax Rate per property for 2018 is reduced from \$5.10 in 2017 to \$4.24 in 2018 but is expected to normalize in 2019.

**D69 Community Justice Select Committee Grants-in-Aid**

The City of Parksville, Town of Qualicum Beach, and Electoral Areas E, F, G and H raise up to \$9,000 to support organizations which help to increase the safety of their community. Grants are provided to non-profit organizations that apply and meet the funding criteria, included in Attachment 1. For 2018, the RDN has received \$7,600 in Grants in Aid applications which are detailed below along with historical funding allocations:

	2013	2014	2015	2016	2017	2018	
<b>Grants in Aid</b>							
OCSV - Citizens's on Patrol	\$ 5,160	\$ 3,232	\$ 4,500	\$ 5,000	\$ 6,200	\$ -	
OCSV - Speedwatch, District 69	\$ -	\$ -	\$ 4,500	\$ -	\$ -	\$ -	
Corcan Meadowood Residents Association	\$ 1,632	\$ -	\$ -	\$ -	\$ 650	\$ 800	<sup>1</sup>
Shorewood San Pareil Owners & Residents Association	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,800	<sup>2</sup>
The Men's Centre	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	<sup>3</sup>
<b>Total Grants in Aid</b>	<b>\$ 6,792</b>	<b>\$ 3,232</b>	<b>\$ 9,000</b>	<b>\$ 5,000</b>	<b>\$ 6,850</b>	<b>\$ 7,600</b>	

**1. Corcan-Meadowood Residents Association - \$800**

Corcan-Meadowood Residents Association is requesting \$800 to purchase a large emergency medical kit for the new community centre to be built in 2018. This request meets grant criteria but funding should be subject to the community centre project proceeding in 2018. Their application is included in Attachment 2.

**2. Shorewood – San Pareil Owners & Residents Association (SSPORA) \$4,800**

SSPORA is requesting \$4,800 which will be used to obtain adequate signage and communication plans to inform residents and visitors of services/restrictions (ie. fire ban) and emergency evacuation routes. Signage is governed by provincial authority and it is recommended that the approval of this grant be subject to SSPORA obtaining any appropriate government approvals. As well, the RDN's Emergency Planning department is undertaking an evacuation planning project for the District as a whole and staff recommend SSPORA work with the Manager of Emergency Services to complete an evacuation plan as a joint project. The SSPORA application is included in Attachment 3.

**3. The Men's Centre - \$2,000**

The Men's Centre is requesting \$2,000 to provide funding to individuals from low income families to take a court appointed 16 hour course provided by the Centre costing \$160 supporting domestic violence reduction. Their application is included in Attachment 4.

The general RDN Community Grants program has been revised in 2017 to be more inclusive of the entire region and to incorporate a larger range of grant application. Given the changes to the Community Grants program, it is recommended that the D69 Community Justice Select Committee consider directing staff to incorporate the D69 Community Justice Grants in Aid process with the general RDN Community Grants process.

**ALTERNATIVES**

1. Approve \$102,796 in 2017 D69 Community Justice funding and \$7,600 in grants-in-aid funding requests;
2. Provide alternate direction.

**FINANCIAL IMPLICATIONS**

1. Approve \$102,796 in D69 Community Justice funding and \$7,600 in grants-in-aid funding requests:
  - Under this alternative, the D69 Community Justice funding of \$102,796 will be requisitioned by a parcel tax. The projected parcel tax for 2018 will be \$4.24 per parcel, down from \$5.10 in 2017 as a result of a carry forward created from 2017 decreased funding for Victim Services while there was a change in service providers.
  - For the D69 Grants in Aid, the maximum impact on a service area's tax requisition would be \$0.10 per \$100,000 of assessed value.

- The dollar amounts to be requisitioned from each area are as follows:

	<b>D69 Community Justice Parcel Tax (\$102,796)</b>	<b>Tax Requisition for Grants (\$7,600)</b>	<b>Total</b>
Electoral Area E	\$ 14,504	\$ 1,920	\$ 16,424
Electoral Area F	12,685	1,550	14,235
Electoral Area G	15,799	1,342	17,141
Electoral Area H	10,698	901	11,599
City of Parksville	28,598	1,176	29,774
Town of Qualicum Beach	20,511	711	21,222
	<b>\$ 102,795</b>	<b>\$ 7,600</b>	<b>\$ 110,395</b>

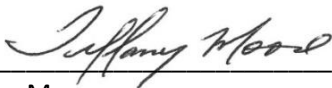
2. Provide alternate direction:

- The financial implications are dependent on the alternate direction provided.

### STRATEGIC PLAN IMPLICATIONS

Providing grants to promote volunteerism for Victim Services, Restorative Justice, Community Policing through Oceanside Community Safety Volunteers and providing Community Justice Grants in Aid is supported in the Action Areas of the 2016-2020 Strategic Plan as follows:

- Service and Organizational Excellence: The RDN will deliver efficient, effective and economically viable services that meet the needs of the Region.
  - We view our emergency services as core elements of community safety.
- Relationships: The RDN will continue to develop and encourage meaningful relationships.
  - We recognize all volunteers as an essential component of service delivery. We will support the recruitment and retention of volunteers.



Tiffany Moore  
 tmoore@rdn.bc.ca  
 October 2, 2017

Reviewed by:

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

Attachments

1. D69 Community Justice Select Committee Grants in Aid Criteria
2. Corcan-Meadowood Residents Association Grants in Aid Application
3. Shorewood – San Pareil Owners & Residents Association Grants in Aid Application
4. The Men’s Centre Grants in Aid Application

## **ATTACHMENT 1**

### **D69 COMMUNITY JUSTICE SELECT COMMITTEE GRANTS IN AID CRITERIA**

The City of Parksville, Town of Qualicum Beach, and Electoral Areas E, F, G and H raise up to \$9,000 to support organizations which help to increase the safety of their community. Grants are provided to non profit organizations who apply and meet the funding criteria as follows:

- The Regional District of Nanaimo may provide non-profit community organizations limited financial support to assist in providing programs and services that help increase the safety of their community.
- Community Safety grants-in-aid are supported for the following general uses:
  - Promote volunteer participation and citizen involvement
  - Use of new approaches and techniques in the solution of community needs
  - Volunteer training
  - Reasonable operating costs
  - Capital costs for equipment

**Delegation:** S/Sgt. Marc Pelletier, Oceanside RCMP Detachment and Cpl. Jesse Foreman, Community Policing NCO re Update for Restorative Justice Program and Community Policing / Oceanside Community Safety Volunteers

**Summary:** Information on activities and finances.

**Action Requested:** That the Committee receive the presentation.





October, 2017

Greetings to the District 69 Community Justice Safety Committee

This has been another successful year for Oceanside Community Safety Volunteers (OCSV).

Over 2016-17, again, the focus of the volunteers was getting out and about to engage the communities in which they serve. The volunteers are focussed on providing safety and crime prevention through education, presentations and events. Two new programs now championed by the volunteers have really taken off, and have been well received; these include Project 529 bicycle registry and partnering with Town, Regional District and City Engineering to strategize where to deploy Speed Watch.

**Project 529:** This is an interactive computer program (and application) that provides citizens with the opportunity to register their bike online with OCSV Volunteers. The program is a platform that can be queried by anyone (including the police) in real time. Should the bike be stolen (74 in the past 12 months) or turned in to the police as found property (39 in the past 12 months), the police can enter the serial number, or decal number and immediately be able to locate the owner. As well, if the person riding the bicycle is suspected to have stolen it, the system could assist the police in grounds for an arrest. OCSV volunteers and RCMP Auxiliary Officers are championing the program and have partnered with local bike shops to promote same. A very successful confidential shredding event was planned as a means to fundraise for the program which required 2 tablets and program decals.

**Speed Watch:** Speed Watch volunteers continue to work problem areas in the community as outlined by residents, ICBC (high crash locations) and the RCMP. A new strategy includes garnering input from community planners, Engineers, School District 69, and community groups as to where the priority deployment locations are. A focus again this year was school zones. All school zones that have a viable location for Speed Watch were monitored, with Speed Watch deploying in school zones every single school day in September. Speed Watch is now also collecting further data for ICBC, including statistics

on distracted drivers. While on location, volunteers now track the number of drivers who are distracted with electronics. The statistics collected by Speed Watch are shared directly with the Municipal Traffic Officer who can then determine if the area needs enforcement and can plan accordingly.

**Car Seat Inspections:** More volunteers have now taken formal training through the Child Passenger Safety Association of Canada (CPSAC) and are now able to legally install and check the safety of children's car seats. The volunteers have continued their partnerships with Island Health and now offer pre-scheduled, bi-monthly car seat clinics for all residents. Currently, parents, grandparents and expecting mother's now have a free organized event where they can have their child's car seat installed safely and legally.

**Safety Clothing:** A portion of the budget was used in order to buy clothing and safety items such as reflective vests for the volunteers. As the volunteers become involved in more events, proper appropriate clothing and safety gear is a necessity.

**Parades / Events:** As you will note from viewing the attached events list, the volunteers were busy engaging the community. There were more parades and events this year. As Communities tighten up on budgets, it becomes unrealistic to pay for employees to attend and perform barricade duties. This past year OCSV members took the lead on many parades. Another example of the way the volunteers are being used to augment paid resources would be Canada Day. This year, dozens of volunteers manned a tent in the park and were responsible for lost and found property and missing children reports. These were tasks that traditionally were held by RCMP officers.

**Community Watch (COP):** Community Watch volunteers continue to make patrols throughout Oceanside. Cpl. Foreman provides a weekly Crime Watch report to the patrollers indicating areas and hotspots that are currently a problem for police. Patrollers sign in with police dispatch prior to patrol so that police working at the time know that they have additional eyes and ears on the streets. From time to time police will request patrollers to be on the lookout for certain suspicious people, places or vehicles. Another way in which patrollers have adapted to the times is by concentrating on park patrols. Early in the season, there was a problem with daytime theft from vehicles in Provincial Parks. The patrollers started foot patrols of the parks in clearly marked attire. This initiative has been extremely well received and has resulted in decreased crime trends in the parks.

**OCSV Offices:** The offices continue to be the hub in which all the programs are run and maintained. The Keeping in Touch (KIT) Program continues to flourish ensuring a free call (24-7 / 365) to seniors and others in need. Ideas are always being looked into that can keep the volunteers busy in the offices.

**Looking Forward**, The Oceanside RCMP are very grateful for the volunteers and the functions and duties they perform. This has been another record year for them in terms of community engagement and programs administered. Finding new and meaningful opportunities to volunteer (such as Project 529) has given many renewed interest in being a volunteer with OCSV.

**In closing**, a huge thank you needs to be forwarded to the RDN, Town of Qualicum Beach, City of Parksville, and the District 69 Community Justice Select Committee. Thank you for the opportunity through your funding to continue to recognize volunteers, increase programs, service delivery, and safety initiatives to the community.

**Attachments:**

- **Events list**
- **OCSV Budget**
- **COP / Speed Watch ledger data**

Sincerely,

Cpl. Jesse Foreman, Oceanside RCMP

[Jesse.Foreman@RCMP-GRC.GC.CA](mailto:Jesse.Foreman@RCMP-GRC.GC.CA)  
(250) 248-6111

# Oceanside Community Safety

## PROGRAMS REPORT

Prepared by Michael Garland

Updated 2017-09-30

<p><b>Bike Registration</b> Lead M Garland RCMP Cst Jordan Reid RCMP A/Cst Mike Dally</p>	<ul style="list-style-type: none"> <li>01. June 21<sup>st</sup>, 5:30 PM to 8 PM, RDN Picnic &amp; Play, Parksville</li> <li>02. July 7<sup>th</sup>, 5 PM to 8 PM, RDN Picnic &amp; Play, Bowser</li> <li>03. July 11<sup>th</sup>, 2 PM to 4 PM, Arrowsmith Bikes, Parksville</li> <li>04. July 28<sup>th</sup>, 5 PM to 8 PM, RDN Picnic &amp; Play, Sandpiper/Boulton Park</li> <li>05. August 20<sup>th</sup>, 10 AM to 3 PM, Oceanside Kidfest, Parksville</li> <li>06. August 25<sup>th</sup>, 5 PM to 7 PM, RDN Picnic &amp; Play, RDN San Paniel</li> <li>07. August 29<sup>th</sup>, 11 AM to 2 PM, Island Cycle, Parksville</li> <li>08. October 14<sup>th</sup>, 10 AM to 4 PM, RDN Rail Trail Grand Opening, Parksville</li> </ul>
<p><b>Block Watch</b> Lead Tina House RCMP Cpl Jesse Foreman RCMP A/Cst Mike Dally</p>	<ul style="list-style-type: none"> <li>01. Participating communities: Coombs (1), French Creek (2), Nanoose Bay (5), Parksville (7), Qualicum Beach (10)</li> </ul>
<p><b>Child Car Seat Safety</b> Lead Jessica Brown RCMP Cpl Michelle Lebrun CPSAC Val Froom</p>	<ul style="list-style-type: none"> <li>01. January 25<sup>th</sup>, 9 AM to 11 AM, Island Health, Parksville</li> <li>02. February 15<sup>th</sup>, 9 AM to 12 PM, Dashwood VFD, Qualicum Bay</li> <li>03. February 22<sup>nd</sup>, 9 AM to 11 AM, Island Health, Parksville</li> <li>04. February 24<sup>th</sup>, 9 AM to 11 AM, Island Health, Parksville</li> <li>05. March 22<sup>nd</sup>, 9 AM to 11 AM, Island Health, Parksville</li> <li>06. April 19<sup>th</sup>, 9 AM to 11 AM, Island Health, Parksville</li> <li>07. April 23<sup>rd</sup>, 10 AM to 3 PM, Mid Island Parenting Expo, Parksville</li> <li>08. May 19<sup>th</sup>, 9 AM to 11 AM, Island Health, Parksville</li> <li>09. May 24<sup>th</sup>, 9 AM to 11 AM, Island Health, Parksville</li> <li>10. May 27<sup>th</sup>, 12 PM to 3 PM, RCMP Check Stop, Rath Trevor Park</li> <li>11. June 14<sup>th</sup>, 9 AM to 11 AM, Island Health, Parksville</li> <li>12. July 5<sup>th</sup>, 9 AM to 11 AM, Island Health, Parksville</li> <li>13. July 12<sup>th</sup>, 5 PM to 8 PM, Magnolia Court Market, Bowser</li> <li>14. July 14<sup>th</sup>, 9 AM to 11 AM, Island Health, Parksville</li> </ul>

# Oceanside Community Safety

	<ol style="list-style-type: none"> <li>15. July 19<sup>th</sup>, 5 PM to 8 PM, Magnolia Court Market, Bowser</li> <li>16. July 26<sup>th</sup>, 9 AM to 11 AM, Island Health, Parksville</li> <li>17. July 26<sup>th</sup>, 5 PM to 8 PM, Magnolia Court Market, Bowser</li> <li>18. July 29<sup>th</sup>, 1 PM to 5 PM, Beachfest, Parksville</li> <li>19. August 9<sup>th</sup>, 9 AM to 11 AM, Island Health, Parksville</li> <li>20. August 11<sup>th</sup>, 9 AM to 11 AM, Island Health, Kindergarten Fair, Parksville</li> <li>21. September 13<sup>th</sup>, 9 AM to 11 AM, Island Health, Parksville</li> <li>22. September 25<sup>th</sup>, 1 PM to 3 PM, Island Health, Kindergarten Fair, Parksville</li> <li>23. October 11<sup>th</sup>, 9 AM to 11 AM, Island Health, Parksville</li> <li>24. October 20<sup>th</sup>, 9 AM to 11 AM, Island Health, Kindergarten Fair, Parksville</li> <li>25. November 8<sup>th</sup>, 9 AM to 11 AM, Island Health, Parksville</li> <li>26. December 6<sup>th</sup>, 9 AM to 11 AM, Island Health, Parksville</li> <li>27. February 23<sup>rd</sup>, 9 AM to 11 AM, Island Health, Kindergarten Fair, Parksville</li> <li>28. April 27<sup>th</sup>, 9 AM to 11 AM, Island Health, Kindergarten Fair, Parksville</li> </ol>
<p><b>Community Watch</b> Lead Ken Curdie RCMP Cst Mark Maddex</p>	<ol style="list-style-type: none"> <li>01. March 25<sup>th</sup>, 10 AM to 12 PM, Speed Watch Course, Parksville</li> <li>02. June 27<sup>th</sup>, 9 AM to 12 PM, RCMP/ICBC High Risk Driving Event, Parksville</li> <li>03. September 5<sup>th</sup> to 15<sup>th</sup>, School Zone Campaign</li> <li>04. September 22<sup>nd</sup>, 10 AM to 12 PM, RCMP/ICBC Distracted Driving Campaign</li> </ol>
<p><b>Community Offices</b> Lead Bo Jensen/ Eileen Johns Lead Michael Garland</p>	<ol style="list-style-type: none"> <li>01. August 2017: Parksville 145 volunteer hours. Distributed 0 MAK packs and 3 ICBC Reflectors. Visitors 22 and phone calls 28.</li> <li>02. August 2017: Qualicum Beach 143 volunteer hours. Distributed 46 MAK packs and 0 ICBC Reflectors. Visitors 70 and 35 phone calls.</li> </ol>
<p><b>Community Events</b> Lead Natasha Young RCMP Cpl Jesse Foreman</p>	<ol style="list-style-type: none"> <li>01. February 25<sup>th</sup>, 3 PM to 8 PM, Coldest Night of the Year Walk, Parksville</li> <li>02. April 7<sup>th</sup>, 10 AM to 12 PM, Legion "Battle of the Atlantic" Parade, Qualicum Beach</li> <li>03. May 13<sup>th</sup>, 10 AM to 2 PM, Confidential Paper Shredding, Parksville</li> <li>04. May 27<sup>th</sup>, 9 AM to 4 PM, Emergency Preparedness Expo, Parksville</li> <li>05. May 28<sup>th</sup>, 11 AM to 4 PM, Family Day, Qualicum Beach</li> <li>06. June 3<sup>rd</sup>, 4 PM to 6 PM, KSS Grad Parade, Qualicum Beach</li> </ol>

# Oceanside Community Safety

	<p>07. June 21<sup>st</sup>, 5:30 PM to 7:30 PM, RDN Picnic &amp; Play, Parksville</p> <p>08. June 30<sup>th</sup>, 4 PM to 6 PM, Balenas Grad Parade, Parksville</p> <p>09. July 1<sup>st</sup>, 10 AM to 12 PM, Legion 150 Parade, Qualicum Beach</p> <p>10. July 1<sup>st</sup>, 9 AM to 12 PM, Canada Day Parade, Parksville</p> <p>11. July 1<sup>st</sup>, 12 PM to 12 AM, Canada Day Grounds, Parksville</p> <p>12. July 7<sup>th</sup>, 5 PM to 8 PM, RDN Picnic &amp; Play, Bowser</p> <p>13. July 8<sup>th</sup>, 8 AM to 3 PM, Airport Day &amp; Airshow, Qualicum Beach</p> <p>14. July 8<sup>th</sup>, 10 AM to 3 PM, Teddy Bear Picnic, Nanoose Bay</p> <p>15. July 20<sup>th</sup>, 5 PM to 9 PM, Beachfest, Parksville</p> <p>16. July 22<sup>nd</sup>, 8 AM to 4 PM, St Marks Fair, Qualicum Beach</p> <p>17. July 22<sup>nd</sup>, 9 AM to 4 PM, Lions Kitefest, Parksville</p> <p>18. July 23<sup>rd</sup>, 9 AM to 4 PM, Lions Kitefest, Parksville</p> <p>19. July 25<sup>th</sup>, 9 AM to 1 PM, Beachfest, Parksville</p> <p>20. August 7<sup>th</sup>, 1 PM to 5 PM, Beachfest, Parksville</p> <p>21. August 10<sup>th</sup>, 1 PM to 5 PM, Beachfest, Parksville</p> <p>22. August 18<sup>th</sup>, 5 PM to 9 PM, Beachfest, Parksville</p> <p>23. August 20<sup>th</sup>, 9:30 AM to 4 PM, KidFest, Parksville</p> <p>24. August 25<sup>th</sup>, 5 PM to 7 PM, RDN Picnic &amp; Play, RDN San Paniel</p> <p>25. September 2<sup>nd</sup>, Lighthouse Country Fall Fair, Bowser</p> <p>26. September 10<sup>th</sup>, 11:30 AM to 4 PM, P-ART-Y on the Drive, Parksville</p> <p>27. September 30<sup>th</sup>, 10 AM to 3:30 PM, QB Wellness &amp; Volunteer Fair</p> <p>28. October 5<sup>th</sup>, 6 PM to 8 PM, Parksville Newcomers Volunteer Fair</p> <p>29. October 31<sup>st</sup>, 2:30 PM to 5:30 PM, Halloween Walk, Qualicum Beach Downtown</p> <p>30. November 11<sup>th</sup>, 9 AM to 12 PM, Remembrance Day Parade, Parksville</p> <p>31. November 11<sup>th</sup>, 9 AM to 12 PM, Remembrance Day Parade, Qualicum Beach</p>
<p><b>Keeping in Touch</b> Interim Lead Bo Jensen</p>	<p>01. Qualicum Beach 9 clients.</p> <p>02. Parksville 12 clients.</p>

# Oceanside Community Safety

<b>Medical Alert Kits</b> Lead Laury Cail McDermott Lead Denise Thomasson	01. August 28 volunteer hours  02.
<b>Senior Seminars</b> Lead Dana Woon	01. Three proposals for courses in the Elder College Spring 2018 calendars have been approved.  02. September 30 <sup>th</sup> , QB Wellness Fair

**OCEANSIDE COMMUNITY SAFETY  
VOLUNTEERS**

**FINANCIAL STATEMENTS**

**JUNE 30, 2017**

**(Unaudited - See Notice to Reader)**



**OCEANSIDE COMMUNITY SAFETY  
VOLUNTEERS**

**FINANCIAL STATEMENTS**

**JUNE 30, 2017**

**(Unaudited - See Notice to Reader)**

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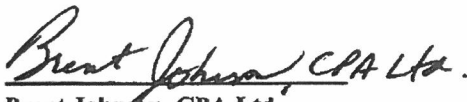
**Brent Johnson, CPA, CGA, CFI**

#### NOTICE TO READER

On the basis of information provided by management, I have compiled the statement of financial position of **OCEANSIDE COMMUNITY SAFETY VOLUNTEERS** as at June 30, 2017 and the statement of income and members' equity for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

  
Brent Johnson, CPA Ltd.  
Chartered Professional Accountant

Qualicum Beach, British Columbia  
September 5, 2017

# OCEANSIDE COMMUNITY SAFETY VOLUNTEERS

## STATEMENT OF INCOME AND MEMBERS' EQUITY

YEAR ENDED JUNE 30, 2017

(Unaudited - See Notice to Reader)

	2017	2016
<b>REVENUE</b>		
Grant - Regional District of Nanaimo	\$ 34,220	\$ 38,220
Donations	7,820	6,457
Other income	<u>412</u>	<u>518</u>
	<u>42,452</u>	<u>45,195</u>
 <b>GENERAL EXPENSES</b>		
Amortization tangible capital assets	1,481	3,105
Insurance	448	400
Legal	1,095	-
Licenses and dues	210	230
Meetings	130	1,042
Office	18,652	16,215
Promotions	1,400	1,629
Repairs and maintenance	140	263
Social events	3,266	6,096
Telephone	1,712	1,848
Training	324	375
Uniforms	2,902	-
Vehicles	<u>9,991</u>	<u>11,864</u>
	<u>41,751</u>	<u>43,067</u>
<b>EXCESS REVENUE OVER EXPENSES</b>	<b>701</b>	<b>2,128</b>
 <b>MEMBERS' EQUITY</b>		
Beginning balance	40,637	19,336
Transfer of Members' Equity (Note 4)	<u>-</u>	<u>19,173</u>
<b>Ending balance - Page 3</b>	<b><u>\$ 41,338</u></b>	<b><u>\$ 40,637</u></b>

**OCEANSIDE COMMUNITY SAFETY  
VOLUNTEERS**

**STATEMENT OF FINANCIAL POSITION**

**JUNE 30, 2017**

(Unaudited - See Notice to Reader)

**ASSETS**

	<b>2017</b>	<b>2016</b>
<b>CURRENT</b>		
Cash	\$ 27,276	\$ 20,565
Guaranteed income certificate	5,834	5,758
Due from government agency	505	510
Prepaid expenses	<u>982</u>	<u>1,062</u>
	<u><b>34,597</b></u>	<u><b>27,895</b></u>
 <b>TANGIBLE CAPITAL ASSETS</b> (Note 2)		
Tangible capital assets - at cost	22,659	22,659
Less accumulated amortization	<u>8,969</u>	<u>7,487</u>
	<u><b>13,690</b></u>	<u><b>15,172</b></u>
	<u><b>\$ 48,287</b></u>	<u><b>\$ 43,067</b></u>

**OCEANSIDE COMMUNITY SAFETY  
VOLUNTEERS**

**STATEMENT OF FINANCIAL POSITION**

**JUNE 30, 2017**

(Unaudited - See Notice to Reader)

**LIABILITIES**

	2017	2016
<b>CURRENT</b>		
Accounts payable	\$ <u>6,949</u>	\$ <u>2,430</u>

**MEMBERS' EQUITY**

<b>MEMBERS' EQUITY - Page 1</b>	<u>41,338</u>	<u>40,637</u>
	<u>41,338</u>	<u>40,637</u>
	<u>\$ 48,287</u>	<u>\$ 43,067</u>

APPROVED BY THE DIRECTORS

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# OCEANSIDE COMMUNITY SAFETY VOLUNTEERS

## NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2017

(Unaudited - See Notice to Reader)

### 1. HISTORY AND NATURE OF THE BUSINESS

The Society commenced operations on May 28, 1996 and operates community policing offices in Parksville and Qualicum Beach, British Columbia. The Society is registered charity within the definition of the Income Tax Act and therefore, as long as it complies with the rules and regulations of the Income Tax Act, is exempt from income taxes and may issue receipts to donors. On January 26, 2015, the Society changed its name from Community Policing Offices of District 69 to Oceanside Community Safety Volunteers.

### 2. TANGIBLE CAPITAL ASSETS

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net 2017</u>	<u>Net 2016</u>
Computer equipment	\$ 7,210	\$ 2,503	\$ 4,707	\$ 4,956
Furniture and equipment	14,272	5,289	8,983	9,981
Leasehold improvements	<u>1,177</u>	<u>1,177</u>	<u>-</u>	<u>235</u>
	<u>\$ 22,659</u>	<u>\$ 8,969</u>	<u>\$ 13,690</u>	<u>\$ 15,172</u>

### 3. CONTRIBUTED SERVICES

Contributed services from volunteers to assist the directors in carrying out their activities has not been calculated, due to the difficulty of determining their fair value. Contributed services are not recognized in the financial statements.

### 4. TRANSFER OF MEMBERS' EQUITY

The transfer of Members' Equity represents the net value of assets received from Citizens on Patrol Society, District 69 on the combining of the Societies on July 1, 2015.

STATISTICS for OCEANSIDE COMMUNITY WATCH													
2017 STATS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep.	Oct	Nov	Dec	TOTAL
<b>COP/COMMUNITY WATCH</b>													
Number of members on record	69	68	58	55	53	54	54	53					
Number of vehicle patrols	18	11	18	15	10	7	8	13	1	0	0	0	101
Total vehicle kilometres	1107	655	1225	969	806	751	656	1018	81	0	0	0	7268
Member hours	100.5	69	95.5	73	80.25	59	44	74	5	0	0	0	600.25
<b>SPEED WATCH</b>													
Number of members on record	22	21	23	30	31	32	32	32					
Number of deployments	9	3	8	3	10	15	6	10	4	0	0	0	68
Number of members involved	20	7	16	7	23	33	11	21	9	0	0	0	147
Total member hours involved	30	9	25.5	16.5	44.25	60.25	21.25	40	19	0	0	0	265.75
No. of vehicles checked	7809	2158	12322	3532	6413	8824	2600	8380	1743	0	0	0	53781
No. of infractions (over 10 km)	259	56	804	283	433	639	112	663	131	0	0	0	3380
<b>AUTO CRIME WATCH</b>													
Number of foot patrols	0	0	0	0	1	3	1	1	0	0	0	0	6
Member hours LOAC	0	0	0	0	5	20	5	5	0	0	0	0	35
No CPN issued- LOAC	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicles issued CPN - LOAC	0	0	0	0	180	373	143	131	0	0	0	0	827
<b>CELL WATCH</b>													
No. of Cell Watch Surveys	9	7	10	5	11	17	9	10	4	0	0	0	82
No. Members involved	20	15	20	11	25	37	18	21	9	0	0	0	176
No. Member Hrs.	30	17.66	28.5	19.5	46.25	64.25	28.5	40	19	0	0	0	293.66
No. of Autos checked	7809	5870	13346	4624	7563	10289	6235	8380	1743	0	0	0	65859
No. of Violations	6	21	39	14	36	40	16	24	7	0	0	0	203
<b>STOLEN AUTO RECOVERY PROGRAM</b>													
Member hours	2.5	0	0	0	3	3	0	5.5	0	0	0	0	14
Admin hours													0
Vehicles checked	53	0	0	0	82	68	0	67	0	0	0	0	270
Vehicles stolen													

4:17 PM  
06/16/17  
Accrual Basis

**Oceanside Community Safety Volunteers  
Operating Budget for Fiscal Year 2017/18  
July 1, 2017 through April 30, 2018**

	<u>Administration</u>	<u>Employee(s)</u>	<u>Bike Registration</u>	<u>Bike Rodeo</u>	<u>Block Watch</u>	<u>Business Watch</u>	<u>Child iDent</u>	<u>Child Car Seat</u>
	<u>2017-2018</u>	<u>2017-2018</u>	<u>2017-2018</u>	<u>2017-2018</u>	<u>2017-2018</u>	<u>2017-2018</u>	<u>2017-2018</u>	<u>2017-2018</u>
<b>Income</b>								
5200 · Donations	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00
5210 · Donations - receipted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5400 · Grants	2,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5450 · Municipal Grants	3,670.00	20,800.00	500.00	200.00	400.00	100.00	100.00	400.00
5600 · Interest Income	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5700 · Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>6,075.00</b>	<b>20,800.00</b>	<b>3,500.00</b>	<b>200.00</b>	<b>400.00</b>	<b>100.00</b>	<b>100.00</b>	<b>400.00</b>
<b>Expense</b>								
6110 · Advertising & Promotions	0.00	0.00	1,500.00	0.00	350.00	100.00	50.00	100.00
6210 · Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6310 · Insurance	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6410 · Maintenance & Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6420 · Membership & Dues	200.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00
Amortization	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6425 · Meetings	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6430 · Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6510 · Supplies	450.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00
6530 - Employee(s)	0.00	23,400.00	0.00	0.00	0.00	0.00	0.00	0.00
9999 - Employer Payroll Taxes	0.00	1,600.94	0.00	0.00	0.00	0.00	0.00	0.00
6550 · Telephone	600.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00
6570 · Training	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6620 · Vehicle Insurance	1,790.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6630 · Vehicle Lease	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6710 · Volunteer Clothing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6720 · Volunteer Appreciation	1,200.00	0.00	0.00	50.00	0.00	0.00	50.00	0.00
6730 - Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6800 - WCB	0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00
6810 · Website	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>9,890.00</b>	<b>26,000.94</b>	<b>2,000.00</b>	<b>50.00</b>	<b>400.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>
<b>Net Income</b>	<b>-3,815.00</b>	<b>-5,200.94</b>	<b>1,500.00</b>	<b>150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>



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Accrual Basis

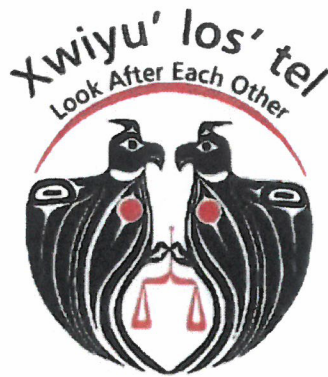
**Oceanside Community Safety Volunteers**  
**Drafted Operating Budget for Fiscal Year 2017/18**  
July 1, 2017 through April 30, 2018

	Community Events	Community Watch	Crime Prevention	Keeping in Touch	Medical Alert Kit	Property iDent	Safety Bear
	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018
<b>Income</b>							
5200 · Donations	200.00	0.00	0.00	0.00	0.00	0.00	0.00
5210 · Donations - receipted	0.00	0.00	0.00	100.00	0.00	0.00	0.00
5400 · Grants	1,200.00	5,000.00	0.00	0.00	0.00	0.00	0.00
5450 · Municipal Grants	500.00	2,000.00	100.00	0.00	100.00	0.00	100.00
5600 · Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5700 · Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>1,900.00</b>	<b>7,000.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Expense</b>							
6110 · Advertising & Promotions	100.00	100.00	100.00	0.00	0.00	0.00	0.00
6210 · Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6310 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6410 · Maintenance & Repairs	100.00	0.00	0.00	0.00	0.00	0.00	200.00
6420 · Membership & Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Amortization	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6425 · Meetings	0.00	0.00	0.00	100.00	0.00	0.00	0.00
6430 · Mileage	0.00	4,500.00	0.00	0.00	0.00	0.00	0.00
6510 · Supplies	2,700.00	100.00	0.00	0.00	100.00	0.00	0.00
6530 - Employee(s)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9999 - Employer Payroll Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6550 · Telephone	0.00	400.00	0.00	0.00	0.00	0.00	0.00
6570 · Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6620 · Vehicle Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6630 · Vehicle Lease	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6710 · Volunteer Clothing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6720 · Volunteer Appreciation	500.00	0.00	0.00	0.00	0.00	0.00	0.00
6730 · Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6800 · WCB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6810 · Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>3,400.00</b>	<b>5,100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>0.00</b>	<b>200.00</b>
<b>Net Income</b>	<b>-1,500.00</b>	<b>1,900.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-100.00</b>

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Accrual Basis

**Oceanside Community Safety Volunteers**  
**Drafted Operating Budget for Fiscal Year 2017/18**  
July 1, 2017 through April 30, 2018

	Scooter Rodeo	Seniors Education	Speed Watch	TOTAL		
	2017-2018	2017-2018	2017-2018	2017-2018	2016-2017	Difference
<b>Income</b>						
5200 · Donations	0.00	0.00	0.00	3,200.00		
5210 · Donations - receipted	0.00	0.00	0.00	100.00		
5400 · Grants	0.00	0.00	0.00	8,600.00		
5450 · Municipal Grants	150.00	100.00	0.00	29,220.00		
5600 · Interest Income	0.00	0.00	0.00	5.00		
5700 · Other Income	0.00	0.00	0.00	0.00		
<b>Total Income</b>	<b>150.00</b>	<b>100.00</b>	<b>0.00</b>	<b>41,125.00</b>	<b>42,452.00</b>	<b>-1,327.00</b>
<b>Expense</b>						
6110 · Advertising & Promotions	150.00	100.00	0.00	2,650.00	1,400.00	1,250.00
6210 · Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00
6310 · Insurance	0.00	0.00	0.00	500.00	448.00	52.00
6410 · Maintenance & Repairs	0.00	0.00	0.00	300.00	140.00	160.00
6420 · Membership & Dues	0.00	0.00	0.00	250.00	210.00	40.00
Amortization	0.00	0.00	0.00	900.00	1,482.00	-582.00
6425 · Meetings	0.00	0.00	0.00	200.00	130.00	70.00
6430 · Mileage	0.00	0.00	0.00	4,500.00	4,196.00	304.00
6510 · Supplies	0.00	0.00	0.00	3,850.00	2,352.00	1,498.00
6530 - Employee(s)	0.00	0.00	0.00	23,400.00	16,300.00	7,100.00
9999 - Employer Payroll Taxes	0.00	0.00	0.00	1,600.94	0.00	1,600.94
6550 · Telephone	0.00	0.00	0.00	1,600.00	1,712.00	-112.00
6570 · Training	0.00	0.00	0.00	100.00	324.00	-224.00
6620 · Vehicle Insurance	0.00	0.00	0.00	1,790.00	1,790.00	0.00
6630 · Vehicle Lease	0.00	0.00	0.00	4,000.00	4,005.00	-5.00
6710 · Volunteer Clothing	0.00	0.00	0.00	0.00	2,902.00	-2,902.00
6720 · Volunteer Appreciation	0.00	0.00	0.00	1,800.00	3,266.00	-1,466.00
6730 - Legal Fees	0.00	0.00	0.00	0.00	1,095.00	-1,095.00
6800 - WCB	0.00	0.00	0.00	400.00	0.00	400.00
6810 · Website	0.00	0.00	0.00	50.00	0.00	50.00
<b>Total Expense</b>	<b>150.00</b>	<b>100.00</b>	<b>0.00</b>	<b>47,890.94</b>	<b>41,752.00</b>	<b>6,138.94</b>
<b>Net Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-6,765.94</b>	<b>700.00</b>	<b>-7,465.94</b>



ACJS has collected thru conference resolutions:		
	2017 Total	TOTAL to Date
Community Service Hrs	146 (\$1,460.00)	\$36,985.00
Monetary Restitution	\$294.00	\$36,247.29
Donations to Agencies**	\$550.00	\$15,110.00

**\*\* victims did not want the money and asked that the restitution be donated to specific agencies**

- Community Service hours equals \$10
- Donations to other agencies started in 2013

# ACJS Statistical Report

Arrowsmith Community Justice Society 1999-2017

**Caryl Wylie - Director**  
**Linda Cherewyk - Coordinator**  
**Alyssa Noble - Coordinator**

## Recap:

	1999-2010	2011	2012	2013	2014	2015	2016	2017	TOTAL
# Cases Referred	345	19	30	54	28	59	33	22	557
# Cases Rejected	57	6	6	8	4	7	09	4	101
# Offenders	499	31	41	66	32	72	39	28	808
# Offenders Rejected	87	14	10	10	4	6	04	4	135
Male	344	27	34	49	22	44	25	19	564
Female	155	4	7	17	10	28	14	9	244
Minor	10	1	0	12	03	11	04	0	41
Youth	375	23	21	19	11	13	09	14	485
Adult	114	7	20	35	18	48	26	14	282
# Conferences Held	276	13	20	46	24	53	20	14	476
# Incompletes	23	0	1	1	02	6	1	0	34
# Repeat Offender	28	1	1	1	02	3	0	2	38

## Location Breakdown:

	Parksville	Qualicum	RDN	Other
Offence Occurred Here:	12	0	6	4
Offender Lives Here:	15	2	4	7

Statistics completed for calendar year. Recap of each year's statistics follow cases for that year. These figures have been compiled by Linda Cherewyk, Program Coordinator, Alyssa Noble, Program Coordinator, and Caryl Wylie, Director.

## Significant Achievements in 2017

- ACJS is pleased to announce donations to other agencies this year totalled \$550.00.
- Donations to other agencies only started in 2013. To date ACJS has donated \$15,110.00 to other charitable organization within the Oceanside community.
- Monetary restitution to victims was \$294.00
- Community service hours were 146 this year, calculated at \$10 per hour equals \$1,460.00
- Local businesses continue to benefit from community service hours as they allow offenders to repair the harm.
- ACJS continues to offer the Community Dispute Resolution program to the Oceanside area.
- ACJS is currently in the process of implementing a new initiative within the restorative justice guidelines. In the "Support for Success Program" youth will be paired with a trained mentor who will guide and support them through the process, which in turn, will provide the youth with the opportunity to complete the process correctly and productively. A mentor will be able to foster a deeper and more supportive relationship that can promote personal development beyond our process. The mentor will help create the potential for economic opportunity and future community involvement. This is essential because ACJS firmly believes if you can make the youth feel like they are a part of the community, they will be less likely to commit future crime, ultimately pathing a pathway of success in school and their financial future.

Kind regards,

Linda Cherewyk  
Alyssa Noble  
**Program Coordinators**

Arrowsmith Community Justice Society  
Annual Budget,  
November 1, 2017- October 31, 2018

Note		ACTUAL past 12 mos	Budget 2018
	<b>BANK ACCOUNT (OPENING BALANCE)</b>	<b>\$30,316.48</b>	<b>32325.56</b>
	<b>EXPENSES (Cash)</b>		
1.	Bank Charges & Filing fees	90.00	90.00
2.	Membership fees	195.25	220.00
3.	Contract Services – Coordinator, -- CPP, EI & Tsx		
4.	Insurance	417.53	450.00
5.	Public Relations & Resource Material	258.17	500.00
6.	Office Supplies & Postage	99.63	250.00
7.	Training		500.00
8.	Volunteer Expenses		200.00
9.	Conference Costs	60.00	100.00
	<b>TOTAL Expenses</b>		
	<b>Projected INCOME (Cash)</b>		
	Municipal Grant (Parkville, QB & RDN)	30,000.00	\$30,000.00
	Gifts & Donations :	1,576.30	500.00
	Interest	1.82	
	<b>TOTAL Income</b>		
	<b>Funds to be generated</b>		
	<b>BANK ACCOUNT (CLOSING BALANCE)</b>	<b>\$32.325.56</b>	<b>29.825.56</b>

Section 22

Section 22

<b>EXPENSES (In-Kind)</b>		
<sup>3</sup> Accountant		1,200.00
<sup>1&amp;2</sup> Conference Exp. (Rooms/Refreshments)		900.00
<sup>1</sup> Meeting Rooms (Board Related)		150.00
<sup>1</sup> Office Space @ \$2000/month		24,000.00
<sup>1</sup> Postage & Courier		250.00
<sup>1</sup> Stationery		1,000.00
<sup>1</sup> Telephone/Fax		1,000.00
<sup>5</sup> Volunteer Hours @ \$20/hr		20,000.00
	<b>Expenses TOTAL</b>	<b>\$48,500.00</b>
<b>In-Kind value from Community Partners as itemized above</b>		
<sup>1</sup> RCMP		\$26,550.00
<sup>2</sup> Community Venues (Church, Halls, Service groups)		750.00
<sup>3</sup> Brent Johnson, CGA		
<sup>5</sup> Volunteers (estimate 1000 hrs @ \$20)		20,000.00
	<b>Value TOTAL</b>	

Section 22



Caryl Wylie, Chairperson  
Sept 10, 2017

Here is a breakdown on the items listed above in the budget as to how I got my figures.

	Amount	For:	Reasoning
1.	\$90.00	Bank Charges & Filing fees	Society fees \$65.00 Annually; Bank fees for accountant \$25.00
2.	220.00	Membership Fees	(a) BC Crime Prevention Society \$85.00 gives us access to a group rate for director and officer liability insurance (b) Parksville Chamber of Commerce \$110.25 gives us access to the business community for public relations (c) Vancouver Island Restorative Justice Association \$25.00 gives us access to provincial and other program connections and information sharing.
3.	27,040 3,650	Coordinator Salary EI & CPP (employer %)	2 coordinators job-share a total of 20 hours per week at \$26.00 per hour. Employer share of EI & CPP at 13.5%
4.	450.00	Insurance	Covers a group plan for Director & Officer Insurance thru BC Crime Prevention Society at \$400 and Worksafe BC for employees usually under \$50.00
5.	500.00	Public Relations & Resource Materials	Cost of website \$205.00. Items vary and could include as required: brochures, handouts for clients, reading materials on RJ for reference, forms.
6.	250.00	Office Supplies & Postage	Mostly for ink cartridges & computer software costs. Most office supplies are provided in-kind thru the RCMP. Our computers, software & printer are up to date and we don't expect any expenses to be incurred in that area.
7	500	training	\$500 is budgeted for training of the facilitators to keep them current;
8.	200.00	Volunteer expenses	Covers the cost of expenses paid by the volunteers: gas, mileage, telephone charges.
9.	100.00	Conference Costs	This covers any charges for hall or room usage for conferences. The churches are very supportive but if they have to bring in a person to sit while we use their facility after hours, we reimburse them for any cost incurred. Usually this is \$10-\$20

The bottom section are in-kind items that are given to us by the community partners at no cost to ACJS. These are greatly appreciated and valued. The numbers in front of each expense show which community partner assists us with these items.



Caryl Wylie  
Chairperson, ACJS,

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**TO:** Regional Parks and Trails Select Committee      **MEETING:** October 17, 2017

**FROM:** Kelsey Cramer, Parks Planner      **FILE:**

**SUBJECT:** Moorecroft Regional Park - Site Planning for New Amenities

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**RECOMMENDATIONS**

1. That \$72,500 be considered for inclusion in the 2018 Regional Parks Operations Budget for the construction of a double vault toilet, removal of Ms. Moore's Cabin and installation of seating on the site at Moorecroft Regional Park.
2. That funding of remaining improvements identified at the planning workshop for Moorecroft Regional Park be considered for allocation in the Five Year Financial Plan.

**SUMMARY**

On May 15, 2017 a stakeholder workshop collected input on amenities for Moorecroft Regional Park, building upon the actions identified in the 2012 Park Management Plan and taking into account recent changes not noted in the Plan (e.g. removal of Kennedy Hall and the Caretaker's House).

A revised concept plan has now been completed for the park's Development Zone that captures the input of the workshop participants. The primary projects identified are new vault toilets in the Development Zone and in the Meadow; a picnic shelter on the Kennedy Hall site; the removal of Ms. Moore's cabin with the installation of seating on the site; and improved entrance area and parking, including a designated bus drop-off zone. Improvements to the water line and service road are required prior to installing a vault toilet in the Meadow. These improvements have now been prioritized over 4-5 years reflecting the priorities noted by the workshop attendees. In total, \$333,500 is anticipated to achieve these projects.

**BACKGROUND**

The 2012 Park Management Plan outlines several action items, as well as a vision for the park. A Conservation Covenant, placed on 93% of the park's 34.4 hectares, limits development to the remaining 7% of the park, referred to as the Development Zone. The Development Zone contains the Meadow and the central area that housed almost all of the demolished camp buildings. Cultural and archaeological protection is also of importance on the property, which is in the traditional territory of Snaw-Naw-As and Snuneymuxw First Nations.

Changes not anticipated in the Management Plan have occurred offering new opportunities for site planning. For example, the Caretaker's House and Kennedy Hall were both removed last year, whereas they were anticipated to remain in 2012.

A Stakeholder Planning Workshop, held on May 15, 2017, included representatives from Snaw-Naw-As First Nation, Nanoose Bay Elementary, RLC Naturalists, RDN Recreation and Parks, Moorecroft Stewards, the Nanoose Bay Parks and Open Spaces Committee and the RDN Regional Parks and Trails Select Committee. The goal was to examine current and future park uses and to collaboratively arrive at a site plan that considers various park amenities and future needs. Some of the main issues and recommendations are listed below.

### **Toilets**

A portable toilet is located near the main trailhead/gateway into the park with a second toilet added over the summer months. This site is convenient for cleaning, but is not aesthetically pleasing, nor is it centrally located for park visitors. The present location of the toilets is a challenge for children's programs held in the Meadow and for visitors using the Vesper Point picnic area. The recommendation is to add four vault toilets: two in the Development Zone, one in the Meadow, and one near the water.

### **Parking**

Parking is limited and expansion is an anticipated requirement. The design layout should maximize use while minimizing disturbance, acknowledging that some tree removal is expected. There is no designated bus drop-off area and, as a result, children exit the bus in the parking area. A properly designed parking lot that factors in vehicle and pedestrian circulation should be considered.

### **Picnic Shelter**

A covered outdoor area in the park would be an asset for school groups, recreation programs as well as other events. Both the former Stringer Hall and Kennedy Hall sites were discussed as suitable areas for a picnic shelter. The preference is a picnic shelter at the Kennedy Hall site where the children's outdoor programming takes place.

### **Ms. Moore's Cabin**

The Management Plan is inconclusive regarding the future use of Miss Moore's cabin. The structure has since deteriorated further and there is no identifiable use for the building. Removal of the building is recommended followed by the installation of benches on the building footprint.

### **Cultural Gathering Space**

The concept of a First Nations building was revisited at a November 2016 meeting at the park with representatives of Snaw-Naw-As First Nation. This concept is still desired by Snaw-Naw-As, with clarification that it is referred to as a cultural gathering space. On-going planning and collaboration are required to determine feasibility, funding and operational detail of this amenity.



**Other Items**

The parking and entry area provide the first impression of the park. A reorganized entry pathway would provide a welcoming area with signs, seating, kiosk, and donor recognition.

There is an opportunity to integrate interpretive signage at various locations throughout the park, inviting children to further learn and explore.

A natural playground could be developed at the park; however, the park itself offers natural play experiences eliminating the need for a constructed “natural playground.”

The Boathouse is ideally suited for interpretive sessions and the walls and/or roof could be removed to create an open viewing area.

The results of the Workshop are presented in Attachment 1. A graphic representation of the proposed changes is included in Attachment 2.

**ALTERNATIVES**

1. That \$72,500 be considered for inclusion in the 2018 Regional Parks Operations Budget for a double vault toilet in the Development Zone, and the removal of Ms. Moore’s Cabin and installation of seating on this site. That budgeting allowances for subsequent improvements be considered for allocation within the 2019 – 2021 Five Year Financial Plan
2. That staff not proceed with the site planning and improvements as recommended from the stakeholder planning workshop and that alternative direction be provided.

**FINANCIAL IMPLICATIONS**

The table below outlines capital and operational costs for various amenities and improvements recommended over the next 4 years. Costs may change once detailed design is completed. It is expected that the costs will be revisited for those items proposed beyond year 2018. Funding for these amenities, both capital and operational, would be allocated through from the Regional Parks Operations Budget.

<b>Year</b>	<b>Improvement</b>	<b>Capital Cost</b>	<b>Operational Cost</b>
2018	Install two-vault toilets with storage centrally in Development Zone	\$ 45,000	\$ 3,000 (current annual cost)
2018	Remove Ms. Moore’s Cabin	\$ 25,000	---
	Install benches	\$ 2,500	infrequent repairs
2019	Realign and upgrade waterline into the park	\$ 35,000	annual flushing n/c
2019	Upgrade road to the Meadow	\$ 45,000	annual grading \$1,000
2019	Install vault toilet in Meadow	\$ 16,000	\$600
2020	Design & tender picnic shelter near former Kennedy Hall site	\$ 70,000	refinishing every 5 years infrequent repairs

2020	Entry Area design and improvements	\$ 35,000	infrequent repairs
2021	Parking lot design and improvements	\$ 45,000	annual grading \$1,500
2021	Interpretive Signage design and install	\$ 15,000	infrequent repairs
<b>Estimated 2018-2021 Year Total</b>		<b>\$333,500</b>	<b>\$ 6,100</b>

Current toilet servicing costs are \$3,000 annually; therefore the anticipated additional operational costs from these improvements will be in the order of \$3,100.

**STRATEGIC PLAN IMPLICATIONS**

Moorecroft Regional Park is a regional asset and an enhanced site design will contribute to the Board’s vision for delivering services that meet the needs of the Region by funding infrastructure in support of recreational core services. In addition, working with partners at Moorecroft Regional Park will support developing and encouraging meaningful relationships with First Nations, other stakeholders and the public.

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Kelsey Cramer  
 kcramer@rdn.bc.ca  
 September 29, 2017

Reviewed by:

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

Attachments

1. Moorecroft Regional Park Workshop Summary
2. Moorecroft Regional Park 2017 Concept Plan



# WORKSHOP SUMMARY

**MOORECROFT**  
REGIONAL PARK

MAY 15, 2017



**REGIONAL  
DISTRICT  
OF NANAIMO**

## INTRODUCTION

### Workshop Overview

- The planning workshop for Moorecroft Regional Park was held on Monday, May 15th at Nanoose Place Community Centre and included a group site visit and tour of the park.
- Invitations were sent to representatives of stakeholder groups and community representatives including: Nanoose First Nation, Nanoose Bay Elementary, Ecole Ballenas Secondary, RLC Interpreters, Moorecroft Stewards, Nanoose Bay Parks & Open Spaces Advisory Committee, RDN Recreation & Parks, and RDN Electoral Area Directors.
- **13** individuals participated in the day-long workshop, along with 2 facilitators.

### Workshop Format

#### MORNING:

- Introductions & Project Background Presentation
- Guided Group Site Visit

#### AFTERNOON:

- **SESSION A:** Site Tour Debrief, Key Opportunities and Constraints
- **SESSION B:** Concept Plan Development (2 small working groups)
- **SESSION C:** Preferred Concept Plan (1 large working group)
- Workshop Review & Next Steps

### Workshop Goals

- Review changes in the park from when the Park Management Plan was prepared in 2012;
- Establish a mutual understanding of the current Moorecroft Regional Park site conditions, opportunities, and constraints;
- Build on and confirm the vision for future amenities and facilities in the park;
- Work collaboratively to refine ideas and locate proposed amenities; and
- Generate a preferred site plan for the study area.



Workshop participants at Moorecroft Regional Park.

# SESSION A:

## Site Tour Debrief, Key Opportunities, Constraints, & Priorities

### Key Priorities

- Children are key park users – School groups and day-camps use a wide variety of spaces in the park and are present in the park on a regular basis
- Consider the WHOLE park – work towards a cohesive park
- For the development areas of the park (outside the covenant area), consider overall themes that are complimentary to the park as a place of conservation and access to nature
- Provide facilities that support safe and desired park use, but that are appropriate for a regional park that is natural and rustic in character
- Balance programs and uses

CHALLENGES AND ISSUES	OPPORTUNITIES
<ul style="list-style-type: none"> <li>■ Weather/wind in certain areas of the park</li> <li>■ Circulation in the parking area</li> <li>■ Vandalism</li> <li>■ Safety for bus drop off area for school groups</li> <li>■ Risks with Ms. Moore’s Cabin condition</li> <li>■ Dog walking on/off leash use</li> <li>■ Currently, portable toilets are not in locations that are convenient for key park destinations</li> <li>■ Portable toilets fill quickly and require frequent pumping</li> </ul>	<ul style="list-style-type: none"> <li>■ School programs are active and adaptive in the park</li> <li>■ The meadow area is valuable dragonfly and insect habitat</li> <li>■ The grassy knoll by the parking lot is accessible, protected from the wind, and receives considerable sun</li> <li>■ Potential to celebrate local First Nations culture within the park:               <ul style="list-style-type: none"> <li>■ Place names in Hul’q’umi’num</li> <li>■ Native plants stories and uses</li> <li>■ Stories from the land and Salish Sea in this area</li> </ul> </li> <li>■ Great views to water from Ms. Moore’s Cabin site</li> <li>■ Provide a shared place for gathering</li> <li>■ Provide access to washrooms in more than one location</li> <li>■ The parking area is the entry and first impression for the park - consider how to incorporate current vegetation and character while planning for expansion</li> </ul>

# SESSION B:

## Concept Plan Development

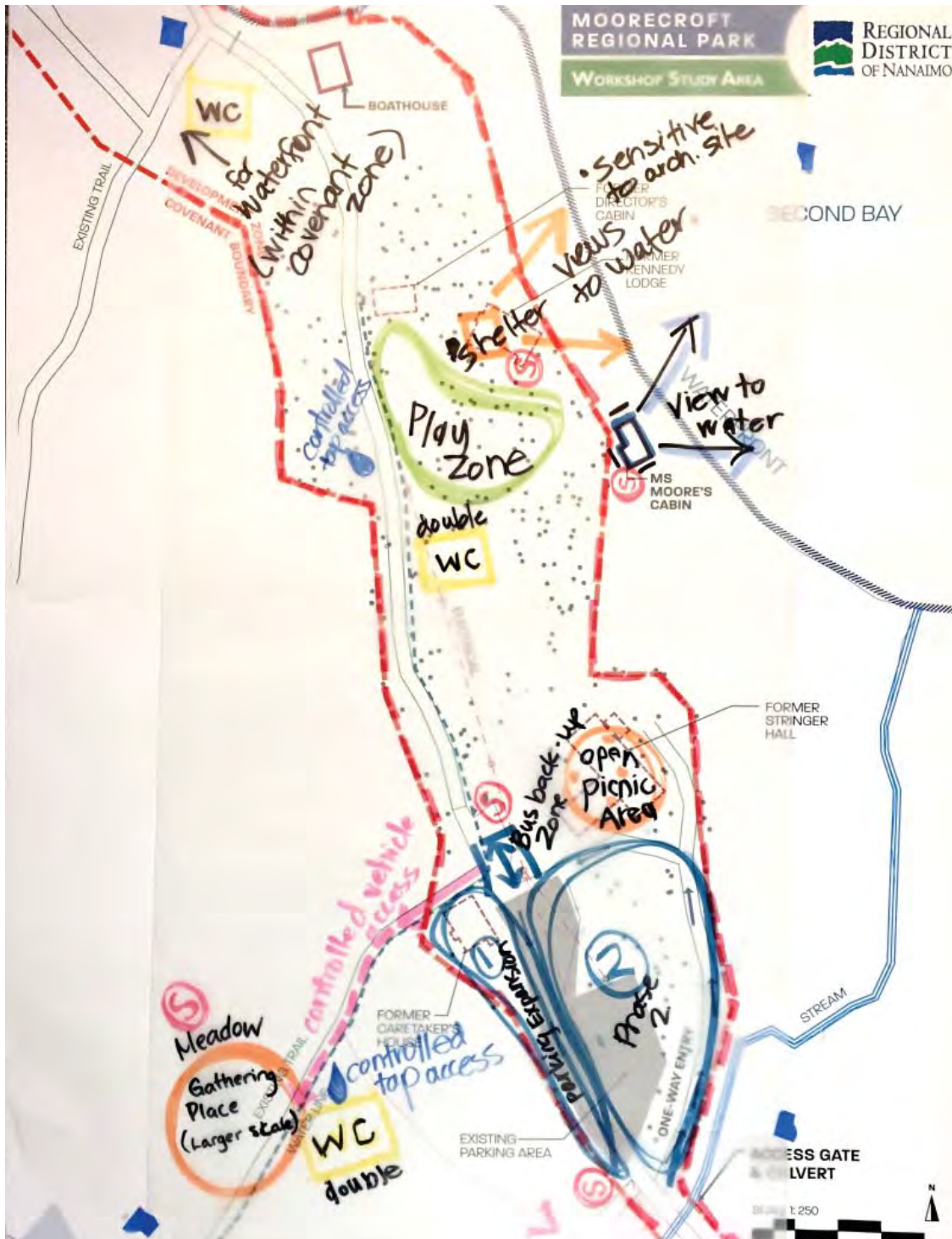
### Group A | Concept Development Summary Points

KEY TOPICS	IDEAS
<b>Gathering Places</b>	<ul style="list-style-type: none"><li>■ Consideration for vehicle access to enable special events</li><li>■ Two Scales 1) Large gatherings 2) Daily/smaller/families</li><li>■ Smaller gathering place at former Kennedy Lodge site with: small covered shelter and tables (with views to water), close proximity to play/toilet, and site sensitive design.</li></ul>
<b>Meadow</b>	<ul style="list-style-type: none"><li>■ Larger gathering place location, to include: open air shelter, controlled vehicle access, controlled water tap access, and double vault toilet</li><li>■ Also a place for education activities</li><li>■ Requires change of water line location or upgrade to accommodate vehicle passage</li><li>■ May require road upgrade around Skipsey wetland</li></ul>
<b>Signage</b>	<ul style="list-style-type: none"><li>■ Kiosk sign and map information at entry</li><li>■ Preference for interpretive signage to be distributed throughout park for storytelling of park history, natural assets, First Nations, etc.</li><li>■ Interpretive signage to be “Kid Friendly” and interactive, as part of a play opportunity. Potential locations: Trailhead south of parking lot, trailhead at gate north of parking lot, in meadow, by Ms. Moore’s Cabin, and former Kennedy Lodge site</li></ul>
<b>Ms. Moore’s Cabin</b>	<ul style="list-style-type: none"><li>■ Failed structure – but carrying the story forward is important to maintaining sense of place</li><li>■ Contributes to history and roots of the park</li><li>■ Take down cabin, but re-use some of the cabin materials (e.g. cedar, chimney brick) for other features in the park (e.g. benches)</li><li>■ Create a story telling place with benches as a lookout</li><li>■ Consider interpretation with signage or having a physical representation of the building footprint</li></ul>
<b>Top of Knoll</b>	<ul style="list-style-type: none"><li>■ Sunny spot with good access to parking lot for elders or those with limited mobility</li><li>■ Open area with picnic tables and benches</li></ul>
<b>Play Area</b>	<ul style="list-style-type: none"><li>■ Dedicated area for ‘natural playground’ not needed</li><li>■ Instead, have ‘sacrificial zone’ of forested area within the development area for play with close proximity to small picnic shelter and toilet</li></ul>

## Toilets

- Vault toilets are the preferred style for the park (portable toilets fill too quickly, flush toilets are not necessary)
- Multiple locations:
  1. Central to development zone (double)
  2. Meadow (double)
  3. Near Waterfront, within development zone (single)

## Group A | Concept Plan Sketch

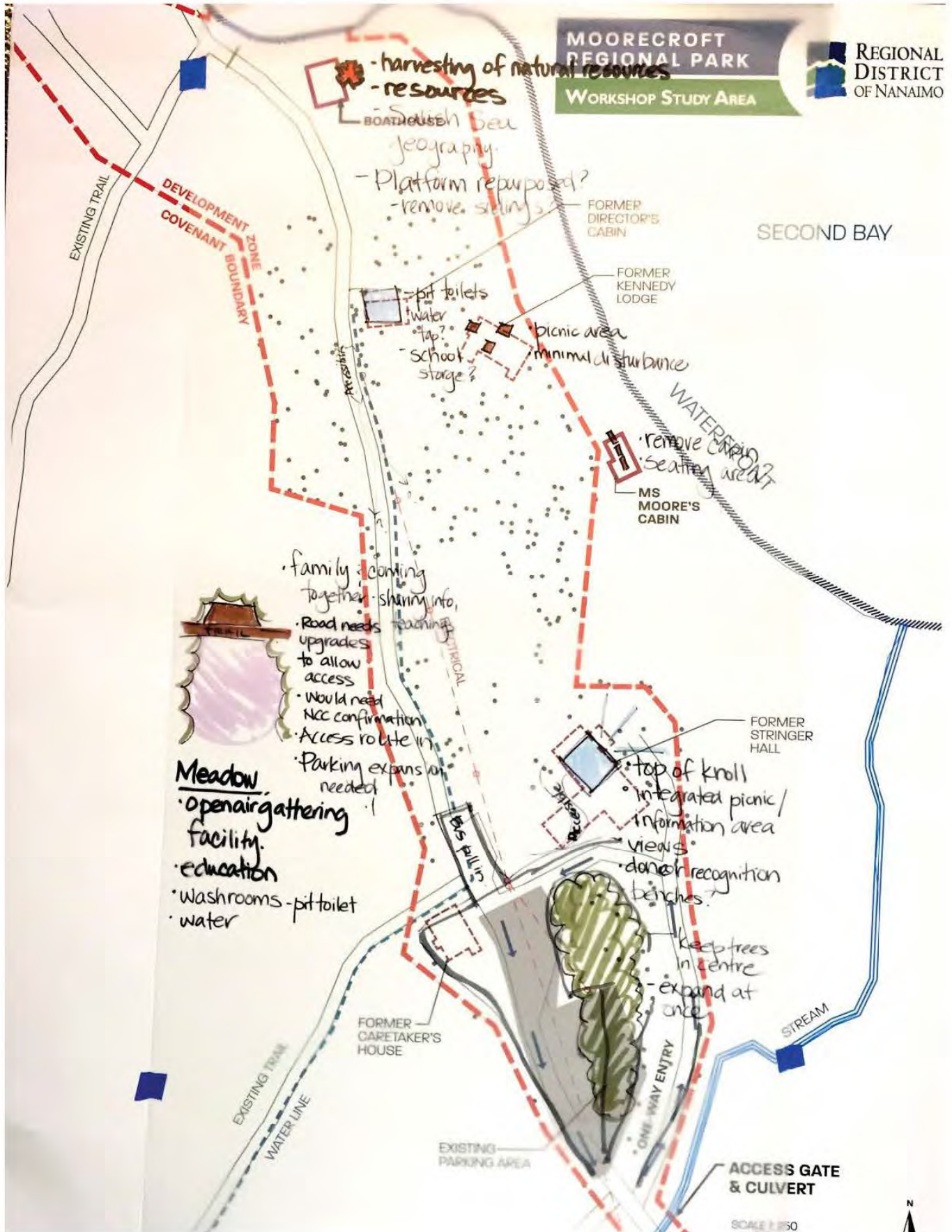


## Group B | Concept Development Summary Points

KEY TOPICS	IDEAS
<b>Parking</b>	<ul style="list-style-type: none"><li>■ Need to accommodate more people</li><li>■ Complete upgrades all at once (not phased)</li><li>■ Retain treed area in centre</li><li>■ Expand towards former Caretaker's house, and with bus pull-in area</li></ul>
<b>Meadow Cultural Centre &amp; Education</b>	<ul style="list-style-type: none"><li>■ Sensitive ecosystems</li><li>■ Open air gathering facility with washrooms (vault toilet) and water</li><li>■ For education uses, family gatherings, large community gatherings</li><li>■ Road needs upgrade for vehicle access</li><li>■ Parking expansion needed to support it</li></ul>
<b>Top of Knoll</b>	<ul style="list-style-type: none"><li>■ Welcome spot for park</li><li>■ Shelter structure with integrated picnic area, information area, donor recognition, and benches</li><li>■ Views out to water</li><li>■ Accessible path route up to top of knoll</li></ul>
<b>Toilets</b>	<ul style="list-style-type: none"><li>■ Vault toilet (no need for daily closure)</li><li>■ Two locations: Meadow, and down by former Director's cabin site</li><li>■ For the toilet in the main park area, consider including a water tap, and a small school storage area</li></ul>
<b>Seating</b>	<ul style="list-style-type: none"><li>■ Waterfront – more picnic tables</li><li>■ Skipsey Marsh</li><li>■ Ms. Moore's Cabin site</li></ul>
<b>Ms. Moore's Cabin</b>	<ul style="list-style-type: none"><li>■ Remove cabin</li><li>■ Replace with seating area with waterfront views</li></ul>
<b>Open Picnic Area</b>	<ul style="list-style-type: none"><li>■ Open picnic area with tables by the former Kennedy Lodge site</li><li>■ Minimal disturbance in this area due to archaeological potential</li></ul>
<b>Natural Play Area</b>	<ul style="list-style-type: none"><li>■ Likely not needed</li><li>■ Dedicated play zones could help manage damage to natural areas</li></ul>
<b>Boathouse</b>	<ul style="list-style-type: none"><li>■ Opportunity for access and education about waterfront, Salish Sea, local geography, harvesting of natural resources</li><li>■ Re-purpose platform and roof, remove siding, covered shelter at waterfront</li><li>■ Requires feasibility review of structure</li></ul>



# Group B | Concept Plan Sketch



# SESSION C:

## Preferred Concept Plan Development

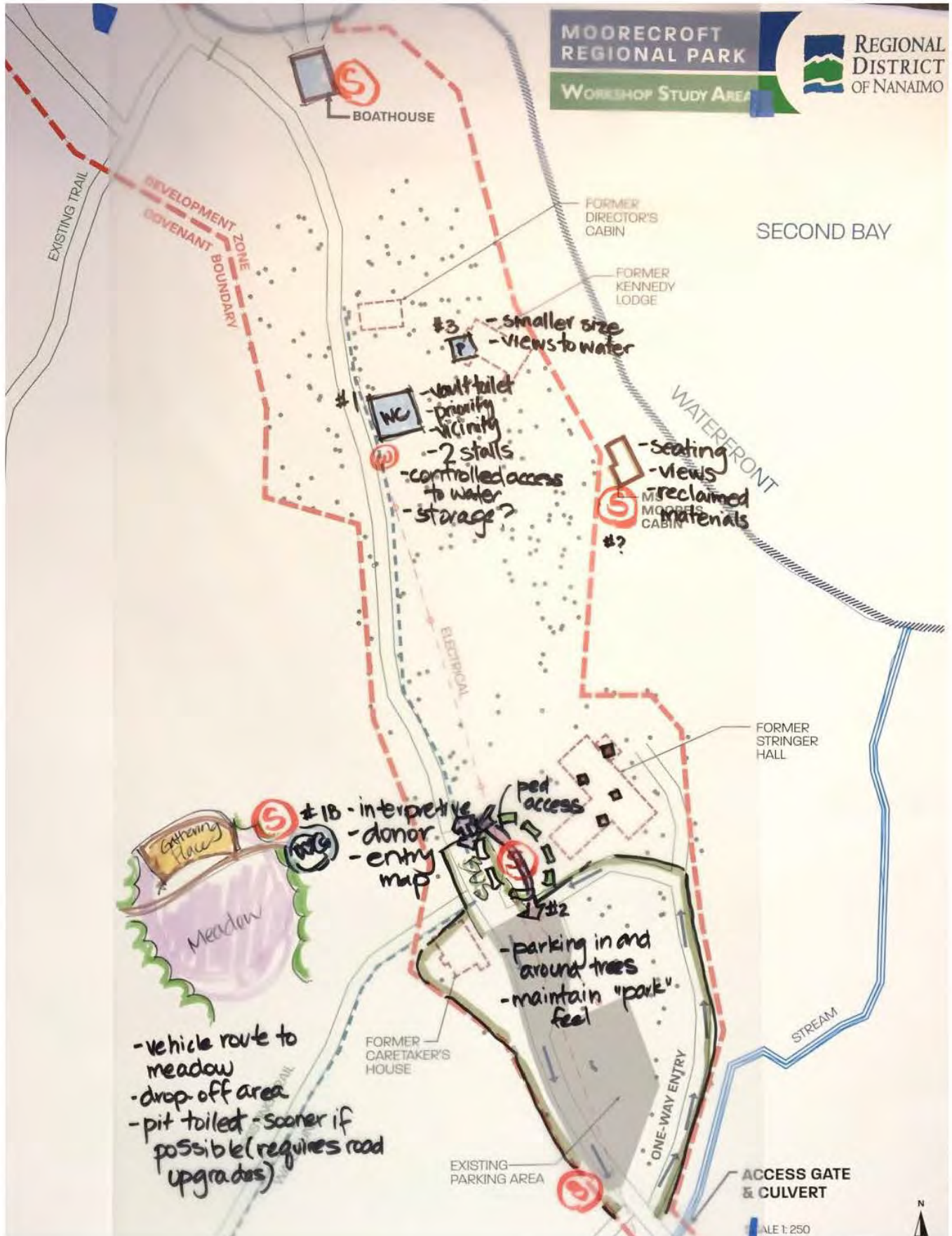
KEY TOPICS	DESCRIPTION
<b>Park Entry</b>	<ul style="list-style-type: none"><li>■ Remove toilets and enhance area to be welcoming</li><li>■ Include park sign and map kiosk that is easily visible from parking lot</li><li>■ Designate and sign bus drop-off zone (not for parking)</li><li>■ Include donor recognition area</li><li>■ Route entry pathway to park through the welcome area adjacent to the gate and bus drop-off area</li></ul>
<b>Toilets</b>	<ul style="list-style-type: none"><li>■ Vault toilets, non-gender specific</li><li>■ Multiple locations:<ol style="list-style-type: none"><li>1. Central Development Area (double stall, uphill from former Director's Cabin, Integrate storage for school and program use.)</li><li>2. Meadow Gathering Place (double stall)</li><li>3. Waterfront Development Area (single stall)</li></ol></li><li>■ Consider ground conditions to determine final locations</li></ul>
<b>Meadow Area &amp; Large Gathering Place</b>	<ul style="list-style-type: none"><li>■ Gathering place – larger groups</li><li>■ Focus development to edges and one end (maintain open area in centre)</li><li>■ Provide vault toilets</li><li>■ Provide controlled tap access</li><li>■ Provide controlled vehicle access</li><li>■ Changes and upgrades to road and waterline to site will be required</li></ul>
<b>Smaller Scale Picnic Shelter</b>	<ul style="list-style-type: none"><li>■ Provide mid-size open air shelter and picnic tables</li><li>■ Proximity to washroom and controlled water tap</li><li>■ Views to water</li><li>■ Sensitive to First Nations History on site</li></ul>
<b>Grass Knoll Open Picnic Area</b>	<ul style="list-style-type: none"><li>■ Picnic tables and seating scattered and open to sun</li><li>■ Accessible pathway between picnic area and parking</li><li>■ Pathway connection to entry area</li></ul>

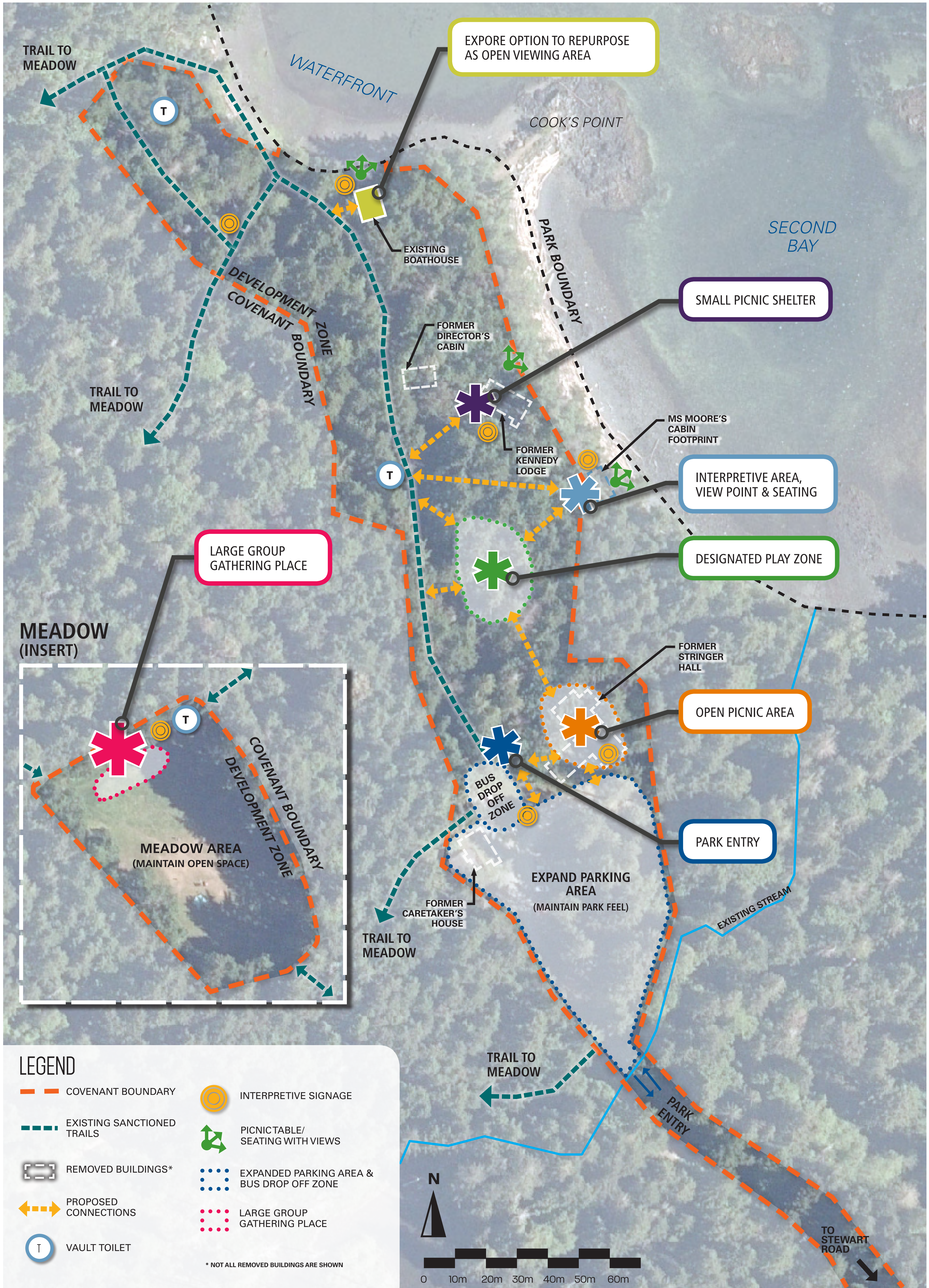
KEY TOPICS	DESCRIPTION
<b>Parking</b>	<ul style="list-style-type: none"> <li>■ Expansion needed</li> <li>■ Consider whether to phase or do in stages</li> <li>■ Managing tree removals/impacts for parking expansion</li> <li>■ Layout to maximize use while minimizing disturbance</li> <li>■ Consider gravel versus paving (winter maintenance and snow removal consideration for asphalt)</li> </ul>
<b>Interpretive Signage</b>	<ul style="list-style-type: none"> <li>■ Disperse signs and interpretive features throughout park</li> <li>■ Include interactive elements that are interesting for children and play</li> <li>■ Integrate First Nation's language and stories</li> </ul>
<b>Play Area</b>	<ul style="list-style-type: none"> <li>■ Designate an area central in the development area as "Play Zone" and communicate this on maps and signs so that wear/impacts are focused in one area</li> <li>■ No formal or built 'natural playground'</li> </ul>
<b>Ms. Moore's Cabin</b>	<ul style="list-style-type: none"> <li>■ Remove cabin structure, but carry forward with storytelling</li> <li>■ Look for opportunities for material re-use from cabin (e.g. benches)</li> <li>■ Include interpretative signs and features at site (e.g. building footprint)</li> <li>■ Provide seating with views (build within already 'disturbed' site area)</li> </ul>
<b>Boathouse</b>	<ul style="list-style-type: none"> <li>■ Look into feasibility of removing siding and using roof and structure as waterfront shelter</li> <li>■ Site for Salish Sea and First Nation education</li> </ul>

## PREFERRED CONCEPT PRIORITIES:

1. Build Vault Toilet Central within Development Area (integrate storage).
2. Build Vault Toilet in Meadow (road and water line work required).
3. Remove Ms. Moore's Cabin (retain select materials for re-use).
4. Install Park Entry Sign and Map, and Improve Entry Area.
5. Construct Smaller Scale Picnic Shelter (by former Kennedy Lodge).
6. Design Parking Lot Layout to Improve Capacity and Circulation.

# PREFERRED CONCEPT PLAN SKETCH





LEGEND

- — — COVENANT BOUNDARY
- - - - EXISTING SANCTIONED TRAILS
- REMOVED BUILDINGS\*
- → → PROPOSED CONNECTIONS
- T VAULT TOILET
- ◎ INTERPRETIVE SIGNAGE
- ↗ ↘ ↙ ↚ PICNIC TABLE/ SEATING WITH VIEWS
- ● ● ● EXPANDED PARKING AREA & BUS DROP OFF ZONE
- ● ● ● LARGE GROUP GATHERING PLACE

\* NOT ALL REMOVED BUILDINGS ARE SHOWN



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**TO:** Regional District of Nanaimo Board      **MEETING:** October 24, 2017

**FROM:** Darren Marshall  
Manager, Transit Operations      **FILE:** 0810 03 TRR

**SUBJECT:** Transportation Services Building Roof Replacement – Construction Contract Award

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**RECOMMENDATION**

That the Board award a contract for the Transportation Services Building Roof Replacement to G&G Roofing Ltd. in the amount of \$196,330.00 (excluding GST).

**SUMMARY**

The Construction Tender for Transportation Services Building Roof Replacement was posted to BC Bid and the Regional District of Nanaimo (RDN) website on August 28, 2017. The Invitation to Tender closed on September 15, 2017, and tenders were received from five contractors. After a careful review, J. Watson Roofing Consulting has recommended that the RDN award the construction contract G&G Roofing Ltd.

**BACKGROUND**

The Transportation maintenance building was constructed in 1975. The portion of roof considered for replacement is situated above four mechanic bays, parts storage and office space. Since 2009, two construction upgrade phases, I and II, have occurred to the transportation building. This portion of the roof is original to the construction of the building and has had multiple leak repairs. The upgrade phases did not include in the scope of work the roofing application to this portion of the building.

The current roof design does not permit water to flow to all drains and excessive standing water builds up during heavy rain periods. All repairs have failed and J. Watson Roofing Consulting recommends the roof section should be replaced to eliminate the issue of standing water and leaks.

The tender for construction of the removal and installation of the new roof was posted on August 28, 2017.

The tender period closed on September 15, 2017, and five tenders were received. A list of the tenderers and their tender prices are shown in Table 1 below.

**Table 1 – Transportation Services Building Roof Replacement – Tenders Received**

<b>Tenderer</b>	<b>Tender Price (excluding GST)</b>
G & G Roofing Ltd.	\$196,330.00
Aurora Roofing Ltd.	\$205,000.00
Top Line Roofing Ltd.	\$206,850.00
Nelson Roofing & Sheet Metal Ltd.	\$207,300.00
Alpha Roofing & Sheet Metal Inc.	\$219,130.00

The lowest Tender price was submitted by G&G Roofing Ltd. for \$196,330.00 (excluding GST).

J. Watson Roofing Consulting has reviewed the tenders on behalf of the RDN for compliance and recommends awarding the contract to G&G Roofing Ltd.

**ALTERNATIVES**

1. That the Board award a contract for the Transportation Services Building Roof Replacement to G&G Roofing Ltd. in the amount of \$196,330.00 (excluding GST).
2. That the Board provide alternative direction.

**FINANCIAL IMPLICATIONS**

The recommended roof replacement contract award amount of \$196,330.00 is below the capital budget construction estimate of \$250,000.00. See Table 2 below.

**Table 2 – Total Project Cost**

<b>Total Project Cost</b>	
<b>Consulting</b>	\$2,080.00 (actual)
<b>Construction</b>	\$196,330.00
<b>Contingency</b>	\$10,000.00
<b>Total</b>	<b>\$208,410.00</b>

Included in the tender is a Roofing Contractors Association of British Columbia (RCABC) 10 year warranty. The 'RoofStar Guarantee' ensures that if the roofing contractor is no longer active in business, RCABC Guarantee Corp. will assume full responsibility for the guarantee term of 10 years. A comprehensive review of the roofing application by an independent inspection firm is impartial when dealing with both the roofing contractor and the RDN. This protects the RDN assets and aligns with the RDN Asset Management working group objectives.

## STRATEGIC PLAN IMPLICATIONS

This project is consistent with key priorities of the 2016-2020 Strategic Plan in the following area:

*Focus on service and organizational excellence.* The replacement of the Transportation Services Building Roof is to ensure the transportation department provides cost effective and efficient service to the Region.



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Darren Marshall  
[dmarshall@rdn.bc.ca](mailto:dmarshall@rdn.bc.ca)  
September 25, 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      **MEETING:** October 24, 2017

**FROM:** Kristy Marks  
Planner      **FILE:** PL2016-161

**SUBJECT:** **Zoning Amendment Application No. PL2016-161**  
**Pratt Road – Electoral Area ‘F’**  
**Amendment Bylaw No. 1285.27, 2017 – Adoption**  
**Lot 7, District Lot 8, Cameron District, Plan EPP10381**

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#### RECOMMENDATION

That the Board adopt “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017”.

#### SUMMARY/CONCLUSIONS

The applicant has completed the conditions of approval for proposed “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017”, therefore staff recommends that the Board adopt Amendment Bylaw No. 1285.27, 2017.

#### BACKGROUND

The Regional District of Nanaimo has received an application from Maureen Pilcher & Associates on behalf of Wayne & Pamela Potts to rezone the subject property from FR-1 Zone (Forestry/Resource 1) to a new FR-2 Zone (Forestry/Resource 2) to permit a second dwelling unit and allow secondary suites as an accessory use. Amendment Bylaw No. 1285.27 was introduced and given first and second reading on January 24, 2017 (see Attachment 1). A Public Hearing was held on March 15, 2017 and the Bylaw received third reading on March 28, 2017.

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

- Provide a community amenity contribution in the amount of \$1,000 to Electoral Area ‘F’ Parks Reserve Fund to be used for local park improvements.
- Obtain the appropriate approvals from Island Health for domestic water supply to the proposed second dwelling unit.

- Register a Section 219 Covenant on the property title prohibiting Building Strata, pursuant to the *Strata Property Act*, on the subject property.

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

#### **ALTERNATIVES**

1. To adopt “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017”.
2. To not adopt “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017”.



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Kristy Marks  
kmarks@rdn.bc.ca  
October 4, 2017

#### Reviewed by:

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

#### Attachments

1. Proposed Amendment Bylaw No. 1285.27, 2017

**Attachment 1**  
**Proposed Amendment Bylaw No. 1285.27, 2017**

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 1285.27**

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

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

- A. This Bylaw may be cited as "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017".
- B. "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002", is hereby amended as follows:
  - 1. Under SECTION 2 – GENERAL REGULATIONS, 2.18 Secondary Suites, 1, by inserting "FR-2" after "R-4".
  - 2. Under SECTION 4 – ZONES, by adding the following zoning classification and corresponding short title after Section 4.6 FR-1 (Forestry/Resource 1):

Section 4.6A FR-2 (Forestry/Resource 2)
  - 3. By adding Section 4.6A FR-2 (Forestry/Resource 2) as shown on Schedule '1' which is attached to and forms part of this Bylaw.
  - 4. By rezoning the lands shown on the attached Schedule '2' and legally described as Lot 7, DL 8, Cameron District, Plan EPP10381 from FR-1 (Forestry/Resource 1) to FR-2 (Forestry/Resource 2).

Introduced and read two times this 24th day of January, 2017.

Public Hearing held this 15th day of March, 2017.

Read a third time this 28th day of March, 2017.

Adopted this \_\_th day of \_\_\_\_\_, 201X.

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Chair

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Corporate Officer

\_\_\_\_\_  
Chair

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Corporate Officer

**Schedule '1'**

**FR-2 – FORESTRY/RESOURCE 2**

**SECTION 4.6A**

**4.6A.1 Permitted Principal Uses**

- a) Dwelling Unit
- b) Agriculture
- c) Log Storage and Sorting Yard
- d) Primary Mineral Processing
- e) Silviculture
- f) Wood Processing

**4.6A.2 Permitted Accessory Uses**

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

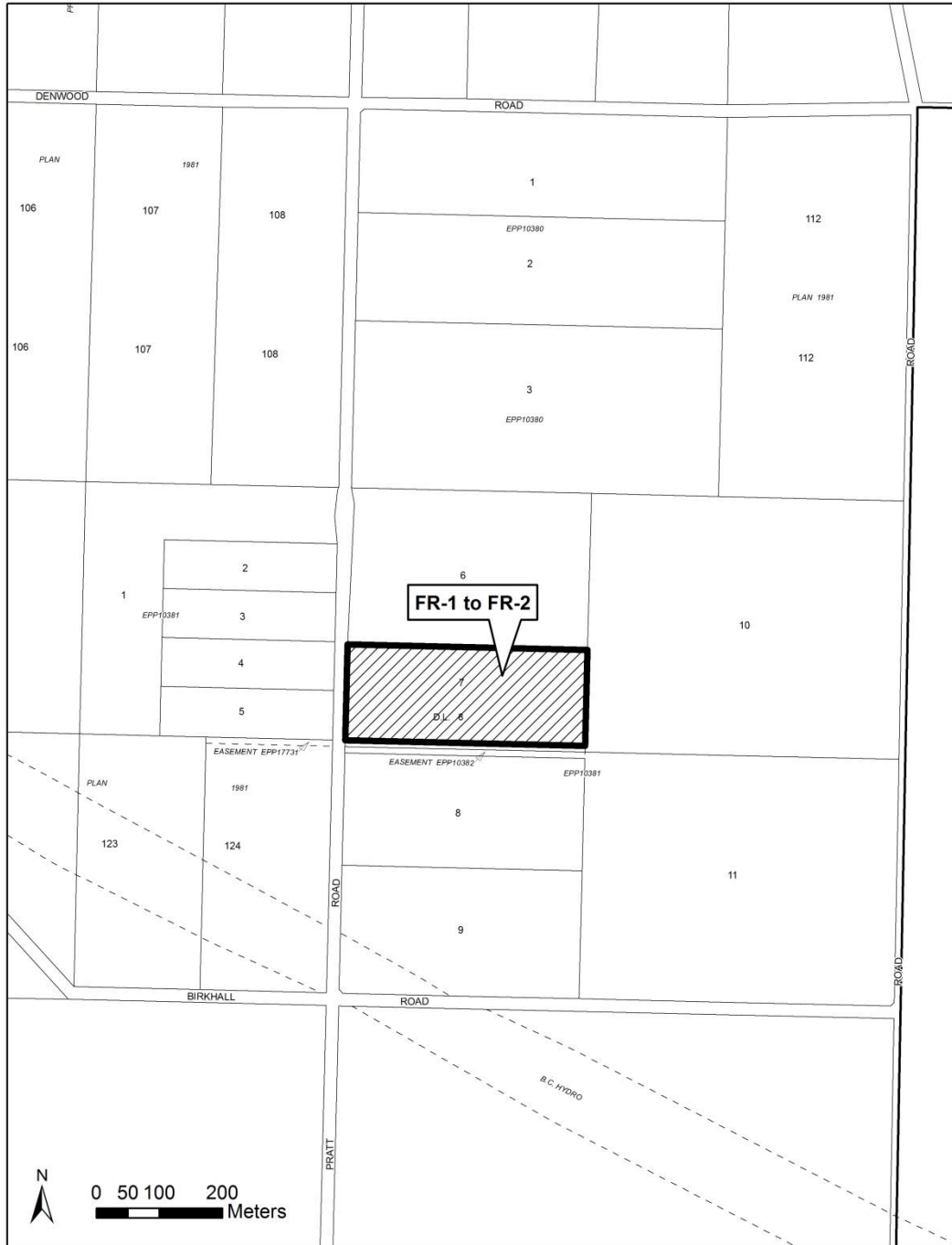
**4.6A.3 Regulations Table**

Category	Requirements
a) Maximum Density	1 Dwelling Unit per ha to a maximum of 2 Dwelling Unit per lot
b) Minimum Lot Size	50 ha
c) Minimum Lot Frontage	400 metres
d) Maximum Lot Coverage	10 %
e) Maximum Building and Structure Height	10 metres
f) Minimum Setback from i) Front and Exterior Side Lot Lines ii) All Other Lot Lines	4.5 metres 2 metres
g) Minimum Setback of all agricultural buildings, structures and uses	Refer to Section 2 – General Regulations
h) Minimum Setback of all buildings or structures for primary mineral processing from all watercourses	30 metres
i) General Land Use Regulations	Refer to Section 2 – General Regulations

Chair

Corporate Officer

**Schedule '2'**



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**TO:** Regional District of Nanaimo Board      **MEETING:** October 24, 2017

**FROM:** Jamai Schile  
Senior Planner      **FILE:** 6300

**SUBJECT:** UBCM Funding Application for Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning

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### RECOMMENDATION

That the Board endorse the coastal flood plain mapping project for submission under the Union of British Columbia Municipalities Community Emergency Preparedness Fund.

### SUMMARY

The Provincial Government recently announced a funding opportunity intended to ensure accurate knowledge of current and future coastal flood hazards and to develop strategies to mitigate and reduce the associated risks. The grant maximum is 100% percent of the eligible costs to a maximum of \$150,000. The application intake closes October 27, 2017. The application for funding requires a Board motion.

This funding application proposes actions to be taken to come into compliance with the Provincial requirements relating to the development of coastal flood plain maps. When completed this information will be shared with all RDN departments, member municipalities and First Nations. When complete the mapping information will be used to inform the Emergency Planning's Flood Hazard Risk Assessment project, Current Planning's modernization of flood plain bylaw, future land use planning and enhancement the Regional and Community Utilities infrastructure and adaptation plans. Without grant funding, the full cost of this project would be borne by the Regional District of Nanaimo.

### BACKGROUND

The *Local Government Act* and *Land Title Act* were amended in 2003 and 2004 to remove the role of the Minister of Environment from flood plain designation and approving administration, shifting the authority to local governments. Subsequently, the province prepared "Flood Hazard Area Land Use Management Guidelines" (2004) to assist local government in identifying flood hazard areas and developing and implementing land use management plans for these areas as well as the "Coastal Floodplain Mapping - Guidelines and Specifications" (2011). Some time has passed since the proposed amendments were announcement, staff are now informed that the amendments will come into effect January 1, 2018.

In response to the anticipated changes, the Regional District of Nanaimo (RDN) completed the first of four steps in the preparation of coastal flood plain mapping. In 2017, Light Detection Ranging (LIDAR) mapping, with 0.5 metre contours, was completed in accordance with the Provincial Guidelines. The remaining steps are:

1. Acquisition of detailed floodplain topography – **LIDAR mapping completed 2017**
2. Coastal engineering analysis to estimate water levels components associated with design condition, and the Flood Construction Levels – *pending funding*.
3. Preparation of floodplain maps indicating areas subject to flood hazard(s) and the magnitude of the hazard(s) – *pending funding*.
4. Preparation of Design Brief to document analysis – *pending funding*.

To support these required changes, new Provincial funding has recently been announced. The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. The focus of this request relates only to the Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning funding stream. The intent of this stream is to ensure local governments have accurate knowledge of the flood hazards they face and to develop effective strategies to mitigate and prepare for those risks.

The grant maximum is 100% percent of the eligible costs to a maximum of \$150,000. Eligible activities include:

- development of modernizing flood maps to address flood risks identified by a risk assessment
- completion of flood risk assessment
- completion of a Flood Mitigation Plan
- directly related costs, including: consultant costs, applicant staff and administrative costs, and public information costs.

If approved, funding is awarded in two payments: 50% at the approval of the project and 50% when the project is complete and the final reporting requirements have been met. All approved activities are required to be completed within one year of approval. Applications under the Fund require a Board resolution endorsing the project to accompany the application submission. The application deadline is October 27<sup>th</sup>, 2017.

This funding application purposes to complete the remaining steps to gain the technical information to identify coastal flood plain hazard(s). When complete the mapping information will be used to inform the Emergency Planning's Flood Hazard Risk Assessment project, Current Planning's modernization of flood plain bylaw, future land use planning and enhancement of Regional and Community Utilities infrastructure and adaptation plans. Without grant funding, the full cost of this project would be borne by the Regional District of Nanaimo.

## **ALTERNATIVES**

1. That the Board endorse the coastal flood plain mapping project for submission under the UBCM Community Emergency Preparedness Fund.



2. That the Board provide alternative direction to staff.

## **FINANCIAL IMPLICATIONS**

The project scope is generally defined by the Provincial Guidelines and the costs have been estimated based on preliminary input for this type of work. Funds to coordinate a portion of Step 2: Coastal analysis - design conditions is already included in the 2017-2018 budget. However, additional funds will allow for a greater portion of the RDN, in terms of geographical area, to be analysed. The scope and associated costs may be further refined through the RDN's Request for Proposal process. Staff resources will be required to manage the project. This project is not anticipated to have any additional financial impacts to residents within the various service areas.

Grant funding is limited, and the demand is expected to be high considering the change in the local governments' role in flood plain designation and authority. The Province has indicated there will be additional intakes for this funding stream in the future. However, the second application deadline has not been announced as of the writing of this report.

## **STRATEGIC PLAN IMPLICATIONS**

Acquiring coastal flood plain mapping that considers changing conditions, such as sea level rise will be used to inform adaptation planning for most of the services provided by the RDN. As such, this project aligns well with the 2016-2020 Board Strategic Plan priorities of: Service and Organizational Excellence in terms of costs and benefits by developing information that can be used by all RDN departments to reduce the costs and risks associated with the impacts of sea level rise; Focus on Relationships by continuing to develop and seek input from member municipalities and Snuneymuxw, Snaw-Naw-As and Qualicum First Nation communities in future planning as well as seek opportunities to partner with other branches of government to advance our region; and, Focus on the Environment, specifically in preparing for and mitigating the impact of environmental events.



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Report Writer's Name

[jschile@rdn.bc.ca](mailto:jschile@rdn.bc.ca)

October 17, 2017

Reviewed by:

- P. Thompson, Manager, Long Range Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer